Surface

Surface Pro 3
User Guide

With Windows 8.1 Pro

Published: June 2014

Version 1.0

Microsoft

© 2014 Microsoft. All rights reserved.

BlueTrack Technology, ClearType, Excel, Hotmail, Internet Explorer, Microsoft, OneNote, Outlook, PowerPoint, OneDrive, Windows, Xbox, and Xbox Live are registered trademarks of Microsoft Corporation.

Surface and Skype are trademarks of Microsoft Corporation.

Bluetooth is a registered trademark of Bluetooth SIG, Inc.

Dolby and the double-D symbol are registered trademarks of Dolby Laboratories.

This document is provided “as-is.” Information in this document, including URL and other Internet website references, may change without notice.

Contents

MEET SURFACE PRO 3 ..... **1**

About this guide 1
Surface Pro 3 features 2

SET UP YOUR SURFACE PRO 3 AND SURFACE PEN **5**

Surface Pen setup 5
Plug in Surface Pro 3 and turn it on 5
Setup 6

THE BASICS **7**

Touch, keyboard, mouse, and pen 7
Start screen 7
Open apps 8
Touch: Swipe, tap, and beyond 9
Charms 11
The familiar desktop 12
What moved or changed in Windows 8.1? 12
Learn more about Windows 13
Lock screen and signing in 14

GET STARTED **15**

Get online 15
Set up your email 15
People: Add contacts 16
Skype: Add contacts 16
OneDrive: Your personal cloud 16
Customize your Start screen 17

GET TO KNOW SURFACE PRO 3 ..... **18**

Power states: On, off, InstantGo, and hibernation 18
Charging 20
The touchscreen 23
Surface Pen 25
On-screen keyboard 26
The Kickstand 28
Type Cover for Surface Pro 3 28
Touchpad 31
Sound features 33

USE APPS AND PROGRAMS **35**

Find and open apps 35
Switch between open apps 36
Use apps together (side by side) 37
Close an app 38
App commands 38

© 2014 Microsoft

Built-in apps 38
App settings and help 38
Take notes or draw with OneNote 39
Handwriting or drawing 40

SEARCH, SHARE, AND SETTINGS 41

How to search 41
Share photos, links, and more 43
Change your settings 44

ACCOUNTS AND SIGN IN 45

What type of account do I have? 45
Create another account 46
Manage accounts 46
Unlock and sign in 46
Sign out or lock 48
Change your password 48
Account security 48

INSTALL APPS AND PROGRAMS 49

Your account 49
Get apps 49
Uninstall an app 51
App updates 51
Install programs from the Internet, a CD, or a network 52

PERSONALIZE YOUR SURFACE 53

Add your accounts 53
Personalize the Start screen 53
Change your lock screen 54
Notifications 54
Add a language 55
Desktop background, colors, and sounds 55
Choose where you go when you sign in 55

CONNECT DEVICES 56

Connect a USB mouse, printer, and more 56
Use a mouse 56
Add a Bluetooth device 56
Add, remove, and manage your devices and printers 57
How do I print? 57
How do I scan something? 57
Connect to a TV, monitor, or projector 58

STORAGE, FILES, AND BACKUP 60

How much disk space do I have? 60
Additional storage options 60
Files and folders 61
Add files to Surface 62

Back up your files using File History 63

NETWORKING 64

Connect to a Wi-Fi network 64
Disconnect from a Wi-Fi network 64
Connect to a wired network 65
Join a domain, workgroup, or homegroup 65
Get to files on other computers 66
Share files and folders 66
Connect to a Virtual Private Network (VPN) 66
Airplane mode 67
Tethering: Use your phone's data connection 67
Mobile broadband connections 67
Remote Desktop: Connect to another PC 68

BUILT-IN APPS 69

Internet Explorer 11 69
Mail 73
People 75
Calendar and reminders 76
Microsoft Office 77
Use Surface Pen in Office apps 79
OneNote 79
Camera 83
Music 86
Photos 88
Video 89
Skype 90
OneDrive 91
Xbox Games 93
More built-in apps 94
Problems with an app? 94

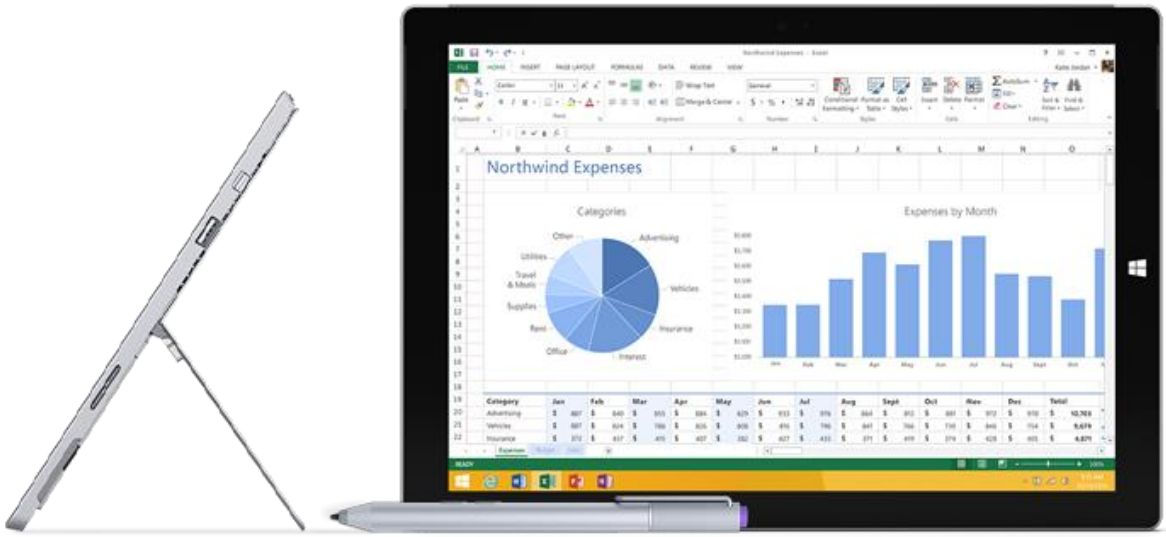
ADDITIONAL INFO YOU SHOULD KNOW 95

Windows Updates 95
More Surface Pen info 96
How can I help protect my Surface from viruses? 96
Windows Firewall 96
BitLocker Drive Encryption 97
BitLocker recovery key 97
Keyboard shortcuts 97
Accessibility 97
Speech recognition 97
Take a screen shot 98
Default apps 98
How to restore, refresh, or reset your Surface 98
Surface Pro 3 BIOS/UEFI and starting from a USB device 98

ACCESSORIES 99

CARE AND CLEANING **101**
TOUCHSCREEN CARE 101
COVER CARE 101
BATTERY CARE 101
SAFETY AND WARRANTY 101
HELP, SERVICE, AND SUPPORT 102
SURFACE HELP 102
WINDOWS HELP 102
APP HELP AND TROUBLESHOOTING 102
THAT'S IT! **102**

Meet Surface Pro 3



Surface Pro 3 is the tablet that can replace your laptop.

Connect to a broad variety of accessories, printers, and networks, just like you always have. Run touch-friendly apps and your favorite Windows 7 programs, with the security and manageability you expect from a PC.

About this guide

We hope this guide helps you get the most out of your Surface Pro 3.

To search for a topic:

- Swipe down from the top edge of the screen, tap **Find**, type what you want to find.

©2014 Microsoft

Surface Pro 3 features

Touchscreen	The 12" touchscreen, with its 3:2 aspect ratio and 2160 x 1440 resolution display is great for watching HD movies, browsing the web, and using Office apps (sold separately). Multi-touch lets you use your fingers to select, zoom, and move things around. See Touchscreen for more info.
Surface Pen	Enjoy a natural writing experience, with a pen that feels like an actual pen. With Surface Pen, you can quickly jot down notes in OneNote, even while Surface is locked. See Surface Pen for more info.

© 2014 Microsoft

Kickstand

Flip out the Surface Pro 3 kickstand to any angle and work or play comfortably at your desk, .on the couch, or while giving a hands-free presentation. Choose the angle that's right for you. See Kickstand for more info.

Wi-Fi and Bluetooth

Surface supports standard Wi-Fi protocols (802.11a/b/g/n/ac) and *Bluetooth*® 4.0 Low Energy technology. This means you can connect to a wireless network and use Bluetooth devices such as keyboards, mice, printers, and headsets.

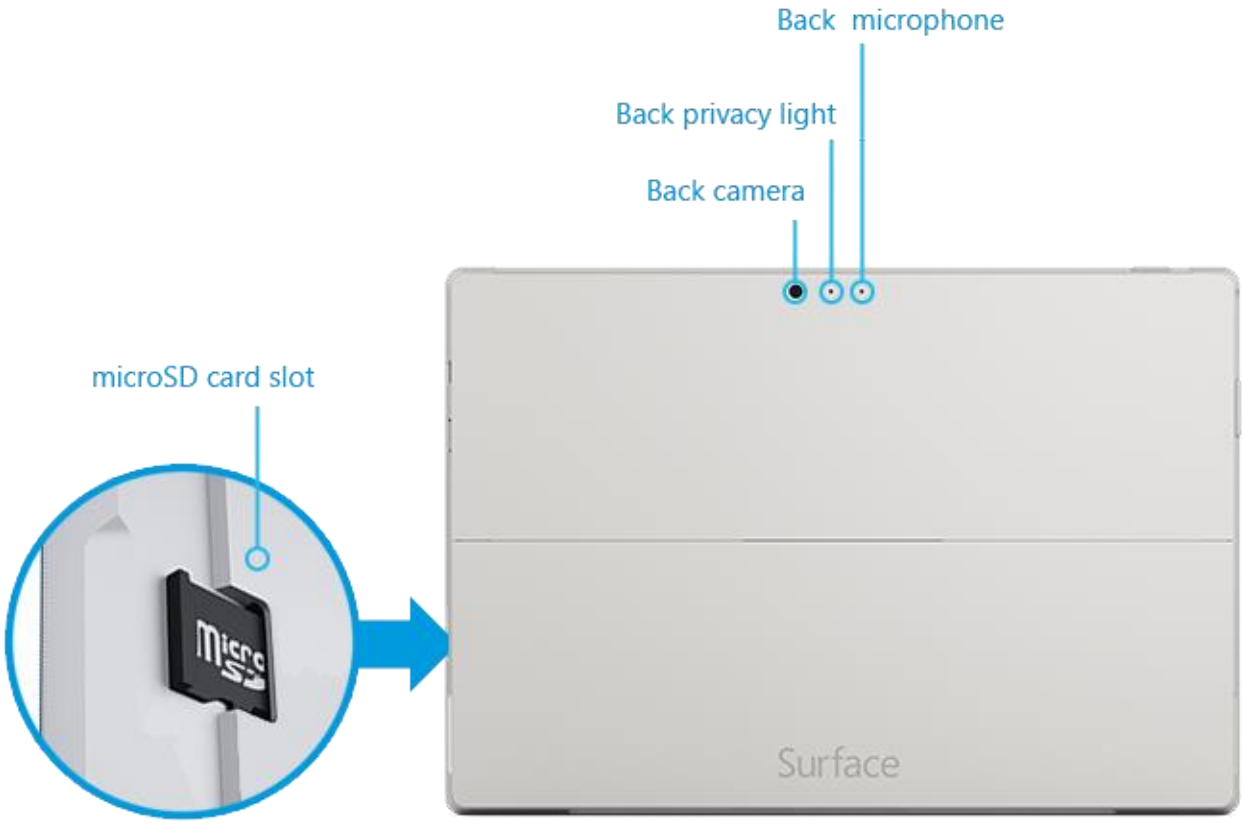
Two cameras and two microphones

Two 5-megapixel cameras for recording videos and taking pictures. Both cameras record video in 1080p, with a 16:9 aspect ratio (widescreen). Each camera has a privacy light, so there are no surprises. See Camera for more info.

Noise-cancelling microphones make it easy to make calls and record video with sound. See Sound features for more info.

Stereo speakers and headset jack

With stereo speakers with Dolby® enhanced sound you can join online meetings, and listen to music, podcasts, and audio books. Need a bit more privacy? Plug your favorite headset into the headset jack. See Sound features in this guide for more info.



© 2014 Microsoft

Ports	**Full-size USB 3.0 port** Connect USB accessories—like a mouse, printer, or an Ethernet adapter. See Connect devices for more info. **microSD card reader** Use the microSD card reader (along the right edge) for extra storage or transferring files. See Storage, files, and backup for more info. **Mini DisplayPort 1.2** Share what's on your Surface Pro 3 by connecting it to an HDTV, monitor, or projector (video adapters sold separately). See Connect to a TV, monitor, or projector for more info. **Charging port and 36-watt power supply** Connect the included 36-watt power supply when your battery is low. See Charging in this guide for more info. **Cover port** Add Type Cover for Surface Pro 3 (sold separately) so you'll always have a keyboard with you. Thin and light, Type Cover even helps protect your touchscreen while you're on the go. For more info, see Type Cover.
Software	**Windows 8.1 Pro** To learn about the latest features, see Meet Windows on Windows.com. **Apps** Surface Pro 3 comes with many built-in apps—explore your apps on your Start screen. You can install more apps from the Windows Store. You can also install and run the desktop apps you're familiar with, like Microsoft Office*.
Processor	4th generation Intel® Core™ i3, i5, i7
Storage and Memory	Choose from 64GB or 128GB storage with 4GB RAM, or 256GB or 512GB storage with 8GB RAM. In addition to the internal storage included with Surface Pro 3, you can add more. For info, see Surface storage options.
TPM	TPM chip (Trusted Platform Module – for BitLocker Encryption).
Sensors	Surface has four sensors (an ambient light sensor, an accelerometer, gyroscope, and magnetometer) that apps can use to do cool things.
Accessories	Surface accessories add to your Surface experience—check out the Accessories section in this guide.

*Microsoft Office is sold separately in some countries or regions and comes pre-installed in others.

© 2014 Microsoft

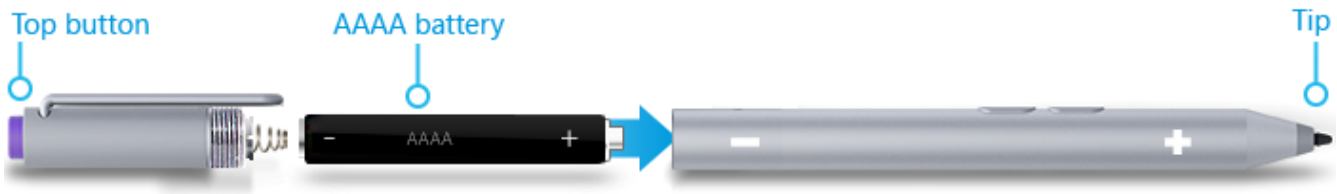
Set up your Surface Pro 3 and Surface Pen

Grab your Surface and let's go!

Before you start... Make sure a wireless network is available and you have the network password (if the network is secured).

Surface Pen setup

Before you use your Surface Pen the first time, you'll need to install the AAAA battery. You'll pair your new pen with Surface a little later during setup.



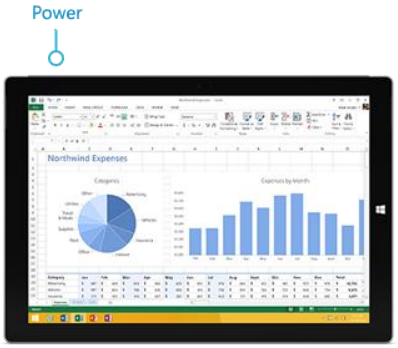
To install the AAAA battery:

1. Unscrew the top of the pen from the bottom.
2. Insert the battery, wrapped in the label from the top of the pen, with the positive (+) end down toward the writing tip.
3. Screw the top back on.

Plug in Surface Pro 3 and turn it on

1. If you have a Type Cover, bring it close to your Surface, so that it clicks into place.
2. Flip out the built-in kickstand on the back of Surface (any position).
3. Connect the plug to the power supply, and plug the power cord into an electrical outlet or power strip.
4. Connect the power connector to the charging port on Surface (either direction works).
   A light appears near the end of the connector when Surface is getting power.
5. Press and release the power button on your Surface.
   Surface turns on and setup begins.

© 2014 Microsoft



Setup

Setup runs the first time you turn on Surface Pro 3. During setup, you'll choose a language, color scheme, and name for your Surface. (You can change these things later.)

Three key things happen during setup:

- **You set up your Surface Pen for use with Surface Pro 3.** It just takes a few seconds for your pen to be "paired" with your Surface using *Bluetooth*. On the pen, press and hold the top button until the light near the pen clip flashes. When the pairing is successful, you'll see the following message on-screen: "Your device is connected."
- **Surface connects to your Wi-Fi network**. If you don't know your wireless password, see How to find your wireless network password on Surface.com.
- **An account is created on Surface**. For the best experience, we recommend using a Microsoft account. You can use your existing Microsoft account, or setup can create one for you.

  What is a Microsoft account? A Microsoft account is an email address and password that you'll use to sign in to Surface. If you've used Microsoft services in the past, you already have a Microsoft account (it's the email address you use to sign in). If you don't have a Microsoft account, setup can create one for you using any email address. To learn about the benefits of using a Microsoft account, see All about accounts on Surface.com.

  More than one Microsoft account? If you have more than one Microsoft account, you'll need to choose one for your Surface. To figure out which Microsoft account to use, see Choose a Microsoft account on Microsoft.com (English only).

Once setup is complete, you can join a network domain, workgroup, or homegroup (more about this in the Networking section of this guide). To learn more about accounts, see Accounts and sign in.

© 2014 Microsoft

The basics

There are a few things you need to know to get around your Surface Pro 3.

Touch, keyboard, mouse, and pen

With Surface, you can easily switch between using touch, a keyboard, mouse, or pen.

- **Touch**. You can use your fingers on the touchscreen, like you would on a smartphone. For example, drag your finger across the screen to scroll.
- **Keyboard**. Click in a Typing Cover or use a full-size USB or *Bluetooth* keyboard.
- **Mouse**. Use the Typing Cover touchpad, or connect a USB or *Bluetooth* mouse.
- **Pen**. Take notes, draw, and mark up documents using the Surface Pen. Jot a quick note in OneNote, even if your Surface Pro 3 is locked. Just click the pen and start writing. Your note will be waiting in the Quick Notes section of OneNote the next time you sign in.

Start screen

Start is the heart of your Surface—it's where you open apps, check your calendar, mail, and more in live tiles, and get to your favorite websites. From the Start screen you can search for files, apps, and settings on your Surface, and search the web.

© 2014 Microsoft

To go to Start:

- **Touch**. Press the Windows button on the touchscreen, or swipe in from the right edge of the screen and tap **Start**.
- **Keyboard**. Press the Windows logo key on your keyboard.
- **Mouse**. Click the Start button in the lower-left corner of the screen.

Open apps

- **Touch or mouse**. Tap or click an app tile on the Start screen. Or, tap or click the **Search** button next to your account picture and enter an app name.
- **Keyboard**. Go to Start and enter an app name (such as Word or OneDrive).

You can see all your apps by swiping up from the center of the Start screen. Or, if you're using a mouse, click the arrow in the lower left corner of the screen.

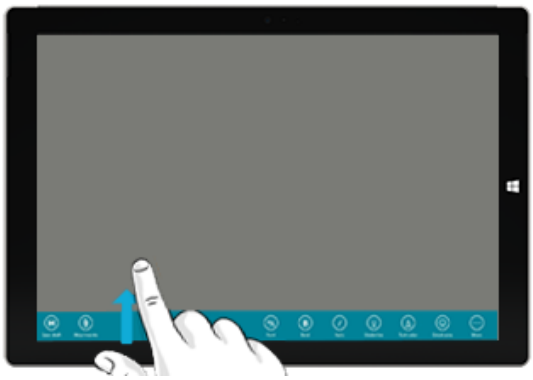
Switch between open apps

You can switch between open apps by swiping in from the left edge of the screen. You can keep swiping, and each time you'll switch to another app.

