Microsoft

Surface

Surface Book

User Guide

With Windows 10

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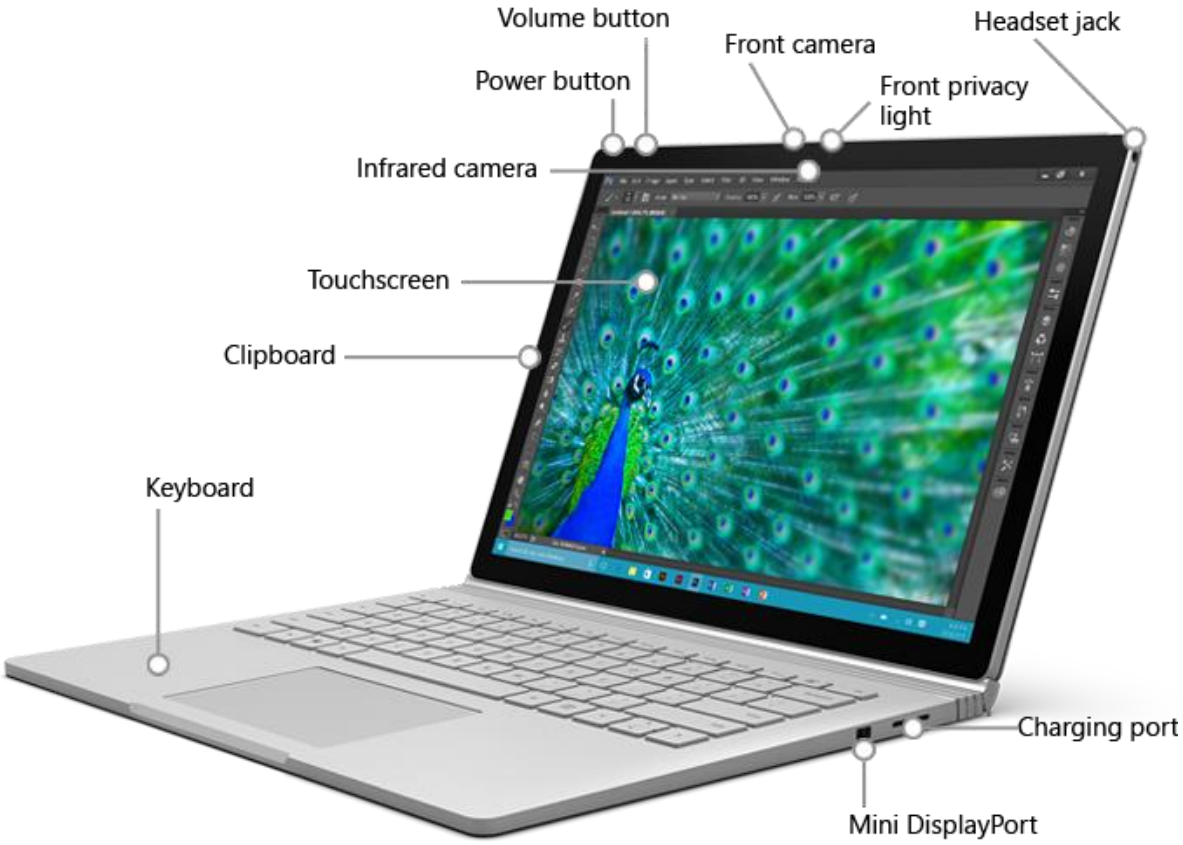
Meet Surface Book

Get to know Surface Book, the ultra-thin, high-performance laptop with exceptional power and versatility. Use this guide to get started with your Surface Book. For more details and how-to info, go online to Surface.com.

Surface Book features



Power button	Press the power button to turn your Surface Book on. You can also use the power button to put your Surface Book to sleep and wake it when you're ready to start working again.
Clipboard	Detach the thin, light Clipboard from the keyboard for mobile computing and easy presentation in tablet mode. Use the 13.5" full HD display, with its 3:2 aspect ratio and 3000 x 2000 resolution display, to watch HD movies, browse the web, and use your favorite apps.

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	The 10-point multi-touch touchscreen lets you use your fingers to select, zoom, and move things around.
Keyboard	Mechanical friction attaches the Clipboard to the keyboard. The keyboard features a standard layout and backlit keys, with special shortcut and function keys to help you do common tasks more quickly.
Surface Pen	Write naturally with the included Surface Pen. Quickly jot down notes or capture screenshots in OneNote, even while your Surface is locked.
Wi-Fi and Bluetooth	Surface Book 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 mice, printers, and headsets.
Cameras	Surface Book features an 8-megapixel rear camera with autofocus and a 5-megapixel, fixed-focus front camera. Both cameras are high resolution and record video in 1080p, with a 16:9 aspect ratio (widescreen). Surface Book is also Windows Hello compatible with an infrared (IR) face-detection camera built in.
Microphones	Two noise-canceling microphones ensure accurate audio recording and enhanced call quality.
Stereo speakers	Two front-facing stereo speakers with Dolby® enhanced sound provide an immersive playback experience for all your music, podcasts, and audio books.

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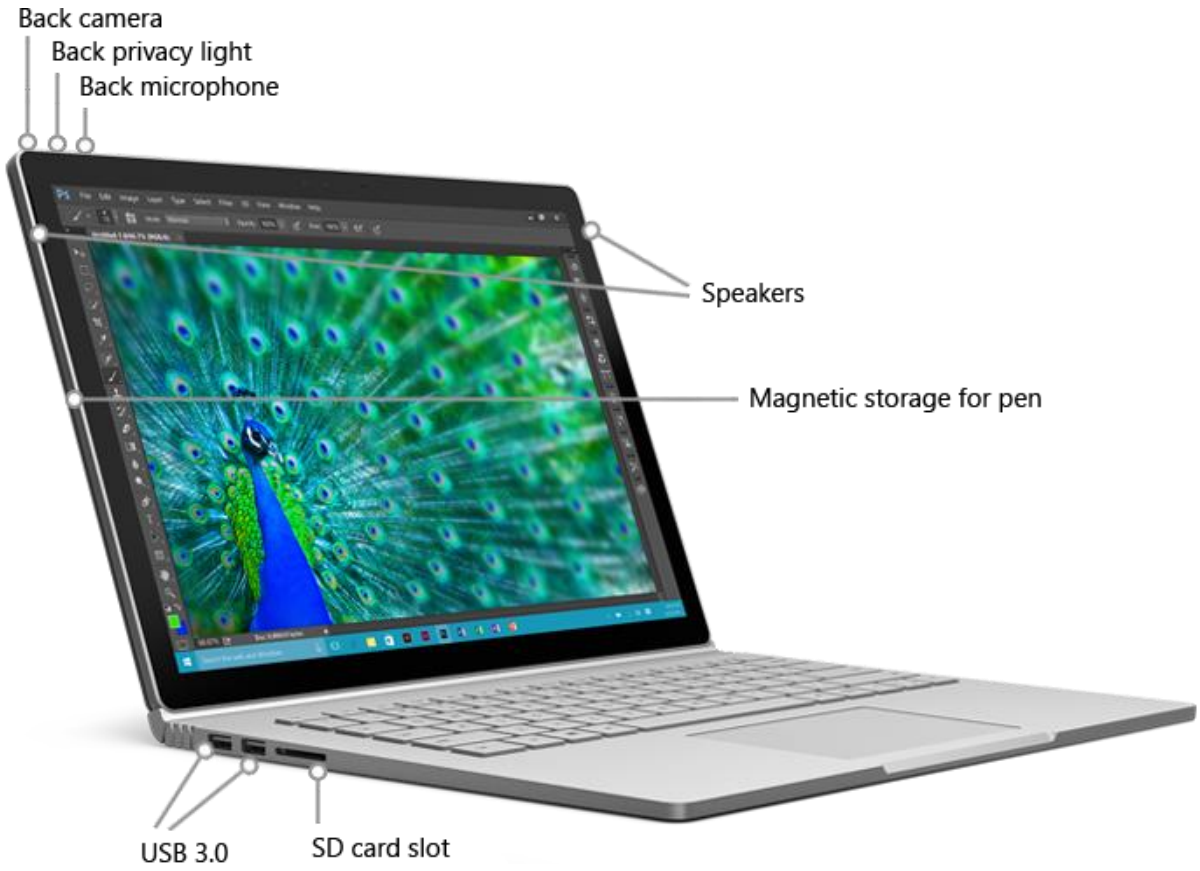

Ports and connectors

Surface Book has the ports you expect from a full-feature laptop.

