

This tutorial should be viewed in
the portrait orientation mode



Press the Next Page
button to continue

PhatPad Tutorial

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Pen Mode

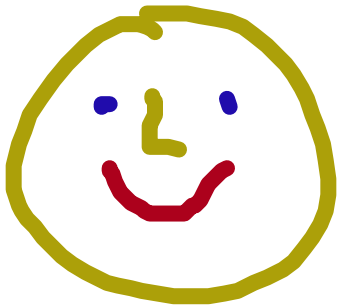
Use the Pen mode to write notes or draw pictures with your finger or stylus.

Touch to change pen color and width

To change pen color or width touch the Pen Color button in the toolbar.

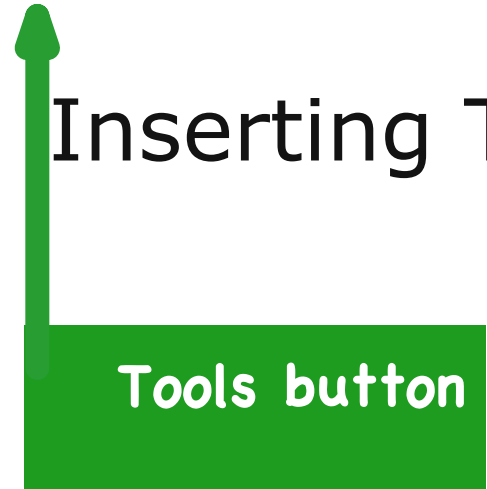
PhatPad also remembers the last 50 pen styles used.

Pen input mode button



To move individual strokes touch and hold until the selection box appears, then drag the stroke to the desired location.

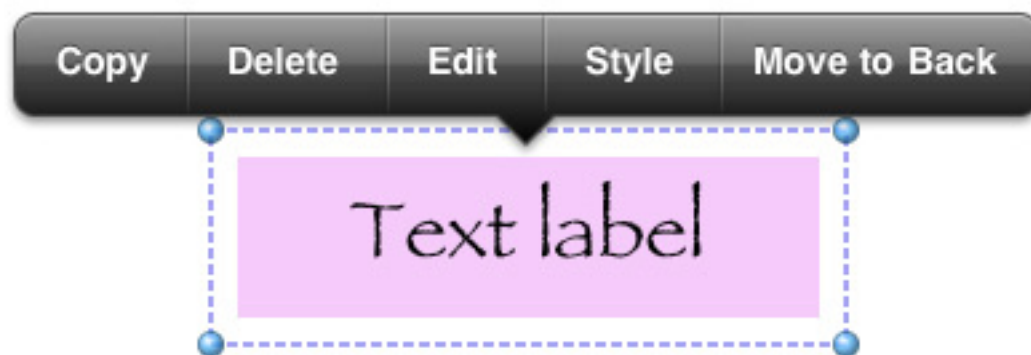
Inserting Text Labels



To insert a text label, touch the Tools button then select the Insert Text command. The text Label will appear in the edit mode.



To edit, resize, change style, copy, or delete the text label, touch and hold until the menu appears, then select the desired command.



To resize the text label while in the edit mode, touch and drag one of the selection frame corners. To move the label, touch the selection frame and move to the desired location.

Editing Text

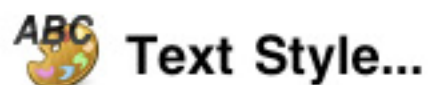
To edit a text label touch and hold until the menu appears, then select Edit. In the Selection mode you can also **double tap** the text label **to edit** the text.



You can use the **handwriting recognition panel** or a **keyboard** to edit the text. To switch between input methods while editing, touch Tools, then turn the Use Keyboard switch ON or OFF.



To change text label style, such as font type, size, alignment, text and background colors, touch Tools, then select the **Text Styles** item. If the text is not being edited at the moment, touch and hold the text label, then select Styles from the menu.



Using Input Panel

To enter text, write on the input panel between the lines in your preferred handwriting style. You can write one or more words per recognition session, but always complete the entire word in each session.



