An Introductive Guidebook for Laptop Note-taking

Let's Try Laptop Note-taking!

For Beginners!

PEPNet-Japan

Contents

The connection between PCs isn't working!

If you are having trouble connecting your computers/setting up partner computers...

"I want to support as a laptop note-taker, but I am not sure what I am supposed to do..." In recent years, many such comments have shown up at the university support scene. In a university environment where the support for the Deaf or Hard of Hearing (DHH) students has been established with handwriting note-takes, we believe this is an indication that an increasing number of universities are considering more enriched support means like laptop note-taking. As a response to such wants, the Postsecondary Education Programs Network of Japan (PEPNet-Japan) released a booklet, "An Introductive Guidebook for Laptop Note-taking: Let's Try Laptop Note-taking!" in October, 2007. "Everyone should be able to start laptop note-taking even without the experts around!"-that is why we published this booklet. Thankfully, in the years following its release, we have received numerous inquiries from universities/institutes, as well as thank-you messages telling us, "Owing to your booklet, we have successfully started laptop note-taking!"

What follows are voices from readers: we want the textbook with the same contents for students when organizing training courses; we want a memorandum picking up just the essentials", etc. What you have in your hands is our answer to these comments – a careful selection of the minimum essence needed for starting laptop note-taking, all in one single booklet, whilst omitting the parts on applications from its popular predecessor. By deferring the details on setup instructions, network settings, and the explanations of other major hurdles to the scope of the original booklet, this booklet instead focuses on giving a compact and clear overview of the necessary knowledge that will be helpful at the actual support scene. It is our hope that this booklet can be brought to wide use by everyone who is to support with laptop note-taking.
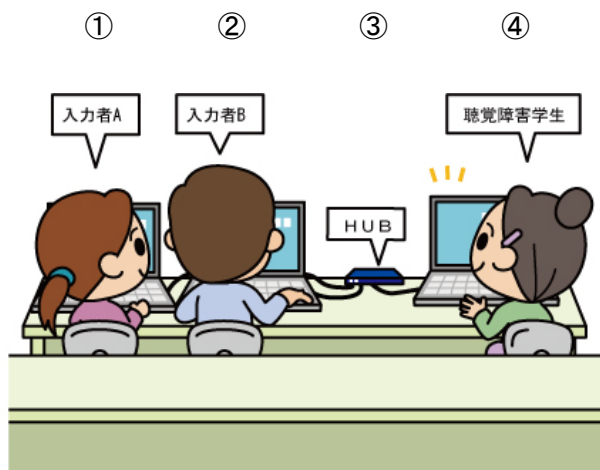
What is Laptop Note-taking？

A Quick Look at Laptop Note-taking

Laptop note-taking by which audio information is delivered in the text form at the spot is an assistive tool developed for the DHH students. Audio information that can be heard in classes is input and visually presented to the DHH students through the use of computer just like handwritten note-taking which is the prominent support means in universities and junior colleges (indicated as universities hereafter).

Support with laptop note-taking can be done without specialized equipment, and it can get started by handling the commonly used PC and word processing software. However, by using specialized software, you can connect multiple computers through a LAN network to render more diverse support more flexibly.

Through a step-by-step explanation starting with the basics, this booklet will introduce efficient laptop note-taking methods that are tailored for DHH students.

The Support Scene

① ② ③ ④

入力者A 入力者B 聴覚障害学生

HUB

① Note-taker A
② Note-taker B
③ HUB
④ DHH student

Characteristics of Laptop Note-taking

[Pros]
-Larger amount of information can be captured than handwritten note-taking and other methods.
-Anyone can render support with a certain amount of training.
-It is easy to catch up with information even when the eyes have been off the screen, as information is kept displayed for a certain amount of time.

[Cons]
-The purchase of equipment incurs cost.
-Training of supporters takes time.
-Inputting equations, symbols and shapes can be difficult.
-Not suited for lectures involving much moving-around, like an outdoor training session.

Equipment and Connection Setup

Setting up the Notebook PC

Laptop note-taking makes use of multiple personal computers. Assigning general-use PCs is possible, but it may be more prone to problems like a setup; therefore, it is recommended that specialized computers be purchased for exclusive use.

Notebook PC

Computers being light to carry easily and with a familiar keyboard layout are recommended. The number of machines in need will depend on the layout of the system. Generally speaking, you want enough computers for each note-taker (2 ~ 3) + a DHH student (1).

Recommended Spec:
CPU: Pentium 2 or later (or equivalent)
OS: Windows 2000, XP, or later
If an old computer is to be used, it is recommended that addition RAM be added, in order to ensure smooth scrolling.

Install IPtalk, free software, to the computer. The latest version of IPtalk can be downloaded for free at the page as follows: http:/liptalk.hp.infoseek.co.jp/.

URL http://IPtalk.hp.infoseek.co.jp/

Scroll
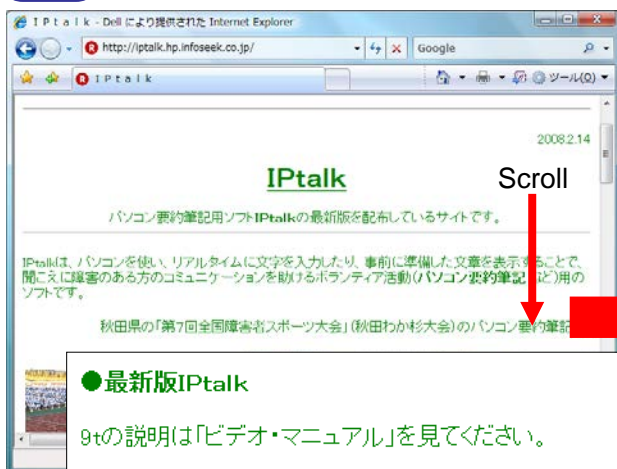
IPtalk is free software developed to assist DHH persons. (Author: Kurita Shigeaki). Continuously taking in opinions from those on the frontline, the developer is making frequent update to the software.

Click

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Other Necessary Equipment and Accessories

In addition, the accessories listed below are also needed.

	[Power Cord] Usually attached to the PC, power code is easily left out when running between classrooms, so please pay extra attention. Connectors between codes inadvertently unplugged; therefore, make sure everything is connected before using.
	[Multi-socket plug adapter] Must have enough outlets for all computers + HUB. When there are 3 note-takers, the adapter should have at least 5 outlets. Depending on the layout of the classroom, there may not be easily accessed to the power, so a plug adapter with a longer code is preferable.
	[LAN cable] Used to connect the computers to the HUB. Generally speaking, a "straight" cable that is commonly used to connect a PC to the internet will do the job. When connecting 2 computers directly to each other, a special "crossover" cable is needed. As the two types of cable look almost the same, it may be helpful to mark the crossover cable beforehand.
	[Switch HUB (indicated as HUB hereafter)] A typical HUB comes with a power cable, though there are also models that get power from a PC through a USB cable. Pick one that has enough connection plugs for all computers.
	[Projector] Used to show on screen the text typed in by the note-takers. While it is not commonly used in a classroom setting, when there are multiple DHH students, or when there are special events, it may come in handy.
	[VGA cable] (Analog RBG/D-Sub 15pin) Necessary for connecting the PC to the projector. It usually comes packed with the projector, but constraints on the venue may necessitate the use of a longer cable. A thinner cable rolls better and may be of higher utility.

Connecting the PCs to Each Other

Next, let's connect the PCs to each other! The connection methods differ depending on whether there are 2 computers, or 3 or more computers.

When Connecting 2 PCs

This is very easy as all you need to do is to connect the 2 computers through a (crossover) LAN cable. Note, however, that this limits the number of computers that can be connected to 2.

(Crossover) LAN cable

Input computer → Display computer
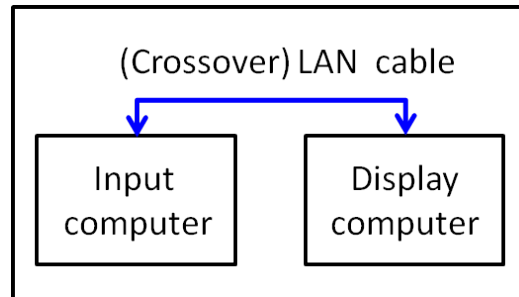
When Connecting 3 or more

A HUB is used when connecting 3 or more computers. Connect all the computers to the HUB with a (straight) LAN cable, as shown in the picture below.

The same connection pattern applies even when the number of input computers is increased.

HUB
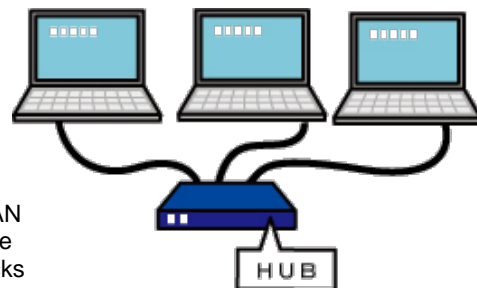
Connection port for the LAN cable. Insert the LAN cable to the HUB port until it clicks into place.

Power up the HUB and check the corresponding indicator lights of the connected ports are on.
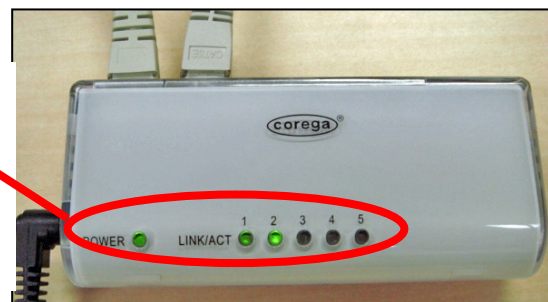
The status of the connection finished. All computers are connected to the HUB.

HUB ← DC

LAN(S)   LAN(S)

LAN(S)

IC   IC
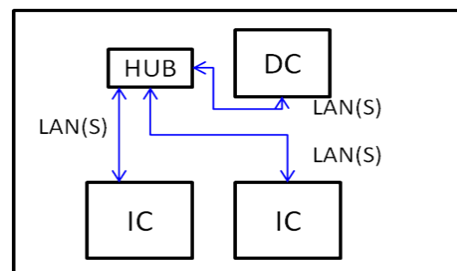
DC: Display computer

IC: Input computer

LAN(S): LAN cable (straight)

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Network Settings

Setting the IP address

After connecting the computers to each other, next we need to do is to set up the IP address in order for the LAN connection to work. The IP address is a number, just like a telephone number, assigned to each computer in the network, so that it can be distinguished from other computers. Take note that the setup procedure is different between Windows XP and Windows Vista.

Setting the IP Address for Windows

① Navigate into "スタート(Start)"->"コントロールパネル(Control Panel)"->"ネットワークとインターネット接続（Network and Internet）", and click on "ネットワークの接続(Connect to a Network)".
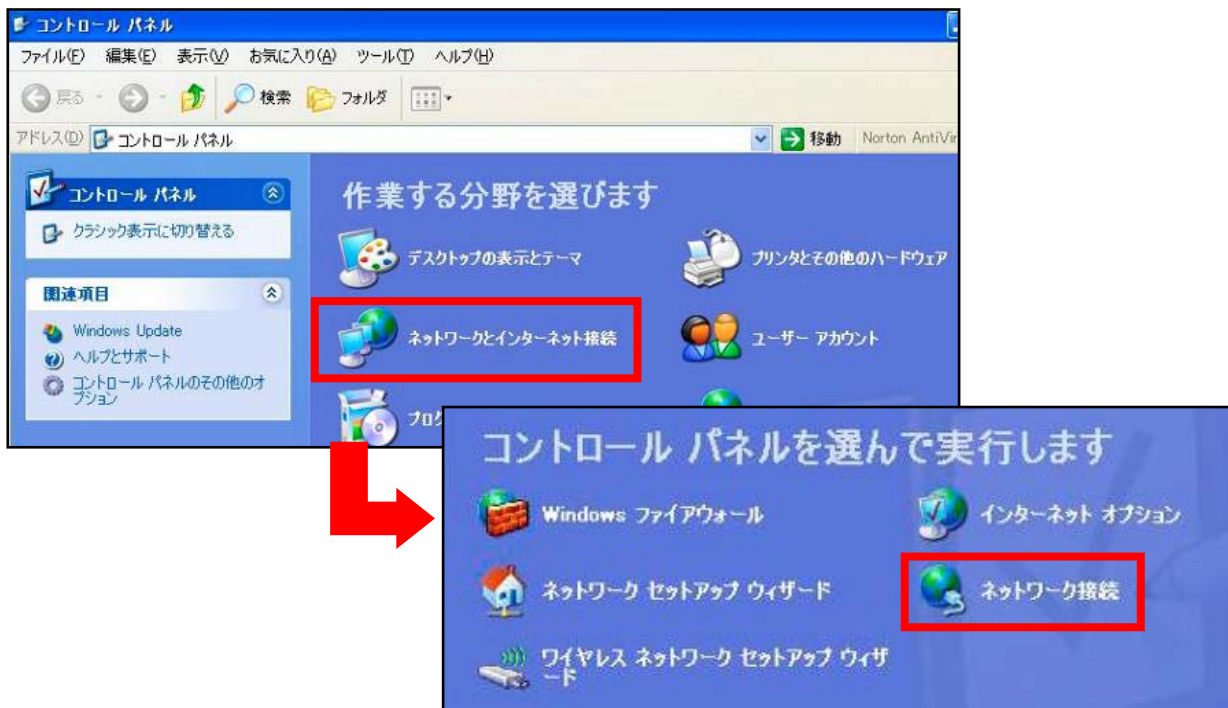
② Right-click on "ローカルエリア接続(Local Area Connection)" and pick "プロパティ（Properties）" on the menu.
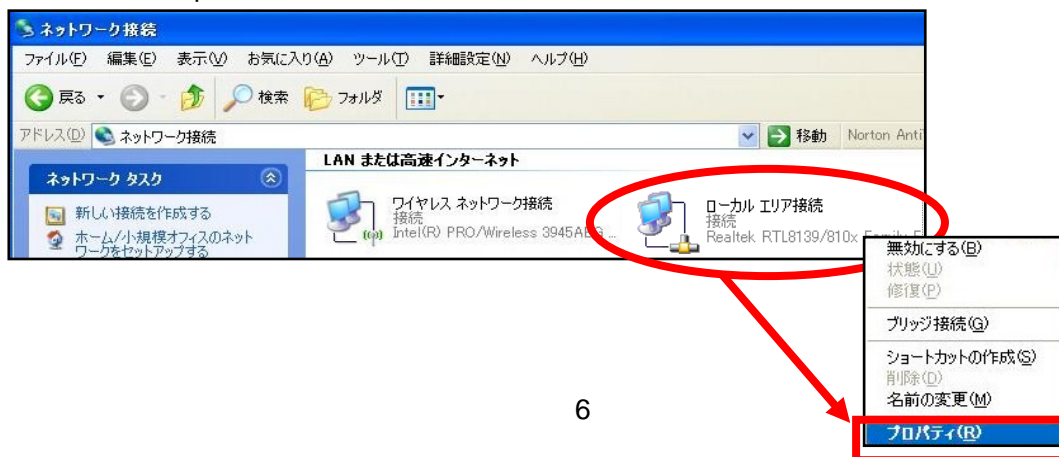
③ Check that the name of the LAN adapter is shown under "接続方法(For Connection)". Then, click on "インターネットプロトコル（Internet Protocol(TCP/IP)）" and click on "プロパティ（Properties）".

