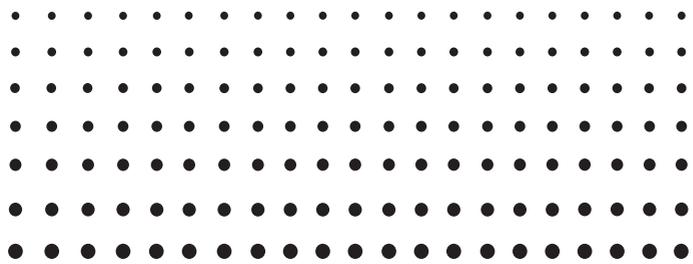


For ClassPad 300 PLUS

E



*ClassPad
Manager*

- *Version 3.0 Professional*
- *Version 3.0 Basic*

(PROGRAM-LINK™)

User's Guide



<http://world.casio.com/edu/>

<http://classpad.net/>

CASIO®

Note

Display examples shown in this User's Guide are intended for illustrative purposes only. The actual text and values that appear on display may differ from the examples shown in this User's Guide.

ClassPad Manager 3.0 Version Types

Type	Features
ClassPad Manager Version 3.0 Basic	<ul style="list-style-type: none">• Fixed size window
ClassPad Manager Version 3.0 Professional	<ul style="list-style-type: none">• Deluxe version• Resizable window for easy text input and the ability to view long math expressions without scrolling• eActivity copy and paste into a word processor for editing• Copy of window pane or math expression as MathML content• Import of pictures as backgrounds or for use in the Picture application, export of expressions to a MathML file

Important!

- Unless noted otherwise, all instructions and information given in this manual apply to both the Basic and Professional versions.
- Exchange Window functionality is the same in the Basic and Professional versions.

Getting Started

- You can use ClassPad Manager to develop programs and eActivities using the same commands as those available on the ClassPad. You can store your programs and eActivities on your computer, and use the ClassPad Manager's data communication functions to transfer them to your ClassPad when you need them.
- Once you establish a link with your computer over the USB cable that comes bundled with the ClassPad, you can use easy-to-understand Microsoft Explorer-like operations to transfer data (programs, variable data, and eActivities) between them.
- You can transfer data by putting the ClassPad into its communication standby state and then performing all operations on your connected computer.
- ClassPad Manager provides the following capabilities.
 - ClassPad emulation, which lets you perform ClassPad operations on your computer
 - ClassPad emulation screen capture (to the clipboard) and screen printing
 - Copy and paste of data (text, values, expressions, images, etc.) between ClassPad Manager and other Windows applications
 - Transfer of data between your ClassPad and computer
You can connect multiple ClassPads to a single PC. This makes it possible to easily copy files from the PC to multiple ClassPads, and use your PC to copy files from one ClassPad to another.
 - ClassPad data storage
 - Installation of add-in applications to ClassPads
 - Update of the ClassPad Manager Version 2.0 or 2.2 (Single License or School License) to Version 3.0

Important!

- Be sure to install the ClassPad Manager before you connect the ClassPad to your computer. Connecting before you install the ClassPad Manager can result in improper operation.

Note

- Use only the USB cable that comes with ClassPad whenever connecting your ClassPad to a computer to exchange data between them. Data exchange with ClassPad Manager will not be possible if you use a commercially available USB cable.
- See your ClassPad User's Guide for details about operating the on-screen ClassPad unit emulator.
- Calculation results produced by ClassPad Manager may be different from those produced by the ClassPad. This is due to the way that computers perform floating-point calculations. Also, ClassPad Manager cannot handle values that exceed $\pm 1E+309$ in decimal mode or $\pm 1E+611$ in standard mode.

User Registration

- Before using the ClassPad Manager, be sure to read the contents of the file named **Readme.html**, which is on the bundled CD-ROM. There you will find the URL for a Website where you can register as an official user.

https://classpad.net/register/regist_form.html

System Requirements

Computer:	Minimum required Intel® Pentium® II 200 with USB Recommended Intel® Pentium® II 300 with USB
CPU:	Minimum required Intel® Pentium® II or AMD Duron™
Operating Systems:	Windows® 98SE/Me or Windows® 2000/XP
Disk Space:	25 MB available for installation
Memory:	Recommended 64 MB (Minimum 32 MB) Does not include memory required for Operating System.
Video Display:	Video adaptor and monitor must support resolution of 800 × 600 or higher.

Other

Required Applications: Microsoft® Internet Explorer 4.01 or later, Adobe Acrobat Reader

Note

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- Intel and Pentium are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.
- AMD Duron is either registered trademark or trademark of Advanced Micro Devices, Inc. in the United States and/or other countries.
- Company and product names used herein are trademarks of their respective owners.

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Chapter 1

Installing or Updating the Software

This chapter covers the following points:

- Installing ClassPad Manager Version 3.0
- Connecting a ClassPad unit to a computer
- Starting up and exiting ClassPad Manager

Installing

Note

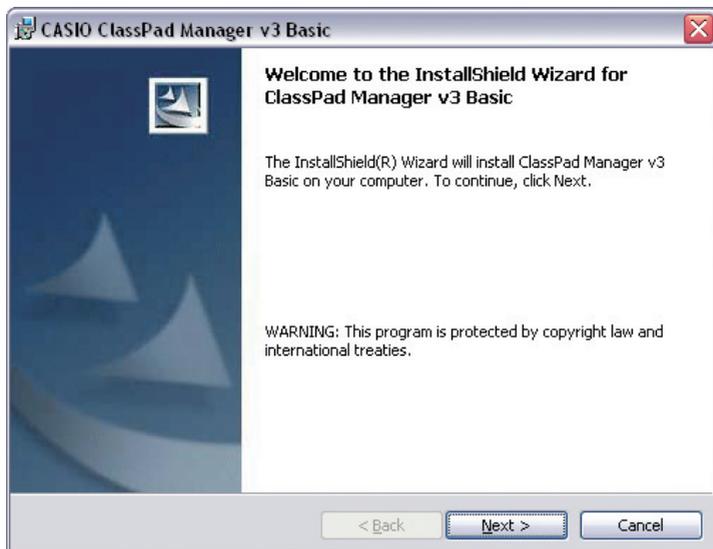
The following procedures apply to the installation of both the Professional and Basic versions of ClassPad Manager. They also apply if you have an earlier version of ClassPad Manager already on your computer.

■ To install ClassPad Manager Version 3.0

1. Place the bundled CD-ROM into your computer's CD-ROM drive.
2. On the menu that appears, click "ClassPad Manager ver. 3.0", and then click "INSTALL".
3. Choose the language you want for the ClassPad and ClassPad Manager manuals installed with ClassPad Manager.

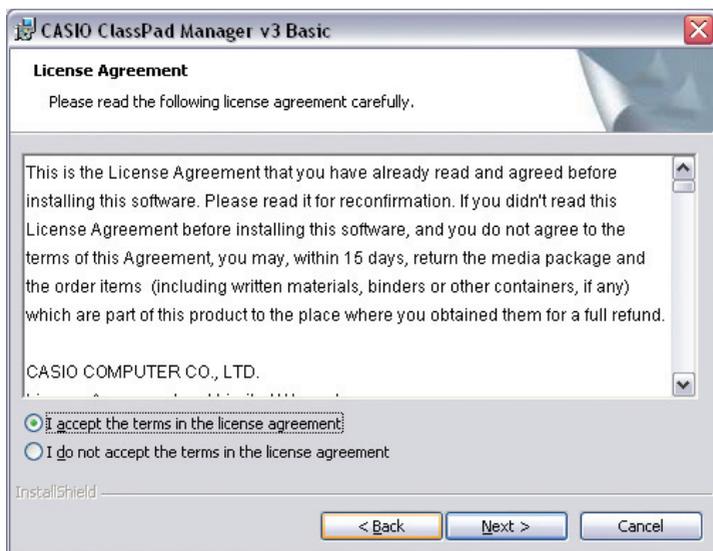


4. Click [OK].



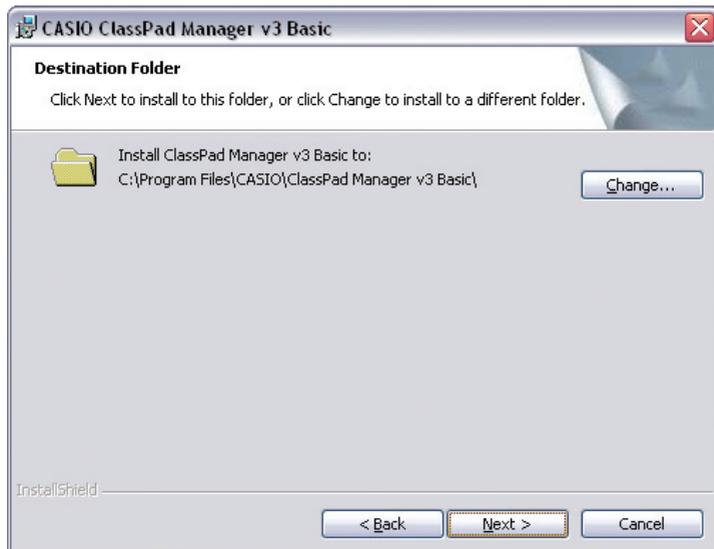
5. Carefully read the terms and conditions of the license agreement. If you agree to be bound by the terms and conditions of the license agreement, choose “I accept the terms in the license agreement” and then click the [Next] button.

- If you do not agree to be bound by the terms and conditions of the license agreement click “I do not accept the terms in the license agreement” and then click the [Cancel] button to exit the install procedure.

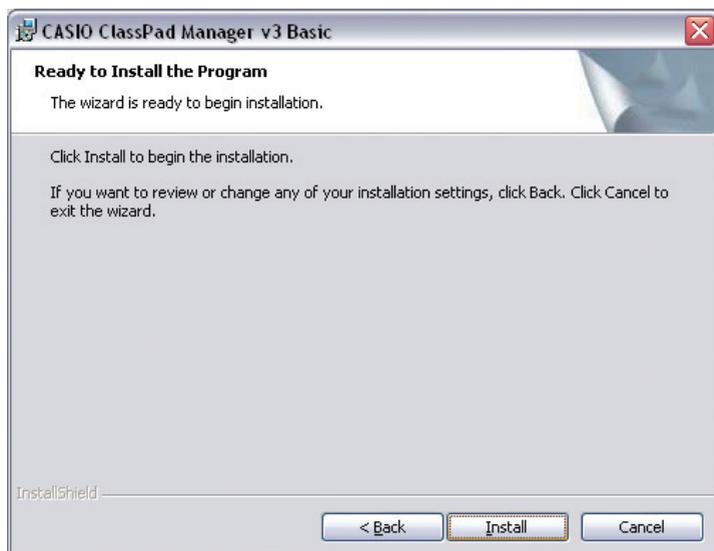


6. Choose one of these options to specify the drive and folder where you want to install ClassPad Manager.

- To use the default setting, simply click the [Next] button.
- To choose a different folder, click the [Change] button. Specify the folder you want and then click the [Next] button.

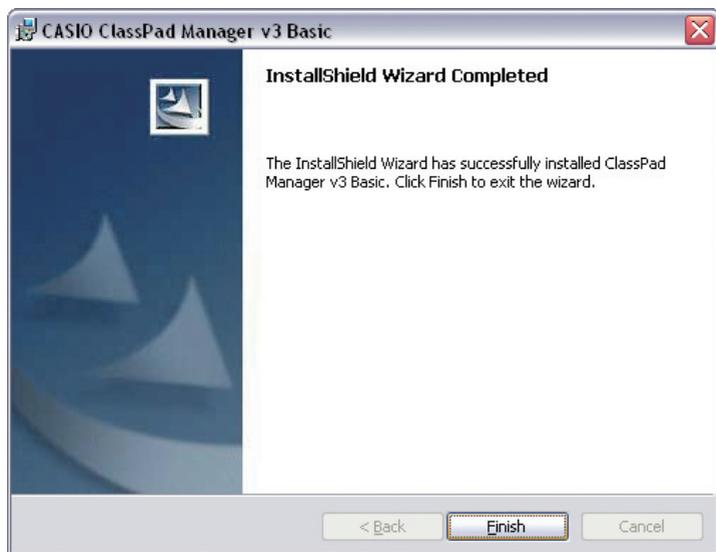


7. Click the [Install] button to start installation.



8. On the screen that appears after installation is complete, click the [Finish] button.

- This finalizes the installation of the software on your computer.



Uninstalling

Perform the following steps if you ever need to remove ClassPad Manager (PROGRAM-LINK™) from your computer.

■ To uninstall

1. Display the Windows Control Panel.
2. Click [Add/Remove Programs].
3. In the list of applications on the dialog box that appears, select “ClassPad Manager v3 Basic” or “ClassPad Manager v3 Professional,” depending on which version you currently have installed.
4. Click the [Add/Remove] button to start a program maintenance wizard.
5. Click the [Yes] button.
 - This completes the uninstall procedure.

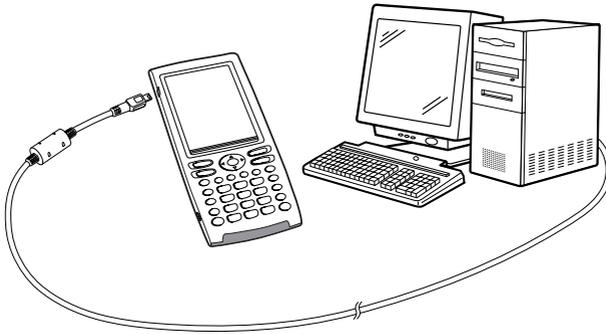
Connecting your ClassPad to a computer

■ To connect your ClassPad to a computer

Important!

- Be sure to install the ClassPad Manager before you connect the ClassPad to your computer. Connecting before you install the ClassPad Manager can result in improper operation.

1. Turn off your ClassPad.
2. Connect the USB cable that comes with your ClassPad to the computer.
3. Connect the USB cable to your ClassPad.
 - This will automatically cause your ClassPad to turn on and enter data communication standby.
 - If your ClassPad does not enter communication standby at this time, perform the steps under "Troubleshooting a Connection" on page E-68.



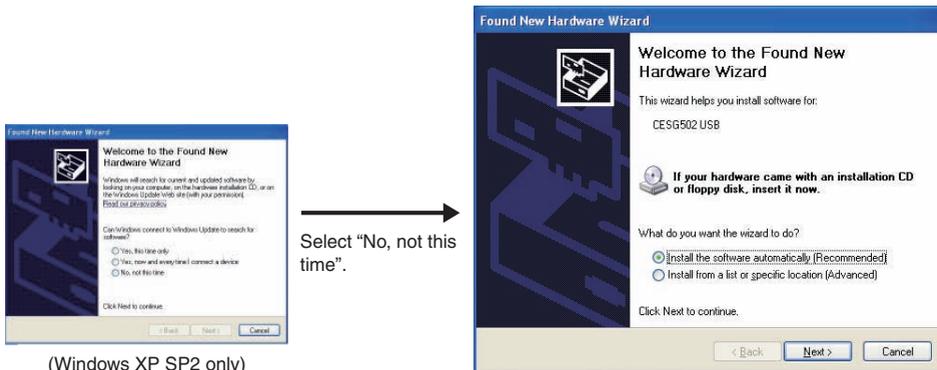
Attention Windows XP Users (After installing the ClassPad Manager Limited Version)

- See page E-11 after performing the above three steps.

• Windows XP Users

After installing the ClassPad Manager Limited Version, perform the following steps to install the USB driver on your computer.

1. Connecting ClassPad to a computer running Windows XP causes the screen shown below to appear on your computer display.



(Windows XP SP2 only)

2. Select "Install the software automatically (Recommended)" and then click [Next].



3. Though a message appears to let you know that the software has not passed the “Windows Logo Test”, there is no need for concern. Simply click [Continue Anyway] and proceed with installation.



4. Click [Finish].

■ To disconnect your ClassPad from a computer

1. Disconnect the USB cable from your ClassPad.

Starting Up and Quitting ClassPad Manager

■ To start up and quit ClassPad Manager

1. On your computer's desktop, double-click "ClassPad Manager".

- This starts up ClassPad Manager.

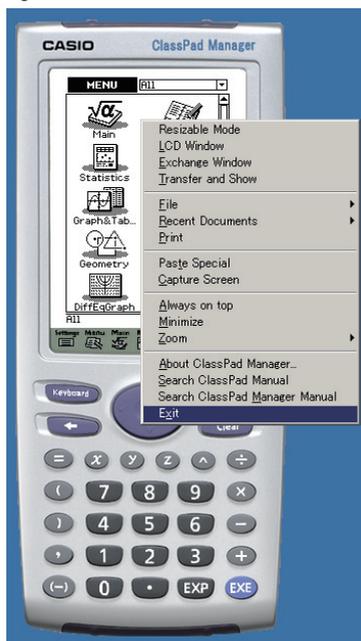


- The first time you double-click the "ClassPad Manager" icon you will be asked to input the install key provided with your software.

2. On ClassPad Manager, perform the data exchange and management tasks you want.

3. To quit ClassPad Manager, move the cursor to the ClassPad Manager window, right-click your mouse, and then select [Exit] on the shortcut menu that appears. You can also click **ON/OFF** to quit ClassPad Manager.

- This quits ClassPad Manager.



- The Resizable Mode option is available only with the Professional version.

Note

The dialog box shown below appears when you start up ClassPad Manager for the first time.



Clicking [OK] will configure My Documents\CASIO\ClassPad Manager as the ClassPad Manager home folder. You could also click [Browse] and select a different folder as the home folder. For details about configuring the home folder, see “Home Folder” on page E-28.

Viewing “About ClassPad Manager” Information

“About ClassPad Manager” is a dialog box that shows version information about ClassPad Manager, and your serial number.

You can use either of the following two procedures to display “About ClassPad Manager” information.

- Right-click the ClassPad Manager window. On the menu that appears, select “About ClassPad Manager”.
- On the Resizable Mode Window (see page E-31) or the Exchange Window (see page E-61), click [Help], and then select “About ClassPad Manager”.



Accessing the User’s Guides

You can use the operations shown below to access the User’s Guides from ClassPad Manager.

To access this User’s Guide:	Right-click the ClassPad Manager window. Then on the menu that appears, select this menu item:
ClassPad User’s Guide	Search ClassPad Manual
ClassPad Manager User’s Guide	Search ClassPad Manager Manual

Chapter 2

ClassPad Manager Overview

This chapter covers the following points.

- Operation of the two ClassPad Manager windows (ClassPad Window and Exchange Window), and the contents of each
- ClassPad Manager data

ClassPad Window and Exchange Window

ClassPad Manager has two windows named the ClassPad Window and the Exchange Window, each of which performs specific roles.

When you want to do this:	Use this window:
<ul style="list-style-type: none"> • Operate the ClassPad application the same way as your ClassPad • Create or edit an eActivity • Automatically transfer data from a connected ClassPad and show it for demonstration • Copy a screen to the Windows clipboard • Copy an eActivity or MathML data to the Windows clipboard • Import bitmap data stored on your computer as ClassPad data • Print a ClassPad application screen 	ClassPad Window
<ul style="list-style-type: none"> • Transfer data between your ClassPad and ClassPad Manager • Back up ClassPad data to your computer or restore backed up data to your ClassPad • Manage ClassPad Manager data • Convert a file created using a previous version to Version 3.0 data • Install add-in applications • Attach files and other data to an email • Use the Handheld Assistant to perform the following operations on multiple ClassPads <ul style="list-style-type: none"> - Copy data - Restore backed-up data - Install add-in applications 	Exchange Window

Displaying the ClassPad Window

The ClassPad Window appears first whenever you start up ClassPad Manager.



ClassPad Window (Fixed-size Mode)

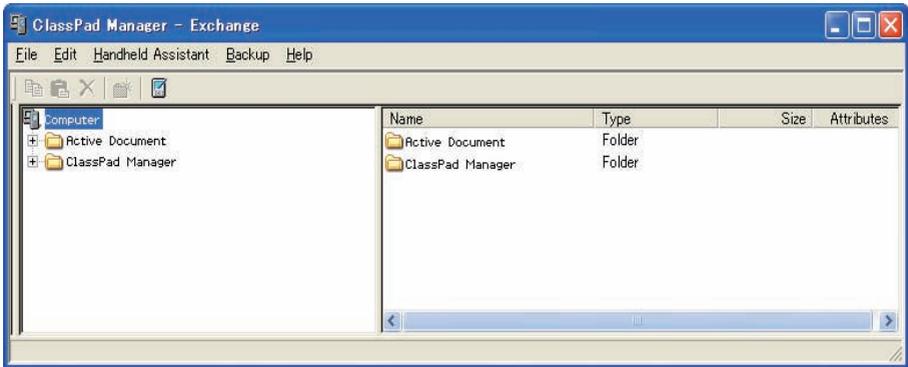
- The display mode (Fixed-size Mode or Resizable Mode) of the ClassPad Window that appears when you start up ClassPad Manager is the same mode that was in effect when you last exited ClassPad Manager. For information about display modes, see page E-19.
- If the Exchange Window is on the display, you can switch to the ClassPad Window by clicking [File] - [Close].

