Contents

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Checking Out Your Gateway Solo 1200

1

Tips & Tricks

To access the contents of this manual while you are traveling, download an electronic copy from www.gateway.com/support/manlib/.

Front

Cover release latch

Component	Description
Cover release latch	Open notebook cover by pressing the release latch.

Left

PC Card
eject button PC Card slot Diskette drive Diskette drive
eject button
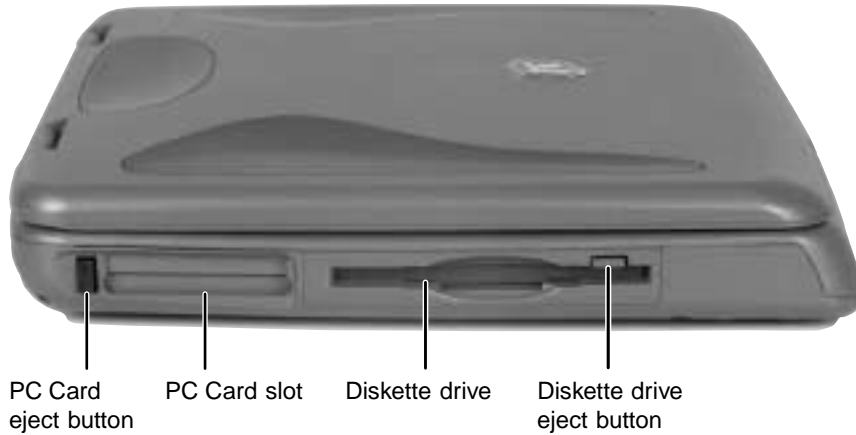
Component	Icon	Description
PC Card eject button	▬	Press the eject button to remove a PC Card from the PC Card slot.
PC Card slot		Insert one Type I, II, or III PC Card into this slot. For more information, see "Adding a PC Card" on page 138.
Diskette drive		Insert a standard 3.5-inch diskette into this drive. For more information, see "Using diskettes" on page 82.
Diskette drive eject button		Press the eject button to remove a diskette from the drive.

Right

Component	Icon	Description
CD drive		Insert CDs into this drive. For more information, see "Using the CD drive" on page 83.
CD drive indicator		Lights up when the computer is accessing the CD drive.
CD drive eject button		Press the eject button to eject the disc tray from the drive.
Microphone jack		Plug a microphone into this jack.
Headphone jack		Plug headphones or amplified speakers into this jack.
Modem jack		Plug a telephone cord into this jack.
Battery charge indicator		The LED shows the battery activity and status. ■ Green – battery is fully charged. ■ Orange – battery is being charged. ■ Red – battery is low. ■ Blinking and red – battery is very low. ■ Blinking and orange – battery is malfunctioning.

Component	Icon	Description
Power indicator		Lights up when the notebook is turned on and shows notebook power status: ▪ LED on – notebook is ON. ▪ LED off – notebook is OFF or in Hibernate. ▪ LED flashing – notebook is in Standby.

Back

USB ports   Parallel port   Fan   Monitor port   Power connector

Kensington lock slot   Ethernet jack
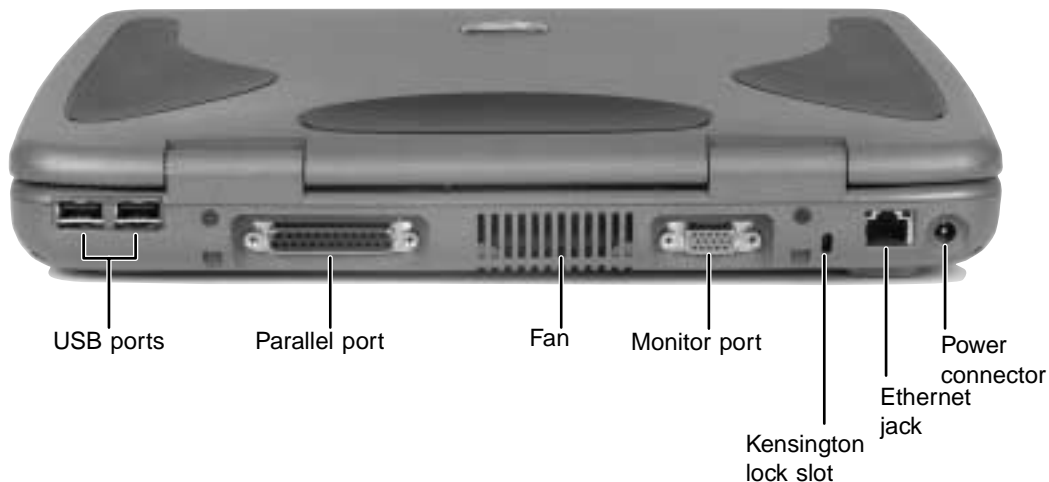
Component	Icon	Description
USB ports		Plug USB (Universal Serial Bus) devices (such as a USB Iomega™ Zip™ drive, printer, scanner, or camera) into these ports.
Parallel port		Plug a parallel printer into this port.
Fan		Helps cool internal components. Do not block or insert objects into these slots.
Monitor port		Plug an external (VGA) monitor into this port.
Kensington™ lock slot		Secure your computer to an object by connecting a Kensington cable lock to this slot.
Ethernet jack (optional)		Plug a 10/100 Ethernet network cable into this jack. For more information, see "Connecting to an Ethernet network" on page 30 and "Networking Your Computer" on page 147.
Power connector		Plug the AC adapter cable into this connector.

Bottom
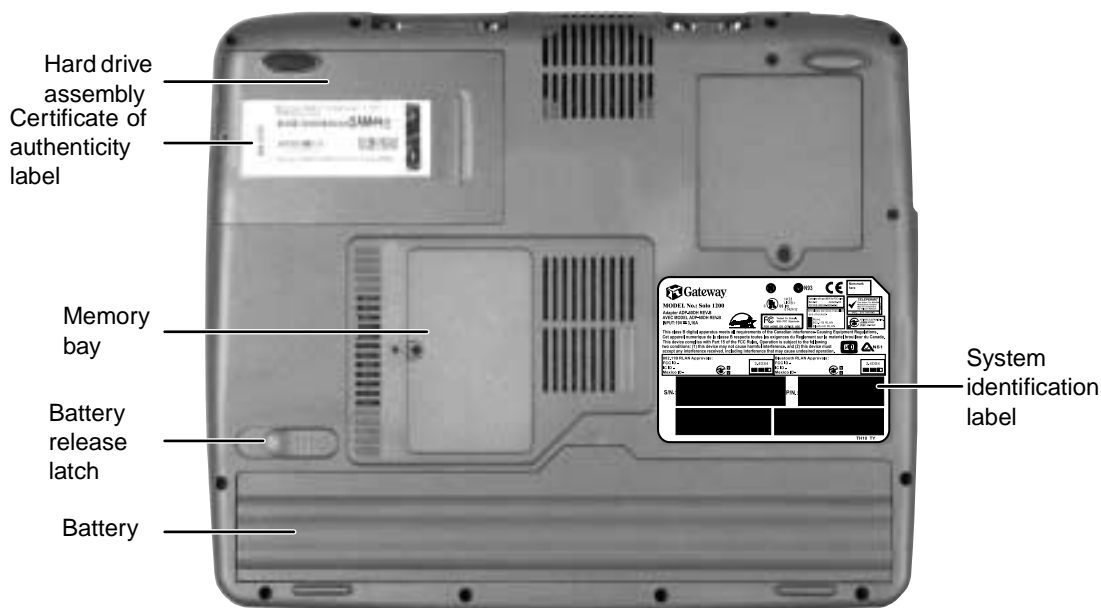
Component	Icon	Description
Hard drive assembly		Remove this assembly to replace the hard drive.
Certificate of Authenticity label		Find the registration key for the operating system on this label.
Memory bay		Install a memory module in this bay.
Battery release latch	⬜ +⟩	Slide to release the battery.
Battery		Insert the battery into this bay.
System identification label		Find the product model number and serial number on this label.

Identifying your model

The label on the bottom of your computer contains information that identifies your notebook model. Gateway Technical Support will need this information if you call for assistance. Label information varies by model.
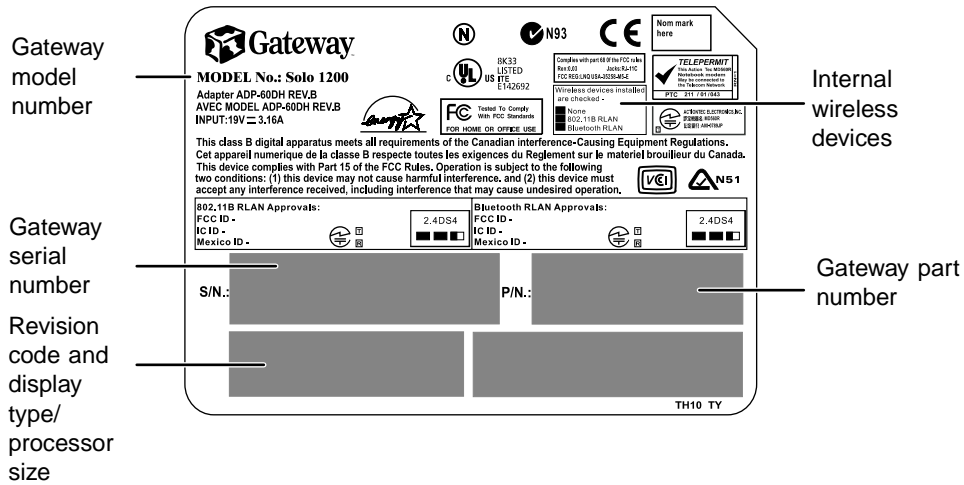
Accessories

Gateway offers accessories that can help you make the most of using your notebook.

Batteries and automobile/airplane power adapters

If you run your notebook on battery power for extended periods, you may want to buy an additional battery so that you can swap batteries when necessary.

With an automobile/airplane power adapter, you can save battery power by plugging your notebook into an automobile cigarette lighter or an airplane in-flight power receptacle.

Carrying cases

Gateway has large-capacity carrying cases if you need additional space for accessories or supplies.

External devices

You can attach external devices such as a keyboard, mouse, printer, or monitor to your notebook.

Memory

Large programs, such as multimedia games or graphics programs, use a lot of memory. If your programs are running more slowly than you think they should, try adding more memory.

Printers

You can attach many types of printers to your computer. The most common types are inkjet and laser printers, which print in color or black and white.

Inkjet printers and cartridges are relatively inexpensive, but usually they are slower than laser printers. Using an inkjet color printer, you can print pictures, banners, greeting cards, as well as documents.

Laser printers and cartridges are more expensive, but usually they print much faster than inkjet printers. Laser printers are better than inkjet printers when you are printing large documents.

Getting Started

2

This chapter provides basic information about your Gateway notebook. Read this chapter to find out:

- How to connect the AC adapter
- How to start and turn off your notebook
- How to use the keyboard
- How to use the EZ Pad™ touchpad
- How to connect the modem
- How to connect to a network
- How to install peripheral devices

Warning	Radio frequency wireless communication can interfere with equipment on commercial aircraft. Current aviation regulations require wireless devices to be turned off while traveling in an airplane. IEEE 802.11b (also known as wireless Ethernet or Wifi) and Bluetooth communication devices are examples of devices that provide wireless communication.

Important	If your system came equipped with an internal radio frequency wireless device, see "Safety, Regulatory, and Legal Information" on page 215 for general wireless regulatory and safety guidelines. To find out if your system has an internal wireless device, check the label (see "Identifying your model" on page 8.

Connecting the AC adapter

You can run your notebook using an AC adapter or the notebook battery. The battery was shipped to you partially charged. You should use the AC adapter right away to fully charge the battery. Allow 24 hours for the battery to fully charge.

Important	If the battery is not fully charged before you use your notebook on battery power for the first time, the battery life may be much shorter than you expect. If the battery life seems short even after being charged for 24 hours, the battery may need to be recalibrated. For information on recalibrating the battery, see "Recalibrating the battery" on page 177.

To connect the AC adapter:

1 Connect the power cord to the AC adapter.

Warning	Replace the power cord if it becomes damaged. The replacement cord must be of the same type and voltage rating as the original cord or the notebook may be damaged.

2 Connect the AC adapter to your notebook's power connector.

3 Plug the power cord into an AC power outlet.

The battery charging indicator light turns on. If the battery charging indicator light does not turn on, disconnect the adapter from your notebook and repeat Step 2.

4 When you finish using your notebook the first time, turn the notebook off and leave the notebook connected to AC power for at least 24 hours.

Warning	Do not attempt to disassemble the AC adapter. The AC adapter has no user-replaceable or user-serviceable parts inside. The AC adapter has dangerous voltages that can cause serious injury or death. Contact Gateway about returning defective AC adapters.

Protecting from power source problems

During a power surge, the voltage level of electricity coming into your computer can increase to far above normal levels and cause data loss or system damage. Protect your computer and peripherals by connecting them to a *surge protector*, which will absorb voltage surges and prevent them from reaching your computer.

Warning	High voltages can enter your computer through both the power cord and the modem connection. Protect your computer by using a surge protector. If you have a telephone modem, use a surge protector that has a modem jack. If you have a cable modem, use a surge protector that has an antenna/cable TV jack. During an electrical storm, unplug both the surge protector and the modem.

