- Introduction to the SmartPen
  - https://www.youtube.com/watch?v=Lg5QQHlepF0
- Step-by-Step How To
  - https://www.youtube.com/watch?v=DpkfV70wiO8
- Setting Up SmartPen
  - Install livescribe on your desktop
    - https://www.livescribe.com/install/
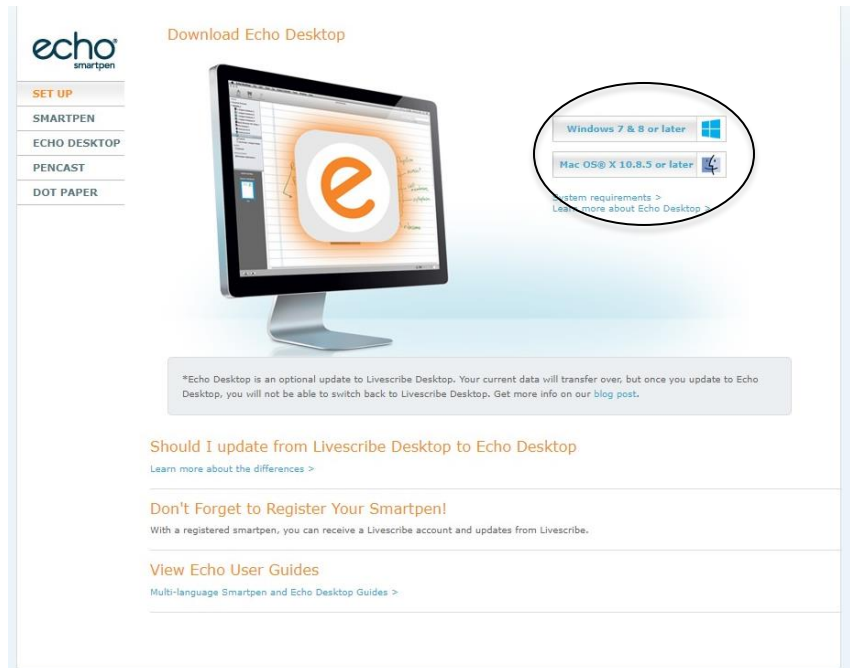
  - Choose either Windows or Mac, depending on your computer

