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Introduction

Congratulations on your choice of a state-of-the-art WizCom *SuperPen*. Inside its tip, your Pen contains a sophisticated electronic eye mounted above two rollers. This eye enables you to scan different types of printed information, such as notes, addresses, business cards, Internet links, and tables, directly into your Pen.

Use the Pen to scan printed text and view definitions and translations of the scanned words - from the dictionaries installed on your Pen.

Use the Pen to scan real-time into applications on your computer, or store the data and transfer it at your convenience to the Desktop application, other applications on your computer, or IrDA OBEX-compliant PDAs, and cell phones.

Contact and Support Information

If you have any questions about this product or how to use it, please feel free to contact us:

- Send E-mail: usa.support@wizcomtech.com.
- Check our website at: <http://www.wizcomtech.com>.

Most technical problems are related to conflicts in particular hardware configurations and are not operational defects in the Pen or in the Desktop application. WizCom's technical support team is usually able to sort through these communications conflicts within minutes.

Terminology

Pen:

The scanning device.

Scan:

To roll the Pen over printed text. Please refer to the *Getting Started* (on the back of the *SuperPen* package) for more information.

Highlighted:

When text, numbers or graphics appear inversed on the Pen screen. For example, when text is highlighted, it appears green with a black background (instead of black text on the green background).

Select:

To 'select' an option means that you should scroll to the option – until it appears on the screen, or until it is highlighted, and then press the Pen **(ENT)** button in order to activate the option or enter a sub menu or screen.

Dictionary:

In this manual, this is short for the dictionary installed on the Pen and used in the Quicktionary application. *Note: Throughout this manual, the screen shots are of a Pen installed with the AHD Concise English to English dictionary.*

Desktop:

The **QuickLink Desktop** application is the PC element of this product, enabling Pen-PC Communications.

Pen-PC Communications:

Functions that involve communications between the Pen and the computer and are done when the Pen and PC are connected (cable or Infra-Red).

PC-Link Connector:

The outlet at the back of the Pen into which the cable plug is connected.


USB Cable:

The cable provided in your package for connecting the Pen to the PC. This cable connects to the USB outlet of your computer and to the PC-Link Connector on the Pen. The Pen and PC communicate with what is called 'serial' communications.

IR:

Abbreviation of 'Infra-Red', which is an additional type of communications available for Pen-PC communications.

Conventions

- The procedures in this manual are accompanied with graphic icons of the buttons you need to press, for example, 'Press ' means you should press the bottom left button of the Pen.
- The names of the applications, menus and menu options are displayed in bold type, for example, 'Select the **Notes** option. The **Notes** application starts and its main menu appears.'
- Throughout this manual, the screen shots of the dictionary in the Quicktionary application are of a Pen installed with the AHD Concise English to English dictionary.

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Getting Started

Package Contents

Before using your Pen, please take time to check the package contents to make sure that you have received all the following items. If anything is missing, please contact your *SuperPen* dealer. The package contents are:

- Scanning Device (Pen)
- USB Cable
- CD-ROM - includes installations for add-ons, the QuickLink Desktop application, USB Driver and free CharacterEyes software (limited version)
- Earphones with volume control (*note: please make sure the volume of the earphones is set to low before using them!*)
- Pen case with Opticard sticker
- Two AAA batteries
- Documentation: *Getting Started* (on the back of the *SuperPen* package), *Easy Steps* (folded inside the *SuperPen* package)

Set Up Product on PC

Before starting to use the product you must first set up the product on your PC to allow Pen-PC Communications (i.e., the data and image transfer between the Pen and your computer). This set up procedure will install the USB driver, install the **QuickLink Desktop** application and establish the Pen-PC communications.

*Note: if you wish to use an Infra-Red device, please contact our support team (see **Contact and Support Information** on page 7).*

1. Insert the *SuperPen* CD-ROM into the CD-ROM drive of your computer.
2. The **Main Menu** appears.
*Note: If the **Main Menu** does **not** appear automatically, please do the following:*
 - a. Click the Windows **Start** button and select **Run**.
 - b. Type `x: \setup.exe` (where 'x' is your CD-ROM drive letter), then click **OK**.
3. Click on the **Set Up Product on PC** button and follow the online instructions of the 3 stage setup procedure provided.

Note: You will only have to do this setup once.

What Is already On the Pen

The scanning device is preinstalled and ready to go – no need for any special setup procedures!

Important:

Please refer to the *Getting Started* (on the back of the *SuperPen* package) to see how to unpack the Pen and how to scan.

The Pen already contains the following:

- **Quicktionary** application – used for scanning printed text and defining and translate the scanned words with the dictionaries on your Pen.
- **Notes** application – used for scanning excerpts of printed text and storing it on the Pen. You can transfer the stored note files to your PC, using the QuickLink function. You can also beam notes directly to and from a PDA or smart phone.
- **Address Book** application – used for scanning printed contact information (for example, from a business card) and storing it on the Pen. You can synchronize the addresses on your Pen with addresses on your PC, using the QuickLink function. You can also beam addresses directly to and from a PDA or smart phone.
- **Internet Links** application – used for scanning printed internet addresses (URLs), and storing them on the Pen. You can synchronize the links on your Pen with links on your PC, using the QuickLink function.
- **Tables** application – used for scanning printed table data storing it on the Pen. You can transfer the stored table files to your PC, using the QuickLink function.

- **Scan to PC** function– used for scanning printed text and sending it directly to applications on your computer. This function requires having already set up the product on your PC (see *Set Up Product on PC* on page 9).
- **QuickLink** function - used for transferring and synchronizing the data you have stored on the Pen, using any of the storing applications (known as the QuickLink applications, Notes, Address Book, Internet Links and Tables) to the Desktop application and any host applications you have set. This function requires having already set up the product on your PC (see *Set Up Product on PC* on page 9).
- The **English Interface Language** – all menu options and messages on the Pen appear in English.

Adding On to the Product

You can add any of the following to the *SuperPen* product:

- **Add-On Applications:** you can add the **Image Capture** application to the *SuperPen* product. This application allows scanning small images, storing them on the Pen and transferring them to the PC - using the **QuickLink** function already on your Pen. The applications are added to the **Pen Main Menu** and into the Desktop application.
- **Spellers:** The list of scanning languages on the Pen (see the **Scanning Language** option in the **Preferences** menu) contains all the languages you can scan – from within the text scanning applications (*except for the **Quicktionary** application – in which the language of the text to scan is determined according to the source language of the current dictionary and the recognition is based upon the available words in the dictionary*). The Pen recognizes the character sets of these languages. You can add a speller for a specific language – to enhance the recognition of the actual words in that language. If you plan to scan printed text in a language *other* than English (which is already installed on your Pen) – it is advised to add a speller of that language to the Pen. After adding a speller - select the scanning language you wish to use from the menu on the Pen. The speller is automatically used by the Pen, in the process of recognizing the scanned text. The current **Scanning Language** – and its speller (when available) are utilized for the scanned texts.
- **Interface languages:** interface languages allow viewing the pen menu options and messages in other languages in *addition* to English (which is already installed on your Pen). The interface language is added to the Pen and can be set using the **Interface Language** option in the **Preferences** menu.

To add on to the product:

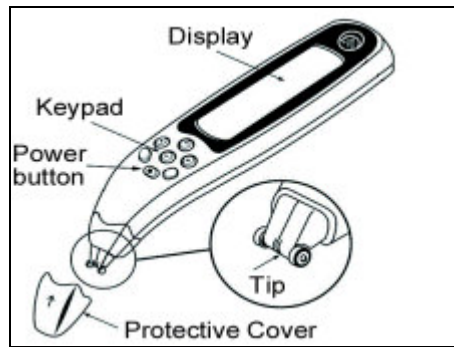
1. Insert the *SuperPen* CD-ROM into the CD-ROM drive of your computer.
2. The **Main Menu** appears.
*Note: If the **Main Menu** does **not** appear automatically, please do the following:*
 - a. Click the Windows **Start** button and select **Run**.
 - b. Type `x:\setup.exe` (where 'x' is your CD-ROM drive letter), then click **OK**.
3. Click on the **Install Add-Ons** button.
4. The **Install Add-Ons** menu appears, offering the available add-ons.
5. Click on the add-on of your choice and follow the online instructions provided.

Familiarizing Yourself with the Pen

The scanning device ('Pen') contains the following parts:

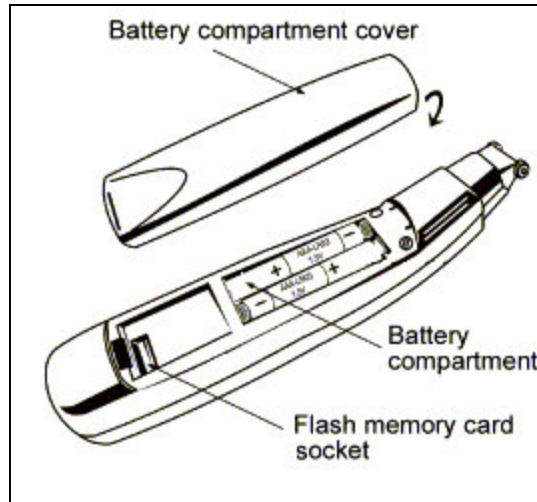
In the front you can see:

- Pen Tip with optical scanning head
- Protective cover
- Power button
- Keypad
- Display



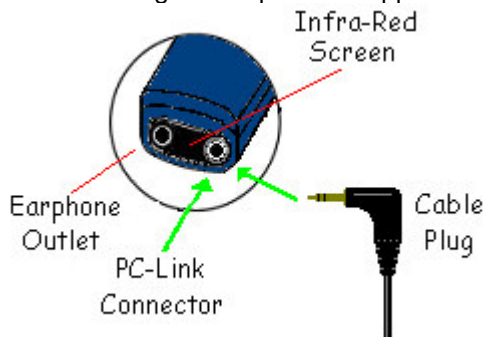
In the back you can see:

- Battery compartment cover
- Battery compartment
- Flash memory card socket



In the rear you can see:

- PC link connector – the outlet for connecting the plug of the USB cable used for Pen-PC Communications.
- Infra-Red Screen – used when beaming. This screen is also used when an Infra-Red device (and not the USB cable) are used for Pen-PC Communications.
- Earphone Outlet – used for connecting the earphones supplied in the package.



The Pen Buttons (keypad)

The keypad contains seven buttons for operating your Pen:

- The Power button (⏻) is used to turn the Pen on and off.
- The Enter button (⏎) is used in a way similar to the Enter key on a computer keyboard, see more information ahead.
- The Escape button (⏏) is used in a way similar to the Esc key on a computer keyboard, see more information ahead.
- The Arrow buttons (⬅️, ➡️, ⬆️, and ⬇️) are used in a way similar to the arrow keys on a computer keyboard, see more information ahead.



Pressing Them

Press the Pen buttons as explained in the various procedures of this manual. The procedures in this manual are accompanied with graphic icons of the buttons you need to press (for example, 'Press (ENT)') and instructions on how to press them.

There are a few ways in which to press the buttons.

Note: not all types of presses are functional in all procedures. In the procedures of this manual you will be instructed as to the functions each press will perform.

Here are the types of presses, which are used:

Regular Press

A single short press of the button. In this manual, when you are instructed to 'Press' a button – it means you should perform this Regular Press.

Double-Click

To double-click a button, press the button twice in rapid succession.

Long-Press

To long-press a button, press the button and hold it down briefly.

Their Functionality

The specific functions of the Pen buttons are described in each of the procedures or instructions in this manual. Here are some of their general behaviors:

General Behavior:

- The (ENT) button will enter a sub menu or screen, confirm a selection or perform an operation.
- The (ESC) button will navigate backwards, close a screen, or cancel an operation.
- Long-pressing the (ESC) button will return to the Pen Main Menu.

Selecting

To select an item:

1. Scroll through the menu or list using (▲) and (▼), until the item you want is highlighted or until it alone appears on the screen.
2. Press (ENT).

Navigating

- To navigate forward – i.e., open a menu, sub menu or application, select the desired option and Press (ENT).
- To navigate backwards, return to a previous menu level or screen from a sub-menu or different screen, press (ESC).

Closing Messages or Dialogs

Some messages (for example, error messages) or dialogs (for example, addresses) display "buttons" on the screen. They appear as a command (for example, YES, NO, CANCEL) with a circle around it (for example, (YES)).

Press (ENT) to activate a highlighted button (*highlighted* means in inversed text, for example, as in the button (YES)). If the button is not highlighted, use (◀), (▶), (▲) and (▼) to scroll to the desired button, thus highlighting it, and then press (ENT).

Scanning

Scanning means to roll the Pen over printed text (or over an image – done in the **Image Capture** application only).

How to Scan

Please refer to the *Getting Started* (on the back of the *SuperPen* package) for instructions on unpacking the Pen and scanning. Please note the following additional information:

- **Pen Settings:** The Pen arrives with original default settings. There are general Pen settings (see *The Preferences Menu* on page 66) and there are application specific settings, in each of the Pen applications.
- **If you are Left Handed:** The Pen default is set to right handed scanning. To change it to left handed scanning, see *Right/Left Handed* on page 69.
- **Scanning Direction:** The scanning direction is not important, i.e., you can scan from left to right (as described in the *Getting Started* on the back of the *SuperPen* package) and you can also scan from right to left – if you find it easier.

Scanning Result

When scanning, the optical head of the Pen scans the surface and creates an image of the scanned area which is transferred into the current Pen application. Each Pen application may process this image in a different way and according to various settings of the Pen.

Scanning Limitations

The Pen allows you to scan images (for the **Image Capture** application) up to 8mm high or printed text (for all other applications, such as the **Notes**) 6-22 points in size (up to 8mm) in a wide variety of fonts and in all colors on contrasting backgrounds except:

- Red on white
- White on red
- Blue on black
- Black on blue

Poor Character Recognition

After scanning, the Pen performs Optical Character Recognition (OCR) of the scanned image – resulting with actual text – which should be identical to the text you scanned. Sometimes the Pen may have difficulty recognizing the scanned words.

Please check the *Scanning Limitations* on page 13 to understand what you can scan.

Following are other reasons for poor character recognition:

- When the page you are scanning is dark, dirty or crumpled.
- When the printout is of low quality (for example, when the page has been photocopied).
- When scanning printed text that is in a different language than the current scanning language. Make sure the scanning language is set to the language you are scanning: check the general scanning language which is set in the **Preferences** menu in the **Pen Main Menu** and check the scanning language set in the specific application you are scanning with, which is set in the **Edit Menu** of the application. You may also be able to add a speller for that language, to enhance the recognition. See *Adding Spellers* on page 71 for information on adding spellers.
- When the setting of the **Scanning Options** (numeric and Inverse) do not match the currently printed text.
- When scanning incorrectly (for example, holding the Pen in the wrong scanning angle). Try scanning again. Please refer to the *Getting Started* (on the back of the *SuperPen* package), for more information on scanning properly.
- When scanning too fast (this specific situation will cause an error message ‘Scanned too fast’). Please rescan text slowly.

Important:

If you do not succeed to improve the OCR results, you can use the Character Bar (see *The Character Bar* on page 73) or Opticard (see *The Opticard* on page 75) to manually edit the text on the Pen.

Poor Image Capturing

The **Image Capture** application is used to scan and store small images.

After scanning, the Pen may have difficulty producing a satisfactory image of what you scanned.

Please check the *Scanning Limitations* on page 13 to understand what you can scan.

Following are other reasons for poor images:

- When the page you are scanning is dark, dirty, crumpled or of low photocopy quality.

- When scanning incorrectly (for example, holding the Pen in the wrong scanning angle). Try scanning again. Please refer to the *Getting Started* (on the back of *SuperPen* package), for more information on scanning properly.
- When scanning too fast (this specific situation will cause an error message 'Scanned too fast'). Please rescan image slowly.

Tutorials

Following are tutorials to help you learn the basics of the *SuperPen* product:

- Tutorial 1 – Quicktionary
- Tutorial 2 – Notes
- Tutorial 3 – The QuickLink function
- Tutorial 4 – Scan to PC

Important:

Before performing tutorials 2, 3 and 4, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 9, and follow the instructions.

Notes:

- The instructions are for a Pen set with the original default settings.
- The Pen default is set to right handed scanning. To change it to left handed scanning, see *Right/Left Handed* on page 69.
- For basic instructions on unpacking the Pen and scanning, please refer to the *Getting Started* (on the back of the *SuperPen* package).

Tutorial 1 - Quicktionary

This tutorial will take you through the basic usage of the **Quicktionary** application on the Pen, used to scan text and define the words using the current dictionary on the Pen.

Important: *For demonstration purposes, the Pen described here has been installed with the English to English AHD Concise dictionary - but the behavior will be similar with any dictionary.*

Initial Step: Load a Dictionary to the Pen

The Quicktionary application uses a dictionary. The original Pen does not contain a dictionary. If you have not yet loaded a dictionary to your Pen, please follow these instructions. If your Pen already has a dictionary on it – you may skip to **Step 1** ahead.

To add a dictionary to the Pen:



1. Insert the *SuperPen* CD-ROM into the CD-ROM drive of your computer.
2. The **Main Menu** appears.
 - Note: If the **Main Menu** does **not** appear automatically, please do the following:*
 - a. Click the Windows **Start** button and select **Run**.
 - b. Type *x: \setup.exe* (where 'x' is your CD-ROM drive letter), then click **OK**.
3. Click on the **Install Add-Ons** button.
4. The **Install Add-Ons** menu appears, offering the available add-ons.
5. Click on the **Dictionaries** button.
6. The Dictionaries menu appears, offering the available dictionaries to add to your Pen.
7. Click on the dictionary* you wish to use, and follow the online instructions provided.

**Notes:*

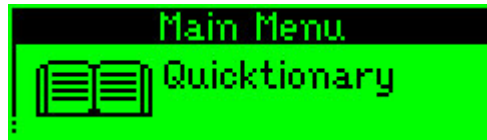
- The following tutorial demonstrates a Pen with the “**AHD Concise**” dictionary loaded on it, though you can chose any of the listed dictionaries.
- If you add *more than one* dictionary, use the **Select Dictionary** option in the **Dictionary** menu of the **Quicktionary application** on the Pen, to set the current dictionary – the one you wish to use.

Step 1: Turn the Pen on

Task:

- Remove the protective cover from the Pen & press  to turn the Pen on. If the **Pen Main Menu** is not displayed, long-press  until it is.

The Pen display will show:



The Pen Main Menu

Step 2: Start the Quicktionary application

Task:

- Press **ENT** to activate the current option and enter the **Quicktionary** application.

The Pen display will show:



Input Screen

- If no dictionaries have been added to your Pen, the Pen will display the message “No dictionaries on Pen”. Please refer to the **Initial Step** of this tutorial for instructions on adding a dictionary to the Pen and then return to **Step 1** of this tutorial.
- The first line of the Input Screen will display the “Scan in...” – specifying the language name of the source language of the current dictionary, denoting the language in which the printed text you scan should be. Since this tutorial demonstrates the English to English AHD Concise dictionary – the first line displays “Scan in English”.
- The Quicktionary application will utilize the “current” dictionary. If you have one dictionary on the Pen – it is the “current” dictionary, but if you have more than one dictionary on the Pen, and you wish to switch the current dictionary, use the Select Dictionary option in the Dictionary menu of the Quicktionary application on the Pen, to set the current dictionary – the one you wish to use.

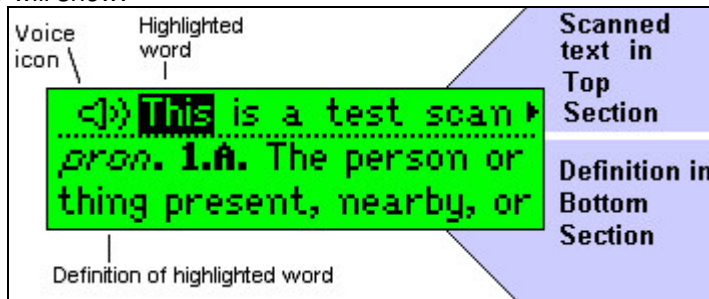
Step 3: Scan a line of text

Task:

- Scan the following sentence (see how to scan, in the *Getting Started* on the back of the *SuperPen* package):

This is a test scan text

The Pen display will show:



Word Selection Screen*



The Word Selection Screen appears whenever you scan in more than one word at a time. It is split into two sections. The upper section displays the scanned text. The lower section displays the dictionary entry corresponding to the highlighted word in the scanned text.

Tip: If the scanned line in the top area of the screen contains errors, or whenever you want to scan and define a different line of text - simply scan again. The current text is overwritten with the new scanned text.

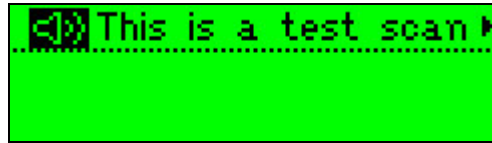
*For demonstration purposes, the current dictionary is the English to English AHD Concise dictionary - but the behavior will be similar with any dictionary.

Step 4: Word Selection Screen: Hearing the scanned line read aloud

Tasks:

- Press  to highlight the speaker icon. The whole sentence will be spoken out, highlighting each word as it is spoken.
- Press  to read the sentence again.




The Pen display will show:



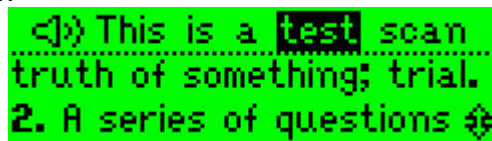
Word Selection Screen

Step 5: Word Selection Screen: Defining Words

Task:

- Press  to move along the sentence word by word. Each word is highlighted and spoken out, and its definition is shown in the bottom part of the screen.
- Highlight the word 'test'.
- Press  and  to scroll through the currently displayed definition.


The Pen display will show:



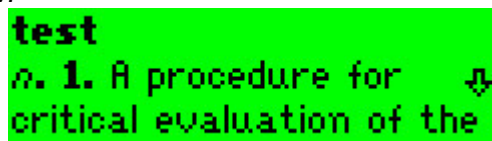
Word Selection Screen

Step 6: From the Word Selection Screen to the Dictionary Screen


Task:

- Press  to view the dictionary entry of the highlighted word ('test') in the full **Dictionary Screen**.

The Pen display will show:








Dictionary Screen

The Dictionary Screen displays the dictionary entry and definitions for a single headword (or multi-word heading). The dictionary entry can be accessed by scanning in a single word, or by pressing , while using the Word Selection Screen.

Step 7: The Dictionary Screen: Defining Words

Task:

- Press  and  to scroll through the definitions.



Note: When a Word List sign () appears at the top right corner of the **Dictionary Screen** – it denotes the existence of a Word List, containing any identical or related entries, from the current dictionary. Press  to view the Word List. Highlighting an entry in the list and pressing  will display the definition of the selected word - in the **Dictionary Screen**.

Tutorial 2 – Notes

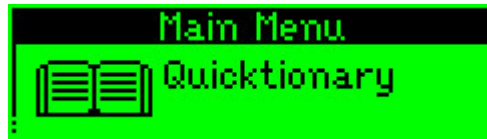
This tutorial will take you through the basic usage of the **Notes** application on the Pen, used to scan text and store it on the Pen.

Step 1: Turn the Pen on

Task:

- Remove the protective cover from the Pen & press  to turn the Pen on. If the **Pen Main Menu** is not displayed, long-press  until it is.


The Pen display will show:



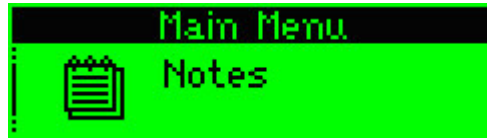
The **Pen Main Menu**

Step 2: Start the Notes application

Task:

- Press  as many times as necessary until the option **Notes** appears on the screen.

The Pen display will show:

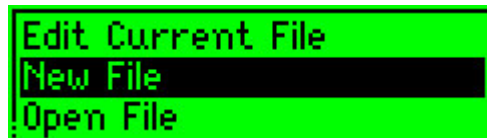


The **Pen Main Menu**

Task:

- Press  to activate the **Notes** application.

