

# Tablet Software

## User Manual



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## 1 · Introduction to Graphics Tablets

**Tablet Software** is able to write and draw, except this, user also can run many software, such as, Microsoft Office, Desktop or Internet Explorer. These programs support the functions of handwriting, drawing, notes taking, signature and Email.

### 1.1 Possible Applications

Software Support (Digital pressure output for WINTAB · TABLET PC) ° Tablet can be deployed in a wide area, for instance, minutes taking, business presentation, lectures.....etc.

Hardware Support (MSN and SKYPE video meeting) °

### 1.2 System Requirements

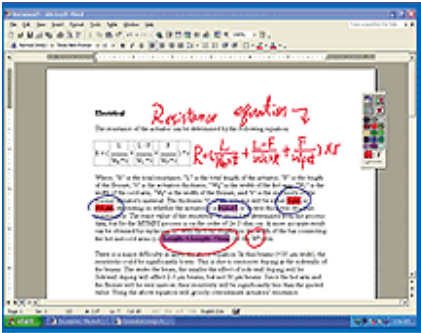
- **PC Windows XP/Vista; USB port; DVD-ROM drive °**

1.3 Introduction to Tablet Software



**Word Annotation**  
**Annotate for Word**

Allow you to handwrite and annotate on Microsoft Word documents and save the files.



**PenNotice**

You can catch up the pictures on the screen, and then put the annotations or insert the texts and pictures when doing the presentation, sending email or saving those pictures.



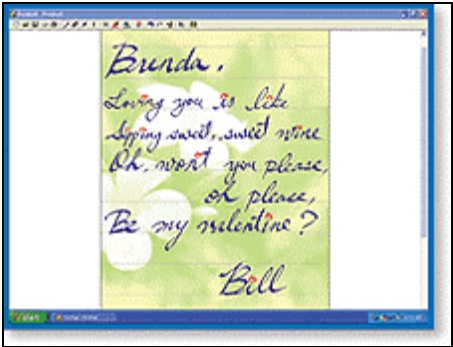
**PenCommander**

Allow you to write down the command symbols directly on the digital pen tablet to manipulate the computer to execute commands or open files.



**PenMail**

It can be used to send your mails with your own signature to your families or friends over the Internet.



**PenSigner**

Insert signatures or hand drawn graphics into the document.



1.4 Supporting Operation Systems

| Operating System  | Windows XP | Windows XP 64 | Windows Vista |
|-------------------|------------|---------------|---------------|
| PenNotice         | v          | v             | v             |
| PenMail           | v          | v             | v             |
| Annotate for Word | v          | v             | x             |
| PenCommander      | v          | v             | x             |
| PenSigner         | v          | v             | v             |

**Word Annotatction: Suggestion!** Windows Vista users are able to use the Annotation function from the MS OFFICE 2003 or 2007.

**PenCommander: Suggestion!** Windows Vista users are able to use the handwriting and input function that built-in under the Windows Vista system.

## 1.5 Install Tablet Software

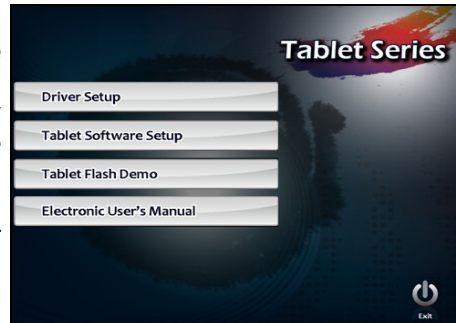


To use the Tablet software, you need to install the Driver first and then install the PenSuite. (For more instructions about the installation of driver, refer to the Driver Installation Manual attached)

**Step 1** Open your computer and start the Windows.

### **Step 2** Install Driver

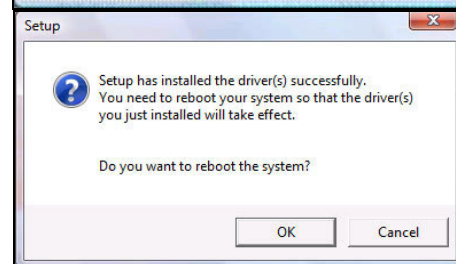
Place the CD disc into the driver and installation process will be automatically activated (See figure on the right). Select “Driver Setup” and press Enter to start the driver installation.



**Step 3** After the installation location is confirmed, press Confirm to install.



**Step 4** After driver install completed, pressing “confirm” to re-start your computer.



### **Step 5**

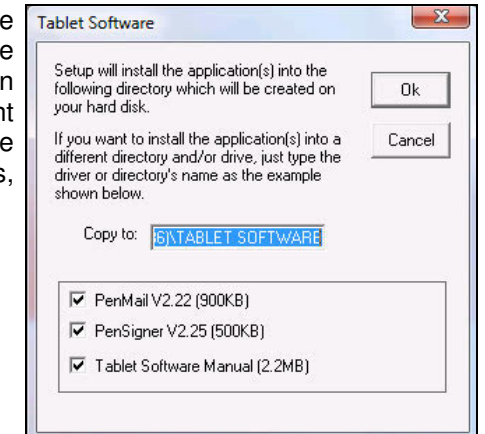
## Install Tablet Software

Select “Tablet Software Setup”, and press the “Enter” key to start the Tablet Software installation.



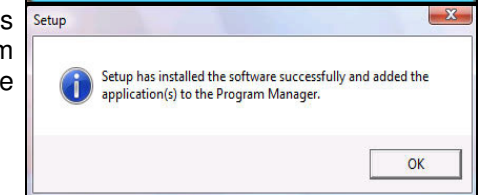
### **Step 6**

At the moment, the message box come out with the software selection, then select the software you want to install and confirm the install locations. After this, the program starts to install.

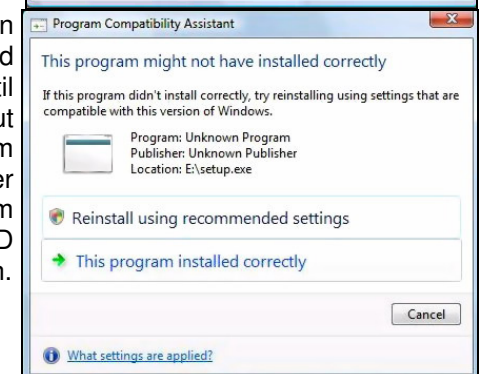


### **Step 7**

After the installation is completed, press Confirm key and complete software installation.

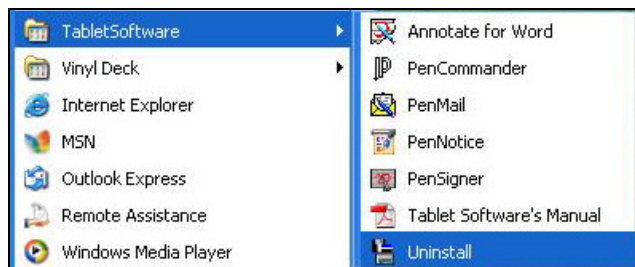


When installation is on Windows Vista, after finished the step 7, please wait until the message box come out and select this program installed correctly. After finished reading data from CD/DVD Rom, get the CD out and finish the installation.



## 1.6 Uninstall Tablet Software

In order to uninstall the Tablet Software, start at the lower left corner of the screen 「Start」 ► 「All programs」 ► 「Tablet Software」 ► Uninstall



## 2 · Tablet Software Operation Guide

### 2.1 Word Annotation Program



Annotate for Word allows you to leave your handwritten annotations or hand drawn graphics at any place in a Microsoft Word file, while either your annotations or hand drawn graphics will become part of this file.

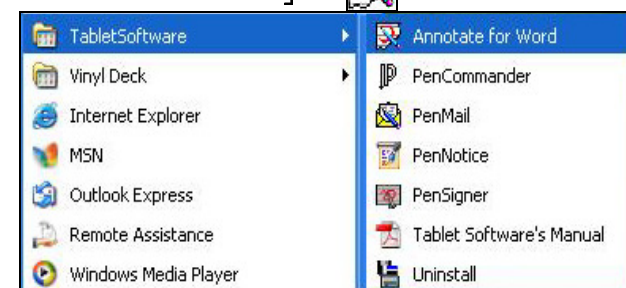


Support Microsoft Office Word 2003 or 2007

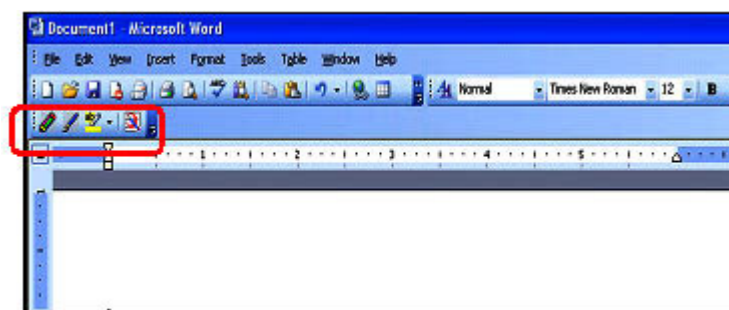
#### 2.1.1 “Access” Word Annotation Program

At the lower left corner of the screen and access the 「Start」 ► 「All Programs」

► 「Tablet Software」 ►  Annotate for Word



Activate the Microsoft Office Word application, and Annotate for Word will be automatically added into the Word tool bar (thus becoming an external program of Word)

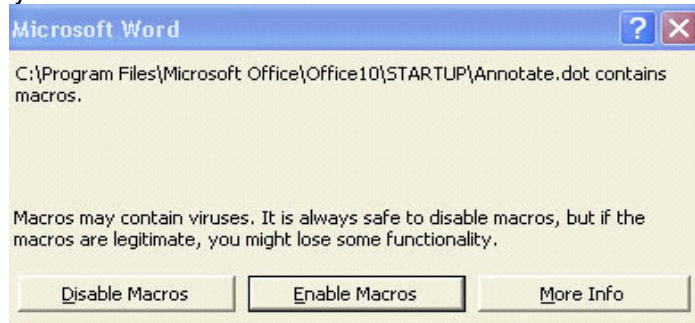




When using the Word 2003 application, you will be unable to use the external macro application at the time of activating the Annotate for Word because in Word 2003, the Macro Security is preset to High (Annotate for Word is an external Macro application). Therefore, please adjust the Macro Security from high to middle in Word as follows:

#### Setup Method:

1. Open Word→Tool→Macro→Security. (Set Security to Middle, and then reopen the Word)
2. When security is changed to Middle, there will be a dialog box asking whether to use the Macro at the time of opening the Word. As shown in the figure below, please press the Enable Macro button and you can use the Annotate for Word immediately.