Two full-size USB 3.0 ports
Connect a USB accessory like a mouse, printer, Ethernet adapter, USB drive, or smartphone.

SD card slot
Use the full-size SD card slot with an SD card (sold separately) for extra storage and transferring files.

Mini DisplayPort version 1.2a
Share what's on your Surface screen by connecting it to an HDTV, monitor, or projector. (Video adapters are sold separately.)

3.5 mm headset jack
Plug in your favorite headset for a little more privacy when listening to music or conference calls.

Software

Windows 10 operating system
Windows 10 provides a variety of options for entertainment and productivity whether you're at school, at home, or on the go.

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	Apps Surface Book comes with great built-in apps, and you can find more apps in the Windows Store. You can also use your favorite desktop apps on Surface Book.
Processor	The 6th Gen Intel® Core™ i5 or i7 processor provides the speed and power you need for smooth, fast performance.
Memory and storage	Choose from various configurations up to 16 GB of RAM with 512 GB storage.
Sensors	Six sensors—magnetometer, ambient light sensor, accelerometer, gyroscope, Hall effect, and Wi-Fi SAR—let apps do things like track motion and determine location.

Set up your Surface Book

Before you start, make sure a wireless network is available and you have the network password.

If you have a Microsoft account, use it to set up your Surface Book. A Microsoft account is an email address and password you use to sign in to other Microsoft services like Xbox, Outlook.com, OneDrive, Skype, or Windows Phone. If you don't already have a Microsoft account, you can create one during setup.

Charge your Surface Book

1. Connect the two parts of the power cord.
2. Connect the power cord securely to the charging port on your Surface Book. A light appears at the end of the connector when your Surface is getting power.

3. Plug the power supply into an electrical outlet.

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Set up Windows

Press the power button to turn on your Surface Book.

Windows starts and guides you through the setup process. During setup you'll connect to a wireless network and choose a language, color scheme, and name for your Surface.

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

Choose a mode to work in

You can configure your Surface Book to suit whatever you're doing at the moment. With the Clipboard attached to the full-size backlit keyboard, Surface Book is a high-performance laptop.

The keyboard attaches to the Clipboard with a friction mechanism. You can detach the keyboard and reattach it in the position you want.

To detach the keyboard:

1. Press and hold the Detach key, or select **Detach** in the taskbar, until the LED on the key glows red, then green.
2. When the light turns green, pull the Clipboard away from the keyboard.

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With the Clipboard detached from the keyboard, Surface Book becomes a thin, light tablet that works perfectly with OneNote and Surface Pen. It even has its own battery, giving you several hours of use with the keyboard detached.

To reattach the keyboard, align the keyboard and Clipboard and bring them together until they click into place.

Turn the Clipboard around and reattach it to use Surface Book like a creative canvas. By reconnecting it to the keyboard, you have access to the USB ports and the DisplayPort and you have more battery time.

Show your screen to other people in the room by attaching the Clipboard to the keyboard so you're looking at the back of the Clipboard as you type.

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Note: Surface Book uses battery power to release the Clipboard. If the battery is too low, the green light won't come on and you won't be able to detach the keyboard from the Clipboard. Charge your Surface Book until you have enough power to disable the friction mechanism.

The basics

Here are a few basic things to know about your Surface Book.

Power and charging

Surface Book has two batteries—one in the keyboard and one in the Clipboard. It takes two to four hours to charge Surface Book fully from an empty state. It can take longer if you're using your Surface Book for power-intensive activities like gaming or video streaming while you're charging it.

You can use the USB port on your power supply to charge other devices, like a phone, while your Surface Book charges. Note that the USB port on the power supply is only for charging, not for data transfer. If you want to use a USB device, plug it into the USB port on your Surface Book.

Check the battery level

You can check the battery level from the lock screen or on the desktop.

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Lock screen

When you wake your Surface Book, the battery status appears in the lower-right corner of the lock screen.

Desktop taskbar

On the desktop, select the battery status icon on the right side of the taskbar. The battery status pane shows the charging level for both batteries.

When your Surface Book is fully charged, it should last up to 10 hours for web browsing.

Making your battery last

To learn ways to conserve power and make your battery last longer, see Surface battery and power on Surface.com.

Power states: On, off, sleep, and restart

Here's how to turn your Surface Book on, shut it down, restart and wake it, and put it into a power-saving state.

On or wake

Press and release the power button on Surface Book. Or, press the top button on your Surface Pen to wake up your Surface Book.

If nothing happens, connect the power supply and press the power button again.

If your Surface still doesn't turn on, see Surface won't turn on, Windows won't start, or the battery won't charge on Surface.com.

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Off or shut down	Go to Start, and select **Power** > **Shut down**.
InstantGo	Do any of the following: • Press and release the power button on the top edge of your Surface. • Don't use your Surface for a few minutes. • Go to Start, and select **Power** > **Sleep**. • Close the keyboard.
Restart	Go to Start, and select **Power** > **Restart**.

For more info, see Surface power states on Surface.com.

Touch, keyboard, pen, and mouse

With Surface Book, you can switch easily between using the touchscreen, the keyboard, a mouse, or a pen.

Touchscreen

You can use your fingers on the touchscreen just as you would on a smartphone. For example, drag your finger across the screen to scroll. For info about ways you can interact with the touchscreen, see **Using touch with Surface Book** in Get started with Surface Book on Surface.com.

There's also a built-in on-screen keyboard you can use. For more info, see How to use the Surface touch keyboard on Surface.com.

Keyboard

The Surface Book keyboard has a standard layout and includes backlit keys. Special shortcut keys and function keys help you do common tasks quickly. Keys on the top row double as function keys—hold down the Fn key while you press a top-row key. The Fn key also works in combination with other keys to do certain things.

Here are some of the basic shortcut keys and the special Fn key combinations on the Surface Book keyboard.

Key icon	What it does
	Decreases keyboard backlighting

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	Increases keyboard backlighting
	Plays or pauses audio or video
	Turns audio muting on or off
	Turns the volume down
	Turns the volume up
	Lets you separate the keyboard from the Clipboard
	Opens Start
	Opens a contextual menu (right-click menu)
PrtScn	Takes a screen shot
Home	Depends on the app you're using. For example, in Word, it goes to the beginning of a line.
End	Depends on the app you're using. For example, in Word, it goes to the end of a line.
Ins	Toggles between insert and overtype mode
PgUp	Goes up a page
PgDn	Goes down a page
Fn+Del	Increases screen brightness
Fn+Backspace	Decreases screen brightness
Fn+Spacebar	Places a screenshot of the entire screen or screens onto your Windows clipboard

See **Using the Surface Book touchpad and keyboard** in Get started with Surface Book on Surface.com for more info.

