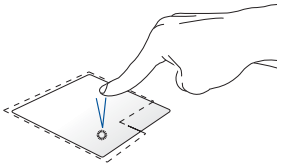
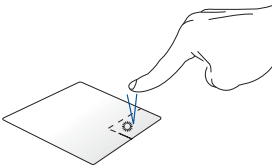
Left-click



- Click an app to select it.
- Double-click an app to launch it.

Right-click

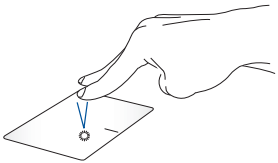


Click this button to open the right-click menu.

NOTE: The areas inside the dotted line represent the locations of the left mouse button and the right mouse button on the touchpad.

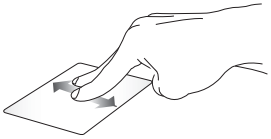
Two-finger gestures

Tap



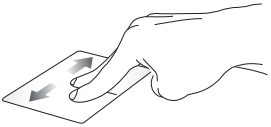
Tap two fingers on the touchpad to simulate the right-click function.

Two-finger scroll (up/down)



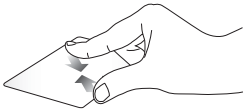
Slide two fingers to scroll up or down.

Two-finger scroll (left/right)



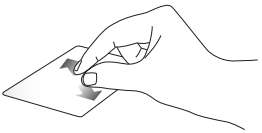
Slide two fingers to scroll left or right.

Zoom out



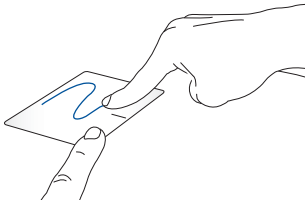
Bring together your two fingers on the touchpad.

Zoom in



Spread apart your two fingers on the touchpad.

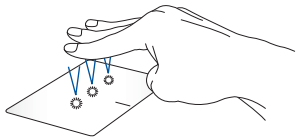
Drag and drop



Select an item then press and hold the left button. Using your other finger, slide on the touchpad to drag the item, lift your finger off the button to drop the item.

Three-finger gestures

Tap



Tap three fingers on the touchpad to invoke Cortana.

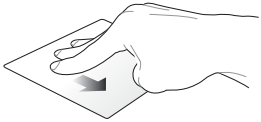
Swipe left/Swipe right

If you opened multiple apps, swipe three fingers left or right to switch between these apps.

Swipe up

Swipe up to see an overview of all the apps currently opened.

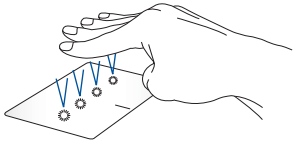
Swipe down



Swipe down to show the desktop.

Four-finger gestures

Tap



Tap four fingers on the touchpad to invoke Action Center.

Customizing your touchpad

1. Launch **All settings** from the Action Center.
2. Select **Devices**, then select **Mouse & touchpad**.
3. Adjust the settings to your preference.

Using the keyboard

HotKeys

The HotKeys on your Notebook PC's keyboard can trigger the following commands:

Turns the speaker on or off

Turns the speaker volume down

Turns the speaker volume up

Decreases display brightness

Increases display brightness

Enables or disables the touchpad

Adjusts brightness for the backlit keyboard*

Toggles the display mode

NOTE: Ensure that the second display is connected to your Notebook PC.

** On selected models*

f9 home — Home key

f10 end — End key

f11 pgup — Page up key

f12 pgdn — Page down key

Function keys

Press fn + esc to enable or disable the function keys feature. When the function keys feature is enabled, you can also access HotKeys by holding down fn in combination with the top row keys.

Other key combination

fn + K — Toggles the scroll lock key

fn + S — Simulates the system request key

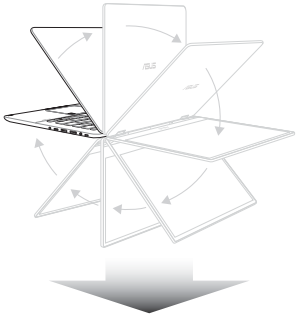
fn + P — Simulates the pause key

fn + B — Simulates the break key

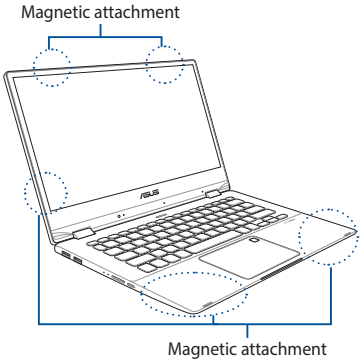
fn + ctrl — Displays the drop-down menu

Rotating the display panel

Your Notebook PC's display panel is adjustable up to 360 degrees. You may adjust the display panel as shown below.



