



Using Your Tablet PC

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Chapter 1

Using Windows Tablet PC 2005



- Using Tablet PC extensions
- Using the Windows desktop
- Managing files and folders
- Working with documents
- Using shortcuts

About Windows XP Tablet PC 2005

The Microsoft Windows XP Tablet PC 2005 operating system is a fully functioning version of Windows XP Professional with added pen-based computing features:

- *Tablet and Pen Settings* — set properties for the pen, tablet buttons, and display screen
- *Tablet PC Input Panel (TIP)* — use its writing pad, soft keyboard, and voice recognition for entering data
- *Windows® Journal* — hand-write documents, then turn them into text or image files
- *Sticky Notes* — make a quick note with your pen or voice and drop it into another program
- *Document annotation* — insert handwritten notes into Word documents and other programs
- *Enhanced speech and voice recognition* — say what you are thinking, and your tablet will understand
- *Inkball* — practice and master pen input with this game of strategy
- *MicroSoft OneNote* — capture, organize, and reuse your notes on notebook computers, desktop computers, or tablet PCs.

The **What's New in Windows XP** link in the Help and Support Center and the *Windows XP Start Here* booklet that shipped with your tablet PC can help you learn more about using Windows XP Tablet PC 2005.

Using Tablet PC extensions


Calibration

The first time you use your tablet PC, you should calibrate your pen for both portrait and landscape orientations. Calibration ensures the accuracy of the pen and adjusts the screen's performance for different users.

If the on-screen pointer does not seem to line up with the tip of the pen—for example, because someone else has used your tablet PC and adjusted it for their own use—recalibrate it to your tapping patterns.

Recalibrate if you write with the opposite hand from the previous user—right-handed writer to left-handed writer.

To open the calibration program:

- Double-tap or double-click  (**Tablet and Pen Settings**) in the taskbar. Tap or click **Properties**, then tap or click **Calibrate**. Follow the on-screen instructions.

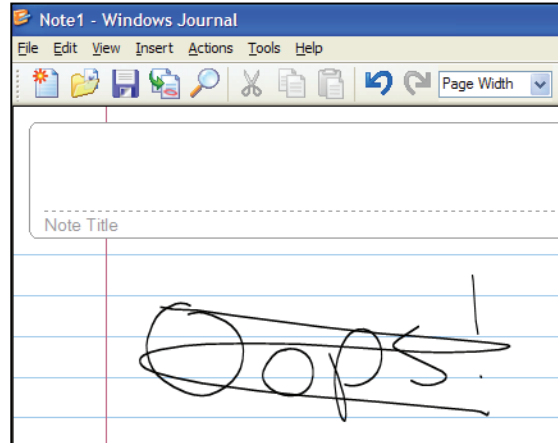


Gestures

A gesture is a shape you draw with your tablet PC pen to send a command to your tablet PC. In Input Panel, you can also use gestures to control the insertion point in the active program. When you use these gestures, you get the same result as pressing the corresponding key on a standard keyboard.

- Open the Tablet Input Panel by waving the pen back and forth over the screen.
- Backspace by drawing a right-to-left line on the display surface.
- In most text input programs, you can erase text by scratching it out. Windows interprets a scratchout as a *delete* command.

- To erase, draw a short, wide “Z.”



- You will find more information about gestures and gesture symbols, as well as handwriting tips, in the TIP help. For more information, see [“Tablet Input Panel \(TIP\)” on page 4](#).


Pen button

The pen button serves the same function as the right button on a mouse. Press it and tap (button-tap) to open right-click menus when they are available.

Tips

- Hold the pen the same way you hold a writing pen, and steady your writing hand by resting it on the display surface.
- Line up the pointer before you tap, in cases where the pointer and pen point are out of alignment. The screen reads the position of the pointer, not the tap.
- Store the pen in the tablet PC’s pen holder. Store extra pens in a drawer to avoid prolonged pressure on the pen tip.
- The pen has internal electronics, so keep it dry and avoid contact with liquids.
- Your tablet PC responds to most Penabled™ EMR pens manufactured by Wacom®.

Tablet Input Panel (TIP)


Tap the **Keyboard** icon  near the Start button to open the Tablet Input Panel (TIP). Use the TIP to enter data by hand, soft keyboard, or voice into a word processing program or a text-entry form.

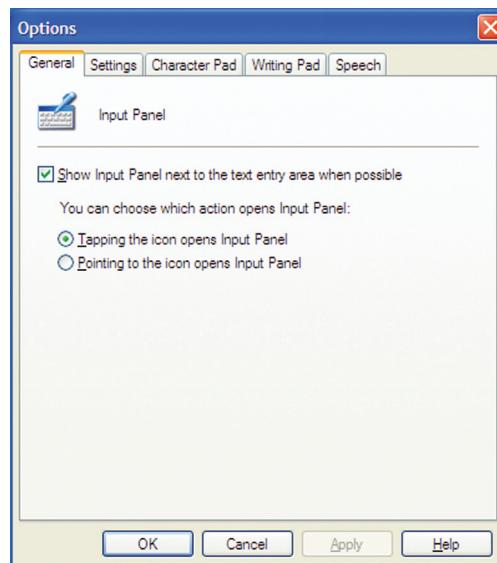
- Access the TIP keyboard and writing pad by tapping or clicking the tabs near the bottom of the window.



- To set up speech options, tap or click the **Tools and Options** icon , then tap or click **Speech**.

TIP tips

- Open a program for your input (for example, a word processing program or a Web form) before using the writing pad or soft keyboard.
- To adjust writing pad and keyboard settings, tap or click the **Tools and Options** icon , then tap or click **Options**.



- For security and accuracy when entering masked text (such as passwords), use your tablet PC Input Panel's soft keyboard instead of the writing pad.



Using speech recognition

The tablet PC is designed to accept and interpret the human voice, both for dictation (speech recognition) and for keyboard-equivalent voice commands.

- Set up speech recognition through your tablet PC Input Panel's **Tools** menu.
- Learn more about voice commands in the **Accessibility** section of the Help and Support Center.
- Use the built-in microphone or an external microphone.
- To modify the speech recognition function, see [“Adjusting the Tablet PC Input Panel Settings” on page 92](#).


About the Windows environment

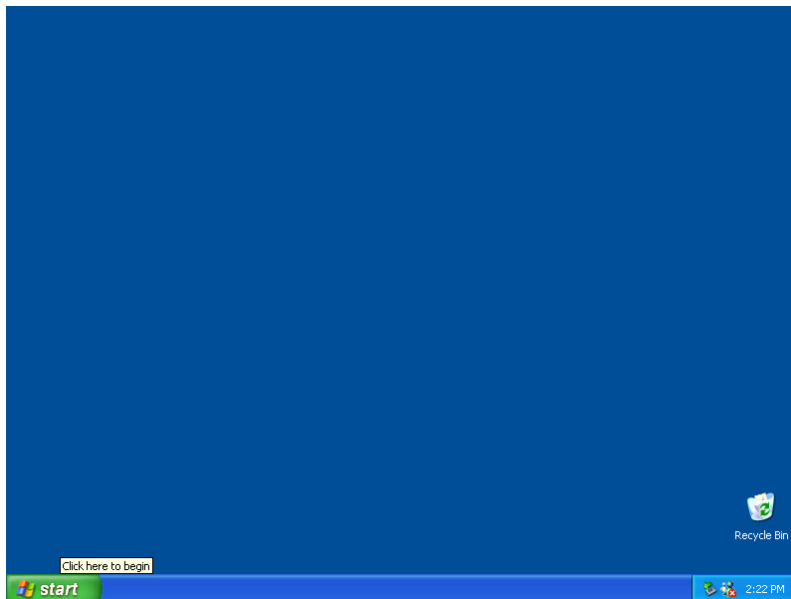
After your tablet PC starts, the first screen you see is the Windows *desktop*. The desktop is like the top of a real desk. Think of the desktop as your personalized work space where you open programs and perform other tasks.

Your desktop may be different from this example, depending on how your tablet PC is set up.

Help and Support







For more information about the Windows desktop, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **Windows desktop** in the **Search** box Search , then tap or click the arrow.



Using the desktop

The desktop contains the taskbar, the Start button, and the Recycle Bin icon.

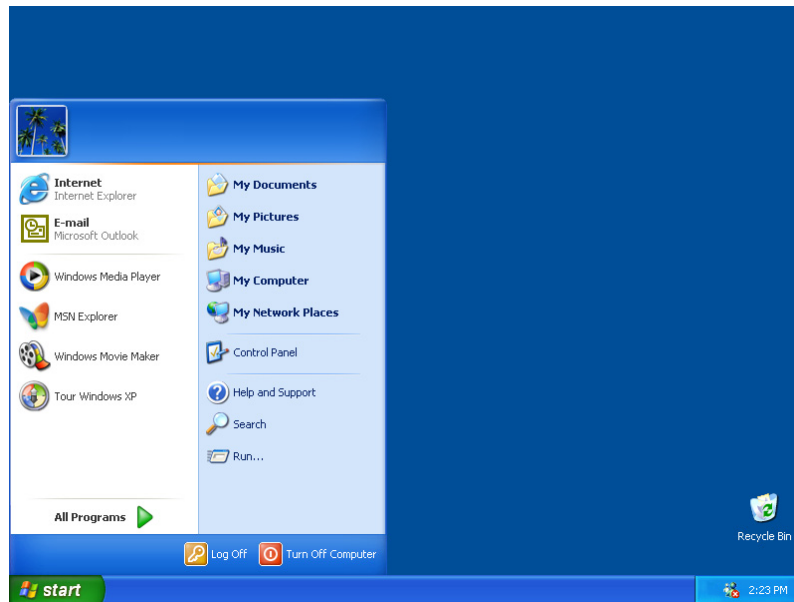
Desktop elements	Description
	<p>The <i>taskbar</i> is the bar at the bottom of the tablet PC display containing the Start button on the left and a clock on the right. Other buttons on the taskbar represent programs that are running.</p> <p>Tap or click a program's <i>button</i> on the taskbar to open the program's window.</p>
	<p>The <i>Start button</i> provides access to programs, files, help for Windows and other programs, and computer tools and utilities.</p> <p>Tap or click the Start button, then open a file or program by tapping or clicking an item on the menu that opens.</p>
	<p>The <i>Recycle Bin</i> is where files, folders, and programs that you discarded are stored. You must empty the Recycle Bin to permanently delete them from your tablet PC. For instructions on how to use the Recycle Bin, see "Deleting files and folders" on page 15.</p>
	<p>The Windows Security Center icon may appear on the taskbar near the clock. The icon changes appearance to notify you when the security settings on your tablet PC are set below the recommended value or when updates are available. Double-tap or double-click this icon to open the Windows Security Center. For more information, see "Modifying security settings" on page 98.</p>

Using the Start menu

You can start programs, open files, customize your system, get help, search for files and folders, and more using the Start menu.


To use the Start menu:

- 1** Tap or click the **Start** button on the lower left of the Windows desktop. The Start menu opens showing you the first level of menu items.
- 2** Tap or click **All Programs** to see all programs and files in the Start menu. When you move the mouse pointer over any menu item that has an arrow next to it, another menu, called a *submenu*, opens and reveals related files, programs, or commands.
- 3** Tap or click a file or program to open it.



Help and Support



For more information about the Windows Start menu, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **Windows Start menu** in the **Search** box , then tap or click the arrow.

Adding icons to the desktop

You may want to add an icon (shortcut) to the desktop for a program that you use frequently.


To add icons to the desktop:

- 1 Tap or click **Start**, then tap or click **All Programs**.
- 2 Button-tap or right-click (press the right mouse or touchpad button) the program that you want to add to the desktop.
- 3 Tap or click **Send To**, then tap or click **Desktop (create shortcut)**. A shortcut icon for that program appears on the desktop.



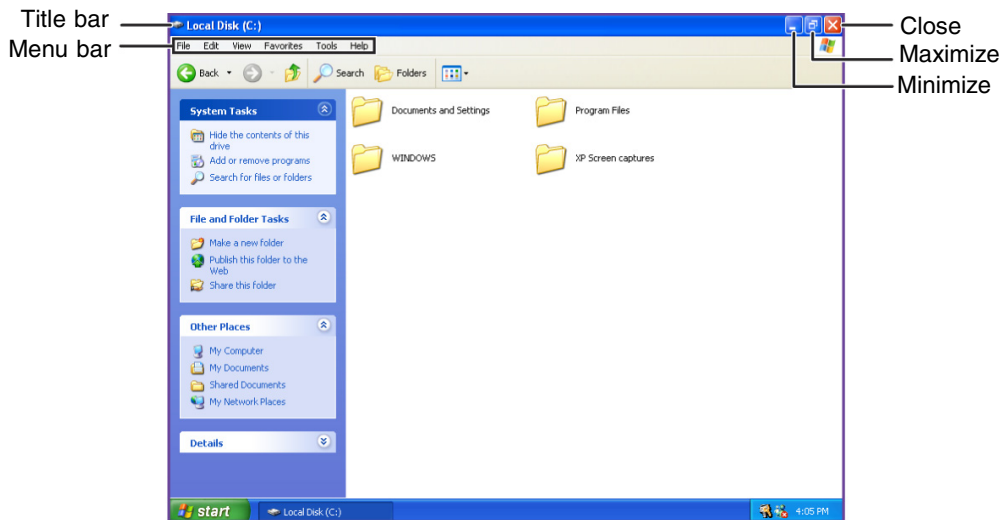
Help and Support







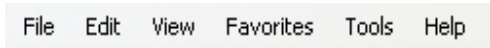
For more information about desktop icons, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **desktop icons** in the **Search** box , then tap or click the arrow.

Identifying window items

When you double-tap or double-click the icon for a drive, folder, file, or program, a *window* opens on the desktop. This example shows the Local Disk (C:) window, which opens after you double-tap or double-click the **Local Disk (C:)** icon in the *My Computer* window.




Every program window looks a little different because each has its own menus, icons, and controls. Most windows include these items:

Window item	Description
	The <i>title bar</i> is the horizontal bar at the top of a window that shows the window title.
	Tapping or clicking the <i>minimize button</i> reduces the active window to a button on the taskbar. Tapping or clicking the program button in the taskbar opens the window again.
	Tapping or clicking the <i>maximize button</i> expands the active window to fit the entire tablet PC display. Tapping or clicking the maximize button again restores the window to its former size.
	Tapping or clicking the <i>close button</i> closes the active window or program.
	Tapping or clicking an item on the <i>menu bar</i> starts an action such as Print or Save.

Help and Support



For more information about windows, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **window** in the **Search** box Search , then tap or click the arrow.

Working with files and folders

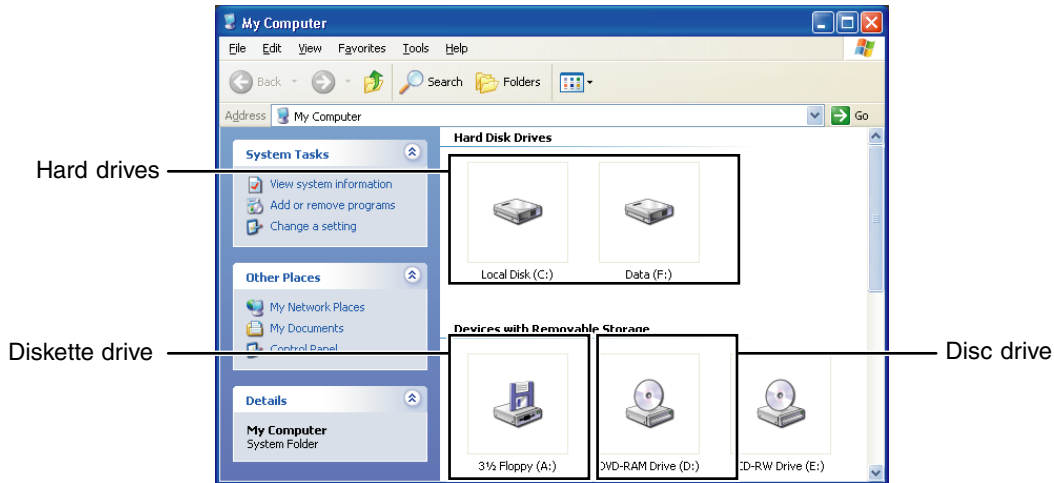
You can organize your files and programs to suit your preferences much like you would store information in a file cabinet. You can store these files in folders and copy, move, and delete the information just as you would reorganize and throw away information in a file cabinet.

Viewing drives

Drives are like file cabinets because they hold files and folders. A tablet PC may have more than one drive. Each drive has a letter, usually Local Disk (C:) for the hard drive and 3½ Floppy (A:) for the diskette drive. You may also have more drives such as a CD or DVD drive.

▶ To view the drives on your tablet PC:

- Tap or click **Start**, then tap or click **My Computer** on the Start menu.




▶ To see the files and folders on a drive:

- Double-tap or double-click the drive icon. If you do not see the contents of a drive after you double-tap or double-click its icon, tap or click **Show the contents of this drive**.



Help and Support

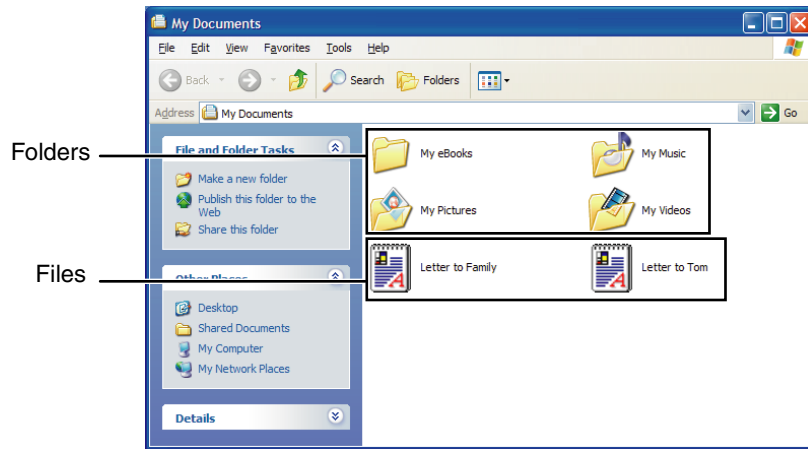


For more information about files and folders, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **files and folders** in the **Search** box Search , then tap or click the arrow.

Creating folders

Folders are much like the folders in a file cabinet. They can contain files and other folders.

Files are much like paper documents—letters, spreadsheets, and pictures—that you keep on your tablet PC. In fact, all information on a tablet PC is stored in files.




To create a folder:

- 1 Tap or click **Start**, then tap or click **My Computer** on the Start menu.
- 2 Double-tap or double-click the drive where you want to put the new folder. Typically, Local Disk (C:) is your hard drive and 3½ Floppy (A:) is your diskette drive. If you do not see the contents of the drive, tap or click **Show the contents of this drive**.
- 3 If you want to create a new folder inside an existing folder, double-tap or double-click the existing folder. If you do not see the contents of the drive or folder, tap or click **Show the contents of this drive** or **Show the contents of this folder**.
- 4 Tap or click **File, New**, then tap or click **Folder**. The new folder is created.
- 5 Type a name for the folder, then press ENTER. The new folder name appears by the folder icon.



Help and Support



For more information about creating files and folders, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **creating files and folders** in the **Search** box , then tap or click the arrow.

For information about renaming folders, see “Shortcuts” on page 24.

Copying and moving files and folders

The skills you need to copy and move files are called *copying*, *cutting*, and *pasting*.

When you *copy and paste* a file or folder, you place a *copy* of the file or folder on the Windows *clipboard*, which temporarily stores it. Then, when you decide what folder you want the copy to go in (the *destination* folder), you *paste* it there.

When you *cut and paste* a file or folder, you remove the file or folder from its original location and place the file or folder on the Windows clipboard. When you decide where you want the file or folder to go, you paste it there.

Important



The clipboard stores whatever you cut or copy until you cut or copy again. Then the clipboard contains the new information only. Therefore, you can paste copies of a file or folder into more than one place, but as soon as you copy or cut a different file or folder, the original file or folder is deleted from the clipboard.

To copy a file or folder to another folder:

- 1 Locate the file or folder you want to copy. For more information, see [“Viewing drives” on page 12](#) and [“Searching for files” on page 18](#).
- 2 Button-tap or right-click (press the right mouse or touchpad button) the file or folder that you want to copy. A pop-up menu opens on the desktop.
- 3 Tap or click **Copy** on the pop-up menu.
- 4 Open the destination folder.
- 5 With the pointer inside the destination folder, button-tap or right-click.
- 6 Tap or click **Paste**. A copy of the file or folder appears in the new location.



To move a file or folder to another folder:


- 1 Locate the file or folder you want to move. For more information, see [“Viewing drives” on page 12](#) and [“Searching for files” on page 18](#).
- 2 Button-tap or right-click (press the right mouse or touchpad button) the file or folder that you want to move. A pop-up menu opens on the desktop.
- 3 Tap or click **Cut** on the pop-up menu.
- 4 Open the destination folder.

- 5 With the pointer inside the destination folder, button-tap or right-click.
- 6 Tap or click **Paste**. The file or folder you moved appears in its new location and is removed from its old location.



Help and Support



For more information about copying files and folders or moving files and folders, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **copying files and folders** or **moving files and folders** in the **Search** box Search , then tap or click the arrow.

Deleting files and folders

When you throw away paper files and folders, you take them from the file cabinet and put them in a trash can. Eventually the trash can is emptied.

In Windows, you throw away files and folders by first moving them to the Windows trash can, called the *Recycle Bin*, where they remain until you decide to empty the bin.

You can recover any file in the Recycle Bin as long as the bin has not been emptied.



To delete files or folders:

- 1 In My Computer or Windows Explorer, tap or click the files or folders that you want to delete. For instructions on how to select multiple files and folders, see [“Shortcuts” on page 24](#).


If you cannot find the file you want to delete, see [“Searching for files” on page 18](#).

- 2 Tap or click **File**, then tap or click **Delete**. Windows moves the files and folders to the Recycle Bin.



Help and Support



For more information about deleting files and folders, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **deleting files and folders** in the **Search** box Search , then tap or click the arrow.

