PC NOTES TAKER USER MANUAL

VERSION 1.8
Rev 1.9

General Overview

The *PC Notes Taker* is a unique tracking device that captures user-handwritten notes and sketches. These notes can be taken on any paper size up to A4 or Letter and can be later edited on-screen. They can then be stored for future reference, transferred by email or local network and inserted into other documents. You can also set reminders so that they pop-up on any designated day or time.

The *PC Notes Taker* comes in either USB or standard Serial Port versions that are both easy to install and have identical functionality. With simple-to-use software and compact hardware, the *PC Notes Taker* is an ideal solution for those who prefer to jot down notes by hand or send rough sketches without the need to use a keyboard.

Getting Started

Before you begin working with your **PC Notes Taker**, it is necessary to install both the software and hardware on your PC. Once installation is complete, you can use this section to familiarize yourself with the hardware, as well as, with the various software features and options.
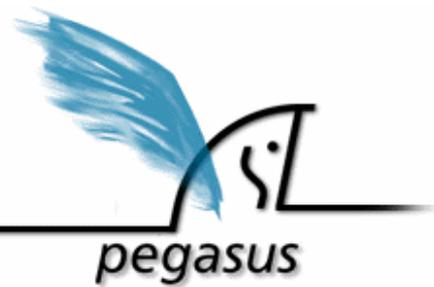
Installation

System Requirements

- o   For USB units: Windows 98/ME//2000/XP.
- o   For Serial units: Windows 98/ME/NT4(Service Pack 6)/2000/XP
- o   15MB available hard disk space
- o   Minimum 32MB RAM.
- o   Available USB port for a USB Unit
- o   Available Com port for a Serial Unit
- o   Microsoft Internet Explorer 4.0 or higher

*Note: As Microsoft Windows 95 has been discontinued by Microsoft, the **PC Notes Taker** software version 1.8 will not support for Microsoft Windows 95.*
http://www.microsoft.com/windows/lifecycleconsumer.asp

Hardware Installation

- o   Connect the **PC Notes Taker** Base cable to a USB port, (Or to a Serial port is you purchased a serial unit).
- o   For USB units, your Windows operating system will auto-detect the USB device. When prompted for a driver, follow the steps in the Software Installation section.

Installing the Memo Paper Holder

If you are using memo paper, you can use the convenient **Pegasus** memo paper holder.

- o   Attach the base unit to the *Memo Paper Holder* by sliding the base unit clip into the tracks located on the bottom side of the base.

Bottom side of memo pad holder

The tracks of memo pad holder

Bottom side of the Memo pad holder

Insert the bottom of the clip into the tracks of the memo pad holder
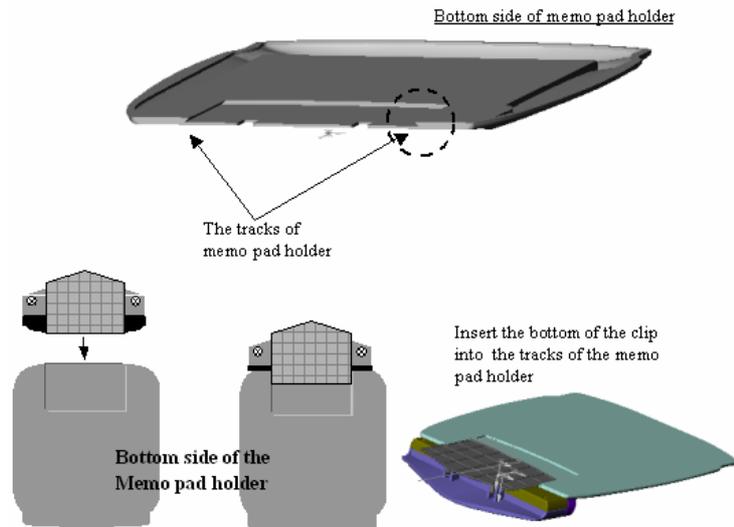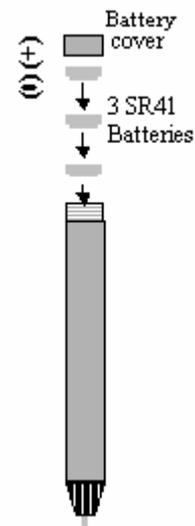
Installing Pen Batteries

- Unscrew the battery cover located at the top of the pen, and insert 3 SR41 batteries (Negative pole (-) facing down and Positive (+) pole facing up)

- Screw back the battery cover

Software Installation

o Insert the **PC Notes Taker** installation CD into your CD ROM drive. The setup program should run automatically. In the event that it does not, run the program by selecting 'Run' from the Windows 'Start' menu and type in D:\setup.exe. (If your CD drive uses a different letter, type that letter instead of D).
o It is also possible to run the setup.exe from the CD drive folder in your Windows explorer.
o After running the setup program, follow the instructions on the screen.
o Once installation is complete, make sure the **PC Notes Taker** Cable is connected and launch the **Notes Manager** Application.
o During installation, you will be prompted to choose whether you would like the application to auto-start when windows loads, and whether you would like an application icon on your desktop (in Custom Installation).
o The installation process will create a new folder named "**My Notes**" located in your "**My Documents**" directory. All your notes will be saved into this directory.

Note:
- *In the event that no "My Documents" directory is found, the installation process will create a new "My Documents" folder on your C hard drive. The 'My Notes' folder will then be created under this directory.*
- *If you uninstall, upgrade or reinstall the software in a different location, the notes files will remain in this directory, and will not be overwritten.*

Running the PC Notes Taker program for the first time

Port Auto-detection

Once the setup process is complete and you launch the application, the *PC Notes Taker* software application will automatically detect your hardware.
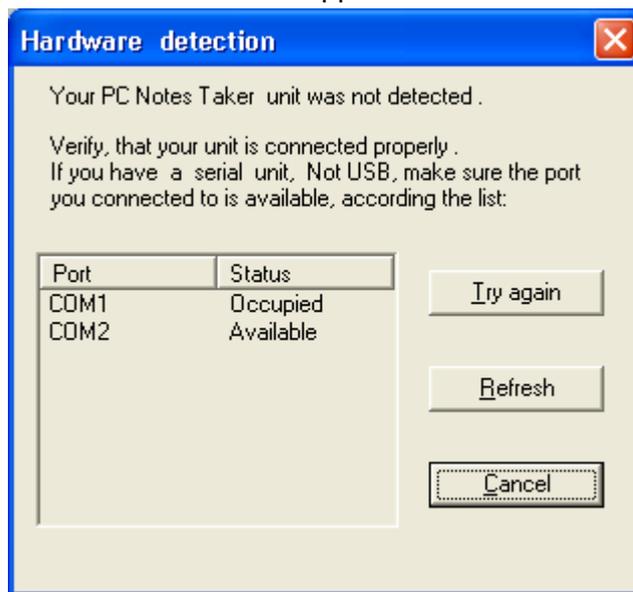
The application will automatically search all ports (USB and serial) in order to detect the *PC Notes Taker* hardware. If it is unable to locate the connection, the *Hardware Detection* dialog box will appear.

USB Hot-Insertion

If the USB cable is disconnected while the software application is running and then re-connected, the hardware will be auto-detected.

If the hardware is connected only after the application was started, the hardware will be auto-detected.

Getting to know your PC Notes Taker Hardware

The Base Unit

The **PC Notes Taker** Base Unit is a small receiving unit that is able to capture the movement of the **PC Notes Taker** pen tip. The Base unit includes several virtual buttons for performing basic functions.
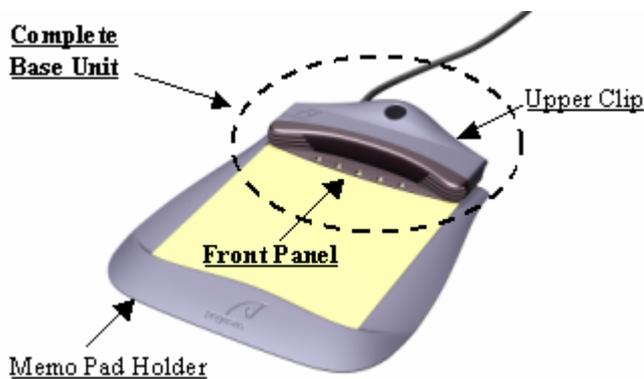
How to Use the Base Unit

To make sure the base unit is working properly:
- o Align the unit with the top center edge of your paper, with the transmitters pointing toward the page (see diagram).
- o Sketch something on the paper.
- o A Note Window should pop up on your PC screen that shows a duplicate of whatever you sketched on the paper.

Note:
- *You can use any paper size up to A4.*
- *If no window appeared, first verify that you are not blocking the Pen transmitters with your hand and that the application is running (see 'How to Hold the Pen¶and 'Troubleshooting').*

Virtual Buttons

There are 5 virtual buttons located on the front of the base unit. Pressing the tip of the pen into any of these virtual buttons is equivalent to pressing the virtual button within the application. These virtual buttons allow you to perform basic functions without the use of a mouse or keyboard. The virtual buttons can be
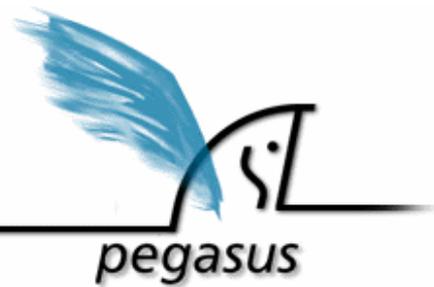
programmed to perform many functions (See below):

Virtual Button Default Settings

Each Virtual button has a default setting for *Note* mode and a separate default setting for *Notes Manager* mode.
The default settings are as follows:

Note mode:

Button#1: Clear note
Button#2: Save to folder (The user defines the folder)
Button#3: Undo
Button#4: Redo
Button#5: Copy to clipboard

Notes Manager Mode:

Button#1: Exit application
Button#2: Print note
Button#3: Preferences
Button#4: Help
Button#5: Copy note to clipboard

Configuring Virtual Buttons

Virtual buttons can also be configured to perform user-defined actions for Note mode or for *Notes Manager* mode. Depending on the active window, the virtual buttons will take on the user-defined settings.

