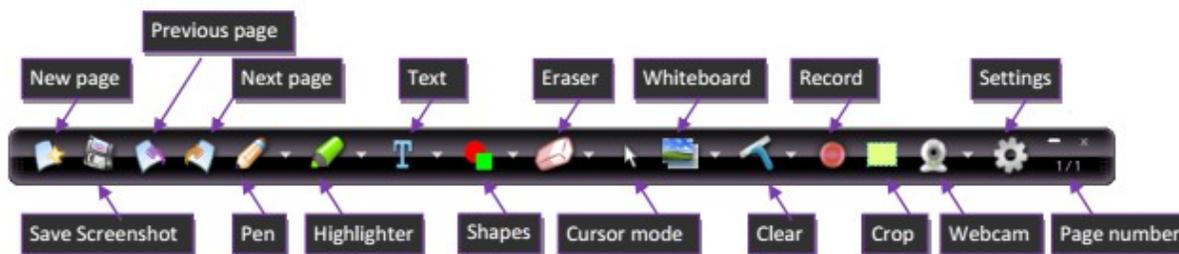
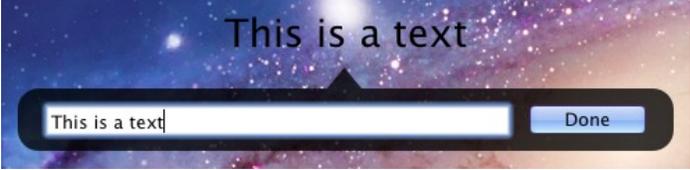


1. Toolbar functions



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

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		 <p>While the dialog is active, you may click anywhere to reposition the current text. Click Done to finalize the text.</p> <p>Note: You can also click on the arrow () to select different font color and size.</p>
8		Shape Switch to shape mode. This mode allows you to draw basic shapes. To draw 'perfect' shapes (square, circle, equilateral triangle), hold Shift button while dragging the mouse. Note: You can click on the arrow () to select different shape and color, and to toggle the fill mode of the shapes.
9		Eraser Switch to erasing mode. Note: You can also click on the arrow () to select a different eraser thickness.
10		Mouse Mode Switch to mouse mode. When in this mode you can click on and control other applications as per normal.
11		Whiteboard Toggle between the Windows Desktop and Whiteboard (an electronic whiteboard).
12		Clear/Delete page Clear all the annotations on the current page. Note: You can also click on the arrow () to delete the current page (all the annotations on the current page will also be deleted).
13		Record Start the recording. You will be prompted to key the filename and the directory that you would like to save your recording to. Record your annotations and whatever that is shown on the desktop. If no crop region is defined, the whole desktop will be recorded. Otherwise only the area within the region is recorded.

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14		Crop Select a region on the screen to record or capture. By choosing an area to record instead of recording the whole desktop, you make the recording process less CPU-intensive, hence improve the smoothness of the playback.
15		Page Number Indicate the current page number / total number of pages.
16		Stop Stop the current recording. Only available while in Recording mode.
17		Pause Pause the current recording and the Resume button will appear. Only available while in Recording mode.
18		Resume Resume the current recording. Only available while in Recording mode.
19		Web camera Turn on/off the web camera view. Note: You can also click on the arrow () to: - Change the size of the camera window; - Select the webcam to be used; - Change the output resolution of the webcam. Moreover, you can drag on the border of the camera window to further customize its size.
20		Settings Open up the Ink2Go Preferences panel. You can use it to make changes to various Settings of the software.

