EZ Handwriter
User Manual

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

Chapter One: Product Features

1.1 Hardware Introduction

EZ Handwriter lets you take the handwriting recognition software and your personal handwriting script information on the go. No need to install EZ Handwriter in any computer. All you need to do is plug EZ Handwriter into the computer and then you can use handwriting recognition immediately.

1.2 Hardware Specification

Size: 176.6mm (L) × 111.6mm (W) × 5.95mm (H)

Handwriting Area: 4” x 2.25”

Weight: 150g

1.3 Product Features

Easy to plug and write

No need to install EZ Handwriter in any computer. All you need to do is plug the EZ Handwriter into the computer and then you can use it right away. Its simple design with thin appearance is easy for you to carry.

Asia all-in-one package

Recognize over 23,000 traditional and simplified Chinese characters, 4941 special Hong Kong characters, English letters, symbols, numbers, Japanese Kanji, Katakana and Hiragana and Korean characters.

Cursive writing and artificial intelligence recognition kernel

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

Personalized interface

Two writing interfaces for you to choose from: full-screen continual writing interface and writing pad interface. Moreover, we also provide infinity-mode writing interface as another option. Just set your own pace and write in relax. You can try to revise again on your side.

Efficient assistance

Combining with many functions, such as pre-related and post-related characters, and punctuation symbol, drastically improving your inputting speed of Chinese text.

Multi-function Pen

You can use pen as mouse to click and enter with simple operation.

Handwriting annotation

Your handwriting annotation can be overlapped with the WORD or EXCEL document to keep their related position to avoid ruining the document format.

Inking on MSN messenger

If you have MSN Messenger 6.1 or above installed, you can transmit handwriting and hand-drawn graphics on MSN Messenger for that extra personal touch.

Chapter Two: Start to Use

2.1 System Requirements

1. Windows 7/Vista/XP
2. USB port

2.2 Hardware Connection

Plug the USB cable to the EZ Handwriter pad and the USB port of your computer.

Notes: 1. When first time connecting your EZ Handwriter pad to your computer, the system may take some times to recognize it.

2. Sometimes, when you connect the EZ Handwriter handwriting pad, the system may pop-up a window to ask you restart your computer. Please ignore it.

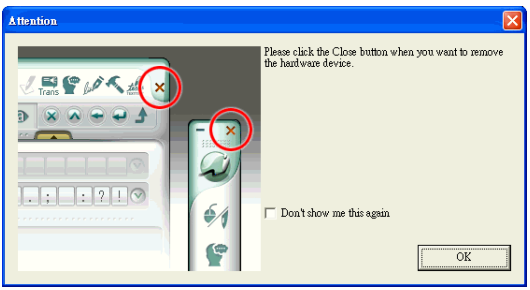
2.3 Run EZ Handwriter System

After connecting your EZ Handwrter pad to the USB port of your computer, the EZ Handwriter handwriting system will be launched automatically. If your Windows OS is Vista or above, the system will display an AutoRun menu when the writing pad is connected. Please select [Run Freeime2.exe] to launch the EZ Handwriter handwriting system.

Notes: 1. EZ Handwriter contains two flash disks. The first flash disk is [EZ Handwriter]. It stores EZ Handwriter handwriting system program files. While the EZ Handwriter pad is connected to the computer for the first time and the EZ Handwriter handwriting system doesn't launch automatically, you can right-click on this disk, select [Open], and then double-click on [Launch.exe] to launch EZ Handwriter handwriting system manually.

2. When launching the EZ Handwriter, the system will also open a Windows Explorer and view the second flash disk. It can be also used as a regular flash disk to store your data.

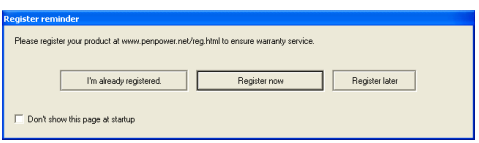
When running the EZ Handwriter handwriting system for the first time, the system will display an Attention window. Please follow the instructions to click the Close button when you want to exit the EZ Handwriterr handwriting system. And then diskonnect the EZ Handwriter pad.



Tip: If you close the EZ Handwriter handwriting system with the handwriting pad still connected to the computer and you want to use it again, you can double-click on the short cut of the desktop to launch the EZ Handwriter handwriting system again.

2.4 Registration

A register reminder window will pop up when you launch EZ Go Jr. handwriting system for the first time. It reminds you registering your product at http://www.penpower.net/reg.html for ensuring the warranty service. Click [Register now] to register. If you click [Register later], you may go to [About/Register] when you need. If you have registered, please click [I'm already registered].



Tip: If you don't want to see this reminder every time when the handwriting system is launched, please check the option of [Don't show this page at startup] .

2.5 Handwriting Pen

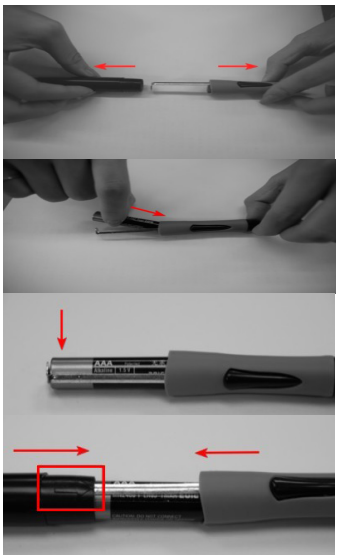
2.5.1 Installing Pen Battery

1. Gently pull off the end cap of the stylus.

2. Insert a new battery (Alkaline 1.5V, size AAA) with the negative terminal poninting into the pen nib.

3. Push the battery up.

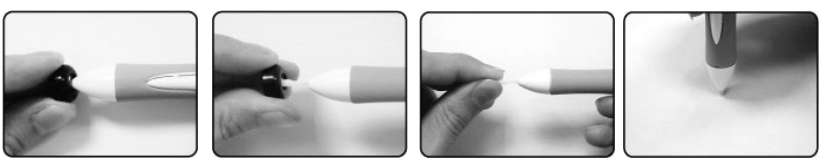
4. Push the end cap back with the arrow on the pen aligning with the metal part.



2.5.2 Changing Stylus Pen Tip

After using the stylus pen for a while, the pen tip may be run down. You can follow the steps below to change the stylus pen tip.

1. **2.** **3.** **4.**



2.5.3 Handwriting Pen Button Functions

The pen tip acts as the left-click of the mouse. There are two buttons on the pen. The one near the pen tip functions as the right-click of the mouse.

Note: The upper button (the one farther from the pen tip) is not functional.

2.6 Handwriting Tips

2.6.1 Relationships among the Pen, Tablet, and Screen

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

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

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

2.6.2 How to write Chinese characters

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

Proper Writing

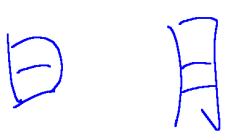
For example, write these three characters “明日月”.

Incorrect Sample One

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

Incorrect Sample Two

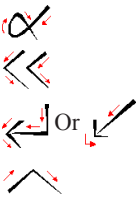
The two parts of one character “明” are written too far away from each other. Instead of recognized as “明”, they are recognized as “日” and “月”.



