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Introduction

Congratulations on your choice of *WizCom Technologies'* state-of-the-art *QuickLink-Pen® Elite* – the ultimate mobile note taker – used just like a yellow highlighter.

Inside its tip, your Pen contains a sophisticated electronic eye mounted above two rollers. This eye enables you to scan printed information or small images directly into your Pen. Use the Pen to scan and store data and images, define scanned words by viewing their definitions in any of the dictionaries installed on your Pen, or send data directly to IrDA OBEX-compliant PDAs or Smartphones. This product also enables Pen-PC Communications: using the *QuickLink-Pen® Elite* Pen and **QuickLink-Pen Elite Desktop** application, you can scan real-time into applications on your computer or transfer the stored data to your PC at your convenience.

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 *How to Scan* on page 11 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 current dictionary, used to define words in the **Scan and Store** files. The dictionaries on your Pen are the "*The American Heritage® Concise Dictionary*", the "*French->English*" and the "*English->French*".

Dictionary Source Language:

The dictionary source language is the language in which the headwords appear. The Pen can define words only if a dictionary with that source language is present on the Pen. For example, the source language of *The American Heritage® Concise Dictionary* is English, whereas the source language of the *French to English* dictionary is French. The first will be used to define English words, the latter will be used to define (translate) French words.

Dictionary Target Language:

The dictionary target language is the language in which the definitions appear on the Pen, in the Dictionary Screen. For example, the target language of both *The American Heritage® Concise Dictionary* and the *French to English* dictionary is English, therefore their definitions will appear in English. The target language of the *English to French* dictionary is French, therefore its definitions will appear in French.

Dictionary entry:

These are the entries from the dictionaries. Each entry consists of a headword in the source language and a definition in the target language.

Pen-PC Communications:

Functions that involve communications between the Pen and the computer and are performed 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 **ENT**' means you should press the bottom left Pen button.
- The names of the menus and menu options are displayed in bold type, for example, 'The scanning language is added to the Pen and can be set using the **Set Scanning Language** option in the **Settings** menu.'

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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 *QuickLink-Pen® Elite* dealer. The package contents are:

- Scanning Device (Pen)
- USB Cable
- CD-ROM - includes installations for add-ons, **QuickLink-Pen Elite Desktop** application, USB Driver and free CharacterEyes software (limited version)
- Pen case with Opticard
- Two AAA batteries
- Earphones with volume control
(Important: please lower the volume control before using the earphones to prevent ear irritation)
- Documentation: French Manual, English Manual, Addendum for English manual, English Getting Started and English Quick Start Guide. *Note: The Documentation folder of the CD contains the latest documentation.*

Set Up Product on PC

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

1. Insert the *QuickLink-Pen® Elite* CD-ROM into the CD-ROM drive of your computer.
2. The **Menu** appears.
Note: If the 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 setup procedure provided.

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

What Is Already On the Pen

The Pen already contains the following:

- **Scan and Store** application – used for scanning printed text and storing it on the Pen. You can also define words you have scanned and view their definition in the dictionary as well as beam data to a PDA or Smartphone. The dictionaries included are:
 - a. **AHD Concise** English to English dictionary - (*The American Heritage® Concise Dictionary*), used for defining words from stored English texts.
 - b. **English->French** dictionary, used for translating scanned English texts into French.
 - c. **French->English** dictionary, used for translating scan French words into English.
- **Image Capture** application– used for scanning small images and storing them on the Pen.
- **Send Stored Files to PC** function - used for transferring stored files (from the **Scan and Store** application and from the **Image Capture** application) 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 8).
- **Scan to PC** application– used for scanning 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 8).
- The *English* Scanning Language – enabling to scan printed English text.
- The *French* Scanning Language – enabling to scan printed French text.
- The *Spanish* Scanning Language – enabling to scan printed Spanish text.
- The *German* Scanning Language – enabling to scan printed German text.
- The *English* Interface Language – all menu options and messages on the Pen appear in English.
- The *French* Interface Language – all menu options and messages on the Pen appear in French.
- The *English Text to Speech* software – enabling the Pen to read aloud stored English texts (in **Scan and Store** application).

Adding On to the Product

You can add any of the following to the *QuickLink-Pen® Elite* product:

- **Applications:** you can add the **Address Book**, **Internet Links** or **Tables** applications. These applications allow the scanning and storing of data on the Pen and transferring that data to the PC - using the **Send Stored Files to PC** function already on your Pen. The applications are added to the Pen **Main Menu** and into the Desktop application.
- **Scanning languages:** scanning languages enable scanning printed text in *other* languages, in addition to English, French, German and Spanish which are already installed on your Pen. The scanning language is added to the Pen and is set using the **Set Scanning Language** option in the **Settings** menu.
- **Interface languages:** interface languages enable displaying the pen menu options and messages in a certain language. Your Pen already contains the English and French. The interface language is added to the Pen and can be set using the **Set Interface Language** option in the **Settings** menu.

To add on to the product:

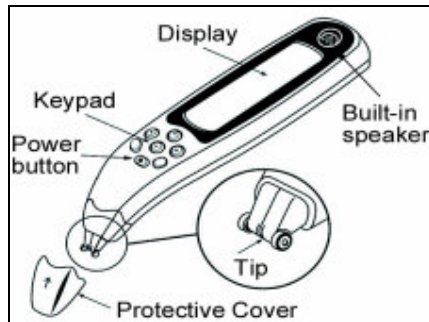
1. Insert the *QuickLink-Pen® Elite* CD-ROM into the CD-ROM drive of your computer.
2. The **Menu** appears.
Note: If the Menu does not appear automatically, please do the following:
 - a. Click the Windows **Start** button and select **Run**.
 - b. Type x: \setup.exe (where 'x' is your CD-ROM drive 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:

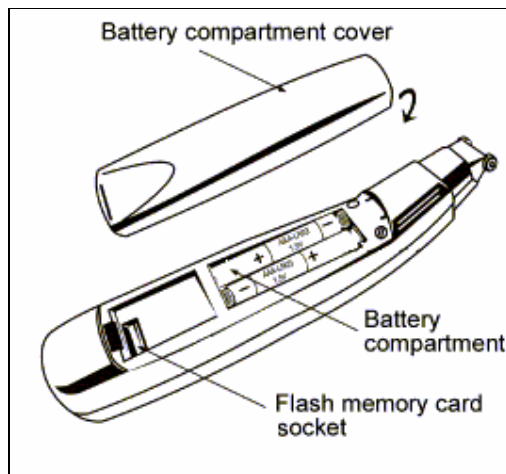
In the front you can see:

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



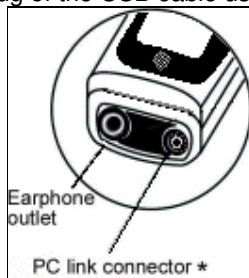
In the back you can see:

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



In the rear you can see the Pen outlets:

- Earphone outlet
- PC link connector (*for connecting the plug of the USB cable used for Pen-PC Communications).



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 (ENT) is used in a way similar to the Enter key on a computer keyboard.
- The Escape button (ESC) is used in a way similar to the Esc key on a computer keyboard.
- The Arrow buttons (⬅️, ➡️, ⬆️, and ⬇️) are used in a way similar to the arrow keys on a computer keyboard.



Pressing the Buttons

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.

Button 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. In addition, the **(ENT)** button has special functionalities on texts in an open **Scan and Store** file:
 - a. Pressing **(ENT)** will read out loud the English texts of the current paragraph (see *Reading Paragraphs Aloud* on page 28).
 - b. Long pressing **(ENT)** will open the definition for the current word, from the currently selected dictionary (see *Defining Text in Scan and Store* on page 29).
 - c. Double-Click on **(ENT)** will open the Character Bar (see *Editing Stored Files* on page 27).
- 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 and press **(ESC)**.

Closing Messages or Dialogs

Some messages (for example, error messages) or dialogs (for example, addresses) display “buttons” on the screen. The buttons 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*, as done in the **Image Capture** application *only*). When scanning, the optical head of the Pen scans the surface and creates an *image* of the scanned text which is transferred into the Pen and processed by the Pen applications. In all applications (except for the **Image Capture**) the image is processed resulting in the actual *letters* (this process is called Optical Character Recognition, or OCR). Further processing, using spelling lists and dictionaries, will result in the actual *words*.

How to Scan

Following are instructions on how to scan.

For a short movie, demonstrating scanning, please access http://www.wizcomtech.com/presentations/main_18.html.

Always make sure that:

1. The Pen is on.
2. The Pen Cap has been removed.
3. The Pen is in scanning mode – denoted by the red blinking light at the tip of the Pen.

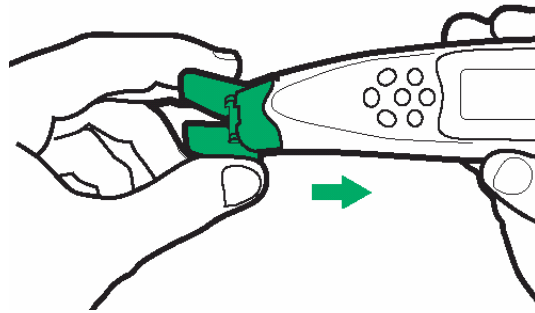
If you are Left Handed:

The Pen default is set to right handed scanning. To change it to left handed scanning, see *Set Right/Left Handed* on page 64.

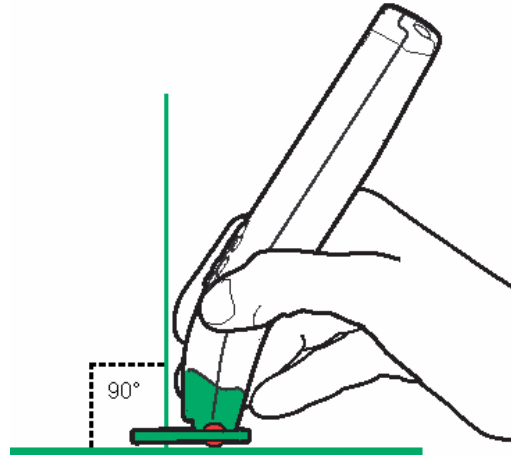
Scanning with the Trainer

The transparent trainer is used for the initial scan practice:

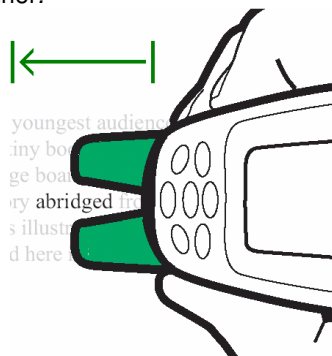
1. Slide the trainer on to the tip of the Pen (instead of the cap) and press firmly into place.



