

Introduction

Congratulations on your choice of a state-of-the-art WizCom *QuickLink Pen*[™]. Inside its tip your Pen contains a sophisticated electronic eye mounted above two rollers. This eye enables you to scan in different types of printed information, such as notes, addresses or business cards, Internet links and tables, anywhere you are. You can later transfer, or “quicklink”, the information to your computer.

Your *QuickLink Pen* comes with a QuickStart guide so that you can start scanning information into your Pen right away. It also comes with a CD-ROM that contains the *QuickLink Desktop* application; a library of for expanding your Pen’s capabilities; a complimentary copy of *CharacterEyes Limited*, Ligature Ltd.’s popular optical character recognition (OCR) software, enabling you to work with TWAIN-compatible, flatbed scanners; and a movie about the Pen. Use *QuickLink Desktop* to exchange information between your Pen and computer or to customize your Pen by adding and removing components such as applications and dictionaries. In addition, *QuickLink Desktop* enables you to use the Pen as an input scanning device.

The *QuickLink Pen* can be upgraded. You can purchase a larger flash memory card for your Pen to greatly increase its capacity for adding components and applications.

Your Pen comes with a warranty form. Fill it in and send it to the retail outlet where you purchased your unit. WizCom does not accept any direct or indirect liability for financial losses or claims from third parties, resulting from use of this product and all its functions, or for any damage caused by its improper use. WizCom reserves the right to make technical alternations.

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How To Use this Manual

The *QuickLink Pen* Operations Manual is designed to help you get the most out of the varied and sophisticated functions the Pen and accompanying Desktop application make available to you. Each section explains one or more functions in full, and the Index at the end of this manual helps you find particular options or steps in a procedure. The manual is divided into the following four sections:

Part 1: Getting Started

In *The QuickLink Pen* and *Learning to Scan* sections, you will learn how the *QuickLink Pen* works and follow basic instructions for using it to scan in a simple line of text. In the *Setting Up the Desktop* section you will find instructions for installing the *QuickLink* Desktop software from the CD-ROM, and for setting up communications between your Pen and computer. This enables you to transfer the information you have scanned into applications on your computer (e.g., you can transfer the Internet Links you have scanned to your web browser's "Favorites" list), and to use your Pen to scan information directly into your computer.

Part 2: The *QuickLink Pen*

Detailed, step-by-step instructions for all the *QuickLink Pen* **Main Menu** options are given in the *Main Pen Functions* section. Here you can find out how to scan in plain text, addresses, Internet links, and tables: scan directly into an application on the computer; transfer data between your Pen and computer; change the Pen's default settings; and access information about the Pen's present status. The following section, *Advanced Pen Features*, explains how to edit information you have scanned in using the **Edit Menu** and Character Bar. It also shows you how to enter information manually using the Opticard.

Part 3: The *QuickLink* Desktop Application

The *Introduction to the QuickLink Desktop* section explains what the Desktop components and functions do. In the following section, *QuickLink Desktop Functions*, you can find detailed instructions for managing your Pen and data files, communicating between the Pen and computer, adding and removing Pen components such as OCR or interface languages, and backing up or restoring Pen data, applications and components.

Part 4: Appendices

In the *Additional QuickLink Pen Information* section you will find instructions for upgrading your Pen and maintaining it, as well as technical specifications. The *Technical Data* and *Troubleshooting* sections complete this last part of the manual.

Conventions

The following conventions are used to present information in this manual:

- Pen and Desktop menu options are displayed in bold type. For example, the **New Link** function in the **Internet Links** application on the Pen or the **Add/Remove Pen Components** function in the Desktop **Pen Communications** menu.
- In the instructions, the word “select” means “scroll to ... and press the **ENT** button”. For instance, “Select **OK**” means to “scroll to OK, then press **ENT**”.
- Sections of this manual referred to by their specific name are written in italics (e.g., the section *Using the Character Bar*).

Part 1: Getting Started

The QuickLink Pen

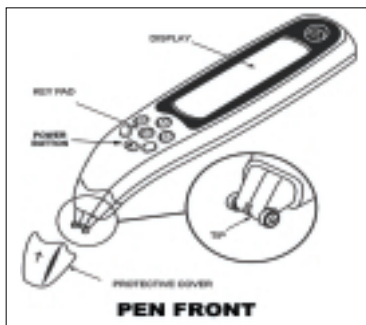
Package Contents

Before using your Pen, take time to check the package contents to make sure that you have received all the following items. If anything is missing, contact your *QuickLink Pen* dealer.

- *QuickLink Pen* (in Pen case)
- Pen case with Opticard sticker on the bottom
- *QuickLink* cable
- Two AAA batteries
- *QuickLink* CD-ROM
- Warranty card
- Operation manual
- Quick-Reference card
- QuickStart guide

Familiarizing Yourself With the Pen

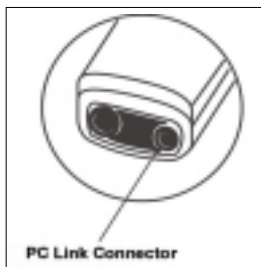
Your Pen contains the following parts:



- Tip
- Protective cover
- Power button
- Key pad
- Display



- Battery compartment cover
- Battery compartment
- Flash memory card pocket and connector



- PC link connector

Setting Up Your Pen

Step A. Insert Batteries

1. Remove the battery compartment cover from the back of the Pen.
2. Insert two AAA batteries (included in packaging) in the correct direction.
3. Replace the battery compartment cover.





Step B. Remove Protective Cover

Before scanning, always remove the protective cover from the tip so that the electronic eye is exposed. Always replace the cover when you are done scanning.

Basic Pen Commands

The Pen Buttons and Their Basic Functions

The keypad contains seven buttons for operating your Pen. The basic functions of each button are listed below.

Button	Function
	Turns the <i>QuickLink Pen</i> on and off.
	Enters a menu option or a command. Switches the Pen to scan or edit mode. Toggles a checkbox on or off; <input checked="" type="checkbox"/> = on.
	Returns you to the previous menu. Closes a pop-up alert or message box. Exits the Edit menu.
	Scrolls you upward to the next line in a menu, list or file.

Button	Function
▼	Scrolls you downward to the next line in a menu, list or file.
▶	Scrolls you to the right within an option, line of text or a table. Toggles a checkbox on or off; <input checked="" type="checkbox"/> = on.
◀	Scrolls you to the left within an option, line of text or a table. Toggles a checkbox on or off; <input checked="" type="checkbox"/> = on. When in View Addresses list, displays the Addresses menu. When in View Links list, displays the Links menu.

Double-Click

To double-click an arrow button, press on the button twice in rapid succession.

Long-Press

To long-press an arrow button, depress the button and hold it down briefly.

Navigating Menus, Options and Lists

The *QuickLink Pen* features a **Main Menu**, which is comprised of a series of applications and menu items. Each application or menu item you select contains a submenu of options that tell the Pen to perform a specific function. Some of the options you select may contain a further list of choices.

To select an application, menu item or option:

1. Scroll through the menu using ▲ or ▼.
2. Press **ENT**.

To select an entry from a list:

1. Scroll through the list using ▲ or ▼.
2. Press **ENT**.

To select the **OK** button:

1. Scroll to the **OK** button, if necessary, using ▲ or ▼.
The button should be highlighted.
2. Press **ENT**.

Error Messages

If an error occurs during operation of your Pen, such as scanning a line of text too quickly, an error message appears on your Pen's display. To close the message, press **ENT**.

Confirmation Message.

A confirmation message appears when you delete a file or entry from your Pen. To select **Yes** to close the message, press **ENT**. To cancel the delete action, press ▶ to scroll to **No**, then press **ENT**.

Scanning Limitations

Your Pen allows you to scan in printed text 6-22 points in size (up to 8 mm) in a wide variety of fonts and in all colors on contrasting backgrounds except:

- red on white
- white on red
- blue on black
- black on blue

Learning to Scan

This section takes you step by step through the process of scanning simple text into the *QuickLink Pen*, using the Notes application as an example. Once you learn the basics for scanning Notes, you will be able to use your scanning skills for the rest of the QuickLink applications and functions.

Step A. Turn Pen On

Before scanning, remove the protective cover from the tip and press **⏻** to turn on the Pen.

Step B. Go to Pen Main Menu

The first time you turn your Pen on, the **Main Menu** appears. If the **Main Menu** does not appear in the Pen display, press **⏮** to return to the **Main Menu**.

Step C. Switch to Left-Handed Use (Optional)

If you are left-handed, switch the Pen to left-handed use prior to scanning:

1. Scroll to the **Preferences** menu using **⬆** or **⬇**, then press **⏮**.
2. Scroll to the **Right-/Left-Handed** option, then press **⏮**.
3. With the **Left-Handed** option displayed, press **⏮**. The text changes position on the display.
4. Switch the Pen to your left hand.
5. Press **⏮** to return to the **Main Menu**.

Scanning instructions are the same for left-handed users.

Step D. Select Notes Application

Scroll to **Notes** using **⬆** or **⬇**, then press **⏮**.

Step E. Select New File Option

The **New File** option is highlighted. Press **⏮** to select this option.

*Note: If **New File** is not highlighted, scroll to **New File** using \blacktriangle or \blacktriangledown , then press ENT .*

Step F. Assign File Name

The new Note file is assigned a name automatically. Press \blacktriangledown to scroll to **OK**, then press ENT to accept the file name.

You are now in the Note file. A blinking red light appears in the Pen's tip, signifying that you are ready to scan.

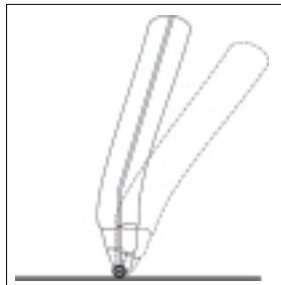
Note: The blinking red light should be on each time you are about to scan. If the light does not appear, press ESC to return to the previous menu, then repeat the steps that take you to the scanning function.

Step G. Scan First Line of Text

1. Place the rollers about 1/2 inch (1 cm.) before the beginning of the first word of the sample text below:

With a *QuickLink Pen* you can scan text anywhere,
even atop Mount Everest

2. Hold the Pen with the *tip* at a 75°-90° angle from the text you are scanning, with the rollers lightly touching the page.



3. Scan gently from left to right. Make sure to keep the center of the Pen tip aligned with the center of the letters in the line of text while you scan.
4. When the rollers have passed the end of the line of text, lift the Pen off the page. The text appears in the Pen display.

Step H. Rescan Inaccurate Text (Optional)

If the scanned text contains errors and must be rescanned, press **ENT** to erase it, then repeat Step G above. Otherwise, advance to Step I.

Step I. Scan Next Line of Text

If the scanned text is correct, repeat the scanning process in Step G above. The Pen inserts a space between the two lines you scanned.

Step J. Start a New Paragraph

To create a new paragraph, press **▼** before scanning in the next line of text.

Step K. Saving the Note

When you have finished scanning the Note, press **ESC** twice. The Pen returns to the **Notes** menu. The text you have just scanned is saved to your Pen automatically.

Setting Up the Desktop

While the Pen can be used as a stand-alone device, having the Desktop up and running enables you to scan from your Pen to your computer, quicklink information between the Pen and computer, and perform various other Pen-computer communications.

Desktop Installation

The *QuickLink* Desktop installation allows you to perform four functions:

- Install the *QuickLink* Desktop application on your computer.
- Install additional interface languages for the *QuickLink* Desktop.
- Run the Pen-Desktop Communications Wizard to set up communications between your Pen and computer.
- Run the Pen Customization Wizard for adding OCR and interface languages to your Pen so that you can use it in a foreign language.

To perform the latter two functions, you will need your Pen and the *QuickLink* communications cable (if you are using serial port communications) or external IrDA device (if you are communicating via infrared technology).

To install *QuickLink* Desktop:

1. Insert the *QuickLink* CD-ROM into the CD drive on your computer. If the Setup does not begin automatically:
 - Click on the Windows **Start** button and select **Run**.
 - Type `x:\setup.exe` (where *x* is your CD-ROM drive), then click on **OK**.
2. Click on **install products**, then select **quicklink desktop**.
3. If you have a multi-language version of *QuickLink* Desktop, select the setup language you want from the drop-down list, then click on **OK**.
4. The Installation Wizard guides you step by step through the installation. You are advised to:
 - Click on **Yes** when asked whether you want to launch *QuickLink* Desktop upon startup. This runs the Desktop application every time you use Windows.
 - Run the Pen-Desktop Communications Wizard. The wizard gives you simple, step-by-step

instructions for setting up communications between your Pen and computer. Pen-computer communications setup is usually a one-time process and does not need to be repeated. If you require additional instructions for connecting the QuickLink cable or external infrared device to your computer, please refer to the following section, *Connecting the Communications Cable or External Infrared Device*.

