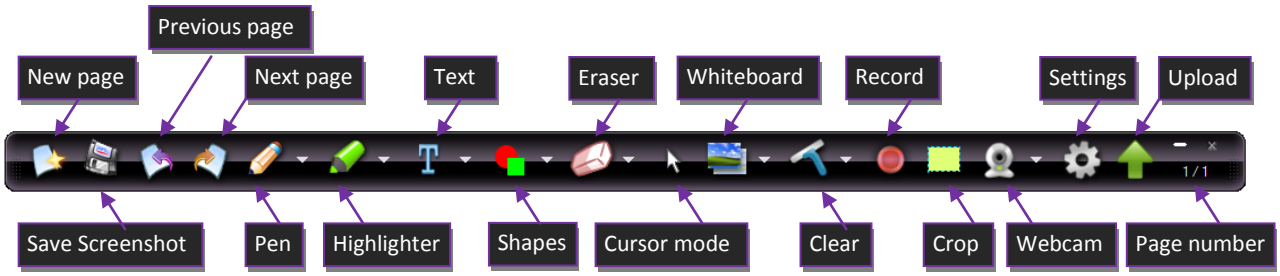
1. Toolbar functions



S/N	Icons	Description
1		**New Page** Create a new page for annotations. Existing annotations will be saved as previous page. You can then use **Previous Page/Next Page** buttons to navigate between them.
2		**Save screenshot** Save current screenshot of the desktop (with the annotations) as a PNG file. If you have a crop region defined, this will only save the area inside the crop region.
3		**Previous Page** Turn to the previous page.
4		**Next Page** Turn to the next page.
5		**Pen** Switch to writing mode. Note: You can also click on the arrow ( ) to select a different pen color and thickness.
6		**Highlighter** Switch to highlighting mode. Note: You can also click on the arrow ( ) to select a different highlighter color.
7		**Text** Switch to text mode. When in this mode, click on your desired text location to display a text input dialog.

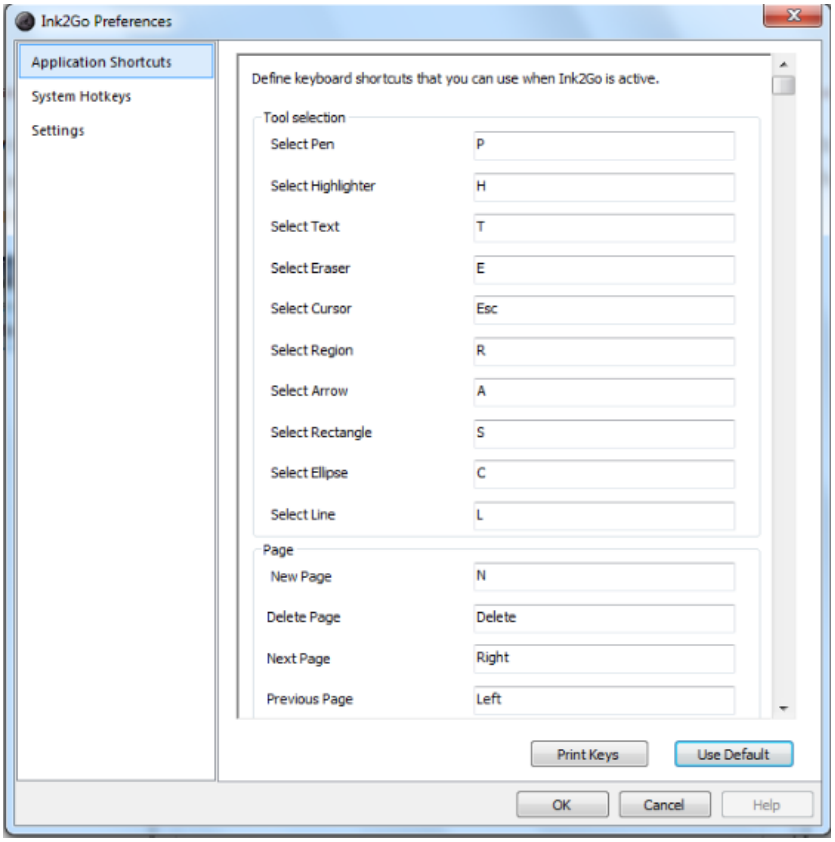
		 While the dialog is active, you may click anywhere to reposition the current text. Click **OK** to finalize the text. Note: You can click on the arrow ( ) or right mouse click anywhere on the screen in text mode to bring up a popup menu to select different font color and size.
8		**Eraser** Switch to erasing mode. Note: You can also click on the arrow ( ) to select a different eraser thickness.
9		**Mouse Mode** Switch to mouse mode. When in this mode you can click on and control other applications as per normal.
10		**Whiteboard** Toggle between the Windows Desktop and Whiteboard (an electronic whiteboard).
11		**Clear/Delete page** Clear all the annotations on the current page. Note: You can also click on the arrow ( ) to delete the current page (all the annotations on the current page will also be deleted).
12		**Record** Start the recording. You will be prompted to key the filename and the directory that you would like to save your recording to. Record your annotations and whatever that is shown on the desktop. If no crop region is defined, the whole desktop will be recorded. Otherwise only the area within the region is recorded.
13		**Crop** Select a region on the screen to record or capture. By choosing an area to record instead of recording the whole desktop, you make the recording process less CPU-intensive, hence improve the smoothness of the playback.
14		**Page Number** Indicate the current page number / total number of pages.

