

Contents

1	Checking Out Your Gateway M275	1
	Front	2
	Left Side	3
	Right Side	5
	Back	6
	Bottom	7
	Keyboard area	8
	Identifying your model	10
	Gateway model number	10
	Gateway serial number	11
	Internal wireless label	11
	Microsoft Certificate of Authenticity	11
	Finding your specifications	12
	Accessories	13
2	Getting Started	15
	Safety instructions	16
	General tips	16
	Using the battery	17
	Using the AC adapter	17
	Basic safety precautions	18
	Connecting the AC adapter	19
	Protecting from power source problems	21
	Starting your convertible tablet PC	22
	Waking up your convertible tablet PC	23
	Turning off your convertible tablet PC	23
	Restarting (rebooting) your convertible tablet PC	24
	Status indicators	25
	LCD panel status indicators	25
	Keyboard status indicators	27
	Using the keyboard	28
	Key types	29
	System key combinations	30
	Buttons	32
	LCD panel buttons	32
	Multi-function buttons	33
	Using the EZ Pad touchpad	35
	Using the touchpad	36
	Using the display	38

Converting the display from notebook to tablet mode	39
Using the pen	41
Storing and removing the pen	41
Calibration	42
Gestures	43
Pen button	44
Tips	44
Tablet Input Panel (TIP)	44
Using speech recognition	46
Connecting the modem	47
Connecting to a wired Ethernet network	48
Broadband Internet connections	49
Installing a printer, scanner, or other peripheral device	49
3 Getting Help	51
Help and Support	52
Searching for a topic	52
Do More With Gateway	53
Online help	54
Gateway Web site	55
Using eSupport	55
4 Windows Basics	57
About Windows XP tablet PC Edition	58
About the Windows environment	59
Using the desktop	60
Using the Start menu	60
Adding icons to the desktop	61
Identifying window items	62
Working with files and folders	64
Viewing drives	64
Creating folders	65
Copying and moving files and folders	66
Deleting files and folders	68
Browsing for files and folders	70
Searching for files	71
Using the Windows Search utility	72
Working with documents	74
Creating a new document	74
Saving a document	75
Opening a document	76
Printing a document	77
Keyboard shortcuts	78

5	Using the Internet.....	79
	Learning about the Internet	80
	Setting up an Internet account	81
	Accessing your Internet account	82
	Using the World Wide Web	83
	Connecting to a Web site	84
	Downloading files	85
	Using e-mail	86
	Sending e-mail	86
	Checking your e-mail	87
6	Sending and Receiving Faxes	89
	Installing and configuring Fax	90
	Installing Fax	90
	Configuring Fax	91
	Sending a simple fax	93
	Setting up your cover page template	95
	Faxing from programs	96
	Faxing a scanned document	96
	Receiving and viewing a fax	97
	Canceling a fax	97
	Automatically retry sending a fax	98
	Automatically cancelling a fax	99
7	Using Multimedia	101
	Adjusting the volume	102
	Recording and playing audio	105
	Playing audio and video files with the Windows Media Player	107
	Using S/PDIF digital audio	108
	Changing modules	110
	Using the DVD or DVD/CD-RW drive	112
	Identifying drive types	112
	Inserting a CD or DVD	113
	Listening to CDs	114
	Listening to CDs	114
	Using MUSICMATCH	116
	Playing CDs	116
	Creating MP3 music files	118
	Editing track information	120
	Building a music library	121
	Changing the music library display settings	122
	Listening to Internet radio	123

Using advanced features	123
Playing a DVD	124
Creating CDs using Roxio Easy CD Creator	125
Creating data CDs	125
Creating music CDs	130
Copying CDs	134
Creating CDs using Nero Express	136
Creating a data CD	138
Copying a CD	142
Copying music tracks	145
Creating a music CD	148
Advanced features	152
Using the optional diskette drive	152
Using the memory card reader	154
Memory card types	154
Using a memory card	155
Connecting a digital camera	156
Connecting a digital video camera	158
Editing videos	159
Viewing the display on a projector or monitor	160
Viewing the display on a television	162
Changing from one display to another	165
8 Managing Power.....	167
Monitoring the battery charge	168
Recharging the battery	169
Recalibrating the battery	170
Changing batteries	171
Replacing the main battery	172
Installing a secondary battery	174
Extending battery life	176
Conserving battery power	176
Using alternate power sources	176
Changing power modes	177
Changing power settings	178
Changing the power scheme	179
Changing alarm options	180
Changing advanced settings	181
Activating and using Hibernate mode	182
9 Traveling With Your Gateway M275.....	185
Packing your convertible tablet PC	186
Traveling by air	186

Modem	186
Radio frequency wireless connections	187
Files	187
Security	188
Power	189
Additional tips	189
10 Customizing Your Gateway M275	191
Using the display	192
Changing display orientation	192
Adjusting brightness	192
Adjusting the screen and desktop settings	193
Adjusting the color depth	193
Adjusting the screen resolution	195
Changing the colors on your Windows desktop	196
Changing the desktop background	197
Selecting a screen saver	199
Adjusting tablet and pen settings	200
Programming the buttons	201
Adjusting the Tablet PC Input Panel Settings	202
Changing the touchpad settings	203
Adding and modifying user accounts	205
11 Networking Your Gateway M275	207
Benefits of networking	208
Sharing a single Internet connection	208
Sharing drives	208
Sharing peripheral devices	209
Streaming audio and video files	209
Playing multi-player games	209
Selecting a network connection	210
Wired Ethernet network	210
Wireless Ethernet network	210
Using a wired Ethernet network	211
Ethernet, Fast Ethernet, or Gigabit Ethernet	211
Example wired Ethernet network	212
Equipment you need for a wired Ethernet network	213
Using a wireless Ethernet network	214
Wireless Ethernet speed and frequency	215
Example access point wireless Ethernet network	216
Equipment you need for an access point wireless Ethernet network	217
Example peer-to-peer wireless Ethernet network	218
Equipment you need for a peer-to-peer wireless Ethernet network	219

For more information	219
Using your convertible tablet PC on a network	220
Installing and configuring your convertible tablet PC for Ethernet networking	220
Turning your wireless Ethernet emitter on or off	220
12 Moving From Your Old Computer	221
Using the Files and Settings Transfer Wizard	222
Transferring files	222
Finding your files	222
Transferring Internet settings	224
Setting up your ISP	224
Transferring your e-mail and address book	225
Transferring your Internet shortcuts	225
Installing your old printer or scanner	225
Installing a USB printer or scanner	226
Installing a parallel port printer	226
Installing your old programs	227
13 Maintaining Your Gateway M275.....	229
Caring for your convertible tablet PC	230
Display screen	230
Pen	231
Maintenance schedule	232
Protecting your convertible tablet PC from viruses	233
Managing hard drive space	236
Checking hard drive space	236
Using Disk Cleanup	237
Checking the hard drive for errors	238
Defragmenting the hard drive	240
Backing up files	242
Using the Scheduled Task Wizard	242
Cleaning your convertible tablet PC	244
Cleaning the exterior	244
Cleaning the keyboard	245
Cleaning the convertible tablet PC screen	245
Cleaning the mouse	245
14 Restoring Software	247
Using the Restoration CDs	248
Reinstalling device drivers	249
Updating device drivers	251
Reinstalling programs	252

Reinstalling Windows	254
15 Upgrading Your Gateway M275	257
Adding and removing a PC Card	258
Preventing static electricity discharge	260
Adding or replacing memory	261
Adding or replacing memory in the memory bay	262
Replacing memory under the keyboard	265
Replacing the hard drive kit	273
16 Using the Gateway M275 Port Replicator	277
Front	278
Left side	279
Back	280
Connecting to the port replicator	282
Attaching to the port replicator	282
Disconnecting from the port replicator	283
Securing your port replicator	284
17 Troubleshooting	285
Safety guidelines	286
First steps	287
Software support tools	287
Troubleshooting	288
Audio	288
Battery	288
Device installation	288
Diskette drive (external)	289
Display	290
DVD or DVD/CD-RW drives	291
File management	293
Hard drive	294
Interface/Ports	295
Internet	295
Keyboard	297
Memory	297
Memory card reader	298
Modem (dial-up)	298
Mouse	302
Networks	303
Operating system	303
Passwords	304

PC Cards	304
Pen	304
Power	305
Printer	307
Sound	308
Touchpad	309
Video	309
Telephone support	310
Before calling Gateway Technical Support	310
Telephone numbers	311
Tutoring and training	312
Self-help	312
Tutoring	312
Training	313
A Safety, Regulatory, and Legal Information.....	315
Index.....	327



Checking Out Your Gateway M275

1

This chapter introduces you to the basic features of your convertible tablet PC. Read this chapter to learn:

- How to identify the features of your Gateway convertible tablet PC
- How to locate your convertible tablet PC's model and serial number
- How to locate the Microsoft Certificate of Authenticity
- How to locate the specifications for your convertible tablet PC
- What accessories are available for your convertible tablet PC