More about this in the Use apps and programs section.

App commands: Where are they?

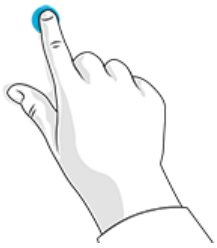
Swipe up from the bottom edge of the screen, or down from the top edge.



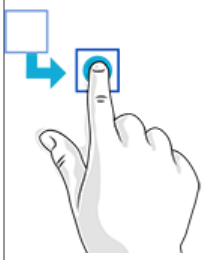
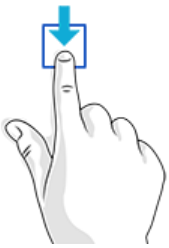
© 2014 Microsoft

Touch: Swipe, tap, and beyond

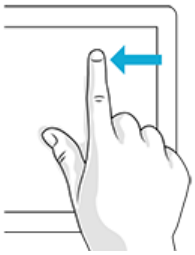
Tap? Swipe? Here's a glossary of touch gestures that you can use with Surface.

Gesture	How to do it	What it does
Tap	Tap once on something.	Opens, selects, or activates whatever you tap. Similar to clicking with a mouse.
Tap and hold 	Press your finger down and hold for about a second.	Shows options related to what you're doing (like right-clicking with a mouse).
Tap-tap slide (tap and a half)	Tap, then tap and hold. Now slide your finger in any direction.	Drags an item you've tapped, or selects text.
Pinch or stretch	Touch the screen or an item with two or more fingers, and then move the fingers toward each other (pinch) or away from each other (stretch).	Zooms in or out of a website, map, or picture.

© 2014 Microsoft

Gesture	How to do it	What it does
Rotate	Put two or more fingers on an item and then turn your hand.	Rotates things that can be rotated.
Slide to scroll	Drag your finger on the screen.	Scrolls through what's on the screen (like scrolling with a mouse).
Slide to rearrange 	Press and briefly drag an item in the direction opposite the way the page scrolls, then move it wherever you want. (For example, if the screen scrolls left or right, drag the item up or down.) When you've moved the item to the new location, let it go.	Moves an item (like dragging with a mouse).
Swipe to select 	Swipe an item with a short, quick movement in the direction opposite to the way the page scrolls. (For example, if the screen scrolls left or right, swipe the item up or down to select it.)	Selects an item, like an app tile or photo. This often brings up app commands.

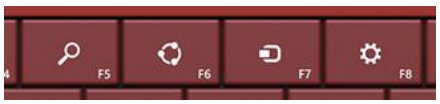
© 2014 Microsoft

Gesture	How to do it	What it does
Swipe from edge 	Starting on the edge, swipe in.	**Right edge**: Opens the charms. **Left edge**: Brings in open apps, snaps apps, shows your recently opened apps, or closes apps. For more info, see Use apps and programs. **Top or bottom edge**: Shows commands or closes an app.

Charms

No matter where you are, the charms help you do the things you do most often—like search, share, print, and change settings. Here's how to open the charms:

- **Touch**. Swipe in from the right edge, and then tap the one you want.
- **Mouse**. Move your pointer into the upper-right or lower-right corner, and then move it up or down and click the one you want.
- **Typing Cover**. Press a charm key from the top row.



Charm keys on Typing Cover

Here's what you can do with the charms:

Search. You can use the Search charm (⊞+S) to finds things on Surface, OneDrive, in apps, and on the web. If you're on the Start screen, click the **Search** button next to your account picture. For more info, see How to search in this guide.

Share. When you're in an app, you can use the Share charm (⊞+H) to share files, photos, or webpages. For more info, see Share photos, links, and more in this guide.

Start. The Start charm (⊞) takes you to the Start screen. Or if you're already on Start, it takes you to the last app you were using.

Devices. Use the Devices charm (⊞+K) to play, project, and print to devices. For more info, see Connect devices in this guide.

Settings. Use the Setting charm (⊞+I) to change settings for the app you are in. For more info, see Change your settings in this guide. From the Start screen, use the Settings charm to change Windows settings.

© 2014 Microsoft

The familiar desktop

The Windows desktop—with its taskbar, folders, and icons—is still here, with a new taskbar and streamlined file management.

To get to the desktop:

Touch. From Start, tap **Desktop**
it's a tile).

Mouse. Click the **Start** button in the lower-left corner of the screen.

Keyboard. Press Windows logo key +D.

The desktop is where you'll use desktop apps like Office and File Explorer. You can also pin Windows Store apps to the taskbar, so you can launch them without leaving the desktop.

For more info about the using the desktop, see Using the desktop on Surface.com.

What moved or changed in Windows 8.1?

If you're familiar with Windows 7, here's the scoop on what's moved or changed in Windows 8.1.

Task or item	How to do it in Windows 8.1
Searching	At the Start screen, tap or click the **Search** button or just start typing. See How to search in this guide.
Start menu	The Start screen replaces the Start menu in Windows 8.1. You can start any app or program from the Start screen. See Find and open apps for more info. To access items that used to be on the Start button, right-click the Start button in the lower-left corner.
Shut down or restart	On the Start screen, tap or click the **Power** button, and then choose either **Shut down** or **Restart.**
Change settings	Swipe in from the right edge of the screen, and tap or click **Settings** > **Change PC settings**. Or, tap or click **Settings** on the Start screen. (It's a tile.) Control Panel is still available, in PC settings. For more info, see the Change your settings in this guide.

© 2014 Microsoft

Task or item	How to do it in Windows 8.1
Print	Printing from desktop apps hasn't changed. To print from a Windows Store app, open the Devices charm, and select your printer. For more info, see How do I print? in this guide.
Close a program	To close a Windows Store app, drag the app off the bottom of the screen. Or, if you're using a mouse, move the cursor to the top of the screen and click the **Close** ✕ button in the upper right corner. For more info, see Use apps and programs in this guide.
See all your apps and programs	Open the Apps view: slide up from the middle of the Start screen, or tap the arrow near the lower-left corner of the Start screen.
Install apps and programs	Install Windows 8 apps from the Windows Store – just tap or click the tile on the Start screen or the Windows Store app in the desktop taskbar. For info about this, see Install apps and programs in this guide.
Change date and time	Swipe in from the right edge of the screen, and tap or click **Settings** > **Change PC settings** > **Time and language**.

Learn more about Windows

To learn more about getting around Windows Pro 8.1, check out these resources:

- **Help and Tips:** From the Start screen, tap or click Help+Tips. This app has info to help you get up to speed on Windows.
- **Windows Basics and Tips:** See the Getting started tutorials on Windows.com.
- **Windows Help:** Swipe up from the center of the Start screen, and then enter **help and support**.

© 2014 Microsoft

Lock screen and signing in

With a Microsoft account, personal settings like your lock screen and Start screen can follow you to other devices. Your favorite websites, browser history, and pinned sites can move with you, as well.

If you don't use Surface for a few minutes or if you close your Type Cover for Surface Pro 3, the screen turns off and locks. To start using Surface again, press a key (or press and release the power button on Surface), then swipe up on the touchscreen.

Next, sign in to your account by typing your password.

Now, let's set up your email and other accounts.

© 2014 Microsoft

Get started

Now that you know the basics, let's get online and add your accounts.

Get online

Here's how to get online:

1. Swipe in from the right edge of the screen and tap or click the **Settings**.
2. Tap or click **Network**.
3. Under Wi-Fi, tap or click the network you want to connect to, and then tap or click **Connect**.

For more info about getting online, see Networking in this guide.

Set up your email

Now let's set up your email. You can add Outlook.com, Gmail, AOL, Yahoo!, and Exchange email accounts to the Mail app.

Note The Mail app doesn't support accounts that use POP (Post Office Protocol). If you have a POP email account, see Using email accounts over POP on Windows.com. Or, if you have Outlook installed, see Set up email in Outlook on Office.com.

To add an email account:

1. Tap or click **Mail** from the Start screen.
2. Open the Settings charm, then tap or click **Accounts** > **Add an account**.
3. Choose the type of account you want to add, and then follow the on-screen instructions.
   Most accounts can be added with only your user name and password. In some cases, you'll be asked for more details, which you can usually find on your email account provider's website. (Repeat steps 1-3 for each of your email accounts.)

After you add an email account:

- Your contacts from Outlook.com and Exchange accounts are automatically added to the People app, and your appointments appear in the Calendar app. For other accounts, see **People: Add contacts** below.
- For info on how to sync Google email, contacts, and calendar, see How to sync Google services on Windows.com.

© 2014 Microsoft

People: Add contacts

The People app is your universal address book. See contacts from all of your address books in one place, and get the latest updates from your friends. Also, sync contacts from the social networks you care about, like Facebook, LinkedIn, and Twitter. Get in touch with someone by sending email, calling, or posting to social media directly from the People app.

Here's how to add contacts from your accounts:

1. Tap or click **People** from the Start screen.
2. Open the Settings charm, tap or click **Accounts** > **Add an account**.
3. Choose the type of account you want to add and then follow the instructions.

For more info, see People in this guide.

Skype: Add contacts

With Skype* calls and chat, you can stay in touch with anyone, on almost any device, for free. Once you’ve added your friends, you can make Skype calls and send instant messages.

*Skype may not be available in your country or region.

Here's how to get started using Skype:

1. On the Start screen, tap or click **Skype**.
2. Sign in with your Microsoft account and your Messenger friends will be automatically added to your existing list of contacts. If you already have a Skype account, you can merge it with your Microsoft account by following the on-screen instructions.
3. Add your contacts. To find out how, see Skype on Surface on Surface.com.

OneDrive: Your personal cloud

OneDrive is online storage that comes with your Microsoft account. It’s like an extra hard drive that’s available from any of the devices you use. When you save your documents, photos, and other files on OneDrive, they're available from any web-connected device (for example, your smartphone or any PC). OneDrive is also a great way to share files with other people.

To learn more, see OneDrive in this guide.

© 2014 Microsoft

Customize your Start screen

You can make Surface reflect who you are and what you care about. You can rearrange the Start screen in any way you like, and choose the colors and pictures that reflect your personal style. For info about this, see the Personalize Surface section in this guide

© 2014 Microsoft

Get to know Surface Pro 3

Now that you've added your accounts, let's go a little deeper.

Power states: On, off, InstantGo, and hibernation

Here's a quick overview of the Surface Pro 3 power states:

State	What to do
On or wake	Press and release the power button on your Surface. (If nothing happens, connect the power supply and press the power button again. If your Surface still doesn't turn on, see Surface Pro won't turn on, on Surface.com.)
Off or shut down	Do either of the following: • On the Start screen, tap or click **Power** > **Shut down**. • Open the Settings charm, tap or click **Power** > **Shut down**.
InstantGo	Do any of the following: • Press and release the power button on your Surface. • Don't use Surface for a few minutes. • Open the Settings charm, tap or click **Power** > **Sleep**. • Close your Type Cover for Surface Pro 3. (Only Type Cover for Surface Pro 3 puts it into this state. If you're using an earlier Typing Cover, use one of the other methods above.)
Restart	Do either of the following: • On the Start screen, tap or click **Power** > **Restart**. • Open the Settings charm, tap or click **Power** > **Restart.**

Notes

- You can also press Ctrl+Alt+Delete, tap or click **Power** (in the lower-right corner), then choose **Sleep**, **Shutdown**, or **Restart**.
- You can also right-click the Start button (in the lower-left corner), then choose **Shut down or Sign out**. .

© 2014 Microsoft

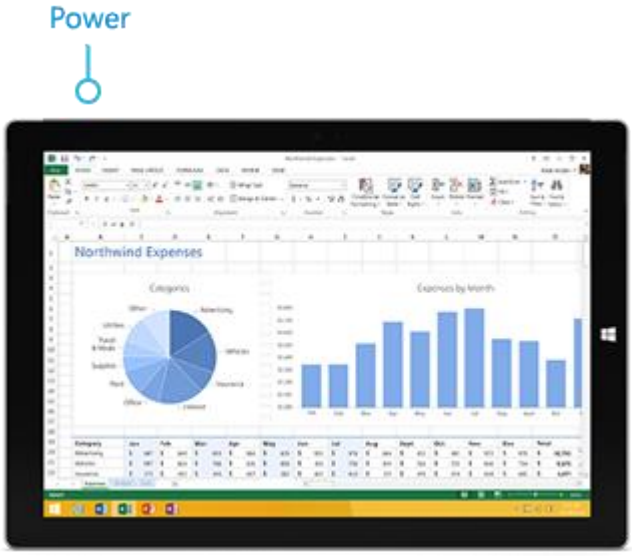
Turn on or wake

1. Press and release the power button on your Surface.

   The lock screen appears with notifications for apps that have had activity. For more info, see Notifications in this guide.

2. To unlock Surface, swipe up from the bottom of the screen or press a key.

3. Sign in to Surface. Need help? See the Accounts and sign in section in this guide.



Tip You can set the amount of time before a password is needed to unlock your Surface. For more info, see Choose when a password is required in this guide.

InstantGo and hibernation

If you don't use Surface Pro 3 for a few minutes, the screen turns off and it goes into a power-saving sleep state called InstantGo. With InstantGo, your Surface wakes up instantly with your apps and data up to date.

If you don't use Surface for several hours, it will hibernate. Hibernation saves your work, and then turns off your Surface. When you start up your Surface again, you're back where you left off though not as fast as InstantGo.

To change when the screen dims or turns off, or when Surface Pro goes into sleep or InstantGo, see Surface Pro battery and power on Surface.com.

Change when Surface sleeps

If you don't use Surface Pro 3 for a while, the screen may dim or turn off to help preserve battery life. Here's where you can change these settings:

1. Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Power and sleep**.

2. Under **Sleep**, choose when you want Surface to go to sleep (on battery and when plugged in).

Note If you'd like to make more changes to how Surface Pro 3 uses power, see Power plans: Frequently asked questions on Windows.com.

© 2014 Microsoft

Charging

Surface Pro 3 comes with an internal lithium-ion battery designed to go everywhere you go. How long your battery lasts varies depending on the kinds of things you do with your Surface and your power plan.

Here's how to charge Surface:

- Plug the power cord into an electrical outlet or power strip. Then connect the power connector to the charging port (either direction is good).

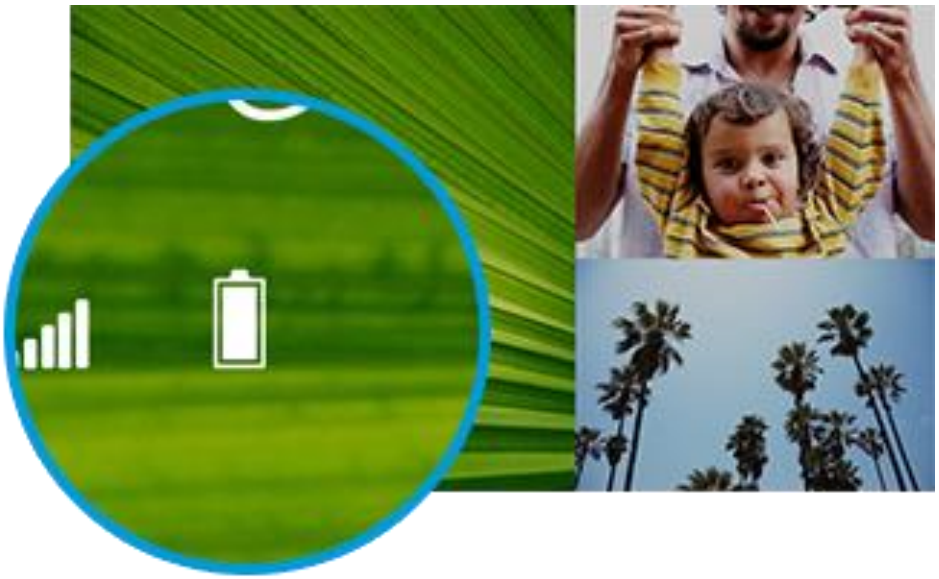
  A light appears when Surface is getting power.

How much battery charge is remaining?

You can see the battery status in a few places:

- **Charms**. Lower-left corner of the touchscreen after you open the charms.

- **Lock screen**. Lower-left corner of the lock screen.



- **Desktop taskbar**. Battery status appears on the desktop taskbar. Tap the battery icon to see the percentage remaining.

When you see a low battery warning, plug your Surface Pro 3 into an electrical outlet. If you don't recharge the battery, Surface will eventually save your work and shut down.

Notes

- It takes 2-4 hours to fully charge your Surface Pro 3 battery from an empty state.
- Surface Pro 3 can't be charged through the USB port. Instead, you need to use the included power supply.

© 2014 Microsoft

Battery: Make it last

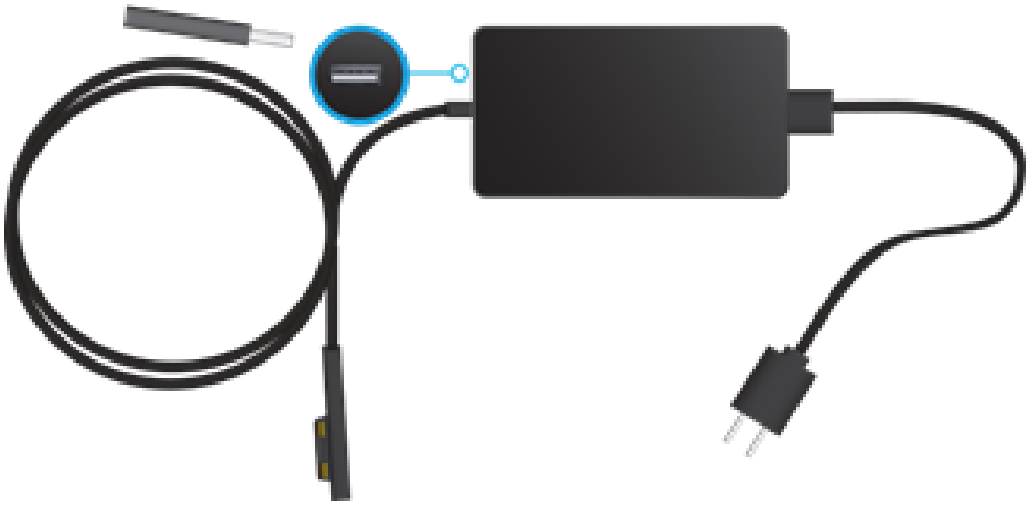
Here are some ways you can help make your battery last longer:

- **Reduce the screen brightness**. Open the Settings charm, tap or click **Screen**, and then adjust the slider. The brighter the screen, the more power it uses.
- **Choose a power plan that saves power**. A power plan is a collection of settings that control how your Surface uses power. To learn more about power plans, see Power plans: Frequently asked questions on Windows.com.
- **Turn off or remove devices that you aren't using**. Many USB devices use power when connected, so you might want to unplug devices that you're not using.
- **Turn off Wi-Fi**. If you don't need Wi-Fi for a while, you can turn it off to conserve battery life. To do this, open the Settings charm, tap the **wireless network** icon, and turn on **Airplane mode**.

36-watt power supply with USB charging port

The 36-watt power supply included with your Surface Pro 3 has a USB charging port that you can use to charge other devices (like a phone).

If you want to use a USB device with Surface, plug it into the USB port on Surface. For info about this, see Connect devices in this guide.



The touchscreen

The multi-touch screen has a 3:2 aspect ratio—perfect for watching 1080p HD videos and optimized for multi-tasking with up to three side-by-side apps.

You can interact with Surface by touching the screen like you would with a smartphone. To learn about using touch, see Touch: Swipe, tap, and beyond in this guide.

Manually adjust screen brightness

- Open the Settings charm, tap or click **Screen**, and then move the slider to adjust the brightness.

Note A brighter screen uses more power. To find out how to get the most from your battery, see Tips to save battery power on Windows.com.

Automatically adjust screen brightness

- Open the Settings charm and tap or click > **PC and devices** > **Power and sleep** > **Adjust my screen brightness automatically**.

Choose when the screen turns off

If you don't use Surface for a few minutes, the screen turns off. To adjust this setting, see Change when the screen dims or turns off earlier in this guide.

