



Livescribe+ User Guide

CONTENTS

| | |
|---|---------------|
| Getting Started | 4 |
| Setting Up Livescribe+ | 4 |
| Connecting Your Smartpen and Device | 4 |
| Pairing for the First Time | 5 |
| Reconnecting Your Smartpen to Your Device | 5 |
| Checking Your Smartpen LED | 6 |
| Checking Your Smartpen Battery Level | 6 |
| Managing Multiple Smartpens and Devices | 7 |
| Pairing Multiple Devices or Smartpens | 7 |
| Connecting to a Different Device | 7 |
| Connecting to a Different Smartpen | 7 |
| Using the Livescribe+ Menu | 8 |
| Accessing the Livescribe+ Menu | 8 |
| Using Search | 8 |
| Using Views | 9 |
| Using Settings | 10 |
| Setting App Preferences | 10 |
| Setting Cloud Services | 11 |
| Accessing Livescribe Support | 12 |
| Using the Livescribe 3 Smartpen Control Panel | 13 |
| Working With Notebooks | 15 |
| Viewing Your Notebooks | 15 |
| Playing Pencasts | 16 |
| Managing Your Notebooks | 17 |
| Deleting Pages From Your Notebooks | 18 |
| Sharing Pages From Your Notebooks | 19 |
| Working With Feeds | 20 |
| Viewing Your Feeds | 20 |
| Working With Snippets | 20 |
| Deleting Snippets | 22 |
| Adding Content to Your Handwritten Notes | 22 |
| Adding New Photos | 22 |
| Adding Existing Photos | 22 |
| Adding Text | 23 |
| Adding Audio | 23 |

| | |
|--|-----------|
| Working With Pencasts | 24 |
| Creating Pencasts | 24 |
| Starting a Recording | 24 |
| Pausing and Resuming a Recording | 25 |
| Stopping a Recording | 25 |
| Accessing Your Pencasts | 26 |
| Playing Your Pencasts | 26 |
| Managing Your Pencasts | 27 |
| Deleting Multiple Pencasts | 28 |
| Sharing Multiple Pencasts | 29 |
| | |
| Working With Livescribe PDFs | 30 |
| Opening Livescribe PDFs on Your Computer | 30 |
| Opening Livescribe PDFs on Your Device | 30 |
| Viewing and Playing Livescribe PDFs | 31 |
| Opening Livescribe PDFs from Other Apps | 31 |
| | |
| Working With Collections | 32 |
| Placing Content in a Collection | 32 |
| Assigning Tags in Livescribe+ | 33 |
| Assigning Tags In Your Paper Notebook | 33 |
| Removing Tags | 34 |
| Viewing Your Collections | 34 |
| | |
| Sharing Notes | 35 |
| Setting Up Auto-Send | 36 |
| Turning Off Auto-Send | 37 |
| Viewing Your Send and Auto-Send History | 37 |
| Understanding File-Sharing Formats | 38 |
| | |
| Archiving and Backing Up Your Notes | 39 |
| Archiving | 39 |
| Backing Up | 40 |
| | |
| Troubleshooting | 41 |
| My Smartpen and Device Don't Connect Automatically | 41 |
| My New Notes are Layering on Top of My Old Notes | 41 |
| I Can't Add Photos to My Feed | 41 |
| I Can't Record a Pencast | 42 |
| I Can't Add Reminders From My Feed | 42 |





GETTING STARTED

This User Guide is provided to help you get the most out of using your Livescribe 3 smartpen and the Livescribe+ companion app.

SETTING UP LIVESCRIBE+

To use the Livescribe+ app, you need an Apple® device that runs iOS7 or higher, such as an iPhone®, iPad® or iPod touch®.

1. Download the free **Livescribe+** app from the App Store.
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 iOS device, press **Home** and 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, and then tap **Done**.

CONNECTING YOUR SMARTPEN AND DEVICE

To transfer your handwriting to Livescribe+, you need to connect your Livescribe 3 smartpen to an iOS device that is Bluetooth® Smart Ready. These devices include:

- iPhone 4S or newer
- iPad 3rd Generation or newer (including any iPad Mini)
- iPod touch 5th Generation or newer

Note: If your iOS device is not Bluetooth Smart Ready, 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 iOS device.

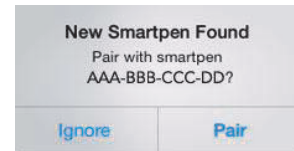
1. On your iOS device, make sure Bluetooth is on. If not, press **Home**, tap **Settings**, tap **Bluetooth**, and switch **Bluetooth** to the **On** (green) position.
2. With your smartpen tip pointing down, turn on your smartpen by twisting the middle ring clockwise; the LED blinks green to indicate 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, press **Home** 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 top-right corner of the Livescribe+ app. You do not need to pair with this device again.

Note: If you use your smartpen with an additional 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 whenever your smartpen is turned on and Livescribe+ is active on that device.

The LED on your smartpen turns blue and the smartpen icon appears in the top-right corner of the Livescribe+ app.

CHECKING YOUR SMARTPEN LED

Your smartpen LED communicates the status of your smartpen.


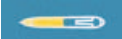

Table 1: LED Status

| LED | Description |
|-------------------------------------|---|
| Blinking green | Smartpen is on and waiting for Bluetooth® pairing. |
| Solid green | Smartpen is on, paired, ready to connect to your device, and ready to capture notes. |
| Solid blue | Smartpen is on and connected to your device with Bluetooth. |
| Solid red | Audio recording is in process on your device. |
| Blinks yellow 3 times | Smartpen has approximately 15% of battery power remaining. |
| Blinking yellow continuously | Firmware update is in process. |
| LED off | Smartpen is off. The smartpen automatically turns off after four hours of inactivity. |

Tip: Your Livescribe 3 smartpen captures your notes even when you are not connected to your device. When the LED is solid green, your smartpen captures your notes and transfers them to your device the next time your smartpen and device are connected.

CHECKING YOUR SMARTPEN BATTERY LEVEL

When your smartpen is connected to your device, the smartpen icon in the top-right corner 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 Livescribe 3 smartpen control 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.
4. Tap  to open the Livescribe+ menu.
5. Under **Settings**, tap **Connect to Smartpen**.
6. 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: press **Home**, tap **Settings**, tap **Bluetooth**, and switch **Bluetooth** to the **On** (green) position.

