

PhatPad® for Windows 8/RT

USER'S GUIDE

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General Features

Overview

More than another note-taking app, PhatPad turns your Microsoft Windows 8/RT powered tablet or computer into an advanced brainstorming and presentation tool. PhatPad offers everything you need to express your ideas, enabling you to draw pictures, jot notes, or put a mixture of drawings, images, handwritten and typed text on a virtual scratch pad. The included multilingual handwriting recognition engine automatically converts selected handwriting into digital text, and PhatPad even takes objects you scribble and translates them to perfectly formed shapes. PhatPad's handwriting recognition technology supports twelve languages, including English, German, French, Dutch, Italian, Portuguese, and Spanish.

Brainstorming and collaborating with team members is simple using PhatPad's Presentation mode, which lets you create quick presentations and display them on your Windows 8/RT computer or an external monitor/projector.

With PhatPad, you can:

- Type or scribble notes using a smooth-flowing digital ink technology.
- Combine drawing, handwritten text, images, and digital text on the same document page to create media-rich content.
- Convert handwritten notes into text with PhatPad's powerful multilingual handwriting recognition software.
- Share PhatPad documents using Dropbox.
- Use standard editing commands such as Undo, Redo, Cut, Copy, and Paste.
- Voice notes - record, play, and use in presentation mode.
- Make presentations using the advanced Presentation mode, which supports an external monitor/projector and allows recording and playing presentations by synchronizing document pages and voice.
- Use the "Erase" gesture to quickly delete ink, text, and images.
- Resize (zoom) selected strokes, including geometrical shapes, drawings, and handwritten text.

System Requirements

- Any Windows 8 or Windows RT device.
- 20MB of free space

Installation

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

Installing PhatPad

1. Access the Microsoft Store and in the Productivity section, select the PhatPad application.
2. Touch the BUY button. It will change to the INSTALL button; touch it again.
3. After confirmation, you will be prompted for your login name and password.
4. Once installation is complete, the PhatPad icon will be added to your home screen. Touch the PhatPad icon to start the application.

Using PhatPad

Quick Start Guide

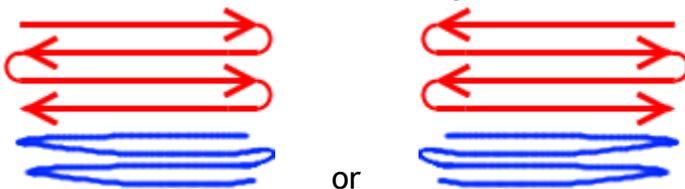
You can use PhatPad in four basic modes by tapping the mode icon next in the upper right area of the window:

Draw mode



Use the Draw mode to write notes or draw pictures with your finger or stylus.

- Write or draw anywhere on the document page. If writing, you can use your preferred handwriting style.
- Use the Palette button to change the ink color and ink thickness.
- To perform undo and redo commands use the appropriate button in the application bar.
- If you start typing on the keyboard while in the Draw mode a new text label will be automatically created and PhatPad will switch to the Edit mode (see below).
- To delete an ink, text, or image in Pen Mode, use the “erase” gesture: Move your finger (stylus) horizontally back and forth four or more times over object(s) you want to delete. You can start the gesture either to the right or to the left.



Edit Mode



Use the Edit mode to move one or more pen strokes, text labels, and pictures. This mode is also recommended while working with images and digital text.

- Use your finger (stylus) to select strokes. Once you finish selecting, drag the strokes to the desired location or resize it by dragging one of the selection frame corners.
- To select a picture or a text label, tap on the desired object. Move it by dragging a side of the section frame, or resize it by dragging one of the selection frame corners.
- To use the select all, cut, copy, and delete commands in a text label, touch and hold in the text label for the menu to appear.
- To convert handwritten text to digital, select the desired strokes, then choose the **Recognize** menu command.
- To adjust recognizer settings, use the **Handwriting Settings** button found under the **Settings** charm.

Pan mode



Use the Pan mode to zoom in/out and to move around the page.