2.6.3 Editing Symbols

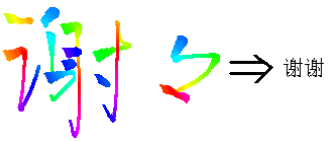
EZ Handwriter provides four standard editing symbols: delete, backspace, enter and space bar. These are as follows:

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



2.6.4 Duplicator

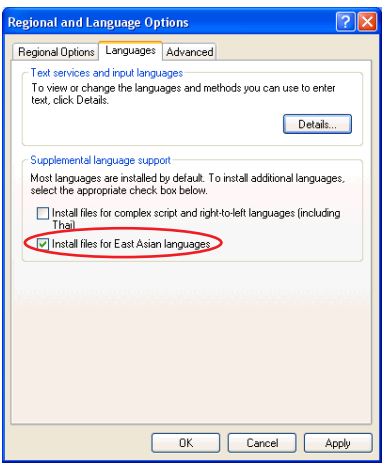
In continuous writing mode, EZ Handwriter will treat 々 as the previous character. If you want to input 『谢谢』, you may writing them as:



2.7 Language Settings for English Environments

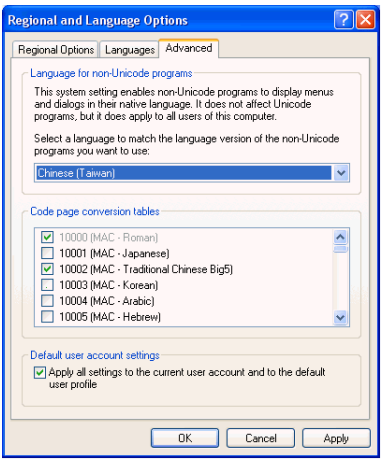
If you use the Windows XP English operating system, your computer may not properly display Chinese characters. Recommend setting up your operating system environment's language encoding support.

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



4. Click the **Advanced** tab

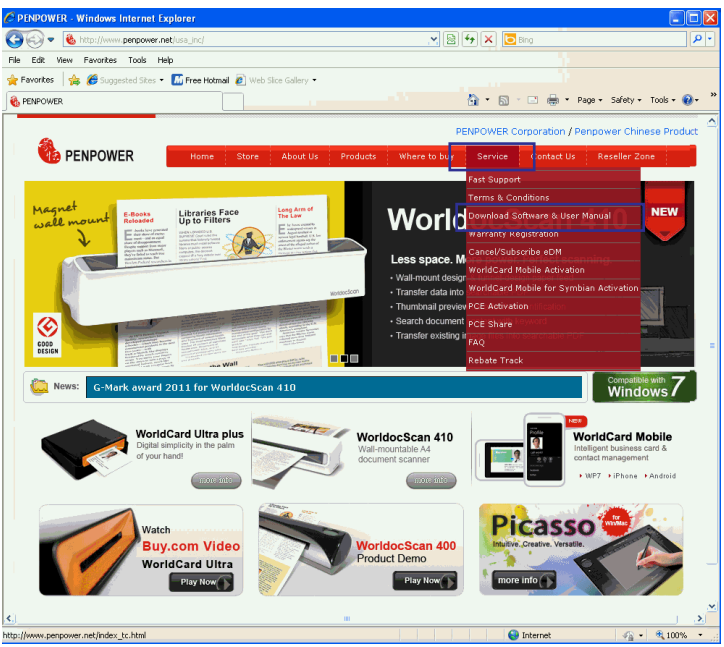
5. Check **10002(MAC - Traditional Chinese Big5)** and **10008(MAC - Simplified Chinese GB 2312)**, and then click **OK**.



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

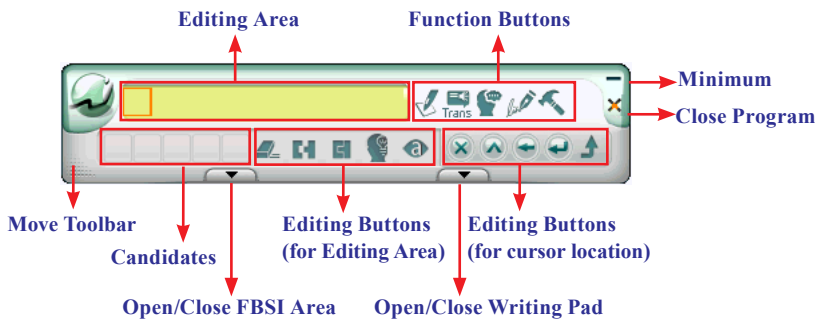
2.8 Additional Software Installation

EZ Handwriter additionally provides applications, such as TranStar, OCR Pro, Photo Cap, and Tux Paint. Please go to Penpower Official Website (http://www.penpower.net/index.html). Select [Service] / [Download Software & User Manual] and go to the EZ Handwriter product section. Enter the 8-9 digit product serial number to download these applications.



Chapter Three: Window User Interface

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



Tips:

1. *You can click the* **Menu** *button, and go to* **Setting/Interface/Switch display interface** *to select* **Window UI**. *Please refer to 4.2.4 for details.*
2. *If the system recognizes the character before you finish writing very often, you can adjust the* **Writing Speed**.
3. *If you have minimized the Toolbar, you can click with the pen on a blank area. The Toolbar will show up automatically.*

3.1 Editing Area

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

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

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

3.2 Candidates

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

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

3.3 Editing Buttons (for Editing Area)

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

3.3.1 Delete

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

3.3.2 Split

When two characters are written too close, they may be treated as one character. You can select a wrong-recognition character from the **Edit Area** and click the **Split** button to separate it into two characters. Please refer section 4.3.5.

3.3.3 Merge

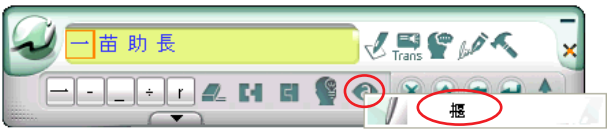
If you write the left and right parts of a character too far apart, they might be recognized as two characters. You select the first character of the wrong-recognition characters from the **Edit Area** and click **Merge** button to unite the second character into one character. Please refer section 4.3.6.

3.3.4 Artificial Intelligent

Artificial Intelligent helps you to correct incorrect recognition character. It also learns your handwriting style to improve the recognition rate. You can select a wrong-recognition character from the **Edit Area** and click the **Artificial Intelligent** button to correct the character. Please refer section 4.3.3.

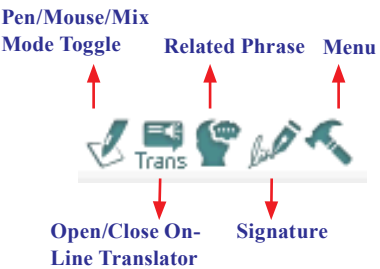
3.3.5 Phrase Correction

When writing a word or phrase on the full screen at onec, and do not know how to write one of the character, you can write any character instead, then click the **Phrase Correction** to correct it. Please refer section 4.3.2.



3.4 Function Buttons

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



3.4.1 Pen/Mouse/Mix Mode Toggle

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

1. **Pen Mode** : Only use the tablet as a handwriting pen. It is suitable for the users who are not familiar with tablet.

2. **Mix Mode** : Automatically detect the tablet as a handwriting pen or mouse. It is suitable for the users who get used to the tablet.

3. **Mouse Mode** : Only use the tablet as a mouse. You may use it when you do not want to handwrite or when you want do draw pictures.