To recover files or folders from the Recycle Bin:

- 1 Double-tap or double-click the **Recycle Bin** icon. The *Recycle Bin* window opens and lists the files and folders you have thrown away since you last emptied it.
- 2 Tap or click the files or folders that you want to restore. For instructions on how to select multiple files and folders, see “Shortcuts” on page 24.
- 3 Tap or click **File**, then tap or click **Restore**. Windows returns the deleted files or folders to their original locations.



To empty the Recycle Bin:

Caution




Emptying the Recycle Bin permanently erases any files or folders in the bin. These files cannot be restored.

- 1 Double-tap or double-click the **Recycle Bin** icon on the desktop. The *Recycle Bin* window opens.
- 2 Tap or click **File**, then tap or click **Empty Recycle Bin**. Windows asks you if you are sure that you want to empty the bin.
- 3 Tap or click **Yes**. Windows permanently deletes all files in the Recycle Bin.



Help and Support



For more information about emptying the Recycle Bin, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **emptying Recycle Bin** in the **Search** box , then tap or click the arrow.

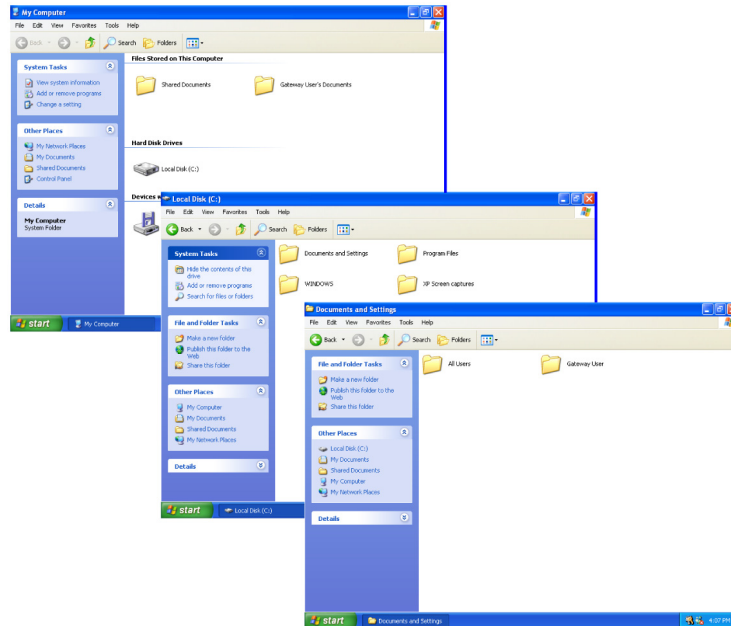
Browsing for files and folders

A file or folder that you need is rarely right on top of your Windows desktop. It is usually on a drive inside a folder that may be inside yet another folder, and so on.

Windows drives, folders, and files are organized in the same way as a real file cabinet in that they may have many levels (usually many more levels than a file cabinet, in fact). So you usually will have to search through levels of folders to find the file or folder that you need. This is called *browsing*.

To browse for a file:

- 1 Tap or click **Start**, then tap or click **My Computer**. The *My Computer* window opens.
- 2 Double-tap or double-click the drive or folder that you think contains the file or folder that you want to find. If you do not see the contents of a folder, tap or click **Show the contents of this drive** or **Show the contents of this folder**.




- 3 Continue double-tapping or double-clicking folders and their subfolders until you find the file or folder you want.



Help and Support



For more information about browsing for files and folders, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **files and folders** in the **Search** box , then tap or click the arrow.

Searching for files

If you are looking for a particular file or folder or a set of files or folders that have characteristics in common, but you do not remember where they are stored on your hard drive, you can use the Search utility to search by:

- Name or part of a name
- Creation date
- Modification date
- File type
- Text contained in the file
- Time period in which it was created or modified

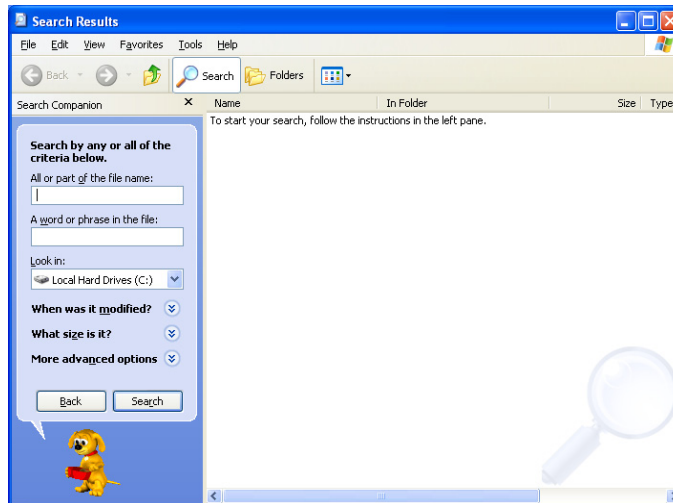
You can also combine search criteria to refine searches.

Files and folders found using this utility can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

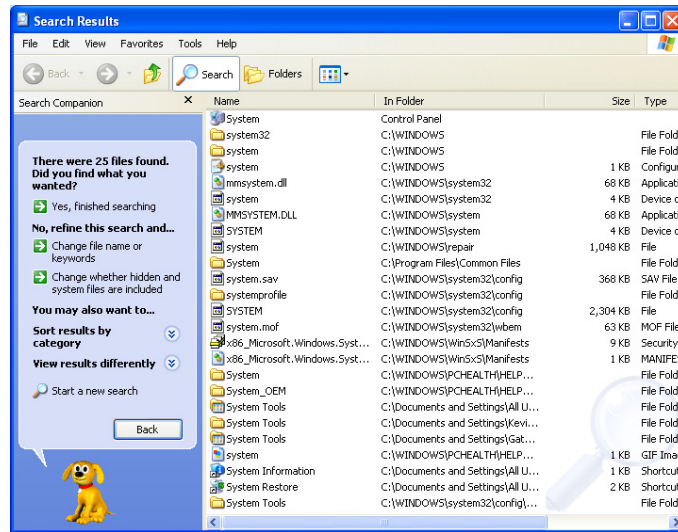
Using the Windows Search utility

To find files and folders using the Search utility:

- 1 Tap or click **Start**, then tap or click **Search**. The *Search Results* window opens. Tap or click **All files and folders**.



- 2 If you want to search by file or folder name, type in all or part of the file or folder name in the name box in the left pane of the window.
 - If you type all of the name, Search will list all files and folders of that name.
 - If you type part of the name, Search will list all of the file and folder names containing the letters you typed.
- 3 Tap or click **Search**. When the search is completed, Windows lists the files and folders whose names contain the text that you searched for.




- 4 Open a file, folder, or program by double-tapping or double-clicking the name in the list.



Help and Support



For more information about searching for files and folders, tap or click **Start**, then tap or click **Help and Support**. Type the keyword searching in the **Search** box , then tap or click the arrow.

Using advanced search options

Search can find files meeting more criteria than file name. You can narrow your search by selecting the search options that you want. You can search by the:

- Date the file was created or modified.
- Size of the file.
- Type of file, such as a program or a text document.

Working with documents

Tablet PC documents include word processing files, spreadsheet files, or other similar files. The basic methods of creating, saving, opening, and printing a document apply to most of these types of files.

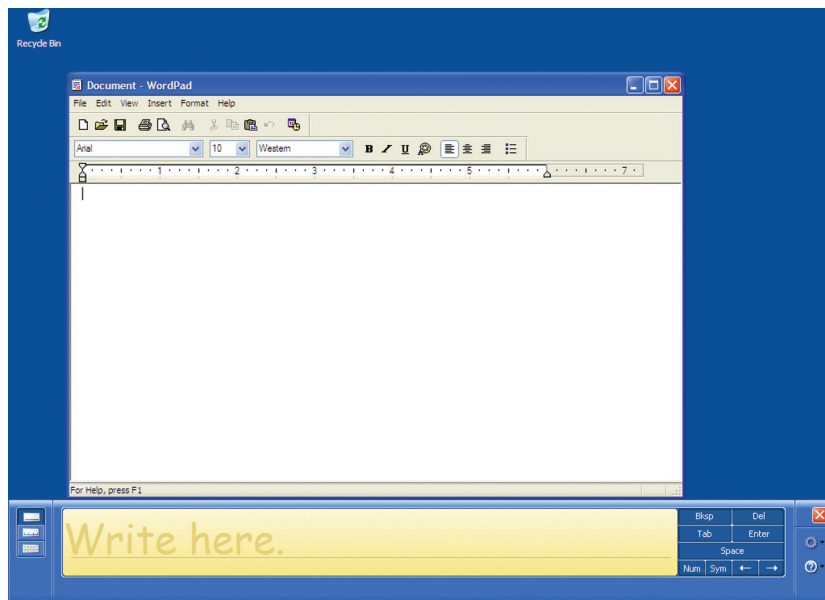
The following examples show how to create, save, open, and print a document using Microsoft® WordPad. Similar procedures apply to other programs such as WordPerfect, Microsoft Word, and Microsoft Excel.

For more information about using a program, tap or click **Help** on its menu bar.

Creating a new document

▶ To create a new document:

- 1 Tap or click **Start, All Programs, Accessories**, then tap or click **WordPad**. Microsoft WordPad starts and a blank document opens.



- 2 Begin composing your document. Use the menus and toolbar buttons at the top of the window to format the document.

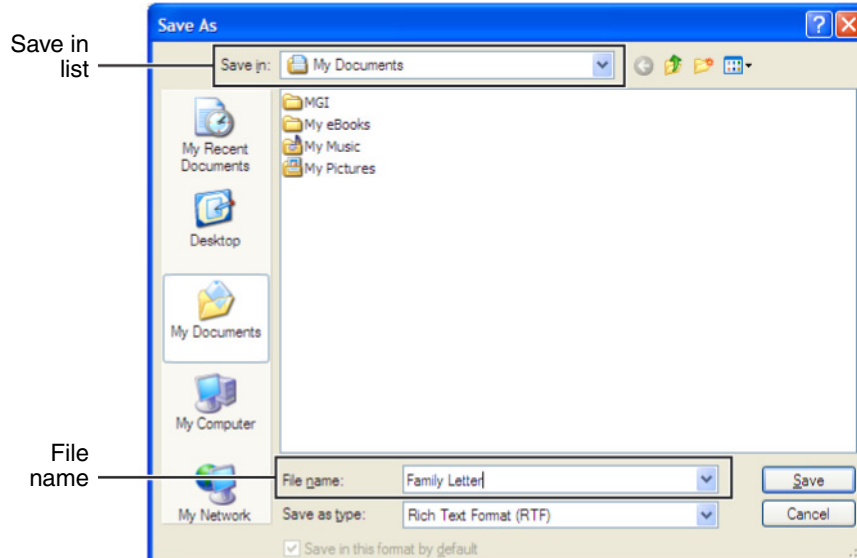


Saving a document

After you create a document, you need to save it if you want to use it later.

▶ To save a document:

- 1 Tap or click **File**, then tap or click **Save**. The *Save As* dialog box opens.



- 2 Tap or click the arrow button to open the **Save in** list, then tap or click the folder where you want to save the file. If you do not see the folder you want, browse through the folders listed below the *Save in* list.
- 3 Type a new file name in the **File name** box.
- 4 Tap or click **Save**.



Help and Support



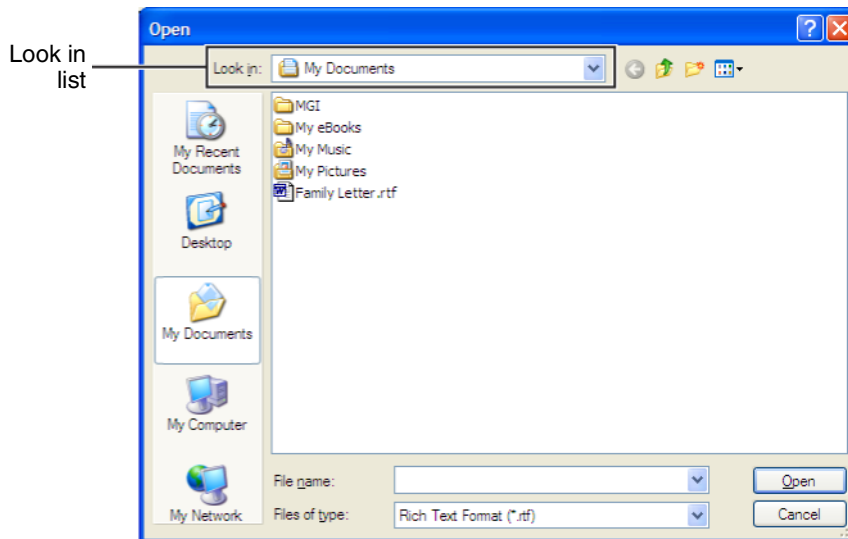
For more information about saving documents, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **saving** in the **Search** box Search → , then tap or click the arrow.

Opening a document

To view, revise, or print an existing document, first you need to open it. Open the document in the program that it was created in.

To open a document:

- 1 Start the program.
- 2 Tap or click **File**, then tap or click **Open**.
- 3 Tap or click the arrow button to open the **Look in** list, then tap or click the folder you want to open. If you do not see the folder you want, browse through the folders listed below the *Look in* list.




- 4 Double-tap or double-click the document file name. The document opens.



Help and Support



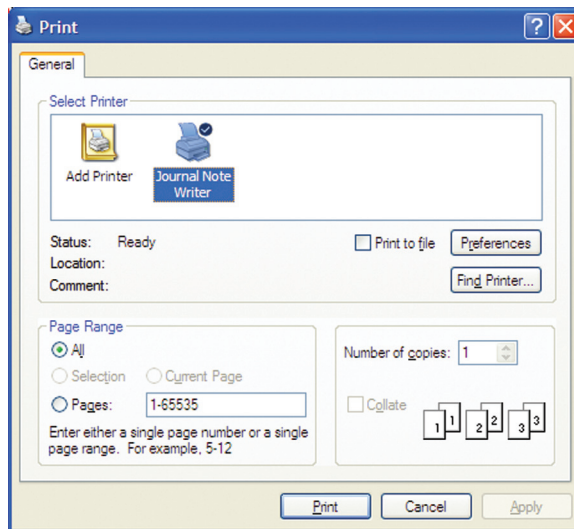
For more information about opening documents, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **opening files** in the **Search** box Search , then tap or click the arrow.

Printing a document

To print a document, you must have a printer connected to your tablet PC or have access to a network printer. For more information about installing or using your printer, see the printer documentation.

To print a document:

- 1 Make sure that the printer is turned on and loaded with paper.
- 2 Start the program and open the document.
- 3 Tap or click **File**, then tap or click **Print**. The *Print* dialog box opens.



- 4 Set the print options, then tap or click **OK**. The document prints.



Help and Support



For more information about printing documents, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **printing** in the **Search** box Search , then tap or click the arrow.


Shortcuts

The following table shows a few shortcuts that you can use in Windows and almost all programs that run in Windows. For more information about shortcuts, see your Windows or program documentation.

To...	Do this...
Copy a file, folder, text, or graphic	Tap or click the item, then press CTRL + C .
Cut a file, folder, text, or graphic	Tap or click the item, then press CTRL + X .
Paste a file, folder, text, or graphic	Tap or click inside the folder or window where you want to paste the object, then press CTRL + V .
Select multiple items in a list or window	Tap or click the first item, press and hold down the CTRL key, then tap or click each of the remaining items.
Select multiple adjacent items in a list or window	Tap or click the first item in the list, press and hold down the SHIFT key, then tap or click the last item in the list.
Permanently delete a file or folder	Tap or click the file or folder, then press SHIFT + DELETE . The file or folder is permanently deleted. The file or folder is not stored in the Recycle Bin.
Rename a file or folder	Tap or click the file or folder, press F2 , type the new name, then press ENTER .
Close the active window or program	Press ALT + F4 .
Switch to a different file, folder, or running program	Press ALT + TAB .

Help and Support



For more information about Windows keyboard shortcuts, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **Windows keyboard shortcuts** in the **Search** box Search , then tap or click the arrow.

Chapter 2

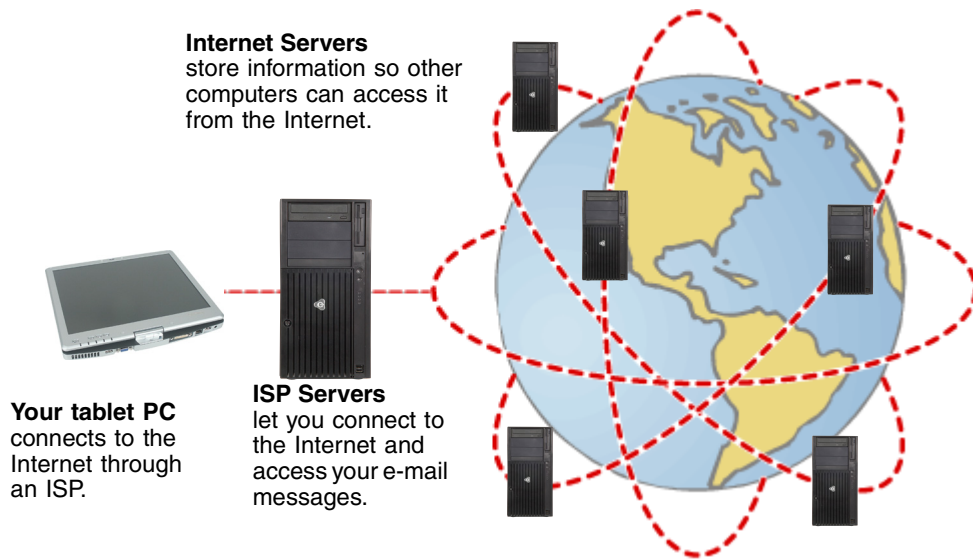
Using the Internet



- Setting up and accessing an Internet account
- Connecting to a Web site using a browser
- Downloading files from the Internet
- Sending and receiving e-mail using Outlook Express

Learning about the Internet

The *Internet* is a worldwide network of computers linked together to provide information to people everywhere. The two most popular services on the Internet are e-mail and the World Wide Web. You can access this network by connecting your tablet PC to a telephone, DSL (Digital Subscriber Line), or cable television line and signing up with an Internet service provider (ISP).



If you want to access the Internet you need:

- A **modem** – a device that connects your tablet PC to other computers or servers using a telephone, DSL, or cable television line. Your tablet PC may have a built-in dial-up telephone modem. Cable and DSL modems connect to your tablet PC through an Ethernet jack and provide a faster connection speed than a standard telephone modem.

Important



To determine if you have an Ethernet jack on your tablet PC, see your user guide or setup poster. If you do not have an Ethernet jack on your tablet PC and would like to purchase an Ethernet card, visit the Accessory Store at accessories.gateway.com.

- An **Internet service provider** – a company that provides access to the Internet through an ISP server. When you connect to an ISP, the ISP server lets you access the Internet and your e-mail messages. Check your telephone book for a list of Internet service providers available locally.

- A **Web browser** – a program that displays information from the World Wide Web. Microsoft Internet Explorer was included with your tablet PC. For more information, see “Using the World Wide Web” on page 28.
- An **e-mail program** – a program that lets you create, send, and receive e-mail messages over the Internet. Microsoft Outlook or Outlook Express was included with your tablet PC. For more information, see “Using e-mail” on page 31.

Setting up an Internet account

Before you can view the information on the World Wide Web, you need to set up an Internet account with an Internet service provider (ISP). To set up an ISP service or to transfer an existing account to this tablet PC, contact the ISP directly.

Dial-up Internet connections are those using a telephone system to connect to the Internet. This may include ordinary analog telephone lines, ISDN connections, and in some cases ADSL over PPP, or other technologies. Because dial-up connections are designed to be temporary connections to the Internet, dial-up charges (with both your telephone company and Internet service provider) often increase the longer you connect to the Internet. To minimize the cost for dial-up Internet users, we suggest that you only connect to the Internet during your e-mail and Web browsing session, then disconnect when you are finished. Your Internet service provider can provide instructions on how to connect to and disconnect from the Internet.

Cable and DSL modems, a connection known as broadband, use your cable television or special telephone lines to connect to your ISP and access the Internet. In many instances, broadband is considered an always-connected service. With this type of service, your cost is the same regardless of the amount of time you use your Internet connection.

Accessing your Internet account

The method you use to access your Internet account varies from ISP to ISP. Contact your ISP for the correct procedure.

Help and Support



For general information about using Internet accounts, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **ISP** in the **Search** box , then tap or click the arrow.

Using the World Wide Web

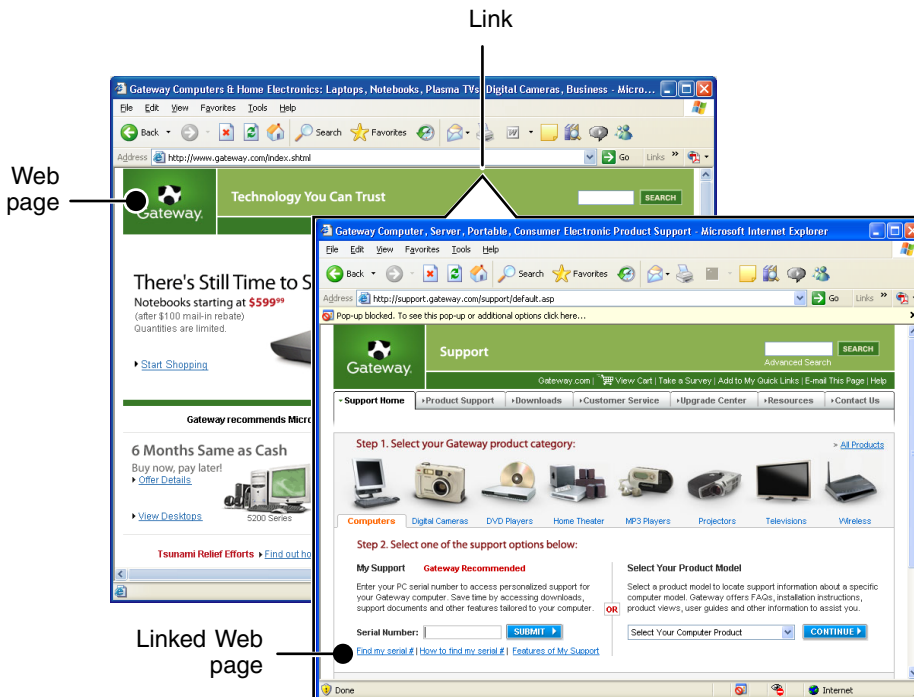
The World Wide Web is a multimedia window to the Internet that gives you access to millions of information sources.

