

# **Penpower Handwriter 2009**

## **User Manual**

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# Penpower Technology Ltd.

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There may be newer versions of the software that was released during or after this product's manufacturing date. If the content in the User Manual differs from the on-screen interface, please follow the instructions on the on-screen interface instead of the User Manual.



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# **Chapter One: Product Features**

## **Creative design**

The elegant pattern indicates the status of the unique round-shape tablet, which makes writing and drawing more leisurely. The four hot keys let you set shortcuts for convenient operation. Detachable USB cable unplugs from your tablet for easy storage.

## **Asia all-in-one package**

Recognize over 23,000 traditional and simplified Chinese characters, 4941 special Hong Kong characters, English letters, symbols, numbers, Japanese Kanji, Katakana and Hiragana and Korean characters. Support Unicode system to display Traditional and Simplified Chinese easily.

## **Personalized interface**

Three writing interfaces for you to choose from: full-screen continual writing interface, writing pad interface and infinity-mode writing interface. Combining with many functions, such as pre-related and post-related characters, homophone and punctuation symbol, drastically improving your inputting speed of Chinese text.

## **Full-screen balloon toolbar**

The new Balloon Toolbar provides many functions: mouse/handwriting switch, real-time translator, signature on digital documents, punctuation symbol, related phrase and setup, to make use easier.

## **Cursive writing and artificial intelligence recognition kernel**

No particular stroke order is required. Capable of recognizing extremely cursive handwriting accurately. Highly adaptable to the uniqueness of your handwriting and can be used as a personal handwriting system.

## **MSN Messenger pen tracing function**

If you have MSN Messenger 6.1 or above installed, you will be able to transmit handwriting and hand-drawn graphics through MSN Messenger for that extra personal touch.

## **Transtar**

Bidirectional English and Chinese translation, the joy of unlimited international business and personal opportunities.



## Chapter Two: System Installation

### 2.1 System Requirements

1. Intel Pentium III 500 MHz processor or compatible
2. 128MB RAM
3. 300MB disk space
4. Windows 7/Vista/XP
5. USB port

### 2.2 Tablet Driver Installation

1. Connect your tablet to an active usb port.
2. Insert the tablet driver CD into CD-ROM to install the driver.

*Note: If you have installed other tablet drivers, please remove them before installing Penpower Handwriter 2009 for avoiding any hardware conflict.*

### 2.3 Penpower Handwriter Installation

1. Insert Penpower handwriter CD into CD-ROM, execute setup.exe if it doesn't auto-start, then choose **Penpower Handwriter 2009**.

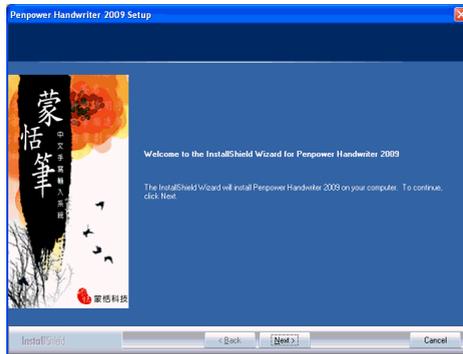


*Tip: The installation CD includes **PhotoCap** and **Tux PaintS** You can install from the installation menu. You will also find the user manual once the software is installed.*

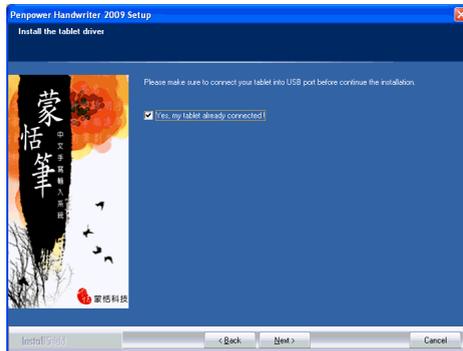
2. Please select the language version to install then click **OK**.



3. The welcome window of the installation process appears. Click **Next** to continue.



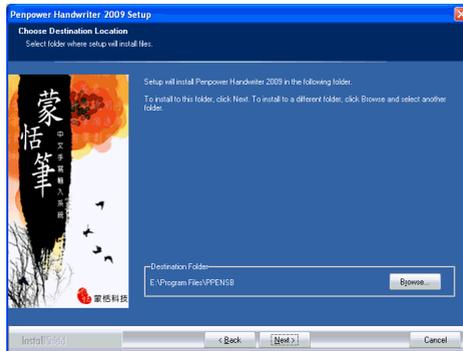
4. Connect your table with the USB port of your computer. Check **Yes, my tablet already connected!** and then click **Next** to continue.



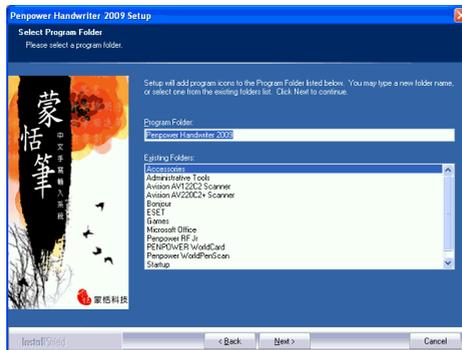
5. Please read the license agreement, select **I accept the terms of the license agreement**, and click **Next**.



6. Select the destination location. Click **Next**.



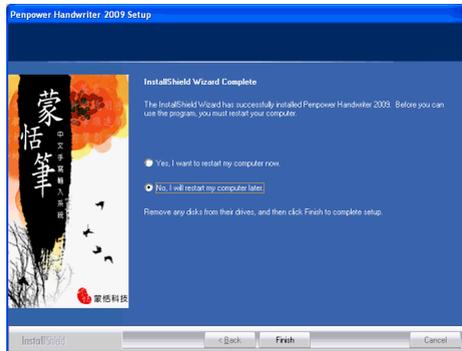
7. Select the program folder. Click **Next**.



8. Select Language of **Penpower Handwriter** user interface. Click **Next**.



9. Please restart your computer. Click **Finish** to finish the installation.



## 2.4 Launching Penpower Handwriting Tool

Run **Start/All Programs/Penpower Handwriter 2009/Penpower Handwriting Tool** or double click the **Penpower Handwriting Tool** shortcut  to launch **Penpower Handwriting Tool**.

*Tip: After Penpower Handwriter 2009 is installed, every time the system starts up the system tray in the right-down corner of the computer screen will show the Penpower Start-up  icon. You can choose the functionalities you wish to use from the Penpower Start-up menu.*



## 2.5 Registration

After you launched the **Penpower Handwriter 2009**, a register reminder window will pop up to remind you registering your product at <http://www.penpower.net/reg.html> for ensuring the warranty service. Click **Register now** to register. If you click **Register later**, you may go to **About/Register** when you need.



## 2.6 Handwriting Tips

### 2.6.1 Relationships among the Pen, Tablet, and Screen

The rectangle area on the tablet is directly matched to the screen. The top left corner of match the left corner of computer screen.

When you move your pen close to the tablet without touching it, the pen works as a mouse. When you press the pen against the tablet, it serves as pressing the left button on a mouse.

**Writing on the Screen** means writing on the tablet, and the handwriting displays on the screen. It is not physically using the pen to write on the screen.



## 2.6.2 How to write Chinese characters

When you write several Chinese characters, please leave certain spacing between characters; place all the strokes of a single character comfortably close together. When you write a Chinese character in cursive style, it is imperative to write in correct stroke order and finish all strokes.

### Proper Writing

For example, write these three characters “明日月”.



### Incorrect Sample One

Notice there is no spacing between those two characters. All the strokes are considered as in one character.



### Incorrect Sample Two

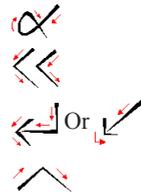
The two parts of one character “明” are written too far away from each other. Instead of recognized as “明”, they are recognized as “日” and “月”.



## 2.6.3 Editing Symbols

Penpower provides four standard editing symbols: delete, backspace, enter and space bar. These are as follows:

1. Delete: Delete the character after the cursor.
2. Backspace: Delete the character before the cursor.
3. Enter: Change line in the cursor point.
4. Space: Insert a blank in the cursor.



