

Software Manual


 **Free Notes.Net**



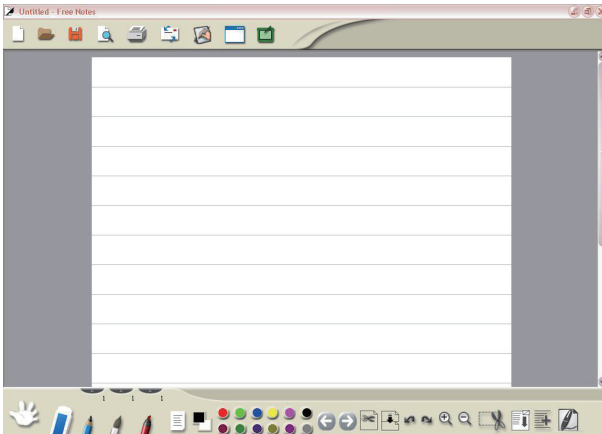
Free Notes overview

FreeNotes is a handwriting and drawing tool that gives users a more enjoyable working experience. FreeNotes offers two modes, Digital Notes Mode and Desktop Mode to meet your demand. Under Digital Notes Mode, you can read, edit, and share the digital handwritings taken by Digital Ink Pad to others via e-mail. Also, you can work with pen tools and set the letter paper to make your mail more colorful. For your convenience, you can create the desktop note under the Desktop Mode. Those documents will be saved as JPEG/TOP/Fns format.

Digital Notes Mode

As you click the FreeNotes icon  on the desktop or run FreeNotes program from Windows Start tag Programs, the Digital Notes Mode window will appear automatically. You can start to retrieve your digital handwritings in .TOP files from the device, Digital Ink Pad, or from the folder which contains .TOP documents. Before you get started, please get familiar with the following Basics in advance.

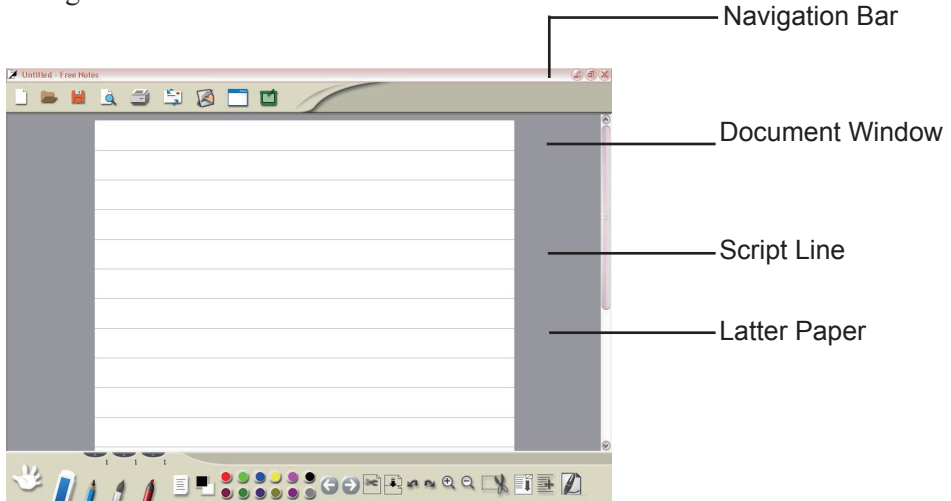
Digital Notes Mode window



— Basics

The introduction of the basic features of the Digital Notes mode will help you to access the work area and icons.

1. Digital Notes mode work area





2. About tools

Navigation Bar: provides system functions.



 New: Open a new document.

 Open: Open the document.

 Save: Save the document.



Print Preview: Preview the entire contents in the letter.



Print: Print the document.



Send to Mail Recipient: Email the document.



Change to Desktop Mode: Switch the mode from Digital Notes to Desktop.



Help: Get information on using Free Notes.

— Toolbar: provides handwriting and editing functions.



Move Picture: Move the position of the inserted picture. Scale or re-shape the picture.



Erase: Clean the unwanted handwriting.




Pencil: Simulate a pencil for writing and drawing.





Brush: Simulate a brush pen for writing and drawing. (with hardness)



Marker: Simulate a marker for writing and drawing. (with transparency)

 Thickness of Pencil: Set the thickness of the pencil. (1 is the thinnest, and 5 is the thickest.)