The Pen display will show:






The main menu of the **Notes** application

Note: if you already used this application, the screen will show the name of the last file you edited in the caption (instead of the 'No open file' message)

Step 3: Create a new file and open it

Tasks:

- Press  to activate the highlighted option (**New File**).
- Press  to scroll to the **OK** button and highlight it.
- Press  to activate the highlighted button (**OK**).

The Pen display will show:



A file, open and ready for editing,
in the **Notes** screen

A new file named note001* is created, opened and ready for editing.

**Note: if you already used this application the file name will contain a different suffix (e.g., note004).*

Step 4: Scan a sentence into the open file

Following is a sentence spread over 2 lines:

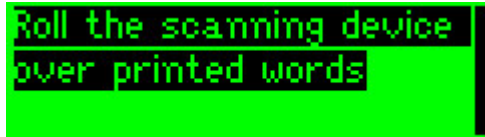
Roll the scanning device over printed words
and see how the words appear on your Pen.

To scan this whole sentence you will need to scan the first line and then scan the second line.

Task:

- Please scan the first line.

The Pen display will show:



Roll the scanning device
over printed words

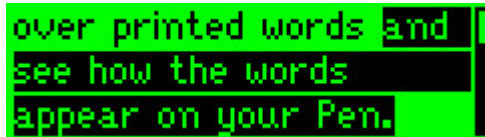
The first line you scanned appears highlighted

Note: If the scanned line was not recognized correctly, press **ENT** to delete the highlighted text – and scan again.

Task:

- Now, continue and scan the second line.

The Pen display will show:



over printed words and
see how the words
appear on your Pen.

The whole sentence appears, the second line you just scanned is highlighted

Note: If the scanned line was not recognized correctly, press **ENT** to delete the highlighted text – and scan again.

Step 5: Return to the Pen Main Menu

Task:

- Press **ESC** 3 times to close the **Notes** application and return to the **Pen Main Menu**.

Tutorial 3 – QuickLink

This tutorial will take you through the basic usage of the **QuickLink** function which transfers stored files from the Pen to the PC.

Important:

Before performing this tutorial, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 9, and follow the instructions.

Step 1: Prepare the PC

Task:

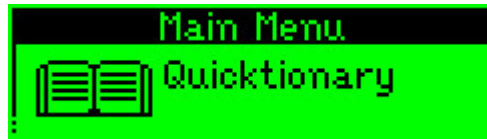
1. Turn your PC on.
2. Close any applications that are running on your computer. The icons of applications that are running appear in the System Tray. It is especially important to close applications that use the serial or USB ports of your computer, such as PDAs or digital camera applications.
3. Activate the **QuickLink Desktop** application that you have already installed during the CD-ROM procedure **Set Up Product on PC**:
 - If, during installation, you chose to add the Desktop to your computer's startup, the Desktop will automatically start running when you start your computer. To maximize the Desktop window, click the Desktop icon in the system tray at the bottom right side of the screen. If the Desktop window does not appear, select the **Show Window** option from the pop-up menu.
 - If the Desktop application does not run when you start up your computer, or if you closed the application, you can start it by clicking the Windows **Start** menu and selecting **Programs\QuickLink Desktop\QuickLink Desktop**.
4. Connect the cable to your Pen and PC (the same way you did during the CD-ROM procedure **Set Up Product on PC**).

Step 2: Prepare the Pen

Task:

- Press **Power** to turn the Pen on. If the **Pen Main Menu** is not displayed, long-press **ESC** until it is.

The Pen display will show:

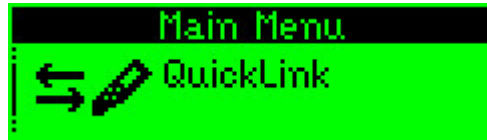


The Pen Main Menu

Task:

- Press as many times as necessary until the option **QuickLink** appears on the screen.

The Pen display will show:



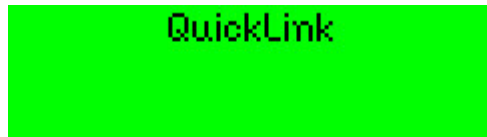
The Pen Main Menu

Step 3: Sending the stored Note file from the Pen to the Desktop Application

Task:

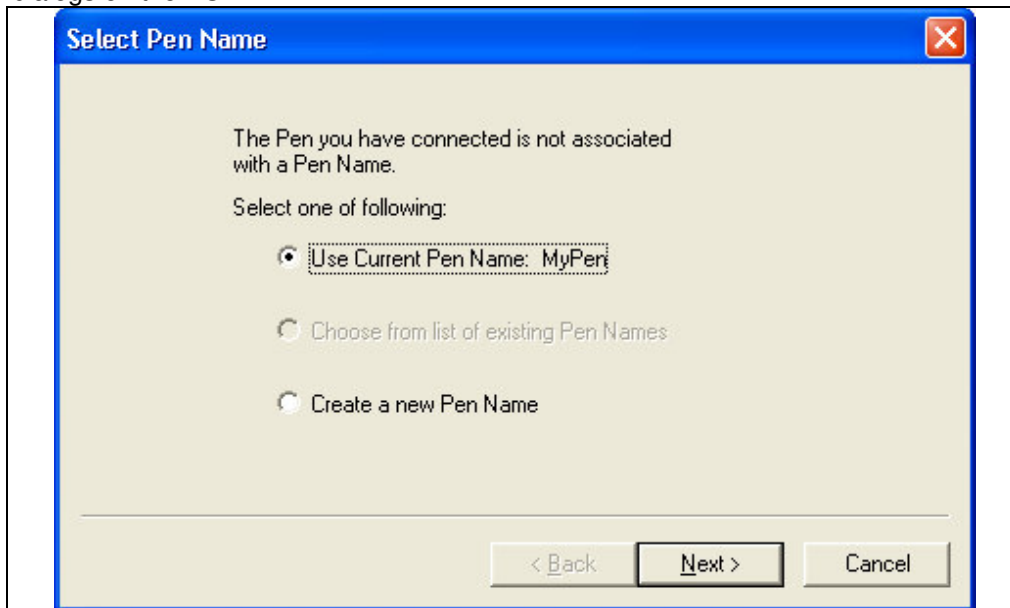
- Press to activate the **QuickLink** function.

The Pen display will show:



The Desktop will show:

- If this is the first time you have ever performed a QuickLink, you will see the following 2 dialogs on the PC:



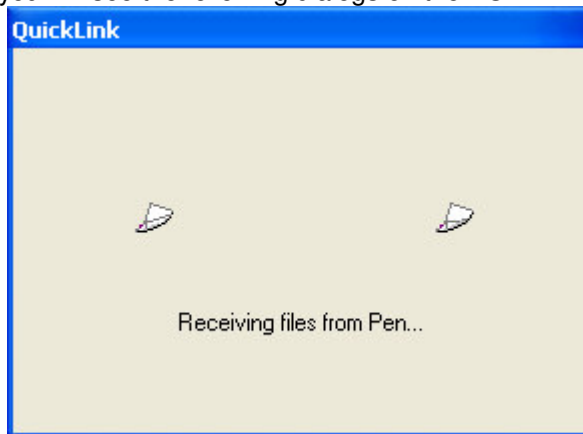
Task:

- Press **Next**.

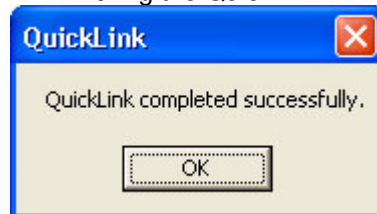


Task:

- Press **Finish**.
- If this is not the first time you have performed a QuickLink or if you have just closed the above 2 dialogs, you will see the following dialogs on the PC:



During the QuickLink



When the QuickLink is completed

Task:

- Press **OK**.

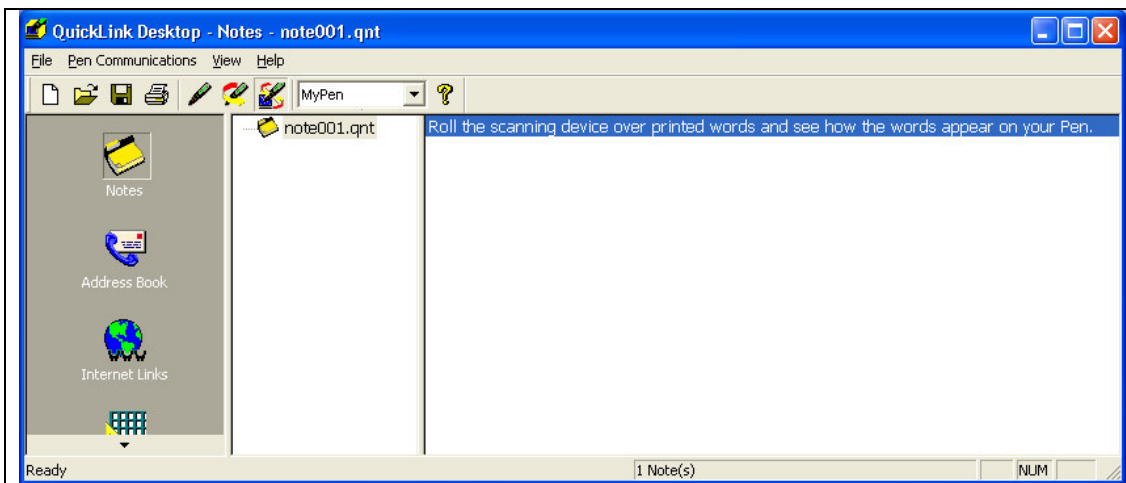
Step 4: View the File in the Desktop Application

Task:

- In the left pane of the Desktop application window, click on the icon of the application whose files you wish to view. To view the text file you created in Tutorial 1 - click on the **Notes** icon:



The **Notes** icon in the Desktop left pane



Notes in the Desktop application

The Desktop will open the selected application and display its list of files - in the middle pane* and its current file in the right pane.

*Note: some applications do not have a middle pane.

Tutorial 4 – Scan to PC

This tutorial will take you through the basic usage of the **Scan to PC** function which allows to scan text and send it directly into PC applications.

Important:

Before performing this tutorial, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 9, and follow the instructions.



Step 1: Prepare the PC

Tasks:

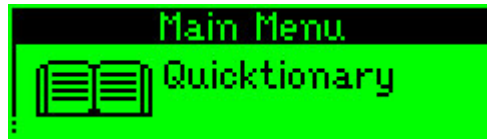
1. Turn your PC on.
2. Close any applications that are running on your computer. The icons of applications that are running appear in the System Tray. It is especially important to close applications that use the serial or USB ports of your computer, such as PDAs or digital camera applications.
3. Activate the **QuickLink Desktop** application that you have already installed during the CD-ROM procedure **Set Up Product on PC**:
 - If, during installation, you chose to add the Desktop to your computer's startup, the Desktop should already be active (see if the Desktop icon appears in the system tray at the bottom right side of the screen).
 - If the Desktop application does not run when you start up your computer, or if you closed it, you can start it by clicking the Windows **Start** menu and selecting **Programs\QuickLink Desktop\QuickLink Desktop**.
4. Open the text file you wish to scan text into. The Pen can send text into any open file with an active cursor. For example, activate the Notepad application (click the Windows **Start** menu and select **Programs\Accessories\Notepad**. The Notepad application opens and an "Untitled" file is opened and ready for editing.
5. Connect the cable to your Pen and PC (the same way you did during the CD-ROM procedure **Set Up Product on PC**).

Step 2: Prepare the Pen

Task:

- Remove the protective cover from the Pen & press  to turn the Pen on. If the **Pen Main Menu** is not displayed, long-press  until it is.

The Pen display will show:

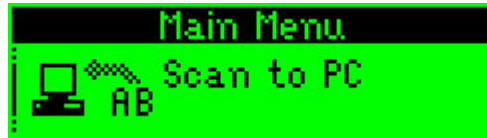


The **Pen Main Menu**

Task:

- Press **▼** as many times as necessary until the option **Scan to PC** appears on the screen.

The Pen display will show:



The **Pen Main Menu**

Task:

- Press **ENT** to activate the **Scan to PC** application.

The Pen display will show:



The **Scan to PC** screen

Step 3: Scan a sentence and send it to the PC

Task:

- Scan the **first line** of the following sentence:

Roll the scanning device over printed words
and see how the words appear in Notepad.

After the sending is complete, you will see the scanned line in Notepad. The cursor will blink right after the text, awaiting additional input.

Task:

- Now scan the **second line** of the above sentence.

The second line appears right after the first line – forming the full sentence.

Step 4: Return to the Main Menu

Task:

- Press **ESC** to return to the **Pen Main Menu**.

The Pen Main Menu




The **Pen Main Menu** is the menu that appears when not inside any application, menu or option. All applications and functions can be accessed from here. When adding on *applications* the Pen – the add on applications are added to this menu.

Accessing the Pen Main Menu

When initially turning on the Pen it opens in the **Pen Main Menu**. If you shut the Pen off while in an *application* – then next time you turn on the Pen it will open up in that application.

- At all times - *long-press* **ESC** to reach the **Pen Main Menu**.

Selecting Options



To select an application, option or menu from the **Pen Main Menu**, scroll using  and  until the desired option appears on the screen, and then press .

The Quicktionary Application

The primary use of the **Quicktionary** application is to learn and translate words by viewing their definitions from the dictionaries on the Pen. The **Quicktionary** application also allows hearing scanned English lines read aloud, or hearing the English headwords of the dictionary entries read aloud, teaching you their correct pronunciation.

The **Dictionary** screen is the **main** screen of the application, allowing to view the chosen dictionary entries from the dictionaries you installed on your Pen. In addition, the **Quicktionary** application contains the **Quicktionary Menu** allowing access to various options and settings.

Accessing the Quicktionary Application

1. Long-press  until you reach the **Pen Main Menu**.
2. Select the **Quicktionary** option.
3. The **Quicktionary** application starts and the **Input Screen** appears. This is the first screen of the **Quicktionary** application. From the **Input Screen** you can simply start scanning, or you can access the **Quicktionary Menu**.
4. To return to the **Pen Main Menu**, long-press .

The Dictionaries

Dictionaries are loaded to the Pen and used by the Quicktionary application. Use the Quicktionary application to scan printed words and view the definitions or translations of the words - from the dictionary on the Pen.

Dictionary Types

Most of the dictionaries provided on the CD-ROM are *one direction Bi-Lingual dictionaries*. You will scan the printed text in the *source* language of the dictionary and you will receive the translations - on the Pen screen - in the *target* language. So for example, if you have loaded the French to English dictionary to your Pen - you will scan printed French text - and you will be able to read the translations of the scanned words from the dictionary - in English.

Other dictionaries may be *Mono-Lingual* - in which the source and target language are the same.

So for example, if you loaded the *AHD Concise* dictionary to your Pen - you will scan printed English text - and you will be able to read the definitions of the scanned words - from the *AHD Concise* dictionary - in English.

Adding Dictionaries

To use the Quicktionary application you must have at least one dictionary on the Pen. If no dictionaries are installed on the Pen - the application will display an error message "No dictionaries on the Pen". You can add to the Pen as many dictionaries as you have space for. Usually there is enough space for 1-2 dictionaries on the Pen.

To add a dictionary to your Pen:

1. Insert the *SuperPen* CD-ROM into the CD-ROM drive of your computer.
2. The **Main Menu** appears.
 - Note: If the **Main Menu** does **not** appear automatically, please do the following:*
 - a. Click the Windows **Start** button and select **Run**.
 - b. Type `x:\setup.exe` (where 'x' is your CD-ROM drive letter), then click **OK**.
3. Click on the **Install Add-Ons** button.

4. The **Install Add-Ons** menu appears, offering the available add-ons.
5. Click on the **Dictionaries** button.
6. The Dictionaries menu appears, offering the available dictionaries to add to your Pen.
7. Click on the dictionary you wish to use, and follow the online instructions provided.

The Current Dictionary

The **Quicktionary** application utilizes the *current* dictionary. If one dictionary is installed on the Pen – then that dictionary is automatically the *current* dictionary. If more than one dictionary is on the Pen – then the **Dictionary** menu will contain an additional option “**Select Dictionary**” (see *Select Dictionary* on page 30) allowing to view which dictionary is the current dictionary – and allowing to switch the current dictionary.

Also note that at the top of the **Input Screen** you will have an indication as to the *source* language of the current dictionary, due to the “Scan in ...” message – specifying the language of the printed text you should scan.

Deleting Dictionaries

At times you may find that you have loaded a dictionary that you no longer wish to use, and you may want to remove it from the Pen in order to make room for a different dictionary.

Please refer to *Add/Remove Pen Components Dialog* on page 80 for instructions on launching the **Add/Remove Pen Components** dialog in the Desktop application on your PC.

Important: *Deleting components from the Pen is an advanced feature and must be done with care. If you feel uncertain, feel free to contact WizCom’s support team (see **Contact and Support Information** on page 7) for guidance.*

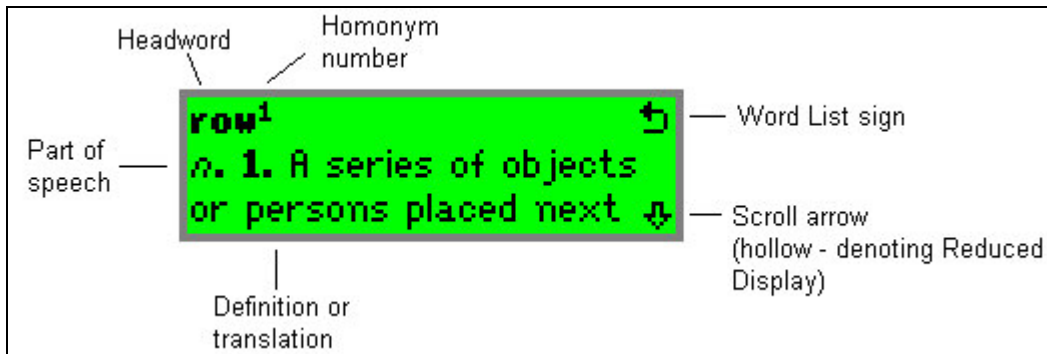
Dictionary Entries

A dictionary entry contains various elements and signs. Each dictionary, or even each entry, may utilize different elements.

Following are the main elements and signs:

Notes:

- *This example shows the **Dictionary Screen** in reduced display. To set the non-reduced display, see *Reduced Display* on page 31.*
- *This example shows the first ‘row’ entry from the AHD Concise English to English (mono-lingual) dictionary.*



Dictionary entry elements and signs

Headword or Multi-word Heading

The word, term, name, etc. listed in the dictionary and defined in the dictionary entry. Headwords appear in the source language of the dictionary – which is the language in which you should scan. When the scanned word(s) do not appear in the dictionary as a headword or as a multi-word heading (for example when the scanned text is an inflection) then the *corresponding* dictionary entry appears. To pronounce the scanned text, which brought you to the definition in the **Dictionary Screen** (whether it be the actual headword or an inflection), press **ENT**.


Homonym number



The small raised number means that the headword you are viewing is a homonym. Homonyms are headwords that are spelled the same way but have different meanings. When the scanned word corresponds to two or more identical dictionary entries with separate meanings, each meaning is a separate entry with its own number. The **Word List** will display any additional entries, including the homonyms. From the **Dictionary Screen** - press **ESC** to view it.

Part of Speech

Specifies the part of speech represented by the definition that follows, e.g., verb, adjective, or noun. Some dictionary entries contain several parts of speech. Words are used in different ways in a sentence. The way a word is used determines its part of speech. The dictionary entry is divided into sections for each part of speech (verb, noun, adjective, etc.).

Word List sign

















The Word List sign () appears to the right of a headword (or multi-word heading) denoting that a **Word List** exists for that headword. The Word List suggests homonyms or additional related headwords (for more information, see *Long-press ENT* to hear the defined word pronounced).

Press  or  to toggle the display of the current entry - between condensed and full. For more information on the display modes, see *Viewing Additional Text in the Dictionary Entries* on page 25.

Using the Word List on page 28).

Scroll Arrows

When scroll arrows appear on the right side of the screen, you can scroll up and/or down in the dictionary entry, viewing additional definitions and text.

-  or  denote that you can scroll down using .
-  or  denote that you can scroll up using .
-  or  denote that you can scroll up or down using  and .
- Hollow arrows (, , ) denote that the Reduced Display is activated.
- Black arrows (, , ) denote that the display is currently full (non-reduced display).
- For more information on the display modes, see *Viewing Additional Text in the Dictionary Entries* on page 25.

Definitions and Translations

Definitions and translations are the meaning of the headword. They appear in the target language of the dictionary. Each part of speech may have a few meanings. Each meaning appears in a separate definition. The definitions are numbered and the first one is the most common meaning. Each definition may also have a few sub meanings. Each sub meaning appears in a separate sub definition.

Phonetics

Phonetics are the phonetic transcription of the headword. Phonetics do not appear in all the dictionaries or in all the headwords. Furthermore, phonetics are part of the full display, so if they are available - they will appear only when **Reduced Display** is unchecked. For a guide to the phonetic symbols used in the current dictionary, select **Pronunciation Guide** from the **Guides & Glossaries** option in the **Help** menu of the **Quicktionary Menu** (see page 32 for instructions).

Viewing Additional Text in the Dictionary Entries

Dictionary entries contain various elements and symbols. The basic elements are shown when in the default display mode, which is condensed. Additional text elements will appear when changing the display to its full mode.

The default setting of your Pen, displays entries in a condensed style. This means that not all of the available information is displayed on the screen, saving you the need to scroll through less essential information (such as sample sentences).

You may either expand the display so that *all* the additional information is displayed, or condense the display so the additional text is *hidden*.

Changing the Display Mode - Condensed and Full



To change the display mode, set the **Reduced Display** preference to your liking (refer to *Reduced Display* on page 31 for instructions), or switch the mode – while in the **Dictionary Screen**, as following:

- In the **Dictionary Screen** press  or  to toggle the display of the current entry - between condensed and full.

The display of the dictionary entries - in the **Word Selection Screen** and in the **Dictionary Screen** - will remain in the mode you set – until you change it.

How do I know if I am in condensed or full mode display?

At all times (in the **Dictionary Screen** and also in the **Word Selection Screen**) - the scroll arrow (that appears on the screen when displaying the dictionary entry) will indicate the current state of your display:


- When the scroll arrow is hollow  it means the display is condensed.
- When the scroll arrow is full  it means the display is full, displaying all the available information.

You may also check if the **Reduced Display** preference is checked or not (see *Reduced Display* on page 31).

The Quicktionary Screens

The Input Screen

Accessing the Input Screen

- To access the **Input Screen**, enter the **Quicktionary** application from the **Pen Main Menu**. The **Input Screen** is the first screen of the application.
- If you are already in the **Quicktionary** application, you can access the **Input Screen** by pressing  as many times as necessary, till the **Input Screen** is displayed.

Using the Input Screen

On the top of the **Input Screen**, the 'Scan in ...' line denotes the source language of the current dictionary (see *Dictionary Types* on page 23) – meaning you should scan printed texts in the language specified. The bottom of the **Input Screen** displays the input field for the text you enter.







Input Screen




Scan in the text you want to define. The **Quicktionary** application processes the text you have scanned and displays its definition in one of two screens - the **Word Selection Screen** or the **Dictionary Screen**. Both are explained in detail below.

Manually Entering or Editing Text in the Input Screen

In the **Input Screen** (only) - it is possible to manually enter text, using the Character Bar or Opticard.

To access the Character Bar:

- From the **Input Screen**, press  to activate the *Edit* mode (the highlight is removed and the cursor appears blinking).
- Use the arrows to position the cursor where you wish to edit.
- Press  to open the Character Bar. For further information on the Character Bar, see *The Character Bar* on page 73. Press  to close the Character Bar, and return to the input field in *Edit* mode. Press  twice to return to normal scanning in the **Input Screen**.

*Note: If some of the text in the input field of the **Input Screen** is highlighted, press ,  or  to de-highlight the text before you begin editing it. Otherwise, the highlighted text will be deleted when you begin editing the file.*

To activate the Opticard:

Simply scan the Opticard key. The highlight is removed, the cursor appears blinking in the input field, and the light at the tip of the Pen blinks rapidly. For further information on the Opticard, see *The Opticard* on page 75. Scan the Opticard key again to return to normal scanning in the **Input Screen**.

