

2009

# Capturx for Microsoft® OneNote®

## 2.0 User Guide



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## Welcome to Capturx for Microsoft OneNote

Thank you for purchasing Capturx for Microsoft OneNote. Capturx for Microsoft OneNote is an add-in to Microsoft® OneNote® that extends paper based workflows to Microsoft Office® 2007.

With Capturx for Microsoft OneNote workers use a digital pen to write notes or sketches in a special journal that automatically digitizes the handwritten information for use in Microsoft Office OneNote.

With Capturx for Microsoft OneNote you will be able to:

- Simply write notes or sketch in a journal with a digital pen. When the digital pen is connected to a computer, handwritten notes and sketches are automatically integrated into Microsoft Office OneNote
- Take these handwritten notes in any environment for easy sharing, storing, and searching through Microsoft Office

This guide is intended to describe the process for using Capturx for Microsoft OneNote and provide a comprehensive explanation of its features.

## How This Guide is Organized

To make it easier for you to find the information you need, this guide is divided into the following sections:

- Digital Pen and Paper Overview: This section gives you an overview of your digital pen and paper and describes how they work.
- Printing with Capturx for Microsoft OneNote: This section describes how to print your document and how to use the print options.
- Using the Docking Station and Pen Manager: This section describes how use the docking station and how to use access documentation for the Pen Manager for Windows and for BlackBerry.
- Using the Capturx for Microsoft OneNote: This section provides a discussion of the digital notebook and how it is structured, how to use the printed page, how to use the notebook and upload ink, and how to use titles in the notebook and in OneNote
- Troubleshooting and Maintenance: This section provides a list of product specifications for the pen, care and maintenance information, and FAQ information.

## Digital Pen and Paper Overview

The following section provides an overview of the digital pen and the digital paper used with Capturx for Microsoft OneNote.

### The Digital Pen

The digital pen converts any handwritten paper-based information into electronic data that can be integrated into a range of leading software applications you already use.

The digital pen looks and feels like a regular ballpoint pen, but it contains an integrated digital sensor and an image microprocessor. As you write, the digital pen scans your writing in conjunction with a digital watermark that is printed on the paper in the digital notebook

- The digital pen stays charged for five to seven days of typical use with built in Lithium-ion rechargeable battery. Charging time approximately 2.5 hours (150 min), from 0% to 100% via cradle and USB adapter. The digital pen can endure a standby time (without cap) of 10 hours.
- The digital pen can be used for 2 hours (120 minutes) continuously, and holds up to 50 pages of letter sized paper.
- Data Communication: USB 1.1 standard (also supports USB 2.0 standard), Bluetooth® available but NOT currently supported
- For use: 32 to 104 degrees Fahrenheit at relative humidity levels of 10-85%
- For storage: -4 to 113 degrees Fahrenheit at relative humidity levels of 10-90%
- Ruggedness tested on 'standard' 4 foot drop while capped.
- Pen can be used in inclement weather and rain, but it is not submersible.

### The Digital Paper Used with OneNote

You write on the digital notebook the same way you write on regular paper. Digital paper is regular paper, but it is printed with a special pattern of dots which act as a digital watermark. The digital pen has a sensor which tracks the location of the dots as it crosses the page while it also scans the handwritten notes. Capturx technology processes the scanned information and dot-pattern references to recreate your notes in Microsoft Office OneNote. To capture your ink strokes, you need to hold the pen facing up, away from the notebook so that the beveled edge of the pen tip is facing the paper.

## Charging and Using Your Pen

The pen looks and feels just like an ordinary ballpoint pen and you use it in the same way. There are no keys to press. You activate the pen simply by removing the cap and deactivate it by replacing the cap. The pen needs to be charged before you can use it to capture data.

To start using the pen:

1. You may need to place the ink cartridge in the pen. To place the cartridge in the pen, take one of the ink cartridges 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 feel slightly loose.

2. Attach the docking station to a PC or laptop via the USB port.
3. Fully insert the pen in the docking station.
4. 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.
5. After you connect the USB port to your computer and dock your pen, you will initially need to keep the pen in the docking station for four hours for it to fully charge.

Note: To prevent your battery from running low, do not leave the cap off the pen for extended periods of time. You will need your pen cap so keep it in a place you will remember.

For information on how to use the pen and docking station to upload data, see [Using the Pen and Docking Station](#).