## 2.6.4 Duplicator

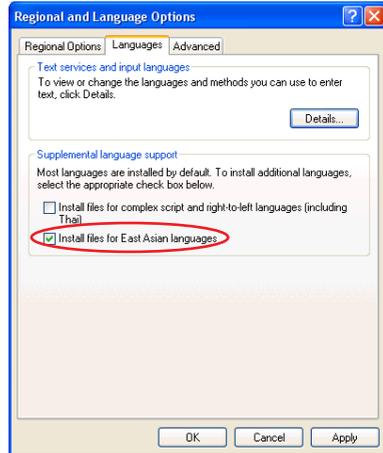
In continuous writing mode, **Penpower Handwriter** will treat ↻ as the previous character. If you want to input 『谢谢』, you may writing them as:



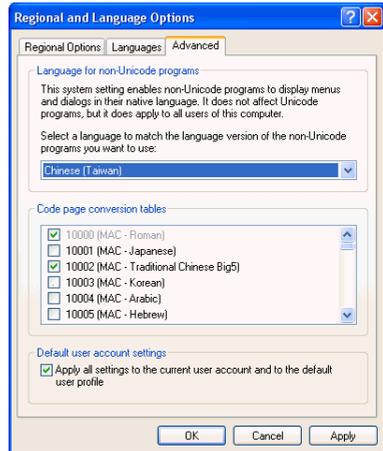
## 2.7 Language Settings for English Environments

If you use the Windows XP English operating system, your computer may not properly display Chinese characters. Recommend setting up your operating system environment's language encoding support before using **Penpower Handwriter 2009**.

1. Click the **Start** button, and then point to **Settings**.
2. Click **Control Panel**, then double-click **Regional and Language Options** and click the **Languages** tab.
3. In the Supplemental language support area, select **Install files for East Asian Languages**.



4. Click the **Advanced** tab
5. Check **10002(MAC - Traditional Chinese Big5)** and **10008(MAC - Simplified Chinese GB 2312)**, and then click **OK**.



6. A reminder that you must restart the computer before the settings will take effect displays. Now just click **Yes** to restart the computer.

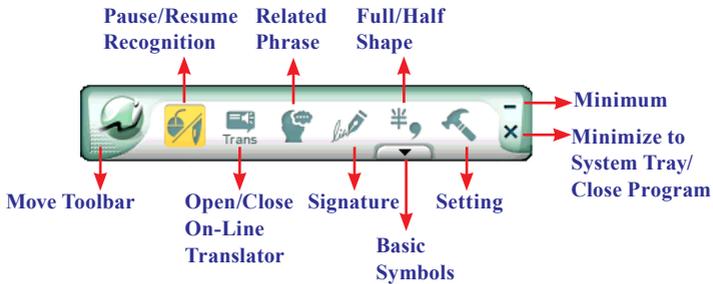


## Chapter Three: Balloon Interface

**Penpower Handwriting Tool** provides **Balloon** and **Window Interface**. **Balloon Interface** is an environment of full screen continuous handwriting. It can be used together with software application such as MS Office, Outlook, and the most of applications. You can write anywhere on the screen, the recognized characters are sent to the cursor location. **Balloon Interface** provides **Toolbar** and **Flotation Menu**, which will be explained in this chapter.

### 3.1 Balloon Interface Toolbar

After launching **Penpower Handwriting Tool**, you will see the default **Toolbar**.



#### Tips:

1. If you have switched to Window Interface, you can click **Setting** button  and select **Balloon UI** in the Interface tag to switch back.
2. If the system recognizes the character before you finish writing very often, you can adjust the **Writing Speed**. Please refer 3.2.1 for details.
3. If you have minimized the **Toolbar**, you can click with the pen on a blank area. The **Toolbar** will show up automatically.

#### 3.1.1 Pause/Resume Recognition

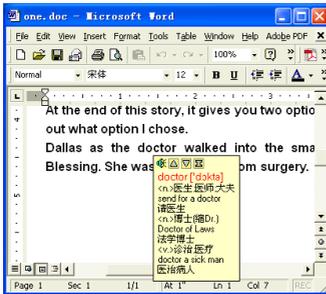
When you do not need to recognize your handwriting, you can click **Pause Recognition** button . The **Balloon Interface Toolbar** will become small to avoid occupying your screen. Click **Resume Recognition** button , when you wish to resume recognition.



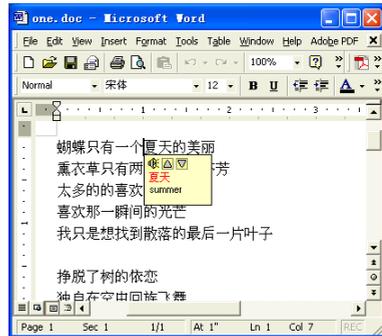
### 3.1.2 Open/Close On-Line Translator

Click **Open On-Line Translator** button  to open online translation function. Click **Close On-Line Translator** button  to close the function.

When reading English or Chinese articles, if you encounter unknown characters or phrases, move the cursor over the characters, and a translation window pops up to explain them for you.

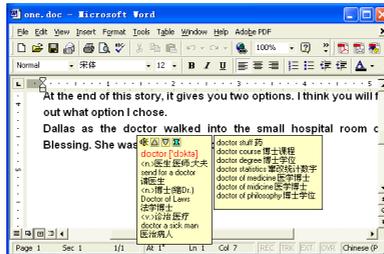


English Translation



Chinese Translation

When you move the cursor outside the interactive scope, the window will disappear. In the window, you can press the play  button or character  /  or  phrase explanation buttons.



**Note:** The On-Line Translator and Floating Menu all apply flotation method. To avoid they appear at the same time, the Floating Menu will be turn off when the On-Line Translator is on. Please refer to section 3.4 for Floating Menu explanation.

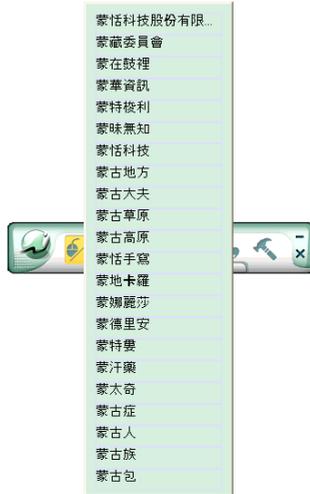
### 3.1.3 Related Phrase

Related Phrase helps you to input the related phrase of the recognized character. After writing a character, click **Related**

**Phrase** , the Related Phrase window appears.

For example, you want to input 『蒙恬科技』, only need to write 『蒙』 and click **Related Phrase** . You will find 『蒙恬科技』 in the Related Phrase window, click it to select.

If you cannot find the phrase you want, move the mouse away, the Related Phrase window will close alone.



### 3.1.4 Signature

**Penpower Handwriting Tool** provides **Signature**  function for you to sign on the MS Word, MS Excel and other applications which can contain picture and text.

1. Move the cursor to the place you want to sign in your document and click **Signature**  to enter the **Signature** mode.



2. You can move the **Signature** window to the place you want to sign and according to the size of the place to adjust the **Signature** window size.