If the Input Panel contains handwriting, touch to insert the recognized text at the current cursor location, otherwise, touch to insert Return.



If the Input Panel contains handwriting, touch to delete the last stroke, otherwise, touch to delete a character to the left of the cursor.



If the Input Panel contains handwriting, the button clears the input panel and cancels the recognition session, otherwise, it inserts the space character.



Touch to insert the period at the current cursor location. Holding this button displays the punctuation keypad.

If the recognizer returned an unexpected result, touch the incorrectly recognized word in the recognition results window to view alternatives.

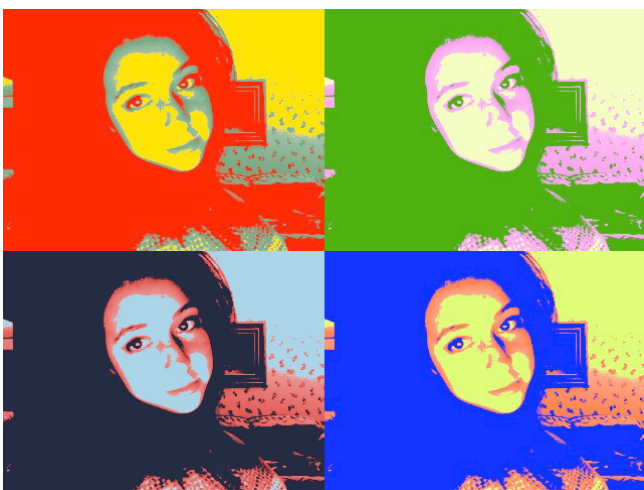
Inserting Pictures

Tools button

To insert a picture touch the Tools button in the toolbar and choose the Insert Picture command.



To delete a picture, touch and hold until the menu appears, then select the Delete command.



To resize a picture while in the Pen mode, touch and hold, then use the pinch gesture. In the Selection mode, tap the picture to select and drag one of selection frame corners.

Note: pictures are always drawn below text labels and text labels below the ink. You can change Z order of overlapping images and text labels, but not of overlapping ink strokes.