2. Scan from right to left.
3. Place the trainer flat and steady to the right of the text you wish to scan. Notice the 90° angle that is created. This is the angle you should preserve whenever scanning, even *without* the trainer.



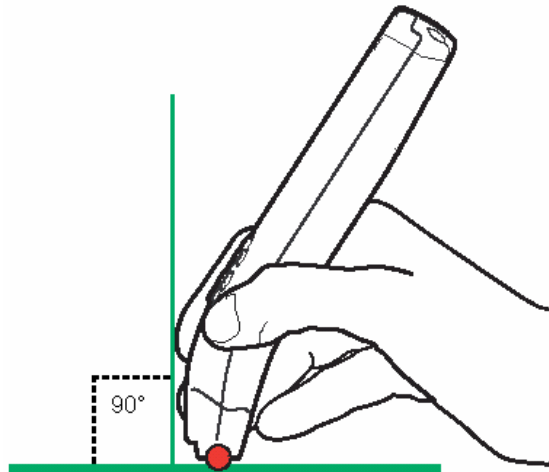
4. The text should be positioned at the center of the opening of the trainer.
5. Glide the Pen from right to left in a straight line over the text. The area you scan should start 1cm before the text, and end 1cm after it. Make sure that the text always appears between the 2 arrows on the trainer, as if being “fed” into the trainer.



Scanning without the Trainer

Once you get accustomed to scanning, you can scan without the trainer.

1. Scan from right to left or from left to right.
2. Place the Pen rollers on the page, approx. 1 cm before the beginning of the text, and roll the Pen over the text until 1 cm after the text.
3. Make sure that the white guidelines at the Pen's tip pass exactly over the middle of the scanned text.
4. Maintain the 90° pen angle you have learned when scanning with the trainer.



5. When rolling over the text do not press down too hard on the Pen.

6. Don't scan too quickly.

Tips for Good Scanning

If you scan text, but the scanning results on the Pen (i.e., the recognized text) are not satisfactory, simply try scanning again.

To ensure optimum scanning results:

- When scanning Text, always make sure the *Scanning Language* is set to the language you are scanning. Check the *general* scanning language which is set in the **Settings** 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 (N/A for **Image Capture**).
- Make sure you are holding the Pen in the correct 90° angle.
- Place the book/page on a flat surface.
- The page must be light while the text or image you scan must be dark.
- Make sure the printout is of high quality and the page is not creased. Note that photocopies may give poor results.
- Avoid extreme lighting conditions. Light should not be too bright (e.g., direct sunlight) and not too dim.
- Do not scan too fast.

Note: If you do not succeed to improve text scanning results, try using the Character Bar or Opticard as alternative input methods.

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 **Scan and Store**) 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

Tutorials

Following are tutorials to help you learn the basics of the *QuickLink-Pen® Elite*:

- Tutorial 1 – Scan and Store
- Tutorial 2 – Image Capture
- Tutorial 3 – Send Stored Files to PC
- Tutorial 4 – Scan to PC

Important:



- Before performing these tutorials, you must have already run the one time procedure **Set Up Product on PC** from the *QuickLink-Pen® Elite* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 and follow the instructions.
- Please refer to *How to Scan* on page 11 for information on how the actual scanning is done.

Tutorial 1 – Scan and Store

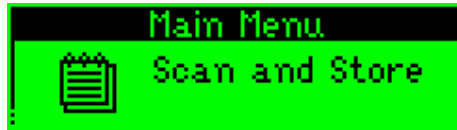
This tutorial will take you through the basic usage of the **Scan and Store** application on the Pen.

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: Set Scanning Language

Tasks:

- Press  until the option **Settings** appears on the screen.
- Press  to enter the **Settings** menu.
- Press  until the option **Set Scanning Language** appears on the screen.
- Press  to activate the current option and view the list of scanning languages. The black arrow at the left side of the one of the languages indicates that this is the *current* scanning language.
- Press  and  until the black arrow is pointing at the option **English**.

The Pen display will show:




The list of Scanning Languages with English marked

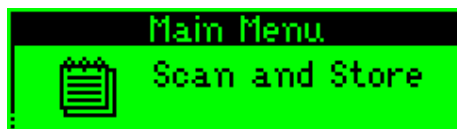
Tasks:

- Press  to activate your selection.

Your Pen is now set to scan and store English printed texts. This setting also defines the reading out loud language for the files created with this Scanning Language. For example, if you create a file when the Scanning language is set to English, and you scan and store texts in that file (English texts), when reading out loud the texts in this file – they will be read out as English.

- Press  until you are back at the beginning of the Pen **Main Menu**.


The Pen display will show:



The Pen **Main Menu**

Step 3: Start the Scan and Store application

Task:

- Press  to activate the current option and enter the **Scan and Store** application.

The Pen display will show:








The main menu of the **Scan and Store** application

*Note: if you have 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 4: Create a new file and open it

Tasks:

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

The Pen display will show:



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

A new file named file001* is created, opened and ready for editing.

**Note: if you have already used this application the file name will contain a different suffix (e.g., file004).*

Step 5: Scan a sentence into the open file

Following is a sentence spread over 2 lines:

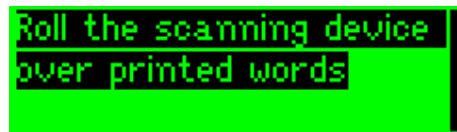
Roll the scanning device over printed words
and see how the words appear on your Pen.

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:



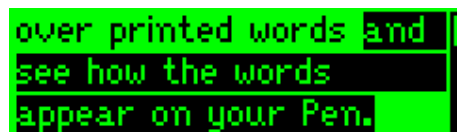
The first line you have scanned appears highlighted

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


Task:

- Now, continue and scan the second line.

The Pen display will show:



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

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

Step 6: Hear the sentence read out

Task:

- Press **ENT** to hear the sentence read out loud.

The Pen display will show:

The Pen display shows the text "over printed words and see how the words appear on your Pen." with a green highlight over the entire sentence.

The whole sentence (paragraph) is read aloud

After the sentence is read aloud, the highlight is removed and the cursor is at the end of the sentence.

Step 7: Scroll to a scanned word you wish to translate

At this point you could do any of the following:

- Scan more text. It will be added after the text you have already scanned.
- Create a new paragraph by pressing **▼**. A new paragraph will open below a division line that will appear after the previously scanned text. You can now scan text into the new paragraph.
- Define scanned words and view their dictionary entry:

Task:

- We will translate the word 'device': Use **◀**, **▶**, **▲** and **▼** to scroll to the word 'device'. The cursor should be placed *within* the word.

The Pen display will show:

The Pen display shows the text "Roll the scanning device over printed words and see how the words" with a green highlight over the entire sentence. The cursor is positioned within the word "device".

The cursor is in the word 'device'

Step 8: View the Dictionary Entry

(in the Dictionary Screen)

Task:

- Long press **ENT** to define the word 'device' and view its dictionary entry in the Dictionary Screen.

Note: Long pressing **ENT** in this case does not delete the text (as it would have in step 6) – because the text is not highlighted.

Task:

- If this is the first time you are defining text, and a dictionary has not yet been selected, please proceed to *Step 8.1*, ahead.
- If this is not the first time you are defining text, and a dictionary is already selected as the current dictionary, please proceed to *Step 8.2*.

Step 8.1: Select the dictionary

If this step (8.1) you have not yet selected a dictionary, therefore the Pen display will first show the following:

The Pen display shows a menu titled "Select Dictionary" with two options: "AHD Concise" and "English->French". The "English->French" option is highlighted with a green bar.

The **Select Dictionary** list

Tasks:

- Press **▼** and **▲** until the option **English->French** is highlighted.
- Press **ENT** to activate your selection.

The **Scan and Store** application is now set to translate English words (which you have already scanned and stored) - into French.

The Pen display will show:

The Pen display shows the dictionary entry for "device": "device dispositif, procédé, mesure, appareil". A green highlight is over the word "device". A small downward arrow is at the bottom right of the entry.

The dictionary entry of 'device' displayed in the Dictionary Screen

Task:

- Proceed to Step 9.

Step 8.2: Select the dictionary

Case 2:

If you have already selected a dictionary, the Pen will display the definition of the word 'device' from the current dictionary.

Tasks:

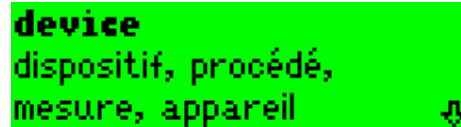
- Press **ESC** as many times as necessary until the **Edit Menu** is displayed.
- Press **▼** to scroll to the option **Select Dictionary** and highlight it.
- Press **ENT** to activate the highlighted option and view the list of dictionaries on your Pen. The highlighted option indicates the *current* dictionary.
- Press **▼** and **▲** until the option **English->French** is highlighted.
- Press **ENT** to activate your selection.

The **Scan and Store** application is now set to translate English words (which you have already scanned and stored) - into French.

Task:

- Again, long press **ENT** to define the word 'device' and view its dictionary entry in the Dictionary Screen.

The Pen display will show:



device
dispositif, procédé,
mesure, appareil

The *dictionary* entry of 'device' displayed in the Dictionary Screen

Step 9: Exercise the Dictionary Screen

Tasks:

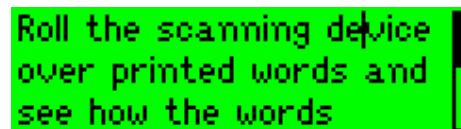
- Press **▼** and **▲** to scroll through the definitions of the dictionary entry.
- Press **▶** to expand the view, adding additional elements to the definition, such as Phonetics. The scroll arrow in the Dictionary Screen denotes the current state of the display: a hollow arrow **◀** denotes that the display is condensed, a full arrow **▶** denotes that the display is full.

Step 10: Return to the open file

Task:

- Press **ESC** to return to the open file.