Scanning Hyphenated Words

In the **Input Screen**, use *Edit* mode to scan hyphenated words that appear at the end of one line and the beginning of the next, such as the word 'translate' in the sample sentence below:

Quicktionary enables you to translate a sentence in seconds.

1. Press (ENT) to activate *Edit* mode. The cursor will be blinking.
2. Scan the first line.
3. With the text you have just scanned still highlighted, scan the second line.

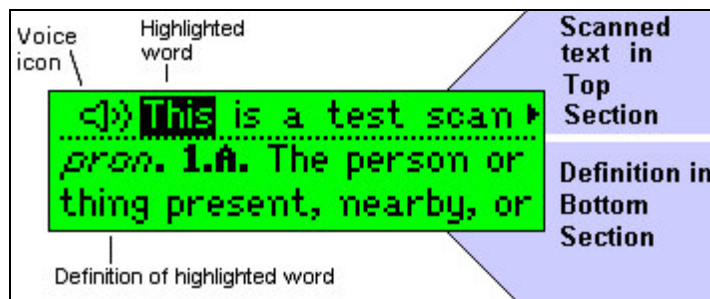
The Word Selection Screen

Accessing the Word Selection Screen

- o After scanning or entering text that contains more than one word – the **Word Selection Screen** automatically appears.
- o If you navigated from the **Word Selection Screen** to the **Dictionary Screen**, press (ESC) to return to the **Word Selection Screen**.

Using the Word Selection Screen

The **Word Selection Screen** is split into two sections. The upper section displays the scanned text. The lower section displays the dictionary entry corresponding to the selected word in the scanned text above (for more about dictionary entries, see *Dictionary Entries* on page 24).




The Word Selection Screen




1. Press (▶) and (◀) to scroll forward and backward through the scanned text. A right scroll arrow at the end of the text indicates that you can scroll to the right to view the continuation of the text. When you scroll right, the left scroll arrow indicates that you can scroll left to view the previous section of the text. The dictionary entry for each highlighted word appears in the lower screen.

Notes:

- o *At times, the highlighted word is the first word of a multi-word heading.*
- o *If the highlighted word is an inflection or derivative of a dictionary entry, the corresponding dictionary entry appears.*
- o *If the highlighted word is the first word in an idiom (and the current dictionary contains an idiom index), the idiom appears.*
- o *If the scanned image is incomplete or unclear, the bottom half of the Word Selection Screen will display a list suggesting various possible spellings from which you can choose. Press (▼) and (▲) to scroll the list. Press (ENT) to select the highlighted suggestion.*

If **Auto Speak** is activated (see *Auto Speak* on page 31), **Quicktionary** pronounces each word as it is highlighted.

Note: If you scroll left to the Voice icon  , the Quicktionary application pronounces the entire line of text.


2. Press  and  to scroll through the definitions in the lower section of the screen. The scroll arrows to the right of the dictionary entry indicate in which direction you can scroll to view more of the definition.
3. To view the dictionary entry in a full screen (without the scanned text), press . The **Dictionary Screen** appears.

You can scan new text while in the **Word Selection Screen**. The current text is overwritten.










The Dictionary Screen

Accessing the Dictionary Screen

The **Dictionary Screen** can be accessed from many places.

- When scanning or entering a single word – the **Dictionary Screen** automatically appears displaying the dictionary entry for that word.
- From the **Word Selection Screen**, press  to display the definition of the highlighted word in the **Dictionary Screen**.
- When selecting words from the lists (**History** or **Adjacent Entries**) their definitions are displayed in the **Dictionary Screen**.


Using the Dictionary Screen

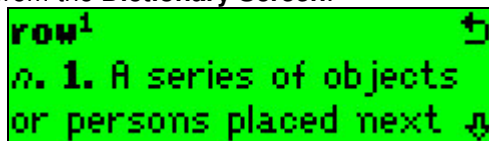
- Press  and  to scroll through the definitions or translations of the entry. The scroll arrows to the right of the dictionary entry indicate in which direction you can scroll to view more of the definition.
- Long-press  and  to hop between the definitions.
- Double-click  and  to hop between parts of speech.
- Long-press  to hear the defined word pronounced.
- Press  or  to toggle the display of the current entry - between condensed and full. For more information on the display modes, see *Viewing Additional Text in the Dictionary Entries* on page 25.

Using the Word List

The Word List contains additional or alternative dictionary entries available for the current scanned text or headword (or multi-word heading). Word Lists are created when:

- The scanned word corresponds to more than one dictionary entry. For example, if you scan the word 'dressing,' the **Quicktionary** application enables you to choose between the dictionary entries 'dress' and 'dressing'.
- The scanned word (e.g., row) corresponds to two or more identical dictionary entries with separate meanings (i.e., homonyms).
- When an idiom (or phrasal verb) is scanned, and that idiom is part of the idiom index of the current dictionary (*Note: not all dictionaries contain an idiom index*), then highlighting the first word of the idiom will display the definition of the idiom and not of the highlighted word. The entry for the highlighted word will appear in the Word List.

The Word List sign () appears to the right of the headword (or multi-word heading) denoting that a **Word List** exists for that headword. The Word List sign appears in the entries - that are displayed both in the **Word Selection Screen** and in the **Dictionary Screen** – but the list is accessible only from the **Dictionary Screen**.



Entry 'row' in **Dictionary Screen** demonstrating the Word List sign

When the Word List sign appears – press (ESC) from the **Dictionary Screen** to view the list. The headword you came from will appear highlighted. Additional headwords will appear.



Word List for 'row'

- Press (▼) and (▲) to scroll the list.
- Press (ENT) to view the definition of the highlighted entry – in the **Dictionary Screen**.
*Note: If the scanned image is incomplete or unclear, Quicktionary will automatically display a different kind of word list – in the bottom half of the **Word Selection Screen**. This list suggests various possible spellings (as opposed to additional entries) from which you can choose. Press (▼) and (▲) to scroll the list. Press (ENT) to select the highlighted suggestion.*

Obtaining Words to Define

The main way to obtain words you wish to define is by **scanning them**. So for example, when you read an article or book, and encounter an unclear word – simply scan it. Then use the Quicktionary application and its dictionaries to define and learn the word.

There are 4 ways to obtain words to define:

- Scanning – this is the major way. You can scan new text when in any of the **Quicktionary** screens: the **Input Screen**, the **Word Selection Screen** or the **Dictionary Screen**.
- Choose a word from the Adjacent Entries list (see *Adjacent Entries* on page 30).
- Choose a word from the History (see *History* on page 30).
- Manually enter or edit text in the input field of the **Input Screen** - using the Character Bar or Opticard (see *Manually Entering or Editing Text in the Input Screen* on page 26).

Hearing the Pen Read Words Aloud

The **Quicktionary** application includes a Text to Speech engine allowing the speaking out (hear the pronunciation) of the scanned words or of several definition elements. The **Voice Settings** for **Volume**, **Pitch** and **Reading Speed** (see *Voice Settings* on page 67) are set from the **Preferences** menu in the **Pen Main Menu**. The **Auto Speak** option (see *Auto Speak* on page 31), set in the **Preferences** menu of the **Quicktionary** application, indicates if certain elements are spoken out *automatically*, or not (i.e., if the option is not on, you can still speak out the words voluntarily, as explained ahead).

In the Word Selection Screen

When Auto Speak is activated:

Press (▶) and (◀) to scroll forward and backward through the scanned text. **Quicktionary** pronounces each word as it is highlighted.

When Auto Speak is not activated:

Press (◀) till the Voice icon (🗣️) is highlighted. **Quicktionary** application pronounces the entire line of scanned text. While the icon is highlighted, pressing (◀) or (ENT) will pronounce the entire line again.

In the Dictionary Screen

When Auto Speak is activated:

When entering the **Dictionary Screen**, the scanned word (or words) whose definition is displayed, are pronounced. For example, if you scan the word 'reduce', which is a headword, then, when entering the Dictionary Screen, the word 'reduce' will be pronounced and the definition of 'reduce' will be displayed. On the other hand, if you scan the word 'reduced', which is not a headword, but rather an inflection of one, the word 'reduced' will be pronounced whereas the definition of 'reduce' will be displayed. Long-Press (ENT) to hear the word(s) pronounced again.

When Auto Speak is not activated:

In the **Dictionary Screen**, Long-Press (ENT) to hear the scanned word(s) (whose definition is displayed) or headword, pronounced.

Homograph Pronunciation

A homograph is a word that has more than one pronunciation with a corresponding separate meaning. If the Pen is about to pronounce a word which is a homograph, **Quicktionary** speaks out the different pronunciations of the word, separated by a spoken “or”.

For example, if you scan the word “Convict”, it will be spoken out as “Convict or Convict” – where the first instance is a pronunciation of the verb **convict** (meaning “To find or prove guilty of an offense or crime”) and the second is a pronunciation of the noun **convict** (meaning “A person found guilty of a crime, esp. one serving a prison sentence.”).

The Quicktionary Menu

Accessing the Quicktionary Menu

1. To display the **Quicktionary Menu**, press **(ESC)** from the **Input Screen**.
2. To return to the **Input Screen**, press **(ESC)**.

The Quicktionary Menu Options

The **Quicktionary Menu** contains four menu options. Following is their description.

Dictionary

The **Dictionary** menu contains a series of dictionary tools.

1. To access the **Dictionary** menu, select **Dictionary** from the **Quicktionary** menu.
2. To return to the **Quicktionary Menu** press **(ESC)**.

The **Dictionary** menu contains the following options:

History

This option displays a list of the most recently defined words for all dictionaries on the Pen, with the last word you defined at the top of the list. The History list can store up to 80 words. Once the list is full, the oldest word is deleted from the list to make room for the most recent one.

To view the definition of an entry from the list:

1. Select **History** from the **Dictionary** menu.
2. Press **(▼)** and **(▲)** to scroll through the list, till the entry you want is highlighted.
3. Press **(ENT)**. The dictionary entry appears in the **Dictionary Screen**.
4. Press **(ESC)** to return to the history list.
5. Press **(ESC)** again to return to the **Dictionary** menu.

Adjacent Entries

This option displays a combined list of all headwords or multi-word headings of the current dictionary.

To view the definition of an entry from the list:

1. Select **Adjacent Entries** from the **Dictionary** menu.
2. The list is displayed. When displaying the list, you are placed at the location of the last entry you viewed. If you haven't viewed a definition during the current session, you are placed at the beginning of the list.
3. Press **(▼)** and **(▲)** to scroll through the list, till the entry you want is highlighted.
4. Press **(ENT)** to view the definition of the selected entry in the **Dictionary Screen**.
5. Press **(ESC)** to return to the **Adjacent Entries** list.
6. Press **(ESC)** to return to the **Dictionary** menu and again to return to the **Quicktionary Menu**.

Select Dictionary

Select this option to view the list of dictionaries installed on the Pen, view the one set as the current dictionary, and change the current dictionary.

Note: this option will appear only if the Pen contains more than one dictionary.

1. Select **Select Dictionary** from the **Dictionary** menu
2. The list of all dictionaries installed on the Pen is displayed. The highlighted option is the *current* dictionary.
3. Press **(▼)** and **(▲)** to scroll through the list, till the dictionary you wish to set as the current dictionary - is highlighted.

4. After closing the message, the Pen returns to the **Input Screen**.

Reset History

Select this option to erase all entries from the **History** list.

5. Select **Reset History** from the **Dictionary** menu

6. A confirmation question appears.

7. After closing the message, the Pen returns to the **Input Screen**.

Preferences

The **Preferences** menu contains options for adjusting dictionary features for your **Quicktionary** application. You can change more than one preference at a time.

1. To access the **Preferences** menu, select **Preferences** from the **Quicktionary** menu.

2. Once you have changed the preferences, press (ESC) to return to the **Quicktionary Menu** and save the changes.

3. You cannot undo changes – so make sure that when pressing (ESC) to exit the **Preferences** menu – all settings are set as you want them.

The **Preferences** menu contains the following options:

Inverse

Use this preference when scanning inverse text (light-colored text on a dark background).

Otherwise this option should **not** be selected.

o To toggle the **Inverse** option on or off, press (ENT), (◀) or (▶). When a check mark (✓) appears at the left of the option – the option is activated, when no check mark appears – the option is not activated.

o When pressing (ESC) to exit the **Preferences** menu – the settings are automatically saved.

When the **Inverse** option is activated an **A** appears in the upper-right corner of the Input Screen, indicating that the device is in inverse mode. When inverse text mode is selected, the red light in the tip of Pen blinks rapidly.



Input Screen in inverse scanning mode

Reduced Display

This preference determines whether display elements in the dictionary, such as phonetics, appear with the definition. When **Reduced Display** is selected, certain display elements are hidden. When it is not – the full definition is displayed.

o To toggle the **Reduced Display** option on or off, press (ENT), (◀) or (▶). When a check mark (✓) appears at the left of the option – the option is activated, when no check mark appears – the option is not activated.

o When pressing (ESC) to exit the **Preferences** menu – the settings are automatically saved.

*Note: You can also toggle the **Reduced Display** on or off when in the **Dictionary Screen**, by pressing (◀) or (▶).*

Auto Speak

When **Auto Speak** is selected, the **Quicktionary** application pronounces each word in the dictionary the moment you select it for defining (for more information, see *Hearing the Pen Read Words Aloud* on page 29).

o To toggle **Auto Speak** on or off, press (ENT), (◀), or (▶). When a check mark (✓) appears at the left of the option – the option is activated, when no check mark appears – the option is not activated.

o When pressing (ESC) to exit the **Preferences** menu – the settings are automatically saved.

Line(s) Per Scroll

This preference determines how many lines the *Quicktionary* application scrolls at a time in the Dictionary Screen.

o To change the number of lines per scroll, press (◀) or (▶). The **Quicktionary** application can scroll one, two, or three lines at a time.

o When pressing (ESC) to exit the **Preferences** menu – the settings are automatically saved.

Help

The **Help** menu contains options that display information about the dictionary.

1. To access the **Help** menu, select **Help** from the **Quicktionary** menu.
2. To return to the **Quicktionary Menu** press **(ESC)**.

The **Help** menu contains the following options:

Guides & Glossaries

This menu contains guides with information that can help understand various elements used in the current dictionary. *Note: Each dictionary may have different guides available.*

1. To view the **Guides & Glossaries** menu, select **Guides & Glossaries** from the **Help** menu.
2. Press **(ESC)** to return to the **Help** menu.

Pronunciation Guide

The **Pronunciation Guide** displays a list of symbols used for the phonetic transcription displayed after each dictionary entry.

Next to each symbol is an example of how it is pronounced.

Note: Not all dictionaries include this Guide.

1. To view the **Pronunciation Guide**, select **Pronunciation Guide** from the **Guides & Glossaries** menu.
2. Scroll through the list, using **(▲)** or **(▼)**.
3. Press **(ESC)** to return to the **Guides & Glossaries** menu.

Abbreviations Guide

This option displays a list of abbreviations used in the current dictionary, and displays the word to which each abbreviation in the list refers.

Note: Not all dictionaries include this Guide.

1. To view the **Abbreviations Guide**, select **Abbreviations Guide** from the **Guides & Glossaries** menu.
2. Scroll through the list, using **(▲)** or **(▼)**.
3. Press **(ESC)** to return to the **Guides & Glossaries** menu.

Symbol Guide

The **Symbol Guide** lists the symbols used in the dictionary and what each symbol denotes.

Note: Not all dictionaries include this Guide.

1. To view the **Symbol Guide**, select **Symbol Guide** from the **Guides & Glossaries** menu.
2. Scroll through the list, using **(▲)** or **(▼)**.
3. Press **(ESC)** to return to the **Guides & Glossaries** menu.

About

The **About** option displays information about **Quicktionary**, the professional dictionaries and the text-to-speech software used for reading aloud texts.

Pen Main Menu

Select this option to display the **Main Menu**. Long-Pressing the **(ESC)** at *any time* will display the **Main Menu**, too.

The Quicktionary Edit Menu

The **Edit Menu** contains additional options which affect the editing of the text in the input field of the **Input Screen**.

Accessing the Quicktionary Edit Menu

*Note: In the **Quicktionary** application, the **Edit Menu** is available only from the **Input Screen**.*

1. Access the **Input Screen** (see *Accessing the Input Screen* on page 26).
2. Press **(ENT)** to remove the highlight. A blinking cursor will appear. You are now in *Edit* mode.
3. Press **(ESC)** to access the **Edit Menu** of the application.

The Quicktionary Edit menu Options

Resume Editing

Select this option to close the **Edit Menu** and return to the text.


Activate Overwrite Mode/Activate Insert Mode

This toggle option is a general option relating to the usage of the Character Bar. For information on this option, see *Insert Mode and Overwrite Mode* on page 73 in 'The Character Bar' section of this manual.

Clear Text

Select **Clear** to delete the text from the Input Screen. The **Quicktionary** application returns to the **Input Screen**, in **Edit Mode**.


Exiting the Quicktionary Application

Long-press  until you reach the **Pen Main Menu**.

The Notes Application

The **Notes** application is used to scan and store notes and excerpts into text files. Once you have stored a file on the Pen, you can transfer it to your computer using the **QuickLink** option (from the Pen's **Main Menu**) or to a PDA by selecting **Beaming** from the application menu.

Accessing the Notes Application

1. Long-press  until you reach the **Pen Main Menu**.
2. Select the **Notes** option.
3. The **Notes** application starts and its main menu appears.

Creating and Opening Notes Files


From the **Notes Main Menu**, select any of the following options:

- Select **Edit Current File** to open the current file. The 'current' file is the one whose name appears in the caption of this menu. If no file is currently open, the message **No Open File** appears in the caption. In this case, selecting **Edit Current File** will first show the message **No Open File** and then show the **Enter file name** dialog box, suggesting a new file name.
- Select **New File** to create a new file and then open it. The **Enter file name** screen will first appear suggesting a default file name.
- Select **Open File** to select an existing file and open it. A list will first appear suggesting all available files.

The file opens and the blinking cursor indicates the point at which text will be inserted.

Editing Notes Files

Easy Steps

1. Create or open a file (see above). The cursor appears blinking at the beginning of the file (if it is a new file) or at the place it was when you previously closed this file (when it is not a new file).
2. Scan in a line of *English* text. *Note: if you want to scan text that is in a different language, see **Select Language** on page 36 If you want to scan numeric or inverse text, see **Scanning Options** on page 72.*
3. The new text appears on the screen at the cursor point and the new text is highlighted.
4. If the scanning result on the screen is not satisfactory (see *Poor Character Recognition* on page 13) and you would like to try and rescan it – then please press  first to delete the highlighted text - and then scan the line again.

5. When scanning continuously, each successive line of text you scan is entered into the file as a continuation of the previous line with a space inserted after the last word of the previously scanned text.
6. Press **▼** to insert a new paragraph into the file.
7. If you wish to edit existing text, add on to it, or delete part of it, you can:
 - **Scan:** Press **▲**, **◀** or **▶** to de-highlight the text and position the cursor. Any scanned text will appear at the cursor position with spaces on each side.
 - **Delete:** press **ENT** to delete highlighted text. After scanning in text – the new text appears highlighted – to allow this quick deletion of the latest scan.
 - **Use Character Bar:** press **▲**, **◀** or **▶** to de-highlight the text and position the cursor and then double-click **ENT** to display the Character Bar (see *The Character Bar* on page 73).
 - **Use Opticard:** press **▲**, **◀** or **▶** to de-highlight the text and position the cursor and then scan the Opticard key on the Opticard and begin scanning Opticard keys as needed (see *The Opticard* on page 75).
 - **Use the Edit Menu:** press **ESC** to access the Edit Menu (see *The Notes Edit Menu* on page 36).

Navigation Shortcuts Within a File

Double-clicking the arrow buttons quickly moves the cursor around an open file:

Double-click this button	To move the cursor to
▲	The beginning of the file
▼	The end of the file
◀	The left edge of the current line.
▶	The right edge of the current line.

Scanning in Other Languages

Please refer to *Select Language* on page 36.

Closing and Saving Notes Files

When inside an open **Notes** file, press **ESC** twice to close the file. The text is saved in the file.

Beaming Notes to and from a PDA

Please refer to *Beaming* on page 35.

The Notes Menu Options

The Notes Main Menu

The **Main Menu** contains the high level options of the **Notes** application.

Accessing the Main Menu

To access the main menu of the application, select **Notes** from the **Pen Main Menu**. When already in the **Notes** application press **ESC** to reach the **Notes Main Menu**.

Following is a description of the **Main Menu** options:

Main Menu Caption – Current File

The caption of the **Notes Main Menu** displays the *current* file. If no file is open – the caption displays “No Open File”.

Edit Current File

To edit the current file.

1. Select **Edit Current File**. The ‘current’ file is the last file you worked on - whose name is displayed in the caption of the **Notes Main Menu**.
2. The file is opened and the cursor appears in the last position it was at the last time you edited this file.

3. The file is ready for editing. See *Editing Notes Files* on page 33 for information on editing stored files.

New File

To create a new file:

1. Select **New File**. The **Enter file name** dialog box opens with an automatically generated name displayed in the file name field, in *Scan* mode (no blinking cursor).

Notes:

- o **Editing the File Name:** If you want to edit the file name you can scan in a new name (which will overwrite the highlighted text) or edit the file name manually by pressing **ENT** once to enter Edit mode and then you can do any following: press **ENT** to display the Character Bar (see *The Character Bar* on page 73) or scan the Opticard key to activate the Opticard (see *The Opticard* on page 75). You may also press **ESC** to access the file name Edit Menu (this menu contains options specifically for editing file names, see *The File Name Edit Menu* on page 72).
 - o **Resetting to the default file name:** to reset the file name to the default file name with the lowest counter available on the Pen (for example “note001”) – press **◀**. The **Reset default file name?** question appears. Press **ENT** to select **YES** and confirm the resetting. *Warning: If you reset the file name and create a file with a name you have already sent to the PC – next time you QuickLink the files to the PC – the old file on the PC will be overwritten with the new file that has the same name.*
2. Press **▼** to highlight the **OK** button and press **ENT** to open the new file.
 3. The cursor will appear at the beginning of the new file.
 4. The file is ready for editing. See *Editing Notes Files* on page 33 for information on editing stored files.

Open File

To open an existing stored file:

1. Select **Open File**. A list of existing files appears.
2. Select the file you want to open.
3. The cursor will appear at the end of the file.
4. The file is ready for editing. See *Editing Notes Files* on page 33 for information on editing stored files.

Delete File

To delete an existing stored file:

1. Select **Delete File**.
2. Select the file you want to delete.
3. Select **YES** when the confirmation message appears.

Beaming

Sends and receives stored files using Infra-Red communications. You can use this option to send a file to an IrOBEX-compliant device like a PDA or a smart phone or to receive a file from such a device and save it in a file on your Pen.

*Note: The **Communications Settings** are not used for the **Beaming** functions.*

Send Note

1. Make sure the device is ready to receive the file.
2. Select the file to send to the device.
*Note: The Pen always sends the current file. The name of the current file is displayed at the top of the **Notes Main Menu**.*
To select a different file:
 - a. Select **Open File** from the **Notes Main Menu**.
 - b. Select the desired file from the list of files on your Pen. The selected file is now the ‘current’ file.
3. Select **Beaming**. The **Beaming** submenu opens.
4. Select **Send Note**. The Pen displays a “Sent successfully” message if the file was sent, or an error message if the transfer failed.

*Note: To use the **Beaming** features you must align the IR ports of the two devices. The IR port is located at the bottom of the Pen.*

Receive Note

1. Select **Beaming**. The **Beaming** submenu opens.
2. Select **Receive Note**.
3. Send the note. When the Pen receives the note, it displays the message "Received successfully."

*Note: To use the **Beaming** features you must align the IR ports of the two devices. The IR port is located at the bottom of the Pen.*

Exit

Exits the **Notes** application and returns to the **Pen Main Menu**.

The Notes Edit Menu

The **Edit Menu** contains additional options which affect the editing of the *current* open file.

*Note: an additional **Edit Menu** is available from the **Enter file name** dialog box with options for editing the file name (see **The File Name Edit Menu** on page 72).*

Accessing the Edit Menu

When *inside* an open **Notes** file (see *Creating and Opening Notes Files* on page 33) - press

(**ESC**) once to access the **Edit Menu** of the application.