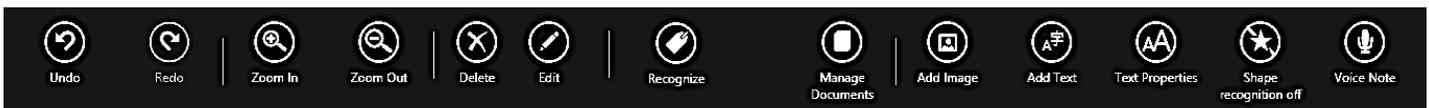
- Use one finger to scroll/move the page content
- Use pinch gesture to change zoom

Presentation mode

Using Presentation mode allows users to create quick presentations and display them on the computer screen and external monitor.

- Tap on the mode icon and select the Presentation mode menu item to go to the Presentation. See the *Using the Presentation Mode* section, below.

Application Bar Buttons



To open the application bar, tap and drag up from the bottom of the window.



Undo/Redo - Undoes and redoes the last editing actions (up to 100 levels).



Zoom In/Zoom Out - Changes page zoom (applies to all pages in the document).



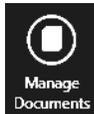
Delete - Deletes the selected items (can be any combination of text frames, inks, and/or pictures).



Edit - With a text frame selected, changes to edit mode by placing a cursor at the end of the text.



Recognize - With the desired strokes selected, will convert handwritten text to digital text. Use the Handwriting Settings from the Settings charm to adjust handwriting recognition settings.



Manage Documents - Opens up the **Documents** toolbar. Allows you to insert, delete, rename, recolor document pages, and rename or delete the entire document. Also manual syncing with Dropbox is accomplished here.

- When using the **Insert Page** command, a new page is inserted *before* the current page.
- To add a new page to the end of the file, touch the **Add Page** command in the documents pane on the left side of the screen.

NOTE: Documents are saved automatically, no special action is required.



Add Image - Allows you to add an image from a file or by taking a picture with the tablet's camera.

- Using **From File** option will open the Pictures folder.
- Using the **Take Photo** option will automatically turn the camera on. Take the picture then tap **OK**, **Crop**, or **Retake** the picture.



Add Text - Creates a new text label and enters Edit mode.



Text Properties

Text Properties - With a text frame selected, opens up the **Text Properties** toolbar. Allows you to change the font, size, alignment, text colors and text frame background colors. You can also change the transparency of the background color.

Shape
recognition off

Shape Recognition - Turns on and off the shape recognition engine. See the Shape Recognition section for more information.



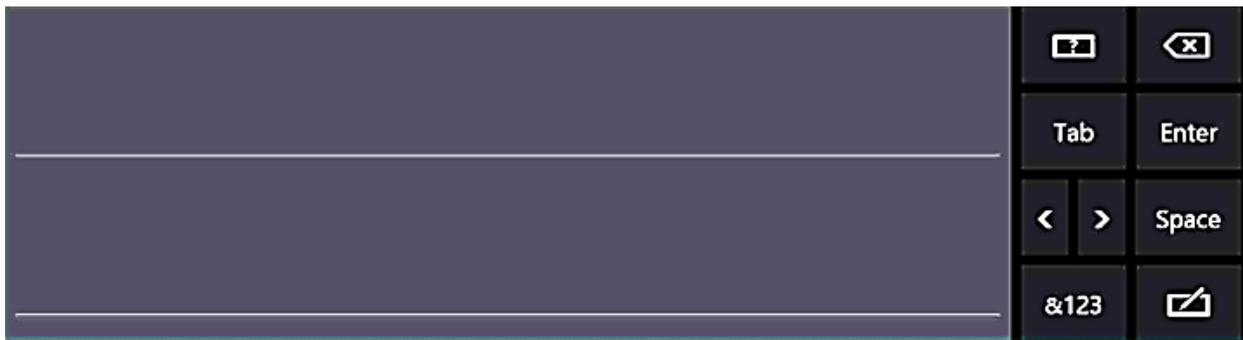
Voice Note

Voice Note - Allows you to record/play a voice note. See the *Using Voice Notes* section. Note that only one voice note is allowed per document.

Editing Text Using the Input Panel

You can use Windows's built-in handwriting recognition panel to enter text. Tap on the keyboard icon , then select the input panel .

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



Click on the question icon  to discover how to correct, delete, and add characters to the inputted text.

Tips to Improve Recognition Quality

The following tips apply to PhatPad handwriting recognition engine as well as to the built-in Windows recognizer.

