Contents

Checking Out Your Gateway Solo 1450

1

Tips & Tricks

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

Front

LCD panel
release
latch

Speaker   Battery
charge
indicator   Power
indicator

Speaker

Component	Icon	Description
LCD panel release latch		Open the LCD panel by sliding the release latch to the right.
Speakers		Provide audio output. Speakers are disabled while headphones are connected.
Battery charge indicator		The LED shows the battery activity and status. ▪ LED green – battery is fully charged. ▪ LED orange – battery is charging. ▪ LED red – battery is low. ▪ LED blinking and red – battery is very low. NOTE: This LED only lights up when the notebook is plugged in.
Power indicator		Lights up when the notebook is turned on and shows the notebook power status. ▪ LED on – power is on. ▪ LED flashing – notebook is in Standby mode. ▪ LED off – power is off or notebook is in Hibernate mode.

Left side

Modem jack
Ethernet jack
Microphone jack
PC Card eject button
Headphone jack
PC Card slot
Diskette drive
Diskette drive eject button
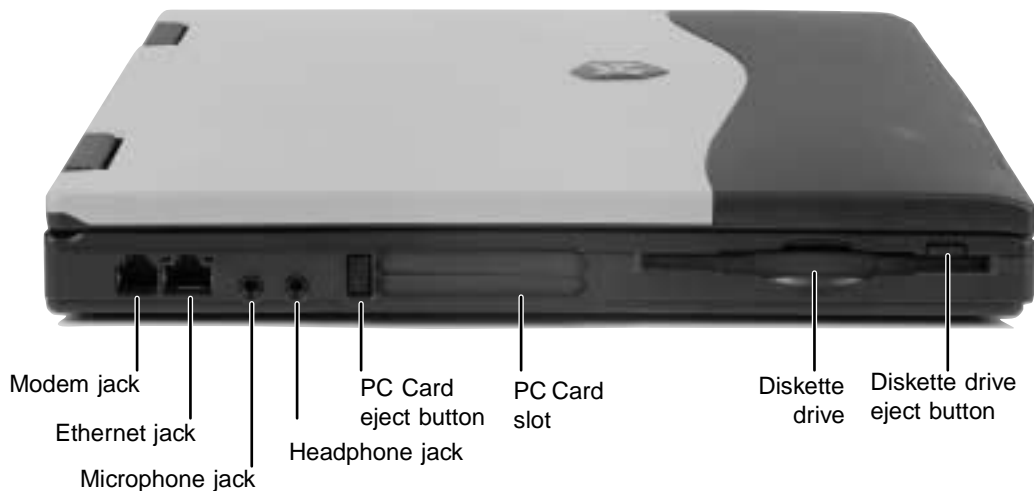
Component	Icon	Description
Modem jack		Plug a modem cable into this jack. For more information, see "Connecting the modem" on page 26.
Ethernet jack		Plug a 10/100 Ethernet network cable into this jack. For more information, see "Connecting to an Ethernet network" on page 27 and "Networking Your Notebook" on page 139.
Microphone jack		Plug a microphone into this jack.
Headphone jack		Plug amplified speakers or headphones into this jack.
PC Card eject button		Press this eject button to remove the PC Card from the PC Card slot. For more information, see "Adding PC Cards" on page 130.
PC Card slot		Insert one Type II or Type III PC Card into this slot. For more information, see "Adding PC Cards" on page 130.
Diskette drive		Insert a standard 3.5-inch diskette into this drive. For more information, see "Using diskettes" on page 68.
Diskette drive eject button		Press the eject button to remove a diskette from the drive. For more information, see "Using diskettes" on page 68.

Right side

Battery bay   CD, CD-RW, DVD,   Drive   Manual eject hole
or DVD/CD-RW   indicator
drive   Drive eject button

Component	Icon	Description
Battery bay		Insert the battery into this bay. For more information, see "Changing batteries" on page 103.
CD, CD-RW, DVD, or combination DVD/CD-RW drive		Insert CDs, CD-RWs, or DVDs into this drive. For more information, see "Using a CD, CD-RW, or DVD drive" on page 69.
		To determine the type of drive in your notebook, examine the drive tray's plastic cover. A CD Compact Disc logo indicates a CD drive, a CD-R/RW logo indicates a recordable/rewritable CD drive, a DVD logo indicates a DVD drive, and a DVD/CD-R/RW logo indicates a combination DVD and recordable/rewritable CD drive.
Drive indicator		Lights up when the computer is accessing the CD, CD-RW, DVD, or combination DVD/CD-RW drive. For more information, see "Using a CD, CD-RW, or DVD drive" on page 69.
Drive eject button		Press the eject button to open the disc tray. For more information, see "Using a CD, CD-RW, or DVD drive" on page 69.
Manual eject hole		Insert a straightened paperclip into this hole to open the drive if the drive eject button fails to open it.

Back

Kensington lock slot | Power connector | USB ports | Monitor port | Parallel port | Ventilation fan
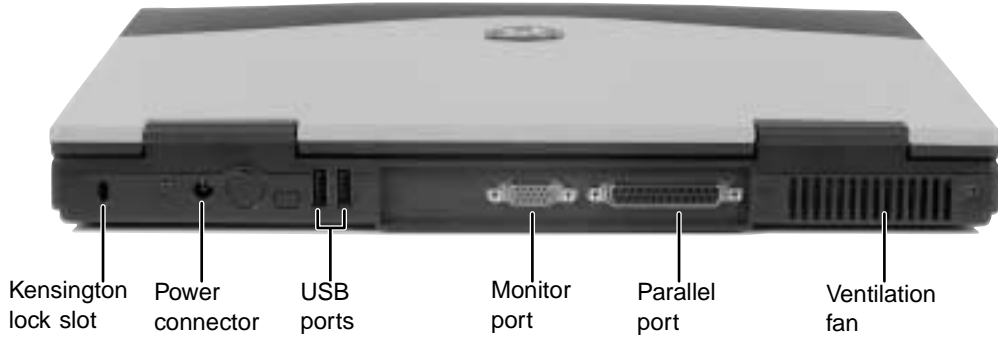
Component	Icon	Description
Kensington™ lock slot		Secure your computer to an object by connecting a Kensington cable lock to this slot.
Power connector		Plug the AC adapter cable into this connector.
USB ports		Plug USB (Universal Serial Bus) devices (such as a USB Iomega™ Zip™ drive, printer, scanner, or camera) into these ports.
Monitor port		Plug an analog VGA monitor into this port.
Parallel port		Plug a parallel device (such as a printer) into this port.
Ventilation fan		Helps cool internal components. Do not block or insert objects into these slots.

Bottom

Hard drive

Memory bay

Battery bay

Battery latch

Reset hole

System label

Ventilation fan
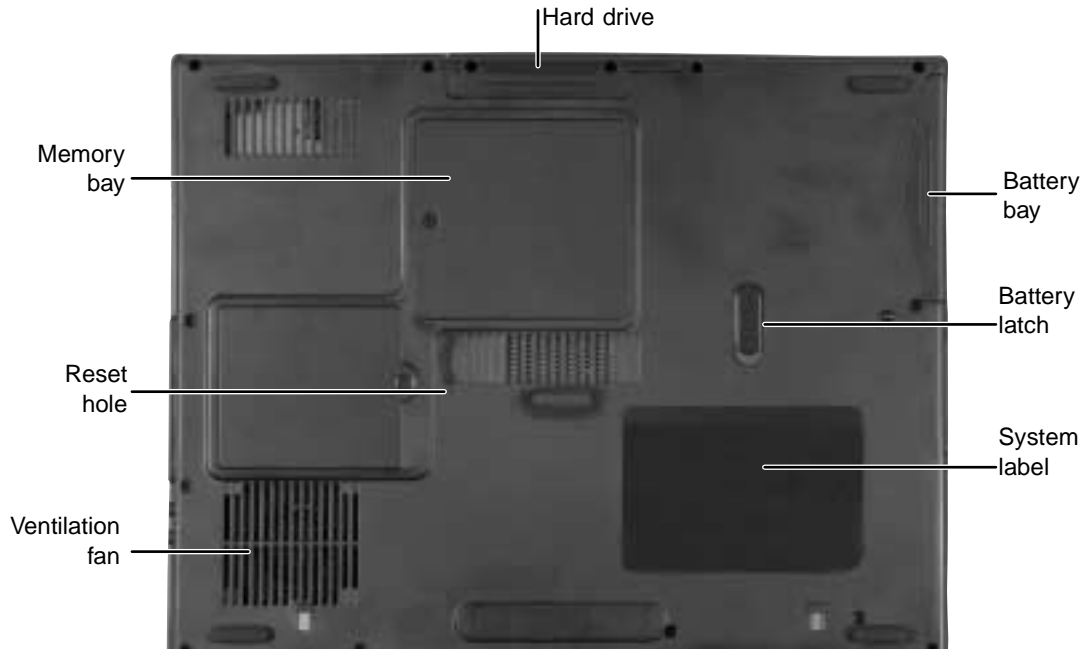
Component	Icon	Description
Hard drive		Install the hard drive here. For more information, see "Replacing the hard drive" on page 137.
Battery bay		Insert the battery into this bay. For more information, see "Changing batteries" on page 103.
Battery latch		Slide to release the battery.
System label		Includes the product model number and serial number. For more information, see "Identifying your model" on page 9.
Ventilation fan		Helps cool internal components. Do not block or insert objects into these slots.
Reset hole		Insert a straightened paper clip into this hole to manually restart the system.
Memory bay		Install as many as two memory modules into this bay. For more information, see "Installing memory" on page 133.

