


IntelliPEN – a digital pen & USB Drive

- ❖ The IntelliPen Receiver has a clip attached and a removable end which hides the USB attachment
- ❖ The IntelliPen Receiver has two GREY half moon shapes on the surface
 - Left half moon is ON / OFF
 - Right half moon is PAUSE
- ❖ You will notice three icons in between these half moons
 - **Receiver Ø**
This will light up when ON
This will blink when the receiver is being charged via the USB port on your computer
 - **Pen /**
This will light up when RECORDING handwriting
This will blink when pen battery is low
(Please inform DSS if battery is low)
 - **Receiver battery** 
This will blink when receiver battery is low.
There will be 10minutes of handwriting time left before it shuts down

Starting to Write

1. Clip the receiver in the CENTRE of a blank page
 - Make sure it is firmly in place
 - Do not have any objects in front of the receiver
 2. Press the **Ø receiver** button and wait until the **Ø STOPS** flashing
 3. Start using the IntelliPen to write your notes
 4. As you write keep your fingers AWAY from crystal cone at the lowest part of pen. The cone is the clear plastic around the nib of the pen
 5. Use the PAUSE switch when not writing! This will give you more writing time
- ❖ Avoid writing on uneven surfaces!

Using the Software

What the software can do:

- Changes handwriting into text
- Converts document into PDF file
- Edit and convert documents
- Send as email
- Save in various formats
- Navigate through pages
- Save onto memory stick

Convert and Edit Handwritten notes into TEXT

1. Go into computer and Open **Pen and Ink Editor** in Programs
2. Take IntelliPen receiver and remove left hand corner cover
3. Insert IntelliPen receiver into USB port on computer
4. Open File in Menu Bar
5. Click on Open
6. Click on **My Notes**
7. Choose correct document. It will end in **.eli** (file default)
8. Open
9. You will now see your written notes created by the IntelliPen
10. Choose **EDIT** from drop down menu bar and click
11. Choose **CONVERT TO TEXT** from drop down menu bar and click
12. Wait a few seconds
13. You will now see your notes are in typed text
14. Save this document onto your memory stick. File will default to **.ant**
- 15. IMPORTANT: Delete your work from the IntelliPen device!**
16. Safely remove device from computer
17. Turn Device OFF

How to load the IntelliPen PEN & INK software

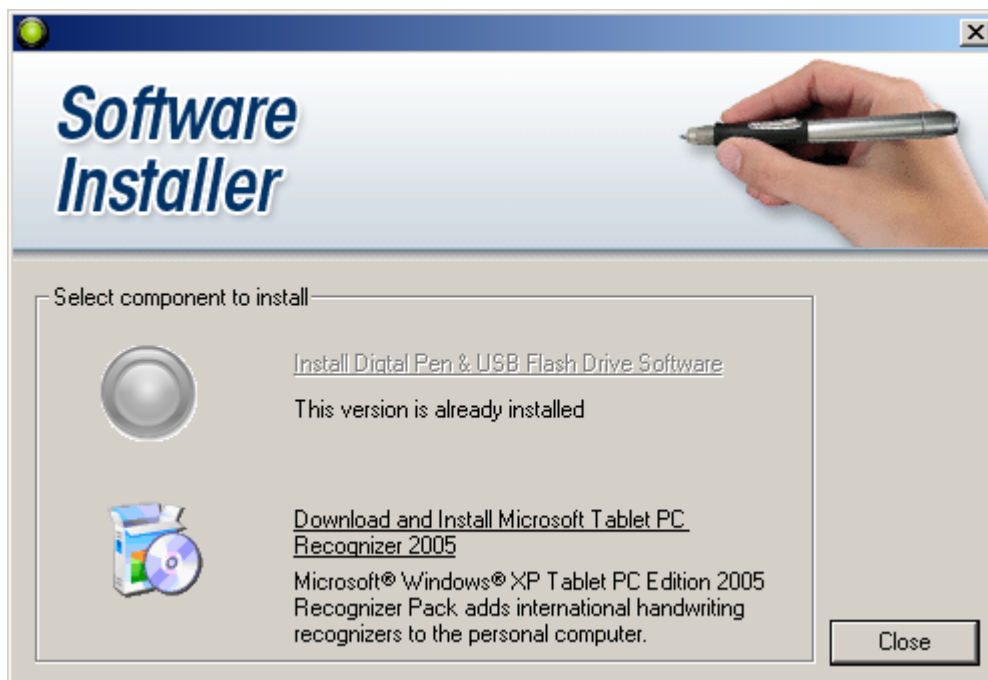
- The software is loaded onto the DSS laptops and also the stand alone DSS computers in the libraries
- If the software is not loaded you can ring the DSS or speak to a librarian.
- You can load it yourself

To Begin

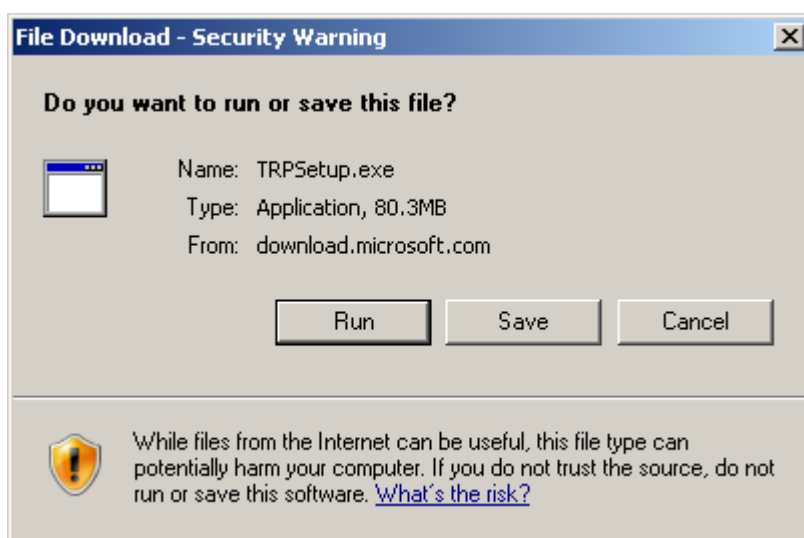
1. Put the MINI disk into the disk drive (no need to use larger disk)
2. Go into Explorer
3. Go into D:drive
4. Double click on SETUP.EXE (this looks like a green sun icon)
5. Follow prompts for Preparing To Install – the wizard
6. This will take a few minutes to start, please be patient
7. Click on NEXT when asked
8. Agree to all including License
9. Tick Typical when given a choice and Next
10. Keep following Wizard commands and agree to all

IMPORTANT

11. At this point (see image below) You need to Install Digital Pen & USB Flash Drive Software. **AND DOWNLOAD and Install Microsoft Tablet PC Recognizer 2005.** Click on the link. You will be taken to internet site. Click on DOWNLOAD. This will take a few minutes. (please see next image)



12. The next thing to happen is this screen



13. Click on Run and agree to all.

14. You have now loaded the software onto your computer.

15. Well done.

16. All your handwritten notes can now be successfully changed into typed text.