The Pen display will show:



Roll the scanning device
over printed words and
see how the words

The cursor is still in the word 'device'

At this point you can continue doing any of the following:

Tasks:

- Read out a paragraph (press **ENT**)
- Scroll through the words of the scanned text and define any of them (*long press* **ENT**).
- Open new paragraphs by pressing **▼** at the end of the scanned text.
- Place the cursor at any point where you would like to scan in new text – and just scan.

Step 11: Return to the Pen Main Menu

Task:


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

Tutorial 2 – Image Capture

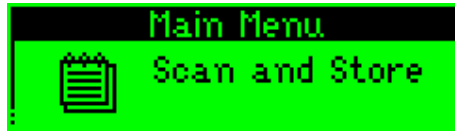
This tutorial will take you through the basic usage of the **Image Capture** application on the Pen.

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 Image Capture application

Task:

- Press  as many times as necessary until **Image Capture** appears on the screen.
- Press  to activate the current option and enter the **Image Capture** application.




The Pen display will show:



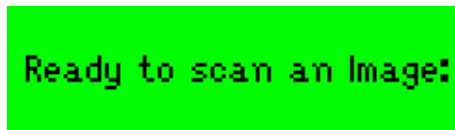
The menu of the **Image Capture** application

Step 3: Create a new file and open it

Tasks:

- Press  to activate the highlighted option (**Scan 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 in the **Image Capture** application

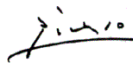
A new file named image001* is created, opened and ready.

**Note: if you have already used this application the file name will contain a different suffix (e.g., image004).*

Step 4: Scan an image into the open file






Task:

- Please scan the following signature of Pablo Picasso:

A handwritten signature in black ink, appearing to read 'Picasso'.

The Pen display will show:

The top left corner of the scanned image.

- Use , ,  and  to scroll through the image.
- Press  to zoom in and out.

Step 5: Return to the Main Menu

Task:

- Press  twice to close the **Image Capture** application and return to the Pen **Main Menu**.

Tutorial 3 – Send Stored Files to PC

This tutorial will take you through the basic usage of the **Send Stored Files to PC** function which involves Pen-PC Communications.

Important:

Before performing this tutorial, you must have already run the one time procedure **Set Up Product on PC** from the *QuickLink-Pen® Elite* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 and follow the instructions.



Step 1: Prepare the PC

Task:

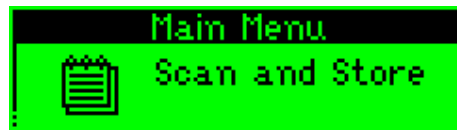
1. Turn your PC on.
2. Close any applications that are running on your computer. The icons of applications that are running appear in the System Tray (located at the bottom right corner of the Windows screen). It is especially important to close applications that use the serial port or USB ports of your computer, such as PDAs or digital camera applications.
3. Activate the **QuickLink-Pen Elite 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 on 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 have closed the application, you can start it by clicking the Windows **Start** menu and selecting **Programs\QuickLink-Pen Elite Desktop\QuickLink-Pen Elite 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  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 **Send Stored Files to PC** appears on the screen.

The Pen display will show:



The Pen **Main Menu**

Step 3: Send the Stored Files to the Desktop Application

Task:

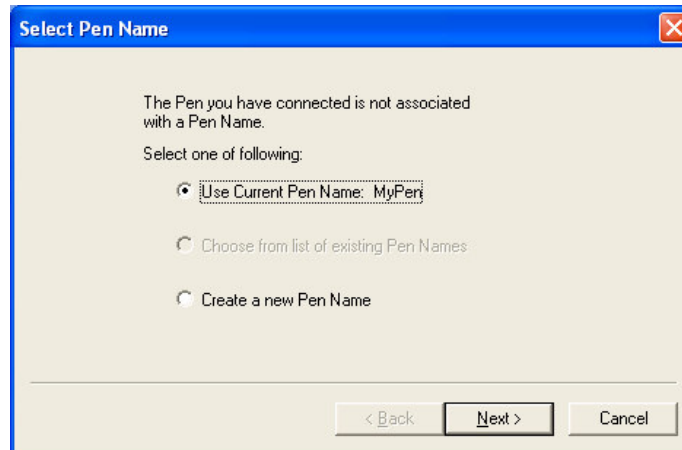
- Press **ENT** to activate the **Send Stored Files to PC** function.

The Pen display will show:



If First Time:

If this is the first time you have ever sent stored files to the Desktop, you will see the following dialog on the PC:



Task:

- Press **Next**.

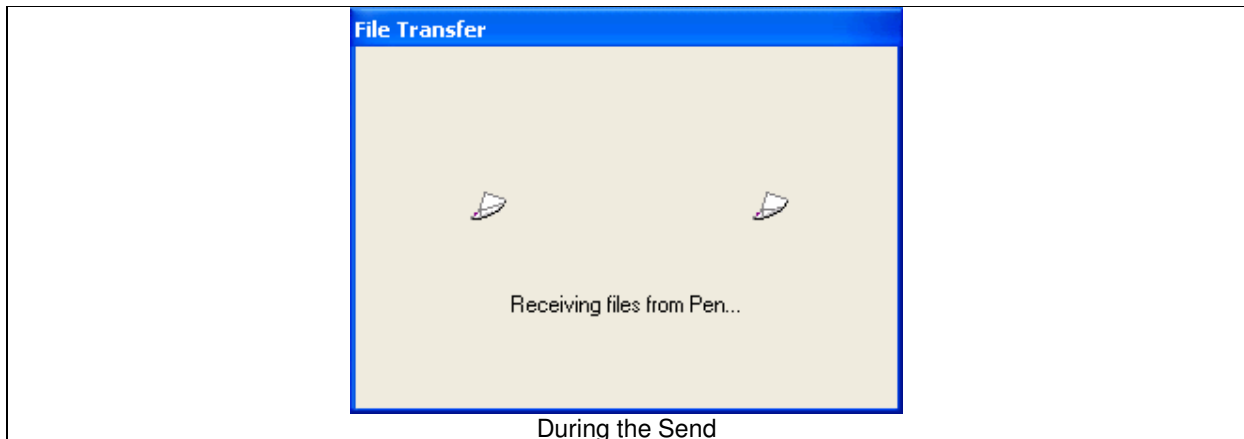


Task:

Press **Finish**.

If NOT First Time:

If this is not the first time you have sent stored files to the Desktop or if you have just closed the above 2 dialogs, you will see the following dialogs on the PC:



During the Send



When the Send is completed

Task:
Press **OK**

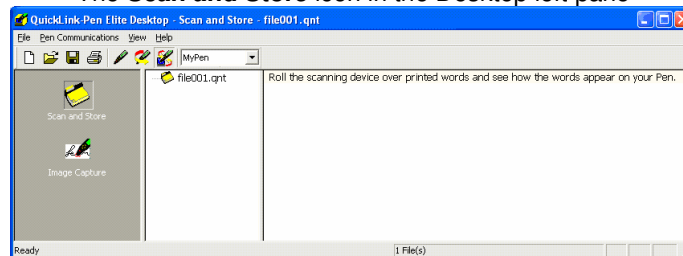
Step 4: View the Sent Text File in the Desktop Application

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 have created in Tutorial 1 - click on the **Scan and Store** icon:



The **Scan and Store** icon in the Desktop left pane



Scan and Store 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.*

Step 5: View the Sent Image 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 image file you created in Tutorial 2 - click on the **Image Capture** icon:



The **Image Capture** icon in the Desktop left pane

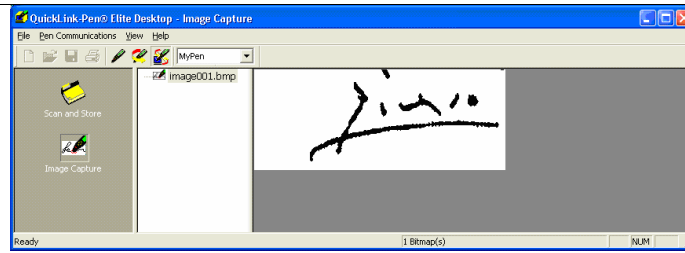


Image Capture in the Desktop application

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** application which involves Pen-PC Communications.

Important:

Before performing this tutorial, you must have already run the one time procedure **Set Up Product on PC** from the *QuickLink-Pen® Elite* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 and follow the instructions.

Step 1: Prepare the PC

Tasks:

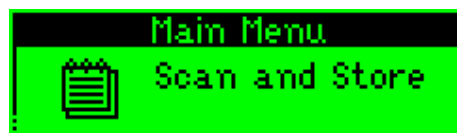
1. Turn your PC on.
2. Close any applications that are running on your computer. The icons of applications that are running appear in the System Tray. It is especially important to close applications that use the serial port or USB ports of your computer, such as PDAs or digital camera applications.
3. Activate the **QuickLink-Pen Elite 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 had closed it, you can start it by clicking the Windows **Start** menu and selecting **Programs\QuickLink-Pen Elite Desktop\QuickLink-Pen Elite 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:

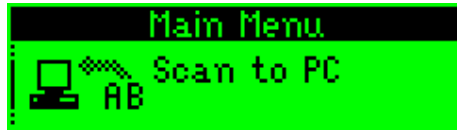


The Pen **Main Menu**

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  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 carried out, 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 – completing the sentence.

Step 4: Return to the Main Menu

Task:

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

The Pen Main Menu




The Pen **Main Menu** is the menu that appears when no application, menu or option has been selected or entered. All applications and functions can be accessed from here. When adding on *applications* to 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  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 Scan and Store Application

The **Scan and Store** application is used to scan and store notes and excerpts into text files. Using this application you may also access dictionary definitions for words you choose from the stored texts. Once you have stored a file, you can transfer it to your computer using the **Send Stored Files to PC** option (from the Pen's **Main Menu**) or to a PDA by selecting **Beaming** from the application menu.

Accessing Scan and Store Application

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

The Scan and Store Menu Options

The Scan and Store Main Menu

The main menu contains the high level options of the **Scan and Store** application.

