WriteHere Quick Start Guide

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Center for Highly-Interactive Computing in Education

College of Engineering, School of Education
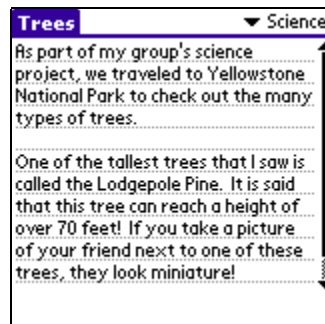**University of Michigan**
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What is WriteHere?

WriteHere is a complete word processing program. Besides the basic word processor features, advanced features such as Auto-capitalization, spell checking, and the duplicate command help make it easier for any user. The educational environment will find that students can use this program to create professional-looking documents. Students may also use the infrared capabilities of the Palm Handheld and share documents with others. Whether you wish to take notes, write journal entries, or write full reports, WriteHere will do the job.

System Requirements:

- Palm Compatible Handheld with PalmOS 3.1, 3.3, or 3.5

- Palm Desktop Software with compatible Windows or Macintosh Computer (for .prc file installation)

- 950KB memory for full installation (with spellchecker)
  34KB memory for minimum installation (without spellchecker)

What are WriteHere Documents?

A WriteHere Document is a file on the Palm Handheld that stores text similar to the way you would write a story on notebook paper. WriteHere allows you to have many documents archived in the Palm memory, which can be accessed at any time. Each document is identified by the unique name that you create when you start a new WriteHere document (See Figures 1 & 2). WriteHere Documents can be as long as about 25 pages of letter-size page text!
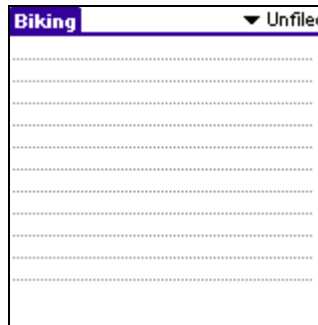

FIGURE 1   FIGURE 2

Duplicating your WriteHere Document

Sometimes when you write reports you would like to make multiple revisions or drafts. The duplicate feature in WriteHere allows you to create an identical copy of the open document under a new name. To create a duplicate copy, tap "Duplicate" under the Project menu and enter a new name for the document (See Figure 3). Now you can compare multiple revisions of the same document to see the changes that you make.

FIGURE 3

What is WriteAnywhere?

WriteAnywhere is a very useful word processing feature unique to WriteHere. With this technology, you can tap anywhere on the WriteHere Document screen and the cursor will jump to that position, allowing you to add text. This will be useful for creating outlines and organizing your document in interesting ways.
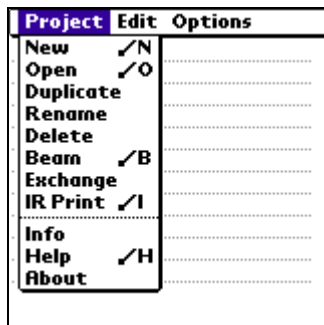
The Menu Bar

As with all Palm applications, you can access a menu bar by tapping the Menu icon located near the graffiti area of your Palm Handheld (See Figure 4).

FIGURE 4

WriteHere's menu bar is composed of Project, Edit, and Options menus. In the Project menu, the commands apply to the whole document currently open, while in the Edit menu the commands only apply to selected text.

New: Begins a new document
Open: Opens a document created before
Duplicate: Creates a copy of the current document under a different name to allow for multiple revisions
Rename: Changes the name of your document
Delete: Deletes the current document
Beam: Transfers selected text to another Palm Handheld
Exchange: Transfers current document to another Palm Handheld and combines their current document with yours to create one single identical document
IR Print: Allows you to print the current document to a compatible IR Printer using Bachmann's PrintBoy Software (Refer to "Printing your Document" for more information.)