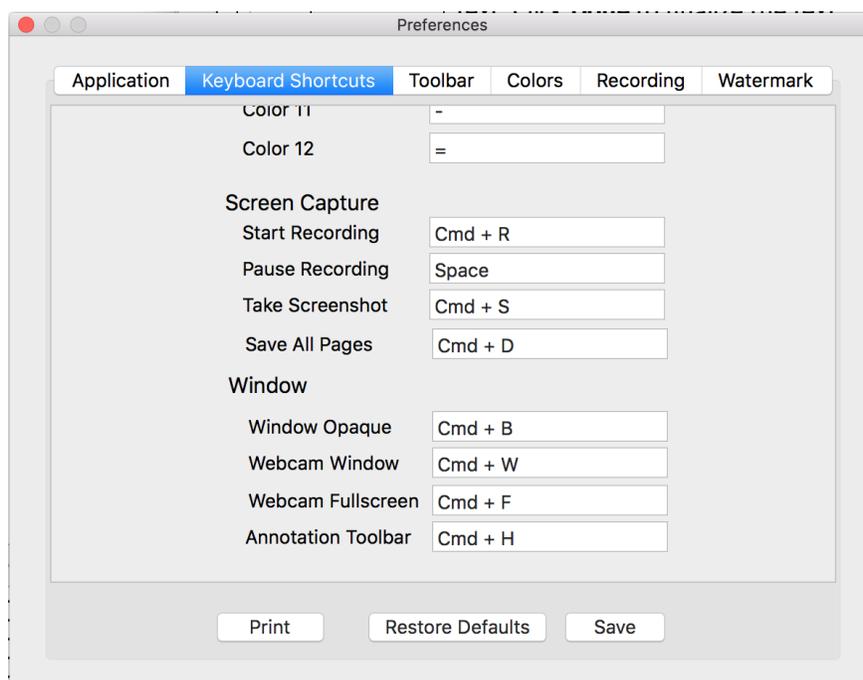
2. Preferences

You can access the **Preferences** menu (**Ink2Go => Preferences**) to modify various application-wide settings.

2.1. Hotkeys

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

You can customize the hotkeys and/or print out the current list of hotkeys for your reference.



Preferences dialog and default hotkeys

Local Keys refers to the hotkeys that you can use when Ink2Go is active (i.e. when you are drawing or interacting with Ink2Go). You can use the application shortcuts to switch between different tools without having to click on the toolbar. For example, you can press 'P' to select Pen, or 'H' to select Highlighter, etc. Please refer to the Preferences menu for the rest of the keys.

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

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Global keys are the system keys that can be used even when Ink2Go is in inactive mode. The default hotkey to activate Ink2Go is **Cmd + Shift + A**. You can use this hotkey combination from within any other application. Alternatively, you can also click on Ink2Go toolbar to activate it. Once Ink2Go is activated, the toolbar will become fully opaque, and you can use the application shortcuts to select the tool again.

2.2. Toolbar

Toolbar settings let you to customize your toolbar, i.e. you can hide buttons that you do not use to make the toolbar more compact. You can also choose a custom scale for your toolbar to make it bigger or smaller on your screen (by default, Ink2Go automatically detects your screen resolution and resizes the toolbar accordingly to best fit that resolution). Advanced users can also choose to fully hide the toolbar when minimized.

2.3. Recording

Recording settings allow you to toggle the automatic file name feature and to switch between MP4 and MOV output format.

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

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

2.4. Colors

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

3. Context Menu

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

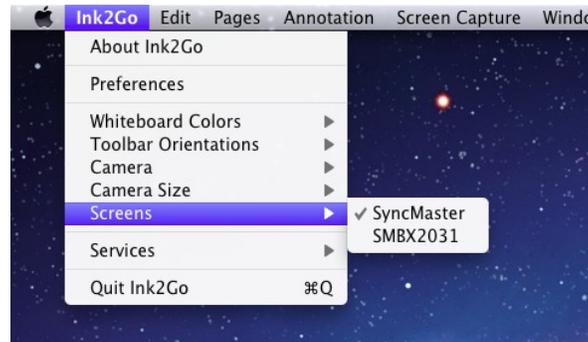
4. Menu Bar Item

You can click on the Ink2Go icon on the menu bar to quickly access Ink2Go Main Menu.