Accessing the Main Menu

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

Following is a description of the main menu options:

Main Menu Caption – Current File

The caption of the **Scan and Store** 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 have worked on - whose name is displayed in the caption of the **Scan and Store** main menu.
2. The file is opened and the cursor appears in the last position it was when you last edited this file.
3. The file is ready for editing. See *Editing Stored Files* on page 27 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).
*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 of the following: press **ENT** to display the Character Bar (see *The Character Bar* on page 67) or scan the Opticard key to activate the Opticard (see *The Opticard* on page 69). You may also press **ESC** to access the file name **Edit Menu** (this menu contains options specifically intended for editing file names, see *The File Name Edit Menu* on page 67).*
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 Stored Files* on page 27 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 Stored Files* on page 27 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 Smartphone 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.*

Beam Current File

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 **Scan and Store Main Menu**.*

To select a different file:

- a. Select **Open File** from the **Scan and Store 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 File**. 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 rear of the Pen.*

Receive File

1. Select **Beaming**. The **Beaming** submenu opens.
2. Select **Receive File**.
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 rear of the Pen.*

Exit

Exits the **Scan and Store** application and returns to the Pen **Main Menu**.

The Scan and Store 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 67).*

Accessing the Edit Menu

When *inside* an open **Scan and Store** file (see *Creating and Opening Stored Files* on page 27) - 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 68 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 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 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 *Set Scanning Language* on page 62).

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 **Set Scanning Language** option in the **Settings** menu of the Pen **Main Menu**.

Important: only texts scanned when the scanning language was set to English, can be read aloud (see Reading Paragraphs Aloud on page 28).

Select Dictionary

Important: This option will appear only when more than one dictionary has a source language equal to the current scanning language.

Use this option to change the dictionary used for defining the scanned words stored in the **Scan and Store** files.

To select a different dictionary:

1. From the file you are editing press **(ESC)**.
2. From the **Edit Menu** chose the **Select Dictionary** option. The **Select Dictionary** submenu opens.
3. Select the dictionary you wish to use.
 - a. If the stored text is English, select the **AHD Concise** dictionary to *define* the English words, or select the **English->French** to *translate* them.
 - b. If the stored text is French, this option will not appear, since there is only one dictionary whose source language is French – the **French->English** dictionary.

Scanning Options

Allows to set the Pen for scanning inverse text (bright text on dark background) and/or 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. Small icons at the top right corner of the screen indicate the current settings (**NUM** and **INV**).
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).

Scanning and Storing Data

Creating and Opening Stored Files

From the **Scan and Store** 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 Stored 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 26. If you want to scan numeric or inverse text, see Scanning Options on page 27.*
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 and you would like to rescan the text, long-press **ENT** 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: long 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; then double-click **ENT** to display the Character Bar (see *The Character Bar* on page 67).
 - 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 69).
 - Use the Edit Menu: press **ESC** to access the **Edit Menu** (see *The Scan and Store Edit Menu* on page 26).

Navigation Shortcuts Within a File

Double-clicking the arrow buttons quickly moves the cursor within 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.

Reading Paragraphs Aloud

In the **Scan and Store** application it is possible to hear paragraphs of the English texts, stored in the files, read out loud by the Pen. The Pen reads texts aloud using the Text to Speech (TTS) engine installed on it. To read paragraphs aloud:

1. When inside an open **Scan and Store** file - press **ENT** to hear the current paragraph (the one containing the cursor) - read out loud.
2. The whole paragraph is read aloud.
3. When done - the highlight is removed (if one existed) and the cursor moves to the end of the current paragraph.

Notes:

- The Pen only reads aloud English texts, i.e., texts that were entered into the file when the Scanning Language was set to **English** (see *Select Language* on page 26). If you attempt to read aloud text that was scanned in a different language, the Pen will display an error message.
- The Pen reads aloud paragraphs only in the stored files of the **Scan and Store** application.

Defining Text in Scan and Store

You can define words that appear in an open file of the **Scan and Store** application.

The words will be defined using the current dictionary. Make sure that the language of the text you wish to define (according to the *scanning language* set at the time that the texts were scanned) matches the *source language* of the dictionary.

Defining or Translating English Words





To define English words or translate them into French, make sure that the text in the **Scan and Store** file had been scanned while the Scanning Language was set to English. See *Set Scanning Language* on page 62.

*Note: since the Pen contains more than one dictionary with the source language English, use the **Select Dictionary** option to chose the dictionary you wish to use (see Select Dictionary on page 27).*

Translating French Words

To translate French words into English, make sure that the text in the **Scan and Store** file had been scanned while the Scanning Language was set to **French**. See *Set Scanning Language* on page 62.

Choosing a Word to Define

1. Open a file in the **Scan and Store** application (see *Creating and Opening Stored Files* on page 27).
2. If the word you wish to define is not yet included in the text of this file – you can scan it in or add it manually using the Character Bar (see *The Character Bar* on page 67) or Opticard (see *The Opticard* on page 69).
3. Press ,  or  to de-highlight any text and position the cursor within the word you chose to define.
4. Long press  to view the dictionary entry of the chosen word.
5. The Dictionary Screen appears – displaying the dictionary entry for the root of the chosen word. When the word you chose to define is an inflected form (for example, *walked*, which is the –ed form of the verb *walk*) – the Pen displays the entry of the root (*walk*).
6. Some words may not be included in the dictionary (for example, proper names, like Joe or Alice), in which case the Pen will display the message **Word not found**.

The Dictionary Screen



The Dictionary Screen displays entries from the *current* dictionary. The current dictionary may be set to any of the 3 dictionaries on your Pen: *The American Heritage® Concise Dictionary*, the *French to English* dictionary or the *English to French* dictionary. Each entry defines, translates, describes and offers synonyms for one certain headword.

After choosing a word to define (see *Choosing a Word to Define* on page 29), the relevant headword and entry from the dictionary are displayed in the Dictionary Screen.

The Dictionary Entries



Dictionary entries contain various elements and symbols. The main elements are shown when in the default display mode, which is condensed. Additional text elements (for example, Idioms and Phrasal Verbs) appear when changing the display to its full mode.

Viewing the Dictionary Entries

The scroll bars at the right side of the screen appear if there is more text to be viewed - above or below. Use the  and  buttons to scroll through the definitions in the dictionary entry. Double-Click the buttons to navigate quickly and hop between the main segments of the entry.



At any time you can view additional information for the *dictionary* entry you are currently viewing in the Dictionary Screen. You may either expand the display so that *all* the additional information is displayed, or condense the display so that the additional text is *hidden*.

Changing the Display Mode - Condensed and Full

1. In the Dictionary Screen press  or  to toggle the display of the current entry - between condensed and full.
2. The display of the dictionary entries will remain in the mode you have set – until you change it.

How to know if the display mode is condensed or full

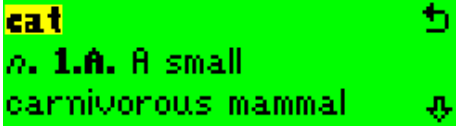
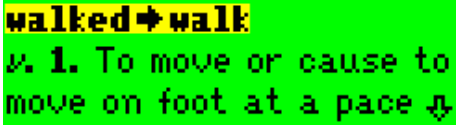
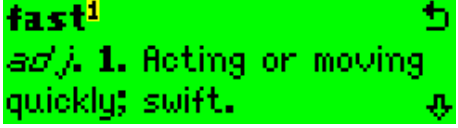
At all times, the scroll arrow (that appears on the screen when displaying the dictionary entry) will indicate the current state of your display:

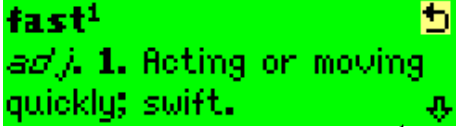

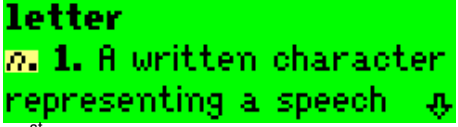
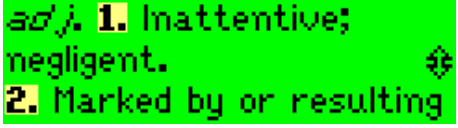
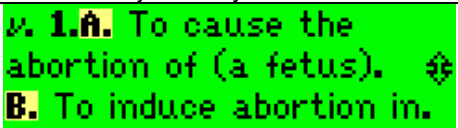
- When the scroll arrow is hollow , it means the display is condensed.
- When the scroll arrow is full , it means the display is full, displaying all the available information.

Elements of the Dictionary Entries

Following is a short description of the main elements and symbols that you may come upon when viewing dictionary entries. The descriptions are divided into two groups – those visible in the condensed display mode and those added to the display when the display is full.

Elements of the Condensed Display Mode

Element or Symbol	Example from the AHD Concise (marked in yellow)
<p>Headword This is the word which is defined in the dictionary entry. All headwords are of the <u>root</u> form. This means that when you define a word which is an <i>inflected form</i>, you are automatically shown the dictionary entry of the <i>root</i>.</p>	 <p>The headword of the entry 'cat'</p>  <p>The headword of the entry 'walk', displayed when defining the word 'walking'</p>
<p>Homonym Number Homonyms are headwords that are spelled the same way, but have different meanings. The small raised number means that the headword you are viewing is a homonym. Other homonyms are displayed in the Word List (see page 31).</p>	 <p>The homonym number of the headword, in entry fast¹</p>

Element or Symbol	Example from the AHD Concise (marked in yellow)
<p>Word List Sign When this sign appears, it means that there is a list suggesting homonyms or additional headwords. Press (ESC) to view the Word List (see page 31). Scroll through the list and press (ENT) to view the dictionary entry of the highlighted headword.</p>	 <p>The Word List sign in entry fast¹</p>  <p>The Word List for headword 'fast'</p>
<p>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 (v.), noun (n.), adjective (adj.), adverb (adv.), preposition (prep.), pronoun (pron.).</p>	 <p>The 1st part of speech ('n.', noun) in entry 'letter'</p>
<p>Definitions Each part of speech may have a few meanings. Each meaning appears in a separate definition. The definitions are numbered; the first one is the most common meaning.</p>	 <p>Definitions (marked with numbers) in the part of speech 'adj.' in entry 'careless'</p>
<p>Sub Definitions Each definition may also have a few meanings. Each meaning appears in a separate sub definition. The sub definitions are marked with letters (A, B, C...).</p>	 <p>Sub definitions (marked with letters) in the first definition of the part of speech 'v.' in entry 'abort'</p>

Element or Symbol	Example from the AHD Concise (marked in yellow)
<p>Sample Sentences A sentence demonstrating the usage of the headword within a sentence. The example demonstrates how to use the headword as defined in the current definition. The same headword, in each separate definition, may be used differently.</p>	<p>2. To cause to; make: ⬆ <i>Let the news be known.</i></p> <p>A sample sentence with the headword 'let', as defined in definition 2 of entry 'let'</p> <p>4. To release or give forth: <i>let out a yelp.</i> 5. To rent or lease. ⬆</p> <p>A sample sentence for using the word 'let' as defined in definition 4 of entry 'let'</p>
<p>Labels Labels describe a specific field in which the headword is used, for example, Music.</p>	<p>3. (Music) Not electronically modified: <i>an acoustic guitar.</i> ⬆</p> <p>The Music label in entry 'acoustic'</p>

Note: Not all elements will appear in all dictionaries, nor in all entries.


