

## Tablet Computer Instructions

7/29/08

### How to connect to projection system

There is a VGA connector in the back of the computer

It is a friction fit

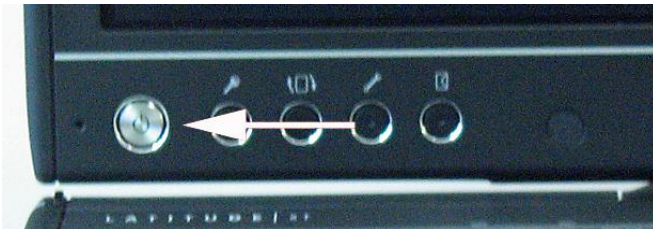


The cable should be connected and the projection system turned on before the computer is turned on

If after the computer is fully booted up, the image is not displayed on the projector, press the FN key and F8 key simultaneously to toggle between computer display only, projector display only or both together

### How to power up

The Power button is located below the display at the left corner



Press to power up

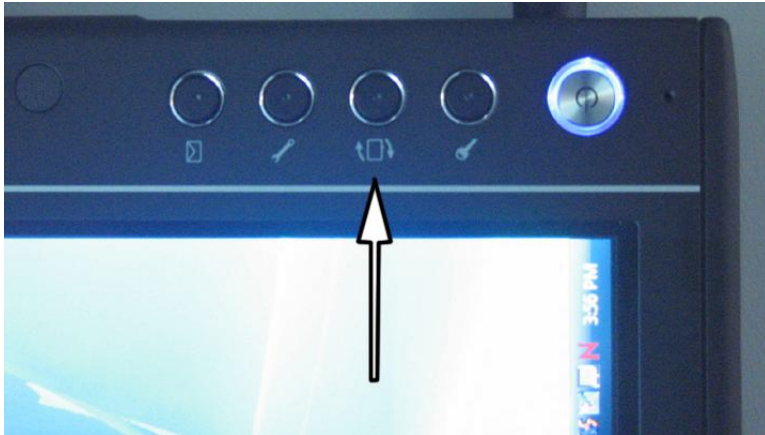
### Using Novell Wireless Network

If you are on a KCC campus, follow the following instructions to log in to the KCC network.

1. At Novell login, click "Computer Only Logon" link
2. Enter lower case Username and Password (kcc, kcc)
3. Computer will start up and display the desktop
  1. To connect to KCC wireless network, right click on the icon in the notification tray on the taskbar that looks like two monitors with a red x over them.
  2. On the Popup menu, click "Connect to a network"
  3. When the network listing appears, choose the network "KCC"
  4. Click "Connect"
  5. A progress screen will appear
  6. In the new window that appears, click "Enter/select additional log on information"
  7. Enter you login information

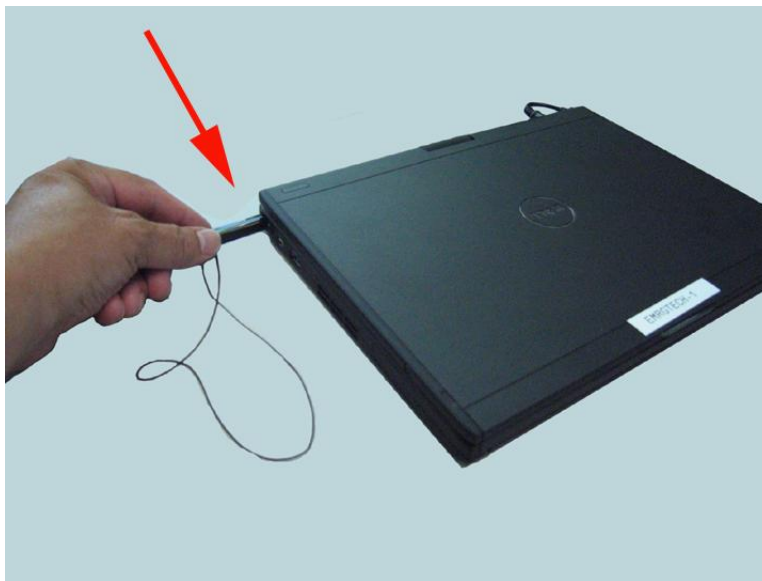


Rotate the image using the button beneath the screen (third from left)



Press until the screen is oriented as you want it

### Pen location and operation



The Pen is located at the left, rear side as you look at the keyboard

It has a tether attached to it

Push the pen in to release it from the case

Buttons on the Pen

Larger is left mouse

Small is right mouse

## Specialized buttons on the screen

Left to right

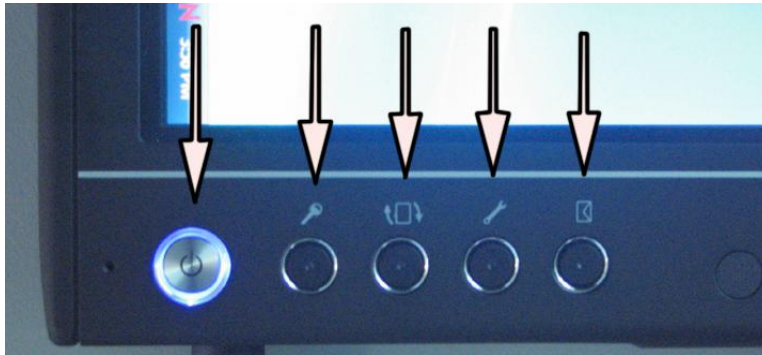
Power

Operations menu

Screen rotate

Tablet settings

? (Envelope icon)



## Using the writing tab

The Writing Tab is located at the very edge of the screen



Press with pen to open



Three text entry buttons



Handwriting Recognition-freehand

Text block entry

Virtual Keyboard

Tools (*Insert screenshot of tools dropdown*)

Personalize Handwriting recognition

Report handwriting errors

Determine location of handwriting entry box

Options-other Settings.

Control Buttons are located on the right for controlling the cursor, etc.



Handwriting recognition

A text block with the interpretation of the word appears below the writing line (*Show text block in writing window*)

Left or right click on the word to delete or clear the word (*show drop down of editing menu*)

### **Other software to use with the Tablet**

#### **Microsoft Word 2007**

1. Go to the "Review" ribbon and select "Start Inking"
  - a. Select Ballpoint Pen, Felt Tip Pen, or Highlighter to draw freehand images on the screen
    - i. This can be done over existing MS Word documents

#### **Windows Journal**

1. Open Journal
  - a. Select the pen tool
  - b. Select the Lasso tool
    - i. Use the Lasso to select any writing you wish to convert to text
    - ii. Go to "Actions" and select "Convert Handwriting to Text"
    - iii. Select "Insert the same Journal note"
      1. The text will appear in the journal

### **Entering text into Word and PowerPoint**

If a document is open and active in these programs, any text created in the Writing Block can be inserted by clicking the *Insert* button (*Show entered text with Insert*)

Tablet utilization suggestion from Anna Cox

Wiziq.com – free smartboard emulation, work online, audio and video conferencing

Similar to Blackboard Virtual Classroom but has more features

Similar to Eluminate.