GO Corporation

Getting Started

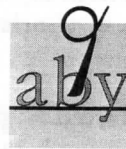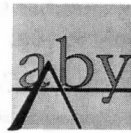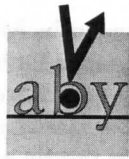# PenPoint™

Operating System

Getting Started

with

PenPoint

VERSION 1.0

GO CORPORATION

Welcome to *Getting Started with PenPoint.* As you can tell from its title, this booklet is designed to get you started using the PenPoint™ operating system. As you follow the examples, you'll use the **electronic pen** to control the computer with **gestures** and to print text on the screen. You'll learn how to find your way around the **Notebook** and its **menus** (lists of **commands** from which you choose).

Getting Started with PenPoint assumes that you know how to turn your computer on, and that the PenPoint operating system is **installed** on it. If you need to install PenPoint, see chapter 4, Installing Software, of *Using PenPoint.* If you need instructions about your computer, consult your hardware manual. You should also consult that manual for specific instructions for turning on and off your PenPoint computer.

It should take you fewer than 30 minutes to complete all the steps in the *Getting Started With PenPoint* booklet. When you want more detailed information about the PenPoint operating system, consult *Using PenPoint.*

Words in **bold** are either menu commands, if they're in the numbered steps of a procedure, or words defined in the glossary at the back of this booklet. Just before the glossary you'll find **gesture profiles** that show you how to draw the gestures used in this booklet.

Using Menus

You can give commands to the PenPoint operating system by drawing gestures or using menus. You can practice using menus in the Notebook **Table of Contents**.

The Notebook Table of Contents shows you what's in your Notebook and lets you move quickly to any **document**. If you don't see the Table of Contents when you first turn on your computer, a previous user may have turned to another page in the Notebook. If so, follow the instructions below.

To return to the Notebook Table of Contents:

1 Tap ⸢ the Contents **tab** on the right-hand side of the screen.

The Table of Contents lists the **sections** and documents in your Notebook.

```
Notebook: Contents                    ‹ 1 ›
Document  Edit  Options  View  Create

Name                                        Page
  ▢  Read Me First.............................  2
  ▢  Samples ..................................  3
       ▢  New Product Ideas....................  4
       ▢  Package Design Letter ...............  5
```

Section names are in bold. Sections are like folders, or containers for documents.

Documents and sections are shown with different icons.

```
 ?        ✓‖        ⇄           ▢          ▦          ⬇         ⬆
Help   Settings  Connections  Stationery  Accessories  Keyboard  Inbox  Outbox
```
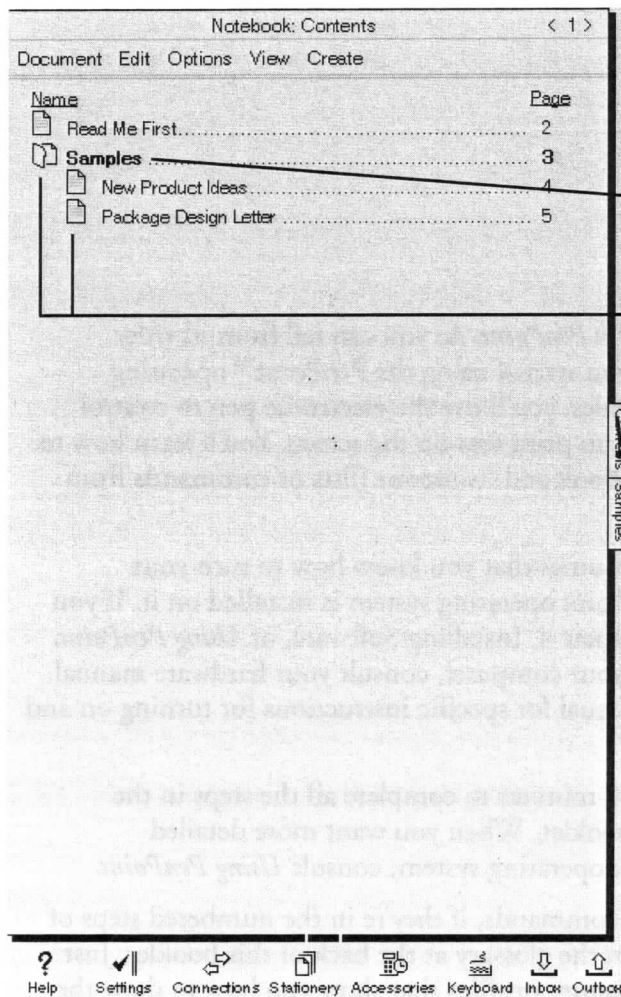
You can **collapse** sections in the Table of Contents when your Notebook fills up
and you want to conserve space on the screen.

To collapse the Samples section:
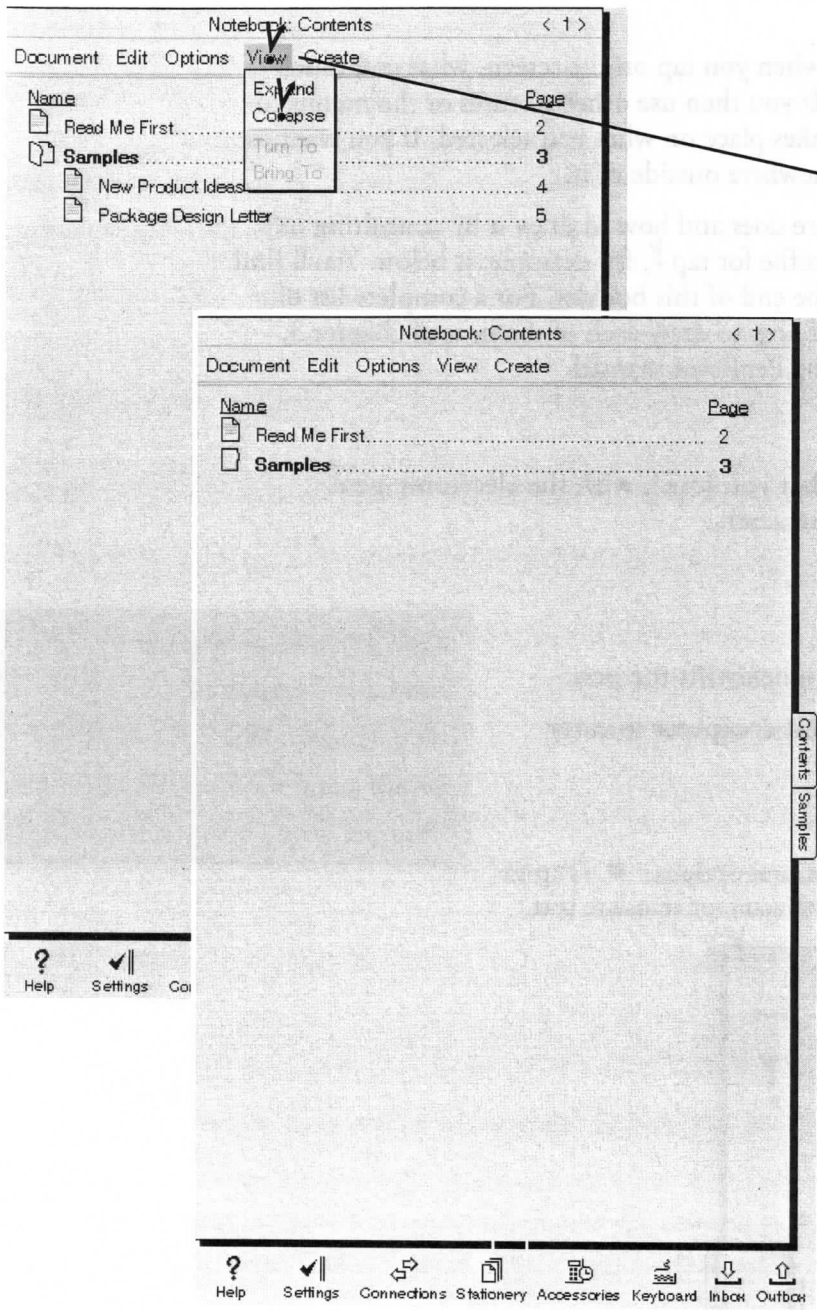
2 Tap ʏ (touch lightly) with the tip
of the electronic pen on the word
View near the top of the screen,
and then lift the pen away from
the screen.

The **View menu** opens to show you
a list of choices.

3 Tap ʏ the word **Collapse** and lift
the pen away from the screen.

The background behind the word
Collapse turns dark briefly. Then
the menu closes and the Samples
section collapses, no longer showing
you the documents it holds.

Now you see that menus open when you tap ʏ on them, showing a list of
choices. At the top of the screen, all of the words in the line with the word
View in it are menus; the choices they list are called commands. You activate
a command by tapping on it as well.

You can also use gestures, instead of menu commands, to **expand** and collapse sections. Double
tap ∴ʏ (touch lightly twice) on the word Samples to expand that section. To double tap something,
you tap lightly on it twice in quick succession, then lift the electronic pen away from the screen.

Using Gestures

When you tap ⟍ on the screen with the electronic pen, you are making a **gesture**. You use gestures, along with the commands in menus, to tell PenPoint what to do.

You've probably noticed that when you tap on the screen, what you touch darkens to show it's **selected**. If you then use other gestures or the menus to give a command, the action takes place on what you selected. If you want to **deselect** something, tap ⟍ somewhere outside of it.

You can find out what a gesture does and how to draw it by consulting its gesture profile. The gesture profile for tap ⟍, for example, is below. You'll find profiles for other gestures at the end of this booklet. For a complete list of gestures and an explanation of how to draw each of them, read chapter 3, Drawing Gestures, in the Using PenPoint manual.
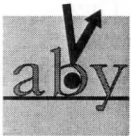
a b y   **Tap**   Selects or activates what you touch with the electronic pen.
In text, selects one character.

■ What Works

Touch the screen lightly, then quickly lift the pen.

Wait a moment for the PenPoint computer to carry out your instructions.

■ Where It Works

Tap to choose menus, commands, and options. ■ Tap to turn pages, open icons, select a character, or translate text.

■ What Doesn't Work

Pressing too hard.

Tapping repeatedly.

Coloring in the tap.

Hovering too close to the screen after tapping.

Notebook: Contents   < 1

Document Edit Options View Create

Name   Page
Read Me Firs   Layout...
                Controls...   2
Samples...   Comments...
  New Product Ideas ....
  Package Design Letter 5

New Product Ideas   4

Document Edit Options View Insert Case

Eggplant dip
(We'll need a catchy name for this.) This is a
variation on babaganoush that I think will stand
up well to long-term shelf storage. It involves
roasting the eggplants (which we can do in
bulk) and then smashing them with garlic,
lemon, olive oil and spic
some problems with the   New Product Ideas ▶ Character
the top of the jar, which
but I'm sure we can find   Font: ▶ Roman (URW)
solve this.
                           Size: ▶ 12

                           Style: ✓ Bold
                                     Italic
                                   ✓ Small Caps
                                     Strike-thru
                                     Underline
                                     Heavy Underline

                           Apply   Apply & Close

Setting the Handwriting Style

You can use the tap ⅋ gesture you've just learned when you want to do other things in addition to opening menus and choosing commands. For example, you use taps to set preferences, such as telling the PenPoint operating system you prefer to write in mixed case letters, not all upper case.

