SHARP

SHARP Pen Software Version 3.3

OPERATION MANUAL

Contents

Introduction

This software is intended to facilitate effective meetings and presentations.
- Letters can be created directly so that the computer screen can be used as a whiteboard.
- Any document can be converted into an image and imported for display.
- An image can be acquired from a multifunction machine to display.
- The contents being edited can be printed out or saved.

Important Information

- This software has been shipped after strict quality control and product inspection. If, however, you find any failure, contact your product dealer.
- Please understand that SHARP CORPORATION bears no responsibility for errors made during use by the customer or a third party, nor for any other malfunctions or damage to this software arising during use, except where indemnity liability is recognized under law.
- Transcribing or duplicating part or all of this manual and/or this software without permission from our company is not permitted.
- As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice.
- The screens and procedures are examples. The contents or details may vary depending on the screen configuration and OS version, etc. Windows 7 is used as an example in this manual.
- This manual does not contain basic operating instructions for Windows.
- The paths used in this manual assume the case where this software being installed in the default folder. The actual path may vary depending on the folder specified during installation.

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- AMD, AMD Sempron, AMD Athlon, and combinations thereof are trademarks of Advanced Micro Devices, Inc.
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Caution

- For a landscape installation.
- Dual touch cannot be used in Windows Vista.
- In Windows 8/8.1/10, the action of starting to draw from the edge of the screen is sometimes detected as a swipe.
- The version of this software that is installed and used on your computer is referred to as the "full version".
- The version of this software that is preinstalled on the monitor is referred to as the "lite version".
- You can install the "full version" on your computer even if your model supports the lite version.

Touch pens

The touch pens vary by model.
The touch pens are referred to generally as "touch pens" in this manual.
When necessary, the touch pens are distinguished as follows:
- Passive pen
  Touch pen supplied with the PN-L603B/PN-60TB3/PN-L703B/PN-70TB3/LL-S201A/LL-S242A/PN-K322B/PN-K322BH/PN-C603D/PN-C703B/PN-70SC3.
- 2 button pen
  Touch pen supplied with the PN-L602B/PN-L702B/PN-L802B.
- Digitizer pen
  Touch pen supplied with the LL-P202V/PN-L803C*/PN-80TC3*, PN-ZL03*.
- 3 button pen
  Touch pen supplied with the PN-L603A/PN-60TA3/PN-L603W/PN-60TW3/PN-L703A/PN-70TA3/PN-L703W/PN-70TW3/PN-L803C/PN-80TC3 and PN-ZL01/PN-ZL02/PN-ZL03.
 * When "Input mode" is set to "Pen Digitizer" in the Touch Pen Utility.

The shapes of some models are different from the illustrations in this manual.
Touch pen are intended to be used only on their respective models. Touch pen may not function correctly if used with other models.

Required Operating Environment

Computer	PC/AT compatible computer able to output a resolution of 1920 x 1080. (CD-ROM drive required for software installation.)
OS	Windows Vista (32-bit or 64-bit version), Windows 7 (32-bit or 64-bit version), Windows 8 (32-bit or 64-bit version), Windows 8.1 (32-bit or 64-bit version), Windows 10 (32-bit or 64-bit version)* * Use in desktop mode.
CPU	Intel Celeron or AMD Sempron 1.6 GHz or faster Intel Core 2 Duo or AMD Athlon II X2 2.8 GHz or faster recommended
Memory	At least 2 GB
Free space on hard drive	At least 200 MB (free space separately required for data storage)

Starting and Exiting the Software

## Pen Software modes and how to start the modes

■ Full version

• To prevent the Windows taskbar from moving, lock it.
• Set the screen resolution to 1920 x 1080 (3840 x 2160 for PN-K series) and the screen color to 32 bits.
• The work area is displayed for each "sheet". By changing the sheet, you can edit data on another screen.
• If the software was not shut down normally the previous time, the dialog box to restore backup data appears when the software is launched.
• If the text zoom percentage is changed to other than 100%, parts of this software may not display correctly.

Whiteboard mode

You can use the screen as a whiteboard.
Up to 4 boards can be opened.

Board list
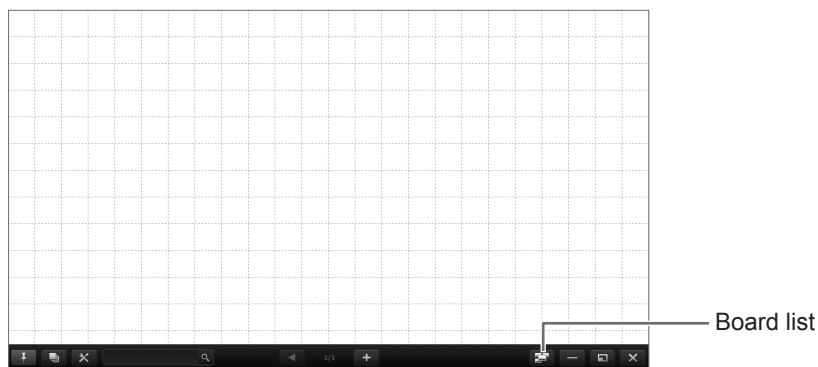
Starting whiteboard mode

Follow the steps below to start the software.

• On the desktop, touch the "Pen Software" shortcut icon ( ) twice quickly (or double-click the icon).
• Click the "Start" button, and then select "All Programs" - "SHARP Pen Software" - "Pen Software".
• Touch a whiteboard file (a file saved in the SWSX format) twice quickly (or double-click the file).
• In Windows 8/8.1/10, launching is also possible from the Start screen and the Apps screen.

Overlay mode

The board is shown as transparent.
Your drawing will appear on the transparent board placed over the screen, so that you can write comments directly on the items displayed on the screen. Note, however, that you cannot operate the screen shown behind the transparent board.
Only 1 board can be opened.

Board list

Starting overlay mode

Follow the steps below to start the software.

- On the desktop, touch the "Overlay mode Pen Software" shortcut icon ( ) twice quickly (or double-click the icon).
- Click the "Start" button, and then select "All Programs" - "SHARP Pen Software" - "Overlay mode Pen Software".
- Touch an overlay board file (a file saved in SWSO format) twice quickly (or double-click the file).
- In Windows 8/8.1/10, launching is also possible from the Start screen and the Apps screen.

■ Lite version

To launch whiteboard mode of this software, touch ( ) "Whiteboard" in the launcher screen.

TIPS

- The overlay board cannot be used with the lite version.
- Only 1 whiteboard can be used with the lite version.

Exiting the software

Touch the "Quit" button (✕) on the toolbar.

When there is no data which is being edited and is not saved

The software is exited.

When there is data which is being edited and is not saved
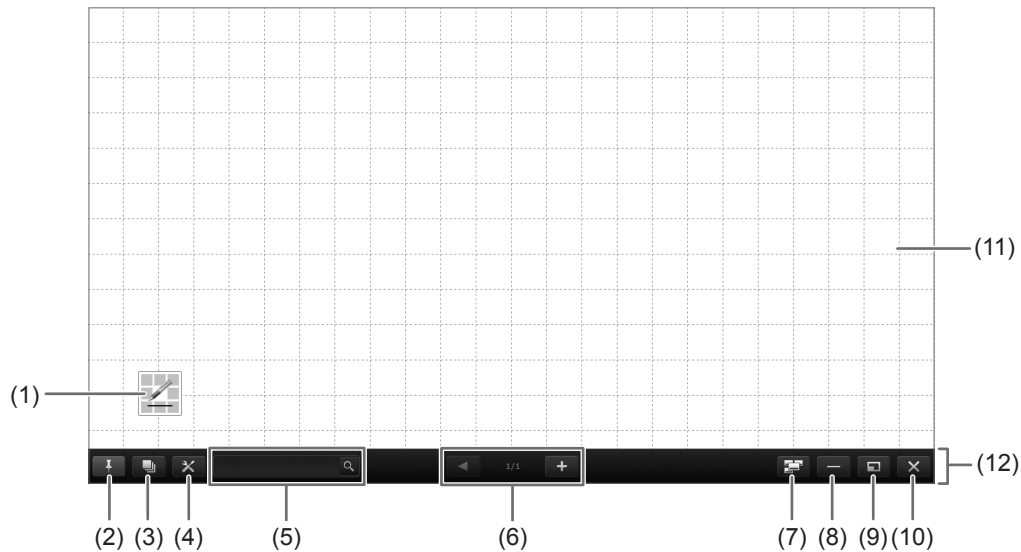
A confirmation dialog box appears.
When you touch "Save and exit", a dialog box appears to allow you to specify the destination to save the data. Confirm the saving format, specify the destination, and save the data. (Page 17)
When you touch "Exit without saving", the software is terminated without saving the data.
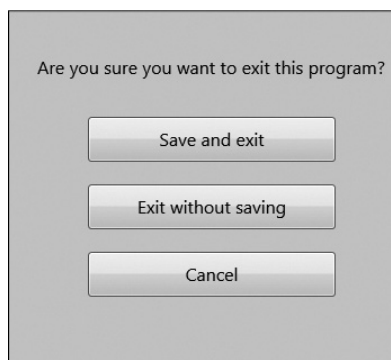
Layout of Basic Screen

Screen example: Whiteboard mode

(1) Indicator

Touch the icon to launch the square menu. (Page 11)

When multiple 3 button pens are used at once, a number of indicators equal to the number of 3 button pens appears (maximum of 4). When "Touch Pen" is set to "3 Button Pen Only", the Pen Number of the Touch Pen Utility appears in the indicator of each touch pen. (Page 48)

Example: Pen Number 1

(2) "Pin" button

Touch to switch between the pin / unpin settings.

If you want to always display the toolbar on the screen, pin button should be selected.

When set to the pin setting, the button is blue.

If you only want to display the toolbar when the menu is displayed, select the unpin setting.

(3) Sheet list

Touch this tab to display the list of sheets shown as thumbnail images. (Page 22)

(4) Settings

Displays the Pen Software settings screen. (Page 48)

(5) Search box

You can search for text and handwritten characters in the box. (Page 29)

(6) Sheet navigation buttons/Page No.

Touch the sheet navigation button (◄ ►) to change the displayed sheet. (Page 20)
The number shown at the center is the page No. of the current sheet.

When the last sheet is displayed, press + to add a sheet at the end.

(7) Board list (full version only)

Touch to display the list of boards as thumbnail images. (Page 20)

(8) Minimize (full version only)

The software will be minimized in the task tray.

(9) Window / Maximize (full version only)

Displays the software in a window. (Page 16)
* Whiteboard mode only.

(10) Quit

The software is exited.

(11) Board

> Work area. You can write letters, draw lines, and paste images etc.
> The board can be displayed in 2 modes: whiteboard mode and overlay mode. The latter is transparent, showing the background.

(12) Toolbar

> TIPS
>
> • The background color and image can be changed for whiteboard mode. (Page 23)

Menu

There are 3 menu types that can be used to select functions.
> • Square menu (below), classic menu (page 9) or floating menu (page 10)
> • Function list of "All Functions" (page 13)

To use a function, touch the icon of the function in the menu to select it.

■ Square menu

Touch the indicator ( ) to display the square menu.

> TIPS
>
> • The illustration displayed in the indicator varies depending on the function used.

The square menu has 2 sides. To change the menu, touch the button (1/2 ▶ ◀ 2/2) under the icon or touch the blank center of the square menu.
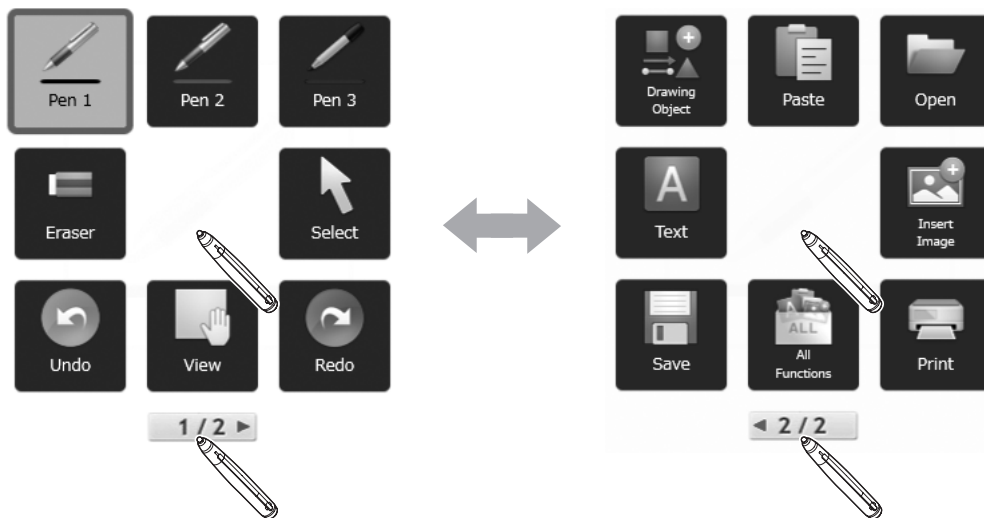
When a place other than the menu is touched, the menu disappears and the indicator is displayed.

> TIPS
>
> • The square menu and indicator can be moved by dragging.
>   To move the square menu, drag the blank center of the square menu.
> • To move the indicator close to the pen tip of the touch pen, hold the pen down on the screen.
> • The icon size can be changed to large or small.

Changing the icon size

1. Touch the "Settings" button (✕) on the toolbar.

2. Select "Square Menu" in "Menu".

3. Select "Large" or "Small" in "Icon Size".

■ Classic menu

The menu can be displayed in classic mode (large or small icon size).
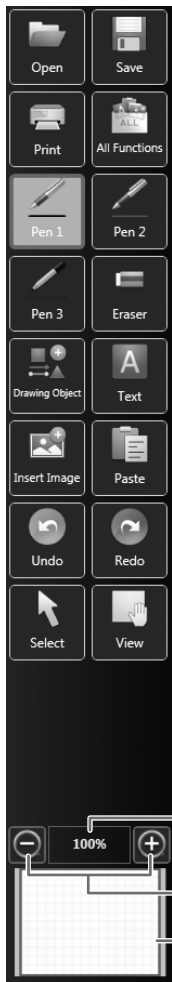
Shows the current screen magnification.

Enlarges or reduces the view between 50% and 400% in increments of 25%.

Pan window (Only appears in whiteboard mode.) (Page 38)

The toolbar is displayed on the left side or the right side of the screen.

The menu can be moved to left/right by touching the icon (◂• or •▸).

When set to the unpin setting, the menu automatically disappears when a fixed time elapses after the touch pen is moved away from the menu. (Page 7)

When the toolbar is hidden, the show toolbar icon (◂▮ or ▮▸) appears. Touch the show toolbar icon to show the toolbar.

> TIPS
>
> • The menu icon types that appear by default are the same as in the square menu and floating menu.
> • In classic menu, 1 menu is used for the settings, even when using multiple pens. When using multiple pens, the line color and thickness are the same for all pens.

Setting to classic menu

1. **Touch the "Settings" button (✕) on the toolbar.**
2. **Select "Classic Menu" in "Menu".**
3. **Select "Large" or "Small" in "Icon Size".**

   To return to the normal menu, select "Square Menu".

■ Floating menu

The menu can be moved to any position.

To move the menu, drag the background.

Title bar

⬤ is linked to pin / unpin.
Touch ⬤ to minimize the menu and show only the title bar. (Not pinned)
When the menu is minimized, touch ⬤ to return the menu to its original state. (Pinned)
When set to unpin on the tool bar, the menu is minimized.
Touch ⬤ to return the menu to its original state pinned.

Touch 🔲 to change the tool bar to horizontal display. The tool bar changes between vertical and horizontal display each time this is touched.