Keyboard area

Multi-function buttons

Power button

Status indicators

Keyboard

Touchpad
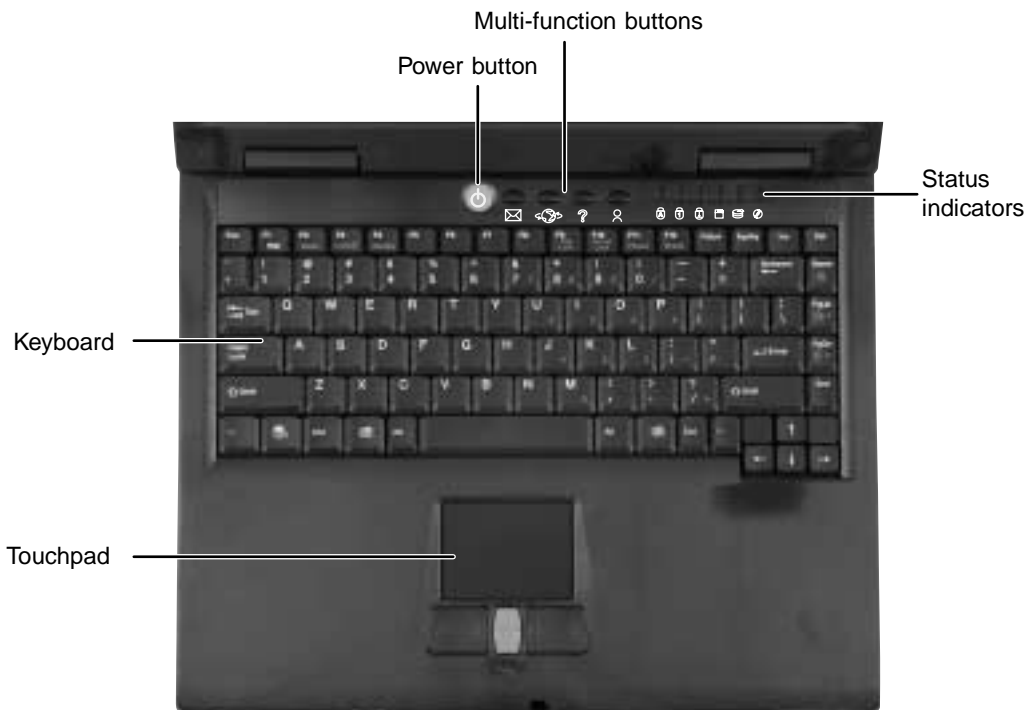
Component	Icon	Description
Power button	⏻	Press to turn the power on or off. For more information on configuring the power button mode, see "Changing power settings" on page 107.
Multi-function buttons		Four multi-function buttons can be assigned to open applications. By default, these buttons are set to open your e-mail application, your Web browser, online help, and another program that you assign. For more information, see "Multi-function buttons" on page 22.
Status indicators		Inform you when a drive is in use or when a button has been pressed that affects how the keyboard is used. For more information, see "Status indicators" on page 17.
Touchpad		Provides all the functionality of a mouse. For more information, see "Using the EZ Pad touchpad" on page 23.

Component	Icon	Description
Keyboard		A full-sized 86-key keyboard. For more information, see "Using the keyboard" on page 18.

Identifying your model

The labels on the bottom of your computer contain information that identifies your notebook model and its features. Gateway Technical Support will need this information if you call for assistance.

Important   The label shown below is for informational purposes only. Label information varies by model.

Insert Solo 1450 Label

The following label indicates your computer contains a wireless communications device.

Insert Wireless Label

The Microsoft Certificate of Authenticity label includes the product key code for your operating system.

Insert Microsoft XP Label

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. See "Changing batteries" on page 103 for more information about using a second battery on your notebook.

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.

Peripheral devices

You can attach 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 notebook. The most common types are inkjet and laser printers, which print in color or black and white. See "Installing a printer, scanner, or other peripheral device" on page 28 for more information about attaching a printer to your notebook.

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, and 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 an Ethernet network
- How to install peripheral devices

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 102.

To connect the AC adapter:

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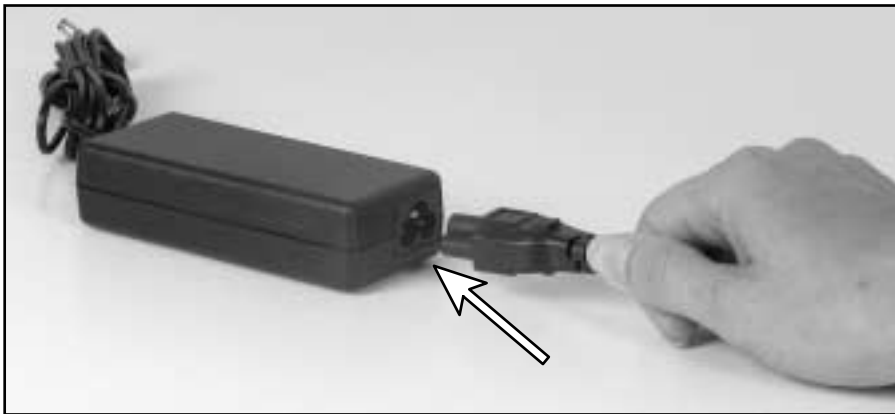
Warning	Replace the power cord if it becomes damaged. The replacement cord must be of the same type and voltage rating as the original cord or the notebook may be damaged.

2 Connect the AC adapter to your notebook's power connector.
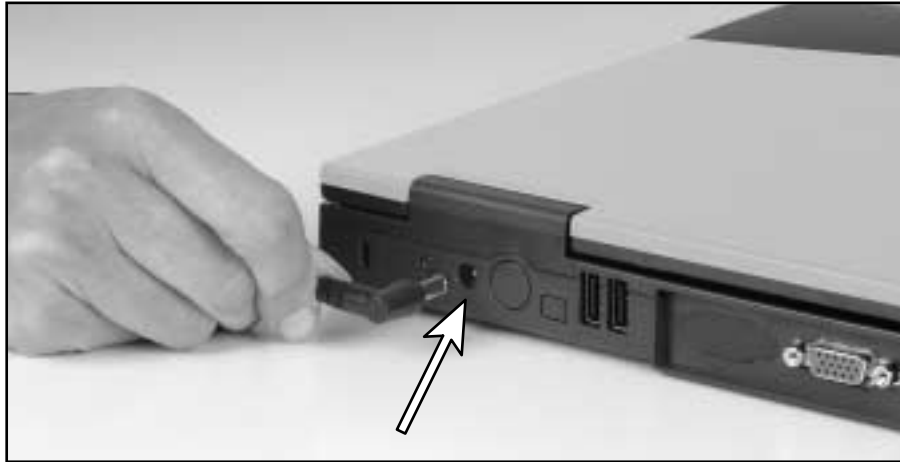
3 Plug the power cord into a wall outlet.

The battery charging indicator turns on (see "Front" on page 2 for the location of the indicator). If the battery charging indicator does not turn on, disconnect the adapter from your notebook and repeat Step 2.

4 When you finish using your notebook for the first time, turn the notebook off and leave the notebook connected to AC power for at least 24 hours. The battery charge meters may not show a charge for several hours. For more information about battery meters on your model, see "Monitoring the battery charge" on page 100.

5 If the battery meters do not show a full charge after 24 hours, contact Gateway Technical Support at www.gateway.com/support/contact.

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 peripheral devices by connecting them to a *surge protector*, which absorbs voltage surges and prevents 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 sliding the latch on the front of your notebook to the right 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 power settings" on page 107.

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

Waking up your notebook

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

If your notebook is in Standby mode, "wake" it up by pressing the power button. For more information on changing power-saving settings, see "Changing power settings" on page 107.

Turning off your notebook

To turn off your notebook:

1 Click **Start**, then click **Turn Off Computer**. The *Turn Off Computer* dialog box opens.

2 Click **Turn Off**. Windows shuts down and turns off your notebook.

Important	If for some reason you cannot use the Turn Off Computer option in Windows to turn off your notebook, press and hold the power button for about five seconds, then release it.

Status indicators

Status indicators inform you when a drive is being used or when a button has been pressed that affects how the keyboard is used.
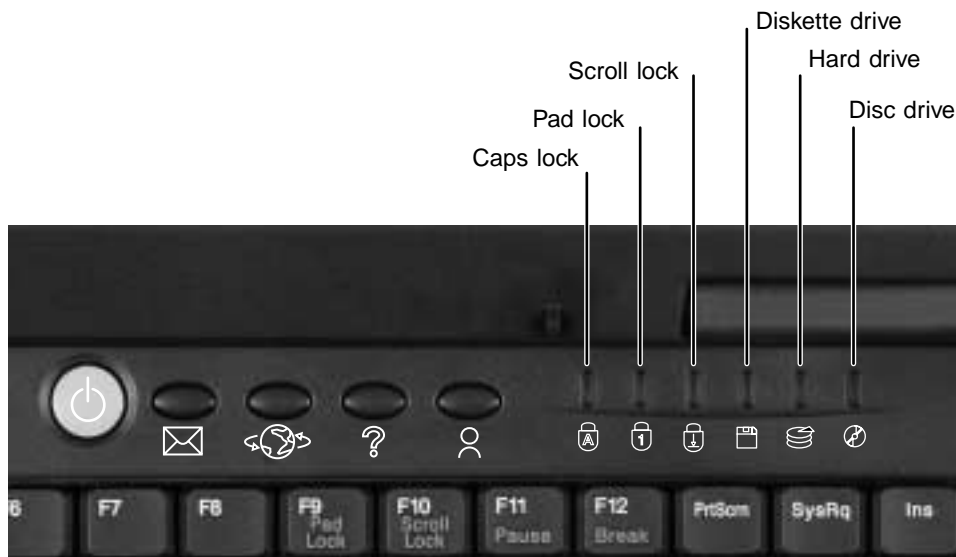
Indicator	Icon	Description
Caps Lock		Caps Lock is turned on.
Pad Lock		Pad Lock is turned on.
Scroll Lock		Scroll Lock is turned on.
Diskette drive		The standard 1.44 MB diskette drive is in use.
Hard drive		The hard drive is in use.
Disc drive		The CD, CD-RW, DVD, or combination DVD/CD-RW drive is in use.

Using the keyboard

Your notebook features a full-size keyboard that functions the same as 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 or PS/2 port. You do not need to shut down the notebook to connect a keyboard.
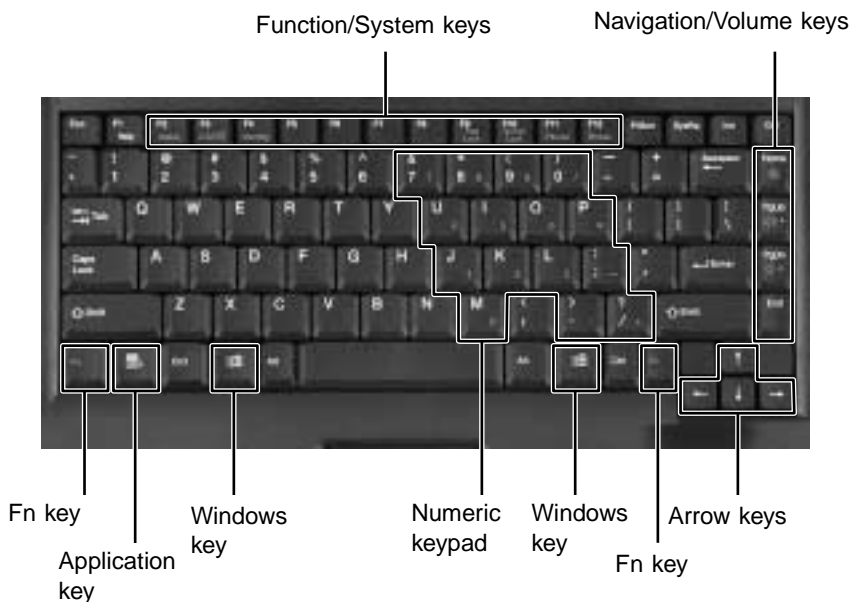
Key types

Many different key types are located on the keyboard. Some keys perform specific actions when pressed by itself and another action when pressed in combination with another key.