To configure a virtual button:
- o   Select '*Virtual Buttons*' from the *Configuration* menu in the *Notes Manager* application.
- o   Select the button you would like to configure (1-5)
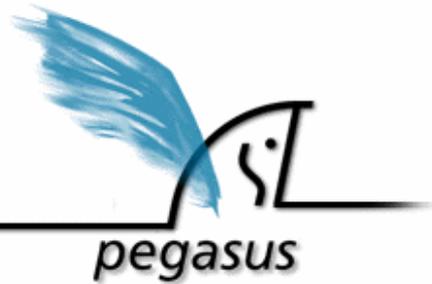
o   Select the action you would like to configure from each of the
    corresponding drop-down lists.
o   Click *OK*

Note: Clicking **Default'** *will automatically revert all settings to their default.*

The Electronic Pen

The *PC Notes Taker* Pen serves as a transmitting unit that sends location
signals to the base unit.

How to Hold the Pen

It is very important to hold the
pen in a manner that does not
block the signals sent from the
pen to the base unit receivers.
Find a position that is
comfortable for you. The below
diagram illustrates the ideal
way to hold the pen.
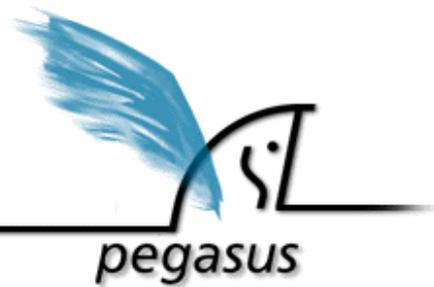
Getting to know your Notes Manager Desktop Application

Creating Notes

The moment you begin to write or sketch with your electronic pen, a **Note** Window will appear on your screen that will reflect everything that you write on the paper attached to the base unit. The **Note** Window includes a Toolbox that allows you to perform various basic functions while writing, or once you have completed writing. At a simple push of a button you can save, edit, send, copy etc. the note.

Note: It is important to make sure that while you are writing you do not block the line of sight between the Pen and the Base Unit with your hand. If you do this, the **PC Notes Taker** will not be able to determine your strokes (see 'How to Hold the Pen¶').

The Notes Toolbox

Each time you begin writing a new note, a **Note** Window will pop up onto your PC screen showing a duplicate of everything you write or sketch. This window includes a toolbox that allows you to perform several basic functions, either while you are writing or after you have completed the note.
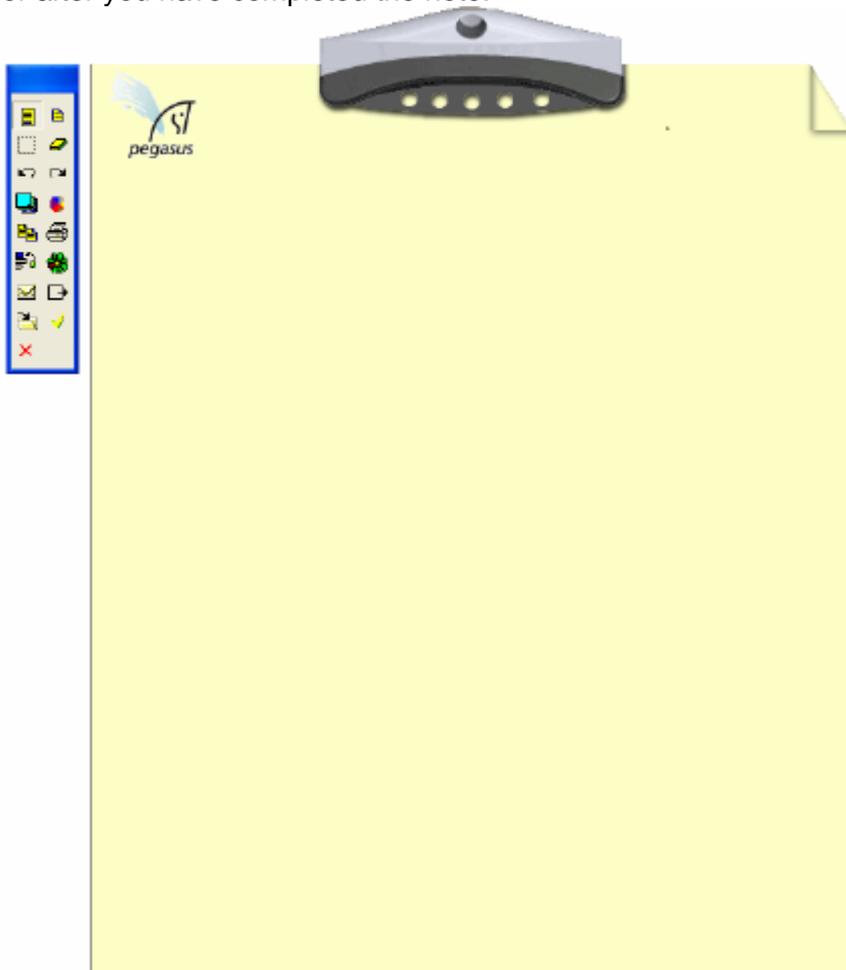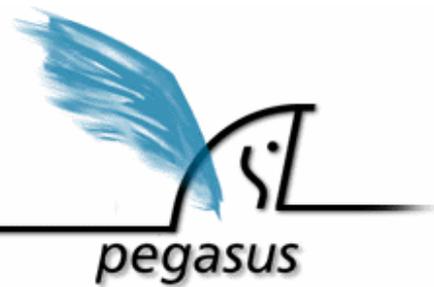
o ▤ A4 VIEW – Switches the note view to A4 size

o ▤ Memo View – Switches the note view to memo size (90x90)

o ⬚ EDIT – Opens the **Notes Editor** for editing the note

o ▤ COPY – Copies the note to the clipboard

o ⬛ CLEAR – Clears the entire on-screen note

o ↩ UNDO – Clears previous stroke in reverse chronological order.

o ↪ REDO – Replaces previously undone strokes in chronological order

o ▦ NOTE COLOR – Changes the current note background color.

o ⬤ PEN STYLES- Changes the Ink color and width.

o 🗁 SAVE TO FOLDER – Saves the note to a specified folder.

o 🖳 SEND BY NETWORK – Sends the note by local network

o ❀ SEND BY ICQ – Sends the current note by ICQ to selected recipients

o 🖨 PRINT – Prints the current note

o ⬜ EXPORT- Exports the selected note to a JPEG file

o ✉ SEND BY EMAIL - Sends note/s by email as a JPEG attachment

o ✕ CLOSE WITHOUT SAVING – Closes the current note without saving

o ✓ SAVE AND CLOSE – Saves the Note into the **Notes Manager** under the default *Miscellaneous* folder and Closes it (The note is named according to the creation date)
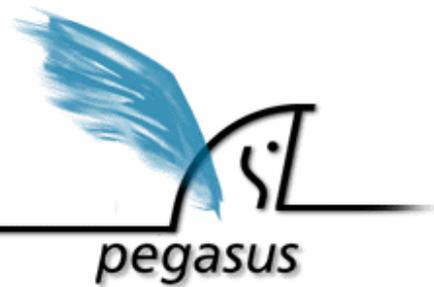
Saving Notes

You can easily save a note at any time by clicking on the '***Save and Close***' icon
in the ***Note*** Window Toolbox. The note will automatically be saved into the default
'***Miscellaneous***' folder and named according to the date it was created. Alternatively,
you can instantly save into any one of the 3 standard folders, by pressing the

corresponding Virtual Button. Or, click on the '***Save to Folder***' icon   in the ***Note***
Window Toolbox and save the note into any folder, under any desired name.

Note: You can rename a note at any time.

It is also possible to configure an '***Auto-Save***' feature, that will automatically save
your note periodically while you are working

Printing Notes

A note can be printed from any of the 3 Note interfaces – The ***Note*** Window, The
Notes Manager or the ***Notes Editor***. To print:

- o Click on the note name or thumbnail in the ***Notes Manager***
  application (unless you are printing an open note from the ***Note***
  Window or ***Notes Editor***)
- o Select ***Print Preview*** from the ***File*** menu in order to first view how
  the note will look when printed.

     *Note: You can preview multiple notes simultaneously. Select the notes
     using the 'Ctrl' key.*

- o Select ***Print*** from the ***File*** menu or click on the ***Print*** icon   (the
  Note Window has an icon only)
- o Select your desired print setting and properties (this can also be
  done through ***Print Setup*** from the ***File*** menu***.*** Some default print
  preferences can also be set through the ***Configuration*** menu
  preferences)
- o Press ***OK***
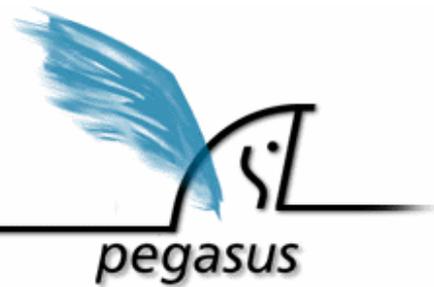
Setting Your Preferences

Set your default preferences by selecting '*Preferences*' from the *Configuration* menu.

General Preferences

Default Note Color

Using the drop down list, you can customize the default background color of your on-screen notes.

Auto-Save Note

You can select a time interval at which your note will automatically be saved. This will also activate an auto-recovery feature that will recover any unsaved information in the case of a system crash or power failure. The only input lost will be changes made since the last auto-save.

Load When Windows Starts

Checking this box will automatically load the *PC Notes Taker* each time you turn on your computer, so that a new *Note* will pop up whenever you begin to sketch using the *PC Notes Taker*.

Save Sticky Notes On Exit

Checking this box will automatically save all the new '*Sticky Notes*' you created. The saved '*Sticky Notes* ' will then instantly appear the next time you either turn on your computer or restart the application.

Print preferences

Note Per Page

Allows you to specify that only one note will be printed per page, each time you print.