 Thickness of Brush: Set the thickness of the brush. (1 is the thinnest, and 5 is the thickest.)

 Thickness of Marker: Set the thickness of the marker. (1 is the thinnest, and 5 is the thickest.)


 Set Foreground Color: Set the pen color.

 Set Background Color: Set the letter background color.


 Pallet: Change the foreground color.


 Previous Page: Go to previous .TOP file in the same folder

 Next Page: Go to next .TOP file in the same folder

 Split the digital note: Split one digital note up into two digital notes.

 Merge the digital notes: Merge one digital note into a current digital note.

 Capture Screen: Capture the screen to your document.

 Insert Image from File: Insert the BMP or JPG file in the document.



Add Line: Enlarge the length of your document. This is allowed when the document is up to the last two lines only.



Set Script Line Color: Set the script line color.



Zoom In: Zoom in the document window to 100%, 200% and 400%.



Zoom Out: Zoom out the document window to 200%, 100% and 50%.



Undo: Undo the last handwriting. You can undo until the document is blank.




Redo: Redo the deleted handwriting. It is available only when you have undone an action.




Ink Notes Editing: Active Ink Notes Editing window and proceed to write your ink notes.

— Retrieve your Digital Notes

1. Import your Digital Notes

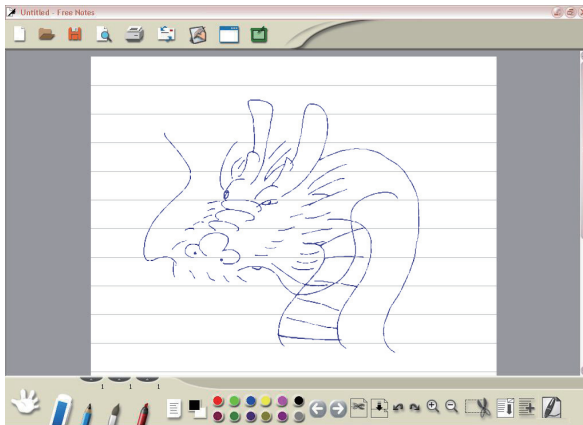
In the Navigation bar, click  and select the desired .TOP file from the folder. Click “Open” then you can see the notes in the Document Window. You can retrieve your digital notes from Digital Ink Pad as the removable disk or from the folder existing in your PC.


Note: Before you import the digital notes, you can set the suitable foreground color  for the notes.

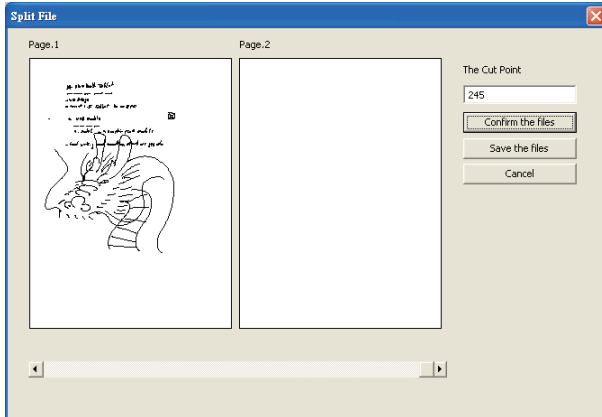
2. Split your Digital Notes

Sometimes you might forget to press “Create New Page” button of Digital Ink Pad by neglect during note taking. Under this situation, your digital notes will be superimposed images and difficult to recognize. To rescue the precious data, perform the following steps,

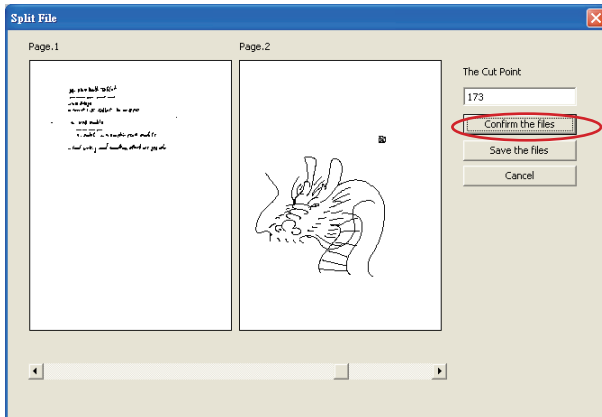
1) Open the .TOP file you want to split.