5. Switching Annotation Screen

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



Screen selection from the Main Menu

6. Recording System Audio

In order to record the System Audio (i.e. the audio that is being played on the system, not just that the audio from the mic), you will need to have **Soundflower** installed. Soundflower is a free system extension that can capture system audio and present it as a virtual microphone.

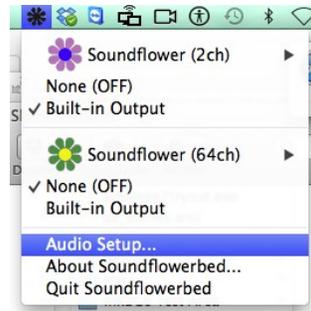
To configure Soundflower:

- Download Soundflower from <http://cycling74.com/products/soundflower/>, and follow its installation instructions.
- Once the installation is completed, open **Soundflowerbed** from Spotlight.

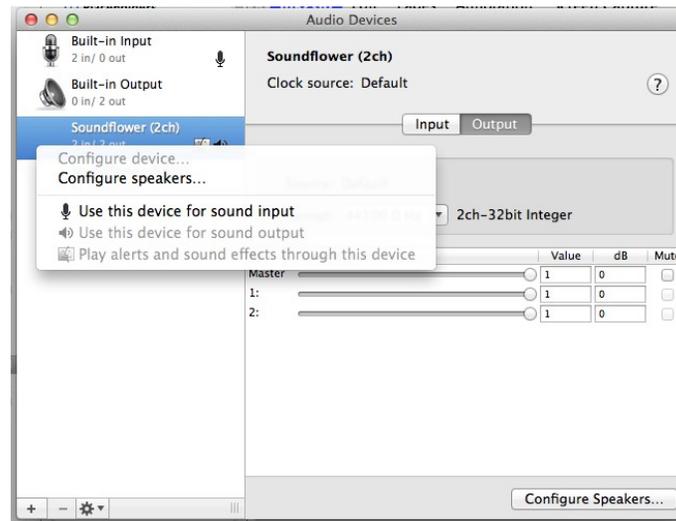


- Select **Audio Setup...**

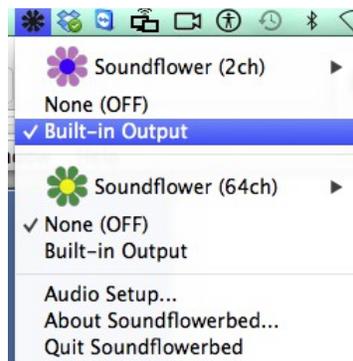
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- On the newly opened Audio Devices panel, right-click on **Soundflower(2ch)**, and select both *Use this device for sound output* and *Play alerts and sound effects through device*.



- You may notice that the system audio no longer comes out from your speakers. To route the audio back to your speakers, open Soundflowerbed menu again, and select your speakers' name under Soundflower(2ch).



Once Soundflower is properly configured, you can select it inside Ink2Go from Ink2Go => Audio Input => Soundflower(2ch). Your recording should capture the system audio now.

