# Cañada College
## DRC 🌿 Disability Resource Center
### Alternate Media / Assistive Technology Tutorial Series

**livescribe.**
NEVER MISS A WORD

# Livescribe Echo Smartpen
## Module III: Using Echo Desktop

**1. Install Echo Desktop**

**3. Archive Notes**

**2. Upload and Review Notes**

**4. Create Adobe Pencast**

# Install Echo Desktop

▶ To install Echo Desktop, you must have a computer with a hard drive

▶ Copy and paste this link in your browser to begin download process: **https://us.livescribe.com/pages/echo-set-up**

▶ Click the download link that corresponds with your operating system, and follow the installation instructions

▶ The Alt-Media staff is happy to assist students with this process

# Upload and Review Notes
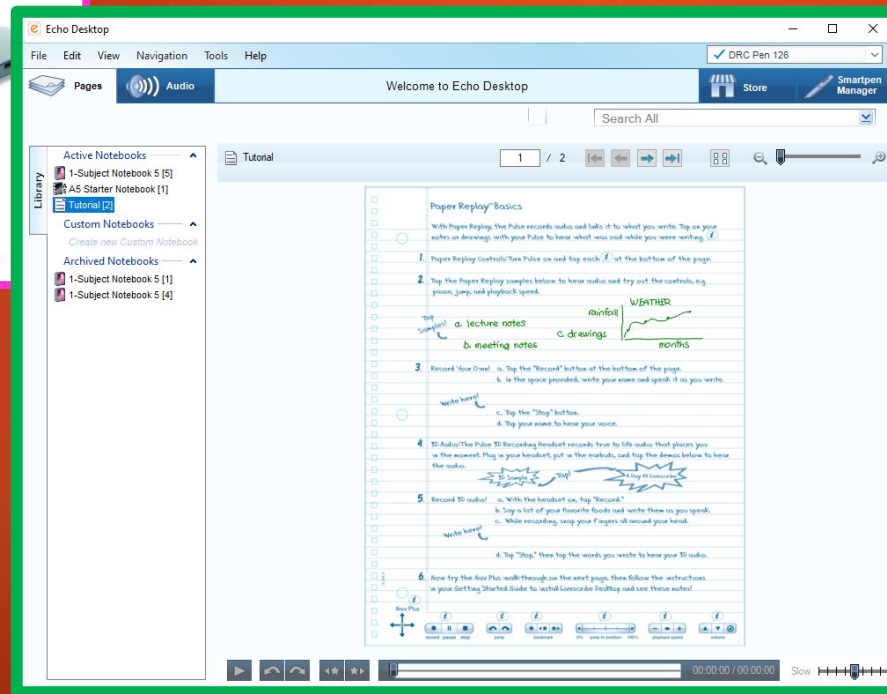


- To upload your notes, use the Micro-USB chord to connect your pen to your computer

- The upload is automatic and usually takes less than a minute

- Click on the Notebook icon, and then double-click on the page you want to review

- Clicking on the text will start audio playback

# Archive Notes

- Archiving is a process to free up space in your Smartpen when the memory is near full

- The notes and audio will be erased from your pen, but will remain in the Echo Desktop until manually deleted

- With your pen connected to the computer, right-click on the icon of the desired notebook, and select 'Archive' from the menu