Landscape or portrait

When you rotate Surface, the screen content changes to the new orientation. This way you can use landscape for webpages and portrait for reading a book.

© 2014 Microsoft

Lock the screen orientation

If you don't want the screen content to rotate, you can lock the screen orientation. Here's how:

If you want to lock screen orientation:

1. Rotate Surface the way you want it.
2. Open the Settings charm, and then tap **Screen**.
3. Tap the **Screen** rotation icon.

A lock appears on the **Screen** icon when rotation is locked.

Find more display settings

- On the Start screen, tap or click **PC settings** > **PC and devices** > **Display**.

You can also use **Search** to find more display settings. For info about this, see Search for a setting in this guide.

Copy and paste using touch

Here's how to copy and paste text using touch:

1. **Select text**. Tap a word, and then drag either circle to extend the text selection.
   Or, double-tap and hold, then drag to select the text.
2. **Copy**. Press and hold the selection for a couple seconds, and then let go and tap **Copy**.
3. **Paste**. Move to where you want to paste the text. Press and hold a couple seconds, then let go and tap **Paste**.

© 2014 Microsoft

Surface Pen

Write and draw naturally with your Surface Pen. With over 250 levels of pressure sensitivity and Palm Block technology, this pen has the heft and feel of a high-quality traditional pen.

The tip works as a capacitive pen, and has *Bluetooth* technology built in to support OneNote and other features. For more info on using Surface Pen with OneNote, see Take notes or draw with OneNote and OneNote this guide.

Surface Pen also works great with Office apps, such as Word, Excel, and PowerPoint. For more info, see Use a pen to draw, write, or highlight text on a Windows tablet on Office.com.

Surface Pen features

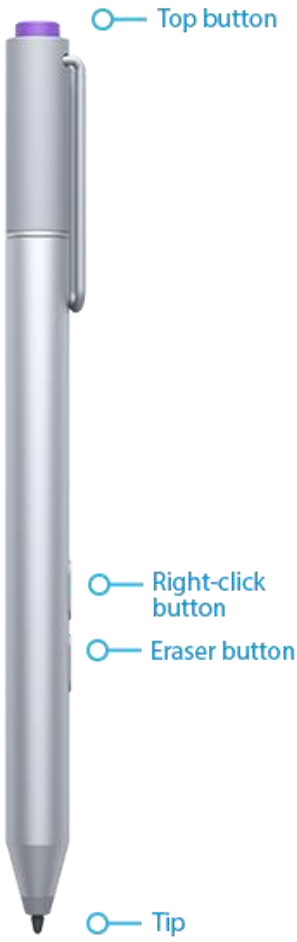
Surface Pen has three buttons and a tip.

- **Top button**
  Click the top button to open OneNote, even if your Surface is locked. *Bluetooth* technology links your Surface Pen to your Surface, so when you click the button, your Surface responds instantly.

- **Right-click button**
  Acts just like right-clicking a mouse. In apps like OneNote, click this button once to bring up a menu to choose pen color, thickness, and other options. Or, click and hold to select text.

- **Eraser button**
  Hold down the eraser button and move the tip over the area you want to erase.

- **Tip**
  The fine tip, along with Palm Block technology and multi-point sensitivity in your Surface lets you write and draw naturally.



Wondering about the coin cell batteries or need to pair your pen manually? See More Surface Pen info in this guide.

© 2014 Microsoft

On-screen keyboard

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

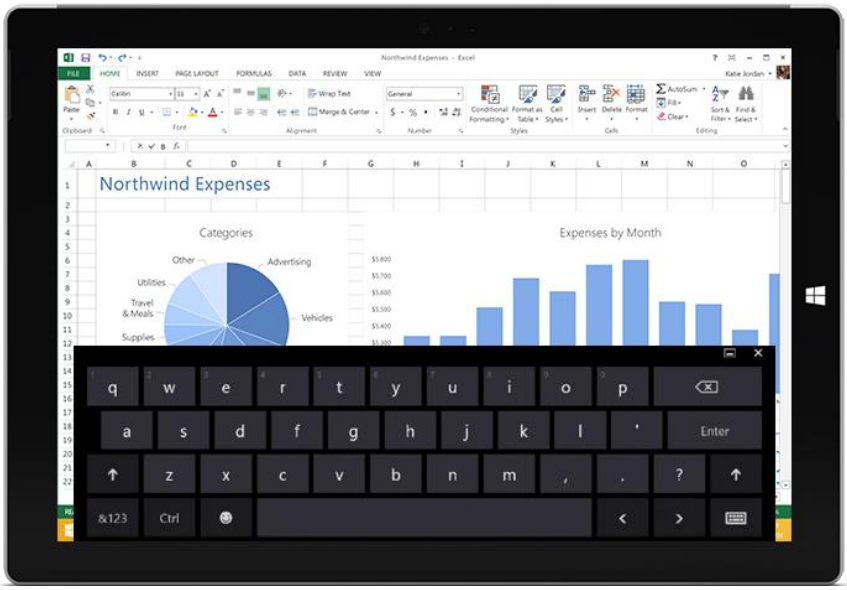
Show the on-screen keyboard

1. Fold back the Cover or remove it.
2. Tap the screen in a place where text can be entered and the on-screen keyboard should appear.

If you're in the desktop, tap the keyboard icon on the desktop taskbar (lower-right corner) to open the on-screen keyboard.

To open the on-screen keyboard manually (without tapping an area where you can type):

- Open the Settings charm, then tap or click **Keyboard** > **Touch keyboard and handwriting panel**.



On-screen keyboard

For more info, see Handwriting or drawing in this guide.

To close the on-screen keyboard:

- Tap an area where text can't be typed or tap the keyboard button , and then the close keyboard button .

Thumb keyboard and handwriting options

- **Thumb keyboard**. The thumb keyboard makes it easy to type with your thumbs while holding Surface in both hands.
- **Handwriting**. The handwriting icon lets you write with your Surface Pen or your finger. Learn more about this in the Surface Pen section of this guide.

© 2014 Microsoft

Suggestions and corrections

As you type on the on-screen keyboard, text suggestions appear to help you enter words quickly or correct misspellings. To insert a suggestion, tap it or press Spacebar. To switch the highlighted word, swipe right or left on the Spacebar.

To turn text suggestions on/off: Open the Settings charm, and tap > **Change PC settings** > **PC and devices** > **Typing** > **Show text suggestions as I type**.

Change on-screen keyboard settings

- Open the Settings charm, and tap **Change PC settings** > **PC and devices** > **Typing** > **Touch keyboard**.

Tips and tricks

How do I?	What to do
Type numbers	Tap the **&123** key, or swipe up on a key in the first row. For example, swipe up on the Q key to type the number 1.
Type diacritical marks	Press and hold a key such as O, then slide your finger to the accented character that you want (for example, Ö).
Type special characters like ® or ©	Tap the ☺ key, then tap the !? key in the bottom row.
Use keyboard shortcuts	Tap the Ctrl key and then another key (for example, Ctrl+C for copy).
Turn Caps Lock on/off	Double-tap the Up Arrow key.
Change keyboard settings	Open the Settings charm, tap **Change PC settings** > **PC and devices** > **Typing**.
Turn key sounds on/off	Open the Settings charm, tap **Change PC settings** > **PC and devices** > **Typing** > **Play key sounds as I type** (under Touch Keyboard).
Add a language	See Add a language in this guide.

© 2014 Microsoft

The Kickstand

You can set the Surface Pro 3 kickstand to any position down to 30°, so you can easily see the screen when you're working at a desk, typing on your lap, or standing at the kitchen counter.

Multi-position kickstand

Type Cover for Surface Pro 3

Type Cover (sold separately) is the Typing Cover designed specifically for the Surface Pro 3. It's a very thin mechanical keyboard, with a standard layout and backlighting.

Click in

Type Cover magnetically attaches to your Surface Pro 3. Simply bring the two close together. When the Cover gets close, it aligns and snaps into place.

Once connected, the Cover stays put. You can easily remove it by pulling it away.

For extra comfort and stability when you're typing on your lap, angle Type Cover up to the touchscreen.

This raises the back of the keyboard about 10° while additional magnets hold it firmly in position.

© 2014 Microsoft

When you fold Type Cover back behind the touchscreen, the keyboard is disabled so you won't accidently type anything.

Fold back the Cover

You can fold back your Type Cover to create a stand.

When the Cover is folded back, you can use the on-screen keyboard to type.

Tap a place where you can type, such as a text box, and the on-screen keyboard appears. For more info, see On-screen keyboard in this guide.

Close the Cover

When you close Type Cover for Surface Pro 3, the screen turns off and Surface goes into a power-saving sleep state called InstantGo. To learn more, see Power states: On, off, InstantGo, and hibernate in this guide.

© 2014 Microsoft

Adjust the backlighting

Type Cover keys have backlighting that turns on when your hands are near the keys and turns off when they leave.

You can adjust the brightness of the keys and turn backlighting on or off.

To do this	Press this
Increase the brightness of the keys	Tap the F2 key repeatedly.
Decrease the brightness of the keys	Tap the F1 key repeatedly.
Turn backlighting off	Press and hold the F1 key.
Turn backlighting on	Press and hold the F2 key.

Function keys

If you want to use a function key (F1-F12), use the Fn key in combination with a key from the top row.

For example, for F5, press Fn + .

Function lock/unlock (Fn+Caps)

If you frequently use function keys, you can lock the Fn key so that you don't have to press it each time. Press **Fn**+**Caps** to make the top row of keys be function keys (F1-F12). Once locked, press the Search key for F5. (Press **Fn**+**Caps** again to unlock the Fn key.)

Function keys on Type Cover

For this key	Press this
Page up	Fn + Up arrow
Home	Fn + Left arrow
Increase screen brightness	Fn + Del

For this key	Press this
Page down	Fn + Down arrow
End	Fn + Right arrow
Decrease screen brightness	Fn + Backspace

Can I use other Surface Typing Covers with Surface Pro 3?

Yes. You can also use any of the following Typing Covers:

- **Touch Cover and Touch Cover 2.** Super-thin, pressure-sensitive keyboards with a touchpad.
- **Type Cover (early model) and Type Cover 2.** One of the thinnest mechanical keyboards available, with moving keys.
- **Power Cover.** The battery you can type on, with moving keys. It charges while you charge Surface—no separate charger required.

© 2014 Microsoft

Note These Typing Covers are narrower than the Surface Pro 3, so closing them won't put Surface Pro 3 to sleep.

You can see all of the Surface Typing Covers (sold separately) in Accessories on Surface.com. To find out how to clean the Covers, see Cover care in this guide.

Can I use my desktop keyboard with Surface?

Yes. You can use a full-size USB or *Bluetooth* keyboard if you'd like. For more info, see Connect devices in this guide.

Touchpad

Type Cover has a touchpad that you can use like a built-in mouse. Drag your finger across the touchpad to move the on-screen pointer.

Here are the gestures you can use on the touchpad.

Action	Touchpad gesture
Move the on-screen pointer	Drag your finger on the touchpad.
Left click	Tap one finger anywhere on the touchpad, or tap the left touchpad button.
Right click	Tap two fingers anywhere on the touchpad, or tap the right touchpad button.
Scroll	Slide two fingers across the touchpad (horizontally or vertically).
Move an item or select text	Tap-tap and hold with one finger, and then slide.
Open the charms	Swipe in from the right edge of the touchpad.

© 2014 Microsoft

Action	Touchpad gesture
See your open apps	Swipe in from the left edge of the touchpad.
Zoom in or out	Move two or more fingers together (pinching motion) or apart (stretching motion) on the touchpad.

If you'd rather use a mouse with Surface, see Use a mouse in this guide.

How do I change the touchpad settings?

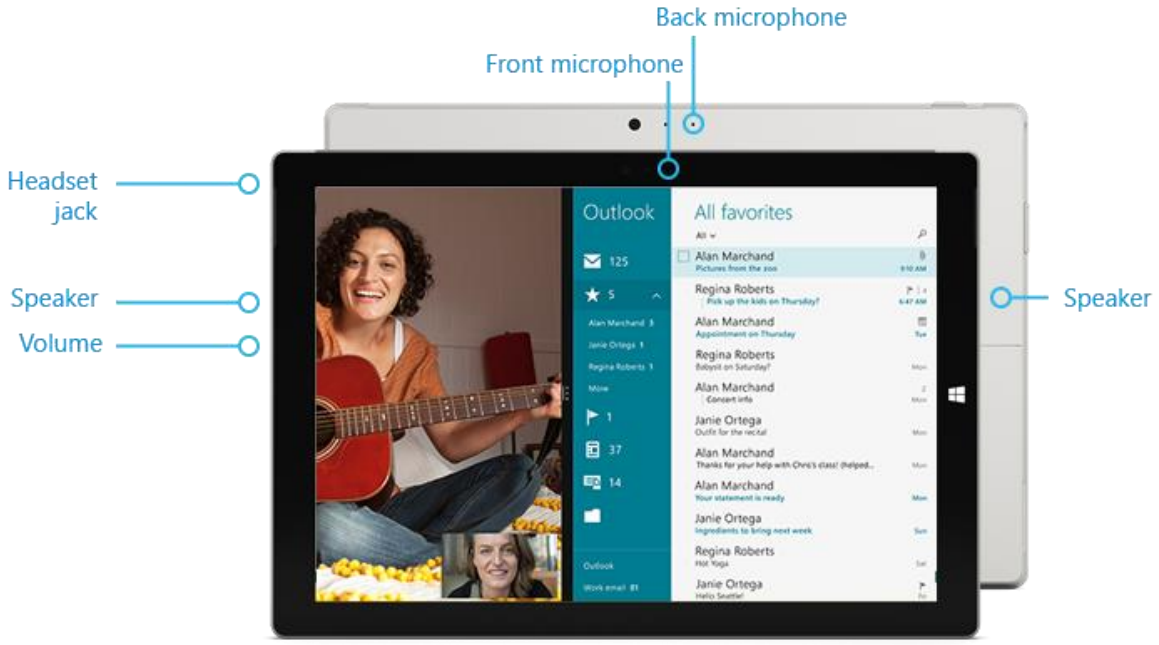
You can turn off the touchpad, turn off edge swiping, reverse the scrolling, and prevent the cursor from accidently moving while you type. For more info, see Touchpad: A built-in mouse on Surface.com.

© 2014 Microsoft

Sound features

Surface has two stereo speakers that face toward you as you look at the screen for listening to music or watching movies. The noise-cancelling microphones come in handy when making calls or recording videos. Or, plug your favorite headset, with or without a microphone, into the headset jack.

Surface Pro 3 features Dolby® audio, so that you can enjoy the best audio experience.



Adjust the volume

You can control the volume in a few places:

- **Volume**. Use the volume-up /volume-down button on your Surface..
- **Start screen**. Open the Settings charm, then tap the sound icon and adjust the slider.
- **Desktop taskbar**. Tap the sound icon on the desktop taskbar (lower-right corner) and adjust the slider.
- **Audio accessories**. Headphones, external speakers, and other accessories may have their own volume control.
- **Apps**. Some apps have a volume control.

Tip To quickly pause audio in an app from the Windows Store, press the volume button, and then tap or click the on-screen pause button.

© 2014 Microsoft

Add audio accessories

The headset jack works for both audio output and microphone input. You can plug headphones or a headset with a microphone into the headset jack or the USB port.

For bigger sound, connect external speakers to the headset jack or USB port, or wirelessly connect speakers using *Bluetooth* technology. For more info, see Connect devices in this guide.

How do I set the default audio device?

You can switch between different audio devices, such as speakers and headphones. Here's how:

1. Open Search from the Start screen, enter **manage audio devices**, and then choose **Manage audio devices** from the search results.
2. Tap or click the device you want to use for playback, tap **Set Default**, and then choose **OK**.

How can I record audio?

Choose between the Sound Recorder app for Windows and the Sound Recorder desktop program. Both are pre-installed on your Surface Pro 3.

To open the Sound Recorder app for Windows: Swipe up from the center of the Start screen and then tap **Sound Recorder**.

Have questions? See Sound recorder: FAQ for info about the Windows Store app, or Recording audio in Sound Recorder: FAQ for info about the desktop app. Both are on Windows.com.

How do I change which sounds play?

You can choose which sounds play for notifications and system events (for example, the sound that plays when you get a new message). Here's how:

1. Open the Search charm, and, tap or click the down arrow ˅, and then tap or click **Settings**.
2. Tap the search box, enter **sound**, and then choose **Change system sounds** from the search results.

© 2014 Microsoft

Use apps and programs

Find and open apps

The Start screen is where you go to start apps. Surface Pro 3 can run both Windows Store apps like Music, Mail, and Weather, and desktop apps like Word and Excel (sold separately).

To find an app or program on your Surface:

- **Apps view**. Swipe up from the center of the Start screen (or click ⊕ on the lower-left of Start). A list of apps appears. Enter an app name or scroll to see all your apps.

- **Use Search**. At the Start screen, enter an app name like Skype or Outlook.

If you don't see the app or program you want, tap or click the Windows Store tile on the Start screen or the Windows Store icon in the taskbar (see Install apps and programs in this guide).

You can also start apps from the desktop. You can create shortcuts for desktop apps or pin any apps that you frequently use to the taskbar. For info about this, see How to use the taskbar on Windows.com.

© 2014 Microsoft

Switch between open apps

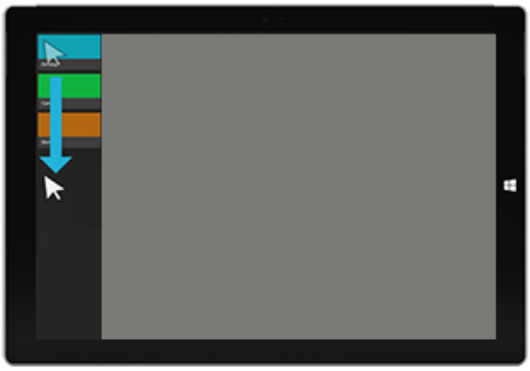
If you want to keep your Windows Store apps full screen, you can quickly switch between open apps. Here's how:

Switch back to a previous app

- **Touch**. Swipe in from the left edge of the screen.
- **Touchpad**. Swipe in from the left edge of the touchpad.
- **Mouse**. Move the mouse pointer into the upper-left corner of the screen, and then click.
- **Keyboard**. Press Alt+Tab.

Switch to a specific app

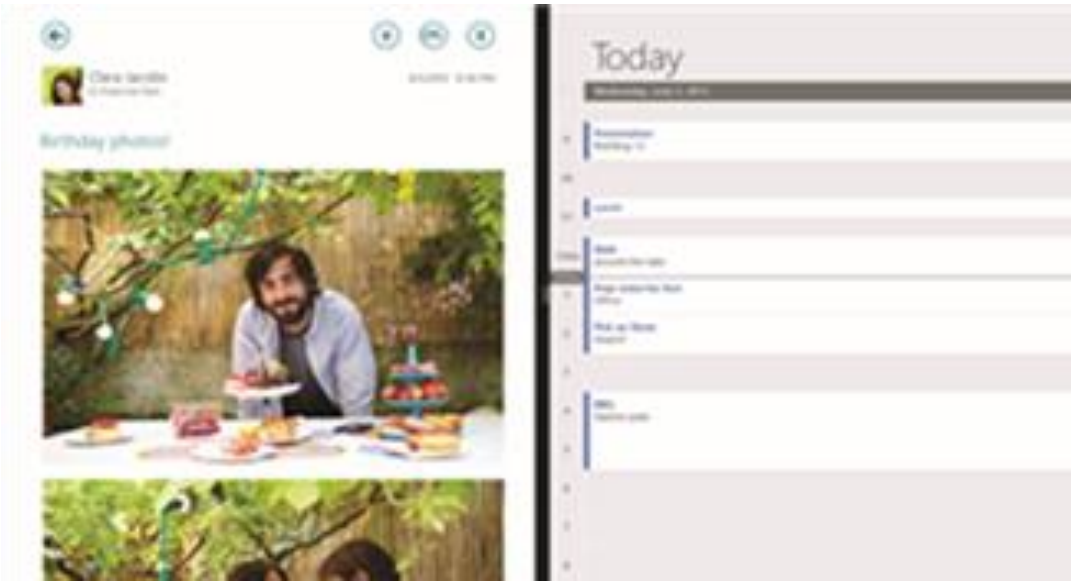
- **Touch**. Swipe in from the left edge, and with your finger still on the screen, move it back toward the left edge. Tap the app you want.
- **Mouse**. Move the mouse pointer into the upper-left corner, and then move it straight down. You'll see the apps you recently used. Click the app you want.
- **Keyboard**. Hold down the **Alt** key and press the **Tab** key repeatedly to switch between apps. When you get to the app you want, let go



© 2014 Microsoft

Use apps together (side by side)

You can use two or more apps at the same time by snapping them side by side. This way you can see up to three apps on the screen at once (such as the Mail and Calendar apps).



