AT Quick Guide

Taking Notes with the LiveScribe Smartpen

A smartpen is a computer in a pen that captures everything a person hears and writes and synchronizes the written notes with the audio. Smartpen users can simply tap on their handwritten notes with their smartpen to hear the conversation play back from that exact moment in time.
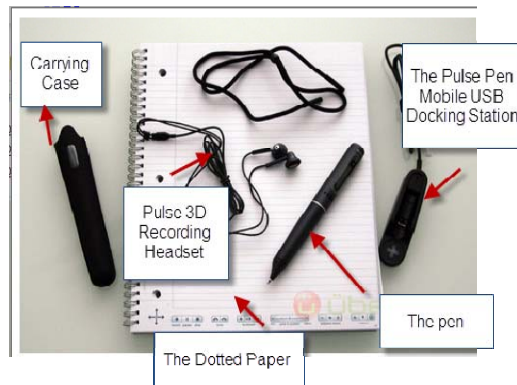
Benefits include:
- Allows students with poor handwriting and/or spelling difficulties to independently record class notes.
- Allows students with auditory processing or motor difficulties to replay audio notes at a later time to replay information.
- Reduces dependency on a scribe for note taking.

Livescribe offers two smartpen models: the Pulse Pen and the Echo. When the term smartpen is used in this Quick Guide it is referring to the Pulse Pen.
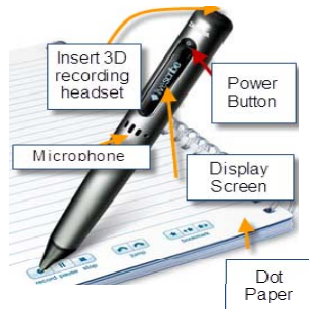
Taking Audio and Written Notes

When recording notes in a classroom, it is important to have a charged smartpen, the "Dot Paper" and the 3D recording headset.

The above items are included in the purchase of a "Pulse Pen".

Step 1: Turn on the smartpen. Press the on button located above the OLED screen.
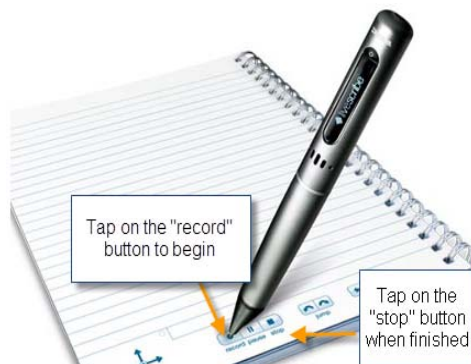
Step 2: Insert the Pulse 3D Recording Headset into the top of the Pulse Pen. Using the 3D recording headset is optional, and improves the quality of the recording as it eliminates the sound of the pen writing on the paper (scratching noises). The earphones/headsets do not need to be worn in the ears to pick up the speaker's voice.

Step 3: Once a lesson is to begin, using the smartpen, tap on the "record" button on the Livescribe Dot Paper. This starts the recording process.

As the lesson proceeds, use the Livescribe paper and smartpen to take notes, write key words or numbers or draw pictures when important items are discussed. Later, when reviewing the notes, the user can touch anywhere on the written words or pictures and the audio recording will begin at that place in the lecture.

Step 4: Tap on "pause" to put the recording on hold. (It is preferable to use pause instead of stopping repeatedly so that the audio recording remains in one file.)

Step 5: To end a recording, tap on the "stop" button. Turn off the pen when you are finished taking notes.

Step 6: To replay the recording, turn the smartpen back on and tap anywhere in your notes to replay the recording from that point. On the bottom of the Livescribe dot paper, the pen can be used to adjust the volume, increase or decrease the playback speed, and move to different locations in the recording.

Additional Dot Paper Tools:

Jump: Allows you to jump ahead or back 5 seconds in the recording.

Bookmark: To assist in locating important points in their notes, he student can draw a checkmark to mark an important word or passage, and tap "bookmark." The student can create as many bookmarks as they need. Bookmarks allow you to locate and listen to key points quickly. Position bar: Allows you to jump to any point in the session.

Playback speed: controls the speed of audio output.

Volume controls: increases or decreases volume of playback

- *In MCPS, students are not able to use the LiveScribe Desktop software to download their notes and recordings from the pen to the computer.*
- *Students using their own smartpen, can download the Livescribe Desktop software on their home computers, and then easily download their notes from their smartpen.*

Taking Audio Notes Only - 2 Methods

Method 1- Using Livescribe Dot Paper

Step 1: Turn on the Livescribe smartpen.

Step 2: Tap on the "record" button on the "Dot Paper", tap "stop" when finished.

Method 2 - Recording without the use of the Dot Paper Tools

Step 1: Press and hold the smartpen power button until you see the recording timer appear on the display. Recording starts automatically once the timer appears.

Step 2: When finished recording, turn off the smartpen.

Playing back the audio

To play back the audio, turn the smartpen back on and go to the smartpen's Main Menu by tapping the center of the navigational arrows at the bottom left of the "Dot Paper". Scroll through the options using the down arrow to locate "Paper Replay™". Tap the right arrow to scroll through options to locate the "Play Session". To start the play back, tap the center of the navigational arrows.

> *Helpful Hint: After you have recorded the lecture, while you are replaying the audio, you can write down notes on the dot paper and the audio will automatically link to your newly written notes. This is useful for students who find it difficult to listen to a lecture and write at the same time.*