Touchpad or mouse

You can use the keyboard touchpad on Surface Book or connect a USB or Bluetooth mouse. For more info about ways you can interact with the keyboard and touchpad, see **Using the Surface Book touchpad and keyboard** in Get started with Surface Book on Surface.com.

Also see these pages on Surface.com:

- Touchpad use and settings
- Connect a USB mouse, printer, and more
- Add a Bluetooth device

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Surface Pen (Surface Pro 4 version)

Use the Surface Pen included with your Surface Book to open OneNote and Cortana, take screenshots, mark up presentations, sign documents, and enjoy art apps.

Click the top of the 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 the screen back to sleep.

While you're signed in on your Surface, click the top of the pen to open your most recent notes. While you're using OneNote, click the top of the pen to open a new Quick Note.

Your notes are saved automatically in OneNote and synced to your OneDrive (online cloud storage) so you can keep your notes, clippings, sketches, photos, and files organized and accessible from anywhere.

See Surface Pen later in this guide for more info about using the Surface Pen with your Surface Book.

Accounts and signing in

The account you use to sign in on your Surface Book stores your settings, preferences, and more. For the best experience, use a Microsoft account (an email address and password) to sign in. A Microsoft account gives you seamless access to your Windows apps and social media and backs up your files and photos in the cloud.

You can create additional accounts for family and friends on your Surface Book. That way each person using it can set it up just the way he or she likes. For more info, see All about accounts on Surface.com.

First account on your Surface

When you set up your Surface, an account is created for you based on information you supply. The first account is set up as an administrator account. From this account, you can create, modify, or remove other accounts on your Surface.

Sign in to your Surface

1. Turn on or wake Surface by pressing the power button.
2. Swipe up on the screen or tap a key on the keyboard.

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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.

Use Windows Hello

Since Surface Book includes an infrared (IR) camera, you can set it up to recognize your face and sign you in automatically.

To set up Windows Hello, go to Start , and select **Settings** > **Accounts** > **Sign-in options**. Under **Windows Hello**, you'll see available sign-in options.

For more info, see What is Windows Hello? on Windows.com.

Change your password, picture, and other account settings

You can change your password, add or change the picture for your account, and connect to or disconnect from a Microsoft account. Here's how:

1. Go to Start , select your profile picture, and select **Change account settings**.
2. Change your account settings by selecting one of the options on the left:
   - **Your account:** You can you can add or create an account picture, connect or disconnect from a Microsoft account, and access other account settings online.
   - **Sign-in options:** You can change your password, create a picture password or PIN, and choose whether a password is required when waking your Surface from sleep. To make these changes, you'll need your account password. If you don't have a password, you can create one here.
   - **Work or school:** If you have an account on a network that you sign in to for work or school, you can connect your Surface to that network. Ask your network administrator or IT department for the info you'll need to join that network.
   - **Sync your settings:** Your Microsoft account makes it easy to have the same theme, apps, and browser settings on all your devices. If you'd rather that some of these settings be unique to your Surface, you can turn off sync here.

Add an account to your Surface

1. Sign in with an administrator account.
2. Go to Start , select your profile picture, and select **Change account settings**.
3. Select **Family & other users** > **Add someone else to this PC**.

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4. Follow the on-screen instructions to set up the account.

You can change account levels after you set up an account. To learn how, see Change another user's account type on Surface.com.

Create a child account on your Surface

1. Sign in with an administrator account.
2. Go to Start , select your profile picture, and select **Change account settings**.
3. Select **Family & other users**.
4. Under **Your family**, select **Add a family member** > **Add a child** and choose one of the following:
   - To use the child's existing Microsoft account email address, enter the child's email address and select **Next**.
   - To create a Microsoft account for the child, select **The person I want to invite doesn't have an email address**. Follow the on-screen instructions to either associate the new Microsoft account with an email account that the child currently uses or set up a new account.

You can limit your child's computer time or limit the apps, websites, and games your child can access. See Set up your family on Windows.com to learn how to turn on Family Safety features that are built into Windows.

For more info on adding, removing, and managing your accounts or your kids' accounts, see All about accounts on Surface.com.

Get to know Windows 10

New to Windows 10? Get acquainted with new features like task view and custom desktops, the improved Start menu, and more. See Get Started with Windows 10 on Windows.com for more info.

Go to Start

Select Start in the taskbar or press the Start key on your keyboard to open the Start menu.

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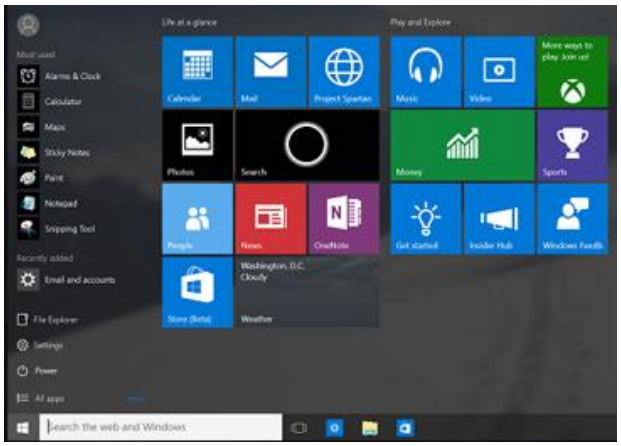

- In the lower-left corner, you'll find quick links to **File Explorer**, **Settings**, **Power** (shut down, sleep, and restart), and **All apps**.
- The apps you've used most often appear at the upper left.
- Your name and profile picture appear at the top left. Select them to change your account settings, lock the screen, or sign out.

Tiles on Start act as quick links to apps. You can rearrange, resize, add, and remove tiles whenever you want. For more info, see Love it? Pin it on Windows.com.

Action center

Swipe in from the right edge of the screen or select **Action center** in the taskbar to open the Action center.

Here, you can adjust common settings like Wi-Fi connections or screen brightness, open OneNote, create a wireless connection to another screen, and more. If there are notifications waiting for you, they appear at the top of the Action center.

For more info, see Take action instantly on Windows.com.

Search

Search is always ready for you. Select the search box in the taskbar. Learn more at Search for anything, anywhere on Windows.com.

Or, go to Start, and select **Cortana**. For more info, including tips on personalizing Cortana, see What is Cortana? on Windows.com.

Task view and virtual desktops

Swipe in from the left edge of the screen or select **Task view** in the taskbar to see all your open apps. Select an app to focus on or close an app by clicking the X in the upper-right corner of the app.