3.4.2 Open/Close On-Line Translator

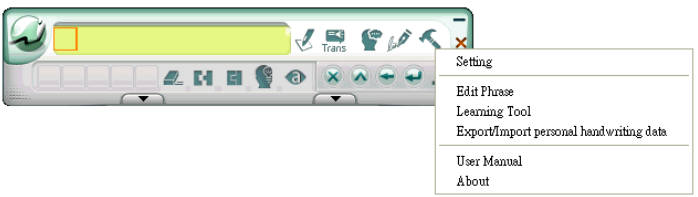
Click the **Open On-Line Translator** button to turn the **On-Line Translator** on. Click the **Close On-Line Translator** button to turn the **On-Line Translator** off. Please refer section 4.1.2.

3.4.3 Signature

Move the cursor to the place you want to sign in your document, click the **Signature** button to enter the **Signature Mode**. Draw or sign your name any place on the screen. After click button, the signature will be inserted next to the cursor. Please refer section 4.1.4 for details.

3.4.4 Menu

Click **Menu** button to select [Setting], [Edit Phrase], [Learning Tool], [Export/ Import handwriting data], [User Manaul], and [About] .



1. Setting: Select **[Setting]** to open the setting dialogue. Please refer section 4.2.

2. Learning Tool: Learning Tool provides the function of using a simple symbol to represent a string of characters to speed up inputting speed. Please refer chapter 5.

3. Edit Phrase: EZ Handwriter provides several hundred thousands default phrases for your use. You can also add your own phrases. Please refer chapter 6.

4. Export/Import handwriting data: You can use EZ Handwriter to export and import your own personal handwriting artificial intelligent learning file and setting file. Please refer chapter 7.

5. User Manual: Open this user manual.

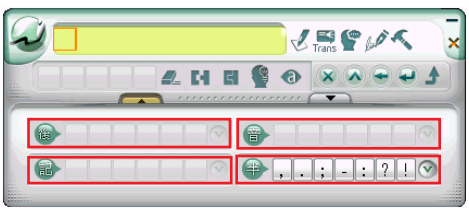
6. About: Display the version information, report problems, link to official site, use online service, and register.

3.5 Editing Buttons (for Cursor Location)

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

3.6 Inputting Related Words and Symbols

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



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

3.6.1 Related Characters

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

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

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

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

3.6.2 Previous Characters

As the explanation of section 3.6.1, the first character is the **Previous Character** of the second character. For example『公司』(Company), 『公』 is **Previous Character** of『司』.

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

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

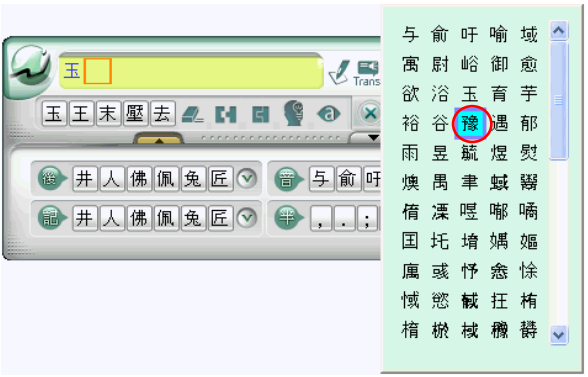
3.6.3 Homophone

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

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

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

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



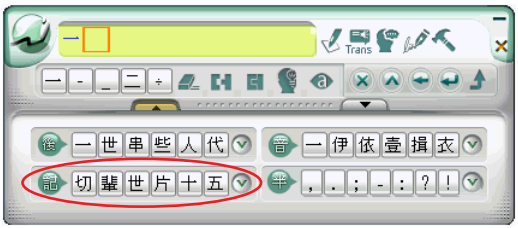
3.6.4 Multiple Pronunciations

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

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

3.6.5 Memory Characters

When you input Chinese characters, you may have your own habitual words. EZ Handwriter memorizes the recent words that you were using and displays the characters in the **Memory Character Area** for you to choose easily.

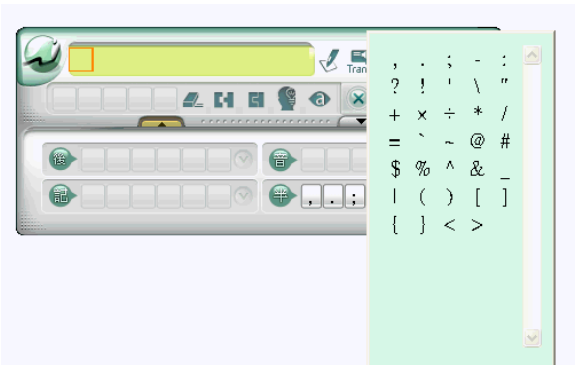


Tips: If you cannot find the character you want, you can click button to see more Related Characters.

3.6.6 Symbols

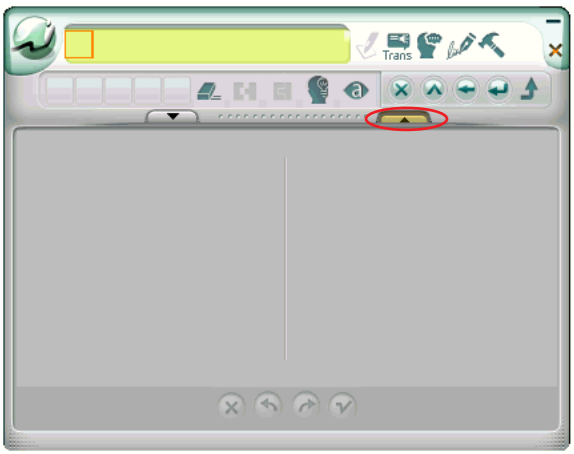
Windows Interface provides 7 basic symbol buttons for applying directly. The basic symbols have half shape and full shape . Click the Half Shape button or Full Shape button to switch.

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



3.7 Writing Pad

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



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

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

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

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

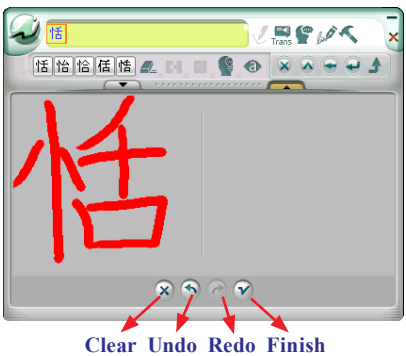
3.7.1 Unlimited-Time Writing

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

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

Single Grid

Double Grid



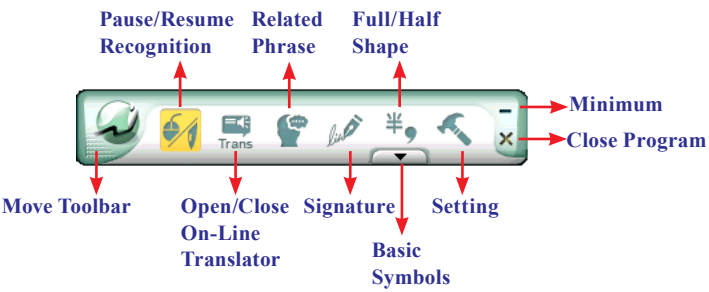
Tips:

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

Chapter Four: Balloon Interface

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

4.1 Balloon Interface Toolbar



Tips:

1. *If you have switched to* **Window Interface**, *you can click* **Menu** *button* *and select* **Setting/ Balloon UI** *in the* **Interface** *tag to switch back.*
2. *If the system recognizes the character before you finish writing very often, you can adjust the* **Writing Speed**. *Please refer 4.2.1 for details.*
3. *If you have minimized the Toolbar, you can click with the pen on a blank area. The Toolbar will show up automatically.*

