

Your Gateway Laptop M280 PC Configuration...

Operating System (OS):

- 🖥️ Windows XP Tablet PC Edition 2005 version 2002
- 🖥️ Windows Service Pack 2


Hardware	Major / Common Software / Updates
<ul style="list-style-type: none"> 🖥️ Gateway M280 🖥️ Intel Pentium M 1.73 GHz processor 🖥️ 1 GB RAM 🖥️ Internal wireless card 🖥️ External battery (+/- 4 hours) 🖥️ Port replicator or Docking station w/ Dual monitor support 🖥️ 7-in-1 digital media reader (Memory Stick®, Memory Stick Pro®, MultiMediaCard™, Secure Digital™, xD Picture Card, Mini Secure Digital™, RS-MultiMediaCard™) 🖥️ Modular bay – currently has a CD/RW DVD combo player (may also hold multibay battery or other CDE drive) 🖥️ 14” widescreen display 🖥️ 3 USB ports on side / 2 in docking station 🖥️ IEEE 1394, 4-pin port (Firewire) 🖥️ Type II PC card slot (PCMCIA) 🖥️ Modem & Ethernet jack 	<ul style="list-style-type: none"> 🖥️ Microsoft Windows XP Tablet PC Edition 2005, version 2002 (the operating system, “OS”) 🖥️ Microsoft Office Professional 2003 <ul style="list-style-type: none"> ⇒ Word, PowerPoint, Excel, Access ⇒ FrontPage, Publisher ⇒ OneNote, Info Path, & Outlook 🖥️ GroupWise email client 🖥️ Tablet Input Panel (TIP) - 3 modes 🖥️ Windows Journal 🖥️ GoBinder Lite 🖥️ SMART Board Software 🖥️ Various Power Toys including the Education & Experience Packs 🖥️ Sticky Notes 🖥️ Nero 6 Suite (CD burning software) 🖥️ Windows Defender, Phishing, & Popup Blocker 🖥️ Windows Media Player 11 🖥️ Windows Movie Maker, version 5.1 🖥️ Computrace – theft prevention


New Vocabulary & Concepts (and some “ol’ stand-bys” to review - not alphabetically sorted):


📖 **Standard laptop PCs vs. convertible tablet PCs:** A standard laptop is portable and, in many cases, can be used as if it were a desktop PC CPU. A convertible tablet PC can function in the same ways, however, the hardware and software are tablet PC versions giving the user additional options. The definition of “convertible” (from *dictionary.com*) states: “Something that can be converted (ex. sofa bed) or is able to be folded back or removed (ex. car top).” The convertible laptop LCD can be rotated down and flat to write on with a digital pen – like a tablet of “electronic paper”.


📖 **Understanding Different Combinations of OS & Office Packages:** It is *critical* to know whether you are talking about / asking about the Operating System (OS) and/or the Windows software package(s). The Operating System (OS) is what is running the computer – how **it** thinks. The software, like Office, Works, or WordPerfect, is what you use to enter information into the computer – how **you** talk to it.


Windows OS’s (operating systems) have undergone major changes, such as XP 2005 Edition (and XP for tablet PCs or handhelds), XP, 2000, NT, ME, 98SE, 98, 95, & 3.x. The same is true with the Windows software packages including Office. Office home, professional, and business configurations (meaning that they contain different software or add-ins) and have been named with Office 2007 (future release), 2003, XP, 2000, 98, or 95, with others further back in time. (See above chart)

 **Windows vs. windows:** The capitalized word “Windows” refers to the operating system, while the lower case word “windows” refers to the squares that may be open and shut in programs on the computer.

 **Disc vs. disk:** A “disc” is usually round and a CD / DVD type, while a “disk” is usually square and may include 3.5 floppies (A: drive), Zip Disks, or old 3.75 floppies (B: drive).


 **Docking Stations & Port Replicators:** Peripheral devices/cables such as a keyboards, mice, monitors, printers, Ethernet / modem cables or external storage, for example, may be connected to the docking station or port replicator. Then, with a single connection, they can all be connected to a laptop to make it operate more like a desktop computer. Although docking stations and port replicators are essentially the same, and the terms are often used interchangeably, technically, docking stations have additional slots to add expansion cards. Question... Which one do you have?