Information on the Web comes to you on *Web pages*, which are electronic documents that you view using a Web page display program called a *browser*. You can use any of the commercially available Web browsers, like Microsoft Internet Explorer or Netscape Navigator.

Web pages can contain text, animations, music, and other multimedia features. A group of related Web pages is called a *Web site*. You can access Web sites to shop, track investments, read the news, download programs, and much more.

You can explore a Web site or visit other Web sites by tapping or clicking areas on a Web page called *links* or *hyperlinks*. A link may be colored or underlined text, a picture, or an animated image. You can identify a link by moving the pointer over it. If the pointer changes to a hand, the item is a link.

To learn more about using the Web browser features, tap or click **Help** in the menu bar.



Connecting to a Web site

After you set up an account with an Internet service provider (ISP), you can access the many information sources on the World Wide Web.

To connect to a Web site:

- 1 Connect to your Internet account.
- 2 Depending on the method you use to connect to your Internet account, you may need to start your Web browser. Tap or click **Start**, then tap or click **Internet**. Your default Web browser opens showing an opening page or welcome screen.
- 3 To go to a different Web site, type the *address* (called a *URL* for “Universal Resource Locator”) in the browser address bar (for example **www.gateway.com**), then tap or click **GO** on the browser address bar.



- OR -

On the current Web page, tap or click a link to a Web site.

The Web browser locates the server computer on the Internet, *downloads* (transfers) data to your tablet PC, and displays the page on the site that you requested.



Help and Support



For more information about connecting to a Web site, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **connecting to Web site** in the **Search** box Search , then tap or click the arrow.

Sometimes Web pages display slowly. The speed that a Web page displays on your screen depends on the complexity of the Web page and other Internet conditions. Additionally, the speed of your connection will determine how fast Web pages display.

Downloading files

Downloading is the process of transferring files from a computer on the Internet to your tablet PC.

Caution



To protect your tablet PC against viruses, make sure that you scan the files you download. For more information, see [“Protecting your tablet PC from viruses” on page 117](#).

To download files or programs from a Web site:

- 1 Connect to your Internet account.
- 2 In the address bar, type the address of the Web site that contains the file or program you want to download, then tap or click **GO** on the browser address bar.

- OR -


Tap or click a link on a Web page to navigate to the Web site containing the file that you want to download.

- 3 Create or locate the folder where you want to store the file on your tablet PC. For more information, see [“Working with files and folders” on page 11](#).
- 4 Tap or click the link on the Web page for the file that you want to download.
- 5 Follow the on-screen instructions for saving the file in the folder that you want. A copy of the file is downloaded to your tablet PC. The time that it takes to transfer the file to your tablet PC depends on file size and Internet conditions.
- 6 Open the folder that you created.
- 7 Install or view the downloaded file by double-tapping or double-clicking it. If applicable, follow the instructions provided on the Web site to run or install the program.



Help and Support



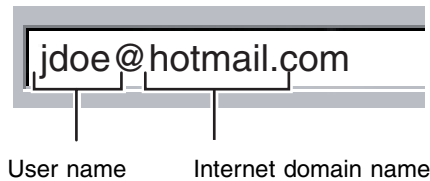
For more information about downloading files, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **downloading files** in the **Search** box , then tap or click the arrow.

Using e-mail

E-mail (electronic mail) lets you send messages to anyone who has an Internet connection and e-mail address. E-mail is usually a free service of your Internet account.

The Internet never closes, so you can send e-mail messages at any time. Your e-mail messages arrive at most e-mail addresses in minutes.

An *e-mail address* consists of a user name, the @ symbol, and the Internet *domain name* of the Internet service provider (ISP) or company that “hosts” that user. Your e-mail address is assigned when you sign up for an account with an ISP. For example, a person with an account with Hotmail might have an e-mail address that is similar to this one:



Sending e-mail

To send e-mail using Outlook or Outlook Express:

- 1 Connect to your Internet service provider.
- 2 Tap or click **Start**, then tap or click **E-Mail**. Your default e-mail program opens.
- 3 Tap or click **New**.
- 4 Type the e-mail address of the recipient you want to send e-mail to in the **To** box.
- 5 Type the subject of your e-mail in the **Subject** box.
- 6 Type the e-mail message.
- 7 When finished, tap or click **Send**. Your e-mail is sent over the Internet to the e-mail address you specified.



Tips & Tricks



Most e-mail programs let you attach files, such as photographs, to your e-mail. For more information, see the help for your e-mail program.

Checking your e-mail

To check your e-mail using Outlook Express:

- 1 Connect to your Internet service provider.
- 2 Tap or click **Start**, then tap or click **E-Mail**. Your default e-mail program opens.
- 3 Tap or click **Send/Receive**.
- 4 Double-tap or double-click the message you want to read.



For more information about managing and organizing your e-mail messages, see the online help in your e-mail program.


Tips & Tricks



To protect your tablet PC from viruses, check any e-mail attachments using Norton Antivirus. For more information, see [“Protecting your tablet PC from viruses” on page 117](#).

Help and Support



For general information about using e-mail, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **e-mail** in the **Search** box Search , then tap or click the arrow.

Chapter 3

Sending and Receiving Faxes



- Installing and configuring Fax
- Creating and sending a new fax
- Setting up a fax cover page template
- Faxing a document you scanned or created in another program
- Receiving, viewing, and printing a fax

Installing and configuring Fax

Important



This chapter describes using Microsoft Fax and your dial-up modem. You cannot send or receive a fax using a cable or DSL modem by following these instructions. Many Internet services exist that let you send or receive faxes using a broadband connection.

Your dial-up modem cable must be installed before you can send and receive faxes. You cannot use your standard telephone modem to connect to the Internet while sending and receiving faxes.

Installing Fax

Microsoft Fax lets you send and receive faxes using your dial-up modem. When Windows was originally installed on your tablet PC, Fax may not have been installed.

To install Fax:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. Tap/Double-tap or click/double-click **Add and Remove Programs**. The *Add or Remove Programs* dialog box opens. Tap or click **Add/Remove Windows Components**. The Windows Components Wizard opens.
- 2 Tap or click **Fax Services**, then tap or click **Next**.
- 3 Tap or click **Finish** to exit the Windows Components Wizard.
- 4 Tap or click **Exit** to close the *Welcome to Microsoft Windows XP* dialog box.

-OR-

Tap or click **Close** to close the *Add or Remove Programs* dialog box.



Configuring Fax

Before you send your first fax, you need to set up your user information. Your fax cover sheets and fax headers contain this information, some of which is required by law. The Fax Configuration Wizard opens the first time you try to send a fax.

Important



The first time you run the Fax Configuration Wizard, you may need to provide information in the *Location Information* and the *Phone and Modem Options* dialog boxes.

To configure Microsoft Fax:

- 1 Tap or click **Start, All Programs, Accessories, Communications, Fax**, then tap or click **Fax Console**. The Fax Configuration Wizard opens.
- 2 On the *Welcome to Fax Configuration Wizard* screen, tap or click **Next**. The *Sender Information* screen opens.

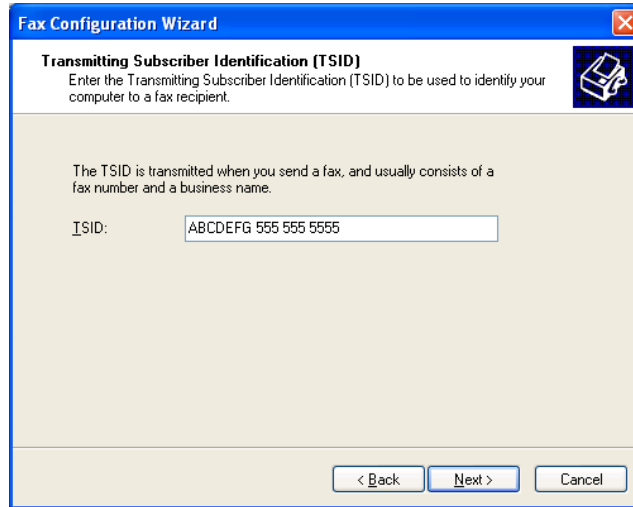
- 3 Type the information about yourself that you want to appear on your fax cover page, then tap or click **Next**. The *Select Device for Sending or Receiving Faxes* screen opens.
- 4 Tap or click the arrow to open the **Please select the fax device** list, then tap or click the modem you are using to send and receive faxes.
- 5 If you want the modem to automatically answer the telephone in order to receive faxes, tap or click the **Enable Receive** check box.
- 6 Tap or click **Next**. The *Transmitting Subscriber Identification (TSID)* screen opens.

- 7 Type the transmitting fax identifier information. This identifier information is required by law. You can type as many as 20 characters in the text box. We suggest using eight characters for your identifier name, followed by 12 characters for your telephone number.

Important



Some fax machines cannot use special characters such as hyphens. We suggest using spaces instead of hyphens in telephone and fax numbers.



- 8 Tap or click **Next**.
- 9 If you set up your tablet PC to receive faxes, type the receiving fax identifier information, then tap or click **Next**. This identifier information is required by law and can be the same identifier that you typed in [Step 7](#). The *Routing Options* screen opens.
- 10 If you set up your tablet PC to receive faxes, select a folder you want to store received faxes in and a printer you want to print received faxes on, then tap or click **Next**. The *Configuration Summary* screen opens.
- 11 Tap or click **Finish**. The fax console opens.

- 12** If the *Windows Security Alert* dialog box opens, tap or click **Unblock**.



Sending a simple fax

You can use the Send Fax Wizard to send a simple one-page fax to one or more recipients.



To send a simple fax:

- 1** Tap or click **Start, All Programs, Accessories, Communications, Fax**, then tap or click **Send a Fax**. The Send Fax Wizard opens.
- 2** On the *Welcome to Fax Configuration Wizard* screen, tap or click **Next**. The *Recipient Information* screen opens.
- 3** Type the name and fax number of the recipient of your fax.
- 4** If you need to use the area code for your recipient, tap or click **Use dialing rules** to type the full ten-digit fax number.

- 5 If you want to send your fax to more than one recipient, tap or click **Add** and type the name and fax number of the next recipient.

Send Fax Wizard

Recipient Information
Enter the name and number of the person you want to send the fax to, or click Address Book to select a fax recipient.

To:

Location:

Fax number: ()

Use dialing rules

To send to multiple recipients, type each recipient's information above, and then click Add to add the recipient to the list below.

Recipient name	Fax number
Mary Sue Brown	+1 (555) 455-5456
Jim Bob Jones	+1 (555) 455-5678

- 6 When you have added all your recipients, tap or click **Next**. The *Preparing the Cover Page* screen opens.
- 7 Tap or click the arrow to open the **Cover page template**, then tap or click the cover page template you want to use.
- 8 Type the subject text in the **Subject line** area.
- 9 Type the message text in the **Note** area, then tap or click **Next**. The *Schedule* screen opens.
- 10 Select when you want to send the fax and a priority for the fax, then tap or click **Next**. The *Completing the Send Fax Wizard* screen opens.
- 11 Tap or click **Finish**.
- 12 If the *Windows Security Alert* dialog box opens (see [page 37](#)), tap or click **Unblock**.



Setting up your cover page template

You can create your own cover page template that you can use in place of the cover page templates that Microsoft Fax provides for you. To create a cover page template, you use the Fax Cover Page Editor. On this template, you insert information fields that automatically import values you enter in both the Send Fax Wizard and the Fax Configuration Wizard when you send your fax.

To set up your fax cover page template:

- 1 Tap or click **Start, All Programs, Accessories, Communications, Fax**, then tap or click **Fax Cover Page Editor**. The Cover Page-Fax Cover Page Editor opens. If the *Cover Page Editor Tips* dialog box opens, tap or click **OK**.
 - If you want to include fields that are imported from the Send Fax Wizard or the Fax Configuration Wizard (such as To or From), add them to the page by using the **Insert** menu, then move them to the appropriate place on your template. You can also use the Insert menu to include information that is automatically calculated (such as number of pages or date and time sent).
 - If you want to include text that always appears on your cover page (such as a letterhead or address), draw a box using the text box tool, type your text inside of it, then move the box to the appropriate place on your template.
 - If you want to include a logo that appears on your cover page, copy it to the Windows clipboard, then paste it into the Cover Page Editor and move it to the appropriate place on your template.
- 2 To save your cover page template, tap or click **File**, then tap or click **Save As**. The *Save As* dialog box opens with your personal cover pages folder already in the **Save in** list.
- 3 Type the new cover page template name.
- 4 Tap or click **Save**.



Faxing from programs

To fax a document directly from most programs:

- 1 Open your document in the program it was created in.
- 2 Tap or click **File**, then tap or click **Print**. The *Print* dialog box opens.
- 3 Tap or click the arrow button to open the **Name** list, then tap or click the **Fax** printer.
- 4 Tap or click **Print**. The Send Fax Wizard opens.
- 5 Complete the wizard by following the instructions in [“Sending a simple fax” on page 37](#).



Faxing a scanned document

To fax a document that you have scanned:

- 1 Scan the document using the program for your scanner.
- 2 With the scanned file open, tap or click **File**, then tap or click **Print**. The *Print* dialog box opens.
- 3 Tap or click the arrow button to open the **Name** list, then tap or click the **Fax** printer.
- 4 Tap or click **Print**. The Send Fax Wizard opens.
- 5 Complete the wizard by following the instructions in [“Sending a simple fax” on page 37](#).



Receiving and viewing a fax

To receive and view a fax:

- 1 Tap or click **Start, All Programs, Accessories, Communications, Fax**, then tap or click **Fax Console**. The Fax Console opens. When the Fax Console is open, it detects incoming faxes and stores them in the Inbox.
- 2 To view a fax, tap or click **Inbox**, then double-tap or double-click the fax you want to view. The fax viewer opens, where you can view and print the fax.



Canceling a fax

You can cancel a fax that you have set up to send at a time in the future.

To cancel a fax that has not been sent:

- 1 If Fax is not open, tap or click **Start, All Programs, Accessories, Communications, Fax**, then tap or click **Fax Console**. The Fax Console opens.
- 2 Tap or click **Outbox**, then button-tap or right-click the fax you want to cancel.
- 3 Tap or click **Delete** to cancel the fax.
- 4 Tap or click **Yes**.



Automatically retry sending a fax

You can set up Fax so it continues to try sending your fax if the receiving fax machine is busy.

Important



Fax is automatically set up to retry three times at ten minute intervals.

 **To automatically retry sending a fax:**

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens.
- 2 If your Control Panel is in Category View, tap or click **Printers and Other Hardware**. Tap or click **View installed printers or fax printers**. The *Printers and Faxes* window opens.

-OR-

If your Control Panel is in Classic View, double-tap or double-click the **Printers and Faxes** icon. The *Printers and Faxes* window opens.

- 3 Button-tap or right-click **Fax**, then tap or click **Properties**. The *Fax Properties* dialog box opens.
- 4 Tap or click the **Devices** tab, then tap or click **Properties**. The *Modem* dialog box opens.
- 5 Specify the number of retries and the amount of time between retries.
- 6 Tap or click **OK**.



Automatically canceling a fax

If your tablet PC tried to send a fax and failed to connect to a fax machine, you can automatically cancel a failed fax.

To automatically cancel a failed fax:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens.
- 2 If your Control Panel is in Category View, tap or click **Printers and Other Hardware**. Tap or click **View installed printers or fax printers**. The *Printers and Faxes* window opens.
-OR-
If your Control Panel is in Classic View, double-tap or double-click the **Printers and Faxes** icon. The *Printers and Faxes* window opens.
- 3 Button-tap or right-click **Fax**, then tap or click **Properties**. The *Fax Properties* dialog box opens.
- 4 Tap or click the **Devices** tab, then tap or click **Properties**. The *Modem* dialog box opens.
- 5 Tap or click the **Cleanup** tab.
- 6 Tap or click to select the **Automatically delete failed faxes after** check box and specify the number of days.
- 7 Tap or click **OK**.



Chapter 4

Using Multimedia



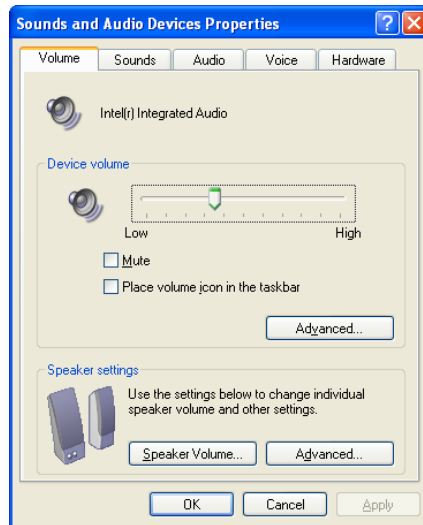
- Adjusting the volume
- Recording and playing audio
- Playing a CD or DVD
- Creating a CD or DVD
- Editing videos

Adjusting the volume

You can use the Windows volume controls to adjust the overall volume and the volume of specific sound devices in your tablet PC.

▶ To adjust the overall volume level from Windows:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Sounds, Speech, and Audio Devices**.
- 2 Tap/Double-tap or click/double-click the **Adjust the system volume** or **Sounds and Audio Devices**. The *Sounds and Audio Devices Properties* dialog box opens.
- 3 Tap or click the **Volume** tab.




- 4 Drag the **Device Volume** slider to change the volume or tap or click to select the **Mute** check box, then tap or click **OK**.



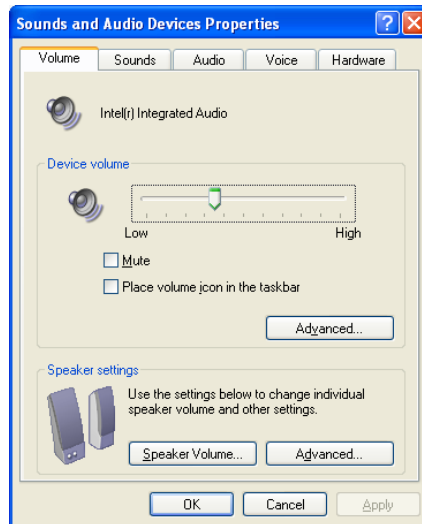
Help and Support



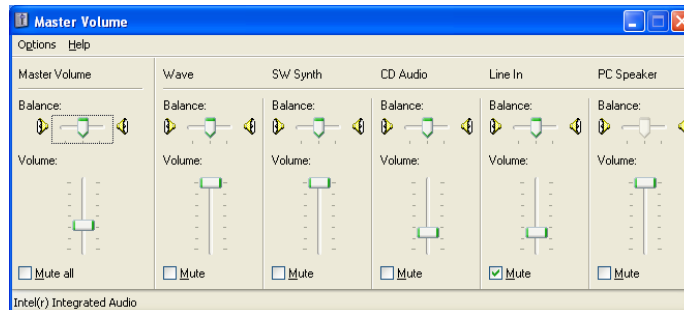
For more information about adjusting the volume, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **adjusting volume** in the **Search** box , then tap or click the arrow.

To adjust specific volume levels:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Sounds, Speech, and Audio Devices**.
- 2 Tap/Double-tap or click/double-click the **Adjust the system volume** or **Sounds and Audio Devices**. The *Sounds and Audio Devices Properties* dialog box opens.
- 3 Tap or click the **Volume** tab.



- 4 Tap or click **Advanced** in the **Device volume** area.



If the device you want to adjust does not appear in the window, tap or click **Options, Properties**, the check box next to the audio device you want to adjust, then tap or click **OK**.

- 5 Drag the volume level and balance sliders for the device you want to adjust. For more information about the volume controls, tap or click **Help** in the window.
- 6 Tap or click **X** in the top-right corner of the window to close it.

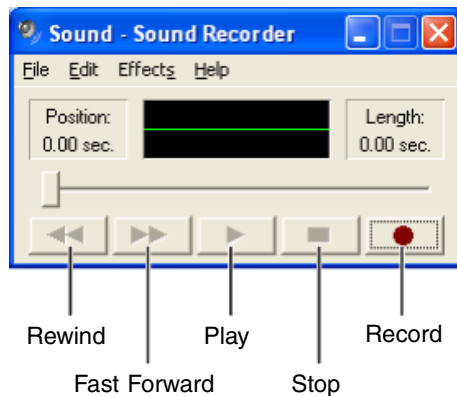


Recording and playing audio

Use the following instructions to make an audio recording by speaking into a microphone.

To make an audio recording:

- 1 Plug a microphone into the Microphone jack on your tablet PC. For the location of the Microphone jack, see your tablet PC user guide or setup poster.
- 2 Tap or click **Start, All Programs, Accessories, Entertainment**, then tap or click **Sound Recorder**. The Sound Recorder opens.



- 3 Tap or click ● (record), then speak into the microphone.
- 4 When you finish recording, tap or click ■ (stop).
- 5 Tap or click **File**, then tap or click **Save As**. The *Save As* dialog box opens.
- 6 Name the recording, specify the location where you want to save the recording, then tap or click **Save**. The recording is saved.



 **To play an audio recording in Sound Recorder:**

- 1** Open the Sound Recorder.
- 2** Tap or click **File**, then tap or click **Open**. The *Open* dialog box opens.
- 3** Tap or click the file you want to play, then tap or click **Open**.
- 4** Play the file by tapping or clicking ► (play), then stop playing the file by tapping or clicking ■ (stop).

**Help and Support**

For more information about making or playing an audio recording, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **recording audio** or **playing audio** in the **Search** box

Search → , then tap or click the arrow.

