

3 Using Your Notebook



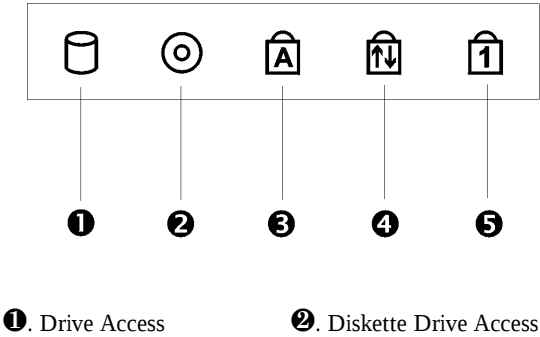
This chapter describes how to operate the standard built-in features of the notebook that you normally would use in your day-to-day computer work. If you are new to computers and to your operating system, you also need to read the manual for the operating system on how to work with your computer. It is very important to familiarize yourself well with the operating system. The succeeding chapters let you know how to go beyond the basics and try other exciting features.

3.1 Starting Your Operating System

The operating system is a must ingredient in using your computer. Without an operating system, it is like playing chess without the chessboard. It is the platform for all your software application programs to run on. The most popular operating system today is Microsoft Windows. You should have one installed by your dealer unless you are an expert computer user and would need a more powerful operating system. If you have an operating system already installed in your computer, then you would be up and running after you power on your computer and boot up the system. Check your operating system manual on how to run it.

3.2 Knowing the Status of Your Computer

The Status LED Panel, located at the top of the base unit, provides you with several graphical icons with LEDs (Light Emitting Diode) in representing your system's activity and status. This includes power source and power management status. You will glance it from time to time as you use your computer.



③. Caps Lock

④. Scroll Lock

⑤. Num Lock

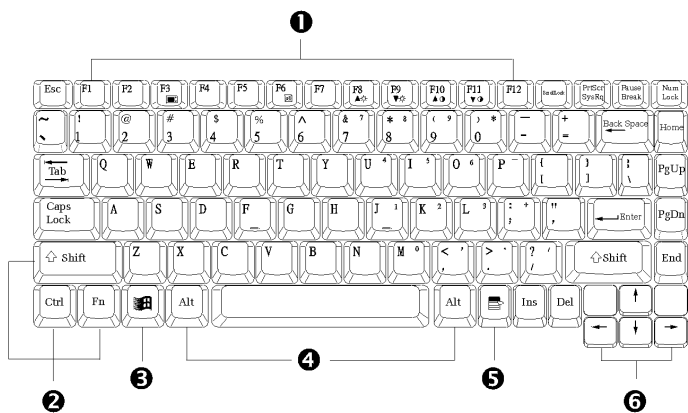
Status LED Icons

- **Drive Access**
The drive folder icon indicates that the system is accessing either the HDD, CD-ROM, or DVD-ROM.
- **Diskette Drive Access**
The drive folder icon indicates that the system is accessing FDD. When this LED lights, the notebook writes data to or retrieves data from the floppy diskette drive.
- **Caps Lock**
The Caps Lock icon indicates that the Caps Lock key on the keyboard is activated. When activated, all alphabet keys typed in will be in upper-case or capital letters.
- **Scroll Lock**
The Scroll Lock icon indicates that the Scroll Lock key on the keyboard is activated. The Scroll Lock key has different functions depending on the software you are using.
- **Num Lock**
The Num Lock icon indicates that the Num Lock key on the keyboard is activated. When activated, the embedded numeric keypad LED will be enabled.

3.3 Understanding the Keyboard Functions

Your notebook computer is equipped with an 86-key keyboard that provides all the functionality of a full-sized 101 or 102-key IBM keyboard. Aside from

the standard typewriter-layout keyboard of your computer, there are a number of extra features and function controls on the built-in keyboard including Windows 95/98 hot keys.



