Surface

Surface 3
User Guide

With Windows 8.1

Microsoft

Microsoft

Surface

Contents

Meet Surface 3

Meet Surface 3, the tablet that can replace your laptop. Use this guide to get started with your Surface 3. For more Surface 3 details and how-to info, go online to Surface.com.

Surface 3 features

Power button	Press the power button to turn Surface 3 on. When Surface 3 is on, press and hold the power button to shut down. You'll also use the power button to put your Surface to sleep and to wake it when you're ready to start working again.
Windows button	The Windows button takes you to the Start screen where you can open your apps quickly and search for files on your Surface or info on the web. If you're already at the Start screen, the Windows button takes you back to the last app you were using.

Touchscreen	Use the 10.8" ClearType full HD display, with its 3:2 aspect ratio and 1920 x 1280 resolution display, to watch HD movies, browse the web, and use your favorite apps.
	10-point multi-touch lets you use your fingers to select, zoom, and move things around.
Kickstand	Flip out the three-position kickstand to work or play comfortably at your desk, on the couch, or while giving a hands-free presentation.
Wi-Fi and *Bluetooth*	Surface supports standard Wi-Fi protocols (802.11a/b/g/n/ac) and *Bluetooth* ® 4.0. Connect to a wireless network and use *Bluetooth* devices such as keyboards, mice, printers, and headsets.
Cameras	Surface 3 features an 8 megapixel rear-facing camera with autofocus and a 3.5 megapixel, fixed-focus, front-facing camera. Both cameras record video in 1080p, with a 16:9 aspect ratio (widescreen). Front and back privacy lights help make sure there are no surprises.
Microphone	Use the front-facing microphone for calls and recordings.
Stereo speakers	Stereo speakers with Dolby® enhanced sound let you listen to music, podcasts, and audio books.
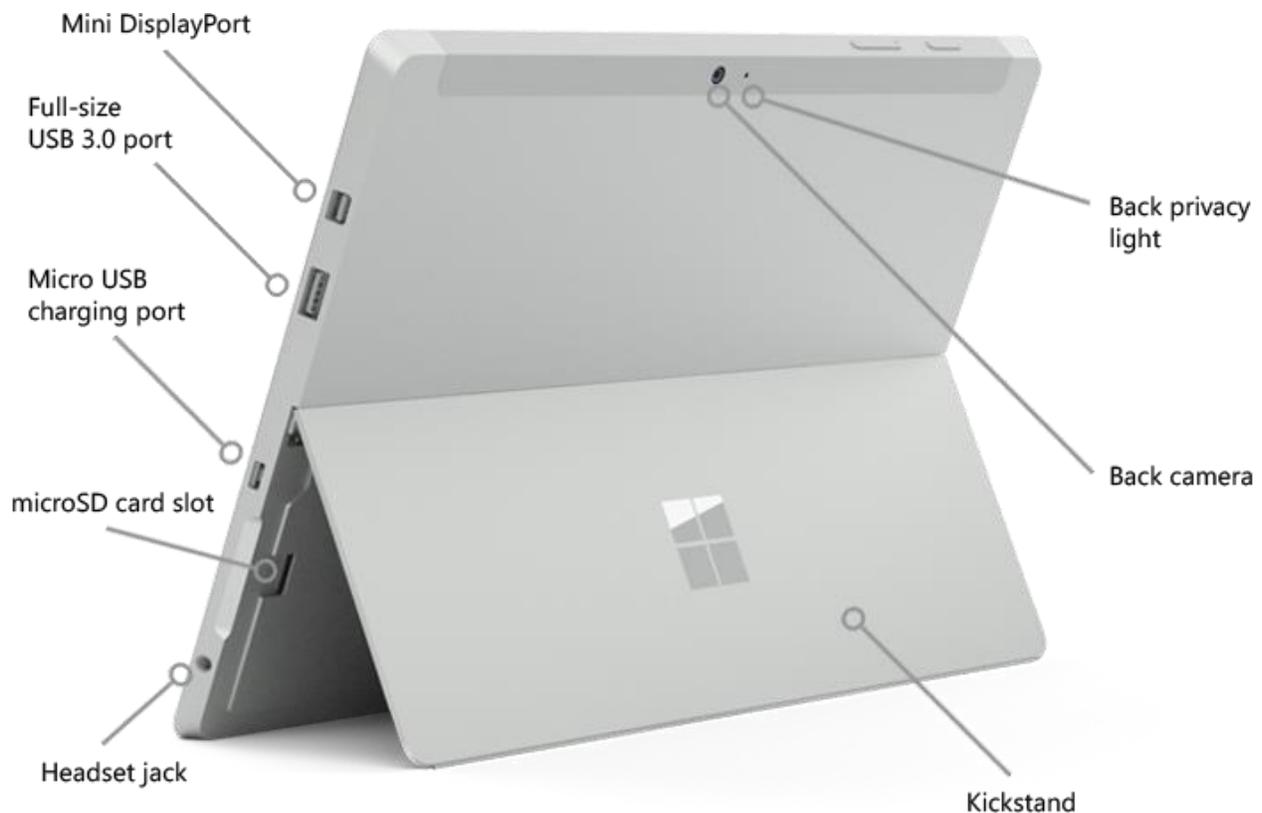
Ports and connectors	Surface 3 has the ports you expect in a full-feature laptop:

- **Full-size USB 3.0 port**
  Connect a USB accessory like a mouse, printer, Ethernet adapter, USB drive, or smartphone.

- **Micro USB charging port**
  Charge Surface 3 using the Micro USB charging port and included Micro USB power supply.

- **MicroSD card slot**
  Use the microSD card slot and a microSD card (sold separately) for extra storage and transferring files.

- **Mini DisplayPort version 1.1**
  Share what's on your Surface screen by connecting it to an HDTV, monitor, or projector. (Video adapters sold separately.)

- **3.5 mm headset jack**
  Plug in your favorite headset for a little more privacy when listening to music or conference calls. For more info, see Surface sound, volume, and audio accessories on Surface.com.

- **Cover connectors**
  Click in a thin, light, backlit keyboard. Surface 3 Type Cover (sold separately) also helps protect the touchscreen.

Software

- **Windows 8.1 operating system**
  Windows 8.1 provides a wide array of options for entertainment and productivity at school, at home, or on the go.

- **Apps**
  Use the built-in apps featured on your Start screen, and install tons more apps from the Windows Store. Since Surface 3 runs Windows 8.1, you can install and use your all your favorite desktop apps.

Processor — The Intel® Quad Core Atom™ processor provides the speed and power you need for smooth, fast performance.

Memory and storage — Choose from 2 GB RAM with 64 GB storage or 4 GB RAM with 128 GB storage. See Surface storage on Surface.com for info on formatted storage capacity.

Sensors — Four sensors—compass, ambient light sensor, accelerometer, and gyroscope—enable apps to do things like track motion and determine location.

SIM card tray—Surface 3 (4G LTE) only   Surface 3 (4G LTE) includes built-in mobile broadband capability, which you can use to connect to the Internet when a Wi-Fi network isn't available. See Set up your Surface 2 (4G) or Surface 3 (4G LTE) for more info.

Set up your Surface 3

Nano SIM card tray

Nano SIM card

Nano SIM ejector tool

If you have a Surface 3 Type Cover, click it into place and open the kickstand.

If you have a Surface 3 (4G LTE) and an uninstalled Nano SIM card, install the SIM card.

Power

Plug the Micro USB connector into the Micro USB charging port with the power cord extending downward and the light on the connector facing toward you.

Plug the full-size USB connector on the other end of the cord into the power supply, and plug the power supply into an electrical outlet.

Press the power button to turn Surface 3 on. Windows starts, and guides you through the setup process.

Use the Surface 3 touchscreen or Surface 3 Type Cover (sold separately) to enter info during setup. To set up Surface 3, you'll also need:

*   An Internet connection (recommended). Setup will automatically try to connect to a network. If your network requires a password, you'll need to have it handy. If you don't have an Internet connection, you can still set up your Surface, but you won't get the latest Windows and Surface updates until you're online.

