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# Windows® 8

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## Windows® 8

Mark Edward Soper  
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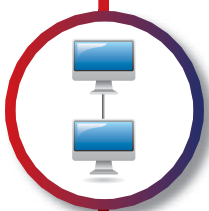
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## ONLINE ELEMENTS

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Appendix B: Windows Media Center

## EASY WINDOWS® 8

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When he's not teaching, learning, or writing about Microsoft Windows, Mark stays busy with many other technology-related activities. He is a longtime contributor to *Upgrading and Repairing PCs*, working on the 11th through 18th and 20th editions. Mark has co-authored *Upgrading and Repairing Networks*, Fifth Edition, written several books on CompTIA A+ Certification (including two titles covering the new 2012 exams), and written two books about digital photography, *Easy Digital Cameras* and *The Shot Doctor: The Amateur's Guide to Taking Great Digital Photos*. Mark also has become a video content provider for Que Publishing and InformIT and has posted many blog entries and articles at InformIT.com, MaximumPC.com, and other websites. He also teaches digital photography, digital imaging, and Microsoft Office for Ivy Tech Corporate College's southwest Indiana campus in Evansville, Indiana.

## DEDICATION

*Once again, for the love of my life, Cheryl.*

## ACKNOWLEDGMENTS

Many people have enabled me to be the lead author of this new Windows book, and I want to tell my readers, "Thanks for continuing to read my work." But, there are many others I need to thank for this opportunity.

Thanks first and always to God, whose encouragement (often conveyed through the encouragement of my wife, Cheryl), has been a constant presence in my life.

I started using Windows back when it was a graphic overlay over MS-DOS, and there are plenty of people who helped me learn more about Windows through the years. Thanks go to Jim Peck and Mayer Rubin, for whom I taught thousands of students how to troubleshoot systems running Windows 3.1, 95, and 98; magazine editors Edie Rockwood and Ron Kobler, for assigning me to dig deeper into Windows; Ed Bott, who provided my first opportunity to contribute to a major Windows book; Scott Mueller, who asked me to help with *Upgrading and Repairing Windows*; Ivy Tech Corporate College, Bob Cowart, and Brian Knittel, who have continued my real-world Windows education. And, of course, the Microsoft family.

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I also want to thank Sherry Gunter for coming in late in the process to help with several of the early chapters so we could bring this book to you on a timely basis.

I have worked with Que Publishing and Pearson since 1999, and this is the best year yet. I'm looking forward to many more.



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# INTRODUCTION

## WHY THIS BOOK WAS WRITTEN

Que Publishing's Easy series is famous for providing accurate, simple, step-by-step instructions for popular software and operating systems. Because Windows 8 is the biggest change in Windows in years, *Easy Windows 8* is here to help you understand and use it. Whether you're a veteran Windows user or new to Windows and computers, there's a lot to learn, and we're here to help.

*Easy Windows 8* makes learning the essential features of Windows 8 painless and enjoyable. We spent months learning how Windows 8 works, what's similar to previous versions, and what's brand new. All of this information has been condensed into an easy-to-read visual guide that gets you familiar with this newest Microsoft creation in a hurry.

We won't waste your time discussing obscure operations that not even help desk workers or Windows geniuses ever use. Instead, our objective with *Easy Windows 8* is to give you a solid grounding in the everyday features you need to make your computing life better, more productive, and even more fun.

## HOW TO READ *EASY WINDOWS 8*

Someday I might take a stab at writing the "great American novel," but *Easy Windows 8* is thoroughly grounded in fact. We've spent countless hours working our way through Windows 8's features to bring you this book.

So, how should you get started? You have a few options, based on what you know about computers and Windows. Try one of these:

- Start at Chapter 1, "What's New in Windows 8," and work your way through.
- Go straight to the chapters that look the most interesting.

- Hit the table of contents or the index and go directly to the sections that tell you stuff you don't know already.

Any of these methods will work—and to help you get a better feel for what's inside, here's a closer look at what's in each chapter.

## BEYOND THE TABLE OF CONTENTS—WHAT'S INSIDE

Chapter 1, "What's New in Windows 8," provides a quick overview of the most important new features in Windows 8. If you're reading this book mainly to brush up on what's new and different, start here and follow the references to the chapters with more information.

Chapter 2, "Upgrading to Windows 8," is designed for users of Windows 7 or previous versions who are upgrading to Windows 8. This chapter covers the process and helps you make the best choices along the way.

Chapter 3, "Essential Windows 8 Tasks," shows you how to log in to Windows 8, how to use the touch keyboard or handwriting interface, how to use shortcut keys, how to lock and unlock your computer, and how to shut it down or put it into sleep mode.

Chapter 4, "Using the Windows 8 User Interface," helps you understand how to use the new tile-based user interface on the Start screen. Learn how to start programs, switch between programs, close programs, and search for files and programs.

Chapter 5, "Browsing the Web in the New UI," provides step-by-step instructions on how to use the new features in Internet Explorer 10.

Chapter 6, "Enjoying Media with the Windows 8 UI," shows you how to use the new Music, Video, and Photos apps.

Chapter 7, "Staying Connected with Windows 8 Apps," helps you use the new Mail, Messaging, Calendar, Maps, and Weather apps to stay in touch with the world around you.

Chapter 8, “Customizing the Windows 8 Start Screen,” shows you how to pin folders and websites to the Start screen, how to change its background, and how to rearrange tiles. You’ll also discover how to change your lock screen, Start screen, account picture, and time zone settings.

Chapter 9, “Using the Windows 8 Store,” takes you on a tour of the new Windows 8 online app store. Learn how to search for apps, download free apps, and buy new apps and Windows components.

Chapter 10, “Playing Games with Windows 8,” helps you take advantage of the new Windows 8 connections to Xbox 360 and learn how to download, install, and enjoy free games available at the Windows Store.

Chapter 11, “Running Desktop Apps,” helps you run and manage programs that run from the Windows desktop, use the new features in popular accessory programs, and print files.

Chapter 12, “Managing Storage with File Explorer,” helps you manage files, folders, and drives.

Chapter 13, “Networking Your Home with HomeGroup,” shows you how to use the HomeGroup feature to set up and manage a network with Windows 7 and Windows 8 computers. This chapter also helps you understand which network functions can be performed from the Start screen, and which ones run from the Windows desktop.

Chapter 14, “Working with Photos from Your Desktop,” helps you import photos into your Pictures library, use the Windows Photo Viewer, and use SkyDrive for online photo and document storage and sharing.

Chapter 15, “Working with Music from Your Desktop,” helps you use Windows Media Player to play, rip, and burn music CDs.

Chapter 16, “Browsing the Internet from Your Desktop,” shows you how to use Internet Explorer 10’s desktop-only features for tab, home page, and favorites management.