Note

For details about the ClassPad Window, see Chapter 3.

Displaying the Exchange Window

To display the Exchange Window, right-click anywhere within the ClassPad Window and then click [Exchange Window] on the shortcut menu that appears.



Note

For details about the Exchange Window, see Chapter 4.

ClassPad Manager Data

Your ClassPad stores eActivity data in one memory area, and all other data (programs, presentations, variables, etc.) in a different memory area. eActivity data is stored in "Flash memory", while other data is stored in "MCS memory".

ClassPad Manager 3.0 stores both types of data on your computer's hard drive in "virtual ClassPad" (.vcp) format files. Under initial default settings, a file named "default.vcp" is created automatically for use as the ClassPad Manager's "Active Document".



Previous versions of ClassPad Manager stored different types of data in separate files (fls file and mcs file). fls and mcs files can be converted to vcp format to make them compatible with ClassPad Manager 3.0.



Tip

You can convert an older file to a vcp file by double-clicking it, or by right-clicking and selecting [File] and then [Open] from the shortcut menu.

Chapter 3

Using the ClassPad Window

This chapter covers the following points.

- ClassPad Window display mode (Fixed-size Mode and Resizable Mode)
- Operations supported by each display mode
- Using the Picture application

Note

For details about ClassPad applications and operations, see the ClassPad User's Guide.

ClassPad Window Overview

The ClassPad Window puts a virtual ClassPad on your computer screen, which you can use to perform almost all of the operations that are available on your ClassPad. This section explains the differences between ClassPad Window operations and the ClassPad unit, and between the two ClassPad Window modes.

Differences between the ClassPad Window and the Functions of ClassPad Applications

The following are the differences between the ClassPad Window and the functions of the ClassPad applications.

- The ClassPad Window includes a Picture application, which is not available on your ClassPad. For more information, see “Using the Picture Application” on page E-44.
- Certain ClassPad settings and functions that are not required when running on a computer (such as touch panel calibration) are disabled on the ClassPad Window. Attempting to access a disabled setting or function will cause the message “Unavailable” to appear on the display.



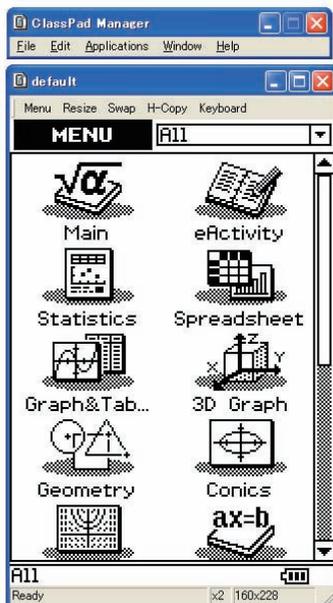
ClassPad Window Display Mode (Fixed-size Mode and Resizable Mode)

The ClassPad Window has two display modes: a Fixed-size Mode and a Resizable Mode.

- The Fixed-Size Mode displays a virtual ClassPad that looks almost the same as your ClassPad unit.
- The Resizable Mode provides functionality that is virtually identical to that as the ClassPad, but in a typical Windows operating environment. The Resizable Mode also provides a number of special extended functions that are not available on the Fixed-size Mode. For details, see “Using ClassPad Window in the Resizable Mode” on page E-31.



Fixed-size Mode



Resizable Mode

Important!

The Resizable Mode is supported by “ClassPad Manager Professional” only. It is not supported by “ClassPad Manager Basic”.

■ To select the display mode (ClassPad Manager Professional Only)

Right-click anywhere within the ClassPad Window and then click [Resizable Mode] or [Fixed-size Mode] on the shortcut menu that appears.

- Note that [Resizable Mode] is displayed on the shortcut menu when the current mode is Fixed-size Mode, while [Fixed-size Mode] is displayed when the current mode is [Resizable Mode].
- You can also switch from the Resizable Mode to the Fixed-size Mode by clicking [Fixed-size Mode] on the [Window] menu.

ClassPad Window Operations

This section explains the operations you can perform on the Fixed-size Mode and Resizable Mode screens of the ClassPad Window.

Computer Keyboard Operations

The following are the operations you can perform on your computer keyboard to control the ClassPad application that is currently running in the ClassPad Window.

- Alphanumeric input
- Cursor key operations (The cursor keys of your computer correspond to the ClassPad cursor keys.)
- Input of special characters (like π) and commands using shortcut key operations

Note

For information about shortcut keys, see “ClassPad Window Shortcut Keys” in the Appendix on page E-110.

Mouse Scroll Wheel Operations

You can use the scroll wheel of your mouse to perform the following operations on the ClassPad Window.

On this window:	Rotating the scroll wheel performs this operation:
Main application, Stat Editor, spreadsheet, or other window with a scroll bar on the right side	Scrolls the window vertically.
Any graph window except for the 3D Graph application 3D graph window	Scrolls the window vertically.
3D graph window	Rotate the graph upwards and downwards
Presentation application window while manual play is being executed.	Scrolls between pages.

Copy and Paste

■ To copy a screen image to the Windows clipboard

1. Display the image you want to copy.
2. Right-click anywhere within the ClassPad Window and then click [Capture Screen] on the shortcut menu that appears.
 - The above procedure copies an image of the screen you displayed in step 1 to the Windows clipboard.
 - After that, you can then paste the image into another Windows application.

Tip

- In Fixed-size Mode you can tap  on the Icon Panel to copy the screen image.
- If Resizable Mode is selected as the display mode, select [Capture Screen] on the [Edit] menu in step 2 instead of using the shortcut menu.
- If you have two application windows on the display in the Resizable Mode, the above [Capture Screen] command will copy both windows as they appear on your computer screen. If you want to copy a specific application window, click the window to make it active and then click [Capture Current Panel] on the [Edit] menu in step 2 of the above procedure.

■ To copy alphanumeric text from the screen to the Windows clipboard

1. On the ClassPad Window, drag your mouse pointer across the range of text you want to select, so it becomes highlighted.
2. On your computer keyboard, press [Ctrl] + [C] to copy the selected text.
 - This copies the text you selected in step 1 to the Windows clipboard (as Unicode text).
 - After that, you can paste the text you copied into another Windows application (as Unicode text).

■ To paste text from the Windows clipboard into the ClassPad Window

1. In a Windows application, copy the text you want to the Windows clipboard.
2. On the ClassPad Window, open the ClassPad application into which you want to paste the clipboard text.
3. Right-click anywhere within the ClassPad Window and then click [Paste Special] on the shortcut menu that appears.
 - This pastes the text on the Windows clipboard into the ClassPad Window.

Note

“Paste Special” detects what is on the Windows clipboard and then pastes it as bitmap, Windows text, or MathML data.

Picture application: You can use “Paste Special” to paste bitmap data created with a Windows application, such as Paint, directly into the Picture application.

eActivity and other applications: You can use “Paste Special” to paste text or MathML data created by other Windows applications.

Important Warning

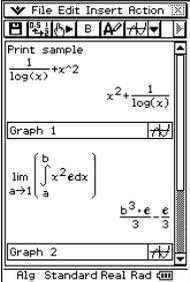
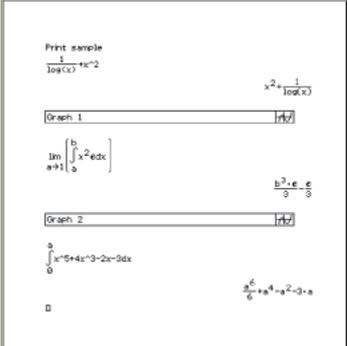
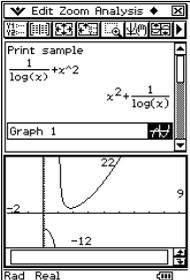
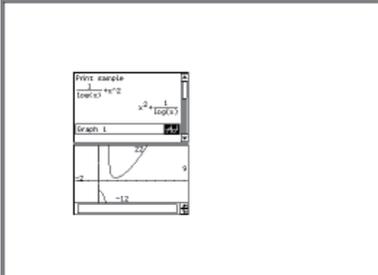
When the ClassPad detects MathML data on the clipboard, the ClassPad will attempt to paste it in a 2D math form (natural input form) without warning you. There is no guarantee that the pasted form will be identical to what was copied from other applications.

Printing the ClassPad Window

You can use the procedures in this section to print the contents of the ClassPad application that is displayed on the ClassPad Window or a screen capture.

- When you open an eActivity, Main or Program by itself, selecting Print will print the contents of the application. If you have a sub-window open within eActivity or Main, selecting Print will print a screen capture instead of all the contents.

Printing Example (eActivity)

Original Screen	Printout
 <p>The screenshot shows the ClassPad application window with a menu bar (File, Edit, Insert, Action) and a toolbar. The main area contains the expression $\frac{1}{\log(x)} + x^2$, a graph titled 'Graph 1' showing a curve, and another graph titled 'Graph 2' showing a curve. The status bar at the bottom indicates 'Rad Standard Real Rad'.</p>	 <p>The printout shows the same mathematical expressions and graphs as the original screen, but in a clean, black-and-white format. It includes the expression $\frac{1}{\log(x)} + x^2$, 'Graph 1', and 'Graph 2'.</p>
 <p>The screenshot shows the ClassPad application window with a menu bar (Edit, Zoom, Analysis) and a toolbar. The main area shows a graph with axes and a curve. A sub-window titled 'Print sample' is open, showing the expression $\frac{1}{\log(x)} + x^2$ and a graph. The status bar at the bottom indicates 'Rad Real'.</p>	 <p>The printout shows the same graph and sub-window as the original screen, but in a clean, black-and-white format. It includes the graph and the 'Print sample' sub-window.</p>

- When you open an application other than eActivity, Main or Program, selecting Print will print a screen capture.

■ To print the ClassPad Window

1. On the ClassPad Window, display the screen you want to print.
2. Right-click anywhere within the ClassPad Window and then click [Print] on the shortcut menu that appears.
 - This displays a Windows Print dialog box.

3. After configuring the required settings on the Print dialog box, click [OK].
 - This prints the current contents (or screen capture) of the ClassPad Window.

vcp File Operations (New, Open, Save, Save As)

This section explains how to perform the following vcp file operations on the ClassPad Window: New, Open, Save, and Save As.

■ To create a new vcp file

1. Right-click anywhere within the ClassPad Window and then click [File] - [New] on the shortcut menu that appears.
 - This displays the Create New Document dialog box.
2. Type the name of the new file into the “File Name” box.
3. Click [Save].
 - This creates a new vcp file and makes it the active document.
 - You can check the name of the current active document by opening the “Active Document” folder on the “Exchange Window”. For information about Exchange Window operations, see Chapter 4.
 - When the display mode is Resizable Mode, the active document name is displayed in the ClassPad Window title bar.



■ To open an existing vcp file using drag and drop

Drop the vcp file into the ClassPad Window.

■ To open an existing vcp file using the menu command

1. Right-click anywhere within the ClassPad Window and then click [File] - [Open] on the shortcut menu that appears.
 - This displays the Open dialog box.
2. On the dialog box, select the file you want to open and then click [Open].
 - This opens the file you selected and makes it the active document.

Note

You can also use the above procedures to open an mcs or fls file created using a previous ClassPad Manager version. Doing so, however, will convert the file to vcp format automatically. See “To open an old version mcs or fls file” below.

■ To open an old version mcs or fls file using drag and drop

Drag the fls or mcs file to the ClassPad Window.

- This converts the file to a vcp file and makes it the active document. A dialog box like the one shown below will appear.



■ To open an old version mcs or fls file using the menu command

1. Right-click anywhere within the ClassPad Window and then click [File] - [Open] on the shortcut menu that appears.
 - This displays the Open dialog box.
2. On the Open dialog box, click the [File Type] box down arrow button and select the file format (*.fls or *.mcs) from the list that appears.
3. Select the file you want to open and then click [Open].
 - This converts the selected fls or mcs file to a vcp file and makes it the active document. This displays a dialog box like the one shown below.



4. Click [OK].

■ To save the currently open vcp file

Right-click anywhere within the ClassPad Window and then click [File] - [Save] on the shortcut menu that appears.

Note

The current active document is saved automatically whenever you quit ClassPad Manager. When you start up ClassPad Manager the next time, the active document that was open during your last session opens automatically.

■ To save the currently open vcp file under a different name

1. Right-click anywhere within the ClassPad Window and then click [File] - [Save As] on the shortcut menu that appears.
 - This displays the Save As dialog box.
2. Type the new name into the “File Name” box.
3. Click [Save].
 - This saves the currently open vcp file under the new name and makes the new file the active document.

Using Transfer and Show

With Transfer and Show, simply connecting your ClassPad to your computer causes all the data in your ClassPad to be stored in a vcp file on your computer, which is then opened as the active document automatically. This function makes it possible to use ClassPad Manager to instantly display eActivity or other data you create on your ClassPad.

Note

Disconnect any connected ClassPads before beginning Transfer and Show.

■ To execute Transfer and Show

Example: To display an eActivity you created on a ClassPad with ClassPad Manager

1. Create an eActivity on a ClassPad.
2. On the ClassPad application menu, click  to start up the eActivity application.

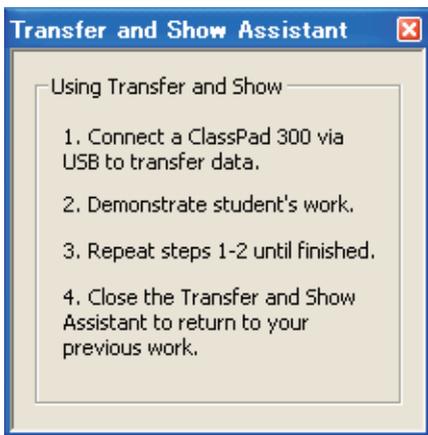
3. Right-click anywhere within the ClassPad Window and then click [Transfer and Show] on the shortcut menu that appears.

- This displays the first Transfer and Show Assistant dialog box.



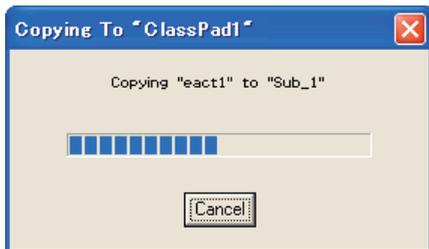
4. Click [OK].

- This displays the second Transfer and Show Assistant dialog box, which describes the steps for using Transfer and Show.



5. While the dialog box is displayed, use the ClassPad's bundled USB cable to connect it to your computer.

- The ClassPad will establish a connection with ClassPad Manager automatically, and then transfer all of the data in ClassPad memory to ClassPad Manager. A dialog box remains on your computer screen while data transfer is in progress.



- After data transfer is complete, the connection is closed automatically. At this time, the eActivity application starts up automatically in the ClassPad Window and displays the last eActivity you created on the ClassPad.

6. You can repeat this with as many ClassPads as you wish. When you are finished, close the Transfer and Show Assistant dialog box by clicking the  in the upper right corner. The eActivity window will now display the file that was open before you started Transfer and Show.

Note

- A vcp file created using Transfer and Show is stored in a folder named "Transfer and Show" with a name based on the name of the attached ClassPad, which is located inside the home folder. See "Home Folder" on page E-28 for more information.
- Under initial default settings, the current vcp file for a particular named ClassPad in the Transfer and Show folder is overwritten each time you execute Transfer and Show with that ClassPad.
- You can use any one of the following procedures to open the original vcp file (active document before executing Transfer and Show).
 - "To open an existing vcp file" (page E-23)
 - "To change the active document" (page E-64)
 - "To make a particular vcp file in the home folder the active document" (page E-65)

Home Folder

The home folder is where ClassPad Manager creates your default document. It also is the folder displayed in the Exchange Window so you can easily manage files and data.

By default, the home folder is located in My Documents\CASIO\ClassPad Manager.

■ To change the home folder

1. Right-click anywhere within the ClassPad Window and then click [File] - [Change Home Folder] on the shortcut menu that appears.

- This will display a Home Folder dialog box like the one shown below.



2. Click [Browse].

- This displays the Browse Folder dialog box.

3. Select the folder you want to use as the home folder and then click [OK].

- This returns to the Home Folder dialog box.

4. Click [OK].

- This registers the folder you selected in step 3 as your home folder.

Clearing MCS Memory (Reset)

Except for eActivity files, MCS memory is the location where all ClassPad data is stored. See "ClassPad Manager Data" on page E-17 for more information.

■ To clear all data, except for eActivity files

1. Right-click anywhere within the ClassPad Window and then click [File] - [Reset] on the shortcut menu that appears.

- This will display a confirmation dialog box with the message "Reset Memory? Are you sure?".

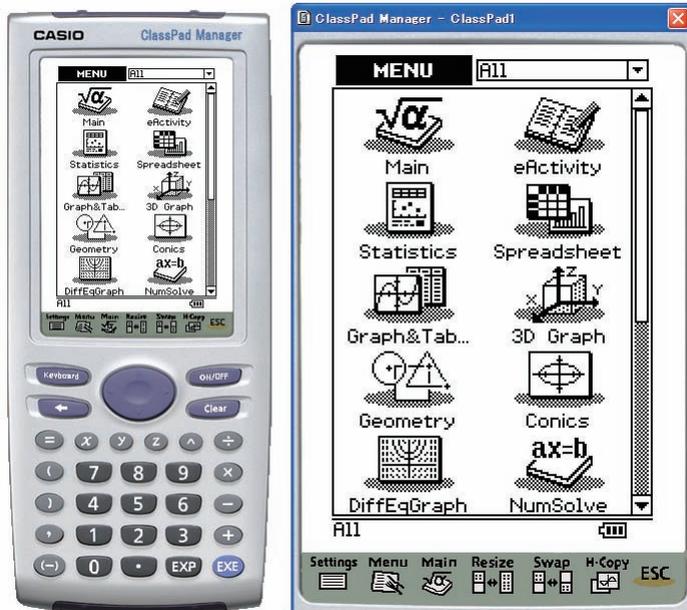
2. To clear memory, click [Yes]. To cancel the operation without clearing anything, click [No].

Using ClassPad Window in the Fixed-size Mode

This section explains operations that are specific to the Fixed-size Mode.

LCD Window

In the Fixed-size Mode, you can display only the screen portion (including the Icon Panel) of the ClassPad in a separate window, called the “LCD Window”.



ClassPad Window

LCD Window

■ To open the LCD Window

Right-click anywhere within the ClassPad Window and then click [LCD Window] on the shortcut menu that appears.

■ To close the LCD Window

Click the button in the upper right corner of the LCD Window.

Note

The LCD Window and ClassPad Window are displayed at the same time. The ClassPad Window cannot be closed.

Controlling the Window Zoom Settings

The ClassPad Window has two zoom settings: $\times 1$ (normal size) and $\times 2$, while the LCD Window has three zoom settings: $\times 2$ (normal size), $\times 3$, and $\times 4$.

■ Changing the ClassPad Window Zoom Setting

Right-click anywhere within the ClassPad Window and then click [Zoom] - [$\times 1$] or [Zoom] - [$\times 2$].

■ Changing the LCD Window Zoom Setting

Right-click anywhere within the LCD Window and then click [Zoom] - [$\times 2$], [Zoom] - [$\times 3$], or [Zoom] - [$\times 4$].