    If you have a Surface 3 (4G LTE), use a Wi-Fi connection for setup if you can. Wi-Fi is usually cheaper and faster than a mobile broadband connection.

*   An account name. If you have a Microsoft account, use it to set up your Surface 3. A Microsoft account is an email address and password you use to sign in to other Microsoft services like Xbox, Hotmail, Outlook.com, OneDrive, Skype, or Windows Phone. If you don't already have a Microsoft account, you can create one during setup. If you prefer, create a local account. For more info, see Microsoft account or local account?

For more info on getting set up, see Set up your Surface on Surface.com.

The basics

Power and charging

To charge Surface 3:

1. Plug the Micro USB connector into the Micro USB charging port with the power cord extending downward and the light on the connector facing toward you.

2. Plug the full-size USB connector on the other end of the cord into the power supply.

3. Plug the power supply into an electrical outlet.

Allow two to four hours to charge your Surface 3 fully from an empty state. It can take longer if you're actively using your Surface for power-intensive activities like gaming or video streaming.

If the battery is drained, you'll need to charge Surface 3 for a few minutes before it'll turn on. Depending on how low the battery is, you may see a battery icon on the screen for 10-15 minutes before Windows starts.

To check the battery level, open the desktop and select the battery status icon on the right side of the taskbar.

Important Your Surface 3 is designed to work best with the included power supply. Using a third-party power supply may result in slow charging.
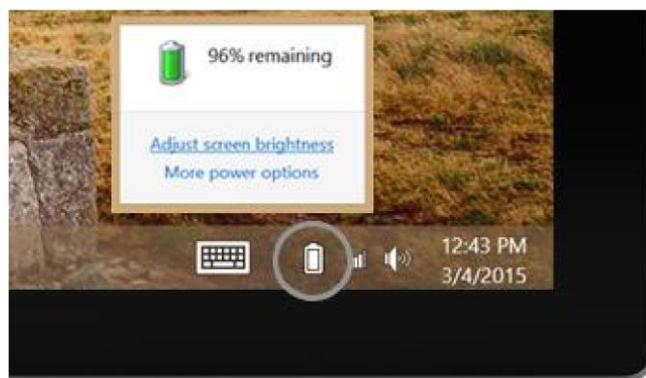
Make your battery last

For info on how to conserve power and make your Surface battery last longer, see Surface Pro and Surface 3 battery and power on Surface.com. To learn about settings that control how your Surface uses power, see Power plans: Frequently asked questions on Windows.com.

Touch, keyboard, pen, and mouse

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

- **Touch.** You can use your fingers on the touchscreen, the same as you would on a smartphone. For example, drag your finger across the screen to scroll. For demos of the gestures you can use, see Touch: Tap, swipe, and beyond on Surface.com.

- **Keyboard.** Click in a Surface 3 Type Cover (sold separately) or use a full-size USB or *Bluetooth* keyboard. Your Surface 3 also has a built-in on-screen keyboard you can use. For more info, see How to use the Surface on-screen keyboard on Surface.com.

- **Touchpad or mouse.** Use the Type Cover's touchpad, or connect a USB or *Bluetooth* mouse. For more info, see Touchpad use and settings, Connect a USB mouse, printer, and more, and Add a Bluetooth device on Surface.com.

- **Surface Pen.** Take notes, draw, and mark up documents using Surface Pen (sold separately). You can jot a quick note in OneNote, even when your Surface is locked. Just click the pen and start writing. Your note will be in the Quick Notes section of OneNote the next time you sign in. For more info, see Using Surface Pen on Surface.com.

Get online: Networking

Even if you have a Surface 3 (4G LTE), connecting to a wireless or wired network when you can is a good idea. It helps you stay within your data plan limits, and the Wi-Fi or wired network is usually faster. For more info, see Mobile networking on Surface 3 (4G LTE).

Connect to a Wi-Fi network

1. Swipe in from the right edge of the screen, and select **Settings** > **wireless network** 📶.

2. Select a network name, and select **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 select **Next**. If you need help finding your wireless network password, see How to find your wireless network password on Surface.com.

4. Choose whether 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.

Connect to a wired network

1. Plug a USB to Ethernet adapter (sold separately) into the USB port on your Surface.

2. Plug an Ethernet cable into the adapter, and plug the other end of the cable into your router or an Ethernet network port.

3. Swipe in from the right edge of the screen, and select **Settings** > **wired network** .

4. If prompted, enter your user name and password.

5. To see if you're online, go to **Start** , and open **Internet Explorer**.

Disconnect from a network

1. Swipe in from the right edge of the screen, select **Settings** > **wireless network** (or **wired network**).

2. Select the network with a **Connected** status, and select **Disconnect**.

Accounts and sign in

Sign in and sign out

To sign in:

1. Turn on or wake your Surface by pressing the power button.

2. Swipe up on the screen or tap a key on the keyboard.

3. If you see your account name and account picture, enter your password and select the right arrow or press Enter on your keyboard.

4. If you see a different account name, select the left arrow. Then select your own account, enter your password, and select the right arrow or press Enter on your keyboard.

To sign out:

☐ Go to **Start** , select your account name in the upper-right corner, and select **Sign out**.

Additional accounts

Each person who uses your Surface should have his or her own account. When you set up your Surface, your account is created based on the info you supply.

From this account, you can create, modify, or remove other accounts. If you want, you can give other accounts these abilities, too. For details, see Manage accounts with an administrator account.

First, though, think about whether any new account you create will be a local account that works only on this one Surface, or a Microsoft account (an email address and password that you use to sign in to Windows). A Microsoft account provides the best experience.

Later, you can decide what level of control the account should have. For more info, see Account types: Administrator, standard, or child.

Microsoft account or local account?

Here are some key differences between a Microsoft account and a local account:

Microsoft account	Local account
An email address and password you use to sign in on computers running Windows 8.1 or later, and to sign in to other Microsoft services like Xbox, Hotmail, Outlook.com, OneDrive, Skype, or Windows Phone.	A user name and password that works only on this one computer.
You can keep your personal settings in sync with any other PC running Windows 8.1 or Windows RT 8.1 that you sign into with your Microsoft account.	You need to personalize each computer individually.
When you sign in to your Surface with your Microsoft account, you're also connected to your OneDrive, Skype, and Windows Store accounts.	You'll need to sign on to services like OneDrive, Skype, or Windows Store each time you want to access them.

Documents, photos, and other files you create are saved to your OneDrive by default. OneDrive is like a local folder that follows you wherever you sign in with your Microsoft account.	Your files aren't automatically saved to the cloud.
If you forget the password for a Microsoft account, you can go to https://account.live.com/password/reset to reset your password online.	If you forget the password for your local account, Microsoft can't help you reset your password or access your files.

If you're not sure whether you have a Microsoft account, or you can't remember the email address you used with those services, you can easily sign up for a new, free email address. See Create a user account on Windows.com to learn how.

Account types: Administrator, standard, or child

The account type determines what you can do using that account. Choose one of these account types:

- **Administrator.** When you sign in with an administrator account, you can create, change, or remove (delete) other accounts, and you can set the account type on other accounts you create. You can also install apps.

  The first account on your Surface is always an administrator account. To create another administrator account, you need to first create the new account and then edit it to make it an administrator account.

- **Standard.** People using a standard account can create and edit files and personalize their settings, but they can't create, change, or remove other accounts. They may not be able to install some apps. When you create a new account, it's a standard account unless you edit the account to make it an administrator account or unless you set it up as a child account.

- **Child.** Child accounts are controlled by the Family Safety settings you apply to the account. See Keep your kids safer on the PC on Windows.com to learn how to turn on Family Safety features.

Manage accounts with an administrator account

When you sign in with an administrator account, you can create, change, or remove other accounts.

To create an account:

1. Sign in with an administrator account.
2. Go to **Start** ▦, and select **PC settings** ⚙ > **Accounts** > **Other accounts** > **Add an account**.
3. Enter the email address that the new account will use to sign in to Windows, and select **Next**.

