

**Ink Manager® Pro 1.0**

**and**

**ThinkScribe™ Digital Notepad**

**User's Guide**

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**Note:**

Before using this information and the product it supports, be sure to read the general information under “Safety information” and “Notices” in the *IBM (R) ThinkPad (R) TransNote (R) Service and Troubleshooting Guide*.

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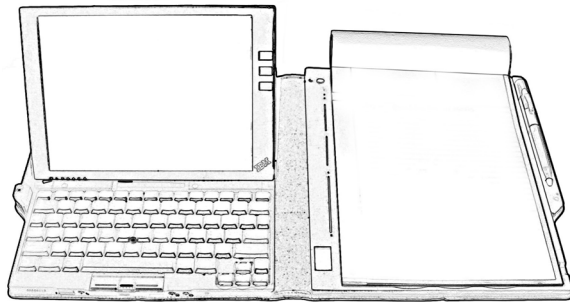
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# Welcome

Congratulations on your purchase of the TransNote™ system that includes the ThinkPad™ computer, ThinkScribe™ digital notepad and Ink Manager® Pro software. The Ink Manager Pro is a unique software program that communicates with the ThinkPad computer, ThinkScribe digital notepad, and the IBM digital pen. This is a tool for mobile professionals, people whose business and personal needs require total portability and efficiency in managing their handwritten notes.



With the TransNote, you can write the way you always do, while capturing electronic notes with the digital notepad at the same time. You can write while the computer is turned on, in suspend mode, or turned off. When the computer is turned on, your electronic notes upload automatically to Ink Manager Pro. When you start Ink Manager Pro, your notes appear in the viewing window, where you can file the pages into ink files, search for pages, manage your tasks, edit and format the pages, and share your pages with others.

With ThinkScribe digital notepad and Ink Manager Pro, you can:

- Write notes and sketch naturally on the digital notepad.
- Mark words as Keywords, To Do's, and Messages.
- Transfer your notes and sketches to the computer.
- View and edit your ink on the computer screen.

- Preserve the archive pages of your original ink.
- Organize, sort, and store notes and sketches in ink files.
- Edit, format, store, and print your pages and ink files.
- Search your notes by the date you wrote them or by words you marked as Keywords.
- List and manage your To Do's and Messages.
- Copy your ink into e-mails or documents as a graphic
- Share your ink with others.
- Add links to your personal calendar system for handwritten notes taken during scheduled meetings.
- Use the digital pen as a mouse pointer as a graphics input device or to activate toolbar buttons and menus.

## Reference information

In addition to this book, TransNote includes many sources of information to help you get the most out of your product.

Visit our Web site for further updates. To do this, press the ThinkPad button on the right side of the computer to open Access ThinkPad, and select the Service & Support icon. On the Web site, you can do the following:

- Find product information.
- Order supplies and accessories.
- Get technical support, troubleshooting tips, and much, much more.

User Reference	Includes...	Where to Find It...
Getting Started Guide	Basic instructions for using the ThinkScribe notepad	On the digital notepad.
Quick Reference Card	Toolbars and menus Frequently used tasks	Last page of this guide.



<b>User Reference</b>	<b>Includes...</b>	<b>Where to Find It...</b>
Ink Manager Pro Help	Detailed task help Reference help Techniques and tips Troubleshooting & FAQ's Index and Search tabs Glossary	In Ink Manager Pro, press Help > Help topics, or F1. Or from the computer screen, open Access ThinkPad and then open ThinkPad Assistant. Select "Everyday uses."
Readme	Release notes	Press Start > Programs > IBM Ink Manager Pro > Utilities > Documents. Select "Readme."



This chapter provides basic information about using the ThinkScribe digital notepad and digital pen, including:

- Getting started
- Pre-assigning pages to ink files
- Marking actions as you write
- Turning pages
- Understanding the status display messages
- Viewing ink on the computer
- Changing the notepad
- Caring for the digital pen
- Ordering supplies

## Getting started

The best way to get started is to complete the *Getting Started Guide*, located on the digital notepad. The booklet provides guided practice for using the digital notepad to take notes, turn pages, mark words or phrases as a To Do or Message, and view your first pages in the Ink Manager Pro viewing window. In addition:

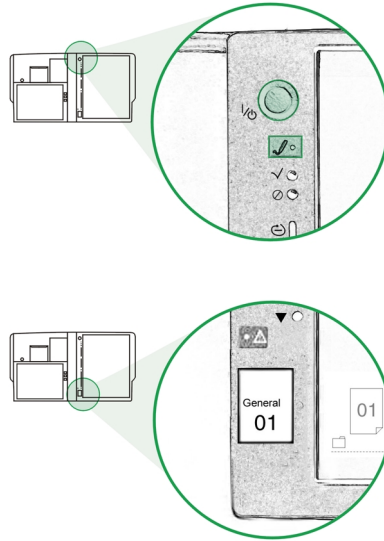
- Lift the notepad to see the ThinkScribe reference label that contains useful information about the digital notepad.
- Remove the Quick Reference Card, the last page in this book, and take it with you as a handy reminder of shortcuts and other important information.

After 30 minutes of idle time, the digital notepad turns off (the status display goes blank) to conserve the battery. Push the power button to turn it back on.

The digital notepad turns on automatically when you open your TransNote. When you are ready to start writing, check the status display to see if it contains information about the current page.

If the status display is blank, turn on the digital notepad by pressing the power button, located at the top of the ThinkScribe.

Press the power button to turn on the digital notepad.



When the digital notepad turns on, the status display lights up and shows information about your current page.

Now you can start writing. Remember to use only the digital pen on the notepad—other pens will not record your ink.

Press the ink tip firmly on the paper. When the digital notepad detects the ink tip, the pen icon appears in the status display, and the green Activity indicator blinks at the top of the digital notepad.

Write notes on the digital notepad anytime, regardless of whether the computer is turned on, turned off, or in standby mode.

Although both the computer and notepad sides of your system use the same battery, there are two power buttons. This feature enables you to turn off your computer when you are not using it, to save power, and then continue taking notes with your digital notepad for several hours.



If you do not see the pen symbol, your digital pen might need a new battery, described later in this chapter.

# Pre-assigning pages to ink files

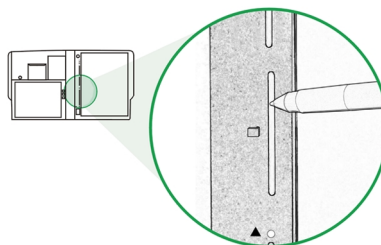
Ink Manager Pro helps you organize your notes into “ink files,” files that contain your handwritten notes. The Ink File selector on the digital notepad contains 19 names of ink files, which can be renamed or reordered in Ink Manager Pro, plus a reserved location for General pages.

Use the Ink File selector to pre-assign pages to ink files as you write. That way, you can quickly organize and file your notes later in Ink Manager Pro.

## To pre-assign a page to an ink file:

1. With the digital notepad turned on, slide the ink tip slowly in the Ink File selector. Hold the pen perpendicular to the slot for best results.

Slide the ink tip in the Ink File selector to pre-assign an ink file.



2. Watch the names that appear in the status display. Lift the pen to select the highlighted name, such as Ink File 1. The name is now assigned to the current page and to all following pages until you select another name. Keep the same name for all the notes you plan to add to the same ink file.
3. Later, when you start writing notes on a new topic or at another meeting, turn the page (and tap Page Forward), and select a different name from the Ink File selector, such as Ink File 2. This keeps your pages organized for quick filing into separate ink files in Ink Manager Pro.

You can change the pre-assigned name at any time, even after the page transfers to the computer.


To change the pre-assigned ink file for a previous page, tap Page Backward until the page number appears in the status display, and select the name from the Ink File selector. The new name appears in the status display. You must change the file name for each prior page individually.


For more information about ink files, refer to the following chapters:


- Chapter 2 describes how to customize the names of ink files on the Ink Files selector
- Chapter 3 describes how the Ink Manager Pro window displays your transferred pages.
- Chapter 4 describes how to view and file your transferred pages into My Ink Files.

## Marking actions as you write

 Keyword icon

 To Do icon

 Message icon

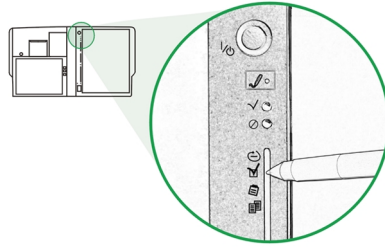
 Copy icon

Ink Manager Pro provides a powerful tool called “actions” to help you search, retrieve, and act on your notes. Mark words and phrases as actions while you write notes so that, later, you can quickly search for a page, manage actions, and share your ink with others.

Use the Action selector located on the left side of digital notepad to identify and mark actions in your notes. Ink Manager Pro includes four types of actions: Keyword, To Do, Message, and Copy. You can change the upload speed or selection method using ThinkScribe Notepad Properties, described in Chapter 2.

### To mark words or phrases as actions as you write:

1. Tap the ink tip next to an action symbol, or slide the ink tip slowly in the Action selector. Hold the pen perpendicular to the slot for best results.
2. Watch the action names as they appear in the status display: Keyword, To Do, Message, or Copy. Lift the pen to select the highlighted action.



3. If you select the wrong one, tap Cancel and start over.
4. Select the ink to mark. To do this, look at the icon in the status display:



- Circle method. If you see the circle icon in the display panel, draw a circle (or any enclosed shape) with one, smooth stroke around the word or phrase, similar to the rectangular box that you use to mark actions on the computer screen. Circle all the ink for the word or phrase, and avoid ink from other words. Be especially careful to circle the entire first and last strokes of ink. By default, use the circle method to mark a Keyword, To Do, or Message.



- Two-tap method. If you see the tap icon in the display panel, tap one corner of the area to select, such as the upper-left corner.



Then tap the opposite, diagonal corner, such as the lower-right corner. Make sure the taps are wide enough to include all the ink strokes of the ink to select. By default, use the two-tap method to apply the Copy action.

For more tips, see the problem “When I mark actions on the digital notepad, the marked ink is not correct on the screen or in my lists” in Chapter 10: Problem Solving.

On the computer screen, the marked words appear in different colors, without the circles: Keywords are blue, To Do items are red, and Messages are green.

Copied ink opens in the Ink Clipboard Viewer. See Chapter 8: Sharing Ink for more information.

You can mark ink on the digital notepad as multiple actions. For example, mark a To Do as a Message, or mark a word in a To Do

as a Keyword. On the computer, the transferred ink changes to the color of the most recent action. If you hold the mouse pointer over the ink, the annotated text for the most recent action appears in the fly-over window. When you view lists, the marked ink shows up in the list for each action.

For more information about actions, see the following chapters:

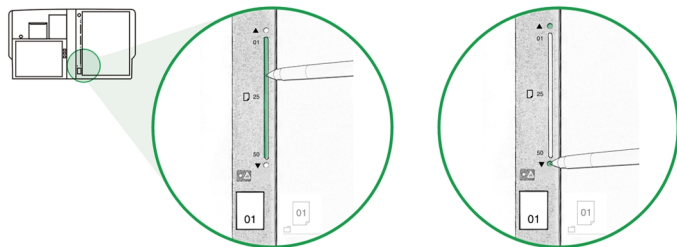
- Chapter 2: Ink Manager Pro Setup describes how to change the appearance of marked ink (using Preferences > Actions tab) and how to change the selection methods for actions (using ThinkScribe Notebook Properties > Actions Selector tab).
- Chapter 7: Working with Actions describes how to mark actions and change or remove actions in your ink using Ink Manager Pro.

## Turning pages

To make sure your paper and digital pages match, number each paper page. Then you can move back and forth in your pages by matching the page number in the display panel with the number of the paper page.

To order pre-numbered notepads, go to the IBM Web site by pressing the ThinkPad control button on your computer, which opens Access ThinkPad. Then select the Service & Support icon.

When you turn the paper page, always use the ink tip to turn the “digital” page on the digital notepad. This transmits an electronic signal that changes the digital page in Ink Manager Pro. The digital notepad also records the time and date you start each page, called a time stamp.





When you want to change the pre-assigned ink file, first turn the page, and then change the name of the ink file.

If you throw away a paper page after writing on it, keep the page numbers in sync, and you can delete the digital page later in Ink Manager Pro.

### **To turn a page:**

- When you turn the paper page, tap the ink tip in the Page Forward button on the digital notepad.
- Slide the pen point slowly in the Page selector and lift the pen to select the page number highlighted in the status display. Make sure the page number matches the page number on the paper page.

### **To edit or add notes to a previous page:**

Tap Page Backward or Page Forward or use the Page selector until the status display shows the same page number as the page you want to edit. The new ink updates in the Current Notepad pages on the computer screen.

If you forget to tap Page Forward, the new digital page appears on top of the previous page. But you can quickly fix overwritten ink in Ink Manager Pro, described in Chapter 4: Current Notepad Pages.

## **Status display messages**

The status display shows information about the current page, including the following:

- System messages, such as if your ink is transmitting to the computer
- Pre-assigned ink file for the current page
- Current page number

### **System messages**

System messages display when you use the selectors and buttons, such as:

- The names of ink files when you use the Ink File selector.
- The page numbers when you use the Page selector.
- The action types when you use the Actions selector.
- Prompts for how to select ink as an action, either with the circle or two-tap method, described earlier in this chapter.

## Other status display symbols




**Pen.** Ink is being recorded. It appears whenever you touch the digital pen on the digital notepad. If it does not appear, it might be time to change the pen battery, described later in this chapter.



**Hourglass.** Ink is transferring to the computer. Wait until the hourglass disappears before you resume writing. If Ink Manager Pro is running, the Current Notepad focus changes to the thumbnail with the most recent ink.



**Disconnected** (or a blinking Ink Transfer icon  in the status tray). Ink is not transferring to the computer. If the Ink Transfer icon does not appear in the status tray, start the utility using Start > Programs > IBM Ink Manager Pro > Utilities > IBM Ink Transfer. Or see Chapter 10: Troubleshooting.



**Graphics Tablet Mode enabled.** Your ink is not being recorded. Instead, your digital pen is enabled as a graphics input device. For more information, see Chapter 9: Special Features. To disable Graphics Tablet Mode, tap OK.



**Low memory** (and the amber Error indicator light illuminates). The memory in the digital notepad is full. To clear the memory, turn on the computer and let your recorded ink transfer to the computer. After the hourglass disappears, you can turn off the computer again, and continue writing on the digital notepad.



**Low battery** (and the amber Error indicator light illuminates). The computer battery is too low for the digital notepad to operate. The digital notepad will shut down in one minute unless you either use the AC adaptor or replace the computer battery.

## Changing the notepad

To order pre-numbered notepads and other supplies, visit our Web site by pressing the ThinkPad button on the computer. Then select the Service & Support link.

Use any regular notepad, such as letter size (8-1/2" X 11") or A4 (8" X 11-1/2"), as long as the cardboard backing fits snugly in the notepad slot. Or use the pre-numbered notepads especially designed for the ThinkScribe.

For correct alignment, make sure that the lower, left corner of the pad is seated in the lower-left corner of the recessed area on the digital notepad.



A4 spacer inserted on the left side of the notepad slot.

For A4 pads (commonly used in European countries), insert the A4 spacer (included in the TransNote package) on the right side of the notepad slot. This aligns the notepad correctly to the left side of the notepad slot.

When you change the notepad, remember to change the electronic notepad, also. This resets the page counter in the status display so you can match the page numbers.

### To change the notepad:

1. Make sure all pages on the current pad have uploaded to the computer. To check, start Ink Manager Pro, and then turn on the digital notepad. Wait a few minutes to let any remaining new ink upload (indicated by the hourglass in the status display).
2. Remove the old notepad, and insert the cardboard backing into the notepad slot, aligning the pad to the lower-left corner recessed area on the digital notepad.
3. Use one of the following methods to reset the digital notepad:
  - Touch the Flip Touch control button on the computer (middle button on the right side of the screen), and select the Changing Pads icon on the menu. This opens ThinkScribe Notepad Properties to the Inking tab.
  - From the Control Panel (Start > Control Panel), select the ThinkScribe Properties icon, and then select the Inking tab.
4. On the Inking tab, select Changing Pads, and select the Pad Type: Letter (“8-1/2 X 11”) or A4 (8” X 11-1.2”)
5. Select OK.



The previous notepad, identified by a number and date range, is added to the Archive menu in the navigation panel.

A warning reminds you that you cannot undo this action. If the button is depressed (clicked), and you change your mind, just press it again to de-select it, but after you select Apply or OK, you *cannot* change the page count back to the previous count.

Check the status display to see that the page count is set to “01.”

## Caring for the digital pen



The digital pen writes in traditional ink on the paper, while simultaneously transmitting digital ink to the Ink Manager Pro program. The digital pen is a precision instrument and should be handled with care:

- Replace the pen cap when you finish writing. This protects the ink tip from damage. With the cap on, you can store the pen in any position.
- When you finish writing, replace the pen in the pen holder, or lay it next to the digital notepad. Do *not* rest the pen on the digital notepad or hold it poised just above the notepad for long periods of time. Doing so might prevent your ink from transferring to the computer.
- Because the pen draws power when the tip is depressed, do *not* store the pen in a position that would continuously depress the pen tip. Also, do not let the pen tip rest on a surface that might wick out the ink, such as a cloth or tissue.
- With the cap on the front section, you can store the digital pen in any position.
- If you have more than one digital pen, store only one with the ThinkScribe. Keep the other pens stored in another location so the transmitters do not interfere with the working pen.

# Changing the pen battery

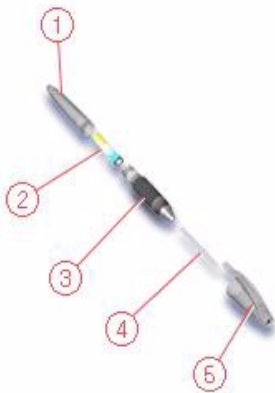
With normal use, the pen's single AAAA alkaline battery lasts an average of 6 to 12 months. This is a standard battery available from a local retailer.



When the pen battery gets low, you will notice that the pen symbol does not appear in the display panel, and your ink does not transfer to the computer.

To conserve battery power, the digital pen shuts down after 5 minutes of inactivity. To wake it up, simply tap the ink tip on the paper once.

## To change the pen battery:



1. Unscrew the barrel [1], the lower end of the pen, counter-clockwise from the front section [3].
2. Remove the old battery from the barrel [2].
3. Place a new AAAA battery into the barrel with the positive (+) end facing the front section of the pen [3].
4. Screw the barrel clockwise onto the front section until tight.
5. Confirm that the pen is working by turning on the digital notepad and tapping the pen on the tablet. The green Activity indicator blinks and the pen symbol appears in the status display if the notepad receives a signal from the pen.

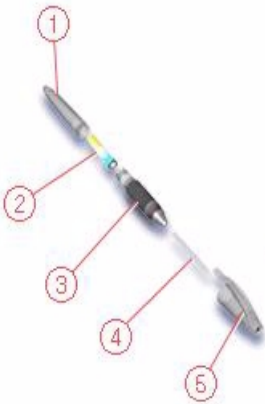
When the front section is unscrewed from the barrel, do not touch the piece of metal (an electronic transmitter) that extends beyond the edge of the front section. Doing so might damage the pen and adversely affect its performance.

## Changing the ink refill

Your digital notepad includes four ink refills for your convenience. They are located in two trays on the right edge of the case.

### To change the ink refill:

1. Open the refill cover on the right edge of the digital notepad. To do this, push the cover slightly toward the digital notepad, and then lift it up.
2. Insert the ink tip [4] into the keyhole slot in the pen holder, and pull up on the pen to remove the ink tip.
3. Insert the ink refill into the front section [3].
4. Press the ink tip gently on a hard surface until it snaps into place.



## Ordering supplies

To order supplies, go to the IBM Web site by pressing the ThinkPad control button on your computer, which opens Access ThinkPad. Then select the Service & Support icon.

IBM provides a full selection of replacement supplies and accessories for the TransNote, such as the following:


- Pre-numbered notepads, made especially for the digital notepad.
- Ink refills, made especially for the digital pen.

The IBM Ink Manager Pro software displays your handwritten ink on the computer. This chapter discusses settings that you might want to set before you begin writing on the digital notepad:

- Finding help for Ink Manager Pro
- Setting up ink files
- Setting preferences for Ink Manager Pro
- Setting properties for the digital notepad
- Enabling keyword transcription
- Enabling Ink Calendar Support

## Finding help for Ink Manager Pro

When using Ink Manager Pro, find help anytime by selecting Help > Help Topics, or pressing the F1 key. Select the Back button to return to a previous topic.

- Select the Contents tab to view the Table of Contents. Select the underlined hyperlinks to jump to a related topic.
- Select the Index tab to view index entries. Double-click an index entry, or click the entry and click Display, to view the help page on that topic.
- Select the Search tab to enter a word or short phrase to search for among all the topics. Double-click a title, or select a title from the list and select Display, to view the topic.
- If a window has a  button in the upper right corner, click the button, and then click an area of the screen for field-level help. Or right-click an area to open the help, if available.

# Setting up ink files

One of the main features of the digital notepad is the ability to store and, later, access handwritten ink efficiently in Ink Manager Pro. To best use this feature:

- Decide up-front how you want to access your ink files.
- Create the ink file names in “My Ink Files” in the navigation panel in Ink Manager Pro.

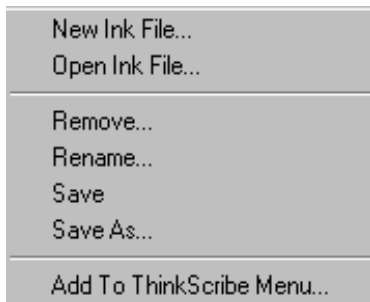
At the same time, replace the existing ink file names on the digital notepad with the new names to match those on the navigation panel so that the names you want to pre-assign are available in both locations. Ink Manager Pro provides several methods to create these ink files.

When you file pages, you are filing a copy of the original page into the ink file, which you can then re-order and edit. The original page stays preserved in the Current Notepad or archive view for you to access at any time.

After your handwritten notes transfer to Ink Manager Pro, they appear in the Current Notepad view in the order in which you wrote them. You can leave them there, in their original state, or you can “file” (copy) them into “My Ink Files.” Most users prefer to organize their notes into ink files, just as they prefer to save their documents in folders to find the documents more easily later.

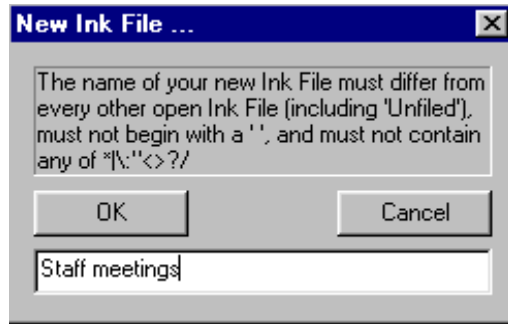
For example, you might want to access your ink based only on date and month. If so, you can create ink file names for each month of the year. Or you might want to create ink files for individual projects, customers, or departments for which you will write notes, and later, want to access by topic.

To create ink files in Ink Manager Pro, right-click a name in the “My Ink Files” section of the navigation panel to see the following options, or find these options in the File menu:



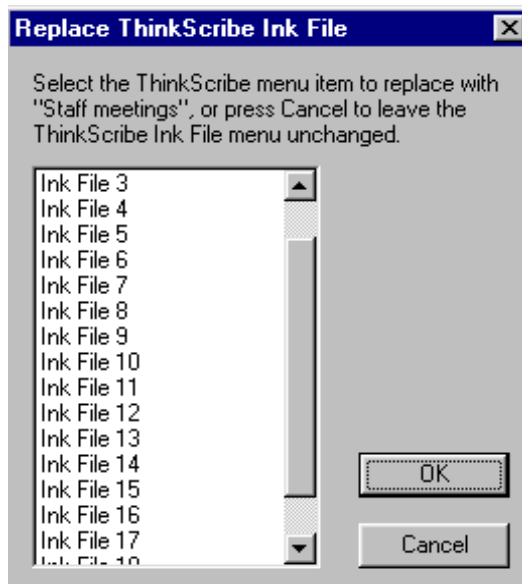


Select New Ink File to open the New Ink File window.