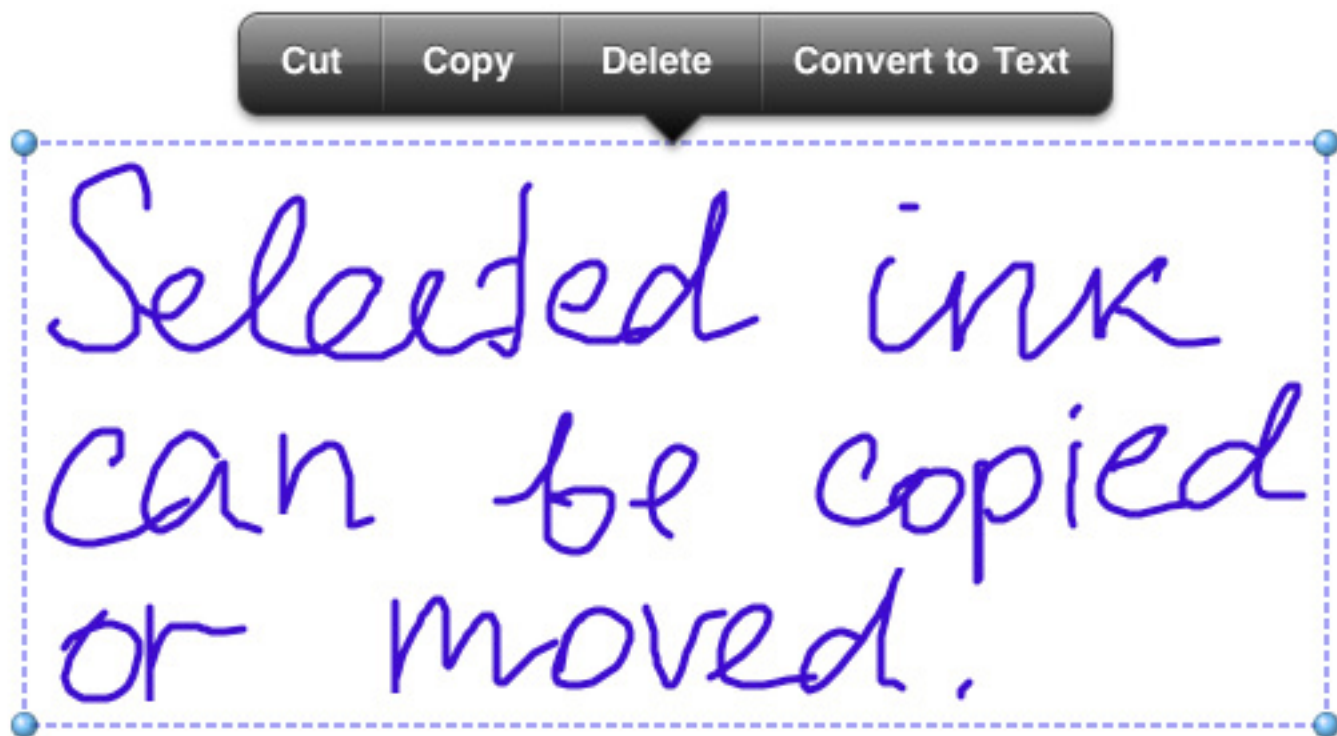
Selection&Drag mode

To copy, delete, or move one or more strokes, switch to the **Selection** mode, then use your finger to select strokes. Once you finish selecting, choose the desired menu item or drag the selection to the desired position.

To move a picture or a text label, touch the desired object and drag it to the new location.

Selection&Drag mode button

To **select** a **picture** or a **text label**, quickly **tap** on the desired object. Then you will be able to resize or move the selected object.