Here's how to arrange two apps side-by-side:

1. Open each of the apps you want to use.
2. Open the recently used app list (swipe in from the left edge, and with your finger still on the screen, move it back toward the left edge).
3. Drag an app from the app list until the current app changes size, then let go of the app.
4. To adjust the size of the apps, drag the bar between the apps.

To add a third app, open the recently used app list again, and drag the third app into position.

If you want to change one of the apps, go to Start or the Apps view and tap or click an app. It'll appear on top of the first two apps. Tap or click the left of right side of the screen.

To learn more about using apps together, see Getting around your PC on Windows.com.

© 2014 Microsoft

Close an app

You don't need to close apps from the Windows Store. When you switch to another app, Windows leaves the app running in the background and will close it eventually if you don't use it.

If you really want to close a Windows Store app, here's how:

- **Touch**. Swipe down from the top edge of the screen, and drag the app down and off the screen.
- **Mouse**. Move the pointer to the top of an app, then click the **Close** ✕ button in the upper right corner.

To completely stop all processes associated with an app, drag the app to the bottom of the screen, and hold it there until the app flips over. You can see all open apps and services in Task Manager. (Search for **Task Manager** from the Start screen to find this app).

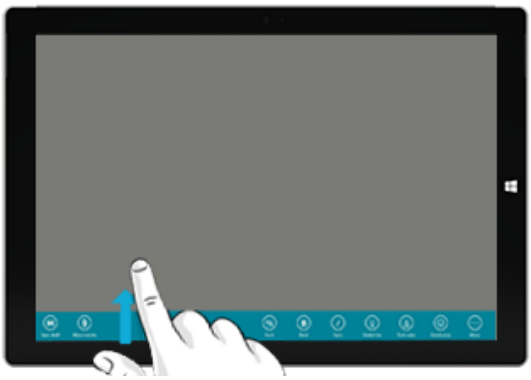
Close desktop apps

It's still a good idea to close desktop apps, such as Office apps, when you're done using them or before you shut down Surface. You can close an Office app by tapping or clicking the **Close** ✕ button in the title bar.

App commands

To see what you can do with a Windows Store app you are using, open app commands. Here's how:

1. Open an app and then do any of the following:
   - **Touch**. Swipe up from the bottom edge, or down from the top edge of the screen.
   - **Mouse or touchpad**. Right-click. You can also tap two fingers anywhere on the touchpad.
   - **Keyboard**. Press ⊞+Z.
2. Choose an item on the bar of commands.



Built-in apps

Learn about the apps included with Surface Pro 3 in the Built-in apps section of this guide.

App settings and help

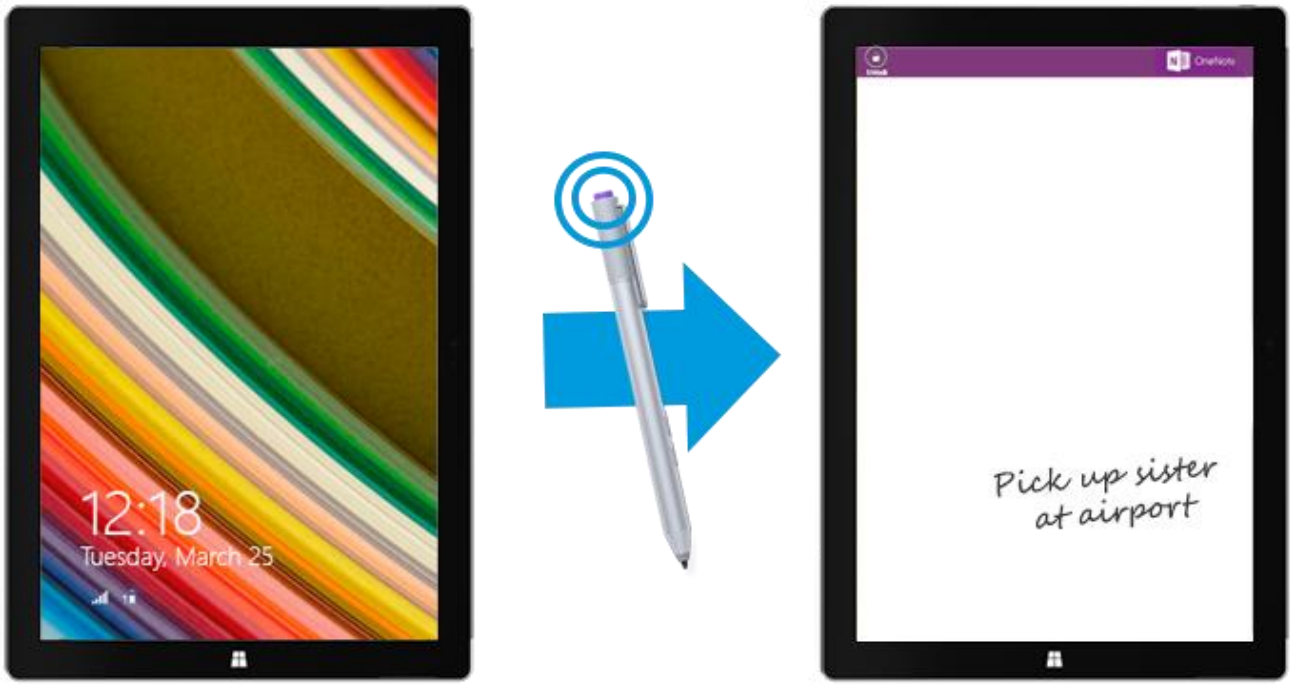
- **App settings**. Open the Settings charm from an app. For example, open the Mail app and then open the Settings charm—you'll see settings for the Mail app.
- **App help**. Open the Settings charm from an app, and look for Help. (If you can't find help in the Settings charm, check the company's website for help info.)

© 2014 Microsoft

Take notes or draw with OneNote

Jot a quick note or sketch in OneNote

Need to jot down a thought, or sketch something quickly before you lose the inspiration? Click the top button on Surface Pen even when Surface is locked, and you can jot a note or sketch immediately. Use Surface Pen and OneNote to keep track of all your notes and sketches.



Note When Surface is locked, you can only use the pen's top button. The eraser and right-click buttons won't work until after you unlock Surface by signing in. When Surface is unlocked, all three buttons are available for use.

Using OneNote with Surface Pen

If you want to do more than take a quick handwritten note, unlock Surface. When you do, you'll get the full functionality of OneNote. For example, you can see all of your notes in your OneNote notebook.

Here's how:

1. Click the top button on Surface Pen.
2. Tap **Unlock** 🔓 (upper-left corner), and sign in to Surface (you may want to set up a PIN for quick sign in).

© 2014 Microsoft

Tips

- You can snap OneNote beside another app so that you can easily copy things in and out of OneNote. To find out how to snap apps, see Use apps together in this guide.
- Have a note you use a lot, such as a to-do list? Pin it to the Start screen so you can open it quickly. In OneNote, tap and hold the note, and then tap **Pin to Start**.

Note syncing

Here's what happens to your notes:

- **Connected to the Internet.** The note is synced to your OneNote notebook in the cloud and available from any OneNote app.
- **Not connected to the Internet.** New and edited notes are saved on your Surface and automatically synced with your OneNote notebook in the cloud later, when Surface connects to the Internet.

Handwriting or drawing

When you bring Surface Pen close to the touchscreen, a point appears on the screen and the screen ignores other input such as your hand resting on the screen. You can relax and write or draw as you would with a regular pen and paper.

Even if your app doesn't support inking, you can use your Surface Pen to enter text by using the handwriting panel in the on-screen keyboard.

Using the on-screen keyboard/handwriting panel

1. Swipe in from the right, and then tap or click **Settings**.
2. Tap or click **Keyboard**.
3. Tap or click **Touch keyboard and handwriting panel**, and then tap or click the **keyboard** icon, and then tap or click the **handwriting** icon.
4. Write something on the handwriting panel. Your words are automatically converted to text.
5. Tap or click Insert to insert your text.

The handwriting panel adapts to your writing over time, becoming more accurate the more you use it. For more info, see How to use the on-screen keyboard on Surface.com.

© 2014 Microsoft

Search, share, and settings

There are charms to help you find things, share stuff, and change your settings.

How to search

The Search charm uses Bing Smart Search to search your Surface, the web, and OneDrive, plus some apps and the Windows Store. Here's how to search:

1. Tap or click the **Search** button next to your account picture on the Start screen, and enter what you're searching for. As you type, you'll see search results and suggestions. (If you're using a keyboard, you can just start typing at the Start screen.)
2. If you see what you're looking for, tap or click it to open it.
3. To see more results, including web results from Bing, tap or click the **Search** button.
4. On the search results page, tap or click a search result to open it. For example, tap a song to start playing it or a webpage to open it.

Search includes items from the web (like webpages and videos), files from your Surface and OneDrive, apps, and Windows settings.

Tips

- **Keyboard shortcuts**. Press +S to open Search. To search for a file (on Surface or OneDrive), press +F. And to search for a setting, press +W.
- You can just start typing while you're on the Start screen (you don't have to open the Search charm first).
- To find out how to search using File Explorer, see Search for files in File Explorer on Windows.com.

© 2014 Microsoft

Narrow the scope of search

By default, the Search charm searches for apps, files, and settings, plus content on the web. You can also limit your search to a single content type like Files or Settings. Here's how:

1. Open the Search charm, tap or click the arrow above the search box, and choose what you want to search for.
2. Enter something in the search box. Results appear as you type.
3. To see more results, tap or click the **Search** button.

Search within an app

- Tap or click the **Search** button in the app. If you don't see Search, swipe down from the top of the screen to see more commands.
- In some apps, you can use the Search charm. Here's how:
    1. Open the Search charm from an app, tap or click the arrow, then choose the app name.
    2. Enter what you want to find in the search box.

Change search settings

You can delete your search history, choose how much of your search info is shared with Bing, and filter adult content out of your web search results.

To change your search settings: Open the Settings charm, and tap or click **Change PC settings** > **Search and apps**.

© 2014 Microsoft

Share photos, links, and more

When you come across something you want to share, use the Share charm. You can share with a few people or your entire social network, or send info to another app.

Share a link

1. Find a webpage that you want to share (using Internet Explorer), and then open the Share charm.
2. Choose how you want to share the webpage:
   - To post on a social network, tap or click **People**.
   - To email the link to someone, tap or click **Mail**.
   - To bookmark the page to read later, tap or click **Reading List**.
   - To save the link in OneNote, tap or click **OneNote**.

To share a screenshot, open the Share charm, tap the arrow ⌄ and choose **Screenshot**.

To change your share setting, open the Settings charm, and tap or click **Change PC settings** > **Search and apps** > **Share**.

Share photos

1. Open the Photos app and find a photo or photos that you want to share.
2. Swipe down or right-click a photo to select it.
3. Open the Share charm. You'll see a list of the people, apps, and devices you share with most often, plus a list of apps that can share. For example, to share using email, tap **Mail**, enter an email address, and tap or click the Send icon.

To share a photo or group of photos to a social network, the photos need to be on your OneDrive. For more info, see Store photos in OneDrive and Share and print photos on Windows.com.

Save pages to Reading List

When you come across an article or other content that you'd like to read later, just share it to Reading List instead of emailing yourself a link. Reading List is your personal content library. Here's how to save a page to Reading List:

1. When you find a webpage that you want to read later, open the Share charm and tap or click **Reading List**.
2. Tap or click **Add**. A link to the content is added to Reading List.

For more info about using Reading List, see Reading List app: FAQ on Windows.com.

© 2014 Microsoft

Change your settings

PC Settings

Most of the settings that you'll want to change can be found in PC settings.

To open PC settings from Start:

- On the Start screen, tap or click **PC settings**. It's a tile.

To open PC settings from the Settings charm bar:

- Swipe in from the right edge of the screen, tap or click **Settings** > **Change PC settings**.

After you've opened PC settings, tap or click a category. For example, tap or click **PC and devices** to add a device, or **Accounts** to change account settings. If you can't find a setting, you can use **Search** to find it.

For more info, see Get help with PC settings on Windows.com.

Search for a setting

You can use the Search charm to find a setting. Here's how:

1. Open the Search charm, tap the arrow and choose **Settings**.
2. Tap the search box and enter what you want to find. For example, enter **sound** to find sound settings.
3. If you don't see the setting you want, tap or click the **Search** button to see more results.
4. Tap or click a setting to open it.

Control Panel

Control Panel includes some additional settings that you might use less often, such as customizing the desktop. To open Control Panel:

- From the Start screen, open the Settings charm, tap or click **Change PC settings** > **Control Panel** (at the bottom of the left pane.)
- From the desktop, open the Settings charm, and tap or click **Control Panel**.

Sync your settings

When you sign in with a Microsoft account, your personal settings and preferences are stored on OneDrive, and are synced to any PC that you sign in to.

To choose which settings sync: Open the Settings charm, and tap or click **Change PC settings** > **OneDrive** > **Sync settings**. For more info about this, see Sync settings between PCs with OneDrive on Windows.com.

© 2014 Microsoft

Accounts and sign in

A user account determines how you interact and personalize your Surface. When you want to use Surface, you sign in with your user account.

What type of account do I have?

To see which type of account you're using:

- Open the Settings charm, and tap or click **Change PC settings** > **Accounts** > **Your account**.
    - If you see your name and email address, you're using a Microsoft account.
    - If you see **Local account**, this means your account is on Surface and you don't have the benefits of connecting to the cloud.
    - If you see a network domain (domain name\username), then you're using a domain account, such as an account for your workplace.

Questions? See User accounts: FAQ on Windows.com.

What is a Microsoft account?

A Microsoft account is the email address and password that you use to sign in to services like Outlook.com, OneDrive, Windows Phone, and Xbox. If you use an email address and password to sign in to these Microsoft services, then you already have a Microsoft account. To learn more, see All about accounts on Surface.com.

To switch from a local account to a Microsoft account:

- Open the Settings charm, and tap or click **Change PC settings** > **Accounts** > **Switch to a Microsoft account**.

What is a domain account?

A domain is a group of PCs on a network that share a common database and security policy. PCs on a workplace network are usually part of a domain. Check with your network administrator to find out how to connect your Surface Pro 3 to the domain.

You can connect your Microsoft account to your domain account. Here's how:

- Open the Settings charm, and tap or click **Change PC settings** > **Accounts** > **Your account** > **Connect your Microsoft account**.

© 2014 Microsoft

Create another account

If more than one person uses your Surface, each person can have their own account. This way everyone can sign in and personalize everything to their liking.

To find out how to create another account on your Surface, see Create a user account on Windows.com.

Family Safety (child account)

Got kids? Family Safety is an integrated part of Windows, so it's easier than ever to keep track of when and how your kids use Surface. You can set limits on exactly which websites, apps, and games they're allowed to use.

To find out how to turn on Family Safety, see Keep your kids safer on the PC on Windows.com.

Manage accounts

There are two places you can manage user accounts:

- **PC settings**. Open the Settings charm, and tap or click **Change PC settings** >**Accounts** >**Other accounts**.
- **Control Panel**. Open Search on the Start screen, enter **user accounts**, and then choose **User Accounts** from the search results.

Unlock and sign in

Here's how to unlock and sign in to Surface:

1. Press a key on your Type Cover for Surface Pro 3, or press and release the power button on your Surface.
2. Dismiss the lock screen by swiping up from the bottom edge of the screen or pressing a key.
3. If prompted, enter the password for your account. If you want to sign in with a different account, tap or click the Back button.
    - If you can't remember your password, see I forgot my password on Surface.com.
    - If you have a picture password or PIN, tap or click **Sign-in options** to choose another sign-in method.
    - If you're locked out and need your BitLocker recovery key, see BitLocker recovery key in this guide.

© 2014 Microsoft

Choose when a password is required

You can choose when a password is required to sign in to Surface. Here's how:

1. Open the Settings charm, and tap or click **Change PC settings** >**Accounts** > **Sign-in options**.
2. Under **Password policy**, choose an item from the list:
   - **Microsoft account**. Choose a time frame or **Always require a password**.
   - **Local account**. Choose a time frame, **Always require a password**, or **Never require a password**.

The Password policy setting may not be available if you've added a work email account to the Mail app, or joined a network domain.

Other sign in options

Two more sign-in options are available to you: PIN and picture password. (These sign-in options may not be available if you've added a work email account or joined a network domain.)

Create a PIN

Instead of typing a password, you can sign in quickly with a four-digit PIN. Here's how:

1. Open the Settings charm, and tap or click **Change PC settings** > **Accounts** > **Sign-in options**.
2. Under PIN, tap or click **Add**.
3. Enter your current password and choose **OK**.
4. Enter 4 numbers for your PIN.

Now you can quickly sign in using your four-digit PIN.

Create a picture password

To find out how to create a picture password, see Personalize your PC on Windows.com.

© 2014 Microsoft

Sign out or lock

Your Surface is automatically locked if you close Type Cover for Surface Pro 3 or don't use Surface for a while. Here's how to manually lock or sign out:

1. From the Start screen, tap or click your account picture (upper-right corner).
2. Choose **Sign out** or **Lock**. (You can also press Ctrl+Alt+Del and then choose **Lock** or **Sign out**.)

Sign out or lock. What's the difference?

- **Sign out** closes all the apps you were using.
- **Locking** protects your account from use, but lets someone else sign in with their account. The apps you're using are not closed.

Change your password

Here's how to change your password:

1. Open the Settings charm, and tap or click **Change PC settings** > **Accounts** > **Sign-in options**.
2. Under Password, tap or click **Change** and follow the on-screen instructions.

Notes

- If your Surface Pro 3 is on a domain, press Ctrl+Alt+Delete and choose **Change a password**.
- Forgot your password? See I forgot my password on Surface.com.
- For other password-related questions, see Passwords in Windows: FAQ on Windows.com.

Account security

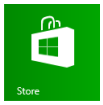
It's an excellent idea to help protect your account by adding security info to it. If you ever forget your password or your account is hacked, we can use your security info to verify your identity and help you get back into your account.

It's important to make sure you've added security info and check it for accuracy. For more info, see Microsoft account security info: FAQ on Windows.com.

If you think your Microsoft account has been blocked or hacked, see Get back into your Microsoft account if it's been blocked or hacked on Windows.com.

© 2014 Microsoft

Install apps and programs



Discover a variety of great apps and games in the Windows Store*. Just click on the Windows Store tile on the Start screen or the Windows Store icon in the taskbar.

You can browse for apps in a category, or in groups like “Picks for you” and "Popular Now." And if you already know what you want, you can use **Search** . As the Store gets to know you, it will suggest apps similar to ones you tend to use or search for.

*Some apps and games might not be available in your country or region.

Your account

You need to sign in with a Microsoft account before you can install apps from the Windows Store.

To see your account info or switch accounts:

- From the Store app, open the Settings charm and then tap or click **Your account**. Here you can switch to another account, add a payment method, and see which PCs are associated with your account.

Get apps

When you want to get more apps (or games), the Windows Store is the place to go.

Note You need to be connected to the Internet and signed in with a Microsoft account to install apps.