   If you know the email address the new account user uses to sign in to Microsoft services, enter it. Or, you can sign up for a new email address, add a child's account, or sign in without a Microsoft account (not recommended).

To set an account type:

1. Sign in with an administrator account.

2. Go to **Start** , and select **PC settings** > **Accounts** > **Other accounts**, and select the account you want to change.

3. Select **Edit**, and under **Account type**, choose the account type, and select **OK**.

To delete an account:

1. Sign in with an administrator account.

2. Go to **Start** , and select **PC settings** > **Accounts** > **Other accounts,** and select the account you want to remove.

3. Select **Remove** > **Delete account and data**.

For more on accounts, see All about accounts on Surface.com.

Get to know Windows

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 Start you can search for files, apps, and settings, and search the web.

There are several ways to get to Start:

• Tap the Windows button on your Surface.

• Press the Windows logo key on your keyboard.

• Swipe in from the right edge of the screen, and select **Start** .

• Move your mouse to the lower-left corner of the screen, and select **Start** .

Customize Start by adding, removing, rearranging, and resizing tiles. For more info, see Personalize your PC on Windows.com.

Open an app

Select a tile on Start to open the app. If you don't see the app you want, select **Search** , enter the name of the app, and select it from the list.

To see a full list of the apps on your Surface, swipe up on the Start screen to get to Apps view. (If you're using a mouse, click the arrow ⊕ near the lower-left corner of the screen.) For more info about apps, see Apps on your Surface.

Charms

Charms help you do the things you do most often:

Search is how you find things on Surface, in OneDrive, in apps, and on the web.

Share files, photos, or webpages from within a Windows Store app.

Start takes you to the Start screen. If you're already on Start, it takes you to the last app you were using.

Devices is a quick way to send files and info to other devices that are connected to your Surface, like your printer, Xbox, smartphone, speakers, TV, or a projector.

Settings is the place to make changes to common settings, find settings for your Surface (like personalization, user accounts, and devices), and change settings for the app you're using.

Another quick way to get to settings:

- Go to **Start** ⊞, and select **PC settings** ⚙ (it's the tile with the gear on your Start screen).

To open the charms, swipe in from the right edge of the screen, and select the charm you want.

The familiar desktop

The Windows desktop—with its taskbar, folders, and icons—is still here, with a new taskbar and streamlined file management. This is where you'll use desktop apps like Microsoft Office and Windows features like File Explorer. You can also pin Windows Store apps to the taskbar, so you can launch them without leaving the desktop.

To open the desktop, just open any desktop app, or go to **Start** ⊞, and select **Desktop**.

Learn more about Windows

To get up to speed with Windows 8.1, see Get to know Windows on Surface.com, and check out the Windows tutorial on Windows.com.

To learn how to customize and personalize your Surface, sync and change your settings, and more, see Customization and settings.

Keep your Surface up to date

Microsoft releases important updates to improve Windows software security and reliability, and system and hardware updates (also known as firmware updates) to help improve the stability and performance of your Surface hardware.

By default, your Surface is set to install updates automatically.

Install updates manually

To check for and install updates manually:

1. Go to **Start** ▦, and select **PC settings** ⚙ > **Update and recovery** > **Check now**.

2. If updates are available, select **View details**, select the updates you want to install, and select **Install**.

For more info on keeping your Surface up to date, see Install Surface and Windows updates on Surface.com.

View your update history

To see which updates you already have, and the date each was installed:

☐ Go to **Start** ▦, and select **PC settings** ⚙ > **Update and recovery > Windows Update > View your update history**.

Updates to your Surface hardware appear in your update history as either "System Firmware Update - XX/XX/XX" or "System Hardware Update - XX/XX/XX." ("XX/XX/XX" stands for the date that Microsoft made the Surface update available.)

Surface updates are cumulative—if you have the latest Surface update installed, you're up to date.

For descriptions of the Surface updates released so far, see Surface 3 update history on Surface.com.

Make sure you have the latest Surface updates

To make sure you that you have all the latest Surface hardware updates successfully installed:

1. Go to Surface 3 update history on Surface.com and look in the table at the top of the page to see the latest available System Update.

2. Compare that to the last System Firmware or System Hardware update you see when you view your update history on your Surface 3.

If you have trouble with updates, see Trouble installing Surface and Windows updates? on Surface.com.

Surface Pen and OneNote

Use Surface Pen (sold separately) to quickly open OneNote, take screenshots, mark up presentations, sign documents, and use and enjoy art apps.

Surface Pen has the feel and sensitivity of a pen, and thanks to Palm Block technology, you can write naturally on your Surface 3 in any app that supports inking.

Set up Surface Pen

If you have Surface Pen (sold separately), you'll need to install its AAAA battery and pair it with Surface 3. Here's how:

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 of the battery pointing toward the writing tip.

3. Screw the top back on.

To pair Surface Pen to Surface 3:

1. Swipe in from the right edge of the screen, and select **Settings** > **Change PC settings** > **PC and devices** > **Bluetooth**.

2. Make sure *Bluetooth* is **On**.

3. Hold down the top button of the pen for about seven seconds, until the light in the middle of the pen clip starts to flash.

4. When Surface Pen appears in the list of *Bluetooth* devices, select it, and select **Pair**.

Surface Pen features

Top button

Click the top button to open OneNote. Double-click to capture a screenshot. *Bluetooth* technology links the top button of your Surface Pen to your Surface 3.

Right-click button

This button acts like the right-click button on a mouse. Hold the button down as you tap the screen.

In OneNote, you can select text and other objects by holding this button down while you touch the screen, and then circling the objects.

Eraser button

Hold the eraser button down 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.
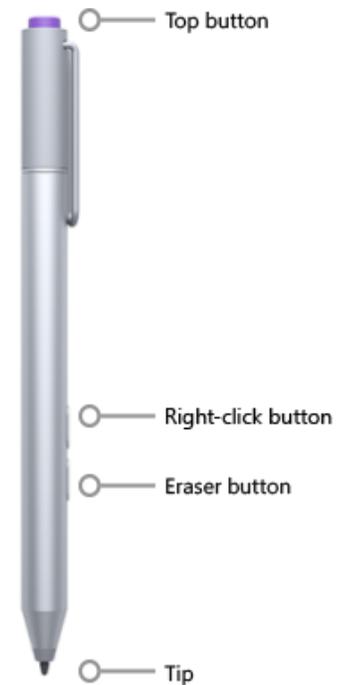
Here are a few of the things you can do with your Surface Pen:

Click the top of your Surface Pen and start writing a Quick Note—like a yellow sticky that you'll never lose. You don't even need to unlock your Surface.

Click again to write another note, or press the power button on your Surface to put your Surface to sleep.
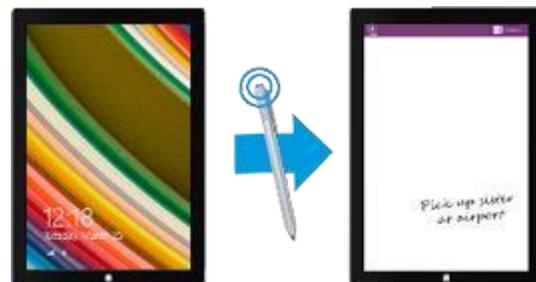
Sign in to your Surface and click the top of the pen to open your latest notes. Add a Quick Note, write in any of your OneNote notebooks, or review and organize the notes you wrote while your Surface was locked.

Double-click the top button on your Surface Pen to take a screenshot. Then, select what you want to capture in the screenshot by dragging the tip of the pen from one corner of your selection to the opposite corner. When you lift the pen tip, your selection appears in a new page in OneNote.

You can use the Surface app to adjust your pen's pressure sensitivity, or change which version of OneNote opens when you click the pen's top button. By default, the Windows Store version of OneNote opens when you click the top button.