Center Note On Page

Allows you to specify that notes will always be centered on the page when you print.
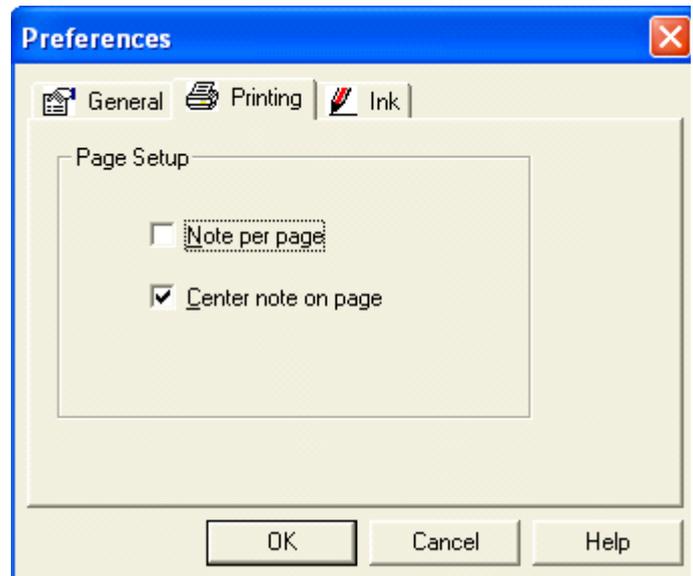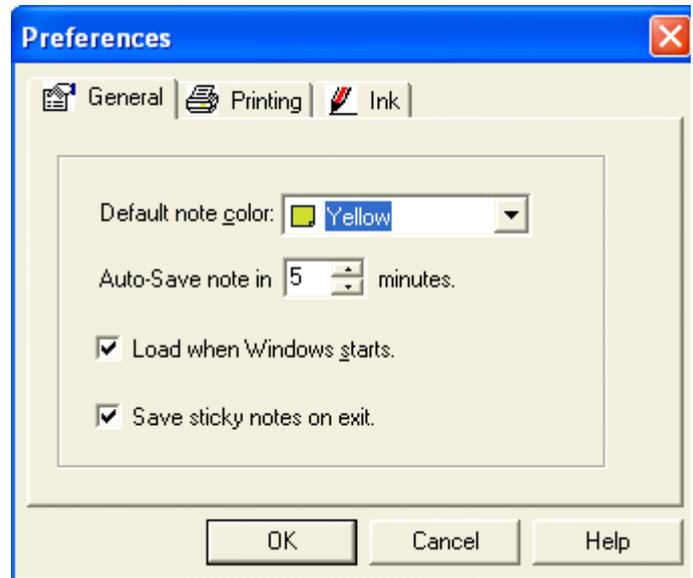
Ink preferences

Allows you to specify Ink Smoothing

Note: *Active only when your Display Adapter color settings are 16 Bit or higher/*
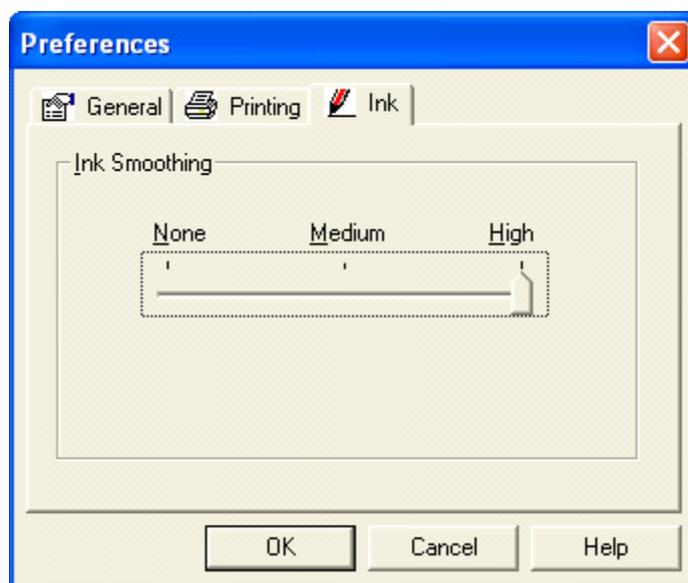
The Notes Manager

The **Notes Manager** application can be used for storing, viewing, searching, copying and exporting notes.
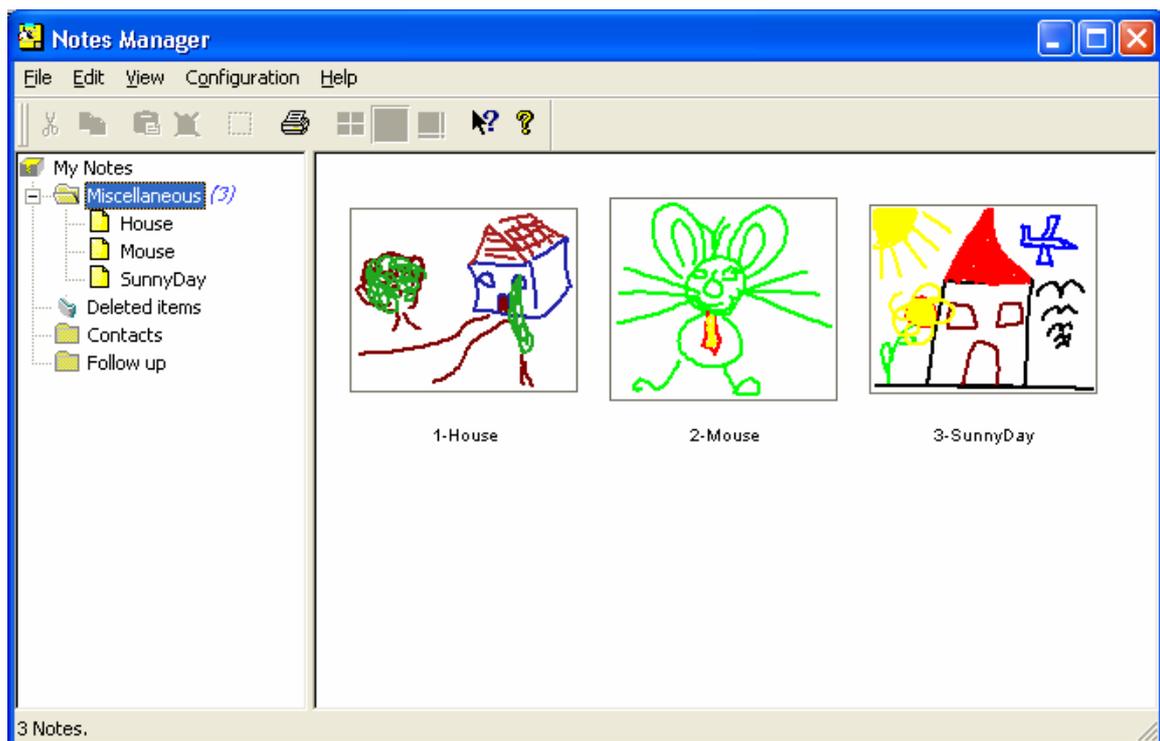
Notes Manager Pull-down Menus

Use these pull-down menus to select options and preferences and to perform all application functions that have to do with storage and transfer.

File

- o PRINT – Prints the selected *Note/Notes*

- o PRINT PREVIEW – Displays the selected *Note* as it will look when printed

- o PRINT SETUP – Allows you to select print options

- o EXPORT – Exports the selected *Note* to a JPEG file

- o EMPTY DELETED ITEMS – Performs a final irreversible deletion of all deleted *Notes*

- o Properties – View *Note* Properties and set a Reminder

- o SEND – Sends any *Note* by email, ICQ or local network

- o EXIT – Exits the **Notes Manager** interface
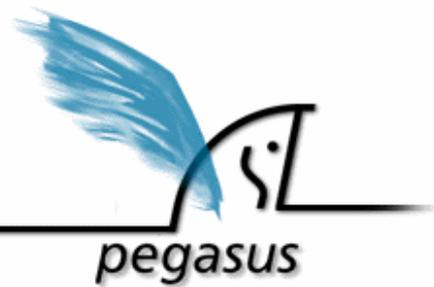
Edit

- o CUT – Cuts the selected *Note* and saves it to the clipboard
- o COPY – Copies the selected *Note* and saves it to the clipboard
- o PASTE – Pastes whatever was last copied or cut to the clipboard
- o DELETE – Deletes the selected *Note* / *Note*s
- o RENAME – Allows you to rename the selected *Note*
- o MOVE/RESTORE TO – Allows you to move or restore the selected *Note* to another folder
- o EDIT NOTE – Allows you to edit a selected *Note*
- o SELECT ALL – Selects all *Notes*
- o FIND NOTE – Lets you search through saved *Notes* based on several criteria
- o FIND NEXT – Locates the next *Note* that matches the search criteria.
- o SET REMINDER – Enables you to set an exact date and time that a particular *Note* will be shown to you as a reminder.

View

- o SMALL THUMB – Displays small thumbnails in the **Notes Manager** view
- o MEDIUM THUMB - Displays medium sized of thumbnails in the **Notes Manager** view
- o LARGE THUMB - Displays large thumbnails in the **Notes Manager** view
- o Sort – Sort *Note* By Name / By Data
- o ZOOM IN – Enlarges the thumbnail view at 50% intervals (available only when viewing an individual *Note* thumbnail)
- o ZOOM OUT - Reduces the thumbnail view at 50% intervals (available only when viewing an individual *Note* thumbnail)
- o ZOOM TO FIT – Returns the thumbnail view size to the original size (available only when viewing an individual *Note* thumbnail)

Configuration

- o DETECT HARDWARE SETTINGS – Allows you to detect the port (USB/Serial) currently in use by the **PC Notes Taker** Base
- o PREFERENCES – Allows you to select your personal preference for elements such as; note color, auto-save, windows options and printing options
- o PEN STYLES – Lets you select the default Ink color and width
- o VIRTUAL BUTTONS – Lets you select Functions for the Virtual Buttons

Help

- o HELP TOPICS - Opens the **PC Notes Taker** Help file.
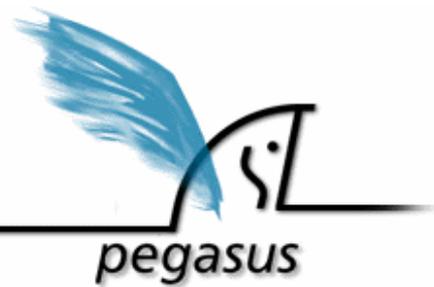
o ABOUT *PC NOTES TAKER* – Provides you with your *PC Notes Taker* version information

Notes Manager Toolbox

o CUT – Cuts the selected *Note* and saves it to the clipboard

o COPY – Copies the selected *Note* and saves it to the clipboard

o PASTE – Pastes whatever was last copied or cut to the clipboard

o DELETE – Deletes the selected *Note* / *Notes*

o EDIT NOTE – Allows you to edit a selected *Note*

o PRINT -- Prints the selected *Note* / *Notes*

o SMALL THUMB – Displays small thumbnails in the *Notes Manager*

o MEDIUM THUMB - Displays medium thumbnails in the *Notes Manager*

o LARGE THUMB - Displays large thumbnails in the *Notes Manager*

o HELP TOPICS - Opens the *PC Notes Taker* Help file.

o ABOUT *PC NOTES TAKER* – Provides you with version information
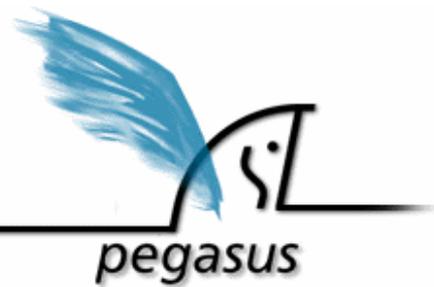
Folders

The **Notes Manager** has 3 predefined folders, **Miscellaneous, Contacts** and **Follow up**. You can use these folders for storing your notes and you can create additional customized folders.