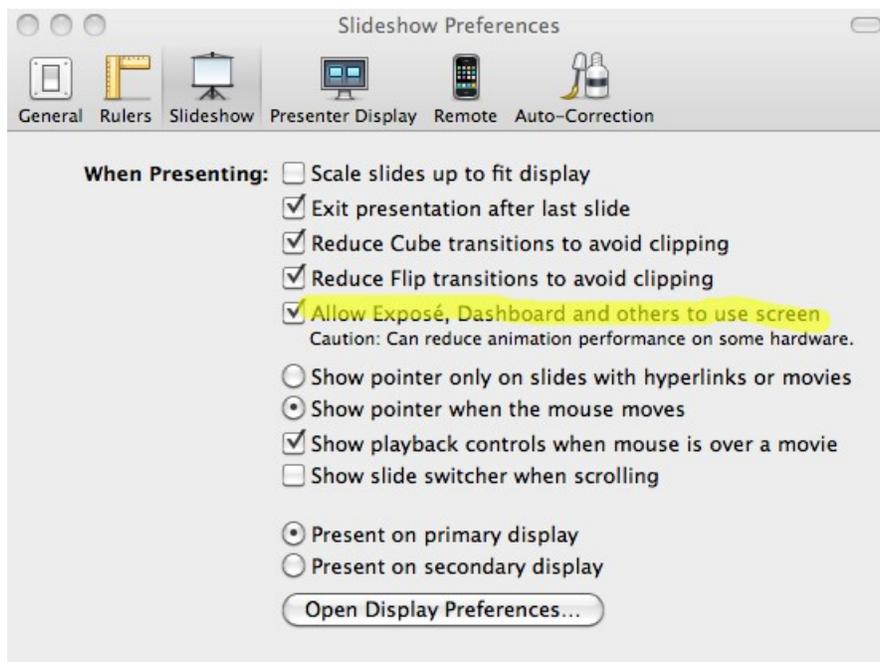
FAQ

Working with Keynote:

Ink2Go is one of a few rare annotation softwares that can work fine with Keynote™ presentation mode. However, you will need to setup several configurations:

- **Keynote**

From Keynote menu, choose Preferences, go to Slideshow tab, then enable “Allow Exposé, Dashboard and other to use screen”. Also select “Show pointer when the mouse moves”.



Picture: Settings in Keynote to enable Ink2Go to work during presentation.

Please note that this option is only available for Keynote 3 onward.

- **Accessibility**

Under normal circumstances, an application (Ink2Go) will not receive key presses if another application (Keynote Presentation mode) is in focus. To bypass this, we would need to perform an additional configuration, which depends on your OSX version.