Info: Displays current document info
Help: Displays help information about Sketchy
About: Displays information about the program

Project	**Edit**	Options

Undo	⁄U
Cut	⁄X
Copy	⁄C
Paste	⁄P
Select All	⁄S
Keyboard	⁄K
Graffiti Help	⁄G

Undo: Undoes last cut/copy/paste
Cut: Removes and stores a copy of selected text
Copy: Stores copy of the selected text
Paste: Prints stored copy of cut/copied text on
    the screen
Select All: Selects all text in document
_____

Keyboard: Opens keyboard for typing
Graffiti Help: Displays graffiti directions

Project	Edit	**Options**

Spell Check
Edit User Dictionary

Spell Check: Spell checks the current document
Edit User Dictionary: Allows you to change
    words contained in the
    User Dictionary

Spell Checking your Document

Spell checking is one of the most distinctive features of WriteHere. After you finish creating a document you should take advantage of the spell checker to find misspelled words. WriteHere's spell checker contains over 109,000 different words and can be expanded as you add custom words.

To spell check your document, select "Spell Check" from the Options menu of WriteHere. It prompts words that may be misspelled. At each suggested word you have four options…

1. Selecting "Add" will add the word to your custom User Dictionary (See Figure 5). You might want to do this for pronouns or technical words you use often and know are spelled correctly. In the future, this word will not be suggested as misspelled. You can edit the custom User Dictionary through the Spell Check menu.

FIGURE 5

2. Selecting "Change" will change the highlighted word to the phrase you replace it with in the dialog box, whether or not it is spelled correctly. First make the correction to the word and then select change (See Figures 6 & 7). You should use this selection if you recognize the word as misspelled and can provide the correct spelling.

FIGURE 6   FIGURE 7

3. Selecting "Ignore" will ignore the suggested word and move on to the next misspelled word, not making any changes (See Figure 8).
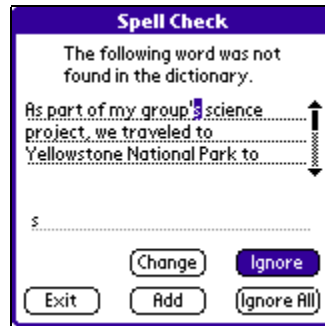

FIGURE 8

4. Selecting "Ignore All" will ignore the suggested word from now until the rest of the document. You may want to select this option for frequently occurring words that you know are spelled correctly but do not want to add to the custom User Dictionary (See Figure 9).
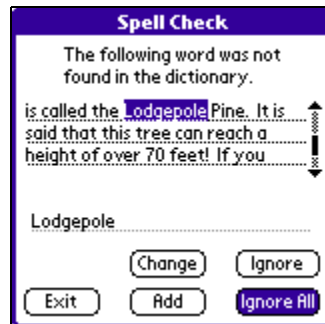

FIGURE 9

Copying your Document to your Computer

First make sure you installed WriteHere on your computer. If not, visit www.hi-ce.org/palms and click on the WriteHere link that matches your type of computer system (Windows or Macintosh). Download this file to your desktop and remember the directory location you download it to. After the download completes, double-click the "WriteHere_Installer" file, follow the prompts and this will install WriteHere on your Palm Handheld the next time you HotSync to your Windows or Macintosh computer.

After you've created some WriteHere Documents, HotSync your Palm Handheld to your desktop. There should be a folder on your desktop, or wherever you installed WriteHere, called "Hi-CE." Double-click this folder and then double-click the folder "WriteHere." In here is a file called "View your WriteHere Docs." Double-click this file and select the document that you want to view.

Printing your Document

Via the Palm Handheld IR Port

Print via the Palm Handheld IR Port requires the installation of Bachmann's PrintBoy Software and a printer with an IR port. (Note: if your printer does not have an IR port built-in, you can purchase an IR adapter for your printer. Visit http://www.bachmannsoftware.com/ for more details.) The Bachmann PrintBoy Software is sold for about $15.00US and can be purchased by visiting http://www.bachmannsoftware.com/printboy.htm. A trial version is available at http://www.handheld.hice-dev.org/writehereAppPage.htm.

