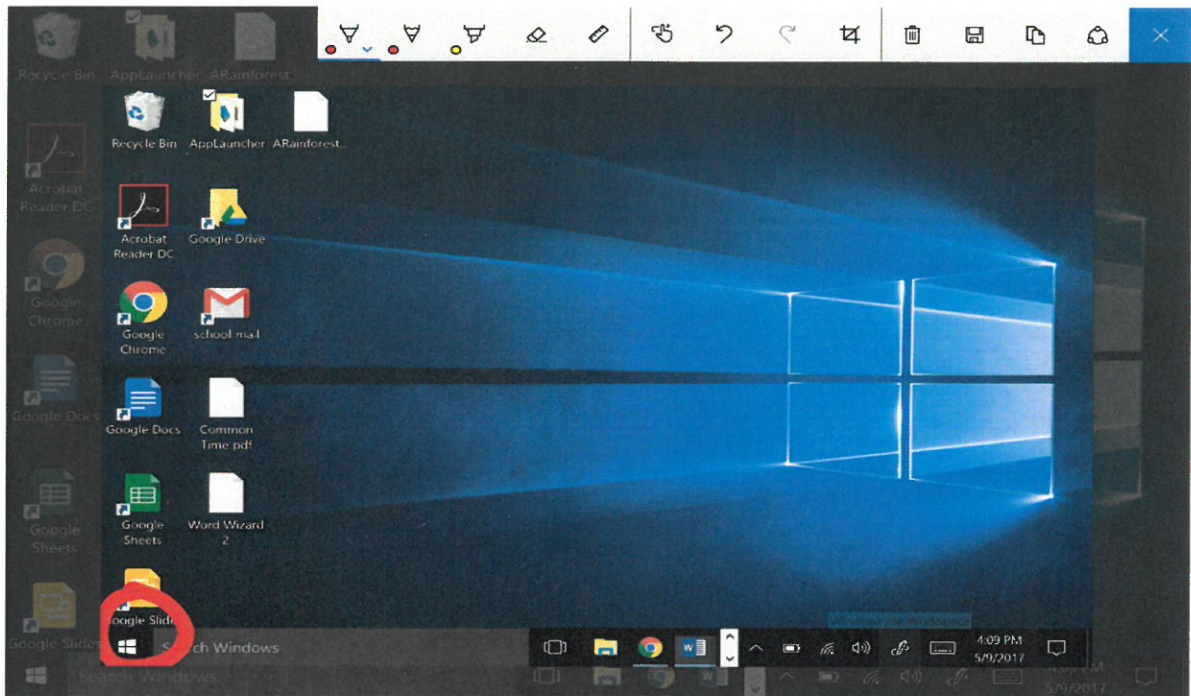
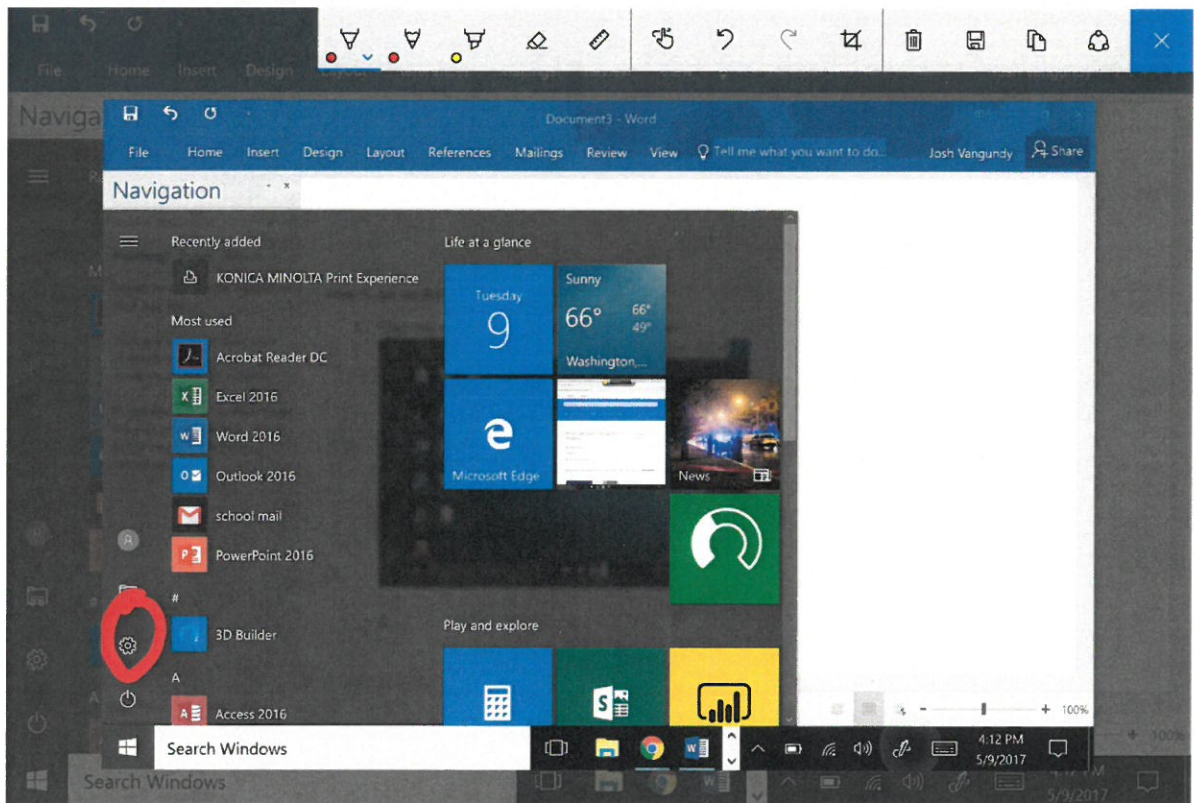


## How to set up WiFi and put in WiFi passwords:

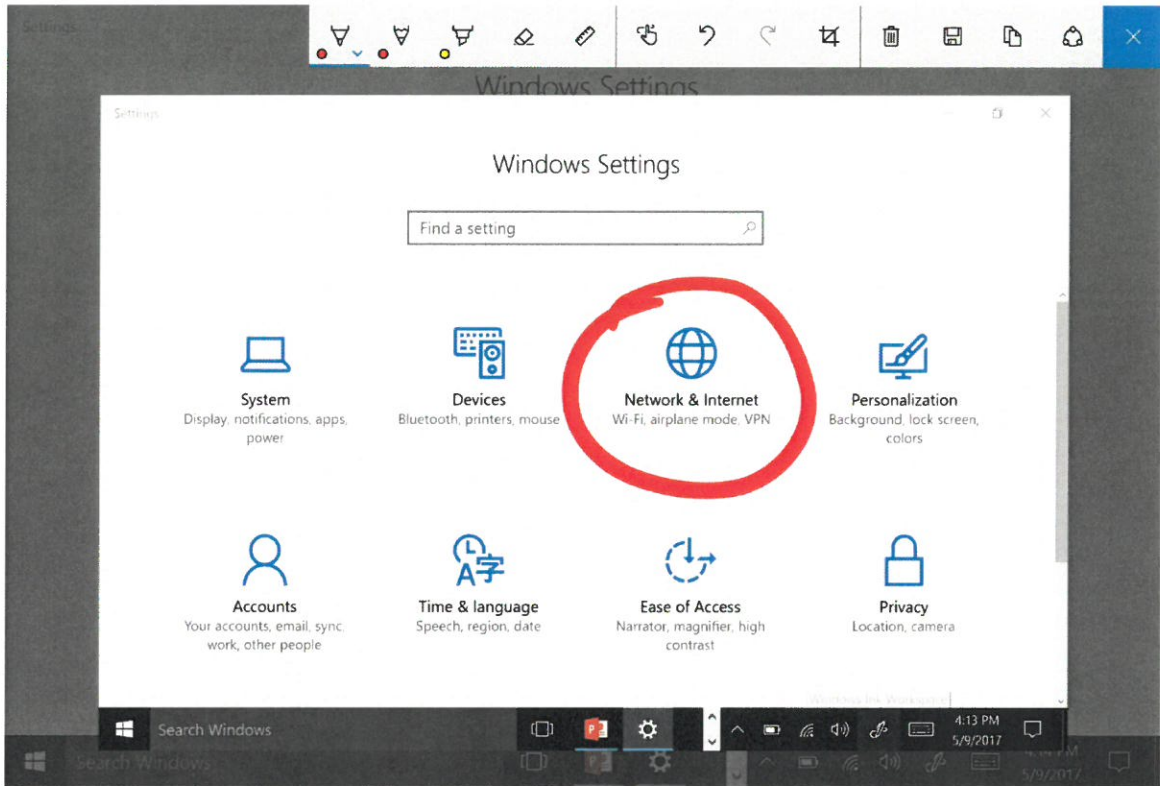
1. Click the windows icon in the lower left corner.