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 control panel, tap **Name**, use the onscreen keyboard to enter a new name and tap **Done** to close the keyboard, tap **Back**, and then tap **Done**.


USING THE LIVESCRIBE+ MENU

The Livescribe+ menu 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:

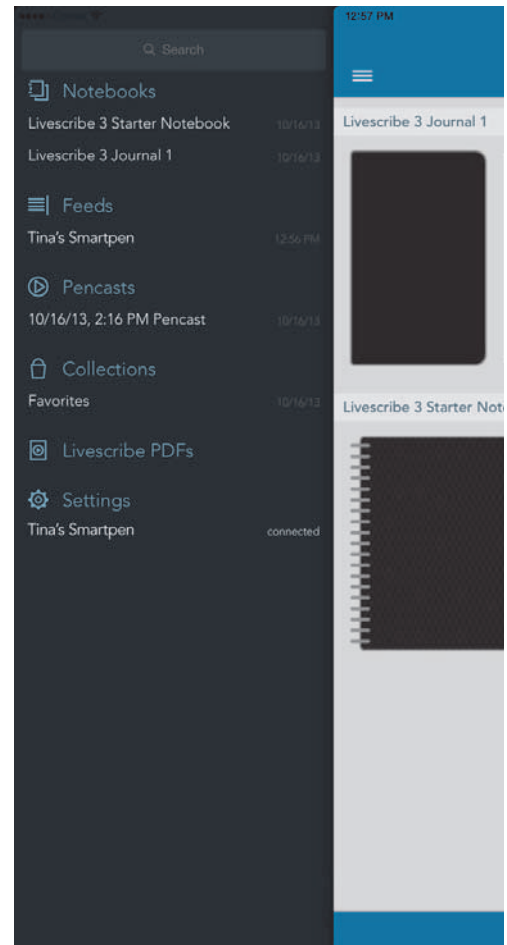
- Tap .
- Use two fingers to swipe from left to right.

Tip: If you don't see the  icon, tap **Back** until the icon appears.

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 the **Search** box at the top of the menu.
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**.



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 |
|-------------------------------|---|
| <p>Notebooks</p> | <p>Displays a digital representation of your notebooks and your notes and drawings on the individual pages.</p> <p>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.</p> <p>To learn more about notebooks, see Working With Notebooks.</p> |
| <p>Feeds</p> | <p>Displays your notes in small segments called <i>snippets</i>. 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 Reminders and Contacts.</p> <p>If you have more than one smartpen paired with your device, each smartpen has its own feed.</p> <p>To learn more about feeds, see Working With Feeds.</p> |
| <p>Pencasts</p> | <p>Displays a grid view of all of your <i>pencasts</i>. Pencasts are interactive notes that combine your audio recordings with anything you wrote while you were recording it.</p> <p>To learn more about pencasts, see Working With Pencasts.</p> |
| <p>Collections</p> | <p>Displays groups of snippets to which you assigned one of these tags: Favorites, Flagged, or Tagged. You can add these tags to your notes in Feeds view or from your paper notebook. These groups of snippets are called <i>collections</i>.</p> <p>To learn more about collections, see Working With Collections.</p> |
| <p>Livescribe PDFs</p> | <p>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.</p> <p>To learn more about Livescribe PDFs, see Working With Livescribe PDFs.</p> |

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 | <p>Sets the language for transcribing handwritten notes to editable text. English is the default language.</p> <p>To choose a different language, tap the current language setting, tap the language you want to use, and wait for the language to download.</p> |
| Reminders List | <p>Sets the default destination (Reminders List) for notes you send to the Reminders app.</p> <p>To use an existing list, simply select it from the list of options. To use a new list, create the list in the Reminders app and then select it from the list of options shown in Livescribe+.</p> |
| Audio Recording Quality | <p>Sets the resolution for audio recordings. Higher recording quality corresponds to larger podcast file sizes. The default setting is Medium quality. A one-hour podcast at Medium quality uses approximately 15 MB; file sizes do vary based on the audio content.</p> |

SETTING CLOUD SERVICES

Use these settings to configure Cloud Services destinations for use with your Livescribe 3 content. You can configure the following services and settings:

Table 4: Cloud Services











| Service | Option | Description |
|---|---------------------|--|
|  <p>Evernote</p> | Sign In | Enables you to sign in and send notes to your existing Evernote account from Livescribe+. |
| | Send Options | Sets whether Livescribe+ sends each page or snippet to Evernote as an image file (PNG) or PDF file. Pencasts are always sent to Evernote as Livescribe PDFs. |
| | History | <p>Auto-Send. Shows which notebooks are set up to Auto-Send, the last sync date, and the current sync status:</p> <ul style="list-style-type: none">  = Up-to-date  = Content awaiting sync <p>To toggle Auto-Send on/off, tap a notebook.</p> <p>Sent Items. Shows the status of all items that you manually sent to your Evernote account from Livescribe+.</p> <ul style="list-style-type: none">  = Send completed on the date and time shown. To view an item that was successfully sent to Evernote, tap it.  = Unsuccessful send. To resend an item that did not send successfully, tap it. <p>To clear the history list, swipe right to left in the table, or tap Edit in the upper-right corner.</p> |

Table 4: Cloud Services (continued)

| Service | Option | Description |
|---|----------------------------|---|
|  <p>OneNote</p> | <p>Sign In</p> | <p>Enables you to sign in and send notes to your existing OneNote account from Livescribe+.</p> |
| | <p>Send Options</p> | <p>Sets whether Livescribe+ sends each page or snippet to OneNote as an image file (PNG) or whether it sends a group of pages or snippets as a single PDF file.</p> |
| | <p>History</p> | <p>Auto-Send. Shows which notebooks are set up to Auto-Send, the last sync date, and the current sync status:</p> <ul style="list-style-type: none">  = Up-to-date  = Content awaiting sync <p>To toggle Auto-Send on/off, tap a notebook.</p> <p>Sent Items. Shows the status of all items that you manually sent to your OneNote account.</p> <ul style="list-style-type: none">  = Send completed on the date and time shown. To view an item that was successfully sent to OneNote, tap it.  = Unsuccessful send. To resend an item that did not send successfully, tap it. <p>To clear the history list, swipe right to left in the table, or tap Edit in the upper-right corner.</p> |

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: Customer Support Chat team hours are Monday – Thursday 24 hours, Friday 12:00 AM – 7:00 PM PDT, Saturday closed, and Sunday 9:00 PM – 12:00 AM PDT.