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

Explore OneNote

Your Surface comes with both OneNote and OneNote 2013 pre-installed, and you can install OneNote from OneNote.com on your other devices—it's free. Create as many notebooks as you need. Use sections, pages, and tags to make things easier to find. Share some notebooks, and keep others private.

To learn more about OneNote features and menus, see Using OneNote on Surface on Surface.com.

Note syncing

OneNote saves your notes, and syncs them to OneDrive (online cloud storage). With OneNote, you can keep your notes, clippings, sketches, photos, and files organized and accessible from anywhere. For more info, see Using OneDrive on Surface on Surface.com.

If you're not connected to the Internet, OneNote saves your new and edited notes on your Surface. They'll sync automatically with your OneNote notebook the next time you're online using your Surface.

Use Surface Pen in other apps

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

You can use the Surface Pen in drawing apps, and many others—any app that supports inking. Even if your app doesn't support inking, you can use your Surface Pen to enter text using the handwriting panel in the on-screen keyboard. Here's how:

1. Swipe in from the right edge of the screen, and select **Settings**.
2. Select **Keyboard** > **Touch keyboard and handwriting panel** ⌨ > **Keyboard** 🖥 > **Handwriting** ✍.
3. Write something on the handwriting panel. Surface automatically converts your words to text.
4. Select **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.

Type Cover keyboard and touchpad

Surface 3 Type Cover (sold separately) clicks into place, giving you a standard keyboard layout, backlit keys, gestureenabled touchpad, and protective cover all in one slim package.

When you close the Cover, your Surface 3 goes to sleep. Fold the Cover back to use your Surface as a tablet. While the Cover is back, your Surface won't detect key

presses.

Keys on the top row of the Surface 3 Type Cover make it easy to do common tasks.

Key icon	What it does
◀×	Turns audio muting on or off
▶/❙❙	Plays or pauses audio or video
☼	Decreases keyboard backlighting
☼	Increases keyboard backlighting
☼	Dims the screen
☼	Brightens the screen

To lock and unlock the Fn keys:

 Press the Fn key (in the bottom row on the keyboard) to lock the Fn keys. Press Fn again to unlock them. A light on the Fn key lets you know you've locked the keys into function key mode.

For detailed info about adjusting keyboard backlighting, using the shortcut and function keys, and more, see Type Cover on Surface.com.

Touchpad

The touchpad on Surface 3 Type Cover has right-click and left-click buttons that work like a mouse. The left-click button area is larger, while the right-click button is smaller.

The touchpad supports gestures like tap, double-tap, drag, scroll, and zoom. To learn how to use all the touchpad gestures and to see them demonstrated, see Get started with your Surface 3 on Surface.com.

Left-click   Right-click

Touchpad settings

If your cursor jumps while you type or if the touchpad seems to respond too quickly to accidental touches, you can change the touchpad settings to make it work the way you like. If you prefer, you can turn the touchpad off altogether.

To change these and other settings:

- Attach the Cover, go to **Start** ▦, and select **PC settings** ✿ > **PC and devices** > **Mouse and touchpad**.

For more info, see Change touchpad settings in PC settings on Surface.com.

Storage

You have many storage options with Surface 3. In addition to the storage on the hard drive, you have external storage options like OneDrive (cloud storage), USB drives, and microSD cards.

How much space do I have?

The amount of storage space available on your hard drive depends on which size hard drive your Surface 3 has, what apps you've installed, and how much data you're storing already.

Here's how to see how much available space you have on Surface:

- [] Go to **Start** ⊞, and select **PC settings** ⚙ > **PC and devices** > **Disk space**.

At the top of the screen, you can see how much space is available. You can also see how much disk space your apps, media, and files use.

You may be able to free up space by selecting **Empty my Recycle Bin**. This permanently deletes files you put into the recycle bin earlier. For more tips on how to free up space, see Tips to free up disk space on Windows.com.

OneDrive: Your personal cloud

OneDrive is online storage that comes with your Microsoft account. When you save your documents, photos, and other files to OneDrive, they're available from any webconnected device (for example, your smartphone or any PC). OneDrive is also a great way to share files with other people.

If you use a Microsoft account to sign in to your Surface, your OneDrive folders are as easy to use as the folders on the hard drive. You can browse, open, and edit your files in OneDrive even when you're offline. See the Getting started with OneDrive tutorial on Windows.com to learn how.

Save and open files

When you sign in to Surface with a Microsoft account, files you create from Office apps are saved to OneDrive by default, so that you can access them from any of the devices you use.

Saving Office files on OneDrive also makes it easy to share and work with other people. For more info, see Keep your Office documents in OneDrive on Windows.com.

Save files from any desktop app to a OneDrive folder by navigating to it when you save.
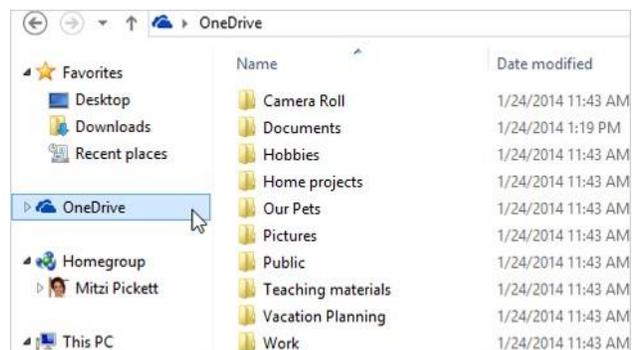
When you open or save files from a Windows Store app, you can choose **OneDrive** or **This PC** as the location. Select the down arrow to choose your location.
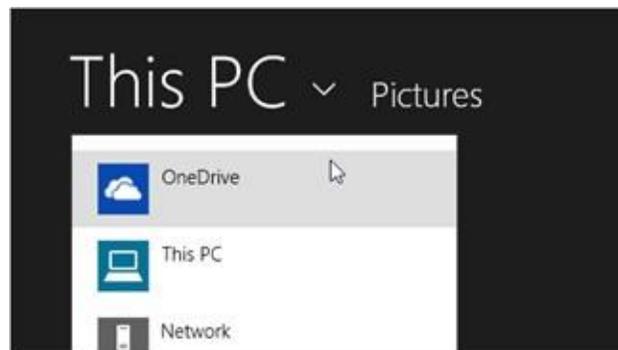
In the same way, you can open files from within an app.

Get to your files from anywhere

There are several ways to get to your OneDrive folders and files:

- Sign in to any PC with the Microsoft account you use on your Surface. Then go to **Start** ![Start] and open **OneDrive**, or navigate to the OneDrive folder in File Explorer ⧠ Go to OneDrive.com.

- Use one of the OneDrive mobile apps. See Download OneDrive for Windows on OneDrive.com for more info.

If you have files on another computer that you want to use on your Surface, you can upload them to OneDrive. Here's how:

- From the computer with the files that you want to copy to your Surface, go to OneDrive.com and upload your files. (To find out how, see Upload photos and files on Windows.com.)

The files will sync to OneDrive on your Surface the next time you go online and sign in.

You can also copy files to your Surface from a USB drive or external hard drive, or by copying them from the Internet or your local network.

Use OneDrive to share files

You can use OneDrive to share photos, Office docs, and other files 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.

1. Go to **Start** ![Start], open **OneDrive**, and select the files or folders 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. At the bottom of the screen, select **Share**, 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. Only those people will be able to access the files, and you'll be able to change permissions later if you want.

- Choose **Get a link** to 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. Anyone with the link will be able to access the files.

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

Connect accessories and devices

Connect a TV, monitor, or projector

You can connect your Surface 3 to a TV to watch movies on a big screen, to a projector to share a presentation, or to a second monitor to make multitasking in several apps even easier.

