

Surface

Getting Started Guide

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Contents

| | |
|---|----|
| Meet Surface | 1 |
| How does Windows RT differ from Windows 8 Pro? | 2 |
| Surface accessories..... | 2 |
| Get Help and Support | 3 |
| Setup | 4 |
| Plug in and turn on | 4 |
| Windows setup | 5 |
| Lock screen and signing in | 5 |
| Add accounts..... | 5 |
| Introducing Surface | 8 |
| Touch, keyboard, mouse, and pen | 8 |
| The new look of Windows | 8 |
| The familiar desktop | 9 |
| Cloud connected..... | 10 |
| Connect devices or a second screen | 11 |
| Multiple accounts and parental controls | 11 |
| Get to know the new Windows | 12 |
| Start screen: Your favorite things..... | 12 |
| Touch: swipe, tap, and beyond | 13 |
| The charms: Search, Share, Start, Devices, and Settings | 15 |
| How to search | 16 |
| Change Windows settings..... | 17 |
| Share photos, links, and more..... | 18 |
| Get to know Surface | 19 |
| Battery and power | 19 |
| Power states: On, off, sleep, and restart..... | 20 |
| The touchscreen | 21 |
| Sound features..... | 24 |
| Keyboard, mouse, and pen | 26 |
| Keyboard covers..... | 26 |

| | |
|---|----|
| Trackpad..... | 27 |
| Mouse..... | 29 |
| Pen..... | 29 |
| All about apps..... | 30 |
| Built-in apps..... | 30 |
| App commands—where are they? | 32 |
| Change app settings..... | 33 |
| Get help with an app | 33 |
| Switch between apps..... | 33 |
| Close apps..... | 34 |
| Use two apps side by side (snap apps)..... | 35 |
| Install and uninstall apps..... | 35 |
| Accounts | 38 |
| What type of account do I have? | 38 |
| Create a user account..... | 39 |
| Family Safety..... | 40 |
| Sign in | 41 |
| Unlock Surface and sign in..... | 41 |
| Set up a picture password | 41 |
| Set up a PIN | 41 |
| I forgot my password | 42 |
| How do I change my password? | 42 |
| Personalizing Surface | 43 |
| Change your background, colors, and account picture | 43 |
| Themes and desktop backgrounds..... | 43 |
| Customize the Start screen | 43 |
| Notifications..... | 44 |
| Connect devices | 46 |
| Printing..... | 46 |
| Add, view, and manage your devices and printers | 48 |
| Connect Surface to a TV, monitor, or projector | 49 |
| Device compatibility..... | 50 |
| Storage, files, and backup | 51 |
| Surface storage options..... | 51 |

| | |
|---|----|
| Files and folders..... | 53 |
| Back up files using File History | 54 |
| Networking | 56 |
| Connect to a wireless network..... | 56 |
| Disconnect from a wireless network..... | 56 |
| Join a homegroup..... | 57 |
| Surface Pro: Join a domain..... | 57 |
| Accessing files on other computers..... | 58 |
| Airplane mode..... | 59 |
| Surface and Windows Updates | 60 |
| Windows..... | 60 |
| Surface firmware updates | 61 |
| Clean and care for Surface | 62 |
| Touchscreen care | 62 |
| Cover and keyboard care..... | 62 |
| Battery care | 63 |
| That's it!..... | 63 |

Meet Surface

Microsoft Surface comes in two models:



Surface RT

Surface with Windows RT is powered by an ARM processor (commonly used in mobile phones), which makes for a thin and light tablet with awesome battery life. Office Home & Student 2013 RT Preview¹ (Word, Excel, PowerPoint, OneNote) is included with Surface RT as well as plenty of apps for work and play.

Surface RT includes:

- ClearType HD touchscreen (1366 x 768 pixels)
- Microsoft Office Home and Student 2013 RT
- Full-size USB 2.0 port for storage or connecting devices
- microSDXC memory card slot for storage
- Two cameras for video calls or pictures
- Built-in Wi-Fi and Bluetooth®
- HD video out port for connecting to a TV, monitor or projector²
- Stereo speakers, headset jack, dual microphones
- 24 watt power supply



Surface Pro

Surface with Windows 8 Pro is powered by an Intel Core i5 processor, so you can do everything you've ever done on your PC, on a tablet that weighs 2 lbs. Connect to a broad variety of accessories, printers, and networks, just like you always have and run new touch-enabled apps.

Surface 8 Pro includes:

- ClearType Full HD touchscreen (1920 x 1080 pixels)
- Digital pen
- Full-size USB 3.0 port for storage or connecting devices
- microSDXC memory card slot for storage
- Two cameras for video calls or pictures
- Built-in Wi-Fi and Bluetooth®
- mini DisplayPort for connecting to a TV, monitor, or projector²
- Stereo speakers, headset jack, and microphone
- 42 watt power supply with USB charging port

¹ Preview edition installed. Final Office version will be installed via Windows Update when available (free download; ISP fees apply). Some features and programs are unsupported. See <http://office.com/officeRT>. ² Video out adapters sold separately.

How does Windows RT differ from Windows 8 Pro?

Here are some key differences:

| | Windows RT | Windows 8 Pro |
|------------------------------|--|---|
| Apps | Works exclusively with apps from the Windows Store. | Runs apps from the Windows Store and programs you used with Windows 7. |
| Office | Office Home & Student 2013 RT Preview (Word, Excel, PowerPoint, OneNote) is pre-installed. | Office 2013 isn't pre-installed, but you can run all programs, including Outlook. Office 2013 is sold separately. |
| Join a network domain | You can't join a network domain. | You can join a network domain. |

Surface accessories

Keyboards

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

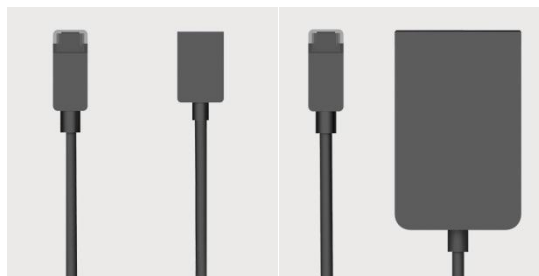
- [Touch Cover](#) is a super-thin, pressure sensitive keyboard and trackpad available in several colors.³
- [Type Cover](#) is a slim version of a traditional laptop keyboard with moving keys.

³ Colors vary by market.



Video adapters

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



Power supply

- Surface RT includes a 24-watt power supply.
- Surface Pro includes a 48-watt power supply with a built-in USB charging port.

The Surface 48-watt power supply with a USB charging port can be purchased separately and used with either Surface RT or Surface Pro. For more info, see the [Battery and power](#) section in this guide.

To check out more Surface accessories, go to Surface.com/Accessories.



Get Help and Support

You can get help with Windows, Surface, and specific apps. Here's how:

- **Surface Help** Surface help and support is available at Surface.com/Support.
- **Windows Help** On Surface, go to the Start screen and type **Help**, and then tap or click **Help and Support** from the search results. Windows help and support content is also available online at Windows.com.
- **App Help** When you're in an app, swipe in from the right edge of the screen and then tap or click **Settings**, 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.)
- **Register your Surface** If you haven't registered your Surface, go online and register it at Surface.com/Support/Register on Surface.com.