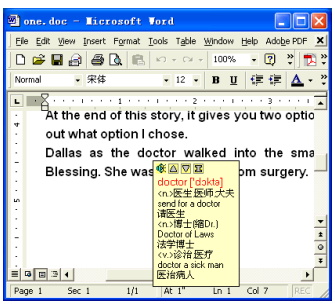
4.1.1 Pause/Resume Recognition

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

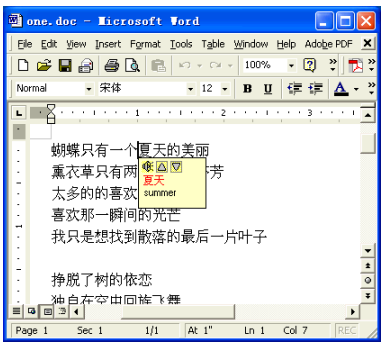
4.1.2 Open/Close On-Line Translator

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

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

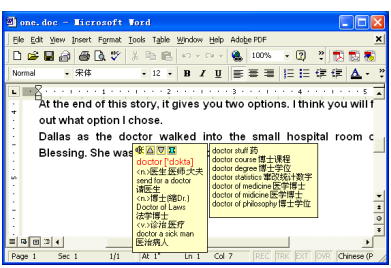


English Translation



Chinese Translation

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



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

4.1.3 Related Phrase

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

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

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

4.1.4 Signature

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

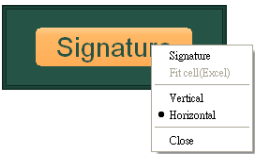
1. Move the cursor to the place you want to sign in your document and click **Signature** to enter the **Signature** mode.

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

   To move the Signature window, please position your mouse pointer on the green area inside the window and the pointer will turns into the Move pointer. Then you can move the window to the place that you want to sign.

   To adjust the size of the Signature window, please position the mouse pointer over the window edge. When the mouse pointer turns into the Resize pointer, Then you can resize the window as you like.

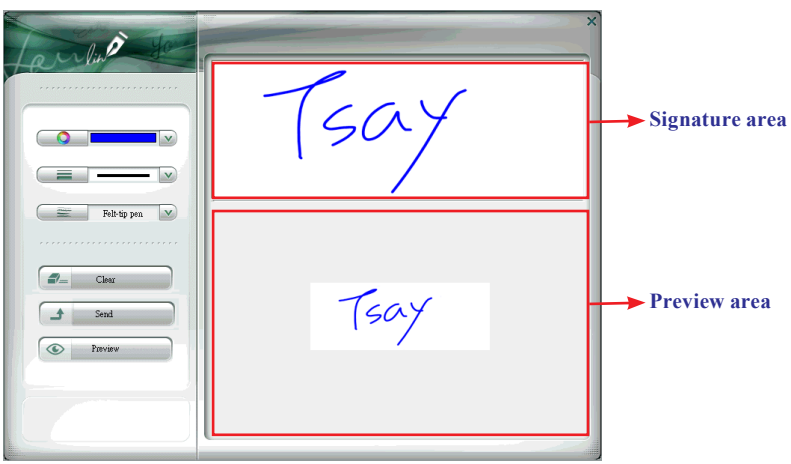
3. Click **Signature** button, a menu appears. Select **Signature** from the menu.



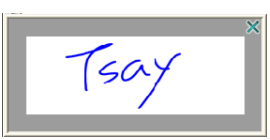
Tip: The default signature direction is in horizontal. If you wish to sign the direction in vertical, you may check **Vertical** *before clicking* **Signature.**

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

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

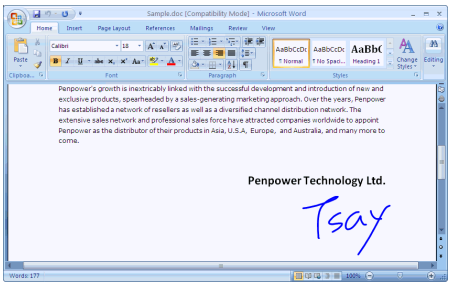


5. The actual size of the signature will be displayed under the **Sign here!** area. Click the **Preview** button can view the signature in a preview window.



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

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

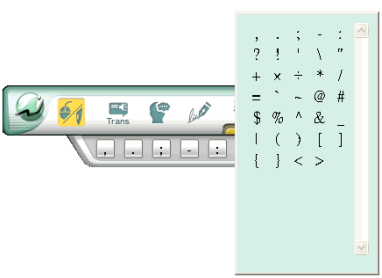


Tip: The signature also can be inserted into emails. It supports the email applications such as Outlook, Outlook Express or Windows Mail etc.

4.1.5 Basic Symbols

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

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



4.1.6 English Script Recognition

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

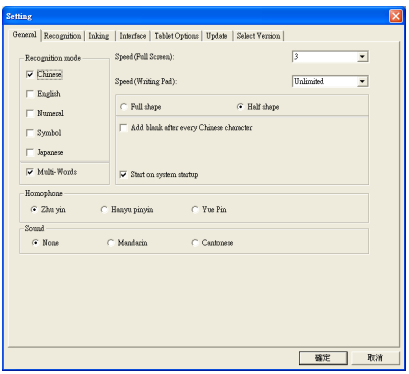
Note: The system will only recognize English when **English Script Recognition is on.**

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

4.2 Settings

Click **Menu** button and select **[Setting]** to open the setting dialogue.

4.2.1 General Setting



Recognition Mode

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

Note: Japanese recognition recognizes hiragana and katakana only.

Multi-Words Writing

Select **Multi-Words** option, you can write up to 45 characters at a time. If you are new to handwriting, or not yet used to handwriting, you may uncheck this option. Your writing will be deemed as one character to recognize to avoid mistakes in character segmentation.

Writing Speed Adjustment

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

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

Full shape /Half shape

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

Add black after every Chinese character

Check this option to add a space after every Chnese character automatically.

Add blank(English Script Recognition)

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

Homophone

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

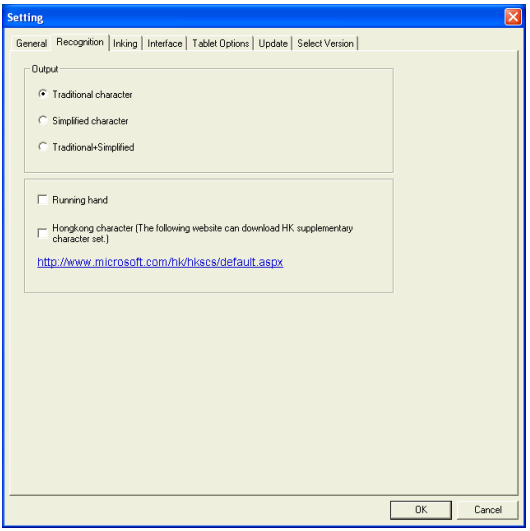
Sound

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

Start on system startup

Check this option and then everytime you restart the computer when EZ Handwriter pad is not disconnected from the USB port, the EZ Handwriter handwriting system will also be launched automatically.

4.2.2 Chinese Recognition Setting



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

Traditional Character

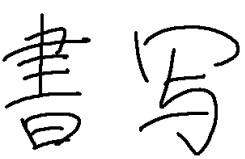
No matter whether you write traditional or simplified characters, the recognition result is displayed as traditional characters.