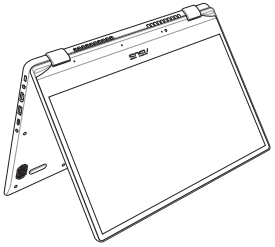
360 degrees adjustable



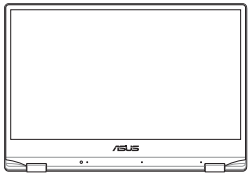
Notebook PC mode

WARNING! Keep the magnetic attachment away from external storage drives and cards with magnetic strips to prevent demagnetization.

Stand mode



Tent mode



Tablet mode

NOTE: Rotating the screen to Stand, Tent and Tablet mode will disable the keyboard and touchpad.

Chapter 3: Working with Windows® 10

Starting for the first time

When you start your Notebook PC for the first time, a series of screens appear to guide you in configuring your Windows® 10 operating system.

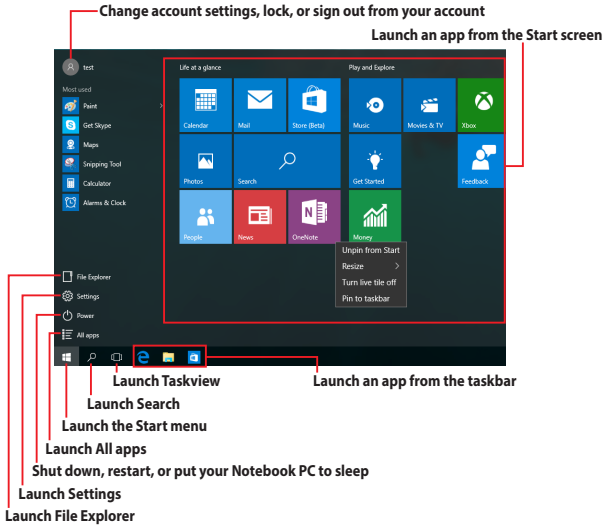
To start your Notebook PC for the first time:

1. Press the power button on your Notebook PC. Wait for a few minutes until the setup screen appears.
2. From the setup screen, pick your region and a language to use on your Notebook PC.
3. Carefully read the License Terms. Select **I accept**.
4. Follow the onscreen instructions to configure the following basic items:
   - Personalize
   - Get online
   - Settings
   - Your account
5. After configuring the basic items, Windows® 10 proceeds to install your apps and preferred settings. Ensure that your Notebook PC is kept powered on during the setup process.
6. Once the setup process is complete, the Desktop appears.

NOTE: The screenshots in this chapter are for reference only.

Start menu

The Start menu is the main gateway to your Notebook PC's programs, Windows® apps, folders, and settings.



You can use the Start menu to do these common activities:

- Start programs or Windows® apps
- Open commonly used programs or Windows® apps
- Adjust Notebook PC settings
- Get help with the Windows operating system
- Turn off your Notebook PC
- Log off from Windows or switch to a different user account

Launching the Start menu

Tap the Start button in the lower-left corner of your desktop.

Position your mouse pointer over the Start button in the lower-left corner of your desktop then click it.

Press the Windows logo key on your keyboard.

Opening programs from the Start menu

One of the most common uses of the Start menu is opening programs installed on your Notebook PC.

Tap the program to launch it.

Position your mouse pointer over the program then click to launch it.

Use the arrow keys to browse through the programs.

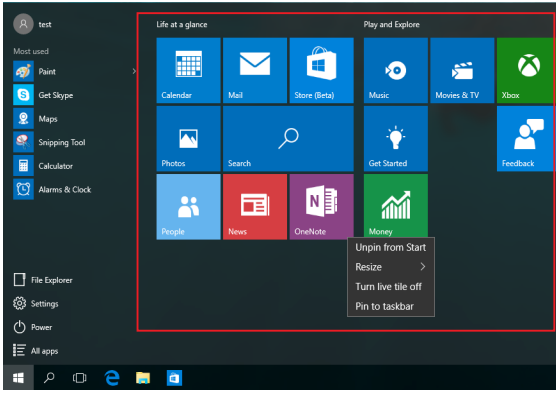
Press enter to launch it.

NOTE: Select **All apps** at the bottom of the left pane to display a full list of programs and folders on your Notebook PC in alphabetical order.

Windows® apps

These are apps pinned on the right pane of the Start menu and displayed in tiled-format for easy access.

NOTE: Some Windows® apps require signing in to your Microsoft account before they are fully launched.