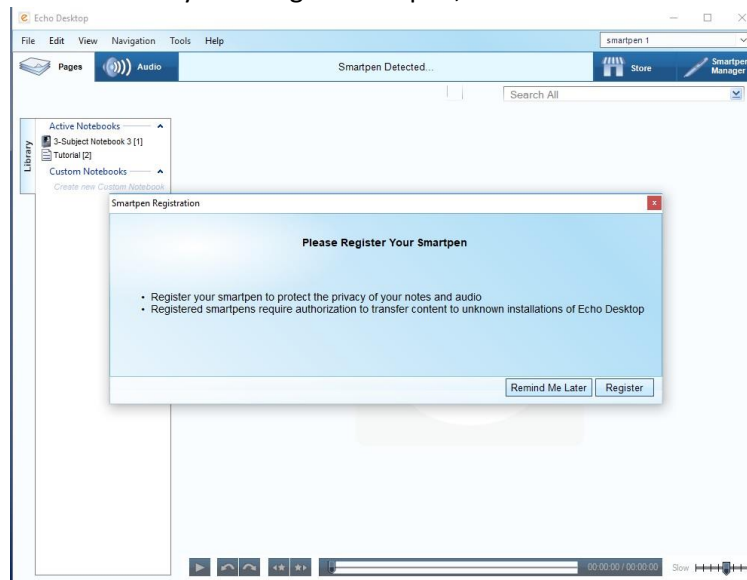 - **Agree** to the terms and **select** next.
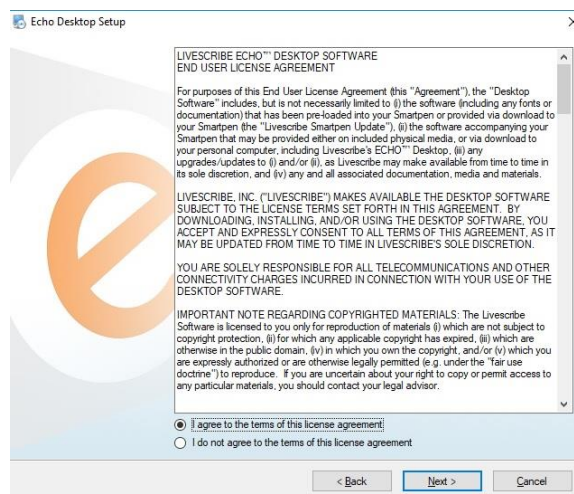
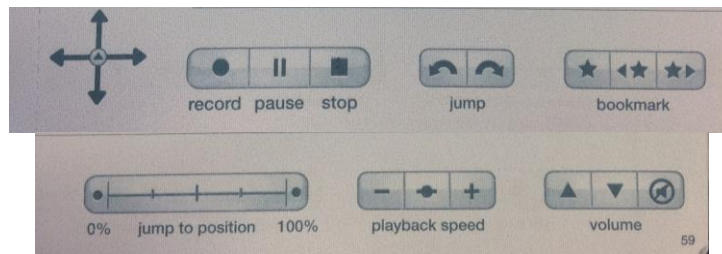o **Save** the download to your desktop or folder of your choice.
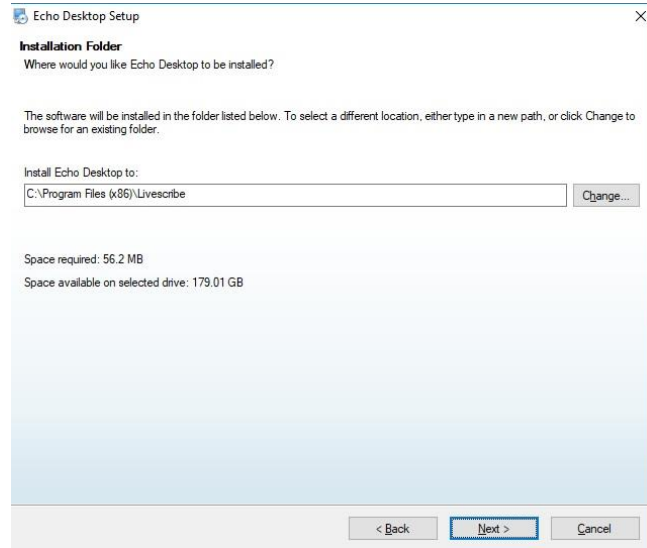
o Plug in the SmartPen to your computer to download the latest software
  o When it asks you to register the pen, click "remind me later"

o SetUp on inside of the notebook
  ▪ Tap English
 ▪ Right or Left Handed
  ▪ Date and Time
● Audio Controls

o Buttons on the bottom of your Smart Pen Notebook help you control the recording of your notes
  o

