

# **Write2Go**

## **User Manual**

Release: March, 2020

Version: Win v2.1

# **PenPower Technology Ltd.**

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- Your preferences and settings (time zone, language, etc.)

- Your computer's or mobile device's unique ID number

- Your mobile device's geographic location (specific geographic location if you've enabled collection of that information, or general geographic location automatically)

- How long you visited our sites or used our apps and which services and features you used

b. Information you choose to provide: You may choose to open an account and provide us with information in order to use certain services or to take advantage of special offers. This information may include your name, serial number and related

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**Mobile Device IDs:** If you're using an app, PenPower use mobile device IDs (the unique identifier assigned to a device by the manufacturer), instead of cookies, to recognize you.

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# Contents

<b>Chapter 1 Product Introduction .....</b>	<b>1-1</b>
<b>Chapter 2 Installation .....</b>	<b>2-1</b>
2.1 System Requirements .....	2-1
2.2 Software Download and Installation .....	2-1
<b>Chapter 3 Getting Started .....</b>	<b>3-1</b>
3.1 Install the Hardware .....	3-1
3.2 Write2Go Introduction .....	3-1
3.3 Launch Write2Go .....	3-3
3.4 Calibrate the Writing Pad .....	3-4
3.5 Registration .....	3-5
3.6 Writing Guide .....	3-6
<b>Chapter 4 Make a Memo .....</b>	<b>4-1</b>
<b>Chapter 5 PenPower Memo Board .....</b>	<b>5-1</b>
<b>Chapter 6 Handwriting Function .....</b>	<b>6-1</b>
<b>Chapter 7 Settings .....</b>	<b>7-1</b>
7.1 Settings of Write2Go .....	7-1
7.2 Settings of PenPower Memo Board .....	7-4
<b>Chapter 8 FAQ .....</b>	<b>8-1</b>

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**

### **※ Write, share and manage digital memos effectively**

- Take notes and make to-do reminders, shopping lists with one simple click.
- The memos can be saved and scheduled in Google Calendar.
- Distinguish different categories of memos with labels and colors.

### **※ Send instant messages with your own handwriting**

- Send inking messages or drawings to contacts through the PC / Mac versions of LINE, Facebook Messenger for Desktop, Skype, QQ , WeChat, KakaoTalk.
- Provide several brush sizes and colors for users' different requirements.

### **※ Send signatures to e-documents on PC / Mac**

- It is not necessary to print out the quotations or contracts for signing. Just sign on the panel, send the handwriting signature to e-documents on PC / Mac, and then complete the signing process efficiently.
- Support file formats such as PDF, Word, Excel, Images (JPEG, PNG, TIFF), etc.

### **※ Leave a memo or sketch on the go**

- Users can freely leave a memo, message or sketch on the writing pad without connecting to computers.
- Write2Go is a great eco-friendly tool for saving paper. With sealed 3v watch battery, Write2Go supports over 50,000 erase cycles.

## Chapter 2 Installation

### 2.1 System Requirements

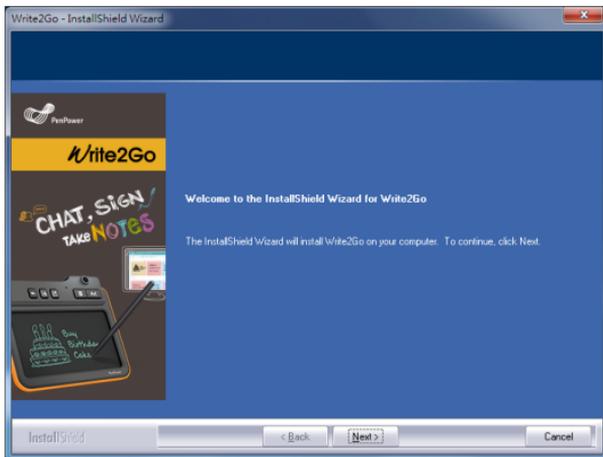
1. Windows 10 / 8 / 7
2. 32 bit OS : At least 1GB of available hard disk space  
64 bit OS : At least 2GB of available hard disk space
3. USB port

### 2.2 Software Download and Installation

1. Please open web browser and link to: <http://d.penpower.net/wg> and select the software of the computer platform you are using to download. After the download is complete, double-click the file to execute it, and select the preferred language, then follow the on-screen instructions to install.



