

Using the a tablet PC as a presentation device

My presentation is projected sideways.

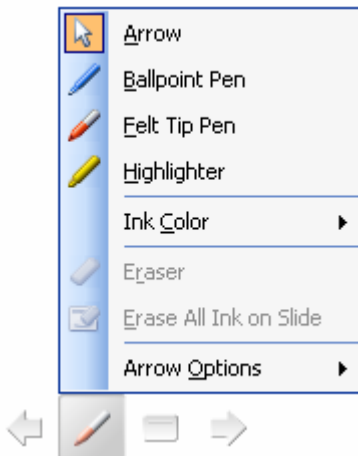
What do I do?

Press the rotate screen button on the side of tablet screen until the presentation is projected correctly.
Or, ask the students to tilt their heads.



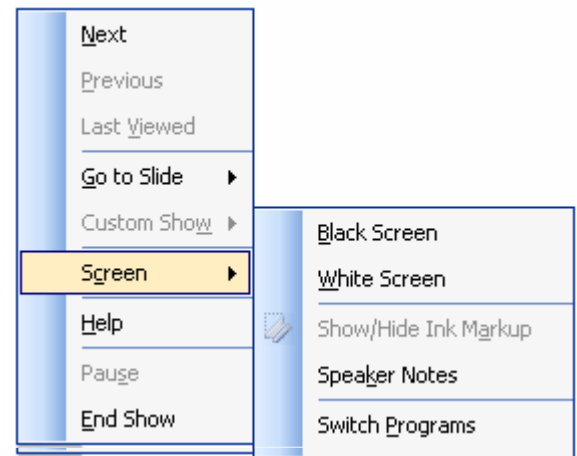
How do I use PowerPoint?

Use the pen to open the PowerPoint program the same way you would with a mouse. When you are in slideshow mode, you will see a faint series of images in the lower left of the screen. Tapping the arrows with the pen allows you to move back and forward through your slide show.



The pen icon opens a menu (pictured left) that allows you to use the pen as, well, a pen, to write on your slides with various colors and line thicknesses. You can also erase using this menu (or, just turn the pen over to the eraser side and you will be able to erase).

The third icon looks a bit like a slide and allows you to navigate. Click on this icon and it will open a menu (pictured right) allowing you to jump to a particular slide number (Go to Slide), use a blank screen (Screen>White Screen), jump to another program (Screen>Switch Programs), or end the slide show.



I want to use PowerPoint, but I need space to write.

- You can create your PowerPoint slides with enough space to fill in during class.
- You can insert blank slides in between your PowerPoint slides at appropriate places when you are preparing your presentation, and they will give you blank screen to write on.
- While you are using a slide show, hover the pen over the lower left corner of the slide. Click on the slide-looking icon, and select "Screen" from the pop-up menu. Select Black Screen or White Screen to get a blank space for writing, as pictured in the menus above. This option allows you to adjust your presentation during class.

I want to use PowerPoint, but I also want to be able to switch to other applications, like the web browser, in the middle of my presentation.

Click on the screen icon in the lower left corner during your slide show. Select "Screen" on the popup menu. The next menu will allow you to Switch Programs (see menu pictured above).



I just want to use the screen as a whiteboard. How do I do that?

One way is to open PowerPoint, open a new presentation, create some blank slides and then use them as your whiteboard to lecture during class. Move on to a new blank slide as needed (you don't need to erase the board!). You can then save the slides when you are finished if you want a record of your presentation. You can also make this available to students via your Blackboard site.

I don't like PowerPoint. Can't I just write and project my notes?

Sure. People who are used to using only the blackboard or an overhead projector in class often begin by using Windows Journal. You can use the default lined background, change the background, or import files from other applications (Word, PowerPoint, PDF files) to create a background image to annotate in class.

How can I make my presentation available to students after the lecture?

- If you use PowerPoint, you may simply upload your file (either before or after you have annotated it) to your Blackboard site.
- If you use Windows Journal, you can save your notes in one of several formats to upload to your Blackboard site. You can:
 - Save your notes as Windows Journal notes (.jnt) files. Students can download a program "Windows Journal Viewer" to view this type of file. Warning: this program only runs on Windows machines.
 - Export your notes as Web Archive (.mhtml). This type of file can be read by browsers.
 - Export your notes as image files (.tif)
 - You may be able to Print to pdf, which creates a pdf file of your document.
- If you want students to be able to hear you as well as seeing your writing, you can record your entire lecture using a microphone plugged into the tablet (or even the built in microphone on your tablet) and either the Camtasia or Captivate programs to record all screen activity on your tablet. The resulting file will be a video of everything you have done on the tablet.
- Warning: Blackboard currently has a maximum file size limit of 25 MB for each file uploaded.

My notes are all in Word. Can't I just show those?

Yes, of course. You can then annotate them with the pen, and you will be able to save your "ink" as embedded images if you would like.

Where do I find cool stuff?

There are many clever and useful programs available for free download that might already be on your tablet. Check here:

Start > Programs > Tablet PC

Start > Programs > Tablet PC > Microsoft Experience Pack for Tablet PC

Start > Programs > Tablet PC > Microsoft Education Pack for Tablet PC

I like the Snipping Tool, other people like Ink Crosswords or Ink Desktop. What's your favorite?