3. Click **Signature** button, a menu appears. Select **Signature** from the menu.

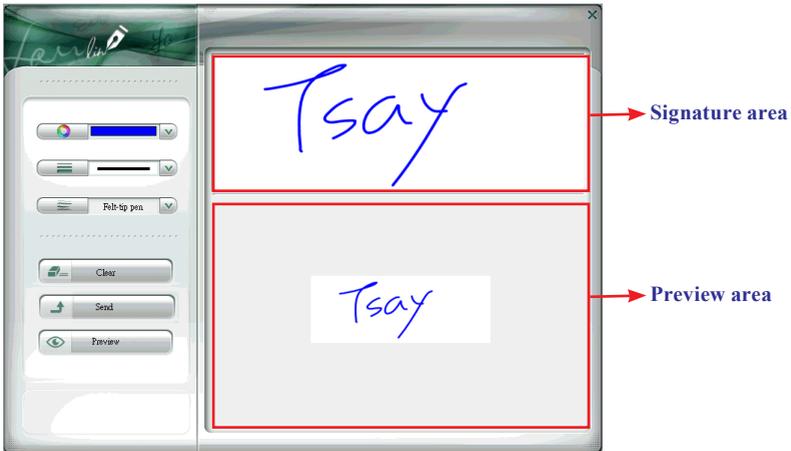


*Tip: The default signature direction is in horizontal. If you wish to sign the direction in vertical, you may check Vertical before clicking Signature.*

*Tip: Before signing your signature in the MS Excel, you can select some cells first. And then click Fit cell(Excel) form the menu. The Signature window will be adjusted automatically to fit the size of the cells.*



4. You can select the pen color, pen width and pen style. And then sign your signature on the **Signature** area.

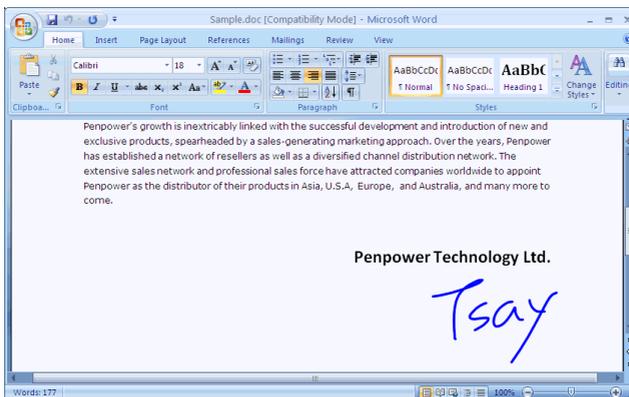


5. The actual size of the signature will be displayed under the **Sign here!** area. Click the **Preview** button can view the signature in a preview window.



*Tip: If your signature is bigger than the preview area, you may click the Preview button to view your signature.*

6. Click the **Send** button to insert the signature next to the cursor.



*Tip: The signature also can be inserted into emails. It supports the email applications such as Outlook, Outlook Express or Windows Mail etc.*

### 3.1.5 Basic Symbols

Balloon Interface provides 7 basic symbols in half shape and full shape. Click **Input basic symbols** button , the basic symbols appear. Click a symbol, the symbol will be sent to the cursor location. If you do not find the symbol you want, click  to see more symbols. Click  to close the basic symbols.

You may see Half Shape button  on the top of the **Input basic symbols** button , which means the inputted symbols are in half shape. Click it to change to full shape .



### 3.1.6 English Script Recognition

If your Windows OS is Vista Home Premium or higher version, you may see **English Script Recognition** button . When you write English, you can click it to recognize English script.

*Note: The system will only recognize English when English Script Recognition is on.*

*Tips: You can check Add blank (English Script Recognition) from the General Setting of the Setting to automatically add a space after writing English characters.*



## 3.2 Setting

Click **Setting**  button to open the setting dialogue. You can configure the **Recognition Mode**, **Handwriting Speed**, **Handriting Inking**, **Output Format** and **User Interface** etc.

### 3.2.1 General Setting

#### Recognition Mode

Penpower provides Chinese, English, Numeral, Symbol, and Japanese recognition modes. Only select the recognition modes you want to improve the recognition rate.

*Note: Japanese recognition recognizes hiragana and katakana only.*

#### Multi-Words Writing

Select **Multi-Words** option, you can write up to 45 characters at a time. If you are new to handwriting, or not yet used to handwriting, you may uncheck this option.

Your writing will be deemed as one character to recognize to avoid mistakes in character segmentation.

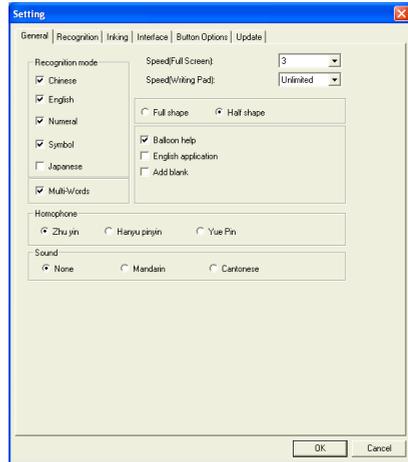
#### Writing Speed Adjustment

After handwriting, the system will begin to recognition your handwriting. Penpower provides ten speed scales (1~10), the small the number, the shorter the time for the recognition engine to kick off. Use bigger number if your handwriting is slow.

When writing on the **Writing Pad** of the **Window Interface**, you can select **Unlimited**. The **Writing Pad** will provide **Clear**, **Undo**, **Redo** and **Finish** button for you to write stroke by stroke. If you are learning Chinese handwriting or you are not familiar with handwriting, this feature is suitable for you.

#### Full shape /Half shape

Set recognition result of English, number and symbol and output in full or half code.



### English application

Press backspace one time in Chinese software, it will automatically delete backward two bytes (one character in Chinese) while it will only delete one byte (half Chinese) in some English software. Please select this option when you use English software to avoid mistakes of candidate character correction.

### Add blank

If the lines do not aligned well with English software, please check this selection, so that it will automatically add a space to align up.

### Balloon help

When moving the pen/mouse over any button for about two seconds, a concise explanation will pop up. If you do not want it, you can turn this function off.

### Homophone

Window Interface provides Homophone candidates, you can choose a pinyin method such as Zhu yin, Hanyu pinyin or Jyutping.

### Sound

Pronounce the character in Mandarin or Cantonese immediately after recognition in Mandarin or Cantonese.

### Add blank

If your Windows OS is Vista Home Premium or higher version, you may see **Add blank option**. Check **it** to automatically add a space after writing English characters.

## 3.2.2 Chinese Recognition Setting

Click **Recognition** tag. You can choose the output characters, either in Traditional Chinese, Simplified Chinese or Traditional + Simplified, no matter how you write Chinese characters, the recognition follows its set.





### **Traditional Character**

No matter whether you write traditional or simplified characters, the recognition result is displayed as traditional characters.

### **Simplified Character**

No matter whether you write traditional or simplified characters, the recognition result is displayed as simplified characters.

### **Traditional + Simplified**

When you write traditional characters, they show up as traditional characters. When you write simplified characters, they show up as simplified characters. Penpower allows you to use traditional or simplified writing method to input any Chinese character, or mixed them. For example, input 『書寫』.



### **Unusual Character**

Check this option to recognize other extremely rare Chinese characters. When you do not need to recognize unusual characters, uncheck this function to have higher recognition rate.

*Note: This recognition mode is only available when the Penpower is set to the Simplified Chinese version.*

### **Running Hand**

Check this option to recognize run-on cursive. When you do not need to recognize running hand characters, uncheck this function to have higher recognition rate.

*Note: This recognition mode is only available when the Penpower is set to the traditional Chinese version.*

### **Hongkong Character**

Check this option to recognize Hongkong characters. You can connect to <http://www.microsoft.com/hk/hkscs/default.aspx> to check the Hong Kong characters list.

*Note: This recognition mode is only available when the Penpower is set to the Traditional Chinese or Traditional Chinese (Hong Kong) version.*

### 3.2.3 Inking Setting

Click **Inking** tag to set inking color, width, pen sound and pen style.

#### **Ink Color**

Set font color. In “Multiple” selection, adjust color change smoothness.

#### **Ink Width**

Set the line’s levels of thickness.

#### **Pen Sound**

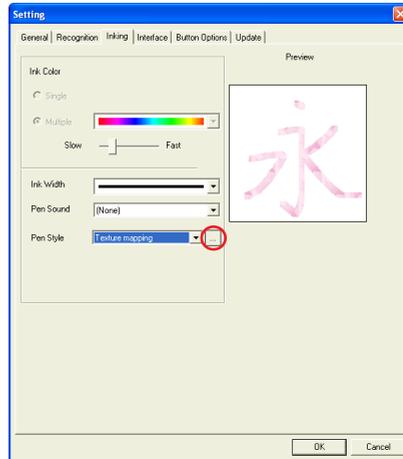
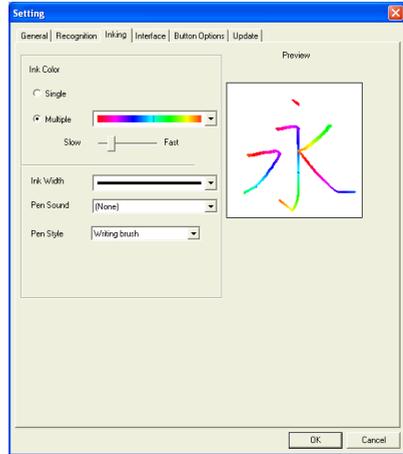
Set sound effect as you write.