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

USING THE LIVESCRIBE 3 SMARTPEN CONTROL PANEL

When your smartpen is turned on and connected to Livescribe+, you can access the Livescribe 3 smartpen control panel by doing either of the following:

- Tap your smartpen name under **Settings** on the Livescribe+ menu.
- Tap  in the upper-right corner.

The control panel displays the following details about your smartpen:

Table 5: Livescribe 3 Smartpen Control Panel

| Detail | Description |
|---------------------------|---|
| Forget this Device | Removes the link between your smartpen and your device. Livescribe+ stores the content that you created with that smartpen. Here are some examples of when you would use this option: <ul style="list-style-type: none"> • You purchased a new device and want to discontinue using your old device. • You paired your smartpen with four devices and need to unpair with one device so that you can add another device. • 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. |
| Edition | Displays model information for your smartpen. |
| Assigned Notebook | Enables you to assign a paper notebook to an app other than Livescribe+. Notes you enter in that notebook appear in the application to which you assign it. <p>Note: If Livescribe+ is open and in the foreground on your iOS device, your notes stream into Livescribe+, and do not transfer to the application to which you assigned your notebook.</p> |
| Battery | Displays your smartpen’s remaining battery power as a percentage. |
| Firmware Version | Displays the firmware version that is installed on your smartpen. |

Table 5: Livescribe 3 Smartpen Control Panel (continued)

| Detail | Description |
|---------------------------|---|
| Check for Updates | <p>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.</p> <p>Tip: If your device goes to Auto-Lock while downloading your firmware, you'll need to start over. To avoid this interruption, turn off Auto-Lock temporarily until the firmware update is complete.</p> |
| 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. |

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 to move to the next page and swipe down to move to the previous page.
- To jump to a specific page in Livescribe+, tap that page in your paper notebook while your smartpen is turned on.
- To zoom from Pages view to thumbnails of that notebook, pinch the top-right and bottom-left corners of the page.
- To display another view of the notes on an open page, tap the view you want to see at the top of the screen: **Feed** or **Pencast**.



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 tapping and holding the cover of the notebook you want to manage.
2. Tap one of these options:

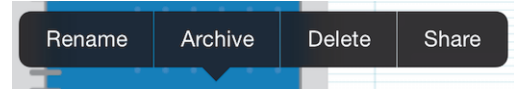




Table 6: Notebook Menu

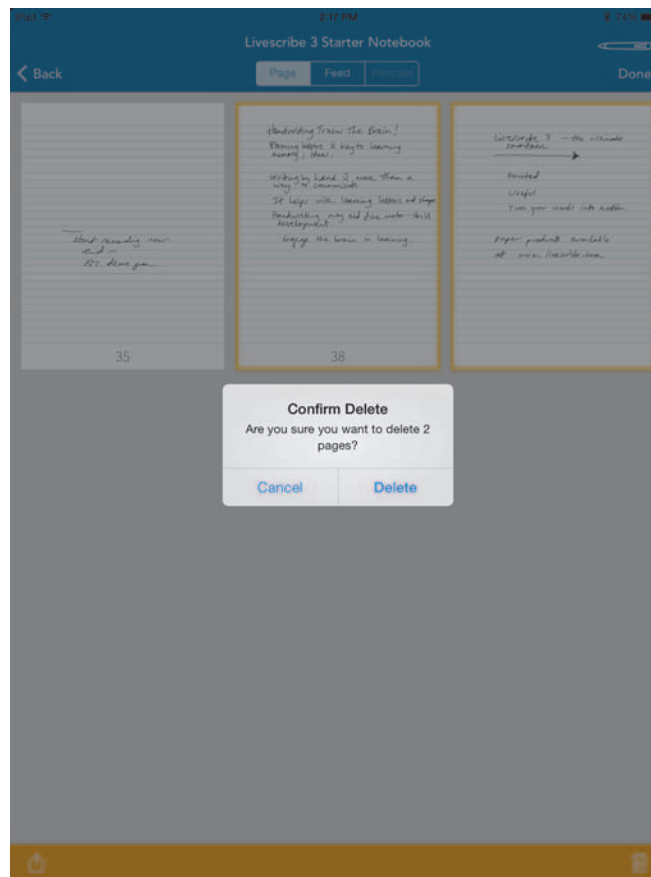
| Option | Description |
|----------------|---|
| Rename | Enables you to change the name of your notebook. The new name appears in Share destinations and throughout Livescribe+. |
| Archive | <p>Enables you to use a new notebook that is exactly the same kind of notebook as an existing notebook. Archiving 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.</p> <p>To learn more about archiving, see Archiving.</p>  |
| 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 Share destinations where you sent this content. |
| Share | <p>Opens the Share (notebook) panel where you can choose to Mail, Print, Send, or Auto-Send the entire notebook, excluding any audio content. To share content that includes audio, you must share it from Pencasts view; see Working With Pencasts.</p> <p>You can also tap Open In to open the notebook in a supported app on your device.</p> <p>To learn more about these Share options, see Sharing Notes. To learn how to share selected pages, see Sharing Pages From Your Notebooks.</p> |

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's thumbnail view, tap **Select** in the top-right corner.
2. Tap the page(s) you want to delete. An orange border appears around the selected page(s) and an orange bar appears at the bottom of the screen.
3. Tap .
4. Tap **Delete** to confirm deletion of the selected pages.
5. Tap **Done** in the top-right corner.

