WritePad 4.6 for iPhone and iPod Touch

USER’S GUIDE

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General Features

Overview

WritePad is a note organizer for iPhone that utilizes advanced handwriting recognition input for the English language as well as iPhone keyboard for text entry, and includes spell checker, context analyzer, and standard editing operations such as copy, cut, paste, etc. WritePad’s primary handwriting recognition-based input method integrates with the text editor and developed specifically for iPhone and iPod Touch. It recognizes cursive, print, and mixed handwriting styles. To enter the text you can simply write with your finger\(^1\) on the iPhone screen in either landscape or portrait mode employing your own handwriting style. It also allows easily switching between the handwriting recognition and the standard iPhone keyboard.

In the beginning, the recognition quality may depend on your style and how comfortable you feel writing on the iPhone screen with your finger; however the more you use it, the better it will become as the software will adapt to your patterns. In addition, you can use simple finger gestures to select text, cut, copy, paste, insert special characters such as space and return, invoke the spell checker for the selected word, correct recognized text, and more (see the Using Gestures section below for a complete list of gestures).

The Shorthand feature offers a quick and simple way to insert often-repeated text and performs standard editing commands by writing the Shorthand name and drawing a circle around it. You can add new or modified Shorthands using the Shorthand Editor.

The Folders feature allows users to organize documents in the folder hierarchy. The Document manager UI allows you to create, rename, rearrange using drag and drop, and delete folders and documents.

The WritePad Twitter client allows users to send Twitter updates directly from WritePad. It can also display the Twitter timeline and replies to your updates, making it possible to copy, retweet, reply to Twitter updates, and search Twitter.

Synchronization with Dropbox and share them with other devices and computers. If you don’t have a Dropbox account, just touch the Create New Account button in the Dropbox Login window when you synchronize WritePad for the first time.

With WritePad you can create text documents and store them on your iPhone. The built-in HTTP server allows you to exchange documents between iPad and iPhone devices connected to the same WiFi network, or to upload documents onto the

\(^1\) You can get even better results by using a stylus for iPhone or iPod Touch such as True Touch Stylus Pen from hdaccessory.com
desktop PC using the Internet browser. You can also send emails directly from WritePad and use copy/paste to transfer text between WritePad and other applications. In addition, you can translate your documents to other languages, obtain the current location address, create an event, insert contact information, and export to a PDF file, which can be accessed via iTunes.
System Requirements

- Apple iPhone or iPod Touch
- Apple iOS 4.2 or later

Installation

This section provides instructions on how to install, register, upgrade, and uninstall WritePad on your system. Please read these instructions carefully, before installing WritePad.

Installing WritePad

1. On your iPhone access the Apple iTunes AppStore and select the WritePad application.
2. Touch the BUY button. It will change to the INSTALL button; touch it again.
3. When download begins, iTunes will prompt for your login name and password.
4. Once installation is complete, the WritePad icon will be added to your home screen. Touch the WritePad icon to start the application.

Note: Product links on the page will take you directly to product pages on the iTunes Apps Store site. iTunes 8.0 or later is required to view product pages.
Using WritePad

Quick Start Guide
You can use WritePad in three basic modes by selecting one of the buttons on the right side of the title bar:

View mode

- Use up and down strokes to scroll text up and down.
- You can also tap on underlined phone numbers to dial, URLs to open, and Email addresses to send emails.

Handwriting mode

- To position the cursor, touch once at the desired location.
- To enter text, simply write anywhere on the screen: cursive, print, and mixed handwriting styles are supported. You can write one or more words per recognition session, but always complete the entire word in each session. When you stop writing in the Recognition Delay time, handwriting will be converted to the digital text, which will appear at the current cursor location. Letters of the same word can be written on top of each other. This makes it easier to write long words which do not fit on the screen. For this to work, the Letters option must be OFF.
- To adjust recognizer settings, touch the Options button in the toolbar.
- To scroll up, use a long up stroke (the Scroll Up gesture).
- To scroll down, use a long down stroke (the Scroll Down gesture).
- To select a word, double tap on the desired word, three quick taps will select the entire paragraph.
- To use the cut/copy/paste/select commands, touch and hold your finger on the screen until the Edit menu appears, then select the command.
- To select text, touch and hold your finger on the screen until the Edit menu appears, then touch the Select button. The editor will enter the selection mode. While in the selection mode, touch at the desired location to begin the selection and drag your finger or stylus over the desired text to select it.
- To perform undo/redo actions shake the device.
- To delete a character before the current cursor location or at the last stroke while writing, use a long left gesture (the Backspace gesture).
- To delete all handwritten text before recognition in case of an error, use a horizontal left-right gesture (the Backspace gesture).
- To spellcheck selected words, use a check mark gesture (the Spell Check gesture) or touch the Spell Check button in the toolbar.
- To undo last recognition results, use an up-down gesture (the Undo gesture) or shake the device and select **Undo**.
- To insert a return character, use a short down-long left gesture (the Return gesture).
- To insert a space character, use a short down-long right gesture (the Space gesture).
- To select all text in the edit control, use a diagonal gesture from bottom-left corner to top-right and back (the Select All gesture) or touch and hold your finger on the screen until the Edit menu appears, then touch the **Select All** button.
- To use built-in calculator, write something like "23.4+11.3="... The = symbol at the end of the equation is required to invoke the calculator.
- To switch recognition modes touch the **Mode** button in the toolbar.
- Available modes are: Mixed, Upper Case characters only, Numbers only (including punctuation), and Internet (no spaces, special internet dictionary).
- To dial a phone number, double touch the underlined phone number; to open a URL, double touch the underlined URL; to send email, double touch the underlined email addresses.
- To insert a Shorthand, write a shorthand name and draw a circle around it.