To set the preference for mixed case:

4 Tap ⅋ Settings at the bottom of the screen (on the **Bookshelf**) to see the **Settings notebook**.

PenPoint shows you it's carrying out your command by displaying a line under the Settings icon and the **busy clock** right above it.

5 Wait until the clock goes away.

You see the Settings notebook's table of contents page.

```
┌─────────────────────────────────────────────┐
│         Notebook: Contents          < 1 >    │
├─────────────────────────────────────────────┤
│  Document  Edit  Options  View  Create       │
│                                               │
│  Name                              Page       │
│  📄 Read Me First .................  2        │
│  📂 Samples .......................  3        │
│     📄 New Product Ideas ..........  4        │
│     📄 Package Design Letter ......  5        │
│                                               │
│    ┌──────────────────────────────┐          │
│    │          Settings            │          │
│    │  Preferences                 │          │
│    │   ❑ Writing      ❑ Date      │          │
│    │   ❑ Pen          ❑ Time      │          │
│    │   ❑ Fonts & Layout ❑ Sound   │          │
│    │   ❑ Float & Zoom ❑ Power     │          │
│    │                              │          │
│    │  Installed Software          │          │
│    │   ❑ Applications ❑ Dictionaries│        │
│    │   ❑ Services     ❑ Fonts     │          │
│    │   ❑ Handwriting  ❑ User Profiles│       │
│    │   ❑ Gestures                 │          │
│    │                              │          │
│    │  Status                      │          │
│    │   ❑ Storage Summary ❑ PenPoint│         │
│    │   ❑ Storage Details          │          │
│    └──────────────────────────────┘          │
│   ┌─┐                                         │
│   │L│                                         │
│   └─┘                                         │
└─────────────────────────────────────────────┘
  ?        •       ⇄          🗐
 Help   Settings Connections Stationery
```

6 Tap ⅋ Writing in the Preferences section of the table of contents.

This turns you to the Writing page.

```
┌──────────────────────────────────────┐
│              Settings                 │
│  Preferences                          │
│   ■ Writing         ❑ Date            │
│   ❑ Pen             ❑ Time            │
│   ❑ Fonts & Layout  ❑ Sound           │
│   ❑ Float & Zoom    ❑ Power           │
│                                        │
│  Installed Software                   │
│   ❑ Applications    ❑ Dictionaries    │
│   ❑ Services        ❑ Fonts           │
│   ❑ Handwriting     ❑ User Profiles   │
│   ❑ Gestures                          │
│                                        │
│  Status                               │
│   ❑ Storage Summary ❑ PenPoint        │
│   ❑ Storage Details                   │
└──────────────────────────────────────┘
```

Preferences ▸ Writing
Writing Style: ▪ Mixed Case
Writing Pad: ▸ Boxed
Box Size: ▸ Medium
Box Shape: ▸ Medium
Ruled Height: ▸ Medium
Unrecognized Character: ▸ @
Apply

7 Tap ⌐ the arrow, a triangle to the right of the words *Writing Style*, to see a pop-up list of choices.

Preferences ▸ Writing
Writing Style: ▸ Mixed Case / Upper Case Only
Writing Pad:
Box Size: ▸ Medium
Box Shape: ▸ Medium
Ruled Height: ▸ Medium
Unrecognized Character: ▸ @
Apply
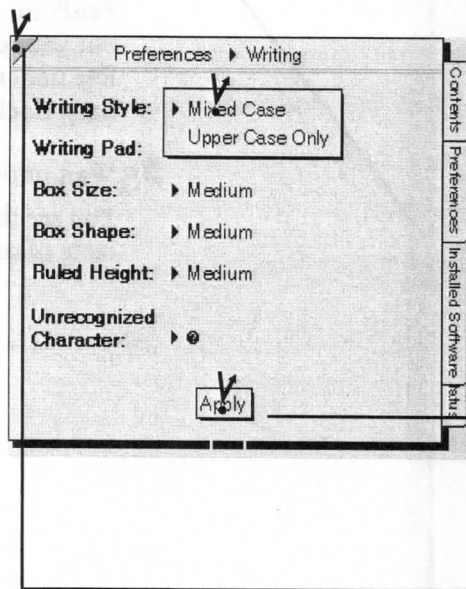
8 Tap ⌐ your choice to activate it. In the figure, we've chosen **Mixed Case.**

An arrow appears next to your choice, and the list collapses to show only that one.

9 Tap ⌐ **Apply** at the bottom of the Writing page.

You have now set the preference for Mixed Case.

10 Tap ⌐ the **close corner** in the upper left corner of the Settings notebook to close it.

As you probably noticed, you could have chosen Upper Case Only instead of Mixed Case for your writing style. If you choose Upper Case Only, PenPoint translates your writing into upper and lower case letters (keeping the initial capital at the beginning of a sentence, for example). If you choose Upper Case Only, the PenPoint operating system won't recognize lower case letters. Choose it only if you always prefer to write only in upper case letters.

Note that if you change the writing style, the new style only applies to writing pads you open after you've made the change.

You've told the PenPoint operating system that you'll be writing in mixed case letters, but before you can begin writing, you need to turn to a document in your Notebook. You'll use the Notebook Table of Contents to do this.
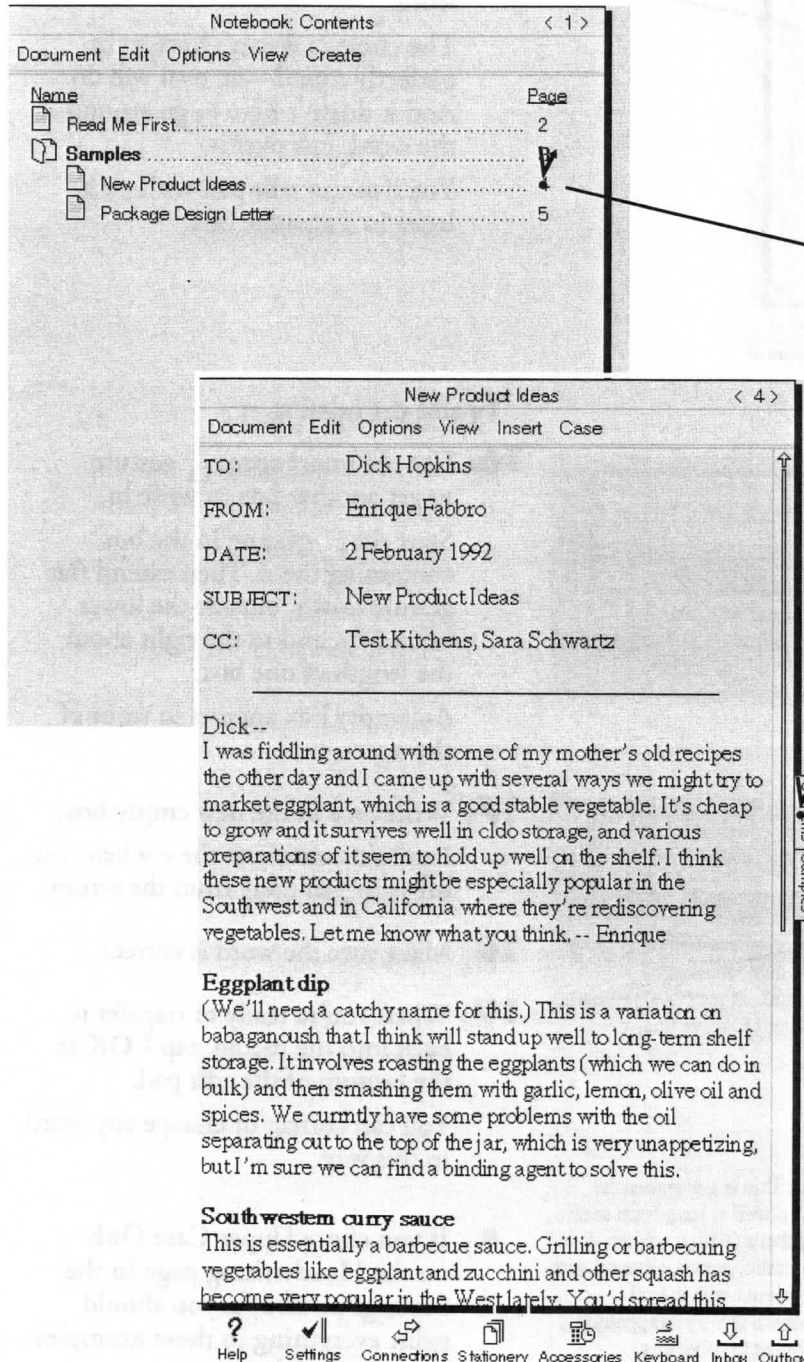
To turn to a document in the Notebook:

11 If the Samples section doesn't show the titles of two documents below it, double tap **Y** on the word *Samples*.

This expands the section so it displays its document titles.

Notebook: Contents	‹ 1 ›

Document Edit Options View Create

Name	Page
📄 Read Me First	2
📖 **Samples**	
📄 New Product Ideas	4
📄 Package Design Letter	5

12 Tap **Y** once on page number 4, across from the document titled New Product Ideas.

You'll see a business memo.

New Product Ideas	‹ 4 ›

Document Edit Options View Insert Case

TO:	Dick Hopkins
FROM:	Enrique Fabbro
DATE:	2 February 1992
SUBJECT:	New Product Ideas
CC:	Test Kitchens, Sara Schwartz

Dick --
I was fiddling around with some of my mother's old recipes the other day and I came up with several ways we might try to market eggplant, which is a good stable vegetable. It's cheap to grow and it survives well in cold storage, and various preparations of it seem to hold up well on the shelf. I think these new products might be especially popular in the Southwest and in California where they're rediscovering vegetables. Let me know what you think. -- Enrique

Eggplant dip
(We'll need a catchy name for this.) This is a variation on babaganoush that I think will stand up well to long-term shelf storage. It involves roasting the eggplants (which we can do in bulk) and then smashing them with garlic, lemon, olive oil and spices. We currently have some problems with the oil separating out to the top of the jar, which is very unappetizing, but I'm sure we can find a binding agent to solve this.

Southwestern curry sauce
This is essentially a barbecue sauce. Grilling or barbecuing vegetables like eggplant and zucchini and other squash has become very popular in the West lately. You'd spread this

13 To turn from this document back to the Table of Contents, tap **Y** on the Contents tab at the right edge of the screen.