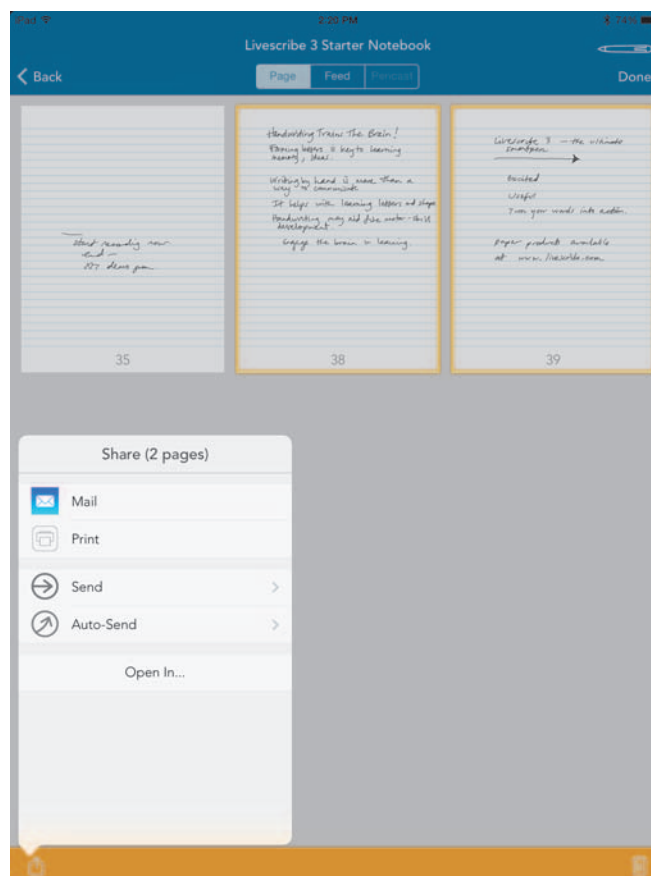


SHARING PAGES FROM YOUR NOTEBOOKS

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 [Managing Your Pencasts](#).

1. From the notebook's thumbnail view, tap **Select** in the top-right corner.
2. Tap the page(s) you want to share. An orange border appears around the selected page(s) and an orange bar appears at the bottom of the screen.
3. Tap  in the bottom-left corner.
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 **Done** in the top-right corner.



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.

- To view your most recent snippets, that appear at the bottom of your Feeds view, double-tap the blue bar at the bottom of the screen.

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:

- Tap **Select** in the top-right corner.
- Tap the circle next to each of the snippets you want to include in the group. A check mark appears next to the selected snippets.
- Perform any of the actions described in Table 7 on the selected snippets.
- Tap **Done** in the top-right corner.

Tip: You can also tap and hold a selected snippet to access most of the snippet actions.

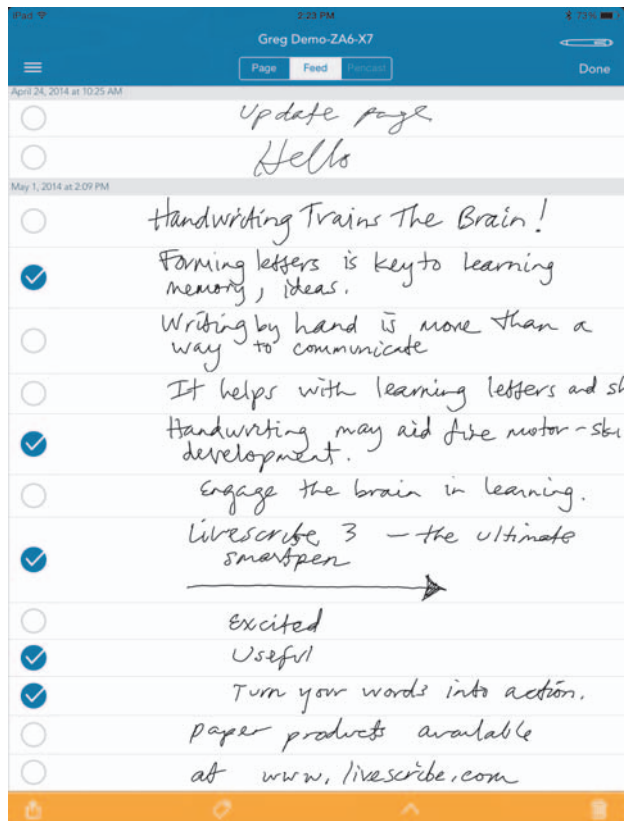












Table 7: Snippet Actions

| Action | Description |
|--------------------------|--|
| Transcribe | Swipe the selected snippets from left to right to transcribe your handwritten notes into typed text. If needed, you can edit the transcription later. 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 screen: Page or Pencast . |
| Copy | Tap  at the bottom of the screen and then tap Copy . You can now paste this content from the clipboard into another app on your device. Handwritten notes appear as images in the other apps, and transcribed notes appear as editable text. |
| Delete | Tap  in the bottom-right corner, or tap  at the bottom of the screen and then tap Delete . Deleting removes the selected snippets from all your Livescribe+ views. You cannot undo a deletion. |
| Edit | Tap  at the bottom of the screen and then tap Edit . You can now use the onscreen keyboard to edit your transcribed text. You can edit only one snippet at a time. |
| Assign Tags | Tap  at the bottom of the screen and then tap Assign Tags . Tap Favorites , Flagged , or Tagged to assign the selected snippets to that collection. You can assign multiple tags to the selected snippets. Use the Collections view to view your collections. |
| Create Reminder | Tap  at the bottom of the screen and then tap Create Reminder to send the selected snippets to the Reminders app. Both handwritten and transcribed notes appear as typed text in the Reminders app. |
| Open In Reminders | Tap  at the bottom of the screen and then tap Open In Reminders to open the selected snippets in the Reminders app so that you can view and edit the selected snippets in the Reminders app. |
| Share | Tap  at the bottom of the screen and then tap Share to open the Share (snippets) panel where you can choose to Mail, Message, or Send the selected snippets, excluding any audio content. To share content that includes audio, you must share it from Pencasts view; see Working With Pencasts . You can also tap Open In to open the snippets in a supported app on your device. To learn more about these Share options, see Sharing Notes . |
| Merge | Tap  at the bottom of the screen and then tap Merge to join the selected snippets. To access the Merge action, you must have more than one snippet selected. You cannot separate snippets after you merge them. |

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 .
3. Tap **Delete** to confirm deletion of the selected snippet(s).
4. Tap **Done** in the top-right corner.

ADDING CONTENT TO YOUR HANDWRITTEN NOTES

After you open a feed, you can enhance your handwritten notes by adding photos and text. Each item you add appears as a new snippet.


ADDING NEW PHOTOS

Use your device's built-in camera to take photos and add them to your feed.

1. Tap .
2. Take the picture and then tap **Use Photo**. After a few seconds the photo appears as a new snippet in your feed.
3. To add text to the back of your photo:
 - a. Swipe left to right on the photo. The photo flips over to reveal the back side.
 - b. Use the onscreen keyboard to enter your text.
 - c. Tap **Done**.
 - d. Swipe from left to right to flip the photo back to the image side.


ADDING EXISTING PHOTOS

You can attach photos from your camera roll or photo stream to your feed.