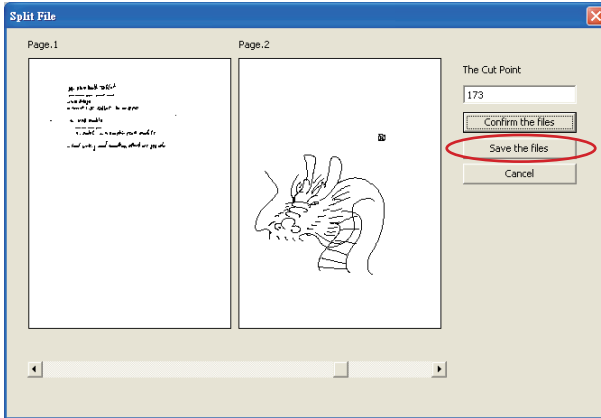
- 2) In the Toolbar, click  and the following dialogue prompts. The left shows the original file you want to split, the Page 1.



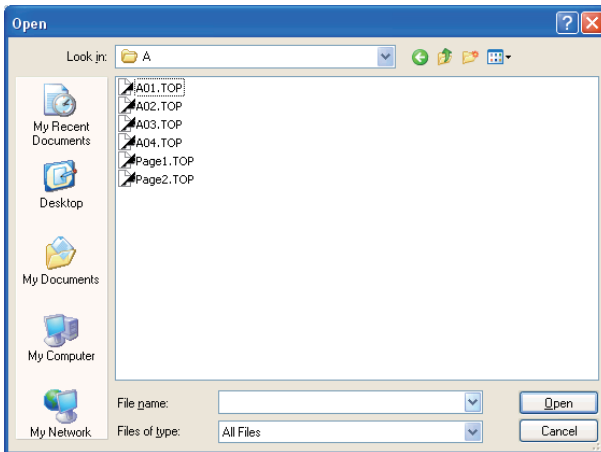
- 3) Drag the bar from right to left and you will see the superimposed image being split into two individual pages, the Page 1 and the Page 2. If the two split files are correct then, “Confirm the Cut Point.”



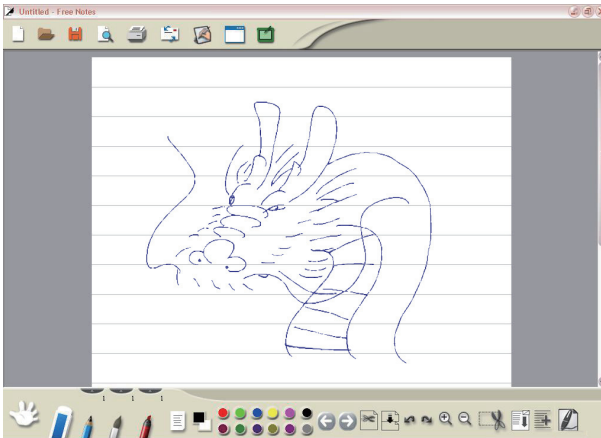
- 4) Click “Save the files” to save the split pages. Please follow the dialogue to save the files. The default name would be “Page 1” and “Page 2”, you can rename it as you need.



- 5) Click “Open”, you will see the original file A03, and the 2 new files Page1, Page2 all exist in the same folder.




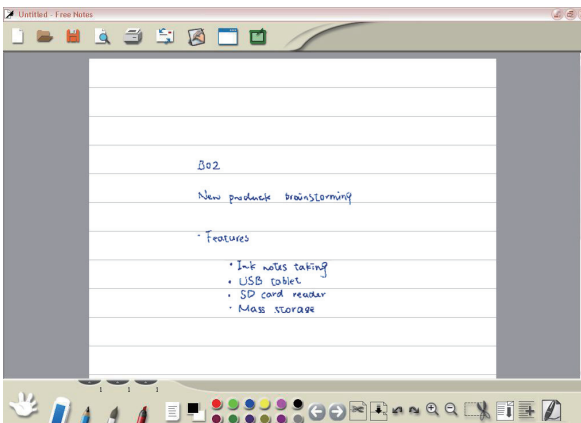
6) Start editing Page1 and Page2.



