

- 7 Click/Tap **Start**.
- 8 When a message appears that tells you the CD drive needs to be configured, click/tap **OK**. After the drive is configured, MUSICMATCH records the tracks to your hard drive as MP3 files. A progress bar appears next to each track as it is recorded.



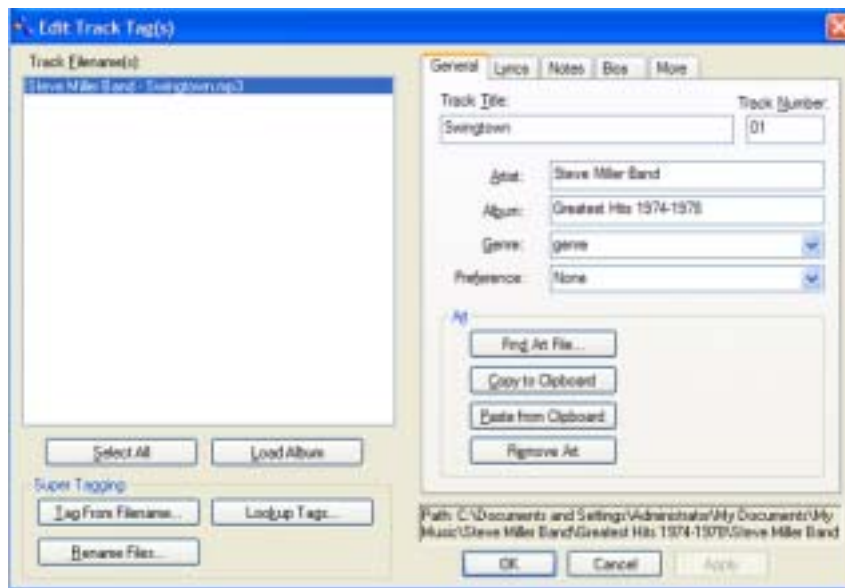
Editing track information

After you add a CD track as an MP3 file to your music library, you can edit the track's information.



To edit track information:

- 1 Open MUSICMATCH.
- 2 If a CD is playing, click/tap the stop button.
- 3 In the *MUSIC CENTER* area, click/tap the track you want to edit.
- 4 Click/Tap **Options**, **Music Library**, then click/tap **Edit Track Tag(s)**. The *Edit Track Tag(s)* dialog box opens.



- 5 Enter information such as track title, lead artist, album, and genre.
- 6 Click/Tap **OK**. The new track information appears in the MUSICMATCH playlist, music library, and recorder window.



Building a music library

Use MUSICMATCH 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 MP3 files** – When you create MP3 files from the tracks on your music CD, MUSICMATCH 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, MP3 files that you download are automatically added to your music library.

Caution



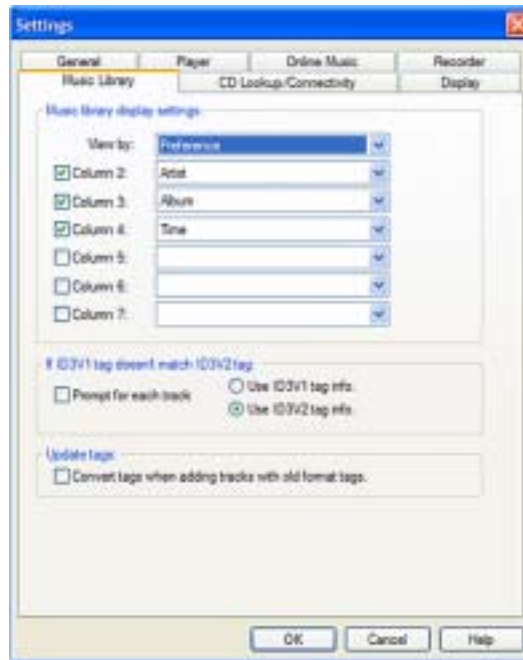
During the download process, MP3 files may become corrupt. If you are having trouble listening to, or working with, a downloaded file, try downloading the file again.

Changing the music library display settings



To change the music library display settings:

- 1 In MUSICMATCH, click/tap **Options**, then click/tap **Settings**. The *Settings* window opens.
- 2 Click/Tap the **Music Library** tab.



- 3 Click/Tap an arrow button to open a column list, then click/tap the category that you want to display in the column.
- 4 When you have finished selecting categories, click/tap **OK**.



Listening to Internet radio



To listen to an Internet radio station:

- 1 Connect to the Internet, then open MUSICMATCH.
- 2 In the *MUSIC CENTER* area, under **PLAY**, click/tap **Online Music**.
- 3 To select one of the MUSICMATCH Internet radio stations, click/tap **Featured Radio Stations** or **Radio Stations**, the radio station, then click/tap the arrow in the *play this station* box. MusicMatch connects to the station and plays the audio. If you do not see **Featured Radio Stations** or **Radio Stations**, drag the scroll bar on the left.

- OR -

To play another Internet radio station, click/tap **Broadcast Radio**, the appropriate category in the **Broadcast Stations** list, the radio station, then click/tap the arrow in the *play this station* box. MusicMatch connects to the station and plays the audio. If you do not see **Broadcast Radio**, drag the scroll bar on the left.



Using advanced features

You can also use MusicMatch to create your own music CDs and to download MP3 files to your portable MP3 player. For more information, see the MusicMatch online help.

Tips & Tricks



See *Do More With Gateway* for more information about using your convertible tablet PC to play digital music and download music from the Internet. Click **Start**, then click **Do More With Gateway**. If you are in the *Business Solutions* view, click **Consumer Solutions**. Click **Digital Music**.

Playing a DVD

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. You can play DVDs with the InterVideo DVD Player program or Windows Media Player. For more information about playing DVDs, click/tap **Help** in the DVD player program.



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 and standby timers.
- 3 To play a DVD using InterVideo DVD, click/tap **Start, All Programs, DVD**, then click/tap **DVD Player**. The InterVideo DVD Player video screen and control panel open.

-OR-

To play a DVD using Windows Media Player, click/tap **Start, All Programs**, then click/tap **Windows Media Player**. The Windows Media Player opens.

Important



If the InterVideo DVD player is not on your Start menu, and if Windows Media Player cannot play a DVD, you will need to install the InterVideo DVD program. To install the InterVideo DVD program, insert the InterVideo DVD Software disc into your DVD drive and follow the on-screen instructions.

- 4 Insert a DVD into the DVD drive, then click/tap ► (play). The DVD plays. Use the volume controls in the DVD player to adjust the volume. For more information on using the DVD player, see its online help.

Important



If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see ["Changing modules" on page 110](#).



Help and Support

For more information about playing DVDs, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **playing DVDs** in the **Search** box
Search , then click/tap the arrow.

Creating CDs using Roxio Easy CD Creator

You can use your DVD/CD-RW to create data CDs, music CDs, or copies of CDs. For more information about your drive's capabilities, see [“Identifying drive types” on page 112](#).

Creating data CDs

Use Roxio Easy CD Creator to create **data** CDs. Data CDs are ideal for backing up important files such as tax records, letters, MP3s, digital movies, or photos. For information on creating **music** CDs, see [“Creating music CDs” on page 130](#).

Important

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

Important

If you record copyrighted material on a CD, 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.



To create a data CD:

- 1 Insert a blank, writable CD into your recordable CD drive.

Important



If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see ["Changing modules" on page 110](#).

- 2 If a *CD Drive* dialog box opens, click/tap **Create a CD using Roxio Easy CD Creator**, then click/tap **OK**. The *Select a Project* window opens.

- OR -

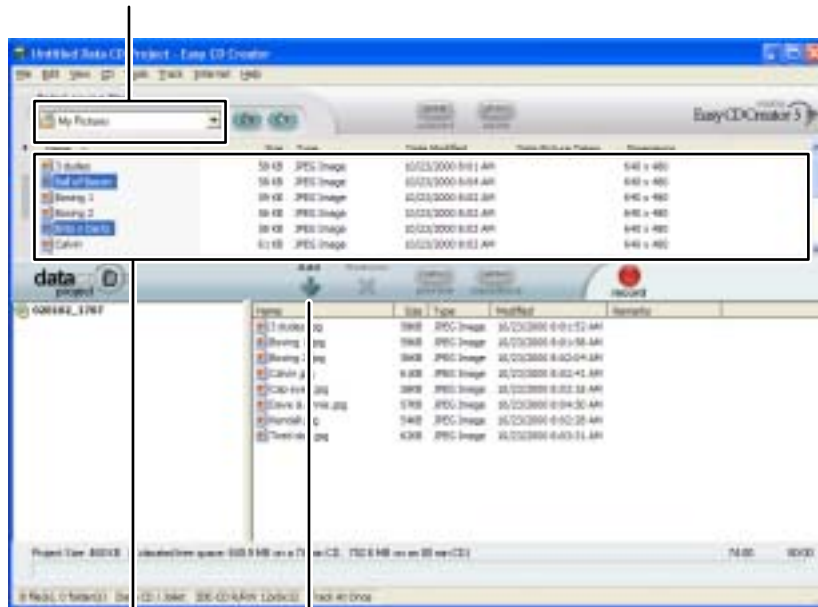
If a dialog box does not open, click/tap **Start, All Programs, Roxio Easy CD Creator**, then click/tap **Project Selector**. The *Select a Project* window opens.



make a data CD dataCD project

- 3 Move your pointer over **make a data CD**, then click/tap **dataCD project**. The *Easy CD Creator* window opens.

Select Source Files

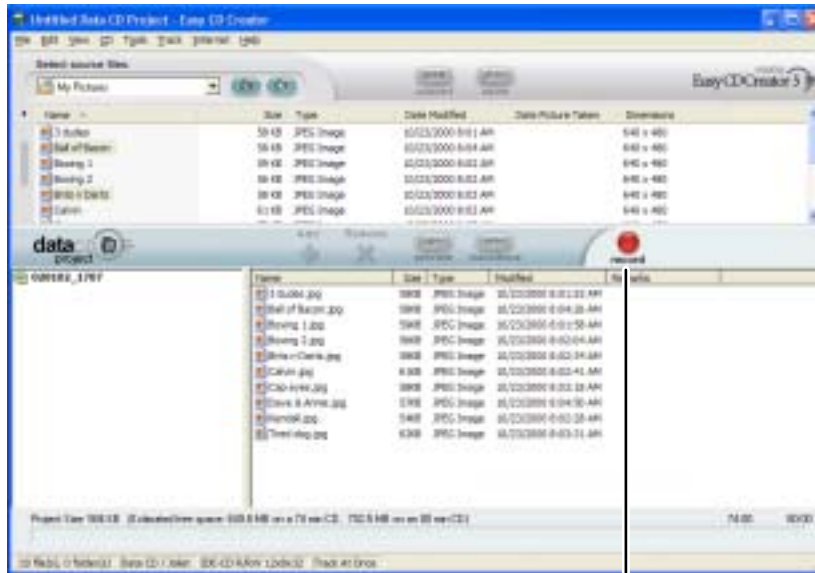


Source Pane

Add

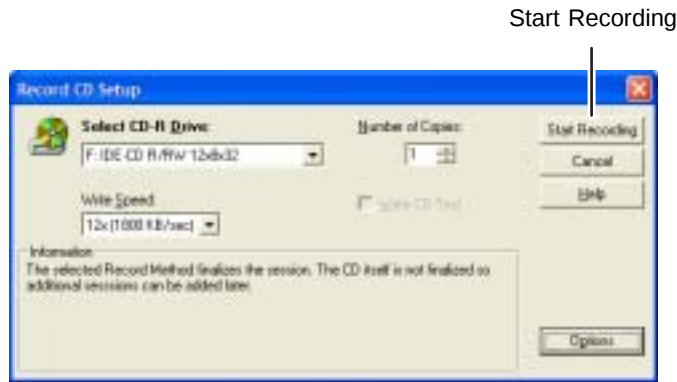
- 4 Click/tap the arrow button to open the **Select Source Files** list, then click/tap the drive or folder where the files you want to add to the writable CD are located. If you do not see the folder you want, browse through the folders in the *Source* pane.

- 5 Click/tap the file you want to record (hold down the **CTRL** or **SHIFT** key when you click/tap to select multiple files) in the *Source* pane, then click/tap **Add**.



record

- 6 After you have added all of your files, click/tap **record**. The *Record CD Setup* dialog box opens.



- 7 Click/tap **Start Recording**.



Help and Support



For more information about creating CDs, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **creating CDs** in the **Search** box
Search , then click/tap the arrow.

Creating music CDs

Use Roxio Easy CD Creator to create **music** CDs from other music CDs or MP3 files. For information on creating data CDs, see [“Creating data CDs” on page 125](#).

Important



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

Important



If you record copyrighted material to a CD, 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 convertible tablet PC.



To create music CDs:

- 1 Insert a blank, writable CD into your recordable CD drive.

Important



If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see [“Changing modules” on page 110](#).