TIPS

- The menu icon types that appear by default are the same as in the square menu and classic menu.
- In floating menu, 1 menu is used for the settings, even when using multiple pens. When using multiple pens, the line color and thickness are the same for all pens.

Setting to floating menu

1. **Touch the "Settings" button (✕) on the toolbar.**

2. **Select "Floating Menu" in "Menu".**

   To return to the normal menu, select "Square Menu".

■ Menu icons

Square menu

1 / 2 ►
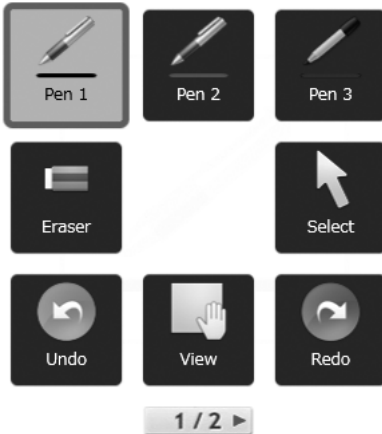
Icon	Function	Page
Pen 1 to Pen 3	Handwriting.	24
Eraser	Erase hand-drawn lines.	26
Select	Select an object.	32
Undo	Cancel the immediately preceding operation.	37
View	Enlarge the view of the whiteboard, change the display position, move sheets, and change sheets.	21, 38
Redo	Redo the immediately preceding canceled operation.	37

◄ 2 / 2

Icon	Function	Page
Drawing Object	Draw a figure or line / arrow.	27
Paste	Pastes a copied object.	35
Open	Open a file.	19
Text	Enter text.	29
Insert Image	The "Insert an image file" or "Screen Capture"* selection screen appears.	30
Save	The "Save as a new file", "Save to the same file", "Save PDF", and "Save image" selection screen appears.	17
All Functions	Displays all functions in list view. From the list, you can select functions to be used and functions to be displayed in the menu as icons.	13
Print	The "Print Current Sheet" or "Print All" selection screen appears.	46

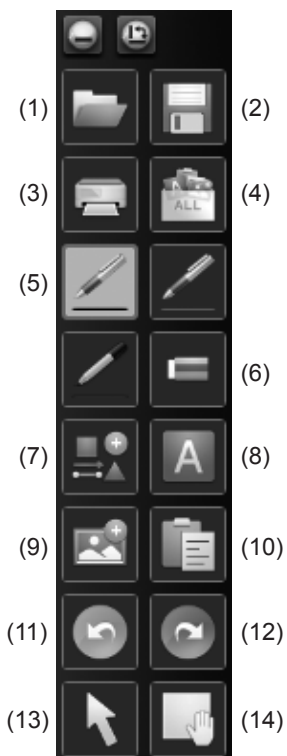* Cannot be used in the lite version.

Classic menu

(1) Open / (2) Save
(3) Print / (4) All Functions
(5) Pen 1 / Pen 2
Pen 3 / (6) Eraser
(7) Drawing Object / (8) Text
(9) Insert Image / (10) Paste
(11) Undo / (12) Redo
(13) Select / (14) View
100%
(15)

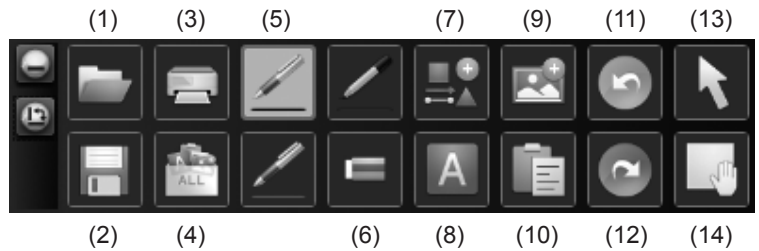| Icon	Function	Page
(1) Open	Open a file.	19
(2) Save	The "Save as a new file", "Save to the same file", "Save PDF", and "Save image" selection screen appears.	17
(3) Print	The "Print Current Sheet" or "Print All" selection screen appears.	46
(4) All Functions	Displays all functions in list view. From the list, you can select functions to be used and functions to be displayed in the menu as icons.	13
(5) Pen 1 to Pen 3	Handwriting.	24
(6) Eraser	Erase hand-drawn lines.	26
(7) Drawing Object	Draw a figure or line / arrow.	27
(8) Text	Enter text.	29
(9) Insert Image	The "Insert an image file" or "Screen Capture"*1 selection screen appears.	30
(10) Paste	Pastes a copied object.	35
(11) Undo	Cancel the immediately preceding operation.	37
(12) Redo	Redo the immediately preceding canceled operation.	37
(13) Select	Select an object.	32
(14) View	Enlarge the view of the whiteboard, change the display position, move sheets, and change sheets.	21, 38
(15) Pan window *2	This shows a thumbnail image of the displayed sheet. Operate inside this window to enlarge the view of the board or move the display position.	38

*1 Cannot be used in the lite version.
*2 Appears in the classic menu only in whiteboard mode.

Floating Menu (vertical)

(1) / (2)
(3) / (4)
(5) /
 / (6)
(7) / (8)
(9) / (10)
(11) / (12)
(13) / (14)

Floating Menu (horizontal)

(1) (3) (5) (7) (9) (11) (13)

(2) (4) (6) (8) (10) (12) (14)

■ Selecting functions and customizing icons (All Functions)

From the "All Functions" list, you can select functions to be used and the icons that are displayed in the square menu, classic menu or floating menu.

Selecting a function

1. Touch ![ALL] "All Functions" in the menu.
2. A list of all functions appears. Select the function you want to use.

Icon		Function	Page
Pen/Eraser			
Pen 1 to Pen 3		See page 11, 12.	24
Eraser		See page 11, 12.	26
Clear Sheet		Clear all objects from the currently edited sheet.	26
Insert Object			
Paste		See page 11, 12.	35
Drawing Object		See page 11, 12.	27
Text		See page 11, 12.	29
Insert Image	Insert an image file	Paste an image on a sheet.	30
	Screen Capture *1	Capture the currently displayed background image and paste it on a sheet.	30
Select, etc.			
Select	Touch Selection	Select an object by touching it.	32
	Rectangle Selection	Select a group of objects by dragging to create a rectangle around the objects.	33
	Lasso Selection	Select a group of objects by drawing a line around the objects.	33
View		See page 11, 12.	21, 38
Undo		See page 11, 12.	37
Redo		See page 11, 12.	37
Zoom In		Enlarge part of the screen.	37
Zoom In Selection		Enlarge the view of only the specified area.	37
Open			
Open	New	Create a new board.	19
	Open as a new file	Open the data as a new file.	
	Add to the current sheet	Open the data as a newly added sheet.	
	Open New from Cloud *2	Download the file and open as a new file.	
	Open from Cloud *2	Download the file and open as a newly added sheet.	
Save			
Save	Save as a new file	Save the data as a new file. (Whiteboard: SWSX file, Overlay board: SWSO file)	17
	Save to the same file	Save the data to the same file. (Whiteboard: SWSX file, Overlay board: SWSO file)	
	Save PDF	Save the data as a PDF file.	
	Save image	Save the data as an image file (PNG, BMP, or JPEG).	
	Save and Upload *2	Save the data as SWSX or SWSO format and upload the file.	
	Save PDF and Upload *2	Save the data as a PDF file and upload the file.	
	Send by TDLink *3	Send the data as PDF format to the Touch Display Link client.	

Icon			Function	Page
Print				
	Print	Print Current Sheet	Print the displayed sheet.	46
		Print All	Print all sheets.	
Other				
	Import images		Paste an image file acquired from a TWAIN device onto the whiteboard.	44
	Send Email		The content drawn on the screen can be sent by e-mail as a PDF attachment.	18
	External Application [1, 4]		Launch another software program while this software is running.	40
	Web Search [1]		Enter a keyword to search the Internet.	41
	Gesture/Simultaneous Drawing		When "Touch Pen" is set to "3 Button Pen Only" or "Finger or Other Pen", select whether "Dual-Touch Gesture" or "Simultaneous Drawing with Multiple Fingers" is enabled.	49

[1] Cannot be used in the lite version.
[2] Displayed in the lite version or when Cloud Portal Office Meeting Room is installed.
[3] Displayed in the lite version or when Touch Display Link is installed.
[4] Displayed when the external application is registered. (Page 40)

Custmizing an icon to be displayed on the square menu

1. **Touch** 🔲 **"All Functions" in the menu.**

2. **Touch** ⚙ **.**

3. **Drag the icon you want to display from the right menu list to the desired position on the square menu.**

   To close the settings, touch ✕ or a point outside the settings menu.

TIPS

- At least one or more "Pen" icon should be displayed on the menu.
- Cannot remove "Eraser", "Select" and "All Functions" icon from the menu.
- To return the menu display to the default state, touch "Restore Default Settings".

Customizing the icons that appear in the classic menu and floating menu

These settings are shared by the classic menu and floating menu (horizontal and vertical).
The settings of the horizontal display of the floating menu are shared with the vertical display.

1. **Touch [icon] "All Functions" in the menu.**

2. **Touch [icon] .**

3. **Drag the desired icon from the icon list at the right to the menu and insert it in the desired position.**
   - To add an icon to the bottom of the menu, drop the icon in the blank space.
   - The same icon cannot be added more than once. Icons that have already been added are grayed out.
   - An icon can be dragged between menu positions at the left and inserted.
   - To remove an icon from the menu, drag the icon to the icon list.

4. **To close the settings, touch [X] or a point outside the settings menu.**

TIPS

- At least one or more "Pen" icon should be displayed on the menu.
- Cannot remove "Eraser", "Select" and "All Functions" icon from the menu.
- To return the menu display to the default state, touch "Restore Default Settings".

Drag to add an icon

Drag to remove an icon

Drag and insert an icon

To add to the bottom, drag to the empty space
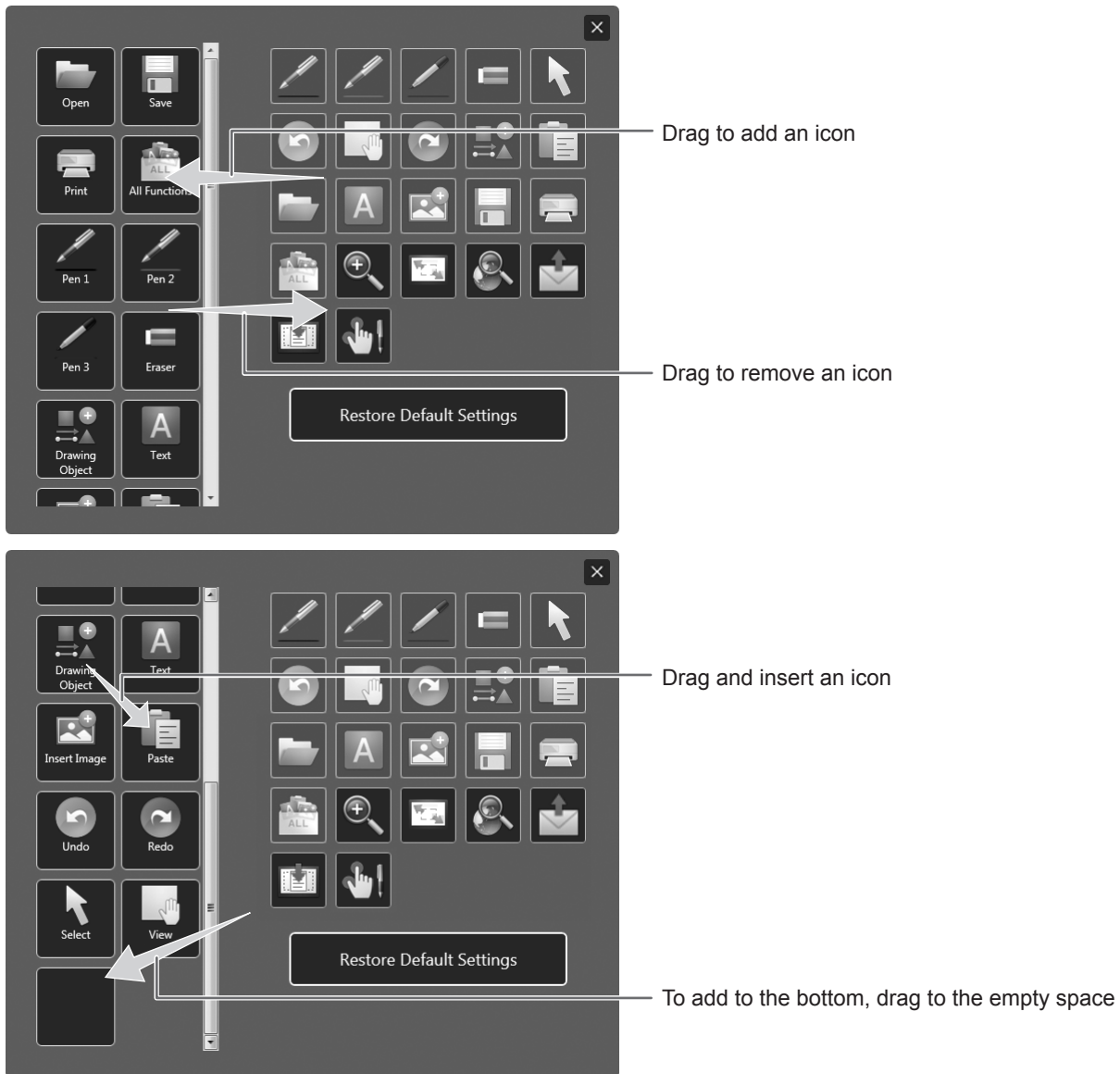
Display method

■ Window display (whiteboard mode) (full version only)

The whiteboard can be displayed in a window. Touch the "Window" button ( ) on the toolbar.

To return to full screen display, touch the "Maximize" button ( ) on the toolbar.

Window

Maximize
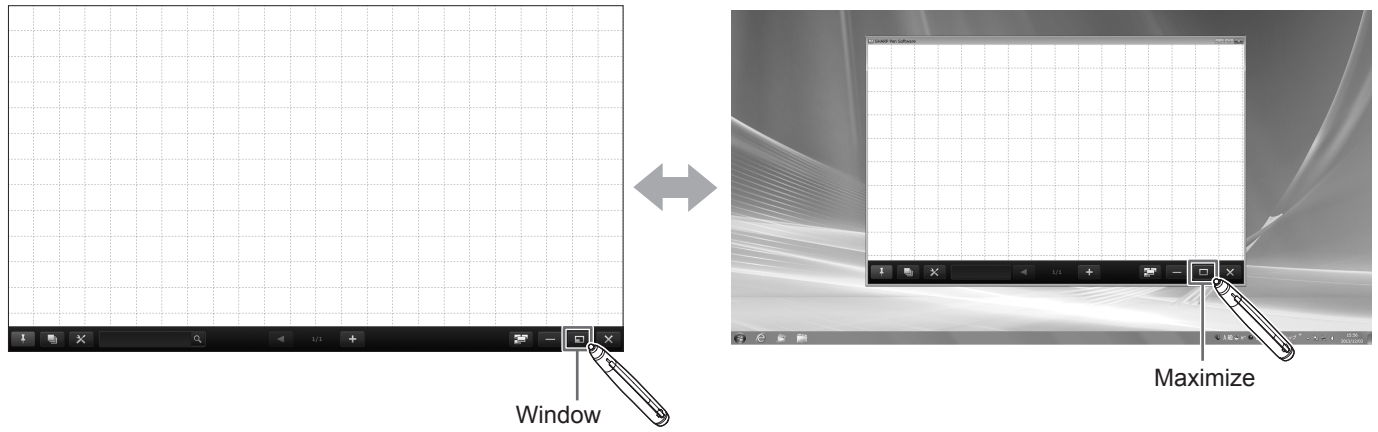
Saving and Sending a File by E-mail

Saving data

Data can be saved in the following file formats:

File format	Description
SWSX (Whiteboard file)	Data is saved in SWSX format. The saved data can be re-edited with this software (whiteboard mode).
SWSO [*1] (Overlay board file)	Data is saved in SWSO format [*2]. The saved data can be re-edited with this software (overlay mode).
PDF	The working screen is saved as a screen shot. The data is converted into the different file format so that it cannot be re-edited with the software.
Image file (BMP, JPEG, PNG)	

*1 Overlay board mode only.