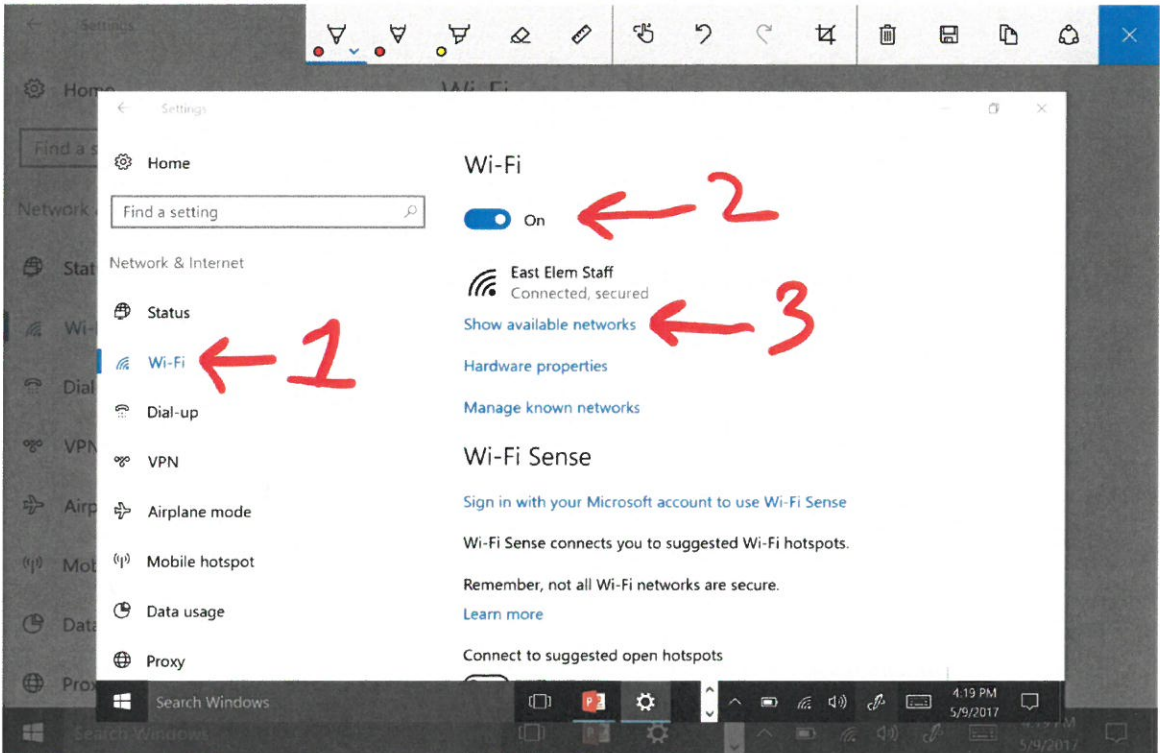
2. Click on the "Settings" gear.



3. Click "Network and Internet."

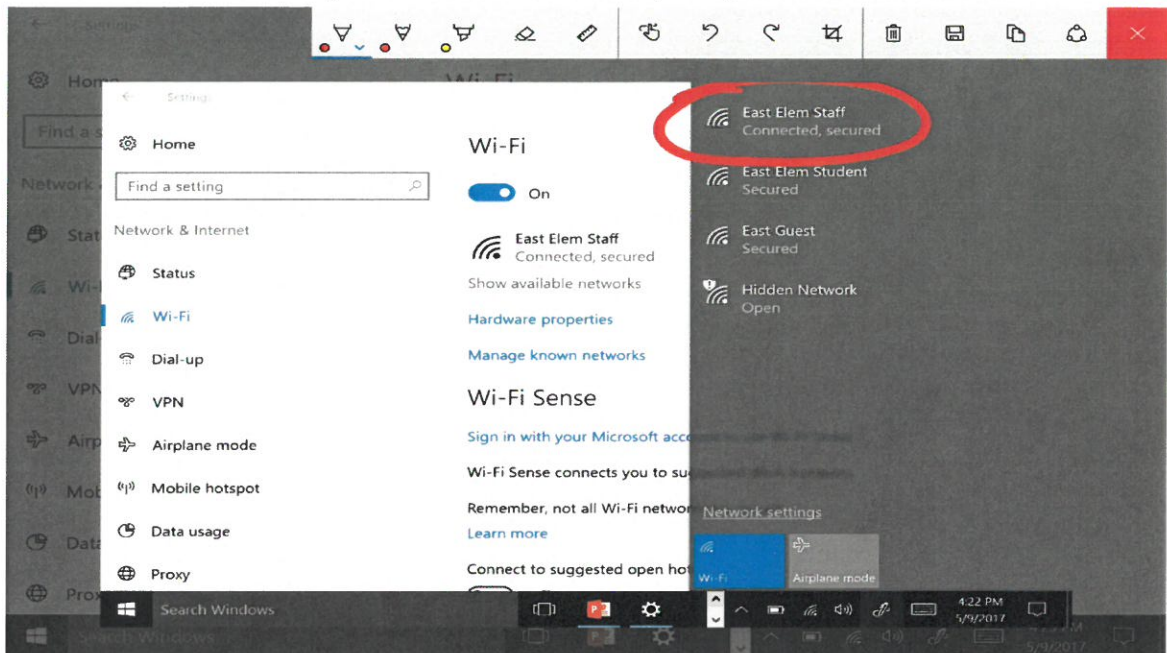


4. Click WiFi. Make sure WiFi is on. Then choose "Show available Networks"





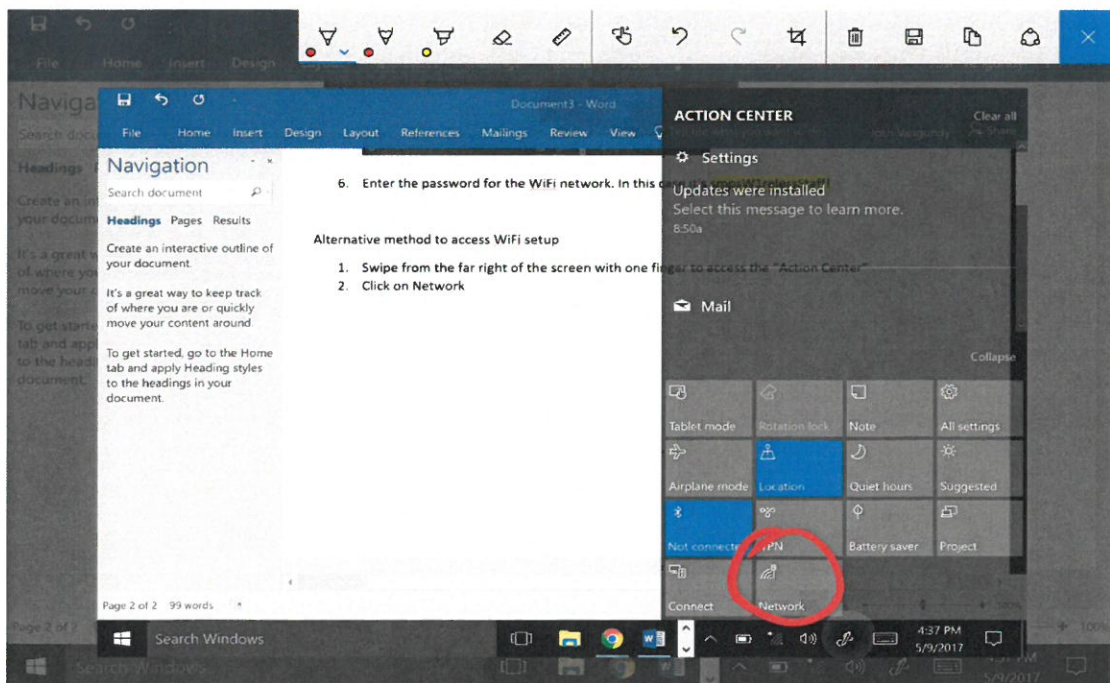
5. Click desired WiFi network (in this case East Elementary Staff) and then click connect.



6. Enter the password for the WiFi network. Each building is different.

### Alternative methods to access WiFi setup:

1. Swipe from the far right of the screen with one finger to access the "Action Center"
2. Click on Network



3. Follow steps 5 and 6 from above.

## Another method to access WiFi setup:

1. Click on the Wi-Fi Icon to see available wireless networks.
2. Select specific wireless network.
3. Type in passcode if necessary.