Tips & Tricks

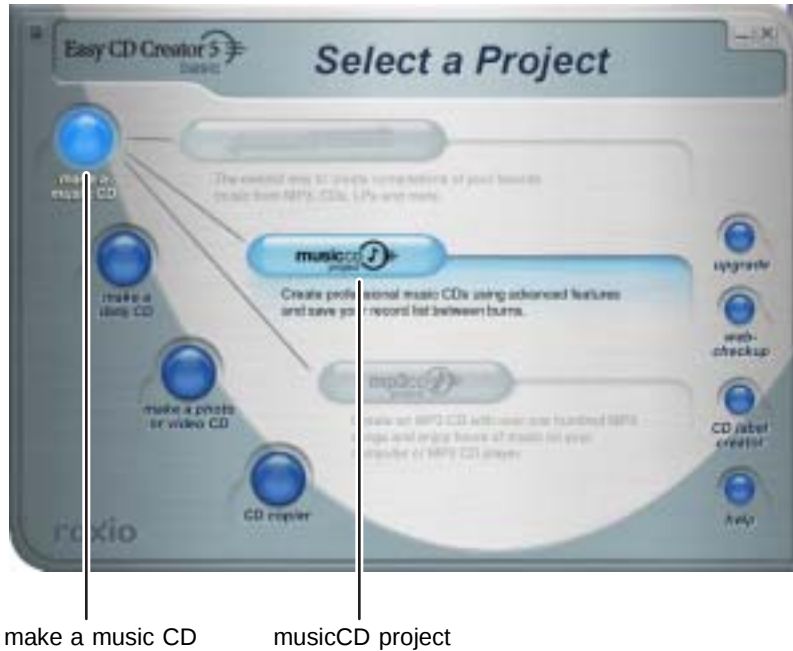


Most home and car stereos can read CD-R discs, but cannot read CD-RW discs. To make sure that the CD that you create will play on home and car CD players, use a CD-R disc.

- 2 If a *CD Drive* dialog box opens, click/tap **Create a CD using Roxio Easy CD Creator**, then click/tap **OK**. The *Select a Project* window opens.

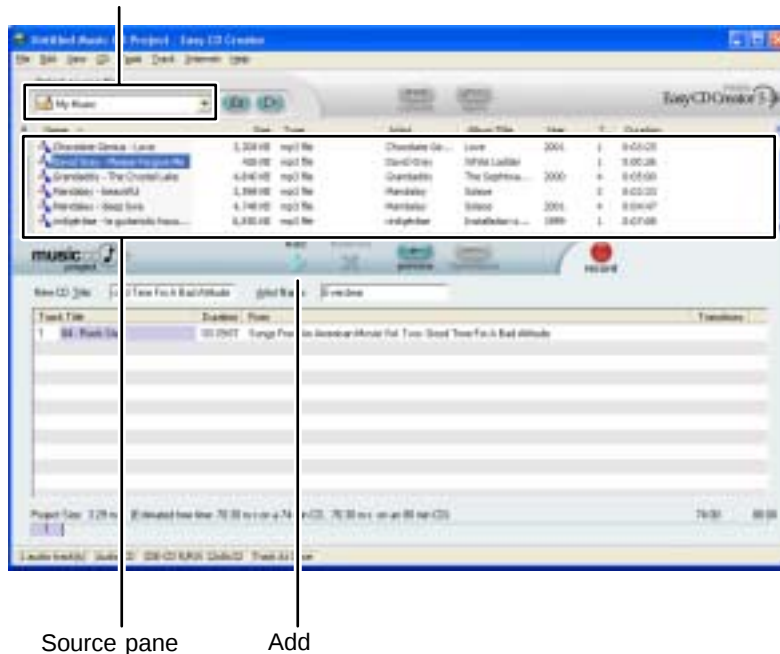
- OR -

If a dialog box does not open, click/tap **Start, All Programs, Roxio Easy CD Creator**, then click/tap **Project Selector**. The *Select a Project* window opens.



- 3 Move your pointer over **make a music CD**, then click/tap **musicCD project**. The *Easy CD Creator* window opens.

Select Source Files



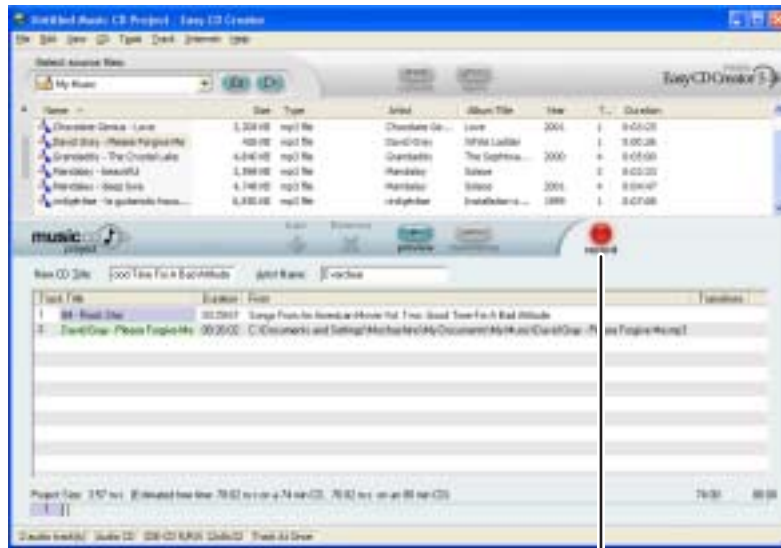
- 4 Click/tap the arrow button to open the **Select Source Files** list, then click/tap the drive or folder where the music files that you want to add to the writable CD are located. If you do not see the folder you want, browse through the folders in the *Source* pane.

- 5** Click/tap the file you want to record (hold down the **CTRL** or **SHIFT** key when you click/tap to select multiple files) in the **Source** pane, then click/tap **Add**.

Tips & Tricks



You can add any combination of music tracks or MP3 files to a music CD project. You can add up to 99 tracks and files, or up to 650 MB (74-minute CD) or 700 MB (80-minute CD) of tracks and files to a music CD project.



record

- 6 After you have added all of your tracks and files, click/tap **record**. The *Record CD Setup* dialog box opens.



- 7 Click/tap **Start Recording**. When the recording is complete, you may see a *Record Complete* dialog box. Select the appropriate option.



Help and Support



For more information about creating CDs, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **creating CDs** in the **Search** box
Search , then click/tap the arrow.

Copying CDs

CD Copier can make backup copies of almost any type of CD.

Important



We recommend that you do not use your convertible tablet PC for other tasks while creating a CD.

Important



If you record copyrighted material on a CD, 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.

▶ To copy a CD:

- 1 Insert the CD you want to copy into your recordable drive.

Important



If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see [“Changing modules” on page 110](#).

- 2 If a dialog box opens, click/tap **Take no action**.
- 3 If a *CD Drive* dialog box opens, click/tap **Create a CD using Roxio Easy CD Creator**, then click/tap **OK**. The *Select a Project* window opens.

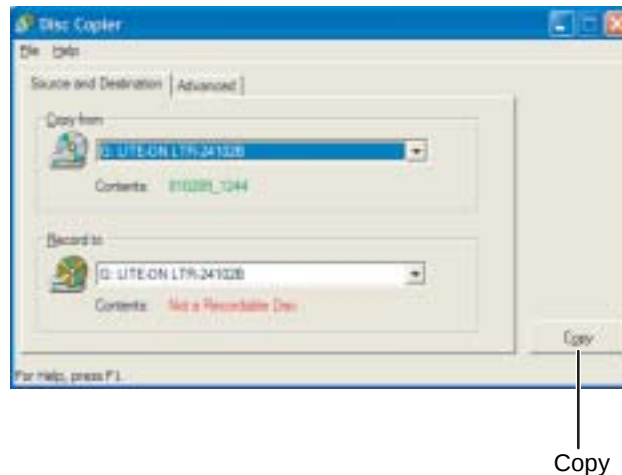
- OR -

If a dialog box does not open, click/tap **Start, All Programs, Roxio Easy CD Creator**, then click/tap **Project Selector**. The *Select a Project* window opens.



CD copier CD copier

- 4 Move your pointer over **CD copier**, then click/tap **CD copier**. The *CD Copier* window opens.



- 5 On the **Source and Destination** tab, click/tap the arrow button to open the **Copy from** list, then click/tap the recordable drive.
- 6 Click/Tap the arrow button to open the **Record to** list, then click/tap the recordable drive.
- 7 Click/Tap **Copy**. CD Copier copies the information on the source CD to your hard drive, prompts you to insert the blank CD, then copies the information from the hard drive to the blank CD.



Help and Support



For more information about copying CDs, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **copying CDs** in the **Search** box
Search , then click/tap the arrow.

Creating CDs using Nero Express

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

Important



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

Important



If you record copyrighted material on a CD, 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



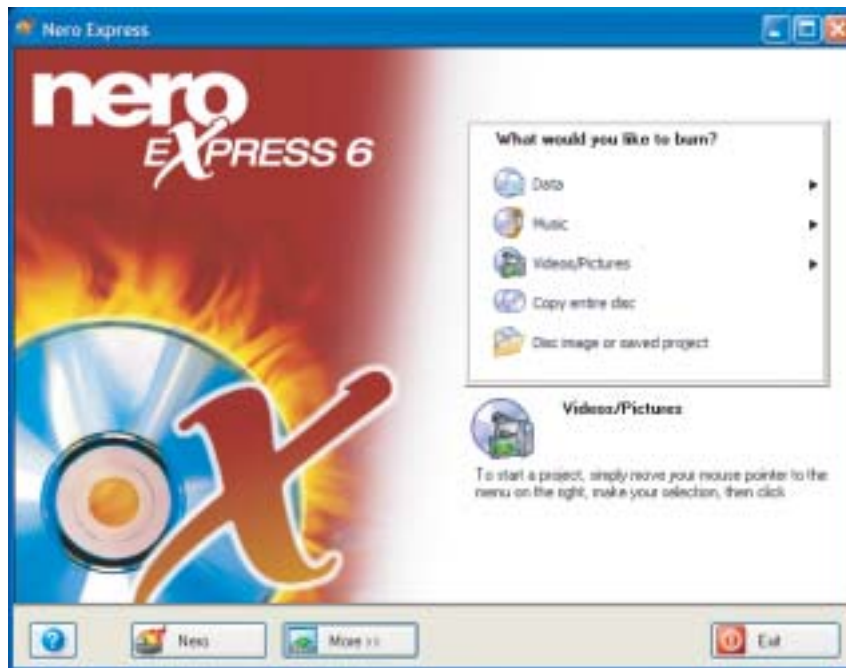
Some CDs have copy protection software. You cannot create MP3 files from these CDs and you may not be able to listen to these CDs on your convertible tablet PC.

Creating a data CD



To create a data CD:

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



- 2 Insert a blank, writable CD into your recordable drive.

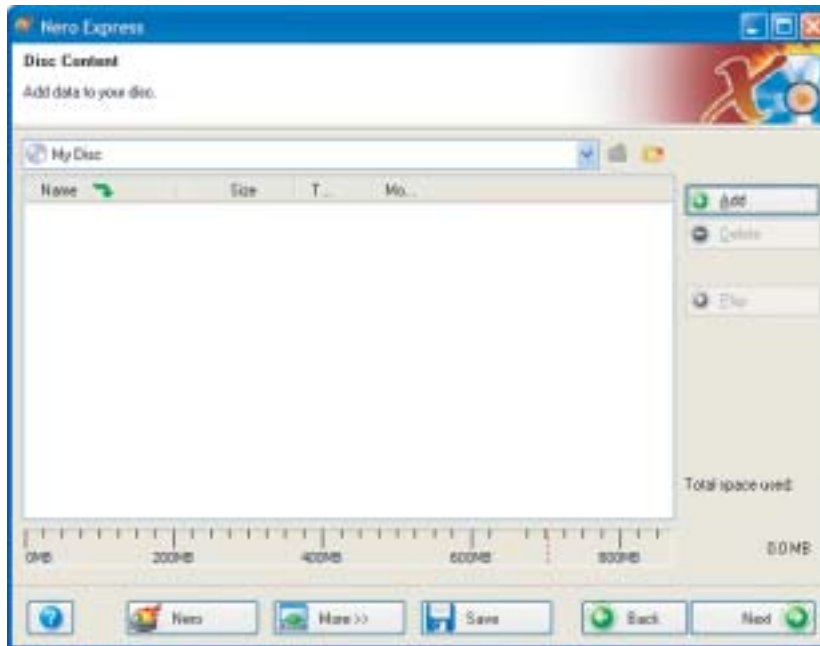
Important



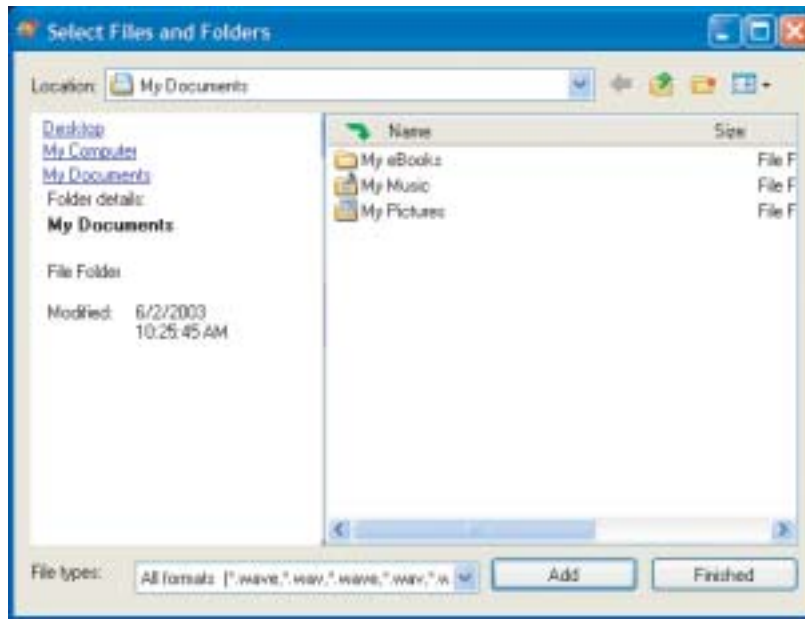
If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see [“Changing modules” on page 110](#).