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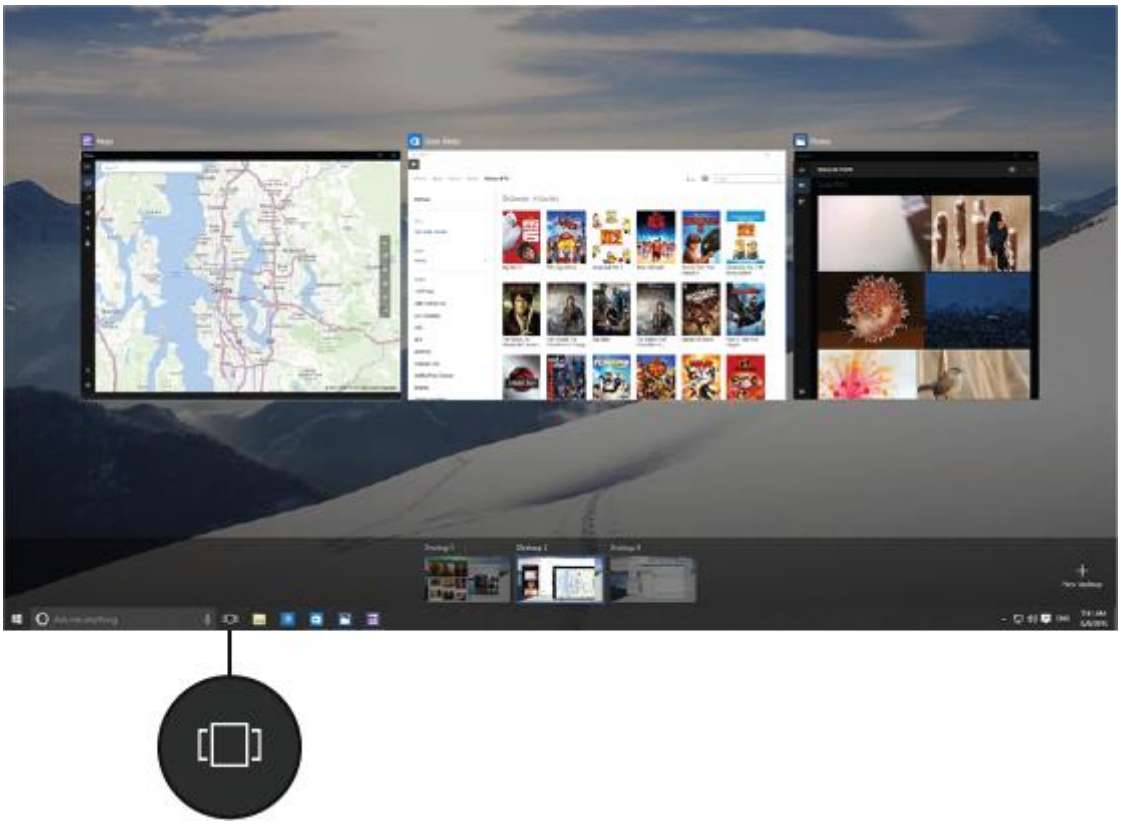
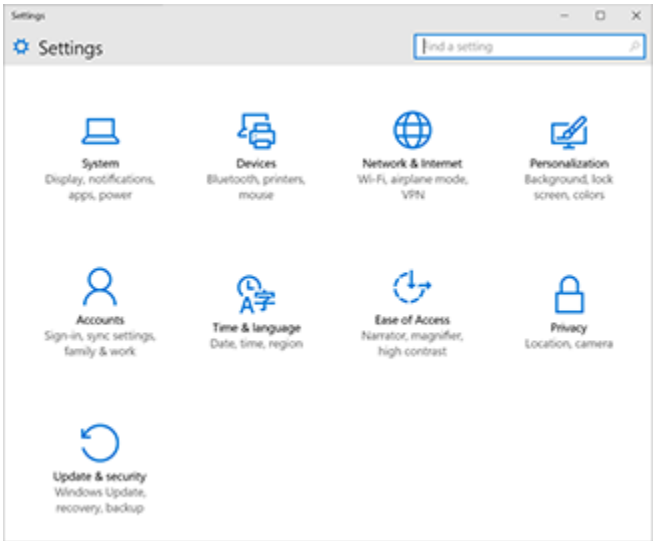


While you're in Task view, you can create a new virtual desktop by selecting **New desktop** in the lower-right corner. Each virtual desktop can have its own set of open apps. To switch between desktops, open Task view and select a desktop.

For more info, see Group apps into desktops on Windows.com.

Settings in Windows 10

Go to Start, and select **Settings** for access to all your settings.



For info on personalizing your Windows 10 experience, see Personalization and settings in this guide.

Keep your Surface Book up to date

Keep your Surface Book performing its best by getting the latest performance and security updates.

Microsoft releases 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.

When updates become available, they're installed automatically on your Surface over Wi-Fi. Windows notifies you if you need to restart your Surface to finish installing an update.

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

Browse the Internet

Microsoft Edge works with Cortana to help you get the most from the Internet, and you can use your Surface Pen or touch to create Web Notes that you can save or share.

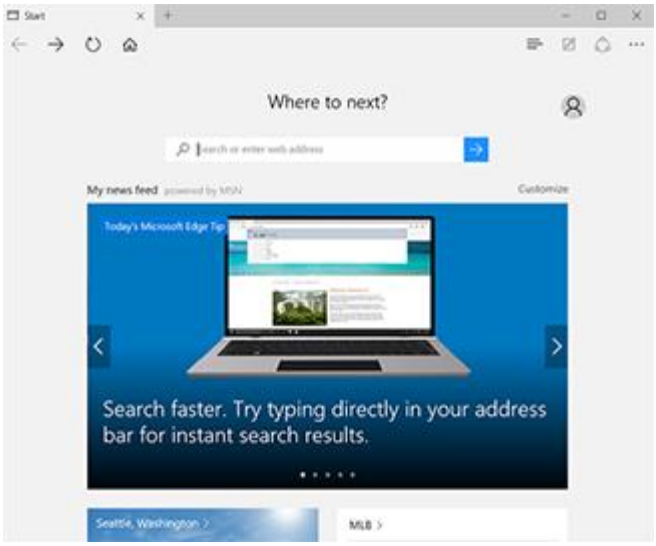
To open Microsoft Edge, select it from Start or the taskbar. Or, go to Start, and select **All apps** > **Microsoft Edge**.

The first time you start Microsoft Edge, you'll see the default start page with the address bar in the center.

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

Use the arrows in the upper-left corner to return to sites you've visited during a browsing session or select the address bar to see sites you visit often.

Select Share to share webpages with friends.



Browsing tips

- Select **Add to favorites and reading list** to add a page to your reading list or a favorites folder.
- Select **Hub** to view items in your **Favorites**, **Reading list**, **History**, or **Downloads**.
- Select **Reading view** to clear away everything but the article you're reading. Select it again to view the entire page.

For more info, see Microsoft Edge on Windows.com.

Storage options

Surface Book is available with up to 16 GB of RAM and 512 GB storage. You can extend your storage options by using OneDrive, USB drives, and SD cards.

Note: Pre-installed software and apps use a significant amount of space. See Surface storage on Surface.com for details about formatted storage capacity.

OneDrive: Cloud storage

OneDrive is online storage that comes with your Microsoft account. Save your documents, photos, and other files to the OneDrive folder on your Surface and they'll be synced to OneDrive in the cloud whenever you have an Internet connection. The copy in the cloud is available to you from any web-connected device. You can share folders in your OneDrive with others or send someone a link to just one page. For more info, see Using OneDrive on Surface on Surface.com.

To save space on your Surface, you can choose not to sync some of your OneDrive folders. You can still access your files on the Internet by signing in to OneDrive.com, but they won't be available in File Explorer. You can add them back at any time.

Here's how to choose which folders to sync:

1. Select File Explorer in the taskbar and open the OneDrive folder.
2. Right-click any folder in OneDrive and select **Choose OneDrive folders to sync** to produce a list of all the folders in your OneDrive account.
3. Select the folders you want to sync to your Surface and select **OK**.