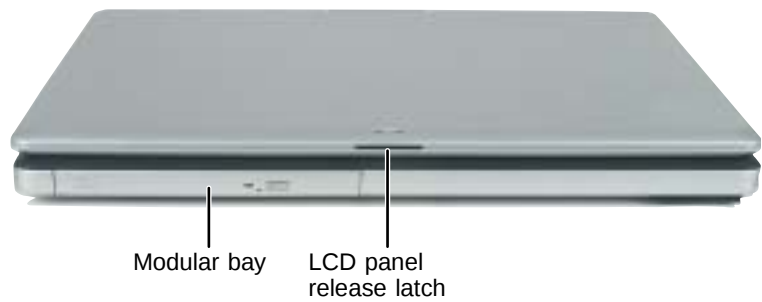
Tips & Tricks



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

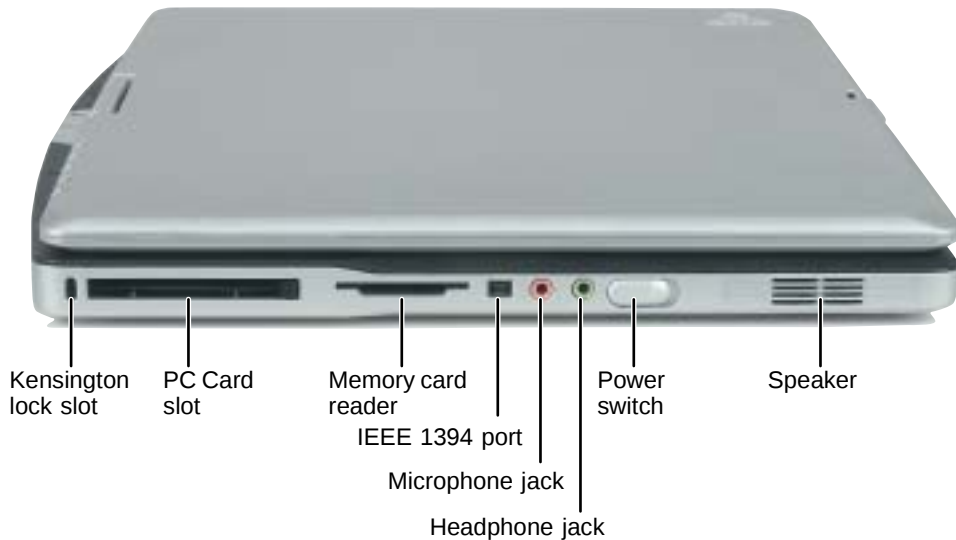


Front



Component	Icon	Description
Modular bay		Use this bay for a DVD drive, combination DVD/CD-RW drive, or a secondary battery. For more information, see “Changing modules” on page 110. To determine the type of drive in the modular bay, examine the drive tray’s plastic cover and compare the logo to those listed in “Identifying drive types” on page 112. Important: Your convertible tablet PC may have come with an optical drive module (such as a DVD or DVD/CD-RW drive), a secondary battery module, or any combination of these modules. To order a different module, visit the Accessory Store at accessories.gateway.com.
LCD panel release latch		Open the LCD panel by pressing the release latch.

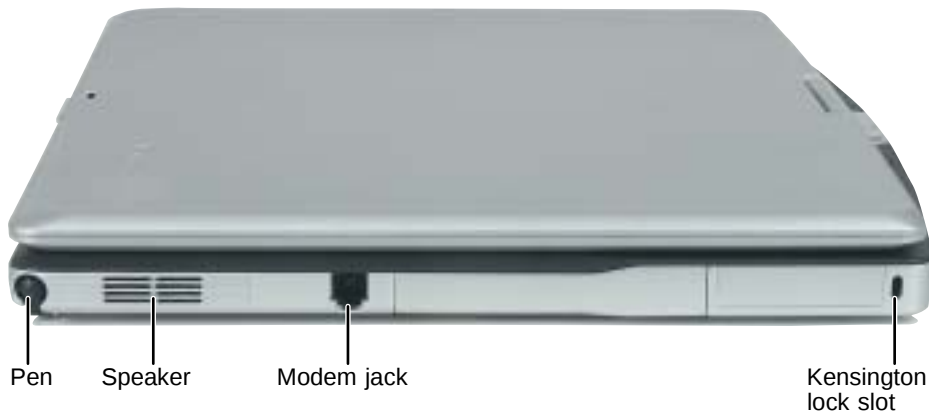
Left Side



Component	Icon	Description
Kensington™ lock slot		Secure your convertible tablet PC to an object by connecting a Kensington cable lock to this slot.
PC Card slot		Insert one Type II PC Card into this slot. For more information, see “Adding and removing a PC Card” on page 258.
Memory card reader		Insert a memory card from a digital camera, MP3 player, PDA, or cellular telephone into the memory card reader. For more information, see “Using the memory card reader” on page 154.
IEEE 1394 port		Plug an IEEE 1394 (also known as Firewire® or i.Link®) device (such as a digital camcorder, Iomega™ Zip™ drive, or MP3 player) into this 4-pin IEEE 1394 port. For more information, see “Connecting a digital video camera” on page 158.
Microphone jack		Plug a microphone into this jack. The built-in microphone is turned off when a microphone is plugged into this jack. For the location of your built-in microphone, see “Keyboard area” on page 8.

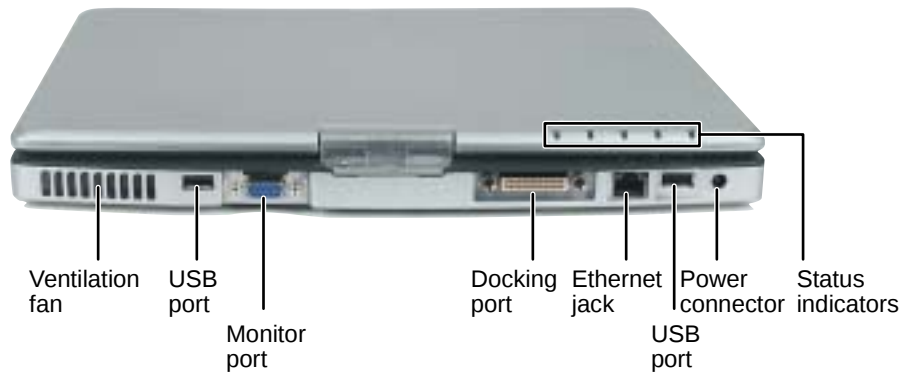
Component	Icon	Description
Headphone jack		Plug amplified speakers or headphones into this jack. The built-in speakers are turned off when speakers or headphones are plugged into this jack.
Power switch		Slide to turn the power on or off. You can also configure the power switch for Standby/Resume mode. For more information on configuring the power switch mode, see "Changing power settings" on page 178 .
Speaker		Provides audio output when headphones or amplified speakers are not plugged into your convertible tablet PC or port replicator.

Right Side



Component	Icon	Description
Pen		Write, tap, and input directly on your convertible tablet PC's display using the cordless pen.
Speaker		Provides audio output when headphones or amplified speakers are not plugged into your convertible tablet PC or port replicator.
Modem jack		Plug a modem cable into this jack. For more information, see "Connecting the modem" on page 47 .
Kensington™ lock slot		Secure your convertible tablet PC to an object by connecting a Kensington cable lock to this slot.

Back



Component	Icon	Description
Ventilation fan		Helps cool internal components. Do not block or insert objects into these slots.
USB ports		Plug USB (Universal Serial Bus) devices (such as a diskette drive, flash drive, Iomega™ Zip™ drive, printer, scanner, camera, keyboard, or mouse) into these ports.
Monitor port		Plug an analog VGA monitor into this port.
Docking port		Connect the port replicator to this port. Warning! Power is passed through this port. This docking connection is certified to UL 1950 for use only with port replicators designed for your Gateway convertible tablet PC.
Ethernet jack		Plug a 10/100 Ethernet network cable into this jack. For more information, see “Connecting to a wired Ethernet network” on page 48 and “Networking Your Gateway M275” on page 207 .
Power connector		Plug the AC adapter cable into this connector.
Status indicators		Inform you of the power status or when a drive is in use. For more information, see “LCD panel status indicators” on page 25 .