Setup

Ready to set up your Surface? Let's go!

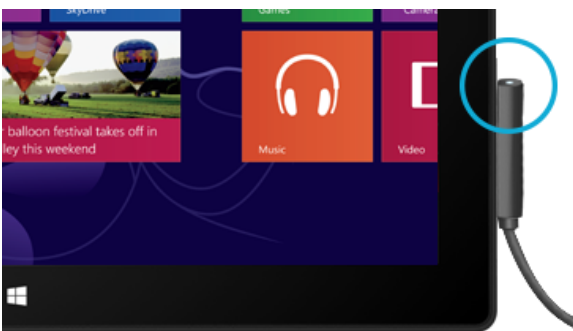
Plug in and turn on

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, which is on the top right of the device.

Windows setup

Windows 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 will be able to make changes later if you'd like.

Two key things happen during setup:

1. You connect to a wireless network.
Setup finds and displays the available wireless networks so that you can get online.
2. You create a user account to sign in to 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: Hotmail, Messenger, SkyDrive, Xbox LIVE, Outlook.com or Windows Phone. If you've used these services, then you already have a Microsoft account.

For more info, see the [Accounts](#) and [Sign in](#) sections in this guide.

Lock screen and signing in

When you turn on Surface or wake it from sleep, you'll see the Windows lock screen. To dismiss the lock screen, press a key, click the trackpad 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 created during setup. After you sign in to Windows, you'll see the new Windows Start screen. Find out more about the Start screen in the [Get to know Windows](#) section in this guide.

For more info about signing in to Surface, see the [Sign in](#) section in this guide.

Add accounts

If you add your accounts from other services—Hotmail, Messenger, Facebook, Twitter, LinkedIn—to your Microsoft account, all of your info will be in one place inside the Mail, Messaging, People, and Calendar apps. And you can quickly get to your photos and files, whether they're on SkyDrive, Facebook, Flickr, or other sites.

Add your email accounts

The first time you start the Mail app, you're prompted to set up an account. You can add accounts from Outlook, Hotmail, Google, AOL, Yahoo!, and even your work email.



To add an email account to the Mail app:

1. From the Start screen, tap or click **Mail**.
2. Swipe in from the right edge of the screen, tap or click **Settings**, and then tap or click **Accounts**.
3. Tap or click **Add an account**, and then select the type of account you want to add.
4. Type your email address and password, and then tap **Connect**.
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 service provider's website.

After you add an email account...

- Appointments appear in the Calendar app. Gmail Calendar appointments may no longer sync as of January 30, 2013. More information follows below.
- Contacts from your email account appear in the People app.

How to sync Google services

If you add a Google account on or after January 30, 2013, don't select **Include your Google contacts and calendars**. You won't be able to sync your mail if you do. As of January 30, 2013, Google stopped support for new EAS (Exchange ActiveSync) connections in some situations. For more info, see the topic [How to sync Google services with Windows 8 or Window RT](#) on Windows.com.

POP email?

The Mail app doesn't support email accounts that use POP (Post Office Protocol). If your email account uses POP and you want to access it on Surface, see the topic [Using email accounts over POP](#) on Windows.com

Surface Pro: You can also install and use a desktop email app that supports POP, such as Microsoft Outlook.

[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 mail and address book to the cloud so that you can access your inbox from anywhere. For info, see the topic [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. 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 a 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.

Introducing Surface

Once you've set up Surface, here are a few things you should know.

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** Like a smartphone, you can interact with Surface by touching the screen. For example, you can drag your finger down a page to scroll. For more info, see the [Touch: swipe, tap, and beyond](#) section in this guide.
- **Keyboard** Surface has two keyboard options: Touch Cover and Type Cover (each sold separately). You can also use a full-size USB or *Bluetooth* keyboard if you'd like.
- **Mouse** You can use the trackpad on Touch Cover or Type Cover, or connect a USB or *Bluetooth* mouse.
- **Pen** Surface Pro includes a digital pen which you can use to take notes, draw, and mark up documents. If you have Surface RT, you can use a capacitive stylus (purchased separately) with the touchscreen.

Find out more about this in the [Keyboard, pen, and mouse](#) section in this guide.

The new look of Windows

The new look of Windows 8 and Windows RT is simple and touch friendly. Commands are tucked away until you need them.

Important There are a few key things you must know to successfully navigate the new Windows. If you read nothing else in this guide, be sure and read this and practice on your Surface.

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, and change settings. The charms are **always available** on the right side of your screen (from Start or any app). Find out more in the [Charms](#) section of this guide.



App commands

Swipe up from the bottom or down from the top edge of the screen to see commands. Or, right click your mouse or trackpad to see commands.



Switch apps


And finally, to switch between open apps, swipe in from the left edge of the screen. Learn more about this in the [All about apps](#) section of this guide.



The familiar desktop

The Windows desktop that you're used to—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.



Go to the desktop when you need to do things like access a network location, use Control Panel, or work with files. Use File Explorer (formerly called Windows Explorer) to browse files on your Surface or network and to copy or move files and folders.

In addition to local and network storage, there's also online storage in the cloud.

Cloud connected

When you sign in with a Microsoft account, your Surface is 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. For example:

- Your friends' contact info and status automatically stay up to date from places like Hotmail, Outlook, Facebook, Twitter, and LinkedIn.
- You can get to and share your photos, documents, and other files from places like SkyDrive, Facebook, and Flickr. Your Microsoft account includes 7 GB of free file storage on SkyDrive. For more info, see [SkyDrive tips](#) on Windows.com.
- You can buy and download apps from the Windows Store, and use them on up to five PCs running Windows 8 or Windows RT.
- Your personal settings are automatically synced online and between the Windows 8 and Windows RT PCs you use.

Surface Pro: If you sign in to Surface with a network domain account, you can still connect your Microsoft account and enjoy the benefits listed above. For more info, see the [Accounts](#) section in this guide.

Connect devices or a second screen

Surface Pro and Surface RT are compatible with many devices. For more info, see the [Device compatibility](#) section in this guide.

- **USB** Your Surface includes a full-size USB port, so you can [connect a printer](#), camera, music player, a mouse, or even an external hard drive. Find out more in the [Connect devices](#) section in this guide.
- **Bluetooth** Surface also supports *Bluetooth* devices like phones, speakers, headsets, mice, and keyboards.
- **Connect to a TV, monitor, or projector** You can share a presentation or video by connecting Surface to a projector or HDTV. Or if you need more screen space, connect a second monitor to your Surface.⁴



For more info, see the [Connect Surface to a TV, monitor, or projector](#) section in this guide.

⁴ Adapters and cables sold separately.

