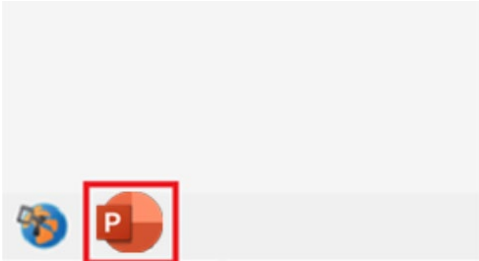# Wacom tegnebrett og PowerPoint
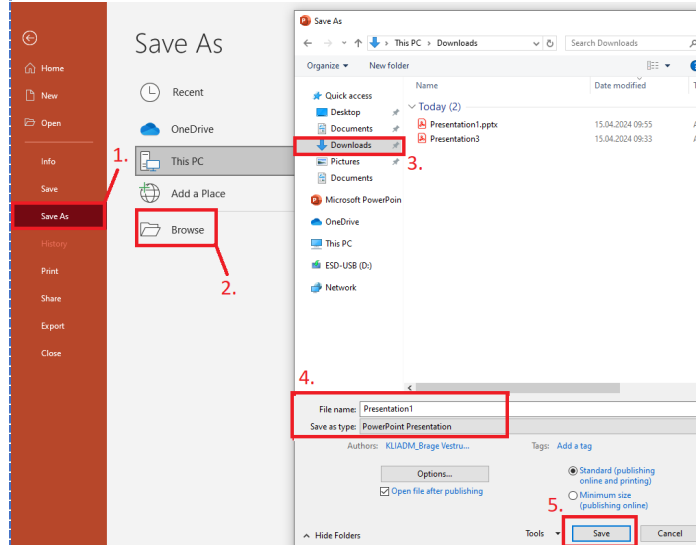
1.

Klikk på PowerPoint-ikonet nede i venstre hjørne. Dra da – ved å bruke musen – vinduet mot høyre slik det kommer til tegnebrettet.


2.

1. Klikk "File" og velg "Save As".
2. Klikk på "Browse".
3. Naviger til "Downloads"-mappen (Lagre som PowerPoint Presentation i første omgang).
4. Gi dokumentet et navn i formatet: *EMNEKODE_KANDIDATNUMMER_OPPG.NUMMER*
5. Klikk på "Save".


Lagre ofte!
ctrl + s

3.

Diverse tegnefunksjoner finnes under menyen "*Draw*". Du finner også linjal her. For å endre graden på linjalen: hold musepekeren over linjalen uten å trykke på musknappene, og bruk rullehjulet for å rotere den slik at du får riktig vinkel.
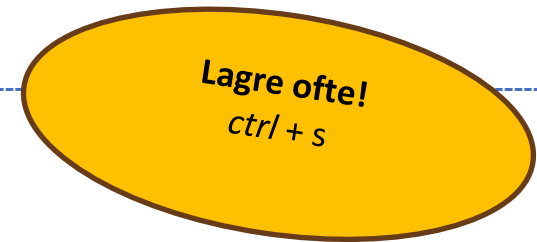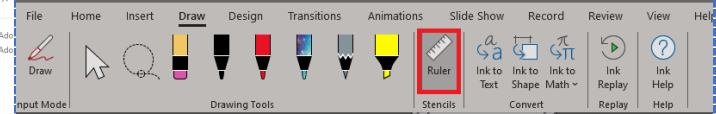
4.

Velg ett av de tre arkene du vil skrive på. Høyreklikk på de to andre og velg "Delete Slide" for de to du ikke skal bruke.

For å velge arktype senere under eksamen, klikk på "Insert" og deretter pilen ved "New Slide"
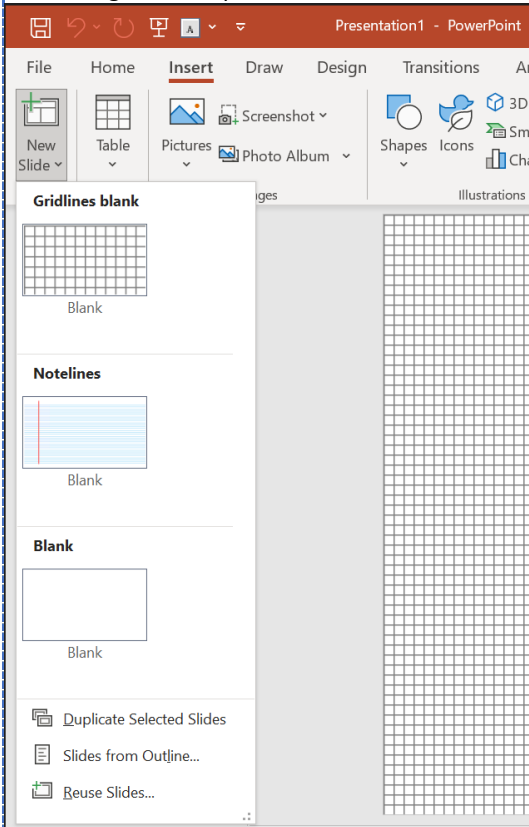
5.