#### **Pen Style**

Choose from one of the eight pen styles such as Mark pen, Chalk and Writing brush. You can also set pictures as the texture for your pen style.

In Pen Style select “Texture mapping”, then click the “Browse” button to bring up the “Open” dialogue. The system offers 10 default graphics but you can also choose other pictures you like on the computer. Press “Open” to set the selected picture as the texture map for your pen style.

*Note: Only \*.bmp format pictures supported for pasting.*





### 3.2.4 User Interface Setting

Click **User Interface** tag to switch display interface and styles.

#### Switch Display Interface

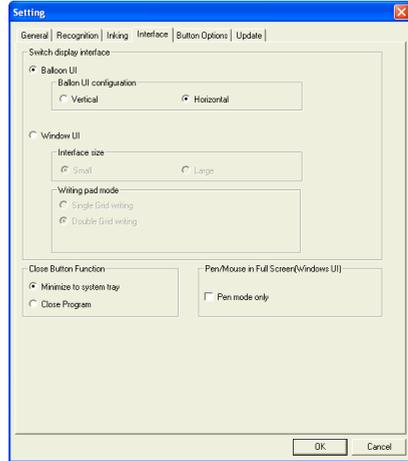
Penpower Handwriting Tool provides Balloon and Window user interface.

#### Balloon UI

You can select Vertical or Horizontal styles.



Vertical Style



Horizontal Style

#### Interface Size

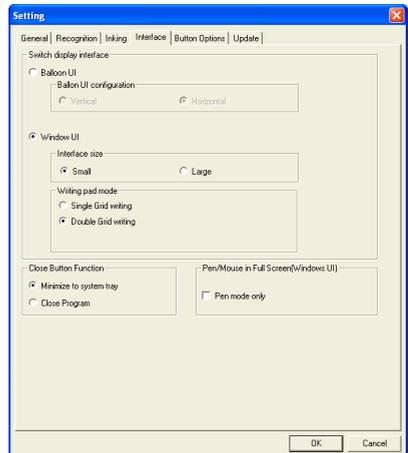
Provide **Small** and **Large** size. If the resolution of your monitor is high, you may select **Large** for working and seeing easily.

#### Writing Pad Mode

Depends on your needs to select **Single Grid writing** or **Double Grid writing**.

#### Close Button Function

In both Balloon and Window user interface provide a **Close** button you can define it as **Minimize to system tray** or **Close program**.



### 3.2.5 Button Options

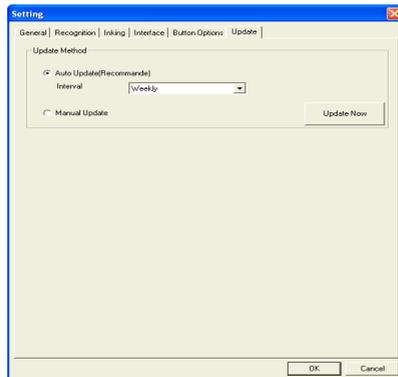
Click **Button Options** tag to set the pen button. When you select **On**, it will work as right-clicking mouse.



### 3.2.6 Update Method Setting

#### Auto Update

You are recommended to set the update method as **Auto Update** to let the system automatically check for and download updates. You can determine the check interval as daily, weekly, biweekly, or monthly.



#### Manual Update

You can also set the update method as **Manual Update**. Please Go to the main menu and select [**Check for updates**] and the system will then check for updates for you. If your version is the newest, the message box will display as below.

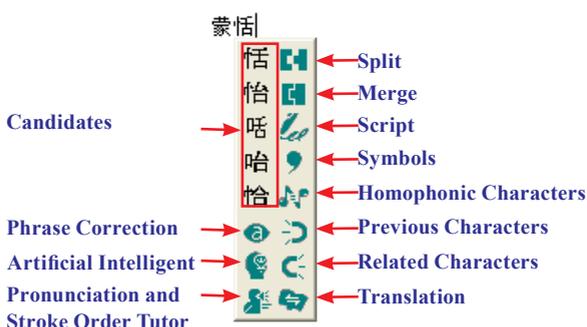
*Note: You can also click "Update Now" to check for updates and install in right away.*

### 3.3 Flotation Menu

Penpower employs a unique flotation interface. After character recognition, the result will be directly outputted to the cursor position. You can edit, insert, or delete any character. The flotation user interface is completely hidden so that only when you need to use the function window, the flotation interface will automatically show up.

When you want to correct one character, pen over/mouse over the character, wait for a couple of seconds, the Flotation Menu will display.

*Tips: You only need to move pen over/mouse over the character without clicking any buttons.*



After the Flotation Menu is appeared, you can select a candidate directly, or use **Artificial Intelligent**  function, **Homophonic Character**  function or **Phrase Correction**  function to correct character, use **Previous Character**  function or **Related Character**  function to insert the related character, you may click  button to see the stroke order of a Chinese character. Click  button to split one character into two. Click  button to combine two characters into one. Click **Script**  button to see the script. Click  to input symbols. Click  button to look up a character's translation.

#### Notes

1. Flotation Menu can be used in Office, IE, WordPad, but on 64 bit system, it does not support some software, etc. Notepad.
2. If the On-line Translation is on, please turn it off for displaying the Flotation Menu.

### 3.3.1 Candidates

**Flotation Menu** provides 5 candidates. You can select a candidate to correct the incorrect recognition.



### 3.3.2 Phrase Correction

If you wish to enter a common phrase such as an idiom, and you are not sure how to write one of the characters. You can substitute any character instead. When you have finished writing the phrase, pen/mouse over the uncertain character, and then click **Phrase Correction**  button from the **Flotation Menu**. The system will examine the phrase or idiom, and then guess what you meant and make the change.

1. Entering an idiom such as 『 掘苗助長 』, if you are not sure of how to write the character 『 掘 』, you can enter the character 『 一 』 instead to input 『 一苗助長 』.
2. Move the pen/mouse over the character 『 一 』 and wait for the **Flotation Menu** to show up. Click the **Phrase Correction**  button and the 『 一 』 character will be changed to 『 掘 』.
3. If the **Phrase Correction** function came up with multiple candidates, these will be shown in the candidate window for you to choose from. For example, if the input was 『 股份一限公司 』 when you move the pen/mouse over the 『 一 』 and click the **Phrase Correction**  button, it will display a list of all phrase correction candidates for you to choose and make the correction with.



掘苗助長





### 3.3.3 Artificial Intelligence

Artificial Intelligent helps you to correct incorrect recognition character. It also learns your handwriting style to improve the recognition rate.

1. If you see the any incorrect recognition character for example 『恬』 is wrongly recognized as 『恰』 .
3. Move the pen/mouse over 『恰』 , wait for a couple of seconds for the **Flotation Menu** to show up.
4. If the correct character is not in the candidate list, click the **Artificial Intelligence**  button to open **Artificial Intelligence** window.
5. Input the right character 『恬』 , and click **OK** to close the box.
6. You will see the correct character at the cursor position. Since the system has learnt your handwriting style, next time the same handwriting of yours will be correctly recognized.

蒙恰科技



### 3.3.4 Pronunciation and Stroke Order Tutor

1. Write some characters, for example 『蒙』 .
2. Move the pen/mouse over the character you want to look up, the **Flotation Menu** to show up.
3. Click the **Pronunciation and Stroke Order Tutor**  button to display the **Standard Inking Tutor** window. The character stroke order tutor, if you want to restart character stroke order tutor, click  button.



Press  button to hear the Mandarin tone pronunciation while the homophonic characters display on the right, in Chuying.

