Using the Tablet PC

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Adapted from Scott Schneider’s Tablet PC Workshops [Tablet PC Committee Member]
http://vnatsci.ltu.edu/s_schneider/tablet.shtml
Agenda

• Scenic tour: Tablet, Pen
• “Ink notations” in Word/PowerPoint
• Handwriting input
• Using “ink” with PowerPoint presentations
• Taking notes in Windows Journal
• Resources
• Tablet PC Grants
Scenic Tour: Tablet

• Pen caddy on the side of the tablet
• Screen latch to lift the screen
• Wireless – bottom right hand corner
• Can now rotate the screen and lay it back down
• With docking station
  – Projector input different
  – CD/DVD option
• Orientation button option
Scenic Tour: Pen

- Point, like a mouse
- Tap = click; double-tap = double-click
- Right Click? – 2 ways:
  - Button on the side of the pen (a little tricky)
  - Hold down, stationary (hover over)
    - Context menu pops up
- Drag to select, or touch and drag
  - The “pen” is recognized as a click-drag
- Eraser on the end
Ink Annotations in Word 03

• Open Word
• Go to INSERT menu
• Choose INK ANNOTATIONS
Ink Annotations in Word 03

- Ink Options toolbar
  - Pen types, eraser tool, selection tool, colors, line thickness
- Right hand corner of toolbar
  - “Stop Inking” while in Inking mode
  - “Hide/Show Markup” while in inking or cursor mode
Word / PowerPoint 07 Ink Annotations

- Select **Review** Tab

- Choose **Start Inking**

- **Example Strategies:** Grading Papers, Reflective Editing
Word / PowerPoint 07
Ink Annotations

• While inking, think of each stroke (pen down to pen up) as an “individual object”
  – You can erase just the stroke with the Eraser Tool or the end of the pen

• Select “Close Ink Tools” when finished

Save your file! .. The “ink” becomes a graphics object (which sits above the text)
Handwriting Input Overview

1. Handwrite letters
   – Recognized

2. Draw individual letters
   – Recognized

3. Input letters using virtual keyboard
   • Letters or other control keys

Example Use: when only using Tablet screen
Handwriting Input
Text Box

• To open Handwriting Input either:
  – Hover the pen near the blinking input cursor OR
  – Double click with the pen on the page (as with the mouse)

• A little orange box pops up to the right

• Click it with the pen
Full Handwriting
<top option>

Just draw your letters - handwriting recognized

- **Benefits:** some context recognition
- **Drawbacks:** the guesses might be off, depending on handwriting
Full Keyboard

• **Benefits:** access to other buttons and/or symbols
• **Drawbacks:** MUCH slower than handwriting
Individual Characters

You draw each letter individually

- **Benefits** – clearly indicated separate letters
- **Drawbacks** – slower than handwriting

- If you make a mistake, each letter has a “drop down” list of possible choices
Tips for Better Character Recognition

• Want lowercase - draw over lower edge
• Want zero draw this:
• Bigger letters more clearly understood
• Special characters?
PowerPoint
Ink on Slide Show:
Example Strategies

• Identifying parts, classifying
• Just-in time diagrams, illustrations, graphs
• Setting up problems to solve collaboratively in class
• White screen - brain-storming
PowerPoint
Ink on Slide Show

• Open PowerPoint Slide Show

• *Method #1*
  – Wait a few seconds
  – Look for “pen” icon in bottom left corner of PPT screen
  – Click to get menu

• *Method #2*
  - “Right-click” pen (with side button) to get popup menu
PowerPoint
Ink on Slide Show

• **1st ESC** - takes you out of Pen Mode
• **2nd ESC** - exits presentation
• Prompt to “**KEEP**” or “**DISCARD**” annotations

• Ink becomes a “graphics object”
• If you save ink annotations – **CHANGE THE FILE NAME**
Windows Journal: Note Taking Strategies

- Windows Journal can be used to take handwritten notes or labs by you or students
  - Can convert the notes to text - or, just leave them as notes

- You can write class notes during or prior to class and send them to your class
  - Different template options
  - For distribution - it’s usually better to “print” to PDF
Journal Handwriting

- Use Tools to change type of Pen or Eraser
- Pen eraser – similar to pencil eraser – parts of text (can set it to erase “stroke”)
Journal
Handwriting to Text

• Use lasso to select text OR Hold pen down on item OR Edit > Select All
  – Wait for red dots to circle

• Action > Convert handwriting to text; use corrections and copying options as needed
  – Can format text by highlighting it; using Edit then Format Text
Journal Printing

- Recommend using PDF as the printer
- You should print in the same style as your page setup (if portrait, print portrait, etc.)
Resources

• Tablet PC Blackboard Organization
  – Workshop presentations videos
  – You Tube videos
  – Setting up the projector with your Tablet
  – Faculty grants
  – Tablet PC committee
  – External links

• Tablet PC Committee
Tablet PC Grants

- Tablet PC Organization
- Eight $1,000 grants
- Enhance teaching methodology in classroom and student learning
- Explore new options of pedagogy involving technology which may enhance communication, collaboration, and feedback opportunities
Any Questions?
Thank you!