Type a name, up to 16 characters (14, if all upper-case). It is best to use common letters and numbers for names and avoid using any special characters.

When you create a new ink file in the navigation panel (and the digital notepad is turned on), the Replace ThinkScribe Ink File window opens. If you want the new name to appear on the Ink File selector menu on the digital notepad, select an existing name to replace.



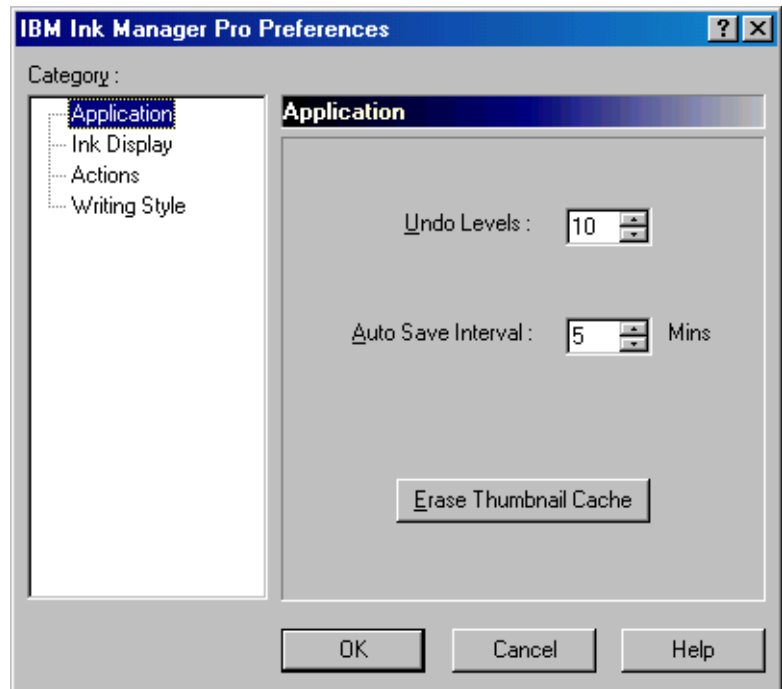
Or later, you can right-click an ink file and select Add to ThinkScribe Menu to add the name to the Ink File selector menu.

If the names match those on the navigation panel, you can pre-assign the correct file name as you write, and then file the pages more quickly into “My Ink Files.” For more information on creating or managing ink files, see Chapter 5: Managing Ink Files. For more information on reordering names on the digital notepad, use the Ink Files Selector tab of ThinkScribe Notebook Properties, discussed later in this chapter.

## Setting preferences for Ink Manager Pro

Use the Preferences window to customize the default settings and appearance of ink in Ink Manager Pro. This section explains the options in the Preferences tabbed windows.

1. To open the window, select File > Preferences.



2. After making selections on a tabbed window, select OK to save your changes and close the window.

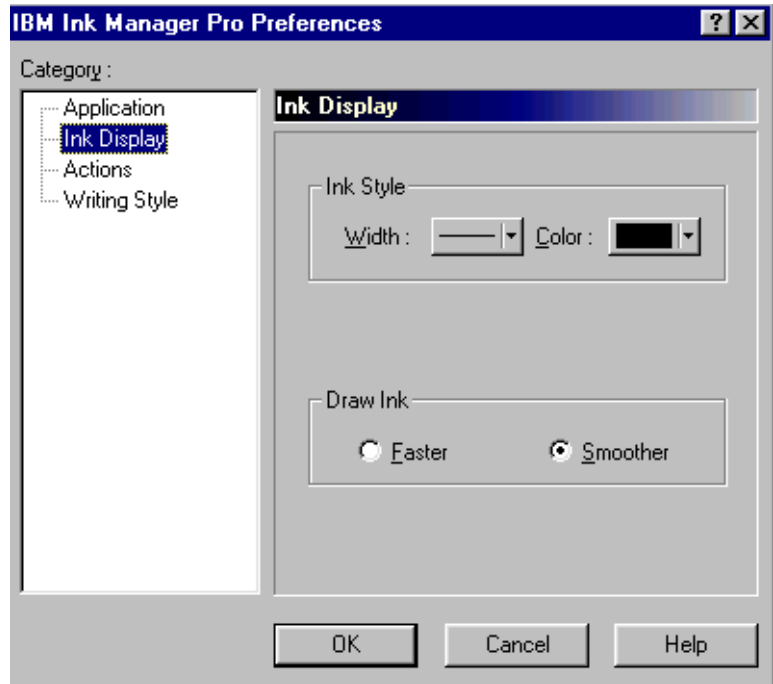
## **Application tab**

Use the Application tab, shown on the previous page, to customize application settings and clear disk space.

- **Undo Levels.** Type the number of actions you want to be able to undo in the Undo Levels box, from 1-25. The default value is 10. (The higher the setting, the more memory your system requires to store previous actions.)
- **Auto Save Interval.** Select the interval between auto-saves, from 0-100 minutes. The default value is 5 minutes.
- **Erase Thumbnail Cache.** Select this option to erase all internally stored bitmap-images of thumbnails to free up disk space. However, the next time you view thumbnails, it might take longer to display them.

## Ink Display tab

Select the Ink Display tab to change the way your uploaded ink appears on the computer. (You can still modify individual selections of text using the toolbar buttons.)



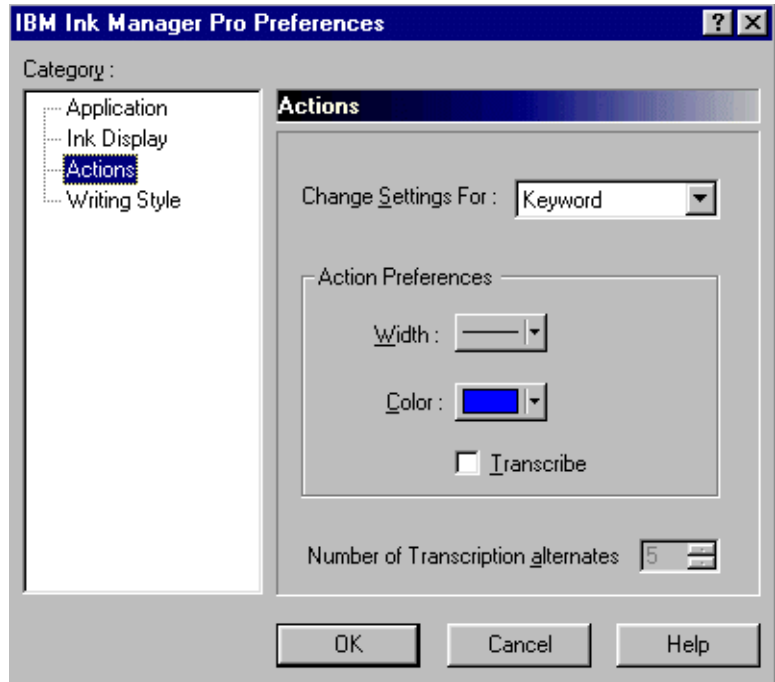
The new settings change the appearance of all ink, unless you marked it as an action or applied a color or width to an individual selection.

- **Ink Style.** To change the default appearance of all ink, select the Ink Width arrow or the Ink Color arrow and select a different setting from the list. (The defaults are black, thin ink).
- **Draw Ink.** Adjust the Draw Ink speed, if needed. The Smoother option (default selection) requires more memory (which can slow the system performance), but the ink appears smoother. If your computer does not have a lot of memory or is slow, select the Faster option. With this setting, ink appears faster, but with rougher edges.

It's a good idea to try the Smoother option first. Then if you decide it takes too long to display ink, change the setting to Faster.

## Actions tab

Select the Actions tab to change the way labeled ink appears on the computer. You can still change individual selections of ink using the toolbar buttons.

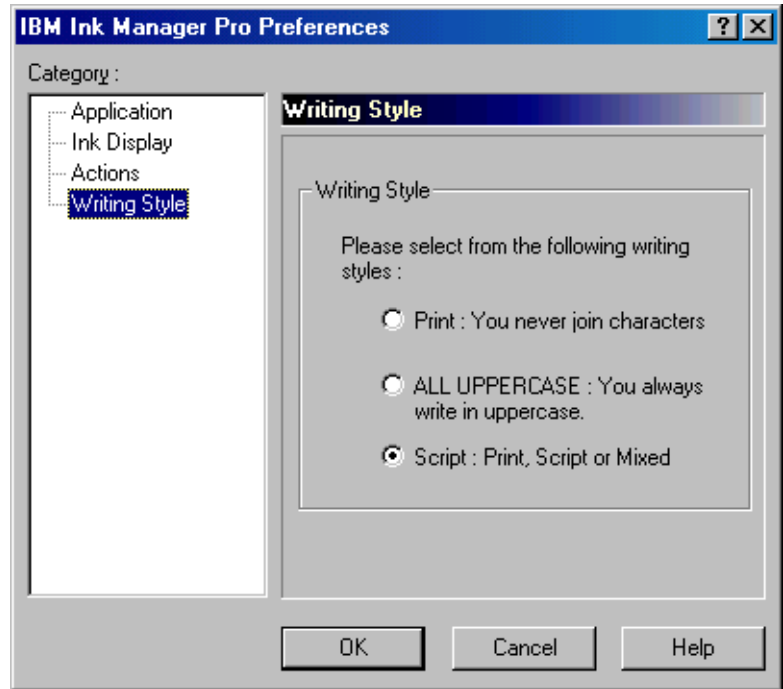


- Select the type of action to change. In the Change Settings For list box, select the action.
- Action Preferences. To change the appearance of the action type, select the Ink Width arrow or the Ink Color arrow and select a setting from the list.
- Transcribe. Select the Transcribe checkbox to enable Keyword transcription. When enabled, this feature attempts to convert the words you mark as Keywords into text words.
- Number of Transcription Alternates. Alternative words appear when you verify Keywords. This setting controls the number of alternative words the program provides. Select from 1-10 (default is 5).

For information about Keyword transcription, see the section “Enabling Keyword transcription,” later in this chapter.

## Writing Style tab

When you enable Keyword transcription (on the Actions tab), use the Writing Style tab to specify your type of handwriting and increase transcription accuracy.



- Select Print if you always print and your letters do not touch.
- Select ALL UPPERCASE if you always write in all uppercase letters.
- Select Script for all other types of writing (default).

# Setting properties on the digital notepad

Occasionally, you might want to change or set properties for the digital notepad. To do this, open ThinkScribe Notepad Properties from the Control Panel (described below). This is a utility program that contains five tabbed windows. Each tabbed window includes controls and options to synchronize events between the digital notepad and the computer. Select one the following tabs:

- To set the mouse as a graphics input device, select Graphics Tablet Mode.
- To check information about the digital notepad, select Device.
- To reset the inking properties, select Inking.
- To modify the names of ink files, select Ink File Selector.
- To modify the actions, select Actions Selector.

## Opening ThinkScribe Notepad Properties

Be patient—it might take a few seconds for the program to make the connection and read the current settings.

1. Turn on the digital notepad and start Ink Manager Pro if you intend to change any settings. If the digital notepad is turned off, you can check settings, but not change them. If you do not have Ink Manager Pro running, changes will not transfer to the software.
2. Open ThinkScribe Notepad Properties using one of the following methods:
  - From the Windows Start menu, select Settings > Control Panel. Select the IBM ThinkScribe icon.
  - Or, from the Windows Start menu, select Programs > IBM Ink Manager Pro > Utilities > ThinkScribe Notepad Properties.

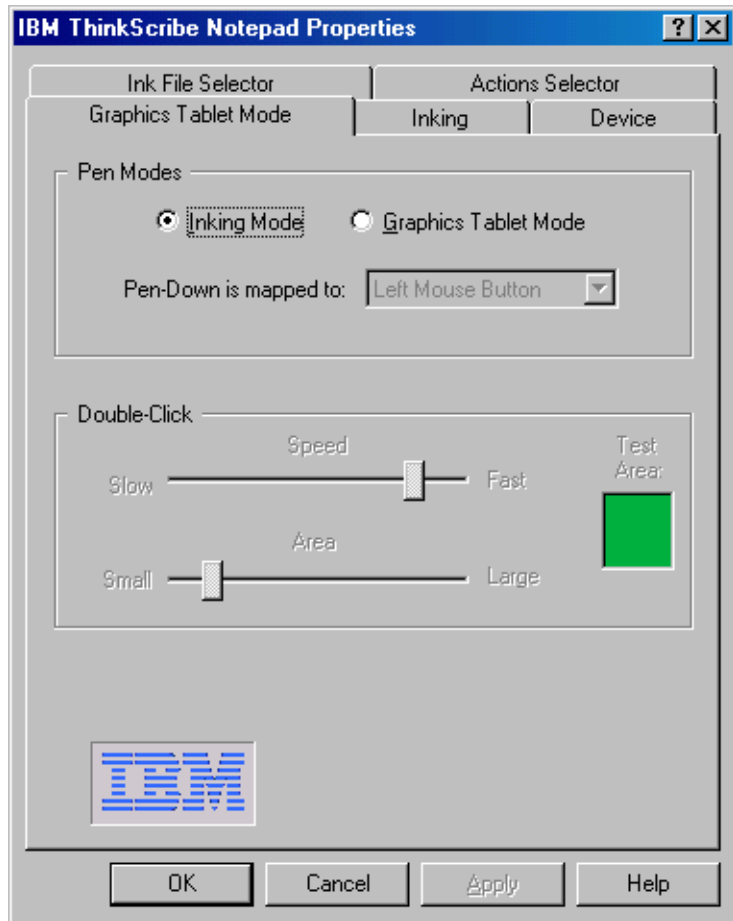
To create a shortcut on your Windows desktop, open the Control Panel, and right-click the IBM ThinkScribe icon. From the menu, click Create Shortcut. Click Yes to put the shortcut on the desktop.



## Graphics Tablet Mode tab

If you do not want to change the settings, you can enable Graphics Tablet mode more quickly by using the Flip Touch control button on the computer.

This tabbed window sets the feature that lets you use the digital pen as a graphics input device in Ink Manager Pro or other graphics programs, such as Microsoft Paint. For more information about using Graphics Tablet Mode, see Chapter 10: Special Features.



- In the Pen Modes section, select Graphics Tablet Mode to enable it. (To disable Graphics Tablet Mode and resume writing, tap the OK button on the digital notepad, or select Inking Mode on the Graphics Tablet Mode tab.)
- The pen is mapped to the left-mouse button by default, meaning a single tap is the same as a left-mouse click. To



change it, click the Pen-Down is mapped to arrow. Select which mouse button you want to map the pen to: Left, Center, or Right mouse button. For example, if you select Right, a tap acts as a right-mouse click.

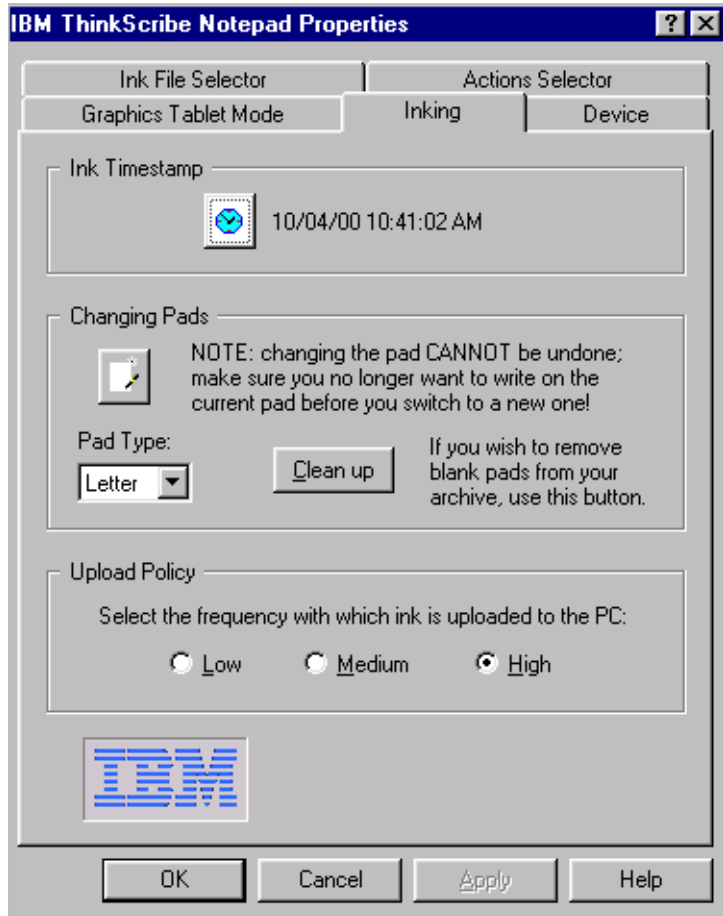
When Graphics Tablet Mode is enabled, adjust the following settings for your pen taps:

- Move the Double-Click Speed slider from left (Slow) to right (Fast) to increase or decrease the speed at which the double-click happens.
- Move the Double-Click Area slider from left (Small) to right (Large) to increase the area of the double-click range.
- Double-click in the green Test area to see if your double-click is recognized. If it is, the area turns yellow. Double-click it again to turn it back to green. If the program does not recognize the double-click, follow steps 4 and 5 to adjust the Speed and Area settings until it does.

## Inking tab


Select the Inking tab to reset or synchronize digital notepad settings. Make sure the digital notepad is turned on.

If you plan to change the timestamp and change the notepad, complete one action, select OK to close ThinkScribe NotePad Properties, and then reopen it to complete the second action.



If you change the system clock on the computer, turn on the digital notepad and wait a few seconds for the change to transfer to the digital notepad before you start writing notes.

For more information on changing the notepad, see Chapter 1: Digital Notepad and Pen Features.

1. Check the Ink Timestamp to confirm the digital notepad date and time. The clock automatically synchronizes itself with the computer settings when you run them both. If the clock is not correct, click the Ink Timestamp button to reset the digital notepad clock to match the system clock.
2. Select the Changing Pads button , and then select the Pad Type, such as Letter (8-1/2" x 11") or A4 (8" x 11-1/2"), whenever you change the pad of paper on the digital notepad.

This resets the electronic page counter back to page “01.” If the button is depressed (clicked), and you change your mind, just press it again to de-select it (but once you select Apply or OK, you cannot change the page count back to the previous count).

3. Select Clean up to delete any empty notepads from the Archive section of the navigation panel.
4. Reset the Upload Policy to control the speed that ink transmits to the computer (when the computer is turned on). Select your preferred setting:
  - Low—Upload after 10 seconds of idle time if at least one pen stroke is recorded.
  - Medium—Upload after 3 seconds of idle time and about 5 pen strokes are recorded, or after 10 seconds of idle time if any ink is recorded.
  - High—Upload after 2 seconds of idle time if any ink is recorded (default).

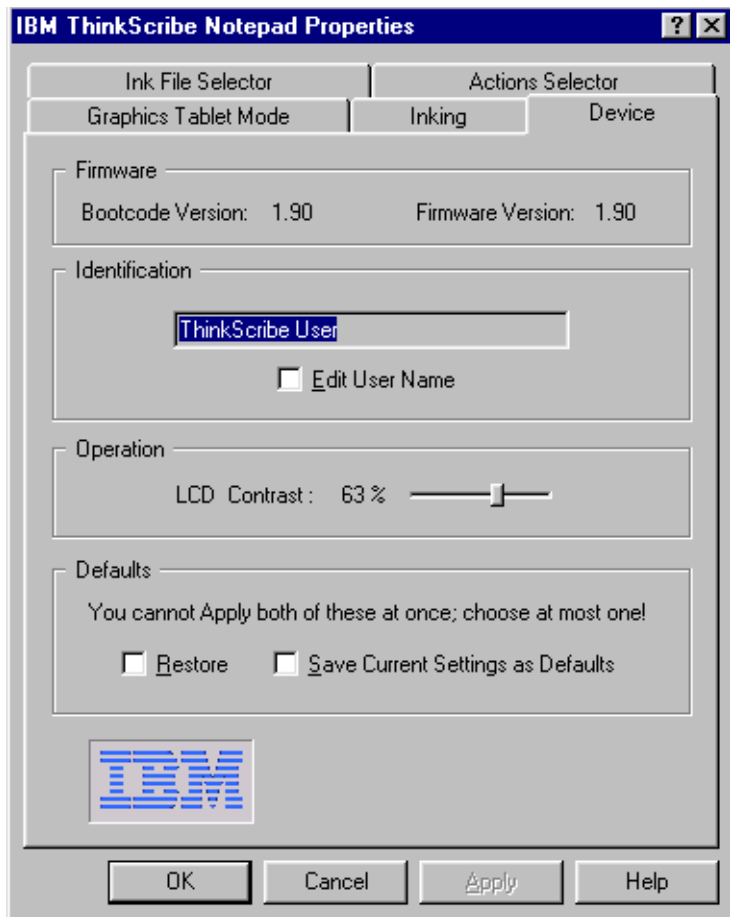
The upload speed affects the overall system performance and battery life. If the computer's performance seems slow or the battery seems to drain fast, try reducing the upload speed to Medium or Low.

A low upload speed allows more ink to accumulate on the notepad between uploads; a fast upload speed allows less ink to accumulate, but might interrupt your work in Ink Manager Pro.

“Idle time” means that you lift the pen from the digital notepad, and wait for the transmission to take place. When the transmission begins, the hourglass symbol appears in the status display.

## Device tab

Select the Device tab to check device information.

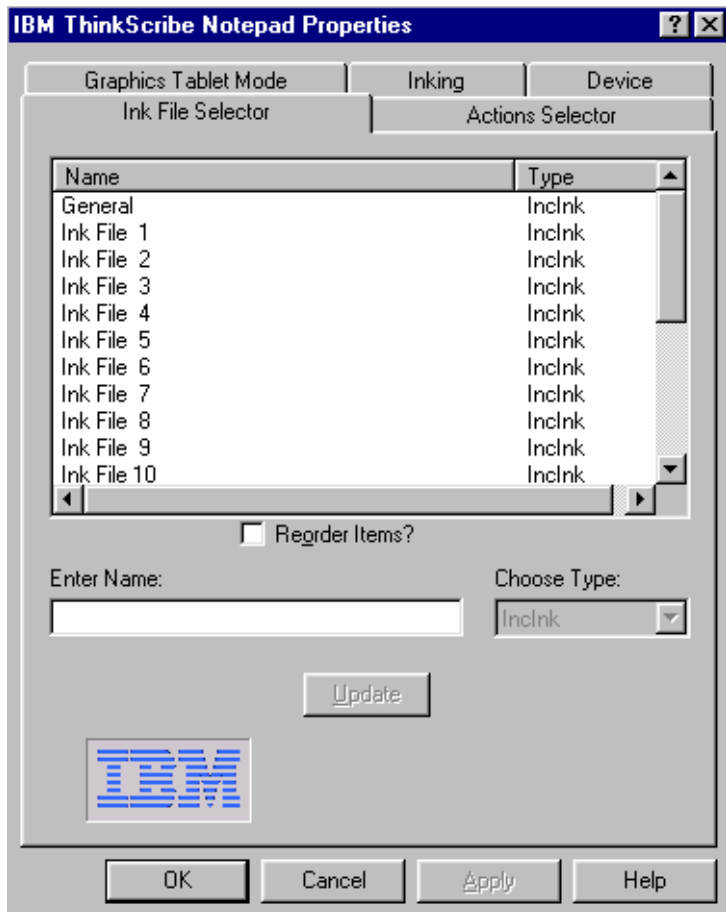


- Bootcode and Firmware versions. The versions will change if you ever update the firmware.
- Identification. To edit the User name, select Edit User Name, and type the correct name in the Identification box. When you finish, press Enter, or select the Edit User Name checkbox again. The name is uploaded when you select Apply or OK.
- LCD contrast. Adjust the slider and apply the change until you can see messages in the status display clearly.