14 Tap **Y** on page number 4 again to return to the New Product Ideas memo, which you'll be using in the steps that follow.

Writing and Editing Text

You'll notice that the New Product Ideas memo has some spelling errors in it. You can correct them using gestures.

Eggplant dip
(We'll need a catchy name for this.) This is a variation on babaganoush that I think will stand up well to long-term shelf storage. It involves roasting the eggplants (which we can do in bulk) and then smashing them with garlic, lemon, olive oil and spices. We currntly have some problems with the oil separating out to the top of the jar, which is very unappetizing, but I'm sure we can find a binding agent to solve this.

Southwestern curry sauce
This is essentially a barbecue sauce. Grilling or barbecuing vegetables like eggplant and zucchini and other squash has become very popular in the West lately. You'd spread this

? Help   ✓‖ Settings   ⇄ Connections   🗍 Stationery   🗒 Accessories   ✏ Keyboard   ⤓ Inbox   ⤒ Outbox

To correct the misspelled word *currntly*:

15 Draw a small circle ⟳ over the word.

The circle ⟳ doesn't have to be perfectly round—an oval will do. And it doesn't have to go around the word, just over it.

You'll see an **edit pad** with each letter in a separate box.

Eggplant d
(We'll need
babaganous
storage. It in
bulk) and th
spices. We currntly have some problems with the oil
separating out to the top of the jar, which is very unappetizing,
but I'm sure we can find a binding agent to solve this.

| c | u | r | r | n | t | l | y | |

OK   Clear   Cancel
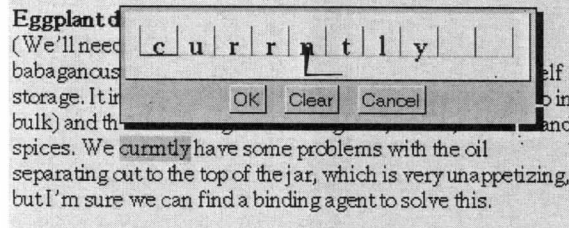
To add the missing *e*:

16 Use the **insert space** ⌐ gesture to get another box to write in.

Start the ⌐ gesture in the box containing the *n*. Then extend the gesture down, outside the lower boundary, and to the right about the length of one box.

An empty box appears in front of the *n*.

Eggplant d
(We'll need
babaganous
storage. It in
bulk) and th
spices. We currntly have some problems with the oil
separating out to the top of the jar, which is very unappetizing,
but I'm sure we can find a binding agent to solve this.

| c | u | r | r | e | n | t | l | y |

OK   Clear   Cancel
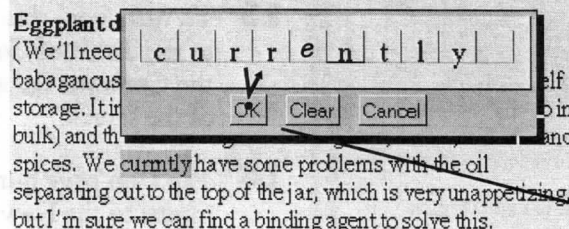
17 Write an *e* in the new empty box.

PenPoint translates the *e* when you lift your pen away from the screen.

18 Make sure the word is correct.

19 When you're ready to transfer it back into the memo, tap OK at the bottom of the edit pad.

You can correct or change any word in this way.

■ If you chose Upper Case Only on the Handwriting page in the Settings notebook, you should print everything in these examples in upper case letters.

Eggplant dip
(We'll need a catchy name for this.) This is a variation on babaganoush that I think will stand up well to long-term shelf storage. It involves roasting the eggplants (which we can do in bulk) and then smashing them with garlic, lemon, olive oil and spices. We currently have some problems with the oil separating out to the top of the jar, which is very unappetizing, but I'm sure we can find a binding agent to solve this.

Now suppose you want to replace the phrase *fiddling around* with *working*.
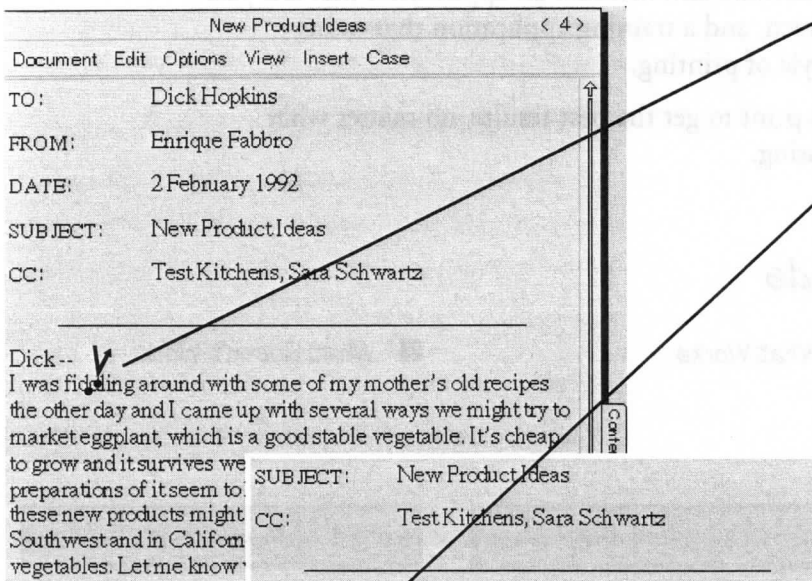
To delete *fiddling around*:

20 Double tap **.!** on the word *fiddling*.

The word darkens to show you that it is **selected**, so that the next command you give will apply to it.

21 Draw a cross out **X** gesture anywhere over the selected word.

Fiddling disappears.

22 Repeat steps 20 and 21 to delete the word *around*.
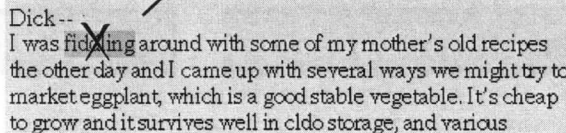
To add *working*:

23 To insert *working*, draw a **caret** ∧ just to the right of the *s* in *was*.

Start the caret ∧ below the line so that its point is in the space just after the *s*. Then lift the pen away from the screen.
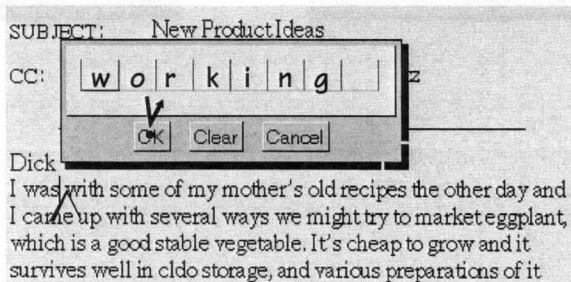
A pad with boxes for you to write in appears. This is a **writing pad**.

24 Print *working* in the pad, one letter per box.

25 Tap **! OK** to translate your writing in the pad.
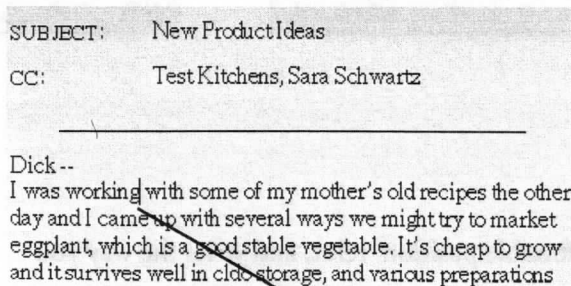
26 If any of the letters is translated incorrectly, change it by writing over it, or by using the insert space ⌊ gesture you learned earlier.

You don't need to use the cross out **X** gesture to delete letters in a pad. Just write the new letter over the old one.

27 When you've finished making changes, tap **! OK** again.

The new word is added to the memo.

New Product Ideas   ‹ 4 ›

Document   Edit   Options   View   Insert   Case

TO: Dick Hopkins

FROM: Enrique Fabbro

DATE: 2 February 1992

SUBJECT: New Product Ideas

CC: Test Kitchens, Sara Schwartz

Dick --
I was fiddling around with some of my mother's old recipes the other day and I came up with several ways we might try to market eggplant, which is a good stable vegetable. It's cheap to grow and it survives we
preparations of it seem to
these new products might
Southwest and in Californ
vegetables. Let me know

SUBJECT: New Product Ideas

CC: Test Kitchens, Sara Schwartz

Dick --
I was fiddling around with some of my mother's old recipes the other day and I came up with several ways we might try to market eggplant, which is a good stable vegetable. It's cheap to grow and it survives well in cldo storage, and various

---

SUBJECT: New Product Ideas

CC: | w | o | r | k | i | n | g | | z

OK   Clear   Cancel

Dick
I was with some of my mother's old recipes the other day and I came up with several ways we might try to market eggplant, which is a good stable vegetable. It's cheap to grow and it survives well in cldo storage, and various preparations of it

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I was working with some of my mother's old recipes the other day and I came up with several ways we might try to market eggplant, which is a good stable vegetable. It's cheap to grow and it survives well in cldo storage, and various preparations

Your PenPoint computer comes with handwriting software installed on it. (Handwriting software translates what you print in writing pads into typed text.) To get the best translation results, read the manual that comes with that software. Some handwriting software also includes an **application** that lets you get the feel of writing on a screen, and a training application that trains PenPoint to recognize your style of printing.

Here are some tips on how to print to get the best results, no matter what handwriting software you're using.

Some Tips on Writing in Pads

■ What Works   ■ What Doesn't Work

Writing in boxed, ruled/boxed, and ruled pads:

Write neatly and at a normal speed. Make your letters a consistent size.

Make your letters the same way each time. For example, don't use one stroke for an **r** some of the time and two strokes at other times.

Make sure that letters with descenders (**g**, **j**, **p**, **q**, and **y**) extend clearly below the baseline of the box or ruled line. They can even go outside the pad. When you print a descending letter, it's okay if its tail dips into the box or space below it. You can still write in this area when you get to it.

Writing in boxed pads:

Any time you put the tip of the pen down on the writing or edit pad, you're starting a letter. Always start a letter inside the borders of a box and not in part of another box.

■

Don't press too hard with the pen. Find a comfortable position, relax, and write the way you normally do.

Scrolling and Turning Pages

As you've probably noticed, the entire New Product Ideas memo doesn't fit on the screen all at once. To see the part of the document that's off screen, you **scroll** it.

To scroll a document:

New Product Ideas ‹ 4 ›

Document Edit Options View Insert Case

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DATE: 2 February 1992

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Eggplant dip
(We'll need a catchy name for this.) This is a variation on babaganoush that I think will stand up well to long-term shelf storage. It involves roasting the eggp
bulk) and then smashing them with g
spices. We currently have some pro
separating out to the top of the jar, wl
but I'm sure we can find a binding ag

Southwestern curry sauce
This is essentially a barbecue sauce.
vegetables like eggplant and zucchir
become very popular in the West lat

? | ✓‖ | ⇄ | ▣
Help | Settings | Connections | Stationery

Contents Samples

---

28 Draw a **flick up** | next to this line to move it to the top of the screen.

To draw a flick, draw a short, straight line, making a snappy flick with your pen.

