

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



Help and Support



For more information about browsing for files and folders, 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.

Searching for files

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

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

You can also combine search criteria to refine searches.

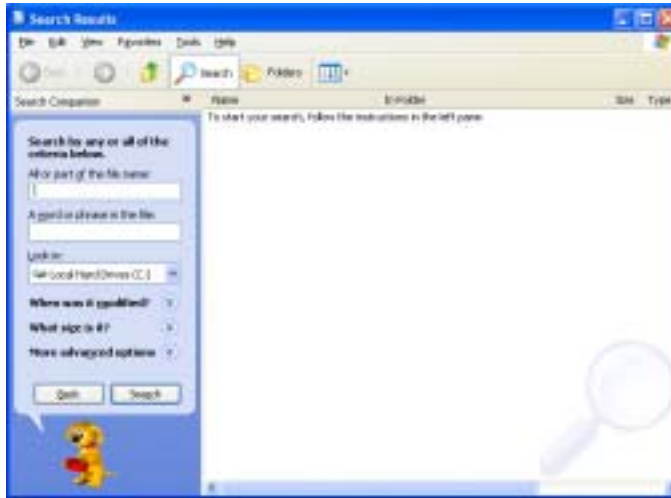
Files and folders found using this utility can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

Using the Windows Search utility



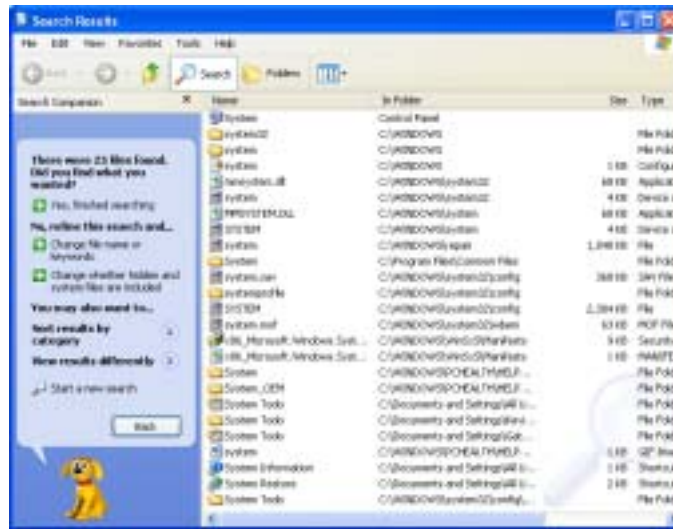
To find files and folders using the Search utility:

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



- 2 If you want to search by file or folder name, type in all or part of the file or folder name in the name box in the left pane of the window.
 - If you type all of the name, Search will list all files and folders of that name.
 - If you type part of the name, Search will list all of the file and folder names containing the letters you typed.

- 3 Click/Tap Search.** When the search is completed, Windows lists the files and folders whose names contain the text that you searched for.



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



Help and Support



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

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

Using advanced search options

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

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

Working with documents

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

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

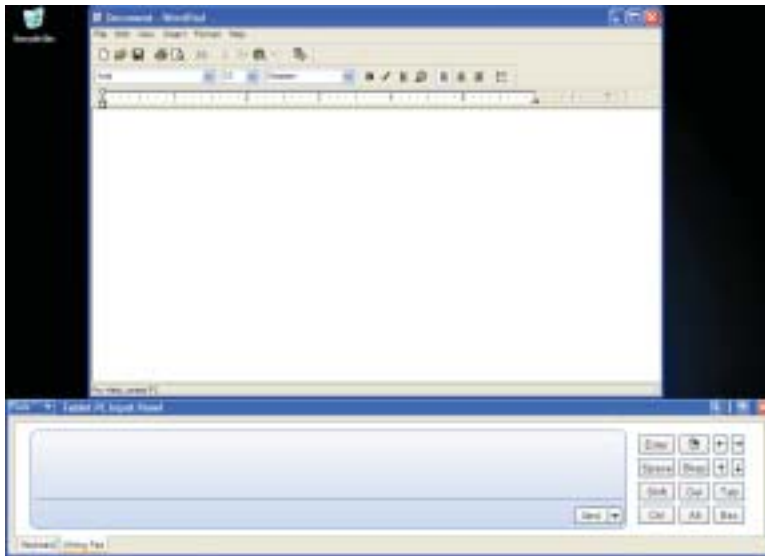
For more information about using a program, click/tap **Help** on its menu bar.

Creating a new document



To create a new document:

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



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



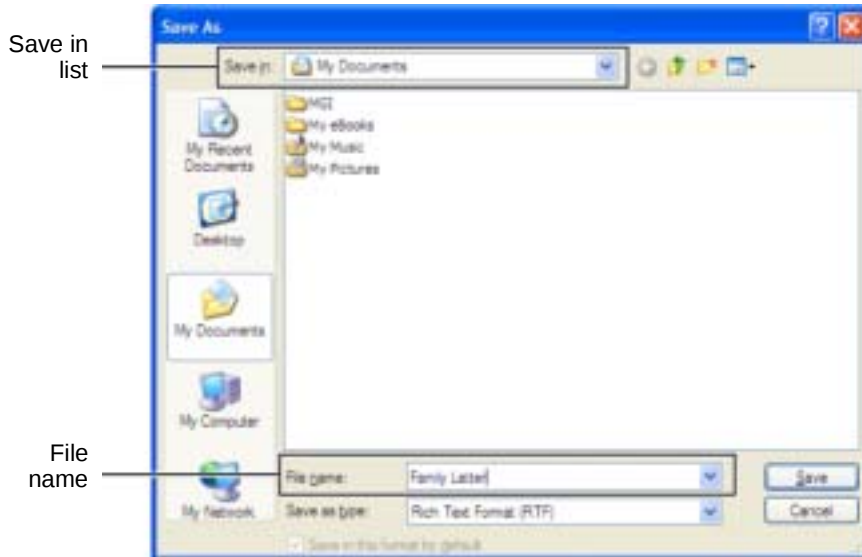
Saving a document

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



To save a document:

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



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



Help and Support



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

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

Opening a document

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



To open a document:

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



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



Help and Support



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

Type the keyword **opening files** in the **Search** box. Search: , then click/tap the arrow.

Printing a document

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



To print a document:

- 1 Make sure that the printer is turned on and loaded with paper.
- 2 Start the program and open the document.
- 3 Click/Tap **File**, then click/tap **Print**. The *Print* dialog box opens.
- 4 Set the print options, then click/tap **OK**. The document prints.



Help and Support



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

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

Keyboard shortcuts

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

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

Help and Support



For more information about Windows keyboard shortcuts, click/tap **Start**, then click/tap **Help and Support**.

