Tutorial

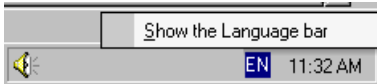**WINTIME**
Pioneering pen computing

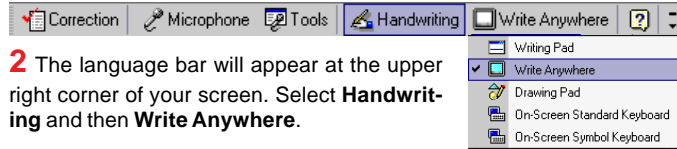## Microsoft Office XP — Handwriting recognition*)

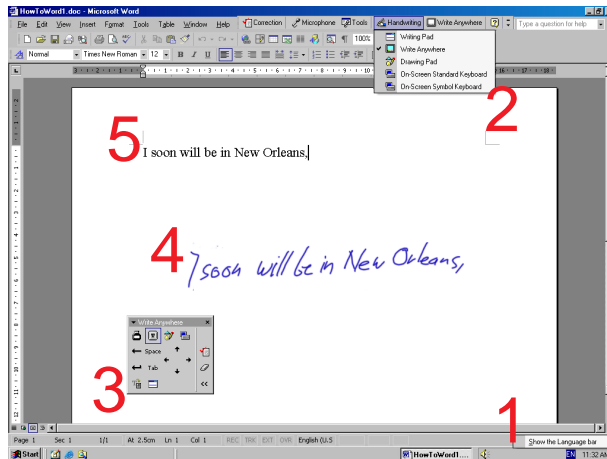**1** Tap on the language icon in the taskbar and select **Show the Language bar**.

3 A pop-up window will appear on the screen. Select the handwriting recognition option by tapping on the text icon.

4 Use the pen to write a sentence on the screen. Write with the same speed as you would do on paper. To start writing on a new line tap on the **Enter** icon in the **Write Anywhere** window.

2 The language bar will appear at the upper right corner of your screen. Select **Handwriting** and then **Write Anywhere**.
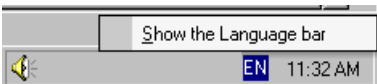
5 After you have finished your sentence the text will be inserted at the cursor position (**Word** and **Outlook**) or in the selected cell in **Excel**.

*) Supported languages as of May 2003: English, German, French, Japanese, Korean, and Chinese.

Microsoft Office XP — Inking

**1** Tap on the language icon in the taskbar and select **Show the Language bar**.

3 Set the font size in the toolbar to a clearly readable size (somewhere between 20 and 36 pts).

4 In the **Write Anywhere** pop-up window select the inking option by tapping on the ink jar icon.
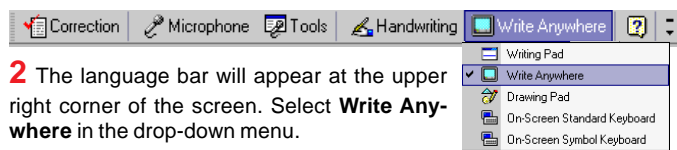
2 The language bar will appear at the upper right corner of the screen. Select **Write Anywhere** in the drop-down menu.
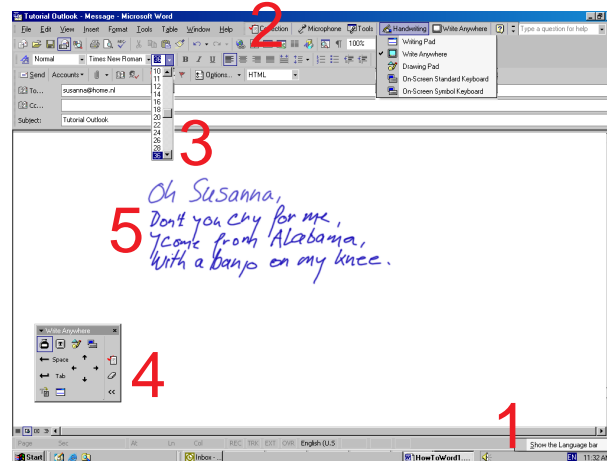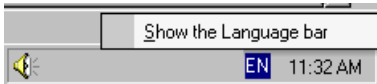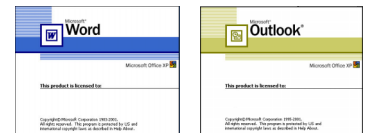
5 Use the pen to write directly on the screen. To start writing on a new line tap on the **Enter** icon in the **Write Anywhere** window. In **Outlook** tap on the **Send** button to e-mail the file.
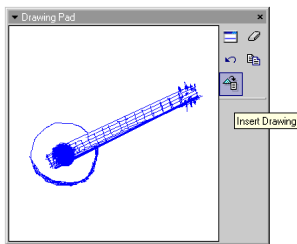
Tutorial

