Livescribe Desktop User Manual

Version 1.4 for Windows

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Livescribe Desktop

Livescribe Desktop is software that runs on your computer to view and listen to the content you create and capture using your Pulse™ smartpen. With Livescribe Desktop, you can view your notes, listen to your recorded audio, manage applications, and more. Livescribe Desktop is also a portal to Livescribe Online, where you can upload and share content, purchase new applications and paper products, and connect to the Pulse smartpen user community.

Livescribe Desktop is one component of a paper-based mobile computing platform. This platform bridges the gap between the paper and digital worlds, and enables a broad range of new applications in personal productivity, learning, communication, and self expression.

The Livescribe mobile computing platform includes:

- Pulse smartpen: a pen-size computer with advanced processing power, audio/visual feedback, and substantial memory for handwriting capture, audio recording, and applications

- Livescribe™ Dot Paper: technology that enables interactive, "live" documents using plain paper printed with micro-dots
- Livescribe Desktop, Livescribe Online, and Pulse™ smartpen applications: a breadth of software and web solutions that leverage ink and audio capture, handwriting recognition, and Internet connectivity to enhance personal productivity, learning, communication, and self expression
- Development tools: easy-to-use tools for consumers and developers to create, publish, and share or sell new applications and content online

What's New in this Version?

Livescribe made improvements to Livescribe Desktop to add new features, correct known issues, and improve usability. New features include:

- Support for Windows Vista® 64-bit (see Installing Livescribe Desktop)
- Ability to print your own notepads using a qualified color laser printer that can print 600 dpi or greater. (see Printing Your Own Notepads)
- Automatic launch of Livescribe Desktop when you dock your Pulse smartpen (see Running Livescribe Desktop)
- To play a session from Sessions view, you need to double-click the session you want to hear (see Playing Audio from Sessions View)

Using Livescribe Desktop

Livescribe Desktop provides many ways to view, listen to, and manage content you capture with your Pulse smartpen. You can also use Livescribe Desktop to connect with Livescribe online and manage applications on your Pulse smartpen. Here are the typical things to do with Livescribe Desktop:

View Pages

- page through a notebook

- view pages as thumbnails
- view single pages
- play audio of a session while viewing its pages
- zoom in and out of your pages
- search what is written on your pages
- copy and paste pages to other applications
- print pages
- use the page control tool bar

Listen to Sessions

- view a list of all sessions
- rename a session
- delete a session from Livescribe Desktop
- remove a session from your Pulse smartpen
- view pages of your sessions
- play audio of your sessions
- use the audio control tool bar

Upload Content to Livescribe Online

- connect to Livescribe Online
- upload pages
- upload a session
- share content (pencast)

Print, Manage, and Archive Paper Products

- how to print your own notepads
- three simple steps to manage your paper products
- how to check a new Livescribe dot paper product with its Notebook Status Label to see if you can safely use it
- how to identify Livescribe dot paper products by their names
- when and how to archive your paper products in Livescribe Desktop
- how to manage paper products with the same dot pattern
- how to map Livescribe dot paper product series names to new group names

- <u>back up strategies for your My Livescribe folder</u>

Manage Applications

- <u>view all applications you own</u>
- <u>install software updates</u>
- <u>install new software</u>

Manage Memory

- <u>view memory usage</u>
- <u>free memory</u>

About the Pulse Smartpen and Dot Paper

The Livescribe Pulse™ smartpen is an advanced paper-based computer, providing both audio and visual feedback, powerful processing capabilities, and substantial built-in storage. The smartpen integrates several components and technologies. It also uses firmware and application software to support the interaction of all of its components and to enable built-in handwriting recognition, and applications such as Paper Replay™, among many others.

Livescribe Dot Paper

To perform its many operations, the Pulse smartpen requires Livescribe™ dot paper. This paper is standard paper with printed microdots on its surface. These dots are nearly invisible to the human eye. However, the smartpen can easily see these dots and uses them to know which page you are writing on and the exact location on that page. The smartpen can even see these dots through the ink you write on your pages.

The microdots are printed on each page in a special pattern based on technology from Anoto AB. This dot pattern consists of small dots (100 micrometers in diameter) arranged with a spacing of approximately 0.3 mm. The dot pattern overlays an

imaginary square grid. The dots are slightly displaced from the grid, with each dot in one of four possible positions, forming the proprietary Anoto dot pattern.
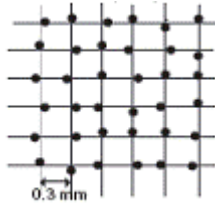
The dot pattern identifies the specific page and locations on the page of the notes you write. The Pulse™ smartpen uses the dot pattern in a way similar to a geographical positioning system (GPS). But, instead of identifying locations on land, it finds locations on paper and stores your writing as digital ink using those locations. Using this patented dot-positioning system (DPS), the smartpen precisely tracks its own movement on paper. As a result, anything you write – words, numbers or drawings – can be stored, recognized, and intelligently responded to.

The area of the entire Anoto dot pattern is huge, and represents a piece of paper the combined size of Europe and Asia. Livescribe dot paper is based on a portion of the Anoto dot pattern.

How the Pulse Smartpen Works

When you power on the Pulse smartpen and begin writing on Livescribe paper, the smartpen captures and stores the notes you write. To capture your writing, the smartpen uses its built-in infrared camera to take digital snapshots of the dot pattern as the tip moves over the paper as you write.

When recording audio in a Paper Replay™ session, the smartpen links the recorded audio to your notes based on the dot pattern on the page. With this information, the smartpen can play back the audio that was recorded at the exact time you were writing your notes. Specifically, when you tap on your notes with the smartpen, it locates the position where you are tapping and starts to play back the audio at the position linked to that paper location.

Getting Started with Livescribe Desktop

To begin using Livescribe Desktop, follow these steps:

1. [Install Livescribe Desktop](#).
2. [Run Livescribe Desktop](#).
3. [Register your Pulse smartpen](#).
4. [Learn about copying content from your Pulse smartpen](#).
5. [Get to know Livescribe Desktop](#).

Installing Livescribe Desktop

If you have not already done so, install Livescribe™ Desktop on your computer.

Livescribe Desktop requires a PC running either Windows® XP SP2 or Windows Vista® (32-bit or 64-bit). Your computer will also need:

- a 600 MHz CPU or higher
- 300 MB of free disk space
- available USB port
- Internet connection

To install Livescribe Desktop:

1. Verify that your computer meets the software and hardware requirements for Livescribe Desktop.
2. Download the Livescribe Desktop installer from http://www.livescribe.com/install.
3. Open the installer and follow the on-screen instructions to complete the installation. During the installation, the installer will ask you to connect your USB mobile charging cradle to your computer and dock your Pulse™ smartpen. In addition to installing Livescribe Desktop software, the installer will install other required software and drivers.

    Note: During installation, the Livescribe Desktop installer will link your Pulse smartpen with one computer only. Be sure to download and install Livescribe

Desktop on the computer where you want your notes and recordings to reside.

Running Livescribe Desktop

To run Livescribe Desktop for the first time:

1. On your desktop, double-click the Livescribe Desktop shortcut or go to **Start** > **Programs** > **Livescribe** > **Livescribe Desktop**.

2. Connect your USB mobile charging cradle to your computer and dock your Pulse™ smartpen to the cradle.

3. Livescribe Desktop will ask you to name your Pulse smartpen.

4. If you have not registered your Pulse smartpen with Livescribe, Livescribe™ Desktop will prompt you to do so. Once you register, you will be able to upload notes, download applications, and create a personal account on Livescribe Online. See <u>Registering Your Pulse Smartpen</u>.

5. Click the Pulse Smartpen Selector `Pulse 1` in the Main tool bar to choose which Pulse smartpen to view in Livescribe Desktop. If you have one smartpen installed, Livescribe Desktop will select it by default.

   When you dock your Pulse smartpen, Livescribe Desktop will automatically check for software updates for the smartpen you have selected. You also must have a Livescribe user account to receive updates. If updates are available, Livescribe Desktop will prompt you to install these now or later.

   Important: Docking your Pulse smartpen will transfer your notes and audio to Livescribe Desktop automatically. Once you dock your smartpen, do not remove it from the cradle until the transfer is complete. Livescribe Desktop will display a message confirming the transfer was successful.

   Each installation of Livescribe Desktop can link to more than one smartpen. For example, if you have two or more smartpens, you can link them all to one

computer running Livescribe Desktop. If you have another smartpen to install, follow the steps above for each smartpen.

If Livescribe™ Desktop is already running, docking your Pulse™ smartpen will begin transferring your smartpen content to your computer. If not running, Livescribe Desktop will automatically launch and begin transferring content when you dock your smartpen.

To disable auto-launch, right-click the Livescribe Desktop Tray icon and uncheck **Enable Livescribe Desktop Auto-Launch**.

If you disable auto-launch and Livescribe Desktop is not running, docking your Pulse smartpen will simply charge it. It will not launch Livescribe Desktop or transfer your smartpen content.

Registering Your Pulse Smartpen

It is important that you register your Pulse™ smartpen. Registering creates a personal account on Livescribe Online for you to upload and optionally share content with others.

To register your Pulse smartpen:

1. When you dock your Pulse smartpen for the first time, Livescribe Desktop will prompt you to register with Livescribe. When prompted, click **Next** to register. Or, click **Remind Me Later** to register later. Livescribe Desktop will remind you the next time you dock your smartpen.

    Note: You can also manually start the registration process by clicking the

    Livescribe Online button on the Main tool bar.

2. On the registration dialog, choose **Create a new account** and click **Next**. If you already have an account with Livescribe, choose **Use my existing**

account and enter your email address and password. If you forgot your password, click the **Forgot Password** button, and Livescribe will email your password to you.

Note: When creating your user name and password, follow these guidelines:
- Your user name is your email address. It cannot be greater than 128 characters and *is not* case sensitive. For example, MyName@MyCompany.com and myname@mycompany.com are the same.
- Your password must be at least four characters long and no longer than 64 characters. Your password *is* case sensitive, and cannot start with a space or contain characters that are not printable. Your password and user name cannot be the same.

3. On the account information dialog, fill in the required fields and click **Continue** to complete the registration process. When the registration process is complete, Livescribe Desktop will open your personal space on livescribe.com.

Copying Content from Your Pulse Smartpen

When you dock your Pulse™ smartpen to your computer, by default, Livescribe™ Desktop *automatically* launches and begins transferring content from your smartpen to your computer. When transferring content to Livescribe Desktop, the original content remains on your smartpen. In this sense, transferring content actually means copying the content from your smartpen to Livescribe Desktop.

Important: Once you have docked your Pulse smartpen, do not remove it from the cradle until the content transfer is complete. Livescribe Desktop will display a message confirming the transfer was successful and it is safe to undock your smartpen.

If you are connected to the internet, Livescribe™ Desktop will also automatically check the Livescribe web site to see if your version of Livescribe Desktop is current and if the software and firmware on your Pulse™ smartpen are up to date. If your system needs updates, Livescribe Desktop will ask if you want to update now or be reminded later. See Installing Updates.

Copying Pulse Smartpen Content to another Computer

You can link your Pulse smartpen to only one instance of Livescribe Desktop at a time. This means that the first time you install Livescribe Desktop and dock your smartpen, Livescribe Desktop will associate (or link) your smartpen to that computer.

Linking your Pulse smartpen with multiple computers is not supported to prevent potential synchronization problems with your data. However, you can copy your smartpen content to another computer that has Livescribe Desktop.

To copy content from your Pulse smartpen to another computer:

1. Dock your smartpen to the other computer. Livescribe Desktop presents a dialog asking if you want to copy your Pulse smartpen contents to this computer.
2. To copy your smartpen contents to this computer, click the **Copy Data** button. Livescribe Desktop will ask you to name your smartpen (the first time only) and will automatically copy your smartpen content to Livescribe Desktop.

   Note: To charge your smartpen through the computer's USB port without copying your data, click the **Charge Only** button.

Important: If you choose to transfer content to multiple computers, be sure to dock your smartpen and transfer your data to each computer on a regular basis. Also, every time you delete data from Livescribe Desktop or archive a notebook, be sure to do the same operations on your other computers.

Quitting Livescribe Desktop

Quitting Livescribe™ Desktop ends the connection between your computer and your Pulse™ smartpen. It also disconnects from Livescribe Online.

To quit Livescribe Desktop:

- Click the close button ✖ at the top right-hand corner of the Livescribe Desktop window, or
- Choose **File** > **Exit**.

