

# Surface

## Surface Pro User Guide

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# Meet Surface Pro



Surface Pro is a powerful PC in tablet form.

You can connect to a broad variety of accessories, printers, and networks, just like you always have.

Run both new touch-friendly apps and your favorite Windows 7 programs. With the security and manageability you expect from a PC.

## About this guide

This guide walks you through everything you need to know about Surface Pro.

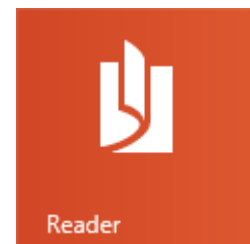
Whether you read this from beginning to end or jump all around, we hope you find this guide useful as you get to know Surface. As you read through this guide it's helpful to have your Surface handy so you can try things out.

To jump between sections using the Reader app:

1. Swipe down from the top of the screen, tap the **More** button ( **⋮** ), and then tap **Bookmarks**.
2. Tap a bookmark to jump to a section in this guide.

To search this guide using the Reader app:

1. Swipe down from the top of the screen, tap the **Find** button.
2. Type what you want to find and press Enter.





## Highlights



Real quick, here are some features of your Surface Pro:

|                              |   |
|------------------------------|---|
| Touchscreen                  | The touchscreen, with a 16:9 aspect ratio and full-HD display (1080p resolution) is great for watching HD movies, browsing the web, and using Office apps (sold separately). You can use your fingers to select, zoom, or move things around on the screen. |
| Keyboard covers              | And touch isn't the only option. Choose from two unique keyboards that double as a protective cover. This way you'll always have a keyboard with you (sold separately).   |
| Digital pen                  | Take notes and mark up documents using the digital pen.   |
| Two cameras and a microphone | Two cameras and a microphone make it easy to make phone calls and record videos using your Surface.   |
| Wi-Fi and Bluetooth          | Connect to a wireless network and use Bluetooth devices such as mice, printers, and headsets.   |



#### Kickstand

Flip out the kickstand when you want to be productive or kick back and have some fun.

#### Stereo speakers, headset jack, and volume

Listen to music, conference calls, or audio books using apps from the Windows Store or Internet Explorer.

#### Ports

Yes, Surface has ports.

- **Full-size USB 3.0 port**  
You can use USB accessories—like a mouse, a printer, a 4G USB dongle, or an Ethernet adapter—with your Surface.
- **microSDXC card slot**  
Use the microSDXC card slot on the right edge to transfer files or for extra storage (currently up to 64 GB).
- **Mini DisplayPort**  
Share what's on your Surface by connecting it to an HDTV, monitor, or projector (video adapters required and sold separately).

## Software

And there are plenty of apps for work and play.

- **Apps**  
Surface Pro comes with a great collection of pre-installed apps, plus more from the Windows Store.
- **Programs**  
Run the programs you've been using with Windows 7. Run the full Office suite and your specialized business programs.

## What is Windows 8 Pro?

Surface Pro come pre-installed with Windows 8 Pro, which is Windows 8 plus:

- Data protection with BitLocker and BitLocker To Go.
- Domain join, so you can connect to your corporate or school network.
- Remote Desktop Connection hosting, so you can connect to Surface Pro from another PC.

## Surface accessories

Accessories add to your experience with Surface.

### Keyboards

Add a unique click-in keyboard that doubles as a cover. There are two types to choose from (sold separately):

Touch Cover is a super-thin, pressure sensitive keyboard and trackpad. Express your personal style by choosing a color or design. To have a look at what's available, see [Covers](#) on Surface.com.<sup>1</sup>

Type Cover is a slim version of a traditional laptop keyboard with moving keys and trackpad buttons.

Both keyboards work with Surface Pro and Surface RT.

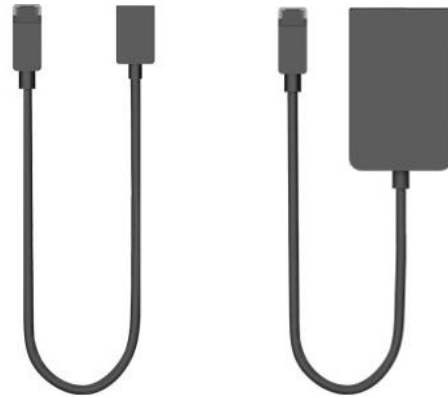


<sup>1</sup> Colors and designs vary by market.

## Video adapters

Surface video adapters let you connect your Surface to an HDTV, monitor, or projector (adapters are sold separately).

Learn more about this in the [Connect Surface to a TV, monitor, or projector](#) section of this guide.



## Power supply

Surface Pro includes a 48-watt power supply with a USB charging port.

For more info, see the [Battery and power](#) section in this guide.



## Wedge Touch Mouse Surface Edition

This special edition Wedge Touch Mouse is small enough to fit in your pocket and wirelessly connects to your Surface using Bluetooth.

To learn more, see [Wedge Touch Mouse Surface Edition](#) on Surface.com.

To find out how to connect this mouse to your Surface, see [Wedge Touch Mouse Surface Edition](#) at Surface.com.



## Ethernet adapter

You can use the Surface Ethernet adapter to connect your Surface Pro to a wired network using an Ethernet network cable. For more info about this, see [Connect to a wired network](#) in this guide.

To learn more, see [Ethernet Adapter](#) on Surface.com.



Find out about all of the Surface accessories at [Surface.com/Accessories](#).

# Setup

Ready to set up Surface? Grab your Surface and let's go!

**Note** It's best to have a wireless network available when you set up Surface.

## Plug in and turn on

Plug in Surface and turn it on. Here's how:

1. If you have one, attach the Touch Cover or Type Cover keyboard to your Surface. When the keyboard gets close to Surface, it clicks into place.



2. Flip out the kickstand on the back of Surface.
3. Plug the power cord into a wall outlet or power strip.
4. Connect the power cord on the lower right side of your Surface.



The connector clicks into place (either direction works). The small light at the end of the connector means Surface is getting power.

5. Press and release the power button on the top right edge of your Surface.

## Surface setup

Setup runs the first time you turn on Surface. During setup you'll be able to customize things like the language, color, and name for your Surface. You can change these things later if you'd like.

Two key things happen during setup:

- You connect to a wireless network.  
Setup finds and displays the available wireless networks so that you can get online.
- You create a user account for Surface.  
We recommended using a Microsoft account—an email address and password. When you sign in with a Microsoft account, your Surface lights up with content from Microsoft services such as SkyDrive, Hotmail, Messenger, and Xbox, as well as your contacts and calendar from your email account.

**Already have a Microsoft account?** A Microsoft account (formerly known as a Windows Live ID) is the email address and password that you use to sign in to Microsoft services like Outlook.com, SkyDrive, Xbox, or your Windows Phone. If you've used these services, then you already have a Microsoft account.

**Have more than one Microsoft account?** If you have more than one Microsoft account, you'll need to choose one to sign in with on your Surface. To help you figure out how to get down to just one Microsoft account, see [Choose a Microsoft account](#) at WindowsPhone.com (English only).

**Join a domain, workgroup, or homegroup** Once setup is complete, you can join a network domain, workgroup, or homegroup. For info about how to do this, see the [Networking](#) section of this guide.

To learn more about local, domain, and Microsoft accounts, see the [Accounts](#) section in this guide.

## Lock screen and signing in

When you turn on or wake Surface, you'll see the Windows lock screen. To dismiss the lock screen, press a key or swipe up from the bottom of the screen.

Next you'll see the Windows sign-in screen. Here you'll sign in using the account you created during setup. For more info about signing in, see the [Sign in](#) topic in this guide.

After you sign in to Windows, you'll see the Start screen. What is the Start screen? See the next section to find out.

# The basics

There are a few things you need to know to get around Windows 8.

**Important** If you read nothing else in this guide, be sure and read this section and practice on your Surface.

## Start screen: Your favorite things

The Start button from previous versions of Windows has been replaced with the Start screen. Start is your new home base. This is where you open all your apps and programs.



Each tile on Start is connected to a person, app, website, playlist, or whatever else is important to you.

Watch closely! This isn't a wall of static icons. The tiles animate with the latest information—such as status updates, new email messages, and appointments—and you'll see live updates before you even open a single app.



You can pin as many tiles to Start as you want and move them where you want. Find out all about this in the [Personalize your Surface](#) section of this guide.

To go to the Start screen, do any of the following:

- **Touch** Press the Windows logo  on Surface, or swipe in from the right edge of the screen and then tap **Start**.
- **Keyboard** Press the Windows logo  key on Touch Cover or Type Cover.
- **Mouse or trackpad** Move the pointer into the lower-left corner. When Start appears, click in the corner.

## Charms, commands, and switching between apps

When you swipe in from the different edges of the screen, different things happen.

### Right edge: Charms

Swipe in from the right edge of the screen to see the charms. Charms help you do the things you do most often, like search, share, print, and change settings.

The charms are **always available** on the right side of your screen—just swipe in to see them.

Learn more about the charms later in this section.



### Top or bottom edge: App commands

Swipe up from the bottom or down from the top edge of the screen to see a bar of commands related to where you are and what you're doing.

For example, if you're in an app you'll see commands for that app.



### Left edge: Switch apps


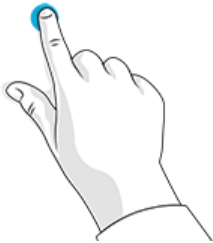


And finally, swipe in from the left edge of the screen to switch between open apps. For more info, see the [Switch between apps](#) topic in this guide.


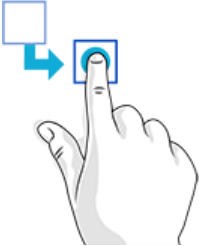
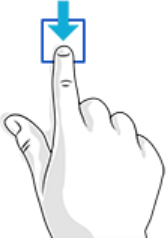
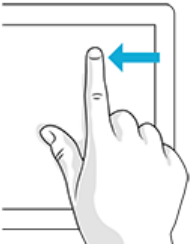




## Touch: tap, slide, and beyond

Now that you know about swiping in from the edge, here are some more things to know about touch:

| What we say   | How to do it   | What it does   |
|---|--|--|
| <b>Tap</b>  | Tap once on something.   | Opens what you tap.  |
|    |  |  |
| <b>Press and hold</b>   | Press and hold your finger on something for a couple seconds, and when a box appears let go. | Shows options related to what you're doing (the same as a right-click with a mouse). |
|   |  |  |
| <b>Slide to scroll</b>  | Drag your finger across the screen.  | Scrolls through what's on the screen.  |
|  |  |  |
| <b>Pinch or stretch</b>   | Pinch your thumb and forefinger together or move them apart.                                 | Zooms in or out of a website, map, or picture.                                       |
|  |  |  |

| What we say   | How to do it   | What it does   |
|---|--|--|
| <b>Rotate</b>   | Put two or more fingers on an item and then turn your hand.  | Rotates things that can be rotated.  |
|    |  |  |
| <b>Slide to rearrange</b>   | Tap and drag an item to a new location, and then let go.   | Moves an item, just like dragging with a mouse.<br><br>To learn how to rearrange tiles on Start, see <a href="#">Customize the Start screen</a> section in this guide. |
|    |  |  |
| <b>Swipe to select</b>  | Slide an item a short distance, opposite to how the page scrolls. (For example, if the screen scrolls left to right, slide the item up or down.) A quick, short movement works best. | Selects an item, like an app tile or photo. Do this at the top or bottom of an app window to show app commands.  |
|  |  |  |
| <b>Swipe from edge</b>  | Swipe in from the edge of the screen.  | For info about this, see the previous topic.   |
|  |  |  |

## How do I right-click using touch?

The equivalent of a right-click with your mouse is to press and hold your finger on something for a couple seconds, then let go and tap the option you want.

To try this out, try copying and pasting text using touch.

### *Copy, and paste using touch*

Here's how to copy and paste text using touch:

**Select text** Tap a word. To extend the selection, press and hold either circle and slide your finger. Let go when the selection is what you want.

**Copy** Now, tap the highlighted text and then tap **Copy**.

**Paste** Move to where you want to insert the text. Press and hold a couple seconds, then let go and tap **Paste**.

#### **Tip**

You can also press Ctrl+C to copy and Ctrl+V to paste.

## The charms: Search, Share, Start, Devices, and Settings

No matter where you are, the charms help you do the things you do most often—like search, share links and photos, print, and change settings. The charms are context sensitive, meaning that what you can do depends on where you are. For example, if you open the Settings charm from the Start screen, you'll see settings related to the Start screen. And if you open the Settings charm from an app, you'll see settings for that app.

The five charms—Search, Share, Start, Devices, and Settings—are always available on the right side of your screen.

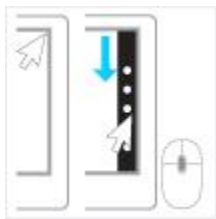
Here's how to open the charms:

### Touch



Swipe in from the right edge, and then tap the one you want.


### Mouse



Move your pointer into the upper-right or lower-right corner, and then move it up or down and click the one you want.

### Keyboard



Press Windows logo key  +C. To open a specific charm, press one of the charm keys on Touch Cover or Type Cover (they're on the top row).

Here's what you can do with the charms:



**Search** Search for anything. Search the app you're in, another app, or search Surface for an app, setting, or file. For more info, see the [How to search](#) section in this guide.

**Share** Share files and info with people you know or send info to another app without leaving the app you're in. You can email photos to your mom or send a link to a note-taking app like OneNote. For more info, see the [Share photos, links, and more](#) section.

**Start** Go to your Start screen. Or if you're already on Start, you can use this charm to go back to the last app you were using.

**Devices** Use devices that are connected to your Surface, both wired and wireless. You can [print from an app](#) or stream your latest home movie to your TV.

**Settings** Change settings for apps and Surface.


When you open Settings, the items in the upper-right corner change depending on where you are. For example, if you open Settings from an app, you'll see settings for that app.

When you open Settings, the items in lower-right corner are always the same. Here you'll find PC settings like network connection, volume, brightness, notifications, power (shutdown and restart), and keyboard. For more info, see the [Change your settings](#) section in this guide.

## The familiar desktop

After introducing all this new stuff, here's something familiar. The Windows desktop—with its taskbar, folders, and icons—is still here, with a new taskbar and streamlined file management.




To get to the desktop:

- **With touch**, from the Start screen, tap or click **Desktop**. (It is a tile.)
- **With a keyboard**, press the Windows logo key  +D.



The desktop is where you'll go to run desktop apps, like Windows 7 programs, and do things like copy files or use Control Panel. File Explorer (formerly called Windows Explorer) is the app you use to browse files and folders, both on Surface or your network. Learn more about this in the [Files and Folders](#) section of this guide.

### Tip

When you're at the desktop, remember you can quickly go back to Start by pressing the Windows logo  on Surface or your keyboard. To switch back and forth, use the Windows logo key  +D to go to the desktop and the Windows logo key  to go to Start.

## How to search

You can use the Search charm to find apps, settings, and files. If you are on the Start screen, you can just start typing. Here's how:

- Go to the Start screen and start typing what you want to find. The search results update as you type. Search defaults to Apps, but you can choose **Settings** or **Files** depending on what you're looking for.

You can also search within an app by using the Search charm. For example, you can use the Search charm to find a song in the Music app.

To search for messages in the Mail app:

1. Open the Mail app (from the Start screen, tap or click **Mail**).
2. If you have multiple email accounts, select an email account in the lower-left corner.
3. Open the Search charm and type what you want to find in the search box.

To search the Internet:

- Open the Search charm, type what you want to find in the search box, and then choose **Internet Explorer** from the list of apps.

### Tips


- **Change search settings:** Open the Settings charm, then tap or click **Change PC settings**. Then tap or click **Search**.
- You can also search for files using File Explorer. For more info, see [Search for files in File Explorer](#) on Windows.com.

## What moved or changed in Windows 8?

If you're familiar with Windows 7, here's the scoop on what's moved or changed in Windows 8.

**Search**                      The Search charm is a new way to search for apps, settings, and files. For more info, see [How to search](#) in this guide.


**Start button**                      The Start button is now the Start screen. You can start any app or program from the Start screen.

To access other items that used to be on the Start button, move your mouse pointer to the lower-left corner and when an image of Start appears, right-click it. A menu appears with many of the commands that were on the Start menu in previous versions of Windows—for example, Control Panel, File Explorer, and Run. (You can also press Windows logo key +X to access this menu.)

**Shut down or restart**                      To shut down or restart Surface:

1. Swipe in from the right edge of the screen, and then tap **Settings**.
2. Tap **Power**, and then tap **Shut down** or **Restart**.

**Desktop**                      The desktop is still around. Here's how to go to the desktop:

- **With touch or a mouse**, from the Start screen, tap or click **Desktop**. (It is a tile.)
- **With a keyboard**, press the Windows logo key +D.

**Control Panel**                      Control Panel is still available, and some settings are available in PC Settings. To learn about this, see [Change your settings](#) in this guide.

---

|                                      |  |
|--------------------------------------|--|
| Windows Help                         | Go to the desktop, open the Settings charm, and then tap or click <b>Help</b> . Windows Help and Support opens. Windows help and support content is also available at <a href="http://Windows.com">Windows.com</a> .   |
| Print                                | Printing from desktop apps hasn't changed. To print from a Windows Store app, open the Devices charm, and then select your printer. For more info, see the <a href="#">Printing</a> topic in this guide.   |
| Close a program                      | Closing desktop apps hasn't changed. To close a Windows Store app, drag the app to the bottom of the screen. For more info, see <a href="#">Close apps</a> in this guide.  |
| Find a list of all apps and programs | To see a list of installed apps: <ol style="list-style-type: none"><li>1. Swipe in from the right edge of the screen, and then tap <b>Start</b>.</li><li>2. On the Start screen, swipe up from the bottom edge or down from the top edge, and then tap <b>All apps</b>.</li></ol>  |
| Install apps and programs            | Windows 8 comes with a new store for apps called the Windows Store. You can also install Windows 7 programs. For more info about this, see <a href="#">Install apps and programs</a> in this guide.  |
| Change date and time                 | Here's how to change the date and time: <ol style="list-style-type: none"><li>1. Open the Search charm, type <b>Set the date and time</b>, tap or click <b>Settings</b>, and then tap or click <b>Set the time and date</b>.</li><li>2. Tap or click <b>Change date and time</b>.</li><li>3. Use the controls to change the date and time.</li></ol> |

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# Get to know Surface




Now that you know the basics, let's go a little deeper.

## Power states: On, sleep, shut down, and restart

Here's what you need to know about the Surface power states.



### On, off, sleep, and restart

|                        |  |
|------------------------|--|
| <b>On or wake</b>      | When Surface is off, press and release the power button. If nothing happens, Surface might need to be recharged. <a href="#">Connect the power supply</a> and then press the power button again.   |
| <b>Sleep</b>           | When Surface is on press and release the power button, or close Type Cover or Touch Cover and wait a few seconds. You can also open the Settings charm, tap or click <b>Power</b>  , and then choose <b>Sleep</b> . |
| <b>Shut down (off)</b> | Open the Settings charm, tap or click <b>Power</b>  , and then choose <b>Shut down</b> . You can also tap or click the Power icon on the sign in screen (lower-right corner) to quickly shut down.                  |
| <b>Restart</b>         | Open the Settings charm, tap or click <b>Power</b>  , and then choose <b>Restart</b> .  |

You can also press **Ctrl+Alt+Delete**, tap or click the **Power** icon  (in the lower-right corner), and then tap or click **Sleep**, **Shutdown**, or **Restart**.

### Sleep and hibernation

If you don't use Surface for a few minutes, it goes to sleep just like a laptop. Sleep is a power-saving state that allows Surface to quickly resume when you want to start working again.

By default, if you don't use Surface for an hour, it will go into a deep sleep called hibernation. While sleep puts your work and settings in memory and draws a small amount of power, hibernation puts your open documents and programs on your hard disk, and then turns off your Surface.

## Change when the screen dims, turns off, or sleeps


If you don't use Surface for a while, the screen may dim or turn off, or Surface may go to sleep. This happens to help preserve battery life. If you want to change these settings, you need to edit your power plan. Here's how:

1. Open the Search charm, type **edit power plan**, and then tap or click **Settings**.
2. Tap or click **Edit power plan** from the search results.
3. Choose the sleep and display settings that you want for when Surface is running on battery and when it's plugged in.
4. Tap or click **Save changes**.

**Note** A power plan is a collection of hardware and system settings (like display and sleep) that manages how your PC uses power. For more info about power plans, see the topic [Power Plans: Frequently asked questions](#) on Windows.com. (Surface Pro does not support connected standby.)

## Wake

To wake up Surface, do this:


1. Do either of the following things:
  - Press and release the power button (this wakes Surface from sleep or hibernation).
  - Press a key or tap the Windows logo  on Surface. (If Surface doesn't wake up, Surface may be hibernating. To wake Surface from hibernation, press and release the power button.)

The lock screen appears with icons for app notifications—for example, a mail icon appears if you have new email. For more info about this, see the [Notifications](#) topic in this guide.

2. Unlock your Surface by swiping up from the bottom edge of the screen or by pressing a key.
3. If the sign-in screen appears, type your password and Surface is ready to use. If you need help signing in, see the [Sign in and out](#) section in this guide.

## Lock

To lock Surface, do any of the following:

- Tap or click your name in the upper-right corner of the Start screen, and then tap or click **Lock**.
- Press Ctrl+Alt+Delete and then tap or click **Lock**.
- Press Windows logo  key + L.

## The touchscreen

The 10.6-inch diagonal, 1080p, multi-touch screen has a 16:9 aspect ratio—perfect for watching HD videos and optimized for multi-tasking with side-by-side apps.

Like a smartphone, you can interact with Surface by touching the screen. For example, you can drag your finger down a page to scroll. To learn more about using touch, see the [Touch: tap, slide, and beyond](#) topic in this guide.

## Screen rotation

When you rotate Surface, the screen content automatically rotates to the new orientation. For example, you might use landscape orientation for webpages and portrait orientation when reading a book.



### Lock the screen orientation

If you don't want the screen to automatically rotate, you can lock the orientation. Here's how:

1. Rotate Surface to the orientation you want.
2. Open the Settings charm, and then tap or click **Screen**.
3. Tap or click the screen rotation icon, which is a rectangle with arrows.



A lock appears on the screen icon when screen rotation is locked.



**Note** Screen orientation is also in Control Panel. To find this setting, open the Search charm, type **screen orientation**, tap or click **Settings**, and then choose **Change screen orientation** from the search results.