Press  button to hear the Cantonese ton pronunciation while the Cantonese homophonic characters display on the right, in Cantonese pinyin.

Press  button to hear the Mandarin ton pronunciation while the Mandarin homophonic characters display on the right, in Pinyin.

### 3.3.5 Split

When two characters are written too close, they may be treated as one character. You can use split function to separate it into two characters.

1. Write 『日月星辰』 (the Sun, the Moon, Stars and Galaxies), see illustration.
2. If the first two characters are too close to each other, they will be recognized as one character 『明星辰』 (Bright, Stars and Galaxies) three characters
3. Move the pen/mouse over the character 『明』 for a couple of seconds for the **Flotation Menu**. Click the **Split**  button to separate the character, 『明』, into two characters 『日』 and 『月』.

明星辰



日月星辰|

### 3.3.6 Merge

If you write the left and right parts of a character too far apart, they might be recognized as two characters. You can use the merge function to unite them into one character.

1. Write 『棟樑』.
2. If 『木』 and 『東』 are written too far away from each other, you may wrongly get three characters 『木東樑』.
3. Move the pen/mouse over the first character 『木』 and wait for a couple of second for the **Flotation Menu** to show up. Click the **Merge**  button, to combine 『木』 (wood) and 『東』 (east) together as 『棟』 (beam).



棟樑

### 3.3.7 Script Checking

1. Write a few characters. E.g. 『蒙恬科技』.
2. Move the pen/mouse over the character 『技』 for a couple of seconds for the **Flotation Menu** to show up.
3. Move the pen/mouse over the **Script Checking**  button to look up you own writing.

蒙恬科技



### 3.3.8 Punctuation Symbol

1. Write a few characters.
2. Move the pen/mouse over the character you want to add a symbol for a couple of seconds for the **Flotation Menu** to show up.
3. Move the pen/mouse over the **Symbol**

 button to open the symbol menu and select and input ordinary punctuation in full or half shape.

蒙恬筆氣泡式介面



### 3.3.9 Homophone

If you forget how to write a Chinese character, or it is too complicated to write, you can write simpler homophone to find the character that you would like to input. For example, you want to input 『豫』:

1. Write any homophone of 『豫』 such as 『玉』.
2. Move the pen/mouse to 『玉』 for a couple of seconds for a couple of seconds for the **Flotation Menu** to show up.
3. Move the pen/mouse over the **Homophone**  button to list all the homophones.

玉|



4. Click  /  /  button to switch into other phonetic notation /Cantonese Pinyin /Chinese Pinyin characters.
5. Select 『豫』 to replace 『玉』.

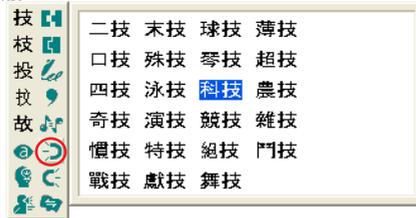


### 3.3.10 Previous Character

For any two character phrase, the first character is the **Previous Character** of the second character, and the second character is the **Related Character** of the first character. For example 『科技』 (science technology), 『科』 (science) is **Previous Character** of 『技』 (technology).

1. Write a few characters e.g. 『蒙恬技』.
2. Want to insert 『科』 between 『恬』 and 『技』.
3. Move the pen/mouse over the character 『科』, and wait for the **Flotation Menu**.
4. Move the pen/mouse over the **Previous Character**  button, and all the two-character phrases will be listed. Click 『科技』 to insert 『科』.

蒙恬技

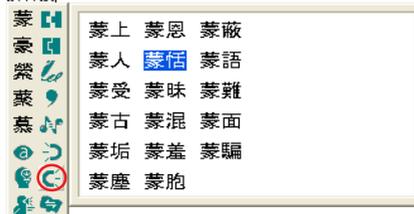


### 3.3.11 Related Character

As the explanation of the section 3.3.10, the second character is the **Related Character** of the first character.

1. Write a few characters e.g. 『蒙科技』.
2. Want to insert 『恬』 between 『蒙』 and 『科』.
3. Move the pen/mouse over the character 『蒙』, and wait for the **Flotation Menu** to pop up.
4. Move the pen/mouse over the **Related Character**  button, and all the two-character phrases will be listed. Click 『蒙恬』 to insert 『恬』.

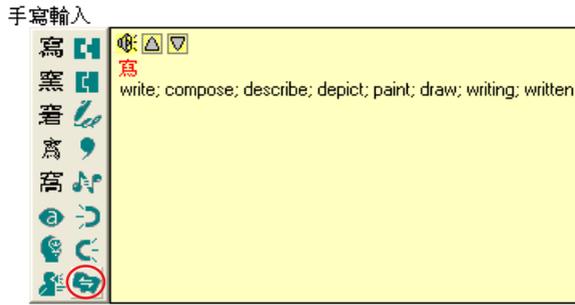
蒙科技



### 3.3.12 Translation

Translate the words or phrases. E.g. write 『手寫輸入』 four words, and want to know the translation of 『寫』.

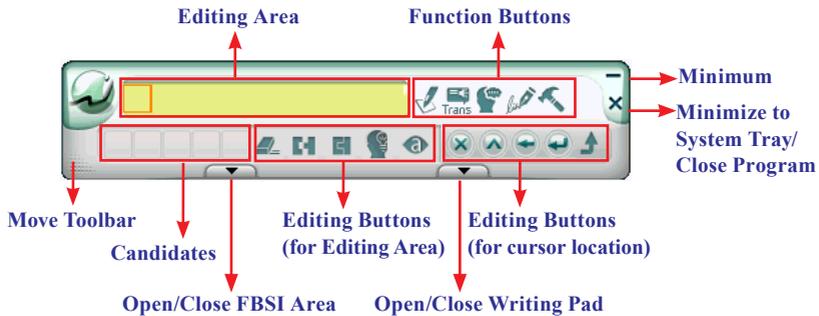
1. Write 『手寫輸入』.
2. Move the pen/mouse over the character 『寫』, and wait for the **Flotation Menu** to pop up.
3. Move the pen/mouse over the **Translation**  button, the translation will show up.





## Chapter Four: Window User Interface

**Window User Interface** provides full screen writing and writing pad environment. When you select the **Window UI** from "**Setting/Interface**", you will see the user interface below. You can write anywhere on the screen directly, the recognized characters are sent to the cursor location.



### Tips:

1. You can click the Setting  button, and go to Interface/Switch display interface to select Window UI. Please refer to 3.2.4 for details.
2. If the system recognizes the character before you finish writing very often, you can adjust the Writing Speed. Please refer 3.2.1 for details.
3. If you have minimized the Toolbar, you can click with the pen on a blank area. The Toolbar will show up automatically.

## 4.1 Editing Area

After writing on the screen, the recognized characters are sent to the cursor location. The recognized characters are also reserved in the **Editing Area** for editing quickly.

*Tips: If you write more than one character at once, you can click any recognized character from the Editing Area to edit or re-write.*

*Notes: If you do not want to edit or re-write the selected character, you may need to click the blank area to continue writing.*



## 4.2 Candidates

Provide some candidates for the last recognized character or the selected character for revising easily. Click a candidate to correct the recognized character.

*Tips: If you write more than one character at once, you can click any recognized character from the Editing Area. The candidates of the selected character will be displayed.*

## 4.3 Editing Buttons (for Editing Area)

Provide **Delete** , **Split** , **Merge** , **Artificial Intelligent**  and **Phrase Correction**  function for editing the characters of the **Editing Area**.

### 4.3.1 Delete

Delete the selected character from the **Edit Area**. In the **Edit Area**, select the character which you wish to delete. Click the **Delete**  button to delete the selected character.

### 4.3.2 Split

When two characters are written too close, they may be treated as one character. You can select a wrong-recognition character from the **Edit Area** and click the **Split**  button to separate it into two characters. Please refer section 3.3.5.

### 4.3.3 Merge

If you write the left and right parts of a character too far apart, they might be recognized as two characters. You select the first character of the wrong-recognition characters from the **Edit Area** and click **Merge**  button to unite the second character into one character. Please refer section 3.3.6.