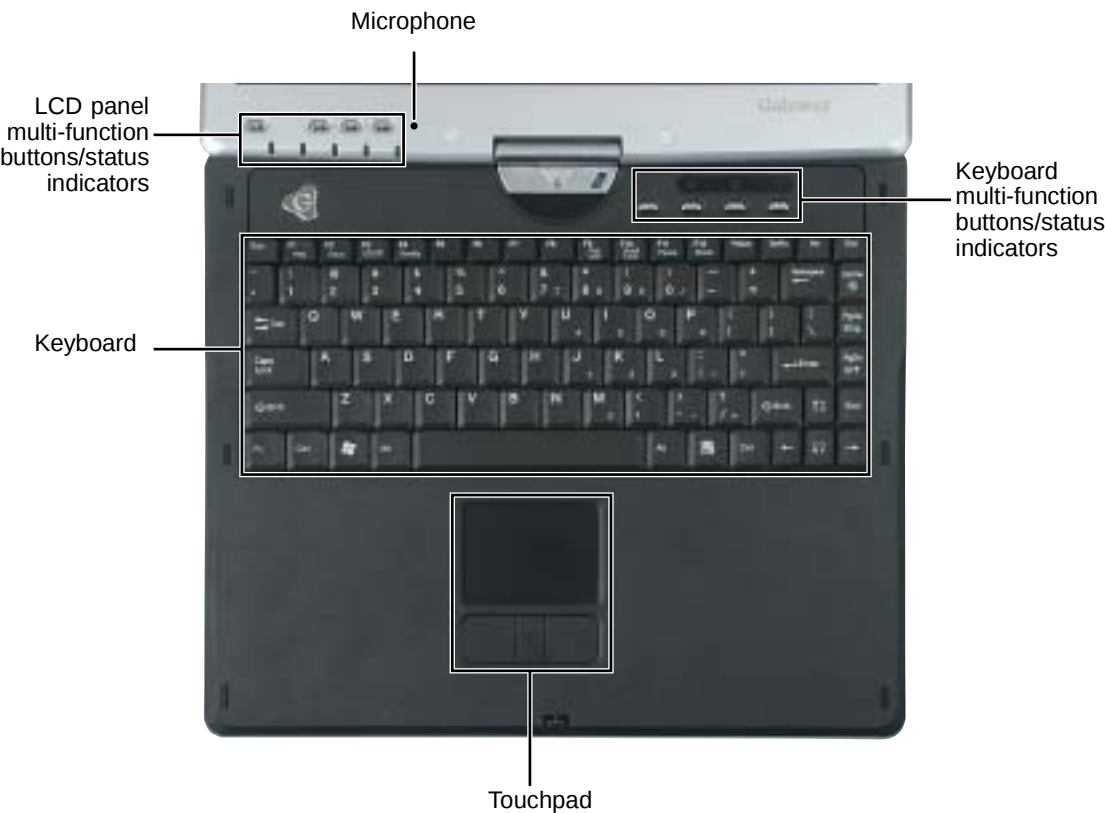
Bottom



Component	Icon	Description
System label		Includes the product model number. For more information, see "Identifying your model" on page 10 .
Reset hole		Insert a straightened paper clip into this hole to manually restart your convertible tablet PC.
Memory bay cover		Open this cover to install a memory module. For more information, see "Adding or replacing memory" on page 261 .
Pen latch		Slide to release the pen.
Battery latch		Slide to release the battery.
Battery bay		Insert the battery into this bay. For more information, see "Changing batteries" on page 171 .
Hard drive bay		The hard drive is located in this bay. For more information, see "Replacing the hard drive kit" on page 273 .

Keyboard area

For information on using your keyboard, see [“Using the keyboard” on page 28](#).



Component	Icon	Description
Microphone		Record audio through this microphone. The built-in microphone is turned off while an external microphone is connected. For the location of your microphone jack, see “Left Side” on page 3 and “Back” on page 280 .
LCD panel status indicators		Inform you of the power status or when a drive is in use. For more information, see “LCD panel status indicators” on page 25 .
LCD panel buttons		See “LCD panel buttons” on page 32 for a description of each button.

Component	Icon	Description
Keyboard		Provides all the features of a full-sized 86-key keyboard. For more information, see "Using the keyboard" on page 28 .
Touchpad		Provides all the functionality of a mouse. For more information, see "Using the EZ Pad touchpad" on page 35 .
Keyboard Multi-function buttons		Press these buttons to open programs assigned to them. These buttons are set to open your default e-mail program, your default Web browser, online help, and the <i>My Computer</i> window. For more information, see "Multi-function buttons" on page 33 .
Keyboard Status indicators		Inform you when a button has been pressed that affects how the keyboard is used. For more information, see "Keyboard status indicators" on page 27 .

Identifying your model

Important



The labels shown in this section are for informational purposes only. Label information varies by model, features ordered, and location.

Gateway model number

The label on the bottom of your convertible tablet PC contains information that identifies your convertible tablet PC model and its features. Gateway Technical Support will need this information if you call for assistance.

Gateway
model
number

[Insert Picture
Here](#)

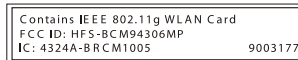
Gateway serial number

You can locate the Gateway serial number:

- Printed on a white sticker on the bottom or back of your convertible tablet PC.
- Printed on the customer invoice that came with your convertible tablet PC. The invoice also contains your customer ID number.

Internal wireless label

A label similar to the following indicates your convertible tablet PC contains a wireless communications device. The label is located on the bottom of your convertible tablet PC.



Microsoft Certificate of Authenticity

The Microsoft Certificate of Authenticity label found on the bottom of your convertible tablet PC includes the product key code for your operating system.



Finding your specifications

For more information about your convertible tablet PC, such as memory size, memory type, and hard drive size, visit Gateway's *eSupport* page at support.gateway.com. The *eSupport* page also has links to additional Gateway documentation and detailed specifications. For more information, see “Using *eSupport*” on page 55.



Accessories

Gateway offers accessories that can help you make the most of using your convertible tablet PC. To order accessories, visit the Accessory Store at accessories.gateway.com.

Batteries and automobile/airplane power adapters

If you run your convertible tablet PC on battery power for extended periods, you may want to buy an additional battery so you can swap batteries when necessary. See “[Replacing the main battery](#)” on page 172 for more information about using an additional main battery and “[Installing a secondary battery](#)” on page 174 for more information about using a secondary battery in your convertible tablet PC.

With an automobile/airplane power adapter, you can save battery power by plugging your convertible tablet PC into an automobile cigarette lighter or an airplane in-flight power receptacle.

Carrying cases

Gateway has large-capacity carrying cases if you need additional space for accessories or supplies.

Drives

Use a diskette drive or USB flash drive for storing files or transferring files to another computer. See “[Using the optional diskette drive](#)” on page 152.

Memory

Large programs, such as multimedia games or graphics programs, use a lot of memory. If your programs are running more slowly than you think they should, try adding more memory. See “[Adding or replacing memory](#)” on page 261 for more information.

Peripheral devices

You can attach devices (such as a keyboard, mouse, printer, monitor, or diskette drive) to your convertible tablet PC.

Port replicators

Although you can attach devices directly to your convertible tablet PC, a port replicator lets you make all of those connections at one time. When you travel with your convertible tablet PC, you merely disconnect from the port replicator instead of unplugging all the devices.

A port replicator also provides additional ports and other expansion features not included with your convertible tablet PC. See [“Using the Gateway M275 Port Replicator” on page 277](#) for more information about using a port replicator with your convertible tablet PC.

Printers

You can attach almost any type of printer to your convertible tablet PC. The most common types are inkjet and laser printers, which print in color or black and white. See [“Installing a printer, scanner, or other peripheral device” on page 49](#) for more information about attaching a printer to your convertible tablet PC.

Inkjet printers and cartridges are relatively inexpensive, but they are slower than laser printers. Using an inkjet color printer, you can print pictures, banners, and greeting cards, as well as documents.

Laser printers and cartridges are more expensive, but they print much faster than inkjet printers. Laser printers are better than inkjet printers when you are printing large documents.



2

Getting Started

This chapter provides basic information about your Gateway convertible tablet PC. Read this chapter to find out how to:

- Connect the AC adapter
- Start and turn off your convertible tablet PC
- Identify the status indicators
- Use the keyboard
- Use the EZ Pad touchpad
- Use the display
- Use the pen
- Connect the modem
- Connect to an Ethernet network
- Install peripheral devices



Safety instructions

Certain precautions should be observed to further reduce the risk of personal injury or damage to your convertible tablet PC.

General tips

- When setting up your convertible tablet PC for work, place it on a level surface.
- Before you clean your convertible tablet PC, turn it off, unplug it from its power source, and remove the battery. For more information, see [“Cleaning your convertible tablet PC” on page 244](#).
- Do not push objects into air vents or openings of your convertible tablet PC. Doing so can cause fire or electric shock by shorting out interior components.
- When you disconnect a cable, pull on its connector, not on the cable itself. As you pull out the connector, keep it evenly aligned to avoid bending any connector pins. Also, before you connect a cable make sure both connectors are correctly oriented and aligned.
- Use of mobile phones can interfere with the sound system. Your convertible tablet PC operation is not impaired but we recommend that a distance of 12 inches (30 cm) be maintained between your convertible tablet PC and the mobile phone.
- When you move your convertible tablet PC between environments with very different humidity or temperature ranges, condensation may form on or within your convertible tablet PC. To avoid damaging your convertible tablet PC, allow sufficient time for the moisture to evaporate before using your convertible tablet PC.
- When traveling, do not check your convertible tablet PC as baggage. You can put your convertible tablet PC through an X-ray security machine, but never put your convertible tablet PC through a metal detector. If you have your convertible tablet PC checked by hand, be sure to have a charged battery available in case you are asked to turn on your convertible tablet PC. For more information, see [“Traveling With Your Gateway M275” on page 185](#).
- When traveling, do not place your convertible tablet PC in overhead storage compartments where it could slide around. For more information, see [“Traveling With Your Gateway M275” on page 185](#).