Following is a description of the **Edit Menu** options:

Resume Editing

Select this option to close the **Edit Menu** and return to the text.

Activate Overwrite Mode/Activate Insert Mode

This toggle option is a general option relating to the usage of the Character Bar. For information on this option, see *Insert Mode and Overwrite Mode* on page 73 in 'The Character Bar' section of this manual.

New Paragraph

Inserts a new paragraph between two paragraphs.

1. Place the cursor on the paragraph you want the new paragraph to follow.
2. Press (**ESC**) to open the **Edit Menu**. *Note: If the cursor is at the end of the last paragraph (and not between 2 existing paragraphs) – you could simply press (▼) to add a new paragraph.*
3. Select **New Paragraph**. A new paragraph is inserted after the selected paragraph (it appears after a separating line) and the cursor is positioned at the beginning of the new paragraph.

Delete Paragraph

Deletes a paragraph.

1. Place the cursor on the paragraph you want to delete.
2. Press (**ESC**) to open the **Edit Menu**.
3. Select **Delete Paragraph**.
4. The cursor will appear at the end of the previous paragraph.

Select Language

Use this option to change the scanning language if the material you are scanning is a language other than English (which is the default). It is also advised to add a speller for that language, to enhance the recognition (see *Adding Spellers* on page 71). When the **Scanning Language** setting matches the language of the printed text, and a speller for that language is installed on the Pen – the scanning results are optimal.

Important:

This setting affects the future scanning into the *current* file only. This may be useful when scanning different languages into one file. If you wish to change the *general* setting of the Pen, which will affect all new files created on the Pen- in all of the applications, then please change the scanning language in the **Scanning Language** option in the **Preferences** menu of the **Pen Main Menu** (see *Scanning Language* on page 66).

To select a scanning language:

1. Open a new paragraph. *Note: You cannot change the scanning language if text already exists in the current paragraph. Open a new paragraph before you change the scanning language. Otherwise, the Pen will ask you to delete the existing text.*

2. Press **ESC** to open the **Edit Menu**.
3. Select the **Select Language** option. The current language appears highlighted.
4. Select the language you want.
5. This setting affects future scanning into the current file only. Any new file created will be set to the scanning language that is set in the **Scanning Language** option in the **Preferences** menu of the **Pen Main Menu**.

Scanning Options

Allows setting the Pen for scanning inverse text (bright text on dark background) and/or text that is all digits.

1. Press **ESC** to access the **Edit Menu**.
2. Select **Scanning Options**.
3. Press **ENT**, **◀**, or **▶** to toggle an option on or off. A checkmark (✓) is displayed when the option is on.
4. Press **ESC** to close the **Scanning Options**, save your settings and return to the open file.
5. These settings affect editing in the current file only (i.e., if you create a new file, or even if you open a different file and then return to this file - these settings return to their default – which is off).

Exiting the Notes Application

Long-press **ESC** until you reach the **Pen Main Menu**.

QuickLink the Notes

Important:

Transfer of stored file info between the Pen and PC requires Pen-PC Communications. Therefore, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 9, and follow the instructions there.

Following are short instructions for sending stored Notes files to the PC. For more information please refer to *Tutorial 3 – QuickLink* on page 18 and to *The QuickLink Function* on page 56).

1. Turn your PC on.
2. Make sure that your Pen and PC are connected.
3. Start the **QuickLink Desktop** application and make sure that Pen communications are on.
4. Turn the Pen on.
5. From the **Pen Main Menu** select **QuickLink** The sending begins.
6. When the process is done, **OK** the pop up in the **QuickLink Desktop**.
7. Click the **Notes** icon in the **QuickLink Desktop** application.
8. The list of Notes files you transferred from the Pen - appear on screen.

Notes:

- By default, the stored files of the **Notes** application are copied from the Pen to the Desktop application and then deleted from the Pen. See *QuickLink Settings for the Notes application* on page 60 for information on changing these settings or having the files sent to additional PC applications such as MS Word.
- When performing QuickLink - all stored files (from all QuickLink applications) on your Pen are sent to the PC, according to the **QuickLink Settings** set in the Desktop application (see *Setting the QuickLink Settings in the Desktop* on page 57)

The Address Book Application

In the **Address Book** application you can store information in entries containing name, address, phone number and other contact information.

Accessing the Address Book Application

1. Long-press **ESC** to reach the **Pen Main Menu**.
2. Select the **Address Book** option.
3. The **Address Book** application starts, and its **Main Menu** appears.

Creating and Opening Addresses

To create a new address:

1. From the Address Book Main Menu, select New Address.
2. A new address is created and opened for editing (in *Scan mode*, see *Scan Mode* on page 39).

To open an existing address:

1. From the Address Book Main Menu, select View Addresses.
2. Scroll and highlight the address you wish to open for editing.
3. Press **◀**.
4. Select **Edit Address**.
5. The address is opened, displaying its text (in *Scan mode*, see *Scan Mode* on page 39). You can now edit the address.

Editing Addresses

Easy Steps

1. Create or open an address (see above). The **First Name** field appears and the file is in *Scan mode* (see *Scan Mode* on page 39) – meaning you can simply start scanning, and the fields will accept the scanned text.
2. Scan in the first name of the contact information you want to store (for example, from a business card). The Pen is set for scanning *English* text. *Note: if you want to scan text that is in a different language, see **Next Address Lang.** on page 41. If you want to scan numeric or inverse text, or if you want a field to contain more than one line, see **Scanning Options** on page 45.*
3. The first name you have scanned is placed in the **First Name** field (highlighted) and the Pen automatically advances to the next field which is **Last Name** (see on *Auto Advance* page 41).
4. Continue scanning information into the entry fields. To skip a field, press **▼**.
*Note: By default, the **Address** and **Notes** fields are in **Multiple Lines** mode (see **Field Settings**, p. 42)*
5. If the scanning results on the screen are not satisfactory (see *Poor Character Recognition* on page 13), you can edit the cell in various ways - see *Editing Existing Text* on page 38.
6. When you have finished filling the fields, either select the **OK** button at the bottom of the entry, or press **ESC** (once – if in *Scan mode*, three times if in *Edit mode*).
7. The contact information you have just scanned is saved to your Pen as one new address entry. The **Address Book Main Menu** is displayed.
*Note: If the information you have scanned exceeds the width of the Pen display, you can see the entire text by viewing the address (see **View Address** on page 41).*

Editing Existing Text

There are 2 modes for editing existing text – *Scan mode* and *Edit Mode*. The mode affects the *editing of the current field* - meaning you must currently be in an open field.

Scan Mode

This is the default mode in the **Address Book** application. When the current field is in *Scan* mode, scanning new text will delete any text from the whole field (if existing) and replace it with the new text you have scanned. This is useful for rescanning the whole field.

Edit Mode

When the current field is in *Edit* mode, you can do any following:

- **Insert Text:** Scan new text you want to insert into the current field. Please scan whole words and not single characters (for single character editing use the Character Bar or the Opticard). The new text is *inserted* where the cursor was positioned, and spaces are added to create correct word separation within the line of text. To quickly undo this new scan, simply press (ENT). This will delete the new scan which initially appeared highlighted (it is highlighted to allow this quick undoing). If you do not want to undo the new scan, press the arrow buttons to de-highlight the text, before entering more text.
- **Use the Edit Menu:** press (ESC) to access the **Address Book Edit Menu** (see *The Address Book Edit Menu* on page 44).
- **Use the Character Bar:** Press (ENT) to display the Character Bar (see *The Character Bar* on page 73) and edit the point at which the cursor is inserted.
- **Use the Opticard:** Scan the Opticard key to activate the Opticard (see *The Opticard* on page 75) and edit the point at which the cursor is inserted.

How to know which mode the Pen is in



- In *Scan* mode the *whole* field appears with a black background and *all* the text is green. There is no blinking cursor.
- In *Edit* mode there is a blinking cursor in the current field.

Switching between Scan mode and Edit mode

- If you are in *Scan* mode (no blinking cursor, field background is black), press (ENT) to switch to *Edit* mode.
- If you are in *Edit* mode (blinking cursor), press (ESC) twice to switch to *Scan* mode.

Navigation Shortcuts

Double-clicking the arrow buttons quickly moves the cursor within the current field of an address entry (when the cursor is blinking in *Edit* mode).

Double-click this button	To move the cursor to:
	The beginning of the field
	The end of the field

Scanning in Different Languages

Please refer to *Next Address Lang.* on page 41.

Closing and Saving Addresses

When editing an address, scroll to the **OK** button and press (ENT) to close the address. Its contents are saved and the **Address Book Main Menu** appears.

You may also press (ESC) in which case the **Save changes?** message will appear (note that if you were in *Edit* mode, the **Edit Menu** will appear. Press (ESC) to close it, and press (ESC) again to reach the **Save changes?** message):

- If you chose **YES**, the address closes, its contents are saved and the **Address Book Main Menu** appears.
- If you chose **NO**, the address closes, its contents are not saved and the **Address Book Main Menu** appears.
- If you chose **CANCEL**, you are brought back to the field you were editing.

Viewing Addresses

Please refer to *View Addresses* on page 40 and *View Address* on page 41.

Beaming Stored Addresses to a PDA

Please refer to *Beaming* on page 43.

The Address Book Menu Options

The Address Book Main Menu

Accessing the Main Menu

To access the application's main menu, select **Address Book** from the **Pen Main Menu**.

When already in the menu options of the Address Book, press (ESC) to return to the **Address Book Main Menu**. When editing an address entry, see *Closing and Saving Addresses* on page 39 for instructions on returning to the main menu.

Following is a description of the **Address Book Main Menu** options:

Main Menu Caption – Current File

The caption of the **Address Book Main Menu** displays the name of the main address book file 'File: mainadd'. This is the *current* file.

New Address

Select this option to scan in a new Address Book entry.

1. Select New Address.
2. A new address opens and the first field appears in *Scan* mode.
3. The address is ready for editing. See *Editing Addresses* on page 38 for information on editing addresses.

View Addresses

Select this option to view the Address Book entries that are on your Pen:

- Select **View Addresses**. A list appears consisting of **Last Name**, **First Name** of all addresses in the current **Address Book** file.

The Addresses Menu

When in the **View Addresses** list, it is possible to access the **Addresses Menu** which contains options for finding, deleting, viewing, and editing specific addresses from the list.

Accessing the Addresses Menu

1. From the Address Book Main Menu, select View Addresses.
2. Press (◀) to open the menu. *Note: To delete, view, or edit a particular address in the list, scroll to that address and then press (◀).*

The following options are available in the **Addresses Menu**:

Find Address

Select this option to narrow the search for a specific address when you have a long list of Addresses.

1. Press (◀) from anywhere in the **View Addresses** list to access the **Addresses Menu**.
2. Select **Find Address**. The Character Bar appears.
3. Press (◀) or (▶) to scroll to the first letter in the address entry (e.g., the 'S' in Smith). The cursor jumps to the first entry in the list beginning with that letter.
4. Press (ENT), and scroll to the second letter in the entry (e.g., the 'm' in Smith). The cursor jumps to the first entry in the list beginning with those two letters.
5. Press (ENT) and scroll to the third letter in the entry, if necessary.
6. When you find the address you want, press (ESC) to exit the Character Bar.
7. Press (ENT) to select the found address.

Select Search Language

Select this option to change the search language for the above **Find Address** command.

1. Press (◀) from anywhere in the **View Addresses** list to access the **Addresses Menu**.
2. Select the **Select Search Language** option.

3. Select the language you want.

Delete Address

Select this option to delete the current address.

1. In the **View Addresses** list scroll to the address you want to delete (until it is highlighted).
2. Press **◀** to access the **Addresses Menu**.
3. Select **Delete Address**.
4. When the confirmation appears, select **YES**.

View Address

Select this option to view the current address.

1. In the **View Addresses** list scroll to the address you want to view (until it is highlighted).
2. Press **ENT** or press **◀** to access the **Addresses Menu** and then select **View Address**.
3. The address is displayed in *View* mode, i.e. you can scroll through the address fields but you cannot make any changes.

Edit Address

Select this option to edit the current address.

1. In the **View Addresses** list scroll to the address you want to edit (until it is highlighted).
2. Press **ENT** twice or press **◀** to access the **Addresses Menu** and then select **Edit Address**.
3. The address opens and the first field appears in *Scan* mode.
4. The address is ready for editing. See *Editing Addresses* on page 38 for information on editing addresses.

Settings

The **Settings** submenu lets you customize the way **Address Book** entries are created. You can use it to set a variety of options, from selecting the fields you would like included in each Address Book entry, to setting scanning and display options.

Accessing the Settings Menu

From the **Address Book Main Menu** select **Settings**.

You can change more than one setting at a time. Once you have changed the settings, press **ESC** to return to the **Address Book Main Menu**.

The **Settings** menu contains the following options:

Scroll Screen

When **Scroll Screen** is selected, the display scrolls, rather than jumps, to the following field each time you finish scanning a line. This is the default.

To toggle **Scroll Screen** on or off, press **ENT**, **◀**, or **▶**. A checkmark (✓) is displayed when it is on.

Auto Advance

When **Auto Advance** is selected, the display moves automatically to the next field when you finish scanning a line. This is the default. When **Auto Advance** is not selected, you must scroll manually from field to field after scanning in information by pressing **▼**.

To toggle **Auto Advance** on or off, press **ENT**, **◀**, or **▶**. A checkmark (✓) is displayed when it is on.

AutoName

Select **AutoName** so that you can scan in both the first and last names at the same time. Automatically, the first name appears in the **First Name** field, and the last name appears in the **Last Name** field.

To toggle **AutoName** on or off, press **ENT**, **◀**, or **▶**. A checkmark (✓) is displayed when it is on.

Next Address Lang.

*Note: The **Next Address Lang.** option appears only if scanning languages have been added to the Pen (see **Adding Spellers** on page 71). If none have been added, the Pen is preset for scanning English text.*

Use this option to change the scanning language in the Address Book if the material you are about to scan is in a different language than the current setting. When the **Next Address Lang.** setting matches the language of the printed text, the scanning results are optimal, since a spelling check for that specific language is performed.

Important:

This setting affects the scanning language of all future scanning into the **Address Book application**. If you wish to change the *general* setting of the Pen, which will affect all new files created on the Pen- in all of the applications, then please change the scanning language in the **Set Scanning Language** option in the **Settings** menu of the **Pen Main Menu** (See *Scanning Language* on page 66).

To change the language prior to creating the new address:

1. Select Next Address Lang..
2. Select the language you want.

*Note: the **E-mail** and **Web Page** fields are not affected by the change in language.*

Select Fields

Select the **Select Fields** option to choose the fields you want in each address entry. You can choose any or all of the following fields:

Title	E-mail
Company	Web Page
Address	Home Phone
Business Phone	Home Fax
Business Fax	Notes
Mobile phone	

Notes:

- By default, all of the fields are selected.
- The **First Name** and **Last Name** are mandatory for an address entry.

To select or de-select a field:

1. Select the **Select Fields** option.
2. Scroll to the field until it is highlighted.
3. Press **ENT**, **◀**, or **▶**. A checkmark (✓) is displayed when the field is selected.

Field Settings

Select the **Field Settings** option to change the default scanning options that will be set for each type of field when it is created. Adjusting these settings can increase scanning accuracy. For example, you might choose the **Numeric** field setting for the **Business Phone** field, because all of the characters that you scan into this field are numerals.

The following scanning options are available for each field. You can select any or all of these settings for each field.

- **Numeric:** For a string of numbers.
- **Inverse:** For light text on a dark background.
- **Multiple Lines:** For a field that can store more than one line of text. When this option is selected, a new line is opened in the same field after each line you scan. To continue to the next field you will need to press **▼**. By default, this option is selected for the **Address** and **Notes** fields.

To set the scanning options:

1. Select Field Settings.
2. Scroll to the field for which you want to change the settings, then press **ENT**.
3. Scroll to each option you want to set.
4. Press **ENT**, **◀**, or **▶** to toggle the option on or off. A checkmark (✓) is displayed when the option is on.
5. Press **ESC** to return to the **Field Settings** menu and save the settings. Repeat steps 2-4 for each field whose settings you want to change.
6. The settings are active for all future activities in the **Address Book** application.

Note: To temporarily modify the scanning options for a specific field:

- If the field is highlighted, press **◀**
- If the field is not highlighted, press **ESC** to access the **Edit Menu** and then select **Scanning Options**.

*The **Scanning Options** menu opens. Whatever you had set will be active for the current field only.*

New File




Important:

The full **Address Book** functionality is only available for the main Address Book file 'mainadd', therefore, it is *not* recommended to work with multiple files in this application. The 'mainadd' file can be the only Address Book file that you need, and it is recommended to work with this file only. However, you might want to organize your addresses differently by creating new files and storing your addresses in them selectively.

To create a new file:

1. Select **New File**. An **Enter file name** dialog box opens.
2. Scan in a file name, or enter one manually. The Pen saves up to eight characters in the name.

Notes:

- The file name field is initially in *Scan* mode. If you scan text, the first eight letters that you scan are inserted in the file name field, and the OK button is highlighted. If you want to rescan the name or edit it manually, press  first to return to the file name field.
 - To manually enter the file name, press  once. The file name field will then be in *Edit* mode. Now you can press  again to access the Character Bar (see *The Character Bar* on page 73), or scan the Opticard key of the Opticard to activate the Opticard (see *The Opticard* on page 75), or press again to view the file name Edit Menu (this menu contains options specifically for editing file names, see *The File Name Edit Menu* on page 72).
3. Select **OK**.

Open File

If you have created *additional* Address Book files (using the **New File** option), select this option to open one:

1. Select Open File.
2. Select the file you want to open.

*Note: If your Pen contains only the mainadd file, this is the file that opens each time you select the **Address Book** application. If your Pen contains more than one Address Book file, the last file you had used opens automatically the next time you enter the **Address Book** application.*

Delete File

If you have created *additional* Address Book files (using the **New File** option), select this option to delete one of these additional files from your Pen.

Note: You cannot delete the mainadd file from your Pen.

1. Select Delete File.
2. Select the file you want to delete.
3. Select **YES** when the confirmation appears.


*Note: If you delete the current file from your Pen, you must open an existing file before you can add additional addresses to the **Address Book**.*

Beaming

The Beaming options allow sending an address entry to an IrOBEX-compliant device like a PDA or a Smartphone, or to receive an address from such a device.

Send Address

To send an address from the Pen to a PDA:

1. Make sure the device is ready to receive the address.
2. Select **Beaming**. The **Beaming** submenu opens.
3. Select **Send Address**. The list of addresses in the current file appears.
4. Scroll to the address you want to send and press . The Pen displays a "Sent successfully" message if the address was sent, or an error message if the transfer failed.

*Note: To use the **Beaming** features, you must align the IR ports of the two devices. The IR port is located at the rear of the Pen.*

Receive Address

To receive an address sent from a PDA:

1. Select **Beaming**. The **Beaming** submenu opens.
2. Select **Receive Address**.

3. Send the address from the device. When the Pen receives the address, it displays the message "Received successfully."
*Note: To use the **Beaming** features, you must align the IR ports of the two devices. The IR port is located at the rear of the Pen.*

Send Business Card

Notes:

- This option is available only when 'mainadd' is the current file.
- You must have already selected an address as your Business Card (see the following option **Select Business Card**).

To send your Business Card from the Pen to a PDA:

1. Make sure the mainadd file is the current file. The name of the current Address Book file is displayed at the top of the **Address Book Main Menu**. If mainadd is not the current file, select it by doing the following:
 - Select **Open File** from the Address Book **Main Menu**.
 - Select the mainadd file from the list of files. The mainadd file is now the *current* Address Book file.
2. Select **Beaming**. The **Beaming** submenu opens.
3. Make sure the device is ready to receive the address.
4. Select **Send Business Card**. The business card is sent.

Notes:

- To send your business card, you must have already selected one address as your business card (see the following option - **Select Business Card**). If you have not selected a business card you will get the message '**Business Card not defined**.'
- To use the Beaming features, you must align the IR ports of the two devices. The IR port is located at the rear of the Pen.

Select Business Card

Notes:

- This option is available only when 'mainadd' is the current file.
- The address you select must be one already included in the 'mainadd' file.
- To use the above **Send Business Card** option you must first select one address as your business card.

To select an address to be your business card so that it will always be ready to send:

1. Make sure the mainadd file is the current file. The name of the current address book file is displayed at the top of the **Address Book Main Menu**. If 'mainadd' is not the current file, select it by doing the following:
 - Select **Open File** from the Address Book **Main Menu**.
 - Select the mainadd file from the list of address book files on your Pen. The mainadd file is now the *current* file.
2. Select **Beaming**. The **Beaming** submenu opens.
3. Select the **Select Business Card** option. The list of addresses in the mainadd file appears.
4. Scroll to the address you want to use as your business card and press **ENT** to select it.

Exit

Select this option to return to the **Pen Main Menu**.

The Address Book Edit Menu

The **Edit Menu** contains additional options which affect the editing of the *current* address.

*Note: an additional **Edit Menu** is available from the **Enter file name** dialog box with options for editing the file name (see **The File Name Edit Menu** on page 72).*

Accessing the Edit Menu

When in an open address (see *Creating and Opening Addresses* on page 38), make sure you are in *Edit* mode (the cursor should be blinking, see *How to know which mode the Pen is in* on page 39) and press **ESC** once to access the **Address Book Edit Menu**. Following is a description of the **Edit Menu** options:

Resume Editing

Select this option to close the **Edit Menu** and return to the address.

Activate Overwrite Mode/Activate Insert Mode

This toggle option is a general option relating to the usage of the Character Bar. For information on this option, see *Insert Mode and Overwrite Mode* on page 73 in 'The Character Bar' section of this manual.

Insert Line

Inserts an additional line in the current field after the current line.

Delete Line


Deletes the current line from the entry.





Clear Line

Erases the contents of the current line and leaves the line blank.


Scanning Options

Select the **Scanning Options** to temporarily change the scanning option for the next time you enter text into the current field. To change the overall default, see *Field Settings* on page 42. The following scanning options are available. You can select any or all of these settings.

- **Numeric:** For a string of numbers.
- **Inverse:** For light text on a dark background.
- **Multiple Lines:** To store more than one line of text. When this option is selected, a new line is opened in the same field after each line is scanned. To continue to the *next* field you will need to press .

Press , , or  to toggle an option on or off. A checkmark (✓) is displayed when the option is on. Press  to close the **Scanning Options**, save your settings and return to the field you were editing.

Exiting the Address Book Application




To return to the **Pen Main Menu**, press  from the **Address Book Main Menu** or select the **Exit** option below.

QuickLink the Address Book

Important:

The transfer of stored addresses between the Pen and PC requires Pen-PC Communications. Therefore, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 9 and follow the instructions there.

To send stored addresses to the PC:

1. Turn your PC on.
2. Make sure that your Pen and PC are connected. *Note: they should be connected in the same manner you had chosen during the **Set Up Product on PC** procedure of the *SuperPen* CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC (the same one you had used when running the **Set Up Product on PC** procedure), and that the other side of the cable is connected to the PC-Link Connector outlet of your Pen.*
3. Start the **QuickLink Desktop** application and make sure that Pen communications are on (see *How to know if Pen Communications are on*, page 63).
4. Turn the Pen on.
5. Long-press  until you reach the **Pen Main Menu**.
6. Press  until **QuickLink** appears on the screen.
7. Press . The sending begins. *Note: When performing **QuickLink**, all stored files (from all QuickLink applications) on your Pen are sent to the PC, according to the **QuickLink Settings** set in the Desktop application (see **Setting the QuickLink Settings in the Desktop** on page 57).*
8. When the process is done, **OK** the pop up in the **QuickLink Desktop**.
9. Click the **Address Book** icon in the **QuickLink Desktop** application.
10. The list of addresses you had transferred from the Pen - appear on the screen.

Note: By default, the addresses of the Pen and Desktop application are synchronized. See *QuickLink Settings for the Address Book application* on page 61 for information on changing

these settings, or having the addresses sent or synchronized with additional PC applications such as MS Outlook.