Connect to a wireless display

If you have a wireless display, here's how to connect it:

1. Go to **Start** ▦, and select **PC settings** ⚙ > **PC and devices** > **Display**.

2. At the bottom of the screen, select **Connect to a wireless display** > **Add a wireless display**.

3. Choose the wireless display in the list of devices found, and follow the on-screen instructions.

Connect with a cable and adapter

To connect your Surface 3 to another screen without wireless, you'll need a compatible cable and possibly an adapter. Look at the video ports on your TV, monitor, or projector to figure out which adapter or cable you need:

- **HDTV.** If your TV has an HDMI port, you'll need an HDMI cable and a Mini DisplayPort to HD AV adapter or an HDMI to Mini DisplayPort cable. (Both are sold separately.)

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

  If your monitor doesn't have a DisplayPort or HDMI port, use a VGA cable and the Mini DisplayPort to VGA Adapter. A VGA adapter or cable is for video only. Audio will play from your Surface speakers unless you connect external speakers.

For more info about this, see Connect Surface Pro or Surface 3 to a TV, monitor, or projector on Surface.com.

Here's how to set it up:

1. Connect an HDMI or VGA 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.

3. If you're using an adapter, plug the adapter into the Mini DisplayPort on your Surface 3.

Set up your screens

Once you connect another screen or screens, you can choose what to display on each screen. Here's how:

1. Swipe in from the right edge of the screen, and select **Devices**.

2. Select **Project**, and choose one of the following options:

- **PC screen only.** You'll see everything on your Surface screen. (If you're connecting to a wireless projector, this option changes to **Disconnect**.)

- **Duplicate.** You'll see the same things on all screens.

- **Extend.** You'll see everything spread over all screens, and you can drag and move items between them.

- **Second screen only.** You'll see everything on the connected screen or screens, and your Surface screen will be blank.

For more info, see Connect Surface Pro or Surface 3 to a TV, monitor, or projector on Surface.com.

Connect a USB accessory (printer, mouse, and more)

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

The first time you plug in a USB accessory, Windows will install any software the accessory requires.

For more info, see Connect a USB mouse, printer, and more on Surface.com.

Add a Bluetooth accessory

To pair a *Bluetooth* accessory with your Surface:

1. Turn on the *Bluetooth* device and make it discoverable. To learn how, check the info that came with your accessory or go to the manufacturer's website.

2. On your Surface, go to **Start** ⊞, and select **PC settings** ⚙ > **PC and devices** > **Bluetooth**.

3. Make sure **Bluetooth** is **On**, and wait while Windows searches for *Bluetooth* devices.

4. Follow the on-screen instructions to finish pairing your device. If your accessory requires a pairing code, it'll prompt you for it. If you don't know the code, check the info that came with your device or go to the manufacturer's website.

For more info, see Add a Bluetooth device on Surface.com.

Add an audio accessory

The stereo speakers and microphone on your Surface 3 let you listen to music and videos, make phone calls, and record audio. You can also connect your favorite USB and *Bluetooth* accessories like speakers, a mic, or a headset.

To learn how to use the audio features on your Surface 3, see Surface audio features.

Print or scan

To learn how to connect a USB printer or scanner, see Connect a USB accessory (printer, mouse, and more). For info on connecting a *Bluetooth* printer or scanner, see Add a Bluetooth accessory.

To see if your printer is installed:

1. Go to **Start** ⊞, and select **PC settings** ⚙ > **PC and devices** > **Devices**.

2. Look for your printer in the list of devices.
   - If your printer is in the list, you're ready to print something.
   - If your printer isn't listed, select **Add a device,** and select your printer to install it.

To print from a Windows Store app:

1. Open what you want to print. For example, open a webpage in Internet Explorer or an email message in Mail.

2. Swipe in from the right edge of the screen, and select **Devices**.

3. Select your printer from the list.

4. Choose your printing options, and select **Print**.

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

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

For more info on setting up and using printers and scanners, see Print and scan from Surface on Surface.com.

Surface audio features

Adjust the volume

You can adjust the volume on your Surface in a few places:

*   **Volume button.** Use the volume button on your Surface to adjust the volume up or down.
*   **Settings.** Swipe in from the right edge of the screen, select **Settings** > **Volume** 🔊, and adjust the volume up or down.
*   **Desktop taskbar.** On the desktop taskbar (lower-right corner), select **Speakers** 🔊, and adjust the volume up or down.
*   **Audio accessories.** Adjust the volume on an audio accessory—like a headset, speakers, or phone—using the volume control on the accessory, or in the software included with the accessory. For more info, check the info that came with your accessory or visit the manufacturer's website.
*   **Apps.** Some apps have a volume control within the app.

Record audio

Two apps for recording sound are pre-on Surface 3:

🎙️ Sound Recorder app for Windows installed

✏️ Sound Recorder desktop app

To open either app:

1. Go to **Start** ⊞ , select **Search** 🔍, and enter **sound recorder**.

2. In the search results, select the sound recording app you want to use.

For info about the Sound Recorder app for Windows, see Sound Recorder app for Windows: FAQ. To learn more about the Sound Recorder desktop app, see Recording audio in Sound Recorder: FAQ. Both are on Windows.com.

Set the default audio device

1. Go to **Start** ⊞, select **Search** 🔍, enter **sound**, and in the list of search results, select **Sound**.

2. Next, do either or both of the following:

   • Select the **Playback** tab, select the device you want to use for playback (for example, the built-in speakers on Surface, external speakers, or a headset), and select **Set Default**.

   • Select the **Recording** tab, select the device you want to use for recording (for example, the built-in microphone or an external microphone), and select **Set Default**.

3. Select **OK**.

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. Go to **Start** ⊞, select **Search** 🔍, enter **sound**, and in the list of search results, select **Sound**.

2. Select the **Sounds** tab, and under **Program Events**, choose an event (for example, **Calendar Reminder**).

3. Under **Sounds**, select the sound you want to play for that event. To hear the sound, select **Test**.

4. Select **Apply** to change the sound for the event.

For more info about Surface audio features, see Surface sound, volume, and audio accessories on Surface.com.

Cameras and the Camera app

Surface has two integrated cameras that you can use to take pictures, record videos, and make video calls. The built-in Camera app can help you get even more out of your cameras.

Take a photo

1. Go to **Start** ⊞, and open the **Camera app.** You can tap the screen to focus on a spot.

2. Tap the on-screen **Camera** button to take a photo.

3. To exit, press the Windows button on your Surface.

Take a panorama

1. Go to **Start** ▦, open the **Camera** app, and select **Panorama**.

2. Point the camera at your starting point for the panorama, and tap the screen to start.

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. If you want to retake the last image taken, select **Undo**. Otherwise, select the check mark when you're done.

Record a video

1. Go to **Start** ▦, and open the **Camera** app.

2. Tap the on-screen **Video** button.

3. You can tap the screen to focus on a spot while you're recording the video.

4. To exit, press the Windows button on your Surface.

Take a photo or video from the lock screen

The perfect shot might not wait for you to unlock your Surface, but you can set up Surface to let you take photos and videos from the lock screen. Here's how to set up and use this feature.

To turn the lock-screen camera feature on:

1. Go to **Start** ▦, and select **PC settings** ⚙ > **PC and devices** > **Lock screen**.

2. Scroll to the bottom of the screen, and under **Camera**, select **On**.

To take a photo or video from the lock screen:

1. If the screen is off, press the power button to turn Surface on.

2. Swipe down from the top edge of the lock screen.

3. Tap the **Camera** or **Video** button.

Adjust the focus

The rear-facing camera on Surface 3 has an autofocus lens that will detect a face in the scene and focus on it automatically. If it doesn't detect a face, it will focus on the main subject in the center of the screen.

You can change and lock the focus on a different location before taking a picture or while recording a video. Here's how:

- **Photos.** Before taking a photo, tap the screen to focus on a spot.

- **Videos.** While shooting a video, tap the screen to adjust the focus.

You can change the default setting on your Surface 3 so that tapping the screen focuses on an area and then takes a photo, or just takes a photo without focusing. For more info, see Using autofocus on Surface 3 on Surface.com.

Note The front-facing camera on Surface 3 has a fixed-focus lens. Autofocus is available only on the rear-facing camera.

