Get to know your
Surface Pro 3 & 4
Surface Pro 3

at a glance
Surface Pro 4

at a glance

- Power button
- Volume
- Headset jack
- Mini DisplayPort
- USB 3.0
- SurfaceConnect
- Kickstand
- microSD™ card reader
Key Features

Battery life: Up to 9 hours browsing the web
5 hours avg mix use

Operating System: Runs full Windows 10 Pro

Use: Mobility during class, assist students, annotate directly on lessons and stream to projector wirelessly*
(*extra hardware require

Startup: From off to login = 15 sec avg
From off to desktop = Under One min avg

Security: Novell login + optional pin code

Functionality: Ability for Technology to remotely repair software issues
Onscreen keyboard + handwriting recognition
Hardware Features

Display: 12” high definition multi-touch touchscreen

Surface Pen: Quickly jot down notes, annotate classroom materials, handwriting recognition. Requires AAAA battery

Type Cover: The Typing Cover designed specifically for the Surface Pro 3. A very thin mechanical keyboard. Standard QWERTY layout and backlighting

Connectivity: Wifi 802.11a/b/g/n/ac and Bluetooth 4.0 Low Energy

Multimedia: Two 5-megapixel cameras for recording videos and taking pictures. Both cameras record video in 1080p, with a 16x9 aspect ratio (widescreen). Each camera has a privacy light.

Stereo speakers with Dolby® enhanced sound
Stereo headset jack

Kickstand: Set the kickstand to any angle down to 30°

Ports: Full size USB 3.0 port.
MicroSD card reader (under kickstand)
Mini DisplayPort 2.0
Charging port (with 36-watt power supply)
Cover port (for Type Cover)

Sensors: Ambient light sensor
Accelerometer
Gyroscope
Surface Pen

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

The tip works as a capacitive pen, and has Bluetooth technology built in to support OneNote and other features.

Surface Pen also works great with Office apps, such as Word, Excel and Powerpoint.

Surface Pen features

Surface Pen has three buttons and a tip.

**Top button**

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

**Right-click button**

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

**Eraser button**

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

**Tip**

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

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

Show the on-screen keyboard

1. Fold back the Cover or remove it.

2. Tap the screen in a place where text can be entered and the on-screen keyboard should appear.

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

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

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

To close the on-screen keyboard:

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

Thumb keyboard and handwriting options

- **Thumb keyboard.** The thumb keyboard makes it easy to type with your thumbs while holding Surface in both hands.

- **Handwriting.** The handwriting icon lets you write with your Surface Pen or your finger.
Suggestions and corrections

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

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

Change on-screen keyboard settings

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

Tips and tricks

<table>
<thead>
<tr>
<th>How do I?</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type numbers</td>
<td>Tap the &amp;123 key, or swipe up on a key in the first row. For example, swipe up on the Q key for the number 1.</td>
</tr>
<tr>
<td>Type diacritical marks</td>
<td>Press and hold a key such as O, then slide your finger to the accented character that you want. (for example, Ö)</td>
</tr>
<tr>
<td>Type special characters</td>
<td>Tap the 😊 key, then tap the !? Key in the bottom row. (like ® or ©)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Use keyboard shortcuts</td>
<td>Tap the Ctrl key and then another key. (for example, Ctrl + C for copy)</td>
</tr>
<tr>
<td>Turn Caps Lock on/off</td>
<td>Double-tap the Up Arrow key.</td>
</tr>
<tr>
<td>Change keyboard settings</td>
<td>Open the Settings charm, tap Change PC settings &gt; PC and devices &gt; Typing &lt; Touch keyboard.</td>
</tr>
<tr>
<td>Turn key sounds on/off</td>
<td>Open the Settings charm, tap Change PC settings &gt; PC and devices &gt; Typing &lt; Play key sounds as I type. (under Touch Keyboard)</td>
</tr>
</tbody>
</table>
Step 1:
Tap or click OK on Welcome screen.

Step 2:
Drag screen up from bottom to expose login screen beneath.

Step 3:
Login with your Novell username and password.
**Login to Win 10**

**Computer only Logon**

**Step 1:**
Tap or click OK on Welcome screen.

**Step 2:**
Drag screen up from bottom to expose login screen beneath.

**Step 3:**
Tap “Computer Only Logon”

**Step 4:**
Enter your password*

*NOTE*
Computer only login should only be used when at home or away from the HUSD campus / network.
In order to use OneNote on your Surface, you first need to create a Microsoft.com account.