Confirm that the adapter's name is correctly displayed.
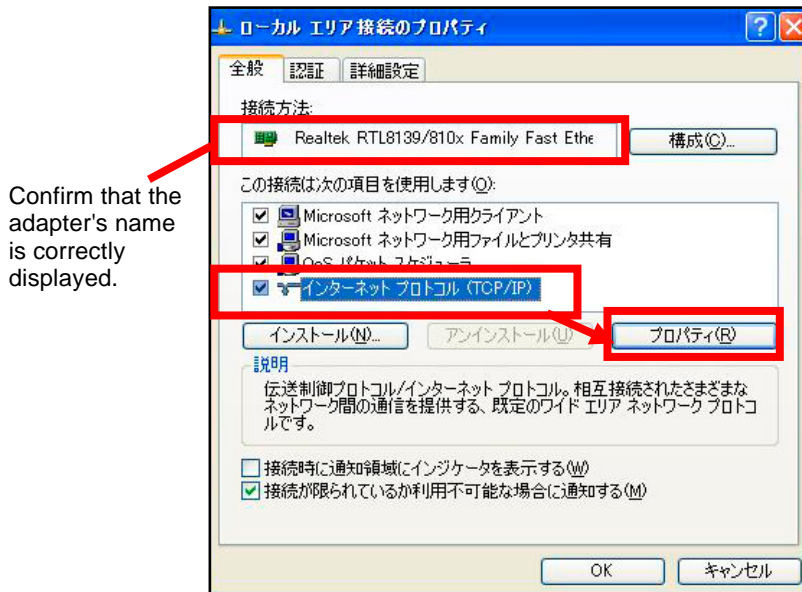
④ In the "インターネットプロトコル(TCP/IP)のプロパティ(Internet Protocol (TCP/IP) Properties)" window, pick "次の IP アドレスを使う(Use the following IP address)", and enter the IP address and Subnet Mask. Confirm by clicking OK.
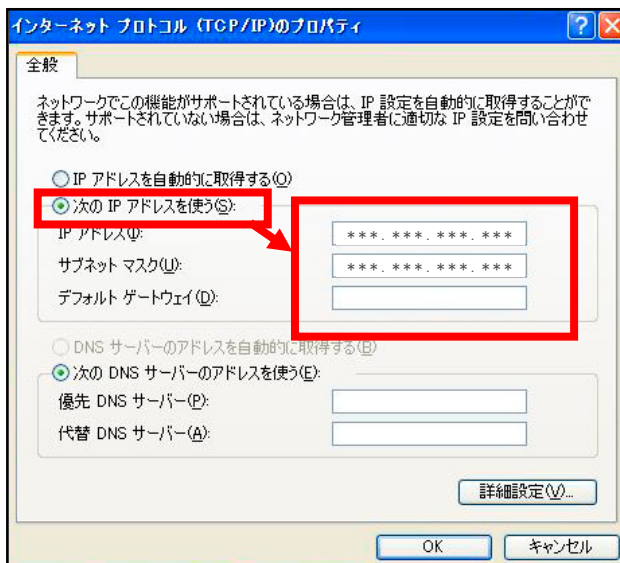
If there are no particular restrictions, the following standard IP addresses can be assigned in the settings.

Class	IP address	Subnet Mask
A	10.0.0.0～ 10.255.255.255	255. 0. 0. 0
B	172.16.0.0～ 172.31.255.255	255. 255. 0. 0
C	192.168.0.0～ 192.168.255.255	255. 255. 255. 0

The commonly used setting is "Class C" as shown below:

Same number for all computers

【Standard settings】

IP address : 192.168.XXX.YYY
Subnet Mask : 255.255.255.0

Different numbers for each computer

XXX,YYY can be any number between 0~255

For the IP address, assign the same number to all computers up until the last column that is 255 in the Subnet Mask.

In the example above, enter the same number for XXX for all computers, and distinct numbers for YYY.

Changing these numbers will cause the computer to become incapable of connecting to the internet. If the PC used for laptop note-taking is to be used in other occasions, jot down the original settings so that they can be restored.

e.g.)　　PC1　　192. 168. 1. 1
　　　　　PC2　　192. 168. 1. 2
　　　　　PC3　　192. 168. 1. 3
… and so on

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①□Navigate to "スタート(Start)"->"コントロールパネル(Control Panel)"->"ネットワークとインターネット(Network and Internet)", and click on "ネットワークの状態とタスクの表示(View Network Status and Tasks)".
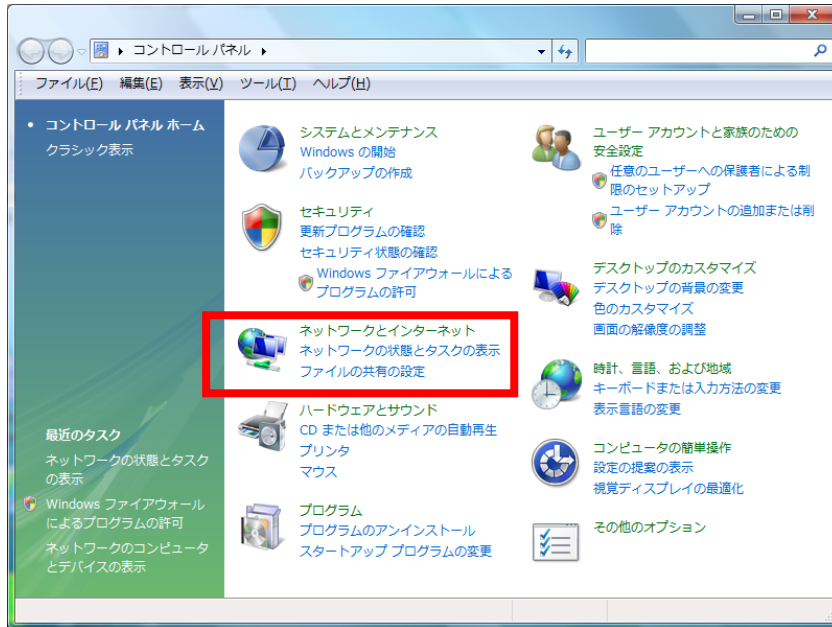

② This will open the "ネットワークと共有センター(Network and Sharing Center)". Click on "状態の表示(View Status)" under "ローカルエリア接続(Local Area Connection)".

An "x" is shown here as the computer is not connected to the internet.

Click on "View Status".

③ Under "ローカルエリア接続の状態(Local Area Connection Status)", click on "プロパティ(Properties)" to open the "ローカルエリア接続のプロパティ(Local Area Connection Properties)" window. From here, pick "インターネットプロトコルバージョン4(TCP/IPv4)(Internet Protocol Version 4 (TCP/IPv4))" and click on "プロパティ(Properties)" below.
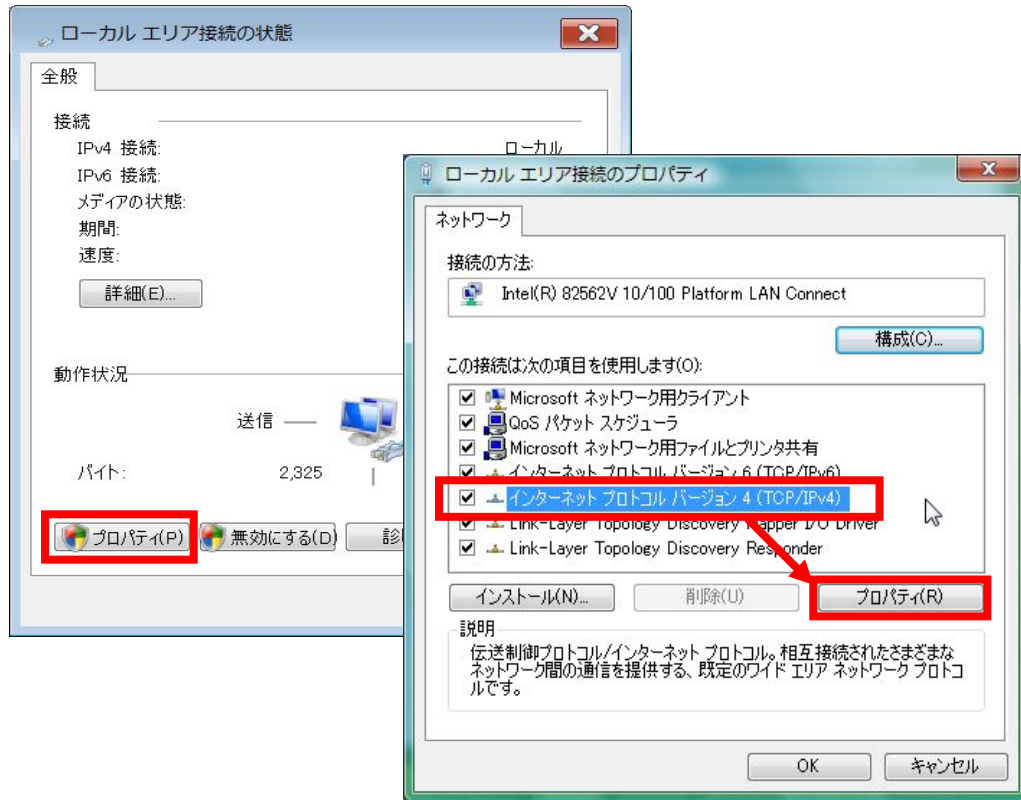
④ Choose "次の IP アドレスを使う(Use the following IP address)", enter the "IP アドレス(IP address)" and "サブネットマスク(Subnet Mask)", and confirm with "OK". The IP address entered here will also be used to set up IPtalk later, so it is important to remember the number.
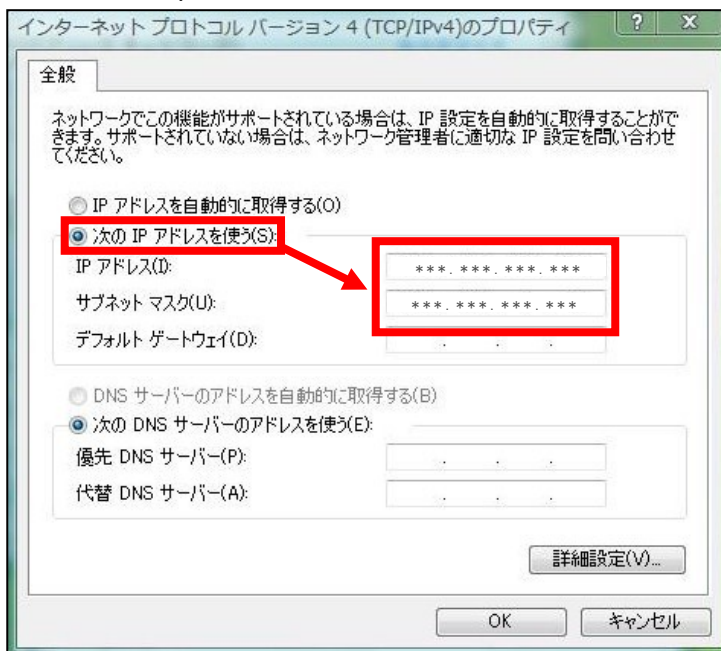
Refer to P7 for details on IP address setting.

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Connection Settings for IPtalk

Next, let's set up the connection between IPtalk users.

① □Double-click on the icon to boot up IPtalk.

The startup screen will be shown, and after that the home screen.

Double-click

After the startup screen,
the home screen is shown.

