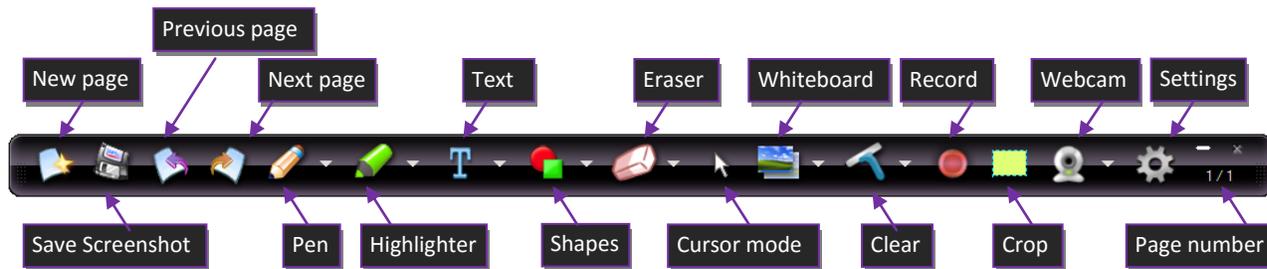


1. Toolbar functions



S/N	Icons	Description
1		New Page Create a new page for annotations. Existing annotations will be saved as previous page. You can then use Previous Page/Next Page buttons to navigate between them.
2		Save screenshot Save current screenshot of the desktop (with the annotations) as a PNG file. If you have a crop region defined, this will only save the area inside the crop region.
3		Previous Page Turn to the previous page.
4		Next Page Turn to the next page.
5		Pen Switch to writing mode. Note: You can also click on the arrow () to select a different pen color and thickness.
6		Highlighter Switch to highlighting mode. Note: You can also click on the arrow () to select a different highlighter color.
7		Text Switch to text mode. When in this mode, click on your desired text location to display a text input dialog.

Ink2Go Help

		 <p>While the dialog is active, you may click anywhere to reposition the current text. Click OK to finalize the text.</p> <p>Note: You can click on the arrow () or right mouse click anywhere on the screen in text mode to bring up a popup menu to select different font color and size.</p>
8		<p>Eraser Switch to erasing mode.</p> <p>Note: You can also click on the arrow () to select a different eraser thickness.</p>
9		<p>Mouse Mode Switch to mouse mode. When in this mode you can click on and control other applications as per normal.</p>
10		<p>Whiteboard Toggle between the Windows Desktop and Whiteboard (an electronic whiteboard).</p>
11		<p>Clear/Delete page Clear all the annotations on the current page.</p> <p>Note: You can also click on the arrow () to delete the current page (all the annotations on the current page will also be deleted).</p>
12		<p>Record Start the recording. You will be prompted to key the filename and the directory that you would like to save your recording to. Record your annotations and whatever that is shown on the desktop.</p> <p>If no crop region is defined, the whole desktop will be recorded. Otherwise only the area within the region is recorded.</p>
13		<p>Crop Select a region on the screen to record or capture. By choosing an area to record instead of recording the whole desktop, you make the recording process less CPU-intensive, hence improve the smoothness of the playback.</p> <p>You can also move the drawing inside the crop region around on the screen. Immediately after you select the region, if you move your mouse over the selected region, the cursor will change into a move cursor and you can drag and drop the</p>