Simplified Character

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

Traditional + Simplified

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



Running Hand

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

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

Hongkong Character

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

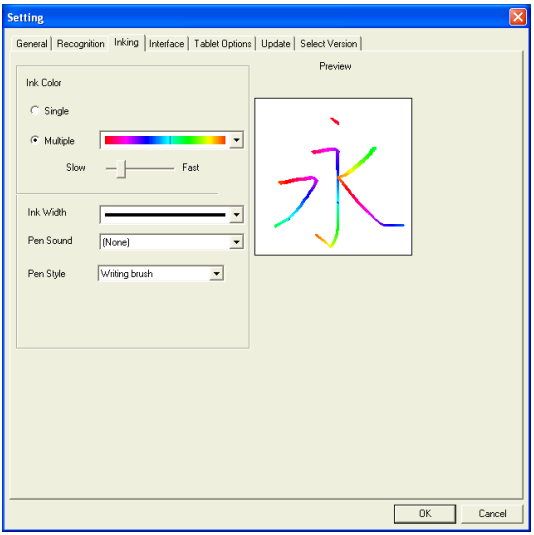
Note: This recognition mode is only available when the version setting is Traditional Chinese or Traditional Chinese (Hong Kong).

Unusual Character

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

Note: This recognition mode is only available when the version setting is Simplified Chinese.

4.2.3 Inking Setting



Ink Color

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

Ink Width

Set the line’s levels of thickness.

Pen Sound

Set sound effect as you write.

Pen Style

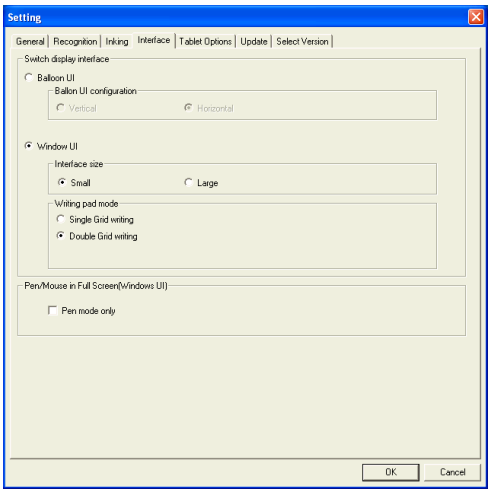
Choose from one of the eight pen styles such as Mark pen, Chalk and Writing brush. You can also set pictures as the texture for your pen style.

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

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

4.2.4 User Interface Setting

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



Switch Display Interface

EZ Handwriter provides Balloon and Window user interface.

Balloon UI

You can select Vertical or Horizontal styles.

Vertical Style

Horizontal Style

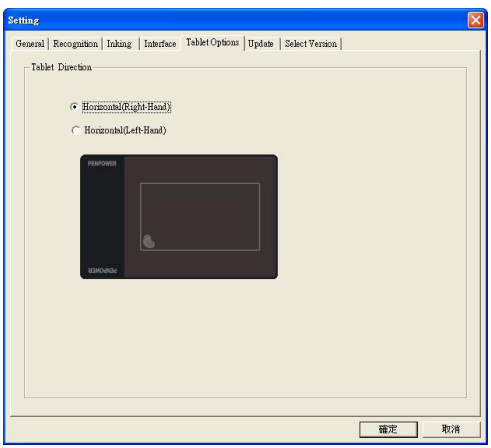
Interface Size

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

Writing Pad Mode

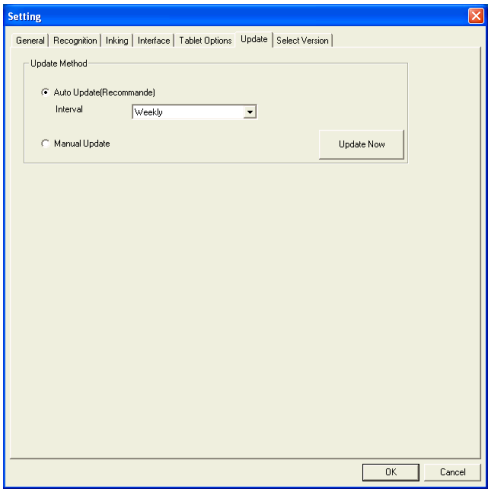
Depends on your needs to select **Single Grid writing** or **Double Grid writing**.

4.2.5 Tablet Options Setting



You can select the orientation of the EZ Handwriter pad as Horizontal or Vertical. The horizontal mode provides the writing pad placement at right side or left side. The default setting is [Horizontal (Right-handed)].

4.2.6 Update Method Setting



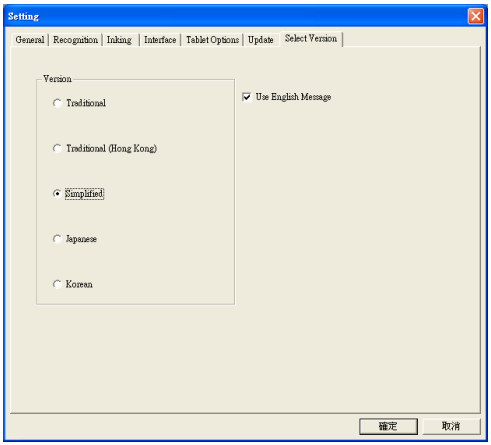
Auto Update

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

Manual Update

You can also set the update method as **Manul Update**. Please click on [**Update Now]** to check for updates manually.

4.2.7 Version Setting



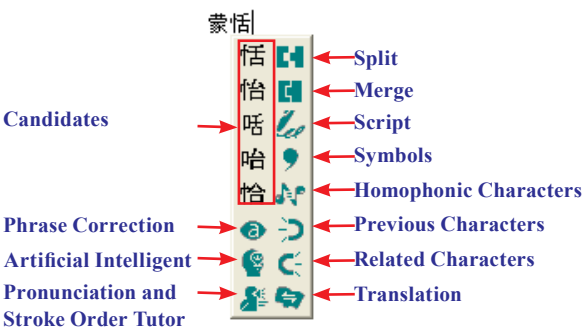
1. Depend on you needs to select Traditional Chinese, Traditional Chinese (Hong Kong), Simplified Chinese, Japanese, or Korean version.
2. Select **Use English Message**, the entire interface will be in English.
3. After finishing setting, click **OK** button. The EZ Handwriter handwriting system will be closed and then relaunched automatically.
4. The setting will be applified after the EZ Handwriter handwriting system is relaunched.

4.3 Flotation Menu

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

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

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



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

Notes

1. **Flotation Menu** ***cannot be used in 64-bit Microsoft Office Applications, Notepad, WordPad, and applications included in 64-bit versions of the Windows operating system, and Internet Explorer 9.***
2. ***If the* On-line Translation *is on, please turn it off for displaying the* Flotation Menu.**

4.3.1 Candidates

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

4.3.2 Phrase Correction

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

1. Entering an idiom such as『擄苗助長』, if you are not sure of how to write the character『擄』, you can enter the character『一』instead to input『一苗助長』.

擄苗助長

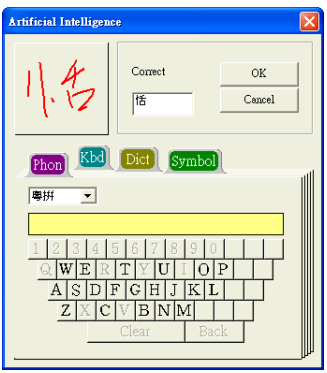
2. Move the pen/mouse over the character『一』and wait for the **Flotation Menu** to show up. Click the **Phrase Correction** ⓐ button and the『一』character will be changed to『擄』.