Key type	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.
System keys		Press these colored keys in combination with the FN key to perform specific actions.
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.
Volume keys		Press these colored keys in combination with the FN key to increase or decrease the volume, or mute the sound.
FN key		Press the FN key in combination with a colored system key (such as **STATUS**, **STANDBY**, or **PAUSE**) to perform a specific action.
Application key		Press for quick access to shortcut menus and help assistants in Windows.
Windows key		Press to open the Windows **Start** menu. This key can also be used in combination with other keys to open utilities like F (Search utility), R (Run utility), and E (Explorer utility).
Numeric keypad		Use these keys to type numbers when the numeric keypad is turned on. Press FN+PAD LOCK to turn on the numeric keypad.
Arrow keys		Press these keys to move the cursor up, down, right, or left.

System key combinations

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

Press and hold **FN** while pressing this system key…	Too…
F2 Status	Display the power status box in the upper left corner of your screen. The box 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 displays 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 appears 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.)
Home ⊠	Mute the sound. Press the key combination again to restore the sound.
PgUp ◁))	Increase volume.

Press and hold FN while pressing this system key…	Too…
PgDn 🔊	Decrease volume.

Multi-function buttons
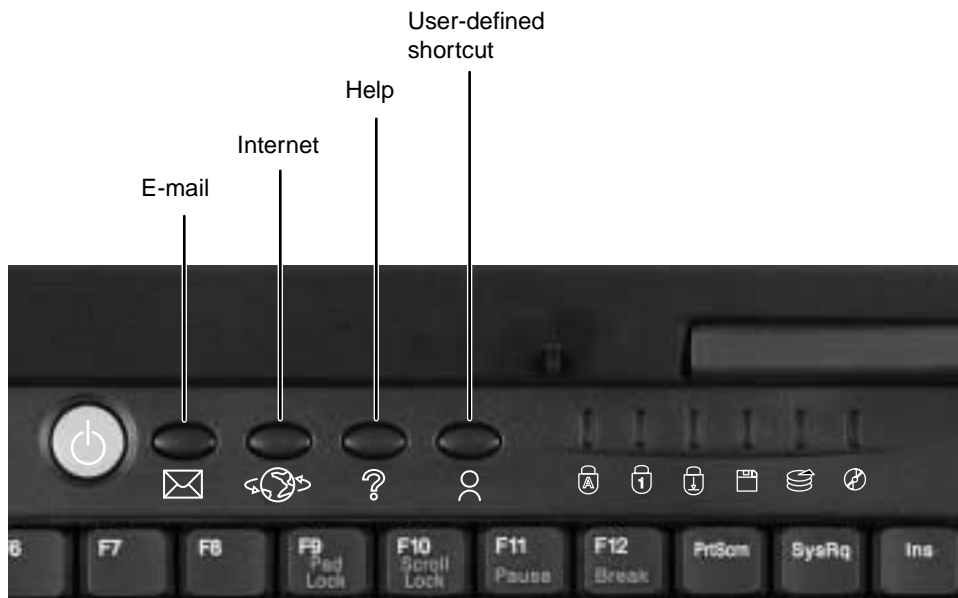
Button	Icon	Press to…
E-mail	✉	Open your e-mail program.
Internet	🌐	Open your Web browser.
Help	?	Open online help.
User-defined shortcut	👤	Open the program you assign to this key.

The multi-function buttons can be assigned different functions than those listed. For more information, see "Programming the multi-function buttons" on page 126.

Using the EZ Pad touchpad

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

Left
touchpad
button

Rocker
switch

Right
touchpad
button
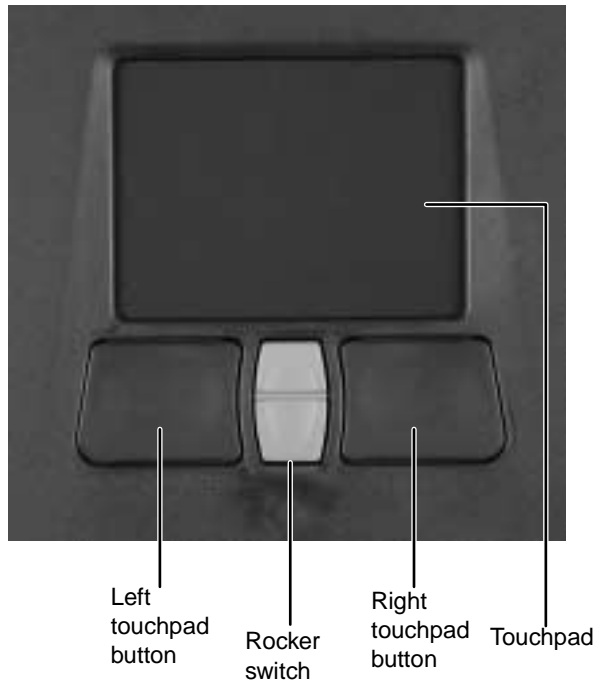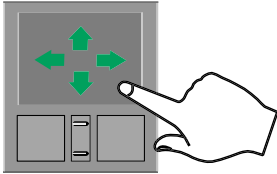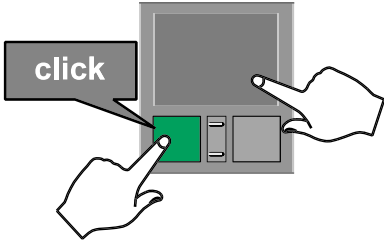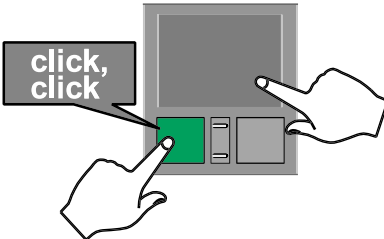
Touchpad

When you move your finger on the touchpad, the *pointer* (arrow) on the screen moves in the same direction.
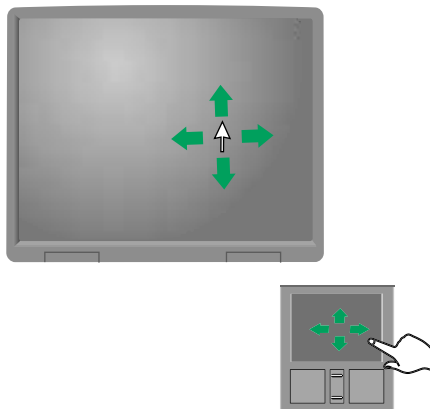
You can use the EZ-Pad *left* and *right buttons* below the touchpad to select objects.

You can assign a function to the *rocker switch* between the touchpad buttons. This function can be to scroll up or down, maximize or minimize the active window, or open and close the Start menu. For more information about programming the rocker switch, see "Changing the touchpad settings" on page 125.

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 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.	**click**	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.	**click, click**	Position the pointer over the object. Press the left button below the touchpad twice in rapid succession. This action is called *double-clicking*.

To…	Do this…	
Access a shortcut menu or find more information about an object on the screen.	**click**	Position the pointer over the object. Quickly press and release the right button once. This action is called *right-clicking*.
Move an object on the screen.	**then drag** **press and hold**	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.
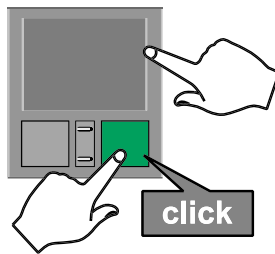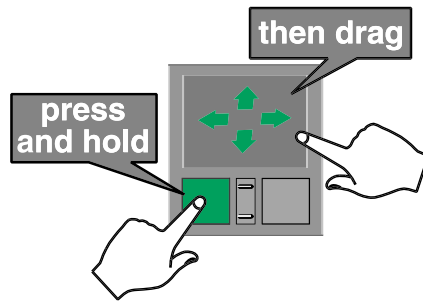
Connecting the modem

Your notebook has a built-in 56K modem.

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

To connect the modem:

1 Insert one end of the modem cable into the modem jack ⬜ on the left side of the notebook.
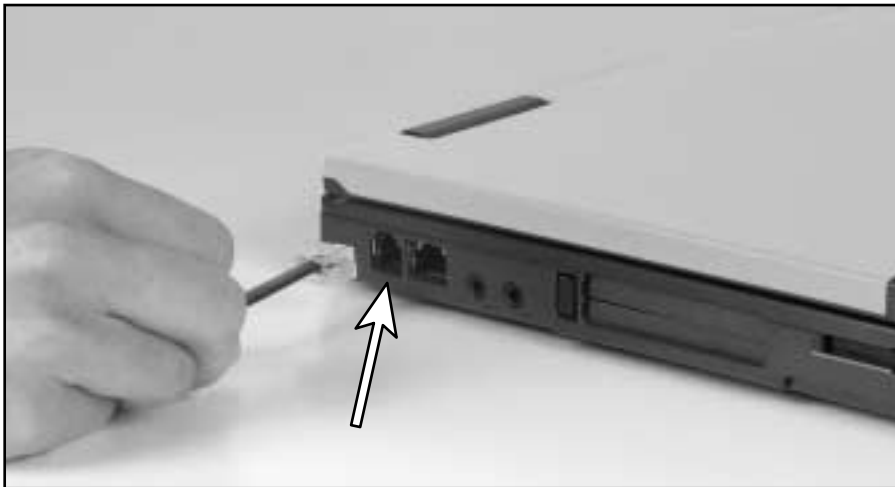
2 Insert the other end of the modem cable into a telephone wall jack. The modem will not work with digital or PBX telephone lines.