- ❶. Function Keys
- ❷. Control Keys
- ❸. Windows Start Menu Key
- ❹. Control Keys
- ❺. Windows Shortcut Key
- ❻. Cursor Control Keys

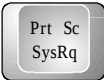
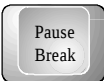
Keyboard

Key features and operations are described below:

- **Function Keys**
Function keys are application-driven, like **F1** through **F12** can be found on the keyboard. These keys work together with the **Fn** key to activate special functions. Some keys (printed in blue on keypad) are preprogrammed with dual functions.
- **Windows 95/98 keys**
Use the following two keys to facilitate your work:

- ➡ Start Menu key
Displays the Start menu.
- ➡ Shortcut / Application key
Provides quick access to shortcut menus. This key acts like a right mouse button.
- **Cursor Control keys**
Cursor control keys let you position the cursor on the screen where you want. In the screen, the cursor is a blinking underline, block, or vertical bar depending on the application. The cursor indicates where the next text typed is inserted.
- **Typewriter keys**
Typewriter keys (also called *alphanumeric* keys) are used to enter text and characters. Keys with blue print on them behave differently when combined with control keys.
- **Control keys** — **Ctrl**, **Alt**, **Fn**, and **Shift** are controls used in conjunction with other keys to change their functions. To use control keys, press and hold the control key while pressing another key. For example, “Press **Ctrl C**” means to hold down the **Ctrl** key and type the letter **C**. Key combinations work specific to the application you are running.

BASIC KEYBOARD FUNCTIONS

Keypad	Function Description
	<Enter> key. Execute a command. Within many text editing application programs, the <Enter> key inserts a hard carriage return, just like what ordinary typewriter does.
	<Esc> key. Press this key to cancel or escape from a command or function.
	<PrtSc> key. Known as the Print Screen key. Press this key to send information on the screen to a printer connected to the parallel port. <SysRq> key. Used for multitasking operating system.
	<Pause Break> key. Press this key to temporarily halt execution of a command. Pressing any other key resumes execution of a command.
	<Ins> key. Known as the Insert key. Press this key to toggle the keyboard data entry from insert to type over mode.
	 key. Known as the Delete key. Press this key to delete the character to the right of the cursor, or delete marked texts or items.
	<Backspace> key. Press this key to delete the character to the left of the cursor.
	<Shift> key. Press this key in combination with alphabet letters to produce uppercase letters in typing. Use this key in combination with those two-character keys (found on the second row of the keyboard) to produce the upper marked keys. Also used in most application program in combination with other keys to execute a certain command.

Keypad	Function Description
	<Tab> key. Press this key to move the cursor to the next tab stop on the right. This key works much the same as in ordinary typewriter.
	<Ctrl> key. Known as the Control key. Used in most application program in combination with other keys to execute a certain command.
	<Alt> key. Known as the Alternate key. Used in most application program in combination with other keys to execute a certain command.
	<Scroll Lock> key. Used in most application program to scroll the screen without having to move the cursor.
	< Num Lock > key. Activates the embedded 15-key numeric keypad. The keys are color coded blue.
	<Caps Lock> key. Used in most application program to always activate uppercase alphabet characters.

CURSOR CONTROL KEYS

Keypad	Function Description
	Up arrow key. Moves the cursor up one line at a time.
	Down arrow key. Moves the cursor down one line at a time.

Keypad	Function Description
	Left arrow key. Moves the cursor to the left one space at a time.
	Right arrow key. Moves the cursor to the right one space at a time.

SCREEN CONTROL KEYS

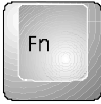
Keypad	Function Description
	<Home> key. Moves the cursor to the beginning of a screen or line.
	<PgUp> key. Moves the cursor up one screen at a time
	<PgDn> key. Moves the cursor down one screen at a time
	<End> key. Moves the cursor to the end of a screen or line.

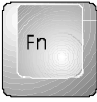
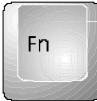
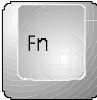
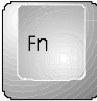
WINDOWS 95/98 HOT KEYS

Keypad	Function Description
	<Start> key. Pulls up the Windows 95 Start menu.
	<Right Click> key. Performs a mouse right-click function for Windows 95/98.

SPECIAL FUNCTION KEYS

The notebook has special system function keys which activate key serving dual functions. When pressed in conjunction with the <Fn> key, these keys set specific system parameters and are sometimes referred to as “hot keys”.

Keypad	Function Description
 + 	Switches display between LCD, CRT, or LCD and CRT simultaneously.
 + 	➔ In DOS/Win95/Win98 (APM mode) /WinNT, means to enter Suspend-to-RAM mode. Your files will be saved into the memory and power off the computer. The Power Saving LED will also blink. Press the power button to resume.