Creating a new folder

To create a new folder:
- o Right click on the **My** *Notes* icon 📁 My Notes or on any folder in the **Notes Manager** application
- o Select **New Folder** from the list that appears
- o A new folder will appear
- o Type in the desired folder name

Renaming a folder

To rename an existing folder:
- o Right click on the folder you would like to rename in the **Notes Manager** application.
- o Select **Rename** from the list that appears
- o The folder name will appear highlighted
- o Type in the desired new folder name

Note: The 3 predefined folders cannot be renamed.

Deleting a folder

- o Right click on the folder you would like to delete in the **Notes Manager** application
- o Select **Delete Folder** from the list that appears
- o Select **Yes** to confirm that you would like to delete the folder, or **No** to cancel the operation.

Note: The 3 predefined folders cannot be deleted.

Notes Properties

You can view *Note* properties (Name, Creation Date, Location and Reminder):
- o Right click on the *Note* and choose **Properties**.
- o Or select a *Note* and choose **Properties** from the **File** menu.
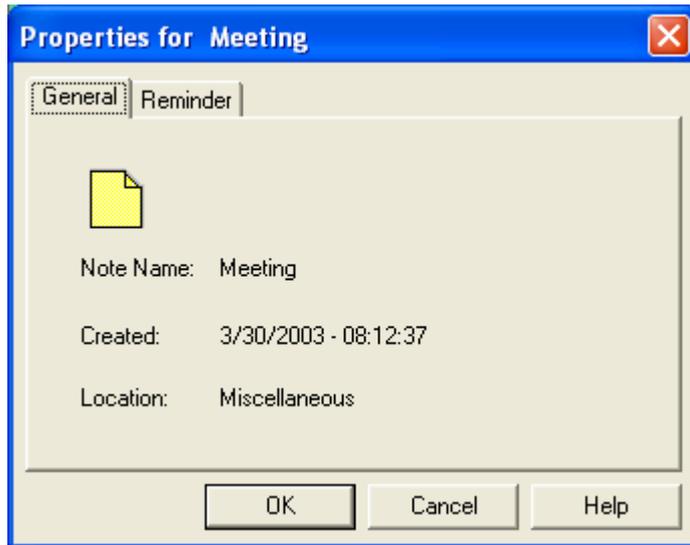
Renaming Notes

Each time you create and save a new *Note*, it will automatically be given a name that corresponds to the exact date and time the note was created. To rename a *Note*:
- o Right click on the *Note* name in the **Notes Manager** application.
- o Select **Rename** from the list that appears
- o The *Note* name will appear highlighted
- o Type in the desired new *Note* name
- o Press **Enter**
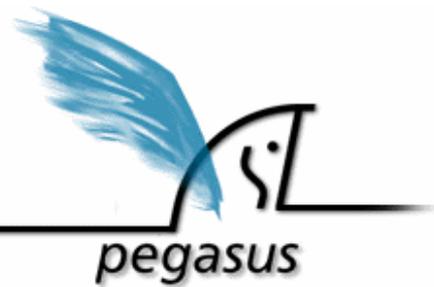
Moving/Restoring Notes

You can move any *Note* saved in one folder to any other folder. To move a *Note* to another folder:

- o Click on the *Note* name or thumbnail in the **Notes Manager** application
- o Select **Move to** from the **Edit** menu, or right click on the *Note* name or thumbnail and select **Move to** from the list that appears

- o Select the folder name to which you would like to move the *Note*
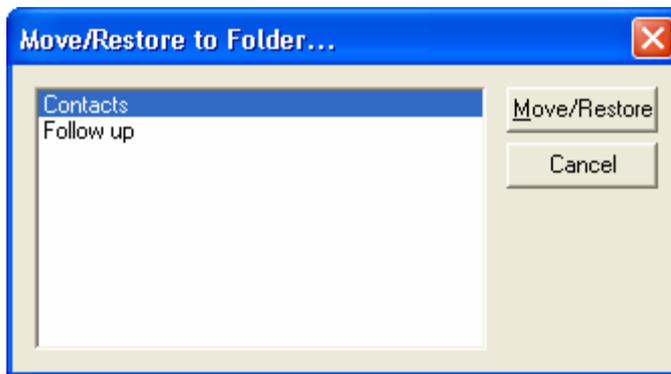
- o Press **Move**

Note: You can also use the 'Drag and Drop' feature to move a Note.

Finding Notes

It is possible to search through saved *Notes* in order to locate any particular *Note*. In order to perform a search:

- o Select *Find Note* from the *Edit* Menu in the *Notes Manager*
- o Choose the folder you would like to search (or all folders)
- o If you would like to search by description or *Note* name, select *by description* and then in the *Search for* field, type in the name or description of the *Note* you would like to find
- o To search by creation date parameters, select *All notes created* and then specify the date range you would like to search
- o Click *Find*
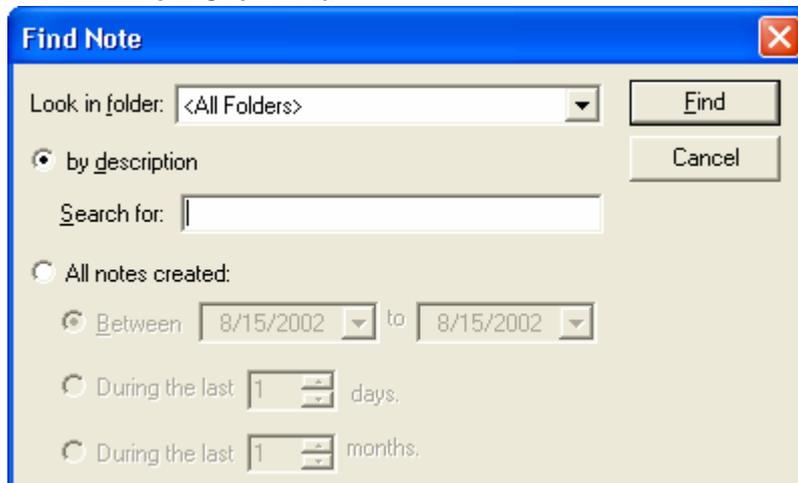
Selecting a Pen Style

The default Ink color is black and the default width is 1. You can change the color and width of on-screen pen strokes at any time:

- o Select *Pen Styles* from the *Configuration* Menu in the *Notes Manager*, or by right clicking on a new *Note*.
- o Use the arrows to the right of the current Ink color and width to select any on-screen stroke color and width between 1-10 (you can also type the desired width directly into the box)
- o Press the *Default* button in order to return to the default settings at any time
- o Press *Cancel* to return to the *Notes Manager* or to the *Note* without changing the current pen style settings
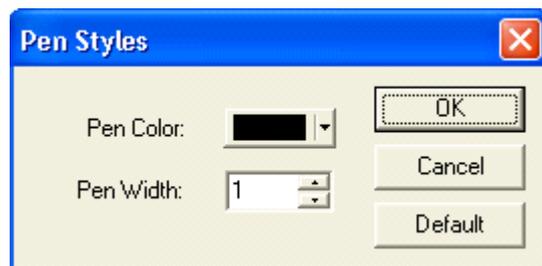
Note: You can also change the color and width of any stroke by selecting an individual stroke or group of strokes in the **Notes Editor** *and then selecting Color or Line Width from the* **Tools** *Menu.*

Setting a Notes Reminder

You can use *Notes* as reminders by setting an exact date and time that a particular *Note* will be automatically pop onto your screen. To set a Reminder:

- o Click on the *Note* name or thumbnail in the **Notes Manager** application
- o Select **Set Reminder** from the **Edit** menu. You can also right click on the *Note* name or thumbnail and select **Set Reminder** from the list that appears
- o Click on the **Enable Reminder** box
- o Select a date from the drop down calendar that appears when you click on the arrow to the right of the default date
- o If you would like to specify an exact time for the reminder, click on the **Exactly At** box and use the arrows to change the default time or type in the desired time
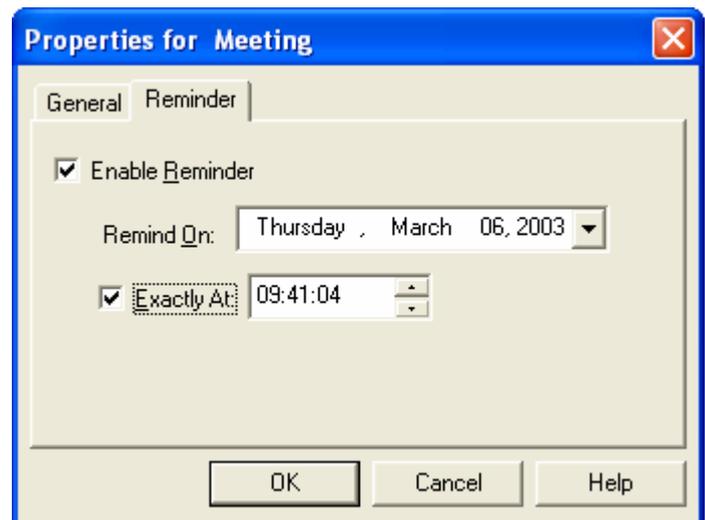
Note: if you do not select an exact time, the reminder will appear when you turn on your computer on the specified day.

Snoozing a Reminder

You can snooze any reminder, so that it disappears and then pops up again within 5, 10, 15 or 20 minutes (depending on your preference).