3. If the **Phrase Correction** function came up with multiple candidates, these will be shown in the candidate window for you to choose from. For example, if the input was『股份一限公司』when you move the pen/mouse over the『一』and click the **Phrase Correction** ⓐ button, it will display a list of all phrase correction candidates for you to choose and make the correction with.

4.3.3 Artificial Intelligence

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

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



4.3.4 Pronunciation and Stroke Order Tutor

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

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

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

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

4.3.5 Split

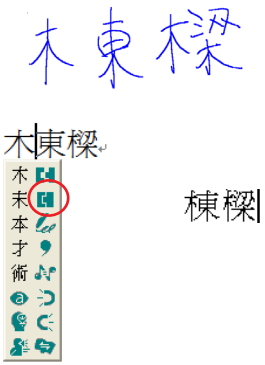
When two characters are written too close, they may be treated as one character. You can use split function to separate it into two characters.

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

4.3.6 Merge

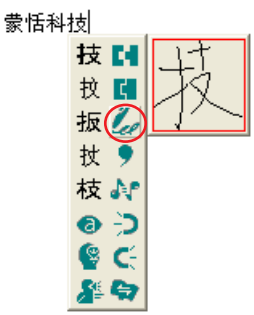
If you write the left and right parts of a character too far apart, they might be recognized as two characters. You can use the merge function to unite them into one character.

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



4.3.7 Script Checking

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



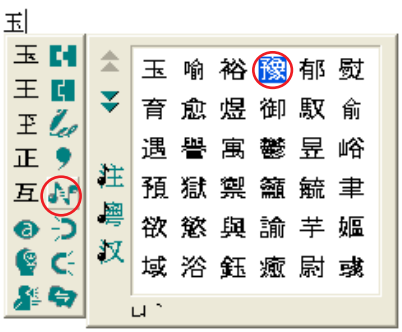
4.3.8 Punctuation Symbol

1. Write a few characters.
2. Move the pen/mouse over the character you want to add a symbol for a couple of seconds for the **Flotation Menu** to show up.
3. Move the pen/mouse over the **Symbol** button to open the symbol menu and select and input ordinary punctuation in full or half shape.

4.3.9 Homophone

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

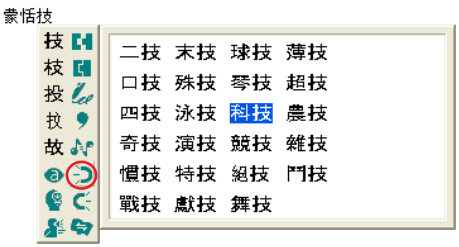
1. Write any homophone of 『豫』such as 『玉』.
2. Move the pen/mouse to『玉』 for a couple of seconds for a couple of seconds for the **Flotation Menu** to show up.
3. Move the pen/mouse over the **Homophone** button to list all the homophones.
4. Click 注 / 粵 / 汉 button to switch into other phonetic notation /Cantonese Pinyin /Chinese Pinyin characters.
5. Select『豫』 to replace『玉』.



4.3.10 Previous Character

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

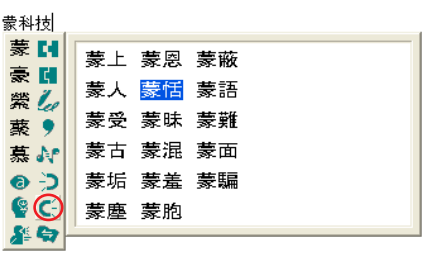
1. Write a few characters e.g. 『蒙恬技』.
2. Want to insert『科』between『恬』and『技』.
3. Move the pen/mouse over the character『科』, and wait for the **Flotation Menu**.
4. Move the pen/mouse over the **Previous Character** button, and all the two-character phrases will be listed. Click 『科技』 to insert 『科』.



4.3.11 Related Character

As the explanation of the section 4.3.10, the second character is the **Related Character** of the first character.

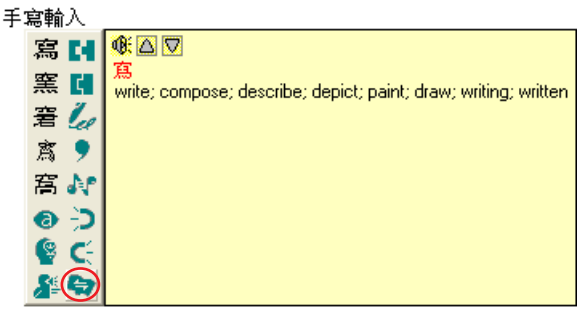
1. Write a few characters e.g. 『蒙科技』.
2. Want to insert『恬』between『蒙』and『科』.
3. Move the pen/mouse over the character『蒙』, and wait for the **Flotation Menu** to pop up.
4. Move the pen/mouse over the **Related Character** button, and all the two-character phrases will be listed. Click 『蒙恬』 to insert 『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



4.3.12 Translation

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

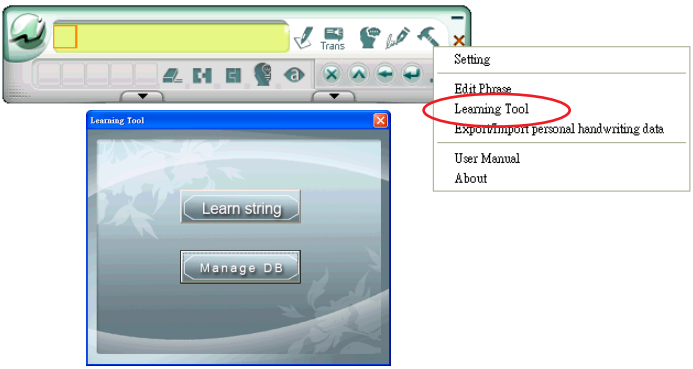
1. Write 『手寫輸入』.
2. Move the pen/mouse over the character『寫』, and wait for the **Flotation Menu** to pop up.
3. Move the pen/mouse over the **Translation** button, the translation will show up.



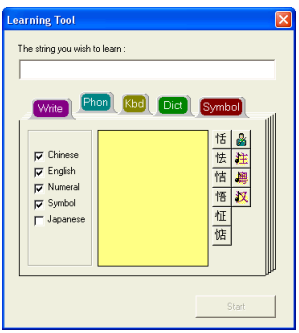
Chapter Five: Learning Tool

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

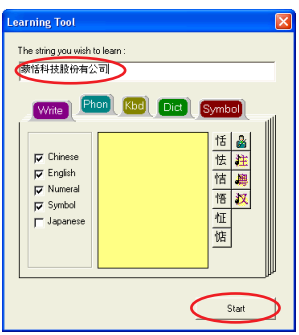
1. Click **Menu** button and select **Setting/Learning Tool**. It will open the **Learning Tool** Window.



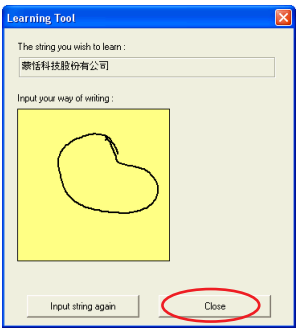
2. Click **Learning string** to open the **Learning Tool** dialogue box.