Chapter 17, “Adding and Using Multimedia Features,” introduces you to Windows Essentials 2012’s new Photo Gallery and Movie Maker and to Windows Media Center. Learn how to add these components to Windows so you can use them to edit, share, and enjoy photos and videos.

Chapter 18, “Advanced Configuration Options,” shows you how to add a second display, personalize your desktop, manage devices and printers, and add more features to Windows 8.

Chapter 19, “User Accounts and System Security,” introduces you to different ways to set up a Windows 8 login for users, how to add additional users, and how to use parental controls to keep an eye on what young users are up to.

Chapter 20, “Protecting Your System,” shows you how to keep Windows 8 updated, protect your files, create a restore point, and check for spyware.

Chapter 21, “System Maintenance and Performance,” helps you improve system speed and solve problems that can prevent your system from running properly.

Baffled by PC and Windows terminology? Check out the Glossary!

Appendix A, “Windows Essentials 2012,” which is online, discusses the major features of Photo Gallery, Movie Maker, Messenger, Mail, and other components and where to learn more.

Appendix B, “Windows Media Center,” which is online, discusses customization options and where to learn more.

Also be sure to check out the additional tasks available online in PDF format at [quepublishing.com/register](http://quepublishing.com/register).

Enjoy!

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## Chapter 18

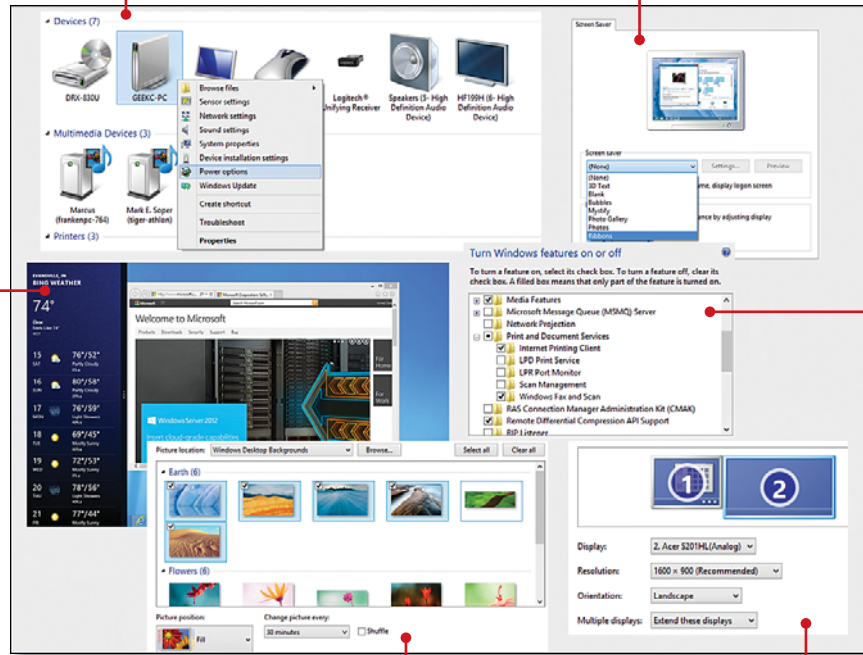
### **ADVANCED CONFIGURATION OPTIONS**

Windows 8's standard configuration provides settings that many users like. However, you might want to change some of these settings. In this chapter, you learn how to connect and use an additional display, customize your desktop background and borders, run both a Windows 8 application and your desktop on a single display, manage your hardware, change default settings for media and media files, and add features to Windows.



Configuring Devices and Printers

Selecting a Screen Saver



Snapping Apps Feature

Turning Windows Features On and Off

Selecting Pictures for the Windows Desktop Background

Configuring an Additional Display

## ADDING AND USING AN ADDITIONAL DISPLAY

You can add an additional display by using a laptop's video port or a second video port on a desktop computer that already has a display connected to it. You can use the additional display to duplicate the first display, but for normal use, you might prefer to set it up as an extended desktop. With an extended desktop, you can run different programs on each display. Here's how to make it happen.



- 1** Connect a video cable from your monitor to an unused video port.
- 2** Display the Windows Start screen.
- 3** Type **displ**.
- 4** Click **Settings**.
- 5** Click **Change display settings**.

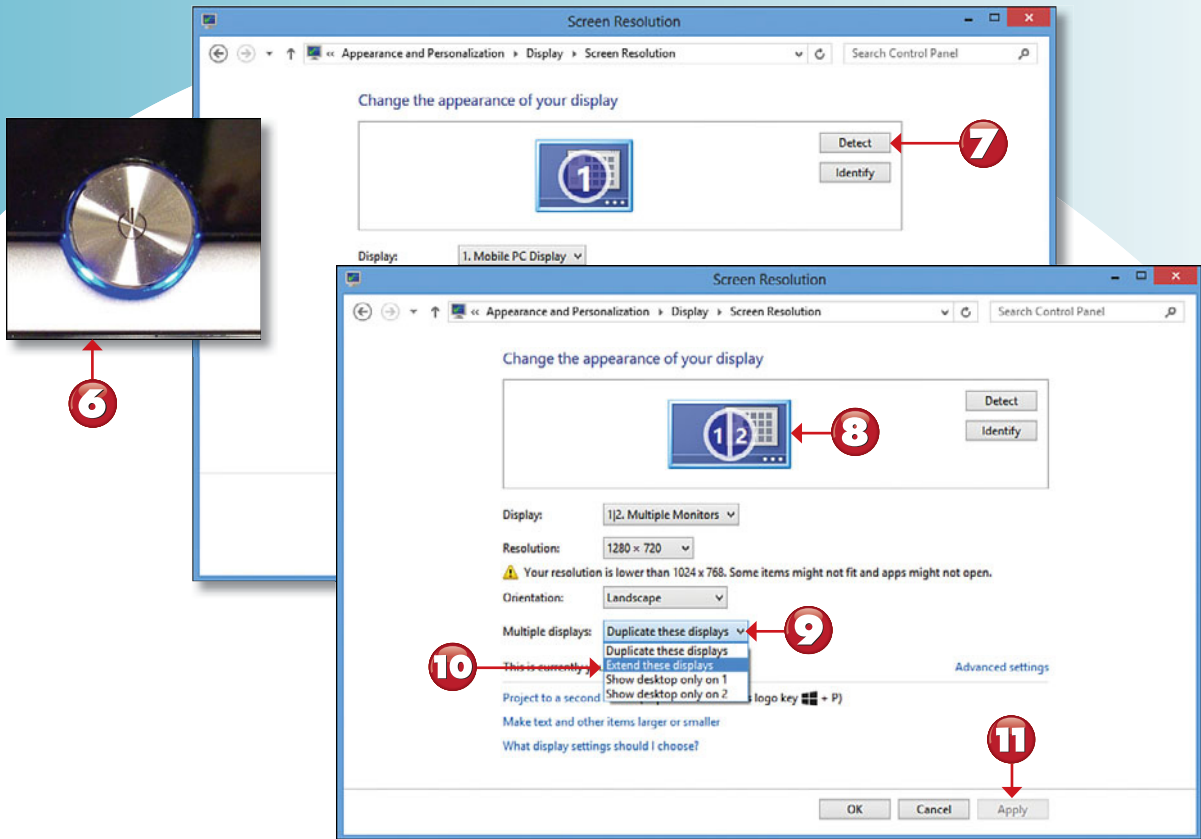


### NOTE

**Instant Search Made Simple** As soon as you begin typing in step 3, Windows 8 opens the Search box and displays the text you type. ■