## Screen brightness

By default, Surface automatically adjusts screen brightness for the light conditions. You can change this or set the brightness to whatever you'd like. Here's how:

1. Open the Settings charm, and then tap or click **Change PC settings**.
2. Tap or click **General**.
3. Scroll down to Screen and then set Adjust my Screen Brightness Automatically to **No**.

To manually adjust the screen brightness:

- Open the Settings charm, tap or click **Screen**, and then move the slider to adjust the brightness.

**Note** A brighter screen uses more power. To find out how to get the most from your battery, see [Tips to save battery power](#) on Windows.com.

## Other screen settings

To change when the screen dims, turns off, or when Surface goes to sleep, see [Change when the screen dims, turns off, or sleeps](#) in this guide.

You can use the Search charm to find more settings, such as the screen resolution. Here's how:

- Open the Search charm, type **display**, and then tap or click **Settings**. Choose a setting from the search results.

## Connect Surface a second monitor

You can connect Surface to a second monitor to get more done faster. For info on how to do this, see [Connect to a TV, monitor, or projector](#) in this guide.

## Add your accounts

One of the first things you'll want to do with your new Surface is add your accounts—like Outlook.com, Gmail, Facebook, Twitter, LinkedIn. Once you add your accounts, your contacts, calendar, and email will appear in the Mail, People, and Calendar apps. And you can quickly get to your photos and files from services like SkyDrive, Facebook, or Flickr.

## Add your email accounts

You can add your email accounts from Outlook, Gmail, AOL, Yahoo!, and even your work email (accounts that use Exchange ActiveSync) to the Mail app.

To add an email account:

1. Open Mail (from the Start screen, tap or click **Mail**).
2. Swipe in from the right edge of the screen, and then tap or click **Settings**.
3. Tap or click **Accounts**.
4. Tap or click **Add an account**, the type of account you want to add, and then follow the on-screen instructions.

Most accounts can be added with only your user name and password. In some cases, you'll be asked for more details, which you can usually find on your email account's website.

5. Repeat steps 2-4 for each of your email accounts.

After you add an email account...

- Contacts from your email account appear in the People app.
- Appointments appear in the Calendar app. If you have the most recent version of Mail, your Google calendar will not sync with the Calendar app—see below.

You can change your email account settings at any time. While in the Mail app, open the Settings charm, choose **Accounts**, and then select the account that you want to change. Learn more in the [Mail](#) section of this guide.

### *POP email*

Mail doesn't support email accounts that use POP (Post Office Protocol). If your email account uses POP, see the options in [Using email accounts over POP](#) on Windows.com.

### *Syncing Google email, calendar, and contacts*

To find out how to sync your Google email, contacts, and calendar, see [How to sync Google services](#) on Windows.com.

### *Microsoft Exchange account*

To find out how to set up a Microsoft Exchange account and troubleshoot connectivity problems, see [How to configure an Exchange account](#).



### [Outlook Express, Windows Mail, or Windows Live Mail](#)

If you've been using Outlook Express, Windows Mail, or Windows Live Mail, you can move your email and address book from your old PC to the cloud. Once you do this, you can access your email and contacts in the Mail and People apps on Surface. For info on how to move your email and address book to the cloud, see [Move your mail and contacts off your old PC](#) on Windows.com.

### [Add social network accounts to the People app](#)

Add your social network accounts such as Facebook, Twitter, and LinkedIn, and you'll get all the latest updates, Tweets, and pictures from these accounts all in one place—the People app. To add your social network accounts:

1. Open People (from the Start screen, tap or click **People**).
2. Swipe in from the right edge of the screen, and then tap or click **Settings**.
3. Tap or click **Accounts**.
4. Tap or click **Add an account**, select the type of account you want to add, and then follow the on-screen instructions.

### [Add a photo service to the Photos app](#)

The Photos app automatically shows the photos saved on your Surface, but it can also include your photos from SkyDrive, Facebook, or Flickr. Here's how:

1. From the Start screen, tap or click **Photos**.
2. Tap or click the tile for the photo service you want to add (such as SkyDrive, Facebook, or Flickr).
3. Follow the instructions to add your account.

You might need to wait a few minutes before photos from the new account begin to appear.

## On-screen keyboard

Surface has an on-screen, touch keyboard that appears when you need it.



## Show the keyboard

When you want to use the on-screen keyboard, fold back the keyboard cover like a magazine cover or remove it. Now tap where you want to type (for example, a text box). The on-screen keyboard appears.

To open the on-screen keyboard manually:

1. Open the Settings charm, and then tap or click **Keyboard** (lower-right corner).
2. Tap or click **Touch keyboard and handwriting panel**.

## Show the keyboard from the desktop

The on-screen keyboard doesn't automatically appear if you're in the desktop. Instead, you need to tap or click the Keyboard icon on the taskbar (lower-right corner of the screen).

## Hide the keyboard

To hide the on-screen keyboard:

- Tap an area where text can't be typed.
- or–
- Tap the Keyboard button in the lower-right corner and then tap the image with the down arrow (see picture).

### Tips

- You can use keyboard shortcuts by tapping the Ctrl key and then another key. For example, you can use Ctrl+C for Copy and Ctrl+V for Paste.
- Turn Caps Lock on and off by double-tapping the Up Arrow key.
- Automatically insert a period by double-tapping the Spacebar.



## Change the on-screen keyboard settings

You can change the on-screen keyboard settings in PC settings. Here's how:

1. Open the Settings charm, and then tap or click **Change PC settings**.
2. Tap or click **General** and then make changes under Touch Keyboard.

## Sound features

Surface has two stereo speakers and a headset jack for listening to music or watching movies. The internal microphone comes in handy when making calls or recording videos.

### Adjust the volume

You can control the volume in a few places:

- **Volume rocker** Use the volume rocker (along the left edge of your Surface).
- **Touch Cover and Type Cover** Press the volume down or volume up keys (F2 or F3 on Type Cover).
- **Start screen** Open the Settings charm, then tap the sound icon and adjust the slider. (This is the same as using the volume rocker.)
- **Desktop** Tap the sound icon on the taskbar.
- **Apps** Some apps have a volume control within the app.

### Tips

- To quickly pause audio, press the volume rocker and then tap the on-screen pause button.
- To quickly mute audio, press the mute key on Touch Cover or Type Cover.



Media keys on Type Cover: Mute, volume down, volume up, and play/pause

### Add sound accessories

The headset jack works for both audio output and microphone input. You can plug headphones or a headset with a microphone into the headset jack or the USB port. For bigger sound, connect an external USB or *Bluetooth* speaker. For more info, see the [Add, view, and manage your devices](#) section in this guide.

## Battery and power

Surface has an internal lithium-ion battery designed to go everywhere you go. The amount of time your battery lasts varies depending on the kinds of things you do with your Surface and your power settings.



## How much battery charge is left?

The battery status appears in a few different places.

- **Lock screen** When you wake up Surface, the battery status appears on the lock screen (lower-left corner).
- **Charms** When you swipe in from the right-edge of the screen, the battery status appears in the lower-left corner of the screen (see picture).
- **Desktop taskbar** When you're at the desktop, the battery status appears on the taskbar (lower-right corner). Tap or click the battery icon for info about the charging and battery status, including the percent remaining.

To learn more about the battery icon and status, see [Battery: Frequently asked questions](#) on Windows.com.

Windows alerts you when the battery starts to get low.

When you're alerted, be sure to attach the power supply. If you don't recharge the battery, Surface will eventually save your work and shut down.

### Tip

- To find out how to stretch your battery life, see [Tips to save battery power](#) on Windows.com.

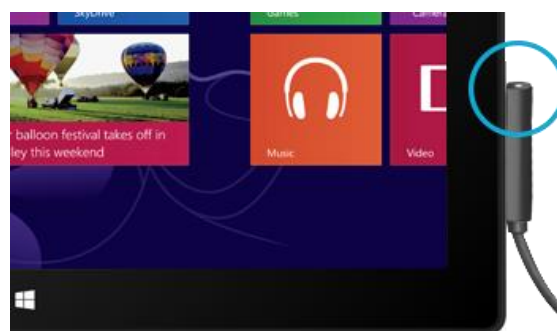
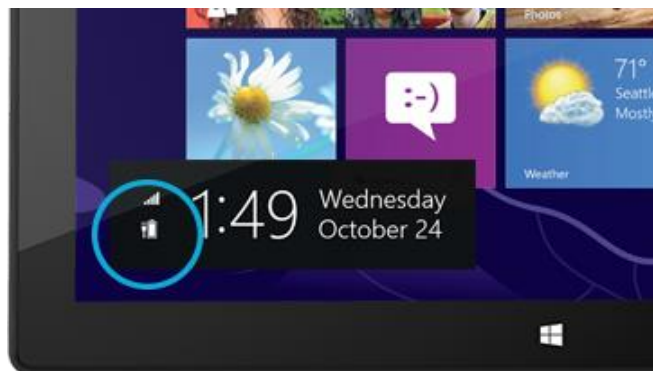
## Charge Surface

When the battery is low, charge your Surface using the included 48-watt power supply.

Once connected, a small light appears at the end of the connector to show that Surface is getting power.

To make sure your Surface is charging, swipe in from the right-edge of the screen and look in the lower-left corner to see the battery status. When charging, the battery icon appears with an electrical plug. It takes about 4 hours to fully charge your Surface battery from an empty state.

**Note** The 24-watt power supply designed for Surface RT can be used to charge Surface Pro, but the charging will take longer.

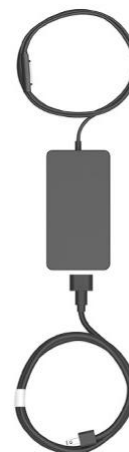


### USB charging port

The 48-watt power supply that comes with Surface Pro, includes a USB port so that you can charge other devices, like a phone, while you charge your Surface.

The USB port is only for charging. Devices connected to the USB charging port aren't recognized by Surface. If you want to use a USB device, plug it into the USB port on Surface. Find out more about this in the [Add a device](#) section of this guide.

You can also purchase an extra power supply for your Surface. For more info, see [Power Supply](#) on Surface.com.



## Share photos, links, and more

The Share charm is a quick way to share files and info with people you know and to send info to other apps. It's available anywhere, so you don't have to stop what you're doing to share things like your latest vacation photos or an article you're reading. You can share with just a few people at a time, your entire social network, or send info to another app to refer to later (for example, you can [share something with OneNote](#)).

When you come across something you want to share in one of your apps, use the Share charm. Here's how:

### Share a link

1. Browse to a webpage that you want to share.
2. Open the Share charm:
  - Swipe in from the right edge of the screen and then tap **Share**.
  - or–
  - Press the Share key on Touch Cover or Type Cover.

You'll see a list of the people, apps, and devices you share with most often, plus a list of apps that can share. For example, to share the link on a social network, tap **People**, choose Twitter or Facebook, type a note if you want, and tap or click the Post icon.

### Notes

- If you want to change what apps are listed in the Share charm, open the Settings charm, tap or click **Change PC settings**, and then tap or click **Share**.
- You can't use the Share charm to share from the desktop.

## Share a photo

1. Open the Photos app and find a photo or photos that you want to share.

2. Select a photo or photos:

**With touch**, Swipe down on a photo to select it.

**With a mouse**, Right-click a photo to select.

3. Open the Share charm:

- Swipe in from the right edge of the screen and then tap **Share**.

–or–

- Press the Share key on Touch Cover or Type Cover.

You'll see a list of the people, apps, and devices you share with most often, plus a list of apps that can share. For example, to share using email, tap **Mail**, type an email address, and tap or click the Send icon.

### Tip

- To share a photo or group of photos to a social network, like Facebook or Twitter, the photos need to be on your SkyDrive. Use the [SkyDrive app](#) to upload your photos, then select a photo or photos, open the Share charm, and choose **People**.

## Change your settings

There are a few ways you can find and change your Surface settings: Control Panel, PC settings, and by using search. Commonly used settings are in PC settings, so try checking there first.

### PC Settings

Here's how to get to PC settings:

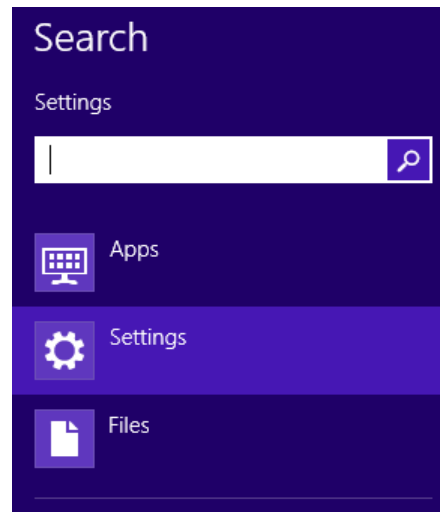
1. Swipe in from the right edge and then tap or click **Settings**. In the lower-right corner you have settings like network connection, volume, brightness, notifications, power, and keyboard.
2. For more settings, tap or click **Change PC settings**.

## Use Search

Don't know where a setting is? No problem! Use search to find a setting. Here's how:

- Swipe in from the right edge and then tap or click **Search**. Type a word or phrase in the search box, and then tap or click **Settings** (below the search box). Items that match your search are shown.

For example, type **sound** in the search box to find settings related to sound. If the item has a settings icon (a gear), the setting is available in PC settings. Other settings open in Control Panel in the desktop.



## Control Panel

Yes, Control Panel is still around. Here's how to open it:

### From Start:

- Type **control panel**, then tap or click **Control Panel** in the search results.

### From the desktop:

- Using touch, swipe in from the right edge and tap **Settings**, and then tap **Control Panel**.
- Using a mouse, point to the lower-left corner of the screen. When the Start screen appears, right click in the corner, and then click **Control Panel**.

You can also pin Control Panel to the taskbar for quick access. (Open Control Panel, then right-click the Control Panel icon on the taskbar, and choose **Pin this program to the taskbar**).

**Note** If you're using a Microsoft account with Surface, you can sync your settings between all the Windows 8 or Windows RT PCs that you use. For info about this, see the [Sync your settings](#) section in this guide.

# Touch, keyboard, mouse, and pen

With Surface, you can easily switch between touch, keyboard, mouse, and pen. Use whichever you want, when you want.

## Touch

You can use your fingers to interact with Surface. For example, drag your finger across the Start screen to scroll and tap a tile to open it.

- To learn about using touch, be sure to read the [Touch: tap, slide, and beyond](#) topic in this guide.
- To learn how to use the on-screen touch keyboard, see the [On-screen keyboard](#) topic.

## Keyboard

You can choose from two keyboard covers for your Surface: Touch Cover or Type Cover.

Both keyboards magnetically attach to Surface. To attach Touch Cover or Type Cover, simply bring the two close together. When Touch Cover gets close, it aligns and snaps into place.

Once connected, the keyboard cover stays put. You can easily remove it if you'd like. Just pull it away.

When you fold Touch Cover or Type Cover back behind the touchscreen, the keyboard is disabled. This way you can't accidentally type on the keyboard.



To type text when the cover is folded back, use the on-screen keyboard. Tap in a text field or other area where you can type and the on-screen keyboard appears. For more info, see the [Use the on-screen keyboard](#) section in this guide.

When you close Touch Cover, the screen turns off and Surface goes to sleep. The cover helps protect the touchscreen while you're in transit. Press a key or the power button to wake up Surface.



## Touch Cover

Touch Cover is more than a protective cover for your Surface. It's also a uniquely designed keyboard. When you're typing on Touch Cover, you can rest your hands on the Touch Cover keys. Touch Cover only detects key presses when you strike a key. Type on Touch Cover just as you would type on any other keyboard.

By default, a sound plays when you strike a key on the Touch Cover. This way you know when your touch is recognized as a key press. To turn off the sound that plays when you type:

1. Open the Settings charm, tap or click **Change PC settings**.
2. Tap or click **General**.
3. Scroll to Touch Keyboard. Find **Play key sounds as I type** and move the slider to **Off**.

## Function keys

If you want to use a function key (F1-F12), use the Fn key in combination with a key from the top row of Touch Cover. For example, for F1, press Fn + Mute.

| For this key | Type this        | For this key     | Type this        |
|--------------|------------------|------------------|------------------|
| <b>F1</b>    | Fn + Mute        | <b>F9</b>        | Fn + Home        |
| <b>F2</b>    | Fn + Volume Down | <b>F10</b>       | Fn + End         |
| <b>F3</b>    | Fn + Volume Up   | <b>F11</b>       | Fn + Page Up     |
| <b>F4</b>    | Fn + Play/Pause  | <b>F12</b>       | Fn + Page Down   |
| <b>F5</b>    | Fn + Search      | <b>Page up</b>   | Fn + Up arrow    |
| <b>F6</b>    | Fn + Connect     | <b>Page down</b> | Fn + Down arrow  |
| <b>F7</b>    | Fn + Devices     | <b>Home</b>      | Fn + Left arrow  |
| <b>F8</b>    | Fn + Settings    | <b>End</b>       | Fn + Right arrow |

## Type Cover

Type Cover is a slim version of a traditional keyboard with moving keys and trackpad buttons. It gives you the speed and feel of a laptop keyboard.

Just like the Touch Cover keyboard, Type Cover magnetically clicks into place and doubles as a cover for your Surface. With Type Cover you go from tablet to laptop in an instant.

## Trackpad

Both Touch Cover and Type Cover include a trackpad that you can use like a mouse. Just like a laptop, you can drag your finger on the trackpad to move the on-screen pointer. The trackpad also has left and right buttons. For example, press the lower-right area on the trackpad when you want to right-click.



## Trackpad gestures

| Action                            | Trackpad gesture   |
|-----------------------------------|--|
| <b>Move the on-screen pointer</b> | Drag your finger on the trackpad.  |
| <b>Left click</b>                 | Tap one finger anywhere on the trackpad.<br>-or-<br>Press the left trackpad button.  |
| <b>Right click</b>                | Tap two fingers anywhere on the trackpad.<br>-or-<br>Press the right trackpad button.  |
| <b>Left-click and drag</b>        | Hold the left trackpad button down and then slide a finger in any direction.<br>-or-<br>Tap, then tap and slide one finger in any direction. |
| <b>Scroll</b>                     | Slide two fingers horizontally or vertically.  |
| <b>Show commands in an app</b>    | Tap two fingers anywhere on the trackpad.  |

## How do I change the trackpad settings?

A Trackpad Settings app is available in the Windows Store. To install the app on your Surface:

1. Open the Store app, and then type **trackpad settings**.
2. Tap or click **Trackpad Settings** from the search results and then tap or click **Install**.
3. Once installed, open the Trackpad Settings app.

Here are the settings you can change in the Trackpad Settings app:

| Trackpad setting                | What it does  |
|---------------------------------|---|
| <b>Trackpad</b>                 | Turns the trackpad on or off.   |
| <b>Tap gestures</b>             | Tap one finger to left-click, two fingers to right-click, and tap and slide your finger to select text. |
| <b>Scrolling</b>                | Scroll vertically or horizontally using two fingers.  |
| <b>Flip scrolling direction</b> | Flips or reverses the scrolling direction.  |

### Trackpad Settings app doesn't work

If the Trackpad Settings app doesn't detect your Touch Cover or Type Cover, do the following:

1. Go to the Start screen, type **update**, tap or click **Settings**, and then tap or click **Check for updates**.
2. Open the Search charm, type **devices**, and then tap or click **Settings**.
3. Tap or click **Devices and Printers** in the search results.
4. Tap Refresh three times (circular arrow next to the search box).
5. Try using the Trackpad Settings app again.

## Mouse

You can use the trackpad on Touch Cover or Type Cover when you need a mouse, or you can connect a USB or *Bluetooth* mouse.

- To use a USB mouse, plug the transceiver into the USB port on your Surface.
- To use a mouse with *Bluetooth*, see the [Add a Bluetooth device](#) section in this guide.





## Change mouse settings

To change how your mouse works, do this:

1. Open the Search charm, type **mouse** in the search box, and then tap or click **Settings**.
2. Tap or click **Mouse** from the search results.
3. Change your mouse settings.

For example, to change the mouse pointer speed, tap or click the **Pointer Options** tab and adjust the speed. If you're using a Microsoft mouse, you might also have the option to use the Microsoft Mouse and Keyboard Center to change your mouse settings.

## Surface Pen

Surface Pro comes with a digital pen that you can use to mark up documents and take hand-written notes. Palm block technology lets you write comfortably, without worrying about your hand touching the screen while you write. Or you can get creative and draw something in Fresh Paint—a drawing app available in the Windows Store.



### Tips

- To find out how use a pen to draw, write, or highlight text (called *inking* in Office apps), see [Use a pen to draw, write, or highlight text on a Windows tablet](#) on Office.com.
- You can buy an additional or replacement pen for your Surface Pro from the [Microsoft Store](#).

### Surface Pen features

**Pen tip** The pressure-sensitive tip registers how hard you press. For example, if you're using a drawing app, applying pressure thickens the line that you're drawing (if the app supports pen pressure).

**Pen button** Quick access to right-click menus—press and hold this button, then tap the screen.

**Eraser** Works like a pencil eraser. Use the eraser to remove your pen strokes.

### Note

The digital pen included with your Surface Pro can't be used with Surface RT.

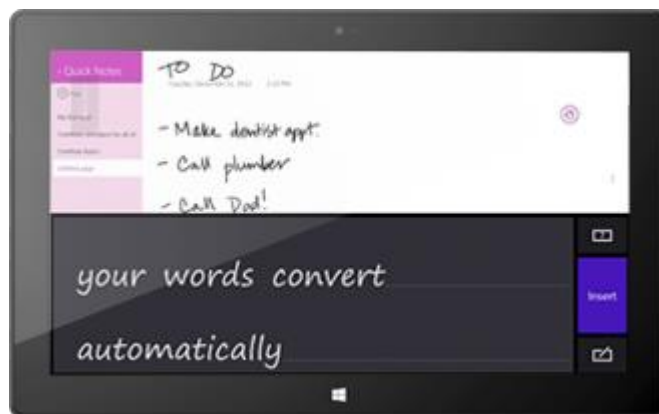
## Take notes in your own handwriting

Download the free OneNote app from the Windows Store and jot down handwritten notes using the pen.

## Convert your handwriting to text

You can use the on-screen keyboard for pen input. Here's how:

1. Open the on-screen keyboard.  
From the desktop, tap the Keyboard icon on the taskbar or from a Windows Store app, do this:
  - Open the Setting charm, tap or click **Keyboard**, and then tap or click **Touch keyboard and handwriting panel**.
2. Tap the Keyboard icon in the lower-right corner, and choose the image with a pen.
3. Write something and your words are automatically converted to text.
4. Tap **Insert** to insert your text.