② Click into the パートナー（Partner） Tab, and make sure that the IP address set up in P6~9 is being correctly displayed on the window. If not, click on the "IP 再読込み(Read in IP again)" button.
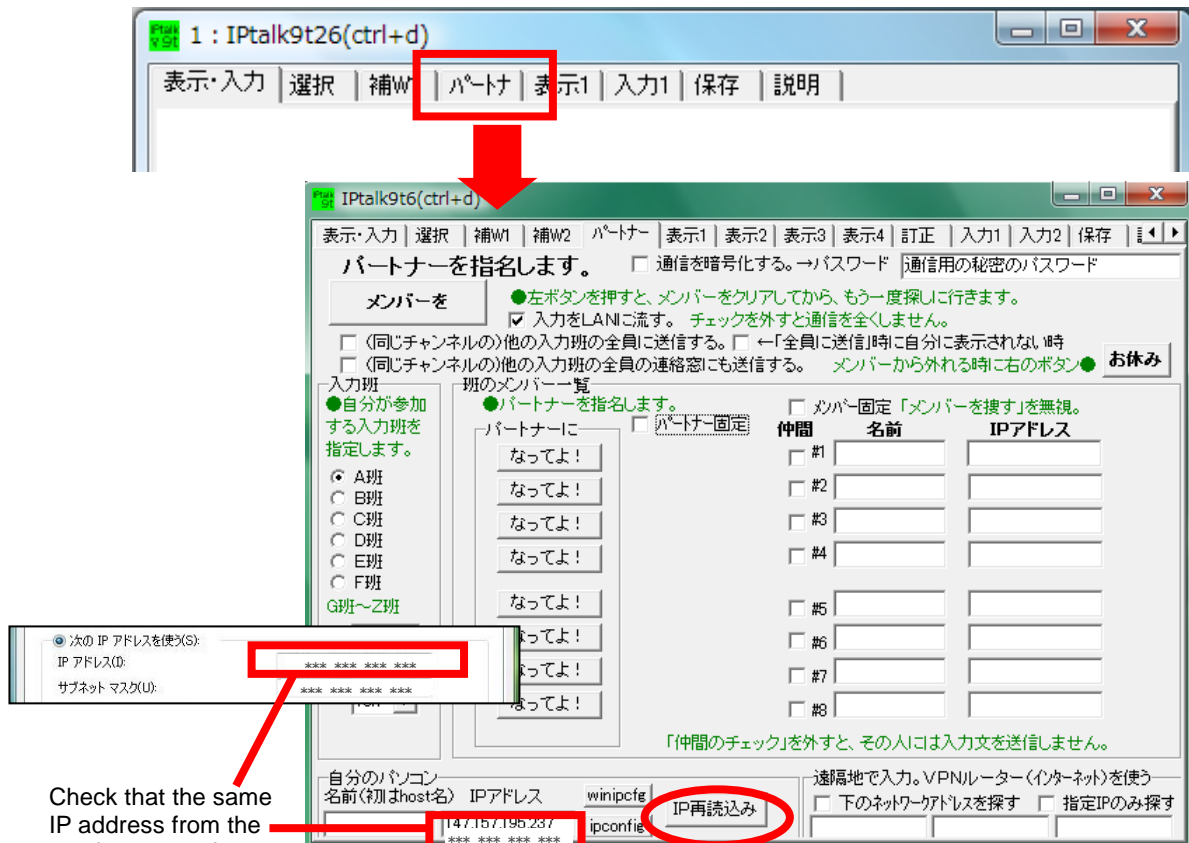
Check that the same IP address from the previous steps is displayed here.

If not, click on "IP 再読込み(Read in IP again)" button.

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③ Among the interconnected computers, pick the same group and channel for the input computers. Input cannot be linked if either is different.

Check that the "入力班(Input Group)" and channel are the same.
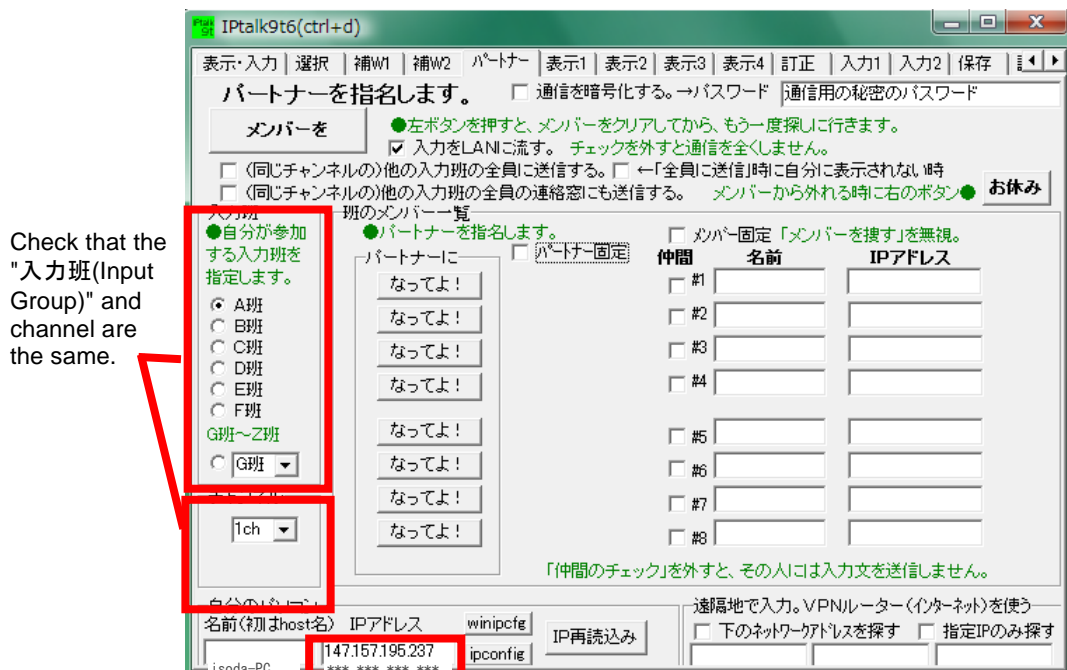
④ By clicking on "メンバーを探す(Search for Members)", people in the same network will have their names and IP addresses displayed under the member list.

Names and IP addresses of members are displayed.
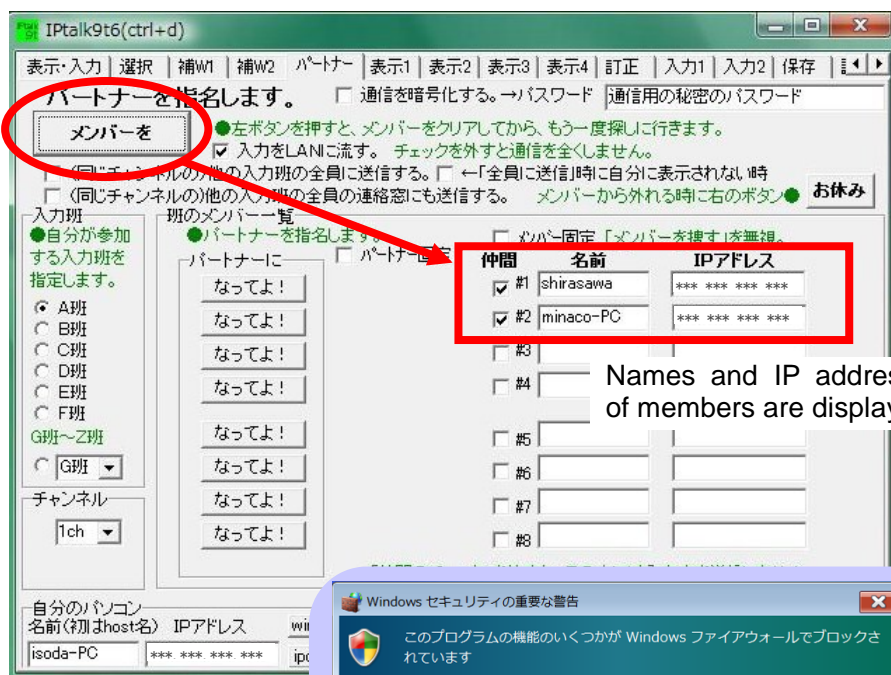
If no member is shown, click on "お休み(Rest)", and press "メンバーを探す(Search for Members)" again.
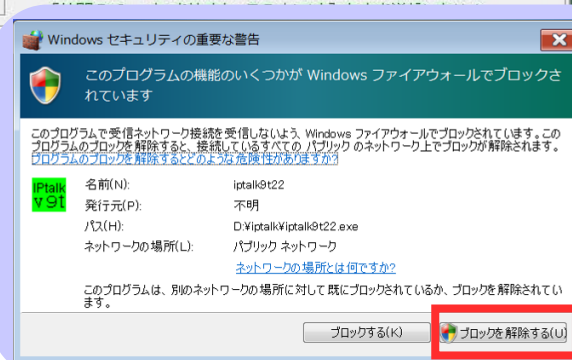
If a security alert shows up, choose "ブロックを解除する(Unblock)"!

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⑤ From the member list, choose people that you want to be the input partner by clicking "なってよ！(Be Partners!)" button. If successful, the word "(パートナー)Partner" will be displayed in front of the member's name.

Click on
"なってよ!
(Be Partners!)"

The button will move right and say "パートナー (Partner)".
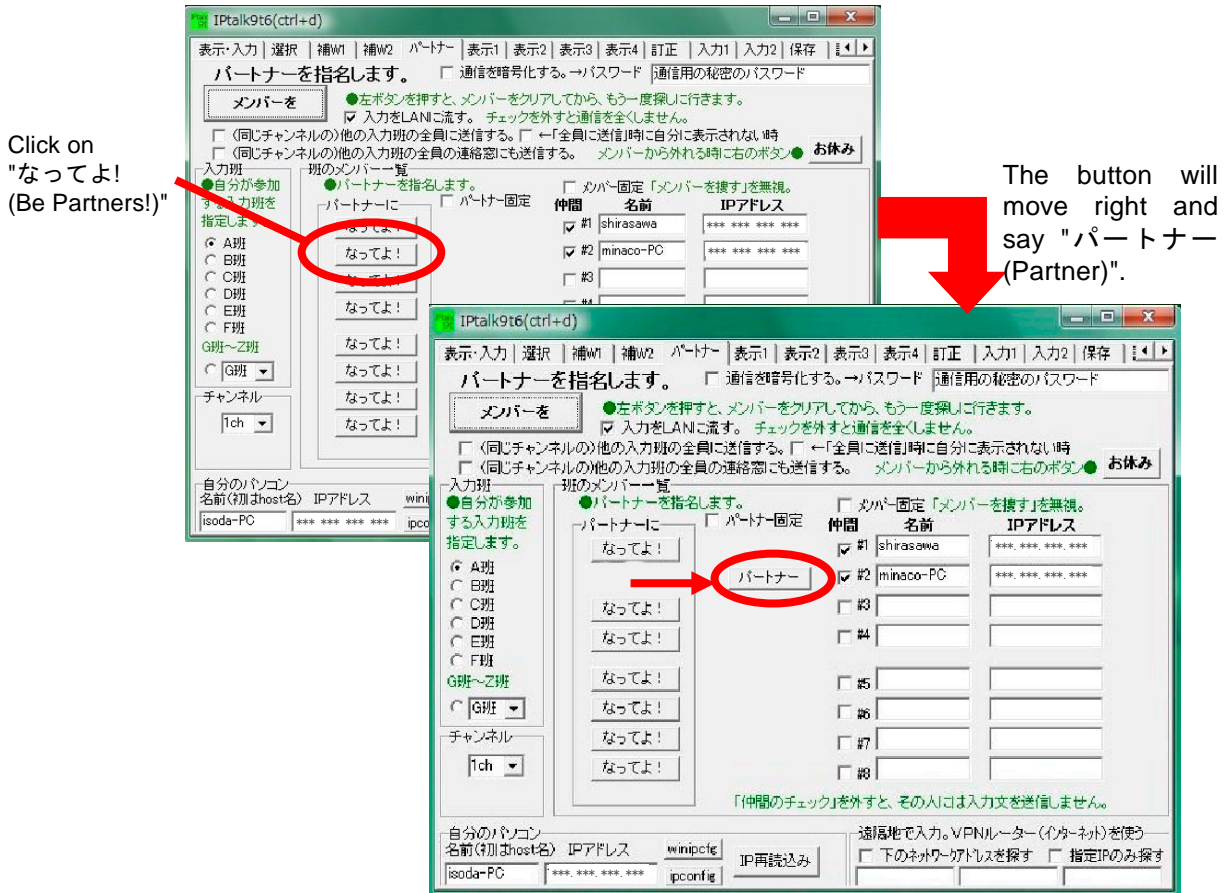
⑥ Finally, make sure to check the corresponding "仲間(Companion)" boxes as well as the "入力を LAN に流す(Send the input to LAN)" box, before returning to the 表示・入力[Screen/Input] tab.
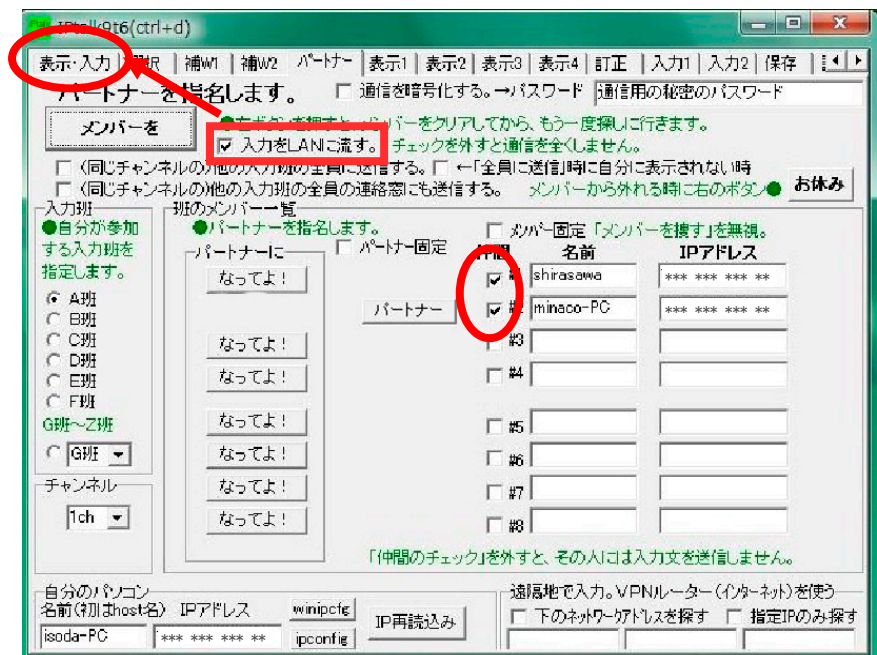
⑦　Confirm the input from partners is shown in the monitor part of your own screen.