 **Docked / Undocked:** “Docked” is to be “plugged in / locked into place,” “Undocked” is to be “unplugged / unlocked.” This applies to your laptop (docked/undocked to/from the docking station/port replicator at your desk). It also refers to different aspects of various software (the input panel or toolbars, for example).

 **Tablet PC Input Panel (TIP) & the three components:** The Input Panel can be launched with the button located right next to the Start button on the Taskbar (lower, left side). It looks like a blue pen over a rectangular square. This input panel is your main access to writing and typing while in the tablet configuration (see Tips & Tricks doc for further information). The Tablet PC Input Panel (TIP) has three entry modes (again, see Tips & tricks doc for further information):


1. The Writing Pad – hand-writing and/or script writing
2. The Character Pad – one letter per marked space (handwriting or script)
3. The On-Screen Keyboard – tap a letter at a time
















When using the input panel inside Word or other Office programs, you must turn on the inking ability prior to inserting your writing.

 **Stylus (in relation to computing):** An electronic pen used on any pressure sensitive surface – like the glass of the Tablet PC monitor or on graphics pads.

 **USB Ports & Peripherals (USB = Universal Serial Bus):** A bitty, rectangular type port on many types of hardware that allows a user to plug-in the device and instantly use it. The ability to have instant recognition of an external device is called “hot swappable” – you do not have to reboot to have your computer install and recognize the device.

Examples include - jump/flash drives, wireless or wired mice and keyboards, monitors, replicators, and external hard drives. A 128 MB USB jump/flash drive holds approximately 88 - 3.5 floppy disks. (Please see the “Tips & Tricks doc” for more information on how to use/remove these devices.)

 **Floating, anchored or docked, & locked toolbars:** Being able to move individual toolbars and windows is critical to computing. Toolbars may be “floating” – usually in the middle of a window and able to be dragged around; “anchored” or “docked” – set in place on the edges of the application; or “locked” – unable to be moved around until unlocked. To view your visible toolbars, use View > Toolbars. To lock or unlock toolbars, right click on the bar and select the appropriate option.

-  **Inking:** Writing with your stylus (digital pen) in various programs. Again, the “Tips & Tricks doc” has more info.
-  **Beta (in relation to computing):** A version that is being tested and upgraded over time with user input. Our Internet Explorer 7 (on all tablet PCs & the DIS new lab machines) is Beta version 2.
-  **Vista:** Microsoft Windows newest proposed Operating System (OS) to be formally released in 2007. At this time it is in its beta versions.
-  **Tabbing:** Using tabs inside software to navigate. Internet Explorer 7 uses “tabbing” to open new pages – rather than opening new windows on the taskbar. (see Internet Explorer 7 tips & tricks document) An example would be the worksheet tabs in Excel.
-  **Feeds:** Feeds, also known as RSS feeds, XML feeds, Syndicated Content, or Web feeds, distribute all sorts of media and information (audio / video / text) to your computer or other devices – usually as a result of signing up for them. (See “Internet Explorer – Beta2 for more information on using feeds.)
-  **Podcasting:** Podcasting is a form of a digital feed – allowing information into your computer and / or making it to send out. Podcasts are primarily MP3 &/or video media feeds. The word “podcasting” was coined in 2004 as a result of the popularity of the I-Pod.
-  **Phishing / Malware / Spyware:**
-  **Phishing** (sounds like fishing) is when sites / emails request your personal information hoping that you will reply and that they will be able to steal / use the info provided. IE7 has phishing blocking software included.
 -  **Malware** (from the words *malicious software*) is any software that has a sole purpose of doing harm to your computer or allowing access to your computer.
 -  **Spyware** (a type of Malware) is software that is loaded onto your computer (many times without your consent) that literally spies on your internet usage. Information may be used to direct your browser to “personalized” pop-ups, advertisements, and emails.
-  **Filing your documents:**
-  While at school, PLEASE file EVERYTHING on your server’s drive and in your teacher folder. The server is backed up frequently. Your files can be accessed throughout your school at any time at any networked / wireless computer, & they are available via internet connection through the RCPS I-Folder system.
 -  Back up your teacher folder to your laptop for extra protection. Add a date identifier in the folder name! For example: backup_08302006
 -  As a codicil ... please make folders that organize your work / files inside your teacher folder. Do not let multiple documents, images, etc., just remain unfiled.
 -  File **ALL** UnitedStreaming videos in the UnitedStreaming folder(s) **NOT** your own teacher folder!!!!