- Do not drop your convertible tablet PC or subject it to other physical shocks.
- To completely turn off all convertible tablet PC power, turn your convertible tablet PC off, remove the battery, and disconnect the AC adapter from the electrical outlet.
- The bottom of your convertible tablet PC can become warm with use.
- Do not apply heavy pressure to your convertible tablet PC or subject it to strong impact. Excessive pressure or impact can cause damage to convertible tablet PC components or otherwise cause malfunctions.
- Some PC Cards can become hot with prolonged use. Overheating of a PC Card can result in errors or instability in the card's operation. Be careful when you remove a PC Card that has been used for extended periods.

Using the battery

- Do not carry a battery in your pocket, purse, or other container where metal objects (such as car keys) could short-circuit the battery terminals. The resulting excessive current flow can cause extremely high temperatures and may result in heat damage.
- Protect your convertible tablet PC, battery, and hard drive from environmental hazards such as dirt, dust, food, liquids, temperature extremes, and overexposure to sunlight.
- Replace only with a Gateway convertible tablet PC battery to avoid risk of fire or explosion. For more information, see [“Changing batteries” on page 171](#).
- Dispose of used batteries according to the manufacturer's instructions. Do not dispose of batteries in a fire. They may explode. For more information, see [“Changing batteries” on page 171](#).

Using the AC adapter

- Place the adapter in a ventilated area, such as a desktop or on the floor, when you use it to run your convertible tablet PC or to charge the battery. Do not cover the adapter with papers or other items that will reduce cooling, and do not use the adapter while it is inside a carrying case.
- Make sure that nothing rests on your adapter's power cable and that the cable is not located where it can be tripped over or stepped on.

- Use only the adapter and power cord approved for use with this convertible tablet PC. Use of another type of adapter may create a risk of fire or explosion.
- If you use an extension cable with your adapter, ensure that the total ampere rating of the products plugged in to the extension cable does not exceed the ampere rating of the extension cable.

Basic safety precautions

When using your convertible tablet PC and peripheral devices, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- Do not use this product near water. For example, do not use it near a bathtub or kitchen sink.
- Avoid using the wired modem or LAN during an electrical storm. There may be a remote risk of electric shock from lightning.
- The cable used with the modem should be manufactured with a minimum wire size of 26 American wire gauge (AWG) and an FCC-compliant RJ-11 modular plug.
- To help avoid the potential hazard of electric shock, do not connect or disconnect any cables or perform maintenance or reconfiguration of this product during an electrical storm.

Warning



When working with peripheral devices or replacing memory modules, always follow installation instructions closely. Except for replacing memory or the hard drive, do not attempt to service your convertible tablet PC yourself. (See [“Using eSupport” on page 55](#) and [“Telephone support” on page 310](#) for service information.)

Connecting the AC adapter

You can run your convertible tablet PC using an AC adapter or your convertible tablet PC's battery. The battery was shipped to you partially charged. You should use the AC adapter right away to fully charge the battery. Allow 24 hours for the battery to fully charge.

Important



If the battery is not fully charged before you use your convertible tablet PC on battery power for the first time, the battery life may be much shorter than you expect. If the battery life seems short even after being charged for 24 hours, the battery may need to be recalibrated. For more information, see ["Recalibrating the battery" on page 170](#).



To connect the AC adapter:

- 1 Connect the power cord to the AC adapter.



Warning



Make sure that you use the AC adapter that came with your convertible tablet PC or one of the same type purchased from Gateway.

Replace the power cord if it becomes damaged. The replacement cord must be of the same type and voltage rating as the original cord or your convertible tablet PC may be damaged.

- 2 Connect the AC adapter to your convertible tablet PC's power connector.



- 3 Plug the power cord into a wall outlet.

The battery charge indicator turns on (see “[LCD panel status indicators](#)” on page 25 for the location of the battery charge indicator). If the battery charge indicator does not turn on, unplug the adapter from your convertible tablet PC, then plug it back in.

- 4 When you finish using your convertible tablet PC for the first time, turn it off and leave it connected to AC power for at least 24 hours.
- 5 If the battery charge indicator does not show a full charge after 24 hours, contact Gateway Technical Support at support.gateway.com/support/ask_gateway.asp.

Warning



Do not attempt to disassemble the AC adapter. The AC adapter has no user-replaceable or user-serviceable parts inside. The AC adapter has dangerous voltages that can cause serious injury or death. Contact Gateway about returning defective AC adapters.



Protecting from power source problems

During a power surge, the voltage level of electricity coming into your convertible tablet PC can increase to far above normal levels and cause data loss or system damage. Protect your convertible tablet PC and peripheral devices by connecting them to a *surge protector*, which absorbs voltage surges and prevents them from reaching your convertible tablet PC.

Warning



High voltages can enter your convertible tablet PC through both the power cord and the modem connection. Protect your convertible tablet PC by using a surge protector. If you have a telephone modem, use a surge protector that has a modem jack. If you have a cable modem, use a surge protector that has an antenna/cable TV jack. During an electrical storm, unplug both the surge protector and the modem.

Starting your convertible tablet PC



To start your convertible tablet PC:

- 1 Press the latch on the front of your convertible tablet PC, then lift the LCD panel.
- 2 Slide the power switch located on the left side of your convertible tablet PC.



The power switch is preset to On/Off mode. However, you can also set it to function in Standby/Resume mode. For instructions on changing the power switch mode, see [“Changing power settings” on page 178](#).

- 3 If you are starting your convertible tablet PC for the first time, follow the on-screen instructions to set up your convertible tablet PC.



Waking up your convertible tablet PC

When you do not use your convertible tablet PC for several minutes, or if you close the LCD panel without turning your convertible tablet PC off, it may enter a power-saving mode called *Standby*. While in Standby, the power indicator flashes.

If your convertible tablet PC is in Standby mode, slide the power switch to “wake” it up. For more information on changing power-saving settings, see [“Changing power settings” on page 178](#).

Turning off your convertible tablet PC



To turn off your convertible tablet PC:

- 1 Click/Tap **Start**, then click/tap **Turn Off Computer**. The *Turn Off Computer* dialog box opens.
- 2 Click/Tap **Turn Off**. Windows shuts down and turns off your convertible tablet PC.



Important



If for some reason you cannot use the Turn Off Computer option in Windows to turn off your convertible tablet PC, slide and hold the power switch for about five seconds, then release it.

Restarting (rebooting) your convertible tablet PC

If your convertible tablet PC does not respond to keyboard or touchpad input, you may have to close programs that are not responding. If closing unresponsive programs does not restore your convertible tablet PC to normal operation, you may have to restart (reboot) your convertible tablet PC.



To close unresponsive programs and restart your convertible tablet PC:

- 1 Press the Windows Security button. A window opens that lets you close a program that is not responding. For more information, see [“LCD panel buttons” on page 32](#).

-OR-

Press **CTRL+ALT+DEL**. A window opens that lets you close a program that is not responding.

- 2 Click/Tap the program that is not responding.
- 3 Click/Tap **End Task**.
- 4 If your convertible tablet PC does not respond, turn it off, wait ten seconds and turn it on again.

Important



If your convertible tablet PC does not turn off immediately, complete the following steps until your convertible tablet PC turns off:

- 1 Slide and hold the power switch for about five seconds, then release it.
- 2 Insert a straightened paper clip into the reset hole on the bottom of your convertible tablet PC.
- 3 Unplug the power cord and remove the battery for more than 10 seconds.

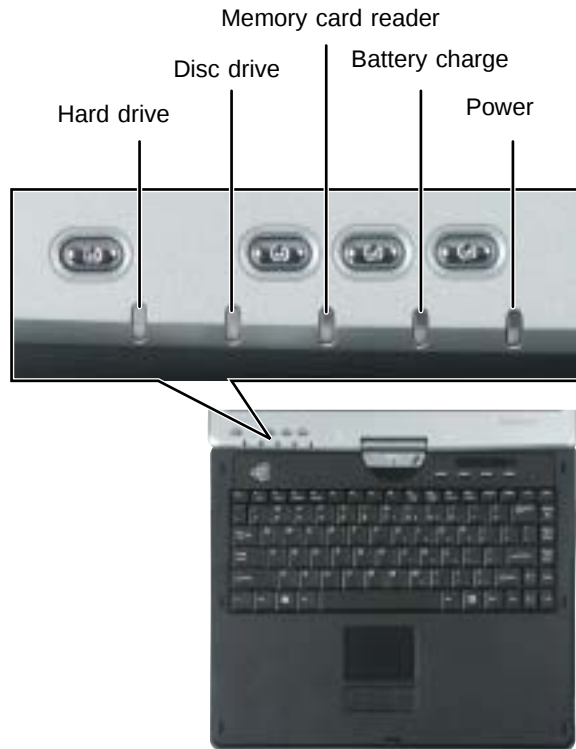
As a part of the regular startup process, a program to check the disk status runs automatically. When the checks are finished, Windows starts.



Status indicators

LCD panel status indicators

LCD panel status indicators inform you when a drive is being used or indicate the power status of your convertible tablet PC.