Keypad	Function Description
	➡ In Win98 (ACPI mode)/Win2000, no function in this environment.
 + 	Switch the LCD display mode in expanded or non-expanded view. These combination keys only work in a 640x480 resolution mode.
 + 	Enable or Disables the built-in system speaker volume to on or off mode.
 + 	Increases the brightness of LCD display incrementally.
 + 	Decreases the brightness of LCD display incrementally.

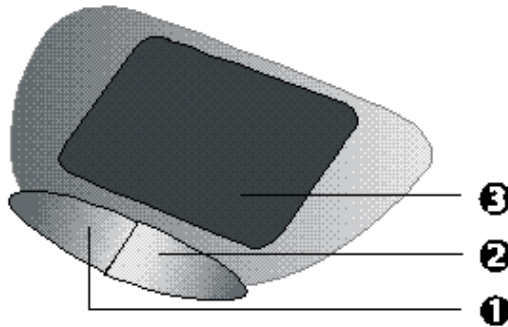
3.4 Using the Glide Pad Pointing Device

Your computer comes with a built-in Glide Pad pointing device that is found on the center of the palm-rest surface.

The Glide Pad offers a number of options that let you customize how it functions. To access these options, locate the Control Panel and double click on the mouse icon. The options let you control the size and color of the cursor, cursor speed, the accepted double-click speed, and selection button orientation.

The Glide Pad works a mouse pointing device replacement that is used under

Windows-based operating system. Before using the Glide Pad, you need first to load or install the device driver to activate the device. You can also use the standard Microsoft or IBM PS/2 driver which is compatible with the Glide Pad device and is normally used under Windows-based operating system. However, if you want to utilize the added features of the Glide Pad, you may want to try installing its own device driver that comes with added utilities for enhancing the function of the device.



❶. Left Selection Button

❷. Right Selection Button

❸. Glide Pad

Glide Pad Features

Here how to use the Glide Pad pointing device:

1. The rectangular surface acts like a miniature duplicate of your display screen. To move the mouse cursor, place the finger lightly on the sensor pad and move in the desired direction. If you reach the end of the pad, lift your finger and place it back down on the other side of the pad.
2. To select an item, click on the item by pressing the left button control or by simply tapping on the surface once. A light, quick tap always works best. To execute an item, click the left button twice or do a quick double tap on the surface.
3. To simulate holding the mouse button down (dragging an icon or selection), use the tap-and-drag gesture. This feels much like a double-click, except that the finger remains on the pad after the second tap: Tap, lift, tap, hold and move. The simulated button remains held as long as the finger remains on the pad.



Avoid spilling any liquid on the Glide pad surface and always keep the Glide pad surface and pointing finger dry from sweat build-up. Also do not expose Glide pad to any magnetic source object.

3.5 Configuring Your Screen Display

The VGA display function of your notebook is based on a high performance PCI local bus controller and is fully IBM VGA compatible. This controller offers a large set of extended functions and higher resolutions especially useful when you are connecting an external high-resolution and high-frequency.

Refer to Section 5 “Installing the Notebook Device Drivers” of Chapter 2 in this manual, the procedures on how to install the VGA device driver under

Windows98. After installing the VGA driver, you would then configure the display resolution or screen size to match your LCD display panel. This notebook computer model provides 800x600 as well as 1024x768 LVDS panels. You would also probably want to set the amount of color output to display sharper images and photos.

POSSIBLE DISPLAY CONFIGURATIONS

The table below shows you the possible display resolution you can set when using either or both the LCD display or the external monitor (CRT):

Display	Possible Resolution	Maximum Colors
800x600 SVGA LCD	640x480	65,536 colors
	800x600	65,536 colors
	1024x768*	65,536 colors
1024x768 XGA LCD	640x480	65,536 colors
	800x600	65,536 colors
	1024x768	65,536 colors
CRT Only	640x480	16 million colors
	800x600	16 million colors
	1024x768	65,536 colors
Both	640x480	65,536 colors
	800x600	65,536 colors
	1024x768* (SVGA LCD)	65,536 colors
	1024x768 (XGA LCD)	65,536 colors



*** - denotes special panning feature that allows higher resolution modes to be displayed on the LCD or CRT. This feature will show a section of a larger screen, and will automatically pan or scroll the screen horizontally and vertically when the mouse reaches the edge of the display.**

 ***65,536 or 64K colors is also equivalent to 16-bit high color while 16 million or 16M colors is equivalent to 32-bit true color.***

 ***You can use the <Fn> + <F3> hot-key to switch the display between LCD only, CRT only, and LCD and CRT display.***

CHANGING THE DISPLAY PROPERTIES UNDER WINDOWS 98

To change the display properties of your screen under Windows98, just right-click on the desktop area and select Properties or go to the Control Panel and click on the Display icon. The Display Properties dialog box will appear on your screen. Click on the Settings tab to set your desired configuration. Make sure to follow the configuration table above.