### 4.3.4 Artificial Intelligent

**Artificial Intelligent** helps you to correct incorrect recognition character. It also learns your handwriting style to improve the recognition rate. You can select a wrong-recognition character from the **Edit Area** and click the **Artificial Intelligent**  button to correct the character. Please refer section 3.3.3.

### 4.3.5 Phrase Correction

When writing a word or phrase on the full screen at once, and do not know how to write one of the character, you can write any character instead, then click the **Phrase Correction**  to correct it. Please refer section 3.3.2.



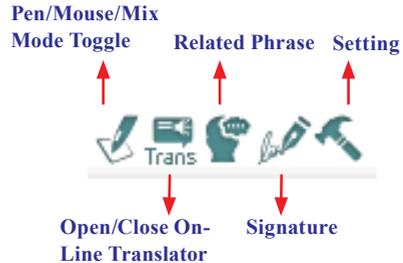
## 4.4 Function Buttons

Provide **Pen/Mouse/Mix Mode Toggle**, **Open/Close On-Line Translator**, **Related Phrase**, **Signature** and **Setting** function button.

### 4.4.1 Pen/Mouse/Mix Mode Toggle

When writing on the full screen, you can choose **Pen Mode** , **Mouse Mode**  or **Mix Mode** .

1. **Pen Mode** : Only use the tablet as a handwriting pen. It is suitable for the users who are not familiar with tablet.
2. **Mix Mode** : Automatically detect the tablet as a handwriting pen or mouse. It is suitable for the users who get used to the tablet.
3. **Mouse Mode** : Only use the tablet as a mouse. You may use it when you do not want to handwrite or when you want to draw pictures.



### 4.4.2 Open/Close On-Line Translator

Click the **Open On-Line Translator**  button to turn the **On-Line Translator** on. Click the **Close On-Line Translator**  button to turn the **On-Line Translator** off. Please refer section 3.1.2.

### 4.4.3 Signature

Move the cursor to the place you want to sign in your document, click the **Signature**  button to enter the **Signature Mode**. Draw or sign your name any place on the screen. After click  button, the signature will be inserted next to the cursor. Please refer section 3.1.4 for details.

### 4.4.4 Setting

Click **Setting**  button to configure the **Recognition Mode**, **Handwriting Speed**, **Handwriting Inking**, **Output Format** and **User Interface** etc. Please refer section 3.2 for details.



## 4.5 Editing Buttons (for Cursor Location)

Provide Delete , Insert , Backspace , Enter  and Send  function button for editing cursor location. It can be used directly without alternating with keyboard.

## 4.6 Inputting Related Words and Symbols

Click **Open FBSI Area**  button, you will see the **Window User Interface** is extended as the following illustration. It provides **Related Characters**, **Previous Characters**, **Memory Characters**, **Homophones** and **Symbols**.



-  **Related /**  **Previous Characters**
-  **Memory Characters**
-  **Homophones / Multiple Pronunciations**
-  **Full Shape /**  **Half Shape Symbols**

### 4.6.1 Related Characters

For any two character phrase, the first character is the **Previous Character** of the second character, and the second character is the **Related Character** of the first character, for example:

1. Write 『股』.
2. Want to input 『份』 behind it.
3. Click the character 『份』 from the **Related Character** area, the character 『份』 will be inputted after 『股』.



*Tips: If you cannot find the character you want, you can click  button to see more Related Characters.*

*Tips: Click Related Character  or Previous Character  button to switch displaying Related Characters or Previous Characters.*

### 4.6.2 Previous Characters

As the explanation of section 4.6.1, the first character is the **Previous Character** of the second character. For example 『公司』 (Company), 『公』 is **Previous Character** of 『司』.

1. Write a few characters e.g. 『蒙恬司』.
2. Want to insert 『公』 between 『恬』 and 『司』.
3. Click the character 『司』 from the **Editing Area**.
4. Click the character 『公』 from the **Previous Character** area, the character 『公』 will be inserted between 『恬』 and 『司』.



*Tip:* If you cannot find the character you want, you can click  button to see more Previous Characters.

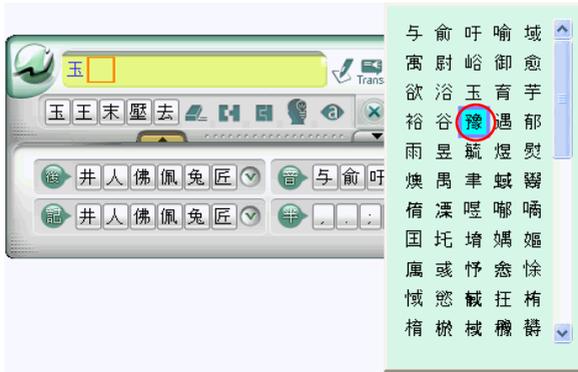
### 4.6.3 Homophone

If you forget how to write a Chinese character, or it is too complicated to write, you can write simpler homophone to find the character that you would like to input. For example, you want to input 『豫』:

1. Write any homophone of 『豫』 such as 『玉』.
2. Click 『玉』 from the **Editing Area**.
3. Check the **Homophones**. If you do not see 『豫』, click  button to see more Homophones.
4. Select 『豫』 to replace 『玉』.

*Tip1.* You may go to Setting/General Setting/Homophone to choose the pinyin method such as Zhu yin, Hanyu pinyin or Jyutping.

*Tip2.* If you cannot find the character you want, click  button to see more Homophones.



#### 4.6.4 Multiple Pronunciations

If the character has multiple pronunciations e.g. 『好』 has two kinds of pronunciations. One of it has the same pronunciation as 『耗』. You can write 『好』 and look into Homophone to find 『耗』. If you do not see it, click **Homophones** to choose the right pronunciation. The multiple pronunciation homophones will be shown in the Homophones area.

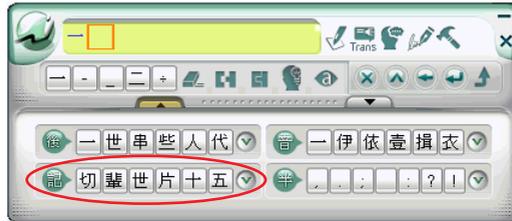


*Tips: If you cannot find the character you want, you can click  button to see more Related Characters.*

### 4.6.5 Memory Characters

When you input Chinese characters, you may have your own habitual words.

**Penpower Handwriter** memorizes the recent words that you were using and displays the characters in the **Memory Character Area** for you to choose easily.



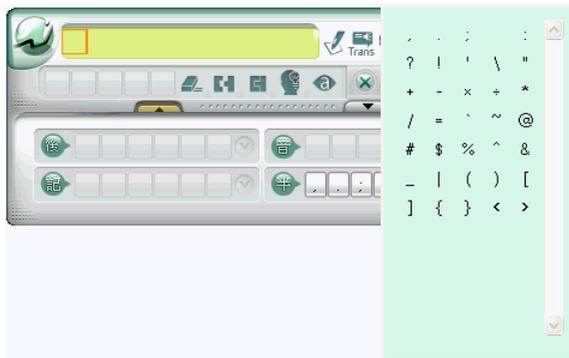
*Tips: If you cannot find the character you want, you can click  button to see more Related Characters.*

### 4.6.6 Symbols

Windows Interface provides 7 basic symbol buttons for applying directly. The basic symbols have half shape and full shape . Click the Half Shape  button or Full Shape  button to switch.



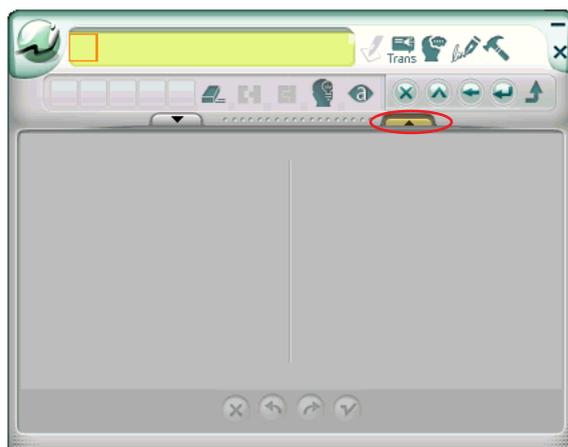
If you need other symbols, you can click  button to see more symbols.