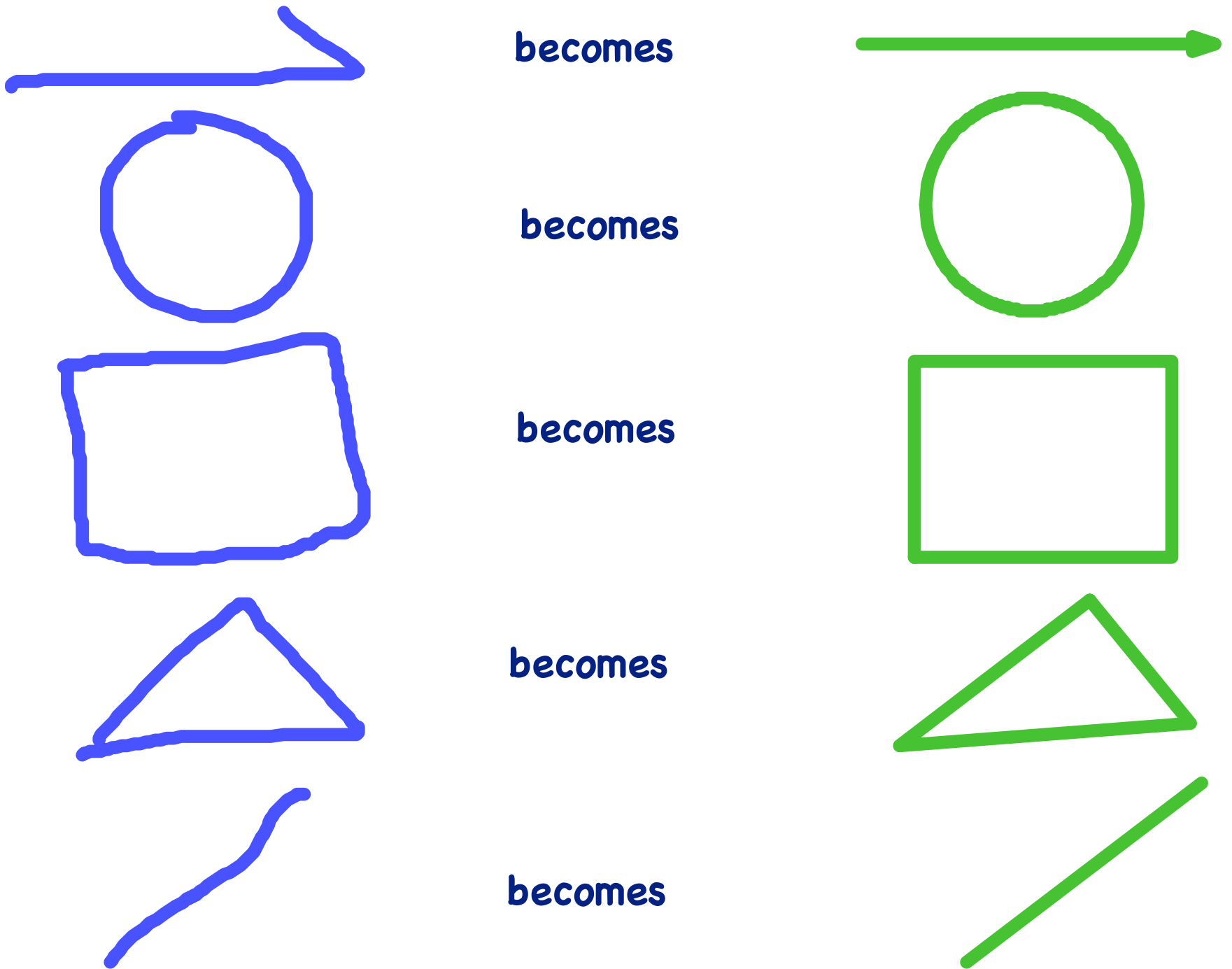


To **unselect**, tap **anywhere outside** the selected area.

Basic Shapes Recognition

PhatPad includes a simple shape recognition engine that allows you to draw smooth geometrical shapes, such as circles, rectangles, and straight lines.

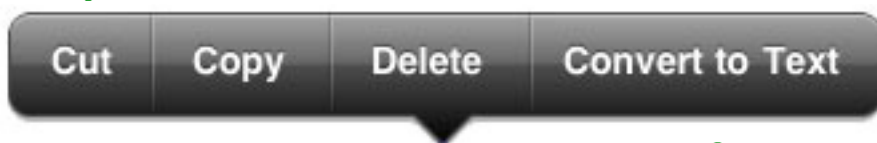
To enable the shape recognition, touch the Tools button in the toolbar, and turn the **Detect Shapes switch ON**.



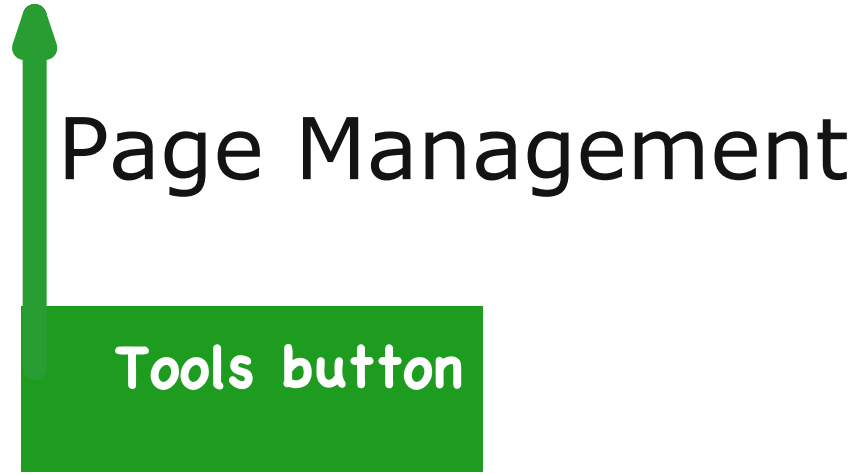
Handwriting Recognition

Handwritten notes
can be converted
to digital text.

To convert handwritten text to digital text switch to the Selection mode, select the desired strokes, and choose the Convert to Text menu command. Use the **Options** window to adjust handwriting recognition settings.



Handwritten Notes can be converted to digital text.



To add a new page to the end of the file, simply touch the **Next Page** button while viewing the last page.

