



# Livescribe Desktop Software Reference Sheet

The screenshot shows the Livescribe Desktop software interface. The top menu bar includes File, Edit, View, Navigation, Tools, and Help. The main window displays a grid of notebook thumbnails, each representing a page from a session. The interface is annotated with several red boxes and arrows pointing to specific features:

- Choose Pen:** Points to the 'Janet 2GB Silver' dropdown menu in the top right corner.
- Create podcast files or Upload to Livescribe Online:** Points to the 'Share' button in the top left corner.
- Search Notebooks:** Points to the search bar containing the text 'assessment' in the top right corner.
- Notebook Library:** Points to the 'Library' tab on the left side of the interface.
- Custom Notebooks:** Points to the 'Custom Notebooks' section within the Library tab.
- Imported Podcasts:** Points to the 'Imports' section within the Library tab.
- Page Navigation:** Points to the navigation buttons (back, forward, home, end) located below the search bar.
- Zoom:** Points to the zoom slider in the top right corner.
- Thumbnail Toggle:** Points to the thumbnail toggle icon (a square with a magnifying glass) in the top right corner.
- Double-click a thumbnail page to open the session and replay the audio:** A large red box containing this instruction and a legend: 'Green = audio', 'Black = no audio', and a note: 'Note: Session tab to left under Library Tab will open when replaying sessions'.
- Play/Pause:** Points to the play/pause button in the bottom left corner.
- Bookmarks:** Points to the bookmark buttons in the bottom left corner.
- Jump:** Points to the jump button in the bottom left corner.
- Position Bar:** Points to the progress bar in the bottom center.
- Playback Speed:** Points to the playback speed controls in the bottom right corner.

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Smartpens	Notebooks	Sessions	Pencasts
<p><b>Rename a Smartpen</b></p> <ul style="list-style-type: none"> <li>• Connect smartpen to the computer with a dock (Pulse) or USB cable (Echo)</li> <li>• Tools Menu &gt; Smartpen &gt; Rename</li> </ul>	<p><b>Rename a Notebook</b></p> <ul style="list-style-type: none"> <li>• Select Notebook</li> <li>• Edit &gt; Rename Notebook or</li> <li>• Right-click on Notebook</li> <li>• Choose Rename Notebook</li> </ul>	<p><b>Rename an Audio Session</b></p> <ul style="list-style-type: none"> <li>• Click on the Audio tab</li> <li>• Choose a Session</li> <li>• Edit &gt; Rename or</li> <li>• Right-click on Audio Session</li> <li>• Choose Rename</li> </ul>	<p><b>Create a Pencast File</b></p> <ul style="list-style-type: none"> <li>• Select a page or audio file</li> <li>• Click the Share button</li> <li>• Choose from the following: Notebook, Session, or Page</li> <li>• Choose As Pencast...</li> <li>• Select data for the pencast</li> <li>• Click the Share button</li> <li>• Navigate to where you want to store the file and click the Save button</li> </ul>
<p><b>Remove a Smartpen</b></p> <ul style="list-style-type: none"> <li>• Tools Menu &gt; Smartpen &gt; Remove</li> <li>• Choose if you want to delete or retain the data</li> <li>• Click OK when told you have successfully removed the pen</li> </ul>	<p><b>Create a Custom Notebook</b></p> <ul style="list-style-type: none"> <li>• On the left-hand side under Custom Notebooks click on <i>Create new Custom Notebook</i></li> <li>• Name the Notebook</li> <li>• Click OK</li> </ul>	<p><b>Delete an Audio Session</b></p> <ul style="list-style-type: none"> <li>• Click on the Audio tab</li> <li>• Choose a Session</li> <li>• File &gt; Remove Audio from Smartpen and/or Delete Audio from Livescribe Desktop</li> </ul>	<p><b>Upload a Pencast</b></p> <ul style="list-style-type: none"> <li>• Select a page or audio file</li> <li>• Click the Share button</li> <li>• Choose from the following: Notebook, Session, or Page</li> <li>• Choose With Online Community (Upload)...</li> <li>• Log in to Livescribe Online</li> <li>• Select data for the pencast</li> <li>• Click the Share button</li> <li>• When the upload is complete you will get the message Pencast 'Name of Pencast' shared successfully</li> </ul>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><b>Pulse</b></p> </div> <div style="text-align: center;">  <p><b>Echo</b></p> </div> </div>	<p><b>Search Notebooks</b></p> <ul style="list-style-type: none"> <li>• Type a keyword or phrase into the Search box in the upper right-hand corner</li> <li>• The Search tab opens on the left to view all pages with the keyword highlighted in yellow</li> <li>• Customize the Search using the advanced options in the drop down menu</li> </ul>	<p><b>Import a Pencast Session</b></p> <ul style="list-style-type: none"> <li>• File &gt; Import Pencast or</li> <li>• Double-click the pencast file and it will open directly in the Livescribe Desktop software</li> </ul>	