## 4.7 Writing Pad

Besides the full screen handwriting environment, the **Windows Interface** also provides **Writing Pad**. When clicking **Open Writing Pad**  button, the **Writing Pad** will show up as following. If the **Writing Pad** has two grids, you can write on either grid. You can also write by turns. When moving handwriting pen away from the Window Interface, the handwriting pen can be used as a mouse.



The recognized characters will be kept in the Editing area. You can rewrite or delete them. You can also use **Delete** , **Split** , **Merge** , **Artificial Intelligent**  and **Phrase Correction**  to edit them. The first character in the **Editing area** will be sent to the Edit software you are using when the **Editing area** is full. Click **Send** button can send all the characters in the **Editing area** to the Edit software.

If clicking a **Symbol**, the all the characters in front of the red frame of the **Editing area** will be sent to the Edit software.

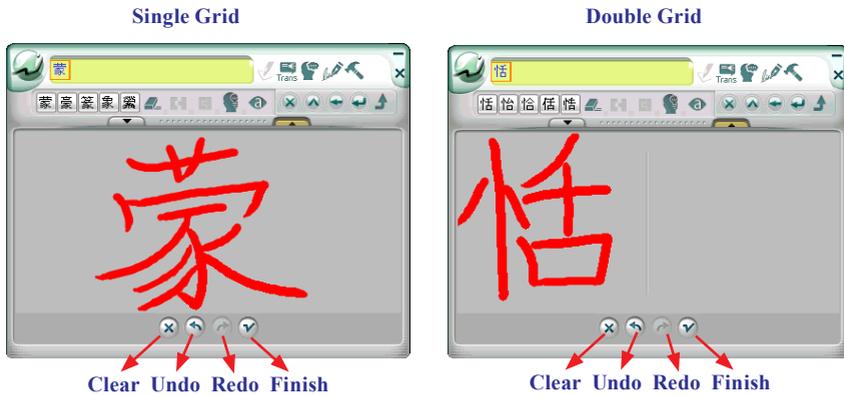
*Tip: You can go to Setting/Interface/Window UI/Writing Pad Mode to choose Single or Double grid writing.*

*Note: Due to each grid only can contain one character, Writing Pad does not provide Merge, Split and Phrase Correction function.*

### 4.7.1 Unlimited-Time Writing

If you wish to practice your handwriting or you need more time to write a character, you can go to **Setting/General/Speed Writing Pad** choose **Unlimited**. Refer to Section 3.2.4 for details.

The Unlimited-Time Writing function provides **Clear** , **Undo** , **Redo**  and **Finish**  functions. With these functions, you can write stroke by stroke. The character will be sent as long as you click **Finish**  button.



#### Tips:

1. When using Unlimited-time writing to write any stroke, the system will provide the candidates for you to input quickly.
2. In Double Grid writing, you can write a character on any grid. When finish writing, you can write on another grid directly without clicking Finish  button.



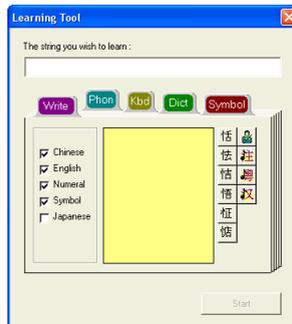
## Chapter Five: Penpower Learning Tool

**Penpower Learning Tool** provides the function of using a simple symbol to represent a string of characters to speed up inputting speed.

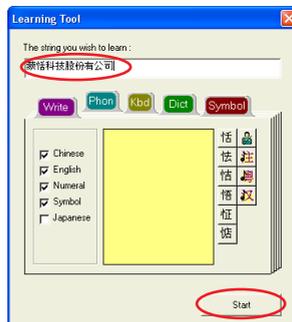
1. Click **Penpower Start-up**  icon, and select **Penpower Learning Tool**. It will open the **Learning Tool** Window.



2. Click **Learning string** to open the **Learning Tool** dialogue box.

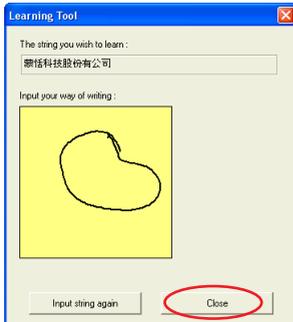


3. Input a string of characters. Then Click **Start** button.



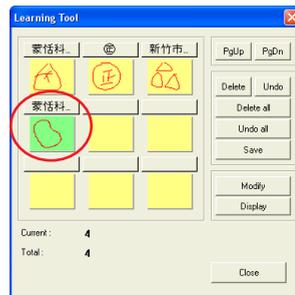
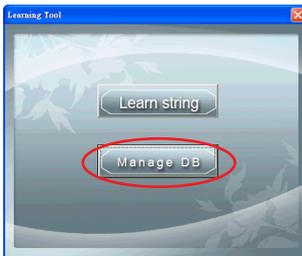


4. Draw a symbol twice to finish the learning.



*Note: If the symbols you draw have too big differences, the learning will be failed. Please redraw the symbol.*

5. Click **Manage DB** on the **Learnig Tool** window to look up or modify the learned results.



## Chapter Six: Phase

Penpower provides several hundred thousands default phrases for your use. You can also add your own phrases.

Click **Penpower Start-up**  icon, and select **Phrase**. It will open the **Phrase Window**.



### 6.1 Phrase Window

1. The **Phrase Window** provides **Insert**, **Modify** and **Delete** button for you to insert, modify or delete phrases.
2. If you have too many phrases and wish to find a specific phrase, you can input one or few characters in the **Search string**, the system will find the first phrase with the characters.
3. You may use **New**, **Open**, **Save** and **Save As** functions to create different database files and classify them into different categories.

*Note: Although you may create many files, but each times you can only choose one file.*

4. You may use **Import** function to choose a file, and merge the data file into the phrase database.

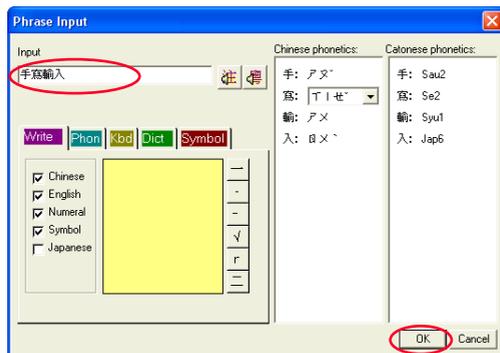
*Tips: The data file's format is that one phrase per line; you may use any text editor to edit it.*

*Tips: Suggest checking the phrase periodically to delete those unnecessary phrases for finding the proper phrase easily.*

*Note: When you use data file to import phrases, the system will automatically add pinyin to the phrases. One drawback is pronunciation may not be totally right. You may use phrase dialogue box's editing function to proofread.*

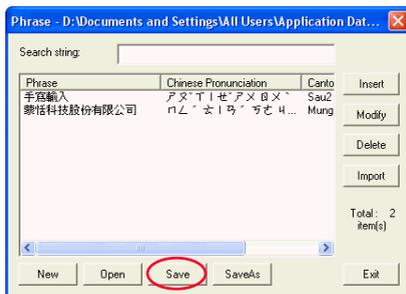
## 6.2 Insert Phrases

1. Click **Insert** button to open **Phrase Input** dialogue box.
2. Input a new phrase. E.g. 『手寫輸入』. The right side of the box will list each Chinese build-in Chinese and Cantonese Pinyin of this phrase. Please choose the correct Pinyin of each character by clicking  /  button and listen to it.



*Note: The maximum number of characters for each phrase is 200 Chinese characters.*

3. Click **Ok** button to add the new phrase.
4. You will find 『手寫輸入』 phrase from the **Phrase Window**. Click **Save** button to save it.