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To save a file from a desktop app directly to OneDrive, choose OneDrive in the left panel of the Save As screen. Then navigate to the folder where you want to save the file.

Removable storage options

You can use USB storage or a full-size SD card with your Surface Book to store your documents, music, videos, and pictures.

For the locations of the USB port and microSD card slot on your Surface, see Surface Book features in this guide.

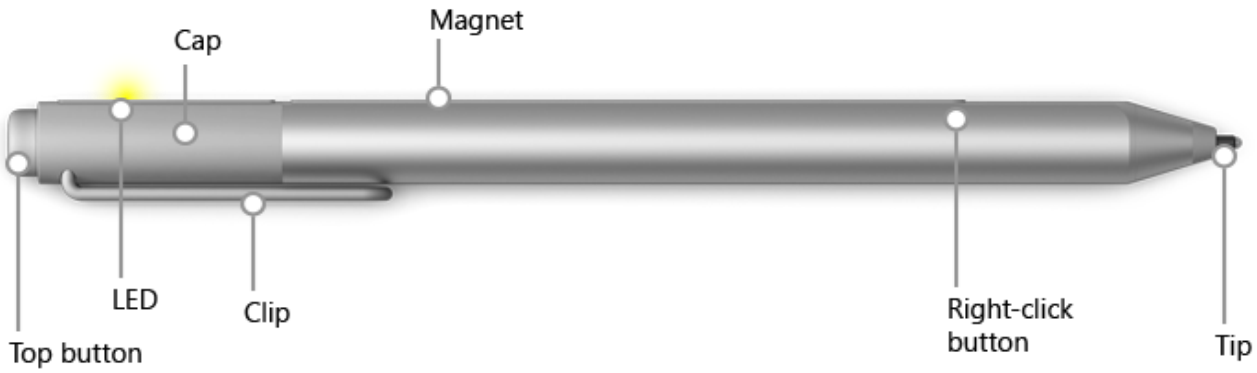
To open files from an external device:

1. Insert a USB flash drive or other USB storage device into the USB port or insert an SD card into the card slot on your Surface.
2. Select the notification that appears in the lower-right corner of the screen.
3. Select **Open device to view files** or **Sync digital media files to this device**.

For more info about internal and removable storage options, see Surface storage options on Surface.com.

Surface Pen

You can use the Surface Pen included with your Surface Book to open OneNote and Cortana, take screenshots, mark up presentations, sign documents, and use art apps.



Magnetic surface	Use the magnet on the flat side of the cap to attach your Surface Pen to the side of your Surface Book or to any convenient magnetic surface.
LED	When the pen is in pairing mode, the LED glows white. When the battery is low, the LED glows red.
Top button	*Bluetooth*® technology links your Surface Pen to your Surface Book: • Click and hold the top button to wake up Cortana or Search and then enter your question on the screen.

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	• Click the top button to open OneNote. • Double-click to take a screenshot and paste it into OneNote. To erase, flip the pen over and use the top as an eraser.
Right-click button	The tip end of the raised area on the flat side of the pen works as a right-click button in many apps. Hold the button down as you tap the screen. In some apps, the right-click button may behave differently
Tip	Choose your favorite tip from the Pen Tip Kit (sold separately). The tips work with the Palm Block technology and multi-point sensitivity built into your Surface to let you write and draw naturally.

Pair your pen with Surface Book

Before you use your Surface Pen, you'll need to pair it with your Surface Book. You may have paired the Surface Pen while setting up your Surface Book. If you didn't pair your pen during setup, you can do it manually. See Using Surface Pen on Surface.com to learn how.

If you have problems using or pairing your pen, see Troubleshoot Surface Pen on Surface.com.

Use features built into the top button

The top button connects you to OneNote and Windows 10 features on your Surface Book.

Click and hold to open Cortana or Search

When you click and hold the top button, Cortana opens (or Search opens if Cortana is not set up). Enter your question on the screen.

Note: To use this feature, your Surface needs to be nearby and turned on.

Click to open a Quick Note in OneNote

OneNote is a free app that you can use on any of your devices, even Mac, iOS, and Android devices. Your data is stored in the cloud and synced across all your devices. OneNote is a great way to find, capture, organize, and share information. Click the top button on your pen while your Surface is asleep and you can jot a note or sketch immediately, without unlocking the screen. When you're using your Surface, click the top button to open OneNote.

Note: While your Surface is locked, you can use only the top button. The right-click button won't work until after you unlock your Surface by signing in.

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

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Save screenshots in OneNote

You can use your Surface Pen to take a screenshot and copy it to OneNote. Here's how:

1. Display what you want to copy. It can be a webpage, a photo, or anything else you see on your screen.
2. Double-click the top button on your Surface Pen.
3. Select what you want to capture in the screenshot by dragging the tip of the pen from one corner of the portion you want to capture to the opposite corner. When you lift the pen tip, your selection appears in a new page in OneNote.

Now you can mark up the screenshot with the pen, move it to any of your OneNote notebooks, or share it with others.

Customize your Surface Pen

Set left or right handedness

You can change where menus appear on your Surface screen by indicating which hand you write with. Here's how:

1. Select the search box in the taskbar, enter **hand**, and in the search results, select **Specify which hand you write with**.
2. Under **Tablet PC Settings**, select **Right-handed** or **Left-handed** > **Apply** > **OK**.

For more info, see Using Surface Pen on Surface.com.

Adjust pressure sensitivity

Use the Surface app to set the pressure sensitivity to suit your writing style. The app is free from the Windows Store. For more info, see Install and use the Surface app on Surface.com.

Change pen tips

The Pen Tip Kit (sold separately) contains a tip removal tool and four tips: 2H (very low friction), H (low friction), HB (medium friction), and B (high friction). Choose the tip that's best for the way you write. You can get the kit at a Microsoft Store or online.

Here's how to change tips:

1. Grasp the tip that's in the pen and pull the tip straight out.

   If you have trouble grasping the tip, use the tip removal tool included with the tip kit.
2. Insert the base of the tip into the pen opening and push the tip in until it locks into place.

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Apps and the Windows Store

Your Surface Book comes with pre-installed apps to help you stay connected, entertained, informed, and productive. To see a list of installed apps, go to Start, and select **All apps**. Select an app to open it.

To pin an app you use frequently to Start or the taskbar, press and hold the app in the All apps list and then release it. Or, right-click the app in the All apps list. Then select **Pin to Start** or **Pin to taskbar**. For more info, see Start, find, and close apps on Surface on Surface.com.

Apps on Surface Book

Here are some of the apps that come ready to go on your new Surface Book.

OneNote

You can use the OneNote app on your Surface to take notes and store them in the cloud. With OneNote, you'll have your notes whenever you need them—on your computer, phone, or the web. If you have the *Bluetooth*-enabled Surface Pen, you can open OneNote with a click of the pen's top button. For more info, see Using OneNote on Surface on Surface.com.

Mail

Mail automatically organizes your inbox. You can add multiple accounts and access them through this single point. You can also flag, archive, or delete messages by swiping to the left or right, or mark messages as read or unread. See Set up and use email on Surface.com to get started.

Calendar

Use Calendar to manage your busy schedule. Use the **What's next** view to see what's on the schedule, or look at entire days, weeks, workweeks, or months.

People

The People app brings all your contacts together in a single place. See each contact's email address, phone number, website, and other information at a glance.

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Microsoft Edge

Microsoft Edge gives you fast and fluid access to the Internet. Open pages in Reading View, save them to your reading list, or take notes right on the page using inking. Check out Get to know Microsoft Edge on Windows.com for details.