Here’s how to get more apps:

1. On the Start screen, tap or click **Store** to open the Windows Store. If prompted, sign in with your Microsoft account. If you can’t sign in to the Windows Store, see Why can’t I sign in to the Windows Store? on Windows.com.
2. To find an app, do any of the following:
   - Drag your finger across the screen to browse apps. Tap a category, like New Releases, to see apps.
   - Enter an app name in the Search box.
   - To see app categories like Games, swipe down from the top edge of the screen.
3. Tap an app to learn more about it and read reviews.
4. If an app is free, choose **Install** to download it. Otherwise:
   - Choose **Buy** to pay for an app. Apps are charged to the payment option associated with your Microsoft account (see **Add or change a payment method** below).
   - Choose **Try** to download a free trial version (if available).

© 2014 Microsoft

By default, new apps are not pinned to your Start screen. Look next to the arrow ⊕ at the bottom of the Start screen for notification that you have new apps installed. You can see all your apps by swiping up from the center of the Start screen or clicking the Apps screen arrow. To add an app to your Start screen, see Personalize the Start screen in this guide.

You can also install apps and programs from a network, the Internet, or CD. See Install programs from the Internet, a CD, or a network later in this section.

Notes

- **Need help?** Open the Settings charm from the Store app, and then tap or click **Help**.
- **Can't find or install an app?** See Why can't I find or install an app from the Windows Store? on Windows.com.
- **Install the same apps as another PC**. If you've installed apps on another Windows 8 or Windows RT PC and want to install similar apps on Surface, see Use your Microsoft account to install apps on multiple PCs on Windows.com.
- Some apps might not be available in your country or region.

Get games

There's a game for everyone in the Windows Store.

Since Surface Pro 3 includes Surface Pen, you can play games like Sudoku, crossword puzzles, and other games the way you're accustomed to, with a pen.

Here's how to get games:

1. On the Start screen, tap or click **Store**.
2. Swipe down from the top edge of the screen and then tap **Games**.
3. Tap an app to learn more about the game and install it.

© 2014 Microsoft

Family Safety with the Windows Store

You can use Family Safety to control which games and apps your child can see and install from the Windows Store. You can also allow or block specific apps and games. For info about this, see Use Family Safety with the Windows Store on Windows.com.

Add or change payment option and see billing history

Before you can buy an app, you'll need to add a payment method to your account. To add or change a payment method:

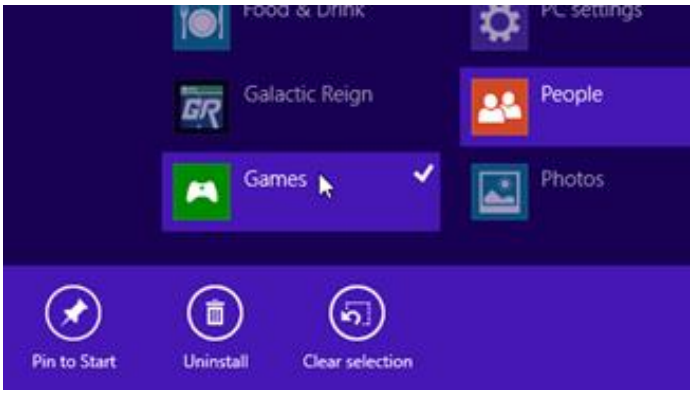
1. From the Store app, swipe down from the top edge of the screen, and then tap **Your account**.
2. Choose **Add payment method** or **Edit payment method**, edit any necessary info, and then choose **Submit**.

To remove a payment method or view your billing history, see Edit payment method for the Windows Store and view billing history on Windows.com.

Uninstall an app

If you're not using an app, you can uninstall it. Here's how:

1. From the Start screen or Apps view, right-click the app that you want to uninstall, or tap and hold it for a couple seconds.
2. Tap or click **Uninstall**. If the app is a desktop app, choose the app from the list and then tap or click **Uninstall**.



App updates

App publishers sometimes update their apps to add new features and fix problems. The Windows Store can automatically install app updates when they become available. To make sure your apps get updated automatically, do this:

1. From the Store app, open the Settings charm, then tap or click **App updates**.
2. Make sure **Automatically update my apps** is set to **Yes**.

You can also manually check for app updates at any time—tap or click **Check for updates**.

© 2014 Microsoft

Install programs from the Internet, a CD, or a network

You can also install desktop apps or programs from a CD or DVD, a website, or from a network.

Install from the Internet

Make sure you trust the publisher of the app and the website that's offering it.

In your web browser, tap or click the link to the app. To install the app immediately, tap or click **Open** or **Run**, and then follow the instructions on your screen. To install the app later, tap or click **Save** or **Save as** to download it.

Install from a CD or DVD

To install an app or program from a CD or DVD, connect an external USB optical disc drive to your Surface. If the app doesn't start installing automatically, open the Search charm, enter **This PC** in the search box, then tap or click **This PC**. Open the CD or DVD folder, and open the program setup file, usually called *Setup.exe* or *Install.exe*.

Install from a network

Ask your network admin for help installing apps from your company network.

Get your programs working with Windows 8.1

- Most programs written for Windows 7 also work with Windows 8.1. When you install or run an older program, Windows monitors it for symptoms of known compatibility issues. If it finds an issue, Program Compatibility Assistant provides some recommended actions that you can take to help the program run properly on Windows 8.1. For more info, see Program Compatibility Assistant: FAQ on Windows.com.
- Most programs created for earlier versions of Windows will work with Windows 8.1, but some older programs might run poorly or not at all. You can run the Program Compatibility Troubleshooter on most programs to detect and fix common compatibility problems. For more info, see Make older programs compatible with this version of Windows on Windows.com.
- The Windows Compatibility Center has info to help you identify which apps will or won't work with Windows 8.1.

© 2014 Microsoft

Personalize your Surface

Add your accounts

If you haven't already added your email and social networking accounts, see the Get started section in this guide.

Personalize the Start screen

Colors and background

You can change the Start screen colors and background. Here's how:

- Open the Settings charm, and tap or click **Change PC settings**, and then tap or click **Personalization.**

Tip For more info about how to personalize your Surface, see Personalize your PC.

Create tiles for your favorites

You can pin websites, contacts, and apps to the Start screen. Here's how:

- **Pin a website**. See Your web favorites in this guide.
- **Pin a contact**. Select a contact in the People app, swipe down from the top edge of the screen, and then tap **Pin to Start**.
- **Pin an app**. Swipe up from the center of the Start screen to see all your apps. Press and hold an app for a moment, then choose **Pin to Start**.

© 2014 Microsoft

Rearrange, resize, unpin, and group tiles

You can rearrange and resize the tiles, unpin the ones you don't use, and create groups of tiles. Here's how:

- From Start, swipe down from the top edge of the Start screen, and then tap **Customize**. Then do any of the following:
  - **Move a tile**. Tap-tap and hold a tile, then drag it where you want it.
  - **Resize a tile**. Tap and hold or right-click a tile, tap **Resize** along the bottom, and then choose a size.
  - **Turn off a live tile**. Tap and hold or right-click a tile, then tap **Turn live tile off**.
  - **Unpin from Start**. Tap and hold or right-click a tile, then tap **Unpin from Start**.

To find out how to create and name groups of tiles, see Start screen on Windows.com.

Change your lock screen

Your lock screen can include a picture, a slide show of pictures, and app notifications such as your next calendar appointment. Here's where you can change your lock screen settings:

- Open the Settings charm, and tap or click **Change PC settings** > **Lock screen** (in the right pane under **Personalize**.)

For more info, see Personalize your PC on Windows.com.

Notifications

There are many ways to see when you have new email, messages, calendar events, status updates, and Tweets. You have notifications in the upper-right corner and on the lock screen.

Hide notifications

To hide notifications for a while, tap the Settings tile or open the Settings charm and then tap **Notifications**. Additional notification settings are in PC settings:

- Open the Settings charm, and tap or click **Change PC settings** > **Search and apps** > **Notifications**.

For more info about notifications, see the topic How to manage notifications for Mail, Calendar, and People on Windows.com.

Lock screen app notifications

To choose which apps show notifications on the lock screen:

1. Open the Settings charm, and tap or click **Change PC settings** > **PC and devices** > **Lock screen**.
2. Under **Lock screen apps**, choose the apps you want on your lock screen.

© 2014 Microsoft

Add a language

By adding a language, you can change the language that you use to read and write in Windows, apps, and the web.

- To learn all about this, see Add a language or keyboard on Windows.com.
- If you want to use different languages in the Office apps, see Office 2013 language options on Office.com.

Desktop background, colors, and sounds

To change the desktop background, colors, and sounds:

1. From the desktop, open the Settings charm, then tap or click **Personalization**.
2. Choose a theme or change the desktop background, colors, and sounds separately.

For more info, see Get started with themes on Windows.com.

Choose where you go when you sign in

By default, you see your Start screen when you sign in to Surface. However, you can start at the desktop or the Apps view instead. To find out how, see Using the desktop on Surface.com.

© 2014 Microsoft

Connect devices

Connect a USB mouse, printer, and more

Surface Pro 3 has a full-size USB 3.0 port that you can use to connect accessories, such as a printer, camera, music player, phone, a mouse, or even an external hard drive.

The first time you plug in a USB accessory, Windows installs the software it requires for you (if it isn't already installed).

Use a mouse

You can use the touchpad on your Typing Cover, or add a USB or *Bluetooth* mouse.

- **USB**. Plug the mouse into the USB port on Surface.
- **Bluetooth**. See the Add a Bluetooth device section below.

To change your mouse settings:

- Open the Settings charm, and tap or click **Change PC settings** > **PC and devices** > **Mouse and touchpad**.

Add a Bluetooth device

Here's how to add (also called pair) a *Bluetooth* device with your Surface:

1. Turn on the *Bluetooth* device and make it discoverable. To learn how, check the info that came with your *Bluetooth* device or the manufacturer's website.
2. Open the Settings charm, and tap or click **Change PC settings** > **PC and devices** > **Bluetooth**.
3. Make sure **Bluetooth** is turned on, then wait while Windows searches for *Bluetooth* devices.
4. Follow the onscreen instructions to finish pairing your device. If your accessory requires a pairing code, you'll be prompted for it. If you don't know the code, check the info that came with your device or the manufacturer's website.

Notes

- When pairing a phone, make sure your phone is unlocked and showing the *Bluetooth* settings screen.
- If Windows doesn't find your device, see Troubleshoot Bluetooth devices on Surface.com.

© 2014 Microsoft

Add, remove, and manage your devices and printers

To remove and troubleshoot devices that aren't working properly, see Add, remove, and manage your devices and printers on Windows.com.

Troubleshooting

If you have trouble adding a device, see the following topics on Windows.com:

- Why isn't Windows finding my Bluetooth or other wireless device?
- What if a wired device isn't installed properly?

Surface Pro 3 is compatible with devices that are certified for Windows 8.1. To see what's compatible, see Windows Compatibility Center.

How do I print?

To print from a Windows Store app (such as Internet Explorer or Mail):

1. Open the item you want to print.
2. Open the Devices charm, then tap or click **Print**.
3. Choose your printer from the list.
   - If your printer isn’t listed, choose **Add a printer** > **Add a device**.
   - If Windows doesn’t find your printer, see Troubleshoot printing on Surface.com.
4. Choose your printing options and then tap or click **Print**.

To print from a desktop app (such as Office):

- Find the Print command in the app, or press Ctrl+P.

More print info

- Print and scan from Surface on Surface.com.
- Install a printer on Windows.com.
- Take a screen shot (print screen) in this guide.
- Share and print photos on Windows.com.

How do I scan something?

You can use the Scan app with a scanner to scan pictures or documents to a variety of file formats (such as JPG and PNG). To open the Scan app:

- Swipe up from the center of the Start screen and tap **Scan**.

© 2014 Microsoft

Connect to a TV, monitor, or projector

You can connect your Surface Pro 3 to a TV to watch movies on a big screen, a projector to share a presentation, or another monitor so you can work with multiple apps.

Stream pictures, video, and music

Depending on what you already have set up, you might be ready to stream. For example, if you have an Xbox 360 on a home network, you might be ready to stream. In other cases, you might need to set up or change your network and connect compatible devices.

For more info about this, see Stream pictures, video, and music to devices using Play on Windows.com.

Connect to a wireless display

1. Open the Devices charm and then tap or click **Project**.
2. Tap or click **Add a wireless display**.
3. Choose the wireless display in the list of devices found, and follow the instructions on the screen.

Connect with a cable

To connect Surface to another screen you'll need a compatible VGA, HDMI, or Mini DisplayPort cable and possibly an adapter (adapters and cables sold separately). If the screen you're connecting to uses HD AV or VGA, you'll need an adaptor:

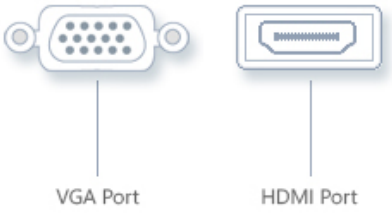
Mini DisplayPort to HD AV Adapter

Mini DisplayPort to VGA Adapter

© 2014 Microsoft

Which video adapter do I need?

To figure out which adapter you need, look at the ports on your TV, monitor, or projector.



- **HDMI port?** Use the HD AV Adapter.
- **No HDMI port?** Use the VGA Adapter (the VGA Adapter transfers video only, not audio).

Note If your monitor has a DisplayPort, you can connect it to Surface using a DisplayPort to Mini DisplayPort cable (sold separately).

Surface video adapters are available online at Surface.com/Accessories.

Connect to a TV, monitor, or projector

1. Connect a cable to the HDMI, DisplayPort, or VGA port on your TV, monitor, or projector.
2. Connect the other end of the cable to a Surface video adapter or the Mini DisplayPort on your Surface (an adapter is needed if the end of your cable doesn't have a male Mini DisplayPort connector).
3. If you're using an adapter, plug the adapter into the Mini DisplayPort on Surface.

Set up what's on your screens

1. Open the Devices charm, and then tap or click **Project**.
2. Choose one of these options:
   - **PC screen only**. You'll see everything on your Surface. (When you're connected to a wireless projector, this option changes to **Disconnect**.)
   - **Duplicate**. You'll see the same thing on both screens.
   - **Extend**. You'll see everything spread over both screens, and you can drag and move items between the two.
   - **Second screen only**. You'll see everything on the connected screen, and your Surface screen will be blank.

Notes

- Surface Pro 3 includes support for Miracast which allows you to connect to displays wirelessly.
- For more info about using taskbars and moving apps around, see Connect a second monitor or projector on Windows.com.
- **Problems or questions?** See Trouble connecting to a second screen? on Surface.com.

© 2014 Microsoft

Storage, files, and backup

Here's what you need to know about storage, files, and backup.

How much disk space do I have?

To see how much disk space you have on Surface:

- Open the Settings charm, and tap or click **Change PC settings** > **Search and apps** > **App sizes**. Here you can see how much disk space is available and how much space each app is using.

Notes

- Pre-installed software and apps use a significant amount of storage space. See Surface.com/storage for more details.
- Free disk space is also shown in File Explorer (choose **This PC** in the left pane of File Explorer).

Additional storage options

In addition to the internal storage, you can use the following storage options:

OneDrive (online storage)

OneDrive is cloud storage that comes with your Microsoft account. You can save files from your apps directly to OneDrive. When you open or save a file, just choose OneDrive as the location. (It might already be selected.) Or you can use the OneDrive app—see the OneDrive section to learn more about this.

To see how much space you have on OneDrive:

- Open the Settings charm, and tap or click **Change PC settings** > **OneDrive** > **File storage**.

USB flash drive or hard drive

Insert a USB flash drive or hard drive into the USB port on Surface.

© 2014 Microsoft

microSD card

You can add additional storage by using a microSD, microSDHC, or microSDXC card. The microSD card slot is behind the kickstand.

Save files on another computer on your network

You can open and save files to computers on your network. For more info, see Share files and folders on Windows.com. (This way files don't take up space on your Surface.)

Files and folders

When you need to delete, copy, move, or rename files, you can use the OneDrive app or File Explorer:

- **OneDrive app**. From the Start screen, tap **OneDrive**. To learn more, see the OneDrive section in this guide.
- **File Explorer**. To open File Explorer, do either of the following:
  - Swipe up from the center of the Start screen and enter **File Explorer**.
  - Tap or click the file folder icon on the taskbar.

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

© 2014 Microsoft

Add files to Surface

You can easily add music, pictures, videos, and documents to your Surface.

Use OneDrive to add files

Add files from other computers or your smartphone to your OneDrive, so that you can access them from your Surface. First add files to your OneDrive. Here's how:

1. Go to the computer with the files that you want to copy to Surface.
2. Go to OneDrive.com and upload your files. (To find out how, see Move files to your Surface on Surface.com.)

Once files are on OneDrive, they're available to you on your Surface whenever you have an Internet connection. If you want to be able to use them even when you don't have an Internet connection, use the OneDrive app on Surface to copy them onto your Surface. Here's how:

1. From the Start screen, tap or click **OneDrive**.
2. Navigate to the folder with the files that you want.
3. Do one of the following:
   - **Open**: Tap or click a file.
   - **Download**: Swipe down on a file (or right-click), and then tap **Make offline**.

Files that are available offline are stored locally on your Surface and can be opened without an Internet connection. For more info, see Using OneDrive on Surface on Surface.com.

Use removable media to add files

Music, pictures, and videos on removable media automatically appear in the Photos, Music, and Video apps. This way you don't have to add files to your Surface.

If you want to add files to Surface from a USB flash drive or microSD card. Here's how:

1. Add files to a USB flash drive or microSD card on another computer.
2. Insert the USB flash drive or microSD card into Surface.
3. If prompted, tap the notification in the upper-right corner and then choose **Open folder to view files**.
4. Select the files or folders you want to add to Surface.
5. Tap or click **Copy to** (on the Home tab).
6. Select a location. It's a good idea to put your files in the appropriate folder: Documents, Music, Pictures, and Videos. This way your files will show up in the appropriate app—for example, copy MP3 files to the Music folder.

For help using File Explorer, see How to work with files and folders on Windows.com.

© 2014 Microsoft

Copy files from another computer

You can access music, pictures, videos, and documents on computers that are part of your network. This way you can copy files from one computer to Surface. For more info, see Get to files on other computers in this guide.

Back up your files using File History

File History backs up your personal files in the Documents, Music, Pictures, Videos, and Desktop folders on your Surface. Over time, File History builds a complete history of your files.

To start backing up and creating a history of your files, you'll first need to set up a File History drive and turn File History on. We recommend backing up your files to an external drive or network.

To set up a drive or network location for your backup, see Set up a drive for File History on Windows.com.

© 2014 Microsoft

Networking

Surface Pro 3 has built-in Wi-Fi that you can use to get online. Once you're online, you can browse the Internet, get apps, send email, and access other computers and devices on your network.

Connect to a Wi-Fi network

1. Open the Settings charm, then tap or click the **wireless network** icon.
2. Tap or click a network name and then choose **Connect**. (If you want to connect to this network every time it's in range, select **Connect automatically**).
3. If prompted, enter your network security key (network password), and then tap or click **Next**. If you need help finding your wireless network password, see How to find your wireless network password on Surface.com.
4. Choose whether or not you want to connect to other PCs and devices on the network. Choose **No** if you're connecting to a network in a public place like a café.

If you have problems connecting to a wireless network, see Can't connect to a wireless network on Surface.com.

No Wi-Fi networks?

If a wireless network isn't available, you might be able to:

- Use your phone's Internet connection. For info about this, see **Tethering** later in this section.
- Use a portable wireless router or USB dongle with 3G, 4G, or LTE. For more info, see **Mobile broadband** later in this section.

Disconnect from a Wi-Fi network

1. Open the Settings charm, then tap or click the **wireless network** icon.
2. Tap or click the network with a **Connected** status, then choose **Disconnect**.

© 2014 Microsoft

Connect to a wired network

You can use the Surface Ethernet adapter or another Ethernet adapter (both sold separately) to connect your Surface Pro 3 to a wired network. You might need to use a wired connection to join a network domain, or you may want to use a wired connection when streaming video or downloading large files.