 ***If you cannot configure the display properties, change the display driver first as mentioned on Section 5 “Installing the Notebook Device Drivers” of Chapter 2 in this manual. Consult your dealer for the latest Windows 98 AGP VGA driver.***

3.6 Knowing the Power Saving Features

One of the great features in your notebook computer aside from its superior performance is the ability to save energy power. Your computer is designed to incorporate intelligent and advanced power management functions that turns off power of most components when system is idle or not in use. This does not affect the performance of your system as it monitors the activity of your computer and resumes power and operating speed when activity is detected. This feature not only gives you longer battery hours but cooler systems and components as well. For more information on how to control the power

management features of your computer, refer to Chapter 6 on running the BIOS SETUP program.

The definitions of power management mode are depicted as follows:

Full-On Mode

No device in the system is executed in power management, the system can respond to all applications at maximum performance.

Doze Mode

The CPU clock is slow down when there is no system activity, but all other devices are in full-on state. This mode is controlled by the system itself.

Suspend to RAM mode

All devices are powered off except the other supporting components and system memory where your working files are stored. You can activate this either using the <Fn> + <F4> hot-key or by setting the Suspend timer on the BIOS setup program. To resume full-on state, press the power button.

Suspend to Disk mode

When this mode is activated, the context of the entire system is saved to disk and all components and devices are powered off, while all clocks are also stopped (except Real Time Clock or RTC). You can activate this by setting the Suspend mode to “Save to Disk” on the BIOS Setup program. To resume full-on state, you can press the power button.



You must run the PHDISK utility first before you can activate Suspend-to-Disk.

Mechanical off Mode

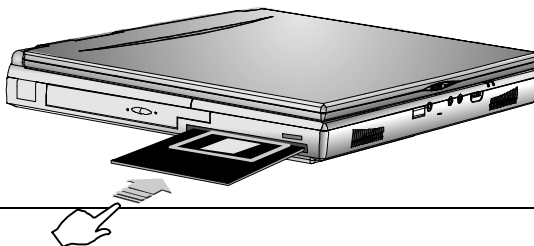
All power, except the RTC (real time clock), has been turned off from the system. This includes external AC power source and battery power source.

3.7 Using the FDD

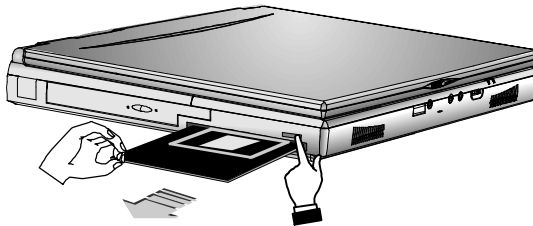
The floppy disk drive (FDD) is probably one of the most used device on a computer. Your system ships with a standard 3.5-inch 1.44-MB diskette drive already installed in the left side of the system. The other disk drives on your computer are the hard disk drive and the CD-ROM or DVD-ROM drive. Disk drives are designated with drive letters with the floppy drive usually assigned as Drive A: and the hard drive and CD-ROM or DVD-ROM drive as Drive C: and Drive D: respectively.

The floppy disk drive (FDD) is a 3.5" diskette drive that can read and write to high-density 1.44MB diskettes or double-density 720KB diskettes. The diskette has an imprinted arrow on the front upper left corner, and a sliding write-protect tab on the bottom left corner of the diskette. When opened, the write-protect tab prevents any data from being written to or erased from the diskette. This also protects your diskette from getting infected by virus when used on other computers.

Insert the diskette with the arrow and label facing up and the shutter cover towards the drive. Slide the diskette into the drive until it is totally inserted and the eject button pops out. Remember to format new diskettes first using your operating system.



To eject or remove the diskette, make sure that the system is not accessing the diskette drive. Check the Status LED Indicator panel if the Drive Folder icon is activated or not. If not, then press the eject button on the drive to release the diskette.



