

# My Surface™



que

Jim Cheshire

FREE SAMPLE CHAPTER



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# My Surface™

Jim Cheshire



**que**®

800 East 96th Street  
Indianapolis, Indiana 46240 USA

# My Surface

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## About the Author

**Jim Cheshire** is a technology expert with a passion for gadgets. He has written a dozen books and many online articles on technology and is the author of many best-selling technical guides. Jim works on the Azure Application Platform and Tools team at Microsoft and was an early adopter of Windows RT.

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## Dedication

*This book is dedicated to my wife, Becky, and to my kids. The strength of my family is one of the greatest pleasures of my life. I love you all very much.*

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## We Want to Hear from You!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn't like about this book—as well as what we can do to make our books better.

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# Introduction

Microsoft has done something quite extraordinary with the release of the Surface. Not only is this the first tablet computer Microsoft has ever developed, but the operating system (Windows RT) that runs on it is a significant departure from anything Microsoft has ever created. The result is a unique tablet that's a pleasure to use.

## Scratching the Surface

Your Surface for Windows RT is made for work and play. Windows RT includes Office 2013 RT, which includes Word, Excel, PowerPoint, and OneNote. It also includes many other apps for information, entertainment, and productivity.

Here are just some of the things you can do with your Surface:

- Read news from major news outlets, sources for all your favorite topics, and even based on your own web searches.
- Get the latest weather, sports scores, travel ideas, stock quotes, and more.
- Listen to your music, discover new music, stream music, and buy music.
- Rent and purchase movies and TV shows from the Xbox Video Store.

- Access all your social networks, including pictures that are stored in the cloud on Facebook, Flickr, and SkyDrive.
- Open and edit Microsoft Office documents with full versions of Office applications.
- Watch video using Netflix, Hulu Plus, and more.
- Enhance your Surface with apps from the Windows Store.

You can do all of this in a portable tablet, and add a Touch Cover or a Type Cover, and you've got a genuine laptop replacement in a lightweight package.

## Why You'll Love *My Surface*

The Surface for Windows RT is accessible to all kinds of users, and so is *My Surface*. If you're a nontechnical person, you'll find the step-by-step approach in *My Surface* to be refreshing and helpful. If you're a technical person new to Windows RT, you'll find plenty of tips and tricks to help you get the most out of your new tablet.

The book covers all the capabilities of your Surface. I show you how to get the most out of each feature using a step-by-step approach, complete with figures that correspond to each step. You never have to wonder what or where to tap. Each task shows you how to interact with your Surface using simple symbols that illustrate what you should do.



This icon means that you should tap and hold an object on the screen.



This icon means that you should drag an item on the screen.



This icon indicates that you should pinch on the screen.



This icon means that you should "reverse pinch."



This icon indicates that you need to swipe on the screen.

Along the way, I add plenty of tips that help you better understand a feature or task. I also warn you with It's Not All Good sidebars when you need to be careful with a particular task or when there are pitfalls that you need to know about. If you're the kind of person who likes to dig a little deeper, you'll enjoy the Go Further sidebars that provide a more in-depth look at particular topics.

Finally, for those of you with the paperback version of this book, you might notice that it isn't a big and bulky book. It's a handy size for taking with you when you go places with your Surface tablet. That way, you can always find the steps necessary to do what you want to do. Of course, if you prefer not to carry the book with you, you can always purchase the eBook version and read it on your Surface.

## What You'll Find in the Book

Your Surface is full of surprises. The major functions are easy to discover, but some of the neater features are hidden away. As you read through this book, you'll find yourself saying, "Wow, I didn't know I could do that!" This book is designed to invoke just that kind of reaction.

Here are the things covered in this book:

- Chapter 1, "An Introduction to Surface," provides an introduction the Surface hardware and gives you a primer on Windows RT.
- Chapter 2, "Connecting to Networks," shows you how to connect to wireless networks, how you can access share resources on your network, and how you can remote into other computers on your network using your Surface.
- Chapter 3, "Using and Customizing the Start Screen," walks you through using the new Windows Start screen, including details on how you can customize the Start screen and make it uniquely yours.
- Chapter 4, "Security and Windows RT," shows you how to use user accounts and secure your Surface.
- Chapter 5, "Using Family Safety," provides a thorough view of Family Safety, a feature that makes it easy to control what family members can

do on your Surface, which apps they can use, and when they are able to use the device. You also learn how you can get reports on activity that kids and other family members are engaging in.

- Chapter 6, “Backing Up Your Data,” shows you how to use the unique features in Windows RT to back up your data and keep it safe from data loss.
- Chapter 7, “Searching and Browsing the Internet,” covers the Bing app and Internet Explorer 10 on the Surface.
- Chapter 8, “Connecting with People,” demonstrates how you can interact with friends and family on your social networks.
- Chapter 9, “Using Mail,” covers the Mail app in Windows RT and explains how to send and receive email.
- Chapter 10, “Using Calendar,” walks you through using the Calendar app to keep track of your appointments.
- Chapter 11, “Keeping Up to Date with News,” shows you how to read news and other information from sources all over the Web from within the News app.
- Chapter 12, “HomeGroups and SkyDrive,” explains how you can share data with others on your network with HomeGroups and how to use Microsoft SkyDrive to store and share files in the cloud.
- Chapter 13, “Discovering and Playing Music,” provides information on using the Music app to play your own music and to browse and play music from Xbox Music.
- Chapter 14, “Watching Video,” covers the Video app and Xbox Video, a service for renting and buying movies and TV shows.
- Chapter 15, “Pictures,” shows you how to use the Photos app to view and manage pictures from your Surface and from social networks and other computers.
- Chapter 16, “Using Maps,” walks you through using Maps, an app that provides detailed maps as well as directions.