## Printing Your Document

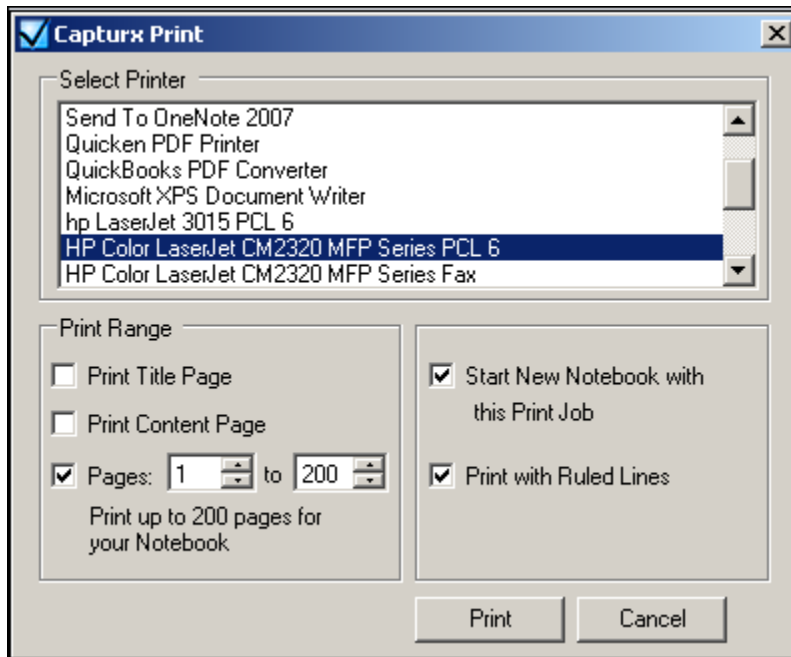
Capturx for Microsoft OneNote 2.0 enables users to print letter-sized notebooks, take notes on the printed paper and integrate the notes directly into Microsoft Office OneNote.

To print notebook pages that are Capturx enabled:

1. Go to the OneNote Toolbar.
2. Choose the **Capturx Print Icon**.



After clicking on the print option, a print dialog will appear.



Notebooks can be printed with up to 200 pages.

To print the document:

By default Capturx automatically selects **Start New Notebook with this Print Job** in the print dialog. This selection will instruct Capturx to prompt you to create a new notebook in Microsoft Office OneNote once you dock your pen and upload your data.

1. Choose a 600 dpi postscript laser printer for best results in printing with Capturx.
2. To print pages for an existing notebook deselect **Start New Notebook with this Print Job** then select **Print Content Page**. Optionally you can also select **Print Title Page**.
3. Select the number pages in the **Print Notebook** section for pages in your notebook up to 200.
4. If you use a monochrome printers or would prefer blank pages rather than pages with a ruler and grid, deselect **Print ruled pages** check box.
5. Select **Print**.

The following section describes how to use the Title Page.

### Using the New Notebook option

You can use the "New Notebook" check box on your Title page to instruct Capturx to start a new 8.5 x 11" notebook for a specific pen at any time. This instructs Capturx that the any letter-sized pages that it receives should be created as a new notebook with the title you give it on the title page.

To avoid having more than 1 version of a notebook page select the **New Notebook Check Box** at the top of the title page.

- After selecting **Start New Notebook**, take notes, then dock your digital pen.
- Capturx will prompt with the dialog below to select a notebook.

**capturx**  
for Microsoft OneNote 2007

**New Notebook**  
Do a **MUST** be checked to start each new notebook ☒

**Notebook Title:** \_\_\_\_\_  
This enters in this space will appear in OneNote

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Send to Phone**  
Check here to send all current pen data to your phone

**Easy as One, Two, Three...**

- Simply take notes or sketch on paper as you do today
- Data is automatically digitized and uploaded into Microsoft Office OneNote
- All of your notes are centralized, backed up, and easy to access

To purchase Capturx for OneNote or to learn more go to: [www.capturx.com/onenote](http://www.capturx.com/onenote)

**Capturx for Microsoft OneNote 2007**

The connected pen is not associated with a OneNote notebook.

What would you like to do?

☒ Import to new notebook, named: \_\_\_\_\_

☐ Use existing notebook: Adapt Journalx

☐ Cancel download, leave ink on pen

**OK**

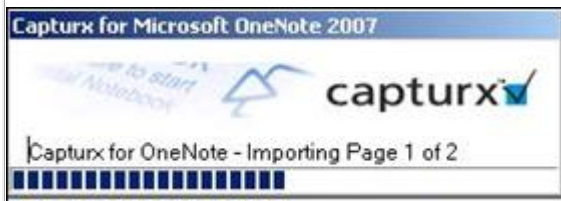
☒ Add pages to new section in existing notebook

### Send Pen Data to Phone

Use the Title page to activate the Bluetooth transceiver on the pen and to send all ink records to a Bluetooth enabled mobile device. This feature allows you to route ink records or notebook data as Adapx Ink Document files (XIDs) to others for sharing notes or field data. For more info on how to pair your pen to a mobile device go to:

[www.adapx.com/mobile](http://www.adapx.com/mobile)

When you do dock your pen (or import an XID file), you will see a processing bar to indicate how many additional pages remain to be processed.