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



Using the Internet

5



This chapter provides information about the Internet and the World Wide Web. Read this chapter to learn how to:

- Set up and access an Internet account using America Online®
- Connect to a Web site using a browser
- Download files from the Internet
- Send and receive e-mail using America Online



Learning about the Internet

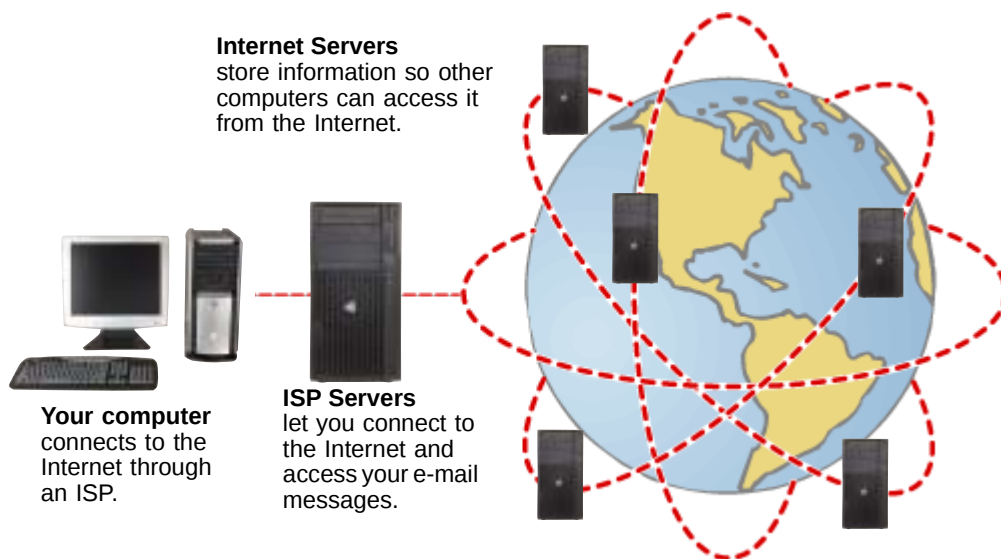
The *Internet* is a worldwide network of computers linked together to provide information to people everywhere. The two most popular services on the Internet are e-mail and the World Wide Web. You can access this network by connecting your convertible tablet PC to a telephone, DSL (Digital Subscriber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

Cable and DSL modems, a connection known as broadband, use your TV cable or special telephone lines to connect to your ISP and access the Internet. Cable and DSL modems connect to your convertible tablet PC through an Ethernet jack and provide a faster connection speed than a standard telephone modem.

Important



For the location of your modem and Ethernet jacks, see [“Right Side” on page 5](#), [“Back” on page 6](#), and [“Back” on page 280](#).



If you want to access the Internet you need:

- A **modem** – a device that connects your convertible tablet PC to other computers or servers using a telephone, DSL, or cable line.
- An **Internet service provider** – a company that provides access to the Internet through an ISP server. When you connect to an ISP, the ISP server lets you access the Internet and your e-mail messages.
- A **Web browser** – a program that displays information from the World Wide Web.
- An **e-mail program** – a program that lets you create, send, and receive e-mail messages over the Internet.

Setting up an Internet account

Before you can view the information on the World Wide Web, you need to set up an Internet account with an Internet service provider (ISP). If you have chosen America Online as an ISP, follow these instructions to set up and connect to your account. To set up a different ISP service or to transfer an existing account to this convertible tablet PC, contact the ISP directly.

If you set up an account with America Online, an Internet e-mail address is created for you. After completing the setup, you are ready to access the Internet.



To set up an Internet account with America Online:

- 1 Click/Tap **Start, All Programs**, then click/tap **America Online**.
- 2 Follow the on-screen instructions. After setting up your account, you can connect to the Internet and access your e-mail services.



Accessing your Internet account



To connect to your America Online Internet account:

- 1 Click/Tap **Start**, **All Programs**, then click/tap **America Online**.
- 2 Complete the member name and password information, then click/tap **Connect**. Your convertible tablet PC dials the Internet account telephone number. After connecting, the *Welcome* window opens.



If you are using a service other than America Online, check with your ISP for the correct procedure for connecting.



To disconnect from your America Online Internet account:

- Click/Tap **X** in the top-right corner of the America Online window. Your convertible tablet PC disconnects from the Internet.

Important



Make sure that your convertible tablet PC disconnects correctly from your Internet account. If you do not have an “unlimited hours” ISP account, you may have to pay for the time that you are connected, even if you are not at your convertible tablet PC.



If you are using a service other than America Online, check with your ISP for the correct procedure for disconnecting.

Help and Support



For general information about using Internet accounts, click/tap **Start**, then click/tap **Help and Support**.

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

Using the World Wide Web

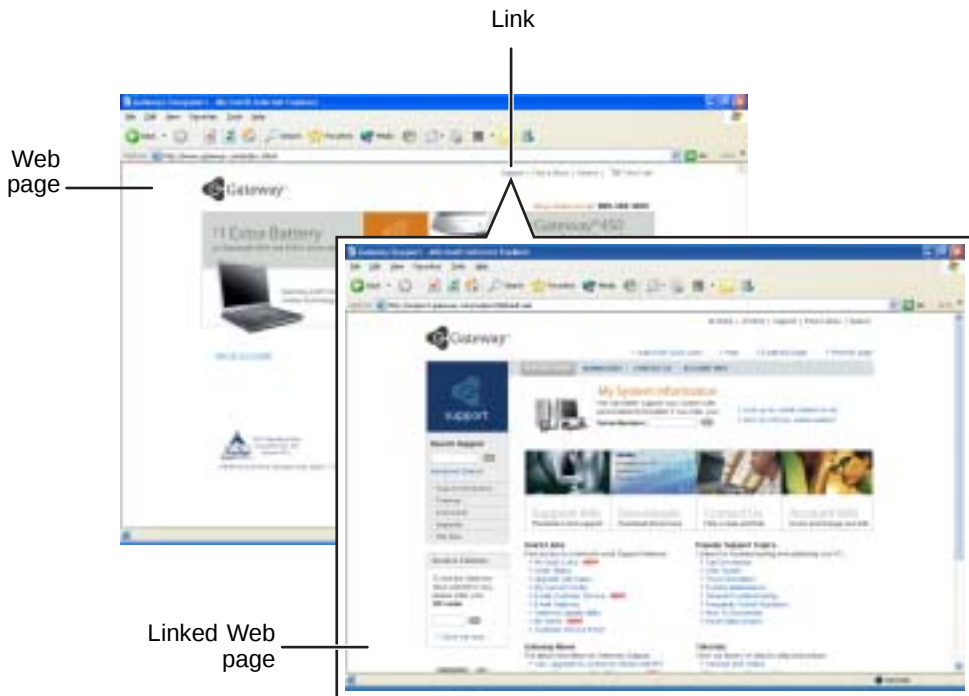
The World Wide Web is a multimedia window to the Internet that gives you access to millions of information sources.

Information on the Web comes to you on *Web pages*, which are electronic documents that you view using a Web page display program called a *browser*. You can use any of the commercially available Web browsers, like Microsoft Internet Explorer (which comes installed on your new convertible tablet PC), Netscape Navigator, or the browser built into America Online.

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

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

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



Connecting to a Web site

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



To connect to a Web site:

- 1 Connect to your Internet account. After your convertible tablet PC connects, a default opening page or welcome screen opens.
- 2 To go to a different Web site, type the *address* (called a *URL* for “Universal Resource Locator”) in the browser address bar (for example **www.gateway.com**), then click/tap **GO** on the browser address bar.



- OR -

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

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



Help and Support



For more information about connecting to a Web site, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **connecting to Web site** in the **Search** box **Search** , then click/tap the arrow.

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

Downloading files

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

To protect your convertible tablet PC against viruses, make sure that you scan the files you download. For more information, see [“Protecting your convertible tablet PC from viruses” on page 233.](#)



To download files or programs from a Web site:

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

- OR -

Click/Tap a link on a Web page to navigate to the Web site containing the file that you want to download.
- 3** Create or locate the folder where you want to store the file on your convertible tablet PC. For more information, see [“Working with documents” on page 74.](#)
- 4** Click/Tap the link on the Web page for the file that you want to download.
- 5** Follow the on-screen instructions for saving the file in the folder that you want. A copy of the file is downloaded to your convertible tablet PC. The time that it takes to transfer the file to your convertible tablet PC depends on file size and Internet conditions.
- 6** Open the folder that you created.
- 7** Install or view the downloaded file by double-clicking/double-tapping it. If applicable, follow the instructions provided on the Web site to run or install the program.



