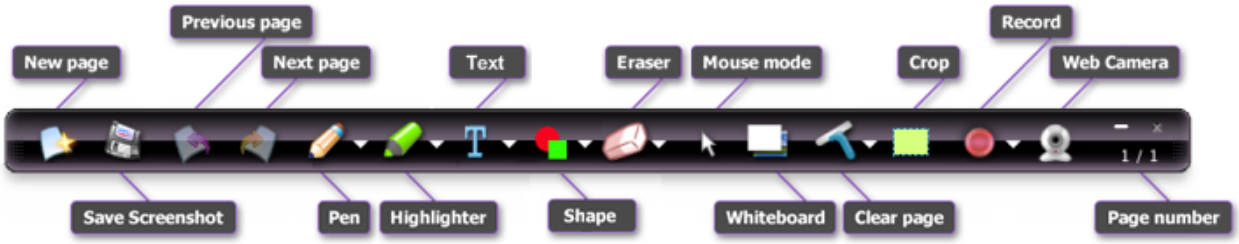
## Toolbar functions




| S/N | Icons | Description |
|---|---|---|
| 1 | | **New Page**<br>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**<br>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**<br>Turn to the previous page. |
| 4 | | **Next Page**<br>Turn to the next page. |
| 5 | | **Pen**<br>Switch to writing mode.<br>Note: You can also click on the arrow ( ) to select a different pen color and thickness. |
| 6 | | **Highlighter**<br>Switch to highlighting mode.<br>Note: You can also click on the arrow ( ) to select a different highlighter color. |
| 7 | | **Text**<br>Switch to text mode. When in this mode, click on your desired text location to display a text input dialog. |

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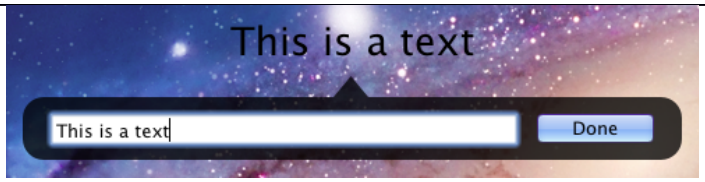
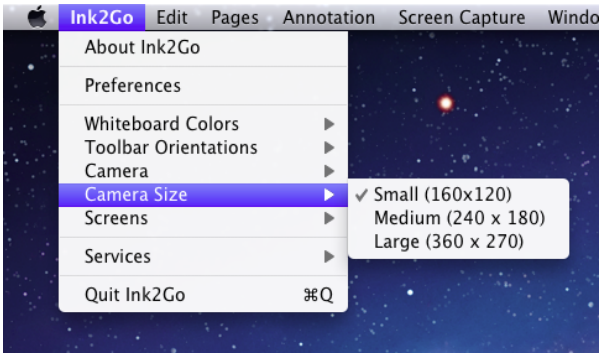
|---|---|---|
| | |  <br>While the dialog is active, you may click anywhere to reposition the current text. Click **Done** to finalize the text.<br><br>Note: You can also click on the arrow ( ) to select different font color and size. |
| 8 | | **Shape**<br>Switch to shape mode. This mode allows you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

| | | |
|---|---|---|
| | | only the area within the region is recorded.<br>When recording is in progress, the application icon slowly transits between as an indicator. |
| 14 | | **Crop**<br>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**<br>Indicate the current page number / total number of pages. |
| 16 | | **Stop**<br>Stop the current recording. Only available while in Recording mode. |
| 17 | | **Pause**<br>Pause the current recording and the Resume button will appear. Only available while in Recording mode. |
| 18 | | **Resume**<br>Resume the current recording. Only available while in Recording mode. |
| 19 | | **Web camera**<br>Turn on/off the web camera view. |

## Camera Size

You can change the size of the camera window by accessing the **Camera Size** menu and choose from one of the three sizes.



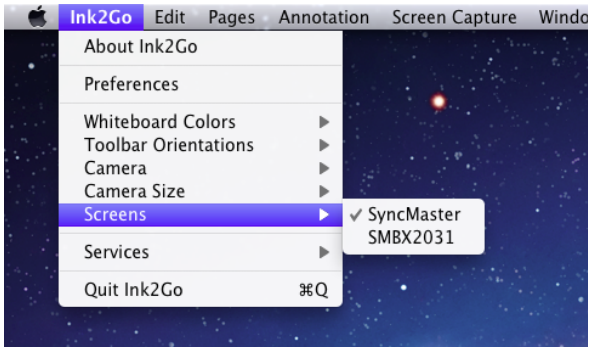

*Camera size setting from the Main Menu*

## Undo/Redo

You can perform Undo/Redo tasks on your annotation by using keyboard shortcuts (⌘ + P and ⌘ + ⇧ + P, respectively), or by using the Edit menu.

## Switching Annotation Screen

Ink2Go is capable of annotating on different 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 monitors.