- 3 If a dialog box opens, click/tap **Take no action**, then click/tap **OK**.

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

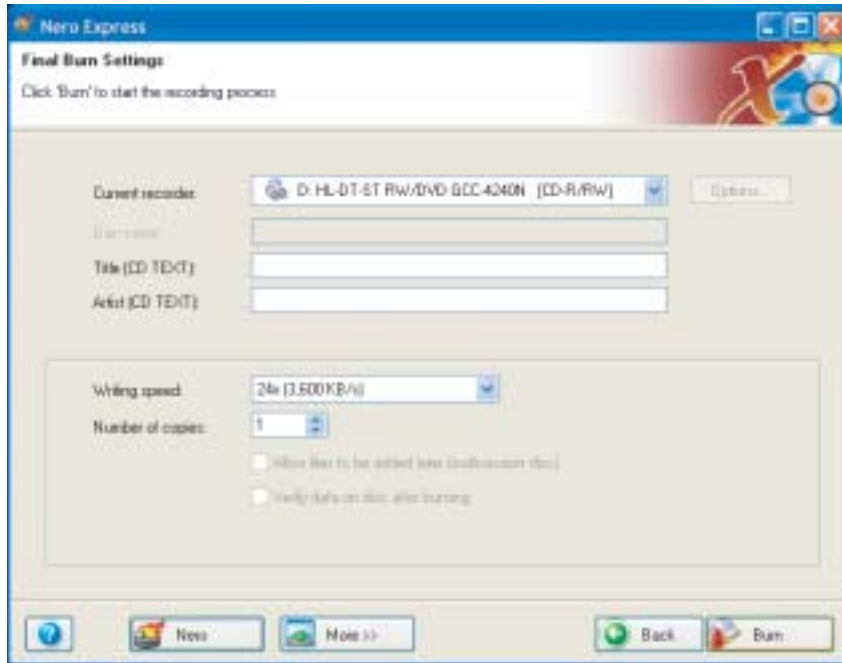


- 5 Click/Tap **Add**. The *Select Files and Folders* dialog box opens.



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

- 9 Click/Tap **Next**. The *Final Burn Settings* screen opens.



- 10 Click/Tap the arrow to open the **Current recorder** list, then click/tap your recordable drive.
- 11 Click/Tap **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, click/tap **OK**.
- 13 Click/Tap **Next** to return the main Nero Express screen.
- 14 Click/Tap **Exit**.

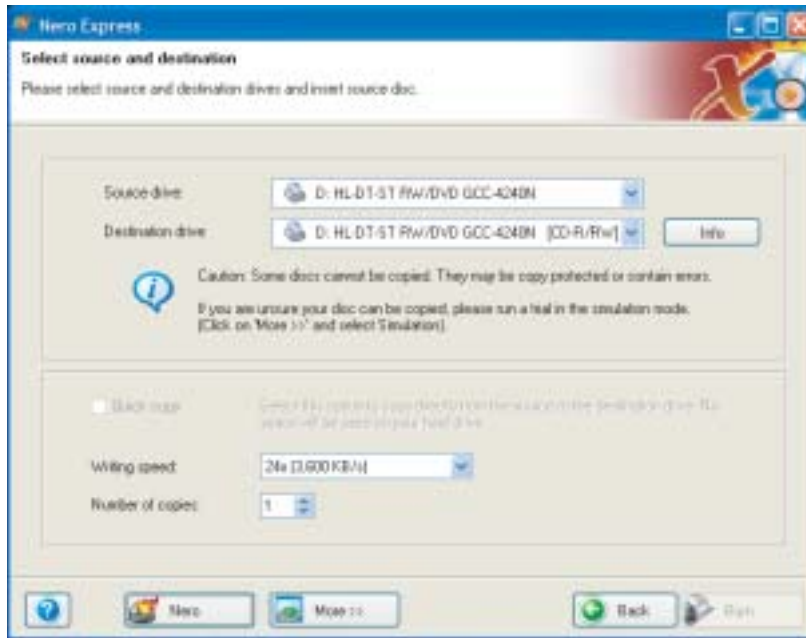


Copying a CD



To copy a music CD or data CD:

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



- 3 Insert the music CD or data CD you want to copy into your recordable drive.

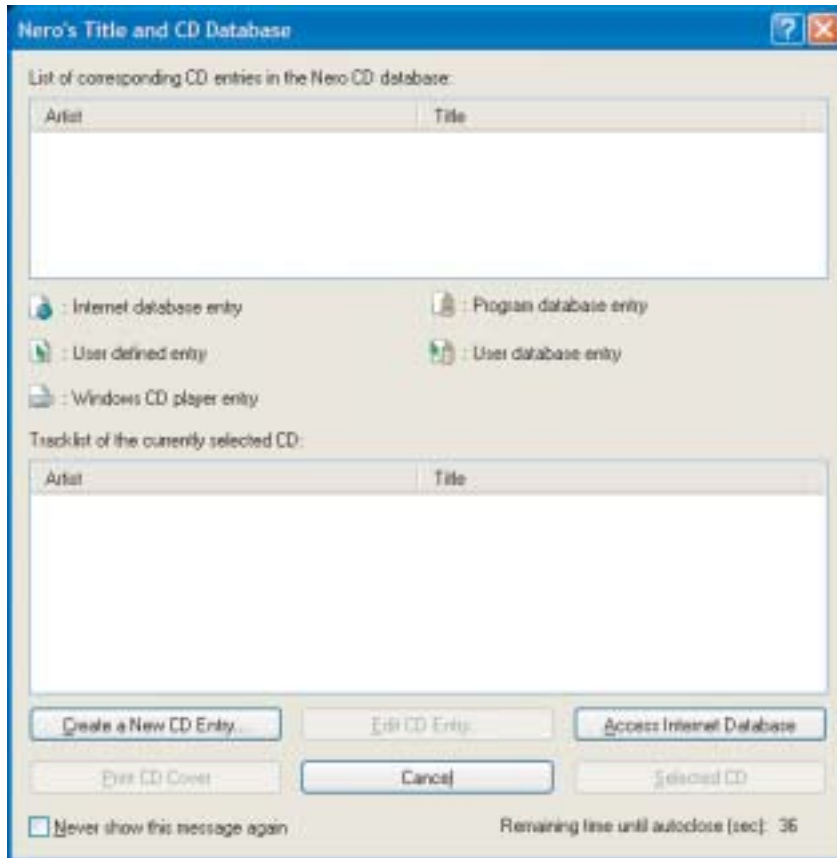
Important



If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see [“Changing modules” on page 110](#).

- 4 Click/Tap the arrow to open the **Source drive** list, then click/tap the drive that contains your source disc.

- 5 Click/Tap the arrow to open the **Destination drive** list, then click/tap your recordable drive.
- 6 Click/Tap **Burn**. The *Nero's Title and CD Database* dialog box opens.

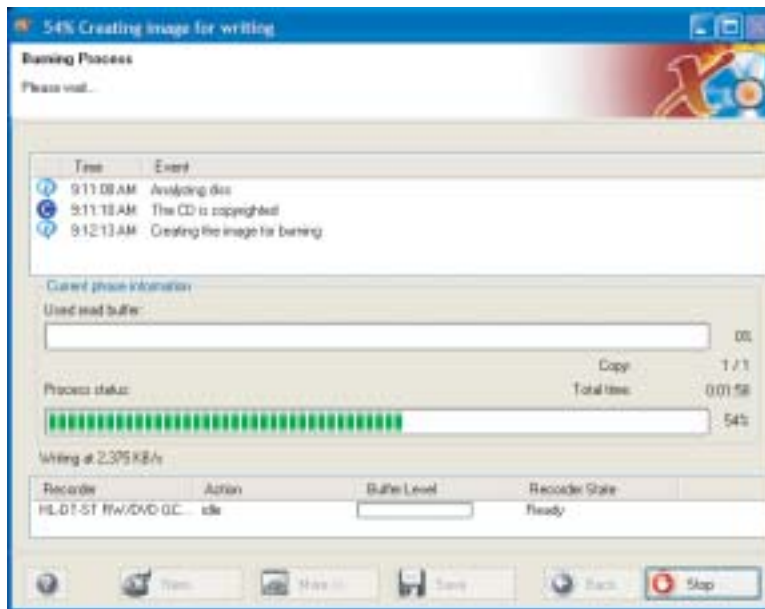


7 Wait until the dialog box closes.

- OR -

Click/Tap **Cancel**.

The *Burning Process* screen opens. Nero Express copies the tracks or files to your hard drive.



8 A message prompts you to insert a CD. Remove the source CD, insert a blank, writable CD, then wait for the message box to close. Nero Express copies the files from your hard drive to the writable CD.

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

10 Click/Tap **Next** to return to the main Nero Express screen.

11 Click/Tap **Exit**.



Copying music tracks



To copy music CD tracks to your hard drive:

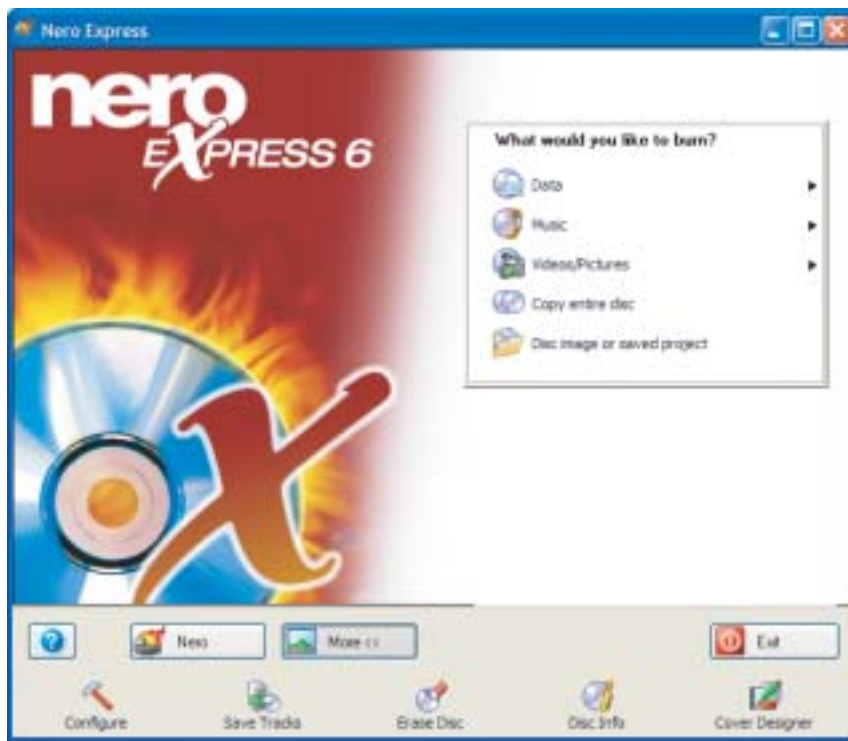
- 1 Click/Tap **Start, All Programs, Burn a CD or Data DVD, Nero Programs**, then click/tap **Nero Express**. Nero Express opens.
- 2 Insert the music CD that has the tracks you want to copy into your CD drive.

Important

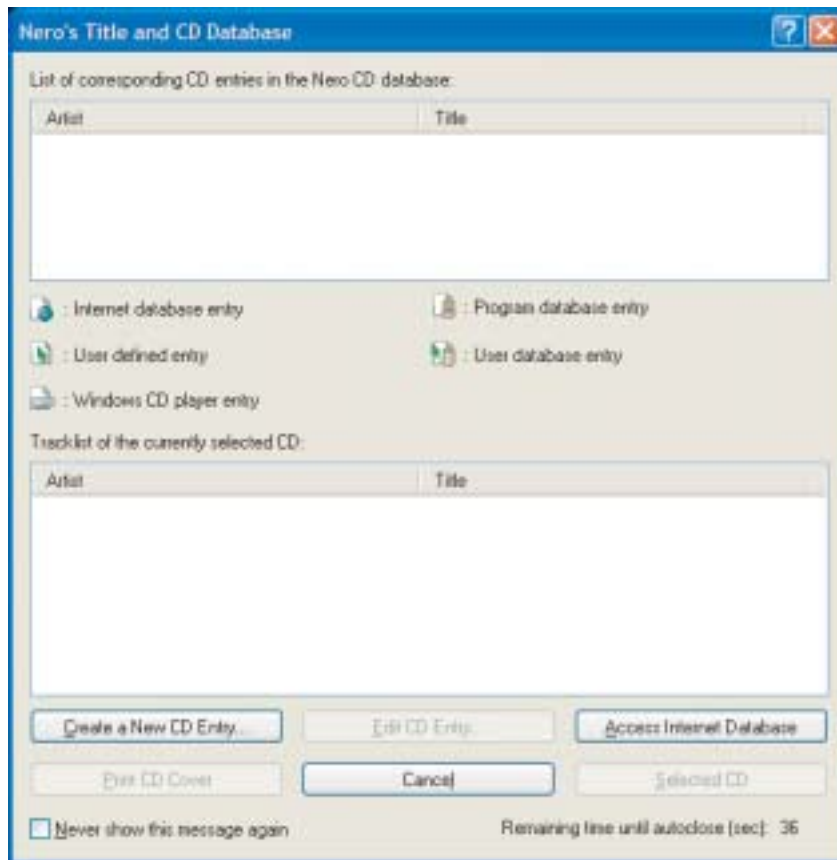


If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see ["Changing modules" on page 110](#).

- 3 If an *Audio CD* dialog box opens, click/tap **Take no action**, then click/tap **OK**.
- 4 Click/Tap **More**. The Nero Toolbar opens.