Starting your notebook

To start the notebook:

1 Open your notebook by pressing the latch on the front of your notebook and lifting the LCD panel.

2 Press the power button located above the keyboard.
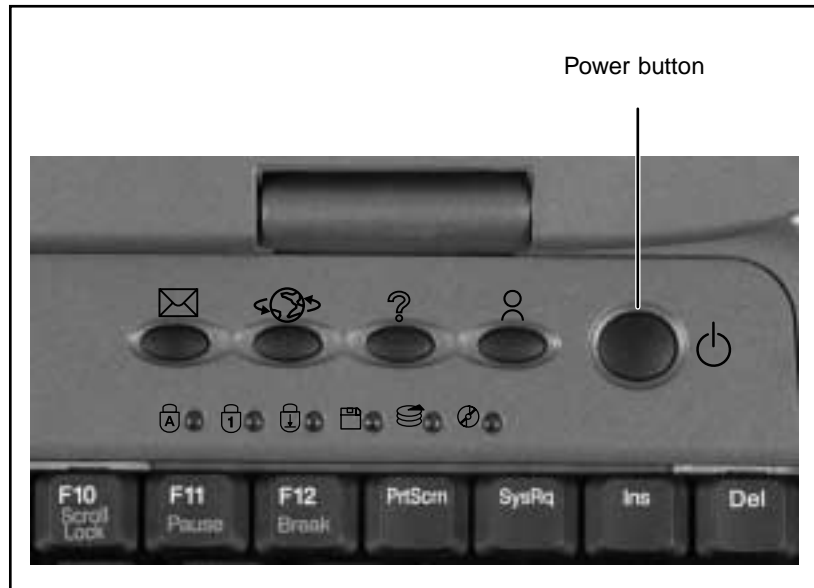
Power button

The power button is preset to On/Off mode. However, you can also set it to function in Standby/Resume mode. For instructions on changing the power button mode, see "Changing automatic power settings" on page 113.

3 If you are starting your computer for the first time, follow the on-screen instructions to set up your computer.

Waking up your notebook

When you have not used your notebook for several minutes, it will go into a power-saving mode called *Standby*. While in Standby, the power indicator light flashes.

If your notebook has gone into Standby mode, "wake" it up by pressing the power button. For more information on changing power-saving settings, see "Managing Power" on page 107.

Turning off your notebook

To turn off your notebook:

1 Click **Start**, then select **Shut Down**. The Shut Down Windows dialog box opens.

2 Select **Shut down**.

3 Click **OK**. Windows shuts down and turns off your notebook.

Important	If for some reason you cannot use the Shut down option in Windows to turn off your notebook, press and hold the power button for about five seconds.

Status indicators

Caps lock
Pad lock
Scroll lock
Diskette drive
Hard drive
CD drive
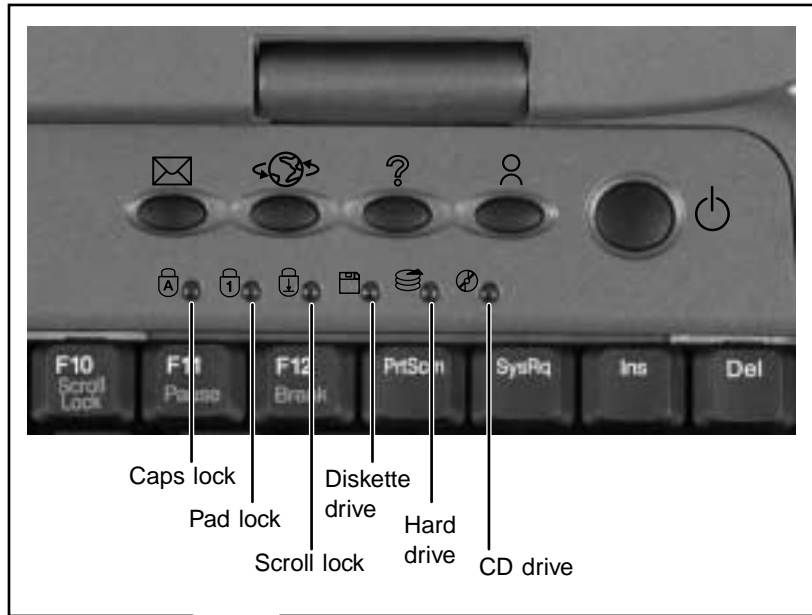
This light turns on…	When…
(icon: lock with A)	Caps Lock is turned on.
(icon: lock with 1)	Pad Lock is turned on.
(icon: lock with down arrow)	Scroll Lock is turned on.
(icon: diskette)	The notebook is accessing the diskette drive.
(icon: hard drive)	The notebook is accessing the hard drive.
(icon: CD)	The notebook is accessing the CD drive.

Using the keyboard

Your notebook features a full-size keyboard that has the full functionality of a desktop computer keyboard. Many of the keys have been assigned alternate functions, including shortcut keys for Windows, function keys for specific system operations, and the Pad Lock keys for the numeric keypad.

You can attach an external keyboard to the notebook using a USB port. You do not need to shut down the notebook to connect a USB keyboard.

Keys

Component	Icon	Description
Function keys		Press these keys labeled F1 to F12 to perform actions in programs. For example, pressing F1 may open help.
		Each program uses different function keys for different purposes. Refer to the program documentation to find out more about the function key actions.
Numeric keypad		Use these keys to type numbers when numeric keypad is turned on. Press FN+PAD LOCK to turn on the numeric keypad.
System keys		Press these green or blue-colored keys in combination with the FN key to perform a specific action.
Navigation keys		Press these keys to move the cursor to the beginning of a line, to the end of a line, up the page, down the page, to the beginning of a document, or to the end of a document.
FN key		Press the FN key in combination with a green or blue-colored system key (such as STANDBY, or PAUSE) to perform a specific action.
Windows key		Press to open the Windows **Start** menu. These keys can also be used in combination with other keys to open utilities like F (Search utility), R (Run utility), and E (Explorer utility).
Application key		Press for quick access to shortcut menus and help assistants in Windows.
Arrow keys		Press these keys to move the cursor up, down, right, or left.

System key combinations

When you press the FN key and a system key at the same time, the notebook performs an action identified by the green or blue text on the key.

Press and hold FN while pressing this system key...	To...
F2 Status	Display the power status box in the upper left corner of your screen. The menu shows the battery charge level, the BIOS version, and whether the AC adapter is being used. Press the key combination again to close this box.
F3 LCD/CRT	Toggle the notebook screen between the LCD, an external monitor, or both at the same time. A monitor must be plugged into the monitor port on the notebook.
F4 Standby	Enter Standby mode. Press the power button to leave Standby mode.
F9 Pad Lock	Turn on Pad Lock so you can use the numeric keypad. Press this key combination again to turn off Pad Lock. The Pad Lock status indicator lights up while this function is turned on.
F10 Scroll Lock	Pause the text scrolling in a DOS screen. The Scroll Lock status indicator appears when this function is turned on. Press the key combination again to continue scrolling. (This function is only available in some programs.)
F11 Pause	Pause execution of a DOS program. (This function is only available in some programs.)
F12 Break	Stop the currently running DOS program. (This function is only available in some programs.)
PgUp 🔊 ▲	Increase the volume.

Press and hold FN while pressing this system key…	To…
PgDn 🔊▼	Decrease the volume.
Home 🔇	Mute the volume.

Multi-function buttons
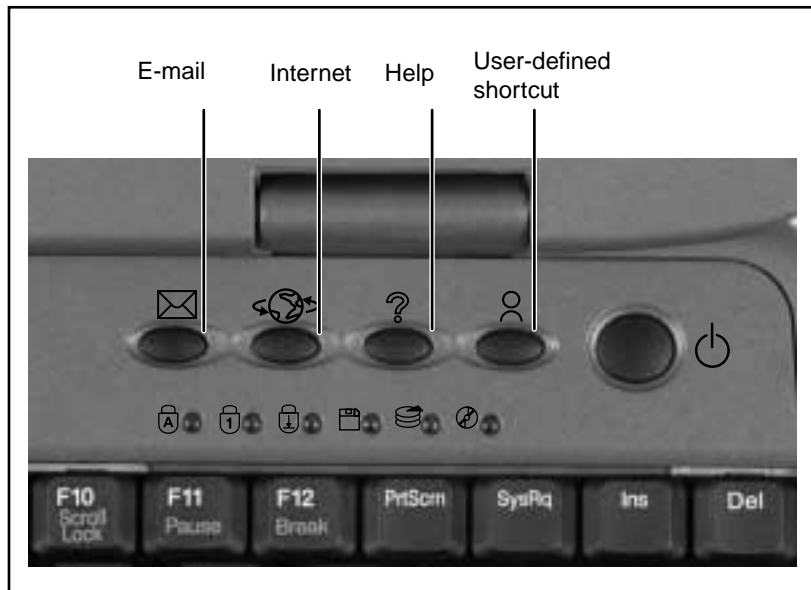
Button	Icon	Press to…
E-mail	✉	Open your e-mail program.
Internet	🌐	Open your Web browser.

Button	Icon	Press to…
Help		Open online help.
User-defined shortcut		Open the program you assign to this key.

Using the EZ Pad touchpad
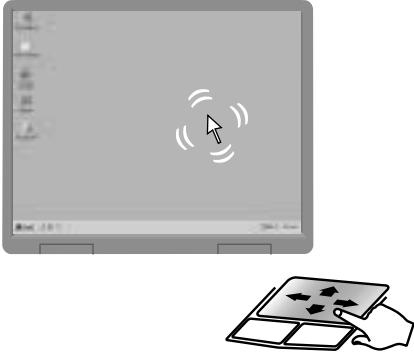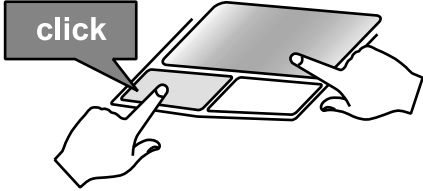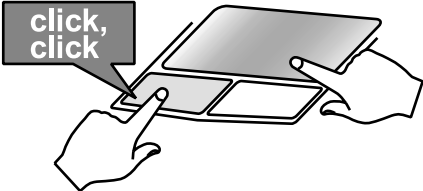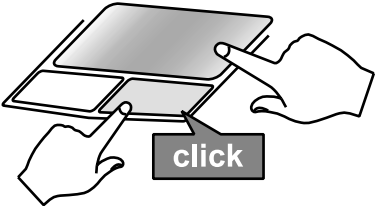
The EZ Pad™ consists of a touchpad, two buttons, and a rocker switch.

Touchpad

Left
touchpad
button

Rocker
switch

Right
touchpad
button
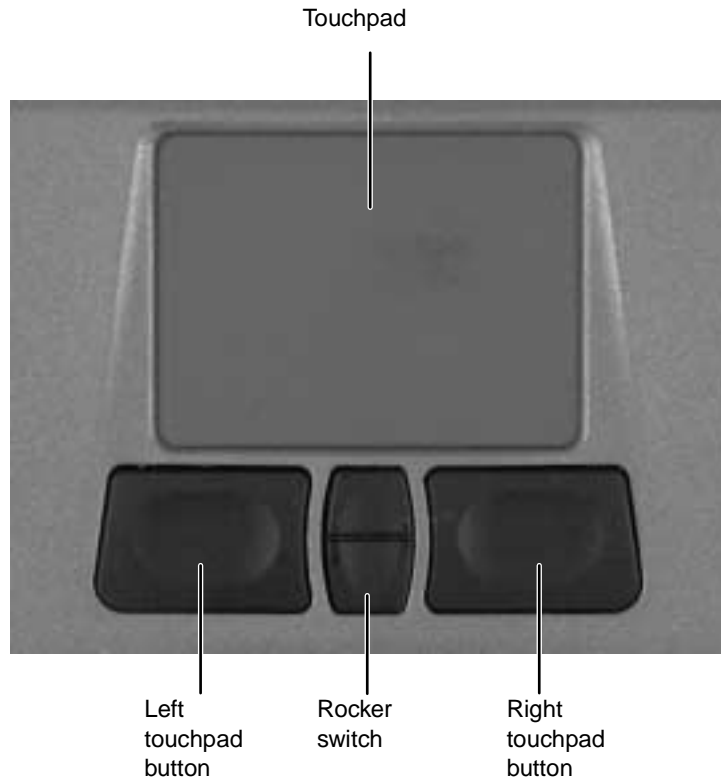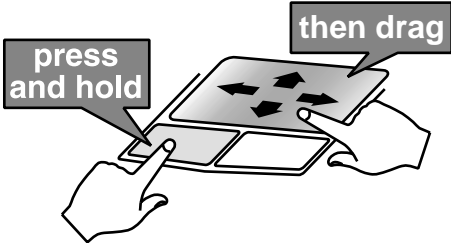
When you move your finger on the touchpad, the *pointer* (arrow) on the screen moves in the same direction.

You can use the EZ-Pad *left* and *right buttons* below the touchpad to select objects. You can scroll, zoom, autoscroll, and pan using the rocker switch between the touchpad buttons. Scrolling capabilities are available in some Windows applications, including Microsoft Office.

Using the touchpad

To…	Do this…
Move the pointer on the screen.	Move your finger around on the touchpad. If you run out of space on your touchpad and need to move the pointer farther, lift your finger, move it to the middle of the touchpad, then continue moving your finger.
Select an object on the screen.	Position the pointer over the object. Press the left button below the touchpad once. This action is called *clicking*.
Start a program or open a file or folder.	Position the pointer over the object. Press the left button below the touchpad twice in rapid succession. This action is called *double-clicking*.
Access a shortcut menu or find more information about an object on the screen.	Position the pointer over the object. Quickly press and release the right button once. This action is called *right-clicking*.