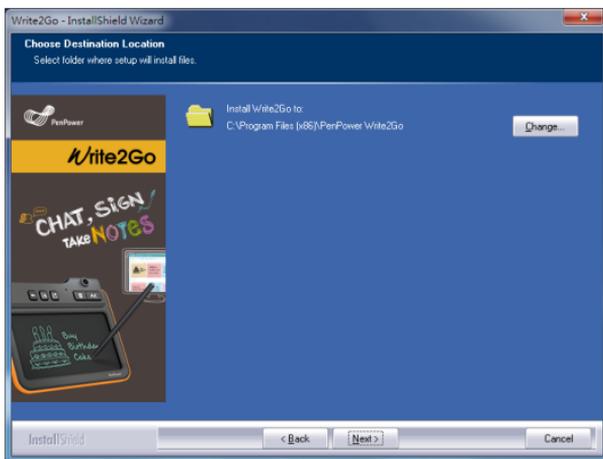
2. Click [Next] to continue.



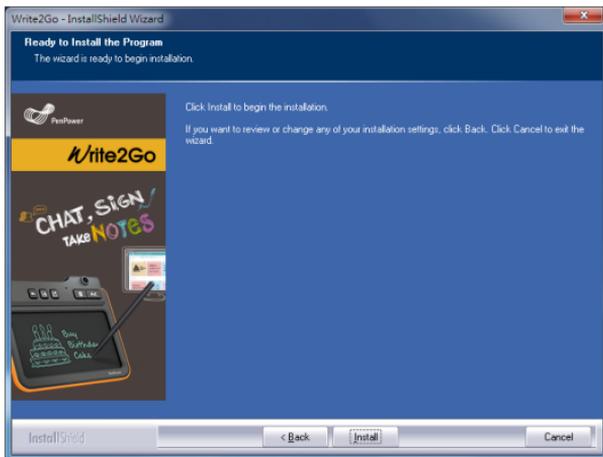
3. Please read the license agreement, select [I accept the terms of the license agreement], and click [Next].

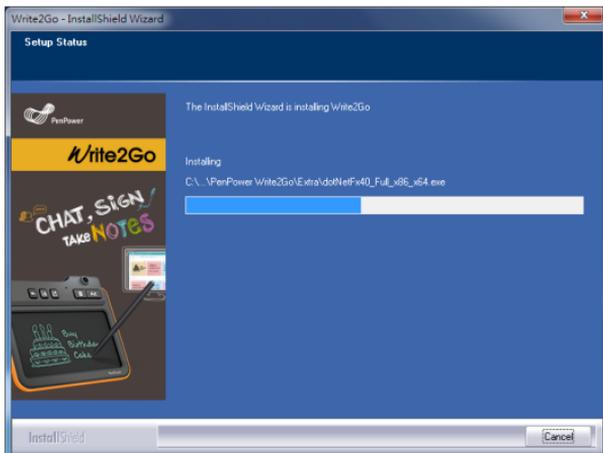


4. Select the destination location. Click [Next].

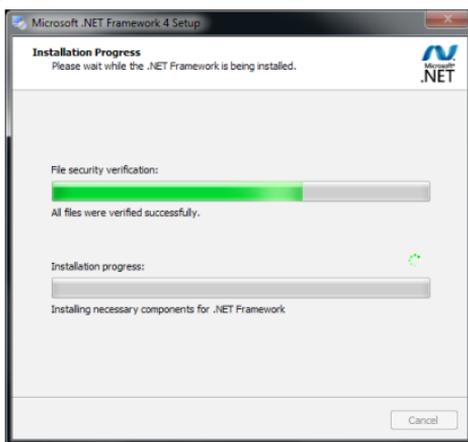


5. Click [Install] to begin the installation.

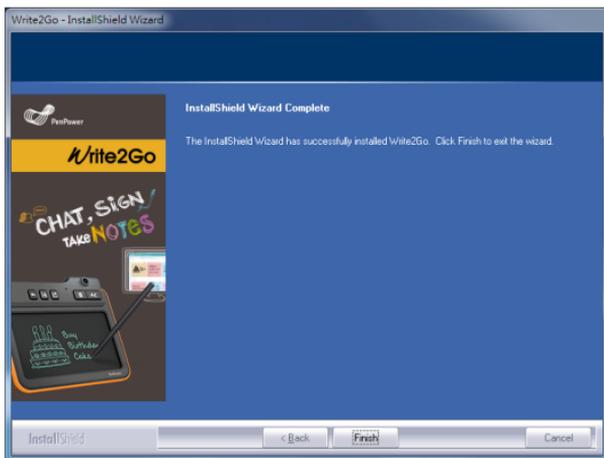




**Note:** If the “Microsoft .NET Framework 4” was not installed in your computer. The Write2Go installing program will install “Microsoft .NET Framework 4” automatically. To avoid happening errors, please make sure the disk space in your computer is enough.