The screenshot shows a Google Docs document with the following content:

3. Follow steps 5 and 6 from above.

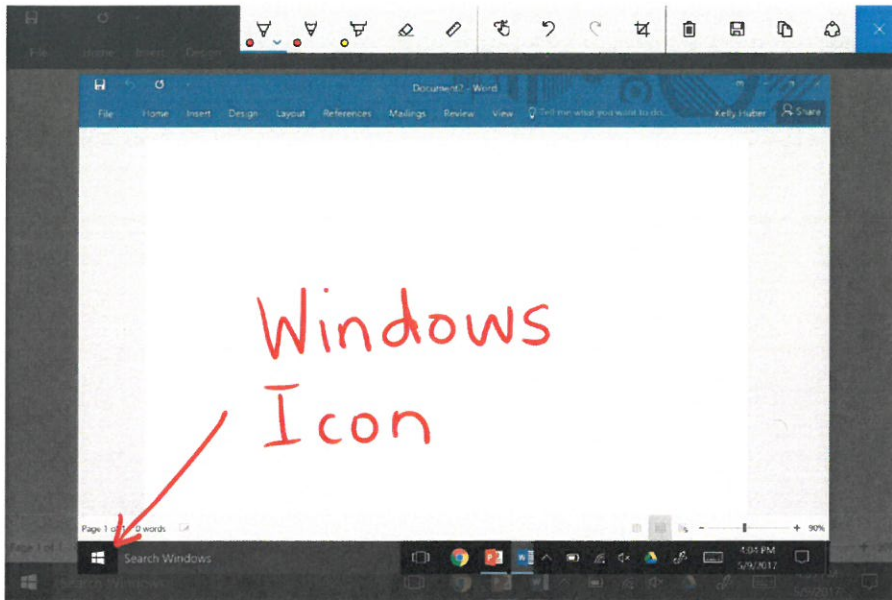
Alternative method to access WiFi setup

1. Click on the Wi-Fi icon to up available wireless networks.

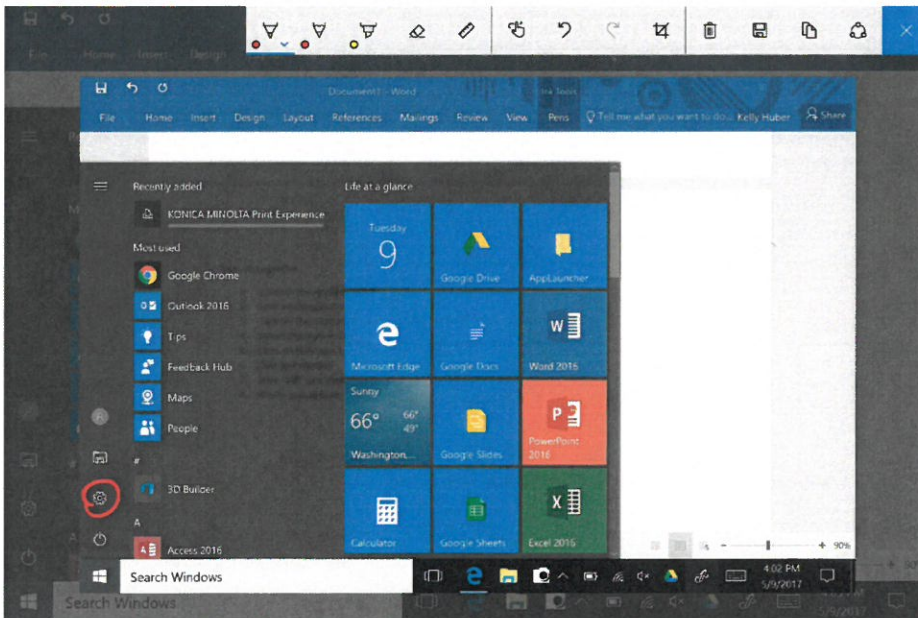
A green handwritten note "Wi-Fi Icon" is written in the bottom right corner of the document, with a green circle drawn around the Wi-Fi icon in the Windows taskbar at the bottom of the screen.

## Face Recognition:

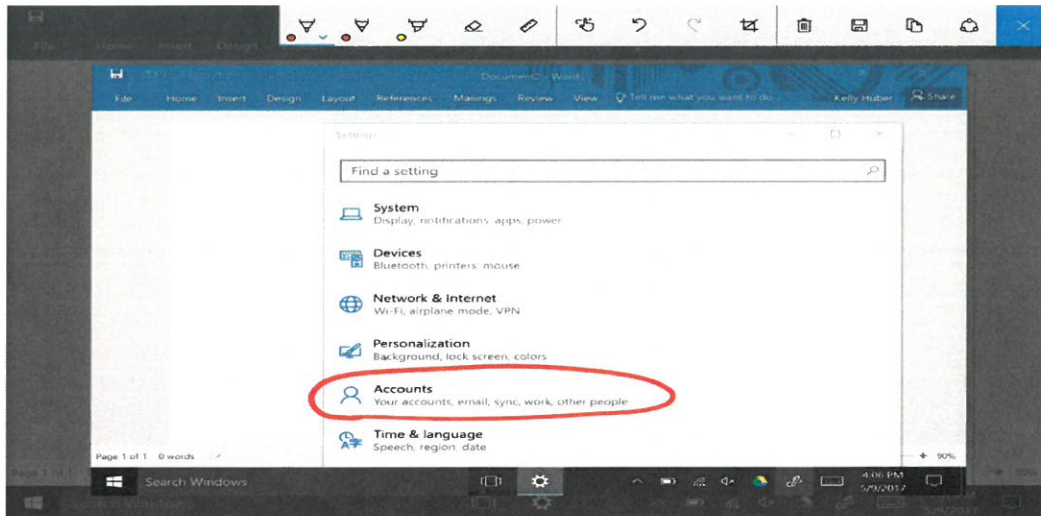
1. Click on the windows icon.



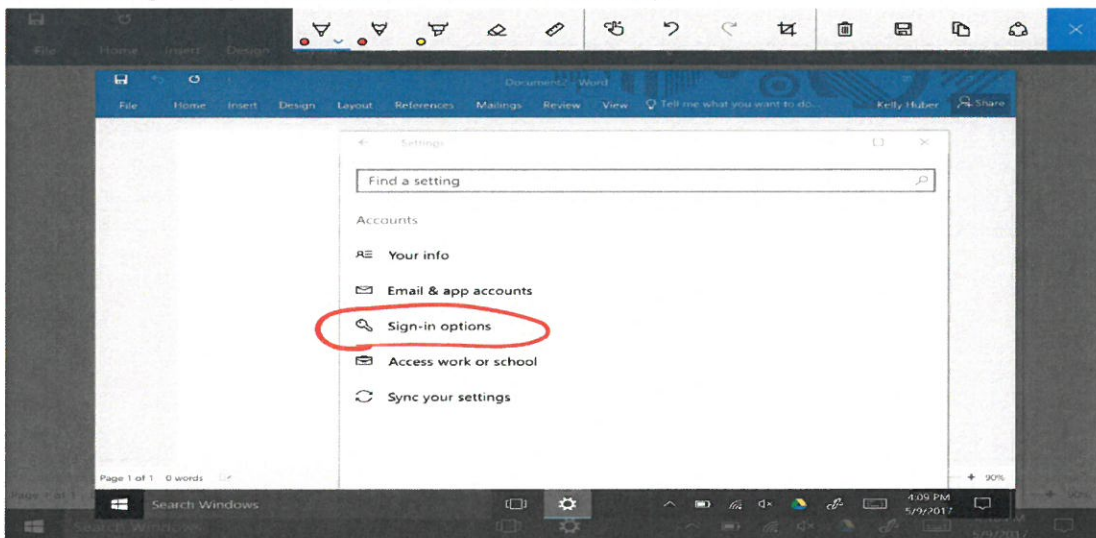
2. Click on the gear on the lower left of the screen.



