



The tablet is an amazing tool for any individual who enjoys editing and manipulating a variety of visual media, such as editing photographs and graphic design.

When at the Arts & Foreign Language (Fourth)Editing Station, using the tablet or not, NEVER place any object, including the Mac keyboard, MAC mouse or personal items, on the tablet surface other than the tablet tools.

1. To utilize the tablet you will need to check out Editing Suite 4. If not asked, please specify that you require the Wacom Pen tools and mouse, which should then be checked out to you for a period of four hours.
 - a. The tools come in a zip-lock bag with a barcode on it. Your tools are a tablet pen, a pen Well (with other pen nubs inside), and a mouse. Pen identity color rings (black, grey, red...) will also come in the bag but have no effect on its functions, you will not need to use these.



2. When setting up your station, it is important to disconnect the white MAC mouse from the back of the key board and set it aside. Slide the MAC keyboard to the side so that you can still access it, and slide the Wacom tablet to a position that is most comfortable for working.
3. In order to move the mouse on the screen you can do one of two things.
 - a. You can take the black mouse out of the bag and place it on the tablet so that it can register and will function as a regular mouse, or
 - b. You can use the pen. By holding the pen half an inch or less over the surface of the tablet and moving it, you will move the cursor on the screen. To 'click' as you would with a mouse, simply single or double tap on the tablet surface with the end of the pen. The buttons located on the pen act as the right and left buttons on a mouse.
4. Please keep in mind that the dimensions of the tablet surface match the dimensions of the computer screen or screens, if there are two. When using a standard mouse (not the tablet mouse) you don't have to move very much, you can stay confined to a mouse pad. The tablet however, acts as a giant mouse pad so you will have to move your arm around a lot more.
5. In editing software (i.e. Photoshop, Lightroom, Illustrator, etc) , the pen will act as a mouse, and all the program tools will work the same. **The advantage to using the tablet is that it's pressure sensitive!** For example, when you are using the paint tool or the burn tool – the lighter you touch the surface the lighter the color our amount of burn is applied. The harder you push the more opaque the color or deeper the burn! This is much easier than adjusting the transparency, though you can adjust settings as needed for extra control.
6. On the tablet there are eight buttons and a wheel. Each of those keys has a different customizable function.
 - a. The Wheel serves 4 different functions; these are cycled through by clicking the center button. The function being used is indicated by the small white light that illuminates next to the wheel. It can be used to zoom in and zoom out of a picture, if you click the center button the light will move to the second position and you can scroll in between layers. The third function allows the wheel to alter the size of your tool to become larger or smaller, making adjusting the brush size much easier. The fourth setting is applicable only to CS4, it will rotate the canvas.

- b. The Express Keys, which are customizable in the tablet settings, are the 8 buttons above and below the wheel. Below the wheel are the Shift, Control/Command and Alt keys from the keyboard and a hand tool that allows you to easily grip the image and move it around on the screen. Above the wheel is a help button and Precision Mode button. The help button offers assistance, while the precision button slows down the pen to allow for more precise painting and movements.



7. The tablet pen also has a variety of pen nibs! Each nib allows the pen to create different effects; the grey spring activated nib gives extra sensitivity to pressure. The black nibs have a firmer consistency, giving an effect like a pen, while the white ones will behave more like a paint brush.
- a. In order to change the nibs you will need to open the pen well by twisting it counterclockwise. In the center of the well you will see a silver ring. This is the pen tooth – you will notice a chink out of the ring, line the end of a pen nub in the chink and pinch the tooth ring closed and pull out the pen nub (the ring serves as a gripping tool for the small nub). In order to put a new nub into the pen, simply select the desired nub and slide it into the pen, but be very careful, and treat it like you would a mechanical pencils lead. For more information on changing the nibs, please see the video located at <http://library.cnu.edu/media/tablet.htm>



8. The pen also has two buttons located near the tip. These buttons serve as the right and left click buttons on a mouse and can be customized. The button on the right/larger one turns the tip into the eraser when pressed. You can also flip the pen and the top also serves as an eraser, just like a regular pencil.
9. After you are done with your session it is time to pack up! Please place the pen, pen well, and mouse back into the zip lock bag. Slide the tablet to the right hand side of the table and bring the keyboard and white mouse back to center. Return the tools in the bag back to the Media Center Desk.