**New Notebook**  
Box MUST be checked to start each new notebook ☒

Notebook Title: \_\_\_\_\_  
They written in this space will appear in OneNote

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Phone: \_\_\_\_\_

**Send to Phone**  
Check here to send all current pen data to your phone

**Easy as One, Two, Three...**

- Simply take notes or sketch on paper as you do today
- Data is automatically digitized and uploaded into Microsoft Office OneNote
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To purchase Capturx for OneNote or to learn more go to: [www.capturx.com/onenote](http://www.capturx.com/onenote)

## Using the Pen and Docking Station

After you have made your markups and you are ready to upload your data, you need to connect the docking station to your computer and insert the pen. The following section takes you through that process.

The docking station is used to dock your pen and to connect your pen to a PC or laptop via the USB port. The docking station consists of the base, insert, and the USB port you use to connect the docking station to your computer.





To upload the digital ink using the pen:

1. Attach the docking station to a PC or laptop via the USB port.
2. Fully insert the pen in the docking station. 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.
3. After you connect the USB port to your computer and dock your pen, a Status Window will also show you the progress of the download.

## Using the Pen Manager

Capturx for Microsoft OneNote also provides you with access to two Pen Managers that can be used to send your ink to an email address or to a Capturx server and to manage the

features and options available on your pen. Listed below is an overview of these Pen Managers, their features, and links to their user guides.

### **Pen Manager for Windows**

The Pen Manager for Windows is installed on your computer when you install Capturx for Microsoft OneNote. This Pen Manager allows you to:

- Send the file containing the ink via email or to the Capturx server
- View the remaining time left on the battery of the pen
- Download and delete the pages currently on the pen
- Set how you want the pages to download
- Enter and save personal details to the pen
- Enable or disable the Bluetooth feature on the pen

For more information on Pen Manager for Windows and its features, see the installed user guide:

Click **Start>Programs>Adapx>Capturx Pen Manager>Pen Manager for Windows User Guide.pdf**

### **Pen Manager for BlackBerry**

The Pen Manager for BlackBerry allows you to use your BlackBerry mobile device to send your pen data. This Pen Manager allows you to:

- Pair Bluetooth with your pen
- Use your BlackBerry to send the file containing the ink via email or to the Capturx server
- Use GPS mode to set and view location information about your uploaded file
- See a log of recent activity with a date and time stamp
- Easily email Adapx product and technical support

For more information on Pen Manager for BlackBerry and its features, see the user guide:

<http://www.adapx.com/WebHelp/CapturxPenManagerForBlackBerry/Help/1.0/Index.htm>

## **Using the Digital Notebook**

This section takes you through the entire process for using the digital notebook to capture and manage your text. This includes:

- How the digital notebook you write on is structured
- How to use the digital notebook

### **The Digital Notebook Structure**

The digital notebook is printed with the dot pattern that enables the Capturx technology in Capturx for Microsoft OneNote to integrate data into OneNote. Some notebooks are printed

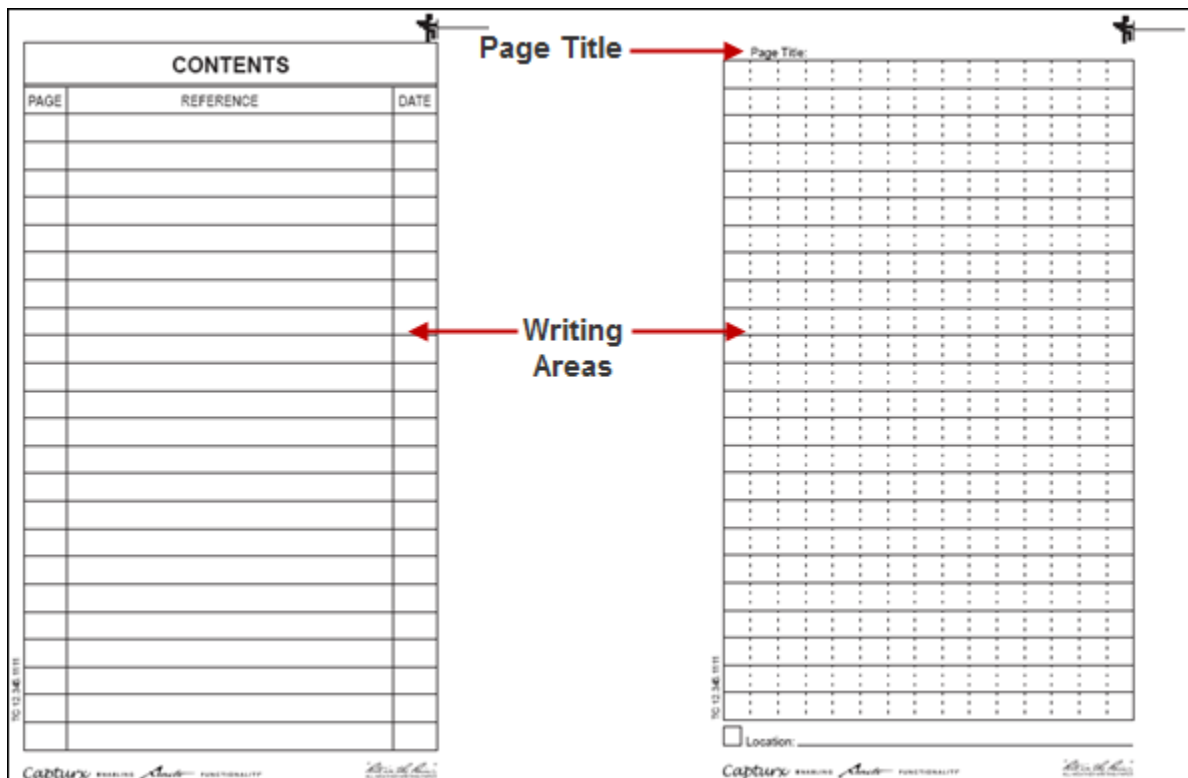
on "Rite-in-the-Rain" all-weather paper, which is reflected on the title page. The following section shows the structure of the digital notebook:

- Title and Information Page
- Contents Page
- Title pages and areas for writing your text

The image shows the title and information page of a digital notebook. The page is divided into two main sections by a vertical line. The left section contains the following elements:

- ADAPX Digital Pen and Paper Technologies** logo and text at the top left.
- DIGITAL ALL WEATHER FIELD BOOK** title in the center.
- New Notebook** section with a subtext "Check here to start New Digital Notebook" and a small icon of a notebook.
- Form fields for **Notebook Title:**, **Name:**, **Unit:**, **Contact Information:**, and **Phone:**.
- A paragraph of text describing the notebook's features and the "Rite in the Rain" paper.
- The **Rite in the Rain** logo and text at the bottom.
- The **Capturx** logo and text at the bottom left.

The right section is a large, empty area for writing. Two red arrows point from the text **Notebook Title and Information** to the form fields for **Notebook Title:** and **Name:**.

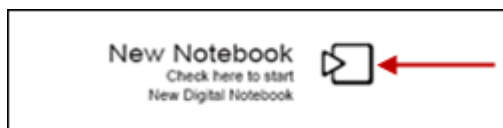


## How to use the Digital Notebook

The following section takes you through the steps for using the digital notebook and docking the pen to upload the ink.

To enter text in your Digital Notebook:

1. Open the digital notebook and use your digital pen to check the New Notebook check box on the Title Page before filling anything else out. This activates the digital notebook so you can start writing.



2. Enter the Notebook Title and user information.
3. Enter the Page Title on the top of the page you are going to write on. If you don't enter a page title, the system will place the current page number in the [OneNote title bar](#).
4. Write your text in the digital notebook.

## Docking the Pen and Uploading the Ink

This section describes how to dock the pen and upload your digital ink. The [Digital Pen Manager](#) is used to select the download option you want to use.

To upload the digital ink using the digital pen:

1. Attach the docking station to a PC or laptop via the USB port.
2. Fully insert the pen in the docking station. 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.
3. After you connect the USB port to your computer and dock your pen, a pen downloading window will appear in the system tray telling you the pages are being imported.

### How to Add the Handwriting Conversion Feature

Microsoft makes powerful handwriting conversion software that you can use with OneNote. This software enables teams to convert the ink strokes in their notebook pages to digital text that can be copied and pasted in other applications.

The conversion software used by OneNote is already included in many versions of Windows Vista, but it does not always come with the Vista Home Edition and Vista Professional Edition.

If Microsoft handwriting conversion software is not installed on your copy of Windows, you may see the Handwriting Recognition dialog box when you dock your pen. If you see this dialog box and want to use Microsoft's handwriting recognition software, you can download the Recognizer Pack files from

To download the Recognizer Pack files:

1. Click on the Recognizer Pack download at the following URL:  
[http://www.adapx.com/msft\\_recopack\\_download](http://www.adapx.com/msft_recopack_download)
2. You will need to validate the current version of Windows you are using by following the instructions indicated by the Microsoft download site.
3. Follow the instruction on the Microsoft download site to perform the download.
4. After performing the download, you need to run the installer you just downloaded and restart your computer.

Getting the most out of handwriting conversion

The accuracy of handwriting conversion depends on the legibility of the original handwriting. Since Microsoft's handwriting software does a better job with cursive, teams should be encouraged to use this writing style.

Here are some tips on working with handwriting recognition with OneNote:

1. You can search handwriting even without converting it to text.

When Microsoft handwriting recognition is installed, OneNote automatically indexes ink strokes for handwritten data. This enables teams to keep their notebooks in the original handwriting and to search those notebooks for words and phrases.

2. You can convert handwriting to text.

To convert handwriting to text, start by selecting the ink with the mouse. Then go to **Tools>Convert Handwriting to Text** to have that selection converted to digital text. That text can then be edited in OneNote.