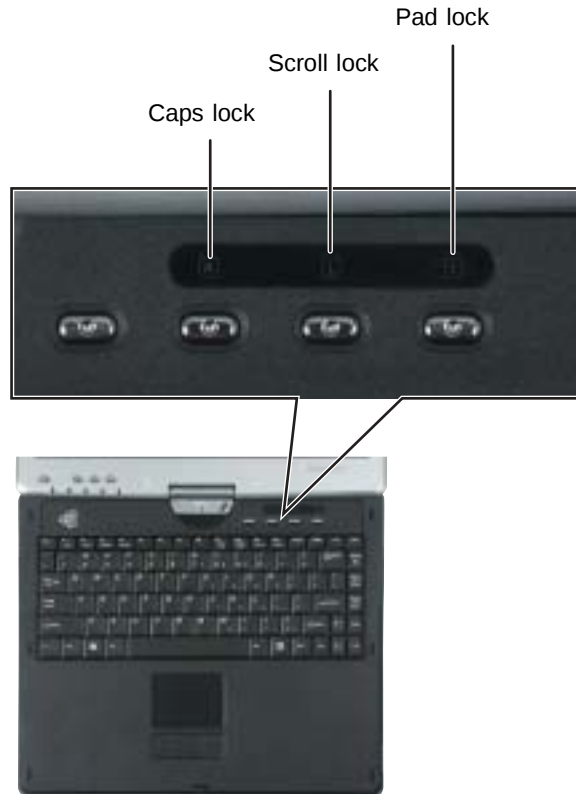


Indicator	Icon	Description
Hard drive		The hard drive is in use.
Disc drive		The DVD or DVD/CD-RW drive is in use.
Memory card reader		The memory card reader is in use.

Indicator	Icon	Description
Battery charge		The LED shows the battery activity and status. ▪ 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. This LED only lights up when your convertible tablet PC is connected to AC power or the battery charge is very low.
Power		The LED shows your convertible tablet PC's power status. ▪ LED on - convertible tablet PC is on. ▪ LED blinking - convertible tablet PC is in Standby mode. ▪ LED off - convertible tablet PC is off.

Keyboard status indicators

Keyboard status indicators inform you when a button has been pressed that affects how the keyboard is used.



Indicator	Icon	Description
Caps Lock		Caps Lock is turned on.
Scroll Lock		Scroll Lock is turned on. For more information, see “System key combinations” on page 30 .
Pad Lock		Numeric keypad is turned on.

Using the keyboard

Your convertible tablet PC features a full-size keyboard that functions the same as a desktop computer keyboard. Many of the keys have been assigned alternate functions, including shortcut keys for Windows and function keys for specific system operations.

You can attach an external keyboard to your convertible tablet PC using a USB port. You do not need to shut down your convertible tablet PC to connect a USB keyboard.



Key types

The keyboard has several different types of keys. Some keys perform specific actions when pressed alone and other actions when pressed in combination with another key.

Key type	Icon	Description
Function keys		Press these keys labeled F1 to F12 to perform actions in programs. For example, pressing F1 may open help. Each program uses different function keys for different purposes. See the program documentation to find out more about the function key actions.
System keys		Press these colored keys in combination with the FN key to perform specific actions. For more information, see “System key combinations” on page 30 .
Navigation keys		Press these keys to move the cursor to the beginning of a line, to the end of a line, up the page, down the page, to the beginning of a document, or to the end of a document.
Volume keys		Press these colored keys in combination with the FN key to increase or decrease the volume or to turn off all sound.
FN key		Press the FN key in combination with a colored system key (such as STATUS , STANDBY , or PAUSE) to perform a specific action.
Windows key		Press this key to open the Windows Start menu. This key can also be used in combination with other keys to open utilities like F (Search utility), R (Run utility), and E (Explorer utility).
Numeric keypad		Use these keys to type numbers when the numeric keypad is turned on.
Application key		Press this key for quick access to shortcut menus and help assistants in Windows.
Arrow keys		Press these keys to move the cursor up, down, right, or left.
LCD brightness keys		Press these colored keys in combination with the FN key to control the screen brightness.

System key combinations

When you press the **FN** key and a system key at the same time, your convertible tablet PC performs the action identified by the colored text or icon on the key.

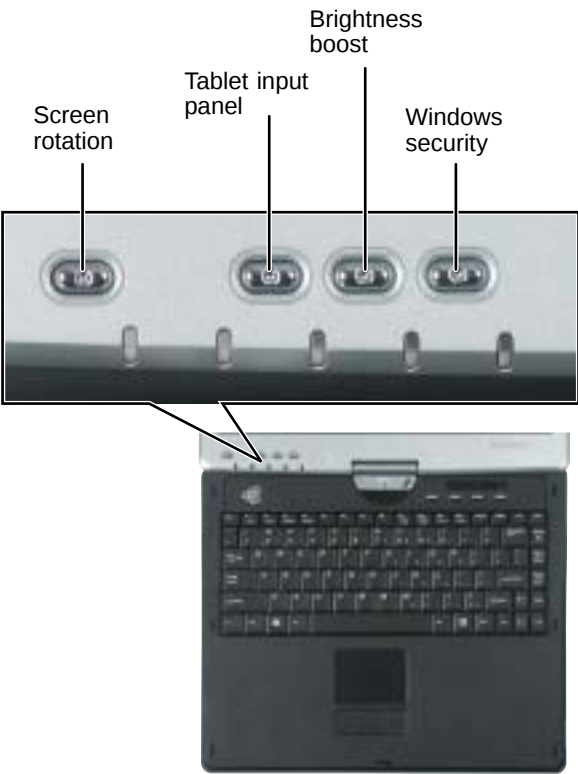
Press and hold FN , then press this system key...	To...
	Display the power status box in the upper-left corner of your display. The box shows the battery charge level, the BIOS version, and whether the AC adapter is being used. Press the key combination again to close this box.
	Toggle your convertible tablet PC's display between the LCD, an external monitor, or both displays at the same time. A monitor must be plugged into the monitor port on your convertible tablet PC.
	Enter Standby mode. Slide the power switch to leave Standby mode. For more information, see "Changing power modes" on page 177 .
	Turn on Pad Lock so you can use the numeric keypad. Press this key combination again to turn off Pad Lock. The Pad Lock status indicator appears when this function is turned on.
	Pause the text scrolling in a DOS screen. Press this key combination again to continue scrolling. The Scroll Lock status indicator appears when this function is turned on. (This function is only available in some programs.)
	Pause execution of a DOS program. (This function is only available in some programs.)
	Stop the currently running DOS program. (This function is only available in some programs.)
	Increase the brightness of the display.

Press and hold FN, then press this system key...	To...
	Decrease the brightness of the display.
	Mute the sound. Press the key combination again to restore the sound. For more information, see "Adjusting the volume" on page 102.
	Increase the volume. For more information, see "Adjusting the volume" on page 102.
	Decrease the volume. For more information, see "Adjusting the volume" on page 102.

Buttons

LCD panel buttons

Press the LCD panel buttons to control the convertible tablet PC while it is in tablet mode.

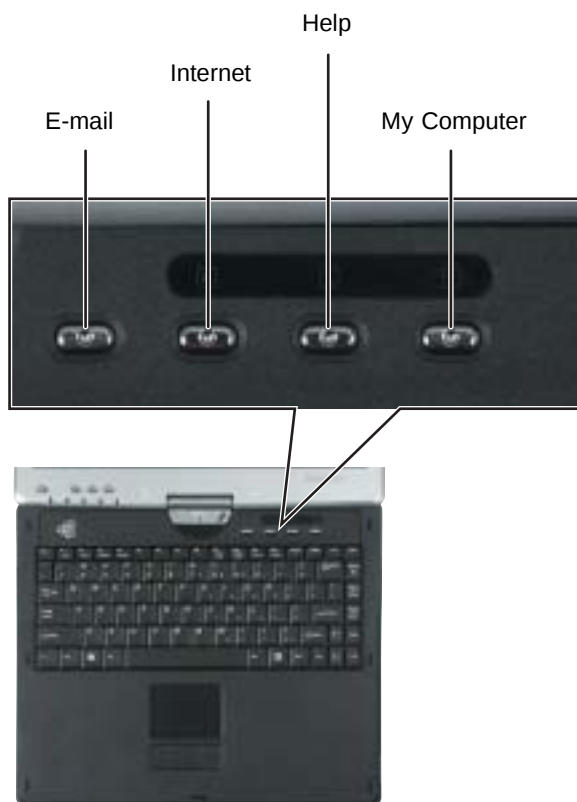


Button	Icon	Press to...
Screen rotation		Rotate the display orientation. For more information, see "Changing display orientation" on page 192.
Tablet input panel		Open the tablet input panel. For more information, see "Tablet Input Panel (TIP)" on page 44.

Button	Icon	Press to...
Brightness boost		Boost the brightness... For more information, see "Adjusting brightness" on page 192.
Windows security		Open the Windows Task Manager. Also is used for domain authentication or logon screen.

Multi-function buttons

Press the multi-function buttons to open the programs associated with them.