Groove Music

Groove Music lets you access your music collection and more from your Surface.

Camera

The Camera app lets you take regular photos, photo bursts, or video using either the front or back camera on your Surface. See Take photos and videos with Surface on Surface.com for how-to info.

Photos

Edit and organize your photos using the Photos app. Crop, enhance, and add effects to your images and set them to be the lock screen background.

Movies & TV

Movies & TV brings you the latest movies and TV shows as well as featured hits. It offers recommendations based on what you've watched, making it easier to find something new that you'll like. Check out Watch TV shows, movies, and videos on Surface.com to get started.

News

Get the latest breaking stories as well as more in-depth coverage. You can customize the coverage to add more local information or highlight the topics you choose.

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Weather

The Weather app offers hourly, daily, and 10-day forecasts as well as historical information and annual weather trends. You can also add locations, so you can see not only the information for where you are but for where you might be heading.

Money

Money not only covers the fast-moving market conditions but lets you track your portfolio, browse financial news articles, and access tools and calculators for common financial tasks.

Sports

Sports brings you scoreboards, schedules, videos, slide shows, and news headlines and stories to help you keep up to date with the world of sports and your favorite teams.

Maps

Maps lets you see your current location, zoom in for greater detail, zoom out for a bigger picture, scroll or search for new locations, get directions, and more.

Surface

Get the most out of your Surface. The Surface app provides you with customization options and ways to learn more about your Surface. Give feedback on your experience so we can keep making it better.

Get more apps from the Windows Store

Ready to get even more apps? You can install more apps and programs from the Windows Store, websites, or a CD or DVD. To learn more, see Install and uninstall apps on Surface on Surface.com.

For more info about the Windows Store, see Explore the Store on Windows.com.

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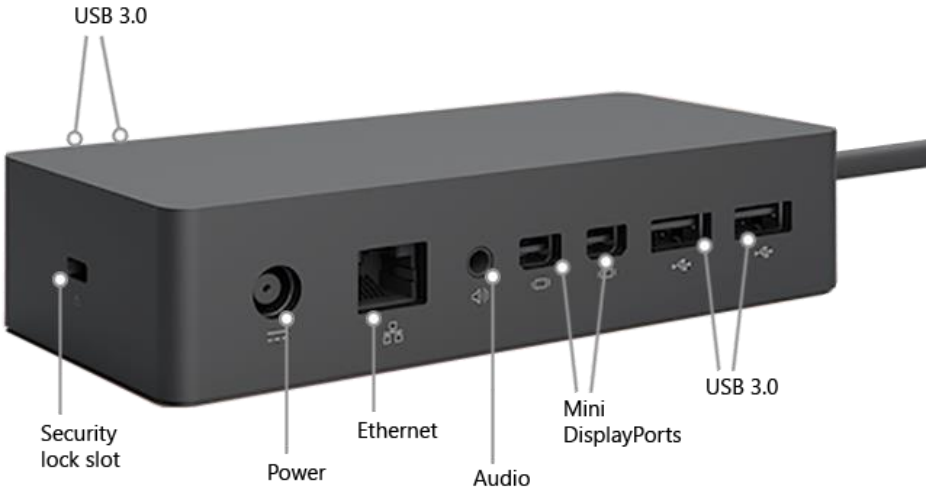
Connect devices and accessories

You can make photos, videos, and presentations bigger by connecting your Surface Book to a TV, monitor, or projector. Or, connect to an HDTV and watch movies on a big screen.

You can connect monitors, accessories, and other devices directly to your Surface Book using the USB ports, Mini DisplayPorts, or Bluetooth. Or, connect everything to a Surface Dock (sold separately). Surface Dock lets you transform your Surface Book into a full desktop PC using a single cable.

Set up your workspace with Surface Dock

Surface Dock supports high-speed transfer of video, audio, and data. Its compact design gives you flexibility and keeps your desktop clutter-free. The external power supply recharges your Surface and provides plenty of additional power to charge connected USB devices.



Here's how to set up your Surface Dock:

1. Plug the AC end of the Surface Dock power cord into an electrical outlet or power strip and plug the other end into the power port on your Surface Dock.
2. If you want to use a wired network connection, connect a network cable to the Ethernet port on your Surface Dock.
3. Connect your computer peripherals to the USB ports on your Surface Dock.
4. Connect a cable from your monitor to a Mini DisplayPort on your Surface Dock.

   If your monitor cable doesn't have a Mini DisplayPort connector, you'll need to buy another cable or an adapter. For more info on adapters, see Connect Surface to a TV, monitor, or projector on Surface.com.
5. Connect any audio accessories like speakers or headphones.

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Without external speakers, you may not hear audio when you're using your Surface. If this is the case, see Troubleshoot Surface Dock on Surface.com to learn how to switch to the built-in speakers on your Surface.

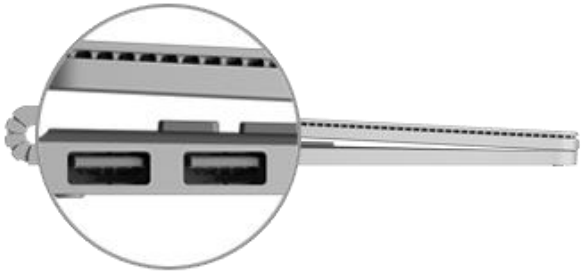
6. Unplug the Surface power supply and remove any attached accessories from your Surface. You can leave an SD card in the SD card slot.
7. Connect your Surface Dock to the charging port of your Surface, using the cable provided.

For more info, see Using Surface Dock on Surface.com.

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

You can connect a USB accessory like a printer, camera, music player, smartphone, mouse, or external hard drive directly to your Surface Book.

The USB port is on the side of the keyboard.



The included power supply also has a USB charging port you can use to power other USB devices while you're charging your Surface.

To install a USB accessory:

1. If your USB accessory has a power cord, plug it in to an electrical outlet.
2. Plug the USB cable attached to the accessory into your Surface.
3. Turn on your accessory (if needed). The first time you plug in a USB accessory, Windows installs any software the accessory requires.

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

Connect to a TV, monitor, or projector

You can connect your Surface Book to another screen, or connect to an HDTV and watch movies on a big screen. You can even connect to some displays wirelessly. Surface video adapters are available in the Accessories area on Surface.com and in the Microsoft Store.

- **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 on Surface.com.)
- **Projector or monitor:** If your monitor has a DisplayPort, you can connect it to your Surface using a DisplayPort to Mini DisplayPort cable (sold separately). If your monitor doesn't have a

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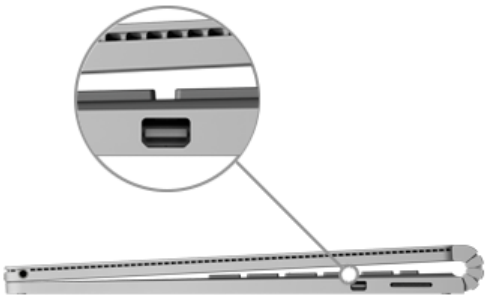
DisplayPort or HDMI port, use a VGA cable and the Mini DisplayPort to VGA Adapter. A VGA adapter or cable is for video only. Audio will play from your Surface speakers unless you've connected external speakers. For more info, see Surface sound, volume, and audio accessories on Surface.com.