Ink2Go Help

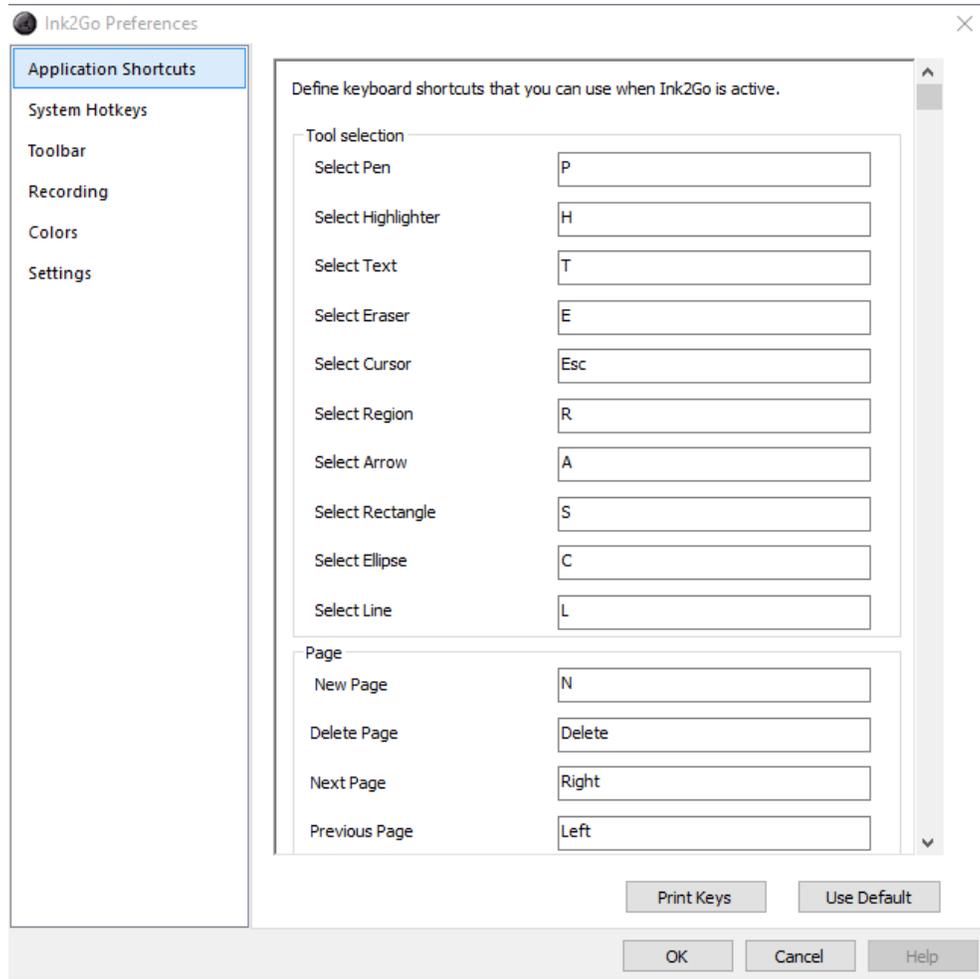
		region to the new location on the screen. Note that once you select another tool (e.g. pen, highlighter, etc.) you can no longer move the selected region.
14		Page Number Indicate the current page number / total number of pages.
15		Stop Stop the current recording. Only available while in Recording mode.
16		Pause Pause the current recording and a Resume button will appear. Only available while in Recording mode.
17		Resume Resume the current recording. Only available while in Recording mode.
18		Web camera Turn on/off the web camera view. <u>Camera Size</u> You can change the size of the camera window by right-clicking on it and choose one of the three sizes from the popup menu. <i>Changing the size of camera window.</i> 
19		Settings Open up the Ink2Go Main menu. You can use this menu to make changes to various Settings of the software (see 3.)

2. Preferences and Hotkeys

You can use Hotkey to quickly switch among different tools without having to access the toolbar. This is especially useful when you are doing a presentation or video recording and you want to hide the toolbar so that it won't get into the way.

Ink2Go Help

You can access the **Settings Menu** -> **Preferences** to customize the hotkeys and to print out the current list of hotkeys for your reference.



Preferences dialog and default hotkeys

2.1 Application Shortcuts

Application shortcuts are the hotkeys that you can use when Ink2Go is active (i.e. when you are drawing or interacting with Ink2Go). You can use the application shortcuts to switch between different tools without having to click on the toolbar.

For example, you can click 'P' to select Pen, or 'H' to select Highlighter, etc. Please refer to the Preferences dialog for the rest of the keys.

By default, the hotkey for **Cursor** tool is the Escape (ESC) key. Once you are done with Ink2Go and want to interact with other software below it, you can click on the **Cursor** tool on the toolbar, or press Escape key. Ink2Go will then enter deactivated mode, and the toolbar becomes translucent to indicate that it is in inactive mode.

