

Table of Contents

Unit 1 Essential Digital Pen Skills

Getting Going With Your Nifty Tablet PC

- Training Capsule 1: Change Your Screen Orientation with Your Pen
- Training Capsule 2: Calibrate Your Pen
- Training Capsule 3: Set the Screen Orientation Sequence
- Training Capsule 4: Quickly Change Screen Orientation with Buttons
- Training Capsule 5: Change the Brightness of Your Screen
- Training Capsule 6: Improve Your Pen-Eye Coordination

The Nifty Journal

- Training Capsule 7: Set Up Your Personal Journal
- Training Capsule 8: Write and Erase in Journal
- Training Capsule 9: Use the Highlighter Tool
- Training Capsule 10: Use the Lasso to Move Text
- Training Capsule 11: Insert and Remove Space in a Journal Page
- Training Capsule 12: Save a Journal Document
- Training Capsule 13: View a List of Your Journal Documents
- Training Capsule 14: Create, Flag, and Save a New Journal Document

The Nifty Writing Pad

- Training Capsule 15: Manipulate Writing Pad
- Training Capsule 16: Write in Writing Pad
- Training Capsule 17: Change Settings in Writing Pad
- Training Capsule 18: Writing in the Floating Writing Pad
- Training Capsule 19: Swish Erasing
- Training Capsule 20: Tip Tap Correcting
- Training Capsule 21: Tap and Drag over Errors and Rewrite
- Training Capsule 22: Correct with the Character Pad
- Training Capsule 23: Use Space, Backspace & Delete
- Training Capsule 24: On-Screen Keyboard Techniques

The Nifty Tablet Input Panel or TIP

- Training Capsule 25: More Keyboard Tips: Cut, Copy and Paste
- Training Capsule 26: Use Caps Lock and the Symbols Pad
- Training Capsule 27: Right Clicking with the Touch of a Pen
- Training Capsule 28: Use Select and Rewrite
- Training Capsule 29: How Fast Can You Handtype Accurately?

Unit 2 Very, Very Essential Speech Recognition Skills

Getting Going With Your Nifty Speech Recognition Tools

- Training Capsule 30: Setting Up for Multiple Speech Users
- Training Capsule 31: Train Your Speech Software
- Training Capsule 32: Test the Microphone

Nifty Speech Recognition Magic

- Training Capsule 33: Microphone Manipulation
- Training Capsule 34: Open and Close Windows Menus
- Training Capsule 35: Open and Close Programs
- Training Capsule 36: Speak Accurately and Delete All
- Training Capsule 37: Navigate a Document
- Training Capsule 38: Save and Print

Nifty Accuracy, Dictation, and Correction Techniques

- Training Capsule 39: Improve Your Speech Profile
- Training Capsule 40: Correct Speech Errors
- Training Capsule 41: Lines and Paragraphs
- Training Capsule 42: Essential Punctuation

More Nifty Correction Techniques

- Training Capsule 43: Select Words and Phrases
- Training Capsule 44: Correct Errors by Voice
- Training Capsule 45: Correct Phrases
- Training Capsule 46: Add Words
- Training Capsule 47: Train Names
- Training Capsule 48: Proofread and Edit Text
- Training Capsule 49: Scratch and Undo That
- Training Capsule 50: What Can I Say?