Tablet PC Tutorial for Windows 7
Getting Started Guide

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Getting Started

Your tablet PCs startup process should be the same as any other computer and in many cases can be used just like any other computer. The first time you use your tablet PC, the pen may need to be calibrated to the screen.

Tablet Settings and Calibration

The tablet settings are located in the control panel.

1. Click (Start) at the bottom left of the screen
2. Click ‘Control Panel’

Hardware and Sound
View devices and printers
Add a device
Connect to a projector
Adjust commonly used mobility settings

3. Click ‘Hardware and Sound’
4. Click ‘Tablet PC Settings’

Tablet PC Settings
Calibrate the screen for pen or touch input
Set tablet buttons to perform certain tasks
Choose the order of how your screen rotates
Specify which hand you write with

To Calibrate:

1. In the ‘Tablet PC Settings’ menu click ‘Calibrate the screen for pen or touch input’
2. Select the ‘Display’ tab if it is not already selected
3. Click ‘Calibrate’ and follow the instructions on the screen
The Screen
The screen on your tablet is significantly different than that of a normal laptop. Below is an explanation of some of a tablet’s unique features and how they are used.

Rotating the Screen
While the pen can be used on the screen at any time, it is typically easier to write when the screen is laid flat, resembling a piece of paper. To physically rotate the screen:

1. Locate the small square latch located at the middle of the top of your screen. Push it to the right until it is flush with the screen surface and you hear a click.
2. Grab the top of the screen and rotate it along the vertical axis until the back of the screen faces the keyboard.
3. Rotate the screen along the horizontal axis until the back of the screen lays flat against the keyboard and you hear the latch ‘click’.

Changing screen orientation
To change the screen orientation:

1. Click start.
2. Type ‘Windows Mobility Center’ and press Enter.
3. Click ‘Rotate Screen’.

To change the order of the direction that the screen rotates:

1. Go to ‘Tablet PC Settings’.
2. Click ‘Tablet PC Settings’ or ‘Choose the order of how your screen rotates’.
3. Make sure the ‘Display’ tab is selected.
4. Click ‘Go to Orientation’.
Changing Mouse Configuration for Left-handed Users

1. Click \(\text{start} \)
2. Type ‘Mouse’ and press Enter
3. Select your pointing device from the drop-down menu
4. Select the ‘Left-handed’ radio button
5. Select ‘Apply’ or ‘OK’
Tablet PC Pen and Touch Settings
The pen is used to write and as a navigation device (mouse) on the tablet screen. The pen’s tip (or the nib) is what actually touches the screen to write. The button on the side of the pen can be used to right click on the screen. The top of the pen can be used as an eraser. The pen’s functionality is programmable and can be changed.

Changing your Pen Options

6. Click start.
7. Type ‘Pen and Touch’ and press Enter
8. Select a Pen actions and select ‘Settings’
9. Select or deselect the Equivalent mouse action to activate or deactivate it

Programming your Pen Buttons

1. Click start.
2. Type ‘Pen Tablet Properties’ and press Enter
3. Select the drop-down menu beside the pen button and select the desired function.
Adjusting your Touchscreen

Some tablets will have touch capabilities integrated into the screen. If your computer has this option, the following explains how to adjust the touch settings.

To adjust the sensitivity and settings for your touchscreen:

1. Press \texttt{start} \texttt{\begin{small}
\end{small}}
2. Type ‘touch settings’ and press Enter
Wireless Internet

**Wireless card**
To gain wireless access, first you must make sure your wireless switch (a toggle On-Off switch) is turned on. You’ll find it on the front of your tablet, beside the LED’s on a Fujitsu, or on the left side near the front on a Lenovo. For other tablets, the location of the wireless switch may vary.
Connecting
To connect to the internet:
• Go to ‘Control Panel’
• Click ‘Network and Internet’
• Click ‘Network and Sharing Center’
• Click on a ‘Connect to a network’
• Click on a wireless network

To ensure that you are connected to a Wireless Network, look at the icon at the bottom right of the tablet screen.

• - Your tablet IS connected to the Internet
• - Your tablet IS NOT connected to the Internet

Using the Internet on Virginia Tech’s Campus
Once you can see the available networks, you have two choices in wireless access on campus: CONNECTtoVT-Wireless and VT-Wireless.