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



- 6 Wait until the dialog box closes.
- OR -
Click/Tap **Cancel**.

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



- 8 Click/Tap the arrow button to open the **Output file format** list, then click/tap the format you want for the saved tracks.

- 9 To record all the tracks, click/tap **GO**. The recording process begins.

- OR -

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

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



Creating a music CD



To create a music CD:

- 1 Click/Tap **Start, All Programs, Burn a CD or Data DVD, Nero Programs**, then click/tap **Nero Express**. Nero Express opens.
- 2 Insert a blank, writable CD into your recordable drive.

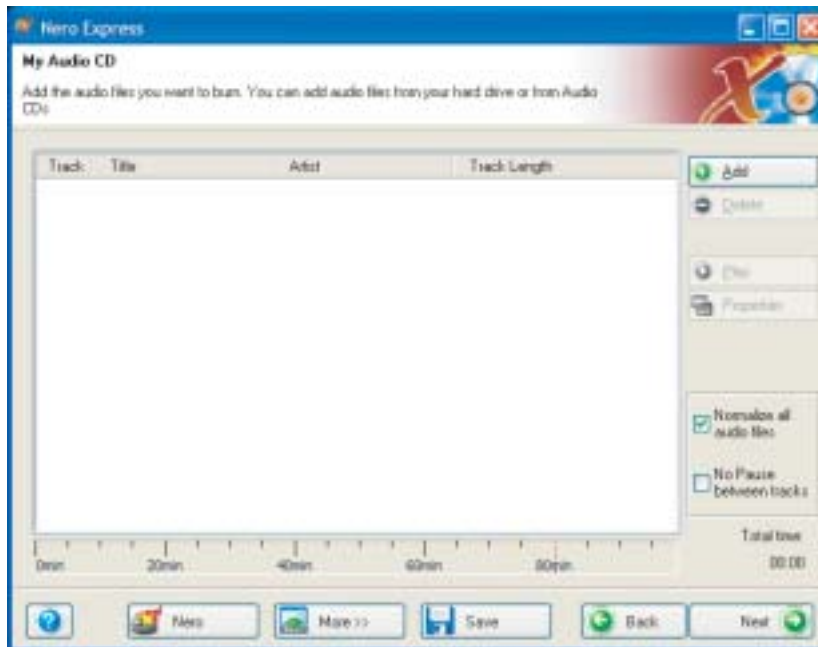
Important



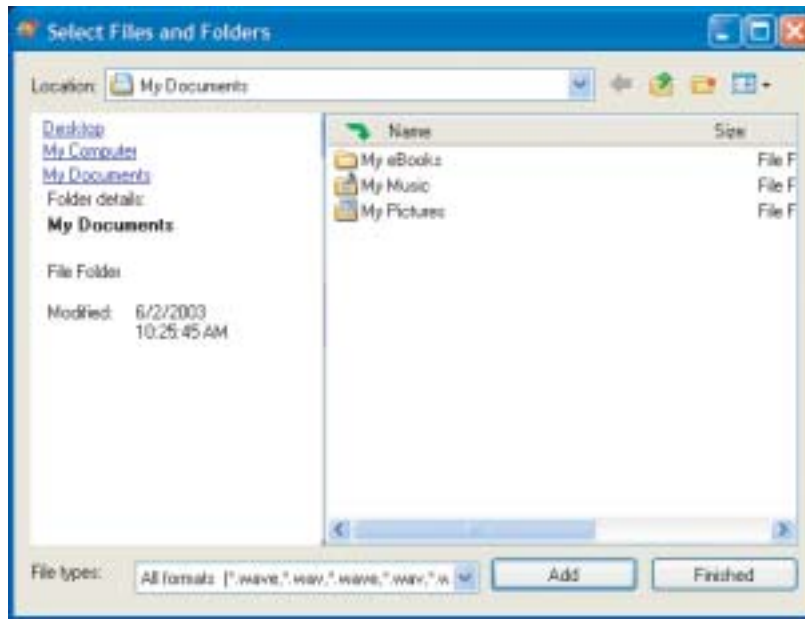
If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see ["Changing modules" on page 110](#).

- 3 If a dialog box opens, click/tap **Take no action**, then click/tap **OK**.
- 4 Move your pointer over **Music**, then click/tap 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 convertible tablet PC.
 - **MP3 Disc** to create a CD using MP3 files. You can play the CD on your convertible 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 convertible tablet PC or a player that supports WMA files.

The screen you use to add files opens.

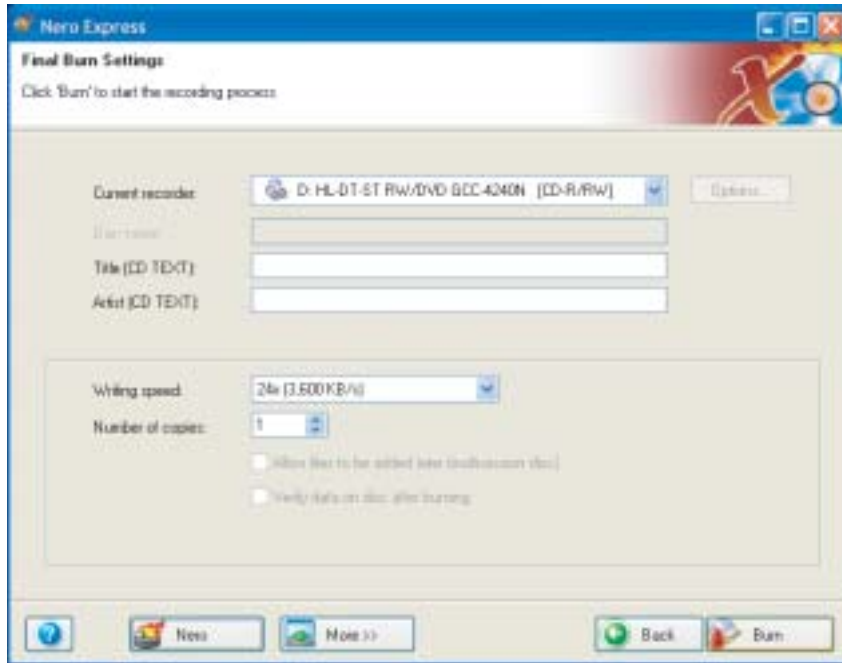


- 5 Click/Tap **Add**. The *Select Files and Folders* dialog box opens.



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

- 9 Click/Tap **Next**. The *Final Burn Settings* screen opens.



- 10 Click/Tap the arrow to open the **Current recorder** list, then click/tap your recordable drive.
- 11 Click/Tap **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, click/tap **OK**.
- 13 Click/Tap **Next** to return the main Nero Express screen.
- 14 Click/Tap **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 DVD and DVD/CD-RW 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 DVD or DVD/CD-RW drive read speed and spin down time.
- **Nero InfoTool** to find out about your drive capabilities and your convertible tablet PC configuration.

To use these programs, click/tap **Start, All Programs, Burn a CD or Data DVD, Nero Programs**, then click/tap 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, click/tap **Start, All Programs, Burn a CD or Data DVD, User's Guides**, then click/tap the guide you want.

Using the optional diskette drive

A diskette drive uses 3.5-inch diskettes (sometimes called *floppy disks*). Diskettes are useful for storing files or transferring files to another computer.

Warning

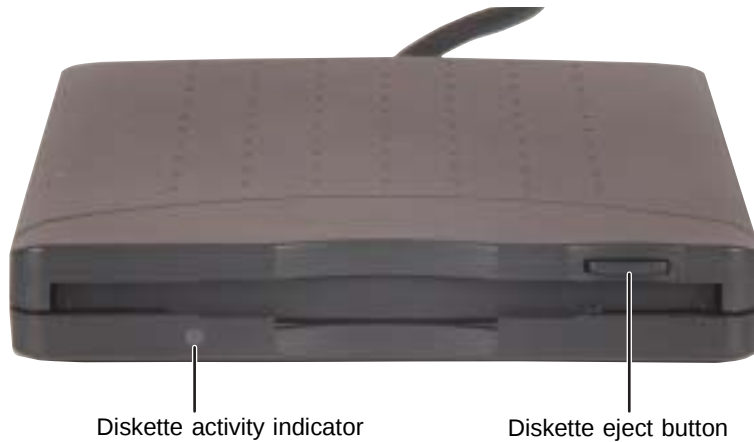


Do not expose diskettes to water or magnetic fields. Exposure could damage the data on the diskette.

Tips & Tricks



If you need to use a diskette drive, Gateway recommends purchasing a USB diskette drive. To order a USB diskette drive, visit the Accessory Store at accessories.gateway.com.



To use a diskette:

- 1 Plug the diskette drive into a USB port on your convertible tablet PC or port replicator. For the location of your USB ports, see “Back” on page 6, “Left side” on page 279, and “Back” on page 280.
- 2 Insert the diskette into the diskette drive with the label facing up.
- 3 To access a file on the diskette, click/tap **Start**, then click/tap **My Computer**. Double-click/Double-tap the drive letter (for example, the A: drive), then double-click/double-tap the file name.
- 4 To remove the diskette, make sure that the diskette activity indicator is off, then press the diskette eject button.



Using the memory card reader

You can use memory cards to transfer pictures from a digital camera to your convertible tablet PC. You can also use the memory card reader to transfer data between your convertible tablet PC and a device that uses memory cards, such as a PDA, MP3 player, or cellular telephone.

Memory card types

The memory card reader supports the following card types:

- Memory Stick®
- MultiMediaCard™
- Secure Digital™
- SmartMedia™ (3.3V only)

Using a memory card

▶ To insert a memory card:

- 1 Insert the memory card into the memory card slot with the label facing up and the arrow on the label pointing towards your convertible tablet PC.

Important



Insert the SmartMedia card with the label facing down. Your convertible tablet PC only accepts 3.3V SmartMedia cards.



- 2 To access a file on the memory card, click/tap **Start**, then click/tap **My Computer**. Double-click/Double-tap the drive letter (for example, the E: drive), then double-click/double-tap the file name.



▶ To remove a memory card:

- Make sure that the memory card reader status indicator (see [“LCD panel status indicators” on page 25](#)) is off, then pull the memory card out of your convertible tablet PC.



Important



Do not use the remove hardware  icon in the taskbar to remove the memory card.

Connecting a digital camera

You can connect most digital cameras to your convertible tablet PC's USB port to transfer pictures.



To connect a digital camera:

- 1 Connect one end of the USB cable to your digital camera, and connect the other end of the cable to the USB port on the right side of your convertible tablet PC.



- 2** Use the program that came with your digital camera to transfer the pictures to your convertible tablet PC.

-OR-

Use the Scanner and Camera Wizard to transfer the pictures to your convertible tablet PC.

-OR-

If your digital camera appears as a drive on your convertible tablet PC in the *My Computer* window, see [“Working with files and folders” on page 64](#) for information about moving files to your hard drive.



Help and Support



For more information about using the Scanner and Camera Wizard, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **digital picture** in the **Search** box
 Search , then click/tap the arrow.

Tips & Tricks



See *Do More With Gateway* for more information about using your convertible tablet PC to edit, store, and print digital photos. Click/Tap **Start**, then click/tap **Do More With Gateway**. If you are in the *Business Solutions* view, click/tap **Consumer Solutions**. Click/Tap **Digital Photos**.

Connecting a digital video camera

Your convertible tablet PC has an IEEE 1394 (also known as Firewire or i.Link) port that can be used to connect to a digital video camera. To find the location of the IEEE 1394 port, see [“Left Side” on page 3](#).



To connect a digital video camera:

- Connect one end of the IEEE 1394 cable to your external source, such as a video camera, and connect the other end of the cable to the IEEE 1394 port  on the side of your convertible tablet PC.



Editing videos

Pinnacle Expression is a video capture program that lets you capture and edit full-motion video, single images, and audio through the IEEE 1394 port. You can also use Pinnacle Expression to create **video** DVDs. For more information about using the Pinnacle Expression, see its online help.



To edit a video:

- 1 Click/Tap **Start**, **All Programs**, **Pinnacle Expression**, then click/tap **Pinnacle Expression**. The program starts.
- 2 Use Pinnacle Expression to edit your video.



Important



If Pinnacle Expression is not on your Start menu, install it from the Pinnacle Expression CD. Insert the CD into your DVD drive and follow the instructions in the setup wizard. For more information on using Pinnacle Expression, see its online help and the online guide located on the program CD.

Tips & Tricks



See *Do More With Gateway* for more information about using your convertible tablet PC to edit videos. Click/Tap **Start**, then click/tap **Do More With Gateway**. If you are in the *Business Solutions* view, click/tap **Consumer Solutions**. Click/Tap **Digital Video**.

Viewing the display on a projector or monitor

You can use your notebook for giving presentations by connecting an external monitor or projector to your monitor (VGA) port. Your notebook supports simultaneous LCD and CRT display. Simultaneous display allows you to control the presentation from your notebook and at the same time face your audience.



To use a projector or external monitor:

- 1 Turn off your convertible tablet PC.
- 2 Plug the projector or monitor cable into the VGA port on your convertible tablet PC or port replicator. For the location of the VGA port, see [“Back” on page 6](#) and [“Back” on page 280](#).
- 3 Turn on your convertible tablet PC.
- 4 Plug the projector’s or monitor’s power cord into an AC power source and turn it on. Windows XP recognizes the new hardware and searches for its driver. You may need to install the driver from the disc supplied by the projector’s or monitor’s manufacturer or download the driver from the manufacturer’s Web site.
- 5 After the driver is installed, right-click/button-tap any empty space on the desktop, then click/tap **Properties**. The *Display Properties* dialog box opens.