To connect to a wired network:

1. Plug a USB Ethernet network adapter (sold separately) into the USB port on Surface Pro 3 (along the left edge).
2. Plug an Ethernet network cable into the adapter.
3. Plug the other end of the network cable into your router or an Ethernet network port.
4. Open the Settings charm, then tap or click the **wired network** icon.
5. If prompted, enter your username and password, and then tap **Next**. If you don't know this info, check with your network admin.
6. To see if you're online, go to the Start screen and start Internet Explorer.

If Surface Pro 3 doesn't connect to the Internet, see Connect Surface to a wired network on Surface.com.

Important Surface Pro 3 is compatible with accessories that are certified for Windows 8.1. To see which USB Ethernet adapters are compatible with Surface, see the Windows Compatibility Center.

Join a domain, workgroup, or homegroup

PCs on home networks are usually part of a homegroup, and PCs on workplace networks are usually part of a domain or workgroup. To learn more, see Join a domain, workgroup, or homegroup on Windows.com.

Connect your Microsoft account to your domain account

You can connect your Microsoft account to your domain account and sync your settings and preferences. Here's how:

- Open the Settings charm, and tap or click **Change PC settings** > **Accounts** > **Your account** > **Connect to a Microsoft account**.

© 2014 Microsoft

Get to files on other computers

To see shared files, folders, and libraries on your network, open File Explorer and navigate to Homegroup or Network (or you can use the OneDrive app). Here's how:

1. Open File Explorer. (On the Start screen enter **File Explorer**, then choose File Explorer from the list).
2. In the left pane, choose **Homegroup** or **Network**.
3. To browse shared files and folders, tap or click the computer name under Network or someone's name under Homegroup.

For more info, see Find PCs, devices, and content on your network on Windows.com.

Note PCs that are turned off, hibernating, or asleep won't appear as part of the homegroup.

Share files and folders

There are many ways you can share files and folders in Windows 8.1. For info about sharing, see Share files on a home network or on your Surface on Surface.com.

Connect to a Virtual Private Network (VPN)

Surface Pro 3 can connect to your workplace network by using a Virtual Private Network (VPN) connection. VPNs connect PCs to large networks (usually corporate) over the Internet.

Set up a new VPN connection

1. Ask your network admin for your company's virtual private network (VPN) server name. Example: Contoso.com or 157.54.0.1 or 3ffe:1234::1111.
2. Make sure you're connected to a network.
3. Open the Settings charm, and tap or click **Change PC settings** > **Network** > **Connections**.
4. Under **VPN**, tap or click **+** and enter the info for connecting to your VPN.

Can't connect? See Connect to a Virtual Private Network (VPN) on Surface.com.

Connect or disconnect from a VPN

1. Open the Settings charm, and then tap or click the wired or wireless network icon.
2. Under **Connections**, tap or click your VPN connection, then choose **Connect** or **Disconnect**.

© 2014 Microsoft

Airplane mode

Turn on Airplane mode when you're traveling on an airplane or when you don't need Wi-Fi or *Bluetooth* for a while. Airplane mode extends the amount of time you have before your battery needs to be recharged.

To turn Airplane mode on or off: Open the Settings charm, tap or click the **wireless network** icon > **Airplane mode**.

When Airplane mode is on, both **Wi-Fi** and **Bluetooth** are turned off. That means you won't be able to send anything over the internet, and *Bluetooth* devices like headphones or mice won't work. If you plan to work on files you keep on your OneDrive while you're in Airplane mode, be sure to make them offline files while you have a network connection. For more information, see OneDrive on Surface on Surface.com.

Tethering: Use your phone's data connection

If a wireless network isn't available, you might be able to connect your phone to Surface and share your phone's cellular data connection (sometimes called *tethering*). Tethering turns your phone into a mobile hotspot.

Notes

- To share your cellular data connection, tethering must be included with your current phone plan and often costs extra.
- Tethering uses data from your cellular data plan. You should be aware of any data limits you have on your plan, so you don't get charged extra.

Step 1: Share your phone's Internet connection

- Check the materials that came with your phone or the manufacturer's website.

Step 2: On Surface, select your phone as a network

1. Open the Settings charm, then tap or click the **wireless network** icon.
2. Tap or click your phone's name (the name you set up in Step 1), and then tap or click **Connect**.
3. If prompted, enter the password that you set in Step 1.

Mobile broadband connections

Mobile broadband makes it possible for you to connect to the Internet from virtually anywhere, even if there's no Wi-Fi network available. Mobile broadband connections use 3G, 4G, or LTE cellular and mobile networks to do this, just as phones do.

When a wired or wireless network isn't available, you can use a portable wireless router or USB dongle that provides cellular connectivity to a PC. Both of the above options require a mobile broadband subscription. For details, check with your mobile operator.

For more info about using a mobile broadband connection, see Mobile broadband from start to finish on Windows.com.

© 2014 Microsoft

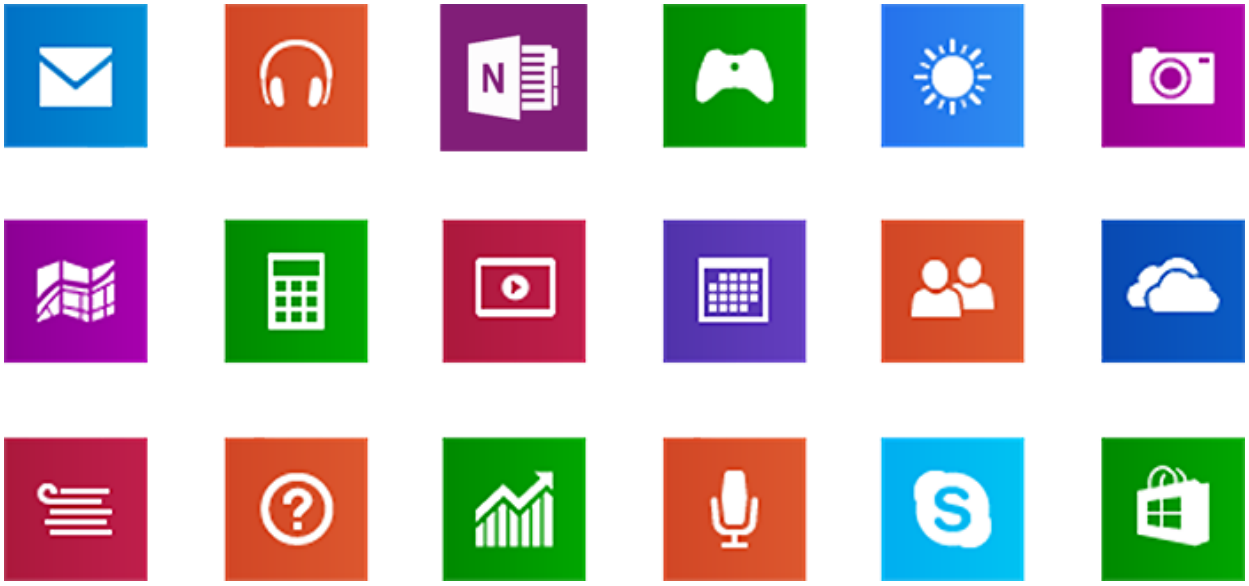
Remote Desktop: Connect to another PC

Using a Remote Desktop Connection, Surface can connect to a PC in another location (the remote PC). For example, you can connect to your work PC and get to all your apps, files, and network resources from Surface. For info on how to do this, see Remote Desktop: Frequently asked questions on Windows.com.

© 2014 Microsoft

Built-in apps

Surface Pro 3 comes with a great set of apps* such as OneNote, People, and Camera.



*Some apps might not be available in your country or region.

Internet Explorer 11

Surfing the web has never been better. Surface has two versions of Internet Explorer:

- A touch-friendly app
- A desktop app

This way you can easily surf the web from the Start screen or the desktop.

© 2014 Microsoft

Touch-friendly Internet Explorer 11

Internet Explorer 11 is built for touch, with faster load times and a full-screen experience that includes side-by-side browsing of your sites.

- To open Internet Explorer, go to Start and tap or click **Internet Explorer**. For help getting started, check out the Browse the web with Internet Explorer on Surface.com.

Address bar, tabs, and favorites

To show the Address bar, swipe down from the top edge of the screen (or right-click). Tap or click the Address bar and then enter what you want to find.

To always show address bar: Open the Settings charm, tap or click **Options** > **Always show address bar and tabs**.

- **Change settings**. Open the Settings charm, tap **Options**. Some settings can only be changed from the desktop version of Internet Explorer (see below).
- **Tabs**. To open a new tab, tap or click +. Then, enter a URL or search term, or select one of your frequent or favorite sites. For info on using tabs, see Open, close, and switch between tabs on Windows.com.
- **Home page**. To find out how to change your home page, see Change your home page on Windows.com.
- **Need help?** See Internet Explorer Top Solutions on Windows.com.

© 2014 Microsoft

Your web favorites

You can pin websites to your Start screen or add them to your browser favorites. Here's how:

1. Go to a site that you want to pin or make a favorite.
2. Swipe down from the top edge of the screen (or right-click).
3. Tap the **Favorites** ★ button or the **Pin** button.

Notes

- **Favorites**. See Use favorites to save websites you like on Windows.com.
- **Sync your settings**. If you're using a Microsoft account, your favorites, open tabs, home page, history, and settings can be synced across your Windows RT and Windows 8 PCs. For more info, see Sync your settings in this guide.

Internet Explorer for the desktop

You can also surf the web from the desktop using **Internet Explorer** for the desktop. Here's how:

- From the desktop, tap or click the Internet Explorer icon on the taskbar.

Change settings. Tap (upper-right corner) > **Internet options**. Pop-up Blocker is on the Privacy tab. Both Internet Explorer apps use the same settings.

Browser history. Tap ★ (upper-right corner) > **History** tab.

Display problems? If a website you're visiting doesn't look right or videos won't play, see Fix site display problems with Compatibility View and Why won't videos play in Internet Explorer? on Windows.com.

Add-ons

Internet Explorer 11 is designed to provide an add-on free experience, playing HTML5 and many Adobe Flash Player videos without installing a separate add-on. Add-ons and toolbars will only work in Internet Explorer for the desktop. To view a page that requires add-ons in Internet Explorer, swipe down or right-click to bring up the Address bar, tap or click the **Page tools** button, and then tap or click **View on the desktop**.

You can view, enable, and disable the list of add-ons that can be used by Internet Explorer for the desktop. For more info, see Manage add-ons in Internet Explorer on Windows.com.

Java and Silverlight plug-in compatibility

Add-ons, like Java and Silverlight, only work in Internet Explorer for the desktop. For installation instructions, see Install Java in Internet Explorer on Windows.com, or go to Microsoft.com/Silverlight to install Silverlight in Internet Explorer for the desktop.

© 2014 Microsoft

Streaming audio from a website

To stream audio from a website while using other apps, do the following:

- Use Internet Explorer and the other app side-by-side, or use Internet Explorer for the desktop. For more info, see Use apps together (side by side) in this guide.

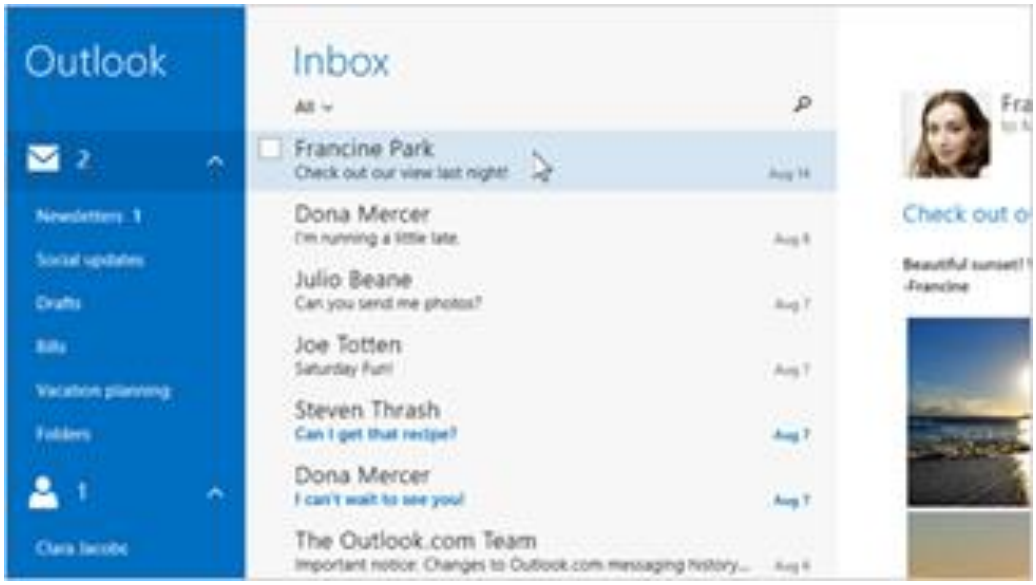
Music playing from the Music app continues playing when you switch apps, and when the screen turns off.

Questions about Internet Explorer? See Internet Explorer Help on Windows.com.

© 2014 Microsoft

Mail

You can use the Mail app to read and respond to your email messages from all your email accounts.



Add email accounts

To find out how to add your email accounts to Mail, see Set up your email in this guide.

Using Mail

Task	What to do
Change Mail app settings	Open the Settings charm, tap or click **Options**.
Change email account settings	Open the Settings charm, tap or click **Accounts**, then choose one of your accounts.
Switch accounts or folders	Tap a folder or account to switch to it (lower-left corner).
See commands	Swipe down from the top edge of the screen or right-click.
Send or receive email	To manually sync your email, swipe down from the top edge of the screen and then tap **Sync** (or press F5). To change when and how much email is downloaded, open the Settings charm, tap or click **Accounts**, select an account, and then change your settings.

© 2014 Microsoft

Task	What to do
Find messages	Tap **Search** above your messages and enter what you want to find.
Print messages	Open the Devices charm, tap **Print**, choose a printer, and then choose **Print**.
Select multiple messages	Swipe across a message in the middle pane, or right-click each message. To select continuous messages, hold the **Shift** key and press the **Up arrow** or **Down arrow** key.
Mark messages as unread, junk, or flagged	Select one or more messages, then swipe down from the top of the screen and choose **Flag**, **Junk**, or **Mark unread**.
Format text	Select text in a new email message to see basic formatting options like the font, emoticons, or a bulleted list.
Copy and paste	Tap a word then drag a circle to extend the selection. Tap and hold the selected text for a moment, then tap **Copy** or **Copy/Paste**.
Add attachments	In a new message, tap the paper clip in the upper-right corner. Select some files and choose **Attach**.
Create and manage folders	Swipe down from the top edge of the screen, then tap or click **Folder options**.
Email notifications	New email notifications appear in the upper-right corner, on the lock screen, and on the Mail tile. For more info, see How to manage notifications for Mail, Calendar, and People on Windows.com.
Change your email signature	Open the Settings charm, tap **Accounts**, choose an account, and then change the email signature.
Add a contact	Add your contacts to the People app. To find out how, see People app on Windows.com.

Questions? Check out Mail app for Windows on Windows.com. If you're having a problem, see Troubleshoot email on Surface.com.

Other email apps?

- You can use a desktop app, like Outlook (sold separately). For more info, see Microsoft Office in this guide.
- Look for an email app in the Windows Store.

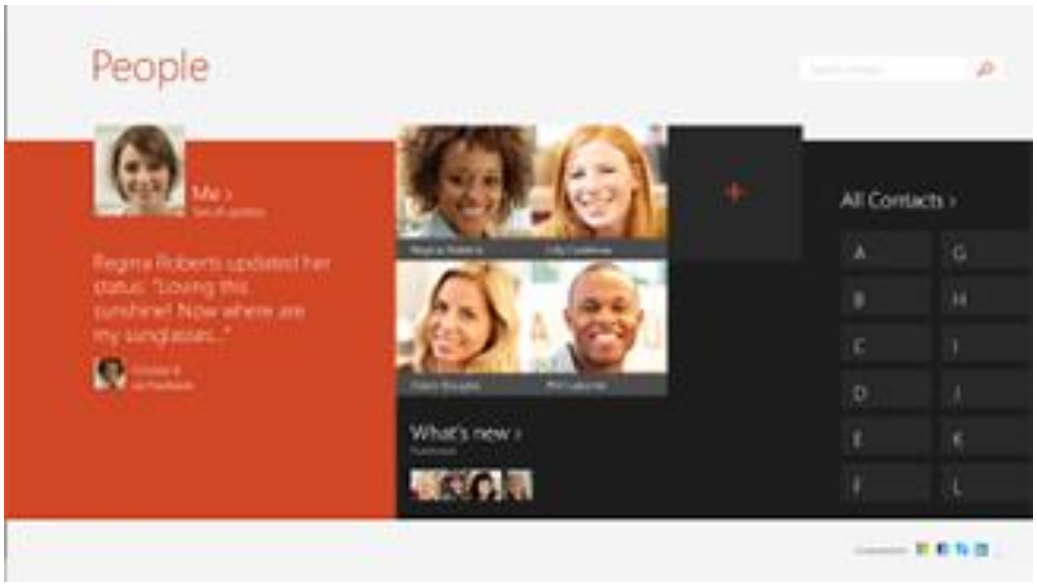
© 2014 Microsoft

People

The People app is your address book and your social app all in one. When you connect your accounts, like Facebook and Twitter, you'll get all the latest updates, Tweets, and pictures in one place. You can write on someone's Facebook wall, comment on an update, or retweet a Tweet without switching to another app.

To find out how to add your accounts, see People: Add contacts in this guide.

For info on editing contacts and creating groups, see Contact list management in Outlook.com on Windows.com.



Connect with people

Once you've added some people, you can...

- Send them a message or email.
- Map their address so that you have directions ready to go.
- Write on their Facebook wall.

Pin a contact to Start: Tap a contact, then swipe down from the top of the screen, and tap **Pin to Start**. Now you can tap the person's tile on Start to see what's new or contact them.

Post status updates and Tweets

1. Swipe down from the top edge of the screen, and then tap **Me**.
2. In the **What's new** section, choose a social network, write your message, and then tap send .

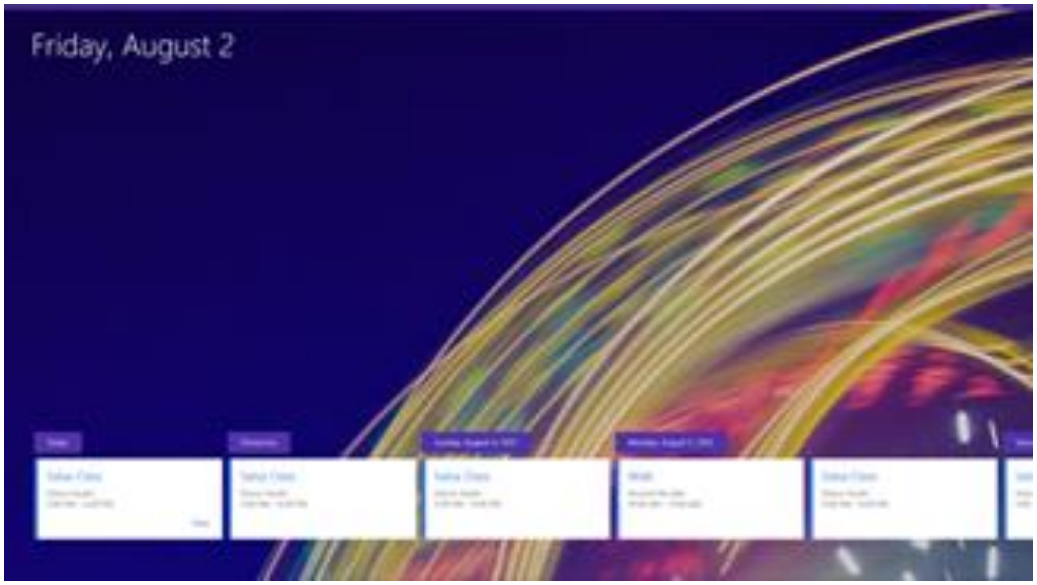
Tips

- You can use the Share charm to share links or photos with your social networks. See Share photos, links, and more in this guide.
- **Need help?** See People app help on Windows.com.

