

# **Write2Go Anywhere**

## **User Manual**

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# **PenPower Technology Ltd.**

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# History

## v1.1.0

- Change the way to sign on PDF document.

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## v1.0.0

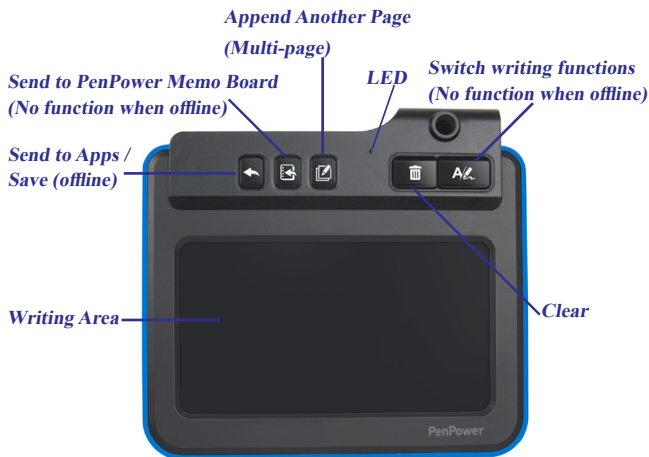
- Year 2019, first version.

There may be newer versions of the software that was released during or after this product's manufacturing date. If the content in the User Manual differs from the on-screen interface, please follow the instructions on the on-screen interface instead of the User Manual.

# Chapter 1 Product Introduction

## 1.1 Memo Board Instructions

### ◎ Front of Memo Pad



### ◎ Back of Memo Pad






[Write2Go Anywhere] uses the advanced electronic paper display technology, the real time display will shows your writing on the panel.

The Blue LED will flash when you clear the writing on the memo pad, and the panel will flash as well, the clearing process is about 1.5 second, please write after the clearing process finishes.

*Note: Your writing won't be recorded during cleaning process.*

The memo pad itself has no charging function. please install 2 AAA batteries before using. The two batteries can provide 50,000 times of cleaning, when you find the memo pad does not clear the handwriting when the USB cable is not connected, please install new batteries.

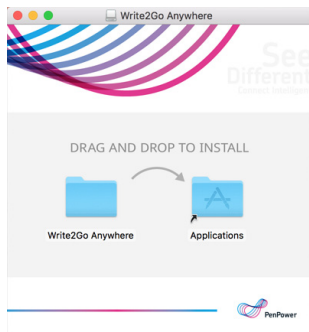
*Note: If you idle the memo pad for more than 30 seconds in offline mode, it will enter sleep mode to save power. Tap anywhere on the writing area can wake it up.*

In addition, the memo pad has built-in memory, so you can still leave and save the memos when it is offline. As long as the power switch on the back is turned on, you can write and erase. After writing, press the [Send] button  on the memo pad to save to memory, which allowing you to store up to 400 notes.

## 1.2 Start to Use

### 1.2.1 Download and Install Write2Go Anywhere

1. Open web browser and access: <http://dl.penpower.net/w2ga> , and download Mac software.
2. After the download is complete, double-click the file to execute it, and directly drag the Write2Go Anywhere folder into Application folder to install.



3. Please connect the memo pad to the computer USB port, the blue LED will light up when connected, please note you don't have to turn on the power switch.
4. If you want to use it offline, please turn the switch on, and remember to turn it off when not in use.

### 1.2.2 LED Indicate Table

Online	
Status	Indicate
Power on	Blue LED always on.
Save/Append one page	Blue LED extinguishes when saving.
Send/Clear	Blue LED extinguishes when clearing.
Offline	
Status	Indicate
Power on	Blue LED always on.
Save/Append one page	Blue LED extinguishes when saving.
Clear	Blue LED extinguishes when clearing.
Low battery	Red LED blinks.

Sleep mode	Blue LED extinguishes after 30 secs.
Out of memory	Red LED stays on for 10 secs.