3 Start your notebook, then start your communications software.

Connecting to an Ethernet network

Your notebook has a network jack that you can use to 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 몹 on the left side of the notebook.
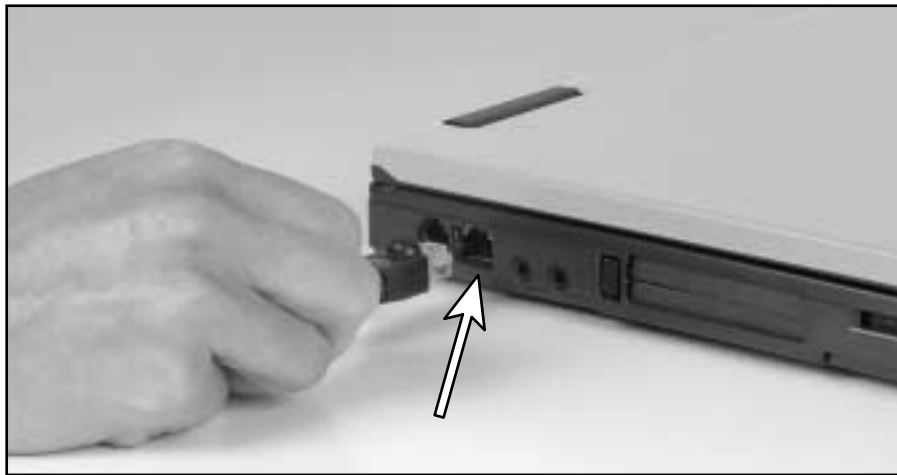
2 Insert the other end of the network cable into a network wall jack. Ask your network administrator to help you select the correct network jack.

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 notebook's Ethernet jack for more than just networking. Many broadband Internet connections, such as cable modems and DSL modems, connect to your notebook's Ethernet jack. For more information, see "Using the Internet" on page 57 and "Networking Your Notebook" on page 139.

Installing a printer, scanner, or other peripheral device

Your computer has one or more of the following ports: Universal Serial Bus (USB) and parallel. These ports are used for connecting peripheral devices such as printers, scanners, and digital cameras to your computer. For more information about port locations, see "Checking Out Your Gateway Solo 1450" on page 1.

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 port 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

HelpSpot

Your computer may include *HelpSpot*™, 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. HelpSpot also has an area called *Contact Gateway* that helps you find the right resource at Gateway to answer your questions or help solve your problems.

To start HelpSpot:

■ Click **Start**, then click **Help and Support**. HelpSpot opens.

If this is the first time you have started HelpSpot on your computer, you may 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 using your Gateway computer, your mouse, and other tasks, click the **Using your computer** link on the HelpSpot main page.
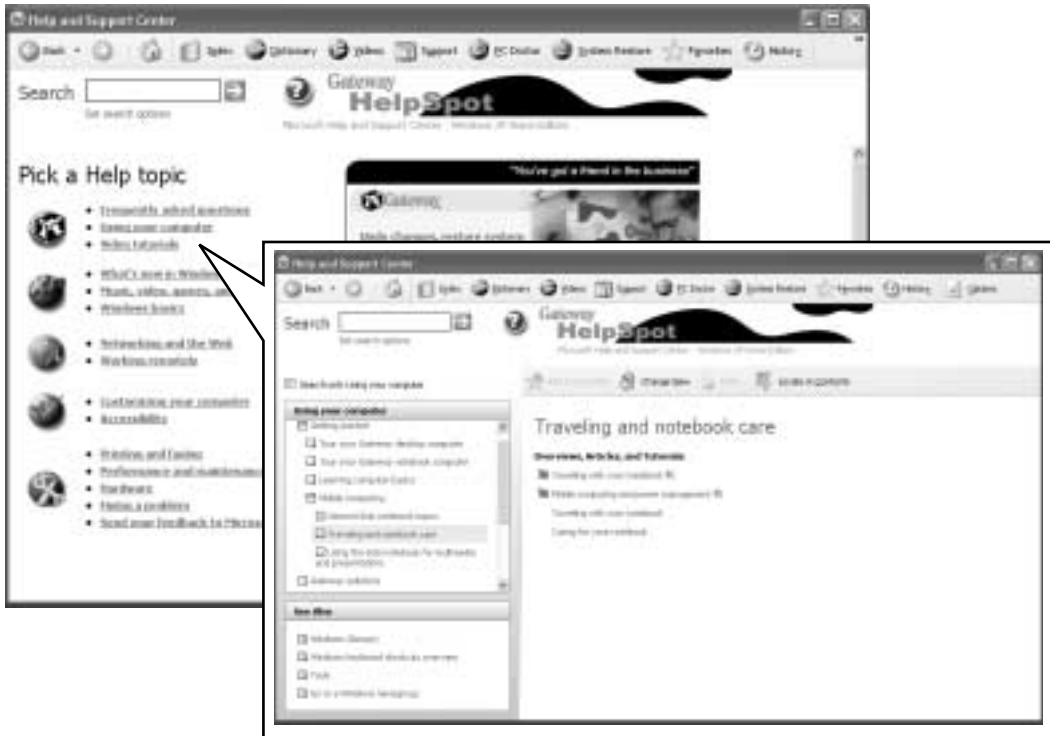
HelpSpot Videos

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 **Video Tutorials** on the HelpSpot home page, 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.
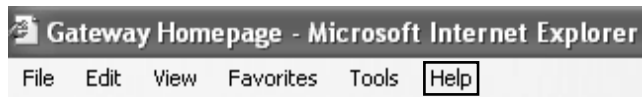
You can search for information by viewing the help contents, checking the index, searching for a topic or keyword, or browsing through the online help.

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, including online chat services
- Hardware drivers
- Order status
- Frequently asked questions (FAQs)

For more information about connecting to the Internet, see "Learning about the Internet" on page 58.

Windows Basics

4

Read this chapter to get basic information on how to:

- Use the Windows desktop
- Manage files and folders
- Work with documents
- Use shortcuts

| **Help and Support** | For more information about Windows, click **Start**, then click **Help and Support**. |

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.

Using the desktop

The desktop contains the taskbar, the Start button, and the Recycle Bin icon.

Desktop elements	Description
start ⧉ 📶 3:33 PM	The *taskbar* is the bar at the bottom of the screen containing 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.
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.
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 45.

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 use the Start menu:

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

2 To see all programs and files in the Start menu, click **All Programs**.

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.

3 Click a file or program to open it.
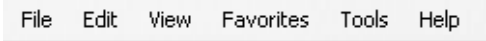
Identifying Window items

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

Maximize

Minimize

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 window title.
	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.

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.

Viewing 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, CD-RW, DVD, or combination DVD/CD-RW drive.

To view the drives on your computer:

- Click **Start**, then click **My Computer** on the Start menu.
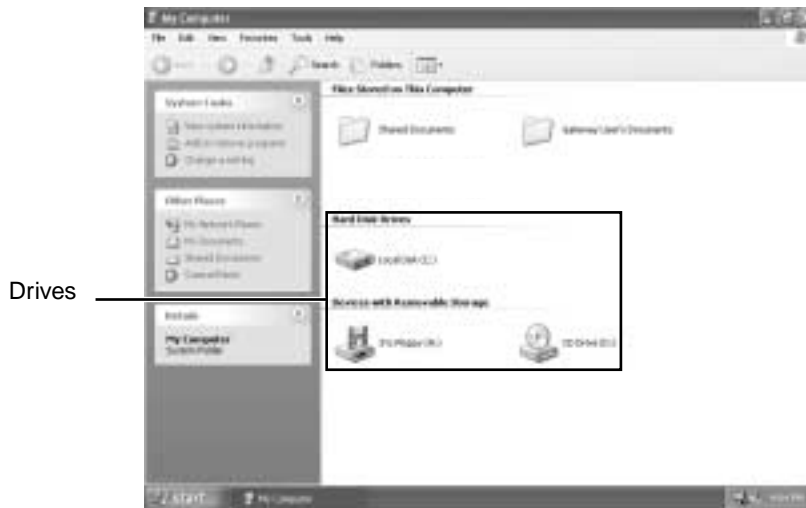
Drives

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 **Show the contents of this drive**.

Creating folders

Folders are much like the folders in a file cabinet. They can 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.

Folders ⎯⎯⎯

Files ⎯⎯⎯
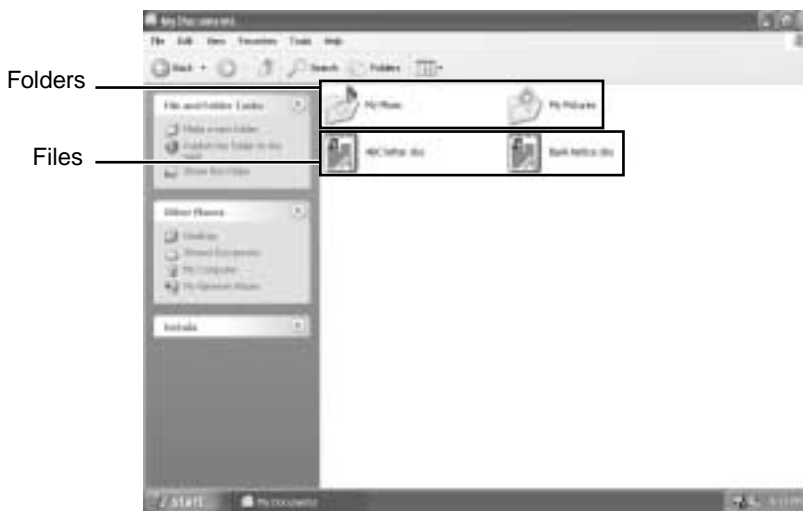
To create a folder:

1 Click **Start**, then click **My Computer** on the Start menu.

2 Double-click the drive or folder, for example the **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 **Show the contents of this drive**.

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

4 Type a name for the folder, then press **ENTER**. The new folder name appears by the folder icon.

Copying and moving files and folders

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

When you *copy and paste* a file or folder, you place a *copy* of the file or folder on the Windows *clipboard*, which temporarily 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 file or folder, you remove the file or folder from its original location and place the file or folder on the Windows clipboard. When you decide where you want the file or folder 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 or folder into more than one place, but as soon as you copy or cut a different file or folder, the original file or folder is deleted from the clipboard.

To copy a file or folder to another folder:

1 Right-click (press the right mouse button) the file or folder that you want to copy. A pop-up menu opens on the desktop.

2 Click **Copy** on the pop-up menu.

3 Open the destination folder.

4 With the pointer inside the destination folder, right-click.

5 Click **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 (press the right mouse button) the file or folder that you want to move. A pop-up menu opens on the desktop.

2 Click **Cut** on the pop-up menu.

3 Open the destination folder.

4 With the pointer inside the destination folder, right-click.

5 Click **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, called 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, click the files or folders that you want to delete. For instructions on how to select multiple files and folders, see "Shortcuts" on page 55.