WINTIME
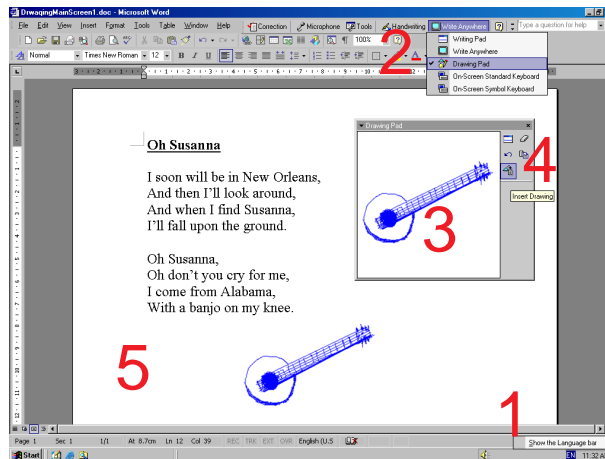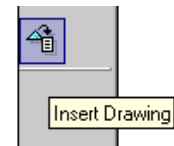*Pioneering pen computing*

Insert a drawing

1 Tap on the language icon in the taskbar and select **Show the Language bar**.

2 The language bar will appear at the upper right corner of your screen. Select **Handwriting** and then **Drawing Pad** in the drop-down menu.

3 The **Drawing Pad** will appear on the screen. Use the digital pen to make a drawing

4 Position the cursor to the location where you want your drawing to be inserted, and tap the **Insert Drawing** icon on the drawing pad.
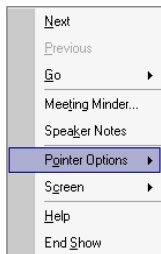
5 The drawing will appear on your screen, and can be manipulated as any other inserted image. In **Outlook** tap on the **Send** button to e-mail the file.
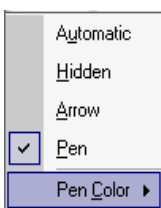
Using the digital pen as a pointer

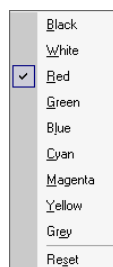**1** Tap on this symbol at the lower left corner of the screen to open the Powerpoint menu.

2 Select **Pointer Options** in the Powerpoint menu.

3 Select **Pen** in the Pointer Options menu and then **Pen Color**.

4 Select a color.

5 Use the digital pen to make annotations directly on the screen.

Tablet LCD Monitor

•Office
•Graphics
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•Seminars
•Presentations
•E-learning