For more info about your Surface cameras and the Camera app, to learn about viewing and editing photos and videos, and to find out about changing camera options, see Take photos and videos with Surface on Surface.com.

Apps on your Surface

Apps to help you stay connected, entertained, informed, and productive come pre-installed and ready to use on your Surface 3. Find more apps quickly and easily in the Windows Store, or install your favorite desktop apps.

Find and open an app

- ☐ Select a tile on the Start screen to open the app. If you don't see the app that you want, select **Search** 🔍, enter the name of the app, and select it from the list.
  Or, swipe up on the Start screen to Apps view to see a full list of your installed apps.

Switch between apps

To switch to the last app you were using:

- **With touch**, swipe in from the left edge of the screen.

- **With a mouse**, move your pointer into the upper-left corner, and then click the corner.

- **With a keyboard**, press Alt+Tab.

To switch to an app you were using recently:

With touch, swipe in from the left edge of the screen without lifting your finger, and then push back toward the left edge. You'll see the apps you've used recently. Tap the app you want.

Microsoft   Surface
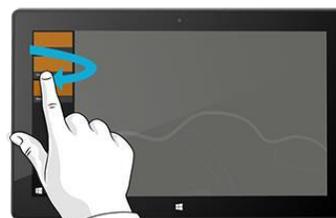
With a mouse, move the pointer into the upper-left corner and move it down the left edge. You'll see the apps you've used recently. Select the one you want.

With the keyboard, hold down the Windows logo key ▦ and press Tab. For more info, see Mouse and keyboard: What's new on Windows.com

To learn how to open apps side by side, see Use more than one app at the same time on Surface.com.

Close an app

Close a Windows Store app

Apps that you install from the Windows Store don't slow down your Surface when you're using them. If you want to close one of these apps, here's how:

- **Use touch.** Swipe in from the left edge of the screen, and push back toward the left edge. Press and hold the app you want to close, and then slide your finger all the way down the screen and hold it there until the app flips over.

- **Use a mouse or touchpad.** Move your mouse pointer to the top of the app and then select the **Close** ✕ button in the title bar.

Close a desktop app

It's still a good idea to close desktop apps when you're done using them, particularly before shutting down your Surface.

▯ Select the **Close** ✕ button in the upper right corner of the app.

Change settings for an app

- To change settings for a Windows Store app, open the app, swipe in from the right edge of the screen, and select **Settings**.

- To change settings for a desktop app, follow the instructions for that app.

Default apps

A default app is the app that Windows uses automatically when you open a particular file type, such as a song, movie, photo, or webpage. To set your default apps:

1. Go to **Start** ⊞, and select **PC settings** ⚙ > **Search and apps** > **Defaults**. You can choose a default app for the web, email, music, video, photos, calendar, or maps.

2. Select the one you want to set and choose an app.

To learn more about the apps Windows uses by default, see Choose the apps Windows uses by default on Windows.com.

Built-in apps

Internet Explorer 11

Surface comes with two versions of Internet Explorer—a touch-friendly version with oversized tabs and tiles for easy tapping, and a version for the desktop.

Browse with touch-friendly Internet Explorer

1. Go to **Start** ⊞, and open **Internet Explorer**.

2. Swipe up from the bottom of the screen to open the address bar.

3. Tiles for your favorite sites and open tabs appear above the address bar (scroll to see all the tiles).

4. Do any of the following:

    *   Enter a web address or search term in the Address bar.

    *   Select a tab, pinned, or favorite web site.
    *   Select the **New tab** ➕ button to open a new browser tab. Then, enter a URL or search term, or select one of your frequent or favorite sites.

    *   Select the three dots (...) to open an InPrivate tab or reopen a tab you closed recently.

Browse with Internet Explorer for the desktop

The desktop version of Internet Explorer is also pre-installed. To start the Internet Explorer desktop app:

1. Go to **Start** ⊞, and select **Desktop** (or press Windows logo key ⊞+**D**).

2. From the taskbar, open **Internet Explorer**.

For more info, including how to set your browser defaults, work with tabs and in multiple windows, save and pin your favorite websites, and more, see Browse the web with Internet Explorer on Surface.com.

Mail

The Mail app organizes your inbox and offers quick views of your favorite people, flagged messages, folders, newsletters, and social updates.

Here are some tips to get you started. For more info, see Set up and use Mail on Surface.com and the Mail app tutorial on Windows.com.

If you've signed in to Surface with a Microsoft account, your mail account is already set up. You can then add other accounts, from Outlook, Gmail, AOL, Yahoo!, and even your work email (Exchange ActiveSync).

After you add an email account, contacts from your email account appear in the People app and appointments appear in the Calendar app.

Here's how to add accounts:

1. Go to **Start ■**, and open the **Mail app**.

2. Swipe in from the right edge of the screen (or, with a mouse, point to the upper-right corner of the screen), and select **Settings**.

3. Select **Accounts** > **Add an account**, choose the type of account you want to add, and follow the on-screen instructions.

The Mail app has three panes:

- The left pane shows you your email folders and accounts (in the lower-left corner). Select a folder or account to switch to it.

- The middle pane shows you messages for the selected email account.

- The right pane is the reading pane. It shows you the content of the selected email message.

People

The People app is more than just an address book. The People app keeps you up to date with your social networks and helps you stay in touch.

When you connect your accounts like Facebook, Twitter, and LinkedIn, you'll get all the latest updates, tweets, and pictures, in one place. Comment on an update or retweet a tweet without switching apps. Here's how to add people from your existing contact lists and address books:

1. Sign in with your Microsoft account.

2. Go to **Start ■**, and open the **People app**.

3. Swipe in from the right edge of the screen (or, with a mouse, point to the upper-right corner of the screen), and select **Settings**.

4. Select **Accounts** > **Add an account**, select the email or social networking account you want to add, and then follow the on-screen instructions.

To learn how to add individual contacts, pin contacts to Start, use the People app to post updates, and more, see People app on Surface.com and People app help on Windows.com.

Calendar

The Calendar app brings all your calendars together in one place. Reminders and notifications help you remember what's happening, so you never miss a thing.

To add a calendar:

1. Go to **Start** ▦, and open the **Calendar app**.

2. Swipe in from the right edge of the screen (or, with a mouse, point to the upper-right corner of the screen), and select **Settings**.

3. Select **Accounts** > **Add an account**, select the type of account you want to add, and follow the on-screen instructions.

To view your calendars:

1. Go to **Start** ▦, and open the **Calendar app.**

2. Swipe up from the bottom of the screen or down from the top of the screen.

3. Choose from the options at the top and bottom of the screen.

For more info, see Calendar app help and How to manage notifications for Mail, Calendar, and People on Windows.com.

Skype

Skype helps you stay connected to your friends and family. Instant message, call, or video call your Skype contacts and snap Skype to one side and chat while you're using a second app.

You can use Skype to contact landline and mobile phones with Skype credits or a subscription. Here's how to get started with Skype.

Sign in to Skype

1. Go to **Start** ▦, and open the **Skype app**.

2. Swipe in from the right edge of the screen (or, with a mouse, point to the upper-right corner of the screen), and select **Settings**.

3. Select **Accounts** > **Add an account**, select the email or social networking account you want to add, and then follow the on-screen instructions.

Add contacts

1. In Skype, swipe up from the bottom of the screen, select **Add contact**, and search for people by name, Skype name, or email address. If you can't find the person, select **Search directory**.

2. Select the person you want to add, select **Add to contacts**, and follow the on-screen instructions.

Start a call or chat

- Open Skype and select a contact name. Then do one of the following:
- Select **Call** 🕐 to make a voice call.
- Select **Video** 🎦 to make a video call.
- Enter a message in the chat window. To add more people or share files and photos during the chat, select **Add** ⊕ and choose an option.

For more info, see Skype on Surface on Surface.com.

Photos

Use the Photos app to view, edit, and organize the photos you have saved in your Pictures library or on OneDrive.