*Continued*



- 6** Turn on the display.
- 7** Click **Detect**.
- 8** The second display is detected.
- 9** Open the **Multiple displays** menu.
- 10** Click **Extend these displays**.
- 11** Click **Apply**.

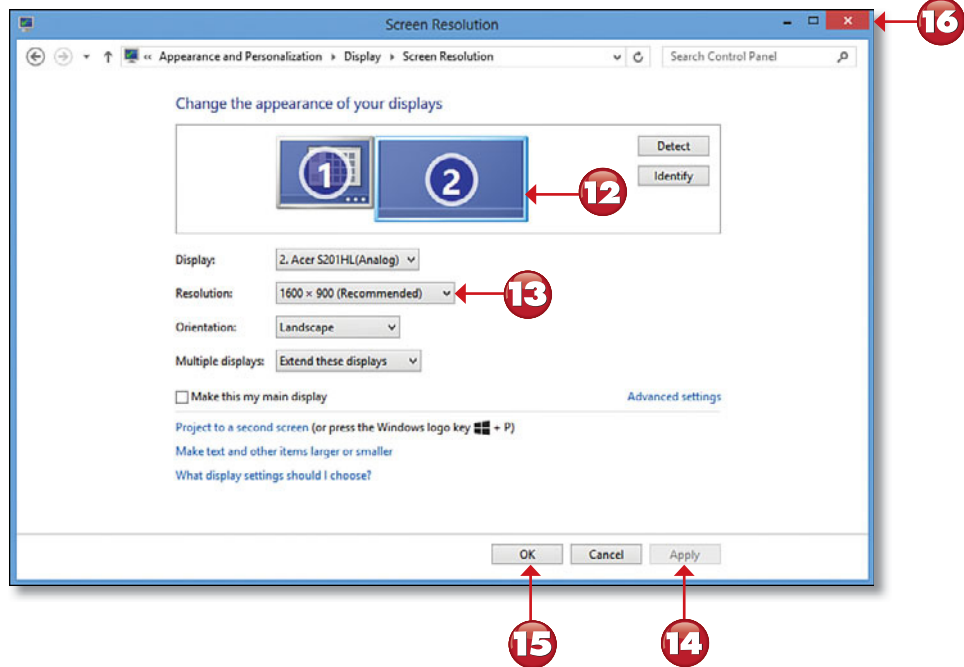
*Continued*



## NOTE

**Laptops Versus Desktops in Display Setup** This example shows how to add a second display to a laptop. On a desktop, the second display icon might be displayed with a black frame (indicating it is inactive) as soon as you turn it on in step 6. ■

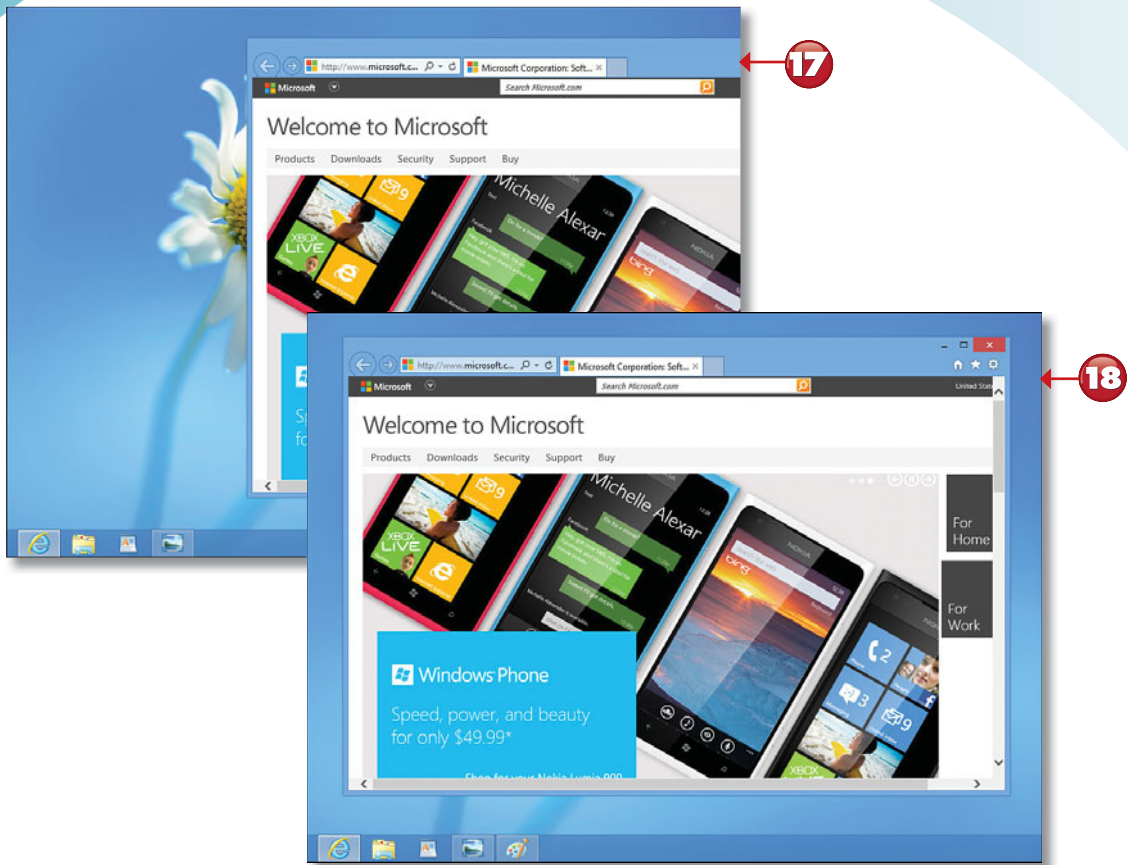




- 12** Click the second display icon.
- 13** Select the recommended resolution.
- 14** Click **Apply**.
- 15** Click **OK**.
- 16** Click **Close**.