The handwriting panel adapts to your writing over time, becoming more accurate the more you use it.

## Flicks

Flicks are quick pen strokes that you can use to navigate and perform shortcuts. You can practice using flicks and customize flicks to work the way you want.

### Practice using flicks

Pen flicks do things like scroll up, scroll down, move forward, and move back. If you're not familiar with flicks, you can practice using flicks. Here's how:

1. Open the Search charm, type **pen and touch** in the search box, and tap or click **Settings**.
2. Tap or click **Pen and Touch** from the search results.
3. Tap or click the **Flicks** tab, and then tap or click **Practice using flicks** (lower-left corner).

### Customize flicks

You can select an action, such as copy or paste, for a flick or add your own flick action. Here's how:

1. Open the Search charm, type **pen and touch** in the search box, and tap or click **Settings**.

2. Tap or click **Pen and Touch** from the search results.
3. Tap or click the **Flicks** tab, then tap or click **Navigational flicks and editing flicks**.
4. Tap or click **Customize**.
5. Assign an action for each flick or add your own custom flick action.

## Change pen settings

You can change pen settings, such as the double-tap speed. Here's how:

1. Open the Search charm, type **pen and touch** in the search box, and tap or click **Settings**.
2. Tap or click **Pen and Touch** from the search results.
3. Select **Double-tap** or **Press and hold**, then tap or click **Settings**.

## Set left or right handedness

Change where menus appear on the screen by indicating which hand you write with. Here's how:

1. Open the Search charm, type **pen and touch** in the search box, and tap or click **Settings**.
2. Tap or click **Specify which hand you write with** from the search results.
3. Select **Right-handed** or **Left-handed**.

## More pen info

For more info about using the Surface pen, see [The Surface pen: FAQ](#) on Surface.com.

# Accounts

A user account is a collection of settings that you use to interact with your Surface and personalize Windows to work the way you want. To use your Surface, you sign in with your user account.

## What type of account do I have?

To see which type of account you're using:

1. Open the Settings charm, tap or click **Change PC settings**.
2. Tap or click **Users**. Info about your user account appears under your name:
  - If you see Local account, this means your account is only on your Surface.
  - If you see a network domain (domain name\username), then you're using a domain account, such as an account for your workplace.
  - If there's an email address, then you're using a Microsoft account.

This settings page is also where you can change your sign-in options and add additional user accounts. For more info about this, see the [Sign in and out](#) section of this guide and the [Multiple user accounts](#) topic below.

## What is a local account?

A local account is an account that gives you access to only one PC. If you create a local account, you'll need a separate account for each PC you use. None of your settings will be synced between the Windows 8 PCs and Windows RT PCs you use, and you won't get the benefits of connecting your PC to the cloud. If you want to download apps from the Windows Store, you'll need to use a Microsoft account.

To switch from a local account to a Microsoft account:

1. Open the Settings charm, tap or click **Change PC settings**.
2. Tap or click **Users**.
3. Tap or click **Switch to a Microsoft account** and follow the instructions.

## What is a domain account?

A domain is a group of PCs on a network that share a common database and security policy. PCs on a workplace network are usually part of a domain.

You can connect your Microsoft account to your domain account and sync your settings and preferences between them. For more info, see [Connect your Microsoft account to your domain account](#) on Windows.com.

### What is a Microsoft account?

A Microsoft account—an email address and password—is a new way to sign in to any PC running Windows 8 or Windows RT. When you sign in to your Surface with a Microsoft account, you're connected to the cloud. What's the cloud, you might ask? The "cloud" in technology terms means network-based services or storage, provided via the Internet. Many of the settings, preferences, and apps associated with your Microsoft account can "follow" you between different PCs.

You might already have a Microsoft account. A Microsoft account (formerly known as a Windows Live ID) is the email address and password that you use to sign in to Microsoft services such as Outlook.com, SkyDrive, Xbox, or your Windows Phone. If you've used these services, then you already have a Microsoft account.

If you don't have a Microsoft account, see [What is a Microsoft account?](#) on Windows.com.

### Benefits of using a Microsoft account

How a Microsoft account lights up your Surface:

- See your friends' contact info and status updates from places like Outlook.com, Facebook, Twitter, and LinkedIn in one place—the [People app](#).
- You get 7 GB of free file storage in the cloud with SkyDrive, a place to see, store, and share your documents and photos. Your Microsoft account links your PC to SkyDrive, so you can store and get to your files in the cloud. To learn more, see [SkyDrive](#) in this guide.
- See your Flickr, SkyDrive, and Facebook photos all from the app, and photos other people have shared with you, too. For more info, see [Photos](#) in this guide.
- Get apps from the Windows Store and use them on up to five PCs running Windows 8 or Windows RT. Learn more about this in the [Windows Store](#) section of this guide.
- Your personal settings are automatically synced online and between the Windows 8 and Windows RT PCs you use. For more info, see the [Sync your settings](#) section.

You need a Microsoft account to purchase apps, music, videos, and games for your Surface. If you're not using a Microsoft account, that's okay—you can set up a Microsoft account at any time. To find out how to switch from a local account to a Microsoft account, see [What is a local account?](#) in this guide.

### Change your Microsoft account settings

To edit your profile or change your Microsoft account settings, go to the [Microsoft account overview](#) webpage and sign in. Also see the following topics on Windows.com:

- [How to add an account to your Microsoft account](#)
- [Change sharing settings for apps and accounts](#)

To find out how to change your Microsoft account payment option or see your billing history, see the [Windows Store](#) section of this guide.

## Multiple user accounts

If you share your Surface with other people, you can create user accounts for each person. This way they can personalize Windows as they'd like and your files and settings stay private.

There are three types of accounts. Each type gives you a different level of control:

- **Standard accounts** are for everyday use.
- **Administrator accounts** provide the most control. To help protect your Surface (and keep other people from making changes you don't want), administrator accounts should be used sparingly. You'll need to use an administrator account if you're setting up accounts for other people on your Surface.
- **Guest accounts** are useful when people need to use your Surface temporarily. You can turn on the guest account in Control Panel.

The user account created during setup is an administrator account. This means you can change settings, install apps, and create additional user accounts as needed. Not sure if you're using an administrator account? See the topic [How do I know I'm signed in as an administrator?](#) on Windows.com.

## Create a user account

To find out how to create a user account, do one of the following:

- See the [Create a user account](#) topic on Windows.com.
- Find the topic in Help. (Go to the Start screen and type **Help**. Then tap or click **Help and Support**, type **user account** in the search box, and tap or click **Create a user account**.)

To find out how to switch between user accounts, see the [Switch to another account](#) topic in this guide.

## Manage accounts

There are two places where you can manage user accounts:

- **PC Settings** – Open the Settings charm, tap or click **PC settings**, and then tap or click **Users**.
- **Control Panel** – Open the Search charm, type **user accounts**, then tap or click **Settings**. Choose **User accounts** from the search results.

PC settings has many of the basic user account settings and Control Panel has more advanced settings, such as changing an account type.

**Note** Public folders are a convenient way to share files with everyone who uses your Surface. For more info, see [Share files with people who use your Surface](#) in this guide.

## Family Safety

Family Safety is an integrated part of Windows, so it's easier than ever to keep track of when and how your kids use the PC. You can set limits on exactly which websites, apps, and games they're allowed to use. To turn on Family Safety, you—or at least one designated parent—needs an administrator account. The kids you choose to monitor each need a standard user account.

To find out how to use Family Safety, see the topic [Set up your kids' account in Family Safety](#) on Windows.com.

## Account security

It's an excellent idea to help protect your account by adding security info to it. If you ever forget your password or your account is hacked, we can use your security info to verify your identity and help you get back into your account. It's important to make sure you've added security info and check it for accuracy.

To find out how to add your security info, see [Help secure your Microsoft account](#) on Windows.com.

### Notes

- To help prevent unauthorized people from accessing your Surface, be sure to use a strong password. For more info about this, see [Tips to create strong passwords and passphrases](#) on Windows.com.
- If you think you think your Microsoft account has been blocked or hacked, see [Get back into your Microsoft account if it's been blocked or hacked](#) on Windows.com.

# Sign in and out

Now that you know about user accounts, let's cover signing in and out.

## Sign in

When you want to use Surface, you'll need to sign in. Here's how:

1. Dismiss the lock screen by swiping up from the bottom edge of the screen or by pressing a key.
2. If prompted, type the password for your user account. If you want to sign in with a different account, tap or click the Back button and then choose an account.
  - If you can't remember your password, see [I forgot my password](#) in this guide.
  - If you have a picture password or PIN, tap or click **Sign-in options** to choose another sign-in method. For more info, see the next section of this guide.
  - If you're locked out of your Surface and need your BitLocker recovery key, see [BitLocker recovery key](#) in this guide.

## Sign out or lock

1. From the Start screen, tap or click your account picture in the upper-right corner.
2. Choose **Sign out** or **Lock**.

### Tip

You can also press Ctrl+Alt+Del on your keyboard and then choose **Lock** or **Sign out**.

### Sign out or lock. What's the difference?

- **Signing out** closes all of the apps that you were using.
- **Locking** protects your account from use, and lets someone else sign in with their account, without closing the apps you were using.



## Switch to another account

If you share your Surface with someone else, you can switch to another account without signing out or closing apps. Here's how:

1. From the Start screen, tap or click your account picture in the upper-right corner.
2. Tap or click an account. If you don't see the account you want, tap or click **Switch account**, then sign in to the account you want.

You can also switch to another user account from the sign in screen. Here's how:

1. Dismiss the lock screen by swiping up from the bottom edge of the screen or by pressing a key.
2. Tap or click the Back button and then choose an account.

For info on creating accounts, see [Create a user account](#) in this guide.

## Other sign in options

There are two more sign-in options: PIN and picture password.

**Important** If you've added a work email accounts to the Mail app or joined a network domain, security policies may prevent you from creating a PIN or picture password. For more info, check with your system admin.

### Create a PIN

Instead of typing a password, you can sign in quickly with a four-digit PIN. Here's how:

1. Open the Settings charm, tap or click **Change PC settings**, and then tap or click **Users**.
2. Tap or click **Create a PIN**. If you don't have a password on your account, you'll need to create a password before you can set up a PIN.
3. Confirm your current password and then you can create a PIN.

Now you can quickly sign in using your four-digit PIN.

### Sign-in options

Change your password

Create a picture password

Create a PIN

### Create a picture password

You can sign in using gestures on a picture of your choice. Here's how:

1. Open the Settings charm, tap or click **Change PC settings** and then tap or click **Users**.

2. Under Sign-in options, tap or click **Create a picture password** and then follow the on-screen instructions.

For tips on how set up a picture password and what to do if your picture password fails, see [Sign in with a picture password](#) on Windows.com.

## Account password

If you use a strong password and change it regularly, you can help keep your Surface more secure. For more info about strong passwords, see [Tips to create strong passwords and passphrases](#) on Windows.com.

**Note** If you think you think your Microsoft account has been blocked or hacked, see [Get back into your Microsoft account if it's been blocked or hacked](#) on Windows.com.

## Change your password

Here's how to change your password:

1. Open the Settings charm and then tap or click **Change PC settings**.
2. Choose **Users** (on the left).
3. Under **Sign-in options**, tap or click **Change your password**. Follow the instructions, and then tap or click **Next**.
4. Follow the instructions, and then tap or click **Finish**.

**Note** For other password related questions, see [Passwords in Windows 8: FAQ](#) on Windows.com.

## *Change a domain password*

If your Surface is on a domain, press Ctrl+Alt+Delete and choose **Change a password**. Follow the instructions, tap or click **Submit**, and then tap or click **OK**.

## I forgot my password

If you've forgotten your password, there are several ways to retrieve or reset it:

- If you're using a Microsoft account (email and password), you can [reset your password online](#) at [account.live.com](#).
- If you're using a local account, use your password hint as a reminder.
- Have someone with an administrator account on your Surface sign in and change your password for you. (The account created during Windows setup is an administrator account.) To find out how to

change other people's passwords, see [Change your password](#) on Windows.com. To find out if an account is an administrator account, see [What type of account do I have?](#) in this guide.

If you've tried these suggestions and still can't sign in, [contact Surface support](#) on Surface.com.

## Choose when a password is required

You can control when a password is required to sign in to Surface. Here's how:

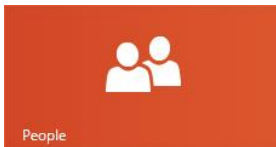
1. Open the Settings charm, tap or click **PC settings**, then tap or click **Users**.
2. Under Sign-in options, find the **Require a password after the display is off for** setting. This setting may not be available if you've added a work email account to the Mail app or you've joined a network domain.
3. Choose an item from the list:
  - **Microsoft account** Choose a time frame up to 15 minutes, or select Always require a password.
  - **Local account** Choose a time frame, or select Always require a password or Never require a password.

# All about apps

This section will get you up to speed on using apps.

## Built-in apps

Here are some of the apps included with your Surface:



### People

See the latest info and start conversations with contacts.



### SkyDrive

Store your files in the cloud and access them from anywhere.



### Mail

Get email from your accounts in one place.



### Internet Explorer

Everything you want to do on the web is a swipe or a tap away.



### Video

Browse and watch your videos, and movies from Xbox Video.



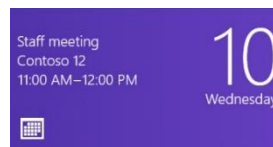
### Skype

Use Skype to connect with people using voice, video, or IM.



### Photos

See all your photos and home videos in one place.



### Calendar

Bring all your calendars together.



### Music

Stream the latest songs, or listen to music in your collection.



### Games

Discover and download new games.

For info about these apps and a few more, including Office, see the [Built-in apps](#) section of this guide.



#### Tip

- Apps are often updated, so be sure to check out the [Update apps from the Windows Store](#) in this guide.



Note: Some features may not be available in all markets.

## Find an app

To find an app installed on your Surface, do one of the following:

- **Touch or mouse** If you have lots of tiles on your Start screen, slide your finger across the screen or use the scroll wheel on your mouse. You can also scroll the Start screen by sliding two fingers horizontally across the Touch Cover or Type Cover trackpad.
- **Keyboard** Go to the Start screen and start typing the app name. The search results update as you type. Tap or click the app from the search results to open it (or press Enter to open the selected app).
- **View all apps** From the Start screen, swipe down from the top of the screen, and then tap or click **All apps** (in the lower-right corner).

#### Tip

- If you don't have the app you want, try searching the Windows Store. To learn how to do this, see the [Install apps](#) section in this guide.

## Start an app

Like the Start button in previous versions of Windows, the Start screen is where you go to start apps. Surface has two types of apps on the Start screen:

- Windows Store apps—such as Music, Mail, and Weather.
- Desktop apps—such as Notepad and the Office apps.

Here's how to start an app:

- **Touch or mouse** From the Start screen, tap or click a tile. If you have lots of tiles, drag your finger across the screen or slide two fingers horizontally across the trackpad to scroll.
- **Keyboard** Go to the Start screen, type the name of an app and press **Enter**.

You can also start desktop apps from the desktop. To switch to the desktop, go to the Start screen and tap or click **Desktop** (or press Windows logo key + D). You can create a shortcut for a desktop app or pin desktop

apps that you frequently use to the taskbar. For more info about this, see [How to use the taskbar](#) on Windows.com.

To learn how to change your Start screen, see the [Customize the Start screen](#) topic in this guide.

## Switch between apps

You can open multiple apps and then switch between them. Here's how:

### Switch to the last app you were using

- **With touch**, swipe in from the left edge.
- **With a mouse**, move your pointer into the upper-left corner, and then click in the corner.
- **From the keyboard**, press Alt+Tab.



### Switch to a specific app

Here's how to see a list of open apps and switch to an app:

- **With touch**, swipe in from the left edge without lifting your finger, and then push back toward the left edge. You'll see the apps you recently used. Tap the app you want.



- **With a mouse**, move the pointer into the upper-left corner, and then move the pointer straight down. You'll see the apps you recently used. Click the app you want.

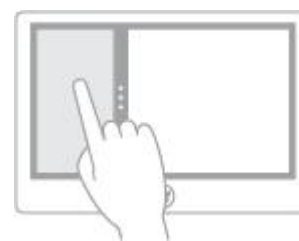


- **From the keyboard**, hold down the Windows logo  key and press the **Tab** key to switch between Windows Store apps and the Start screen.

To switch between all apps (desktop and Windows Store apps), hold down the **Alt** key and press the **Tab** key repeatedly to switch between apps. When you get to the app you want, just let go.

## Use two apps side by side (snap apps)

Keep an eye on your music playlist while you work on a report. Compare your favorite team's schedule with your own calendar. You can get more done when you snap a second app to the left or right side of your screen.



*Snapping apps*


### Snap the last app you were using

- **With touch**, slide your finger in from the left edge to bring in the second app, and then drag that app to the left or right side of the screen until an opening appears behind it.
- **With a mouse**, move your pointer into the upper-left corner until the second app appears, and then drag that app to the left or right side of the screen until an opening appears behind it.

### Snap an app you used recently

Swipe in from the left edge without lifting your finger, and then push back toward the left edge. You'll see the apps you recently used. Now, drag the app you want to the left or right side of the screen until an opening appears behind it.

## Tips

- Want to see how it's done? Watch the [Snap an app video](#) on Windows.com.
- Press the Windows logo  key + Period to snap the current app to the edge of the screen. Then swipe in from the left edge of the screen to bring in another open app.
- To adjust the size of the apps, move the line between the apps. One app can take a third of the screen and the other can take two thirds.

## Close apps

Apps from the Windows Store don't slow down Surface, so you don't need to close them. When you switch to another app, Windows leaves the app running in the background and will close it eventually if you don't use it.

However, if you really want to close a Windows Store app, here's how:

- **Using touch**, press and hold at the top of the app, then slide your finger down the screen until the app is off the screen. Want to see how it's done? Watch the [Close an app video](#) on Windows.com.
- **Using a mouse**, click the top of the app and when the pointer changes to a hand, drag the app down off the screen. You can also move the pointer into the upper-left corner, move the pointer straight down to show the open apps, and then right click on an app and click **Close**.

To see which apps are open, and to close an app:

- **Using touch**

Open an app: Swipe in from the left edge without lifting your finger, and then push back toward the left edge. You'll see the apps you recently used, plus Start.

Close an app: Drag the app you want to close from the list to the bottom of the screen.





- **Using a mouse**

Open an app: Move the pointer into the upper-left corner, and then move the pointer straight down. You'll see the apps you recently used.

Close an app: Right-click the app you want to close, and then click **Close**.



## Close desktop apps

It's still a good idea to close desktop apps, such as Office apps, when you're done using them or before you shut down Surface. You can close an Office app by tapping or clicking the X in the upper-right corner of the app.

## Use Task Manager

Task Manager lets you see which apps and services are running on your PC, as well as detailed info about services, user accounts, network connections, and PC hardware. It also lets you control which apps start up automatically when you start Windows.

To open Task Manager, do one of the following:

- From the Start screen, open the Search charm and type **task manager**.
- Press Ctrl+Shift+Esc.
- Right-click in the lower-left corner of your screen and then click **Task Manager**.


For more info about using Task Manager, see [Manage apps and services with Task Manager](#) on Windows.com.

## App commands: Where are they?

After you open an app, you might wonder how you can change things in the app. App commands stay out of sight until you need them, so you can use the whole screen for what you're doing. When you need app commands, they appear at the top and bottom of your screen.

## Show app commands

To show app commands:

- **Touch** Swipe up from the bottom or down from the top edge of the screen.
- **Mouse** Right-click.
- **Trackpad** Tap two fingers anywhere on the Touch Cover or TypeCover trackpad.
- **Keyboard** Windows logo  key + Z.



For example, open the Weather app, then swipe down from the top of the screen to see the Weather app commands.

Commands might also appear when you select an item in an app by swiping down on item or right-clicking. For example, if you swipe down or right-click a photo in the Photos app, you'll see commands.

## App settings

The Settings charm is context sensitive, meaning that what you can do depends on where you are. When you open Settings, the items in the upper-right corner change depending on where you are. For example, if you open Settings from an app, you'll see settings for that app.

To illustrate, here's how to change settings for Mail and Internet Explorer:

- Open the Internet Explorer, then open the Setting charm, and tap or click **Internet Options**.
- Open the Mail app, then open the Settings charm, and then tap or click **Account**.

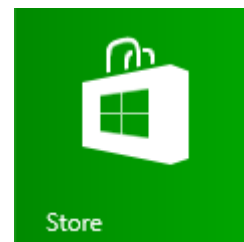
## App help and troubleshooting

When you're in an app, swipe in from the right edge of the screen, tap or click **Settings**, then tap or click **Help**. (Some apps might put help in another location, so check the company's website if you can't find help in the Settings charm.)

If you're having problems running an app from the Windows Store, try the solutions on this Windows.com page: [What to do if you have problems with an app](#).

# Install apps

Discover a variety of great apps in the Windows Store. You can check out the featured apps, or browse apps by category like Surface Picks or Games. In most categories you can browse apps in groups such as Top free, Top paid, and New releases. And if you know what app you want, just start typing when you're in the Store—you'll see results for apps that match your search.



To access the Windows Store, tap or click the Store tile on your Start screen.

## Sign in with your Microsoft account

You need a [Microsoft account](#) and an Internet connection to install apps from the Windows Store.

To sign in or out of the Windows Store:

1. From the Start screen, tap or click **Store**.
2. Swipe in from the right edge of the screen and tap **Settings**, then tap or click **Your account**. Here you'll see one of two things:
  - **A Sign in button** This means you're not signed in to the Store. Tap or click **Sign in** and type your [Microsoft account](#) info (email and password).
  - **Your account information** This means you're already signed in. Here you can add a payment method, sign in with a different account, and see which PCs are associated with your account. Keep reading for info about adding payment options and viewing your billing history.

## Install apps and programs

Apps, also known as programs, are the heart of Windows 8.