- Defaults. Select Restore to restore the original factory settings for any properties you have changed. Select Save Current Settings as Defaults to set your current settings as the permanent settings.

## Ink File Selector tab

Select the Ink File Selector tab to rename or reorder the names on the Ink File selector menu. The General ink file is reserved and cannot be renamed or reordered.



You can also rename the ink files from the navigation panel, described in Chapter 5: Managing Ink Files.

### **To rename a file on the Ink Files selector:**

1. Select the ink file you want to rename.
2. In the Enter Name box, type the new name, up to 16 characters, or 14 characters if all uppercase. Do not use any special characters such as \*:"<>/? \ | or NLS characters such as ü ® ™ or any other character created by pressing the Alt key and a number pad sequence.
3. In the Choose Type box, select IncInk.  
When you make a change, the Update checkbox appears. Select it to change the window list. Select OK or Apply to transfer the changes to the Ink File selector.

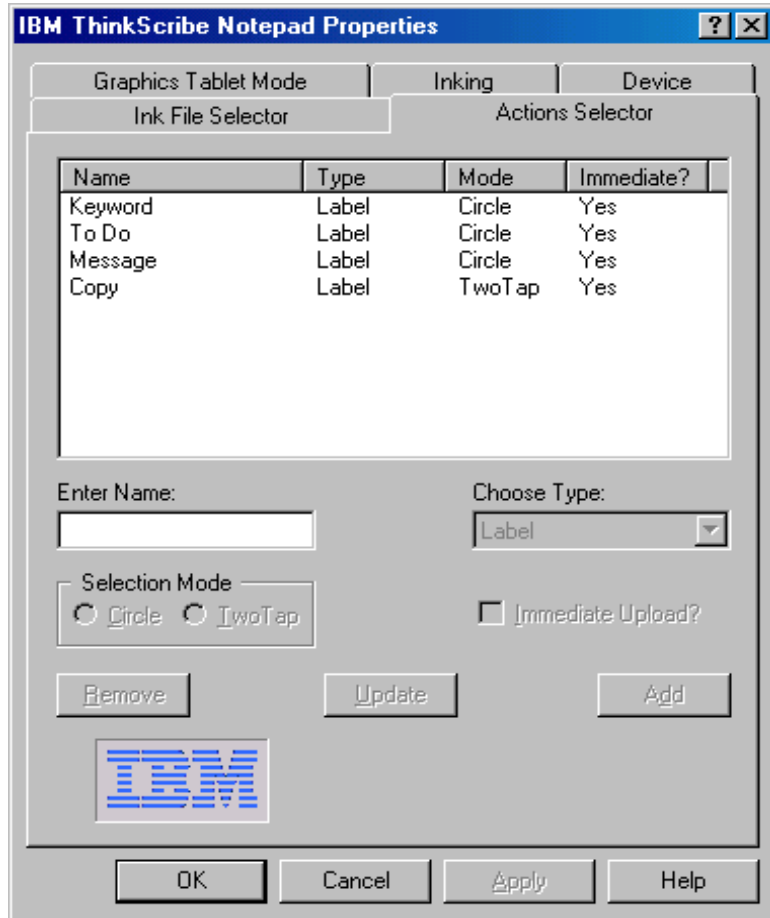
Reorder the ink files names on the digital notepad so the names you use most frequently appear first on the list.

### **To reorder the Ink File selector:**

1. Select the Reorder Items? button.  
The title bar prompts you to "Choose First Item." Select the ink file you want to appear first on the list. A "1:" appears before the ink file name. Then, as prompted, click the ink file you want to be second, and so on.
2. When you start to reorder ink files, the Uncheck to Cancel checkbox appears. If you make a mistake, click it, and then start over by selecting Reorder Items? again.
3. When you start to reorder ink files, the Set Order checkbox appears. When the order is correct, select Set Order to save the list, and the names reorder on the window list. Select OK or Apply to transfer the changes to the Ink Files selector.

## Actions Selector tab

Use the Actions Selector tab to change the selection method and upload speed when marking ink on the digital notepad.



The ability to create new action types is provided only for programmers creating new applications for the ThinkScribe notepad.

- Name—Keyword, To Do, Message, and Copy.
- Type—By default, “Label.”
- Mode—The selection method used when marking ink on the digital notepad, either circle or two-tap.
- Immediate? —By default, ink that you mark as an action uploads immediately to your computer. Unchecked, it uploads at the regular transfer interval determined by the Upload Policy (see the Inking tab in this section).

Do *not* change the name of the existing actions, such as Keyword, To Do, Message, or Copy. Doing so causes unpredictable behavior when identifying actions.

### To modify an action:

1. For programmers developing custom applications, to create an action, type the name in the Enter Name box. Then in the Choose Type box, select the ink type. The action type will appear in the Action selector on the digital notepad, but not in Ink Manager Pro.
2. To change the selection method, select the action, and then in the Selection Mode area, click the method you want to use when marking ink on the digital notepad, Circle or TwoTap.
3. To change the upload speed, de-select the Immediate Upload? checkbox. If not checked, the marked words transfer at the rate determined by the Upload Policy (see the Inking tab, in this section).
4. Click Update to change the settings in the list. When you click OK or Apply, the change transfers to the digital notepad.

The functions to remove or create new action types are meant only for programmers who are developing custom applications. General users should NOT use them.

## Enabling Keyword transcription

Ink Manager Pro can automatically transcribe the words and phrases you mark as keywords into text words (up to 100 characters). You must enable the option before the engine transcribes your keywords. To do this, follow these steps:

1. Open the Preferences menu (File > Preferences), and select the Actions tab, described earlier in this chapter.
2. Select (check) the Transcribe checkbox to enable keyword transcription.
3. Note the number of transcription alternates. Alternate words appear when you verify Keywords in a list, or when you mark keywords in Ink Manager Pro. This setting controls the number of alternative words the program provides. Select from 1 to 10. Adjust the setting to increase or reduce the number if desired. Remember that increasing the number might require more computer resources. Also, if you prefer,



you can reduce the number, and simply type the correct words if the original transcription attempt is not correct.

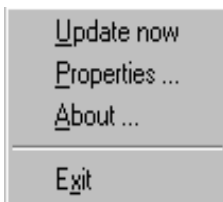
4. Select the Writing Style tab. By default, the Script style is selected. This provides the broadest match of your handwriting to text. If you always print or always print in uppercase, check the selection to increase your transcription accuracy.
5. Select OK to save the selections and close the Preferences window. To disable keyword transcription, select Transcribe again to remove the check.

## Enabling Ink Calendar Support

When you enable Ink Calendar Support for a calendar system, the program shows a link on calendar pages if you write notes on that day. Select the link to open Ink Manager Pro and read the notes. Or open the entry to see and select a link.

In addition, you can choose to show a link for notes taken within the time-frame of activities (such as appointments or meetings) scheduled on the calendar.

By default, the Ink Calendar Support button appears in your taskbar. Select the button to open the menu.



- Update now—Refresh the links immediately (instead of at the regular upload interval).
- Properties—Open the Application Properties window.
- About—Identify the version number of the utility.
- Exit—Close the Ink Calendar Support utility. This removes the button from the status tray, and no links will be created until you enable the utility again.

To re-enable the utility, select elect Start > Programs > IBM Ink Manager Pro > Utilities > Ink Calendar Support. The Ink Calendar Support button reappears in your status tray.

### **To enable Ink Calendar Support for appointments:**

1. Select the Ink Calendar Support button in the Windows status bar (lower-right corner of the computer display), and select Properties from the menu.
2. From the Application Properties window, select one, two or all three calendar systems from the tabbed window, and complete the set-up steps:
  - Lotus Notes® calendar, version 5 or higher
  - Lotus Organizer®, version 5.02 or higher
  - Microsoft Outlook®, version 2000

For more information about Ink Calendar Support, see Chapter 9: Special Features.

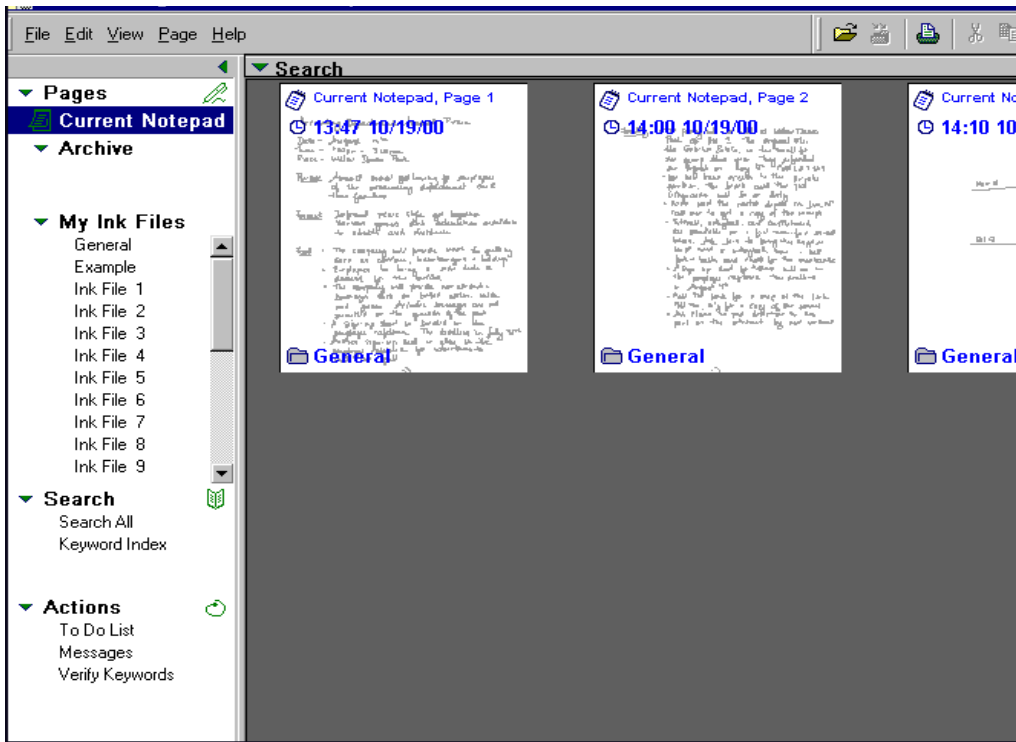
The IBM Ink Manager Pro software displays your handwritten notes and sketches on the ThinkPad computer. Review the topics in this section for a quick overview of the application window and its easy-to-use features.

This section describes the Ink Manager Pro window.

- Ink Manager Pro window
- Navigation panel
- Viewing window
- Toolbar buttons and menu bar
- Thumbnail view
- Full-page view
- List view

Use the program window to file, access, view, and edit your handwritten notes and sketches on the computer screen.

IBM Ink Manager Pro displays your uploaded notes and pages in several ways, called views. For example, the program initially displays your uploaded notes in Current Notepad view, which is the original ink, exactly as you wrote it on the notepad, shown in the example below.




The application window has two main areas:

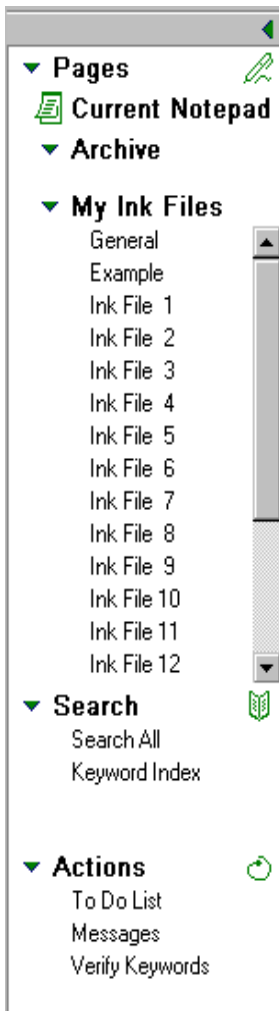
- Navigation panel on the left, which lets you select views.
- Viewing area on the right.

In addition, the window contains menus, toolbars, and other features to help you view, organize, and store your handwritten ink. Many of these features are described in detail in later chapters.

### To enlarge the viewing area of the window:

- Hide (collapse) the navigation panel. To do this, click the triangular arrow  at the top of the navigation panel. To show the navigation panel, click the arrow again. Or select View > Navigation Panel, and select Show or Hide.
- Hide the toolbar. To do this, select View > Toolbar. To show the toolbar, make the menu selection again.

# Navigation panel



The navigation panel is on the left side of the window. It includes menus of views, such as ink files and lists. Click or tap the menu item to select a view. Or select a view using the View menu.

- The navigation panel is divided into sections. Select the triangular arrow to expand or collapse a section.
- The Current Notepad view shows the pages that you have written in the pad on the digital notepad.
- The Archive menu includes previous notepads, identified by pad number and creation date.
- The My Ink Files menu includes the ink files you have opened or created, shown in alphabetical order.
- The Search menu includes two types of lists that can help you locate your notes: Search All (search by date) and Keyword Index (search by Keywords).
- The Actions menu includes three tasks that can help manage your day-to-day activities: To Do List, Messages, or Verify Keywords.

Later chapters describe how to use and manage each of these views and lists.

# Viewing window

The viewing window is the area that shows the thumbnails, pages, or lists that you select from the navigation panel. You can see your handwriting in three types of views. Select the Views arrow



and select a view from the drop-down menu:









Tap the Views icon (not the arrow) to toggle between full-page and thumbnail views, or, when viewing a list, between the list and thumbnails of pages included on the list.


- Select Full Page to see the full-page view. (Or double-click a thumbnail, or select View > View By > Full Page.)
- Select Thumbnail to see pages in miniaturized thumbnails. (Or select View > View By > Thumbnail.)
- Select List (if viewing a list) to toggle back from viewing thumbnails of pages in the list.

# Toolbar buttons


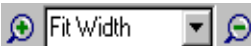






Some toolbar buttons are available only with certain views.

Use the toolbar buttons for quick access to editing and formatting options:

- Use the Open button  to open existing ink files.
- Use the Save button  to save changes you have made to your ink files.
- Use the Print button  to print the open page, ink file, or selected thumbnails.
- Use the Cut button  to cut and save the selected ink in the Windows clipboard.
- Use the Copy button  to save the selected ink into the Windows clipboard.
- Use the Paste button  to paste the contents of the Windows clipboard at the cursor position.
- Use the Undo button  to undo the last action.
- Use the Redo button  to redo the last Undo.

- Use the Views button  and drop-down menu to change the views between Thumbnail and Full Page. When viewing a list, the button toggles between List and Thumbnail.

When you view a full page, the following toolbar buttons appear, depending on the view:

- Use the Page buttons  to page forward (Next) or backward (Previous), or to select or type a page number.
- Use the Zoom controls  to enlarge or reduce the selected ink or page.
- Use the Ink Selection Mode button  to disable Ink Annotation mode (described below), and change the mouse pointer to its typical state.
- Use the Ink Annotation Mode button  to disable Ink Selection Mode (described above), and change the state of the digital pen. In this mode, the mouse pointer acts as a “pencil.” To disable Ink Annotation, select the Ink Selection Mode button (described above).
- Use the Highlight button  to change the background of the selected ink to yellow.
- Use the Ink Width button  to change the thickness of the selected ink.
- Use the Ink Color button  to change the color of the selected ink.
- Use the Action List box  to apply, change, or remove labels from selected words.

# Menu bar

Use the menus to control your pages, ink files, and other actions. Menus change depending on the current view.

## File menu

- **New Ink File**—Create a new ink file by typing the name in the text window.
- **Open My Ink Files**—Display a list of ink files that you removed from the navigation panel. Select a name to re-open it.
- **Open Other Ink Files**—Browse to open ink files stored in other locations on your system (the extension is .NBK). (Ctrl+O)
- **Remove Ink File**—Remove the selected ink file from the navigation panel. To restore it, select File > Open My Ink Files. Check “Delete the file, too?” to delete the ink file permanently from your computer.
- **Rename Ink File**—Change the name of the selected ink file. If the ThinkScribe is turned on, and the original name exists on the Ink File selector, that name is renamed, also.
- **Save**—Save the changes made to the open ink file. (Ctrl + S)
- **Save As**—Save the open ink file with a new file name or in another file format.
- **Save Page As**—Save the open page with a new file name or in another file format.
- **Preferences**—Open the Preferences window to set or adjust Ink Manager Pro settings.
- **Print**—Print the open page, ink file, or selected thumbnails. (Ctrl+P)
- **Print Preview**—Display each page as it will look when printed.
- **Print Setup**—Set page preferences for the printer.
- **Send**—Open the Send Mail window. Select a file format and attach the file or selected thumbnails to your e-mail carrier. This function requires a MAPI-compliant e-mail client.
- **[Recent Files]**—Display the last four files you opened.



- Exit—Exit the program.

## Edit menu

On a Current Notepad or Archive page, you must select Edit > Edit Original Ink before you can Erase Ink or Fix Overwritten Ink.

- Undo—Undo the previous action. (Ctrl + Z)
- Redo—Redo the previous action. (Ctrl + Y)
- Cut—Remove the selected ink and save it in the Windows clipboard. (Ctrl + X)
- Copy—Save the selected ink in the Windows clipboard. (Ctrl + C)
- Paste—Insert the clipboard contents at the cursor position. (Ctrl + V)
- Delete—Remove selected ink from a page. (Del)
- Copy to Ink Clipboard Viewer—Copy the selected ink into the ink clipboard. (Ctrl + K)
- Copy to Ink Files—Copy (file) the selected page or pages into their pre-assigned ink files. If a pre-assigned name does not exist in the navigation panel, you can choose another ink file, create the ink file, or copy the pages to the Unassigned ink file. (Ctrl + F)
- Copy All to Ink Files—Copy (file) all unfiled pages into their pre-assigned ink files in the navigation panel. If the pre-assigned name does not exist in the navigation panel, you can choose another ink file, create the ink file, or copy the pages to the Unassigned ink file.
- Edit Original Page—Check this menu item if you want to edit the Current Notepad or Archive page, such as when you want to fix overwritten pages. This step prevents accidental editing of archive pages. Check it again to disable accidental editing of archive pages.
- Erase Ink in Archive—Permanently remove the ink from an archive page (cannot be undone).
- Refresh From Original—Transfer new handwriting from the digital notepad to a page already filed in an ink file. This option is available only when you open the filed page.
- Fix Overwritten Ink—Open the Fix Overwritten Ink window to separate two pages of digital ink that were overwritten on one page. (Ctrl + W)

- **Select All**—Select the contents in the viewing window (all the ink on a full page, or all the thumbnails). (Ctrl + A)
- **Clear Selection**—De-select the selected ink.

### **View menu**

- **Toolbar**—Show or hide the Ink Manager Pro toolbar.
- **Refresh from ThinkScribe**—Update the viewing window immediately with changes made on the digital notepad. Be patient. The system cannot process other actions while a Refresh is in process.
- **Navigation Panel**—Show, Collapse (hide), or Expand the navigation panel. Collapsing the panel makes the viewing window bigger.
- **Current Notepad**—Open the original (archive) pages transferred from the current notepad.
- **Pads**—Open a previous notepad to see the archive pages.
- **My Ink Files**—Open an ink file from a list on the navigation panel.
- **Search All**—Create a list of all your handwritten pages in order of the date you started them
- **Keyword Index**—Create a list of all the Keywords you marked in your notes, in alphabetical order of the transcribed text.
- **To Do List**—Create a list of all To Do's you marked in your notes.
- **Messages**—Create a list of all Messages you marked in your notes.
- **Verify Keywords**—Create a list of all the Keywords you marked in your notes so that you can verify (confirm or change) the transcribed text.
- **View By**—Select a view: Full Page, Thumbnail, List (available only if you opened a list, and toggled to the thumbnail view of pages in the list), Show (select whether to show only complete or incomplete items on the list, depending on the type of list), or Sort By (select a column heading in the list to sort the list).


For more information about Keyword transcription, see Chapter 2: Ink Manager Pro Setup.

## Page menu

- **New Page**—Create a new, blank page. Choose the orientation: Portrait (vertical, Ctrl + Shift + N) or Landscape (horizontal).
- **Delete Page**—Delete the current page. (Ctrl + D)
- **Rotate Page**—Some pages are viewed more easily when rotated. Choose to rotate page Left (90°), Right (90°), or Turn Over (180°).
- **Zoom In**—Enlarge view by about 25%.
- **Zoom Out**—Reduce view by about 30%.
- **Zoom Factor**—Choose a page view: Fit Height, Fit Width, or a specific degree.
- **First**—Open the first page. (Fn + Ctrl + Home)
- **Prev**—Open the previous page. (Fn + Ctrl + PgUp)
- **Next**—Open the next page. (Fn + Ctrl + PgDn)
- **Last**—Open the last page. (Fn + Ctrl + End)
- **Go to Page**—Select or type a page number. (Ctrl + G)

Press Fn + NumLk to turn on number lock before using the keyboard shortcuts for First, Previous, Next, or Last.

## Help menu


- **Help Topics**—Open online help in HTML format. Click and double-click topics in the Contents tab, or select topics using the Index and Search tabs. (F1)
- **About Ink Manager Pro**—Identify the version of IBM Ink Manager Pro.
- To find help for Ink Manager Pro, press F1 or Help > Help Topics. Or select Help buttons on dialog boxes for information about the topic.
- Hold the mouse pointer over buttons for fly-over help for the button.
- For context-sensitive help for a dialog box or entry field, select the What's This? button  in the upper-right corner of dialog boxes, and then click an area of the window for context-sensitive help about that field.
- To open the help for the TransNote, press the Access ThinkPad button on the computer. Select ThinkPad

Assistant for information on using the computer and the software loaded on the computer.

## Thumbnail view

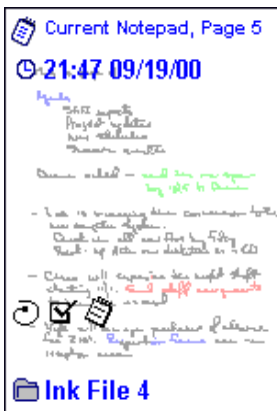
The thumbnail view shows miniaturized views of each page. Use the thumbnail view to preview your newly transferred pages, to drag pages into ink files, and to reorder pages within an ink file.

### To open pages into thumbnail view:

- Select the Views arrow  and select Thumbnail.
- Or, select View > Thumbnail.

Each thumbnail contains information about the page, as shown in the example:


Thumbnail of new page



- Current notepad (or pad number) and page number
- Time and date the page was started

Symbols indicating whether the page contains actions:

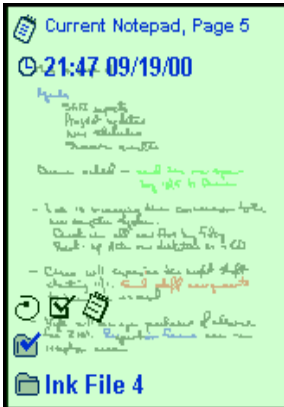
 for Keywords

 for To Do's

 for Messages

On Current Notepad or Archive thumbnails only, the ink file name that you pre-assigned on the digital notepad appears next to the Ink File symbol.

Thumbnail of filed page




When you file a thumbnail into My Ink Files, the checked Ink File symbol appears and the thumbnail color changes to light green. (You can file the page into additional ink files, but no additional information appears on the thumbnail.)