Multiple accounts and parental controls

You can share your Surface with other people, with each person having their own user account. This way they can personalize Windows as they'd like and your files and settings stay private. You can also use Family Safety to set limits on your child's computer time, as well as the websites, apps, and games they can use (and when). For more info about this, see the [Accounts](#) section in this guide.

Get to know the new Windows

Read this section to learn about what's new in Windows 8 and Windows RT.

Start screen: Your favorite things

The Start screen has all of the information you care about in one place, such as your contacts, the weather, and the next appointment on your calendar.



Vibrant and beautiful, each tile on the Start screen is connected to a person, app, website, playlist, or whatever else is important to you.

This isn't the usual wall of static icons: Tiles animate with the latest information. Status updates, weather forecasts, Tweets, and more—you'll see live updates before you even open a single app.




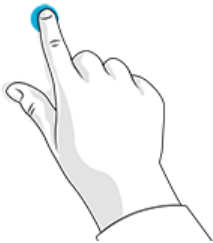


You can pin as many tiles to Start as you want and move them to where you want them. For more info, see the [Customize the Start screen](#) section in this guide.


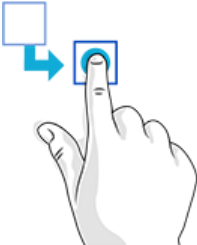
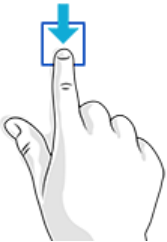
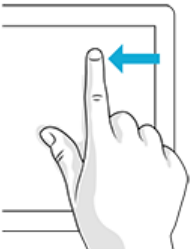
Here's how to get to Start:

- **Touch** Swipe in from the right edge of your screen, and then tap Start or press the Windows logo  on the touchscreen.
- **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.

Touch: swipe, tap, and beyond

These are some new touch interactions that you can use with Windows:

| What we say | How to do it | What it does |
|---|--|--|
| Tap | Tap once on something. | Opens what you tap. |
|  | | |
| Press and hold | Press and hold your finger down for a few seconds. | Shows options related to what you're doing (like right-clicking with a mouse). |
|  | | |
| Slide to scroll | Drag your finger across the screen. | Scrolls through what's on the screen. |
|  | | |
| Pinch or stretch | 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 |
|---|--|---|
| Rotate | Put two or more fingers on an item and then turn your hand. | Rotates things that can be rotated. |
|  | | |
| Slide to rearrange | Tap and drag an item to a new location, and then let go. | Moves an item. Like dragging with a mouse. To try this, see Customize the Start screen section in this guide. |
|  | | |
| Swipe to select | 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. |
|  | | |
| Swipe from edge | Swipe in from the edge of the screen. | Swiping in from the... |
|  | | |
| | | Right edge Opens the charms. Left edge Brings in open apps, snaps apps, or shows open apps. For more info, see the Switch between apps section later in this guide. Top or bottom edge Shows app commands , like Save, Edit, and Delete. |

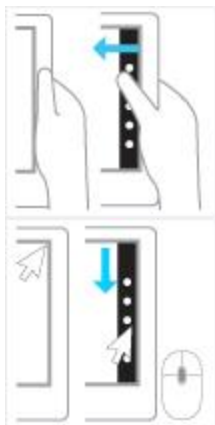
Copy and paste using touch

To select text using touch, tap a word then drag the circles at each end of the highlighted text to extend the selection. To copy the text, tap and hold the highlighted text until a box appears, then release your finger and tap **Copy**. To paste the text, tap and hold where you want the text until the box appears, then let go and tap **Paste**. 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 in Windows, the charms help you do the things you do most often, like search, share links and photos, connect devices, 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 PC settings. If you open the Settings charm from an app you'll see app settings.

The five charms—Search, Share, Start, Devices, and Settings—are always available on the right side of your screen. Here's how to open them:

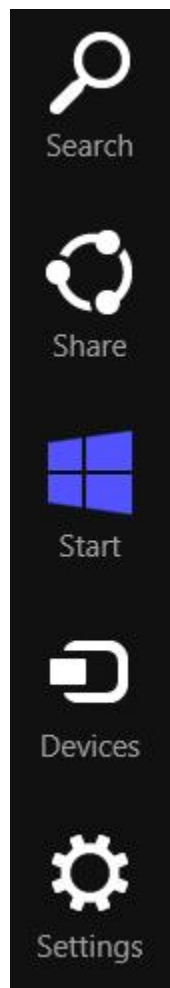


Touch Swipe in from the right edge, and then tap the one you want.

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

Keyboard Press one of the charm keys on Touch Cover and Type Cover (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 below.

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, update your Facebook status, or send a link to your note-taking app. For more info, see the [Share photos, links, and more](#) section in this guide.

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 your Surface. Open Settings from anywhere and you'll see PC settings such as network connection, volume, brightness, notifications, power, and keyboard. Open Settings from an app and you'll see settings for the app.

How to search

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

1. Go to the Start screen and type what you want to find.
2. Tap or click **Apps**, **Settings**, or **Files** depending on what you're looking for.

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

To search for messages in the Mail app:

1. Open the Mail app from the Start screen.
2. Open the Search charm and type what you want to find in the search box.

To search for something on the Internet from anywhere:

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

Tips

- **To 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 if you'd like. For more info, see the [Files and folders](#) section in this guide.

Change Windows settings

There are a few ways you can find and change your Windows settings: Control Panel, PC settings, and by using search. Many of the common settings were moved into PC settings, so try checking there first.

Here's how to get to PC settings:

1. Swipe in from the right edge to open the Charms, and then tap or click **Settings**.
In the lower-right corner you can change the following things: network connection, volume, brightness, notifications, power, and keyboard.
2. For more settings, choose **Change PC settings**.

Here's how to open Control Panel:

- From the Start screen, type **control panel**, then tap or click **Control Panel** in the search results.
- From the desktop, open the Settings charm and then tap or click **Control Panel**.

Here's how to search for a setting:

- Open the Search charm, type a word or phrase into the search box, and then tap or click **Settings**. 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 from the desktop.

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 in Windows, 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, update your entire social network, or send info to another app to refer to later.

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

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 all of the apps installed on your PC that can share. Tap or click the person, app, or device you want to share with, and follow the on-screen instructions.

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. 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 all of the apps installed on your PC that can share. Tap or click the person, app, or device you want to share with and follow the on-screen instructions.

Get to know Surface

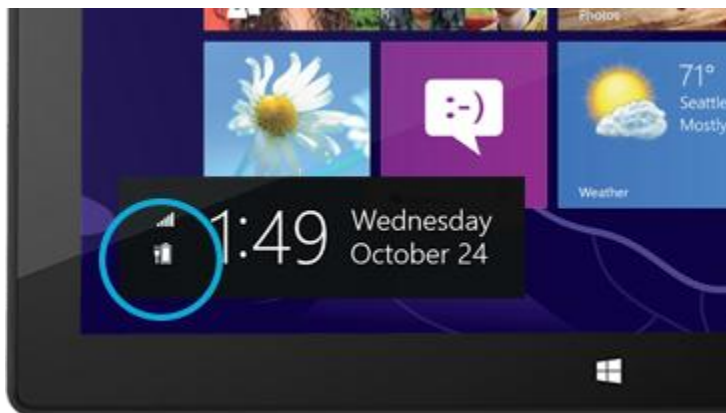
Battery and power

Surface comes with an internal lithium-ion battery so you can take it with you on the go.