*2 To save the background of the sheet, set "When moving through sheets on the Overlay board, show captured desktop in background." of "Customizing the Settings" to "On". (Page 53)

All sheets will be saved. (When saving a sheet as a PDF or an image file, a sheet without data will not be saved.)

When data is saved in BMP, JPEG, or PNG format, each sheet is saved in a separate file.

1. **Touch 🖫 "Save" in the menu.**
2. **Select the save method.**

    In whiteboard mode

    🖫 "Save as a new file" or 🖫 "Save to the same file": Save as a whiteboard file (SWSX format).

    🖫 "Save PDF" or 🖫 "Save image": Save in a different file format.

    In overlay mode

    🖫 "Save as a new file": Save as an overlay file (SWSO format).

    🖫 "Save to the same file": Save to the same file (SWSO format) as saved previously.

    🖫 "Save PDF" or 🖫 "Save image": Save in a different file format.

    • File format to save as image can be set in "Image format" of "Customizing the Settings". (Page 53)
    • Lite version or when Cloud Portal Office Meeting Room is installed, "Save and Upload" or "Save PDF and Upload" can be selected. (Page 13)
    • Lite version or when Touch Display Link is installed, "Send by TDLink" can be selected. (Page 13)

3. **Select the file save location.**
    • In the lite version, the save location is "USB".
    • You can save to a shared folder on a network. For details, see "Using a shared folder on a network" (page 18).

■ Using a shared folder on a network

When saving or opening files, you can use a shared folder on a network.

1. To select a file, touch "Computer" ("USB" on the lite version).

2. Select "Network" from the list on the right, and touch "OK".

3. Select the file.
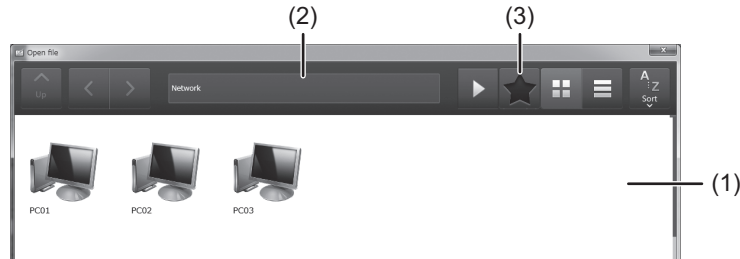
(1) Selecting by touching
The network computer appears. Touch until the desired shared folder appears.

(2) Opening by entering the path of the shared folder
Enter the path of the shared folder in the entry field, and touch ▶.

(3) By adding a shared folder to Favorites, you will be able to open the folder from the Favorites screen.

Touch ★, and select and touch the desired folder in the Favorites screen.

TIPS

• If a user authentication screen appears when you open a shared folder, enter your user name and password.
• In the case of (2) and (3), you can also open a folder from "Local".

Adding, editing, and deleting Favorites

• Open the folder that you want to add to Favorites and touch "Add to favorites" in the Favorites screen. The add screen appears. Enter the name that will appear and the path to the folder if needed, and touch "OK".
• To edit a Favorite, touch "Edit" in the Favorite that you want to edit. The above add screen will appear to let you edit the Favorite.
• To delete a Favorite, touch "Delete" in the Favorite that you want to delete. When the confirmation dialog box appears, touch "Yes".

Sending drawn content by e-mail

The content drawn on the screen can be sent by e-mail as a PDF attachment.
To use this function, refer to page 54 and previously set the mail server and e-mail address, etc in "Send Email" on the "Other" tab.

1. Touch ✉ "Send Email" in the menu.

The e-mail screen opens.

2. In the e-mail screen, select the e-mail address of the recipient, and send the e-mail.

⚠ Caution

• Sending by e-mail may not be possible if a virus scan is in operation. In this event, disable the e-mail restriction function.

Opening Files

Opening a whiteboard file / overlay board file

1. **Touch** **"Open" in the menu.**
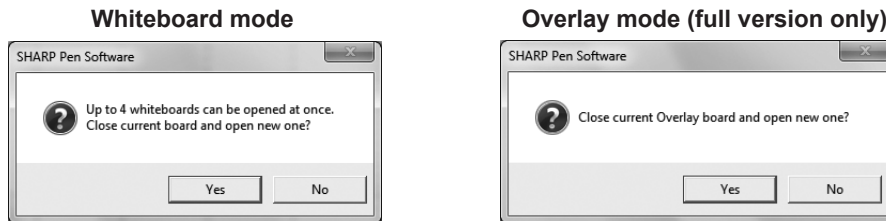
2. **Select the file opening method.**

    "New": Create a new board. (Does not open a file.)

    "Open as a new file": Open data as a new file.

    "Add to the current sheet": Add data to the current sheet.

   - When "Open as a new file" or "New" is selected and a file or files are already open (4 files in whiteboard mode, 1 file in overlay mode)*, a dialog box appears.
     * Displayed as 1 file in the lite version.

Whiteboard mode	Overlay mode (full version only)
SHARP Pen Software	SHARP Pen Software
Up to 4 whiteboards can be opened at once. Close current board and open new one?	Close current Overlay board and open new one?
Yes No	Yes No

   If there is unsaved editing data, selecting "Yes" displays the save confirmation dialog box.

   - Lite version or when Cloud Portal Office Meeting Room is installed, "Open New from Cloud" or "Open from Cloud" can be selected. (Page 13)

3. **Select the file acquisition location.**
   - In the lite version, select the file from "USB".
   - You can select a file from a shared folder on a network.
     For details, see "Using a shared folder on a network" (page 18).

TIPS

- An SWS format whiteboard file can be opened and edited in this software. However, when saved, the file is saved in SWSX format.
- Image files (page 17) and PDF files can also be opened.
  Opening method for image files can be set in "Import images" of "Customizing the Settings". (Page 53)
  PDF files can be opened only as "Background".
- An encrypted PDF file cannot be opened.

Edit Operations

Adding a board / changing the board to be edited

1. Touch the "Board list" button ( ) on the toolbar.
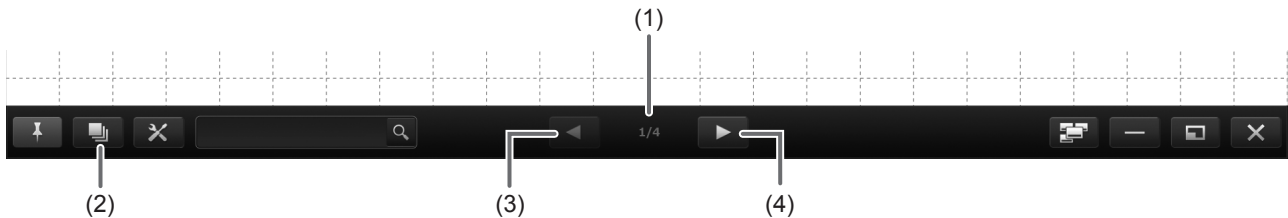The board list appears.

2. Add: Touch "+".
To add a whiteboard, touch [+]. To add an overlay board, touch [+].
An overlay cannot be added when an overlay board is already open.

Change: Touch the board you want to edit.

Changing the sheet to edit

To change the sheet, touch the sheet navigation button at the bottom of the screen.

(1) Page No. of the current sheet

(2) Sheet list

Shows the sheets as thumbnails. (Page 22)

(3) Sheet navigation button (Previous)

Touch this button to display the previous sheet. When the first sheet is displayed, this button is disabled.

(4) Sheet navigation button (Next)

Touch this button to display the next sheet.

When the last sheet is displayed, [+] appears. Touch to automatically add a new sheet.

> TIPS
>
> • In overlay mode, you can set a captured image of the desktop as the background that appears when you change the sheet display or move through the sheets. This is done by selecting "Show captured desktop image in background" in "Properties". (Page 23)
> To set this for all overlay board files, set "When moving through sheets on the Overlay board, show captured desktop in background." to "On". (Page 53)

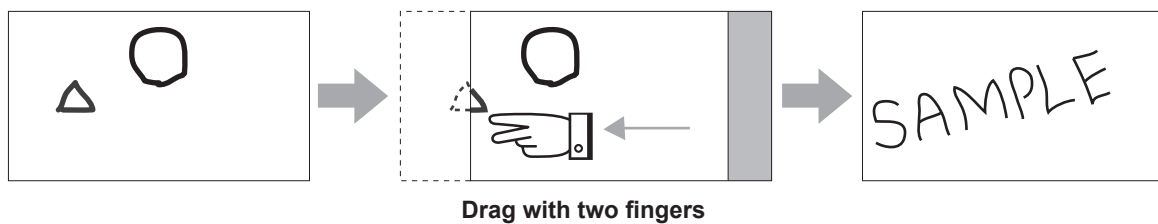## ■ Changing the sheet by dragging the screen

Only when the screen magnification is Fit Width, a sheet can be changed by dragging.

1. Touch ▦ "View" in the menu.

2. Drag horizontally with the touch pen.

- Drag to the right to show the previous sheet.
- Drag to the left to show the next sheet.

Right edge of sheet
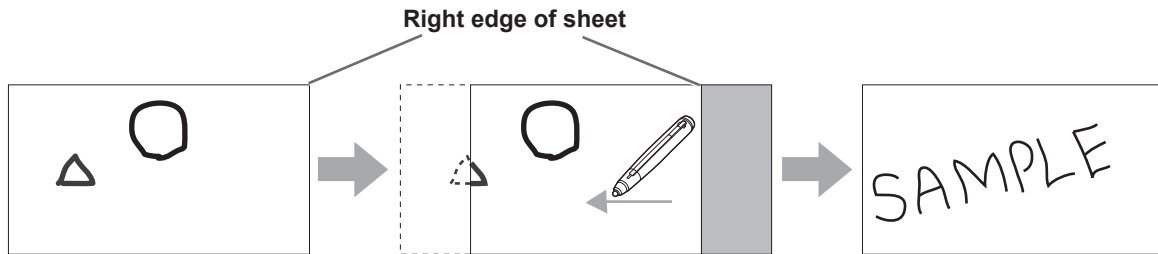
TIPS

- Sheets can be changed by dual touch action.
  When using the PN-L series (excluding the PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/PN-L703A/PN-70TA3/PN-L703B/PN-70TB3/PN-L703W/PN-70TW3/PN-L803C/PN-80TC3), set "Touch Mode Setting" of the touch panel driver to "Dual", and "Input Mode Setting" to "Standard" or "HandWrite".
  When using the PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/PN-L703A/PN-70TA3/PN-L703B/PN-70TB3/PN-L703W/PN-70TW3/PN-L803C/PN-80TC3, set "Touch Operation Mode" of the Touch Panel Settings Tool to "Multi-Touch Mode", and "Input mode" of the Touch Pen Utility* to "Standard".
  * This is required when using 3 button pen (sold separately) with the PN-L603B/PN-60TB3/PN-L703B/PN-70TB3.

Drag with two fingers

- Dual touch can be disabled (Page 49).

■ Changing the sheet by referring to thumbnail images / Editing the sheet

When "Sheet list" button ( ) on the toolbar is touched, thumbnails of each sheet appear.
A thumbnail can be touched to change to that sheet. The sheets can be edited, including copying, and deleting. (Page 23)

TIPS

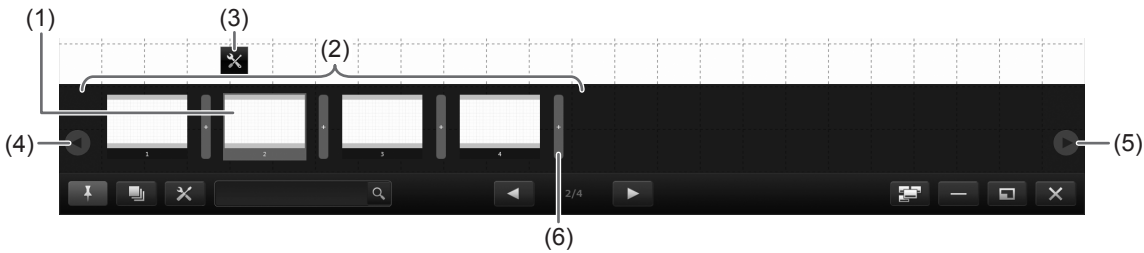• Touch the "Sheet list" button ( ) repeatedly to switch through "Underbar view", "Full screen view", and "Hide".

Underbar view

1. **Touch "Sheet list" button ( ) on the toolbar.**
   The list of the thumbnail images of the sheets is displayed.
2. **Touch the thumbnail image of the sheet you want to display.**
   The screen changes to the selected sheet.

(1) Currently selected sheet

(2) Thumbnail images

(3) Properties (Page 23)

(4) Thumbnail navigation button (Previous)

(5) Thumbnail navigation button (Next)

(6) Add a new sheet.

TIPS

• The sheet list can be dragged horizontally to move through the thumbnails.

Full screen view

1. **Touch "Sheet list" button ( ) on the toolbar.**
   The list of the thumbnail images of the sheets is displayed.
2. **Quickly touch the thumbnail image of the sheet that you want to display twice (double-click).**
   "Sheet list" closes and the selected sheet appears.

(1) Currently selected sheet (appears in a blue frame)

(2) Currently displayed sheet (appears in red)
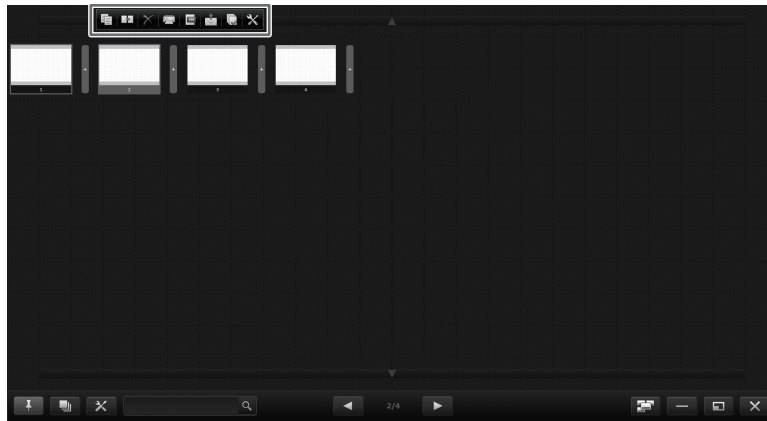
(3) Thumbnail images

(4) Menu

(5) Scroll the thumbnails screen. (Previous)

(6) Scroll the thumbnails screen. (Next)

(7) Adds/Pastes a sheet to the selected position.

■ Editing sheets from thumbnails (full screen view only)

When a thumbnail on the sheet list is selected, the menu appears.