*Continued*





**17** Click the top edge of a program window and drag it to the other display.

**18** Release the mouse button to place the window.

*End*



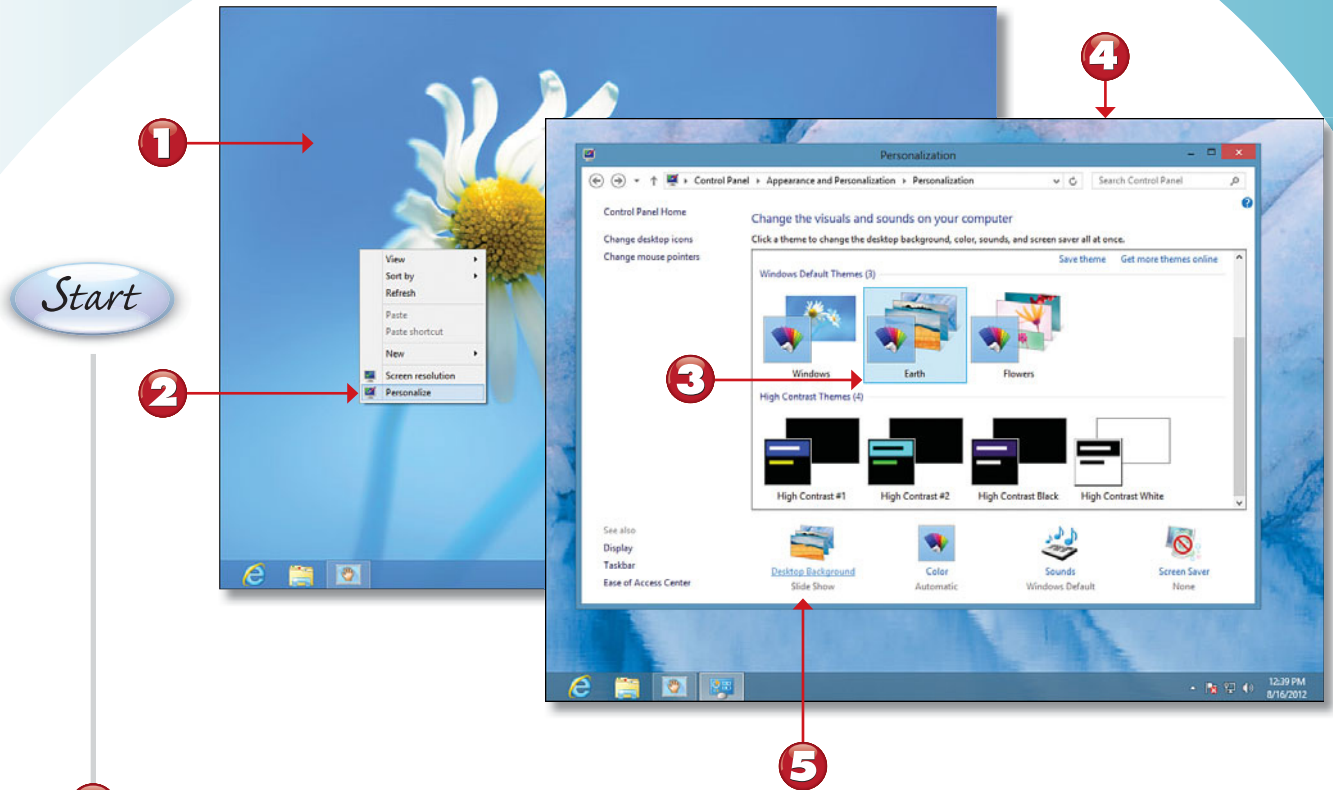
#### NOTE

**Windows 8 Remembers Which Display to Use** When you close a program after dragging it to an additional display, Windows remembers which display was last used for the program. When you open the program again, Windows uses the additional display to run the program. ■



## PERSONALIZING YOUR DESKTOP BACKGROUND

Windows 8 normally uses a photo background for the Windows desktop. If you want to change to a different background, a plain background, or select multiple pictures for your desktop background, this tutorial shows you how.



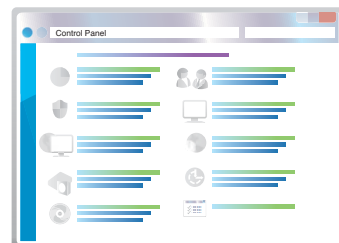
- 1 Right-click the desktop.
- 2 Select **Personalize**.
- 3 Choose a theme.
- 4 The preview of the current theme.
- 5 Click **Desktop Background** to select images or background colors.

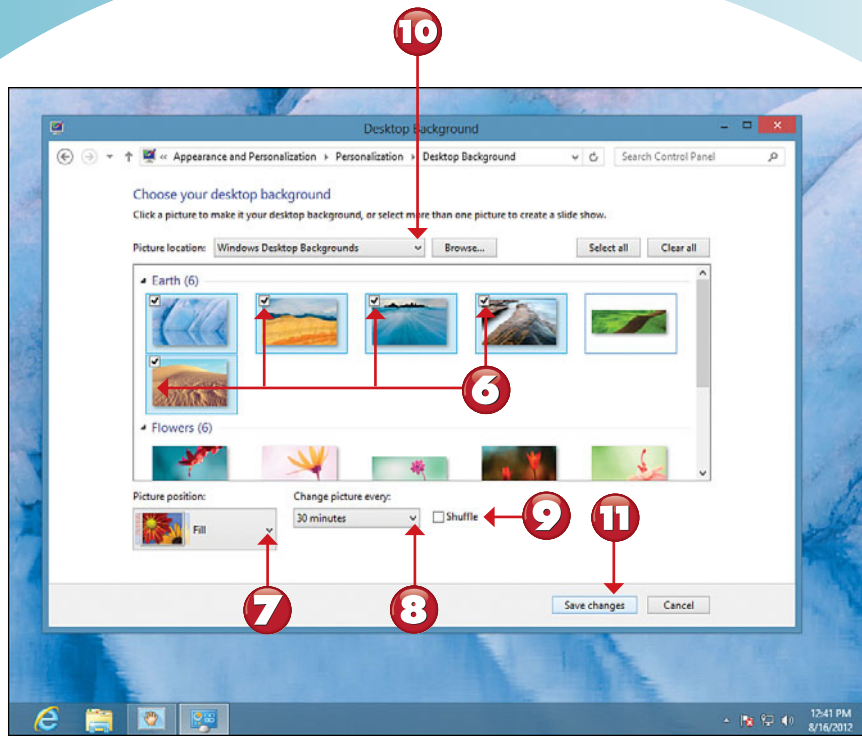
*Continued*



### NOTE

**Desktop Background = Wallpaper** If you're a longtime user of Windows, you might remember that desktop backgrounds were once called *wallpaper*. ■





- 6** Click empty checkboxes to select images.
- 7** Open to select the picture position.
- 8** Open to select how often to change the picture.
- 9** Click to shuffle pictures.
- 10** Open to select other backgrounds (your photos, solid colors, and so on).
- 11** Click **Save changes**.