Crop, enhance, and add effects to your images, choose a photo to be your lock screen background, or display one or more images on your Photos tile. Photos app on Windows.com tells you how to do all this and more.
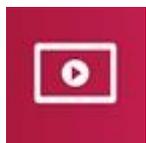
Video

Xbox video brings you the latest movies and TV shows as well as featured hits. Get recommendations based on what you've watched, and find something new to watch.

Check out Watch TV shows, movies, and videos on Surface.com for info on playing videos from your video library, finding new videos to buy or rent, and more.
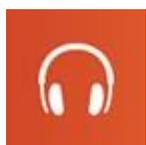
Music

Xbox Music lets you access your music collection, stream music, or buy music from the Xbox store. Here are some tips to get you started.

Xbox Music can play any music in your music library. The library can include files in any folder on your Surface, or even an external hard drive or removable media such as a USB drive or microSD card, but it's best to copy the music to your Surface.

Here's how to add music to the library:

1. Go to **Start** ⊞, select **Search** 🔍, enter **file explorer**, and from the search results, select **File Explorer**.

2. Browse to the folder of music files that you want to add, and then press and hold (or rightclick) it.

3. Select **Include in library** > **Music**.

Xbox Music options include opening a collection or radio station, browsing for new music, opening playlists in your music library, and creating playlists.

See Play music on Surface on Surface.com for more details.

Surface

Get the most out of your Surface. The Surface app provides you with customization options and the opportunity to learn more about your Surface. Give feedback on your experience so we can keep making it better. For more info, see Install and use the Surface app.

Microsoft Office

Office 365* is a subscription service that lets you install fullfeatured Office apps on multiple computers and devices. It gives you the most up-to-date versions of Office products, including updates, for as long as you subscribe.

Depending on your country or region, your Surface 3 may include Office 365.

For more info, including info about how to activate an Office 365 subscription, see Install and use Microsoft Office on Surface Pro or Surface 3 on Surface.com.

*Office 365 isn't available in all countries or regions. Office comes pre-installed on Surface 3 in some countries and regions.

More installed apps

Lots more apps are available on your Surface 3. Here are a few:

News Finance

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

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

Alarms Reading List

Manage and keep track of time Keep track of content that you

by using alarms, timers, or a stopwatch. For more info, see Alarms app on Windows.com.

want to read later. For more info, see Reading List app on Windows.com.

Maps

Weather

See your current location, zoom See the latest conditions and

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

forecasts. Get weather reports from multiple providers. For more info, see Weather app on Windows.com.

Sports Flipboard

Keep up with all the sports and Flipboard is your personal

teams you care about with Live Tile updates on your favorite teams.

magazine. It collects in a single place the news, stories, articles, videos, and

Food & Drink

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

photos you care about.

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.

Install more apps

You can also install apps on Surface 3 from the Windows Store, websites, CDs, or DVDs.

Get apps from the Windows Store

To find apps to install from the Windows Store, connect to the Internet and sign in using your Microsoft account. Your Microsoft account keeps track of the apps you install, your preferences, and your payment methods. Here's how to find and install apps from the Windows Store:

1. Go to **Start** ▦, and open the **Windows Store**.

2. Look for apps. You can:

    *   **Browse featured apps and lists.** Drag your finger across the screen to browse apps.

    *   **Use the top menu to explore apps.** For example, you can select **Categories** and then choose the category you want. Or, select **Top charts** to find popular apps.

    *   **Search for apps.** If you know the name of an app you want, or if you're looking for apps by a specific publisher, enter that info in the search box.

3. Select an app to learn about it and read reviews. If you like it, select the option shown:

    *   **Install** is what you'll see if the app is free or you've already bought it.

    *   **Try** means a free trial version of the app is available.

    *   **Buy** means that the app isn't free, and the price is shown.

Add or edit your payment method

Apps that you buy are charged to the payment method, such as a credit card, associated with your Microsoft account. Here's how to add or edit your payment method:

1. Go to **Start** ▦, and open the **Windows Store**.

2. Select **Account** > **My account**.

3. Choose **Add payment method** or **Edit payment method**, edit any necessary info, and select **Submit**.

Install apps that you installed on other PCs

1. Go to Start ▦, and open the **Windows Store**.

2. Select **Account** > **My account** > **My apps**.

3. Under **Apps not installed on this PC**, swipe down on (or right-click) the apps you want to install on your Surface.

4. Select **Install** to install the selected apps.

Buy apps for kids

If your children use their own account to sign in to Surface, they probably don't have a payment method attached to their account to buy apps. You can buy apps for your children, or install apps that you already own for them. For more info, see How to buy apps for kids on Windows.com.

Install desktop apps

You can install programs from the Internet, a CD, or a network.

To install apps from the Internet:

1. Make sure the publisher or website that's offering the app is one you trust.

2. In your web browser, select the link to the app.

   • To install the app now, select **Open** or **Run** and follow the on-screen instructions.

   • To install it later, select **Save** or **Save as** to download it. When you're ready to install it, select the file and follow the on-screen instructions.

To install an app from a CD or DVD:

1. Connect an external optical disc drive to the USB port on your Surface Pro.

2. Insert the disc in the drive. Usually the app starts to install automatically.

If the app doesn't start installing from a CD or DVD automatically:

1. Go to **Start** ▦, select **Search** 🔍, enter **computer**, and from the list of search results, select **Computer**.

2. Open the CD or DVD folder, then open the program setup file, usually called Setup.exe or Install.exe.

For more info, see Install and uninstall apps on Surface Pro or Surface 3 on Surface.com.

Customization and settings

Depending on the settings you want to make, you'll use one of these options:

• **PC settings.** Go to **Start** ▦, select **PC settings** ⚙, and choose a setting type.

- **Control Panel.** Go to **Start** ■■, select **PC settings** ✿ > **Control Panel,** and choose a setting type.

- **Settings.** Swipe in from the right side of the screen, and select **Settings > Change PC settings,** and choose a setting type.

- **Search.** Go to **Start** ■■, select **Search** 🔍, enter the name of the setting, and choose it from the list of search results.

- **Surface app.** Open this app to adjust settings for the Surface Pen (sold separately), to disable the Windows button on your Surface, and more.

For more info, see Customize Surface and app settings on Surface.com.

Personalize your lock screen

Your lock screen can include a picture or slide show and app notifications such as your next calendar appointment. To change your lock screen:

  □   Go to **Start** ■■, select **PC settings** ✿ > **Lock screen** (in the right pane under **Personalize**.)

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

Personalize your Start screen

You can change the color and background on your Start screen to suit your mood, and you can add, remove, resize, and rearrange tiles to suit the way you work.

Change color and background

From the Start screen, swipe in from the right edge of the screen, select **Settings** > **Personalization**.

Rearrange tiles

Press and hold (or right-click) any tile to open app commands (a menu of options at the bottom of the Start screen). With the commands in the menu, you can:

• Select one or more tiles and apply an action like **Resize** or **Unpin from start** to all of them.

  Drag tiles to new positions.

• Swipe up to see all your apps in Apps view. Press and hold (or-right click) a tile to open app commands, and choose an action like **Pin to Start**.

Adjust your touchscreen settings

To calibrate your taps and flicks, to choose left- or right-handedness, and adjust other touchscreen settings:

  • Go to **Start** ![icon], select **Search** ![icon], enter **tablet pc settings**, and from the list of search results, select **Tablet PC Settings**.

To adjust screen brightness:

  • Swipe in from the right edge of the screen and select **Settings** > **Screen**, and move the slider. Or, you can use the screen brightness keys on your Surface 3 Type Cover.

To learn more about using the touchscreen and adjusting its settings, see The Surface touchscreen on Surface.com.

Sync your settings

When you use your Microsoft account to sign in to Surface and other PCs you use, many of the settings, preferences, and apps associated with your account appear everywhere you go. This includes things like your themes, language preferences, browser favorites and history, content for Microsoft apps and services, friends' contact info, and more.