Own screen

| 表示·入力 | 選択 | 補W1 | 補W2 | パートナー | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1 ◀ ▶ |

テスト
テスト
テスト

Input from partners is shown here.

再　ワ　|はい、きちんと表示されています。
入力は表示されていますか？

Partner's screen

| 表示·入力 | 選択 | 補W1 | 補W2 | パートナー | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1 ◀ ▶ |

テスト
テスト
テスト

Your input is shown in the monitor part.

再　ワ　|入力は表示されていますか？
|はい、きちんと表示されています。
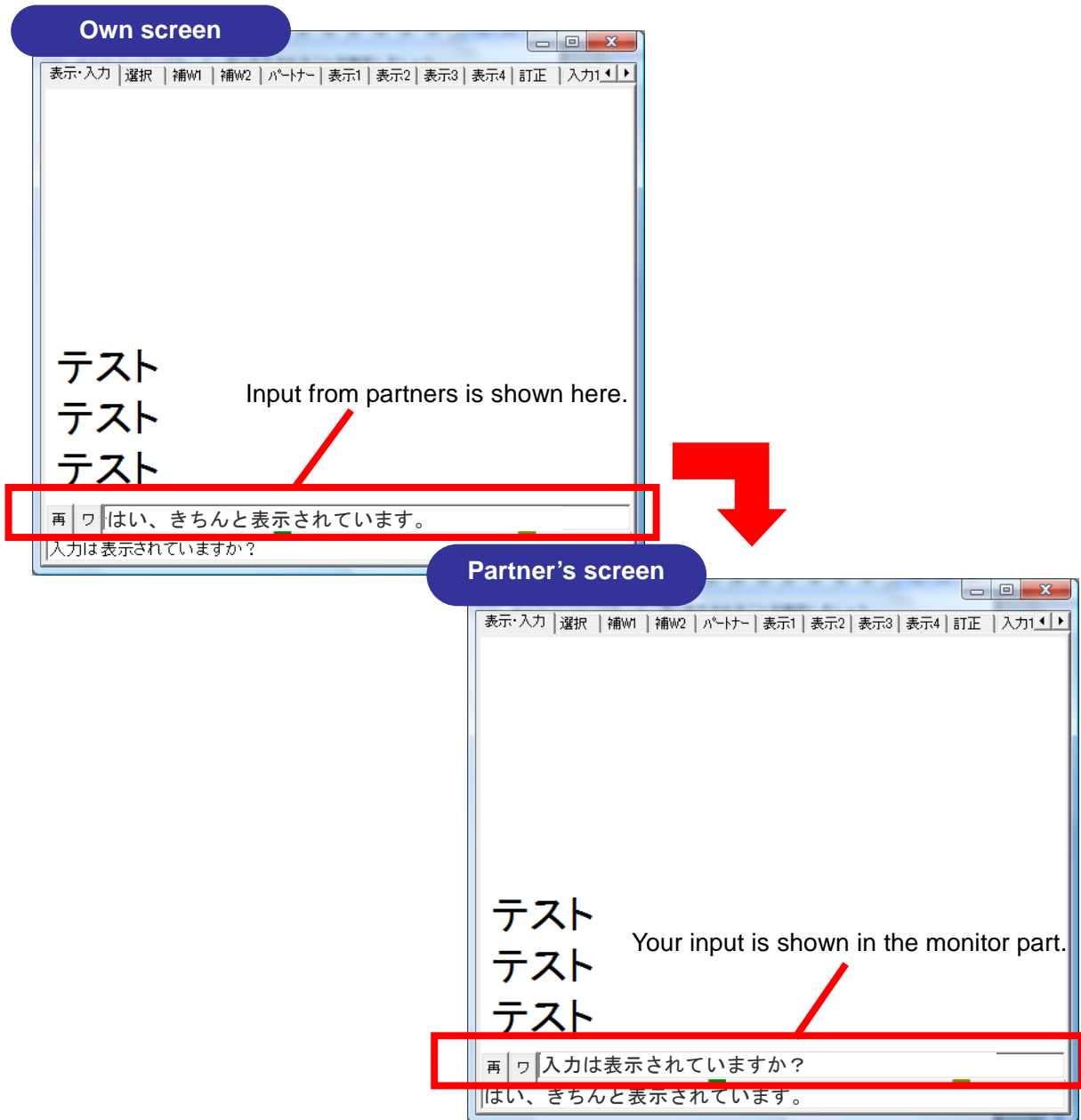
With both parties confirmed to be in working condition, connection is completely setup.
A check list for the setup is given below.　When connection does not go well, refer to the solutions outlined in the following pages.

Checklist

☐ Is the IP address correctly displayed?

☐ Are the input group and channel the same?

☐ Are there more than 10 people trying to be in the same input group by mistake?

☐ Has the "なってよ！(Be Partners!)" button been pressed?

☐ Did you check the box under "仲間(Companion)"?

☐ Did you check "入力を LAN に流す(Send the input through LAN)"?

Trying out Laptop Note-taking

Laptop Note-taking with IPtalk

Now, let's try to use IPtalk to take notes! First, boot up IPtalk by double clicking on the icon. After the startup screen, you should see the screen below. This is the home screen of IPtalk.

Booting up IPtalk

Double-click

Startup screen

A few moments later, the home screen gets switched on.

Display part

Monitor part

Input part

The screen is divided into 3 major parts (Display, Monitor, and Input).

Input / Display parts

The part at the bottom is the Input part. You will be typing text within the frame here. By hitting Enter, the text input here will be sent through the LAN to the PC of the DHH students. It will also be displayed inside the Display part.

The bottommost part is the Input part. Hitting Enter on the keyboard will send the text here to the Display part above.

Enter

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Monitor part

In the Monitor part, input from your partners connected through the LAN is displayed. By using this Monitor part, input from more than 2 people can be connected together.

Text input from your partners will be shown in the Monitor part.
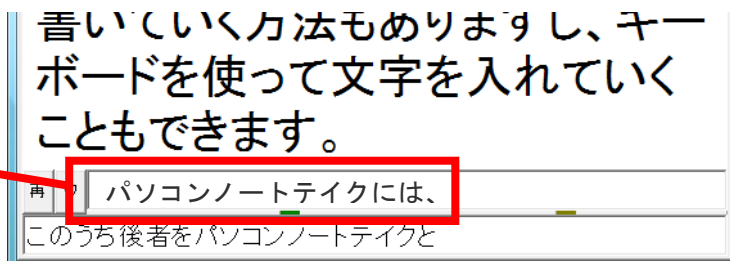
Setting tabs

A number of small tabs are lined up at the top of the screen. Detailed settings like the screen color, font size, and partner settings can be done by switching among these setting tabs.
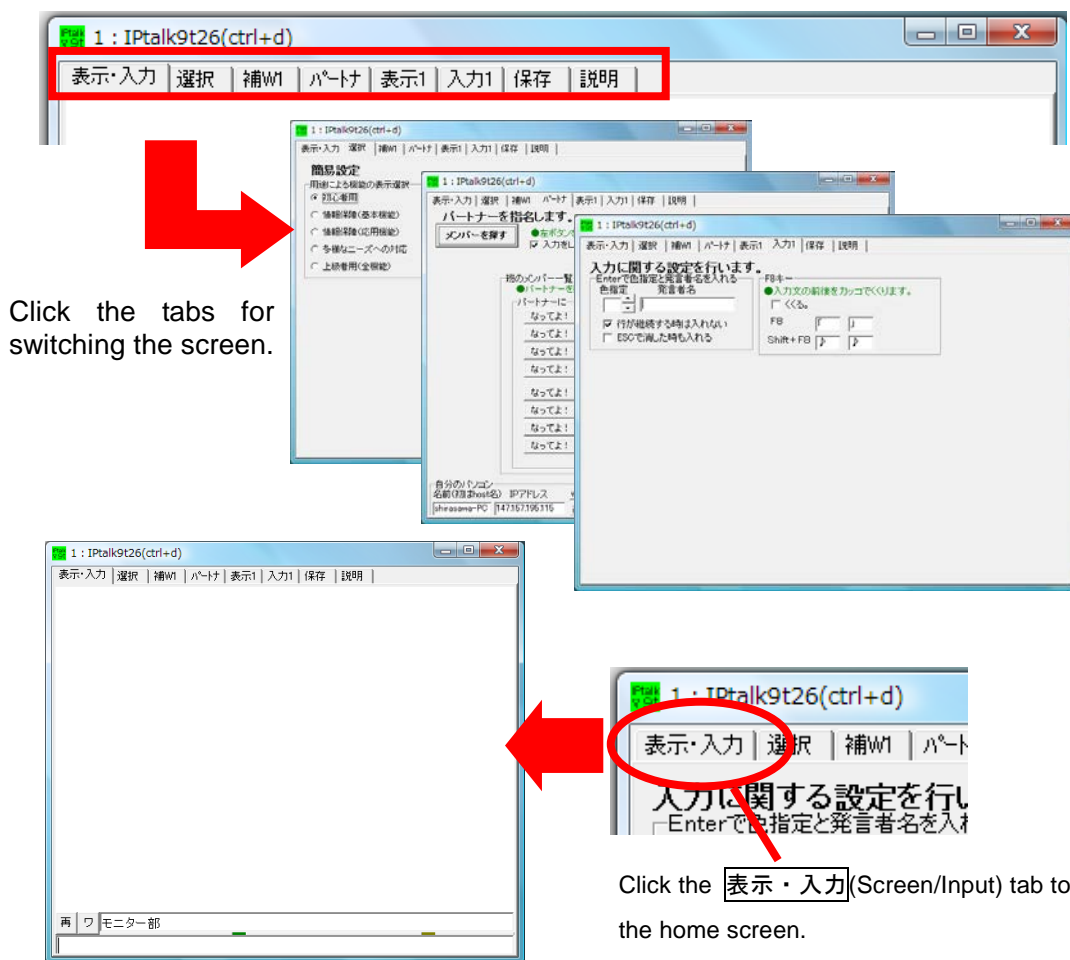
Click the tabs for switching the screen.

Click the 表示・入力(Screen/Input) tab to return to the home screen.

☞ Details on each tab will be explained from P19 onwards.

Let's Try it Out!

Now, let's try to actually type in a short passage. Move the cursor to the Input part, and type in the passage that can be heard. Hit enter, and notice how the input text is displayed in the Display part above.

When typing alone

Enter

聴覚に障害のある学生が大学などの高等教育機関で学ぶ際、通常の音声によって伝えられる講義の情報を受け取ることができないなどの困難が生じます。
■

このような聴覚障害学生の状況に対して、
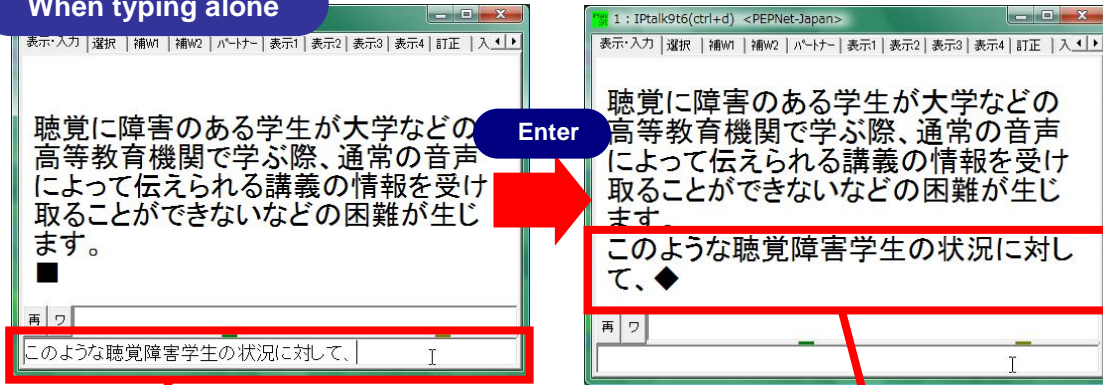
Enter the text in the Input part..

1：IPtalk9t6(ctrl+d) <PEPNet-Japan>

聴覚に障害のある学生が大学などの高等教育機関で学ぶ際、通常の音声によって伝えられる講義の情報を受け取ることができないなどの困難が生じます。

このような聴覚障害学生の状況に対して、◆

Hit Enter, and the input text moves to the Display part.

Now being familiar with the input procedures, try to work with input partners. By the relay input, 2 or more people complete the same text together. First, decide in advance whether you or your partner wants to go first. With note-taker A beginning typing, note-taker B should look at his/her Monitor part and start to type in the phrases that will come in 2~3 blocks later. Note-taker A should then take note of the beginning of note-taker B's block and type until his/her part links up with B's.

To relay input

入力者A

入力者B

HUB

With 2 computers connected together, the input of each other can be checked in the Monitor parts.

Note-taker A's screen

Note-taker B's screen

先に入力をはじめた入力者は、もう一人が入力をはじめたのを確認し、それにつながるところまでを担当します。
◆

その2～3文節
そしてパートナーの入力を

Own input

先に入力をはじめた入力者は、もう一人が入力をはじめたのを確認し、それにつながるところまでを担当し

Partner's input:
Use it to judge when to stop typing.