If you write more notes on a page that you have filed, the checked Folder symbol goes away and the thumbnail color changes back to white, indicating you should re-file (replace) the original page in the ink file. For more information on filing pages, see Chapter 4: Current Notepad Pages. For more information on creating and managing My Ink Files, see Chapter 5: Managing Ink Files.

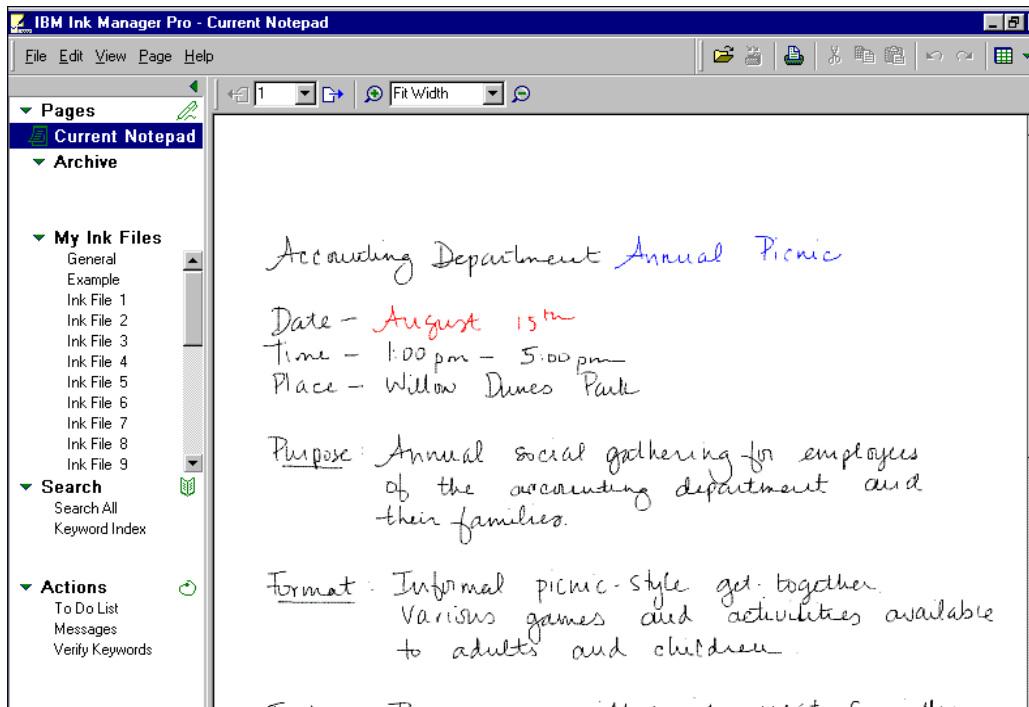
## Full-page view

View your handwriting by opening pages into full-page view. Use the toolbar buttons and menus to edit and format filed pages.

### To open a page into full-page view:

- Double-click a thumbnail.
- Select the Views arrow  and select Full Page.
- Or, select View > Full Page.

The following illustration shows an example of full-page view.



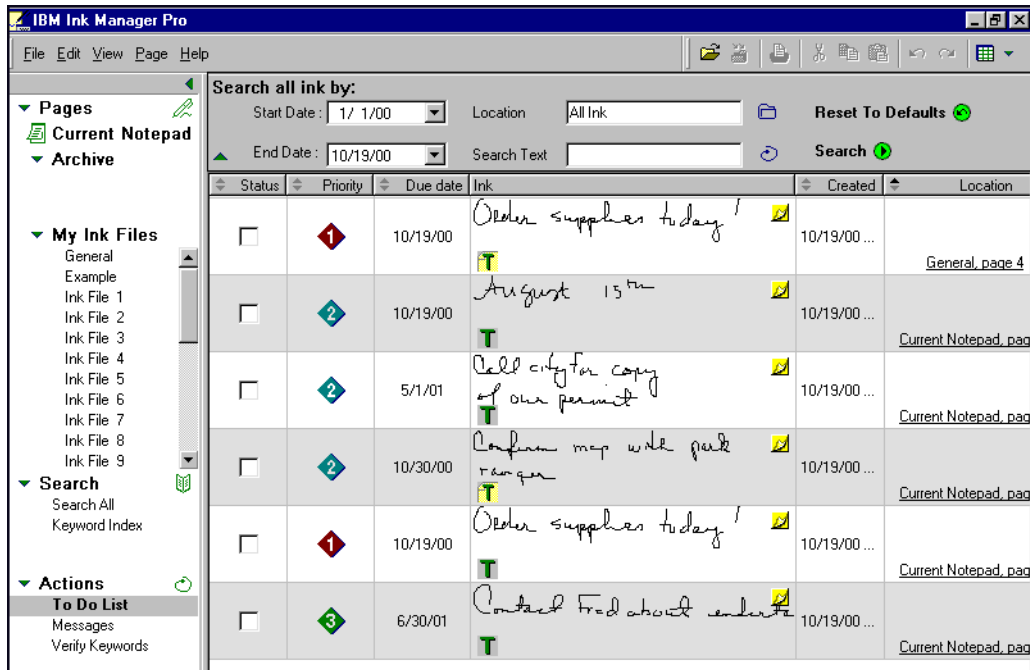
Change pages using the page-selection arrows, drop-down list, or keyboard keys.

- When you open a filed page into full-page view, toolbar icons appear so that you can edit and format the filed page. See Chapter 6: Editing Pages.

## List view

- Find pages quickly by creating a list of your pages by date or a list of ink marked as Keywords, To Do's, and Messages.
- Select the type of list from the navigation panel. For example, select your choice from the Search section of the navigation panel: Search All or Keyword Index to see a list of all your pages or keywords.
- Or in the Actions section, select To Do List or Messages to list the To Do's or Messages you marked in your writing. Or select Verify Keywords to check the transcribed text for each keyword.

The following illustration shows an example of a To Do List.



The default view of To Do and Message lists shows only Not Done items. To see All, change the View option.

- If you create a list using Search or Actions in the navigation panel, select the View arrow, and select List to see the list.
- Select the View menu, and select the type of list you want to view: Search All, Keyword Index, To Do List, Messages, or Verify Keywords.
- Select View > View By. Then select your preferred view: Full Page, Thumbnail, List, Sort By (select a column heading as the method to sort the list).
- Select View > View By > Show, and select how to sort the list, such as Done or Not Done action items, or Verified or Unverified Keywords.
- Narrow your search by entering criteria in the search bar, located above the list.

For more information on creating lists, see Chapter 7: Working with Actions.





When you open Ink Manager Pro, you see the pages you have written in thumbnail view, which are miniaturized pages with page information. (These pages also appear when you select Current Notepad in the navigation panel.)

All your ink strokes are time-stamped (GMT), and pages are saved in the exact order in which you wrote them. You can fix overwritten pages or erase unnecessary ink on current notepad pages, but you cannot edit or reformat the ink until you file the pages into My Ink Files.

This chapter contains information on how to work with current notepad pages and archive pages:

- Working with current pages
- Erasing ink in the archive
- Fixing overwritten ink
- Filing pages into My Ink Files
- Replacing pages


## **What are archives?**

When you change the notepad, your previous pad is moved to the Archive section. Archive notepads are identified by the pad number and date. Ink Manager Pro saves and protects your original handwritten pages, called archive pages. Some industries rely on archive pages for legal reasons. Or you might want to retrieve an archive page if you mistakenly delete the filed page from an ink file.

# Working with current pages

Before you file pages into ink files, take a few minutes to review the pages. With your current pages, you can:



- Review information on the thumbnail of each page. It contains the time and date you started the page, the file name you pre-assigned, and symbols indicating whether the page contains Keywords, Messages, or To Do's.
- See the full-page by double-clicking the thumbnail. (Then use the Views button  to toggle back to the thumbnail view.)
- Copy an area of ink to another (filed) page or other application by selecting the ink (drag the mouse pointer) and using the Copy button. On the target page, Paste the ink and reposition it by dragging it with the mouse pointer.
- Print the original page. Select File > Print to send the selected page to the printer.

Take a few minutes to review the newly uploaded pages before you file them into ink files.

## To work with current pages:

1. Select Edit > Edit Original Page one time before you can perform any type of editing to archive pages. (Select it again to block further editing of original pages). This step prevents accidental editing of archive pages.
  - Erase unnecessary ink.
  - Fix overwritten pages, which occur if you forget to tap Page Forward when you turn the paper page.
2. When you finish reviewing pages, file them into My Ink Files, where you can organize, edit, and access your notes in ink files.
3. Continue to add ink to previous pages on the current notepad, even if you have already filed them, and then replace the page in the ink file when you file the updated page.

The sections in this chapter provide more information on these operations.

## Erasing ink in the archive

If you want to remove personal notes or unnecessary ink on a Current Notepad or Archive page, erase the digital ink before you file a copy of the page into an ink file.

### To erase ink on an archive page:

1. To delete ink from the page, select Edit > Edit Original Page, and then select OK when prompted.
2. Use the mouse pointer to draw a box around the ink. If needed, use the zoom controls to reduce or enlarge the view so you can accurately select ink to erase.
3. When the correct ink is inside the box, select Edit > Erase Ink in Archive. An empty box remains on the page to indicate that ink was erased from the location.

You cannot restore or Undo erased ink. If needed, you can re-write the ink on the original page and upload it. Be careful to page back to the exact digital page when you do this.

## Fixing overwritten ink

Sometimes you will see two (or more) pages of handwriting show up on the same uploaded page. This happens if you forget to turn the electronic page (tap Page Forward) when you turn the paper page.

It is best to separate overwritten pages on the Current Notepad so they are already separated when you file them into My Ink Files. However, if the Fix Overwriting window cannot separate your Current Notepad page correctly, try filing the page into My Ink Files, and then fixing the filed page using the second set of scenarios.

As you take notes on the digital notepad, it records the time of each stroke of the pen. Ink Manager Pro uses these time-stamps to help you fix the overwritten pages.

### Fixing overwritten pages in the Current Notepad

- Separate two overwritten pages in the Current Notepad.
- Separate three or more overwritten pages in the Current Notepad.
- Move an area of ink from one page to another page in the Current Notepad.

### To separate two overwritten pages in the Current Notepad:

For example, you might write ink on pages 1 and 2 of your notepad, but forget to tap Page Forward when you turned the paper page. On the computer in Current Notepad view, page 1 is

overwritten with ink from page 2, and page 2 is either blank or does not exist. To correct it, separate the overwritten ink and move it to page 2.

1. With the Current Notepad (or archive) page in full-page view, select Edit --> Edit Original Page, and select OK to confirm. Then select Edit --> Fix Overwritten Ink, and the Fix Overwriting window opens.





The window contains the following areas:

- Page—The current page number.
  - Slider bar—Use the arrows and bar to adjust the separation.
  - Destination page—In the text box, select a destination page number. The separated ink (showing on the right side) will be added on selected page number.
  - Help—Open the help window with more information on this topic.
  - Cancel—Cancel the separation and close the window.
  - Apply—Apply the separation and close the window.
2. In the text box, select the destination page for the overwritten ink (most recent ink). When you do, the program estimates the separation based on time stamps, leaving the older ink on the left side, and the newer ink on the right side.

If the separation is correct, select Apply.

If it is NOT correct, click a page (to change focus) try one of the following methods:

- For fine adjustments, use the keyboard right- and left-arrow keys to move ink one ink stroke at a time. Pen strokes appearing in magenta (red) on the screen indicate the next strokes to be moved to the other page.
- Or click the tic marks on the slider bar, which represent other likely separation points, or drag the slider to bar to separate the pages.

- Or drag the slider to the far right or click the right slider arrow  to move all the ink to the left side. Then click the left slider arrow  to try the next tic mark until the right and left sides are correct.

### **To separate three or more pages in the Current Notepad:**

Fix one page at a time, starting with the oldest page. For example, if you overwrote pages 1, 2, and 3, first, separate page 1 correctly by selecting a destination page for overwritten pages 2 and 3, and apply the change. Then open the page with overwritten pages 2 and 3, and separate page 2, and so on.

1. With the Current Notepad (or archive) page in full-page view, select Edit --> Edit Original Page, and select OK to confirm. Then select Edit --> Fix Overwritten Ink, and the Fix Overwriting window opens.
2. In the text box "Add gold ink to page," select the destination page for the overwritten ink. The program makes an initial separation based on time stamps, leaving the oldest ink on the left side, and moving the more recent ink on the right side (colored in gold).
3. Make any adjustments needed to correct the oldest page is correct on the left side, using the steps described for separating two pages above, and select Apply to close the window and make the separation.
4. Then re-open the page with the remaining overwritten ink. For example, change the view to thumbnails to locate the page with the remaining overwritten ink, double-click the thumbnail to open it in full-page view.
5. Separate ink again so that the left side is correct (oldest page), and, select Apply. Repeat the process until all the pages are separated correctly.

### **To move an area of ink from one page to another page in the Current Notepad:**

For example, while writing notes on page 3, you quickly turn back to notepad page 1 to add a comment, but you forget to tap Page Backward to match pages. At the next transfer, the comment is

overwritten on page 3, and you want to separate the comment and move it to page 1.

1. In advance, locate the destination page for the overwritten ink so you can enter it in Step 3.
2. With the Current Notepad (or archive) page in full-page view, select Edit > Edit Original Page, and select OK to confirm. Then select Edit > Fix Overwritten Ink, and the Fix Overwriting window opens.
3. Select the destination page for the area of ink, which opens that page on the right side.
4. Click the right slider arrow or drag the slider to the far right, which moves all the ink to the left side.
5. Drag the mouse pointer to draw a rectangle around the area of the left page that contains the overwritten ink. The program separates the selected ink into green (newer) and blue (older) ink based on time stamps. Press the colored button to toggle between the two colors, which alternately moves the colored ink to the destination page.
6. When the separation is correct, select Apply (or Enter) to close the window and make the separation.

### Fixing overwritten pages in My Ink Files

If you are separating a filed page, click Undo if the separated pages are not correct in full-page view. Your pages will go back to being overwritten. Click Redo to see the former separation again.

In some cases, you might prefer to separate overwritten pages after you file the page into My Ink Files. The main advantage is that you can continue to edit the separated pages, using the toolbar buttons and Ink Clipboard Viewer to delete, add, edit, and move ink on the filed page.

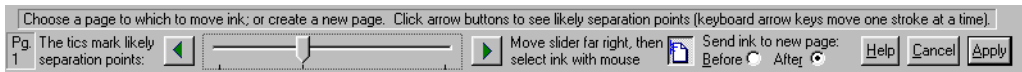
- Separate two overwritten pages in the My Ink Files.
- Separate three or more overwritten pages in the My Ink Files.
- Move an area of ink from one page to another page in My Ink Files.

### To separate two overwritten pages in My Ink Files:


For example, you might write ink on pages 1 and 2 of your notepad, but forget to tap Page Forward when you turned the paper page. If the pages do not separate correctly in the Current

Notepad (see the first set of scenarios), file the page into My Ink Files, and try alternative methods to separate the page. If needed, continue to correct the pages using the editing toolbar or Ink Clipboard Viewer to delete, add, or move ink on the page.


1. In advance, decide on a destination page for the overwritten ink. The program can automatically create a new page, described in Step 3, or you can enter an existing page number, described in Step 4. (If desired, you can create a new, blank page in the ink file using the Page menu.)
2. Open the overwritten page in full-page view (double-click the thumbnail), and select Edit --> Fix Overwritten Ink. The Fix Overwriting window opens, and the program makes an estimate of how to separate the two pages.



The window contains the following areas:



- Page—The current page number.
  - Slider bar—Use the arrows and bar to adjust the separation.
  - Destination page—Select to move the separated ink (showing on the right side) to a new page inserted Before or After the current page. Or click the page button to select an existing destination page for the separated ink.
  - Help—Open the help window with more information on this topic.
  - Cancel—Cancel the separation and close the window.
  - Apply—Apply the separation and close the window.
3. Select the destination page for the separated ink, shown on the left side.
  4. If the program detects the overwriting, the New Page button  is selected, and the separated ink will become a new page added immediately After the current page. Or, select Before to create a new page before the current page.

5. Or, to add the ink to an existing page in the ink file, click the

New Page button  to de-select it, and select the destination page number.

If the separation is correct, select Apply.

If it is NOT correct, or the New Page button does not appear, click a page (to change focus), and try one of the following methods:

- For fine adjustments, use the keyboard right- and left-arrow keys to move ink one ink stroke at a time. Pen strokes appearing in magenta (red) on the screen indicate the next strokes to be moved to the other page.
- Move the slider to the far left, which puts all the ink on the right side. Press the right-arrow keyboard key to move the older ink back to the left side, one ink stroke at a time. Then select the Before or After button to create a new page for the ink on the right side.
- Or click the tic marks on the slider bar, which represent other likely separation points, or drag the slider bar to separate the pages.
- Or, drag the slider to the far right or click the right slider arrow  to move all the ink to the left side. Then click the left slider arrow  to try the next likely separation point, marked by tics on the slider bar, until the right and left sides are correct.

Continue to add, delete, or move ink on the filed page using the toolbar buttons.

Select Apply to close the window and apply the separation.

### **To separate three or more overwritten pages in My Ink Files:**

Fix one page at a time, starting with the oldest page. For example, if you overwrote pages 1, 2, and 3, first, separate page 1 correctly by selecting a destination page for overwritten pages 2 and 3, and apply the change. Then open the page with overwritten pages 2 and 3, and separate page 2, and so on.

1. In advance, decide on destination pages for the overwritten ink, using the methods listed above.



2. Open the overwritten page in full-page view (double-click the thumbnail), and select Edit --> Fix Overwritten Ink. The Fix Overwriting window opens, and the program makes an estimate of how to separate the two pages.
3. Make any adjustments needed so that the left page is correctly separated, using the methods described above for separating two pages, and select Apply to close the window and make the separation.
4. Then re-open the page with the remaining overwritten ink. For example, change the view to thumbnails to locate the page with the remaining overwritten ink, double-click the thumbnail to open it in full-page view.
5. Separate ink again so that the left side is correct, and, select Apply. Repeat the process until all the pages are separated correctly.

### **To move overwritten ink from one page to another page in My Ink Files:**

For example, while writing notes on page 3, you turn back to notepad page 1 to add a comment, but you forget to tap Page Backward to match pages. At the next transfer, you file the page into My Ink Files, and then notice that comment is overwritten on page 3. You want to separate the comment and move it to page 1.

1. In advance, locate the destination page for the overwritten ink. The program can automatically create a new page, or you can enter an existing page number in Step 4. (If desired, you can create a new, blank page using the Page menu.)
2. Open the overwritten page in full-page view (double-click the thumbnail), and select Edit --> Fix Overwritten Ink. The Fix Overwriting window opens, and the program makes an estimate of how to separate the two pages.
3. Drag the slider to the far right, which moves all the ink to the left side.
4. Select the destination page for the area of ink, which opens that page on the right side.
5. Drag the mouse pointer to draw a rectangle around the area of the left page that contains the overwritten ink. The program

separates the selected ink into green (newer) and blue (older) ink based on time stamps. Press the colored button to toggle between the two colors, which alternately moves the colored ink to the destination page.

6. Select Apply to close the window and apply the separation. Continue to add, delete, or move ink on the filed page using the toolbar buttons.

# Filing pages into My Ink Files

The My Ink Files section of the navigation panel contains your handwritten notes and sketches, organized into topics or subjects so you can quickly access your notes. After you file pages into an ink file (a simple Edit menu command), you can arrange, edit, and format the pages. The page that you file is actually a copy of the original page. The original page remains in the Current Notepad or Archive as a protected, permanent record.

Thumbnail of an unfiled page



To select multiple thumbnails, hold down the Shift key and tap the first and last of sequential pages, or hold down the Ctrl key while you tap individual pages.

## To file pages into My Ink Files:

1. Use the Edit menu to copy (file) all your unfiled pages, indicated by the white thumbnails in Current Notepad view.
  - Select one or more thumbnails, and select Edit > Copy to Ink Files to file the selected pages into the their pre-assigned ink file (the name appearing at the bottom of the thumbnail).
  - Select Edit > Copy All to Ink Files to file all pages into the pre-assigned ink file. (Pages without a pre-assigned ink file remain unfiled.)
  - If the pre-assigned name does not appear in the navigation panel, you can choose another ink file, create a new ink file, or file the pages into General ink file.
2. Or, use the mouse pointer to drag one or more thumbnails to an ink file in the navigation panel.

To file pages into ink files with long path names (such as those opened using “Open Other Ink Files”), you must drag the pages into the ink file.



Thumbnail of a  
filed page

3. After you file a page, the thumbnail (in Current Notepad view) changes to a light green shade, and the Filed symbol appears.
4. If you continue to write on a page that has been, the thumbnail turns white again when the ink transfers to the computer. When you file the page again, the Replace Page window lets you choose how to update the page in the ink file, as described in the next section.

Filed pages are added at the end of the ink file.

For more information on ink files, see Chapter 5: Managing Ink Files. For more information on editing and formatting filed pages, see Chapter 6: Editing Pages.

## Replacing pages

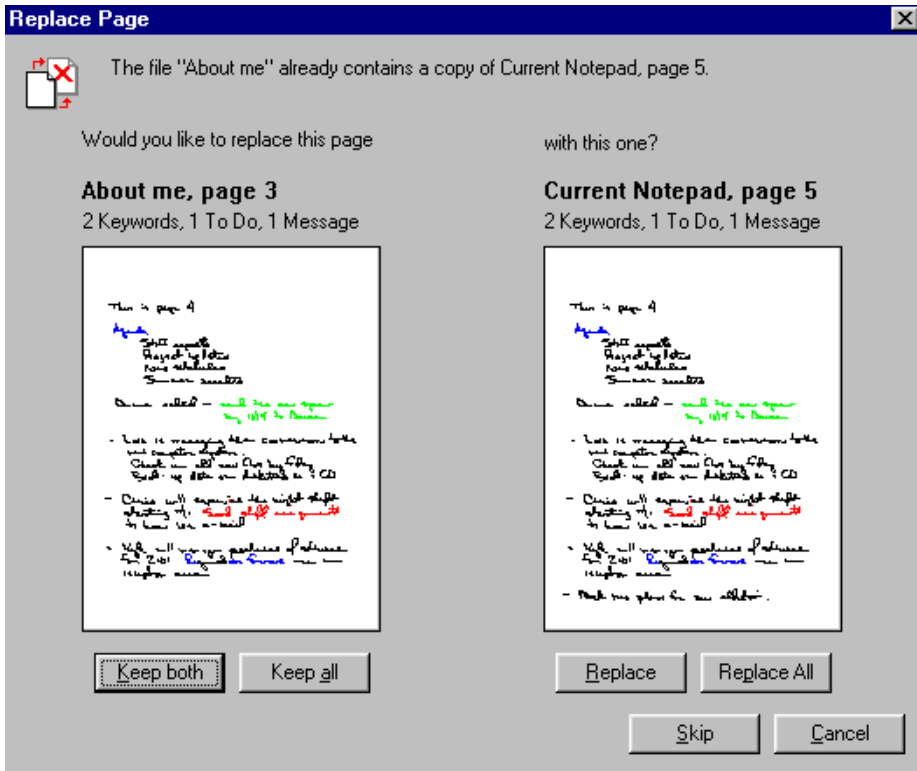
Continue to add ink to existing pages, even after you copy them into ink files. Ink Manager Pro lets you replace (refresh) original pages with the updated pages.

If you add ink to a page that you already filed, the thumbnail of the page becomes white again, reminding you that you have updated ink.

### To replace original pages with updated pages:

When you file an updated page into an ink file, the program detects whether the page already exists in the ink file.

The Replace Page window opens for each matched pair, showing the original page on the left side, and the updated page on the right.