To…	Do this…
Move an object on the screen.	Position the pointer over the object. Press the left button and hold it down, then use the touchpad to move (drag) the object to the appropriate part of the screen. Release the button to drop the object where you want it.

Using the rocker switch

To…	Do this…
Scroll up/down	Press forward or backward on the rocker switch to scroll through documents.
Zoom in/out	Press and hold the CTRL key as you apply pressure to the rocker switch.
Data zoom	Press and hold the SHIFT key as you rock the switch to jump to a hyperlink, return to previous Web sites using Internet Explorer, or expand or collapse menu trees in Windows Explorer.
Autoscroll	Click both sides of the rocker switch and let go once. The document continues flowing until you use a keystroke, mouse click, or additional rocker action to quit scrolling.
Pan	Hold down both sides or the middle of the rocker switch and swipe your finger across the Touchpad to scroll quickly, either vertically or horizontally. Lift your finger from the touchpad to quit scrolling.

Connecting the modem

If your notebook has a modem jack, the notebook has a built-in V.92 56K modem.

Caution	To reduce the risk of fire, use only a No. 26 AWG or larger telecommunications line cord.

To connect the modem:

1 Insert one end of the telephone cord into the modem jack ▭ on the right side of the notebook.

2 Insert the other end of the telephone cord into a telephone wall jack. The modem will not work with digital or PBX telephone lines.

3 Start your notebook, then start your communications software.

Connecting to an Ethernet network

If your notebook has a network jack, you can connect it to a 10/100 Ethernet network.

To connect to a network:

1 Insert one end of the network cable into the network jack 品 on the back of the notebook.

2 Insert the other end of the network cable into a network wall jack. Ask your network administrator to help you select the correct network jack.

Your notebook is now physically connected to the network. Your network administrator can help you log onto your network.

Broadband Internet connections

You can use your computer's Ethernet jack for more than just networking. Many broadband Internet connections, such as cable modems and DSL modems, connect to your computer's Ethernet jack. For more information, see "Using the Internet" on page 71 and "Networking Your Computer" on page 147.

Installing a printer, scanner, or other peripheral device

Your computer has two Universal Serial Bus (USB) ports and a parallel printer port. These ports are used for connecting peripheral devices such as printers, scanners, and digital cameras to your computer.

USB ports support *plug-and-play* and *hot swapping*, which means that your computer will usually recognize such a device whenever you plug it into the appropriate port. When you use a USB device for the first time, your computer will prompt you to install any software the device needs. After doing this, you can disconnect and reconnect the device at any time.

Parallel devices are not plug-and-play. Refer to the device documentation for detailed information and installation instructions.

Getting Help

3

This chapter tells you about additional information resources available to help you use your computer. It includes the following topics:

- HelpSpot™
- Online help
- Gateway Web site

Tips & Tricks	To access the contents of this manual while you are traveling, download an electronic copy from www.gateway.com/support/manlib/.

HelpSpot

HelpSpot™ is an easily accessible collection of Help information, troubleshooters, instructional videos, and automated support. Use HelpSpot to answer questions about Windows and to help you quickly discover and use the many features of your Gateway computer.

To start HelpSpot:

■ Click **Start**, then select **Help**.

-OR-

Double-click the **Gateway Help and Support** desktop icon.

HelpSpot opens.

If this is the first time you have started HelpSpot on your computer, you will experience a brief wait while HelpSpot builds the help database, then HelpSpot will display an introductory video.

You can find help information by clicking a link, performing a search, or browsing the index. To learn about how to work with documents and programs, use your mouse, and other topics, click the **Getting Started** link on the HelpSpot main page.

HelpSpot Videos

HelpSpot contains several short videos to help introduce you to new concepts or show you how to perform various tasks.

To play a HelpSpot video:

■ To watch a video in HelpSpot, click **Videos** on the HelpSpot navigation bar, then click a video title. The video plays.

Online help

Many programs provide information online so you can research a topic or learn how to perform a task while you are using the program. Most online help information can be accessed by selecting a topic from a **Help** menu or by clicking a **Help** button.
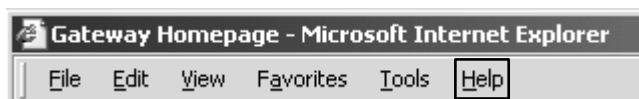
You can search for information by viewing the help contents, checking the index, searching for a topic or keyword, or browsing through the online help.
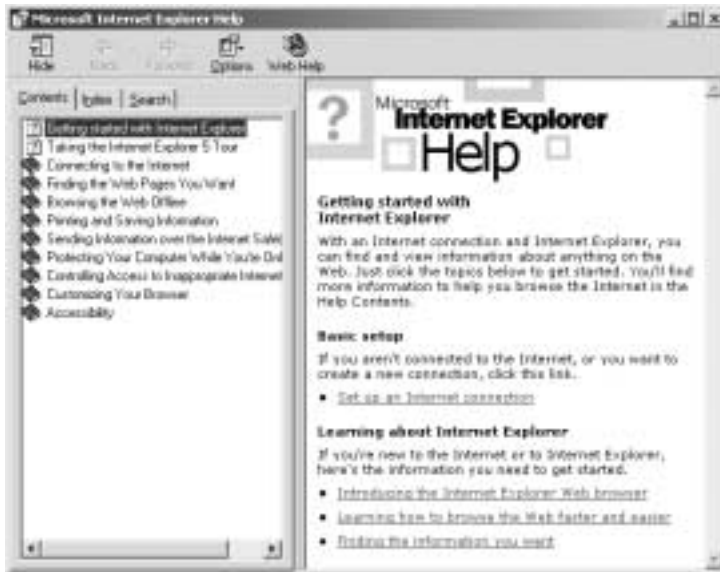
Gateway Web site

Gateway provides a variety of information on its Web site to help you use your computer.

Visit the Gateway Web site at www.gateway.com for:

- Technical documentation and product manuals
- Technical tips and support
- Hardware drivers
- A glossary of computer terms
- Frequently asked questions (FAQs)

For more information about connecting to the Internet, see "Learning about the Internet" on page 72.

You can access the following resources through the Gateway Web site or through HelpSpot:

Resource	Service description	Location
Gateway Update Utility	This utility automatically finds, downloads, and installs the latest drivers for your Gateway-supplied hardware.	www.gateway.com/support/index.shtml
Chat with Gateway CoPilot	Use this remote-help utility that allows Gateway to deliver live person-to-person computer support to you. Any time you engage in a live chat session, a Gateway support representative has the ability to resolve your in-warranty technical issue in real time. This is done by simultaneously viewing your desktop, controlling the mouse and keyboard, and chatting with you.	www.gateway.com/support/index.shtml -OR- HelpSpot
Chat with Search Assistant	Engage in a live Internet chat session to help you find data on the Gateway.com technical support Web site. If the assistants cannot direct you to the solution on the technical support site, they will refer you to the area or department that can.	www.gateway.com/support/index.shtml -OR- HelpSpot
E-mail Tech Support	Get the answers to your technical inquiries by e-mail from a Gateway Technical Support representative.	www.gateway.com/support/index.shtml
E-mail a Friend	Send a link for the Web page you are currently viewing on the Gateway Web site to anyone in the world with an e-mail address.	www.gateway.com/support/index.shtml
Frequently Asked Questions	Get the answers to many of our most common customer service-related questions.	www.gateway.com/support/index.shtml
Chat with Customer Service	Engage in a live Internet chat session with a Gateway Customer Service Assistant about a non-technical issue.	www.gateway.com/support/index.shtml -OR- HelpSpot
E-mail Customer Service	Get the answers to your non-technical inquiries by e-mail from a Gateway Customer Service Assistant.	www.gateway.com/support/index.shtml

Resource	Service description	Location
Chat with eSales Advisor	Get a personalized look at what system is best suited for your own individual needs. To use this service, fill out the eSales Advisor Questionnaire. The eSales Advisor will contact you by telephone and discuss the Gateway solution that best fits your needs.	www.gateway.com -OR- HelpSpot
Order Status	Get information on whether your order has been received, is in production, or has been shipped. You will also be given an estimated or actual shipping date, depending on the status. This information is updated daily and is available 24 to 36 hours after an order is placed.	www.gateway.com

Windows Basics

4

Read this chapter to get basic information on how to:

- Work on the Windows desktop
- Manage files and folders
- Work with documents
- Use shortcuts
- Transfer software from your old computer
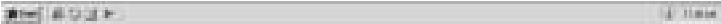
HelpSpot	For more information on using Windows, double-click the **HelpSpot** icon on your desktop.

About the Windows environment

After your computer starts, the first screen you see is the Windows *desktop*. The desktop is like the top of a real desk. Think of the desktop as your personalized work space where you open programs and perform other tasks.

Your desktop may be different from the example shown below, depending on how your computer is set up.

Desktop items

Icons are graphic representations of objects on the desktop that you select and open, such as a drive, folder, file, or program. *Buttons* are graphic representations of controls that you use to open windows or apply changes.

Desktop icons, buttons, and elements	Description
My Computer	The *My Computer icon* provides access to drives and other computer controls. Double-click the **My Computer** icon to view the drives and folders on your computer.
My Documents	*My Documents* is a folder where you store your personal files. You can create other folders to save files in, but My Documents is easy to find because it is on the desktop. Double-click the **My Documents** icon to view your personal files and folders.
Recycle Bin	The *Recycle Bin* is where files, folders, and programs that you discarded are stored. You must empty the Recycle Bin to permanently delete them from your computer. For instructions on how to use the Recycle Bin, see "Deleting files and folders" on page 53.
Internet Explorer	Microsoft Internet Explorer is a program called a *browser* that lets you view Web sites and Web pages on the Internet. Double-click the **Internet Explorer** icon to open the browser.
America Online	The *America Online Included* icon lets you connect to the America Online ISP (Internet Service Provider). Double-click the **America Online Included** icon to dial the service.
?	Gateway has provided an easily accessible interactive guide called *HelpSpot*. This guide is designed to provide help information and let you quickly discover and use the features of your computer. Double-click the **HelpSpot** icon to begin.

Desktop icons, buttons, and elements	Description
Start	The *Start button* provides access to programs, files, help for Windows and other programs, and computer tools and utilities.
	Click the **Start** button, then open a file or program by clicking (*selecting*) an item on the menu that opens.

The *taskbar* is the bar at the bottom of the screen. It contains the **Start** button on the left and a clock on the right. Other buttons on the taskbar represent programs that are running.

Click a program's button on the taskbar to open the program's window.

Window items

When you double-click the icon for a drive, folder, file, or program, a *window* opens on the desktop. This example shows the **Local Disk (C:)** window, which opens after double-clicking the **Local Disk (C:)** icon in the My Computer window.

Title bar

Menu bar

Close button

Maximize button

Minimize button

Every program window looks a little different because each has its own menus, icons, and controls. Most windows include these items:

Window item	Description
Local Disk [C:]	The *title bar* is the horizontal bar at the top of a window that shows the name of the program.
_ □ ✕	Clicking the *minimize button* reduces the active window to a button on the taskbar. Clicking the program button in the taskbar opens the window again.
_ □ ✕	Clicking the *maximize button* expands the active window to fit the entire screen. Clicking the maximize button again restores the window to its former size.
_ □ ✕	Clicking the *close button* closes the active window or program.
File Edit View Favorites Tools Help	Clicking an item on the *menu bar* starts an action such as Print or Save.

Using the Start menu

You can start programs, open files, customize your system, get help, search for files and folders, and more using the **Start** menu.

To open the Start menu:

■ Click the **Start** button on the lower left of the Windows desktop. The **Start** menu opens showing you the first level of menu items.

When you move the mouse pointer over any menu item that has an arrow next to it, another menu, or *submenu*, opens and reveals related files, programs, or commands. Click a file or program to open it.
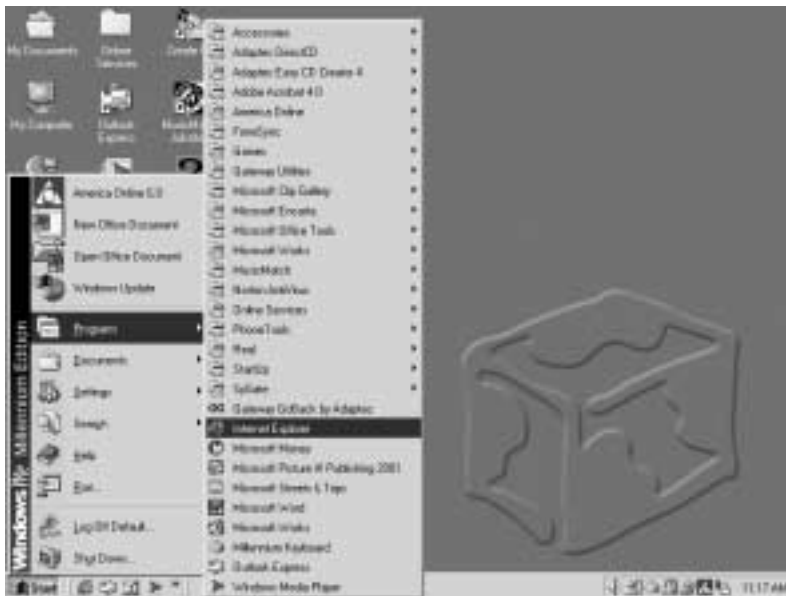
Working with files and folders

You can organize your files and programs to suit your preferences much like you would store information in a file cabinet. You can store these files in folders and copy, move, and delete the information just as you would reorganize and throw away information in a file cabinet.