Elements Added in the Full Display Mode

In addition to the elements described in the table above, the following elements may be added to the display – when it is in full mode (see *Viewing the Dictionary Entries*, page 29):

Element or Symbol	Example from the AHD Concise (marked in yellow)
<p>Idioms and Phrasal Verbs These are phrases or expressions that contain the headword. The whole phrase is defined. A caption appears at the beginning of the section (<i>Phrasal Verbs</i>., <i>Idioms</i>).</p>	<p>let down</p> <p>1. To lower. 2. To disappoint. ⬆</p> <p>The definitions of the phrasal verb 'let down' in entry 'let'</p>

Element or Symbol	Example from the English to French (marked in yellow)
<p>Phonetics This is the phonetic transcription of the headword, indicating how the word should be pronounced.</p>	<p>cat¹ (kæt) ⬆</p> <p>n. chat, félin, chipie (pé), type (arch) ⬇</p> <p>The phonetics of the word 'cat'</p>

Note: Not all elements will appear in all dictionaries, nor in all entries.

 **The Word List**

The Word List sign appears at the top of the entry displayed in the Dictionary Screen; it means that the current headword has an additional list of words to choose from and to view in the Dictionary Screen.

When does the Word List appear?

A Word List exists when:

- The word you chose to define corresponds to two or more identical headwords with separate meanings (i.e., homonyms)
Example (from the AHD Concise): bear¹ (verb) and bear² (noun).
- The word you chose to define corresponds to more than one dictionary entry.
Example (from the AHD Concise): If you scan the word 'cat', you can choose between the matching headword 'cat' (which is a noun) and the headword 'CAT' (which is an abbreviation).

Using the Word List:

1. When the Word List sign appears in the top right corner of an entry in the Dictionary Screen - press **ESC**.
The word list for the selected word appears.
2. Select the word you want. The dictionary entry for the selected word appears.
3. To return to the word list, press **ESC** again.
4. To exit the list and return to the **Scan and Store** file, press **ESC**.

Exiting the Dictionary Screen

Pressing **ESC** from the Dictionary Screen will return to the word you had originally chosen in the **Scan and Store** file.

Scanning in Other Languages

Please refer to *Select Language* on page 26.

Closing and Saving Stored Files

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

Beaming Stored Files to a PDA

Please refer to *Beaming* on page 26.

Exiting the Scan and Store Application

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

Sending Stored Files to the PC

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 *QuickLink-Pen® Elite* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 and follow the instructions there.

To send stored files 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 QuickLink-Pen® Elite CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC and that the other side of the cable is connected to the PC-Link Connector outlet of your Pen.*
3. Start the **QuickLink-Pen Elite Desktop** application and make sure that Pen communications are on (see *How to know if Pen Communications are on*, on page 58).
4. Turn the Pen on.
5. Long press **ESC** until you reach the Pen **Main Menu**.
6. Press **▼** until **Send Stored Files to PC** appears on the screen.
7. Press **ENT**. The sending begins. *Note: When performing **Send Stored Files to PC**, all stored files (from all storing applications) on your Pen are sent to the PC, according to the **Pen-PC File Transfer Settings** set in the Desktop application (see *Setting the File Transfer Settings* on page 52).*
8. When the process is done, **OK** the pop up in the **QuickLink-Pen Elite Desktop**.
9. Click the **Scan and Store** icon in the **QuickLink-Pen Elite Desktop** application.
10. The list of stored files you had transferred from the Pen - appear on the screen.

*Note: By default, the stored files of the **Scan and Store** application are copied from the Pen to the Desktop application and then deleted from the Pen. See *File Transfer Settings for Scan and Store* on page 55 for information on changing these settings, or having the files sent to additional PC applications such as MS Word.*

The Image Capture Application

The **Image Capture** allows to scan small images and store them on the Pen. Once you have stored a file you can transfer it to your computer using the **Send Stored Files to PC** option (from the Pen's **Main Menu**).

Accessing Image Capture Application

1. Long press **(ESC)** 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 had 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. Then you can do any following: press **(ENT)** to display the Character Bar (see [The Character Bar](#) on page 67), or scan the Opticard key to activate the Opticard (see [The Opticard](#) on page 69. 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 67).*
2. Press **(V)** to highlight the **OK** button and press **(ENT)** to open the new file.
3. The **Ready to scan an 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 and Editing Image Files

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.

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).

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.

Exiting the Image Capture Application

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

Sending Stored Images to the PC

Important:

The transferal 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 *QuickLink-Pen® Elite* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 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 you had chosen during the **Set Up Product on PC** procedure of the *QuickLink-Pen® Elite* CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC and that the other side of the cable is connected to the PC-Link Connector outlet of your Pen.*
3. Start the **QuickLink-Pen Elite Desktop** application and make sure that Pen communications are on (see *How to know if Pen Communications are on*, page 58).
4. Turn the Pen on.
5. Long press **ESC** until you reach the Pen **Main Menu**.
6. Press **▼** until **Send Stored Files to PC** appears on the screen.
7. Press **ENT**. The sending begins. *Note: When performing **Send Stored Files to PC**, all stored files (from all storing applications) on your Pen are sent to the PC, according to the **Pen-PC File Transfer Settings** set in the Desktop application (see *Setting the File Transfer Settings* on page 52).*
8. When the process is done, **OK** the pop up in the **QuickLink-Pen Elite Desktop** application.
9. Click the **Image Capture** icon in the **QuickLink-Pen Elite Desktop** application.
10. The list of image files you had transferred from the Pen - appear on the 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 *File Transfer Settings for Image Capture* on page 55 for information on changing these settings.*

The Add-On Applications

Installing Add-On Applications

There are three applications you can add to your Pen and Desktop, each allowing the storage of different types of data: **Address Book**, **Internet Links** and **Tables**. Each of the applications allows you to use the Pen to scan and store the data and then transfer that data to your PC.

To install an add-on application to your Pen and Desktop:

1. Insert the *QuickLink-Pen® Elite* CD-ROM into the CD-ROM drive of your computer.
2. The **Menu** appears.

*Note: If the **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 any of the buttons from the **Pen and Desktop Add-On Applications** section and follow the online instructions.

After adding an 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 add-on applications:

1. Activate each Pen application to scan and store its type of data.
2. Use the **Send Stored Files to PC** option from the Pen **Main Menu** to send all stored files (from these applications, too) to your PC
3. View the sent data in the Desktop or in any host application you have set in the **Pen-PC File Transfer Settings** dialog of the Desktop (see *Setting the File Transfer Settings* on page 52).

Following are detailed instructions for using each of the add-on applications.

The Address Book Application

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

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 *Installing Add-On Applications* on page 35).

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.

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 41 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 40 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 40 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.

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 *Set Scanning Language* on page 62).

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 **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 67), or scan the Opticard key of the Opticard to activate the Opticard (see *The Opticard* on page 69), 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 67).

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 (ENT). 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 67).*

Accessing the Edit Menu

When in an open address (see *Creating and Opening Addresses* on page 40), make sure you are in *Edit* mode (the cursor should be blinking, see *How to know which mode the Pen is in* on page 41) 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 68 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 37.

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.

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 41).

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 41). 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 41) – 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).
Note: if you want to scan text that is in a different language, see Next Address Lang. on page 37. 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 40.
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 *Auto Advance* on page 37).
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. 37)*
5. If the scanning results on the screen are not satisfactory, you can edit the cell in various ways - see *Editing Existing Text* on page 41.
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 36).

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 40).
- **Use the Character Bar:** Press **(ENT)** to display the Character Bar (see *The Character Bar* on page 67) 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 69) 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 37.

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 36 and *View Address* on page 36.

Beaming Stored Addresses to a PDA

Please refer to *Beaming* on page 38.

Exiting the Address Book Application

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

Sending Stored Address Book to PC

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 *QuickLink-Pen® Elite* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 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 QuickLink-Pen® Elite CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC and that the other side of the cable is connected to the PC-Link Connector outlet of your Pen.*
3. Start the **QuickLink-Pen Elite Desktop** application and make sure that Pen communications are on (see *How to know if Pen Communications are on*, page 58).
4. Turn the Pen on.
5. Long press **ESC** until you reach the Pen **Main Menu**.
6. Press **▼** until **Send Stored Files to PC** appears on the screen.
7. Press **ENT**. The sending begins. *Note: When performing **Send Stored Files to PC**, all stored files (from all storing applications) on your Pen are sent to the PC, according to the **Pen-PC File Transfer Settings** set in the Desktop application (see *Setting the File Transfer Settings* on page 52).*
8. When the process is done, **OK** the pop up in the **QuickLink-Pen Elite Desktop**.
9. Click the **Address Book** icon in the **QuickLink-Pen Elite 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 *File Transfer Settings for Address Book* on page 56 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).

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 *Installing Add-On Applications* on page 35).

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.

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 46 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 45 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 45 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

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 *Set Scanning Language* on page 62).

To change the language prior to creating the new link:

1. Select **Next Link Language**.
2. 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 67), or scan the Opticard key of the Opticard to activate the Opticard (see *The Opticard* on page 69), 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 67).

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 67).*

Accessing the Edit Menu

When in an open link (see *Creating and Opening Links* on page 45), make sure you are in *Edit* mode (the cursor should be blinking, see *How to know which mode the Pen is in* on page 46) 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 68 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 , , 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.

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 45) – 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). *Note: if you want to scan text that is in a different language, see [Next Link Language](#) on page 43. 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 44.*
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 43).
4. If the scanning results on the screen are not satisfactory, you can edit the cell in various ways - see *Editing Existing Text* on page 45.
5. When you have finished filling the fields, either select the **OK** button at the bottom of the entry, or press  (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 43).