3. You can copy and paste ink into other Microsoft applications.

Selected ink can also be copied and pasted into other Microsoft applications such as Word, Outlook email messages, or Excel. The default behavior for pasting is for the ink to be converted to text as described above. You can also paste the ink strokes as a picture.

To paste the ink stroke as a picture:

1. Select **Paste Special** in the target application.
2. Select **Picture, Bitmap** or **Ink** as the content type for the destination application.

## Using the Digital Notebook with OneNote

This section provides some tips on how to use your digital notebook with OneNote. This includes:

- After you upload your digital ink
- How digital notebook works with OneNote
- Notebooks, Sections, and Pages
- How to Rename and Move Pages and Sections
- How to use the New Notebook dialog box

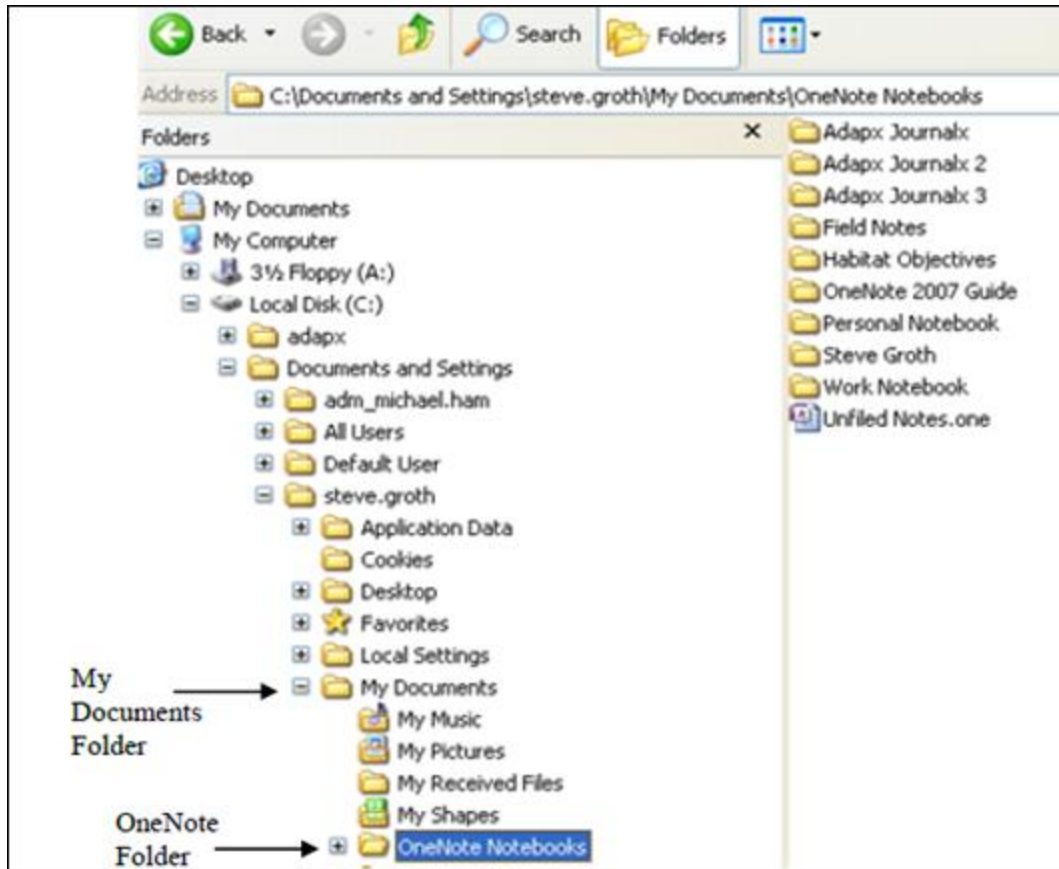
For a more complete description of OneNote and its features, see the Microsoft OneNote documentation.

A “OneNote Notebooks” folder is created under the “My Document” folder on your computer. This folder contains your notebooks and other OneNote files. Since the Notebooks and sections in OneNote depend on this file system, do not make any changes to these folders or files.