- ▪ Record, Pause and Stop
- ▪ Jump buttons
  - ● Move to next spot in your notes
- ▪ Bookmark
  - ● During the actual lecture or during playback, tap the STAR button to leave a bookmark.
  - ● You can jump from bookmark to bookmark when reviewing to only cover important stuff
- ▪ Use the Jump to position bar to scroll through your notes
  - ● For example: if you remember there was something important towards the middle, you can tap near the middle to begin listening to the recording at that spot
- ▪ Playback speed and volume
  - ● Adjust the speed of playback and the volume levels
- ● Main Menu/Other Functions
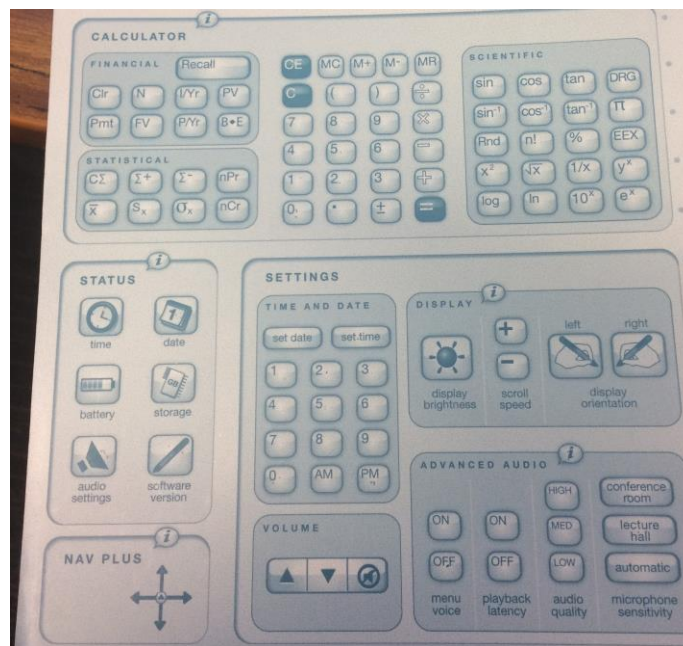
  - o Nav Plus Arrows
    - ▪ This functions as the "Main Menu" for your SmartPen
    - ▪ Tap the middle of the arrows to open the menu
      - ● From here you can adjust settings, start an audio recording without linking to notes, set up shortcuts, use the piano, etc.
  - o Other functions
    - ▪ Calculator
      - ● Inside cover of the notebook
    - ▪ Basic Settings
      - ● Date, time, hand dominance, display, volume
    - ▪ Status
      - ● Check the battery level, storage level, software, audio settings etc.
- ● Paper Replay
  - o Paper replay allows you to record lectures while also taking notes
  - o To start a recording, tap the record button and begin taking your notes
    - ▪ The notes are automatically synced with what is being recorded
    - ▪ When you go back to review your notes, you can tap on a specific place to begin playback of the recorded lecture

- ▪ Let's practice!
- ● LiveScribe Desktop
  - o LiveScribe Desktop allows you to manage all your notes and recordings on your computer.
    - ▪ Save, search and playback notes and recordings
    - ▪ Search your handwritten notes for keywords
    - ▪ Organize and manage your notes
      - ● You can create custom notebooks to organize your notes by class
      - ● File ❼ Custom Notebooks ❼ Create ❼ Name the notebook
      - ● Drag and drop notes to the notebook you just created
    - ▪ You also use the desktop app to remove recordings from your SmartPen
      - ● Because it only holds 2 GB of space, it is not likely that you will be able to keep all your notes stored directly on the pen, but can store and review them using the desktop app
      - ● When you plug the SmartPen into the computer, it automatically downloads all the notes and recordings to the desktop program
      - ● They will stay on the Pen until you delete it to free up some space. To delete recordings from the Pen ONLY
      - ● Click on the recording to highlight it blue ❼ right click to open a menu ❼ Remove from SmartPen
      - ● The recording will still be on your computer for you to review, do not remove from library
  - o Archiving Notebooks
    - ▪ When you are done with a notebook, can you can archive it using LiveScribe Desktop which will erase all the memory from the SmartPen
    - ▪ This means you would not be able to playback notes from your SmartPen but they would still be available in your Desktop App
      - ● This would be useful to do when you come to a good stopping point in the class
        - o Ie: After a test you could archive all the notes pertaining to that subject and then start again for the next test
      - ● To archive:
        - o Right click the notebook that you wish to archive
        - o Select "archive notebook" and click "yes" you wish to continue
- ● Questions
  - o If you have any questions about your SmartPen or if you are having problems, please contact your Disability Specialist so that they can help you troubleshoot or go over the training session again!