![icon] **Copy:**		Copies the selected sheet to the clipboard.
![icon] **Duplicate:**		Copies the selected sheet to the right side.
![icon] **Delete:**		Deletes the selected sheet.
		Touch "Yes" in the confirmation dialog box that appears.
![icon] **Print:**		Prints the selected sheet.
![icon] **Save PDF:**		Converts the selected sheet to PDF and saves the sheet.
![icon] **Send Email:**		Converts the selected sheet to PDF and sends it as an e-mail attachment.
![icon] **Select All Sheets:**		Selects all sheets.
		If touched when all sheets are already selected, selection of all sheets will be canceled.
![icon] **Properties:**		Use to change the settings of the selected sheet.
	Whiteboard:	The background color, background image (image file used, show/hide, display method), and sheet size* (page 24) can be set.
		* Full version only.
	Overlay board:	You can set whether the desktop is captured and used as the background image when the sheet display is changed or moved.

TIPS

• You can also select and use multiple sheets.

Touch the bar ( ) before or after the sheet to display the following menu.

![icon] **Add Sheet:**		Adds a sheet to the selected position.
![icon] **Paste:**		Pastes a sheet copied to the clipboard on the selected position.

■ Changing sheet size (whiteboard mode) (full version only)

The sheet size can be enlarged or reduced. (Max. 3840 x 2160)

1. **Touch the thumbnail of the sheet whose size you want to change.**
2. **Touch "Properties".**
3. **Touch "Change Sheet Size".**
4. **Drag ▊ on the edge of the sheet to enlarge or reduce the sheet.**
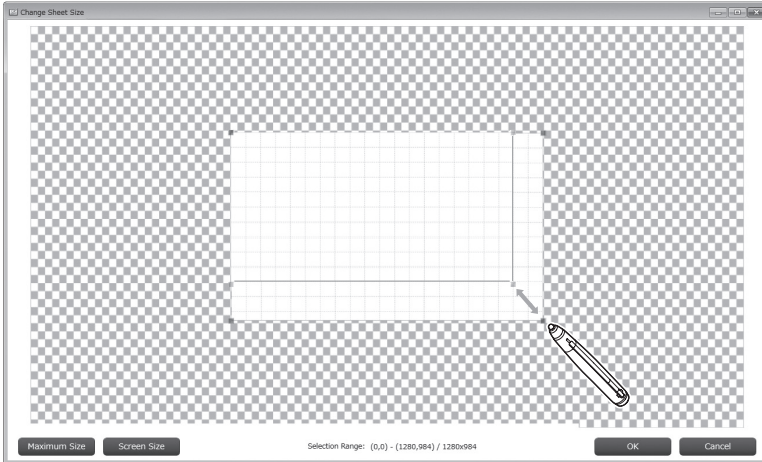
TIPS

• Touch "Maximum Size" to set to the maximum size.
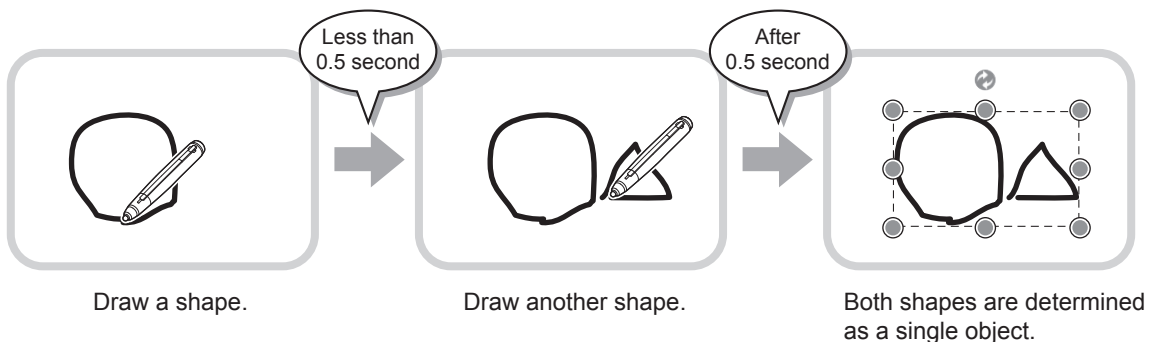• Touch "Screen Size" to set the size to the same size as the screen.

When you have finished enlarging or reducing, touch "OK".

Drawing with a Pen

1. **Touch one of 🖊 "Pen 1" to "Pen 3" in the menu.**
2. **Draw on the board with the touch pen.**

The drawn shape will be determined as an object 0.5 second* after you lift the touch pen from the board. If you start drawing another object within 0.5 second* after you lift the touch pen from the board, the drawn shapes will be determined to be a single object even though they are separate.
* This period can be changed. (Page 54)

| Less than 0.5 second | After 0.5 second |

Draw a shape.   Draw another shape.   Both shapes are determined as a single object.

TIPS

• You can switch through "Pen 1" to "Pen 3" and "Eraser" by repeatedly pressing Function Button 2 of a 2 button pen.
  To change functions using Function Button 2, select the touch panel driver "Properties", and set "Function Button 2" to "Pen Software Link" on the "Operation Setting" tab.
  When using 3 button pen, you can switch through "Pen 1" to "Pen 3" and "Eraser" by repeatedly pressing Function Button. To use this function, set "Pen Software Link" to any function button on "Function Buttons" on "Advanced" in Touch Pen Utility.
• For details about objects, refer to page 32.
• In certain cases, such as when an icon on the menu is touched, the drawn shape will be fixed as an object before the specified time elapses after the touch pen is lifted from the board.
• When "Touch Pen" is set to "Finger or Other Pen", you can draw with your finger. (Page 48)

■ Changing the color and thickness of the pen

If you touch the icon of the selected "Pen 1" to "Pen 3" again, the type, color, and thickness settings menu will appear.
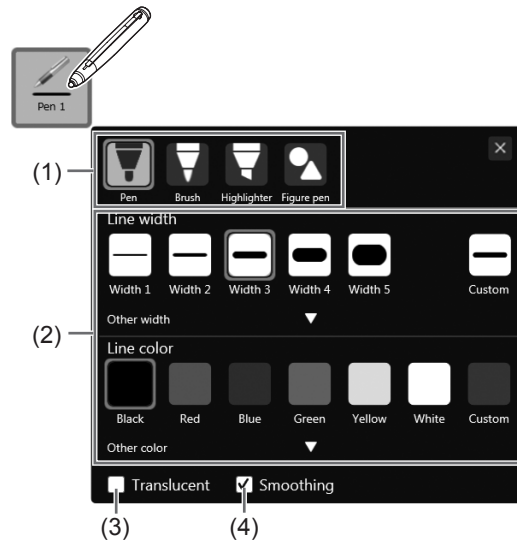
To close the settings, touch ✕ or a point outside the settings menu.

(1) Select the pen type.

Pen:	Draws a uniform solid line.
Brush:	The line width varies depending on the pen pressure. (Only with 3 button pen and digitizer pen.)
Highlighter:	Draws a line without hiding objects under the line.
Figure pen:	See page 28.

(2) Set the color and thickness of the line.

To use a pen of different color or thickness, select by clicking ▼ in "Other color" or "Other width".
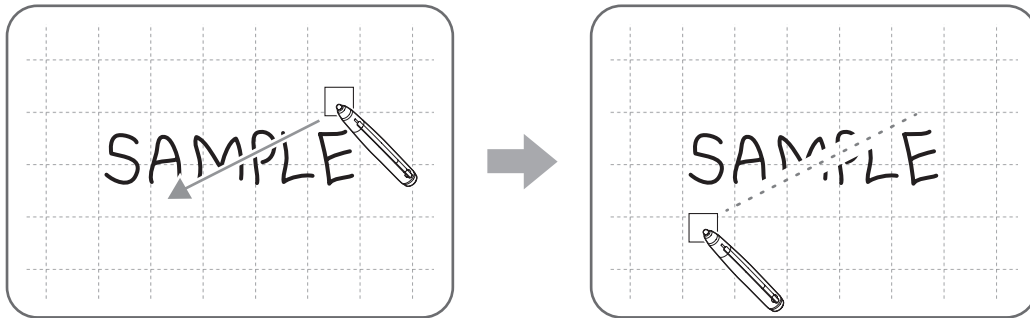
(3) Check this box to make the line translucent.

* This is always selected when "Highlighter" is used.

(4) Smoothes drawn lines.

* Cannot be used when "Highlighter" or "Figure pen" is used.

Erasing a drawn line

1. Touch ▭ "Eraser" in the menu.

2. With the pen touching the screen, move the pen.

The part you move over is erased.

> TIPS
>
> • You can switch through "Pen 1" to "Pen 3" and "Eraser" by repeatedly pressing Function Button 2 of a 2 button pen.
>   To change functions using Function Button 2, select the touch panel driver "Properties", and set "Function Button 2" to "Pen Software Link" on the "Operation Setting" tab.
>   When using 3 button pen, you can switch through "Pen 1" to "Pen 3" and "Eraser" by repeatedly pressing Function Button. To use this function, set "Pen Software Link" to any function button on "Function Buttons" on "Advanced" in Touch Pen Utility.
> • The eraser function can erase only the objects drawn with the pen function. You cannot use the "Eraser" button to erase pasted images. You cannot use it either to erase the edges of a line to make the line thinner. Even if you erase the edges only, the entire width of the line will be erased.
> • An object drawn with the pen function cannot be erased if it is part of a group.
> • If "Automatically Find Eraser" is set (page 49) and "Pen 1" to "Pen 3" or "Eraser" is selected on the PN-L series/PN-C series, you can erase with the eraser.
>   Touch the screen with the eraser, and after the cursor changes to the eraser, move the eraser.
>   In this case, the eraser size of the eraser is the area of the screen that is touched.

■ Changing the eraser size

The size of the eraser can be changed in the "Eraser" settings menu.

To display the settings menu, touch ▭ "Eraser" to select it, and then touch ▭ "Eraser" again.
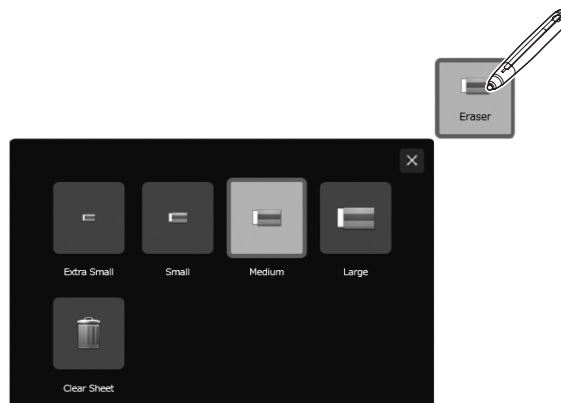
To delete all objects from the sheet currently being edited, touch 🗑 "Clear Sheet".

When the confirmation dialog box appears, touch "Yes".

Drawing shapes

You can draw shapes such as circles, rectangles and triangles.

1. **Touch 🖼 "Drawing Object" in the menu.**
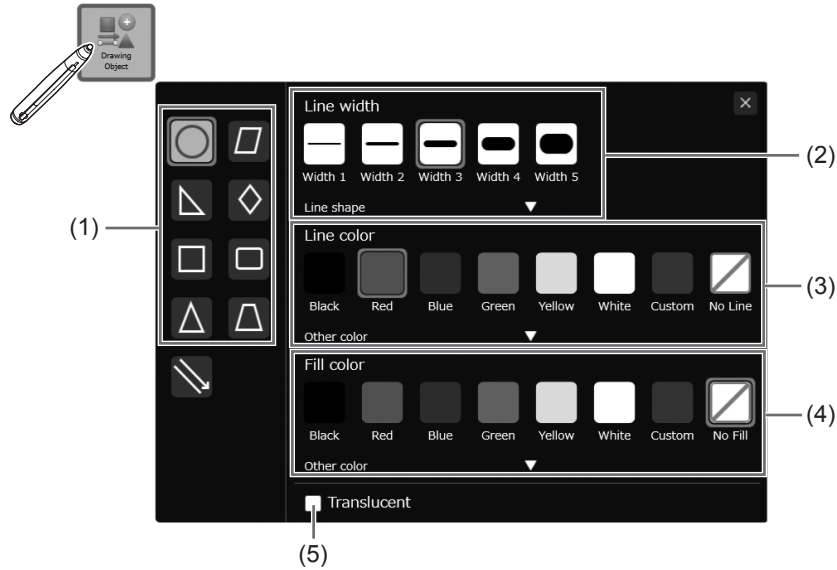   The figure or line / arrow settings menu appears.
   When a figure is selected, the figure settings menu appears.
2. **Drag on the board to draw the shape.**
   The line shape is drawn in the area specified by dragging.

■ Figure settings menu

You can change the figure settings.

(1) Select an object.

(2) Set the width and shape of the line.
   Touch ▼ to set the shape.

(3) Set the line color.

(4) Set the color to fill in.
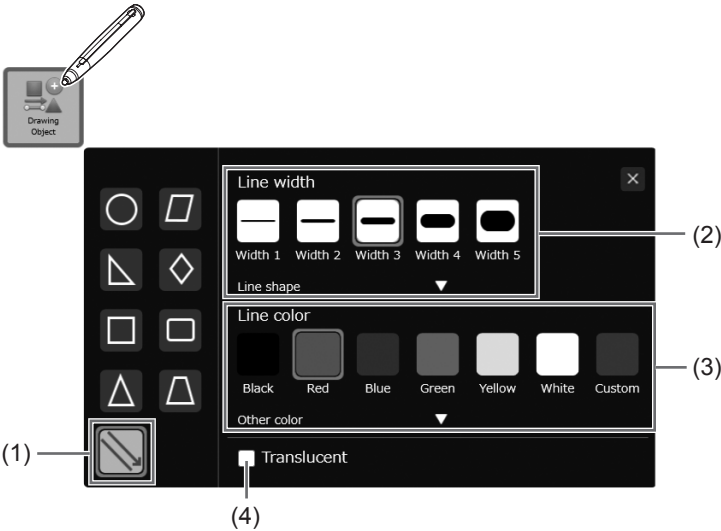
(5) Check this box to make the shape translucent.

To close the settings, touch ✕ or a point outside the settings menu.

Drawing straight lines or arrows

1. **Touch 🖳 "Drawing Object" in the menu.**
   The figure or line / arrow settings menu appears.
   Select line or arrow to display the line/arrow settings menu.
2. **Draw a line from the starting point to the ending point with the touch pen.**

■ Line / arrow settings menu

You can change the settings of a line or arrow.

(1) Select a line or arrow.

(2) Set the width and shape of the line or arrow.
   Touch ▼ to set the line shape.

(3) Set the color of the line or arrow.

(4) Check this box to make the line or arrow translucent.

To close the settings, touch ☒ or a point outside the settings menu.

Drawing a shape with the figure pen

Circles, squares, triangles, and lines drawn by hand can be automatically formed.

1. **Touch one of 🖊 "Pen 1" to "Pen 3" in the menu.**
2. **Touch the icon of the pen that has been selected.**
   The settings menu for the pen type, color, and thickness appears.
3. **Touch 🔺 "Figure pen".**
4. **Draw a shape on the board with the pen.**

Draw a shape   The shape that you drew is formed.
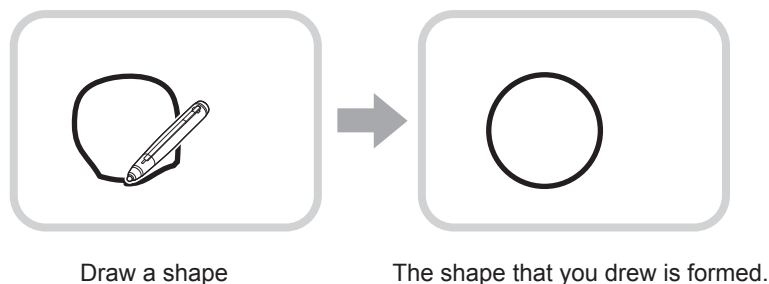
TIPS

- Some drawn shapes may not be formed and will remain hand-drawn.
- Arrow lines are not formed.

