

Best Practices for Writing on Capturx Mobile Forms

Capturx automates the collection and sharing of data from paper forms and digital pens. Paper-based forms speed up workflows without the cost, delays, and risks from scanning, transcribing, or losing paper documents.

As a Digital Pen Data Collector, you'll likely be involved in managing a digital pen, writing on forms, and uploading the data to share with central teams. An important step in that process is when Capturx converts your handwriting into text (data). To make the text conversion as accurate as possible, follow the best practices outlined in this document.



Getting Started with the Digital Pen

Here are a few tips to help if this is your first digital pen. For more details, read the [Capturx Pen Manager User Guide](#) posted on www.adapx.com/support.

1. Power on the digital pen by removing the cap. When you replace the cap, the pen turns off.
2. You may need to place the ink cartridge in the pen. Take one of the ink cartridges from your product box and gently slide it into the hole at the tip until it is completely seated and does not fall out. It's normal for the cartridge to have some movement.
3. Attach the docking station to a PC or laptop via the USB port.
4. Fully insert the pen in the docking station.
5. The gold connection points on the pen and docking station need to be aligned and the pen needs to be firmly placed in the docking station so the lights face up.
6. After you connect the docking station to the computer's USB port and dock your pen, you must initially keep the pen in the docking station for 3 hours to fully charge.

NOTES:

- On a single charge, the pen can be used for 2 hours continuously, and holds up to 50 pages of letter-sized paper completely filled with single-spaced writing.
- The Capturx pen stays charged for five to seven days of typical use.
- When your pen is uncapped, it is using power. To prevent your battery from running low, do not leave the cap off the pen for extended periods of time.
- Keep the pen cap in a safe place.
- The pen can be used in inclement weather and rain, but it is not submersible.
- Dock the pen at least once a day if possible.

WRITING WITH THE DIGITAL PEN

- **Writing Styles:** Use printing and cursive writing and avoid block printing or all CAPS (capital) letters. Cursive handwriting or printing that is neat and legible works the best. When using the form, write in the same orientation as the printed form.

Avoid block printing ("BLOCK") as it doesn't provide good handwriting conversion to text results.

- **Numbers:** For best number recognition, write numbers in order from left to right.
- **Dates:** Use month-day-year convention (e.g., 07-13-2012)

INSPECTION DATE: *07-13-2012*

Do not use slashes in dates (07/13/2012), as they may be interpreted as 1's.

- **Slashes:** Exaggerate forward slashes to avoid their looking like the number "1." Slashes should be sloped at 45° and as tall (or taller than) the adjacent letters or numbers.

REVIEWED BY: *Alice Smith / Bob Adams*

- **Punctuation:** Exaggerate your punctuation marks so they are recognized more easily; i.e., use thick decimals, periods, points, and apostrophes.

WALL THICKNESS: *5.5 inches*

- **Decimal Points:** Numbers with a decimal point should start with a "0" followed by a thick decimal point (e.g., 0.0625 or 0.25).

COMMENTS *surface crack on weld 0.25 / 0.5 inches*

- **Dollar Signs:** Dollar signs should be written as \$ with a single vertical line. Dollar signs are not needed in cells formatted as "Currency," the software will add them.
- **Parallel Letters:** Avoid crossing adjacent "t"s with a single horizontal stroke or running over into the "l", such as in "Seattle".

CITY: *Seattle*

- **Quotes:** Do not use double-quotes ("") or the word ditto to mean "same entry as above."
- **Street Addresses:** Include spaces between numbers and letters (e.g., 24 Hammond Street or Suite 300).

STREET ADDRESS: *2750 Creekside Drive*

- **Internet Addresses:** Make big thick "dots" for email and Internet addresses. Since email addresses may contain numbers or letters, exaggerate each character in the address.
- **Margins:** Use a 0.5 inch margin from the edge of the page when writing, to ensure that your ink is captured correctly. It is best to keep the pen strokes within the answer field or cell, and not overlap into another cell. If you write in a margin, the handwriting will be saved as an image and won't be converted to text.