To snooze a reminder:
- o Click on '**Snooze'**
- o From the drop-down list, select the number of minutes you would to snooze.
- o Click "**OK**"

## Exporting to JPEG

You can export any *Note* to JPEG file format. To export:
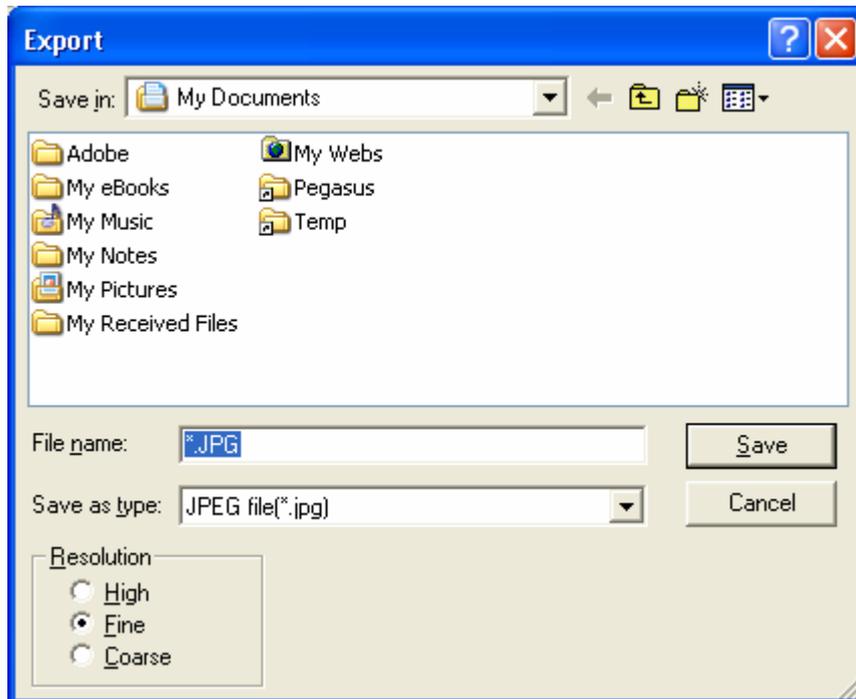
- o In the **Notes Manager** application, select the *Note* you want to export
- o Right click on the *Note* or select **Export to JPEG** from the **File** menu
- o Choose the destination file path and format (JPEG)
- o Select the resolution quality
- o Click **Save**.

Note: You can export multiple notes simultaneously - select several notes using the 'Ctrl' key.

Pasting Notes into Other Applications

You can paste any saved *Note* into another application as a JPEG image. To do this:
- o Click on the *Note* in the **Notes Manager** application
- o Select **Copy** or **Cut** (cutting will delete the *Note* from its current location) from the **Edit** menu. You can also right click on the *Note* name or thumbnail and select **Copy** or **Cut** from the list that appears
- o Open the application into which you would like to paste the *Note*
- o Select the **Paste** option from the application into which you would like to paste the *Note*.

*Note: You can also copy a note that you are currently sketching by clicking on the virtual button programmed as **Copy**, and then pasting it.*

Creating Sticky Notes

You can create *Sticky Notes* by dragging *Notes* from the **Notes Manager** to your desktop. A *Sticky Note* will always appear on top, unless you hide it by minimizing the window.

In the **Notes Manager** window, click on the *Note* you wish to create a *Sticky Note* from.

- o Drag the *Note* outside the **Notes Manager** window.
- o A *Sticky Note* can automatically pop up after the application was closed and re-opened, or after system reset. Use the **configuration** menu in the **Notes Manager**
- o To view additional *Sticky Note* options, right click on the *Sticky Note*
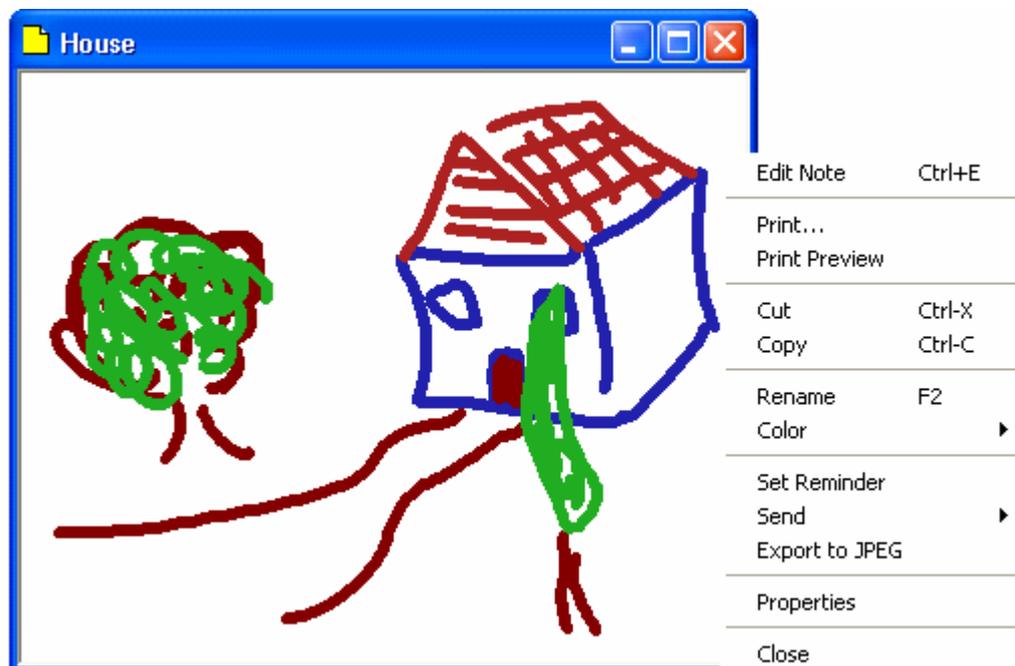
The *Notes Editor*

Editing Notes

It is possible to edit any *Note*, whether you are currently in the midst of writing it or whether it is already saved into the **Notes Manager**. To begin editing a *Note*:

- o Click on the **Edit Note** icon ☐ (In the **Notes Manager** or while working on a *Note*), or right click on the *Note* and choose **Edit Note**.
- o This will automatically open the **Notes Editor** window.
- o The **Notes Editor** interface includes pull-down menus and toolbars that allow you to perform various editing functions.
  - You can select a particular stroke or group of strokes using the **Select Area** icon ☐ in the Tools Toolbar or the **Select** option from the **Tools** Menu. Or you can select the entire *Note* with the **Select All** option from the **Edit** Menu.
  - Once you have selected the area you would like to edit, you can delete it, change the color of the on-screen pen strokes, change the width of the on-screen pen strokes etc.
  - You can also add figures and drawings into the *Note* using the various drawing features (Insert circle, line, highlight, text, etc)
- o While editing, you can still use your pen to continue sketching on the *Note*.
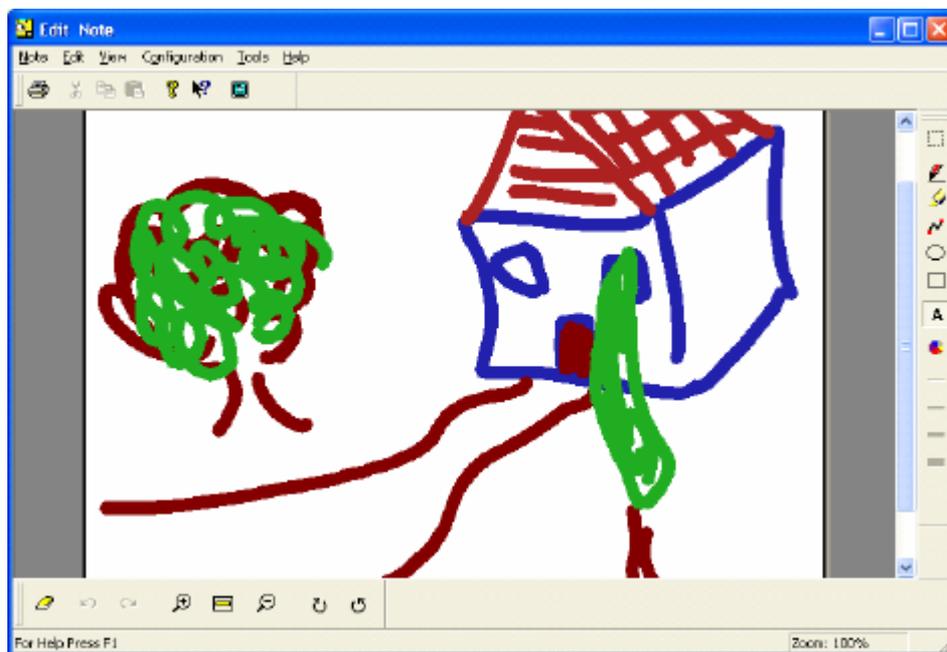
Note: You can enter **Edit** mode from the **Notes Manager**, in a **Note** being created or in a **Sticky Note** by double clicking it.
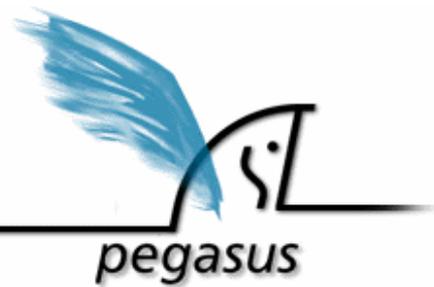
Notes Editor pull-down menus

Note

- o PRINT – Prints the selected *Note*

- o PRINT PREVIEW – Displays the selected *Note* as it will look when printed

- o PRINT SETUP – Allows you to select print options

- o EXIT EDITING & SAVE – Saves the edited *Note* and closes the editing

- o CLOSE W/O SAVING – Closes the editing application without saving any changes

Edit

- o UNDO – Clears the previous stroke *in reverse chronological order*

- o REDO – Replaces previously undone strokes in chronological order

- o CUT – Cuts the selected *Note* and saves it to the clipboard

- o COPY – Copies the selected *Note* and saves it to the clipboard

- o PASTE – Pastes whatever was last saved to the clipboard

- o DELETE – Deletes the selected *Note*

- o CLEAR PAGE – Clears the entire on-screen *Note*

- o SELECT ALL – Selects all strokes in the *Note*

View

- o ZOOM IN – Enlarges the *Note* view

- o ZOOM TO FIT - Returns the *Note* view to the original size

- o ZOOM OUT – Reduces the *Note* view

- o TOOLBARS – Allows you to select which editing toolbars you would like to view on your interface (Standard, Tools, Manager)

- o STATUS BAR – Allows you to view or hide the status bar at the bottom of the **Notes Editor** interface

- o FULL SCREEN – Brings the **Notes Editor** into full screen view

Configuration

- o PEN/HIGHLIGHT PROPERTIES – Lets you select the color and width of the Editor Pen and Highlighter

Tools

- o SELECTOR – Allows you to select any area

- o PEN – Allows you to freestyle draw using your mouse

- o HIGHLIGHT – Allows you to highlight any area by freestyle drawing

- o LINE – Allows you to insert a line of any length

- o CIRCLE – Allows you to insert a circle image of any size

- o RECTANGLE – Allows you to insert a rectangle of any size

- o TEXT – Allows you to insert type written text

- o COLOR – Allows you to pre-select/change the color of strokes or to highlight strokes or text

- o LINE WIDTH 1 – Allows you to pre-select or change the thickness of any stroke to width 1

- o LINE WIDTH 2 – Allows you to pre-select or change the thickness of any stroke to width 2

- o LINE WIDTH 4 – Allows you to pre-select or change the thickness of any stroke to width 4

- o LINE WIDTH 8 – Allows you to pre-select or change the thickness of any stroke to width 8

Help

- o HELP TOPICS - Opens the *PC Notes Taker* Help file.