Inputting text

1. **Touch** [A] **"Text" in the menu.**

2. **Touch the position where text will be entered.**

3. **Input text in the displayed text box.**

■ Text settings menu

You can change the text settings.

To display the settings menu, touch [A] "Text" to select it, and then touch [A] "Text" again.
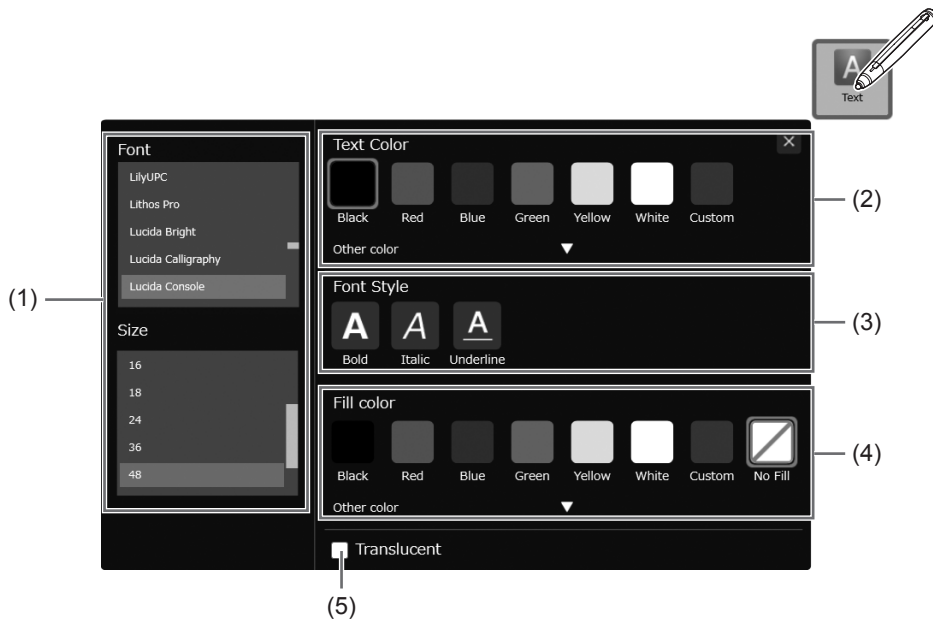
(1) Set the font and the size of the text.

(2) Set the color of the text.

(3) Set the style of the text (bold, italics, underline).

(4) Set the background color of the text.

(5) Select this checkbox to make the text translucent.

> TIPS
>
> • To change the text settings after entering text, follow the steps below.
>   (1) Touch [↖] "Touch Selection" in the menu. (Page 32)
>   (2) Touch the text.
>   When the text is selected, the expansion menu appears.
>   (3) Select [✶] "Properties" in the expansion menu and change the settings.
> • You can search the Internet using text you enter as a keyword. (Page 41)

Searching for text and handwritten characters in the board

1. **Enter the text that you want to search for in the search box on the toolbar.**

2. **Touch** [🔍].
   • Search hits will appear in yellow.
     Touch [<] [>] to display the hits.
   • If nothing is set, "0/0" appears.
   • To cancel the search, touch [✕].

Importing and pasting an image

An image file can be imported, and the current display can be pasted.
Up to 50 items can be pasted on 1 sheet.

■ Inserting an image file

A BMP, JPEG, or PNG image can be imported.

1. **Touch 🖼 "Insert Image" in the menu.**

2. **Touch 🖼 "Insert an image file".**

   * "Insert an image file" does not appear in the lite version. Go to step 3.

3. **Select the image acquisition location.**

   In the lite version, the acquisition location is "USB".

   You can open a file from a shared folder on a network.

   For details, see "Using a shared folder on a network" (page 18).

4. **Select the image you want to insert.**

   The image is inserted.

TIPS

• The inserted image is not affected if the original file is changed or the file is moved to a different location.
• If multiple large-size images are pasted on the same page, operation may become slow.

■ Capturing/saving the currently displayed screen (full version only)

You can load an image file or paste the currently displayed screen.
Display the image that you want to capture.

Capturing the entire screen

1. **Touch 🖼 "Insert Image" in the menu.**

2. **Touch 🖼 "Screen Capture".**

3. **Touch "Paste Entire Screen" in the "Screen Capture Cut Tool" dialog box.**
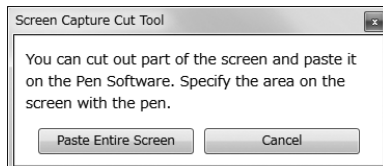
4. **Check the preview.**

   To capture the image, touch "Send to Pen Software".

   The captured image is pasted on the current working sheet.

   To save the image, touch "Save to a file".

   Select the file format in the drop-down list, specify the save location, and touch "Save".

Capturing/saving a specified area

1. Touch "Insert Image" in the menu.

2. Touch "Screen Capture".

3. Drag the area which you want to capture.

4. Check the preview.

   To capture the image, touch "Send to Pen Software".
   The captured image is pasted on the current working sheet.

   To save the image, touch "Save to a file".
   Select the file format in the drop-down list, specify the save location, and touch "Save".
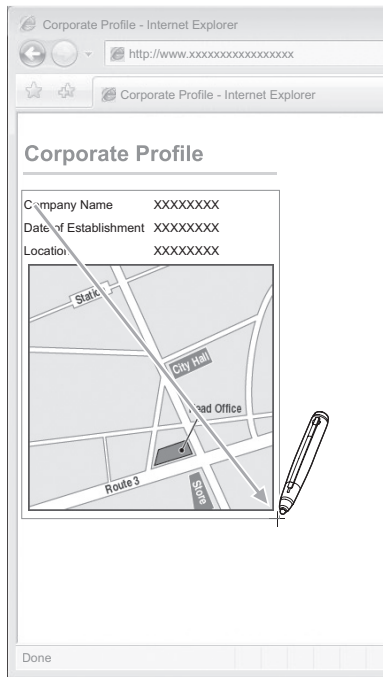
Drag the area to capture.　　　　　　　　Check the captured image in the preview area.
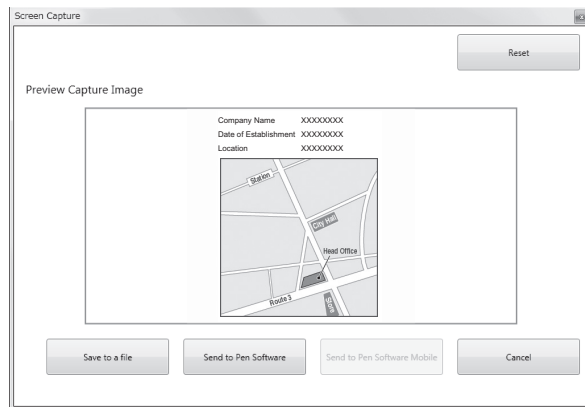
Editing an object

The drawn lines and the images pasted on the board are handled in the software as an "object".

■ Selecting an object

You need to select an object before editing it.

1. Touch ▶ "Touch Selection" in the menu.

If the "Select" menu is not ▶ "Touch Selection", follow the steps below to change the menu.

(1) Touch the currently displayed menu (▢ "Rectangle Selection" or ◗ "Lasso Selection").

(2) Touch ▶ "Touch Selection".

2. Touch an object.

The object is selected and the expansion menu appears.
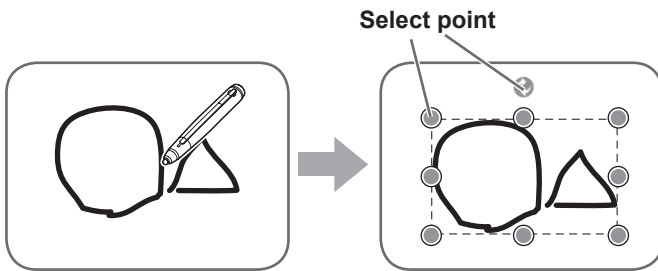
Select point

Touch an object.

Touch an area where something is drawn. You cannot select an object by touching the area where nothing is drawn.

Selected object

The area of the object is indicated with a dotted line, and symbols called select points appear on the vertices and sides of the area.

The following editing operations can be performed in the expansion menu.

- Cut
- Copy
- Duplicate
- Delete
- Rotate
- Convert to Text (handwritten characters only)
- Web Search (texts/handwritten characters only)
- Order
- Group
- Ungroup
- Trimming (images only)
- Properties (excluding images)

■ Selecting multiple objects

Selecting objects by dragging

You can select a group of objects by dragging to create a rectangle around the objects.

1. Touch ▣ "Rectangle Selection" in the menu.

If the "Select" menu is not ▣ "Rectangle Selection", follow the steps below to change the menu.

(1) Touch the currently displayed menu (▶ "Touch Selection" or ◗ "Lasso Selection").

(2) Touch ▣ "Rectangle Selection".

2. Drag to create a rectangle around the objects you want to select.

The objects inside the rectangle will be selected.
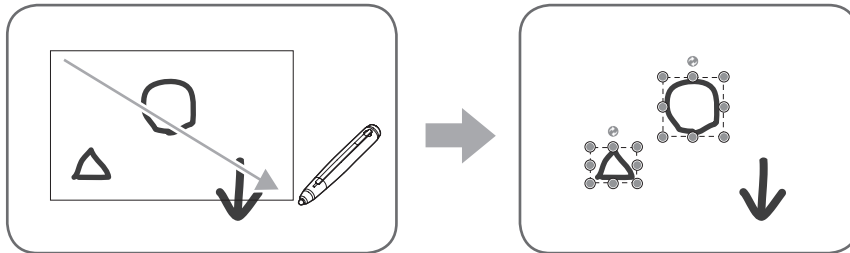
Selecting objects by lassoing

You can select a group of objects by drawing a line around the objects.

1. Touch ◗ "Lasso Selection" in the menu.

If the "Select" menu is not ◗ "Lasso Selection", follow the steps below to change the menu.

(1) Touch the currently displayed menu (▶ "Touch Selection" or ▣ "Rectangle Selection").

(2) Touch ◗ "Lasso Selection".

2. Draw a line around the area to be selected.

The objects inside the enclosed shape will be selected.
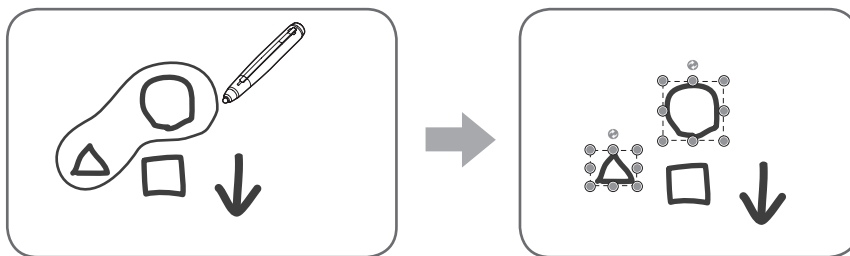
> **⚠ Caution**
>
> - Objects which are not entirely included in the area are not selected.
> - With 3 button pens, an object cannot be selected simultaneously for multiple pens. Only 1 pen can be used to manipulate the object.

■ Grouping objects

You can edit several selected objects as one object.

1. Select objects to be grouped.

2. Select ▤ "Group" from the expansion menu.

Canceling the grouping

1. Select the grouped objects.

2. Select ▤ "Ungroup" from the expansion menu.

■ Moving an object

You can move an object by selecting the object and dragging it. (Page 32)
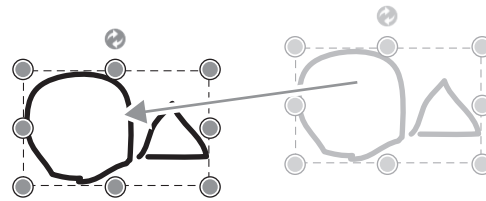
- To manipulate multiple objects at once, follow the steps in "Selecting multiple objects" (page 33).

■ Enlarging/reducing an object

1. **Select an object. (Page 32)**
2. **Drag the select point.**
   - Dragging the select point on the vertex enlarges/reduces the object with the same aspect ratio.
   - Dragging the select point on the side enlarges/reduces the object in the direction of either width or height.
     * There is no select point on the side of a text box.
   - The line width remains the same after the object is enlarged/reduced.
   - When a text box is enlarged or reduced, the font size is also enlarged or reduced.

Select point

- You can also zoom in and out by gesture.
  Touch a selected object with two fingers and move them together to zoom out. Spread your fingers apart to zoom in.
- To manipulate multiple objects at once, follow the steps in "Selecting multiple objects" (page 33).

■ Rotating an object

1. **Select an object. (Page 32)**
2. **Drag the select point at the center top.**

   Or, select "Rotate Right", "Rotate Left" or "Rotate 180 degrees" from "Rotate" from the expansion menu.

Select point
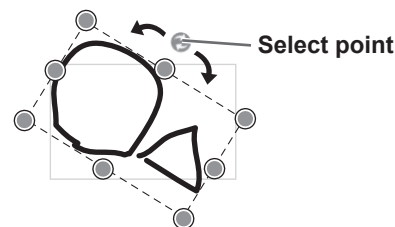
- You can also rotate by specifying an angle of rotation.
- You can also rotate by gesture.
  While selecting the object, touch the display with two fingers and move the fingers in the desired direction of rotation.
- To manipulate multiple objects at once, follow the steps in "Selecting multiple objects" (page 33).

■ Copying an object

You can copy an object to the clipboard.

1. **Select an object. (Page 32)**
2. **Select "Copy" from the expansion menu.**

- A copied object can be pasted into Word, Excel, PowerPoint, and other applications.
- To manipulate multiple objects at once, follow the steps in "Selecting multiple objects" (page 33).

■ Cutting an object

You can cut an object and save it to the clipboard.

1. Select an object. (Page 32)

2. Select ✂ "Cut" from the expansion menu.

> TIPS
>
> • To manipulate multiple objects at once, follow the steps in "Selecting multiple objects" (page 33).

■ Duplicating an object

1. Select an object. (Page 32)

2. Select ▦ "Duplicate" from the expansion menu.

> TIPS
>
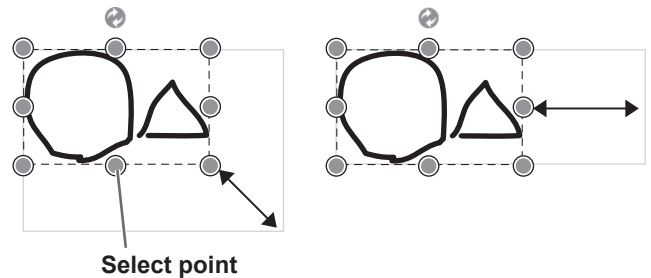> • To manipulate multiple objects at once, follow the steps in "Selecting multiple objects" (page 33).

■ Deleting an object

1. Select an object. (Page 32)

2. Select ✕ "Delete" from the expansion menu.

> TIPS
>
> • "Clear Sheet" in "Eraser" can be used to delete all objects on the current sheet (page 26).
> • To manipulate multiple objects at once, follow the steps in "Selecting multiple objects" (page 33).

■ Trimming an object (image)

1. Select an object (image). (Page 32)
   Objects other than images cannot be trimmed.

2. Select ▣ "Trimming" from the expansion menu.

3. Drag ▨ on the edge of image to specify the area you want to trim.

4. After checking the above preview, touch "OK".

> TIPS
>
> • To return to the state prior to trimming, use "Undo" (page 37), or repeat steps 1 to 2 above, select "Select Entire Image", and touch "OK".
> • Multiple image files cannot be trimmed at once.

■ Pasting an object

To paste the object in the clipboard, select ▤ "Paste" in the menu.