2 Click **File**, then click **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 and lists the files and folders you have thrown away since you last emptied it.

2 Click the files or folders that you want to restore. For instructions on how to select multiple files and folders, see "Shortcuts" on page 55.

3 Click **File**, then click **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 click **Empty Recycle Bin**. Windows asks you if you are sure that you want to empty the bin.

3 Click **Yes**. Windows permanently deletes all 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 Click **Start**, then click **My Computer**.

2 Double-click the drive or folder that you think contains the file or folder that you want to find. If you do not see the contents of a folder, click **Show the contents of this folder**.

3 Continue double-clicking folders and their subfolders until you find the file or folder you want.

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 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 Search utility

To find files and folders using the Search utility:

1 Click **Start**, then click **Search**. The *Search Results* window opens. Click **All files and folders**.
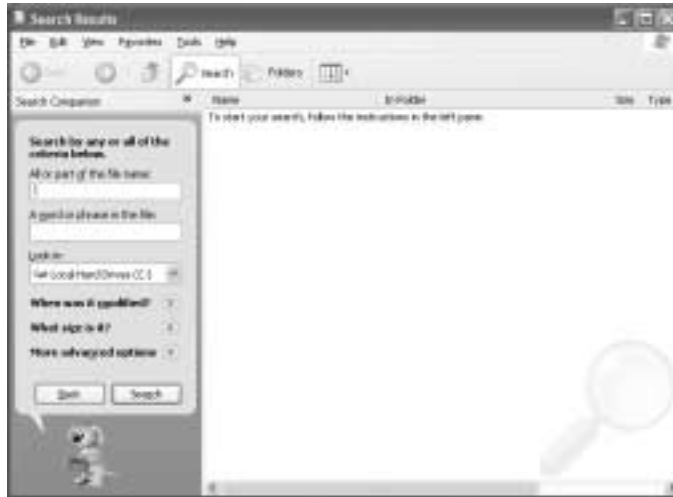
2 If you want to search by file or folder name, type in all or part of the file or folder name in the name box in the left pane of the window.

- 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**. 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 selecting the search options that you want. You can search by the:

■ Date the file was created or modified.

■ Size of the file.

■ Type of file, such as a program or a text document.

Working with documents

Computer documents include 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 show how to create, save, open, and print a document using Microsoft® Word. Similar procedures apply to other programs such as Microsoft Excel, Microsoft WordPad, and Microsoft Publisher.

For more information about using a program, click **Help** on its menu bar.

Creating a new document

Help and Support	For more information about creating a document in Windows XP, click **Start**, then click **Help and Support**.

To create a new document:

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

2 Click **File**, then click **New**. The *New Document* pane opens.

New Document pane

3 Click **General Templates**. The *Templates* dialog box opens.
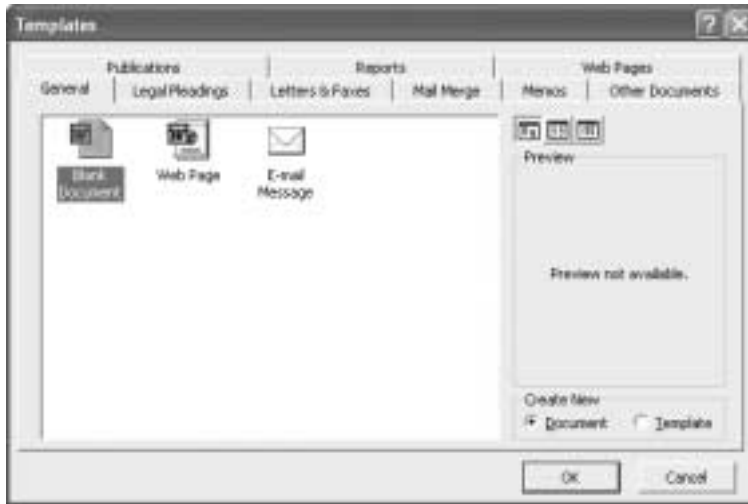
4 Click a tab for the type of document you want to create, click a document template style, then click **OK**. The document template opens.

5 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.

Help and Support	For more information about saving a document in Windows XP, click **Start**, then click **Help and Support**.

To save a document in Microsoft Word:

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

2 In the **Save in** list, click the folder where you want to save the file.

3 Type the new file name.

File folder

File name
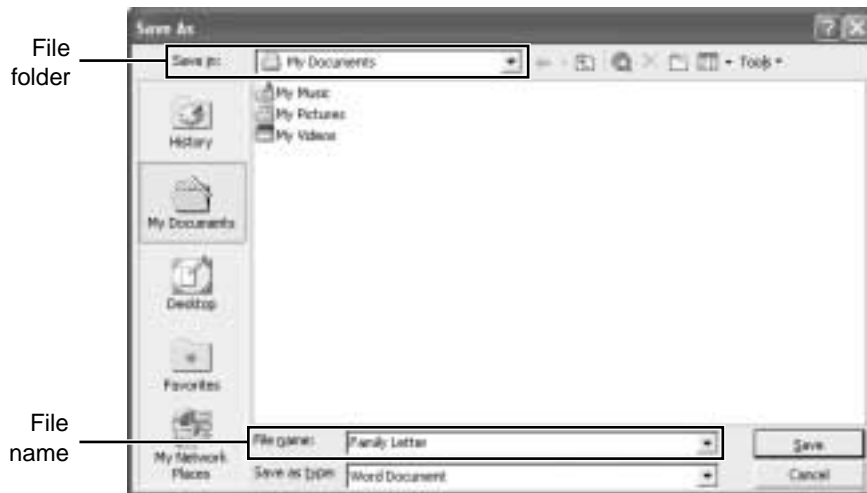
4 Click **Save**.

Opening a document

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

Help and Support

For more information about opening a document in Windows XP, click **Start**, then click **Help and Support**.

To open a document in Microsoft Word:

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

2 Click **File**, then click **Open**.

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

Look in
list
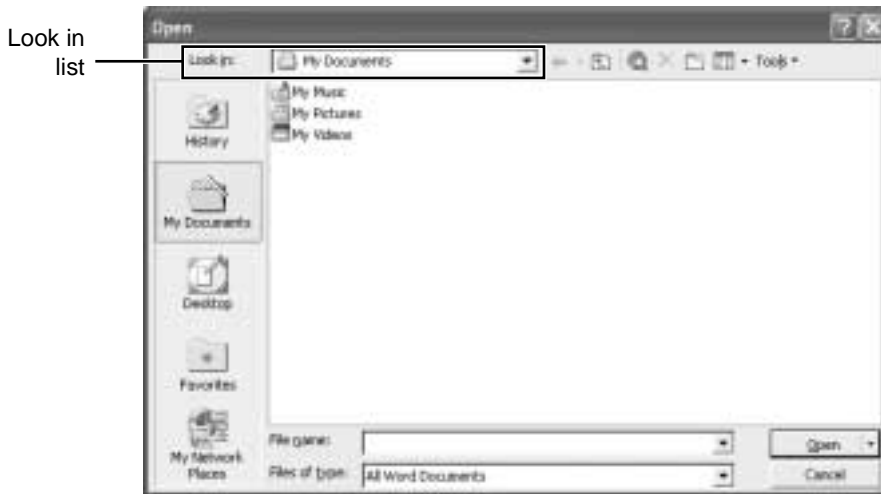
4 Double-click the document file name. The document opens.

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.

Help and Support

For more information about printing a document in Windows XP, click **Start**, then click **Help and Support**.

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 Click **File**, then click **Print**. The *Print* dialog box opens.

4 Set 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	Click the item, then press **CTRL + C.**
Cut a file, folder, text, or graphic	Click the item, then press **CTRL + X**.
Paste a file, folder, text, or graphic	Click inside the folder or window where you want to paste the object, then press **CTRL + V.**
Select multiple items in a list or in a 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 or window	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. The file or folder is **not** stored in the Recycle Bin.
Rename a file or folder	Click 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.**

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 (Digital Subscriber Line), or cable line and signing up with an Internet Service Provider (ISP).

Cable and DSL modems, a faster connection known as broadband, use your TV cable or special telephone lines to connect to your ISP and access the Internet. Cable and DSL modems connect to your computer through an Ethernet jack.

Important	For the location of your Ethernet jack, see "Left side" on page 3.

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.
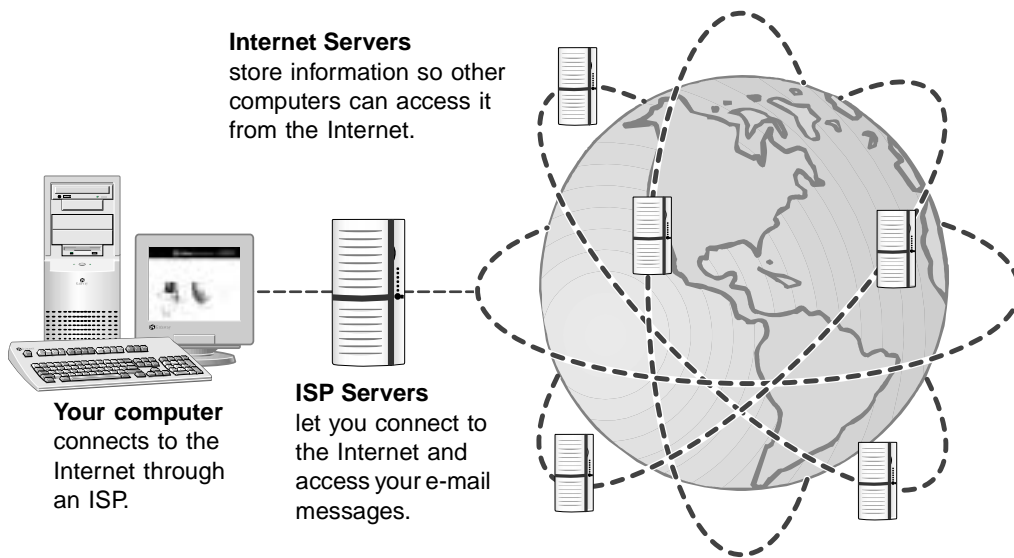
If you want to access the Internet you need:

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

■ 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.

Help and Support ⑦	For more information on setting up and accessing an Internet account, click **Start**, then click **Help and Support**.

To set up an Internet account with America Online:

1 Click **Start**, **All Programs**, then click **America Online**.

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

To connect to your America Online Internet account:

1 Click **Start**, **All Programs**, then click **America Online**.

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 61.

