Livescribe – Quick Tips

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 Pulse

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.
• For the Pulse model, attach the USB cable to the cradle, place the pen in its cradle then plug the other end of the USB 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, user guides, hints and tips, visit the Livescribe website:
  - Download Software (Window and MAC)
  - Livescribe User Guide
  - SmartPen Tips and Tricks