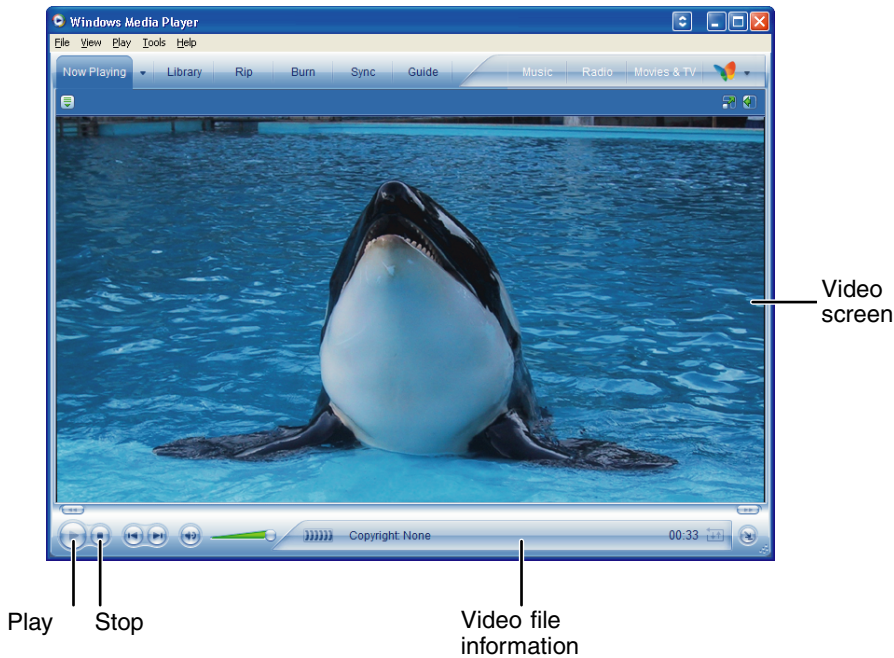
Using Windows Media Player

Playing audio and video files

The Windows Media Player can play several types of audio and video files, including WAV, MIDI, MP3, AU, AVI, and MPEG formats. For more information about using the Windows Media Player, tap or click **Help**.

To play a file using the Windows Media Player:

- 1 Tap or click **Start, All Programs**, then tap or click **Windows Media Player**. The Windows Media Player opens.



- 2 Tap or click **File**, then tap or click **Open**. The *Open* dialog box opens.
- 3 Tap or click the file you want to play, then tap or click **Open**.
- 4 Play the file by tapping or clicking ► (play), then stop playing the file by tapping or clicking ■ (stop).



Playing CDs or DVDs

Use the Windows Media Player to listen to CDs or watch DVDs. For more information about using Windows Media Player, tap or click **Help**.

Important



Some music CDs have copy protection software. You may not be able to play these CDs on your tablet PC.

Important



To watch a DVD you must have a DVD drive in your tablet PC. If you do not have a DVD drive and would like to add an external drive, visit the Accessory Store at accessories.gateway.com.

Tips & Tricks



You can also use Cyberlink PowerDVD to watch DVDs. For more information, see “Using CyberLink PowerDVD” on page 58.



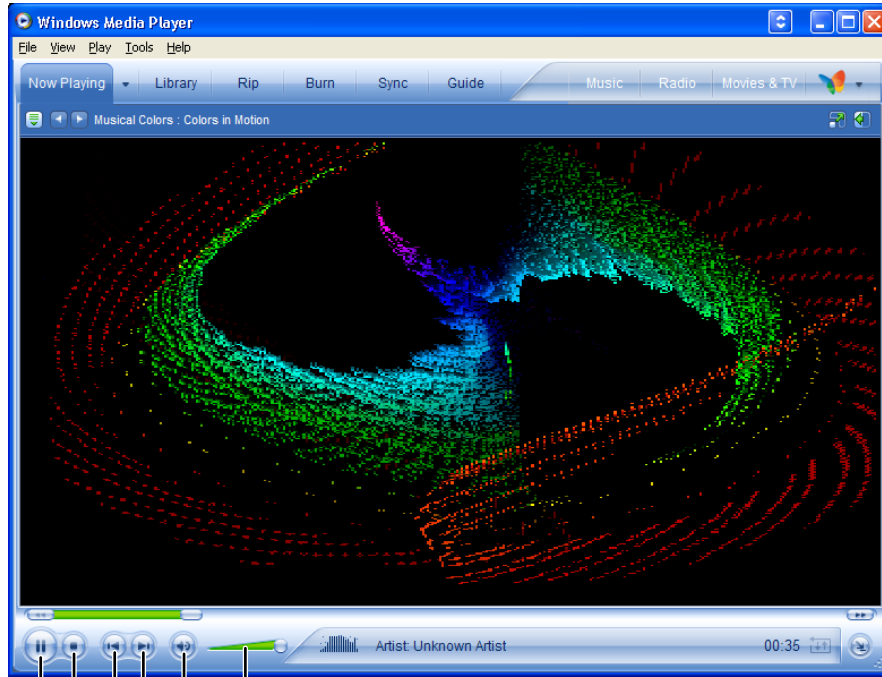
To play a CD or DVD:

- 1 Insert a CD or DVD into the CD or DVD drive.
- 2 If a dialog box opens with a list of CD players or DVD players, tap or click **Windows Media Player**. The Windows Media Player opens.

- OR -

If a dialog box does not open with a list of CD players or DVD players, tap or click **Start, All Programs**, then tap or click **Windows Media Player**. The Windows Media Player opens.

3 Tap or click ► (play).



Play/pause
Stop
Previous Next
Mute
Volume

If you do not hear sound or you want to change the volume, see [“Adjusting the volume”](#) on page 46.



Help and Support



For more information about playing CDs or DVDs, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **playing CDs** or **playing DVDs** in the **Search** box Search , then tap or click the arrow.

Creating WMA music files

Using Windows Media Player, you can copy the tracks from a music CD to your tablet PC's hard drive as WMA files. WMA is a method for digitally compressing high-fidelity music into compact files without noticeably sacrificing quality. WMA files end in the file extension .WMA.

Important



Some music CDs have copy protection software. You cannot copy tracks from these CDs.

Tips & Tricks



You can use Nero Express to create MP3 music files. For more information, see ["Creating MP3 music files" on page 67](#).

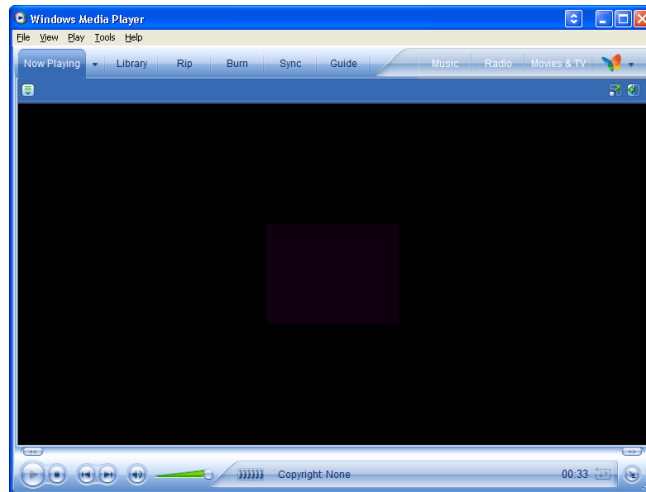


To create WMA files:

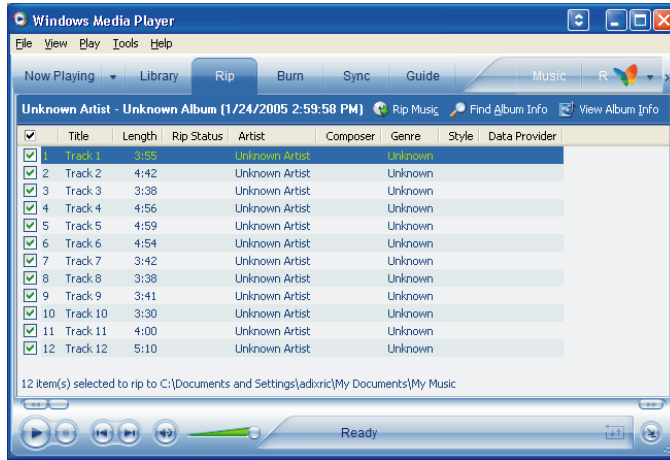
- 1 Insert a music CD into your CD or DVD drive.
- 2 If a dialog box opens with a list of CD players, tap or click **Windows Media Player**. Windows Media Player opens.

- OR -

If a dialog box does not open with a list of CD players, tap or click **Start**, then tap or click **Windows Media Player**. Windows Media Player opens.



- 3 Tap or click **File, CDs and Devices, Rip Audio CD**, then tap or click the drive that contains the audio CD.



- 4 Tap or click to clear the check box for any track you do not want to record.
- 5 Tap or click **Rip Music**. Windows Media Player records the tracks to your hard drive as WMA files. A progress bar appears next to each track as it is recorded.



Editing track information

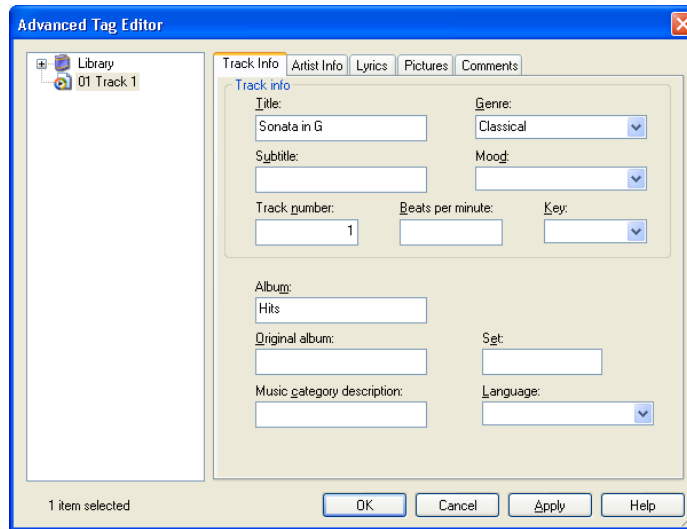
After you add a WMA or MP3 file to your music library, you can edit the track's information.



To edit track information:

- 1 Open Windows Media Player.
- 2 Tap or click the Library tab.

- 3 Button-tap or right-click the track you want to edit, then tap or click **Advanced Tag Editor**. The *Advanced Tag Editor* dialog box opens.



- 4 Enter information such as track title, lead artist, album, and genre.
- 5 Tap or click **OK**. The new track information appears in the Windows Media Player library.



Building a music library

Use Windows Media Player to build a music library. You can organize your music tracks by categories, find a track quickly by using the sort features, and add information to a music file. You can add music tracks to your music library by:

- **Creating WMA files** – When you create WMA files from the tracks on your music CD, Windows Media Player automatically adds these files to your music library.
- **Dragging and Dropping** – Drag and drop files from Windows Explorer or your desktop to the music library.
- **Downloading files from the Internet** – When you are connected to the Internet, WMA and MP3 files that you download are automatically added to your music library.

Caution



During the download process, WMA and MP3 files may become corrupt. If you are having trouble listening to, or working with, a downloaded file, try downloading the file again.

Creating a music CD

You can use Windows Media Player to create music CDs.

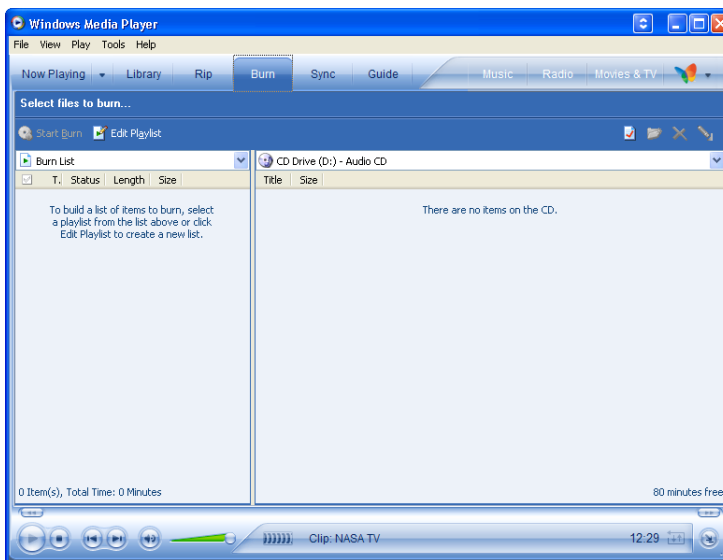
Tips & Tricks



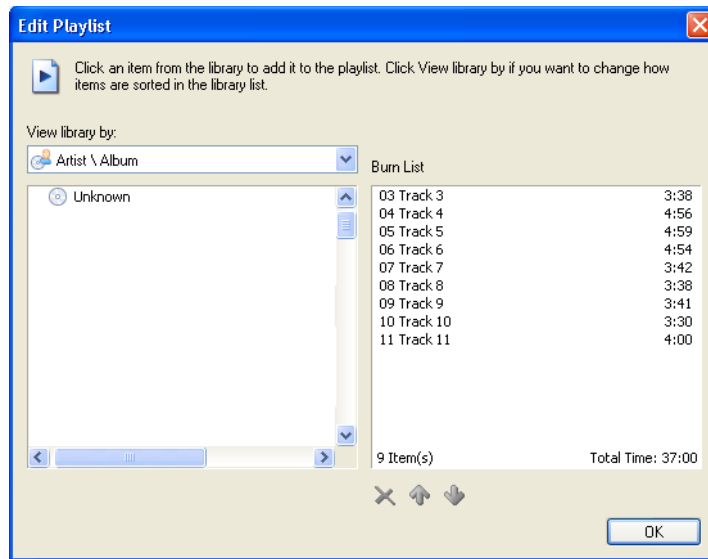
You can also use Nero Express to create music CDs. For more information, see [“Creating a music CD” on page 70](#).

▶ To create a music CD:

- 1 Open Windows Media Player.
- 2 Insert a blank, writable CD into your CD or DVD drive.
- 3 If a dialog box opens, tap or click **Take no action**, then tap or click **OK**.
- 4 Tap or click the **Burn** tab. The *Select files to burn* window opens.



- 5 Tap or click **Edit Playlist**. The *Edit Playlist* dialog box opens.



- 6 Tap or click songs in the left column to add them to the playlist. After all the songs are added to your list, tap or click **OK**.
- 7 Tap or click **Start Burn**.



Using advanced features

You can also use Windows Media Player to transfer WMA and MP3 files to your portable music player, to listen to Internet radio, and to watch Internet TV. For more information, see the Windows Media Player online help.

Using CyberLink PowerDVD

A Digital Versatile Disc (DVD) is similar to a standard CD but has greater data capacity. Because of this increased capacity, full-length movies, several albums of music, or several gigabytes of data can fit on a single disc. If your tablet PC has a DVD drive, you can play DVDs with the CyberLink PowerDVD program. For more information about playing DVDs, tap or click **Start, All Programs, CyberLink PowerDVD**, then tap or click **PowerDVD Help**.

Important



To watch a DVD you must have a DVD drive in your tablet PC. If you do not have a DVD drive and would like to add an external drive, visit the Accessory Store at accessories.gateway.com.

Tips & Tricks



If your tablet PC does not include CyberLink PowerDVD, you can find many of the same features in Windows Media Player. For more information on Windows Media Player, see “Playing CDs or DVDs” on page 51.

To play a DVD:

- 1** Make sure that the speakers are turned on or headphones are plugged in and that the volume is turned up.
- 2** Turn off your screen saver (see “Selecting a screen saver” on page 88).
- 3** Turn off your standby timers (see “Changing the power scheme” on page 100).

- 4 Tap or click **Start, All Programs, CyberLink PowerDVD**, then tap or click **PowerDVD**. The PowerDVD video screen and control panel open.




- 5 Insert a DVD into the DVD drive, then tap or click ► (play). The DVD plays.

To specifically control the DVD or adjust the volume, use the controls in PowerDVD. For more information on using CyberLink PowerDVD, see its online help.



Help and Support



For more information about playing DVDs, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **playing DVDs** in the **Search** box , then tap or click the arrow.

Using Nero Express

You can use Nero Express to copy tracks from a music CD to your hard drive, copy or create data CDs and DVDs, create music CDs, create video DVDs, and more.

Important



We recommend that you do not use your tablet PC for other tasks while creating CDs or DVDs.

Important



If you record copyrighted material on a CD or DVD, you need permission from the copyright owner. Otherwise, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.

Important




Some CDs have copy protection software. You cannot create MP3 files from these CDs and you may not be able to listen to these CDs on your tablet PC.

Tips & Tricks



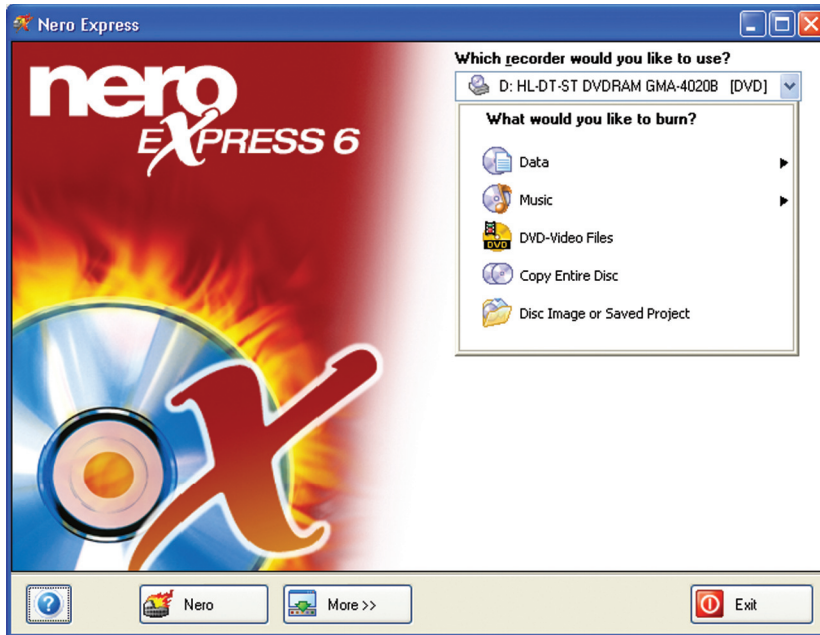
If your tablet PC does not include Nero Express, you can use Windows XP Tablet PC 2005 to create CDs. For more information about creating CDs, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **creating CDs** in the **Search** box

Search , then tap or click the arrow

Creating a data CD or DVD

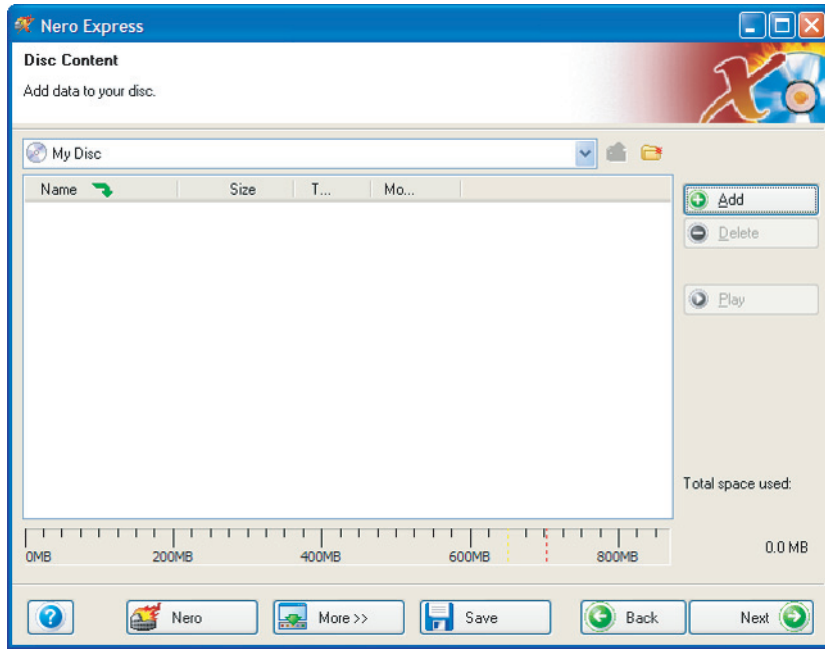
▶ To create a data CD or DVD:

- 1 Tap or click **Start, All Programs, Burn a CD or Data DVD, Nero Programs**, then tap or click **Nero Express**. Nero Express opens.

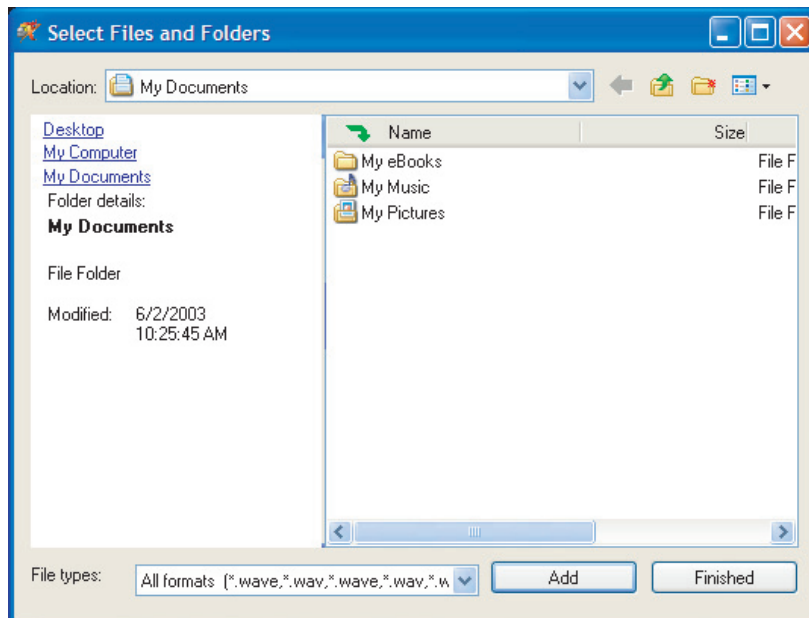


- 2 Insert a blank, writable CD or DVD into your CD or DVD drive.
 - 3 If a dialog box opens, tap or click **Take no action**, then tap or click **OK**.
 - 4 If you have a recordable DVD drive, or more than one recordable disc drive, tap or click the arrow button to open the **Which recorder would you like to use** list, then select the recordable drive and the media type you are using.
- OR -
- If you have only one recordable disc drive and it is a recordable CD drive, go to [Step 5](#).