Uninstalling Livescribe Desktop

If you need to uninstall Livescribe Desktop from your computer, follow the steps below:

To uninstall Livescribe Desktop:

1. Choose **Start** > **Settings** > **Control Panel**. In the Control Panel window, locate and double-click on **Add or Remove Programs**.
2. The Livescribe Desktop InstallShield Wizard will ask you to confirm the removal of the application. Click **Yes** to proceed.
3. The wizard will ask whether to remove the Pulse smartpen content associated with this installation of Livescribe Desktop. If you intend to reinstall Livescribe Desktop on this computer in the future, and wish to retain your current content, click **No**. To remove Livescribe Desktop and your content completely, click **Yes**. Uninstalling Livescribe Desktop will not affect any content you have on your Pulse smartpen.
4. Follow the on-screen instructions to complete the uninstall process.

Getting to Know Livescribe Desktop

To use Livescribe™ Desktop, you should become familiar with its user interface (UI). Key components of the UI are:

- [Views](#)
- [Page Viewer Windows](#)
- [Menus and Tool Bars](#)

Views

Livescribe Desktop provides four primary views for viewing and managing your Pulse™ smartpen and its content:

- Page Viewer
- Sessions View
- Livescribe Online
- Smartpen Manager

As you work with your Livescribe Desktop, you will use all of these views at various times.

Page Viewer

Page Viewer is the default view when you run Livescribe Desktop. You will use this view to look at pages in your notebooks. You can also play back audio linked to your pages.

In Page Viewer, you can upload pages to your personal space on livescribe.com. In this view, you can view your notes either as single pages (Single Page mode) or as thumbnails of multiple pages (Thumbnail mode). In Thumbnail mode, Livescribe Desktop shows only pages with content as thumbnails. It displays empty contiguous pages as overlapping stacks of single blank pages. For more information, see [Viewing Pages](#).
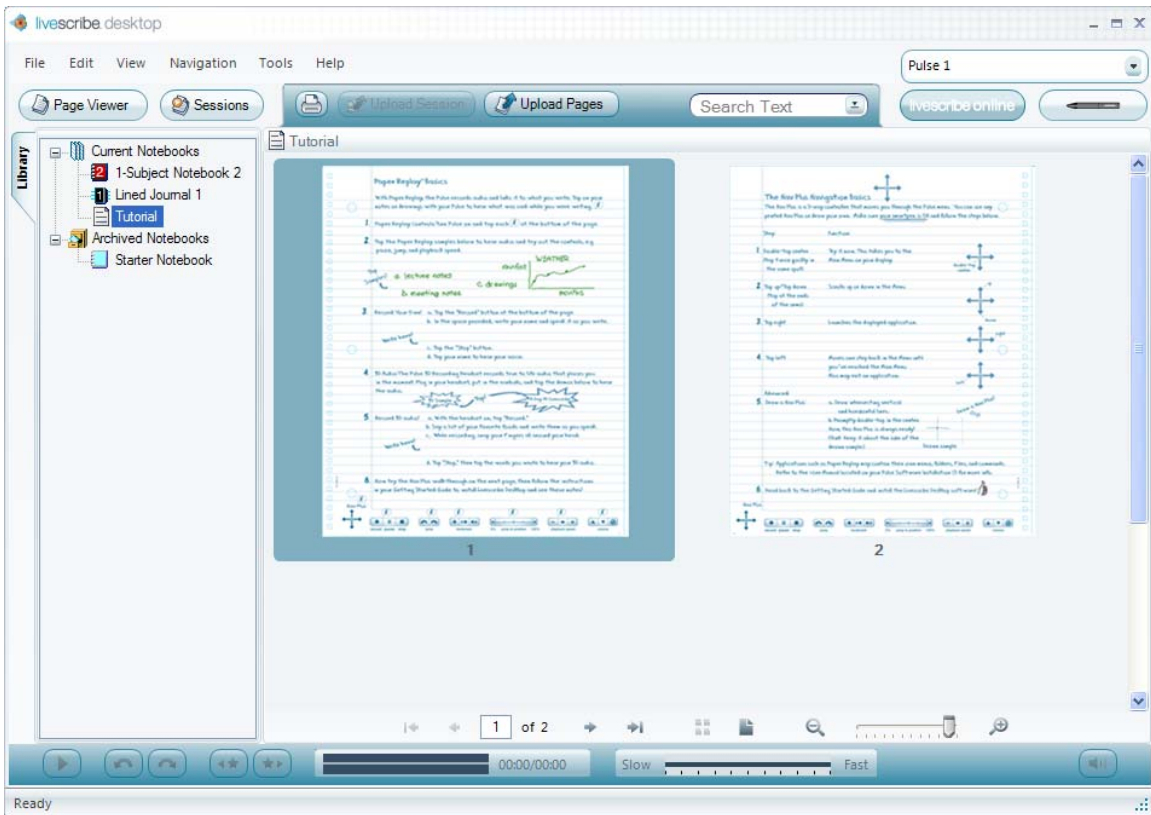
Sessions View

In Sessions View, you can view a list of your Paper Replay™ sessions. In this view, you can also play back recorded audio from your sessions, and upload sessions to your livescribe.com personal space. For more information, see [Working with Sessions](#).

Livescribe Online

Livescribe™ Online is your connection to the web. Use this view to manage your personal Livescribe space, share content with others, and access the Livescribe Online Store. For more information, see Livescribe Online.
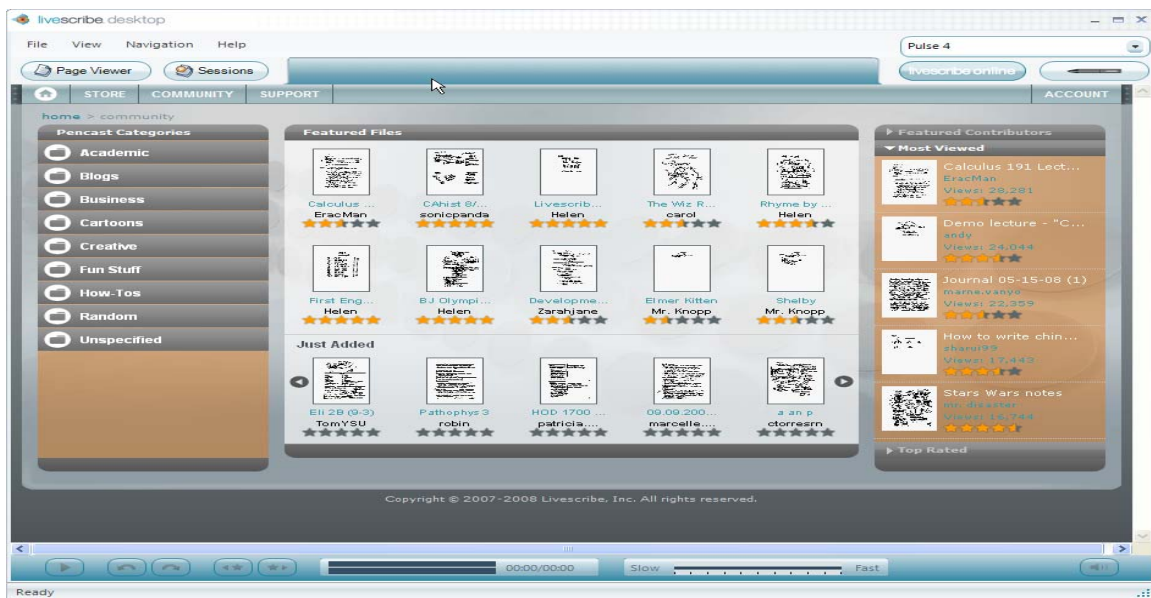
Smartpen Manager

Smartpen Manager is for viewing and managing applications and other software on your Pulse™ smartpen. Use this view to update and install software on your smartpen. You can also view the memory status of your smartpen. For more information, see Managing Your Pulse Smartpen.
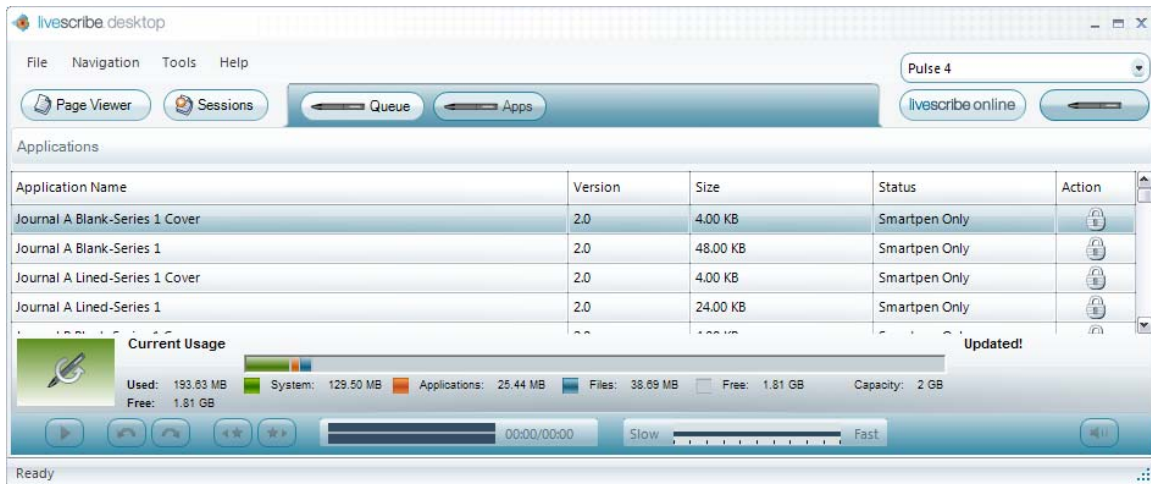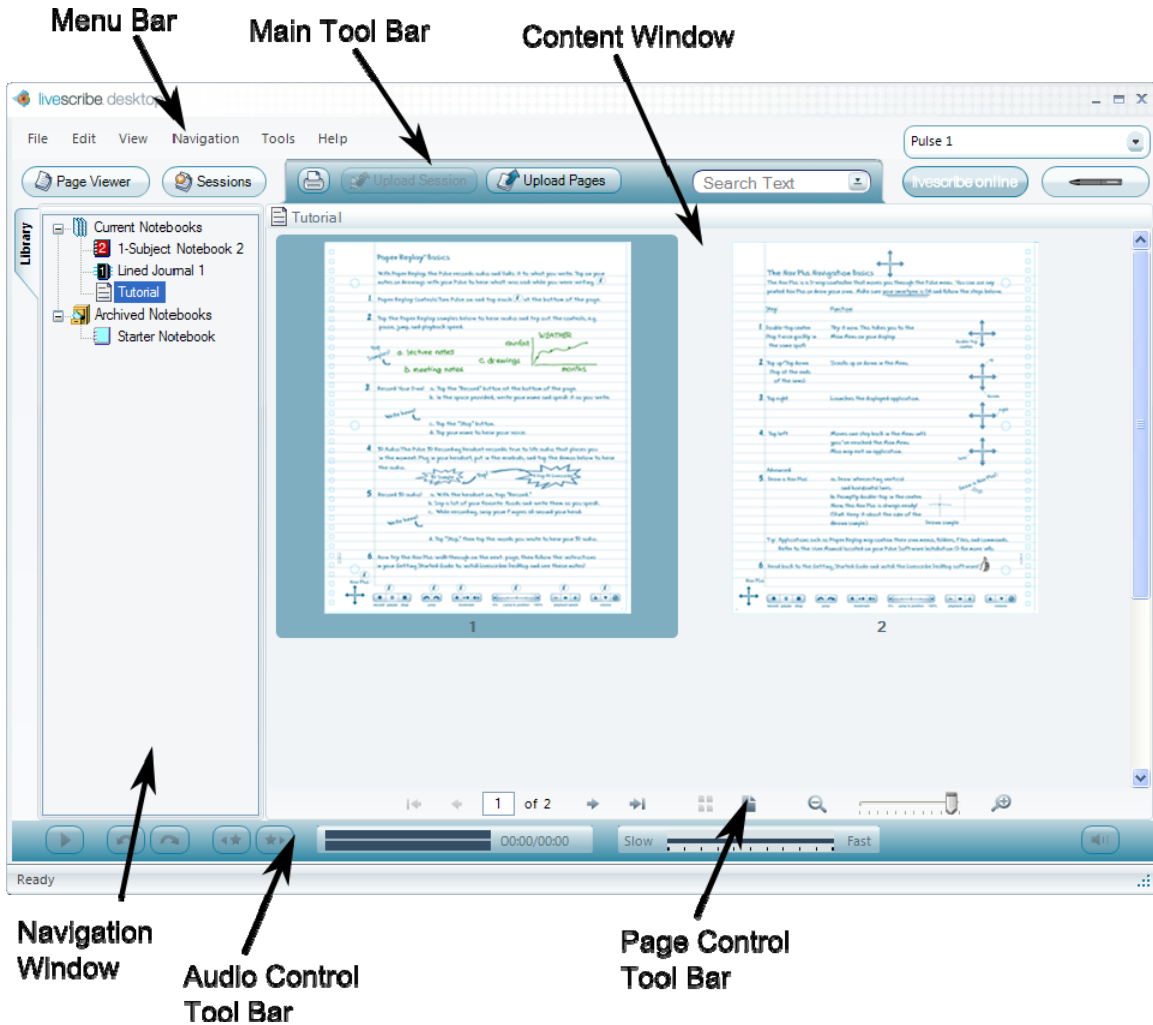
Page Viewer Windows