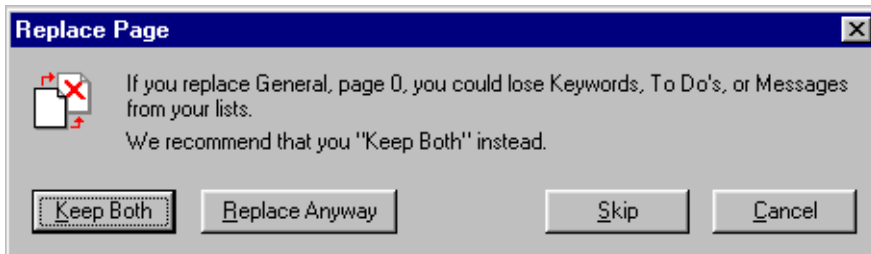


Choose one of the following:

- **Keep Both**—Adds the updated page as an additional page, and leaves the earlier page in the ink file.
- **Keep All**—Add all updated pages as additional pages, and leaves the earlier pages in the ink file.
- **Replace**—Replace the earlier page (shown on left side) with the updated page (shown on the right side).
- **Replace All**—Replace all earlier pages with updated pages.
- **Skip**—Defer a decision on this pair of pages. The updated page does not get filed into an ink file. The window then shows the next pair of pages.
- **Cancel**—Cancel the copy/replacement of all pages pre-assigned to this ink file, and open the set of pages assigned to the next ink file, or, if none, close the window.

Pages might appear as matched pairs when they do not look alike. This can happen for several reasons, including accidentally selecting a page using the Page selector, which automatically assigns a unique identifier to the page and transfers this information to the software. Later when you write on the page and the ink transfers, the software might detect the matched identifier.

In cases where you might lose information by replacing the page, a second window opens to recommend that you to “Keep Both.”



For example, if you mark a Keyword on a filed page in Ink Manager Pro, and then you add ink to the original page on the digital notepad and opt to replace the page, the Keyword will be lost.

This chapter provides information about basic tasks for managing your ink files:

- Creating a new ink file
- Removing or restoring an ink file
- Renaming an ink file
- Copying pages from one file to another
- Saving an ink file
- Printing an ink file
- Adding names to the ThinkScribe menu

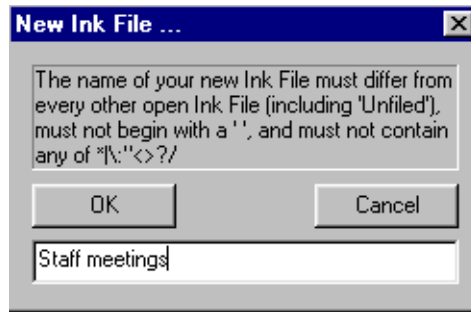
## Creating a new ink file

The navigation panel contains 20 ink files, which you can rename. You can also create an unlimited number of new ink files. Because the Ink File selector on the digital notepad can contain only 19 names, add the names you use most frequently to the digital notepad, renaming existing names, so that the names are available to pre-assign to pages as you write.

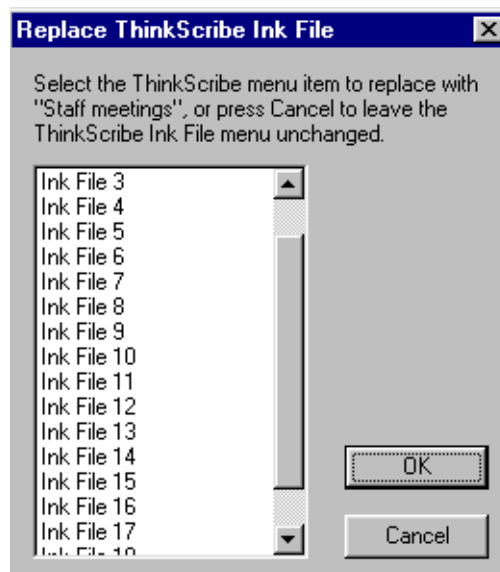
You can also divide an ink file into smaller ink files if it improves your organization. To do this, you will first create the second ink file and then drag pages to it.

### To create a new ink file:

1. Select File > New Ink File. Or right-click the navigation panel, and select New Ink File from the menu. The New Ink File window appears.



2. Type a unique name in the File Name box, up to 16 characters (or 14 if all uppercase). Do not use any special characters such as \*:\.'<>?/\ | or NLS characters such as ü ® ™ or any other character created by pressing the Alt key and a number pad sequence.
3. Select OK. The new name appears on the navigation panel. If the digital notepad is turned on, you can replace an ink file on the digital notepad so that you can pre-assign pages to it as you write.



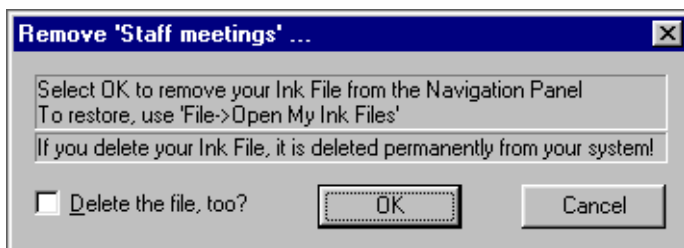


## Removing or restoring an ink file

Remove ink files from the navigation panel when you no longer need them. You can re-open the ink file at another time, if needed.

### To remove an ink file:

1. Select the ink file in the navigation panel, and then right-click the name.
2. Select Remove Ink File from the menu to open the Remove window.

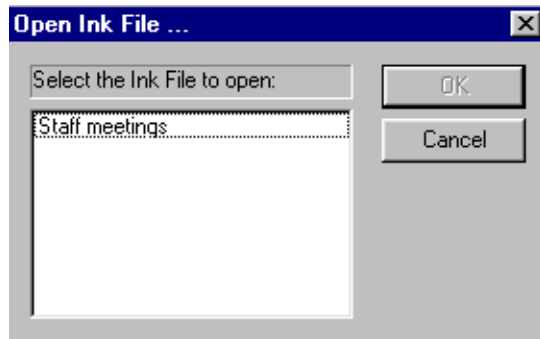


3. To delete the file permanently from your computer, select the Delete the file, too? check box. Leave it clear to keep the file on your computer with the rest of your ink files.
4. Select OK. The ink file disappears from the navigation panel.


To find ink files stored in the default location, double-click the My Ink Files folder on your Windows desktop.

### To restore a removed ink file to the navigation panel:

- For ink files that you removed, right-click in the Ink Files section of the navigation panel, and select Open Ink File to open the Open Ink File window.



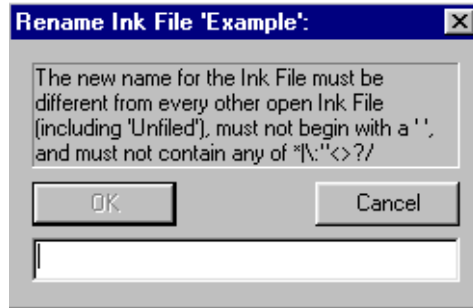
Select the ink file from the list, which includes all ink files stored in the default location. The name appears in the navigation panel, and the pages open in the viewing window. If the digital notepad is turned on, you can add the new name to the Ink File selector by replacing an existing file name.

- Select the Open button  , or select File > Open Other Ink Files, and browse to find the location of the existing ink file or notebook (the extension will be .nbk). When you open it, the name appears in the navigation panel, and the pages open in the viewing window. If the digital notepad is turned on, you can add the new name to the Ink File selector by replacing an existing name.
- Locate the .nbk file in the Windows directory. Double-click it to open the ink file in Ink Manager Pro (you can open only one ink file at a time).

## Renaming an ink file

Use the Rename feature to change the name of an ink file.

1. In the navigation panel, right-click the ink file, and select Rename Ink File from the menu.




You can also edit the Ink File selector menu by opening ThinkScribe Notepad Properties to the Ink File Selector tab. See Chapter 2: Ink Manager Pro Setup.


2. Type the new name in the name field, up to 16 characters (or 14 if all uppercase). Do not use any special characters such as \*.:?<>/?\ | or NLS characters such as ü ® ™ or any other character created by pressing the Alt key and a number pad sequence.
3. Select OK, and the new name appears in the navigation panel. When the digital notepad is turned on, if the original file name also appeared on the Ink File selector, that name is automatically renamed, too. If not, you can add the new name to the Ink File selector by renaming an existing name.

## Copying pages from one file to another




Pages appear in the ink file in the order you add them. You can reorder the pages or move a page from one ink file to another. And you can copy a single page to more than one ink file.

### To reorder pages within an ink file:

1. Open the ink file in thumbnail view (you cannot reorder Current Notepad or Archive pages). Then select the page to move by clicking it once.
2. Select Cut , or right-click the thumbnail and select Cut from the menu.
3. Tap the target thumbnail that you want to follow the inserted page.

4. Select Paste , or right-click the thumbnail and select Paste from the menu. The page you cut now precedes the target page, and the page numbers change to reflect the new order.

### To copy pages from one location to another:


1. Open the ink file with the pages to move, and change them to thumbnail view.
2. Select the thumbnail page to copy (click it once). To select multiple thumbnails, hold down the Shift key and tap the first and last of sequential pages, or hold down the Ctrl key while you tap individual pages.
3. To insert the pages, use one of the following methods:
  - Drag the page or group of pages to the target ink file in the navigation panel. Open the target ink file. The new pages appear at the end of the ink file, and they are removed from the original file.
  - Select Cut  to remove the pages from the original ink file, or select Copy  to leave the pages in the original ink file. Open the target file, and tap the thumbnail you want to follow the new pages. Select Paste , and the new pages precede the thumbnail you selected.

If the Shift key selects vertical rather than sequential pages, clear the selection (tap outside the pages) and re-select the individual pages by holding down the Ctrl key while you tap each page.

## Saving an ink file

It is a good habit to periodically save changes as you work on your ink files. Ink Manager Pro prompts you to save changes when you exit the program.

### To save changes to an ink file:

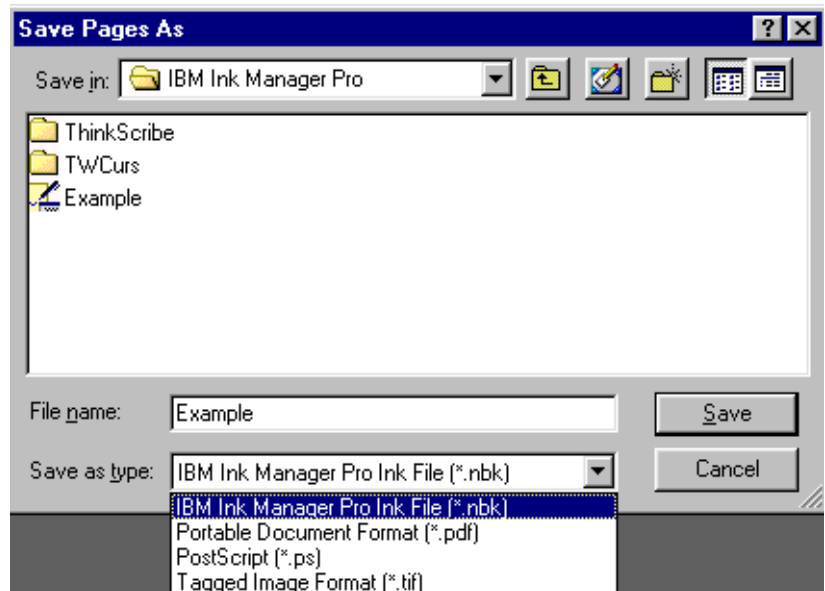
1. Select , or select File > Save.
2. Ink Manager Pro saves your ink files with the name and the extension .NBK. (To save in another format, see the instructions below.)

Do not save your ink files in the same directory as the Ink Manager Pro application (C:\Program Files\IBM\IBM Ink Manager Pro). If you do, and you install an upgrade to the program in the future, your ink files will be overwritten.

### To save an ink file in another format:

Save an ink file in another file format to share the contents with people who do not have Ink Manager Pro.

1. Select the ink file in the navigation panel. To do this, click the ink file name one time.
2. Select File > Save As. The Save As dialog box appears.



3. In the Save In box, select a location for storing the ink file.
4. In the File Name box, type a name for the ink file.
5. Select the Save as type arrow, and select a file format from the list shown.
6. Select OK.

### Available Formats for Saving Ink Files

Choose a file format for saving your ink files:

- Ink file (.nbk)—Viewed in Ink Manager Pro.
- Portable Document Format (.pdf)—Adobe Portable Document Format file using the Adobe Acrobat Reader. Download a free copy from [www.adobe.com](http://www.adobe.com).
- Postscript (.ps)—Printed or distilled using only Adobe Acrobat to create a .pdf file.
- Tagged Image File Format (.tif)—Viewed in most advanced graphics and viewer programs, such as Microsoft Imaging for Windows (select Start > Programs > Accessories > Imaging). This graphics format cannot be viewed in Microsoft Paint.

Chapter 6 describes how to save an individual page. The available formats are different from the formats for saving ink files.

## Printing an ink file

Print your ink files as you typically print documents.

### To print an ink file:

1. Open the ink file by selecting it in the navigation panel. Open the first page in full-page view. If the ink file is open in thumbnail view, double-click the first page to open it in full-page view.
2. Select the Print button on the toolbar, or select File > Print. The Print dialog box appears.
3. Select the options for printing.
4. Select OK to send the ink file to the printer.
5. Select Print Preview to see what the pages will look like when printed.
6. Use the Print Setup dialog box to change your printer settings without printing anything. The settings you select here are used for the current session. When you change printer settings from the Print dialog box, they apply only to the current session.

Chapter 6 describes how to print single pages from your ink files.

# Adding names to the ThinkScribe menu

Add the names of ink files on the navigation panel to the Ink File selector on the digital notepad using the right-click menu in the navigation panel. If you have the same names on the digital notepad as on the navigation panel, you can pre-assign the correct ink file as you write notes.

You can also rename ink files on the digital notepad as you create or rename ink files or by opening ThinkScribe Notepad Properties to the Ink File Selector tab.

## To add a name to the digital notepad:

1. Turn on the digital notepad, if it is not already on.
2. Right-click on the name in the navigation panel, and select Add to ThinkScribe Menu.
3. The Replace ThinkScribe Ink File window opens, showing the current names of 19 ink files on the digital notepad.
4. Select which name to replace, and select OK. The new name transfers to the digital notepad and appears in the Ink File selector.

You cannot add ink files with long file names (such as those opened using “Open Other Ink Files”) to the digital notepad. Instead, create a new ink file in the navigation panel so that you can add the name to the digital notepad. Later, copy the pages from the old ink file into the new ink file.






This chapter explores the different things you can do with the pages of notes in My Ink Files:


- Adding a blank page
- Deleting a page
- Editing ink
- Rotating a page
- Saving a page
- Printing a page

## Adding a blank page

Add new pages to ink files when you want to paste ink selections or other graphics into your notes.

### To add a new, blank page:

1. Make sure the pages are in thumbnail view (if needed, select the View arrow  on the toolbar, and select Thumbnail).
2. Select the page that you want to follow the new blank page (the new page will be inserted before this page).
3. Select Page > New Page. Choose Portrait (vertical) or Landscape (horizontal). A blank page now appears before the page you selected. If needed, use the mouse to drag it to its correct position in the ink file.

Now paste or draw ink on the new page. For example, to insert ink that you copied or cut from another page, use the Paste button  to insert the contents of the clipboard on the new page. To re-position the inserted ink, select it, and use the mouse pointer to move the selection.

## Deleting a page

To select multiple thumbnails, hold down the Shift key and tap the first and last of sequential pages, or hold down the Ctrl key while you tap individual pages.

Remove unneeded pages from your ink file. Recover accidentally deleted pages by reopening the archive page.


### To delete a page in an ink file:

1. While in thumbnail or full-page view, select the page you want to delete.
2. Select Page > Delete Page to remove the page from the ink file.

### To recover a deleted page:

1. In the navigation panel, select Current Notepad or the Archive pad in which the page was written. The thumbnail pages appear in the viewing window.
2. Locate the page, drag the it to the target ink file.

## Editing ink

You can edit the ink of any page you open from an ink file. Open the page in full-page view. For example, double-click a thumbnail, or select the Views arrow  and select Full Page.

To restore an edited page to its original format, select the thumbnail, and select Edit > Refresh from Original. Or use the Undo or Redo icons on the toolbar.

You cannot edit Current Notepad or Archive pages. You can edit only pages opened from My Ink Files.

Ink Manager Pro provides toolbar buttons and menu items for adding ink, adding or changing actions, changing the appearance of ink, or moving ink on a page, all described in the following sections of this chapter.

## Selecting ink

Make sure the page is in full-page view.

### To select ink to edit:

- Drag the mouse pointer across the ink.
- To select the entire page, select Edit > Select All.




Right-click a selection of ink, and use the editing options on the menu.

A dotted line appears around the selection. Now use the toolbar buttons or Edit menu to edit the ink.

## Changing ink appearance

Use the toolbar buttons to change the appearance of a selection.

### To change the ink appearance:



1. Drag the mouse pointer to select the ink to highlight, or select Edit > Select All to select the contents of the current page.
2. Use the toolbar icons:
  - Select the Highlight button  to change the background of the selected ink to yellow. Select the button again to remove the highlight.
  - Use the Ink Color button  to change the ink color. Select the arrow, and choose a color from the palette.
  - Use the Ink Width button  to change the width of the selected ink. Select the arrow, and choose a line width from the list.

To change the default ink color and line width for all your ink, select File > Preferences, and select the Ink Display tab. For more information, see Chapter 2: Ink Manager Pro Setup.

## Cutting, copying, and pasting ink


Use the Cut, Copy, and Paste editing tools to interact with the Windows clipboard.

Another way of sharing or copying ink is to copy selected ink into the Ink Clipboard Viewer.(Edit > Copy to Ink Clipboard Viewer), and use the ink clipboard menus to save the selection as a graphic.



To move a paragraph from one page to another page, drag the mouse pointer to select the paragraph, and select Copy . Then open the target page (make sure the target page is in full-page view), and select Paste .

To reposition the paragraph, hold the mouse pointer over the selected ink until you see the crossed-arrows, and then drag the selection to the correct position on the page.

### To cut, copy, or paste ink:

- Select the Cut  button on the toolbar, or select Edit > Cut (or use the right-click menu on a page), to cut and save



the selected ink in the Windows clipboard. (You cannot cut ink from Current Notepad pages or Archive pages.)

- Select the Copy button  or select Edit > Copy to copy the selected ink in the Windows clipboard.
- Select the Paste button  on the toolbar or select Edit > Paste to insert the contents of the clipboard at the cursor position (the page must be in full-page view). Or select Edit > Paste Special in another application to insert the clipboard's contents into the existing format.




## Adding or moving ink on a page

If you want to add more ink to a page, you can use the mouse or the pen's stylus tip as a pencil. For example, you can finish sketches or change handwritten words. Open the page in full-page view.

### To draw more ink on a page:

1. Click the Ink Annotation Mode button  to enable annotation mode.
2. Hold down the mouse button to draw on the page. Or touch the stylus tip on the screen. (To prevent ink marks on the screen, do *not* use the ink tip.)
3. To disable annotation mode, click the Ink Selection Mode button .

### To move ink from one page to another page:

1. Drag the mouse to highlight the area of ink to move. When the box appears around the ink, use the Cut button  or Copy button  to copy the selected ink into the clipboard.
2. Open the new page, and select the Paste button . To reposition the inserted ink, click the inserted ink one time to select it, and drag it to the right location on the page.

### **To move ink on the page:**

Drag the mouse pointer to select the area of ink to move. When the box appears around the ink, drag the selection to the new location on the page.

## **Rotating a page**

Sometimes a sketch or other information looks better when viewed in a different orientation than your written notes.

For example, you may have taken several pages of written notes in portrait mode (tall). Then you drew a graph you saw in a presentation in landscape orientation (wide). When you view your notes on the computer, you can rotate the page with the graph to make it easier to read.

### **To rotate a page:**

1. Open the page, or select the thumbnail of the page, and select Page > Rotate Page.
2. Select the direction you want to rotate the page: Left (90°), Right (90°), or Turn Over (180°, upside down).

## **Saving a page**

Share a page with others or insert your handwritten page in another application by first saving the page as a graphic, and then inserting it into the application the way you insert any graphic. For example, save a page as a bitmap, and then insert it into an e-mail message or document to send to others.

### **To save a page:**

1. Open the page in full-page view (double-click a thumbnail).
2. Select File > Save Page As. The Save Page As dialog box appears.
3. In the Save In box select a location for the file.
4. In the File Name box, type a name.
5. Select the Save as type arrow and select a file format from the list shown.

6. Click OK.

## Formats for saving pages

Choose a file format for saving your individual pages:

- Bitmap (.bmp)—Viewed in Microsoft Paint and some other graphics programs.
- Joint-photo Experts Group (.jpg)—Viewed in any Web browser and most advanced graphics programs.
- Portable Document Format (.pdf)—Viewed in Adobe Portable Document Format file using the Adobe Acrobat Reader. Download a free copy from [www.adobe.com](http://www.adobe.com).
- Portable Network Graphics (.png)—Viewed in most advanced graphics programs.
- Postscript (.ps)—Printed or distilled using only Adobe Acrobat to create a .pdf file.
- Tagged Image File Format (.tif)—Viewed in most advanced graphics and viewer programs, such as Microsoft Imaging for Windows (select Start > Programs > Accessories > Imaging). This graphics format cannot be viewed in Microsoft Paint.

## Printing a page

Print individual pages to share with others or store with other documents.

For information on printing an entire ink file, see Chapter 5: Managing Ink Files.

### To print a page:

1. With the page in full-page view, select the Print button on the toolbar, or select File > Print. The Print dialog box appears.
2. Select the Pages option and specify the page you want to print.
3. Click OK to send the page to the printer.
  - Select Print Preview to see what the page will look like when printed.
  - Use the Print Setup dialog box to change your printer settings without printing anything. The settings you select here are used for the current session. When you change

printer settings from the Print dialog box, they apply only to the current session.





In the *Getting Started Guide* and in Chapter 1 of this book, you learned how to mark words as a Keyword, To Do item, or Message on the digital notepad.

This chapter explains how to mark actions in Ink manager Pro and how to create lists of your actions to locate pages and follow up on tasks:

- What are actions?
- Marking a Keyword, To Do, or Message on the computer
- Searching for a page
- Managing To Do items and Messages
- Narrowing the search
- Verifying Keywords
- Creating a Post-it Note

## What are actions?

Ink Manager Pro supports the following actions:

- **Keyword**—Identify terms or topics that will help you search for pages in your notes. Keywords appear in blue on the screen.
- **To Do**—Identify items “to do,” such as assignments or action items. Create an To Do list and assign priorities and due dates for yourself. To Do items appear in red on the screen.
- **Message**—Identify words and phrases that you jot down from phone conversations or voice mail. Create a Message list and assign priorities and due dates. Messages appear in green on the screen.

To change the default appearance (color and line width) of actions on the computer screen, select File > Preferences, and then select the Actions tab, described in Chapter 2.

To customize or modify actions available on the Actions selector, open ThinkScribe Notepad Properties, and select the Actions Selector tab, described in Chapter 2.

## Marking Keywords, To Do items, and Messages on the computer


As you view your ink files on the computer screen, continue to mark actions, including a Keyword, To Do, or Message. You can change or delete actions from words. If you annotate the marked ink, view the annotation by holding the mouse pointer over the ink on the page, and you can enter the text words in the Search Text box when searching for pages.

To mark actions on the digital notepad, see Chapter 1: Digital Notepad and Digital Pen.

