

# **Write2Go**

## **User Manual**

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Version: Mac v2.1

# **PenPower Technology Ltd.**

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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 and Nimbuzz.
- 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 Word, Excel, etc.(For Mac, PDF and image is not supported.)

## ※ 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.

**Note: This product does not provide handwriting recognition.**

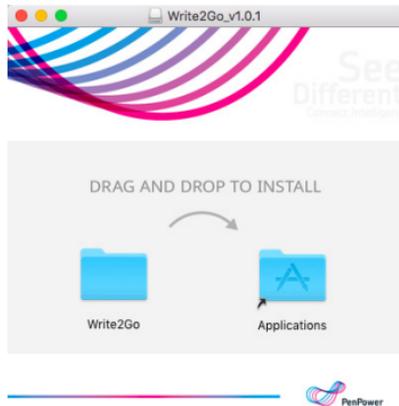
# Chapter 2 Start to Use

## 2.1 System Requirements

1. Mac OS X 10.9 or above
2. USB port

## 2.2 Software 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.
2. After the download is complete, double-click the file to execute, and then directly drag the Write2Go folder into Application folder to install.



## 2.3 Install the Hardware

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

## 2.4 Write2Go Introduction



[Write2Go] 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 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.

### **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.



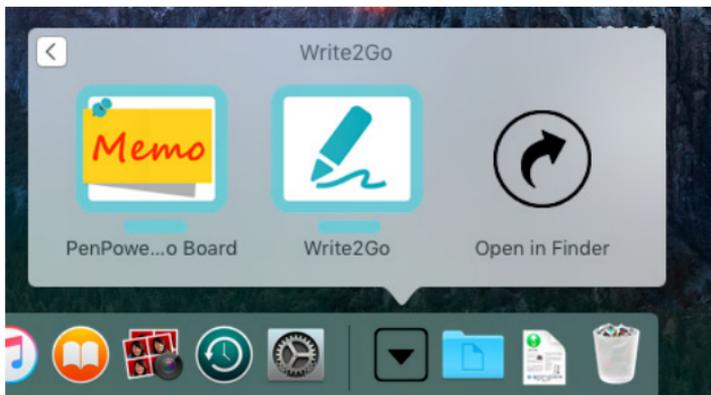
To clean the writing will consume power, the writing pad comes with CR2032 button battery which can let you clean for 50,000 times. If you can't clean your writing on the writing pad without USB cable connected, please change your CR2032 battery.

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

*Note 2. Please remove the plastic cover on the battery before using.*

## 2.5 Launch Write2Go

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



## 2.6 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.

## 2.7 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].*

## 2.8 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.

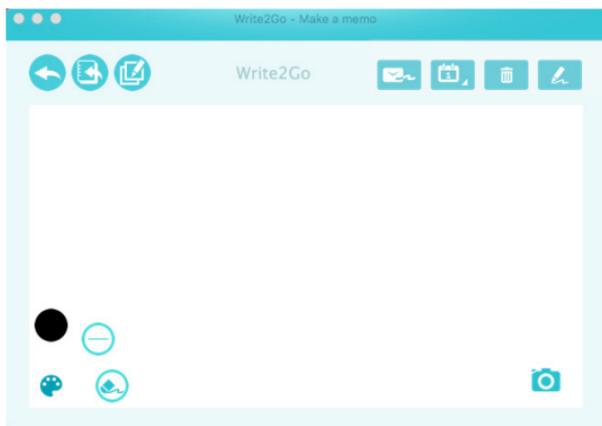
### Writing Guide

Please make sure to apply enough pressure when writing on the writing pad to ensure high recognition accuracy.



Do not show next start

## Chapter 3 Make a Memo



: Send to Apps



: Append



: Place on PenPower Memo Board



: Stroke Settings



: Stroke Color



: Stroke Width



: Send via E-mail



: Export to Outlook / Google Calendar



: Clear



: Write to Define



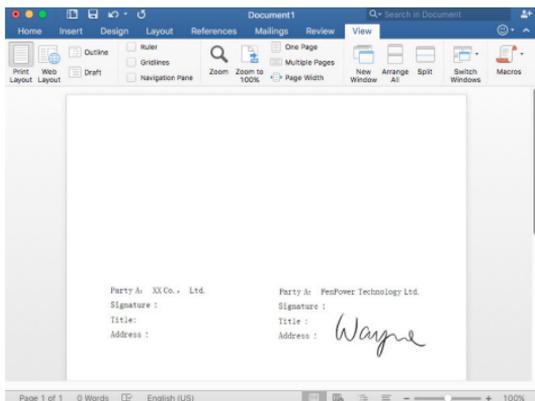
: Eraser



: Take a Screenshot

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 Microsoft Word, and click on the place that you want to sign, the up 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 or click the [Minimize/Recall Dialog Window] button to recall the dialog window.

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

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

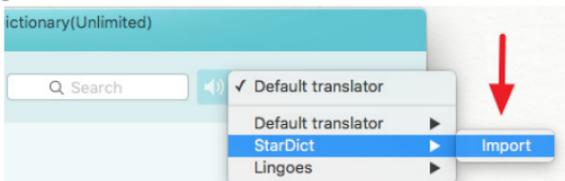


**Tip:** If the language you want to use is not in the list, please click [Adding other language recognition] at the list bottom to add new language.

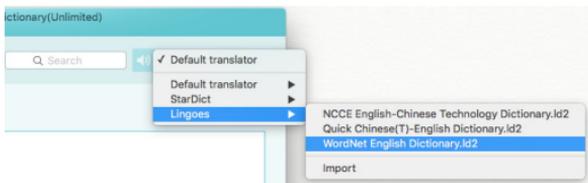
After setting, you can start to write on the pad, then you will see the words appear on the search bar, and soon the dictionary content will show. At the same time you can also hit    on the toolbar to search on Google/Wikipedia or YouTube.