15		**Stop** Stop the current recording. Only available while in Recording mode.
16		**Pause** Pause the current recording and a Resume button will appear. Only available while in Recording mode.
17		**Resume** Resume the current recording. Only available while in Recording mode.
18		**Web camera** Turn on/off the web camera view. Camera Size You can change the size of the camera window by right-clicking on it and choose one of the three sizes from the popup menu. *Changing the size of camera window.*
19		**Settings** Open up the Ink2Go Main menu. You can use this menu to make changes to various Settings of the software (see 3.)
20		**Upload** Access the Upload dialog to upload video files to NUS server.

2. Hotkeys

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

You can access the **Settings Menu** -> **Preferences** to customize the hotkeys and to print out the current list of hotkeys for your reference.



Preferences dialog and default hotkeys

Application Shortcuts refers to the hotkeys that you can use when Ink2Go is active (i.e. when you are drawing or interacting with Ink2Go). You can use the application shortcuts to switch between different tools without having to click on the toolbar.

For example, you can click 'P' to select Pen, or 'H' to select Highlighter, etc. Please refer to the Preferences dialog for the rest of the keys.

By default, the hotkey for **Cursor** tool is the Escape (ESC) key. Once you are done with Ink2Go and want to interact with other software below it, you can click on the **Cursor** tool on the toolbar, or press Escape key. Ink2Go will then enter deactivated mode, and the toolbar becomes translucent to indicate that it is in inactive mode.

System Hotkeys are the system keys that can be used even when Ink2Go is in inactive mode. The default hotkey to activate Ink2Go is **Shift + Alt + A.** You can use this hotkey combo from within any other application. Alternatively, you can also click on Ink2Go toolbar to activate it. Once Ink2Go is activated, the toolbar will become fully opaque, and you can use the application shortcuts to select the tool again.