Once *QuickLink Desktop* has been successfully installed, you can also:

- Install *CharacterEyes Limited for QuickLink*, a complementary copy of Ligature Ltd.'s popular omnifont OCR desktop software. *CharacterEyes Limited* provides a powerful, yet easy-to-operate, tool for scanning documents, analyzing their layout and retaining the text attributes to your Desktop software.
- View a movie about the *QuickLink Pen*.
- Browse the contents of the CD-ROM, including the documentation.
- Contact WizCom Technologies in order to register your *QuickLink* product.

The CD serves as a library of Pen components. Save the CD and use it when you want to add components to your Pen according to the *Adding and Removing Pen Components* section later in this manual.

Note: *The setup may tell you at the end of installation to restart your computer. If it does so, please restart your computer so that QuickLink Desktop and other applications will run properly.*

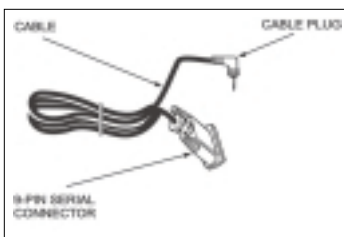
Connecting the Communications Cable or External Infrared Device

The QuickLink communications cable or external infrared device enables the flow of data between the Pen and computer.

QuickLink Communications Cable

The cable is used for serial port communications. It has a connector at each end, which must be attached to the appropriate hardware:

- 9-pin serial connector for attaching to the serial port on the computer
- Cable plug for attaching to the Pen



To connect the cable:

1. Locate the 9-pin serial port on the back of your computer. Plug the 9-pin serial connector into the serial port.
2. Insert the cable plug in the PC link connector on the bottom of the Pen.

External Infrared Device

The infrared device contains a 9-pin connector at one end, which must be attached to the back of the computer. To connect the device, plug the connector into the serial port on your computer.

25-to-9-pin adapter (not included) and attach the cable or infrared device to a 25-pin port.


Running and Exiting the Desktop

Running the Desktop

In order to run the Desktop program:

- If, during installation, you chose to add the Desktop to your computer's startup: Click on the Desktop status indicator icon in the task tray at the bottom of the screen, then select the **Show Window** option.
- If the Desktop application does not run when you start up or if you closed the application: Go to the Windows **Start** menu and select **Programs\QuickLink Desktop\QuickLink Desktop**.

Exiting the Desktop

To exit *QuickLink* Desktop, select **Exit** from the **File** menu. Or click on the Desktop status indicator icon, then select **Exit**. Pressing **ALT+F4** or clicking  in the upper-right corner of the Desktop window hides the Desktop window. The application continues running in the background.

Registration

Before you begin using your Pen and Desktop application, take time out to register your *QuickLink* product at the WizCom web site. To register:

1. Select **contact us** from the CD-ROM Installation **main menu**, then select **registration**. Or, select **Register at WizCom Site** from the **Help** menu of the *QuickLink* Desktop application. Your web browser opens the Internet link for the registration page on the WizCom site.
2. Follow the on-line instructions for complete registration of this product.

Part 2: The QuickLink Pen

Main Pen Functions

Overview

The Pen **Main Menu** contains the following nine options:



Notes

The Notes application enables you to scan printed text, such as excerpts from journals and books, into your *QuickLink Pen*. This text can later be quicklinked into Microsoft® Word, Microsoft® Outlook® or other host applications on your computer.



Address Book

The Address Book application enables you to scan business cards and other addresses into your Pen. The information can later be quicklinked into Outlook or other host applications on your computer.



Internet Links

The Internet Links application enables you to scan Internet Links into your Pen. The information can later be quicklinked into the Favorites folder in Microsoft Internet Explorer® on your computer.



Tables

The Tables application enables you to scan Tables into your

Pen. The Tables can later be quicklinked to Microsoft® Excel on your computer.



Scan to PC

The Scan to PC application enables you to use your Pen to scan text directly into an application on your computer.



QuickLink

Activates the QuickLink process, which exchanges information between your Pen and computer.



PC-Controlled Communications

Initiates communications between your Pen and computer so that you can add and remove Pen components such as OCR and interface languages, or backup and restore Pen data, applications and components.



Preferences


Contains options for changing settings on your Pen, such as the scanning language and the menu type.



Information

Contains options that display information about your Pen's current status.

Note: The first time you turn on your Pen, it opens in the Main Menu. For successive QuickLink Pen sessions, it opens in the last application in which you worked. If you

want the Pen to open in the **Main Menu**, keep  depressed while you turn on the Pen.

The Main Menu Options



Notes

The Notes application enables you to scan printed text into your *QuickLink Pen*. The Notes menu contains the following options:

Edit Current File

The last file you worked in during your previous *QuickLink Pen* session is called the current file. Select **Edit Current File** to open this file so that you can continue scanning in text or edit the existing text.

New File

This option creates a new Notes file. When you select this option, a name is assigned to the file automatically. However, you can enter a different file name. To create a new file:

1. Select **New File**.
2. If you want a different file name, scan in the name you want. The Pen saves up to eight characters in the name.
3. Select **OK**.

Once you have created a new file, you can begin scanning in text. To scan in text:

1. Scan in each line of text in its entirety. Each successive line of text is entered into the file as a continuation of

the first line, with a space inserted after the last word in the last line you scanned.

2. If the line of text you have just scanned is inaccurate and you want to rescan it, press **ENT** to delete it, then scan again.
3. To insert a new paragraph before scanning the next line of text, press **▼**.
4. When you have finished scanning, press **ESC** twice. The text you have just scanned is saved to your Pen.

***Note:** You can create a maximum of 200 Note files. To create a new file once the file list is full, delete one of the existing files.*

Open File

Use this option to open an existing Note that is not the current file. You must open a Note prior to viewing or modifying it. If you do not select a file using this option, the application opens the current file.

1. Select **Open File**.
2. Select the file you want.

Delete File

Use this option to delete a file from Notes.

1. Select **Delete File**.
2. Select the file you want to delete.
3. Select **Yes** when the confirmation message appears.

Exit

Select **Exit** to return to the **Main Menu**.

About

Select **About** to view information about the Notes application, including the current version number.



Address Book

The Address Book application enables you to scan in and create a database of addresses and contacts on the *QuickLink Pen*. It contains the following options:

New Address

Use this option to scan in a new Address.

1. Select **New Address**.
2. Scan the first name of the Address entry into the **First Name** field. The Pen scrolls automatically to the **Last Name** field.
3. Scan the last name of the entry into the **Last Name** field. The Pen scrolls automatically to the next field.
4. Continue scanning the required information into each field in the Address. To skip a field, press ∇ .
5. If a field is inaccurate and must be rescanned, press \blacktriangle to scroll back up to the field, then rescan.
6. When you have finished scanning, select **OK**. The Address you have just scanned is saved to your Pen.

*Note: If the information you have scanned exceeds the width of the display, you can see the entire text by selecting the Address using the **View Addresses** option, below.*

View Addresses

Use this option to view the Addresses you have scanned into your Pen.

1. Select **View Addresses**.
2. Select the Address you want to view. The Address

appears in View Mode; you can scroll through the entry to view it, but cannot make any changes.

*Note: If you have created additional Address files using the **New File** option (described below), **View Addresses** only displays the Addresses in the current file.*

Settings

The **Settings** option contains features for determining how you enter Addresses. You can change more than one setting at a time. Once you have changed the settings, press **ESC** to return to the **Address Book** menu.

The **Settings** menu contains the following options:

Scroll Screen

When **Scroll Screen** is selected, the display scrolls, rather than jumps, to the next field each time you finish scanning a line. This is the default.

To toggle **Scroll Screen** on or off, press **ENT**, **◀** or **▶**;
X = on.

Auto Advance

When **Auto Advance** is selected, the display moves automatically to the next field when you finish scanning a line. This is the default. When **Auto Advance** is not selected, you must scroll manually from field to field after scanning in information by pressing **▼**.

To toggle **Auto Advance** on or off, press **ENT**, **◀** or **▶**;
X = on.

AutoName

Select **AutoName** so that you can scan in both the first and last names at the same time. The first name appears in the **First Name** field and last name appears in the **Last Name** field.

To toggle **AutoName** on or off, press ENT , \leftarrow or \rightarrow ;

X = on.

Next Address Language

Next Address Language enables you to temporarily change the scanning language for the next Address you scan. The **E-mail** and **Web Page** fields are unaffected by the change in language.

To change the language prior to creating the new Address:

1. Select **Next Address Language**.
2. Select the language you want.

Select Fields

Select Fields enables you to select the type of information you want to scan into an Address entry by determining which fields are activated. The following fields are activated until you de-select them:

Title	Web Page
Company	Home Phone
Address	Home Fax
Business Phone	Notes
Business Fax	
Mobile phone	
E-mail	

To toggle a field off or on:

1. Select **Select Fields**.

2. Scroll to the field.
3. Press **ENT**, **◀** or **▶**; **X**= on.

Field Settings

Field Settings enables you to change the default scanning options for each activated field to increase scanning accuracy. Select:

- **Numeric** if you are scanning a string of numbers so that the Pen knows to read all characters as numbers.
- **Inverse** if you are scanning light text on a dark background.
- **Multiple Lines** if you want to scan more than one line of text into a field or cell. This is the default for the **Address** and **Notes** fields.

To set scanning options:

1. Select **Field Settings**.
2. Scroll to the field for which you want to change the settings, then press **ENT**.
3. Scroll to each option you want to activate.
4. Press **ENT**, **◀** or **▶** to toggle the option on or off ; **X** = on.
5. Press **ESC** to return to the **Field Settings** menu. Repeat steps 2-4 for each field whose settings you want to change.

The Field Settings you specify become the *default* settings for the selected field. They stay in effect until you re-select the **Field Settings** option and change them. You can overwrite the scanning options determined through **Field Settings** on a one-time basis by pressing **◀** from the field you want to scan or by selecting **Scanning Options** in the **Edit Menu**.

New File

The Address Book application comes with a main file, called mainadd. Each Address you enter using the **New Address** function is stored in mainadd unless you create a new file. When you quicklink Addresses to your computer, only the Addresses in the mainadd file can be quicklinked to the host application.

The mainadd file may be the only Address Book file that you need. However, you might want to organize your Addresses differently by creating new files and storing your Addresses in them selectively.

Use **New File** to create a new Address file:

1. Select **New File**.
2. Scan in the file name. The Pen saves up to eight characters in the name.
3. Select **OK**.

***Important:** You can't delete the mainadd file from your Pen.*

Open File

Use this option to open an existing file if you have created your own Address Book files. You must open the file prior to adding Addresses to it or viewing and editing the Addresses it contains.

1. Select **Open File**.
2. Select the file you want to open.

***Note:** If your Pen contains only the mainadd file, this is the file that opens each time you select the Address Book application. If your Pen contains more than one Address Book file, the last file you used opens automatically the next time you select Address Book.*

Delete File

Use this option to delete a file from the Address Book application.

1. Select **Delete File**.
2. Select the file you want to delete.
3. Select **Yes** when the confirmation appears.

Note: If you delete the current file from your Pen, you must open an existing file prior to adding Addresses.

Exit

Select this option to return to the **Main Menu**.


About

Select **About** to view information about the Address Book application, including the current version number.

Addresses Menu

The **Addresses Menu** contains options for finding an address in the current file, selecting the search language for finding the Address, and deleting, viewing and editing Addresses.

To display the **Addresses Menu**:

1. Select **View Addresses**.
2. If you want to delete, view or edit an Address, scroll to that Address.
3. Press .

Address Menu options are:

Find Address

Use this option to narrow the search for a specific address when you have a long list of Addresses.

1. Select **Find Address**. The Character Bar appears. The

Character Bar contains a series of letters, plus buttons for selecting punctuation and numbers; use ◀ or ▶ to scroll to each letter or button.

2. Scroll to the first letter in the Address entry (e.g., the ‘S’ in Smith). The cursor jumps to the first entry in the list beginning with that letter.
3. Press **ENT**, then scroll to the second letter in the entry (e.g., the ‘m’ in Smith). The cursor jumps to the first entry in the list beginning with those two letters.
4. Press **ENT**; if necessary scroll to the third letter in the entry.
5. When you find the Address you want, press **ESC** to exit the Character Bar.
6. Press **ENT** to select the Address.