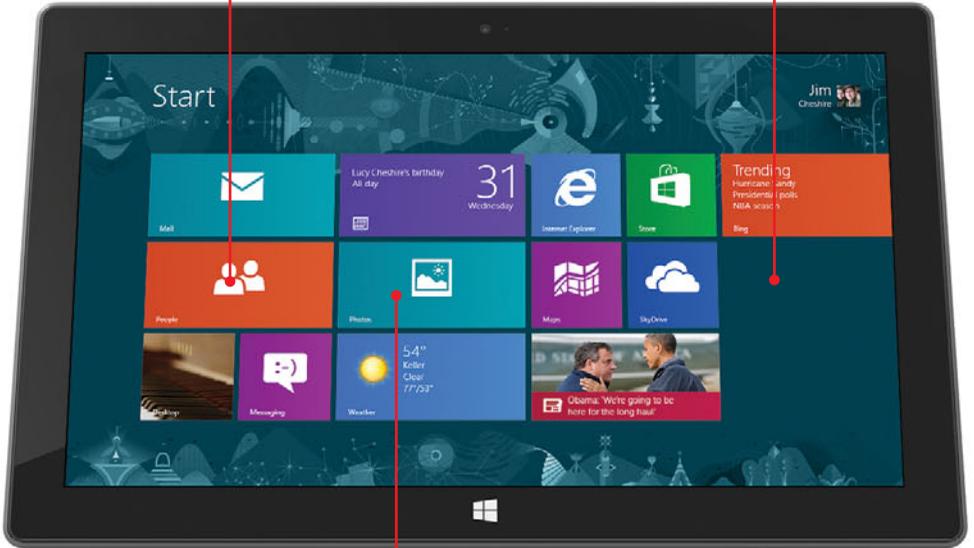
- Chapter 17, “Creating Documents with Microsoft Word 2013,” covers using Microsoft Word to create and edit documents.
- Chapter 18, “Crunching Numbers with Microsoft Excel 2013,” walks you through using Microsoft Excel to create workbooks, including how you can use formulas and functions to create complex sheets.
- Chapter 19, “Presenting with Microsoft PowerPoint 2013,” walks you through using Microsoft PowerPoint to create compelling presentations.
- Chapter 20, “Organizing Notes with Microsoft OneNote 2013,” shows you how to use Microsoft OneNote to organize notes, synchronize them across your devices, and access them from anywhere.
- Chapter 21, “Enhancing Windows with Apps,” shows you how to enhance the operation of your Surface using apps from the Windows Store, complete with some great app recommendations.
- Chapter 22, “Updating and Troubleshooting Windows RT,” shows you how to update Windows RT and how to troubleshoot and repair problems that you might encounter.

## Go Beneath the Surface

Now that you know what’s in store, it’s time to start having fun digging deeper into the Surface. You’re sure to learn new things and experience the thrill of what your Surface can do, and you’ll have fun doing it. Let’s get started!

Learn how to use  
Windows RT.

Learn about the  
Surface hardware.



Master the basics  
before diving in.

In this chapter...

---

- The Surface Device
- Windows RT Basics
- Additional Settings
- Moving On

# 1

## An Introduction to Surface

Congratulations on your purchase of the Microsoft Surface for Windows RT! The Surface for Windows RT is a unique device running a completely new version of Windows designed for ARM processors, the same processors that typically run in smartphones and some tablets. These ARM processors are specially designed for efficient power use, and because of that, you can expect to get many hours of use from your Surface between charges.

The uniqueness of Surface doesn't stop there. In fact, the Surface offers several brand-new technologies, including a built-in kickstand for convenient viewing and a revolutionary cover with a built-in keyboard.

### The Surface Device

The Surface device's case is composed of magnesium, but it's made using a special method involving liquification of the magnesium and then *extremely* rapid cooling. The result is what Microsoft calls VaporMg (pronounced *vapor mag*), and it's extremely strong, light, and scratch-resistant.

## ON FIRE

For those of you who are science buffs, you might already know that when magnesium reaches a certain temperature, it ignites and burns at an intense temperature. Because of this, some naysayers of the Surface claim that if the battery inside the Surface were to ignite, it would cause the device to ignite and burn uncontrollably. In fact, a burning battery burns at just under 600 degrees Fahrenheit, and magnesium requires a temperature of approximately 1,022 degrees Fahrenheit to ignite. You can do the math yourself, but I think you're safe.

## Ports and Controls

Along the right edge of the Surface, you'll find the right speaker, a micro-HDMI video port used for outputting video to an HD display, a full-sized USB 2.0 port, a microSDXC memory card port, and a proprietary port for the Surface's power adapter.

