

LIVESCRIBE PULSE SMARTPEN TUTORIALS

The LiveScribe smart pen allows you to take notes on specially printed paper (dot paper) and save what you have written, as well as what you have heard/spoken while writing, onto a computer for later replay. Please ask an FLLRC proctor for paper.

NOTETAKING: turn on the pulse pen and start writing on the dotpaper.

TO RECORD your voice as you write:

1. Turn on the pen
2. Gently tap the tip of the pen on the Record “button” printed on the dot paper.
3. Once you hear a clicking sound, start writing your notes. The pen will record what you are saying as you are writing (Be careful: it will also record any surround sound or noise, even if you are not writing).
4. Press “Pause” if you need to momentarily stop recording for a brief period; tap “Pause” again to resume.
5. When you are done recording, tap “Stop”. The pen should acknowledge with a click sound.

Writing on a dot paper without pressing “Record” will still save your notes, but there will be no sound recording to go with them.

TO ACCESS YOUR NOTES:

1. Plug in the USB Dock station
2. Dock the pen on USB Dock station.
3. Open “Livescribe Desktop” from the dock. A dialog should appear to note that data is being transferred from the pen to the computer.
4. Your notes should now appear on the panel to the left of Livescribe Desktop, under Pages>pen.

If your notes span across more than one page belonging to a Livescribe Notepad, they may be grouped together under one name (e.g.: Printable Notepad 1, A5 Starter Notebook...). Be sure to click through all available files to find your notes.

5. Double-click on a page to view it. Words that have an audio associated with them will be in green; those without will be in black. To listen to a note taking session, simply click on the text/figure. You should see the note being replayed as it was taken on paper, and hear the associated sounds that the pen recorded at the same time.

TO EXPORT YOUR NOTES:

You can export the notes either as text only files, audio only files , or both.

**Note: remember to save your exported data to THAWSPACE/Lingua drive or to your personal storage to preserve them.*

- **Exporting notes in written form only:**
 1. Select the pages that you want to export. To select multiple pages, hold down Shift while you click them.
 2. Click on the PDF button on the toolbar directly above the notes.
 3. Specify where you want to save the file.

- **Exporting audio only files:**
 1. Look for the heading AUDIO on the left panel, and then select “Sessions”
 2. A list of audio files will appear, the most recent at the bottom. Double click to play any file.
 3. To combine multiple audio files into one file, select them all (hold down Shift to select multiple adjacent files, hold down Command to select separate files.) The files will be combined in chronological order (oldest ones playing first.) Otherwise, only select the audio file you want exported.
 4. Click on the AAC button on the main toolbar (above).
 5. Specify where you want to save the file.
The format of your exported audio data will be .AAC. To convert to MP3, use another program, such as Audacity) or WireTap.

- **Exporting both audio and notes (PENCAST format only):**
 1. Select the pages that you want to export. To select multiple pages, hold down Shift while you click them.
 2. Click on the Pencil button on the toolbar right above.
 3. Specify where you want to save the file.
The format of your exported Pencil will be .pencil, a proprietary format only playable using Livescribe Desktop.

TO IMPORT A PENCAST SESSION

1. Open Livescribe Desktop
2. Select “Import”
3. Locate the .pencil file that you would like to open.
4. Access your notes under PAGES>Imported Pencasts.

*** IMPORTANT ***

Once you have finished recording and saving your notes:

1. Right-click on your notes (under PAGES>pen)
2. Select “Archive Notebook...”

This will erase your notes from the pen, allowing others to use it as well.