1. Tap .
2. Tap **Add Photo**.
3. Tap the location of the photo: **Camera Roll** or **Photo Stream**.
4. Tap the photo.



ADDING TEXT

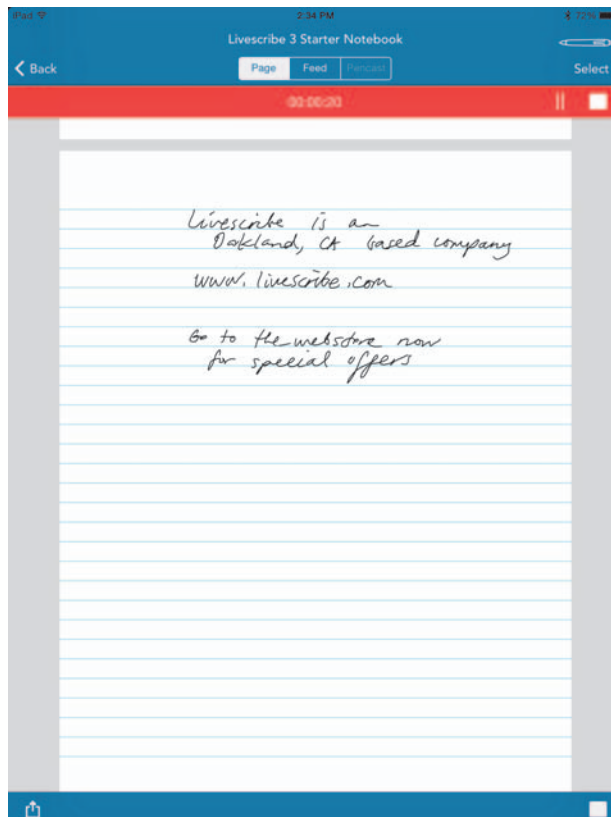
You can use the onscreen keyboard to create new snippets in your feed.

1. Tap .
2. Tap **Add Text**.
3. Use the onscreen keyboard to enter your text.
4. Tap **Done**.

ADDING AUDIO

You can create an audio recording while viewing your feed. The recording is stored as a pencast with the date and time you started the recording.

1. Tap . The audio recording bar appears at the top of your screen, and your device immediately begins recording.
2. To stop recording, tap .
3. To listen to your recording, see [Playing Your Pencasts](#).



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.

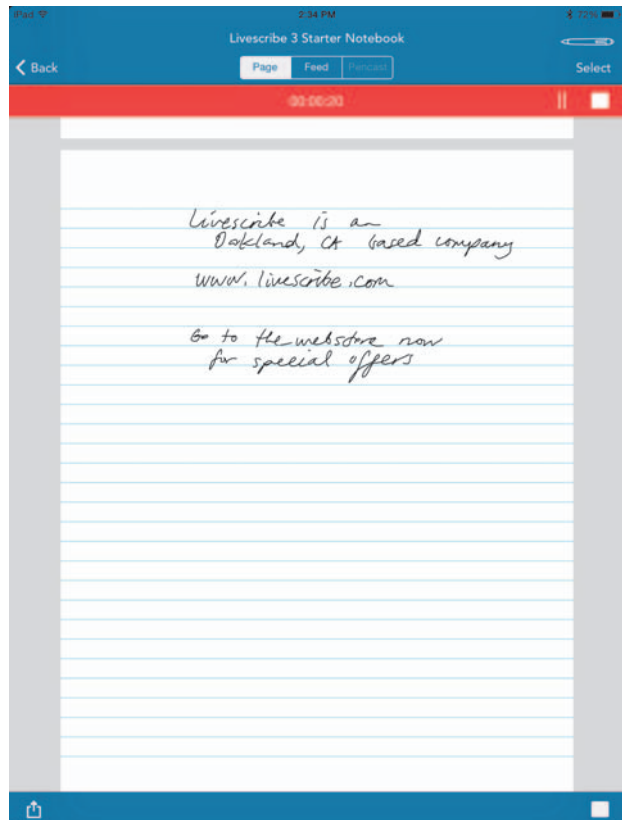
STARTING A RECORDING

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

- Tap  in the bottom-right corner of your Livescribe+ screen. 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.

Note: If Livescribe+ is running in the background, you're prompted to tap to start the recording.



The audio recording bar appears at the top of the Livescribe+ screen 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+ screen.
- 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+ screen.
- Use your smartpen to tap the  icon at the bottom of your paper notebook.

Note: If a pencast recording is interrupted by a phone call or Face Time call, the recording is preserved. If you answer the call, your recording is automatically paused. Select **Tap to resume your pencast recording** at the top of the device screen to resume recording after you end the call, or use one of the other methods described above. When Auto-Lock and Passcode Lock are triggered and 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  in the bottom-right corner of Livescribe+ on your device.
- Tap  on the audio recording bar at the top of Livescribe+ on your device.
- 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 screen.
- To access a pencast from Feeds view, tap a snippet that contains green ink, and then tap **Pencast** at the top of the screen.
- To access a pencast from your paper notebook, turn on your smartpen and make sure it is connected to the device where you recorded the pencast. Use your smartpen to tap the notes associated with your pencast on your paper page. Livescribe+ opens that page in Pages view. Now you can then tap a green ink stroke or tap **Pencasts** at the top of the screen.

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 from right to left to move to the next page and swipe from left to right to move to the previous page.
 - To view thumbnails of a multi-page pencast, pinch the top-right and bottom-left corners of the page.



MANAGING YOUR PENCASTS

The Pencast menu helps you manage your pencasts.

1. Tap the **Pencasts** heading on the Livescribe+ menu.
2. Tap and hold the thumbnail of the pencast you want to manage until the Pencast menu opens.