- When the installation is completed, click [Finish] to exit. If there shows [Restart your system] option, we suggest you to select [Yes] to restart your computer to finish the installation.



## Chapter 3 Getting Started

### 3.1 Install the Hardware

Please connect your Write2Go to the computer via USB port, the blue LED will light up when connected.

### 3.2 Write2Go Introduction



[Write2Go] uses the latest Boogie Board™ LCD eWriter technology, the real time display will shows your writing on the panel.

To clean the writing will consume power, the writing pad comes with CR2032 button battery which can let you clean for 50,000 times. If you can't clean your writing on the writing pad without USB cable connected, please change your CR2032 battery.

### **The Way to Change Battery**

1. Loosen the screws of the battery cover at the back side, and open the battery cover to remove the old battery.



2. Put the new battery in, and then cover the battery cover and tighten the screw to finish.



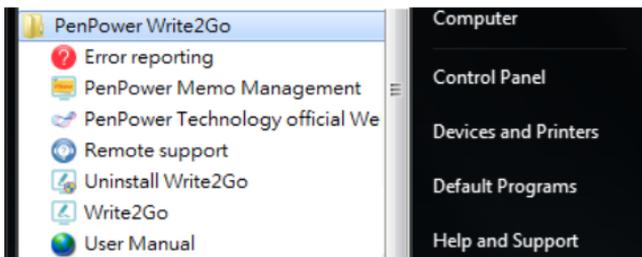
The Blue LED will flash when you clean the writing on the writing pad and the panel will flash at same time, the cleaning process is about 1.5 second, please write after the cleaning process finish.

*Note 1: Your inking won't be recorded during cleaning process.*

*Note 2: There is a plastic flap on the back of the battery, please remove it before using.*

### 3.3 Launch Write2Go

Run [Start]/ [All Programs]/ [Write2Go]/ [Write2Go] or double click the Write2Go shortcut to launch the program.



-  Error reporting: Email problems to PenPower Technology.
-  Uninstall Write2Go: Uninstall Write2Go
-  Write2Go: Launch Write2Go
-  PenPower Memo: Launch Memo Management Tool
-  PenPower Technology Website: Open PenPower's official website.
-  Remote support: Used for technology support from PenPower.
-  User Manual: Connect to user manual.

*Tip: When you connect the writing pad, Write2Go program will run automatically .*

## 3.4 Calibrate the Writing Pad

Please follow the instruction on the screen to calibrate when first using to avoid any shift inking.

1. Please tap on the upper left-hand corner of the writing pad, as indicated by the red dot, with your pen to calibrate.



2. Please tap on the lower right-hand corner of the writing pad, as indicated by the red dot, with your pen to calibrate.

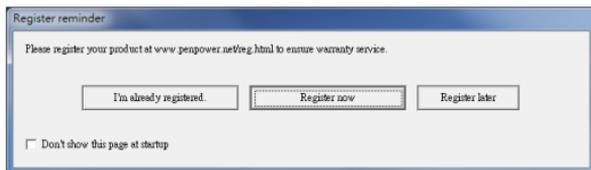


*Tip 1 : You can select [Reset] to start the calibration again.*

*Tip 2 : After the calibration, the new configuration would take effect immediately. You do not need to reboot or reload Write2Go program.*

## 3.5 Registration

The system will ask you to register for warranty at your first run. Please press [Register now] to start registration or click [Register later] to skip this procedure. You can register later on from [About]/[Register]. If you want to choose [Register later] and do not need to be reminded again, you can check [Don't show this page at startup]. If you have registered, please click [I'm already registered], this reminder will not display next time you launch this application.



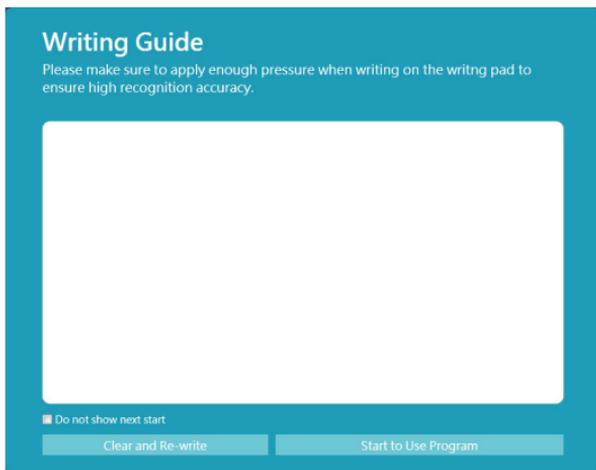
***Tip: If you don't need the [Registration Reminder] anymore, you can check the [Don't show this page at startup].***