#### Word 2007 Setup Method:

1. Open Word 2007→Add-Ins→Security Warning Macros have been disabled Options...→Enable this content→OK

### 2.1.2 Introduction to Annotation for Word



#### Pen

No pen pressure available. Used to annotate, sign and draw on a Word document.



You can make annotations or draw graphics at any part of the screen and can select the color or thickness of penpoint to highlight the handwriting recognition.



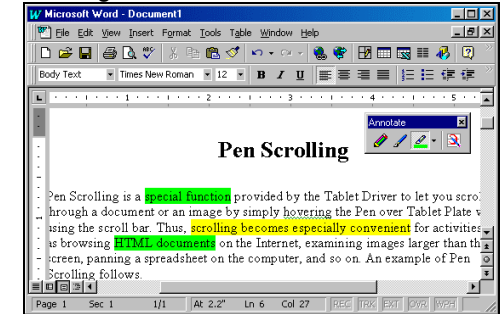
#### Fluorescent Marker



#### Highlight

No pen pressure available. Used to stress on or remind of the key points of an article, which are displayed in a translucent color.

Can be used to mark up the key text or character strings, and can be most suitable for the purpose of online viewing.



#### About

System information, version information and copyright statement for Annotate for Word.

### 2.1.3 Introduction to Pen and Fluorescent Marker Tool Bars

When you open a Word document, you can choose to press either of Pen or Fluorescent Marker buttons to start handwriting annotations.

1. **Select Pen:** The handwritings drawn will be same as those drawn by a pen or a ball point pen, where the thickness of each stroke will remain unchanged from start to end. You can also select the color or thickness of penpoint before starting to write.

2 **Select Fluorescent Marker:** The handwritings drawn are displayed in a translucent color and similar to those drawn by a fluorescent marker. Fluorescent marker can be used to stress or the key areas of a document or highlight.



**Adjust the thickness of penpoint** Move the lever from right to left in the “Adjust Thickness” slide board, thereby adjusting the thickness of penpoint. From next stroke, new thickness will be adopted for the handwriting. (Support the Microsoft Word2003)



**Current thickness of penpoint** Thickness of penpoint currently displayed as a pixel, namely the minimum unit for image point on the screen.



**Select the color of penpoint** You can select the color of penpoint according to any color chip available in the color field. From now on, the handwriting drawn will be changed into the selected color, until the color is replaced again next time. In a non-drawing mode, choice of color will be ignored.



**Current color of penpoint** The left color chip below the color field will display the current color of penpoint.



**Restore** Cancel the last stroke. Press once to delete one stroke, until all handwritings are deleted.



**Delete** Delete all handwritings.



## Complete

When you complete annotations, press Complete to send out your handwritings, which can form a graphics object pasted in a Word document for editing.



Sending time can vary with different computer speeds and ram sizes. Now, the drawing mode is already terminated. If you still want to make annotations or draw graphics, press Pen or Fluorescent Marker buttons again to re-annotate after the transmission of graphics is completed.



If the file edition is not considered as a word document, paste of the graphics object will not be accepted and the graphics will be neither inserted into the file. At this time, the graphics will be temporarily saved on the clipboard, and you can use Paste to insert them into other files.



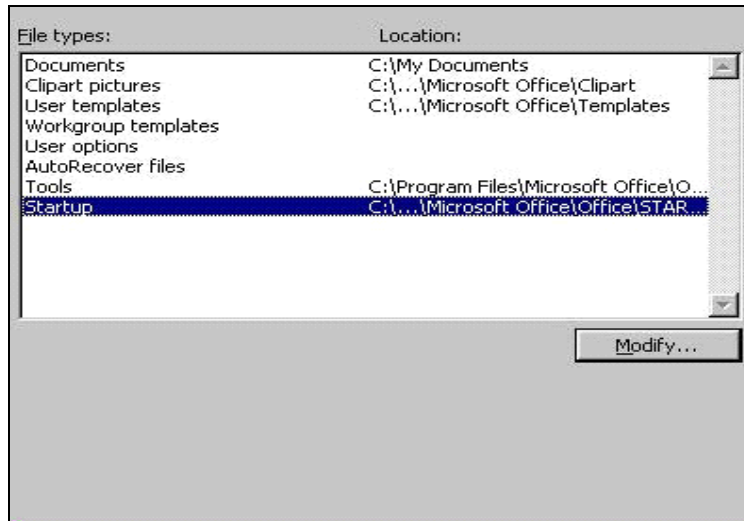
## Close

Close annotation or drawing mode immediately and delete all handwritings that are not sent out.



If Annotate for Word cannot be automatically added into the Word tool bar, please solve the problem by the following procedures:

- After the Word is opened, check if the Annotate in the Tool Bar under the View is activated. If not activated, please click on Annotate to activate it.
- If there is no option of Annotate in the Tool Bar under the View, please use the Pen System CD to reinstall the Annotate for Word ( Only reinstall the Annotate for Word).
- If you still cannot add the Annotate for Word into the Word tool bar, click on the “Options” under the “Tool” in the drop-down menu, and check the location of activation in the File Location (See figure below). Then, copy PenSuite\Annotate\cht\annotate.dot in the CD into that location. If that position is empty, designate the location to C:\Program Files\Microsoft Office\Office\Startup.



## 2.1.4 Highlight

### Apply Highlight

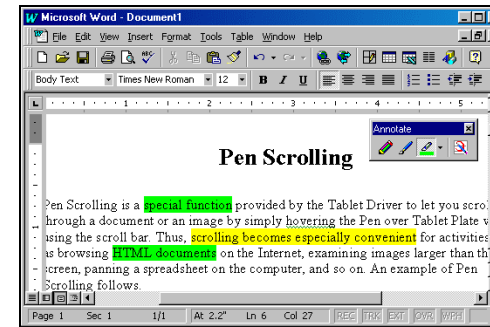
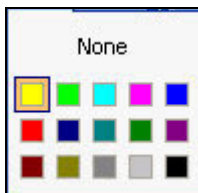
Press down , and select the “text or graphics” to be highlighted.

### Close Highlight

Press the  button again, or press the [ESC] button.

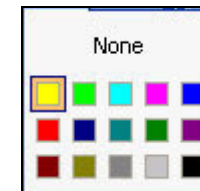
### Change Highlight Color

Press the arrow  to the right of , and then press the color to be used.



## Remove All or A Part of Highlights in the File

1. Select the highlighted text to be removed, or press CTRL+A to select all text in the file.
2. Press the arrow  to the right of , and then press None.



## 2.2 PenNotice

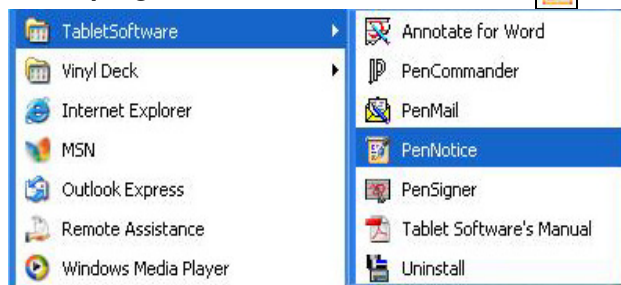


Under the 「PenNotice」 software, you can catch up the pictures on the screen, and then put the annotations or insert the texts and pictures when doing the presentation, sending email or saving those pictures.

### 2.2.1 “Access” PenNotice Program

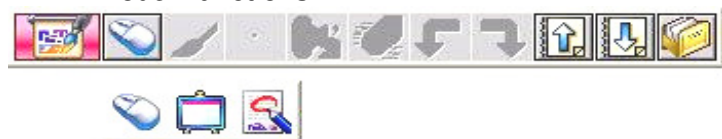
In order to access the PenNotice, start on the lower left corner of the screen

「StartUp」 ► 「All programs」 ► 「TabletSoftware」 ► PenNotice



## 2.2.2 Introduction to PenNotice Toolbars

### 2.2.2.1 Model Functions



#### Mouse Model

Set the functional keys as mouse states.