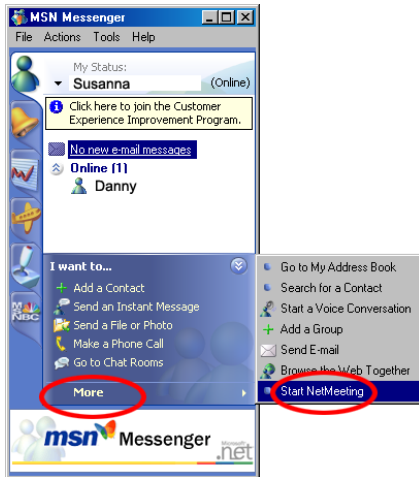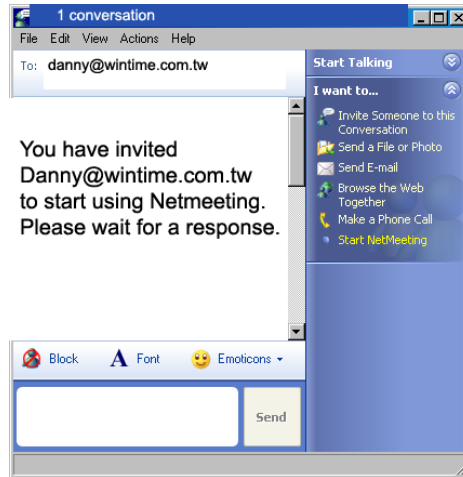## Netmeeting - place a call

Windows Netmeeting can be started from within MSN Messenger. Please make sure that both programs are installed on your computer. Note: both programs can be downloaded free of charge from the Internet (www.microsoft.com).

1 In **MSN Messenger** select the person you want to invite for a Netmeeting session. Tap **More** and then **Start Netmeeting**.

2 A confirmation will appear on your screen asking you to wait for the other person to accept your invitation.
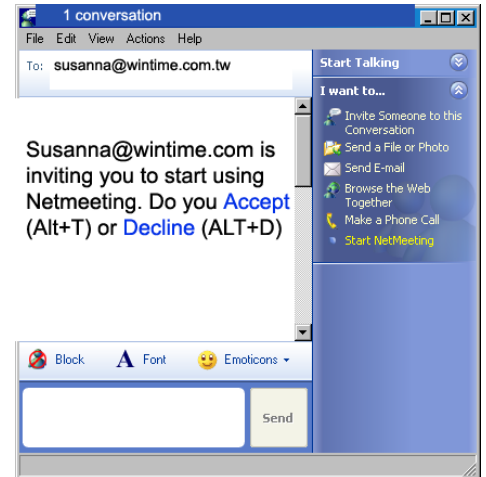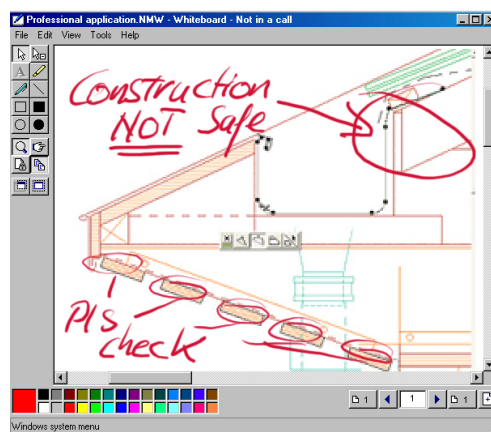

3 Once the person you have invited has accepted your invitation a Netmeeting link will be established.
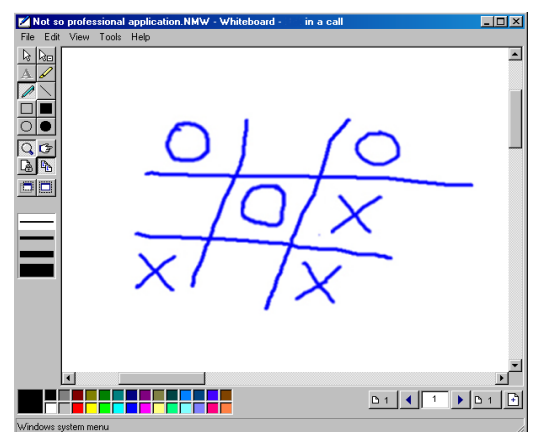
Netmeeting - sharing a whiteboard

Tap on the **Whiteboard** icon to start sharing a whiteboard.

You can easily copy and paste an image or diagram into the whiteboard and let others make comments by using the digital pen.

Or just play some impromptu games...