- o ABOUT *PC NOTES TAKER* – Provides you with *PC Notes Taker* version

Notes Editor Toolbars

Standard Toolbar

- o PRINT -- Prints the selected *Note*

- o CUT – Cuts the selected *Note* and saves it to the clipboard

- o COPY – Copies the selected *Note* and saves it to the clipboard

- o PASTE – Pastes whatever was last saved to the clipboard

- o ABOUT *PC NOTES TAKER* – Provides you with *PC Notes Taker* version
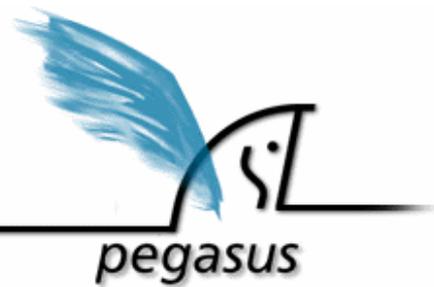
o ⬚ HELP TOPICS – Provides you with your **PC Notes Taker** help

o ▤ FULL SCREEN – Brings the **Notes Editor** into full screen view

Tools Toolbar

o ⬚ SELECT – Select any area

o ✒ PEN – Allows you to freestyle draw

o ✎ HIGHLIGHT – Highlight any area by freestyle drawing

o ∿ LINE – Allows you to insert a line of any length

o ○ CIRCLE – Allows you to insert a circle image of any size

o ▢ RECTANGLE – Allows you to insert a rectangle of any size

o A TEXT – Allows you to insert type written text

o ⬤ COLOR – Change the color of pen strokes or to highlight strokes or text

o — LINE WIDTH 1 – Change the thickness of any stroke to width 1

o — LINE WIDTH 2 – Change the thickness of any stroke to width 2

o — LINE WIDTH 4 – Change the thickness of any stroke to width 4

o ▬ LINE WIDTH 8 – Change the thickness of any stroke to width 8

Manager Toolbar

- CLEAR PAGE – Clears the entire *Note*

- UNDO- Clears the previous action.

- REDO- Replaces previously undone action.

- ZOOM IN – Enlarges the *Note* view

- ZOOM TO FIT - Returns the *Note* view to the original size

- ZOOM OUT – Reduces the *Note* view

- ROTATE RIGHT – Rotates the entire *Note* image 180° to the right

- ROTATE LEFT – Rotates the entire *Note* image 180° to the left

OLE2 (Object Linking and Embedding)

OLE2 provides the ability to insert objects to any OLE2 supported application, such as MS-Office. (MS Word, Excel, Outlook and any OLE2 supported application)

Using the PC Notes Taker with OLE2 within MS-Office

- o   Open a new / existing Office document
- o   Click the *PCNT* button on the Toolbar
    - -   Choose the "*PC Notes Taker*" button to add a regular object, which you can locate wherever MS-Word can place the writing TAB
    - -   In MS-Word you can Choose the "**Floating**" button to add a Floating object, which you can locate wherever you want on top of the document.

Use the *PC Notes Taker* to sketch directly onto the OLE object
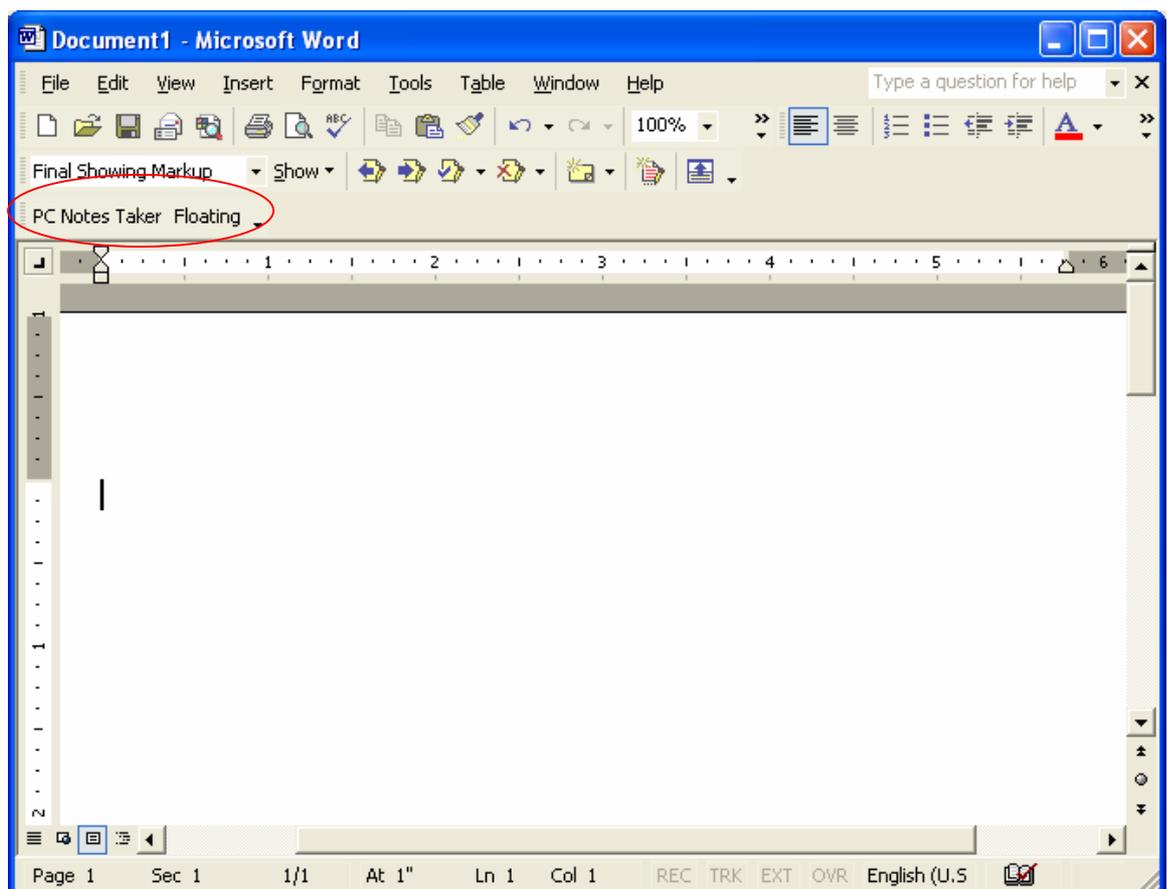
If the *PCNT* button does not appear on the toolbar, do the following:

o Select *'Insert'* Menu
o Select *'Object'*
o Press on the '*Create New*' Tab
o Choose the '*PC Notes Taker* **Document**' Object

Use the **PC Notes Taker** to sketch directly onto the OLE object.

Note:
- *The same method can be used in any application supporting OLE2*
- *OLE2 is supported by MS-Office 2000 and above*
- *Use right click options on any OLE object to perform advanced functions.*

PCNT New Mail   PCNT Reply   PCNT Reply to All

Using the PC Notes Taker with OLE2 within MS-Outlook

o Click the appropriate **PCNT** button on the **PC Notes Taker** Tool Bar in MS-Outlook

o Use the **PC Notes Taker** to sketch directly into the email form.

If the **PCNT** toolbar does not appear in Outlook, do the following:

o Select '*View*' Menu
o Select '*Toolbars*'
o Choose the '*PC Notes Taker*' Toolbar

Use the **PC Notes Taker** to sketch directly onto the OLE object.

Note:
- *OLE2 is supported in MS-Outlook 2000 and above*
- *Use right click options on any OLE object to perform advanced functions.*
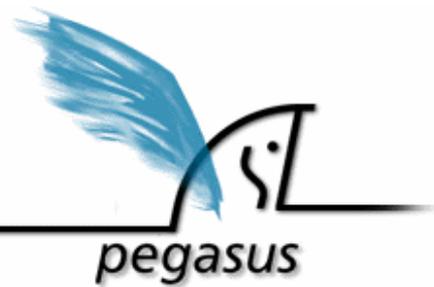
After pressing the '*PCNT Mail*' button, the following email form will appear:
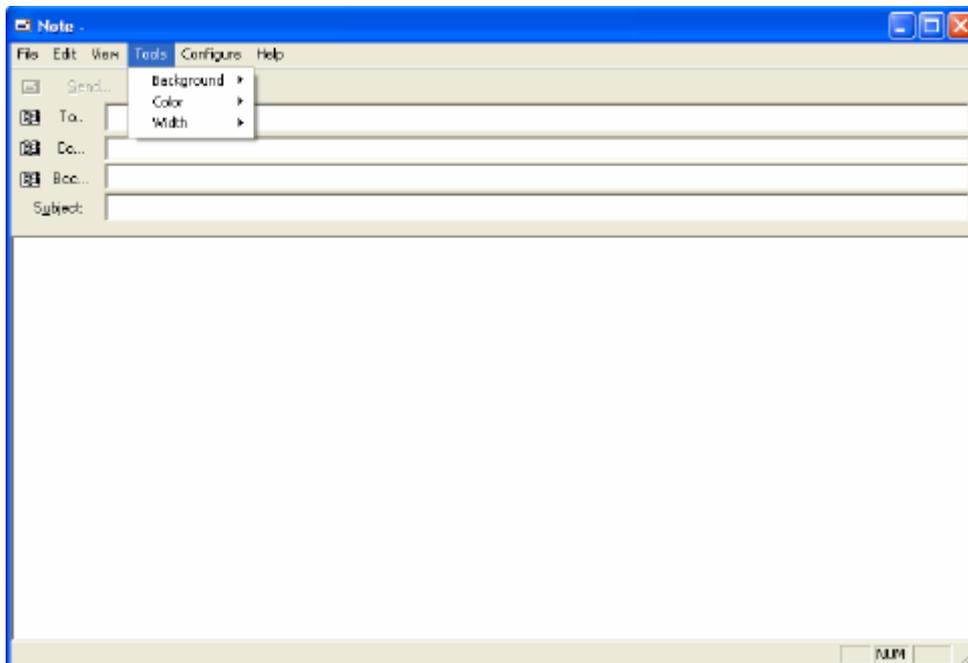
- o Use the *PC Notes Taker* to sketch directly into the email.
- o Complete the *Recipient* and *Subject* information.
- o Press the "*Send*" button.