The Internet Links Application

In the **Internet Links** application, you can store web addresses (URLs).

Accessing the Internet Links Application

1. Long-press **ESC** to reach the **Pen Main Menu**.
2. Select the **Internet Links** option.
3. The **Internet Links** application starts and its **Main Menu** appears.

Creating and Opening Links

To create a new link:

1. From the Internet Links Main Menu, select New Link.
2. A new link is created and opened for editing.

To open an existing link:

1. From the Internet Links Main Menu, select View Links.
2. Scroll and highlight the link you wish to open for editing.
3. Press **◀**.
4. Select **Edit Link**.
5. The link is opened, displaying its existing text. You can now edit the link.

Editing Links

Easy Steps

1. Create or open a link (see above). The **Internet Link** field appears and the file is in *Scan* mode (see *Scan Mode* on page 46) – meaning you can simply start scanning and the fields will accept the scanned text.
2. Scan in the web address you want to store (for example, from a business card). The Pen is set for scanning *English* text. *Note: if you want to scan text that is in a different language, see Next Link Language on page 49. If you want to scan numeric or inverse text, or if you want a field to contain more than one line, see Scanning Options on page 50.*
3. The web address (URL) you have scanned is placed in the **Internet Link** field (highlighted), and the Pen automatically advances to the next field which is **Description** (see on *Auto Advance* on page 49).
4. If the scanning results on the screen are not satisfactory (see *Poor Character Recognition* on page 13), you can edit the cell in various ways - see *Editing Existing Text* on page 46.
5. When you have finished filling the fields, either select the **OK** button at the bottom of the entry, or press **ESC** (once – if in *Scan* mode, three times if in *Edit* mode).
6. The information you have just scanned is saved to your Pen as one new link entry. The **Internet Links Main Menu** is displayed.
Note: If the information you have scanned exceeds the width of the Pen display, you can see the entire entry by viewing the link (see View Link on page 48).

Editing Existing Text

There are 2 modes for editing existing text – *Scan* mode and *Edit* Mode. The mode affects the editing of the current field, meaning you must currently be in an open field.

Scan Mode

This is the default mode in the **Internet Links** application. When the current field is in *Scan* mode, scanning new text will delete any text from the whole field (if existing) and replace it with the new text you have scanned. This is useful for rescanning the whole field.

Edit Mode

When the current field is in *Edit* mode, you can do any following:

- **Insert Text:** Scan new text you want to insert into the current field. Please scan whole words and not single characters (for single character editing use the Character Bar or the Opticard). The new text is *inserted* where the cursor was positioned and spaces are added to create correct word separation within the line of text. To quickly undo this new scan, simply press **(ENT)**. This will delete the new scan which initially appeared highlighted (it is highlighted to allow this quick undoing). If you do not want to undo the new scan, press the arrow buttons to de-highlight the text, before entering more text.
- **Use the Edit Menu:** press **(ESC)** to access the **Internet Links Edit Menu** (see *The Internet Links Edit Menu* on page 50).
- **Use the Character Bar:** Press **(ENT)** to display the Character Bar (see *The Character Bar* on page 73) and edit the point at which the cursor is inserted.
- **Use the Opticard:** Scan the Opticard key to activate the Opticard (see *The Opticard* on page 75) and edit the point at which the cursor is inserted.

How to know which mode the Pen is in



- In *Scan* mode the *whole* field appears with a black background and *all* the text is green. There is no blinking cursor.
- In *Edit* mode there is a blinking cursor in the current field.

Switching between Scan mode and Edit mode

- If you are in *Scan* mode (no blinking cursor, field background is black), press **(ENT)** to switch to *Edit* mode.
- If you are in *Edit* mode (blinking cursor), press **(ESC)** twice to switch to *Scan* mode.

Navigation Shortcuts

Double-clicking the arrow buttons quickly moves the cursor within the current field of a link entry (when the cursor is blinking in *Edit* mode).

Double-click this button	To move the cursor to:
	The beginning of the field
	The end of the field

Scanning in Different Languages

Please refer to *Next Link Language* on page 49.

Closing and Saving Links

When editing a link, scroll to the **OK** button and press **(ENT)** to close the link. Its contents are saved and the **Internet Links Main Menu** appears.

You may also press **(ESC)** in which case the **Save changes?** message will appear (note that if you were in *Edit* mode - the **Edit Menu** will appear. Press **(ESC)** to close it and press **(ESC)** again to reach the **Save changes?** message):

- If you chose **YES**, the link closes, its contents are saved and the **Internet Links Main Menu** appears.
- If you chose **NO**, the link closes, its contents are not saved and the **Internet Links Main Menu** appears.
- If you chose **CANCEL**, you are brought back to the field you were editing.

Viewing Links

Please refer to *View Links* on page 48 and *View Link* on page 48.

The Internet Links Menu Options

The Internet Links Main Menu

Accessing the Main Menu

To access the main menu of the application, select **Internet Links** from the **Pen Main Menu**. When already in the menu options of the **Internet Links**, press **(ESC)** to return to the **Internet Links Main Menu**. When editing a link entry, see *Closing and Saving Links* on page 47 for instructions on returning to the main menu.

Following is a description of the **Internet Links Main Menu** options:

Main Menu Caption – Current File

The caption of the **Internet Links Main Menu** displays the name of the main internet links file 'File: mainlnk'. This is the *current* file.

New Link

Select this option to scan in a new Internet Link entry.

1. Select **New Link**.
2. A new link is created and the first field appears in *Scan* mode.
3. The link is ready for editing. See *Editing Links* on page 46 for information on editing links.

View Links

Select this option to view the Internet Link entries that are on your Pen:

- Select **View Links**. A list appears consisting of all links in the *current Internet Link* file.

The Links Menu

When in the **View Links**, list it is possible to access the **Links Menu** which contains options for deleting, viewing, and editing specific links from the list.

Accessing the Links Menu

1. From the Internet Links Main Menu select View Links.
2. Scroll to the link you wish to delete, view or edit (until it is highlighted)
3. Press **(←)** to open the menu.

The following options are available in the **Links Menu**:

Delete Link

Select this option to delete the current link.

1. In the **View Links** list scroll to the link you want to delete (until it is highlighted).
2. Select **Delete Link**.
3. When the confirmation appears, select **YES**.

View Link

Select this option to view the current link.

1. In the **View Links** list scroll to the link you want to view (until it is highlighted).
2. Press **(ENT)** or press **(←)** to access the **Links Menu** and then select **View Link**.
3. The link is displayed in *View* mode, i.e., you can scroll through the link fields, but you cannot make any changes.

Edit Link

Select this option to edit the current link.

1. In the **View Links** list scroll to the link you want to edit (until it is highlighted).
2. Press **(ENT)** twice or press **(←)** to access the **Links Menu** and then select **Edit Link**.
3. The link opens and the first field appears in *Scan* mode.
4. The link is ready for editing. See *Editing Links* on page 46 for information on editing links.

Settings

The **Settings** submenu contains scanning and display options for link entries.

Accessing the Settings Menu

- From the **Internet Links Main Menu** select **Settings**.

You can change more than one setting at a time. Once you have changed the settings, press **(ESC)** to return to the **Internet Links Main Menu**.

The **Settings** menu contains the following options:

Scroll Screen

When **Scroll Screen** is selected, the display scrolls, rather than jumps, to the following field each time you finish scanning a line. This is the default.

To toggle **Scroll Screen** on or off, press (ENT), (◀), or (▶). A checkmark (√) is displayed when it is on.

Auto Advance

When **Auto Advance** is selected, the display moves automatically to the next field when you finish scanning a line. This is the default. When **Auto Advance** is not selected, you must scroll manually from field to field after scanning in information by pressing (▼).

To toggle **Auto Advance** on or off, press (ENT), (◀), or (▶). A checkmark (√) is displayed when it is on.

AutoDescribe

Select **AutoDescribe**, so that after scanning the **Internet Link** field in a link entry, the **Description** field is automatically filled with the middle portion of the link – which is usually the company name.

To toggle **AutoDescribe** on or off, press (ENT), (◀), or (▶). A checkmark (√) is displayed when it is on.

Next Link Language

*Note: The **Next Link Language** option appears only if scanning languages have been added to the Pen (see **Adding Spellers** on page 71). If none have been added, the Pen is preset for scanning English text.*

Use this option to change the scanning language in the **Internet Links** - if the material you are about to scan is in a different language than the current setting. When the **Next Link Language** setting matches the language of the printed text, the scanning results are optimal since a spelling check for that specific language is performed.

Important:

This setting affects the scanning language of all future scanning into the **Internet Link application**. If you wish to change the *general* setting of the Pen, which will affect all new files created on the Pen, in all of the applications, then please change the scanning language in the **Set Scanning Language** option in the **Settings** menu of the **Pen Main Menu** (See *Scanning Language* on page 66).

To change the language prior to creating the new link:

5. Select **Next Link Language**.
6. Select the language you want.

New File

Important:

The full **Internet Links** functionality is only available for the main Internet Links file 'mainlnk', therefore, it is *not* recommended to work with multiple files in this application. The 'mainlnk' file can be the only Internet Links file that you need, and it is recommended to work with this file only. However, you might want to organize your links differently by creating new files and storing your links in them selectively.

To create a new file:

1. Select **New File**. An **Enter file name** dialog box opens.
2. Scan in a file name, or enter one manually. The Pen saves up to eight characters in the name.

Notes:

- The file name field is initially in *Scan* mode. If you scan text, the first eight letters that you scan are inserted in the file name field, and the OK button is highlighted. If you want to rescan the name or edit it manually, press (▲) first to return to the file name field.
- To manually enter the file name, press (ENT) once. The file name field will then be in *Edit* mode. Now you can press (ENT) again to access the Character Bar (see *The Character Bar* on page 73), or scan the Opticard key of the Opticard to activate the Opticard (see *The Opticard* on page 75), or press again to view the file name

Edit Menu (this menu contains options specifically for editing file names, see *The File Name Edit Menu* on page 72).

3. Select **OK**.

Open File

If you have created *additional* Internet Links files (using the **New File** option), select this option to open one:

1. Select Open File.
2. Select the file you want to open.

*Note: If your Pen contains only the mainlnk file, this is the file that opens each time you select the **Internet Links** application. If your Pen contains more than one Internet Links file, the last file you had used opens automatically the next time you enter the **Internet Links** application.*

Delete File

If you have created *additional* Internet Links files (using the **New File** option), then select this option to delete one of these additional files from your Pen.

Note: You cannot delete the mainlnk file from your Pen.

1. Select Delete File.
2. Select the file you want to delete.
3. Select **YES** when the confirmation appears.

*Note: If you delete the current file from your Pen, you must open an existing file before you can add additional links to the **Internet Links**.*

Exit

Select this option to return to the **Pen Main Menu**.

The Internet Links Edit Menu

The **Edit Menu** contains additional options which affect the editing of the *current* link.

*Note: an additional **Edit Menu** is available from the **Enter file name** dialog box with options for editing the file name (see *The File Name Edit Menu* on page 72).*

Accessing the Edit Menu

When in an open link (see *Creating and Opening Links* on page 46), make sure you are in *Edit* mode (the cursor should be blinking, see *How to know which mode the Pen is in* on page 47) and press (ESC) once to access the **Internet Links Edit Menu**. Following is a description of the **Edit Menu** options:

Resume Editing

Select this option to close the **Edit Menu** and return to the link.

Activate Overwrite Mode/Activate Insert Mode

This toggle option is a general option relating to the usage of the Character Bar. For information on this option, see *Insert Mode and Overwrite Mode* on page 73 in 'The Character Bar' section of this manual.

Insert Line

Inserts an additional line in the current field after the current line.

Delete Line

Deletes the current line from the entry.

Clear Line

Erases the contents of the current line and leaves the line blank.

Scanning Options

Select the **Scanning Options** to temporarily change the scanning option for the next time you enter text into the current field.

The following scanning options are available. You can select any or all of these settings.

- **Numeric:** For a string of numbers.
- **Inverse:** For light text on a dark background.
- **Multiple Lines:** To store more than one line of text. When this option is selected, a new line is opened in the same field after each line is scanned. To continue to the *next* field you will need to press (▼).

Press (ENT), (◀), or (▶) to toggle an option on or off. A checkmark (✓) is displayed when the option is on. Press (ESC) to close the **Scanning Options**, save your settings and return to the field you were editing.

Exiting the Internet Links Application

To return to the **Pen Main Menu**, press **ESC** from the **Internet Links Main Menu** or select the **Exit** option below.

QuickLink the Internet Links

Important:

The transferal of stored links between the Pen and PC requires Pen-PC Communications. Therefore, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen CD-ROM*. If you have not yet done this, please refer to *Set Up Product on PC* on page 9 and follow the instructions there.

To send stored links to the PC:

1. Turn your PC on.
 2. Make sure that your Pen and PC are connected. *Note: they should be connected in the same manner you had chosen during the **Set Up Product on PC** procedure of the SuperPen CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC (the same one you had used when running the **Set Up Product on PC** procedure), and that the other side of the cable is connected to the PC-Link Connector outlet of your Pen.*
 3. Start the **QuickLink Desktop** application and make sure that Pen communications are on (see *How to know if Pen Communications are on*, page 63).
 4. Turn the Pen on.
 5. Long-press **ESC** until you reach the **Pen Main Menu**.
 6. Press **▼** until **QuickLink** appears on the screen.
 7. Press **ENT**. The sending begins. *Note: When performing **QuickLink**, all stored files (from all QuickLink applications) on your Pen are sent to the PC, according to the **QuickLink Settings** set in the Desktop application (see **Setting the QuickLink Settings in the Desktop** on page 57).*
 8. When the process is done, **OK** the pop up in the **QuickLink Desktop**.
 9. Click the **Internet Links** icon in the **QuickLink Desktop** application.
 10. The list of links you had transferred from the Pen - appear on the screen.
- Note: By default, the links of the Pen and Desktop application are synchronized. See **QuickLink Settings for the Internet Links application** on page 61 for information on changing these settings, or having the links sent to or synchronized with additional PC applications such as MS Internet Explorer.*

The Tables Application

The **Tables** application is used to scan and store tables and charts.

Accessing the Tables Application

1. Long-press **ESC** until you reach the **Pen Main Menu**.
2. Select the **Tables** option.
3. The **Tables** application starts and its main menu appears.

Creating and Opening Tables

From the **Tables Main Menu**, select any of the following options:

- Select **Edit Current File** to open the current file. The 'current' file is the one whose name appears in the caption of this menu. If no file is currently open, the message **No Open File** appears in the caption. In this case, selecting **Edit Current File** will first show the message **No Open File** and then show the **Enter file name** dialog box, suggesting a new file name.
- Select **New File** to create a new file and then open it. The **Enter file name** screen will first appear suggesting a default file name.

- Select **Open File** to select an existing file and open it. A list will first appear suggesting all available files.

The file opens and the blinking cursor indicates the point at which text will be inserted.

Editing Tables

Easy Steps

1. Create or open a file (see above). The tables cells appear in *Scan* mode (see *How to know which mode the Pen is in* on page 52) – meaning you can simply start scanning and the cell will accept the scanned text. Each table cell has a caption with a letter (starting with **A** and continuing with **B, C, D**, etc.), indicating the column in which the current cell is positioned and a number (starting with 1 and continuing with 2, 3, 4, etc.) indicating its row.
2. Make sure the Pen screen displays the required cell; if not, scroll until it does. Then scan in the parallel cell from an *English* printout of a table, for example, if you wish to scan in the first cell of a table (top left cell), the Pen should display the **A1** cell on its screen. *Note: if you want to scan text that is in a different language, see **Select Language** on page 55. If you want to scan numeric or inverse text, or if you want a cell to contain more than one line, see*
3. **Scanning** Options on page 55.
4. The new text appears in the cell and the new text is highlighted.
5. If the scanning results on the screen are not satisfactory (see *Poor Character Recognition* on page 13), you can edit the cell in various ways - see *Editing Existing Text* on page 52.
6. Scroll to the next cell (scrolling to the right will proceed to the next cell in the same row, scrolling down will scroll to the next cell in the same column).
7. Continue scanning the table cells.
8. When done, press **(ESC)** (once if in *Scan* mode, 3 times if in *Edit* mode) to close the file and save your changes. The **Tables Main Menu** is displayed.

Editing Existing Text

There are 2 modes for editing existing text – *Scan* mode and *Edit* Mode. The mode affects the editing of the current field (cell) - meaning you must currently be in an open field.

Scan Mode

This is the default mode in the **Tables** application. When the current field is in *Scan* mode, scanning new text will delete any text from the whole field (if existing) and replace it with the new text you have scanned. This is useful for rescanning the whole field.

Edit Mode

When the current field is in *Edit* mode, you can do any following:

- **Insert Text:** scan new text you want to insert into the current field. Please scan whole words and not single characters (for single character editing, use the Character Bar or the Opticard). The new text is *inserted* where the cursor was positioned and spaces are added to create correct word separation within the line of text. To quickly undo this new scan, simply press **(ENT)**. This will delete the new scan which initially appeared highlighted (it appeared highlighted to allow this quick undoing). If you do not want to undo the new scan, press the arrow buttons to de-highlight the text, before entering more text.
- **Use the Edit Menu:** press **(ESC)** to access the **Tables Edit Menu** (see *The Tables Edit Menu* on page 54).
- **Use the Character Bar:** press **(ENT)** to display the Character Bar (see *The Character Bar* on page 73) and edit the point at which the cursor is inserted.
- **Use the Opticard:** scan the Opticard key to activate the Opticard (see *The Opticard* on page 75) and edit the point at which the cursor is inserted.

How to know which mode the Pen is in



- In *Scan* mode the *whole* field appears with a black background and *all* the text is green. There is no blinking cursor.
- In *Edit* mode there is a blinking cursor in the current field.

Switching between Scan mode and Edit mode

- If you are in *Scan* mode (no blinking cursor, field background is black), press **(ENT)** to switch to *Edit* mode.
- If you are in *Edit* mode (blinking cursor), press **(ESC)** twice to switch to *Scan* mode.

Navigation Shortcuts

Double-clicking the arrow buttons on the Pen quickly moves the cursor within the current cell (when the cursor is blinking - in *Edit* mode).

Double-click this button	To move the cursor to:
	The beginning of the cell
	The end of the cell

Scanning in different Languages

Please refer to *Select Language* on page 55.

Closing and Saving Table Files

When done editing a file, press **(ESC)** (once if in *Scan* mode, 3 times if in *Edit* mode) to close the table file and save your changes. The **Tables Main Menu** is displayed.

The Tables Menu Options

The Tables Main Menu

The **Main Menu** contains the high level options of the **Tables** application.

Accessing the Main Menu

To access the main menu of the application, select **Tables** from the **Pen Main Menu**. When already in the **Tables** application press **(ESC)** to reach the **Tables Main Menu**.

Following is a description of the **Main Menu** options:

Main Menu Caption – Current File

The caption of the **Tables Main Menu** displays the *current* file. If no file is open, the caption displays “No Open File”.

Edit Current File

To edit the current table file:

1. Select **Edit Current File**. The ‘current’ file is the last file you worked on, whose name is displayed in the caption of the **Tables Main Menu**.
2. The file is opened and the cell you edited last appears in *Scan* mode.
3. The file is now ready for editing. See *Editing Tables* on page 52 for information on editing tables.

Settings

The **Settings** submenu contains scanning and display options for tables.

Accessing the Settings Menu

- From the **Tables Main Menu** select **Settings**.

You can change more than one setting at a time. Once you have changed the settings, press **(ESC)** to return to the **Tables Main Menu**.

The **Settings** menu contains the following options:

Scroll_Screen

When **Scroll Screen** is selected, the display scrolls, rather than jumps, to the following field each time you finish scanning a line. This is the default.

To toggle **Scroll Screen** on or off, press **(ENT)**, , or . A checkmark (✓) is displayed when it is on.

Auto Advance

When **Auto Advance** is selected, the display moves automatically to the next cell on the right, when you finish scanning a cell. When **Auto Advance** is not selected, you must scroll manually from cell to cell after scanning in information by pressing the arrow buttons

To toggle **Auto Advance** on or off, press **ENT**, **◀**, or **▶**. A checkmark (✓) is displayed when it is on.

Right-to-Left Table

Select **Right-to-Left Table** to change the direction of the table so that the first cell is in the upper right corner of the table and the table scrolls from right to left.

To toggle the **Right-to-Left Table** option on or off, press **ENT**, **◀**, or **▶**. A checkmark (✓) is displayed when it is on.

New File

To create a new table file:

1. Select **New File**. The **Enter file name** dialog box opens in *Scan* mode (the field is highlighted).
2. Scan in a file name, or enter one manually. The Pen saves up to eight characters in the name.

Notes:

- The file name field is initially in *Scan* mode. If you scan text, the first eight letters that you scan are inserted in the file name field, and the OK button is highlighted. If you want to rescan the name or edit it manually, press **▲** first to return to the file name field.
 - To manually enter the file name, press **ENT** once. The file name field will then be in *Edit* mode. Now you can press **ENT** again to access the Character Bar (see *The Character Bar* on page 73), or scan the Opticard key of the Opticard to activate the Opticard (see *The Opticard* on page 75), or press again to view the file name Edit Menu (this menu contains options specifically for editing file names, see *The File Name Edit Menu* on page 72).
3. Select **OK**.
 4. A new file is created and the first cell appears in *Scan* mode.
 5. The file is now ready for editing. See *Editing Tables* on page 52 for information on editing tables.

Open File

To open an existing table file:

1. Select **Open File**. A list of existing files appears.
2. Select the file you want to open.
3. The file is opened and the first cell appears in *Scan* mode.
4. The file is now ready for editing. See *Editing Tables* on page 52 for information on editing tables.

Delete File

To delete an existing table file:

1. Select Delete File.
2. Select the file you want to delete.
3. Select **YES** when the confirmation message appears.

Exit

Exits the **Tables** application and returns to the **Pen Main Menu**.

The Tables Edit Menu

The **Edit Menu** contains additional options which affect the editing of the *current* open file.

*Note: an additional **Edit Menu** is available from the **Enter file name** dialog box with options for editing the file name (see *The File Name Edit Menu* on page 72).*

Accessing the Edit Menu

When in an open table (see *Creating and Opening Tables* on page 51), make sure you are in *Edit* mode (the cursor should be blinking, see *Edit Mode* on page 52) and press **ESC** once to access the **Tables Edit Menu**. Following is a description of the **Edit Menu** options:

Resume Editing

Select this option to close the **Edit Menu** and return to the table.

Activate Overwrite Mode/Activate Insert Mode

This toggle option is a general option relating to the usage of the Character Bar. For information on this option, see *Insert Mode and Overwrite Mode* on page 73 in 'The Character Bar' section of this manual.

Clear Line

Select this option to erase the current line in the current cell.

Select Language

*Note: The **Select Language** option appears only if scanning languages have been added to the Pen (see **Adding Spellers** on page 71). If none have been added, the Pen is preset for scanning English text.*

Use this option to change the scanning language if the material you are scanning is in a different language. When the **Scanning Language** setting matches the language of the printed text, the scanning results are optimal, since a spelling check for that specific language is performed.

Important:

This setting affects the future scanning into the *current* file only. This may be useful when scanning different languages into one file. If you wish to change the *general* setting of the Pen, which will affect all new files created on the Pen- in all of the applications, then please change the scanning language in the **Set Scanning Language** option in the **Settings** menu of the **Pen Main Menu** (see *Scanning Language* on page 66).

To select a scanning language:

1. Access a new cell. Note: You cannot change the scanning language if text already exists in the current cell. Open a new cell before you change the scanning language. Otherwise, the Pen will ask you to delete the existing text.
2. If the cell is in *Scan* mode (if the cell appears with a black background) press **ENT** to activate the *Edit* mode.
3. When in *Edit* mode, press **ESC** to open the **Edit Menu**.
4. Select the **Select Language** option. The current language appears highlighted.
5. Select the language you want.
6. This setting affects future scanning into the current file only. Any new file created will be set to the scanning language that is set in the **Set Scanning Language** option in the **Settings** menu of the **Pen Main Menu**.

Scanning Options

Select the **Scanning Options** to temporarily change the scanning option for the next time you enter text into the current field.