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 . 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  to access the **Internet Links Edit Menu** (see *The Internet Links Edit Menu* on page 44).
- **Use the Character Bar:** Press  to display the Character Bar (see *The Character Bar* on page 67) 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 69) 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 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 43.

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 42 and *View Link* on page 43.

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.

Sending Stored Internet Links to PC

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 *QuickLink-Pen® Elite CD-ROM*. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 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 QuickLink-Pen® Elite CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC and that the other side of the cable is connected to the PC-Link Connector outlet of your Pen.*
3. Start the **QuickLink-Pen Elite Desktop** application and make sure that Pen communications are on (see *How to know if Pen Communications are on*, page 58).
4. Turn the Pen on.
5. Long press **ESC** until you reach the Pen **Main Menu**.
6. Press  until **Send Stored Files to PC** appears on the screen.
7. Press **ENT**. The sending begins. *Note: When performing **Send Stored Files to PC**, all stored files (from all storing applications) on your Pen are sent to the PC, according to the **Pen-PC File Transfer Settings** set in the Desktop application (see *Setting the File Transfer Settings* on page 52).*
8. When the process is done, **OK** the pop up in the **QuickLink-Pen Elite Desktop**.
9. Click the **Internet Links** icon in the **QuickLink-Pen Elite 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 [File Transfer Settings for Internet Links](#) on page 56 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.

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 *Installing Add-On Applications* on page 35).

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.

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 49 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.

Note: This option appears only if you have at least one table file on your Pen.

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 67), or scan the Opticard key of the Opticard to activate the Opticard (see *The Opticard* on page 69), 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 67).
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 49 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 49 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 67).*

Accessing the Edit Menu

When in an open table (see *Creating and Opening Tables* on page 49), make sure you are in *Edit* mode (the cursor should be blinking, see *Edit Mode* on page 50) 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 68 in 'The Character Bar' section of this manual.

Clear Line

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

Select Language

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 *Set Scanning Language* on page 62).

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 , , 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 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.

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 50) – 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 48. If you want to scan numeric or inverse text, or if you want a cell to contain more than one line, see Scanning Options on page 49.*
3. The new text appears in the cell and the new text is highlighted.
4. If the scanning results on the screen are not satisfactory, you can edit the cell in various ways - see *Editing Existing Text* on page 50.
5. 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).
6. Continue scanning the table cells.
7. When done, press  (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 48).
- **Use the Character Bar:** press **(ENT)** to display the Character Bar (see *The Character Bar* on page 67) 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 69) 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 48.

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.

Exiting the Tables Application

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

Sending Stored Tables to the PC

Important:

The transferal 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 *QuickLink-Pen® Elite CD-ROM*. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 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 QuickLink-Pen® Elite CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC and that the other side of the cable is connected to the PC-Link Connector outlet of your Pen.*

3. Start the **QuickLink-Pen Elite Desktop** application and make sure that Pen communications are on (see *How to know if Pen Communications are on*, page 58).
4. Turn the Pen on.
5. Long press **ESC** until you reach the Pen **Main Menu**.
6. Press **▼** until **Send Stored Files to PC** appears on the screen.
7. Press **ENT**. The sending begins. *Note: When performing **Send Stored Files to PC**, all stored files (from all storing applications) on your Pen are sent to the PC, according to the **Pen-PC File Transfer Settings** set in the Desktop application (see Setting the File Transfer Settings on page 52).*
8. When the process is done, **OK** the pop up in the **QuickLink-Pen Elite Desktop**.
9. Click the **Tables** icon in the **QuickLink-Pen Elite 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 File Transfer Settings for Tables on page 57 for information on changing these settings or having the files sent to additional PC applications such as MS Explorer.*

Sending Stored Files to the PC

The transferal of stored data is possible between the Pen and the PC (Desktop and Host applications). The send function is performed for any *storing applications* you have installed. The available storing applications in this product are the default **Scan and Store** and **Image Capture** applications, plus the 3 add-on applications: **Address Book**, **Internet Links** and **Tables**. All these applications store text, except for the **Image Capture** application, which stores images. The sending is performed according to the settings set in the **Pen-PC File Transfer Settings** dialog in the Desktop application. The sending is initiated by the Pen, while the PC is prepared to receive this initiation.


Following are instructions for setting and performing the **Send Stored Files to PC** operation.

Preparing the PC

Important:

The transferal 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 *QuickLink-Pen® Elite* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 and follow the instructions there.

Starting the Desktop Application

1. Turn your PC on.
2. 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 port of your computer, such as PDAs or digital camera applications.
3. Start the **QuickLink-Pen Elite 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 had closed the application, you can start it by opening the Windows **Start** menu and select **Programs\QuickLink-Pen Elite Desktop\QuickLink-Pen Elite Desktop**.
4. For more information on the Desktop application, please refer to the **QuickLink-Pen Elite Desktop** Help file.

Setting the File Transfer Settings

When the option **Send Stored Files to PC** is selected on the Pen a transferal of files occurs between the Pen and PC. The settings for this transferal are set in the **Pen-PC File Transfer Settings** dialog in the Desktop. The dialog is preset to the default settings.

If the following default settings suit your needs, you need not perform any of the procedures in this section - you can continue to the next section - *Confirming Pen-PC Communications* on page 58.

The Default Settings

Following are the default settings for each of the storing applications, as set in the **Pen-PC File Transfer Settings** dialog in the Desktop:

Note: The following list includes information for the add-on applications, which you may not have included in your product. If you wish to include any one of them, see [Installing Add-On Applications](#) on page 35.

Scan and Store:

The stored text files of the **Scan and Store** 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”).

Address Book (add-on)

All addresses from the main **Address Book** (mainadd) – both those stored in the Pen *and* those created or modified in the Desktop - are synchronized, resulting in one **Address Book** file (mainadd), identical on the Pen and on the Desktop.

Internet Links (add-on)

All links from the main **Internet Links** file (mainlnk) – both those stored in the Pen *and* those created or modified in the Desktop - are synchronized, resulting in one **Internet Links** file (mainlnk), identical on the Pen and on the Desktop.

Tables (add-on)

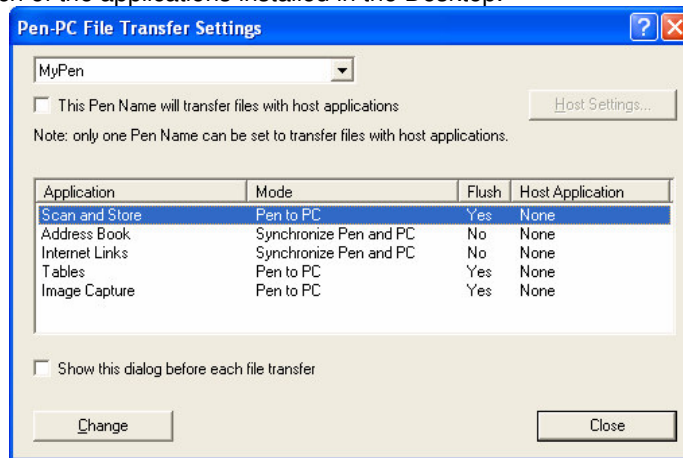
The stored table files of the **Tables** application are copied from the Pen to the Desktop application and then deleted from the Pen (“flushed”).

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

The Pen-PC File Transfer Settings Dialog

Accessing the Dialog

In the Desktop application select **Pen Communications** from the menu bar and then select the **Pen-PC File Transfer Settings ...** option. The **Pen-PC File Transfer Settings** dialog opens, displaying the current file transfer settings for each of the applications installed in the Desktop.



The Pen-PC File Transfer Settings dialog

The Application Settings

The **Pen-PC File Transfer Settings** dialog displays each storing application installed in your product and its current settings for the **Send Stored Files to PC** transfer. 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 storing 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 **Send Stored Files to PC** operation.

Flush

When on, this column says **Yes** and the application files are deleted from the Pen at the end of the **Send Stored Files to PC** 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-Pen Elite Desktop** application – to which the stored files can also be transferred. 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 54 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 **Pen-PC File Transfer Settings** dialog displays the setting for one “Pen Name”. When launching the **Pen-PC File Transfer Settings** dialog, the settings of the current Pen Name are displayed and its name appears again in the top left of the **Pen-PC File Transfer 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 **Send Stored Files to PC**, 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 **Send Stored Files to PC** with host applications, click the **This Pen Name will Send Stored Files to 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 noted before, it is advised to work with the default Pen Name “MyPen”.

The Default Host Settings

The default host settings for each application are as following:

- MS Word as the host for **Scan and Store**.
- MS Outlook as the host for the **Address Book**.
- MS Internet Explorer as the host for the **Internet Explorer**.
- MS Excel as the host for **Tables**.
- *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 **Send Stored Files to PC** function will fail.

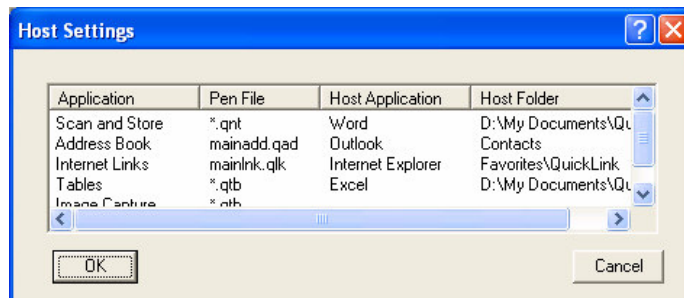
If you want to cancel the interaction of this product with host applications, simply uncheck **This Pen Name will Send Stored Files to host applications** checkbox.

If you want to turn off the host interaction for some of the storing applications, but leave it on for others, refer to the explanation about the *Host Application* column, of the **Host Settings** dialog, on page 55.

The Host Settings Dialog

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

*Note: if the **Host Settings** button is inactive, see [Activating Host Settings](#) on page 54 for information on activating it.*



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

Following is a description of each column:

Application

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

Pen File

The file(s) from each storing application that can be transferred to or from the host application, when performing the **Send Stored Files to PC** operation, are as follows:

- **Scan and Store:** All **Scan and Store** files (*.qnt) are transferred to the host application.
- **Address Book:** All addresses in the main **Address Book** file, mainadd.qad, are transferred to and/or from the host application.