*End*



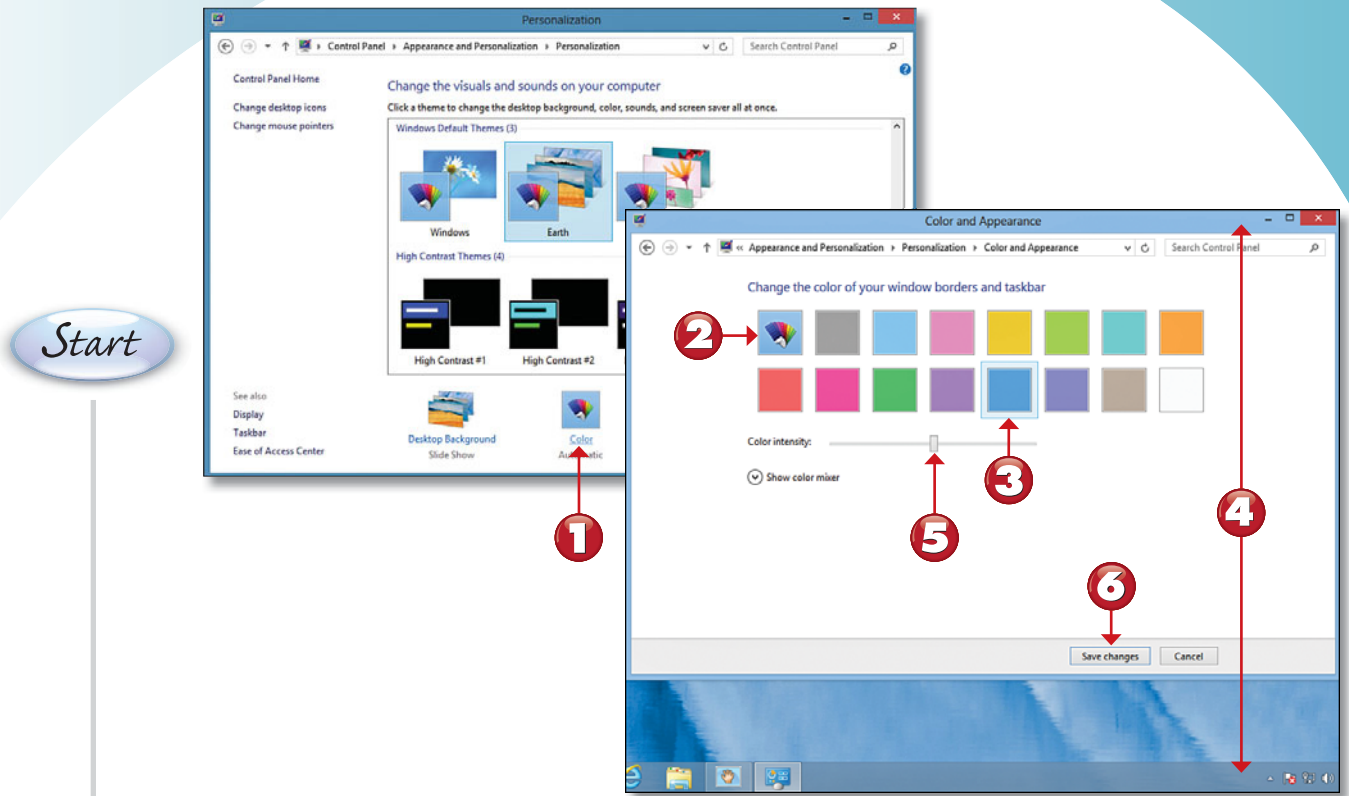
### TIP

**Need More Background Choices?** If you are not satisfied with the standard desktop backgrounds, use the Browse button to locate a picture folder as a background source. You also can select a solid color for the desktop. ■



## SELECTING A STANDARD WINDOW COLOR

The Personalization window also includes options for selecting your preferred window and taskbar color. Here's how to choose your favorite.



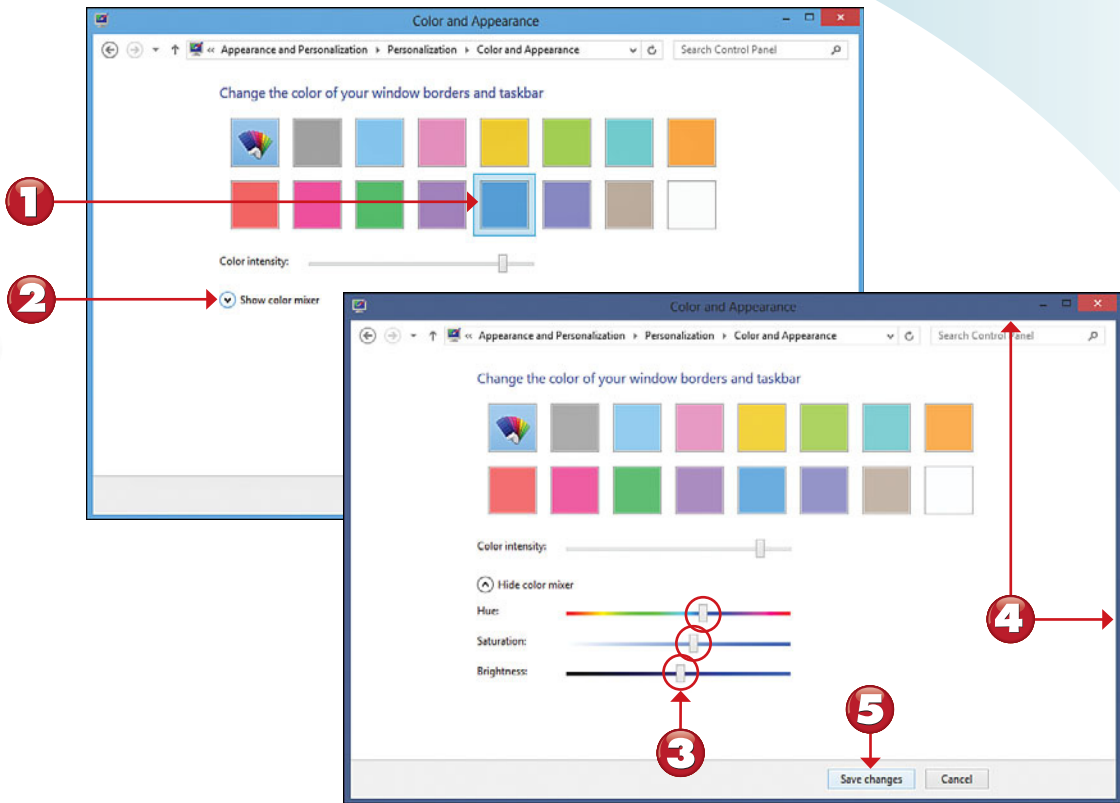
- 1** Click **Color**.
- 2** Automatic is the default selection.
- 3** Click a different color.
- 4** A preview of the current window and taskbar color.
- 5** Adjust the slider to lessen (left) or increase (right) color intensity.
- 6** Click **Save changes**.