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.
- **Desktop taskbar** When you're in 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 percentage remaining).



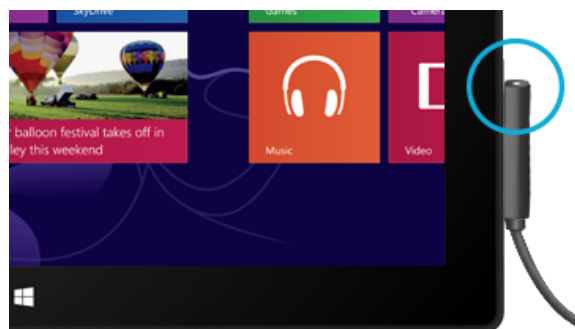
Windows alerts you when the battery starts to get low. When you're alerted, be sure to attach the power supply. If you don't recharge the battery, Surface will eventually save your work and shut down.

Charge Surface

Use the included power supply to charge your Surface.

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 at the lower left to see the battery status. The battery icon should appear with an electrical plug.



The 48-watt power supply included with your Surface Pro (or purchased separately) can also be used to charge Surface RT. The 24-watt power supply designed for Surface RT can be used to charge Surface Pro, but the charging will take much 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 while you charge 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 with Surface, plug it into the USB port on Surface. For info about this, see the [Add a device](#) section in this guide.

Power states: On, off, sleep, and restart

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



On, sleep, off, and restart

| | |
|----------------|--|
| On | Press and release the power button. If nothing happens when you press the power button, your Surface may need to be recharged. Connect the power supply and press the power button again. |
| Off | Open the Settings charm, tap or click Power , and then tap or click Shut down . You can also tap or click the Power icon in the lower-right corner of the sign in screen to quickly shut down. |
| Sleep | Press and release the power button when Surface is on and Surface goes to sleep, saving power but ready to resume quickly. |
| Restart | Open the Settings charm, tap or click Power , and then tap or click Restart . |

Sleep, wake, and lock

Surface RT: If you don't use Surface for a few minutes the screen turns off and locks, just like a smartphone. When this happens, Surface is in connected standby mode. This means that Surface stays connected to your wireless network, waiting for you to use it.

Surface Pro: 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.

For info on changing when the screen dims and turns off, see [The touchscreen](#) section in this guide.


Lock

To lock Surface, do any of the following:

- Press the power button or close the cover.
- Tap your name in the upper-right corner of the Start screen, and then tap Lock.
- Press Ctrl+Alt+Delete and then tap or click **Lock**.

Wake and unlock

To wake up Surface, do one of the following:

- Press the power button.
- Press a key (if Touch Cover or Type Cover is not folded back) or the Windows logo  below the touchscreen.
- Open the cover on Surface RT.

When you wake up Surface, the lock screen shows icons for apps that have had activity. For example, a mail icon appears if you have new email.

To unlock Surface:

- Swipe up from the bottom edge of the screen or press any key.
If you have a password, the [sign-in screen](#) appears. Type your password and Surface is ready to use.

Notes

- If you don't use Surface for a few minutes, the screen dims and then turns off. If you want to change the dim or sleep settings, see the next section in this guide.
- You can set the duration before a password is required for unlocking your Surface. Open the Settings charm, tap **Change PC settings**, and then tap **Users**. Find the Require a Password after the Display Is Off option and choose the amount of time you want.

The touchscreen

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

Choose when the screen dims and turns off

If you don't use Surface for a few minutes the screen turns off and locks, just like a smartphone.

To change when the screen dims or turns off:

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

For more info about power plans, see the topic [Power Plans: Frequently asked questions](#) on Windows.com.

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

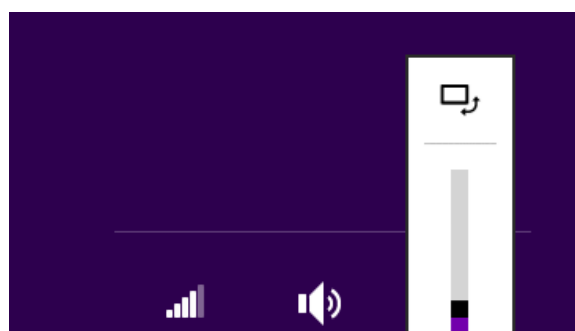


Lock the screen orientation

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 (rectangle with arrow).

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



Adjust 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 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.

Change other screen settings

You can use the Search charm to find more display settings. Here's how:

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

Connect Surface to a second monitor

You can connect Surface to a monitor so that you have two screens to work with. For info on how to do this, see [Connect to a TV, monitor, or projector](#) in this guide.

Use the on-screen keyboard

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

Show the keyboard

When you want to type using the on-screen keyboard, fold back the cover like a magazine cover or remove it. Now tap in a text field or other area where you can type. The keyboard appears automatically.

Important The on-screen keyboard doesn't automatically appear if you're at the desktop. Instead, you need to tap or click the Keyboard icon on the taskbar.

If you want to open the on-screen keyboard manually (without tapping in a text field or other area where you can type), here's how:

1. Open the Settings charm, and then tap or click the Keyboard icon at the lower right.
2. Tap or click **Touch keyboard and handwriting panel**.
3. Tap where you want to type.

Hide the keyboard

To hide the on-screen keyboard:

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

Tips

- Use keyboard shortcuts by tapping the Ctrl key and then tapping 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 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 internal stereo speakers and a headset jack for listening to music or watching movies. The internal microphone comes in handy when making web 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 to adjust the volume.
- **Touch Cover and Type Cover** Press the volume up or volume down keys (F2 or F3).
- **Apps** Some apps may have a volume control within the app.
- **Start screen** Open the Settings charm, then tap and slide the sound icon. (This is the same as using the volume rocker.)
- **Desktop** Tap the sound icon on the taskbar.

Tips

- To quickly pause audio, press the volume rocker and then tap the on-screen pause button.
- To mute audio, press the mute key on Touch Cover or Type Cover (F1).

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.

Keyboard, mouse, and pen

Keyboard covers

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

Both keyboard covers 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, however, easily remove Touch Cover or Type Cover if you'd like. Just pull it away.



Fold back or close

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. The cover helps protect the touchscreen while you're in transit. When you open the cover, Surface RT wakes up. Press a key to wake up Surface Pro.

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**.

Type Cover

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

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

Trackpad

The Surface keyboards, 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.



Trackpad gestures

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

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

If the Trackpad Settings app isn't working

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

1. Check for Windows updates: Go to the Start screen, type **update**, tap or click **Settings**, 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.

How do I change the mouse pointer speed?