1. Når du er ferdig med å tegne, klikk på "*Save As*".
2. Deretter klikker du på "*Browse*".
3. Velg mappen "*Downloads*".
4. Gi filen samme navn som tidligere. Denne gangen, sørg for å velge PDF som filtype.
5. Til slutt klikker du på "Lagre".
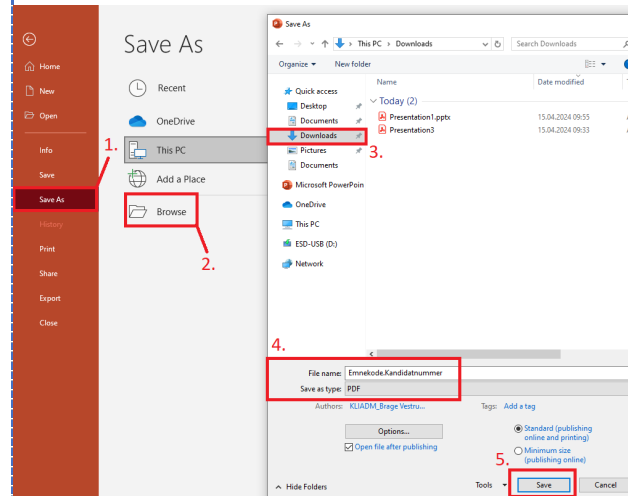
OBS! Sørg for å ha lastet alt opp før prøvetiden har gått, etter det er det ikke mulig.

6.

1. Åpne nettleseren og gå til oppgaven i Inspera.
2. Klikk på "Velg fil for opplasting".
3. Velg filen du har arbeidet med fra "Downloads"-mappen på datamaskinen din.
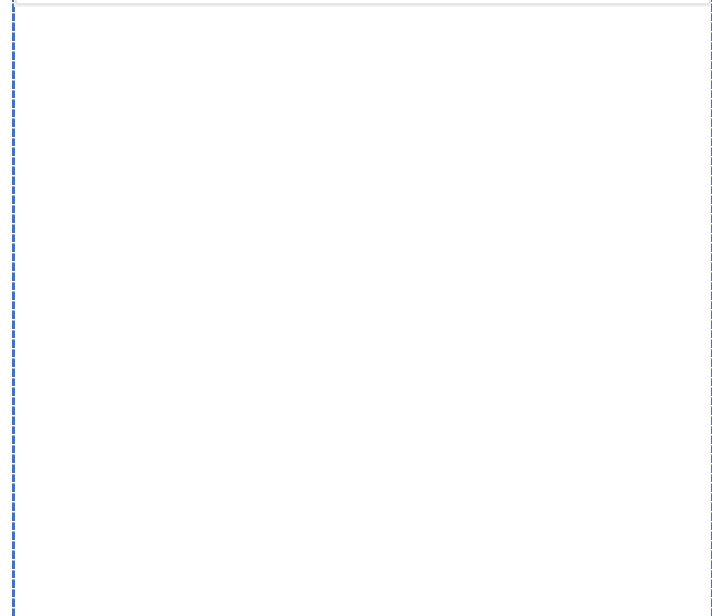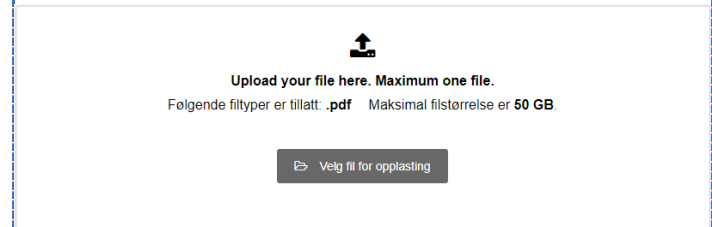
*Tegne i en PowerPoint-fil du har nedlastet*
fra Inspera

1.

1. Klikk på PowerPoint-filen i oppgaven i Inspera for å starte nedlastingen.
2. Lukk det hvite vinduet som kommer frem.
3. Gå til PowerPoint ved å klikke på PowerPoint-ikonet i nedre venstre hjørne av skjermen.

2.