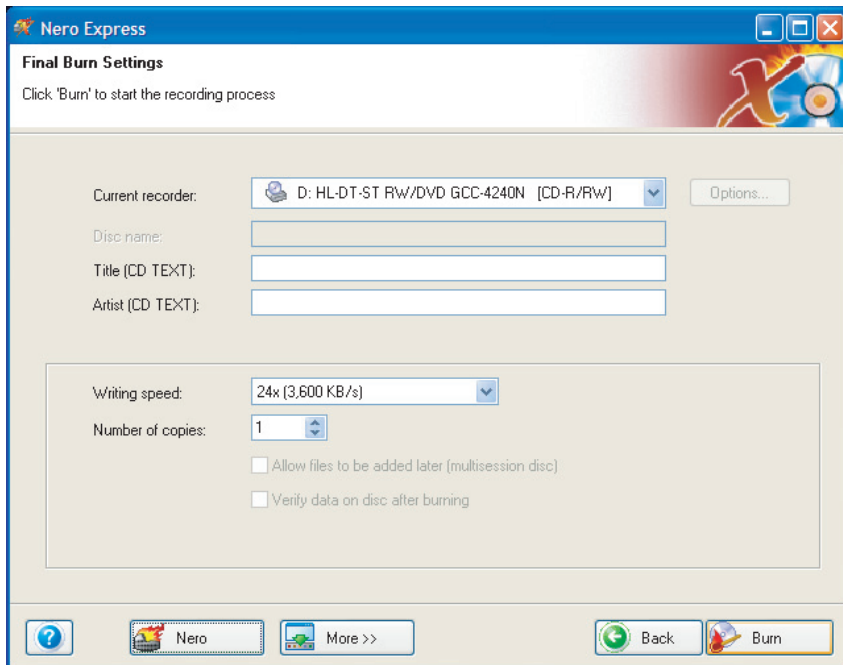
- 5 Move your pointer over **Data**, then tap or click **Data Disc**. The *Disc Content* screen opens.



- 6 Tap or click **Add**. The *Select Files and Folders* dialog box opens.



- 7 Browse to the folder that contains the files you want to add. You can tap or click the arrow to open the **Location** list, then tap or click a drive or folder, or you can tap or click folders in the **Name** list. Press and hold the CTRL key to select multiple files.
- 8 Tap or click **Add**. You can continue to select files and tap or click **Add**.
- 9 After you select all your files, tap or click **Finished**.
- 10 Tap or click **Next**. The *Final Burn Settings* screen opens.



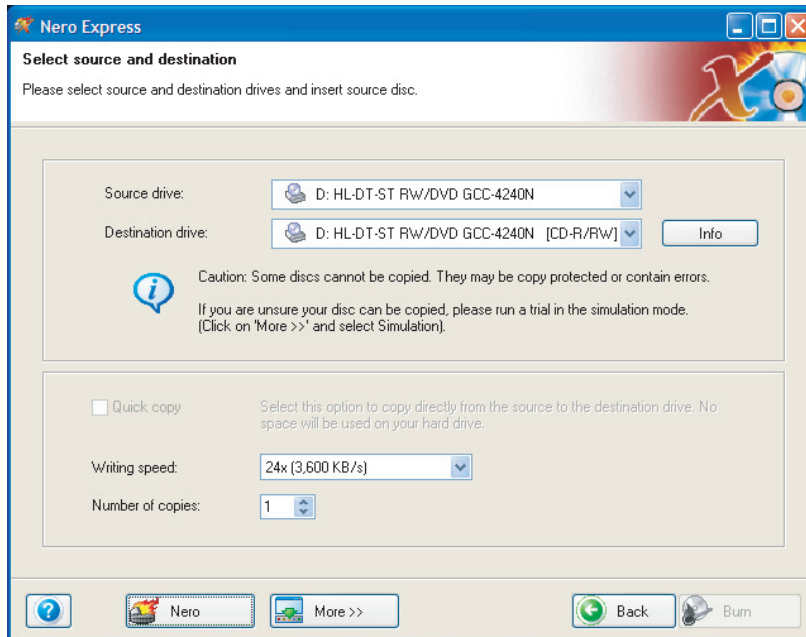
- 11 Tap or click the arrow to open the **Current recorder** list, then tap or click your recordable CD or DVD drive.
- 12 Tap or click **Burn**. The *Burning Process* screen opens and Nero Express burns the files to the CD or DVD.
- 13 When a message tells you that the recording is complete, tap or click **OK**.
- 14 Tap or click **Next** to return to the main Nero Express screen.
- 15 Tap or click **Exit**.



Copying a CD or DVD

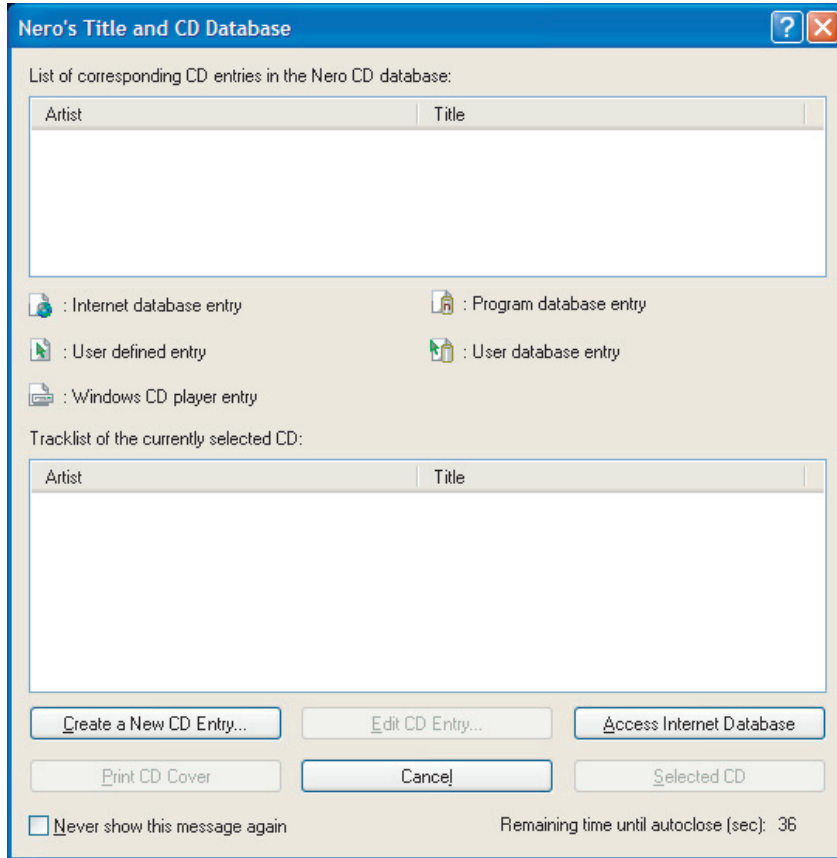
▶ To copy a music CD, data CD, or data DVD:

- 1 Tap or click **Start, All Programs, Burn a CD or Data DVD, Nero Programs**, then tap or click **Nero Express**. Nero Express opens.
- 2 Tap or click **Copy entire disc**. The *Select source and destination* screen opens.



- 3 Insert the music CD, data CD, or data DVD you want to copy into your CD or DVD drive.
- 4 Tap or click the arrow to open the **Source drive** list, then tap or click the drive that contains your source disc.
- 5 Tap or click the arrow to open the **Destination drive** list, then tap or click your recordable CD or DVD drive.
- 6 Tap or click **Burn**.

- 7 If you are copying a music CD, the *Nero's Title and CD Database* dialog box opens.

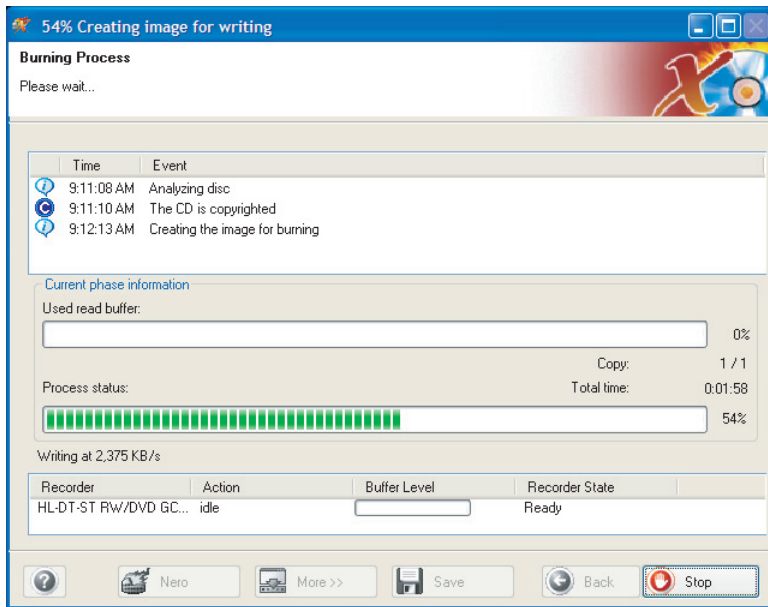


8 Wait until the dialog box closes.

- OR -

Tap or click **Cancel**.

The *Burning Process* screen opens. If you are using one drive, Nero Express copies the tracks or files to your hard drive. If you are using two drives, Nero Express copies the tracks from the source disc to the blank, recordable disc.



9 If you are using one drive, a message prompts you to insert a CD or DVD. Remove the source CD or DVD, insert a blank, writable CD or DVD, then wait for the message box to close. Nero Express copies the files from your hard drive to the writable CD or DVD.

10 When a message tells you that the recording is complete, tap or click **OK**.

11 Tap or click **Next** to return to the main Nero Express screen.

12 Tap or click **Exit**.



Creating MP3 music files

Using Nero Express, you can copy the tracks from a music CD to your tablet PC's hard drive as MP3 files. *MP3* (MPEG Layer 3) is a standard for digitally compressing high-fidelity music into compact files without noticeably sacrificing quality. MP3 files end in the file extension .MP3.

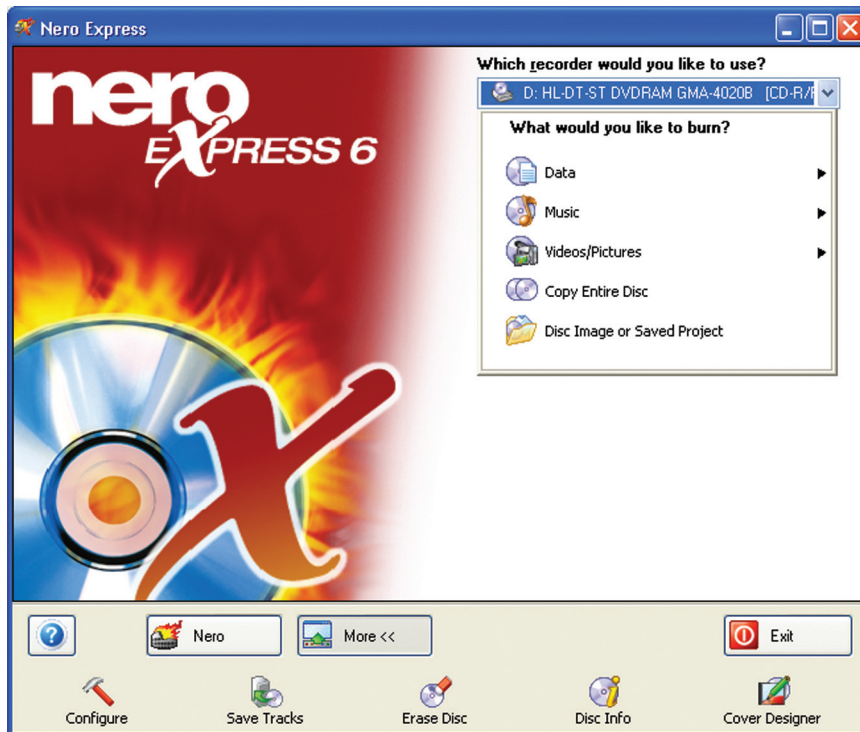
Tips & Tricks



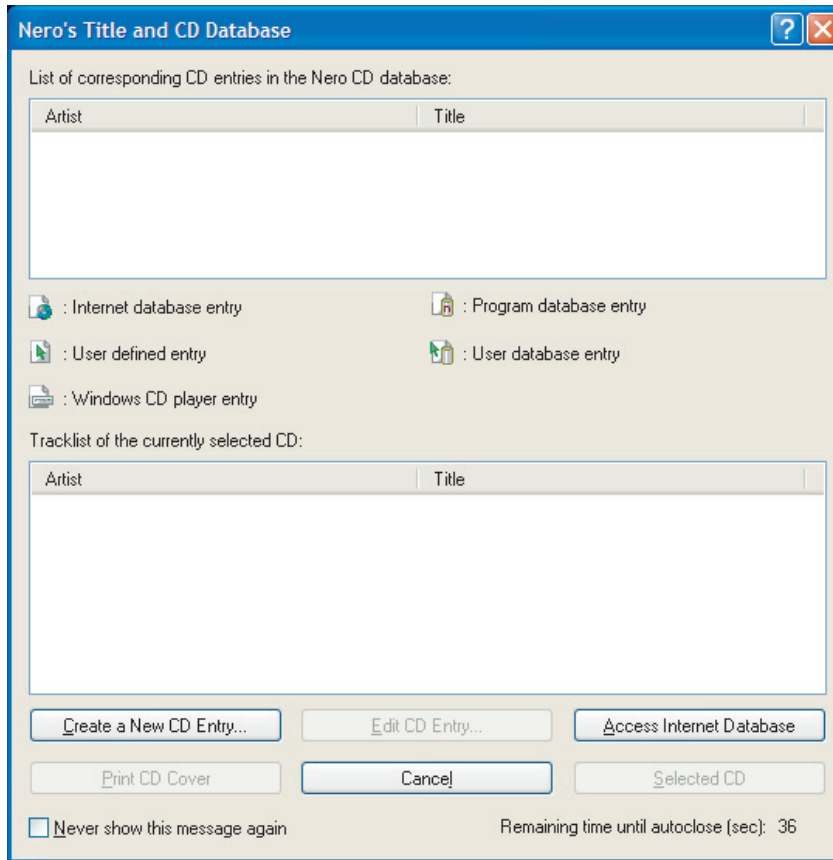
You can use Windows Media Player to create WMA music files. For more information, see [“Creating WMA music files”](#) on page 53.

To create MP3 files:

- 1 Tap or click **Start, All Programs, Burn a CD or Data DVD, Nero Programs**, then tap or click **Nero Express**. Nero Express opens.
- 2 Insert the music CD that has the tracks you want to copy into your CD or DVD drive.
- 3 If an *Audio CD* dialog box opens, tap or click **Take no action**, then tap or click **OK**.
- 4 Tap or click **More**. The Nero Toolbar opens.



- 5 Tap or click the **Save Tracks** icon. The *Nero's Title and CD Database* dialog box opens.

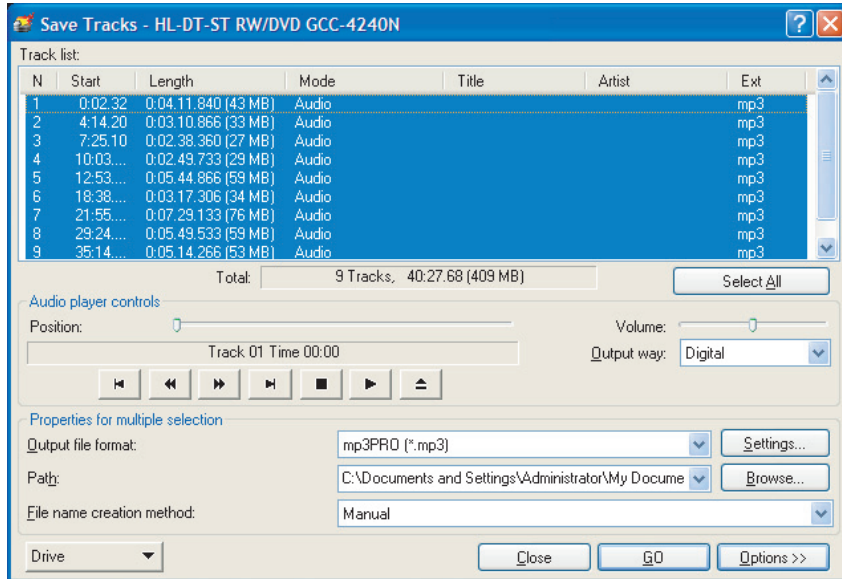


- 6 Wait until the dialog box closes.

- OR -

Tap or click **Cancel**.

- 7 If a message box opens, tap or click **OK**. The *Save Tracks* dialog box opens.



- 8 Tap or click the arrow button to open the **Output file format** list, then tap or click the format you want for the saved tracks.
- 9 To record all the tracks, tap or click **GO**. The recording process begins.

- OR -

To record selected tracks, hold down the **CTRL** key, tap or click the tracks you want, then tap or click **GO**. The recording process begins.

- 10 After the recording is complete, tap or click **Close**.



Creating a music CD

You can use Nero Express to create music CDs from your own MP3 or WMA files.

Tips & Tricks

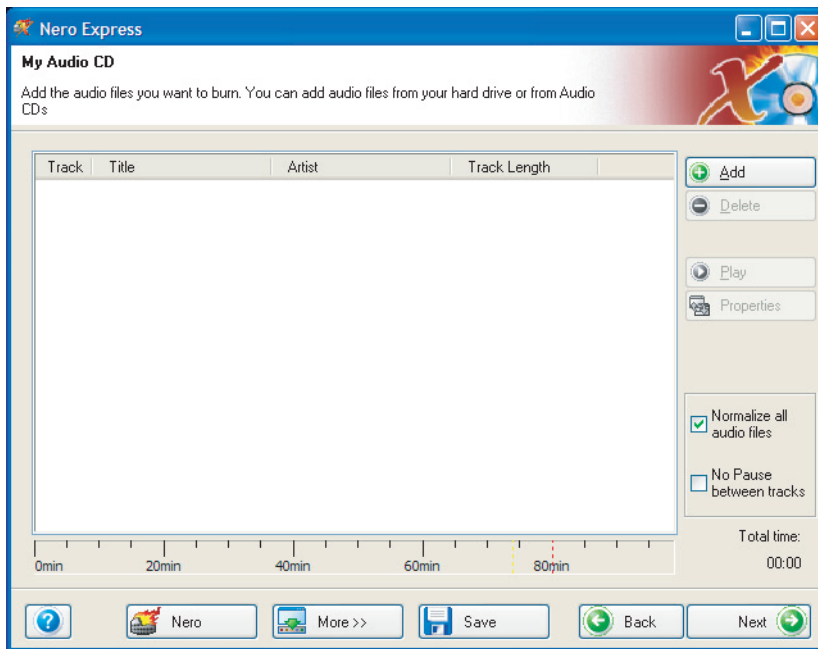


You can also use Windows Media Player to create music CDs. For more information, see [“Creating a music CD” on page 56](#).

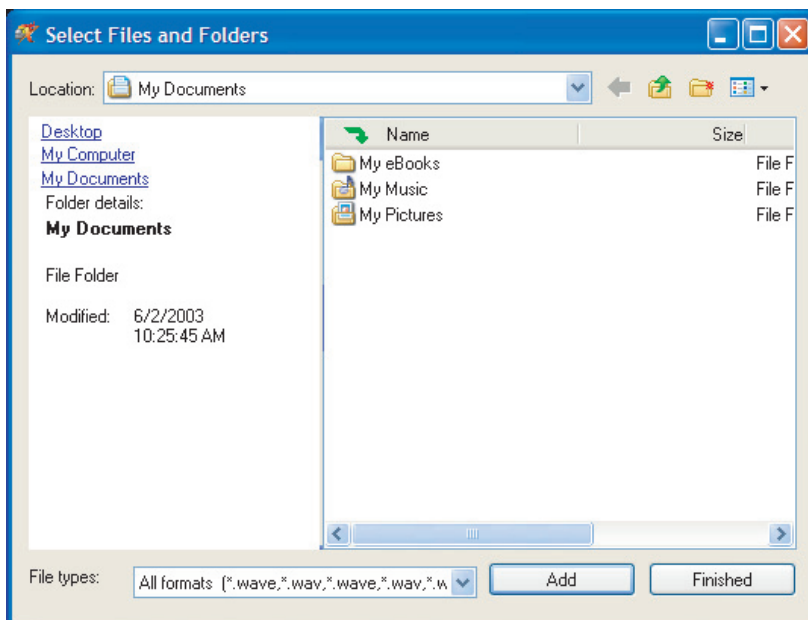
To create a music CD:

- 1** Tap or click **Start, All Programs, Burn a CD or Data DVD, Nero Programs**, then tap or click **Nero Express**. Nero Express opens.
- 2** Insert a blank, writable CD into your CD or DVD drive.
- 3** If a dialog box opens, tap or click **Take no action**, then tap or click **OK**.
- 4** Move your pointer over **Music**, then tap or click one of the following options:
 - **Audio CD** to create a music CD that will play on all CD players. Nero Express converts MP3 and WMA files to Audio CD format.
 - **Audio and Data CD** to create a CD that contains tracks and data files. You can play the music files in a CD player and you can view all files on your tablet PC.
 - **MP3 Disc** to create a CD using MP3 files. You can play the CD on your tablet PC or a player that supports MP3 files.
 - **WMA disc** to create a CD using WMA files. You can play the CD on your tablet PC or a player that supports WMA files.