Select Search Language

This option enables you to change the language in which you are searching using the **Find Address** command:

1. Select **Select Search Language**.
2. Select the language you want.

Delete Address

Select this option to delete an Address:

1. Select **View Addresses**.
2. Scroll to the Address you want to delete, then press ◀.
3. Select **Delete Address**.
4. When the confirmation appears, select **Yes**.

View Address


Select this option to view an Address:

1. Select **View Addresses**.
2. Scroll to the Address you want to view, then press ◀.
3. Select **View Address**.

The Address is displayed in View Mode. You can scroll through it but cannot make any changes.

Edit Address

Select this option to display an Address so that you can edit it:

1. Select **View Addresses**.
2. Scroll to the Address you want to view, then press .
3. Select **Edit Address**.

The Address appears in Scan Only Mode of the Editor. You can scan in new information or switch to Edit Mode to modify it. Editing Addresses is explained in detail in the *Advanced Pen Features* section of this manual.



Internet Links

The Internet Links application enables you to scan in and create a database of Internet Links on your Pen. It contains the following options:

New Link

Use this option to scan in a new Internet Link:

1. Select **New Link**.
2. Scan the Link into the **Internet Link** field. Be sure to include the www. prefix. When you finish, the cursor jumps automatically to the **Description** field.
3. Enter a description that can be used to identify the Link.
4. Select **OK**. The Internet Link is saved to your Pen.

Note: If you do not enter a description for the Link, the Link is entered automatically as the description.

View Links

Use this option to view the Links you have scanned in:

1. Select **View Links**.
2. Select the Link you to want to view. The Link appears in View Mode; you can scroll through the entry to view it, but cannot make any changes.

*Note: If you have created additional Link files using the **New File** option (described below), **View Links** allows you to view only the Links in the current file.*

Settings

The **Settings** option contains features for determining how you enter Links. You can change more than one setting at a time. Once you have changed the settings, press **ESC** to return to the **Internet Links** menu.

The **Settings** menu contains the following options:

Scroll Screen

When **Scroll Screen** is selected, the display scrolls, rather than jumps, to the next field each time you finish scanning. This is the default.

To toggle **Scroll Screen** on or off, press **ENT**, **◀** or **▶**;
[X] = on.

Auto Advance

When **Auto Advance** is selected, the display moves automatically to the next field when you finish scanning. This is the default. When **AutoAdvance** is not selected, you must scroll manually from field to field after scanning in information by pressing **▼**.

To toggle **Auto Advance** on or off, press ENT , \blacktriangleleft or \blacktriangleright ;
 X = on.

AutoDescribe

When **AutoDescribe** is selected, the description for a new Link is taken automatically from the Internet address (e.g., the first word after www.). You can edit the description, if necessary. Editing Internet Links is explained in detail in the *Advanced Pen Features* section of this manual.

To toggle **AutoDescribe** on or off, press ENT , \blacktriangleleft or \blacktriangleright ;
 X = on.

Next Link Language

Next Link Language enables you to temporarily change the scanning language for the next Internet Link you scan. The change in language only affects the description.

To change the language prior to creating the new Link:

1. Select **Next Link Language**.
2. Select the language you want.

New File

The Internet Links application comes with a main file, called mainlnk. Each Link you enter using the **New Link** function is stored in mainlnk unless you create a new file. When you quicklink Links to your computer, only the Links in the mainlnk file can be quicklinked to the host application.

The mainlnk file may be the only Internet Link file that you need. However, you might want to organize your Links differently by creating new files and storing your Links in them selectively.

Use **New File** to create a new Link file:

1. Select **New File**.
2. Scan in the file name. The Pen saves up to eight characters in the name.
3. Select **OK**.

***Important:** You can't delete the mainlnk file from your Pen.*

Open File

Use this option to open an existing file if you have created your own Internet Links files. You must open a file prior to adding Links to it or viewing and editing the Links it contains.

1. Select **Open File**.
2. Select the file you want to open.

***Note:** If your Pen contains only the mainlnk file, this is the file that opens each time you select the Internet Links application. If your Pen contains more than one Internet Links file, the last file you used opens automatically the next time you select Internet Links.*

Delete File

Use this option to delete a file from the Internet Links application.

1. Select **Delete File**.
2. Select the file you want to delete.
3. Select **Yes** when the confirmation appears.


***Note:** If you delete the current file from your Pen, you must open an existing file prior to adding Links.*

About

Select **About** to view information about the Internet Links application, including the current version number.


Links Menu

The **Links Menu** contains options for deleting, viewing and editing Links in the current file. To display this menu:

1. Select **View Links**.
2. Scroll to the Link you want.
3. Press .


Delete Link

Use this option to delete a Link:

1. Select **View Links**.
2. Scroll to the Link you want to delete, then press .
3. Select **Delete Link**.
4. When the confirmation appears, select **Yes**.

View Link


Use this option to view a Link:

1. Select **View Links**.
2. Scroll to the Link you want to view, then press .
3. Select **View Link**.

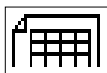
The Link is displayed in View Mode. You can scroll through it but cannot make any changes.

Edit Link

Select this command to display a Link so that you can edit it:

1. Select **View Links**.
2. Scroll to the Link you want to edit, then press .
3. Select **Edit Link**.

The Link appears in Scan Only Mode. You can scan in new information or switch to Edit Mode to modify it. Editing Links is explained in detail in the *Advanced Pen Features* section of this manual.



Tables

The Tables application enables you to scan Tables into your Pen. It contains the following options:

Edit Current File

The last Table you worked on during your previous *QuickLink Pen* session is called the current file. Select **Edit Current File** to open this Table so that you can continue scanning in information or edit existing information

The Table opens to the cell in which you were last working. You can begin scanning or editing immediately.

Settings

The **Settings** option contains features for determining how you enter information in Tables. You can use this option prior to opening an existing Table or creating a new one.

The **Settings** menu contains the following options:

Scroll Screen

When **Scroll Screen** is selected, the display scrolls, rather than jumps, to the next cell in the Table each time you finish scanning a line. This is the default.

Auto Advance

Select **Auto Advance** so that the display moves automatically to the next cell when you finish scanning a cell.

To toggle **Auto Advance** on or off, press ENT , \blacktriangleleft or \blacktriangleright ;

$\boxed{\text{X}}$ = on.

Right-to-Left Table

Select **Right-to-Left Table** to change the direction of the Table so that the first cell is in the upper right corner of the Table and the Table scrolls from right to left.

To toggle **Right-to-Left Table** on or off, press ENT , \blacktriangleleft or \blacktriangleright ;

$\boxed{\text{X}}$ = on.

New File

Use this option to create a new Table:

1. Select **New File**.
2. Scan in a file name. The Pen saves up to 40 characters for the file name, including spaces.
3. Select **OK**.

Once you have created a new file, you can begin scanning in Table information. Information is entered into a Table one of two ways: with the **Auto Advance** feature deactivated, or with **Auto Advance** activated.

***Note:** The instructions below describe left-to-right Tables (the default). For right-to-left Tables, \blacktriangleleft and \blacktriangleright are reversed.*

Entering Information Without Auto Advance (the default)

1. Scan the information into the first cell in the first row.
Or, scroll to the first cell you want to contain informa-

- tion, then scan it in. If the information you have scanned contains errors, scan it again.
2. Press \blacktriangleright to scroll to the next cell in the row, then scan in the information. The information in the previous cell is saved automatically to the Table.
 3. Repeat for each cell in the row. When you reach the end of the row, press \blacktriangleleft until you return to the first cell in the row, then press \blacktriangledown to scroll to the next row and continue scanning in information as necessary. The number of columns in the Table is determined by the longest row.
 4. When you have finished scanning information into the Table, press ESC . The Pen returns to the **Tables** menu.

Entering Data Using Auto Advance

1. Scan the information into the first cell in the first row. Your Pen automatically saves the information to the Table and jumps to the next cell in the row.
2. Scan the information into each cell until you finish the first row. To skip a cell, press \blacktriangleright . If the information you have scanned contains errors, press \blacktriangleleft to return to the previous cell and scan it again.
3. When you have finished scanning information into the first row, define the total number of columns for the Table one of the following ways:
 - If the number of cells in the first row is the same as the number of columns you require for the Table, long-press \blacktriangleleft . The display jumps to the beginning of the row.
 - If the Table requires more columns, press \blacktriangleright once for each additional column you will need, then long-press \blacktriangleleft . The display jumps to the beginning of the row.
4. Press \blacktriangledown to scroll to the next row, then begin scanning

information into each cell. When you finish scanning information into the last cell in the current row, the display jumps automatically to the first cell in the next row.

5. If, after defining the total number of Table columns, you require an additional cell at the end of the current row, press **▶** prior to scanning information into the last cell in the row. An additional column is added to the Table. Now press **◀** to return to the previous cell and continue scanning in information.
6. When you have finished scanning information into the Table, press **ESC**.

***Note:** To jump to the edge of the Table in any direction, long-press the button in the direction you want to jump.*

Open File

Use this option to open an existing Table so that you can view or modify it:

1. Select **Open File**.
2. Select a file from the list.

Delete File

Use this option to delete a Table from the *QuickLink Pen*.

3. Select **Delete File**.
4. Select the file you want to delete.
5. When the confirmation appears, select **Yes**.

Exit

Select this option to return to the **Main Menu**.

About

Select **About** to view information about the Tables application, including the current version number.



Scan to PC

The **Scan to PC** application enables you to use your Pen as an input scanning device in order to scan information directly into an application on the computer. The Pen enters the scanned information into the application at the location of the input cursor.

The input works in the same way as standard editing using a keyboard—i.e., highlighted text is overwritten; text is inserted in Insert Mode or overwritten in Overwrite Mode.

Scan to PC does not interfere with your regular use of the Windows application.

To use **Scan to PC**:

1. Make sure that the *QuickLink* Desktop application is installed and running.
2. Make sure that communications have been set up between your Pen and computer:
 - If you are using serial port communications, attach your Pen to the computer. If you are using an external IrDA device, make sure the device is attached to the serial port on your computer.
3. In the Desktop application on your computer, select **Scan to PC Settings** from the **Pen Communications** menu (or press CTRL+S). The Scan to PC Settings dialog box appears.
4. Click on the “key” you want to enter after each scan:
 - **Space** – inserts a space after each scan.
 - **Tab** – inserts a tab after each scan. (For instance,

- when scanning into an Excel table, when you finish scanning the cursor jumps automatically to the next cell.)
- **Enter** – The cursor moves to the next line after each scan.
 - **Nothing** – Nothing is inserted after each scan; the next scan continues immediately after the last character of the previous scan.
5. Click on **OK**.
 6. On your Pen, select **Scan to PC** from the **Main Menu**.

***Note:** Scan to PC mode works in most Windows applications. However, it may be incompatible with some applications.*

The **Scan to PC** application on your Pen contains two buttons: **Settings** and **Exit**.

Settings

The **Settings** menu contains options for determining the manner in which you scan information into your computer.

Settings options are:

Send Immediately

When **Send Immediately** is selected, each line you scan in appears automatically on the computer screen. This is the default.

To toggle **Send Immediately** off or on, press **ENT**, **◀** or **▶**;
☒ = on.

When **Send Immediately** is de-selected, each line you scan appears on the Pen display, and you must press **ENT** to send

the scanned text to the computer. This is the preferred setting when your Pen and computer are communicating via IrDA technology. When **Send Immediately** is de-selected you also can:

- Scan again to overwrite the current scan prior to sending.
- Press **ESC** to abort the scan.
- Press **▼** to save the line and continue scanning. Press **▼** after each line you scan; after scanning the last line, press **ENT** to send all the scanned text to the computer at one time. You do not need to press **▼** to save the last line prior to sending the scan.

*Note: If you save too many scanned lines, the “Can’t save line” message appears on the Pen. Press **ENT** to send the scanned text to the computer, then resume scanning.*

Scanning Options

Scanning Options enables you to adjust the default scanning options. To select or de-select a scanning option, press **ENT** **◀** or **▶**; **X** = on.

Select:

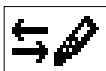
- **Numeric** if you are scanning a string of numbers so that the Pen knows to read all characters as numbers.
- **Inverse** if you are scanning light text on a dark background.

About

Select **About** to view information about the **Scan to PC** application, including the current version number.

Exit

Select **Exit** to exit **Scan to PC** mode.



