# livescribe.

# Livescribe+
# User Guide

ANDROID EDITION

# livescribe.

# CONTENTS

# GETTING STARTED

Your Livescribe 3 smartpen works with Android and iOS devices. You can use the same smartpen interchangeably with both types of devices. This User Guide is provided to help you get the most out of using your Livescribe 3 smartpen and the Livescribe+ companion app for Android devices. To learn more about using the Livescribe+ companion app for iOS devices, see the Livescribe+ for iOS User Guide.

## SETTING UP LIVESCRIBE+

To use the Livescribe+ app, you need an Android device that runs Android™ KitKat version 4.4.2 or higher and that supports Bluetooth® Low Energy (Bluetooth Smart Ready).

1. Download both the **Livescribe+** and **Livescribe Link** apps from the Google Play™ Store. Both apps are free.

> **Note:** The Livescribe Link app manages the connection between your smartpen and your device. You do not need to launch Livescribe Link, but this app needs to be installed on your device for Livescribe+ to communicate with your smartpen.

2. If you want to use your smartpen to write in a language other than English, follow these steps to set your transcription language:

   a. On your Android device, tap ✚ to open Livescribe+.

   b. Tap ☰ to open the Livescribe+ menu.

   c. Tap **Settings**.

   d. Tap **App Preferences**.

   e. Tap the language in which you want to write.

   f. Tap **Back** twice.

## CONNECTING YOUR SMARTPEN AND DEVICE

To transfer your handwriting to Livescribe+, you need to connect your Livescribe 3 smartpen to an Android device that supports Bluetooth Low Energy.

> **Note:** If your Android device does not have Bluetooth Low Energy support, you can still use Livescribe+ to open and review Livescribe pencasts that are sent and shared with you by other Livescribe users.

## PAIRING FOR THE FIRST TIME

The first time you use your smartpen, you need to pair it with your Android device.
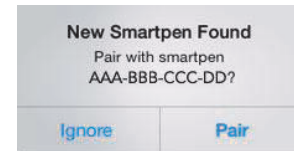
1. On your Android device, make sure Bluetooth is on. If not, tap **Apps**, tap **Settings**, tap **Bluetooth**, and switch **Bluetooth** to **On**.

2. With your smartpen tip pointing down, turn on your smartpen by twisting the middle ring clockwise; the LED blinks green to indicate it's in pairing mode.

> **Tip:**   If the LED is not blinking green, tap the **Device Pairing** icon in the front of your paper notebook to put the smartpen in pairing mode.

3. On your device, tap **Apps**, and tap to open **Livescribe+**— your device automatically detects your smartpen.

4. Tap **Pair** when prompted.

After the smartpen connects, the LED on your smartpen turns blue and the icon appears in the App Bar of the Livescribe+ app. You do not need to pair with this device again.

> **Note:**   If you use your smartpen with an additional Android or iOS device, repeat the pairing process the first time you use each new device.

## RECONNECTING YOUR SMARTPEN TO YOUR DEVICE

Once you pair your smartpen to a device, they connect automatically in most situations. If your smartpen doesn't reconnect automatically, do one of the following:

• Tap to open the Livescribe+ menu, and under **Settings**, tap **Connect to Smartpen**.

• Tap and tap **Connect to Smartpen**.

The LED on your smartpen turns blue and the smartpen icon appears in the App Bar of the Livescribe+ app.

## CHECKING YOUR SMARTPEN LED

Your smartpen LED communicates the status of your smartpen.

**Table 1: LED Status**

| Light | Communicates |
|---|---|
| **Blinking green** | Pairing mode—waiting for initial Bluetooth connection with a device.<br><br>The smartpen must be in this state to pair to a new device. |
| **Solid green** | Paired with at least one device, but not currently connected to any device.<br><br>Livescribe+ may not be open, the app may need to scan for smartpens, or the device may be out of range. |
| **Solid blue** | Powered On/Bluetooth connected to mobile device. |
| **Blink yellow 3 times** | Approximately 15% of battery life remaining. |
| **Blinking yellow\*** | Firmware update is in process. The smartpen will not save notes in this state. |
| **Solid red** | Audio recording in process on mobile device. |
| **LED off\*** | Smartpen is off. The smartpen automatically turns off after four hours of inactivity. Your battery may need to be recharged. |

\* The Livescribe 3 smartpen will **not** save notes in this state.

> **Tip:** Your Livescribe 3 smartpen captures your notes even when you are not connected to your device. The next time your smartpen and device are connected, your smartpen transfers your notes to your device.

## CHECKING YOUR SMARTPEN BATTERY LEVEL

When your smartpen is connected to your device, the smartpen icon in the App Bar changes color to indicate the smartpen's current battery level:

-  = Battery level is 51% or more

-  = Battery level is 50% or less

-  = Battery level is 15% or less; recharge immediately

> **Tip:** You can also view the current battery level as a percentage by tapping the smartpen icon to open the Smartpen Info panel.

## MANAGING MULTIPLE SMARTPENS AND DEVICES

You can pair up to four compatible devices with your Livescribe 3 smartpen, making it easy to switch between your smartpen and your selected devices. Keep in mind that you can have only one active device connection at a time.

### PAIRING MULTIPLE DEVICES OR SMARTPENS

To pair your smartpen to more than one device:

1. Open **Livescribe+** on the device you want to pair with.
2. Turn on your smartpen.
3. Put your smartpen into pairing mode by tapping the **Device Pairing** icon on the inside front cover of your notebook. The LED blinks green to indicate it's in pairing mode.

Device Pairing

4. Do one of the following:
   - Tap ☰ to open the Livescribe+ menu, and under **Settings**, tap **Connect to Smartpen**.
   - Tap ⋮ and tap **Connect to Smartpen**.
5. When Livescribe+ finds your smartpen and asks if you want to pair to it, tap **Pair**.

> **Tip:** If the app does not respond when you tap **Connect to Smartpen**, make sure your device's Bluetooth® is turned on.

Once you pair your smartpen to your new device, all of the ink strokes on your smartpen transfer to your newly-paired device.

### CONNECTING TO A DIFFERENT DEVICE

If you have more than one paired device, your smartpen automatically connects to the first device it finds that is running Livescribe+.

To connect to a different device:

1. Quit **Livescribe+** on the connected device.
2. Open **Livescribe+** on the device to which you want to connect.

## CONNECTING TO A DIFFERENT SMARTPEN

If you paired more than one smartpen with your device, your device connects with the first paired smartpen that your device detects. Your device can connect to only one smartpen at a time.

To connect to a different smartpen:

**1.** Turn off the smartpen to which your device is currently connected.

**2.** Turn on the paired smartpen to which you want to connect.

> **Tip:**   To keep track of multiple smartpens, give each smartpen a unique name. With your smartpen connected to Livescribe+, tap the **smartpen** icon to open the Smartpen Info panel, tap **Name** and enter a new name.

# USING THE LIVESCRIBE+ MENU

The Livescribe+ menu (also called the Navigation Drawer) is the quickest way to access your content in a variety of views.

## ACCESSING THE LIVESCRIBE+ MENU

To access the menu, do one of the following:

- Tap ☰.
- Swipe from the left edge of the screen.

## USING VIEWS

Livescribe+ offers several options for you to display, sort, organize, access, and work with your content. These options are located on the Livescribe+ menu and are called *views*. Table 2 provides an overview of each view.