■ Changing the order of objects

You can change the order of the object placement.

1. Select an object. (Page 32)

2. Select the object placement from ▣ "Order" from the expansion menu.
- ▣ Bring to Front : The object moves to the front.
- ▣ Send to Back : The object moves to the back.
- ▣ Bring forward : The object moves one forward.
- ▣ Send backward : The object moves one backward.

Object placement order

When several objects overlap, the objects at the back are hidden behind the objects in front. To show the hidden part, change the placement order of the objects.
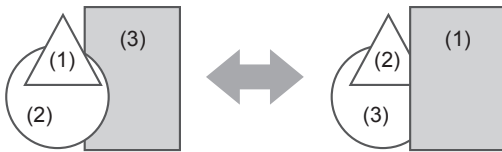
(1) Object placed in front of the other objects
(2) Object placed second from the front object
(3) Object placed at the back of the other objects

> TIPS
> - To manipulate multiple objects at once, follow the steps in "Selecting multiple objects" (page 33).

■ Converting objects (handwritten characters) to text

Characters written by using "Pen 1" to "Pen 3" can be converted to text.

1. Select an object (handwritten characters). (Page 32)

2. Select ▣ "Convert to Text" from the expansion menu.

The handwritten characters are converted to text according to their size.
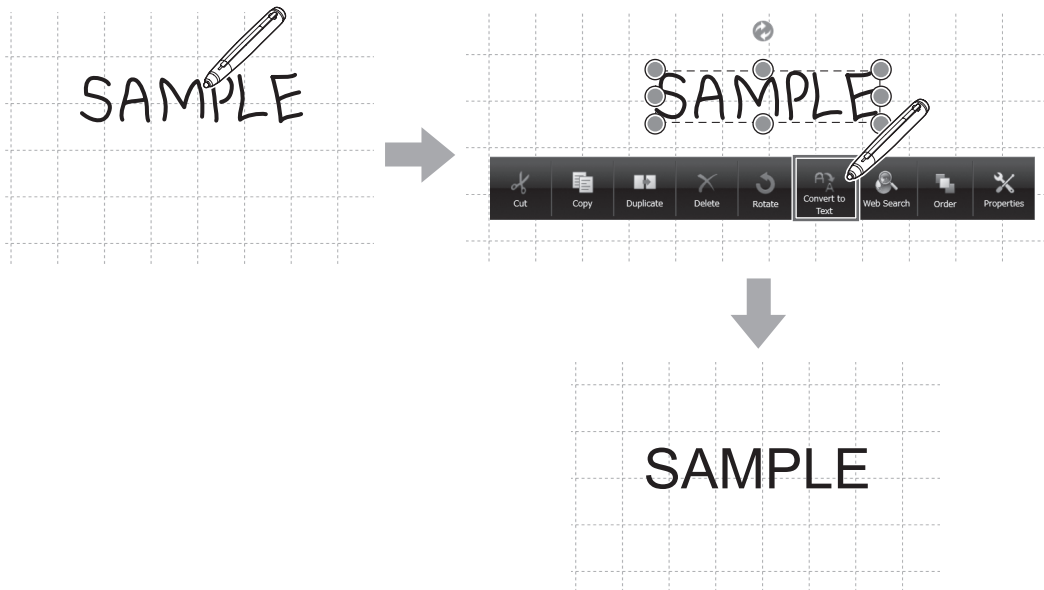
> TIPS
> - To convert multiple handwritten characters at once, follow the steps in "Selecting multiple objects" (page 33).
>   When converting multiple characters, only the characters written horizontally can be converted to text.
> - If the software language is different from the OS language, the text may not be recognized properly.

■ Changing object settings (excluding images)

1. Select an object. (Page 32)

2. Select ✕ "Properties" from the expansion menu.

3. The settings menu for the object appears. Change the settings.

> TIPS
> - To manipulate multiple objects at once, follow the steps in "Selecting multiple objects" (page 33).

Undo/redo operation

Touching ⟲ "Undo" cancels the preceding drawing or editing operation.

Touching ⟳ "Redo" repeats the operation canceled with the "Undo" icon.

• Up to 50 actions can be undone.

Enlarging the view of the screen

Enlarging part of the screen

1. Touch ⊕ "Zoom In" in the menu.

2. Touch the board.

The area around the touched point is enlarged and displayed.
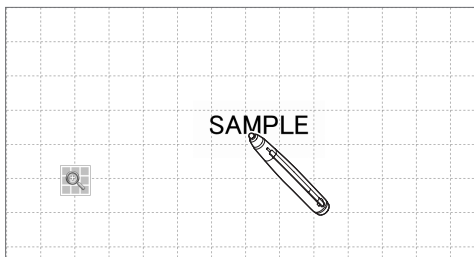
Touch the point to enlarge.   The area around the point is enlarged.
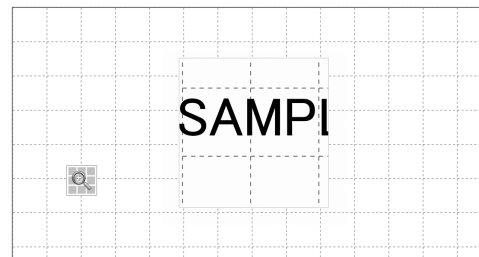
Enlarging a specified area

1. Touch ▣ "Zoom In Selection" in the menu.

2. Drag the area you want to enlarge.

The specified area is enlarged in a separate window.

• The narrower the area specified, the more the view is enlarged.
• The drawing and image capturing functions cannot be used in a window whose view is enlarged.

• If the specified area is too narrow, it will not enlarge.

■ Enlarging the screen in whiteboard mode

The zoom methods below can be used in whiteboard mode.

Double-click to enlarge the screen

1. Touch [ ] "View" in the menu.

2. Quickly touch the part of the board that you want to enlarge twice (double-click).

Each time you double-click, the view switches between 100% (sheet size) centered on the click position, and window fit size.
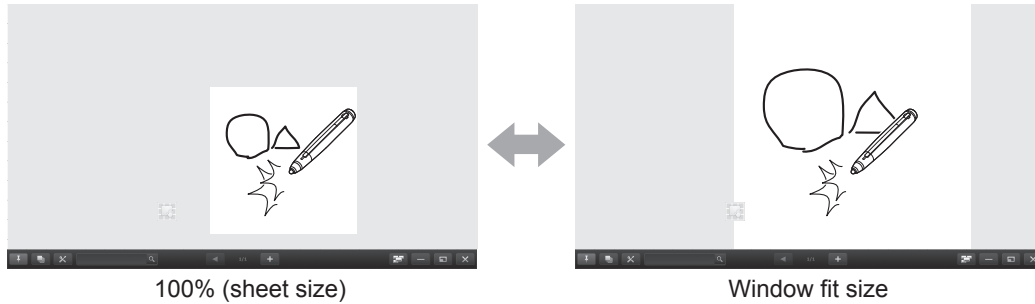
100% (sheet size)   Window fit size

Changing the display position when the view is enlarged

To change the display position, drag on the screen with [ ] "View" selected in the menu.

Enlarging the view of the screen with the pan window (only when the classic menu and whiteboard is displayed)

A thumbnail of the current sheet appears in the pan window on the toolbar.
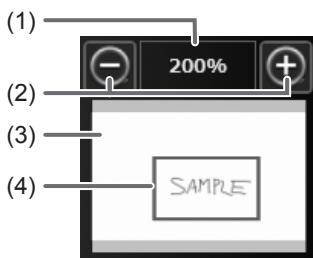
(1) Magnification

Shows the current screen magnification.

(2) [-] [+]

Touch to enlarge or reduce the view between 50% and 400% in increments of 25%.

(3) Pan window

Shows a thumbnail of the current sheet. Each time you double-click inside the display frame, the magnification switches between 100% and Fit Width.

(4) Display frame

Shows the area that is displayed on the screen. To move the area that is displayed, drag the display frame.

TIPS

• The screen can be enlarged or reduced by "Zoom" dual touch.
  When the screen is enlarged, the display position can be changed by dual touch.
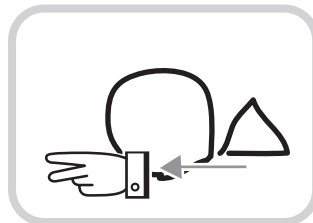
Drag with two fingers

When using the PN-L series (excluding the PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/PN-L703A/PN-70TA3/PN-L703B/PN-70TB3/PN-L703W/PN-70TW3/PN-L803C/PN-80TC3), set "Touch Mode Setting" of the touch panel driver to "Dual", and "Input Mode Setting" to "Standard" or "HandWrite".
When using the PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/PN-L703A/PN-70TA3/PN-L703B/PN-70TB3/PN-L703W/PN-70TW3/PN-L803C/PN-80TC3, set "Touch Operation Mode" of the Touch Panel Settings Tool to "Multi-Touch Mode", and "Input mode" of the Touch Pen Utility* to "Standard".
* This is required when using 3 button pen (sold separately) with the PN-L603B/PN-60TB3/PN-L703B/PN-70TB3.

• Dual touch can be disabled. (Page 49)

Using multiple touch pens simultaneously

A maximum of 4 3 button pens can be used to draw at once.
To use this function, set "Touch Pen" to "3 Button Pen Only" and "Dual-Touch Gesture" to "Disable". (Page 48, 49)
Set "Input mode" of the Touch Pen Utility to "Standard" or "Pen".

■ Drawing with multiple pens

The line color and thickness of the touch pens can be set separately for "Pen 1" to "Pen 3" and "Eraser". (Page 25, 26)
The default settings of "Pen 1" to "Pen 3" and "Eraser" can also be set separately. (Page 51)
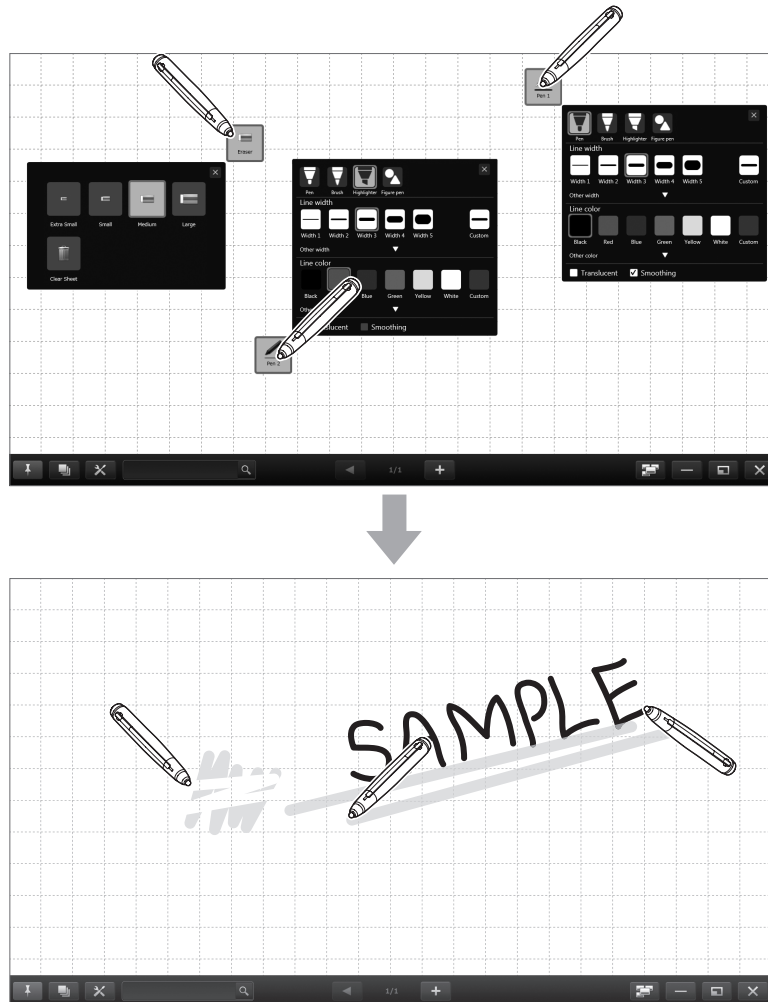
> **! Caution**
>
> • When using the classic menu (page 9) or floating menu (page 10), simultaneous drawing is possible, but the same function, including settings such as line color and thickness, will be selected on all pens.
> • Multiple boards cannot be used simultaneously, even if displayed in windows.
> • When "Automatically Find Eraser" is set, no pens can be used while a drawn line is erased by an eraser. (Page 49)
> • When multiple touch pens are used, touch positions and touch pen information (color, thickness, etc.) may become interchanged, and lines may break.
>   - When touched simultaneously
>   - When touch pens are moved near each other
>   - When batteries are low
>   - When other wireless equipment is operating nearby
> • Simultaneous use of multiple touch pens, fingers or erasers may slow down the operation.

> **TIPS**
>
> • Multiple fingers can be used for drawing (excluding the PN-L602B/PN-L702B/PN-L802B).
>   In that case, set "Touch Pen" to "Finger or Other Pen" and "Dual-Touch Gesture" to "Disable" and then set "Simultaneous Drawing with Multiple Fingers" to "Enable". (Page 48, 49)
>   When using multiple fingers, the function is the same for all fingers.

Launching an External Application (Full version only)

An external application can be added to allow the application to be launched while this software is running.

■ Adding an external application

Up to 5 applications can be added.

Adding a new application

1. Touch the "Settings" button (✕) on the toolbar.
2. Touch "Settings" in "External Application Settings" on the "Other" tab.
3. Touch "Edit" next to an application that is shown in the list as being "Not Set".
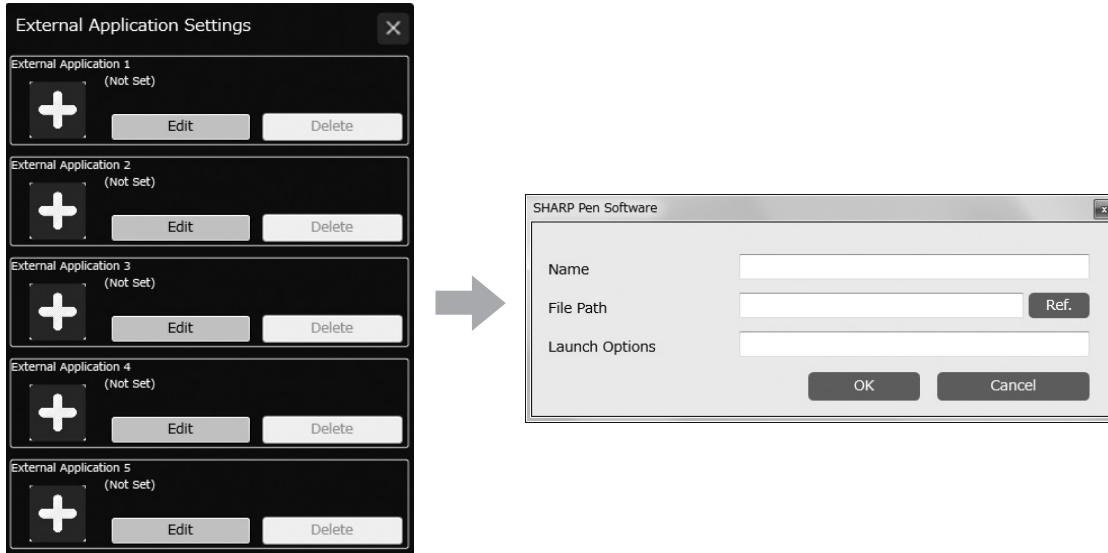
Set the information below.
- Name:
  Set the name that will be shown on the toolbar.
- File Path:
  Set the file path of the application to be added.
  You can touch "Ref." to the right of the entry box to select and add the application.
- Launch Options:
  Set launch options for the application.