QuickLink

The **QuickLink** option on the Pen initiates the Quicklink process, which transfers data between your Pen and computer. When quicklinking, you can synchronize data on the Pen and computer or specify that data from one side is copied onto the other. You also can designate host applications, such as Outlook or Excel so that data is exchanged between the Pen, the Desktop and the set of host applications.

Quicklinking data is a multi-step process:

Step A. Set up communications between your Pen and computer.

1. Make sure that the *QuickLink* Desktop application is installed and running.
2. Make sure that communications have been set up between your Pen and computer.
3. If you are using serial port communications, attach your Pen to the computer. If you are using an external IrDA device, make sure the device is attached to the serial port on your computer.

Step B. Define QuickLink Settings

The QuickLink settings define for each Pen application whether you are synchronizing your Pen and computer, copying data from one to the other, or doing nothing.

The Desktop application contains default QuickLink settings. You can change these settings to fit your individual needs. If necessary, define new QuickLink settings for every application on the Pen. If you don't want to quicklink data from a Pen application, choose the **Don't QuickLink the**

files of this application setting for that application.

***Note:** You can use the same QuickLink Desktop with more than one QuickLink Pen. Each Pen you use is associated with a unique Pen name on the Desktop. (See the section Adding a Pen, page 78). You can define different QuickLink settings for each Pen on the Desktop.*

1. In the Desktop application on your computer, select **QuickLink Settings** from the **Pen Communications** menu (or press CTRL+Q). The QuickLink Settings dialog box appears.
2. If the name of a Pen other than the one you are using is displayed in the QuickLink Settings dialog box, click on the arrow in the box next to the Pen name and select the Pen you want from the list.
3. If you want to quicklink with host applications, click on the **This Pen will also QuickLink with host applications** checkbox. The **Host Settings** button becomes enabled, allowing you to quicklink data with host applications on your computer, such as Microsoft Outlook, Excel and Internet Explorer. During the QuickLink operation, the data is then exchanged between the host application, *QuickLink Desktop* and *QuickLink Pen*.

***Note:** Only one Pen can be designated at a time to quicklink with host applications. If you have defined more than one Pen on your Desktop, and a Pen other than the one you are using has been selected for quicklinking with the host applications, the **Host Settings** button is disabled. To enable this button:*

1. *Select the Pen already designated for quicklinking with host applications from the Pen list in the QuickLink*

Settings dialog box.

2. *Deselect the **This Pen will also QuickLink with host applications** checkbox for that Pen.*
3. *Reselect the Pen with which you are working from the Pen list, then click on the **This Pen will also QuickLink with host applications** button.*

Step C. Select the Host Settings

(If you are not quicklinking with host applications, skip this step.)

1. Click on the **Host Settings** button in the QuickLink Settings dialog box. The Host Settings dialog box appears. The dialog box displays:
 - **Application:** A list of *QuickLink Pen* applications.
 - **Pen File:** The file(s) from each Pen application that will quicklink with the host application.
 - **Host Application:** The host applications for each Pen application.
 - **Host Folder:** The folder in the host application whose files will be quicklinked with the file(s) from the Pen application or to which the files will be transferred.
2. Double-click on the host application for the first Pen application in the list. A list drops down of available host applications for the Pen application.
3. Click on the host application you want to quicklink with the Pen application, or select **None**.
4. Repeat the process for each application in the list.
5. When you have specified a host application for each Pen application, click on **OK**.

Files quicklinked with a host application are placed in the folder specified in the Host Folder column of the QuickLink Settings dialog box, as well as in the QuickLink Desktop\PenData\pen name\application folder. Pen

application files quicklink with the host applications as follows:

- All Notes files (*.qnt) are quicklinked with the host application.
- The Addresses in the Main Address Book file, mainadd.qad, are quicklinked with the host application.
- The Links in the Main Internet Links file, mainlnk.qlk, are quicklinked with the files in the specified folder of the host application.
- All Tables files (*.qtb) are quicklinked with the host application.

Step D. Select QuickLink Settings for Each Application.

1. Click on the first application in the list, then click on **Change**. The Change QuickLink Settings dialog box appears. It displays the QuickLink modes that are available for the selected application, as explained below.
2. Click on the button for the QuickLink mode you want to select.
3. If, after copying data from the *QuickLink Pen* to the computer or synchronizing data between the two, you want files of that application type to be erased from the Pen, click on the **Flush** checkbox.
4. Click on **OK**.
5. Repeat for each application in the list.

Warning: *Selecting Flush erases the files from your Pen.*

You can select from four QuickLink modes:

Synchronize Pen and PC

The records on the Pen and computer are synchronized, resulting in identical data files on the Pen and the computer.

If the same record was changed on both the Pen and computer, the original records disappear and two new

records are created—one on the Pen and one on the computer.

This mode is not available when quicklinking Notes or Tables files.

Pen to PC

The files of the application are copied from the Pen to the computer, overwriting the corresponding files on the computer. If the files copied from the Pen are about to overwrite corresponding files on the computer, the corresponding files on the computer are saved as *.bak files prior to being overwritten. The *.bak files remain in the Desktop directory until the next QuickLink operation. This mode is not available for Address Book or Internet Links.

PC to Pen

If you are quicklinking with host applications, the data in the host application file overwrites the data both in the *QuickLink Desktop* and on the *QuickLink Pen*. If you are not quicklinking with a host application, the files on the Desktop are copied to the Pen, overwriting the corresponding files on the Pen. This mode is not available for Notes or Tables files.

Don't QuickLink the files of this application

No data is transmitted between the Pen and computer for the specified application; the files remain untouched on both the Pen and computer.

Step E. Close QuickLink Settings Dialog Box

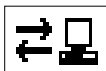
1. If you want the QuickLink Settings dialog box to appear before each QuickLink operation (to verify the QuickLink options), click on the **Show this Dialog before each QuickLink** checkbox prior to closing the dialog box.
2. When you have defined the QuickLink settings for each application, click on **Close**.

Step F. Start the QuickLink Process.

On your Pen, select **QuickLink** from the **Main Menu**.

- If communications between your *QuickLink Pen* and computer fail, an error message appears. Try running the Communications Wizard to correct the communications setup.
- If the *QuickLink Pen* you have connected is not recognized by the Desktop, you are prompted to use the current Pen, choose an existing Pen or create a new Pen name.

Note: To speed up the quicklink with the host applications, run the host applications first.



PC-Controlled Communications

The **PC-Controlled Communications** option in the Pen **Main Menu** switches your Pen to communications mode. It enables your computer to communicate with your Pen in order to perform functions other than quicklinking data or scanning from the Pen to the computer. Use it when you want to:

- Add and remove Pen components.
- Compact flash memory space on your Pen.
- Reorder the applications on your Pen.
- View information about the components on your Pen.
- Back up Pen data, applications and components.
- Restore Pen data, applications and components.
- Optimize the Pen file system

These functions are explained in the *QuickLink Desktop Functions* section of this manual.



Preferences

The Pen contains default settings for scanning and interface languages, the menu type and other features. You can change these default settings by selecting **Preferences** from the **Main Menu**. **Preferences** contains the following options:



Scanning Language

Use this option to change the default scanning language of the Pen.

1. Select **Scanning Language**.
2. Scroll to the required language and press **ENT**.



Interface Language

Use this option to change the Pen's interface language.

1. Select **Interface Language**.
2. Scroll to the language you want and press **ENT**.



Communications Settings

The **Communications Settings** option contains two sub-options for setting up communications between your Pen and computer: **Connection Device** and **Baud Rate**. The Communications Wizard refers you to these settings when you are installing the *QuickLink* Desktop application.

Connection Device

Use this option to specify the connection device being used for Pen-computer communications (RS232 serial port or IrDA).

1. Select **Connection Device**.
2. Scroll to the correct device and press **ENT**.

Baud Rate

Use this option to adjust the baud rate at which the Pen will communicate with the computer so that it matches the rate specified in the Desktop application. The default baud rate is 115,200. If the baud rate was changed on the Desktop, change it on the Pen, as well.

1. Select **Baud Rate**.
2. Scroll using **▲** or **▼** until the same baud rate that was set on the *QuickLink* Desktop appears in the display.
3. Press **ENT**.



Auto Shut-Off Time

Your Pen automatically shuts off after 60 seconds if you do not scan or press any key. The *QuickLink Pen* turns itself off automatically after a given period of idle time (i.e., when it is not being used). Use this option to adjust the automatic shut-off time.

1. Select **Auto Shut-Off Time**.
2. Scroll to the automatic shut-off time you want using **▲** or **▼**.
3. Press **ENT**.



Right-/Left-Handed

Use this option to switch between right- and left-handed modes. Switching between these modes changes rotates the direction of the text on the display 180°.

1. Select **Right/Left-Handed**.
2. Scroll to the mode you prefer and press **ENT** again.



Menu Type

Use this option to define whether your Pen menus appear as text only, icons only, or both text and icons.

1. Select **Menu Type**.
2. Scroll to the menu type you prefer and press **ENT**.



Long-Press Interval

Use this option to adjust the amount of time you need to keep a button pressed for a long press.

1. Select **Long-Press Interval**; the adjustment bar appears.
2. Move the slider to the setting you want, using **◀** or **▶**.
3. Test the setting by pressing and briefly holding down the **▼** button. If the screen flashes, the setting is fine. If the display does not flash, either adjust the setting to a shorter press, or press longer.



Double-Click Interval

Use this option to adjust the amount of time between the two clicks for a double click.

1. Select **Double-Click Interval**; the adjustment bar appears.
2. Move the slider to the setting you want, using **◀** or **▶**.
3. Test the setting by double clicking **▼**. If the display flashes, the setting is fine. If the display does not flash, either adjust the setting to a slower speed, or double click faster.



Contrast

Use this option to adjust the brightness of the display.

1. Select **Contrast**; the adjustment bar appears.

2. Adjust the contrast using ◀ or ▶. The higher the number, the darker the display.
3. Press **ENT**.



Information

The Information option contains a number of items that display information about your Pen. After selecting an item to view information, press **ESC** to return to the **Information** menu.



Memory Status

Select this option to check how much flash memory is left on your Pen. The **Memory Status** option is especially useful when you plan to add components to your Pen and want to know whether the flash memory card contains enough free memory.



Compact Memory

Select this option to maximize free space on the Pen's flash memory card by compacting components on your Pen.



Battery Status

Select this option to check how much power is left in the Pen batteries. A diagram displays the power level.



Serial Number

Select this option to view the serial number of the Pen. When purchasing applications, dictionaries and other components

from the WizCom on-line shop or other *QuickLink Pen* application suppliers, you need to provide this serial number for a license file to be created. The license file enables you to use the purchased component on the Pen.



About

Select **About** to view information about your Pen. This includes the version number of the Pen, copyright information and the version number of the Pen operating system.

Advanced Pen Features

The *QuickLink Pen* contains three advanced features that enable you to edit information and enter information manually. These features are:

- the **Editor**
- the **Character Bar**
- the **Opticard**

Editing the Information You Have Scanned

The *QuickLink Pen* contains two basic modes: View Mode and the Editor. View Mode appears when you select an existing Address or Internet Link from the list in the **View Addresses** or **View Links** menu. You can scroll through the entry using \blacktriangle and \blacktriangledown but cannot scan in new information or make any changes. To edit the information, switch to the Editor by pressing ENT .

When the Pen is in the Editor, you can edit scanned information. The Editor exists in the Notes, Address Book, Internet Links and Tables applications. It has two modes: Scan Only and Edit.

Scan Only Mode

- The field is highlighted, and the data is displayed as inverse text.
- You can scan in new information with the Pen, overwriting the existing data.
- New File dialog boxes and Tables always open in Scan Only Mode.
- Scan Only Mode is not applicable while scanning into a Notes file.
- To go into Edit Mode, press **ENT**.

Edit Mode

- The data is displayed as regular text with a blinking cursor at the beginning of the field.
- You can edit existing information using the **Edit Menu**, the Opticard or Character Bar. Or you can scan in additional information with the Pen, inserting it at the cursor location.
- Notes are always in Edit Mode.

When you scan in Edit Mode, the new text is highlighted. You can:

- Press **ENT** to erase the highlighted text (i.e., so that you can rescan it). Pressing any other key de-highlights the text and scrolls you in the direction of the arrow, and the text must be erased using normal editing methods.
- Scan again without pressing any buttons. The new text is inserted at the end of the previous scan.

To exit Edit Mode and return to Scan Only Mode in Address Book, Internet Links and Tables, press **ESC** twice.

To exit a Note and return to the **Notes** menu, press **ESC** twice.