Note:

- *You can use the menu to detect the PC Notes Taker base unit, change the background color, or ink color and width.*
- *You can use the PCNT Mail to send a new email, to "Reply" or to "Reply All"*
- *If using Outlook XP, the following security messages may appear:*
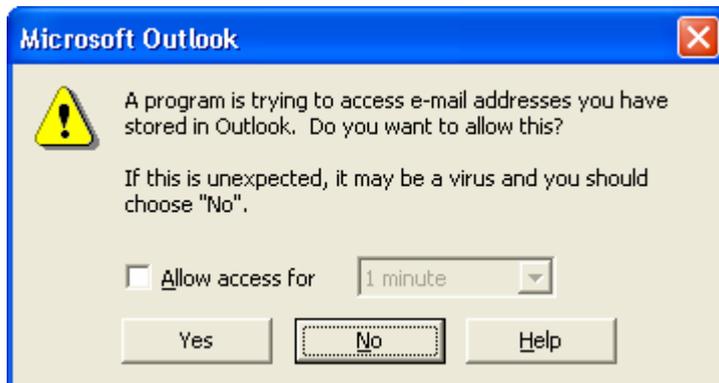
Reply "Yes" to either of these dialogs
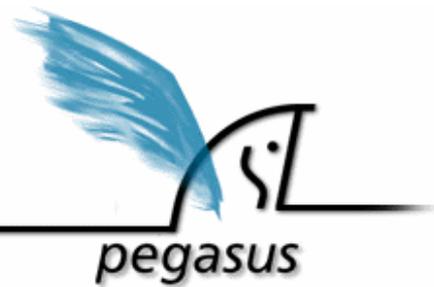
Sending Notes

You can send any *Note* by email, ICQ or by local network. An emailed *Note* appears as a JPEG attachment to the recipient. In order to send a *Note* by local network, the recipient must have the **PC Notes Taker** application installed and running on his/her PC. *Notes* can be sent by email, ICQ or network from both the **Notes Manager** and the **Note** Window.

Sending notes via email

To send a *Note* immediately after you have completed it:

- o   Press on the **Send Note by Email** icon in the **Note** Window
- o   A new email will open with the *Note* as a JPEG attachment
- o   Type in the desired recipient's email address and any desired text in the subject and body of the email
- o   Send the email

To send a saved note:

- o   Click on the *Note* name or thumbnail in the **Notes Manager**
- o   Select **Send Note By Email** from the **File** menu. You can also right click on the *Note* name or thumbnail and select **Send Note By E-Mail** from the list that appears
- o   A new email will open with the *Note* as a JPEG attachment
- o   Type in the desired recipient's email address and any desired text in the subject and body of the email
- o   Send the email

Note: *The application will use your default mail client.*

Sending notes via ICQ

To send a *Note* immediately after you have completed it:

- o   Press on the **Send Note by ICQ** icon in the **Note** Window
- o   A new ICQ message will open with the *Note* as a JPEG attachment
- o   Type in any desired text
- o   Send the Message

To send a saved *Note*:

- o   Click on the *Note* name or thumbnail in the **Notes Manager**
- o   Select **Send Note By ICQ** from the **File** menu. You can also right click on the *Note* name or thumbnail and select **Send Note By ICQ** from the list that appears
- o   A new ICQ message will open with the *Note* as a JPEG attachment
- o   Type in any desired text
- o   Send the Message

Note: *A file can be sent in ICQ to 'Online' users only.*

Sending notes via local network

To send a *Note* immediately after you have completed it:

- o Press on the **Send Note to Network PC** icon ▣ in the **Note** Window
- o Select the Name/IP address of the person to whom you would like to send the *Note* (a list of all network users that have the **PC Notes Taker** application installed and running will automatically appear)
- o Press **Send**

To send a saved *Note*:
- o Click on the *Note* name or thumbnail in the **Notes Manager**
- o Select **Send Note to Network PC** from the **File** menu. You can also right click on the *Note* name or thumbnail and select **Send Note to Network PC** from the list that appears
- o Select the Name/IP address of the person to whom you would like to send the *Note* (a list of all network users that have the **PC Notes Taker** application installed and running will automatically appear)
- o Press **Send**

   Note:
- • *You can select multiple recipients when sending a note via local network*
- • *You can select all recipients by clicking the 'Select All' button*
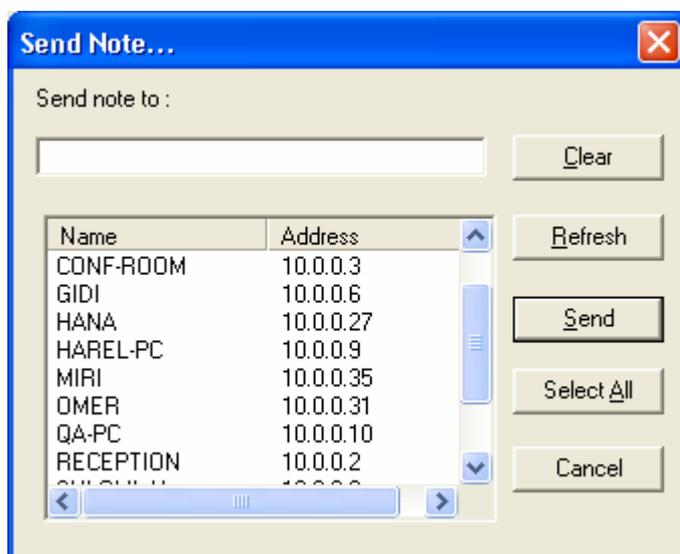
Receiving Notes Via Local Network

Users connected to an office network (LAN), can receive *Notes* over the LAN. Right clicking the *Received Note* will provide the recipient with the options shown below.
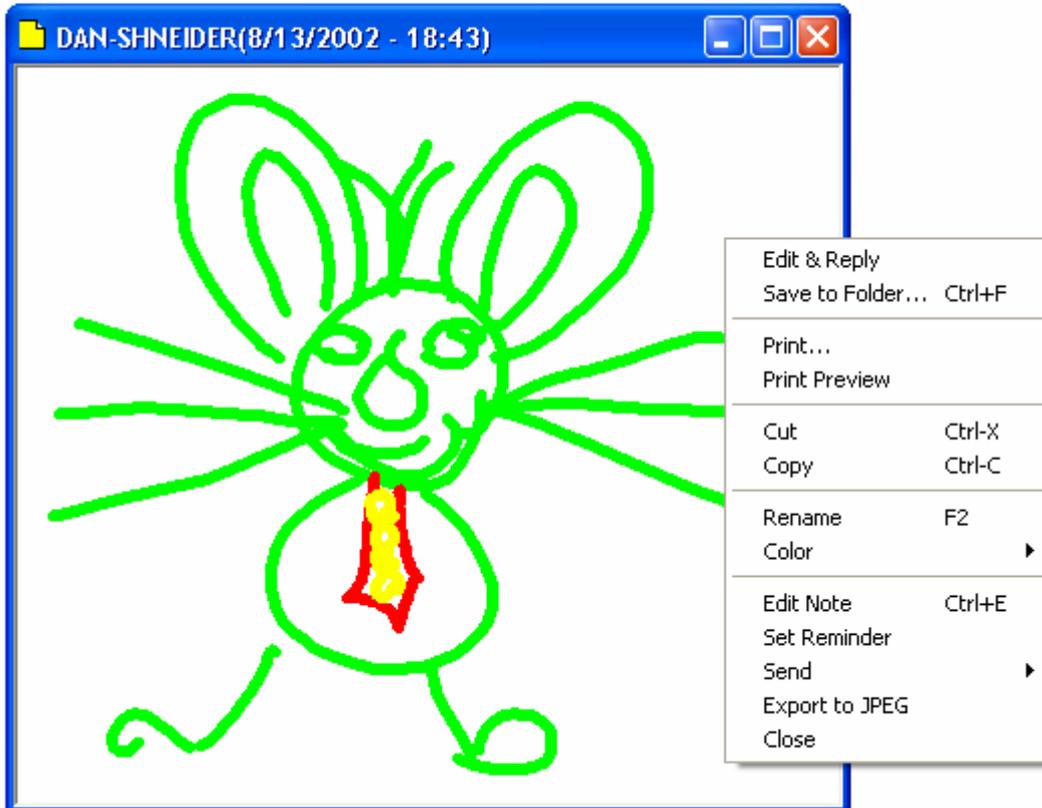
Caring for the *PC Notes Taker* Hardware

Changing Pen Batteries

When your Pen battery voltage runs low, the following message will appear on your screen:

Until the batteries are replaced, a warning will continuously be displayed on each newly created note and the application Icon will appear as follows:

In order to change pen batteries, perform the following steps:

- o Unscrew the battery cover located at the top of the pen and remove the worn out batteries, by gently pressing on the battery clip. (See image)
- o Insert 3 new SR41 batteries (Negative pole (-) facing down and positive (+) pole facing up)
- o Screw back the battery cover.