Help and Support



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

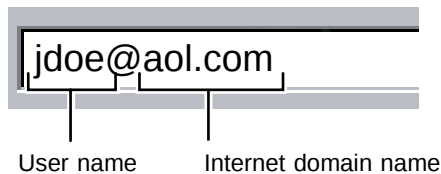
Type the keyword **downloading files** in the **Search** box
Search , then click/tap the arrow.

Using e-mail

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

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

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



Sending e-mail

To send e-mail using America Online:

- 1 Connect to your America Online account.
- 2 Click/Tap **Write**.
- 3 Type the e-mail address of the recipient you want to send e-mail to in the **Send To** box.
- 4 Type the subject of your e-mail in the **Subject** box.
- 5 Type the e-mail message.
- 6 When finished, click/tap **Send Now**. Your e-mail is sent over the Internet to the e-mail address you specified.



Checking your e-mail



To check your e-mail using America Online:

- 1 Connect to your America Online account.
- 2 Click/Tap **Read**.
- 3 Double-click/Double-tap the message you want to read.



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

Help and Support



For general information about using e-mail, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **e-mail** in the **Search** box
Search , then click/tap the arrow.



Sending and Receiving Faxes

6

Microsoft Fax lets you send and receive faxes using the modem. Read this chapter to learn how to:

- Install and configure Fax
- Create and send a new fax
- Set up a fax cover page template
- Fax a document you scanned or created in another program
- Receive, view, and print a fax

Help and Support



For more information about sending and receiving faxes, click/tap **Start**, then click/tap **Help and Support**.

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



Installing and configuring Fax

Important



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

Installing Fax

Microsoft Fax lets you send and receive faxes using your modem. When Windows XP was originally installed on your convertible tablet PC, Fax was not installed. You need to install Fax from your blue *Operating System* CD.



To install Fax:

- 1 Insert the blue *Operating System* CD in your DVD or DVD/CD-RW drive.
- 2 If the *Welcome to Microsoft Windows XP* dialog box opens, click/tap **Install optional Windows components**. The Windows Components Wizard opens.

-OR-

If the *Welcome to Microsoft Windows XP* dialog box does not open, click/tap **Start**, then click/tap **Control Panel**. The *Control Panel* window opens. Click/Double-click/Tap/Double-tap **Add and Remove Programs**. The *Add or Remove Programs* dialog box opens. Click/Tap **Add/Remove Windows Components**. The Windows Components Wizard opens.

- 3 Click/Tap **Fax Services**, then click/tap **Next**.
- 4 Click/Tap **Finish** to exit the Windows Components Wizard.
- 5 Click/Tap **Exit** to close the *Welcome to Microsoft Windows XP* dialog box.

-OR-

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



Configuring Fax

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

Important



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



To configure Microsoft Fax:

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

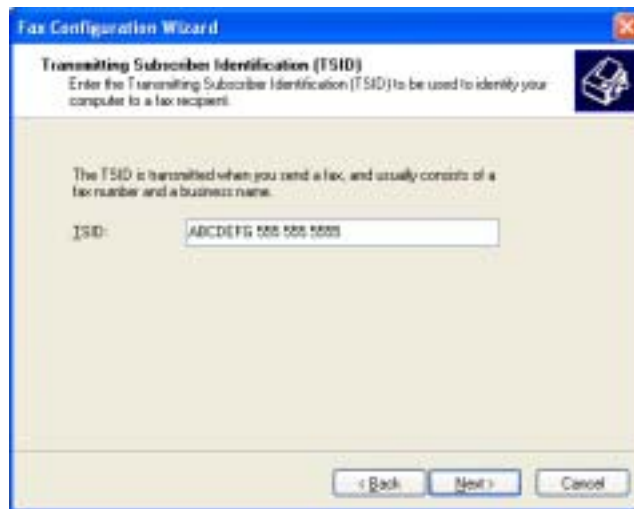
- 3 Type the information about yourself that you want to appear on your fax cover page, then click/tap **Next**. The *Select Device for Sending or Receiving Faxes* screen opens.

- 4 Click/Tap the arrow to open the **Please select the fax device** list, then click/tap the modem you are using to send and receive faxes.
- 5 If you want the modem to automatically answer the telephone in order to receive faxes, click/tap the **Enable Receive** check box.
- 6 Click/Tap **Next**. The *Transmitting Subscriber Identification (TSID)* screen opens.
- 7 Type the transmitting fax identifier information. This identifier information is required by law. You can type up to 20 characters in the text box. We suggest using eight characters for your identifier name, followed by 12 characters for your telephone number.

Important



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



- 8 Click/Tap **Next**.
- 9 If you set up your convertible tablet PC to receive faxes, type the receiving fax identifier information, then click/tap **Next**. This identifier information is required by law and can be the same identifier that you typed in [Step 7](#). The *Routing Options* screen opens.

- 10 If you set up your convertible tablet PC to receive faxes, select a folder you want to store received faxes in and a printer you want to print received faxes on, then click/tap **Next**. The *Configuration Summary* screen opens.
- 11 Click/Tap **Finish**.



Sending a simple fax

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



To send a simple fax:

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

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



The image shows a 'Send Fax Wizard' window with a 'Recipient Information' section. It includes fields for 'To:', 'Location:', 'Fax number:', and 'Use dialing rules:'. Below these is a table of recipients with columns for 'Recipient name' and 'Fax number'. The table lists two recipients: 'May Sue Brown' with fax number '+1 (999) 455-5456' and 'Jen Bob-Jones' with fax number '+1 (999) 455-5678'. Buttons for 'Add', 'Remove', and 'Edit' are next to the table. At the bottom are 'Back', 'Next >', and 'Cancel' buttons.

Recipient name	Fax number
May Sue Brown	+1 (999) 455-5456
Jen Bob-Jones	+1 (999) 455-5678

- 6 When you have added all your recipients, click/tap **Next**. The *Preparing the Cover Page* screen opens.
- 7 Click/Tap the arrow to open the **Cover page template**, then click/tap the cover page template you want to use.
- 8 Type the subject text in the **Subject line** area.
- 9 Type the message text in the **Note** area, then click/tap **Next**. The *Schedule* screen opens.
- 10 Select when you want to send the fax and a priority for the fax, then click/tap **Next**. The *Completing the Send Fax Wizard* screen opens.
- 11 Click/Tap **Finish**.



Setting up your cover page template

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



To set up your fax cover page template:

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



Faxing from programs



To fax a document directly from most programs:

- 1 Open your document in the program it was created in.
- 2 Click/Tap **File**, then click/tap **Print**. The *Print* dialog box opens.
- 3 Click/Tap the arrow button to open the **Name** list, then click/tap the **Fax** printer.
- 4 Click/Tap **Print** or **OK**. The Send Fax Wizard opens.
- 5 Complete the wizard by following the instructions in [“Sending a simple fax” on page 93](#).



Faxing a scanned document



To fax a document that you have scanned:

- 1 Scan the document using the program for your scanner.
- 2 With the scanned file open, click/tap **File**, then click/tap **Print**. The *Print* dialog box opens.
- 3 Click/Tap the arrow button to open the **Name** list, then click/tap the **Fax** printer.
- 4 Click/Tap **Print** or **OK**. The Send Fax Wizard opens.
- 5 Complete the wizard by following the instructions in [“Sending a simple fax” on page 93](#).