- 6 Click/Tap the **Settings** tab.



- 7 Right-click/Button-tap the second monitor icon (labeled 2), then click/tap **Attached**.
- 8 Click/Tap **Apply**.
- 9 Adjust properties such as **Screen Resolution** or **Color Quality** if necessary.
- 10 Click/Tap **OK**.



Important



Press **FN+F3** to switch between viewing the display on the LCD panel and viewing the display on the projector or monitor.

Important



If an external monitor or projector is connected, your convertible tablet PC turns off the LCD panel, but does not enter Standby mode, when the LCD panel is closed.

Viewing the display on a television

The S-Video out jack on your optional port replicator lets you view your convertible tablet PC display on a television screen using a standard S-Video cable.

Important



To turn on external video by default, connect the television (or other external video device) before starting your convertible tablet PC.

Important



Audio is not transmitted through the S-Video out jack. Use the built-in speakers, a set of headphones or external powered speakers, or connect your convertible tablet PC to a stereo system using the S/PDIF jack to hear sound while playing a DVD. DVD playback to a VCR will be scrambled by copyright protection software.



To view your convertible tablet PC display on a television:

- 1 With your convertible tablet PC off, connect one end of a standard S-Video cable to the S-Video out jack on your port replicator. For the location of the S-Video out jack, see [“Back” on page 280](#).
- 2 Connect the other end of the cable to the Video in jack on your television or VCR.
- 3 Turn on the television or VCR.
- 4 Start your convertible tablet PC.
- 5 Click/Tap **Start**, then click/tap **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click/tap **Appearance and Themes**.
- 6 Click/Double-click/Tap/Double-tap the **Display** icon. The *Display Properties* dialog box opens.

- 7 Click/Tap the **Settings** tab.



- 8 Click/Tap **Advanced**. The *Multiple Monitors and Intel Properties* dialog box opens.
- 9 Click/Tap the **Intel Extreme Graphics** tab.
- 10 Click/Tap the **Graphics Properties** button. The *Intel Graphics Controller Properties* dialog box opens.

- 11** Click/Tap the **Television** button.

Important



If the Television button is grayed out, your convertible tablet PC has not detected the television. Make sure that the television is turned on and connected correctly.



- 12** Click/Tap the arrow button to open the **Colors** list, then click/tap **True Color**.
- 13** Click/Tap the arrow button to open the **Screen Area** list, then click/tap **640 by 480**.
- 14** Click/Tap the arrow button to open the **Video Standard** list, then click/tap **NTSC-M**.

Important



If you are traveling internationally, you may need to change the video standard. For example, many televisions in Asia use PAL instead of NTSC.

- 15** Click/Tap **Apply**. Your LCD panel will blank out and what was on your LCD panel now appears on your television.

Important



Your television may be able to run at a higher resolution. If the icons and screen area appear too large on your television, try a different Screen Area value.

- 16** Click/Tap **OK**.



Changing from one display to another

After you have set up the second display on your convertible tablet PC to be a television, you can quickly switch between viewing the display on the LCD panel and viewing it on the television.

To...	Press
Change the display from the LCD panel to the television	CTRL+ALT+F2
Change the display from the television to the LCD panel	CTRL+ALT+F3



8

Managing Power

While your convertible tablet PC is running on battery power, you should manage power consumption to get the most use out of the battery. Read this chapter to learn how to:

- Check and recharge the battery
- Recalibrate the battery
- Change batteries
- Extend the life of the battery by conserving battery power and using alternate power sources
- Change power-saving settings



Monitoring the battery charge

Closely monitor the battery charge. When the battery charge gets low, change the battery or connect to AC power immediately to prevent losing any unsaved work.

Monitor the battery charge by:

- Double-clicking/Double-tapping the power cord icon  or battery icon  in the taskbar. The *Power Meter* dialog box opens.

Important



If the power cord or battery icon does not appear on the taskbar, click/tap the show hidden icons  button. If the icon still does not appear, make sure that **Always show icon on the taskbar** is checked on the Power Options Properties Advanced tab. See [“Changing advanced settings” on page 181](#) for more information.

- Pressing **FN+STATUS** to view the power status box, which opens in the upper-left corner of the screen. The power status box shows the current power source, the battery charge level, and the power management mode.
- Looking at the battery charge indicator:
 - LED blue - battery is fully charged.
 - LED purple - battery is charging.
 - LED blinking red - battery charge is very low.
 - LED solid red - battery is malfunctioning.

Important



This LED only lights up when your convertible tablet PC is connected to AC power or the battery charge is very low. For the location of the battery charge indicator, see [“LCD panel status indicators” on page 25](#).

- Waiting for a Low Battery warning message to appear.

If your battery charge indicator displays what looks like an inaccurate charge, you may need to recalibrate the battery. For more information, see [“Recalibrating the battery” on page 170](#).

Recharging the battery

Both the main and the optional secondary batteries recharge while they are installed and your convertible tablet PC is connected to AC power. While the batteries are recharging, the battery charge indicator turns purple and the battery icon in the taskbar has a lightning bolt ⚡.

Important



If the power cord or battery icon does not appear on the taskbar, click/tap the show hidden icons  button. If the icon still does not appear, make sure that **Always show icon on the taskbar** is checked on the Power Options Properties Advanced tab. See [“Changing advanced settings” on page 181](#) for more information.

Recalibrating the battery

If your convertible tablet PC unexpectedly goes into Standby mode while you are using it but the battery charge is not low, you may need to recalibrate your battery. You should also recalibrate the battery periodically to maintain the accuracy of the battery gauge.



To recalibrate the battery:

- 1 Connect the AC adapter, then turn on your convertible tablet PC.
- 2 As soon as it starts and you see a startup screen, press **F2**. The BIOS Setup utility opens.
- 3 Open the **Advanced** menu.
- 4 Highlight **Battery Auto Learning**, then select **Enabled** by pressing the spacebar.
- 5 Open the **Exit** menu, then highlight **Exit Saving Changes** and press **ENTER**.
- 6 Select **Yes**, then press **ENTER**.

The battery recalibration process begins and a screen opens showing you the progress. The entire process will take several hours.

Important



Do not interrupt the battery recalibration process. If recalibration is interrupted, you must start the process over again.

When the recalibration has finished, the message “Press [Esc] key to exit” appears.

- 7 Press **ESC**. The battery charge indicator now displays an accurate battery charge. If the battery charge indicator does not show an accurate charge, contact Gateway Technical Support.



Changing batteries

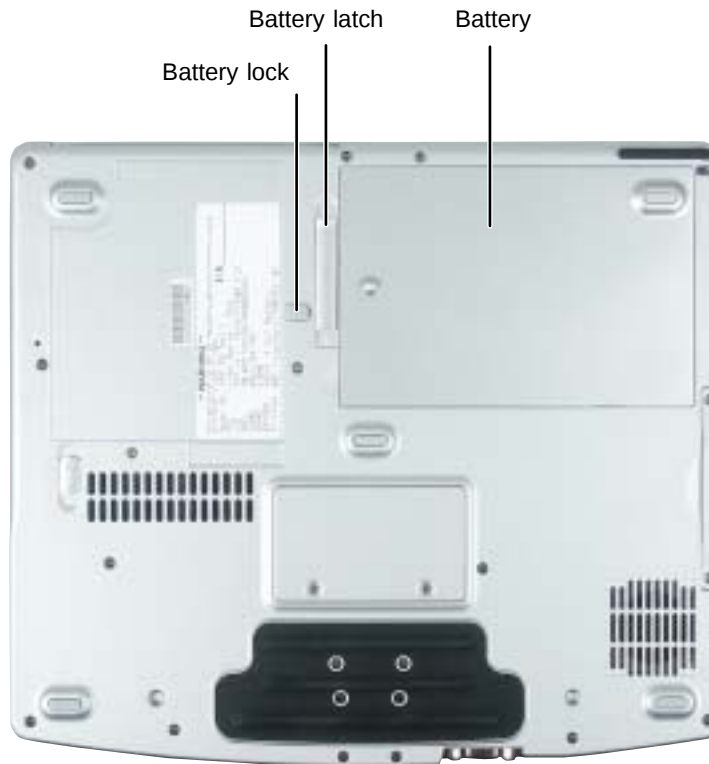
If your convertible tablet PC is plugged into an AC outlet or if it has a charged secondary battery installed, you can change the main battery while the convertible tablet PC is turned on. If your convertible tablet PC has only one battery and it is not plugged into an AC outlet, you must turn the convertible tablet PC off while changing the batteries.

Warning

Danger of explosion if battery is incorrectly replaced.

Replace only with a Gateway M275 battery (M275DAZ or equivalent). Discard used batteries according to the manufacturer's instructions.

The battery used in this device may present a fire or chemical burn hazard if mishandled. Do not disassemble, heat above 212°F (100°C), or incinerate. Dispose of used battery promptly. Keep away from children.



Replacing the main battery

To replace the main battery:

- 1 If your convertible tablet PC is on and is connected to AC power or has a charged secondary battery installed, go to [Step 2](#).

-OR-

If your convertible tablet PC is on and is not plugged into an AC outlet and does not have a charged secondary battery installed, save your work and turn off the convertible tablet PC.

- 2 Close the LCD panel.
- 3 Disconnect your convertible tablet PC from the optional port replicator (see [“Disconnecting from the port replicator”](#) on page 283).
- 4 Turn your convertible tablet PC over so the bottom is facing up.
- 5 Slide the battery lock to the unlocked position, then slide the battery release latch.



- 6** Lift the battery out of the bay.



- 7** Place a recharged battery into the bay and press down until it snaps into place.
- 8** Slide the battery lock to the locked position.
- 9** Turn your convertible tablet PC over and reattach the optional port replicator.
- 10** Open the LCD panel and slide the power switch.



Installing a secondary battery

Your convertible tablet PC's modular bay accepts a secondary battery. The secondary battery charges when the convertible tablet PC is connected to AC power.

Warning



Danger of explosion if battery is incorrectly replaced.

Replace only with a Gateway M275 battery (M275DAZ or equivalent). Discard used batteries according to the manufacturer's instructions.

The battery used in this device may present a fire or chemical burn hazard if mishandled. Do not disassemble, heat above 212°F (100°C), or incinerate. Dispose of used battery promptly. Keep away from children.



To install a secondary battery:

- 1 If you are removing a drive, make sure that the drive is empty.
- 2 Turn off your convertible tablet PC (do not place it in Standby or Hibernate mode).
- 3 Close the LCD panel.
- 4 Disconnect your convertible tablet PC from the optional port replicator (see [“Disconnecting from the port replicator” on page 283](#)).
- 5 Turn your convertible tablet PC over so the bottom is facing up.

- 6** Remove the module bay screw.



- 7** Slide and hold the module bay latch. The module may move out slightly.



- 8** Slide the module out.
- 9** Firmly push the secondary battery straight into the bay until the latch clicks into place.
- 10** Replace the module bay screw.



Extending battery life

Conserving battery power

While using the battery to power your convertible tablet PC, conserve power by:

- Dimming the display as low as is comfortable.
- Removing PC Cards when you do not need them. Many PC Cards use a small amount of power while inserted, even if they are not being used.
- Modifying the power management settings for maximum power savings. For more information, see [“Changing power settings” on page 178](#).
- Closing the LCD panel to turn off the display while you are not using your convertible tablet PC. The display stays off until you open the panel again.
- Using Hibernate mode for maximum power savings while your convertible tablet PC is not in use. For more information, see [“Activating and using Hibernate mode” on page 182](#).
- Using the DVD or DVD/CD-RW drive only when necessary. These drives use a large amount of power.
- Recharging the battery often, taking an extra battery, and fully recharging the batteries before traveling. For more information, see [“Recharging the battery” on page 169](#) and [“Changing batteries” on page 171](#).

Using alternate power sources

To extend battery life, use alternate power sources whenever possible.

- If traveling internationally, take electrical adapters. Save the battery for times when you cannot use a power adapter. If you plan on taking your AC power adapter, also take a single-plug surge protector.
- If you will have access to an automobile cigarette lighter, use a power inverter or automobile/airplane adapter. Save the battery for times when you cannot use a power adapter.
- To find AC power outlets in airports, look for them next to support pillars, in large areas such as boarding gates, and under banks of telephones.

Changing power modes

You can use the following power modes to lengthen the life of your convertible tablet PC's battery:

- *Standby* - while your convertible tablet PC is in Standby, it switches to a low power state where devices, such as the display and drives, turn off.
- *Hibernate* - (also called *save to disk*) writes all current memory (RAM) information to the hard drive, then turns your convertible tablet PC completely off. The next time you turn on your convertible 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. For more information on using Hibernate mode, see [“Activating and using Hibernate mode” on page 182](#).

Using power saving modes

Always save your work before using Standby mode. In Standby mode, your convertible tablet PC reduces or turns off the power to most devices except memory. However, the information in memory is not saved to the hard drive. If power is interrupted, the information is lost.

When in Hibernate mode, your convertible tablet PC saves all memory information to the hard drive, then turns the power completely off.

If your convertible tablet PC is...	...and you want to...	...then
On	Enter Standby mode	Press FN+STANDBY . -OR- Close the LCD panel.
On	Enter Hibernate mode (must be activated)	Click/Tap Start , then click/tap Turn Off Computer . Press and hold SHIFT , then click/tap Hibernate .
In Standby or Hibernate mode	Exit Standby or Hibernate mode	Slide the power switch.