1. Open the Search charm, and then tap or click **Settings**.
2. Type **Mouse** in the search box, and then tap or click **Mouse** in the search results. The Mouse Properties dialog appears.
3. Tap or click the **Pointer Options** tab.
4. Adjust the mouse pointer speed.

Mouse

You can use the trackpad on Touch Cover or Type Cover like a mouse, or connect a USB mouse or *Bluetooth* mouse. To use a USB mouse, just plug it into the USB port on your Surface. To use a *Bluetooth* mouse, see the [Add a Bluetooth device](#) section in this guide.

Pen



Surface Pen included with Surface Pro

Surface Pro includes a digital pen that you can use to write on the touchscreen. Take notes in OneNote or mark up PowerPoint presentations, Adobe PDF files, or Word documents just as you would on paper. Or get creative and draw something in Fresh Paint—a drawing app available in the Windows Store.

The Surface pen can also be used like a mouse. Switch seamlessly between touch, pen, mouse, and keyboard. Palm block technology lets you write comfortably without worrying about your hand touching the screen.

For more info, see [Using the Surface Pen](#) on Surface.com.

Surface RT: The Surface Pro digital pen can't be used with Surface RT. You can use a capacitive stylus (sold separately) with Surface RT. Capacitive means a pen that substitutes for your finger on a touchscreen.

All about apps

Like the Start button in previous versions of Windows, the Start screen is where you start apps. To open an app or program, tap or click its tile on the Start screen. You can open apps from the Windows Store and desktop apps from the Start screen.

What are desktop apps? Desktop apps are programs that run in the desktop. For example, Office apps and Notepad are desktop apps.

Tips

- **To see all installed apps:** From the Start screen, swipe down from the top of the screen (or right click), and then tap or click **All apps**. This shows you all the apps and programs that are installed on Surface.
- **To start an app using the keyboard:** From the Start screen, type the name of an app. When you start typing, Windows shows you apps that match what you've typed.

Built-in apps

Here are some of the apps included with your Surface.



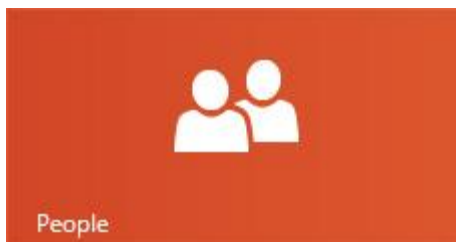
Mail

Get email from your accounts—Outlook, Hotmail, Gmail, AOL and Yahoo!—all in one place. For more info, see the topic [Set up and use Mail](#) on Surface.com.



SkyDrive

Upload your files to SkyDrive so you can access them from any device and share them with other people. For more info about SkyDrive, see [SkyDrive tips](#) on Windows.com.



People

More than just an address book, the People app displays feeds from social networks and helps you keep in touch with one tap email, text, and calling. For more info, see the topic [People app: Stay in touch](#) on Surface.com.



Photos

See your photos and videos in one place, whether they're on Facebook, Flickr, SkyDrive, or another PC. For more info about this app, see the topic [View and import photos and home videos](#) on Surface.com.



Video

Download or stream your favorite movies and TV shows, then watch them on Surface or your TV. You can also watch videos from your Video library using the Video app. For more info, see the topic [Watch TV shows, movies, and videos](#) on Surface.com.



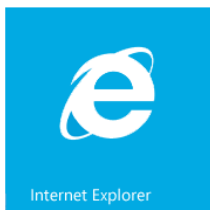
Music

You can play your current collection, choose from millions of streaming songs and albums, or add to your music library—all with the Music app. For more info, see [Play music](#) on Surface.com.



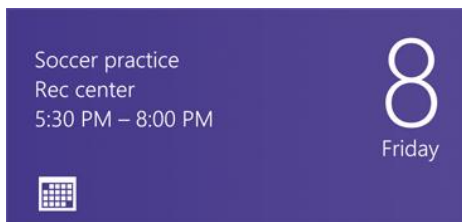
Skype

Enjoy Skype to Skype video calls and chat, or call landlines and mobile phones using the Skype app. If Skype is not installed on your Surface, get the free Skype for Windows 8 app from the Windows Store. For more info, see [Skype for Windows 8](#) at Support.Skype.com.



Internet Explorer

Surface comes with two versions of Internet Explorer: a modern, touch-friendly version and a desktop version. This way you can easily surf the web from the Start screen or the desktop. For more info, see [Browse the web with Internet Explorer](#) on Surface.com.



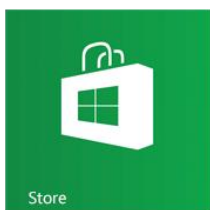
Calendar

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. For more info, see the topic [Calendar app](#) on Windows.com.



Games

Discover and download new games, edit your profile, and see how you stack up against your friends. For more info, see [Play games](#) on Surface.com.



Store

There are also tons more apps in the Windows Store. To load up on apps, see [Install and uninstall apps](#) in this guide.

App commands—where are they?

After you open an app, you might wonder how you can change things in the app. App commands in Windows 8 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

Swipe up from the bottom or down from the top edge of the screen, then choose the command you want.

Commands can also appear when you swipe down on or right-click an item like a tile or photo. Another way to show app commands is by tapping two fingers anywhere on the Touch Cover or Type Cover trackpad. For example: Open the Weather app from the Start screen, then swipe up from the bottom edge of the screen (or down from the top) to see the options for the Weather app.



Change app settings

To change app settings, open the app and then open the Settings charm. This is where you can find app-specific settings and do things such as change preferences, find help, and add accounts. You'll also find common PC settings at the bottom, like volume, brightness, and shut down.

For example: To change your Internet Explorer settings, open Internet Explorer from the Start screen, open the Setting charm, and then tap or click **Internet Options**.

Get help with an app

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 other locations, so check the company's website if you can't find help in the Settings charm.)

Switch between apps

You open multiple apps from the Start screen and then switch between the open apps. 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 the corner.
- **From the keyboard**, press Alt + Tab.

Switch to an app you were using recently

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



- **With a mouse**, move the pointer into the upper-left corner and move it down the left edge. You'll see the apps you've used recently. Click the one you want.



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

Tips

- Want to multitask? See the [Use two apps side by side \(snap apps\)](#) in the next section of this guide.
- To move between desktop apps, press Alt + Tab.
- If you want to see all the apps that are running, open the Search charm and type **Task Manager**.

Close apps

Apps you install from the Windows Store don't slow down your Surface, so you don't need to close them. When you're not using an app, Windows will leave it running in the background and then close it eventually if you don't use it. But if you really want to close an app, here's how:

- **Using touch**, tap the top of the app and drag the app to the bottom of the screen.
- **Using a mouse**, click the top of the app and drag it to the bottom of the screen.

It's still a good idea to close desktop apps when you're done using them, particularly before shutting down your Surface.

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

With touch or with a mouse, open a list of recently used apps. Drag the app you want to the left or right side of the screen until an opening appears behind it.

Tips

- 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.

Install and uninstall apps

The Windows Store has thousands of apps, grouped in easy-to-find categories. You can browse, search, see staff picks, or view lists of popular apps to find what you want. To use the Store, you need a [Microsoft account](#) and your Surface must be connected to the Internet.