#### White Board Model

Functions same as traditional white board for writing or drawing on windows.



#### Annotation Model

Catch up pictures and annotate text on the desktop of screen.

### 2.2.2.2 Mouse Model



#### Mouse

Set key functions as mouse one.



#### Page Up

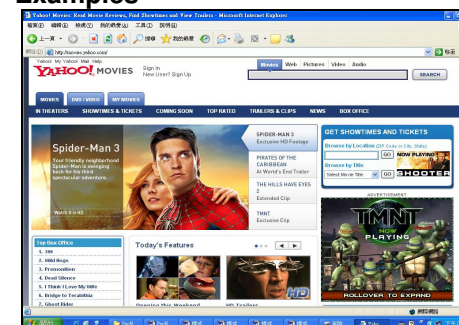
Same as Keyboard's PAGE Up function



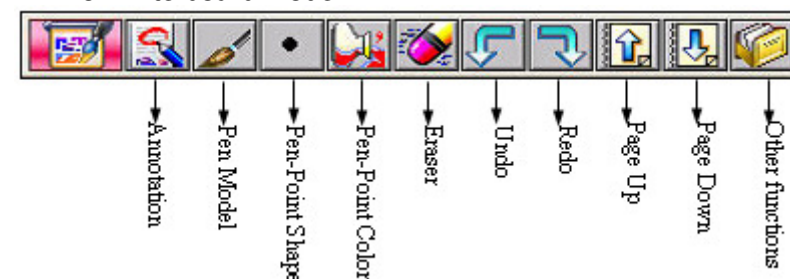
#### Page Down

Same as Keyboard's Page Down function

### Examples



### 2.2.2.3 White board Model



#### White Board Electronic White Board



#### Pen Model

Change Pen's pattern. Left to right. (Brush, Pen, Fluorescent Marker)



**Brush Pen** With pen pressure function and similar to a Chinese brush pen, as there can be variations in the thickness of handwritings if pressure is too low on one stroke.



**Pen** No pen pressure available. Its touch is just like a pencil.



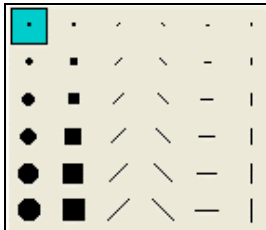
**Fluorescent Marker** It can be used to stress on or remind of the key points of an article, which are displayed in a translucent color.



After selecting the Brush or Fluorescent Marker, you can annotate or draw anything on the screen. Before writing, you can set the color of pen point or adjust the thickness or shape of pen point, produce different creative drawing method.



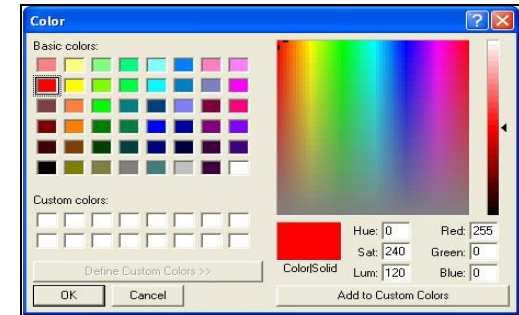
**Pen point and Shape-** Adjust the thickness and shape of pen point. Styles of handwriting can be displayed in round shape, square shape and various marker pen shapes, and in 6 sizes, which can be combined to produce different creative drawing methods.



**Select color of pen point** - Able to select different colors of different pens. Select and change colors.



**Select more different colors** Choose color and press the confirm key



**Eraser** Select the part you wish to delete and delete text stroke by stroke.



**Undo** Return to previous action



**Redo** Return to the action before last restoration.



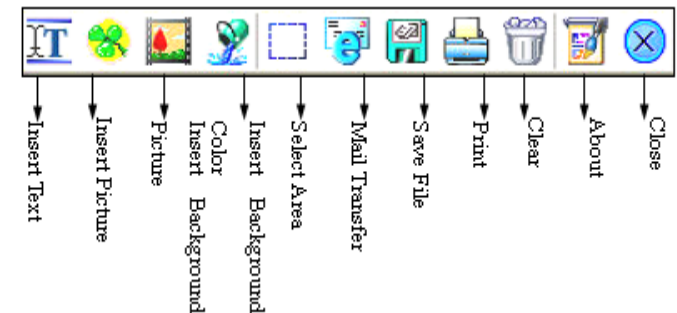
**Page Up** 1. Same function as keyboard's Page Up  
2. Back to last page.



**Page Down** 1. Same function as keyboard's Page down  
2. Able to open new page or move to next one.

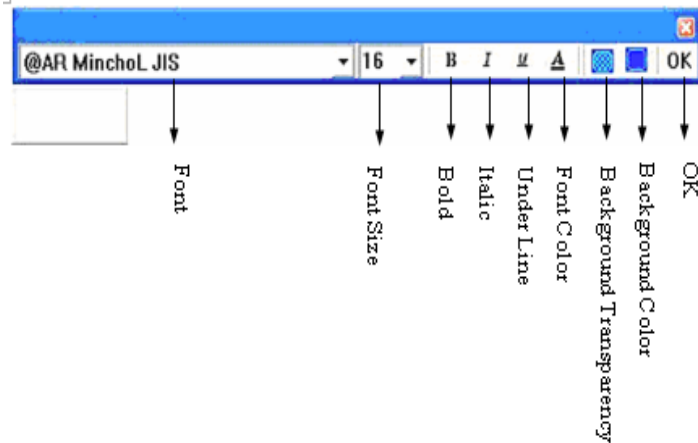


**The selections for other functions as following:**



**Insert Text** Able to insert any text in any applications, the function shows below:

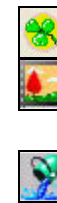
1. After selecting the Insert Text button , click and select the location where you wish to insert text and drag an "Input Box" by yourself.



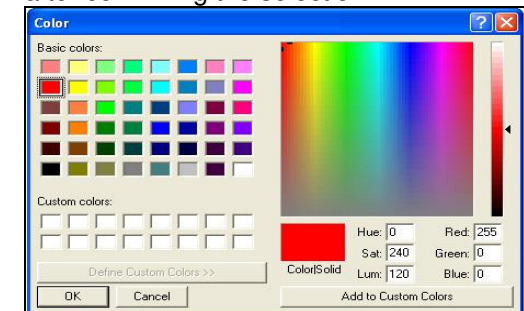
2. An Input Box will appear at the location where text is inserted, and an "Insert Text" tool bar will appear on top of this box.
3. Start to insert text. (If you want to leave the Insert Text application, press the "ESC" key to leave).
4. After confirming the inserted text, please click the  (Close) button and stop inserting the text.
5. Now, text in the input box will form a text box at the location where the text is inserted.
6. Press the  (Save) button and now a dialog box asking whether to save will pop up. When confirming the route and press the Save button, the inserted text will be saved at the location of insertion to become either a JPG or a Bitmap image file.

 Various functions of Insert Text are based on the principle of consistency for the whole Input Box, while no separate adjustment is made for a single Line or a single Word. The size of Input Box will be flexibly adjusted in line with the text inserted. Below are the explanations for various functions:

1.  **Font:** You can change the fonts of inserted text.
2.  **Font Size:** You can change the font size of inserted text.
3.  **Bold:** you can change the inputted text into the bold fonts.
4.  **Italic:** you can change the inputted text into the bold fonts.
5.  **Underline:** You can underline the inputted text.
6.  **Font color:** You can change the color of inputted text.
7.  **Background Transparency:** You can change the background of inputted text into a transparent color.
8.  **Background color:** You can change the background color of inputted text.
9.  **Input:** Insert the inputted text.



- Insert picture** Able to insert picture on the page.
- Insert Background Image** You can select and insert an image into the page as your background.
- Insert Background Color** Select a color as background
- Select more colors** Select more colors and insert the background color after confirming the selection.



- Select Area:** After selecting any part of picture, you can press  「save file」 or  「Email」 functions.

or Email



If you feel dissatisfied with the selected field and want to re-select another field, you do not need to click on the function button or close the application, but can directly drag the newly selected field.



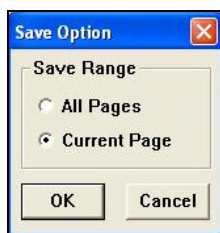
**Delete All**

Delete the added text and image drawn.

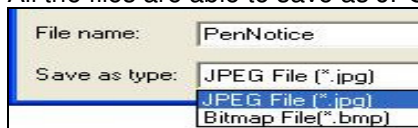


**Save Files**

If you would like to save all the handwriting into a file, then please select 「all the pages」 or single one and press the confirm button.



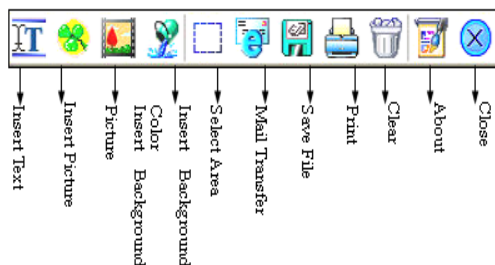
All the files are able to save as JPG or BMP file.



**Clear**

Clear all the pages

After drawing on the desktop, select the and other functions, then the clear button will be come out.