### After You Download Your Digital Ink

After you dock your pen, your digital ink is processed and:

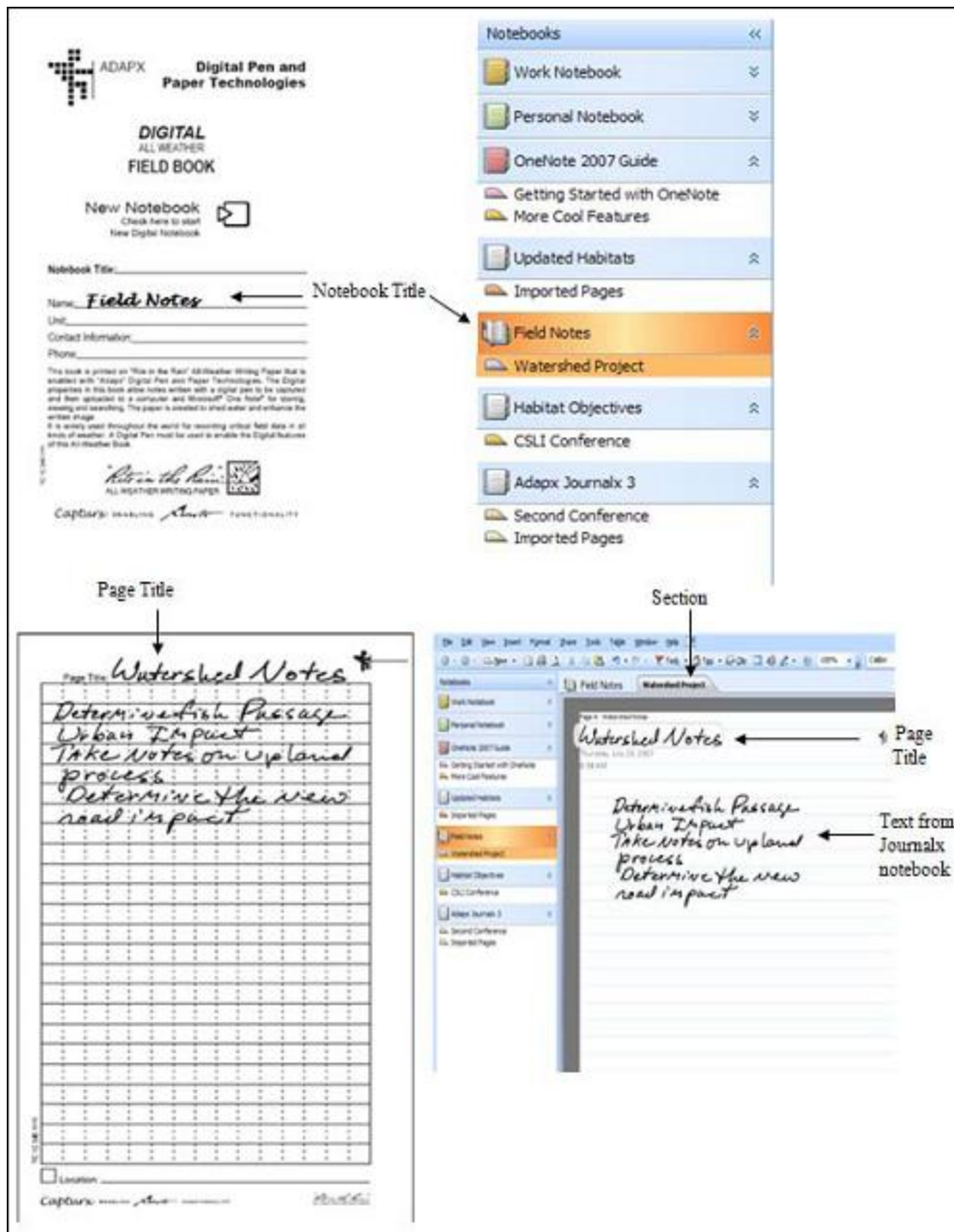
- The OneNote application automatically opens to display your handwritten notes



### How Digital Notebooks work with OneNote

The features of OneNote reflect your digital notebook entries and help you organize your text. To reflect what you write in the digital notebook, OneNote is divided into three separate groups of tabs. The following figure shows you the relationship between what you write in the digital notebook and what appears in OneNote after you upload your ink.

- Notebook Title (The notebook is the online version)
- Section in the current notebook (not represented in the hard notebook)
- Page title
- Written text



## Notebooks, Sections and Pages

The first time you use the digital notebook and dock the pen, a new notebook is created. This notebook is now the online version of your hard digital notebook and the import location for all docking events. A section is created and given the default label Imported Pages. The pages contained in each section appear on the right of the OneNote application (see the next figure). When importing new data into an existing notebook, you will be taken to the lowest page number of all pages you have imported.