• If this is your first time connecting to wireless at VT, connect to the “CONNECTtoVT-Wireless” network
• Open browser and go to http://www.vt.edu/ and follow the instructions for “Current Student, Faculty, and Staff” (on left). This will automatically set your wireless connection to automatically connect to VT-Wireless in the future.
• If unable to connect using Express connect:
  o Sign on as guest using your VT PID and Network Password
  o Manually connect to VT-Wireless following these instructions: http://swat.eng.vt.edu/articles/how-manually-connect-vt-wireless
Tablet PC Usage and Software

Pen and Inking

Tablet PC Input Panel
The Input Panel acts like a keyboard while you are in Tablet mode. When you go into Tablet mode, you will see a half-hidden tab on the side of the screen. Clicking on this tab will cause the Input Panel to slide out from the side of the screen. The panel can change from handwriting input to a keyboard input using the buttons in the upper left corner of the panel.

You’ll notice on the upper right side of the panel are four illustrations. These are for using the pen to correct your writing, to delete it, split it, or join it. To correct the writing, tap on the word and it will expand so that you can change individual letters; to delete writing, simply strike through it. To split writing, draw a vertical line between the two words, and to join writing, draw an arc connecting two words.

Tablet Care

Preventative Maintenance
- Do not store in direct sunlight for long periods, or where the computer will be exposed to excessive heat (over 140° F).
- Avoid direct exposure to water, sand, dust and other environmental hazards.
- Make a habit of transporting and using it in a carrying case.
- Keep it away from food and beverages.
- Keep the covers closed on the connectors, doors and slots when they are not in use.
- Prevent heavy and/or sharp objects from falling onto or being put onto the display.
• Place your Tablet display side down whenever possible.
• Be careful to keep phone and power cables out of the way when communicating or charging your Tablet in the home or office, to prevent people or pets tripping.
• To protect the display screen, use a Screen Protector with your Tablet. (A Screen Protector is a clear plastic sheet that you apply to the screen surface. It does not affect the performance or usability of the tablet or the pen.)

Caring for Your Pen
• Always store the Pen in the storage space provided in the computer.
• Do not tap heavily on the display.
• Avoid getting the pen dirty.
• Use only the Pen provided, to write or tap on the display.

Cleaning Your Tablet
• To clean your tablet display screen: wipe the screen surface gently using a soft cotton cloth dampened with denatured alcohol or a mild soap with no abrasive (i.e. Dawn). Do not use abrasive solvents.
• Caution: Your tablet is not waterproof. Do not pour or spray liquids directly on your tablet or wash your tablet with a heavily soaked cloth.

Accidental Spills
If you do accidentally spill liquid on the computer:
• Turn it off, unplug it, and remove the battery.
• Position it so that the liquid can run out.
• If the computer does not boot after it has dried out, call the SWAT Team.

Battery Care
The average lithium-ion battery life in a tablet pc is approximately 13 months, depending on usage. These hints will help you achieve a longer lifespan for your battery.
• Always make sure you charge battery fully.
• Clean battery contacts occasionally. Remove your battery and clean its metal contacts with alcohol, (ideally do this every two months), allowing it to dry thoroughly before replacing it. This makes sure the power transfer between the laptop and its battery is as efficient as possible.
• Make sure the vents on the laptop are clean and free of dust.
• Keeping the laptop cool will extend battery life. Try to operate on hard surfaces as much as possible and avoid using the computer on your lap, pillows, or other soft surfaces which might interfere with airflow. Never store your computer in a hot car or in full sun.

• Running a lithium-ion battery empty and subsequently giving it a full charge will keep a lithium-ion battery fit. (To completely discharge a lithium-ion battery simply run your laptop until it automatically cuts-off.) This will ensure your battery meter remains accurate.

• Defrag your hard drive regularly. The faster your hard drive does its work – less demand you are going to put on the hard drive and your battery. Windows 7 does this automatically.

• Use the power management settings on your computer to the least draining. Using a laptop at lower power levels while on battery power will increase the lifetime of your lithium-ion battery.

• Set your screen brightness to the dimmest that you are comfortable with.

• When not using Wi-Fi, disable the Wi-Fi adapter.

• Reduce the peripheral equipment.

• Do not multi-task while on battery power. Stick to the project and do not have several applications running in the background. Do not have multiple screens up at the same time as this causes additional CPU usage, which heats up the computer causing the fan to run more, and for longer periods to cool down the motherboard and CPU.

• Do not have a CD or DVD in the computer unless you must use it. Even if you are not viewing or listening to it, it will still spin occasionally and use your battery power.

• Avoid purchasing spare lithium-ion batteries for later use. Observe manufacturing dates. Do not buy old stock, even if sold at clearance prices. Do not buy a replacement battery until it is needed.