Moving from Mode to Mode

Pressing **ENT** while in an existing entry moves you from mode to mode:

- In View Mode (Address Book and Internet Links only), press **ENT** to switch to the Editor. You are in Scan Only Mode.
- In Scan Only Mode (Address Book, Internet Links, Tables), press **ENT** to switch to Edit Mode.

Once you are in Edit Mode, you can:

- Press **ENT** again to access the Character Bar. The Character Bar enables you to enter text manually, for instance to overwrite or insert characters.
- Press **ESC** to display the **Edit Menu** so that you can perform various editing functions.

The **Edit Menu** and Character Bar are described in detail later in this section.

Editing Notes

Notes are always displayed in Edit Mode. If you scan text into an existing Note, the new text is always inserted at the cursor location.

If the line of text you have just scanned is inaccurate and must be rescanned, press **ENT** while it is still highlighted to delete it, then scan again.

If you want to edit the highlighted text, press **ESC** to access the **Edit Menu** or press **▲**, **◀** or **▶** to de-highlight the text, then **ENT** to display the Character Bar. Pressing **▼** de-highlights the text and enters a new paragraph.

If you are editing an existing Note (the text is *not* highlighted), press **ESC** to access the **Edit Menu** or press **ENT** to display the Character Bar.

The Notes **Edit Menu** contains the following commands, which are described in detail in the *Edit Commands* section, below:

Resume Editing (to return to the Note and continue editing)

Activate Overwrite Mode (to overwrite existing text)

New Paragraph (to insert a new paragraph)

Delete Paragraph (to delete the current paragraph)

Select Language (to change the scanning language)

Scanning Options (to switch temporarily to numeric or inverse scanning)

Use the *QuickLink Pen's* double-click feature when editing or reviewing a Note to jump to the edge of the current paragraph. Double-click \blacktriangle or \blacktriangledown to jump to the first or last line of the paragraph, respectively; double-click \blacktriangleleft to jump to the left edge or \blacktriangleright to jump to the right edge of the current line.

Editing Addresses

Scan Only Mode is the default when you are entering a file name or scanning in a new Address. If you open an existing Address directly through the **View Addresses** menu, it appears in View Only Mode.

If an entry is in View Mode:

- Press ENT to switch to the Editor. The entry is in Scan Only Mode.
- Press ENT again to go into Edit Mode.
- Once in Edit Mode, if you want to edit the existing Address, press ESC to access the **Edit Menu** or press ENT to display the Character Bar.

Alternatively, to open an existing Address directly in the Editor:

1. Select **View Addresses**.
2. Scroll to the Address you want to view.
3. Press \blacktriangleleft . The **Addresses Menu** appears.
4. Select **Edit Addresses**. The Address appears in Scan Only Mode.

The Address Book **Edit Menu** contains the following commands, which are described in detail in the *Edit Commands* section, below:

Resume Editing (to return to the Address and continue editing)

Activate Overwrite Mode (to overwrite existing text)

Insert Line (to add another line to a field)

Delete Line (to delete a line from a field)

Clear Line (to delete the contents of a line)

Scanning Options (to switch temporarily to numeric, inverse or multiple-line scanning)

Use the *QuickLink Pen's* double-click feature when you are editing an Address to jump to the edge of the current field. Double-click ◀ to jump to the beginning of the field, or ▶ to jump to the end.

Editing Internet Links

Scan Only Mode is the default when you are entering a file name or scanning in a new Link. If you open an existing Link directly through the **View Links** menu, it appears in View Only Mode.

If an entry is in View Mode:

- Press **ENT** to switch to the Editor. The entry is in Scan Only Mode.
- Press **ENT** again to go into Edit Mode.
- Once in Edit Mode, if you want to edit the existing Link, press **ESC** to access the **Edit Menu** or press **ENT** to display the Character Bar.

Alternatively, to open an existing Link directly in the Editor:

1. Select **View Links**.
2. Scroll to the Link you want to view.

3. Press \leftarrow . The **Links Menu** appears.
4. Select **Edit Link**. The Link appears in Scan Only Mode.

The Internet Links **Edit Menu** contains the following commands, which are described in detail in the *Edit Commands* section, below.

Resume Editing (to return to the Link and continue editing)

Activate Overwrite Mode (to overwrite existing text)

Insert Line (to add another line to a field)

Delete Line (to delete a line from a field)

Clear Line (to delete the contents of a line)

Scanning Options (to switch temporarily to numeric, inverse or multiple-line scanning)

Use the *QuickLink Pen's* double-click feature when you are editing an Internet Link to jump to the edge of the current field. Double-click \leftarrow to jump to the beginning of the field, or \rightarrow to jump to the end.

Editing Tables

Scan Only Mode is the default when you enter a file name, scan in a new Table or open an existing one. To edit information in the Table, press ENT to go into Edit Mode. Press ENT again to display the Character Bar or press ESC to display the **Edit Menu**. Or you can scan in additional information with the Pen, inserting it at the cursor location.

While in Edit Mode:

- You can edit only one cell at a time.
- You can scroll from line to line within a cell, but not from cell to cell. To scroll from cell to cell, first press ESC twice to return to Scan Only Mode.

To edit an existing Table:

1. Open the Table you want to edit.

2. Scroll to the cell you want to edit using ▲, ▼, ◀ or ▶, then press **ENT** to go into Edit Mode.
3. Use ◀ and ▶ to scroll to where you want to edit data.
4. If the cell contains more than one line, use ▲ and ▼ to scroll to the line you want to edit.
5. Press **ESC** to open the **Edit Menu** or **ENT** to display the Character Bar.
6. When you have finished editing the cell, press **ESC** twice to return to Scan Only Mode.
7. Scroll to the next cell you want to edit and repeat the process.

The Tables **Edit Menu** contains the following commands, which are described in detail in the *Edit Commands* section, below:

Resume Editing (to return to the Table and continue editing)

Activate Overwrite Mode (to overwrite existing text)

Clear Line (to delete the contents of a line)

Select Language (to change the scanning language)

Scanning Options (to switch temporarily to numeric, inverse or multiple-line scanning)

Insert Row (to insert a row)

Insert Column (to insert a column)

Remove Row (to remove a row)

Remove Column (to remove a column)

Insert Line (to add another line to a cell)

Delete Line (to delete a line from a cell)

Use the *QuickLink Pen's* double-click feature when you are editing a Table to jump to the edge of the current cell.

Double-click ◀ to jump to the beginning of the cell, or ▶ to jump to the end.

Editing Commands

The **Edit Menu** contains a list of commands that enable you to perform various editing functions within the selected application.

To display the **Edit Menu**, press ESC . To exit the **Edit Menu**, press ESC again.

Note: You must be in Edit Mode in order to access the Edit Menu.

The **Edit Menu** contains the following commands, listed in alphabetical order:

Activate Overwrite Mode

(Notes, Address Book, Internet Links, Tables)

This command enables you to toggle to Overwrite Mode in order to overwrite existing text. The **Activate Overwrite Mode** option changes to **Activate Insert Mode** when it is selected.

When the Pen is in Insert Mode, the cursor appears as a blinking cursor between two characters. If you add a character or characters using the Opticard or Character Bar, they are inserted after the cursor location.

When the Pen is in Overwrite Mode, the current character is highlighted. Adding a character or characters using the Opticard or Character Bar overwrites the text starting at the highlighted character.

Clear Line

(Address Book, Internet Links, Tables)

Use this command to delete the contents of a field:

1. Scroll to the line you want to clear.

2. Press **ENT** to switch to Edit Mode, then press **ESC** to open the **Edit Menu**.
3. Select **Clear Line**.
If the field or cell contains multiple lines, the other lines remain unchanged.

Delete Line

(Address Book, Internet Links, Tables)

Use this command to delete a single line of information from a field or cell.

1. Scroll to the line in the field you want to delete.
2. Press **ENT** to switch to Edit Mode, then press **ESC** to open the **Edit Menu**.
3. Select **Delete Line**.

Delete Paragraph

(Notes only)

Use this command to delete a paragraph of text.

1. Place the cursor on the paragraph you want to delete.
2. Press **ESC** to open the **Edit Menu**.
3. Select **Delete Paragraph**.

Insert Column

(Tables only)

Use this command to add a column to a table. The column is inserted before the current column.

1. While still in Scan Only Mode, scroll to where you want to add a column.
2. Press **ENT** to switch to Edit Mode and open the **Edit Menu**.
3. Select **Insert Column**. The column is inserted to the left of the current column (for left-to-right Tables).

Insert Line

(Address Book, Internet Links, Tables)

Use this command to insert an additional line of information in a field or cell:

1. Scroll to the field or cell where you want to add a line of information.
2. Press **ENT** to switch to Edit Mode, then press **ESC** to open the **Edit Menu**.
3. Select **Insert Line**. The new line appears above the current line. You can now scan in the new text.

*Note: To add a line at the end of a cell when the **Multiple Lines** option is activated for a Table, scroll to the last line in the cell and press **▼**.*

Insert Row

(Tables only)

Use this command to add a row to a Table. The row is inserted above the current row.

1. While still in Scan Only Mode, scroll to where you want to add a row.
2. Press **ENT** to switch to Edit Mode and open the **Edit Menu**.
3. Select **Insert Row**.

New Paragraph

(Notes only)

This command enables you to insert a new paragraph of text between two paragraphs.

1. Place the cursor on the paragraph you want the new paragraph to follow.
2. Press **ESC** to open the **Edit Menu**.

3. Select **New Paragraph**. The new paragraph is inserted after the selected paragraph.

Remove Column

(Tables only)

Use this command to remove a column from a table.

1. While still in Scan Only Mode, scroll to the column you want to delete.
2. Press **ENT** to switch to Edit Mode and open the **Edit Menu**.
3. Select **Remove Column**.
4. When the confirmation appears, select **Yes**.

Remove Row

(Tables only)

Use this command to remove a row from a Table.

1. While still in Scan Only Mode, scroll to the row you want to delete.
2. Press **ENT** to switch to Edit Mode and open the **Edit Menu**.
3. Select **Remove Row**.
4. When the confirmation appears, select **Yes**.

Resume Editing

(Notes, Address Book, Internet Links, Tables)

Select this command to exit the **Edit Menu** and return to the entry to resume editing.


Scanning Options

(Notes, Address Book, Internet Links, Tables, Scan to PC)


Scanning options enable you to specify temporary settings for a specific field or word in the Notes, Address Book, Internet Links, Tables and Scan to PC applications. They are




useful when you are scanning:


- in a different language
- numbers only
- light text on a dark background
- multiple lines of text.

To display scanning options when in Scan Only Mode in the Address Book or Internet Links application, press  from the field you want to scan.

To display scanning options while in Edit Mode:

1. Press  to open the **Edit Menu**.
2. Select **Scanning Options**.

To toggle a scanning option on or off, press ,  or ;

 = on. You can select a single option or all options, depending on what you are scanning. The scanning options return to the default when you exit the field. Scanning options are:

Numeric

If you are scanning a string of numbers, select this option so that the Pen knows to read all characters as numbers.

Inverse

If you are scanning light text on a dark background, select this option.

Multiple Lines

Select this option if you want to scan more than one line of text into a field or cell. It is the default setting for the **Address** and **Notes** fields in the Address Book. This option is not available for a new file name or in Notes.

To use the Multiple Lines option while scanning into a cell in a Table:

1. Scan the information into the first line in the cell.
2. Press **ENT** to switch to Edit Mode.
3. Press **ESC** to open the **Edit Menu** and select **Scanning Options**.
4. Select **Multiple Lines**, then press **ESC** to return to the cell. The multiple lines prompt appears at the upper right of the cell to tell you how many lines are in the cell and which is the current line.
5. Press **▼** to add another line to the cell below the first line. (To insert lines before an existing line, use the **Insert Line** command).
6. Press **ESC** to return to Scan Only Mode.

Select Language

(Notes, Tables, Scan to PC)

If the material you are scanning is in a language other than the current default scanning language, use this command to select the correct language.

To select a scanning language:

1. Select **Select Language**. The current language is displayed.
2. Select the language you want.

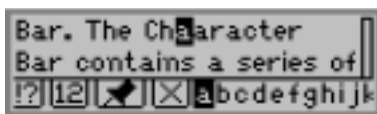
***Note:** You cannot change the scanning language if text already exists in the selected field. The application first asks you to delete the existing text.*

The Character Bar

The Character Bar enables you to enter text manually. Use it to overwrite or insert characters. The Character Bar can be activated only in Edit Mode. To activate it, press **ENT**.