Mac OS X 10.9 Mavericks and above

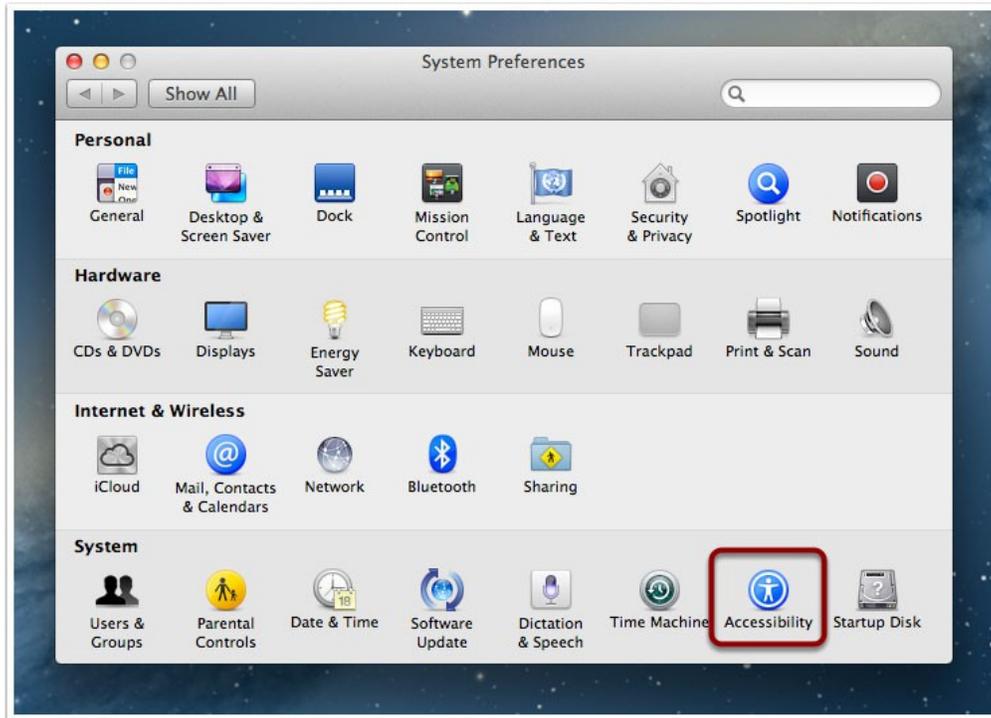


Open System Preferences => Security & Privacy

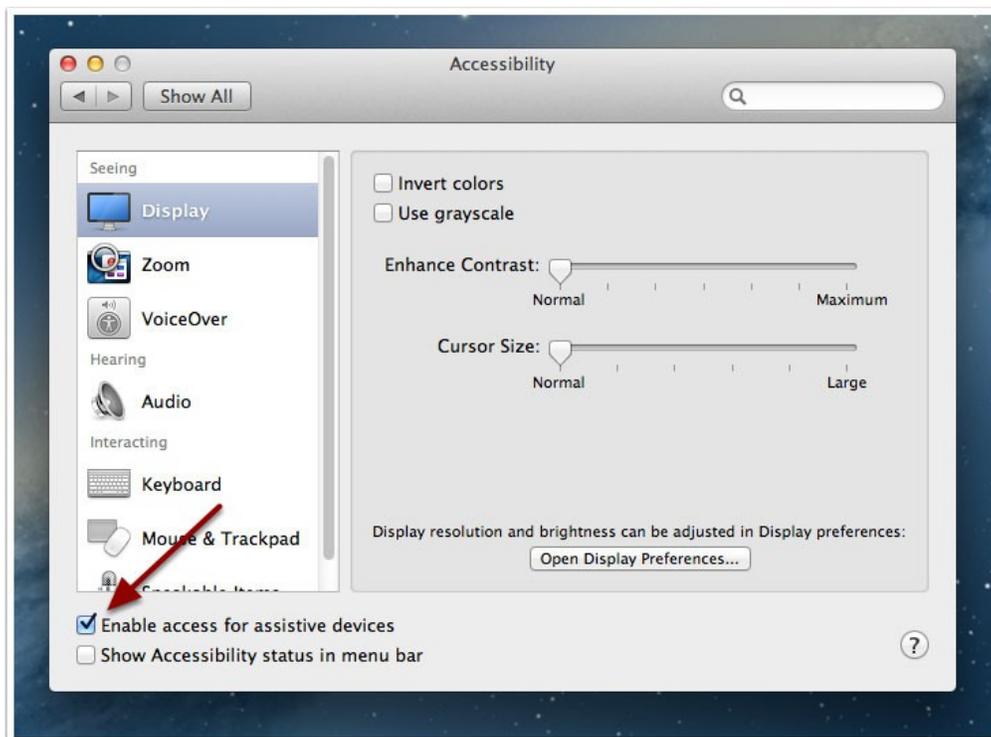


1. Click the **Privacy** tab.
2. Click the lock icon to make changes.
3. Select **Accessibility** from the list.
4. Check the box next to Ink2Go, if present. If you don't see Ink2Go in the list, simply drag and drop Ink2Go's application icon to add it.