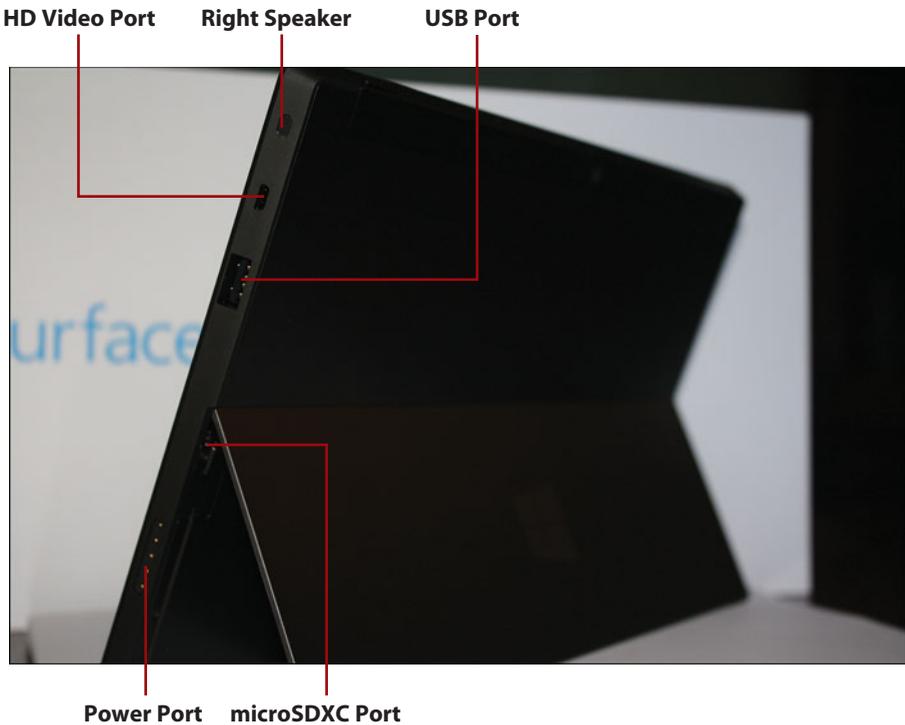
By inserting a microSDXC card into the microSDXC slot, you can increase the memory of your Surface by up to 64GB. The microSDXC slot on the Surface is hidden behind the right side of the Kickstand.

## *It's Not All Good*

### Using microSDXC Cards

Windows RT does not enable you to easily use memory from a microSDXC card in specific ways. For example, you can't store movies that you download from Xbox Video or music that you get from Xbox Music to a memory card without taking some pretty complex steps.

For information on how you can get around this limitation, check out Paul Thurott's tip on his WinSupersite website at [www.winsupersite.com/article/windows8/surface-tip-microsd-content-libraries-metro-apps-144658](http://www.winsupersite.com/article/windows8/surface-tip-microsd-content-libraries-metro-apps-144658).



On the left edge of the Surface is the left speaker, a 1/8-inch headphone jack, and the volume control. The bottom of the Surface contains the final port, a proprietary port for the Surface's unique Touch Cover or Type Cover.

The Surface's power switch is located on the top-right side of the device. If you press and release the switch, it turns off the Surface's screen. If you press and hold the switch for several seconds, it turns off the device entirely.

The Surface is also equipped with two microphones, both of which are positioned along the top edge of the device.

## *It's Not All Good*

### **Powering Off**

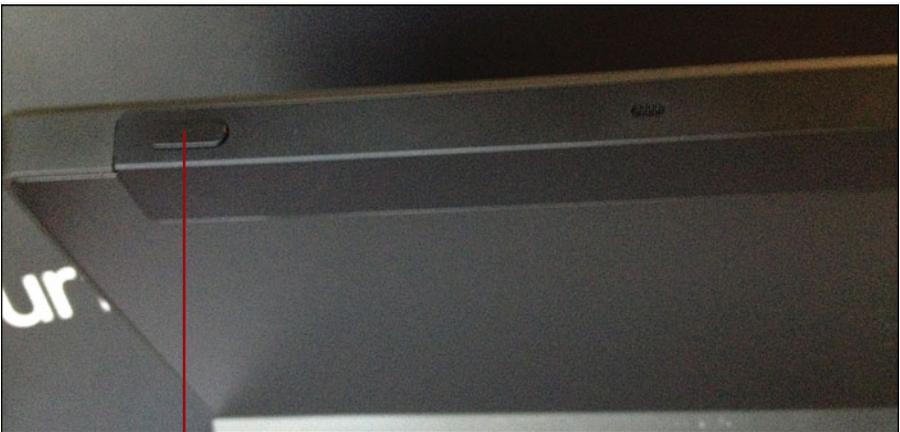
It's not recommended that you hold the power switch to turn off the Surface unless you have no other option. When you turn off the device in this way, any work you are doing is not saved, and you increase the chances of losing data.



**Left Speaker**

**Headphone Jack**

**Volume Control**



**Power Button**

## The Kickstand

One of the features unique to the Surface is the built-in Kickstand. The Kickstand is convenient not only when you are using a keyboard with your Surface, it also perfectly positions the Surface for watching video. The Kickstand flips out from the Surface with a satisfying snap, and despite its thinness, it's tough and solid due to the VaporMg construction.

The Kickstand also is convenient when using the Surface for videoconferencing. In fact, Microsoft expects that you'll use it for that purpose, and that's why the front-facing camera in the Surface is positioned in such a way that it's aiming directly at your head when the Surface is tilted at a slight angle by the Kickstand.

## Type Cover and Touch Cover

Another feature unique to the Surface is the Touch Cover and the Type Cover. These covers attach to the bottom side of the Surface using strong magnets. If you get the cover close to the bottom, the strong magnets pop it into proper position easily. When the cover is folded over the Surface's screen, the screen is automatically turned off. When the cover is folded away from the screen, the screen turns on automatically.