Ink2Go Help

2.2 System Hotkeys

System hotkeys are the system-wide key combo that can be used to activate Ink2Go even when it is in inactive mode (i.e you are using another application at that time). The default hotkey to activate Ink2Go is **Shift + Alt + A**. You can use this hotkey combo from within any other application. Alternatively, you can also click on Ink2Go toolbar to activate it. Once Ink2Go is activated, the toolbar will become fully opaque, and you can use the application shortcuts to select the tool again.

2.3 Toolbar

Toolbar settings let you to customize your toolbar, i.e. you can hide buttons that you do not use to make the toolbar more compact. You can also choose a custom scale for your toolbar to make it bigger or smaller on your screen (by default, Ink2Go automatically detects your screen resolution and resizes the toolbar accordingly to best fit that resolution). Advanced users can also choose to fully hide the toolbar when minimized (you can get the toolbar back by right clicking on the Ink2Go icon on the tray bar and choose show Ink2Go, or first activate it through System Hotkeys (Shift+Alt+A), and then show toolbar hotkey (Ctrl+H).

The screenshot shows the 'Show Toolbar Buttons' section with a grid of 16 checkboxes, all of which are checked. The buttons are: New Page, Previous Page, Next Page, Save Screenshot, Whiteboard, Clear Page, Crop / Pause, Record / Stop, Pen, Highlighter, Text, Shape, Eraser, Cursor, Webcam, and Preferences. Below this is the 'Toolbar Size' section with 'Auto Scale' selected and 'Custom Scale' set to 100%. At the bottom, there is an unchecked checkbox for 'Fully hide toolbar when minimized'.

Show Toolbar Buttons	
<input checked="" type="checkbox"/> New Page	<input checked="" type="checkbox"/> Pen
<input checked="" type="checkbox"/> Previous Page	<input checked="" type="checkbox"/> Highlighter
<input checked="" type="checkbox"/> Next Page	<input checked="" type="checkbox"/> Text
<input checked="" type="checkbox"/> Save Screenshot	<input checked="" type="checkbox"/> Shape
<input checked="" type="checkbox"/> Whiteboard	<input checked="" type="checkbox"/> Eraser
<input checked="" type="checkbox"/> Clear Page	<input checked="" type="checkbox"/> Cursor
<input checked="" type="checkbox"/> Crop / Pause	<input checked="" type="checkbox"/> Webcam
<input checked="" type="checkbox"/> Record / Stop	<input checked="" type="checkbox"/> Preferences

Toolbar Size

Auto Scale

Custom Scale

Fully hide toolbar when minimized

Toolbar Settings Page

2.4 Recording

Recording settings allow you to toggle the automatic file name feature and to switch between MP4 and WMV output format. Note that MP4 output is still experimental and might not be supported on all systems.

Ink2Go Help

The screenshot shows two sections of the Ink2Go settings dialog. The top section, titled "Automatic file name", contains a checkbox for "Automatic file name" which is currently unchecked. Below it is the "Output Folder" section with a text box containing "C:\Users\Hai\Documents" and a "Browse" button to its right. Underneath are "Filename Prefix" settings: "Screenshot" with a text box containing "Screenshot-" and "Recording" with a text box containing "Record-". The bottom section, titled "Video Output Format", has three radio button options: "Default MP4 Format (Experimental)" (unchecked), "Hardware-accelerated H264 Encoder" (checked), and "Default WMV Format" (checked). An "Info" button is located to the right of the "Hardware-accelerated H264 Encoder" option.

When you turn on automatic file name feature, Ink2Go will automatically save Screenshot and Screen Record file into an output folder specified by you. The file name is formed by combining the prefix (which you can change in the settings as well) with the date and time stamp.

For example, if the prefix is “**Record-**”, the output file name will be like: **Record-20150929-130202.wmv**

For Video Output Format, you can choose either MP4 Format (H264 + AAC) or WMV Format as the default format. When you start the new recording session, you still can override the default format by specifying the other format in the Save File Dialog.