3. Click on the accounts icon.

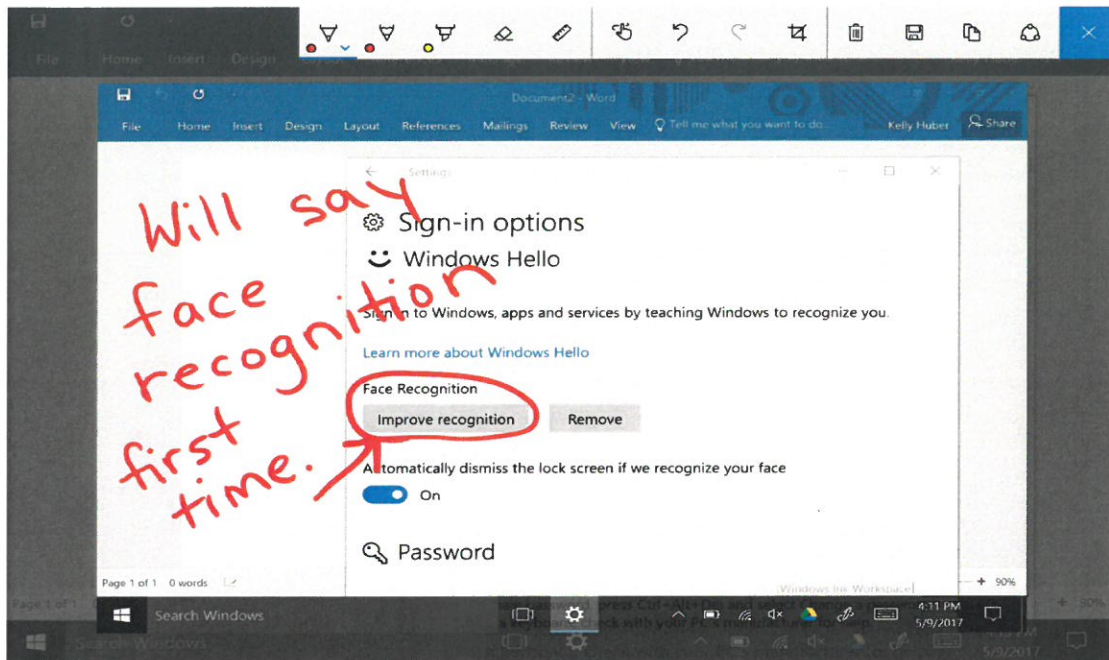


4. Select the sign-in options. (The third line down with key.)

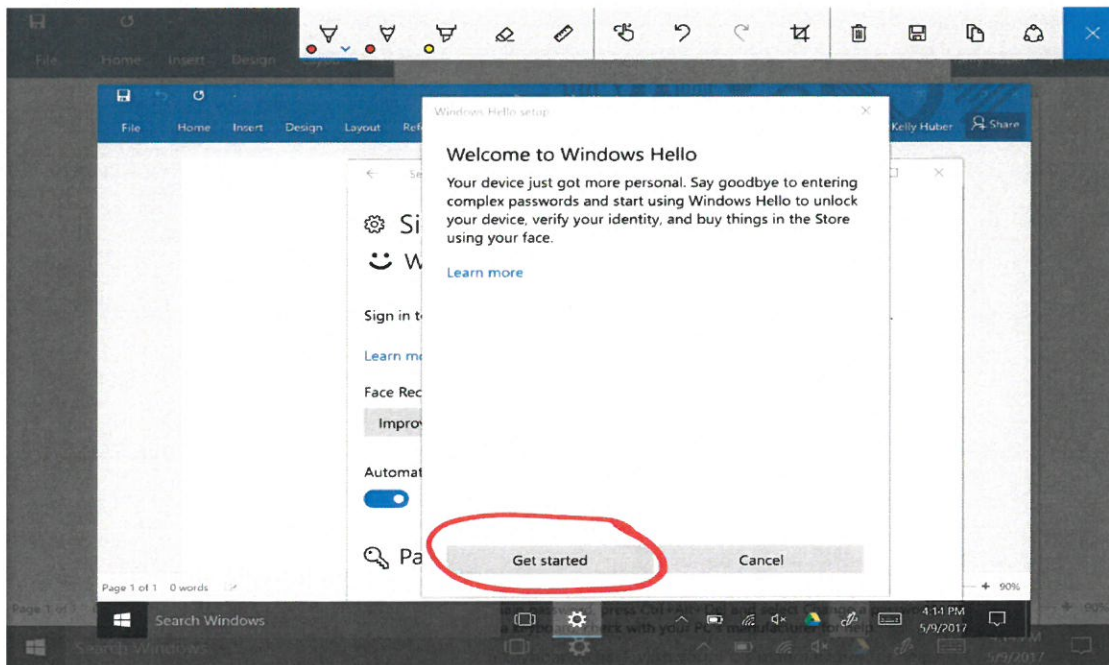




5. Click on the Face Recognition button.



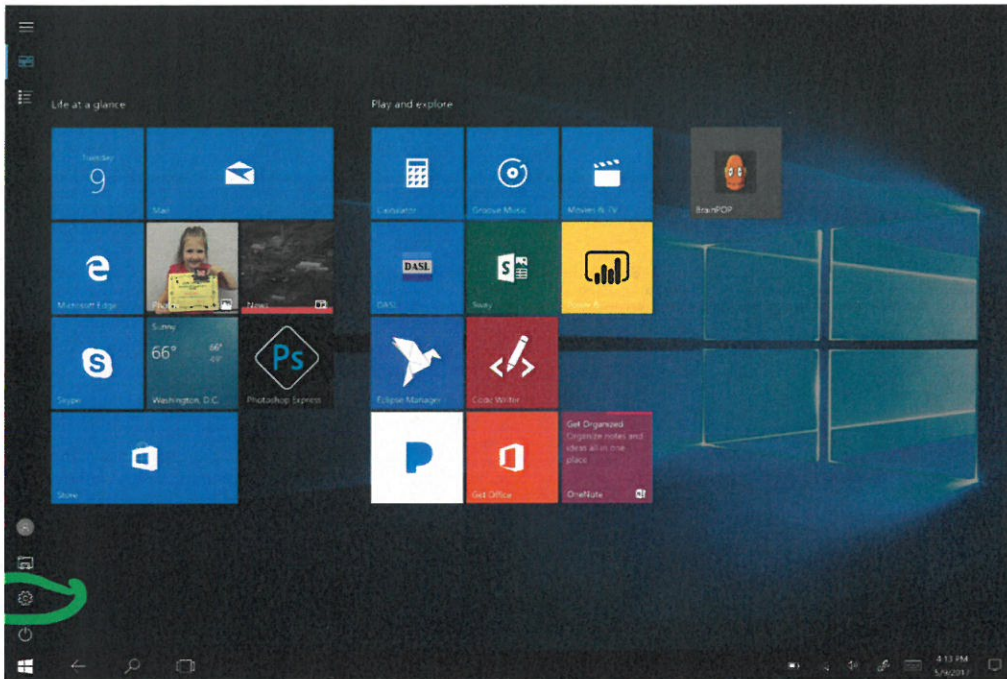
6. Click get started.



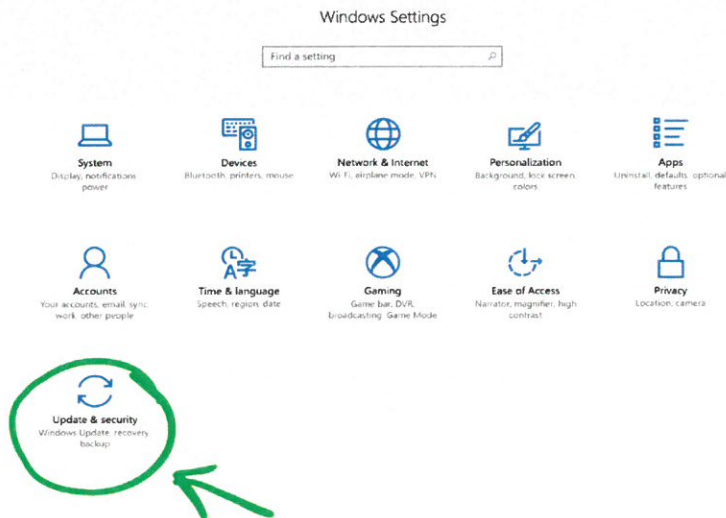
7. Click "OK" and look into the camera. (You should be able to see yourself.)
8. When your picture disappears and the box says "all set", click close.

## Updates

From the Window icon, go to the settings gear.



- Select update and security



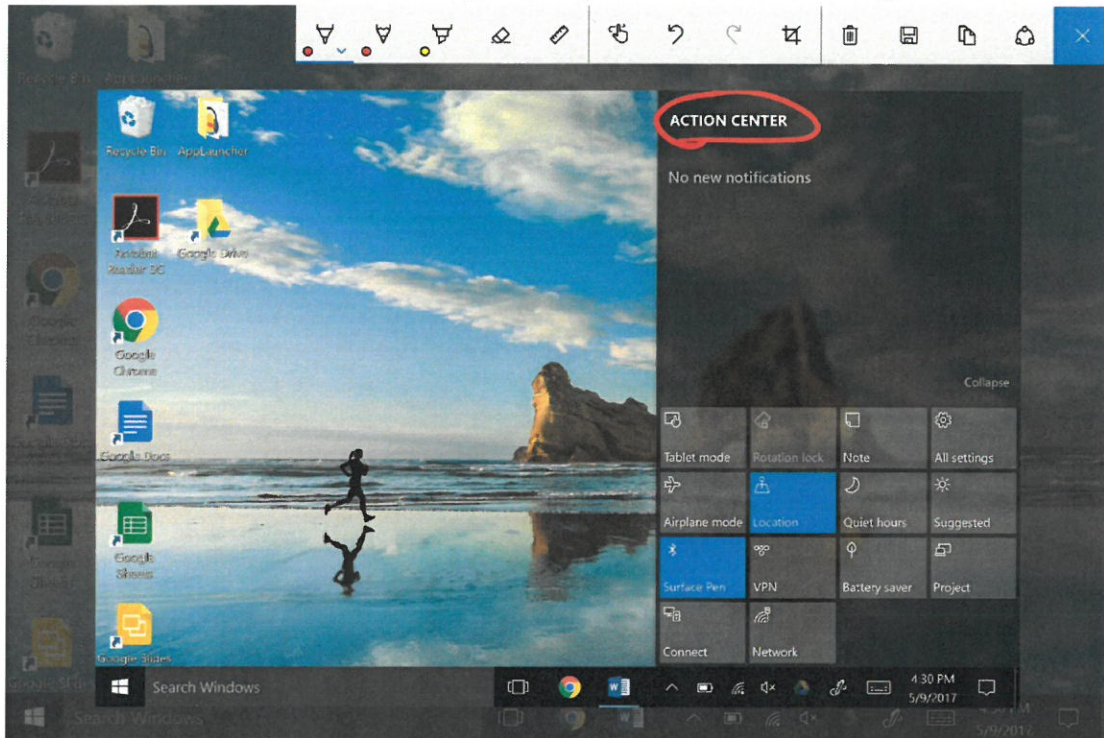
- Check for updates
- When it asks to restart, make sure you do!

