When working with the Notebook software, it is possible to use one of the pen objects to input text on a Notebook page. Once the text has been input, it is possible to convert that text into typed format. To do this:

**PEN**

- Click the **Pens** button on the toolbar (see illustration below).
- The **Pens Contextual Panel** will display (see illustration below).

- Select the **Pen Types** button on the left side of the panel.
- Select **Pen** from the list.
- Select one of the solid pen types.
- Write the text with one of the pen objects. The words need to connect or each letter will be recognized as a separate word.
- Press the **Select** button on the toolbar (see illustration above).
- Press or click the word(s) that were just written.
- A selection rectangle will enclose the words (see illustration below).

- Click the list arrow in the top right corner of the text box that appears.
- A list of possible interpretations will appear at the top of the menu.
- Each of the alternatives is preceded by the word “Recognize.”
- Select the option from the list that best matches the written text.
- The handwritten item will be converted to typed text (see illustration below).

- The conversion software may not be able to convert all the letters properly; therefore, it may be necessary to make some changes to the words once they are converted.
- The text will appear in the same color as was used to write the word.
- Creative Pens cannot be used to write words that are to be converted to typed text.
TEXT PEN

† Click the Pens button on the toolbar (see illustration below).
† The Pens Contextual Panel will display (see illustration below).

† Select the Pen Types button on the left side of the panel.
† Select Text Pen from the list.
† Select one of the solid pen types.
† Write the text with one of the pen objects. The words need to connect or each letter will be recognized as a separate word.
† The text will automatically convert to the word (see illustration below).

† Click the Select button (see illustration above).
† Click the Word to select it.
† The Font Panel will display (see illustration below).

† Use this panel to change the font size, font type, or to change any other font formatting.