### Install apps from the Windows Store

Here's how to find and install an app from the Windows Store:

1. From the Start screen, tap or click **Store**.
2. Make sure you're signed in with your Microsoft account (see previous section).
3. To find an app, do one of the following:

- Drag your finger across the screen to browse apps. You can tap a category, such as Games, to see more apps.
  - Type the name of the app you're looking for. You'll see results that match your search.
  - Swipe in from the right-edge of the screen, tap or click the **Search** charm, and then type the app you're looking for.
4. Tap or click an app to learn about it and read reviews.
  5. Tap or click **Buy**, **Try**, or **Install**.
    - **Install** is available if an app is free or you've already bought it.
    - **Try** means a trial version of the app is available. You can try before you buy.
    - **Buy** means that the app isn't free and the price is shown. Apps that you buy are charged to the payment option associated with your Microsoft account. To add or change the payment option on your account, see [Add or change a payment method](#) in this guide.

After an app is installed, a tile for the app appears on the Start screen..

#### Notes

- If you can't find or install an app, see [Why can't I find or install an app from the Windows Store?](#) on Windows.com.
- To get help with the Store app, open the Settings charm and then tap or click **Help**.
- Apps are periodically updated. For info on updating your apps, see [Update apps from the Windows Store](#).

## Install apps or programs from another place

You can also install apps or programs from a CD or DVD, a website, or from a network.

### *Install apps from the Internet*

Make sure you trust the publisher of the app and the website that's offering it.

In your web browser, tap or click the link to the app. To install it now, tap or click **Open** or **Run**, and then follow the instructions on your screen. To install the app later, tap or click **Save** or **Save as** to download it. When you're ready to install it, double-tap or double-click the file, and then follow the instructions on your screen.

### *Install apps from a CD or DVD*

To install an app or program from a CD or DVD, connect an external USB optical disc drive to your Surface Pro. If the app doesn't start installing automatically, open the Search charm, enter **Computer** in the search box, then

tap or click **Computer**. Open the CD or DVD folder, and open the program setup file, usually called Setup.exe or Install.exe.

### *Install apps from a network*

Ask your network admin for help installing apps from your company network.

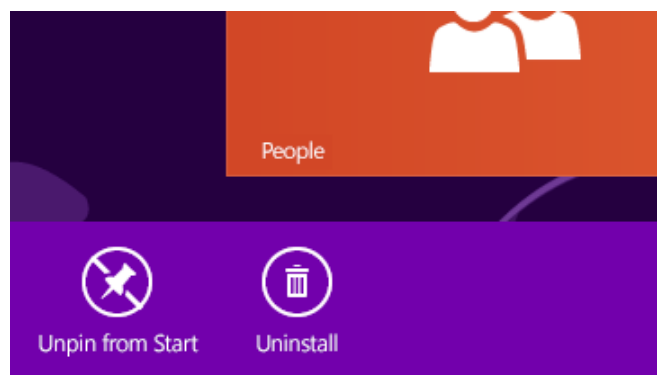
## Get your programs working with Windows 8

- Most programs written for Windows 7 also work with Windows 8. When you install or run an older program, Windows monitors it for symptoms of known compatibility issues. If it finds an issue, Program Compatibility Assistant provides some recommended actions that you can take to help the program run properly on Windows 8. For more info, see [Program Compatibility Assistant: Frequently asked questions](#) on Windows.com.
- If you're having trouble running a program that worked in a previous version of Windows, you might be able to run it in a compatibility mode, such as Windows Vista or Windows 7 compatibility modes. For info on how to do this, see [Get your apps and devices working in Windows 8](#) on Windows.com.
- The [Windows Compatibility Center](#) has info to help you identify which apps will or won't work with Windows 8.

## Uninstall an app or program

If you're not using an app or program you can uninstall it. Here's how:

1. Find the app that you want to remove. You can do this by finding the app tile on the Start screen or by [using Search](#).
2. Swipe down or right-click on the app to select it. When you do this, app commands appear along the bottom of the screen.
3. Tap or click **Uninstall**. If the app is a desktop app, complete the next step.
4. Choose the app from the list and then tap or click **Uninstall**.



### Tips

- To see your installed apps, go to Start and swipe down from the top of the screen (or right-click), then tap or click **All apps**.

- If you uninstall a built-in app, such as Music, you can reinstall it from the Store. The Mail, Calendar, People, and Messaging apps appear in the Store as a single app, called Mail, Calendar, People, and Messaging.

## Update apps from the Windows Store

Apps are periodically updated by app developers and the Store tile on the Start screen tells you when updates are available.

For example, a “4” on the Store tile means that four of your apps have updates.

To install app updates:

1. From the Start screen, tap or click **Store**.
2. Tap or click **Updates** in the upper-right corner.
3. Tap or click **Install** to install updates for the selected apps.



## Add or change a payment option

To add or edit the payment method for the Windows Store:

1. From the Store app, open the Settings charm (swipe in from the right edge of the screen, and then tap **Settings**).
2. Tap or click **Your account**. If you haven't signed in to the Store, sign in using your Microsoft account.
3. Tap or click **Add payment method** or **Edit payment method**, edit your info, and then tap or click **Submit**.

To remove a payment method from your account:

1. Go to the [billing website](#) and sign in with your Microsoft account.
2. Tap or click **payment options**.
3. Choose a payment method, tap or click **remove**, and then tap or click **remove**.

## View your billing history

To see a history of apps that you bought from the Windows Store:

1. From the Store app, open the Setting charm (swipe in from the right edge of the screen, and then tap **Settings**).
2. Tap or click **Your account**. If you haven't signed in to the Store, sign in using your Microsoft account.
3. Tap or click **View billing history**.
4. Sign in to the billing website using your Microsoft account.
5. Tap or click **transactions**, and then choose from the options to view your billing history.

### Tip

- To print your billing history, tap or click **show print view**, and then tap or click **print**.

## Family Safety and the Windows Store

You can use Family Safety to control which games and apps your child can see and install from the Windows Store. You can also allow or block specific apps and games. For info about this, see [Using Family Safety settings with the Windows Store](#) on Windows.com.

## Install apps that you installed on other PCs

Once you install an app from the Store, you own it and it's yours to install on up to five PCs (regardless of whether the app is free or paid). If you've installed apps on another Windows 8 or Windows RT PC, use the following steps to install the same apps on Surface:

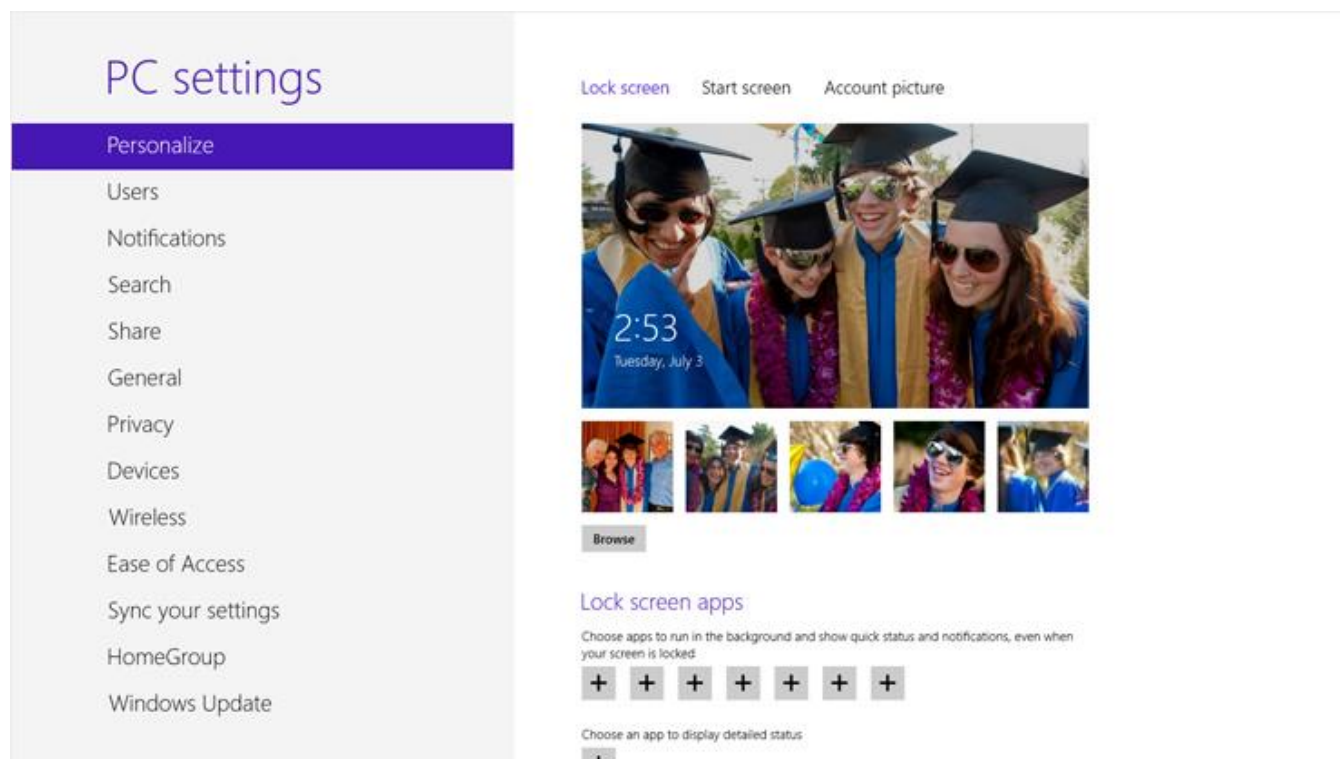
1. Sign in to the Store app using the same Microsoft account that you used to install apps on other PCs. (To see which account you're signed in to, open the Settings charm, and then tap or click **Your account**).
2. Swipe down from the top of the screen, and then tap or click **Your apps** (along the top).
3. Choose the apps you want to install, and then tap or click **Install**.

### Notes

- The **Your apps** list shows you all the apps you've installed on PCs associated with your Microsoft account. Or you can just view apps installed on a specific PC.
- To remove a PC from your account, see [Use your Windows Store account to install apps on up to five PCs](#) on Windows.com.

# Personalize your Surface

In this section you'll learn how to personalize your Surface.



## Add your accounts

One of the first things you'll want to do with your new Surface is add your accounts—like Outlook.com, Gmail, Facebook, Twitter, LinkedIn—to your Microsoft account. Once you add your accounts, your contacts, calendar, and email will appear in the Mail, People, and Calendar apps. And you can quickly get to your photos and files from services like SkyDrive, Facebook, or Flickr. For more info, see the [Add your accounts](#) section in this guide.

## Change your lock screen picture, colors, and account picture

Here's how to change pictures and colors:

1. Open the Settings charm and then tap or click **Change PC settings**.
2. Tap or click **Personalize**.



- **Lock screen** Tap or click **Lock screen** and then **Browse** to find a picture for your lock screen.
- **Start screen** Tap or click **Start screen**, then choose a color and background. The background shows up only on Start, but the color you pick shows up in a few other places too, like the charms and the sign-in screen.
- **Account picture** Tap or click **Account picture**, then choose **Browse** to select an existing image or **Camera** to take a new Account picture.

## Customize the Start screen

The Start screen is made up of tiles arranged in groups. A tile is an app or content (such as a website, contact, or folder) that you can open from the Start screen.

You can customize the Start screen any way you want it, and put your favorite apps, people, and websites front and center. Here are a few options you can try.



### Create tiles for your favorite people and places

If you have a website that you visit every day or people that you chat with all the time, you can create tiles for them on Start so you can get to them quickly.

When you come across a website, contact, or folder that you want to add to Start, here's how:

- **To pin a website or contact:** Open the webpage in Internet Explorer or a contact in the People app, then swipe down from the top of the screen, and tap or click **Pin to Start**.
- **To pin a folder:** Open File Explorer, right click a folder or press and hold until a box appears, then tap or click **Pin to Start**.

### Rearrange, resize, unpin, and group tiles

You can rearrange and resize the tiles, unpin the ones you don't use, and create groups of tiles. To see how to do all these things, watch the [Rearranging tiles on Start](#) video on Windows.com.

#### Rearrange tiles

You can arrange the tiles any way you want. Here's how:

- To move a tile, drag it up or down, and then drag it where you want it.

### Resize a tile

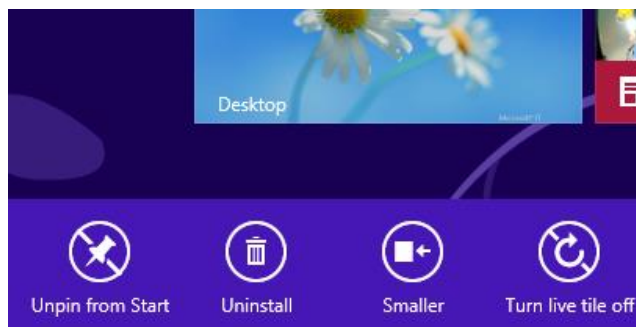
If a tile isn't fitting in the spot you want, you can usually make it larger or smaller. Here's how:

- Swipe down on the tile (or right click), then tap or click **Larger** or **Smaller**. (Some tiles can't be resized.)

### Unpin a tile


If there are tiles you don't use, you can unpin them. Here's how:

- Swipe down on a tile (or right click), and then tap or click **Unpin from Start**.



### Group tiles

You can put similar tiles together in a group and add a name. For example, you can create a "Websites" group for all the websites that you've pinned to Start. Here's how to name a group of tiles:

1. Pinch your fingers together on the Start screen to zoom out and see all the tiles. (If you're using a mouse, click the Zoom button  in the lower right corner.)
2. Swipe down or right click the group of tiles you want to name, and then tap or click **Name Group**.

### Pin or unpin apps

Some apps installed on your Surface might not be pinned to Start. However, you can change this if you'd like. Here's how:

- From the Start screen, open the Search charm, swipe down on an app (or right click) to select it, and then tap or click **Pin to Start**. If the app is already on Start, you'll see Unpin from Start.
  - If you unpin an app, it's still installed and can be found [using Search](#).
  - To uninstall an app, see [Uninstall apps](#) in this guide.

### Turn off Live tiles

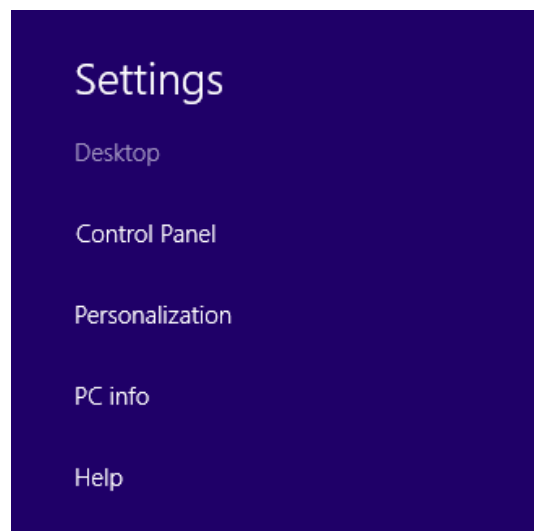
Live tiles show you useful info on the tile. For example, the Calendar tile shows you your next appointment. You can, however, turn off a live tile off if you'd like. Here's how:

- Swipe down on a live tile (or right click), and then tap or click **Turn live tile off**.

## Desktop settings

When you open the Settings charm from the desktop, you have the following options in the upper-right corner:

- **Control Panel** Opens Control Panel, which you can use to change Windows settings. Many of these settings are also available in the new PC settings. Learn more about this in the [Change your settings](#) topic.
- **Personalization** Opens the Personalization area of Control Panel. Here you can change your desktop background, colors, sounds, and screen saver.
- **PC info** Opens the System area of Control Panel.
- **Help** Opens Windows Help and Support topics.



## Themes and desktop backgrounds

You can change the desktop background, color, and sounds. Here's how:

1. Open the Search charm, type **personalization**, and then tap or click **Settings**.
2. Tap or click **Personalization**.
3. Choose a theme or change the Desktop Background, Color, and Sounds individually.

## Pin or unpin a desktop app from the taskbar

You can pin or unpin a desktop app (such as the Notepad) to the desktop taskbar. Here's how:

1. Go to the Start screen and type the desktop app that you want to pin to the taskbar (for example, Notepad or Word).
2. Swipe down on the app in the search results.
3. Tap or click **Pin to taskbar** or **Unpin from taskbar**.

## Desktop apps appear too big or small

If a desktop app appears bigger or smaller than you'd like, you can disable display scaling for a desktop app or change the size of desktop items.

### *Solution 1: Disable display scaling for the app*

You can disable display scaling for an individual desktop app. Here's how:

1. Select the tile for the desktop app on the Start screen (swipe down on the tile or right-click it), and then tap or click **Open file location** to open File Explorer.
2. In File Explorer, tap and hold or right-click the app's executable (.exe) file and select **Properties**.
3. Select the **Compatibility** tab.
4. In the Settings area, select the **Disable display scaling on high DPI settings** check box and then tap or click **OK**.
5. Start the app and see if this change helps.

If this doesn't help, you can try reducing the size of desktop items with the following steps.

### *Solution 2: Change the size of desktop items*

1. Open the Search charm, type **make text** in the Search box.
2. Tap or click **Settings**, then choose **Make text and other items larger or smaller** from the search results.
3. Choose **Medium - 125%** and tap or click **Apply**.
4. Choose either **Sign out now** or **Sign out later** to apply the change.
5. Sign in to Surface and try the app again.

If this doesn't help, repeat the above steps and select **Smaller – 100%** in step 3.

## Sync your settings

When you sign in with a Microsoft account, Surface is connected to the cloud. This means that many of your personal settings and preferences are stored on Microsoft servers online, and are synced to any Windows 8 or Windows RT PC that you sign in to. For example:

- Your chosen colors, themes, language preferences, browser history and favorites, and Windows Store settings are synced between PCs.
- You can get to and share your photos, documents, and other files on SkyDrive, Facebook, Flickr, and other services without signing in to each service.

### Choose which settings to sync

If you want to keep some of your personal settings more private, you can turn off syncing for specific settings, or turn off syncing entirely. To choose which settings sync across PCs:

1. Sign in with your Microsoft account. To find out if you already have a Microsoft account or to set one up, see [How do I get a Microsoft account?](#) on Windows.com.

2. Open the Settings charm, and then tap or click **Change PC settings**.
3. Tap or click **Sync your settings**.
4. Under Settings to sync, turn on the settings that you want to sync.

For help deciding which settings to sync, see [Should I sync settings between PCs and devices](#) on Windows.com.

## Notifications

There are many ways to see when you have new email, messages, calendar events, status updates, and Tweets. Notifications appear in the upper-right corner, quick status and detailed status updates appear on the lock screen, and tiles update on the Start screen.

You can choose which apps run in the background and show notifications on the lock screen. Here's how:

1. Open the Settings charm, and then tap or click **Change PC settings**.
2. Tap or click **Personalize**, and then choose which apps you want to appear and the lock screen.

For more info about notifications, see the topic [How to manage notifications for Mail, Calendar, People, and Messaging](#) on Windows.com.

## Add languages

You can add languages so that you can read and type in different languages. Once you add a language, you can choose your display language—this is the language you see most often in Windows and in your apps—and switch between different languages as you type.

- To learn more how to add a language and type in different languages, see [Languages in Windows 8](#) on Windows.com.
- If you want to work with different languages in the Office apps, see [Office 2013 language options](#) on Office.com.



## Connect devices

You can connect many different devices to Surface by using the USB and HD video out ports or by using *Bluetooth* wireless technology.

- **USB** Surface has a full-size USB 3.0 port on the left edge. Use this port to connect a printer, mouse, or external hard drive. Some devices might support USB 3.0, a connection type that can run up to 10 times faster than USB 2.0.
- **Bluetooth** You can use many *Bluetooth* enabled devices, such as phones, speakers, headsets, mice, and keyboards.
- **Mini DisplayPort** Use this port to connect Surface to a TV, a monitor, or projector.<sup>2</sup>

<sup>2</sup>Adapters and cables sold separately.

**Note** Surface Pro is compatible with devices that are certified for Windows 8. For more info about this, see the [Device compatibility](#) topic in this guide.

## Printing

Here's what you need to know about printing from Surface.

### Set up a printer

- **Local printer** Plug the USB cable from your printer into the USB port on Surface.
- **Network or wireless printer** If your printer is a network or wireless printer that is already on your network, see if your printer is already installed (skip to the next section).

If you have a new wireless printer that hasn't been added to your network, refer to the directions that came with your printer for instructions on adding it.

- **Printer that is connected to another PC** If someone else in your home already has a printer installed, you can [join the Homegroup](#) and print to this printer. (The PC that the printer is connected to must be turned on and the printer must be compatible with Windows 8).

### See if your printer is already installed

1. Open the Settings charm, tap or click **Change PC settings**.
2. Tap or click **Devices** (on the left).
3. Look for your printer in the list of devices.
  - If your printer is listed, you're ready to print (see the next topic).
  - If your printer is not listed, tap or click **Add a device** and select your printer to install it. If Windows doesn't find your printer, see [Why isn't Windows finding my device?](#) on Windows.com or try adding a printer using the following steps:
    1. Open the Search charm, type **devices and printers** in the search box.
    2. Tap or click **Settings**, then tap or click **Devices and Printers** from the search results.
    3. Tap or click **Add a printer** (along the top) and then follow the on-screen instructions.

### Print something

To print from a Windows Store app:

1. Open what you want to print. For example, open a web page in Internet Explorer or an email message in Mail.
2. Swipe in from the right and then tap **Devices**.
3. Tap or click your printer from the list. If your printer isn't listed, it might be because the app doesn't support printing or you haven't added a printer.

4. Choose your printing options and then tap or click **Print**.

To print from a desktop app (such as Notepad or the Office apps):

- Find the Print command in the app or press Ctrl+P.

#### Tips

- To find out how to set your default printer, see [Set or change your default printer](#) on Windows.com.
- To find out how to capture your screen (print screen), see the [Take a screen shot](#) topic in this guide.

### Can't print?

If you're having problems printing, see [How to solve printing problems](#) on Windows.com. Downloading and installing the latest driver for your printer can fix problems.

#### *Printer compatibility*

Surface Pro is compatible with printers that are certified for Windows 8. Windows Update automatically installs important driver updates as they become available. You can also download and update drivers from the printer manufacturer's website. For more info about this, see [Update drivers](#) on Windows.com. To see what's compatible with Windows 8, see the [Windows Compatibility Center](#).

## Add, view, and manage your devices and printers

You can add devices to Surface using either PC Settings or Control Panel.

### Add a device using PC Settings

1. Open the Settings charm and then tap or click **Change PC settings**.
2. Tap or click **Devices**, and then tap or click **Add a device**.

### Add a device using Control Panel

1. Open the Search charm, type **devices and printers** in the search box.
2. Tap or click **Settings**, then tap or click **Devices and Printers** from the search results.
3. Tap or click **Add a printer** or **Add a device** and then follow the on-screen instructions.