### *It's Not All Good*

#### **Covers Not Included**

The Surface does not come with a cover. If you want a Touch Cover or a Type Cover, you're going to have to pay for it. The Touch Cover will run you about \$120, and the Type Cover will run you about \$130. Even so, I highly encourage you to buy one. It is a great addition to the Surface, especially if you plan on using Office 2013 RT apps on your device.

The truly unique thing about the Touch Cover and Type Cover is that they both double as a quality keyboard, complete with a touch pad. The Touch Cover has touch-sensitive keys that are slightly raised from the cover's surface. The Type Cover is slightly thicker and uses physical keyboard keys.

It is worth noting, however, that the Touch Cover and Type Cover only attach to the Surface at the bottom of the device. When you fold the cover over the display, it doesn't attach in any way to the top of the device. Therefore, if you hold the Surface upside down, the cover will open. I don't find it to be a problem, but it's worth mentioning.



**Touch Cover**

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## Fast Typing

I'm a pretty fast touch-typist, and I find typing on the Touch Cover to be fast and accurate.

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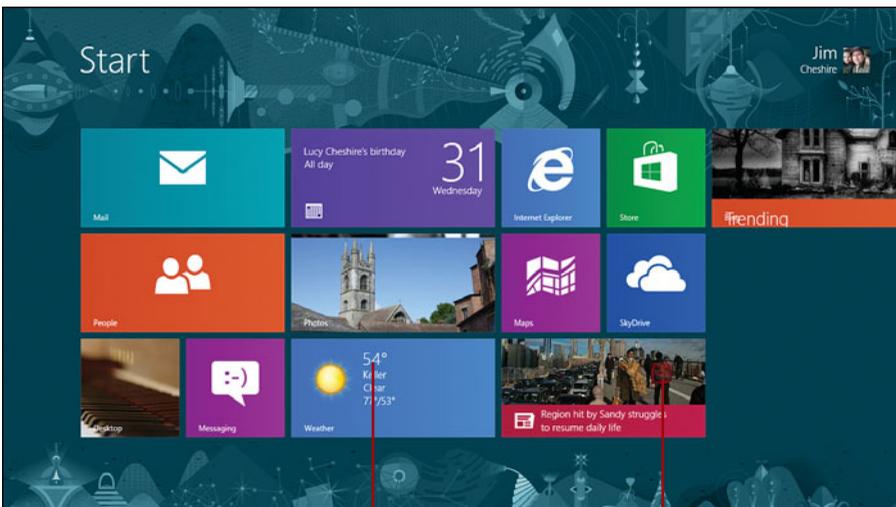
## Windows RT Basics

Windows RT is a brand-new version of the popular Windows operating system. Although it might look just like the version of Windows 8 that's running on your notebook or desktop computer, it's not the same. Windows RT is designed to run on ARM processors, while Windows 8 that you run on your notebook or desktop is designed to run on Intel processors. Is that important? Yes! You can't install software (including drivers for printers and other hardware) onto Windows RT unless that software is specifically designed for ARM processors. When it comes to the Surface for Windows RT, that means you can't install apps unless they come from the Windows Store, and unless Windows RT comes with a driver for your printer or other hardware, there's a good chance that you can't use it in Windows RT.

With all of that said, Windows RT has a huge advantage in that it is extremely power-efficient, enabling you to squeeze about 10 hours of battery life out of the device. And unlike your notebook computer, the Surface for Windows RT is capable of transitioning into a very low power state instead of going to sleep. That means that even when the device looks like it's asleep, it's still running and will notify you of appointments, new emails, and so forth.

## The Start Screen

Windows RT doesn't have a Start button to get things going; instead, the Start screen is the launching point for your apps. Laid out across the Start screen are brightly colored tiles. Some of these tiles are what Microsoft calls *Live Tiles* that display useful information about the app they represent.



**The Start Screen**

**Live Tile**

For full information on using the Start screen, see Chapter 3, "Using and Customizing the Start Screen."

## App Switching and Charms

You can have multiple apps running at the same time in Windows RT, and you can easily switch between them by swiping in from the left side of the screen. You also can display two at the same time on the screen.

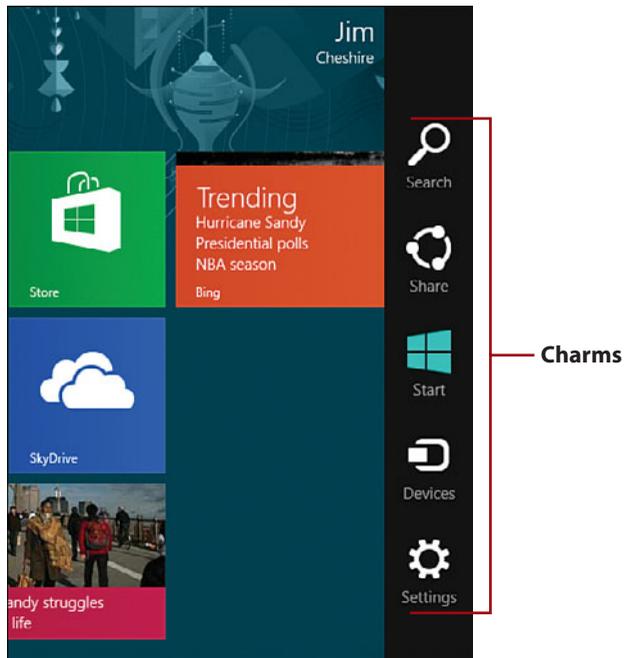
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## More on App Switching

For full details on how app switching works in Windows RT, see “Switching Between Recent Apps” in Chapter 3.