Shutdown and restart periodically, because this will automatically update your Surface Pro.



## Action Center:

To get to the Action Center, use one finger to swipe the screen from the right to the left.



## Tablet Mode:

### Temporary Tablet Mode

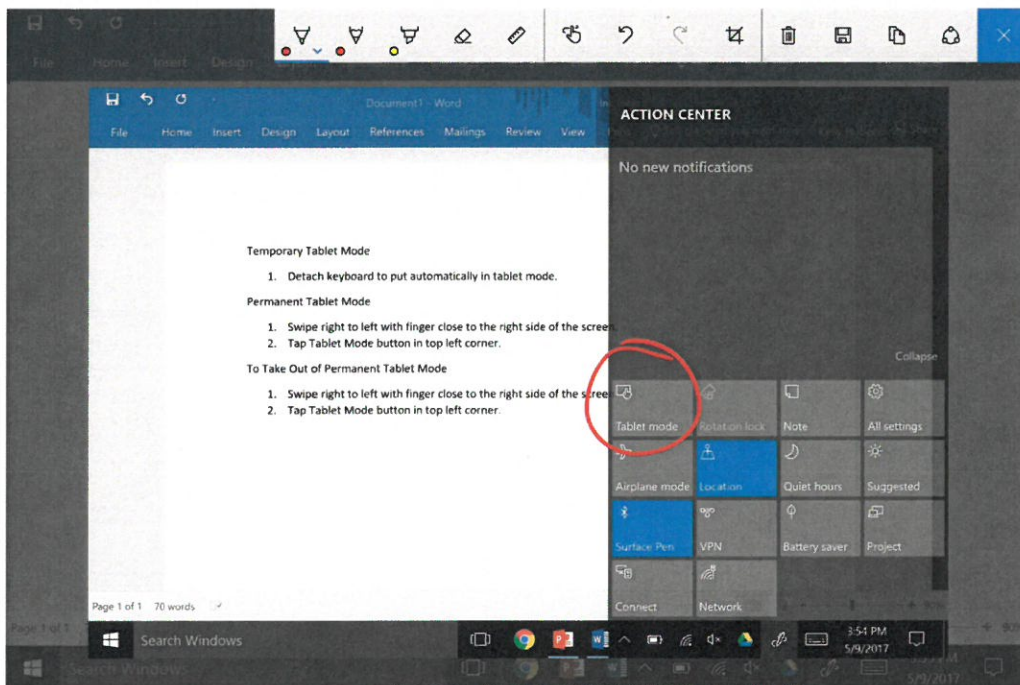
1. Detach keyboard to put automatically in tablet mode.

### Permanent Tablet Mode

1. Swipe right to left with finger close to the right side of the screen.
2. Tap Tablet Mode button in top left corner.

### To Take Out of Permanent Tablet Mode

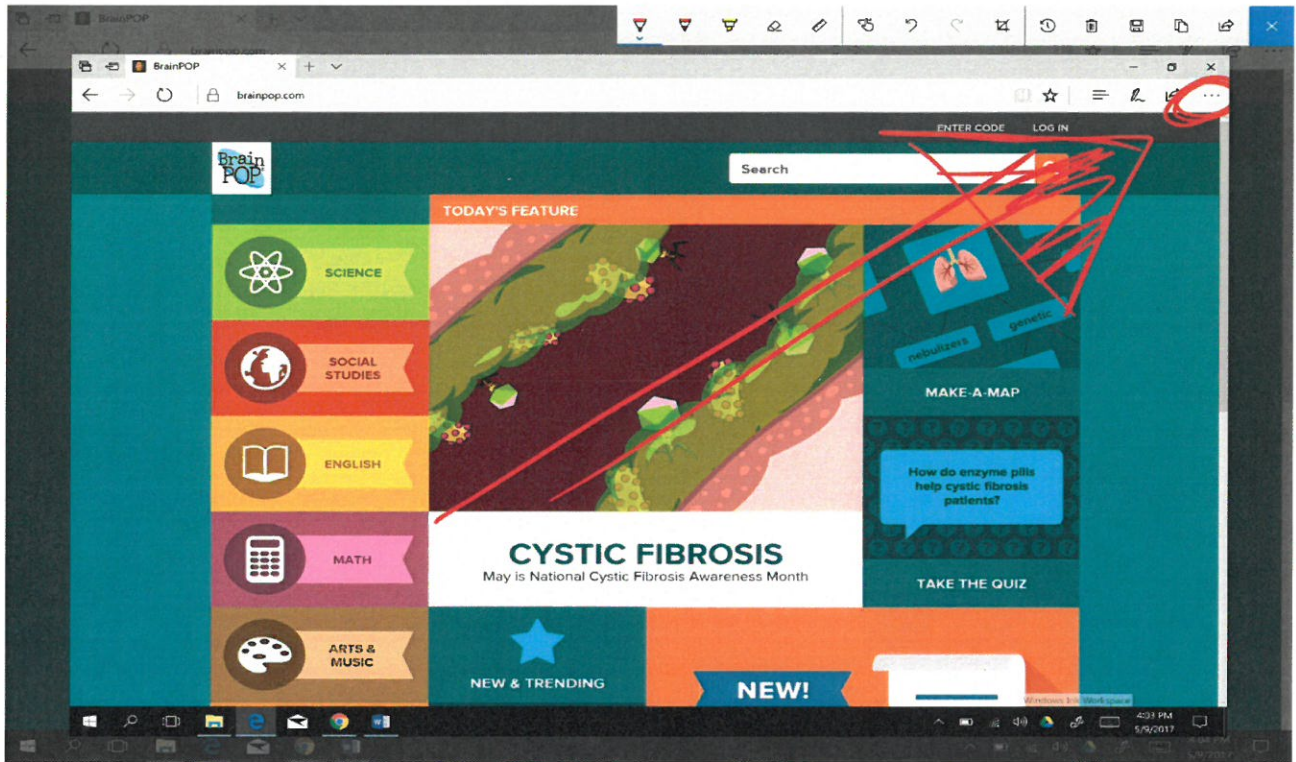
1. Swipe right to left with finger close to the right side of the screen.
2. Tap Tablet Mode button in top left corner.