- The handwriting recognition engine and its dictionary are optimized for *the currently selected* language only. First of all make sure that the handwriting recognition for the correct language is selected. If you use words that are not in the main or user dictionary, such as rare names, we recommend adding these words to the user dictionary.
- You can write multiple words in each recognition session (selection), but always complete the word in the current recognition session or selected ink. Do not try writing part of a word per session; it will result in bad recognition quality, because partial words are not found in the dictionary.
- Write legibly. If you write 'n' like 'r', or 'u' like 'v', etc. you may need to improve your style. The bottom line is, if other people cannot read your handwriting (without understanding the content) you cannot expect high recognition quality. Your handwriting does not have to be perfect, just readable.
- Always write on the screen horizontally, not at an arbitrary angle. To help you write horizontally, turn on **Horizontal Grid** from the **General Settings** menu.
- If you always print your characters, use the **Separate Letters** mode from the **Handwriting Settings** menu. Note that if this option is on, you cannot connect characters.
- Setting the **Only Known Words** switch mode from the **Handwriting Settings** menu to ON will improve the overall recognition quality, but this will make it impossible to write words, numbers, or any other character sequences that are not found in the user or main dictionary. If you make a spelling error in this mode the result is unpredictable, because the engine will try to find the closest word in the dictionary, which might not be the one you were trying to write.
- If you notice that a specific word is often recognized as a different word, add this word to the **Autocorrector** word list from the **Handwriting Settings** menu.

Working with Folders and Documents

- To create a new document, touch the **Add Document** command in the documents pane on the bottom of the left side of the screen.
- To rename a document, open the application bar and tap the **Manage**

 **Document icon**. Tap the **Rename File** icon . The document title will appear in left pane and at the top of each page.

- To delete an unneeded document, open the application bar and tap the

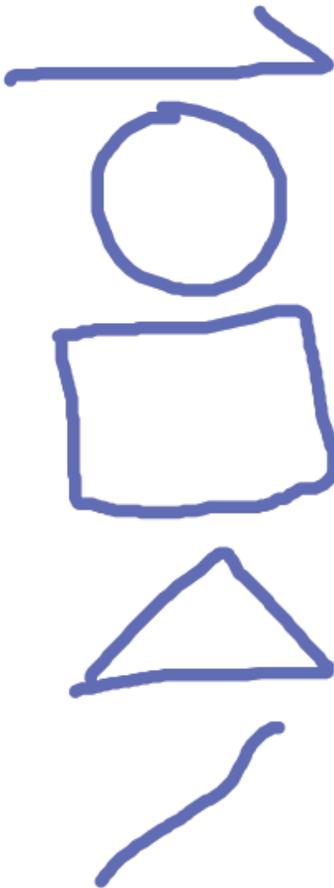
Manage Document icon. Tap the **Delete File** icon .

- To rename a page in the current document, open the application bar and tap the **Manage Document** icon. Tap the **Rename Page** icon . The page title will appear at the top the page. You can also click on the page title to change it.
- To change the color of the current page, open the application bar and tap the **Manage Document** icon. Tap the **Page Color** icon .
- To sync the current document with DropBox, ensure that the **Enable Sync with Dropbox** option is ON (found in the Sync Settings window). Open the application bar and tap the **Manage Document** icon. Tap the **Sync with Dropbox** icon . For more information, see the *Synchronization Settings* section below.
- To import another document from a different folder on your device or from another device in your network, touch the **Import Document** command in the documents pane on the bottom of the left side of the screen.

Detect Shapes

PhatPad includes a simple geometrical shape recognition engine that allows you to draw smooth geometrical shapes, such as circles, rectangles, triangles, straight lines, and arrows. It is not recommended to turn this option on if you do not intend to draw geometrical shapes. To enable shape recognition, open the bottom application bar

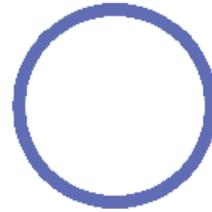
and tap on the **Shape recognition** icon .



becomes



becomes



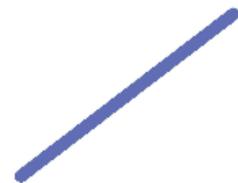
becomes



becomes



becomes



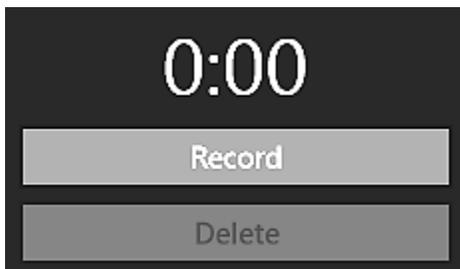
Using Voice Notes

The Voice feature allows you to record, play, and use the voice recording in presentation mode to create unattended presentations.