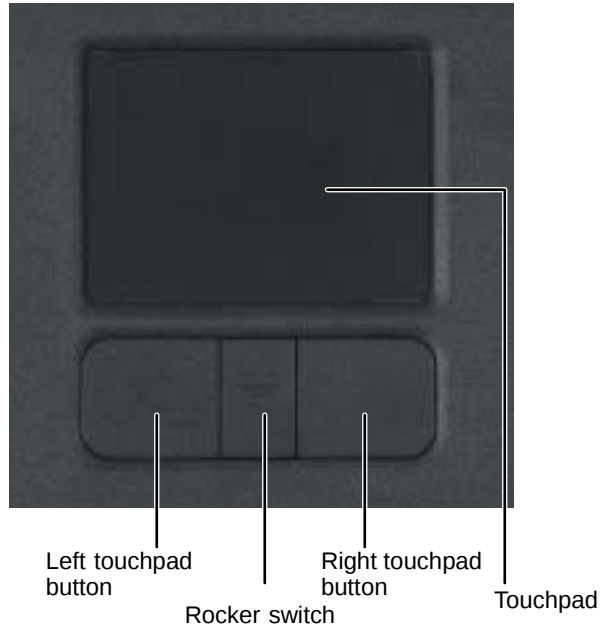


Button	Icon	Press to...
E-mail		Open your default e-mail program.

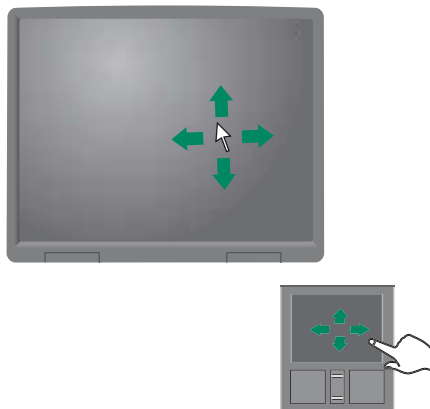
Button	Icon	Press to...
Internet		Open your default Web browser.
Help		Open online help.
My Computer		Open the <i>My Computer</i> window.

Using the EZ Pad touchpad

The EZ Pad™ consists of a touchpad, two buttons, and a rocker switch.



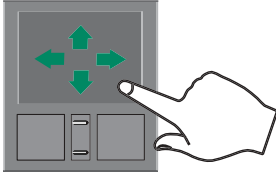
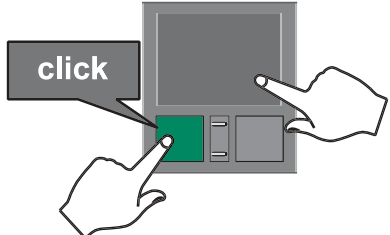
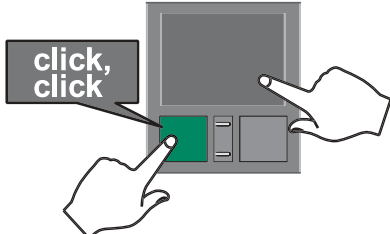
When you move your finger on the touchpad, the *pointer* (arrow) on the screen moves in the same direction.

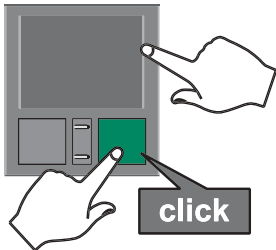
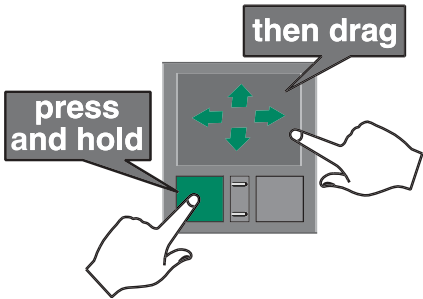


You can use the EZ-Pad *left* and *right* buttons below the touchpad to select objects.

You can assign a function to the *rocker switch* between the touchpad buttons. This function can be to scroll up or down, maximize or minimize the active window, or open and close the Start menu. For more information about programming the rocker switch, see [“Changing the touchpad settings” on page 203](#).

Using the touchpad

To...	Do this...
Move the pointer on the screen.	 Move your finger around on the touchpad. If you run out of space and need to move the pointer farther, lift your finger, move it to the middle of the touchpad, then continue moving your finger.
Select an object on the screen.	 Position the pointer over the object. Quickly press and release the left button once. This action is called <i>clicking</i>.
Start a program or open a file or folder.	 Position the pointer over the object. Press the left button twice in rapid succession. This action is called <i>double-clicking</i>.

To...	Do this...
Access a shortcut menu or find more information about an object on the screen.	 Position the pointer over the object. Quickly press and release the right button once. This action is called <i>right-clicking</i>.
Move an object on the screen.	 Position the pointer over the object. Press the left button and hold it down, then use the touchpad to move (drag) the object to the appropriate part of the screen. Release the button to drop the object where you want it.

For instructions on how to adjust the double-click speed, pointer speed, right-hand or left-hand configuration, and other touchpad settings, see [“Changing the touchpad settings” on page 203](#).

Using the display

Your convertible tablet PC's screen combines the eye-soothing readability of a liquid-crystal display with the responsiveness of a pen controller. The screen provides a hard writing surface, minimizes glare, and increases readability.

- Unlike other touchscreens and PDAs, your convertible tablet PC's display responds only to your convertible tablet PC's pen. Your convertible tablet PC will not respond to a PDA pen or the touch of a fingertip.
- Steady your hand on the display surface while writing. The pressure of your hand will not affect any open programs.
- Switching from AC to battery power dims the display slightly to save power.

Converting the display from notebook to tablet mode

▶ **To convert the display from notebook mode to tablet mode:**

- 1 Open the LCD panel to the normal viewing position.
- 2 Locate the rotation direction arrow on the LCD panel hinge.



- 3 Rotate the LCD panel in the direction of the rotation direction arrow until the panel is backwards.

- 4 Close the LCD panel onto the keyboard. There is a click when the LCD panel latch locks.



Using the pen

Your convertible tablet PC's pen is the only device that can write, tap, and input directly on your convertible tablet PC's display.

Warning



A finger-tap or PDA stylus has no effect on your convertible tablet PC's display, and ink pens and other pointed objects could damage the surface. Always use the pen that came with your convertible tablet PC. You can order extra pens from Gateway.

The pen can do everything a mouse does. Just think “tap” instead of “click”.

With a mouse:	With a pen:
Point and click	Point and tap
Double-click	Double-tap
Click-and-drag	Tap-and-drag
Right-click	Button-tap (press the pen button while tapping or press and hold with the pen)

Storing and removing the pen



To store the pen in your convertible tablet PC:

- 1 Locate the pen holder on the right side of your convertible tablet PC. For more information, see [“Right Side” on page 5](#).
- 2 Slide the pen into the holder with the pocket clip down until the pen clicks into place.





To remove the pen from our convertible tablet PC:

- 1 Locate the pen latch on the bottom of your convertible tablet PC. For more information, see [“Bottom” on page 7](#).
- 2 Slide the pen latch until the pen is release from the pen holder.



Calibration

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

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

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



To open the calibration program:

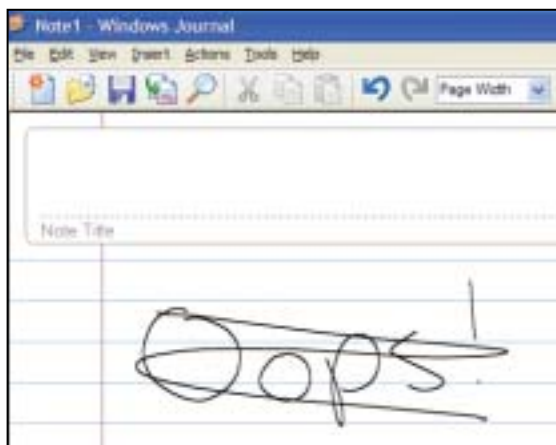
- Double-click/Double-tap  (Tablet and Pen Settings) in the taskbar, then click/tap **Calibrate**.



Gestures

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

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



- You will find more information about gestures and gesture symbols, as well as handwriting tips, in the **Help** section of the TIP's **Tools** menu. For more information, see [“Tablet Input Panel \(TIP\)” on page 44](#).

Pen button

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

Tips

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

Tablet Input Panel (TIP)

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

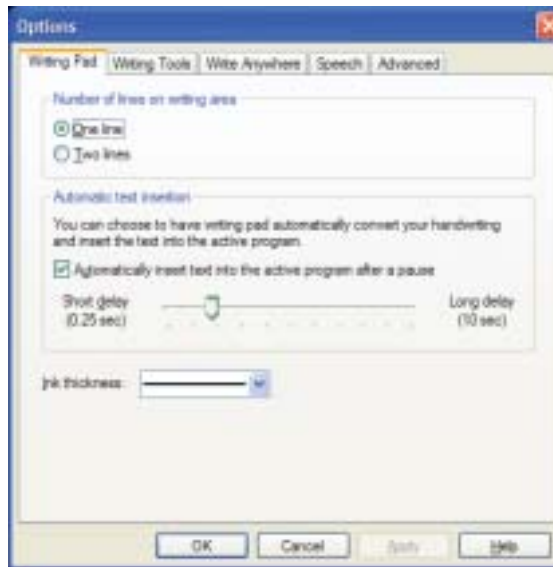
- Access the TIP keyboard and writing pad by clicking/tapping the tabs near the bottom of the window.