**Table 2: Views**

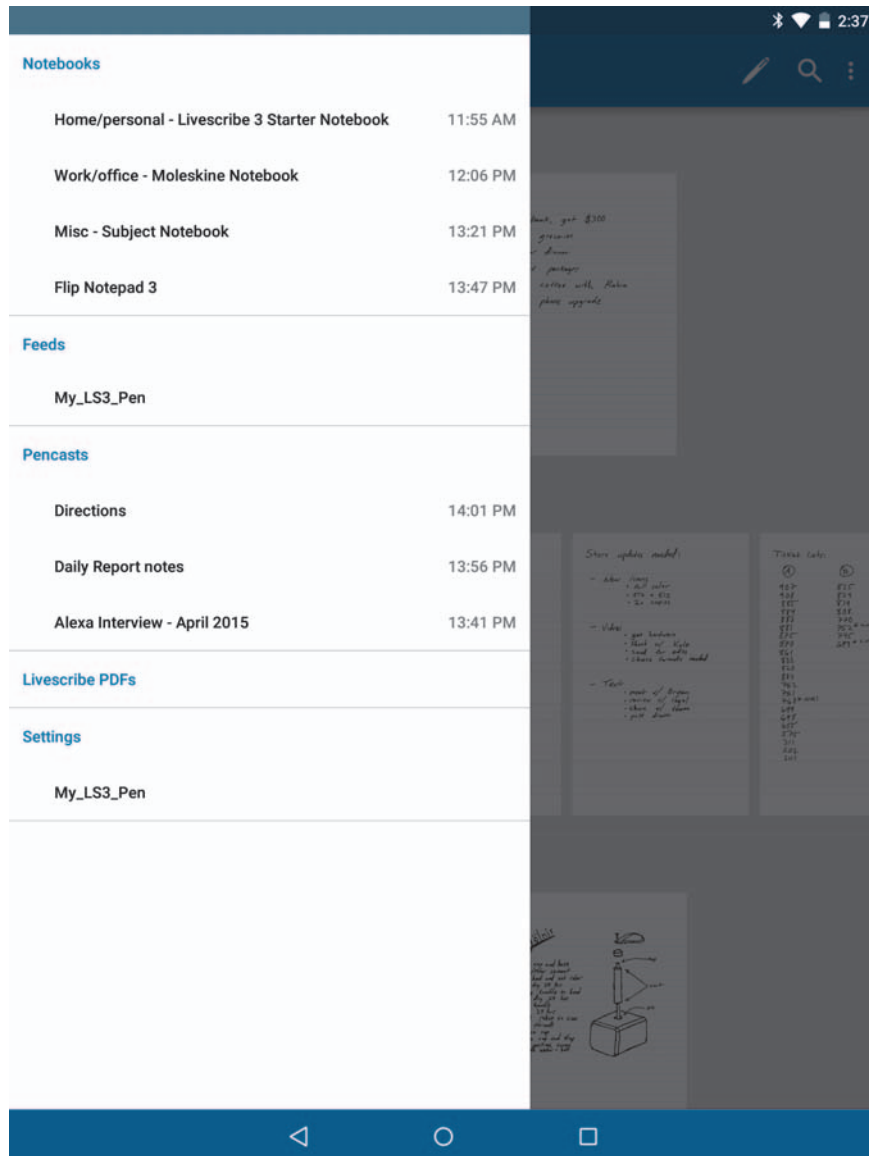| Menu Item | Description |
|---|---|
| **Notebooks** | Displays a digital representation of your notebooks and your notes and drawings on the individual pages.<br><br>Under the Notebooks heading in the menu, you see a list of your five most recently used notebooks, with the most recently used notebook at the top of the list.<br><br>To learn more about notebooks, see Working With Notebooks. |
| **Feeds** | Displays your notes in small segments called *snippets*. The snippets are organized chronologically with your most recent content at the bottom of the view. In Feeds view, you can interact with your snippets and send them to other apps, such as Contacts.<br><br>If you have more than one smartpen paired with your device, each smartpen has its own feed.<br><br>To learn more about feeds, see Working With Feeds. |
| **Pencasts** | Displays a grid view of all of your *pencasts*. Pencasts are interactive notes that combine your audio recordings with anything you wrote while you were recording it.<br><br>To learn more about pencasts, see Working With Pencasts. |
| **Livescribe PDFs** | Displays pencasts that were shared with you and you chose to open in Livescribe+. Pencasts are shared using files called Livescribe PDFs. For example, if a colleague shares a pencast with you via email and you choose to open the pencast in Livescribe+, that pencast appears under the Livescribe PDFs heading. You can use the Livescribe PDF view to view, play, and share your Livescribe PDF files.<br><br>To learn more about Livescribe PDFs, see Working With Livescribe PDFs. |

## USING SETTINGS

Settings enable you to set your Livescribe+ and Livescribe 3 preferences.

### SETTING APP PREFERENCES

Use these settings to choose preferences that are specific to Livescribe+:

**Table 3: App Preferences**

| Preference | Description |
|---|---|
| **Transcription Language** | Sets the language for transcribing handwritten notes to editable text. English is the default language. To choose a different language, tap the current language setting, tap the language you want to use, and wait for the language to download. |
| **Audio Recording Quality** | Sets the resolution for audio recordings. Higher recording quality corresponds to larger pencast file sizes. The default setting is Medium quality. A one-hour pencast at Medium quality uses approximately 15 MB; file sizes do vary based on the audio content. |

### ACCESSING LIVESCRIBE SUPPORT

Livescribe+ offers several ways for you to find additional information:

- Tap **Livescribe Support** to access the Livescribe website where you can find answers to common questions, useful tips and tricks, and in-depth Knowledge Base articles.

- Tap **Customer Support Chat** and enter your name, your email address, and your question. Next, tap **Start the chat** to begin chatting with the Livescribe Customer Support team.

> **Note:** The Customer Support Chat team is available 24 hours a day Monday – Friday Pacific time.

- Tap **Show Tutorial** to access the Livescribe+ tutorial.

- Tap **Partners** to access the Livescribe website and learn about Livescribe Partners that support integrating your handwritten notes in their applications.

### USING THE SMARTPEN INFO PANEL

When your smartpen is turned on and connected to Livescribe+, you can access the Smartpen Info panel by doing one of the following:

- Tap **Settings** on the Livescribe+ menu and then tap your smartpen name.

- Tap ✎ in the App Bar.

