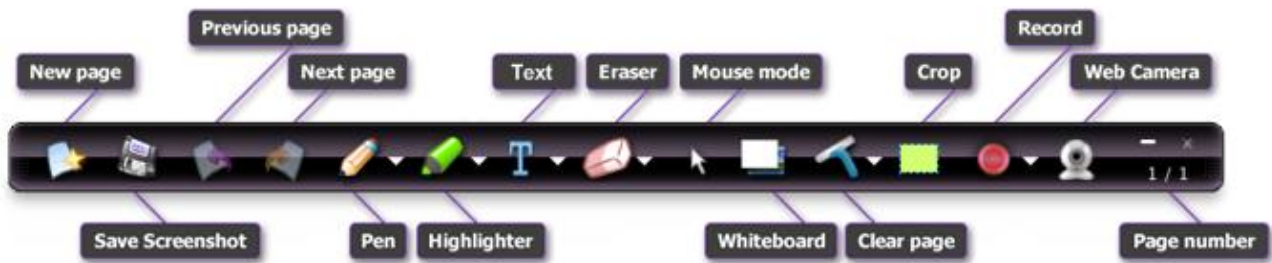














# Ink2Go Help (Windows)

## Toolbar functions





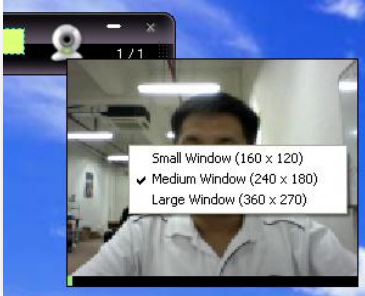


S/N	Icons	Description
1		<b>New Page</b> Create a new page for annotations. Existing annotations will be saved as previous page. You can then use <b>Previous Page/Next Page</b> buttons to navigate between them.
2		<b>Save screenshot</b> Save current screenshot of the desktop (with the annotations) as a PNG, JPEG, Bitmap or GIF file. If you have a crop region defined, this will only save the area inside the crop region.
3		<b>Previous Page</b> Turn to the previous page.
4		<b>Next Page</b> Turn to the next page.
5		<b>Pen</b> Switch to writing mode. Note: You can click on the arrow (  ) or right mouse click anywhere on the screen in writing mode to bring up a popup menu to select a different pen color and thickness.
6		<b>Highlighter</b> Switch to highlighting mode. Note: You can click on the arrow (  ) or right mouse click anywhere on the screen in highlighting mode to bring up a popup menu to select a different highlighter color.
7		<b>Text</b> 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 <b>OK</b> to finalize the text.</p> <p>Note: You can click on the arrow (  ) or right mouse click anywhere on the screen in text mode to bring up a popup menu to select different font color and size.</p>
8		<p><b>Eraser</b></p> <p>Switch to erasing mode.</p> <p>Note: You can click on the arrow (  ) right mouse click anywhere on the screen in erasing mode to bring up a popup menu to select a different eraser thickness.</p>
9		<p><b>Mouse Mode</b></p> <p>Switch to mouse mode. When in this mode you can click on and control other applications as per normal.</p>
10		<p><b>Whiteboard</b></p> <p>Toggle between the Windows Desktop and Whiteboard (an electronic whiteboard).</p> <p>Note: You can click on the arrow (  ) to choose between whiteboard and blackboard.</p>
11		<p><b>Clear/Delete page</b></p> <p>Clear all the annotations on the current page.</p> <p>Note: You can click on the arrow (  ) to delete the current page (all the annotations on the current page will also be deleted).</p>
12		<p><b>Record</b></p> <p>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. Video format: WMV.</p>
13		<p><b>Crop</b></p> <p>Select a region on the screen to record or capture. By choosing an area to record instead of recording the whole desktop, you make the recording process less CPU-intensive, hence improve the smoothness of the playback.</p>
14		<p><b>Page Number</b></p> <p>Indicate the current page number / total number of pages.</p>

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15		<b>Stop</b> Stop the current recording. Only available while in Recording mode.
16		<b>Pause</b> Pause the current recording and a Resume button will appear. Only available while in Recording mode.
17		<b>Resume</b> Resume the current recording. Only available while in Recording mode.
18		<b>Web camera</b> Turn on/off the web camera view.  <u>Camera Size</u> You can change the size of the camera window by right-clicking on it and choose one of the three sizes from the popup menu.  <i>Changing the size of camera window.</i> 