**Print**

Print the current document



**About**

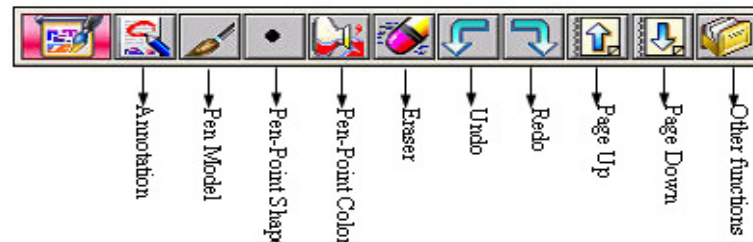
Display the 「PenNotice」 system, version information and copy right statement.

### Example



Open the PenNotice software on windows, you can start the functions of whiteboard for writing or drawing.... etc.

### 2.2.2.4 Annotate Model



**Annotation**

Select and annotate the screen windows for any signs or words, then save the picture as a file.



Activate the Annotate from PenNotice and the cursor will change into the icon at the right side Also, there will a yellow square frame line covering the whole screen to remind you that you are using Annotation; This frame line will disappear after you close the application and will not be left in your file. As long as the Annotate tool bar appears on the screen, you can start to annotate right away.



**Pen Model**

Same as section 2.2.2.3



**Adjust the thickness and shape of pen point** the Same as section 2.2.2.3.



## Select the color of Pen point

You can select the colors of brush pen and pen inks.

Same as section 2.2.2.3.



## Eraser

Same as section 2.2.2.3.



## Undo

Same as section 2.2.2.3.



## Redo

Same as section 2.2.2.3.



## Page Up

Same as section 2.2.2.3

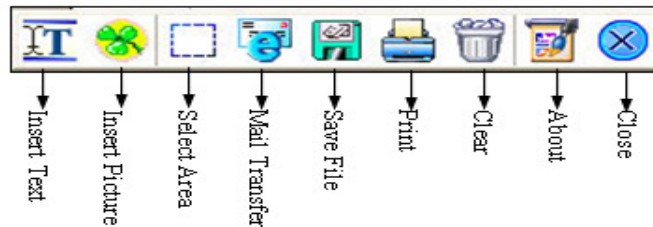


## Page Up

Same as section 2.2.2.3



## The selections for other functions as following:



## Insert Text

Same as section 2.2.2.3



## Insert Picture

Same as section 2.2.2.3



## Select Area:

Select any part of picture for saving or sending out.

Same as section 2.2.2.3



## Mail Transfer

Send an Email to Outlook that included the picture shows in the computer screen.



The function not supported yet by Vista windows Email.



## Save Files

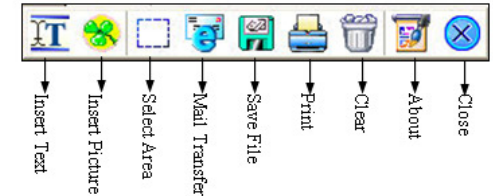
Same as section 2.2.2.3



## Clean

Clear all the data pages.

After drawing on the desktop, select the  and other functions, then the clear button will be come out.



## Print

Same as section 2.2.2.3



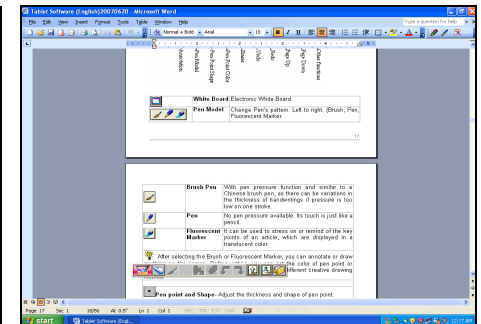
## About

Same as section 2.2.2.3



Close 「Esc」 Same as section 2.2.2.3

## Examples



Open the MS Office on windows, you can start the functions of PenNotice for writing, annotating or drawing.

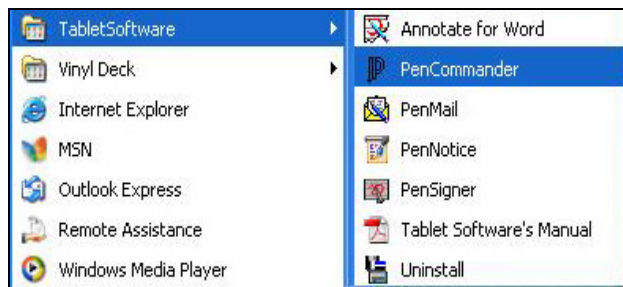
## 2.3 PenCommander



PenCommander allows you to rely on handwritten symbols on the pen tablet to open any program or document, Internet, and virtual buttons or play wav files, insert text, and use menu functions or system commands.

### 2.3.1 “Access” PenCommander

In order to press the button at the lower left corner of screen, 「Start」 ▶ 「All programs」 ▶ 「Tablet Software」 ▶  PenCommander



After accessing the PenCommander, the small icon for PenCommander  will be appeared on the tool bar at the lower right corner of the screen. When you write or draw anything on the digital tablet, the cursor will be change into the icon .

### 2.3.2 “Pause” PenCommander

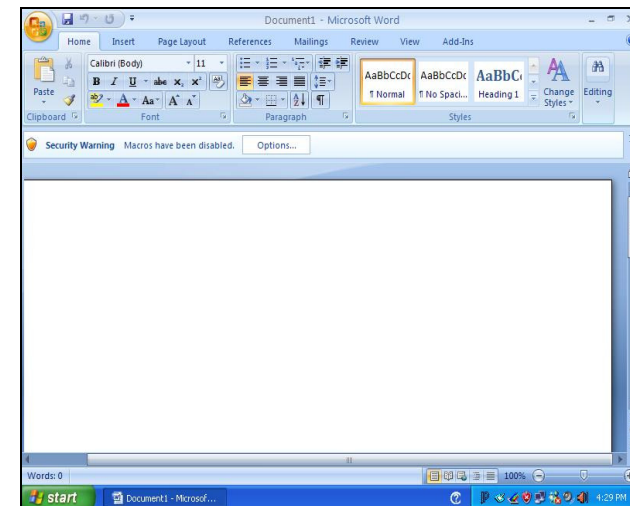
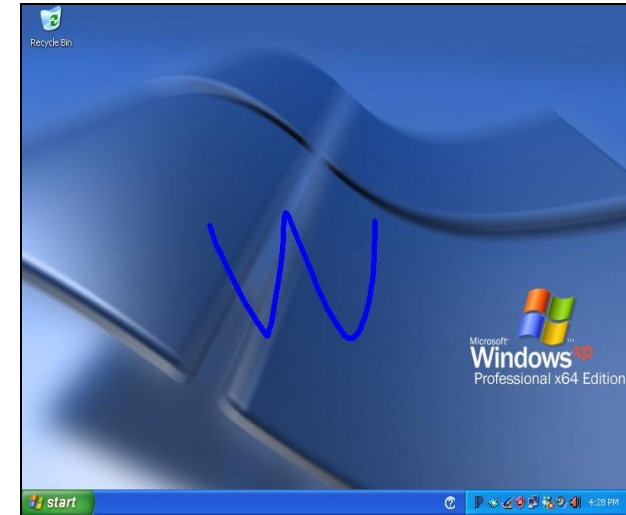
Select the small icon  on the tool bar at the lower right corner of the screen. Now, this icon will be changed into , which means pausing the PenCommander. Click  again, and the small icon will be changed back into , and you can start to use PenCommander.

### 2.3.3 Application of PenCommander

- **Open the Microsoft Word by PenCommander.**

From the upper-left corner, write a W, while the handwritten symbol shall be correctly recognizabled. The small icon at the lower right corner will change into

a blue color , make a tick sound and open the Microsoft Word.



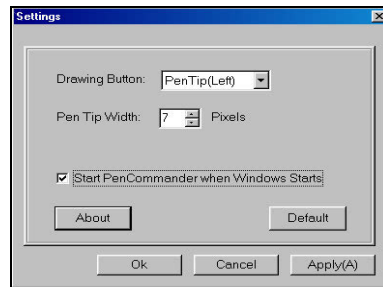
### 2.3.4 Tool Setup for PenCommander



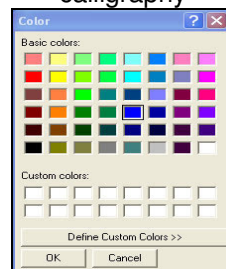
#### Setup

You can set up the ink button, ink width and ink color for pen commanded calligraphy.

Move the cursor to the small icon  for PenCommander on the tool bar at the lower right corner of the screen. Press the UP button on the digital pen (equivalent to the Right Mouse Key), and select the option of Reset Function. Then, move the cursor to the Setup Button, and this button will change into . Press the Setup Button, and there will be a setup of the following screen:



- (1) **Ink Button:** You can only write symbols by pressing down the ink button. You can rely on your personal habits to set up the ink button as penpoint(left mouse key), or as second pen button( right mouse key).
- (2) **Ink Width:** You can set up the ink width with its unit as pixel. The larger the number, the thicker the pen written stroke.
- (3) **Ink Color:** You can set up the color of pen-commanded calligraphy



- (4) **Activate PenCommander When Windows System Is Started:** When this option is selected, the PenCommander will be activated when Windows system is started.
- (5) **About Button:** Press About Button and system information, version information and copyright statement for PenCommander will be displayed.
- (6) **Default Value:** When Default Value Button is pressed, PenCommander will be reset to the initial setup value when the driver was just installed.