## 3.6 Writing Guide

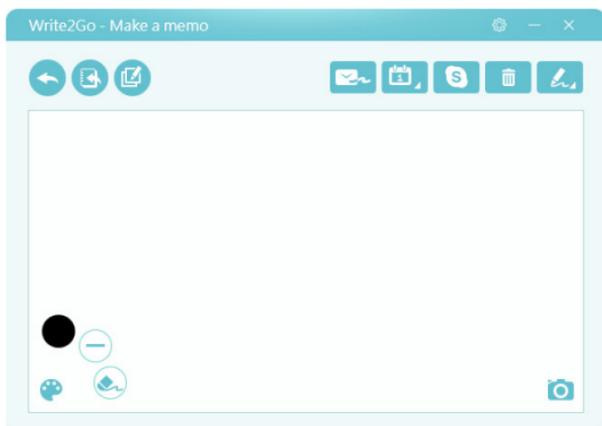
Please make sure to apply enough pressure when writing on the writing pad to ensure high recognition accuracy. Therefore, the Writing Guide will help you to test your writing strength after calibration. Please write on the writing pad, the Writing Guide will show your writing on the screen.

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.



## Chapter 4 Make a Memo



: Send to Apps



: Add another page



: Place on PenPower Memo Board



: Stroke Settings



: Stroke Color



: Stroke Width



: Eraser



: Send via E-mail



: Export to Outlook / Google Calendar



: Send via Skype



: Clear



: Handwriting / Write to Define



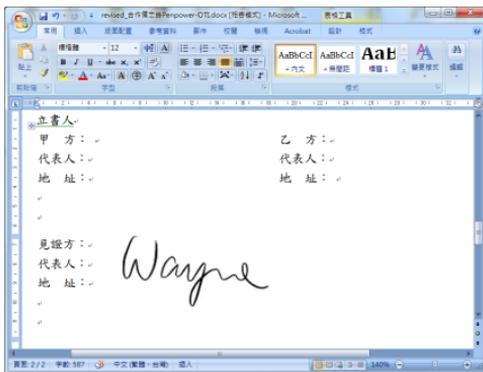
: Take a Screenshot



: Settings

1. The Write2Go Make a Memo can let you use the signature function or use it chat on the instant messenger software. Please open the document you want to sign, for example PDF or Microsoft Word, and click on the place that you want to sign, the upper side will show the name of the software to apply, for example Microsoft Word.

2. Before signing, you can adjust the stroke width by clicking  from  or click  to change color.
3. You can sign on the writing pad after setting up, you can press the [Clear] button or  at anytime to redo or correction or click  from  to correct.
4. When you finish your signature, press the [Send to Apps] button or  on the writing pad or screen, you will see your signature on the document. If you press the send button again, you can recall the signature for correction or redo or send to another document.



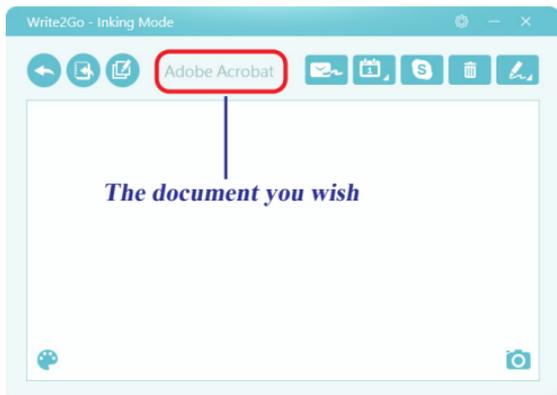
5. The signature dialog will condense automatically for preview, if you wish to insert another signature, please write on the writing pad directly.

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

**Note:** For PDF file, only support Adobe v11.0.8 or higher version or Foxit v6.0 or higher version.

## PDF File Awareness

If you want to insert the signature to the PDF file, you need to ensure the file been detect and shows Adobe Acrobat or Foxit PDF Reader correctly then you can insert the signature correctly.



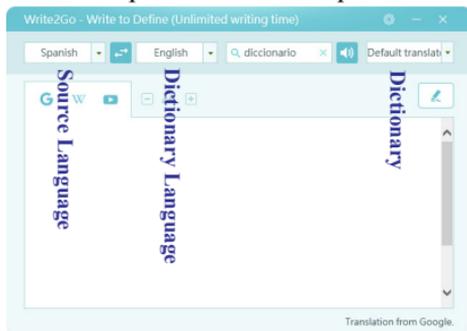
If the file wasn't detect correctly in Adobe Reader or Foxit Reader format, please left click on the blank area on the taskbar then left click the place you want to sign on the document. Now the Write2Go software should detected the file is Adobe Reader or Foxit Reader format and you can sign on it.