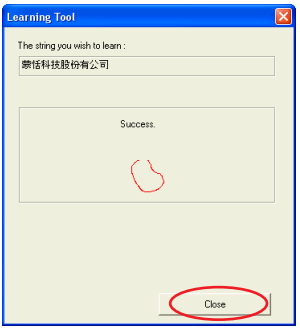


3. Input a string of characters. Then Click **Start** button.



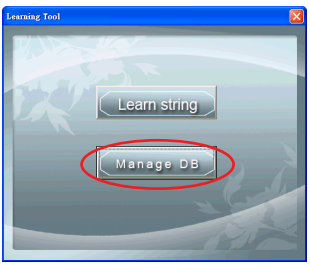
4. Draw a symbol twice to finish the learning.

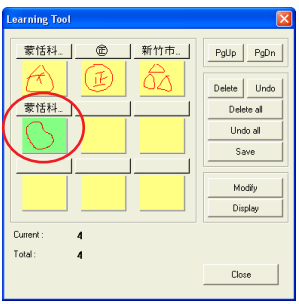




Note: If the symbols you draw have too big differences, the learning will be failed. Please redraw the symbol.

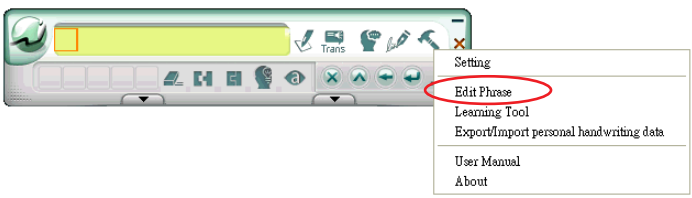
5. Click **Manage DB** on the **Learning Tool** window to look up or modify the learned results.



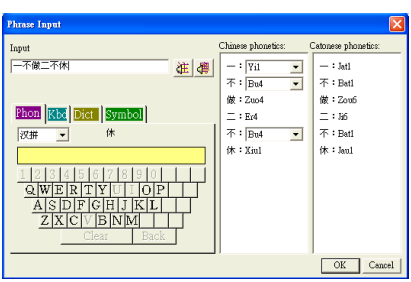


Chapter Six: Edit Phase

EZ Handwriter provides several hundred thousands default phrases for your use. You can also add your own phrases. Click **Menu** button, and select **Setting/Edit Phrase**. It will open the **Phrase** Window.



2. Click [Insert] to open the [Phrase Input] dialog. You can input a new phrase here. e.g. If you want to insert『一不做二不休』as a phrase, input『一不做二不休』.



You need to update the phonetics on the right side. Click / button to hear their pronunciation and check if the one you choose is right.

Note : The maximum length of one phrase is 200 word. In fact, the phonetics is only for Voice-Reader to read text with right sound of phonetics. If you do not care, you can skip it.

Click [OK] to finish insertion. Afterward, if you write『一』, then『一不做二不休』would be displayed in the related phrase window. Just click it to input.

3. Selet on phrase from the list, and then click [Modify] to update the phonetics of this phrase. Click [Delete] to delete this phrase from database.

4. In [Search string] field, you can only input part of a phrase to find this phrase quickly.

5. You can use [New], [Open], [Save], [Save As] function to manage your phrase database (*.yib).

Note: Although you can create several phrase database, you can only choose one at one time.

6. Import file

Click [Import] and select one phrase database(*.yib) or text file to import it into current database.

The text file format must follow this rule - one phrase in each line. You can edit it by any editor, e.g. NotePad.

Note: Every imported phrase would own phonetecs by default. Their phonetics may be wrong. You can modify them from phrase dialog.

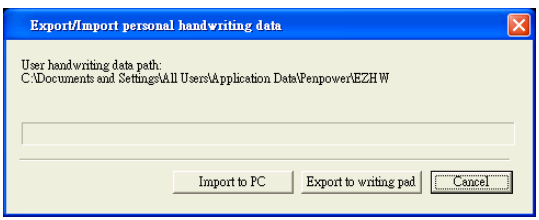
Chapter Seven:

Export/Import Personal Handwriting Data

If you want to use EZ Handwriter on another computer, you can export your personal handwriting artificial intelligent learning file and setting file to the handwriting pad. Then import your personal handwriting artificial intelligent learning file and setting file to the other computer.

1. Export to Writing Pad

Click **Menu** button, and select **Setting/ Export/Import personal handwriting data**. In the **Export/Import personal handwriting data** dialogue box, please click **[Export to writing pad]** to export your artificial intelligent learning file and preference settings to the writing pad.



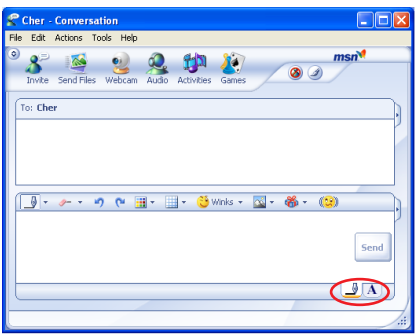
2. Import to PC

Insert EZ Handwriter pad to another computer and click **Menu** button. Then select **Setting/ Export/Import personal handwriting data**. In the **Export/Import personal handwriting data** dialogue box, please click **[Import to PC]** in the **Export/ Import personal handwriting data** dialogue box to import your artificial intelligent learning file and preference settings to this computer.

Chapter Eight: Application

8.1 Drawing in MSN Messenger

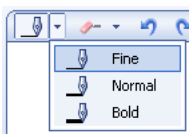
When you use MSN Messenger version 6.1 or higher, after signing in to the MSN Messenger, double click a contact to begin the conversation box. In the conversation box, there are two modes for you to select, including **Handwrite** and **Type**. You can switch between the input modes as you like.



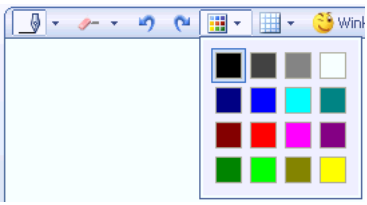
In the **Handwrite** mode, you can select the font size and font color from the scroll bar menu provided. After the setting has been done, you can write on the tablet and the words will appear as what you have previously set.

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

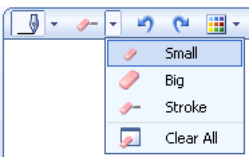
After you have input your message, you can click **Send** button to send your handwritten message.