The Smartpen Info panel displays the following details about your smartpen:

**Table 4: Smartpen Info Panel**

| Detail | Description |
| --- | --- |
| **Forget this Device** | Removes the link between your smartpen and your device. Livescribe+ still stores the content that you created with that smartpen. Here are some examples of when you would use this option:<br><br>• You purchased a new device and want to discontinue using your old device.<br>• You paired your smartpen with four devices and need to unpair with one device so that you can add another device.<br>• You transferred ownership of your device to someone else. |
| **Name** | Displays the current name of your smartpen. To rename your smartpen, tap **Name** and enter an easily recognizable name. |
| **Serial Number** | Displays your smartpen's unique serial number. |
| **Smartpen Edition** | Displays model information for your smartpen. |
| **Battery** | Displays your smartpen's remaining battery power as a percentage. |
| **Firmware Version** | Displays the firmware version that is installed on your smartpen. |
| **Check for Updates** | Checks Livescribe servers for available firmware updates. The Firmware Update panel shows the firmware version that is downloaded to your device and the firmware version that is installed on your smartpen. If an update is available, follow the steps to download and install the firmware to your smartpen.<br><br>**Tip:** If your device goes to sleep while downloading your firmware, you'll need to start over. To avoid this interruption, turn off sleep temporarily until the firmware update is complete. |
| **Hand Orientation** | Adjusts handwriting interpretation for left-handed or right-handed note takers. |
| **Sound** | Enables you to mute and unmute your smartpen's sound. |
| **Paired Devices** | Lists the devices with which your smartpen is paired. |
| **Find My Pen** | Helps you locate your smartpen when your smartpen is on by making it chirp and flash its LED. |
| **Livescribe Support** | Provides a direct link to the Livescribe website where you can find answers to common questions, useful tips and tricks, and in-depth Knowledge Base articles. |

## USING SEARCH

Search enables you to find a word or phrase in your Livescribe+ content. Livescribe+ searches through all of your content, including your active and archived handwritten and typed text.

1. Tap 🔍 in the App Bar.

2. Type the word or phrase you want to find. Livescribe+ displays all the snippets that include your search word or phrase.

3. Tap the snippet you want.

4. Tap the view in which you want to display your content: **Page**, **Feed**, or **Pencast**.

# WORKING WITH NOTEBOOKS

You can use Livescribe+ to view and manage any Livescribe notebook that you've written in with your Livescribe 3 smartpen.

## VIEWING YOUR NOTEBOOKS

The Livescribe+ menu lists your five most recently used notebooks. To view and navigate through your notebooks, do any of the following:

- To view thumbnails of all your notebooks, tap the **Notebooks** heading on the Livescribe+ menu.

- To view thumbnails of a specific notebook, tap the thumbnail of the notebook's cover, or tap the notebook's name on the Livescribe+ menu.

- To open a notebook to a specific page, swipe the thumbnails left or right to find the page you want to view, and then tap the thumbnail of that page. You can do this while viewing thumbnails of all your notebooks or a specific notebook.

- To move between the pages of an open notebook, swipe up and down.

- To zoom from Pages view to thumbnails of that notebook, pinch the current notebook page.



- To display another view of the notes on an open page, tap the view you want to see at the top of the content area: **Feed** or **Pencast**.
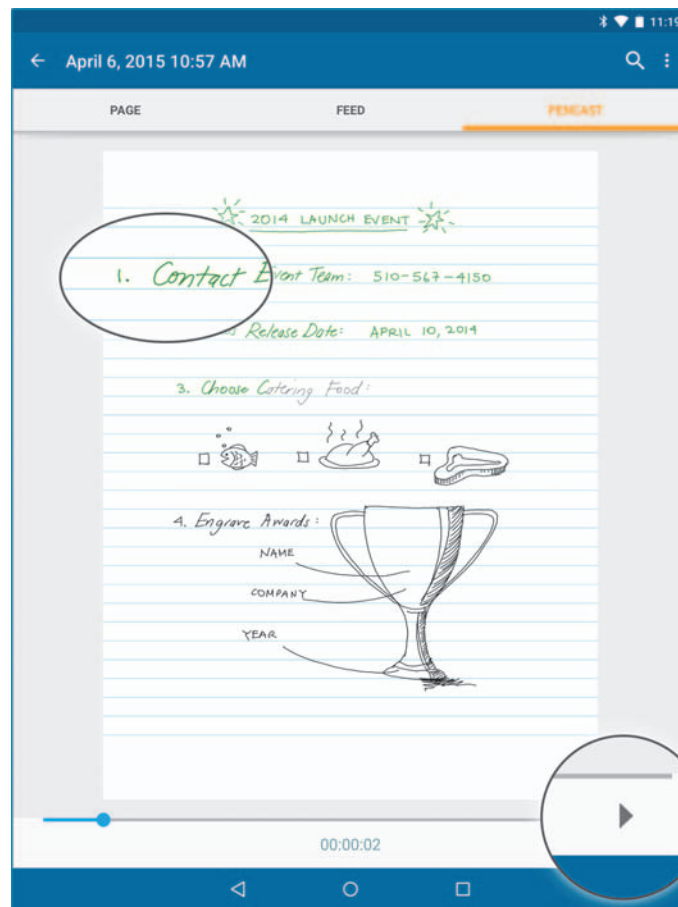
> **Note:** The page must contain at least one pencast for the Pencast tab to be enabled.

## PLAYING PENCASTS

Notes that you write while audio is recording appear as green ink strokes on your pages, and you can play these recordings while in Pencasts view.

**1.** Tap the page that contains the green strokes.

**2.** Tap the green ink strokes to go to Pencasts view.

**3.** Tap ▶ at the bottom of the screen.

> **Tip:** To jump to a specific segment in your recording, tap the green ink stroke associated with that segment.

## MANAGING YOUR NOTEBOOKS

The Notebook menu helps you manage your notebooks.

1. Open the Notebook menu by touching and holding the cover of the notebook you want to manage.
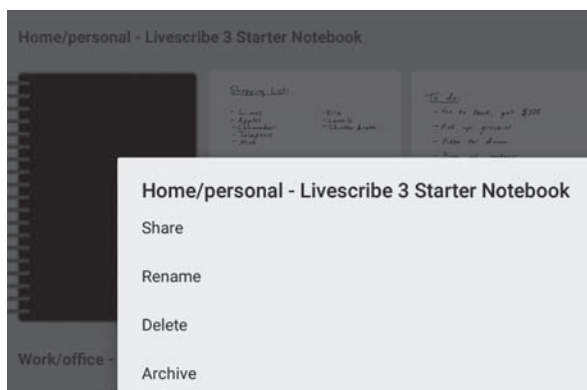
2. Tap one of these options:

**Table 5: Notebook Menu**

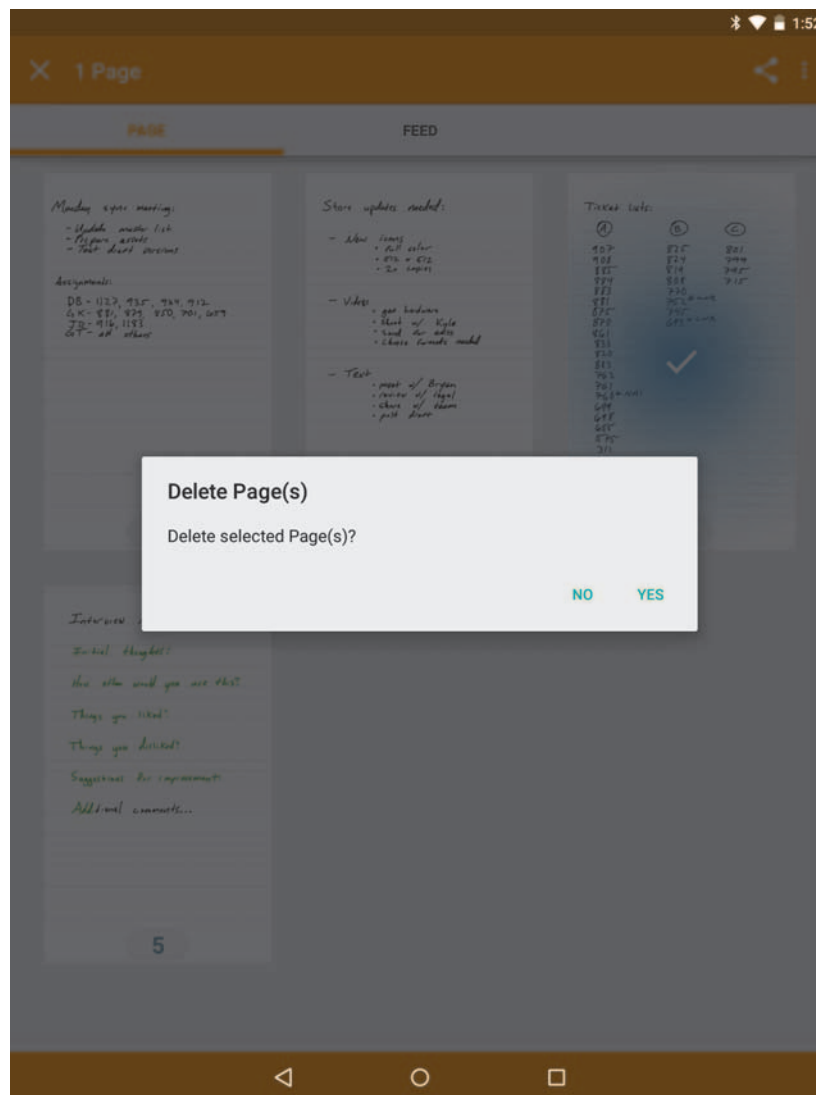| Option | Description |
|--------|-------------|
| **Share** | Opens the Share (notebook) panel where you can choose to Send the entire notebook to another app, excluding any audio content. To share content that includes audio, you must share it from Pencasts view; see Working With Pencasts.<br><br>To learn more about these Share options, see Sharing Notes. To learn how to share selected pages, see Sharing Pages From Your Notebooks. |
| **Rename** | Enables you to change the name of your notebook. The new name appears in Share destinations and throughout Livescribe+. |
| **Archive** | Enables you to use a new notebook that is exactly the same kind of notebook as an existing notebook. Archiving a notebook does not change the way you view or access that notebook in Livescribe+. An archived notebook behaves the same as an active notebook, but an archive icon appears on the notebook's cover and you cannot add new pen strokes.<br><br>To learn more about archiving, see Archiving. |
| **Delete** | Enables you to permanently remove the notebook from Livescribe+. Be sure you want to remove the entire notebook; **you cannot undo a deletion**. Deleting in Livescribe+ does not, however, delete the notebook from your smartpen or Share destinations where you sent this content. |

## DELETING PAGES FROM YOUR NOTEBOOKS

In addition to deleting an entire notebook, you can select one or more pages in a notebook and delete those pages.

> **Note:** You cannot undo a deletion.

1. From the notebook view, touch and hold to enter multi-select mode. The App Bar turns orange.

2. Tap the page(s) you want to delete. A check appears on the selected page(s) and the number of selected pages appears in the App Bar.

3. Tap ⋮ and then tap **Delete**.

4. Tap **Delete** to confirm deletion of the selected pages.

5. Tap ✕ in the App Bar or tap your device's Back button to exit multi-select mode.
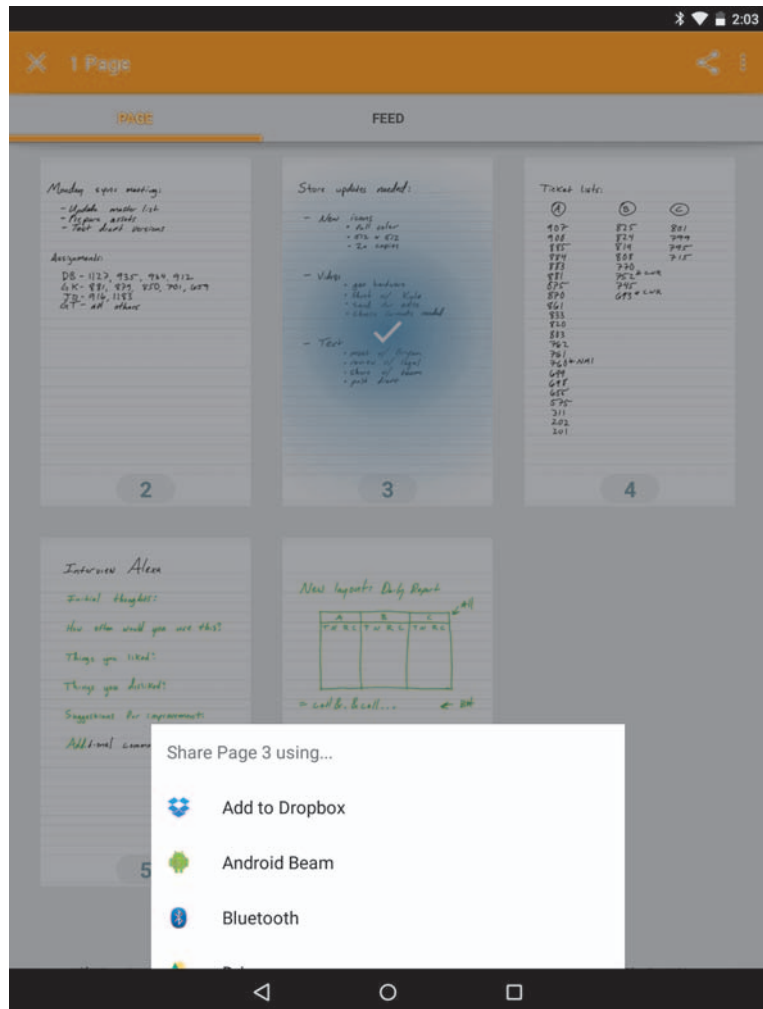
## SHARING PAGES FROM YOUR NOTEBOOKS

In addition to sharing an entire notebook, you can select one or more pages in a notebook and then share those pages.

> **Note:**   When you share content from Pages view, the audio is NOT included with your other content. To include audio when you share a selected page, share the pages from Pencasts view. For details see Renaming a Pencast.

1. From the notebook view, touch and hold **to enter multi-select mode**. The App Bar turns orange and the icon appears.

2. Tap the page(s) you want to share. A check appears on the selected page(s) and the number of selected pages appears in the App Bar.

3. Tap .

4. Tap the option you want to use to share the selected pages. To learn more about these Share options, see Sharing Notes.

5. Tap in the App Bar or tap your device's Back button to exit multi-select mode.

# WORKING WITH FEEDS

In Feeds view, your notes are automatically divided into snippets based on the formatting, spacing, and chronology of your handwritten notes. You can act on and send these snippets to other apps.

## VIEWING YOUR FEEDS

To view a feed, tap your smartpen's name under the **Feeds** heading on the Livescribe+ menu.

> **Tip:** If you own more than one Livescribe 3 smartpen, you have a separate feed for each of your smartpens.

## WORKING WITH SNIPPETS

After you open a feed, you can act on a single snippet or a group of snippets. To select a single snippet, just tap it. To select a group of snippets:

1. Touch and hold a snippet to enter multi-select mode. The App Bar turns orange.

2. Tap the snippets you want to include in the group. A check appears on the selected snippets and the number of selected snippets appears in the App Bar.