To manage document pages, touch the Tools button in the menu, then choose the **Manage Pages** command.

 Manage Pages...

The Pages menu allows you to **insert, duplicate, delete, and rearrange** document pages.

 Insert Empty Page



 Duplicate Page

 Delete Page

 Move Page Up

 Move Page Down

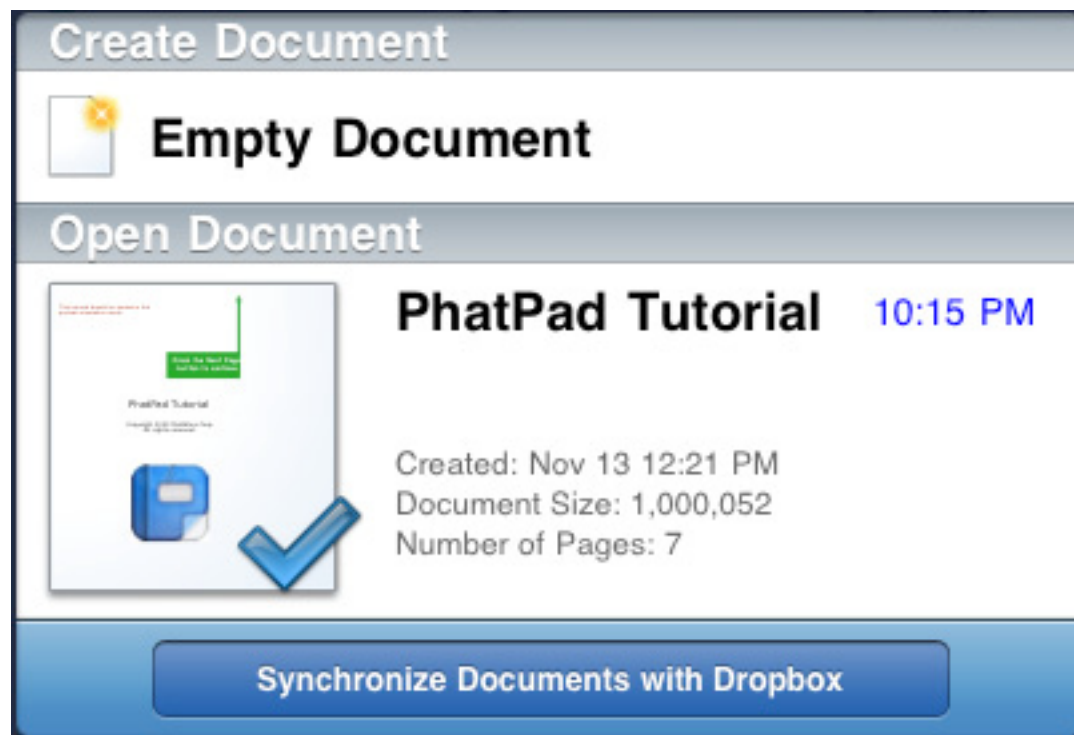
* New page is inserted before the current page.

Document Management

My Documents button

To manage your documents touch the **My Documents** button in the toolbar. In the Documents view, choose the desired document to open.

To rename or delete documents, touch the **Edit** button.



To synchronize your documents with Dropbox, touch the **Synchronize Documents with Dropbox** button. If you don't already have an account you can create one using the **Create Account** button in the Login window.

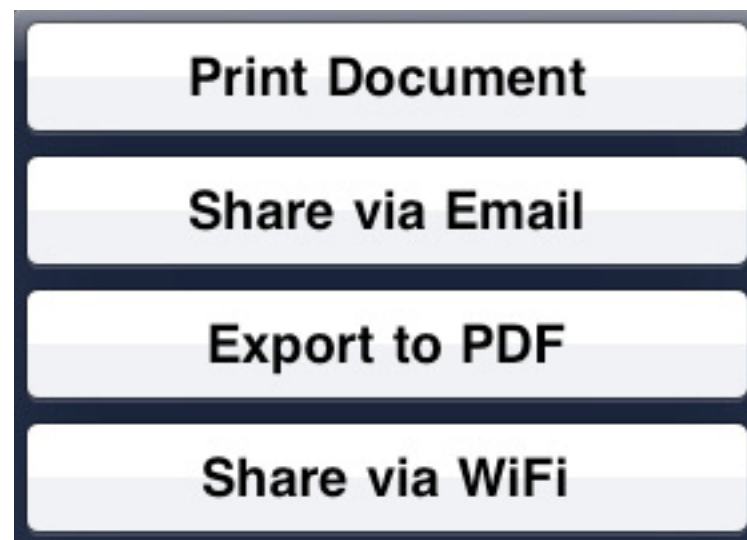
Note: documents are stored automatically, no special action is required.