Install apps

1. Open the Store app from the Start screen.
2. Find the app that you want to install. Drag your finger across the screen to see more apps.
Don't see the app you want? Type the app name that you're looking for. When you see it, tap or click the app name.
3. Tap or click an app to learn more about it and read reviews.
4. 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 is available. This way you can try the app before you buy it.
 - **Buy** means that the app isn't free and the price of the app 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 edit a payment method](#) on Windows.com.

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

Notes

- **Surface Pro:** You can also install Windows 7 programs. For info, see the [Install a desktop program](#) section in this guide.
- Need help with the Store app? While in the Store app, open the Settings charm and then tap or click **Help**.

App updates

The Store tile on the Start screen shows you when an app update is available. For example, a "4" on the Store tile means that four of your apps have updates available.

To install app updates:

1. Open the Store app from the Start screen.
2. Tap or click **Updates** in the upper-right corner.
3. Tap or click **Install**.

Uninstall apps

1. Find the app that you want to remove on the Start screen or by [using Search](#).
2. Swipe down to select the app or right-click on the app. When you do this, app commands appear at the bottom of the screen.
3. Tap or click **Uninstall**.

Tip

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

Surface Pro: Install a desktop program

You can install Windows 7 programs from websites, a CD or DVD, or from a network. For info about this, go to the Start screen and type **help**. Then tap or click **Help and Support** and type **install a program** in the search box.

Surface Pro: Uninstall a desktop program

1. Open the Search charm, type **uninstall**, and then tap or click **Settings**.
2. Tap or click **Uninstall a program** from the search results.
3. Tap or click a program, and then tap or click **Uninstall**.

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. When you want to use your Surface, you sign in with your user account.

There are two types of user accounts: a local account or a Microsoft account. We recommend using a Microsoft Account.

What type of account do I have?

To see what 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 there's an email address, then you're using a Microsoft account.
 - If you see Local account, this means your account is just on your Surface and you won't get the benefits of connecting your Surface to the cloud. To switch to a Microsoft account, tap or click **Connect your Microsoft account**. If you want to download apps from the Windows Store, you'll need to use a Microsoft account.
 - If you see a network domain (domain name\username), then you're using a domain account, such as an account for your workplace. To connect your Microsoft account to your domain account, tap or click **Connect your Microsoft account**.

Note You can't join a network domain using Surface RT.

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 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.

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 with a Microsoft account, your PC can connect to the cloud, and many of the settings, preferences, and apps associated with your account can "follow" you between different PCs.

You may 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: Hotmail, Messenger, SkyDrive, Xbox LIVE, Outlook.com or Windows Phone. If you've used these services, then you already have a Microsoft account.

Benefits of using a Microsoft account

When you sign in with a Microsoft account, your Surface can connect to the cloud and:

- Your friends' contact info and status stay up to date from your Hotmail, Facebook, Twitter, LinkedIn, and other accounts.
- You can get to and share your photos, documents, and other files from places like SkyDrive, Facebook, and Flickr. Your Microsoft account includes 7 GB of free file storage on SkyDrive.
- Your personal settings are synced to any PC running Windows 8 or Windows RT that you sign in to. Your settings include your color scheme, browser favorites, and apps.
- You can buy and download apps from the Windows Store and use them on up to five PCs running Windows 8 or Windows RT.

A Microsoft account makes it easy 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.

For info on how to create a Microsoft account or switch a local account to a Microsoft account, see the topic [How do I get a Microsoft account?](#) on Windows.com.

Create a user account

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

To find out how to create a user account, go to the Start screen and type **Help**. Then tap or click **Help and Support** and type **user account** in the search box.

Family Safety

Family Safety is an integrated part of Windows 8 and Windows RT, 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 Family Safety](#) on Windows.com.

Sign in

If you don't use Surface for a few minutes the screen turns off and locks, just like a smartphone. When this happens, you'll need to unlock your Surface to use it.

Unlock Surface and sign in

1. Dismiss the lock screen by swiping up from the bottom edge of the screen or pressing any key. If your account has a password, the sign-in screen appears.
2. Type the password for your user account.
 - If you have multiple user accounts, tap or click the Back button and choose an account.
 - If you set up a picture password or PIN, tap or click **Sign-in options** to choose another sign-in method.

Windows has two new sign-in options you can use on Surface: picture password and a PIN.

Set up a picture password

You can use a picture password so that signing in to Surface is more personal. 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, see the topic [Sign in with a picture password](#) on Windows.com.

Set up 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.

Notes

- If you add a work email account to your Surface, security policies may require you to have a password instead of a PIN or picture password.
- If you're using Surface Pro and you're connected to a network domain, some sign-in and password settings are controlled by your system administrator. For more info, check with your system admin.

I forgot my password

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

- If your PC is on a domain, your system administrator must reset your password. (Surface Pro only.)
- If you're using a Microsoft account, you can [reset your password online](#) at [account.live.com](#).
- Have someone with an administrator account on the PC sign in and change your password for you. (If you have an administrator account and remember the administrator password, you can do this yourself.)
- If you're using a local account, use your password hint as a reminder.

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

How do I change my password?

To find out how to change your password, see the topic [Change your password](#) on [Windows.com](#).

Personalizing Surface

In Windows 8 and Windows RT, there are a few new places to show your favorite pictures and choose your colors.

Change your background, colors, and account picture

On the Start screen, you can change the background and color. 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. You can also make sure there's a favorite photo waiting to greet you on your lock screen, and choose a few apps to show you info and updates you might have missed while your PC was locked.

Here's how to try out these new picture and color options:

1. Open the Settings charm, and then tap or click **Change PC settings**.
2. Tap or click **Personalize**, and then change the options you want.

Themes and desktop backgrounds

All of the personalization settings you know and love are still here too, and you can use them to personalize your desktop. Here's how:

1. Open the Search charm, type **personalization**, and then tap or click **Settings**.
2. Tap or click **Personalization**.

Customize the Start screen

You can customize Start 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

A tile is an app or content (such as a website, contact, or folder) that you can open from the Start screen. So if you have a website that you visit every day or people that you chat with all the time, you might want to 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 from an app, open the [app commands](#) and tap or click **Pin to Start**.
- To pin a folder, open it in [File Explorer](#), press and hold or right-click it, and then tap or click **Pin to Start**.

Pin or unpin apps


Some apps that are installed on your PC might not be pinned to Start. But you can always pin them if you want them there. From the Start screen, open the Search charm, swipe down on the app (or right click), and then tap or click **Pin to Start**.

And if there are apps you don't use, you can unpin them from Start. On the Start screen, swipe down on the app (or right click), and then tap or click **Unpin from Start**. If you unpin an app, it's still installed on your Surface, so you can always find it by using the Search charm.

Rearrange and resize tiles

To move a tile, drag it up or down, and then drag it anywhere you want it. You can arrange the tiles any way you want. 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 to select the group of tiles you want to name, and then tap or click **Name Group**.