If the Pen is in Scan Only Mode of the Editor, you must press **ENT** to switch to Edit Mode and then press **ENT** again to

activate the Character Bar. The Character Bar operates in either Insert Mode or Overwrite Mode, according to the setting in the **Edit Menu**.



The Character Bar

The Character Bar contains the default character set (in lower case) and the following buttons:



Punctuation

If you scroll to the Punctuation button and press **ENT**, it becomes the active sequence and a series of punctuation marks is displayed.



Numbers

If you scroll to the Numbers button and press **ENT**, it becomes the active sequence and numbers 0-9 are displayed.



Alphabet

If you scroll to the Numbers or Punctuation button and press **ENT**, it becomes the active sequence and the Alphabet button (displayed in Latin characters or the relevant default alphabet) appears instead. To reselect the alphabet as the active sequence, scroll to the Alphabet button and press **ENT**.



Multiple Characters

When the Multiple Characters button appears, you can enter more than one character at a time. Multiple characters is the default mode.



Single Character

If you scroll to the Multiple Characters button and press **ENT**, it toggles to the Single Character button and you can enter only one character at a time using the Character Bar.



Delete

The Delete button enables you to delete characters (see below for instructions).

***Note:** If you are in Insert Mode in a field (e.g., a file name) with a limited number of characters, and you access the Character Bar while the Pen is in Insert Mode, the cursor jumps immediately to the Delete button. It won't move from the Delete button until you delete a character from the field. If you delete all characters in the field, the Character Bar disappears automatically.*

In addition, the end of the alphabet sequence contains the following symbol:



Insert Space

If you scroll to the Insert Space symbol and press ENT , it enters a space in the text string or overwrites a character with a space.

Using the Character Bar

To enter multiple characters:

1. Scroll to the location in the field where you want to insert or overwrite a character.
2. Press ENT to switch to Edit Mode (if you are in Scan Only mode), then press ENT again to activate the Character Bar.
3. Scroll to the first character you need in the Character Bar and press ENT .
4. Repeat Step 3 for each character you are entering.

To enter one character at a time:

1. Scroll to the location in the field where you want to enter a character.
2. Press ENT to switch to Edit Mode, then press ENT again to activate the Character Bar.
3. Scroll to the Multiple Characters button and press ENT . The Character Bar toggles to Single Character Mode. It remains in this mode until you scroll to the Single Character button and press ENT to reactivate the Multiple Characters button.
4. Scroll to the required character in the Character Bar.
5. Press ENT . The new character is entered at the cursor location.

To enter a variation of a character (e.g. in upper case or with an accent added):

1. Scroll to the letter in the Character Bar.
2. Press ▲ or ▼. The Character Bar is replaced by a list of variations for the selected letter. Pressing ▲ places the cursor on the upper case variation (see below); pressing ▼ places the cursor on the lower case variation.



3. Scroll to the variation you want using ◀ or ▶.
4. Press ENT.

***Note:** To toggle out of the sequence for the selected letter without making a selection, press ▲ or ▼ again.*

To delete a character or characters:

1. Scroll to the character you want to delete. If the Pen is in Insert Mode, the cursor is positioned before the character. If the Pen is in Overwrite Mode, the character is highlighted.
2. Press ENT to activate the Character Bar.
3. Make sure you are in Multiple Characters Mode if you want to delete more than one character.
4. Scroll to the delete button and press ENT.
5. If you are deleting more than one character, press ENT for each character in the sequence that you want to delete.

To select a different character set from the Character Bar:

1. Scroll to the required button (e.g., numbers or punctuation).
2. Press ENT.
3. The selected character set becomes the active one. Select a character in the same manner as above.

If you switch your Pen to a language that uses non-Latin characters (e.g., Hebrew, Greek, Russian, etc.), the Character Bar displays a sixth button when activated. The current alphabet becomes the active character sequence and the additional button is for the Latin alphabet, which is selected in the same manner as numbers and punctuation.

Using the Opticard

Some words and phrases can't be scanned because the letters are too large, are handwritten or are on a type of background that the Pen cannot scan. The Opticard, located on the back of your Pen case, enables you to enter these words or phrases manually by scanning in letters one at a time using the bar codes.

You can also use the Opticard to enter and edit information in fields such as **Enter file name**, **First name**, etc.

To use the Opticard:

1. Holding Pen case horizontally, with the Opticard title on the right, scan the **Opticard** key on the Opticard to activate the Opticard Mode. When Opticard Mode is activated, the light in the tip blinks rapidly.
2. To enter a letter, scan the bar code for the corresponding key. The letter appears on the display.
 - To enter a lower-case character (below bar code), scan only the letter.
 - To enter an upper-case character (left, above bar code), scan **Shift**, then the letter.
 - Scan **Shift** twice to activate/deactivate the CAPS LOCK. Activating the CAPS LOCK enables you to enter letters in upper case only.
 - To enter a controlled character (right, above the bar code), scan **Ctrl**, then the letter. Controlled

- characters can be entered only for the active character set.
- To enter a controlled character (right, above the bar code) in upper case, scan **Ctrl**, then **Shift** (or **Shift**, then **Ctrl**), then the letter.
3. To enter a space, place the cursor in front of the letter that will follow the space, then scan the **spc** key.
 4. To delete the previous character, scan **Shift**, then the **del** key.
 5. Continue scanning in letters as required.
 6. When you are finished, scan the **Opticard** key to return to normal scanning. The application is in Edit Mode.

***Note:** If you want to change the scanning language prior to entering information into a cell in a Table or a new paragraph of a Note using the Opticard:*

1. *If the Opticard is not already activated, scan the **Opticard** key.*
2. *Scan the **Lang.** key. The language menu pops up.*
3. *Select the required language from the menu.*
4. *The Pen is still in Opticard Mode; enter the information as usual.*

Part 3: The *QuickLink* Desktop Application

Introduction to *QuickLink* Desktop

The *QuickLink* Desktop application enables you to exchange data between the *QuickLink Pen* and your computer. This exchange of information is known as quicklinking. Using the Desktop, you also can attach your Pen to the computer and use it as a scanner to enter data directly.

The Desktop application enables you to perform a variety of other functions related to your Pen. For instance, you can customize the Pen by adding and removing components. This includes adding components such as applications, dictionaries, additional character sets (e.g., Cyrillic, Japanese, etc.) and OCR spellers from the *QuickLink* CD or the WizCom web site's on-line shop. You also can download applications from other software vendor sites on the web and add them to your Pen.

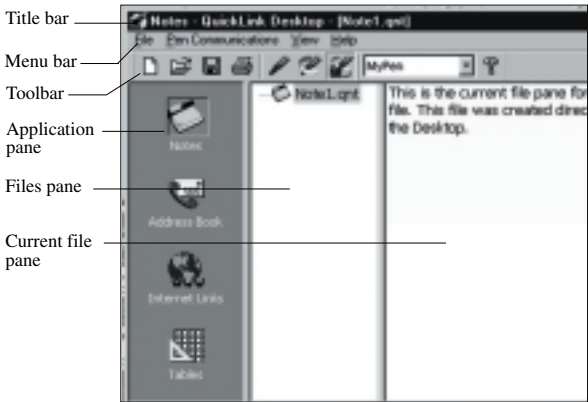
In addition, the Desktop enables you to upgrade your Pen's operating system, backup and restore data, applications and components, and perform several other Pen management functions. It also contains functions for editing Pen data directly on your computer.

Desktop Components

Before using the Desktop, it's a good idea to familiarize yourself with its components. The Desktop is divided into four major areas. They are:

- Menu bar
- Toolbar
- Desktop window
- Status bar

In addition, the task tray in the Windows taskbar contains the Desktop status indicator icon.



QuickLink Desktop Window

Menu Bar

The menu bar displays the menus containing options for operating the Desktop functions. These menus are described briefly below.

To select an option, click on the menu, then click on the option in the drop-down list.

Some menu options can be activated by executing a series of key strokes known as a short-cut key command. If the option contains a short-cut key command, the command is displayed to the right of the option. To execute the key command, press the sequence of keys.

For example, to view the QuickLink log, press CTRL+G. This means to depress CTRL, hold it down and press G.

File

The **File** menu contains options for managing files in the current application (e.g., Notes, Address Book, Internet Links or Tables). You can create a new file or open an existing file; save the current file under a different name or type or in a different location; find a text string in a file, or print the current file. In addition, the Pens dialog box is accessed through the **File** menu. This dialog box contains options for adding, renaming and removing *QuickLink Pens*. The **Exit** command in this menu closes the Desktop application.

Pen Communications

This menu contains options for turning communications with the *QuickLink Pen* off or on; adding and removing Pen components: backing up and restoring your Pen data, applications and components; optimizing the file system on the *QuickLink Pen*; changing the communications settings on the Desktop; and defining QuickLink and Scan to PC settings.

View

Use the **View** menu options to view the QuickLink log (which contains a history of the last three communications sessions), change the Desktop interface language (not available in all versions), change the text size in the Desktop window, toggle the toolbar and status bar on and off, or select an application.










Help

The **Help** menu enables you to access on-line Help (which provides you with complete instructions for operating the Desktop), register the *QuickLink Desktop* via the WizCom web site and view version and copyright information. In addition, if you need to set up or troubleshoot communica-

tions between your *QuickLink Pen* and PC, you can run the Communications Wizard from this menu.

Toolbar

Located beneath the menu bar is a series of buttons known as the toolbar. These buttons allow fast access to some of the menu options. To select a toolbar option, click on the button. If you place the mouse cursor on the button, a tooltip pops up that displays the button's name. Buttons are:

	New - Creates a new file in the selected application.
	Open - Opens a file in the selected application.
	Save As - Saves the current file under a new name or in a different format.
	Print - Prints the current file.
	Pens - Enables you to add, rename or remove Pens from the Desktop.
	Add/Remove Pen Components - Enables you to add or remove <i>QuickLink Pen</i> components.
	Turn Pen Communications Off/On - Toggles communications with the <i>QuickLink Pen</i> off and on.
	Current Pen - Specifies the Pen selected on the Desktop.
	Help - Accesses Desktop Help.

Desktop Window

The Desktop window contains two or three vertical panes: two for Address Book and Internet Links, and three for Notes and Tables. The left pane displays the applications installed on the current Pen. If Notes or Tables is selected, the middle pane displays a list of files. The right pane displays the current file for all applications and is the area in which you view and edit data.

To resize or hide a pane, drag the split bar between two panes to one side.

Application Pane

The application pane displays the *QuickLink Pen* applications.

To select an application, click on the application icon. (Or, select the application from the **View** menu.) The current application is displayed in the title bar of the Desktop window.

Files Pane

When you select the **Notes** or **Tables** application, the center pane appears. This pane displays the list of files for the application. Click on a file to open it. The file opens in the Current File Pane.

Current File Pane

The Current File Pane displays the current file. The name of this file is displayed in the title bar along with the selected application.

To open a file, select **Open** from the toolbar or **File** menu, then select a new file from the list in the Open dialog box.

Or, (for Notes or Tables) click on a different file in the Files pane. Only one file can be opened at a time.

The current file pane is the editing area for the current file. Each line on the screen is a record or paragraph in the current file. Every item of information in the record (with the exception of Notes) is a field.

To edit, add or delete records in this pane in the Notes, Addresses or Internet Links application:

1. Select the record, then right-click to access the pop-up menu and select **Edit**. Or, double-click on the field to activate Edit Mode.
2. Next, edit the record using common Windows keyboard edit commands.

To edit cells in this pane in the Tables application:

1. Click once on the cell to activate Overwrite Mode.
2. Edit the cell using common Windows keyboard edit commands.

To add or remove a column or row:

1. Right-click on the column head or row number. The pop-up menu appears.
2. Select the relevant option.

***Note:** Whenever you make changes to a file, they are saved automatically.*

Status Indicator Icon



QuickLink Desktop also features a status indicator icon, located in the task tray on the right side of the Windows taskbar at the bottom of the screen. If, during *QuickLink* Desktop installation, you specified that the Desktop launches on startup, the icon appears automatically each time you start up your computer. Otherwise, it appears only when you run Desktop.

This icon enables you to execute the most common Desktop commands while working in a host application—without having to open the Desktop application. To access these options, click on the icon and choose from the following options in the pop-up menu:

Hide/Show Window – Enables you to hide or display the Desktop application.

Turn Pen Communications On/Off – Enables/disables communications between the Desktop and the *QuickLink Pen*.

QuickLink Settings – Displays the QuickLink Settings dialog box so that you can define the QuickLink settings.

Scan to PC Settings – Displays the Scan to PC Settings dialog box so that you can define the character to be inserted after each line of text you scan.