- **Internet Links:** All links in the main **Internet Links** file, mainlnk.qlk, are transferred to and/or from the files in the specified folder of the host application.
- **Tables:** All **Tables** files (*.qtb) are transferred to the host application.

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 **Send Stored Files to PC** 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 **QuickLink-Pen Elite Desktop** installation folder.*

Show this dialog before each Send Stored Files to PC

At the bottom of the **Pen-PC File Transfer Settings** dialog is a **Show this dialog before each file transfer** 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 **Send Stored Files to PC** 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 **Proceed** from the **Pen-PC File Transfer Settings** dialog, to continue the send process, or press **Close** to stop the process.

Following are instructions on changing the **Pen-PC File Transfer Settings** and/or the **Host Settings** for *each* of the storing applications.

File Transfer Settings for Scan and Store

The **Send Stored Files to PC** operation is performed according to the settings set in the **Pen-PC File Transfer Settings** dialog (and its child dialog **Host Settings**).

Changing the Mode or Flush Settings

1. Access the **Pen-PC File Transfer Settings** dialog.
2. Select the **Scan and Store** row from the table.
3. Click on the **Change** button.
4. The **Change Pen-PC File Transfer Settings** dialog appears.
5. From the **Transfer 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 send the stored files of this application** – when selecting this option, the **Send Stored Files to PC** does not include the **Scan and Store** 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 Pen-PC File Transfer 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 **Scan and Store** files on the Pen to be deleted after they are sent to the PC when performing **Send Stored Files to PC**.

Changing the Host Application Settings

1. Make sure that the **This Pen Name will Send Stored Files to host applications** check box on the **Pen-PC File Transfer Settings** dialog is checked and click the **Host Settings** button. *Note: if the **Host Settings** button is inactive, see [Activating Host Settings](#) on page 54 for information on activating it.*
2. The **Host Settings** dialog appears.
3. Select the **Scan and Store** 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:
 - **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 **Scan and Store** application.
6. Click **OK** to save changes and close the **Host Settings** dialog. Click **Cancel** to disregard any settings you have just changed.

File Transfer Settings for Image Capture

The **Send Stored Files to PC** operation is performed according to the settings set in the **Pen-PC File Transfer Settings** dialog (and its child dialog **Host Settings**).

Changing the Mode or Flush Settings

1. Access the **Pen-PC File Transfer Settings** dialog.

2. Select the **Image Capture** row from the table.
3. Click on the **Change** button.
4. The **Change Pen-PC File Transfer Settings** dialog appears.
5. From the **Transfer Mode** section, click on the desired mode to activate its radio button:
 - **Pen to PC** (the default) will result in the stored image files from your Pen being copied from the Pen to the Desktop.
 - **Don't send the stored files of this application** – when selecting this option, the **Send Stored Files to PC** 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 Pen-PC File Transfer 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 **Send Stored Files to PC**.

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 on the file name once to display it in the Desktop window, double-click on the file name to open it in the graphic editor or viewer you have associated .bmp files with, in the Windows settings of your PC.

File Transfer Settings for Address Book

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 *Installing Add-On Applications* on page 35).

The **Send Stored Files to PC** operation is performed according to the settings set in the **Pen-PC File Transfer Settings** dialog (and its child dialog **Host Settings**).

Changing the Mode or Flush Settings

1. Access the **Pen-PC File Transfer Settings** dialog.
2. Select the **Address Book** row from the table.
3. Click on the **Change** button.
4. The **Change Pen-PC File Transfer Settings** dialog appears.
5. From the **Transfer 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 send the stored files of this application** – when selecting this option, the **Send Stored Files to PC** 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 Pen-PC File Transfer 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 **Send Stored Files to PC**.

Changing the Host Application Settings

1. Make sure that the **This Pen Name will Send Stored Files to host applications** check box on the **Pen-PC File Transfer Settings** dialog is checked and click the **Host Settings** button. *Note: if the **Host Settings** button is inactive, see *Activating Host Settings* on page 54 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.

File Transfer Settings for Internet Links

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 Desktop application, using the CD-ROM (see *Installing Add-On Applications* on page 35).

Changing the Mode or Flush Settings

1. Access the **Pen-PC File Transfer Settings** dialog.
2. Select the **Internet Links** row from the table.
3. Click on the **Change** button.
4. The **Change Pen-PC File Transfer Settings** dialog appears.
5. From the **Transfer 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 send the stored files of this application** – when selecting this option, the **Send Stored Files to PC** 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 Pen-PC File Transfer 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 **Send Stored Files to PC**.

Changing the Host Application Settings

1. Make sure that the **This Pen Name will Send Stored Files to host applications** check box on the **Pen-PC File Transfer Settings** dialog is checked and click the **Host Settings** button. *Note: if the **Host Settings** button is inactive, see [Activating Host Settings](#) on page 54 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:
 - **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.
 - **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.*
 - **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.

File Transfer Settings for Tables

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 *Installing Add-On Applications* on page 35).

The **Send Stored Files to PC** operation is performed according to the settings set in the **Pen-PC File Transfer Settings** dialog (and its child dialog **Host Settings**).

Changing the Mode or Flush Settings

1. Access the **Pen-PC File Transfer Settings** dialog.
2. Select the **Tables** row from the table.
3. Click on the **Change** button.
4. The **Change Pen-PC File Transfer Settings** dialog appears.
5. From the **Transfer Mode** section, click on the desired mode to activate its radio button:
 - **Pen to PC** (the default) will result in the stored table files from your Pen, being copied from the Pen to the PC.
 - **Don't send the stored files of this application** – when selecting this option, the **Send Stored Files to PC** 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 Pen-PC File Transfer 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 **Send Stored Files to PC**.

Changing the Host Application Settings

1. Make sure that the **This Pen Name will Send Stored Files to host applications** check box on the **Pen-PC File Transfer Settings** dialog is checked and click the **Host Settings** button. *Note: if the **Host Settings** button is inactive, see [Activating Host Settings](#) on page 54 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:
 - **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.
 - **None** – select this option to cancel any host interaction with the **Scan and Store** application.
6. Click **OK** to save the changes and close the **Host Settings** dialog. Click **Cancel** to disregard any settings you have just changed.




Confirming Pen-PC Communications

1. Connect the Pen to the PC. Make sure the connection is done in the same manner you had chosen during the **Set Up Product on PC** procedure of the *QuickLink-Pen® Elite* CD-ROM. For example, make sure that the USB plug side of the USB cable is connected to the USB outlet on your PC 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



(  ) and 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.

- The Desktop cannot detect communications from the Pen when Pen Communications are off, when the Pen is not connected properly, or when the necessary software is not working.
 - 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 simultaneously for any other purpose unless you exit the Desktop application.
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 6).

Sending the Stored Files

1. Turn the Pen on.
2. Long press  until you reach the Pen **Main Menu**.
3. Press  until **Send Stored Files to PC** appears on the screen.
4. Press . The sending process 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**, please refer to *Confirming Pen-PC Communications* on page 58.
5. When the process is done, **OK** the pop up in the **QuickLink-Pen Elite 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 **Pen-PC File Transfer Settings** dialog (see *Setting the File Transfer Settings* on page 52).

Viewing and Editing on the PC

1. Start the Desktop application (See *Starting the Desktop Application* on page 52).
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 **Scan and Store**, **Image Capture** or **Tables** applications (*Note: **Tables** is an add-on application*), the Desktop window displays 2 panes:
 - the middle pane displays the list of all the files of this application.
 - The right pane displays the entries from *one* file – the one selected from the middle pane.
 - When selecting the **Address Book** or **Internet Links** applications (*Note: these are add-on applications*), the desktop displays one file - the *main* file (*mainadd* for **Address Book** and *mainlnk* for **Internet Links**) in the right pane (there is no middle pane). Each line on the screen is a record from the open file (an address entry or link entry).

*Note: though it is advised to work in these applications (both on the Pen and in the Desktop) – while using the main files only (since only they fully support all features of these applications) - you can create or open other files, using the Desktop **File** menu.*
4. The data displayed for each application is the data that has been sent from the Pen (using the **Send Stored Files to PC**), data that has been created in the Desktop, or data that has been synchronized from host applications. See *The Pen-PC File Transfer Settings Dialog* on page 53 for more information on what happens to the Pen and PC data when performing **Send Stored Files to PC**.
 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 Application

The **Scan to PC** application enables you to scan 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:

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 *QuickLink-Pen® Elite* CD-ROM. If you have not yet done this, please refer to *Set Up Product on PC* on page 8 and follow the instructions there.

Starting the Desktop Application

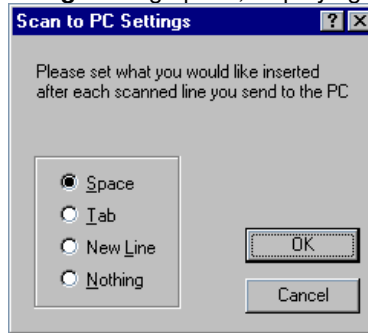
See *Starting the Desktop Application* on page 52, then return to here and proceed.

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*, page 60.

Accessing the Scan to PC Settings Dialog

In the Desktop application select **Pen Communications** from the menu bar 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 *Confirming Pen-PC Communications* on pages 58-58 then return to here and proceed.

Preparing the PC Application

Open the target application on your PC; make sure its window is the active window on your computer (click the window with your mouse) and that 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 Now** window appears with a blinking cursor. 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 follows:
 - i. From the **Scan Now** window, press **(ENT)** to open the **Options** 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 Now** window. Small icons at the top right corner of the screen indicate the current settings (**NUM** and/or **INV**).
 - 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 had set, or else the scanning results will be incorrect.
 - b. If you wish to scan *non-English* text:
 - i. From the **Scan Now** window, press **(ENT)** to open the **Options** menu.
 - ii. Select the **Select Language** option.
 - iii. Select the language which is the same as the language of the printed text you are scanning.
 - iv. This setting remains as is, until you change it. This setting affects the future scanning with **Scan to PC** only. 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 *Set Scanning Language* on page 62).
 - v. Scan. Make sure you are scanning printed text in the right 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.
6. The Pen displays **Sending...** and the text you had scanned should appear, at the cursor point, in the PC application you have prepared (see *Preparing the PC Application* on page 60). 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 60.
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 *Scan to PC Settings in the Desktop* on page 60). 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 Settings Menu

Through the **Settings** menu, you can access 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 Settings Menu

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

Following are descriptions of all the available settings in the **Settings** 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 have just set, whereas **ESC** will close the screen *without* performing any change.