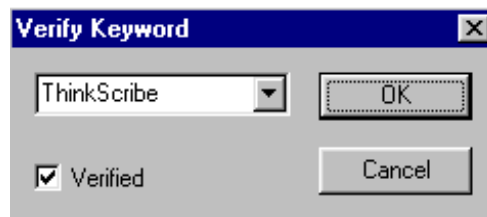
On the screen, you can include a Keyword in words that you mark as a Message or To Do. The marked ink shows up in both the Keyword Index and the Message or To Do list. If you hold the mouse pointer over the ink, the annotated text for the most recent action appears in the fly-over window. Keywords remain blue, and the rest of the marked words change to the color of the Message or To Do.

You *cannot* mark actions in Current Notepad or archive pages on the computer. Instead, you must open the filed page from My Ink Files, and then you can add or change actions to your notes.

### To mark (or change or remove) an action in Ink Manager Pro:

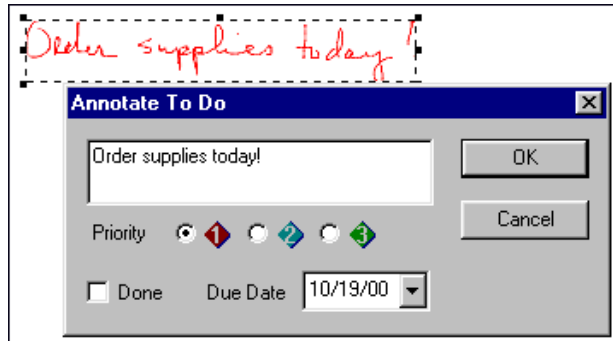
1. Use the mouse to draw a rectangle around the word or phrase, carefully including all the ink used to write the words.
2. Select the Action List box arrow  on the toolbar to choose an action type. If an action is already applied to the selection, it appears in the box.
3. To mark or change an action, select the arrow, and choose a new action from the list. To remove an action, click None.
  - For Keywords, the Verify Keyword window appears.

If the text for the Keyword is longer than the Verify Keyword field allows, start the transcription, and then complete it when you open a Keyword Index or Verify Keywords list.



Type or correct the text words for the selected ink, select the Verified checkbox, and select OK. This enables you to sort your Keywords in alphabetical order when using Keywords to search for pages.

- For a To Do or Message, the Annotate To Do or Message window opens.



By default, the Message and To Do lists show only the Not Done actions. To see all the items, change the view using the View menu.

Assign a priority or due date, and type annotations to add more information to the action, if needed. Select the Done checkbox only if the action is already completed.

4. On the page, ink marked as a Keyword, To Do, or Message changes to the default color for the selected action.

## Searching for a page

Locating notes can't get much simpler than this! Create lists of your pages by date or by Keywords that you identified, and select the link to open the page.

### To search for pages by date:

1. While in full page or thumbnail view, in the Search section of the navigation panel, select Search All. Or select View > Search All.
2. A list appears in the viewing window showing each page you have written, based on the time and date you started it, as shown in the example below:

Ink	Created	Location
	9/18/00 9:43:07 AM	<a href="#">About me, page 1</a>

The locations are in alphabetical order, and pages appear by created date within each location.

- Created—The date you started writing the original page.
- Location--Double-click the location to open the page.

### To search for pages using Keywords:

1. In the Search section of the navigation panel, select Keyword Index. Or select View > Keyword Index. A list appears in the viewing window showing each page on which you identified Keywords.
2. If you have converted your Keywords to text (verified Keywords), use the Search Bar, described later in this section, to select Keywords or narrow your search based on location or a date range.

A list appears in the viewing window showing the search results, as shown in the example below:

Text	Ink	Verified	Created	Location
Map to park		<input checked="" type="checkbox"/>	10/19/00 2:21:04 ...	<a href="#">General, page 3</a>

Select any column heading to sort the list by that column. Select it again reverse the sort order again. You cannot sort by the Ink column.

- Text—Click in the text box to correct the text for the Keyword. The Keyword list is sorted in alphabetical order based on the text.
- Ink—Double-click the ink to open the page.
- Verified—Click the checkbox after you correct the text.
- Created—The date you started writing the original page.
- Location—Double-click the location to open the page.

## Managing To Do items and Messages

Use the powerful action-management feature to create lists of To Do items and Messages in your notes. When you mark a To Do or Messages in your notes, you can assign a priority and due date to

each item. In addition, you can regularly verify your Keywords so that you can locate your notes more quickly.

### To list your To Do items or Messages:

1. In the Actions section of the navigation panel, select To Do List or Messages. Or select View > To Do List or View > Messages.
2. A list appears showing all your open To Do items or Messages, as shown in the example of a To Do list below.

Status	Priority	Due date	Ink	Created	Location
<input type="checkbox"/>	2	10/10/00	get new spec call x 443	10/10/00 3:4...	Current Notepad_page

- Status—Check the checkbox when you complete the action (or right-click the row and select Complete). By default, completed actions are removed immediately from the list.
- Priority—Click the column to assign a priority, which rotates between 1, 2, and 3.
- Due date—Click inside the column to enter a due date and press Enter.
- Ink—Double-click the ink to open the page.
- Created—The date you started writing the original page.
- Location—Double-click the location to open the page.

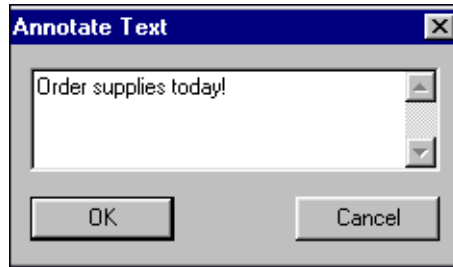
Select any column heading to sort the list by that column. Select it again reverse the sort order again. You cannot sort by the Ink column.

### To see all your actions:

- Or select View > View By > Show > All. The list shows open and completed actions.

### To annotate the action:

1. When viewing a To Do or Message list, click the Text Annotation button **T** in the Ink column to open the Text Annotation window.



2. Click inside the box to type comments about the action, such as additional or follow-up information.
3. Select OK to save the comments and close the box.

To view the text in your notes, hold the mouse pointer over the ink marked as a Message or To Do.


To narrow a Message or To Do list, select or type annotated text in the Search Text box. To do this, use the Search Bar, described next.

## Narrowing the search

Use the Search Bar to narrow your search results for pages specific Keywords or annotated text, date, and/or location.

Select the Reset to Defaults button to start a new search.


1. With the list in view, enter one or more criteria in the Search Bar to narrow the search:

- To specify a date range, click inside the Start Date or End Date box, and select or type a date.
- To specify a location, click the Location icon , and select a location:
  - All Ink (all pages in My Ink Files, as well as any unfiled pages in the Current Notepad)

- Archive (all Current Notepad and archive pages)
- All Ink Files (all pages in My Ink Files)
- An individual ink file or archive pad

Select OK.

For information on converting Keywords to text, see the next section. For information on annotating text, see the previous section.

- To specify a text word, click the Select Text icon  and select a word from the list, or type a word (use exact spelling and case). Or type the word or a few letters to see all text words beginning with those letters. For Keyword lists, the text list includes Keywords that have been converted to text. For To Do or Message lists, the text list includes words that you typed in the Annotate Text box. Select OK.

2. Select the Search button .

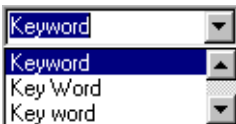
## Verifying Keywords

If you enable Keyword Transcription, Ink Manager Pro automatically transcribes your Keywords. See Chapter 2: Ink Manager Pro Setup.

Verifying Keywords is the process of going through your list of Keywords and making sure the text matches the ink you selected. To list your Keywords, follow the instructions for Listing Keywords, in the previous section.

### To verify a Keyword:

1. In the Actions section of the navigation panel, select Verify Keywords, or select View > Verify Keywords.
2. A Keyword list appears, as described earlier in this chapter. To see the Keywords you have not verified, click the Verified column heading. Click it again to reverse the sort. Or select View > View By > Show > Unverified.
3. Review the text for each Keyword. If it is missing or incorrect, click inside the Text column. Select an alternative word from the list, or type the correct words, and press Enter.
4. If prompted, you can add the words to the Keyword dictionary to improve future transcription. The Keyword is immediately re-alphabetized based on the corrected text.
5. When you finish, check the Verified checkbox, or right-click the row, and select Verified.




After you verify Keywords, click the Text column heading to sort the entire Keyword Index into alphabetical order. If needed, change the setting back to View > View By > Show > All.

## Creating a Post-it note

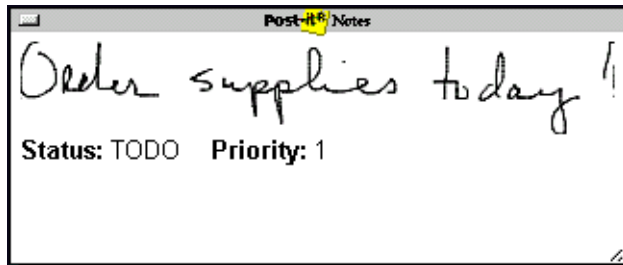
Post your ink into a 3M Post-it (R) Software Lite note on your Windows desktop.

### To create a Post-it note:

- On a page in full-page view, drag your mouse pointer to draw a rectangle around the words to include in the note. Select Edit > Copy to Ink Clipboard. The selected ink appears in the ink clipboard. Then select exactly the ink to include in the note, and select the Post-it icon  on the toolbar.
- On a To Do or Message list, select the Post-it icon in the Ink column.

The first time you click the Post-it button, the icon is added to the computer's system tray, and the Post-it program is added to the StartUp menu.

The ink appears in a yellow note that stays open on your Windows desktop after you close Ink Manager Pro.



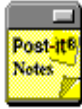
For best results, keep ink selections for a Post-it note to a sentence or two. If the ink that you select is wide or spread out, the outer edges or even the entire contents might be missing from the note.

The ink appears in a yellow note showing from your Windows desktop. By default, when you click outside the Post-it note, the note goes to the desktop, behind other open applications, and it stays open even after you close Ink Manager Pro. Position it on the desktop by dragging it with the mouse pointer.

Or, to keep the note visible, right-click the title bar, select "Always on Top," and drag it on the Ink Manager Pro window to position it.



To close the note, click the title bar, and select Trash Note from the menu.



For information about additional features in Post-it Software Notes Lite, right-click the Notepad menu button or the Post-it icon in the system tray, and select Help.

To disable the Post-it program, right-click the icon, and select Exit. This removes all Post-it notes from the screen until you start the program again.

To enable it, select Start > Programs > Post-it Software Notes Lite.



This chapter explains how to share your ink with other users, even those who do not have Ink Manager Pro.

- Using the Ink Clipboard Viewer
- Saving selected ink
- Using the Windows clipboard
- Sending Mail

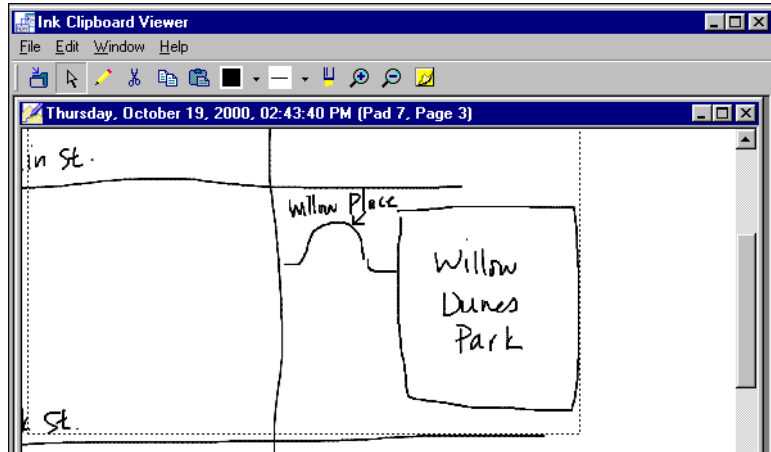
## Using the Ink Clipboard Viewer

When you apply the Copy action to a selection of ink, the selection is copied to the Ink Clipboard Viewer, a special clipboard in Ink Manager Pro. Use the ink clipboard toolbar buttons and menus to edit and reformat the selection of ink, if needed, and then save the selection as a graphic to insert into other applications or e-mail messages.

### Copying ink to the Ink Clipboard Viewer

1. Use your mouse or stylus tip to draw a rectangle around an area of ink.
2. Select Edit > Copy to Ink Clipboard Viewer. The selected ink appears in the ink clipboard.

This action also copies the selected ink into the Windows clipboard, and you can Paste it into another application.



3. Open as many selections in the ink clipboard as you like. Select the title bar of a window to make it the active window. Select the Close button **X** on the window when you are finished with it to delete its contents from the ink clipboard.

## Using the Ink Clipboard menus

To change the default method for Copying ink on the digital notepad into the Ink Clipboard, select File > Preferences, and select the Actions tab.

Use the menus in the Ink Clipboard to file, edit, and format selected ink.

### File menu

- Save As—Save the selected ink as an ink file (.NBK) or a graphic, either a bitmap (.BMP) or Joint-Photo Experts Group (.JPG).
- Close—Close the active window in the ink clipboard.
- Exit—Close the ink clipboard.

### Edit menu

- Cut—Cut the selected ink and save it in the Windows clipboard.
- Copy—Save selected ink in the Windows clipboard.
- Paste—Insert the clipboard contents into the current ink clipboard.

## Window menu





- Cascade—Arrange the windows in cascading location.
- Tile—Arrange the windows as tiles.
- Arrange icons—Arrange minimized window icons on the bottom of the ink clipboard.
- List of open windows—Select a window to make it the active window.








## Help menu

- Help Topics—Open online help for this topic in HTML format. Click and double-click topics in the Contents tab, or select topics using the Index and Search tabs.
- About Ink Clipboard Viewer—Find the version of the Ink Clipboard Viewer.

## Using the Ink Clipboard toolbar

Use the toolbar buttons in the ink clipboard to edit and reformat selected ink:

- Select the Save As button  , or select File > Save As, to save selected ink as a graphic (.bmp or .jpg) so you can insert the ink into another application.
- Select the Select button  to disable Ink Annotation mode (described below), and change the mouse pointer to its normal mode. In Select mode, drag the mouse pointer to select ink, as you usually do.
- Select the Ink Annotation button  to enable Ink Annotation mode. When enabled, the mouse button turns into a "pencil." Hold down the mouse button to draw in the Ink Manager Pro window. Or touch the pen's stylus tip or another blunt object on the screen. (To prevent ink marks on the screen, do not use the ink tip.) To disable Ink Annotation, click the Select button (described above).
- Select the Cut button , or select Edit > Cut, to move the selected ink from the ink clipboard to the Windows clipboard.

- Select the Copy button , or select Edit > Copy, to copy the selected ink in the Windows clipboard.
- Select the Paste button , or select Edit > Paste, to insert the contents of the clipboard at the cursor position.
- Use the Ink Color button  to change the ink color. Select the arrow, and select a color from the palette. Note: If the ink being changed includes labeled ink, the color of labeled ink is also changed to the new color.
- Use the Ink Width button  to change the width of the selected ink. Select the arrow, and select a line width from the list.
- Select the Highlight button  to change the background of the selected ink to yellow. Select the button again to remove the highlight.
- Select the Zoom In/Out buttons  to enlarge or reduce the view of the ink.
- Select the Post-it button  to open the selected ink in a yellow note on your Windows desktop.

For more information about Post-it notes, see Chapter 7: Working with Actions.

## Saving selected ink

Save selected ink as a graphic so you can insert the ink into another application.



### To save the Ink Clipboard contents:

1. Use your mouse or stylus tip to draw a rectangle around an area of ink. Without a selection, the entire contents of the window will be saved.
2. Select or select File > Save As. The Save As dialog box appears.
3. In the Save In box, select a location for the file.
4. In the File Name box, type a name for the graphic.
5. Select the Save as type arrow and select a file format from the list shown, Bitmap (.BMP) or Joint Photo-experts Group (.JPG).

6. Select OK. When you are finished with the selection, close the selection's window to delete the contents from the ink clipboard.

## Using the Windows clipboard

If you want to use a selection of ink in another application, you can use the Windows clipboard.

1. Select the ink you want to copy.
2. Select the Copy button  on the toolbar. The selection is stored on the Windows clipboard. You can now use this ink in another application or document.
3. Open the target application, such as a document. Select the Paste button . If there is no Paste button, check the Edit menu, or press Ctrl + V, a Windows shortcut for pasting contents at the cursor location as a graphic.

If you are unable to paste ink or text, search the application help system or user manual.

## Send Mail

IBM Ink Manager Pro supports sending ink files as e-mail attachments if your default e-mail program is a MAPI client such as Microsoft Outlook or Microsoft Outlook Express.

1. While the ink file you want to send is open, select File > Send Mail.
2. When the new blank message opens in your e-mail program, select a message recipient and type a subject and message text. When you have finished, send the message. The ink file is automatically sent as an attachment to the message.





This chapter covers many of the special features contained in Ink Manager Pro:


- Ink Calendar Support
- Graphics Tablet Mode
- IBM Ink Viewer
- IBM Ink Transfer

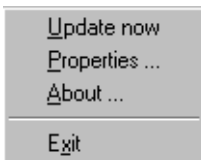
## Ink Calendar Support

Use the Ink Calendar Support features to embed links to handwritten ink in a personal calendar on your computer. Enable the feature for up to three calendar systems.

For example, when you enable Ink Calendar Support for a calendar system, the program shows a link on calendar pages if you write notes on that day. Select the link to open Ink Viewer and read the notes.

In addition, you can choose to show a link for notes taken within the time-frame of activities (such as appointments or meetings) scheduled on the calendar.

By default, the Ink Calendar Support button  appears in your Windows system tray (lower right corner of the screen). Select the button to open a menu of options:

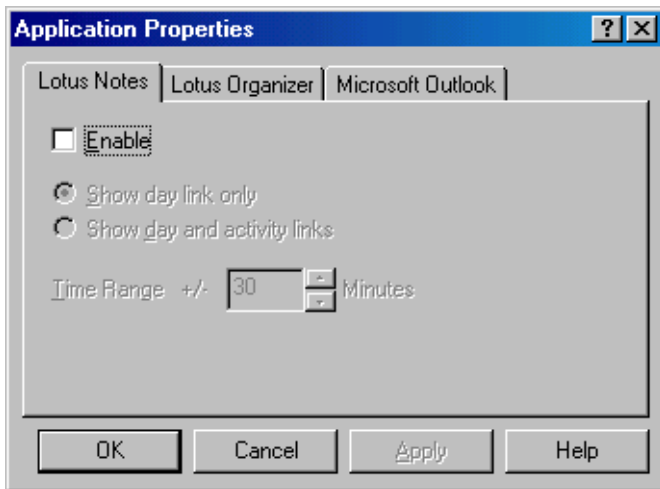


- Update now—Refresh the links immediately (instead of at the regular transfer interval).
- Properties—Open the Application Properties window.
- About—Identify the version number of the utility.
- Exit—Close the Ink Calendar Support utility. This removes the button from the system tray, and no links will be created until you enable the utility again.

In addition, select Update now to add links to entries that you create after writing notes. For example, if you write notes at an unscheduled meeting and you want to access the notes from your calendar, create the calendar entry, and then select Update now (on the same day) to add the link to the entry.

### To enable Ink Calendar Support for appointments:

1. Select the Ink Calendar Support button  in the Windows system tray, and select Properties from the menu.




You must install and set up the calendar programs on your computer before enabling Ink Calendar Support.

Select one, two, or all three calendar systems from the tabbed window, and complete the set-up steps:

- Lotus Notes® calendar, version 5 or higher
- Lotus Organizer®, version 5.02 or higher
- Microsoft Outlook®, version 2000

## To disable Ink Calendar Support:

1. Select the Ink Calendar Support button  in the system tray.
2. Select Exit from the menu. No links will be created until you enable the utility again.


## To re-enable Ink Calendar Support:

Select Start > Programs > IBM Ink Manager Pro > Utilities > Ink Calendar Support. The Calendar Support button reappears in your status tray.

## Lotus Notes calendar

The calendar utility integrates ink with Lotus Notes® Calendar, release 5 or higher, if you install it on your computer.

To enable calendar support for Lotus Notes calendar:

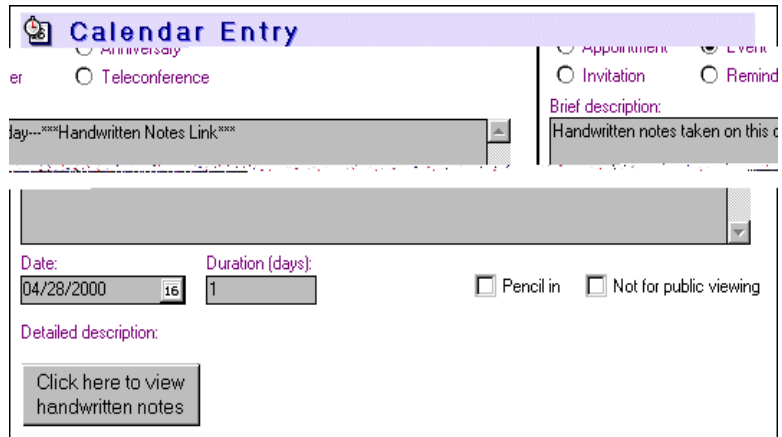
1. Select the IBM Ink Calendar Support icon  in the system tray (lower right corner of the screen), and select Properties.
2. On the Lotus Notes tab, select the Enable checkbox to start the utility for that calendar program. (Select it again to remove the check and disable the utility for the calendar program.)
  - Select Show day-link only to see a link on each day that you write notes (regardless of the time of day).
  - Select Show day and activity links to see a link for each day, as well as see individual links within any scheduled activity during which you write notes.
3. Adjust the time range, if you choose to show activity links, to detect ink within the range for the scheduled meeting. The default is 30 minutes.
4. Select OK.

Do not attempt to edit the links created in the calendar windows. If you do so, the program cannot re-create the links.

If you delete an entry on the current calendar date, the program re-creates it the next time you select Update now from the Ink Calendar Support menu. (Entries deleted from a previous day will not be recreated.)

## To use calendar support with Lotus Notes:

1. Schedule appointments and meetings on the Lotus Notes calendar the way you always do, and write notes as usual at those meetings and appointments.
2. Links are added to the calendar at the regular uploads.
  - If you select Show day-link only, links for a whole day appear on the Calendar Entry window as an Event, shown in the example below. Select “Click here to view handwritten ink” to open the ink. After you open the link the first time, the link also appears in the Welcome page when you open the calendar.



If the calendar links do not appear immediately, click View > Refresh, or F9 to refresh the links.

- If you select the Show day and activity links, notes appear in the Notes Calendar appointments, shown below. Hold the mouse pointer over the entry to see the full entry. Double-click Handwritten Notes Link to open the ink.




Calendar support creates shortcuts to view the recorded ink. To edit or format the ink, you must open the page in Ink Manager Pro.

The ink opens in IBM Ink Viewer, described later in this chapter.

## Lotus Organizer


The calendar utility integrates ink with Lotus Organizer®, version 5.02 or higher, already installed on your computer.

### To enable calendar support for Lotus Organizer:

1. Before you enable the link, save the Organizer file with a unique name. To do this, open Lotus Organizer, select File > Save as, and type a name in the dialog box, such as “Meetings.”
2. For easiest access to your handwritten notes, set your Lotus Organizer default view to the saved file. To do this, select File > User Setup > Organizer Preference > Default File. Select Automatically Open, and select Browse to locate the saved file (in the example in Step 1, “Meetings.” Select OK.
3. Select the IBM Ink Calendar Support icon  in the system tray (lower right corner of the screen), and select Properties.
4. On the Lotus Organizer tab, select the Enable checkbox to start the utility for that calendar program. (Select it again to remove the check and disable the utility for the calendar program.)
  - Select Show day-link only to see one link at the top of each calendar day to show if you write notes on that day (regardless of the time of day).
  - Select Show day and activity links to see a link for each day, as well as see individual links within any scheduled activity during which you write notes.
5. Adjust the time range, if you choose to show activity links, to detect ink within the range for the scheduled meeting. The default is 30 minutes.
6. In the Organizer File field, enter the full path and Organizer file name that you saved in see Step 1, or select the Browse button to locate the saved Organizer file, such as C:/lotus/work/organize, and select the save-as name that you entered.

