

# My Note - Digital Ink Pad MyInk / MyForm

## Users Manual

## ● *Welcome to My Ink!*

MyInk is the bridge between the My Note Digital Ink Pad and a wide variety of applications which include Microsoft Office and any other TWAIN-compliant image editing software. It brings the ability to view and manage your original handwriting documents in digital format. Converts your your handwritten documents (.top) file into a BMP, HTML, JPEG or PDF format. This is a perfect solution for FORM FILLING! Just design your form and the My Note Digital Ink Pad will do the rest!


No need to type anymore as well.

You can easily send your own handwritten notes to anyone in the world using your own favorite e-mail program.

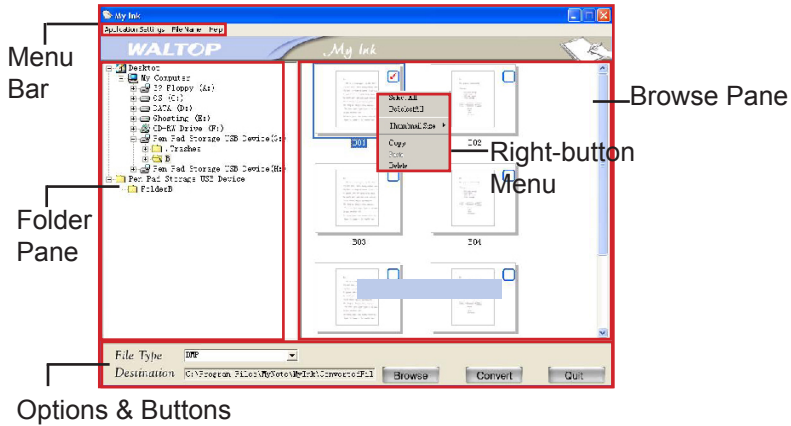
### ❖ Features:

- Converts the TOP file to BMP, HTML, JPEG or PDF file formats.
- Converts and compresses the TOP file to ZIP file format and send by e-mail program directly.
- Combines the TOP file with an existing form made by Microsoft Word or PowerPoint or Excel and converts to a new document (\*.doc, \*.ppt, \*.xls).
- Allows to adjust the size, angle and the position of the TOP file in accordance with the background document (Office Document).
- Allows to preview the TOP file for efficient file management.
- Allows to process multiple TOP files at the same time.
- Supports auto-launch when Pen Pad device is plugged in.

## ● Starting My Ink

Click on the “Start” tag on your Windows, and then browse to the “Programs” folder. Inside the folder you can find a  icon. Click on the icon to start **My Ink**.

After **My Ink** is started, you can see the main screen as the following:



❗ Note: 1.

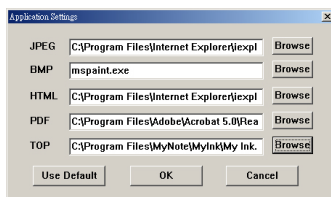
After **My Ink** is installed, the above screen will appear automatically whenever the **My Note Digital Ink Pad** is connected to your PC. In case the above screen does not appear, follow the instructions above to open it.

## ❖ Menu Bar

The menu bar contains the following:

### 🔍 Application Settings:

Sets up the programs to open BMP, JPG, PDF, HTML and TOP files after the file conversion.



**Browse:** Click to choose a program to open the specific file type.

**OK:** Click to save the current settings.

**Cancel:** Click to discard the change and exit the dialog box.

**Use Default:** Click to use the preset programs assigned by the system to open the specific file types.

■ **File Name:**

Sets up the filename prefix for the converted files. The default filename prefix is YYYYMMDDHHMMSS.

**The filename rules:**

**Rule 1. Use Default:** default prefix ( YYYYMMDDHHMMSS) + current filename

**Rule 2. Rename:** custom prefix + 3 digits + current filename

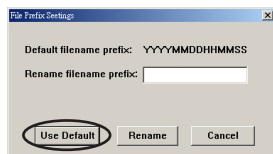
For example:

The original filename: A01.TOP

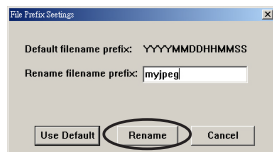
Date: 2006-5-31

Time: 13:26:26

If you choose to use Rule 1, press the **“Use Default”** button, the file will be named as 20060531132626A01.jpg.



If you choose to use Rule 2, simply input the new filename prefix in the **“Rename filename prefix”** text box, and press the **“Rename”** button. Finally the converted filename will be myjpeg001A01.jpg.



Help: Brings up the manual and the information about the program.

### ❖ Folder Pane

The folder pane shows all the computer's drives and folders. You may select the folder which contains the TOP file by clicking on it.

### ❖ Browse Pane

The Browse Pane shows the TOP file thumbnail. You may select the TOP file by clicking on its thumbnail for conversion.

