

Take and Organize Notes with Windows Journal

Changing Pens, Highlighters, and Erasers

To change pens:

1. Tap the Pen button in the Pen Toolbar.
2. Select the pen point size from the list or tap Pen Settings and configure options from Extra Fine Point up to a 10.5 mm (1/2 inch) marker and assign any color to the pens.

To change highlighters:

- Tap the Highlighter button, and select the style and color of highlighter you want to use.

To change erasers:

- Select the size of eraser you want from the list.
- If you choose Stroke, the erasure will automatically erase the entire stroke at once, leaving other, unconnected notes around it untouched.

Moving a Note

You can reorganize your handwritten notes in a natural way, by drawing a line around them and dragging to a new location.

1. Use the Lasso tool to draw a line around the ink you want to move. You don't need to completely enclose it, because the tool will finish the circle for you. The ink you've selected will be highlighted.
2. When the cursor is changed to a cross-hatch, simply drag the selected ink where you want it on the page.



Adding or Removing Space on the Page

When you want to add additional words, diagrams, or drawings to handwriting that you've already written, first use the Insert/Remove Space command. This technique improves handwriting recognition results when you want to convert your ink to text.

1. Tap the Insert/Remove Space button.
2. Tap where you want to add or remove the space.
3. Drag your pen down to add space and drag it up to remove it.
4. Release and the space is added or removed.

Searchable Ink

You can search your notes without converting them to text. This lets you leave your note as you wrote it, and yet still find what you're looking for later.

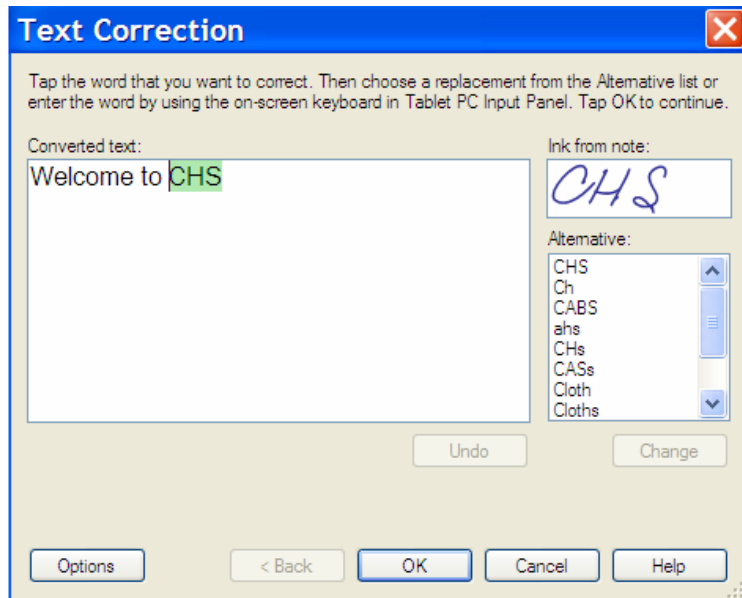
1. Select the Edit drop down menu.
2. Choose Find and type in the word you are searching for.
3. A box will appear around the word if it is located in the document.

Converting Ink to Text

1. Select the lasso tool from the toolbar.
2. Select the ink you want to convert text. The ink becomes highlighted.



3. On the Action menu, tap Convert handwriting to text.
4. In the Text Correction dialog box, you can check the text conversion. Any items that Journal is unsure of are highlighted, and a list of alternative meanings is shown in the Alternative box.



5. When the text correction is complete, tap OK, and choose the destination (clipboard or same journal note).

Using Scratch Out Gestures

A scratch-out gesture is useful for erasing a lot of handwritten text quickly. There are two tricks to using the scratch-out gesture to erase:

- Your scratch-out gesture needs to be from side to side, horizontally. Vertical scratch-outs aren't supported.
- Make sure your scratch-out stroke is at least as wide as the ink you are trying to erase.

Templates and Forms are split over two pages

(This happens when Windows Journal is set by default to print in landscape orientation.)

To fix this problem:

- Open the Start Menu, click on Printers and Faxes.
- Right-click on Journal Note Writer, and choose Properties.
- Under the General tab, click on Printing Preferences.
- Click Portrait, then Apply, and choose OK.