The memo scrolls, revealing the part of the memo that was off the bottom of the screen.

New Product Ideas ‹ 4 ›

Document Edit Options View Insert Case

Eggplant dip
(We'll need a catchy name for this.) This is a variation on babaganoush that I think will stand up well to long-term shelf storage. It involves roasting the eggplants (which we can do in bulk) and then smashing them with garlic, lemon, olive oil and spices. We currently have some problems with the oil separating out to the top of the jar, which is very unappetizing, but I'm sure we can find a binding agent to solve this.

Southwestern curry sauce
This is essentially a barbecue sauce. Grilling or barbecuing vegetables like eggplant and zucchini and other squash has become very popular in the West lately. You'd spread this curry sauce over the vegetables as you grill them. Pete in the test kitchens came up with a clever way to make sure the sauce is thick enough to stay on the vegetables yet thin enough to look appealing.

Eggplant paste
We really need a new name for this one, but it's actually a great product. It's eggplant puree mixed with garlic and other spices in a tube to use in sauces, casseroles, dips and so forth. Remember what a hit that tomato paste in a tube was and how angry the boss was that we'd turned it down? I think this is our chance for a big seller.

Eggplant steaks/entrees
Preparing eggplant is tedious work. To my knowledge, there is no ready-to-cook eggplant product presently on the market. Frozen or vacuum-packed breaded eggplant steaks could be used as a substitute for chicken or veal cutlets in many recipes. In fact, we could take this one step further and include sauces for various dishes -- "eggplant helper" with a healthy

Contents Samples

? | ✓‖ | ⇄ | ▣ | ▦ | ▨ | ⬇ | ⬆
Help | Settings | Connections | Stationery | Accessories | Keyboard | Inbox | Outbox

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You can also tap **!** on the scroll arrows to scroll slowly up or down one line at a time.
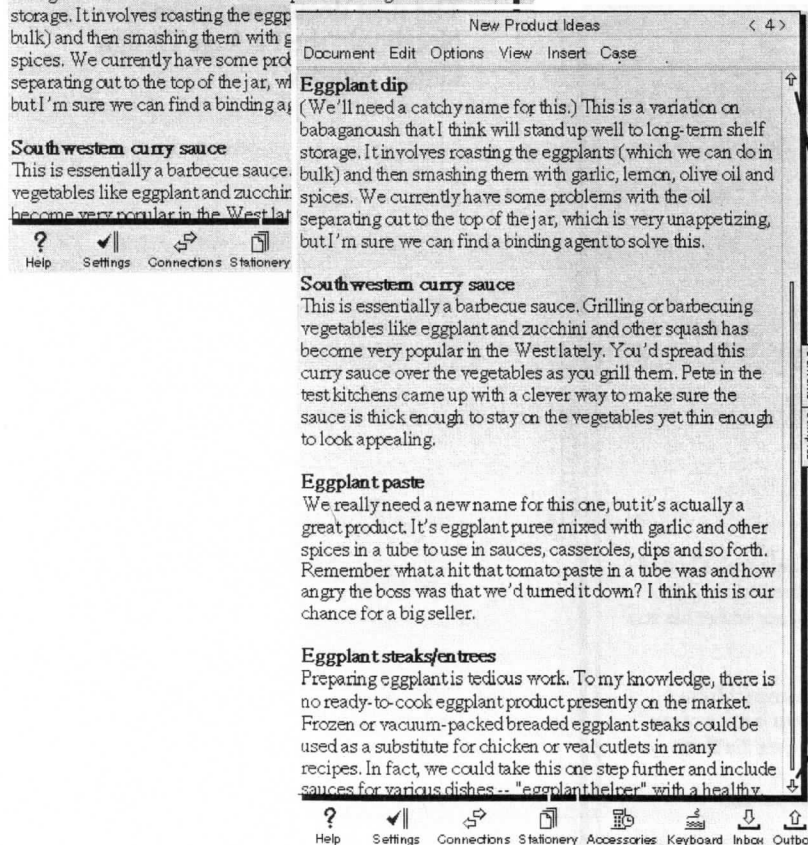
Scrolling lets you see more of the same document. To turn to another document in the Notebook without returning to the Notebook Table of Contents first, use the **page turn arrows** at the upper right, on either side of the page number.

To use the page turn arrows:

29 Tap ⋎ the page turn arrow that points right to move to the next document in the Notebook.

Wait for the busy clock to disappear.

New Product Ideas   < 4 •

Document Edit Options View Insert Case

Eggplant dip
(We'll need a catchy name for this.) This is a variation on babaganoush that I think will stand up well to long-term shelf storage. It involves roasting the eggplants (which we can do in bulk) and then smashing them with garlic, lemon, olive oil and spices. We currently have some problems with the oil separating out to the top of the jar, which is very unappetizing, but I'm sure we can find a binding agent to solve this.

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Eggplant paste
We really need a new name for this one, but it's actually a great product. It's eggplant puree mixed with garlic and other spices in a tube to us
Remember what a h
angry the boss was t
chance for a big sell

Eggplant steaks/en
Preparing eggplant i
no ready-to-cook eg
Frozen or vacuum-p
used as a substitute
recipes. In fact, we
sauces for various d

?   ✔‖   Co
Help   Settings   Co

Contents Samples

The next document in the Notebook, the Package Design Letter, appears.

Package Design Letter   < 5 >

Document Edit Options View Insert Case

New World Foods
19271 Palm Blvd.
Los Angeles, CA 90036

17 February 1992

Ms. Elena Huerta
FastPak Design
3535 Mission St.
Houston TX 45321

RE: New package design

Dear Ms. Huerta:

We need a new design for the plastic bottles for our condiments.

Recently, an executive of a supermarket chain took a box of our samples home in order to try them before ordering our line. He briefly left the box on the kitchen floor where his son ran into it with a tricycle.

Our bottles should be able to withstand the impact from a tricycle powered by a three year old. But four bottles of our new salsa broke, spilling their contents all over the floor.

The executive never got a chance to try our product.

Can you design a lightweight, recyclable, 8 oz. plastic bottle that won't break under moderate impact? I'll be travelling next week, but you can fax me suggested proposals at 213/555-9833

Contents Samples

?   ✔‖   ⇨   ▥   ▦   ⬒   ⬇   ⬆
Help   Settings Connections Stationery Accessories Keyboard Inbox Outbox

Moving Text

Suppose you decide you want to move the sentence in the Package Design Letter that reads *The executive never got a chance to try our product* to another place in the letter.

To move text:

30 Triple tap 🖊 to select the sentence.

Tap three times in the same spot anywhere in the sentence, barely lifting your pen between taps.

The background of the sentence darkens, showing you that the sentence is selected.

Recently, an executive of a supermarket chain took a box of our samples home in order to try them before ordering our line. He briefly left the box on the kitchen floor where his son ran into it with a tricycle.

Our bottles should be able to withstand the impact from a tricycle powered by a three year old. But four bottles of our new salsa broke, spilling their contents all over the floor.

The executive never got a chance to try our product.

Can you design a lightweight, recyclable, 8 oz. plastic bottle that won't break under moderate impact? I'll be travelling next week, but you can fax me suggested proposals at 213/555-9833

Help   Settings   Connections   Stationery   Accessories   Keyboard   Inbox   Outbox

31 Press the tip of the pen anywhere on the selected sentence and hold it there (press ⬇). You'll see a **marquee** (a moving dashed line) around it. This shows that the sentence is ready to be moved. Don't lift the pen away from the screen.

Recently, an executive of a supermarket chain took a box of our samples home in order to try them before ordering our line. He briefly left the box on the kitchen floor where his son ran into it with a tricycle.

Our bottles should be able to withstand the impact from a tricycle powered by a three year old. But four bottles of our new salsa broke, spilling their contents all over the floor.

The executive never got a chance to try our product.

Can you design a lightweight, recyclable, 8 oz. plastic bottle that won't break under moderate impact? I'll be travelling next week, but you can fax me suggested proposals at 213/

32 Still pressing the tip of the pen on the screen, drag the sentence to its destination, between the paragraph ending with *tricycle* and the one beginning *Our bottles*.

The beginning of the moved sentence appears on the line where you lift the pen.

33 Lift the pen away from the screen. The sentence is inserted into the letter at its new location.

Recently, an executive of a supermarket chain took a box of our samples home in order to try them before ordering our line. He briefly left the box on the kitchen floor where his son ran into it with a tricycle.

The executive never got a chance to try our product. Our bottles should be able to withstand the impact from a tricycle powered by a three year old. But four bottles of our new salsa broke, spilling their contents all over the floor.

Can you design a lightweight, recyclable, 8 oz. plastic bottle that won't break under moderate impact? I'll be travelling

Using the Software Keyboard

You may sometimes find it easier or faster to write in the Notebook using the **software keyboard.** You'll find it on the Bookshelf at the bottom of the screen.

To use the software keyboard:
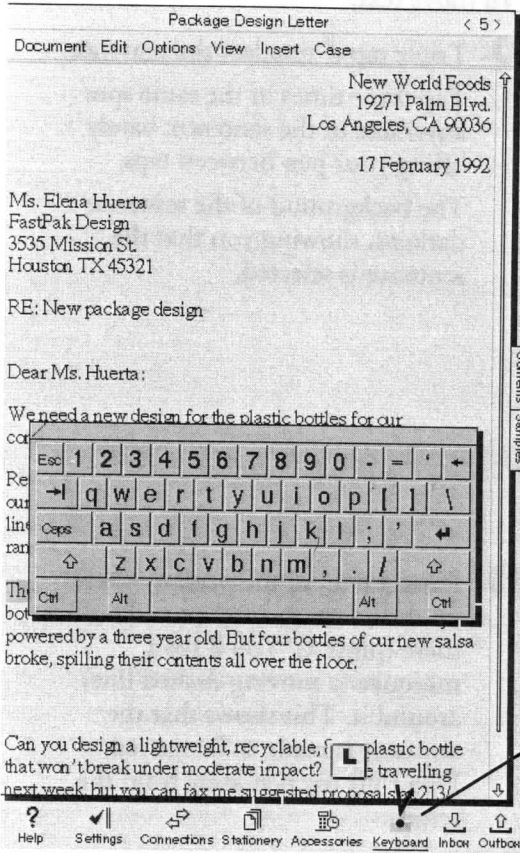
34 Tap ⌄ the Keyboard icon to open it. You should see a software keyboard floating over the document you're working on.