If your system uses **Intel HD Graphics™**, you will also have an option to enable “Hardware-accelerated H264 Encoder”, which will enhance the recording frame rate and quality (smoothness). If you do not have Intel HD Graphics™, this option will be disabled.

2.5 Colors

You can customize the 12 colors used in Ink2Go. Just click on the color that you want to customize and choose a new color.

2.6 Settings

This page includes other settings like Page settings and Startup Behavior.

Ink2Go Help

By default Ink2Go will launch in Pen mode, so you can start annotation straight-away. However, if you set Ink2Go to start at Windows startup, you might want to set it to start in Cursor mode.

Automatic file name

Automatic file name

Output Folder

C:\Users\Hai\Documents\Ink2Go

Filename Prefix

Screenshot

Recording

Video Output Format

Default MP4 Format

Hardware-accelerated H264 Encoder

Default WMV Format

Others

Record Mouse

Settings Page

3. Context menu

Context menu is another very useful feature to let you choose your tool option (e.g. pen color, thickness, etc.) much faster than doing it from the main toolbar. You can do it by just right clicking on the screen and choose from the context menu. Since you do not have to move the mouse to and fro the main toolbar, your writing/drawing flow is smoother.

4. Main Menu

You can click on the Settings Tool on the Toolbar, or right-click on the Ink2Go icon on the system notification area to access Ink2Go Main Menu.



Ink2Go icon on the system notification area

Ink2Go Help

The image shows a screenshot of the Ink2Go application's main menu. The menu items are: Hide Toolbar (Ctrl + H), Undo (Ctrl+Z), Redo (Ctrl+Y), Displays, Toolbar Orientation, Toolbar Docking, Audio Input, Preferences, Check for updates, Help, About Ink2Go, and Exit. Red arrows point from callout boxes to specific menu items. The callout boxes contain the following text:

- Show/Hide the annotation toolbar.
- Undo the last drawing
- If you have more than one display monitors, you can select the one you want to annotate from
- Switch the orientation of the toolbar between horizontal and vertical.
- Dock the toolbar at the edge of the screen. Once docked, the toolbar cannot be moved around.
- Select Audio Source for Recording
- Show the Preferences dialog to let you customize keyboard shortcuts (see 2).

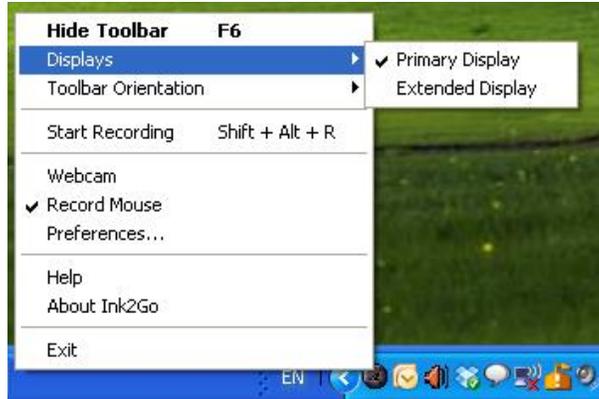
Ink2Go Main Menu

Note about Undo: Undo feature allows you to undo the last drawing, up to 20 steps. However you can only undo the drawing on the current page. Once you change the page, change the screen or toggle between whiteboard/desktop modes, you will lose all the Undo states up to that point.

5. Switching Annotation Screen

Ink2Go is capable of annotating on different display monitors. However, you may only annotate on one monitor at a time. You can change your current annotation screen by accessing the **Displays** menu and choose any of the available display monitors.

Ink2Go Help



Display monitor selection from the Main Menu

6. Recording System Audio

6.1 Enable Stereo Mix

In order to record the System Audio (i.e. the audio that is being played on the system, not just that the audio from the mic), you will need to have a sound-card that supports Stereo Mix Input.

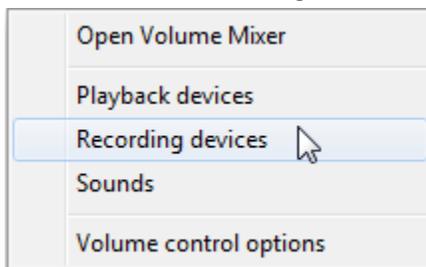
Even when a soundcard supports Stereo Mix feature, you might still need to enable it manually because by default that feature is disabled.