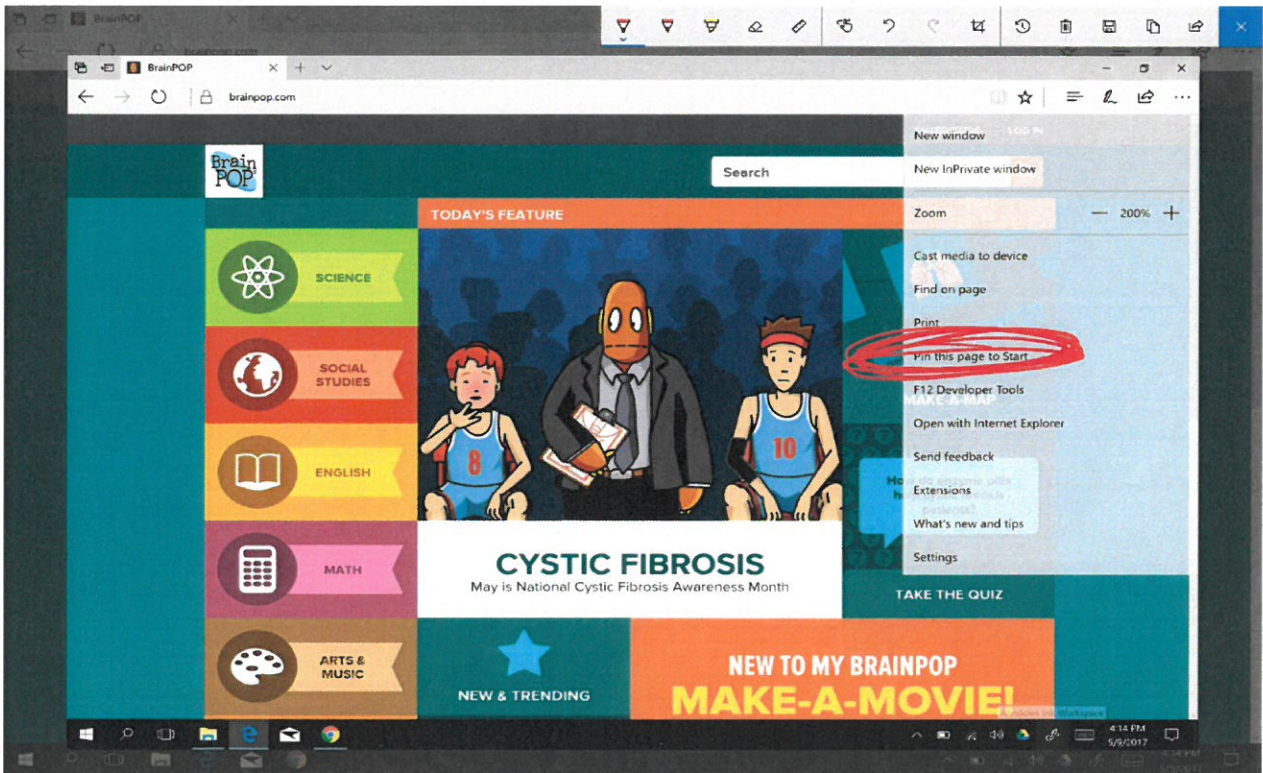


## How to pin a website to tiles:

- Pull up website using Microsoft Edge web browser.
- Click on 3 dots (additional menu) by the search bar.

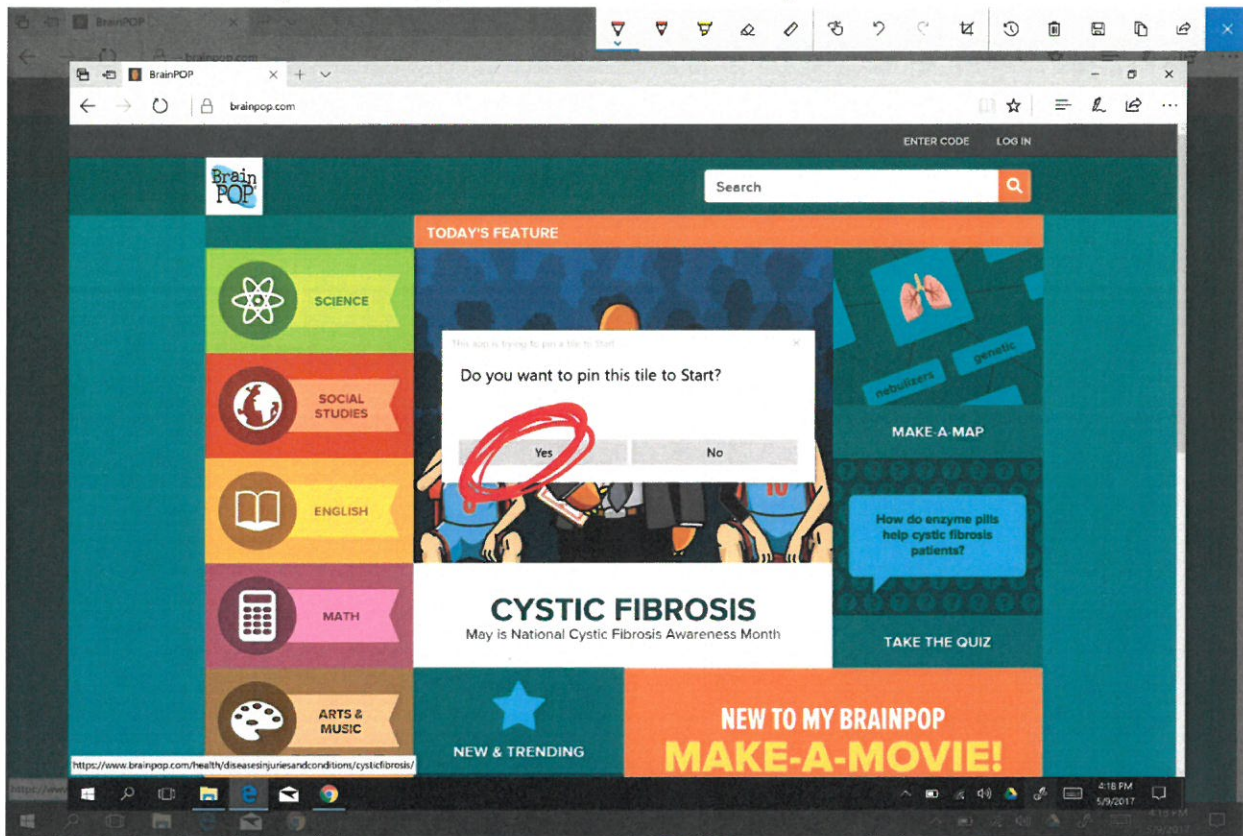


- Click on "Pin this page to start."

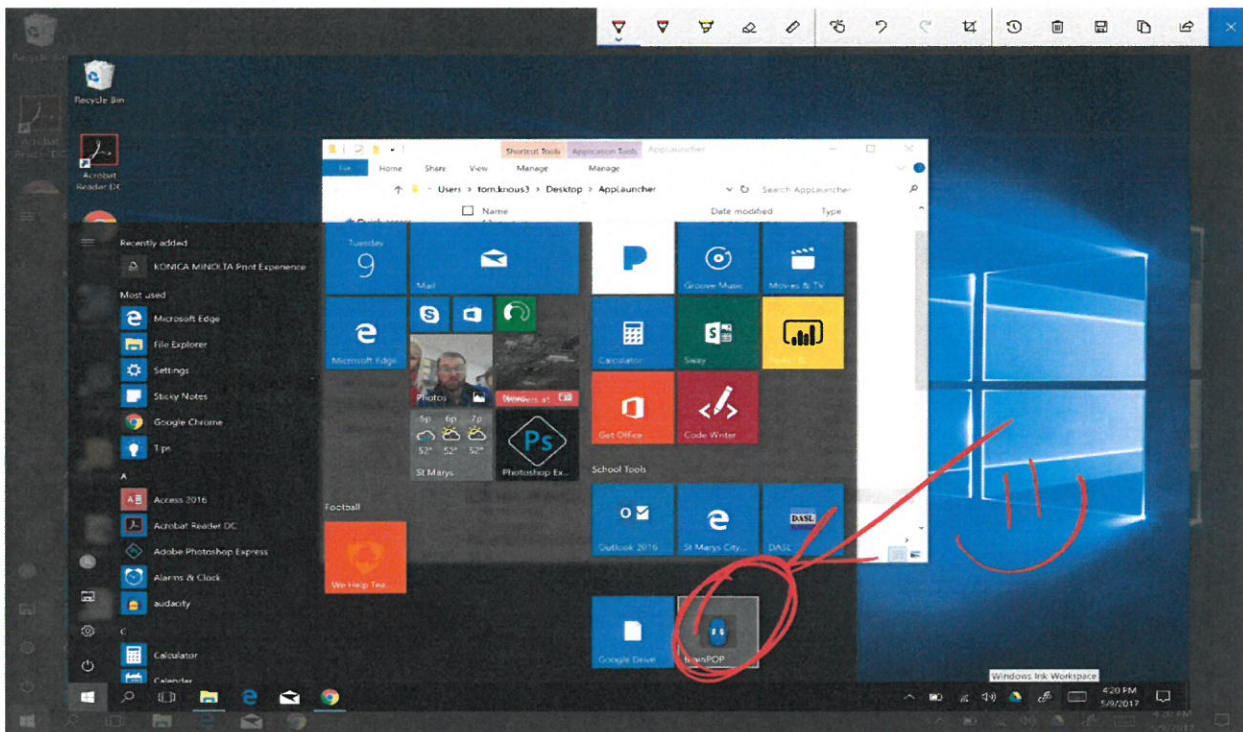




- It will ask "Do you want to pin this tile to Start?" Click yes.