Fixed-size Mode Menu Commands

■ ClassPad Window Shortcut Menu Commands

To do this:	Select this menu item:
Change to the Resizable Mode	Resizable Mode
Display a separate LCD Window	LCD Window
Display the Exchange Window	Exchange Window
Transfer the contents of a ClassPad unit to ClassPad Manager	Transfer and Show
Create a new vcp (virtual ClassPad) file	File - New
Open an existing vcp file	File - Open
Save changes to the current vcp file	File - Save
Save the current vcp file with a new name	File - Save As
Change the home folder	File - Change Home Folder
Clear MCS memory	File - Reset
Reopen one of the four most recently opened files	Recent Documents
Print the current screen	Print
Paste text from the Windows clipboard	Paste Special
Capture a screenshot and store it on the Windows clipboard	Capture Screen
Keep the ClassPad Manager window and all its sub-windows on top of other windows	Always on top
Minimize the ClassPad Manager window	Minimize
Change the window size	Zoom
Show ClassPad Manager version and other information	About ClassPad Manager
Open the ClassPad manual	Search ClassPad Manual
Open the ClassPad Manager Manual	Search ClassPad Manager Manual
Quit ClassPad Manager	Exit

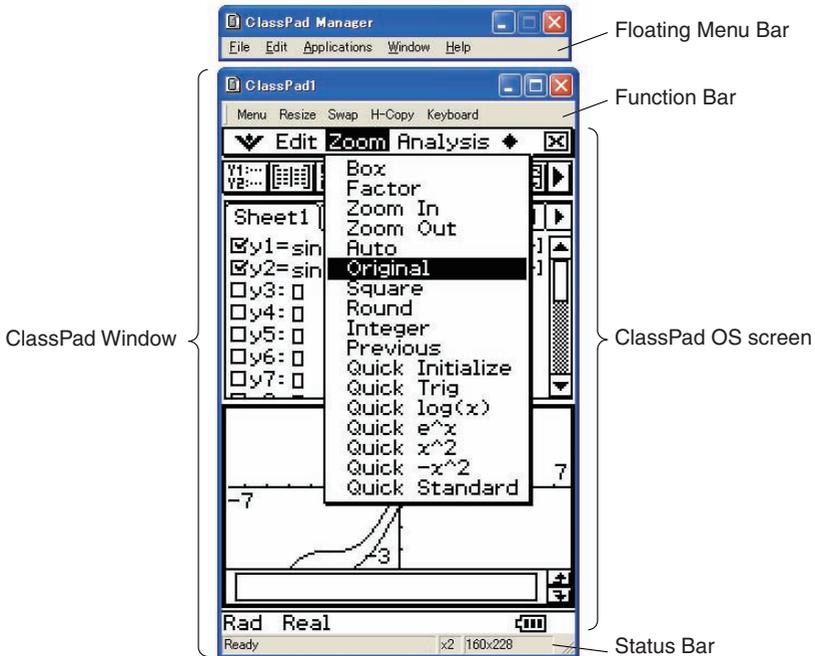
Using ClassPad Window in the Resizable Mode

This section explains operations that are specific to the Resizable Mode.

This mode is available only in the Professional version of ClassPad Manager.

Resizable Mode Screen Structure

The following shows the structure of the ClassPad Window in the Resizable Mode.



ClassPad Window

The ClassPad Window size can be changed by clicking border and then dragging it to the size you want.

Floating Menu Bar

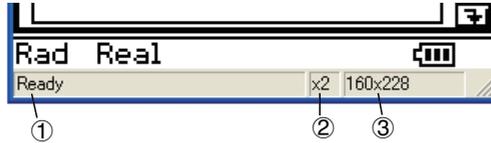
The menu bar has five menus: File, Edit, Applications, Window, and Help. The menu bar “floats”, which mean that you can move it around independent of the ClassPad Window.

Function Bar

The function bar includes four buttons that correspond to the ClassPad's icon panel (Menu, Resize, Swap, H-Copy), along with a “Keyboard” button that corresponds to the ClassPad's  key.

Status Bar

The status bar shows the following information.



- ① ClassPad Manager status and other messages
- ② Current zoom setting (×1 or ×2)
For more information, see “Changing the ClassPad OS Screen Zoom Setting (Zoom)” on page E-33.
- ③ Size of ClassPad OS screen displayed on the current ClassPad Window

Note

When Fixed-size Mode is selected for the ClassPad Window, the ClassPad OS screen size is 198 × 294, which is the same as the ClassPad.

■ Function Bar Button Operations

The table below explains what you can do with the function bar buttons.

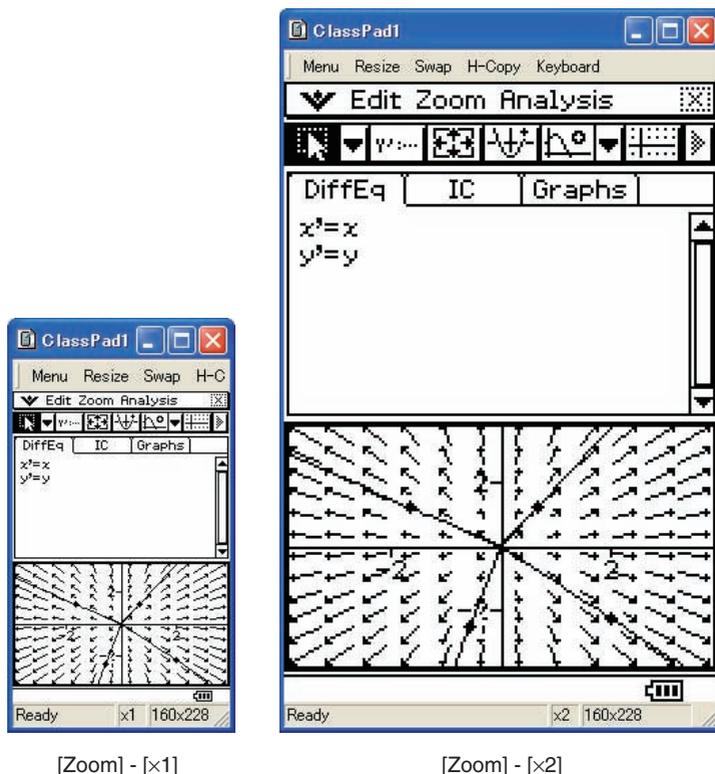
When you want to do this:	Click this function bar button:	Or select this menu item:
Display the application menu	Menu	[Applications] - [Menu]
Resize the currently active window (when there are two windows displayed) so it fills the entire display, or return to the dual window display again	Resize	[Window] - [Resize]
Swap the upper and lower windows, or swap full size windows when one is open behind another	Swap	[Window] - [Swap]
Capture the currently displayed screen for transfer to the Windows clipboard or for use with the ClassPad's Presentation application	H-Copy	[Edit] - [Capture Screen]
Click to toggle display of the ClassPad's soft keyboard on and off	Keyboard	[Window] - [Keyboard]

Using the Floating Menu Bar to Start Up a ClassPad Application

You can start up an application by clicking the [Applications] menu and then the name of the application on the menu.

Changing the ClassPad OS Screen Zoom Setting (Zoom)

To change the ClassPad OS screen zoom setting, right-click anywhere within the ClassPad Window and then click [Zoom] - [x1] or [Zoom] - [x2].



Note

You can also change the zoom setting by clicking [Zoom] - [x1] or [Zoom] - [x2] on the floating menu bar's [Window] menu.

Importing a Bitmap Image

You can use the procedure below to import a monochrome binary bitmap (.bmp) image into ClassPad Manager. The imported file is stored in Variable Manager, in a folder named “Imported”.

■ To import a bitmap image into ClassPad Manager

1. Prepare the image file that you want to import.
2. Click [File] - [Import Bitmap].
 - This displays the Bitmap Import Wizard dialog box.
3. Click the [Choose Bitmap] button.
 - This displays the Open dialog box.
4. Select the file you want to import, and then click [Open].
 - This returns to the Bitmap Import Wizard dialog box.
5. Click [Next] and then follow the instructions that appear on your screen.

Note

- After importing an image, you can use the ClassPad Manager Picture application to open and edit it. For more information, see “Using the Picture Application” on page E-44.
- An imported image can be used as the ClassPad ending screen. For more information, see “Specifying the Ending Screen Image” in Chapter 16 of the ClassPad User’s Guide.

Generating MathML Data

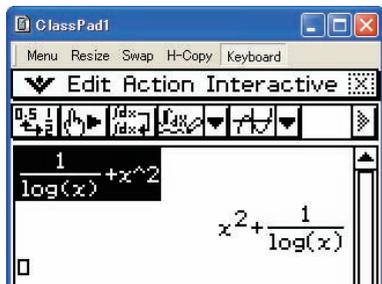
Mathematical Markup Language (MathML) allows encoding of mathematical symbols and formulas so they can be integrated into documents for publication on the World Wide Web. MathML is quickly becoming the standard for scientific publication on the Web.

ClassPad Manager can output algebraic expressions and text you input with the Main application, eActivity application, or other application as a MathML file (.mml). You can also copy algebraic expressions and text as MathML data (content, presentation, or combined format) to the Windows clipboard.

■ To export a selected algebraic expression to a MathML file

Example: To output an algebraic expression input with the Main application to a MathML file

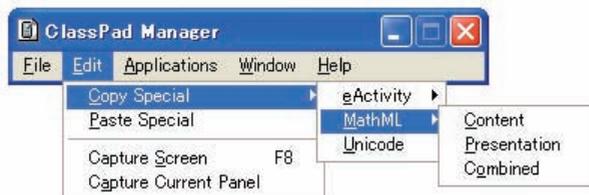
1. Click [Applications] - [Main] to start up the Main application.
2. Input the algebraic expression you want to output to the MathML file.
3. Drag your mouse pointer across the expression to select (highlight) it.



4. Click [File] - [Export MathML].
 - This displays the Save As dialog box.
5. Type in the file name, and then click [Save].
 - This saves the expression you selected in step 3 as an mml file.

■ To copy a selected algebraic expression as MathML data to the Windows clipboard

1. Select (highlight) the expression you want to copy by dragging your mouse pointer across it.
2. Click [Edit] - [Copy Special] - [MathML].
 - This displays the sub-menu shown below.



3. Click the sub-menu item you want.

To copy data using this type of MathML markup:	Select this option:
Content • Content markup captures the mathematical structure.	Content
Presentation • Presentation markup captures notational structure.	Presentation
Combined • Combined uses content markup whenever possible. Otherwise, it uses presentation markup.	Combined

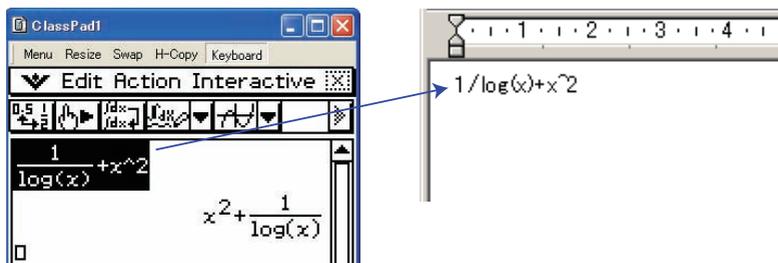
- Please consult the Internet or other publications for full details about MathML content markup and presentation markup.

Copying algebraic Expressions and Text as Unicode Text

You can use the procedure below to copy text or an algebraic expression you selected on the ClassPad application to the Windows clipboard as Unicode text.

■ To copy algebraic expressions or text as Unicode text

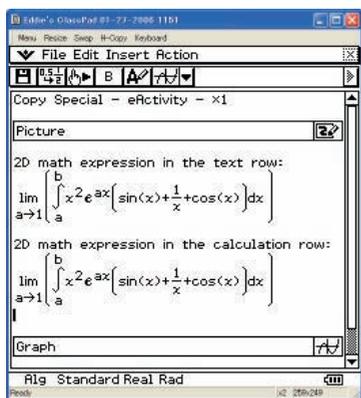
1. Select (highlight) the expression or text you want to copy by dragging your mouse pointer across it.
2. Click [Edit] - [Copy Special] - [Unicode].
 - This copies the selected expression or text to the Windows clipboard as Unicode text.
 - You can paste the copied text into any Windows application that supports text editing.



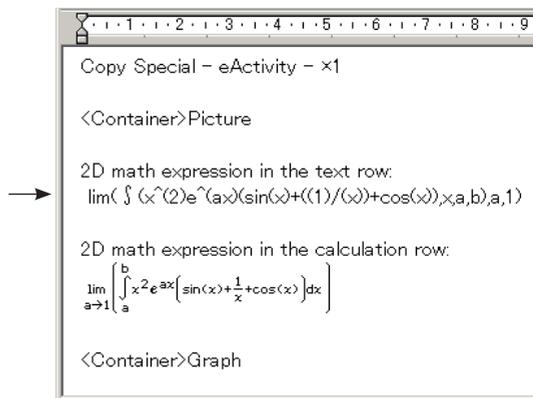
Copying an Entire eActivity

You can copy the entire content of an eActivity that is currently opened with the eActivity application to the Windows clipboard. The format of the copied data depends on whether it comes from a text row, calculation row, or strip.

- text row Copied as Unicode text. Since a natural display expression that was input with the 2D Keyboard into a text row is copied as Unicode text, the natural display format is lost. Text rows can be edited within other applications.
- calculation row Both the calculation expression and its result are copied as bitmaps. Because of this, a natural display expression that was input with the 2D Keyboard into a calculation row is copied as an image, just as it appears on the ClassPad Window. Calculation rows cannot be edited within other applications.
- strip The string "<Container>" is inserted in place of the strip. If the strip has a title, the title is appended to the right of "<Container>".



Original eActivity



Data Pasted in WordPad

■ To copy an entire eActivity

1. Open the eActivity whose content you want to copy.
2. Click [Edit] - [Copy Special] - [eActivity].
 - This displays the sub-menu shown below.



3. Click the sub-menu item you want.

To specify this option:	Select this option:
Calculation rows copied as actual size (×1) bitmaps	×1
Calculation rows copied as double size (×2) bitmaps	×2

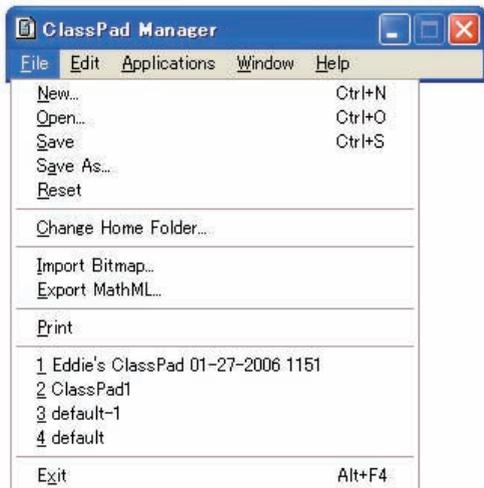
- Clicking ×1 or ×2 copies all of the content of the currently open eActivity to the Windows clipboard.
- You can paste the copied text and bitmaps into WordPad or any other Windows application that supports text editing and bitmaps.

Resizable Mode Menu Commands

■ ClassPad Window Shortcut Menu Commands

To do this:	Select this menu item:
Change to the Fixed-size Mode	Fixed-size Mode
Display the Exchange Window	Exchange Window
Transfer the contents of the ClassPad unit to ClassPad Manager	Transfer and Show
Create a new vcp (virtual ClassPad) file	File - New
Open an existing file	File - Open
Save changes to the current vcp file	File - Save
Save the current vcp file with a new name	File - Save As
Change the home folder	File - Change Home Folder
Clear MCS memory	File - Reset
Reopen one of the four most recently opened files	Recent Documents
Print the current screen	Print
Paste the text on the Windows clipboard	Paste Special
Capture a screenshot of the virtual ClassPad screen to the Windows clipboard	Capture Screen
Keep the ClassPad Manager window and all of its sub-windows on top of all other windows	Always on top
Minimize the ClassPad Manager window	Minimize
Change the ClassPad OS screen zoom setting	Zoom
Show ClassPad Manager version and other information	About ClassPad Manager
Open the ClassPad manual	Search ClassPad Manual
Open the ClassPad Manager manual	Search ClassPad Manager Manual
Quit the ClassPad Manager application	Exit

■ [File] Menu Commands



To do this:	Select this menu item:
Create a new vcp (virtual ClassPad) file	New
Open an existing vcp file	Open
Save changes to the current vcp file	Save
Save the current vcp file with a new name	Save As
Clear MCS memory	Reset
Change the home folder	Change Home Folder
Import a monochrome bitmap into ClassPad Manager	Import Bitmap
Export selected math expressions and text to an mml file	Export MathML
Print the current screen	Print
Reopen one of the four most recently opened files	1 <file name> 2 <file name> 3 <file name> 4 <file name>
Quit the ClassPad Manager application	Exit

■ [Edit] Menu Commands



To do this:	Select this menu item:
Copy an entire eActivity	Copy Special - eActivity
Copy the selected math expression with content markup	Copy Special - MathML - Content
Copy the selected math expression with presentation markup	Copy Special - MathML - Presentation
Copy the selected math expression with combined content and presentation markup	Copy Special - MathML - Combined
Copy the selected text as Unicode	Copy Special - Unicode
Paste text from the Windows clipboard	Paste Special
Capture a screenshot of the virtual ClassPad screen to the Windows clipboard	Capture Screen
Capture a screenshot of the current active panel to the Windows clipboard	Capture Current Panel

■ [Applications] Menu Commands



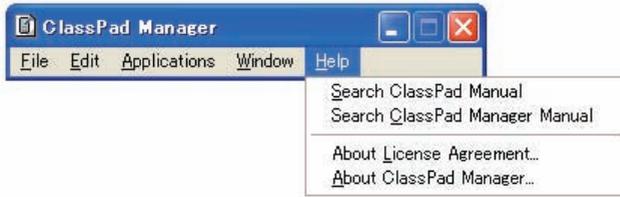
To do this:	Select this menu item:
Display the Application menu	Menu
Start up an application	Applicable menu item

■ [Window] Menu Commands



To do this:	Select this menu item:
Change to the Fixed-size Mode	Fixed-size Mode
Display the Exchange Window	Exchange Window
Transfer contents of the ClassPad unit to ClassPad Manager	Transfer and Show
Keep the ClassPad Manager Window and all of its sub-windows on top of all other windows	Always on top
Minimize the ClassPad Manager Window	Minimize
Change the ClassPad OS screen zoom setting to 1X	Zoom - ×1
Change the ClassPad OS screen zoom setting to 2X	Zoom - ×2
Open the ClassPad keyboard	Keyboard
Open the General Math key palette	Palettes - General Math
Open the 2D Math key palette	Palettes - 2D Math
Open the 2D Math ADV key palette	Palettes - 2D Math ADV
Open the Variables key palette	Palettes - Variables
Open the Math key palette	Palettes - Math
Open the Symbols key palette	Palettes - Symbols
Open the International Characters key palette	Palettes - International Characters
Resize the currently active window (when there are two windows displayed) so it fills the entire display, or return to the dual window display again	Resize
Swap the upper and lower windows, or swap full size windows when one is open behind another	Swap

■ [Help] Menu Commands



To do this:	Select this menu item:
Open the ClassPad manual	Search ClassPad Manual
Open the ClassPad Manager manual	Search ClassPad Manager Manual
Show information about the license agreement	About License Agreement
Show ClassPad Manager version and other information	About ClassPad Manager

Note

Adobe Acrobat Reader must be installed on your computer in order to view the ClassPad and ClassPad Manager manuals.

Using the Picture Application

Important!

The Picture application is only available within the ClassPad Manager.

Picture Application Overview

This section describes the configuration of the Picture application window, and provides basic information about its menus and commands.

■ To start up the Picture application

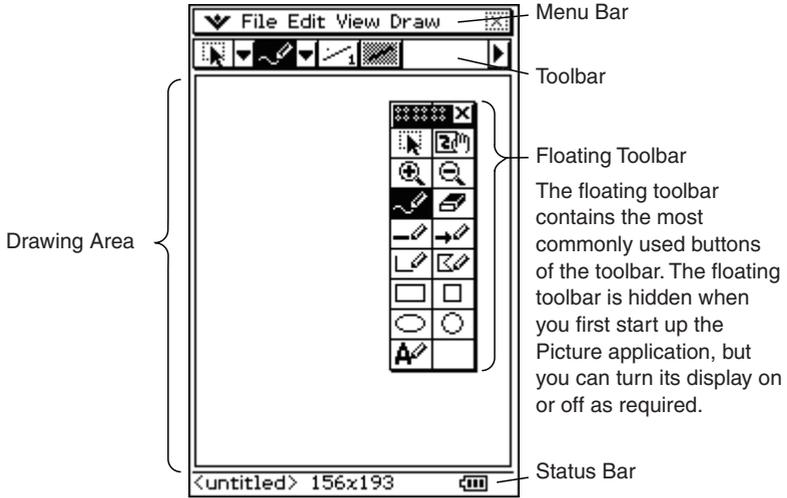
On the application menu, click  .

This starts the Picture application and displays the Picture application screen.

- The initial default tool will be the pencil () if you start up the Picture application from the application menu.
- The initial default tool will be the select tool () if you start up the Picture application from an eActivity.

■ Picture Application Window

Starting up the Picture application displays the screen shown below.



■ Picture Application Menus

This section explains the operations you can perform using the menus of the Picture application window.