 ***Always remove the diskette whenever you are placing the notebook computer into the carrying case for transport.***

 ***Always check the inserted diskette for virus before using it.***

 ***Always back up original diskette copies of your software programs.***

3.8 Working with the Built-in HDD

Your notebook computer is equipped with a built-in large capacity 2.5 inch IDE hard disk drive where you store or install your computer operating system and all application software programs. The hard disk unit is located on the left side of your computer just underneath the palm-rest panel assembly. Like floppy diskette, you also need to format the hard disk before using. The internal hard disk is normally assigned as Drive C after formatting. Sometimes divided into two partitions, adding a Drive D. Since your computer supports

different hard disk capacities (up to 10GB or above), you also need to setup the disk type first on your computer's BIOS SETUP program before formatting the disk drive. Your computer supports Auto-detect hard disk type, so you do not need to set it manually. Your dealer should already have done all this for you. You can refer to **Chapter 6** on how to run the BIOS SETUP program.

You can increase the system's storage capacity by replacing the standard hard disk drive with a drive of greater storage capacity.



If you wish to replace your hard disk, contact your local dealer for more information about this dealer-installable device.



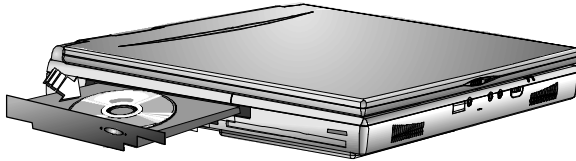
Always turn off your computer first before removing the hard disk drive. Failure to do so might damage the computer and the hard disk. Avoid jarring or moving the computer while the hard disk is still being accessed.

3.9 How to Access the CD-ROM/DVD-ROM Drive

Your system ships with either a 24X CD-ROM or 6X DVD-ROM drive installed on the left side of your computer. You would normally use the CD-ROM drive for installing operating system and software application programs. Unlike the disk drives, you can only read from the CD-ROM drive. You also need to install first the CD-ROM device driver before being able to access it. Refer to Section 5 "Installing the Notebook Device Drivers" of Chapter 2 in this manual, on how to install the driver or contact your dealer for assistance.

To insert and remove a disc on the drive:

1. Make sure the computer is turned on. Press the eject button found on the door cover of the CD-ROM drive. The CD tray mechanism will pop-out slightly and slowly pull out the whole length of the tray.
2. Place the disc on top of the CD tray with the label side facing up. Gently press the compact disc onto the center spindle to secure the disc.



3. To remove the disc, press on the center spindle and pull up the disc from the side until the disc snaps out of the spindle lock.

 ***If the eject function is disabled by software or a power failure occurs the Emergency Eject Hole allows you to manually remove a CD from the reader.***

4. To close the CD-ROM drive, simply push the CD tray inside. The CD-ROM LED will activate when the disc is detected. Wait until the LED has turned off, then start to read the disc.

How to care the CD

When you handle CDs, pay attention to the following guidelines:

- Always pick up the CD by its edges.
- Avoid scratching or soiling the side of the CD that has no printing or writing on it.
- Do not write on or apply labels to either side of the CD.
- Keep the CD away from direct sunlight or high temperatures.

- Clean fingerprints or dust from the CD by wiping it with a soft cloth.

 ***The CD-ROM reader is a Class 1 Laser Product.***

3.10 Using PCMCIA Cards

WHAT IS PCMCIA?

PCMCIA or Personal Computer Memory Card International Association is a non-profit trade association and standards body composed of over 500 member companies that defines the industry standard for the PC Card technology. The goal of PCMCIA is to ensure that any PC Card can work in any mobile computer built with a PCMCIA slot.

A PC Card is a peripheral device that can add a wide variety of capabilities to your computer including memory, mass-storage, LAN, fax/modem, wireless communications, and multimedia. The PCMCIA standardized PC Card is roughly the dimensions of a credit card, and has a standardized 68-pin connector at one end. The main benefits of the PC Card are its low-power consumption, small size and ruggedness.

Today, PCMCIA promotes the interoperability of PC Cards not only in mobile computers, but in such diverse products as digital cameras, cable TV, set-top boxes, and automobiles.