◆

そしてパートナーの入力を
その2～3文節
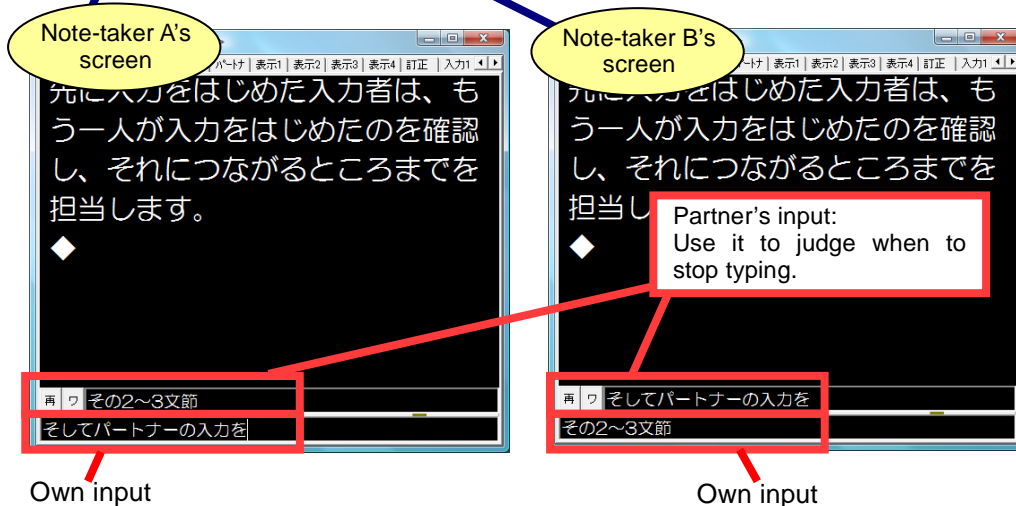
Own input

How did it go?　　Did you manage to type in sentences?

After getting used to the input procedures, practice with paying attention to the items in the checklist below:

Checklist

☐　The passage blocks connect at the right place.

☐　Commas and periods are entered correctly.

☐　The passage is easy to read with adequate linefeeds.

☐　The correct information is being input, with no mistakes like incorrect spelling.

By clicking on the "ワ(Wa) " button in the Monitor part, you can switch into word processing mode. While in word processing mode, you can use the scroll bar on the right to check out old text which isn't displayed. When you want to start inputting again, remember to click on the "再(RE)" button.

IPtalk9t25(ctrl+d)

表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1 | ◀ ▶

聴覚に障害のある学生が大学生活を送る際に、まず問題になるのが授業への参加の方法です。

特に重度～最重度の聴覚障害学生の場合、大教室で教員が90分間話し続ける講義形式の授業では、まったくと言っていいほど情報

再　ワ

Good example

表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1 | ◀ ▶

聴覚に障害のある学生が大学生活を送る際に、まず問題になるのが授業への参加の方法です。

特に重度～最重度の聴覚障害学生の場合、大教室で教員が90分間話し続ける講義形式の授業では、まったくと言っていいほど情報が入りません。■

再　ワ
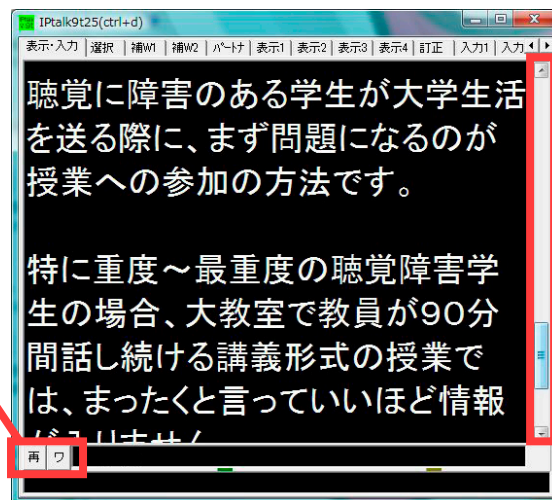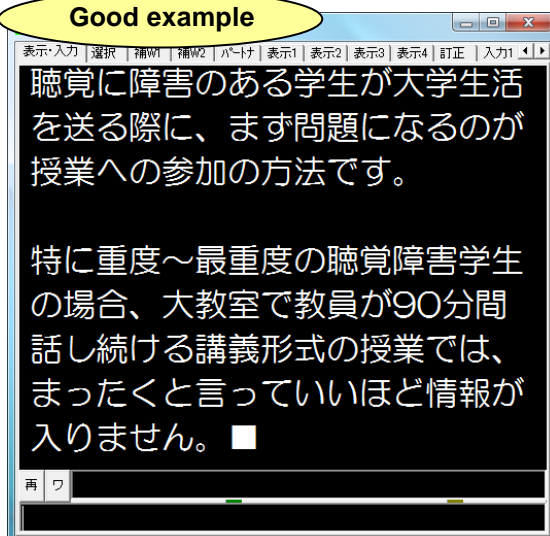
It is easy to read the passage with no input errors and with decent amount of punctuations and linefeeds.

Bad example

表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1 | ◀ ▶

聴覚障害のある学生が大学生活を送る差異にまず問題になるのが授業への参加方法です聴覚障害学生の場合特に重度～最重度の大教室で教員が90分間話し続ける講義形式の授業ではまったくと言っていいほど情報が入りませんたとえ口話によるコミュニケーションに長けている学生であったとしても

再　ワ
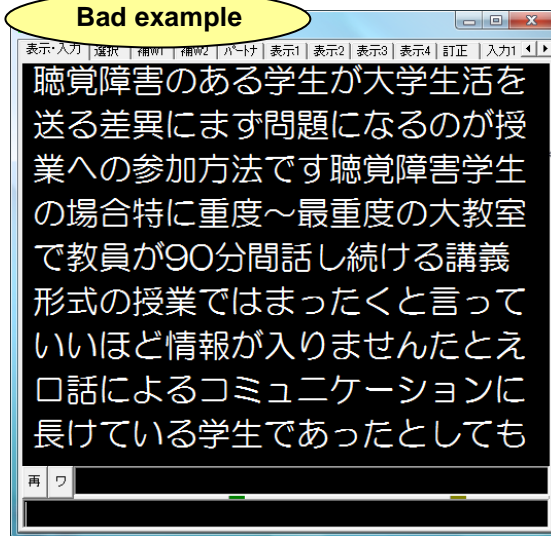
Passages are hard to be read with the noticeable input errors and mistakes on relay timing. And also the lack of punctuations and linefeeds makes it hard to understand where the sentences break.

Settings for the PC of the DHH student

At the actual support scene, a PC for a DHH student is also needed. For this computer, only the input text will be shown, with the Input and Monitor parts hidden. When the input text needs to be projected on the screen, this PC is to be connected to the projector.

Settings for the display computer

① ② ③ ④

入力者A 入力者B 入力者C 聴覚障害学生

HUB

1 PC is set up as a "表示用(For Display)" computer for a DHH student.

①Note-taker A
②Note-taker B
③Note-taker C
④DHH student
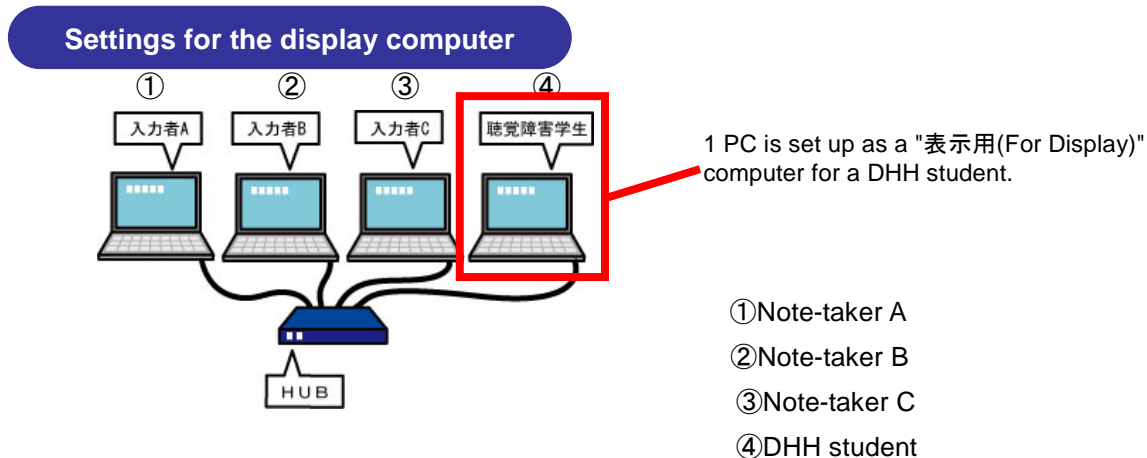
The steps for setting up are as follows:

① Choose "表示用(For Display)" under the "表示 1(Display 1)" tab.

② Check "マウスカーソルの非表示(Non-display of Mouse Cursor)" under "表示2(Display 2)" tab, and return to the "表示・入力(Screen/Input)" tab.

③ Switch IPtalk into full screen mode, and press F1 to hide the menu and the frame.

④ Press F1 again to recover the functions.

入力人数は？
●表示・入力ページの種類を指定します。
○ 2人入力　入力部とモニター部が出ます。
○ 1人入力　入力部のみが出ます。
☑　お知らせ（テロップ）を受信しない。
◉ 表示用　表示専用（F1で枠が消えます。）
☑　警告、操作説明メッセージを表示する。

Choose "表示用(For Display)" under 表示 1(Display1)tab.

With "For Display" on, the Monitor and Input parts will disappear, leaving only the Display part.

テスト
テスト
テスト

Pressing F1 hides the menu and the frame. Press F1 again to recover the function.

F1 key

テスト
テスト
テスト

☞ By using "the 8-person Monitor", the input text can be checked in real time.

Useful Functions and Input Tips

The Various Functions of IPtalk

IPtalk includes a great number of helpful functions. Here, we will be picking up a few functions that will be helpful for laptop note-taking at the university scene, and explain them tab by tab.

Select Tab

Here, you can select the functions that can be displayed in IPtalk. More functions will be shown when proceeding from Beginner to Advanced.

For advanced users

Functions for display can be selected accordingly.

For beginners
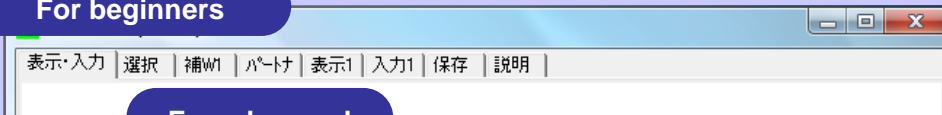
For advanced
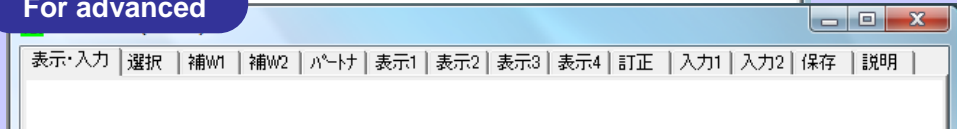
Here, let's select "上級者用(For advanced users)". Compared to "初心者用(For beginners)", many more convenient functions are shown.

19

Display1 Tab

Here you will find basic options for the display settings like the Input/Display modes, the color of the Display part and so on.
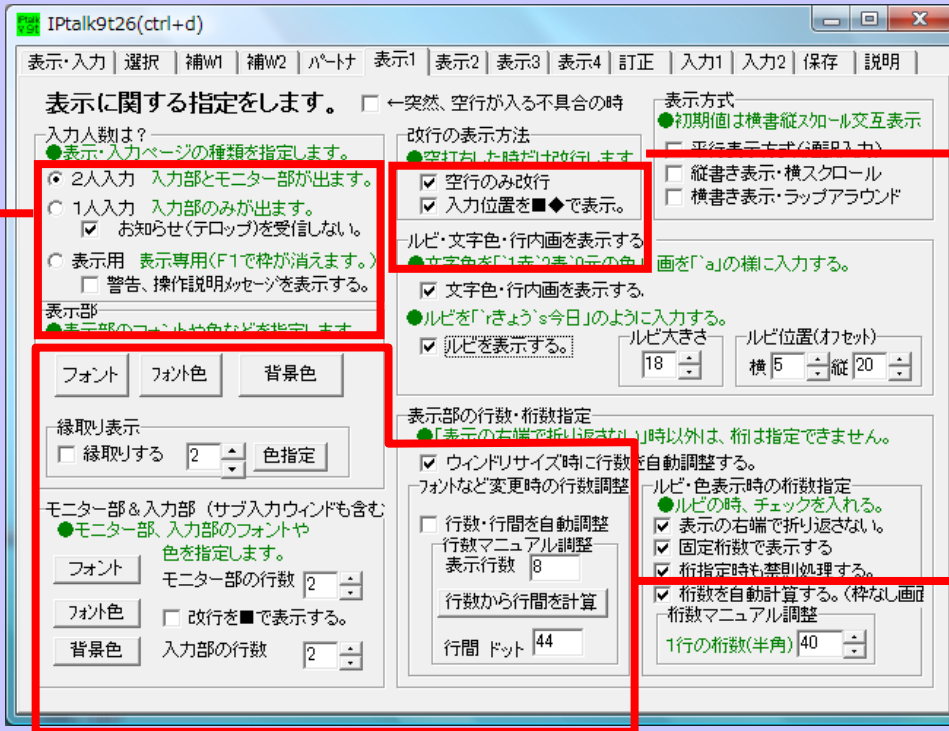
Selecting between "入力用(Input mode)" and "表示用(Display mode)"

The Monitor and Input parts can be shown / hidden by selecting "2 人入力(Two-person Input)", "1 人入力(One-person Input)", or "表示用(For Display)".

Two-person Input
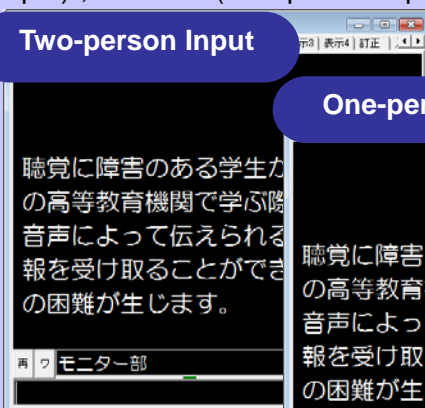
Input and Monitor parts are both shown.