▼ Menu

To do this:	Select this ▼ Menu item:
Select an image to be displayed when ClassPad power is turned off	Ending Screen

Note

For details about the ▼ menu items, see “Using the ▼ Menu” in Chapter 1 of the ClassPad User’s Guide.

File Menu

To do this:	Select this File Menu item:
Create a new file	New
Open an existing file	Open
Save a file	Save

Edit Menu

To do this:	Select this Edit Menu item:
Undo or redo the last operation	Undo/Redo
Cut the currently selected items and place them onto the clipboard	Cut
Copy the currently selected items to the clipboard	Copy
Paste the current clipboard contents into the drawing area	Paste
Select everything in the drawing area	Select All
Flip the currently selected items horizontally	Flip Horizontal
Flip the currently selected items vertically	Flip Vertical
Rotate the currently selected items 180 degrees	Rotate 180°
Invert the colors (black-white) of the currently selected items	Invert Colors
Change the size of the drawing area (bitmap size of the currently open file)	Resize
Clear the drawing area	Clear All

View Menu

To do this:	Select this View Menu item:
Show/hide the floating toolbar	Floating Toolbar

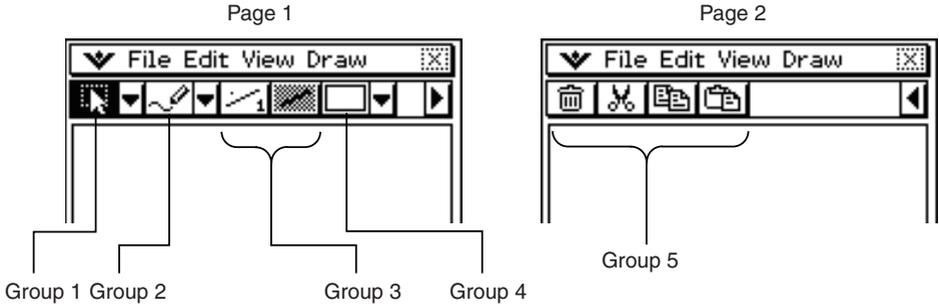
Draw Menu

To do this:	Select this Draw Menu item:
Draw a point or curve	Pencil
Erase a point	Eraser
Draw a line	Line
Draw an arrow	Vector
Draw a polygon	Polygon
Draw a square	Square
Draw a rectangle	Rectangle
Draw a circle	Circle
Draw an ellipse	Ellipse
Insert text	Text
Toggle the status of closed figures between opaque (this menu item checked) and translucent (this menu item unchecked)	Draw Opaque

■ Picture Application Buttons

This section explains the operations you can perform using the toolbar buttons of the Picture application window.

Picture application toolbar buttons are arranged into five groups, on two toolbar pages.



Note

- Group 1 and Group 2 buttons can also be displayed on the floating toolbar.
- Group 4 buttons are available only when certain drawing tools (□, ○, etc.) are selected. Group 4 buttons are not displayed when you first start up the Picture application.

Page 1 - Group 1

To do this:	Click this button:
Select an area by dragging across it in the drawing area	
Enable the Pan mode for drag scrolling of the screen	
Zoom in on the drawing area (x1 → x2 → x4)	
Zoom out on the drawing area (x4 → x2 → 1)	

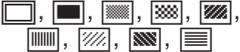
Page 1 - Group 2

To do this:	Click this button:
Draw a point or curve	
Erase a point	
Draw a line	
Draw an arrow	
Draw a rectangle line	
Draw a polygon	
Draw a rectangle	
Draw a square	
Draw an ellipse	
Draw a circle	
Insert text	

Page 1 - Group 3

To do this:	Click this button:
Change the thickness of lines and outlines • Each click cycles through four available thickness settings.	
Toggle line, outline, and text color between black and white	

Page 1 - Group 4

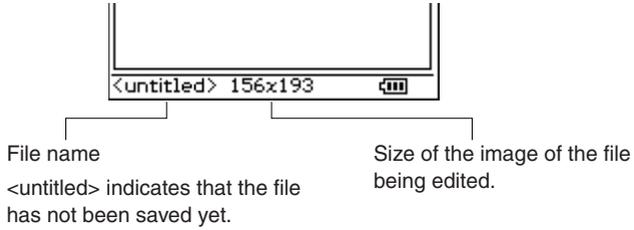
To do this:	Click this button:
Select the fill pattern of closed figures (polygon, rectangle, square, ellipse, or circle)	
Toggle the status of closed figures between opaque and translucent	

Page 2 - Group 5

To do this:	Click this button:
Clear the drawing area	
Cut the currently selected items and place them onto the clipboard	
Copy the currently selected items to the clipboard	
Paste the current clipboard contents into the drawing area	

Status Bar Information

The following shows the information that appears in the Picture application status bar.



Creating and Saving a File

Important!

Performing an operation to create a new file or open an existing fill will display the Clear All dialog box shown below.



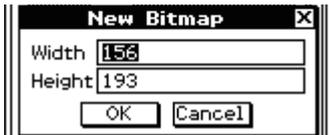
Clicking [OK] will clear everything in the drawing area. If you want to save the edits you have made up to this point before opening a new file, click [Cancel] and save the data to a file.

Note that the Clear All dialog box always appears when you create a new file or open an existing file, regardless of whether there are unsaved edits in the drawing area.

■ To create a new file

1. Click [File] - [New].

- On the Clear All dialog box that appears, click [OK]. This displays an image size setting dialog box.



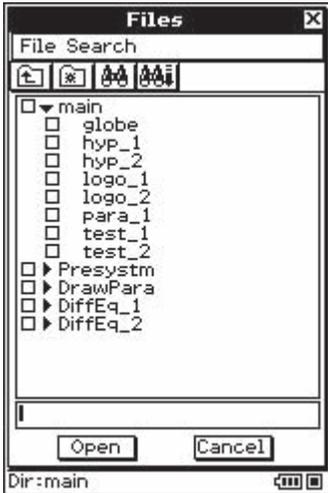
2. Input values for the width and height (from 1 to 1000) and then click [OK].

- This creates a new file.

■ To open an existing file

1. Click [File] - [Open].

- This displays the Files dialog box.



2. On the dialog box, select the file you want to open and then click [Open].

- On the Clear All dialog box that appears, click [OK]. This will open the file.

■ To save an unsaved file

1. Click [File] - [New].

- This displays the Files dialog box with the cursor located in the file name input box.



2. Type in the file name, and then click [Save].
 - This saves the image under the file name you input.

■ To replace an existing file with the new version

1. Click [File] - [Save] to display the Files dialog box.
2. Without changing anything on the dialog box, click [Save].
 - This will cause the message “Overwrite?” to appear.
3. To overwrite the current file with the new version, click [OK]. To cancel the save operation and return to the Files dialog box, click [Cancel].

■ To save a file under a new name

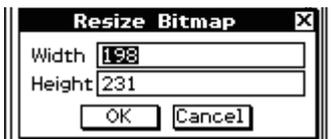
1. Click [File] - [Save] to display the Files dialog box.
2. Click the file name input box, and input the new file name.
3. Click [Save].
 - This saves the image under the file name you input.

Resizing a Bitmap

You can use the procedure below to resize the bitmap you are currently editing. When resizing a bitmap, the upper left corner of the bitmap is fixed.

■ To resize a bitmap

1. Click [Edit] - [Resize].
 - This displays an image size setting dialog box.



2. Input values for the width and height (from 1 to 1000) and then click [OK].

Note

You can undo a resize operation immediately after completing it by clicking [Edit] - [Undo].

Scroll and Pan

The procedures in this section explain how to scroll and pan the Picture application screen when the image does not fit within the screen area.

■ To scroll an image

Use the scroll bar(s) to scroll the image.

■ To pan an image

1. On the toolbar, click .
2. Drag the mouse pointer within the drawing area.
 - The image will pan in the direction you drag.

Note

The image will not pan if there are no scroll bars displayed.

Drawing Operations

This section explains the various figure and text operations you can perform with the Picture application.

■ Drawing Figures

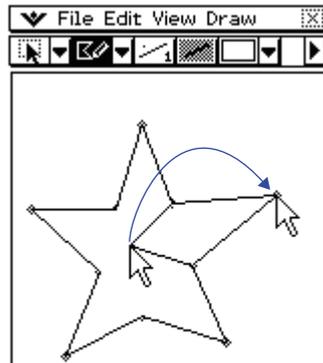
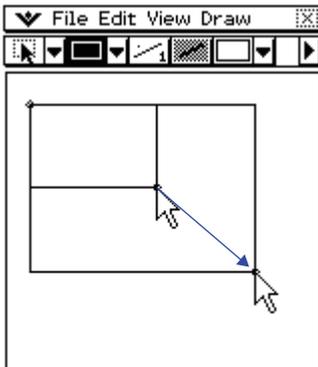
Based on the type of image you want to draw, select the applicable drawing tool from the tool bar, floating toolbar or [Draw] menu. Next, drag and click in the drawing area to draw the figure. The following explains which drawing tool you need to use draw each type of figure.

To draw this type of figure:	Click this button:	And perform this operation in the drawing area:	Which will do this in the drawing area:
point or curve		Click or drag.	Draw a point where you click or a curve where you drag.
line		Click one point and then another point. (You could also drag from one point to the next.)	Draw a line connecting the two points.
arrow			Draw a vector connecting the two points.
rectangle line			Draw a rectangle line starting from the first point and ending near the second point.
square			Draw a square starting from the first point with the angle opposite the first point near the second point.
rectangle			Draw a rectangle with opposite angles at the two points.
circle			Draw a circle whose center point is at the first point and whose radius is the distance between the two points.

To draw this type of figure:	Click this button:	And perform this operation in the drawing area:	Which will do this in the drawing area:
ellipse		Click one point and then another point. (You could also drag from one point to the next.)	Draw an ellipse inscribed in a rectangle whose opposite angles are at the two points.
polygon		Sequentially click points you want to specify as vertices of the polygon.	Draw a polygon by attaching the current click point with the last click point. The first click point and last click point are always connected by a straight line.

Note

- After you are finished using a drawing tool, click the  button or select a different drawing tool.
- Right after you draw a figure there will be points (small o points) indicating the points you specified when drawing it. You can drag these points to resize or reshape the figure, if you want.



The small o points will disappear when you start drawing another figure with the same drawing tool or if you select a different tool.

■ To use the eraser tool

1. Click [Eraser] on the [Draw] menu, or click the  button on the toolbar.
 - This selects the eraser tool.
2. Click  to select the width of the eraser.
 - Each click of  cycles through the four available width settings (indicated by the value on the right side of the button). The values indicate the eraser width in number of pixels.
3. Drag the eraser across the area of the drawing that you want to erase.
 - The width of the erasure corresponds to the width setting you specified in step 2.

■ To insert text into a drawing

1. Click [Text] on the [Draw] menu, or click the  button on the toolbar.
 - This selects the text tool.
2. Click the location in the drawing area where you want the text to be located.
 - This displays the Input Text dialog box.



3. Type in up to 39 characters of text, and then click [OK].

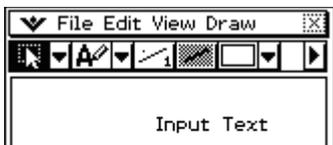
- This will display the text in a broken line frame at the location you input in step 2.



4. Click and hold inside the broken line frame, and drag the text to the location you want.

5. After you are finished locating the text where you want, click the  button or select a different drawing tool.

- This will cause the frame to disappear and fix the text at its current location.



Specifying the Figure Line Width and Fill Pattern

The procedures in this section explain how to specify the thickness and color (white or black) of the lines and figure outlines you draw with the drawing tools, the fill pattern of closed figures, and whether the area within a closed figure is translucent or opaque.

■ To specify the line thickness

1. Click .

- Each click of  cycles through the four available width settings (indicated by the value on the right side of the button). The values indicate the line width in number of pixels.

2. Perform the procedure under “Drawing Figures” on page E-52 to draw the figure you want.

- The figure will be drawn using the line thickness you specified in step 1.

■ To toggle lines, outlines, and text color between black and white

1. Click  (or .

- Each time you click the button it toggles between  (black) and  (white).

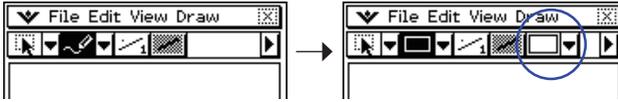
2. Perform the procedure under “Drawing Figures” on page E-52 to draw a figure or “To insert text into a drawing” on page E-54 to input text.

- The text or figure will be the color you specified in step 1.

■ To select the fill pattern of a closed figure (polygon, rectangle, square, ellipse, or circle)

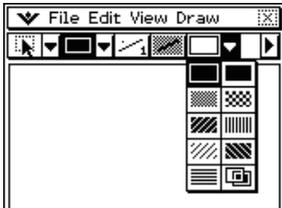
1. Select the polygon, rectangle, square, ellipse, or circle drawing tool.

- This will cause a button with a down arrow button (▾) to appear on the right side of page 1 of the toolbar.

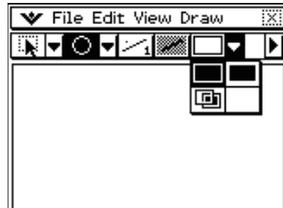


2. Click the down arrow button and then select the fill pattern you want from the menu of patterns that appears.

- The number of fill patterns available will depend on the type of drawing tool you selected in step 1.



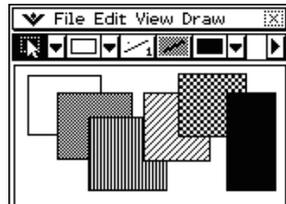
Rectangle or square



Polygon, ellipse, or circle

3. Perform the procedure under “Drawing Figures” on page E-52 to draw the figure you want.

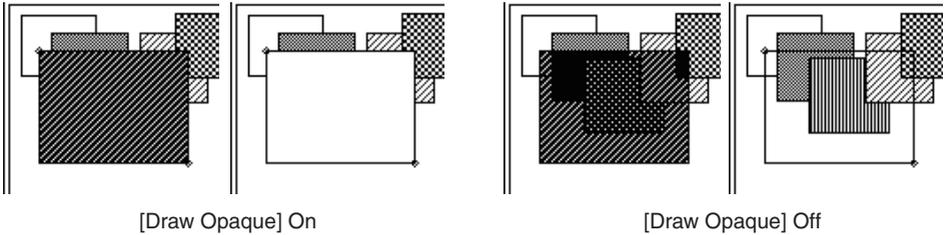
- The figure you draw will be filled with the fill pattern you selected in step 2.



(Fill examples)

■ To make a closed figure (polygon, rectangle, square, ellipse, or circle) translucent or opaque

1. On the [Draw] menu, click [Draw Opaque] so the [Draw Opaque] command does not have a check mark next to it.
 - Figures you draw are opaque when there is a check mark next to [Draw Opaque], and translucent when there is no check mark.
2. Perform the procedure under “Drawing Figures” on page E-52 to draw the figure you want.
 - The figure is either opaque or translucent, depending on the setting you selected in step 1.



■ Changing Settings after Drawing a Figure

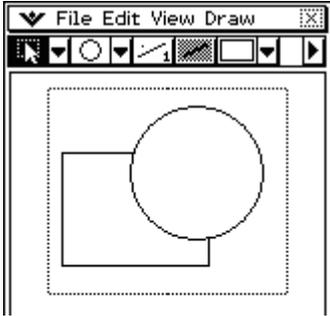
Right after you draw a figure there will be points (small o points) indicating the points you specified when drawing it. You can change the line thickness, line color (black or white), fill pattern, and opaque/translucent settings while these points are still on the display.

To change this attribute:	After using this drawing tool:	Perform this operation:
Line thickness	line, arrow, rectangle line, square, rectangle, circle, ellipse, polygon	Click  .
Line or text color (white, black)	line, arrow, rectangle line, square, rectangle, circle, ellipse, polygon, text	Click  (or  .
Figure fill pattern	square, rectangle, circle, ellipse, polygon	Click the down arrow button () on the right side of page 1 of the toolbar, and then click the fill pattern you want.
Opaque/translucent setting of a figure		Click [Draw] - [Draw Opaque].

Editing Figures

■ To select an area in the drawing area for editing

1. On the toolbar, click .
2. Drag the mouse pointer across the area you want to edit.
 - This encloses the area in a selection boundary.



Note

To clear the selection boundary, click anywhere outside of it.

■ To select the entire bitmap

Click [Edit] - [Select All].

This selects the  tool automatically, and selects the entire bitmap.

Note

To cancel a Select All operation, select any other tool besides .

■ To flip, rotate, or invert the selected image

1. Select the image(s) you want to manipulate.
2. Perform one of the following operations.

To do this:	Click this Edit menu command:
Flip the selected image(s) horizontally	Flip Horizontal
Flip the selected image(s) vertically	Flip Vertical
Rotate the selected image(s) 180 degrees	Rotate 180°
Invert the black and white areas of the image	Invert Colors

■ **To clear the drawing area**

1. Click [Edit] - [Clear All].
 - This causes a Clear All confirmation dialog box to appear.
2. Click [OK] to clear the drawing area or [Cancel] to cancel the clear operation.

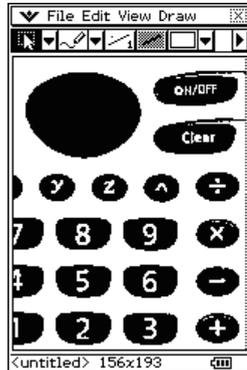
Copying and Pasting Images between a Windows Application and the Picture Application

■ **To paste something copied from a Windows application into the Picture application**

1. Copy an image or text from a Windows image editing application, word processor, etc.
2. Start up the Picture application in the ClassPad Window.
3. Right-click anywhere within the ClassPad Window and then click [Paste Special] on the shortcut menu that appears.
 - This pastes a monochrome bitmap image of what you copied in step 1 into the Picture application.



Copied Image



Pasted Image

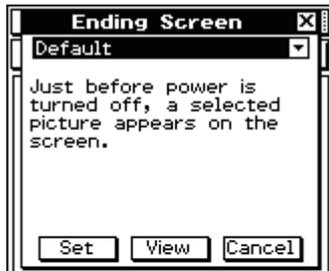
■ To paste something copied from the Picture application into a Windows application

1. In the Picture application, drag the mouse pointer across the area you want to copy so it is selected.
 - See “To select an area in the drawing area for editing” on page E-58, or “To select the entire bitmap” on page E-58.
2. Click [Edit] - [Copy].
3. Open a Windows application that supports pasting of bitmap images (Paint, WordPad, etc).
4. In the Windows application, perform the required operation to paste the data.

Configuring Ending Screen Settings

You can use an image you created and stored with the Picture application as the ending screen image.

After selecting the ending screen image, in the Picture application click  - [Ending Screen] to display the dialog box shown below.



The operation procedures of this dialog box are the same as those used with the System application. For more information, see “Specifying the Ending Screen Image” in Chapter 16 of the ClassPad User’s Guide.

Chapter 4

Using the Exchange Window

This chapter covers the following points.

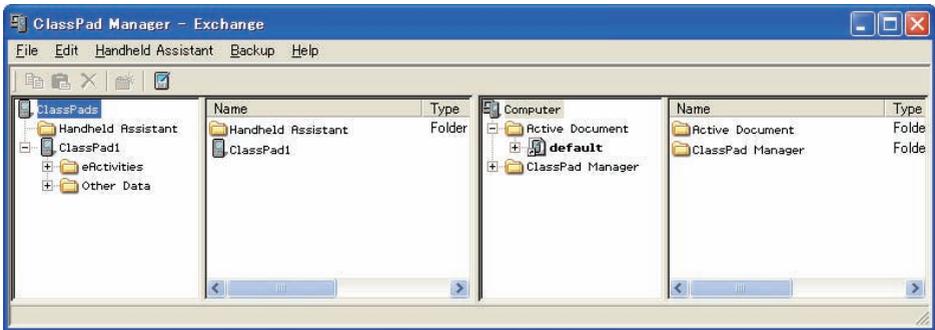
- Data transfer between your ClassPad and computer
- Backup of ClassPad data to your computer, restoration of backed up data from your computer to your ClassPad
- Virtual ClassPad data operations
- Conversion of old version ClassPad data files (fls and mcs format) to vcp files
- Saving eActivity and program and other virtual ClassPad data to your computer (xcp files)

Exchange Window Overview

This section shows the structure of the Exchange Window and explains the meanings of its folders and icons. To display the Exchange Window, right-click anywhere within the ClassPad Window and then click [Exchange Window] on the shortcut menu that appears.

Exchange Window Structure

The basic layout of the Exchange Window is similar to that of Windows Explorer. It is divided between two areas.