To allow manufacturers to add functions and technologies in the PC Card form factor, PCMCIA has defined two PC Card types:

Type	Thickness	Sample Devices
Type II	5.0 mm	Fax/Modem & Network Cards
Type III	10.5 mm	Hard Disks (ATA Cards) High-End Communication Cards

Type II Cards

Type II card has a thickness of 5.0 millimeters (mm). Type II cards are often storage or communications devices such as battery backed Static Random Access Memory (SRAM), Read Only Memory (ROM), Flash Memory, LAN, and Small Computer System Interface (SCSI). Typical Type II cards include input/output (I/O) features such as modems and LANs. The features for Type II Cards include following characters:

- **Type II Extended Cards**
Many PC cards are Type II extended cards. The extended card has an additional physical component that protrudes beyond the traditional card size. The extension can be as large as 40 mm deep by 9.65 mm high. This extension provides room for additional electronics as well as a location for external connectors.
- **Communication Cards**
Both network PC cards and fax/modem cards can use with your notebook computer. You can insert a fax/modem in either slot. Always insert the fax/modem card before using your fax/modem software application. If you start the application before inserting the fax/modem card, the application typically does not find the card.
- **Storage Cards**
When you insert a storage card or small hard drive card in the notebook computer, it appears as a unique drive depending on the type of card and the slot you are using.

The following table provides sample drive designations.

Sample Drive Designations	
Drive letter	Location/Device
C:	Internal hard disk
D:	Internal hard disk, 2nd partition

Sample Drive Designations	
Drive letter	Location/Device
E:	CD-ROM reader
F:	Slot 1, IDE/ATA hard drive
G:	Slot 0, high-speed memory card
H:	Slot 1, high-speed memory card

Type III Cards

Type III cards are thicker (10.5 mm) than Type II cards and allow no extensions. Type III card uses include advanced function I/O cards with added features such as multimode cards (cards with more than one function such as a combined modem and LAN card) and small hard drive cards.

Other Cards

Other kinds of PC cards are available to notebook computer users.

- Global Positioning System (GPS)
enable the tracking of remote units that equipped with the GPS device.
(for example, delivery trucks) This device is useful in searching city map when driving.
- Paging
receiving remote paging messages
- Serial
adding an extra serial communications port
- Multimedia
combining animation and sound
- Video
recording, displaying, and capturing full-motion video
- Audio
enable the use of sound



For more PCMCIA information on the Internet, visit the PCMCIA home page at <http://www.pc-card.com>.

WHAT IS CARDBUS?

CardBus is the high-performance 32-bit PCI bus master interface from PCMCIA. It runs up to 33MHz clock speed and operates at only 3.3V. Your notebook computer incorporates the CardBus inside with a double deck PCMCIA slot that supports one Type III card or two Type II cards at the same time. Aside from 3.3V CardBus PC cards, you can also insert existing 5V 16-bit PC cards which can also be detected and used by your computer. Another new type of PC card that has come out with the CardBus is the Zoomed Video or ZV port card. See section below.

WHAT IS ZV PORT?

Zoomed Video Port or ZV Port, is an adaptation of the PCMCIA port to allow a new type of PC card called "ZV Port Card" to be inserted into your computer. The proposed ZV Port PCMCIA standard eliminates sending large amounts of multimedia (video and audio) through the CPU or system bus, allowing for much higher overall system performance during multimedia usage. ZV Port technology is the enabling platform for the implementation of multimedia capabilities on notebook PCs. These capabilities include: video playback of MPEG1 and MPEG2 full motion video, video capture.

ZV Port - How it Works

With a ZV Port card inserted in your computer, compressed video data flows from hard disk, CD-ROM, LAN or other source. Across the system bus to the PCMCIA Cardbus controller, which passes it to the MPEG decoder in the PC Card slot, which returns uncompressed video data back to the PC Card controller. Using the ZV Port interface, the PC Card controller sends the

uncompressed video stream directly to the video/graphics controller and to the audio chip, and on to the display screen and speakers. In a PC without the ZV Port interface, there is no direct connection between the PC Card controller and the graphics controller, so the uncompressed data must wind back through the system bus, and possibly through the CPU, to get from the one component to the other.

 ***The 32-bit card bus also has zoomed video support in the top slot only. Also, this 32-bit structure is backward compatible, but also accepts new cards.***

SETTING UP THE PCMCIA CONTROLLER

In order for your computer to identify inserted PC cards and configure them to work, you need first to make sure that you have the Card and PCMCIA driver software loaded properly into your operating system.