One-person Input
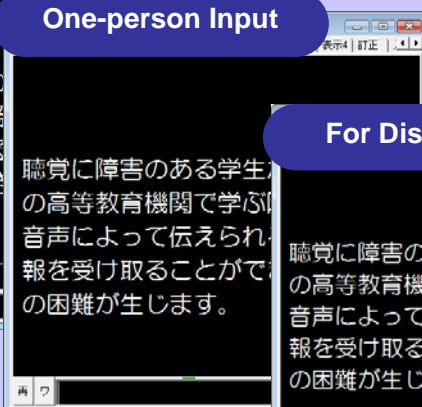
The Monitor part is hidden while the Input part is shown.

For Display
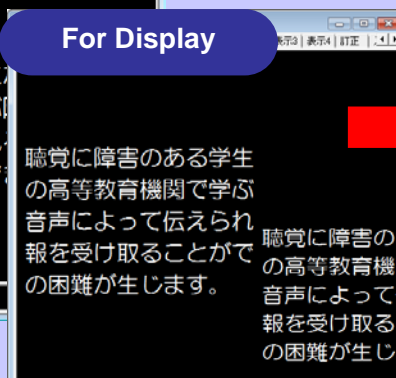
Only the Display part is shown. Choose this for the PC for the DHH student.

F1-key

The window frame can also be hidden.
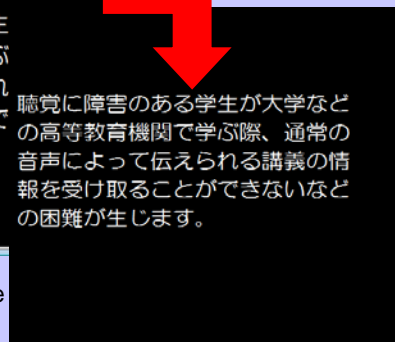
Showing text without breaks

By the default settings of IPtalk, hitting enter will always start a new line, causing the passage to break up whenever some new text has been input. By checking "空行のみ改行 (Line Feed only on Space Typing)", newly input text will be appended to the previous text, making the passage easier to read.

Hit enter and the passage breaks to a new line.

聴覚に障害のある学生が
大学などの高等教育機関で
学ぶ際
、
通常の音声によって伝えられる
講義の情報を

再 ワ モニター部

Check "空行のみ改行 (Line Feed only on Space Typing)"

改行の表示方法
□ 王行ちした時だけ改行します
☑ 空行のみ改行
□ 入力位置を■◆で表示。

The next text will come after this mark.

IPtalk9t8(ctrl+d)
表示・入力 | 選択 | 補W1 | 補W2 | パートナー | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1

聴覚障害のある学生が大学など
の高等教育機関で学ぶ際、通常
の音声によって伝えられる講義
の情報を受け取ることができな
いなどの困難が生じます。
このような聴覚障害学生の状況
に対して、◆

再 ワ モニター部

The text comes together.

Changing the font size and color

If the Display/Input/Monitor parts are hard to see, you can change the size and color of the font.

The display is hard to see

聴覚に障害のある学生
が大学などの高等教育
機関で学ぶ際、通常の
音声によって伝えられる
講義の情報を受け取るこ
とができないなどの困難
が生じます。

再 ワ モニター部

Font size and color settings

フォント
フォント名(F):
HG丸ゴシックM-PRO
HG丸ゴシックM-PRO
HG教科書体
HG行書体
HG正楷書体-PRO
HG創英プレゼンスEB
HG創英角ゴシックUB
HG創英角ポップ体

スタイル(Y):
標準
標準
斜体
太字
太字 斜体

サイズ(S):
24
22
24
26
28
36
48
72

OK
キャンセル

文字飾り
□ 取り消し線(K)
□ 下線(U)
色(C):
□白

サンプル
Aaあぁアァ

文字セット(R):
日本語

表示部
●表示部のフォントや色などを指定します。
フォント フォント色 背景色
縁取り表示
□ 縁取りする 2 色指定

色の設定
基本色(B):

作成した色(C):

色の作成(D) >>
OK キャンセル

The settings for Input/Monitor parts can be done here. The number of lines to display can also be set here

モニター部＆入力部（サブ入力ウィンドも含む）
●モニター部、入力部のフォントや
色を指定します。
フォント モニター部の行数 1
フォント色 □ 改行を■で表示する。
背景色 入力部の行数 1

The display is now easy to see.

1：IP
聴覚
などの高等教育機関で学ぶ
際、通常の音声によって伝え
られる講義の情報を受け取る
ことができないなどの困難が
生じます。

再 ワ モニター部

The settings for the number of lines and line spacing can be set here. You can either use the automatic settings, or click on "行数から行間を計算 (Calculate Line Spacing from Number of Lines)" after setting the number of lines.

表示部の行数・桁数指定
●「表示の右端で折り返さない」時以外は、桁は指定できません。
☑ ウィンドリサイズ時に行数を自動調整する。
フォントなど変更時の行数調整
□ 行数・行間を自動調整
行数マニュアル調整
表示行数 8
行数から行間を計算
行間 ドット 48

ルビ・色表示時の桁数指定
●ルビの時、チェックを入れる。
□ 表示の右端で折り返さない。
□ 固定桁数で表示する
□ 桁指定時も禁則処理する。
☑ 桁数を自動計算する。（枠なし画
桁数マニュアル調整
1行の桁数(半角) 28

This tab sets the functions that can be used when making corrections to text that has already been sent to the Display part.

IPtalk9t26(ctrl+d)

表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1 | 入力2 | 保存 | 説明

表示を訂正する方法に関する指定をします。

F9キー(Undoキー)修正
●表示に出した文を入力部に戻す。
☑ 他の人の入力もUndoの対象にする
●改行を入力部に戻す方法を指定します。（無しは、連結して戻す。）
☑ 入力部内で改行する。
☑ 「空行のみ改行」を指定した時
●Undo時、再描画しないと行が動かないので見易くなります。ただし、消す行が多いと画面が空白になってしまいます。
☐ 再描画する

F11キー(Delキー/Clsキー)
●F11でDel(1字削除)、Shift+F11でCls(画面消去)。受信は、常時。Undoは不可。
☑ Delキー/Clsキーにする。

F7キー
●F7キーを押すと、選択した範囲を下の文字列で囲んで入力部に入れます。
☑ F7キーを訂正キーにする。
訂正: ↑「　　」→「」

訂正送信
●訂正した部分の色を変え訂正内容をテロップに流すこともできます。
☑ 表示・送受信する。
訂正送信W表示

「送」ボタン修正
●ワープロ画面で修正し、「送」ボタンを押して修正します。
☐ 「送」ボタン修正を使う　　ワ停止モニター表示
●「送」ボタン修正する時に表示機と行数と桁数を合わせます。パートナーのフォント大きさ、ウインド幅、表示行数を受信します。
行数・桁数を合わせる
ウインドの大きさ
Enterキーを押すと大きさが変わる
幅 656　　高さ 494

確認修正パレット
●入力係りは下のチェックを入れます。
☐ 入力をパレットに送信する　モニター
●修正係りは、下のボタンを押します。
確認修正パレット表示 ☐ 未確定も連動
☐ パレット連動　2人以上で同時に修正
☐ 連動時の主修正者　1人だけ入れる

Delete the letter which is put up immediately ahead by pressing F9

Text that has already been sent to the Display part can be restored to the Input part by pressing F9.

F9-key

聴覚障害のある学生が大学などの高等教育機関で学ぶ差異、◆

聴覚障害のある学生が大学などの高等教育機関で◆

学ぶ差異、
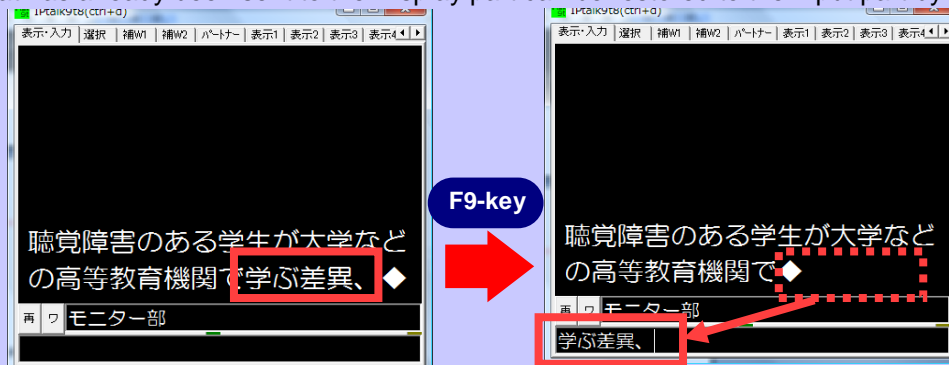
Delete the letter put up immediately ahead by pressing F11

Similarly, by pressing F11, one letter will be deleted from the Display part.

F11キー(Delキー/Clsキー)
●F11でDel(1字削除)、Shift+F11でCls(画面消去)。受信は、常時。Undoは不可。
☑ Delキー/Clsキーにする。

F11-key

Delete

入力を間違えたときにも◆

入力を間違えたときに◆

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Correct text on screen through the "Send Correction" window

If there are mistakes to be corrected on the screen, correctors can use the "Send Correction" window to correct them.

訂正送信
●訂正した部分の色を変え訂正内容をテロップに流すこともできます。
☑ 表示・送受信する。
訂正送信W表示

Click on "訂正送信W表示(Display Send Correction W)" to open the window.

☞ The font color of corrected text can be set in the "Send Correction" window. It may be a good idea for correctors to open the window in advance.

訂正送信
☐ 訂正箇所をテロップで流す。
訂正(送信)   テロップ停止
元文 書記
訂正 初期
●表示部の訂正する文字を文末からの順番で指定。
訂正文字の位置
◯ 全部 ◉ 最後 ◯ 2番目 ◯ 3番目 ◯ 4番目 ◯ 5番目
色指定(「表示4」ページの「色指定」で指定)
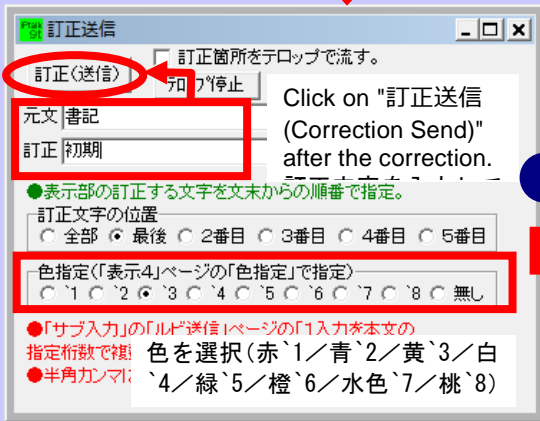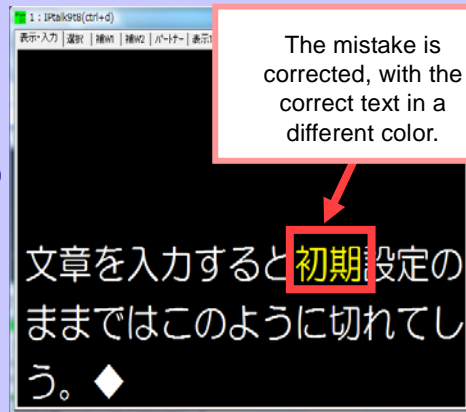◯ `1 ◯ `2 ◉ `3 ◯ `4 ◯ `5 ◯ `6 ◯ `7 ◯ `8 ◯ 無し
●「サブ入力」の「ルビ送信」ページの「1入力を本文の
指定桁数で複
●半角カンマに

Click on "訂正送信 (Correction Send)" after the correction.

色を選択(赤`1／青`2／黄`3／白`4／緑`5／橙`6／水色`7／桃`8)

DSCW

1 : IPtalk9t8(ctrl+d)
表示・入力 | 選択 | 補W1 | 補W2 | パートナー | 表示1

The mistake is corrected, with the correct text in a different color.

文章を入力すると初期設定のままではこのように切れてしう。◆

Press F7 to send out the correction

Even when the mistaken text has already been sent to the Display part, or when the text has already been rolled out of the display area, it can still be corrected by sending the correction.

F7キー
●F7キーを押すと、選択した範囲を下の文字列で囲んで入力部に入れます。
☑ F7キーを訂正キーにする
訂正:「   」→「   」
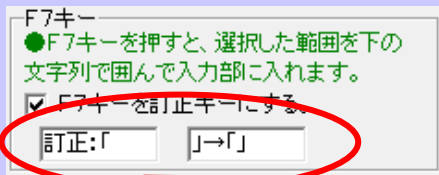
Check the box next to "F7 キーを訂正キーにする (Use F7 as Correction Hotkey)", and type in the template for correction in the blanks.