In Page Viewer, Livescribe™ Desktop provides two primary windows for viewing and navigating content:

- Content Window
- Navigation Window

Content Window

The Content window is the central area where you view and interact with your notes. For example, this window is where you view Pulse™ smartpen content, such as notes and Paper Replay™ sessions. You can also play back Paper Replay sessions by clicking on your notes in this window.
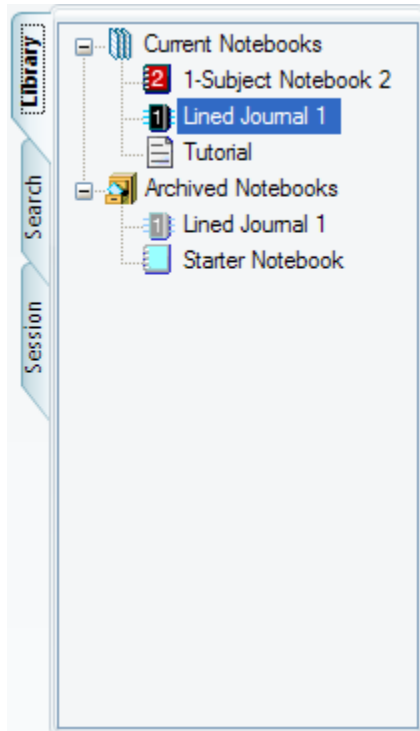
Navigation Window

In Page Viewer, Livescribe™ Desktop provides a Navigation window on the left side of the Content window. The Navigation window lists items that you can navigate to or view in more detail in the Content window. For example, clicking one of the notebooks in the Navigation window opens the notebook and displays all of its pages as thumbnails.

Using the Navigation window, you can view your library of notebooks, view pages that contain search results, and view active Paper Replay™ sessions and optionally upload them to your personal space on livescribe.com. The Navigation window uses tabs to organize its content:

- **Library tab**: shows your entire library of notebooks, journals, and other paper products you have used with your Pulse™ smartpen. Use the Library tab to select which notebook you want to view in the Content window.


- **Search tab**: shows the pages found using the **Search** feature. This tab shows the pages found with the search text highlighted in yellow. This tab appears in the Navigation window the first time you initiate a search. The tab's content refreshes during a search and holds one set of search results at a time. The results remain within the Search tab until you either initiate another search or close the tab. See Searching Pages for more information

about searching.
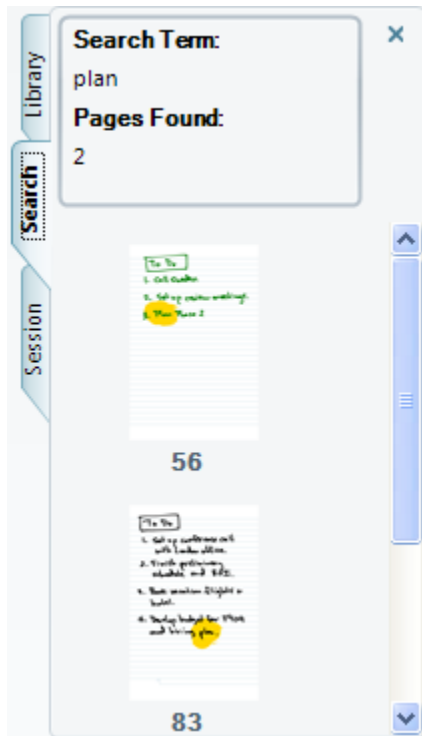
- **Session tab**: shows all of the pages of a currently active Paper Replay™ session. This tab appears in the Navigator window when you activate a Paper Replay session, either by clicking active ink on page, or by selecting a session in Session View and viewing its pages in Page Viewer. To learn more about

sessions, see [Working with Sessions](#).
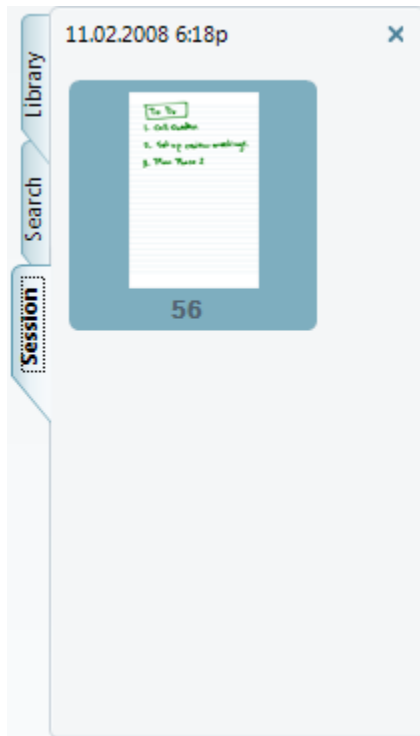
Menus and Tool Bars

The Livescribe™ Desktop UI has the following menus and tool bars:

- Main Menu
- Main Tool Bar
- Page Control Tool Bar
- Audio Control Tool Bar
- Memory Manager Tool Bar

Main Menu

The Main Menu provides different menu items based on the view you choose. You can use these menus to access features of Livescribe Desktop. Depending on the view, the Main Menu includes **File**, **Edit**, **View**, **Navigation**, **Tools**, and **Help** menus.
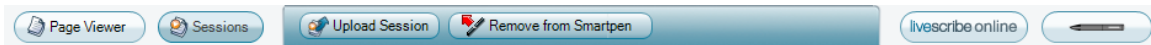
Main Tool Bar

The Main Tool Bar is located under the Main menu. This tool bar provides buttons for the Main views of Livescribe™ Desktop. It also provides search, printing, and upload features. Below are the four Main tool bars:

Page Viewer:
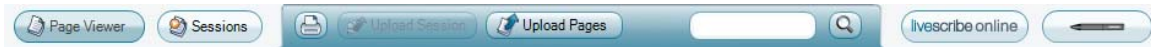
Sessions View:

Livescribe Online:

Smartpen Manager:

Page Control Tool Bar

The Page Control Tool Bar is for paging through notebooks, zooming pages, and toggling between single page and thumbnail views. For more information, see Using the Page Control Tool Bar.

Audio Control Tool Bar

The Audio Control Tool Bar is located at the bottom of the Livescribe Desktop screen. This tool bar is for controlling playback of recorded audio. For more information, see Playing Audio.

Memory Manager Tool Bar

The Memory Manager Tool Bar in Smartpen Manager displays the memory state of your Pulse™ smartpen. See Managing Memory for more information.
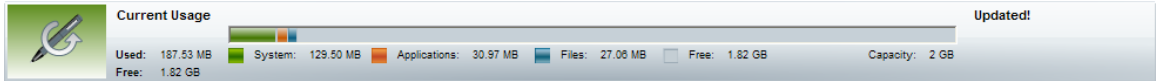
Paper Replay in Livescribe Desktop

Paper Replay™ is a Pulse™ smartpen application that allows you to write notes in your notebook and record audio at the same time. As you write, your smartpen indexes (or links) your notes to the recorded audio. The information you capture during Paper Replay is called a session.

Typically, a session consists of the recorded audio and associated notes. However, you can also create paperless sessions, which consist of the recorded audio only. You can also play back a session on your Pulse smartpen and write additional notes in your notebook. Paper Replay associates these additional notes with the session's original audio. See the *Pulse Smartpen User Manual* for more information about using Paper Replay.

You can view and play back Paper Replay sessions in Livescribe Desktop. When you view a Paper Replay session, you can click your notes to begin playback of the audio recorded as you wrote the notes. This is similar to the way you can tap your actual notes in your notebook to begin audio playback.

About Active Ink

When you write with your Pulse smartpen, it captures your writing digitally and stores it in a digital form called ink. When you record audio as you write using Paper Replay, your smartpen links the audio to the ink you write.

Ink with linked audio is *active ink*. In Livescribe Desktop, active ink appears green. When viewing a Paper Replay session in Page Viewer, you can click on active ink to start audio playback. Livescribe Desktop will also trace the session's notes in darker green ink as the audio plays.

When you mouse over ink that is active, the mouse cursor will change to a pointing hand cursor to help you identify where you can click to begin audio playback. See Playing Audio and Viewing Pages for more information.
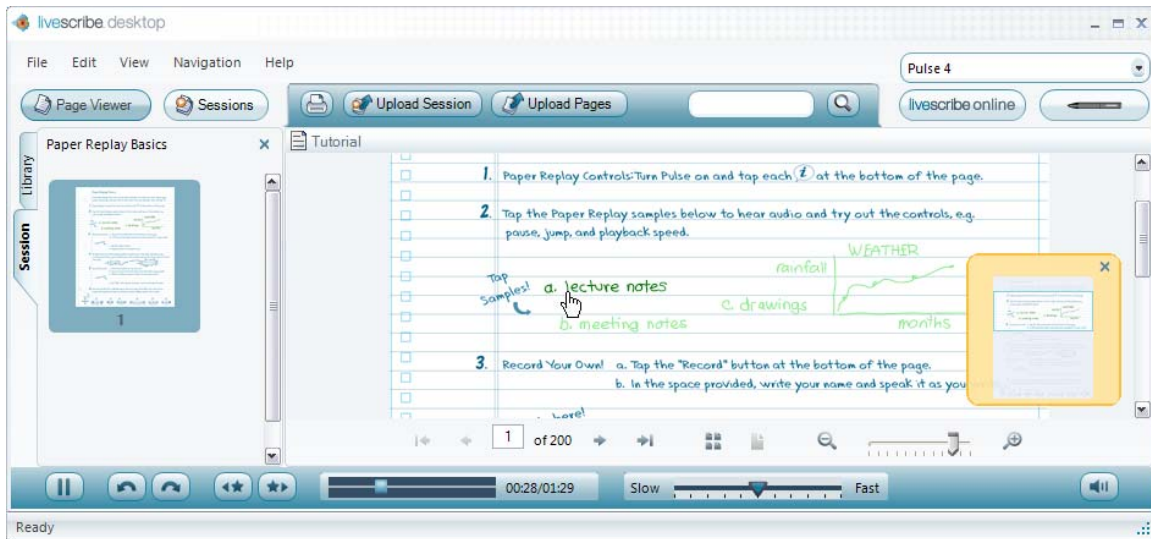
Viewing Pages

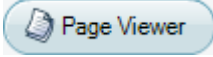With Livescribe™ Desktop, you can view pages from your notebooks. You can:

- page through a notebook
- view pages as thumbnails
- view single pages
- play audio of a session while viewing its pages
- zoom in and out of your pages
- search what is written on your pages
- copy and paste pages to other applications
- print pages
- use the page control tool bar

Paging through a Notebook

In Livescribe™ Desktop, you can page through your notebooks and view either single pages or thumbnails. Paging only displays pages that contain content and skips empty pages.

To page through a notebook:

- Click the **Page Viewer** button [Page Viewer] in the Main tool bar to go to Page Viewer. Then, use one of the following methods:

    - Type a page number into the page field [3] of 200 and press the **Enter** key to go to a specific page. Blank pages are not valid.
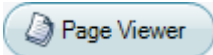   - Using the Page Control tool bar at the bottom of the Content window, click the next page ➜ button or previous page ◄ button. Or, choose **View** > **Next Page** or **View** > **Previous Page** from the Main tool bar.
    - Using the Page Control tool bar bottom of the Content window, click the first page ◄| button or last page |►| button. Or, choose **View** > **First Page** or **View** > **Last Page** from the Main tool bar.

For more information about the Page Control tool bar, see [Using the Page Control Tool Bar](#).

Viewing Thumbnails

By default, notebook pages will display as thumbnails when viewed in Page Viewer. Livescribe™ Desktop displays as thumbnails only pages with content. Livescribe Desktop displays empty contiguous pages as overlapping stacks of single blank pages.

To view pages as thumbnails:

1. Click the **Page Viewer** button [Page Viewer] in the Main tool bar to go to Page Viewer.
2. Click the **Library** tab of the Navigation window and click the notebook you want to view.
3. Click the Thumbnails button [icon] in the Page Control tool bar, or choose **View** > **Thumbnails** from the Main tool bar.