INSERTING AND REMOVING A PCMCIA CARD

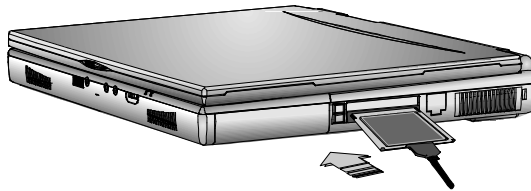
The double-deck PCMCIA slot built in at your computer supports either two PCMCIA Type II cards at the same time or one Type II card and one Type III card at the same time. The double-deck PCMCIA slot compartment includes a top slot and a bottom slot. Your computer also includes hot swapping capability, that allows you to exchange cards while the computer is turn on and start using it immediately.

Inserting PC Cards

To insert a PC card into the PCMCIA slot:

1. Locate the PC card slot cover on the right side of the computer.

2. Insert the side of PC card with the 68-pin socket into the PC slot. The face label of the card should also be facing up. You can insert either two Type II or one Type III card into the slots.
3. When the full length of the card is almost inside the slot, push firmly but slowly, to ensure full connection with the computer. The PC card will be detected and once the needed driver is installed, it will generate a beep sound to indicate that the card is detected.

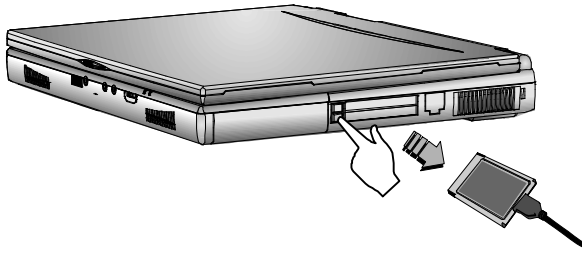


Removing PC Cards

To remove a PC card from the PCMCIA slot, you should first disable the PCMCIA card setting in the system as described followings:

1. Click the **Start** button, then point to **Settings**, and click **Control Panel**.
2. Double-click on **PC Card** icon to appear the **PC Card Properties** box.
3. Select the socket from the list that you want to remove on the **Socket Status** folder tab, and click **Stop** button. The system then disables the function of PCMCIA card.
4. Then you can remove the inserted PC card, push the button found on the left side of the PC slot to release the eject button. Then push it again to release the PC card. The upper left button releases the card on the top slot while the lower left button releases the card on the bottom slot.

5. When the PC card has moved out a space out of the slot, hold the edges of the card and slowly slide it out.



MAKING PC CARDS WORK

Since PC cards come in different types and brands, making every card work on your computer may not that be easy. Except for memory cards and fax/modem cards, other PC cards like network, SCSI or multifunction cards (MFC) need additional driver installation and configuration in making the card work. This additional driver may already be built-in under Windows 95/98 that Windows will try to detect and prompts you if you want to install the driver. If the driver is not included under Windows 95/98, you will need to insert the CD-ROM driver or driver diskette provided by the PC card manufacturer into the CD-ROM drive or floppy disk drive and install to Windows 95/98. You need to read the manual guide of the PC card on how to configure and operate the card.

 ***Some PC cards require additional system resources. Before inserting a PC card you may have to disable either the IR port, USB port, or the 56K internal modem. Check the Windows 98 device manager to ensure that one of these devices is disabled before inserting a PC card.***

HOT SWAPPING PC CARDS

Just like floppy disk drive, your PCMCIA slots allow you to replace one PC card with another even while your computer is on. However, you need to remember the rule that if the PC card is in use, you must not remove it. Below are some examples on how to handle PC cards when hot swapping:

- Do not remove a network card while your system is connected to the network.
- Do not remove fax/modem card while the card is transferring data into or from your computer.
- Do not remove a hard disk or ATA card while your computer is accessing the card.

To remove PC cards under Windows 95/98 while the computer is on, you need to stop the PC card device first under the PC Card properties box. Follow these steps:

1. In the Control Panel, double-click on **PC Card (PCMCIA)**. If there is a PC card icon on your Windows taskbar, you can also click on it to immediately go to the PC Card properties box.
2. Click on the PC card you want to remove and click **Stop**.
3. Wait until your system has prompted you that the PC card can already be removed.



PC cards draw power even when not in use. To save energy, press the button to disconnect the card when it is not in use. You can leave the card in the slot while it is disconnected for easy storage.

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