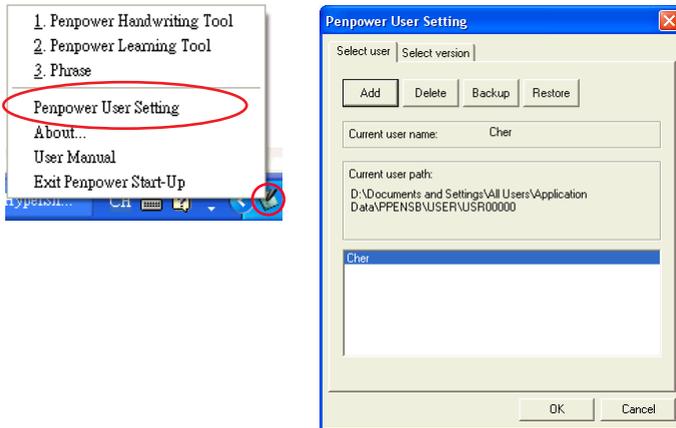
5. When you want to input 『手寫輸入』 next time, you can write 『手』, and click Related Phrase  button, 『手寫輸入』 phrase will be displayed. You may select it to input directly.

## Chapter Seven: Penpower User Setting

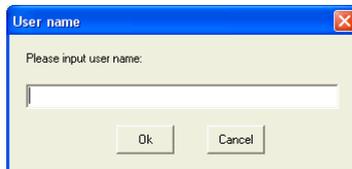
### 7.1 User Setting

Multiple users can use Penpower handwriter. Each user has his/her own personal handwriting artificial intelligent learning file and setting file.

Click the **Penpower Start-up**  icon to open the **Penpower Start-up menu**, select the **Penpower User Setting**, choose a user name from the list, and click **Ok** button to switch users.



You may click **Add** or **Delete** button, add or delete users from the list. You can also choose a user, and click **Backup** button to save the personal handwriting artificial intelligent learning file and setting file as a file. Click **Restore** button to restore the reserve on the other computer.





## 7.2 Version Setting

Penpower is the all-in-1 edition with support for Traditional Chinese, Simplified Chinese and Hong Kong. You can use the version settings to select the version and interface language to use.

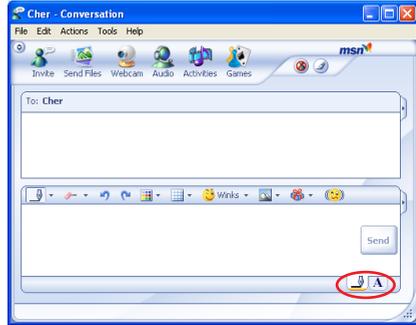
1. Click the **Penpower Start-up**  icon to open the **Penpower Start-up menu**, select the **Penpower User Setting**. Click the Select version tag.
2. Depend on you needs to select 繁體版 (Traditional), 繁體版(香港) (Traditional(Hong Kong)), 简体版 (Simplified), 日本語 (Japanese) or Korean version. If one of them is not showing, it indicates that your Windows does not support that language.
3. Select **Use English Message**, the entire interface will be in English.
4. After finishing setting, click **OK** button.



## Chapter Eight: Application

### 8.1 Drawing in MSN Messenger

When you use MSN Messenger version 6.1 or higher, after signing in to the MSN Messenger, double click a contact to begin the conversation box. In the conversation box, there are two modes for you to select, including **Handwrite**  and **Type** . You can switch between the input modes as you like.



In the **Handwrite** mode, you can select the font size and font color from the scroll bar menu provided. After the setting has been done, you can write on the tablet and the words will appear as what you have previously set.

If you want to clear the words you have written, you can select and use the eraser shown in the scroll bar.

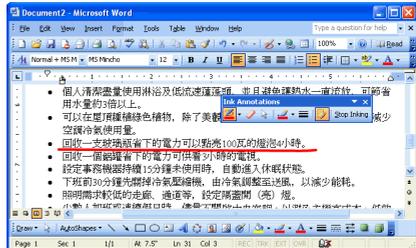
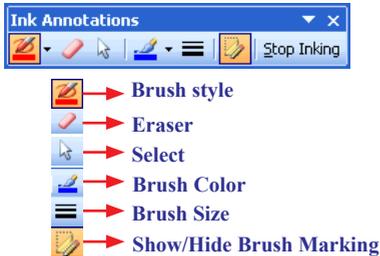
After you have input your message, you can click **Send** button to send your handwritten message.



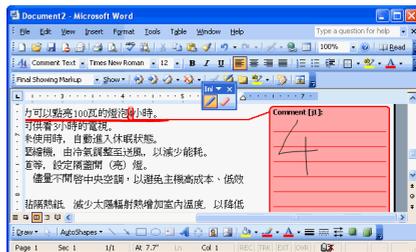
## 8.2 Office Inking

**Penpower Handwriting Tool** can be run on any versions of Office, starting from Office 2003. A  button will show up on the toolbar list.

In Word 2003: It has **Ink Annotations** and **Ink Comment** function. Click  and from the pull-down menu select **Ink Annotations**, a toolbar opens. It helps you to insert annotations into the document. You can select the brush style, color and size can be set here. The eraser can also be used to remove undesired writing.



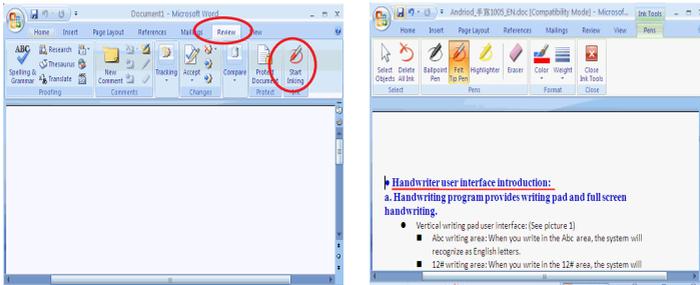
You can insert handwriting comments into the document directly or from the  pull-down menu select **Ink Comment** to write comments into the document.



In Outlook 2003, the **Ink Drawing and Writing**  function will show up. It operates just like Word's.



*Note: When you run the Penpower Handwriting Tool on Office 2007 or 2010, you have to click [Review] first, and then select [Start Inking]. Then you can start the inking function.*



## 8.3 Inputting Tips

### Write an Other Character Instead

If you forget how to write a Chinese character, you can write as following method:

- Homophone**  (or ): You can write simpler homophone to find the character that you would like to input. And then select the correct character from the **Homophone**  (or ). In the **Window User Interface**, you can also click  to select the homophone character of the Multiple Pronunciations.
- Phrase Correction** : If you wish to enter a common phrase and forget how to write one of the characters, you can substitute any character instead. Select the incorrect character, and click **Phrase Correction**  and the correct character.

### Related Characters and Related Phrase

- Previous Character**  (or ): If you wish to enter a common two-character phrase and forget how to write one character. You can write the second character, and find the first character from **Previous Character**  (or ).
- Related Character**  (or ) and **Related Phrase** : When writing a Chinese character, you can check and select the next character or phrase from the **Related Character**  (or ) or **Related Phrase**  to save time.



3. **Memory Characters** : After writing a character, you can select a recent habitual word in the **Memory Characters** to input quickly.

### Writing Mistake Correction

1. **Split** : When two characters are written too close, they may be treated as one character. You can click the incorrect character and use **Split**  to separate it into two characters.
2. **Merge** : If you write the left and right parts of a character too far apart, they might be recognized as two characters. You can click the first incorrect character and use the **Merge**  to unite them into one character.

### Recognition Training

If **Penpower Handwriter** cannot recognize some of your handwriting, you can use **Artificial Intelligence**  to train the computer for recognizing the characters. When you write in the same way next time, **Penpower Handwriter** will recognize correctly.

### Inserting Characters

When writing in the **Writing Pad** of the **Window UI**, and you wish to insert some characters, you can click the previous or next character of the character from the **Editing Area**, and then write some characters and the selected character to replace the selected character.

### Inputting the Same Characters to Multi-software

When writing in the **Writing Pad** of the **Window Interface**, and you wish to input the same characters to multi-software, you can click one of the software and click **Send**  button, the characters of from the **Editing Area**, will be send to the selected software. Click the other software and click **Send**  button to send again.

# **Penpower Handwriter 2009**

## **User Manual**

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