Changing power settings

You can change the function of the power switch, Standby system key, and power-saving timers by changing power settings on your convertible 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.

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.

Important



The processor installed in your convertible 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 convertible 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. Power schemes also set the speed of an Intel® SpeedStep™-equipped processor.

Alarms can alert you when the battery charge is low.

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

Changing the power scheme



To change the power scheme:

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



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

- OR -

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

- 4 Click/Tap **OK**.



Help and Support

For more information about changing the power scheme, click/tap **Start**, then click/tap **Help and Support**.

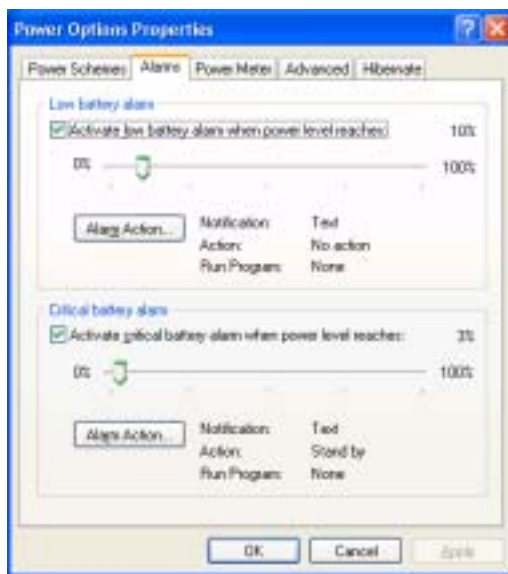
Type the keyword **power scheme** in the **Search** box
Search , then click/tap the arrow.

Changing alarm options



To change the alarm options:

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



- 4 Adjust the alarm settings.
- 5 Click/Tap **OK**.



Help and Support

For more information about changing the alarm options, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **alarm options** in the **Search** box

Search , then click/tap the arrow.

Changing advanced settings



To change advanced power management settings:

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



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

- 5 Click/Tap **OK**.



Help and Support



For more information about changing the power management settings, click/tap **Start**, then click/tap **Help and Support**.

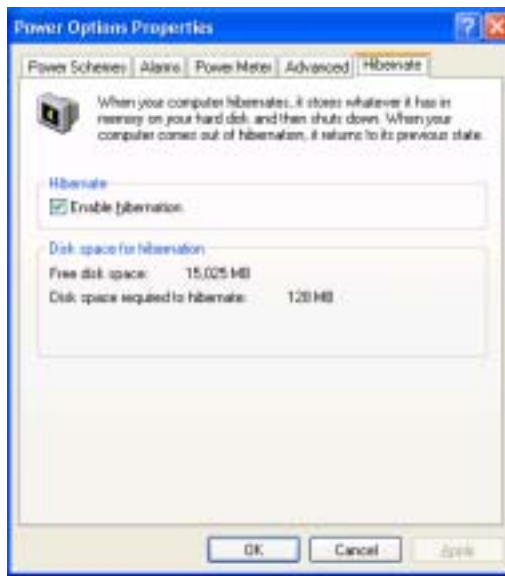
Type the keyword **power management** in the **Search** box , then click/tap the arrow.

Activating and using Hibernate mode



To activate Hibernate mode:

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



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



To use Hibernate mode:

- As an automatic power savings mode:

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

- OR -

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

- As a manually-selected power savings mode, click/tap **Start**, then click/tap **Turn Off Computer**. Press and hold **SHIFT**, then click/tap **Hibernate**.



Help and Support



For more information about using Hibernate mode, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **hibernate** in the **Search** box
Search , then click/tap the arrow.



Traveling With Your Gateway M275

9

These tips can make traveling with your convertible tablet PC more convenient and trouble-free. Read this chapter to learn about:

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

Tips & Tricks



You can download an electronic copy of this guide from
support.gateway.com/support/manlib/.



Packing your convertible tablet PC

- Remove all peripheral devices and cables. Remember to pack those you will need while traveling, and do not forget to pack at least one convertible tablet PC pen.
- Protect the pen by keeping it in your convertible tablet PC's pen holder during travel. For more information, see [“Right Side” on page 5](#).
- Pack the Gateway convertible 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 convertible tablet PC stable during travel. Secure it to prevent it from sliding around in overhead bins and car trunks.

Traveling by air

- Prepare for airport security by charging the battery in case Security asks you to start your convertible tablet PC.
- Have your convertible tablet PC hand-inspected or sent through the X-ray scanner, but never carry it through the metal detector.
- Turn off your convertible tablet PC for takeoff and landing.
- Do not check your convertible tablet PC as baggage.
- Turn off wireless RF devices such as your wireless Ethernet emitter while the aircraft is moving. For more information, see [“Turning your wireless Ethernet emitter on or off” on page 220](#).

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 convertible 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 convertible tablet PC came equipped with an internal embedded wireless device, see [“Safety, Regulatory, and Legal Information” on page 315](#) 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. For instructions on how to turn off your wireless device, see [“Turning your wireless Ethernet emitter on or off” on page 220](#).

Files

- Copy your working files from your desktop computer to your convertible tablet PC before you travel.
- If you need to access your desktop computer files from your convertible 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 convertible tablet PC so you can attach a cable lock and leave your convertible tablet PC in your hotel room while you are away.
- Always keep your convertible tablet PC with you while waiting in airports, train stations, or bus terminals. Be ready to claim your convertible tablet PC as soon as it passes through the x-ray machine in security checkpoints.
- Write down your convertible tablet PC model number and serial number (see [“Identifying your model” on page 10](#)) 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 convertible tablet PC and accessories.
- Whoever sits next to you or behind you can see your convertible tablet PC display. Avoid working with confidential files until you can be sure of privacy.
- Use a startup password to restrict access to your convertible tablet PC.

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 convertible tablet PC to Gateway for service. Call Gateway Technical Support for instructions.



To create a startup password:

- 1 Restart your convertible tablet PC. As soon as you see a startup screen, press **F2**. The BIOS Setup utility opens.
- 2 Open the **Security** menu, then highlight **Set Supervisor Password**, then press **ENTER** and follow the instructions. You must set the supervisor password in order to set the user (startup) password.
- 3 Highlight **Set User Password**, then press **ENTER** and follow the instructions. This is the password you need to enter at startup.
- 4 Highlight **Password on boot**, then select **Enabled** by pressing the spacebar.
- 5 Open the **Exit** menu, highlight **Exit Saving Changes**, then press **ENTER**. When you start your convertible tablet PC, you are prompted to enter the user password you set in [Step 3](#).



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 convertible tablet PC from power surges.
- To get the best performance from your convertible 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, see [“Conserving battery power” on page 176](#).
 - For information on using alternate power sources, see [“Using alternate power sources” on page 176](#).
 - For information on monitoring the battery charge, see [“Monitoring the battery charge” on page 168](#).

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 convertible 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 convertible tablet PC is lost or damaged.
- Take your *System Restoration CDs* in case you need to install an additional driver or software.



Customizing Your Gateway M275

10

This chapter provides information about customizing your convertible tablet PC by changing settings in Windows. Read this chapter to learn how to:

- Change screen and display settings
- Change the background and screen saver
- Adjust the touchpad settings
- Add, change, and switch user accounts



Using the display

Changing display orientation

You can change the display orientation from the default, landscape (horizontal), to portrait (vertical) or secondary landscape (180 degrees from the default) Screen Rotation button. For more information, see [“LCD panel buttons” on page 32](#).



To change display orientation:

- Press Screen Rotation button to step through display orientations.



To change orientation properties:

- Double-click/Double-tap the **Tablet and Pen Settings** icon  in the taskbar, then click/tap the **Display** tab.



Adjusting brightness



To adjust screen brightness:

- Use the increase brightness and decrease brightness buttons on the keyboard. For more information, see [“System key combinations” on page 30](#).



To use brightness boost:

- [Use the brightness boost...](#) For more information, see [“LCD panel buttons” on page 32](#).



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.

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

- 3 Click/Tap the **Settings** tab.



- 4 Click/Tap the arrow button to open the **Color quality** list, then click/tap the color depth you want.
- 5 To save your changes, click/tap **OK**, then click/tap **Yes**.



Help and Support



For more information about adjusting display settings, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **changing display settings** in the **Search** box , then click/tap 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 Click/Tap **Start**, then click/tap **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click/tap **Appearance and Themes**.
- 2 Click/Double-click/Tap/Double-tap the **Display** icon. The *Display Properties* dialog box opens.
- 3 Click/Tap the **Settings** tab.



- 4 Drag the **Screen resolution** slider to the size you prefer.
- 5 To save your changes, click/tap **OK**, then click/tap **Yes**.



Help and Support



For more information about adjusting screen resolution, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **changing screen resolution** in the **Search** box , then click/tap 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 Click/Tap **Start**, then click/tap **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click/tap **Appearance and Themes**.
- 2 Click/Double-click/Tap/Double-tap the **Display** icon. The *Display Properties* dialog box opens.
- 3 Click/Tap the **Appearance** tab.



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

- OR -

If you want to create a new color scheme as part of a desktop theme:

- a Click/Tap **Advanced**. The *Advanced Appearance* dialog box opens.
- b Click/Tap the arrow button to open the **Item** list, then click/tap the item you want to change.
- c Change the color or font settings for the item.
- d Click/Tap **OK**, then click/tap the **Themes** tab.
- e Click/Tap **Save As**, type a name for the new theme, then click/tap **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 Click/Tap **Start**, then click/tap **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click/tap **Appearance and Themes**.
- 2 Click/Double-click/Tap/Double-tap the **Display** icon. The *Display Properties* dialog box opens.

- 3 Click/Tap the **Desktop** tab.



- 4 Click/Tap a background picture in the **Background** list.
- OR -
Click/Tap **Browse** to select a background picture from another location.
- 5 If you want the picture you chose to cover the entire screen, click/tap the arrow button to open the **Position** list, then click/tap **Stretch** or **Tile**.
- 6 If the picture you chose does not cover the entire screen and you did not choose to stretch or tile the image in [Step 5](#), you can change the solid color behind the picture by clicking/tapping the arrow button to open the **Color** list, then clicking/tapping a color.
- 7 Click/Tap **OK**.



Help and Support



For more information about changing the background, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **changing desktop background** in the **Search** box , then click/tap the arrow.

Selecting a screen saver

You can use a screen saver to keep others from viewing your display while you are away from your convertible 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.



To select a screen saver:

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



- 4 Click/Tap the arrow button to open the **Screen Saver** list, then click/tap the screen saver you want. Windows previews the screen saver.
- 5 If you want to customize the screen saver, click/tap **Settings**, then make your changes. If the Settings button is not available, you cannot customize the screen saver you selected.

- 6 If you want to display the Welcome (Login) screen whenever you exit the screen saver, click/tap the **On resume, display Welcome screen** check box.
- 7 If you want to change the time before the screen saver is activated, click/tap the up or down arrows next to the **Wait** box.
- 8 Click/Tap **OK**.



Help and Support



For more information about selecting a screen saver, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **screen savers** in the **Search** box
Search , then click/tap the arrow.

Adjusting tablet and pen settings

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

- Right-handed vs. 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 Double-click/Double-tap the **Tablet and Pen Settings** icon  in the taskbar. The *Tablet and Pen Properties* dialog box opens.
- 2 Click/Tap the **Pen Options** tab.
- 3 Change the pen options settings, then click/tap **OK**.



Programming the buttons

Most of the LCD panel buttons on your convertible tablet PC's can be reprogrammed with new functions. For more information, see [“LCD panel buttons” on page 32](#).



To reprogram button functions:

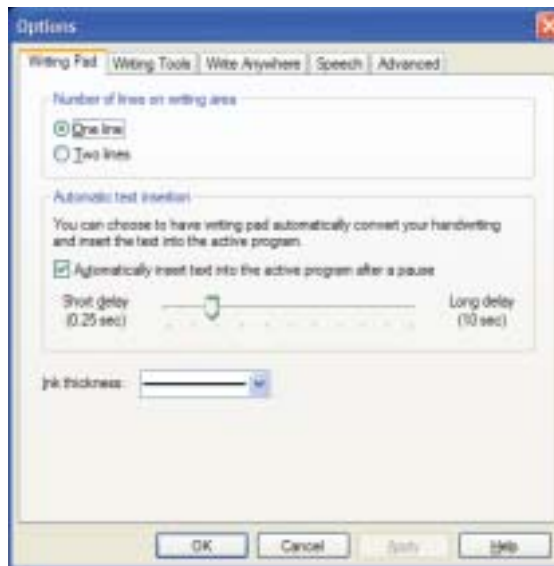
- 1 Double-click/Double-tap the **Tablet and Pen Settings** icon  in the taskbar. The *Tablet and Pen Properties* dialog box opens.
- 2 Click/Tap the **Tablet Buttons** tab.
- 3 Change the button settings, then click/tap **OK**.



Adjusting the Tablet PC Input Panel Settings

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

- 1 Click/Tap  (the **Keyboard** icon).
- 2 Click/Tap **Tools**, then click/tap **Options**.



- 3 Click/Tap a tab, then change the input panel settings.



Changing the touchpad settings

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



To change your touchpad settings:

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



- 3 Click/Tap the **Device Settings** tab, then click/tap **Settings** to change your touchpad settings.



- 4 To modify a touchpad setting, click/tap the + in front of a setting, then modify the setting.
- 5 To assign a function to the rocker switch, click the + in front of **Buttons**, click the up or down button, then click the action you want.
- 6 Click/Tap **OK** to save changes.



Help and Support



For more information about changing mouse settings, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **mouse settings** in the **Search** box
Search , then click/tap the arrow.