---

To access settings for an app or to search within an app (or across apps), you swipe in from the right side of the screen. When you do, you'll see a series of vertical icons that you can use to interact with your apps and with Windows (Microsoft calls these *charms*).



Charms are context-sensitive. For example, if you tap the Settings charm while on the Start screen, you pull up settings for Windows, and if you tap the Settings charm while in the Music app, you pull up settings for the Music app, and so forth.

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## Printing from Windows RT

The Device charm is used to print in Windows RT.

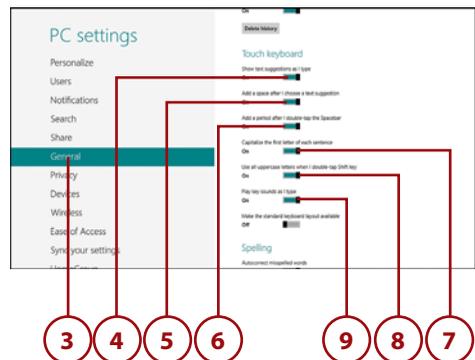
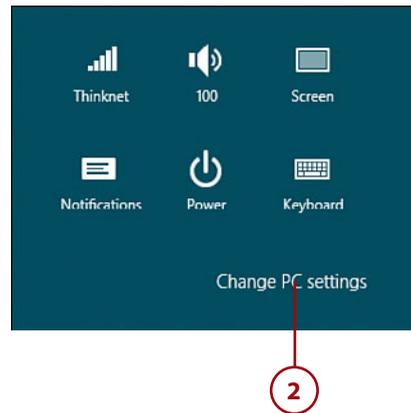
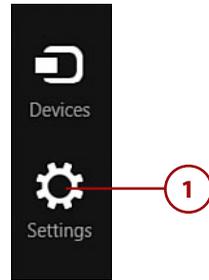
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## Typing in Windows RT

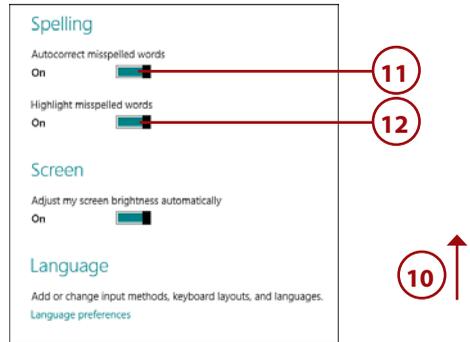
For the most part, you type in Windows RT just as you would on any other computer. However, there are some shortcuts to make things a bit easier. For example, Windows RT has a spell checker across the entire operating system that underlines misspelled words in a red squiggly underline. Windows RT also shows suggestions while you type in many areas, and there are other minor conveniences, such as the ability to add a period at the end of a sentence by simply double-tapping the spacebar.

You can control many of these features in the General settings of your Surface.

1. From the Start screen, swipe in from the right side of the screen and tap the Settings charm.
2. Tap Change PC Settings.
3. Tap General.
4. In the Touch Keyboard section, tap Show Text Suggestions as I Type to turn off that feature.
5. Tap Add a Space After I Choose a Text Suggestion to turn off that feature.
6. Tap Add a Period After I Double-Tap the Spacebar to turn off that feature.
7. Tap Capitalize the First Letter of Each Sentence to turn off that feature.
8. Tap Use All Uppercase Letters When I Double-Tap Shift Key to turn off that feature.
9. Tap Play Key Sounds as I Type to turn off that feature.



10. Swipe up to move down to the Spelling section.
11. Tap Autocorrect Misspelled Words to turn off that feature.
12. Tap Highlight Misspelled Words to turn off that feature.



10 ↑

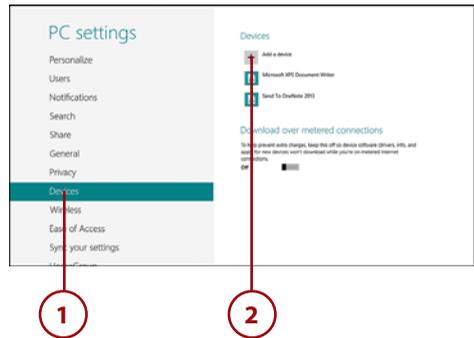
## Adding Devices

You can add new devices, such as a printer, a Bluetooth headset, and so forth.

1. From the PC Settings screen, tap Devices.
2. Tap Add a Device.
3. Tap your device from the list to add it to your Surface.

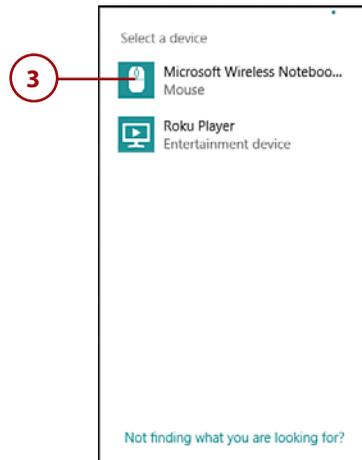
### Adding Bluetooth Devices

If you are adding a Bluetooth device, make sure that the device is discoverable before you tap Add a Device in step 2.