3. Tap one of these options:


Table 8: Pencast Menu

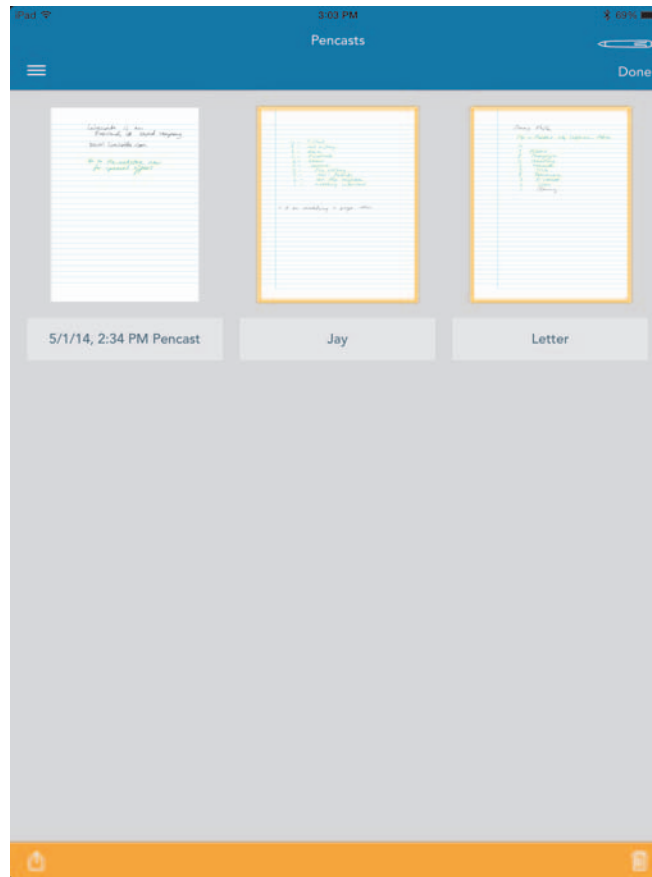
| Option | Description |
|---------------|--|
| Rename | Enables you to change the name of your pencast. The new name appears in Share destinations and throughout Livescribe+. If a document was sent to a Share destination before you changed the name, that document retains the previous name in the Share destination. |
| Delete | Enables you to permanently remove the pencast 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. |
| Share | Opens the Share (pencast) panel where you can choose to Mail, Print, or Send the entire pencast as a Livescribe PDF that includes audio. You can also tap Open In to open the pencast in a supported app on your device. To learn more about these Share options, see Sharing Notes . To learn how to share more than one pencast at a time, see Sharing Multiple Pencasts . |

DELETING MULTIPLE PENCASTS

In addition to deleting an individual pencast, you can select a group of pencasts and delete them at the same time.


Note: You cannot undo a deletion.

1. Tap the **Pencasts** heading on the Livescribe+ menu.
2. Tap **Select** in the top-right corner.
3. Tap each of the pencasts you want to delete. An orange border appears around the selected pencasts and an orange bar appears at the bottom of the screen.
4. Tap .
5. Tap **Delete** to confirm deletion of the selected pencasts.

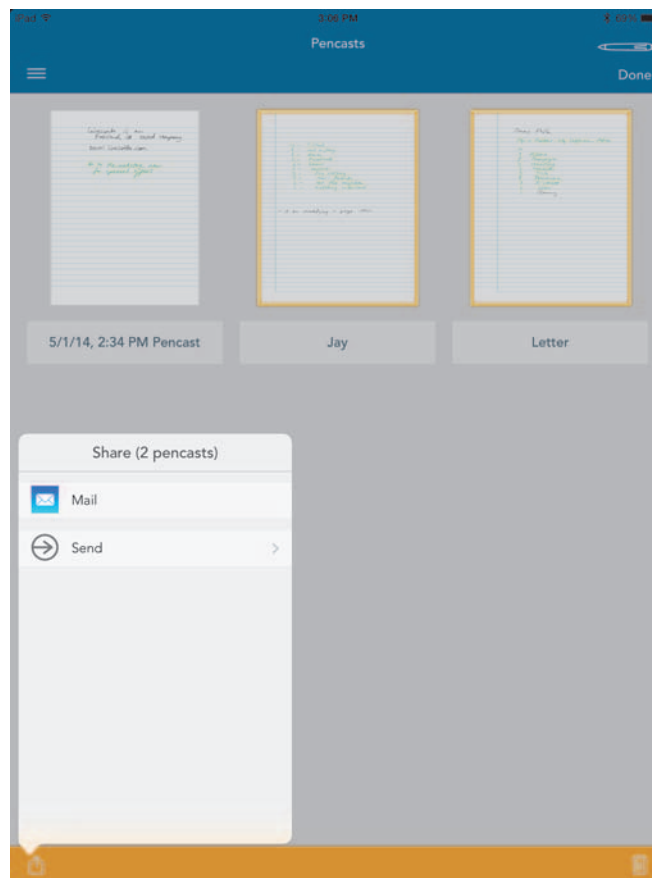


SHARING MULTIPLE PENCASTS

In addition to sharing an individual pencast, you can share a group of pencasts. Each pencast is shared as a separate Livescribe PDF.

1. Tap the **Pencasts** heading on the Livescribe+ menu.
2. Tap **Select** in the top-right corner.
3. Tap each of the pencasts you want to share. An orange border appears around the selected pencasts and an orange bar appears at the bottom of the screen.
4. Tap  in the bottom-left corner.
5. Tap the option you want to use to share the selected pages. To learn more about these Share options, see [Sharing Notes](#).
6. Tap **Done** in the top-right corner.

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 use a significant portion of your cloud service's upload allotment.



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 iOS 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.

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 podcast. For details, see [Playing Your Podcasts](#).

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. Play the PDF as you would play any other podcast. For details, see [Playing Your Podcasts](#).

WORKING WITH COLLECTIONS

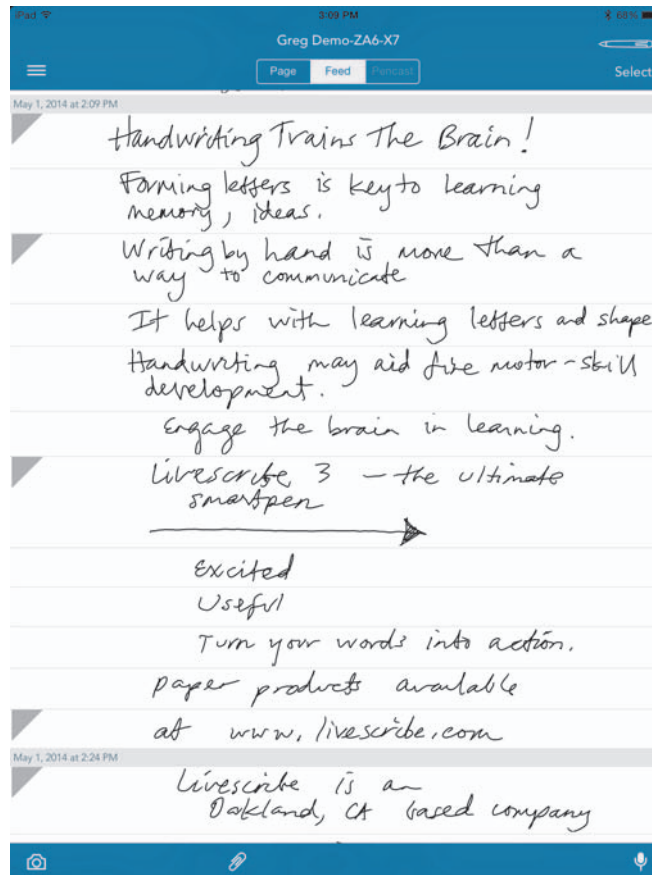
Collections are just groups of tagged snippets that enable you to organize and view your snippets in groups that are independent of pages and notebooks. Collections provide an easy way for you to keep track of important content and to quickly find snippets that you've labeled.

