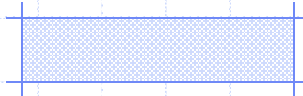# Tablet PCs in the Classroom

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Tablet PC Basics

Change Tablet and Pen Settings Properties Tabs (System Tray)

- Settings – Handedness, Menu Location, Calibration
- Display – Screen Orientation, Brightness
- Tablet Buttons
- Pen Options

My Standard Setup – Always Landscape

Properties → Display → Screen Orientation → Primary Landscape

Organizing Your Work

- **Notes/Assignments** in original format (Word, Excel, PowerPoint, etc.)
- **Windows Journal Notes** from class
  - ❖ Default – My Notes
  - ❖ My preference - Journal Notes folder
- **Posted Files**
  - ❖ Export as mhtml files
  - ❖ Print as Adobe files

Windows Journal

Menus

- **File** – Open, Close, Save, Print, etc
- **Edit** – Cut, Copy, Paste, Selection Tool, Select All, Select Page
- **View** – Toolbars, Page Bar, Recent Notes
- **Insert** – New Page, Insert/Remove Space, Text Box, Picture
- **Actions** – Convert Selection to E-Mail, Convert Handwriting to Text, Group, Change Shape
- **Tools** – Pen, Highlighter, Eraser, Options
- **Help**

My Journal Setup

View → Toolbars – Check off

- **Standard** – New Note, View Recent Notes, Save, Import, Find, Cut, Copy, Paste, Undo, Redo, Zoom

- **Pen** – Pen, Highlighter, Eraser, Selection Tool, Insert/Remove Space, Flag

- **Format** –Bold, Italics, Colors

- **View** – Pan, Zoom In, Zoom Out

New Note

Start Windows Journal

- **Optional templates** – File → New note from template
- **Setup the Note**
  - Give your page a title
  - Selection Tool – Highlight the title
  - Actions → Convert Handwriting to Text
- **Make annotations**
  - Pen
  - Pictures
  - Text
    - Keyboard
    - Input panel
  - Inserting/Removing Space
- **Save/Save as** - to save your file to a folder (.jnt)
- **Export** – to convert your file into a web page for posting (.mht , .mhtml or .tiff)
- **Print** – to print your file to another format (.pdf)

Importing Documents

Starting with a document from another program
Open Original File (Word, Excel, PowerPoint, etc.)
- **Import** - File → Print → Journal Note Writer
- **Make annotations**
  - ❖ Insert → Insert/Remove Space
- **Save**
- **Export**

** Alternate Method (Preferred)**
Start Windows Journal
- **Import** - File → Import → Open the file you want
  - ❖ Word – all pages show
  - ❖ Excel – only first sheet shows
  - ❖ PowerPoint – all pages show

Why use OneNote?

- It's a notebook
- Handwriting and Text entry allowed
- Easily convert handwriting to text
- "Import" other files
- Audio and video
- Publish for use in Blackboard
- Accessible

Organizing Your Work

- Folders
- Sections
- Pages
- Subpages

One **Folder** to hold all courses

One **Section** per class

One **Page** per class session/topic/module

Handwriting and Text

- Variety of Pens/Highlighters
- Easily move/combine "blocks" of text/handwriting
- Convert to Text tool

Ink Annotations with Microsoft Office Programs

View → Toolbars → Ink Annotations (Also Ink Comment in Word)

- Pens – Ballpoints, Felt Tips, Highlighters
- Eraser
- Selection Tool
- Colors – other than red, blue, black
- Line Style – change ink width
- Show/Hide Markup

Tablet Software

- Microsoft OneNote
- Agilix GoBinder – like OneNote
- Microsoft Snipping Tool
- Microsoft Education Pack
- Microsoft Experience Pack
- ritePen
- Physics Illustrator

Resources

Check out our Tablet PC resource site at:

http://it.snhu.edu/flint/tablet

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Questions?