ClassPad Area

This area shows the data in the memory of the ClassPad unit that is connected to the computer.

Computer Area

This area shows the data in the virtual ClassPad on the computer.

Note

Only the Computer area will appear if you open the Exchange Window while there is no ClassPad unit connected to the computer. The ClassPad area will appear when you connect a ClassPad unit to the computer or if you click .

■ ClassPad Area Icons

The icons in this are represent all of the data in the memory of the ClassPad unit that is connected to the computer, except for  **Handheld Assistant**.

Icon	Description
 ClassPads	This is the ClassPad area root directory. It includes the Handheld Assistant folder and all ClassPad units connected to the computer.
 Handheld Assistant	This is a folder that is generated automatically by ClassPad Manager. For more information, see “Using Handheld Assistant” on page E-82.
 <ClassPad name>	This icon represents a ClassPad unit that is connected to computer and with which the computer has established a connection. The text to the right of the icon is the name of the ClassPad unit. Clicking this icon will display the ClassPad’s Flash memory ( eActivities) and MCS memory ( Other Data) contents in the next pane to the right.
 eActivities	This folder represents the ClassPad unit storage location for eActivity data (Flash memory).
 Other Data	This folder represents the ClassPad unit storage location for non-eActivity data (MCS memory).
 <Folder name>	These are the individual folders inside  eActivities and  Other Data .
 <File name>	These are the files that contain eActivity data, programs, presentations, and variables.

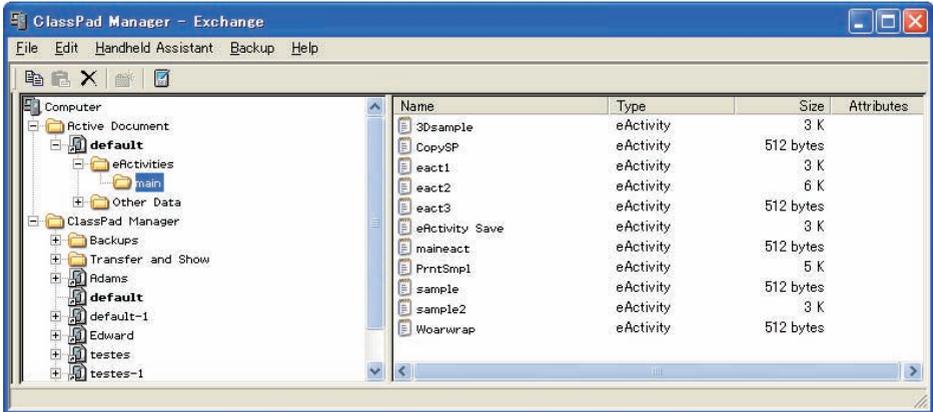
■ Computer Area Icons

The icons in this area represent the virtual ClassPad data stored on your computer.

Icon	Description
 Computer	This is the Computer area root directory. It contains two folders: the Active Document folder and the ClassPad Manager folder.
 Active Document	This folder contains the vcp file that is currently opened by ClassPad Manager.
 default	This is the file that is currently opened by ClassPad Manager.
 eActivities	This folder represents the virtual ClassPad unit storage location for eActivity data.
 Other Data	This folder represents the virtual ClassPad unit storage location for non-eActivity data.
 ClassPad Manager	This icon represents the folder in computer memory that is specified as the ClassPad Manager home folder. See “Home Folder” on page E-28 for more information.
 Backups	This is the icon for the Backups folder inside the Home Folder. vcp files created with the backup function are stored in this folder.
 <Virtual ClassPad name>	This icon represents vcp files in the Home Folder. The text to the right of the icon is the file name. Clicking this icon will display the virtual ClassPad’s eActivities folder and Other Data folder contents in the next pane to the right.
 <Folder name>	These are the individual folders inside  eActivities and  Other Data .
 <File name>	These are the files that contain eActivity data, programs, presentations, and variables.

Active Document Folder and Home Folder

The Exchange Window can be used to manipulate multiple virtual ClassPads (vcp files). The vcp file whose contents are displayed when the ClassPad Window is open is called the “active document”. The active document is displayed in the Active Document folder of the Exchange Window, while other vcp files are displayed in the home folder (Default: “ClassPad Manager”).



Active Document Folder

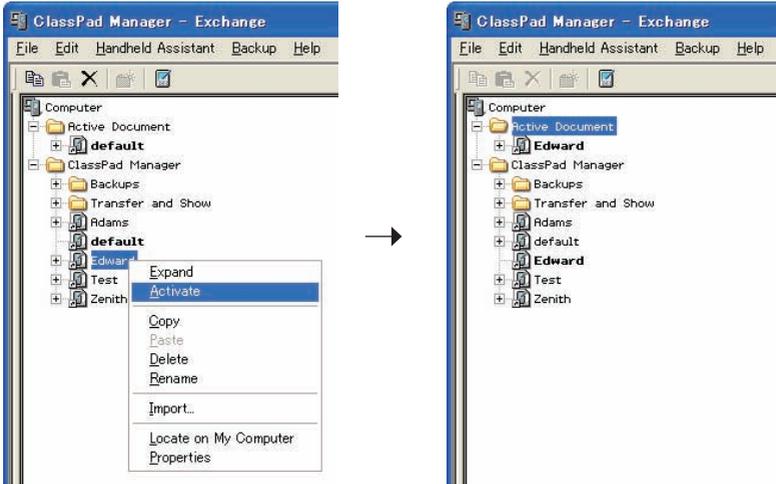
You will find the currently active vcp file in the Active Document folder. Each vcp file has an eActivity folder and Other Data folder. The ClassPad Window displays all the data in the currently active vcp file.

■ To change the active document

1. Right-click the Active Document Folder and then click [Active Document] on the shortcut menu that appears.
 - This displays the “Choose the Virtual ClassPad to Activate” dialog box.
2. On the dialog box, select the vcp file you want to activate and then click [Open].
 - This will cause the vcp file you selected to appear in the Active Document folder.

■ To make a particular vcp file in the home folder the active document

1. Right-click the vcp file you want to make the active document.
2. On the shortcut menu that appears, click [Activate].



- This will cause the vcp file you right-clicked in step 1 to appear in the Active Document folder.

Note

You can also change the active document by selecting [Open] on the [File] menu of the ClassPad Window (floating menu bar or shortcut menu). For more information, see “To open an existing vcp file” on page E-23.

Home Folder

You can find the home folder in the Exchange Window just below the Active Document folder. The default home folder is “ClassPad Manager” located in the My Documents\CASIO folder.

■ To change the home folder

1. Click [File] - [Change Home Folder] or right-click the home folder and then click [Change Home Folder] on the shortcut menu that appears.
 - This will display a Home Folder dialog box like the one shown below.



2. Click [Browse].
 - This displays the Browse Folder dialog box.
3. Select the folder you want to use as the home folder and then click [OK].
 - This returns to the Home Folder dialog box.
4. Click [OK].
 - This registers the folder you selected in step 3 as your home folder.

Note

You can also change the home folder by selecting [File] and then [Change Home Folder] from the floating menu bar.

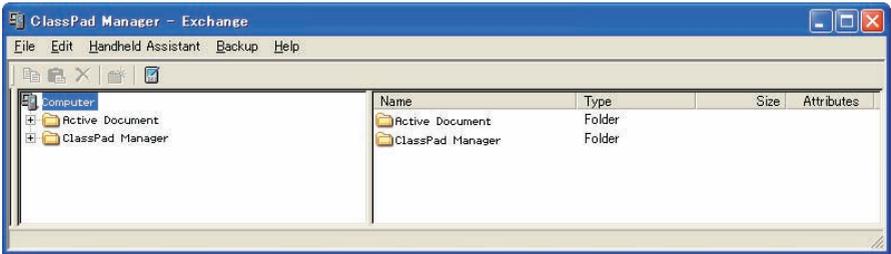
Establishing Data Communication between Your ClassPad and ClassPad Manager

In order to be able to transfer data between a ClassPad unit and your computer, you must first establish a connection between the ClassPad and ClassPad Manager.

To establish a connection between one or more ClassPad unit and ClassPad Manager

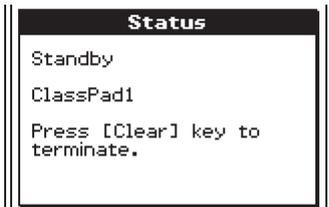
■ ClassPad Manager Operation

1. On your computer, start up ClassPad Manager.
 - This displays the ClassPad Window.
2. Right-click anywhere within the ClassPad Window and then click [Exchange Window] on the shortcut menu that appears.
 - This displays the Exchange Window, which will show the Computer area only.

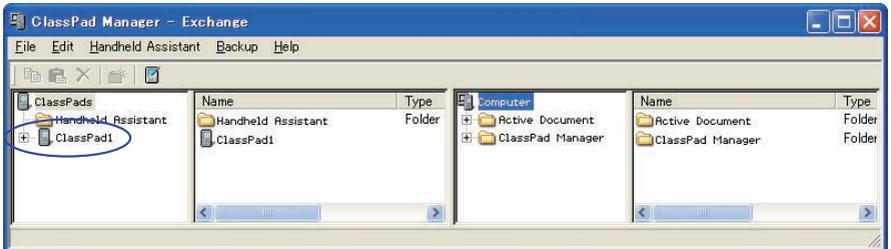


■ ClassPad Operation

3. Use the USB cable that comes bundled with the ClassPad to connect it to the computer.
 - The ClassPad will establish a connection with ClassPad Manager automatically, and then display the message shown below.



- At this time, the ClassPad area will appear on the Exchange Window, showing the icon of the connected ClassPad.



4. If you want to establish a connection with multiple ClassPad units, repeat step 3 for each ClassPad unit.

- Each time you establish a connection between a new ClassPad and ClassPad Manager, that icon of that ClassPad will be added to the ClassPad area of the Exchange Window.

Note

Closing the Exchange Window will automatically disconnect the ClassPad units from ClassPad Manager.

Precautions when Connecting Multiple ClassPad Units to a Computer

- When establishing connections between multiple ClassPad units and ClassPad Manager, you need either a computer with multiple USB ports or a USB hub with enough ports to support connection of the required number of ClassPad units.
- If you plan to use a hub, refer to the manufacturer's instructions for installation and use. Performance may vary depending on the type of USB hub you use.

■ Troubleshooting a Connection

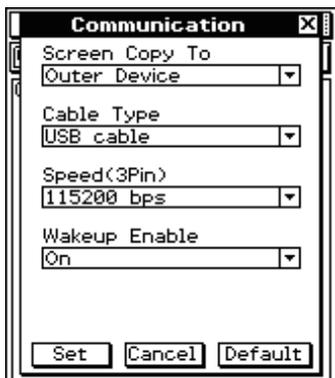
If step 3 above fails, try performing the following steps on the ClassPad unit.

1. On the application menu, tap  Communication.

- This starts the Communication application.

2. Tap [Setup] - [Open Setup Menu].

- This displays the Communication dialog box.

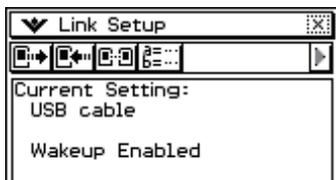


3. Configure the above dialog box with the following settings.

- Cable Type : USB cable
- Wakeup Enable : On

4. Tap [Set] to close the dialog box.

- Confirm that the ClassPad screen changes to show something like the one shown below.



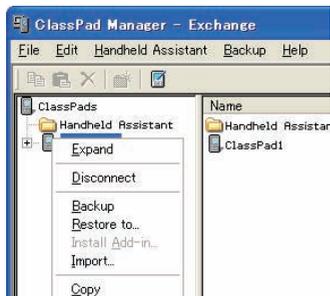
5. Repeat steps 1-3 under “To establish a connection between one or more ClassPad unit and ClassPad Manager”.

■ Disconnecting a ClassPad Unit from ClassPad Manager Manually

You can use the procedures in this section to disconnect a particular ClassPad unit from ClassPad Manager without disconnecting the USB cable. You can accomplish this by performing either a ClassPad Manager operation or a ClassPad unit operation.

To disconnect a ClassPad unit using the ClassPad Manager operation

1. On the Exchange Window, right-click the icon of the ClassPad unit you want to disconnect.



2. On the shortcut menu that appears, click [Disconnect].

- This will disconnect the ClassPad unit. At this time, the message “Complete!” will appear on the ClassPad unit.

To disconnect a ClassPad unit using the ClassPad operation

Press the **Clear** key. This disconnects the ClassPad unit and displays “Terminate!” on its display.

■ Communication Errors

When this error message is displayed:	You should do this:
	<p>Check that the ClassPad and computer are connected correctly by the USB cable. After confirming that the connection is correct, perform the above procedure again.</p>
	<p>This error message appears and communication is terminated when there is no data communication between the ClassPad and ClassPad Manager for a long time. Tap [Retry] to try again.</p>

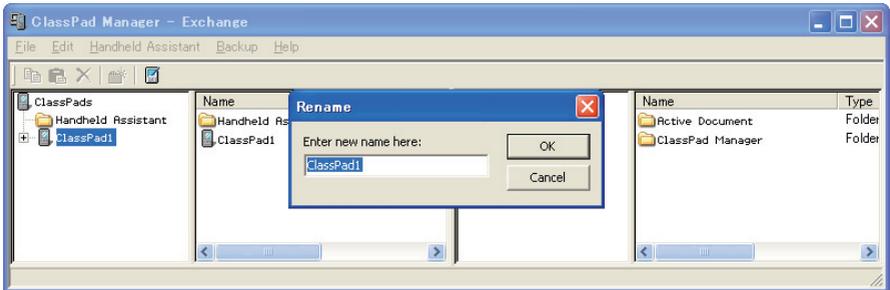
ClassPad Names (Displayed in the Exchange Window)

Whenever you establish a connection with ClassPad units and ClassPad Manager, they are displayed in the Exchange Window using sequential temporary names like: ClassPad1, ClassPad2, etc., unless you choose to change the name. You can change these temporary names to something more descriptive for each ClassPad.

■ To rename a ClassPad unit

1. On the Exchange Window, right-click the icon of the ClassPad unit you want to rename, and then click [Rename] on the shortcut menu that appears.

- This displays the Rename dialog box.

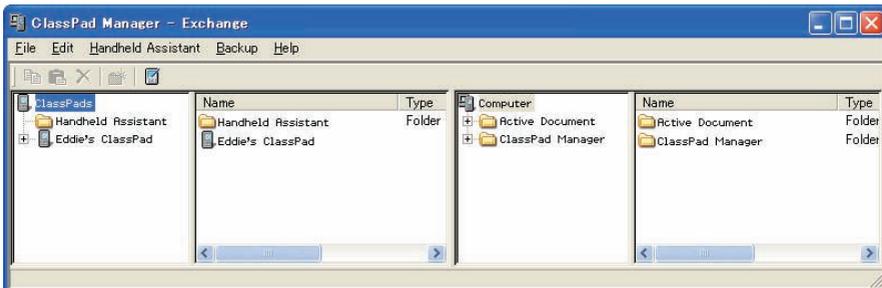


2. Type in the name you want to assign to the ClassPad unit.

- The name can be up to 90 characters long.

3. Click [OK].

- This changes the name of the ClassPad unit whose icon you clicked in step 1 to the name you input. After you use the above procedure to assign a name to a ClassPad unit, it will appear in the Exchange Window whenever you establish a connection between that ClassPad unit and ClassPad Manager.



Transferring eActivity Files

You can use ClassPad Manager to transfer eActivity files between your ClassPad and computer. Before doing so, however, you should check the version numbers of the ClassPad Manager application running on your computer and the operating system running on your ClassPad to make sure they are compatible with each other. Never try to transfer files from a higher version number (like 03.00) to a lower version number (like 02.20).



ClassPad Version Dialog Box



ClassPad Manager Version Dialog Box

- See the ClassPad User's Guide for information about viewing the ClassPad version number.
- See page E-14 for information about viewing the ClassPad Manager version number.

Warning!

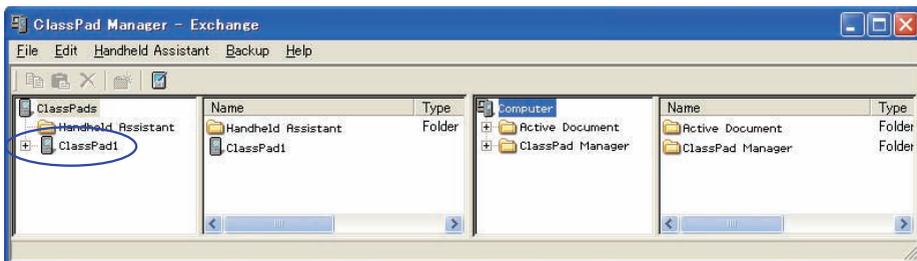
- eActivities created with an earlier version can be opened in Version 3.00. Settings that do not exist in earlier versions will be set to their defaults automatically.
- Do not try to transfer eActivities created with Version 3.00 to an earlier version.

Transferring Files between the ClassPad and Your PC

You can use the Exchange Window to transfer (copy) data between a ClassPad unit with which a connection has been established with ClassPad Manager.

Important!

- This section explains how to transfer data between a single ClassPad unit and ClassPad Manager. For information about transferring data from ClassPad Manager to multiple ClassPad units, see “Using Handheld Assistant” on page E-82.
- Before performing the procedures in this section, refer to “Establishing Data Communication between Your ClassPad and ClassPad Manager” on page E-66 and make sure that the icon of the ClassPad unit you want to transfer data with is displayed in the Exchange Window.



- The explanations in this section refer to the four panes of the Exchange Window as Pane 1, Pane 2, Pane 3, and Pane 4, from left to right.

Batch Transferring (Copying) a Set of ClassPad Unit Data

Batch transfer refers to transferring more than one file at once. The following types of operations are supported.

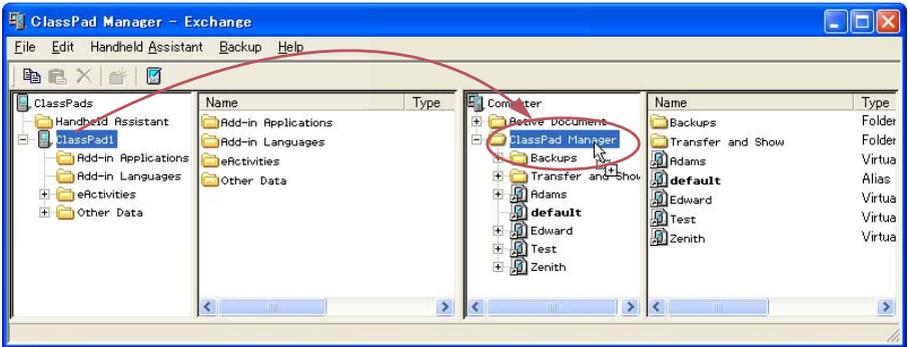
- Batch transfer of all ClassPad unit data to ClassPad Manager and store it in a newly created vcp file
- Batch transfer of all ClassPad unit data to a current virtual ClassPad displayed in the ClassPad Manager Exchange Window
- Batch transfer of all data of a current virtual ClassPad displayed in the ClassPad Manager Exchange Window to a ClassPad unit

■ To batch transfer all ClassPad unit data to ClassPad Manager and store it in a newly created vcp file

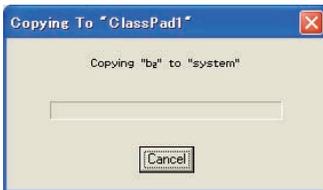
1. In Pane 1 of the Exchange Window, click the icon of the ClassPad unit you want to transfer from.



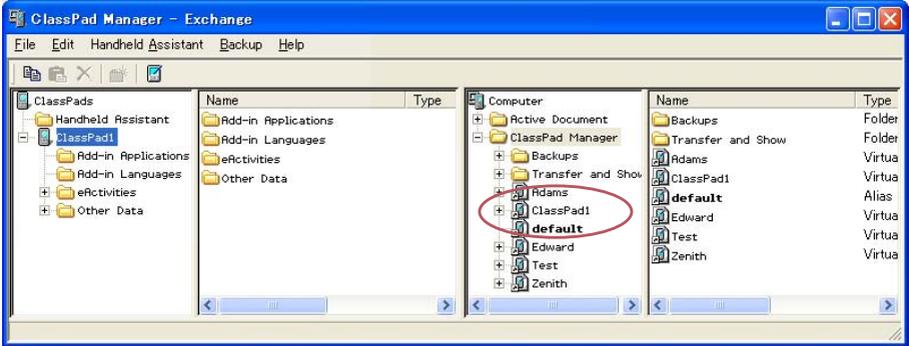
2. Drag the icon from Pane 1 and drop it onto the home folder in Pane 3 (Default: "ClassPad Manager").