Battery clip
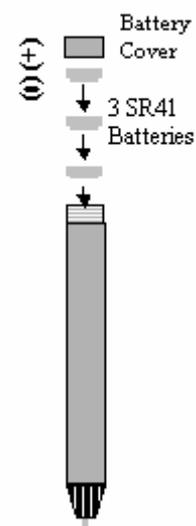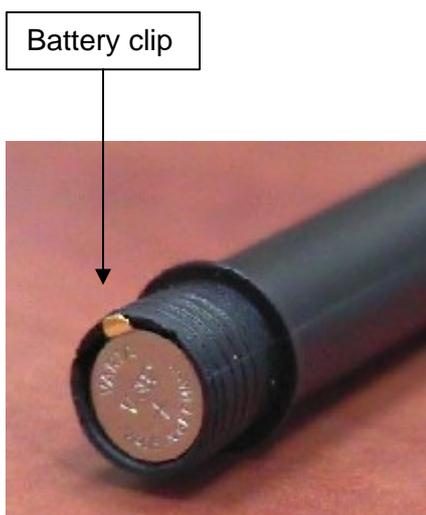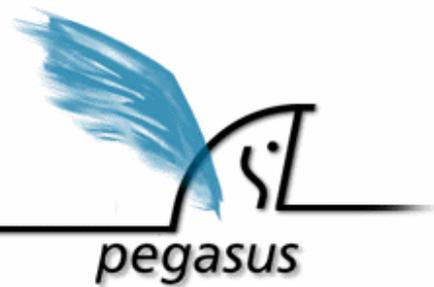
Replacing the Pen Refill

Refill Extractor

The external edge of the pen cap is also a refill Extractor.

In order to replace the refill, perform the following steps:

- o Pull the pen from its cap.
- o Insert the tip of the pen into the refill Extractor.
- o Pull on the pen.
  The refill has now been removed from the pen.
- o Slide the new pen refill into the hole at the tip of the pen (with the ink tip facing up.
- o Gently press it in until it is securely in place. The refill should not fall out even if you tip the pen.

Note: Make sure you use a refill that is similar to the original.

Storage

- o Keep your **PC Notes Taker** away from liquids and direct sunlight at all times.
- o Always store your unit in protected packaging or in the original box.
- o Severe shock can cause degradation in performance. Take precautions not to drop the Base Unit or Pen onto hard surfaces.
- o When keeping your **PC Notes Taker** on your desk, you can store the Pen in the convenient penholder located on the base unit.

Cleaning

- o Clean your **PC Notes Taker** base unit using a soft cloth.
- o Special care must be taken not to insert sharp pointed objects into the ultrasonic transmitting and receiving units.

Troubleshooting

General:

Q: What is *PC Notes Taker*?
A: The *PC Notes Taker* is a unique tracking device that captures user-handwritten *Notes* and sketches. These *Notes* can be taken on any size paper up to A4 and can be later edited on-screen. They can then be stored for future reference, transferred by email or local network and inserted into other documents. You can also set reminders so that they pop-up on any designated day or time.

The *PC Notes Taker* comes in either a USB or standard Serial Port versions that are both easy to install and have identical functionality. With simple-to-use application and compact hardware, the *PC Notes Taker* is an ideal solution for people who prefer to jot down *Notes* by hand or send rough sketches without the need to use a keyboard.

Q: How does the technology work?
A: The pen is transmitting your hand movements to the receiver located in the base unit.
The application than translates these movements to digital signals that enable you to view your handwriting on the screen.

Q: Where can I find operation instructions for the *PC Notes Taker*?
A: You can refer to the *PC Notes Taker* "Quick Start" Guide (please find in the box content), and you can use the User Manual installed with our application, and on our web site at: http://www.pegatech.com/tech.html

Q: which paper size does the product supports?
A: *PC Notes Taker* supports paper size up to A4.
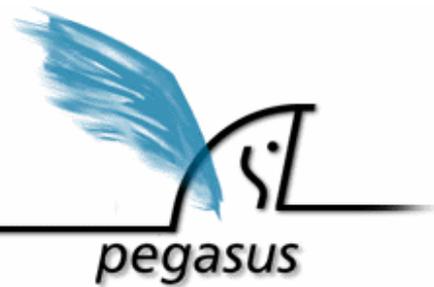
Hardware:

Q: After installing the *PC Notes Taker* software, I receive a hardware detection dialog, indicating that the hardware was not found. What do I do?
A: Make sure the **PC Notes Taker** hardware is connected properly to a USB or serial port, and click '***Try Again***'.

Q: When I start sketching with the pen, no Note appears on screen.
A: Make sure the **PC Notes Taker** application is running.
   Make sure the Base Unit is connected to the PC.
   Make sure the Pen is within range from base unit.
   Make sure you inserted the batteries into the Pen.

Q: What kind of refill is inside the pen? Can I replace it? Where can I get it?
A: a usual refill (67.2mm long X 2.33mm diameter) with nickel platted tube,
you can replace the refill using the "Refill Extractor" in the pen cap. You can buy this refill in any store selling stationary.

Q: How can I use the unit with any paper?
A: Detach the unit from the *Memo Paper Holder* and clip it on the top of paper in the Center (see drawing on the package front).

Q: Do I need the *Memo Paper Holder* to enable handwriting input?
A: No, the *Memo Paper Holder* is an accessory to allow you comfortability when working with memo papers on a table. You may detach the unit and clip it on any regular paper up to A4 size.

Q. Can the *PC Notes Taker* be operated when it is exposed to sunlight?
A. Yes.

Q: What are the Virtual Buttons?
A: There are 5 icons marked on the Base unit front panel. These icons serve as **Virtual Buttons**. These virtual buttons allow you to perform basic functions without the use of a mouse or keyboard and they can be programmed to perform many functions. (Read User Manual for more information)

Q: For how long can I use the batteries?
A. Batteries duration is 100 hours of continues writing.

> ***Tip***: When Pen batteries are low, a dialog will popup telling you to replace them.

Software:

Q. Which operating system does PCNT support?
A. *PC Notes Taker* supports:
      USB units: Microsoft windows 98/ME/ 2000/XP
      Serial units: Microsoft windows 98/ME/NT4(Service Pack 6)/2000/XP

Q: How can I auto start the *PC Notes Taker* software when restarting windows?
A: In the *PC Notes Taker* application go to: *Configuration→Preferences*.
Choose the *General* Tab and check the "*Load when windows starts*" box.

Q: Can I use the *PC Notes Taker* application as handwriting Input method for other application (MS Office, graphic design SW etc)?
A: You can use the *PC Notes Taker* as an input device to any OLE2 supported application. (Read User Manual for more information)
* In Outlook 2000 and up you can use the *PCNT* Toolbar to write emails with your own hand writing,
* In MS-Word you can add an Object, using the *PCNT* Toolbar and draw directly to your Word document.
* In any other OLE2 supported application, just insert a new *PC Notes Taker* Object.

Q: When I start sketching with the pen, a black note appears.
A: This is a known issue, and can occur in some cases, if your display adaptor is configured to 256 colors.
   We recommend using minimum of 16 bit colors in your display adapter configuration.

Q: How can I change Ink color and width during sketching?(Real Time).
A: Use the button on the *Notes* toolbar.

Q: How can I create '*Sticky Notes*'?
A: Drag any of the *Notes* from the **Notes Manager**
   ** Tip: Right click on a '*Sticky Note*', to perform advanced actions.

Q: Can I see the 'Sticky Notes' after restarting the application?
A: YES!!
Make sure this option is marked in the '*Notes Manager*' *Configuration* menu.

Q: How can I Export a note?
A: You can export a *Note* when created (Real Time) or from the **Notes Manager**

   In creation, use the button on the **Notes** toolbar.
   In the **Notes Manager** use '*File→Export* to Jpeg'.

Q: How can I change the default Note background color?
A: In the **PC Notes Taker** application go to: *Configuration→Preferences* and choose any color you desire for a *Note*. (You can choose random color)

Q: How can I change the default Ink color and width?
A: In the *PC Notes Taker* application go to: *Configuration→Pen Styles* and choose any color you desire for a *Note*.
You can change the pen color and width while sketching, by using the *Notes* toolbar.

Q: With which eMail client can I use the *PC Notes Taker for sending Notes as an attachments*?
A: Any MAPI supported eMail client, such as MS outlook, MS outlook express.

Q: To whom can I send a note via network?
A: A *Note* can be sent to anyone on your LAN, which has the *PC Notes Taker* application installed **and running.**

Q: To whom can I send a note via ICQ?
A: A *Note* can be sent to anyone on your ICQ contact list, and who is in 'Online' Status*.*

Q: Can I stop sketching, and then get back to my sketch? Can I resume sketching and return to the same sketch later?
A: Yes. If the paper and the base unit where not moved.

Q. Can I set a reminder to a note?
A. Yes:
1. Right click on the note, in the *Notes Manager*.
2. Select '*Set Reminder*'
3. Check '*Enable Reminder*'
4. Choose date.
5. Choose time.
6. Press '*OK*'

TIP: You can snooze a reminder. (Read the *User Manual* for more information)

Q: I can copy my sketches to clipboard and insert them to MS Word, however I cannot see the image. I can only see the frame where the sketch should be.

A: In MS Word configuration, Make sure the "*Placeholders Instead Of Graphics*" option is not marked.
Tools→Options→View→Picture placeholders

Q: Can I write directly to MS-Word?

A: You can use the *PC Notes Taker* OLE2 object, and directly write into any OLE2 supported application (MS Word, Excel, Outlook etc)

Read *User Manual* for more information.

Q: Why can't I see the *PC Notes Taker* toolbar in Outlook?
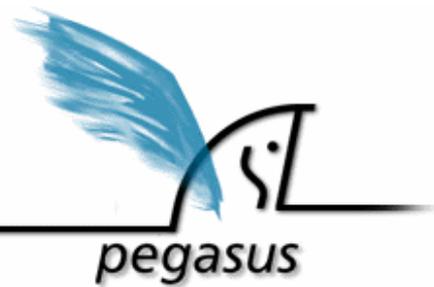
A: In Outlook menu choose **Tools**-Options
Choose the '**Other**' tab
Choose '**Advanced Options**'
Press the '**COM Add-Ins button**'
Make sure that the "**PC Notes Taker**' is checked
Press '**OK**' to go back to Outlook.

Q: When using the PCNT mail in Outlook XP, I get security messages. Can I remove them?

A: Outlook XP uses security feature, when an external application is connecting it. These messages can not be removed.

Pegasus Technologies LTD. Technical Support:

http://www.pegatech.com/tech.html

Visit our Technical support web site for:

- Reporting bugs
- Submitting questions
- Viewing documentation
- Software updates