



# Livescribe™ Paper Tablet User Guide

VERSION 1.0

English  
German  
French  
Spanish  
Italian  
Korean  
Simplified Chinese  
Malay



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October 11, 2010 2:06 pm

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# 1 Welcome

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## Overview

The Livescribe Paper Tablet enables your Echo smartpen to work as an input device on your computer. Similar to a graphics tablet, the Paper Tablet lets you use your Echo smartpen as a mouse and turns your Livescribe™ dot notebooks into an extension of your computer screen. You connect your smartpen to your computer using its micro-USB cable and use it like a stylus on Livescribe™ dot paper. Use the Paper Tablet to mark up slides, presentations, PDFs, documents and spreadsheets, quickly and easily.



When you hover the tip of your smartpen over a notebook page, you can control your computer's cursor on screen. You can also tap to click and drag to draw, and write or draw within applications that support graphics tablet interfaces, such as Microsoft PowerPoint.

Although the Paper Tablet functions much like a graphics tablet, it does not provide features like pressure-sensitivity and assignable stylus buttons. Also, if you have a dual monitor system, the Paper Tablet controls the cursor on the primary monitor only.

Typical users of Paper Tablet include:

- Presenters: Anyone who presents hand-written information via a projector or online.
- Editors: Anyone who annotates (marks up) electronic documents.
- Collaborators: People who work together using online collaboration tools or screen sharing and would benefit from drawing, sketching, or annotating.
- Signers: Individuals who want to insert their signature in electronic documents.

## Absolute Positioning

Computer mice are pointing devices that use *relative positioning*. Mice indicate their position in relation to their previous positions. For example, if you drag your mouse, the cursor moves relative to where it started. If you then pick up your mouse, and place it somewhere else on your mouse pad the cursor does not move. You need to drag the mouse to a new relative position to move the cursor.

The Paper Tablet works as an *absolute positioning device*. This means that fixed coordinates on your notepad map to fixed coordinates on your computer screen. For example, when you touch the bottom left corner of your notebook page with your smartpen, the cursor moves to the bottom left corner of the screen. If you then move your smartpen to a different location on your notebook page, the cursor moves to the corresponding location on your screen.



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# 2 *Getting Started*

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## *System Requirements*

Livescribe™ Paper Tablet requires:

- An Echo smartpen with micro-USB cable, with smartpen firmware version 2.5 or higher
- Livescribe™ Desktop version 2.3 or higher: only required to install the Paper Tablet application.
- Either a PC running Windows® XP with SP3, Windows® Vista (32-bit only), Windows® 7 (32-bit or 64-bit), or an Intel-based Mac with Mac OS® X 10.5.5 or higher

### **NOTES:**

- The Paper Tablet works on Echo smartpens only.
- Windows XP does not include special inking functions for Microsoft Office that are standard in Windows Vista and Windows 7.

**IMPORTANT:** The Paper Tablet is not compatible with the Mac OS version of Adobe Photoshop. Functional limitations exist when using Windows or Mac OS version of Adobe Illustrator, and Windows version of Adobe Photoshop. Specifically, the Tablet Pen cannot work properly with the Tools Panel.

## *Installing Livescribe™ Paper Tablet*

1. Purchase the Livescribe Paper Tablet from the Livescribe Online store: <http://www.livescribe.com/store>. If you purchased a Paper Tablet retail application card from a store, redeem your purchase on the Livescribe Online store by entering the redemption number on the card.
2. Launch Livescribe Desktop (version 2.3 or higher) and dock your Echo smartpen.
3. Accept any requests to update your smartpen firmware. Your smartpen firmware will be updated to version 2.5 or higher, and will include the Paper Tablet application.
4. Launch the Paper Tablet. See [Launching Livescribe™ Paper Tablet on page 4](#).

## Launching Livescribe™ Paper Tablet

As with other smartpen applications, you can launch the Livescribe™ Paper Tablet using the Nav Plus menu or Launch Line. See the *Livescribe Smartpen User Guide* for details about these commands.

### Launching Livescribe™ Paper Tablet with Launch Line

Using Launch Line, you can quickly launch the Livescribe™ Paper Tablet application.