#### Close

Move the cursor to Close and this button will change into . Press the Close button and you can close the defining screens for all symbols.



#### Uninstall

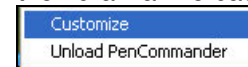
Move the cursor to Uninstall PenCommander, and this button will change into . Press the Uninstall PenCommander button to uninstall the PenCommander.

### 2.3.5 Symbol Definition for PenCommander

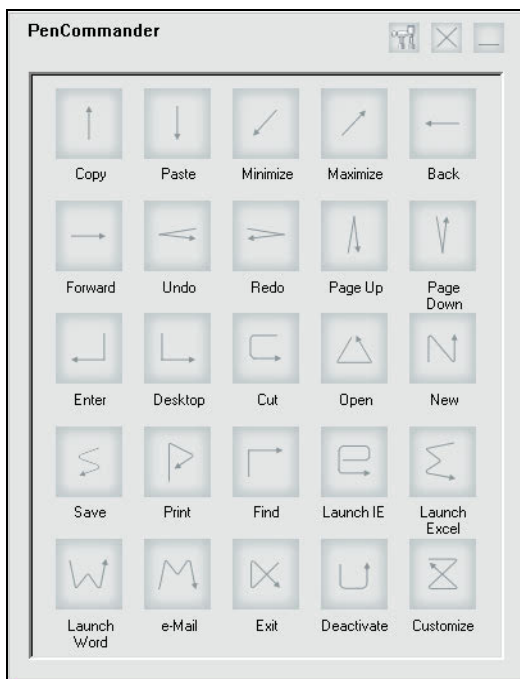
At the time of first use, please refer to definition screens for all symbols. There are two ways of reset function as below:



1. **Reset Function:** Write a capital Z from top to bottom, and then draw a line back to the starting point.



2. **Reset Function:** Move the cursor to the small icon  for PenCommander on the tool bar at the lower right corner of the screen. Press the UP button on the digital pen (equivalent to the Right Mouse Key), and click and select the option of Reset function. The definition screen for all symbols will appear as shown below:



### 2.3.6 How to use instructions of PenCommander

When you write or draw anything on a digital tablet, the cursor will be changed into the icon as the right . When written symbols are recognized, the small icon will be changed into a blue color , and make a tick sound to execute the designated commands. When written symbols are not recognized, the small icon will change into the red color , and make a beep. Now, there will be no execution.



The computer will only make a tick sound or a beep when its volume is opened.

#### (1) Cut and Paste



: Copy: Draw a direct line like the capital numeric1 from bottom to top.

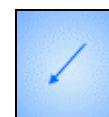


: Paste: Draw a direct line like the capital numeric1 from top to bottom.



: Cut: Draw a curve like a lying block capital U from top left to right.

#### (2) Minimize and Maximize the Window



: Minimize: Draw a direct line from top right to lower left.



: Maximize: Draw a direct line from lower left to top right. When restoring the maximized window to its original size, please re-draw the symbol signifying Maximize.



: Desktop: Minimize all windows, and draw a direct line from top to bottom, and then turn it to right for 90 degrees. If you wish to restore all windows after minimizing them, please re-draw the symbol for desktop.

#### (3) Browse



: To next page, draw a direct line from right to left ( designed for Internet Explorer).



: To next page, draw a direct line from right to left ( designed for Internet Explorer).



: First page, draw a direct line from top to buttom and then turn back following the original line.



: Last page, draw a direct line from bottom to top and then turn back following the original line.

To scroll pages, please hold on first pen button ( button near the penpoint), and move the penpoint on the digital tablet up and down in the air ( pen type scrolling).

#### (4) Edition



: Restore, to PreRestore in such text editors as Word, Excel and WordPad, draw a direct line from right to left and then turn back following the original line.



: Redo, draw a direct line from right to left and then turn back following the original line.



: Input, draw a direct line from top to bottom and turn the line to left for 90 degrees.



: Search, draw a direct line from top to bottom and turn the line to right for 90 degrees.

#### (5) Access and stop programs



: Open the Word, to activate the Microsoft Word, draw a curve like a lying, block capital W from top left corner to lower right.



: Open the Excel, to activate the Microsoft Excel, draw a curve like a lying, block capital W from top right corner to lower left.



: Email, to active e-mails, draw a curve like a block capital M from lower left to top right.



: Open IE, to activate the Internet Explorer, please draw a curve like a small letter e in block from the middle.



: End, to leave the application program, draw a diagonal from top right to lower left, and then draw a direct line upwards and finally draw another diagonal from top left to lower right to end.



: To pause PenCommander, draw a curve like a block capital U

from top to bottom.

## (6) File Commands



: To open an old file, draw a counterclockwise triangle from the middle at top left.



: To open a new file, draw a curve like a block capital N from lower left and upwards.



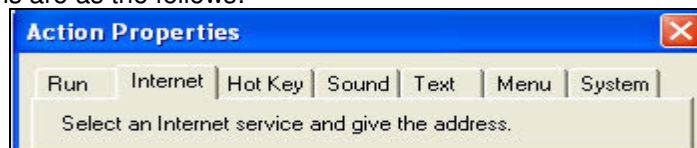
: To save a file, draw a curve like a block capital S from lower right and downwards.



: To print a file, draw a curve like a block capital P from lower left and upwards.

## 2.3.7 Reset Functions of PenCommander

By pressing various pen command buttons, you can implement the PenCommander edition, where each PenCommander application can have seven functional options, but can only execute one function each time. Detailed instructions are as the follows:



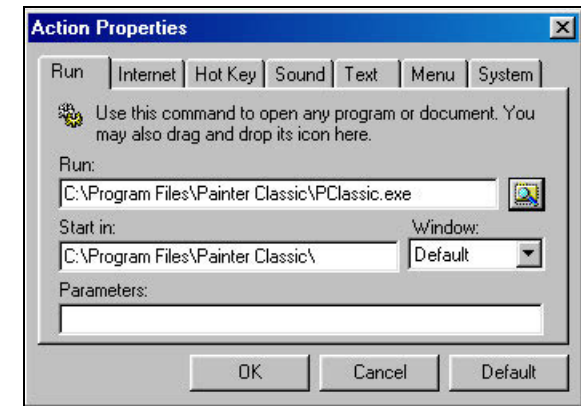
## Execute

Execute Button: You can open any application program or document.

You can either type in the route and file name directly, or click the browse button  to select.

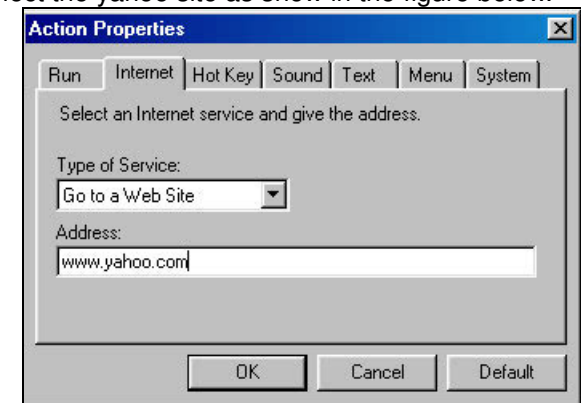
Except for application programs or files, you can also designate the directory location at the start of execution and provide the parameter value for executing the applications.

For example: select the browse button , and find out the Pclassic.exe, the execution file for Painter Classic to start Painter Classic as shown in the figure below:



## Internet

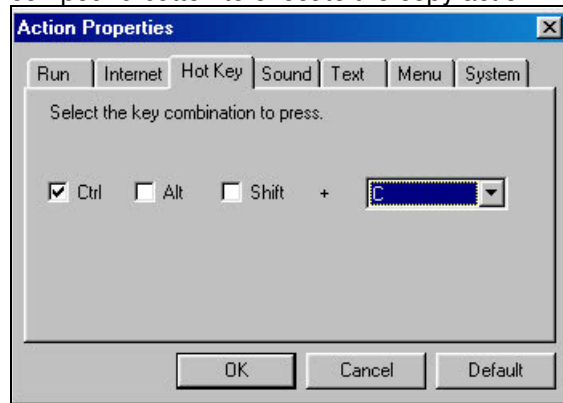
Internet Button: select internet services such as web sites and emails. For instance, when you try to select a web site under the Service Categories, you enter the web address [www.yahoo.com](http://www.yahoo.com) to connect the yahoo site as show in the figure below.



## Shortcut Key

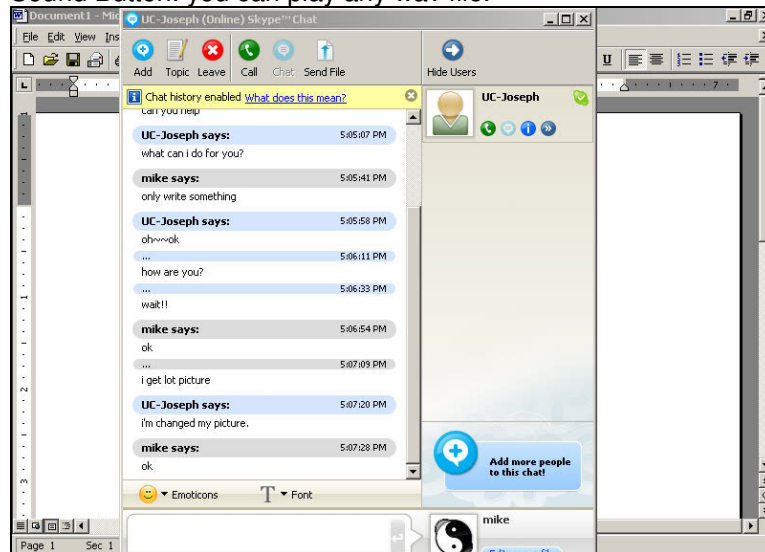
Shortcut Key: Virtual button combinations can be available in any PenCommander application.

