

# Software Quick Tips



## 1. It is highly recommended that you spend the time to go through the following Tablet PC Tutorials

- Tablet PC Tutorial
- Windows Journal Tutorial
- Tablet PC Input Panel Tutorial
- Speech Tutorial

## 2. To change handedness to left-handed

- If you are left-handed, you can change handedness from right-handed to left-handed to improve hand writing recognition and name placement
- Launch Fujitsu Menu by pressing Fn + Fn (Fn button twice)
- Select Tablet and Pen Settings
- In the Settings tab choose left-handed for handedness

## 3. To calibrate your digitizer for better cursor alignment

- Launch Fujitsu Menu by pressing Fn + Fn
- Select Tablet and Pen Settings
- In the Settings tab, select the display mode – Portrait or Landscape
- Choose Calibrate and follow the directions

## 4. To launch the Tablet PC Input Panel (TIP)

- Click on the keyboard icon found in the System Tray (lower left by the Start menu)
- Select either the Keyboard or Writing Pad tab

## 5. To use Speech Recognition

- You can use the built-in microphone or a separate headset
- Select the application in which you want to capture the dictation (i.e., Notepad, Word, Excel, PowerPoint)
- Launch the TIP (Quick Tip #4)
- Click Tools in the top right corner
- Click Speech
- Select the Dictation icon  
(Note: before using speech recognition, you should first complete the speech tutorial and then train the system for optimal recognition)

## 6. To use “train your voice”

- Launch the TIP (Quick Tip #4)
- Click Tools in the top right corner
- Click Speech
- Follow the instructions

## 7. To use Simple Gestures

- Within the TIP you can simulate several keyboard commands using gestures in the Writing Pad tab (see table below)

## 8. To use the Eraser in Windows Journal

- If you want to erase written text, you can either select the eraser from the Task Menu or press on the upper button on the pen (configure the upper button for eraser in Control Panel/Fujitsu Pen Settings)

## 9. To use the Lasso tool in Windows Journal






- Click on the Lasso icon in the toolbar
- Circle the content you would like highlighted
- Once the area is “lasso-ed” select the format feature you would like to incorporate (i.e. font size, bold, underline, italic, color, etc.)

## 10. To use Sticky Notes

- Go to the Start menu and select All Programs
- Select the Sticky Notes application
- You can attach the Sticky Notes to various applications by selecting the Drag and Drop feature in the right side of the Task Menu
- Drag the Sticky Note to the application of your choice (i.e. Word, Excel, Outlook, PowerPoint)

## 11. For more QuickTips and How-To articles

- Visit <http://www.microsoft.com/windowsxp/tabletpc/using/howto/default.asp>

Gesture Symbol	Gesture
	Backspace
	Forward space
	Return
	Tab
	Scratch-out

System-wide Pen Gesture	Mouse Event
Tap	Click
Double-tap	Double-click
Hold	Right-click
Stroke-hold-stroke	Drag
Hold-stroke-hold	Right-drag

# Hardware Quick Tips

## 1. Login at boot up

- Press the Ctrl+Alt+Del button for up to 2 seconds to login during initial system bootup

## 2. To access the Task Manager after boot up

- Press the Ctrl+Alt+Del button for up to 1 second

## 3. To access the Fujitsu Menu

- Press Fn + Fn

## 4. To change the Brightness Control or turn off the front light (for Reflective FL models only)

- Press Fn + Fn
- Select Tablet and Pen Settings
- Select the Display tab
- Under the Screen brightness
- Select the setting for: Powered by batteries or when plugged in
- Select the brightness level on the scale
- Click on Apply
- If you've turned off the front light, when you return indoors, remember to turn it back on

## 5. To change the sound volume


- Press Fn + Fn
- Select Sounds and Audio Devices
- Select the Volume tab
- Under Device volume, select from low to high on the scale
- If you want to mute the sound, make sure the Mute box is checked

## 6. To access the secondary Application button functions (printed icons such as Internet, Display, A, B, Right Tab, Left Tab, Right Arrow, Left Arrow)


- Press Fn (this has a built-in "sticky" feature to allow a couple of seconds to select your secondary button)
- Select the secondary function you want (for example, Internet)

## 7. To display through an external projector or monitor

For Stylistic® ST Series Tablet PC:

- Make sure that your Orientation is in landscape mode
- Press Fn + 
- Select Intel Extreme Graphics from system tray
- Select "output to" from Graphics options
- Select Intel Dual Display Clone
- Press OK

For LifeBook® T Series Tablet PC:

- Press Fn +  and it will automatically switch display from CRT or monitor

## 8. To reprogram secondary functions of buttons that are

## labeled A and B

- Press Fn + Fn
- Select Tablet and Pen Settings tab
- Select the Tablet Buttons tab
- Highlight the button that you would like to change
- For Stylistic ST Series Tablet PC, select Button A = Fn+AB3
- For Stylistic ST Series Tablet PC, select Button B = Fn+AB4
- For LifeBook T Series Tablet PC, select either Button A or Button B
- Select Change
- Select Action menu
- Select from the choices in the menu that you would like button A or B to be reassigned
- Select OK

## 9. Optimizing Battery Life

- Press Fn + Fn
- Select Power Options
- Select the optimal options from Power Scheme tab while your Tablet PC is plugged in or running on batteries
- Utilize suspend mode when not using your Tablet PC
- Remove any PC Cards when not needed
- Turn off your optional WLAN when not needed (refer to your Getting Started Guide for the location of the WLAN switch)
- Reduce your screen brightness

## 10. To disable "Right click" on your pen

- Launch Fujitsu Menu by pressing Fn + Fn
- Select Tablet and Pen Settings
- In the Pen Action under the Pen Options, uncheck "Use pen button to Right-click"
- You can still access the "Right-click" by holding the pen tip to the LCD for a couple of seconds and the right click menu will appear