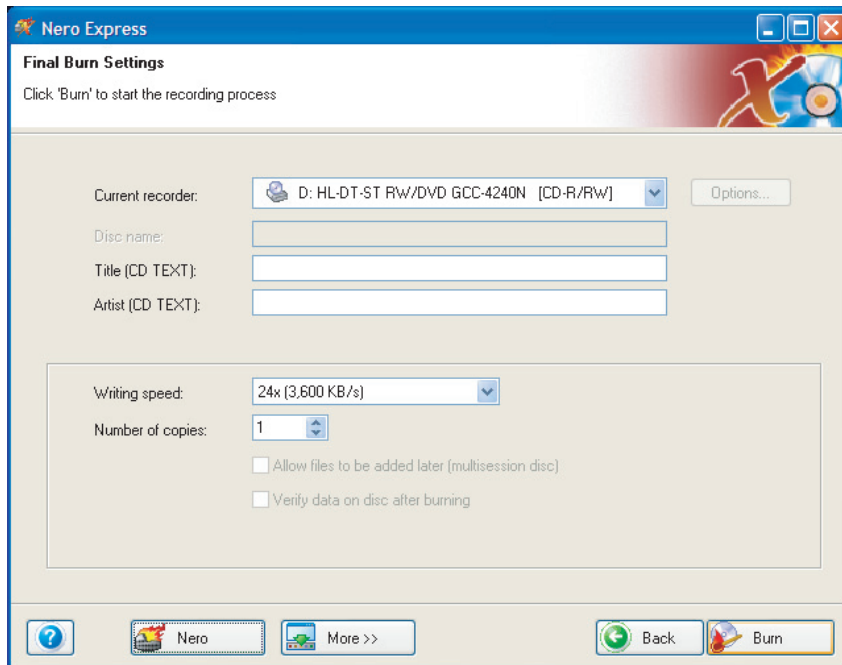
The screen you use to add files opens.



5 Tap or click **Add**. The *Select Files and Folders* dialog box opens.



- 6 Browse to the folder that contains the files you want to add. You can tap or click the arrow to open the **Location** list, then tap or click a drive or folder, or you can tap or click folders in the **Name** list. Press and hold the CTRL key to select multiple files.
- 7 Tap or click **Add**. You can continue to select files and tap or click **Add**.
- 8 After you select all your files, tap or click **Finished**.
- 9 Tap or click **Next**. The *Final Burn Settings* screen opens.



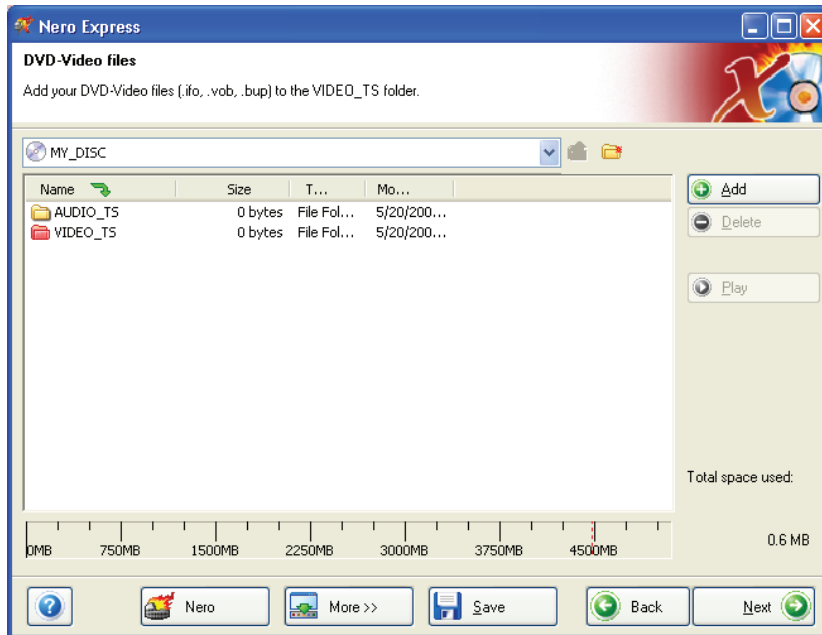
- 10 Tap or click the arrow to open the **Current recorder** list, then tap or click your CD or DVD drive.
- 11 Tap or click **Burn**. The *Burning Process* screen opens and Nero Express burns the files to the CD.
- 12 When a message tells you that the recording is complete, tap or click **OK**.
- 13 Tap or click **Next** to return to the main Nero Express screen.
- 14 Tap or click **Exit**.



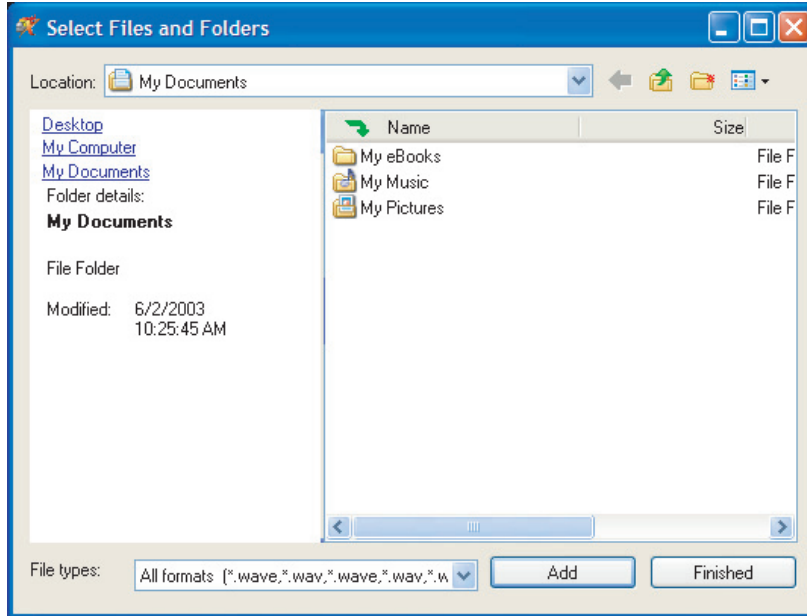
Creating a video DVD

▶ To create a video DVD:

- 1 Tap or click **Start, All Programs, Burn a CD or Data DVD, Nero Programs**, then tap or click **Nero Express**. Nero Express opens.
- 2 Insert a blank, writable DVD into your DVD drive.
- 3 If a dialog box opens, tap or click **Take no action**, then tap or click **OK**.
- 4 Tap or click the arrow button to open the **Which recorder would you like to use** list, then select the recordable DVD drive and the DVD media type.
- 5 Tap or click **DVD-Video Files**. The screen you use to add files opens.



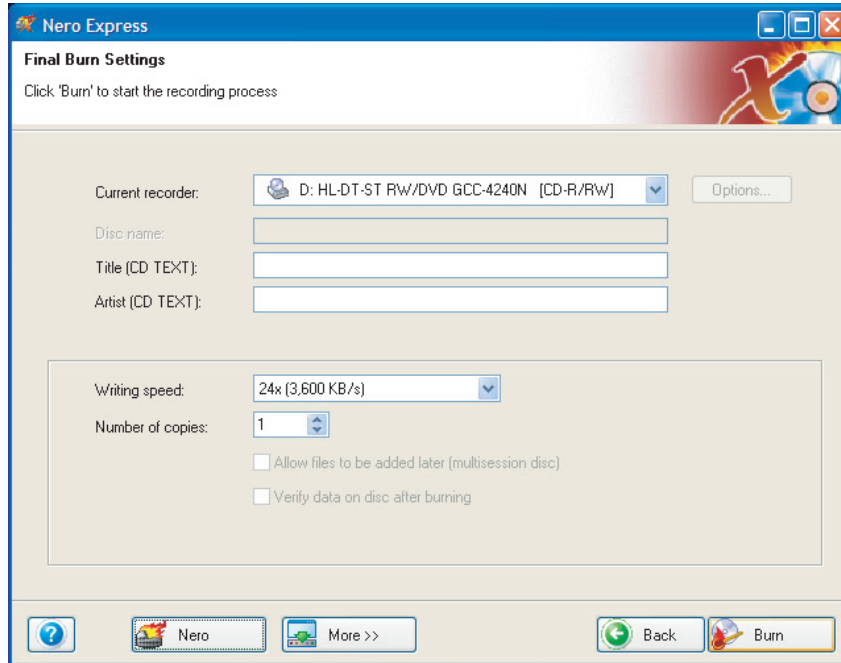
- 6 Tap or click **Add**. The *Select Files and Folders* dialog box opens.



Add existing DVD-Video files with extensions such as .VOB, .IFO, .BUP. To make sure that the DVD-Video disc functions, it is best to add all the files of the VIDEO_TS folder.

- 7 Tap or click **Add**. You can continue to select files and tap or click **Add**.
- 8 After you select all your files, tap or click **Finished**.

- 9 Tap or click **Next**. The *Final Burn Settings* screen opens.



- 10 Tap or click the arrow to open the **Current recorder** list, then tap or click your DVD drive.
- 11 Tap or click **Burn**. The *Burning Process* screen opens and Nero Express burns the files to the DVD.
- 12 When a message tells you that the recording is complete, tap or click **OK**.
- 13 Tap or click **Next** to return to the main Nero Express screen.
- 14 Tap or click **Exit**.



Advanced features

In addition to Nero Express, you can use:

- **Nero BackItUp** to create a backup of files on your hard drive, then use BackItUp to restore the files you backed up in case of a hard drive failure, virus, or other problem.
- **Nero CD-DVD Speed** to test your CD and DVD drives for transfer rates, load and eject times, seek and access times, and more.
- **Nero Cover Designer** to create labels for your CDs and DVDs, covers for your CD and DVD cases, booklets to include with your CDs and DVDs, and more.
- **Nero DriveSpeed** to control CD or DVD drive read speed and spin down time.
- **Nero InfoTool** to find out about your drive capabilities and your tablet PC configuration.

To use these programs, tap or click **Start, All Programs, Burn a CD or Data DVD, Nero Programs**, then tap or click the program you want.


For more information, see the online help in the programs and the online user's guides. To access the user's guides, tap or click **Start, All Programs, Burn a CD or Data DVD, User's Guides**, then tap or click the guide you want.

Editing videos

Windows Movie Maker is a video capture program that lets you capture and edit full-motion video, single images, and audio through the IEEE 1394 port on your tablet PC. For more information about using Windows Movie Maker, see its online help.

Help and Support



For more information about editing videos, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **Windows Movie Maker** in the **Search** box , then tap or click the arrow.

Tips & Tricks



You may have received additional movie editing software with your tablet PC. For more information about using this software, including additional features not available in Windows Movie Maker, see its online help.

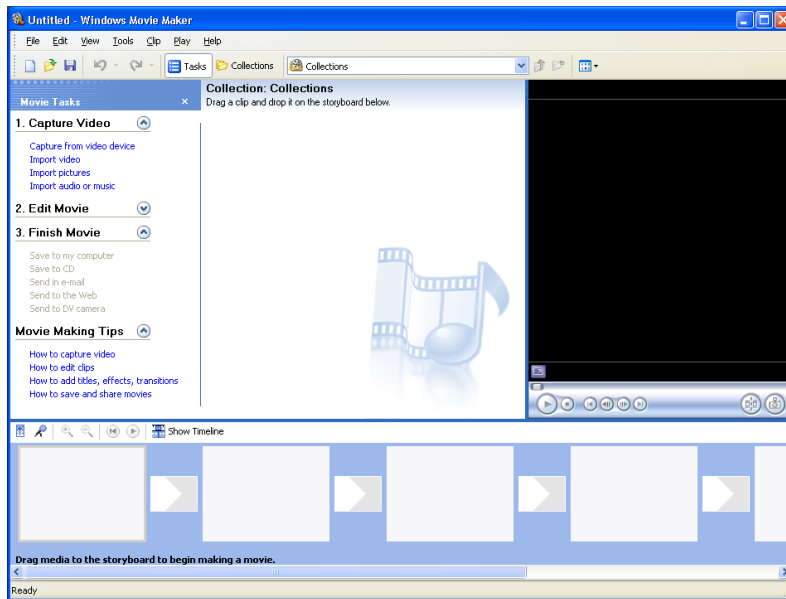
Transferring your video to your tablet PC

▶ To transfer your video to your tablet PC:

- 1 Connect your video camera to your tablet PC according to the camera manufacturer's instructions.
- 2 If a dialog box opens with a list of video editing programs, tap or click **Windows Movie Maker**. Windows Movie Maker opens.

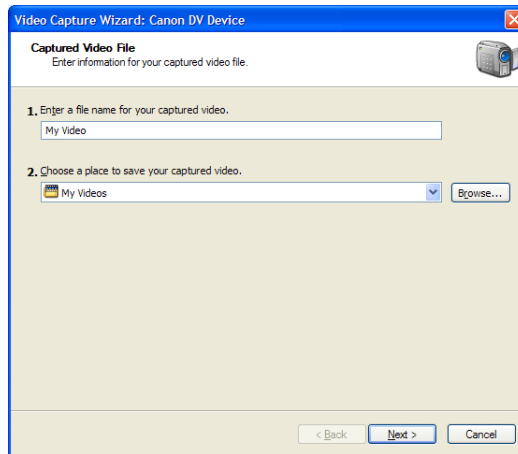
- OR -

If a dialog box does not open with a list of video editing programs, tap or click **Start, All Programs**, then tap or click **Windows Movie Maker**. Windows Movie Maker opens.



Windows Movie Maker should recognize your camera and the Video Capture Wizard opens.

- 3 If the wizard does not open, tap or click **Capture From Video Device**.



- 4 Complete the screens in the Video Capture Wizard, tapping or clicking **Next** after each one.

When you reach the final screen, Windows Movie Maker rewinds the video tape in your camera and *captures* it onto your hard drive.

For information about the settings in the Video Capture Wizard, tap or click **Learn more about video settings** in the wizard, or tap or click **Help**, then **Help Topics** in Windows Movie Maker.

Caution



Video files may require a significant amount of free hard drive space depending on your settings. A one hour tape may require more than 10 GB of hard drive space for storage with additional space required for editing.



Editing your video

After your video file is captured on your tablet PC, you can edit it. Some of the edits you can make to your video include:

- Splitting your video into more than one clip or combining two or more clips into one clip
- Trimming unwanted material from the beginning or end of your clip
- Inserting video transitions between clips
- Adding video effects
- Adding narration
- Adding music
- Adding titles and credits

For information about the editing your video, tap or click **Help**, then **Help Topics** in Windows Movie Maker.

Saving your video

After you finish editing your video, you can save it to one of the following places. Under Movie Tasks:

- Tap or click **Save to My Computer** to save your movie to your hard drive.
- Tap or click **Save to CD** to save your movie to a recordable CD.
- Tap or click **Send in e-mail** to send your video as an e-mail attachment.
- Tap or click **Send to the Web** to *post* or send your video to your Web site so friends and family can watch your video on the Web.
- Tap or click **Send to DV Camera** to play your video back to your video camera so you can record it on tape and view it on your television.

Chapter 5

Customizing Your Tablet PC



- Changing screen and display settings
- Changing the background and screen saver
- Using an extended desktop
- Adjusting the tablet, pen, mouse, or touchpad settings
- Managing user accounts
- Modifying security settings

Adjusting the screen and desktop settings

Adjusting the color depth and screen area are two of the most basic display settings you may need to change. You can also adjust settings such as the screen background and screen saver.

Tips & Tricks



If you are using a monitor, you can adjust the screen settings for brightness, contrast, and horizontal and vertical image position using the controls on the front of your monitor. For more information about these adjustments, see your monitor guide.

Adjusting the color depth

Color depth is the number of colors your screen displays. Various image types require various color depths for optimum appearance. For example, simple color drawings may appear adequately in 256 colors while color photographs need millions of colors to be displayed with optimum quality.

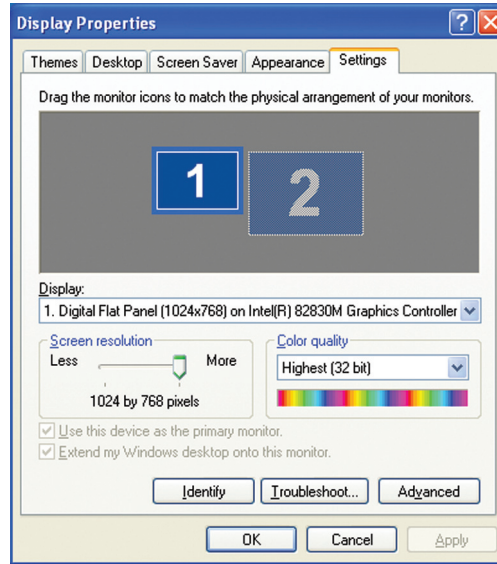
Windows lets you choose from several color depth settings. We recommend that you use the 32-bit True Color setting at all times.

If the color in your images seems “false” or “jumpy,” especially after you have played a game or run a video-intensive program, check the color depth setting and return it to 32-bit True Color, if necessary.

To change the color depth:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Appearance and Themes**.
- 2 Tap/Double-tap or click/double-click the **Display** icon. The *Display Properties* dialog box opens.

- 3 Tap or click the **Settings** tab.




- 4 Tap or click the arrow button to open the **Color quality** list, then tap or click the color depth you want.
- 5 Tap or click **OK**, then tap or click **Yes**.



Help and Support



For more information about adjusting display settings, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **changing display settings** in the **Search** box

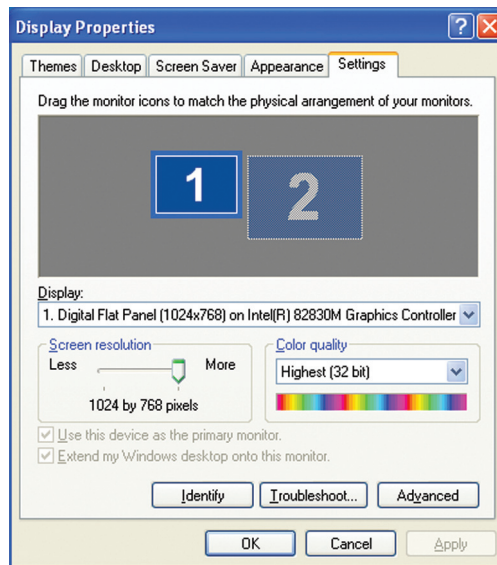
Search , then tap or click the arrow.

Adjusting the screen resolution

You can increase the screen resolution to fit more icons on your desktop, or you can decrease the resolution to make reading the display easier. The higher the resolution, the smaller individual components of the screen (such as icons and menu bars) appear.

To adjust the screen resolution:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Appearance and Themes**.
- 2 Tap/Double-tap or click/double-click the **Display** icon. The *Display Properties* dialog box opens.
- 3 Tap or click the **Settings** tab.




- 4 Drag the **Screen resolution** slider to the size you prefer.
- 5 Tap or click **OK**, then tap or click **Yes**.



Help and Support



For more information about adjusting screen resolution, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **changing screen resolution** in the **Search** box

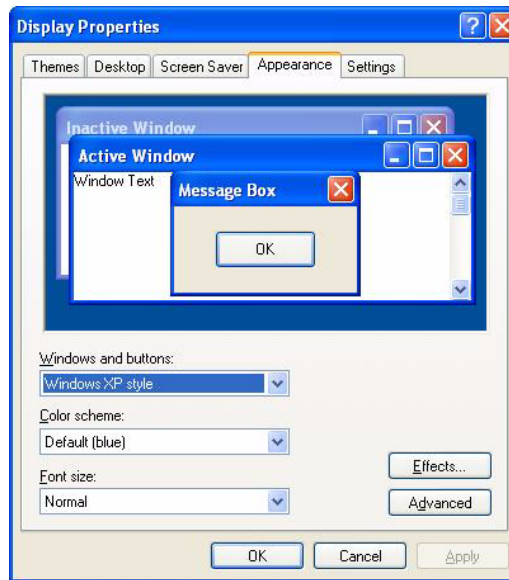
Search , then tap or click the arrow.

Changing the colors on your Windows desktop

You can change the colors of Windows desktop items, such as the background color and dialog box title bars.

To change desktop colors:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Appearance and Themes**.
- 2 Tap/Double-tap or click/double-click the **Display** icon. The *Display Properties* dialog box opens.
- 3 Tap or click the **Appearance** tab.



- 4 Tap or click the arrow button to open the **Color scheme** list, tap or click the color scheme you want, then tap or click **OK**. The new colors appear on your desktop.

- OR -

If you want to create a new color scheme as part of a desktop theme, see the following procedure.

 **To create a new color scheme as part of a desktop theme:**

- 1** Tap or click **Advanced**. The *Advanced Appearance* dialog box opens.
- 2** Tap or click the arrow button to open the **Item** list, then tap or click the item you want to change.
- 3** Change the color or font settings for the item.
- 4** Tap or click **OK**, then tap or click the **Themes** tab.
- 5** Tap or click **Save As**, type a name for the new theme, then tap or click **OK** twice. The new colors appear on your desktop.



Changing the desktop background

You can change the Windows desktop background picture. Windows provides several backgrounds, or you can use pictures that you have created or retrieved from other sources.

 **To change the desktop background:**

- 1** Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Appearance and Themes**.
- 2** Tap/Double-tap or click/double-click the **Display** icon. The *Display Properties* dialog box opens.

- 3 Tap or click the **Desktop** tab.



- 4 Tap or click a background picture in the **Background** list.

- OR -

Tap or click **Browse** to select a background picture from another location.

- 5 If you want the picture you chose to cover the entire screen, tap or click the arrow button to open the **Position** list, then tap or click **Stretch** or **Tile**.

If the picture you chose does not cover the entire screen and you did not choose to stretch or tile the picture, you can change the solid color behind the picture by tapping or clicking the arrow button to open the **Color** list, then tapping or clicking a color.

- 6 Tap or click **OK**.



Help and Support



For more information about changing the desktop background, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **changing desktop background** in the **Search** box

Search → , then tap or click the arrow.

Selecting a screen saver

You can use a screen saver to keep others from viewing your screen while you are away from your tablet PC. Windows supplies a variety of screen savers that you can choose from, and many more are available from the Internet and as commercial products.

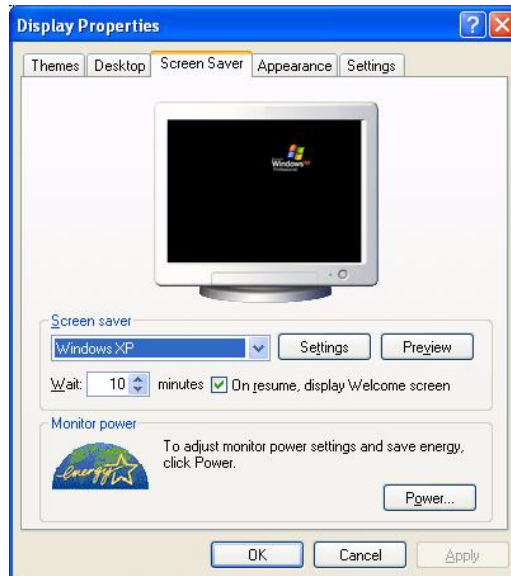
Caution



If you are using a monitor, an image may get *burned in* on your monitor screen if you leave your tablet PC on for long periods of time without using it. You should use a screen saver which constantly changes its image to avoid this damage. Flat panel displays cannot be damaged with image burn-in.