Note: Click a thumbnail to select it. Use Control-click to select multiple, non-sequential thumbnails. Use Shift-click to select a sequential set of thumbnails.
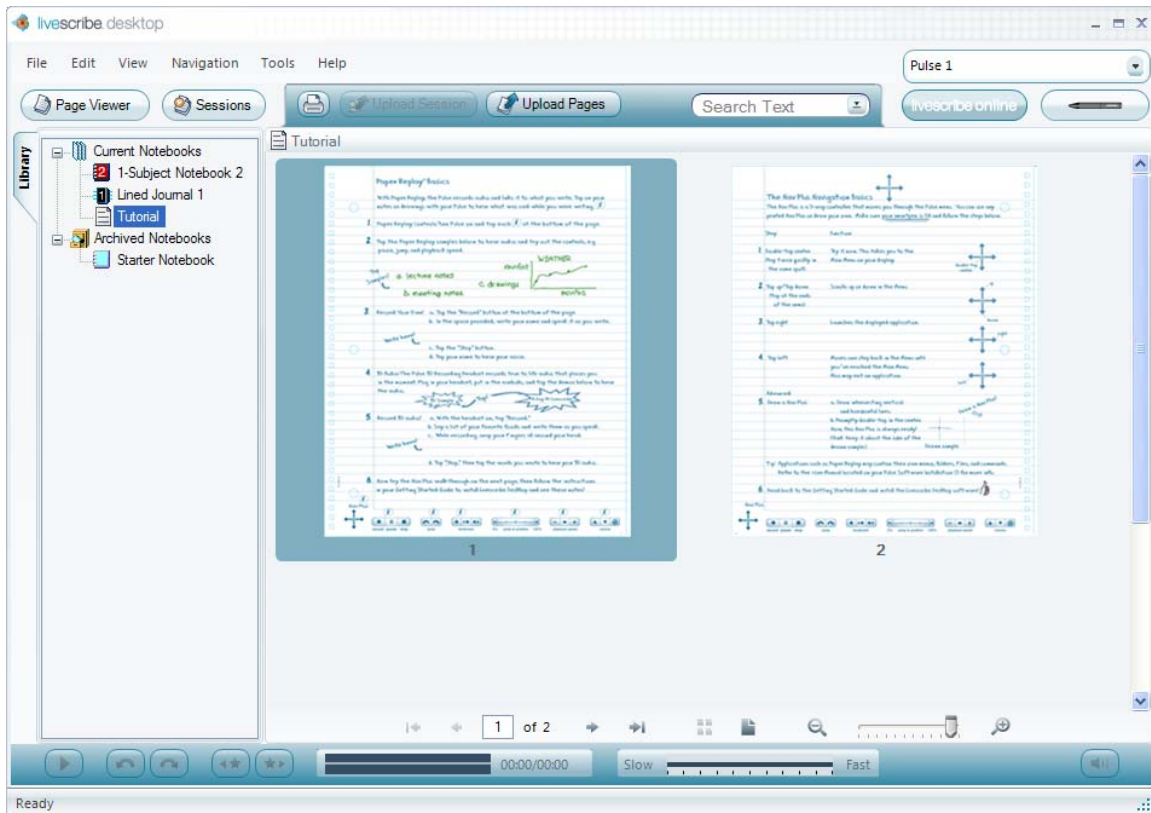
Viewing a Single Page

To view a single page in a notebook:

1. Click the **Page Viewer** button in the Main tool bar to go to Page Viewer.
2. Click the **Library** tab of the Navigation window and click the notebook you want to view.
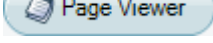3. In the Content window, click a thumbnail of the page to view.
4. From the Content window, view the page in Single Page mode using one of these methods:

   - Double-click the thumbnail of the page you want to view.
   - Single-click the thumbnail of the page you want to view and click the Single Page button in the Page Control tool bar.
   - Single-click the thumbnail of the page you want to view and choose **View** > **Single Page** from the Main tool bar.

When you view a single page, the page will automatically zoom to fit in the current window.
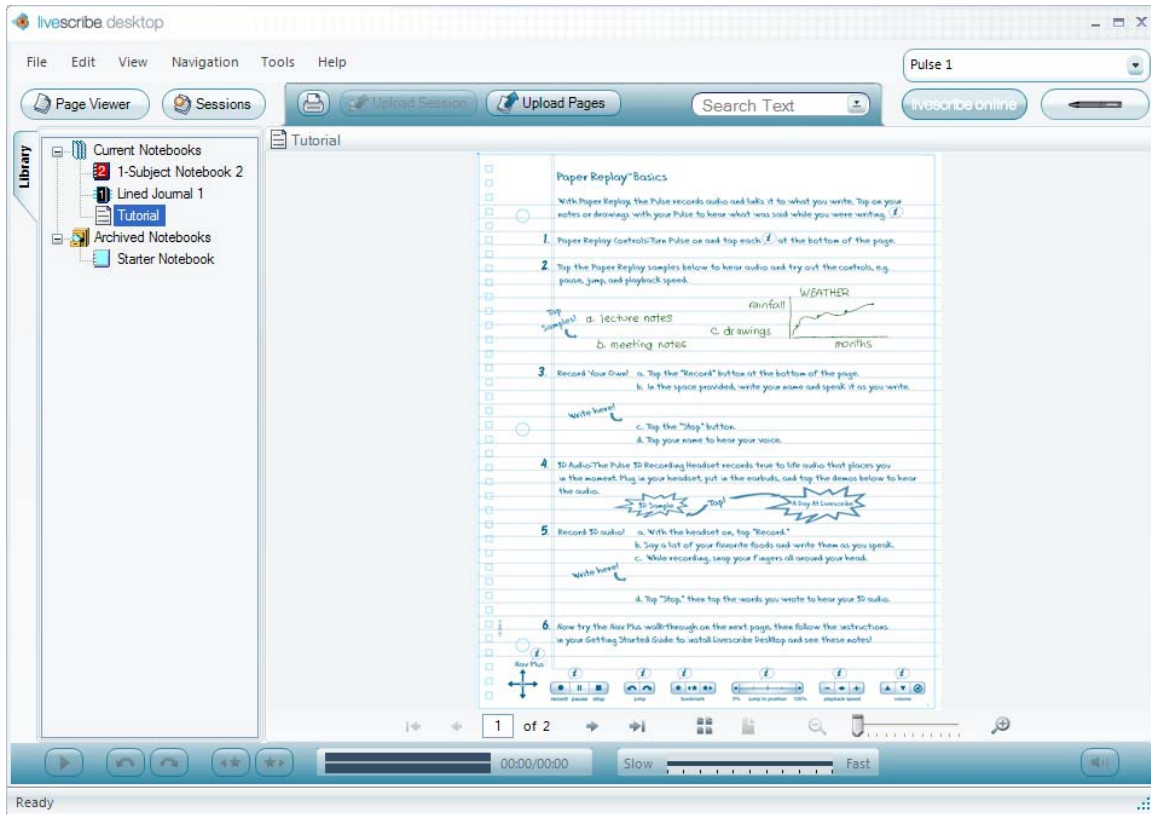
Playing Audio while Viewing Pages

With Livescribe™ Desktop, you can play a session's audio while viewing its associated pages in Page Viewer. You can also play a Paper Replay™ session's audio by itself in Sessions View (See Playing Audio from Sessions View).

If you play back the audio of a session that spans multiple pages, Livescribe Desktop will automatically move to successive pages in real time synchronization with the playing audio. This automatic paging will continue until you manually switch pages using the Page Control tool bar. From then on, the paging is under manual control only until you initiate another session playback.

To play audio while viewing pages:

- When viewing a page in Page Viewer, click on the active ink (shown as green) on the page. This will start the audio playback. This is analogous to tapping your notes in a notebook to play back the session's audio. Livescribe™ Desktop will also trace the session's notes in darker green ink as the audio plays. Playing the audio of a session also opens the Session tab in the Navigator Window.

Note: When you mouse over ink that is active, the mouse cursor will change to a pointing hand cursor 🖑 to help you identify where you can click to begin audio playback.
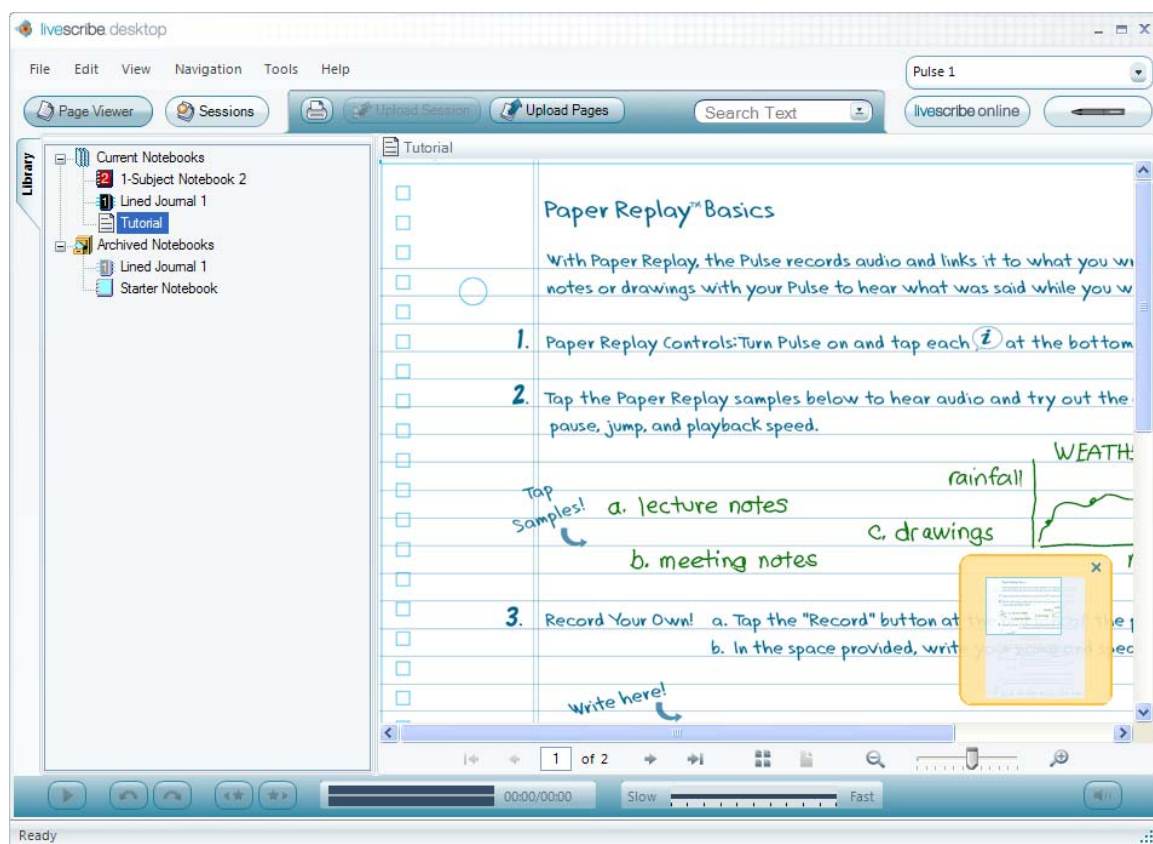
Scrubbing Audio in Page Viewer

In Page Viewer, as you listen to a session and view its pages, you can move the audio timeline slider 00:59/02:36 to reposition the audio playback. If you move the slider while the audio is playing, the audio and its active ink move to the corresponding timeline position. This process is *scrubbing* the audio. You can use this feature to move forward or backward to a specific area of your session and see how it corresponds to your written notes.

Zooming Pages

You can zoom into or out of a selected page or thumbnails.

To zoom into or out of page:

1. Open the page in Single Page mode (see Viewing a Single Page) or in Thumbnail mode (see Viewing Thumbnails).
2. Use one of the following methods to zoom:

   - Click the zoom controls in the Page Control tool bar to zoom in or out

   - Drag the zoom slider in the Page Control tool bar to zoom in or out of the page.