**Keyboard mode**

- To position the cursor, touch once at the desired location.
- To enter text use the touch keyboard as in any other iPhone application.
- Multi-word suggestions will appear above the keyboard. Touch one of the suggested words to insert into the document.
- Use up and down strokes to scroll text up and down like in view mode.
- To select a word, double tap on the desired word.
- To use cut, copy, paste, and select commands, touch and hold at the starting location. When the magnifying glass appears, release your finger for the Edit
menu. After the Edit menu appears select the desired command. If you choose Select, the editor will enter the selection mode allowing you to touch at the start location and drag your finger to the desired end location to select text.

- To enter the selection mode, touch and hold your finger on the screen until the Edit menu appears, then touch the Select button. The editor will enter the selection mode allowing you to touch and drag your finger over the desired text to select it.
- To spell check, selected words, touch the Spell Check button in the toolbar.
- To undo last editing action, shake the device.
- To dial a phone number, double touch the underlined phone number; to open a URL, double touch the underlined URL; to send email, double touch the underlined email addresses.

Alternatives Window

The Recognition Alternatives window automatically appears at the end of the recognition session, before the results are sent to the editor if the Show Alternatives option is ON.

If the Show Alternatives option is OFF, you can bring up the Alternatives window by using the Spell Check gesture or the Spell Check button in the toolbar after recognition results appear in the editor.

The window displays multiple alternatives returned by the recognizer and/or spell checker for each recognized word. It also contains ✓ and ✗ buttons. Use this window if a wrong result returned by the engine for quick corrections; it is very likely that the correct word can be found on the alternatives list. Each word can contain up to six alternatives plus a blank word represented by <-->. To change the recognition result, select the desired alternatives for each word and touch the ✓ button. To cancel the alternatives, touch anywhere outside the Alternatives window.
When you use the Spell Check gesture with a single word selected, the Alternatives window will appear populated by words suggested by the spell checker.

If the selected word is not found in the dictionary you will have an option to add it to the user dictionary by touching the button on the right side of the word. If the selected word is already in the dictionary it will not appear on the spell checker list.

Punctuation keyboard

When you need to insert a stand-alone punctuation character such as period, comma, backslash, etc. you can use the Punctuation Keyboard. To bring up the keyboard, use the Keyboard gesture when nothing is selected in the editor. The keyboard contains 32 punctuation characters.

This makes it useful for entering a period or colon because you cannot begin the recognition session with a dot (a single touch). The keyboard automatically disappears after you touch the desired key and the selected character is inserted at the current cursor location. To dismiss the keyboard without entering any characters, touch anywhere outside the keyboard window.

Toolbar Buttons

WritePad toolbar buttons from left to right:
Undo - Undoes the last editing actions (up to 20 levels).

Spell Check - If a single word is selected shows alternatives; otherwise shows the last Recognition Alternatives window. Also applicable in the keyboard mode. See the Alternatives Window section for more information.

Recognition mode - Toggles recognition mode: mixed, capital letters only, numbers only (including punctuation) and Internet (no spaces). Also applicable in the keyboard mode.

Opens the Share menu.

Print Document - To print the current note to any Apple supported printer. Hold your device vertically to print in portrait or horizontally to print in landscape. Select the printer to use, the pages to print, and the number of copies.

Export to PDF - To send the currently open document to a pdf reader app or preview the pdf within PhatPad (Quick Look). PhatPad will also sync PDF files with Dropbox and iTunes.

Share via Email - Sends the content via email (see Emailing a Document section).

Share On Twitter - Sends the current document or selected text to Twitter (up to 140 characters). (See the Using Twitter section.)
**Share on Facebook** - Sends the current document or selected text to your Facebook account (up to 420 characters). (See the *Using Facebook* section.)

**Share via WiFi** - If you have two or more iPhones or iPads running the WritePad application, you can exchange text documents created with WritePad between mobile devices connected to the local WiFi network. Tapping on this button will bring up the list of connected devices. Choose the device that will receive the current text document.

Before you begin, make sure that the device which contains WritePad documents you want to access is on, the local WiFi network is available, the WritePad application is running, and the **Share My Documents** switch is **ON** (see the *Options* section).

**NOTE:** If the file with the same name already exists on the remote device, a generic name with *export_* prefix will be used instead the one you've chosen.

Opens the **Tools** menu.