- Confirm, and the selected notebook will move from the Active Notebooks section to the Archived Notebooks section
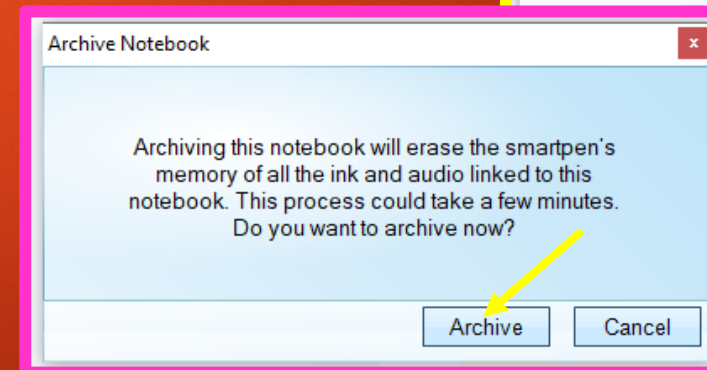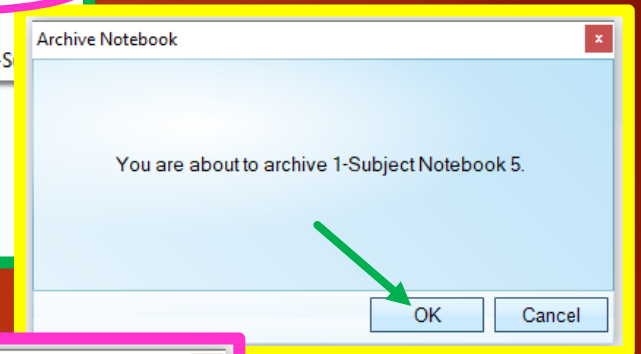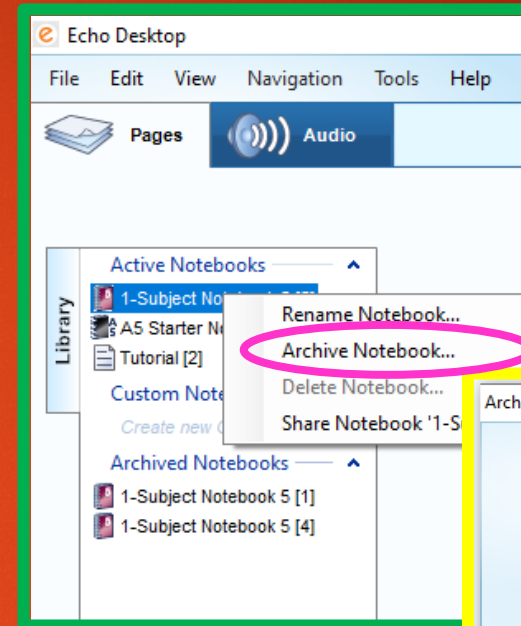
# Create Adobe Pencast
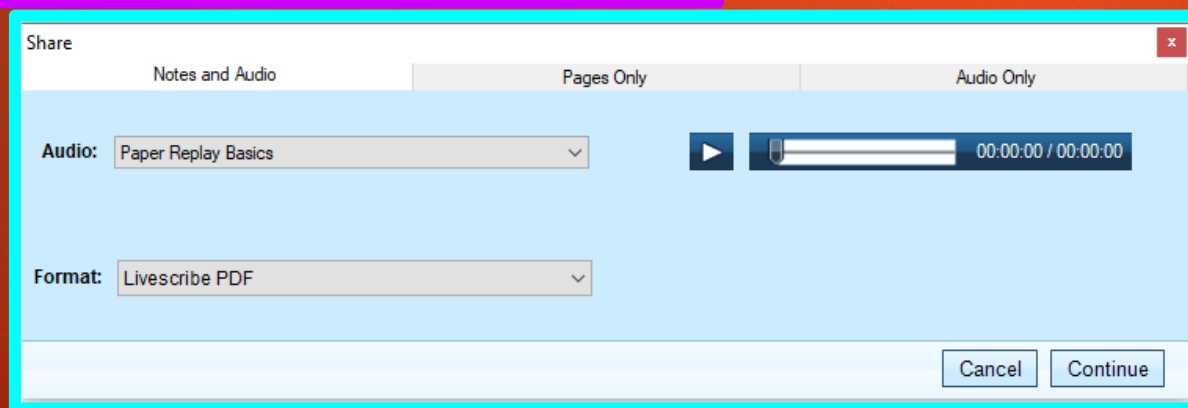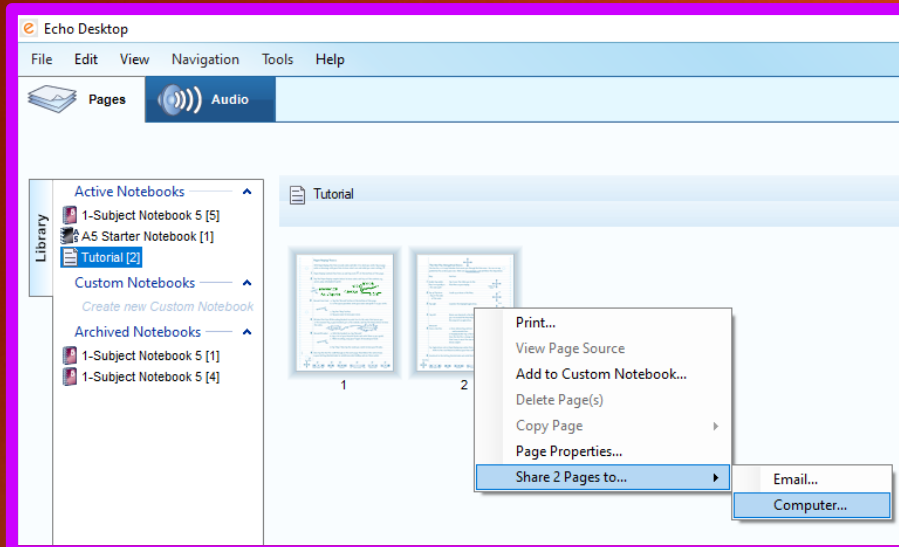


- Convert pages into **Audio Pencasts** to access them outside of the Echo Desktop

- Select one or multiple pages to be converted

- Right-click, and select the **'Share Pages to…'** option

- In the next window, make sure the **'Notes and Audio'** option is selected, and click **Continue**

# Create Adobe Pencast (continued)

▶ Clicking continue will prompt you to assign a folder and name to your file, and save it

▶ Open your saved Pencast, and click the **Livescribe Player** link to listen to the audio

▶ Your notes and audio can now be accessed on any device that supports Adobe and is connected to the internet!