

# Using a Tablet PC

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## Unlocking the Tablet Cabinet

Step	Action
1	Insert the double-keys in both locks.
2	Turn the keys to unlock the cabinet.
3	Turn the black, circular cabinet latches so the white lines match up on the horizontal access.
4	Open the cabinet doors.

## Setting Up the Tablet PC

Step	Action
1	Carefully remove the Tablet from its shelf in the cabinet. <b>Note:</b> The Tablet is plugged in. Do NOT jerk the tablet out of the cabinet.
2	Reach into the cabinet and unplug the Tablet's power cord from the power strip.
3	Take the Tablet to your lab table.
4	Plug the tablet into the central power outlet at the table.

## Turning on the Tablet PC

Step	Action
1	Push the latch button to open tablet laptop and display its screen.
2	Push the <b>power</b> button. <b>Note:</b> At the bottom left of the screen, there is a row of circular buttons. The power button is the furthest to the left. <b>Result:</b> The power button will turn blue and Windows will boot.

## Logging on to the Tablet PC

Step	Action
1	Log on to the VPN Client.
2	Log on to Windows.

### *Logging into the VPN Client*

Step	Action
1	In the <b>VPN Client</b> window, make sure <b>AU Wireless</b> is selected from the dropdown list.
2	Click the <b>Connect</b> button. <b>Result:</b> The VPN Client: User Authentication window displays.
3	Enter your <b>Username</b> and <b>Password</b> .
4	Click the <b>OK</b> button. <b>Result:</b> The VPN Client: Banner window displays.
5	Click the <b>Continue</b> button.

### *Logging onto Windows*

Step	Action
1	Press <b>Ctrl + Alt + Delete</b> . <b>Result:</b> The Log On to Windows window and the VPN Client window displays. <b>Note:</b> The System Initialization window displays briefly. Do <i>NOT</i> click the Cancel button.
2	Enter your <b>User name</b> and your <b>Password</b> .
3	Click the <b>OK</b> button.

## Turning the Wireless Functionality On/Off

Step	Action
1	When the Tablet PC is on, look for the blue wireless light. <b>Note:</b> It is slightly below and to the right of the power button.
2	If the light is not present, push the wireless button. <b>Note:</b> The wireless button is the fifth from the left on the lower left hand row of buttons on the screen.

## Using the Tablet Functionality

Step	Action
1	When the Tablet PC is open, grasp the top of the screen and (gently) twist the screen clockwise.
2	Flip the Tablet PC latch down and lay the screen flat against the keys.
3	Turn the tablet around to face the application.

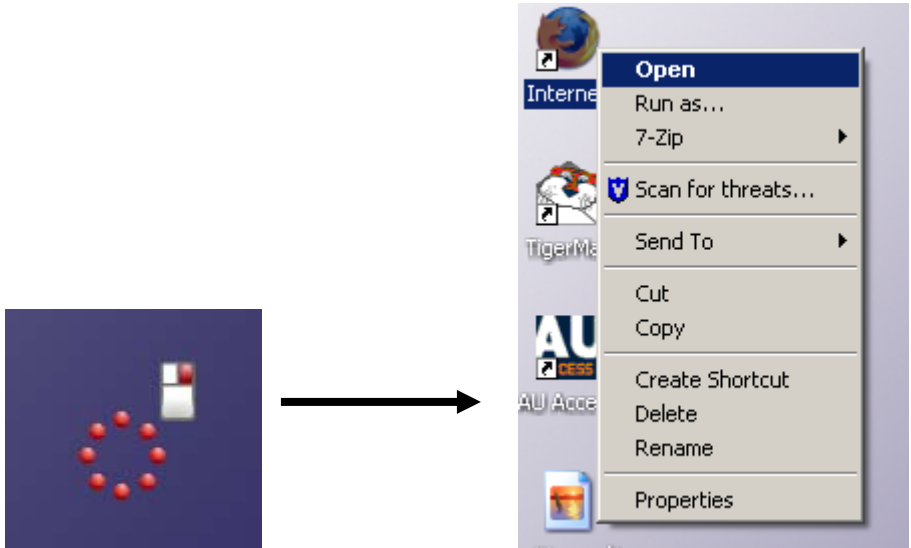
## Turning the Horizontal Display to a Vertical Display

Step	Action
1	Press the <b>Display Shift</b> button. <b>Note:</b> The Display Shift button is the third from the left on the lower left hand row of buttons on the screen.

## Deleting Text in Tablet Mode

Step	Action
1	Push the Arrow button to delete text. <b>Note:</b> The Arrow button is on the bottom right hand side of the tablet's screen.

## Using the Stylus as a Mouse

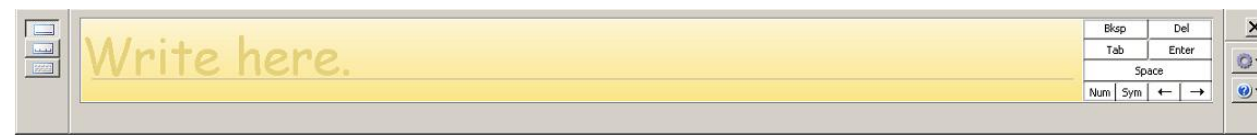
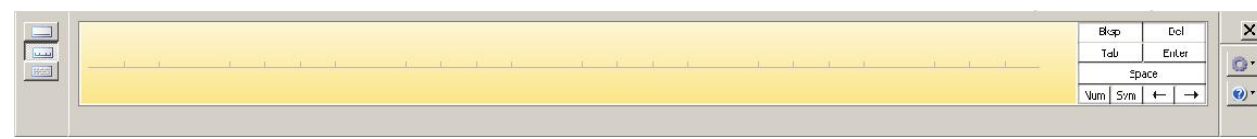

<b>Right-click</b>	<p>Press and hold the stylus to the screen. After you see the mouse icon, lift the stylus to display the selection panel. Select your option by tapping it with the stylus.</p> 
<b>Double-click</b>	<p>Double-tap your stylus. <b>Note:</b> Tap very quickly.</p>
<b>Single-click</b>	<p>Single-tap your stylus.</p>

## Using the Stylus to Enter Text

Assumption: You are in a text entry area.

Step	Action
1	Tap in a text entry area.
2	Tap the floating <b>Input Panel</b> icon.
	OR...
2	Open the <b>Input Panel</b> from the taskbar.
3	Select the <b>Writing Pad</b> , <b>Character Pad</b> , or <b>Keyboard</b> as needed.

## Input Panel Familiarization

<b>Writing Pad</b>	You can use your own handwriting to enter text. Using the solid line as a guide, write as you would on paper. If you reach the end of a line, keep going. Input Panel expands as you go. When you're ready to send text to the document, tap Insert.
	
<b>Character Pad</b>	You can use the character pad to add letters to your document one at a time. This is useful when you want the highest level of accuracy.
	
<b>Keyboard</b>	You can use the on-screen keyboard to add letters or symbols to a text entry area by tapping the keys on the keyboard.
	

### *Correcting Text with the Stylus*

Step	Action
1	In the writing and character pads, tap the word or letter you want to change.
2	Rewrite the word or letter OR... Tap the correct word or character.
3	Click the <b>OK</b> button.