1. Åpne filen i PowerPoint ved å gå til "File" > "Open".
2. Gå til "Browse"
3. Naviger til "Downloads".
4. Velg filen du nylig lastet ned.
5. Klikk på "Open" for å åpne filen i PowerPoint.
6. Når du er ferdig med å redigere og vil lagre og laste opp i Inspera, gjenta trinn 5 og 6 fra tidligere.
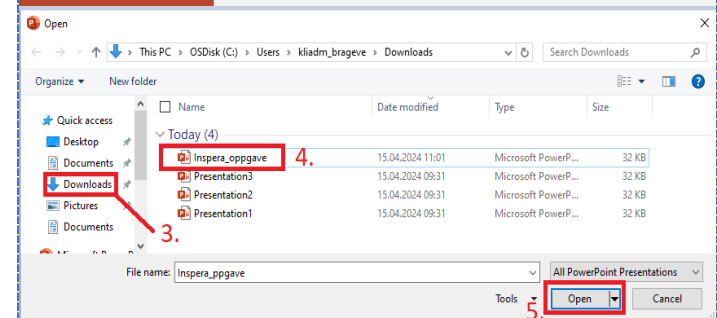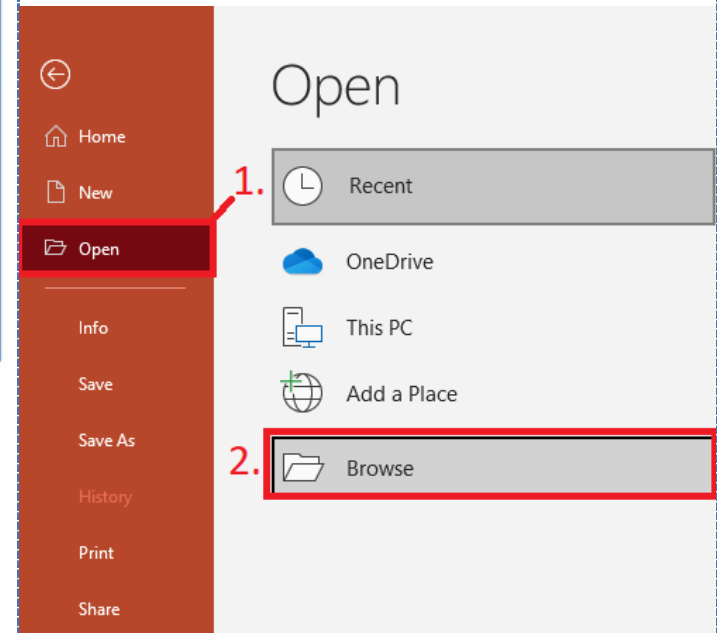
Wacom pen tablet and PowerPoint

1.

Click on the PowerPoint icon in the bottom left corner. Then drag – by using the mouse – the window to the right to move PowerPoint to the drawing tablet.
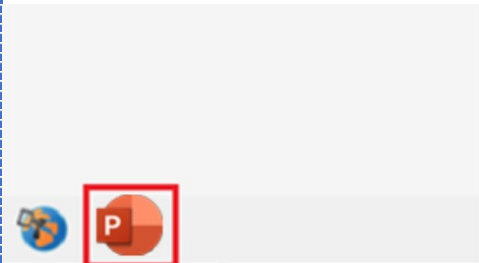

2.

1. Click on "File" and select "Save As".
2. Click on "Browse".
3. Navigate to the "Downloads" folder (Save as PowerPoint Presentation initially).
4. Name the document in the format: *COURSE CODE_CANDIDATE NUMBER_TASK NUMBER*.
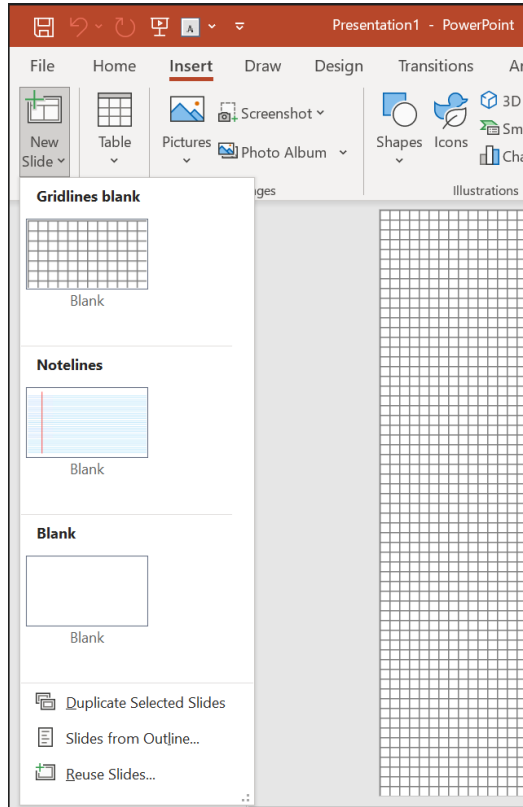5. Click "Save".

