Livescribe Desktop Software Reference Sheet

Choose Pen

Create pencast files or
Upload to Livescribe Online

Search Notebooks

Notebook Library

Page Navigation

Zoom

Thumbnail Toggle

Custom Notebooks

**Double-click a thumbnail page to open
the session and replay the audio**

Green = audio   Black = no audio

*Note: Session tab to left under Library Tab will
open when replaying sessions*

Imported Pencasts

Play/Pause

Bookmarks

Jump

Position Bar

Playback Speed

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Smartpens	Notebooks	Sessions	Pencasts

Rename a Smartpen
 	
• Connect smartpen to the computer with a dock (Pulse) or USB cable (Echo)
• Tools Menu > Smartpen > Rename
	Rename a Notebook
	
	• Select Notebook
	• Edit > Rename Notebook
	    or
	• Right-click on Notebook
	• Choose Rename Notebook
		Rename an Audio Session
		
		• Click on the Audio tab
		• Choose a Session
		• Edit > Rename
		    or
		• Right-click on Audio Session
		• Choose Rename
			Create a Pencast File
			
			• Select a page or audio file
			• Click the Share button
			• Choose from the following: Notebook, Session, or Page
			• Choose As Pencast…
			• Select data for the pencast
			• Click the Share button
			• Navigate to where you want to store the file and click the Save button

Remove a Smartpen • Tools Menu > Smartpen > Remove • Choose if you want to delete or retain the data • Click OK when told you have successfully removed the pen	**Create a Custom Notebook** • On the left-hand side under Custom Notebooks click on *Create new Custom Notebook* • Name the Notebook • Click OK	**Delete an Audio Session** • Click on the Audio tab • Choose a Session • File > Remove Audio from Smartpen and/or Delete Audio from Livescribe Desktop	**Upload a Pencast** • Select a page or audio file • Click the Share button • Choose from the following: Notebook, Session, or Page • Choose With Online Community (Upload)… • Log in to Livescribe Online • Select data for the pencast • Click the Share button • When the upload is complete you will get the message Pencast 'Name of Pencast' shared successfully
Pulse **Echo**	**Search Notebooks** • Type a keyword or phrase into the Search box in the upper right-hand corner • The Search tab opens on the left to view all pages with the keyword highlighted in yellow • Customize the Search using the advanced options in the drop down menu	**Import a Pencast Session** • File > Import Pencast or • Double-click the pencast file and it will open directly in the Livescribe Desktop software	