- **Wireless:** You can connect to wireless displays when Windows detects one nearby. Or, use a Microsoft Wireless Display Adapter (sold separately) to connect to a screen using Miracast.

Connect to a wired display

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 or to your docking station.



Mini DisplayPort on Surface Book

Mini DisplayPort on Surface Dock

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

Connect to a wireless display

1. On your Surface, swipe in from the right edge of the screen or select **Action center** in the taskbar.
2. Select **Connect**, and in the list of displays, select the name of the wireless display.

If you have problems connecting your Surface or have questions about screen resolution, see Trouble connecting Surface to a second screen? on Surface.com.

If you're using a Microsoft Wireless Display Adapter to connect to a screen using Miracast, see Using the Microsoft Wireless Display Adapter with Surface on Surface.com for more info.

Set up your screens

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

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1. Select the search box in the taskbar, enter **project to a second screen**, and in the search results, select **Project to a second screen**.
2. Choose one of the following options:
   - **PC screen only:** You'll see everything on your Surface screen. (When you're connected 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, including how to daisy chain monitors and move apps between screens, see Connect Surface to a TV, monitor, or projector on Surface.com.

Add a Bluetooth accessory

You can also connect devices that use Bluetooth wireless technology to your Surface.

1. Turn on the Bluetooth device and make it discoverable.
   To learn how to do this, check the info that came with your Bluetooth device or go to the manufacturer's website.
2. Go to Start, and select **Settings** > **Devices** > **Bluetooth**.
3. Under **Manage Bluetooth devices**, make sure the slider is set to **On** and wait while Windows searches for Bluetooth devices.
4. In the list of Bluetooth devices, select the device you want to pair with your Surface and select **Pair**.
5. Follow the on-screen instructions to finish pairing your device.

If the accessory requires a pass code, (sometimes called a pairing code), you'll be prompted for it. If you don't know the pass code, check the info that came with your device or the manufacturer's website.

For more info, see Add a Bluetooth device.

Add audio accessories

You can connect external USB speakers, headphones, or a headset to the full-size USB port. Or go wireless by using Bluetooth headphones or speakers with your Surface.

To get the best sound from USB or *Bluetooth* speakers, turn up the volume on your Surface and in the app, if it has its own sound control, and then adjust the volume on the external USB or *Bluetooth* speakers.

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Set the default audio device

1. Select the search box in the taskbar, enter **sound**, and in the search results, select **Change system sounds**.
2. 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 mic or an external mic—and select **Set Default**.
3. After you've selected your default devices, select **OK**.

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

Surface audio features

Use the built-in stereo speakers and mic or your favorite audio accessories to listen to music, make phone calls, record audio, and more.

Use your favorite audio accessories

The stereo speakers and microphones built into Surface let you listen to music and videos, make phone calls, and record audio. Or, you can connect your favorite USB and *Bluetooth* accessories like speakers, a mic, or a headset. For more info on connecting accessories, see Connect a USB mouse, printer, and more and Add a Bluetooth device on Surface.com.

Adjust the volume

You can control the volume on your Surface in several places:

- **Volume button:** Press the volume button on the Clipboard to adjust the volume up or down.
- **Keyboard:** Press the volume-down, volume-up, or mute keys on the keyboard.
- **Desktop taskbar:** In the desktop taskbar, select Speakers, and adjust the volume up or down.
- **Audio accessories:** Adjust the volume on the headset, speakers, or other audio accessory, or in the software included with the accessory. To learn more, check the info that came with your accessory or visit the manufacturer's website.
- **Apps:** Some apps have a volume control within the app.

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Record audio

You can use the Voice Recorder app to record audio. To open the app:

- Go to Start, and select **All apps** > **Voice Recorder**.

Adjust microphone settings

1. Select the search box in the taskbar, enter **sound**, and in the search results, select **Change system sounds**.
2. Select the **Recording** tab, select the mic you want, and select **Properties**.
   Be sure to select a mic that's enabled and connected to your Surface.
3. Select the **Levels** tab. You'll see two sliders:
   - **Microphone:** Controls the mic's volume
   - **Microphone Boost:** Controls the strength of the mic's signal
4. Adjust the sliders until your mic is recording at the levels you want.
   The levels you'll use will vary depending on the amount of background noise and on whether you're using the mic that's built into your Surface or an external mic. A good starting point is to set **Microphone** to 50 and **Microphone Boost** to +24.0 dB.

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. Select the search box in the taskbar, enter **sound**, and in the search results, select **Change system sounds**.
2. Select the **Sounds** tab, and under **Program Events**, select an event (for example, **Calendar Reminder**).
3. Under **Sounds**, choose the sound you want to play for that event.
4. To hear the sound you've picked, select **Test**.
5. Select **Apply** to change the sound for the event, and select **OK**.

Audio problems

If the sound quality coming from your speakers or an audio accessory isn't good, it's possible the audio recording itself isn't of good quality. Try listening to the same recording on a different device.

For help with audio problems, see Troubleshoot Surface sound and audio accessories on Surface.com.

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To learn more about audio on Surface Book, see Surface sound, volume, and audio accessories on Surface.com.

Cameras and the Camera app

Surface Book has a front-facing camera and a rear-facing camera. You can use the front camera to video chat with a friend, and the back camera to record meetings and events. You can also use either camera to take photos.

Take photos and record videos

By default, the built-in Camera app is ready to take photos, but you can easily switch between photo and video mode.

To take a photo or record a video:

1. Go to Start, and select **Camera**.
   To pin the Camera app to Start, select **All Apps**, press and hold (or right-click) the **Camera** app, and select **Pin to Start**.
2. Select the on-screen **Camera** button or **Video** button to activate the camera you want to use, and select the button again to take a picture or start recording video.

   A small privacy light appears near the active camera when you're using it. The privacy light can't be turned off.

Using autofocus on Surface Book

To help you improve the sharpness of your photos and videos, the rear-facing camera on Surface Book features an autofocus lens that detects a face in the scene automatically and focuses on it. If it doesn't detect a face, it will focus on the main subject in the center of the screen. It also lets you spot adjust the focus before you take a picture or while recording a video.

You can adjust and lock the focus on a different location by tapping the screen on that spot. If you're recording a video, you can spot adjust the focus without stopping the recording. When you tap the screen to adjust the focus, the focus is locked on that spot until you tap the screen again. The focus will adjust automatically and remain focused on that spot as you move the camera.

To adjust the focus:

- **Photos:** Tap the screen to focus on that spot, then tap the Camera button to take the picture.
- **Videos:** While you're recording video, tap the screen to spot adjust the focus.

Autofocus is available only on the rear-facing camera. The front-facing camera has a fixed-focus lens. To learn more, see Using autofocus on Surface 3, Surface Pro 4, and Surface Book on Surface.com.

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Change camera options

Use the Camera app to switch between the front and back camera or manually set camera options.

Change between the front and back camera

At the top of the screen, select either the **Front camera** or **Back camera** icon, depending on which camera you're currently using.

Set the timer

Select **More options** in the upper-right corner and select **Self timer**.

Select the **Delay** that you want to set (two, five, or 10 seconds) and select the check mark at the bottom.

Change camera settings

You can also modify the photo aspect ratio, show or hide framing grid lines, adjust video settings, and change what happens when you press and hold the camera button.

Here's how to change camera settings:

In the Camera app, select **More options** in the upper-right corner, select **Settings**, and change the settings you want.

To learn how to adjust settings to get better results in your photos and videos, see Improve photo and video quality.