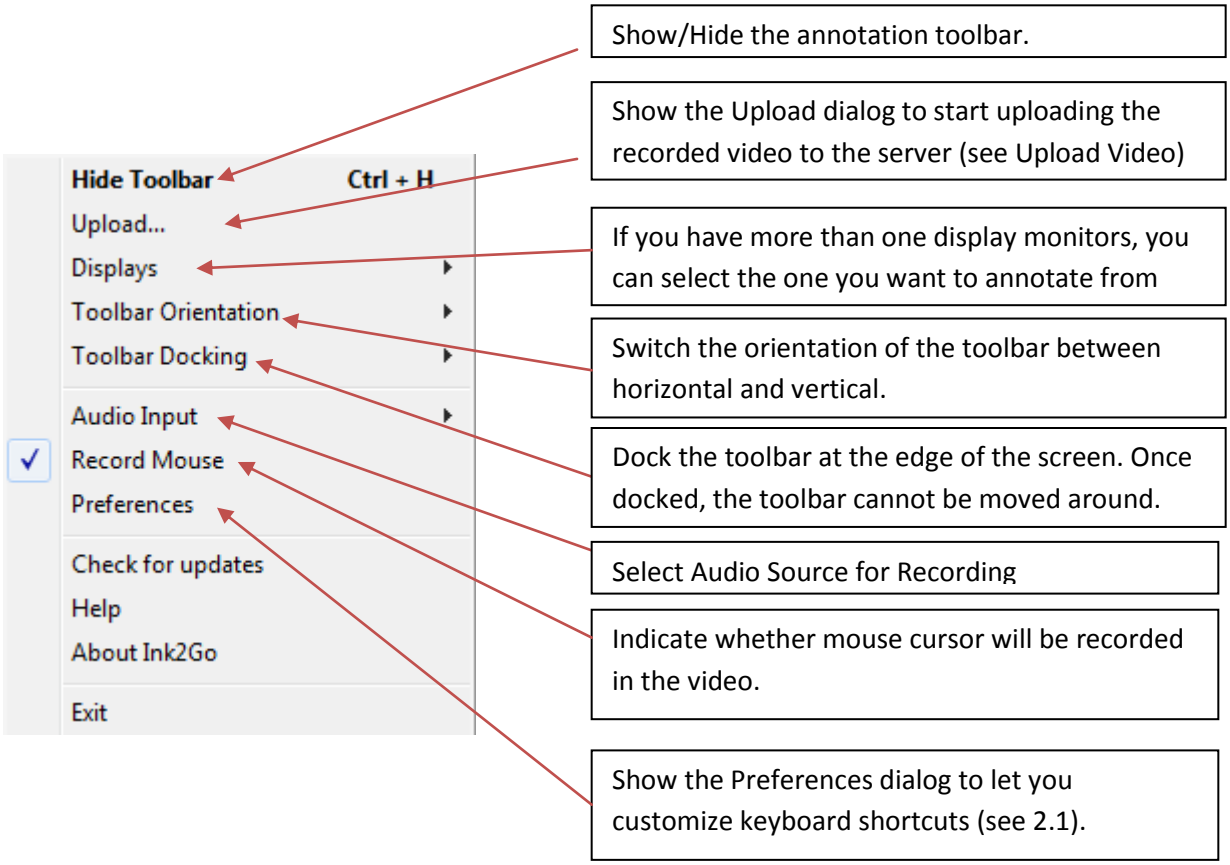
3. Context menu

Context menu is another very useful feature to let you choose your tool option (e.g. pen color, thickness, etc.) much faster than doing it from the main toolbar. You can do it by just right clicking on the screen and choose from the context menu. Since you do not have to move the mouse to and fro the main toolbar, your writing/drawing flow is smoother.

4. Main Menu

You can click on the Settings Tool on the Toolbar, or right-click on the Ink2Go icon on the system notification area to access Ink2Go Main Menu.

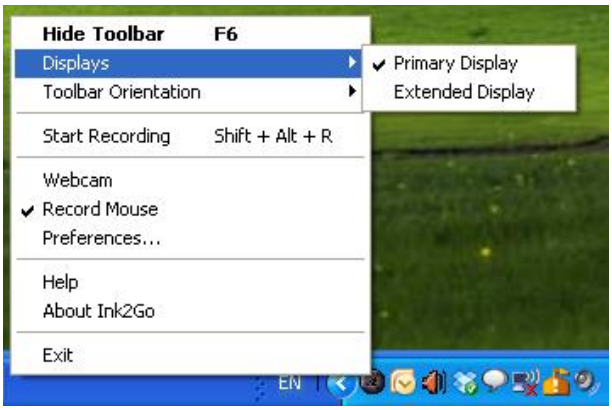
Ink2Go icon on the system notification area



Ink2Go Main Menu

5. Switching Annotation Screen

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



Display monitor selection from the Main Menu

6. Recording System Audio

6.1 Enable Stereo Mix

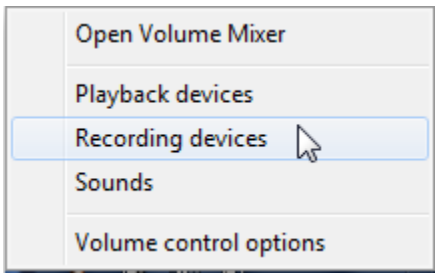
In order to record the System Audio (i.e. the audio that is being played on the system, not just that the audio from the mic), you will need to have a sound-card that supports Stereo Mix Input.

Even when a soundcard supports Stereo Mix feature, you might still need to enable it manually because by default that feature is disabled.