Do not attempt to edit the entries created by Calendar Support. If you do so, the program cannot re-create the links.

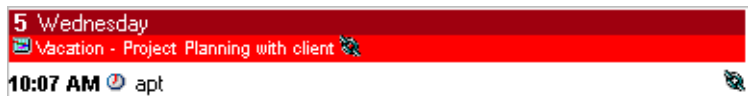
7. Select OK.

If you delete an entry from the current day's list, the program will re-create it the next time you select Update now from the Ink Calendar Support button . (Entries deleted from a previous day will not be recreated.)

### To use calendar support with Lotus Organizer:

1. Schedule appointments and meetings on the Lotus Organizer calendar the way you always do, and write notes as usual at those meetings and appointments.
2. Links are added to the calendar at the regular uploads.
3. Start Lotus Organizer, such as Start > Programs > Lotus SmartSuite > Lotus Organizer.
4. If you set the user preference to automatically open to your saved file (see Step 1 for enabling calendar support on this help page), the program opens to the saved file (in the example, "Meetings"). Otherwise, you must manually open the saved file by selecting File > Open, and finding the Organizer file you created, such as C:/lotus/work/organize, and select the name that you typed, such as InkManagerPro.or6.

If you select Show day-link only, one link appears only in the Planner section of the Organizer if any ink is recorded on that day.



If you select Show day and activity links, links appear in the Planner section as well as in appointments to indicate ink was recorded during that appointment, as shown below. Click the link symbol to open the Ink bar, which indicates the date of the recorded ink.



5. Click the Ink bar, and the ink opens in IBM Ink Viewer, described later in this chapter.


## Microsoft Outlook

The calendar utility integrates with Microsoft Outlook®, version 2000, if you install it on your computer.

### To modify your Microsoft Outlook setup:

1. Select Tools > Options to open the Mail Services tab.
2. Select the Reconfigure Mail Support button.
3. In the E-mail Services Options window, click the Corporate or Workshop option. Then click Next, and OK to exit.

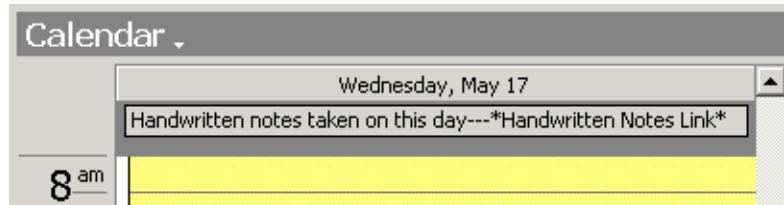
### To enable calendar support for Microsoft Outlook:

1. Select the IBM Ink Calendar Support icon  in the system tray (lower right corner of the screen), and select Properties.
2. On the Microsoft Outlook tab, select the Enable checkbox to start the utility for that calendar program. (Select it again to remove the check and disable the utility for the calendar program.)
  - Select Show day-link only to see a link on each day that you write notes (regardless of the time of day).
  - Select Show day and activity links to see a link for each day, as well as see individual links within any scheduled activity during which you write notes.
3. Adjust the time range, if you choose to show activity links, to detect ink within the range for the scheduled meeting. The default is 30 minutes.
4. Select OK.

If you delete an entry from the current day's list, the program recreates it the next time you select Update now from the Ink Calendar Support button. (Entries deleted from a previous day will not be recreated.)

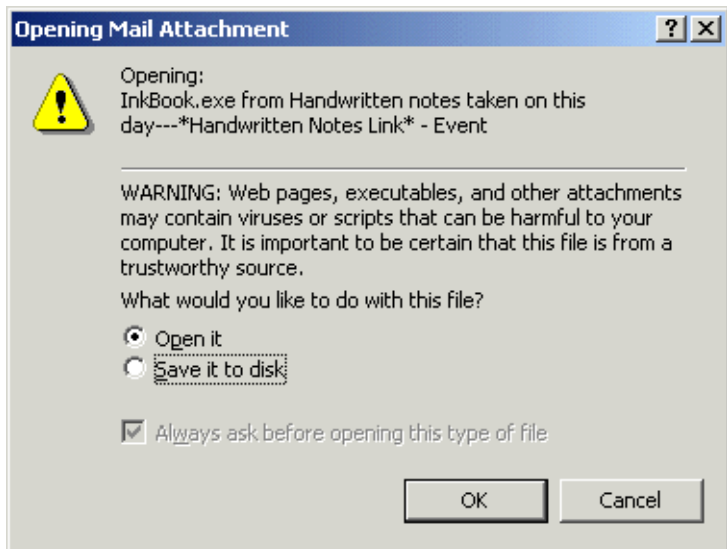
## To use calendar support with Microsoft Outlook:

1. Schedule appointments and meetings on the Microsoft Outlook calendar the way you always do, and write notes as usual at those meetings and appointments.  
Links are added to the Calendar view in the next upload.
2. If you select Show day-link only, links for a whole day appear in the Events field (the banner at the top of the day view).



If you select Show day and activity links, links appear in the Events field and Hourly Appointment field.

3. Select \*Handwritten Notes Link\* to open the Event window.
4. Double-click “Click here to view handwritten...” to open the Opening Mail Attachment window.





5. Change the setting to Open it, and select OK. (If you save it to disk, you might not be able to open saved image.)

The ink opens in IBM Ink Viewer, described later in this chapter.

## Graphics Tablet Mode

Enjoy the added control of sketching in your graphics applications using the digital pen on the digital notepad as the input device, a state called Graphics Tablet Mode.

Graphics Tablet Mode is an alternative state for the digital pen that makes it function like a cordless mouse.

### To enable/disable Graphics Tablet Mode:



If you do not want to change the settings, enable Graphics Tablet Mode quickly by pressing the Flip Touch control button on the computer (middle button on the right side of the screen), and pressing the Graphics Tablet Mode icon.

Or, to change or check the properties, or to open the program from Ink Manager Pro, use the following steps:




1. Open ThinkScribe Notepad Properties by selecting Start > Control Panel, and selecting the ThinkScribe Notepad Properties icon, which opens with the Graphics Tablet Mode tab.
2. Select Graphics Tablet Mode to enable the option. Adjust the mouse reference using the sliders to set the mouse reference, and select Apply or OK.
3. While Graphics Tablet Mode is enabled, use the pen as a graphics input device, or use it as a mouse on the digital notepad to activate buttons and menus. Your ink is not recorded in Ink Manager Pro, and no archives are created. If the pen is idle for about 10 minutes, it goes into suspend mode to conserve battery life. Simply tap the ink tip on the digital notepad once to wake it up.
4. To resume writing, tap OK on the digital notepad, or press the Flip Touch control button, and press the Inking Mode icon, which disables Graphics Tablet Mode.



## To use the digital pen to create graphics

When you enable Graphics Tablet Mode, use the digital pen on the digital notepad to draw into graphics programs that you have running. The program transmits your pen signals as real-time graphics input, similar to those of a pressure-sensitive, graphics pen and tablet.

### Examples:

- Open Microsoft Paint (Start > Programs > Accessories > Paint), enlarge the size of the white background, and select the Pencil tool . Now use the digital pen to draw sketches on the digital notepad, and see them transmitted into the application window. It might take a few tries to find the exact reference points on the paper. While the pen is in Graphics Tablet Mode, your ink will not be uploaded to Ink Manager Pro, nor will it be archived. Save the graphic the way you normally do.
- Or, tap the pen tip on the digital notepad surface (lift the paper pad to find the Graphics Tablet Mode tracking area, which references the computer screen) to activate toolbar icons or menus. Drag the pen tip to select text. Double-tap it to double-click. Set the Pen Down setting to control whether a tap acts as a right-click, center-click, or left-click.
- Then tap the OK button on the digital notepad to disable Graphics Tablet Mode and resume writing notes.

## IBM Ink Viewer

The IBM Ink Viewer utility provides a literal view of your original (archived) ink, exactly as it appears on the notepad. For example, words you circled appear with circles, not with colors as they do in Ink Manager Pro.

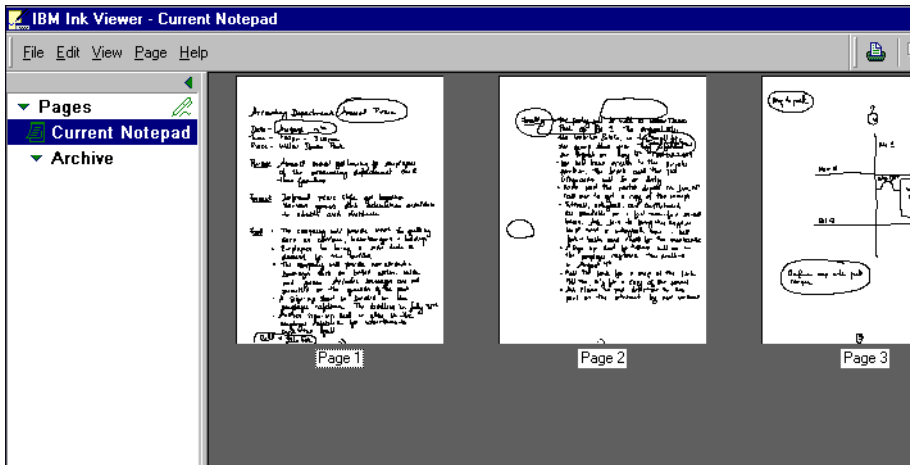
If you enable Ink Calendar Support (described earlier in this chapter), the links in your calendar open the linked pages in the Ink Viewer.

You can also view archive pages by selecting Current Notepad view from the navigation panel in Ink Manager Pro.

As its name indicates, the Ink Viewer is designed mainly to view ink. You can also fix overwritten ink, print pages, or erase unnecessary ink using the Ink Viewer utility, just as you can to the Current Notepad pages in Ink Manager Pro. Any changes you make to the ink are saved in the permanent archive of the page.

### To start Ink Viewer:


Select Start > Programs > IBM Ink Manager Pro > Utilities > Ink Viewer.



- Use the File menu to print the page in view.
- Use the Edit menu to separate overwritten pages or delete unnecessary ink. When you close the Ink Viewer utility, the program saves your corrections with the archive.
- Use the View menu to show/hide areas (toolbar, status bar, and Browser bar), refresh the view with recent ink, change from viewing the Current Pad to previous notepads, and change the view of the selected page from thumbnail to full-page view (or use the Views button to rotate the views).
- Use the Page menu to change pages and the orientation of pages.
- Use the Help menu to open online help for the utility.
- Use the Go-to-Page buttons to change the pages.

- Use the Zoom controls to increase or decrease the view of the page.

## IBM Ink Transfer

The IBM Ink Transfer utility must be running for your ink to upload to the computer. When enabled, the Ink Transfer icon  appears in your system tray (lower-right corner of the screen). It is automatically included in your Startup menu. Do not disable, exit, or remove this icon.

### To re-start Ink Transfer:

Select Start > Programs > IBM Ink Manager Pro > Utilities > IBM Ink Transfer.

The Ink Transfer utility also provides support for programmers who develop special applications for the digital notepad.

### Editing ink types

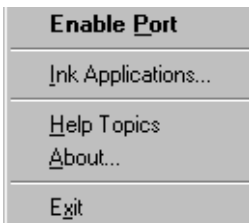
Use the following steps to add, edit, or remove a file type to create a special-purpose application of Ink Manager Pro.

- To open the Ink Applications window, right-click the Ink Transfer symbol in the system tray.
- Select Ink Applications to open the Ink Types dialog box.

### To add a file type:

1. To register a new application for the file type, in the Ink Types dialog box, click New Type.
2. The Edit Ink Type dialog box appears. In the Ink Type section, name the ink type:
  - In the Content box, type Notes.
  - In the Description box, type a description of the application.
3. Select the New button to launch a dialog box in which you specify additional applications for the Notes ink type.
4. Type the name of the application, and then provide the path and command line of the program to launch with the Notes ink type. Or select Browse to locate and select the program.

The related topics are meant only for programmers who are developing custom applications. General users should NOT open this utility or change any settings.



The same type of ink can start multiple applications.

5. Select OK. The new application is added to the list of registered applications for the Notes ink type.

Use the Application List section to add, remove, and edit the applications that edit the file type you are working with. For instructions, refer to the section “Maintaining applications,” next in this chapter.

1. Use the Launch section to specify whether to launch the default application automatically or to prompt you for notification.
  - Select the Launch the default application option if you want the application to launch automatically.
  - Select the Ask me before launching option if you want to be prompted before launching the application.
2. Clear the Add to Archive checkbox if you do NOT want the notes created with the new type to be added to the archive (for example, a confidential form). For most purposes, it is recommended that you add all ink types to the archive.

### **To edit a file type:**

1. To change a file type, such as adding or removing application or changing the default application, select Edit in the Ink Types dialog box. The Edit Ink Types dialog box opens.
2. Change the necessary information, and select OK.

### **To remove a file type:**

1. In the Ink Types window, select the file type you want to remove, and select Remove. Warning: DO NOT remove "Incrementally Uploaded Ink Stream." If you do so, your handwritten ink no longer transfers correctly to Ink Manager Pro.
2. Select Yes when prompted to confirm the deletion, and select OK.
3. When you finish, select OK. Select Close in the Ink Types dialog box.

This feature is designed only for programmers writing custom applications for the digital notepad.

## Maintaining applications

From the Application List section of the Edit Ink Type dialog box, use the following steps to identify and launch your custom application.

### To add a new application:

1. In the Application List section of the Edit Ink Type dialog box, select New.
2. Type the application's description in the Application description box.
3. Type the application's command line (such as `C:\Windows\Explorer.exe`) in the Application to be launched box. Select Browse to navigate to the application.
4. Select OK.

### To edit an existing application:

1. In the Application List section of the Edit Ink Type dialog box, select the application you want to edit, and select Edit. The Application for Ink Type dialog box appears.
2. Type the new command line (such as `C:\Windows\Explorer.exe`) in the Application to be launched box. Click Browse to navigate to the application.
3. Select OK.

### To remove an application:

1. In the Application List section of the Edit Ink Type dialog box, select the application you want to remove, and select Remove.
2. Select Yes when prompted to confirm the deletion, and select OK.

### To set an application as the default:

1. In the Application List section of the Edit Ink Type dialog box, select the application, and select Set Default.
2. Select OK.
3. When you finish, select Close in the Ink Types dialog box.

For further updates and information, press the ThinkPad button on your computer to open Access ThinkPad, and select the Service & Support icon.

Refer to the following frequently asked questions when troubleshooting the digital notepad.

This section contains information on the following topics:

- Digital notepad problems
- Ink Manager Pro problems
- Ink Manager Pro questions

## Digital notepad problems

For tips for troubleshooting your computer, press the ThinkPad button to open Access ThinkPad, and select Problem Solving from the menu.

### **Problem: How do I change the names that show in the Ink Files selector menu on the digital notepad?**

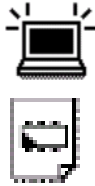
The Ink Files selector menu contains 19 file names, such as Ink File 1, Ink File 2, and so on, by default, that can be renamed and reordered. The location for General pages cannot be renamed or reordered.

You can rename the ink files showing in the Ink Files selector menu in three ways:

- With the computer turned on, open the ThinkScribe Notepad Properties utility and select the Ink Files Selector tab. In this window, you can rename and reorder the names on the Ink Files selector menu. If Ink Manager is running, you can transfer the names to the navigation panels. See Chapter 2: Ink Manager Pro Setup for more information on ThinkScribe Notepad Properties.
- In Ink Manager Pro, right-click a name in the My Ink Files section of the navigation panel, and select New Ink File or Rename to add or change names, and, if the digital notepad is turned on, add the names to the Ink File selector by renaming existing names. See Chapter 5: Managing Ink Files for more information on creating or renaming ink files in the navigation panel.

- Right-click a name in My Ink Files, and select Add to ThinkScribe Menu. Select an ink file to rename.

**Problem: The full-memory icons are flashing in the status display.**



The full-memory icons alternate when the memory in the digital notepad is full (the amber Error light turns on, also). To clear the memory, turn on the computer and let your ink transfer to the computer. The transfer starts automatically (the hourglass appears in the status display).

After the transfer, you can turn off the computer and continue writing on the digital notepad. See Chapter 1: Digital Notepad and Pen Features for information about other icons that appear in the status display.

**Problem: The low-battery icons are flashing in the status display.**



The low-battery icons alternate to indicate that the computer battery is too low for the digital notepad to operate (the amber Error light turns on, also). The digital notepad will shut down in one minute unless you either use the AC adaptor or replace the computer battery.

Tips for battery use:


- The digital notepad is designed to operate independently of the computer, meaning you can turn on the digital notepad and write notes for many hours with the computer turned off. This method helps conserve the computer battery. Periodically turn on the computer to let the ink transfer and clear the memory on the digital notepad.
- Turn off the computer instead of putting it in standby mode while you write notes on the digital notepad. (The digital notepad must be turned on.)
- You can use the digital notepad for up to 10 hours even after the computer battery is too low for computer use. In this situation, the computer displays a low battery warning in its display (if it is turned on), and then it shuts down automatically after a while, but the digital notepad continues to operate normally for up to 10 hours.



## **Problem: My ink does not transfer to the computer.**

If the digital notepad and computer are turned on while you write, your ink should transfer in intervals when you lift the pen briefly from the digital notepad. The hourglass appears in the status display when the transfer starts, and when Ink Manager Pro is running, you can see the thumbnail of your most recent ink in the viewing window.

If this does not happen, try the following suggestions:

- Check to see if the digital notepad is turned on. When it is turned on, the status display shows system information, such as the current page number. If it is blank, press the power button once to turn it on.
- Make sure the pen is not resting on the surface of the digital notepad. This can prevent ink from transferring to the computer. Instead, hold the pen away from the digital notepad to let the transfer start, or rest the pen on the table.
- Check the pen battery. Place the ink tip on the digital notepad. You should see a pen icon in the status display if ink is being recorded. If the pen icon does not appear, change the pen battery (one AAAA alkaline battery). See Chapter 1: Digital Notepad and Pen Features for instructions.
- Check the status display to see if system icons indicate a problem. For example, if the low battery icons are flashing, use the AC adaptor or change the computer battery.
- If the disconnected icon appears in the status display, the Ink Transfer utility is probably disabled. Look in the system tray of the computer screen (lower right corner), to see if the Ink Transfer icon  appears. If it is missing, restart Ink Transfer by selecting Start > Programs > IBM Ink Manager Pro > Utilities > IBM Ink Transfer.
- If you have the Windows 2000 operating system, contact your system administrator to make sure you are registered in the Ink Manager Pro group.

**Problem: My digital pen is out of ink (no ink appears on the paper).**

Try changing the ink refill (ink cartridge). The ThinkScribe digital notepad includes four refills, which are especially designed for the digital pen. See Chapter 1: Digital Notepad and Pen Features for information about changing the ink refill.

## Ink Manager Pro problems

**Problem: Most of my notes transferred to the computer, but some ink is missing.**

When the computer is turned on, your ink transfers to the computer in intervals. If you hesitate while writing words, it is possible that the first part of the word transfers before you finish the word. At the next transfer, the remaining ink strokes will appear.

The transfer might be delayed if you rest the digital pen (uncapped) on the digital notepad. Instead, hold the pen away from the notepad to let the transfer take place.

If the transfer is finished and your ink is still missing, try the following suggestions:

- If ink from the edge of the page is missing, it might be due to the paper size. The ThinkScribe is designed for 8-1/2" X 11" notepads. If you are using standard paper, the edges of the paper (about 1/4") cannot be sensed by the ThinkScribe. IBM offers special pre-numbered notepads that have an indicator strip to show the active area. To order them, press the ThinkPad button on your computer to open Access ThinkPad. Select the Service & Support icon to open the IBM Web site.

If you use the IBM pre-numbered notepad, you should notice letters getting cut off. However, it is still possible if the paper shifts or if you hold your pen at a very low angle.

- If ink from the first word is missing, the digital pen might have been turned off when you started writing it. The pen is designed to turn off after 5 minutes of inactivity to conserve

the battery. To turn it on, tap the ink tip once on the digital notepad, which is not recorded as an ink stroke. It is good practice to “wake up” the pen by tapping it once before you start writing notes to ensure that all of your first word is recorded.

For more information about problems with transferring ink, see “Digital notepad problems,” earlier in this chapter.

**Problem: When I look at my notes in Ink Manager Pro, some of my notes appear on top of other notes.**

When writing on your digital notepad, you might have forgotten to tap Page Forward to move to a new page, and the program super-imposed one page on the next. You can quickly separate the overwritten pages into two individual pages. To do this, open the page in Current Notepad view, and select Edit > Edit Original Page, and then select Edit > Fix Overwritten Ink. See Chapter 4: Current Notepad Pages for more information on fixing overwritten ink.

**Problem: I want to change the appearance of my ink on the computer screen.**

You can adjust the ink width and color of your handwriting in Ink Manager Pro. Select File > Preferences > Display. See Chapter 6: Editing Pages for more information on changing ink appearance.

**Problem: When I circle actions on the digital notepad, the marked ink is not correct on the screen or in my lists.**

This can happen for several reasons. The program captures circled ink based on the individual “ink strokes” you used to write the words. One ink stroke includes all the ink you write from pen-down to pen-up. For example, using script, you might complete a word in one ink stroke. If you print, each letter might be a separate ink stroke. Dotted an “i” or crossing a “t” is a separate ink stroke.

Next, the program uses your circle to create a rectangular box and marks all ink strokes included in the box. Sometimes your circle accidentally includes additional words that show up in your lists, or part of the circled ink does not show up at all. To change it, file

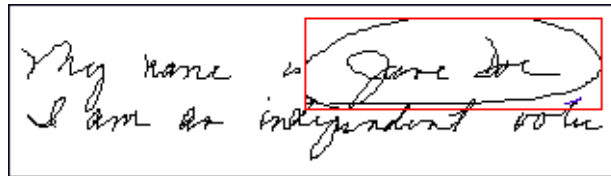
For more information on marking actions, see Chapter 7: Working with actions.

the page into My Ink Files, remove the action, and then mark the correct ink on the screen.

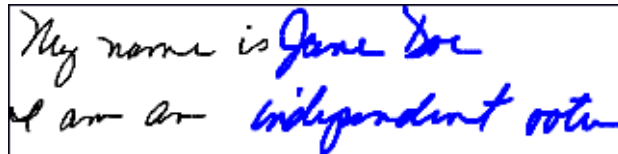
On the digital notepad, for best results, make sure the circle includes all the ink for the first and last letters of the word or phrase. (When you two-tap, remember to include an area slightly larger than the group of words or figures you want to mark.) The program includes all the middle ink strokes, even if you miss a stem or tail. If you include the dot or stem of a word above or below the intended word, the extra words are sometimes fully captured.

In some instances, the following situation might occur:

A circled Keyword shown in Ink Viewer, and the rectangular area the computer “sees.”



The marked Keyword in Ink Manager Pro.



As shown in the example above, the computer program creates a rectangular box (shown in red) based on the user's circle. The list includes all four words rather than the intended two upper words because ink strokes from the two words below it are included in the box.

Try these additional tips:

- When writing, leave extra white space above and below words that you intend to mark as an action. This allows extra room for circling.
- When you circle words, complete the circle in one stroke. If you lift the pen, the circling action stops and records whatever ink is enclosed in the partial circle, even if you did not completely enclose the intended ink.