Receiving and viewing a fax



To receive and view a fax:

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



Canceling a fax

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



To cancel a fax that has not been sent:

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



Automatically retry sending a fax

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

Important



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



To automatically retry sending a fax:

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

-OR-

If your Control Panel is in Classic View, double-click/double-tap the **Printers and Faxes** icon. The *Printers and Faxes* window opens.
- 3 Right-click/Button-tap **Fax**, then click/tap **Properties**. The *Fax Properties* dialog box opens.
- 4 Click/Tap the **Devices** tab, then click/tap **Properties**. The *Modem* dialog box opens.
- 5 Specify the number of retries and the amount of time between retries.
- 6 Click/Tap **OK**.



Automatically cancelling a fax

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



To automatically cancel a failed fax:

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

-OR-

If your Control Panel is in Classic View, double-click/double-tap the **Printers and Faxes** icon. The *Printers and Faxes* window opens.
- 3** Right-click/Button-tap **Fax**, then click/tap **Properties**. The *Fax Properties* dialog box opens.
- 4** Click/Tap the **Devices** tab, then click/tap **Properties**. The *Modem* dialog box opens.
- 5** Click/Tap the **Cleanup** tab.
- 6** Click/Tap to select the **Automatically delete failed faxes after** check box and specify the number of days.
- 7** Click/Tap **OK**.





7

Using Multimedia

This chapter provides information on using the multimedia capabilities of your convertible tablet PC. Read this chapter to learn how to:

- Adjust the volume
- Record and play audio files
- Use Windows Media Player
- Use a DVD or DVD/CD-RW drive
- Play CDs and DVDs
- Use MusicMatch
- Create CDs
- Use the memory card reader and optional diskette drive
- Attach a digital camera or digital video camera to your convertible tablet PC
- View the display on a monitor, projector, or television



Adjusting the volume

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



To adjust the overall volume level using hardware controls:

- If you are using external speakers, turn the knob on the front of the speakers.

-OR-

Use the mute and volume control buttons on the keyboard. For more information, see [“System key combinations” on page 30](#).



To adjust the overall volume level from Windows:

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

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



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



Help and Support



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

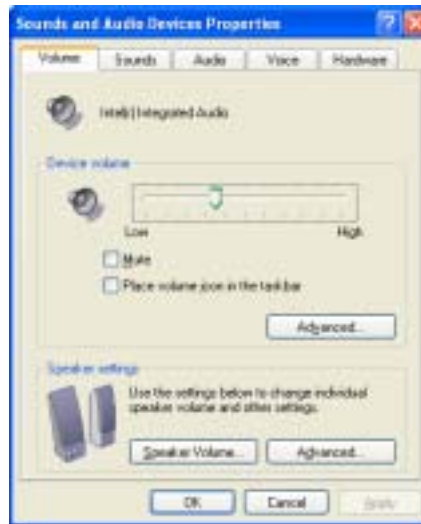
Type the keyword **adjusting volume** in the **Search** box
Search , then click/tap the arrow.



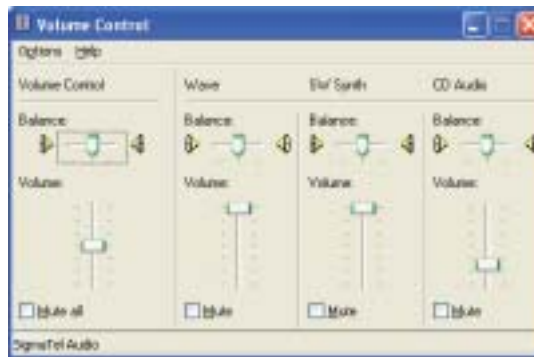
To adjust specific volume levels:

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

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



- 4 Click/Tap **Advanced** in the **Device volume** area.



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

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



Recording and playing audio

Use the following instructions to make an audio recording by speaking into the built-in microphone or an optional external microphone.



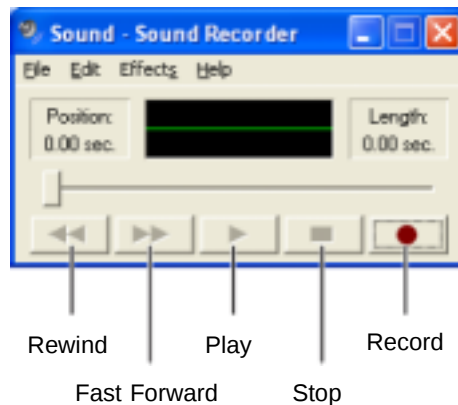
To make an audio recording:

- 1 Plug a microphone into the Microphone jack on your convertible tablet PC or port replicator. For the location of the Microphone jack, see [“Left Side” on page 3](#) and [“Back” on page 280](#).

-OR-

Use the built-in microphone located on the LCD panel.

- 2 Click/Tap **Start**, **All Programs**, **Accessories**, **Entertainment**, then click/tap **Sound Recorder**. The Sound Recorder opens.



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





To play an audio recording in Sound Recorder:

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



Help and Support



For more information about making or playing an audio recording, click/tap **Start**, then click/tap **Help and Support**.

Type the keyword **recording audio** or **playing audio** in the **Search** box Search , then click/tap the arrow.

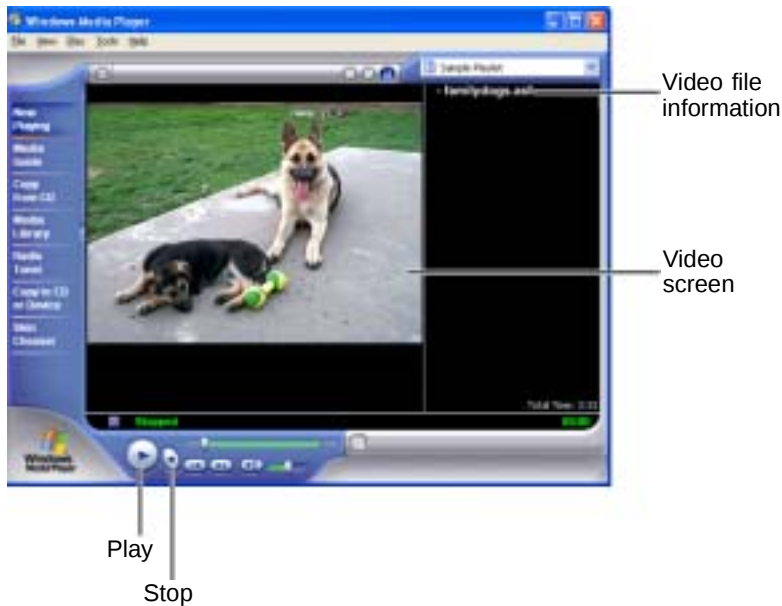
Playing audio and video files with the Windows Media Player

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



To play a file using the Windows Media Player:

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



- 2 Click/Tap **File**, then click/tap **Open**. The *Open* dialog box opens.

Important



If the menu bar does not appear, click/tap the show menu bar  button.

- 3 Click/Tap the file you want to play, then click/tap **Open**.
- 4 Play the file by clicking/tapping ► (play), then stop playing the file by clicking/tapping ■ (stop).



Help and Support



For more information about playing audio and video using the Windows Media Player, click/tap **Start**, then click/tap **Help and Support**.