To enable Stereo Mix Input on your Windows 7:

- First, right Click on the Volume icon on the System Tray.

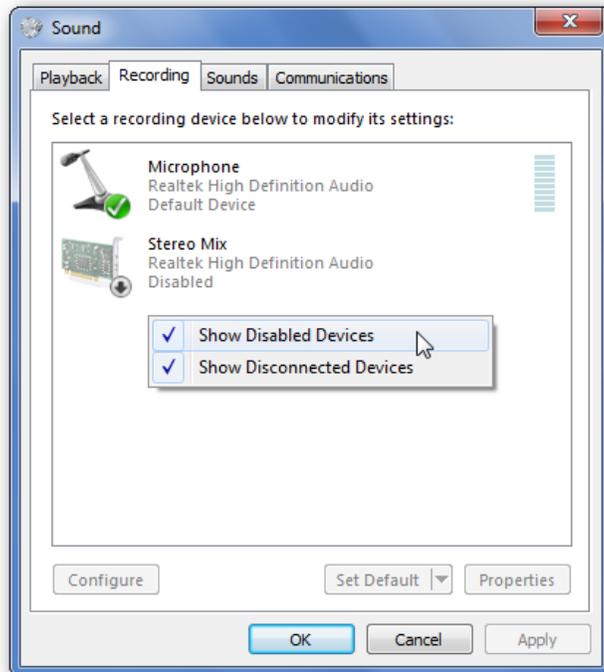


- You will see the following context menu.



- Choose **Recording devices**
- Once inside the Sound > Recording Dialog, right click on the device list and check both "Show Disabled Devices" and "Show Disconnected Devices"

Ink2Go Help



Sound -> Recoding Devices

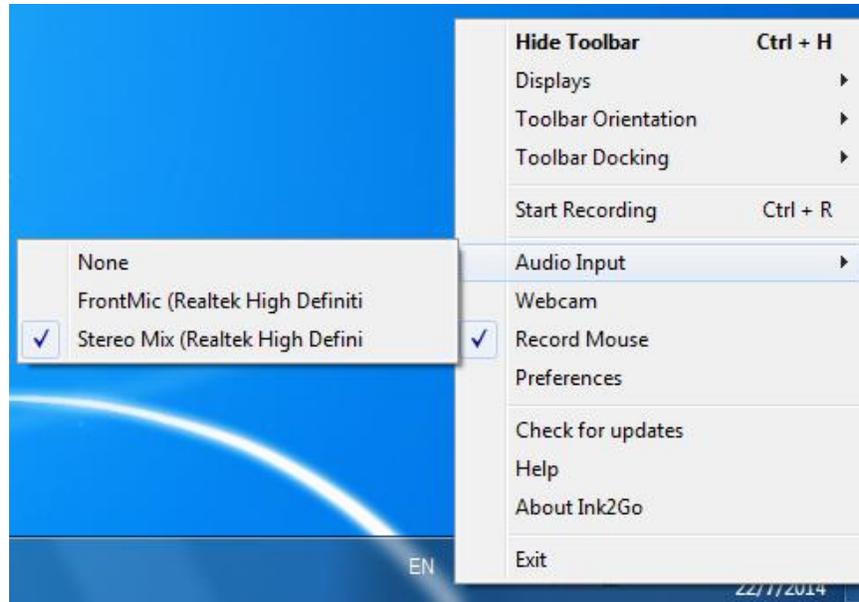
If your sound card supports Stereo Mix input, you will see Stereo Mix in the Device list.

If you do not Stereo Mix in the Device list, please checkout section **6.3** below.

If the Stereo Mix shows up as “Disabled”, right click on it and choose “Enable” from the context menu.

Once Stereo Mix is enabled, you can select it inside Ink2Go from Ink2Go Main Menu -> Audio Input -> Stereo Mix. Your recording should capture the system audio now.

