

PenPower Write2Go

User Manual

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Version: Win v1.0

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 / Outlook 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, Skype, QQ , WeChat, Viber, 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 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

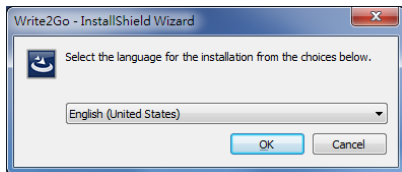
1. Windows 10 / 8 / 7 / Vista / XP
2. 32 bit OS : At least 1GB of available hard disk space
64 bit OS : At least 2GB of available hard disk space
3. USB port

2.2 Software Installation

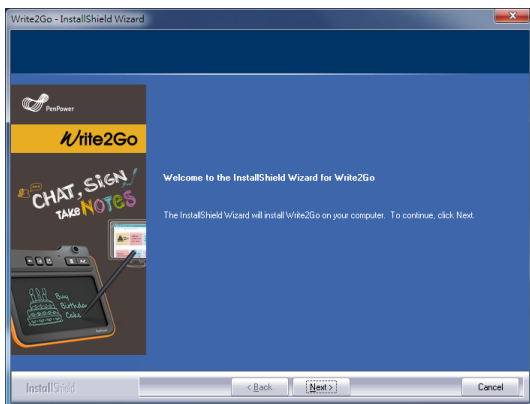
Insert the WorldCard CD-ROM into the disk drive. The [Setup.exe] program will start automatically to install the Write2Go software.

Note: If you don't have CD-ROM drive, or you lost your CD-ROM disc, please go to PenPower's website (<http://www.penpower.net>) and choose your country/region to download the software.

1. Select the language on the Installation Wizard and click [Next].



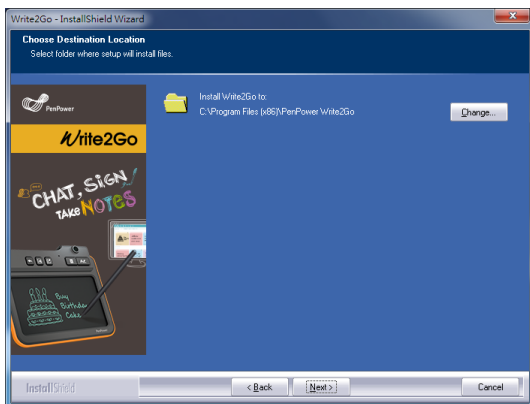
2. Click [Next] to continue.



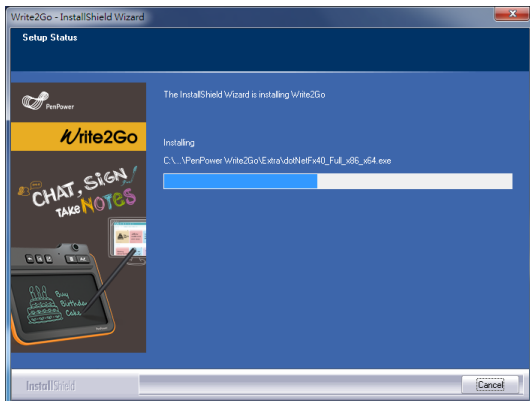
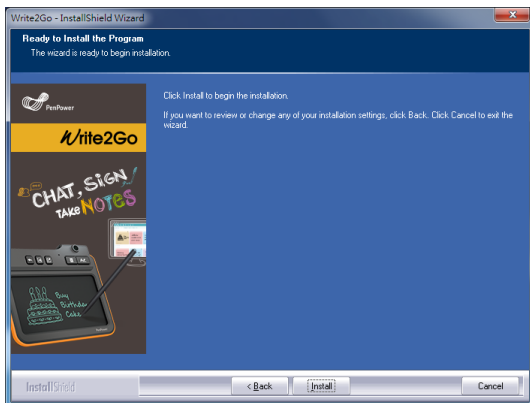
3. Please read the license agreement, select [I accept the terms of the license agreement], and click [Next].



