



## Tablet PC Exercises

On your own time: take the **Tablet PC Tutorial**:

**Path: Start > Programs > Tablet PC > Tablet PC Tutorials**

### 1. Explore Screen Orientation and calibration

- a. Path: **Start > Settings > Control Panel > Tablet and Pen Settings**
- b. Under the **Settings** tab, select **Handedness**, **Menu location** and **Calibrate**
- c. Under the **Display** tab, select **Screen orientation** and **Screen brightness**
- d. Under the **Tablet Buttons** tab, review the **Button location**. You can change the action of the button by clicking on the **Tablet Button** and then clicking on the **Change** button and selecting an action from the pull down menu.
- e. Under the **Pen Options** tab, you can customize the pen actions. (The pen works like the mouse.) The **Settings** button allows you to set the speed of your taps, and distance the pen can move between taps. There are two Pen buttons settings as well; **Use the pen buttons to right-click** and **Use top of pen to erase (where available)**.

### 2. Convert a PowerPoint presentation to Windows Journal

#### Option 1 (Print)

- a. Opening the PowerPoint presentation on the desktop titled **TabletPC\_Overview.ppt**
- b. From the **File** menu select **Print**
- c. Select the **Journal Note Writer** as your printer; click OK; click Save
- d. Practice using annotation tools (see below Option 2)

#### Option 2 (Import)

- a. Open Windows Journal (or open a **New Note**)
- b. From the **File** menu select **Import**
- c. Navigate to the file you want to place in Journal. Use the file **TabletPC\_Overview.ppt** and click on the **Import** button
- d. Tap next to continue

#### Practice using annotation tools (View > Toolbars).

- a. Standard: New Note, Save, Import, Find, Cut, Copy, Paste, Un/Redo, Reading View
- b. Pen: Pen, Highlighter, Eraser, Selection Tool, Insert/Remove Space, Flag
- c. Format: Bold, Italics, Colors, More Colors
- d. View: Pan, Zoom In, Zoom Out

**Note:** To move from slide to slide in a PowerPoint converted to Journal, use the blue navigator **Page Bar** at the bottom on the page (available from View menu)

### 3. Insert an image to Windows Journal

- a. Open **Windows Journal**
- b. From the **Insert** menu select **Picture**
- c. Navigate to image and click **Insert** button  
use **gross\_brain.jpg** or **gross\_brain\_labeled.jpg**

#### 4. Save a Windows Journal Document to PDF

- a. Annotated documents can be saved to a PDF (portable document format) for publishing to a Web page
- b. **Note:** Any highlighting done over text will not be readable (visible) in the PDF format; highlighting does let text show through in Journal
- c. Process: File > Print > Select PDFCreator > OK (wait) > *You can rename the Document Title: if you want* > Save

#### 5. Input Panel

- a. Open the Input Panel from the icon on the task bar
- b. Or, use gesture to open the Input Panel
- c. Open **Notepad** (Start > Programs > Accessories > Notepad); be sure to put cursor inside the Notepad page.
- d. Explore the three options on the right for inputting handwriting or typed text
  - i. Writing Pad
  - ii. Character Pad
  - iii. On-Screen Keyboard)
- e. Input the lyrics to your favorite song or poem using the three methods



#### 6. Connect Tablet PC to the Projector

- a. Attach the connector to the port on the back of the tablet
- b. Press the **FN** and **F5** keys
- c. Select the icon with the two screen displays
- d. You should see your tablet screen and the tablet screen image projected