3. Perform any of the actions described in Table 6 on the selected snippets.
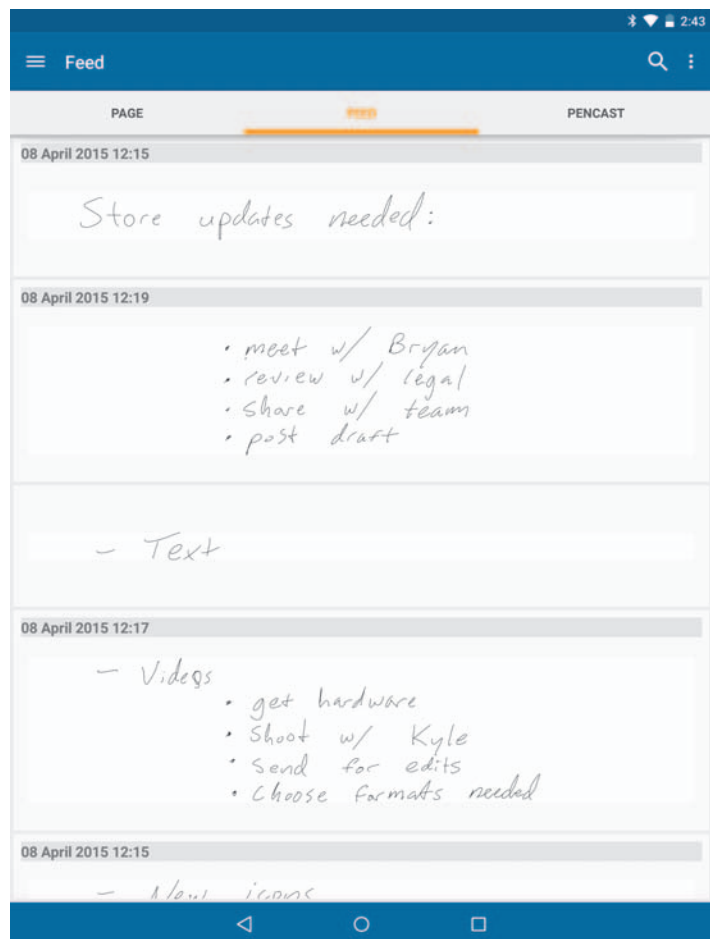
**Table 6: Snippet Actions**

| Action | Description |
|---|---|
| **Transcribe** | Swipe the selected snippets left or right to transcribe your handwritten notes into typed text. If needed, you can edit the transcription later.<br><br>After your snippets are transcribed correctly, your device can determine whether they contain dates, phone numbers, URLs, and addresses so you can easily take action on your written notes. |
| **Display** | To display the selected snippets in another context, tap the name of the view at the top of the content area: **Page** or **Pencast**. |
| **Delete** | Tap ⋮ and then tap **Delete.** Deleting removes the selected snippets from all your Livescribe+ views. **You cannot undo a deletion**. |
| **Edit** | Double-tap to enter **Edit mode.** You can now use the onscreen keyboard to edit your transcribed text. You can edit only one snippet at a time. |
| **Share** | Tap ◁ in the App Bar to open the Share (snippets) panel where you can choose to Send the selected snippets to other apps, excluding any audio content. To share content that includes audio, you must share it from Pencasts view; see Working With Pencasts.<br><br>To learn more about these Share options, see Sharing Notes. |

## DELETING SNIPPETS

You can select one or more snippets to delete.

> **Note:** You cannot undo a deletion.

1. Select the snippet(s) you want to delete.

2. Tap ⋮ , and then tap **Delete**.

3. Tap **Delete** to confirm deletion of the selected snippet(s).

# WORKING WITH PENCASTS

Pencasts are interactive notes that combine your handwritten notes with audio you record while you write with your smartpen. When you record a pencast, each stroke you write with your smartpen is linked to the audio you are recording at that moment. All the pages you write during a recording are included in a single integrated pencast.
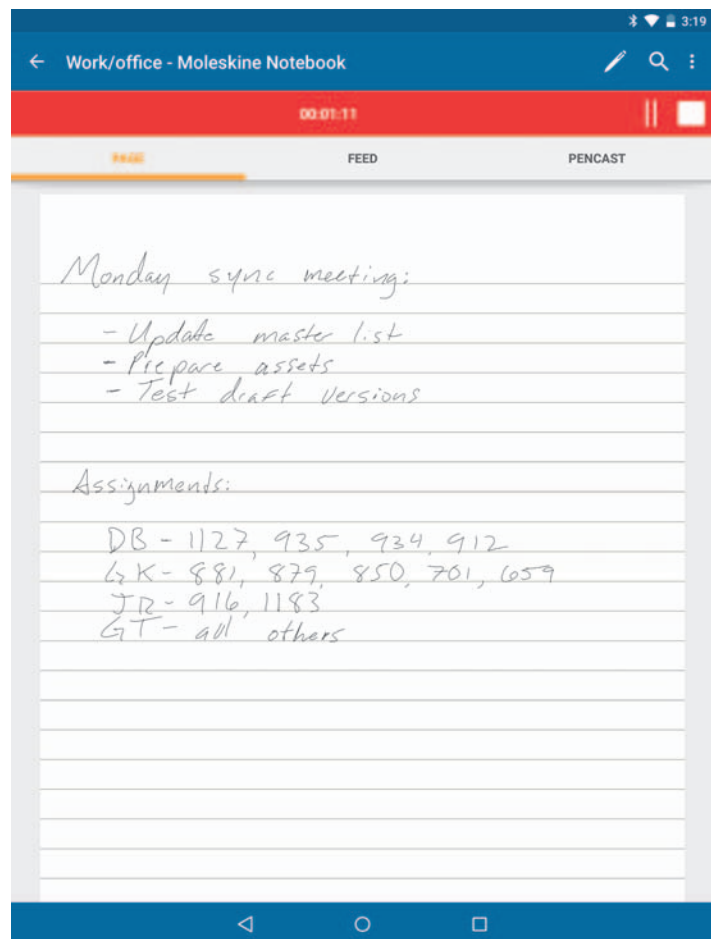
## CREATING PENCASTS

Your pencast audio recordings are captured and stored *on your device*—not on your smartpen—so you need both your smartpen and your device to record a pencast.

### STARTING A RECORDING

To start an audio recording, do one of the following:

record    pause    stop

- Tap , and select **Record Pencast**. This option is available in most views.

- Make sure your smartpen is on and connected to the device where you want to record the pencast, and then use your smartpen to tap the icon at the bottom of your paper notebook.

The audio recording bar appears at the top of your content area and the LED on your smartpen changes from blue to red. The recording is already in progress on your device. Anything you write is automatically linked with the audio that is recording as you write it.

## PAUSING AND RESUMING A RECORDING

Anything you write while a recording is paused is still part of your pencast, but it appears in black ink and is not linked with your audio recording. Once you resume recording, anything you write and record is part of your original pencast.

To pause an audio recording, do one of the following:

- Tap ❚❚ on the audio recording bar at the top of your Livescribe+ content area.

- Use your smartpen to tap the ❚❚ icon at the bottom of your paper notebook.

> **Tip:** You can tell that the recording is paused because the LED on your smartpen changes from red to blue and the duration indicator on the control bar begins to flash.

To resume a recording that you paused, do one of the following:

- Tap ❚❚ on the audio recording bar at the top of your Livescribe+ content area.