 **To select a screen saver:**

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Appearance and Themes**.
- 2 Tap/Double-tap or click/double-click the **Display** icon. The *Display Properties* dialog box opens.
- 3 Tap or click the **Screen Saver** tab.




- 4 Tap or click the arrow button to open the **Screen Saver** list, then tap or click the screen saver you want. Windows previews the screen saver.
 - If you want to customize the screen saver, tap or click **Settings**, then make your changes. If the Settings button is not available, you cannot customize the screen saver you selected.
 - If you want to display the Welcome (Login) screen whenever you exit the screen saver, tap or click the **On resume, display Welcome screen** check box.
 - If you want to change the time before the screen saver is activated, tap or click the up or down arrows next to the **Wait** box.
- 5 Tap or click **OK**.



Help and Support



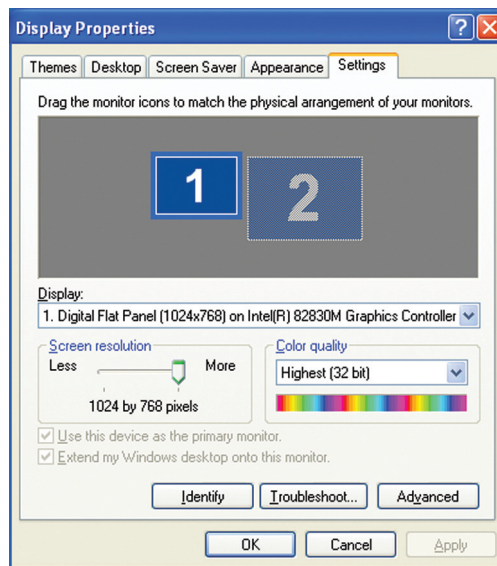
For more information about selecting a screen saver, tap or click **Start**, then tap or click **Help and Support**. Type the keyword screen savers in the **Search** box Search , then tap or click the arrow.

Using an extended desktop

You can use an external monitor to make your desktop larger to accommodate additional windows.

To turn on extended desktop:

- 1 Connect a monitor to the monitor (VGA) port on your tablet PC.
- 2 Button-tap or right-click any empty space on the desktop, then tap or click **Properties**. The *Display Properties* dialog box opens.
- 3 Tap or click the **Settings** tab.




- 4 Tap or click the second monitor icon (labeled 2), then tap or click **Extend my Windows desktop onto this monitor**.
- 5 Tap or click **Apply**.
- 6 You can open windows in your desktop and drag them over to the second monitor.



Help and Support




For more information about using an extended desktop, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **multiple monitors** in the **Search** box , then tap or click the arrow.

Adjusting tablet and pen settings

Windows XP Tablet PC 2005 includes a control panel for adjusting pen, display, and button preferences such as:

- Right-handed or left-handed use
- Pen calibration in portrait and landscape modes
- Button functions
- Pen actions such as double-tapping

To change tablet and pen settings:


- 1 Tap or click the **Tablet and Pen Settings** icon  in the taskbar, then tap or click **Properties**. The *Tablet and Pen Properties* dialog box opens.
- 2 Tap or click the **Pen Options** tab.
- 3 Change the pen options settings, then tap or click **OK**.



Programming the buttons

Most of the tablet control buttons on your tablet PC can be reprogrammed with new functions.

To reprogram button functions:

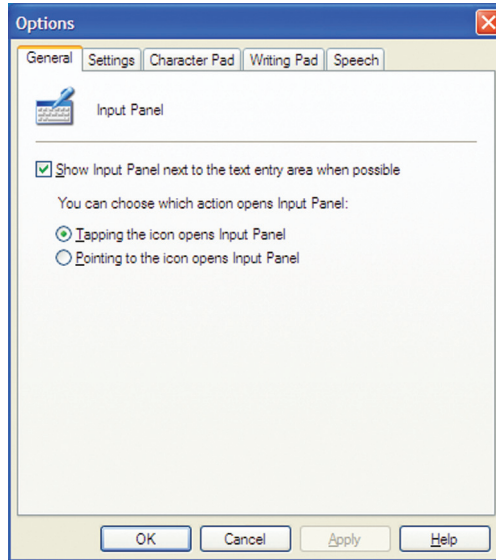
- 1 Tap or click the **Tablet and Pen Settings** icon  in the taskbar, then tap or click **Properties**. The *Tablet and Pen Properties* dialog box opens.
- 2 Tap or click the **Tablet Buttons** tab.
- 3 Change the button settings, then tap or click **OK**.



Adjusting the Tablet PC Input Panel Settings

 **To adjust writing pad, writing tools, and speech settings:**

- 1 Tap or click the **Keyboard** icon .
- 2 Tap or click the **Tools and Options** icon , then tap or click **Options**.



- 3 Tap or click a tab, then change the input panel settings.



Changing the mouse or touchpad settings

You can adjust the double-click speed, pointer speed, left-hand or right-hand configuration, and other mouse or touchpad settings.

▶ To change your mouse settings:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Printers and Other Hardware**.
- 2 Tap/Double-tap or click/double-click the **Mouse** icon. The *Mouse Properties* dialog box opens.



- 3 Tap or click one of the tabs to change your mouse settings.
- 4 Tap or click **OK** to save changes.



Help and Support



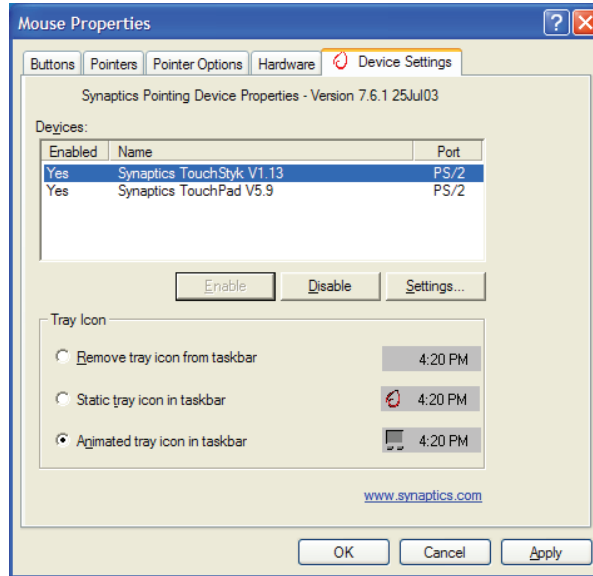
For more information about changing mouse settings, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **mouse settings** in the **Search** box Search →, then tap or click the arrow.

To change your touchpad settings:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Printers and Other Hardware**.
- 2 Tap/Double-tap or click/double-click the **Mouse** icon. The *Mouse Properties* dialog box opens.

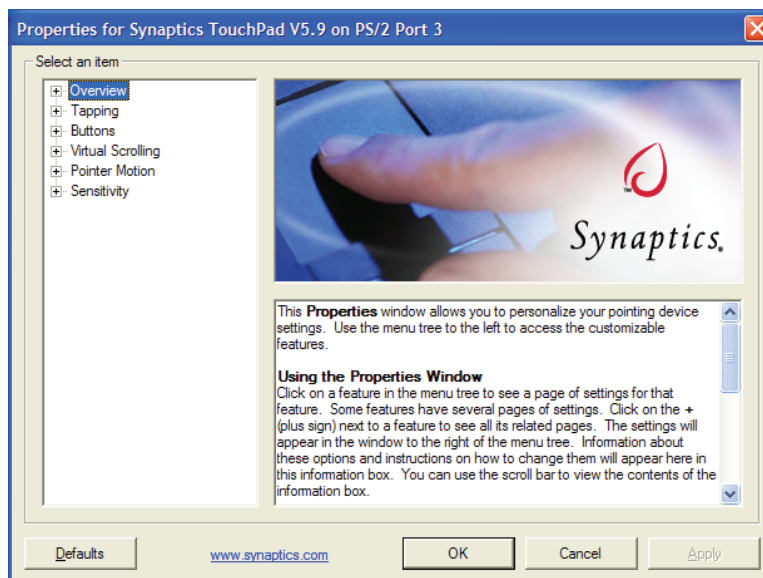


- 3 Tap or click the **Device Settings** tab, then tap or click the device you want to modify.



- 4 If you want to turn the device on or off, tap or click **Enable** or **Disable**.

- 5 If you want to modify the device settings, tap or click **Settings**.



- 6 Tap or click the **+** in front of a setting, then modify the setting.

Tips & Tricks




You may have received your tablet PC with the EZ Pad touchpad set to only accept clicking by using the touchpad buttons. You can change this feature to allow tapping on the touchpad to simulate clicking the left button. To turn on tapping, click **Tapping**, then click **Enable Tapping**.

- 7 Tap or click **OK** to save changes.



Help and Support



For more information about changing mouse settings, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **mouse settings** in the **Search** box , then tap or click the arrow.

Adding and modifying user accounts

You can create and customize a user account for each person who uses your tablet PC. You can also *switch* (change) user accounts without turning off your tablet PC.

User account tips

- If you want to create an account for someone, but you do not want that user to have full access to your tablet PC, be sure to make that account *limited*. Remember that limited accounts may not be able to install some older programs.
- If a program or peripheral device is installed in one account, it may not be available in other accounts. If this happens, install the program or device in the accounts that need it.
- Files created in one account are not accessible from other accounts unless the files are stored in the *Shared Documents* folder. The Shared Documents folder is accessible from all accounts on that tablet PC and from other tablet PCs on the network.




To add, delete, or modify user accounts:

- 1 Tap or click **Start**, then tap or click **Control Panel**.
- 2 Tap/Double-tap or click/double-click the **User Accounts** icon. The *User Accounts* window opens.
- 3 Follow the on-screen instructions to add, delete, or modify a user account.

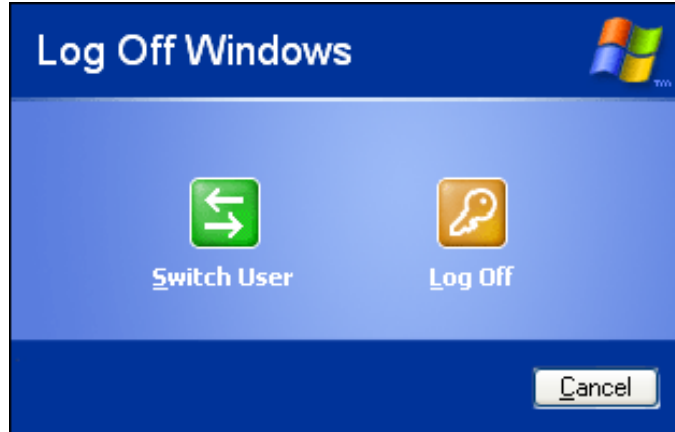


Help and Support

For more information about user accounts, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **user accounts** in the **Search** box Search , then tap or click the arrow.

To switch user accounts:

- 1 Tap or click **Start**, then tap or click **Log Off**. The *Log Off Windows* dialog box opens.



- 2 Tap or click **Switch User**. The *Windows Welcome* screen opens.

Caution

If you tap or click **Log Off**, any programs that were running may be turned off.

- 3 Tap or click the user account that you want to use. When you switch between user accounts, any programs that were running for the previous user continue to run.



Modifying security settings

The Windows Security Center helps protect your tablet PC through:

- A firewall
- Automatic Windows updates
- Third party virus protection software
- Security options in Internet Explorer

To modify security settings:

- Tap or click **Start, All Programs, Accessories, System Tools**, then tap or click **Security Center**. The *Windows Security Center* dialog box opens.



For more information about the Windows Security Center, tap or click **Get help about Security Center**.



Chapter 6

Changing Power-Saving Settings



- Changing the power scheme
- Changing alarm options
- Changing advanced settings
- Activating and using Hibernate mode

Changing tablet PC power settings

You can change the function of your tablet PC's power button, Standby system key (depending on the model), and power-saving timers by changing power settings on your tablet PC.

You can customize power settings from the Windows Control Panel by selecting power schemes, setting power alarms, adjusting advanced power settings, and activating Hibernate mode.

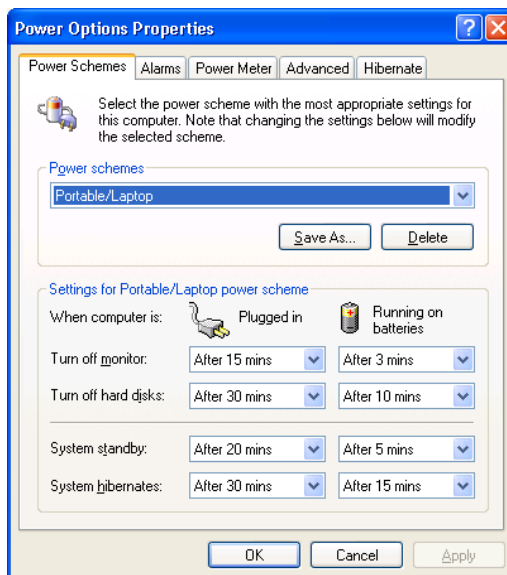
Changing the power scheme

Power schemes (groups of power settings) let you change power saving options such as when the display or hard drive is automatically turned off. You can select one of the defined power schemes or create a custom power scheme.

The processor installed in your tablet PC may use Intel® SpeedStep™ technology to conserve battery power. A SpeedStep-equipped processor can change its operating speed according to the power source. Your tablet PC's default settings operate the processor at full speed while connected to AC power and at reduced speed (which uses less power) while using battery power. You can modify the Intel SpeedStep settings by the power scheme you select.

 **To change the power scheme:**

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Performance and Maintenance**.
- 2 Tap/Double-tap or click/double-click the **Power Options** icon. The *Power Options Properties* dialog box opens.



- 3 Tap or click the arrow button to open the **Power Schemes** list, then tap or click the power scheme you want.

- OR -


Set the timers, then tap or click **Save As** and type a name for the scheme.

- 4 Tap or click **OK**.



Help and Support



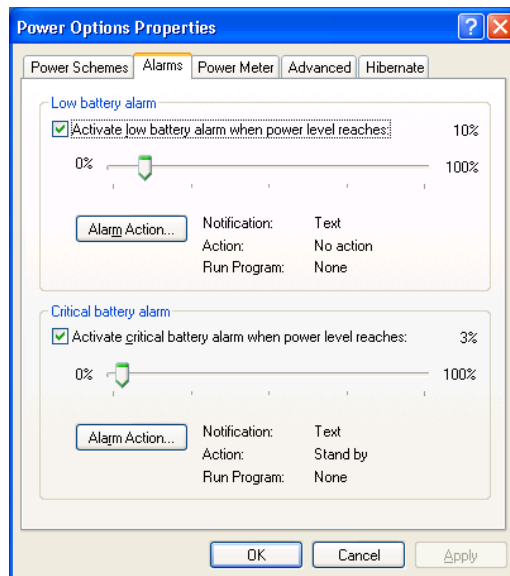
For more information about changing the power scheme, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **power scheme** in the **Search** box Search , then tap or click the arrow.

Changing alarm options

Alarms can alert you when the battery charge is low.

To change the alarm options:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Performance and Maintenance**.
- 2 Tap/Double-tap or click/double-click the **Power Options** icon. The *Power Options Properties* dialog box opens.
- 3 Tap or click the **Alarms** tab.



- 4 Adjust the alarm settings.
- 5 Tap or click **OK**.



Help and Support



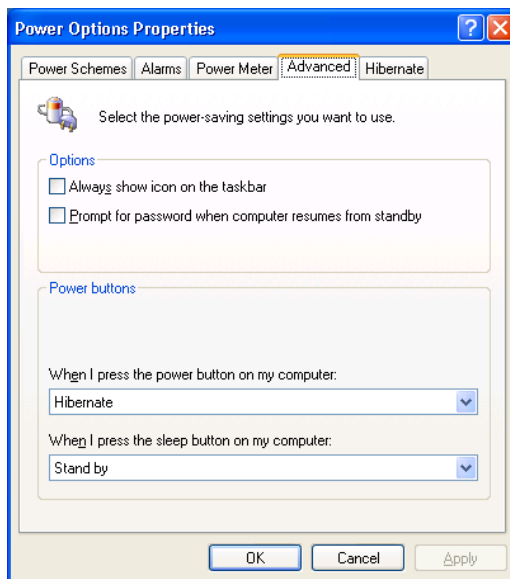
For more information about changing the alarm options, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **alarm options** in the **Search** box , then tap or click the arrow.

Changing advanced settings

Advanced power settings let you assign different power saving modes to the power button and Standby system key. You can also select which power saving mode is activated when you close the LCD panel.

To change advanced power management settings:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Performance and Maintenance**.
- 2 Tap/Double-tap or click/double-click the **Power Options** icon. The *Power Options Properties* dialog box opens.
- 3 Tap or click the **Advanced** tab.



- 4 Tap or click the arrow button to open a **Power buttons** list, then tap or click the power setting mode you want to use.
- 5 Tap or click **OK**.



Help and Support



For more information about changing the power management settings, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **power management** in the **Search** box

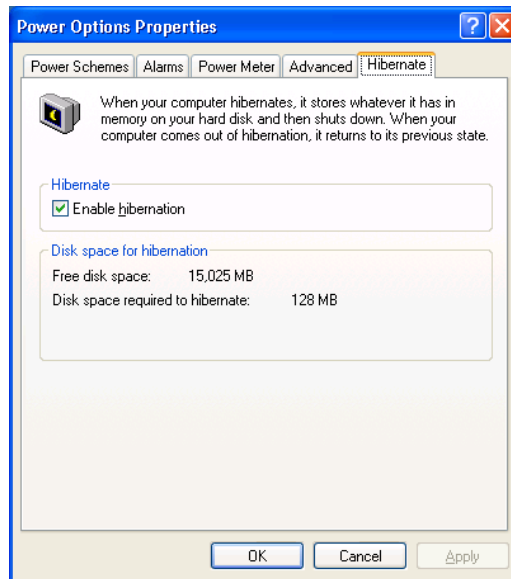
Search , then tap or click the arrow.

Activating and using Hibernate mode

Hibernate - (also called *save to disk*) writes all current memory (RAM) information to the hard drive, then turns your tablet PC completely off. The next time you turn on your tablet PC, it reads the memory information from the hard drive and opens the programs and documents that were open when you activated Hibernate mode.

To activate Hibernate mode:

- 1 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Performance and Maintenance**.
- 2 Tap/Double-tap or click/double-click the **Power Options** icon. The *Power Options Properties* dialog box opens.
- 3 Tap or click the **Hibernate** tab.



- 4 Tap or click the **Enable hibernation** check box, then tap or click **Apply**. *Hibernate* mode is now an option you can select on the Advanced tab in the **Power Options Properties** dialog box and in the *Shut Down Windows* dialog box.



To use Hibernate mode:

- As an automatic power savings mode:

Open the *Power Options Properties* dialog box, then tap or click the **Power Schemes** tab. Tap or click the arrow button to open a **System hibernates** list, then tap or click the time you want to use.

- OR -

Open the *Power Options Properties* dialog box, then tap or click the **Advanced** tab. Hibernate is now an option in the **Power buttons** lists.


- As a manually-selected power savings mode:

Tap or click **Start**, then tap or click **Shut Down**. Press and hold **SHIFT**, then tap or click **Hibernate**.



Help and Support



For more information about using Hibernate mode, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **hibernate** in the **Search** box Search , then tap or click the arrow.

Chapter 7

Moving from Your Old Computer



- Using the Windows XP Files and Settings Transfer Wizard
- Transferring Files
- Transferring Internet Settings
- Installing your old printer or scanner
- Installing your old programs

Using the Files and Settings Transfer Wizard

You can move your data files and personal settings, such as display, Internet, and e-mail settings, from your old computer to your new tablet PC by using the Files and Settings Transfer Wizard. The wizard also moves specific files or entire folders, such as My Documents, My Pictures, and Favorites.


To open the Files and Settings Transfer Wizard:

- Tap or click **Start, All Programs, Accessories, System Tools**, then tap or click **Files and Settings Transfer Wizard**.



Help and Support



For more information about using the Files and Settings Transfer Wizard in Windows XP, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **using transfer wizard** in the **Search** box , then tap or click the arrow.

Transferring files

You can manually transfer your personal data files by copying them to removable media, such as a diskette, writable CD or DVD, USB flash drive, or Zip disk, or by using a home network. For more information, see [“Using Nero Express” on page 60](#), the printed networking guide, or the networking information in your tablet PC user guide.

Finding your files

Many programs automatically save your personal data files in the My Documents folder. Look in your old computer’s My Documents folder for personal data files. Use Windows Find or Search to locate other personal data files. For more information, see [“To find files using Find or Search:” on page 109](#), or [“Searching for files” on page 18](#).

To find files in the My Documents folder:

1 In Windows XP, tap or click **Start**, then tap or click **My Documents**. The *My Documents* window opens and displays many of your saved personal data files. Go to [Step 4](#).

- OR -

In Windows 98, Windows Me, or Windows 2000, double-click the **My Computer** icon on the desktop. Go to the next step.

2 Double-tap or double-click the **C:** drive icon.

3 Double-tap or double-click the **My Documents** folder. The *My Documents* window opens and displays many of your saved personal data files.

4 Copy your personal data files to removable media or to another computer on your network.



You can often identify different data file types by looking at the file's *extension* (the part of the file name following the last period). For example, a document file might have a .DOC extension and a spreadsheet file might have an .XLS extension.

File type	File usually ends in...
Documents	.DOC, .TXT, .RTF, .HTM, .HTML, .DOT
Spreadsheets	.XLS, .XLT, .TXT
Pictures	.JPG, .BMP, .GIF, .PDF, .PCT, .TIF, .PNG, .EPS
Movies	.MPEG, .MPG, .AVI, .GIF, .MOV
Sound and Music	.WAV, .CDA, .MP3, .MID, .MIDI, .WMA

To find files using Find or Search:

1 In Windows XP, tap or click **Start**, then tap or click **Search**. The *Search Results* window opens.

- OR -


In Windows 98, Windows Me, or Windows 2000, click **Start**, **Find** or **Search**, then click **For Files or Folders**. The *Search Results* window opens.