To create and use Launch Line for Livescribe™ Paper Tablet:

1. With no other applications running, draw a horizontal line on your notebook (starting from right or left) and without removing your smartpen tip from the page, immediately double back on the line ending close to where you started.
2. Immediately begin writing the word **Tablet** above the line. As you write the first few letters, look at your smartpen display. If it shows the “Tablet” command, *double-tap anywhere on the page to run it*. You do not need to finish writing the whole command name.



3. Tap a page to use as your Tablet Page. When you tap a page to select it, it uses the default page orientation for the paper product. Usually, this is portrait mode. If you want to change the orientation, instead of tapping the page, draw a short vertical line in the desired orientation. See [Specifying Page Orientation on page 8](#).

#### NOTES:

- To launch the Paper Tablet at a later time, tap on the Launch Line name. The name remains as an active “button” that you can tap at any time to launch the application.
- While Tablet mode is active, you can still use other smartpen applications and functions.

### Launching Livescribe™ Paper Tablet from the Nav Plus

1. Connect your Echo smartpen to your computer using its micro-USB cable.
2. Tap the center of a Nav Plus to get to the **Main Menu**.
3. Tap down to scroll to the **Applications** menu.



4. Tap right and then tap down until you locate the **Tablet** menu item.
5. Tap right to launch the Paper Tablet.
6. Tap a page to use as your Tablet Page. When you tap a page to select it, it uses the default page orientation for the paper product. Usually, this is portrait mode. If you want to change the orientation, instead of tapping the page, draw a short vertical line in the desired orientation. See [Specifying Page Orientation on page 8](#).

## ***Stopping the Paper Tablet***

To stop the Paper Tablet:

- From the Main Menu, navigate to the Tablet application and tap right on **Stop Paper Tablet**.

The Paper Tablet mode turns off automatically when any of the following occur:

- You turn off your smartpen. As long as the smartpen is connected to the computer, it will not shut off automatically.
- You turn off your computer
- You unplug the cable connecting the smartpen to the computer

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# 3 *Setting Up Tablet Pages*

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The Paper Tablet works using your smartpen as the pointer stylus and one or more *Tablet Pages* as the tablet. Most Livescribe pages can become Tablet Pages.

## *Activating a Tablet Page*

To activate a Tablet Page:

1. Launch the Paper Tablet. See [Launching Livescribe™ Paper Tablet on page 4](#).
2. When prompted by your smartpen, draw a *short* vertical line (approximately 1 inch or 25 mm) from top to bottom to indicate the desired page orientation. Or, to accept the default page orientation, tap anywhere on the page to activate it. See [Specifying Page Orientation on page 8](#).

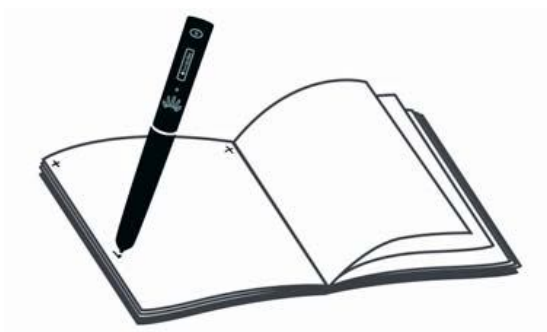


3. To activate more Tablet Pages, tap left and then tap down until you reach the **Activate Page** menu.
4. Tap right then tap or draw a vertical line on another notebook page to select it.

### NOTES:

- A Tablet Page functions until you deactivate it using the smartpen **Deactivate Page** menu.
- You can continue to use a Tablet Page like other pages in your notebook. For example, you can use it for Paper Replay or other smartpen applications.

**TIP:** Optionally, mark your Tablet Page to indicate the page boundaries of your monitor screen. Hover over the Tablet Page and locate each of the four corners of your monitor screen. Draw a small mark on the page at each position.



## Activate Page Quick Command

You can also use a Quick Command to specify a Tablet Page. This is useful when you are in the middle of using the Paper Tablet and want to activate to a new Tablet Page.