If a tile isn't fitting in the spot you want, you can make it larger or smaller. Just select the tile on the Start screen (swipe down on the tile or right click), and then tap or click **Larger** or **Smaller**. (Note that some tiles can't be resized.)

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. For info on how to change how you're notified, see the topic [How to manage notifications for Mail, Calendar, People, and Messaging](#) on Windows.com.

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.

Connect devices

You can connect PC accessories and printers to your Surface.

Printing

When you connect a printer to your Surface or add a new printer to your home network, you can start printing right away. Windows supports most printers without downloading a printer driver. For most people, that's all there is to it.

To set up a printer

Connecting your printer to your Surface or network is usually all you need to do. Simply plug the USB cable from your printer into an available USB port on your computer. If your printer is a network or wireless printer that is already on your home network, no other work is required. Of course you should make sure the printer is plugged into an outlet and that it's turned on.

To see if the printer is already installed and working

1. Open the Settings charm, tap or click **Change PC settings**.
2. Tap or click **Devices**.

If your printer was installed, it should appear in the list on the right side. If your printer isn't in this list, tap or click **Add a device** at the top of the device list. Select your printer from this list to install it.

Notes

- If you have a new wireless printer that hasn't been added to your home network, refer to the directions that came with your printer for instructions on adding it to your home network. There are many different ways to add a printer to a network.
- If someone else in your home already has a printer installed, you can join a homegroup and connect to other shared USB printers. For homegroup info, see the [Networking](#) section later in this guide.

How do I print something?

Once you add a printer, you're ready to print. To print from a Windows Store app:

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

Tips

- To print from a desktop app such as Notepad, find the Print command in the app or press Ctrl+P.
- To capture the screen (print screen), press and hold the Windows logo on the touchscreen and then press the Volume down rocker switch on the left edge of Surface. The screen dims briefly and the screen capture is saved in the Pictures\Screenshots folder. You can also use the Snipping Tool to capture areas of the desktop screen.
- To see advanced printer setup options, go to the Start screen, type **Advanced printer setup**, tap or click **Settings**, and then tap or click **Advanced printer setup** from the search results.

Can't print?

If you're having problems printing, see the topic [Fix printer problems](#) on Windows.com.

Printer compatibility

Surface RT: Windows RT is compatible with printers that are certified for Windows RT. These devices are marked with the certified for Windows RT logo and work right out of the box—you don't have to install drivers. Some of your current devices might not work with Windows RT. To check what's compatible, go online to the [Windows Compatibility Center](#).

Surface Pro: Windows 8 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. To see what's compatible with Windows 8, go online to the [Windows Compatibility Center](#).

Add, view, and manage your devices and printers

You can add wired and wireless devices, see all connected devices, and troubleshoot a device that isn't working properly in the Devices and Printers section of Control Panel in the desktop. Devices can include mobile phones, music players, cameras, external drives, keyboards, and mice.

Add a device

You can add devices using 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 set to **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 your Touch Cover or Type Cover by folding it back or removing it.
- If Windows doesn't find a device, see the following topics [Why isn't Windows finding my device?](#) and [What if a device isn't installed properly?](#) on Windows.com.

Manage your devices

The devices found in Devices and Printers are typically external devices connected to your Surface through a port or network connection. Devices and Printers is where you can manage your devices, change settings, and troubleshoot problems. For example, you can set a default printer, change the settings on a wireless mouse, or find out why a device has a yellow warning icon next to it.

To see your devices:

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

Troubleshooting

- If you see a yellow warning icon next to a device, you can troubleshoot the problem by tapping and holding or right-clicking the device, and then selecting **Troubleshoot**.
- If Windows doesn't find a device, see the following topics [Why isn't Windows finding my device?](#) and [What if a device isn't installed properly?](#) on Windows.com.

Connect Surface to a TV, monitor, or projector

You can make photos, videos, and presentations bigger 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 Surface to a second monitor so that you can get more work done.

To connect Surface to another screen you'll need an adapter (sold separately) and a compatible VGA or HDMI cable. For more info, see one of these topics on Surface.com:

- [Surface RT: Connect to a TV, monitor or projector](#)
- [Surface Pro: Connect to a TV, monitor or projector](#)

Device compatibility

Surface RT is compatible with devices that are certified for Windows RT. These devices are marked with the certified for Windows RT logo. Some of your current devices may not work with Windows RT. To see what's compatible with Windows RT, go online to the [Windows Compatibility Center](#).

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

Storage, files, and backup

Surface RT comes in two storage configurations: 32 GB and 64 GB. Surface Pro comes in 64 GB and 128 GB.

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**.
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 taking.

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

Surface storage options

In addition to the internal storage included with your Surface, there are a few additional storage options:

- Removable storage options such as a USB flash drive or microSD memory card.
- Cloud storage (SkyDrive).
- Another computer on your network. You can open and save files on other computers on your network. For more info, see the [Accessing files on other computers](#) section in this guide.

Removable storage options

You can add USB storage or a microSD memory card to your Surface and use this storage 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 full-size 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.
Surface RT: On the right edge of the touchscreen.
Surface Pro: On the left edge of the touchscreen.
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 use to browse, copy, or move files and folders on your Surface. For more info, see the [Files and folders](#) section in this guide.

microSD memory card

The microSD card slot is another removable storage option for Surface, allowing you to add up to 64 GB of storage by using a microSD, microSDHC, or microSDXC card.

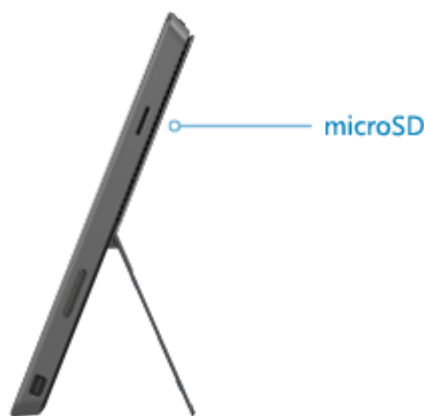
Surface RT

Flip out the kickstand to access the card reader.



Surface Pro

The card reader is on the right edge, above the power connection.



SkyDrive: Cloud storage

Store your documents, music, videos, and pictures in the cloud by using SkyDrive. Surface comes pre-installed with a SkyDrive app that you can use to upload and open your files on SkyDrive. Your Microsoft account includes 7 GB of free storage on SkyDrive—that's enough for over 20,000 Office documents or 7,000 photos.

Tips

- The default save location for Office 2013 apps is SkyDrive (when you're signed in with a Microsoft account).
- To learn more about SkyDrive, see the topic [Your files on SkyDrive](#) on Windows.com.

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 [Accessing files on other computers](#) section 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.

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

Libraries

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. 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.

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. For info, see the [Accessing files on other computers](#) section in this guide.
- Use a USB flash drive or a microSD card.
- Use SkyDrive.
- **Surface Pro:** Use Windows Easy Transfer to transfer files and settings from another PC to your Surface. For details, see the topic [Transfer files and settings from another PC](#) on Windows.com.