35 If you don't see the Keyboard icon on the Bookshelf, tap ⌄ the icon called Accessories on the Bookshelf and you'll find one there.
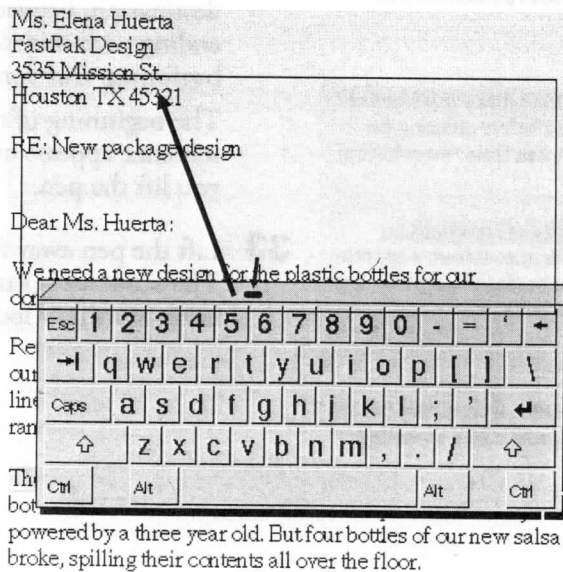
36 To move the keyboard higher on the screen so it's out of the way, press ⌄ the tip of the pen briefly in the keyboard's title line, and hold your pen there.

37 When the outline of the keyboard darkens, you can drag it to the top of the page.

Package Design Letter 〈 5 〉

Document Edit Options View Insert Case

New World Foods
19271 Palm Blvd.
Los Angeles, CA 90036

17 February 1992

Ms. Elena Huerta
FastPak Design
3535 Mission St

Esc 1 2 3 4 5 6 7 8 9 0 - = ' ←
→| q w e r t y u i o p [ ] \
Caps a s d f g h j k l ; ' ↵
⇧ z x c v b n m , . / ⇧
Ctrl Alt Alt Ctrl

Recently, an executive of a supermarket chain took a box of
our samples home in order to try them before ordering our
line. He briefly left the box on the kitchen floor where his son
ran into it with a tricycle.

The executive never got a chance to try our product. Our
bottles should be able to withstand the impact from a tricycle
powered by a three year old. But four bottles of our new salsa
broke, spilling their contents all over the floor.

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that won't break under moderate impact? I'll be travelling
next week, but you can fax me suggested proposals at 213/

? | ✓‖ | ⇄ | ▤ | ▦ | ↧ | ↥
Help Settings Connections Stationery Accessories Keyboard Inbox Outbox

38 To tell the PenPoint operating system where to insert your typing, press ⌁ the tip of the pen between the words *a* and *tricycle* until you see a vertical line there.

The line indicates the **insertion point**. The letters you type appear there.

Ms. Elena Huerta
FastPak Design
3535 Mission St

Esc 1 2 3 4 5 6 7 8 9 0 - = ' ←
→| q w e r t y u i o p [ ] \
Caps a s d f g h j k l ; ' ↵
⇧ z x c v b n m , . / ⇧
Ctrl Alt Alt Ctrl

Recently, an executive of a supermarket chain took a box of
our samples home in order to try them before ordering our
line. He briefly left the box on the kitchen floor where his son
ran into it with a tricycle.

The executive never got a chance to try our product. Our
bottles should be able to withstand the impact from a
plastictricycle powered by a three year old. But four bottles of
our new salsa broke, spilling their contents all over the floor.

Can you design a lightweight, recyclable, 8 oz. plastic bottle
that won't break under moderate impact? I'll be travelling

39 To insert the word *plastic*, tap ⌁ each letter on the software keyboard.

Each letter you tap on the keyboard darkens for a moment, then appears on the screen.

40 To erase a letter, tap ⌁ the backspace arrow.

41 When you've typed *plastic*, tap ⌁ the keyboard spacebar once to insert a space.

42 Tap ⌁ the close corner (upper left) to close the keyboard.

Using Help

If you want to learn more about one of the PenPoint operating system's features, consult the *Using PenPoint* manual. You can also use the Help notebook for on-line help at any time. Suppose you want help on scrolling.

To use the Help notebook:

```
Package Design Letter            < 5 >
Document  Edit  Options  View  Insert  Case
                              New World Foods  ⬆
                              19271 Palm Blvd.
                              Los Angeles, CA 90036

                              17 February 1992

Ms. Elena Huerta
FastPak Design
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line. He briefly left the box on the kitchen floor where his son
ran into it with a tricycle.

The executive never got a chance to try our product. Our
bottles should be able to withstand the impact from a plastic
tricycle powered by a three year old. But four bottles of our
new salsa broke, spilling their contents all over the floor.


Can you design a lightweight, recyclable, 8 oz. plastic bottle
th[L]on't break under moderate impact? I'll be travelling
next week, but you can fax me suggested proposals at 213/
555-9833
```
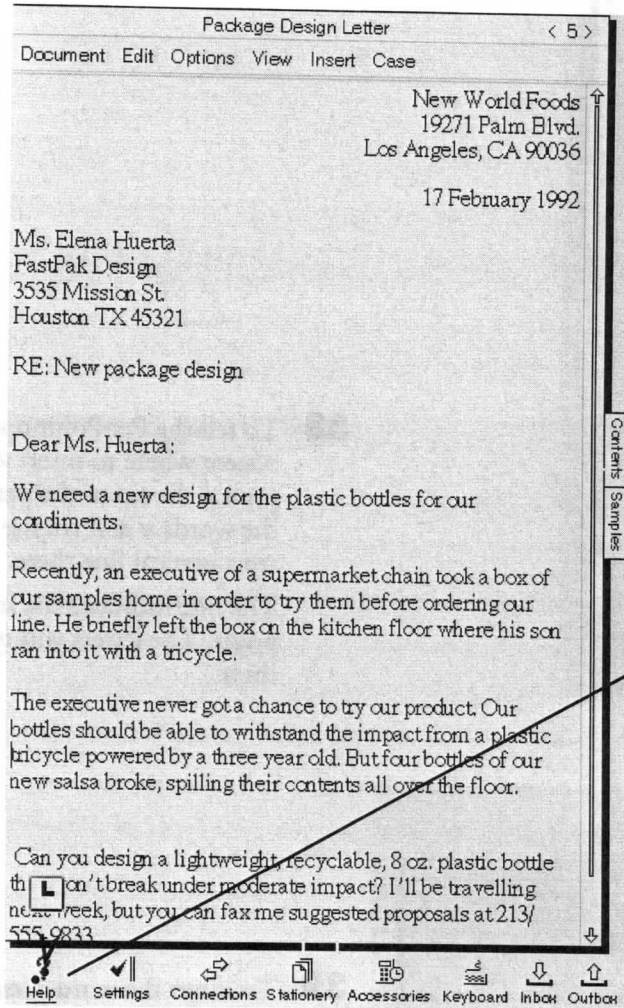
Help   Settings   Connections   Stationery   Accessories   Keyboard   Inbox   Outbox

43 Double tap ⋎ the Help notebook's icon on the Bookshelf.

You'll see a line under the icon to show that you tapped it, and a busy clock to show that PenPoint is carrying out your command.

A single tap ⋎ on the Help notebook icon opens Quick Help. For brief information about anything on the screen, tap on that item after opening Quick Help. You can get from Quick Help to the Help notebook by tapping the Help notebook button at the bottom of the Quick Help page. For more information, see "Getting Help" in chapter 2, Learning the Fundamentals, in the *Using PenPoint* manual.

```
┌─────────────────────────────────────────────┐
│        Package Design Letter        < 5 >    │
│  Document  Edit  Options  View  Insert  Case │
│                              New World Foods ⇧│
│                              19271 Palm Blvd. │
│                           Los Angeles, CA 90036│
│  ┌──────────────────────────────────────┐    │
│  │       Help: Contents        < 1 >    │ 92 │
│  │ Document  Edit  Options  View  Create │    │
│  │                                        │    │
│  │  Name                          Page   │ ⇧  │
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│  │    ▢ Using Notebooks .........  28     │    │  ├──────┤ ┌────────┐
│  │    ▢ Using Menus & Icons .....  39     │    │  │Using │ │Contents│
│  │    ▢ Using Option Sheets .....  47     │    │  │Help  │ ├────────┤
│  │    ▢ Viewing Documents .......  52     │    │  │      │ │Samples │
│  │    ▢ Creating And Using Documents 58   │    │  │PenPoint│└────────┘
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│  │    ▢ Writing In The Notebook    79     │    │  └──────┘
│  │    ▢ Editing And Formating Text 87     │    │
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│  │    ▢ Index ...................  114    │ ⇩  │
│  └──────────────────────────────────────┘    │
└─────────────────────────────────────────────┘
```

Can you design a lightweight, recyclable, 8 oz. plastic bottle
that won't break under moderate impact? I'll be travelling
next week, but you can fax n

```
  2      ✓‖      ⇦⇨
 Help  Settings  Connections
```
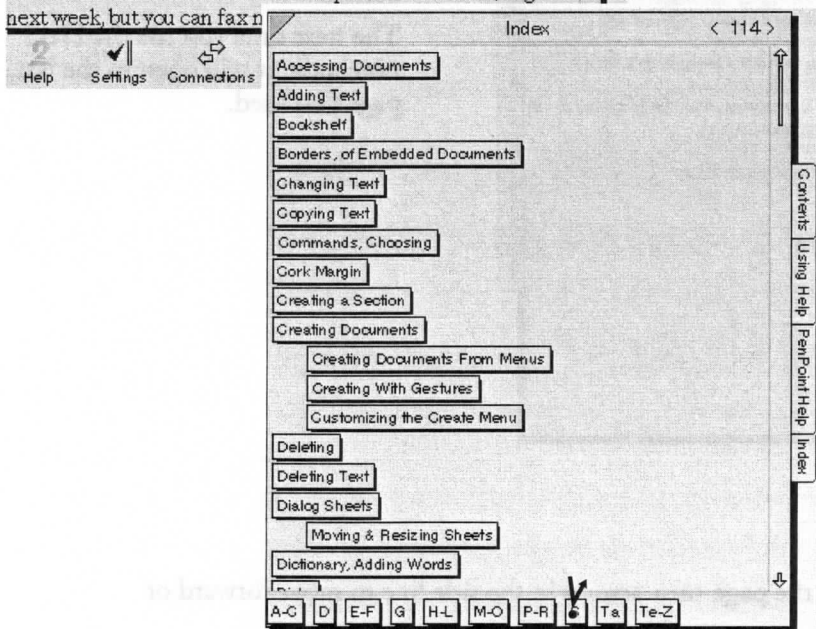
The Help notebook opens to its
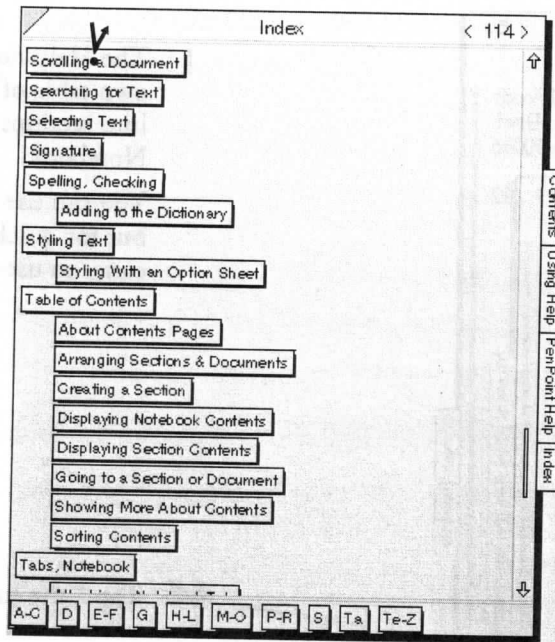own table of contents. It is divided
into sections, just like the main
Notebook.