Choose which settings sync across PCs

  1. Go to **Start** ![icon], and select **PC settings** ![icon] > **OneDrive** > **Sync settings**.

  2. Turn on **Sync your settings on this PC**.

  3. Turn on any personalization, app, or other settings that you want to sync.

Add a language

You can set up Surface to use more than one language, and switch between languages.

Here's how:

1. Go to **Start** ⊞, and select **PC settings** ⚙ > **Time and language** > **Region and language** > **Add a language**.

2. Select a language from the list to add it to your Languages list.

3. To make the new language your primary language, under **Languages** select the language you want to make your primary language, and select **Set as primary**. You can do this now or later.

After you set up additional languages, you can switch between them in desktop mode by selecting the keyboard icon in the taskbar.

Desktop settings

Choose where you go when you sign in

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

Change the desktop background, colors, and sound

1. From the desktop, swipe in from the right edge of the screen, and select **Settings** > **Personalization**.

2. Choose a desktop theme. You can also change the desktop background, colors, and sounds separately.

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

Mobile networking on Surface 3 (4G LTE)

Set up your mobile broadband connection

If you have a Surface 3 (4G LTE), it may already have been set up to work with your mobile broadband provider. Or, you may have set your mobile broadband connection while you were setting up your Surface, as described in Set up your Surface 2 (4G) or Surface 3 (4G LTE) on Surface.com. If you need to set up a mobile broadband connection now, here's how:

1. Swipe in from the right edge of the screen, select **Settings** > **wireless network** ᴍ.

2. Make sure **Mobile broadband** is **On,** and select the name of your mobile operator.

3. If you want to use the network whenever it's in range, choose **Connect automatically**. Windows will switch automatically between Wi-Fi and mobile broadband as needed. You might incur extra charges if you allow roaming.

4. Select **Connect**.

Use an app from your mobile operator

Your mobile operator may have an app that you can use to manage your mobile broadband connection and data use. If your Surface was already set up with your mobile operator, an app may already be installed. Or, you can look for an app on the provider's website or in Windows Store.

Protect your mobile connection with a PIN

Your mobile operator sets a default PIN (personal identification number) for your SIM card. The first time you insert the SIM card, you'll be prompted for this PIN, and you'll need it if you reset your Surface. You can change the PIN to a number of your choice or make it so you don't need to enter a PIN at all. If you have an app from your mobile operator, it may have a way for you to change the PIN. Or, you can change it in PC Settings. Here's how:

1. Swipe in from the right edge of the screen, and select **Settings** > **Change PC settings** > **Network**.

2. Under **Mobile broadband**, select your mobile operator.

3. Under **Security**, select **Use a PIN**, and enter your current PIN. After you select **OK**, you can change or remove the PIN.

For more info, see Find, change, or set your SIM card PIN on Surface.com.

Manage mobile broadband data usage

Managing your data usage can help you stay within your total allotted data for the month. Here are some tips to get you started. For more info, see Manage your mobile broadband data usage on Surface.com.

Settings that help you minimize mobile broadband use

• Swipe in from the right edge of the screen, choose **Settings** > **Change PC settings**, and make the following changes:

• Select **Network** > **Connections,** select your mobile broadband connection, and under **Data usage** turn **Set as a metered connection** to **On**.

- Select **OneDrive** > **Metered connections**, and under **Sync settings** turn off both sliders.

- Select **PC and devices** > **Devices,** and turn off **Download over metered connections**.

- From the Start screen, swipe in from the right edge of the screen, choose **Settings** > **Tiles**, and under **Data used for tile updates** select a data limit.

Habits to minimize mobile broadband use

Connect to a Wi-Fi network whenever one is available. If you're connected to both Wi-Fi and mobile broadband, Surface will use the Wi-Fi connection. For steps and tips for connecting to WiFi, see Connect Surface to a wireless network on Surface.com.

When you're using your mobile broadband connection, limit data-intensive activities like streaming music or video, making video calls, or playing online games. Real-time GPS mapping also uses data.

Remember that if you share your mobile broadband connection by hosting a mobile hotspot from your Surface, all the data that goes through the hotspot counts against your data plan.

Keep an eye on your data usage

Keeping track of how much data you use can help you avoid extra charges and select the right data plan for your needs. Here's how to set your Surface to show estimated data usage in your Networks list:

1. Swipe in from the right edge of the screen, choose **Settings** > **Change PC settings** > **Network**, and select your mobile broadband connection.

2. Turn on **Show my estimated data use in the Networks** list.

Now you can view an estimate of your data usage any time. Just swipe in from the right edge of the screen, choose **Settings** > **Network**. Your estimated data usage appears under the name of your mobile broadband network.

Accessibility

Ease of Access features let you use your Surface the way you want.

To set ease of access features:

1. Go to **Start** ⊞, and select **PC settings** ⚙ > **Ease of Access**.

2. Choose among the settings you can change from the panel on the left:

   - **Narrator** reads the text on your screen aloud. For more info, see Hear text read aloud with Narrator on Windows.com.

- **Magnifier** enlarges your screen or parts of it to make words and images easier to see. For more info, see Use Magnifier to see items on the screen on Windows.com.

- **High contrast** lets you use a high contrast theme that makes items easier to read. To use a high contrast theme, choose a high contrast theme from the drop-down box, adjust the colors if you want to, and select **Apply**.

- **Keyboard.** You can choose whether to control your Surface by using an on-screen keyboard. This is also where you set sticky keys, filter out repeated keystrokes, and set your Surface to play a tone when you toggle Caps Lock, Num Lock, or Scroll Lock. For more info, see Use the On-Screen Keyboard (OSK) to type on Windows.com.

- **Mouse.** You can change the size and color of the mouse pointer and use the numeric keypad to control the mouse. For more info, see Mouse and keyboard: What's new in Windows on Windows.com.

- **Other options.** These options make Surface easier to use:

- Play animations in Windows.

- Show Windows background, or a black screen.

- Choose how long notifications are visible.

- Adjust cursor thickness.

- Show a gray animation wherever you touch the screen.

- See a larger, darker animation wherever you touch the screen.

Ease of Access on the sign-in screen

On the sign-in screen, select the **Ease of Access** ⟳ icon win the lower-left corner to choose ease of access settings you want available every time your Surface starts.

Care and cleaning

Protect your 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. For more info, see Security checklist for Windows and 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.

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 it 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 or use a sleeve when you're in transit or not using your Surface.

- **Keep it out of the sun.** Don't leave your Surface in direct sunlight for a long time. Ultraviolet light and excessive heat can damage the touchscreen.

Cover care

The Type Cover requires minimal care to function well. Clean the keyboard frequently by wiping it with a lint-free cloth dampened in mild soap and water, but don't apply liquids directly to the Cover.

If the spine or magnetic connections of your Cover get dirty or stained, apply a small amount of isopropyl alcohol (rubbing alcohol) to a soft, lint-free cloth to clean.

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 any time.** The battery doesn't need to be empty or low before you recharge it. You can recharge the battery whenever you like. However, it's best to let the battery run to below 10 percent at least once per month before you recharge it.

Registration, repair, and warranty

Register your Surface 3 and Surface 3 Type Cover

If you haven't already registered your Surface products, do so at microsoft.com/surface/support/register. You'll need your Microsoft account (the email address and password that you use to sign in to your Surface and to download apps from the Windows Store), and the serial number of your Surface 3 or Surface 3 Type Cover.

For more info, see Find the serial number on Surface or Find the serial number on your Surface Cover on Surface.com.

Repair

Before you send your Surface product in for service, you can check out the Surface troubleshooting articles on Surface.com. If you can't solve the problem with troubleshooting, contact us through Surface.com.

If you continue to have a problem with your Surface, you can open a service request and send your product in for service.

Before you send your Surface in for service, see How to prepare your Surface for service, and then go to Send my Surface in for service on Surface.com, sign in with your Microsoft account, and follow the on-screen instructions.

Warranty

For warranty info, see Surface warranty and Surface warranty documents on Surface.com.

Safety and regulatory information

See Safety and regulatory information on Surface.com.

More help

You'll find lots more how-to info and help online at www.surface.com/support.