Frequently Asked Questions – About Writing with the Digital Pen

Where do I write?

Answer: The form field should be bounded by a border or shading. When writing, stay within the boundaries of the field. Any handwriting that goes beyond the form field’s border will not be converted to text.



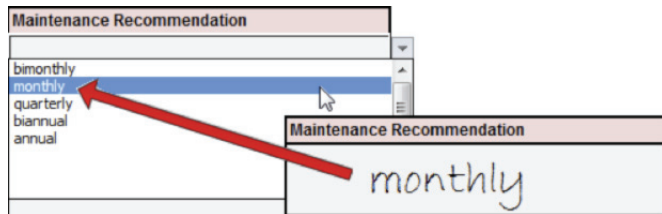
How do I fill in checkboxes?

Answer: Each checkbox must be marked separately, preferably with an X. You cannot use a single line to mark multiple checkboxes. Be careful that handwritten checkmarks or X’s do not enter an adjacent checkbox. The adjacent checkbox could mistakenly be selected by the software.

ABOVE GROUND STORAGE TANK - EXTERNAL VISUAL INSPECTION REPORT									
5.) Are any wall or roof penetrations damaged and / or showing evidence of leaks? Look for bent nozzles, and weeping around nozzle threads. For all penetrations, look for misalignments, vibration, leaks or stains at weld seams and around attachment points.									
a.) Nozzles	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> N/A	Rate the condition	<input type="checkbox"/> EXCEL	<input checked="" type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> POOR	
b.) Piping	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> N/A	Rate the condition	<input type="checkbox"/> EXCEL	<input checked="" type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> POOR	
c.) Heater	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> N/A	Rate the condition	<input checked="" type="checkbox"/> EXCEL	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> POOR	
d.) Hatches	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Rate the condition	<input type="checkbox"/> EXCEL	<input type="checkbox"/> GOOD	<input checked="" type="checkbox"/> FAIR	<input type="checkbox"/> POOR	

Why do some fields only recognize certain terms?

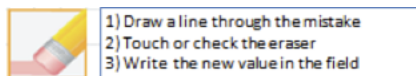
Answer: When the form was designed, your organization assigned a list of terms as the only acceptable matches to your handwriting. When Capturx converts your writing into text, it will look for an exact match between your writing and the list of terms defined.



If you write abbreviations or partial terms, Capturx will not find a match and will return an empty field.

I wrote something and realized it was wrong? How do I erase it?

Answer: To correct mistakes, you should cross out the original writing, touch the eraser with the pen tip, and then immediately write a new value in the same field as the mistake, unless it’s a checkbox.



For checkboxes, you touch the eraser and then touch the incorrectly marked checkbox to retract the initial checkmark. Then make a checkmark in the correct checkbox. It’s a best practice not to rest or tap the point of the digital pen on the paper form – you can accidentally and unknowingly mark a checkbox or other field.

Capturx keeps all handwriting, but only uses the newest text for conversion.

TIP – Crossing out a mistake is a best practice, but not a requirement for the digital erase. The cross out provides a written record on the paper form that you have changed that field.

I wrote something and some letters were skipped or the ink is light. Do I write over it? What do I do if the pen runs dry?

Answer: Don't retrace ink. Even if the physical ink skips or looks light to human eyes, the pen is still storing all of your handwriting. If the pen runs dry, it will still record the data from your motions on the form, though no ink appears on the paper. You should replace the ink as soon as possible if the paper copy is critical.

Frequently Asked Questions – How Digital Pens Work

What do the lights on the pen mean?

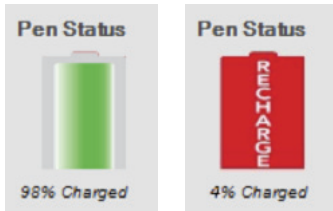


On the front of the pen, there are three indicator lights that display the status of the pen.