You can use the table of contents,
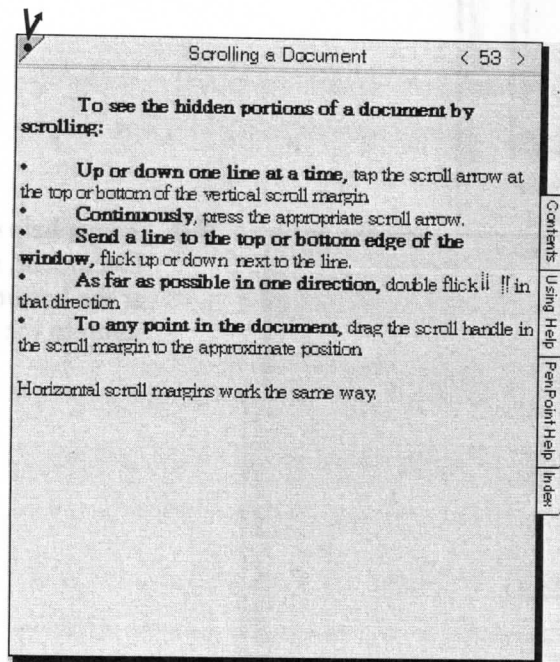but for quick access to a topic, it's
easier to use the index.

44 Tap ⌄ the Index tab.

```
┌─────────────────────────────────────────────┐
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│  ┌───────────────────┐                       │
│  │ Accessing Documents │                     │ ⇧
│  ├───────────────────┘                       │
│  │ Adding Text │                             │
│  ├───────────┘                               │
│  │ Bookshelf │                               │
│  ├─────────┘                                 │
│  │ Borders, of Embedded Documents │          │  ┌────────┐
│  ├──────────────────────────────┘            │  │Contents│
│  │ Changing Text │                           │  ├────────┤
│  ├─────────────┘                             │  │Using   │
│  │ Copying Text │                            │  │Help    │
│  ├────────────┘                              │  ├────────┤
│  │ Commands, Choosing │                      │  │PenPoint│
│  ├───────────────────┘                       │  │Help    │
│  │ Cork Margin │                             │  ├────────┤
│  ├───────────┘                               │  │Index   │
│  │ Creating a Section │                      │  └────────┘
│  ├───────────────────┘                       │
│  │ Creating Documents │                      │
│  ├───────────────────┘                       │
│      │ Creating Documents From Menus │       │
│      ├─────────────────────────────┘         │
│      │ Creating With Gestures │              │
│      ├───────────────────────┘               │
│      │ Customizing the Create Menu │         │
│  │ Deleting │                                │
│  ├────────┘                                  │
│  │ Deleting Text │                           │
│  ├─────────────┘                             │
│  │ Dialog Sheets │                           │
│  ├─────────────┘                             │
│      │ Moving & Resizing Sheets │            │
│  │ Dictionary, Adding Words │                │ ⇩
│  ├─────────────┘                             │
│  [A-C][D][E-F][G][H-L][M-O][P-R][S][Ta][Te-Z]│
└─────────────────────────────────────────────┘
```

45 To get help on Scrolling a
Document, tap ⌄ the S button
at the bottom of the index to
jump to the *S*'s.

Index   < 114 >

Scrolling a Document
Searching for Text
Selecting Text
Signature
Spelling, Checking
   Adding to the Dictionary
Styling Text
   Styling With an Option Sheet
Table of Contents
   About Contents Pages
   Arranging Sections & Documents
   Creating a Section
   Displaying Notebook Contents
   Displaying Section Contents
   Going to a Section or Document
   Showing More About Contents
   Sorting Contents
Tabs, Notebook

[A-C] [D] [E-F] [G] [H-L] [M-O] [P-R] [S] [Ta] [Te-Z]

Tabs: Contents | Using Help | PenPoint Help | Index

46 Tap ❢ the button for Scrolling a Document.

Scrolling a Document   < 53 >

To see the hidden portions of a document by scrolling:

• **Up or down one line at a time,** tap the scroll arrow at the top or bottom of the vertical scroll margin
• **Continuously,** press the appropriate scroll arrow.
• **Send a line to the top or bottom edge of the window,** flick up or down next to the line.
• **As far as possible in one direction,** double flick ‖ ‖ in that direction
• **To any point in the document,** drag the scroll handle in the scroll margin to the approximate position

Horizontal scroll margins work the same way.

The Help instructions for scrolling appear.

47 When you're ready to close the Help notebook, tap ❢ its close corner.

The next time you use the Help notebook, it will open to the last page you used.

To browse in the Help notebook, tap ❢ on the **page turn arrows** in the title line to move forward or back one page.

Package Design Letter ⟨ 5 ⟩

Document   Edit   Options   View   Insert   Case

New World Foods
19271 Palm Blvd.
Los Angeles, CA 90036

17 February 1992

Ms. Elena Huerta
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bottles should be able to withstand the impact from a plastic
tricycle powered by a three year old. But four bottles of our
new salsa broke, spilling their contents all over the floor.

Can you design a lig
that won't break und
next week, but you c
555-9833,

? Help   ✓‖ Settings

48 To return to the Notebook Table
of Contents, tap ⟍ the Contents tab
on the right side of the screen.

You're at the front of the Notebook
again, ready to begin work.

Notebook: Contents   ⟨ 1 ⟩

Document   Edit   Options   View   Create

Name	Page
Read Me First	2
Samples	3
New Product Ideas	4
Package Design Letter	5

? Help   ✓‖ Settings   ⇆ Connections   ⬚ Stationery   Accessories   ⌨ Keyboard   ↧ Inbox   ↥ Outbox

Creating a Document

Perhaps the first thing you'll want to do when you begin work is create a new document. You do so from the Notebook Table of Contents.

To create a document:

49 Tap ⋎ **Create** on the menu line on the Table of Contents.

You see the menu of **stationery**, or types of documents you can create.

50 Tap ⋎ MiniText.
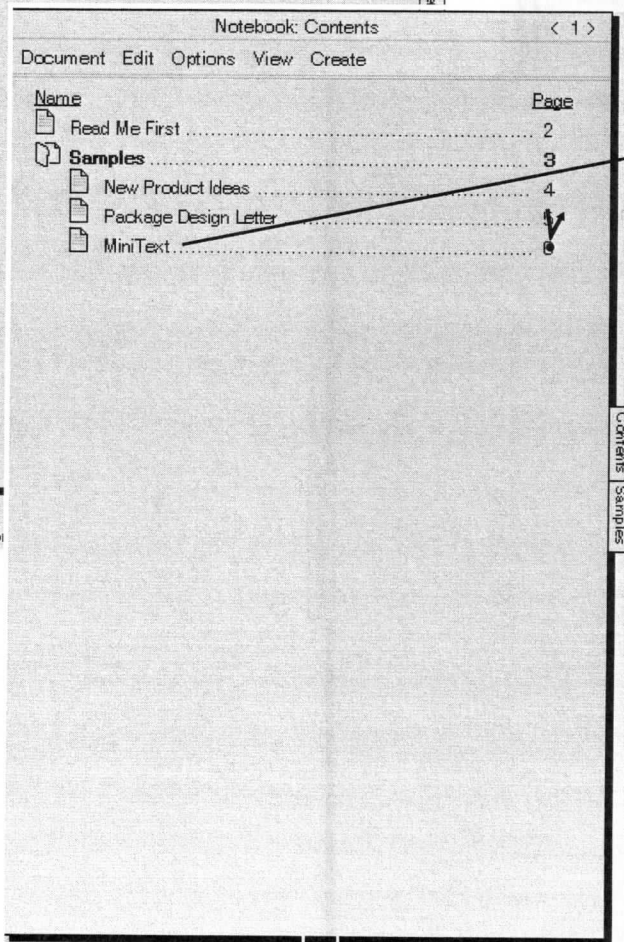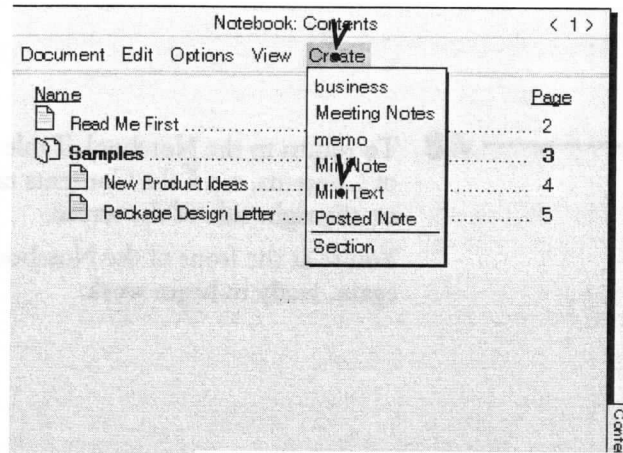
A new MiniText™ document appears at the bottom of the Table of Contents.

51 To turn to the new document, tap ⋎ its page number or icon.

MiniText   ⟨ 6 ⟩

Document Edit Options View Insert Case

OK Clear Cancel

T	h	e	y		c	a	n		a	l	m	o	s
t		s	e	e		m	y		p	o	i	n	t
.													
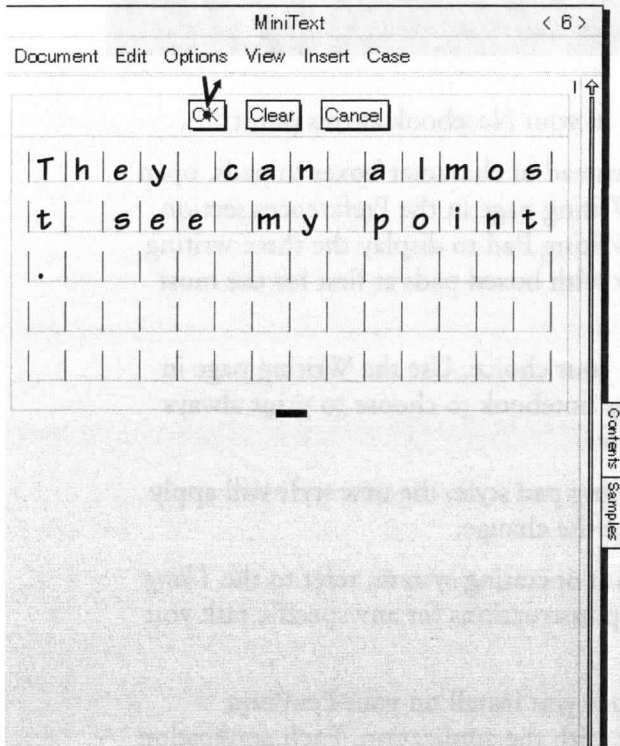
52 Write the sentence *They can almost see my point* in the writing pad.