Turn off the camera shutter sound

You can turn off the shutter sound the camera makes by muting the volume on your Surface. This turns off all Surface sounds.

In the taskbar, select **Volume** and adjust the slider all the way down to mute the sound.

View photos and videos

By default, your photos and videos are saved to the Camera roll on your Surface. You can choose to save your pictures to OneDrive so you can access them from any web-connected device. For more info, see Using OneDrive on Surface.

There are a few ways to look through your photos and videos:

- **Camera app:** Select **Photos** in the upper-left corner to open the Photos app and view the most recent picture or video taken. Swipe right to see others in your collection.

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- **Photos app:** Select **View collection** in the upper-left corner to see other photos and videos in your collection.
- **File Explorer** or **OneDrive app.** Go to your Pictures library and open your Camera roll.

To change where your pictures are saved:

1. In the Camera app, select **More options** > **Settings**.
2. Select **Manage save location and OneDrive uploads**, select **Yes** to open Settings, and select **Storage**.
3. Under **Save locations**, change the option under **New pictures will save to**.

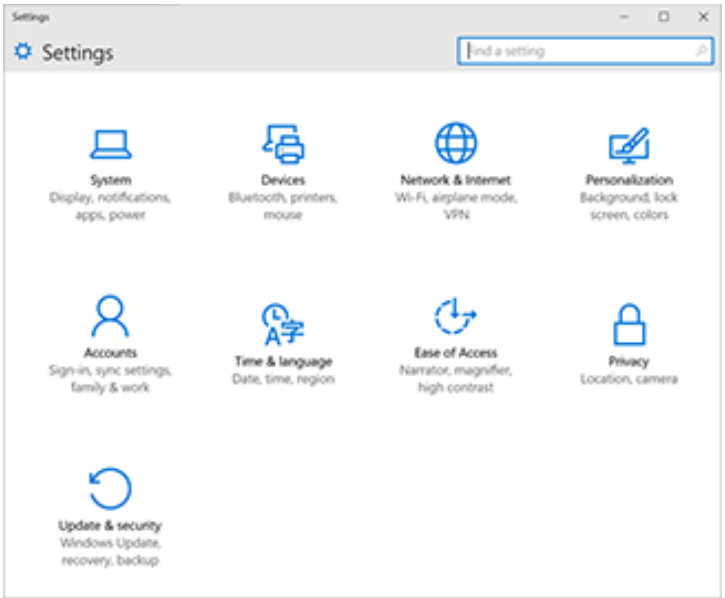
For more info on using the cameras, see Take photos and videos with Surface on Surface.com.

Personalization and settings

Settings control nearly everything about how your Surface Book looks and works. By adjusting settings, you can customize your Surface to work the way you want. Here are a few different ways to find and change your settings.

Windows Settings

1. Go to Start, and select **Settings**.
2. Select the type of settings you want to change or view.



For more info, see A new look for settings on Windows.com.

You can enter the setting you want to change in the **Find a setting** box and choose a setting from the list.

Action center

You can change common settings like airplane mode and Wi-Fi on the fly from the Action center in the taskbar. For more info, see Take action instantly on Windows.com.

Cortana

1. Open Cortana by selecting the search box in the taskbar.
2. Ask your question and select an answer under **Settings**.

For more info, see What is Cortana?

Surface app

Open the Surface app to adjust settings for the Surface Pen, OneNote, and more.

For info, see Install and use the Surface app on Surface.com.

Sync your settings

To learn how to sync your settings across devices, see About sync settings in Windows 10 on Windows.com.

Change settings in Windows apps

You can use settings in an app to change your preferences, find help, and add accounts.

1. Open the app and select **Menu** > **Settings**.
2. Select **Options** and make the changes you want.

Accessibility

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

- Go to Start, and select **Settings > Ease of Access**.

For more info about Ease of Access features, see Make your PC easier to use on Windows.com. (Some of these options may not be available on your Surface Book.)

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Ease of Access options for Surface

Your Surface Book offers the following features.

- **Narrator:** Reads the text on your screen aloud. For more info, see Hear text read aloud with Narrator.
- **Magnifier:** Enlarges your screen or parts of it to make words and images easier to see.
- **High contrast:** Lets you use a high-contrast theme that makes items easier to read on your Surface.
  To use a high-contrast theme, under **Choose a theme**, select any high-contrast theme, select any color to change that type of text or background color, and select **Apply**.
- **Closed captions:** Lets you control fonts and other features related to closed captions.
- **Keyboard:** Lets you control your Surface by using a touch keyboard.
- **Mouse:** Allows you to change the size and color of the mouse pointer and use the numeric keypad to control the mouse.

Other options

These options make Surface easier to use:

- **Play animations in Windows:** To see animations whenever you open and switch apps, select **On**.
- **Show Windows background:** To see a background image instead of a black background on the Desktop, select **On**.
- **Show notifications for:** If notifications appear and disappear too quickly, choose a time (five, seven, 15, or 30 seconds; one or five minutes) to change how long they're visible.
- **Cursor thickness:** If the curser is too hard to see, you can change its thickness.
- **Show visual feedback when I touch the screen:** To see a gray animation wherever you touch the screen, select **On**.
- **Use darker, larger visual feedback (ideal for presentations):** To see a larger, darker animation wherever you touch the screen, select **On**.

Customize the sign-in screen

Go to Start, and select **Settings** > **Ease of Access** to make any of the following settings available every time Surface starts:

- Narrator
- Magnifier
- High contrast

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- Closed captions
- Keyboard
- Mouse

Clean and care for your Surface Book

To keep your Surface Book looking and working great, follow these simple steps.

Touchscreen care

Scratches, oil, dust, chemicals, and ultraviolet light can affect the performance of your touchscreen. Here are some things you can do to help protect the screen:

- **Clean it frequently.** The Surface Book touchscreen has been coated to make it easier to clean. You don't need to rub hard to remove fingerprints or oily spots. To avoid scratches, use a soft, lint-free cloth to gently wipe the screen. You can dampen the cloth with water or an eyeglass cleaner, but don't apply liquids directly to your Surface. Don't use window cleaner or other chemical cleaners on your Surface.
- **Keep it covered.** Close the keyboard while you're in transit or not using your Surface Book.
- **Keep it out of the sun.** Do not leave your Surface Book in direct sunlight for a long time. Ultraviolet light and excessive heat can damage the display.

Cover and keyboard care

The Surface Book keyboard requires minimal care to function well. To clean the keyboard, wipe it with a lint-free cloth dampened in mild soap and water. Don't apply liquids directly to your Surface.

For more info about safely cleaning and caring for Surface, see Safety and regulatory information.

Power cord care

Power cords, like any other metal wire or cable, can be weakened or damaged if repeatedly twisted or bent in the same spot. Here are some things you can do to keep your power cord from being damaged:

- Avoid twisting or pinching your power cord.
- Don't wrap your power cord too tightly, especially around the power brick. Instead, wrap it using loose coils rather than tight angles.
- Inspect your power cord regularly, especially where it joins the power brick.
- Avoid pulling on the power cord when unplugging your Surface. Gently removing the connector from the charging connector can help prevent damage.

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For more info, see Clean and care for your Surface on Surface.com.

Registration, repair, and warranty

Register your Surface Book

If you haven't already registered your Surface Book and other Surface products, you can 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 Book keyboard or Clipboard.

For more info, see Find the serial number on Surface.

Repair

Before sending your Surface Book in for service, 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. 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

For more how-to info and help for Surface Book, go to www.surface.com/support.

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