- To set up speech options, click/tap **Tools**, then click/tap **Speech**.

TIP tips

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



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



Using speech recognition

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

- Set up speech recognition through your convertible tablet PC Input Panel's **Tools** menu.
- Learn more about voice commands in the **Accessibility** section of the Help and Support Center.
- Use the built-in microphone or an external microphone.
- To modify the speech recognition function, see [“Adjusting the Tablet PC Input Panel Settings” on page 202](#).

Connecting the modem

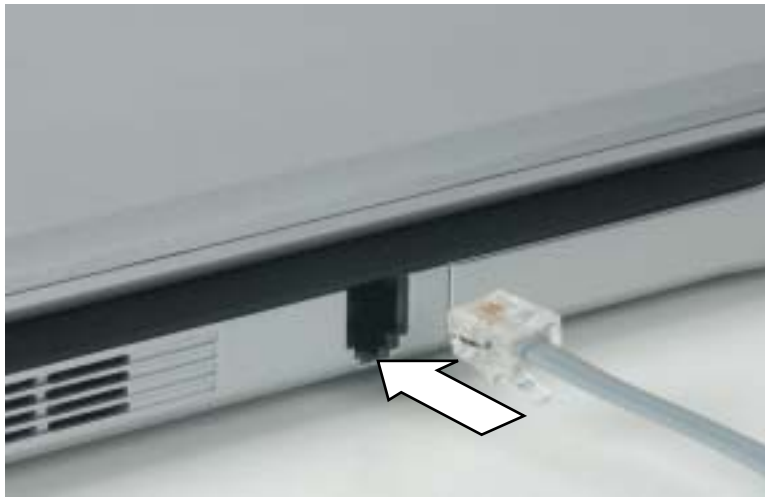
Your convertible tablet PC has a built-in 56K modem that you can use to connect to a standard telephone line.

Important

To reduce the risk of fire, use only No. 26 AWG or larger telecommunications line cord.

**To connect the modem:**

- 1 Insert one end of the modem cable into the modem jack  on the right side of your convertible tablet PC.



- 2 Insert the other end of the modem cable into a telephone wall jack. The modem will not work with digital or PBX telephone lines.
- 3 Start your convertible tablet PC, then start your communications program.



Connecting to a wired Ethernet network

Your convertible tablet PC has a network jack that you can use to connect to a 10/100 wired Ethernet network.

Important



Your convertible tablet PC may be equipped with a built-in wireless Ethernet emitter or you may have a wireless Ethernet PC Card. For information about connecting to a wired or wireless Ethernet network, see ["Networking Your Gateway M275" on page 207](#). For information about installing a wireless Ethernet PC Card, see ["Adding and removing a PC Card" on page 258](#).



To connect to a wired Ethernet network:

- 1 Insert one end of the network cable into the network jack  on the back of your convertible tablet PC.



- 2 Insert the other end of the network cable into a network jack. Ask your network administrator to help you select the correct network jack.



Broadband Internet connections

You can use your convertible tablet PC's Ethernet jack for more than just networking. Many broadband Internet connections, such as cable modems and DSL modems, connect to your convertible tablet PC's Ethernet jack. For more information, see [“Using the Internet” on page 79](#) and [“Networking Your Gateway M275” on page 207](#).

Installing a printer, scanner, or other peripheral device

Important



Before you install a printer, scanner, or other peripheral device, see the device documentation and installation instructions.

Your convertible tablet PC or port replicator has one or more of the following ports: IEEE 1394 (also known as Firewire® or i.Link®), Universal Serial Bus (USB), serial, and parallel. You use these ports to connect peripheral devices such as printers, scanners, and digital cameras to your convertible tablet PC. For more information about port locations, see [“Checking Out Your Gateway M275” on page 1](#) and [“Using the Gateway M275 Port Replicator” on page 277](#).

IEEE 1394 and USB ports support *plug-and-play* and *hot-swapping*, which means that your convertible tablet PC will usually recognize such a device whenever you plug it into the appropriate port. When you use an IEEE 1394 or USB device for the first time, your convertible tablet PC will prompt you to install any software the device needs. After doing this, you can disconnect and reconnect the device at any time.

Parallel and serial port devices are not plug-and-play. See the device documentation for detailed information and installation instructions.

Help and Support



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

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



3

Getting Help

This chapter tells you about additional information resources available to help you use your convertible tablet PC. Read this chapter to learn how to access:

- Help and Support
- Do More With Gateway
- Online help
- Gateway Web site



Help and Support

Your convertible tablet PC includes *Help and Support*, an easily accessible collection of help information, troubleshooters, instructional videos, and automated support. Use Help and Support to answer questions about Windows.



To start Help and Support:

- Click/Tap **Start**, then click/tap **Help and Support**. Help and Support opens.



You can find help information by clicking/tapping a link, performing a search, or browsing the index.

Searching for a topic

To search for a topic in Help and Support, type a word or phrase (keyword) in the **Search** box located at the top of any Help and Support screen, then click/tap the arrow  button.

For each search, you receive the following search result types:

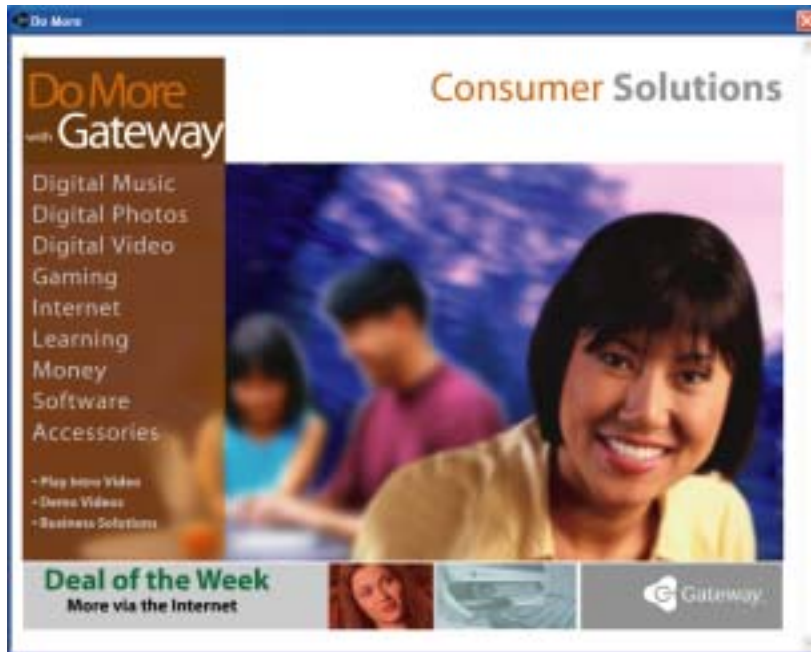
- **Suggested Topics** - These topics are located in Help and Support and are relevant to your search topic.
- **Full-text Search Matches** - These topics are located in Help and Support and contain the words you entered in the **Search** box.
- **Microsoft Knowledge Base** - These topics are located on the Microsoft Web site and contain the words you entered in the **Search** box. You must be connected to the Internet to search for and access these topics.

To view a list of your search results, click/tap the results header for the type of results you want to view.

To view a topic, click/tap the topic name in the **Search Results** list.

Do More With Gateway

Your convertible tablet PC may include *Do More With Gateway*, a tool that provides additional information about using your Gateway convertible tablet PC for digital music, digital photography, digital video, gaming, and other programs. To access Do More With Gateway, click/tap **Start**, then click/tap **Do More With Gateway**. Click/Tap the topics listed on the left-side of the page to learn more about the software already installed on your convertible tablet PC as well as partnerships and special offers available through Gateway.



Online help

Many programs provide information online so you can research a topic or learn how to perform a task while you are using the program. You can access most online help information by selecting a topic from a **Help** menu or by clicking/tapping a **Help** button.



You can search for information by viewing the help contents, checking the index, searching for a topic or keyword, or browsing through the online help.



Gateway Web site

Gateway's online support is available 24 hours per day, 7 days per week and provides the most current drivers, product specifications, tutorials, and personalized information about your convertible tablet PC. Visit the Gateway eSupport Web site at support.gateway.com. For more information about connecting to the Internet, see “Using the Internet” on page 79.



Using eSupport

The eSupport site is divided into five major areas:

- Support Home
- Downloads
- Contact Us
- Account Info
- PC Tools

Each of these areas is represented by a menu across the top of the Web page.

Support Home

To get specific information about your convertible tablet PC, type your serial number into the *My Support* box, then click/tap **Continue**, or click/tap **Look up my serial number for me**. For more information, see [“Finding your specifications” on page 12](#).

Click/Tap **Support Home**, then click/tap **All Support Documents** to access product documentation, specifications, and guides. By entering your serial number, you get specific documents related to your convertible tablet PC. You can also browse through the reference area to locate an article specific to the question you have.