For instance: press the  copy button and set up the Ctrl+C compound button to execute the copy action.

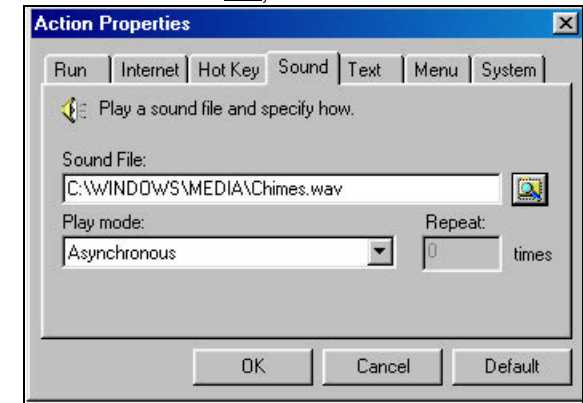


## Sound

Sound Button: you can play any wav file.

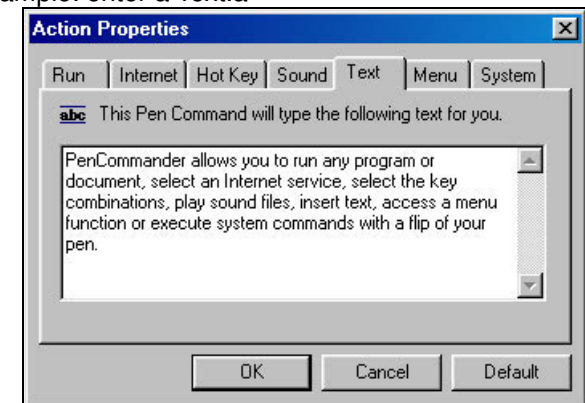


You can either type in the route and file name directly, or click the browse button  to designate the playing features. For example: select the browse button , and find the Chimes.wav to play.



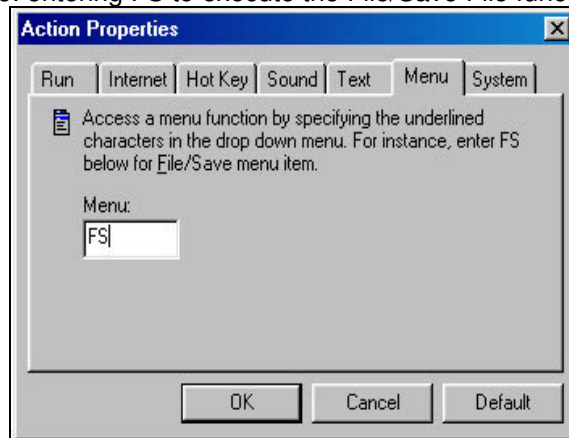
## Text

Text Button: text that can be entered into the edition area.  
For example: enter a Text.a



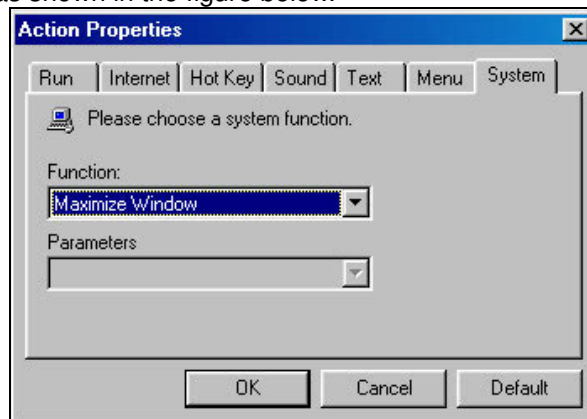
## Menu

Menu allows you to enter the underline characters into the blank spaces below so that you can use the menu functions. For instance: entering FS to execute the File/Save File function.



## System

System Key: allows you to set up one system function, as well as the parameter value for this system function. For example, if you choose Maximize the Window, you will maximize the window in using as shown in the figure below.



### 2.3.8 Limitations of PenCommander

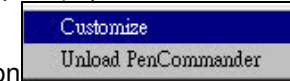


PenCommander shall be used in combination with the digital tablets that UC-Logic Technology Corp produces, and shall not be applicable to the digital tables or mice on the market, which are produced by other manufacturers.

### 2.3.9 Startup PenCommander with Windows System

#### STEP-1

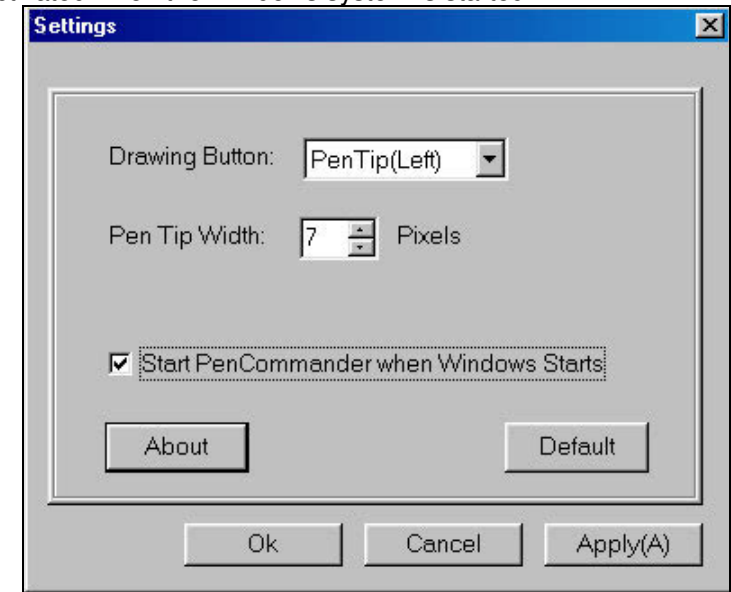
Move the cursor to the small icon  for PenCommander on the tool bar at the lower right corner of the screen. Press the UP button on the digital pen (equivalent to the Right Mouse Key), select the



Reset Function  and press the  Setup of PenCommander.

#### STEP-2

Tick Activate PenCommander When Windows System Is Started, and press the Confirm button. Laterly, PenCommander will be activated when the Windows system is started.



### 2.3.10 Uninstall PenCommander

There are two methods :

#### Step 1

Move the cursor to the small icon  for PenCommander on the tool bar at the lower right corner of the screen. Press the UP button on the digital pen (equivalent to the Right Mouse Key), and select the Uninstall



PenCommander to terminate the

PenCommander.

## Step 2

Move the cursor to the Uninstall PenCommander button and this button will change into . Press the Uninstall PenCommander button and this application can be uninstalled.

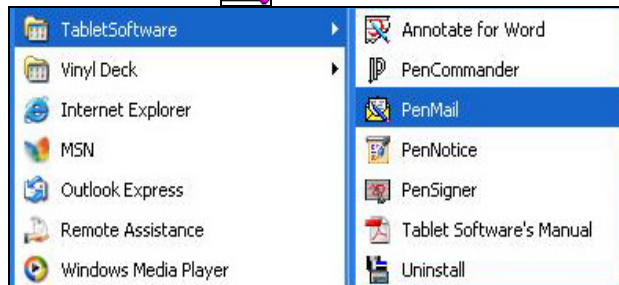
## 2.4 PenMail



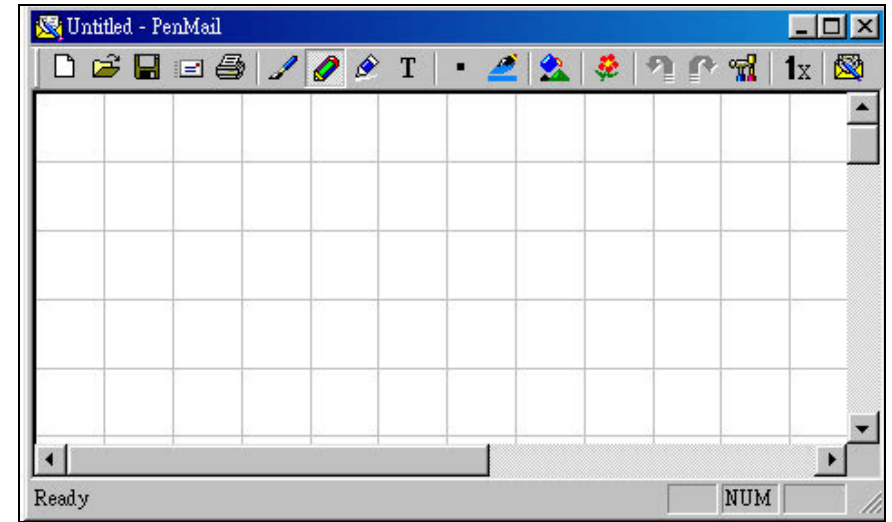
PenMail allows you to deliver your autograph letters to your families and friends over the Internet, where the recipients can receive the mails with your genuine handwritings rather than those with impassible printed characters. Besides, you can freely select background and insert computer text& images to enrich the contents of your letters.