Voice Settings

The **Voice Settings** menu contains options for controlling the way words are read aloud by the Pen.

Note: Only English texts - scanned when the Scanning Language is set to English – can be read aloud.

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 **ENT**.

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



Set Volume

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

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



Set Pitch

Use this option to adjust the pitch of the speaker.

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



Set 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 **Set Reading Speed** appears on the screen and press **ENT**.
2. Scroll to the speed you want by using **▲** or **▼**. The higher the number, the faster the speed.
3. Press **ENT**.



Set Scanning Language

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

1. In the **Settings** menu, scroll using **▲** and **▼** until the option **Set Scanning Language** appears on the screen and press **ENT**.
2. Scroll to the language you prefer by using **▲** or **▼**.
3. Press **ENT**.

Important:

- Mismatch between the language set in the Scanning Language settings and the language of the scanned text, will produce poor scanning results.
- Only texts scanned when the scanning language is set to English – can be read aloud.



Set Interface Language

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

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



Communications Settings

The **Communications Settings** contains 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 setup Pen-PC communications, please do one of the following:

- To setup *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 setup *Infra-Red* Pen-PC Communications:
Please run setup.exe from the CD-ROM folder *Advanced Tools\Infra-Red Pen-PC Communications*.

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

Accessing the Communications Settings menu:

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

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



Set Comm. Device

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

- **Cable** (used for serial communications) 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 cable that converts serial communications to Infra-Red. The supported Infra-Red drivers are: ACT-IR220L, ADAPTEC, CRYSTAL, ESI, PARALLAX.

1. In the **Communications Settings** menu, scroll using and until the option **Set Comm. Device** appears on the screen and press .
2. Select the device you use, using or .
3. Press .

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



Set 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 **Set Baud Rate** appears on the screen and press .
2. Scroll to the baud rate you want by using or .
3. Press .

Notes:







- The setting here should match the setting specified in the **Communications Settings** dialog in the **QuickLink-Pen Elite 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.



Set 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 **Settings** menu, scroll using  and  until the option **Set Auto Shut-Off Time** appears on the screen and press .
 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 .



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



Set Contrast

Use this option to adjust the brightness of the display.

1. In the **Settings** menu, scroll using  and  until the option **Set 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 .

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.



View 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.



View 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 *Compact* on page 72 for information on compacting the Pen memory through the PC dialog **Add\Remove Pen Components**.
- Please see *Optimize Pen File System* on page 73 for information on the Desktop option that compacts the space that the data and image *files* use on the Pen's flash memory card.



View 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, the dictionary and the text-to-speech software (used to read the words aloud).

General Tools and Options

Beaming Stored Data Files to a PDA

Beaming allows to send stored data directly to an IrOBEX-compliant device like a PDA or a Smartphone, or to receive data from such a device and then save that data on your Pen.

*Note: Though the **Beaming** functions use Infra-Red communications, the **Communications Settings** are not used for these functions and you need not set them.*

Please refer to *Beaming* on pages 26 and 38 for instructions on using the **Beaming** feature in the **Scan and Store** and **Address Book** applications.

The Pen Scanning Language

The scanning language defines the language of the spelling check that is performed on the scanned text. Performing a spelling check on the scanning results obviously improves the basic character recognition drastically, forming real words out of letters.

The Scanning Language setting should match the language of the printed text you are scanning, to direct the Pen as to which language speller should be used.

Adding Scanning Languages

If you scan printed texts in languages other than English, French, German or Spanish, you can add a Scanning Language for each additional language you wish to scan in. The *QuickLink-Pen® Elite* CD-ROM contains the following scanning languages which you can add to your Pen (in addition to English, French, Spanish and German – already installed): Swedish, Italian and Portuguese.

To add a Scanning Language to your Pen:

1. Insert the *QuickLink-Pen® Elite* CD-ROM into the CD-ROM drive of your computer.
2. The **Menu** appears.
*Note: If the **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 **Scanning Languages (for Pen)** and follow the online instructions.

The list of available scanning languages appears in the **Set Scanning Language** option (in the **Settings** menu of the Pen **Main Menu**) and in **Select Language** options (in the various **Edit Menus** of the applications).

Changing the Scanning Language

The Scanning Language setting must match the language you wish to scan in.

The Scanning Language can be set in the general **Set 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 **Set Scanning Language** option in the Pen **Main Menu** affects scanning and editing in *all* text scanning applications. When changing this setting, 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 scanning language setting 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 67.

Setting it

To change the general Pen scanning language, see *Set Scanning Language* on page 62.

The Application Scanning Language

Each text storing or scanning application contains an option for manipulating the scanning language within the currently edited field or file. These options affect the next scan or all next scans into the specific application and do not modify previously stored text.

Setting it

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

- **Scan and Store** – see *Select Language* on page 26.
- **Address Book** – see *Next Address Lang.* on page 37
- **Internet Links** – see *Next Link Language* on page 43.
- **Tables** – see *Select Language* on page 48.
- **Scan to PC** – see list item 5-b in *Scanning Text to the PC* on page 60

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 Menu**s 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 68 in 'The Character Bar' section of this manual.

Clear Text

Will clear the file name.

Scanning Options

Allows you to set 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.

Changing the Interface Language

To change the Pen interface language:

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

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 the *Easy Steps* chapter in each application for information on when and how you can access the character bar.



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 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* text storing *application*, refer to the following sections of this manual:
 - In the **Scan and Store** application, see *Editing Stored Files* on page 27.
 - In the **Address Book** application, see *Editing Addresses* on page 40.
 - In the **Internet Links** application, see *Editing Links* on page 45.
 - In the **Tables** application, see *Editing Tables* on page 49.

To access the character bar when editing a *file name* (in *any* application), refer to the following:

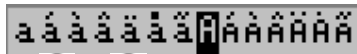
- When editing a file name, see *The File Name Edit Menu* on page 67.
2. The Character Bar opens and the string of text you are editing is displayed above or below it. The first letter of the active character sequence is highlighted on the Character Bar and appears in the string of text, where it will 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.

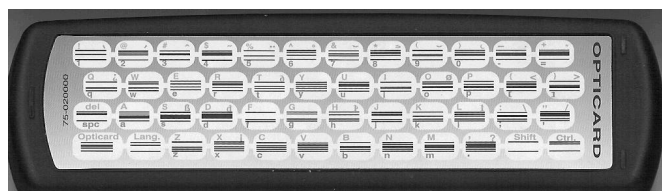
Changing the Character Sequence

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 from the Opticard keyboard, the corresponding character is inserted at the cursor location, in the Pen's 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. Slowly 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. 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.

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 Pen **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. This will allow enhancing the Pen with additional Pen Components. 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 6).


Advanced Desktop Features

The Desktop main functionality is to enable the Pen-PC Communications, specifically supporting the **Send Stored Files to PC** 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 **QuickLink-Pen Elite 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-Pen Elite 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-Pen Elite Desktop** installation, you had 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-Pen Elite Desktop** window open. The pop-up menu has the following options:

- **Show/Hide Window** - Displays or hides the **QuickLink-Pen Elite 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 73). You cannot use this port simultaneously for any other purpose unless you exit the Desktop application.
 - When Pen Communications are off, the Desktop cannot detect communications from the Pen and the port is free for other purposes.
- **Pen-PC File Transfer Settings** - Displays the **Pen-PC File Transfer Settings** dialog box, so that you can view and modify the file transfer settings of the **Send Stored Files to PC** 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 **Send Stored Files to PC** 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 Upgrade 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. You will probably never need to use it, unless for Support purposes – while guided by our Support Team. Its main purpose was to allow for the upgrading of the Pen – but this functionality is currently covered (in a more user-friendly manner), in the various options of the *QuickLink-Pen® Elite* CD-ROM. Nonetheless, here are a few of this dialogs functions, that may come in handy:

- **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, onto 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 65). It is advised to use the Pen option, since it does not require 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 Upgrade 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 to optimize 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 *Scan and Store* 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. Any time you insert the USB Cable into the PC, the correct settings are automatically written to this dialog. This dialog serves as information or when troubleshooting communications problems. If you cannot set up the Pen-PC Communications, 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 how to establish Pen-PC communications, then confirms these communications and writes their settings into the **Communications Settings** of the Desktop.

Important: *Communications settings should be established automatically if you have performed the one-time **Set Up Product on PC** procedure from the CD and if the USB Cable is inserted into the PC.*

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 6).

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. If, when requested to select the **Enter Upgrade Mode** option, it is missing, select the option named **PC-Controlled Communications**, or **Communications** instead (they are the same).

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 6)

Problem:

I added an add-on application (**Address Book, Internet Links, Tables**) but the interface language of the new application is always in English – even if the Pen is set to a different interface language.

Solution:

Apparently you have added an interface language to your Pen – after adding the add-on application. Please rerun the installation of the add-on application from the CD-ROM. It will complete the interface language for the add-on application – according to any interface languages existing on your Pen.

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, skip the 2 screens related to the USB Cable and driver (press >>) and then run the desktop installation from the button **Click here to run Desktop Installation**.

Problem:

I cannot get the Pen and PC to communicate, or I get an error message on the PC.

Solution:

Please make sure the Desktop is not running (if it is, select **Exit** from the **File** menu) and connect the cable. Now launch the Desktop. The com port number assigned by Windows for the cable should be automatically detected by the Desktop.

Problem:

The error message '**Word not found**' appears when trying to define a word in a stored file.

Solutions:

- Confirm that the Scanning Language of the file is set to the language of the text you are trying to define.
- It may be that the word you have scanned is not included in the dictionary, for example, proper names are not included.

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 6)

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  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:

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:

- Reading out loud is supported only for English texts. Non-English texts will not be read out loud and a message will appear if attempting to do so. Therefore, please confirm that the Scanning Language is set to English.
- 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).

Problem:

When trying to read a paragraph aloud, I get an error message **No support for reading aloud in...(name of language)**. Why?

Solution:

You are attempting to read aloud texts that were entered into the file when its scanning language was *not* set to English. Only texts, scanned when the scanning language is set to English, can be read aloud. For more information, please refer to *Select Language* on page 26 and *Reading Paragraphs Aloud* on page 28.

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.