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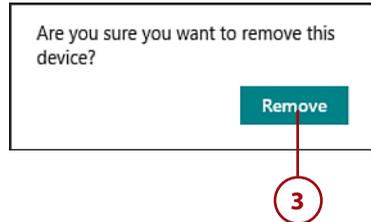
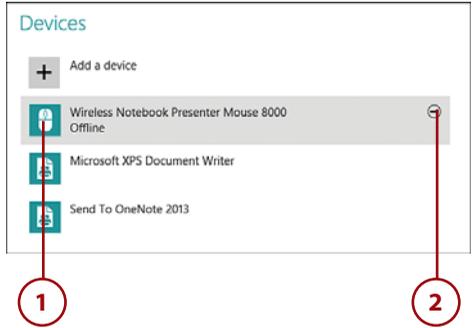


3

## Removing Devices

If you no longer need a device that you added, you can remove the device from your Surface.

1. From the Devices PC Settings page, tap the device you want to remove.
2. Tap the - button.
3. Tap Remove to remove the device.



## Notifications

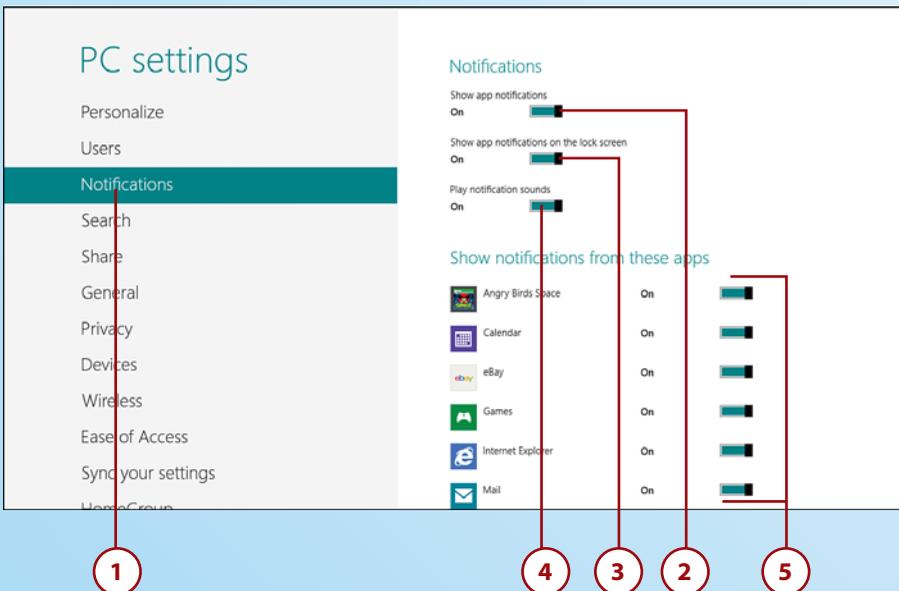
Windows RT displays notifications in a pop-up in the upper-right corner of the screen. Notifications are displayed for calendar reminders, emails, and more. When you install additional apps from the Windows Store, these apps can also display notifications.

You can control whether notification pop-ups are displayed, whether apps can display notifications on the lock screen, and whether a sound plays when a notification is displayed. You also can specify whether individual apps are allowed to display notifications.

### The Lock Screen

I cover the lock screen in the next section of this chapter.

1. From the PC Settings screen, tap Notifications.
2. Tap Show App Notifications to change the setting to Off and disable all notifications.
3. Tap Show App Notifications on the Lock Screen to change the setting to Off and disable notifications on the lock screen.
4. Tap Play Notification Sounds to change the setting to Off and disable sounds when notifications are displayed.
5. Tap the slider for an individual app to change it to Off and disallow notifications for that app.



## The Lock Screen

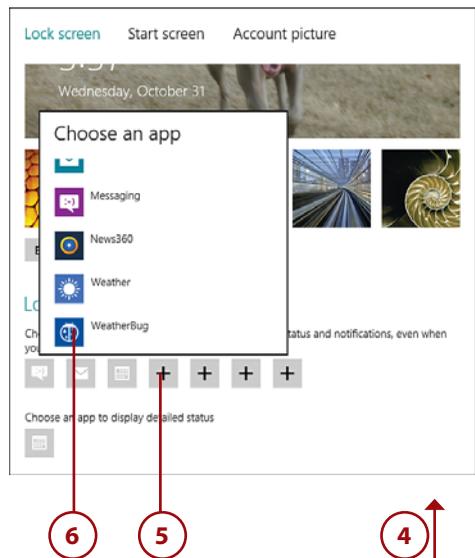
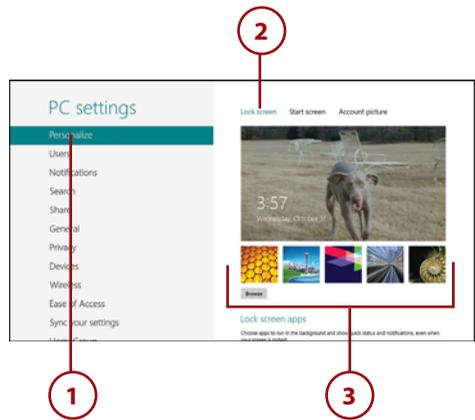
The lock screen is displayed when your Surface starts and when you turn on the display after it has been turned off. To get to the sign-in screen or the Start screen, swipe up on the lock screen or press the Esc key on your keyboard.

### Signing In

For information on signing in to Windows RT, see “Securing Your PC” in Chapter 4, “Security and Windows RT.”

You can customize the lock screen with one of your own pictures. You also can decide which apps are allowed to show a status on the lock screen, and choose one app to show detailed status.

1. From the PC Settings screen, tap Personalize.
2. Tap Lock Screen.
3. Tap a picture, or tap Browse to browse to one of your own pictures. A preview of the lock screen appears above the picture tiles.
4. Swipe up to reveal additional lock screen options.
5. To add an app that can display status on the lock screen, tap +.
6. Tap an app.

