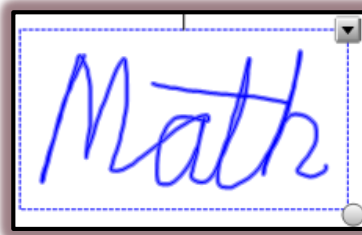# CONVERT HANDWRITING TO TYPED TEXT

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:
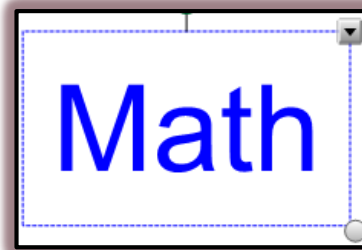
PEN

✦ 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.
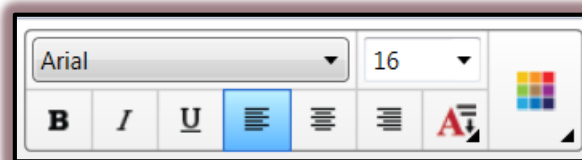✦ Creative Pens cannot be used to write words that are to be converted to typed text.

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.