![Tools Menu](image)

**Insert Contact** - To select a contact from your contact list and insert it at the current cursor position.

**Create Event** - Sends the content to your Calendar (see the *Creating an Event* section).

**Get Location** - To select either the street address of your current location or another location on the map and insert it at the current cursor position (see the *Using the Get Location Option* for more information on inserting an address).

**Translate** - Translates the note to another language (see the *Translating a Document* section).

**Options** - Opens the **Options** window (see the *Options* section).
Emailing a Document

To send a Document by Email:

1. Open the desired Document and touch the Share button in the toolbar.
2. Touch the Share via Email button.
3. Your email account will open with the title of the document in the Subject line.

4. Enter the addressee(s) by touching the desired field, then either typing or touching the button to retrieve an address from your Contacts.
5. Touch Send.

Using Twitter

1. Open the desired Document and either select the desired text to tweet or do not select any text to send the entire document.
2. Touch the Share button in the toolbar.

3. Touch the Share on Twitter button.

   NOTE: If the text is over 140 characters, a warning dialog will appear and the message will be truncated. If your text contains long URL you can shorten them by touching within a URL text and holding for the menu. Then selecting the Shorten URL command. See the Edit Menu section for more information.

4. If the Twitter settings are set to not remember your password, you will first be prompted for your user name and password.

   NOTE: When you turn the Remember Password setting to OFF, it will still remember the password until you exit the application.

5. If the Twitter settings are set to Show Prompt, the dialog below will appear.

   6. Touch the WritePad note to edit before tweeting. The red number indicates how many characters remain before reaching the 140 character limit.

   7. Touch the @ button reply to a tweet.
8. Touch the button to refresh the current timeline.

9. Touch the Send button to send the tweet.

10. To retweet, reply to, or copy the desired tweet, tap it for the popup menu, then select the desired command. If you touch your own tweet, the menu will contain the Delete command instead, allowing you to delete your old tweets.

11. To search Twitter, enter the desired text in to the Search Twitter box and touch the Search button in the keyboard. Found tweets, if any, will appear in the list.

To return back to your timeline, touch the button.

Using Facebook

1. Open the desired document and either select the desired text to post, or do not select any text in order to post the entire document.

2. Touch the Share button, then touch the Share on Facebook option.

   **NOTE**: If the text is over 420 characters, a warning dialog will appear and the message will be truncated. If your text contains a long URL, you can shorten it by touching within a URL text and holding for the menu. Then select the Shorten URL command. See the Edit Menu section for more information.

3. If this is the first time you are using Facebook with WritePad, or your Remember Login option is set to OFF, the Login dialog will appear.
4. Enter the information or sign up for a Facebook account. Once logged in for the first time, the permission request dialog will appear.
5. If agree to the WritePad permissions, touch Allow. The Publish Story dialog will appear.
6. Touch **Publish** to send the WritePad document to your Facebook page.

### Creating an Event

To send a document to your Calendar:

1. Open a document and touch the **Tools** button.
2. Touch the **Create Event** button.
3. Touch the top window to change the event name and add a location of the event.

4. Touch the Starts / Ends window to add the time of the event.

5. Touch the Repeat window to allow for reoccurring events.

6. Touch the Alert window to set an audible tone prior to the event.

7. Touch the body of the note to edit.

Using the Get Location option

1. Open the desired Document and touch the Tools button in the toolbar.

2. Touch the Get Location button.

3. A Google map appears showing your current location, once found.
4. To move the map, drag your finger on the map. You can also double tap on the map to expand your view.

5. To save a different location shown on the map, touch and hold your finger until a red arrow appears, then drag your finger to the area of the map at the address you want to save.

6. Once you have moved the arrow to a chosen location, the arrow will change to a red pin.
7. Tap on **Save** to insert the current address into the PhatPad.

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**Translating a Document**

To translate the current document to another language:

1. Open a document and touch the **Tools** button in the toolbar.
2. Touch the **Translate** button.
3. Touch the **Translate To** window. The **Language** view appears.
4. Select a language to translate to. The selected language will now appear in the Translate To window. (The Translate From window will always show the current language).

5. In the Create New Document window, select ON to create a new document with the new language. Select OFF to replace the current note with the new language.

6. Touch the Done button.

7. The device will contact the translation server. Once complete, the translated document will appear.

**NOTE:** An internet connection (WiFi or 3G) is required to access the translation services. The Translator uses the Microsoft Bing Translator ([www.microsofttranslator.com](http://www.microsofttranslator.com)).
The Edit Menu can be invoked by touching and holding your finger on the screen until the magnifying glass appears, then removing your finger from the screen. This works in either Handwriting or Keyboard modes.

**Cut** - cuts the selected text into the clipboard

**Copy** - copies the selected text into the clipboard

**Select** - the editor will enter the selection mode allowing you to touch the screen until the magnifying glass appears, then drag your finger over the desired location to select text.

**Select All** - Selects all the text in the document.

**Paste** - inserts the clipboard content at the current cursor location

**NOTE:** In recognition mode you can also use gestures for the Cut, Copy, Select All, and Paste commands. See the Using Gestures section, below.