- A dialog box remains on your computer screen while data transfer is in progress.

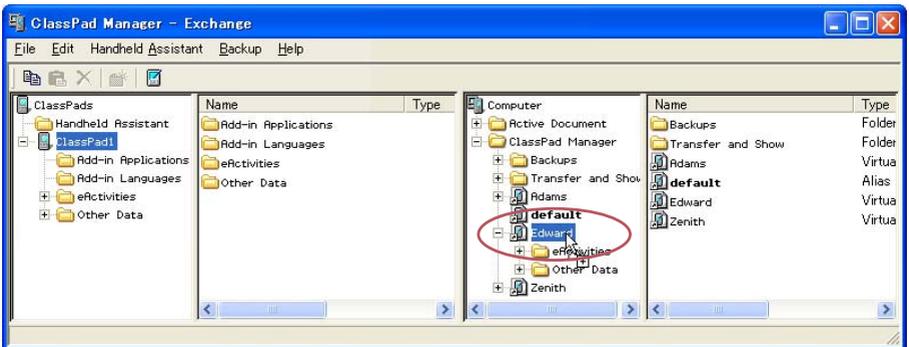


- The data transfer dialog box will close when data transfer is complete. Confirm that a vcp file icon with the same name as the original ClassPad that you copied the data from is displayed in Pane 3 of the Exchange Window.



■ **To batch transfer of all ClassPad unit data to a current virtual ClassPad displayed in the ClassPad Manager Exchange Window**

1. In Pane 1 of the Exchange Window, click the icon of the ClassPad unit you want to transfer from.
2. Drag the icon and drop it onto the icon of the virtual ClassPad in Pane 3 to which you want to transfer the data.
 - This will cause the vcp file name to become highlighted.



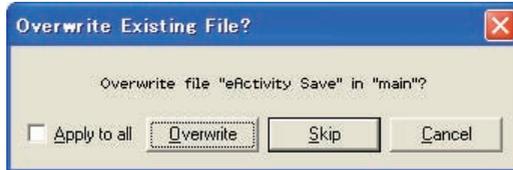
3. Drop the ClassPad unit icon onto the virtual ClassPad icon by releasing the mouse button.
 - A dialog box remains on your computer screen while data transfer is in progress.
 - The data transfer dialog box will close when data transfer is complete.

Note

Performing the above procedure does not affect the files (except files with the same name that you specify to be overwritten) that are already stored on the virtual ClassPad being transferred to.

Overwrite Existing File? Dialog Box

The “Overwrite Existing File?” dialog box will appear if a file that is being transferred from a ClassPad unit has the same name as a file that already exists on the virtual ClassPad being transferred to (like eActivities\main\, for example).



- To overwrite the existing file with the one being transferred, click [Overwrite]. Click [Skip] to skip transfer of the file and leave the file on the virtual ClassPad as-is, or [Cancel] to cancel the transfer operation.
- If you want to apply the [Overwrite] or [Skip] operation to all files that have the same name, select the [Apply to all] check box and then click [Overwrite] or [Skip].

■ To batch transfer all data of a current virtual ClassPad displayed in the ClassPad Manager Exchange Window to a ClassPad unit

1. In Pane 3 of the Exchange Window, click the icon of the virtual ClassPad you want to transfer from.
2. Drag the icon and drop it onto the icon of the ClassPad unit in Pane 1 to which you want to transfer the data.
 - This causes the ClassPad name to become highlighted.
3. Drop the virtual ClassPad icon onto the ClassPad unit icon by releasing the mouse button.
 - A dialog box remains on your computer screen while data transfer is in progress.
 - The “Overwrite Existing File?” dialog box will appear if a file in the data being transferred from the virtual ClassPad has the same name as a file already stored in ClassPad unit memory. See “Overwrite Existing File? Dialog Box” above for more information about this dialog box.
 - The data transfer dialog box will close when data transfer is complete.

Note

Performing the above procedure does not affect the files (except files with the same name that you specify to be overwritten) that are already stored on the ClassPad being transferred to.

Transferring (Copying) Specific Folders

You can use the procedures in this section to transfer specific data folders between a ClassPad unit and a virtual ClassPad in the Exchange Window.

Important!

- A folder in the eActivities folder cannot be transferred to an Other Data folder, and vice versa.

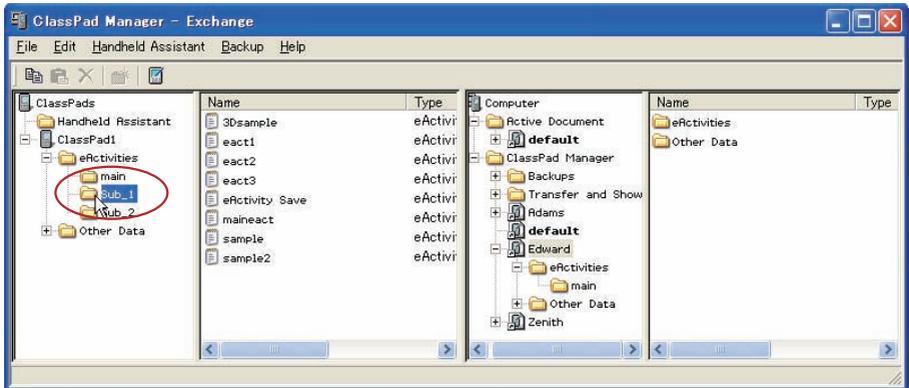
Note

Unlike Windows Explorer, transferring a folder to a location that already has a folder with the same name does not overwrite the existing folder with the new one. Instead, the files inside the existing folder are overwritten with the files with the same name that are located inside the folder being transferred. This means that the files in the existing folder that are not overwritten are retained.

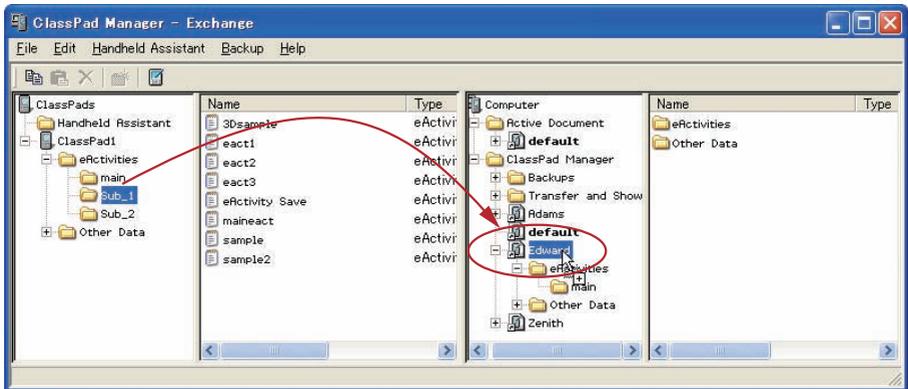
■ To transfer a specific folder from a ClassPad unit to a virtual ClassPad

1. Click the icon of the folder you want to transfer in Pane 1 or Pane 2 of the Exchange Window.

- You can click any folder inside the eActivities folder or the Other Data folder.



2. Drag the icon and drop it onto the icon of the virtual ClassPad in Pane 3 to which you want to transfer it.



- This starts data transfer. All of the files in the folder you selected in step 1 will be transferred to the same level in the directory of the virtual ClassPad. If you selected the eActivities/main folder in step 1 for example, the eActivity files in the selected folder will be transferred to the eActivities/main folder of the virtual ClassPad.
- A dialog box remains on your computer screen while data transfer is in progress.
- The “Overwrite Existing File?” dialog box will appear if a file in the data being transferred from ClassPad folder has the same name as a file already stored in the virtual ClassPad folder. See “Overwrite Existing File? Dialog Box” on page E-75 for more information about this dialog box.
- The data transfer dialog box will close when data transfer is complete.

Note

- Instead of dropping the icon onto the virtual ClassPad icon in step 2, you could also drop it into the virtual ClassPad’s eActivities folder or Other Data folder. Just make sure you drop a folder containing eActivities into the eActivities folder, and a folder containing Other Data files into the Other Data folder.
- If there is no folder with the same name in the virtual ClassPad you drop the folder into, a folder with that name is created automatically.

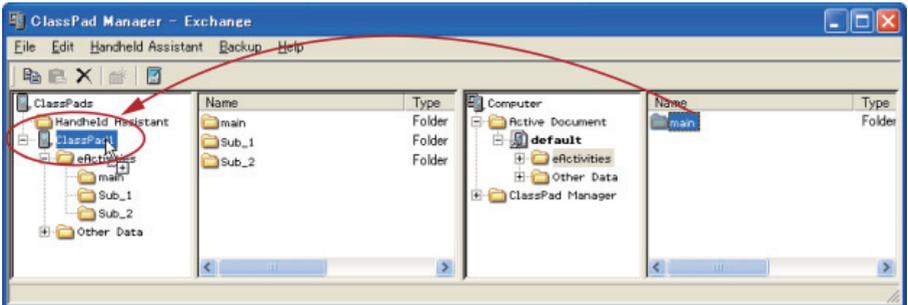
■ To transfer a specific folder from a virtual ClassPad to a ClassPad unit

1. Click the icon of the folder you want to transfer in Pane 3 or Pane 4 of the Exchange Window.



- You can click any folder inside the eActivities folder or the Other Data folder.

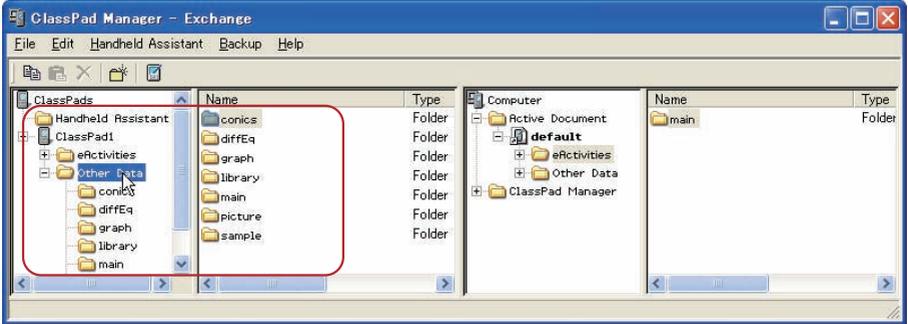
2. Drag the icon and drop it onto the icon of the ClassPad in Pane 1 to which you want to transfer it.



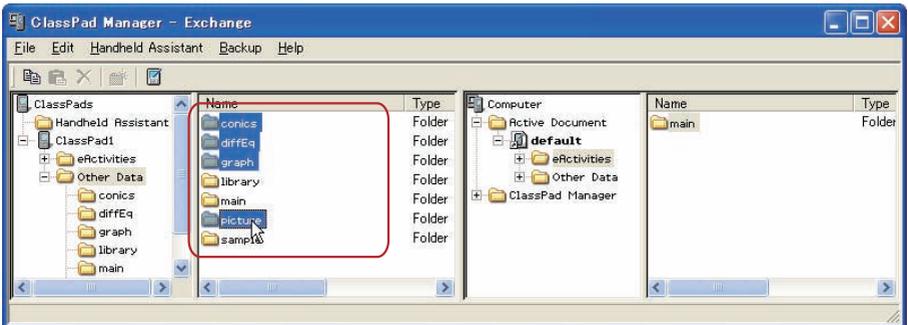
- The remainder of this operation is the same as that under “To transfer a specific folder from a ClassPad unit to a virtual ClassPad”, but in reverse.

■ To transfer multiple folders from a ClassPad unit to a virtual ClassPad

1. In Pane 1 of the Exchange Window, select the folder (eActivities or Other Data) that contains the folders you want to transfer.
 - Pane 2 will show a list of the folders contained in the folder you select in Pane 1.



2. In Pane 2, select all of the folders you want to transfer.



- The remainder of this operation is the same as that from step 2 under “To transfer a specific folder from a ClassPad unit to a virtual ClassPad” on page E-76.

■ To transfer multiple folders from a virtual ClassPad to a ClassPad unit

1. In Pane 3 of the Exchange Window, select the folder (eActivities or Other Data) that contains the folders you want to transfer.
 - Pane 4 will show a list of the folders contained in the folder you select in Pane 3.
2. In Pane 4, select all of the folders you want to transfer.
 - The remainder of this operation is the same as that from step 2 under “To transfer a specific folder from a virtual ClassPad to a ClassPad unit” on page E-78.

Transferring (Copying) Specific Files

You can use the procedures in this section to transfer specific data files between a ClassPad unit and a virtual ClassPad in the Exchange Window.

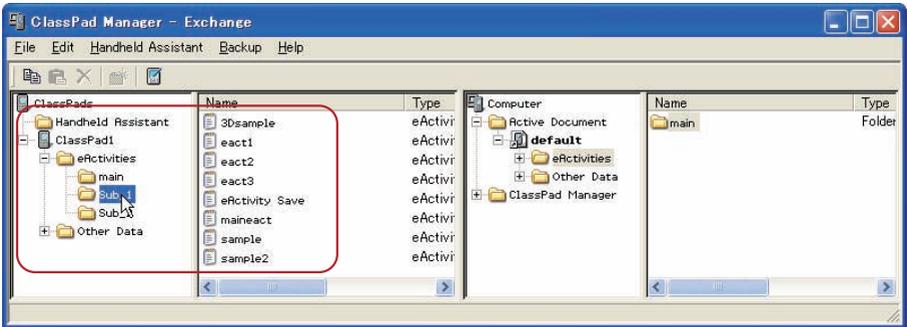
Important!

- You cannot transfer files to the eActivities folder or to the Other Data folder. You should specify a folder that is inside the eActivities folder or the Other Data folder.
- A file in a folder in the eActivities folder cannot be transferred to a folder in the Other Data folder, and vice versa.

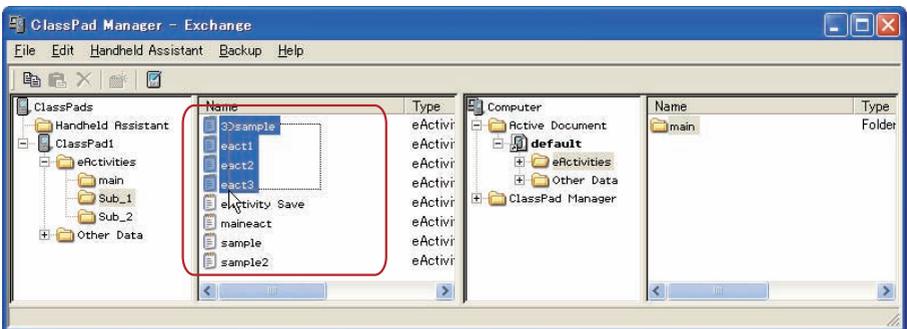
■ To transfer one or more files from a ClassPad unit to a virtual ClassPad

1. In Pane 1 of the Exchange Window, select the folder (eActivities or Other Data) that contains the file(s) you want to transfer.

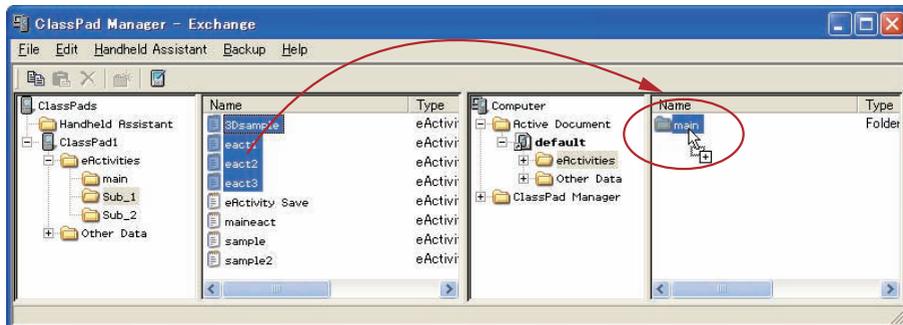
- Pane 2 will show a list of the files contained in the folder you select in Pane 1.



2. In Pane 2, select all of the files you want to transfer.



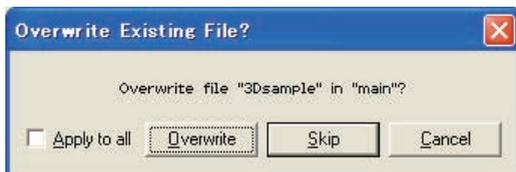
3. Drag the icon of the selected files and drop it onto the icon of the folder in Pane 4 (or Pane 3) to which you want to transfer it.



- A dialog box remains on your computer screen while data transfer is in progress.
- The data transfer dialog box will close when data transfer is complete.

Overwrite Existing File? Dialog Box

The “Overwrite Existing File?” dialog box will appear if a file in the data being transferred has the same name as a file that already exists in the folder being transferred to.



- To overwrite the existing file with the one being transferred, click [Overwrite]. Click [Skip] to skip transfer of the file and leave the file in the destination folder as-is, or [Cancel] to cancel the transfer operation.
- If you want to apply the [Overwrite] or [Skip] operation to all files that have the same name, select the [Apply to all] check box and then click [Overwrite] or [Skip].

■ To transfer one or more file from a virtual ClassPad to a ClassPad unit

1. In Pane 3 of the Exchange Window, select the folder (eActivities or Other Data) that contains the file(s) you want to transfer.
 - Pane 4 will show a list of the files contained in the folder you select in Pane 3.
2. In Pane 4, select all of the files you want to transfer.

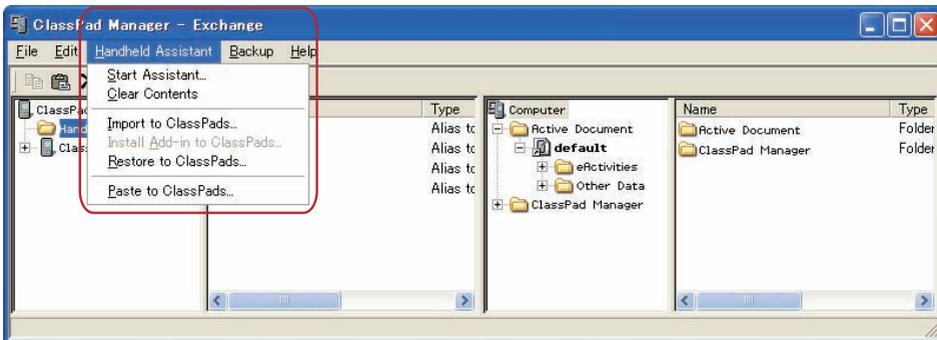
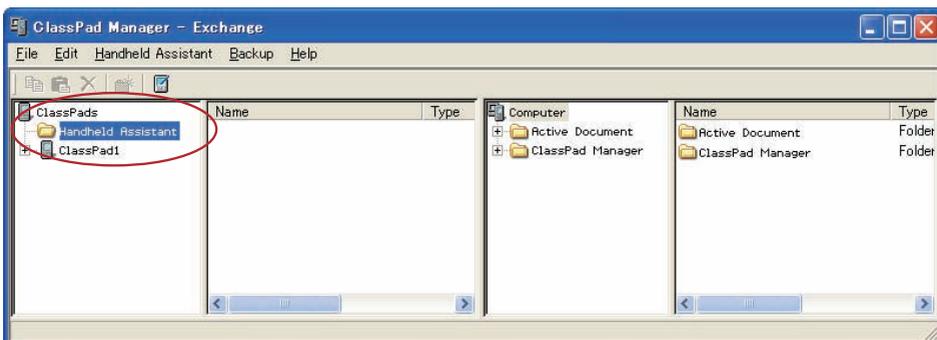
3. Drag the icon of the selected files and drop it onto the icon of the folder in Pane 1 (or Pane 2) to which you want to transfer it.

- A dialog box remains on your computer screen while data transfer is in progress.
- The “Overwrite Existing File?” dialog box will appear if a file in the data being transferred has the same name as a file that already exists in the folder being transferred to. See “Overwrite Existing File? Dialog Box” on page E-81 for more information about this dialog box.
- The data transfer dialog box will close when data transfer is complete.

Using Handheld Assistant

Handheld Assistant can be used to batch transfer selected data to a single or multiple ClassPad units connected to a computer. Transfer using Handheld Assistant is performed automatically to all ClassPad units connected to the computer, which simplifies transfer of the same data to multiple ClassPad units. Handheld Assistant can be accessed using the Handheld Assistant folder and the Handheld Assistant menu.

- Use the Handheld Assistant folder with [Copy] and [Paste] or drag and drop. The same basic rules for copying as described for the Exchange Window can be applied to multiple ClassPads.