HelpSpot

For more information on working with files and folders, double-click the **HelpSpot** icon on your desktop.

About drives

Drives are like file cabinets because they hold files and folders. A computer almost always has more than one drive. Each drive has a letter, usually **Local Disk (C:)** for the hard drive and **3½ Floppy (A:)** for the diskette drive. You may also have more drives such as a CD drive.

To view the drives on your computer:

■ Double-click the **My Computer** icon on your desktop.

Drives
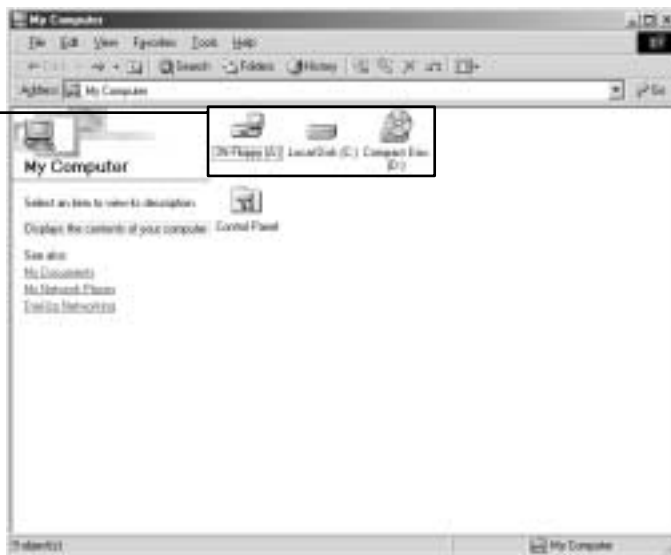
To see the files and folders on a drive:

- Double-click the drive icon. If you do not see the contents of a drive after you double-click its icon, click **View the entire contents of this drive**.

About folders and files

Folders are much like the folders in a file cabinet. They contain files and other folders.

Files are much like paper documents—letters, spreadsheets, and pictures—that you keep on your computer. In fact, all information on a computer is stored in files.
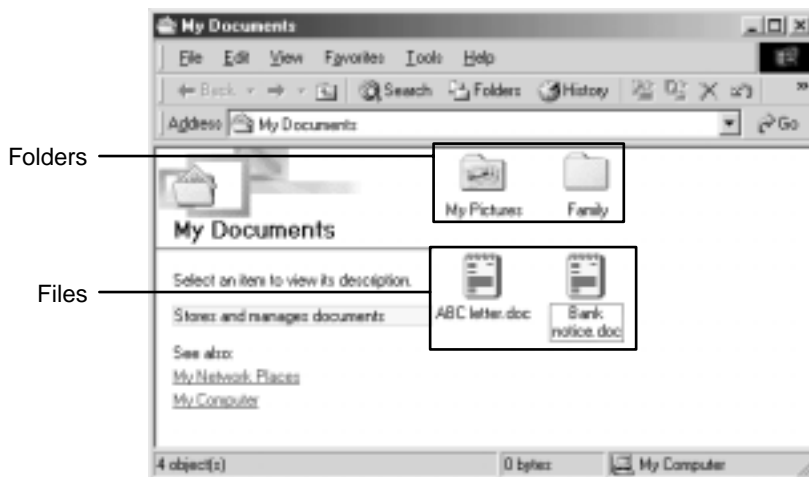
To create a folder:

1 Double-click the **My Computer** icon on the desktop. The My Computer window opens.

2 Double-click the drive or folder, for example **3½ Floppy (A:)** or **Local Disk (C:)**, where you want to put the new folder.

The drive or folder window opens. If you do not see the contents of the drive or folder, click **View the entire contents of** [*this drive* or *this folder*].

3 Select **File**, then **New**, then **Folder**. The new folder is created.

4 Type a name for the folder, then press ENTER. The new folder name appears under the folder.

Copying and moving files and folders

The skills you need to copy and move files are *copying*, *cutting*, and *pasting*.

When you *copy and paste* a selection, you place a *copy* of the file you selected on the Windows *clipboard*, which stores it. Then, when you decide what folder you want the copy to go in (the *destination* folder), you *paste* it there.

When you *cut and paste* a selection, you remove the file from its folder and place the file on the Windows clipboard. When you decide where you want the file to go, you paste it there.

Important

The clipboard stores whatever you cut or copy until you cut or copy again. Then the clipboard contains the new information only. Therefore, you can paste copies of a file into more than one place, but as soon as you copy or cut a file again, the old file is deleted from the clipboard.

To copy a file or folder to another folder:

1 Right-click the file or folder that you want to copy. A menu opens on the desktop.

2 Select **Copy** from the menu.

3 Open the destination folder.

4 With the pointer inside the destination folder, press the right mouse button.

5 Select **Paste**. A copy of the file or folder appears in the new location.

To move a file or folder to another folder:

1 Right-click the file or folder that you want to move. A menu opens on the desktop.

2 Select **Cut** from the menu.

3 Open the destination folder.

4 With the pointer inside the destination folder, press the right mouse button.

5 Select **Paste**. The file or folder you moved appears in its new location and is removed from its old location.

Deleting files and folders

When you throw away paper files and folders, you take them from the file cabinet and put them in a trash can. Eventually the trash can is emptied.

In Windows, you throw away files and folders by first moving them to Windows trash can, the *Recycle Bin*, where they remain until you decide to empty the bin.

You can recover any file in the Recycle Bin as long as the bin has not been emptied.

To delete files or folders:

1 In My Computer or Windows Explorer, select the files or folders that you want to delete. For instructions on how to select multiple files and folders, see "Shortcuts" on page 64.

2 Select **File**, then **Delete**. Windows moves the files and folders to the Recycle Bin.

To recover files or folders from the Recycle Bin:

1 Double-click the **Recycle Bin** icon. The Recycle Bin window opens listing the files and folders you have thrown away since you last emptied it.

2 Select the files or folders that you want to restore. For instructions on how to select multiple files and folders, see "Shortcuts" on page 64. Select **File**, then **Restore**. Windows returns the deleted files or folders to their original locations.

To empty the Recycle Bin:

Caution ⚠	Emptying the Recycle Bin permanently erases any files or folders in the bin. These files cannot be restored.

1 Double-click the **Recycle Bin** icon on the desktop. The Recycle Bin window opens.

2 Click **File**, then **Empty Recycle Bin**.

Windows asks you if you are sure that you want to empty the bin.

3 Click **Yes**. Windows permanently deletes all the files in the Recycle Bin.

Browsing for files and folders

A file or folder that you need is rarely right on top of your Windows desktop. It is usually on a drive inside a folder that may be inside yet another folder, and so on.

Windows drives, folders, and files are organized in the same way as a real file cabinet in that they may have many levels (usually many more levels than a file cabinet, in fact). So you usually will have to search through levels of folders to find the file or folder that you need. This is called *browsing*.

To browse for a file:

1 Double-click the **My Computer** icon on the desktop.

2 Double-click the drive or folder that you think contains the file or folder that you want to find.
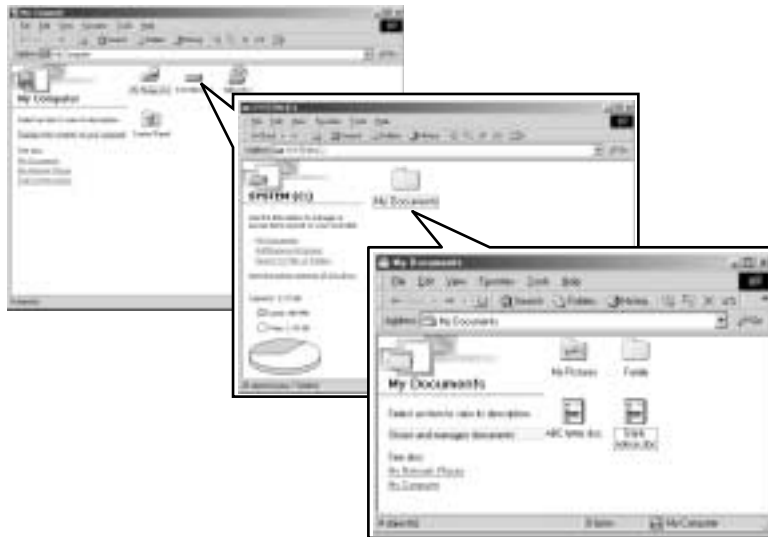
3 Continue double-clicking folders and their subfolders until you find the file or folder you want. (If you do not see the contents of a folder, click **View the entire contents of this folder.**)

Searching for files

If you are looking for a particular file or folder or a set of files or folders that have characteristics in common, but you do not remember where they are stored on your hard drive, you can use the Search utility in Windows to search by:

■ Name or part of a name

■ Creation date

■ Modification date

■ File type

■ Text contained in the file

■ Time period in which it was created or modified

You can also combine search criteria to refine searches.

Files and folders found using these utilities can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

Using the Windows Search utility

To find files and folders using the Search utility:

1 Click **Start**, then select **Search**, then **For Files or Folders**. The search dialog box opens.
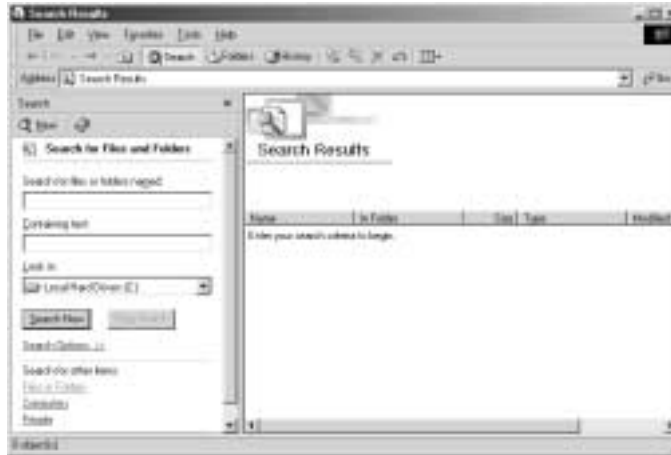
2 If you want to search by file or folder name, type in all or part of the file or folder name in the **Search for files or folders named** box in the left pane of the window.

- ■ If you type all of the name, Search will list all files and folders of that name.

- ■ If you type part of the name, Search will list all of the file and folder names containing the letters you typed.

3 Click **Search Now**. When the search is completed, Windows lists the files and folders whose names contain the text that you searched for.

4 Open a file, folder, or program by double-clicking the name in the list.

Using advanced search options

Search can find files meeting more criteria than file name. You can select options to narrow your search by clicking **Search Options** and selecting the options that you want:

- **Date** searches for files that were created or modified on a specific date or during a specific period.

- **Size** searches for files of a specific size.

- **Type** searches for files of a specific type, such as a program or a text document.

- **Advanced Options** give you access to further search options.

Working with documents

Documents are commonly word processing files, spreadsheet files, or other similar files. The basic methods of creating, saving, opening, and printing a document apply to most of these types of files.

The following examples illustrate the concepts for creating, saving, opening, and printing a document in Microsoft® Word. Though these examples use Microsoft Word, similar procedures apply to other programs such as Microsoft Excel, Microsoft Works, and Microsoft Publisher.

For more information about using a program, select **Help** on the menu bar.

Creating a new document

HelpSpot

[?]

For more information on creating a document, double-click the **HelpSpot** icon on your desktop.

To create a new document:

1 Click **Start**, then select **Programs**, then **Microsoft Word**. Microsoft Word starts and a blank document opens.

2 Select **File**, then select **New**. The New dialog box opens.

3 Click a tab for the type of document you want to create, select a document template style, then click **OK**. The document template opens.

4 Begin composing your document. Use the menus and toolbar buttons at the top of the window to format the document.

Saving a document

After you create a document, you need to save it if you want to use it later.

HelpSpot

For more information on saving a document, double-click the **HelpSpot** icon on your desktop.

To save a document in Microsoft Word:

1 Select **File**, then **Save**. The Save As dialog box opens.

2 Select the folder in which you plan to save the file from the **Save in** list.

3 Type the new file name.

File folder ———

File name ———

4 Click **Save**.

Opening a document

To view, revise, or print an existing document, you need to open it. Open the document in the program it was created in.

HelpSpot

?

For more information on opening a document, double-click the **HelpSpot** icon on your desktop.