IPtalk9t26(ctrl+d)
表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1

聴覚障害のある学生が大学などの高等教育機関で学ぶ差異、通常の音声によって伝えられる講義の情報を受け取ることができないなど困難が生じます。

F 7 -key

訂正:「」→「」

IPtalk9t26(ctrl+d)
表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1

聴覚障害のある学生が大学などの高等教育機関で学ぶ差異、通常の音声によって伝えられる講義の情報を受け取ることができないなどの困難が生じます。
訂正:「差異」→「際」◆

再 ワ
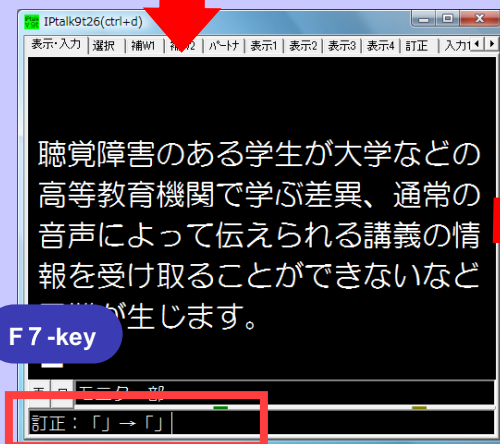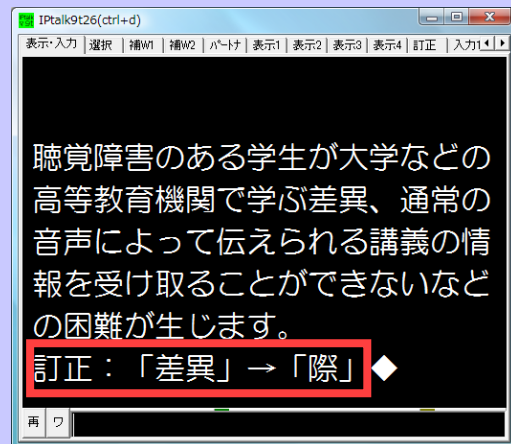
Type in the correct phrase between 「　」 and press Enter.

This tab is loaded with many convenient functions helpful for input, like Function key/Memo settings and Chat window. Pressing each of the buttons will open a small window for individual display.
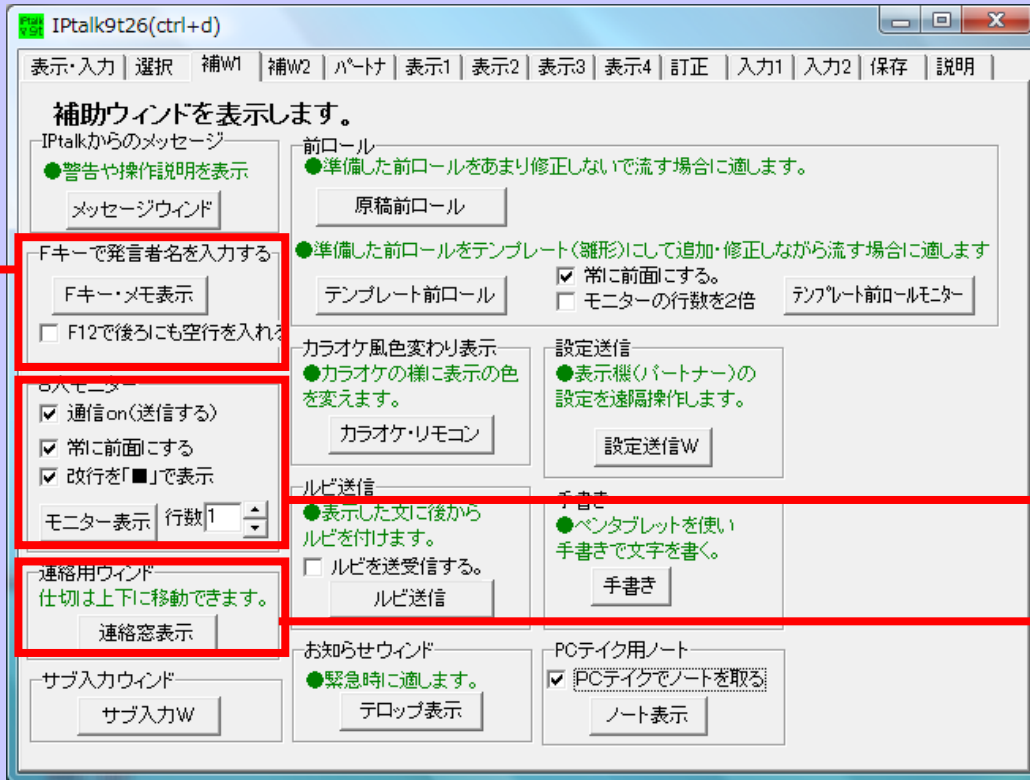
Simplified input of speaker's name

Long words and phrases like the speaker's name or book titles are easily input by using the function keys. It may be convenient to enter in the blanks in advance words that are expected to repeatedly show up.
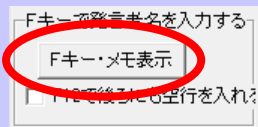
Click on "F キー・メモ表示 (Function key/Memo display)"
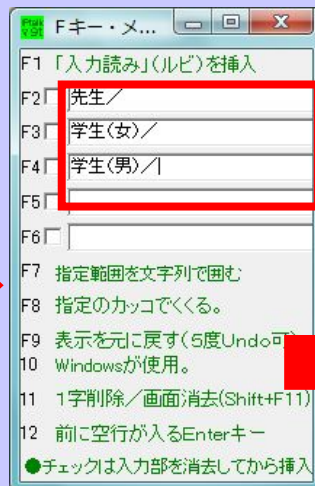
Register in advance the names of the speakers.

At the Input part, the registered text can be entered by pressing the corresponding Function keys.

F-key

To display the state of input in real time

When there are more than two note-takers, or when you want to check out the text being displayed on the DHH student's screen, the "8-person Monitor" can be used. Here, all inputs from PCs in the same network can be displayed in real time.

The actual display: The text being input will be shown in the 8-person monitor, and the confirmed text will be sent to the Display part.

8人モニター
☑ 通信on（送信する）
☑ 常に前面にする
☑ 改行を「■」で表示
モニター表示　行数 1

Click on "モニター表示 (Display monitor)".

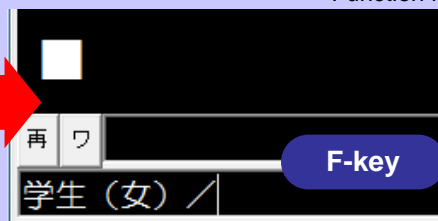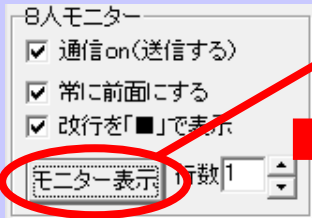The "8-person monitor" is shown.

1：8人モニター(ctrl+8)

人からの申し出で面談が必要となることもあります。
また、一回で支援内容が決定しなかった場合には、何度か入学前に顔を合わせて話し合いを行っていくこともあります。
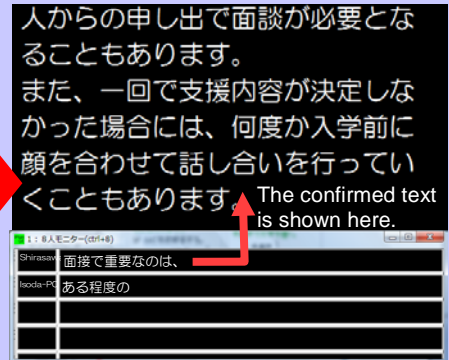
The confirmed text is shown here.

1：8人モニター(ctrl+8)
Shirasaw | 面接で重要なのは、
Isoda-PC | ある程度の

Member's names

The text being input

By pulling down on the frame, the setting screen can be viewed.

Coordinating the timing for relay

To coordinate the timing for the relay between inputs, or to convey any messages among note-takers, the chat-box called "連絡窓表示 (Display Chat Window)" can be used.

連絡用ウィンド
仕切りは上下に移動できます。
連絡窓表示
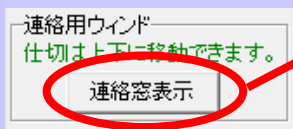
Click on "連絡窓表示 (Display Chat Window)"

The name to use when sending messages, the background color when receiving messages etc. can be set here.

連絡(ctrl+r)
定時連絡：＜停止中＞ ↓下に設定
☐ 定時連絡 5 分 交代です！
☑ 30秒前に予告する 30秒前です。
☑ LANに流す ☑ 定時連絡に時刻表示
☑ 連絡文に時刻表示
↓下に設定あり
発信者名 入力A: フォント 背景色
☐ 全員送信 保存 受信時背景色
☐ IPtalk終了時に自動保存する。

1：連絡(ctrl+r)

入力A:交代します。

1：連絡(ctrl+r)

入力A:交代します。
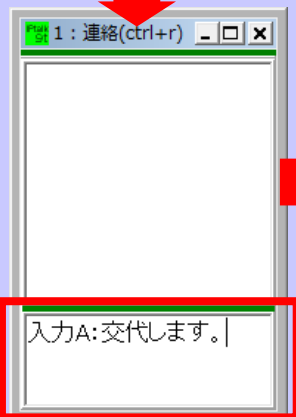
Type in text and press Enter
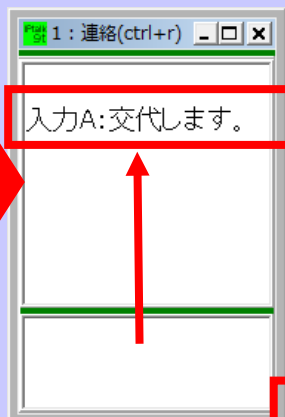
Text that has been entered will be sent to all members.

連絡(ctrl+r)
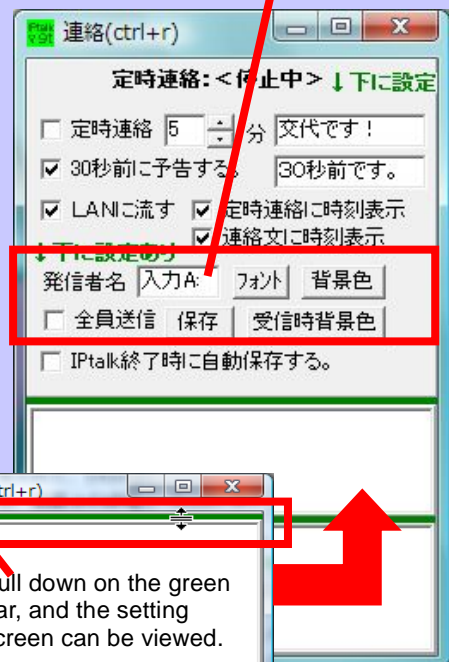
Pull down on the green bar, and the setting screen can be viewed.

Input1 **Input2** Tab

Various settings on input can be made with these tabs.　Automated input of parentheses etc. is possible.

Input1

（ctrl+d）

表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1 | 入力2 | 保存 | 説明 |

入力に関する設定を行います

Enterで色指定と発言者名を入れる
色指定　　　発言者名

☑ 行が継続する時は入れない
☐ ESCで消した時も入れる

入力途中クリア時メ…

・　　表…

入力文の送り方…
●入力部でEnterと…
☐ カーソルより前の…

漢字変換色
●変換中の文字の…
文字色

表示指定ページの…
「表示設定の保存」

ショートカットキーで…
●閉じているウィンド…
☑ ウィンドを開く
●ショートカットキー…

F8キー
●入力文の前後をカッコでくくります。
☑ くくる。
F8　　「　　　」
Shift+F8　ｽﾗｲﾄﾞ「　…」

Input2

（+d）

表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1 | 入力2 | 保存 | 説明 |

F1キーで漢字変換の入力読みを挿入
●変換確定後にF1で読みを入力する。
XP,2000推奨。Me,98,95は制限あり。
◯ 半角ｶﾅ ◯ カタカナ ⦿ ひらがな
☑ 下の文字で入力読みを囲う
（　　　）
☐ ルビにする（｀r｀sで囲う）
ルビを受信するSIは、ルビの「表示」
のチェックを入れること。
ルビの挿入位置がおかしい場合は、
一つ前の確定をEnterすること

入力を表示に自動的に流す
句読点や確定で流す
☐ 全角「。」「、」「？」で表示する。
☐ 半角「。」「,」「?」で表示する
☐ 確定で自動的に表示する。

「。」で空行を流す
●「空行のみ改行」の時「。」で
自動的に空行を入れて改行する。
☑ 「。」で自動改行する。

時間で流す
●入力を指定した時間以内に表示しないと
入力部とモニター部の境界を赤表示します
☑ 赤表示する。
☐ 自動的にEnterし、表示　8 秒

入力部の文字数で流す
●文字数超過で赤表示
半角文字数で指定 40
☐ 赤表示する。
☐ 自動的にEnterし、表示

1分間の表示文字数の表示と警告
●表示Byte数を全角換算して表示。
Now（直前1分）、Max（1分の最大）、
Ave（10分平均）、AvMx（10分平均の最大）
☐ 一分間の文字数表示
☐ 説明ページに文字数追記
●指定文字数を超えると入力部を黄色にする。
☐ 黄で警告する　100 文字／分

入力の記録
☐ 記録を説明ページに保存
●下のチェックを入れると入力開始時刻を
送信し説明ページにも記録します。
☐ 入力開始時刻を説明ページに記録

Automated insertion of 「　」 or ruby characters (Japanese indication for pronunciation)

With the box checked, phrases can be put in parentheses and ruby characters can be inserted automatically by pressing F8 and F1 respectively. Words like "Slide <……>" can also be input automatically.