© 2014 Microsoft

Calendar and reminders

The Calendar app brings all your calendars together in one place. Reminders and notifications remind you about events and appointments, so that you don't miss a thing.



To add a calendar: Open the Settings charm, tap or click **Accounts** > **Add an account**.

Note Your Google calendar can't be synced with the Calendar app. For a workaround, see How to see your Google events in the Calendar app on Windows.com.

To change your calendar options, open the Settings charm, tap or click **Options**, select the calendars you want to show and the colors that you want.

To switch calendar views, swipe down from the top edge of the screen, then tap what you want to see.

Calendar help

- See Calendar app help on Windows.com or open the Settings charm and tap **Help** (from the Calendar app).
- For info on how to get notified about upcoming events, see How to manage notifications for Mail, Calendar, and People on Windows.com.

© 2014 Microsoft

Microsoft Office

Tap the Office tile on your Start screen to buy, activate, or try Microsoft Office 365.

Here's how:

1. Go to the Start screen and tap or click **Microsoft Office**.
2. Tap or click one of the following options:
   - **Buy**. See the different options for buying Office.
   - **Activate**. Enter your Office product key if you've already bought Office.
   - **Try**. Install a one month trial of Office 365 (includes the latest versions of Word, Excel, PowerPoint, Outlook, OneNote, Access, and Publisher).

Notes

- Office 365 isn't available in all countries or regions.
- Office comes preinstalled on Surface Pro 3 in some countries or regions.

What's the difference between Office 2013 suites and Office 365?

Most Office 365 plans also include the full-featured Office 2013 applications, which users can install across multiple computers and devices. Active Office 365 subscribers receive future rights to version upgrades as a benefit of their subscription. Entitlements vary by product. To learn more about the difference between the Office 365 plans and Office 2013 suites, see, see Office Frequently Asked Questions on Office.com.

To learn more about Office 365 or buying Office for a single PC (for example, your Surface Pro 3), go to Office.com/Buy.

Get started

If you're new to Office 2013, download free Office 2013 Quick Start Guides. These printable guides have useful tips, shortcuts, and screenshots to help you get started.

To find out how to add your email accounts to Outlook, see Set up email in Outlook on Office.com.

© 2014 Microsoft

OneDrive and Office work together

When you sign in with a Microsoft account, your docs are saved on OneDrive (by default) so that you can access them from anywhere—your computer, phone, or the web. Saving Office docs on OneDrive also makes it easy to share and work with other people. (If they don't have Office, they can use free Office Online.) For more info, see Keep your Office documents in OneDrive on Windows.com.

A few more things

- **File compatibility**. Office 2013 apps can open files created with previous versions of Office. To check compatibility between Office 2013 and previous versions of Office, see Check file compatibility with earlier versions on Office.com.
- **Touch**. Check out the Office Touch Guide on Office.com.
- **Surface Pen**. For more info about using Surface Pen with OneNote, see Using Surface Pen on Surface.com. To find out how to use the Surface Pen in Office apps (called *inking*), see Use a pen to draw, write, or highlight text on a Windows tablet on Office.com.
- **Languages**. If you want to work with different languages, see Office Language Interface Pack on Office.com.

Lync

Lync connects people everywhere as part of their everyday productivity experience. Lync provides instant messaging, voice, video, and a great meeting experience. There are two versions of Lync available for Surface Pro 3:

- **Lync app**. Free Lync app from the Windows Store
- **Lync 2013**. Desktop Lync 2013 app that can be purchased with an Office suite

Important Microsoft Lync requires Lync Server or an Office 365/Lync Online account.

© 2014 Microsoft

Use Surface Pen in Office apps

You can use your Surface Pen to draw and write or highlight text in Office apps. To learn more about using the pen in Office apps (called *inking*), see Use a pen to draw, write, or highlight text on a Windows tablet on Office.com.

OneNote

Keep all your notes, clippings, sketches, photos, files, and more in one place that you can access everywhere. OneNote syncs to your OneDrive, so you can view, update, and organize it all from anywhere. In OneNote, everything is saved automatically.

Click the top button on Surface Pen and start writing a Quick Note. You don't even need to unlock your Surface first. Click again to write another note, or press the power button on your Surface to put Surface back to sleep.

While you're signed in to Surface, click the top button on Surface Pen to open your latest notes. Add a Quick Note, write in any of your OneNote notebooks, or review and organize the notes you wrote while Surface was locked.

Write once, read everywhere

OneNote isn't just for Surface. You can install and use it for free on PCs, Macs, iPads, and smartphones like Windows Phone, iPhones, and Android. OneNote keeps everything synchronized. See OneNote.com for more details.

For even more OneNote features, install or activate OneNote (desktop) app on your Surface. You can do even more things with desktop app, like record audio, create custom tags, work on notebooks in a group, and more.

Once you've used these features in the desktop app, your recordings, tags, and collaborations are saved in your synced notebooks, too. Check out the OneNote 2013 training videos at Office.com to learn more about using OneNote (desktop). Check it out at Try Office 365 Home on Office.com.

Find your most recent notes or search for them later when you need them

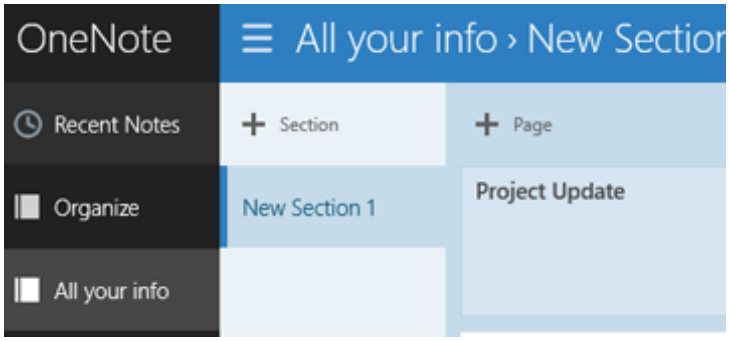
Click the top button on Surface Pen while Surface is unlocked to see your most recent notes.

Use the Search charm to find text in any of your notes. Swipe in from the right edge of the screen and tap or click **Search**. Then tap or click the arrow ˅ above the search box, select **OneNote**, and enter the text you want to find.

© 2014 Microsoft

Many notebooks, all in OneNote

You can create as many notebooks as you need in OneNote. Use sections, pages, and tags to make things easy to find.



Send a page or share a notebook

Open the Share charm to email the notebook page you're viewing. Or, to get a link to an entire notebook that you can paste into an email or file, tap and hold or right-click the notebook in your list of notebooks to open the app commands. Then, tap or click **Copy Link to Notebook** at the bottom of the screen.

What others see when you share depends on the settings you've used on the OneDrive folder your notebook is in. For more info, see Share files and folders and change permissions on Windows.com.

Don't want to share? Your notebooks are private unless you decide to share them.

Collaborate using OneNote (desktop) app

OneNote (desktop) offers more ways to share, including group notebooks that a group of people can use to collaborate. You can even work together in a group notebook that everyone shares during a meeting. Learn more by watching the video Share your notebook on Office.com.

Use radial menus to display OneNote commands

While you're working in OneNote, you'll notice round icons appearing in your notes. For example:

These icons show up whenever you tap notes or objects on a page, select text, or pictures, or do other things in your notebook. When you tap these types of icons, a radial menu appears showing you a wheel of commands that are based on whatever you're working on or whatever you currently have selected.

The commands on these menus can change, depending on what you're currently doing. For more info on the radial menu, see Use radial menus to display OneNote commands on Office.com.

© 2014 Microsoft

Add pictures, web clippings, and more

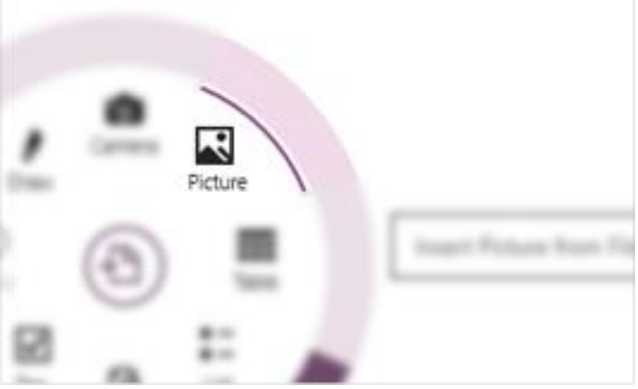
You can add pictures, clippings, webpages, and files to your notebooks. A link back to the source is included automatically.

To paste a screenshot to your most recently opened OneNote page:

- Open the Share charm, and tap or click **Send to OneNote**. You'll get a chance to preview the page before you send it to OneNote.

To copy a picture from your Surface camera roll or from any location on your Surface or OneDrive:

1. In OneNote, tap or click the round icon to open the radial menu.
2. Tap or click **Picture**.
3. Tap or click the arrow ˅ next to **This PC**, and choose the file location, such as OneDrive, and then choose a folder.
4. Tap or click the picture you want to copy, and then tap or click **Open**.



To paste in a picture or some text from a webpage:

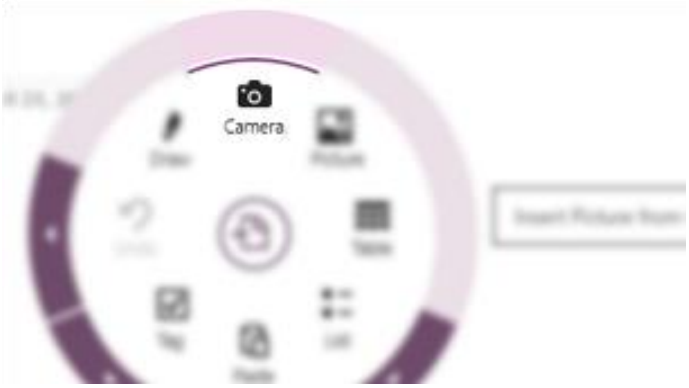
1. While you're viewing the webpage, select what you want to paste, tap and hold or right-click, and then tap or click **Copy**.
2. In OneNote tap or click the round icon to open the radial menu, and tap or click **Paste**..

© 2014 Microsoft

Take photos straight to OneNote

Use your Surface camera to take photos and put them on OneNote page.

1. Open OneNote, and tap or click the round icon to open the radial menu.
2. Tap or click **Camera**.
3. Take one or more photos, and then tap or click **Insert all**.



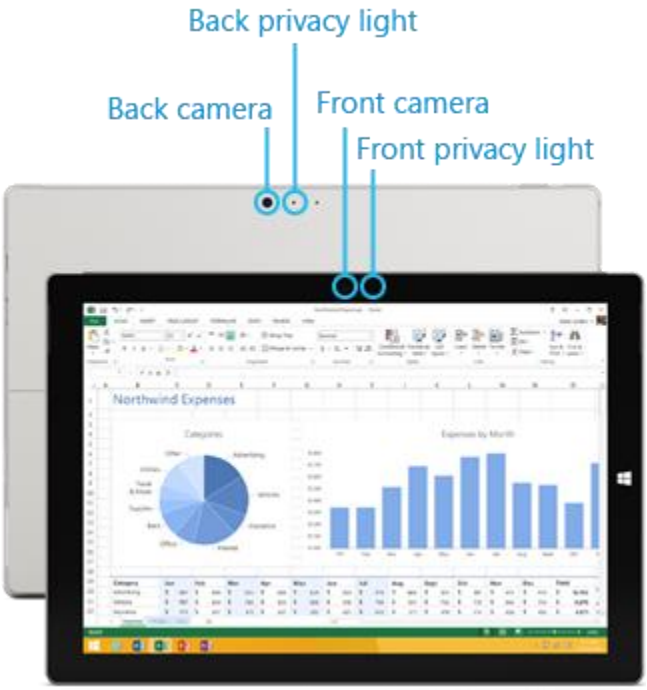
For more info, see OneNote.com and Using OneNote on Surface on Surface.com.

© 2014 Microsoft

Camera

Surface Pro 3 has two 5-megapixel cameras for taking pictures and recording videos. You can use the front camera for conferencing and video calls, and the back camera to record meetings and events.

Record video with either camera in 1080p HD, with a 16:9 aspect ratio (widescreen). Both cameras are fixed focus, so you don't need to worry about focusing. A privacy light appears when either camera is on, so there are no surprises.



Record videos and take photos

Use the Camera app that's pre-installed on Surface, or another camera app from the Windows Store (search for Camera in the Store app). Here's what you need to know about the Camera app:

To take a photo or record a video:

- Open the Camera app, and then tap the on-screen **Photo** button or **Video** button.

Tip When you're recording video, you can tap anywhere on the screen to take a picture without stopping the recording.

Camera options

Swipe down from the top edge of the screen to see camera options such as timer, exposure, and the option to switch cameras. A few more camera options are available in Settings (open the Settings charm, and then choose **Options**).

© 2014 Microsoft

Take photos from the lock screen

You can quickly take a photo or video from the lock screen. Here's how:

1. If the screen is off, tap a key or turn Surface on.
2. Swipe down from the top edge of the lock screen.
3. Tap the **Photo** button or anywhere on the screen.
4. To see your camera roll or change settings, tap or click the **Unlock** button, sign in to your Surface, and open the Camera app.

To turn the lock screen camera on or off: Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Lock screen** > **Swipe down on the lock screen to use the camera** (under **Camera** at the bottom of the screen).

Take a panorama

You can capture unique immersive panoramas using the Camera app. Here's how:

1. Open the Camera app and point the camera at your starting point for the panorama.
2. Tap the **Panorama** button.
3. Slowly tilt or rotate the camera in any direction. When you align the new image with the existing images, the camera automatically takes the next image.
4. When you've taken all the pictures you want in your panorama, tap the check mark.

The Camera app stitches together the images and saves the panorama in your camera roll (panorama files in the Camera Roll folder have a .Pano file extension).

For best results, keep the camera in the same place as you tilt and rotate it, as if it's on a tripod. Move slowly and steadily when lining up the image, and then pause to capture it. If your body blocks the viewfinder, keep the camera in the same place and step around it until you're out of the way. See Camera app and webcams: FAQ on Windows.com to watch a video showing best practices for taking a panorama.

Use the Camera, Photos, or OneDrive apps to view your panoramas. You can share links to your panoramas on OneDrive—see Share and print photos on Windows.com.

View photos and videos (Camera Roll)

There are lots of ways to see the photos and videos you've taken with the Camera app:

- **Camera app**: Swipe to the right to look through your recent photos and videos. You can also swipe down from the top edge of the screen, and then tap **Camera roll**.
- **Photos**, **File Explorer**, or the **OneDrive app**: Go to the Pictures folder, and then to the Camera roll folder.

You can choose to have the photos and videos that you take with Surface automatically uploaded to OneDrive. To find out how, see Store photos in OneDrive on Windows.com.

© 2014 Microsoft

Edit photos

The Photos app can make automatic corrections for you, or you can experiment with lighting and color adjustments, effects, plus cropping and rotating.

1. Open a photo in the Camera, Photos, or the OneDrive app.
2. Swipe down from the top edge of the screen, and tap or click **Edit**.
3. Choose from auto and basic fixes, light and color adjustments, and effects.
4. Once the picture is how you like it, swipe down from the top edge to save your changes.

Share and print photos

For info about sharing and printing your photos, see Share and print photos on Windows.com.

Edit videos

To delete or trim videos:

1. Open the video using the Camera, Photos, or the OneDrive app.
2. Swipe down from the top edge of the screen.
3. Do one of the following:
   - Tap or click **Delete** to delete the video.
   - Tap or click **Trim** to make the video shorter. Move the handles at the left and right ends of the time line to the new start and stop points you want.

© 2014 Microsoft

Music

With the Music app, you can play music in your collection, stream music from one of the largest digital music catalogs, and buy new music from the Xbox Music Store*. You can also discover new music by creating a Radio station based on your favorite artists.

*Xbox Music account required. Data charges may apply. Limits on free streaming apply. Available Xbox Music features and content may vary over time. See Xbox.com/Music.

Play music

1. From the Start screen, tap or click **Music**. If prompted, sign in with your Microsoft account.
2. On the left, tap or click **Collection**.
3. Choose to see your collection arranged by Albums, Artists, or Songs. Or use **Search** to find what you want to play.
4. Select a song or album, and then tap or click the Play button.

No music? If your Collection is empty, add songs to your Music folder and they'll appear in the Music app. If your music is on another computer that's part of your home network (homegroup), you can join the homegroup and listen to music without copying files to your Surface. For help copying music to your Music folder, see Add files to Surface in this guide.

Playlists. For help creating playlists, see Music app on Windows.com.

Want bigger sound? Connect external speakers to the headset jack or USB port on Surface, or wirelessly connect speakers with *Bluetooth* wireless technology. See Connect devices in this guide for more info.

Stream music

When you're signed in with your Microsoft account, you can stream millions of songs for free*. You'll hear some ads when you're listening to songs you don't own, and there's some fine print you should read about streaming limits.

To stream music: Tap or click **Explore**, choose a new album, or use **Search** to find an artist, album, or song that you want to play.

*Internet required; ISP fees apply. Free music streaming, Xbox Music Pass, and Xbox Music aren't available in all countries or regions. See Xbox.com/Music for more info.

Xbox Music Pass

If you want to stream music without hearing ads and be able to download songs to your Surface, Windows Phone or Xbox, try a subscription for Xbox Music Pass.

© 2014 Microsoft

Create a radio station

Radio creates a dynamic playlist of songs from similar artists.

To create a new station: Tap or click **Radio**, tap **Create new station** and enter an artist's name.

Buy songs and albums

You can buy music using the payment option associated with your Microsoft account. Here's how:

- Find a song or album that you want. You can use **Search** to find something quickly. If you don't see a buy option, swipe down from the top edge of the screen to see more commands.

To see your billing history and payment options:

- Open the Settings charm, then tap or click **Account**.

More music apps

- You can also use Windows Media Player (desktop app) to play music and videos. For help using Windows Media Player, see Getting started with Windows Media Player on Windows.com.
- You can also browse or search for music apps in the Windows Store.

Need help?

If you need help, see Xbox Music Support on Xbox.com.

© 2014 Microsoft

Photos

You can use this app to view photos on Surface and on your OneDrive. If you have photos on your camera or phone, you can import them using this app.

To see your photos, go to the Start screen and open the Photos app. Photos from your Pictures folder appear in the Photos app. To see commands like Slide show and Select all, swipe down from the top edge of the screen.

Notes

- For help with the Photos app, see Photos app for Windows help on Windows.com.
- To see the file formats supported by the Photos app, see Which file types are supported? on Surface.com.

Import photos or videos

You can import photos from your camera, phone, or removable storage (USB flash drive or microSD card). To find out how, see View and import photos and home videos on Surface.com.

Edit photos

For info on how to do this, see Edit photos in this guide.

Tips

- If you have lots of photos or videos, you can store them on OneDrive and access them from any web-connected device (including Surface). For more info, see Store photos on OneDrive on Windows.com.
- Want to take photos or videos? See the Camera topic in this guide.
- To find out how to share and print photos, see Share and print photos on Windows.com.

© 2014 Microsoft

Video

You can use the Video app to watch home videos on your Surface, and rent or buy TV shows and movies from the Xbox Video Store.

The Video app uses the Xbox Video* service for movies and TV shows. And, it features Instant-on streaming in HD, so you don't have to wait for anything to download—just start watching.

*The Xbox Video service isn't available everywhere. Read this info to see where it's available.

Play videos

1. From the Start screen, tap or click **Video**.
2. Scroll to the left to see your videos.
3. Tap or click a video to play it.

No videos? If you don't see any videos, add videos to your Videos folder or join a homegroup. For help copying videos to your Videos folder, see Add files to Surface in this guide.

More video apps? Browse the Windows Store for more video and entertainment apps.

Notes

- You can stream videos from Surface to your TV. See Connect to a TV, monitor, or projector in this guide.
- For help using the Video app, see Xbox Video Support on Xbox.com.