Adding and modifying user accounts

You can create and customize a user account for each person who uses your convertible tablet PC. You can also *switch* (change) user accounts without turning off your convertible 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 convertible 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 computer and from other computers on the network.



To add, delete, or modify user accounts:

- 1 Click/Tap **Start**, then click/tap **Control Panel**.
- 2 Click/Double-click/Tap/Double-tap 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



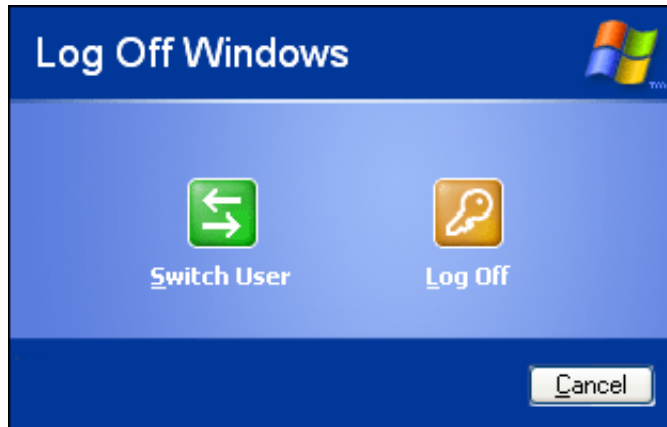
For more information about user accounts, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **user accounts** in the **Search** box
 Search , then click/tap the arrow.



To switch user accounts:

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



- 2 Click/Tap **Switch User**. The Windows *Welcome* screen opens.
- 3 Click/Tap 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.





Networking Your Gateway M275

11

Connecting your home, small office, or home office computers lets you share drives, printers, and a single Internet connection among the connected computers.

Read this chapter to learn about:

- Benefits of using a network in your home, small office, or home office
- Types of network connections
- Purchasing additional network equipment
- Installing and configuring your convertible tablet PC for Ethernet networking
- Turning the wireless Ethernet emitter on and off



Benefits of networking

A network lets you:

- Share a single Internet connection
- Share computer drives
- Share peripheral devices
- Stream audio and video files
- Play multi-player games

Sharing a single Internet connection

Each computer that is connected to the network can share the same broadband connection or modem and telephone line and access the Internet at the same time. This saves on the cost of installing another telephone line for your second computer and paying for a second Internet service provider (ISP) account.

Help and Support



For more information about sharing an Internet connection, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **internet sharing** in the **Search** box
Search , then click/tap the arrow.

Sharing drives

With a network, you can copy files from computer to computer by copying and pasting or dragging and dropping. You will no longer waste your time transferring files by using recordable media. In addition, you can *map* a drive on a networked computer to another computer, and access the files as if they were located on the hard drive of the computer you are using.

Help and Support



For more information about sharing network drives, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **sharing network drives** in the **Search** box
Search , then click/tap the arrow.

Sharing peripheral devices

Each computer that is connected to the network can share the same peripheral devices, such as a printer. Select print from the computer you are currently using and your file is automatically printed on your printer no matter where it is located on your network.

Help and Support



For more information about sharing network devices, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **sharing** in the **Search** box
 Search , then click/tap the arrow.

Streaming audio and video files

With a network, you can store audio files (such as the popular .MP3 files) and video files on any networked computer, then play them on any of the other computers or devices connected to your network. This process is called *streaming*.

Help and Support



For more information about streaming files, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **streaming** in the **Search** box
 Search , then click/tap the arrow.

Playing multi-player games

With a home network, you can play multi-player games. Load a game like *Microsoft Midtown Madness 2* on your computers, and in minutes, you and your friends can race in competing cars through the streets of San Francisco.

Help and Support



For more information about playing multi-player games, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **games** or **network games** in the **Search** box
 Search , then click/tap the arrow.

Selecting a network connection

The biggest decision you need to make when creating your network is what type of connection you will use. Gateway supports both wired and wireless Ethernet networks. Use the following criteria as a guide when selecting a network connection.

Wired Ethernet network

Create a wired Ethernet network if:

- You are building a new home or your existing home already has Ethernet cable installed in each room that has a device you want to connect
- You are creating a network in an office or business where network speed is more important than moving about with your computer
- Your computer has an Ethernet jack for connecting to the network

Wireless Ethernet network

Create a wireless Ethernet (IEEE 802.11a, IEEE 802.11b, or IEEE 802.11g) network if:

- You are looking for an alternative to installing cable for connectivity
- The ability to move about with your computer is as important as network speed
- Your computer has wireless Ethernet for networking

Help and Support



For more information about selecting network connections, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **networks** or **network types** in the **Search** box , then click/tap the arrow.

Using a wired Ethernet network

A wired Ethernet network consists of two or more computers connected together through an Ethernet cable. This connection type is commonly used in offices around the world and can be used to build computer networks in the home.

Ethernet, Fast Ethernet, or Gigabit Ethernet

Ethernet is available at three different speeds. Standard Ethernet runs at 10 Mbps, Fast Ethernet runs at 100 Mbps, and Gigabit Ethernet runs at 1000 Mbps. Most home networks are built using Standard or Fast Ethernet components. Business networks are typically built using Fast or Gigabit Ethernet components.

To create a wired Ethernet network, you or your electrician must:

- Install special Ethernet cables in your home or office

Important



Check local code requirements before installing Ethernet cable or other wiring in your home or office. Your municipality may require you to obtain a permit and hire a licensed installer.

- Install an Ethernet card in each of your desktop computers (if your computers do not already have built-in Ethernet jacks)
- Install an Ethernet PC Card in each of your notebooks or convertible tablet PCs (if your notebooks or convertible tablet PCs do not already have built-in Ethernet jacks)
- Install an Ethernet *router*, *switch*, or *hub*

Tips & Tricks



If you are connecting just two computers (known as a peer-to-peer wired Ethernet network), you can eliminate the router, switch, or hub and use a special *crossover* cable.

Example wired Ethernet network

The following is an example of a wired Ethernet network. The network is made up of a router, a cable or DSL modem, your computers, and cables connecting each of these components. The router is the central control point for the network. Attached to the router are all of your computers or Ethernet-ready devices. Also connected to the router is a cable or DSL modem that provides access to the Internet.



Tips & Tricks



To add the ability to access a wireless Ethernet network to your wired Ethernet network, connect an access point to the router, switch, or hub. For more information about accessing a wireless Ethernet, see ["Using a wireless Ethernet network"](#) on page 214.

Equipment you need for a wired Ethernet network

For a wired Ethernet network you need:

- An Ethernet jack on each desktop computer, notebook, tablet PC, and convertible tablet PC.
 - OR -
- An Ethernet card (also called network interface cards or NICs) installed in each desktop computer.
 - OR -
- An Ethernet PC Card installed in each notebook or convertible tablet PC.
- An Ethernet router. Select a router that gives you the following features:
 - A jack for connecting to a cable or DSL modem.
 - The ability to assign IP addresses to your networked computers dynamically. This prevents intruders from seeing the computers over the Internet.
 - A built-in *firewall* to protect the computers on your network from intruders trying to access your data over the Internet.
 - Built-in switching (with enough ports for all computers and devices on the network) so you will not have to purchase a hub or switch.
- If you did not purchase a router that includes built-in switching or if the router does not have enough ports to attach all of your computers, an Ethernet hub or switch with enough ports for all computers and devices in the network.
- Ethernet cable going from each computer to the router, hub, or switch.

Important



For best results, all Ethernet components should be either standard Ethernet (10 Mbps), Fast Ethernet (100 Mbps or 10/100), or Gigabit Ethernet (1000 Mbps or 10/100/1000). A mixture of components rated at different speeds will result in your network running at the speed of the slowest rated component.

Using a wireless Ethernet network

A wireless Ethernet network is ideal for creating a home or office network or adding mobility to an existing wired Ethernet network. A wireless Ethernet network allows you the freedom to move about your home or office with your notebook, tablet PC, or convertible tablet PC. For example, you can take your notebook, tablet PC, or convertible tablet PC from your home office to your patio without having an Ethernet jack available.

Warning



Radio frequency 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 that provide wireless communication. For instructions to turn wireless Ethernet on and off, see [“Turning your wireless Ethernet emitter on or off” on page 220](#).

Important



If your convertible tablet PC came equipped with an internal radio frequency wireless device, see [“Safety, Regulatory, and Legal Information” on page 315](#) for general wireless regulatory and safety guidelines. To find out if your convertible tablet PC has an internal wireless device, check the label (see [“Identifying your model” on page 10](#)) or the device manager.

Wireless Ethernet speed and frequency

Wireless Ethernet is available at two different speeds and at two different frequencies. The following table compares the various wireless Ethernet network types.

Network Type	Speed	Frequency	Advantages	Disadvantages
IEEE 802.11a	54 Mbps	5 GHz	Less possible interference than IEEE 802.11b and IEEE 802.11g	▪ Shorter range (25 to 75 feet) than IEEE 802.11b and IEEE 802.11g ▪ Not compatible with IEEE 802.11b or IEEE 802.11g networks
IEEE 802.11b	11 Mbps	2.4 GHz	▪ Large number of access points already exist in airports, college campuses, and businesses ▪ Compatible with IEEE 802.11g networks ▪ Longer range (100 to 150 feet) than IEEE 802.11a	▪ Possible interference from cordless phones and microwaves ▪ Not compatible with IEEE 802.11a networks
IEEE 802.11g	54 Mbps	2.4 GHz	▪ Compatible with IEEE 802.11b networks ▪ Longer range (100 to 150 feet) than IEEE 802.11a	▪ Possible interference from cordless phones and microwaves ▪ Not compatible with IEEE 802.11a networks

Important



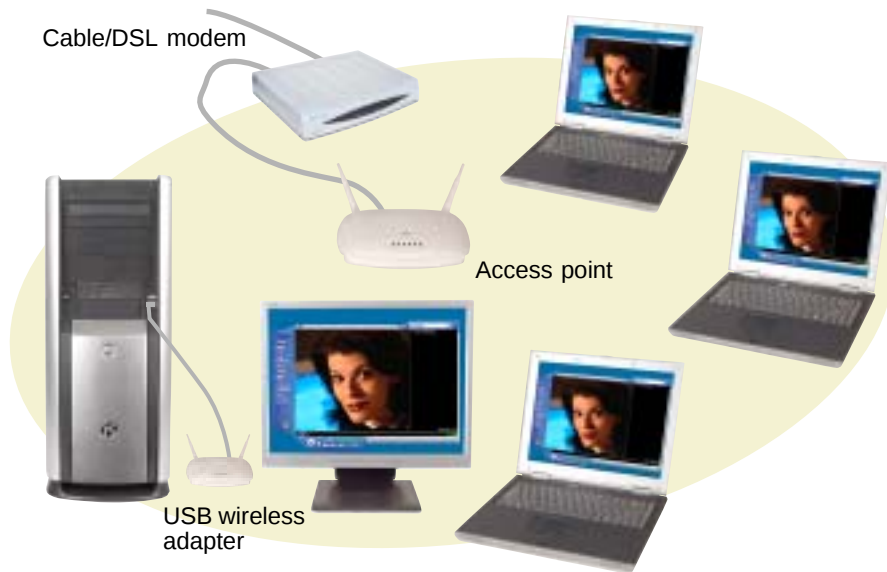
The speed of a wireless network is related to signal strength. Signal strength is affected by the distance between your wireless network devices, by radio interference, and by interference from natural obstructions such as walls, floors, and doors.

The two most common types of wireless Ethernet networks are access point and peer-to-peer.

Example access point wireless Ethernet network

By using an *access point*, you can join a wireless Ethernet network and access a wired Ethernet network. The following example shows how an access point also lets you access the Internet.

The following is an example of an access point wireless Ethernet network. The network is made up of an access point, a cable or DSL modem, and your computers. The access point is the central control point for the network. Attached to the access point is the cable or DSL modem that provides access to the Internet. Each of the computers or Ethernet-ready devices communicate with the access point using radio waves. If your computer does not have built-in wireless Ethernet capabilities, you need to add a wireless PCI card (desktop), PC card (notebook or convertible tablet PC), or USB adapter.



Tips & Tricks



If you want to access a wireless Ethernet network from your wired Ethernet network, connect an access point to the router, switch, or hub. For more information about accessing a wired Ethernet, see ["Using a wired Ethernet network" on page 211](#).

Equipment you need for an access point wireless Ethernet network

For an access point wireless Ethernet network you need:

- A wireless Ethernet PCI card installed in each desktop computer
 - OR -
 - A wireless Ethernet USB adapter attached to each desktop or notebook computer, or convertible tablet PC
 - OR -
 - A notebook, tablet PC, or convertible tablet PC with wireless Ethernet built-in
 - OR -
 - A wireless Ethernet PC Card installed in each notebook or convertible tablet PC that does not have wireless Ethernet built-in
- A wireless Ethernet access point to connect your wireless Ethernet network to the Internet or a wired Ethernet network

Important



IEEE 802.11b and IEEE 802.11g use the same radio frequency. IEEE 802.11a uses a different radio frequency than IEEE 802.11b and IEEE 802.11g. All wireless Ethernet components must use the same frequency. A combination of IEEE 802.11a and IEEE 802.11b or IEEE 802.11a and IEEE 802.11g components will not work. Some wireless devices can broadcast and receive signals on both frequencies.

A mixture of IEEE 802.11b and IEEE 802.11g components will result in your network running at the speed of the slower IEEE 802.11b components.