To record a voice note, open the bottom application bar and tap the **Voice note**



icon. The **Voice Recorder** control will appear.



- Tap **Record** to begin recording. Tap **Stop** when done.

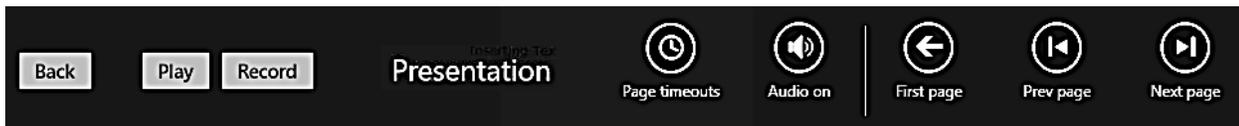
NOTE: Background recording is supported. Once the recording is started, you can go to other apps while the recording continues.

- To play back a voice note, tap the **Play** button.
- Tap **Delete** to delete the audio recording.

Using the Presentation Mode

This mode allows you to easily present a “slide show”, similar to PowerPoint’s slide show mode. In addition, it allows recording and playing presentations by synchronizing document pages and a voice recording. When in the **Presentation Mode**, the toolbar found at the top of the window will be hidden until needed (swipe down (up) or right click to display the toolbar).

To go to Presentation Mode, tap on the mode icon and select the **Presentation mode** menu item to go to the Presentation. To open the toolbar, tap and drag down from the top of the window.



To automatically play a presentation.

First, set up the presentation timeouts for each page (the time page is displayed in the presentation mode before switching to the next one). There are two methods you can use.

1. Set up presentation timeouts by advancing to each page (this method is recommended for a presentation that includes audio, since the audio will play as you are recording timeouts):
 - Display the **Presentation Mode** toolbar.
 - Tap the **Record** button. A timer window will appear.



- When you are ready to move to the next page, tap once. The counter will reset to 00:00 and the new page number will be shown.
 - Continue these steps through the entire presentation.
2. Manually specify the timeout of each page using the Page Timeout dialog (ideal for presentation that does not contain audio):
- Swipe down (or right click) to display the **Presentation Mode** toolbar.
 - Tap the **Page Timeouts** button . The **Page Timeout** dialog appears.



- Tap on the arrows to increase or decrease the duration of each page.

To play the recorded presentation once you have set your presentation timing, tap the **Play** button. To pause the presentation, tap the **Pause** button. To stop playing the presentation, tap the **Stop** button. Tap **Back** to exit the Presentation mode.

If your presentation includes audio, tap the **Audio on** button .

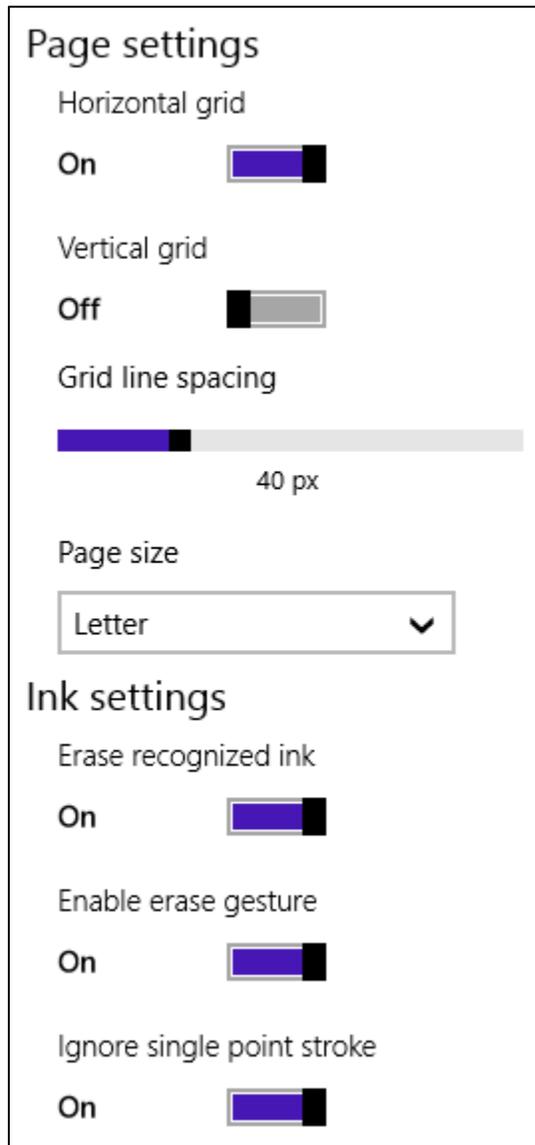
To manually navigate through the presentation.