Save often!
ctrl + s
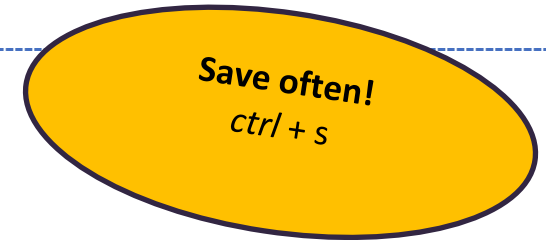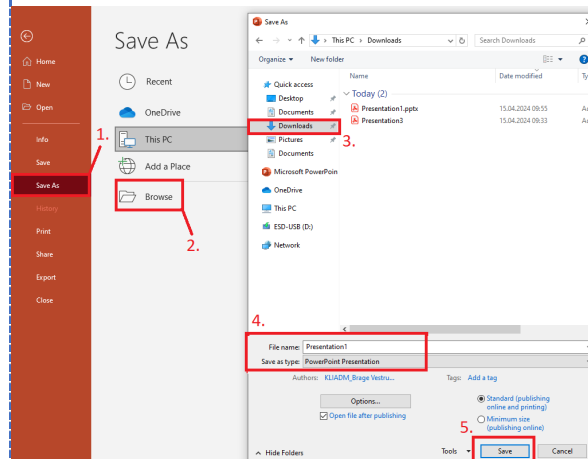
3.

Various drawing functions are available under the "Draw" menu. You can also find the ruler here. To adjust the angle of the ruler, hover the mouse pointer over the ruler without pressing any mouse buttons, and use the scroll wheel to rotate it until you achieve the desired angle.
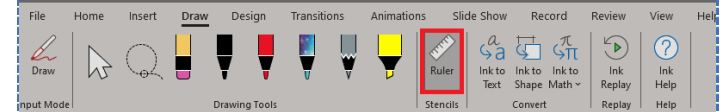
4.

Select one of the three sheets you want to write on. Right-click on the other two and choose "Delete Slide" for the ones you will not use.

To choose the slide type later during the exam, click on "Insert" and then arrow at "New Slide".


5.

1. When you have finished drawing, click on "Save As".
2. Then click on "Browse".
3. Select the folder "Downloads". Give the file the same name as before.
4. This time, make sure to choose PDF as the file type.
5. Finally, click "Save".
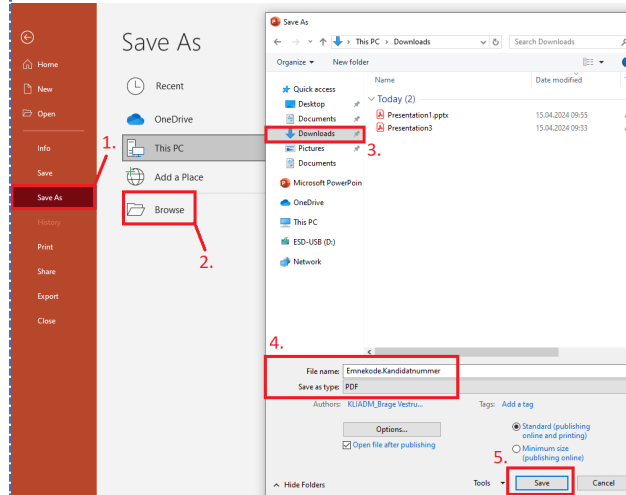
6.

1. Open the browser and go to the assignment in Inspera.
2. Click on "Select file for upload".
3. Choose the file you have worked on from the "Downloads" folder on your computer.
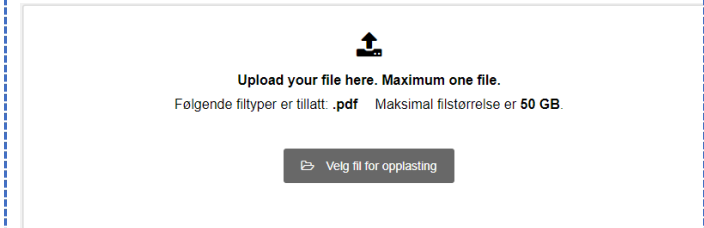
Drawing in a PowerPoint file you download from Inspera

1.

1. Click on the PowerPoint file in your question set in Inspera to initiate the download.
2. Close the white window that appears.
3. Go to PowerPoint by clicking on the PowerPoint icon in the bottom left corner of the screen.

2.

1. Open the file in PowerPoint by going to "File" > "Open".
2. Go to "Browse".
3. Navigate to "Downloads"
4. Select the file you recently downloaded.
5. Click "Open" to open the file in PowerPoint.
6. When you have finished editing and want to save and upload to Inspera, repeat step 5 and 6 from earlier.