## How to Rename and Move Pages and Sections

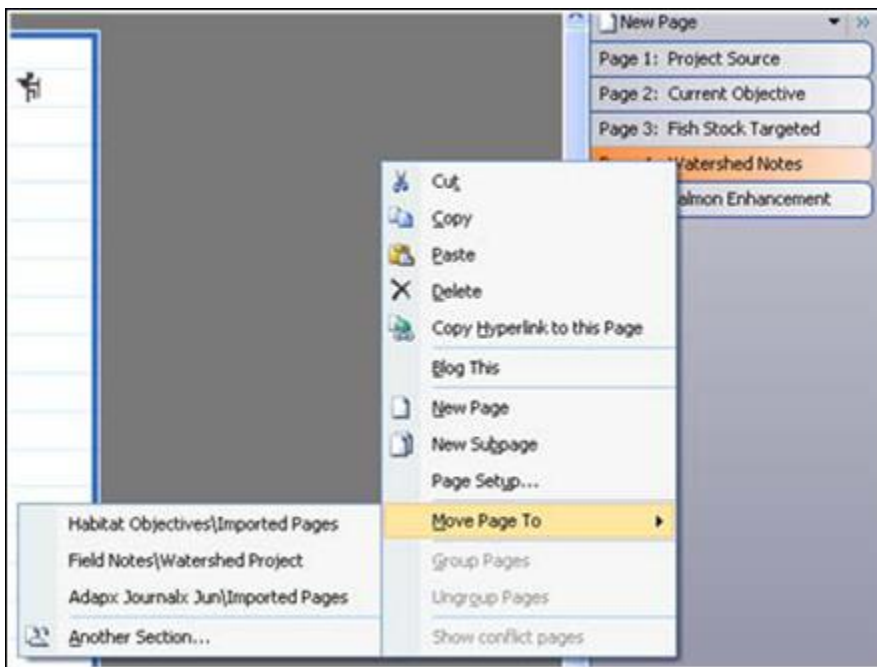
You can rename notebooks, sections and pages in OneNote by right-clicking on them and changing the name. However, if you change the name of a notebook in OneNote, this change will not be reflected on the file system on your computer.

You can move pages and sections. Keep in mind that when moving a section, you are actually moving the import location. New pages will be created in the sections new location, and any pages will be updated at that new location.

To move a page or section to a new location in OneNote:

Select the page or section you want to move with your mouse and drag it to the desired location. Or:

1. Right-click your mouse on the desired page and select the **Move Page to** option.



2. Select the notebook where you want to move the page.

## How to Use the New Notebook Dialog Box

If you start a new notebook by checking the **New Notebook** check box on the front of the hard digital notebook, you will see the New Notebook Dialog box when you dock the pen.

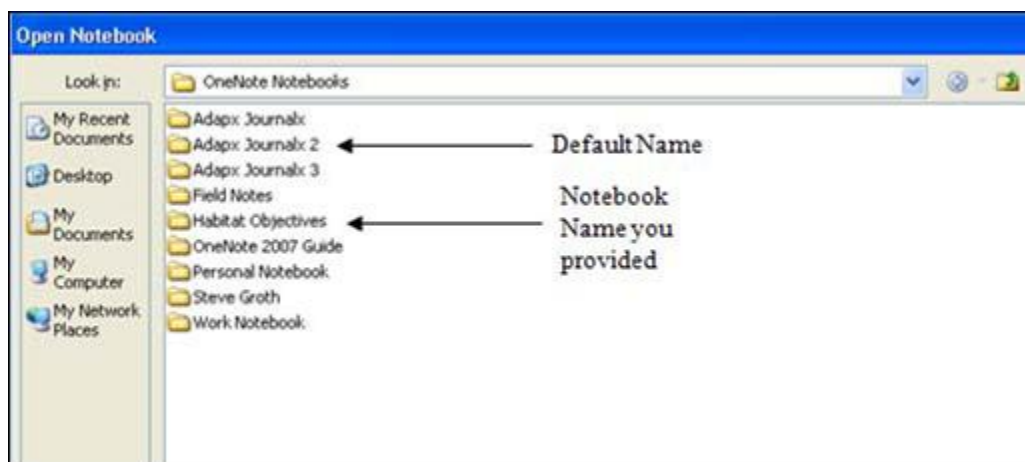
The new notebook dialog options include:

- Import your text to a new notebook
- Use existing notebook
- Cancel the download and leave the ink on the pen
- Add pages to new section in existing notebook

## Import new notebook image

Import your text into a new notebook

You can enter a name for the new notebook in the field provided. The folder on your computer is given the notebook name you provide.



## Use an Existing Notebook

You can use the pull-down menu to select a previously created notebook for ink import. This menu contains a list of the notebooks that are currently open in OneNote. Any previously closed notebooks are not shown on the pull-down list. To import ink to a closed notebook, you first need to open the notebook from OneNote. Selecting this button activates the "Add pages to new section in existing notebook" check box described below

## Check the new physical notebook option

Leaving the box checked forces DPS100 Notes for OneNote 2007 to create a new section in the existing notebook. In most cases you will leave this checked. For more information on using this check box, see the FAQ sections for Digital Notebooks and OneNote.

## Cancel the download and leave the ink on the pen

Select this option if you want to cancel the download and leave the ink on the pen so it can be downloaded in the future.

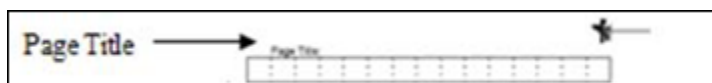
Select **OK** to execute the option(s) you have selected.