2 Use Windows Find or Search to locate data files by file name or file type. For help on finding files, tap or click **Help**, then tap or click **Help and Support Center** or **Help Topics**. For more information, see [“Searching for files” on page 18](#).



Help and Support



For more information about finding files in Windows XP, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **searching for files** in the **Search** box , tap or click the arrow, then tap or click the **Full-text Search Matches** button.

Transferring Internet settings

You can use different methods to transfer your Internet account from your old computer to your new tablet PC.

Setting up your ISP

- If your current Internet service provider (ISP) software came preinstalled on your new tablet PC, run that setup program. If it asks to set up a new account or an existing one, choose to set up an existing account.
- If your current ISP software is not preinstalled on your new tablet PC, locate the original Internet setup program provided by your local ISP, or contact your ISP to see if they have an updated version of their software, and install it on your new tablet PC.
- If you use MSN as your ISP, or if you know your ISP settings, use the Windows Internet Connection Wizard.




To use the Internet Connection Wizard:

- 1 Tap or click **Start, All Programs, Accessories, Communications**, then tap or click **New Connection Wizard**. The New Connection wizard opens.
- 2 Configure your Internet settings by following the on-screen instructions.



Help and Support



For more information about setting up an Internet connection in Windows XP, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **Internet connection** in the **Search** box , then tap or click the arrow.

Transferring your e-mail and address book

See your old e-mail program's online help for information on *exporting* and *importing* e-mail messages and the address book. You can often export all of your old e-mail messages or address book to recordable media, then import them into your new tablet PC's e-mail program. You may also want to consider printing the old information or using your old computer to send the e-mail messages to yourself, then using your new tablet PC to retrieve the e-mail messages.

Transferring your Internet shortcuts

You can export and import your old Netscape Navigator bookmarks or Microsoft Internet Explorer favorites. For more information, see your Internet browser program's online help.


Installing your old printer or scanner

Windows may have built-in support for older printers, scanners, or other peripheral devices. This means you do not need any additional software. Newer devices, however, usually require your original software installation discs or diskettes.

If you have trouble after you install the software for your old devices, you can use System Restore to restore your tablet PC's previous settings.

Help and Support



For information about restoring your tablet PC's previous settings in Windows XP, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **System Restore** in the **Search** box Search , then tap or click the arrow.

Installing a USB printer or scanner

USB devices may have special installation instructions. See your USB device's installation guide.

Installing a parallel port printer

You can usually install parallel port printers by following these steps.

To install your old printer:

- 1 Shut down and turn off your tablet PC.
- 2 Connect your parallel port printer.
- 3 Turn on your printer, then turn on your tablet PC.
- 4 If Windows detects your printer, install your printer by following the on-screen instructions. You are finished.

- OR -

If Windows does not detect the printer, go to the next step.

- 5 Tap or click **Start**, then tap or click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, tap or click **Printers and Other Hardware**.
- 6 Tap/Double-tap or click/double-click the **Printers and Faxes**, then tap or click **Add Printer**. The Add Printer wizard opens.
- 7 Install your printer by following the on-screen instructions.



Help and Support



For more information about installing a printer in Windows XP, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **installing a printer** in the **Search** box Search , then tap or click the arrow.

See your peripheral device's user guide for installation information and tips. Because most installation software is periodically updated, you should also check the manufacturer's Web site for software updates.

Installing your old programs

You probably use some programs that did not come installed on your new tablet PC, such as personal finance software, graphics programs, or games.

Spend some time going through your old computer's Start and Programs menus, making note of any programs you want to install on your new tablet PC. Locate your original program installation discs and installation guides. Your original discs and guides should contain any serial numbers or product ID keys that may be required for program installation and registration. Remember to check the publisher's Web site for important program updates.

Tips & Tricks




If your new tablet PC comes with a newer version of a program, it is usually better to use the newer version than to reinstall the old one.

If you have trouble after installing your old programs, you can restore your tablet PC's previous settings using System Restore.

Help and Support



For more information about restoring your tablet PC's previous settings in Windows XP, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **System Restore** in the **Search** box

Search , then tap or click the arrow.

Chapter 8

Maintaining Your Tablet PC



- Protecting from viruses
- Updating Windows
- Managing hard drive space
- Backing up files

Setting up a maintenance schedule

Use the following table to set up a regular maintenance schedule.

Maintenance task	Monthly	When needed	See...
Check for viruses	X	X	page 117
Update Windows XP	X	X	page 119
Manage hard drive space		X	page 121
Clean up hard drives	X	X	page 122
Scan hard drive for errors	X	X	page 123
Defragment hard drive	X	X	page 124
Back up files	X	X	page 126
Recalibrate the tablet PC battery		X	Your tablet PC user guide
Clean tablet PC case and peripheral devices		X	Your tablet PC user guide

Protecting your tablet PC from viruses


A *virus* is a program that attaches itself to a file on a computer, then spreads from one computer to another. Viruses can damage data or cause your tablet PC to malfunction. Some viruses go undetected for a period of time because they are activated on a certain date.

Protect your tablet PC from a virus by:

- Registering your copy of Norton AntiVirus and subscribing to the virus definition update service. You received a free limited time subscription to the Norton AntiVirus service when you purchased your tablet PC.
- Using the Norton® AntiVirus program to check files and programs that are attached to e-mail messages or downloaded from the Internet.
- Checking all programs for viruses before installing them.
- Disabling macros on suspicious Microsoft Word and Excel files. These programs will warn you if a document that you are opening contains a macro that might have a virus.
- Periodically updating the Norton AntiVirus program to protect against the latest viruses.
- Making sure the Windows Security Center is configured to provide you with the highest level of protection. For more information, see [“Modifying security settings” on page 98](#).

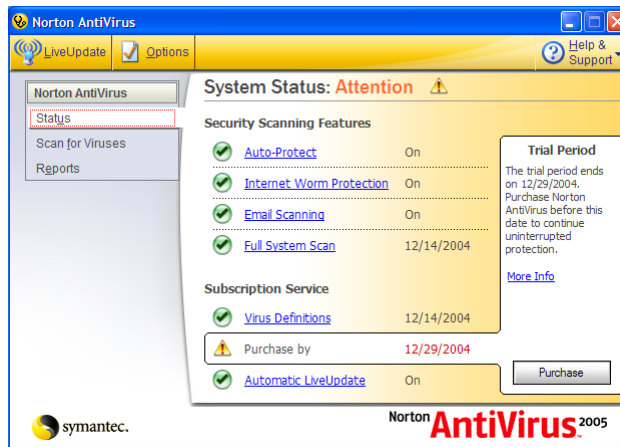
Help and Support



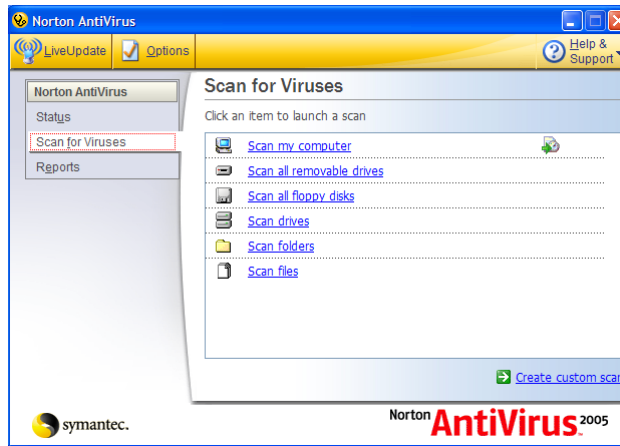
For more information about protecting your tablet PC against viruses, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **viruses** in the **Search** box Search , then tap or click the arrow.

 **To scan for viruses:**

- 1 Tap or click **Start, All Programs, Norton AntiVirus**, then tap or click **Norton AntiVirus 2005**. Norton AntiVirus opens.



- 2 Tap or click **Scan for Viruses**.



- 3 Tap or click the type of scan you want to make in the Scan for Viruses area.



To remove a virus:

- 1 If Norton AntiVirus finds a virus, follow all on-screen instructions to remove the virus.
- 2 Turn off your tablet PC and leave it off for at least 30 seconds.
- 3 Turn on your tablet PC and rescan for the virus.



To update Norton AntiVirus:

Important



You received a free limited time subscription to the Norton AntiVirus service when you purchased your tablet PC. To update Norton AntiVirus after the free subscription period, you must extend your subscription.

- 1 Make sure that you are connected to the Internet.
- 2 Tap or click **Start, All Programs, Norton AntiVirus**, then tap or click **LiveUpdate**. The LiveUpdate wizard opens.
- 3 Follow the on-screen instructions to update your Norton AntiVirus program with the latest virus protection files.
- 4 When the program has finished, tap or click **Finish**.



Updating Windows

Windows Update is the online extension of Windows that helps you to keep your tablet PC up-to-date. Use Windows Update to choose updates for your tablet PC's operating system, software, and hardware. New content is added to the site regularly, so you can always get the most recent updates and fixes to protect your tablet PC and keep it running smoothly. Windows Update scans your tablet PC and provides you with a tailored selection of updates that apply only to the software and hardware on your tablet PC.

To run Windows Update:

- 1 Connect to the Internet.
- 2 Tap or click **Start, All Programs**, then tap or click **Windows Update**.
- 3 Follow the on-screen instructions.



Important




Windows Update can be controlled through the Windows Security Center. For more information, see [“Modifying security settings” on page 98](#).

Help and Support



For more information about Windows Update in Windows XP, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **Windows Update** in the HelpSpot **Search** box

Search , then tap or click the arrow.

Using BigFix

BigFix monitors your tablet PC for problems and conflicts. It automatically gathers information about the latest bugs, security alerts, and updates from BigFix sites on the Internet. Whenever BigFix detects a problem, it alerts you by flashing the blue taskbar icon. To fix the problem, tap or click on that icon to open BigFix.

To start BigFix:

- Tap or click **Start**, **All Programs**, **Accessories**, **System Tools**, then tap or click **BigFix**.



To learn more about using BigFix:

- From the BigFix program, tap or click **Help**, then tap or click **Tutorial**.



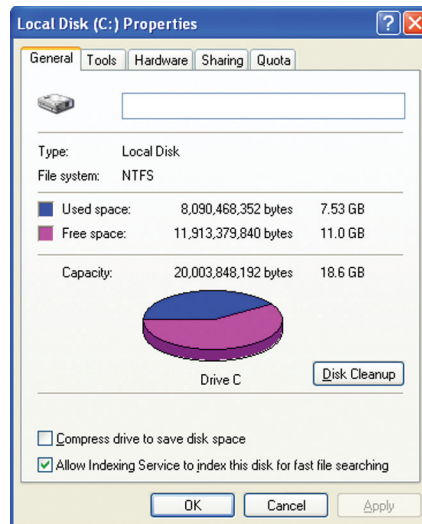
Managing hard drive space

Windows provides several utilities you can use to manage your hard drive.

Checking hard drive space

▶ To check hard drive space:

- 1 Tap or click **Start**, then tap or click **My Computer**. The *My Computer* window opens.
- 2 Button-tap or right-click the drive that you want to check for available file space, then tap or click **Properties**. Drive space information appears.

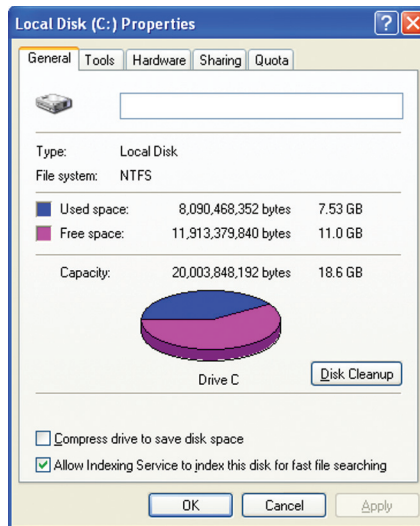


Using Disk Cleanup

Delete unnecessary files, such as temporary Windows files, to free hard drive space.

To use the Windows Disk Cleanup program:

- 1 Tap or click **Start**, then tap or click **My Computer**. The *My Computer* window opens.
- 2 Button-tap or right-click the hard drive that you want to delete files from, for example Local Disk (C:), then tap or click **Properties**. The *Properties* dialog box opens at the General tab.




- 3 Tap or click **Disk Cleanup**. The *Disk Cleanup* dialog box opens.
- 4 Make sure that the check box beside each file type you want to delete is selected. For more information about file types you can delete, read the descriptions in the *Disk Cleanup* dialog box.
- 5 Tap or click **OK**, then tap or click **Yes**.



Help and Support



For more information about keeping the hard drive space free of unnecessary files, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **disk cleanup** in the **Search** box

Search , then tap or click the arrow.

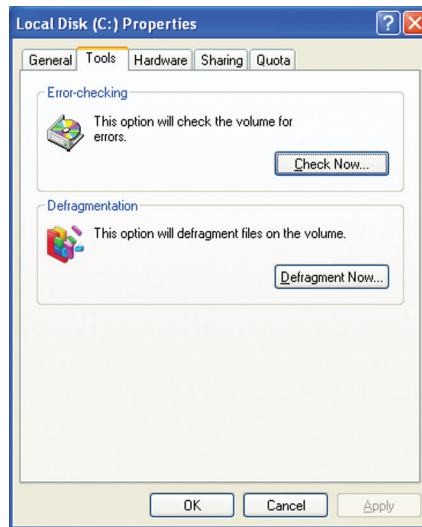
Checking the hard drive for errors

The Error-checking program examines the hard drive for physical flaws and file and folder problems. This program corrects file and folder problems and marks flawed areas on the hard drive so Windows does not use them.

If you use your tablet PC several hours every day, you probably want to run Error-checking once a week. If you use your tablet PC less frequently, once a month may be adequate. Also use Error-checking if you encounter hard drive problems.

To check the hard drive for errors:

- 1 Tap or click **Start**, then tap or click **My Computer**. The *My Computer* window opens.
- 2 Button-tap or right-click the hard drive that you want to check for errors, for example Local Disk (C:), then tap or click **Properties**. The *Properties* dialog box opens.
- 3 Tap or click the **Tools** tab.



- 4 Tap or click **Check Now**.
- 5 Tap or click the options you want to use, then tap or click **Start**. For help, press F1. Windows checks the drive for errors. This process may take several minutes. After Windows has finished checking the drive for errors, it provides a summary of the problems that it found.

6 Correct any problems that are found by following the on-screen instructions.

7 Tap or click **OK**.



Help and Support



For more information about checking the hard drive for errors, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **checking for disk errors** in the **Search** box Search , then tap or click the arrow.

Defragmenting the hard drive

When working with files, sometimes Windows divides the file information into pieces and stores them in different places on the hard drive. This is called *fragmentation*, and it is normal. In order for your tablet PC to use a file, Windows must search for the pieces of the file and put them back together. This process slows the hard drive performance.

The Disk Defragmenter program organizes the data on the drive so each file is stored as one unit rather than as multiple pieces scattered across different areas of the drive. Defragmenting the information stored on the drive can improve hard drive performance.

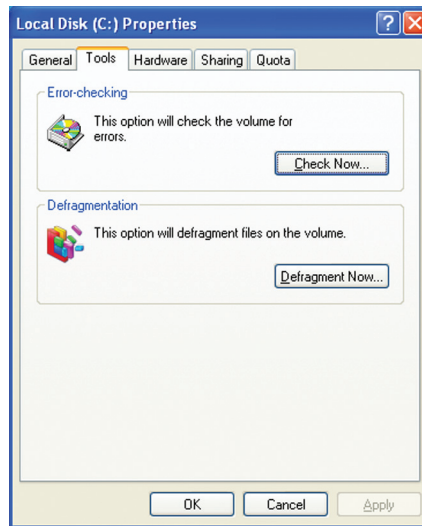
While the Disk Defragmenter program is running, do not use your keyboard or mouse because using them may continuously stop and restart the defragmenting process. Also, if you are connected to a network, log off before starting Disk Defragmenter. Network communication may stop the defragmentation process and cause it to start over.

To defragment the hard drive:

1 Tap or click **Start**, then tap or click **My Computer**. The *My Computer* window opens.

2 Button-tap or right-click the hard drive that you want to defragment, for example Local Disk (C:), then tap or click **Properties**. The *Properties* dialog box opens.

- 3 Tap or click the **Tools** tab.



- 4 Tap or click **Defragment Now**.

- 5 If Disk Defragmenter does not start automatically, tap or click **Defragment**.


Disk Defragmenter shows its progress on the tablet PC display. When finished, Disk Defragmenter asks if you want to quit the program.

- 6 Tap or click **Close**, then tap or click the **X** in the top-right corner to close the *Disk Defragmenter* window.



Help and Support



For more information about defragmenting the hard drive, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **defragmenting** in the **Search** box , then tap or click the arrow.


Backing up files

Backing up files and removing them from the hard drive frees space for new files on the hard drive. It also protects you from losing important information if the hard drive fails or you accidentally delete files.

You should back up your files regularly to a writable CD or DVD (if you have a recordable drive) or to diskettes (if you have a diskette drive). Use a backup device, such as a recordable drive or Zip drive, to do a complete hard drive backup. For more information, see “Using Nero Express” on page 60. If you do not have a high-capacity backup device and you want to purchase one, you can visit the Accessories Store at accessories.gateway.com.

Help and Support



For more information about backing up files, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **saving files** in the **Search** box Search , then tap or click the arrow.

Using the Scheduled Task Wizard

The Scheduled Task Wizard lets you schedule maintenance tasks such as running Disk Defragmenter and Error-checking.

To start the Scheduled Task Wizard:

- 1 Tap or click **Start, All Programs, Accessories, System Tools**, then tap or click **Scheduled Tasks**. The *Scheduled Tasks* window opens.
- 2 Double-tap or double-click the **Add Scheduled Task** icon. The Scheduled Task Wizard opens.



- 3 Tap or click **Next**, then tap or click the task or program you want to schedule and follow the on-screen instructions to customize the task.

Important




Your tablet PC must be on during scheduled tasks. If your tablet PC is off, scheduled tasks will not run.



Help and Support



For more information about using the Scheduled Tasks Wizard, tap or click **Start**, then tap or click **Help and Support**. Type the keyword **Scheduled Task Wizard** in the **Search** box , then tap or click the arrow.

Chapter 9

Traveling with Your Tablet PC



- Using the modem
- Using your radio frequency wireless connections
- Transferring files
- Protecting your tablet PC from loss and theft
- Managing your tablet PC's power efficiently

Packing your tablet PC

- Remove all peripheral devices and cables. Remember to pack those you will need while traveling.
- Pack your tablet PC securely into a briefcase or hand-carried luggage, and keep it separate from toiletries, liquids, and food. Do not pack it in checked luggage.
- Keep your tablet PC stable during travel. Secure it to prevent it from sliding around in overhead bins and car trunks.

Traveling by air

- Charge the battery in case airport security asks you to start your tablet PC.
- Have your tablet PC hand-inspected or sent through the X-ray scanner, but never carry it through the metal detector.
- Turn off you tablet PC for takeoff and landing.
- Turn off all wireless devices while in the aircraft.
- Do not check your tablet PC as luggage.

Modem

- Take a telephone cord to connect the modem to telephone jacks. If you are traveling internationally, take telephone jack adapters or an acoustic handset coupler.
- Take a telephone line protector.
- Take a telephone line tester to check for unsafe lines, especially if you are traveling internationally.
- Take remote access information with you so you can connect to your ISP while outside of your usual calling area. A list of country dialing codes may be especially useful if you are traveling internationally.

Radio frequency wireless connections

- Every country has different restrictions on the use of wireless devices. If your tablet PC is equipped with a wireless device, check with the local radio approval authorities prior to your trip for any restrictions on the use of a wireless device in the destination country.
- If your tablet PC came equipped with an internal embedded wireless device, see *Safety, Regulatory, and Legal Information* in your tablet PC user guide for general wireless regulatory guidelines.
- Wireless communication can interfere with equipment on commercial aircraft. Current aviation regulations require wireless devices to be turned off while traveling in an airplane. IEEE 802.11a, IEEE 802.11b, and IEEE 802.11g communication devices are examples of devices which use wireless to communicate. To turn off your wireless device, see your tablet PC user guide.

Files

- Copy your working files from your desktop computer to your tablet PC before you travel.
- If you need to access your desktop computer files from your tablet PC while traveling, set up your desktop computer for remote access. Contact your network administrator for more information about remote access.
- Take extra recordable media for transferring files between computers and backing up files.

Security

- Get a locking cable for your tablet PC so you can attach a cable lock and leave your tablet PC in your hotel room while you are away.
- Always keep your tablet PC with you while waiting in airports, train stations, or bus terminals. Be ready to claim your tablet PC as soon as it passes through the X-ray machine in security checkpoints.
- Write down your tablet PC model number and serial number (located on the bottom of your tablet PC) in case of theft or loss, and keep the information in a safe place. Also, tape your business card or an address label to your tablet PC and accessories.
- Whoever sits next to you or behind you can see your tablet PC display. Avoid working with confidential files until you can be sure of privacy.

- Use a startup password to restrict access to your tablet PC. The startup password is set using the BIOS utility.

Important



Use a password that you can remember, but that is difficult for someone else to guess. The password feature is very secure, with no easy way to recover a forgotten password. If you forget your password, you must return your tablet PC to Gateway for service.

Power

- Take your AC power adapter to recharge the battery. If you are traveling internationally, take power plug adapters.
- Take a portable surge protector to protect your tablet PC from power surges.
- To get the best performance from your tablet PC, avoid using the battery whenever possible, monitor the battery charge, and use the most efficient power management settings. For information on conserving battery power, using alternate power sources, and monitoring the battery charge, see *Managing Power* in your tablet PC user guide.

Additional tips

- If you plan to use several USB peripheral devices, take a portable USB hub to provide additional USB ports.
- Take a network cable if you need to connect to a network. Some hotels provide Internet connectivity only through their networks.
- If your tablet PC has been exposed to cold temperatures, allow it to warm to room temperature before turning it on.
- Carry proof of ownership or a merchandise passport when traveling internationally.
- Consult your insurance company and credit card company to learn about emergency travel assistance if your tablet PC is lost or damaged.
- Take your *System Restoration* disc in case you need to install an additional driver or software.

Notices

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