**New Shorthand** - The selected text can be made into a new shorthand command. (See the Using Shorthand section for more information.)

**Time / Date** - Touching the More... Edit button will bring up this Edit menu to insert either the current time or date at the cursor location.

**Shorten URL** - if the cursor is placed over an URL (such as http://www.phatware.com), the Shorten URL command appears in the menu (devices must be connected to Internet for this to work). The URL is shortened using http://bit.ly. This feature can be useful when posting Twitter updates containing URLs.

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**Undo/Redo Commands**

**Undo**

**Redo**

**Cancel**
To undo or redo the last editing actions (up to 20 levels), shake the device to bring up the applicable commands. This works in either Handwriting or Keyboard modes.

**NOTE:** In recognition mode you can also use gestures for the **Undo** command. See the *Using Gestures* section, below.

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### Using Gestures

Gestures can be used for common operations such as *return*, *space*, and *backspace*. The gesture's action is always applied either to the current cursor location or to the selected text. All the gestures, except for the **Backspace** and **Cut** gestures, work only when nothing is currently written on the screen. If you are in the middle of writing a word or a phrase and make a mistake you can use the Backspace gesture to delete the last stroke or the Cut gesture to delete all written strokes before the recognition occurs.

- **Return:** similar to pressing enter on the keyboard.

- **Space:** inserts space.

- **Backspace:** removes a character to the left of cursor or the selected text. To perform the gesture, draw a horizontal line from right to left. This gesture can also be used to delete the last stroke while writing. To avoid interference with handwriting this gesture has minimum length of 150 or more pixels. The minimum gesture length can be changed using the **Options** tab.

- **Delete:** removes a character to the right of the cursor or the selected text. To perform the gesture, draw a horizontal line from left to right. To avoid interference with handwriting this gesture has minimum length of 150 or more pixels. The minimum gesture length can be changed using the **Options** tab.

- **Spell Check:** If a single word is selected this gesture opens the spell checker window for the selected word with possible alternatives, otherwise brings up the *Last Recognition Alternatives* window containing multiple suggestions for each written word. This operation is particularly useful to correct wrong recognition results. If there are no recognition results in memory, this gesture has no effect. Same as the **Spell Check**
**Keyboard:** Opens the **Punctuation Keyboard** containing hard-to-write punctuation characters. Same as the **Keyboard** button.

**Scroll Up:** scrolls the content of the edit window up. To avoid interference with handwriting this gesture has a minimum length of 150 or more pixels. The minimum gesture length can be changed using the **Options** tab.

**Scroll Down:** scrolls the content of the edit window down. To avoid interference with handwriting this gesture has a minimum length of 150 or more pixels. The minimum gesture length can be changed using **Options** tab.

**Undo:** removes the last recognition results from the editor content. Same as the **Undo** button.

**Copy:** copies the selected block of text to the clipboard. Same as the **Copy** button.

**Cut:** copies the selected block of text to the clipboard and deletes it. This gesture can also be used to delete all strokes while writing and cancel the current recognition session. Same as the **Cut** button.
**Paste**: inserts the clipboard contents at the current cursor location. Same as the Paste button.

**Select All**: selects all text in the editor. Combine this gesture with the Backspace gesture to quickly delete the entire WritePad content.

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### Using Shorthand

The Shorthand feature offers quick and simple way to insert often-repeated text and performs standard editing commands by writing the Shorthand name and drawing a circle around it. You can add new or modify Shorthands using the Shorthand Editor, which is accessible from the Options dialog or from the Edit Menu.

WritePad offers several built-in Shorthands:

- **cut** - copies selected text to the clipboard and deletes it
- **copy** - copies selected text to the clipboard
- **paste** - inserts the text from the clipboard at the current cursor location
- **undo** - undoes last editing action
- **redo** - redoes previously undone action
- **date** - inserts the current date using the current locale at the current cursor location
- **time** - inserts the current time using the current locale at the current cursor location
- **dt** - inserts date and time using the current locale at the current cursor location
- **com** - inserts www.com at the current cursor location and places the cursor between the dots
- **org** - inserts www.org at the current cursor location and places the cursor between the dots
- **net** - inserts www.net at the current cursor location and places the cursor between the dots
- **www** - inserts http://www. at the current cursor location
- **ftp** - inserts `ftp://ftp.` at the current cursor location
- **all** - selects all text in the note editor
- **save** - saves the current document without prompt, assigns generic name if name is not specified.
- **new** - creates a new Shorthand from the selected text

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**Shorthand Editor**

To start the Shorthand Editor, select the text you want to write a shorthand name for, then write `new` and draw a circle around it.

![Shorthand Editor Interface]

The Shorthand Editor will appear with the selected text.
In the Enter Shorthand Name box, type in the shorthand command, then touch Save.

**NOTE:** The shorthand name must only contain characters a..z and 0..9. It must not contain spaces, is case-insensitive, and must be at least two characters long.
Now anytime you need to add this command, write the command and draw a circle around it.
first Tuesday of each month, and select committees meet an additional one or two times a month.

