Cañada College
DRC ❧ Disability Resource Center

Alternate Media / Assistive Technology Tutorial Series

livescribe
NEVER MISS A WORD

Livescribe Echo Smartpen
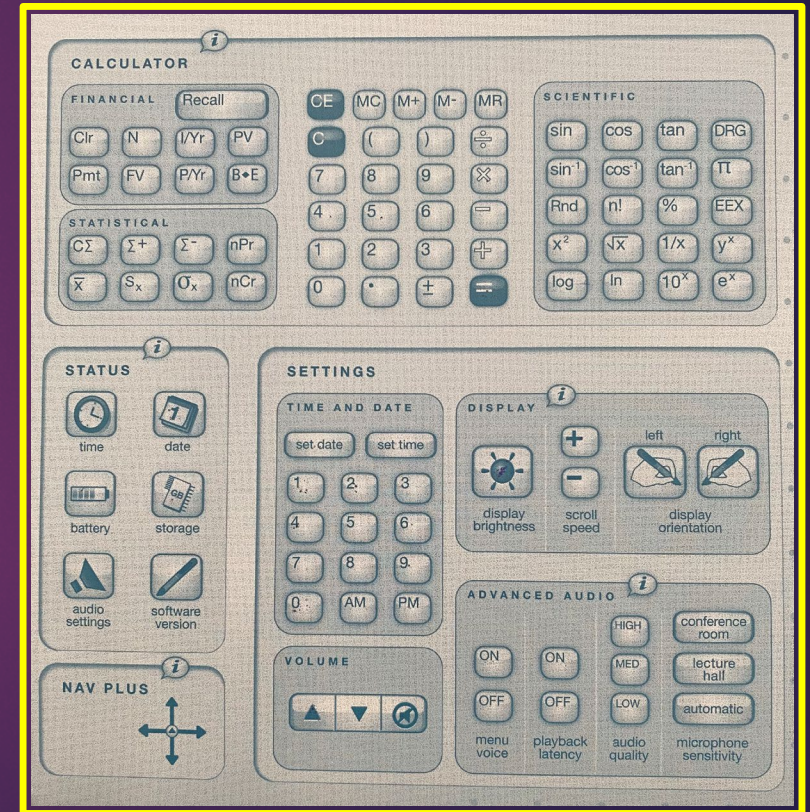## Module II: Using the Smartpen

1. Smartpen Status and Settings

3. Audio Playback

2. Record Audio and Take Notes

4. Smartpen Notetaking Tips

Smartpen Status and Settings

▶ Take some time to familiarize yourself with the tools on the inside cover of the Livescribe Notebook

▶ With your pen powered on, simply tap on the icons to perform these functions:

  ▶ Manage the time and date

  ▶ Check the battery level

  ▶ Check the remaining storage capacity

  ▶ Calculate mathematic expressions

Record Audio and Take Notes

- To get started taking notes, turn on your pen, and tap on the **Record** icon at the bottom of the page you're on

- Begin taking lecture notes

- At the end of the lecture, tap on the **Stop** icon at the bottom of the page you're on

- If you use the **Pause** icon, you must remember to tap the **Record** icon when you are ready to resume recording

Audio Playback

- To playback Audio, simply tap on your handwritten notes with the tip of your pen

- You can tap on a specific section of your notes, to listen to a specific section of the audio recording

- Icons at the bottom of the page allow rewinding and fast-forwarding of the audio

- You can also adjust the playback speed (useful for adding more details to your notes while listening)

Smartpen Notetaking Tips

Outline

Fall of the Roman Empire

I. A Century of Crisis
  A. Rome's Economy Weakens

  B. Military and Political Turmoil

II. Emperors Attempt Reform
  A. Diocletian Reforms the Empire

  B. Constantine Moves the Capital

Cornell Notes

Fall of the Roman Empire

A Century of Crisis	A. Rome's Economy Weakens
	B. Military and Political Turmoil
Emperors Attempt Reform	A. Diocletian Reforms the Empire
	B. Constantine Moves the Capital

Summary:

- Some practices to adopt while taking notes with the Smartpen include:

  - Outline or Cornell Notes

  - Write down main topics and key words

  - Leave space in between topics, so you can fill in more detail later

  - Circle and/or underline important topics and announcements