

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

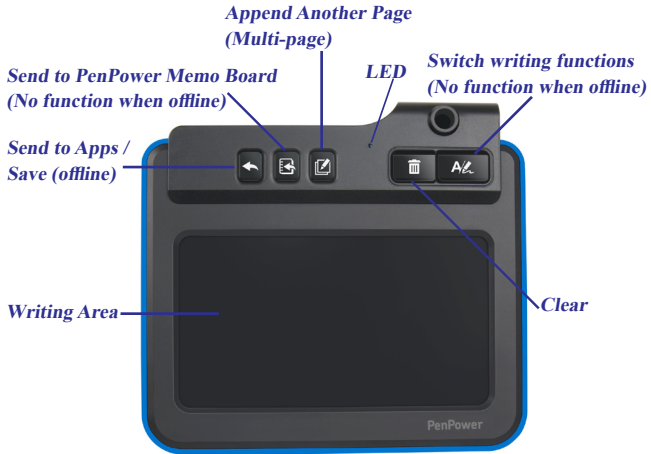
- Year 2019, first version.

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 latest Boogie Board™ LCD eWriter 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 Windows software.
2. After the download is complete, double-click the file to execute it, then select the [Installation Language] you want to use to install it, and

follow the instructions to install step by step.

3. When installation finished, please restart the computer.
4. 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.
5. 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.

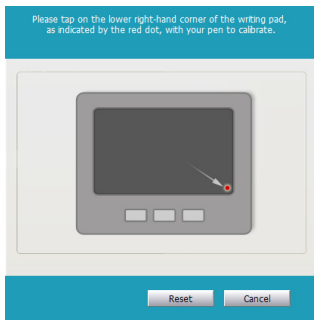
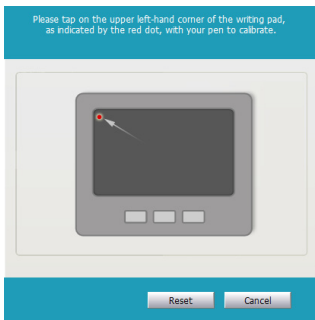
Offline	
Status	Indicate
Power on	Blue LED always on.
Save/Append one page	Blue LED extinguishes when saving.
Clear	Blue LED extinguishes when clearing.
Low battery	Red LED blinks.
Sleep mode	Blue LED extinguishes after 30 secs.
Out of memory	Red LED stays on for 10 secs.

1.2.3 Open the Software

1. Go to [Start]/[All Program]/[Write2Go Anywhere]/[Write2Go Anywhere] to run the program.

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

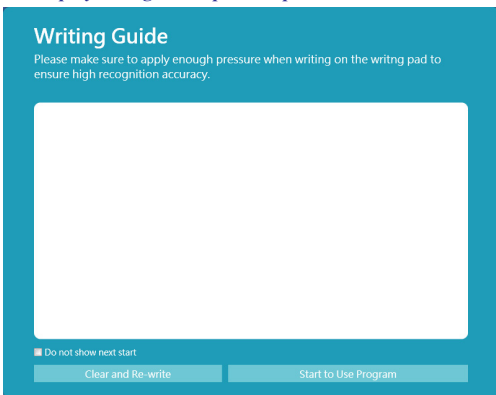
2. Please follow the instructions on the screen to calibrate to avoid any shift inking when first time using.



Tip:

1. *You can click [Reset] to do the calibration again.*
2. *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).

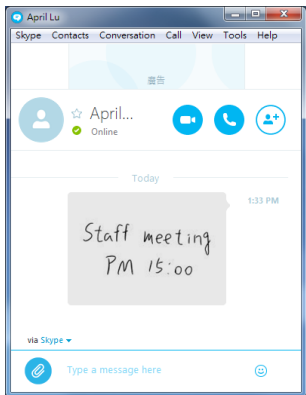
5. If you are using it in offline mode, remember to press the [Send to Apps] button  on the memo pad to save it in the memory, and then save it to the computer through the [PenPower Memo Board] application.
6. To load the offline memos, open the [PenPower Memo Board] application and connect the memo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

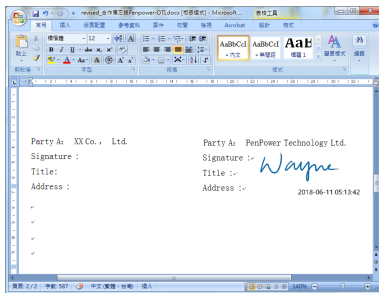


2.2 Signature Function


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

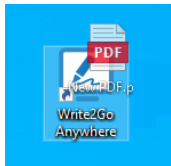
If you want to insert a handwriting picture or sign a PDF file, please directly click  on the software to open the PDF file you want to use, and you can start signing.

