Using the Input Panel

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You use the Input Panel to enter in data.

1. The Input Panel will be floating to the left of the screen. You will only see a piece of the panel.

2. Using your tablet pen tap on the Input Panel to open it up. (Note: You could have clicked the Input Panel using the mouse cursor.)
Moving the Input Panel

3. By default, the Input Panel is floating on your screen. Place your tablet pen cursor in the gray area (menu are located) and then drag the panel to a different location.

4. Click the red box with the white x to close the Input Panel. (Note: Where ever the Input Panel was open, it will be closed in a horizontal line. You’ll see a piece of the Input Panel to the left of the original position when it was opened.)
5. Place your table pen cursor on the floating closed Input Panel and then drag up to move its closed location.

Docking the Input Panel
6. Using the tablet pen tap the Input Panel.

7. Select **Tools > Dock at Top of Screen**.

8. The Input Panel is now docked at the top of the screen.

Note: When you place the tablet pen cursor on the closed Input Panel, you will see a little more of it. As long as you don’t tap the Input Panel, it will not open up.
9. If you close the Input Panel while it’s being docked at the top or bottom of the screen, the panel will be placed to the left.

Using the Input Panel to Write

Writing Pad

Character Pad

Keyboard Pad

10. There are three different input panel modes which are Writing Pad, Character Pad, and Keyboard Pad.

Using the Writing Pad to Enter in Text

12. Hover your tablet pen ½ inch from the screen and notice that a small Input Panel icon appears.

13. Click on the small Input Panel icon to open the Input Panel.

14. Using the tablet pen, write out RIC.
15. Click Insert.
Deleting the Entire Text

16. RIC has been inserted in your Word 2007 document.

17. Click Space.

18. Write out bookstore.
19. Click on the tab right below the writing.

20. Click Delete Text.
21. Input Panel has been cleared out of all the writing.

Fixing a Wrong Written Character

22. In the Input Panel write bool. (Note: You wanted to write out book, so the l, which may have been recognized as a t, needs to be changed to a k.)
23. Click the tab right below the written characters.
24. Place your tablet pen so it’s right below the t and then click the down arrow and select Clear.

25. Now in the cleared area write in the letter k.
26. Click OK.

27. Notice that the word bool is still located in the Writing Pad. However, the tab below the characters is displaying book.
28. Click Insert.

29. The word book has been inserted in your Word 2007 document.
Using the Character Pad to Enter in Text

30. On the Input Panel, click the Character Pad button.

31. Insert a space.
32. Enter in hours.
33. Click Insert.

34. The word hours has been inserted in your Word 2007 document.

Inserting Special Characters
35. Use the blue keypad on the Input Panel in to insert special characters.

**Using the Keyboard Pad to Enter in Text**

36. On the Input Panel click the Space button.

37. Click the Keyboard Pad button.

38. Type in m-f 8am-5pm. (Note: The Keyboard Pad is just like using any computer keyboard.

**Changing an Existing Word in Word 2007 Using the Input Panel**

of gestures that you can use in Input Panel:

gestures
common editing actions

40. Highlight the word that you want to change.

41. Open the Input Panel if not already open and notice that the highlighted word is below where you would normally correct the word.

42. If you want to replace this highlighted word with another word then just write that new word in the top window.

43. Click Insert.

Changing the Input Panel Options

44. Select Tools > Options.
45. The Options dialog box will open displaying the Setting options.
46. Click the Opening tab.
47. Click the Writing Pad tab.
48. Click the Character Pad tab.
49. Click the Gestures tab.


**Removing handwritten character or word**

51. Ways to remove handwritten characters or words
   a. Draw a closed circle around the character or word
   b. Draw a z over the character or word
   c. Draw a W over the character or word
52. Click the Advanced tab.