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Making the Most
of a Tablet PC

How you can improve your
productivity as a school administrator
with a tablet PC.

Hello, my name is Stephen Vaughn. I am an Area Director for San Bernardino County Schools in California. This presentation will introduce you to how a tablet PC can help you be a more productive administrator. In this presentation you will learn about configuring a tablet PC to optimize its power. You will learn to manage your tasks in a more efficient way. You will learn about Power Documents and how to use them to save time. You will learn how to capitalize on the tablet PCs digital ink to improve your note-taking. You will learn how to use a tablet PC to improve your brainstorming sessions and, you will learn how to improve your presentations using a tablet PC.

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How's a Tablet PC different?

- The major difference between a tablet PC and other computers, including laptops, is the ability to *input data using a pen directly on the screen.*
- Most tablet PCs are also *smaller and lighter.*

The main difference between a tablet PC and other computers is the pen input component. Another important difference is that tablet PCs are usually smaller and lighter.

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Setting Up Your Tablet PC

- Configure the tablet PC to work in the dock and away from the dock.
- Standby is when the computer is not using power to run the screen or drives.

To get the most out of a tablet PC, it has to be set up correctly. You have to set it up to work when it is in the dock and when it is not in the dock. It has to be set up to transition easily without having to restart. To transition quickly a computer needs to be go into Standby so you don't have to wait a long time to take the computer out of the dock.

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Setting Up Continued

- Screen control—configure screens to have the windows stay on the tablet screen, not on an additional screen when you take the tablet out of the dock.
- Power control—configure power use for both docked and undocked times.

You have to set up the screen to have all the windows on the tablet PC when it is out of the dock. You also need to configure the power usage to low when the computer is out of the dock to conserve the battery.

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Setting Up Continued

- Set the start up manager to open all the applications you will need for the work of the day (e.g. Windows Journal®, Word®, Excel®).
- "Ubiquitous at-hand availability"

To save time throughout the day, you need to set up your computer to open the applications you use frequently right at the start of the day. All of these steps are to help you have ubiquitous at-hand availability.

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Task Management

- Organizing tasks and keeping records of them can be enhanced using a tablet PC.
- *Task management* is your to-do list and e-mail combined with calendar components.
- FranklinCovey®
 - PlanPlus™
 - TabletPlanner™

One area that a tablet PC can be very helpful with is *task management*. There are two Franklin-Covey products that are specifically designed to be used with a tablet PC to help you get your tasks under control. These products allow you to input information with the pen and integrate into your e-mail, calendar and to do lists.

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Task Management Continued

- These products allow you to enter text with the pen.
- They help you sort and prioritize your tasks.
- They help you keep track of your tasks.
- They help you remember tasks.

Using these products help you set priorities, keep track of tasks and help you remember what happened in the past.

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E-mail Management

- Create personal folders as well as folders on the e-mail server. This will allow you to work on e-mail tasks during down times at meetings and other times when you are not connected to the network.

You need to set up you e-mail client to have folders on you hard drive so you can work on e-mail even when you are not connected to the network.

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Using Power Documents

- "Power documents" are those documents you need frequently to complete your work such as a schedule or a staff roster.
- Create an electronic binder for these documents.
 - Using Windows Journal, transfer images of your Power Documents into a folder in Journal so you can refer to them and even edit them if you need to. The key is to have a common document format.

Another time saver is setting up an electronic binder of the "power documents" that you use all the time. This allows you to reference them quickly and make notes on them using the pen input system.

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Note-taking

- Using [Windows Journal](#)

Pen input allows you to take notes just like with a regular pen and paper. In most meetings, it is a distraction to be typing, and a person has a tendency to not participate in conversations when busy using both hands. Also, the screen on a laptop creates a barrier between you and the other participants.

All tablet PCs come with a program call Windows Journal. It is an electronic note-taking program that allows you to retrieve notes based on data, like a database even if the data is not converted to text. Taking notes in a meeting with Windows Journal is just like taking notes with a regular notebook. You can highlight and add graphics to your notes and save them for future reference.

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Note-taking continued

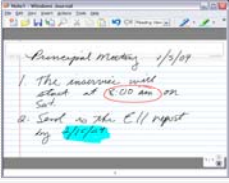
- [Digital ink](#) is a primary benefit of Windows Journal. It allows you to save your notes digitally and retrieve the information in a database format. Imagine you took notes at a budget meeting four months ago and you note that your department is allocated \$10,000. When the budget comes out, you only get \$8,000. You will be able to easily find the notes from the meeting and show the mistake.

Sometimes it is hard to find a reference in a note, but with Journal you can search a group of notes just like you can files on a computer.

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Note-taking continued

- You can convert your pen input writing to text so that it can be edited.

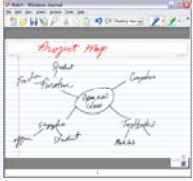


You can also convert the handwriting to text so that it can be edited.

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Brainstorming

- Using graphic organizers helps enhance creativity and memory.



Tablet PCs can help with brainstorming as well. The flexibility of the pen input system provides the opportunity to make graphic organizers that can be saved digitally.

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Brainstorming continued


- Tablet PC software for brainstorming
 - [MindManager®](#) for tablet PC
 - This software gives you the flexibility of pen input or text input. It also has the ability to add priority markers and highlighting.

MindManager® is a software program specially designed for tablet PCs to help generate graphic organizers including flow charts.

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Mark-up and Editing

- Microsoft® Office 2003® allows you to use digital ink on top of a document.
- You can also use Windows Journal but you cannot edit the document in Journal.



Tablet PCs can also help with the editing process. Office 2003 allows a tablet PC user to use digital ink over all documents.

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Better Presentations

- With PowerPoint 2003® you can use pen input while doing the presentation (e.g. highlight, circle, short note).
- Use Windows Journal as the presentation tool.

Another task that a tablet PC can help with is presentations. PowerPoint® 2003 can use digital ink, and you can use Windows Journal as a presentation tool itself.

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A Tablet PC can...

- Help you get your work life organized.
- Help make your meetings more productive.
- Prioritize your tasks so you don't feel so rushed.
- Help you be more creative.
- Visit [Seize the Workday](#).

A tablet PC can be a great tool to help you maximize your time and efforts. I hope this presentation has been helpful and that you might consider using a tablet PC as your primary computer. Many of these ideas have come from the book *Seize the Work Day: Using the tablet PC to Take Control of Your Work and Meeting Day* by Michael Linenberger This is Stephen Vaughn wishing you the best. Good bye.