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

Using S/PDIF digital audio

To listen to your convertible tablet PC on a stereo system using the S/PDIF digital audio jack, you must activate S/PDIF.

Important



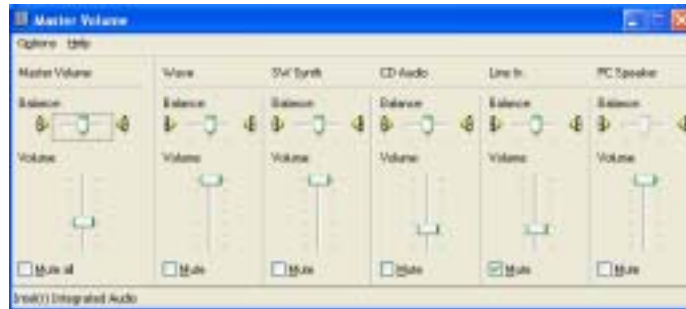
To use the S/PDIF function on your convertible tablet PC, you must use the Gateway M275 port replicator. For more information, see [“Using the Gateway M275 Port Replicator”](#) on page 277.



To activate S/PDIF digital audio:

- 1 Plug one end of the Toslink cable into the S/PDIF digital audio jack on the back of your port replicator.
- 2 Plug the other end of the Toslink cable into your stereo receiver.

- 3 Open the *Master Volume* window. For more information, see “[Adjusting the volume](#)” on page 102.

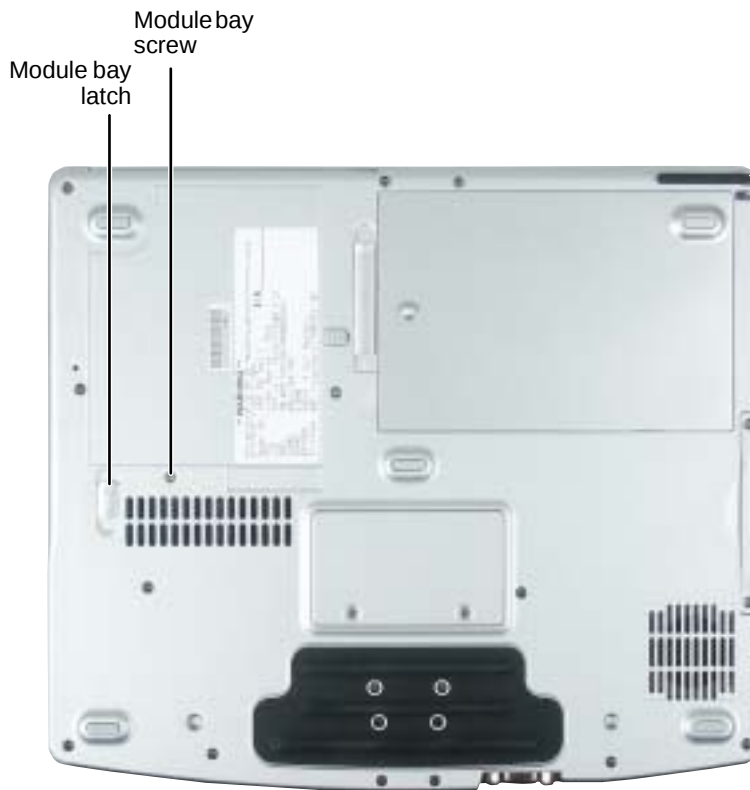


- 4 Click/Tap **Advanced** in the **Master Volume** area. If the Advanced button does not appear in the **Master Volume** area, click/tap **Options**, then **Advanced Controls**.
- 5 Click/Tap **Enable SPDIF**.



Changing modules

Your convertible tablet PC's modular bays support different *bay modules*, such as a DVD or combination DVD/CD-RW drive, or a secondary battery.



To change bay modules:

- 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 new module straight into the bay until the latch clicks into place.
- 10** Replace the module bay screw.



Using the DVD or DVD/CD-RW drive

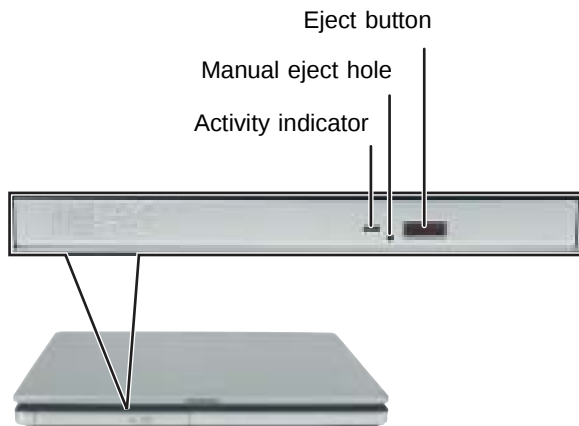
You can use your convertible tablet PC to enjoy a wide variety of multimedia features.

Identifying drive types

Your Gateway convertible tablet PC may contain one of the following drive types. Look on the front of the drive for one of the following logos:

If your drive has this logo...	This is your drive type...	Use your drive for...
	DVD drive	installing programs, playing audio CDs, playing DVDs, and accessing data. You cannot use this drive to create CDs or DVDs.
	Combination DVD/CD-RW drive	installing programs, playing audio CDs, playing DVDs, accessing data, and recording music and data to CD-R or CD-RW discs. You cannot use this drive to create DVDs. For more information, see "Creating CDs using Nero Express" on page 136 .

Inserting a CD or DVD



Important



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



To insert a CD or DVD:

- 1 Press the eject button on the DVD or DVD/CD-RW drive. After the disc tray opens slightly, pull the tray completely open.
- 2 Place the disc in the tray with the label facing up, then press down carefully on the disc until it snaps into place

Important



When you place a single-sided disc in the tray, make sure that the label side is facing up. If the disc has two playable sides, place the disc so the name of the side you want to play is facing up.

- 3 Push the tray in until it is closed.



Listening to CDs

You can use the DVD or DVD/CD-RW drive on your convertible tablet PC to listen to music CDs.

Important



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

Listening to CDs

Use the Windows Media Player to listen to CDs. For more information about using the Windows Media Player, click/tap **Help**. You can also use MUSICMATCH to listen to CDs. For more information, see [“Using MUSICMATCH” on page 116](#).



To play a CD:

- 1 Insert a CD into the DVD or DVD/CD-RW drive.

Important



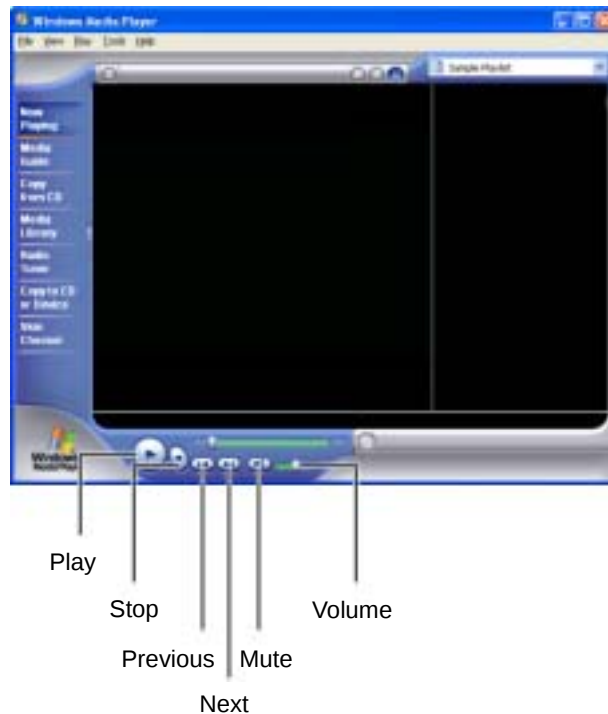
If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see [“Changing modules” on page 110](#).