- Choose **View** > **Zoom In** or **Zoom Out** from the Main tool bar.
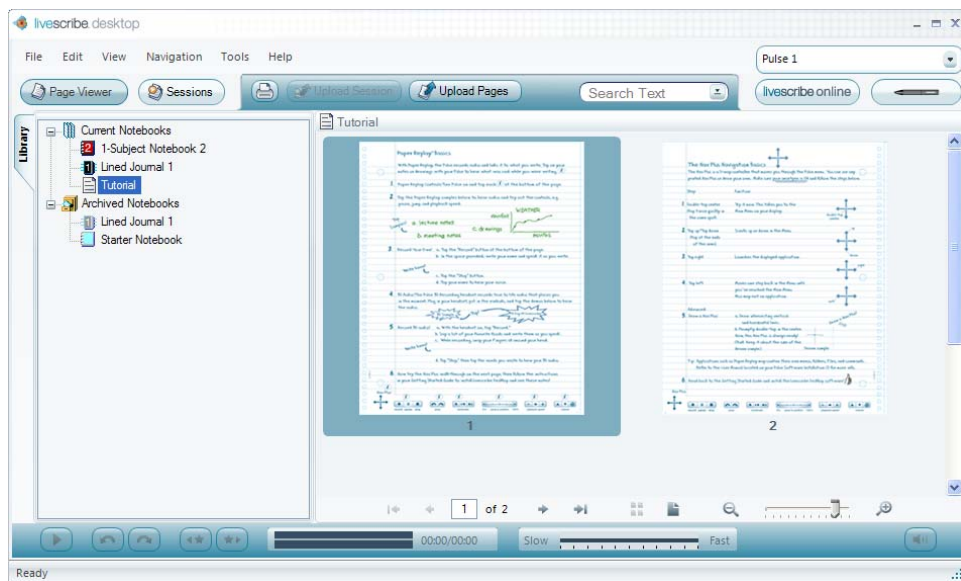
Repositioning a Zoomed Page

When you zoom a page to a size that is larger than the Content window, Livescribe™ Desktop will crop some of the page. You may want to reposition the page to view its content.

To reposition a zoomed page:

- Use the vertical and horizontal scroll bars in the window to move the page to your preferred location in the window.
- Instead of using the scroll bars, you can reposition a zoomed page by hand using the open hand cursor ✋. This cursor replaces the standard arrow cursor when the page is zoomed to be larger than the current Content window. The open hand cursor appears when you move over empty areas on the page. To move the page, click-and-drag the page to the desired position. Note: When you move the cursor over active ink, the cursor changes to a pointing hand 👆 to identify the active ink.
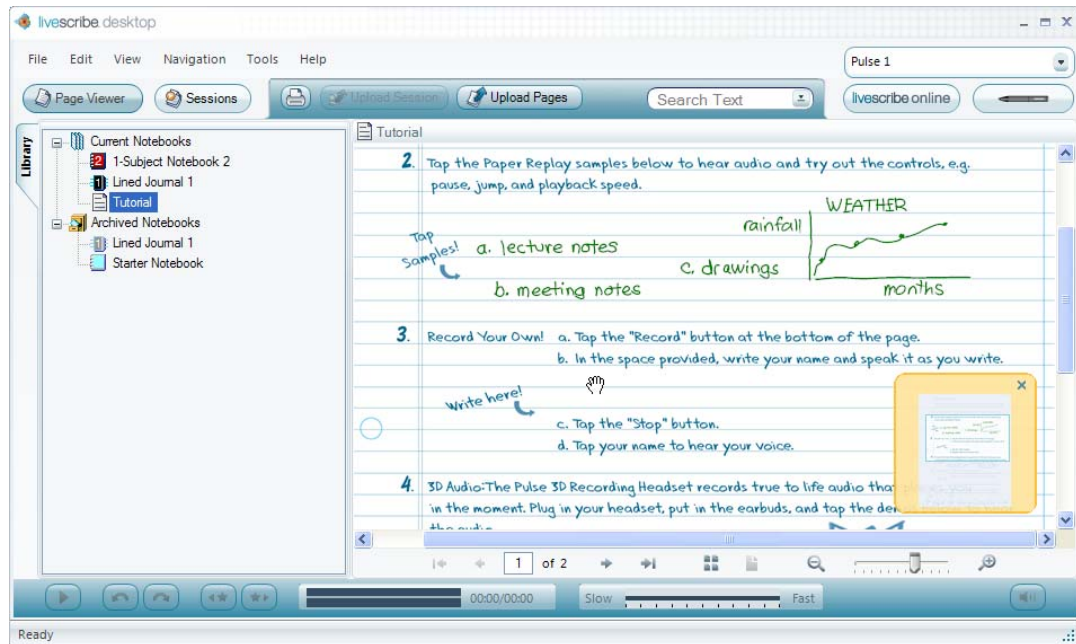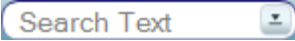
- Use the Panning Map to move the zoomed area to different locations on the page. The panning map appears in the lower right-hand corner of the screen when a portion of the zoomed page falls outside the window. The Panning Map has a draggable clear frame that shows the current zoomed region relative to the rest of the page. Drag this frame around the map to relocate the zoomed area in the window. Closing the Panning Map resizes the page to fit within the current window.

Searching Pages

In Page Viewer, you can search your written pages. Search can work on notes written in cursive, print, or a combination. Obviously, search accuracy depends on the neatness and consistency of your notes. You can search a currently-selected notebook or journal.

To search, use one of these methods:

1. Type search text into the search text box [Search Text] in the Main tool bar. By default, this search method finds whole words in the currently-selected notebook or journal. For example, entering "top" would find instances of "top" only. Search would not fine other words that contain the letters "top", like "topographic", and "mountaintop". Search is not case sensitive, so if you search for "Top", it will return the same results as "top" and "TOP".
2. Press the **Enter** key to initiate the search.

Or,

1. Click the **Search** button in the search text box. This displays a search dialog:

2. Type the search text into the Search dialog. By default, this search method finds whole words in the current notebook or journal. If desired, you can choose to search for partial words. To search for partial words, uncheck the **Match Whole Word** checkbox. For partial word searches, entering "top" would find "top" and other words that contain the search string like "topographic", and "mountaintop". Because Search is not case sensitive, "Top", "top", and "TOP" return the same results.
3. Click **OK** to initiate the search.

Viewing Search Results

When you perform a search in the current notebook or journal, Livescribe™ Desktop searches through all its pages.

When Search finds one or more hits (text matches), it displays the results in the Search tab in the Navigation window. Livescribe™ Desktop shows thumbnails of the pages where it found the search text. The results remain within the Search tab until you either initiate another search or close the tab. The Search tab holds one set of search results at a time.
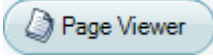
To view one of the search result pages, click on its thumbnail in the Search tab. This will open the page in Single Page mode in the Content window with the search hits highlighted yellow.
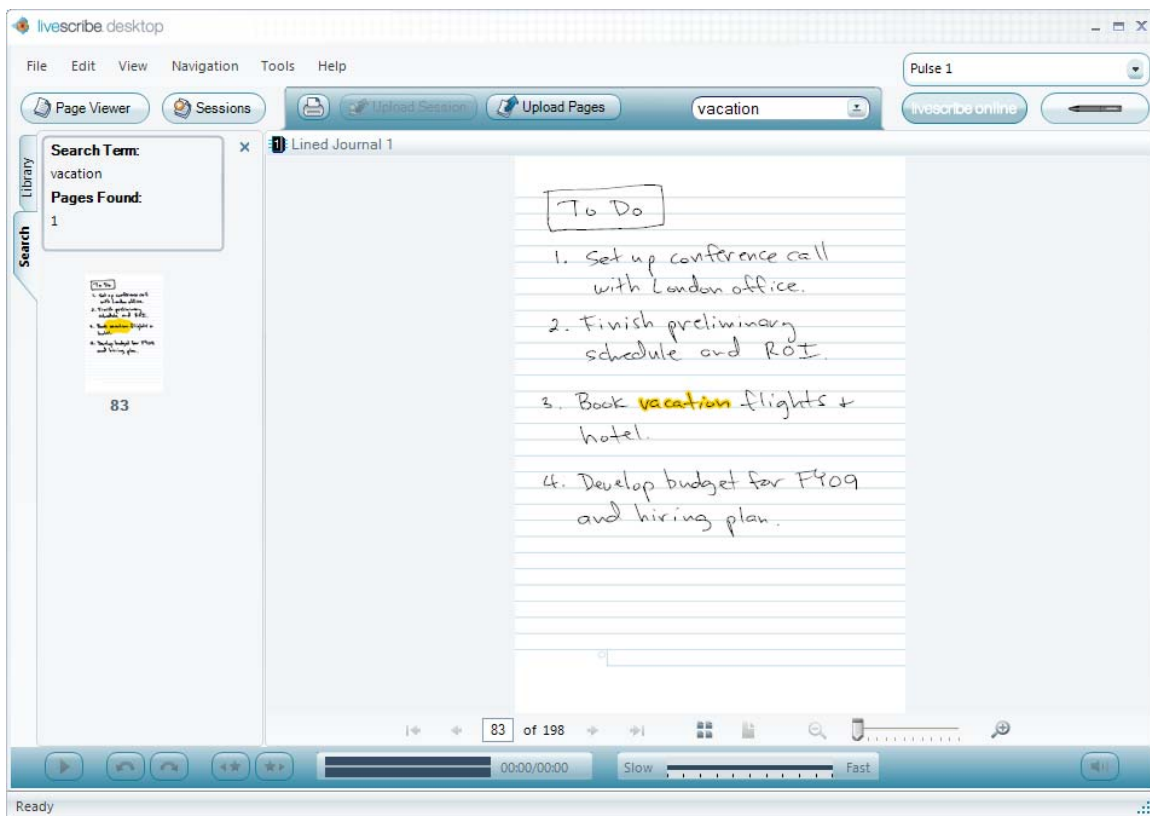
Copying and Pasting Pages

You can copy your pages to the Clipboard of your operating system (such as Windows® Clipboard) and paste them into other applications like Microsoft Word®. Livescribe Desktop saves the content you copy as an image to the Clipboard.
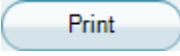
To copy and paste a page:

1. Click the **Page Viewer** button in the Main tool bar to go to Page Viewer.

2. Choose a page. For example, click the page in Thumbnail mode or double-click to open it in Single Page mode.

3. Choose **Edit** > **Copy** > **With Background** or **Without Background**. If you choose to include the background, the copied image will include anything shown on the page of the actual notebook. For example, an image from a college-ruled notebook will contain ruled lines.

4. Open a document in any application that handles images (for example, Microsoft Word®, most email programs, Microsoft® Paint, and so on)

5. Use the application's Paste feature to paste the copied image into the document.

Printing Pages
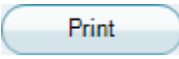
In Page Viewer, you can print pages from your notebooks. Although active ink appears as green in the Content window, Livescribe™ Desktop prints it in black, just like non-active ink. Your printed page will not be interactive with your Pulse smartpen.

To print a single page:

1. In Page Viewer, view the page as a single page (see <u>Viewing a Single Page</u>), or choose the thumbnail of the page (see <u>Viewing Thumbnails</u>).

2. In the Main menu, choose **File** > **Print**, or click the print icon . On the print dialog, choose a printer and click the Print button.

   By default, the page will print showing the page background. To print the page without the background, uncheck the **Print Page Background** checkbox. If you choose to include the background, the printed pages will include anything shown on the pages of the actual notebook. For example, an image from a college-ruled notebook will contain ruled lines.

To print multiple pages:

1. In Page Viewer, view pages as thumbnails (see <u>Viewing Thumbnails</u>)
2. Use Control-click to select multiple, non-sequential thumbnails. Use Shift-click to select a sequential set of thumbnails.
3. In the Main menu, choose **File** > **Print**, or click the print icon . On the print dialog, choose a printer and click the Print button.
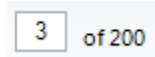
    By default, the page will print showing the page background. To print the page without the background, uncheck the **Print Page Background** checkbox. If you choose to include the background, the printed pages will include anything shown on the pages of the actual notebook. For example, the college-ruled notebook the printed pages will contain ruled lines.

Using the Page Control Tool Bar

In Page Viewer, Livescribe™ Desktop displays a Page Control bar at the bottom of the Content window. You can use these controls to page through your notebook, go to specific pages, activate thumbnail or single page modes, and zoom into or out of a viewed page.

This tool bar has the following buttons and controls:

 First page: Displays the first page in your notebook that contains notes.

 Previous page: Displays the previous page in your notebook that contains notes.