Livescribe+ includes three types of collections: Favorites, Flagged, and Tagged.


PLACING CONTENT IN A COLLECTION

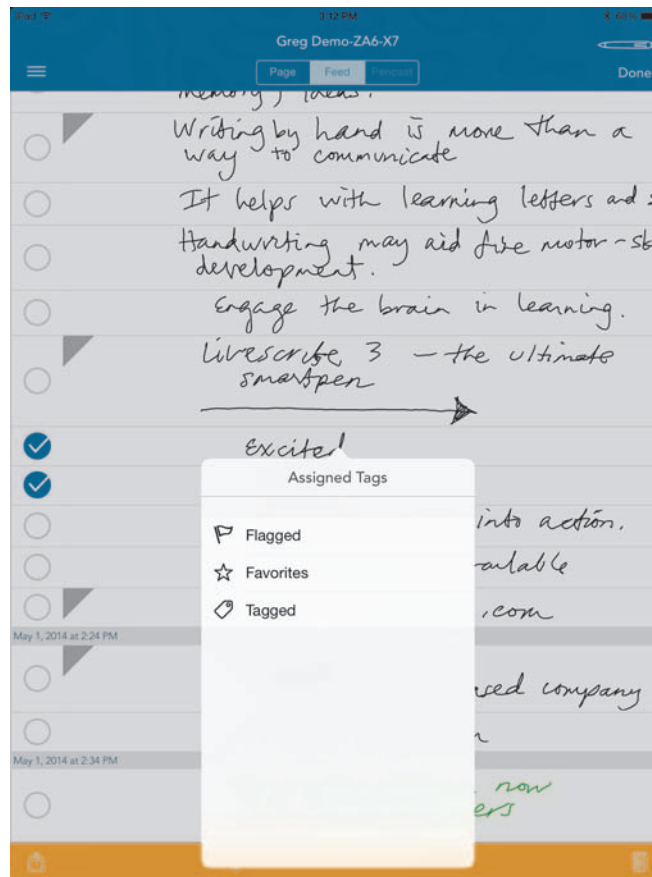
To place your content in a collection, you assign a tag to one or more of your snippets. You assign these tags in Livescribe+ or in your paper notebook. If you want to place your content in more than one collection, you can assign multiple tags to the same snippet or group of snippets.

Once you assign a tag, a triangle appears in the top-left corner of the snippet, so you can easily see that you tagged that snippet.



ASSIGNING TAGS IN LIVESCRIBE+

1. Tap your smartpen's name under the **Feeds** heading on the Livescribe+ menu.
2. Tap **Select** in the top-right corner.
3. Tap the circle next to each of the snippets you want to include in the collection.
A check mark appears next to the selected snippets.
4. Tap  at the bottom of the screen and then tap **Assign Tag**.
5. Tap **Favorites**, **Flagged**, or **Tagged** to assign the selected snippets to that collection.
6. Tap outside the Assigned Tags panel to close it.



ASSIGNING TAGS IN YOUR PAPER NOTEBOOK

To tag your content in your paper notebook, you must assign the tags just after you write the content. In your paper notebook, tap the icon for the tag you want to assign:




REMOVING TAGS

If you no longer want to include a snippet in a collection, you can remove the tag you assigned to it. If you remove all of the tags assigned to the snippet, a triangle no longer appears in the top-left corner of the snippet.

1. Tap your smartpen's name under the **Feeds** heading on the Livescribe+ menu.
2. Tap and hold the snippet from which you want to remove the tag.
3. Tap **Assign Tag**.
4. Tap **Favorites**, **Flagged**, or **Tagged** to remove that tag from the selected snippet. The check mark disappears from the tag.
5. Tap outside the Assigned Tags panel to close it.

VIEWING YOUR COLLECTIONS

After you assign tags to your snippets, you can view all of the snippets that you assigned a particular tag.

1. Tap .
2. Under the **Collections** heading, tap the collection you want to view: **Favorites**, **Flagged**, or **Tagged**.
3. Interact with your snippets. See [Working With Snippets](#) for details.

SHARING NOTES

Livescribe+ offers several ways for you to share your notes with other people and your existing cloud service accounts. Table 9 describes the various options and the Livescribe+ views in which you can access these options. Before you use these sharing options, please consider the following:

- With your audio recording quality set to Medium, a one hour podcast typically takes up approximately 15 MB of space.
- Many cloud services, such as Evernote, have file size restrictions or a monthly upload allowance. Because podcasts can contain large audio files, you may exceed your file size or upload limit if you share podcasts regularly. If this occurs, the file is not sent, and you see a notice in your send history (see [Viewing Your Send and Auto-Send History](#)).
- In most cases sharing notes from Livescribe+ uses a wireless connection. To avoid excessive cellular data charges from your carrier, you can turn off cellular data use for Livescribe+: Press **Home**, tap **Settings**, and tap **Cellular**. Under **Use Cellular Data For**, switch **Livescribe+** to the **Off** position.