*End*



## CREATING A CUSTOMIZED WINDOW COLOR

The Color and Appearance window also includes a color mixer. Here's how to create and select a custom window and taskbar color.



Start

- 1 Select a standard color.
- 2 Click **Show color mixer**.
- 3 Adjust the **Hue**, **Saturation**, and **Brightness** sliders.
- 4 The window (and taskbar) color changes in real time as you adjust sliders.
- 5 Click **Save changes**.

End



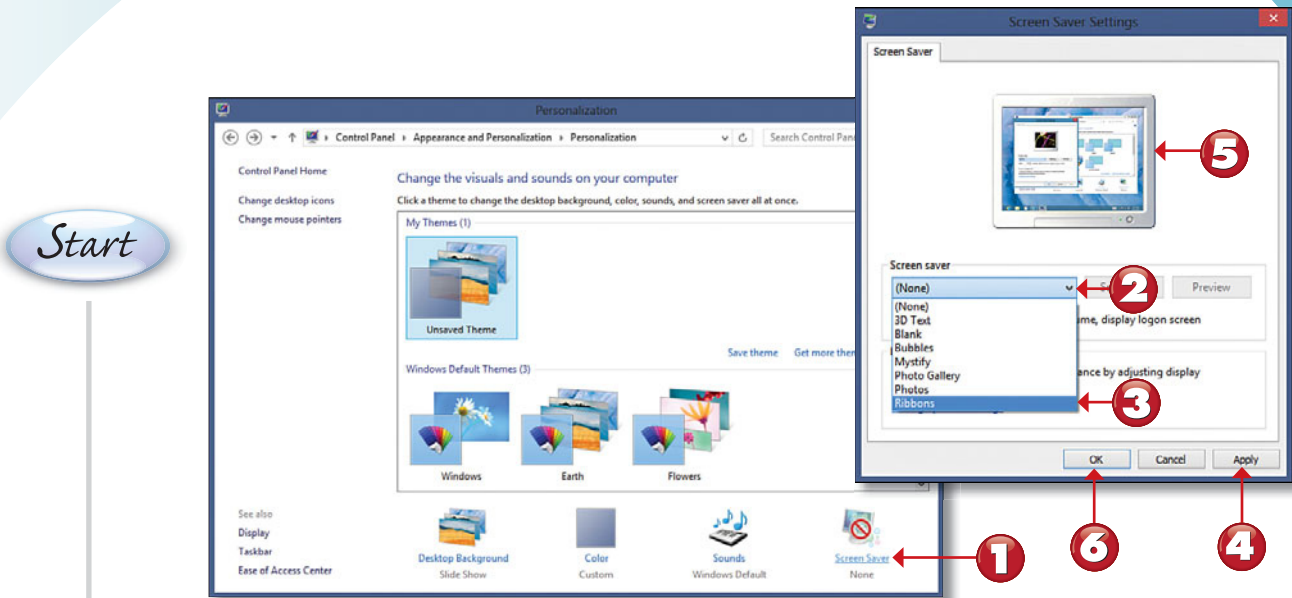
### TIP

**Starting Over with Another Color** To abandon your changes, click **Cancel** in step 5. To use a different color, click any color desired and continue from step 1. ■



## SELECTING A SCREEN SAVER

The Windows 8 screen saver function helps to protect the privacy of your display when you're away from your computer. This feature also helps to prevent an image being permanently burned into your screen—a major concern if you use a plasma HDTV with your computer. This tutorial shows you how to select and customize your favorite screen saver from the Personalization window.



- 1** Click **Screen Saver**.
- 2** Open the **Screen saver** menu.
- 3** Select a screen saver.
- 4** Click **Apply**.
- 5** A preview of the screen saver.
- 6** Click **OK**.



### TIP

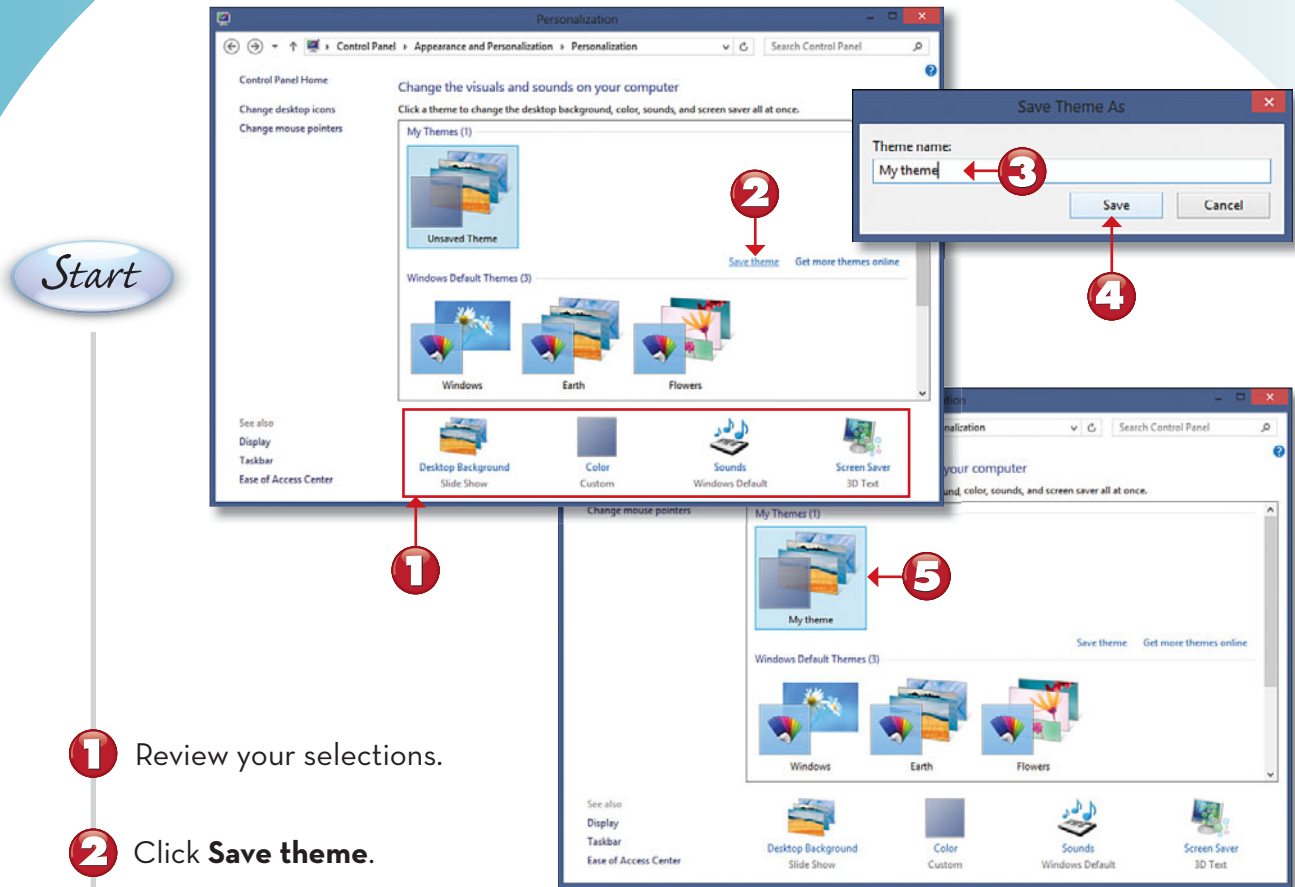
**Keeping Your System Secure with Screen Saver** You can also select an option to display your logon screen after the screen saver works. Enable this option in the Screen Saver Settings dialog box if you use your computer where someone might want to snoop around its contents. ■