 Current page number: Displays the currently displayed page. You can also type a page number in the number field and press the **Enter** key to go to that page.
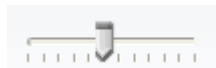
→	Next page: Displays the next page in your notebook that contains notes.
→|	Last page: Displays the last page in your notebook that contains notes.
▤	Thumbnail mode: Switches Page Viewer to view pages as thumbnails.
▯	Single page mode: Switches Page Viewer to the currently selected thumbnail as a single page.
⊖	Zoom out: Zooms out the current page view.
⎯⎯⎯	Zoom slider: Zooms in or out of the current page view by moving the slider control.
⊕	Zoom in: Zooms in the current page view.
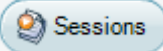
Working with Sessions

With Livescribe™ Desktop, you can manage and manipulate Paper Replay™ sessions. Specifically, you can:

- view a list of all sessions
- rename a session
- delete a session from Livescribe Desktop
- remove a session from your Pulse smartpen
- view pages of your sessions
- play audio of your sessions
- use the audio control tool bar

Viewing a List of Sessions

To view a list of all Paper Replay™ sessions:

- Click the **Sessions** button [Sessions], or choose **Navigation** > **Sessions** from the Main menu. This opens the Sessions View and brings up a list of all sessions.
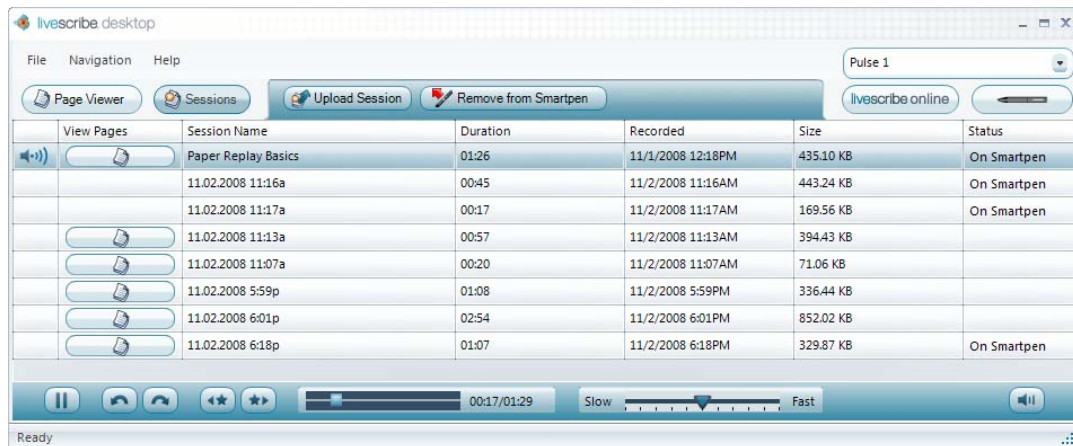
Anatomy of a Sessions View List

When you view sessions as a list, Livescribe™ Desktop displays the sessions as a series of rows with named columns. The table below describes these columns.

Column	Description
Audio Indicator	Identifies which file, if any, is currently playing audio. If no file is playing, the icon does not appear.
View in Pages button	View pages associated with a session. You may have sessions that do not have this icon because they are paperless sessions.
Session Name	By default, this name is the session's creation date and time. To rename a session, see Renaming a Session.
Duration	The length of the audio recording

Recorded	The exact time audio recording start time
Size	The size of the audio file in MB or KB
Status	Indicates if the session is on your Pulse smartpen (On Smartpen) or has been removed (blank)

Renaming a Session

By default, your Pulse™ smartpen names each session using its creation date and time. For example, Livescribe Desktop would name a session recorded on March 7, 2008 at 12:56 in the afternoon as 03.07.2008 12:56p. In Sessions View, you can rename your sessions.

To rename a session:

1. Click the **Sessions** button ⟨ Sessions ⟩, or choose **Navigation** > **Sessions** from the Main menu. This opens the Sessions View and brings up a list of all sessions.
2. Click the session you want to rename.
3. Choose **File** > **Rename Session** from the Main menu.
4. Type a new name and click **OK**.

Deleting a Session from Livescribe Desktop

In Sessions View, you can delete a session from Livescribe™ Desktop. You can also remove a session from your Pulse™ smartpen (see Removing a Session from Your Pulse Smartpen).

To delete a session from Livescribe Desktop follow the steps below. Deleting a session from Livescribe Desktop will not affect your Pulse smartpen:

1. Click the **Sessions** button ⟨ Sessions ⟩, or choose **Navigation** > **Sessions** from the Main menu. This opens the Sessions View and brings up a list of all sessions.
2. Single-click the session you wish to delete.

3. Choose **File**> **Delete Session from Livescribe Desktop**.

4. To confirm the deletion, click **Yes**, otherwise click **No**.

Removing a Session from Your Pulse Smartpen

You can remove a session from your Pulse™ smartpen with Livescribe™ Desktop. You can also delete a session from Livescribe Desktop itself (see Deleting a Session from Livescribe Desktop).

To remove all sessions from your Pulse smartpen for a specific notebook, journal or other paper product, use the Archive feature. See Managing and Archiving Paper Products.

Removing a session from your Pulse smartpen does the following:

• frees up storage space on your smartpen

• removes the audio for the session from your smartpen. Because of this, your smartpen will no longer interact with the notes on the physical paper product for the removed session. That is, when you tap the notes associated with the removed session, they will not play back any audio.

To remove a session from your Pulse smartpen:

1. Update your Pulse smartpen software. To update your software, choose **Help** > **Check for Updates** in the Main menu.

2. Click the **Sessions** button Sessions , or choose **Navigation** > **Sessions** from the Main menu. This opens the Sessions View and brings up a list of all sessions.

3. Single-click the session to delete.

4. Choose **File** > **Remove Session from Smartpen**, or click the Remove from Smartpen Remove from Smartpen button.

5. To confirm the removal, click **Remove from Smartpen**, otherwise click **Cancel**.

Viewing a Session's Pages

From Sessions View, you can view the session's pages.

To view a session's pages, use one of the following methods:

- Click the **View in Page Viewer** button next to the session you want to view.

- Choose the session from the list and choose **File** > **View in Page Viewer** in the Main menu.

Either of these actions will switch your view to Page Viewer and open the Session tab of the Navigation window, displaying all pages in this session. The first page of the session will display in the Content window and the session's audio will play back.
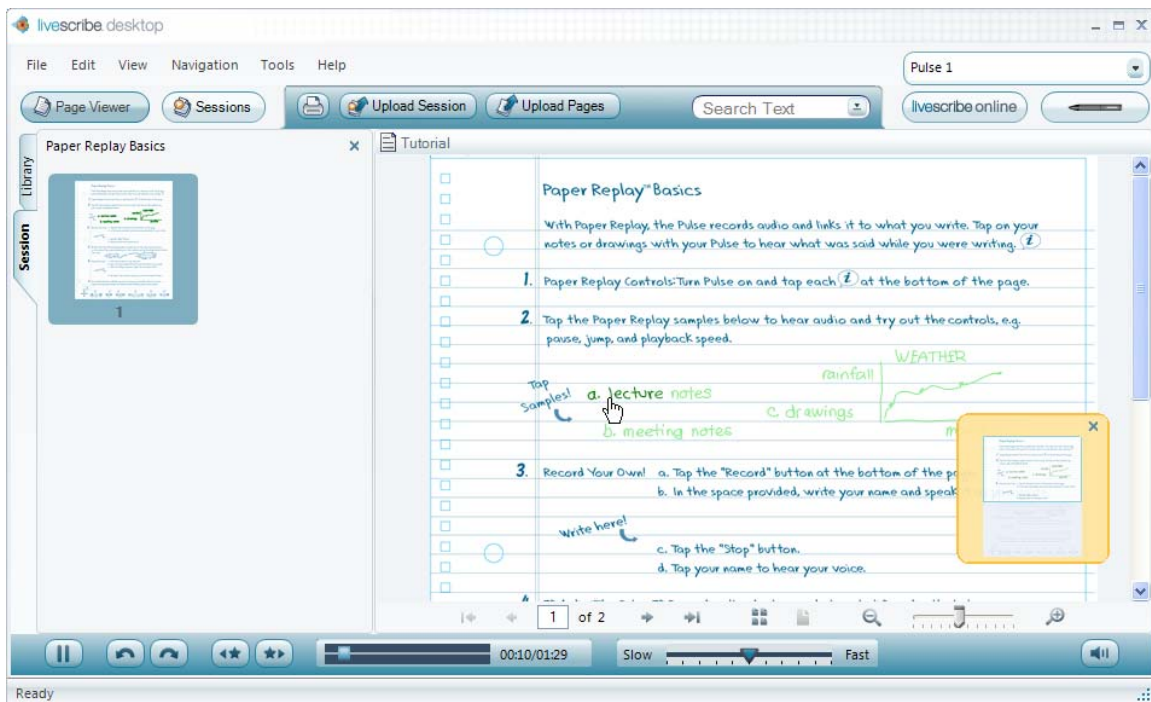
Playing Audio from Sessions View

With Livescribe™ Desktop, you can play audio while viewing the session's pages in Page Viewer (see Playing Audio while Viewing Pages), or you can play the audio by itself in the Sessions View.

To play audio when viewing a list of sessions in Sessions View:

- Double-click the session in the list. The left-most column will show the audio playing icon when the session begins to play.

Using the Audio Control Tool Bar

Livescribe™ Desktop displays an audio control tool bar at the bottom of its screen. You can use these controls to start, pause, stop, and control audio playback. Livescribe Desktop disables these controls unless you select the session.

This tool bar has the following buttons and controls:

                           Begin playing audio

                           Pause audio

	Jump back (in 10 second increments)
	Jump forward (in 10 second increments)
`00:59/02:36`	Audio timeline control: Indicates the relative position of the currently playing audio, within the context of the entire audio file. This control also shows the current elapsed time position of the audio and the total length of the audio file. You can also use this control to reposition the audio playback. In Page Viewer, as you listen to a session and view its pages, you can move the slider to move forward or backward in the session. For more information, see Playing Audio while Viewing Pages.
	Jump to previous bookmark
	Jump to next bookmark
Slow — Fast	Playback speed control: Increases or decreases the speed of the playing audio.
	Volume control: Controls the volume of the playback between 0 and 200%.
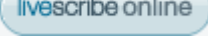
Uploading Content to Livescribe Online

From Livescribe™ Desktop, you can connect to your personal space on livescribe.com. From there, you can view your uploaded content, download applications, share content with others (a process known as Pencasting), view other users' shared content, blog, and participate in groups, among others. For more information about Livescribe Online, see the *Pulse™ Smartpen User Manual*.

- connect to Livescribe Online
- upload pages
- upload a session
- share content (pencast)

Connecting to Livescribe Online

To connect to your personal space on livescribe.com:

- Click the Livescribe Online button livescribe online in the Main tool bar. This will open your personal space within the Content window of Livescribe Desktop.
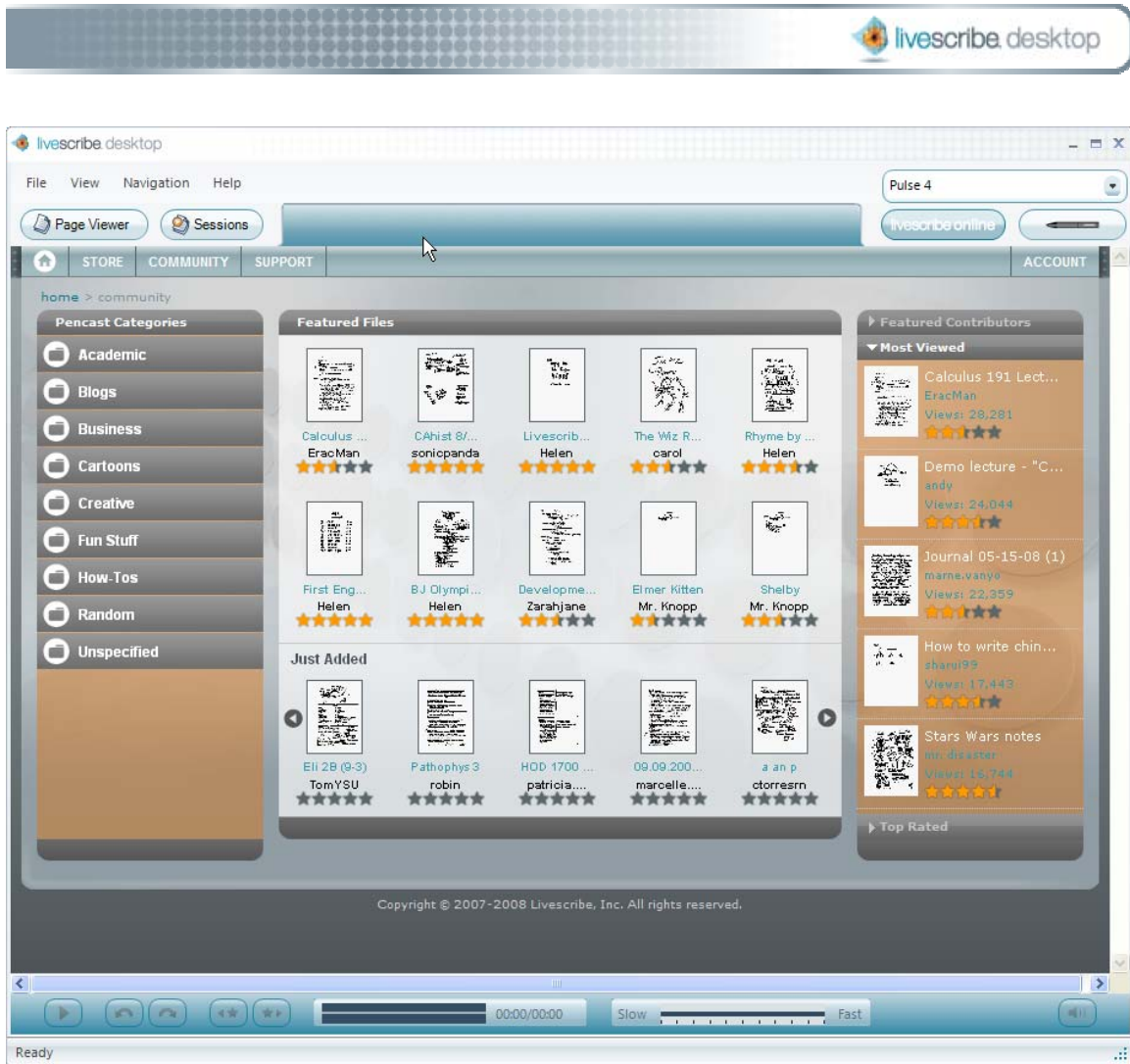
Uploading Pages

In Livescribe™ Desktop, you can upload your pages to the web, without audio.

