**Livescribe Pen Notes Extraction Tutorial**

1. Plug in the Livescribe pen. You will hear a beep.
2. The **Livescribe/Echo Desktop** opens automatically when you plug in the pen.
3. Find the pages you need, select all of them | Right-click and select “**Send # Pages to…**



1. Select **Computer**



1. *Sending note to “Computer”*

Keep as shown on screen | Click **Continue**



Watch the top bar on the Livescribe Desktop software after you click Continue,

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The process is shown until complete

* 1. 
	2. 
	3. 
1. *Window popup: Save File As windows*

Change the name to “todays” date | Put in Notetaker’s folder @ M:\ATC\Notetakers

Unless instructed to put in another folder