## Add a Bluetooth device

Here are the steps for adding a *Bluetooth* device:

### *Step 1: Make sure your Bluetooth device is on and discoverable*

Turn on the device, and then make it discoverable. To learn how to make a device discoverable, check the info that came with your *Bluetooth* device or go to the manufacturer's website.

### *Step 2: Make sure Bluetooth is on*

1. Open the Settings charm, and then tap or click **Change PC Settings**.
2. Tap or click **Wireless**.
3. Make sure Bluetooth is **On**.

### *Step 3: Add the Bluetooth device*

1. In PC Settings, tap or click **Devices**.
2. Tap or click **Add a device**.
3. Select your *Bluetooth* device from the list of wireless devices.
4. If the accessory requires a passcode (sometimes called a pairing code), you'll be prompted for it. If you don't know the passcode, check the info that came with your device or go to the manufacturer's website.

### Tips

- When connecting a phone, make sure your phone is unlocked and showing the Bluetooth settings screen.
- If you add a *Bluetooth* keyboard, you can disable Touch Cover or Type Cover by folding it back or removing it.
- If you have trouble adding a device, see the following topics on Windows.com:
  - [Why isn't Windows finding my device?](#)
  - [What if a device isn't installed properly?](#)

## Manage your devices

Devices and Printers in Control Panel is where you can manage your devices, change settings, and troubleshoot problems. For example, you can set a default printer or change the settings for a wireless mouse.

To open Devices and Printers:

1. From the Start screen, type **devices and printers**.
2. Tap or click **Settings**, and then tap or click **Devices and Printers** in the search results.

### Tip

- You can switch between different audio devices, such as speakers and headphones, in Control Panel. To do this, open the Search charm, tap **Settings** and then type **Manage audio devices**.

### Troubleshooting

- If you have trouble adding a device, see the following topics on Windows.com:
  - [Why isn't Windows finding my device?](#)
  - [What if a device isn't installed properly?](#)
- If you see a yellow warning icon next to a device, tap and hold on the device until a box appears (or right-click), then select **Troubleshoot**.

### Device compatibility

Surface Pro is compatible with devices that are certified for Windows 8. These devices are marked with the certified for Windows 8 logo. To see what's compatible with Windows 8, go online to the [Windows Compatibility Center](#).

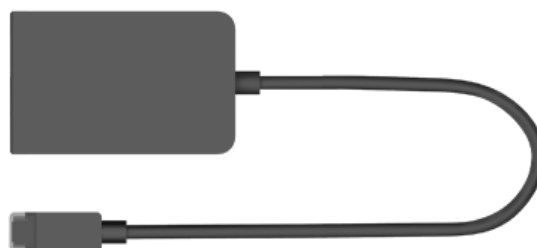
### Connect Surface to a TV, monitor, or projector

You can make videos bigger and louder by connecting your Surface to a TV, monitor, or projector. For example, you can connect your Surface to an HDTV and watch movies on a big screen or connect to a projector for a presentation.

To connect Surface to another screen you'll need an adapter (sold separately) and a compatible VGA or HDMI cable. Here are the adapters:



**Surface HD Digital AV Adapter**



**Surface VGA Adapter**

### Which adapter do I need?

To figure out which adapter you need, look at the video ports on your TV, display, or projector.

- **HDTV** For HD quality, plug the Surface HD Digital AV Adapter into the HDMI port on your HDTV.
- **Projector or monitor** Check your projector or monitor for an HDMI port. If you don't see one, you can use the Surface VGA Adapter with a VGA port on your projector or monitor. The VGA Adapter is for video only, not audio.

Surface video adapters are available online in the [Accessories](#) area on Surface.com.

### Connect to a TV, monitor, or projector

1. Connect a VGA or HDMI cable to the HDMI or VGA port on your TV, monitor, or projector.
2. Connect the other end of the cable to the Surface adapter.
3. Remove the cap from the end of the Surface adapter cable.
4. Plug the adapter into the Mini DisplayPort on your Surface (lower-right side).



**Note** If there's no picture on the external display, disconnect the adapter, rotate it 180 degrees, and plug it into Surface again.

### Set up your screens





Once you plug in your screen, you can choose your display options. Here's how:

1. Open the Devices charm (swipe in from the right edge of the screen and tap **Devices**).
2. Tap or click **Second screen** and then choose one of these options:
  - **Duplicate** You'll see the same thing on both screens.
  - **Extend** Your screen is spread over two monitors, and you can drag and move items between the two.
  - **Second screen only** You'll see everything on the connected screen, and the Surface will be blank.

After you connect a second screen, you might want to change the size of desktop items. For info on how to do this, see [Desktop apps appear too big or small](#) in this guide.

## Use multiple monitors

Connecting another monitor to your Surface is a great way to multitask. You can use one monitor for work (Office apps) and the other for play (chatting with friends, social updates, or music). Once connected, you can use one of the following key combinations (on Touch Cover or Type Cover) to move an app to the second screen:

| Press this  | To do this  |
|---|---|
| Windows logo key  +PgUp<br>-or-<br>Windows logo key  +PgDn              | Move Windows Store apps to another monitor.           |
| Windows logo key  +Right arrow<br>-or-<br>Windows logo key  +Left arrow | Move a desktop app (such as Word) to another monitor. |

### Notes

- Open desktop apps (like the Office apps) on both monitors, or apps from the Windows Store on one and desktop apps on the other.
- When you open Start or the charms on a monitor, all apps from the Store will move to that same monitor.
- You can use the four corners of either screen to open the charms and your recent apps with your mouse. To open the charms on the second screen, move your mouse pointer to the second screen.
- You can decide whether you want to have a taskbar on all of your displays, and how you want buttons to be arranged on the taskbars. For more info, see [Change taskbar settings for multiple displays](#) on Windows.com.

# Storage, files, and backup

Surface Pro has a hard drive that comes in two sizes: 64 GB and 128 GB.<sup>3</sup>

<sup>3</sup>System software uses significant storage space; your storage capacity will be less. See [surface.com/storage](http://surface.com/storage) 1 GB = 1 billion bytes.

## How much local storage space do I have?

To see how much storage space you have available:

1. Open the Settings charm, tap or click **Change PC settings**.
2. Tap or click **General**.
3. Scroll down to Available storage, to see how much storage space you have. You can tap or click **View app sizes** to see how much space each app is using.

**Note** Pre-installed software and apps use a significant amount of storage space. To learn how much, see [Surface disk space FAQ](#) on Surface.com.

## Surface storage options

In addition to the internal storage, here are a few storage options:

- Removable storage, such as a USB flash drive or microSD memory card.
- Cloud storage (SkyDrive)—up to 7 GB free.
- Another computer on your network. You can open and save files to other computers on your network. For more info, see the [Find shared items on other computers](#) topic in this guide.

### Removable storage options

You can use USB storage or a microSD memory card for your documents, music, videos, and pictures.

### USB flash drive or hard drive

You can insert a USB flash drive or external storage device into the USB port on Surface.

To open files from a USB flash drive or external hard drive:

1. Insert a USB flash drive or hard drive into the USB port on your Surface (along the right edge).
2. Tap or click the notification that appears in the upper-right corner of the screen.
3. Tap or click **Open folder to view files**. File Explorer opens showing you the files on your USB flash drive or hard drive.

File Explorer (previously called Windows Explorer) is the app you'll use to browse, copy, and move files on your Surface. For more info, see the [Files and folders](#) section in this guide.

### microSD memory card

The microSD card slot lets you add extra storage to Surface. You can use a microSD, microSDHC, or microSDXC card.

Flip out the kickstand to access the card reader.



### SkyDrive: Cloud storage

Store your documents, music, videos, and pictures in the cloud by using SkyDrive. Surface includes a SkyDrive app that you can use to upload and open files on your SkyDrive. Your Microsoft account includes 7 GB of free storage on SkyDrive.

To learn more about SkyDrive, see the [SkyDrive](#) section in this guide.

## Files and folders

Use File Explorer (previously called Windows Explorer) to work with files and folders on your Surface or another computer on your network. For info on browsing network locations, see the [Find shared items on other computers](#) topic in this guide.


## File Explorer

With File Explorer you can do things like search for files, create folders, and copy or move files around.

To open File Explorer:

- From the Start screen, type **file explorer** and then tap or click **File Explorer** from the search results.
- From the desktop, tap or click the file folder icon on the taskbar.

### What's new?

File Explorer has a new ribbon along the top. To expand the ribbon, press Expand ribbon (  ) in the upper-right corner of the window (or press Ctrl+F1).

Use the ribbon for common tasks, such as copying and moving, creating new folders, emailing and zipping items, and changing the view. The tabs change to show extra tasks that apply to the selected item. For example, if you select Computer in the navigation pane, the ribbon shows different tabs than it would if you select a folder in your Music library.

### Tips

- For help using File Explorer, see the topic [How to work with files and folders](#) on Windows.com.
- To find out how to share files and folders with other people on your network, see [Share individual files and folders](#) on Windows.com.
- To set the default app or program used when you open a particular file type, see [Default programs](#) in this guide.

### Search for files using File Explorer

You can search for files using File Explorer. To find out how to do this, see [Search for files in File Explorer](#) on Windows.com. Windows indexes the most commonly searched locations on your PC to make your searches faster. Here are answers to some frequently asked questions about the index: [Indexing and Search: Frequently asked questions](#).

You can also find files by using the Search charm. For info about this, see the [How to search](#) topic in this guide.

## Libraries

Libraries are collections where you can get to all your documents, music, pictures, and other files in one single place. Windows comes with four libraries: Documents, Music, Pictures, and Videos. It's a good idea to put your files in their corresponding libraries to make sure they show up in your apps. This means putting your music files in the Music folder and your pictures in your Pictures folder. Plus you'll be able to see them in one place

whenever you open that library. For more info about using libraries, see the following topic: [Library basics](#) on Windows.com.

### *Share files with people who use your Surface*

Public folders are a convenient way to share files with everyone who uses your Surface. For example, if you and other family members share your Surface, you can put your family pictures in the Public Pictures folder so that everyone can access them easily and add, delete, and edit photos.

Public folders are in each library. To open the Public folders:

1. Open the Search charm, type **File Explorer** in the search box, and tap or click **File Explorer** from the search results.
2. In the navigation pane, under **Libraries**, tap or click the arrow next to one of the libraries (Documents, Music, Pictures, or Videos).

For more info, see [Public folders: Frequently asked questions](#) on Windows.com.

### *Move files to your Surface*

You can easily move music, pictures, videos, and documents to your Surface. Here are some of the ways you can move files to your Surface:

- Connect to a networked computer.
- Use SkyDrive.
- Use a USB flash drive or a microSD card.
- [Use Windows Easy Transfer](#) to transfer files and settings from another PC.

### *Connect to a network computer*

Surface can access music, pictures, videos, and documents on computers that are part of a network. This way you can copy files from another PC to your Surface, or you can leave the files where they are and open them on Surface. For more info, see the [Find shared items on other computers](#) topic in this guide.

### *Use SkyDrive*

Instead of moving files to Surface, you can store them in the cloud using SkyDrive. This way you can access your files from other computers or your phone.

To learn more about SkyDrive, see the [SkyDrive](#) section in this guide.



### Use a USB flash drive or microSD memory card

You move files to Surface by using a USB flash drive or memory card. Here's how:

1. Copy files onto a USB flash drive or memory card on your other computer.
2. Insert a USB flash drive or microSD memory card into Surface.
3. Tap or click the notification that appears in the upper-right corner of the screen.
4. Tap or click **Open folder to view files**. File Explorer opens.
5. Select the files or folders you want to add to Surface.
6. Tap or click **Home**, and then tap or click **Copy to**.
7. Select a location. For example, choose Documents if the flash drive or memory card contains documents. For info about organizing your files, see [Libraries](#).

For help using File Explorer (formerly called Windows Explorer), see the topic: [How to work with files and folders](#) on Windows.com.

## Back up files using File History

Use File History to automatically back up your personal files—like photos, documents, and music—to an external drive or network location. For example, an external USB hard drive or a network location such as a folder on another PC.

File History automatically backs up files that are in your libraries, contacts, favorites, SkyDrive, and on your desktop. If the originals are lost, damaged, or deleted, you can restore all of them. You can also find different versions of your files from a specific point in time. Over time, you'll have a complete history of your files.

Before you can start using File History to back up your files, you'll need to set up a drive to save files to. We recommend that you use an external drive or network location.




To the set up a drive or network location for your backup, see [Set up a drive for File History](#) on Windows.com.

# Networking

Surface has built-in Wi-Fi that you can use to get online. Once you connect to a wireless network, you can browse the Internet, get apps from the Windows Store, send email, and access other computers and devices on your network.

## What's new in networking?


Here's the highlights of what's new with networking in Windows 8:

- **Network connections** — We've simplified the process of connecting to a wireless network. To get started, tap or click the **Settings** charm, and then tap or click the network icon . You can also tap or click the network icon (  or  ) on the taskbar.
- **Network location** — The setting formerly known as network location (Private/Public or Home/Work/Domain) is now called **network sharing**. You turn this setting on or off when you connect to a network, or after you're connected. For more info, see the [Turn sharing on or off](#) topic in this guide.
- **Wireless profiles** — Windows is smarter about ordering wireless networks, and learns your preferred order based on your behavior. We have also added support for ordering between mobile broadband and Wi-Fi network profiles, removing the need for a page dedicated to ordering. If needed, you can still perform the same tasks by following the info on this Windows.com page: [Manage wireless network profiles](#).
- **Metered Internet connections** — We've added metered Internet connection controls in several places, to help you manage the amount of data you use on a metered mobile broadband or Wi-Fi network. For more info, see [Metered Internet connections: Frequently asked questions](#) on Windows.com.

## Connect to a wireless network

Surface Pro has built-in Wi-Fi which you can use to connect to a wireless network. Surface supports standard Wi-Fi protocols: 802.11a, b, g or n.

Use the following steps to connect to a wireless network:

1. Swipe in from the right-edge of the screen, tap **Settings**, and then tap or click the wireless network icon (). A list of available wireless networks appears.
2. Tap or click a network to connect to it.

3. If you want Surface to automatically connect to the network when it's available, tap or click **Connect automatically**.
4. Tap or click **Connect**.
5. If prompted, type your network security key (network password), and then tap or click **Next**. If you need help finding your wireless network password, see the topic [How to find your wireless network password](#) on Surface.com.
6. Choose whether or not you want to share with other computers and devices on the network. Choose No if you're connecting to a network in a public place like a café.

If you have problems connecting to a wireless network, see [Can't connect to a wireless network](#) on Surface.com.

### Tip

- If a wireless network isn't available, you might be able to use your phone's Internet connection. For info about this, see the [Tethering](#) section in this guide.

## Disconnect from a wireless network

1. Open the Settings charm, then tap or click the wireless network icon (📶). If you're already connected to a network, the network name appears below the wireless bars.
2. Tap or click the network with a Connected status.
3. Tap or click **Disconnect**.

If you want to remove connection info for a network (such as a password or connect automatically), tap and hold the network name until a box appears (or right-click), then let go and choose **Forget this network**.

## Connect to a wired network


You can use the Surface Ethernet adapter or another Ethernet adapter (both sold separately) to connect your Surface Pro to a wired network. You might need to use a wired connection to join a network domain, or you may want to use a wired network connection when streaming video or downloading large files.



Surface Ethernet Adapter

## Connect to a wired network

Here's how to connect to a wired network using Surface Pro:

1. Plug a USB Ethernet network adapter (sold separately) into the USB port on the left edge of your Surface Pro.
2. Plug an Ethernet network cable into the adapter.
3. Plug the other end of the network cable into your router or an Ethernet network port.
4. Open the Settings charm, then tap or click the wired network icon (  ).
5. If prompted, type your username and password, and then tap **Next**. If you don't know this info, check with your network admin.
6. To see if you're online, go to the Start screen and start Internet Explorer.

If Surface doesn't connect to the Internet using your wired connection, you might need to update your network adapter driver. For info on how to do this, see [Connect to a wired network](#) on Surface.com.

**Important** Surface Pro is compatible with accessories that are certified for Windows 8. These devices are marked with the certified for Windows 8 logo, or you can check the [Windows Compatibility Center](#) for compatibility info for the Ethernet adapter that you're using.

## Domains, workgroups, and homegroups

PCs on home networks are usually part of a homegroup, and PCs on workplace networks are usually part of a domain or workgroup. For more info about this, see [Domain, workgroup, or homegroup: what's the difference?](#) on Windows.com.

### Join a network domain

A domain is a group of PCs on a network that share a common database and security policy. PCs on a workplace network are usually part of a domain. To find out how to join a network domain, contact your network admin.

### *Connect your Microsoft account to your domain account*

You can connect your Microsoft account to your domain account and sync your settings and preferences between them. For example, if you use a domain account in the workplace, you can connect your Microsoft account to it and see the same desktop background, app settings, browser history and favorites, and other Microsoft account settings that you see on your home PC. You'll also be able to use Microsoft account services from your domain PC without signing in to them individually.


For info about this, see [Connect your Microsoft account to your domain account](#) on Windows.com.

## Join a workgroup

When you set up a network, Windows automatically creates a workgroup and gives it a name. You can join an existing workgroup on a network or create a new one. Workgroups provide a basis for file and printer sharing, but they don't actually set up sharing for you.

**Note** If you have a home network, we recommend creating or joining a homegroup. For info, see [HomeGroup from start to finish](#) on Windows.com.

To join or create a workgroup:

1. From the desktop, open the Settings charm and then tap or click **PC info**.
2. Under **Computer name, domain, and workgroup settings**, tap or click **Change settings** . You might be asked for an admin password or to confirm your choice.
3. On the **Computer Name** tab, and then tap or click **Change**.
4. Under **Member of**, tap or click **Workgroup**, and then do one of the following:
  - To join an existing workgroup, enter the name of the workgroup that you want to join, and then tap or click **OK**.
  - To create a new workgroup, enter the name of the workgroup that you want to create, and then tap or click **OK**.

If your Surface was a member of a domain before you joined the workgroup, it will be removed from the domain and your computer account on that domain will be disabled.

## Join a homegroup

A homegroup is a group of PCs on a home network that can share devices (such as printers), and libraries (your Documents, Pictures, Music, and Video libraries). Homegroups make sharing easier. Your homegroup is protected with a password, which you can change at any time.

To join a homegroup:

1. Open the Settings charm, tap or click **Change PC settings**, and then tap or click **HomeGroup**.
2. Enter the homegroup password, and then tap or click **Join**. You can get the password from anyone in the homegroup.
3. Select the libraries and devices you want to share with the homegroup.
4. Tap or click the control under **Media devices** if you want to allow devices on the network, such as TVs and game consoles, to play your shared content.

After you join a homegroup, you can access and share with computers that are part of your homegroup.

Libraries are initially shared with **Read** access, which means that other people can look at or listen to what's in the library, but they can't change the files in it. You can adjust the level of access at any time, and you can exclude specific files and folders from sharing.

**Note** For more info about homegroups, including how to create a homegroup, see the topic [Homegroup from start to finish](#) on Windows.com.

### *To share devices and entire libraries*

1. Open the Settings charm, tap or click **Change PC settings**, and then tap or click **HomeGroup**.
2. Select the libraries and devices you want to share with the homegroup.

## Sharing

Here's what you need to know about sharing files and folders.

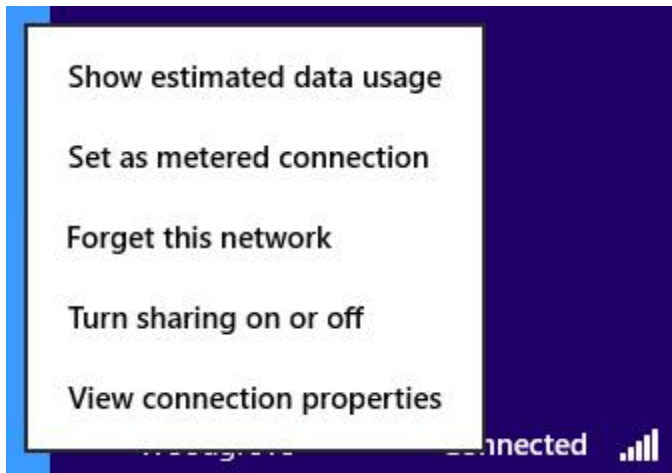
### Turn sharing on or off

The first time you connect to a network, you're asked if you want to turn on sharing between PCs and connect to network devices such as printers. Your answer automatically sets the appropriate firewall and security settings for the type of network that you connected to.

You can also turn sharing on or off anytime. Here's how:

1. Open the Setting charm, then tap or click the network icon ( or ).

2. Press and hold or right-click the network you're connected to, and then tap or click **Turn sharing on or off**.



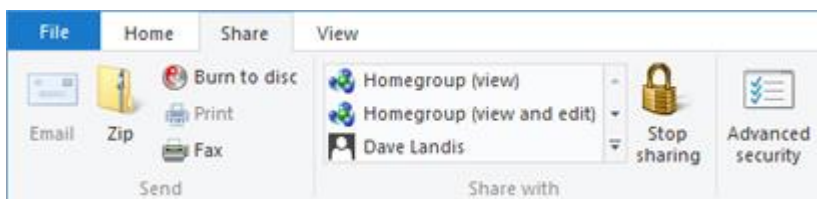
Menu used to turn sharing on or off

3. Do one of the following:
  - Choose **Yes, turn on sharing and connect to devices** for home or small office networks, or when you know and trust the people and devices on the network. This setting allows Surface to connect to devices on the network, such as printers.
  - Choose **No, don't turn on sharing or connect to devices** for networks in public places (such as coffee shops or airports), or when you don't know or trust the people and devices on the network.

## Share individual files and folders

You can use the Share tab in File Explorer to share files and folders on your network (homegroup, workgroup, or domain). Here's how:

1. Open File Explorer and select the file or folder that you want to share.
2. Tap or click the **Share** tab.



The Share tab

3. Choose an option in the **Share with** group. There are different Share with options depending on whether what type of network you're connected to (domain, workgroup, or homegroup).

For more info, see [Share files and folders on a network](#) on Windows.com.

## Share files with accounts on your Surface

Public folders are a convenient way to share files with everyone who uses your Surface. For more info, see, [Share files with people who use your Surface](#) in this guide.