***Click on the blank area on the taskbar then  
click on the signature spot on the PDF file.***



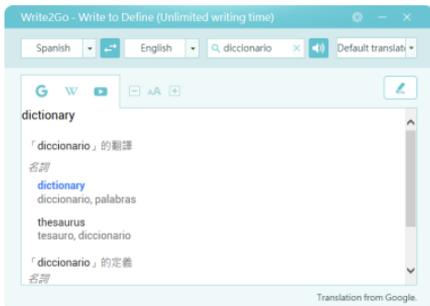
## Write to Define

Click  to open Write to Define function, please click the drop-down menu on the top-right to choose the online/offline dictionary you want to use, and click the drop-down menu on the top-left to choose the language you want to write, E.g English, then choose the dictionary language you want to look up in the middle drop-down menu.

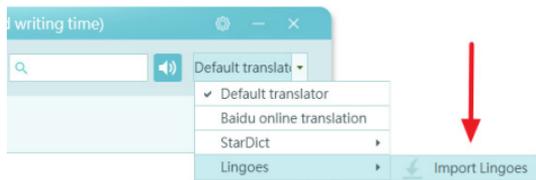


*Tip: If the language you want to use is not in the list, please click [Adding other language recognition] at the list bottom to add new language.*

After setting, you can start to write on the pad, then you will see the words appear on the search bar, and soon the dictionary content will show. At the same time you can also hit    on the toolbar to search on Google/Wikipedia or YouTube.



Write2go allows you to import Stardict dictionary files (\*.bz2) and Lingoos dictionary files (\*.ld2). You can find the shared dictionary files on internet, and click the link to download then save the dictionary file into your computer, if you have had the dictionary files, please follow the figure below to import, and also can delete the dictionaries you don't want to use.



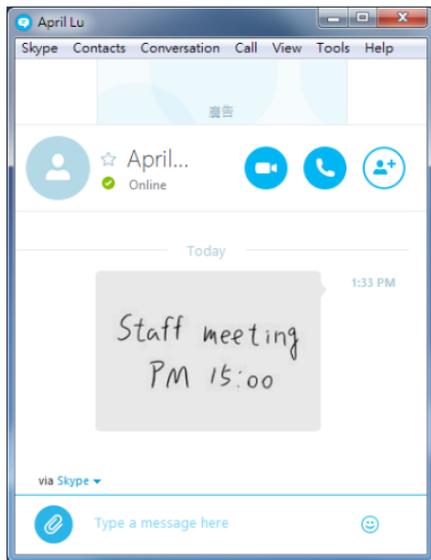
After importing, you can choose Stardict/Lingoos dictionary under [Dictionary] to use, please remember to choose the recognize language which that dictionary file supports, for example you import a English - Spanish dictionary, you have to choose English as recognize language.



## Instant Messenger

Other than sign on the documents, 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  and 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.



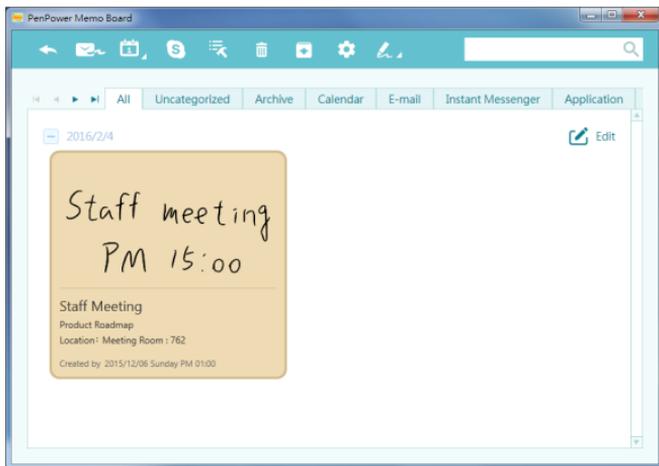
Supported IM software: Line, WhatsApp, Facebook Messenger for Desktop, Skype, QQ , Viber, KakaoTalk, Nimbuzz and WeChat PC version and more supported software as below:

<b>Application</b>	<b>IM Software</b>
Microsoft Word(Win/Mac)	Line(Win/Mac)
Microsoft Excel(Win/Mac)	QQ(Win/Mac)
Microsoft PowerPoint(Win/Mac)	WeChat(Win/Mac)
Microsoft Outlook(Win/Mac)	Facebook Messenger for Desktop(Win/Mac)
Microsoft Paint(Windows only)	Skype(Win/Mac)
Microsoft Sticky Notes(Windows only)	KakaoTalk(Win/Mac)
Acrobat PDF Reader(Windows only)	WhatsApp Web version
Foxit PDF Reader(Windows only)	Viber(Windows only)
Open Office(Win/Mac)	Nimbuzz PC version(Windows only)
Keynote(Mac only)	iMessage(Mac only)
EverNote(Win/Mac)	WhatsApp
OneNote(Win/Mac)	
Metro Mode App in Win8	
Universal Windows App in Win10	

## Chapter 5 PenPower Memo Board

Other than Signature and Inking chat function, Write2Go also provides the memo management function.

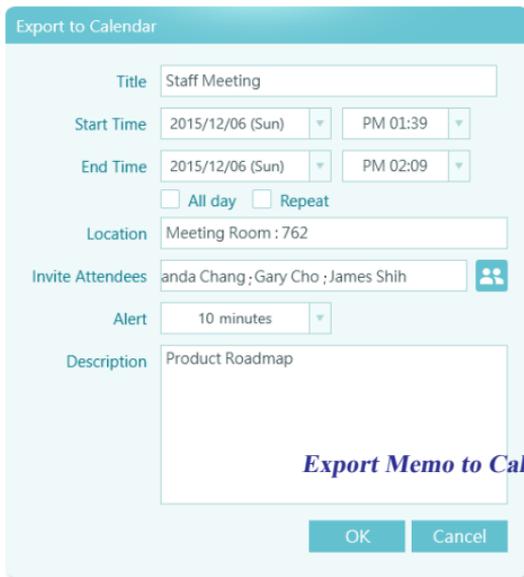
Under the Make a memo, press [Place on PenPower Memo Board] button or click  on Write2Go toolbar to manage your memos, and send the content for future use.



If you find the writing space is not enough, just click [Add another page] button or click , the software will record the first paragraph and let you continue writing and so on. When you finish, just press [Send to Apps] button or click  to send it to PenPower Memo Board and combined in one memo page.

When you're done with items on the memo, you can click  on the memo to archive the memos, and you can go to the archive category to view the archived memos; To restore to the archived memos, just click  on the memo.

By pressing the function button, you can send your writing to others via email or add memo in Outlook/Google calendar as reminder or send to skype contacts.



**Export to Calendar**

Title: Staff Meeting

Start Time: 2015/12/06 (Sun) PM 01:39

End Time: 2015/12/06 (Sun) PM 02:09

All day  Repeat

Location: Meeting Room : 762

Invite Attendees: anda Chang ; Gary Cho ; James Shih

Alert: 10 minutes

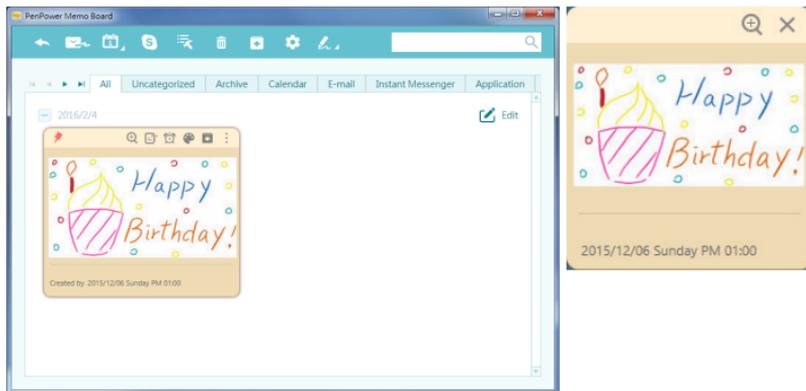
Description: Product Roadmap

**Export Memo to Calendar**

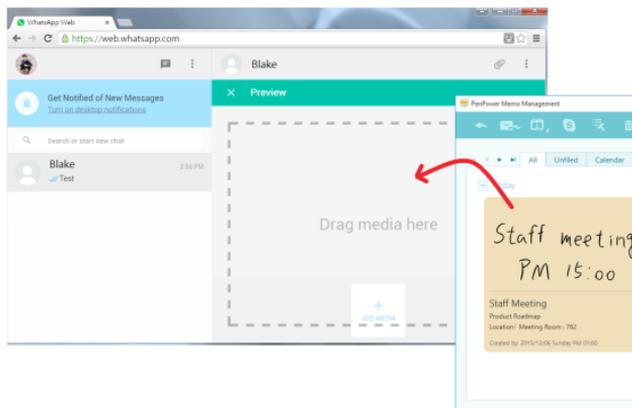
OK Cancel

In PenPower Memo Board, you can manage categorize the memos or add note for them. Also you can send email with the memos attached, or send to your contacts for Calendar reminder. Double click or click  to magnify the content.