Sincerely,

[Handwritten: info]

The text will appear at the cursor position.
first Tuesday of each month, and select committees meet an additional one or two times a month.

Sincerely,
John Smith
123 First St
Los Altos, CA

Editing in Keyboard Mode

While using the keyboard, multi-word suggestions will appear above the keyboard as you type each word. Touch one of the suggested words to insert the completed word into the document at the cursor location.
The first Tuesday of each month.

money month months monad
To use the Cut/Copy/Paste/Select/Select All/New Shorthand/Time/Date commands, touch and hold your finger on the screen until the magnifying glass appears, then removing your finger from the screen. The Edit menu now appears. If you choose the Select button, the editor will enter the selection mode. While in the selection mode, touch at the desired location to begin the selection and drag your finger or stylus over the desired text to select it.

NOTE: Only the applicable commands will appear on the Edit Menu; i.e. if you have already selected some text, the Select command will not appear.
To undo or redo the last editing actions (up to 20 levels), shake the device to bring up the applicable commands.
When you touch the **Spell Check** button in the toolbar:

- If a single word selected, the **Alternatives** window will appear populated by words suggested by the spell checker.
- If no text is selected, WritePad will check the entire document. The **Alternatives** window populated by words suggested by the spell checker will appear for each word that is not found in the dictionary. To replace and continue spell checking, select the correct word and touch the [V] button. To continue and keep the current word touch the [X] button. To stop spell checker, touch the [X] button.

If the selected word is not found in the dictionary, you will have an option to add it to the user dictionary by touching the [+] button on the right side of the word. If the selected word is already in the dictionary, it will not appear on the spell checker list.

**NOTE:** If the **Extended Alphabet** option is ON, you can also add words to the dictionary that contain international characters such as the umlaut, accented characters, etc., used in Western European languages.
Working with Folders and Documents

To create a new document, tap the New Document button in the title bar.

To open previously saved documents, tap the Documents button in the title bar. The My Documents dialog appears.

The currently opened document is shown by a ✓. A blue folder icon indicates the current folder.

- To open another folder, if the Show All Folders option is ON, tap on the desired folder.
- If the Show All Folders option is OFF, the Folders pane will show only the Parent Folder icon and subfolders (if any) instead of the list of all folders.

In the example above, the “Documents > Budget” folder path is replaced by the “Parent Folder” (shown below).
Tap on the **Parent Folder** to see the documents and subfolders in the parent folder.

- To rename a document or move it to another folder, tap the **Edit** button, then tap the ![icon](image) icon. The **Rename Folder** dialog appears.

  Type a new name or tap on another folder to move the document (indicated by a green arrow). Tap **Done** when finished.

Alternatively, you can use drag and drop to move a document to another folder or to re-arrange folders. Touch the **Edit** button in the title bar, then touch and drag the ![icon](image) icon of the document to move and drag it to the desired folder.
NOTE: You can use drag and drop to move files and folders only if the Show All Folders option is ON.

- To delete unneeded documents or folders, touch the Edit button in the title bar, touch the icon, then touch the Delete button.

NOTE: WritePad documents are automatically saved, so there is no need to manually save them.

- To save or open WritePad documents from another device, see the Exchanging WritePad documents section below.

Synchronizing WritePad documents

Using Dropbox
You can synchronize WritePad documents with your Dropbox account. If you do not have a Dropbox account you can create one within WritePad.

To create a Dropbox account:
1. In the Options dialog, touch Synchronization Settings.
2. Touch the Create New Dropbox Account button in the Synchronization Settings window.
3. Enter the required information.

For more information on how Dropbox works, visit www.dropbox.com.

To synchronize your documents with Dropbox, first make sure that Dropbox Sync is enabled.

- In the Options dialog, touch Synchronization Settings.
- Change the Sync with Dropbox option to ON.
- From within any WritePad document, tap the Documents button 📝.
- Touch the Synchronize Documents with Dropbox button in the toolbar. This button does not appear if Dropbox synchronization is disabled in the application options.

WritePad will synchronize all documents with a .txt extension and create a /WritePad subfolder in the Dropbox. You can also place any text documents into this folder if you want them to appear in WritePad on your device after the next synchronization.
session. For example, if you use WritePad on both iPad and iPhone devices, you can use the Dropbox synchronization to keep documents on both devices in sync. See the *Synchronization Settings* section for more information.

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**Exchanging WritePad documents**

If you have two or more iPhones or iPads running the WritePad application, you can exchange text documents created with WritePad between mobile devices connected to the local WiFi network.

Before you begin, make sure that the device, which contains WritePad documents you want to access, is on, the local WiFi network is available, the *WritePad* application is running, and the *Share My Files* switch is ON (see the *Options* section).

**Note:** It is not necessary to enable file sharing on the device from which you access files on another device.

---

**To open WritePad files located on a remote device**

- Tap the **Documents** button in the WritePad title bar.
- The table containing list of available documents will appear.
The Documents section will be followed by one or more remote files sections for each mobile device with the WritePad Sync services found on the local network.

Note: Depending on the network connection and the number of documents you have, it may take a few seconds for remote file lists to appear.

