Using the pen

Can I touch the screen?
Yes. In fact, it’s difficult to control the pen if you don’t. Use the pen on the screen just as you would a pen with paper.

Can I use another pen?
No. Please don’t lose the pen. Always check that it’s properly stored when you turn off the computer.

Nothing is happening when I try to click on something
Look at where the arrow is on the screen. That’s where the computer “thinks” the pen is. If this is not very close to where the pen is touching the screen, you can calibrate the pen location by going to Start>Settings>Control Panel>Tablet and Pen Settings, select the “settings” tab and click “Calibrate”.

How can I double-click?
Tap the pen twice on the screen. The tricky part here is that you must tap twice in the exact same spot. The tutorial will give you practice with double-clicking (see below for more details).

How can I right-click? I want to access the context-sensitive menus.
Place the pen on the tablet where you want to right click and hold it down (without moving it). You should see a circle made of red dots and then an image of a right mouse button. Once you see this image, pick up the pen, and your menu will open.
OR, hold down the button on the side of the pen, and then tap the screen where you want to double click.

Using Text
Open the Tablet Input Panel (TIP) by:
Tapping inside of text field then tapping the floating TIP icon
Or
Tap the icon at the bottom of the screen to the right of the “start” button

The Tablet Input Panel will open.
Select one of 3 input modes and start writing!

Text Hints
- Click on where you want the text inserted in your application before you begin entering text in the TIP.
- Use the handwriting input (mode 1 pictured above) to recognize words.
- The tablet shows you what it guessed in a block displayed under your writing. You can tap this word to see related words and to select the correct word.
- For web browsing, rather than trying to type the url, it’s easier to enter keywords into a search bar to find the correct web page.
- Windows Journal also has handwriting recognition.
I need a lot more help!

There are really good tutorials on your tablet. They are worth your time.

- Start > Programs > Accessories > Get Going with Tablet PC

Welcome to tablet computing

Spend five minutes learning the basics of using your Tablet PC.

Learn how to:

- Use a tablet computer pen.
- Use your tablet computer without a keyboard or mouse.

To begin, use your tablet pen to tap Start at the bottom of the screen.

- Start > Programs > Tablet PC > Tablet PC Tutorials

What do I do if the tutorials don’t work?

The tutorials use a browser to run, although you do not have to be connected to the internet. They run best with Microsoft Internet Explorer. If Mozilla Firefox is your default browser, the tutorials often won’t work right. Open Internet Explorer, and make it your default browser (don’t worry, you can always open Firefox and change it back to default when you are finished). Then, close Internet Explorer and open the tutorials again.