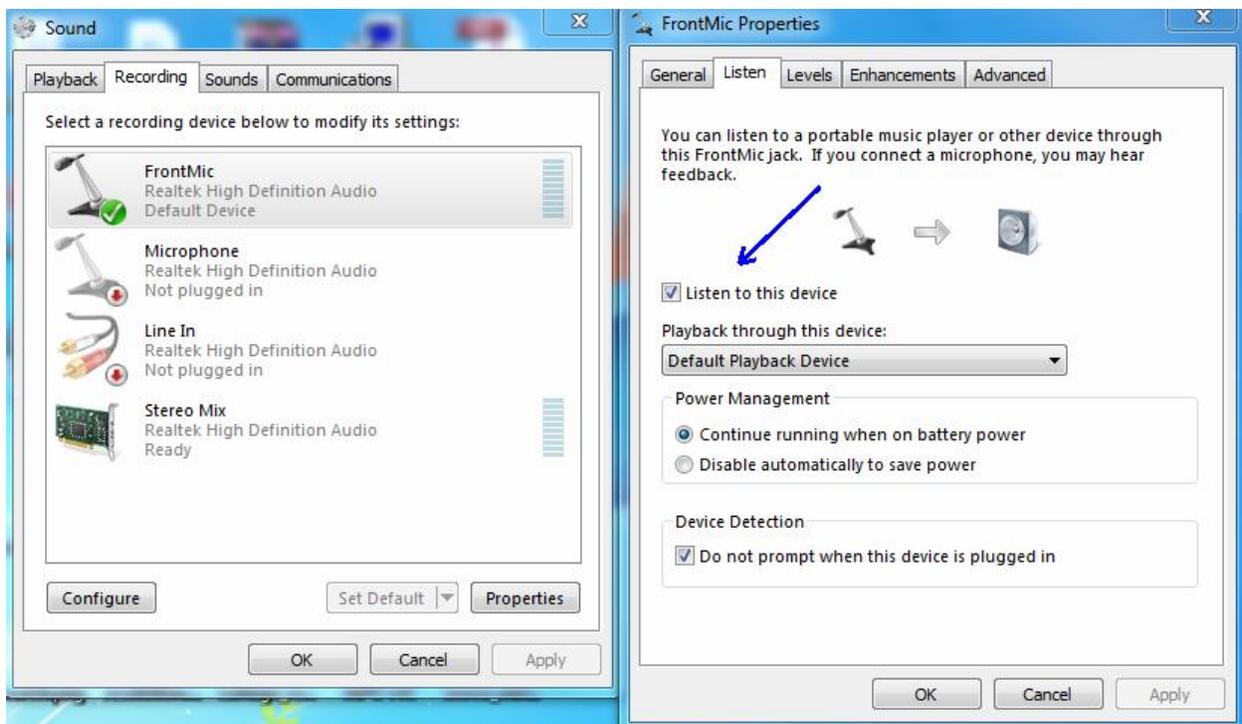
Ink2Go Help



Selecting Stereo Mix Input in Ink2Go

6.2 Recording both system audio and microphone

If you want to record from **both** system audio **and** microphone, you will need to direct microphone input to Stereo Mix. To do that, open the Sound -> Recording system settings as in previous step, then select the Microphone and enable “Listen to this Device” (see Screenshot)

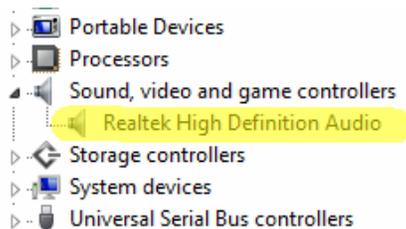


Enable “Listen to this device” for Microphone to output to Stereo Mix

Ink2Go Help

6.3 Troubleshooting when Stereo Mixer is not available

If you do not have Stereo Mixer even after you have enabled “Show Disabled Devices”, chance is you did not install a specific sound card driver, and you are using a generic Microsoft driver. Please check your system installation disc, or the system specs, to find out if you can install a sound driver specifically for your system (with some particular chipset brand name like Realtek)



Example of specific sound driver installed (Realtek)