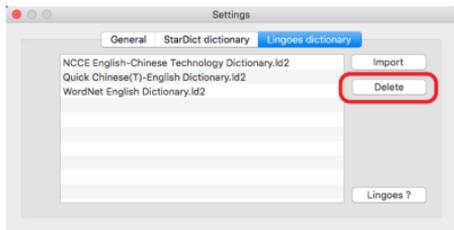
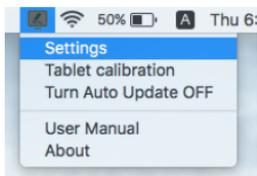
Write2go allows you to import Stardict dictionary files (\*.bz2) and Lingoes dictionary files (\*.ld2). You can find the shared dictionary files on internet, and click the link to download then save the dictionary file into your computer, if you have had the dictionary files, please follow the figure below to import.



After importing, you can choose Stardict/Lingoes 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.



If there is any dictionary you don't want to use, you can delete from the Settings.



## 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.



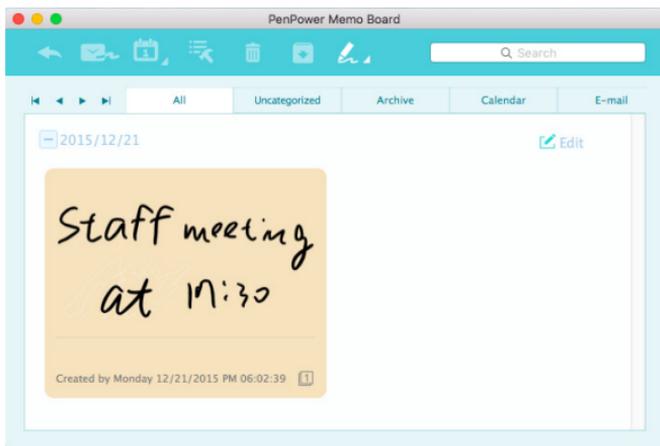
Supported IM software: Line, WhatsApp, Facebook Messenger for Desktop, Skype, QQ, KakaoTalk, Nimbuzz and WeChat PC version and more supported software as below:

<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 4 PenPower Memo Board

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

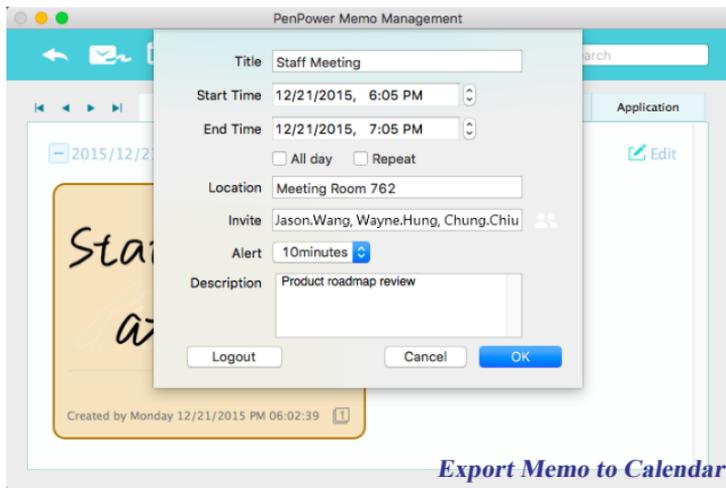
Under the Make a Memo, press [Place on PenPower Memo Board] button or click  on Write2Go toolbar to manage your memos, and send the content for future use.



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 Memo Management Tool and combined in one memo page.

When you're done with items on the memo, you can double click the note, and then 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.

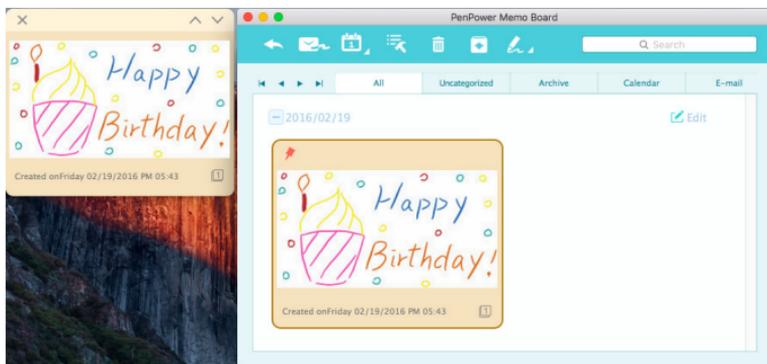
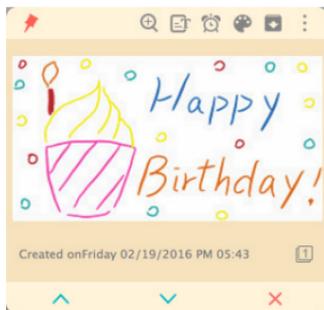


### *Export Memo to Calendar*

***Reminder: Please login your Google account when first time launch, if you want to change Google account, please click [Logout] button to logout,***

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 on the memo can magnify the content.

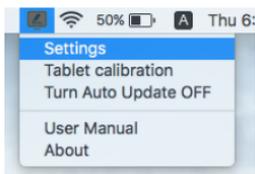
You can double click on the memo, and then click  on the toolbar, that memo will be pinned to the desktop which helps you not missing important things with more efficiency.



## Chapter 5 Settings & FAQ

### Settings

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



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



If you don't need Write to Define function, please check the option to disable. 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.

If you still have any question about the operation, please click [About] to send the feedback ,please note to describe your question in details, and we will reply as soon as possible.



## **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.



# **Write2Go User Manual**

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