You can click  on the memo, that memo will be pinned to the desktop which helps you not missing important things with more efficiency.

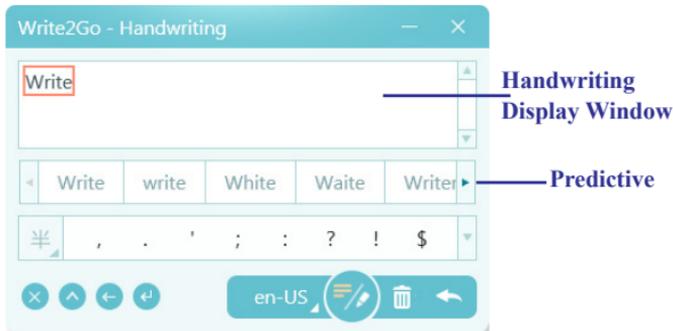


**Note:** If you want to send the memo to WhatsApp web version, please drag the memo from PenPower Memo Board to the webpage.



## Chapter 6 Handwriting Function

Please click the Switch Button (Make a Memo/Handwriting) on the writing pad to change to handwriting mode.



- |  |                              |  |                                    |
|--|------------------------------|--|------------------------------------|
|  | : Fullwidth/Halfwidth Form   |  | : Clean Handwriting Display Window |
|  | : Delete (Cursor area)       |  | : Send Handwriting word            |
|  | : Insert Space (Cursor area) |  | : Switch language recognition      |
|  | : Backspace (Cursor area)    |  | : Switch Handwriting mode          |
|  | : Line Feed (Cursor area)    |  |                                    |

### ☉ Unlimited Handwriting mode [English]

The default setting is (Unlimited English Handwriting mode), please write on the writing pad straight away, the handwriting will appear on the writing pad and display in Handwriting Display Window after recognized.



In (Unlimited Handwriting Mode), you can write stroke by stroke and multiple words. When you finish writing, you can click words in Handwriting Display Window to change the word from the Predictive area.

You can press the [Send to Apps] button or left click the mouse on the (Send Handwriting word) button to send words to the cursor point on Microsoft Word. You can now clean the handwriting on the writing pad and write new word.

***Tip: If you write the wrong word or the recognition is not good, you can press the [Clear] button to write again.***

## © Limited Handwriting Mode (English)

In (Limited Handwriting Mode)  , open any program that you can enter word, for example Microsoft Word. Now just need to writing on the writing pad and the word will send to Microsoft Word after recognized automatically.



In Limited Handwriting Mode, you can write single or multiple word(s). Once stop writing, the system will recognize words and send to Microsoft Word and clean the handwriting on the writing pad. If you write any word after cleaning, it will be identify as new word. Under this Limited Handwriting Mode, you can click  to switch back to Unlimited Handwriting Mode.

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

# Chapter 7 Settings

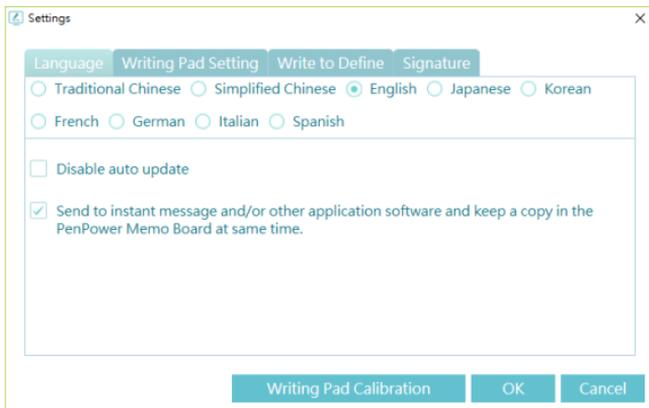
## 7.1 Settings of Write2Go

Please click  on the upper-right corner of Write2Go to open the Settings.