1：サブ入力ウィンド(ctrl+i)
入力 | メモ | ルビ送信 |
入力

F8 key

1：サブ入力ウィンド(ctrl+i)
入力 | メモ | ルビ送信 |
「入力」

サブ入力ウィンド(ctrl+i)
入力 | メモ | ルビ送信 |
聴覚障害とは

Shift+F8 key

ブ入力ウィンド(ctrl+i)
入力 | メモ | ルビ送信 |
スライド 「聴覚障害とは…」

1：サブ入力ウィンド(ctrl+i)
入力 | メモ | ルビ送信 |
入力

F1 key

1：サブ入力ウィンド(ctrl+i)
入力 | メモ | ルビ送信 |
入力（にゅうりょく）
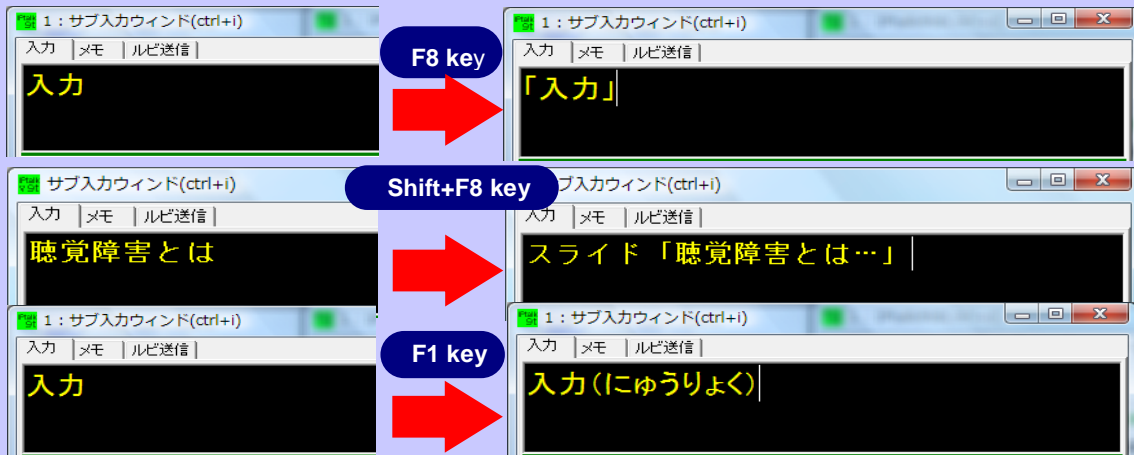
Save Tab

Here, logs and settings can be saved.

IPtalk9t26(ctrl+d)

表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2 | 表示3 | 表示4 | 訂正 | 入力1 | 入力2 | 保存 | 説明

表示設定などの保存・読込
保存 | 読込 | 起動時設定にする | 初期値に戻す
自動読込表示設定.dp9
●表示などの設定に名前を付けて保存できます。

設定や表示文の保存を行います。

表示文の記録の保存と消去
日付時間.txtという名前で保存されます。
保存 | 読込 | 保存なし
☑ IPtalk終了時に自動保存する。

定期的な消去と分割保存
98,Meはログの量が多くなると表示がおかしくなる
事があるので、定期的に消去する必要があります。
(消去の瞬間、ワープロ画面は滝の様に流れます。)

●上の「終了時自動保存」のチェックが入っている
場合は消去するログ(分割ログ)を自動保存します。
☐ 定期的に消去(上チェックで分割保存も)する。
[10] 分ごとにチェックして
[1000] 行以上、または [30] KByte以上に
になっていたら消去(保存)する。
☐ 「表示・入力」tabに記録量を表示する。

暗号化
ログを暗号化して保存します。
パスワード [秘密]
☐ 暗号化する。

●暗号化したログは、ログビューアー
で解読して読むことができます。
しかし、ログを修正したり、一部を
コピーしてメイルに引用するなど
はできなくなります。
<注意>
暗号化処理に時間がかかるので
パスワードは全角2文字以下、
ログの自動保存は短目を勧めます
<注意>
暗号化保存中は漢字変換などが
遅くなることがあります。

ログ加工
ログを暗号化し保存
暗号ログを解読
複数ログを連結

(元LVシリーズ)

ログビューアー

Saving settings for font and related functions

Display settings like font and background can be saved.

If you want the same settings to be applied next time

IPtalk is started, click on "起動時設定にする(Apply Same Settings on Startup)".

IPtalk9t26(ctrl+d)

表示・入力 | 選択 | 補W1 | 補W2 | パートナ | 表示1 | 表示2
表示設定などの保存・読込
保存 | 読込 | 起動時設定にする | 初期値に戻す
自動読込表示設定.dp9
●表示などの設定に名前を付けて保存できます。

Click on "起動時設定にする(Apply Same Settings on Startup)"

Saving the input text

The input passages can be saved as a text file. Auto-save can also be enabled, so that the text will not be erased by mistake.

表示文の記録の保存と消去
日付時間.txtという名前で保存されます。
保存 | 読込 | 保存なし
☐ IPtalk終了時に自動保存する。

Click on "保存(save)"

保存 | 読込
☑ IPtalk終了時に自動保存する。

Check here to enable auto-save.

保存ログ.txt

Saved as text file

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For the Efficient Input

In order to type fast and efficiently, it is important to make good use of IME (Japanese input software) functionalities. It is also a good idea to become familiar with correction procedures for relay input and with practice methods.

> ☞ IME is the Japanese input software. Windows provides its own Microsoft IME, which is also joined by other offerings like ATOK (Just Systems).

Registering words and hotkeys for IME

Vocabulary like "the oral method" and "DHH", which may have troubles getting correctly converted, can be easily input by preemptively registering them in the dictionary. The same can be done for sentences that will surely show up, like "Do you have any questions?"

For MS-IME

Pick "ツール(Tool)" and then "単語の登録 (Register vocabulary)"

Enter the vocabulary and its pronunciation, and then click on "登録 (Register) " to register the word.

For ATOK

Choose the word to be registered, and press Ctrl + F7.

Ctrl + F 7　key

In the vocabulary registration window, enter the pronunciation and click OK.

In addition, after entering the same word repeatedly with ATOK, candidates for conversion will show up automatically.

First, enter "高等教育機関 (The Postsecondary-Education Institution)".

Tab key

After entering the same word a couple of times, candidates for conversion start to show up. When it is the right candidate, confirm by pressing Shift + Enter.

Other candidates are also displayed by pressing Tab key.
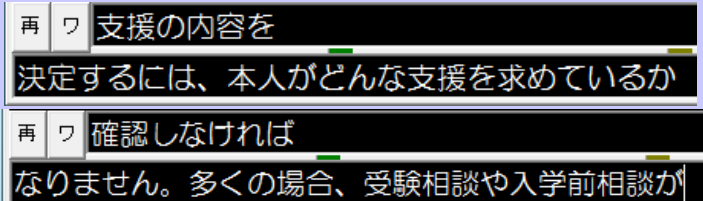
Tips for the relay input

● The timing for the relay input varies with respect to the talking speed of the speaker and the typing speed of the note-takers. When the experiences are different between note-takers, let the beginner start first, so that the advanced taker can lead on with the relay.

【When input speeds are roughly the same】

再 ワ 支援の内容を決定するためには、
本人がどのような支援を求めているか

再 ワ 確認しなければなりません。
多くの場合、受験相談や入学前相談が
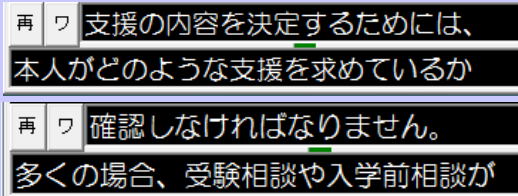
Both note-takers type and relay at the same timing.

【When the typing speeds differ】

再 ワ 支援の内容を
決定するには、本人がどんな支援を求めているか

再 ワ 確認しなければ
なりません。多くの場合、受験相談や入学前相談が

Let the beginner type first and the advanced taker should observe and lead the relay accordingly.

● When the relay does not go well, producing in phrases in the wrong order, each note-taker can press F9 to restore the text back to the Input part. They can then re-enter the phrases in the right order.

ある程度の意志決定カ 面接で重要なの
は、
再 ワ

The input is in the wrong order!

F9 key

F9 key

Each phrase is restored to the Input part by pressing F9 once.

再 ワ ある程度の意志決定が
面接で重要なのは、

面接で重要なのは、ある程度の意志決定が
再 ワ

Re-enter with the right order

Points to note when inputting

●Good relay input requires techniques in touch-typing. To practice touch-typing, typing practice software that is enjoyable and at the same time practical is recommended. After warming up to typing, it may be a good idea to practice by listening to music and lecture tapes.

【Examples of typing practice software】

Perfect Key Master Holon Inc. (around 5000 yen)
http://www.holonsoft.co.jp/products/edu_o/perfect/index.html
Typing practice software offers you from the basic level.
Practices range from home position training to training by games.

Ozawa-Ken (Free software/Developed by Higo)
http://www.higopage.com/ozawa-ken/
This typing practice game can be downloaded for free. Having a variety of levels, even beginners can enjoy themselves.

☞ There is also a load of other free software.

Solving Common Problems

Before familiarity with the network settings, it is common to run into troubles like, "I just can't get through IPtalk partners!" Here, we will cover some of the troubles that may come up when connecting IPtalk, as well as the solutions.

Troubleshooting

The partner's input is not shown in the Monitor part!

を受け取ることができないなどの
困難が生じます。◆

再　ワ

Open the Partner Tab.
Is your partner being displayed under the member list?

No　　**Yes**

Understanding the cause of the trouble is necessary before we come up with a solution. First, follow the chart below and try to figure out from where in the network the problem comes about.
Each of these problems will have the solution discussed in details in the following pages

The partner is not shown under the member list!

班のメンバー一覧
●パートナーを指名します。
パートナーに
なってよ！
なってよ！
なってよ！
なってよ！
仲間　名前　IPアドレス
#1
#2
#3
#4

Press on "IP 再読込み(Read in IP Address again)".
Is your IP address being shown correctly?

No　　**Yes**

10.14.1.1 is shown as the IP address!

自分のパソコン
名前(初はhost名) IPアドレス　winipcfg
10.14.1.1　　pconfig　IP再読込み

2 addresses are being shown!

自分のパソコン
名前(初はhost名) IPアドレス　winipcfg
Notebook 1.***.***.*** *** ipconfig
*** *** *** ***
*** *** *** ***

☐ Is the correct IP address being selected?

Another IP address is being shown!

自分のパソコン
名前(初はhost名) IPアドレス　winipcfg
shirasawa-PC 192.168.0.1　pconfig　IP再読込み

☐ Is the Wireless LAN on by mistake?

☐ Is the IP address set up correctly?

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The most important thing here is making sure that DHH students can be rendered by capturing correct information. When all else fail, consider alternate methods, like switching back to one-person input, or resort to handwritten note-taking.

☐ Did you press on the "なってよ！(Be partners!") button?
☐ Did you check the box that says "入力を LAN に流す (Send the input to LAN)"?
☐ Did you check the box under "仲間(Partner)"?

☐ Have you become a partner with somebody else by mistake?
☐ Has your partner already become a partner with somebody else by mistake?
☐ Have you put the check in the "パートナー固定 (Fix Partners)" box by mistake?

The "Be partners!" button doesn't function.

●パートナーを指名します。
パートナーに
なってよ！
なってよ！

☐ Did you press on the "Search for Members" button?
☐ Are you in the correct input group/channel?
☐ Did you check the "メンバー固定(Fix Partners)" box by mistake?
☐ Have you connected more than 10 PCs in the same input group by mistake?
☐ Did you enter the correct subnet mask?
☐ Are you connected with the same HUB?
☐ Is the firewall of anti-virus software enabled by mistake?

Open "ネットワーク接続(Network Connection)".
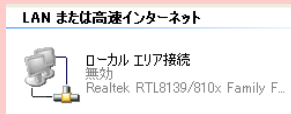Is "Local Area Connection" enabled?

ネットワーク接続

LAN または高速インターネット
ローカル エリア接続
接続
Realtek RTL8139/810x Family F...

No **Yes** → ☐ Is the IP address correctly set up?

"ローカルエリア接続(Local Area Connection)" has been disabled!

LAN または高速インターネット
ローカル エリア接続
無効
Realtek RTL8139/810x Family F...

☐ Right-click and choose "有効(Enable)".
☐ Is the IP address correctly set up?

It is saying "Network cable unplugged"!

LAN または高速インターネット
ローカル エリア接続
ネットワーク ケーブルが接続されてい...
Realtek RTL8139/810x Family F...
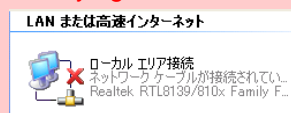
Check that the cables are connected.
☐ Is the LAN cable fully inserted?
☐ Is the HUB having power?
☐ Is the power block connected to a power outlet?
☐ Is the power outlet switched on?
☐ Is the LAN cable functioning?
☐ Is the LAN cable connected to the HUB's UPLink port by mistake?

Check!

Information on laptop note-taking can also be found in organizations like the local laptop note-taking societies and note-taking staff associations. In addition, operational manuals that explain the different functions of IPtalk are also available for sale, and can serve well as a reference.

● IPtalk is distributed here: http://iptalk.web.infoseek.co.jp/
   Updates are frequent, so make sure to check back periodically.

● References:

・An Introductive Guidebook for Laptop Note-taking
   Let's Try Laptop Note-taking!   For Beginners!

・An Introductive Guidebook for Laptop Note-taking
           Let's Try Laptop Note-taking!
   http://www.pepnet-j.org
   Full version of the Guidebook of "For Beginners! "   For universities
   trying to start laptop note-taking for the first time, this booklet explains
   in details the major hurdles, troubleshooting, and so on.

The Postsecondary Education Programs Network of Japan
PEPNet-Japan

The Postsecondary Education Programs Network of Japan (PEPNet-Japan) is a network set up among multiple postsecondary education institutes, at the call of the Tsukuba University of Technology, in October, 2004. PEPNet-Japan seeks to expand the national support infrastructure by coordinating among affiliate universities/institutes that are taking in the DHH students and actively providing them with support.

Sapporo Gakuin University
Gunma University
Kanazawa University
Miyagi DSC
Miyagi University of Education
Tsukuba University of Technology
Kantou Support Center for DHH Students
Kwansei Gakuin University
Hiroshima University
The University of Tokyo
Open University of Japan
Center of ICT and Distance Education
Ritsumeikan University
Shizuoka University of Welfare
Aichi University of Education
University of Teacher Education Fukuoka
Nihon Fukushi University
Ehime Universtiy Doshisha University

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Let's Try Laptop Note-taking!

For Beginners!