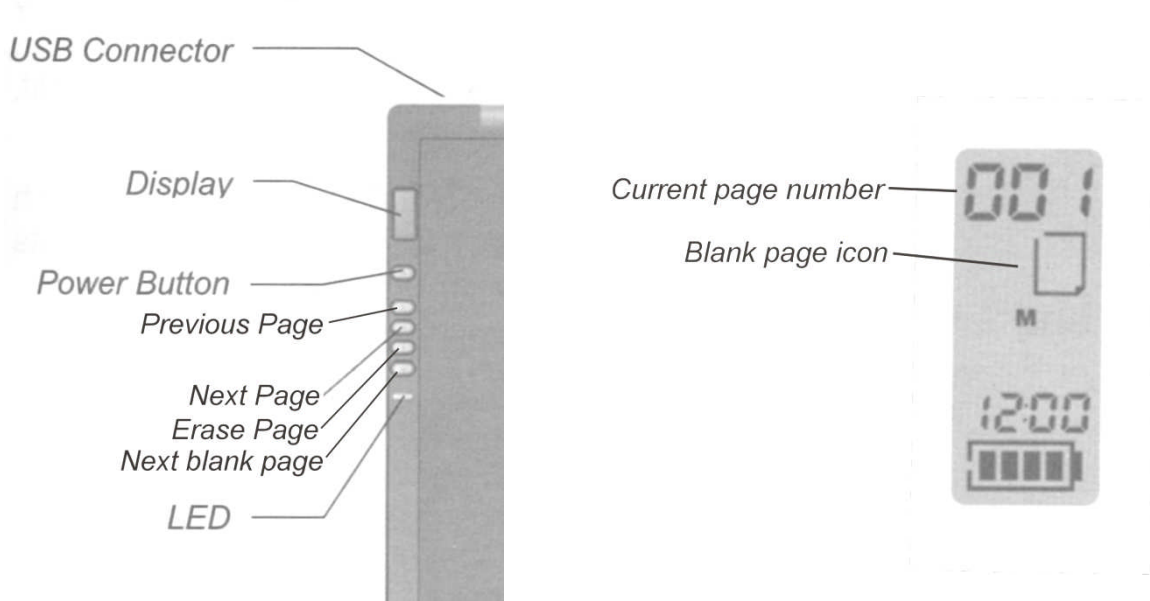





Getting started with the Acecad Digimemo digital notetaker



1 Turn on the notetaker by pressing the **Power Button**. (The notetaker is turned off by pressing the **Power Button** again).

2 The display shows the current page number (001 to 999) and a blank page icon  or a  page with contents icon. Ensure that the display shows the blank page icon. If not, press the **Next Page** button till you are at a blank page or press the **Next blank page** button.

3 Before starting to write on a page, write the page number shown in the display onto your page. This will make sorting your notes much easier when uploading. It is important that the paper does not move with respect to the writing area of the notetaker when writing, as this will otherwise lead to offsets between the digital and the handwritten page. If this is a problem, use Blu-Tack to secure the paper in place.

4 Write on the page. The blank page icon will change to the page with contents icon. When you are writing, the pen icon  appears on the display.

5 When you want to turn to the next page, you must press the **Next Page** button till you are at a blank page or press the **Next blank page** button. A common error when starting to work with the Acecad is to forget to press the next page button before starting to write on a new page. You may at the beginning wish to put a post-it at the bottom of the page reminding you to press the new page button. Replace the post-it onto the bottom of each new page.

- 6 You can write on both sides of paper: simply turn the page over, press the **Next Page** button, write the page number at the bottom of the sheet and continue writing. Each sheet of paper will then correspond to two electronic pages.
- 7 If you want to erase the contents of a digital page, press the **Erase** button. You will see an **Erase??** message in the display. Press the **Erase** button a second time to erase the contents of the page. Cross out the page or tear off the paper. This will make sorting your digital notes later much easier. To delete more than one page simultaneously, see point 11 below.

Uploading notes in the PC classroom

Starting the DigiMemoManager software

- 1 After logging in, double-click on **PANDA-Machine-number**
- 2 Choose the L-Drive: **Classroom-bdc (L:)**
- 3 Double-click on the icon **ACECAD DigiMemoManager**
- 4 Click on the executable **DigiMemoManager** to start the application
- 5 Plug the USB cable into the PC and into the Digimemo Notetaker.

Uploading and saving files

- 6 Choose **File – Digital Page...**
- 7 Make sure the button **Import Digital Page** is selected. Click on **Browse**. Choose **Removeable Disk J**. Double click on the folder **DMEMO-M**. Choose the files you want to upload and click OK. (Use the Control and Shift keys to select more than one file)
- 8 In the DigiMemoManager software, choose **File – Save as...** and choose a location to save your file. The file is saved as a .dnd file.

Exporting to PDF format

- 9 Choose **File – Print...** In the popup window, select the pages to print, under Name choose **PDFWriter**, and click OK. Enter the filename for the .pdf file.

Tutorial solution sets

- 10 Please send your tutorial solutions both as a .dnd and as a .pdf file to your tutor. Please choose the filename `yourname_course_sheetnumber`, e.g., `Tom_QM1_1.pdf`, `Felicity_MfPh_2.dnd`, `Chris_ThStPh_1.pdf`, etc.

Deleting digital pages from the notetaker memory

- 11 Choose **File – Digital Page...** Select the button **Delete Digital Pages**. Click on **Browse**. Choose **Removeable Disk J**. Double click on the folder **DMEMO-M**. Choose the files you want to delete and click OK. (Use the Control and Shift keys to select more than one file)

Additional information


Adding content to digital pages using the Acecad DigiMemoManager software

The Digimemo software gives you the possibility to modify your digital notes:

- You can color components by dragging a box around them and then choosing a colour icon
- You can create text boxes and type text into them.
- You can use the eraser to delete parts of a digital page.
- By choosing the online writing icon, you can continue to add content to a digital page while writing on the notetaker.

You can, but **do not need to**, make use of any of these features when uploading and sending your tutorial solutions.

Replacing batteries and ink cartridges

When the battery status icon on the Acecad display shows low batteries,  the batteries need to be replaced. There are also two button cells in the pen, which should be replaced if there are missing or distorted ink strokes and decreased writing thickness in the digital pages. There are two replacement ink cartridges in the cartridge compartment on the rear side of the notetaker. Replacement batteries for pen and notetaker, replacement ink cartridges and paper pads can be purchased from Les Kirk, room 235.

Information for MAC users

The Acecad DigiMemoManager software only runs under Windows. Thus, please use the PC classroom to upload your files. If you save them in .pdf format, you can then transfer them to your MAC and use software such as jarnal if you wish to annotate your .pdf files. Jarnal is free, and can be downloaded from www.dklevine.com/general/software/tc1000/jarnal.htm. You can use the Acecad notetaker as a tablet to annotate with Jarnal (see p.30 of the user guide).