- 2 If a dialog box opens with a list of CD players, click/tap **Windows Media Player**. The Windows Media Player opens.

- OR -

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

- 3 When the media player opens, click/tap ► (play).



If you do not hear sound or you want to change the volume, see “[Adjusting the volume](#)” on page 102.



Help and Support



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

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

Using MUSICMATCH

Using MUSICMATCH[®], you can:

- Play music CDs
- Create MP3 music files from your music CDs
- Edit music track information
- Use your music files to build a music library
- Listen to Internet Radio

For more information on using MusicMatch, see its online help.

Playing CDs

You can use the MUSICMATCH program to play music CDs.

Important



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



To play a music CD:

- 1 To have MUSICMATCH automatically list the album, artist, and track names of your CD, connect to the Internet before inserting your CD.

- 2 Insert the music CD into the DVD or DVD/CD-RW drive on your convertible tablet PC.

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 **Play Audio CD using MUSICMATCH Jukebox**, then click/tap **OK**. The *musicmatch* window opens, the CD begins playing, and the names of the music tracks appear in the playlist area.

- OR -

If a dialog box does not open, click/tap **Start, All Programs, MUSICMATCH**, then click/tap **MUSICMATCH Jukebox**. The *musicmatch* window opens, the CD begins playing, and the names of the music tracks appear in the playlist area.



Creating MP3 music files

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

Important



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



To create MP3 files:

- 1 To have MUSICMATCH automatically list the album, artist, and track names of your CD, then use that information for naming and storing your MP3 files, connect to the Internet before inserting your CD.
- 2 Insert a music CD into your DVD or DVD/CD-RW 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](#).

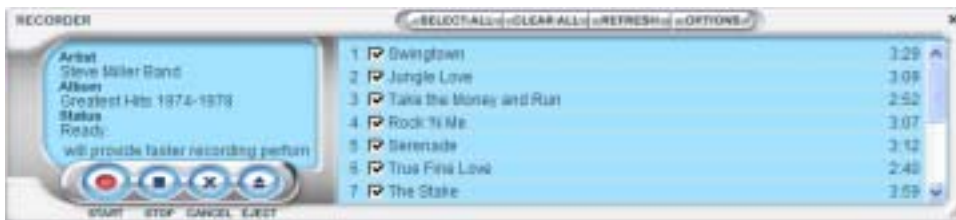
- 3** If an *Audio CD* dialog box opens, click/tap **Play Audio CD using MUSICMATCH Jukebox**, then click/tap **OK**. The *musicmatch* window opens.

- OR -

If a dialog box does not open, click/tap **Start, All Programs, MUSICMATCH**, then click/tap **MUSICMATCH Jukebox**. The *musicmatch* window opens.



- 4** If the CD is playing, click/tap **Stop**.
- 5** In the *MUSIC CENTER* area, under **COPY**, click/tap **CD -> Files**. The MUSICMATCH recorder opens.



- 6** Click/Tap to clear the check box for any track you do not want to record.

- 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.



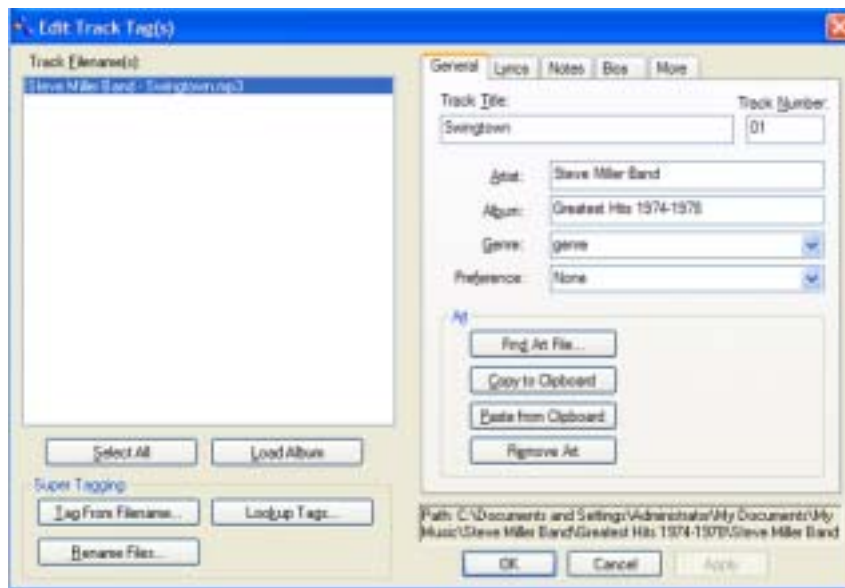
Editing track information

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



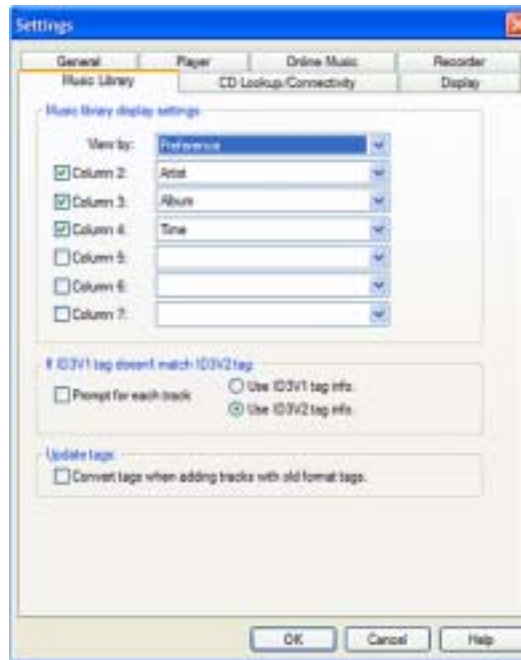
During the download process, MP3 files may become corrupt. If you are having trouble listening to, or working with, a downloaded file, try downloading the file again.

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 -

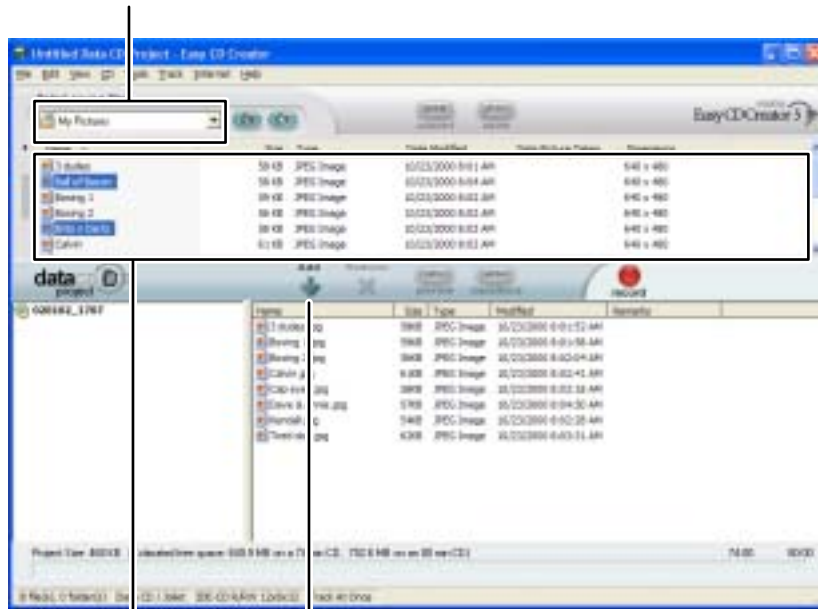
If a dialog box does not open, click/tap **Start, All Programs, Roxio Easy CD Creator**, then click/tap **Project Selector**. The *Select a Project* window opens.