3. Merge your Digital Notes

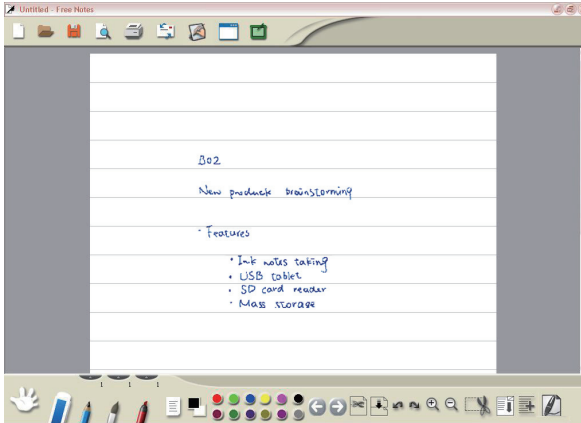
You can combine many digital notes into one page, make the different notes of different pages overlap.

- 1) In the Toolbar, click  and select the first file you desire as the last layer (the background file) in the dialogue.
- 2) Click Open, the selected note contents will show in Document Window.



- 3) Repeat step 1) to choose the second page overlapping on the first



file.

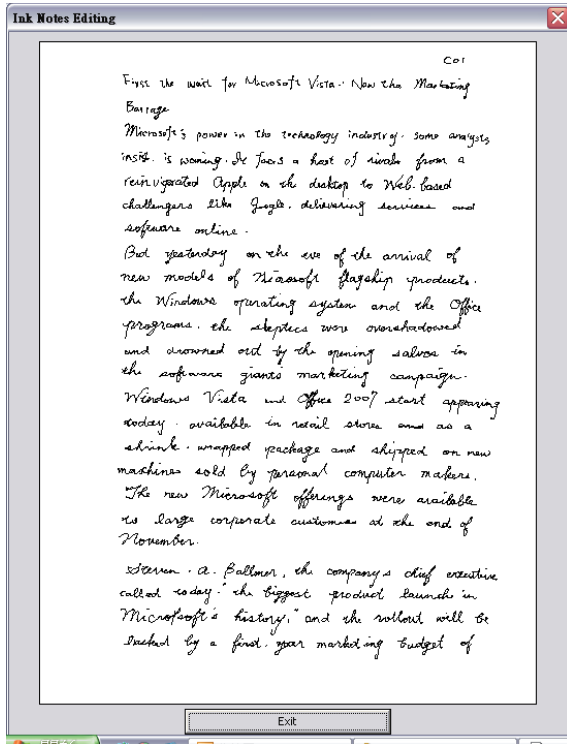


4) Save the final files as another name to be easily recognized.

— Proceed to Write Your Ink Notes


Sometimes you may want to continue your digital note which is taken by Digital Ink Pad. In Ink Note Editing window, you can online update your digital ink document, means every written stroke you write on the hard copy by Digital Ink Pad at this moment will synchronically shown on the display and be recorded into the original digital file (.TOP).

1. Open the desired .TOP file from  in the Navigation bar and you can see the notes appear in the Document Window.
2. In the Toolbar, click  to active Ink Notes Editing window shown as the following picture.



3. Proceed to write your ink notes with Digital Ink Pad and Digital Ink Pen.
4. When the editing is finished, click Exit to close the window.




Notice:

1. In Ink Note Editing window, every action you take is unrecoverable just like you write on the paper with the ink pen.
2. When Ink Note Editing window is active, the cursor will change to  icon and the cursor will be restricted within the window. Other input device (mouse, keyboard) is necessary for Exit.
3. The stroke color is set by the default value of Ink Pen and can't be changed.



— Start to edit your Digital Notes

■ Using the pen tools

1. Choosing the type of pen tool

In the toolbar, click  ,  , or  to choose the type of pen tool you want to use. (Info on Pencil, Brush and Marker.)


2. Defining the thickness of pen tool

In the toolbar, click  . Then select the number ( from 1 to 5. The number 1 is the thinnest, and the number 5 is the thickest.) to set the thickness of pen tool.

3. Selecting the color of pen tool

In the toolbar, click  (foreground color). Select the color you want and then click “Ok”.

or

In the toolbar, click one of the items on the pallet  to change the color of pen tool.