- Use your smartpen to tap the ❚❚ or ● icon at the bottom of your paper notebook.

> **Note:** If a pencast recording is interrupted by a phone call or another app that uses the microphone, the recording is preserved. If you answer the call, your recording is automatically paused. To resume recording after you end the call, bring the app to the foreground and resume recording as described above. If your device goes to sleep when you are recording a pencast, the recording continues.

## STOPPING A RECORDING

To stop an audio recording, do one of the following—regardless of how you started the recording:

- Tap ▢ on the audio recording bar at the top of Livescribe+ content area.

- Use your smartpen to tap the ▪ icon at the bottom of your paper notebook.
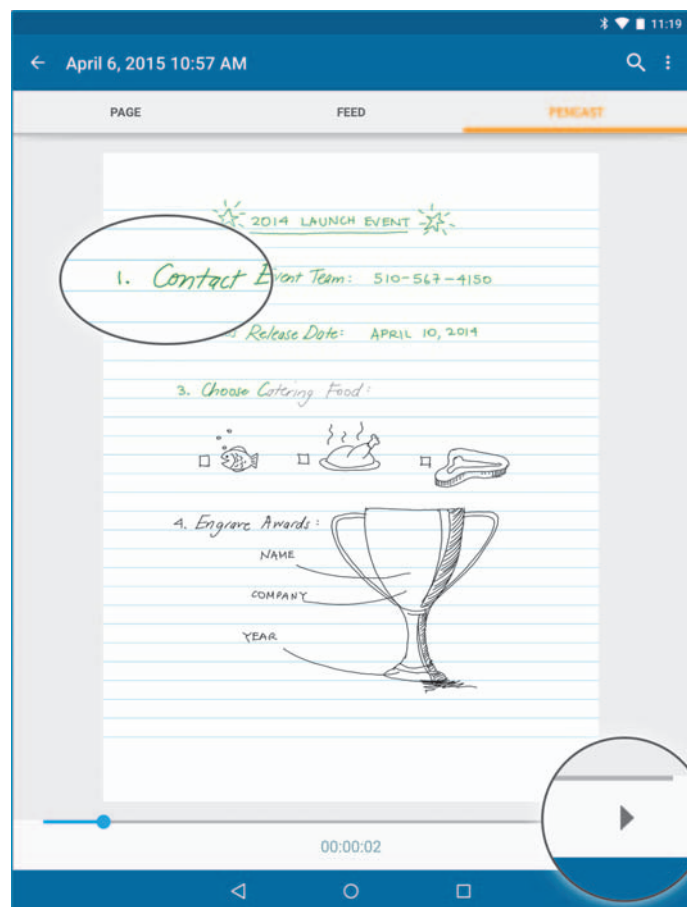
## ACCESSING YOUR PENCASTS

The Livescribe+ menu lists your five most recently recorded pencasts, and there are several convenient ways to access all of your pencasts from Livescribe+ and from your paper notebook. To access your pencasts, do any of the following:

- To view thumbnails of all your pencasts, tap the **Pencasts** heading on the Livescribe+ menu.

- To view a specific pencast, tap the pencast's thumbnail, or tap the pencast's name under the **Pencasts** heading on the Livescribe+ menu.

- To access a pencast from Pages view, tap a green ink stroke or tap **Pencasts** at the top of the content area.

- To access a pencast from Feeds view, tap a snippet that contains green ink, and then tap **Pencast** at the top of the content area.

## PLAYING YOUR PENCASTS

When you view a pencast in Livescribe+, the ink strokes you made while recording the audio appear as green ink. Anything you wrote without recording audio appear as black ink in Livescribe+, including any strokes you wrote while audio recording was paused.

1. Open the pencast in Pencasts view using one of the methods described in Accessing Your Pencasts.

2. Tap a green ink stroke to hear the audio that was recorded at the instant you made that note.

3. To navigate through your pencast, do any of the following:

    - To jump to another segment of the pencast, tap the green ink stroke associated with that segment.

    - To pause playback, tap ❚❚ .

    - To scroll through the audio, use the playback control at the bottom of the screen.

    - To move between the pages of a multi-page pencast, swipe left and right.

## SHARING PENCASTS

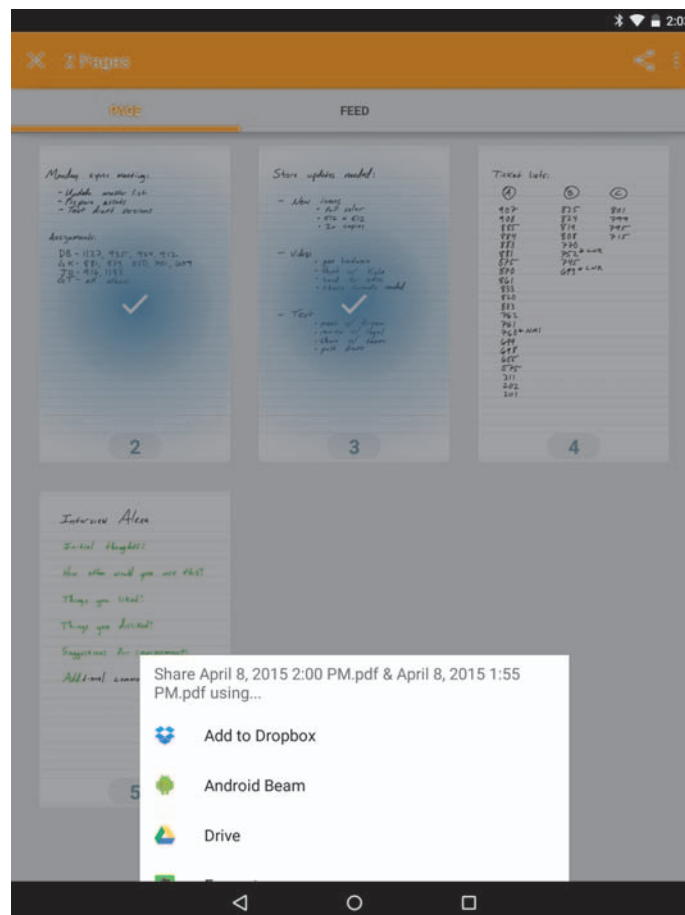You can share one or more pencasts. The Share option opens the Share Pencast panel where you can choose to Send the entire pencast as a Livescribe PDF that includes audio. Each pencast is shared as a separate Livescribe PDF regardless of whether you share an individual pencast or a group of pencasts.

1. Tap the **Pencasts** heading on the Livescribe+ menu.

2. Touch and hold to enter multi-select mode. The App Bar turns orange.

3. Tap each of the pencasts you want to share. A check appears on the selected pencast(s) and the number of selected pencasts appears in the App Bar.

4. Tap ![share icon].

5. Tap the option you want to use to share the selected pencasts. To learn more about these Share options, see Sharing Notes.

6. Tap ![X icon] in the App Bar or tap your device's Back button to exit multi-select mode.

> **Note:** Remember that pencasts can be large files, depending on the audio they contain. Sending many pencasts at once might use a lot of bandwidth or take a significant amount of time to process.

## RENAMING A PENCAST

You can change the name of your pencast. The new name appears in Share destinations and throughout Livescribe+. If a document was sent to a Share destination before you changed the name, that document retains the previous name in the Share destination.