Sharing Documents



Share button

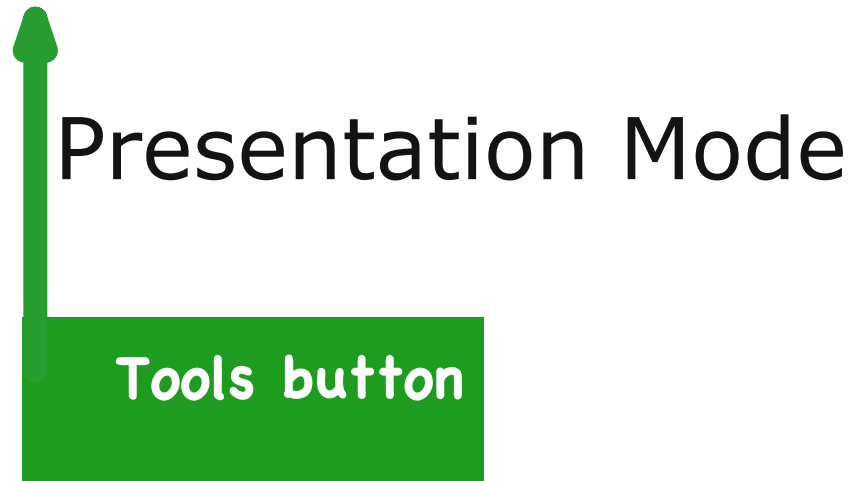
To print, email, or export (to PDF) the PhatPad document, touch the Share button in the menu, then select the desired button command.



The Share via WiFi command allows you to upload PhatPad documents directly onto another iPad running the PhatPad application.

When printing or exporting to PDF, hold your device vertically to print in portrait or horizontally to print in landscape.

Note: by default documents are emailed in the PDF format. To email documents in the native PhatPad format, use the Email Settings view.



To enter the Presentation mode, touch the Tools button, then select the Presentation Mode command.



While in the Presentation mode:

- * Tap once, or swipe left to go to the next page.
- * Swipe right, to go to the previous page.
- * Touch and hold to go to the first page.
- * Tap at the top of the screen to display toolbar.
- * Touch Done in the toolbar to exit presentation mode.



PhatPad Options

Tools button

To change PhatPad's settings, touch the Tools button, then select PhatPad Options.



PhatPad Options...

You can change:

- * Document sharing settings
- * Document sort settings
- * General application settings
- * Application theme color
- * Handwriting recognition Settings
- * Email settings
- * Document synchronization settings

To enable or disable horizontal or vertical grid, touch the Tools button then switch the desired grid ON or OFF. The grid setting apply to each document individually.



Horizontal Grid



Vertical Grid



More About Options

To allow access to PhatPad documents via WiFi from another iPad or a PC, turn the Share Files option ON.

Share Files

Note that when the Share Files option is ON, any PC on the local network can access your files via Internet browser.

To ignore single taps in the Pen mode, turn the Ignore Single Point Strokes option ON.

Ignore Single Point Strokes

Note: if this option is ON it is not possible to write dots.

To allow you to rest your palm on the screen while writing, turn the Palm Rejection switch ON. This setting works in the Pen mode only and is not recommended for drawing.

Palm Rejection

Note: if this option is ON it is not possible to resize pictures using the pinch gesture in the Pen mode. This option is not recommended when drawing, or if a page already contains handwritten text or drawings.