Using Microsoft Journal
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You can create notes in your own handwriting. You’ll be able to leave your ink notes they way they are and use the search option or you can convert your handwriting to text. Windows Journal is a great application to record your students ideas and comments on a particular subject.

1. Click the Start button and then click All Programs.
2. Click **Windows Journal**.


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4. Using your Tablet pen, you can write out your notes.

5. You can change the thickness of your pen by clicking the down arrow to the right of the Pen button.

6. If you want to change the Pen options, such as the color, then click Pen Settings.
7. The Pen and Highlighter Setting dialog box will open where you can modify the Pen Settings as well as the Highlighter Settings. (Note: If you change any of the option settings make sure to click Ok.)

**Erasing Handwriting**

8. Click the **Eraser** button.

(Note: You can use the eraser button located at the tip of your Tablet pen.)
9. Using your Tablet pen, click the handwriting that you want to remove. (Note: Your Tablet pen cursor will turn into an eraser when you place your cursor back on the page.)
10. If you only want to erase part of your handwriting and not the entire character then click the down arrow to the right of the Eraser button and select Small, Medium, or Large.
11. You’ll notice that your Tablet pen cursor will turn into a hollow box giving you the ability to erase part of the handwriting. (Note: Stroke is the default setting.)

**Inserting a Space**

12. Click the Insert/Remove Space button.

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13. Place the Tablet pen cursor where you want to add in extra space. You’ll see a dotted line and your Tablet pen cursor turns into a double arrow with a plus sign to the right of it.
14. Drag down to add in the extra space.

15. You now have that extra space.
16. Go ahead and add in the note in that extra space.

**Adding in a New Page**

17. In the bottom right corner of your note page, click the double down arrows.
18. A new page has been added.

**Inserting in Flags**

19. Move the page to where you want to place a flag. (Note: Using the Search option, you can find where your flags are located in your notes. You may want to place a flag on the handwriting that you want to make sure you cover in your class.

20. Click the **Flag** button.
21. The flag icon has been inserted on your page. (Note: You can make the icon larger or smaller by placing your Tablet pen cursor on the resize handles and either dragging it out or in.)

22. Repeat steps 19 and 20 to insert additional flags.

Using the Searching Option

Searching through Your Handwriting

23. Click Edit > Find or click Ctrl+F.
24. The Search toolbox will appear.

25. In the Look for box, type in the word that you want to find.

26. Click **Find**.

27. The first occurrence will be located.
28. Click Next to find the next occurrence of your word.

Searching for Flags

29. Click the More button to show additional options.

30. Turn on Look for flags.
31. The first flag will be located.
32. Once done searching for your Flags, click the less button to close the additional menu.

**Converting Your Handwriting to Text**

33. Click the **Selection Tool**.

34. Place your Tablet pen back on the page and draw a half moon around the handwriting that you want to convert to text.

35. The handwriting is now selected.
36. Select **Actions > Convert Handwriting to Text**.

37. Notice that the handwriting has been converted below in the **Converted text** box. In the example, the word is converted incorrectly; you can then select another word within the Alternative window.
38. If you don’t see the word in the Alternative box, then click to highlight the missed spelled word(s) (green highlighted) and tap on the Input Panel icon.

39. In the Input Panel write out the correct spelling of the word(s).

40. Click **Insert**.
41. Click **Ok**.

42. Since we want to replace our handwriting word(s) to text, we want to make sure that **Insert in the same Journal note** is selected.

43. Click **Finish**.
44. The handwritten word(s) have been converted to text.
45. To reformat your text, highlight the text with your Tablet Pen and then place your Tablet pen on the highlighted word(s) and press the Tablet pen button.
46. Select Format Text.
47. You can now reformat the text to your needs.
48. With your Tablet pen draw out a circle.
49. Choose the Selection Tool and then draw a circle around the circle to select it.

50. Select Actions > Change Shape To > Square.

51. Your circle has been converted to a square.
Exporting Notes to the Web

52. Select **File > Export As**.

53. Type out a File Name.

54. Leave the Save as type set to **Web Archive (*.mht;*.mhtml)**.

55. Click **Export**.