Once you have the software installed on your Palm Handheld open the PrintSetup application to configure your Handheld to recognize your printer for the first time. Select your printer from the Printer menu and tap "Set As Default." Next, tap the Edit button and change the "Port" to "IrDA." This will allow your Palm to correctly communicate with your IR printer. (Note: This process only needs to be completed once.) Once you have the software configured, open the WriteHere Document you would like to print, align your Palm Handheld's IR port with the Printer's IR port, and select "IR Print" from the Project menu (See Figure 10).
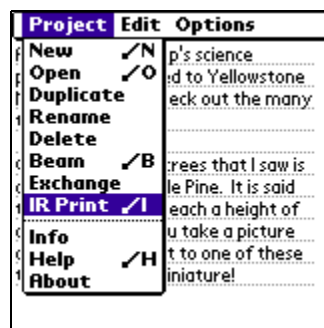

FIGURE 10

Via the Computer

Once you can view your document on your computer all you have to do to print is select "Print" from the File menu of your Internet browser.

Beaming

Using Beam

Using the IR capabilities of the Palm Handheld, you can transfer selected text to another Palm Handheld. Just open the document you want to send and tap the "Beam" option in the Project menu. Align the sending and receiving IR ports so that they are facing each other. Once the receiving Palm Handheld is in position, the transfer will begin. After WriteHere is finished transferring the document, a dialog box will be displayed on the receiving Palm Handheld asking where you want to put the transferred text (See Figure 11).
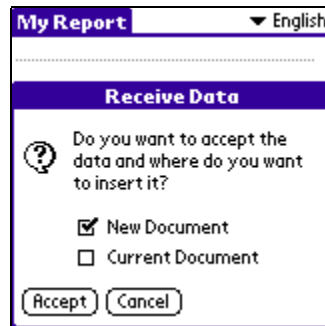
FIGURE 11

If the receiving Palm Handheld is currently running the WriteHere application and has a document open, you may append the transferred text to the end of the open document. Whether or not WriteHere is open at the time of transfer, you can always choose to create a new document containing the transferred text. If you choose to create a new document, this document can be opened in the same way you would open any other existing document.