To disconnect from your America Online Internet account:

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

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.

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

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 text, 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 a 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, click **Help** in the menu bar.

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.

Help and Support	For more information on connecting to a Web site in Windows XP, click **Start**, then click **Help and Support**.

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.

- 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 187.

Help and Support	For more information on downloading files in Windows XP, click **Start**, then click **Help and Support**.

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 a link 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 want.

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 America Online might have an e-mail address that is similar to this one:

jdoe@aol.com

User name   Internet domain name
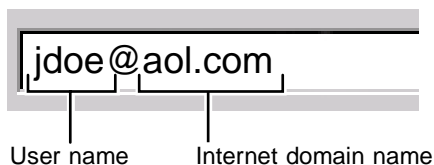
Help and Support	For more information on using e-mail in Windows XP, click **Start**, then click **Help and Support**.

Sending e-mail

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

To check your e-mail using America Online:

1 Connect to your America Online account.

2 Click **Read**.

3 Double-click the message you want to 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 a CD, CD-RW, DVD, or combination DVD/CD-RW drive
- Create CDs
- Adjust the volume
- Play CDs and DVDs
- Record and play audio files
- Use Windows Media Player
- Use MusicMatch

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.

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

Diskette slot   Eject button

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, click **Start**, **My Computer**, double-click the drive letter (for example, the A: drive), then double-click the file name.

3 To remove the diskette, make sure the diskette drive status indicator is off (see "Status indicators" on page 17), then press the diskette eject button.

Using a CD, CD-RW, or DVD drive

You can use your computer to enjoy a wide variety of multimedia features, such as making recordings, listening to audio CDs, and watching DVD movies.

Activity indicator   Manual eject hole
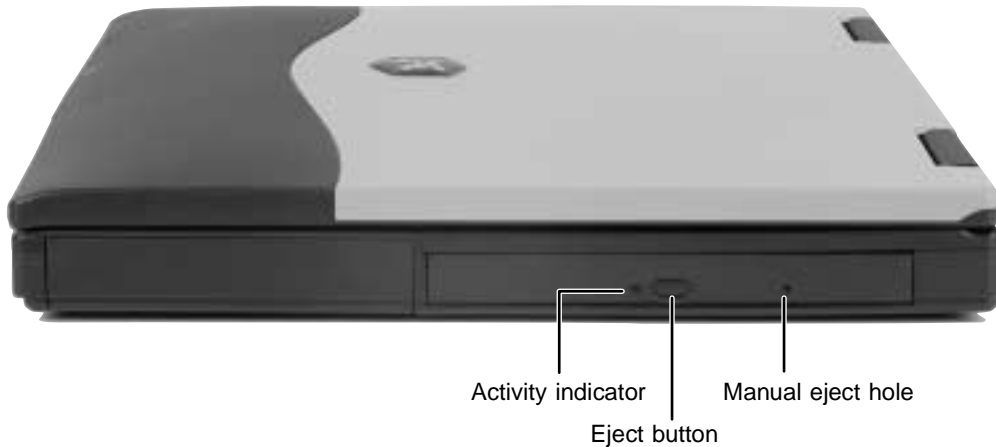
Eject button

Inserting a CD, CD-RW, or DVD

To insert a CD, CD-RW, or DVD:

1 Press the eject button on the CD, CD-RW, DVD, or combination DVD/CD-RW drive. After the tray opens slightly, pull the disc tray completely open.

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

> **Important**
>
> When you place a single-sided disc in the tray, make sure that the label side is facing up. If the disc has two playable sides, place the disc so that the name of the side you want to play is facing up.

3 Push the tray in until it is closed.

Creating CDs using your CD-RW or DVD/CD-RW drive

Creating data CDs

Use Roxio Easy CD Creator to create data CDs. Data CDs are ideal for backing up important files such as tax records, letters, MP3s, or photos.

To create a data CD:

1 Insert a blank CD-R or CD-RW disc into your CD-RW drive.

2 If a *CD Drive* dialog box opens, click **Create a CD using Roxio Easy CD Creator**, then click **OK**. The *Project Selector* window opens.

- OR -

If a dialog box does not open, click **Start**, **All Programs**, **Roxio Easy CD Creator**, then click **Project Selector**. The *Project Selector* window opens.
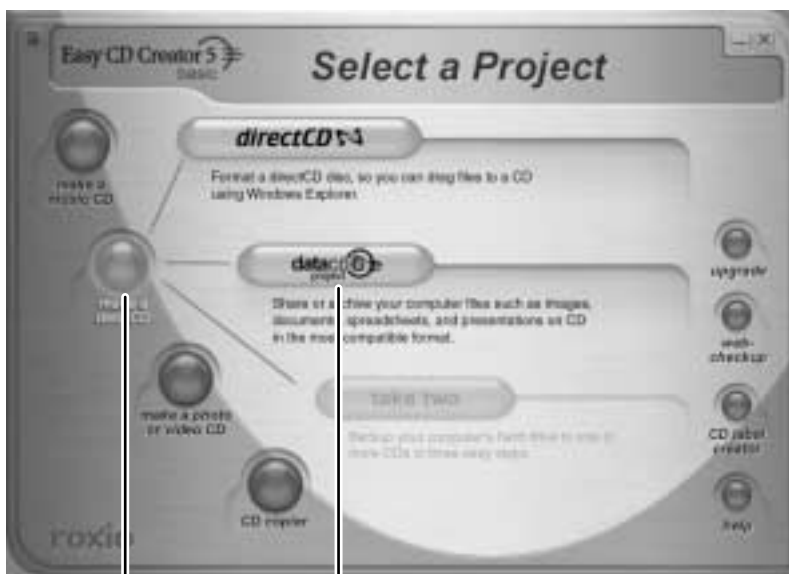
make a data CD   dataCD project

3 Move your pointer over **make a data CD**, then click **dataCD project**. The *Easy CD Creator* window opens.
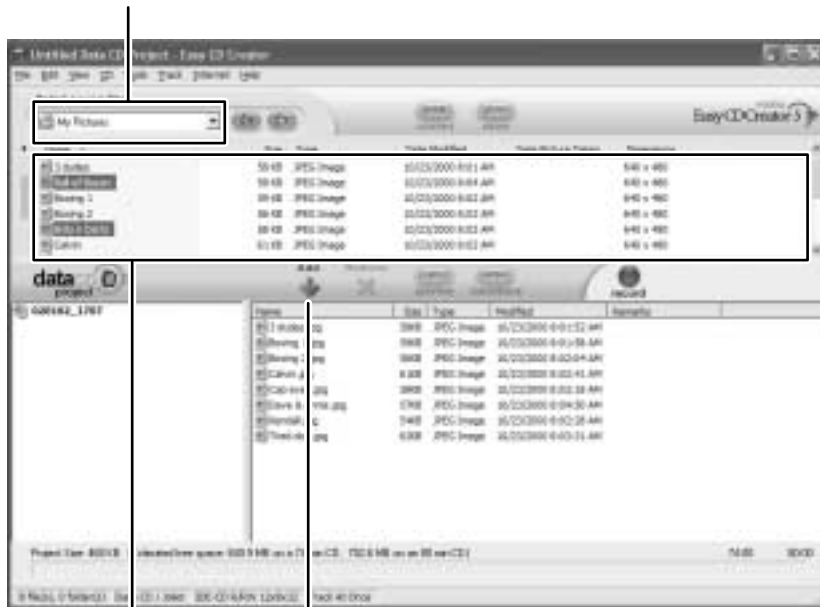
Select Source Files

Source Pane   Add

4 Click the arrow button to open the *Select Source Files* list, then click the folder where your files are located.

5 Click the file you want to record (hold down the **CTRL** or **SHIFT** key when you click to select multiple files) in the *Source* pane, then click **Add**.
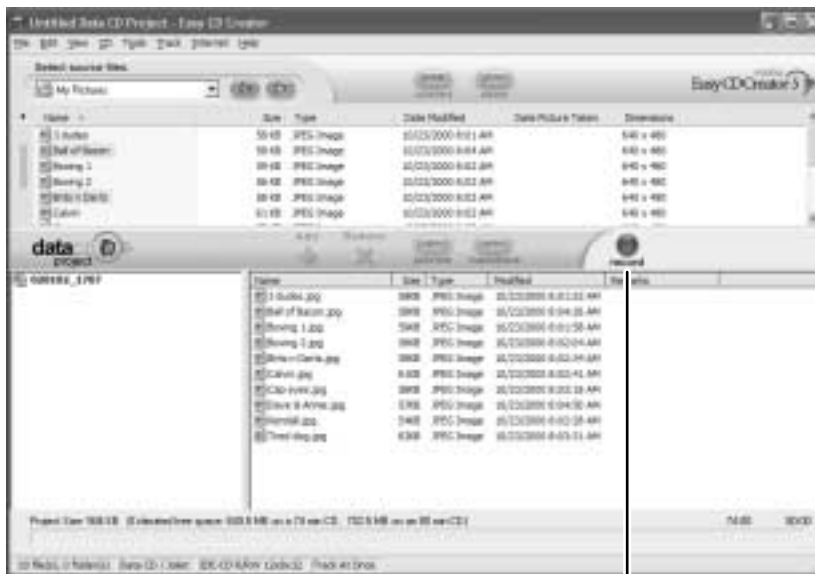
record

6 After you have added all of your files, click **record**. The *Record CD Setup* window opens.
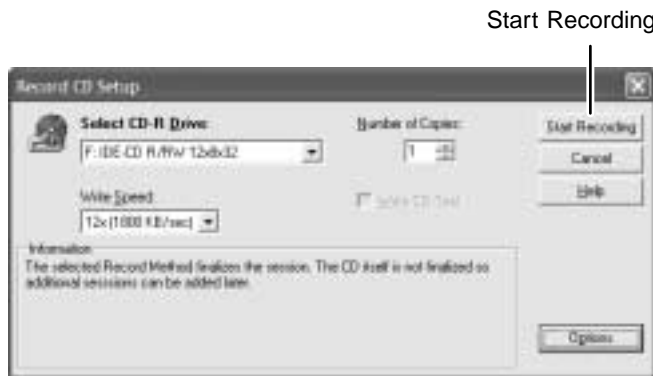
Start Recording

7 Click **Start Recording**.

Creating music CDs

Use Roxio Easy CD Creator to create music CDs from other music CDs or MP3 files.

To create music CDs:

1 Insert a blank CD-R or CD-RW disc into your CD-RW drive.

Tips & Tricks	Most car stereos read CD-R discs, but do not read CD-RW discs.