To upload pages:

1. In Page Viewer, choose one or more pages.

2. Click the Upload Pages button [Upload Pages] on Main tool bar, or choose **File** > **Upload Pages…** from the Main menu.

3. Click **Upload** on the upload dialog to proceed.
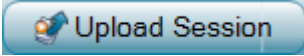
4. In the next dialog, enter a name for the pages you are uploading and click **OK**. Other users you choose to share the pages with will see the name

5. Livescribe Desktop will upload the pages to your personal space. It will not upload empty pages. Click **OK** to close the success dialog.

Uploading a Session

In Livescribe™ Desktop, you can upload Paper Replay™ sessions to the web. Sessions you upload can be paperless (audio-only) or audio with linked pages.
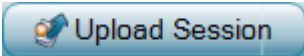
Uploading a Session in Sessions View

To upload a session in Sessions View:

1. In Sessions View, choose a session.

2. Click the Upload Session [Upload Session] button on Main tool bar.

3. Click **Yes** on the upload dialog to proceed.

4. In the next dialog, enter a name for the session you are uploading and click **OK**. Other users you choose to share the session with will see the name.

5. Livescribe™ Desktop will upload the session audio and any linked pages to your personal space. It will not upload empty pages. Click **OK** to close the success dialog.

Uploading a Session in Page Viewer

To upload a session in Page Viewer:

1. In Page Viewer, click a page's active ink to activate a session. This action will open the Session tab and will start the session playback in the Content window.

2. Click the Upload Session [Upload Session] button on Main tool bar.

3. Click Yes on the Share to Web dialog to proceed.

4. In the next dialog, enter a name for the session you are uploading and click OK. Other users you choose to share the session with will see the name.

5. Livescribe Desktop will upload the session audio and any linked pages to your personal space. It will not upload empty pages. Click **OK** to close the success dialog.

Sharing Content (Pencasting)

Pencasting is the process of sharing your notes and Paper Replay™ sessions with others. When you pencast, you share your notes as PDFs and Paper Replay sessions as flash movies or as PDF files. You can decide if you want to share the files with everyone, or with only specified recipients. You can also decide to share the content on Facebook™ or other social networks. For more information about pencasting, see the *Pulse™ Smartpen User Manual*.

Printing, Managing, and Archiving Paper Products

Livescribe prints notebooks, journals, and other Livescribe™ dot paper products for your Pulse™ smartpen. There is nothing special about the composition of the paper used for Livescribe dot paper products. However, each page of Livescribe dot paper is printed with thousands of nearly-invisible microdots arranged in a special pattern. Your Pulse smartpen reads these dots to determine which page you are using and where on that page you are tapping or writing. With this information, your smartpen can capture your notes, link audio to them, and perform other paper-based operations.

Livescribe dot paper products sometimes re-use dot pattern. As a general rule, do not use Livescribe dot paper products with the same dot pattern at the same time. This prevents a potential problem that can happen when viewing your notebooks in Livescribe™ Desktop: when you write in two notebooks with the same pattern, your notes from the second notebook will be superimposed on your notes from the first notebook when you view them in Livescribe Desktop.

Because Livescribe dot paper Products are important to working with your Pulse smartpen, you should learn to manage and archive them.

In this section, you will learn:

- how to print your own notepads
- three simple steps to manage your paper products
- how to check a new Livescribe dot paper product with its Notebook Status Label to see if you can safely use it
- how to identify Livescribe dot paper products by their names
- when and how to archive your paper products in Livescribe Desktop
- how to manage paper products with the same dot pattern
- how to map Livescribe dot paper product series names to new group names
- back up strategies for your My Livescribe folder

Printing Your Own Notepads

Using Livescribe™ Desktop, you can print your own notepads using a qualified color laser printer that can print 600 dpi or greater.

To print a notepad, first verify that your printer can correctly print Livescribe dot paper:

1. In Page Viewer, choose Tools > Printable Notepads > Test Page (1 page).
2. Livescribe Desktop displays the Print dialog and automatically selects the first qualified printer you have in your printer list.
3. Click Print.
4. When the test page is finished printing, follow the instructions printed on the page using your Pulse™ smartpen. The instructions ask you to write some words in each of four areas and then dock your Pulse smartpen to your computer.
5. Next, in Livescribe Desktop, examine the test page after it has transferred from your Pulse smartpen. If all of your words transfer successfully, then your printer can print Livescribe dot paper and you can begin printing your own notepads.

To print a notepad:

1. Choose Tools > Printable Notepads > Print Notepad.
2. Livescribe™ Desktop will present a print dialog with an option to print the notepad or print a test page for this printer. If you have not already tested this printer, select Print Test Page and follow the printed instructions. If you have already tested your printer, select the Print Notepad button and click

Print.
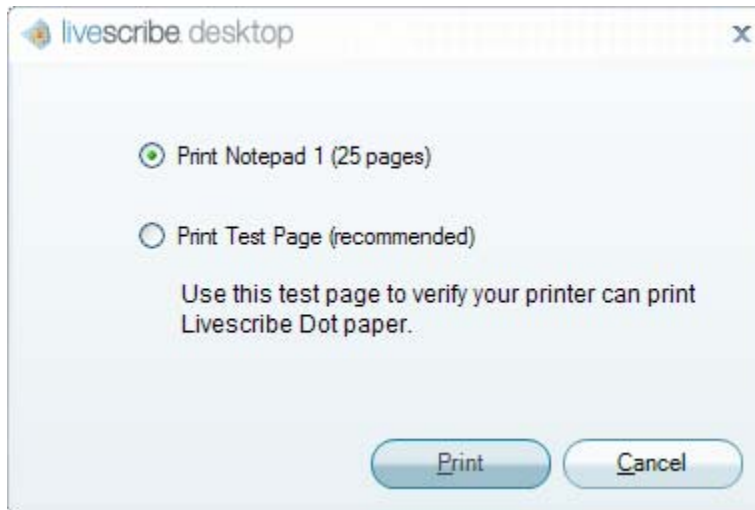
3. Livescribe™ Desktop will print a notepad that you can use just like any
    other Livescribe dot paper. When you dock your Pulse™ smartpen after
    writing on this notepad, your content will transfer just like pre-printed
    Livescribe notebooks and journals.

Three Simple Steps for Managing Paper Products

Understanding how your Pulse™ smartpen interacts with Livescribe™ dot paper can
challenging. Fortunately, you do not need to know how it all works. All you need to
do is follow *three simple steps* before using a new Livescribe dot paper notebook or
journal:

1. When purchasing Livescribe dot paper, buy notebooks or journals that have different
    numbers from the ones you are currently using. For example, if you are already using
    Lined Notebook numbered 1 through 4, you should purchase Lined Notebooks number 5
    through 8.
    Curious about Livescribe dot paper numbering? See About Paper Product Naming.
2. Before using the new paper product, tap on the Notebook Status Label. If it says you are
    already using a notebook with the same number, be sure to archive your old notebooks
    on Livescribe Desktop first.
    Want to know more? See Checking Paper Product Usage with the Notebook Status
    Label.

3. Archive your notebooks and journals after you have finished with them before using another paper product of the same kind and number. After archiving, set aside your old notebook, you still have a digital copy on the Livescribe Desktop, but you no longer can tap an play paper replay sessions on your previous notebook.

To learn how to archive, see Archiving Paper Products.

Checking Paper Product Usage with the Notebook Status Label

Each Livescribe™ dot paper product has a Notebook Status Label on its cover. Using the Notebook Status Label is the best way to tell if you are currently using a Livescribe dot paper product that has the same dot pattern.

To use the Notebook Status Label:

1. When you open a new Livescribe dot paper product, tap on its Notebook Status Label with your Pulse™ smartpen.

2. Your Pulse smartpen display will show whether you are using another Livescribe dot paper product with the same dot pattern. If you are, archive the older Livescribe dot paper product before using the new one. See Archiving Paper Products.

About Livescribe dot paper Product Naming

Livescribe identifies a Livescribe™ dot paper product by a group (such as Lined Notebook) and a number (from 1 to 8). Any two Livescribe dot paper products labeled with the same group and number have the same dot pattern.

Groups

Livescribe dot paper products belong to a group based on their printed format (lined, unlined, grid …) and form factor (notebook, journal, notepad …). Paper product groups include:

- Lined Notebooks
- Unlined Notebooks
- Lined Journals
- Unlined Journals
- Lined Notepads
- Unlined Notepads

Numbers

Livescribe identifies each notebook or journal with a number. Within a group, paper products labeled with the same number have the same dots. Paper products labeled with different numbers have different dot patterns.

Currently, numbers in a group run from 1 to 8. For example, the Lined Notebooks group contains the following notebooks:

- Lined Notebook 1
- Lined Notebook 2
- . . .
- Lined Notebook 8

Examples

As described above, if you want *to use two paper products that have the same dot pattern, you must archive the first before using the next.* For example, if you have two notebooks named Lined Notebook 1 you must archive one before using the other because they have same dot pattern. Similarly, all journals identified as Unlined Journal 3 have the same dot pattern. If you have two Unlined Journal 3 journals, then you must archive one before starting on the next.

If two paper products have different dot patterns, you can use them at the same time without archiving. For example, Lined Notebook 1 has a different dot pattern from Lined Notebook 2, so you can use them at the same time. Similarly, Lined Notebook 3 has a different dot pattern from Unlined Journal 3.

Archiving Paper Products

When you have finished using a Livescribe dot paper product, you should archive it in Livescribe™ Desktop. Archiving a Livescribe dot paper product does the following:
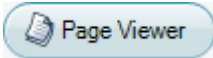
- frees up storage space on your Pulse™ smartpen
- enables you to use another Livescribe dot paper product that has the same dot pattern as the one you archived. Livescribe dot paper products with the same dot pattern have the same name. See About Livescribe dot paper Product Naming and Mapping Series Names to Group Names.
- moves your notes and audio for a Livescribe dot paper product into an Archived Notebooks folder in the Library Pane of the Navigation Window. This distinguishes Livescribe dot paper products you are currently using from those you have archived. Your notes and audio remain interactive in Livescribe Desktop, just like non-archived Livescribe dot paper products.
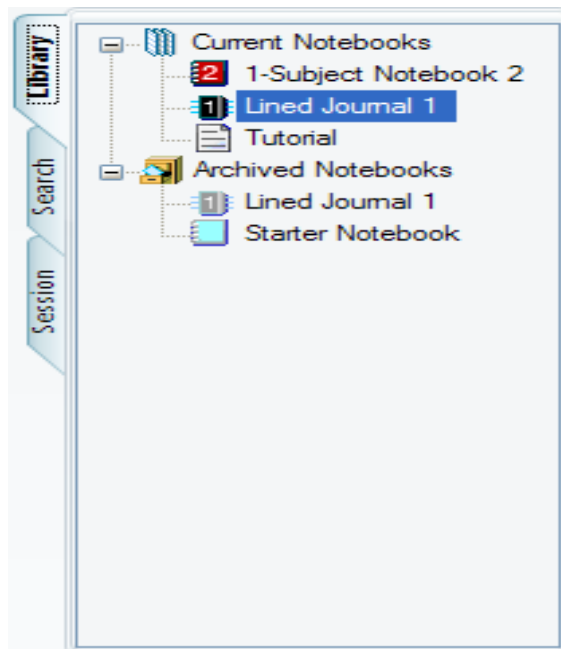
- deletes your notes (ink data) and audio from your Pulse™ smartpen. Because of this, your Pulse™ smartpen will no longer interact with the physical Livescribe™ dot paper product that you archived. That is, when you tap the notes in your archived physical notebook, they will not play back any audio.