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

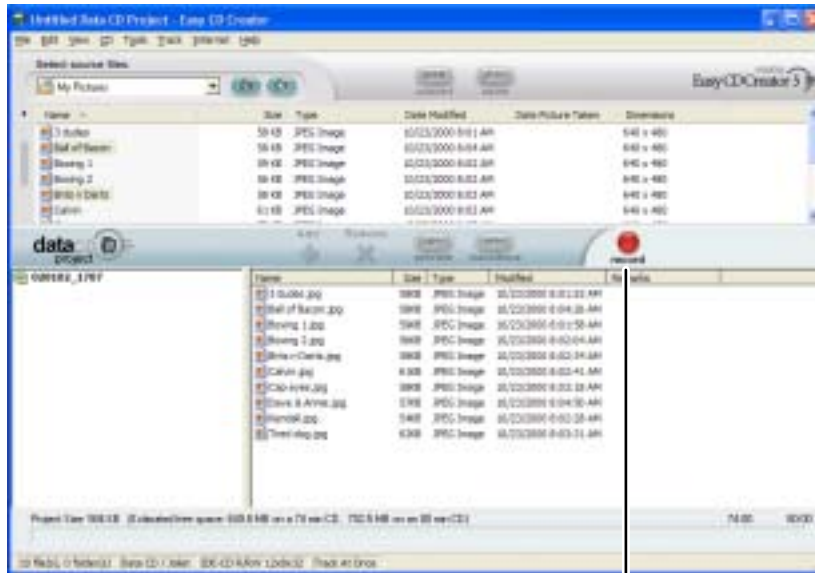


Source Pane

Add

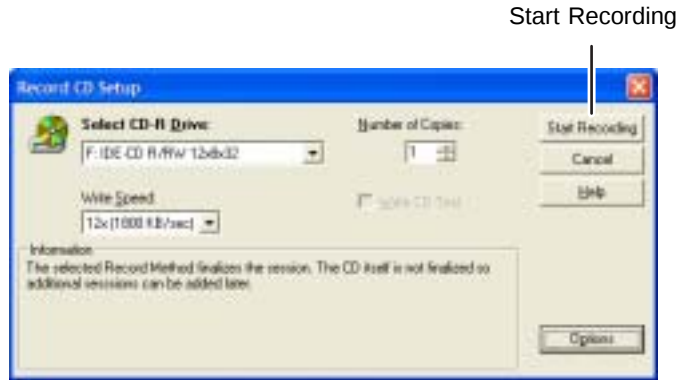
- 4 Click/tap the arrow button to open the **Select Source Files** list, then click/tap the drive or folder where the files you want to add to the writable CD are located. If you do not see the folder you want, browse through the folders in the *Source* pane.

- 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

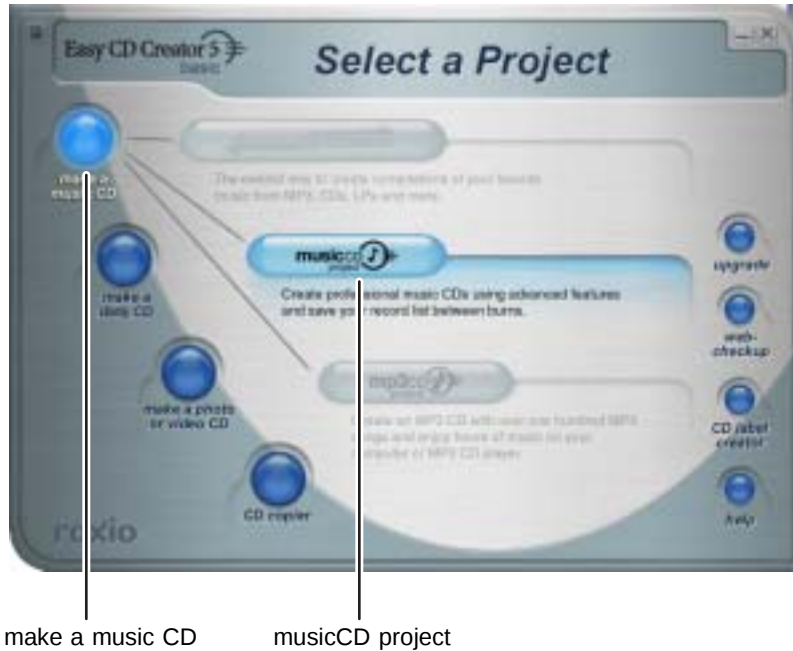


Most home and car stereos can read CD-R discs, but cannot read CD-RW discs. To make sure that the CD that you create will play on home and car CD players, use a CD-R disc.

- 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.

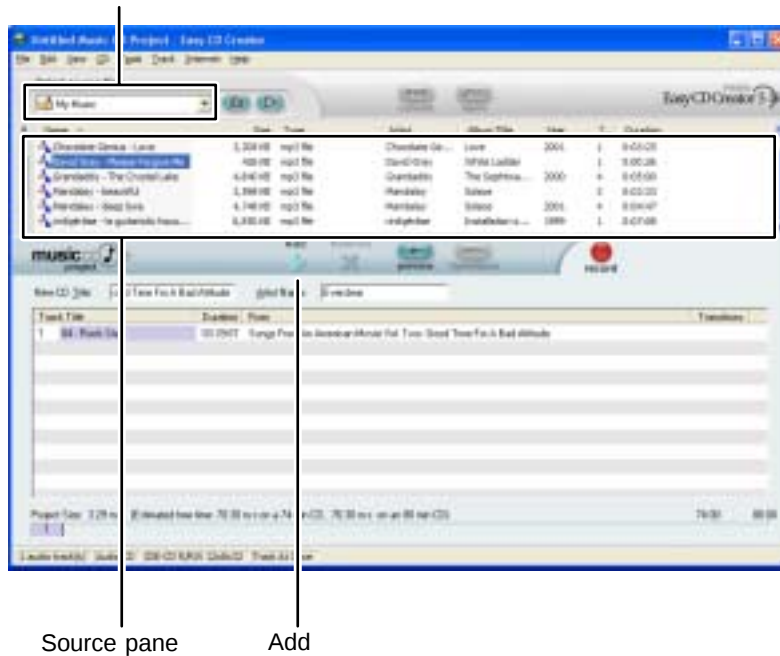
- OR -

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



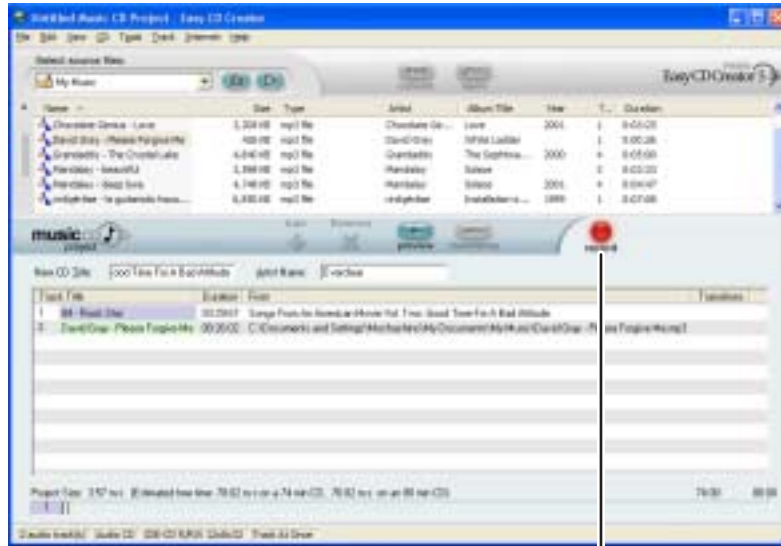
- 4 Click/tap the arrow button to open the **Select Source Files** list, then click/tap the drive or folder where the music files that you want to add to the writable CD are located. If you do not see the folder you want, browse through the folders in the *Source* pane.