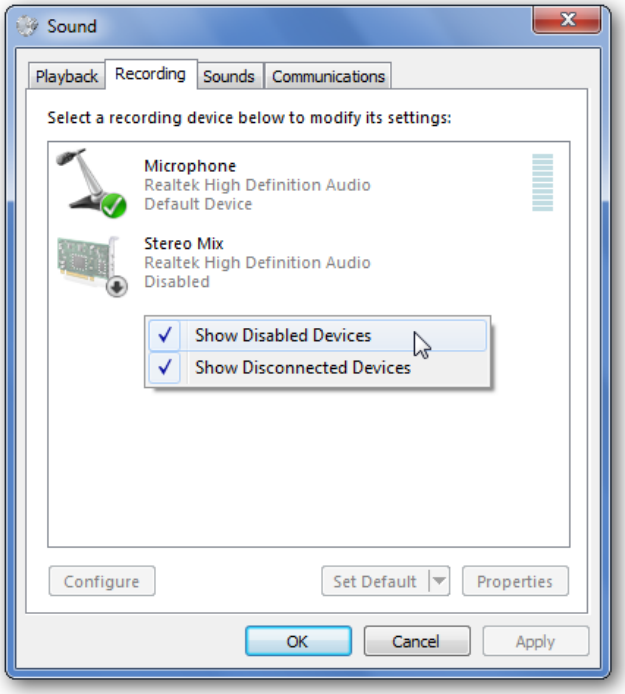
To enable Stereo Mix Input on your Windows 7:

- First, right Click on the Volume icon on the System Tray.

- You will see the following context menu.



- Choose **Recording devices**
- Once inside the Sound > Recording Dialog, right click on the device list and check both “Show Disabled Devices” and “Show Disconnected Devices”



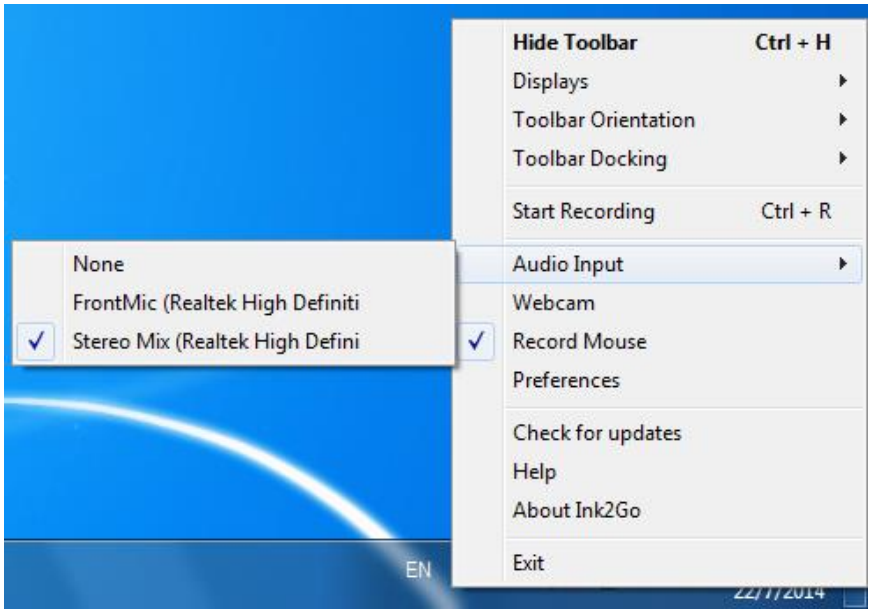
Sound -> Recoding Devices

If your sound card supports Stereo Mix input, you will see Stereo Mix in the Device list.

If you do not Stereo Mix in the Device list, please checkout section **6.3** below.

If the Stereo Mix shows up as “Disabled”, right click on it and choose “Enable” from the context menu.