Working with Windows® apps

Use your Notebook PC's touch screen, touchpad, or keyboard to launch, customize, and close apps.

Launching Windows® apps from the Start menu

Tap the app to launch it.

Position your mouse pointer over the app then click to launch it.

Use the arrow keys to browse through the apps. Press to launch an app.

Customizing Windows® apps

You can move, resize, unpin, or pin apps to the taskbar from the Start menu using the following steps:

Moving apps

Press and hold the app, then drag and drop it to a new location.

Position your mouse pointer over the app, then drag and drop the app to a new location.

Resizing apps

Press and hold the app, then tap ··· and select an app tile size.

Position your mouse pointer over the app and right-click it, then click **Resize** and select an app tile size.

Use the arrow keys to navigate to the app.

Press ▤ or fn + ctrl (on selected models), then select **Resize** and select an app tile size.

Unpinning apps

Press and hold the app, then tap the icon.

Position your mouse pointer over the app and right-click it, then click **Unpin from Start**.

Use the arrow keys to navigate to the app.

Press ▤ or fn + ctrl (on selected models), then select **Unpin from Start**.

Pinning apps to the taskbar

Press and hold the app, then tap **Pin to taskbar**.

Position your mouse pointer over the app and right-click it, then click **Pin to taskbar**.

Use the arrow keys to navigate to the app.

Press [⊞] or [fn] + [ctrl] (on selected models), then select **Pin to taskbar**.

Pinning more apps to the Start menu

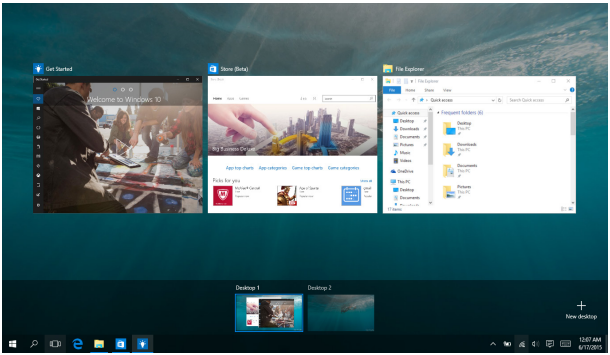
From **All apps**, press and hold the app you want to add to the Start menu, then tap **Pin to Start**.

From **All apps**, position your mouse pointer over the app you want to add to the Start menu and right-click it, then click **Pin to Start**.

From **All apps**, press [⊞] or [fn] + [ctrl] (on selected models) on the app that you want to add to the Start menu, then select **Pin to Start**.

Task view

Quickly switch between opened apps and programs using the task view feature, you can also use task view to switch between desktops.



Launching task view

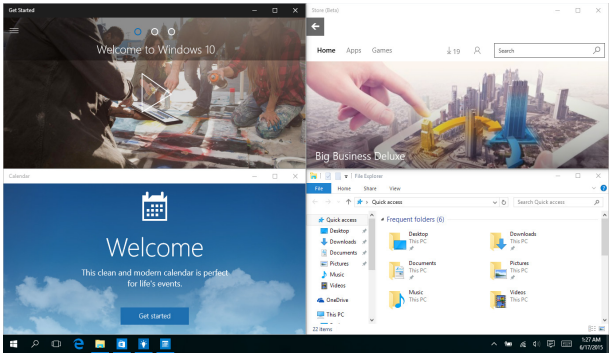
Tap the icon on the taskbar or swipe form the left edge of the screen.

Position your mouse pointer over the icon on the taskbar and click it.

Press + on your keyboard.

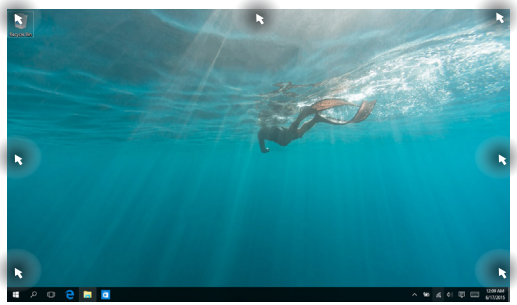
Snap feature

The Snap feature displays apps side-by-side, allowing you to work or switch between apps.



Snap hotspots

You can drag and drop apps to these hotspots to snap them into place.



Using Snap

or

1. Launch the app you wish to snap.
2. Drag the title bar of your app and drop the app to the edge of the screen to snap.
3. Launch another app and repeat the above steps to snap another app.

1. Launch the app you wish to snap.
2. Press and hold the key, then use the arrow keys to snap the app.
3. Launch another app and repeat the above steps to snap another app.