Connect to a network computer

Surface can access music, pictures, videos, and documents on computers that are part of a network. For more info, see [Accessing files on other computers](#) section in this guide.

Use a USB flash drive or microSD memory card

You can also move files to Surface by copying them to a USB flash drive or memory card and then moving the files to Surface. 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 help using File Explorer (formerly called Windows Explorer), see the topic: [How to work with files and folders](#) on Windows.com.

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 from your phone.

Notes

- You need to have a Microsoft account to use SkyDrive.
- Office 2013 apps save documents to SkyDrive by default (when you're signed in with a Microsoft account).

To learn more about SkyDrive, open the SkyDrive app, then open the Settings charm and tap **Help**.

Back up files using File History

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 help protect your files against a crash or other PC problem.

For info on how to back up your files, see:


1. Go to the Start screen and type **Help**, and then tap or click **Help and Support** from the search results. Windows Help and Support opens in the desktop.
2. Type **file history** in the search box.

Networking

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

Connect to a wireless network

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 the network that you want to connect to.
3. Select **Connect automatically** if you want Surface to automatically connect to this network when it's available.
4. Tap or click **Connect**.
5. Type your network security key (network password) and then tap or click **Next**.
6. Choose whether or not you want to share with other computers and devices on this network. Choose No if you're connecting to a network in a public place like a café.

Note If you need help finding your wireless network password, see the topic [How to find your wireless network password](#) on Surface.com.

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**.

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

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). Using a homegroup makes sharing easier. Your homegroup is protected with a password that you can change at any time.

If a homegroup already exists on your home network, you can join it. Here's how:

1. Open the Settings charm, tap or click **Change PC settings**, and then tap or click **HomeGroup**.
2. Tap or click **Join**. You can get the password from anyone else in the homegroup.

After you join a homegroup, you can access files on other computers that are part of your homegroup. For info about this, see the [Accessing files on other computers](#) section in this guide.

- For more info about homegroups, see the topic [Homegroup from start to finish](#) on Windows.com.
- To learn how to join a workgroup, see the topic [Join or create a workgroup](#) on Windows.com.

Surface Pro: After you create or join a homegroup, you select the libraries and devices that you want to share.

Surface Pro: Join a domain

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

To connect Surface Pro to a network domain, you'll need the following:

- The name of the domain.
- A valid user account on the domain.
- A wired (Ethernet) connection. You can use a USB Ethernet adapter (sold separately) to connect to a wired network.

Use the following steps to join a domain:

1. Connect to your workplace network using a wired Ethernet connection.
 - Plug a USB Ethernet network adapter (sold separately) into the USB port on your Surface Pro (located on the left edge). Plug an Ethernet network cable into the adapter. Plug the other end of the network cable into your router or an Ethernet network port.
2. Open the Search charm, tap or click **Settings**, type **system** in the search box, and then tap or click **System** from the search results.

3. 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.
4. On the Computer Name tab, tap or click **Change**.
Alternatively, click **Network ID** to use the Join a Domain or Workgroup wizard to automate the process of connecting to a domain and creating a domain user account on your computer.
5. Under Member of, tap or click **Domain**.
6. Type the name of the domain that you want to join, and then tap or click **OK**.

You will be asked to type your user name and password for the domain.

Once you have joined the domain, you'll be prompted to restart Surface for the changes to take effect.

Note If your computer was a member of a workgroup before you joined the domain, it will be removed from the workgroup.

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 the steps to connect your Microsoft account to your domain account, see the topic [Connect your Microsoft account to your domain account](#) on Windows.com.

Accessing files on other computers

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

1. From 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.


Notes

- PCs that are turned off, hibernating, or asleep won't appear as part of the homegroup.
- For more info about sharing files and folders on a network, see the topic [Share files and folders on a network](#) on Windows.com.

Airplane mode

If you're traveling on an airplane or if you don't need to use Wi-Fi or *Bluetooth* devices for a while, you can turn on Airplane mode. Airplane mode also extends the time you have between battery recharges.

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**.

Surface and Windows Updates

You don't have to search for updates online or worry that critical fixes for Windows might be missing from your Surface. Windows Update automatically installs important updates as they become available.

- **Windows RT:** Automatic updating is always on to help keep your Surface up to date and running well.
- **Windows Pro:** Windows turns on automatic updating during setup unless you choose to turn it off.

Use the following info to keep your Surface up to date.

Windows Updates

Here's how to keep Windows up to date.

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**.
3. Tap or click **Check for updates now**.

See your Windows Update history

To see what Windows Updates have 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, search Windows Help for topics. Here's how:

1. From the Start screen, type **Help**, and then tap or click **Help and Support**.
2. Type **Windows update** in the search box.

Surface Pro: Change Windows Update settings

You can set Windows Update to install recommended updates automatically or to just let you know that they're available. Windows Update won't add any apps without asking for your permission or take away anything you already have.

To change your Windows Update settings:

1. From the Start screen, open the Search charm, type **control panel** and press Enter.
2. Tap or click **System and Security**, then tap or click **Windows Update**. From here you can:
 - See your current settings and change them if you'd like
 - View your update history
 - Check for updates
3. To turn on automatic updating, tap or click **Change settings**. Under Important updates, choose **Install updates automatically (recommended)**.

Note If you have questions about automatic updates, see the topic [Windows automatic updating: Frequently asked questions](#) on Windows.com.

Surface firmware updates

Firmware is software that controls how the hardware functions. When a Surface firmware update is available, you'll see a notification on your Surface. When you get this notification, follow the on-screen instructions to update Surface using Windows Update.

Note If you turn off automatic updates on Surface Pro, you won't get notifications about Surface firmware updates. You can't turn off automatic updates on Surface RT.

Important

- Plug your Surface into a wall outlet before updating your firmware.
- If Touch Cover or Type Cover is attached when you turn on your Surface, Windows Update will check for firmware updates for the attached keyboard.

Clean and care for Surface

To keep your Surface looking and working great, clean the touchscreen and keyboard frequently, and keep Surface covered when you're not using it.

Touchscreen care

Scratches, finger grease, dust, chemicals, and ultraviolet light can affect the performance of your touchscreen. Here are a few things you can do to help protect the screen:

- **Clean frequently** The Surface 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 on Surface.
- **Keep it covered** Close the cover while you're in transit or not using Surface.
- **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 display.

Cover and keyboard care

Wipe Touch Cover or Type Cover keyboards and outer covers with a lint-free cloth dampened in mild soap and water. Don't apply liquids directly to the keyboards. Clean often in this way to keep your keyboard cover looking great. If the spine or magnetic connections of your cover gets dirty or stained, apply a small amount of isopropyl alcohol (also called rubbing alcohol) to a soft, lint-free cloth to clean.

Battery care

Surface has an internal lithium-ion battery.

- **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.

That's it!

You've come to the end of this guide. We hope you enjoy using your Surface.

Check the Surface website often for the latest news, accessories, and support info at Surface.com.