1. With no other applications running, draw a horizontal line on your notebook (starting from right or left) and without removing your smartpen tip from the page, immediately double back on the line ending close to where you started.
2. Immediately begin writing the words “activate page” above the line. As you write the first few letters, look at your smartpen display. If it shows the “activate page” command, *double-tap anywhere on the page to run it*. You do not need to finish writing the whole command name.



3. To activate a Tablet Page, draw a *short* vertical line (approximately 1 inch or 25 mm) from top to bottom on the page in the desired orientation, or tap it to accept the default orientation.



## Specifying Page Orientation

Most monitors are used in landscape mode (they are wider than they are tall). However, most notebooks are printed in portrait mode (they are taller than they are wide).

By default, Livescribe dot paper products orient the top of the page to the top of the monitor. To make a Tablet Page match your monitor more closely, you can change the page's orientation. Changing the orientation may use more of the page for the tablet and improve the Paper Tablet resolution.

1. Launch the Paper Tablet. See [Launching Livescribe™ Paper Tablet on page 4](#).
2. Rotate your notebook 90 degrees so it is wider than it is tall.



3. When prompted by your smartpen, draw a *short* vertical line (approximately 1 inch or 25 mm) from top to bottom to indicate the desired page orientation.

## Setting the Tablet Page Aspect Ratio

In some cases, you will want to change the aspect ratio of your Paper Tablet. The aspect ratio determines the active area of a Tablet Page. By default, the aspect ratio of any Tablet Page is 16:10.

**TIP:** The best way to know if the aspect ratio is correct is to experiment with your Tablet Page on your monitor. Draw a pre-defined shape using a drawing tool such as Microsoft Paint and see if it looks correct. For example, draw a square and see if it looks like a square. If it does, the aspect ratio is fine. If it looks like a rectangle, you should try a different aspect ratio.

1. Launch the Paper Tablet. See [Launching Livescribe™ Paper Tablet on page 4](#).
2. If prompted by your smartpen to activate a page, instead tap left on the Nav Plus.
3. Tap down to locate the **Settings > Aspect Ratio** menu.
4. Tap right to choose this option. Tap right to select **Set for one page**.
5. Tap the page that you want to change.
6. Tap right and then tap down to find the new aspect ratio. Then tap right to select it. The Paper Tablet supports these aspect ratios:
  - 16:10 (default)
  - 16:9
  - 4:3
  - 5:3
  - 5:4
  - 10:16 (Portrait)
  - 9:16 (Portrait)
  - 3:4 (Portrait)
  - 4:5 (Portrait)

**NOTE:** You can also use this menu to **Set the aspect ratio for all pages** or **Change the default aspect ratio**.

## Common Screen Resolution Aspect Ratios

The following table summarizes common screen resolutions and their corresponding aspect ratios. Use this table to set the Paper Tablet aspect ratio for your monitor.

<b>Code</b>	<b>Name</b>	<b>Width</b>	<b>Height</b>	<b>Aspect ratio</b>
VGA	Video Graphics Array	640	480	<b>4:3</b>
SVGA	Super Video Graphics Array	800	600	<b>4:3</b>
XGA	eXtended Graphics Array	1024	768	<b>4:3</b>
XGA+	eXtended Graphics Array Plus	1152	864	<b>4:3</b>
SXGA	Super eXtended Graphics Array	1280	960	<b>4:3</b>
UXGA	Ultra eXtended Graphics Array	1600	1200	<b>4:3</b>
WXGA	Widescreen eXtended Graphics Array	1280	768	<b>5:3</b>
SXGA	Super eXtended Graphics Array	1280	1024	<b>5:4</b>
HD	High Definition (Basic)	1366	768	<b>16:9</b>
HD+	High Definition (Plus)	1600	900	<b>16:9</b>
HD-1080	Full High Definition	1920	1080	<b>16:9</b>
WXGA	Widescreen eXtended Graphics Array	1280	800	<b>16:10</b>
WSXGA	Widescreen Super eXtended Graphics Array	1440	900	<b>16:10</b>
WSXGA+	Widescreen Super eXtended Graphics Array Plus	1680	1050	<b>16:10</b>
WUXGA	Widescreen Ultra eXtended Graphics Array	1920	1200	<b>16:10</b>

## Adjusting Active Areas for Mac OS X

Windows and Mac OS X computers manage screen locations differently. This difference affects the active areas on Livescribe paper products. If you are using a Mac, you can adjust the active areas to improve the mapping between Tablet Pages and your monitor.