If you end a word in the last box on a line, skip a box at the beginning of the next line.

Put the period in a box of its own.

53 Tap ⌄ **OK** at the top of the pad.

54 Correct any errors by writing the correct letters over the incorrect ones. If necessary, use the insert space ⌐ gesture you used earlier.

MiniText   ⟨ 6 ⟩

Document Edit Options View Insert Case

OK Clear Cancel

T	h	e	y		c	a	n		a	l	m	o	s
t		s	e	e		m	y		p	o	i	n	t
.													
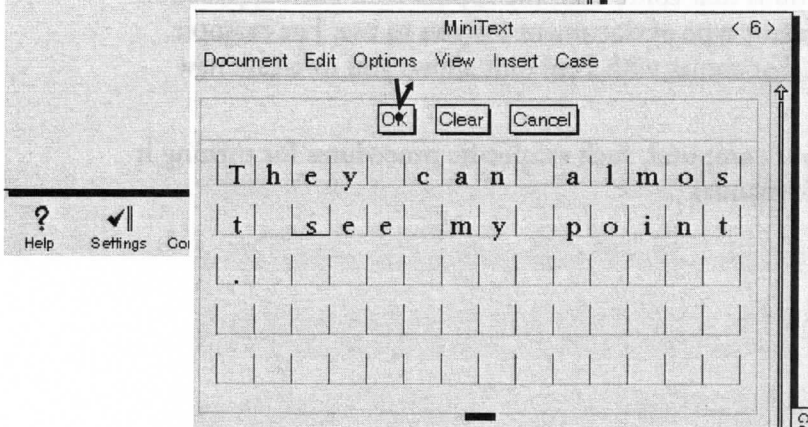
55 When the sentence is correct, tap ⌄ **OK** again to transfer it to the page.

MiniText   ⟨ 6 ⟩

Document Edit Options View Insert Case

They can almost see my point.

OK Clear Cancel
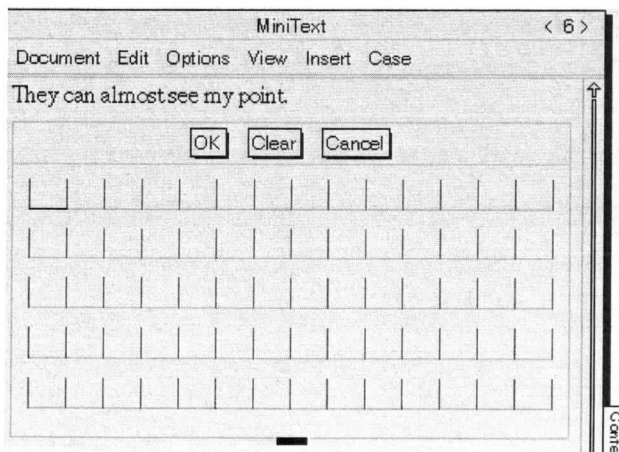
The writing pad moves down to make room.

You are now ready to begin work in your Notebook. To learn more, read chapter 2, Learning the Fundamentals, in *Using PenPoint*.

■ **If you want to turn off your PenPoint computer now, make sure you follow any specific instructions in your hardware manual for doing so.**

Where to Go from Here

You might want to set some preferences in your Notebook at this point.

- If you prefer writing on ruled lines instead of **character boxes** in pads, open the Settings notebook, turn to the Writing page in the Preferences section, and tap the arrow to the right of **Writing Pad** to display the three writing pad choices. You might want to stick with boxed pads at first for the most successful handwriting recognition.

- Make sure the Writing Style is set to your choice. Use the Writing page in the Preferences section of the Settings notebook to choose to print always in Upper Case Only or in Mixed Case.

If you do change the writing style or writing pad style, the new style will apply only to the pads you open after you make the change.

For complete information on the PenPoint operating system, refer to the *Using PenPoint* manual. It contains step-by-step instructions for any specific task you might want to perform.

For specific information about applications you install on your PenPoint computer, see the instructions that come with the application. Each application you install provides a different type of document for you to use. For example, the MiniText application that comes with PenPoint allows you to create new MiniText documents.

For information about your computer, such as specific procedures for turning it off, consult your hardware manual.

Gesture Profiles

This section contains the profiles for seven of the gestures you're likely to use most often. Each profile explains how to draw the gesture, what it does, and how it works. Here we present them in the order in which the gestures are introduced in this book. If you follow the drawings exactly, the gestures will always work. For more information on gestures, and for profiles of all the other gestures you can use with the PenPoint operating system, see chapter 3, Drawing Gestures, in *Using PenPoint*.

To get some practice using gestures, tap ⋎ the icon for the Settings notebook to open it, turn to the Gestures page, and tap the word **Practice** on its menu line. Then follow the instructions on the screen.

Applications you install on your computer may add other gestures. Refer to the manuals that come with those applications.
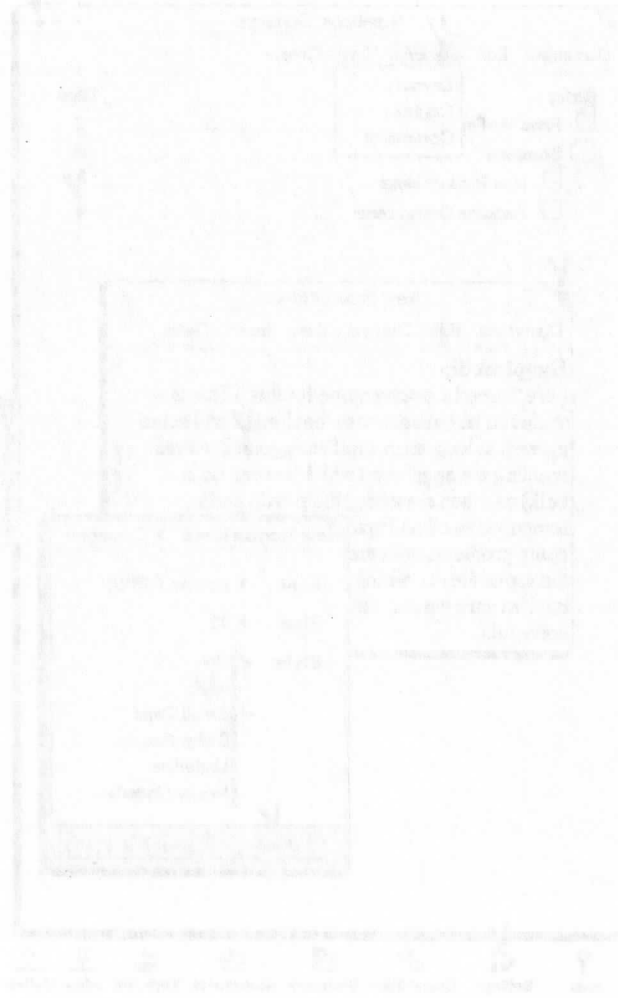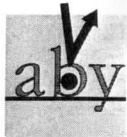
Tap   Selects or activates what you touch with the electronic pen; in text, selects one character.

■ What Works

Touch the screen lightly, then quickly lift the pen.

Wait a moment for the PenPoint computer to carry out your instructions.

■ **What Doesn't Work**

Pressing too hard.

Tapping repeatedly.

Coloring in the tap.

Hovering too close to the screen after tapping.

■ Where It Works

Tap to choose menus, commands, and options. ■ Tap to turn pages, open icons, select a character, or translate text.

Notebook: Contents   ‹ 1 ›

Document   Edit   Options   View   Create

Layout...
Controls...
Comments...

Name   Page

Read Me Firs   2

Samples   3

New Product Ideas ....

Package Design Letter   5

New Product Ideas   4

Document   Edit   Options   View   Insert   Case

Eggplant dip
(We'll need a catchy name for this.) This is a
variation on babaganoush that I think will stand
up well to long-term shelf storage. It involves
roasting the eggplants (which we can do in
bulk) and then smashing them with garlic,
lemon, olive oil and spic
some problems with the
the top of the jar, which
but I'm sure we can find
solve this,

New Product Ideas ▸ Character

Font   ▸ Roman (URW)

Size: ▸ 12

Style: ✓ ‖ Bold
            ‖ Italic
         ✓ ‖ Small Caps
            ‖ Strike-thru
            ‖ Underline
            ‖ Heavy Underline

Apply   Apply & Close

?   ‖   ⇆   ▢   ▤   ⬚   ⬇   ⬆
Help   Settings Connections Stationery Accessories Keyboard Inbox Outbox
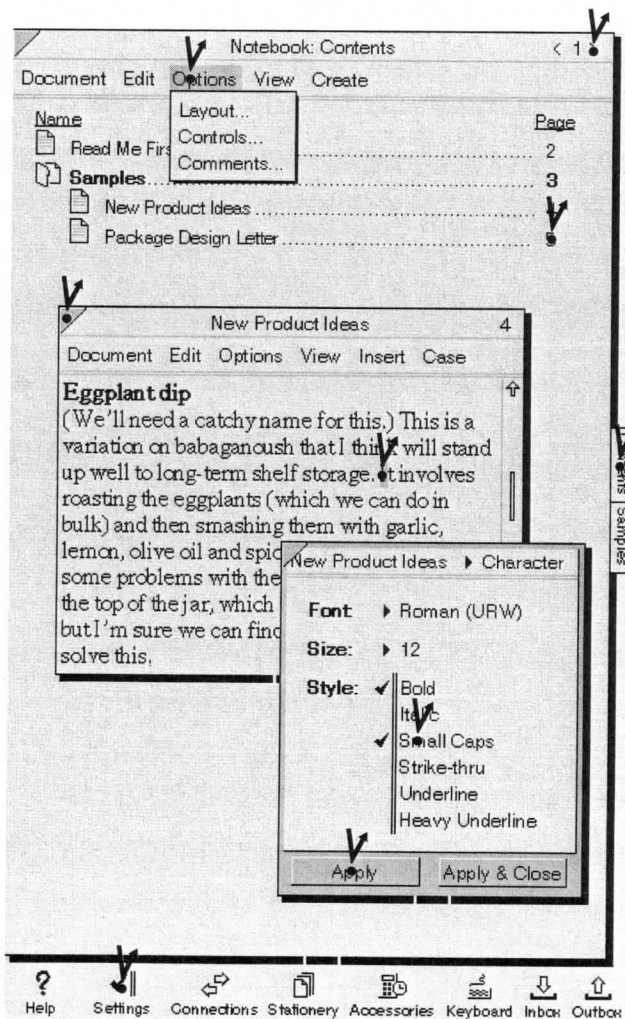
a b y Circle   Opens an edit pad for a word or selection in text, fill-in fields, and labels.