Mac OS X 10.8 Mountain Lion

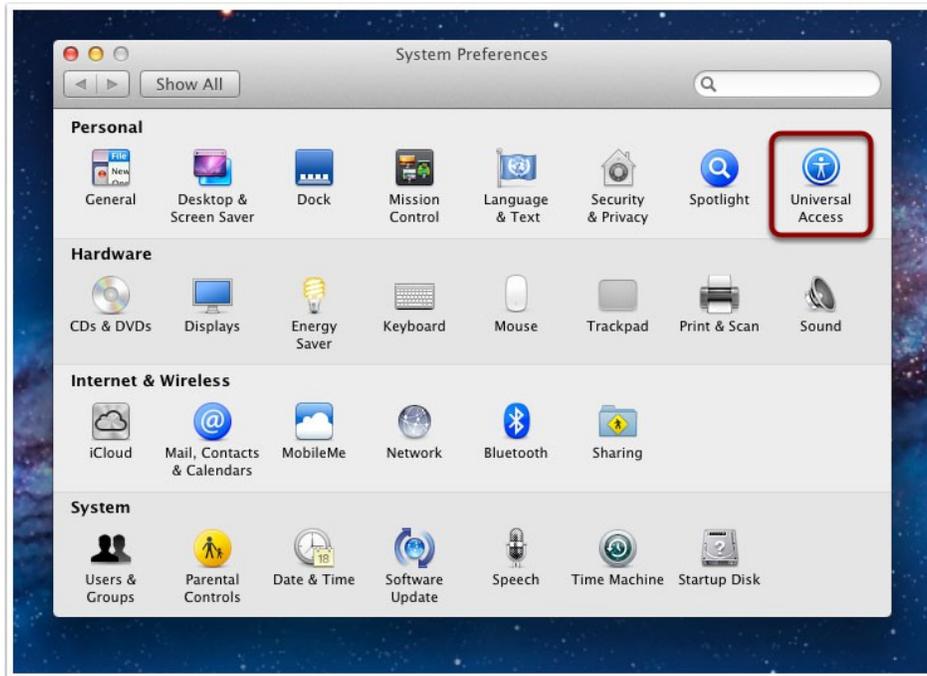


Open System Preferences > Security & Privacy

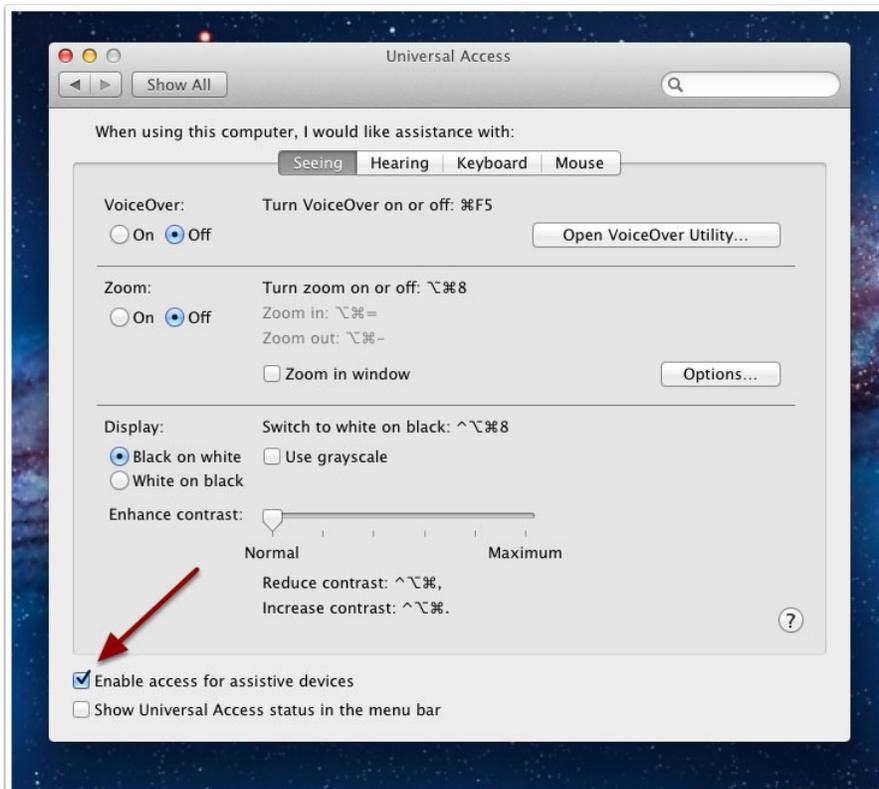


Check the box next to "Enable access for assistive devices"

Mac OS X 10.7 Lion



Open System Preferences > Universal Access



Check the box next to "Enable access for assistive devices"