Table 9: Sharing Options

| Option | Description | Available In |
|----------------|--|--|
| Mail | <p>Opens the Mail app on your device and inserts the selected content. Transcribed text is attached as editable text, handwritten notes are attached as an image, and podcasts are attached as Livescribe PDFs.</p> <p>Enter the recipient's email address, type any text you want to include in the body of the message, and then tap Send.</p> | <ul style="list-style-type: none"> • Notebooks • Feeds • Podcasts • Collections • Livescribe PDFs |
| Message | <p>Opens the Message app on your device and attaches the selected content as an image.</p> <p>Enter the recipient's phone number, type any text you want to include in the body of the message, and then tap Send.</p> | <ul style="list-style-type: none"> • Feeds • Collections |
| Print | <p>Opens the Printer Options panel where you can use your device's AirPrint feature to print a hard copy of the selected content.</p> <p>Tap Select Printer, choose a printer that is connected to your device, if available tap Range and select the page range, if you want to print more than one copy tap +, and then tap Print.</p> | <ul style="list-style-type: none"> • Notebooks • Podcasts • Livescribe PDFs |
| Send | <p>Opens the Send panel where you can choose a cloud service to which you want to send the selected content. A cloud service enables you to store and access your content on the Internet. Some examples of cloud services are Evernote and OneNote.</p> <p>Tap the cloud service destination, if prompted, sign in to your account. Choose the notebook or space within your account where you want to send your selection, and then tap Done.</p> | <ul style="list-style-type: none"> • Notebooks • Feeds • Podcasts • Collections • Livescribe PDFs |

Table 9: Sharing Options (continued)

| Option | Description | Available In |
|------------------|---|--|
| Auto-Send | Automatically sends all your notes from the selected notebook to your selected cloud service account, including edits to existing pages and new pages you add to the notebook in Livescribe+. Auto-Send sends only your handwritten note pages to your selected cloud service account. You cannot use Auto-Send to send your pencasts to your cloud service account. To send pencasts to your cloud service account, use the manual Send option. | <ul style="list-style-type: none"> • Notebooks |
| Open-In | 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. You can also use this option to copy your content to the clipboard or send it to a printer. Tap the destination app, or tap Copy or Print , and then follow the onscreen prompts. | <ul style="list-style-type: none"> • Notebooks • Feeds • Pencasts • Collections • Livescribe PDFs |

SETTING UP AUTO-SEND

Auto-Send is a great way to get your content where you need it by simply setting up your notebook to automatically send to your existing cloud service account. By automatically sending your handwritten notes to your account, you can easily use your content on your desktop or laptop computer. It's also a simple way to back up and share your content with other people.

Note: If you use your smartpen with more than one device, set up Auto-Send only on a single device. For example, don't Auto-Send Journal 2 to your Evernote account from your iPad®, and also Auto-Send Journal 2 to Evernote from your iPhone® — this would create two Evernote notebooks with identical content. To avoid this type of duplication, use Auto-Send on one device per notebook.

To set up a notebook to Auto-Send, do the following:

1. In Livescribe+, tap and hold the notebook cover until the contextual menu appears.
2. Tap **Share**.
3. Tap **Auto-Send**.
4. Tap the cloud service destination.
5. If prompted, sign in to and authorize access to your account, tap **Done**, and then tap your cloud service selection once more.


TURNING OFF AUTO-SEND

1. In Livescribe+, tap and hold the notebook cover until the contextual menu appears.
2. Tap **Share**.
3. Tap **Auto-Send**.
4. Tap the name of the service you want to turn off.

Note: If you set up Auto-Send again for the same notebook and service, this resends all of the same content to a new notebook or space in your account.

VIEWING YOUR SEND AND AUTO-SEND HISTORY

If you send your content to a cloud service, using the Send or Auto-Send options, you can view a history of your transactions.





1. Tap .
2. Tap **Settings**.
3. Tap **Cloud Services**.
4. Tap the name of your cloud service and if prompted, sign in.
5. Tap **Sent Items** to view a list of items you sent to this service.
6. To view an item that was successfully sent, tap it.

UNDERSTANDING FILE-SHARING FORMATS

The format in which your content is shared depends on the view from which you share it, the Share method you use, and the destination to which you are sharing.

Table 10 lists the default file formats based on the origin and destination of the content.

Table 10: Default Share Formats

| Document Type | Mail, Message, Open In  Share Menu | Cloud Services | | Mail, Message, Open In  Action Menu |
|--|--|---|--|---|
| | |  Evernote |  OneNote | |
| Handwritten or mixed snippet(s) | PDF | JPG | | |
| Transcribed snippet(s) | | Editable text | | |
| Notebook | | 1 PNG per page | | |
| Page(s) | | | | |
| Pencast | PDF with audio attachment | | | |
| Livescribe PDF | | | | |

Tip: For cloud services, you can change the default file format for pages and snippets that you send using Auto-Send and manual Send. Instead of sending a separate PNG file for each page, you can send all the selected pages and snippets in a single PDF file.

- To play PDFs that include audio attachments on another device or computer, see [Working With Livescribe PDFs](#).
- To view an editable text, PNG, or JPG 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.

Note: PNG and JPG files are both image files.

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 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+, tap and hold the notebook cover, and then tap **Archive**.
 - In Livescribe+, tap the **Archive Now** page that appears in your Notebooks view when you use a page that's near the end of your paper notebook.
 - 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 content is backed up via your normal personal backup procedures for app data.

Table 11: Example Back Up Options

| Option | Description |
|------------------|--|
| iTunes | Connect your device to iTunes to back up. |
| Send | Select Send on the Share panel to manually send all your content, including pencasts, to the destination you choose. |
| Auto-Send | Select Auto-Send in the Share panel to automatically send your handwritten notes to your specified cloud destination. |

TROUBLESHOOTING

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 double-tapping the **Home** button on your mobile device, and then swiping the Livescribe+ app upward.
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+ side menu under **Settings**, tap **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. Tap and hold the cover of the notebook you want to archive.
5. Tap **Archive**.

I CAN'T ADD PHOTOS TO MY FEED

Make sure Livescribe+ has permission to access your photos.

1. Press **Home**.
2. Tap **Settings**.
3. Tap **Privacy**.
4. Tap **Photos**.
5. Switch **Livescribe+** to the **On** (green) position.

I CAN'T RECORD A PENCASST

Make sure Livescribe+ has permission to access your device's microphone.

1. Press **Home**.
2. Tap **Settings**.
3. Tap **Privacy**.
4. Tap **Microphone**.
5. Switch **Livescribe+** to the **On** (green) position.

I CAN'T ADD REMINDERS FROM MY FEED

Make sure Livescribe+ has permission to access your device's Reminders app.

1. Press **Home**.
2. Tap **Settings**.
3. Tap **Privacy**.
4. Tap **Reminders**.
5. Switch **Livescribe+** to the **On** (green) position.



Copyright © 2014, Livescribe, Inc. All rights reserved.

Livescribe is a trademark of Livescribe Inc., Oakland, California 94621. Apple, iPhone, iPad, iPod touch, and iTunes are trademarks of Apple Inc. App Store is a service mark of Apple Inc. All other trademarks are properties of their respective owners.

P/N: 212-00031-000-AB