**1.** Tap the **Pencasts** heading on the Livescribe+ menu.
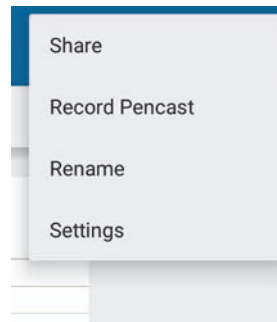
**2.** Do either of the following:

- Tap the pencast you want to rename.

- Touch and hold a pencast to enter multi-select mode. When the App Bar turns orange, tap the pencast you want to rename. A check appears on the selected pencast.

**3.** Tap ⋮ .

**4.** Tap **Rename**.

**5.** Enter the new name.
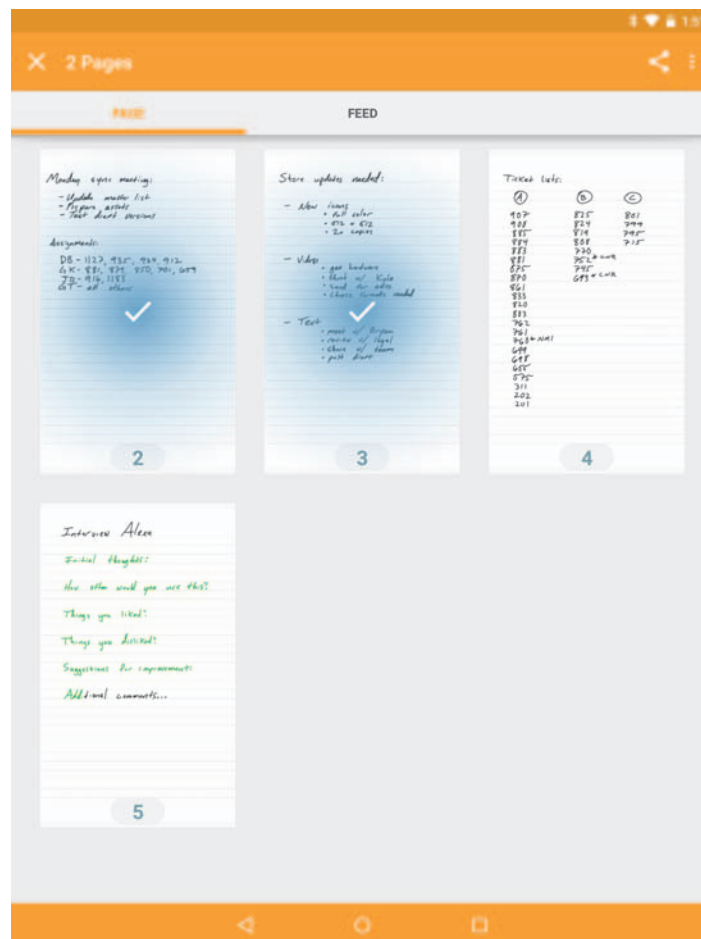
**6.** Tap **OK**.

Share

Record Pencast

Rename

Settings

## DELETING PENCASTS

Deleting enables you to permanently remove one or more pencasts from Livescribe+. Be sure you want to remove the entire pencast; **you cannot undo a deletion**. Deleting a pencast in Livescribe+ does not, however, delete the notebook pages that contain the pencast, and it does not delete the pencast from Share destinations where you sent this content, such as Evernote or OneNote.

**1.** Tap the **Pencasts** heading on the Livescribe+ menu.

**2.** Touch and hold to enter multi-select mode. The App Bar turns orange.

**3.** Tap each of the pencasts you want to delete. A check appears on the selected pencast(s) and the number of selected pencasts appears in the App Bar.

**4.** Tap ⋮ , and then tap **Delete**.

**5.** Tap **Delete** to confirm deletion of the selected pencasts.

**6.** Tap ✕ in the App Bar or tap your device's Back button to exit multi-select mode.

# WORKING WITH LIVESCRIBE PDFS

A Livescribe PDF is a standard PDF file that includes the audio from your pencast and an image of each page of your notes. Livescribe PDFs also include something called *InkML*, which is invisible to the eye, but conveys useful information about your pen strokes.

The Livescribe PDF view displays pencasts that were shared with you and that you opened in Livescribe+. You can share these PDFs in the same way you share pencasts that you created. When you send a pencast from Livescribe+, the pencast is formatted as a Livescribe PDF document.

Livescribe+ offers several options for you to share your Livescribe PDFs, so you can easily open and play pencasts on Windows and Mac computers. Because the audio files are attached to your Livescribe PDFs, you have convenient access to both the images and audio in your pencasts.

## OPENING LIVESCRIBE PDFS ON YOUR COMPUTER

You can view Livescribe PDFs in any standard PDF viewer. If you want to play your pencasts from your Livescribe PDFs and you don't have your Android device with you, you can view Livescribe PDFs on your computer by using your web browser and the web-based Livescribe Player.

1. Download the pencast to a location on your computer from which you can easily drag-and-drop the file onto your web browser.
2. Point your web browser to www.livescribe.com/player.
3. Drag the pencast you downloaded onto your browser, or navigate to the file by clicking **Choose File** in your browser window.
4. Follow the instructions on the screen to load and play the PDF.

## OPENING LIVESCRIBE PDFS ON YOUR DEVICE

If another Livescribe+ user shares a pencast with you, you can use Livescribe+ to open that pencast on your device. This includes pencasts that were created by Echo Desktop.

> **Note:** Livescribe+ opens only Livescribe PDFs that contain pencasts (smartpen strokes + audio recording). If you receive a Livescribe PDF that does not include a pencast, you can open that PDF in any standard PDF viewer.

## VIEWING AND PLAYING LIVESCRIBE PDFS

**1.** Tap ☰ .

**2.** Do one of the following:

- Under the **Livescribe PDFs** heading, tap the PDF you want to view.

- Tap the **Livescribe PDFs** heading to display thumbnails of all your Livescribe PDFs, and then tap a thumbnail to open that PDF.