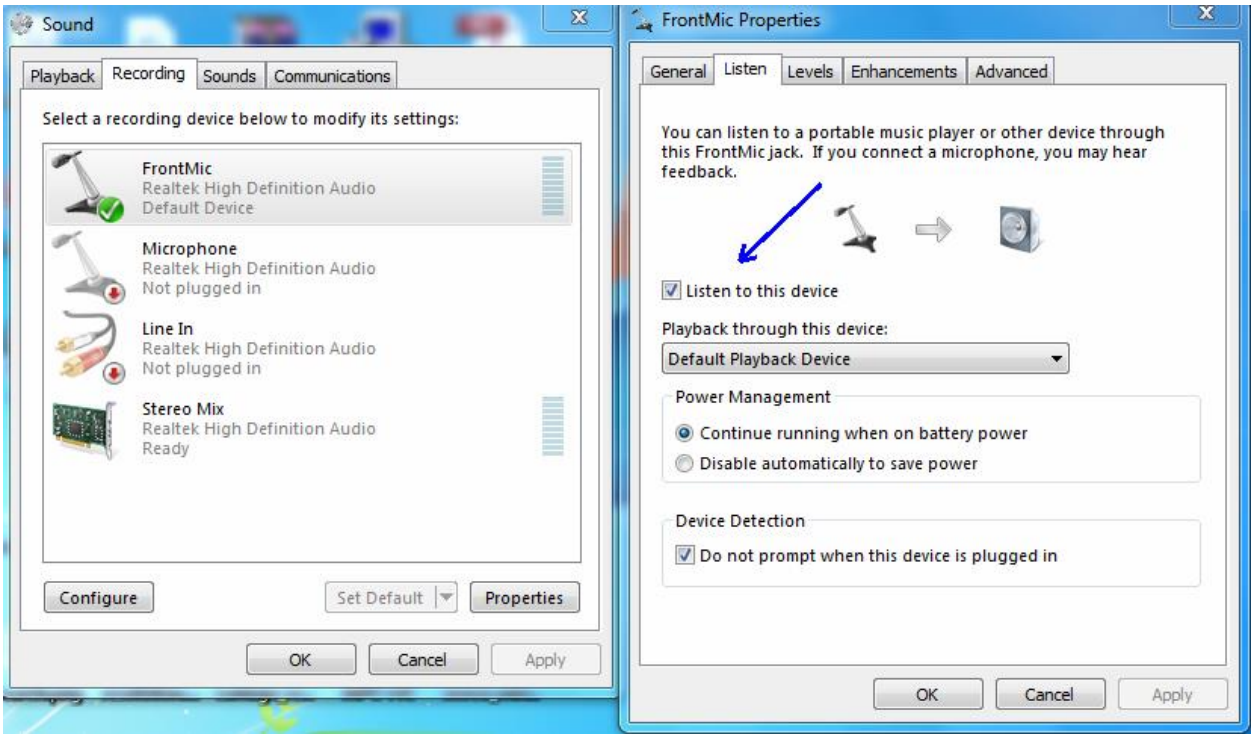
Once Stereo Mix is enabled, you can select it inside Ink2Go from Ink2Go Main Menu -> Audio Input -> Stereo Mix. Your recording should capture the system audio now.



Selecting Stereo Mix Input in Ink2Go

6.2 Recording both system audio and microphone

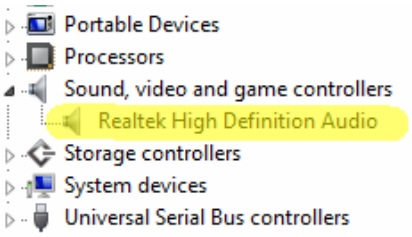
If you want to record from **both** system audio **and** microphone, you will need to direct microphone input to Stereo Mix. To do that, open the Sound -> Recording system settings as in previous step, then select the Microphone and enable "Listen to this Device" (see Screenshot)



Enable "Listen to this device" for Microphone to output to Stereo Mix

6.3 Troubleshooting when Stereo Mixer is not available

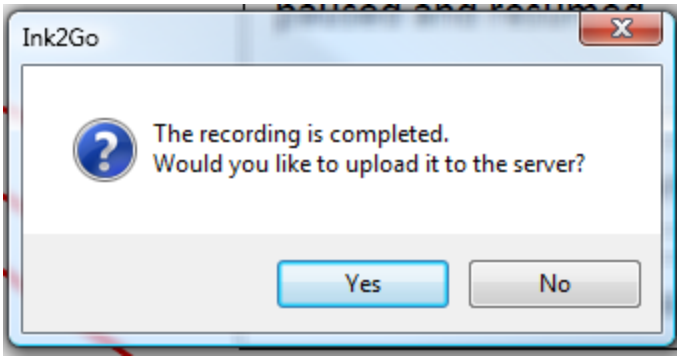
If you do not have Stereo Mixer even after you have enabled “Show Disabled Devices”, chance is you did not install a specific sound card driver, and you are using a generic Microsoft driver. Please check your system installation disc, or the system specs, to find out if you can install a sound driver specifically for your system (with some particular chipset brand name like Realtek)



Example of specific sound driver installed (Realtek)

7. Upload Video

When you finish recording, a dialog will automatically appear and ask whether you want to upload the video to the server.