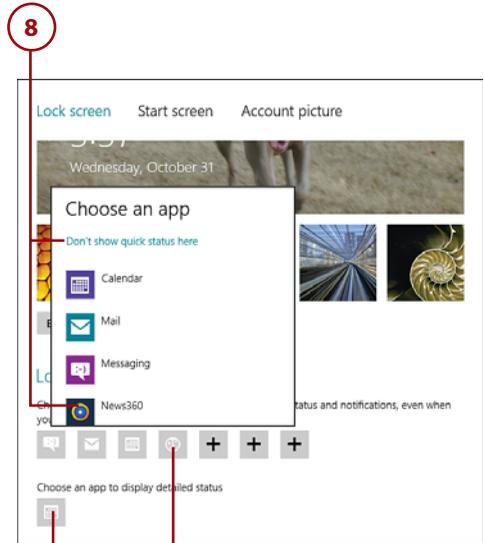


7. To change an app or remove an app from the lock screen, tap the icon for the app.
8. Tap a different app to display, or tap Don't Show Quick Status Here to remove the app's status from the lock screen.
9. To choose an app that displays detailed status on the lock screen, tap the calendar icon. (The Calendar app shows detailed status by default.)
10. Tap an app, or tap Don't Show Detailed Status on the Lock Screen to remove all detailed app statuses from the lock screen.

## App Status

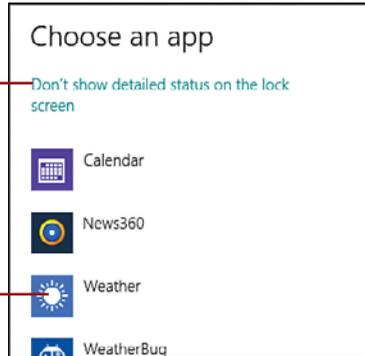
When an app shows a status on the lock screen, it consists of the app's icon and a numerical indicator showing how many notifications are available for the app. For example, the Mail app would display an envelope icon and a numeric indicator showing how many new mail messages you have.

A detailed status shows additional information. For example, if the Calendar app is selected as the app to show detailed status, you will see details on your next appointment on the lock screen.



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## Additional Settings

There are a few other settings in Windows RT that you should know about before we dive into the details of using your Surface.

## Volume and Mute

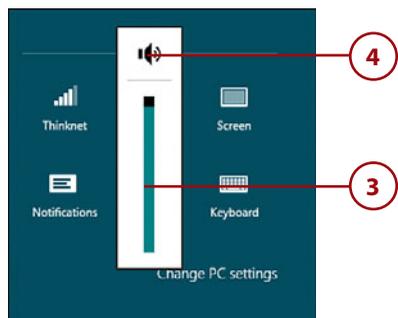
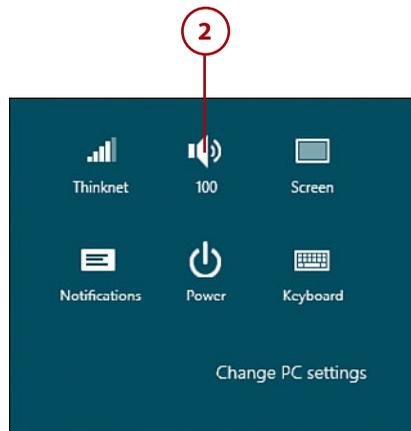
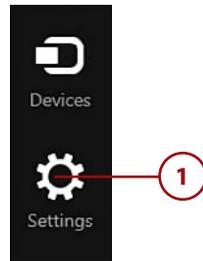
You can control the volume of your Surface using the volume rocker on the left side of the case, but you also can adjust volume by touch, including muting the sound altogether.

1. From the Start screen, swipe in from the right side of the screen and tap the Settings charm.
2. Tap the speaker icon.

## Networks

Ignore the Network icon just to the left of the speaker icon for now. I show you how to join networks in the next chapter.

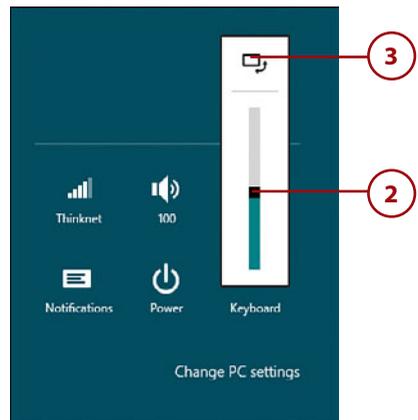
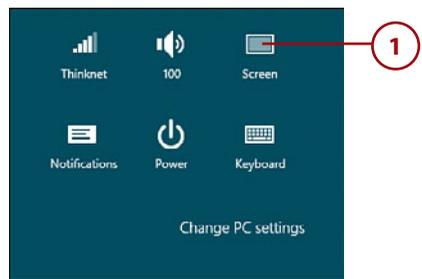
3. Drag the slider down to decrease volume and up to increase volume.
4. Tap on the speaker to mute your Surface. Tapping it again unmutes it.



## Screen Brightness and Rotation Lock

Your Surface will adjust screen brightness based on battery life and current lighting levels. However, you can adjust the brightness to your liking manually.