## Find shared items on other computers

To see shared files, folders, and libraries on your network, open File Explorer and navigate to Homegroup or Network. Here's how:

1. Open File Explorer. (Go to the Start screen, type **file explorer**, and then tap or click **File Explorer** from the search results.)
2. In the lower-left corner of File Explorer, tap or click **Homegroup** or **Network**, depending on what type of network you're using.
3. To browse shared files and folders, tap or click the computer name under **Network** or someone's name under **Homegroup**. You can use this same technique to connect to other network resources such as a printer.

### Notes

- Make sure the PC with the shared files and folders is turned on and hasn't gone to sleep.
- For more info about sharing, see [Share files and folders on a network](#) on Windows.com.

## Mobile broadband connections

Mobile broadband makes it possible for you to connect to the Internet from virtually anywhere, even if there's no Wi-Fi network available. Mobile broadband connections use 3G, 4G, or LTE cellular and mobile networks to do this, just as phones do.

When a wired or wireless network isn't available, you can use one of the following options:



- Portable wireless router
- USB dongle that provides cellular connectivity to a PC

Both of the above options require a mobile broadband subscription. For details, check with your mobile operator.



## Connect to a mobile broadband network

Setting up a cellular data connection is similar to connecting to a wired or wireless network. Here's what you need to do:

1. Turn on your portable wireless router or insert a USB dongle with cellular connectivity into the USB port on your Surface.
2. Open the Settings charm, and tap or click **Network** ( or .
3. Tap or click your mobile broadband network.
4. If you want to connect automatically in the future, select the **Connect automatically** check box.
5. If you want to roam automatically, select the **Allow data roaming** check box.
6. Tap or click **Connect**.
7. If prompted, enter the access point name (APN) or access string, the user name, and the password. You can find these in the info that came with the device or with your mobile broadband service.

### Tips

- For more info, see [Mobile broadband from start to finish](#) on Windows.com.
- If your Internet service provider charges you for the amount of data you use, see [Metered Internet Connections: Frequently asked questions](#) on Windows.com.
- If your mobile broadband device is locked or blocked, see [Unlock or unblock your mobile broadband device](#) on Windows.com.

## Tethering: Use your phone's data connection

If a wireless network isn't available, you might be able to connect your phone to Surface and share the phone's Internet connection. Sharing your cellular data connection with another device is sometimes called tethering (connecting one device to another). Tethering turns your phone into a mobile hotspot.

### Notes


- To share your cellular data connection, this feature must be available from your mobile operator and enabled on your current phone plan. Look for *tethering* in your plan materials or mobile operator's website. This feature often costs extra.
- When you and others use the shared connection on another device, it uses data from your cellular data plan. You should be aware of any data limits you have on your plan, so you don't get charged extra.
- By default, tethered connections are metered. Apps and updates may not download over a metered connection. To change this setting or to learn more about this, see [Metered Internet connections: Frequently asked questions](#) on Windows.com.

## Step 1: Share your phone's Internet connection

Follow your phone's instructions to share your phone's Internet connection.

- **Windows Phone** See [Windows Phone 8: Share my connection](#) or [Windows Phone 7: Share my connection](#).
- **iPhone** See [iOS: Understanding Personal Hotspot](#).
- **Android** Check the materials that came with your phone or the manufacturer's website.


## Step 2: Select your phone as a network

1. Open the Settings charm on your Surface and tap the wireless network icon (  ).
2. Tap or click your phone's name (the broadcast or personal hotspot name that you set up) and then tap or click **Connect**.
3. If prompted, type the network password that you set in Step 1.

## Airplane mode

Turn on Airplane mode when you're traveling on an airplane or when you don't need Wi-Fi or Bluetooth for a while. Airplane mode extends the amount of time you have before your battery needs to be recharged.

To turn Airplane mode on and off:

1. Open the Settings charm, then tap or click the wireless network icon (  ).
2. Set Airplane mode to **On** or **Off**.



When Airplane mode is on, both Wi-Fi and Bluetooth are turned off.

## Internet Connection Sharing (ICS)

You can use Internet Connection Sharing (ICS) to share an Internet connection on a home network without using a router. For info about this, see [Using ICS \(Internet Connection Sharing\)](#) on Windows.com.

## Connect using a VPN connection

You can connect to a virtual private network (VPN) from Surface Pro. Connecting to a VPN is similar to connecting to a wired or wireless network. Here's how:

1. Open the Settings charm, and tap or click the network icon ( or .
2. Under **Connections**, tap or click your VPN connection.
3. Tap or click **Connect**.

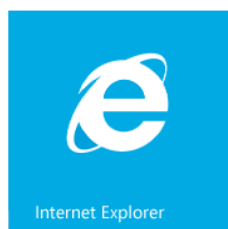
If a VPN connection is not available under Connections, check with your network administrator for help setting this up.

## Built-in apps

Surface includes a great set of pre-installed apps, such as Xbox Music, Xbox Video, SkyDrive, Mail, and Internet Explorer. And when it's time to get some work done, Surface Pro is loaded with a one-month trial for new Office 365 customers.

This section highlights some of the apps included with your Surface.

### Internet Explorer



Surfing the web has never been better. Surface comes with two versions of Internet Explorer 10:

- A touch-friendly app
- A desktop app

This way you can easily surf the web from the Start screen or the desktop. The two Internet Explorer apps share the same browsing history and settings.

**Note** Browsing the web requires an Internet connection. If a wireless network isn't available, you may be able to use your phone's Internet connection or a mobile broadband connection (tethering). For more info about this, see the [Networking](#) section in this guide.

#### Touch-friendly Internet Explorer

The Internet Explorer 10 app is optimized for touch. Tiles and tabs are oversized for easy tapping and appear only when you need them.

To start the Internet Explorer app, go to Start screen and tap or click **Internet Explorer**.

## Find the Address bar

To show the Address bar, do one of the following:

- Swipe down from the top of the screen
- Right-click your mouse or trackpad
- Press Alt+D

The Address bar appears at the bottom of your screen and the Tabs bar appears at the top.

To go to a specific website:

- Tap or click the Address bar to see your pinned, frequent, and favorite sites. Swipe across the tiles to see more options. When you see the one you want, tap or click the tile.
- Type a web address or search term in the Address bar. As soon as you start typing, Internet Explorer shows results that match sites you've previously visited, pinned sites and favorites, and sites you might like.





## Tips


- To change your Internet Explorer settings, open the Settings charm and then tap or click **Internet Options**. Some settings are only available from the desktop version of Internet Explorer. For info, see the [Internet Explorer for the desktop](#) topic below.
- Use the Share charm to share web pages with friends. For info on how, see [Share a link](#) in this guide.
- For Help with Internet Explorer (including how to change your home page), see [Internet Explorer Top Solutions](#) on Windows.com.

## Navigate with tabs

To open a new tab or switch between tabs, swipe down from the top of the screen (or right-click). The Tabs bar appears along the top, showing you a sneak peek of open webpages.


- Tap or click a browser window to switch to it.
- Tap or click  to open a new browser tab. When you open a new tab, pinned, frequent, and favorite websites appear above the address bar so you can quickly jump to them.
- Tap or click  to open an InPrivate tab. You can also quickly close all open tabs (except the one you're on) by choosing **Close tabs**.

### Your web favorites

You can pin sites to your Start screen or add sites to your browser favorites. From the Address bar, tap or click Pin site , then choose **Pin to Start** or **Add to favorites**. For more info, see [Add to, view, and organize favorites](#) on Windows.com.

If you're using a Microsoft account, your browser favorites and history can be synced across Windows 8 and Windows RT PCs. For more info, see [Sync your settings](#) in this guide.


### Flip ahead through sites

Turning on flip ahead makes going from page to page and article to article more fluid. If you're reading an article on a news site that supports flip ahead, you can swipe across the page (or click the Forward button ) to go to the next page of content.

To turn on flip ahead, open the Settings charm from Internet Explorer, then tap or click **Internet Options**.

### Internet Explorer for the desktop

You can also surf the web from the desktop using Internet Explorer for the desktop. To start the Internet Explorer desktop app:

1. From the Start screen, tap or click **Desktop** (or press Windows logo  key + D).
2. Tap or click the **Internet Explorer** icon on the taskbar.

### Change your browser settings

To change browser settings, tap the Settings icon in the upper-right corner of Internet Explorer (desktop version), then tap or click **Internet options**. (If you need help with a setting, tap or click the **?** in the upper-right corner.) Both Internet Explorer apps use the same settings.

For example, to turn off the Pop-up Blocker:

1. Tap or click the Settings icon (upper-right corner), and then tap or click **Internet options**.
2. Tap or click the **Privacy** tab, then clear the **Turn on Pop-up Blocker** check box.

To see your browsing history:

1. Open Internet Explorer for the desktop (tap or click the Internet Explorer icon on the desktop taskbar).
2. Tap or click the **Favorites** icon (upper-right corner), and then tap or click the **History** tab.

## Add-ons

Internet Explorer 10 is designed to provide an add-on free experience, and will play HTML5 and many Adobe Flash Player videos without needing to install a separate add-on. Add-ons and toolbars will only work in Internet Explorer for the desktop. To view a page that requires add-ons in Internet Explorer, swipe down or right-click to bring up the Address bar, tap or click the **Page tools** button, and then tap or click **View on the desktop**.

You can view, enable, and disable the list of add-ons that can be used by Internet Explorer for the desktop. For more info, see [Manage add-ons in Internet Explorer](#) on Windows.com.

**Note** If you have a problem playing a video or viewing a webpage, see [Videos won't play or webpages don't display correctly](#) on Windows.com.

### *Java and Silverlight plug-in compatibility*

Add-ons, like Java and Silverlight, only work in Internet Explorer for the desktop. For installation instructions, see [Install Java in Internet Explorer](#) on Windows.com, or go to [Microsoft.com/Silverlight](http://Microsoft.com/Silverlight) to install Silverlight in Internet Explorer for the desktop.

## Streaming audio in the background

If you want to stream audio from a website while using other apps, do one of the following:

- Use Internet Explorer for the desktop.
- Snap touch-friendly Internet Explorer next to the app that you're using. For more info about this, see [Use two apps side-by-side \(snap apps\)](#).

**Note** Music that you play using the Xbox Music app continues playing when you switch apps and when the screen turns off. For more info, see the [Music](#) section in this guide.

## Mail

Use the Mail app to read and respond to email messages from all your email accounts without switching views or apps.

### Add an email account

To find out how to add email accounts, see the [Add your email accounts](#) section in this guide.



## Remove an email account

To find out how to remove an email account, see [Mail app for Windows: FAQ](#) on Windows.com.

## Change email settings

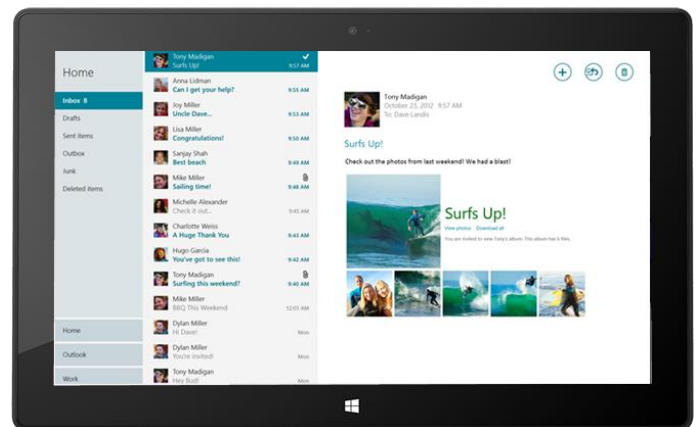
To change your email account settings:

1. Open the Mail app and then open the Settings charm (swipe in from the right edge of the screen and then tap **Settings**).
2. Tap or click **Accounts** and then choose the account that you want to change.
3. Settings appear in a window along the right edge. Here you can change things like your email password, how much email is downloaded, and your email signature.
4. Tap or click the back arrow.

## Using Mail


The Mail app has three panes:

- The left pane shows you your email folders and accounts (in the lower-left corner). Tap or click a folder or account to switch to it.
- The middle pane shows you messages for the selected email account.
- The right pane is the reading pane, showing you the content of the selected email message.



Here's how to do some things in Mail:

\*Install the [latest version of the Mail app](#) from the Windows Store to use all of the following features.

| Task                     | What to do   |
|--------------------------|--|
| Show app commands        | Swipe down from the top of the screen, right-click, or press Windows logo key  + Z to see commands in Mail. |
| Select multiple messages | <ul style="list-style-type: none"> <li>• <b>With touch</b> Swipe across each message (in the middle pane) that you want to select.</li> </ul>  |



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|                                  |  |
|----------------------------------|--|
|                                  | <ul style="list-style-type: none"> <li>• <b>With a mouse or the trackpad</b> Right-click each message that you want to select.</li> </ul> <p>To select a group of continuous messages, hold down the <b>Shift</b> key and the press the <b>Up arrow</b> or <b>Down arrow</b> key.</p> <p>To clear a message, swipe across the message or right-click it.</p>   |
| Reply, Reply all, or Forward     | Tap or click the Reply button in the upper-right corner.   |
| Delete messages                  | Select one of more messages and then tap or click the Trash icon in the upper-right corner.  |
| Copy and paste                   | <ul style="list-style-type: none"> <li>• <b>With touch</b> Tap a word then drag the circles at each end of the word to extend the selection. Tap the selected text, then tap <b>Copy</b> or <b>Copy/Paste</b> on the app commands bar.</li> <li>• <b>With a mouse or the trackpad</b> Select text and then right-click to choose <b>Copy</b> or <b>Paste</b>.</li> <li>• <b>From a keyboard</b> Press Ctrl+C for Copy and Ctrl+V for Paste.</li> </ul> |
| Create folders and move messages | Swipe down from the top of the screen, then tap or click <b>Folder options</b> to create a new folder or <b>Move</b> to move the selected messages.  |
| Format text                      | <p>Select text in a new email message to see basic formatting options, like the font or bulleted list.</p> <p>You can also use keyboard shortcuts like Ctrl+B for bold and Ctrl+Shift+F for selecting a font. For a list of Mail keyboard shortcuts, see the <a href="#">Keyboard shortcuts</a> topic on Windows.com.</p>  |
| Find messages                    | Tap the search icon (above your messages) or open the Search charm. Type what you want to find in the search box (someone's name or text from an email message), and press <b>Enter</b> or tap the search icon.  |
| Print a message                  | Select an email message, then open the Devices charm, choose a printer, and then choose <b>Print</b> . For more info, see the <a href="#">How do I print something?</a>  |
| Email notifications              | New email notifications appear in the upper-right corner, on the lock screen, and on the Mail tile. To change how you're notified about new  |

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|   |  |
|---|--|
|   | email, see <a href="#">How to manage notifications for Mail, Calendar, People, and Messaging</a> on Windows.com.   |
| Mark messages as unread, junk, or flagged | Select one or more messages, then swipe down from the top of the screen and choose <b>Flag</b> , <b>Junk</b> or <b>Mark unread</b> .   |
| Send or receive email                     | To manually sync your email, open app commands and then tap <b>Sync</b> (or press F5).<br><br>By default, the Mail app downloads new email as it arrives and downloads email from the last two weeks. To change when and how much email is downloaded, open the Settings charm, tap or click <b>Accounts</b> , select an account, and then change your settings.   |
| Change your email signature               | Open the Settings charm, tap or click <b>Accounts</b> , choose an email account, and find the Use a signature option. Change the text in the box.  |
| Send attachments                          | In a new email message, tap or click the paper clip button in the upper-right corner. Select the files you want to add to the message, and then tap or click <b>Attach</b> .<br><br>If you have large attachments or want people to be able to edit the file, choose the <b>Send using SkyDrive instead</b> link in the email message. For more info about this, see <a href="#">What's the difference between basic and SkyDrive attachments?</a> on Windows.com. |
| Send mail from an Outlook.com alias       | If you use aliases with your Outlook.com account, see <a href="#">Mail app for Windows: FAQ</a> for info on how to send email from an Outlook.com alias.   |
| Add a contact                             | Use the People app to add contacts. To find out how, see <a href="#">People app for Windows FAQ</a> on Windows.com.  |

## Other email apps?

- You can also use Internet Explorer to access your webmail accounts. Pin your webmail page to the Start screen for quick access. For info on how to pin webpages to Start, see the [Your web favorites](#) topic in this guide.
- You can use a desktop app, like Outlook (sold separately). Or look for an email app in the [Windows Store](#).

## People

The People app is more than just an address book. It keeps you up to date with your social networks and helps you stay in touch with the people you care about most. When you connect your accounts, like Facebook, Twitter, and LinkedIn, you'll get all the latest updates, Tweets, and pictures in one place. Comment on an update or retweet a Tweet without switching apps.



### Add people

Here's how to add people from your existing contact lists and address books:

1. From the Start screen, tap or click **People**.
2. Open the Settings charm, and then tap or click **Accounts**.
3. Tap or click **Add an account**.
4. Select the email or social networking account you want to add, and then follow the on-screen instructions.

You'll be asked to sign in with your account password, and you'll see exactly what info is going to be shared between Microsoft and the account that you're adding. Wait a few minutes, and your contacts will start appearing in the People app. Depending on the type of account, you might also see profile photos, status updates, and other info.

To find out how to add contacts one at a time or add a contact from email, see [People app for Windows: FAQs](#) on Windows.com.

**Note** As of January 30, 2013, Google no longer supports new EAS (Exchange ActiveSync) connections in some scenarios, so how you add contacts to the People app might change. For more info, see [How to sync Google services with Windows](#) on Windows.com.

### Tip

- If you have questions about linking contacts or changing which contacts you see, see [People app for Windows: FAQs](#) on Windows.com.

## Find people

Once you've added people, there are lots of ways you can contact them or catch up on what they've been up to.

- **Search** In the People app, open the Search charm, and then type the person's name.
- **Jump to a letter of the alphabet** In People, zoom out to see just the alphabet. Select a letter to go right to people whose names begin with that letter.
- **Pin them to Start** When you pin people to Start, you'll see their updates and Tweets as they happen, and then can go straight to their contact info and updates (see [Pin a contact to Start](#)).
- **Add them as a favorite** Their pictures will be the first thing you see when you open People (tap or click a person in People, then swipe down from the top edge and tap or click **Favorite**).

## Connect with people

Once you've found someone, you have several ways to reach out to them:

- Send them an instant message or an email.
- Call or video call them.
- Map their address so that you have directions ready to go.
- Write on their Facebook wall.

## Change which contacts you see

By default, all contacts from the accounts you've added will appear in your contact list. However, you can filter the list by network. To find out how, see **How do I change which contacts I see** on the following Windows.com page: [People app for Windows: FAQs](#).

## Pin a contact to Start

Keep the people you care about front and center. Pin them to Start to see their picture and new updates without even opening an app. It's also a handy shortcut to send them email, start chatting, and more.

1. In the People app, tap or click the person you want to pin.
2. Swipe down from the top of the screen, and then tap or click **Pin to Start**.

The person's profile picture and their Facebook status updates and Tweets will appear as a tile on your Start screen. Tap or click the tile to get to their contact info. From there, you can quickly email, call, or message them.

## Post your own updates

Here's how to update your Facebook status or compose a Tweet:

1. In the People app, swipe down from the top of the screen and then tap **Me**.
2. Below **What's new**, pick a social network, type your message, and then tap or click the Post button.

## Write on someone's Facebook wall

Here's how to write on someone's Facebook wall:

1. In the People app and tap or click a contact.
2. In **What's new**, type something in the Facebook box and then tap or click the Post icon.

### Tip

- You can use the Share charm to share links or photos with social networks. See [Share photos, links, and more](#) in this guide.

## Calendar

The Calendar app brings all your calendars together so that you can stay on top of your schedule and make the most of your free time. Reminders and notifications remind you about events and appointments so that you don't miss a thing.

## Bring all your calendars together

Once you add your email accounts, you can see all your appointments in one place. Here's how to add an account to the Calendar app:

1. Open the Calendar app, then swipe in from the right edge of the screen and tap **Settings**.
2. Tap or click **Accounts**.
3. Tap or click **Add an account**, tap or click the type of account you want to add, and then follow the on-screen instructions.

If you have multiple calendars within an account, you might not be able to see all of them in Calendar. You'll need to go to the original calendar to see them. For example, if your Gmail calendar includes a shared family calendar and it isn't showing up in the Calendar app, you'll need to go to [www.gmail.com](http://www.gmail.com) to see those events.

**Note** As of January 30, 2013, Google no longer supports new EAS (Exchange ActiveSync) connections. If you're using the latest version of the Calendar app, your Google calendar will not sync with the Calendar app. For more info, see [How to sync Google services](#) on Windows.com.

## Change your options

You can choose which calendars you see in the colors you like. For example, you can hide the birthday calendar from social networks.

To change your calendar options:

1. Open the Settings charm, then tap or click **Options** (from the Calendar app).
2. Select the calendars you want to show and the colors that you want.

## Switch views

You can switch between three calendar views: Day, Week, and Month. Here's how:


1. Open the app commands (swipe down from the top edge of the screen or right-click).
2. Tap or click **Day**, **Work week**, **Week**, or **Month**.

## Add a calendar item

You can remind yourself of a to-do item or invite someone to a meeting. Here's how:

1. Tap or click the day and time for the new appointment or event. (You can also swipe down from the top edge of the screen, and then tap **New** in the lower-right corner.)
2. Choose a calendar for the appointment.
3. Add details about the appointment such as a title, a place, and the duration.
4. In the **Who** field, type names or email addresses of the people you'd like to invite.

If you're creating a meeting from your Outlook account, you might be able to see when people are free or busy and schedule a meeting according to their availability. To do this, tap or click **Scheduling assistant**. This feature is only available if your workplace uses Microsoft Exchange Server 2010, Microsoft Exchange Server 2010 SP1, or Microsoft Exchange Server 2013 Preview. Ask your network admin for this info.

5. If you want to make this a recurring event, tap or click **Show more** and choose how often.
6. Tap or click Save ().

## Be ready with reminders

To add calendar notifications to your lock screen:

1. Open the Settings charm, tap or click **Change PC settings**, then tap or click **Personalize**.
2. Under Lock screen apps, tap or click **+**, then tap or click **Calendar**.
3. Tap or click **Notifications** (on the left), then make sure notifications are on for the Calendar app.



To learn more, see [Calendar app: Frequently asked questions](#) on Windows.com. For info on how to get notified about upcoming events, see [How to manage notifications for Mail, Calendar, People, and Messaging](#) on Windows.com.

## Camera

Surface has two cameras. You can use the front camera to have a video chat with a friend, and the rear-facing camera to record meetings and events hands-free. You can also use either camera to take pictures.