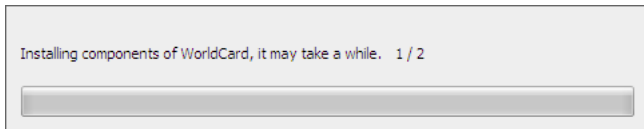
4. Select the destination location. Click [Next].



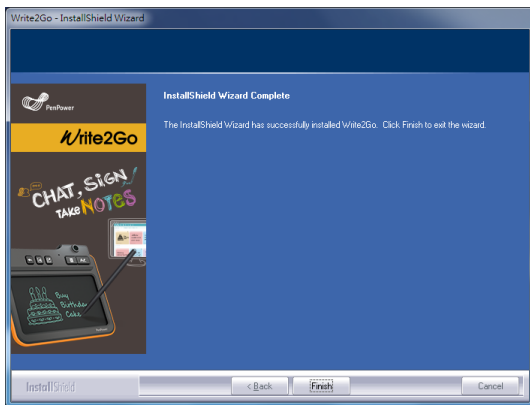
5. Click [Install] to begin the installation.



Note: If the “Microsoft .NET Framework 4” was not installed in your computer. The Penpower Jr. 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 inking on the panel.

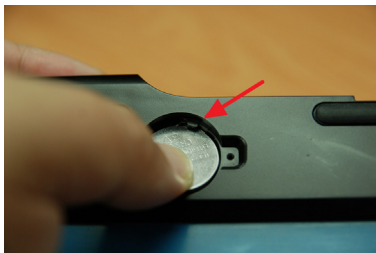
To clean the inking will consume power, the board comes with CR2032 button battery which can let you clean for 50,000 times. If you can't clean your inking on the board without USB cable connected, please change your CR2032 battery.

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.



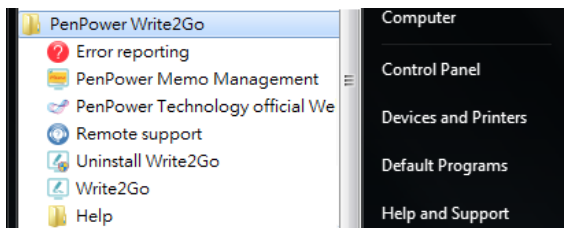
The Blue LED will flash when you clean the inking on the board and the panel will flash at same time, the cleaning process is about 1.5 second, please write after the cleaning process finish.








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 Penpower Write2Go

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



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

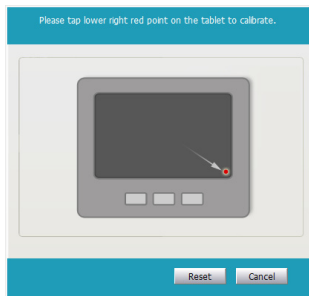
3.4 Calibrate the tablet

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

1. Please tap upper left red point in the tablet to calibrate.



2. Please tap lower right red point in the tablet 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.



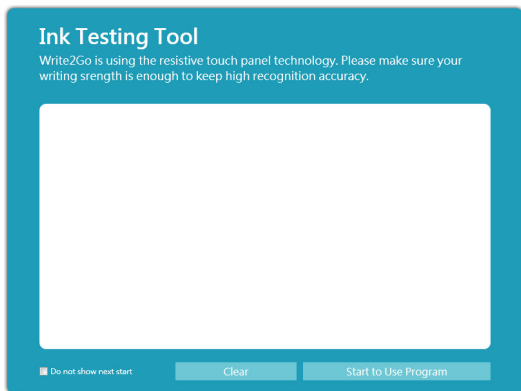
Tip: If you don't need the [Registration Reminder] anymore, you can check the [Don't show this page at startup].

3.6 Ink Testing Tool

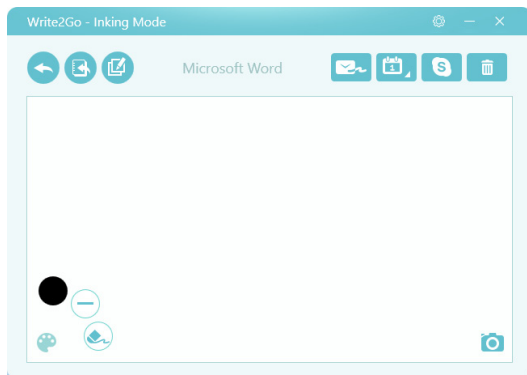
The Write2Go is using the Resistive Touch technology, please increase your write strength to ensure the computer receive the correct inking. Therefore, the Ink Testing Tool will help you to test your writing strength after calibration. Please write on the board, the Ink Testing Tool will show your inking on the screen.