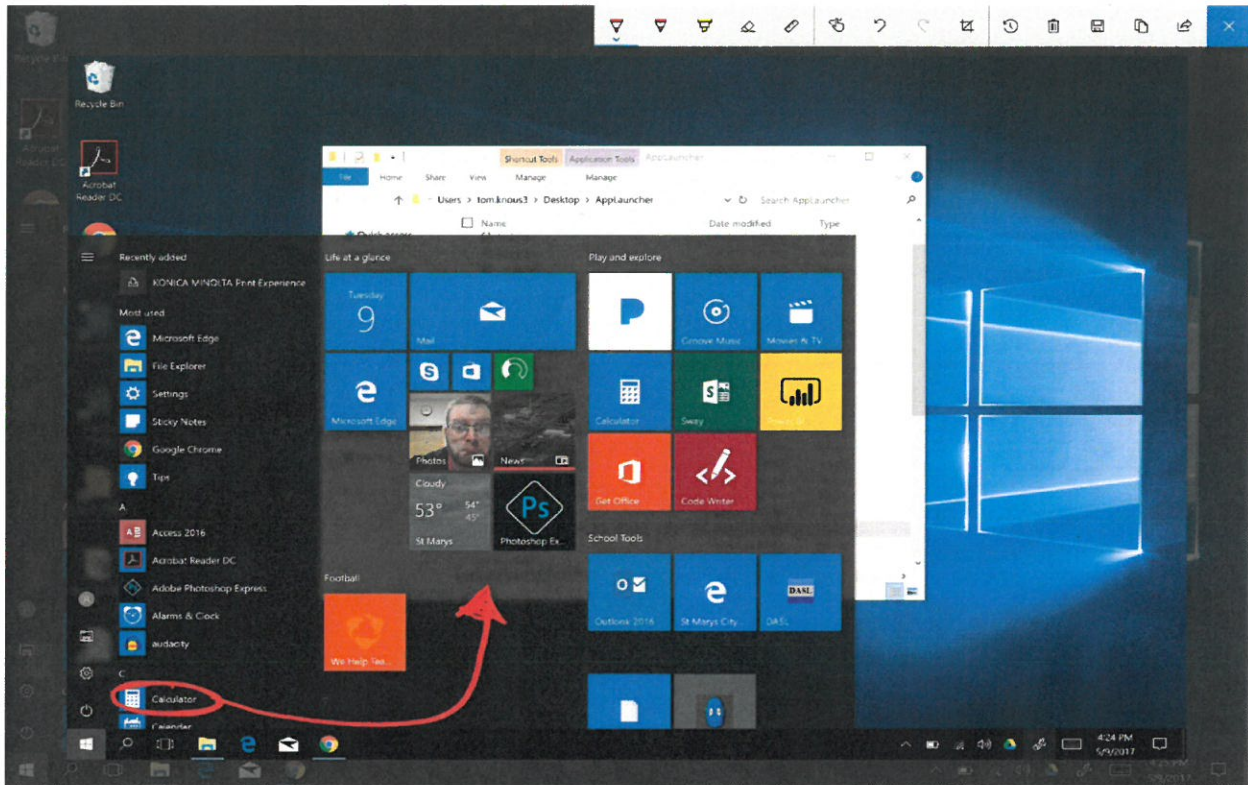
- Then this page should be saved under the windows startup tiles.



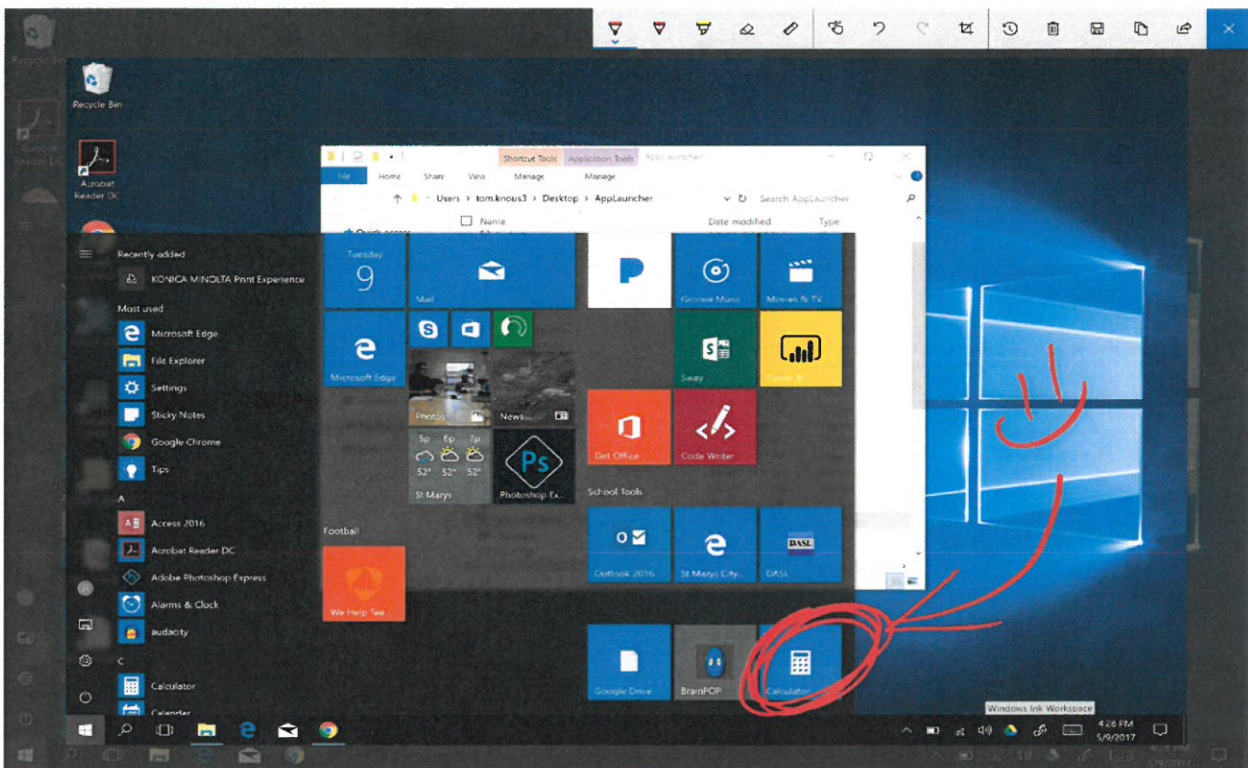


## How to pin a menu icon to tiles:

- Choose a menu icon you want.

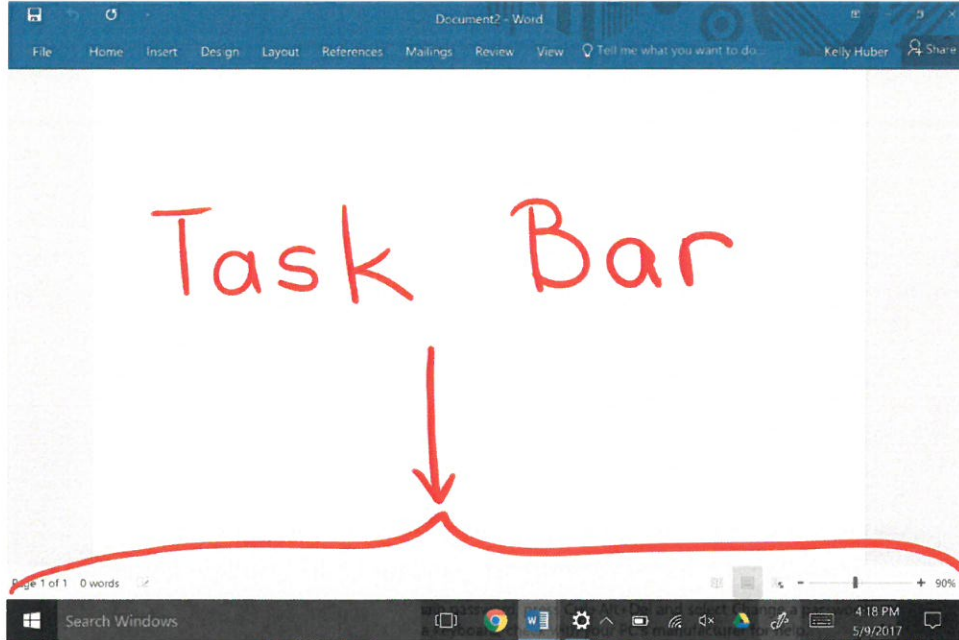


- Right click on icon and click "Pin to start"