Log – Displays the QuickLink log.

QuickLink Desktop Help – Displays Desktop on-line Help.

About QuickLink Desktop – Displays the current version of Desktop.

Exit – Exits the Desktop application.

Changing the Desktop Interface Language

Multilingual versions of *QuickLink Desktop* allow you to change the language of the user interface. If the new interface language is available for the Help files and the Pen application resources on the Desktop, these also change when you select the new language.

To change the interface language:

1. Select **Interface Language** from the **View** menu. The Interface Language dialog box appears.

2. Select the interface language you want from the list, then click on **OK**.
3. Restart *QuickLink Desktop*.

If your Desktop contains additional interface languages, they appear in the list in the Interface Language dialog box. To add languages to this list, check your CD-ROM installation. If you did not install all the language modules from your CD-ROM, you can install them later on using the installation program.

Note: If the version of Windows you are using doesn't support the character set of the language you have selected, you will not be able to see the character set correctly.

Changing Text Size in the Desktop

The **Text Size** option in the **View** menu enables you to change the text size in the Files and Current File panes. To change the text size:

1. Select **Text Size** from the **View** menu.
2. Click on the text size you want: small, medium or large.

On-line Help

QuickLink Desktop on-line Help contains complete instructions for using the Desktop application. Search the Help files using the index or table of contents.

To access on-line Help:

- Select **QuickLink Desktop Help** from the **Help** menu or the status indicator icon menu, or
- Click on the Help icon in the Toolbar, or
- Press F1

QuickLink Desktop Functions

Managing Pens on the Desktop

You can use more than one *QuickLink Pen* with the same QuickLink Desktop application. Each *QuickLink Pen* is defined on the Desktop by a unique name so that the software will recognize it. This enables communications between your *QuickLink Pen* and computer so that you can quicklink data between the two or perform other Pen-computer communications.

The Pens dialog box contains several options for managing the Pens on your Desktop. Use it to add, rename or remove a Pen or set the current Pen. To open the Pens dialog box, select **Pens** from the **File** menu or the toolbar (or press CTRL+E).

Adding a Pen

When you install *QuickLink Desktop*, it automatically assigns the name “MyPen” to the first Pen on the Desktop. You can add other Pens to the Desktop application so that you can manage all your Pens on one computer. Ideally, you should create a Pen on the Desktop for each *QuickLink Pen* you own. You are advised to create only one name for each *QuickLink Pen*.

To add a Pen:

1. Open the Pens dialog box.
2. Select **Add**. The Add Pen dialog box appears.
3. Type in a name for your Pen and click on **OK**. If the name already exists, a message appears and you are asked to enter a different name.
4. Click on **OK**.

Renaming a Pen

You can assign a different name to “MyPen” or any other Pen on the Desktop. To rename a Pen:

1. Open the Pens dialog box.
2. Select the Pen you want to rename.
3. Select **Rename**. The Rename Pen dialog box appears.
4. Type the new name into the prompt and click on **OK**. If the name already exists, a message appears and you are asked to enter a different name.
5. Click on **OK**.

Removing a Pen

You can remove a Pen from the Desktop. When you do so, all data for the Pen is erased from the Desktop. To remove a Pen:

1. Open the Pens dialog box.
2. Select the Pen you want to remove.
3. Select **Remove**.
4. When the confirmation appears, select **Yes**.
5. Click on **OK**.

Setting the Current Pen

The current Pen is the Pen which is displayed in the Current Pen box on the toolbar, and the data for this Pen is displayed in the Desktop window.

You can change the current Pen at any time by selecting a different Pen from the Current Pen drop-down list in the toolbar. Alternatively, you can:

1. Open the Pens dialog box.
2. Select the Pen that you want to make current.
3. Click on **Set as Current**.
4. Click on **OK**.

Communicating Between the Pen and Computer

QuickLink Desktop gives you the option of working on- or offline. When you are working online, communications with the *QuickLink Pen* are enabled. The Desktop occupies the serial port on your computer and is in a state of readiness to receive communications from the *QuickLink Pen*. It detects the quicklink or Scan to PC being sent from the *QuickLink Pen*, and can also initiate Desktop-controlled communications, such as adding and removing Pen components. This is the default mode.

When the computer is offline, communications with the *QuickLink Pen* are disabled. The Desktop cannot detect communications from, nor initiate communications with, the *QuickLink Pen*. The **Pen Communications** menu options are disabled.

To toggle Pen communications off, select **Turn Pen Communications Off** from the **Pen Communications** menu, the toolbar or the status indicator icon menu (or press F2). The option toggles to **Turn Pen Communications On**. Select **Turn Pen Communications On** to toggle Pen communications back on.

Note: When Pen communications are enabled, the serial port you specified in the communications settings on the Desktop is busy, and you will be unable to use the port for any other purpose.

Communications Settings

The communications settings define the type of communications you are using—serial port or infrared, the serial port

on the computer to which the QuickLink communications cable or IrDA device is connected, and the baud rate (the speed at which the data is transmitted) or type of IR driver.

Communications settings must be defined on both the *QuickLink Pen* and Desktop. If you have successfully run the Communications Wizard, the communications settings are defined correctly. You can run the wizard during installation or later on. If you change the communications type (serial port or infrared), the IR driver, or the baud rate, you need to redefine communications settings on both the Desktop and Pen.

To change communications settings on the Desktop:

1. Select **Communications Settings** from the **Pen Communications** menu. The Communications Settings dialog box appears.
2. To change the serial port to which the QuickLink communications cable or external infrared device is connected, or with which the internal infrared device is associated, click on the arrow on the **Serial Port** box and select the serial port you are using from the drop-down list.
3. The default communications baud rate is 115,200. To change the speed at which data will be transmitted for serial port communications, click on the arrow next to the **Baud Rate** box and select the baud rate from the drop-down list.
4. To change the settings from serial port to IrDA communications, click on the **IrDA communications** checkbox. Next, click on the arrow next to the IR Driver box and select the correct driver from the list.
5. Click on **OK**.

Note: The communications settings must be the same on the QuickLink Pen and the computer.

To run the Communications Wizard, select **Communications Wizard** from the **Help** menu.

Adding and Removing Pen Components

You can customize your *QuickLink Pen* by adding and removing components. The available component types are:

- Applications (software programs for your Pen)
- Dictionaries (dictionaries to be used on the Pen)
- OCR languages (to enable optical character recognition in multiple languages)
- Interface languages (menu languages)
- Viewing languages (to enable your Pen to display text in a specific language)
- Software modules (resources required by the Pen applications)
- Systems (components required for the correct operation of the Pen)
- Others (miscellaneous component types)

The *QuickLink* CD-ROM included with your *QuickLink Pen* contains a folder (QuickLink Desktop Installation\Library of Pen Components) that includes a library of applications, and OCR, viewing and interface languages, as well as a backup copy of the components already on your Pen. Many other components, including dictionaries, are available from the on-line shop on the WizCom web site. In addition, you can download components for your Pen from other Internet software providers.

Adding and Removing Components

Adding and removing components is a multi-step process:

Step A. Set up communications between Your Pen and computer.

1. Turn your Pen on and connect it to your computer.
2. Select **PC-Controlled Communications** from the *QuickLink Pen Main Menu*.
3. Make sure that Pen communications are on on your computer.

Step B. Open the Add/Remove Pen Components Dialog Box

In the Desktop, select **Add/Remove Pen Components** from the **Pen Communications** menu or the toolbar (or press CTRL+A). The Add/Remove Pen Components dialog box appears.

If communications between your *QuickLink Pen* and computer fail, an error message appears when you select **Add/Remove Pen Components**. Try running the Communications Wizard to correct the communications setup.

If the *QuickLink Pen* you have connected is not recognized by the Desktop, you are prompted to use the current Pen, choose an existing Pen or create a new Pen name.

The Add/Remove Pen Components dialog box contains two lists for managing the components you are adding to or removing from the Pen:

Left List: Available Components

The left list displays everything in the *QuickLink Desktop Pen Components* folder on your computer's hard drive. If you have downloaded applications, dictionaries or other components from the Internet or from the *QuickLink CD-ROM* to the Pen Components folder, they are displayed in this list.

To quickly find which components you want to add to the *QuickLink Pen*, click on the **Hide components already on Pen** checkbox. Only components not yet installed on your *QuickLink Pen*, or upgrade versions of existing components on your Pen, appear in the left list.

Right List: Components on Pen

The right list displays all components currently on your *QuickLink Pen*, as well as all components you have selected to add. It also indicates whether a component has been marked for deletion, as described below. The icon next to each component indicates the component's location. If the component is already on the Pen, the icon indicates whether it is in the flash memory or ROM. When the icon indicates that the component is still located on your computer's hard drive, it has yet to be added to the Pen.

To view information about a component in either list, right-click on the component. To view information about all components currently on the *QuickLink Pen*, click on the **Details** button.

Step C. Filter the Components that Appear in the Lists (Optional)

1. To select the types of components that appear in either list, click on the **Filters** button. A list of component types appears.
2. Click on the checkbox next to each type to select/deselect it; = component is selected.

Step D. Order the Components in the Lists (Optional)

You can order the components in either list by name, version, type, size or protected by clicking on the respective column heading.

Step E. Select the Components To Add to the Pen

1. In the left list, click on each component that you want to add to the *QuickLink Pen*. The component is highlighted. To highlight more than one component, hold down the CTRL key, then click on each item you want to add. To highlight a group of components that are next to each other, hold down the SHIFT key and click on the first component in the group, then on the last one.
2. Click on → ; the highlighted components appear in the right list.
3. If, after selecting a component, you decide you don't want to add it:
 - Click on the component in the right list. The component is highlighted.
 - Click on ← . The component is removed from the right list.
4. If a component you selected to add to the Pen already exists on the Pen, the existing component of the same type is marked automatically for deletion: A red 'X' appears over its icon. Deselect the duplicate component.

Step F. Select Components To Delete from the Pen

1. In the right list, click on each component that you want to delete. The component is highlighted.
2. Click on **Delete**. A red 'X' appears on the icon of each component you marked for deletion.
3. If you change your mind about deleting a component, click on the component in the right list, then click on **Undelete**.

System components should be deleted from your *QuickLink Pen* only if you are adding a new version of the component to the Pen at the same time. Otherwise, your Pen will not operate properly.

Note: You cannot delete your QuickLink Pen's operating system or a component from your Pen's ROM.

Step G. Proceed

1. Click on the **Proceed** button.
2. To stop the **Add/Remove Pen Components** process prior to completion, click on **Stop**. When the process is completed, the **Stop** button changes to **OK**.

Step H. Close the Log Window

Click on **OK** to close the Add/Remove Pen Components Log Messages window once the process is completed.

Step I. Compact Your Pen (Optional)

If you removed components from your *QuickLink Pen*, you may want to compact the Pen at this time. To do so, click on **Compact**. The compaction process is explained in detail below.

Step J. Exit the Dialog Box

Click on **Exit** to close the Add/Remove Pen Components dialog box.

Note: Any application you add to your QuickLink Pen appears as an additional option in the Pen Main Menu.

Restoring Components to Your QuickLink Pen from the CD-ROM

The CD-ROM that comes with the *QuickLink Pen* contains a backup copy of the components included on the Pen. You can use the backup copy to restore components to your Pen; however, you first must copy the components to the *QuickLink Desktop Pen Components* folder. To do so:

1. Insert the *QuickLink* CD-ROM into the CD drive on your computer. If the setup does not begin automatically:

- Click on the Windows **Start** button and select **Run**.
 - Type `x:\setup.exe` (where *x* is your CD-ROM drive), then click on **OK**.
2. Click on **browse cd rom contents**.
 3. Double-click on **QuickLink Desktop Installation**, then double-click on **Library of Pen Components**.
 4. Select the components you want to copy, then press **CTRL+C**.
 5. Open the Pen Components folder under the Desktop installation folder on your computer's hard drive (usually located at `c:\Program Files\QuickLink Desktop\Pen Components`).
 6. Press **CTRL+V** to paste the components into the Pen Components directory.

Once the components have been copied to the Pen Components folder on the computer hard drive, follow the instructions above for adding and removing Pen components in order to restore the components to your Pen. The components you copied into the Pen Components folder appear in the left window of the Add/Remove Pen Components dialog box.

Upgrading Your Pen's Operating System

You can upgrade your *QuickLink Pen's* operating system using the Add/Remove Pen Components dialog box. To do so:

1. Follow the steps for adding and removing components, as described above.
2. Select the new operating system from the left list in the Add/Remove Pen Components dialog box to add to the Pen.
3. Click on **Proceed**.