To open a document in Microsoft Word:

1 Click **Start**, then select **Programs**, then **Microsoft Word**. Microsoft Word starts and a blank document opens.

2 Select **File**, then **Open**.

3 Find the folder that contains the file you want to open in the **Look in** list.

File folder ————
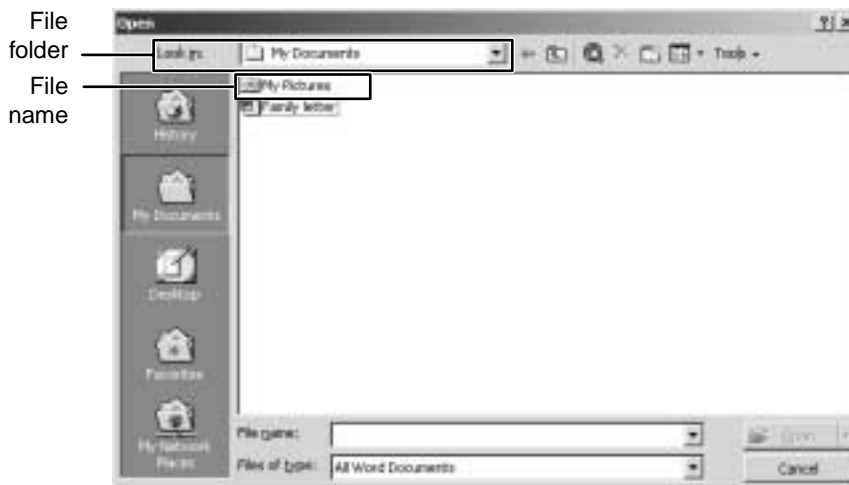
File name ————

4 Double-click the document file name. The document opens.

Printing a document

To print a document, you must have a printer connected to your computer or have access to a network printer. For more information about installing or using your printer, refer to the printer documentation.

HelpSpot ❓	For more information on printing a document, double-click the **HelpSpot** icon on your desktop.

To print a document in Microsoft Word:

1 Make sure that the printer is turned on and loaded with paper.

2 Start Microsoft Word and open a document.

3 Select **File**, then **Print**. The Print dialog box opens.

4 Select the print options, then click **OK**. The document prints.

Shortcuts

The following table shows a few shortcuts that you can use in Windows and almost all programs that run in Windows. For more information on Windows shortcuts, see your Windows or program documentation.

To…	Do this…
Copy a file, folder, text, or graphic	Select the item, then press CTRL + C.
Cut a file, folder, text, or graphic	Select the item, then press CTRL + X.
Paste a file, folder, text, or graphic	Select the item, then press CTRL + V.
Select multiple icons on the desktop	Click the first icon, press and hold down the CTRL key, then click each of the remaining icons that you want to select.
Select multiple items in a list or in an Explorer window	Click the first item, press and hold down the CTRL key, then click each of the remaining items.
Select multiple adjacent items in a list	Click the first item in the list, press and hold down the SHIFT key, then click the last item in the list.
Permanently delete a file or folder	Click the file or folder, then press SHIFT + DELETE. The file is permanently deleted and **is not stored in the Recycle Bin.**
Rename a file or folder	Select the file or folder, press F2, type the new name, then press ENTER.
Close the active window or program	Press ALT + F4.
Switch to a different file, folder, or running program	Press ALT + TAB.

Transferring software and hardware from your old computer

If your new computer is replacing an old computer, you may have personal data files, Internet settings, a printer or other peripheral devices, and other unique computer settings that you want to move from your old computer to your new one.

Gateway Data Mover Plus kit

If both your old and new computers have USB ports, you can use the Gateway Data Mover Plus kit to automatically transfer customized computer settings, such as Desktop settings, sound schemes, Internet and e-mail settings, as well as personal data files, such as documents, spreadsheets, and photographs. This program, with its special USB cable, helps you do this quickly and efficiently. To order the Gateway Data Mover Plus kit, visit the *Gateway Accessory Store* at www.gateway.com.

Transferring files
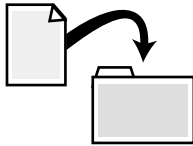
You can manually transfer your personal data files by copying them to removable media, such as a diskette, CD, or Zip disk, or by using a home network. For more information, see "Networking Your Computer" on page 147.

Finding your files

Many programs automatically save your personal data files in the My Documents folder. Look in your old computer's My Documents folder for personal data files. Use Windows Search to locate other personal data files.

To find files in the My Documents folder:

1 Double-click the **My Computer** icon on your desktop. The My Computer window opens.

2 Double-click the **C:** drive icon. The C:\ window opens.

3 Double-click the **My Documents** folder. The My Documents window opens and displays many of your saved personal data files.

You can often identify different data file types by looking at the file's *extension* (the part of the file name following the last period). For example, a document file might have a .DOC extension and a spreadsheet file might have an .XLS extension.

File type	File usually ends in…
Documents	.DOC, .TXT, .RTF, .HTM, .HTML, .DOT
Spreadsheets	.XLS, .XLT, .TXT
Pictures	.JPG, .BMP, .GIF, .PDF, .PCT, .TIF, .PNG
Movies	.MPEG, .MPG, .AVI, .GIF, .MOV
Sound and Music	.WAV, .CDA, .MP3, .MID, .MIDI

To find files using Search:

1 Click **Start**, then select **Search**, then **For Files or Folders**. The Search Results window opens.

2 Use Windows Search to locate data files by file name or file type. For help on finding files, click **Help**, then select **Help Topics**.

Transferring Internet settings

You can use different methods to transfer your Internet account from your old computer to your new one.

Setting up your ISP

■ If your current Internet Service Provider (ISP) software came preinstalled on your new computer, run that setup program. If it asks to set up a new account or an existing one, choose to reconnect to an existing account.

■ If your current ISP software is not preinstalled on your new computer, locate the original Internet setup program provided by your local ISP, or contact your ISP to see if they have an updated version of their software, and install it on your new computer.

■ If you use MSN as your ISP, or if you know your ISP settings, use the Windows Internet Connection Wizard.

To use the Internet Connection Wizard:

1 Click **Start**, then select **Programs**, **Accessories**, **Communications**, then **Internet Connection Wizard**. The Internet Connection Wizard window opens.

2 Configure your Internet settings by following the on-screen instructions.

Transferring your e-mail and address book

Refer to your old e-mail program's online help for information on *exporting* and *importing* e-mail messages and the address book. You can often export all of your old e-mail messages or address book to a diskette, then import them from the diskette into your new computer's e-mail program. Alternatively, you may want to consider simply printing the old information or e-mailing it to yourself.

Transferring your Internet shortcuts

You can export and import your old bookmarks (Netscape Navigator) or favorites (Microsoft Internet Explorer). For more information, refer to your Internet browser program's online help.

Reinstalling your old printer or scanner

Older printers, scanners, or other peripheral devices may have Windows support integrated (*built in*), which means you do not need any additional software. Newer devices, however, usually require your original software installation CDs or diskettes.

Reinstalling a USB printer or scanner

USB devices may have special installation instructions. Refer to your USB device's installation guide.

Reinstalling a parallel port printer

You can usually install parallel port printers by following these steps.

To reinstall your old printer:

1 Exit Windows and turn off your computer.

2 Connect your parallel port printer.

3 Turn on your printer, then your computer.

4 If Windows detects your printer, install your printer by following the on-screen instructions. You are finished.

- OR -

If Windows does not detect the printer, go to the next step.

5 Click **Start**, then select **Settings**, then **Printers**. The Printers window opens.

6 Double-click the **Add Printer** icon. The Add Printer Wizard window opens.

7 Install your printer by following the on-screen instructions.

Refer to your peripheral device's user guide for installation information and tips. Because most installation software is periodically updated, you should also check the publisher's Web site for *driver* updates.

Reinstalling your old programs
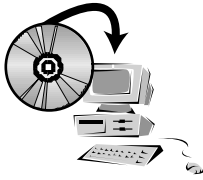
You probably use some programs that did not come installed on your new computer, such as personal finance software, graphics programs, or games.

Spend some time going through your old computer's **Start** and **Programs** menus, making note of any programs you want to install on your new computer. Locate your original program installation CDs and installation guides. Your original CDs and guides should contain any serial numbers or product ID keys that may be required for program installation and registration. Remember to check the publisher's Web site for important program updates.

Tips & Tricks | If your new computer comes with a newer version of a program, it is usually best to use the newer version than to reinstall the old one.

Using the Internet

5

This chapter provides information about the Internet and the World Wide Web, and tells you how to set up the America Online® Internet service so that you can send and receive e-mail and access other Internet resources.

Learning about the Internet

The *Internet* is a worldwide network of computers linked together to provide information to people everywhere. The two most popular services on the Internet are e-mail and the World Wide Web. You can access this network by connecting your computer to a telephone, DSL, or cable line and signing up with an Internet Service Provider (ISP).

Internet Servers store information so other computers can access it from the Internet.

Your computer connects to the Internet through an ISP.

ISP Servers let you connect to the Internet and access your e-mail messages.
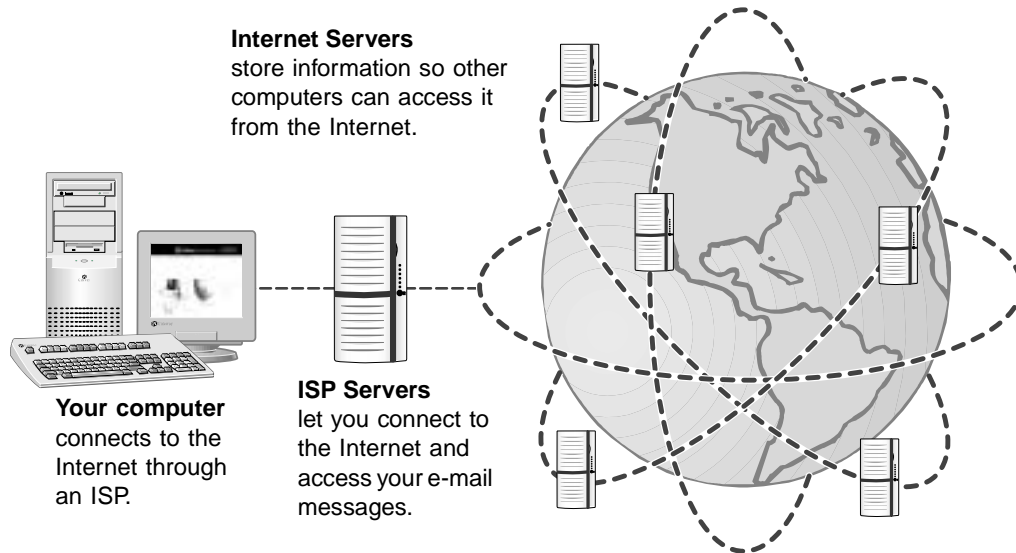
If you want to access the Internet you need:

■ A **modem** – a device that connects your computer, using a telephone, DSL, or cable line, to other computers or servers.

■ An **Internet Service Provider** – a company that provides access to the Internet through an ISP server. When you connect to an ISP, the ISP server lets you access the Internet and your e-mail messages.

■ A **Web browser** – a program that displays information from the World Wide Web.

■ An **e-mail program** – a program that lets you create, send, and receive e-mail messages over the Internet.

Setting up an Internet account

Before you can view the information on the World Wide Web, you need to set up an Internet account with an Internet Service Provider (ISP). If you have chosen America Online as an ISP, follow these instructions to set up and connect to your account. To establish a different ISP service, or to transfer an existing account to this computer, contact the ISP directly.

If you set up an account with America Online, an Internet e-mail address is created for you. After completing the setup you are ready to access the Internet.

| **HelpSpot** | For more information on setting up an Internet account, double-click the **HelpSpot** icon on your desktop. |

To set up an Internet account with America Online:

1 Double-click the **America Online Included** icon. If the icon is not on the Windows desktop, look for the **America Online Included** icon located in the Online Services folder on the Windows desktop.

2 Follow the on-screen instructions. After setting up your account, you can connect to the Internet and access your e-mail services.

Accessing your Internet account

HelpSpot

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For more information on accessing your Internet account, double-click the **HelpSpot** icon on your desktop.

To connect to your America Online Internet account:

1 Double-click the **America Online Included** icon. The Connect dialog box opens.

2 Complete the member name and password information, then click **Connect**. The computer dials the Internet account telephone number.

If you are using a service other than America Online, check with your ISP for the correct procedure for connecting.

After connecting, the Web browser window opens. For information about the Web and the Web browser, see "Using the World Wide Web" on page 75.

To disconnect from your America Online Internet account:

■ Click **X** in the top right corner of the America Online program. Your computer disconnects from the Internet.

If you are using a service other than America Online, check with your ISP for the correct procedure for disconnecting.

Important

✓

Make sure that your computer disconnects correctly from your Internet account. If you do not have an "unlimited hours" ISP account, you may have to pay for the time that you are connected, even if you are not at the computer.

Using the World Wide Web

The World Wide Web is a multimedia window to the Internet that gives you access to millions of information sources.

Information on the Web comes to you on *Web pages*, which are electronic documents that you view using a Web page display program called a *browser.* You can use any of the commercially available Web browsers, like Microsoft Internet Explorer, which comes installed on your new computer.

Web pages can contain not only text, but animations, music, and other multimedia features.

A group of related *Web pages* is called a *Web site*. You can access Web sites to shop, track investments, read the news, download programs, and much more.

You can explore a Web site or visit other Web sites by clicking areas on the Web page called *links*, or *hyperlinks*. A link may be colored or underlined text, a picture, or an animated image. You can identify a link by moving the mouse pointer over it. If the pointer changes to a hand, the item is a link.

To learn more about using the Web browser features, select **Help** in the menu bar.