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.




Write2Go Anywhere

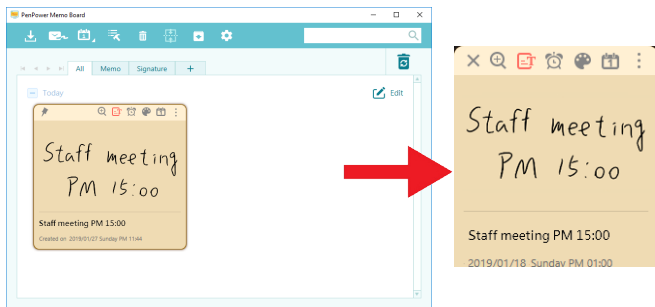
Tip: Drag the PDF file directly to the Write2Go Anywhere shortcut on the desktop, it will open the PDF signature function directly.





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 erased.

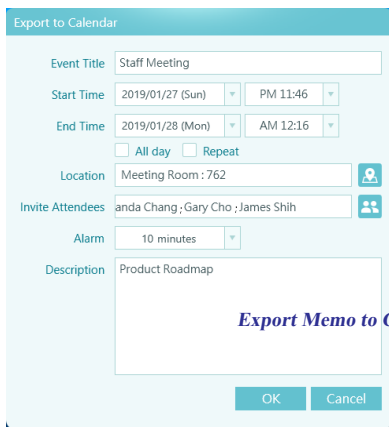
You can add notes for the memos or categorize them. You can double-click or click  on the memo to enlarge it. To delete a memo, just click on the item you want to delete, and then click  on the toolbar above.

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 buttons on the toolbar, you can send your




writing to others via Email, or add memo in Outlook 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.

Tip: If you're using Office 365 software, the Outlook app on your phone can also review the transferred memos.







Export Memo to Calendar

Each new memo you add will be recognized into the texts, so that you can find the memo through keyword search in the future. The default recognition language will be the same as your operating system. If you want to change the language to correspond to the contents of the memo, please refer to Chapter 4 to click on the  to open the setting, and then click [(Tip) Adding other language recognitions] beneath the [Auto Recognize] to see instructions for adding a new recognition language.

When you have added a new recognition language, please click  on the top right corner of the memo, then click  to select the recognition language you want to correct. The recognition result may not be all correct, please click  on the memo to correct it manually, then the memo will be

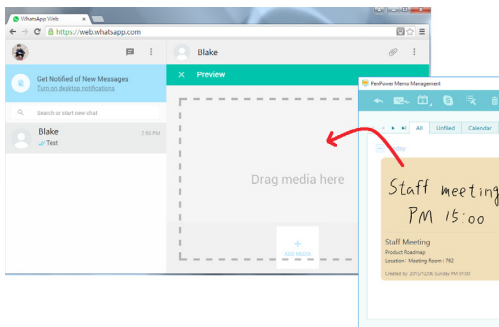
able to be searched through the keyword in the future.

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.

Note: *If you want to send the memo to WhatsApp web version, please drag the memo from PenPower Memo Board to the webpage.*



Chapter 4 Settings

4.1 Settings of Write2Go Anywhere

Please click  on the upper-right corner of Write2Go Anywhere 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.

If you find inaccuracies handwriting or any offset just click [Writing Pad calibration] to calibrate again.


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.



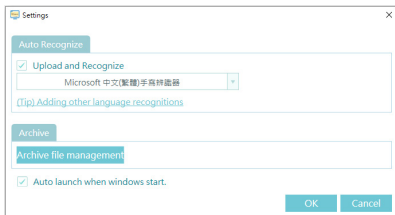
4.2 Settings of PenPower Memo Board

Please click  on the top of PenPower Memo Board to open the Settings.

Here you can set the language of automatic handwriting recognition.

To add a new recognition language, please click [(Tip) Adding other language recognitions] below to see the instructions.

Also, please manage the archived data here. You can restore or delete archived files.



Chapter 5 FAQ

1. Why the panel of Write2Go Anywhere keeps flashing while clearing?

The panel keeps 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 clear handwriting without USB cable connected?

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

3. How to backup memo and transfer to other computer?

If you wish to transfer the memo from one computer to another, please open “My Document”(some OS will show “Document”), click “PenPower” folder and you will see the “PPMemoManager” folder. Now just copy the “PPMemoManager” folder and paste to same path on another computer(Write2Go Anywhere software need to be installed).

4. How to allow Write2Go Anywhere to access Skype Chat?

Open Skype and go to "Tools"/"Options"/"Advanced", click "Manage other programs' access to Skype". Find "PPStartupApp.exe" and "PP MemoManager.exe", click on change and select permanently allow this program access to Skype.

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