1. Launch the Paper Tablet. See [Launching Livescribe™ Paper Tablet on page 4](#).
2. Tap down to locate the **Settings** option.
3. Tap right and tap down to locate the **MacOS** option.
4. Tap right to activate the option.

**NOTE:** Once set, the MacOS option remains active unless you deactivate it. If you want to use your smartpen on a Windows computer, revisit this menu and deselect MacOS.

## **Removing a Tablet Page**

You may want to remove (deactivate) a Tablet Page so you can write on it and not affect your computer's cursor.

1. Launch the Paper Tablet. See [Launching Livescribe™ Paper Tablet on page 4](#).
2. Tap down to find the **Deactivate Page** menu.

**NOTE:** If prompted by your smartpen to activate a Tablet Page, *first tap left* and then down to find the **Deactivate Page** menu.

3. Tap a page to deactivate it.

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# 4 Using the Paper Tablet

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This section describes the basic ways to use the Paper Tablet. Also see [Using Paper Tablet with Other Applications on page 16](#) and the video tutorials on the Livescribe Online website.

## Learning Paper Tablet Basics

1. Start the Paper Tablet and specify a Tablet Page. See [Launching Livescribe™ Paper Tablet on page 4](#) and [Activating a Tablet Page on page 6](#).
2. The top area of a Tablet Page is its active area. The active areas vary depending on the paper product you are using.
3. Hold your smartpen just above the page (but not touching it). This is called *hovering*. Move your smartpen to see the cursor move on the screen.





4. Tap the smartpen on the paper. This is the same as left-clicking a mouse. Also see [Right-Clicking on page 14](#).



5. Tap and draw a line to perform a mouse click-drag function.



6. After starting the Paper Tablet, you can use other smartpen applications and continue to use your smartpen as your mouse. For example, to record your notes using Paper Replay, tap the **Record** button on any notebook page. Your notes will be saved by Paper Replay, and your smartpen will continue to control your computer cursor.

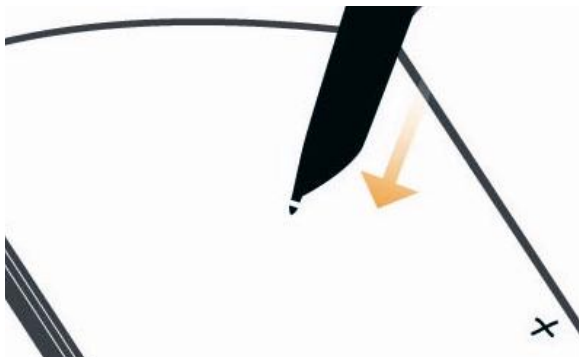
## Tips for Using the Paper Tablet

Unlike a mouse, the Paper Tablet works as an *absolute positioning* device. Each spot on your page corresponds to a position on your computer screen. Because of this design, when you hover the smartpen close to a page, the computer cursor will jump to the new position on the screen corresponding to the location on the Tablet Page. This is expected behavior for absolute positioning devices, but is different from relative positioning devices like your computer mouse. See [Absolute Positioning on page 2](#) for details.

When you hover your smartpen tip on a Tablet Page and then tap to perform a mouse click, the cursor on your screen may appear to move on the screen (usually downward). This effect is related to the *parallax effect*, in which the apparent position of the smartpen tip from your point of view is different from the point of view of the camera in the smartpen tip. The camera is “seeing” a slightly different set of coordinates (position on the page) than you are.

In general, to minimize the jumping effect of your cursor, follow these guidelines:

- Use the largest available notebook for your Tablet Page. Using a larger piece of paper improves the Paper Tablet resolution.
- Set your computer’s double-click speed to slow.
- Before tapping, move your smartpen very close to the page.
- When tapping, hold your smartpen in an upright position, perpendicular to the page surface. Or, if you are holding your smartpen at an angle, tap by moving your smartpen in the direction of the smartpen tip at the same angle. This follows the point of view of the smartpen camera.