End



## SAVING A DESKTOP THEME

A desktop theme is the combination of desktop background, window color, sound effects, and screen saver. After you have made changes to any or all of these settings, you can save your selections as a new theme from the Personalization window. Here's how.



- 1** Review your selections.
- 2** Click **Save theme**.
- 3** Type a name for the theme.
- 4** Click **Save**.
- 5** Your new theme, as it appears in the Personalization window.



### NOTE

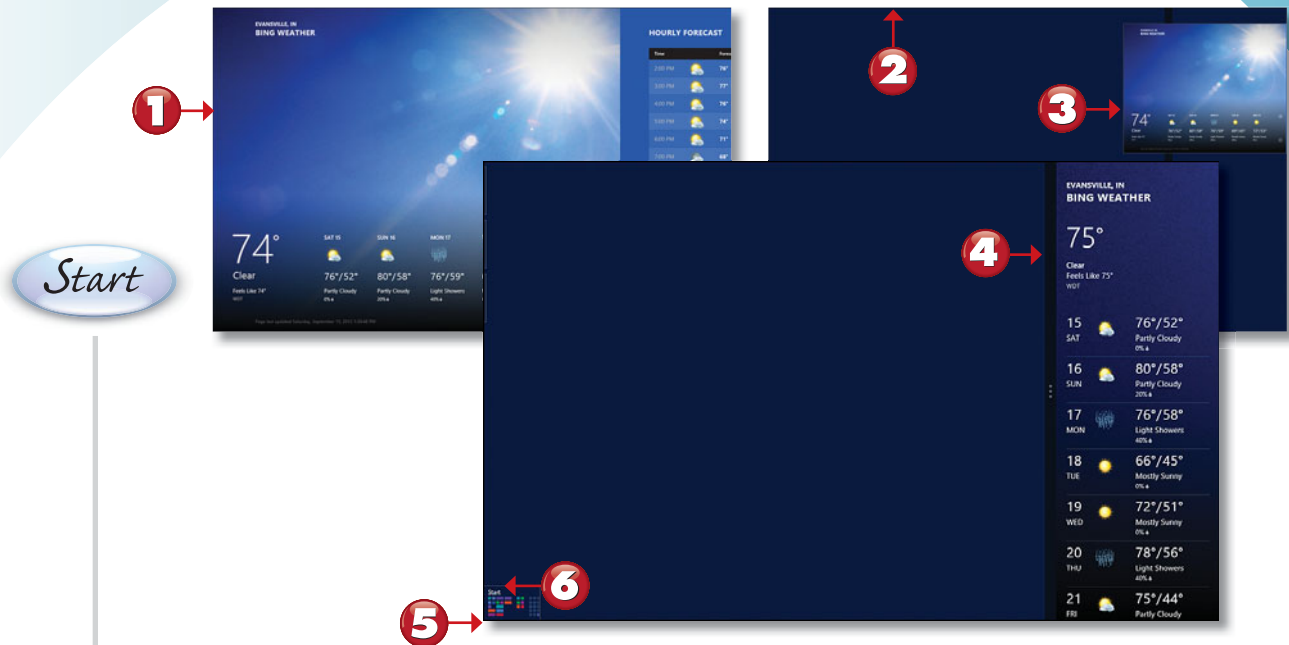
**Choosing Sound Effects** You can select different sound effects for Windows events—such as startup, shutdown, errors, and so on—by clicking the Sounds option shown in step 1 and selecting different sounds for listed actions. The sound scheme you select is also saved as part of your theme. If you download a theme, custom sound effects might be included as part of the theme. ■

End



## SNAPPING APPS

If you have a widescreen display that runs at 1366x768 or higher resolution, you can use a new Windows 8 feature called Snapping Apps. Snapping Apps lets you view two Windows 8 apps or one Windows 8 app and the Windows classic desktop at the same time. Here's how it works.



- 1** Open a Windows 8 app from the Start screen.
- 2** Click the top edge of the program display.
- 3** Drag the program display to the left or right edge of the screen.
- 4** Release the mouse. The program snaps to the left or right edge of the screen.
- 5** Hover the mouse over the lower-left corner of the screen.
- 6** Click **Start**.

*Continued*



### NOTE

**Adjusting Display Resolution** If you need to change the resolution on your display to 1366x768 or higher (you should normally use the Recommended resolution), refer to the first section of this chapter, "Adding and Using an Additional Display." ■



- 7** Open an app or the Desktop from the Start screen.
- 8** Drag the Windows 8 program to the other edge of the screen.
- 9** Release the mouse. The program snaps to the other edge of the screen.
- 10** To switch a program to full-screen view, drag the border of one program toward the program you want to hide.