1. Push the top button on your Surface Pen.
2. OneNote opens, but requires you to sign in. Tap Sign In.
3. If you have already created a Microsoft account using your @hemetusd.org account, enter your email and password, then tap Save.
4. If you do not have a Microsoft account using your @hemetusd.org account, click “Sign up for a Microsoft account” option.
5. Fill out the requested information. Remember, use your @hemetusd.org email address as your username. Create a password that you will remember. Hemet USD’s IT department does not have access to change / reset your Microsoft account password.
6. Check your email. You should have a “Verify your email address” email waiting for you. Follow the instructions.
7. After your address has been verified, go back to OneNote, login and type your HUSD email address for the username and then the password you created.
8. Tap Save and you’ll be take into OneNote every time you push the Pens top button.

**TIP**

Push the Surface Pens top button twice and a screenshot will be taken that you can annotate on in OneNote.
Take notes or draw with OneNote

Jot a quick note or sketch in OneNote

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

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

Using OneNote with Surface Pen

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

Here’s how:

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

Tips

- You can snap OneNote beside another app so that you can easily copy things in and out of OneNote. To find out how to snap apps, see Use apps together in this guide.

- Have a note you use a lot, such as a to-do list? Pin it to the Start screen so you can open it quickly. In OneNote, tap and hold the note, and then tap Pin to Start.

Note syncing

Here’s what happens to your notes:

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

Handwriting or drawing

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

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

Using the on-screen keyboard/handwriting panel

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

The handwriting panel adapts to your writing over time, becoming more accurate the more you use it. For more info, see How to use the on-screen keyboard on Surface.com.
Windows 10
Getting Started

Any questions or concerns call Technology Help Desk at 951-765-5100 ext 5580
Windows 10 Getting Started

There are many changes in Windows 10 and this guide will help you to use your Windows 10 computer. One of the first things you will notice is the different layout and look. Before we begin to help you with Windows 10 remember that if you have any problems with Windows 10 or any technology problems please call us at 951-765-5100 x 5580 or email us at helpdesk@hemetusd.org. The new HUSD banner looks like this:

Click OK indicating that you have read and agree with the Acceptable Use Policy and proceed to the Novell login page.

Any questions or concerns call Technology Help Desk at 951-765-5100 ext 5580
Type your username in the field on top. (Your Novell username does not have @hemetusd.org on it). Type in your Novell password and hit the Enter key or use your mouse to click on the arrow. Remember that you have to change your password for Novell every six months. Your Gmail password does not expire. Below the login boxes, there is an option for “Computer Only Logon”. This feature is primarily used for laptops when the laptop is used away from the HUSD network.

You will also notice in the bottom right of the login page that there are accessibility options for the on screen magnifier as well as text to speech. In the bottom left there is also a power button that you can use to turn off your computer or restart it.

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Once you have logged in to the computer and you are on your desktop, you will notice things look a bit different than in Windows 7. Here are the different parts of your new desktop. Desktop icons that you have set and that are being pushed to you are lined up on the left. In the bottom left of your desktop is the new looking “Start Menu”. The “Start Menu” is where you can find most of your applications, settings and control panel.

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The new looking start menu has all your frequently used applications as well as any pinned applications you want.

If you click on “All apps” you will get a list all the programs that are installed on your computer. The start menu is a great place to look for all your most frequently used apps, you can even pin apps to show up on the start menu. To turn off or restart your computer click on the power icon in the start menu and choose which option you want.

Sleep
Shut down
Restart

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To pin an app to the Start menu simply right click the app and click Pin to Start.

![Pin to Start](image1.png)

To unpin and app from the taskbar or start menu right click the app and click Unpin.

![Unpin from taskbar](image2.png)

Many of you will want to customize your Windows 10 computer. To get to those settings you can change, right click on the desktop and click on Personalize.

![Personalize settings](image3.png)

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This is the menu that allows you to change your background picture, themes and lock screen pictures.

Most of the settings are self explanatory. If you click on Themes and then click on change desktop icons you can add the “My Computer” icon and some others.

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If you wish to change your screen layout if you have a dual display setup or a monitor and projector setup, simply hold the windows key and press P. This the Screen menu. Choose the one that you want and windows will automatically adjust it for you.

With your upgrade to Windows 10 you also get an upgrade to Office 2016. Here is picture of the new style Microsoft Word toolbar. You will find all the tools you need under the tabs at the top.

Any questions or concerns call Technology Help Desk at 951-765-5100 ext 5580
Resources

Below you’ll find clickable links to a few resources that will help you understand and use your Surface Pro’s. Visit the HUSD Haiku page and the Technology FAQ often as they will be updated on a regular basis with additional resources.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting started with your Surface Pro 3</td>
<td>Microsoft.com</td>
</tr>
<tr>
<td>Getting started with your Surface Pro 4</td>
<td>Microsoft.com</td>
</tr>
<tr>
<td>HUSD Haiku:</td>
<td>Tech-Know Teachers Login</td>
</tr>
<tr>
<td>Technology FAQ:</td>
<td>Hemet.usd.org</td>
</tr>
</tbody>
</table>