The Add/Remove Pen Components Log Messages window displays each step in the upgrade process. The **Stop** button

in this window is disabled during the upgrade process. Do NOT attempt to stop the process prior to its completion.

As part of the upgrade process, the Pen restarts itself.

Compacting Your Pen

The Current flash memory status bar in the Add/Remove Pen Components dialog box displays the allocation of space on the flash memory:

- **Unavailable** – This area of the flash memory is unavailable for use by Pen components.
- **Used** – This area is being used by Pen components.
- **Compactible** – This area contains Pen components that have been deleted from your Pen, which can be erased to free up space.
- **Free** – This area contains unused flash memory.
- **Total** – The total flash memory on your Pen.

The **Compact** button in the Add/Remove Pen Components dialog box enables you to reclaim the compactible areas on the Pen's flash memory.

You *QuickLink Pen* is compacted automatically during the Add/Remove Pen Components process. To compact your *QuickLink Pen* when you are not adding and removing Pen components:

1. Turn your Pen on and select **PC-Controlled Communications** from the Pen **Main Menu**.
2. In the Desktop, select **Add/Remove Pen Components** from the **Pen Communications** menu or the toolbar (or press CTRL+A). The Add/Remove Pen Components dialog box appears.
3. Click on **Compact**. A bar appears on the Pen that displays the progress of the compaction process. When

the process is completed, the compactible area is converted into free area on the Pen.

4. Click on **Exit**.

Reordering the Applications on Your Pen

The **App Order** button in the Add/Remove Components dialog box enables you to change the order in which the applications appear on your *QuickLink Pen*. You can reorder the applications prior to closing the Add/Remove Pen Components dialog box after adding and removing components, or at any other time.

To reorder the applications:

1. Turn your Pen on and select **PC-Controlled Communications** from the Pen **Main Menu**.
2. In the Desktop, select **Add/Remove Pen Components** from the **Pen Communications** menu or the toolbar (or press CTRL+A).
3. Select **App Order**. The Applications Order dialog box appears.
4. To move an application to a different place in the list, click on the application, then click on **Up** to move it up in the list or **Down** to move it down in the list.
5. When applications are ordered as you prefer, click on **OK**.
6. Click on **Exit** to close the Add/Remove Pen Components dialog box.

Backing Up and Restoring Pen Data, Applications and Components

The **Backup Pen** and **Restore Pen** options enable you to create a backup copy (*.bak file) of your *QuickLink Pen* data, applications and components on the computer, which can later be restored to your Pen.

Backup Pen

To back up your *QuickLink Pen* data, applications, and components:

1. Turn your Pen on and select **PC-Controlled Communications** from the **Pen Main Menu**.
2. Select **Backup Pen** from the **Pen Communications** menu (or press CTRL+B). The Save As dialog box appears.
 - If communications between your *QuickLink Pen* and computer fail, an error message appears when you select **Backup Pen**. Try running the Communications Wizard to correct the communications setup.
 - If the *QuickLink Pen* you have connected is not recognized by the Desktop, you are prompted to use the current Pen, choose an existing Pen or create a new Pen name.
3. Type the name of the backup file into the **File name** field.
4. To save the file in a different folder, open the **Save in** box and double-click on a different folder in the folder list.
5. Click on **Save**.
6. When the confirmation message appears, click on **Yes**.
7. Click on **OK**.

Restore Pen

To restore a *.bak file containing data, applications and components to your *QuickLink Pen* or to transfer them from one Pen to another via the backup copy on the computer:

1. Turn your Pen on and select **PC-Controlled Communications** from the **Pen Main Menu**.
2. Select **Restore Pen** from the **Pen Communications** menu (or select CTRL+R). The Open dialog box appears.
 - If communications between your *QuickLink Pen* and computer fail, an error message appears when

- you select **Restore Pen**. Try running the Communications Wizard to correct the communications setup.
- If the *QuickLink Pen* you have connected is not recognized by the Desktop, you are prompted to use the current Pen, choose an existing Pen or create a new Pen name.
 3. Click on the backup file you want.
 4. Click on **Open**.
 5. When the confirmation message appears, click on **Yes**.

***Note:** Do NOT abort the **Restore Pen** process before it is completed. Failure to complete the process may result in the loss of all data, applications and components from your Pen.*

Optimizing the Pen File System

When you delete data, such as an Address or Note, from your Pen, the area that was used by the data is not actually deleted from the flash memory. The **Optimize Pen File System** option enables you to free up those areas on the Pen's flash memory that are no longer being used by application data.

To use this option:

1. Turn your Pen on and select **PC-Controlled Communications** from the **Pen Main Menu**.
2. Select **Optimize Pen File System** from the **Pen Communications** menu. A progress bar appears on the computer that displays the progression of the optimization process.
 - If communications between your *QuickLink Pen* and computer fail, an error message appears when you select **Optimize Pen File System**. Try running the Communications Wizard to correct the communications setup.

- If the *QuickLink Pen* you have connected is not recognized by the Desktop, you are prompted to use the current Pen, choose an existing Pen or create a new Pen name.
3. When the process is complete, click on **OK**.

*Note: Do NOT abort the **Optimize Pen File System** process before it is completed. Failure to complete the process may result in the loss of all data from your Pen.*

Part 4: Appendices

Additional *QuickLink Pen* Information

Upgrading the *QuickLink Pen*

The *QuickLink Pen*, which comes with a 2MB flash memory card, is upgradeable to more flash memory to accommodate a large number of additional components. The following steps should be taken when upgrading your Pen:

1. Back up your Pen. (See the section, *Backing Up and Restoring Pen Data, Applications and Components*, above.)
2. Turn your Pen off.
3. Remove the battery compartment cover on the back of the Pen.
4. Using the lever supplied with the upgrade kit, gently remove the flash memory card.
5. Plug in the new flash memory card and replace the battery compartment cover.
6. Restore the data to your Pen. (See the section, *Backing Up and Restoring Pen Data, Applications and Components*, above.)

Note: If you do not back up your Pen prior to upgrading it, you will be unable to restore your previous Pen data, applications and components to your new flash memory card.

Care and Cleaning

Your *QuickLink Pen* conforms to the highest standards of craftsmanship and manufacture. To ensure its continuing excellent performance, please adhere to the following instructions for care and cleaning:

- Protect your *QuickLink Pen* from direct sunlight, heat, dampness and dust. Do not drop or knock the device; keep it in its protective plastic case to avoid scratches. **ALWAYS** replace the protective cover of the Pen tip when not in use.
- Clean the Pen only with a soft, dry cloth. Never use a wet cloth or solvents such as benzene or diluting agents.
- **NEVER** clean, wipe or tamper with the Pen tip. It contains a sensitive electronic eye that could become damaged.
- Should your Pen require servicing, contact the retail outlet where you purchased your unit.

Batteries

Your Pen uses two AAA batteries. To check the batteries, select **Battery status** from the Pen's **Information** menu.

If the batteries are low, a picture of a battery with a slash through it appears on the *QuickLink Pen* display. When the batteries are about to run out, the Pen shuts down automatically.

When replacing batteries, use only high-quality alkaline batteries, or rechargeable nickel cadmium batteries.

Pen Technical Data

Processor	ARM 7 TDMI
RAM memory	64 to 192KB
ROM memory	2MB
Flash memory	2MB
Socket for flash memory cards	2MB/4MB/ 8MB(upgradeable)
Serial communications	IrDA and RS232
Optic head	128 pixels linear array image sensor 400 DPI resolution
Display dimensions	61mm x 20mm/ 2.4" x .8" 122 x 32 pixel resolution
Supply voltage	Two 1.5v AAA batteries
Weight	90 grams/3 oz. (not including batteries and/or flash memory card)
Size	Length (with cover): 163 mm/6.4" Width: 38 mm/1.5" Height: 23 mm/1"

- Low power consumption
- Compliant to FCC class B
- Compliant to CE standards
- UL listed

QuickLink Desktop Requirements

- Windows® 95/98 or Windows NT
- 16 MB RAM or higher
- Internet Explorer 4.0 or higher for synchronizing Internet Links

Troubleshooting

Problem:

The Pen doesn't scan.

Solutions:

- Check to see whether the Pen is turned on and is in scanning mode, and the protective cover has been removed from the tip.
- If you previously were using the Opticard, make sure you switched out of Opticard mode prior to returning to normal scanning.

Problem:

The text in the Pen display appears upside down.

Solution:

Adjust the Pen to right-handed or left-handed use.

Problem:

The words you want to scan are in a format too large or small to scan, or the text is printed unclearly.

Solution:

Use the Opticard.

Problem:

An error message, "Excessive Light", appears on the display.

Solution:

Move the Pen away from the strong light source (such as sun, lamp, etc.) shining directly on the tip.

Problem:

An error message, “Scanning Too Fast”, appears on the display.

Solution:

Scan more slowly.

Problem:

The computer is unable to communicate with the *QuickLink Pen* because the serial port is busy.

Solutions:

- Close other applications that are using the port.
- Run the Communications Wizard
- Restart the Desktop
- Restart Windows.

Problem:

The Pen and computer do not communicate:

- Data is not exchanged during the QuickLink function.
- Applications are not added or removed from the Pen.
- Pen data is not backed up or restored.

Solutions:

- In the Desktop application, make sure that Pen communications are on.
- Run the Communications Wizard.
- Make sure that the QuickLink communications cable or IrDA device is attached properly to both the *QuickLink Pen* and computer.
- Make sure that the same communications settings are defined on both the *QuickLink Pen* and computer.
- Make sure that your computer supports the baud rate defined on the Pen. If not, a lower baud rate should be selected.
- Make sure that **QuickLink** or **PC-Controlled Communications** is selected on the Pen.

Problem:

Scan to PC mode does not work.

Solutions:

- In the Desktop application, make sure that Pen communications are on.
- Make sure that the QuickLink communications cable or IrDA device is attached properly.
- Make sure that the **Scan to PC** application was selected on the *QuickLink Pen*.

Problem:

The QuickLink process works, but results in errors.

Solution:

Check the QuickLink log to view the type of errors that occurred during the process. Host errors may occur because the selected host application is not installed on your computer.

Problem:

The QuickLink process works, but the results are not what you expected.

Solution:

Check QuickLink settings for the Pen.

Problem:

The **Add/Remove Pen Components**, **Backup Pen**, **Restore Pen** and **Optimize Pen File System** functions are disabled in the Desktop application.

Solution:

Make sure that Pen Communications are on on the Desktop.

Problem:

You accidentally deleted standard components from your *QuickLink Pen*.

Solution:

Restore the deleted components to your Pen using the backup copy on the CD-ROM, according to the instructions in the section, *Restoring Components to Your QuickLink Pen from the CD-ROM*.

Problem:

The **Interface Language** option in the **View** menu is disabled.

Solution:

Additional interface languages are not installed to the *QuickLink* Desktop installation folder. Run Desktop setup; install the additional interface languages if they are available.

WizCom Web Site

The WizCom web site is located at <http://www.wizcomtech.com>. Contact us to remain up-to-date about applications, dictionaries and other components for your Pen.

Glossary

TERM	EXPLANATION
Baud rate	The speed (bits per second) at which data is transmitted.
Character set	A comprehensive series of characters used to represent a language (e.g., Latin character set for English, Cyrillic character set for Russian, etc.)
Current Pen/file etc.	The Pen, file, etc. that is currently displayed and accessible for adding data, editing, etc.
Field	An item of information within an application. E.g., First Name in Address Book, Description in Internet Links, etc.
Flash memory	The memory chip on the <i>QuickLink Pen</i> , containing Pen applications, components and data files.
Host application	A software application on your computer, other than the <i>QuickLink Desktop</i> , to which you transfer data from your Pen. E.g. Microsoft® Outlook® for addresses.
IrDA	Infrared Data Association; an industry standard that has become synonymous with infrared technology.

Insert Mode	Mode of entering characters in which the new characters are inserted between the existing ones at the cursor location.
OCR	Optical Character Recognition: computerized method of recognizing scanned text and converting it into editable format.
Operating system	The software that runs the applications and functions of the <i>QuickLink Pen</i> .
Overwrite mode	Mode of entering characters in which the new characters replace the existing ones.
Record	A unit of related data, such as an Address or an Internet Link.
ROM	Read-Only Memory: memory that cannot be changed or erased, containing the Operating System.
Serial port	Socket at the back of a computer for attaching communication devices.
Wizard	A interactive series of instructions in the <i>QuickLink Desktop</i> .

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