- Prevent the notepad from shifting, even slightly. Make sure the cardboard backing is inserted into the notepad slot at the top of the ThinkScribe, and that it is positioned as far to the left of the slot as possible.
- To view the ink that the program thinks is circled, open Ink Viewer (Start --> Programs --> IBM Ink Manager Pro --> Utilities --> Ink Viewer), and look at the relationship of the circle to your words. If the circle does not include all the ink, only partial ink will show up in your list.
- If you prefer, change the selection method to the two-tap method for all actions. To do this, open ThinkScribe Notebook Properties to the Action Selection tab. See Marking actions as you write for information on how to use the two-tap method.

Finally, try marking actions in Ink Manager Pro, instead of on the digital notepad. To do this, first file the page in My Ink Files. Then open the page in the ink file. Drag the mouse to highlight the word or phrase. In the Actions List box, select the action type, and select OK.

**Problem: My Keyword transcription is frequently wrong. What can I do to make it more accurate?**

The Keyword transcription program attempts to match your handwritten words with a database of handwritten words to find the best match. It will not always be accurate, particularly if you use unusual words, such as technical terms or proper names, as Keywords.

To increase transcription accuracy, periodically select Verify Keywords in the navigation panel, and take a few minutes to correct the text. Then, if asked, add the Keyword to your dictionary.

Try these other tips to increase transcription accuracy:

- As you write, try to plan the words that you want to mark as Keywords. Write or print the letters carefully and leave a little white space around the word.
- Mark Keywords in Ink Manager Pro instead of on the digital notepad, as described in the previous problem.

- If you always print letters (and the letters never join), or if you always print in upper-case letters (and the letters never join), change the handwriting style used by the program. To do this, select File > Preferences, and select Writing Style. Change the writing style and select OK. If the transcription accuracy does not improve, change the setting back to the default, Script, which uses the largest database.

**Problem: My computer system running slower than usual. Is there anything in Ink Manager Pro that might be slowing it down?**

The settings on Ink Manager Pro might require resources that slow your system down. Try one or more of the following:

- Reduce the number of Undo's. The system must store the default number of previous actions. To reduce the number of Undo's, open File > Preferences > Application.
- Reduce the number of transcription alternates (if keyword transcription is enabled). To reduce the number of alternates, open File > Preferences > Actions.
- Reduce the upload (transfer) policy. By default, your upload policy is set to High. To reduce the frequency, open ThinkScribe Notepad Properties to the Inking tab. To do this, select Start > Programs > IBM Ink Manager Pro > Utilities > ThinkScribe Notepad Properties, and select the Inking tab. Select either Medium or Low.

**Problem: I cannot find the ink files that I removed from my navigation panel.**

Double-click the My Ink Files icon on your Windows desktop to see ink files stored in the default location, such as when you use the Remove option to remove an ink file from the navigation panel:

- Windows 98: C:\Windows\All Users\Application Data\IBM Ink Manager Pro.
- Windows 2000: C:\Documents and Settings\All Users\Application Data\IBM Ink Manager Pro. If the files do not show up, in Windows Explorer, select Tools > Folder

Options > View, and click Show hidden files and folders. Then try the search again.

If the ink file is not there, try searching (Start > Find, or Start > Search) for the files with the extension .NBK. On the Windows 2000 operating system, you might have to use the procedure detailed above to show hidden files and folders.

To open an ink file, start Ink Manager Pro, and select File > Open My Ink Files to open an ink file in the default location. Or select File > Open Other Ink Files and browse to find ink files stored in other locations. Do NOT try to open the ink file from Windows Explorer.

## Ink Manager Pro questions

### **Can I use the digital notepad when the computer is turned off?**

You can write on the ThinkScribe digital notepad with the computer turned off or in standby mode (the digital notepad must be turned on), which conserves the computer battery. The digital notepad stores your ink. You should turn on the computer occasionally to transfer your ink to the computer, which clears the digital notepad memory. Then you can turn off the computer and continue to use the digital notepad.

For more information about how to conserve the computer battery, see “Digital notepad problems” earlier in this chapter.

### **How do I create an ink file name in Ink Manager Pro?**

In Ink Manager Pro, right-click in the My Ink Files section of the navigation panel, and select New Ink File. Type the name, (up to 16 characters), and select OK. If the digital notepad is turned on, you can transfer the name to the Ink Files selector menu. See Chapter 5: Managing Ink Files.

### **How can I see more alternatives for transcribed text?**

You can set the number of alternates using File > Preferences > Actions. See Chapter 2: Ink Manager Pro Setup for more information about the Preferences window.

## **Can I change the number of Undo actions?**

Change the Undo setting in File > Preferences -> Application. The new setting takes effect immediately. See Chapter 2: Ink Manager Pro Setup for more information about the Preferences window.

## **How do I select text against the left-most part of the window?**

Try selecting text by dragging the mouse from right to left.

## **I have installed Windows 2000 Professional operating system on the computer. Can multiple users use Ink Manager Pro?**


The Ink Manager Pro software system is designed for single users. If you have more than one user using the same computer, they will share the same archive pages and ink files in Ink Manager Pro.

If the system administrator creates multiple users, users can set individual IBM Ink Manager Pro preferences (File > Preferences) that will appear when they enter their individual log-on and password. (Preferences include such things as default ink color and width and keyword transcription.)

If a user wants to use Microsoft Outlook, the user might have to configure Outlook individually. For example, if the user clicks the Microsoft Outlook icon and receives an error message, the user can right-click the icon and select Properties to open the Mail window. From the Mail window, select Add, and follow Microsoft Setup Wizard to configure the program.

## **How can I right-click on the touch screen?**

You can use the touch-screen feature to right-click. First, enable the icon you need by clicking the ThinkPad Configuration

icon  in the task tray, located in the bottom-right corner of your screen. Click Device Configuration -> FlipTouch Display. In the General tab, click "Icon in system tray." Now use the stylus or your finger to tap the Event Selector icon located in the system tray. Your next tap will be a right-click action. Each time you want to right-click again in this way, you will need to tap the icon first.



## **Why do some of the ink files in the navigation panel appear with their full path names, while others do not?**

Ink Files that are in the default location (My Ink Files) are listed in the navigation panel first, with just the file name (restricted to 16 characters). Ink Files that are located elsewhere on your computer (Other Ink Files) appear with their full path names.

## **When I change my system clock, how do I synchronize the clock on the digital notepad so that the time stamps are correct?**

The digital notepad clock is synchronized automatically (if it is turned on) when you change the computer clock. Simply wait a few seconds for the change to transfer to the digital notepad before you use it.

If you want to check the time stamp clock on the digital notepad, open ThinkScribe Notepad Properties to the Inking tab. If needed, click the Ink Timestamp button to synchronize the digital notepad with the computer clock. Note: If you change the system clock past 2049, you might experience unpredictable results and synchronization failure.

## **How do I open digital notebooks created on a previous version of the digital notepad?**

First, locate the .NBK files on your computer. To open them in the navigation panel, select File > Open Other Ink Files, and browse to the location.

If you plan to continue writing notes on that topic or subject, copy the .NBK file to the default location for ink files:

- Windows 98: C:\Windows\All Users\Application Data\IBM Ink Manager Pro
- Win2000: C:\Documents and Settings\All Users\All Documents\Ink Manager Pro

Then open the ink file in the navigation panel using File --> Open My Ink Files, and, if desired, add the name to the digital notepad by renaming an existing name.

Then you can continue to mark and annotate actions, copy and add pages from the Current Notepad, select and ink, and search

for pages. To find pages, use the Search lists, or narrow the list using the Search Bar. The earliest Start Date is January 1, 1970. The latest End Date is December 31, 2049.

**Sometimes when I select Edit > Copy All to Ink Files, some pages do not show up in the pre-assigned ink file. What could be causing this?**

The method or sequence of how you copy pages might be causing inconsistent results, especially if you are copying pages to multiple ink files.

For best results, copy new pages by selecting Edit > Copy All to Ink Files before using any other method. This action copies all unfiled pages (indicated by white thumbnails) to their pre-assigned ink files. Then, to file a page in another ink file, go back to the Current Notepad, and drag it to the other ink file in the navigation panel.

If, on the other hand, you first drag the page to an ink file *other* than the pre-assigned ink file, the thumbnail changes to green, indicating it has been filed. Now if you then select Edit > Copy All to Ink Files, it will not be copied because the action affects only unfiled pages. To add the page to the intended ink file, you will have to drag the page to the pre-assigned ink file. Once you start copying by dragging thumbnails, you might as well continue dragging thumbnails for that session to ensure the pages are filed correctly.

## Appendix A

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# Glossary

**Action**—A method of indexing or acting on your ink. Use the Action selector on the digital notepad to mark actions in your ink according to how you want to find or act on your ink later. You can continue to add, remove, or change actions in Ink Manager Pro using the Action List box in the toolbar. Then create lists of actions to access, track, and edit the ink. Ink Manager Pro supports the following types: Keyword, To Do, Message, and Copy.

**Action list**—A list you can create that contains either To Do items or Messages that you marked in your pages, or a Keyword list so that you can verify (confirm or change) transcribed text.

**Annotated text**—Text that you type when marking ink as a To Do or Message. View the text by holding the mouse pointer over the marked ink. When viewing lists, you can enter the text words in the Search Text box to narrow the list.

**Archive pages**—The preserved ink on the original page, exactly as it was written on the paper. Archive pages are protected and stored in the order you wrote them. To view archived pages, select Current Notepad to view pages on the pad currently on the digital notepad. Select Archives to view archive pages from previous pads, identified by the pad number and date range.

**Circle method**—A method of selecting words when applying actions on the digital notepad. Use the digital pen to draw a circle (or any enclosed shape) in one, smooth stroke around the entire area of ink.

**Copy**—A type of action you can assign to handwritten words or sketches. The selected ink opens in the Ink Clipboard Viewer, an editing window similar to the clipboard. Then you can use the Ink Clipboard menus and toolbar buttons to edit, reformat, and save the selected ink as a graphic to share with others.

**Created column**—The column in a Action or Search list showing the time and date you started the page containing the labeled ink.

**Current Notepad**—The transferred pages from the pad currently on the digital notepad. You can continue adding ink to these pages (by matching page numbers) until you change to a new pad.

**Digital notepad**—The writing and digitizing portion of the TransNote system. See ThinkScribe digital notepad.

**General ink file**—A reserved location on the Ink Files selector of the digital notepad and navigation panel in Ink Manager Pro. The General ink file cannot be renamed, reordered, or removed.

**Graphics Tablet Mode**—An alternative state of the digital pen on the digital notepad, in which the pen acts as an input device for graphics programs. Or you can tap the ink tip on the digital notepad to reference toolbar icons or menus. When enabled, ink is not recorded or archived in Ink Manager Pro. To enable/disable the feature, open the ThinkScribe Notepad Properties window to the Graphics Tablet Mode tab. See Inking Mode.

**IBM Digital Pen**—The specially designed pen included with Ink Manager Pro that writes on paper with normal ink, and also transfers your handwriting to the computer electronically. It has a stylus tip on the pen barrel and the pen cap for tapping the touch screen.

**IBM Ink Manager Pro**—The software program installed on your ThinkPad computer that interfaces with the digital notepad. To view your handwritten ink, open Ink Manager Pro by selecting Start > Programs > IBM Ink Manager Pro.

**IBM Ink Transfer**—The utility program installed with Ink Manager Pro that transfers the electronic image of your handwriting to the computer screen. When Ink Transfer is running, the symbol \* appears in your system tray (lower right-hand corner of the screen). If it does not appear, your ink cannot transfer to the computer. To start the utility, select Start > Programs > IBM Ink Manager Pro > Utilities > IBM Ink Transfer.



**Ink Annotation Mode**—An option on the toolbar enabled by selecting the Ink Annotation button on the toolbar (which disables Ink Selection Mode). When enabled, Ink Annotation Mode turns the mouse pointer into a drawing tool, and you can add ink or draw directly on the open page on the screen. Or use the stylus tip or other blunt-ended object (not the pen tip). Click the Ink Selection Mode button to disable Ink Annotation Mode. See Ink Selection Mode.

**Ink Calendar Support**—The utility program that lets you link your handwritten notes to your personal calendar. You can enable the program by selecting the Ink Calendar Support icon \* in the system tray (lower right corner of the screen).

**Ink Clipboard Viewer**—The editing window in which ink appears when you apply the Copy action. Use the ink clipboard to change the appearance of selected words, change the ink color or width, cut or paste ink, highlight ink, save ink in another format, or create a Post-it note on your Windows desktop.

**Ink Column**—The column on an Action or Search list that shows the original selected writing as it appears on the page of notes.

**Ink file**—A file containing your handwritten notes and sketches. Ink files include not only transferred ink, but also other information including ink appearance (color and thickness), Keywords, To Do items, Messages, and the time and date that you created each page of notes.

**Ink Selection Mode**—An option on the toolbar enabled by clicking the Ink Selection Mode button \* (which disables Ink Annotation Mode). When enabled, use the mouse for typical operations of selecting or highlighting ink. See Ink Annotation Mode.

**Ink Viewer**—The utility that lets you view your ink in its unedited form. When you use Ink Calendar Support, the links open the handwritten notes in Ink Viewer. To edit or reformat your notes, you must open the ink in Ink Manager Pro.

**Inking Mode**—The typical state of the digital pen on the digital notepad. In Inking Mode, the digital pen writes in ink on the

paper and transfers your writing to the computer, where it is recorded and archived. See Graphics Tablet Mode.

**Keyword**—A type of action that you can assign to handwritten words, typically topics or headings. Keywords appear in blue, by default, on the computer. Create a list of your Keywords by selecting Search > Keyword Index on the navigation panel, or by selecting View > Keyword Index. Or use the Search Bar to narrow your search by entering specific Keywords (if they are transcribed to text), dates, or locations to include in the search.

**Keyword list**—A list you can create that contains Keywords you marked in your pages. Use the list to locate and open pages containing the Keywords.

**Keyword transcription**—A feature that automatically converts handwritten Keywords to text. This feature saves you the time of manually entering text for your Keywords. You can then sort your Keywords into alphabetical order for easier searching or use the Search Bar to narrow your search list to a certain Keyword. To activate the transcription program, select File > Preferences > Actions.

**Location column**—The column on an Action or Search list that shows the ink file and page the action appears on. Select the Location link to open the page containing the To Do, Message, or Keyword.

**Navigation panel**—The list (menu) on the left side of the viewing window in Ink Manager Pro. Select a menu item to open pages or create lists.

**Message**—A type of action that you can assign to handwritten words, typically messages that require return calls or reminders. Messages appear in green, by default, on the computer. You can view a list of your messages by selecting Messages on the navigation panel.

**Pen button**—A recessed “button” on the digital notepad that activates a command, such as OK, Cancel, Page Forward, or Page Backward. Always tap the ink tip in a pen button because the ink tip contains the transmitter that activates the command.

**Post-It note**—A “sticky note” reminder that you can post on your Windows desktop. The option is available from a toolbar button and from a To Do list, Message list, or the Ink Clipboard Viewer.

**Priority column**—The column in an Action list that shows whether an action is a priority 1, 2, or 3. To assign or change a priority, click in the Priority column until the desired priority appears.

**Search All list**—A list you can create that contains the first ink on each page you have written. Use the list to locate and open pages based on the date you started the page.

**Search Bar**—A window that appears at the top of the viewing window when viewing lists. Enter or select values to narrow or widen your lists. After you create a list using Search or Actions in the navigation panel, enter or select the start and end dates, ink files, and/or text words to search for pages.

**Status column**—The column on an Action list that shows whether the action is open or closed. When you mark words as a To Do or Message, the ink appears in the list with an “open” status. To close an action, click the Status checkbox.

**Stylus tip**—The pointed tip of the pen, opposite the ink tip. Use the stylus tip to touch the screen to activate buttons and menus, or to “draw” on the screen. A second stylus tip is located on the pen cap.

**Text column**—The column on a Keyword list that shows the transcribed or typed text words for your handwritten Keywords. You can type the text, or you can enable automatic Keyword Transcription to translate your handwritten Keywords into text. See Keyword Transcription.

**ThinkScribe digital notepad**—The flat surface next to the computer on which you write notes and sketches using a pad of paper using the digital pen. Your handwritten ink is electronically transmitted to the computer. The surface includes a reference label that provides information about using and maintaining the digital notepad and pen.

**ThinkScribe Notepad Properties**—The utility program that customizes and synchronizes events and information on the digital notepad:

- Change from Inking Mode to Graphics Tablet Mode
- Check information on the digital notepad
- Change the Inking Properties
- Change the Ink Files selector on the digital notepad
- Change the Actions selector on the digital notepad

**Time stamp**—The time and date the strokes of ink were recorded. Every stroke of ink has a time stamp. The program uses time stamps to help you fix overwritten ink and to help you detect updated pages of ink.

**To Do**—A type of action you can assign to handwritten words, typically items you want to remember “to do,” such as action items or assignments. To Do items appear in red, by default, on the computer. You can view a list of your To Do items by selecting To Do List on the navigation panel.

**Toolbar buttons**—Small icons or symbols in the Ink Manager Pro window and the Ink Clipboard Viewer window. Click or touch the buttons to initiate actions. Hold the mouse pointer over a button to see the name of the button.

**Transferring ink**—The process of moving the image of your handwritten ink to the computer screen that you can view using Ink Manager Pro. See IBM Ink Transfer.

**TransNote system**—The system comprised of the ThinkPad computer and the ThinkScribe digital notepad.

**Two-tap method**—A method of selecting ink on the digital notepad when applying an action (by default, the Copy action). After selecting the action, follow the prompts in the status display. Using the pen, tap the top corner and the diagonal bottom corner of the ink to select the ink.

**Undo levels**—The number of actions you can reverse. Set your preferred number in File > Preferences > Display. For example, if the Undo level is set to 5, you can undo the last 5 actions.

**Verified column**—The column on a Keyword list that you click to indicate you have confirmed or corrected the text for the Keyword. Select the Verified column heading to sort the list into verified and non-verified Keywords and continue to verify.

**Viewing window**—The main window in the Ink Manager Pro application, located on the right of the navigation panel. In the viewing window, you can see your transferred pages in thumbnail view or full-page view, or lists of Keywords, To Do items, and Messages. Select views or lists using the navigation panel, Views button on the toolbar, or View menu.



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






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# IBM® Ink Manager® Pro for the ThinkScribe™ digital notepad

Ink Manager Pro toolbar		Shortcut keys
 <b>Open</b>	Open an existing ink file in the navigation panel.	Ctrl+O
 <b>Save</b>	Save changes made to My Ink Files.	Ctrl+S
 <b>Print</b>	Print the current page, ink file, or selected thumbnails.	Ctrl+P
 <b>Undo</b>	Reverse the last action.	Ctrl+Z
 <b>Redo</b>	Restore the last undone action.	Ctrl+Y
 <b>Cut</b>	Cut the selection and store it on the clipboard.	Ctrl+X
 <b>Copy</b>	Copy the selection to the clipboard.	Ctrl+C
 <b>Paste</b>	Insert the contents of the clipboard on the page.	Ctrl+V
 <b>Help</b>	Click the Help button and then click an area on the screen to see a definition or instructions.	F1
 <b>Views</b>	Toggle from thumbnail to full-page view, or if viewing a list, from list to thumbnail view.	

ThinkPad power-saving modes	
Turn off screen	Fn+F3. Turns off screen & hard drive.
Resume screen	Press any key or tap the screen.
Standby/Suspend	Fn+F4. Puts computer in low-power consumption without exiting applications.
Resume	Press Fn or press power button.
Hibernation	Fn+F9. Turns off computer without exiting applications.
Resume	Press power button.

Other keyboard shortcuts	
<b>Full-page view in Ink Manager Pro</b>	
First Page	Fn+Ctrl+Home
Last Page	Fn+Ctrl+End
Previous Page	Fn+Ctrl+PgUp
Next Page	Fn+Ctrl+PgDn
<b>Menu bar in Ink Manager Pro</b>	
File menu	Alt+F
Edit menu	Alt+E
View menu	Alt+V
Page menu	Alt+P
Help menu	Alt+H
<b>Menu shortcuts in Ink Manager Pro</b>	
Delete	Del
Fix Overwritten Ink	Ctrl+W
New Page	Ctrl+Shift+N
Copy to Ink Files	Ctrl+F
Copy to Ink Clipboard Viewer	Ctrl+K
Select All	Ctrl+A
<b>ThinkScribe Notebook Properties</b>	
Open	Start>Settings>Control Panel > IBM ThinkScribe
Exit	Alt+F4
<b>Keyboard commands</b> (for key-tops colored blue)	
To enable a blue option, press Fn plus the option, such as:	
Caps lock	Fn + Caps Lock
Number lock	Fn + NumLk

Getting help	
Printed guide	The Getting Started Guide and User's Guide are included in the TransNote package.
Ink Manager Pro help	With Ink Manager Pro open, press F1, or Help > Help Topics.
Technical support	Locate the IBM Web site by pressing the ThinkPad button, and then clicking the Service & Support image.

## Turning the page

Turn the page.	Tap the Page Forward button on the ThinkScribe, and watch the page number in the status display.  Watch the status display to match page numbers with the notepad.
Change the ink file, if needed.	Slide the ink tip in the Ink File selector on the digital notepad.  Watch the status display to confirm the pre-assigned ink file for each page.

## Separating overwritten ink


Current Notepad	1. Edit > Edit Original Page 2. Edit > Fix Overwritten Ink	Ctrl+W
My Ink Files	Edit > Fix Overwritten Page	Ctrl+W

Tips:	<ul style="list-style-type: none"><li>• First, select the destination page.</li><li>• Use the keyboard arrow keys to adjust the separation.</li><li>• Drag the slider to far left to move the contents to the right page, and press the right-arrow key to adjust.</li><li>• Drag mouse pointer to select an area of ink to separate from the current page, and use the colored toggle button to place the ink on the destination page.</li></ul>
-------	---



## Filing pages into My Ink Files

Drag and drop thumbnails	Tap a thumbnail, or hold Ctrl to tap multiple thumbnails. Drag to an ink file in the navigation panel.
Copy selected pages to pre-assigned ink files	Tap a thumbnail, or hold Ctrl to tap multiple thumbnails. Select Edit > Copy to Ink Files.
Copy all pages to pre-assigned ink files	Select Edit > Copy All to Ink Files
Replace pages	If the page already exists in the ink file, the Replace Pages window opens. Choose to keep both the original and new pages, replace the original page, or skip this pair of pages.

## Using Graphics Tablet Mode

Enable	Press the FlipTouch button on the ThinkPad (middle button on right).  Select  .
Use pen as a mouse pointer	Tap ink tip on relative position on the digital notepad to activate toolbar buttons or menu items.
Use pen to draw into graphics programs.	Open a graphics program on the ThinkPad, and draw with the ink tip on the digital notepad.
Disable	Tap OK button on the ThinkScribe with the ink tip.

## Changing the notepad

1. Press the FlipTouch button on the ThinkPad. Select .
2. Wait for ThinkScribe Notepad Properties to open.
3. Press the Changing Pads icon .
4. Select the Pad Type.
5. Select OK.

## Customizing settings

Synchronize ThinkScribe with Ink Manager Pro.	Start > Settings > Control Panel > IBM ThinkScribe. Opens ThinkScribe Notepad Properties.
Set Preferences in Ink Manager Pro	File > Preferences. Open Preferences to change default settings in Ink Manager Pro.

## Using the Ink Clipboard Viewer

- To copy ink into the viewer:
- From the ThinkScribe, use the Copy action.
  - From Ink Manager Pro, drag the mouse pointer to select ink, and press Ctrl+K.

- To use the Ink Clipboard Viewer:
- Select ink to edit by dragging mouse pointer.
  - Use toolbar buttons and menus to edit selected ink.
  - Copy selected ink and paste it in another application.
  - Tap the Post-It button to place selected ink in a Post-It note.
  - Print selection or save as another format (.bmp or .jpg).