4. When you have completed the settings, touch "OK".

Editing/deleting an added application

1. Touch the "Settings" button (✕) on the toolbar.
2. Touch "Settings" in "External Application Settings" on the "Other" tab.
3. To edit an application, touch "Edit" and change the settings (step 3 of "Adding a new application").
   To delete an application, touch "Delete".

■ Launching an external application

1. Touch 🖼 "External Application" in the menu.
2. Touch the application that you want to launch.
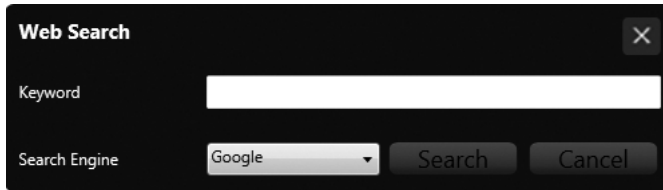
Searching the Internet (Full version only)

By specifying a keyword and a search engine, you can search the Internet while the software is running.

■ Entering a keyword and searching

1. **Touch 🔍 "Web Search" in the menu.**
   The search keyword entry screen appears.

Web Search		×
Keyword		
Search Engine	Google ▼	Search Cancel

2. **Enter the "Keyword".**
3. **Select the "Search Engine" and touch "Search".**

■ Searching using entered text as a keyword

1. **Touch 🖌 "Touch Selection" in the menu, and select the text you want to use for the keyword. (Page 32)**
2. **Select 🔍 "Web Search" from the expansion menu.**

   The selected text is entered in "Keyword".

   ❗Caution

   • It is not possible to set only one part of the text in the text box as the keyword.

3. **Select "Search Engine" and touch "Search".**

Importing a Document as an Image (Pen Software Printer Driver) (Full version only)

A document of any application can be converted into an image and displayed on the whiteboard.
A document is imported as an image similar to an image printed by a printer.

■ In the software application

1. **In the software application, open the document that you wish to import.**
2. **Select the print command and open the print settings screen.**
   For details, see the manual for the software application.
3. **Change the printer to "Send print data to SHARP Pen Software", and select print settings.**
   - "Paper Size", "Orientation", and "Resolution" can be selected.
   - When you have finished selecting settings, touch "OK".
4. **Execute printing.**
   The printed document will be converted into an image and sent to the Pen Software.

■ In the Pen Software

When the image has been sent, the "Data has been received" dialog box will appear.

5. **Touch the dialog box.**
   This completes the receiving of data.

TIPS

- It may not be possible to correctly convert documents from some software applications.
- It may not be possible to correctly convert parts of contents from some websites.
- In some cases, data may not import when you select "Send print data to SHARP Pen Software" with the Web site that you want to import displayed in Internet Explorer. It may be possible to correctly import the data if you remove the checkmark from "Turn on Protected Mode" on the "Security" tab in "Internet Options" in Internet Explorer.
- If the "Resolution" setting of the Pen Software printer driver is set too high, enlargement, reduction, and scrolling of sheets may not be smooth.

Acquiring an Image From a Multifunction Machine

If a SHARP multifunction machine is connected to the same network as the monitor/computer on which the Pen Software is installed, an image scanned on the multifunction machine can be acquired onto the whiteboard.

> **TIPS**
> • Supports the Network Scanner Tool 3.3 or higher.
> • For details, contact your dealer or nearest authorized service representative for the multifunction machine.
> • For the procedures for using the multifunction machine, see the manual for the multifunction machine.

Using the Network Scanner Tool to acquire an image

Use JPEG for the scan send format.

> **TIPS**
> • The first time you use Network Scanner Tool in the full version, install Network Scanner Tool on the computer on which Pen Software has been installed, and configure the Network Scanner Tool settings. (Page 56)
> • To acquire an image from a multifunction machine, the Network Scanner Tool must be running on your computer.

■ In the multifunction machine

1. **Place the document in the multifunction machine.**
2. **Select a destination stored in the Network Scanner Tool.**
3. **Select the scan send format.**
4. **Execute scanning in the color mode.**

   The document will be scanned and sent to the Pen Software.

■ In the Pen Software

When the image has been sent, the "Data has been received" dialog box will appear.

5. **Touch the dialog box.**

   This completes the receiving of data.

Acquiring an image from a TWAIN device (Full version only)

When a scanner or other TWAIN device is connected to the computer on which the Pen Software is installed, an image scanned on the TWAIN device can be acquired to the Whiteboard.

TIPS

• For the procedure for using the TWAIN device, see the manual for the TWAIN device.

1. **Place the original in the TWAIN device.**
2. **Touch 📔 "Import images" in the menu.**

   The acquire image screen of your scanner or other TWAIN device will appear.

Linking to Microsoft PowerPoint (Full version only)

When the slideshow display of Microsoft PowerPoint is detected, a control toolbar that makes it easy to operate the Microsoft PowerPoint slideshow and Pen Software appears automatically.
The presentation support tool automatically starts and an icon (🖋️) appears on the taskbar.

Supported applications

• Microsoft PowerPoint 2007/2010/2013
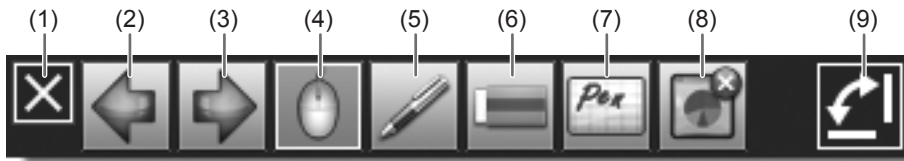
(1) This hides the control toolbar.
   To show the control toolbar again, exit the slide show and then restart the slide show.

(2) Show the previous slide.

(3) Show the next slide.

(4) Change to arrow (select) mode.

(5) Change to pen mode.
   To select the pen color, touch the icon again while it is selected.

(6) Change to eraser mode.

(7) Start the Pen Software whiteboard.
   When the Whiteboard is running, the icon (🔼) that appears on the Whiteboard can be clicked to return to the slideshow.

(8) End the displayed slideshow and close the control toolbar.
   If draw screen is performed in pen mode, a confirmation screen asking "Do you want to keep your ink annotations?" will appear.

(9) Each time you touch 🔁, the toolbar switches between the vertical orientation and horizontal orientation.

Exiting

1. Click the presentation support tool icon (🖋️) on the taskbar.

2. Click "Exit".

TIPS

• In some cases, it may not be possible to use this tool to operate PowerPoint presentations that are prohibited from being edited.

Printing

1. Touch 🖨 "Print" in the menu.

2. To print the current sheet, touch 🖨 "Print Current Sheet".
   To print all sheets, touch 🖨 "Print All".
   Set the printer to be used in advance. (See "Register the settings for printing" below.)
   When printing, select the settings below.
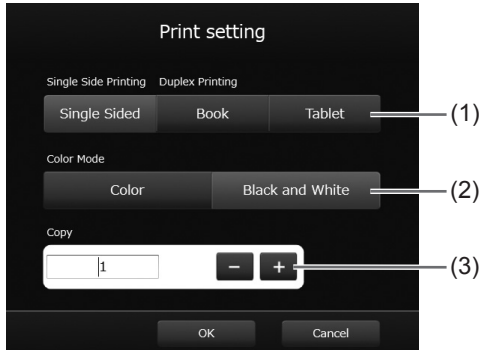
(1) Single Side Printing / Duplex Printing
(2) Color Mode
(3) Copy

3. When you have completed the settings, touch "OK".

TIPS

- The menu and other operation tools of the software will not be printed.
- A sheet with no data will not be printed.
- You can also print from the sheet list. (Page 23)

■ Register the settings for printing

1. Touch the "Settings" button (✕) on the toolbar.
2. Touch "Settings" in "Print setting" on the "Other" tab.
3. Specify the print settings. (See below.)
4. When you finish adjusting the settings, touch ✕.
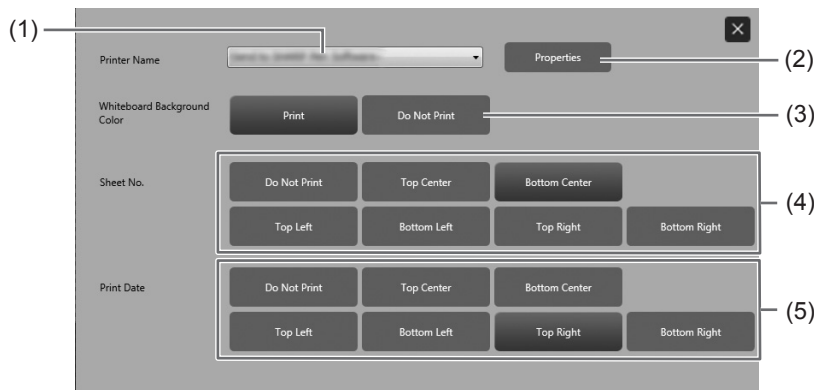
(1) Printer Name

Select the printer to be used for printing.

(2) Properties

Set the printer details. The setting options depend on the printer. For the setting options, refer to the instruction manual of the printer.

(3) Whiteboard Background Color (Only when in whiteboard mode)

To print the color that is set for the whiteboard background, select "Print".

(4) Sheet No. (Only when in whiteboard mode)

To print the sheet number, select the print position.

(5) Print Date

To print the date, select the print position.

Using a Secondary Display (Full version only)

Applicable models (as of December 2015)
PN-L series (PN-L602B/PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/PN-L702B/PN-L703A/PN-70TA3/   PN-L703B/PN-70TB3/PN-L703W/PN-70TW3/PN-L802B/PN-L803C/PN-80TC3)
PN-C series (PN-C603D/PN-C703B/PN-70SC3) LL-S series (LL-S201A/LL-S242A) LL-P series (LL-P202V)

Available models differ according to region.

！Caution

- This feature is not compatible with Windows Vista.
- Set the screen resolution to 1920 x 1080.
- PN-L602B/PN-L702B/PN-L802B:
  Set "Touch Mode Setting" of the touch panel driver to "Dual".
  PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/PN-L703A/PN-70TA3/PN-L703B/PN-70TB3/PN-L703W/
  PN-70TW3/PN-L803C/PN-80TC3:
  Set "Touch Operation Mode" of the Touch Panel Settings Tool to "Multi-Touch Mode".
- The software keyboard for text entry may not appear in the display that shows Pen Software. In Windows 7, the software keyboard cannot be displayed in a secondary display.
- An external application (page 40) launched from the Pen Software may appear in the primary display.

■ Secondary display settings

To use the touch panel in the secondary display, touch panel settings must be configured.

1. **Connect the display to the external display port on the computer, and connect to the display with a USB cable.**
2. **Select "Hardware and Sound" from Control Panel.**
3. **Select "Tablet PC Settings".**
4. **Select "Setup".**
5. **Press the [Enter] key until the screen below is shown as the secondary display.**

> Touch this screen to identify it as the touchscreen.
>
> If this is not the Tablet PC screen, press Enter to move to the next screen. To close the tool, press Esc.
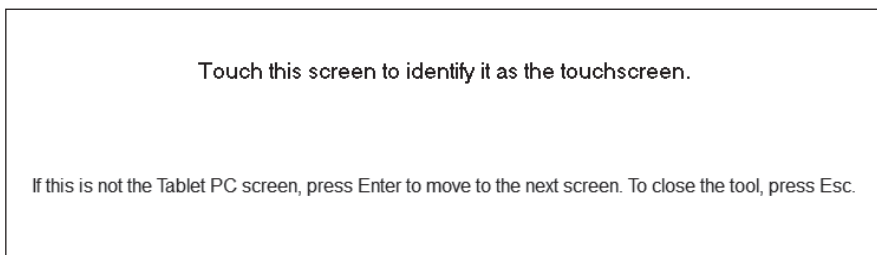
   If the pen or touch input selection screen appears, select touch input.
6. **Touch the screen.**
7. **Press "OK".**
   "Tablet PC Settings" closes.

■ Starting the secondary display

In whiteboard mode:

1. **Start whiteboard mode.**
2. **Displays the whiteboard in a window. (Page 16)**
3. **Move the window of the whiteboard to the secondary display.**
4. **Maximize the window of the whiteboard. (Page 16)**

In overlay mode:

1. **Follow the step 1-4 above.**
2. **Exit whiteboard mode.**
3. **Start overlay mode.**

TIPS

- The display that started is stored. The stored display is started.

Ⓔ47

Customizing the Settings

You can customize various settings of this software.
The settings are the same in both whiteboard mode and overlay mode. However, the contents of the screen will vary depending on which mode is started.

> TIPS
> • If "Share software settings with all users" is selected during installation, the settings will be the same for all users.

1. **Touch the "Settings" button (✕) on the toolbar.**
2. **Set the options as necessary. (See below.)**
3. **When you finish adjusting the settings, touch "OK".**

■ Basic Settings

> TIPS
> • When this software is restarted or new boards are created / added, setting will be reflected.
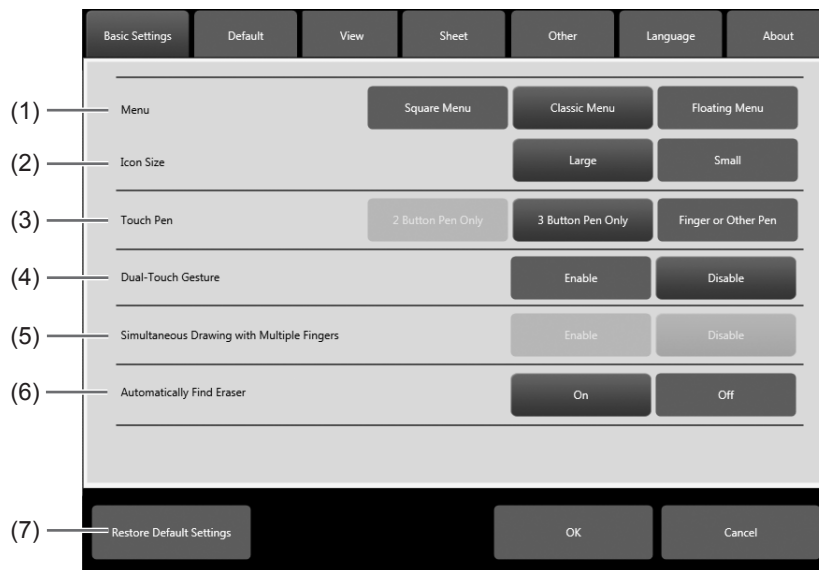
(1) Menu
Select "Square Menu", "Classic Menu" or "Floating Menu" for the menu format. (Page 8, 9, 10)

(2) Icon Size
Set the icon size to "Large" or "Small" in the square menu and classic menu.

(3) Touch Pen
Select the pen to use from "2 Button Pen Only" (full version only), "3 Button Pen Only", or "Finger or Other Pen".
Select "Finger or Other Pen" when using a passive pen, digitizer pen or finger.
"2 Button Pen Only" and "3 Button Pen Only" cannot be selected if a model that can use these functions is not connected when the Pen Software is launched.
To use multiple models, set to "Finger or Other Pen". In this case, the "2 button pen" and "3 button pen" functions cannot be used.
Available items vary according to the models.

