

Getting Started

with Penfriend XP



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1 Installing 5 6 7

Before you can use Penfriend XP on your computer the first time, you need to install it.

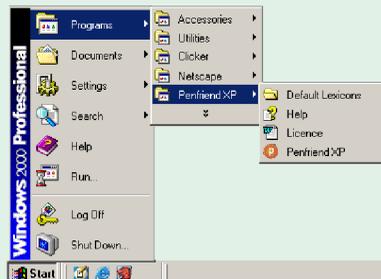
- 1** Insert the CD and double click on “My Computer” then on your CD drive which is now called “Penfriend XP”.
- 2** Double click on “Install Penfriend XP.msi” and follow the instructions, clicking ‘Next’ when appropriate.

If you see a small “Open With...” window, cancel it, then double click on “InstMsiW.exe” on the CD to install Microsoft Windows Installer, then repeat step 2. Do not run InstMsiW.exe if you already have Windows Installer, which has been included as standard since Windows 2000.



- 3** You will need to enter your installation code letters, which are written on the sheet supplied in the box. Keep it safe, because the code is your personal proof of ownership.

- 4** When the installer finishes, you can use Penfriend XP from the start menu, or read the detailed on-line help.



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Trying it out!

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Penfriend XP helps slow writers to type, but it is not a word processor itself.

1

Launch your normal word processor, for example WordPad, from the start menu or as normal.

2

Launch Penfriend XP from the Start Menu, if you haven't already.

If you're not sure, check on the task bar at the bottom so that you only have one copy of Penfriend XP running.

3

If this is your first time with Penfriend XP, go to its "File" menu, choose "Save As", enter your name and click OK.

Penfriend XP needs to record your personal writing style to help it improve, so each individual should have their own lexicon file. You can start it by double clicking on your lexicon file.

4

Click the mouse once in the word processor, so that you are ready to type. Think of a sentence!

5

Press the first letter only, then look in the Penfriend window. If you see your first word, click on it with the mouse. Otherwise, type the second letter.



6

Keep typing letter by letter, selecting words from the list when they appear.

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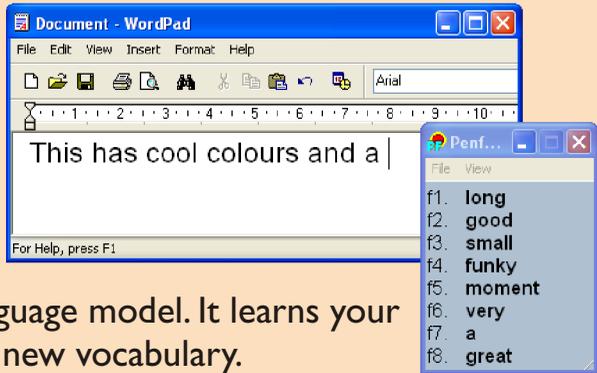
4 Word 5

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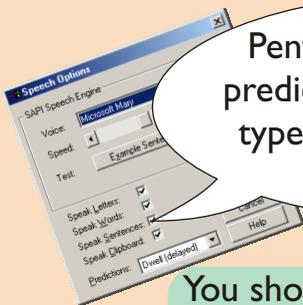
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Prediction

Penfriend XP predicts the next word you want to write, based on what you've written before and a sophisticated language model. It learns your writing style and new vocabulary.



You can select the words by pressing the function key (the “F” numbers along the top of your keyboard) shown beside each word, or using the normal numbers near the letters on your keyboard, or in the numeric keypad on the right.



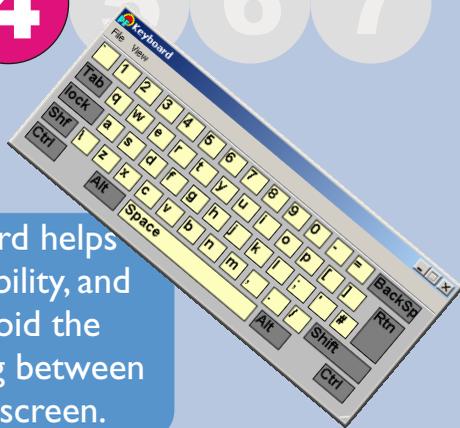
Penfriend XP can speak the predictions, and what you have typed. Read the on-line help for more details.