### 2.4.1 “Access” PenMail

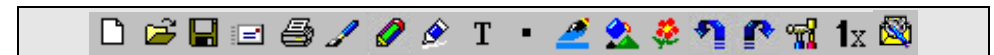
At the lower left corner of the screen, press in succession Start►All Programs►PenSuite►PenMail 



Now, the PenMail tool bar will appear on the screen and the cursor will turn out to be  as shown in the right figure.



### 2.4.2 Introduction to PenMail Toolbars



Other functions are explained as the follows:



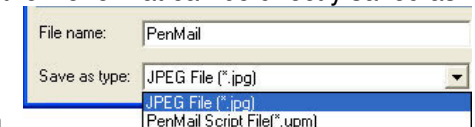
**Open New File** Open an new page



**Open Old File** Open an existent file.  
 Open the \*.upm file format for PenMail.



**Save the File** Allow you to save the current page directly.  
 Now, the file format can be directly saved as



jpg or upm.



**Mail Delivery** Send the current file via the email software with the file format transferred as a JPEG file.



**Print** Print the current document.



## Brush Pen

With pen pressure available. But similar to a Chinese brush pen as there can be variations in the thickness of handwritings if pressure is too low on one stroke.



## Pen

No pen pressure available. Its touch is just like a pencil.



While selecting brush pen/pen for handwritten graphics, you can make annotations or draw graphics at any part of the screen and can select the color or thickness of penpoint to adjust the features of next stroke.



## White-Out

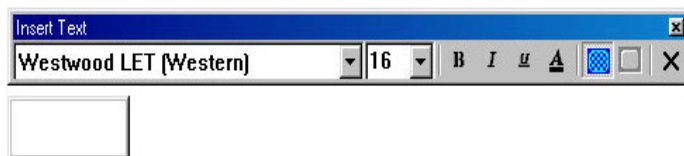
White-out can be used to correct the wrong words, images or paper background, and grid lines can be likewise deleted (grid lines are used for ensuring the calligraphic orderliness, and recipients will not see them after the mail is transferred). If a background image is selected as the paper background, the white-out would be in the white color; If a background color is selected as the paper background, the white-out would vary in accordance with such a color.



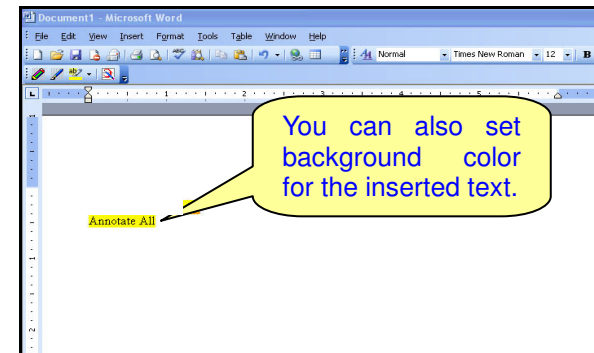
## Insert Text

You can insert computer text in any application program.

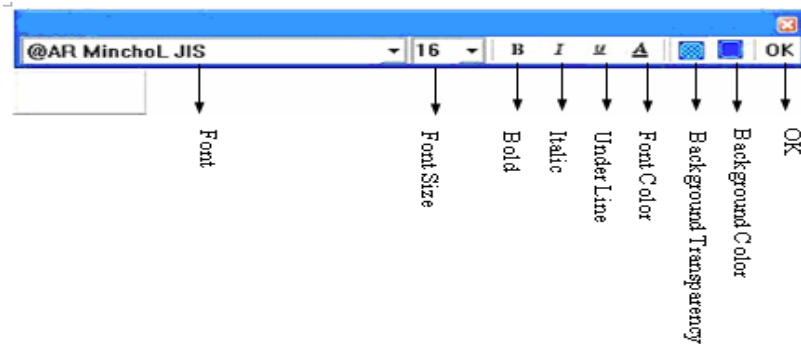
- After selecting the  Insert Text button, click and select the location where you wish to insert text and drag the "Input Box" to the appropriate input area



- An Input Box will appear at the location where text is inserted, and an "Insert Text" tool bar will appear on top of this box.
- Start to insert text. (If you want to leave the Insert Text application, press the "ESC" key to leave).
- After confirming the inserted text, please click the  (Close) button and stop inserting the text.
- Now, text in the input box will form a text box at the location where the text is inserted.
- Press the  (Save) button and now a dialog box asking whether to save will pop up.
- When confirming the route and press the Save button, the inserted text will be saved at the location of insertion to become either a JPEG or a Bitmap image file.



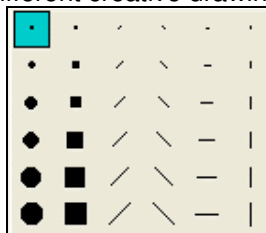
Various functions of Insert Text are based on the principle of consistency for the whole Input Box, while no separate adjustment is made for a single Line or a single Word. The size of Input Box will be flexibly adjusted in line with the text inserted. Below are the explanations for various functions:



1. **Font:** You can change the fonts of inserted text.
2. **Font Size:** You can change the font size of inserted text.
3. **Bold:** you can change the inputted text into the bold fonts.
4. **Italic:** you can change the inputted text into the bold fonts.
5. **Underline:** You can underline the inputted text.
6. **Font color:** You can change the color of inputted text.
7. **Background Transparency :** You can change the background of inputted text into a transparent color.
8. **Background color:** You can change the background color of inputted text.
9. **Close:** Insert the inputted text.

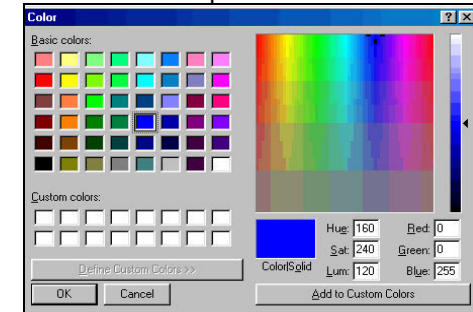
### Adjust the thickness and shape of penpoint

Styles of handwriting can be displayed in round shape, square shape and various marker pen shapes, and in 6 sizes, which can be combined to produce different creative drawing methods.



**Select the color of penpoint --** You can select the colors of brush pen and pen inks.

Select the confirmed color and press the Confirm button.



### 1. Insert Background

**Color**

You can select the color for background.

### 2. Insert Background

**Image**

You can select the image you enjoy as the background.



If you choose to insert the Background Image, please select a image similar to a letter paper in size as much as possible. If the size of the selected image is smaller than the letter paper, then the image will be processed by way of Cutting Off the Portion over the Size of Letter Paper after the Constrained Scale-Up.



### Insert Images



Please select the image that is smaller than the letter paper. If the image you wish to insert is larger than the letter paper, the image will be processed by way of Constrained Scale-down.



Restore (Ctrl+Z)

Return to the previous action.



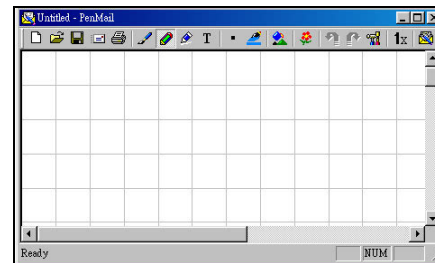
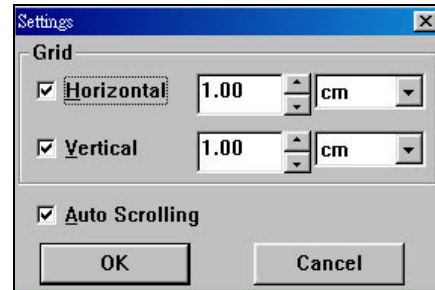
Cancel Restore ( Ctrl + Y)

Return to the action before last restoration.



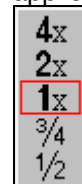
## Setup

You can set up the sizes of grid lines and whether the papers can be automatically scrolled ( See figure below) Grid lines are used for ensuring the calligraphic orderliness, and recipients will not see them after the mail is transferred



## Display Scale

Display the scales of current handwriting with five scales available, while high multiples can be used in case of calligraphy and low multiples can be applied in case of check.



## About

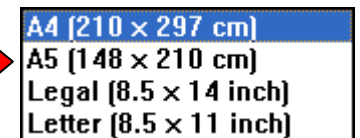
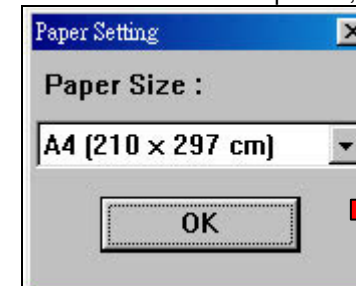
Display the system information ,version information and copyright statement for PenMail.

## 2.4.3 Setup writing format

### Select paper size

There are four paper sizes for choice, namely A4, A5, Legal and Letter. After the setup is complete, paper size used last time will be automatically loaded when opening the PenMail next time.