The following scanning options are available. You can select any or all of these settings.

- **Numeric:** For a string of numbers.
- **Inverse:** For light text on a dark background.
- **Multiple Lines:** To store more than one line of text. When this option is selected, a new line is opened in the same field after each line is scanned. To continue to the *next* field you will need to press **▼**.

Press **ENT**, **◀**, or **▶** to toggle an option on or off. A checkmark (✓) is displayed when the option is on. Press **ESC** to close the **Scanning Options**, save your settings and return to the table you were editing.

Insert Row

Select this option to add a row to the open table file. The row is inserted above the current row.

Insert Column

Select this option to add a column to the open table file. The column is inserted before the current column.

Remove Row


Select this option to remove the current row from the open table file.

Remove Column

Select this option to remove the current column from the open table file.

Insert Line

Select this option to insert an additional line in the current cell, after the current line.

*Note: If the **Multiple Lines Scanning Option** is activated for this cell, you just need to scroll to the last line in the cell and press  in order to add a line.*

Delete Line

Select this option to delete the current line from the cell.

Exiting the Tables Application




To return to the **Pen Main Menu**, press  from the **Tables Main Menu** or select the **Exit** option at the bottom of it.

QuickLink the Tables

Important:

The transfer of stored file info between the Pen and PC requires Pen-PC Communications. Therefore, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen CD-ROM*. If you have not yet done this, please refer to *Set Up Product on PC* on page 9 and follow the instructions there.

To send stored tables to the PC:

1. Turn your PC on.
2. Make sure that your Pen and PC are connected. *Note: they should be connected in the same manner you had chosen during the **Set Up Product on PC** procedure of the *SuperPen CD-ROM*. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC (the same one you had used when running the **Set Up Product on PC** procedure) and that the other side of the cable is connected to the **PC-Link Connector** outlet of your Pen.*
3. Start the **QuickLink Desktop** application and make sure that Pen communications are on (see *How to know if Pen Communications are on*, page 63).
4. Turn the Pen on.
5. Long-press  until you reach the **Pen Main Menu**.
6. Press  until **QuickLink** appears on the screen.
7. Press . The sending begins. *Note: When performing **QuickLink**, all stored files (from all QuickLink applications) on your Pen are sent to the PC, according to the **QuickLink Settings** set in the Desktop application (see **Setting the QuickLink Settings in the Desktop** on page 57).*
8. When the process is done, **OK** the pop up in the **QuickLink Desktop**.
9. Click the **Tables** icon in the **QuickLink Desktop** application.
10. The list of tables you had transferred from the Pen - appear on the screen.

*Note: By default, the stored files of the **Tables** application are copied from the Pen to the Desktop application and then deleted from the Pen. See **QuickLink Settings for the Tables application** on page 62 for information on changing these settings or having the files sent to additional PC applications such as MS Explorer.*

The QuickLink Function

The transfer of stored data is possible between the Pen and the PC (Desktop and Host applications), using the **QuickLink** option on the Pen. The send process is performed for files of any QuickLink applications on the Pen. The QuickLink is performed according to the settings set in the **QuickLink Settings** dialog in the Desktop application. The QuickLink is initiated by the Pen – while the PC is prepared to receive this initiation.


Following are instructions for setting and performing the **QuickLink** operation.

Preparing the PC

Important:

Transfer of stored file info between the Pen and PC requires Pen-PC Communications. Therefore, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 9, and follow the instructions there.

Starting the Desktop Application

1. Turn your PC on.
Important: Close any applications that are running on your computer. The icons of the applications that are running on your PC appear in the System Tray. It is especially important to close applications that use the serial or USB ports of your computer, such as PDAs or digital camera applications.
2. Start the **QuickLink Desktop** application:
 - If, during installation, you chose to add the Desktop to your computer's startup, the Desktop will automatically start running when you start your computer, its window minimized. To reveal the Desktop window, click the Desktop icon  in the system tray at the bottom of the screen. If the Desktop window does not appear, select the Show Window option from the pop-up menu.
 - If the Desktop application does not run when you start up your computer, or if you closed the application, you can start it by opening the Windows Start menu and select Programs\QuickLink Desktop\QuickLink Desktop.
3. For more information on the Desktop application, you can refer to its Help file (click on the Windows **Start** menu and select **Programs\QuickLink Desktop\QuickLink Desktop Help**).

Setting the QuickLink Settings in the Desktop

The **QuickLink Settings** in the Desktop are already preset to a default. If the following default settings suit your needs – you need not perform any of the procedures in this section, and you can continue to the next section - *Confirming Pen-PC Communications* on page 63.

The **QuickLink** operation is performed according to the settings set in the **QuickLink Settings** dialog (and its child dialog **Host Settings**).

The Default QuickLink Settings

Following are the default settings for each of the QuickLink applications:

Notes: The stored note files of the **Notes** application are copied from the Pen to the Desktop application and then deleted from the Pen ("flushed").

Address Book: The stored addresses in the mainadd files on the Pen and Desktop are synchronized, resulting in identical data on Pen and Desktop. The addresses are *not* deleted from the Pen.

Internet Links: The stored links in the mainlnk files on the Pen and Desktop are synchronized, resulting in identical data on Pen and Desktop. The links are *not* deleted from the Pen.

Tables: The stored table files of the **Tables** application are copied from the Pen to the Desktop application and then deleted from the Pen ("flushed").

Image Capture: The stored image files of the **Image Capture** application are copied from the Pen to the Desktop application and then deleted from the Pen ("flushed").

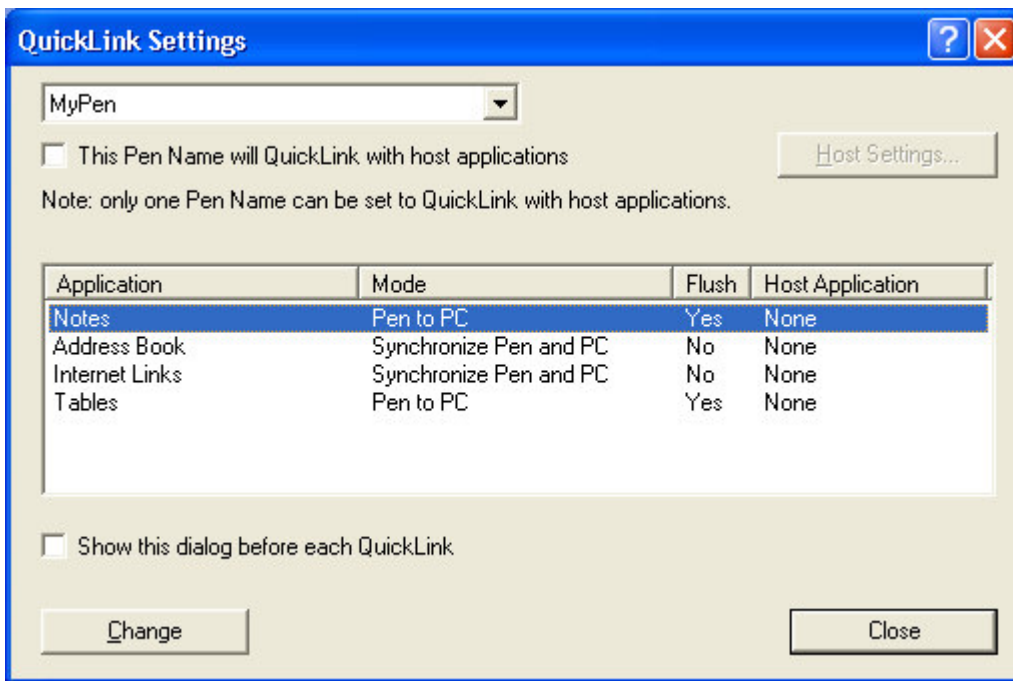
*Note that the **Image Capture** is an add-on application which you may not have included in your product. If you wish to include it, see **Adding the Image Capture** on page 76.*

*Note: By default, **QuickLink** is performed without host applications.*

If you wish to change any of these default settings – see the following instructions.

Accessing the QuickLink Settings Dialog

In the Desktop application select **Pen Communications** from the menu bar, and then select the **QuickLink Settings...** option. The **QuickLink Settings** dialog opens, displaying the current QuickLink Settings for each of the applications installed in the Desktop.



The QuickLink Settings Dialog

The Application Settings

The **QuickLink Settings** dialog displays each QuickLink application installed in your product and its current QuickLink Settings. This information is displayed in the middle area of the dialog in a 4 column table. Following is a description of each column:

Application

Each row displays a different QuickLink application which you have installed on your Pen and PC.

Mode

This is what will be done with the application files on the Pen and PC - when performing the **QuickLink** operation.

Flush

When on, this column says **Yes** and the application files are deleted from the Pen at the end of the **QuickLink** operation.

When off – this column says **No** and the application files on the Pen are not deleted.

Host Application

If a host application is set – its name will appear here, if none is set – **None** will appear.

A host application is a PC application – other than the **QuickLink Desktop** application – to which the stored files can also be transferred to. This way you can view the sent stored data in these applications, in addition to viewing it in the Desktop application. See *Activating Host Settings* on page 59 for information on activating the possibility of involving Host Applications in the send process, since by default this feature is turned off.

Pen Name

The name of the *current Pen Name* (the one whose data is currently displayed in the Desktop) - is displayed in the Desktop bar. The **QuickLink Settings** dialog displays the setting for one “Pen Name”. When launching the **QuickLink Settings** dialog – the settings of the current **Pen Name** are displayed, and its name appears again in the top left of the **QuickLink Settings** dialog.

The **Pen Name** is a profile used in the Desktop for storing the data of one scanning device. When performing Pen-PC communications, such as **QuickLink**, the Desktop matches the scanning device with its associated **Pen Name** so that the data of one Pen is always stored in the associated **Pen Name** profile.

Important: The **Pen Name** mechanism is for advanced users only, or users that own more than one actual scanning device.

If you have *one* scanning device - it is highly advised to work with the default **Pen Name** “MyPen” – *only*.

Activating Host Settings

If you want the Pen to perform the **QuickLink** with host applications, click the **This Pen Name will QuickLink with host applications** checkbox. Default host settings are set for each application, and the **Host Settings** button is activated allowing access to the **Host Settings** dialog.

*Note: Only one **Pen Name** can be designated at a time to interact with host applications. Again, as expressed before, it is advised to work with the default Pen Name "MyPen".*

The Default Host Settings

By default, QuickLink is performed without host applications. If you have set for a Pen Name to QuickLink with host applications, as described above, then the following default host settings are set for any QuickLink performed (with the Pen associated with the set Pen Name):

- Microsoft Word as the host for **Notes**. Word files (*.doc) are placed in My Documents\QuickLink\Notes folder.
- Microsoft Outlook as the host for **Address Book**. The Contacts from Outlook and the addresses from the *SuperPen* Pen and Desktop are synchronized.
- Microsoft Internet Explorer as the host for **Internet Links**. The links in your Favorites\QuickLink folder in Internet Explorer and the links from *SuperPen* Pen and Desktop are synchronized.
- Microsoft Excel as the host for **Tables**. Excel files (*.xls) are placed in My Documents\QuickLink\Tables folder.
- Note: there is no host application for the **Image Capture** application.

Important: Any host applications you have set must be fully installed and functional on your PC, or else the **QuickLink** function will fail.

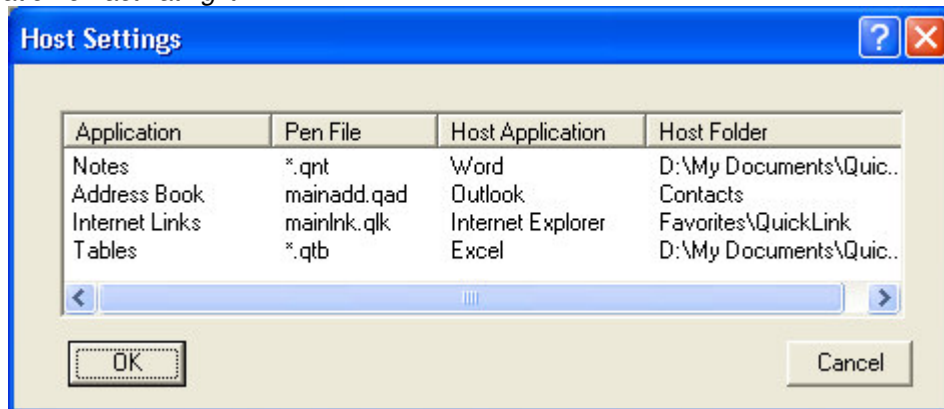
If you want to cancel interaction of this product with host applications, simply uncheck **This Pen Name will QuickLink with host applications** checkbox.

If you want to turn off the host interaction for some of the QuickLink applications – but leave it on for others, see about the *Host Application* column of the **Host Settings** dialog, page 60.

The Host Settings Dialog

To change the host settings you have set, select the **Host Settings** button on the **QuickLink Settings** dialog - to display the **Host Settings** child dialog.

*Note: if the **Host Settings** button is inactive, see **Activating Host Settings** on page 59 for information on activating it.*



The dialog box displays a 4 column table in which the QuickLink applications on your Pen and their host settings are listed.

Following is a description of each column:

Application

Each row displays a different QuickLink application which you have installed on your Pen and PC (this should be the same list viewed in the **QuickLink Settings** father dialog).

Pen File

The file(s) from each QuickLink application that can be transferred to or from the host application, when performing the **QuickLink** operation:

Notes: All **Notes** files (*.qnt).

Address Book: The addresses from the main Address Book file (mainadd.qad).

Internet Links: The links from the main Internet Links file (mainlnk.qlk).

Tables: All **Tables** files (*.qtb).

Host Application

The current host application set for the application. This option contains a list of available hosts for each application, plus the option **None**. Use the **None** option to turn off host application interaction for a specific application.

Host Folder

The folder in which the host application files, that are created or updated during the **QuickLink** process, are stored.

Note: Files sent, with a host application set, are placed in the folder specified in the Host Folder column, as well as in the PenData\pen name\application folder under the QuickLink Desktop installation folder.

Show this dialog before each QuickLink

At the bottom of the **QuickLink Settings** dialog is a **Show this dialog before each QuickLink** check box. Checked is on, not checked is off (the default). Click the option to toggle the check mark. When this option is on, this dialog will appear right after selecting the **QuickLink** on the Pen, *prior* to actually starting the process. This way you can confirm that the settings are satisfactory. If they are not satisfactory – you can change them. When done, press **QuickLink** from the **QuickLink Settings** Dialog - to continue the send process, or press **Close** - to stop the process.

QuickLink Settings for the Notes application

Changing the Mode or Flush Settings

1. Access the **QuickLink Settings** dialog.
2. Select **Notes** row from the table.
3. Click the **Change** button.
4. The **Change QuickLink Settings** dialog appears.
5. From the *QuickLink Mode* section, click on the desired mode to activate its radio button:
 - **Pen to PC** (the default) will set that the stored text files from your Pen will be copied from the Pen to the PC.
 - **Don't QuickLink the files of this application** – when selecting this option, the **QuickLink** does not include the **Notes** application, or its files, and no changes are performed - not on the Pen nor in the PC (Desktop or Host Applications).
6. In the right side of the **Change QuickLink Settings** dialog, click on the **Flush** check box to set the Flush mode. Checked is on (the default), not checked is off. When on – this option will cause the **Notes** files on the Pen to be deleted after they are sent to the PC when performing **QuickLink**.

Changing the Host Application Settings

1. Make sure that the **This Pen Name will QuickLink with host applications** check box on the **QuickLink Settings** dialog is on, and click the **Host Settings** button. *Note: if the **Host Settings** button is inactive, see **Activating Host Settings** on page 59 for information on activating it.*
2. The **Host Settings** dialog appears.
3. Select **Notes** row from the table.
4. Click the application name field (under the **Host Application** column).
5. Chose the desired setting from the list that opens:
 - **Word** – the stored pen files of this application are converted to .doc format and placed in the folder specified in the Host Folder column. You can access this folder with MS Explorer and double-click any of the files. The files will open in MS Word (if installed on your PC).
 - **Outlook** – the stored pen files of this application are converted to the Outlook Notes format and placed in the MS Outlook Notes folder, as specified in the Host Folder column.
 - **None** – select this option to cancel any host interaction with the Notes application.

6. Click **OK** to save changes and close the **Host Settings** dialog. Click **Cancel** to disregard any settings you have just changed.

QuickLink Settings for the Address Book application

Changing the Mode or Flush Settings

1. Access the **QuickLink Settings** dialog.
2. Select the **Address Book** row from the table.
3. Click on the **Change** button.
4. The **Change QuickLink Settings** dialog appears.
5. From the *QuickLink Mode* section, click on the desired mode to activate its radio button:
 - **Synchronize Pen and PC** (the default) - all addresses from the main Address Book (mainadd) – those stored in the Pen *and* those created or modified in the PC (Desktop *and* Host Application) - are synchronized - resulting in one Address Book file (mainadd), identical on the Pen, on the Desktop, and in the Host application (if one is set).
 - **PC to Pen** will result in the address book files, existing in the Address Book application of the Desktop, being copied to the Pen (overwriting the ones on the Pen).
 - **Don't QuickLink the files of this application** – when selecting this option, the QuickLink does not include the Address Book application, or its files, and no changes are performed - not on the Pen, nor in the PC (Desktop or Host Applications).
6. In the right side of the **Change QuickLink Settings** dialog, click on the **Flush** check box to set the Flush mode. Checked is on, not checked is off (the default). When on, this option will cause the **Address Book** files on the Pen to be deleted after they are sent to the PC, when performing **QuickLink**.

Changing the Host Application Settings

1. Make sure that the **This Pen Name will QuickLink with host applications** check box on the **QuickLink Settings** dialog is checked and click the **Host Settings** button. *Note: if the **Host Settings** button is inactive, see **Activating Host Settings** on page 59 for information on activating it.*
2. The **Host Settings** dialog appears.
3. Select the **Address Book** row from the table.
4. Click on the application name field (under the **Host Application** column).
5. Choose the desired setting from the list that opens:
 - **Outlook**– the addresses from the mainadd file are converted to the Outlook Contacts format and placed in the MS Outlook Contacts folder, as specified in the Host Folder column.
 - **None** – select this option to cancel any host interaction with the Address Book application.
6. Click **OK** to save changes and close the **Host Settings** dialog. Click **Cancel** to disregard any settings you have just changed.

QuickLink Settings for the Internet Links application

Changing the Mode or Flush Settings

1. Access the **QuickLink Settings** dialog.
2. Select the **Internet Links** row from the table.
3. Click on the **Change** button.
4. The **Change QuickLink Settings** dialog appears.
5. From the *QuickLink Mode* section, click on the desired mode to activate its radio button:
 - **Synchronize Pen and PC** (the default) - all links from the main Internet Links file (mainlnk), those stored in the Pen *and* those created or modified in the PC (Desktop *and* Host Application) - are synchronized - resulting in one Internet Links file (mainlnk), identical on the Pen, on the Desktop, and in the Host application (if one is set).
 - **PC to Pen** will result in the internet links files, existing in the Internet Links application of the Desktop, being copied to the Pen (overwriting the ones on the Pen).
 - **Don't QuickLink the files of this application** – when selecting this option, the QuickLink does not include the Internet Links application, or its files, and no

changes are performed - not on the Pen, nor in the PC (Desktop or Host Applications).

6. In the right side of the **Change QuickLink Settings** dialog, click on the **Flush** check box to set the Flush mode. Checked is on, not checked is off (the default). When on, this option will cause the **Internet Links** files on the Pen to be deleted after they are sent to the PC, when performing **QuickLink**.

Changing the Host Application Settings

1. Make sure that the **This Pen Name will QuickLink with host applications** check box on the **QuickLink Settings** dialog is checked and click the **Host Settings** button. *Note: if the **Host Settings** button is inactive, see **Activating Host Settings** on page 59 for information on activating it.*
2. The **Host Settings** dialog appears.
3. Select the **Internet Links** row from the table.
4. Click on the application name field (under the **Host Application** column).
5. Choose the desired setting from the list that opens:
 - o **Internet Explorer** – the links from the mainlnk file are placed in the Favorites folder of MS Internet Explorer, under a sub folder, as specified in the Host Folder column.
 - o **Netscape** – the links from the mainlnk file are converted into Netscape Bookmarks, under a sub folder, as specified in the Host Folder column. *Note: If you select Netscape and Netscape has more than one user profile, you are prompted to select the Netscape user profile under which you would like your links to be saved as bookmarks. Netscape must be updated to its latest version in order to be compatible with the Pen.*
 - o **None** – select this option to cancel any host interaction with the Internet Links application.
6. Click **OK** to save changes and close the **Host Settings** dialog. Click **Cancel** to disregard any settings you have just changed.

QuickLink Settings for the Tables application

Changing the Mode or Flush Settings

1. Access the **QuickLink Settings** dialog.
2. Select the **Tables** row from the table.
3. Click on the **Change** button.
4. The **Change QuickLink Settings** dialog appears.
5. From the *QuickLink Mode* section, click on the desired mode to activate its radio button:
 - o **Pen to PC** (the default) will result in the stored table files from your Pen, being copied from the Pen to the PC.
 - o **Don't QuickLink the files of this application** – when selecting this option, the QuickLink does not include the Tables application, or its files, and no changes are performed - not on the Pen, nor in the PC (Desktop or Host Applications).
6. In the right side of the **Change QuickLink Settings** dialog, click on the **Flush** check box to set the Flush mode. Checked is on (the default), not checked is off. When on, this option will cause the **Tables** files on the Pen to be deleted after they are sent to the PC, when performing **QuickLink**.

Changing the Host Application Settings

1. Make sure that the **This Pen Name will QuickLink with host applications** check box on the **QuickLink Settings** dialog is checked and click the **Host Settings** button. *Note: if the **Host Settings** button is inactive, see **Activating Host Settings** on page 59 for information on activating it.*
2. The **Host Settings** dialog appears.
3. Select the **Tables** row from the table.
4. Click on the application name field (under the **Host Application** column).
5. Choose the desired setting from the list that opens:
 - o **Excel** – the stored pen files of this application are converted to .xls format and placed in the folder specified in the Host Folder column. You can access this folder using MS Explorer and double-click any of the files. The files will open in MS Excel.
 - o **None** – select this option to cancel any host interaction with the Tables application

6. Click OK to save the changes and close the Host Settings dialog. Click Cancel to disregard any settings you have just changed

QuickLink Settings for the Image Capture application

Important: This is an add-on application that is not included in your default product. To use it, you must first add it to your Pen and Desktop application, using the CD-ROM (see *Adding the Image Capture* on page 76).

The **QuickLink** operation is performed according to the settings set in the **QuickLink Settings** dialog (and its child dialog **Host Settings**).

Changing the Mode or Flush Settings

1. Access the **QuickLink Settings** dialog.
2. Select **Image Capture** row from the table.
3. Click the **Change** button.
4. The **Change QuickLink Settings** dialog appears.
5. From the *QuickLink Mode* section, click on the desired mode to activate its radio button:
 - **Pen to PC** (the default) will set that the stored image files from your Pen will be copied from the Pen to the Desktop.
 - **Don't QuickLink the files of this application** – when selecting this option, the QuickLink does not include the Image Capture application, or its files, and no changes are performed - not on the Pen nor in the Desktop.
6. In the right side of the **Change QuickLink Settings** dialog, click on the **Flush** check box to set the Flush mode. Checked is on (the default), not checked is off. When on – this option will cause the **Image Capture** files on the Pen to be deleted after they are sent to the Desktop when performing **QuickLink**.


Changing the Host Application Settings

There are no host applications for this application. The .bmp files from the Pen are transferred and displayed in the Desktop. Click the file name once to display it in the Desktop window, double-click the file name to open it in the graphic editor or viewer you have associated with .bmp files on your PC.



Confirming Pen-PC Communications

1. Connect the Pen to the PC. Make sure the connection is done in the same manner as you had chosen during the **Set Up Product on PC** procedure of the *SuperPen* CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC (the same one you used when running the **Set Up Product on PC** procedure), and that the other side of the cable is connected to the PC-Link Connector outlet of your Pen.
2. In the Desktop application, make sure that the Pen Communications are ON (this is the default).