2 If a *CD Drive* dialog box opens, click **Create a CD using Roxio Easy CD Creator**, then click **OK**. The *Project Selector* window opens.

- OR -

If a dialog box does not open, click **Start**, **All Programs**, **Roxio Easy CD Creator**, then click **Project Selector**. The *Project Selector* window opens.
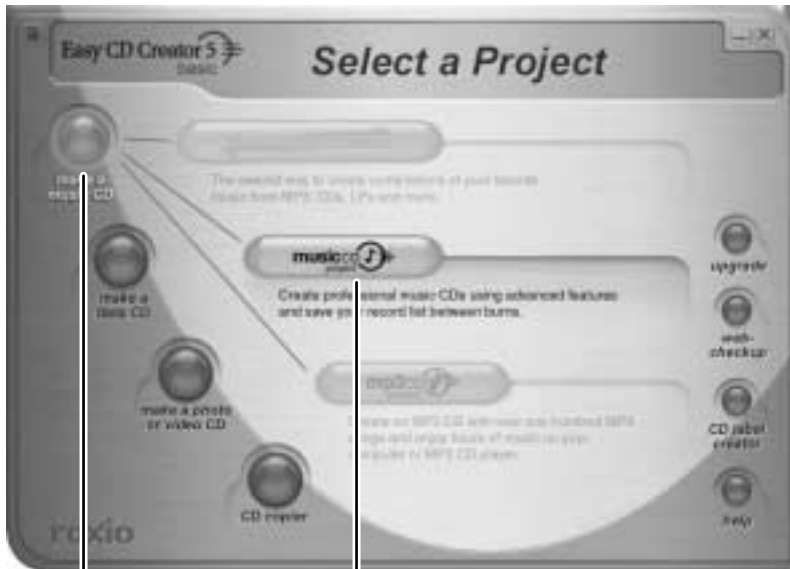
make a music CD   musicCD project

3 Move your pointer over **make a music CD**, then click **musicCD project**. The *Easy CD Creator* window opens.
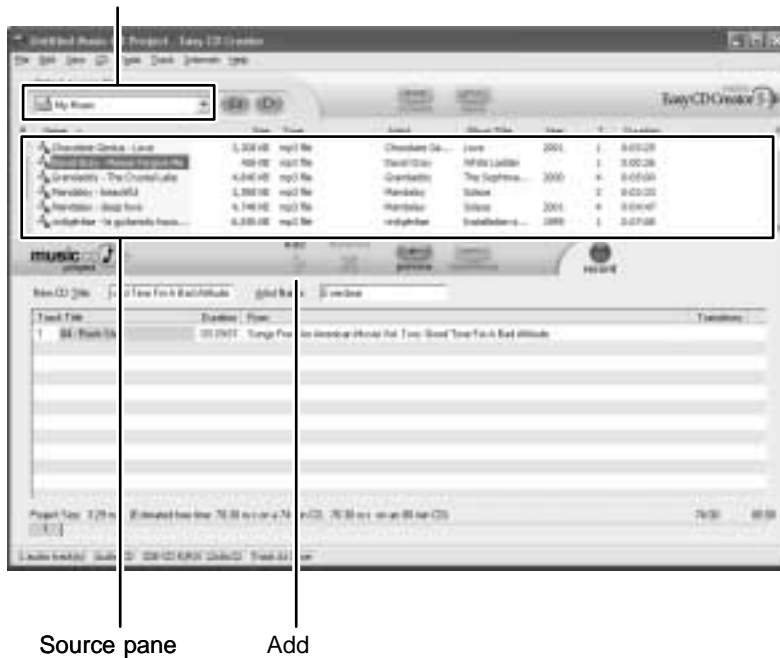
Select Source Files

Source pane   Add

4 Click the arrow button to open the *Select Source Files* list, then click the folder where your files are located.

5 Click the file you want to record (hold down the **CTRL** or **SHIFT** key when you click to select multiple files) in the *Source* pane, then click **Add**.

Tips & Tricks	You can add any combination of music tracks or MP3 files to a music CD project. You can add up to 99 tracks and files, or up to 650 MB (74-minute CD) or 700 MB (80-minute CD) of tracks and files to a music CD project.

record

6 After you have added all of your tracks and files, click **record**. The *Record CD Setup* window opens.
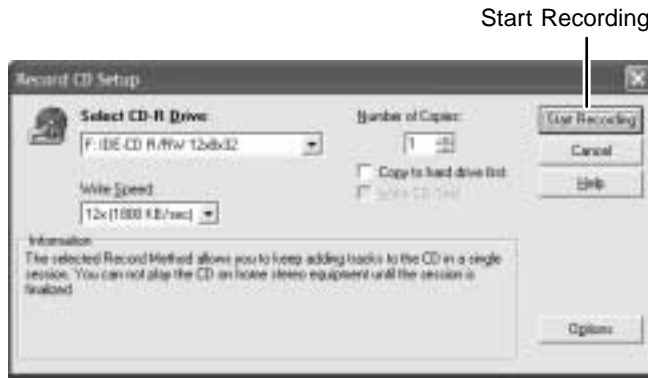
Start Recording

7 Click **Start Recording**.

Adjusting the volume

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

Help and Support	For more information about adjusting the volume in Windows XP, click **Start**, then click **Help and Support**.

To adjust the overall volume level using hardware controls:

■ On the keyboard, press the volume system key combination FN+◁)▲ or FN+◁)▼ to change the volume, or press the mute system key combination FN+◁ to turn off all sound.

To adjust the overall volume level from Windows:

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Sounds, Speech, and Audio Devices**.

2 Click/Double-click the **Adjust the system volume** or **Sounds and Audio Devices**. The *Sounds and Audio Devices Properties* dialog box opens.

3 Click the **Volume** tab.

4 Drag the **Device Volume** slider to change the volume or click to select the **Mute** check box, then click **OK**.

🎲

To adjust specific volume levels:

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Sounds, Speech, and Audio Devices**.

2 Click/Double-click the **Adjust the system volume** or **Sounds and Audio Devices**. The *Sounds and Audio Devices Properties* dialog box opens.

3 Click the **Volume** tab.

4 Click **Advanced** in the **Device volume** area.

If the device you want to adjust does not appear in the window, click **Options**, **Properties**, the check box next to the audio device you want to appear, then click **OK**.

5 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, click **Help** in the window.

6 Click **X** in the top-right corner of the window to close it.

Listening to CDs

Use the Windows Media Player to listen to CDs. For more information about the using the Windows Media Player, click **Help**. You can also use MusicMatch to listen to CDs. See "Using MusicMatch" on page 85 for more information.

To play a CD:

1 Insert a CD into the CD, CD-RW, DVD, or combination DVD/CD-RW drive.

2 If a message asks you to chose a CD player, click **Windows Media Player**. The Windows Media Player opens.

3 When the media player opens, click ▶ (play).

Play
Stop
Previous
Next
Mute
Volume

Recording and playing audio

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

Help and Support ⑦	For more information about recording and playing audio in Windows XP, click **Start**, then click **Help and Support**.

To make an audio recording:

1 Plug a microphone into the Microphone jack on your computer. See "Left side" on page 3 for the location of the Microphone jack.

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

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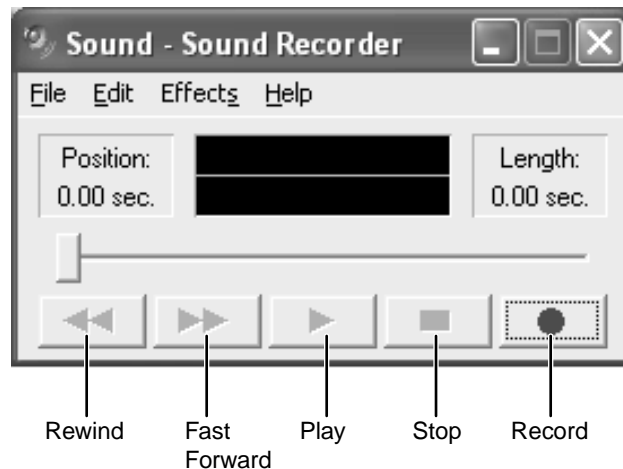
3 Click ● (record), then speak into the microphone.

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

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

6 Name the recording, specify the location where you want to save the recording, then click **Save**. The recording is saved.

To play an audio recording in Sound Recorder:

1 Open the Sound Recorder.

2 Click **File**, then click **Open**. The *Open* dialog box opens.

3 Click 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 the 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, click **Help**.

To play a file using the Windows Media Player:

1 Click **Start**, **All Programs**, then click **Windows Media Player**.
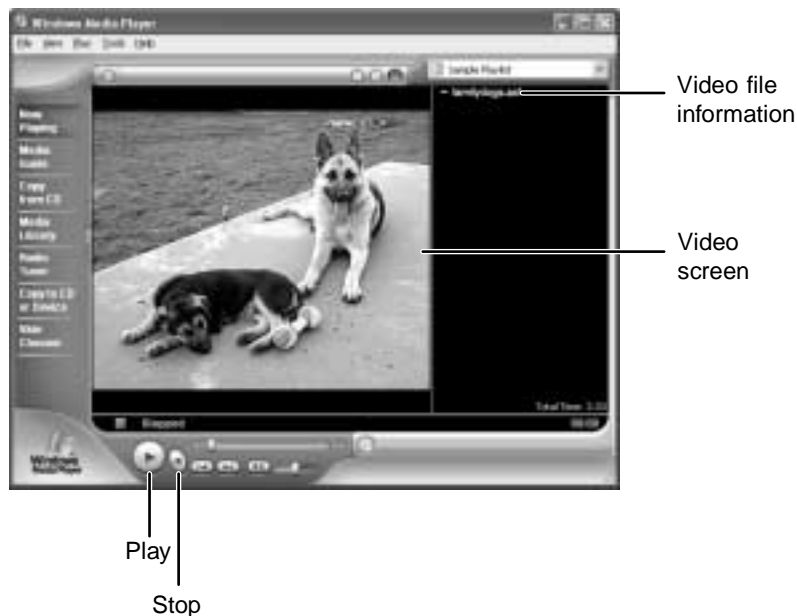
The Windows Media Player opens.

Video file information

Video screen

Play

Stop

2 Click **File**, then click **Open**. The *Open* dialog box opens.

3 Click 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 a DVD

A Digital Versatile Disc (DVD) is similar to a standard CD but has greater data capacity. Because of this increased capacity, full-length movies, several albums of music, or several gigabytes of data can fit on a single disc. If your computer has a DVD drive or combination DVD/CD-RW drive, you can play DVDs with the DVD Player program. For more information about playing DVDs, click **Help** in the DVD player program.