### ❖ Right-button Menu

Right-clicking on the TOP file thumbnail or the Browse Pane opens the menu. The menu contains the following:

**Select All:** Selects all the TOP files in the Browse Pane.

**Deselect All:** Discards the selection of the TOP files in the Browse Pane.



**Thumbnail Size:** Selects a thumbnail size among Small, Medium and Large.

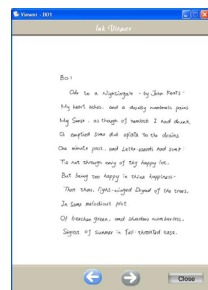
**Copy:** Duplicates the selected file.

**Paste:** Pastes the copied file.

**Delete:** Erases the selected file.

### ❖ Ink Viewer

Double-clicking on a TOP file thumbnail opens the Ink Viewer. Ink Viewer is a separate window which displays the TOP file in full screen for detailed checkup. Press  /  to review previous or next TOP file.



### ❖ Options & Buttons

**File Type:** Sets up a new file type for the converted file. The new file type contains: BMP, HTML, JPEG, PDF, TOP and ZIP.

**Destination:** The place where the converted file will reside. The default file path: C:\Documents and Settings\Username\My Documents\My Ink Converted Files.

**Browse:** Press to select a folder for the converted file.

**Convert:** Press to start converting.

**Quit:** Exit the My Ink.

## ● *Converting TOP documents*

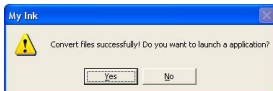
After **MyInk** is started, follow the steps below to convert your TOP files:

- 1 **Select the folder(s)\* which contain(s) the TOP file(s) from the Folder Pane.**

The TOP file thumbnail(s) will be displayed in the **Browse Pane**. You may double-click on the TOP thumbnail to open it with **Ink Viewer** for further confirmation.

- 2 **Click on the TOP file thumbnail(s)\*.**
- 3 **Choose a file type from the File Type list.**
- 4 **Click on the “Browse” button to specify the destination where the converted file(s) will reside.**
- 5 **Click on the “Convert” button to start converting.**

When the conversion is done, a dialog box will prompt asking if you want to open the converted file(s). If yes, then the file(s) will be opened by the preset application (Refer to Page 3).



### ① (\*Note 2 ):

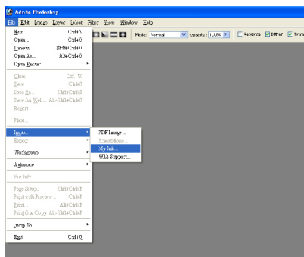
To select more than a folder/file at a time, press and hold the **CTRL** button and click on the folders/files.

## ● *Using My Ink via TWAIN-compliant software*

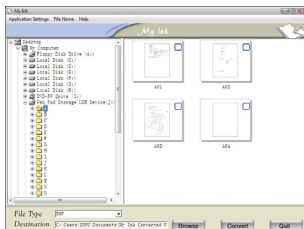
**My Ink** allows users to open the software via TWAIN interface. Hence, all the software which supports TWAIN interface such as Photoshop, Photo Express or ACDSee is able to call up **My Ink** through the interface for directly TOP file converting.

To call up **My Ink** via TWAIN, perform the following: (e.g. Photoshop)

- 1 **Launch Photoshop.**
- 2 **Select “Import” from the File menu and then select “My Ink” from the sub-menu. My Ink appears.**



- 3 **Select the folder(s)\* which contain(s) the TOP file(s) from the Folder Pane.**



- 4 **Click on the TOP file thumbnail(s)\*.**
- 5 **Click on the “Convert” button to start converting.**

When the conversion is done, the converted file(s) will be opened in the Photoshop directly.

- 6 **Click on the “Quit” button to close My Ink.**

## ● *Using My Form Plug-in in Microsoft Office 2003 or higher*

**My Form** Plug-in (shows as **My Form** menu in the menu bar) is registered and installed to your Microsoft Office (Word, Excel, PowerPoint, Outlook) along with **My Ink** program during the installation.

### ❖ How to Work with My Form Plug-in

**My Form Plug-in** supports the merging of the tablet contents and an office background document. At first time, you can try to make a form following the workflow. There are several useful forms resides in C:\Program Files\MyInk\Office Form Setting.



#### Step1 **Design**

Design a form by Microsoft Word/Excel/PowerPoint.



#### Step2 **Print**

Print the form.



#### Step3 **Fill**

Fill out the form.



#### Step4 **Setting**

Connect to PC.

Open the form you designed in **Step1** via My Form\Setting and make the settings. (refer to P.12 for details)



#### Step5 **Match**

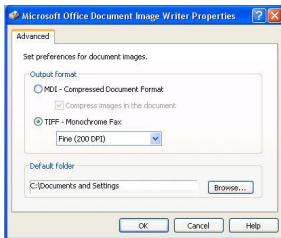
Merge the TOP files with the form via My Form\Match. (refer to P.14 for details)

Before using **My Form** plug-in, please complete the following settings first.