(4) Dual-Touch Gesture

Set whether dual touch is enabled. When enabled, the following actions are possible:
- "Zoom" can be used to change the sheet display magnification, and two-finger drag can be used to change the display position. (Page 38)
- Two-finger left/right drag can be used to change the sheet. (Page 21)

TIPS

- Dual touch cannot be used in Windows Vista.
- When using a PN-L series (excluding the PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/PN-L703A/ PN-70TA3/PN-L703B/PN-70TB3/PN-L703W/PN-70TW3/PN-L803C/PN-80TC3), set "Touch Mode Setting" of the touch panel driver to "Dual", and "Input Mode Setting" to "Standard" or "HandWrite".
  When using the PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/PN-L703A/PN-70TA3/PN-L703B/ PN-70TB3/PN-L703W/PN-70TW3/PN-L803C/PN-80TC3, set "Touch Operation Mode" of the Touch Panel Settings Tool to "Multi-Touch Mode", and "Input mode" of the Touch Pen Utility* to "Standard".
  * This is required when using 3 button pen (sold separately) with the PN-L603B/PN-60TB3/PN-L703B/PN-70TB3.
- Dual touch may not operate correctly in the following cases:
  Touching is too quick.
  The distance between the 2 points is too short.
  The 2 points intersect.
  The points are aligned horizontally or vertically.

(5) Simultaneous Drawing with Multiple Fingers

Set to "Enable" when drawing with multiple fingers.
To use this function, set "Dual-Touch Gesture" to "Disable" and "Touch Pen" to "Finger or Other Pen". (Page 48)

(6) Automatically Find Eraser

When set to "On", the pen automatically change to the eraser when the screen is touched with the eraser in pen mode. (Page 26)
This cannot be selected if a model that can use this function is not connected when the Pen Software is launched.

TIPS

- To use this function with the PN-L series (excluding the PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/ PN-L703A/PN-70TA3/PN-L703B/PN-70TB3/PN-L703W/PN-70TW3/PN-L803C/PN-80TC3), set "Input Mode Setting" to "Standard" in the touch panel driver.
  When using the PN-L603A/PN-60TA3/PN-L603B/PN-60TB3/PN-L603W/PN-60TW3/PN-L703A/PN-70TA3/PN-L703B/ PN-70TB3/PN-L703W/PN-70TW3/PN-L803C/PN-80TC3, set "Input mode" of the Touch Pen Utility* to "Standard".
  If set to other than "Standard", the eraser auto recognition function cannot be used.
  * This is required when using 3 button pen (sold separately) with the PN-L603B/PN-60TB3/PN-L703B/PN-70TB3.

(7) Restore Default Settings

Reset the settings to the initial values.

TIPS

- The language setting will not return to the default setting (page 54).

■ Default

You can change the default settings for the functions.

> TIPS
>
> • When this software is restarted or new boards are created / added, setting will be reflected.
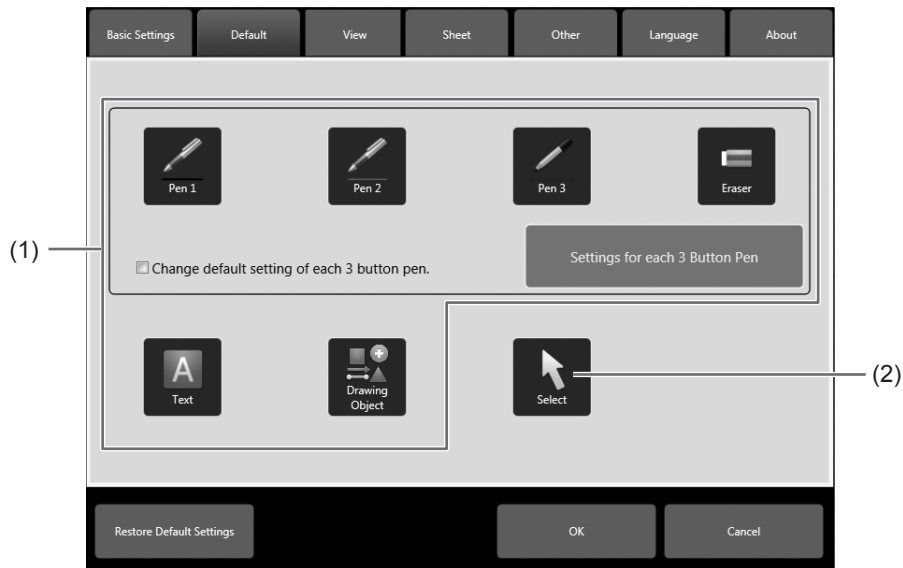
To change all default settings

(1) Pen 1 to Pen 3/Eraser/Text/Drawing Object
Set the function default settings that are applied when the Pen Software is started.

(2) Select
Set "Touch Selection", "Rectangle Selection" or "Lasso Selection" for the selection method.

To change the default settings for each 3 button pen

This can only be changed when "Input mode" of the Touch Pen Utility is set to "Standard" or "Pen".

(1) Select the "Change default setting of each 3 button pen." checkbox.
- Set "Menu" to "Square Menu" and "Touch Pen" to "3 Button Pen Only". (Page 48)
  If these settings are not correct, an error message will appear.

(2) Click "Settings for each 3 Button Pen".
- The "Settings for each 3 Button Pen" screen appears.
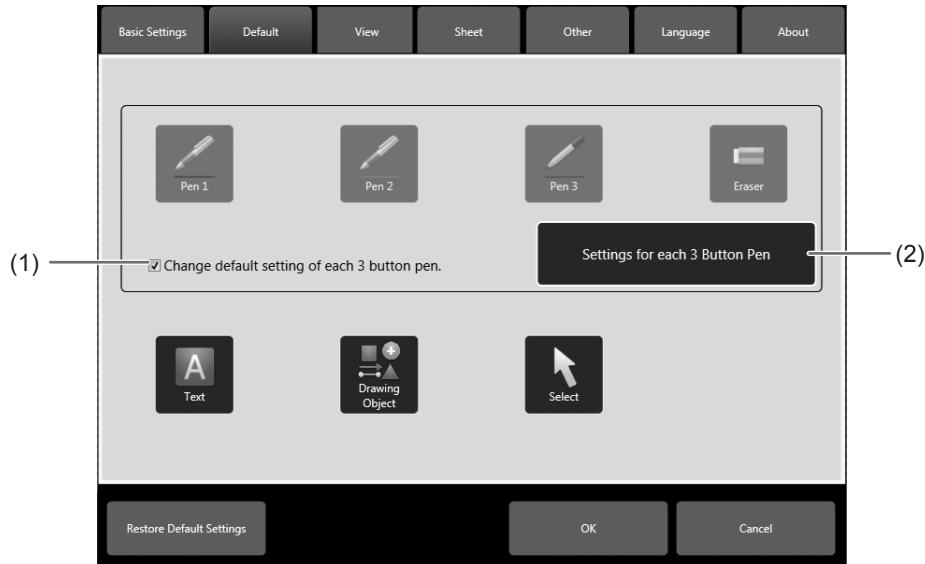
(3) Click the Pen Number of the pen that you want to set.
- To automatically select the Pen Number of the currently used pen, press the "Auto Select" button.

(4) Set the default settings for "Pen 1" to "Pen 3" and "Eraser".
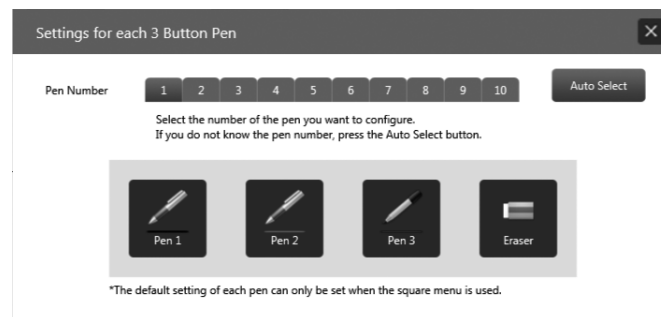
TIPS

- If you change the "Menu" or "Touch Pen" setting after changing the default settings, the checkmark will be removed from the "Change default setting of each 3 button pen." checkbox.

■ View
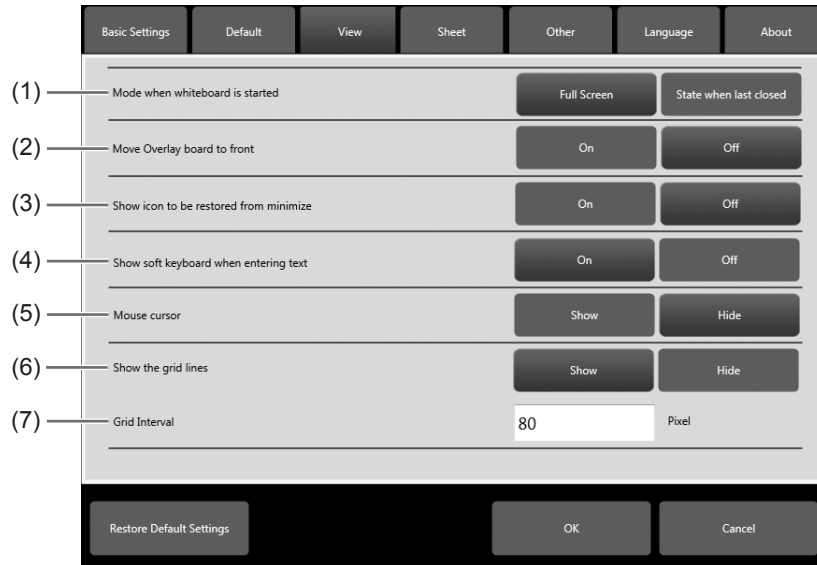
(1) Mode when whiteboard is started (Full version only)
Set whether the mode when the whiteboard opens is "Full Screen" or "State when last closed".

(2) Move Overlay board to front (Full version only)
Set whether the overlay board is always at the front.

(3) Show icon to be restored from minimize (Full version only)
Set "On" or "Off".

When set to "On" and the software is minimized (page 7), the icon ( ) will appear for restoration from minimize. Touch the icon to return to full screen display.

(4) Show soft keyboard when entering text
Set "On" or "Off".

(5) Mouse cursor
Set whether to show a cursor.

(6) Show the grid lines
Set "Show" or "Hide".

(7) Grid Interval
Set the grid interval. (50 to 500 pixels)

■ Sheet
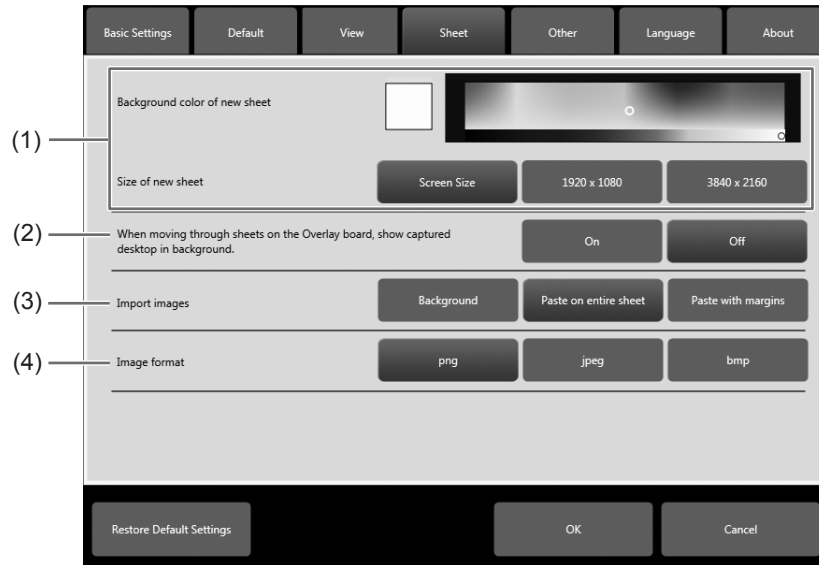
(1) Background color of new sheet
    Size of new sheet (Full version only)

    Set the background color and size used when sheets are added.

(2) When moving through sheets on the Overlay board, show captured desktop in background. (Full version only)

    Set whether the desktop is captured and used as the background image when the sheet display is changed or moved in overlay mode.

(3) Import images
    Set the method used to import images. (Page 19)

    !Caution
    • PDF files can be opened only as "Background".

(4) Image format
    Set the file format for files saved using "Save image". (Page 17)

■ Other

(1) Send Email

Mail Server Settings : Set your SMTP server name, SMTP port number, secure password authentication, user ID, password information, and e-mail address.

Address Book : You can add, edit or delete address book contacts.

(2) Print setting

Register the settings for printing. (Page 46)

(3) Window size / Ratio

Specify the size and magnification of the zoom display. (Page 37)

(4) Object Recognition Time

Set the period until a hand-drawn line is determined as an object. (Page 24)

(5) External Application Settings (Full version only)

You can add external applications that can be launched while the software is running. (Page 40)

■ Language (Full version only)

You can set the language used in this software.

!Caution

- If you set the language to other than the language used on the PC, functions such as character conversion may not operate correctly.
- Some items do not change to the set language.

TIPS

- The settings will be applied when you restart the software.
- Also restart "Screen Capture Cut Tool".
- Selecting "Restore Default Settings" does not return the language setting to the default language.

■ About

The version information of this software is displayed.

Installing/Uninstalling the Software (Full version only)

The operations in this section require administrator privilege.

Installing the Pen Software

■ Installing the Pen Software

1. **Exit all running software applications.**
2. **Insert the supplied CD-ROM into the CD-ROM drive of the computer.**
3. **Double-click the setup program.**
   - 32-bit/64-bit operating system: \PenSoftware\setup.exe
4. **For the remainder of the procedure, follow the instructions shown on the screen.**
   - When the "User Account Control" dialog box appears, click "Yes" (or "Allow").
   - When a security warning screen (The publisher could not be verified.) appears, click "Allow".
   - If all users will use the software with the same settings, select "Share software settings with all users" in the "Ready to Install the Program" screen.

> TIPS
>
> - To switch setting sharing of this software between enable and disable, uninstall and reinstall this software.
> - When installation is finished, shortcut icons for whiteboard mode ( ) and overlay mode ( ) will be created on the desktop.
>   The Pen Software printer driver will also be added. (Page 42)

■ Uninstalling

1. **Exit all running software applications.**
2. **Open "Control Panel".**
3. **Click "Uninstall a program".**
   - If you are using icon view (Classic View), double-click "Programs and Features".
   - In Windows 8/8.1/10, you can also right-click "Pen Software" (or "Overlay mode Pen Software") in the Start screen or Apps screen and click "Uninstall".
4. **Select "SHARP Pen Software" and click "Uninstall".**
5. **For the remainder of the procedure, follow the instructions shown on the screen.**
   When the "User Account Control" dialog box appears, click "Continue".

This completes the uninstallation process.

Installing the Network Scanner Tool

The Network Scanner Tool is used to acquire an image from a SHARP multifunction machine connected to the same network.

■ Installing the Network Scanner Tool

The Network Scanner Tool is not included on the provided CD-ROM. Use the Network Scanner Tool (Version 3.3 or later) that is provided with the multifunction machine. (If already installed, there is no need to reinstall.)

For details on installing and using the Network Scanner Tool, see the Network Scanner Tool user's guide. For questions on the compatibility of your multifunction machine or the Network Scanner Tool, contact your dealer or authorized service representative.

■ Configuring settings for the Network Scanner Tool

The folder that will be used to acquire images scanned from the multifunction machine must be stored as a destination in the multifunction machine's address book.

When creating a profile, select "Move File to Folder" and set the path to the folder (below) for acquiring images in "Details".

C:\ProgramData\sharp\PenSoftware\JPEG (When OS is installed in C drive.)

The folder may not appear depending on the OS settings. In this case, directly enter the path (string of letters above).

If the above directories cannot be located, please confirm that 'Show hidden files, folders, and drives' is selected in the Folder and Search options tab. This tab can be located under the Windows 7 'Organize' menu.

■ Uninstalling

Exit the Network Scanner Tool, open the uninstall screen as explained on page 55, and remove "Network Scanner Tool" (or "Sharpdesk").

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SHARP

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