**3.** Play the PDF as you would play any other pencast. For details, see Playing Your Pencasts.
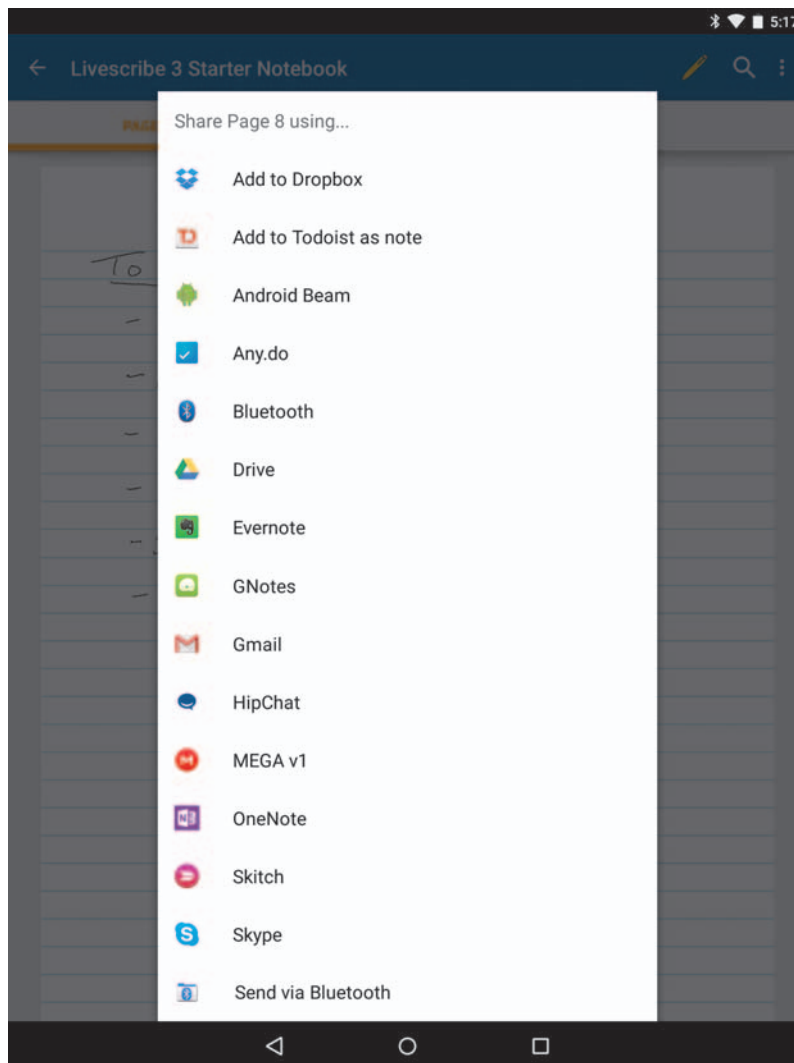
## OPENING LIVESCRIBE PDFS FROM OTHER APPS

**1.** From the app where the Livescribe PDF is either open or displayed as an attachment, tap the PDF. The PDF automatically opens in Livescribe+.

**2.** When prompted, choose **Livescribe+** as the app where you want to view the PDF.

**3.** Play the PDF as you would play any other pencast. For details, see Playing Your Pencasts.

# SHARING NOTES

Livescribe+ offers several ways for you to share your notes with other people and your existing apps and cloud service accounts. The Share option opens a panel where you can choose to open your content in another app on your device. The panel displays apps that are installed on your device and that support the content's default file format.

The following is an example of Share options, but your options will vary based on the apps and services available on your device.



| | |
|---|---|
| **Note:** | Please keep in mind that with your audio recording quality set to Medium, a one hour pencast typically takes up approximately 15 MB of space. Sending many pencasts at once might use a lot of bandwidth or take a significant amount of time to process. |

## UNDERSTANDING FILE-SHARING FORMATS

The format in which your content is shared depends on the view from which you share it. Table 7 lists the default file formats based on the origin of the content.

**Table 7: Default Share Formats**

| Document Type | Share Format ◁ | | | |
|---|---|---|---|---|
| | **PDF** | **PDF + Audio** | **JPG** | **Editable Text** |
| **Notebook - Full** | √ | | | |
| **Notebook - Page(s)** | √ | | | |
| **Feed - Snippet(s)** | | | √ | √ |
| **Pencast(s)** | | √ | | |
| **Livescribe PDF(s)** | | √ | | |

- To play PDFs that include audio attachments on another device or computer, see Working With Livescribe PDFs.

- To view an editable text or JPG image file on another device or computer, download the file to your device or computer and open the file in an app that supports that file format.

# ARCHIVING AND BACKING UP YOUR NOTES

## ARCHIVING

Archiving is an important method for managing your notebooks within Livescribe+. You need to archive your current notebook before you can use another notebook that has the same name and style.

- Archiving does not change the way you view or access the notebook in Livescribe+.
- Archived notebooks behave the same as an active notebook in Livescribe+.
- Simultaneously using two paper notebooks with the same name, style, and notebook number results in overlapping ink strokes.

When you are ready to archive your notebook, follow these steps:

1. Make sure your smartpen is turned on and connected to your device.
2. Do one of the following:

   - In Livescribe+, touch and hold the notebook cover, and then tap **Archive**.
   - Tap the status label that seals the pages of a brand new notebook that is the same type of notebook as the notebook that you just completed.

> **Note:** If you use your smartpen with more than one device, you must archive the notebook on all of your devices.

After you archive your notebook, you'll notice the following in Livescribe+:

- The cover icon of your notebook is now semi-transparent.
- An archive icon appears on the cover of your notebook.
- You can access all of your notes and pencasts the same way you did before archiving.
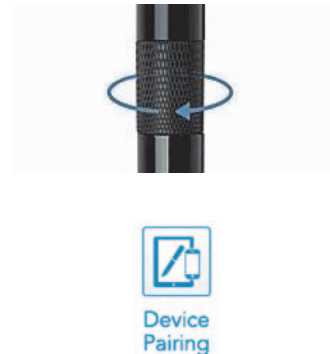
## BACKING UP

All of your smartpen content is sent to Livescribe+. Pencasts that you record on your device are stored on your device (not on your smartpen). Your notes are stored on your smartpen. Your content is backed up via your normal personal backup procedures for app data.
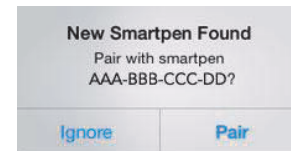
# TROUBLESHOOTING

## MY SMARTPEN WON'T PAIR WITH MY DEVICE

1. Make sure that you downloaded and installed the **Livescribe Link** app.

2. On your Android device, tap **Apps**, tap **Settings**, tap **Bluetooth**, and make sure **Bluetooth** is **On**.

3. With your smartpen tip pointing down, turn on your smartpen by twisting the middle ring clockwise; the LED blinks green to indicate it's in pairing mode.

> **Tip:** If the LED is not blinking green, tap the **Device Pairing** icon in the front of your paper notebook to put the smartpen in pairing mode.

4. On your device, tap **Apps**, and tap ✚ to open **Livescribe+** — your device automatically detects your smartpen.

5. Tap **Pair** when prompted.

## MY SMARTPEN AND DEVICE DON'T CONNECT AUTOMATICALLY

Follow these steps to reconnect to your device:

1. Turn your smartpen off.

2. Close the Livescribe+ app by opening the recent apps list on your mobile device, and then swiping the Livescribe+ app to the right.

3. Turn your smartpen back on.

4. Re-launch the Livescribe+ app. If your smartpen still does not connect successfully, you may need to manually pair your smartpen to your device again:

   a. Put your smartpen into pairing mode: tap the **Device Pairing** icon on the inside front cover of your notebook.

   b. In the Livescribe+ menu under **Settings**, tap **Connect to Smartpen**, or tap ⋮ and select **Connect to Smartpen.**

   c. When Livescribe+ finds your smartpen and asks if you want to pair with it, tap **Pair**.

## MY NEW NOTES ARE LAYERING ON TOP OF MY OLD NOTES

You probably just started using a new notebook that is exactly the same type of notebook as an older notebook. To solve this problem, you need to archive the older notebook. You can still access the notebook after you archive it.

1. Make sure your smartpen is turned on and connected to your device.

2. Tap  .

3. Tap the **Notebooks** heading.

4. Touch and hold the cover of the notebook you want to archive.

5. Tap **Archive**.

## MY NOTES ARE NOT DISPLAYING IN LIVESCRIBE+

• Make sure your pen is connected to your device. See <u>My Smartpen Won't Pair WIth My Device</u>.

• If you use your paper notebook with both an iOS device and an Android device, make sure your notebook is **not** assigned to another app on your iOS device.

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