How to know if Pen Communications are on

- To find this out, simply confirm that the Pen Communications icon in the Desktop is pressed (), or that the first option in the **Pen Communications** menu in the Desktop bar, is **Turn Pen Communications off**. If the option says **Turn Pen Communications On** – select this option to turn the Pen Communications on.
- When Pen Communications are off, or when the Pen is not connected properly, or when the necessary software is not working - the Desktop cannot detect communications from the Pen.
 - When Pen communications are on, the communications port is busy (you can see which one, in the Communications Settings dialog of the Desktop). You cannot use this port for any other purpose.
3. If you fail to set the Pen Communications on, rerun the **Set Up Product on PC** procedure from the CD-ROM. This may fix the problem. If not, feel free to contact our Support Team (see *Contact and Support Information* on page 7).

Performing a QuickLink

1. Turn the Pen on.
2. Long-press  until you reach the **Pen Main Menu**.
3. Press  until **QuickLink** appears on the screen.

4. Press **ENT**. The sending begins – the Pen displays “Sending...” and the PC shows a box with flying papers. If the process does not begin or the Pen reports “Sending... Connection failed” then please refer to *Confirming Pen-PC Communications* on page 63.
5. When the process is done, **OK** the pop up in the **QuickLink Desktop**.
6. The data of the applications appears in the Pen, Desktop, and Host applications – all according to the settings you have set in the **QuickLink Settings** dialog (see *Setting the QuickLink Settings in the Desktop* on page 57).

Viewing and Editing Stored Files on PC

1. Start the Desktop application (See *Starting the Desktop Application* on pages 57-57).
2. Confirm that the desired Pen Name is the current one - so that its files are displayed in the Desktop. The *current* Pen Name is displayed in the desktop icon bar, for example:



*Note: The **Pen Name** is a profile used in the Desktop for storing the data of one scanning device. So, if you own one scanning device - it is highly advised to work with only one Pen Name – the default **Pen Name** “MyPen”.*

3. Click on the icon of the desired application, from the left pane of the Desktop.
 - When selecting the **Notes**, **Tables** or **Image Capture** applications (*Note: Image Capture is an add-on application*), the Desktop window displays 2 additional panes:
 1. The middle pane displays the list of all the files of this application.
 2. The right pane displays the entries from *one* file – the one selected from the middle pane.
 - When selecting the **Address Book** or **Internet Links**, the Desktop window displays 1 additional pane:
 1. The right pane displays the entries from *one* file. The name of the open file appears in the caption of the Desktop. You can open a different file, using the **File\Open** option, though it is advised in these applications to use the main* file, which by default is the one displayed.
4. The data displayed for each application is the data that has been sent from the Pen (using **QuickLink**) or data that has been created in the Desktop. See *Setting the QuickLink Settings in the Desktop* on page 57 for more information on what happens to the Pen and PC data when performing **QuickLink**.
5. Within each application you can create and edit files and entries, using the various options in the Desktop **File** menu or using the specific application options which are available when right-clicking the mouse on a selected file (from the file list in the middle pane) or on a selected entry (from the right pane).

The Scan to PC function

The **Scan to PC** function enables scanning printed text directly into a Windows application on your computer. The Pen enters the scanned text where the cursor appears in the active application on your computer.

Preparing the PC

Important:

Transfer of stored file info between the Pen and PC requires Pen-PC Communications. Therefore, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 9, and follow the instructions there.

Starting the Desktop Application

See *Starting the Desktop Application* on pages 57-57, and then return to here and proceed.

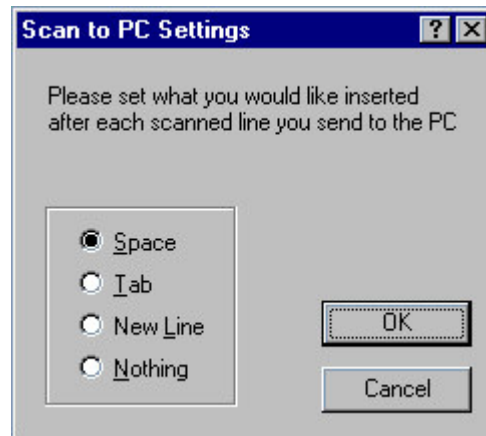
Setting the Scan to PC Settings in the Desktop

The **Scan to PC Settings** in the Desktop are already preset to the default, which will insert a space after each scan. If this default setting suits your needs – you need not perform any of

the procedures in this section, and you can continue to the next section *Confirming Pen-PC Communications* on page 65.

Accessing the Scan to PC Settings Dialog

In the Desktop application select **Pen Communications** from the menu bar, and then select the **Scan to PC Settings...** option. The **Scan to PC Settings** dialog opens, displaying the current setting.



Using the Scan to PC Settings Dialog

The **Scan to PC Settings** dialog displays what will be inserted after each scanned line that is scanned and sent to the open application.

From the **Scan to PC Settings** dialog, select the desired option, then click OK to close the dialog and save any changes. The available options are:

Space - inserts a space after each scan.

Tab - inserts a tab after each scan. (This is useful, for example, when you are scanning into an Excel table. When you finish scanning, the cursor automatically jumps to the next cell.)

Enter - The cursor moves to the next line after each scan (opens a new paragraph).

Nothing - Nothing is inserted after each scan. The next scan continues immediately after the last character of the previous scan.

Confirming Pen-PC Communications

Refer to the *Confirming Pen-PC Communications* on pages 63-63, and then return to here and proceed

Opening the Application

Open the target application on your PC and make sure its window is the active window on your computer (click the window with your mouse) and make sure the cursor is blinking (if not, you may need to open a file for editing, depending on the application).

Scanning Text to the PC

1. Turn the Pen on.
2. Long-press **ESC** until you reach the **Pen Main Menu**.
3. Press **▼** until **Scan to PC** appears on the screen.
4. Press **ENT**. The **Scan text to the PC** window appears. You are now ready to scan.
5. Scan printed *English* text. To scan other types of text (numeric, inverse, or non-English):
 - a. If you are scanning *numeric* (all digits) and/or *inverse* text (light text on dark background), please set the Pen as following:
 - i. From the **Scan text to the PC** window, press **ENT** to open the Scan to PC **Settings** menu.
 - ii. Select **Scanning Options**.
 - iii. Press **ENT**, **◀**, or **▶** to toggle an option on or off. A checkmark (✓) is displayed when the option is on.

- iv. Press **ESC** to close the **Scanning Options**, save your settings and return to **Scan text to the PC** window.
 - v. These settings remain as is - until you change them.
 - vi. Scan. Make sure you are scanning the appropriate type of printed text (numeric and/or inverse) – according to what you set, or else the scanning results will be incorrect.
- b. If you wish to scan *non-English* text, change the scanning language of the Pen (see *Scanning Language* on page 66).
6. The Pen displays “Sending...” and the text you scanned should appear, at the cursor point, in the PC application you have prepared (see *Opening the Application* on page 65). If this does not happen, or the Pen displays the error message “Error sending data to PC” - please refer to *Confirming Pen-PC Communications* on page 65.
 7. Continue scanning. Each new scan will appear at the cursor point plus a space, tab, new line – or nothing – according to what you have set in the **Scan To PC Settings** dialog in the Desktop (see *Setting the Scan to PC Settings in the Desktop* on page 64). The text you scan is entered into the application on the computer just as if it were being typed in with a keyboard. Highlighted text is overwritten. Text is inserted in Insert mode or overwritten in Overwrite mode.

*Note: **Scan to PC** does not interfere with your regular use of the application on your computer. You can input text with your keyboard and use all of the other features of the application while **Scan to PC** is active.*

The Preferences Menu

Through the **Preferences** menu you can access setting screens, from which you can change the behavior of various Pen features. These features are already set to a default, which represents the most common settings. To change any of the settings, follow the instructions in this chapter.

Accessing the Preferences Menu

1. Long-press **ESC** until you reach the **Pen Main Menu**.
2. Press **▼** until **Preferences** appears on the screen.
3. Press **ENT** to enter the **Preferences** menu.

Following are descriptions of all the available settings in the **Preferences** menu, what they do and how to set them.

Important:

When exiting *any* of the following setting screens, the **ENT** button will activate what you just set, whereas **ESC** will close the screen *without* performing any change.

Scanning Language

The scanning language should be set to the same language as the printed text you are scanning.







To enhance the recognition of scanned text, you can also add a supporting speller (see *Adding Spellers* on page 71).

Notes:

- *The default Scanning Language is English.*
 - *The current **Scanning Language** – and its speller (when available) are utilized only for texts scanned in the **QuickLink** applications. Within the **Quicktionary** application – the current dictionary sets its source language as the language to scan in and the recognition is based upon the available words in the dictionary.*
1. In the **Preferences** menu, scroll using **▲** and **▼** until the option **Scanning Language** appears on the screen and press **ENT**.
 2. Scroll to the language you prefer by using **▲** or **▼**.
 3. Press **ENT**.

Interface Language

The interface language is the language in which the menus and messages appear.


1. In the **Preferences** menu, scroll using  and  until the option **Interface Language** appears on the screen and press .
2. Scroll to the language you prefer by using  or .
3. Press .

Voice Settings

The **Voice Settings** menu contains options for controlling the way words are read aloud by the Pen, in the **Quicktionary** application (see *Hearing the Pen Read Words Aloud* on page 29).

The Pen reads words out loud through its built-in speaker, or through the earphones included in the package. You can adjust the volume, pitch and speed of the reading voice to suit your specific needs. (**Important:** please lower the volume control before using the earphones to prevent ear irritation).







Accessing the Voice Settings menu:

From the **Settings** menu, scroll until the option **Voice Settings** appears on the screen and press .

The following options are available in the **Voice Settings** sub menu:







Volume

Use this option to adjust the volume level of the speaker.

1. In the **Voice Settings** menu, scroll using  and  until the option **Volume** appears on the screen and press .
2. The adjustment bar appears; adjust the volume level to the setting you want, using  or .
3. Press .







Pitch

Use this option to adjust the pitch of the speaker.

1. In the **Voice Settings** menu, scroll using  and  until the option **Pitch** appears on the screen and press .
2. Scroll to the pitch you want by using  or . The higher the number, the higher the pitch.
3. Press .

Reading Speed

This option enables you to adjust the speed at which the words are spoken out loud by the Pen.

1. In the **Voice Settings** menu, scroll using  and  until the option **Reading Speed** appears on the screen and press .
2. Scroll to the speed you want by using  or . The higher the number, the faster the speed.
3. Press .

Communications Settings

The **Communications Settings** contain the settings which are used for the Pen-PC Communications. The type of communications used are either Serial communications – in which case the USB cable provided in your package is used, or by Infra-Red communications – if you use an Infra-Red device.

Important:

It is *not* advised to change these settings on your own. Only change them if so instructed by one of the Wizards provided in your CD-ROM or in the Desktop application.

To set up Pen-PC communications please do one of the following:

- To set up **serial** Pen-PC Communications - using the **USB cable** provided in your package:
Please perform the procedures provided in the "Set Up Product on PC" option of your CD-ROM.
- To set up **Infra-Red** Pen-PC Communications:
Please run setup.exe from the CD-ROM folder **Advanced Tools\Infra-Red Pen-PC Communications**.

Nonetheless, following is a description of the **Communications Settings** menu, though, as expressed above, it is not advised to attempt setting these options on your own.

Accessing the Communications Settings menu:

From the **Preferences** menu scroll until the option **Communications Settings** appears on the screen and press **(ENT)**.

The following options are available in the **Communications Settings** sub menu:

Connection Device

Use this option to set the communications device you plan to use.

- **Cable** is the default and should be set when communicating via the USB cable provided in your package.
 - **Infra-Red** device should be chosen if you have an internal Infra-Red (IR) device or if you use a 'Serial (or USB) to Infra-Red' cable. The supported Infra-Red drivers are: ACT-IR220L, ADAPTEC, CRYSTAL, ESI, PARALLAX.
1. In the **Communications Settings** menu, scroll using **(▲)** and **(▼)** until the option **Connection Device** appears on the screen and press **(ENT)**.
 2. Select the device you use, using **(▲)** or **(▼)**.
 3. Press **(ENT)**.

*Note: The setting here should match the setting specified in the **Communications Settings** dialog in the **QuickLink Desktop** application.*

Baud Rate

Use this option to adjust the speed at which the Pen-PC communications are performed. The default baud rate setting is 115,200.

1. In the **Communications Settings** menu, scroll using **(▲)** and **(▼)** until the option **Baud Rate** appears on the screen and press **(ENT)**.
2. Scroll to the baud rate you want by using **(▲)** or **(▼)**.
3. Press **(ENT)**.




Notes:

- The setting here should match the setting specified in the **Communications Settings** dialog in the Desktop application.
- It is recommended that the baud rate should also be the same in the computer settings. Usually these settings can be found under **Start/Control Panel/System/Device Manager/Communications Port/Port Settings**. Change the 'Flow Control' to 'Hardware' as well.

Auto Shut-Off Time

The Pen automatically shuts off after 2 minutes, if you do not scan or press any key. Use this option to change the automatic shut-off time.







1. In the **Preferences** menu, scroll using **(▲)** and **(▼)** until the option **Auto Shut-Off Time** appears on the screen and press **(ENT)**.

2. Change the automatic shut-off time, using  or .
- Note: The **OFF** setting will avoid the Pen from automatically shutting off. Please use the **OFF** setting with care - if the Pen is forgotten on the batteries may run out.*
3. Press .



Right/Left Handed







Use this option to switch between right- and left-handed modes. Switching between these modes rotates the text on the display by 180°. The default is set to right-handed scanning. To change the setting:

1. In the **Preferences** menu, scroll using  and  until the option **Right-/Left-Handed** appears on the screen and press .
2. Scroll to the mode you prefer by using  or .
3. Press .



Menu Type








Use this option to switch between display style for your Pen's menus: text only, icons only, or both text and icons. The default is both text and icons. To change the setting:

1. In the **Preferences** menu, scroll using  and  until the option **Menu Type** appears on the screen and press .
2. Scroll to the mode you prefer by using  or .
3. Press .



Long-Press Interval








Use this option to change the length of time you must keep a push button pressed for a long-press (see *Long-Press* on page 12). To change the setting:

1. In the **Preferences** menu, scroll using  and  until the option **Long-Press Interval** appears on the screen and press .
2. Move the slider to the setting you want using  and .
3. Test the setting by pressing and briefly holding down the  button. If the display flashes, the setting is fine. If the display does not flash, either adjust the setting to a shorter press, or press longer.
4. Press .



Double-Click Interval

Use this option to change the maximum length of time between two clicks for a double-click (see *Double-Click* on page 12). To change the setting:

1. In the **Preferences** menu, scroll using  and  until the option **Double-Click Interval** appears on the screen and press .
2. Move the slider to the setting you want using  and .
3. Test the setting by double-clicking . If the display flashes, the setting is fine. If the display does not flash, either adjust the setting to a slower speed, or double-click faster.
4. Press .



Contrast

Use this option to adjust the brightness of the display.

1. In the **Preferences** menu, scroll using  and  until the option **Contrast** appears on the screen and press .

2. The adjustment bar appears; adjust the contrast, using ◀ or ▶. The higher the number, the darker the display. Press ENT.

The Information Menu

The **Information** menu has a number of options that display information about your Pen.

Accessing the Information Menu

1. Long-press ESC until you reach the **Pen Main Menu**.
2. Press ▼ until **Information** appears on the screen.
3. Press ENT to enter the **Information** menu.

Following are descriptions of all the available options in the **Information** menu.



Memory Status

In the **Information** menu, select this option to view the amount of flash memory available on your Pen. Press ▼ to view the amount of compactable memory space (see *Compact Memory* below).



Compact Memory

In the **Information** menu, select this option to compact the space the *Pen components* use on the Pen's flash memory card, thus maximizing the amount of free space.

Important:

Do *not* attempt to cancel the compact procedure (do not press ESC) or else the flash card will be damaged! Please wait until the process completes on its own.

Please see *Optimize Pen File System* on page 81 for information on the Desktop option that compacts the space that the data and image *files* use on the Pen's flash memory card.



Battery Status

In the **Information** menu, select this option to check how much power is left in the batteries. A diagram displays the power level.



Serial Number

In the **Information** menu, select this option to view the serial number of the Pen.



About

In the **Information** menu, select this option to view information about the Pen software.

General Tools and Options

Beaming Stored Data Files to a PDA

Beaming allows sending stored data, using Infra-Red communications, to an IrOBEX-compliant device like a PDA or a smart phone and receiving data from such a device and then saving that data on your Pen.

*Note: The **Communications Settings** are not used when **Beaming**.*

- Please refer to *Beaming* on page 35 for instructions on using the Beaming feature in the **Notes** application.
- Please refer to *Beaming* on page 43 for instructions on using the Beaming feature in the **Address Book** application.

The Pen Scanning Language

The list of scanning languages on the Pen contains a list of languages that you can scan. The Pen recognizes the character sets of these languages. You can add a speller for a specific scanning language – to drastically enhance the quality of the recognition. The default Pen is already equipped for optimally scanning printed *English* texts.

The **Scanning Language** setting should match the language of the printed text you are scanning – to direct the Pen as to which character set (and language speller, if available) should be used.

*Note: the **Scanning Language** does not affect scanning in the **Quicktionary** application – in which the language of the printed text you scan is determined according to the source language of the current dictionary.*

Adding Spellers

If you plan to scan printed text in a language other than English (which is already installed on your Pen) – it is advised to add a speller for that language to the Pen.

The *SuperPen* CD-ROM contains the following spellers which you can add to your Pen: French, Spanish, Swedish, German, Italian and Portuguese.

To add a Speller to your Pen:

1. Insert the *SuperPen* CD-ROM into the CD-ROM drive of your computer.
2. The **Main Menu** appears.

*Note: If the **Main Menu** does **not** appear automatically, please do the following:*

- a. Click the Windows **Start** button and select **Run**.
 - b. Type `x:\setup.exe` (where 'x' is your CD-ROM drive letter), then click **OK**.
3. Click on the **Install Add-Ons** button. The **Install Add-Ons** menu appears
 4. Click on the **Spellers (for Pen)** and follow the online instructions.

After adding a speller - select the scanning language you wish to use (see *Changing the Scanning Language* ahead).

Once you select a scanning language - the speller is automatically used by the Pen for recognizing the scanned text. If you select a language that does not have a speller, the Pen will notify you of this, so that you will be aware that the quality of the recognition will not be optimal (as it is when a parallel speller is installed on the Pen).

*Note: This does not affect the **Quicktionary** application in which the language of the text to scan is determined according to the source language of the current dictionary and the recognition is based upon the available words in the dictionary.*

Changing the Scanning Language

If you scan printed texts in languages other than English, you should change the Scanning Language setting to the language you wish to scan in.

The Scanning Language can be set in the general **Scanning Language** option or in the **Select Language** option in the **Edit Menu** of the current file you are editing, within one of the Pen applications. Following are instructions for these settings.

The General Pen Scanning Language

The **Scanning Language** option in the Pen Main Menu affects scanning and editing in *all* text scanning applications. When changing this settings, it does not affect existing texts already stored on the Pen – it just affects any new texts that you are to scan from this point on.

This option is general – and is *overridden* by the language settings within each application (if those are set differently). For more information on the language settings within the applications, see the following section *The Application Scanning Language* on page 72.

Setting it

To change the general Pen **Scanning Language**, see *Scanning Language* on page 66.

The Application Scanning Language

The Pen applications contain an option for manipulating the scanning language within the currently edited field or file. The scanning language setting affects the next scan or all next scans into the specific application and do not modify previously stored text.

*Note: This option does not exist in the **Quicktionary** application in which the language of the text to scan is determined according to the source language of the current dictionary and the recognition is based upon the available words in the dictionary.*

Setting it

Following are references to the sections with information regarding the options for changing the scanning language within each QuickLink application:

- **Notes** – see *Select Language* on page 36.
- **Address Book** – see *Next Address Lang.* on page 41
- **Internet Links** – see *Next Link Language* on page 49.
- **Tables** – see *Select Language* on page 55.
- **Scan to PC** – see list item 5-b in *Scanning Text to the PC* on page 65.

The File Name Edit Menu

This menu has options that affect the editing of file names when creating new files in the various Pen applications.

*Note: this menu is different than the **Edit Menus** appearing within the Pen applications, containing various options for editing of the actual application files (and not just file names).*

Resume Editing

Select this option to close the **Edit Menu** and return to the file name.

Activate Overwrite Mode/Activate Insert Mode

This toggle option is a general option relating to the usage of the Character Bar. For information on this option, see *Insert Mode and Overwrite Mode* on page 73 in 'The Character Bar' section of this manual.

Clear Text

Will clear the file name.

Scanning Options

Allows setting the scanning of the file name to **Numeric** or **Inverse**. Use this only if you are scanning a file name that is numeric or inverse. Press **ENT**, **◀**, or **▶** to toggle the option on or off. A checkmark (✓) is displayed when the option is on. Press **ESC** to close the **Scanning Options** and save your settings - the current file name *only*.

The Pen Interface Language

The Pen Interface Language is the language in which all the menus, options and messages of the Pen appear.

The default Pen contains the English interface language only.

Adding Interface Languages

If you wish to change the Interface Language of your Pen, you first need to add that interface language from the *SuperPen* CD-ROM.

To add an Interface Language to your Pen:

1. Insert the *SuperPen* CD-ROM into the CD-ROM drive of your computer.
2. The **Main Menu** appears.

*Note: If the **Main Menu** does **not** appear automatically, please do the following:*

- a. Click the Windows Start button and select Run.
 - b. Type `x:\setup.exe` (where 'x' is your CD-ROM drive letter), then click **OK**.
3. Click on the **Install Add-Ons** button. The **Install Add-Ons** menu appears
 4. Click on the **Interface Languages (for Pen)** and follow the online instructions.

After adding an Interface Language to the Pen the **Interface Language** option appears in the **Preferences** menu of the **Pen Main Menu**. This option displays a list of all available Interface Languages on your Pen.

Changing the Interface Language

To change the Pen Interface Language:

1. Long-press **ESC** until you reach the **Pen Main Menu**.
2. Press **▼** until **Preferences** appears on the screen.
3. Press **ENT** to enter the **Preferences** menu.
4. In the **Preferences** menu, scroll using **▲** and **▼** until the option **Interface Language** appears on the screen and press **ENT**.
5. Scroll to the language you prefer by using **▲** or **▼**.
6. Press **ENT**.

The language you selected is activated, and all Pen menus and messages appear in that language.

The Character Bar

The Character Bar enables you to enter text manually by overwriting or inserting characters. The Character Bar is available when you are in *Edit* mode - while editing texts that appear in the various fields of the applications (see *Accessing the Character Bar* on page 74).



The Character Bar

Insert Mode and Overwrite Mode

The Character Bar operates in either insert mode or overwrite mode, depending on the setting of the **Activate Overwrite Mode/Activate Insert Mode** toggle option in the **Edit Menu** of the current application.

- When in insert mode (which is the default mode), the toggle option shows **Activate Overwrite Mode** and each character you select is added at the cursor.
- When in overwrite mode, the toggle option shows **Activate Insert Mode** and each character you select replaces the highlighted character.

Symbols, Modes and Sequences

The Character Bar contains a basic character set (in lower case) for the selected language, as well as the following symbols, modes and sequences:

Alphabet

The Latin alphabet sequence is the *default* sequence and its symbol is *not* displayed- unless the sequence has been changed. For example, if you select Numerals or Punctuation as the active sequence – the Alphabet symbol is displayed - to allow reselecting the alphabet as the active *sequence* (just scroll to the Alphabet symbol and press **ENT**).

Also, if you had switched the scanning language of your Pen to a language that uses non-Latin characters (e.g., Hebrew), the Character Bar displays the Alphabet symbol - for returning to the Latin character set.

Punctuation

If you scroll to the Punctuation symbol and press **ENT**, punctuation becomes the active *sequence* and a series of punctuation marks is displayed.

Numerals

If you scroll to the Numerals symbol and press **ENT**, numerals become the active *sequence* and the numerals 0-9 are displayed.