Note:

You can set the frequently used colors on the pallet. Double-click one of the items on the pallet




, and then select the color you want.

Then click “Ok”. The color of the pallet and the foreground will be changed.


■ Correcting the mistake

- Using the erase tool

In the toolbar, click . Move the eraser cursor to the unwanted part and draw a line or circle across the unwanted part to clean it.


or

Undoing the last handwriting


In the toolbar, click  to undo the last handwriting.

■ Setting the script line and letter paper colors



1. Script line color

In the toolbar, click . Select the color you want and then click “Ok”.


2. Letter paper color


In the toolbar, click  (background color). Select the color you want and then click “Ok”.

■ Adjusting the script lines interval

In the toolbar, click  to enlarge the interval between lines or click  to narrow the intervals. (Info on Adjust Script Lines Interval)



■ Inserting a picture and moving the picture

In the toolbar, click . Select the desired file and then click “Open” to insert a picture.



In the toolbar, click . Move the cursor to the picture you want to move and click it. Then you can move the picture.

■ Editing the picture


You can arrange the order of the pictures, delete the picture and scale or re-shape the picture.

- Click , and the icon will turn to . Then move the cursor to the picture you want to edit and click it. Right-click on the picture and select one of the items to arrange it to the front, the back, the forward one, the back one, or delete it.







- Click , and the icon will turn to . Then move the cursor to the picture and click it. Move the cursor to the controlling point of the picture and then drag to scale or re-shape the picture.

■ Adding the lines of the letter


In the toolbar, click  to add the length of the document.
(Info on Add Line)

■ Capturing the screen

You can not only capture the desktop, but also capture the contents or pictures on www.

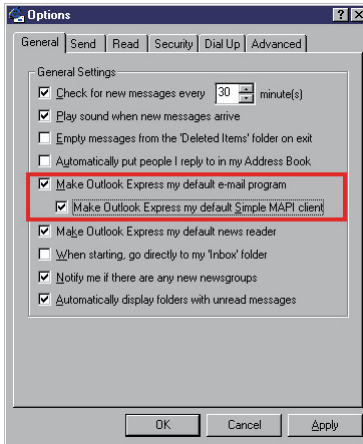
- In the toolbar, click . A  panel will pop up automatically. Click  (Start to Capture). Then the desktop color will turn to fluorescence blue. Draw a square with your pen to define the area you want to capture. Then lift your pen to capture the selected scope to your document.
- Click  to exit the capture panel.

■ Sending your mail

In the navigation bar, click  to send your mail. When using this function, the document will be saved as an attached JPG file automatically.

Note:

If you are an Outlook Express 4.0 (Windows 98 first version default) user, please click “Tools” on the menu bar in Outlook Express 4.0 and select “Options”, then a window as follow will appear. On the “General” tab, check the two items as indicated.




■ Saving the file and exiting


1. Saving the file

In the navigation bar, click  to save the document.

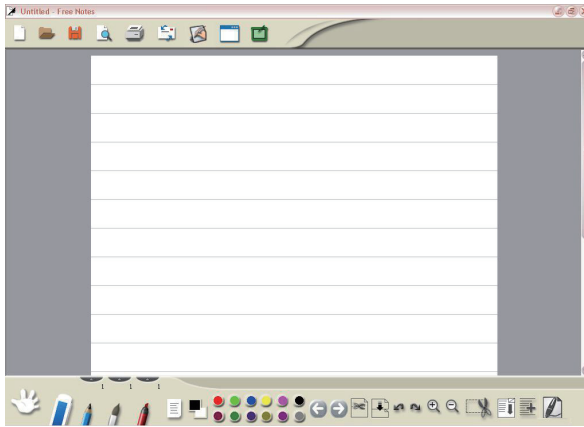
2. Closing the window

On the top-right section of the work area, click  to exit.