- Touch the desired document on the desired device to open it. If the Require Password option is set to ON, you will be prompted for the password of the remote device.

Accessing WritePad documents from the desktop PC
Overview

You can download (upload) WritePad documents from (to) the desktop PC connected to the same local network as the iPhone device using the Internet browser. WritePad Sync Lite is a free helper application for Windows and Mac OS which helps you to find and access the WritePad HTTP file server. You can download WritePad Sync Lite from PhatWare web site by visiting www.phatware.com/downloads.

After you install and start the WritePad Sync Lite application, the folder icon 🔄 will appear in the Windows tray bar. If no WritePad services are detected on the local network, a small stop sign appears on top of the folder icon 🔄. When one or more mobile devices running WritePad Sync Service are detected (mobile devices running WritePad Sync Service connected to the local WiFi network), the stop sign will be replaced with the green check mark ✅. To view WritePad documents in your default Internet browser, click on the WritePad Sync Lite icon while it has a green check box and select the WritePad Files on iPhone menu item. The application will start the default Internet browser and show the page containing list of WritePad documents and file upload form.

Downloading/uploading WritePad documents

1. Ensure that your iPhone or iPod Touch is connected to the local WiFi network. If not, use the Settings application to connect to WiFi.

![Settings Wi-Fi Networks](image)

2. Start WritePad on your iPhone (WritePad Demo, WritePad Notes, WritePad Events, WritePad Affairs, and WritePad Pro 1.7 or later are supported).

3. Open the WritePad Options window, locate the File Sharing section and turn Share My Files switch ON (if the device is not properly connected to the local network, this switch is disabled). See the Options section below.

4. Since the device will disconnect from the WiFi when it hibernates, it is recommended that you also turn the Keep Awake switch ON.
5. Depending on your network connection and configuration, it may take up to a minute to recognize the service. Usually it takes less than 10 seconds to recognize a new WritePad Sync Service on the network.

6. Click on the WritePad Sync Lite icon in the Windows tray bar, then select the **WritePad Files on iPhone** item from the popup menu.

7. If the service is functioning properly, the default Internet browser will be launched displaying a list of WritePad documents and the **Upload File** form.

8. To download any document, simply click on it.
9. To upload a document, select the desired document and click the **Upload** button.

**Note:** Only documents recognized by WritePad can be uploaded: TXT, CSV, DCT, CWL, and LRN. If the data document with the same name already exists, it will be replaced with the uploaded document. If the text document with the same name already exists, a new generic name starting with `export_` prefix will be assigned to the uploaded document.

10. If the device is not connected to the external power source, make sure not to leave the WritePad application running on your iPhone for a long time if the **Stay Awake** switch is **ON**, as the device will not hibernate and your battery will be drained quickly.

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**Options**

To go to the **Options** window, tap on ⚙️.

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File Sharing, Editor Settings, and Document Settings
Share My Files - If ON the documents on your iPhone can be accessed from another iPhone or a desktop computer on the local network. Note that this option is disabled if iPhone is not connected to the local WiFi network. Entering the URI into a browser will allow you to access your WritePad documents from your computer, similar to using WritePad Sync Lite, as shown above.

Keep Awake - Turn ON to prevent the device from entering idle mode while sharing your documents. Note that if the device is not connected to an external power source, make sure not to leave the WritePad application running on your iPhone if the Keep Awake switch is ON for a long time, as the device will not hibernate and your battery will be drained quickly.

Require Password - Turn ON to specify a password to allow remote access to your documents via WiFi or for uploading files. You will not be asked for a password if communicating devices have the same password.

Show Scroll - Scroll arrows will appear while in Handwriting Mode when the document is over one page long. (Scroll gestures will still work.)

Autohide Toolbar - If turned ON, the bottom toolbar is hidden. Touch and hold at the bottom of the screen to display the toolbar for a few seconds.

Disable Landscape - Turn ON to allow only portrait mode.

Sort by Name - Available options to sort documents in the Open File window are ascending or descending by name, date, or size.

Show All Folders - if ON, the Document Manager will show all Folders. If OFF, the Folders pane will only show the Parent Folder and its subfolders. See the Working with Folders and Documents section.
Text Editing Settings

WritePad Editor Settings

To access the Editor Settings, touch the Editor Settings row in the Options view.
### Recognizer Settings