To play a DVD:

1 Make sure that the speakers are turned on or headphones are plugged in and that the volume is turned up.

2 Turn off your screen saver and standby timers.

3 Click **Start**, **All Programs**, **DVD Player**, then click **DVD Player**. The DVD Player video screen and control panel open.

4 Insert a DVD into the DVD drive, then click ▶ (play). The DVD plays.

5 To specifically control the DVD or adjust the volume, use the controls in the DVD player. For more information on using the DVD player, see its online help.

Using MusicMatch

Using MusicMatch™, 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

For more information on using MusicMatch, see its online Help.

Playing CDs

You can use the MusicMatch program to play music CDs.

To play a music CD:

1 Insert the music CD into the CD, CD-RW, DVD, or combination DVD/CD-RW drive on your computer. The first time you insert a CD, the *Audio CD* dialog box opens.

2 Click **Play Audio CD using MUSICMATCH Jukebox**, click **Always do the selected action**, then click **OK**. MusicMatch opens, the CD begins playing, and the names of the music tracks appear in the playlist area.

The next time you insert an audio CD, MusicMatch plays the CD automatically.

Creating music files

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

To create (rip) MP3 files:

1 Open MusicMatch by clicking **Start**, **All Programs**, **MusicMatch**, then clicking **MusicMatch Jukebox**.

2 Insert a CD into the CD, CD-RW, DVD, or combination DVD/CD-RW drive, then click ● (record). The *Recorder* window opens.

3 By default all tracks in the track list are selected. Clear the checkbox of any audio track you do not want to record (rip).

4 Click ● (**REC**), then follow the on-screen instructions.

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 **My Library**. The library window opens.

2 In the library window, right-click the file, then click **Edit Track Tag(s)**. 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 appears 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, click **Options**, then click **Settings**. The *Settings* window opens.

2 Click the **Music Library** tab.

3 Click 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 open MusicMatch.

2 Click **Radio Stations**. The *Radio* window opens.

3 To select one of the MusicMatch Internet radio stations, click one of the Popular Stations. You can also choose another Internet radio station by clicking **Broadcast Stations**, then clicking the appropriate category in the *Station Selector*.

4 Select a radio station, then click **Play**. MusicMatch connects to the station and plays the audio.

Using advanced features

You can also use MusicMatch to create your own music CDs and to download MP3 files to your portable MP3 player. For more information, see the MusicMatch online Help.

Sending and Receiving Faxes

7

PhoneTools lets you send and receive faxes using the modem.

Help and Support	For more information about using the fax functions in Windows XP, click **Start**, then click **Help and Support**.

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.

Setting up your cover page

⚙ To set up your fax cover page:

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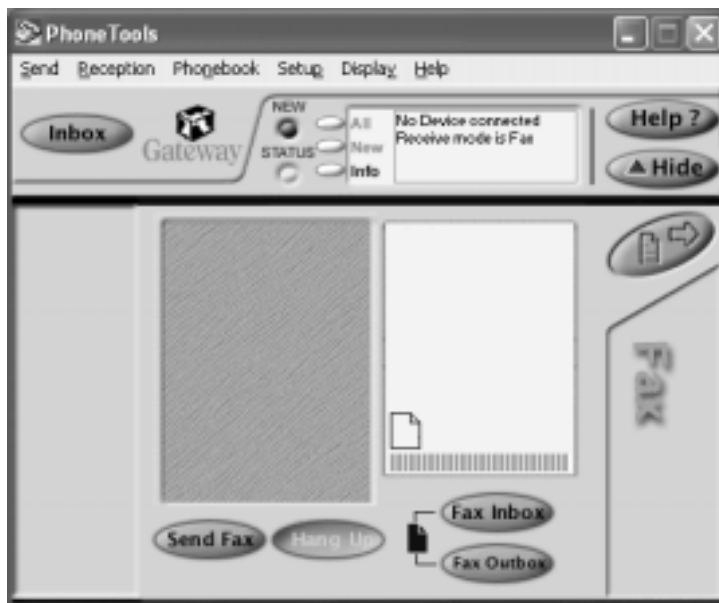
2 Click **Setup**, then click **General Setup**. The *General Setup* dialog box opens.

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, click **Setup**, then click **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

To send a fax:

1 If PhoneTools is not open, click **Start**, **All Programs**, **PhoneTools**, then click **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 icon] (browse), click 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.

Important	If for any reason you receive a failed transmission message, click **Send**, then click **Outbox**. Right-click the fax that was not sent to modify it.

Faxing from programs

To fax a document directly from most programs:

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

2 Click the arrow button to open the **Name** list, click 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 96.

Receiving and viewing a fax

To receive and view a fax:

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

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

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
- Recalibrate 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 pointer over the power cord icon 🔌 or battery icon 🔋 in the taskbar. A battery status window opens. Move the pointer away from the icon to close the window.

Important	If the power cord or battery icon does not appear on the taskbar, click the show hidden icons ◀ button.

- 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:

  - LED green – battery is fully charged.
  - LED orange – battery is charging.
  - LED red – battery is low.
  - LED blinking and red – battery is very low.

Important	This LED only lights up when the notebook is plugged in.

- Waiting for a Low Battery warning message to appear.

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 102.

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 turns orange and the battery icon in the taskbar has a lightning bolt 🔋.

Important	If the power cord or battery icon does not appear on the taskbar, click the show hidden icons 🔳 button.

Recalibrating the battery

If your notebook unexpectedly goes into Standby mode while you are using it but the battery charge is not low, you may need to recalibrate your battery. You should also recalibrate the battery once a year to maintain the accuracy of the battery gauge.

To recalibrate the battery:

1 Connect the AC adapter, then turn on your notebook.

2 As soon as it starts and you see a startup screen, press **F2**. The BIOS Setup program opens.

3 Open the **Power** menu.

4 Highlight **Battery Calibration**, then select **Enabled** by pressing the spacebar.

5 Open the **Exit** menu, then highlight **Exit Saving Changes** and press **ENTER**.

6 Select **Yes**, then press **ENTER**.

The battery learning process begins and a screen opens showing you the progress. The entire process will take several hours.

Important	Do not interrupt the battery recalibration process. If recalibration is interrupted, you must start the process over again.

When the recalibration has finished, the message "Press [Esc] key to exit" appears.

7 Press **ESC**. The battery indicator now displays the accurate battery charge. If the battery indicator does not show an accurate charge, contact Gateway Technical Support.

Changing batteries

If your notebook is plugged into an AC outlet, you can change the battery while the notebook is turned on. If your notebook is not plugged into an AC outlet, you must turn it off while changing the batteries.

Warning	Danger of explosion if battery is incorrectly replaced.
⚠	Replace only with the Gateway Solo 1450 Li-Ion or Ni-MH 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 battery:
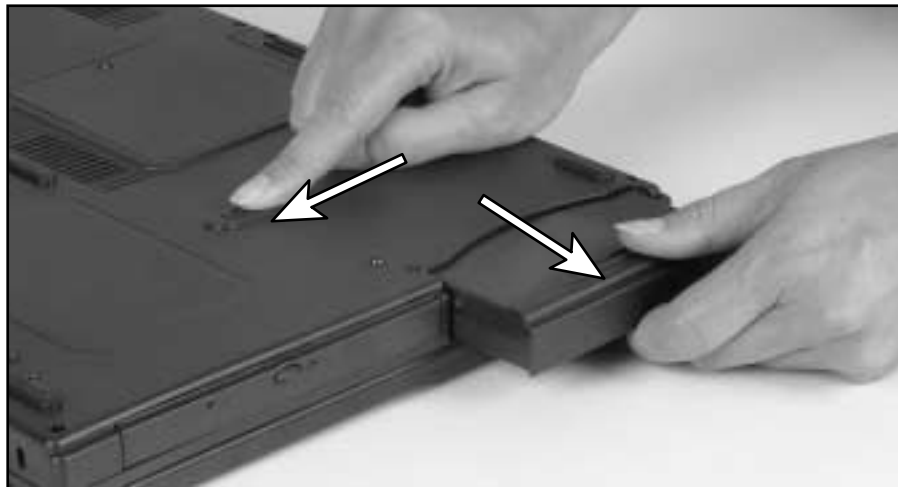
1 If your notebook is on and is plugged into an AC outlet, go to step 2.

-OR-

If your notebook is on and is not plugged into an AC outlet, save your work and turn off the notebook.

2 Close the LCD panel and turn your notebook over.

3 Slide the battery release latch and slide the battery out of the bay.

4 Slide a charged battery into the bay until it snaps into place.

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 power settings" on page 107.

■ Closing the LCD 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 "Activating and Using Hibernate Mode" on page 111.

■ Using the CD, DVD, CD-RW, or combination DVD/CD-RW drives only when necessary. These 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 101 and "Changing batteries" on page 103.

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 a power 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 in Standby, it switches to a low power state where devices, such as the display 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 "Activating and Using Hibernate Mode" on page 111.

Using Standby mode

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

When in Hibernate mode, your computer saves all memory information to the hard drive, then turns the power completely off.

If your computer is…	…and you want to…	…then
On	Enter Standby mode	Press **FN+STANDBY**.
On	Enter Hibernate mode (must be enabled)	Click **Start**, **Turn Off Computer**, then press and hold **SHIFT** and click **Hibernate**.
In Standby or Hibernate mode	Exit Standby or Hibernate mode	Press the power button.

Changing 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 activating Hibernate mode.

Power schemes (groups of power settings) let you change power saving options such as when the display 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.

Help and Support	For more information about changing power settings in Windows XP, click **Start**, then click **Help and Support**.

Changing the power scheme

⚙️ **To change the power scheme**

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.

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

3 Click the arrow button to open the **Power Scheme** list, then click the power scheme you want.

- OR -

Set the timers, then save your custom power scheme by clicking **Save As** and typing a name for the scheme.

4 Click **OK**.

Changing alarm options

To change the alarm options:

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.

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

3 Click the **Alarms** tab.

4 Adjust the alarm settings.

5 Click **OK**.

Changing advanced settings

⚙️ **To change advanced power management settings:**

1 Click **Start**, then click **Control Panel**. The *Control Panel* window opens. If your Control Panel is in Category View, click **Performance and Maintenance**.

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

3 Click the **Advanced** tab.

4 Click the arrow button to open a Power buttons list, then click the power setting mode you want to use.

5 Click **OK**.