A privacy light appears when either camera is on, so there are no surprises. Both cameras are fixed focus, so you don't need to worry about focusing. The cameras capture video in 720p HD, with a 16:9 aspect ratio.



Both cameras take pictures and videos. The rear camera is angled to point straight ahead when Surface is resting on its kickstand.

## Shoot a video

1. From the Start screen, tap or click **Camera**.
2. Tap or click **Video mode**. This icon switches between video and photo mode.
3. Tap or click **Change camera** to switch between the front and rear cameras.
4. Tap the screen to start recording video. When you're done, tap the screen to stop recording.

### Tips

- Tap or click **Camera options** to change settings like video stabilization, brightness, and contrast.

- Videos that you take with Surface are saved in the Camera Roll album in your Pictures library. Use the Photos app to watch your videos.
- You can also use other camera apps from the Windows Store.

## Take a picture

1. From the Start screen, tap or click **Camera**.
2. Make sure Video mode is not selected.
3. Tap or click **Change camera** to switch between the front and back cameras.
4. Tap the screen to take a photo.

### Tips

- Tap or click **Camera options** to change settings like resolution, brightness, or contrast.
- The pictures that you take with Surface are saved in the Camera Roll album in the Pictures library. Use the Photos app to see your photos.

To learn more, see [Camera app and webcams: Frequently asked questions](#) on Windows.com.

## Xbox Music

With Xbox Music you can play your current collection, choose from millions of songs and albums to stream<sup>4</sup>, or add to your music library—all with the Music app. And when you're not sure what you want to listen to, the Music app can help you create custom playlists based on your favorites.

Note: Xbox Music Store, free music streaming, and the Xbox Music Pass are not available in all locales.

<sup>4</sup>Free streaming limited to 10 hours/month after 6 months; unlimited with paid Xbox Music Pass subscription.

## Sign in with your Microsoft account

You need to sign in with a [Microsoft account](#) to stream or buy songs from the Xbox Music. Here's how:

1. From the Start screen, tap or click **Music**.
2. Do one of the following:
  - Click **Sign in** (in the upper-right corner).
  - Swipe in from the right edge of the screen and tap **Settings**, then tap or click **Account**. Click **Sign in**.
3. Type your Microsoft account info (email and password) and tap or click **Save**.



## Play music in your collection

Here's how to play music in your Music library:

1. From the Start screen, tap or click **Music**.
2. Scroll to the left, and then tap or click **my music**.
3. Pick the song or album that you want to play or add it to a playlist. (Swipe down from the top of the screen to see all your options.)

**No music?** If the **my music** section is empty, add songs to your Music library in the desktop, or [join a homegroup](#) to access music on PCs on your home network.

- For help copying music to your Music library, see [Move files to your Surface](#) in this guide.
- To play music stored on other PCs, see [Find shared items on other computers](#) in this guide.

### Tips

- For bigger sound, connect external speakers to the headset jack or USB port on Surface, or wirelessly connect speakers with *Bluetooth*. For more info, see [Connect devices](#).
- To see your music when the Music app opens, turn this option on in Preferences. (From the Music app, open the Settings charm, tap or click **Preferences**, then set Startup view to **On**.)

## Stream music

When you're signed in with your Microsoft account, you can access millions of songs that you can instantly stream for free.\* Here's how to stream music:

1. From the Music app, open the Search charm (swipe in from the right edge of the screen and tap **Search**).
2. Type an artist, album, or song, in the search box and then tap or click the search icon.
3. Choose the artist, album, or song you want, and then choose play.

\*Internet required; ISP fees apply. Free music streaming is limited to 10 hours per month after 6 months. For unlimited music streaming, see the Xbox Music Pass section below.

## Buy songs and albums

You can use your Microsoft account to buy songs and albums from the Xbox Music store. Here's how:

1. Find a song or album that you want. You can use the Search charm to quickly find a specific song, album, or artist. Or browse the Xbox Music store, by choosing **all music** or **top music**.
2. Tap or click **Buy album** or show app commands, and then tap or click **Buy song** (swipe down from the top of the screen or right-click see the app commands).

To see your account settings (including your payment option and billing history), open the Settings charm and then tap or click **Account**.

## Use Smart DJ

Smart DJ automatically creates a playlist of songs with characteristics similar to the Artist that you enter. For example, if you love The Rolling Stones, you can use Smart DJ to create a playlist of songs by that band and other similar-sounding bands. Songs for the playlist are pulled from your collection as well as the Xbox Music store.

In the now playing area of the Music app, tap or click **New Smart DJ**, type an artist's name, and then tap the play icon.

## Create a playlist

You can create and save playlists for easy access to your favorite songs. Here's how:

1. Scroll left in the Music app, and then tap or click **my music**.
2. Tap or click **playlists**, and then tap or click **Create new playlist**.
3. Type a name for your playlist, and then tap or click **Save**.
4. Select albums or songs in your collection, and then tap or click **Add to playlist** from the app commands (swipe down from the top of the screen or right click to open app commands).

## Xbox Music Pass

Buy an [Xbox Music Pass](#) to get unlimited access to millions of songs, without ever being interrupted by ads. Stream or download the songs and play them on your PC, tablet, Windows Phone, or Xbox 360. You can even listen to your music when you're offline and on the go. Create and save your own custom playlists, or let SmartDJ create them for you based on the artists you know and love.

## Need help?

If you need help with Xbox Music or the Xbox Music Store, please see [Xbox Music](#) on support.xbox.com.

## More music apps

- You can also use Windows Media Player (desktop app included with Windows 8) to play music and videos. For help using Windows Media Player, see [Getting started with Windows Media Player](#) on Windows.com.
- You can browse or search the [Windows Store](#) for additional music apps.



- If you have many photos or videos, you can store them on SkyDrive and access them from any web-connected device, including Surface. For more info about this, see the [SkyDrive](#) topic in this guide.
- You can use Photo Gallery to edit your photos and Movie Maker to edit your videos. For more info about these apps, see the [Free desktop apps](#) topic in this guide.

## Xbox Video

Use the Xbox Video app to download or stream your favorite movies and TV shows. You can also use the Video app to watch videos from your Video library.

### Play videos from your library

Here's how to play videos from your video library:

1. From the Start screen, tap or click **Video**.
2. Scroll left and then tap or click **my videos**.
3. Tap or click the video that you want to play. To see more options, swipe down on a video.



**No videos?** If **my videos** is empty, add videos to your Video library or [join a homegroup](#). For help copying videos to your Video library, see [Move files to your Surface](#) in this guide. To play videos stored on other PCs, see [Find shared items on other computers](#) in this guide.

You can also use Windows Media Player to play videos and Movie Maker to edit your videos. For more info about these apps, see the [Free desktop apps](#) topic in this guide.

### Tips

- To see which formats are supported, see [Which file types are supported?](#) on Surface.com.
- For bigger sound, connect external speakers to the headset jack or USB port on Surface, or wirelessly connect *Bluetooth* speakers. For more info, see [Connect devices](#).
- To see your videos when the Video app opens, turn this option on in Preferences. (From the Video app, open the Settings charm, tap or click **Preferences**, then set Startup view to **On**.)

## Sign in with your Microsoft account

You need to sign in with a [Microsoft account](#) to stream or download videos from Xbox Video. Here's how:

1. From the Start screen, tap or click **Video**.
2. Do one of the following:
  - Click **Sign in** (in the upper-right corner).
  - Swipe in from the right edge of the screen and tap **Settings**, then tap or click **Account**. Click **Sign in**.
3. Type your Microsoft account info (email and password) and tap or click **Save**.

## Browse, buy, and rent movies and TV shows

Use the Video app to buy or rent the latest movies or buy TV shows (where available). You can stream instantly in HD—no need to wait for something to download. Here's how:

1. From the Start screen, tap or click **Video**.
2. Scroll to see movie and TV choices, browse the categories, or use the Search charm to find a specific movie or TV show.
3. Select a movie or show, then follow the on-screen instructions to buy or rent the video.

**Note** The Xbox Movies and TV Store isn't available in all countries or regions. For more info, see [Xbox on Windows feature list](#) on support.Xbox.com.

### Tips

- Videos that you buy or rent from Xbox Video are charged to the payment option associated with your Microsoft account. To see info about your account, open the **Settings** charm, and then tap **Account**.
- You can stream your videos from Surface to your TV using [Play To](#) or [Xbox SmartGlass](#).<sup>4</sup>
- For help using the Video app, see [Xbox Video](#) on support.Xbox.com.

<sup>4</sup>Broadband Internet and Xbox 360 console required and sold separately. Not all content is SmartGlass enabled. Availability, content, and features vary across devices and regions. See [xbox.com/live](#).

## Skype

Skype is the always-on app that makes staying in touch with your contacts easier than ever. Stay informed about what's happening with your friends through video and voice calls and instant messaging, all from one app.

You can stay in touch with anyone, on almost any device, pretty much anywhere in the world, for free. You can also call landlines and mobile phones for a low cost.






### Set up Skype

1. Install the Skype app from the Windows Store:
  - Open the Store app and type **Skype**. Then tap or click **Skype** from the search results, and tap or click **Install**.
2. Open the Skype app.
3. Follow the steps on this Skype webpage: [How do I sign in to Skype for Windows 8](#). If you choose to merge your Skype and Microsoft accounts, your Messenger friends will be automatically added to your existing list of contacts.

To add more contacts to Skype, see the [Adding contacts](#) topic on Skype.com.

### Call and chat

**Call** To start a call, tap or click a contact and then, tap or click the call  or video call button . To call a mobile phone or landline, tap or click the **call phones**  on the Skype home screen. (Skype credit or a monthly subscription required.) For more info, see [Calling mobiles and landlines](#) on Skype.com.

**Chat** To start chatting, tap or click a contact and then start typing.

For help with Skype, see [Finding your way around Skype](#) on Skype.com.

### Skype tips

- To change your Skype settings or access Help, open the Settings charm from Skype.
- To switch between the front and rear-facing camera while in a video call, tap the webcam image in the lower-right corner.
- When you pin someone to your Start screen, you can tap or click their picture to video call, chat with, or SMS them using Skype. To find out how to pin someone to Start, see the [Pin a contact to Start](#) in this guide.

**Note** A desktop version of Skype is also available online. To learn more see, [Skype for Windows desktop](#).

## SkyDrive



With SkyDrive, you'll never be without the documents, photos, and videos that matter to you. Your [Microsoft account](#) includes 7 GB of free cloud storage that's accessible from any PC, Mac, iPad, or phone. By default, documents that you create with Office 2013 apps are saved on SkyDrive.

Use the SkyDrive app to upload or access the files that you saved on your SkyDrive. To do this, go to the Start screen and tap or click **SkyDrive**.

All of the files that you've saved on your SkyDrive appear. Tap or click a folder name to see the contents. Tap or click a file to open it. Office files open in Office apps and music files open in Xbox Music.

Swipe down from the top edge of the screen to see the app commands.

### Tips

- To select a file or folder swipe down or right-click it.
- Pictures that you upload to SkyDrive also appear in the Photos app.
- Need help with SkyDrive? From the SkyDrive app, open the Settings charm and then tap or click **Help**.

## Access your files from anywhere

You can access your files from any computer or phone, and even your Xbox.

- Download a [free SkyDrive app](#) for your phone, iPad, or any computer (Windows or Mac).
- Or go to [SkyDrive.com](#) from any web-connected device to access your files.

## Upload files to SkyDrive from an app

SkyDrive is available from the Share charm in some apps. This means you can easily add content to SkyDrive from the app that you're using.

For example, you can upload pictures from the Photos app. Here's how:

1. From the Start screen, tap or click **Photos**.
2. Navigate to a picture or folder that you want to upload.
3. Select what you want to upload to SkyDrive by swiping down on pictures or folders.

4. Open the Share charm, and then tap or click **SkyDrive**.
5. Tap or click the folder you want to upload your picture or pictures to.
6. Tap or click **Upload**.

Of course you can also use the SkyDrive app to upload files. Open the SkyDrive app, then swipe down from the top edge of the screen to see the app commands (including Upload and Download).

## Share photos or videos on SkyDrive

With SkyDrive, it's easy to share files securely and easily with your friends or coworkers. They won't need to install any special programs or sign up for a new account, and they can use any web browser to get to the files you share with them. And you have control—your files will only be shared with the people you choose.

## Share any file—even big ones

Share photos and videos using a link to your files on SkyDrive, instead of using attachments. Here's how:

1. Open the SkyDrive app and select the files that you want to share. Swipe down on a file or folder to select it.
2. Open the Share charm and then decide how you want to share:
  - **By email** Choose **Mail**, add email addresses, type a note if you want, then tap or click the send icon.
  - **On a social network** Choose **People**, a social network, type a note if you want, then tap or click the send icon.

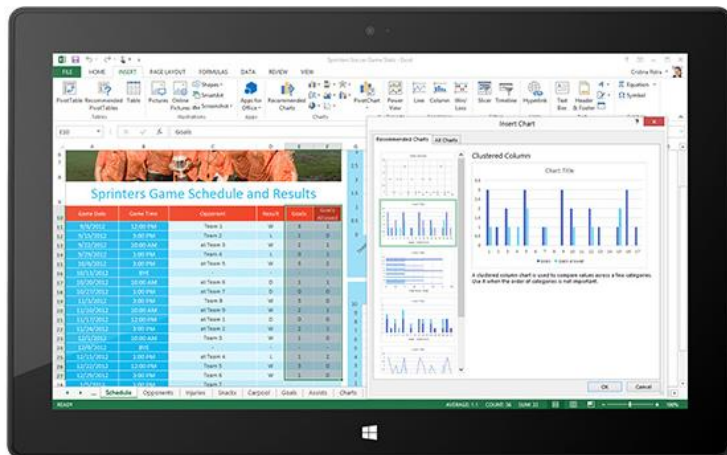
To learn more about SkyDrive, see [SkyDrive app: Frequently asked questions](#) on Windows.com.

## SkyDrive desktop app

The pre-installed SkyDrive app doesn't automatically sync your files across your computers. To do this, you'll need to download the [free SkyDrive desktop app](#). Once installed the SkyDrive desktop app syncs the contents of your SkyDrive to a location you choose on your Surface. The desktop SkyDrive app integrates with File Explorer, making it easy to copy and move files to the cloud. And your files are automatically synced across your computers. Questions about SkyDrive? See [SkyDrive desktop app for Windows: FAQ](#) on Windows.com.



## Microsoft Office



Tap the Office tile on your Start screen to buy, activate, or try Microsoft Office 365 Home Premium on Surface Pro. Here's how:

1. Go to the Start screen and tap or click **Office**.
2. Tap or click one of the following options:
  - **Buy** See the different options for buying Office.
  - **Activate** Enter your Office product key if you've already bought Office.
  - **Try** Installs a one month trial of Office 365 Home Premium.

The Office 365 Home Premium trial includes the latest versions of Word, Excel, PowerPoint, Outlook, OneNote, Access, and Publisher.

### What's the difference between Office 2013 suites and Office 365?

You can subscribe to an Office 365 plan or buy an Office 2013 suite for your Surface Pro. To learn about the difference between Office 365 plans and Office 2013 suites, see [Office Frequently Asked Questions](#) on Office.com.

To learn more about Office 365 Home Premium or buying Office for a single PC (for example, your Surface Pro), go to [Office.com/Buy](http://Office.com/Buy).

## How do I install Office 2010 on Surface Pro?

You can install Office 2010 from a CD or DVD, a website, or from a network:

- **Install from a CD or DVD**

To install Office 2010 from a CD or DVD, connect an external USB optical disc drive to your Surface Pro. If Office 2010 doesn't start installing automatically, open the Search charm, type **Computer** in the search box, then tap or click **Computer**. Open the CD or DVD folder, and open the program setup file, usually called Setup.exe or Install.exe.

- **Install from a network**


Ask your network admin for help installing Office from your company network.

- **Install from the Internet**

If you have the 25-character Product Key that came with your Office 2010 purchase, you can [install Office 2010 from the Internet](#).

## Start an Office app

Once Office is installed, go to the Start screen and find the app tile or type the app name you want to use (for example, type Word and press Enter).

You can also start Office apps from the desktop. To do this, go to the Start screen and tap or click Desktop (or Windows logo  key + D). Once at the desktop, the Office apps appear on the taskbar. Tap or click an Office app on the taskbar.



To learn how to pin and unpin apps from the Start screen or the taskbar, see the [Personalize your Surface](#) section in this guide.

## Office 2013 Quick Start Guides

If you're new to Office 2013, you can download free Quick Start Guides to help you get started. These printable guides have useful tips and shortcuts to help you find your way around:

### [Office 2013 Quick Start Guides](#)

To find out how to set up your email in Outlook, see [Set up email in Outlook 2010 or Outlook 2013](#).

## Your Office files on any device

When you're signed in with your [Microsoft account](#), Office apps save docs on SkyDrive (the cloud) by default. This way your Office docs are in one place, available from any computer, phone, or device that's connected to the Internet. Your Microsoft account includes 7 GB of free file storage on SkyDrive.

Saving Office docs on SkyDrive also makes it easy to share and work with other people. (If they don't have Office, they can view and edit documents that you share using free [Office Web Apps](#).) For more info, see [Work together on Office documents in SkyDrive](#) on Office.com.

If you'd rather, you can still save Office docs on your Surface by choosing **Computer** when you are saving from any Office app.

## File compatibility

Office 2013 apps can open files created with previous versions of Office. To check compatibility between Office 2013 and previous versions of Office, see [Check file compatibility with earlier versions](#) on Office.com.

## Touch, pen, and language support

- **Touch** The [Office Touch Guide](#) on Office.com helps you learn how to use touch with the new Office apps.
- **Pen** To find out how use a pen to draw, write, or highlight text in Office apps (called *inking* in Office), see [Use a pen to draw, write, or highlight text on a Windows tablet](#) on Office.com.
- **Language support** If you want to use Office in a different language, see [Do I need a language pack or language interface pack?](#) on Office.com.

## OneNote

OneNote is a digital notebook that provides a single place for all of your notes and information—everything you need to remember and manage in your life. You can create to-do lists with check boxes, add pictures to notes, and format notes with things like tables, bullets, and colors.

When you sign in with a Microsoft account, your notes are saved in the cloud so that you can access them from anywhere—your computer, phone, or on the web.

There are two versions of OneNote that you can use with Surface:

- **A free OneNote app** available from the Windows Store. To install it, open the Store app and type **OneNote**.
- **OneNote 2013 (desktop app)** can be purchased with an Office suite or separately.

Because OneNote notebooks are stored in the cloud (on SkyDrive), you can add and edit notes from either app, or from your phone. The first time you start OneNote you might be prompted for your [Microsoft account](#).

### *Using the OneNote app*

Here's how to do some things in the free OneNote app (installed from the Windows Store):

| Task                   | What to do   |
|------------------------|--|
| Format text            | Select the text in a note and tap or click the <b>A</b> icon. This brings up a radial menu of options.   |
| Find a note            | Open the Search charm and type what you're looking for.  |
| Handwrite notes        | Use the Surface pen to handwrite notes.  |
| Share with OneNote     | Use the Share charm or Send to OneNote to create notes.<br><br>For example, you can select text on a webpage in Internet Explorer, open the Share charm, and choose <b>OneNote</b> . |
| Quick access to a page | Pin a page to the Start screen so you can open it quickly. In OneNote, tap and hold a page for a couple seconds, then let go and tap <b>Pin to Start</b> .                           |
| How do I ...           | Open the Settings charm and then tap or click <b>Help</b> .  |

### *OneNote on your phone*

You can also use OneNote on your phone to take and access your notes on the go.

- [Windows Phone 8: How to use OneNote Mobile](#)
- [Windows Phone 7: How to use OneNote Mobile](#)
- [OneNote Mobile for Android](#)
- [OneNote Mobile for iPhone](#)

## Lync

Lync connects people everywhere as part of their everyday productivity experience. Lync provides instant messaging, voice, video, and a great meeting experience. There are two versions of Lync available for Surface Pro:

- **Lync app** available from the [Windows Store](#).
- **Lync 2013 (desktop app)** can be purchased with an Office suite.

**Important** Microsoft Lync requires Lync Server or an Office 365/Lync Online account.

## Maps

Maps can show you where you are, where you want to go, and provide directions to get you there. Maps also shows you traffic conditions to help you find the fastest route.

**Note** You need to be connected to the Internet to use Maps.




### Move around a map

1. From the Start screen, tap or click **Maps**.
2. If prompted, allow Maps to access and use your location.
3. Do any of the following:
  - **Move the map** Slide your finger across the screen in any direction to move the map.
  - **Zoom in and out** To zoom in, spread your thumb and forefinger apart on the map. To zoom out, pinch your fingers together.
  - **Really zoom in** Double-tap the map to automatically center and zoom in on a spot. Double-tap again to get even closer.
  - **Go to your current location** Swipe down from the top of the screen or right-click, then tap or click **My location**.

### Get directions

Use the directions feature in Maps to guide you to your destination. Maps shows the total distance and estimated travel time to help you plan ahead.

To get directions to an address or place:

1. From the Maps app, swipe down from the top of the screen or right-click, then tap or click **Directions**.
2. Type one of the following in the A and B fields (starting and ending locations):
  - An address
  - A business name or type (for example, coffee shop)
  - A city or ZIP code
  - A point of interest (for example, Space Needle)
3. Tap or click  (Get directions). A route is displayed on the map.
4. Tap or click the **Directions** box (in the upper-left corner).

## Using Maps

| Task                      | What to do   |
|---------------------------|--|
| See traffic conditions    | Swipe down from the top of the screen, and then tap or click <b>Show traffic</b> . |
| Change settings           | Open the Settings charm and then tap or click <b>Options</b> .                     |
| Print directions and maps | Open the Devices charm, choose a printer, then tap or click <b>Print</b> .         |
| Share a map               | Open the Share charm and then tap or click <b>Mail</b> .                           |

## Troubleshooting

If your location doesn't appear in the Maps app, you may need to change your privacy settings. Here's how:

1. Open the Settings charm, then tap or click **Change PC settings**.
2. Tap or click **Privacy**, and make sure **Let apps use my location** is **On**.

To learn more, see [Bing Maps app: Frequently asked questions](#) on Windows.com.

## Xbox Games

Even if you don't own an Xbox 360, you can use the Xbox Games app to get games and socialize with your friends. You can view your game progress, earn awards and achievements, and see which friends are online and what they're playing.