Link

Web page

Linked Web page
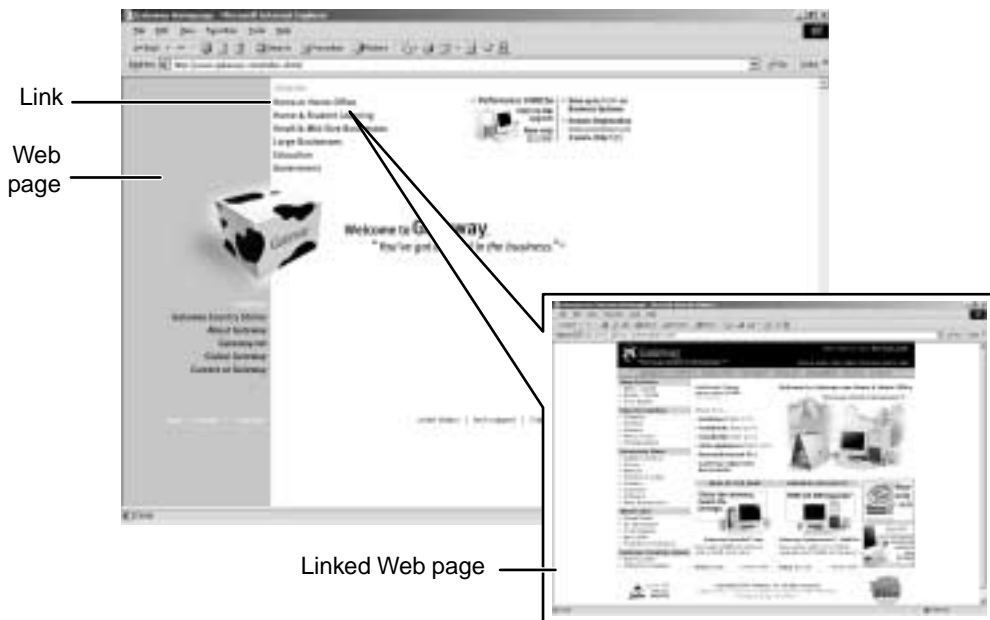
Connecting to a Web site

After you set up an account with an Internet Service Provider (ISP) such as America Online, you can access the many information sources on the World Wide Web.

HelpSpot

?

For more information on connecting to a Web site, double-click the **HelpSpot** icon on your desktop.

To connect to a Web site:

1 Connect to your Internet account. After the computer connects, a default opening page or welcome screen opens.

2 To go to a different Web site, type the *address* (called a *URL* for "Universal Resource Locator") in the browser address bar (for example **www.gateway.com**) then click **GO** on the browser address bar.

| www.gateway.com | ▼ | GO |

- OR -

On the current Web page, click a link to a Web site.

The Web browser locates the server computer on the Internet, *downloads* (transfers) data to your computer, and displays the page on the site that you requested.

Sometimes Web pages display slowly. The speed that a Web page displays on your screen depends on the complexity of the Web page and other Internet conditions. Additionally, the speed of your connection will determine how fast Web pages display.

Downloading files

Downloading is the process of transferring files from a computer on the Internet to your computer.

To protect your computer against viruses, make sure that you scan the files you download. For more information, see "Protecting your computer from viruses" on page 167.

HelpSpot

For more information on downloading files, double-click the **HelpSpot** icon on your desktop.

To download files or programs from a Web site:

1 Connect to your Internet account.

2 In the address bar, type the address of the Web site that contains the file or program you want to download, then click **GO** on the browser address bar.

- OR -

Click on links on a Web page to navigate to the Web site containing the file that you want to download.

3 Create or locate the folder where you want to store the file on your computer.

4 Click the link on the Web page for the file that you want to download.

5 Follow the on-screen instructions for saving the file in the folder that you created.

A copy of the file is downloaded to your computer. The time that it takes to transfer the file to your computer depends on file size and Internet conditions.

6 Open the folder that you created.

7 Install or view the downloaded file by double-clicking it. If applicable, follow the instructions provided on the Web site to run or install the program.

Using e-mail

E-mail (electronic mail) lets you send messages to anyone who has an Internet connection and e-mail address. E-mail is usually a free service of your Internet account.

The Internet never closes, so you can send e-mail messages at any time. Your e-mail messages arrive at most e-mail addresses in minutes.

An *e-mail address* consists of a user name, the @ symbol, and the Internet *domain name* of the Internet Service Provider (ISP) or company that "hosts" that user. Your e-mail address is assigned when you sign up for an account with an ISP. For example, a person with an account with the America Online ISP might have an e-mail address that is similar to this one:

jdoe@aol.com

User name   Internet domain name
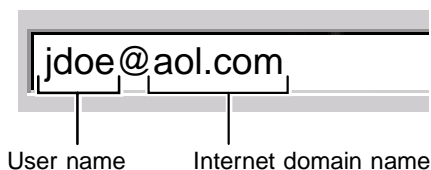
Sending e-mail

HelpSpot

For more information on sending e-mail, double-click the **HelpSpot** icon on your desktop.

To send e-mail using America Online:

1 Connect to your America Online account.

2 Click **Write**.

3 Type the e-mail address of the recipient you want to send e-mail to in the **Send To** box.

4 Type the subject of your e-mail in the **Subject** box.

5 Type the e-mail message.

6 When finished, click **Send Now**. Your e-mail is sent over the Internet to the e-mail address you specified.

Checking your e-mail

HelpSpot

For more information on checking your e-mail, double-click the **HelpSpot** icon on your desktop.

To check your e-mail using America Online:

1 Connect to your America Online account.

2 Click **Read**.

For more information about managing and organizing your e-mail messages, see the online help in your e-mail program.

Using Multimedia

6

This chapter provides information on using the multimedia capabilities of your notebook. Read this chapter to learn how to:

- Use the diskette drive
- Use the CD drive
- Play CDs
- Record and play audio files
- Use Windows Media Player
- Use MusicMatch

Using Drives

This section explains how to use the diskette and CD drives.

Using diskettes

The diskette drive uses 3.5-inch diskettes (sometimes called *floppy disks*). Diskettes are useful for storing files or transferring files to another computer.

Caution	Do not expose diskettes to water or magnetic fields. Exposure could damage the data on the diskette.

To use a diskette:

1 Insert the diskette into the diskette drive with the label facing up.

2 To access a file on the diskette, double-click the **My Computer** icon, the drive letter, then the file.

3 To remove the diskette, make sure the drive activity light is off, then press the diskette eject button.

Using the CD drive

You can use your computer to enjoy a wide variety of multimedia features, such as playing games and listening to audio CDs.

To insert a CD:

1 Press the eject button on the CD drive, then pull the disc tray completely open.

2 Place the CD in the tray with the label up, then press down carefully on the disc until it snaps into place.

3 Push the tray in until it is closed.

Adjusting the volume

You can use the volume controls to adjust the overall volume and the volume of specific sound devices in your computer.

HelpSpot

?

For more information on adjusting volume, double-click the **HelpSpot** icon on your desktop.

To adjust overall volume level:

■ Click the **speaker** icon on the taskbar, then drag the slider to change the volume or click to select the **Mute** check box.
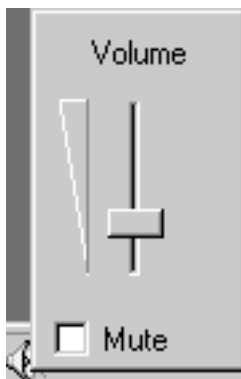
-OR-

On the keyboard, press the FN+PAGE UP or PAGE DOWN keys to change the volume, or press FN+HOME keys to turn off (mute) all sound.

To adjust specific volume levels:

1 Double-click the speaker icon on the taskbar. The Volume Control dialog box opens.
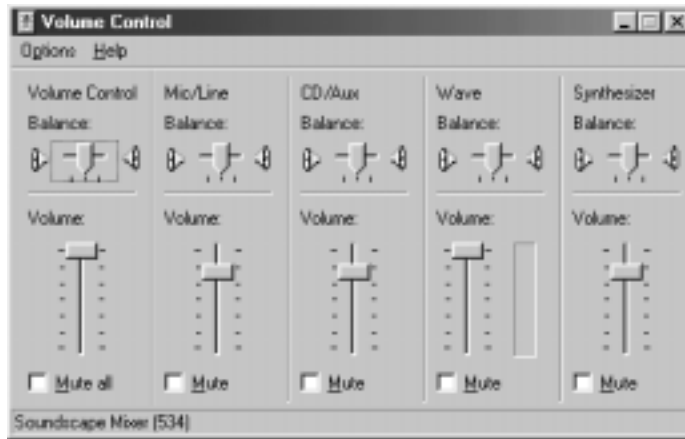
If the device you want to adjust does not appear in the Volume Control dialog box, select **Options**, then **Properties.** Select the audio device you want to adjust, then click **OK**.

2 Drag the volume level and balance sliders for the device you want to adjust, then close the window. For more information about the volume controls, select **Help** in the Volume Control dialog box.

Listening to music CDs

The Windows Media Player turns your computer into a multimedia center. Use the player to listen to Internet radio stations, play and copy your CDs, look for Internet movies, and create lists of all media on your computer. For more information about using the Windows Media Player, select **Help**.

To listen to a CD in the Windows Media Player:

■ Insert a CD into the CD drive. The Windows Media Player opens and the CD plays.

If the Windows Media Player does not open automatically when you insert the CD, open it from the Start menu by clicking **Start**, then selecting **Programs**, then **Windows Media Player**. When the media player opens, click ▶ (play).

Play/Pause   Stop   Sound Controls   Track Controls
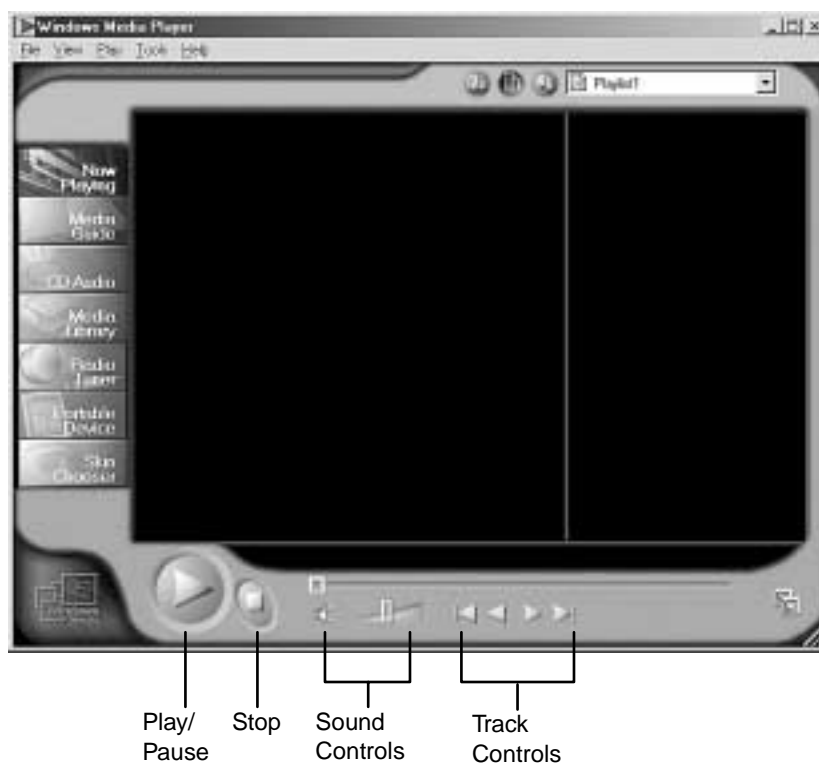
Recording and playing audio

Use the instructions below to make an audio recording by speaking into the microphone.

HelpSpot

For more information on recording and playing audio, double-click the **HelpSpot** icon on your desktop.

To make an audio recording:

1 Plug a microphone into the microphone jack. For the location of the jack, see "Right" on page 4

2 Click **Start**, then select **Programs**, **Accessories**, **Entertainment**, then **Sound Recorder**. The Sound Recorder opens.

Rewind   Fast   Play   Stop   Record
          Forward
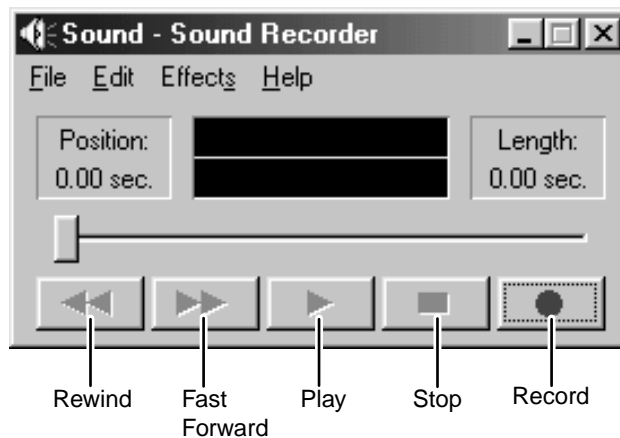
3 Click ● (record), then speak into the microphone.

4 When you finish recording, click ■ (stop).

5 Select **File**, then **Save As**. The Save As dialog box opens.

6 Name the recording, specify the path, then click **Save**. The recording is saved.

To play an audio recording in Sound Recorder:

1 Open the Sound Recorder.

2 Select **File**, then **Open**. The Open dialog box opens.

3 Select the file you want to play, then click **Open**.

4 Play the file by clicking ▶ (play), then stop playing the file by clicking ■ (stop).

Playing audio and video files with Windows Media Player

The Windows Media Player can play several types of audio and video files, including WAV, MIDI, MP3, AU, AVI, and MPEG formats. For more information about using the Windows Media Player, select **Help**.