Example peer-to-peer wireless Ethernet network

Use a peer-to-peer (also known as ad hoc) wireless Ethernet network if you are setting up or joining a temporary computer-to-computer network. This type of network does not include access into a wired network or the Internet. You can create this type of network to quickly move files from one computer to another.



Equipment you need for a peer-to-peer wireless Ethernet network

For a peer-to-peer wireless Ethernet network you need:

- A wireless Ethernet PCI card installed in each desktop computer

- OR -

A wireless Ethernet USB adapter attached to each desktop or notebook computer or convertible tablet PC

- OR -

A notebook, tablet PC, or convertible tablet PC with wireless Ethernet built-in

- OR -

A wireless Ethernet PC Card installed in each notebook or convertible tablet PC that does not have wireless Ethernet built-in

For more information

For more information about purchasing equipment for your home or office Ethernet network, discuss your particular needs with your Gateway representative. In addition, several books and Internet sites are dedicated to networking (for example: www.homenethelp.com). See these sources for more information about networking your home or office with wired or wireless Ethernet.

**Help and
Support**



For more information about networking, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **networking** in the **Search** box
Search , then click/tap the arrow.

Using your convertible tablet PC on a network

Installing and configuring your convertible tablet PC for Ethernet networking

The *Setting Up Your Windows Network* guide has been included on your hard drive. It provides instructions for installing and configuring both wired and wireless Ethernet networking on your convertible tablet PC. To access this guide, click/tap **Start, All Programs**, then click/tap **Gateway Documentation**.

Turning your wireless Ethernet emitter on or off

Warning



Radio frequency 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 that provide wireless communication.

Warning



In environments where the risk of interference to other devices or services is harmful or perceived as harmful, the option to use a wireless device may be restricted or eliminated. Airports, Hospitals, and Oxygen or flammable gas laden atmospheres are limited examples where use of wireless devices may be restricted or eliminated. When in environments where you are uncertain of the sanction to use wireless devices, ask the applicable authority for authorization prior to use or turning on the wireless device.



To turn the wireless Ethernet emitter on or off:

- 1 Click/Tap **Start**, then click/tap **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click/tap **Network and Internet Connections**. The *Network and Internet Connections* window opens.
- 2 Click/Double-click/Tap/Double-tap **Network Connections**. The *Network Connections* window opens.
- 3 Right-click/Button-tap **Wireless Network Connection**, then click/tap **Enable** to turn on the wireless Ethernet emitter or click/tap **Disable** to turn off the wireless Ethernet emitter.





Moving From Your Old Computer

12

If your new convertible tablet PC is replacing an old computer, you may have personal data files, Internet settings, a printer or other peripheral devices, and other unique computer settings that you want to move from your old computer to your new one. Read this chapter to learn about:

- Using the 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 one 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:

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



Help and Support



For more information about using the Files and Settings Transfer Wizard, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **using transfer wizard** in the **Search** box , then click/tap the arrow.

Transferring files

You can manually transfer your personal data files by copying them to removable media, such as a diskette, writable CD, USB flash drive, or Zip disk, or by using a home network. For more information, see [“Creating CDs using Nero Express” on page 136](#) and [“Networking Your Gateway M275” on page 207](#).

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 224](#), or [“Searching for files” on page 71](#).



To find files in the My Documents folder:

- 1 In Windows XP, click/tap **Start**, then click/tap **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-click/Double-tap the **C:** drive icon.
- 3 Double-click/Double-tap 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, click/tap **Start**, then click/tap **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, click/tap **Help**, then click/tap **Help and Support Center** or **Help Topics**. For more information, see [“Searching for files” on page 71](#).



**Help and
Support**



For more information about finding files, click **Start**, then click/tap **Help and Support**.

Type the keyword **searching for files** in the **Search** box
Search , click/tap the arrow, then click/tap
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 one.

Setting up your ISP

- If your current Internet service provider (ISP) software came preinstalled on your new convertible 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 convertible 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 convertible 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** Click/Tap **Start, All Programs, Accessories, Communications**, then click/tap **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, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **Internet connection** in the **Search** box , then click/tap 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 convertible 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 convertible 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 CDs or diskettes.

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

Help and Support



For information about restoring your convertible tablet PC's previous settings, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **System Restore** in the **Search** box
Search: , then click/tap 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 convertible tablet PC.
- 2** Connect your parallel port printer.
- 3** Turn on your printer, then turn on your convertible 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** Click/Tap **Start**, then click/tap **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click/tap **Printers and Other Hardware**.
- 6** Click/Double-click/Tap/Double-tap the **Printers and Faxes** icon, then click/tap **Add a 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, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **installing a printer** in the **Search** box
 Search , then click/tap 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 convertible 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 convertible tablet PC. Locate your original program installation CDs and installation guides. Your original CDs 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 convertible 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 convertible tablet PC's previous settings using System Restore.

Help and Support

For more information about restoring your convertible tablet PC's previous settings, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **System Restore** in the **Search** box
 Search , then click/tap the arrow.



Maintaining Your Gateway M275

13

This chapter provides basic information about maintaining your convertible tablet PC hardware and software. Read this chapter to learn how to:

- Care for your convertible tablet PC
- Protect your convertible tablet PC from viruses
- Manage hard drive space
- Back up files
- Clean your convertible tablet PC



Caring for your convertible tablet PC

To extend the life of your convertible tablet PC:

- Be careful not to bump or drop your convertible tablet PC, and do not put any objects on top of it. The case, although strong, is not made to support extra weight.
- When transporting your convertible tablet PC, we recommend that you put it in a carrying case.
- Keep diskettes, modular drives, and your convertible tablet PC away from magnetic fields. Magnetic fields can erase data on both diskettes and hard drives.
- Never turn off your convertible tablet PC when the hard drive light is on because data on the hard drive could be lost or corrupted.
- Avoid subjecting your convertible tablet PC to extreme temperature changes. The case and LCD panel can become brittle and easy to break in cold temperatures and can melt or warp in high temperatures. Damage due to either extreme is not covered by your warranty. As a general rule, your convertible tablet PC is safest at temperatures that are comfortable for you.
- Keep all liquids away from your convertible tablet PC. When spilled onto computer components, almost any liquid can result in extremely expensive repairs that are not covered under your warranty.
- Avoid dusty or dirty work environments. Dust and dirt can clog the internal mechanisms.
- Do not block the ventilation fan.
- When storing your convertible tablet PC for an extended period of time, unplug AC power and remove the battery after discharging it partway.

Display screen

- Use only your convertible tablet PC's pen on the display. Do not write on the surface with an ink pen or pencil.
- Nothing heavier than your writing hand should be placed on top of the display.

- Protect the display surface from unnecessary contact by turning the screen so it is in the notebook orientation and closing it when transporting the Gateway convertible tablet PC. For more information, see [“Converting the display from notebook to tablet mode” on page 39](#).
- Never spray or pour liquids directly on the display surface.
- Avoid prolonged exposure to direct sunlight.
- Use a soft fabric to wipe away dust and fingerprints. Dampen the cloth with water but never spray anything directly on the surface. If liquid collects around the edges, wipe it up immediately.

Pen

- Always store the pen in the Gateway convertible tablet PC’s pen holder when not in use. For more information, see [“Right Side” on page 5](#).
- Store extra pens horizontally in a box or drawer.
- Pens should not be stored vertically on the tip because constant tip pressure can affect pen-screen interaction.
- The pen has electronics in it, so it should not be exposed to or immersed in liquids.

Replacing the pen point

Normal use wears down the pen’s point, so the pen ships with extra points and a replacement tool. To use the tool, grasp the old point with the ring and pull. Insert a new point and apply slight pressure to set it in place.

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 233
Manage hard drive space		X	page 236
Clean up hard drives	X	X	page 237
Scan hard drive for errors	X	X	page 238
Defragment hard drive	X	X	page 240
Back up files	X	X	page 242
Recalibrate the battery		X	page 170
Clean convertible tablet PC case		X	page 244
Clean keyboard		X	page 245
Clean convertible tablet PC screen		X	page 245
Clean mouse		X	page 245

Protecting your convertible 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 convertible tablet PC to malfunction. Some viruses go undetected for a period of time because they are activated on a certain date.

Protect your convertible tablet PC from a virus by:

- Using the Norton[®] AntiVirus program to check files and programs that are on diskettes, 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.

Help and Support



For more information about protecting your convertible tablet PC against viruses, click/tap **Start**, then click/tap **Help and Support**.

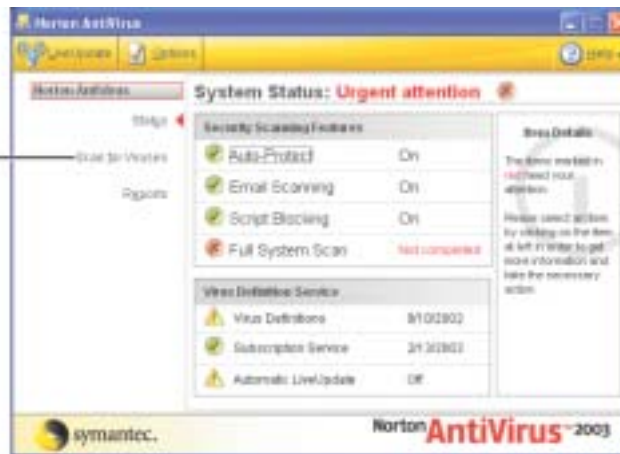
Type the keyword **viruses** in the **Search** box
Search , then click/tap the arrow.



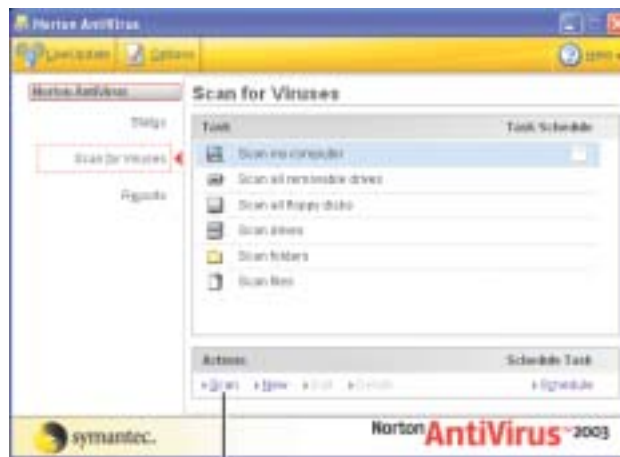
To scan for viruses:

- 1 Click/Tap **Start**, **All Programs**, **Norton AntiVirus**, then click/tap **Norton AntiVirus 2003**. Norton AntiVirus opens.

Scan for viruses



- 2 Click/Tap **Scan for Viruses**.



Scan

- 3 Click/Tap the type of scan you want to make in the Scan for Viruses area, then under Actions, click/tap **Scan**.





To remove a virus:

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



To update Norton AntiVirus:

- 1 Make sure that you are connected to the Internet.
- 2 Click/Tap **Start, All Programs, Norton AntiVirus**, then click/tap **LiveUpdate - Norton AntiVirus**. 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, click/tap **Finish**.



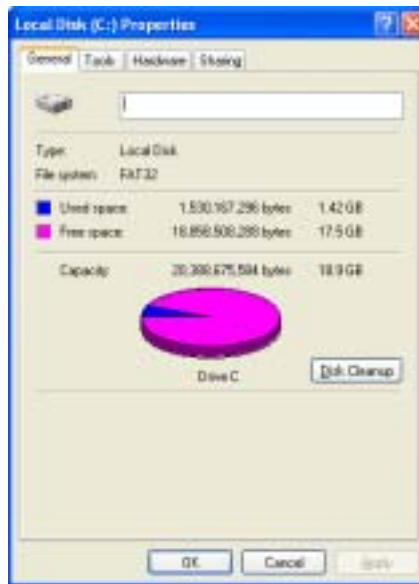
Managing hard drive space

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

Checking hard drive space

▶ **To check hard drive space:**

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



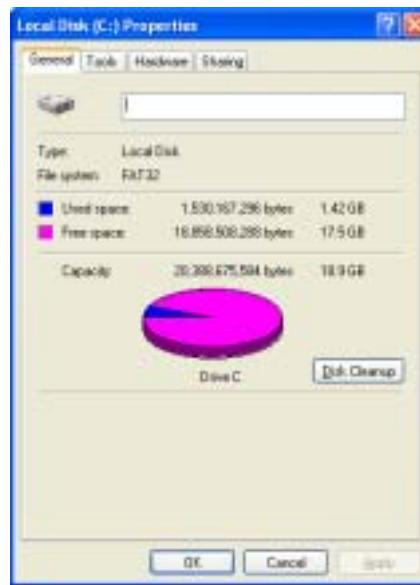
Using Disk Cleanup

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



To use the Windows Disk Cleanup program:

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



- 3 Click/Tap **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 Click/Tap **OK**, then click/tap **Yes**.



Help and Support



For more information about keeping the hard drive space free of unnecessary files, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **disk cleanup** in the **Search** box
Search , then click/tap 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 convertible tablet PC several hours every day, you probably want to run Error-checking once a week. If you use your convertible 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 Click/Tap **Start**, then click/tap **My Computer**. The *My Computer* window opens.
- 2 Right-click/Button-tap the hard drive that you want to check for errors, for example Local Disk (C:), then click/tap **Properties**. The *Properties* dialog box opens.

- 3 Click/Tap the **Tools** tab.



- 4 Click/Tap **Check Now**.
- 5 Click/Tap the options you want to use, then click/tap **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 Click/Tap **OK**.



Help and Support



For more information about checking the hard drive for errors, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **checking for disk errors** in the **Search** box , then click/tap the arrow.