## Using Titles in the Digital Notebook and OneNote

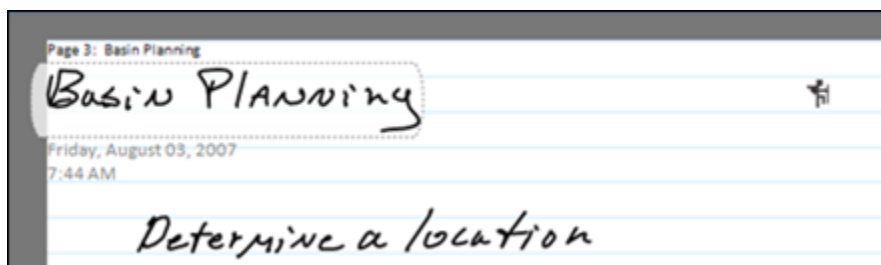
This section provides an overview of titles in the Digital Notebook and OneNote and describes the process for entering and changing a title in OneNote. When using Titles you need to keep in mind the following:

- If you don't enter a title in the notebook before you write on the page, you will have one chance to enter the title after you have entered your text on the page. You cannot write over an existing title to replace it.
- If you don't enter a title, OneNote will insert the page number in the title bar

The title for each page in your digital notebook is written at the top of the Page Title space provided.



When you upload your ink, this title will appear.

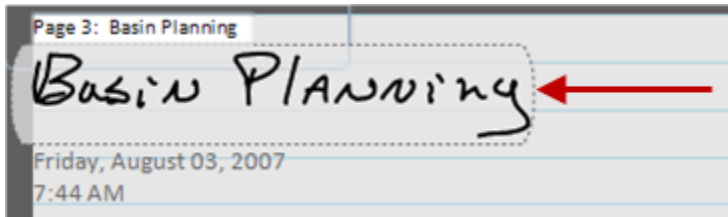


If you leave the title page blank the page number will appear without a title.



To enter or change a title in OneNote:

1. Click your mouse in the title field.



2. Enter the desired title. The new title you type will appear on the right side of the screen in OneNote.

See the documentation for Microsoft OneNote for further information on how to use OneNote.

## Troubleshooting and Maintenance

This following section provides information on troubleshooting and maintenance. This includes:

- Common errors and recommendations on how to resolve them
- Changing the ink cartridge
- Care and maintenance of the pen
- Frequently asked questions about Capturx for OneNote, OneNote, and the digital pen.

### Common errors and recommendations

Below is a listing of common errors that can occur with the pen and recommendations on how to resolve each of the issues.

The pen does not turn on when I take off the cap

Make sure the pen is fully charged. Insert the pen into the USB cradle to recharge the battery.

The pen does not charge when connected to the docking station.

1. Make sure the computer is turned on.
2. Make sure the docking station is connected to the computers USB port
3. Make sure the pen is fully seated
4. Try using another USB port on the computer.

The pen does not download handwritten documents when inserted into the docking station.

1. Make sure the computer is turned on.
2. Make sure the Docking station is connected to the computers USB port
3. Make sure you have installed the software you need to perform the download.
4. Make sure you are writing on the required digital paper.

5. The pen will vibrate if you write outside the margins of the digital paper. When you are outside the margins, the vibration tells you the pen is no longer recording your text.

### **Changing the Ink Cartridge**

You can change the ink cartridge by using the ink cartridge removal hole. This section takes you through the removal steps. The ink is under pressure, so be careful when changing the cartridge that you don't break the tip.

To change the ink cartridge:

1. Remove the cap and place the ink cartridge in the hole provided on the shirt clip.
2. Gently pull to extract the cartridge.
3. Insert the new cartridge and press to fully seat.

### **Care and Maintenance of the Digital Pen**

Your pen is a product of superior design and craftsmanship and should be treated with care. The suggestions below will help you protect your warranty coverage.

1. Although the pen is designed to work on all-weather environments, try to keep the device dry. Precipitation, humidity, and all types of liquids or moisture can contain minerals that can corrode electronic circuits.
2. Do not use or store the device in dusty, dirty areas. Its electronic components can be damaged. Always keep the cap on when you are not using the pen.
3. If possible, try not to store the device in hot areas, as with any electronic components and equipment. High temperatures can shorten the life of electronic devices, damage batteries, and warp or melt certain plastics.
4. Do not store the device in freezing areas. When the device returns to its normal temperature, moisture can form inside the device and damage electronic circuit boards.
5. Do not drop, knock, or shake the device. Rough handling can break internal circuit boards and fine mechanics.
6. Do not use harsh chemicals, cleaning solvents, or strong detergents to clean the device.
7. All of the above suggestions apply equally to your battery, charger, or any enhancement. If any device is not working properly, take it to the nearest authorized service facility for service.

### **Frequently Asked Questions**

You can find a list of FAQs at:

<http://www.adapx.com/onenote-support>