To play a file using the Windows Media Player:

1 Click **Start**, then select **Programs**, **Accessories**, **Entertainment**, then **Windows Media Player**. The Windows Media Player opens.

Video file information

Video screen

Play/Pause   Stop

2 Select **File**, then **Open**. The Open dialog box opens.

3 Select the file you want to play, then click **Open**.

4 Play the file by clicking ▶ (play), then stop playing the file by clicking ■ (stop).

For more information about the Windows Media Player, select **Help**.

Using MusicMatch

Using the MusicMatch™ program, you can:

- Play music CDs
- Create MP3 music files from your music CDs
- Use your music files to build a music library
- Enter music track information
- Listen to Internet Radio

HelpSpot	For more information on using MusicMatch, double-click the **HelpSpot** icon on your desktop.

Playing CDs

You can use the MusicMatch program to play music CDs.

To play a music CD:

1 Double-click the **musicmatch JUKEBOX** icon on your desktop. MusicMatch opens.

2 Insert the music CD into the CD drive on your computer, then click the **CD** tab. The names of the music tracks appear in the playlist area.

3 Click ▶ (play).

Creating music files

Using MusicMatch, you can copy the tracks from a music CD to your computer's hard drive as MP3 files.

Here are some terms that you need to know before you get started:

■ **Bit rate** is the number of bits required to store one second of music. CD quality is 128 kilobits per second. A high bit rate gives you better sound quality but the file size is also larger. For information about changing the sound quality settings, see the online help in MusicMatch.

■ **MP3** (MPEG Layer 3) is a standard for digitally compressing high-fidelity music into compact files without noticeably sacrificing quality. MP3 files end in the file extension **.MP3**.

■ **Ripping** is the process of copying a music track from a music CD and storing it on your computer's hard drive.

To create (rip) MP3 files:

1 Double-click the **musicmatch JUKEBOX** icon.

2 Insert a CD into the CD drive, then click ● (record). The Recorder window opens.

3 In the Recorder window, select the tracks you want to record, then click ● (record). The tracks that you selected are copied as MP3 files to your computer's hard drive.

Editing track information

After you add a CD track as an MP3 file to your music library, you can edit the track's information.

To edit track information:

1 In MusicMatch, click **Music Library**. The Music Library window opens.

2 In the Music Library window, right-click the file, then select **Edit Track Tag**. The Edit Track Tag dialog box opens.
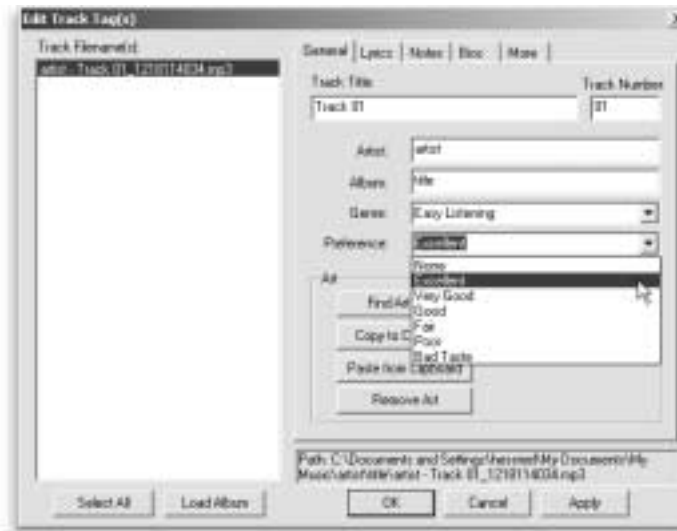
3 Enter information such as track title, lead artist, album, and genre.

4 Click **OK**. The new track information is displayed in the MusicMatch playlist, music library, and recorder.

Building a music library

Use MusicMatch to build a music library. You can organize your music tracks by categories, find a track quickly by using the sort features, and add information to a music file.

You can add music tracks to your music library by:

- **Creating MP3 files** – When you create MP3 files from the tracks on your music CD, MusicMatch automatically adds these files to your music library.

- **Dragging and Dropping** – Drag and drop files from Windows Explorer or your desktop to the music library.

- **Downloading files from the Internet** – When you are connected to the Internet, MP3 files that you download are automatically added to your music library.

Changing the music library display settings

To change the music library display settings:

1 In MusicMatch, select **Options**, then **Settings**. The Settings window opens.

2 Click the **Music Library** tab.

3 Select the categories that you want to display in the columns, then click **OK**.

Listening to Internet radio

Use the Radio feature in MusicMatch to listen to Internet Radio stations.

To listen to an Internet radio station:

1 Connect to the Internet, then in MusicMatch, click **Radio Stations**.

The Radio window opens.

2 To select one of the MusicMatch Internet radio stations, select one of the Popular Stations. You can also choose another Internet radio station by clicking **Broadcast Radio**. A window opens that lists radio stations by music format, city, or country.

3 Select a radio station, then click **Play**. MusicMatch connects to the station.

Using advanced features

You can also use MusicMatch to create your own music CDs and to download MP3 files to your portable MP3 player. See the online Help that came with MusicMatch.

Sending and Receiving Faxes

7

PhoneTools lets you send and receive faxes using the modem.

After you have created a document using a spreadsheet, word processor, or graphics program, you can send it as a fax. You can also receive faxes on your notebook. This chapter shows you how to:

- Set up a fax cover page

- Create and send a new fax

- Fax a document you created in another program

- Receive, view, and print a fax

Setting up your cover page

Before you send your first fax, you need to set up your user information. Your fax cover sheets and fax headers will contain this information, which is required by law.

HelpSpot

For more information on setting up a fax cover page, double-click the **HelpSpot** icon on your desktop.

To set up your fax cover page:

1 If PhoneTools is not open, click **Start**, then select **Programs**, **PhoneTools**, then **PhoneTools**.
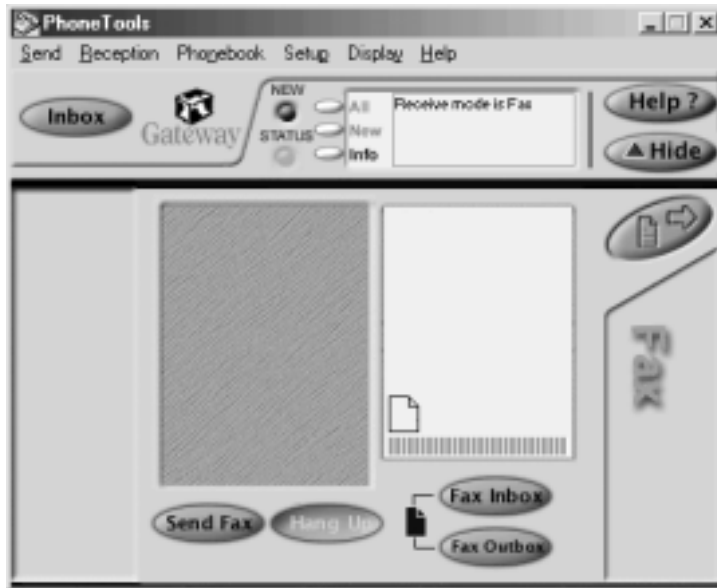
2 Select **Setup**, then select **General Setup**. The General Setup dialog box opens.

3 Click the **Customize** tab, then type your personal information in the **User** boxes.

4 Click the **Fax** tab, then enter your name and fax number in the **Fax identifier** text box. This identifier information is required by law. You can enter up to 20 characters in the text box. We suggest using eight characters for your identifier name, followed by 12 characters for your telephone number.

Important

☑

Some fax machines cannot use special characters such as hyphens. We suggest using spaces instead of hyphens in telephone and fax numbers.

5 Click **OK**.

6 If you want to change the logo that appears on the cover page, select **Setup**, then select **Logo Management**. The Logo Management dialog box opens.

Import button   Clear button

7 If you do not want the PhoneTools logo on your cover page, click the picture then click the clear button.

- OR -

If you want to replace the PhoneTools logo with one of your own, click the import button then select a picture for the logo. The picture must be saved in a supported format (.BMP, .DGR, .GIF, .JPG, .PCX, .T31, or .TIF) and be small enough to fit in the logo box.

8 Click **OK**.

Sending a fax

HelpSpot

?

For more information on sending a fax, double-click the **HelpSpot** icon on your desktop.

To send a fax:

1 If PhoneTools is not open, click **Start**, then select **Programs**, **PhoneTools**, then **PhoneTools**.

2 Click **Send Fax**. The Send Fax Wizard opens.

3 Enter the recipient's name, company (if applicable), and fax number, then click **Next**.
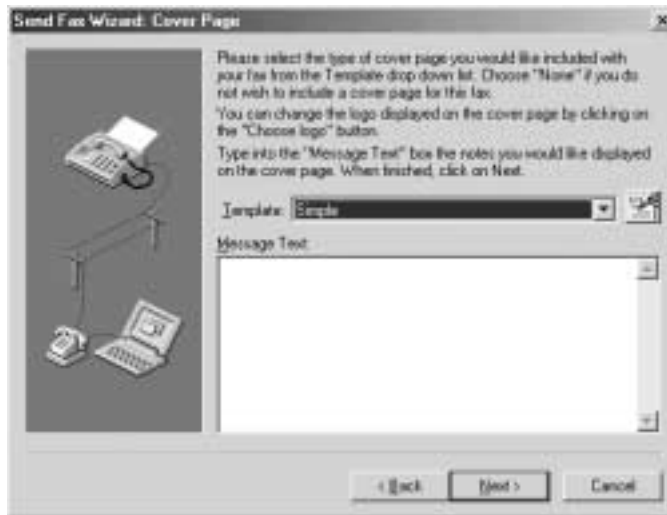
4 Type the message text in the **Message Text** area.

5 Select a cover page template from the **Template** list, then click **Next**. If you typed a message in the Message Text area, you must select a cover page.

6 If you want to attach a file, make sure the file is not open, then click (browse), select the file, then click **Open**.

7 Click **Next**, then click **Finish**. The Confirm Transmissions dialog box opens.

8 Click **Send**. PhoneTools dials the fax number and sends your fax.

Faxing from programs

HelpSpot

For more information on sending a fax directly from a program, double-click the **HelpSpot** icon on your desktop.

To fax a document directly from most programs:

1 In the program with the document open, select **File**, then select **Print**. The Print dialog box opens.

2 Select the printer **CAPTURE FAX BVRP**, then click **OK**. The Send Fax Wizard opens.

3 Complete the wizard as instructed in "Sending a fax" on page 103.

Receiving and viewing a fax

HelpSpot

For more information on receiving a fax, double-click the **HelpSpot** icon on your desktop.

To receive and view a fax:

1 If PhoneTools is not open, click **Start**, then select **Programs**, **PhoneTools**, then **PhoneTools**.

   When PhoneTools is open, it detects incoming faxes and stores them in the In Box.

   Important

   Your notebook cannot detect incoming faxes while in the Standby power-saving mode. For information on changing power-saving settings, see "Changing automatic power settings" on page 113.

2 To view a fax, click **Fax Inbox**, then double-click the fax you want to view. The fax viewer opens, where you can view and print the fax.

Managing Power

8

While your notebook is running on battery power, you should manage power consumption to get the most use out of the battery. This chapter shows you how to:

■ Check and recharge the battery

■ Change batteries

■ Extend the life of the battery by conserving battery power and using alternate power sources

■ Change power-saving settings

Monitoring the battery charge

Closely monitor the battery charge. When the battery charge gets low, change the battery or connect to AC power immediately to prevent losing any unsaved work.

Monitor the battery charge by:

■ Positioning the cursor over the power cord icon or battery icon in the taskbar. A battery status window opens. Move the cursor away from the icon to close the window.

■ Pressing FN+STATUS to view the Status display, which opens in the upper left corner of the screen. The Status display shows the current power source, the battery charge, and the power management mode.

■ Looking at the battery charge indicator:

  ■ A green light indicates the battery is fully charged

  ■ An orange light indicates the battery is being charged

  ■ A red light indicates the battery is low

  ■ An orange, blinking light indicates the battery is malfunctioning

  ■ A red, blinking light indicates the battery is critically low

■ Waiting for these other low battery warnings:

  ■ The battery charge indicator turning red and blinking

  ■ A Low Battery message

If your battery charge indicators display what looks like an inaccurate charge, you may need to recalibrate the battery. For more information, see "Recalibrating the battery" on page 177.

Recharging the battery

The battery recharges while it is installed and your notebook is connected to AC power. While the battery is recharging, the battery indicator light is orange.

Changing batteries

Your notebook must be plugged into AC or turned off while changing the batteries.

Warning	Danger of explosion if battery is incorrectly replaced.
	Replace only with the Gateway Solo 1200 NiMH battery. Discard used batteries according to the manufacturer's instructions.
	The battery used in this device may present a fire or chemical burn hazard if mishandled. Do not disassemble, heat above 212°F (100°C), or incinerate. Dispose of used battery promptly. Keep away from children.

To replace the main battery:

1 If your notebook is on, save all work and turn the power off.

2 Close the cover.

3 Turn your notebook over.

4 Slide the battery release latch to release the battery.

5 Hold the latch forward and lift the battery straight out from the notebook.

6 Slide the recharged battery into the bay and snap it into place.

7 Open the notebook and press the power button.

Extending battery life

Conserving battery power

While using the battery to power your notebook, conserve power by:

■ Removing PC Cards when you do not need them. Many PC Cards use a small amount of power while inserted, even if they are not being used.