<table>
<thead>
<tr>
<th>Feature</th>
<th>On/Off Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show Alternatives</strong></td>
<td>[ON/OFF]</td>
<td>If ON the alternatives window will automatically appear.</td>
</tr>
<tr>
<td><strong>Auto Learner</strong></td>
<td>[ON/OFF]</td>
<td>If ON recognizer will learn your handwriting patterns.</td>
</tr>
<tr>
<td><strong>Auto Corrector</strong></td>
<td>[ON/OFF]</td>
<td>If ON common spelling errors automatically corrected.</td>
</tr>
<tr>
<td><strong>Shorthand</strong></td>
<td>[ON/OFF]</td>
<td>If ON shorthand recognition is enabled.</td>
</tr>
<tr>
<td><strong>Add Space</strong></td>
<td>[ON/OFF]</td>
<td>If ON a space is added at the end.</td>
</tr>
<tr>
<td><strong>Autocapitalization</strong></td>
<td>[ON/OFF]</td>
<td>If ON automatic capitalization is enabled.</td>
</tr>
<tr>
<td><strong>Separate Letters</strong></td>
<td>[ON/OFF]</td>
<td>If ON do not connect individual letters.</td>
</tr>
<tr>
<td><strong>Single Word Only</strong></td>
<td>[ON/OFF]</td>
<td>If ON write one word per recognition session.</td>
</tr>
<tr>
<td><strong>Extended Alphabet</strong></td>
<td>[ON/OFF]</td>
<td>If ON the international characters can be used.</td>
</tr>
<tr>
<td><strong>Only Known Words</strong></td>
<td>[ON/OFF]</td>
<td>If ON only dictionary words are recognized.</td>
</tr>
</tbody>
</table>

**Show Alternatives** - If ON the Recognition Alternatives window will appear at the end of each recognition session, before the results are inserted into the document.

**Auto Learner** - If ON WritePad will learn your handwriting patterns to attempt to improve quality of recognition. It is recommended to use the Recognition Alternatives and Spell Checker windows to correct wrong results in the beginning to accelerate the learning process.

**Auto Corrector** - Use this option to enable the Auto corrector feature. Auto corrector automatically fixes common spelling and recognizer errors.

**Shorthand** - If ON can insert often-repeated text and perform standard editing commands by writing the Shorthand name and drawing a circle around it.

**Add Space** - If ON a space is added at the end of the recognition results when they are inserted into the document.

**Autocapitalization** - If ON the first word of every sentence will be capitalized.

**Separate Letters** - Use this option if you print instead of using cursive and do not connect individual letters. If this option is ON, connected letters will not be recognized properly.

**Single Word Only** - Use this option if you always write only one word per each recognition session. If this option is ON automatic word segmentation is disabled.

**Extended Alphabet** - Allows the use of international characters in the user dictionary (such as umlaut, accented characters, etc., used in Western European languages). If such a word is added to the dictionary, it will be recognized.

**Only Known Words** - If ON, the recognition output will be limited only to the dictionary words. This improves quality of the recognition but makes it impossible to write non-dictionary words. *If this option is ON numbers can only be entered in Numeric recognition mode.*
**Inline Spell Checker** - Misspelled words in the text editor will be underlined with a red wavy line. To correct the misspelled word, double-touch it to select, then touch the Spell Checker button in the toolbar for the suggestions list.

**User Dictionary** - The user dictionary is enabled. See the User Dictionary section below for more information.

**Ignore Numbers** - Words containing any numbers will not be spell checked.

**Ignore All Uppercase** - Words containing any uppercase will not be spell checked.
Draw Gridlines - If ON, horizontal grid lines appear on top of the text in the edit mode to help you write horizontally on the screen; it helps to improve recognition quality.

Vibrate - If ON, the device vibrates in case of an error or at the end of the hold timeout (iPhone only).

Play Sound - If ON, the device plays a sound in case of an error or at the end of the hold timeout.

Recognition Delay - This option allows you to adjust the delay after the touch-up event ends before recognition starts.
Scroll Gestures - This option allows you to choose the minimum length for the up and down scroll, delete, and backspace gestures. The minimum length is required so these strokes do not interfere with your handwriting (especially if you draw long vertical lines for your t’s and i’s).

Touch and Hold Delay - Touch and hold is used to enter the selection mode in Edit mode. This option allows you to choose the minimum touch and hold delay before entering the selection mode.

User Dictionary

The WritePad handwriting recognition engine requires a vocabulary for a higher recognition quality. Forcing the engine to recognize only words in the included dictionary (this version includes a 100,000+ words US English dictionary) improves overall recognition quality, but makes it impossible to write words that are not in the dictionary. Even if you do not enable the Only Known Words option, it is recommended that you add any new words to the user dictionary that you may be using often, such as rare last and first names, company and product names, abbreviations, etc.

To access the User Dictionary Editor touch the Edit User Dictionary row in the Options view.
To add or delete words to the user dictionary, touch the Edit button in the navigation bar.
To add a command, touch the <enter new word> box and type the word you want to add, then touch the button.

To delete a command, touch the icon, then touch the delete button.

Autocorrector Word List Editor
To access the Autocorrector Word List Editor touch the Edit Autocorrector List row in the Options view.

While using the Editor:
- To modify an existing word pair, touch the desired row while in the view mode.
To add or delete words to the Autocorrector list, touch the **Edit** button in the title bar.
To add a new word pair to the word list, touch the `<new word correction>` box.

To delete a command, touch the icon, then touch the delete button.

When adding or modifying a word pair, the Edit Word window will appear. (If modifying an existing word pair was selected, the misspelled and correct word windows will be filled in.)
When adding or modifying a word pair, the following options can be used.

