Quick start: Surface Book

Get oriented

- Power button
- Volume button
- Mini DisplayPort
- Charging port
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USB 3.0 ports

SD card slot

Magnetic strip
Attach the magnetized pen to the side of the screen.
Pull it apart

Detach the clipboard (screen) any time: it has its own battery, so you can draw or watch in comfort. Reattach when it’s time to recharge.

Here’s how
In the upper right-corner of the keyboard, select **Detach**, wait for the **Ready to Detach** message, and then pull the top off.
A simple, powerful pen

**Top button**
What this button does depends on what you’re doing and how many times you click it.

- **Click once to open Windows Ink Workspace**, where you can create Sticky Notes, draw in the sketchpad, or take notes on a webpage or photo using screen sketch.
- **Double-click to take a picture of your screen** and open it in screen sketch.
- **Click and hold to open Sticky Notes** so you can jot down an idea before you forget it.
- **Change what the top button does** in Settings > Devices > Pen & Windows Ink.

**Magnetic strip**
Attach the pen to the side of your screen for safekeeping.

**Right-click button**
The end of the magnetized strip works like the right-click button on a mouse.
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Put the pen to work for you

Draw, take notes, do math, and more. Portrait or landscape, lap or tabletop.

Select the Pen icon
This opens the Windows Ink Workspace, where you can create Sticky Notes, sketch on a blank screen, or jot notes on a photo or webpage.
Quick start: Surface Book

Touch pad on steroids

New, three-finger gestures get more done faster.

- **Swipe three fingers up**: Opens task view so you can see all of your open apps.
- **Swipe left or right**: To switch between apps.
- **Swipe three fingers down**: This shows the desktop.