**STEP-1** After the PenMail is opened, press (Open New File)

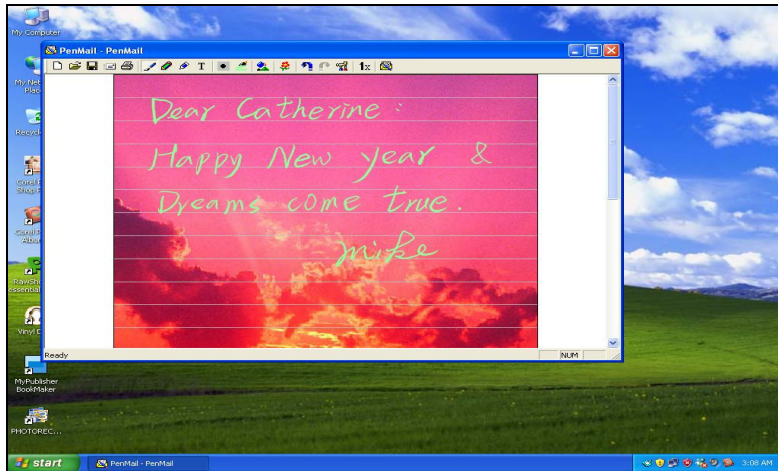


**Set up the shape, width and color of handwritings as well as the paper background color**

Please refer to the explanations for tool bar in the last section 3-4-2

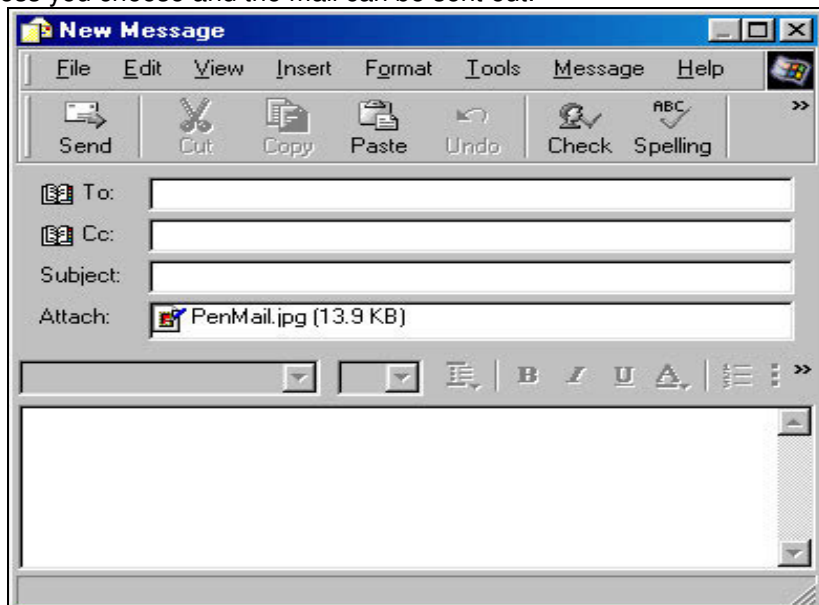
### 2.4.4 Start to write

When PenMail is opened, you can change the background and select the appropriate pen and pen color to write or insert images (See figure below). When you write more than one page, the number of pages will be automatically increased up to a maximum of five pages.



#### 2.4.5 Main Delivery

After you finish the writing, press the  Mail Transfer button, which will automatically open your preset email software and append the letter you just made in the form of an attachment to the email. Then, please enter the email address you choose and the mail can be sent out.



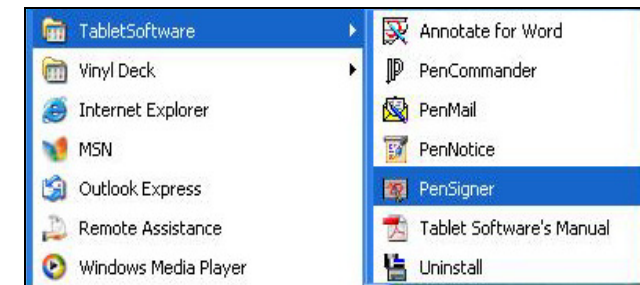
## 2.5 PenSigner



PenSigner can be used in combination with the text processing software, e-mail software and other application programs allowing image post. PenSigner will automatically transfer the handwritings in it into the file you are editing.

### 2.5.1 "Access "PenSigner

At the lower left corner of the screen, click in succession Start►All Programs►TabletSoftware►PenSigner 



The PenSinger tool bar will be appeared on the screen.



### 2.5.2 Introduction to PenSigner ToolBars



## Pen

No pen pressure available. Its touch is just like a pencil.



## Brush Pen

With pen pressure available. But similar to a Chinese brush pen as they can be variations in the thickness of handwritings if pressure is too low on one stroke.



💡 While selecting brush pen/pen for handwritten graphics, you can make annotations or draw graphics at any part of the screen and can select the color or thickness of pen point prior to any stroke to adjust the features of next stroke.

Shown in the figure below is the tool bar for both pen and brush pen. Please refer to section 2.5.3 for detailed explanations.



## System

options as described at the right:



### 1.Settings:



- **Auto Send after Timeout:**

If you tick this option, the PenSigner will automatically transfer the handwritings to the file when you wait for a while after you pen up. You can set the time of waiting in the Wait Option on the right with the unit as a millisecond If you do not tick this option, you



must select the “ Complete” button  after you sign so that the handwritings can be sent out.

- **Send then close this application:**

If you tick this option, PenSigner will be automatically closed after the handwritings are sent out .

## 2. About:

Display the system information, version information and copyright statement for PenSigner.

### 3. Close:

This option is used to close the PenSigner.



 **Display in English:**

This option is applied to select the applicable language when PenSigner uses an interface. Your system must support all languages. Otherwise, there may be garbled codes.



**Close**

Close the PenSigner software

### 2.5.3 Introduction to Pen and Brush Pen Toolbars

When any application software is activated, you can choose either Pen or Brush Pen button to start to execute the handwritten signature or graphics.

**1. Choose Pen:** The handwritings drawn will be as same as are those drawn by a pen or a ball point pen, where the thickness of each stroke will remain

unchanged from start to end. You can choose the thickness of penpoint before penning down to write.

**2. Choose Brush Pen:** Handwritings drawn will exhibit pen pressure and will be similar to fonts drawn by a Chinese Brush Pen.



**Adjust the thickness of penpoint** Move the lever from left to right in the Adjust Thickness sliding board so that the thickness of penpoint can be adjusted. From next stroke, new thickness will be adopted for the handwriting.



**Current thickness of penpoint** Thickness of penpoint currently displayed with its unit as pixel, namely the minimum unit for image point on the screen



**Select the color of penpoint** You can select the color of penpoint according to any color chip available in the color field. From now on, the handwriting drawn will be changed into the selected color, until the color is replaced again next time. In a non-painting mode, choice of color will be ignored.



**Current thickness of penpoint** The color filed will display the current color of penpoint.



**Recover** Cancel the last stroke. Press once to delete one stroke, until all handwritings are deleted.



**Delete** Delete all handwritings and being available for you to resign or redraw graphics.



**Complete** When you complete a signature, press Complete button to send out your handwritings, which can form a graphics object pasted in the current application software.



**Close** Close the drawing mode immediately and delete all handwritings that are not sent out.

### 3 · Frequently Asked Questions and Troubleshooting

#### After installed the Driver, why the Tablet Software is not working?

If the cursor can not move and follow the digital pen on the working area of tablet and no icon () displays on the lower right corner of system tray, that outcome means the driver of installation failed. Please check the following steps:

1. Please pull off the tablet's USB plug from the computer.
2. Remove the Tablet driver from the system.
3. Re-connect the Tablet's USB to the computer.
  - 3.1 Check whether the tablet's LED is blinking or not? If the LED unlighted, that means your tablet is fault.
  - 3.2 Test your wireless stylus pen on tablet working area, if it can work as a mouse, which means the hardware is OK. If it doesn't work, please change the battery with a new one.
  - 3.3 After changed a new battery for the pen, if it still not working, that means the hardware is fault.
4. You can free download the latest version of driver directly from our website.
5. Setup the new version of driver; it will require you to restart your computer.
6. After restart your computer, on bottom right of the screen, you can find the tablet icon () within there.
  - 6.1 If you can't find the tablet icon () on the bottom right of the screen, it means the driver fail in startup, It might cause by a incompatible issue.
  - 6.2 Check from [My Computer] ► [Properties] ► [Hardware] ► [Device Manager], if there is an exclamation mark occurs, it means the installed driver of tablet is incompatible with the windows system. If you have this problem, please contact us for more service.
7. By clicking the tablet icon () on the bottom right of the screen, you can test the pressure sensitivity to see whether the pen pressure function works or not.
  - ☆ If your tablet does not have the pen pressure, it means the pen might be faulty.

### Take Care of Your Tablet

To ensure the long life of the pen tablet you use, please effectively observe the following maintenance principles:

- When the pen tablet is not in use, please put the pen into the pen holder ( or place the pen flatly) to avoid the direct touch of refill on the panel and prevent the subsequent consumption of electricity.
- Store the product in a cool, dry place. Avoid placing it in a high temperature environment or putting a heavy object on it to cause damages to the panel.
- As this is an electronic product, please prevent the severe drop and shock of this product.
- Never soak this electronic product in any fluid. .
- Never store this electronic product under an extremely high or a sharply cold temperature, or in a place with relatively high humidity.
- Never disassemble the equipment discretionarily. Any damage thus incurred will not be remedied in our after-sale service.