- If the **Always Replace** switch is ON, the word is always replaced; otherwise the word is replaced only if the recognition engine alternatives contain the replacement word.
- If the **Ignore Case** switch is ON, words are compared in lower case.
- If the **Disabled** switch is ON, the word replacement is disabled. This is useful to disable a specific word replacement without removing it from the list.
Edit Shorthand List

To access the Shorthand List Editor touch the **Edit Shorthand List** row in the **Options** view.

While using the Shorthand Editor:
- To modify an existing word pair, touch the desired row.

<table>
<thead>
<tr>
<th>Shorthand</th>
<th>Details</th>
</tr>
</thead>
</table>
| **addr**  | PhatWare Corp.  
530 Showers Drive Suite 7 #333 |
| **info**  | John Smith  
123 First St |
| **sign**  | John Smith  
Manager |
| **tst**   | test |
From this window, you can edit the text as well as the command.

- To add or delete a command, touch the **Edit** button in the title bar to enter the edit mode.
  - To delete a command, touch the 🗑 icon, then touch the **delete** button.
  - To add a command, touch the `<New Shorthand>` box.
From this window, add text and the corresponding command, then touch Save.
Styles

WritePad styles allow users to quickly change appearance of the WritePad editor. Each style defines the paper, text, ink color, and the font size, name, and style. You can choose one of the pre-defined WritePad styles or create your own.

To access the Style Editor touch the Styles row in the Options view.

To apply a new WritePad style touch the Styles button in the toolbar, then choose the desired style from the Style menu.

- To add a new style, the Add button in the title bar.
In the New Style view, select the desired font attributes and colors. Touch Styles in the menu title bar when done.

- To delete one or more custom styles, touch the Edit button in the title bar to enter the edit mode. Touch the icon, then touch the delete button. Touch Done when finished.

- To edit a custom style, touch the Edit button in the title bar. Touch the button in the desired row, then use the Edit Style view to modify the style. Touch Styles, then Done when finished.

Manage User Data

To access the User Data, touch the Manage User Data row in the Options view.
Share User Data - Data such as handwriting recognizer settings, user dictionary, Autocorrector, and the shorthand list are shared with other applications such as PhatWare’s PhatNotes.

User Dictionary - The exported files can be stored in a shared directory so they can be exchanged with other devices or stored on a desktop computer. The user dictionary file format is a simple ASCII text file containing a single word per line, with no spaces.

Autocorrector - The Autocorrector file format is CSV (comma separated values). Each row contains a pair of words and optional flags (see the Autocorrector Word List Editor section).

Reset Recognizer Settings - This section allows you to reset the User Dictionary, Autocorrector, and Recognizer Learner to the default configuration (reverts to the original settings; all user modifications are lost).

Networking Settings

Email Settings

To access Email settings, touch the Email Settings row in the Options view.
- **Email Footnote** - The footnote will be added to at the end of each email (optional). Touch inside the Email footnote window to edit.

- **Default Email Addresses** - Specify default TO, CC, and BCC email addresses (optional).

To send an email, see the *Emailing a Document* section.

**Twitter Settings**

To access Twitter settings, touch the **Twitter Settings** row in the Options view.
Twitter Login - Enter your twitter name and password.

Remember Password - If the Twitter settings are set to OFF, you will first be prompted for your user name and password prior to tweeting.

NOTE: When set to OFF, it will still remember the password until you exit the application.

Include Location - Turn ON to add your current location in your tweet.

Delete Text - Turn ON to automatically erase the text after tweeting. The text is deleted only if it is not selected and is less than 140 characters.

Show Prompt - Turn ON to show a dialog box prior to sending a tweet.

See the Using Twitter section for more information.

Facebook Settings

To access Facebook settings, touch the Facebook Settings row in the Options view.
Privacy Settings - Set your level of sharing.

Show Text Limit Warning - Turn ON to show a text warning if the text is over 420 characters.

Delete Text - Turn ON to automatically erase the document text after publishing to Facebook. The text is deleted only if it is not selected and is less than 420 characters.

Remember Login - If set to OFF, you will first be prompted for your user Email and password prior to publishing to Facebook. If logged in when moving the switch to OFF, you must Logout first for the command to take effect.

Synchronization Settings

These settings are used synchronize WritePad documents with your Dropbox account and to create a Dropbox account.

To access the Synchronization settings, touch the Synchronization Settings row in the Options view.
Sync with Dropbox - Turn ON to enable synchronization with Dropbox (if disabled, the Synchronize button does not appear in the Open File view).

Dropbox Login Information - Enter your Dropbox Email Address and Password. If this information is not specified, the Dropbox Login window will appear each time you synchronize.

Remember Password - If set to OFF, you will first be prompted for your Email address and password prior to sending to the Dropbox.

NOTE: When set to OFF, it will still remember the password until you exit the application.

Autosync on Startup - Turn ON to automatically synchronize your WritePad documents every time you start the application. This option is disabled if the Remember Password switch is OFF.

Create New Dropbox Account - If you do not already have a Dropbox account, touch this button to create a new one. It is currently free for 2GB of storage. For more information, visit www.dropbox.com.

For more information, see the Using Dropbox section.