## Right-Clicking

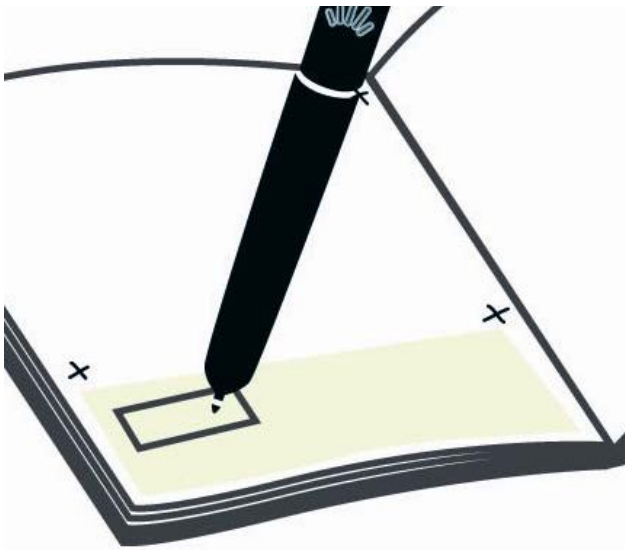
By default, tapping on a page is the same as a left-click on a mouse. To right-click, you can either tap and hold, or create and use a right-click button:

To right-click using tap and hold:

1. Hover over an active area of a Tablet Page.
2. Tap and hold on the page for a few seconds to initiate a right-click command.

To right-click using a right-click button:

1. Create the right-click button. Tapping this button enables single-tap right-clicking.
  - a. Launch the Paper Tablet. See [Launching Livescribe™ Paper Tablet on page 4](#).
  - b. Tap down to locate the **Right-Click Button** option, then tap right.
  - c. Follow the instructions on your smartpen to draw a right-click button. Livescribe recommends you draw this button outside the active area of a Tablet Page.



4. After drawing the button, tap on it to activate the right-click feature.
5. Tap anywhere on a Tablet Page to initiate a right-click command. You can use this button repeatedly to initiate right-clicks.

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# 5 *Using Paper Tablet with Other Applications*

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This topic describes how to use Paper Tablet with several applications.

## *Working with Microsoft Office Products*

Many Microsoft products support some form of inking capabilities. This topic describes how to use these features.

**NOTE:** For Windows Vista and Windows 7, some applications provide inking commands only if the computer is enabled for inking, and if an inking device, such as the Echo smartpen, is connected.

## *Working with Microsoft PowerPoint for Windows*

1. Open your PowerPoint document.
2. Start a Slide Show.
3. Right-click anywhere on the current slide and choose **Pointer Options**. Choose a pen type: **Ballpoint Pen**, **Felt Tip Pen**, or **Highlighter**.
4. Optionally, choose an ink color using the **Ink Color** menu.
5. Begin drawing on your slides.
6. When finished, exit the Slide Show.
7. You are prompted to save your annotations. Click **Keep** to save all the your annotations. The annotations are saved as new objects that you can move, resize, or delete.

## *Working with Microsoft PowerPoint for Mac*

1. Open your PowerPoint document.
2. Start a Slide Show.
3. Control-click anywhere on the current slide and choose **Pointer Options**. Choose **Pen**.

4. Optionally, choose an ink color using the **Ink Color** menu.
5. Begin drawing on your slides.
6. When finished, exit the Slide Show.

**NOTE:** On the Mac, you cannot save ink to a PowerPoint slide. The feature is for presentation only.

## Working in Windows 7 and Vista

If you are running Windows 7 or Vista, you can also use the Paper Tablet with Microsoft Word, Excel, and Outlook.

### Working with Microsoft Word and Excel

1. Open a Word or Excel document.
2. Under the **Review** tab, choose **Start inking**.
3. Begin drawing.
4. When finished, choose **Close ink tools**, **Select objects**, or press the **ESC** key.

### Working with Microsoft Outlook

1. Open a message.
2. Under the **Message** tab, choose **Start inking**.
3. Begin drawing.
4. When finished, choose **Close ink tools** or **Select objects**.

## Using Online Collaborative Applications

This topic describes using the Paper Tablet with several popular online collaborative applications.