- Display the **Presentation Mode** toolbar.
- Tap once anywhere on the screen or tap the **Next page**  button to go to the next page.
- Tap and hold anywhere or tap the **First Page**  button to go to the first page.
- Tap **Back** to exit the Presentation.

Settings

To change PhatPad's settings, tap the **Settings** charm.

General Settings



Horizontal/Vertical grid - Turns on or off gridlines. The grid settings apply to each document individually.

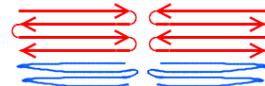
Grid line spacing - Sets the spacing between the gridlines.

Page size - Sets the dimensions of all the pages in the current document.

Erase recognized ink - When using the **Recognize** command, once the ink is converted to digital text, the selected ink will be deleted.

Enable erase gesture - Allows you to use the following gesture to erase ink. You can start the gesture either to the right

or to the left.



Ignore Single Point Strokes - When in Draw Mode, will ignore any slight accidental screen touches.

 Handwriting Settings

Recognizer settings

Auto corrector
 On

Language
 English

Separate letters
 Off

Single word only
 Off

Dictionary settings

Only known words
 Off

User dictionary
 On

Manage user data

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

Language - To choose a different language or a medical dictionary.

Edit autocorrector words - To edit or add words that will be autocorrected. See the *Edit Autocorrector List* section below for details.

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

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

Only known words - If ON, the recognition output will be limited only to the dictionary words. This improves quality of the recognition but makes it impossible to write non-dictionary words.

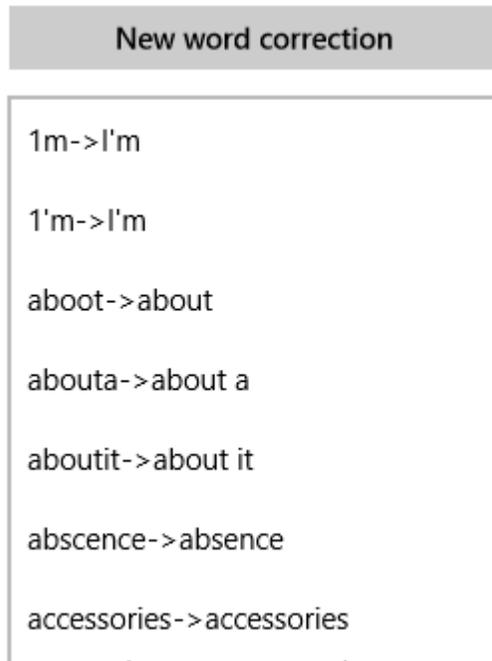
User dictionary - The user dictionary is enabled.

Edit user dictionary - To edit or add words in your dictionary. See the *Edit User Dictionary* section below for details.

Manage user data - To export, import, and reset the user dictionary and autocorrector list. See the *Manage User Data* section below for details.

Edit Autocorrector List

To access the Autocorrector List, touch the **Edit autocorrector words** button in the **Recognizer Settings** view.



- To modify or delete an existing word pair, touch the desired row.
- To add a new word pair to the word list, touch the **New Word Correction** box.