### 1.2.3 Open the Software

1. After installation, click [Go]/ [Applications]/ [Write2Go Anywhere]/ [Write2Go Anywhere] to launch the program.

*Tip: When connecting the memo pad, the software will run automatically .*

2. Please follow the instructions on the screen to calibrate to avoid any shift inking when first time using.



*Tip: After the calibration, the new configuration would take effect immediately. You do not need to reboot or reload Write2Go Anywhere program.*

3. After calibration, you will see the Writing Guide on the screen.
4. Please make sure to apply enough pressure when writing on the writing pad to ensure high recognition accuracy. Therefore, the Writing Guide will help you to test your writing strength after calibration. Please write on the writing pad, the Writing Guide will show your writing on the screen.

5. If you find the inking is intermittent, you need to increase your writing strength. Please go to the [Clear and Re-write] on the bottom of the Writing Guide and try to increase the strength slowly. If the first writing is very clear, you may reduce the strength and find suitable writing strength.

***Reminder: It will display inking after uplift the pen.***



6. After testing, you will see the Write2Go Anywhere-Make a Memo software shows up, please refer to next chapter to continue.

## Chapter 2 Make a Memo



: Send to Apps







: Signature




: Settings

### 2.1 Send Handwriting Image / Chat Function

1. Now you can start to write down anything. Under the [Send to Application] function, open the document file where you want to save the handwriting, such as a Microsoft Word, and click the cursor to the location you want to send the handwriting to.
2. When writing, the handwriting will only appear on the memo pad. You can fill/add the stroke at any time, or you can press the [Clear] button  on the memo pad to rewrite it. When you finish writing, please press the [Send to Apps] button  to send the handwriting, the handwriting will appear on the document.
3. If one page is not enough to write, press the [Append another page] button  on the memo pad, the current memo will be saved, and you can continue to write more. Afterwards, the software will combine all the contents into one memo.
4. If you want to save the memo for future use, after you finish writing, please press the [Send to PenPower Memo Board] button  in the middle of the memo pad, it will be sent to [PenPower Memo Board]




application to save and pin it on the desktop for reminder (the pinning function can be canceled in the settings).

5. If you are using it in offline mode, remember to press the [Send to Apps] button  on the memo pad to save it in the memory, and then save it to the computer through the [PenPower Memo Board] application.
6. To load the offline memos, open the [PenPower Memo Board] application and connect the memo pad to the computer, you will be asked to download the offline memos, and the offline memos will appear in the [PenPower Memo Board] application after downloading.

*Note: Please refer to the follow-up instructions for [PenPower Memo Board].*

## Instant Messenger

Other than sending writings to other applications, this function is also support multiple IM software. You can use not only the computer font style and the writing or drawing to have more fun while chatting.

Under the Make a Memo, please click on the chatting area of the IM and you can start writing. After you done your writing, just press the send button  on the pad, then the writing/drawing will




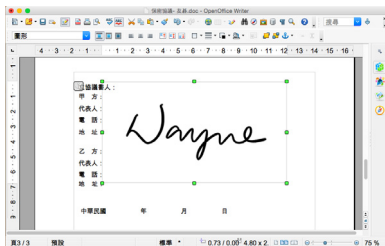
send to the IM software, if you want to keep writing, just write on the writing pad and recall the software dialog window.

## 2.2 Signature Function


1. You can also insert your signature on the document. Under [Signature] function, please click the cursor on the application of document like Microsoft Word that you want to sign on, then you can start to sign.





2. After signing, press the [Send to Apps] button  on the pad to send the signature to the document.



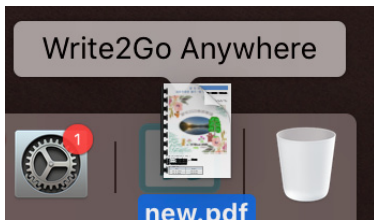
### PDF File Awareness

If you want to insert a handwriting picture or sign a PDF file, please directly click  on the software to open the PDF file you want to use, and you can start signing.

After signing, press the [Send to Apps] button  on the pad to send the signature to the PDF document, and you can use the mouse to change


the position and size of the signature, and finally click  in the upper left to save, and the PDF signature is completed.