And if you want to let your friends know what you're up to, use the Share charm to send links to your favorite games, your profile, and achievements.



### Sign in with your Microsoft account

You need to sign in with a [Microsoft account](#) (formerly called Windows Live ID) to buy or download games from Xbox Games. Here's how:

1. From the Start screen, tap or click **Games**.
2. Do one of the following:
  - Click **Sign in** (in the upper-right corner).
  - Swipe in from the right edge of the screen and tap **Settings**, then tap or click **Account**. Click **Sign in**.
3. Type your Microsoft account info (email and password) and tap or click **Save**.
4. Scroll to one of the following stores:
  - **Windows game store** Games you can play on Surface.
  - **Xbox 360 game store** Games you can play on your Xbox 360 console. Games that you buy are added to your console's download queue and automatically downloaded the next time your console connects to Xbox.

### Tips

- Tap or click a game to see options like buy, play, and explore. Open the Search charm to find a particular game.
- Set a beacon to let your friends know that you want to play a game.

- Xbox games might take advantage of Xbox features such as achievements, leaderboards, multiplayer modes, and connecting with friends.

## Games in the Windows Store

You can also install games for Surface using the Store app. Here's how:

- Open the Store app, scroll to Games, and then tap or click **Games**. Browse all the games or choose a subcategory at the top.

### Tips

- Games that you buy are charged to the payment option associated with your Microsoft account. Games that you buy can be installed on up to five PCs running Windows 8 or Windows RT. For more info, see the [Windows Store](#) section in this guide.
- To see your account info, open the Settings charm, and then tap or click **Your account**.

## Xbox SmartGlass



Xbox SmartGlass turns your Surface into a second screen that interacts with your Xbox 360 to enhance your favorite TV shows, movies, music, sports, and games.<sup>1</sup>



To see what you can do with SmartGlass, go to [Xbox.com/SmartGlass](http://Xbox.com/SmartGlass).

Note: SmartGlass isn't available in all countries or regions. For more info, see [Xbox on Windows feature list](#) on support.Xbox.com.

### Step 1: Set up SmartGlass on Xbox 360

Set up SmartGlass on your Xbox 360 console using the steps on this Xbox.com page: [Set up and use SmartGlass on the Xbox 360](#).

### Step 2: Connect Surface to your Xbox 360

1. Open the SmartGlass app on Surface (if you don't have the app, install it from the Store).
2. Follow the on-screen instructions to connect Surface to your Xbox 360 console.

### Step 3: Play something

1. Open the Video, Music, or Games app on your Surface.
2. Select something that you want to play.
3. Tap or click **Play on Xbox 360**. The SmartGlass app starts and the item starts playing on your Xbox 360.<sup>5</sup>

In addition to playing content, Xbox SmartGlass might show you info about the movies, TV shows, games, and music that you're enjoying (a second-screen companion).

<sup>5</sup>Broadband Internet required; ISP fees apply. Not all games and Xbox content is SmartGlass enabled. Xbox Live Gold membership, additional fees and/or requirements apply for some content, including Xbox Music. Available features and content vary by device and region and over time. See [xbox.com/live](http://xbox.com/live).

## More built-in apps



### News

Keep up to date with what's happening in the world using this photo-rich app. Swipe through for a quick read of the headlines or go deep on the topics you're passionate about.



### Travel

Get inspired to travel along with all the tools you need to plan your next trip. With a quick tap or click you can explore destinations all over the world.



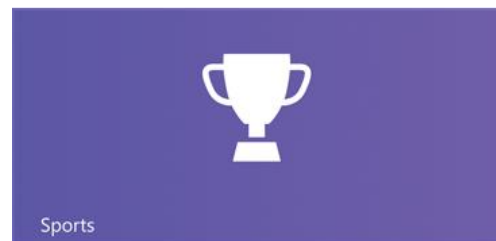
### Weather

Prepare for the latest conditions with hourly, daily, and 10-day forecasts. Compare weather from multiple providers, check radar maps, and view historical weather.



### Finance

Stay on top of the fast-changing market conditions. Swipe through colorful charts for a quick read on the day's activity.



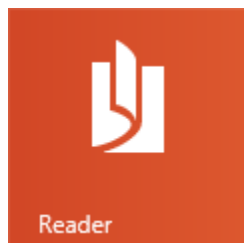
### Sports

Follow the sports, teams, and players you care about. Swipe through the app to get an overview of the headlines, scores, schedules, stats, and more.



### Bing

The Bing app opens the Bing home page with the search bar, links to popular topics, and a background picture. You can choose a trending topic or type your own search term.



## Reader

Read files in PDF and XPS formats. For more info, see [Windows Reader: Frequently asked questions](#) on Windows.com.

Be sure to check out even more apps in the Windows Store.

Note: Some apps and features of apps may not be available in all markets.

## Free desktop apps

Here are some additional desktop apps that you might want to try.

### Windows Photo Viewer

Windows Photo Viewer (desktop app) is a quick and easy way to flip through your collection of digital pictures.

To learn about the Windows Photo Viewer, see the **How to use Windows Photo Viewer** topic in Windows Help (to access Help, go to the desktop, open the Settings charm and then choose **Help**).



### Windows Media Player

You can use Windows Media Player (desktop app) to play your digital media files: music, videos, and pictures. To start Windows Media Player:

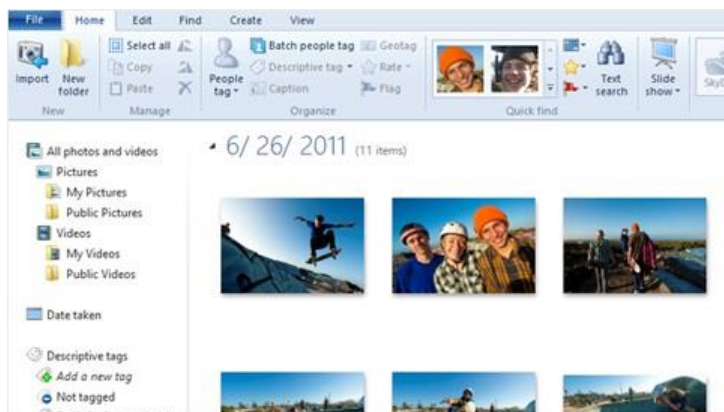
1. Go to the Start screen and open the Search charm.
2. Type **Windows Media Player** in the search box, and then tap or click **Windows Media Player** from the search results.

For help using Windows Media Player, see [Getting started with Windows Media Player](#) on Windows.com.

## Photo Gallery

Photo Gallery helps you organize and edit your photos, then share them online. This desktop app is available online at [Photo Gallery](#) on Windows.com.

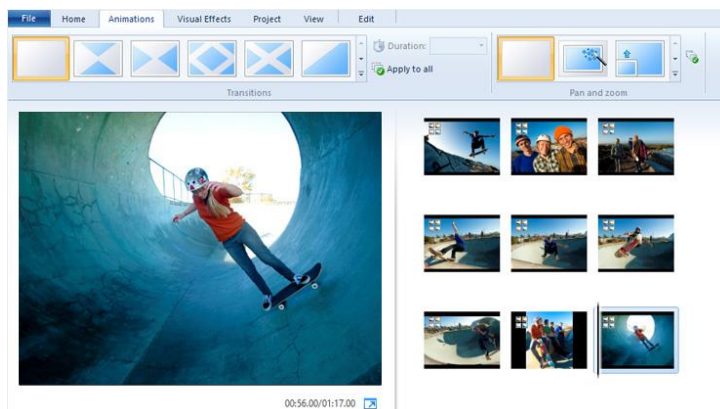
For help using Photo Gallery, see [Photo Gallery topics](#) on Windows.com.



## Movie Maker

Turn your videos and photos into movies with Movie Maker. This desktop app is available online at [Movie Maker](#) on Windows.com.

For help using Photo Gallery, see [Movie Maker topics](#) on Windows.com.



## SkyDrive

The pre-installed SkyDrive app can view and browse the files you've saved to SkyDrive.com. If you also want to automatically sync your files across your computers, install the free [SkyDrive desktop app](#).

## Additional info you should know

This section includes a few more things that would be useful to know.

### Keep Surface up to date

Windows Update keeps your Surface up to date.

#### Windows updates

You don't have to search for updates online or worry that critical fixes might be missing from your Surface. Windows Update automatically installs important updates as they become available. When an update is available, you'll see a message on your lock screen like this:

*Windows Update*

*Your PC will restart in 2 days to finish installing important updates.*

When you see this message you can update and restart your Surface or wait 2 days and Windows will install the update and restart Surface for you.

Here's how to install the updates:

- From the lock screen, tap the power icon and then tap **Update and restart**.
- or-
- On the Start screen, open the Settings charm, tap or click **Power**, then choose **Update and restart**.

#### Manually check for Windows updates

You can check for updates in Control Panel or PC Settings. Here's how to check for updates in PC Settings:

1. Open the Settings charm, and then tap or click **Change PC Settings**.
2. Scroll down and tap or click **Windows Update** (on the left).
3. Tap or click **Check for updates now**.

### [See your Windows Update history](#)

To see what Windows Updates have already been installed:

1. Open the Search charm, type **view update history**, and then tap or click **Settings**.
2. Tap or click **View update history** from the search results. A list of updates is shown.

### [Having problems installing updates?](#)

If you're having a problem installing updates, see [Troubleshoot problems with installing updates](#) on Windows.com or search Windows Help. Here's how:

1. From the desktop, open the Settings charm, and then tap or click **Help**.
2. Type **Windows update** in the search box.

### [Change Windows Update settings](#)

You can set Windows Update to install recommended updates automatically or just let you know that they're available.

To change your Windows Update settings:

1. From the desktop, open the Settings charm, and then tap or click **Control Panel**.
2. Tap or click **System and Security**, then tap or click **Windows Update**. From here you can:
  - See your current settings and change them
  - View your update history
  - Check for updates

To turn on automatic updating, tap or click **Change settings**. Under Important updates, choose **Install updates automatically (recommended)**.

For more info about Windows Update, see [Windows automatic updating: Frequently asked questions](#) on Windows.com.

### [Firmware updates](#)

Firmware is software that controls how the hardware functions. You'll see a notification on Surface when a firmware update is available. When this happens, follow the on-screen instructions to update your Surface.

### Important

- Plug your Surface into an electrical outlet before updating your firmware.
- If Touch Cover or Type Cover is attached when you turn on your Surface, Windows Update checks for firmware updates for the attached keyboard.

## Windows Defender and Windows SmartScreen

Windows Defender and Windows SmartScreen are built-into Windows 8 to help guard your Surface against viruses, spyware, and other malicious software in real time.

Windows Defender helps keep malware from infecting your Surface in two ways:

- **Providing real-time protection.** Windows Defender notifies you when malware tries to install itself or run on your Surface. It also notifies you when apps try to change important settings.
- **Providing anytime scanning options.** You can use Windows Defender to scan for malware that might be installed on your Surface, to schedule scans on a regular basis, and to automatically remove (or temporarily quarantine) anything that's detected during a scan.

To learn how to scan your Surface using Windows Defender and adjust Windows SmartScreen settings, see [Using Windows Defender and Windows SmartScreen](#) on Windows.com.

## Windows Firewall

Windows Firewall helps prevent hackers and some types of malware from getting to your Surface through the Internet or your network. Windows Firewall is turned on by default. To learn more about Windows Firewall settings, see [Windows Firewall from start to finish](#) on Windows.com.

## BitLocker Drive Encryption

You can encrypt—or "scramble"—data on your Surface using BitLocker Drive Encryption to help keep it secure. Only someone with the right encryption key (like a password or PIN) can unscramble and read it. BitLocker can encrypt your entire hard drive, helping to block hackers from stealing your password. If your Surface is lost or stolen, BitLocker also helps keep other people from accessing your data.

To find out how to turn on BitLocker Drive Encryption for your Surface, go to [Using Bitlocker Drive Encryption](#) and follow the steps under the **Lock the operating system drive** heading (near the end of the page).

You can also use BitLocker To Go to help protect all files stored on a removable data drive (such as an external hard drive or USB flash drive). To find out how to do this, follow the steps under the **Lock a removable data drive** heading on this Windows.com page: [Using BitLocker Drive Encryption](#).

To find out how to unlock a drive, see [Unlock a BitLocker-protected drive](#) on Windows.com.

## Accessibility

Ease of Access features let you use your Surface the way you want. To see what settings are available:

1. Swipe in from the right edge of the screen, and then tap **Search**.
2. Type **Ease of Access** in the search box, tap or click **Settings**.
3. Choose the setting you want to change from the search results.

For info about the Ease of Access features, see the [Ease of Access](#) topic on Windows.com.

## Speech recognition

Windows Speech Recognition makes using a keyboard and mouse optional. You can control your Surface with your voice and dictate text instead.



Speech Recognition is available for the following languages:

English (United States and United Kingdom), French, German, Japanese, Korean, Mandarin (Chinese Simplified and Chinese Traditional), and Spanish.













For more info, see [Using Speech Recognition](#) on Windows.com.

## Keyboard shortcuts

The following table contains new keyboard shortcuts that you can use to get around Windows.


| Press this key   | To do this                                |
|--|---|
| Windows logo key  +start typing | Search your PC.                           |
| Windows logo key  +C            | Open the charms.                          |
|  | In an app, open the commands for the app. |



| Press this key   | To do this  |
|--|---|
| Windows logo key  +F                  | Open the Search charm to search files.  |
| Windows logo key  +H                  | Open the Share charm.   |
| Windows logo key  +I                  | Open the Settings charm.  |
| Windows logo key  +J                  | Switch the main app and snapped app.  |
| Windows logo key  +K                  | Open the Devices charm.   |
| Windows logo key  +O                  | Lock the screen orientation (portrait or landscape).  |
| Windows logo key  +Q                  | Open the Search charm to search apps.   |
| Windows logo key  +W                  | Open the Search charm to search settings.   |
| Windows logo key  +Z                  | Show the commands available in the app.   |
| Windows logo key  +Tab               | Cycle through open apps (except desktop apps). Use Alt+Tab to switch between all open apps. |
| Windows logo key  +Shift+period (.) | Snaps an app to the left.   |
| Windows logo key  +period (.)       | Snaps an app to the right.  |

For a complete list of shortcuts, see [Keyboard shortcuts](#) on Windows.com.

## Take a screen shot

Sometimes it's simpler to show someone what's on your screen than it is to explain it. To capture the screen, press and hold the Windows logo  on the touchscreen and then press the volume down button on the left edge of Surface. The screen dims briefly when the screen is copied and saved as a file in the Screenshots folder (which is in your Pictures library).

You can also use the Snipping Tool to capture areas of the desktop screen. For info about using the Snipping Tool, see [Use Snipping Tool to capture screen shots](#) on Windows.com.

## Default programs

A default program is the program that Windows uses automatically when you open a particular type of file, such as a song, movie, photo, or webpage. For example, when you open a mail attachment that is in PDF format, you

can choose which program opens the PDF file by default (assuming you have more than one PDF reader installed on your Surface).

To set a default program:

1. Open the Search charm, type **default programs** in the search box, and then tap or click **Default Programs** from the search results.
2. Tap or click **Set your default programs**.
3. Under Programs, tap or click the program you want.
4. Tap or click **Set this program as default**, and then tap or click **OK**.
5. If you want to choose which file types and protocols a program uses by default, tap or click **Choose defaults for this program**.

## Work with files and apps on another PC

With Remote Desktop Connection, you can sit at a PC and connect to another PC in a different location (the remote PC). For example, you can connect to your work PC from your home PC and use all of your apps, files, and network resources as if you were sitting right in front of your work PC. You can leave apps open at work and then see those same apps on your home PC.

Surface Pro can connect to another PC using the [Remote Desktop app](#) or you can connect to your Surface Pro from another PC.

- To find out how to use the Remote Desktop app to work with files and apps on another PC, see [Get your files and apps from anywhere](#) on Windows.com.
- To set up your Surface Pro to allow remote connections, see [Set up your remote PC](#) on Windows.com.

## Restore, refresh, or reset Surface

If you're having problems with your PC, you can try to restore, refresh, or reset it. Restoring your PC is a way to undo recent system changes you've made. Refreshing your PC reinstalls Windows and keeps your personal files, settings, and the apps that came with your PC and apps that you installed from Windows Store. Resetting your PC reinstalls Windows but deletes your files, settings, and apps—except for the apps that came with your PC.

If you need to restore your personal files, see [How to use File History](#) on Windows.com.

## Restore your Surface to an earlier point in time

If you think an app or driver that you recently installed caused problems, you can restore it back to an earlier point in time, called a restore point. System Restore doesn't change your personal files, but it might remove recently installed apps and drivers. Make sure you have the product keys and installation files for any desktop apps you want to reinstall.

To restore your Surface using System Restore:

1. Swipe in from the right edge of the screen, and then tap **Search**.
2. Type **Recovery** in the search box, tap or click **Settings**, and then tap or click **Recovery**.
3. Tap or click **Open System Restore**, and follow the prompts.

## Refresh Surface

If your Surface isn't performing as well as it once did, you can refresh it. Refreshing your Surface reinstalls Windows while keeping your personal files, settings, and apps.

**Important** The apps that came with Surface or were installed from Windows Store will be reinstalled, but any apps you installed from other websites and DVDs will be removed. Windows puts a list of the removed apps on your desktop after refreshing your Surface. Make sure you have the product keys and installation files for any desktop apps you want to reinstall.

To refresh your Surface:

1. Open the Settings charm, and then tap **Change PC settings**.
2. Tap or click **General**.
3. Under Refresh your PC without affecting your files, tap or click **Get started**, and follow the on-screen instructions.

## Reset Surface

If you're having problems with your Surface or you want to start over with it, you can remove everything and reinstall Windows.

**Warning** All your personal files will be deleted and your settings will be reset. Be sure to back up all of your files before proceeding. Apps that came with your Surface will be automatically reinstalled, but you'll need to reinstall your other apps using the steps below. Make sure you have the product keys and installation files for any desktop apps you want to reinstall.

To reset your Surface:

1. Open the Settings charm, then tap **Change PC settings**.
2. Tap or click **General**.
3. Under Remove everything and reinstall Windows, tap or click **Get started**, and then follow the on-screen instructions.

**Note** You'll be asked whether you want to erase data quickly or thoroughly. If you choose to quickly erase data, some data might be recoverable using special software (not included with Surface). If you choose to thoroughly erase data, the process will take longer but recovering data is far less likely.

After your Surface is reset, you'll need to reinstall your Windows Store apps. Here's how:

1. Open the Store app.
2. Swipe down from the top edge of the screen, and then tap or click **Your apps**.
3. Swipe down on apps that you want to install, and then tap or click **Install**.

## Add Windows Media Center

Surface Pro doesn't include Windows Media Center. You can, however, download Windows Media Center by adding the Windows 8 Media Center Pack to your copy of Windows 8 Pro (fees apply). To do this, go to the [Add features](#) webpage on Windows.com.

## Surface Pro BIOS/UEFI

Instead of BIOS (basic input/output system), Surface Pro uses a standard firmware interface called UEFI (Unified Extensible Firmware Interface). To learn more about this, see [What is UEFI?](#) on Windows.com.

To find out how to access the Surface UEFI firmware settings or how to boot from a USB device, see [How do I use BIOS/UEFI?](#) on Surface.com.

## BitLocker recovery key

If you're locked out of your Surface, you'll need a BitLocker recovery key to sign back in.

## Why am I locked out?

If a security event or hardware failure locks your Surface, you'll need a BitLocker recovery key to sign in. If you sign in to your Surface with a Microsoft account, a copy of your BitLocker recovery key is automatically backed up to that account. To get your recovery key, go online to [BitLocker Recovery Keys](#). For more info, see [BitLocker recovery keys: Frequently asked questions](#) on Windows.com.

# Clean and care for Surface

To keep Surface looking and working great, clean the touchscreen and keyboard frequently. Also keep the touchscreen covered when you're not using it.

## Touchscreen care

Scratches, finger grease, dust, chemicals, and ultraviolet light can affect the performance of the touchscreen. Here are a few things you can do to help protect the screen:

- **Clean frequently** The touchscreen has been coated to make it easier to clean. You don't need to rub hard to remove fingerprints or oily spots. To avoid scratches, use a soft, lint-free cloth to gently wipe the screen. You can dampen the cloth with water or an eyeglass cleaner, but don't apply liquids directly to Surface. Don't use window cleaner or other chemical cleaners.
- **Keep it covered** Close the keyboard cover while you're in transit or not using Surface. If you don't have Touch Cover or Type Cover, you can use a sleeve to protect the touchscreen (sleeves are available at [Surface.com/Accessories](http://Surface.com/Accessories)).
- **Keep it out of the sun** Do not leave Surface in direct sunlight for an extended period of time. Ultraviolet light and excessive heat can damage the touchscreen.

## Cover and keyboard care

Wipe Touch Cover or Type Cover with a lint-free cloth, dampened in mild soap and water. Don't apply liquids directly to the keyboards. Clean often to keep your keyboard cover looking like new. If the spine or the magnetic connections on your cover get dirty or stained, apply a small amount of isopropyl alcohol (also called rubbing alcohol) to a soft, lint-free cloth to clean.

## Battery care

- **Operating temperature** Surface is designed to work between 32°F and 95°F (or 0°C to 35°C). Lithium-ion batteries are sensitive to high temperatures, so keep your Surface out of the sun and don't leave it in a hot car.
- **Recharge anytime** The battery doesn't need to be empty or low before you recharge. You can recharge the battery whenever you'd like. However, it's best to let the battery run down at least once per month before you recharge it.
- **Battery lifespan** The battery has limited recharge cycles and may eventually need to be replaced by an authorized service provider.

## Get Help and Support

You can get help with Surface, Windows, and specific apps. Here's how:

- **Surface Help** Surface help and support is available at [Surface.com/Support](https://Surface.com/Support).
- **Windows Help** On Surface, go to the Start screen and type **Help**, and tap or click **Help and Support** from the search results. Windows help content is also available online at [Windows.com](https://Windows.com).
- **App Help** When you're in an app, swipe in from the right edge of the screen, tap or click **Settings**, and then tap or click **Help**. (Some apps might put help in other locations, so check the company's website if you can't find help in the Settings charm.)

If you haven't registered your Surface, go online and register it at [Surface.com/Support/Register](https://Surface.com/Support/Register).

## That's it!

You've come to the end of this guide. We hope you found it helpful.

Check the Surface website often for the latest news, accessories, and support info at [Surface.com](https://Surface.com).