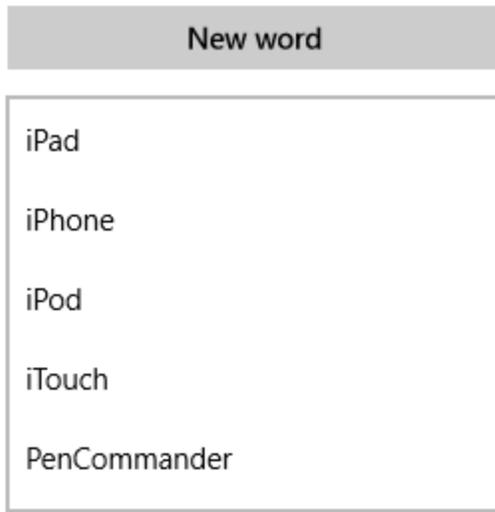


- If the **Always Replace** switch is ON, the word is always replaced; otherwise the word is replaced only if the recognition engine alternatives contain the replacement word.
- If the **Ignore Case** switch is ON, words are compared in lower case.
- If the **Disabled** switch is ON, the word replacement is disabled. This is useful to disable a specific word replacement without removing it from the list.

Edit User Dictionary

The PhatPad handwriting recognition engine requires a vocabulary for a higher recognition quality. Forcing the engine to recognize only words in the included dictionary (the main dictionary depends on the selected handwriting recognition language) improves overall recognition quality, but makes it impossible to write words that are not in the dictionary. Even if you do not enable the **Only Known Words** option, it is recommended that you add any new words to the user dictionary that you may be using often, such as rare last and first names, company and product names, abbreviations, etc.

To access the User Dictionary, touch the **Edit user dictionary** row in the **Handwriting Settings** view.

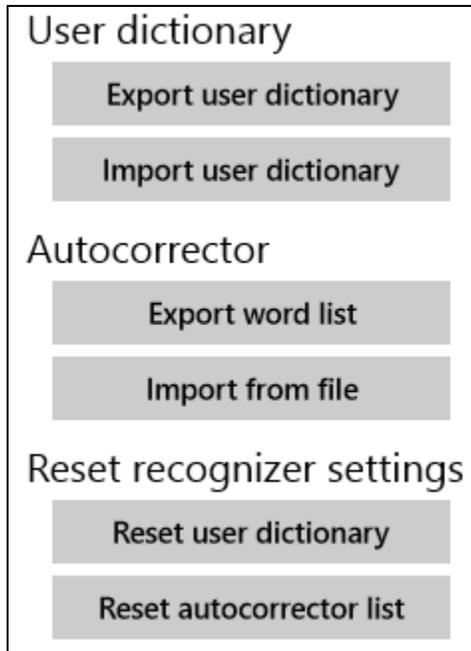


To delete a word from the user dictionary, touch the word to delete, then tap the **Delete** button.

To add a new word, tap the **New word** button.

Manage User Data

To access the User Data, touch the **Manage user data** row in the **Handwriting Settings** view.



User Dictionary - The exported files can be stored in a shared directory so they can be exchanged with other devices or stored on a desktop computer.

The user dictionary file format is a simple ASCII text file containing a single word per line, with no spaces.

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

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

Synchronization Settings

You can synchronize PhatPad documents with your Dropbox account (SkyDrive support is coming soon). If you do not have a Dropbox account you can create one from the Dropbox login window.

To create a Dropbox account:

1. In the **Settings** dialog, touch **Synchronization Settings**.
2. If you do not have Dropbox account already, you can create one by clicking a link on the Dropbox authentication page.
3. Enter the required information.

For more information on how Dropbox works, visit www.dropbox.com.

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

- In the **Settings** view, touch **Sync settings**.
- Set the **Enable Sync with Dropbox** option to **ON**.
- Set the conflict resolution priority. If the conflict occurs, i.e. the same file was modified on the device and on Dropbox since the last sync, your choice determines which document takes precedence when syncing.
- Touch the **Link with Dropbox** button in the application bar.

PhatPad will synchronize all documents with a .pwd extension and create a **/PhatPad** subfolder in the Dropbox. You can also place any PhatPad documents into this folder if you want them to appear in PhatPad on your device after the next synchronization session. For example, if you use PhatPad on two or more devices, you can use the Dropbox synchronization to keep documents on all devices in sync.