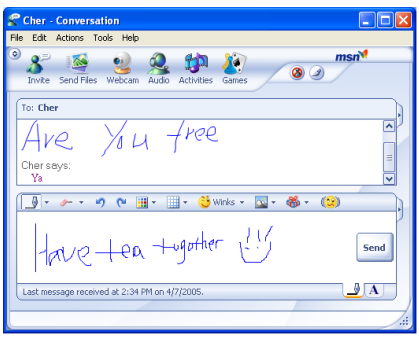
set ink width



set ink color

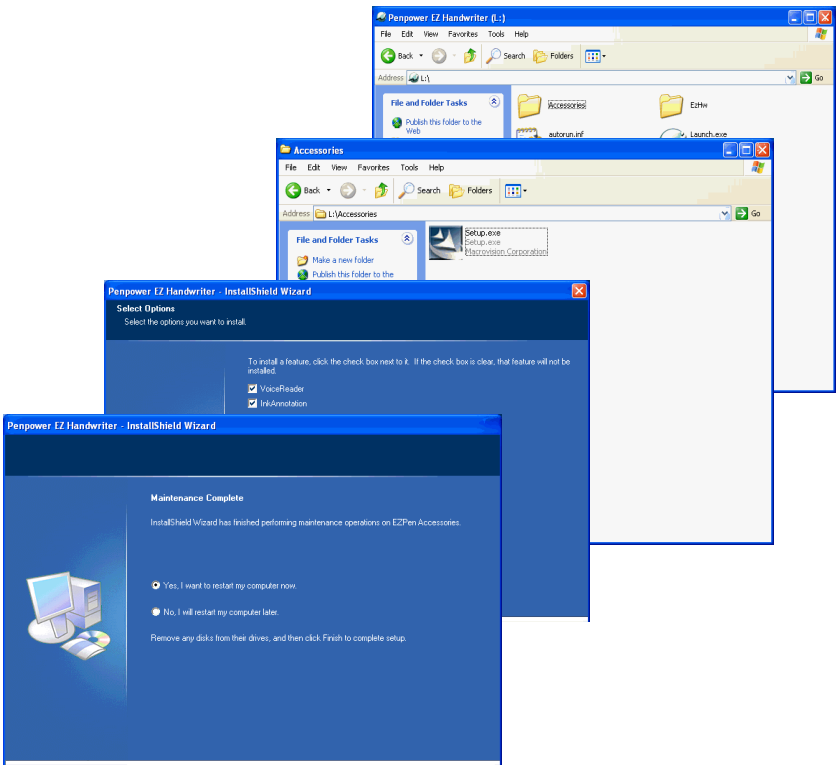


set the rubber



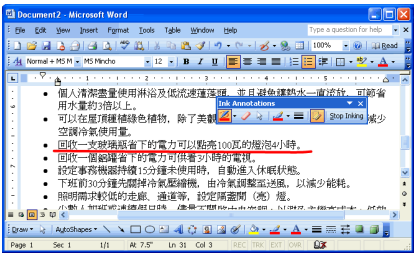
8.2 Install Office Inking and Voice Reader

EZ Handwriter additionally provides the functions of Office Inking and Voice Reader. Please right-click on first flash disk [EZ Handwriter] and select [Open]. Open the [Accessories] folder and click [Setup.exe]. Then follow the instructions to install Office Inking and Voice Reader. After the installation is completed, please follow the instruction to restart the computer.



8.2.1 Office Inking

After Office Inking is installed sucessfully, you can start to use it. EZ Handwriter can be run on any versions of Office, starting from Office 2003. A button will show up on the toolbar list. In Word 2003: It has **Ink Annotations** and **Ink Comment** function. Click and from the pull-down menu select **Ink Annotations,** a toolbar opens. It helps you to insert annotations into the document. You can select the brush style, color and size can be set here. The eraser can also be used to remove undesired writing.



Brush style

Eraser

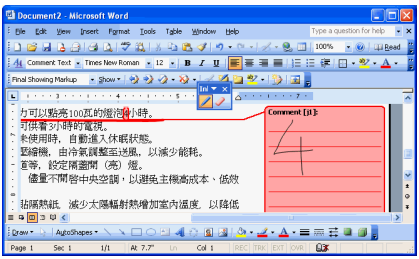
Select

Brush Color

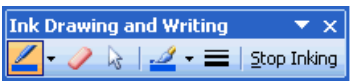
Brush Size

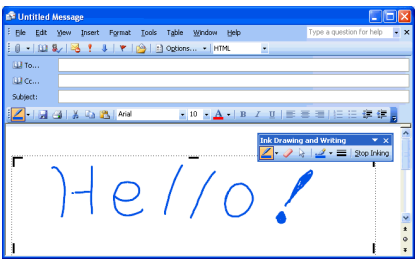
Show/Hide Brush Marking

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

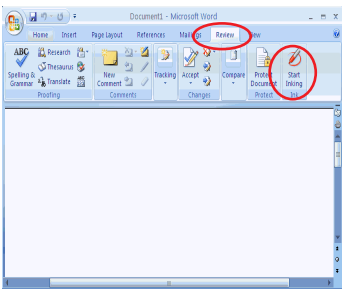


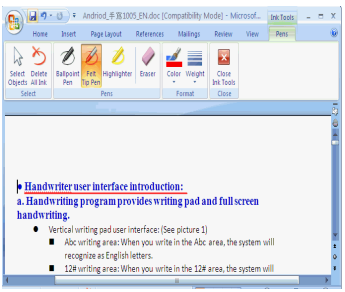
In Outlook 2003, the **Ink Drawing and Writing** function will show up. It operates just like Word's.





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





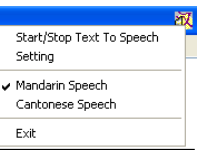
8.2.2 Voice Reader

Penpower Voice Reader utilizes a state of the art text-to-speech technology, it reads in fluent Mandarin or Cantonese of any articles. You can use it as a tool for fast proofreading or in teaching the correct Mandarin/Cantonese pronunciation.

8.2.2.1 Open Voice Reader

1. After it is installed successfully, you can launch Voice Reader by clicking **[Start\All Programs\ EZPen Accessories\Voice Reader]**.

2. When it starts up, there will be an icon on/off button on the top right corner of your application, such as Word. You can click the icon to select **Mandarin Speech** or **Cantonese Speech**.



3. Choose a paragraph, click and select **[Start/Stop Text to Speech]**, the selected paragraph will be read out. Check your speaker if there's no sound.

4. During reading, click , and selecting **[Start/Stop Text to Speech]**, it will stop reading.

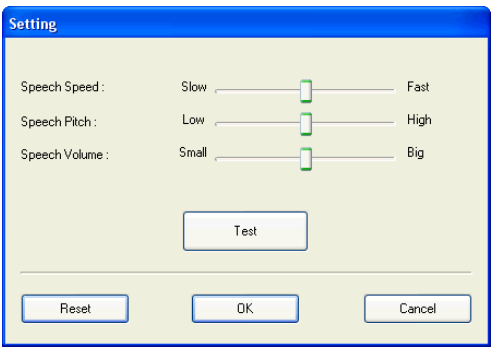
8.2.2.2 Voice Reader Setting

Click , select **[Setting]** , the **[Setting]** window will appear.

Speech Speed: Adjust speak speed.

Speech Tone: Adjust tone level.

Speech Volume: Adjust speak volume.



8.2.2.3 Turn off Voice Reader

1. Click , select **[Exit]**.
2. When you see the following image, VoiceReader is turned off and the icon on the upper right corner disappears.

8.3 Inputting Tips

Write an Other Character Instead

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

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

Related Characters and Related Phrase

1. **Previous Character** (or): If you wish to enter a common two-character phrase and forget how to write one character. You can write the second character, and find the first character from **Previous Character** (or).
2. **Related Character** (or) and **Related Phrase** : When writing a Chinese character, you can check and select the next character or phrase from the **Related Character** (or) or **Related Phrase** to save time.
3. **Memory Characters** : After writing a character, you can select a recent habitual word in the **Memory Characters** to input quickly.

Writing Mistake Correction

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

Recognition Training

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

Inserting Characters

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

Inputting the Same Characters to Multi-software

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

EZ Handwriter
User Manual

Publisher: Penpower Technology Ltd.

Version: 1.0

Release Date: November, 2011