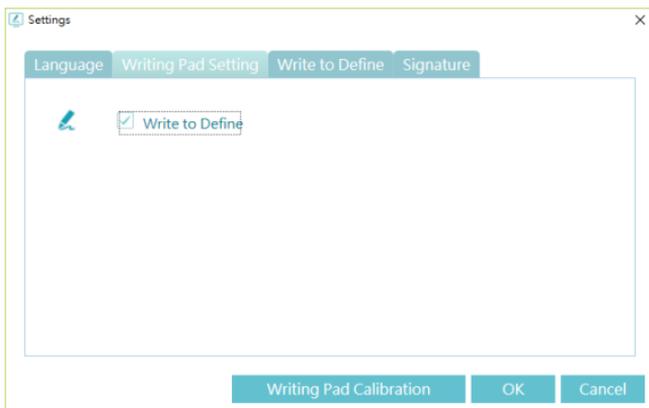
Here in [Language], you can change the interface language of Write2Go, and also to set whether you want to send your writing to PenPower Memo Board at the same time when you send the writing to instant message software or applications.

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

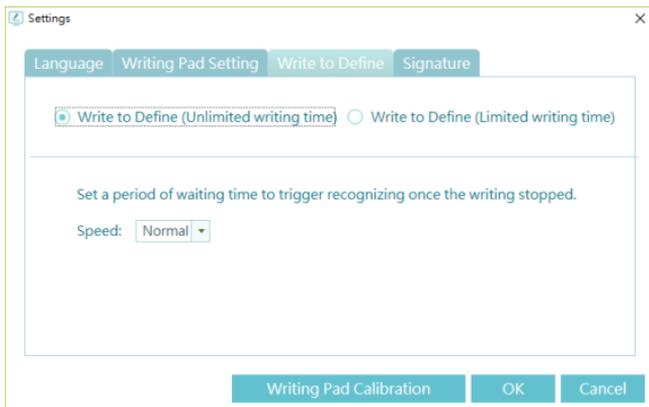
If you don't need the auto update function, please check [Disable auto update].



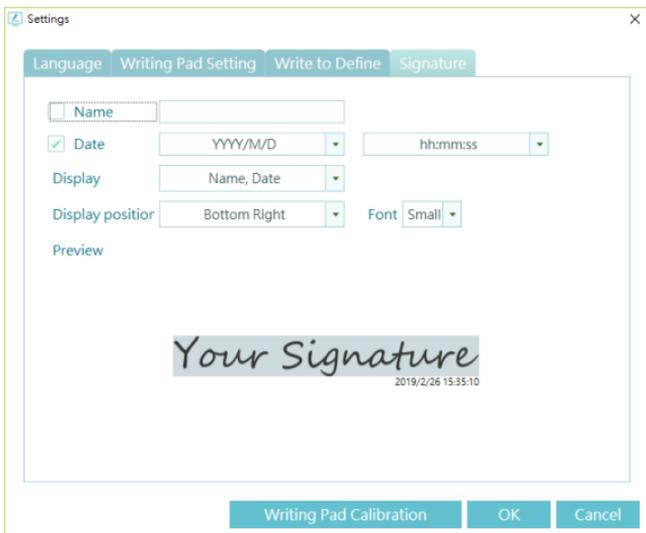
In [Writing Pad Setting], if you don't need the Write to Define function, please uncheck [Handwriting Dictionary].



Moreover, in the Write to Define function, you can choose to write in Unlimited Handwriting Mode or limited Handwriting Mode, and also can increase or decrease the recognize speed after you write.

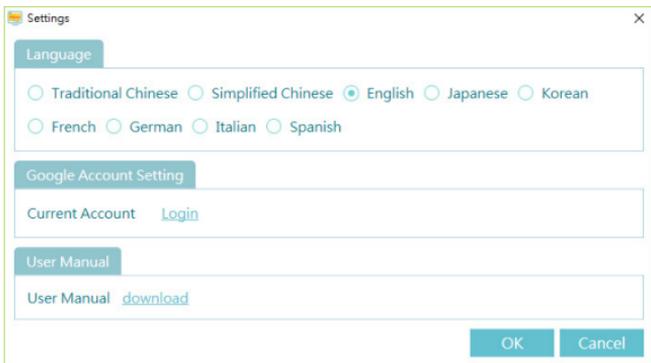


In the [Signature] setting, you can choose whether to add the digit name, date and time when sending the signature, you can adjust the font size and position of the display.



## 7.2 Settings of PenPower Memo Board

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



Here you can change the interface language of PenPower Memo Board, and click [Login] button here to log in your Google account to use Google Calendar

## Chapter 8 FAQ

**1. Why the Write2Go 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 battery is low, you need to change the button battery, please refer to user manual page 3-2 for battery replacement.

**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 software need to be installed).

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

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



# **Write2Go User Manual**

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