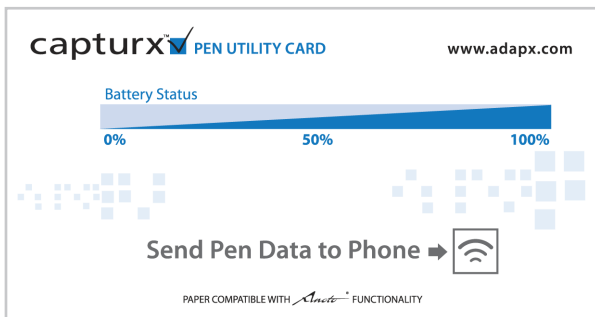
⏻	Off	<ul style="list-style-type: none"> • The digital pen is turned off. • The battery has no charge.
	Green	<ul style="list-style-type: none"> • The digital pen is ready to use. • All written data will be stored in the pen's memory.
	Blinks green	The digital pen is in standby mode after a pause in activity.
📶	Blinks green	The digital pen is communicating with an external device.
	Blinks red	An error occurred during communications; for example, the digital pen and external device cannot communicate with each other or use services.
🔋	Blinks green	<ul style="list-style-type: none"> • The charger is connected and the battery is being charged. • If the battery has no remaining charge, it will take approximately 10 minutes for the battery indicator to blink green after charging has started.
	Green	Charging is complete, and the charger is still connected.
	Off	The charger has been disconnected.
	Blinks green slowly	The battery has about 20 minutes of power remaining. Charge the battery as soon as possible.
	Blinks red slowly	The battery is almost dead. Recharge immediately.

How do I know if the pen's battery is running low?

Answer: When the battery has about 20 minutes of power remaining, the pen's battery indicator light will blink green slowly. When the battery is almost empty, the light will blink red slowly. If your pen is docked, Capturx Pen Manager displays the battery status.



TIP – If your company has deployed Capturx Mobile for BlackBerry, you will have a Pen Utility Card, which is a physical card used to send your pen data wirelessly from the field. When you're not near a computer with Capturx Pen Manager installed, check the battery power by sliding the pen tip across the battery meter on the Pen Utility Card. The pen will vibrate when you reach the current battery level.



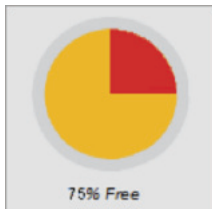
Will I lose any of the information in the digital pen if the battery dies?

Answer: No, the contents remain until you download the documents to a computer or reset the digital pen using a Master Reset Procedure. If the battery has no charge left, dock the pen so it can recharge and download any remaining information stored in memory.



Does the digital pen have a “memory full indicator”?

Answer: Yes. The digital pen vibrates (long “buzz”) when full. If full, you cannot store new data in the digital pen. A memory check is available by opening Capturx Pen Manager and checking the approximate remaining space of available pages.

**What happens if the pen is vibrating while I am writing on “Digital” paper?**

Answer: The digital pen does not collect data when it is vibrating. When the battery has a 0-1% charge, the pen gives a long “buzz” and stops working.

Can I add more data to the paper after I have initially written on the “Digital” paper and sent my data?

Answer: Yes, each piece of “Digital” paper is a direct data source that your writing will go to. The paper is literally “LIVE” and the equivalent of entering data into a PC or system. You will need to dock the pen again to upload the new ink records.

TIP – Lost or destroyed paper can be edited or updated in the Microsoft Excel workbook if the data has already been uploaded. Nevertheless, treat the paper as a live asset, as anything written on it at any time using a digital pen will be captured.

How do I know if the pen is on/off?

Answer: The pen turns on automatically when the cap is taken off. You will know the pen is on when it briefly vibrates and displays green indicator lights. The pen automatically turns off when the cap is put on and the lights will not be lit.

TIP – Keep the pen capped when not in use. Re-capping the pen is how you turn it OFF, which conserves the battery power and life! The cap has a specially formatted internal component so a substitute will not work correctly. If the cap is lost, dock the pen and purchase a replacement cap.