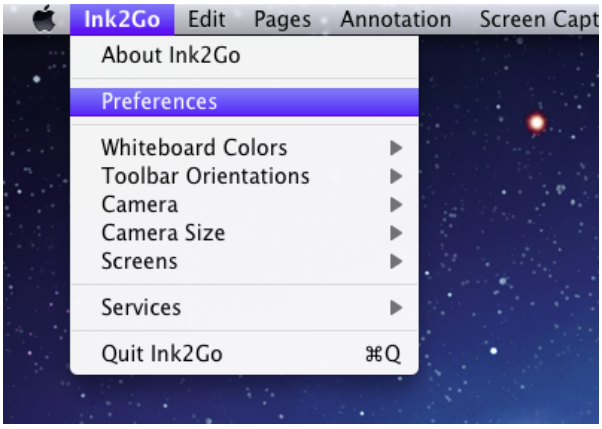



*Screen selection from the Main Menu*

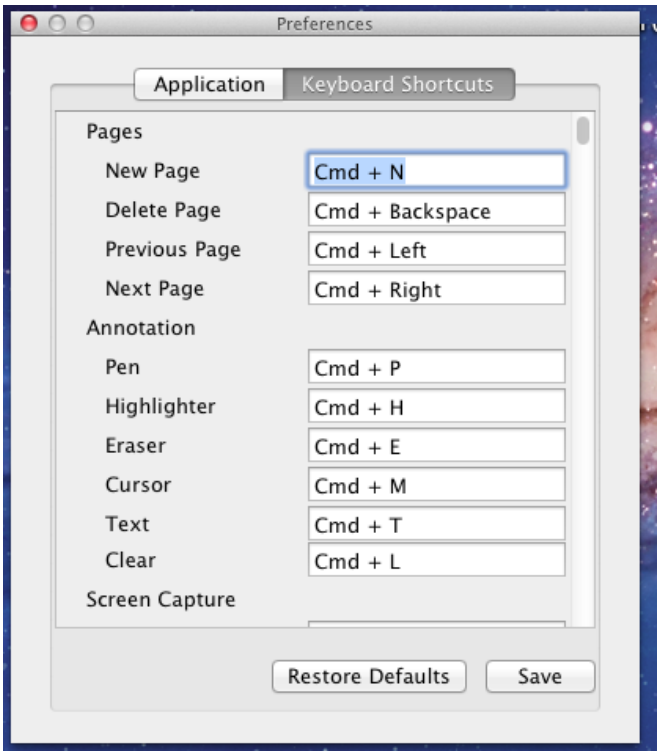
## Keyboard Shortcuts

You can use keyboard shortcuts 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.

For example, by default you can press ⌘ + ⌥ + P to switch to Pen mode, or ⌘ + ⌥ + C to switch to Cursor mode. If you do not like the default shortcuts, you can always change it from the Preferences menu.



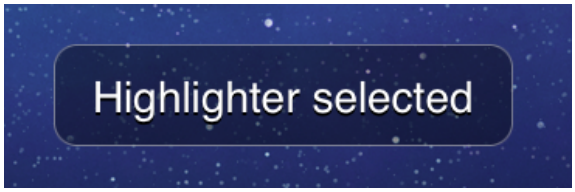

*Preferences setting from the Main Menu*




Preferences dialog and default hotkeys

## Enabling/Disabling Text Annunciation

By default, Ink2Go shows a message box whenever you change your current tool, or perform other actions.




Text annunciation

If you feel this message box interferes with your writing flow, you may choose to disable it from the Preferences dialog.

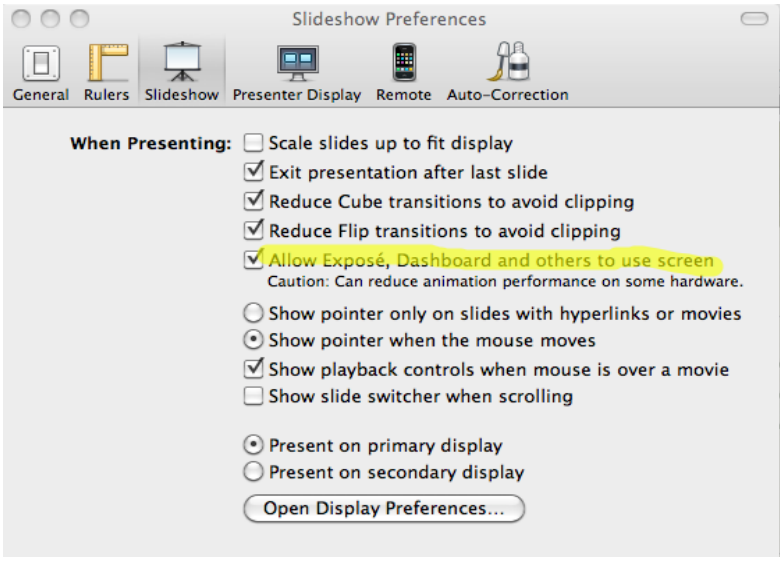
## Context menu

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 flow is much smoother.

## 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 do one more extra setting inside Keynote:
From Keynote menu, choose Preferences, go to Slideshow tab, then enable "Allow Expose, 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.*