What is The Livescribe™ pen?

A small, portable device that allows you to record audio and take accompanying notes on special paper. The notes and audio can be transferred to a computer for future reference. There are several models of the pens, we will look specifically at two different models:
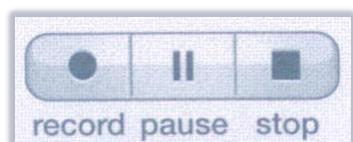
The Echo

Switch on/off

- **Press** and **release** the **Power button.**

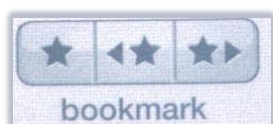## Start/Stop Recording

- To **start** recording, tap the **nib** of the Livescribe pen on the **Record button** (on the Livescribe Dot Paper notebook).
- To **stop** recording, tap the **nib** of the Livescribe™ pen on the **Stop button.**
  *Note: Pressing the **Pause** button during a session pauses recording, but does not end the session.*

Create a bookmark

- During a recording session, **tap** the **Star** (bookmark) button- this will allow you to find that part of the audio easily when reviewing your notes.

Copy data from pen to Computer

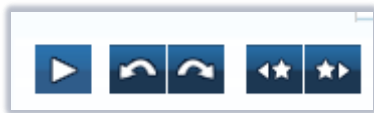- Start the **Livescribe Desktop** software

- For the **Echo** model, attach the USB cable into the top of the pen, then plug the other end of the cable into your computer.
- The data transfer will start- **do not undock the pen from your PC until it completes.**

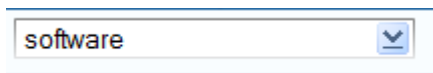## View data using Livescribe software

- Notebooks are listed at the left; pages are displayed in the centre section.
- **Double-click** a page to enlarge it for viewing.
- **Notes** associated **with audio** appears in **green**; **notes without audio** is shown in **black**

Play notes

- To start playback, **tap** the words on screen **or** select the page and click the **Play button** at the bottom of the screen

Search notes

- Type a search item into the search box at the **top-right corner** of the screen
- Click the to set search options, e.g. match whole word only.
- Press the **Enter** key on the keyboard.
- The results will display at the **left- side** of the screen.
- **Click** the **thumbnail** to display the page- the search word is **highlighted** in yellow.

Navigate audio quickly

- During playback, drag the slider control at the bottom of the screen to move through the audio - the notes on screen will appear automatically.
- If you have used bookmarks, **click** the **Next bookmark** or **Previous bookmark** buttons at the bottom of the screen.

Navigate menus on Livescribe™ Pen

- Tap the Nav Plus symbol on the Livescribe Dot Paper.
- Tap the **down** arrow to go to the **next menu.**
- Tap the **right** arrow to go to the **next set of choices within a menu**.
- Tap the **left** arrow to **go back**
- **Double-tap** the **centre** of the **Nav Plus** to return to the **Main Menu.**

Other Info

- The pen has an internal rechargeable battery, which can be recharged by docking to the PC via the USB cable. A full charge can take 2.5 hours.
- The pen can be set to switch off automatically after a period of time (find it in the Settings menu).
- You can use the pen to take notes only (without recording a session). Just start writing in a Dot Paper notebook.
- The Livescribe Desktop software can be downloaded from the Livescribe website (see link below).
- The inside cover of a Dot Paper notebook contains icons to change/ check some settings, e.g. battery status.
- To record audio without using the Dot Paper notebook, press and hold the power button on the pen until you see 'REC' appear on screen.

Further Information

- For more information, use and help, visit the Livescribe website:
    - [Download Software (Window and MAC)](#)
    - [Livescribe Help](#)