

## Using the Scratchpad (Tutorial A3)

[http://www.atomiclearning.com/k12/en/movie/85836/play\\_window?type=Tutorial&sid=2410](http://www.atomiclearning.com/k12/en/movie/85836/play_window?type=Tutorial&sid=2410)

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The Scratchpad allows you to perform quick calculations and create graphs outside the documents. This can be helpful

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when you just want to test something before committing it to one of the applications, or when you want to brainstorm

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some quick ideas. To open the Scratchpad, press the Scratchpad key located on the left side of the keypad just below the

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Esc key. The first time you open the Scratchpad, a blank page opens with the Calculator active. To choose a blank

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Graphs page in the Scratchpad, just press the Scratchpad key again. Now Graphs is active. You can press the Scratchpad

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key to alternate between the Calculate and Graph pages. With the Calculator active, let's enter a simple math expression.

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Suppose we want to evaluate  $2^8 \cdot 43/12$ . I'll type 2 and then the carrot symbol, and then 8. I'll press the Right

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Arrow key to move out of the exponent. Then enter times 43, divided by 12. I'll press Enter to evaluate the

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expression, and the result is displayed on the right side of the page. Now that I have this expression in the Scratchpad,

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I can save it to a document, or clear it. For this example, I'll clear the Scratchpad by pressing the Doc key, and

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then choosing “Clear Scratchpad.” The expression is then removed from the Scratchpad. Next I’ll press the Scratchpad

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key again to move to a blank Graphs page. In the entry line at the bottom, I’ll type  $x^2$ , by pressing x, and then

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the  $x^2$  key. I’ll press Enter, to create my graph. Now, I’d like to save this graph to my current document. I can

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do this by pressing the Doc key, and choosing “Save to Document.” In the dialog box, I can select what Scratchpad

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contents I want to save. I only want to save the Graph, so I’ll press the Down Arrow key until I’ve highlighted

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“Calculate,” and then press the Click key to remove the check. I’ll choose to save this to my current document,

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which is already selected, so I’ll press the Down Arrow key to Highlight Save, and then press Enter. We move out of the

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Scratchpad, and we see the graph in my current document. This graph also remains in the Scratchpad until I decide to clear it.

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