Click/Tap **Support Home**, then click/tap **General Tutorials** to access an extensive library of how-to articles and videos on topics such as making audio CDs and installing a hard drive.

Downloads

Click/Tap **Downloads**, then click/tap **My Downloads** to get the latest software updates for BIOS and driver upgrades. By entering your serial number you get drivers specific to your convertible tablet PC. Click/Tap **All Downloads** to walk through a step-by-step wizard to locate your drivers.

Contact Us

Click/Tap **Contact Us** to access links to technical support with a live technician, including chat and e-mail. Click/Tap **Call Us** to get a list of Gateway telephone numbers for both sales and support. For more information, see [“Telephone numbers” on page 311](#).

Account Info

Click/Tap **Account Info** to access support for non-technical issues, like the status of your order or changing your account address.

PC Tools

Click/Tap **PC Tools** to access utilities to help you manage your convertible tablet PC.



4

Windows Basics

Read this chapter to learn how to:

- Use the Windows desktop
- Manage files and folders
- Work with documents
- Use shortcuts



About Windows XP tablet PC Edition

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

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

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

About the Windows environment

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

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

Help and Support



For more information about the Windows XP desktop, click/tap **Start**, then click/tap **Help and Support**.

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



Using the desktop

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

Desktop elements	Description
	The <i>taskbar</i> is the bar at the bottom of the computer display containing the Start button on the left and a clock on the right. Other buttons on the taskbar represent programs that are running. Click/Tap a program's <i>button</i> on the taskbar to open the program's window.
	The <i>Start button</i> provides access to programs, files, help for Windows and other programs, and computer tools and utilities. Click/Tap the Start button, then open a file or program by clicking/tapping an item on the menu that opens.
	The <i>Recycle Bin</i> is where files, folders, and programs that you discarded are stored. You must empty the Recycle Bin to permanently delete them from your convertible tablet PC. For instructions on how to use the Recycle Bin, see "Deleting files and folders" on page 68.

Using the Start menu

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



To use the Start menu:

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

- 3 Click/Tap a file or program to open it.



Help and Support



For more information about the Windows XP Start menu, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **Windows Start menu** in the **Search** box , then click/tap the arrow.

Adding icons to the desktop

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



To add icons to the desktop:

- 1 Click/Tap **Start**, then click/tap **All Programs**.

- 2 Right-click (press the right touchpad button) the program that you want to add to the desktop.

-OR-

Button-tap (press the pen button) the program that you want to add to the desktop.

- 3 Click/Tap **Send To**, then click/tap **Desktop (create shortcut)**. A shortcut icon for that program appears on the desktop.



**Help and
Support**

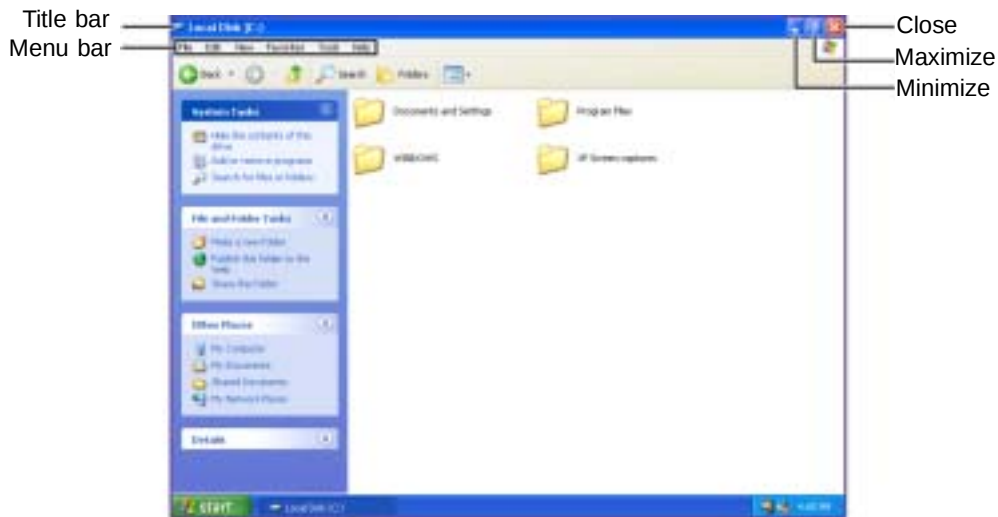


For more information about desktop icons, click/tap **Start**, then click/tap **Help and Support**.

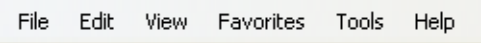
Type the keyword **desktop icons** in the **Search** box
Search , then click/tap the arrow.

Identifying window items

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



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

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

Help and Support



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

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

Working with files and folders

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

Viewing drives

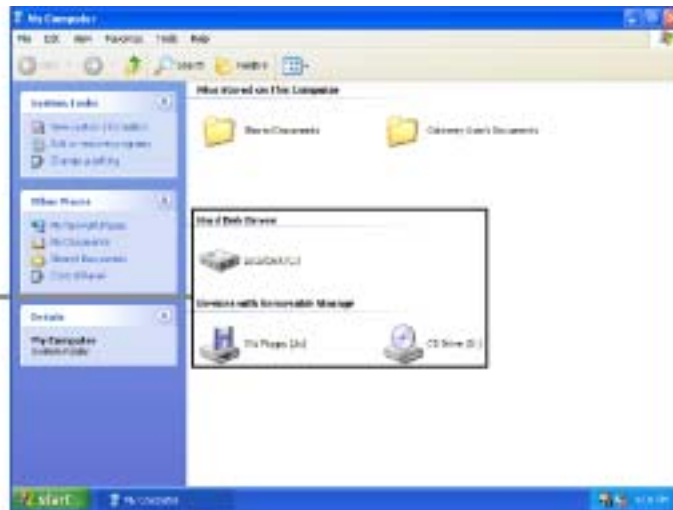
Drives are like file cabinets because they hold files and folders. A convertible tablet PC almost always has more than one drive. Each drive has a letter, usually Local Disk (C:) for the hard drive and 3½ Floppy (A:) for the optional diskette drive. You will also have more drives such as a DVD or DVD/CD-RW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



To view the drives on your convertible tablet PC:

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

Drives



To see the files and folders on a drive:

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



Help and Support



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

Type the keyword **files and folders** in the **Search** box
Search , then click/tap the arrow.

Creating folders

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

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





To create a folder:

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



Help and Support



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

Type the keyword **creating files and folders** in the **Search** box , then click/tap the arrow.

For information about renaming folders, see [“Keyboard shortcuts” on page 78](#).

Copying and moving files and folders

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

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

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

Important

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

**To copy a file or folder to another folder:**

- 1** Locate the file or folder you want to copy. For more information, see [“Viewing drives” on page 64](#) and [“Searching for files” on page 71](#).
- 2** Right-click (press the right touchpad button) the file or folder that you want to copy. A pop-up menu opens on the desktop.
-OR-
Button-tap (press the pen button) the file or folder that you want to copy. A pop-up menu opens on the desktop.
- 3** Click/Tap **Copy** on the pop-up menu.
- 4** Open the destination folder.
- 5** With the pointer inside the destination folder, right-click/button-tap.
- 6** Click/Tap **Paste**. A copy of the file or folder appears in the new location.

**To move a file or folder to another folder:**

- 1** Locate the file or folder you want to move. For more information, see [“Viewing drives” on page 64](#) and [“Searching for files” on page 71](#).
- 2** Right-click (press the right touchpad button) the file or folder that you want to move. A pop-up menu opens on the desktop.
-OR-
Button-tap (press the pen button) the file or folder that you want to move. A pop-up menu opens on the desktop.
- 3** Click/Tap **Cut** on the pop-up menu.
- 4** Open the destination folder.

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



Help and Support



For more information about copying files and folders or moving files and folders, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **copying files and folders** or **moving files and folders** in the **Search** box

Search , then click/tap the arrow.

Deleting files and folders

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

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

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



To delete files or folders:

- 1 In My Computer or Windows Explorer, click/tap the files or folders that you want to delete. For instructions on how to select multiple files and folders, see [“Keyboard shortcuts” on page 78](#).

If you cannot find the file you want to delete, see [“Searching for files” on page 71](#).

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



Help and Support

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

Type the keyword **deleting files and folders** in the **Search** box , then click/tap the arrow.

To recover files or folders from the Recycle Bin:

- 1 Double-click/Double-tap the **Recycle Bin** icon. The *Recycle Bin* window opens and lists the files and folders you have thrown away since you last emptied it.
- 2 Click/Tap the files or folders that you want to restore. For instructions on how to select multiple files and folders, see [“Keyboard shortcuts” on page 78](#).
- 3 Click/Tap **File**, then click/tap **Restore**. Windows returns the deleted files or folders to their original locations.



To empty the Recycle Bin:

Caution

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

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

**Help and Support**

For more information about emptying the Recycle Bin, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **emptying Recycle Bin** in the **Search** box , then click/tap the arrow.

Browsing for files and folders

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

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



To browse for a file:

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