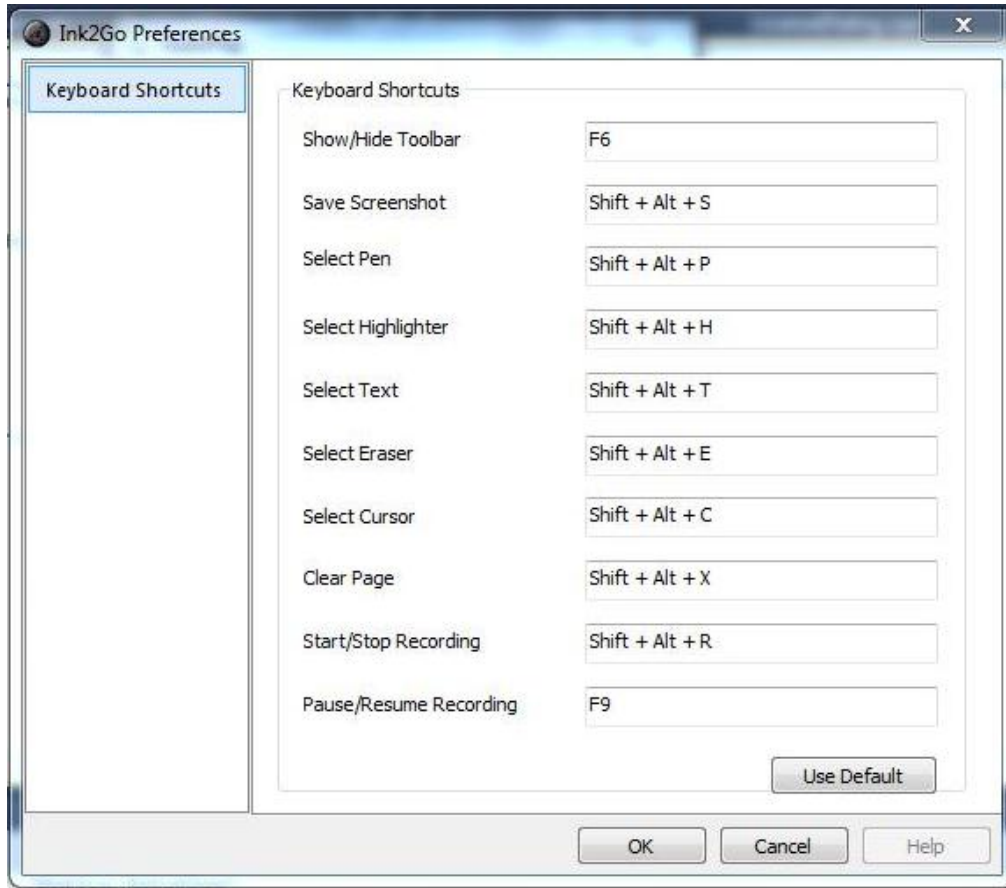
## Tips and Tricks

### Hotkeys

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

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

# Ink2Go Help (Windows)



Preferences dialog and default hotkeys

## 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.

## Main Menu

When you right-click on the Ink2Go icon on the system notification area, you will see Ink2Go main menu.



Ink2Go icon

# Ink2Go Help (Windows)

Show/Hide the annotation toolbar.

If you have more than one display monitors, you can select the one you want to annotate from here.

Switch the orientation of the toolbar between horizontal and vertical.

Start/Stop/Pause the recording.


Show/Hide the web camera window.

Indicate whether mouse cursor will be recorded in the video.

Show the Preferences dialog to let you customize keyboard shortcuts.

Show this help file.

Show the version number of Ink2Go currently installed on this machine.



**Hide Toolbar F6**  
Displays ▶  
Toolbar Orientation ▶  
Start Recording Shift + Alt + R  
Webcam  
✓ Record Mouse  
Preferences...  
Help  
About Ink2Go  
Exit

Ink2Go Main Menu

## Switching Annotation Screen

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



*Display monitor selection from the Main Menu*