Upload prompt after recording.

If you say yes, you will be shown the Upload Dialog.

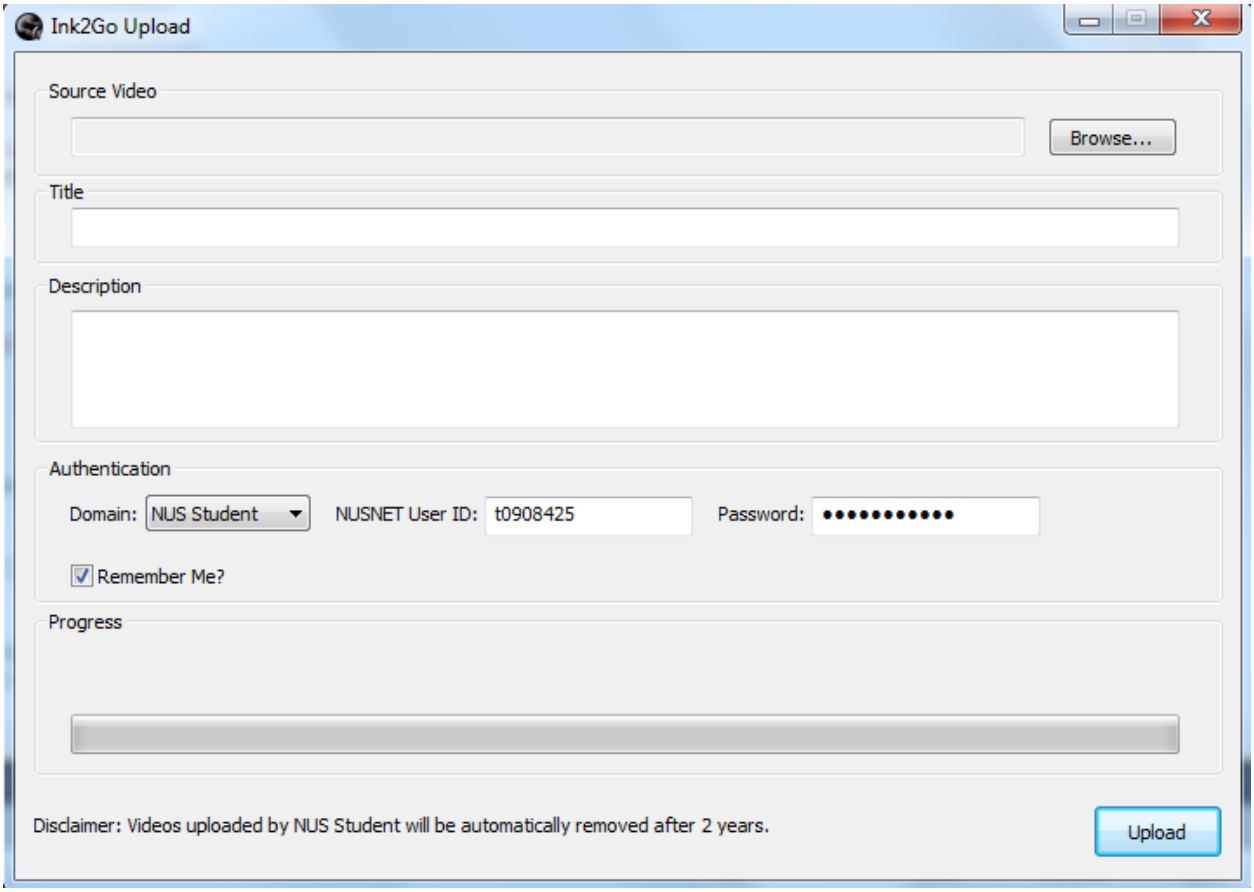
In the dialog, the source video is the file that you have just recorded. If you want to upload another file you can click on Browse and Browse for another video file.

You will need to fill in the title and description of the video, as well as your staff or student account.

Once you click Upload, the video will be uploaded to the server. The process will take about a few minutes to a few hours, depending on the video length.

Once the video is uploaded to the server, you will see an Upload Completed message box. After that you can launch your browser to visit http://ink2go.nus.edu.sg and log in using your staff/student account to view and manage the uploaded clips.

You can also open the Upload Dialog by clicking on Upload Tool on the Toolbar or selecting “Upload…” from the Main Menu.



Upload Dialog