Using Exchange Beam

Exchange Beaming allows you to share your document with another Palm Handheld by combining both documents into one single document. In order to Exchange Beam, both Palm Handhelds must have the documents to exchange open. Align the sending and receiving IR ports so that they are facing each other. One user initiates by tapping the "Exchange" option in the Project menu (See Figure 12). Once the receiving Palm Handheld is in position, the first transfer will begin. After WriteHere is finished transferring the sender's document, the receiver's original document will be attached to the bottom of the sender's original document (See Figure 13). *DO NOT SEPARATE THE TWO PALM HANDHELDS AT THIS POINT.* Once this first transfer has been completed, the new document will be copied and sent back to the sender's Palm Handheld (See Figure 14). The exchange process creates one single document with the sender's composition appearing at the top and the receiver's composition appearing at the bottom of the newly created document.
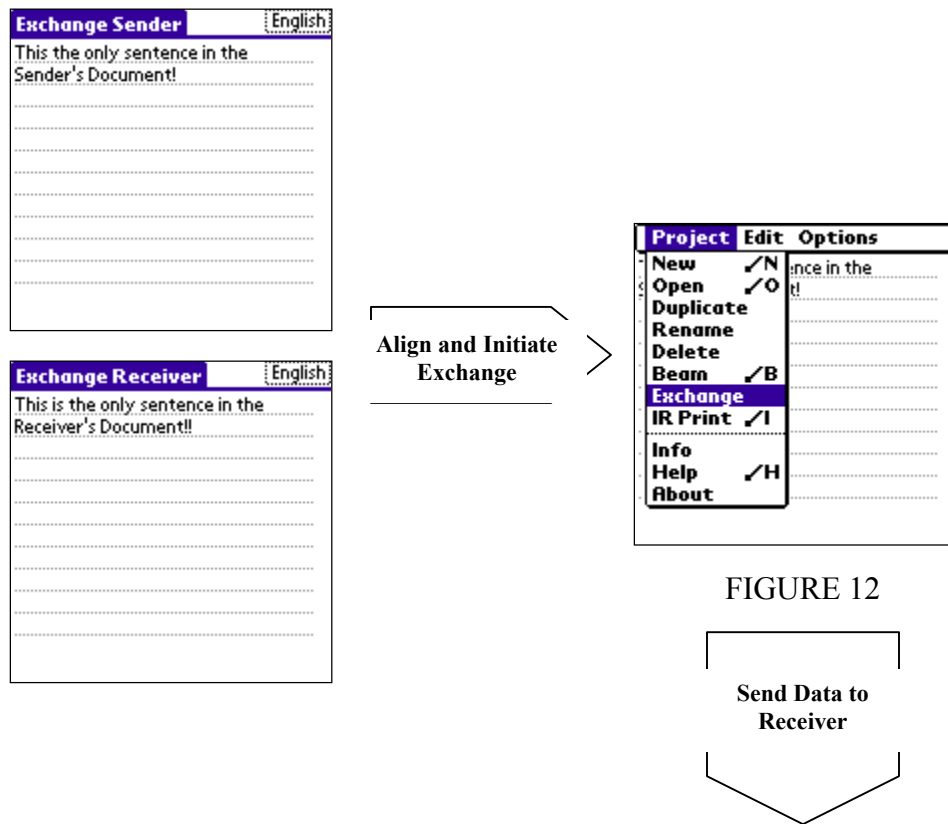
Exchange Sender [English]

This the only sentence in the
Sender's Document!

Exchange Receiver [English]

This is the only sentence in the
Receiver's Document!!

**Align and Initiate
Exchange**

| Project | Edit | Options |

New   ✐N nce in the
Open   ✐O t!
Duplicate
Rename
Delete
Beam   ✐B
Exchange
IR Print   ✐I

Info
Help   ✐H
About

FIGURE 12

**Send Data to
Receiver**

Exchange Sender [English]

This is the only sentence in the
Receiver's Document!!

This is the only sentence in the
Sender's Document!!

**Send Data Back
to Sender**

Exchange Receiver [English]

This is the only sentence in the
Receiver's Document!!

This is the only sentence in the
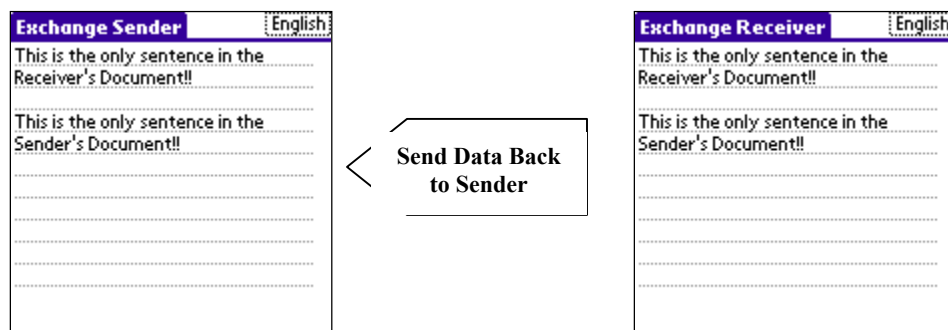Sender's Document!!

FIGURE 14   FIGURE 13

(Note: if the combination of both the sender's and receiver's documents is larger
than 32,000 characters, the Exchange process will abort.)

Additional Support

Additional support and user information can be found in the WriteHere FAQ page located at www.hi-ce.org/palms

To report any error messages or create bug reports visit: www.hi-ce.org/palms

If you have any questions or concerns please contact: hice.writehere@umich.edu