### Dabbleboard

1. Go to <http://www.dabbleboard.com>.
2. Click **Get Started**.

3. In the Share and Chat dialog, click **Invite Others**.
4. In the Invite Others dialog, send a link to your drawing. Either enter a collaborator's email and click **Email**, or click **Copy Link** and send the link using email, an instant messaging tool, or other method.
5. Click the top left button and choose **Clear canvas**.
6. Close the Share and Chat window.
7. On the Dabbleboard drawing page, click the **Freehand** button.
8. Start drawing. You and your collaborator will see each other's work.
9. You or your collaborator can click Insert document or Insert image to upload it. Then each of you can draw on top of it.

## Skype™ iDroo

iDroo is an online educational multiuser whiteboard for Skype™.

1. Go to <http://www.idroo.com>.
2. Click the **Download** button to install the application.
3. Double-click **iDroo** shortcut on your desktop.
4. Open Skype and click **Allow access** so iDroo can use your contact information.
5. Close the About iDroo window.
6. Click the **+** button in the Participants window to add new users to the board.
7. Choose one or more participants and click **Add**. Click **OK**.
8. Begin drawing on the board.

## Cisco® WebEx® Meeting Center

1. Using an existing Cisco® WebEx® account, host or join a WebEx meeting.
2. From your webex.com page, click the down-arrow to the right of the Share my desktop button.
3. Select application to share, such as Microsoft PowerPoint or Dabbleboard in a browser window.
4. Begin drawing in the shared application using its inking features.

## Adobe® Connect™

1. Create an Adobe® Connect™ account and log in.
2. Click **Create new meeting** at the top of the page.
3. Fill out the meeting form and click **Next**.
4. Add meeting participants and click **Next**.
5. Send the meeting invitations and click **Finish**.
6. Click **Enter meeting room**.
7. When the meeting screen opens, choose to share your desktop, a specific document, or a whiteboard. For a whiteboard, click on the bottom-right button to open a whiteboard tools menu. Select the pencil at the top of the menu.
8. Begin drawing in the shared document or whiteboard.

## Adding an Ink Signature to Documents

You can use the Paper Tablet to sign documents that support handwritten ink, including Microsoft Word and Adobe Acrobat PDF. When signing a document electronically, it is important to understand the legal implications.

Signing a document using the Paper Tablet or other digital ink device is similar to annotating a document. This is called an *ink signature* and is not the same as a *digital signature*. An ink signature does not necessarily make the signature legally binding. In fact, in many cases, it does not. However, signing a document this way may help the document appear more personal to the recipients.

### Adding an Ink Signature to Adobe Acrobat PDF Documents

1. Open the document in Acrobat Pro 8 or higher or Acrobat Reader 9 or higher.
2. Click the Pencil icon to activate the pencil tool.
3. Hover to the place on the page where you want to sign.
4. Write your signature.
5. Save the document to include the signature with it.

**TIP:** There are other tools and plug-ins you can use to sign PDF documents, such as PDF-XChange Viewer. You can find these tools by searching the internet for “signing a PDF”.

## Adding an Ink Signature to Microsoft Word or Excel Documents

If you are running *Windows 7* or *Vista*, you can add a signature to Microsoft Word and Excel documents.

1. Open a Word or Excel document.
2. Under the **Review** tab, choose **Start inking**.
3. Hover to the place on the page where you want to sign.
4. Write your signature.
5. When finished, choose **Close ink tools**, **Select objects**, or press the **ESC** key.
6. Save the document to include the signature with it.

## About Digital Signatures

A common approach for signing legal agreements and contracts is to apply a *digital signature* to a document. A digital signature is used to authenticate or certify a document. A digital signature can include a visible *ink signature*, but usually does not require one.

In many cases, certifying a document is legally binding, although some organizations do not accept digitally-certified signatures. Digitally signing a document usually requires third-party software to set up private and public keys for the signer of the document and a certification process for the document being signed. Several companies provide digital certification services, tools, and plug-ins for this purpose.

Digital certification is a complex topic and beyond the scope of this guide. For more information about digitally signing documents, search the Microsoft Office and Adobe Acrobat Help for “digital signatures”.