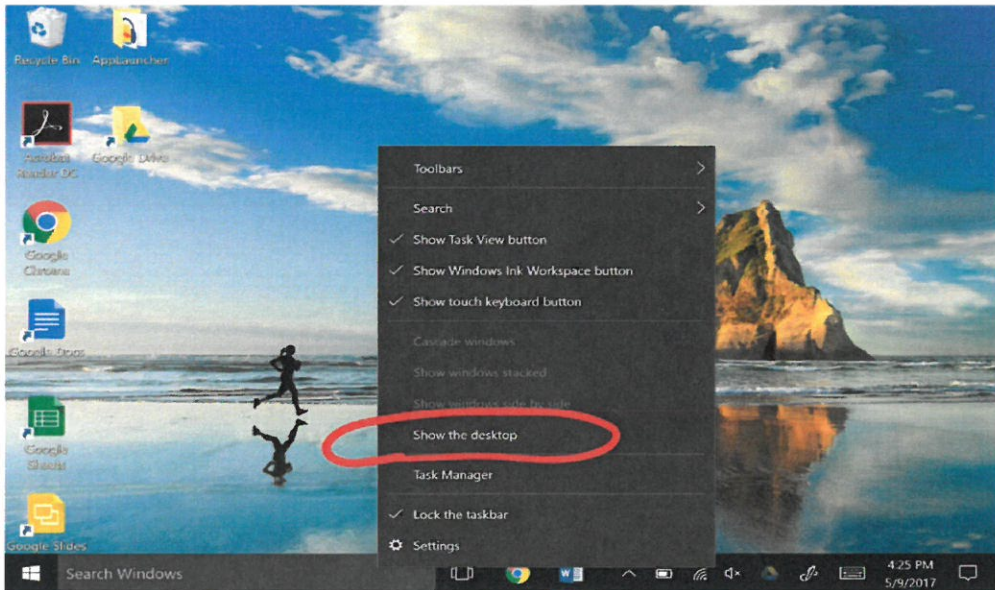
## Task Bar:

1. The task bar is the very bottom line on desktop. The windows icon, all open program icons, the time and the date all show on this bar.



## How to Get to the Desktop

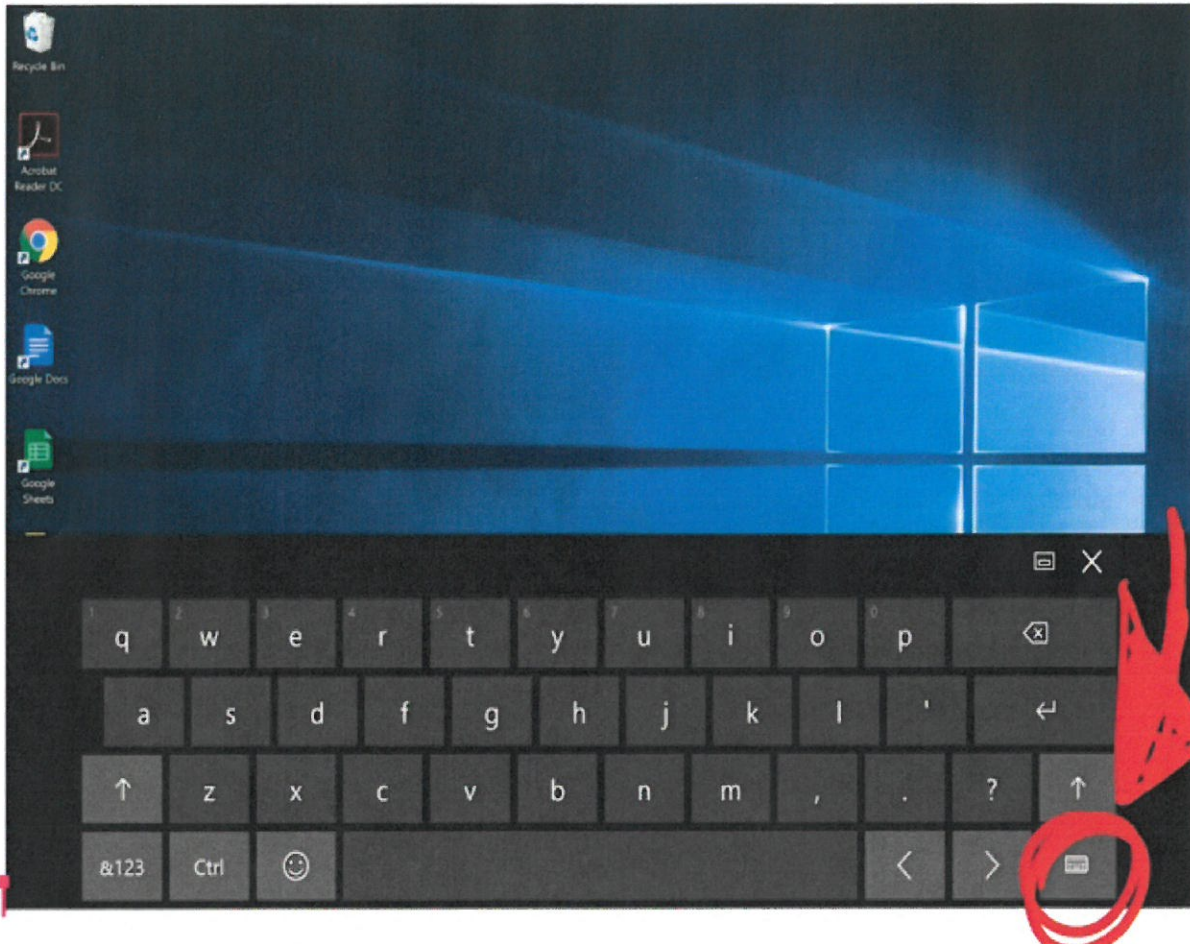
1. Right click anywhere on the task bar. A large black menu box will appear.
2. Click on "Show the desktop".





### Options for keyboard in tablet mode:

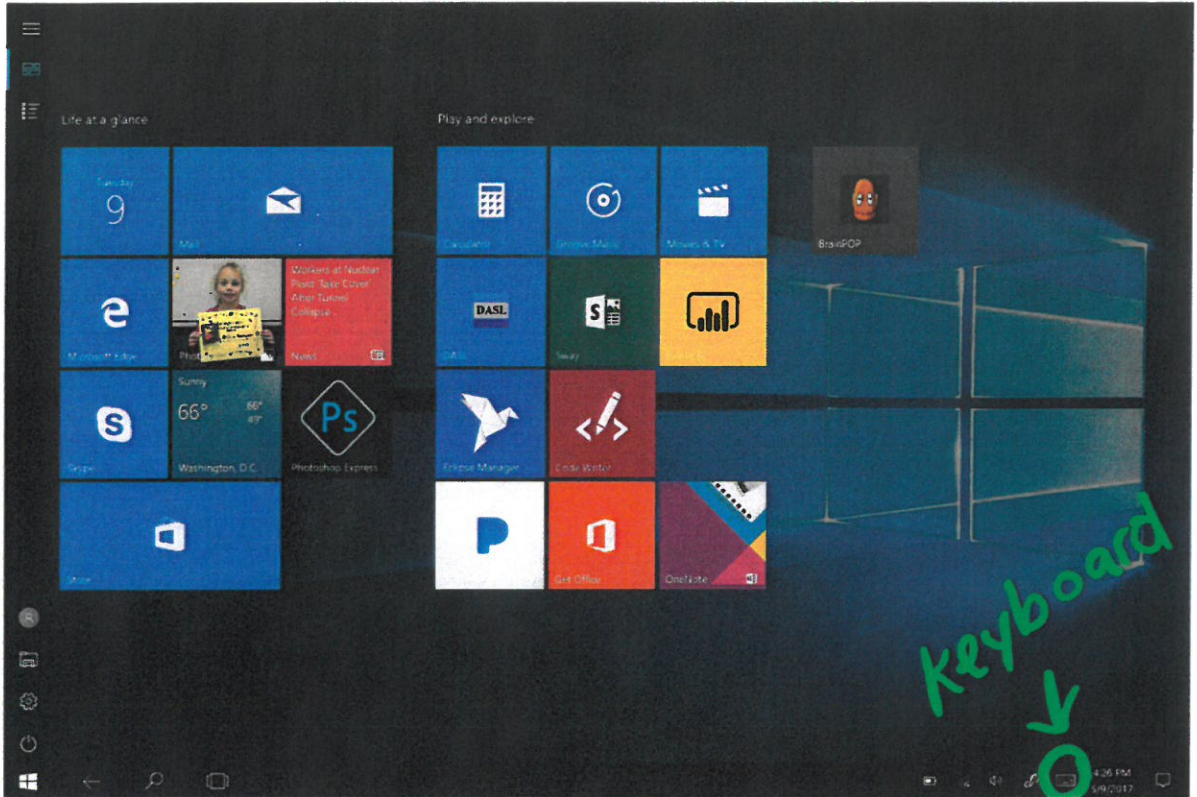
- Click on keyboard icon in the lower right hand corner.
- A keyboard will pop up.
- To change into a different style keyboard, click on small keyboard that appears on keyboard.



- It will give you 3 options. Click on your favorite.

## Handwriting to text features

- First, open the document you are working in.
- Click on keyboard icon
- 



- Use pen or fingertip to write. Whatever you write will convert to text in your document.