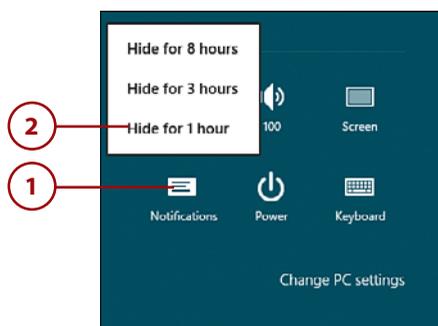
1. From the Settings pane, tap the Screen icon.
2. Drag the slider down to decrease brightness and up to increase brightness.
3. Tap the rotation icon to toggle the rotation lock and prevent the screen from rotating when you rotate the device.



## Hiding Notifications Temporarily

You might decide that you want to temporarily hide notifications. For example, if you are in a meeting for an hour and you want to make sure that your Surface doesn't pop up a notification, you can disable notifications for a specific time period.

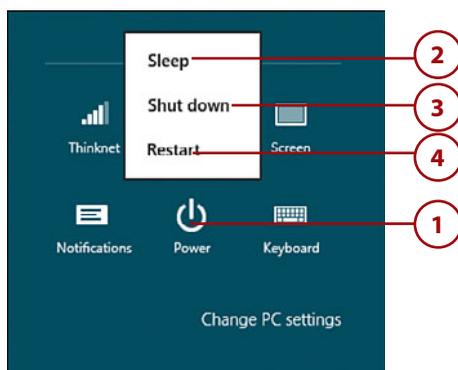
1. From the Settings pane, tap the Notifications icon.
2. Tap a time period during which notifications are hidden.



## Shutting Down, Sleeping, and Restarting

If you want to shut down your Surface, put it to sleep, or restart it, you can do so from the Settings screen.

1. From the Settings screen, tap the Power icon.
2. Tap Sleep to put your Surface into a low-power sleep state.
3. Tap Shut Down to turn off your Surface completely.
4. Tap Restart to shut down and restart your Surface.

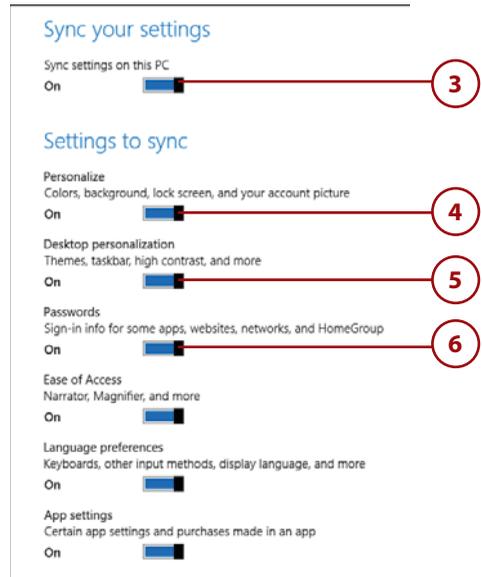
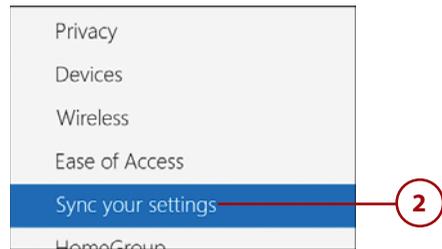
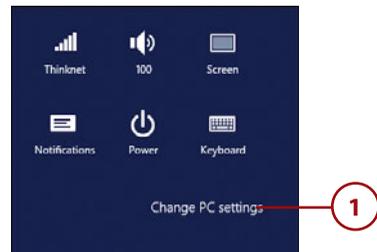


## Synchronizing Settings

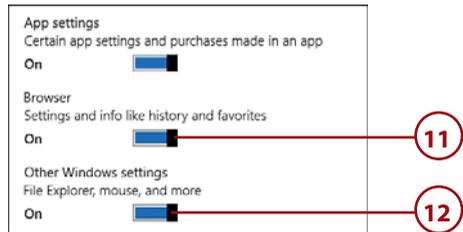
One of the benefits of using a Microsoft account when signing in to your Surface is that settings are synchronized across your devices. For example, if you change the background image on your lock screen on one device, that change is automatically synchronized to other computers running Windows 8 or Windows RT when you log in with that account.

You can control these synchronization settings or disable synchronization altogether.

1. From the Settings screen, tap Change PC Settings.
2. Tap Sync Your Settings.
3. To turn off synchronization of settings, tap Sync Settings on this PC to change the setting to Off.
4. To disable synchronization of personalization settings, such as the colors, background, lock screen, and your account picture, tap the Personalize slide to change the setting to Off.
5. To disable synchronization of themes, the taskbar, and other desktop settings, tap the Desktop Personalization slide to change the setting to Off.
6. To turn off synchronization of passwords and sign-in information, tap the Passwords slider to change the setting to Off.



7. To turn off synchronization of accessibility settings, tap the Ease of Access slider to change the setting to Off.
8. To turn off synchronization of keyboard settings, the display language, and other language settings, tap the Language Preferences slider to change the setting to Off.
9. To turn off synchronization of app settings, tap the App Settings slider to change the setting to Off.
10. Swipe up to see additional settings.
11. To turn off synchronization of browser history and favorites, tap the Browser slider to change the setting to Off.
12. To turn off synchronization of other settings, such as File Explorer settings and mouse settings, tap the Other Windows Settings slider and change the setting to Off.



## Moving On

Now that you know the basics of your Surface and Windows RT, it's time to move on to learning all that you can do with your tablet. Along the way, I show you plenty of tips and tricks, and I also warn you when it's needed.

Let's get started learning how to use your Surface!

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