If you find the inking is intermittent, you need to increase your writing strength. Please go to the [clear] on the bottom of the Ink Testing Tool and try to increase the strength slowly.

If the first inking is very clear, you may reduce the strength and find suitable writing strength.



Chapter 4 Inking Mode



: Send to Apps



: Append



: Send Memo(s) for Management



: Stroke Settings



: Stroke Color



: Stroke Width



: Eraser



: Send via E-mail



: Export to Outlook / Google
Calendar



: Send via Skype



: Clear










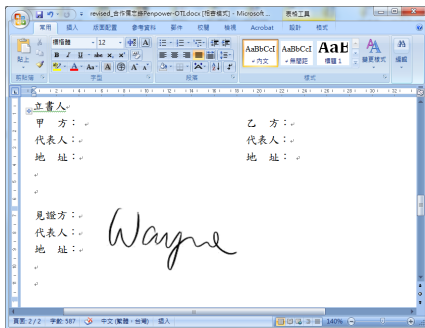
: Screen Capture



: Settings

1. The Write2Go inking mode 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 left side will show the name of the software to apply, for example Microsoft Word.

- Before signing, you can adjust the stroke width by clicking  from  or click  to change color.
- You can sign on the board after setting up, you can press the [Clear] button or  at anytime to redo or correction or click  from  to correct.
- When you finish your inking signature, press the [Send to Apps] button or  on the board 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.



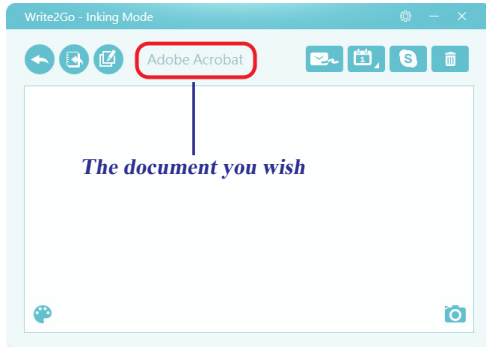
- The signature dialog will condense automatically for preview, if you wish to insert another signature, please write on the board or click the [Minimize/Recall Dialog Window] button to recall the dialog window.

Reminder: It will display inking 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.

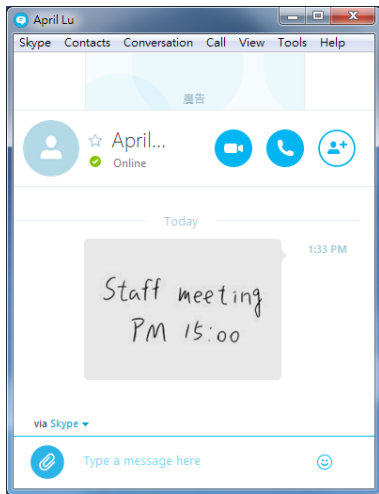
***Click on the blank area on the taskbar then
click on the signature spot on the PDF file.***



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 inking or drawing to have more fun while chatting.

Under the Inking mode, 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 inking/drawing will send to the IM software, if you want to keep writing, just write on the board and recall the software dialog window.




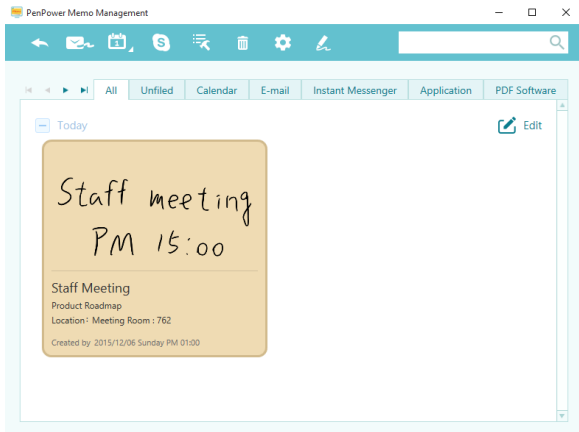
Supported IM software: Line, Facebook Messenger, Skype, QQ , Viber, KakaoTalk, Nimbuzz and WeChat PC version and more supported software as below:



Application	IM Software
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(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)	
EverNote(Win/Mac)	
OneNote(Win/Mac)	
Metro Mode App in Win8	
Universal Windows App in Win10	

Chapter 5 Memo Management Tool

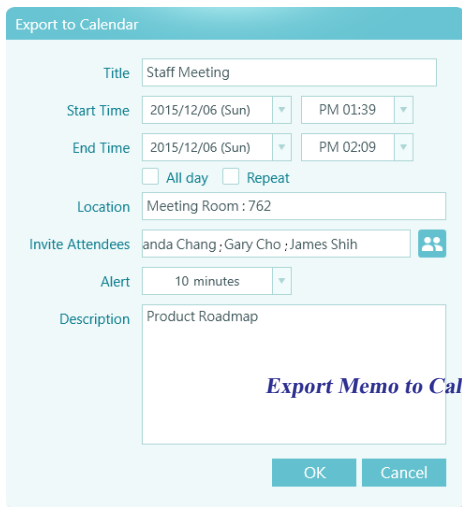
Other than Signature and Inking chat function, Write2Go also provides the memo management function.

Under the Inking mode, press [Send Memo(s) for Management] 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 [Append] 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.

3. By pressing the function button, you can send your inking 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

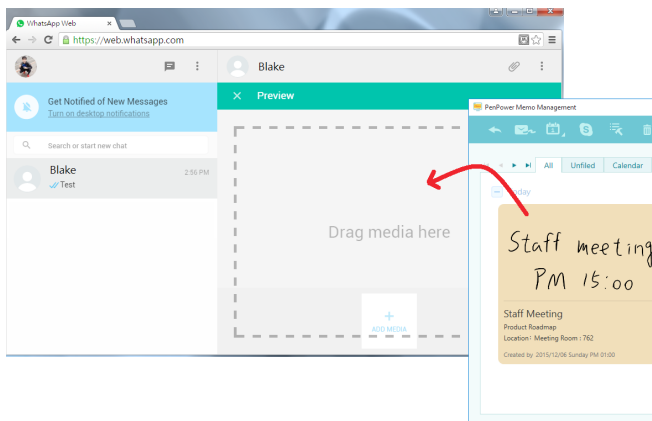
Description: Product Roadmap

Export Memo to Calendar

OK Cancel


4. In memo management tool, 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.

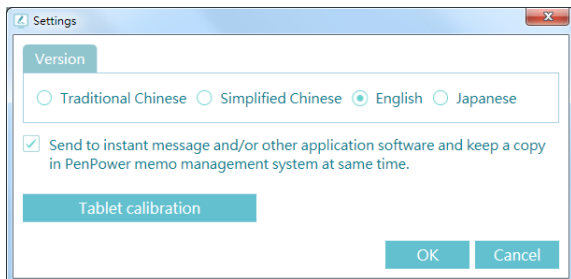
Note: If you want to send the memo to WhatsApp web version, please drag the memo from management tool to the webpage.



Chapter 6 Settings

6.1 Settings of Write2Go


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

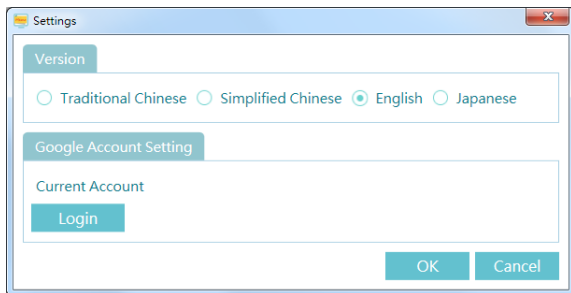


Here you can change the interface language of Write2Go, and also to set whether you want to send your inking to memo management tool at the same time when you send the inking to instant message software or applications.

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

6.2 Seeings of Memo Management Tool

Please click  on the top of memo Management Tool to open the Settings.



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

Chapter 7 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.

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