■ What Works

1 Start at the top of the character, word, selection, or series of words that you want to edit.

2 Draw a closed, counter-clockwise circle. Ovals also work.

Ovals work too.

The circle gesture opens an edit pad. It lets you change a word or a range of selected text.

An edit pad appears in which you can edit the circled word or selection.

■ Where It Works

Opens an edit pad for a document title, or a label on a tab, icon, or reference button.

■ What Doesn't Work

Not starting the circle from the top.

Overlapping parts of the circle too much (overlapping a little is okay).

Not closing the circle.
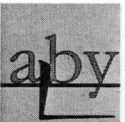
a b y Insert Space   Adds one or more spaces in boxed pads.
Inserts one space in text.
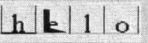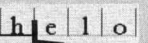
■ What Works In Boxed Pads

1 Begin in the middle of the character box **before which** you want the space.

2 With one stroke, draw a line down and then right.

**3** End the gesture below the next box to the right.

Think of it as pushing the character in the box one space to the right.

■ Make the bottom line the length of one character box if you want to insert one space, two to insert two spaces, and so forth.

■ What Doesn't Work

Making the entire gesture within the box.

Drawing the vertical leg on the character box line.

Drawing the gesture at an odd angle.
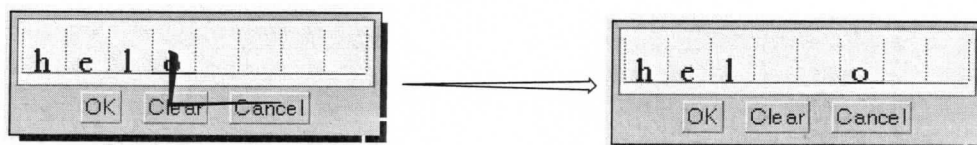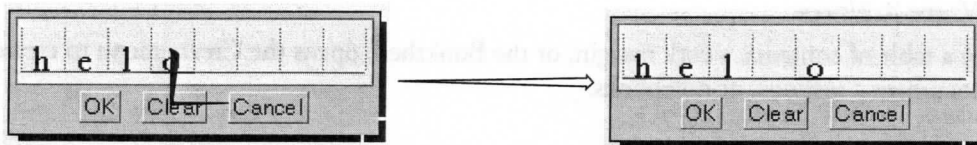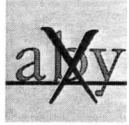
Cross Out   Deletes a word or selection in text, or any object directly beneath the **X**.

■ What Works

Make an "X" using two distinct strokes (top to bottom) over the selection or object you want to delete.

1 Draw the first stroke.

2 Barely lift the pen from the screen.

3 Quickly draw the second stroke.

■ **What Doesn't Work**

Drawing the gesture in one stroke (connecting the two lines).

Drawing strokes that are not clean lines.

Making a **+** instead of an **X**.

■ Where It Works

Deletes the contents of a field, documents from the Table of Contents, and icons from the Bookshelf. ■ When you draw it over a document's title line, it deletes the document.
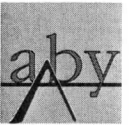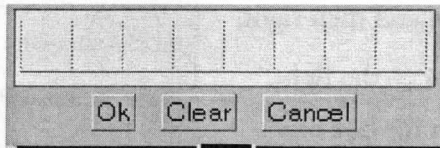
Caret   Opens a small writing pad in text for adding a word.

■ What Works

1 Start the gesture at the lower left.

2 Draw a slanted line up and then down to the right.

The caret tip must point at the space between words.

A writing pad pops up above the tip of the gesture. New text will be inserted at that same point.

■ **What Doesn't Work**
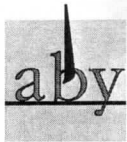
Making two strokes.

Creating a loop at the tip.

Starting on the right side of the caret.

Cluttering the gesture with extra hooks or wiggles.

| Ok | Clear | Cancel |

Pops up a pad

■ Where It Works

In a table of contents, a cork margin, or the Bookshelf, opens the Create menu to create new documents, sections, or notebooks.

Flick Up
or Down   Scrolls documents up *or down* to reveal the portion not on the screen.

■ What Works

Draw a straight line, making a snappy flick with your pen.

Make your flicks as if you were pushing a real piece of paper with them.

Flick up to see more of what's below the current view; *flick down to see more above.*

■ Where It Works

A flick up *or down* on a line of text moves that line to the top *or bottom* of the screen.   ■   A flick up *or down* on a pop-up list shows the next *or previous* choice.   ■   A flick up in a title line zooms the page, if that preference is set.   ■   A flick up on an overlapped Notebook tab reveals the tab below.
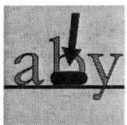
■   What Doesn't Work

Odd angles.

Curves.

Hooks at the beginning or end of flicks.

Touching the screen and pausing before starting to flick.

Press   Begins a move.
Begins a drag-through selection of text.
Sets an insertion point for keyboard insertion of text.

■ To Move An Object Or Selection

1 Touch the object or selection with the pen tip.

Hold the pen there.

2 Wait until you see a marquee (dashed line) around the object or selection. This gets the selection ready to move. You can lift the pen once you see the marquee.

3 If necessary, lift the pen and turn or scroll to the destination. The marquee will float above the page.

4 Drag the marquee to its destination.

■   What Doesn't Work

Tapping (lifting the pen away from the screen too quickly).

Lifting the pen before the dashed line forms around the selection.

Lifting before you finish dragging the selection or object.

📄 **Proposed New Products** 3	📄 **Proposed New Products** 3
📄 New Product Ideas 4	📄 New Product Ideas 4
📄 Chili Mixes 5	📄 CONTRACT 5
📄 **Sales** 6	📄 Chili Mixes 6
📄 Sales by Region 7	📄 **Sales** 7
📄 CONTRACT 8	📄 Sales by Region 8

■ An object will be moved to the precise point on the screen where you lift the pen.

■ Selected text will be moved to the precise point on the screen where you lift the pen, or to the space between words nearest to that point.

■ Note that in text, pressing an unselected character sets an insertion point; pressing a selected character begins a move.

Glossary

Application   An application is a software program that adds new capabilities to your computer. The MiniText and MiniNote™ applications come with the PenPoint operating system.

Bookshelf   An area at the bottom of the screen that holds auxiliary notebooks such as Help, Settings, and Connections, and accessories such as the software keyboard.

Busy Clock   An animated clock symbol that appears when PenPoint is carrying out a command that takes any length of time.

Character box   A box in a writing or edit pad in which you write one character (letter, punctuation mark, or number).

Close corner   A gray triangle in the upper left corner of option sheets and pages of auxiliary notebooks.

Collapse   A command on the View menu that closes a section in the Notebook Table of Contents so that document titles are not displayed.

Command   A choice on a menu. Commands tell PenPoint what to do.

Deselect   The action you take to make a selection go away, usually by tapping it. For example, on the Table of Contents, you tap to select a document title and tap again to deselect it.

Document   A piece of stationery on which you enter information. You use applications to create documents, each of which appears as a page of the Notebook. Every time you use the Create menu or the Stationery notebook to create a new piece of work, you're creating a new document.

Edit pad   A boxed pad that contains text you want to edit. Each character is in a separate box.

Electronic pen   The special pen you use to draw gestures, choose commands from menus, and write on the computer's screen.

Expand   A command on the View menu in any notebook's table of contents that opens a section so that the titles it contains are displayed.

Field   The text area on forms, option sheets, and lists. You can write directly into a field or tap the field to open an edit pad.

Gesture   A symbol, such as cross out Χ or tap Ⅴ. You make gestures on the computer's screen with the electronic pen. Gestures are a kind of shorthand; they bypass or supplement menu commands. See the "Gesture Profiles" section just before this glossary.

Gesture profile   A complete description of a gesture, including instructions on how to draw it and information on where it works.

Insertion point   The place at which text is added to the page. For example, when you use the software keyboard to add words to a document, you press ⌄ the pen on the place where you want the new words to go. You'll see a vertical line. That's an insertion point.

Install   You install applications, fonts, handwriting profiles, and other software on your computer from a disk drive. To see what's installed (and therefore available for you to use), look at the table of contents for the Installed Software section in the Settings notebook.

Marquee   The moving dashed line that appears around objects you're moving or copying, such as text or titles of documents.

Menu   A list of commands. You choose a command by tapping it. Most menu commands have equivalent gestures.

Notebook   The structure containing documents, applications, and information in your PenPoint computer. There are also auxiliary notebooks, like the Help notebook.

Notebook Table of Contents   The Table of Contents for the main Notebook.

Page turn arrows   Symbols on either side of the page number at the top right corner of the screen. Tap Ⅴ one of these arrows to turn forward or back one page in a notebook.

Scrolling   Scrolling moves a document so you can see parts of it that don't fit on the screen. Use flicks ⎸ or the arrows in the scroll margin to see the portion of a document that's off the screen.

Scroll margin   The area at the right or bottom of a document that you can use to see the part of the document that's not on the screen. Use flicks ⎸ or the arrows in this margin to scroll the document.

Section   A folder in the Table of Contents that holds documents. Section names appear in bold. Each section also has its own divider that lists the documents it contains.

Select   To choose something for the next command to act upon. When you select text or an object, the background behind it may darken to show you it's selected.

Selection   The object or text on which the next command will act. Selected text has a dark background.

Settings notebook   An auxiliary notebook located on the Bookshelf. Open this notebook when you want to set preferences, such as choosing a writing pad style, or get information about installed software.

Software keyboard   An accessory located on the Bookshelf that displays the image of a keyboard on the screen. Use it to enter numbers and text if you don't want to write by hand.

Stationery   A template you choose from the Create menu or the Stationery notebook to create a new document.

Tab   A marker for a document or section in a notebook. Tabs always appear on the right-hand side of a page in a notebook.

Table of contents   A list of all of the sections and documents in a notebook. All notebooks have their own tables of contents.

View menu   A menu on a notebook's table of contents containing the commands to expand or collapse sections.

Writing pad   A pad on which you write words that the PenPoint operating system translates into typed text. Writing pads come in different sizes and styles, such as boxed or ruled.

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☐ Macintosh   ☐ Spreadsheet   ☐ Electronic mail / BBS

☐ Workstation   ☐ Database   ☐ Address book / Calendar

☐ Fax card   ☐ Presentation / Graphics   ☐ Programming languages

☐ Games   ☐ Other _____

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Were topics covered in enough detail?	☐	☐	☐	☐	☐

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