Important: Do not archive a notebook unless you finished using the physical notebook and are ready to set it aside. Once you have archived a notebook, do not go back to its physical notebook and start writing on it again.

To archive a Livescribe dot paper product:

1. Update your Pulse smartpen software to Version 1.2 or later. Prior versions do not support this feature. To update your software, choose **Help** > **Check for Updates** in the Main menu.

2. Click the **Page Viewer** button in the Main tool bar to go to Page Viewer.

3. Click the **Library** tab of the Navigation window and click the notebook you want to archive.

4. Choose **File** > **Archive Notebook**.

5. When prompted, click **OK** to confirm the archive operation, otherwise click **Cancel**.

6. When prompted, click **Archive this notebook**, otherwise click **Cancel**.

7. Livescribe™ Desktop will confirm your notebook has been archived, and you will see the archived notebook in your **Library** tab in an **Archived Notebooks** group.

Managing Paper Products with the Same Dot Pattern

If you own two Livescribe™ dot paper products with the *same Group and Number* (such as two Lined Notebook 2 paper products), you should follow these guidelines:

1. Use only one of the Livescribe dot paper products at a time. Do not use the two paper products at the same time.

2. Before starting on the second paper product, archive the first one with Livescribe Desktop.

For example, do not use two Lined Notebook 1 paper products at the same time. Instead, use another lined notebook with a different Number, such as a Lined Notebook 2, Lined Notebook 3, and so on.

If you have used all the Numbers in the Lined Notebook group, you may wish to start a second, unused Lined Notebook 1. To do so, archive the first Lined Notebook 1. Then you can use your Pulse smartpen on the second Lined Notebook 1.

Using Packs of Paper Products

A pack contains Livescribe dot paper products of the same group. For example, you can buy a pack of Lined Notebooks. If you then buy a second pack of Lined Notebooks, check if the Numbers of the notebooks are the same as in the first pack. If so, then notebooks with the same Number will have the same dot pattern. You should proceed as follows:

1. Use all the Livescribe dot paper products in the first pack.
2. Before starting on the second pack, archive each paper product from the first pack with Livescribe™ Desktop.

Mapping Series Names to Groups and Numbers

Some Livescribe™ dot paper products use a naming convention based on Color, Name, and Series. New printings instead use Groups and Numbers for naming. If you have a notebook or journal with the Series naming convention, use the following tables to map it to the new Group/Number model.

Lined Notebooks

Color	Series	New Name
Teal	-	Starter Notebook

Dark Blue	Series 1	Notebook 1
Red	Series 1	Notebook 2
Black	Series 1	Notebook 3
Orange	Series 1	Notebook 4
Dark Blue	Series 2	Notebook 5
Red	Series 2	Notebook 6
Black	Series 2	Notebook 7
Orange	Series 2	Notebook 8

Note: With the new Group/Number model, the color or pattern on the cover of a paper product does not matter. For example, a red Series 1 notebook is the same as notebooks of any color named Notebook 2.

Lined Black Journals

Old Name	New Name
Journal A, Series 1	Lined Journal 1
Journal B, Series 1	Lined Journal 2
Journal A, Series 2	Lined Journal 3
Journal B, Series 2	Lined Journal 4

For example, a lined black Journal A Series 1 journal is the same as lined journals of any color named Lined Journal 1.

Unlined Black Journals

Old Name	New Name
Journal A, Series 1	Unlined Journal 1
Journal B, Series 1	Unlined Journal 2

For example, an unlined black Journal A Series 1 journal is the same as unlined journals of any color named Unlined Journal 1.

Unlined Red Journals

Old Name	New Name
Journal A, Series 1	Unlined Journal 3
Journal B, Series 1	Unlined Journal 4

For example, an unlined red Journal A Series 1 journal is the same as unlined journals of any color named Unlined Journal 3.

Backing Up Your My Livescribe Folder

You should back up Livescribe™ Desktop files just like other important files on your computer. Backing up your files protects you from losing important files in case your computer becomes damaged or is stolen.

You can find all files associated with Livescribe Desktop in your My Livescribe folder. This folder contains your notes and audio, as well as important information about your Pulse smartpen and Livescribe Desktop.

By default, Livescribe Desktop creates the My Livescribe folder here:

C:\Documents and Settings*your_user_name*\My Documents\My Livescribe

To back up your My Livescribe folder:

1. Exit Livescribe Desktop.
2. Locate your My Livescribe folder.
3. Copy the folder to a backup device, such as a CD, DVD, or external drive.
4. If you later need to restore your Livescribe Desktop files, contact Livescribe Customer Service for instructions.

Managing Your Pulse Smartpen

Your Pulse™ smartpen stores your notes and audio recordings, applications like Paper Replay™, and internal software and firmware. With Livescribe Desktop, you can view and manage what is installed and stored on your smartpen, including:

- view and manage applications installed on your Pulse smartpen
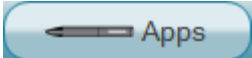- view and free up Pulse smartpen memory

Managing Applications

Using Smartpen Manager, you can manage your Pulse™ smartpen applications. With Smartpen Manager, you can:

- view all applications you own
- install software updates
- install new software

Viewing Installed Applications and Software

To view all applications you own and other software installed on your Pulse™ smartpen:

1. Click the **Smartpen Manager** button in the Main tool bar.

2. Click the **Apps View** button. You will see a list of all the applications and software you currently own.

Anatomy of an Apps View List

When you view a list of applications and software in Smartpen Manager, Livescribe™ Desktop displays them as a list of rows with named columns. The table below describes the columns of the Apps View list.
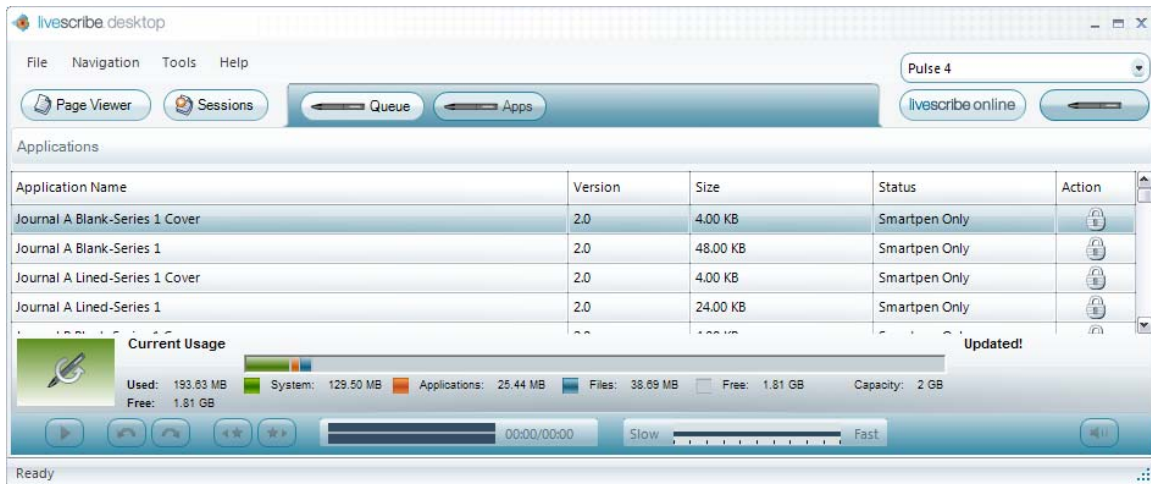
Column	Description
Application Name	The name of the application
Version	Version of the application
Size	The size of the application in MB or KB
Status	**Smartpen Only** indicates that the application is only on your Pulse™ smartpen and no backup copy is available in Livescribe™ Desktop.
	On Smartpen indicates that the application is on your Pulse smartpen and a backup copy is available in Livescribe Desktop.
	Transferring indicates Livescribe Desktop is transferring the application to your Pulse smartpen.
	Updating indicates the application is in the queue and Livescribe Desktop is ready to transfer it to your Pulse smartpen.
Action	You will be able to move purchased applications on and off your Pulse smartpen.
	indicates the application is locked and you cannot remove it from your Pulse smartpen. You cannot unlock a

locked application.

Installing Software Updates

Livescribe will periodically update Pulse™ smartpen applications (such as Paper Replay™) and underlying Pulse smartpen firmware. When you run Livescribe™ Desktop, it will automatically check livescribe.com for these updates. If you choose to download them, Livescribe Desktop will queue the updates and transfer them to your Pulse smartpen when you dock it to your computer.

Note: If you choose to postpone transferring updates to your Pulse smartpen, you can re-initiate the transfer process by undocking and re-docking your Pulse smartpen. Livescribe Desktop will prompt you to transfer the queued items.

Manually Checking for Updates

You can manually check for updates to your Pulse smartpen.

To check for updates manually:

- Choose **Help** > **Check for Updates** in the Main menu. Livescribe Desktop will check for updates. Updates can include newer versions of your applications or new internal software and firmware used by your Pulse smartpen.
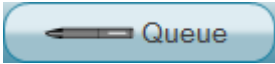
Installing New Applications and Software

Livescribe and other companies will offer new applications for your Pulse smartpen. You can purchase and download these from the Livescribe Online Store. When you purchase a new application from the Livescribe Online Store, the application will be automatically downloaded to Livescribe Desktop. After the download, the application will appear in Smartpen Manager Apps View and in Queue View. You can install these applications to your Pulse smartpen when you dock it.

Viewing Queued Applications and Software

Items in your Smartpen Manager queue will be acted on immediately when you dock your Pulse smartpen. If your Pulse smartpen is not docked but there are items in

your queue, Livescribe Desktop will act on the items the next time you dock your Pulse smartpen.

To view all pending actions in the Smartpen Manager queue:

1. Click the **Smartpen Manager** button in the Main tool bar.

2. Click the **Queue View** button. You will see a list of all the actions currently queued. The Status column will indicate the action that is to be performed with the application.

Anatomy of a Queue View List

When you view a list of queued applications in Smartpen Manager, Livescribe Desktop displays the queued applications as a list of rows with named columns. The table below describes the columns of the Queue View list.

Column	Description
Application/File Name	The name of the application or file
Version	The version of the application
Type	The type of file, such as an application or firmware
Size	The size of the application in MB or KB
Queue Status	**Version Update** indicates the application or file is queued for update or removal through Livescribe Desktop's automatic update process.
Action	indicates the application is locked and you cannot remove it from your Pulse smartpen. You cannot unlock a locked application.

Other Pulse Smartpen Commands

You can rename a Pulse™ smartpen or even remove a smartpen from Livescribe™ Desktop by using the Smartpen Manager **Tools** menu and selecting one of the

commands from the drop-down list. The following table summarizes the commands you can perform:

|	
Rename Pulse Smartpen	Rename your Pulse smartpen in Livescribe Desktop.
Remove Pulse Smartpen	Remove your Pulse™ smartpen from the Livescribe™ Desktop Library. This will make your smartpen unknown to Livescribe Desktop. Docking your smartpen again will let you add it back to Livescribe Desktop. The content associated with the removed smartpen will not be removed from Livescribe Desktop.

Managing Memory

Using the Smartpen Manager, you can view the memory status of your Pulse™ smartpen. You can use this information to see what memory is being used for and how much free memory your smartpen has.

- [view memory usage](#)
- [free memory](#)

Viewing Memory Usage

You can use the memory status bar to view the memory usage of your Pulse™ smartpen. The memory status bar is located at the bottom of the Applications and Queue Views of Smartpen Manager.
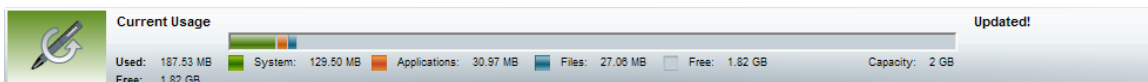
This bar shows:

- total memory capacity of the Pulse smartpen (both used and free)

- memory used by system software (shown in green)
- memory used by applications (shown in orange)
- memory used by content you created (shown in blue)
- available memory (shown in gray)

Freeing Memory

Your Pulse™ smartpen uses flash memory to your notes and audio, as well as applications and system files. Audio recordings from Paper Replay™ sessions require the most space. If you are running out of space on your Pulse™ smartpen, then can delete these sessions.

To remove a Paper Replay session from your Pulse smartpen, use one of the following methods:

- choose and remove a session in Sessions View. See Removing a Session from your Pulse Smartpen.
- archive any notebooks, journals and other paper products you are finished with. See Managing and Archiving Paper Products.
- On your Pulse™ smartpen, use the Main Menu to select the session you want to delete and remove it. See the *Pulse Smartpen User Manual* for more information.