- 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.

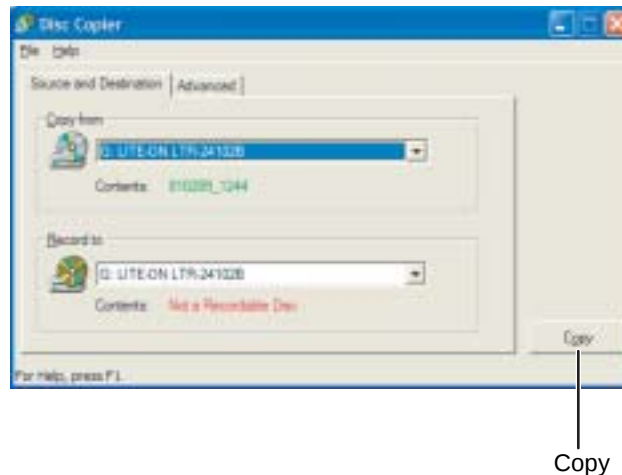
- OR -

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



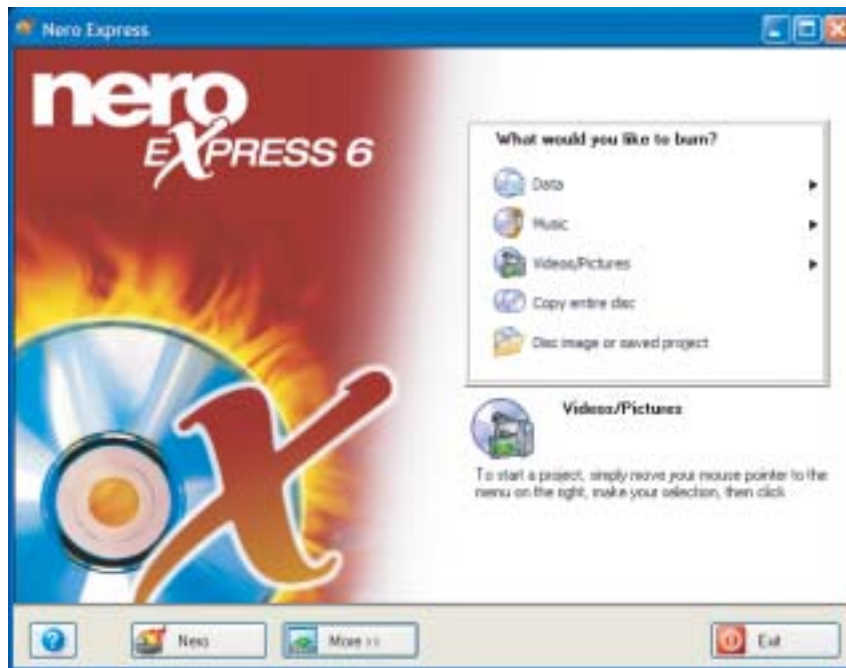
Some CDs have copy protection software. You cannot create MP3 files from these CDs and you may not be able to listen to these CDs on your convertible tablet PC.

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.

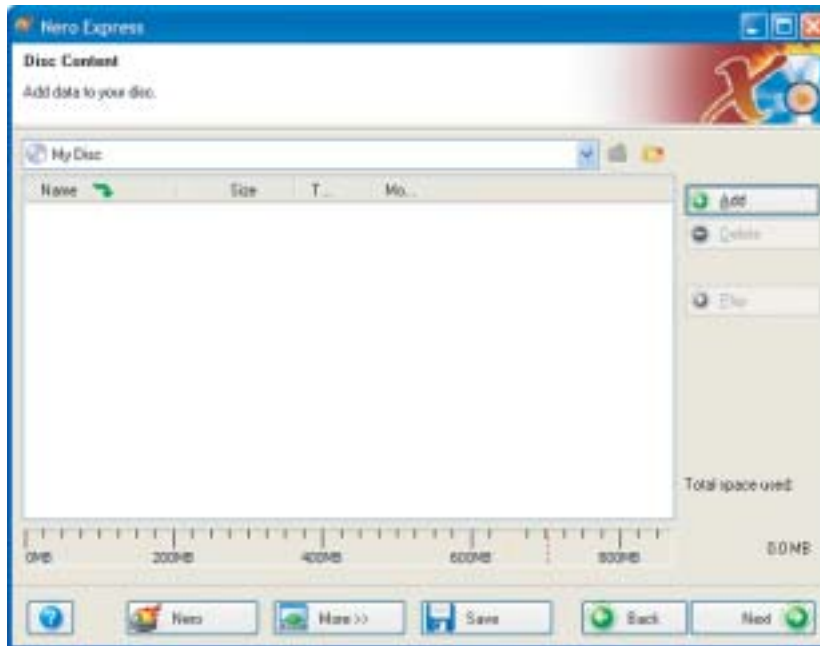
Important



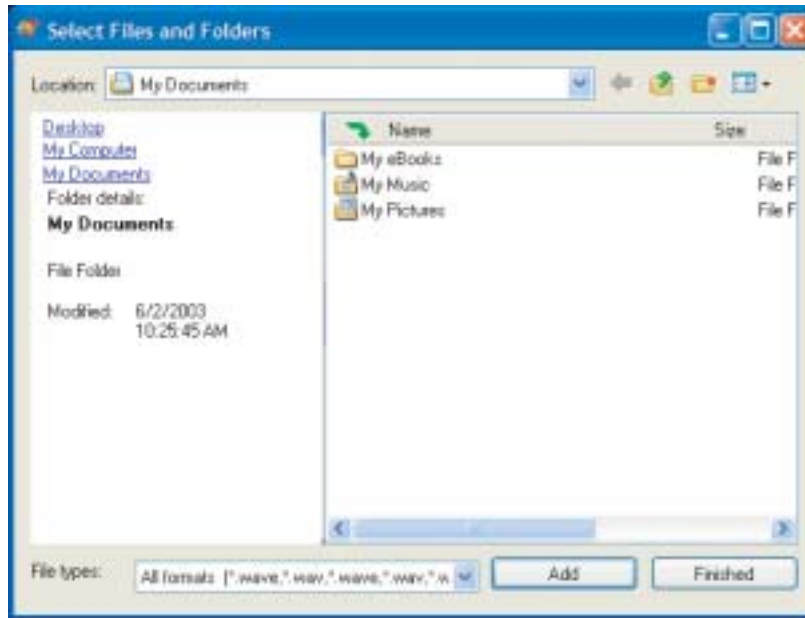
If the drive you want to use is not in the modular bay, you need to swap modules. For more information about swapping modules, see [“Changing modules” on page 110](#).

- 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**.