© 2014 Microsoft

Skype

Skype* is the always-on app that makes staying in touch easier than ever. Connect with friends, family, and colleagues by using Skype calls and chat.

*Skype may not be available in your country or region.

Set up Skype

- See the Skype: Add contacts topic in this guide.

Call and chat

To find out how to add contacts, send instant messages, and make calls, see Skype on Surface on Surface.com. For more help with Skype, go to Skype support.

Tips

- To change settings or see help topics, open the Settings charm from the Skype app.
- To switch between the front and rear-facing cameras while in a video call, tap the webcam image.
- A desktop version of Skype is also available—see Skype for Windows desktop on Skype.com.

© 2014 Microsoft

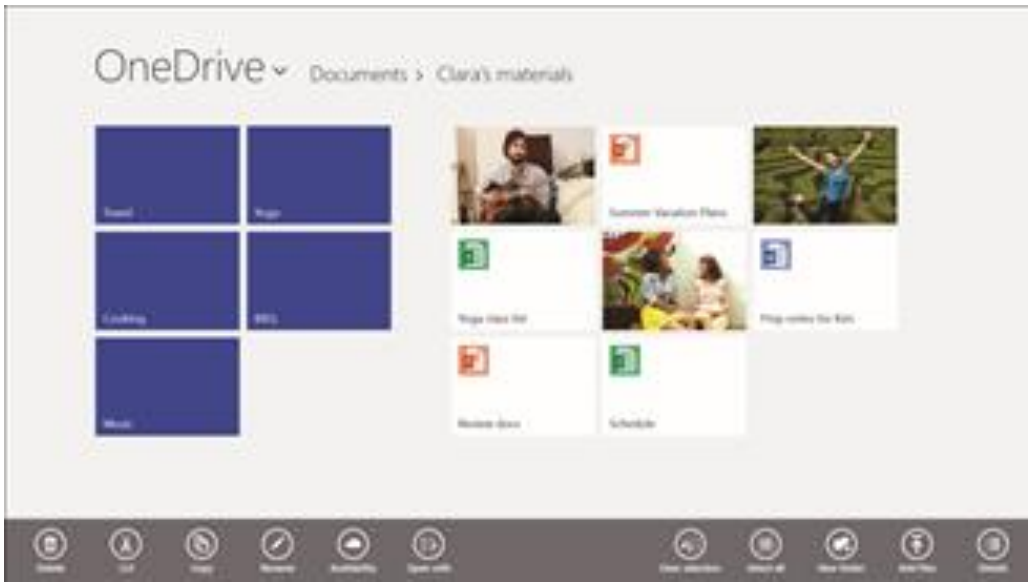
OneDrive

With OneDrive, you'll never be without the documents, photos, and videos that matter to you. Your Microsoft account includes cloud storage that's accessible from any of your devices—your computer, tablet, and phone. In fact, you can get to your files whenever you have an internet connection.

- To see what's on your OneDrive, go to Start and tap or click **OneDrive**. Or, from the desktop, open the OneDrive folder in File Explorer.

All of the files that you've saved on OneDrive appear. Tap or click a folder name to see the contents. Tap or click a file to open it. Office files open in Office apps and music files open in Xbox Music.

Swipe down from the top edge of the screen to see commands.



To learn more about using OneDrive, see OneDrive on Surface on Surface.com and Getting started with OneDrive on Windows.com.

Tips

- Pictures that you take with the Camera app are saved to OneDrive by default. See the View photos and videos topic for more info.
- **Need help with OneDrive?** From the OneDrive app, open the Settings charm and then tap or click **Help**.

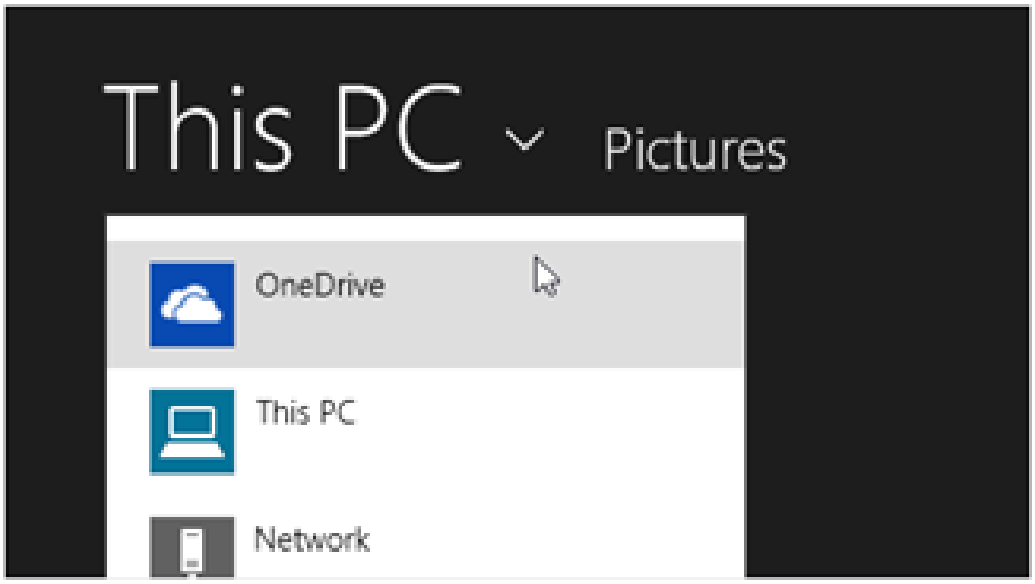
Get to your files from anywhere

When your files are on OneDrive, you can get to them from any device. You can go to OneDrive.com or use one of the OneDrive mobile apps.

© 2014 Microsoft

Save and open files

You can work with OneDrive files from the apps you use. When you choose to open or save files from an app, you can choose OneDrive as the location (if it isn't already selected). If you don't want to save to OneDrive, tap the arrow to switch to **This PC**.



Use OneDrive to share files

With OneDrive, it's easy to share files securely and easily with your friends or coworkers. They won't need to install any special programs or sign up for a new account, and they can use any web browser to get to the files you share with them.

You can use OneDrive to share photos, Office docs, and other files with people. Here's how:

1. Open the OneDrive app and select the files that you want to share. (Swipe down on a file or folder to select it. Or if you're using a mouse, right-click it.)
2. Open the Share charm, and then decide how you want to share:
   - Choose **Invite People** to share the drive with others. You'll need to provide their email addresses so they can
   - Choose **Get a link** let people read the files or read and edit the files, or to make the folder public. You'll be able to paste the link into any email, document, or post. Or, you can share it directly to a social media site like Facebook or Twitter.

To learn more about sharing files, see Share files and photos on Windows.com.

OneDrive desktop app

You can also install a OneDrive desktop app if you'd like (Get the free app). To learn more, see OneDrive desktop app on Windows.com.

© 2014 Microsoft

Xbox Games

With the Xbox Games app, you can discover all of the latest Xbox games made for Windows 8.1 and get extras for the game you last played. You can also view all the games you've played across your Xbox 360, Windows PC, and Windows Phone.

With the Xbox Games app, you can see which friends are online and what they're playing. See who's on top in the leaderboard of your favorite game. You can also view all the achievements you've earned over time.

For more info, see Windows 8.1 and Xbox: Better together on Windows.com.

SmartGlass

Be sure to check out the Xbox SmartGlass app or Xbox One SmartGlass app too—it's available for free in the Windows Store, and turns Surface into a great second screen companion. For more info, see the Xbox SmartGlass website.

*The Xbox SmartGlass apps aren't available in all countries or regions. To check the availability of the SmartGlass app in your region, see the Xbox on Windows feature list.

© 2014 Microsoft

More built-in apps

Here are just some of the additional apps that are pre-installed on your Surface Pro 3:

News

Keep up to date with what's happening in the world using this photo-rich app. For more info, see News app on Windows.com.

Finance

Stay on top of financial news and market data from global sources. For more info see Finance app on Windows.com.

Alarms

Manage and keep track of time by using alarms, timers, or a stopwatch. For more info, see Alarms app on Windows.com.

Reading List

Keep track of content that you want to read later. For more info, see Reading List app on Windows.com.

Maps

See your current location, zoom in for more detail, zoom out for a bigger picture, and get directions. See Maps app on Windows.com.

Weather

See the latest conditions and forecasts. Get weather reports from multiple providers. For See Weather app on Windows.com.

Sports

Keep up with all the sports and teams you care about with Live Tile updates on your favorite teams

Flipboard

Flipboard is your personal magazine. It collects in a single place the news, stories, articles, videos, and photos you care about.

Food & Drink

Enjoy hands-free cooking mode, recipes, and tips from celebrity chefs. For more info, see Food & Drink app on Windows.com.

Health & Fitness

This app has over 1,000 exercise videos, and exercise and diet trackers. For more info, see Health & Fitness app on Windows.com.

Reader

Read files in PDF and XPS formats. For more info, see Reader app on Windows.com.

Problems with an app?

If you're having problems running an app, try the suggestions in Troubleshoot problems with an app on Windows.com.

© 2014 Microsoft

Additional info you should know

This section includes a few more things that would be helpful for you to know.

Windows Updates

Windows Update automatically installs important updates as they become available. If a restart is needed to finish installing an update, you'll see a message on your lock screen like this:

Windows Update
Your PC will restart in 2 days to finish installing important updates.

When you see this message, do any of the following:

- On the Start screen, tap or click **Power** > **Update and restart**.
- From the lock screen, tap the Power icon and then **Update and restart**.
- Do nothing and Windows will install the updates and restart Surface in 2 days.

Manually check for Windows updates

1. Open the Settings charm, and tap or click **Change PC settings** > **Update and recovery** > **Windows Update** > **Check now**.
2. If updates are available, tap or click **View details**.
3. Choose the updates you want to install, and then tap or click **Install**.

See your update history

- Open the Settings charm, and tap or click **Change PC settings** > **Update and recovery** > **Windows Update** > **View your update history**.

If you have questions or problems with Windows Update, see Windows Update: Frequently Asked Questions on Windows.com.

Firmware updates

Firmware is software that controls how the Surface hardware functions. You'll see a notification on Surface when a firmware update is available. When this happens, follow the on-screen instructions to update Surface.

Important Plug Surface into an electrical outlet before updating your firmware.

© 2014 Microsoft

More Surface Pen info

Replace Surface Pen coin cell batteries

In addition to the AAAA alkaline battery that you install before setup, Surface Pen has two size 319 lithium coin cell batteries pre-installed in the top of the pen. You'll know it's time to change the coin cell batteries if it will no longer write, erase, or right-click, or if it won't pair with Surface Pro 3. When it's time to change the coin cell batteries, see Troubleshoot Surface Pen on Surface.com for info on how to change the coin cell batteries.

Pair Surface Pen manually

Your Surface Pen pairs with your Surface Pro 3 during setup. If your pen ever gets unpaired from your Surface, you can pair it manually. Here's how:

1. Swipe in from the right edge of the screen, and tap or click **Settings**.
2. Tap or click **Change PC settings**, and tap or click **PC and devices**, and then tap or click **Bluetooth**. Make sure that **Bluetooth** is turned on.
3. Hold down the top button on Surface Pen until the light in the middle of the pen clip starts to flash.

4. When the pen appears in the list of *Bluetooth* devices on your screen, tap or click it, and then tap or click **Pair**.

How can I help protect my Surface from viruses?

Windows Defender and Windows SmartScreen are built-into Windows 8.1 to help guard against viruses, spyware, and other malicious software in real time. See Security checklist for Windows for more info.

- To learn more, see How can I help protect my PC from viruses? on Windows.com.
- To scan Surface manually, use Windows Defender. See How do I find and remove a virus? on Windows.com for how-to info.

Windows Firewall

Windows Firewall helps prevent hackers and some types of malware from getting to your Surface through the Internet or your network. Windows Firewall is turned on by default. To learn more about Windows Firewall settings, see Windows Firewall from start to finish on Windows.com.

© 2014 Microsoft

BitLocker Drive Encryption

You can encrypt—or "scramble"—data on your Surface using BitLocker Drive Encryption to help keep it secure. Only someone with the right encryption key (like a password or PIN) can unscramble and read it. BitLocker can encrypt your entire hard drive, helping to block hackers from stealing your password. If your Surface is lost or stolen, BitLocker also helps keep other people from accessing your data.

You can use BitLocker Drive Encryption to help protect your files on an entire drive. BitLocker can help block hackers from accessing the system files they rely on to discover your password. You can still sign in to Windows and use your files as you normally would.

To find out how to turn on Bitlocker Drive Encryption for your Surface Pro 3, see Help protect your files with BitLocker on Windows.com.

BitLocker recovery key

If a security event or hardware failure locks your Surface, you'll need a BitLocker recovery key to sign in. If you sign in to your Surface with a Microsoft account, a copy of your BitLocker recovery key is automatically backed up to that account. To get your recovery key, go online to BitLocker Recovery Keys.

For more info, see Help protect your files with BitLocker on Windows.com.

Keyboard shortcuts

Keyboard shortcuts are key combinations that you can use to perform a task, such as switching between open apps. For a list of shortcuts, see Keyboard shortcuts on Windows.com.

Accessibility

Ease of Access features let you use your Surface the way you want. To see what settings are available:

- Open the Settings charm, and tap or click **Change PC settings** > **Ease of Access**.

For info about these features, see Ease of Access features on Surface.com.

Speech recognition

Windows Speech Recognition makes using a keyboard and mouse optional. You can control your Surface with your voice and dictate text instead.

For more info, see How to use Speech Recognition on Windows.com.

© 2014 Microsoft

Take a screen shot

To take a snapshot of your screen, press and hold the Windows button on your Surface, and then press the volume-down button. The screen dims briefly when the screen is captured. A picture of the screen is saved in the Screenshots folder, which is in the Pictures folder. You can use File Explorer, Photos, or the OneDrive app to see your screenshots.

You can also use the Share charm to share a screen shot with someone. For more info, see Share a link in this guide.

Default apps

The default app is the app that Windows automatically uses when you open a type of file, such as a song, or photo. For example, when you open a PDF file attached to an email message, you can choose which app opens the PDF file (assuming you have more than one PDF app installed). To set your default apps:

1. Open the Settings charm, and tap or click **Change PC settings** > **Search and apps** > **Defaults**.
2. You can choose a default app for the web, email, music, video, and photos. If you want to associate a file type or protocol with an app, choose **Defaults apps by file type** or **Default apps by protocol**.

How to restore, refresh, or reset your Surface

If you're having problems with your Surface, you can try to restore, refresh, or reset it. Restore is a way to undo recent system changes you've made. Refresh reinstalls Windows, keeping your files, settings, and apps. Reset reinstalls Windows but deletes your files, settings, and apps—except for the apps that came with Surface.

For more info, see Restore, refresh, or reset Surface Pro on Surface.com.

Surface Pro 3 BIOS/UEFI and starting from a USB device

Surface Pro 3 uses a standard firmware interface called UEFI (Unified Extensible Firmware Interface). To find out how to access the Surface UEFI firmware settings and boot from a USB device, see How do I use BIOS/UEFI? on Surface.com.

© 2014 Microsoft

Accessories

Accessories* add to your Surface experience.

Surface Pen (included with Surface Pro 3)

Reach for your Surface Pen when you're on the go and want to sketch an idea, make a list, or jot a quick note. Need a spare pen? Surface Pen is also available for purchase separately.

Type Cover for Surface Pro 3

Type Cover for Surface Pro 3 (sold separately) is a unique keyboard that doubles as a protective cover. Thin and light, with backlit, mechanical keys and a touchpad.

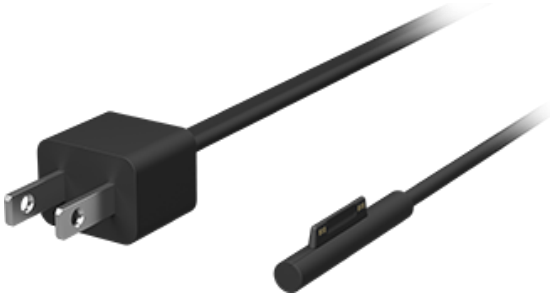
Cover colors vary by region and retailer.

Other Typing Covers

Choose from Type Cover with mechanical keys, Touch Cover with a smooth keyboard, or Power Cover, the keyboard that provides a back-up battery for your Surface. (Sold separately.) Closing these Covers won't put Surface Pro 3 to sleep.

Cover colors vary by region and retailer.

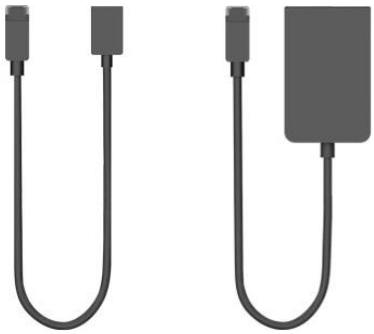
36-watt Power Supply (included with Surface Pro 3)



Surface Pro 3 comes with a 36-watt power supply for charging your battery. It's also available for purchase separately if you need a spare. For more info, see the Charging section of this guide.

© 2014 Microsoft

Video Adapters



Surface video adapters let you connect your Surface to an HDTV, monitor, or projector (adapters and cables sold separately). See Connect to a TV, monitor, or projector in this guide for more info.

Ethernet adapter

You can use the Surface Ethernet adapter (sold separately) to connect Surface Pro 3 to a wired network. For more info about this, see Connect to a wired network in this guide.

Check out all of the Surface accessories (sold separately) at Surface.com/Accessories.

*Accessory availability varies by country and region.

© 2014 Microsoft

Care and cleaning

Here's how to keep your Surface looking and working great.

Touchscreen care

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

- **Clean frequently**. Wipe the touchscreen with a soft, lint-free cloth to clean it. You can dampen the cloth with water or an eyeglass cleaner, but don't apply liquids directly to the touchscreen.
  Don't use window cleaner or other chemical cleaners on the touchscreen.
- **Keep it covered**. Close the Cover when you're in transit or not using Surface. If you don't have a Cover, you can use a sleeve to protect the touchscreen (sleeves are available at Surface.com/Accessories).
- **Keep it out of the sun**. Don't leave Surface in direct sunlight for an extended amount of time. Ultraviolet light and excessive heat can damage the touchscreen.

Cover care

You can clean the Cover with a lint-free cloth, dampened with mild soap and water. If the spine or the magnetic connections get dirty, you can clean them with isopropyl alcohol (also called rubbing alcohol).

Battery care

- **Operating temperature**. Surface is designed to work between 32°F and 95°F (or 0°C to 35°C). Lithium-ion batteries are sensitive to high temperatures, so keep your Surface out of the sun and don't leave it in a hot car.
- **Recharge anytime**. The battery doesn't need to be empty or low before you recharge. You can recharge the battery whenever you'd like. However, it's best to let the battery run down to 10% at least once per month before you recharge it.

Safety and warranty

- Read the Safety and regulatory information for important safety info and the terms of the Surface Limited Warranty.

© 2014 Microsoft

Help, Service, and Support

Surface help

Support. For help and support info, go to Surface.com/Support. Find answers and share ideas with other Surface enthusiasts online in the Surface Community forum (Answers.Microsoft.com).

Registration. If you haven't registered your Surface, go to Register your Surface product on Surface.com.

Warranty and service. For warranty info, see Surface warranty on Surface.com. If your Surface needs service, see How to get service for Surface on Surface.com.

Windows help

- Swipe up from the center of the Start screen and then enter **Help and Support**.
- From Start, tap or click **Help+Tips**. This app has info to help you get up to speed on using Windows.
- Go online to Windows.com.

App help and troubleshooting

App Help. When you're in an app, open the Settings charm and look for Help. (If you can't find Help content, check the company's website for help info.)

App problems? See Troubleshoot problems with an app on Windows.com.

That's it!

You've come to the end of this guide. We hope you've found it helpful.

Check out Surface.com/Accessories for the latest info on Surface accessories.

For the latest news about Surface, check out our Surface Blog.

For the latest buzz about Surface, follow us:

- Surface on Twitter
- Surface on Facebook
- Surface on Pinterest

© 2014 Microsoft