## ❖ My Form Plug-in Settings Requirements

- 1 Click on the **Start tag-->Programs-->Microsoft Office-->Microsoft Office Tools-->Microsoft Office Document Imaging**.
- 2 Click **“Options”** on the **“Tools”** menu.
- 3 Click **“Other”** tab on the **“Options”** dialog box.
- 4 Click on the **“File Import Preferences”** button on the **“Other”** tab and then select **“TIFF - Monochrome Fax”**.
- 5 Press **“OK”** button to exit.



When the above setting is done, launch either **Microsoft Word, Excel, PowerPoint or Outlook** and click on **My Form** menu from the menu bar. **My Form** menu appears:



## ❖ Settings

Before the combination of both the TOP file and the MS Office document (e.g. Word, Excel, PowerPoint), you should make the settings first.

To make the settings, click on the **Setting** and perform the following:

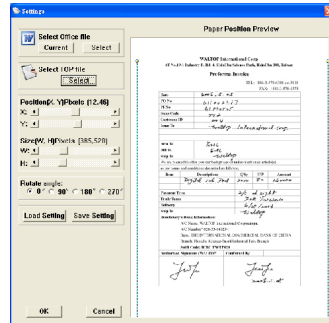
- 1 Click on the first **“Select”** button to select the background office document or the **“Current”** button to select the already opened office document (supports single page only).
- 2 Click on the second **“Select”** button to select the TOP document.

You will see the background office document and the TOP document appear as the screen on the right.

- 3 Drag over the TOP document or use the slide bar to adjust the position on the background document.
- 4 Drag the edges of the TOP document or use the slide bar to adjust the Size.
- 5 Select a proper angle if necessary.

When the above setting is done, press the **Save Setting** (\*.epst) button to record the position, size and angle settings and then press **OK** to exit.

To open the setting file, press the **Load Setting** (\*.epst) button to bring in the setting.



### ❶ TIP 1:

Imagine the TOP file and the office document are 2 image layers. The first one (a handwriting TOP document) always keeps in front and the later (a document with blank form on it) always stay in the background. To merge both perfectly, you have to adjust the position, size or angle so as the TOP contents stay in the correct place of the blank form.

At last, all the above adjustments will be recorded and saved as a setting file (\*.epst) for future use. Next time when you want to combine any TOP file with the same layout as the one you have done before, just load the **Office Form Setting** (refer to page 10) and the TOP contents will be combined with the form automatically without further adjustments.

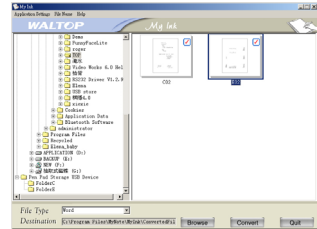
### ❶ TIP 2:

For better file management, we recommend you to name the setting file (\*.epst) based on the filename of the background office document.

## ❖ Match

To combine the TOP files with either Microsoft Word/Excel/PowerPoint document, click **Match** and perform the following:

- 1 **Select the folders which contain(s) the TOP file(s) from the Folder Pane.**
- 2 **Click on the TOP file thumbnails.**
- 3 **Click on the “Browse” button beside the “Office Form Setting” to load a setting file.**
- 4 **Click on the “Browse” button beside the “Destination” to specify the place where the converted files will reside.**



The default path: C:\Documents and Settings\Username\My Documents\My Form Converted Files.

- 5 **Click on the “Convert” button to start converting.**

When the conversion is done, MS Office program (Microsoft Word/Excel/PowerPoint) will open the converted files directly.

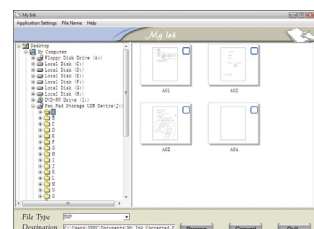
### ❗ **TIP3:**

We recommend you to convert only those TOP files with the same layout at a time, hence they can match the same Office Form Setting file (\*.epst) properly.

## ❖ Import

Contrary to the “Match” function, “Import” can only combine an Office background document with “a TOP file” one at a time. To combine both, click **Import** and perform the following:

- 1 **Select a folder which contains the TOP file from the Folder Pane.**
- 2 **Click on a TOP file thumbnail.**
- 3 **Click on the “Browse” button to specify the destination where the converted file will reside.**
- 4 **Click on the “Convert” button to start converting.**



When the conversion is done, the TOP document is converted and exported to the Office document.

The position, size and angel of the TOP file is preset according to the setting file (\*.epst) you have done before.

❖ **Office Ink**

Click to launch **Office Ink** program.

❖ **Power Presenter**

Click to launch **Power Presenter** program.

(Note 2): This plug-in is registered to Power Point only.

❖ **Help**

Click to bring up the manual.

❖ **About**

Click to bring up the information about the program.