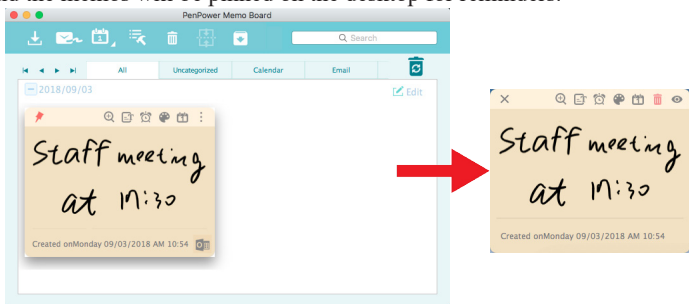
***Tip: Drag the PDF file directly to the Write2Go Anywhere shortcut on the desktop, it will open the PDF signature function directly.***





## Chapter 3 PenPower Memo Board


Other than memo and signature functions, Write2Go Anywhere also provides the memo management function.

After writing memos, press [Send to PenPower Memo Board]  on the pad, you can open the PenPower Memo Board and save the memos, and the memos will be pinned on the desktop for reminders.



When there is any offline memo in the memory of memo pad and is connected to the computer, PenPower Memo Board will ask whether to download the offline memo. After downloading, the offline memo in the memory will be earsed.

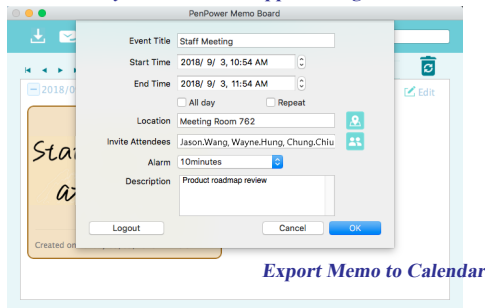
You can add notes for the memos or categorize them. You can double-click or click  on the memo to enlarge it. To delete a memo, just click on the item you want to delete, and then click  on the toolbar above.




After you have finished the tasks on the memo, you can click to  archive the memos; if you need to restore the memos, please go to [Archive file management] in the settings to restore.



By clicking the function button on the software toolbar, you can send



your writing to others via Email, or add memo in Outlook/Google calendar as reminder, the memo that has been sent to the calendar will has a icon appear on the bottom right to make a difference.

**Note: On Mac, Write2Go Anywhere doesn't support to sign on PDF file.**



For each memo you added, it is recommended to click the  on the memo to enter the description of it, so that the memo can be searched correctly by keyword in the future. In addition, you can also click  on the upper right side of the memo, then click  to perform handwriting recognition. The recognition language will use the language of your operating system, and if the recognition result is wrong, please correct it manually.

In addition, you can manually merge the memos. Click [Edit]  in the upper right corner, then check the memos you want to merge, and then click  on the toolbar to merge.

Double-click or click  on the memo can enlarge it. To delete a memo, just click on the item you want to delete and press  on the upper toolbar.

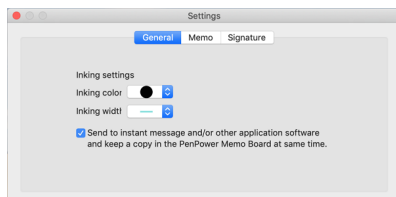
To un-pin the memo on the desktop, just click  on the memo.

# Chapter 4 Settings & FAQ

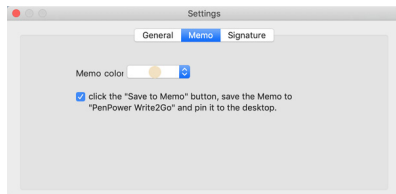
## 4.1 Settings

Please click  on the Write2Go Anywhere software to open the Settings.

In [General] page, you can change the thickness and color of the stroke, and also to set whether you want to send your writing to PenPower Memo Board at the same time when you send the writing to the applications.



In [Memo] page, you can choose the color of memo, and choose whether to pin the memo on the desktop automatically.



In [Signature] page, you can fill in your name, which will show in digital texts, and the time / date format you want to insert, also you can choose the order to display the name and date.



## 4.2 FAQ

### 1. Why the Write2Go Anywhere panel keep flashing while cleaning?

The panel keep flashing is normal procedure, the panel will flashing for 1.5 second and the blue LED indicator will flash as well, please wait for procedure finish before writing.

### 2. Why it cannot clean handwriting without USB cable connected?

That is because the power of AAA battery is low, you need to change the battery.





# **Write2Go Anywhere User Manual**

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