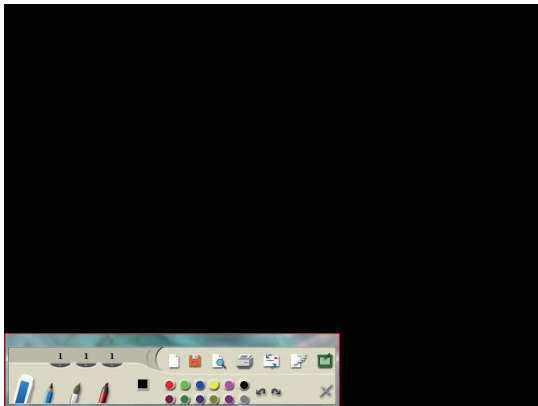
Desktop Mode

As you are under the Digital Notes Mode, click  in the navigation bar to change to the Desktop Mode. You can handwrite and draw on the full-screen desktop. One feature of the Desktop Mode is that it allows you to send email with the desktop handwriting note as attachment. Before you get started with Desktop Mode, please get familiar with the following Basics in advance.

Digital Notes Mode



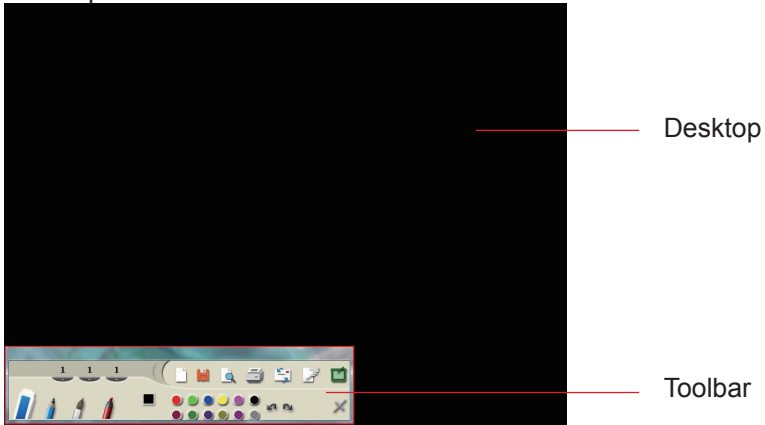
Desktop Mode



— **Basics**

The introduction of the basic features of the Desktop mode will help you to access the work area and icons.

1. Desktop mode work area



2. About tools

Toolbar: provides system, handwriting and editing functions.



System functions



New: Open a new document.



Save: Save the document.



Print Preview: Preview the entire contents in the letter.



Print: Print the document.



Send to Mail Recipient: Email the document.



Help: Get information on using Free Notes.

— Handwriting and Editing functions



Erase: Clean the unwanted handwriting.



Pencil: Simulate a pencil for writing and drawing.



Brush: Simulate a brush pen for writing and drawing. (with hardness)



Marker: Simulate a marker for writing and drawing. (with transparency)



Thickness of Pencil: Set the thickness of the pencil. (1 is the thinnest, and 5 is the thickest.)



Thickness of Brush: Set the thickness of the brush. (1 is the thinnest, and 5 is the thickest.)







Thickness of Marker: Set the thickness of the marker. (1 is the thinnest, and 5 is the thickest.)



Set Foreground Color: Set the pen color.



Pallet: Change the foreground color.



-  Undo: Undo the last handwriting. You can undo until the document is blank.
-  Redo: Redo the deleted handwriting. It is available only when you have undone an action.
-  Minimize: Minimize the toolbar.
-  Close: Exit the Desktop Mode.

— Using the pen tools


1. Choosing the type of pen tool

In the toolbar, click , , or  to choose the type of pen tool you want to use. (Info on Pencil, Brush and Marker.)

2. Defining the thickness of pen tool

In the toolbar, click . Then select the number ( from 1 to 5. The number 1 is the thinnest, and the number 5 is the thickest.) to set the thickness of pen tool.

3. Selecting the color of pen tool

In the toolbar, click  (foreground color). Select the color you want and

then click “Ok”.


or

In the toolbar, click one of the items on the pallet to change the color of pen tool.




Note:

You can set the frequently used colors on the pallet.


Double-click one of the items on the pallet , and then select the color you want. Then click “Ok”. The color of the pallet and the foreground will be changed.

— Correcting the mistake


Using the erase tool

In the toolbar, click . Move the eraser cursor to the unwanted part and draw a line or circle across the unwanted part to clean it.
or

Undoing the last handwriting

In the toolbar, click  to undo the last handwriting.

— Sending your mail

In the navigation bar, click  to send your mail. When using this function, the document will be saved as an attached JPG file automatically.