You can use Handheld Assistant to perform the following data transfers by placing the data in the Handheld Assistant folder and then starting the Assistant.

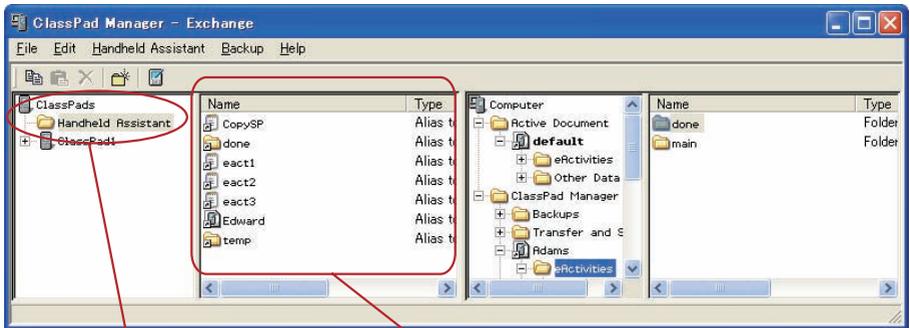
- Transfer of all data currently in the Handheld Assistant folder to all ClassPad units
- Import of xcp files (page E-98) or old version ClassPad data files (fls or mcs) to the Handheld Assistant folder for transfer to all ClassPad units
- Installation of all add-in applications or languages on the ClassPad units
- Restoration of all ClassPad units with a specified backup file

Batch Transferring Virtual ClassPad Data to Connected ClassPad Units

You can use the procedure below to batch transfer specific virtual ClassPad data (one or more files, all files in one or more folders, one or more vcp files) to all ClassPad units that are connected to ClassPad Manager.

■ To batch transfer files to connected ClassPad unit(s) using the Handheld Assistant folder

1. Drop the data you want to batch transfer to the connected ClassPad unit(s) into the Handheld Assistant folder in Pane 1 of the Exchange Window. The data is now ready to be transferred.
 - Of all the items in the Computer area (Panes 3 and 4) of the Exchange Window, you can drag a vcp file or any of the folders and files it contains to the Handheld Assistant folder. Dropping an item into the Handheld Assistant folder will create a shortcut to that item in the Handheld Assistant folder.



Handheld Assistant folder

Created shortcut

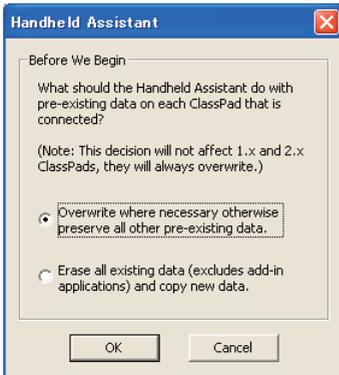
- The dialog box shown below will appear the first time you drop a file or folder into the Handheld Assistant folder.



Follow the instructions on the dialog box.

2. Click [Handheld Assistant] - [Start Assistant].

- This displays a screen like the one shown below.



3. Select the option you want, and then click [OK].

- This displays a dialog box letting you know that data is being transferred to all of the connected ClassPad units.
- When the dialog box shown below appears, each ClassPad unit you connect will automatically have the data copied to it.
- While the dialog box shown below is on the display, data will be copied automatically to each ClassPad unit you connect to the computer. The data will be transferred to any newly connected ClassPad unit until you close the dialog box.



For details about this dialog box, see “Waiting to copy data dialog box” on page E-90.

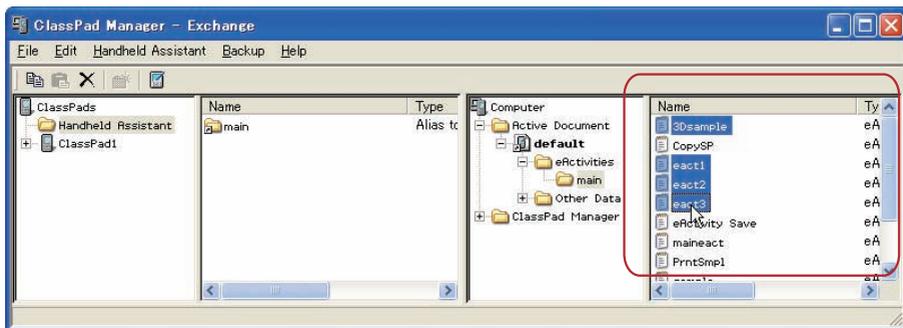
4. Click [Finished] to close the dialog box and return to normal operations.

■ To batch transfer copied virtual ClassPad data to all connected ClassPad units

1. In Pane 3 of the Exchange Window, select the folder (eActivities or Other Data) that contains the file(s) you want to transfer.

- Pane 4 will show a list of the folders contained in the folder you select in Pane 3.

2. In Pane 4, select all of the files you want to transfer.



3. Click [Edit] - [Copy].

4. Click [Handheld Assistant] - [Paste to ClassPads].
 - This displays the Handheld Assistant dialog box.
 - From this point, perform the same steps starting from step 3 under “To batch transfer files to connected ClassPad unit(s) using the Handheld Assistant folder” on page E-83.

Deleting Shortcuts from the Handheld Assistant Folder

■ To delete shortcuts from the Handheld Assistant folder

1. In Pane 1, click the Handheld Assistant folder.
 - This will display all the shortcuts contained on the Handheld Assistant folder in Pane 2.
2. Select the shortcuts you want to delete.
3. Right-click any one of the selected shortcuts, and then select [Delete] on the shortcut menu that appears.
 - This deletes all of the shortcuts you selected in step 2.

■ To delete all shortcuts from the Handheld Assistant folder

Click [Handheld Assistant] - [Clear Contents].

Batch Transferring xcp File or Old Version ClassPad Image Files (fls or mcs) to All Connected ClassPad Units

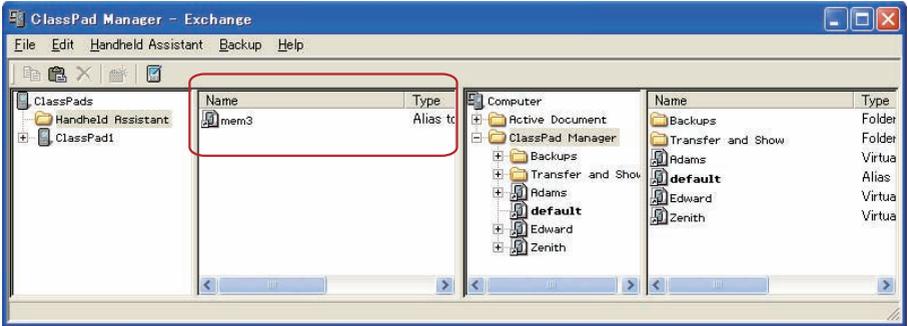
You can use the following procedures to transfer one or more xcp, fls, or mcs file to all or connected ClassPad units.

■ To transfer one xcp, fls, or mcs file to all connected ClassPad units

1. Click [Handheld Assistant] - [Import to ClassPads].
 - This displays the Open dialog box.
2. Select the xcp, fls, or mcs file you want to transfer, and then click [Open].
 - This displays the Handheld Assistant dialog box.
 - From this point, perform the same steps starting from step 3 under “To batch transfer files to connected ClassPad unit(s) using the Handheld Assistant folder” on page E-83.

■ **To transfer multiple xcp, fls, or mcs files to all connected ClassPad units**

1. Right-click the Handheld Assistant folder and then click [Import] on the shortcut menu that appears.
 - This displays the Open dialog box.
2. Select one of the xcp, fls, or mcs files you want to transfer, and then click [Open].
 - If the “Welcome to the Handheld Assistant” dialog box appears here, click [Continue].
 - This will create a shortcut to the file you selected on the Open dialog box in the Handheld Assistant folder.



3. Repeat steps 1 and 2 for all of the xcp, fls, and mcs files you want to transfer.
4. After adding shortcuts to the Handheld Assistant for all of the files you want to transfer, click [Handheld Assistant] - [Start Assistant].
 - This displays the Handheld Assistant dialog box.
 - From this point, perform the same steps starting from step 3 under “To batch transfer files to connected ClassPad unit(s) using the Handheld Assistant folder” on page E-83.

Note

In place of steps 1 and 2 of the above procedure, you could also drag one or more xcp, fls, mcs files from Windows Explorer or an email program and drop them into the Handheld Assistant folder of the Exchange Window.

Batch Installing Add-in Applications or Languages onto All Connected ClassPad Units

You can use the following procedures to install one or more add-in application onto all connected ClassPad units.

Note

These procedures can also be used to install add-in language files (.lng) onto a ClassPad.

■ To install one add-in application onto all connected ClassPad units

1. Click [Handheld Assistant] - [Install Add-in to ClassPads].
 - This displays the Open dialog box.
2. Select one of the add-in application files (.cpa) you want to install, and then click [Open].
 - This displays the Handheld Assistant dialog box.
 - From this point, perform the same steps starting from step 3 under “To batch transfer files to connected ClassPad unit(s) using the Handheld Assistant folder” on page E-83.

■ To install multiple add-in applications onto all connected ClassPad units

1. Right-click the Handheld Assistant folder and then click [Install Add-in] on the shortcut menu that appears.
 - This displays the Open dialog box.
2. Select one of the add-in application files (.cpa) you want to install, and then click [Open].
 - If the “Welcome to the Handheld Assistant” dialog box appears here, click [Continue].
 - This will create a shortcut to the file you selected on the Open dialog box in the Handheld Assistant folder.
3. Repeat steps 1 and 2 for all of the add-in application files you want to install.
4. After adding shortcuts to the Handheld Assistant for all of the files you want to transfer, click [Handheld Assistant] - [Start Assistant].
 - This displays the Handheld Assistant dialog box.
 - From this point, perform the same steps starting from step 3 under “To batch transfer files to connected ClassPad unit(s) using the Handheld Assistant folder” on page E-83.

Note

In place of steps 1 and 2 of the above procedure, you could also drag one or more add-in application file from Windows Explorer and drop it into the Handheld Assistant folder of the Exchange Window.

Restoring All Connected ClassPad Units with Backed Up Data

You can restore all connected ClassPad units with a previously created backup data file.

Note

For details about backing up ClassPad unit data, see “Backing Up and Restoring Data” on page E-91.

■ To restore all connected ClassPad units with backed up data

1. Click [Handheld Assistant] - [Restore to ClassPads].

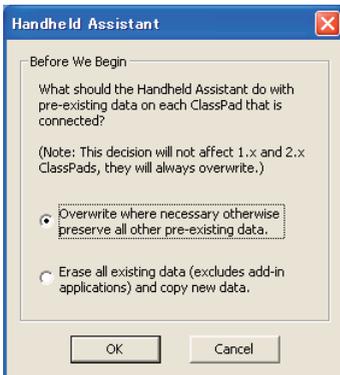
- This displays a screen like the one shown below.



2. Click the down arrow button next to the text box. Next, from the list that appears, select the backup file you want to restore to the connected ClassPad(s).

3. Click [OK].

- This displays a screen like the one shown below.

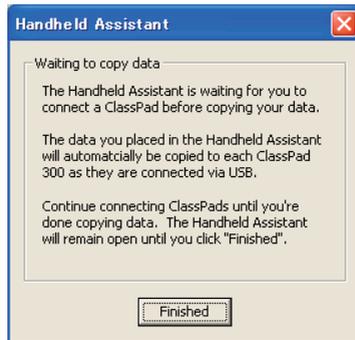


4. Select the option you want, and then click [OK].

- A dialog box will remain on the display as the backup file you selected in step 2 is transferred to all of the connected ClassPad units.
- The “Waiting to copy data” dialog box will appear to let you know that data transfer is complete. Click [Finished].

Waiting to copy data dialog box

The dialog box shown below will appear between data transfer operations using Handheld Assistant. It will be on the display after a data transfer operation is complete and when there is no ClassPad unit attached to computer.

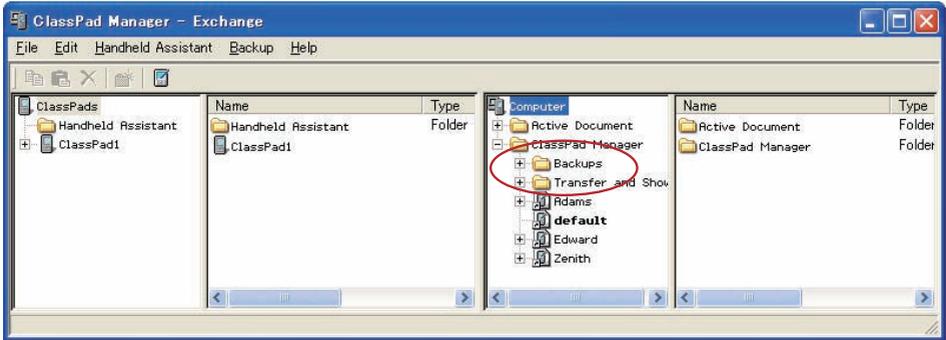


You can perform either of the two following operations while this dialog box is displayed.

- To exit data transfer, click [Finished].
- To continue with data transfer, connect a ClassPad unit to the computer. Data transfer will start automatically.

Backing Up and Restoring Data

After you back up all of the data in a ClassPad unit to a file, you can later restore the backed up data to a ClassPad unit. Backup files are stored in the “Backups” folder, which is created inside of the ClassPad Manager home folder.

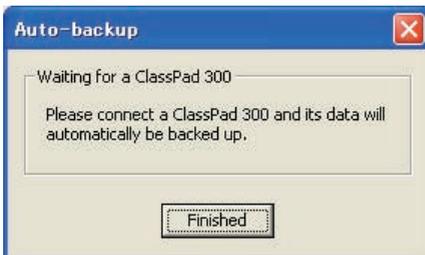


Note

A backup file is a vcp file, which you can manipulate using the same Exchange Window operations as those you use with vcp files.

■ To back up the data of all connected ClassPad units

1. Connect the ClassPad unit(s) whose data you want to back up to the computer and establish a connection between it and ClassPad Manager.
 - You can connect one or more than one ClassPad unit.
2. Click [Backup] - [Start Auto-backup].
 - This starts back up of all connected ClassPad units and displays a dialog box showing that data transfer is in progress. Once backup is started, any ClassPad unit that is connected will have all of its data backed up in the Backups sub-folder of the home folder. It will create a file named after the ClassPad unit, with the current date and time appended.
 - The dialog box shown below appears when data transfer is complete.



- This dialog box indicates that ClassPad Manager is waiting for connection of a ClassPad unit for data backup. Connecting a ClassPad unit to the computer at this time will start back up automatically.
- To exit data backup, click [Finished].

■ To backup a specific ClassPad unit

1. In Pane 1 of the Exchange Window, click the icon of the ClassPad unit you want to back up.
2. Click [Backup] - [Backup <ClassPad name>*].
 - * <ClassPad name> will show the name of the ClassPad unit you selected in step 1.
 - This starts back up of the selected ClassPad unit and displays a dialog box showing that data transfer is in progress. The dialog box will close automatically when data transfer is complete.
 - A backup file will be created in the Backups sub-folder of the home folder. It will be named after the ClassPad unit that you backed-up, with the current date and time appended.

Tip

You can also right-click the icon of the ClassPad you wish to back up and choose [Backup] from the menu that appears.

■ To restore a specific ClassPad unit with a backup file

1. In Pane 1 of the Exchange Window, click the icon of the ClassPad unit you want to restore.
2. Click [Backup] - [Restore to <ClassPad name>*].
 - * <ClassPad name> will show the name of the ClassPad unit you selected in step 1.
 - This displays a screen like the one shown below.



3. Click the down arrow button next to the text box. Next, from the list that appears, select the backup file you want to restore.
4. Click [OK].
 - This starts restore to the selected ClassPad unit and displays a dialog box showing that data transfer is in progress. The dialog box will close automatically when data transfer is complete.

■ To batch restore a multiple ClassPad units with a backup file

See “Restoring All Connected ClassPad Units with Backed Up Data” on page E-89.

■ To browse backup files with Windows Explorer

Click [Backup] - [Browse Backups].

This opens an Explorer window of the files in the Backups folder.

Installing an Add-in Application or Language onto a ClassPad Unit

Use the procedure in this section to install an add-in application onto a ClassPad unit you select on the Exchange Window.

Note

- These procedures can also be used to install an add-in language file (.lng) onto a ClassPad.
- For information about how to batch install an add-in application onto all ClassPad units connected to the computer, see “Batch Installing Add-in Applications or Languages onto All Connected ClassPad Units” on page E-88.

■ To install an add-in application onto a ClassPad unit

1. In Pane 1 of the Exchange Window, click the icon of the ClassPad unit where you want to install the add-in application.
2. Click [File] - [Install Add-in to <ClassPad name>*].
 - * <ClassPad name> will show the name of the ClassPad unit you selected in step 1.
 - This displays the Open dialog box.
3. Select one of the add-in application files (.cpa) you want to install, and then click [Open].
 - This starts installation of the add-in application onto the selected ClassPad unit and displays a dialog box showing that data transfer is in progress. The dialog box will close automatically when data transfer is complete.
 - After installation is complete, click the Add-ins folder of the ClassPad unit to confirm that the add-in application is present.

Tip

You can also install an add-in application by right-clicking the icon of the ClassPad and choosing [Install Add-in] from the menu.

Using Virtual ClassPad (vcp) Files

This section explains the following operations, which you can perform using virtual ClassPad (vcp) files.

- Creating, deleting, renaming vcp files
- Copying files between virtual ClassPads
- Converting old-version ClassPad data files (fls or mcs) to vcp files

Virtual ClassPad (vcp) File Operations

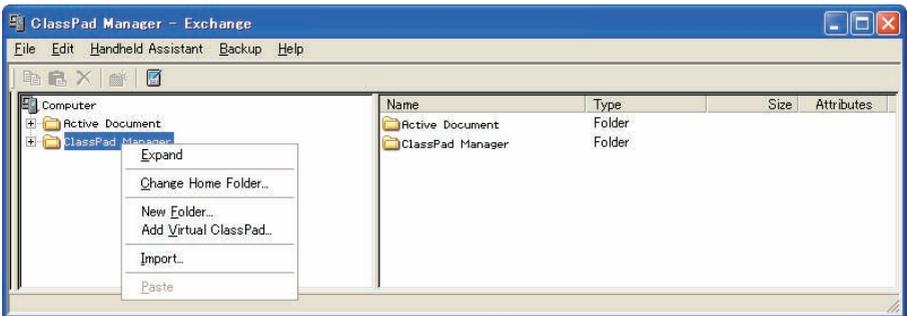
The procedures in this section can be used to create, delete, and rename vcp files.

Note

For information about making a specific vcp file the active document, see “Active Document Folder” on page E-64.

■ To create a new vcp file

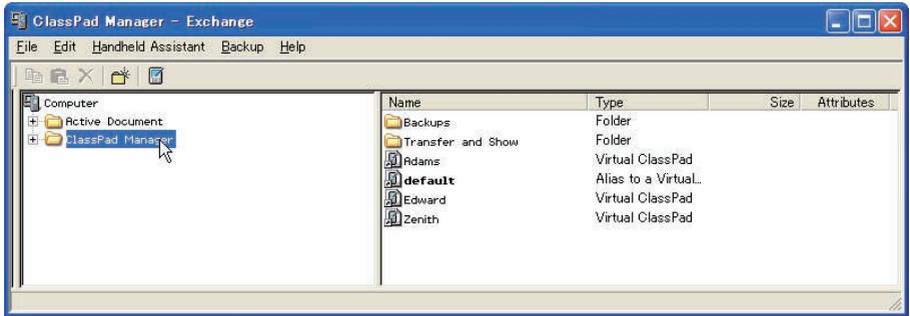
1. On the Exchange Window, right-click the home folder (Default: “ClassPad Manager”).



2. On the shortcut menu that appears, click [Add Virtual ClassPad].
 - This displays the “Create A New Virtual ClassPad” dialog box.
3. Type in a file name for the new virtual ClassPad in the [File Name] box, and then click [Open].
 - On the “A file with this name does not exist. Create a new file using this name?” dialog box that appears, click [Yes].
 - This creates a new vcp file and displays it in the Exchange Window home folder.

■ To delete a vcp file

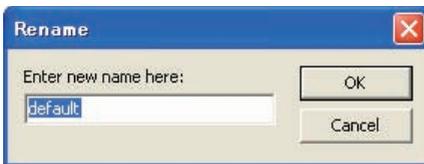
1. On the Exchange Window, click the home folder to select it.
 - This displays the vcp files in home folder in the pane to the right.