Multiple Characters

The Multiple Characters symbol indicates that you are in Multiple Characters *mode* (which is the default). In this mode, you can use the Character Bar to enter more than one character at the cursor. The Character Bar remains open until you press **ESC** to close it. To switch to

Single Character *mode*, scroll to the Multiple Characters symbol and press **ENT**. The symbol is replaced with the Single Character symbol.

Single Character

The Single Character symbol indicates that you are in Single Character *mode*. In this mode, after you enter a character, the Character Bar automatically closes and returns you to the text you were editing. To switch to Multiple Characters *mode*, scroll to the Single Character button and press **ENT**. The symbol is replaced with the Multiple Characters symbol.

Delete

Use the Delete *symbol* to delete characters.



Note: If you are in Insert mode (see above) in a field (e.g., a file name) that has reached its maximum number of 200 characters, and you access the Character Bar, the cursor immediately jumps to the Delete symbol. It won't move from the Delete symbol until you delete a character from the field.

Space Character

If you scroll to the Space character *symbol* and press **ENT**, it enters a space in the text string (inserts the space – when in Insert mode, or overwrites the highlighted character with a space – when in Overwrite mode).


Accessing the Character Bar

To access the Character Bar:

1. To access the character bar in *each application*, refer to the following sections of this manual:
 - o In the **Quicktionary** application, see Manually Entering or Editing Text in the Input Screen on page 26.
 - o In the **Notes** application, see *Editing Notes Files* on page 33.
 - o In the **Address Book** application, see *Editing Addresses* on page 38.
 - o In the **Internet Links** application, see *Editing Links* on page 46.
 - o In the **Tables** application, see *Editing Tables* on page 52.
 - o To access the character bar when editing a *file name* (in *any* QuickLink application), refer to *The File Name Edit Menu* on page 72.
2. The Character Bar opens and the string of text you are editing is displayed above or below it. The first letter of the active character sequence is highlighted on the Character Bar, and appears in the string of text where it will be entered if you select it.
3. Press **◀** or **▶** to scroll along the Character Bar. As you move from character to character, each character is highlighted and appears in the string of text.
4. Press **ENT** to select the highlighted character. The character is entered into the text string (the character is inserted – when in Insert mode, or the character overwrites the highlighted character – when in Overwrite mode).
5. If you are in Multiple Character mode () , you can add additional characters. To do so, repeat steps 3 and 4. When you are done, press **ESC** to close the Character Bar. If you are in Single Character mode () , the Character Bar automatically closes.

Entering Character Variations

To enter a variation of a character (e.g., in upper-case or with an accent):

1. Make sure you are in Multiple Characters mode () , and scroll to the letter in the Character Bar.
2. Press **▲** or **▼**. The Character Bar is replaced by a list of variations for the selected letter. Pressing **▲** initially places the cursor on the upper-case variation. Pressing **▼** initially places the cursor on the lower-case variation.






3. Scroll to the variation you want using **◀** or **▶**.
4. Press **ENT**.

*Note: To toggle out of the sequence for the selected letter without making a selection, press **▲** or **▼** again.*


Entering One Character at a Time

To enter one character at a time:

1. Make sure you are in Single Character mode ().
If not, scroll to the Multiple Characters button () and press (ENT). The Character Bar toggles to single character mode. It remains in this mode until you reactivate the Multiple Characters mode (scroll to the Single Character button () and press (ENT).
2. Scroll to the required character in the Character Bar.
3. Press (ENT). The new character is entered at the cursor location.



Entering Multiple Characters

To enter multiple characters:

1. Make sure you are in Multiple Characters mode (), scroll to the first character you need and press (ENT).
2. Repeat for each additional character you need.




Deleting Characters

To delete a character:

1. Scroll to the Delete symbol () and press (ENT).
2. If you want to delete more than one character, make sure you are in Multiple Characters mode () and press (ENT) for each character in the sequence that you want to delete.

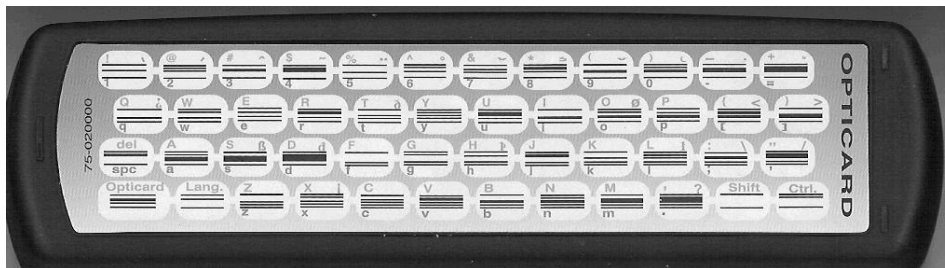
Changing the Character Sequence

To select a different active character sequence from the Character Bar:

1. Scroll to the required button (Punctuation , Numerals , or Alphabet ).
2. Press (ENT). The selected character sequence becomes active.

The Opticard

The Opticard, located on the back of your Pen case, is a keyboard whose keys are bar codes you can scan. When you are in Opticard mode and scan a bar code key on the Opticard keyboard, your Pen enters the character it represents at the cursor of the display.



You can use the Opticard to edit scanned text. The Opticard is also useful when words or phrases cannot be scanned because letters are too large, handwritten, or are on a type of background that the Pen is unable to scan. The Opticard enables you to enter these words or phrases manually by scanning in letters one at a time using the bar codes.

To use the Opticard:

1. When editing text - hold the Pen case horizontally, with the Opticard facing up and the Opticard title on the right.
2. Scan the Opticard key in the bottom left corner of the Opticard, from left to right or from right to left, to activate Opticard mode. When Opticard mode is activated, the light in the tip of the Pen blinks more rapidly than before.
3. Slowly scan the key of a letter, from right to left or from left to right, or touch the key gently with the tip of your Pen. The letter appears in the Pen display.

You can use the following keys or combinations of keys to enter the letters you want:

Lower-Case Letters: To enter a lower-case letter, scan the key of the letter.

Upper-Case Letters: To enter an upper-case character, scan the **Shift** key and then scan the letter key.

CAPS LOCK: To activate/deactivate CAPS LOCK, scan **Shift** twice. Activating CAPS LOCK enables you to enter letters in upper case only.

Ctrl Key: To enter a controlled character, scan the **Ctrl** key and then the letter key. Controlled characters can be entered only for the active character set. The **Ctrl** key can be used to enter characters specific to other languages, such as French or German. To enter a character specific to another language, such as an accent, scan the **Ctrl** key, scan the accent, and then scan the letter corresponding to the accent.

Ctrl + Shift: To enter a controlled character in upper case, scan the **Ctrl** key, then scan the **Shift** key (or **Shift**, then **Ctrl**), and then scan the letter key.

Space: To enter a space, scan the **spc** key.

Delete: To delete the previous character, scan the **Shift** key and then scan the **del** key.

4. Continue scanning in characters as required.
5. When you are finished, scan the Opticard key again to return to normal scanning.

The Image Capture Add-On

The **Image Capture** allows scanning small images and storing them on the Pen. Once you have stored a file you can transfer it to your computer using the **QuickLink** option (from the Pen's **Main Menu**).

The **Image Capture** is not included in the default *SuperPen* product, but it can be added to the Pen.

Adding the Image Capture

To add the **Image Capture** add-on application to your Pen and Desktop:

1. Insert the *SuperPen* CD-ROM into the CD-ROM drive of your computer.
2. The **Main Menu** appears.
*Note: If the **Main Menu** does **not** appear automatically, please do the following:*
 - a. Click the Windows **Start** button and select **Run**.
 - b. Type `x:\setup.exe` (where 'x' is your CD-ROM drive letter), then click **OK**.
3. Click on the **Install Add-Ons** button. The **Install Add-Ons** menu appears
4. Click on the **Install Image Capture Application** button from the **Pen and Desktop Add-On Applications** section and follow the online instructions.


After adding the application, it is added to the Desktop (to the list of icons appearing in the left pane) and to the Pen (listed in the **Pen Main Menu**).

To use the Image Capture application:

1. Activate the Image Capture and scan and store images.
2. Use the **QuickLink** option from the **Pen Main Menu** to send *all* stored files to your PC (from all QuickLink applications).
3. View the sent data in the Desktop or in any host applications you have set in the **QuickLink Settings** dialog of the Desktop (see *Setting the QuickLink Settings in the Desktop* on page 57).

Following are detailed instructions for using the **Image Capture** application.

Accessing Image Capture Application

1. Long-press  until you reach the **Pen Main Menu**.
2. Select the **Image Capture** option.
3. The **Image Capture** application starts and its main menu appears.

The Image Capture Menu Options

The Image Capture Main Menu

The **Main Menu** contains the high level options of the **Image Capture** application.

Accessing the Main Menu

To access the main menu of the application, select **Image Capture** from the **Pen Main Menu**.

When already in the **Image Capture** application press (ESC) to reach its main menu.

Following is a description of the **Main Menu** options:

Main Menu Caption – Current File

The caption of the **Image Capture Main Menu** displays the *current* file. If no file is open – the caption displays “No Open File”.

Edit Current File

To edit the current file.

1. Select **Edit Current File**. The ‘current’ file is the last file you worked on - whose name is displayed in the caption of the **Image Capture Main Menu**.
2. The file is opened and its image is displayed (top left corner of the image).
3. You can now scan in a new image. The new image will replace the old one.
4. Press (ESC) to return to the main menu and save the changes.

Scan New File

To create a new image file:

1. Select **Scan New File**. The **Enter file name** dialog box opens with an automatically generated name displayed in the file name field, in *Scan* mode (the text is highlighted).
*Note: If you want to edit the file name you can scan in a new name (which will overwrite the highlighted text) or edit the file name manually by pressing (ENT) once to enter Edit mode and then you can do any following: press (ENT) to display the Character Bar (see **The Character Bar** on page 73) or scan the Opticard key to activate the Opticard (see **The Opticard** on page 75. You may also press (ESC) to access the file name **Edit Menu** (this menu contains options specifically for editing file names, see **The File Name Edit Menu** on page 72).*
2. Press (▼) to highlight the **OK** button and press (ENT) to open the new file.
3. The **Ready to scan Image:** message appears on the screen.
4. You can now scan in a new image.
5. Press (ESC) to return to the main menu and save the new file.

Open File

To open an existing stored file:

1. Select **Open File**. A list of existing files appears.
2. Select the file you want to open.
3. The file is opened and its image is displayed (top left corner of the image).
4. You can now scan in a new image. The new image will replace the old one.
5. Press (ESC) to return to the main menu.

Delete File

To delete an existing stored file:

1. Select **Delete File**.
2. Select the file you want to delete.
3. Select **YES** when the confirmation message appears.

Exit

Exits the **Image Capture** application and returns to the **Pen Main Menu**.

Scanning and Storing Images

Creating, Editing and Opening Image Files

1. From the **Image Capture Main Menu**, select any of the following options:
 - Select **Edit Current File** to open the current file.
The ‘current’ file is the one whose name appears in the caption of this menu.
If no file is currently open, the message **No Open File** appears in the caption.

- In this case, selecting **Edit Current File** will first show the message **No Open File** and then show the **Enter file name** screen, suggesting a new file name.
 - Select **Scan New File** to create a new file and then open it. The **Enter file name** screen will first appear suggesting a default file name.
 - Select **Open File** to select an existing file and open it. A list will first appear suggesting all available files.
- 2. The file opens and the previous image appears (when editing an existing file) or the **Ready to scan an Image:** message appears on the screen (when creating a new file).
- 3. You now scan in a new image.

Closing and Saving Image Files

When done scanning an image, press **ESC** to close the image file and save your changes. The **Image Capture Main Menu** is displayed.

Note: since image files are large, it is advised to perform a QuickLink function in order to send the images to the PC, and free space on the Pen.

Exiting the Image Capture Application

Long-press **ESC** until you reach the **Pen Main Menu**.

Sending Images to PC (QuickLink)

Important:

Transfer of stored files between the Pen and PC requires Pen-PC Communications.

Therefore, you must have already run the one time procedure **Set Up Product on PC** from the *SuperPen CD-ROM*. If you have not yet done this, please refer to *Set Up Product on PC* on page 9, and follow the instructions there.

To send stored images to the PC:

1. Turn your PC on.
2. Make sure that your Pen and PC are connected. *Note: they should be connected in the same manner as you had chosen during the **Set Up Product on PC** procedure of the SuperPen CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC (the same one you used when running the **Set Up Product on PC** procedure), and that the other side of the cable is connected to the PC-Link Connector outlet of your Pen.*
3. Start the **QuickLink Desktop** application and make sure that Pen communications are on (see *How to know if Pen Communications are on* on page 63).
4. Turn the Pen on.
5. Long-press **ESC** until you reach the **Pen Main Menu**.
6. Press **▼** until **QuickLink** appears on the screen.
7. Press **ENT**. The sending begins. *Note: When performing **QuickLink** - all stored files (from all QuickLink applications) on your Pen are sent to the PC, according to the **QuickLink Settings** set in the Desktop application (see **Setting the QuickLink Settings in the Desktop** on page 57).*
8. When the process is done, **OK** the pop up in the **QuickLink Desktop** application.
9. Click the **Image Capture** icon in the **QuickLink Desktop** application.
10. The list of image files you transferred from the Pen - appear on screen.

*Note: By default, the stored files of the **Image Capture** application are copied from the Pen to the Desktop application and then deleted from the Pen. See **QuickLink Settings for the Image Capture application** on page 63 for information on changing these settings.*

Additional Information

Pen Care and Cleaning

Your Pen conforms to the highest standards of craftsmanship and manufacture. To ensure its continued excellent performance, please adhere to the following instructions for care and cleaning:

- Protect the Pen from direct sunlight, heat, dampness and dust. Do not drop or knock the device; keep it in its protective plastic case to avoid scratches. **ALWAYS** replace the tip's protective cover when not in use.
- Clean the Pen only with a soft, dry cloth. Never use a wet cloth or solvents such as benzene or diluting agents.
- **NEVER** clean, wipe or tamper with the Pen's tip. It contains a sensitive electronic eye that could become damaged.
- Should your Pen require servicing, contact the retail outlet where you purchased your unit.

Pen Batteries

The Pen uses two AAA batteries. To check the batteries, select **View Battery Status** from the **Information** menu in the **Main Menu**.

If the batteries are low, the following picture of a battery with a slash through it appears on the Pen's display:



When the batteries are about to run out, the Pen shuts down automatically. When replacing batteries, use only high-quality, alkaline batteries.

Pen Technical Data

Processor	ARM 7 TDMI
RAM memory	192KB
ROM memory	8MB minimum
Socket for flash memory cards	2MB/4MB/8MB
Communications	Serial (USB Cable , IR) IrOBEX
Optical head	128 pixels linear array image sensor
	400 DPI resolution
Display dimensions	61mm x 20mm/2.4" x .8"
	122 x 32 pixel resolution
Supply voltage	Two 1.5v AAA batteries
Weight	90 grams/3 oz. (not including batteries and/or flash memory card)
Size	Length (with cover): 163 mm/6.4"
	Width: 38 mm/1.5"
	Height: 23 mm/1"

- Low power consumption
- Compliant to FCC class B
- Compliant to CE standards
- UL listed

Extending the Pen's Memory

It may be possible to extend the Pen's memory to allow adding additional Pen Components to your Pen. Extending the Pen's memory is done with WizCom Technologies' **Memory Extension Kit** (MEK) product.

Important:

Please contact our offices for more information on extending your product (see *Contact and Support Information* on page 7).


Advanced Desktop Features

The Desktop main functionality is to enable the Pen-PC Communications, specifically supporting the **QuickLink** and **Scan to PC** functions. These functions are described in detail throughout this manual.

In addition to the main Desktop functions, there are additional options that are available in the Desktop. Please refer to the Desktop Help file for full information of the Desktop options

Following is a short description of some of these options, and what they can be used for.

The Desktop Icon in the System Tray

When the **QuickLink Desktop** is running, an icon  appears in the system tray on the right side of the Windows taskbar at the bottom of the screen. If, during the **QuickLink Desktop** installation, you specified that the Desktop should launch on startup, the icon appears automatically each time you start your computer. Otherwise, it appears only when you start the Desktop application manually.

This icon makes it easy to execute the most common Desktop commands. When you click on the icon, a pop-up menu appears. The menu is particularly useful if you are scanning directly into an application, because it allows you to execute commands without having the **QuickLink Desktop** window open. The pop-up menu has the following options:

- **Show/Hide Window** - Displays or hides the QuickLink Desktop window.
- **Turn Pen Communications On/Off** - Enables or disables communications between the Desktop and the Pen.
 - When Pen communications are on, the communications port is busy (you can see which one, in the Communications Settings dialog of the Desktop, see *Communications Settings* on page 81). You cannot use this port for any other purpose.
 - When Pen Communications are off the Desktop cannot detect communications from the Pen and the port is free for other purposes.
- **QuickLink Settings** - Displays the **QuickLink Settings** dialog box so that you can view and modify the **QuickLink Settings** of the **QuickLink** function.
- **Scan to PC Settings** - Displays the **Scan to PC Settings** dialog box so that you can select the character to be inserted after each line of text you scan.
- **Log** - Displays the log of the QuickLink operations.
- **About** - Displays the version number of the Desktop application.
- **Exit** - Closes the Desktop application.

Add\Remove Pen Components Dialog

This dialog, available from the **Pen Communications** menu of the Desktop, can be launched only when the Pen is connected and in the **PC-Controlled Communications** mode. It shows Pen Components, which are the actual software files for the Pen.

- The left window displays the Pen Components stored on the PC (*only* *.qlb files that reside in the "Pen Components" folder under the Desktop installation directory).
- The right window displays the Pen Components that are on the connected Pen.

This dialog is for advanced users only and you will probably never need to use it, unless for Support purposes – while guided by our Support Team. Its main purpose was to allow upgrading the Pen – but this functionality is currently covered (in a more user-friendly manner – in the various options of the *SuperPen* CD-ROM. Nonetheless, here are a few functions of this dialog, that may come in hand:

Menu Order – press this button to view and change the current order of the options in the **Pen Main Menu**.

Details – press this button to open a text file displaying the details of all Pen Components currently installed on the connected Pen. This is useful for support issues.

Current flash memory status – this bar displays the status of the *flash* card in your Pen (this is the external card, which information and files can be added or deleted from).

Compact – press this button to compact the space the *Pen components* use on the Pen's flash memory card, thus maximizing the amount of free space. This option is identical to the Pen option *Compact Memory* (see page 70) and it is **advised to use the Pen option**, since it does not involve Pen-PC Communications.

Optimize Pen File System

This function, available from the **Pen Communications** menu of the Desktop, can be performed only when the Pen is connected and in the **PC-Controlled Communications** mode. The function compacts the space that the data and image *files* use on the Pen's flash memory card, and frees up areas that contain deleted application data.

It is worthwhile optimizing your Pen's file system from time to time. In addition, it is a good idea to do this when you have deleted a lot of data from your Pen.

Important: Do NOT abort the **Optimize Pen File System** process before it is completed. Failure to complete the process may result in the loss of all data from your Pen.

Log

To view a log containing the history of the last three QuickLink sessions, select **Log** from the **View** menu.

Communications Settings

This dialog, available from the **Pen Communications** menu of the Desktop, displays the settings used for Pen-PC communications. When performing the 3 step **Set Up Product on PC** procedure from the CD-ROM, the correct settings are automatically written to this dialog. If when performing Pen-PC Communications (QuickLink, Scan to PC, etc.) – you use the exact same setup you used during the **Set Up Product on PC** procedure (for example, you use the same port for connecting the cable) – you should not have any problems, and this dialog can serve as information only. If you have problems with Pen-PC Communications, try rerunning the **Set Up Product on PC** procedure from the CD-ROM. If you cannot fix the problem, you may need to change settings in this dialog - either according to directions from our support team, or according to directions given in the **Communications Wizard** (see following item).

Communications Wizard

This dialog, available from the **Help** menu of the Desktop, runs a wizard which instructs you step by step on establishing the Pen-PC communications, and then confirms these communications and writes their settings into the Communications Settings of the Desktop.

Your CD-Rom contains a 3 step **Set Up Product on PC** procedure which also establishes the Pen-PC Communications, in a more user friendly manner. Therefore, if you have problems with Pen-PC Communications - it is advised to rerun the **Set Up Product on PC** procedure from the CD-ROM. Only if you fail to solve the problem, you may want to try this Wizard.

Troubleshooting

Here are some common problems you may run into, and how to try and fix them yourself. In all cases: if you cannot fix the problem, please contact our Support Team (see *Contact and Support Information* on page 7).

Problem:

I need to restore my Pen. Things are missing!

Solution:

At times, an upgrade procedure performed on your Pen may fail, or the flash card of your Pen may be damaged. The result may be that certain options have disappeared from your Pen.

To fix the Pen:

1. Replace the Pen batteries with fresh ones.
2. Confirm that the flash card is properly inserted in its place.
3. Turn the Pen on as follows: press **(ESC)** and keep pressing it while you press the power button **(⏻)**.
4. Run one of the Add-On procedures from the CD-ROM. Follow the instructions.

All the add-on procedures have an initial stage in which the original Pen is restored. This should fix the problem.

If you cannot fix the problem, please contact our Support Team (see *Contact and Support Information* on page 7)

Problem:

I need to reinstall the Desktop application.

Solution:

Please click on the “Set Up Product on PC” button from the main menu of the CD-ROM, and then click on the second button “2. Install the Desktop Application”.

Problem:

I cannot get the Pen and PC to communicate!

Solution:

Please click on the “Set Up Product on PC” button from the main menu of the CD-ROM, and perform the 3 step procedure.

Problem:

I had the Pen and PC Communicating, but now the port seems to be “locked”.

Solution:

Before starting, it is advised to remove the cable from the USB socket – and re-insert it. Then you can re-run the “Set Up Product on PC” procedure from the CD-ROM and/or run the Communications Wizard in the Desktop application. If all fails, try restarting your PC to free the port.

Problem:

How can I fix a **calibration error**?

Solution:

Replace the batteries with fresh ones. If this does not solve the problem, please contact our support team (see *Contact and Support Information* on page 7)

Problem:

My Pen will not turn on or it turns on improperly.

Solutions:

- Check to see whether the Pen is turned on, that it is in scanning mode and that the protective cover has been removed from the Pen tip.
- Check whether you are scanning regular text in inverse text mode or inverse text in regular text
- Replace the batteries with fresh ones.

- Turn the Pen on as follows: press **(ESC)** and keep pressing it while you press the power button **(⏻)**.

Problem:

The Pen wheels are squeaky. How do I solve this?

Solution:

The wheels should not squeak and they really do not tend to. But if you find that your wheels squeak even for a moment, you can run the tip back and forth on paper with just a bit of pressure to eliminate the noise, or use the edge of a pencil-tip to cause a tiny amount of graphite to fall between the wheels and the tip which will lubricate the axle. The problem should be temporary but if not, the Pen can be exchanged.

Problem:

The text in the display appears upside down.

Solution:

Adjust the **Right/Left Handed** mode.

Problem:

The error message '**Excessive lighting**' appears on the display.

Solution:

Move the Pen away from the strong light source (such as sun, lamp, etc.) shining directly on the tip.

Problem:

The error message '**Scanned too fast**' appears on the display.

Solution:

Scan again - more slowly.

Problem:

When I insert the earphone plug into its outlet, the Pen shuts off. What should I do?

Solution:

This problem occurs when the plug is not inserted properly. If it is not inserted firmly, the connections are loose, which causes the Pen to switch itself off automatically. Push the earphone plug very firmly into its outlet, until you hear a "click" sound.

Problem:

Why can't I hear the Pen read out loud?

Solutions:

- Check whether the volume is high enough – both on earphones and in the **Set Volume** option.
- If you are using an earphone, check whether its plug is connected firmly to the outlet (you should hear a "click" sound which verifies that the earphone is indeed connected).
- For more information, see *Hearing the Pen Read Words Aloud* on page 29.

Problem:

The error message '**Word not found**' appears when trying to define a word.

Solutions:

- Verify that you are scanning printed English text.
- Try scanning again.
- It may be that the word you have scanned is not included in the dictionary, for example, proper names are not included.
- For more information, see *Scanning* on page 12.