■ Modifying the Power Management settings for maximum power savings. For more information, see "Changing automatic power settings" on page 113.

■ Closing the display panel to turn off the display while you are not using your notebook. The display stays off until you open the panel again.

■ Using Hibernate mode for maximum power savings while the notebook is not in use. For more information, see "To use Hibernate mode:" on page 117.

■ Using the CD drive only when necessary. CD drives use a large amount of power.

■ Recharge the battery often, take an extra battery, and fully recharge the batteries before traveling. For more information, see "Recharging the battery" on page 108 and "Changing batteries" on page 109.

Using alternate power sources

To extend battery life, use alternate power sources whenever possible.

■ If traveling internationally, take electrical adapters. Save the battery for times when you cannot use an AC adapter. If you plan on taking your AC adapter, also take a single-plug power surge protector.

■ If you will have access to an EmPower™ in-flight power receptacle or an automobile cigarette lighter, use an airplane/automobile power adapter. Save the battery for times when you cannot use a power adapter.

■ To find AC power outlets in airports, look for them next to support pillars, in large areas such as boarding gates, and under banks of telephones.

Changing power modes

You can use the following power modes to lengthen the life of your notebook's battery:

- *Standby* - while your notebook is on standby, it switches to a low power state where devices, such as the LCD screen and drives, turn off.

- *Hibernate* - (also called *save to disk*) writes all current memory (RAM) information to the hard drive, then turns your notebook completely off. The next time you turn on the notebook, it reads the memory information from the hard drive and opens the programs and documents that were open when you activated Hibernate. For more information on using Hibernate mode, see "To use Hibernate mode:" on page 117.

Using Standby mode

Always save your work before using the Standby mode. Once in Standby, your computer reduces or turns the power off to most devices except memory. However, the information in the memory is not saved to the hard drive. If power is interrupted, the information is lost.

The table below shows how to use Standby mode.

If your computer is…	…and you want to…	…then
Off	Start up	Press the power button.
On	Enter Standby mode	Press FN+STANDBY.
In Standby mode	Exit Standby mode	Press the power button.
On	Shut down	Click **Start**, then select **Shut Down**, **Shut down**, then click **OK**.

Changing automatic power settings

You can change the function of the power button, Standby key, and power-saving timers by changing power settings on your notebook.

You can customize power settings from the Windows Control Panel by selecting power schemes, setting power alarms, adjusting advanced power settings, and turning on Hibernate mode.

Power schemes (groups of power settings) let you change power-saving options such as when the monitor or hard drive is automatically turned off. You can select one of the defined power schemes or create a custom power scheme.

Alarms can alert you when the battery charge is low.

Advanced power settings let you assign different power-saving modes to the power button and Standby key. You can also select which power-saving mode is activated when you close the LCD panel.

To change the power scheme

1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens. If you do not see the **Power Options** icon, click **view all Control Panel options**.

2 Double-click the **Power Options** icon. The Power Options Properties dialog box opens.
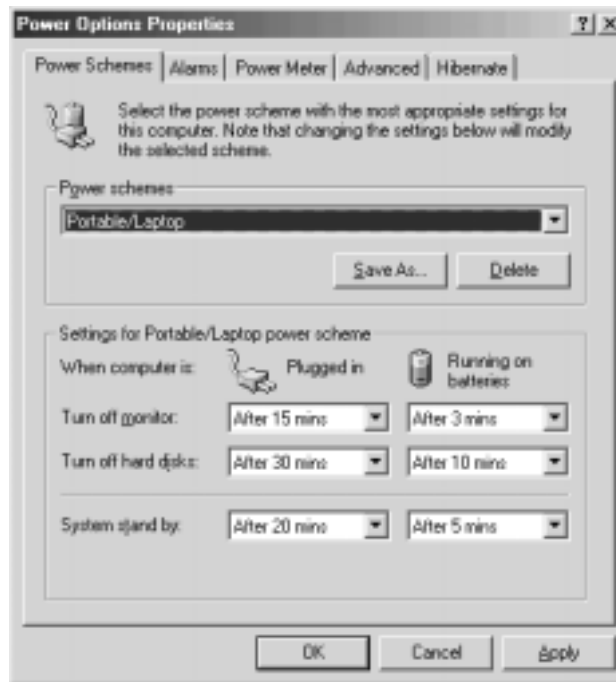
3 Select a power scheme from the **Power Schemes** list.

- OR -

Set the timers for **System stand by**, **Turn off monitor**, and **Turn off hard disks**, then save your custom power scheme by clicking **Save As** and typing in a name for the scheme.

4 Save the changes by clicking **OK**.

To change the alarm options:

1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens. If you do not see the **Power Options** icon, click **view all Control Panel options**.

2 Double-click the **Power Options** icon. The Power Options Properties dialog box opens.

3 Click the **Alarms** tab.

4 Adjust the alarm settings, then save the changes by clicking **OK**.

To change advanced power management settings:

1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens. If you do not see the **Power Options** icon, click **view all Control Panel options**.

2 Double-click the **Power Options** icon. The Power Options Properties dialog box opens.

3 Click the **Advanced** tab.

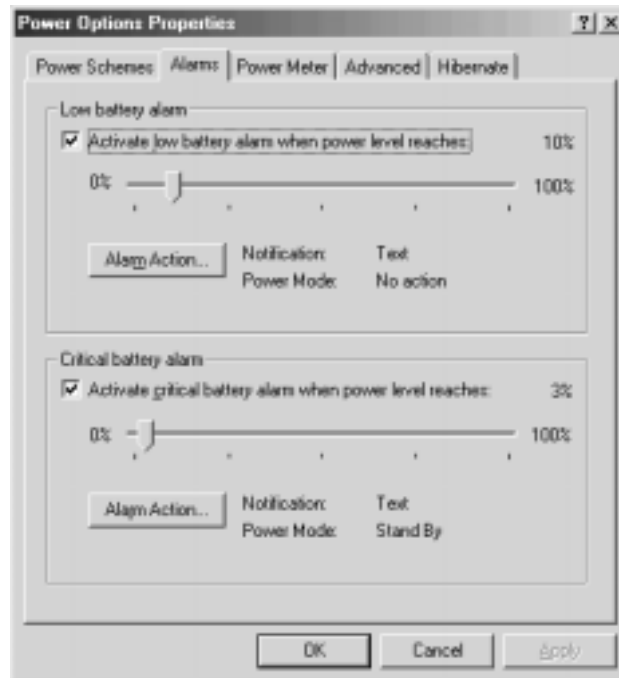**4** Select a power-saving mode to be activated by closing the lid or pressing the power button, then save the changes by clicking **OK**.

To use Hibernate mode:

1 Click **Start**, then select **Settings**, then **Control Panel**. The Control Panel window opens. If you do not see the **Power Options** icon, click **view all Control Panel options**.

2 Double-click the **Power Options** icon. The Power Options Properties dialog box opens.

3 Click the **Hibernate** tab.
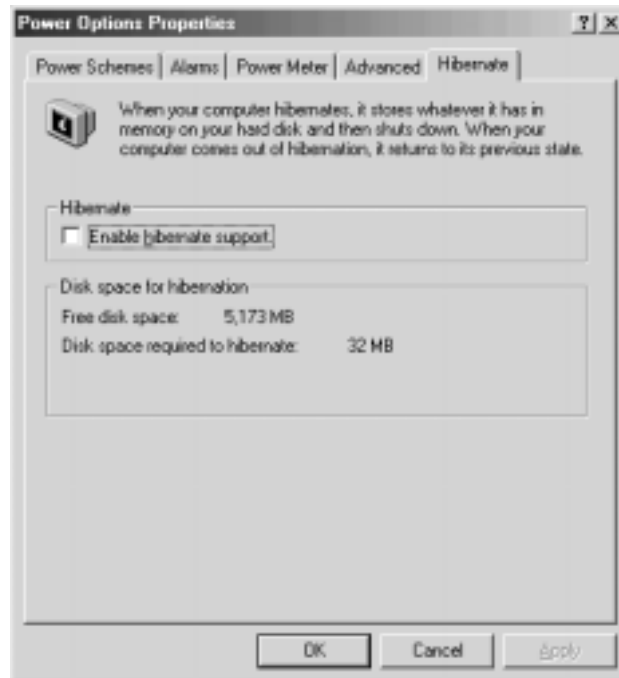
4 Select the **Enable hibernate support** check box, then click **Apply**. Hibernate mode is now an option you can select on the Advanced tab and in the Shut Down menu.

5 To use Hibernate as a power-saving mode, click the **Advanced** tab, select **Hibernate** as one of the advanced power settings, then save the changes by clicking **OK**.

6 To manually activate Hibernate mode, click **Start**, then select **Shut Down**, then **Hibernate**, then click **OK**.

Travel Tips

9

These tips can make traveling with your notebook more convenient and trouble-free. This chapter provides information on:

- Using the modem

- Using your radio frequency wireless connections

- Transferring files

- Protecting your notebook from loss and theft

- Managing your notebook's power efficiently

Tips & Tricks | To access the contents of this manual while you are traveling, download an electronic copy from www.gateway.com/support/manlib/.

Modem

- Take a telephone cord to connect the modem to telephone jacks. If you are traveling internationally, take telephone jack adapters or an acoustic handset coupler.

- Take a telephone line protector.

- Take a telephone line tester to check for unsafe lines, especially if you are traveling internationally.

- Take remote access information with you so you can connect to your ISP while outside of your usual calling area. A list of country dialing codes may be especially useful if you are traveling internationally.

- Download entire Web sites that you frequently visit for off-line viewing if you will be traveling for extended periods without access to an Internet connection.

Radio frequency wireless connections

- Every country has different restrictions on the use of wireless devices. If your system is equipped with a wireless device, when traveling between countries with your system, check with the local Radio Approval authorities prior to your trip for any restrictions on the use of a wireless device in the destination country.

- If your system came equipped with an internal embedded wireless device, see "Safety, Regulatory, and Legal Information" on page 215 for general wireless regulatory guidelines.

- Wireless communication can interfere with equipment on commercial aircraft. Current aviation regulations require wireless devices to be turned off while traveling in an airplane. IEEE 802.11b (also known as wireless Ethernet or Wifi) and Bluetooth communication devices are examples of devices which use wireless to communicate.

Files

- Copy your working files from your desktop computer to your notebook before you travel.

- If you need to access your desktop computer files from your notebook while traveling, set up the desktop computer for remote access.

- Take extra diskettes for transferring files between computers and backing up files.

Security

- Get a locking cable for your notebook so you can attach a cable lock and leave the notebook in your hotel room while you are away.

- Always keep your notebook with you while waiting in airports, train stations, or bus terminals. Be ready to claim your notebook as soon as it passes through the x-ray machine in security checkpoints.

- Write down your notebook model number and serial number (available on the system label) in case of theft or loss, and keep the information in a safe place. Also, tape your business card or an address label to your notebook and accessories.

- Whoever sits next to you or behind you can see your notebook display. Avoid working with confidential files until you can be sure of privacy.

- Use a startup password to restrict access to your notebook.

Important	Use a password that you can remember, but that is difficult for someone else to guess. The password feature is very secure, with no easy way to recover a forgotten password. If you forget your password, you must return your notebook to Gateway for service. Call Gateway Technical Support for instructions.

To create a startup password:

1 Restart your notebook. As soon as you see a startup screen, press F2. The BIOS Setup utility opens.

2 Click **Security**, then select **Set Admin password** and follow the instructions.

3 Click **Security**, then select **Set User password** and follow the instructions. This is the password you need to enter at startup.

4 Exit the BIOS Setup utility by clicking **Exit**, then selecting **Save and Exit**.

5 Click **OK**. When you start your computer, you are prompted to enter the user password you set in Step 3.

Power

To get the best performance from your notebook, avoid using the battery whenever possible, monitor the battery charge, and use the most efficient power management settings.

- For information on conserving battery power, see "Conserving battery power" on page 111.

- For information on using alternate power sources, see "Using alternate power sources" on page 111.

- For information on monitoring the battery charge, see "Monitoring the battery charge" on page 108.

Customizing Your Notebook

10

This chapter provides information about customizing your computer by changing settings in Windows or the system BIOS.

You can:

- Change screen and display settings
- Change the background and screen saver
- Adjust the touchpad settings
- Program the multi-function buttons on the keyboard
- Allocate system memory

Adjusting the screen and desktop settings

Adjusting the color depth and screen area are two of the most basic display settings you may need to change. You can also adjust settings such as the screen background and screen saver.

Adjusting the color depth

Color depth is the number of colors your LCD displays. Various image types require various color depths for optimum appearance on your LCD. For example, simple color drawings may appear adequately in 256 colors while color photographs need millions of colors to be displayed with optimum quality.

Windows lets you choose from several color depth settings for your LCD. We recommend that the 32-bit True Color setting be used at all times.

If the color in your images seems "false" or "jumpy," especially after you have played a game or run a video-intensive program, check the color depth setting and return it to 32-bit True Color, if necessary.

HelpSpot	For more information on adjusting the color depth, double-click the **HelpSpot** icon on your desktop.

To change the color depth:

1 Click **Start**, then select **Settings**, then **Control Panel.** The Control Panel window opens.

2 Click/Double-click the **Display** icon. The Display Properties window opens.