You should review the list of newly learned words from time to time, as explained later.

Other Features

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The on-screen keyboard helps those with limited mobility, and dyslexic people can avoid the visual strain of glancing between the real keyboard and screen.



1 Go to the “View” menu in the Penfriend window, and choose “Keyboard”. Move it where it will not block other windows.

2 Click the mouse in your word processor window, ready for typing.



3 You can click on letters on the on-screen keyboard instead of typing them. Select predictions with the number keys, or clicking on the words.

4 Drag your mouse across your text, or a web page, and press Ctrl-C to “copy” it. Penfriend will start speaking it, depending on the speech preferences.



Reviewing **5** **6** **7**

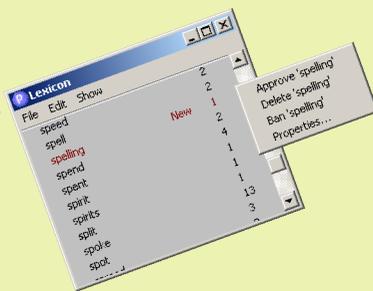
Lexicons

i Penfriend XP normally learns words as you type, and stores them for review.

1 From time to time (perhaps once a day initially), go to the “View” menu in the Penfriend window and choose “Lexicon”.

2 Any unknown words which have been typed are marked “New” here. You can choose whether to accept or reject them.

3 To keep one of the words, point at it, press the right-hand mouse button and choose “Approve” from the menu.



All of the options are explained in the on-line help, on the “View” menu. There are more options on the “Edit” menu for dealing with new words.

4 You can set preferences for immediately predicting new words if you wish.

i New words are often proper nouns, local terms, or spelling mistakes.

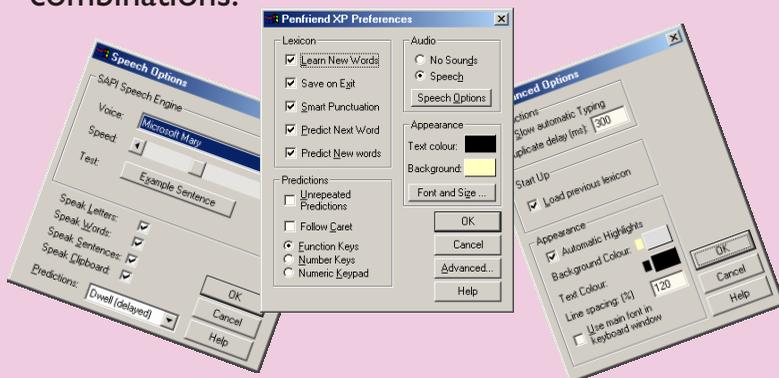
Preferences

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1 Go to the “View” menu in the Penfriend window and choose “Preferences”.

2 For most options, the best choice depends on the user’s abilities. The on-line help has a section on “personalising the settings” with suggested combinations.



3 If you point at an option and wait for one second, a “tool-tip” will remind you what it does.

4 The options are saved in the user’s lexicon file along with new words and their writing style.

Two advanced options are stored in the computer’s registry. The lexicon is saved when you exit Penfriend XP, or if you choose “Save” from the menu.

1 Finding Help

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This booklet is just a brief introduction to Penfriend XP, but there is more information available.

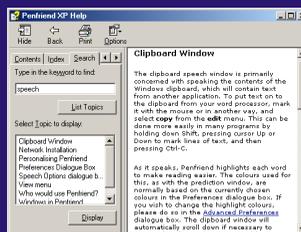


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You can select “Help” from the “View menu, or click on the “Help” button in a dialogue box.

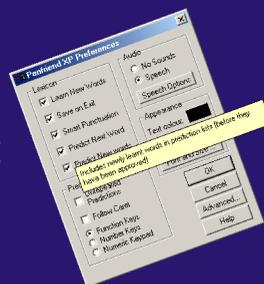
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You can click on blue words to read more detail, or use the index, or click on the “Search” tab to look for any key words like “troubleshooting”.



3

In the dialogue boxes, point at an option and wait for one second to see a yellow tool-tip explaining it. You can click inside the tool-tip to see more detailed help.



4

Visit the Penfriend XP web site for answers to your questions and further support at: <http://www.penfriend.biz/>