2. Select the ClassPad file(s) you want to delete.
3. Right-click any one of the selected files, and then select [Delete] on the shortcut menu that appears.
 - This displays the “Delete selected item(s)? Are you sure?” dialog box.
4. Click [Yes] to delete the file(s), or [No] to cancel the delete operation.

■ To rename a virtual ClassPad

1. Right-click the icon of the virtual ClassPad unit you want to rename, and then click [Rename] on the shortcut menu that appears.
 - This displays the Rename dialog box.



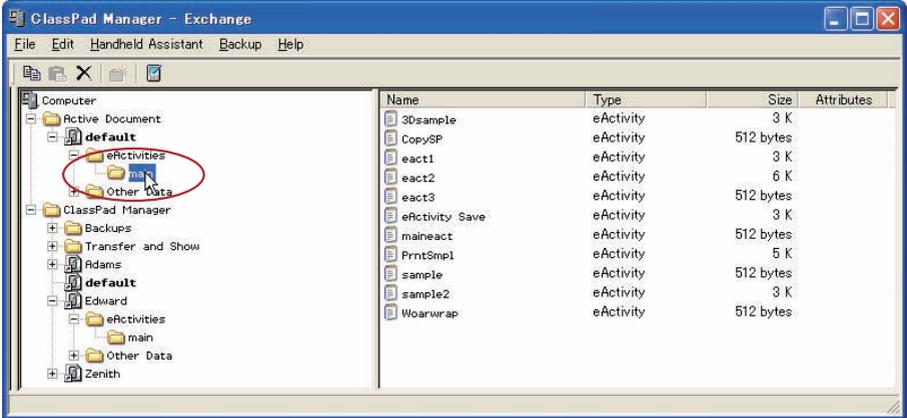
2. Type in up to 90 characters for the name and then click [OK].

Copying Files Between Virtual ClassPads

■ To copy files from one virtual ClassPad to another

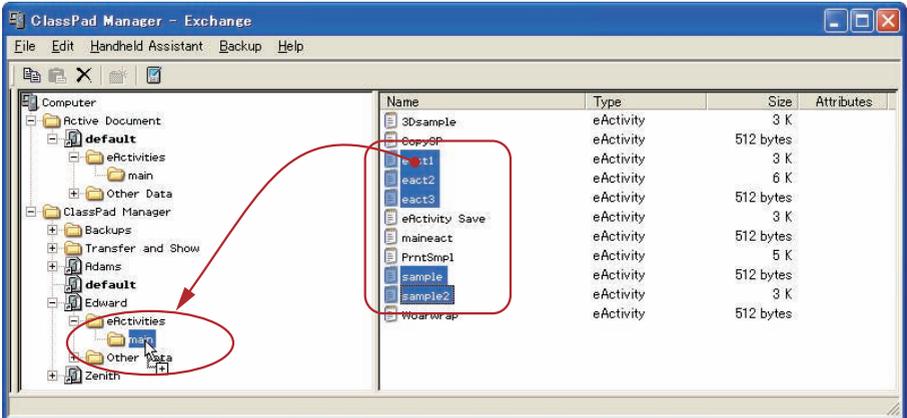
1. In the virtual ClassPad that contains the files you want to copy, click the folder that contains the files to select it.

- All of the files in the folder you clicked will appear in the pane to the right.



2. Select all of the files you want to copy.

3. Drag one of the selected files into a folder on the virtual ClassPad to which you want to copy them.



- This copies the files to the folder where you dropped them.

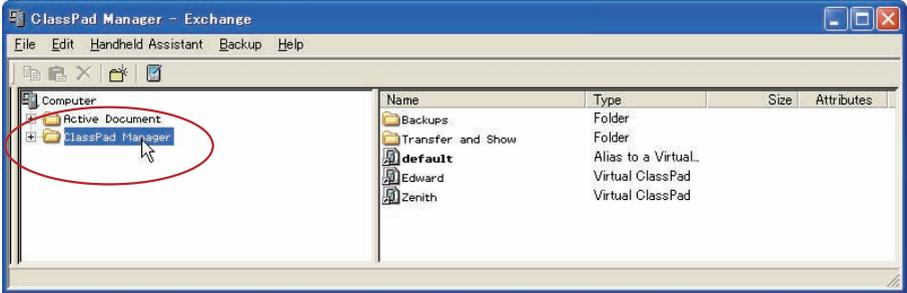
Converting Old-version ClassPad Data Files (fls or mcs) to vcp Files

You can convert an fls or mcs file to a vcp file by importing it into the home folder, or by double-clicking the fls or mcs file.

■ To convert an fls or mcs file to a vcp file by importing it into the home folder

1. On the Exchange Window, click the home folder to select it.

- In this example, the home folder name is the default “ClassPad Manager”.

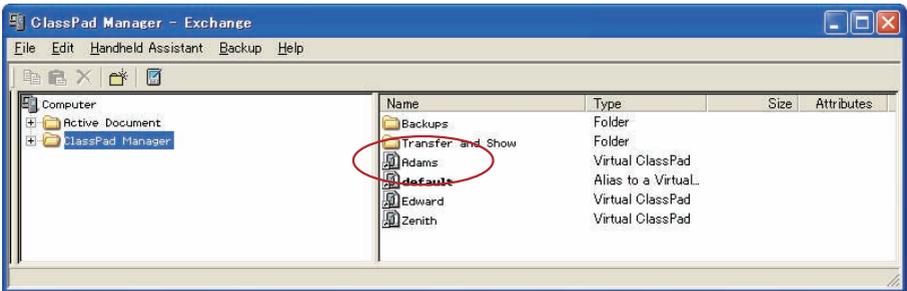


2. Click [File] - [Import to “ClassPad Manager”].

- This displays the Open dialog box.

3. Select the fls or mcs file you want to convert to a vcp file, click [Open].

- This converts the selected fls or mcs file to a vcp file and stores it in the ClassPad Manager folder.



Note

- Using ClassPad Window to open an fls or mcs file will convert it automatically to a vcp file. For more information, see “To open an old version mcs or fls file” on page E-24.
- Double-clicking an fls or mcs file in any Windows folder also will convert it to a vcp file, which is added to the folder that contains the original file.
- You can also convert an fls or mcs file to a vcp file by dropping it into the Exchange Window.
- No matter what procedure you use to convert an fls or mcs file to a vcp file, both the original file and the conversion result will be available.

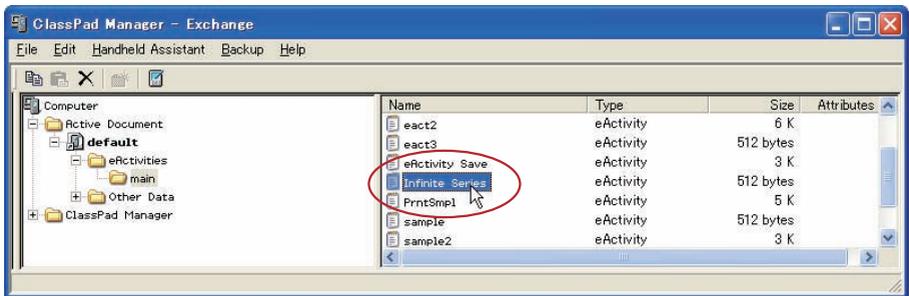
Handling Individual Data (xcp) Files

In addition to the virtual ClassPad (vcp) files described up to this point, ClassPad Manager 3.0 also allows you handle individual data (xcp) files. A vcp file contains a set of all the data (eActivity and all other data) of a single ClassPad unit, while an xcp file contains a particular file (eActivity file, program file, variable file, etc.) of a ClassPad unit.

When you double-click an xcp file, its data is restored to your Active Document folder. Double-clicking an eActivity file, will start up the eActivity application automatically. This feature enables you to put individual eActivities into a document and open them directly.

■ To create an individual data (xcp) file

1. On the Exchange Window, click the file in the virtual ClassPad that you want to save as an xcp file.



2. Drag the selected file to any folder in Windows Explorer (or the Windows desktop).
 - This creates an xcp file where you dropped it (folder or Windows desktop).



■ To open an individual data (xcp) file

Double-click the xcp file you want to open. This starts up ClassPad Manager, automatically imports the data in the xcp file into the Active Document folder.

- Clicking [OK] after double-clicking an xcp file that contains an eActivity will open the eActivity automatically.
- Clicking [OK] after double-clicking a non-eActivity xcp file will display the application menu. You can check the imported data using Variable Manager or the Exchange Window.

Note

For details about Variable Manager operations, see the ClassPad User's Guide.

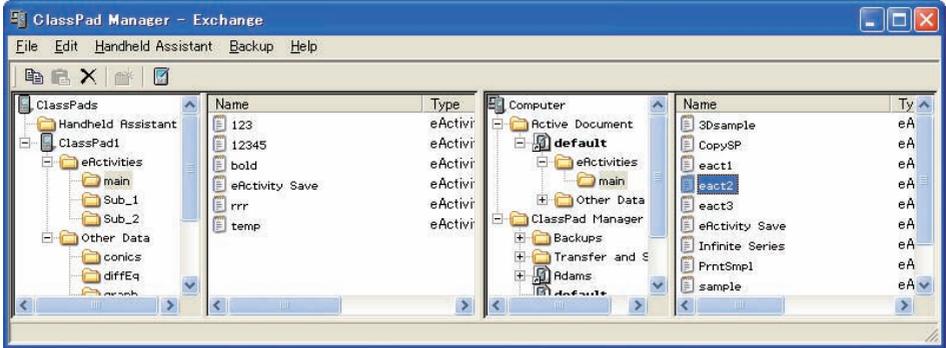
■ To import a single individual data (xcp) file into a particular virtual ClassPad

1. On the Exchange Window, click the icon of the virtual ClassPad into which you want to import the file.
2. Click [File] - [Import to "<Virtual ClassPad name>"].
 - * <Virtual ClassPad name> will show the name of the virtual ClassPad unit you selected in step 1.
 - This displays the Open dialog box.
3. Click the xcp file you want to import and then click [Open].
 - This imports data of the selected xcp file into the vcp file you selected in step 1.

Tip

- You can drag xcp files from Windows Explorer and drop them onto Virtual ClassPads, ClassPads, or folders.
- You can also drag xcp files to the Handheld Assistant to automatically install them on multiple ClassPads.

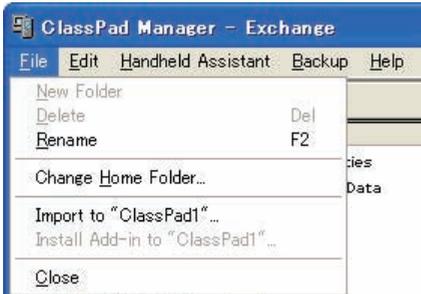
Toolbar Buttons



To do this:	Click this toolbar button:
Copy the currently selected file(s)	
Paste copied file(s)	
Delete the currently selected folder(s) or file(s)	
Create a new folder	
Toggle display of Exchange Window ClassPad area on and off (if no ClassPad units are connected)	

Menu Bar Menu Commands

■ [File] Menu Commands



To do this:	Select this menu item:
Create a new folder	New Folder
Delete selected items	Delete
Rename a selected vcp or xcp file, or ClassPad	Rename
Change the home folder	Change Home Folder
Import fls and mcs files	Import to "Name"
Install add-ins to connected ClassPad unit	Install Add-in to "<ClassPad name>"
Close the Exchange Window and open the ClassPad Window	Close

■ [Edit] Menu Commands



To do this:	Select this menu item:
Cut the selected file to the clipboard	Cut
Copy the selected file	Copy
Paste the copied file	Paste

■ [Handheld Assistant] Menu Commands



To do this:	Select this menu item:
Start Handheld Assistant <ul style="list-style-type: none"> Any data that you copied to the Handheld Assistant folder will be transferred automatically to all ClassPads that are connected via USB 	Start Assistant
Remove all data from the Handheld Assistant folder	Clear Contents
Shortcut to send an xcp (or fls or mcs) file to multiple ClassPads	Import to ClassPads
Install an add-in to multiple ClassPads	Install Add-in to ClassPads
Restore a backup file to multiple ClassPads	Restore to ClassPads
Paste the current clipboard to multiple ClassPads	Paste to ClassPads

■ [Backup] Menu Commands



To do this:	Select this menu item:
Start an auto backup	Start Auto-Backup
Back up the data of the selected ClassPad	Backup "<ClassPad name>"*
Copy a backup file to selected ClassPad	Restore to "<ClassPad name>"*
Open Windows Explorer to display the files in the Backups folder	Browse Backups

* <ClassPad name> will show the name of the ClassPad unit you selected in Pane 1 of the Exchange Window.

■ [Help] Menu Commands



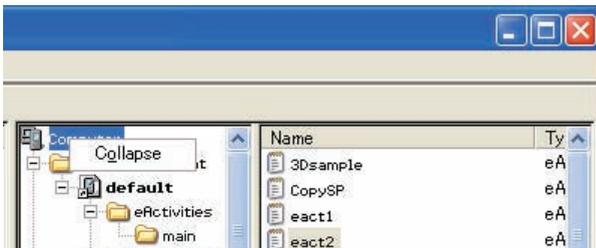
To do this:	Select this menu item:
Open the ClassPad Manager manual	Search ClassPad Manager Manual
Show information about the license agreement	About License Agreement
Show ClassPad Manager version and other information	About ClassPad Manager

Note

To open the ClassPad Manager manuals, Adobe Acrobat Reader must be installed on your computer.

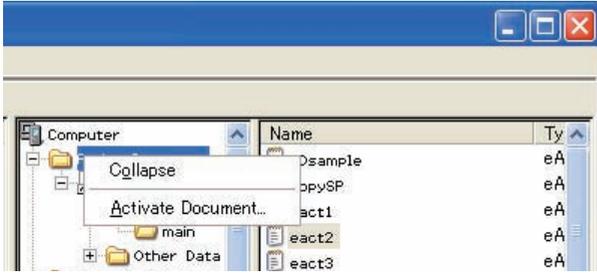
Shortcut Menu Commands

■ Computer Icon Shortcut Menu



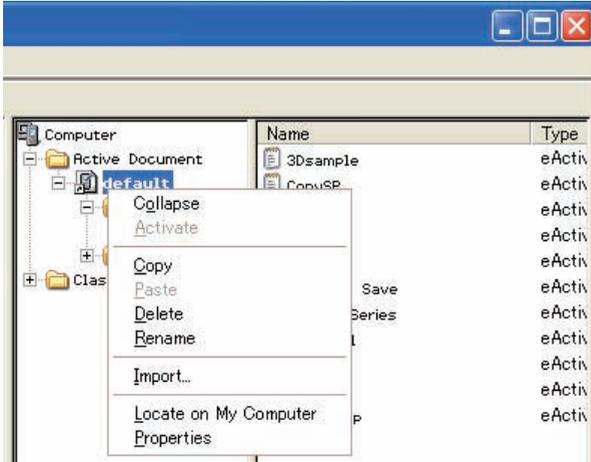
To do this:	Select this menu item:
Hide all folders	Collapse
Show all folders	Expand

■ Active Document Folder Icon Shortcut Menu



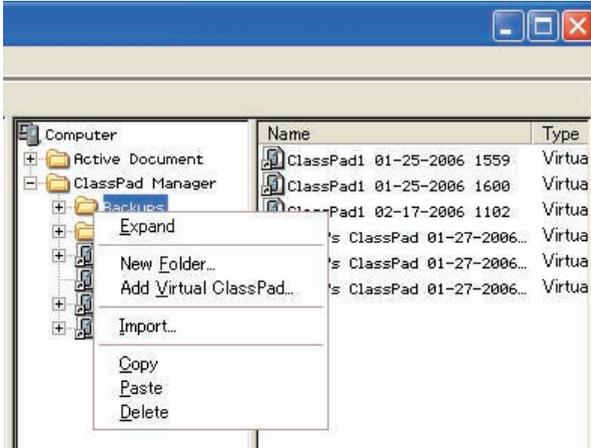
To do this:	Select this menu item:
Open the folder	Expand
Close the folder	Collapse
Browse to a vcp file and set it as the active document	Activate Document

■ **Shortcut Menu of a virtual ClassPad in the Active Document Folder**



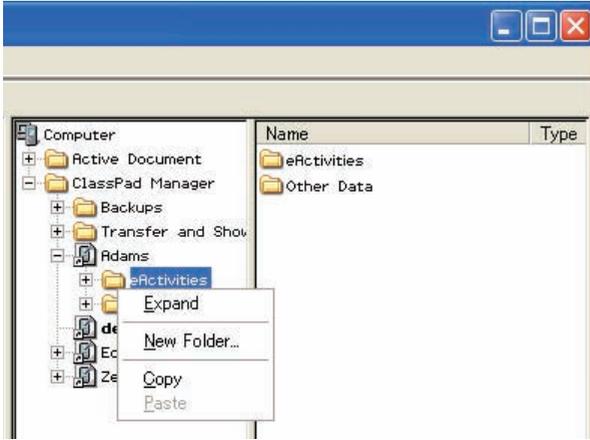
To do this:	Select this menu item:
Open the folder	Expand
Close the folder	Collapse
Make the vcp file active	Activate
Copy the vcp file	Copy
Paste into the vcp file	Paste
Delete the shortcut to the vcp file and delete the actual file	Delete
Rename the file	Rename
Import an xcp file (eActivity or variable)	Import
Use Windows Explorer to open the folder that contains the vcp file whose icon you right-clicked	Locate on My Computer
Show the properties of the vcp file	Properties

■ Folder Shortcut Menu



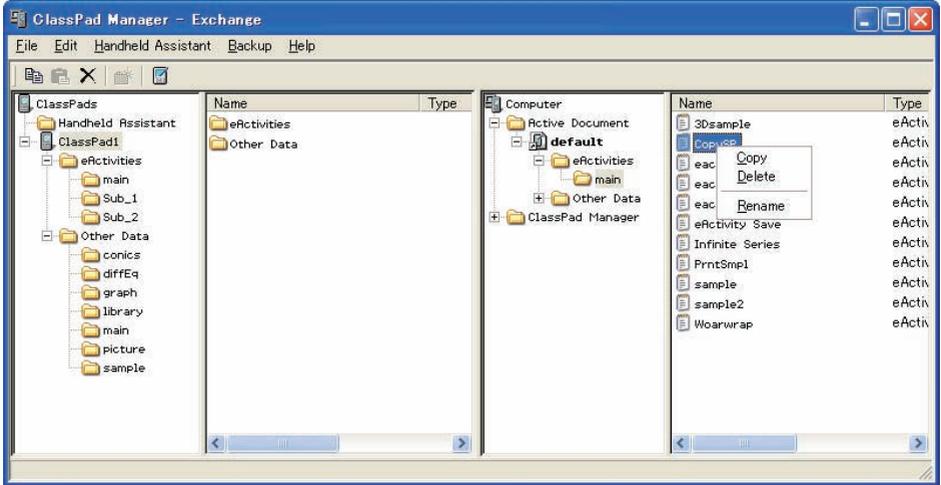
To do this:	Select this menu item:
Open the folder	Expand
Close the folder	Collapse
Create a new folder	New Folder
Add a new vcp file	Add Virtual ClassPad
Import fls and mcs files	Import
Copy the contents of the Backups folder	Copy
Paste a file	Paste
Delete the Backups folder if it is empty	Delete

■ eActivities folder / Other Data folder Icon Shortcut Menu



To do this:	Select this menu item:
Open the folder	Expand
Close the folder	Collapse
Create a new folder	New Folder
Copy the folder	Copy
Paste into the folder	Paste

■ Individual Data File Icon Menu



To do this:	Select this menu item:
Copy the file	Copy
Delete the file	Delete
Rename the file	Rename

Appendix

ClassPad Window Shortcut Keys

Shortcut Key	Function
Ctrl+b	Bold
Ctrl+c	Copy
Ctrl+x	Cut
Ctrl+v	Paste
Ctrl+i	Inputs imaginary unit
Ctrl+p	Inputs π
Ctrl+e	Inputs e
Ctrl+a	Select all
Ctrl+t	Inputs θ
Ctrl+z	Undo
F8	Identical to the H-Copy button (see page E-31)
Ctrl+r	Identical to the Resize button (see page E-31)
Ctrl+k	Displays the keyboard
Ctrl+n	Creates a new document
Ctrl+o	Opens an existing document
Alt+x	Inputs single-character variable x
Alt+y	Inputs single-character variable y
Alt+z	Inputs single-character variable z
Alt+Shift+e	Inputs E for exponential value
Alt+i	Inputs infinity
Alt+s	Inputs the square root function (in natural input format)
Alt+F4	Closes the ClassPad Manager

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