*End*

## MANAGING DEVICES AND PRINTERS FROM THE WINDOWS DESKTOP

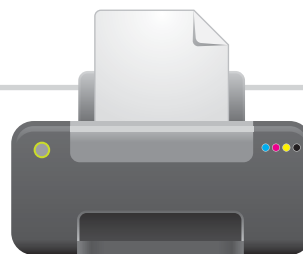
If you need to diagnose device problems, update drivers for a device, revert to older drivers (rollback drivers), or manage devices and printers, use Control Panel's Devices and Printers window. In this example, we use the Devices and Printers window to adjust mouse settings and power options.



**1** Right-click the bottom of the Start screen.

**2** Click **All apps**.

**3** Click **Control Panel**.



*Continued*

Control Panel

Adjust your computer's settings

System and Security  
Review your computer's status  
Save backup copies of your files with File History  
Find and fix problems

Network and Internet  
View network status and tasks  
Choose homegroup and sharing options

Hardware and Sound  
View devices and printers  
Add a device ← 4

Programs  
Uninstall a program

Devices and Printers

Add a device Add a printer Remove device

Devices (7)

DRX-830U GEEKC-PC HF199H (6- High Definition Audio Device) HSD HF199H iFeel Mouse ← 5

Multimedia Devices (3)

Marcus (frankenc-754) Mark E. Soper (tiger-athlon) TIGER-A

Printers (3)

iFeel Mouse Model: iFeel Mouse Category: Mouse

Mouse settings ← 6

Create shortcut  
Remove device  
Troubleshoot  
Properties

Speakers (5- High Definition Audio Device) ← 6

Mouse Properties

Buttons **Pointers** | Pointer Options | Wheel | Hardware

Button configuration

Switch primary and secondary buttons

Select this check box to make the button on the right the one you use for primary functions such as selecting and dragging. ← 7

Double-click speed

Double-click the folder to test your setting. If the folder does not open or close, try using a slower setting.

Speed: Slow Fast

ClickLock

Turn on ClickLock Settings...

Enables you to highlight or drag without holding down the mouse button. To set, briefly press the mouse button. To release, click the mouse button again.

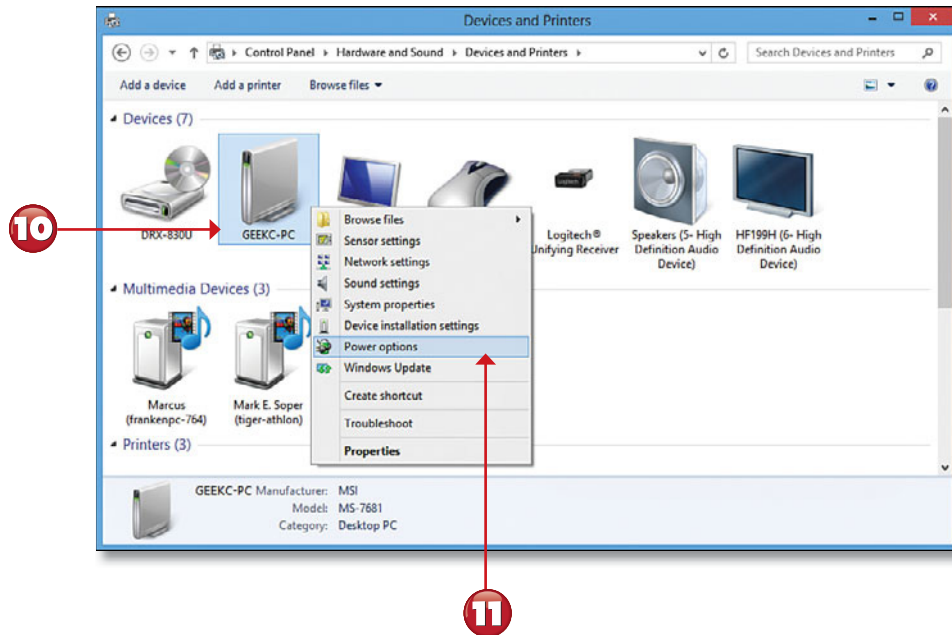
OK Cancel Apply

9 8

- 4 Click **View devices and printers**.
- 5 Right-click the mouse image.
- 6 Click **Mouse settings**.
- 7 Adjust settings as desired.
- 8 Click **Apply**.
- 9 Click **OK**.



*Continued*



**10** Right-click your computer.

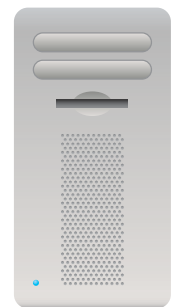
**11** Select **Power options**.

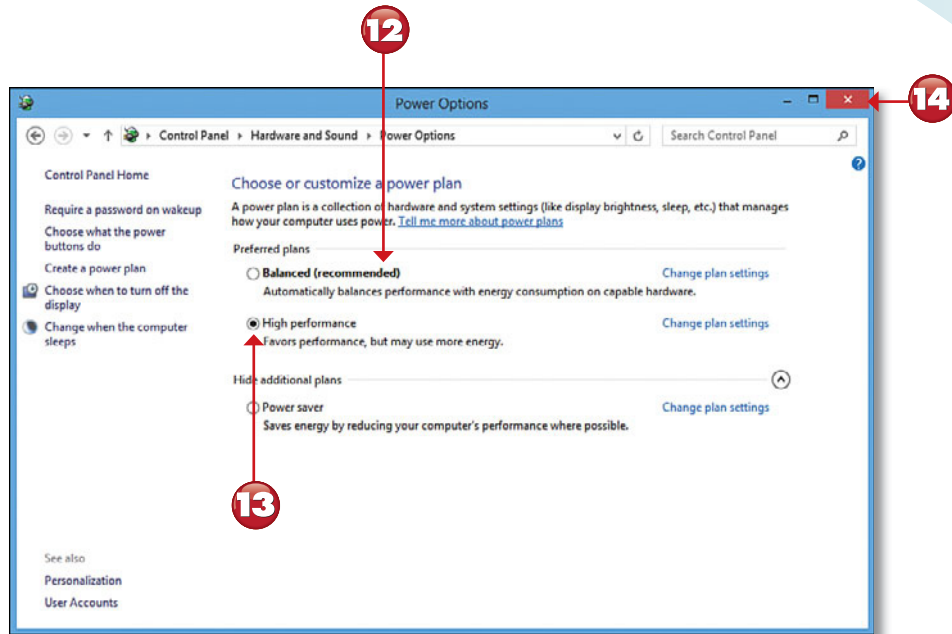
*Continued*



## NOTE

**Menu Options Vary with the Device You Select** The options next to Add a Device and Add a Printer above the Devices section of the window change according to the item you select. For example, if you select the optical drive, you can also eject the media or adjust AutoPlay settings. ■





**12** Balanced is the default setting.

**13** Click **High performance** for fastest system performance.

**14** Click **Close**.

*End*



### TIP

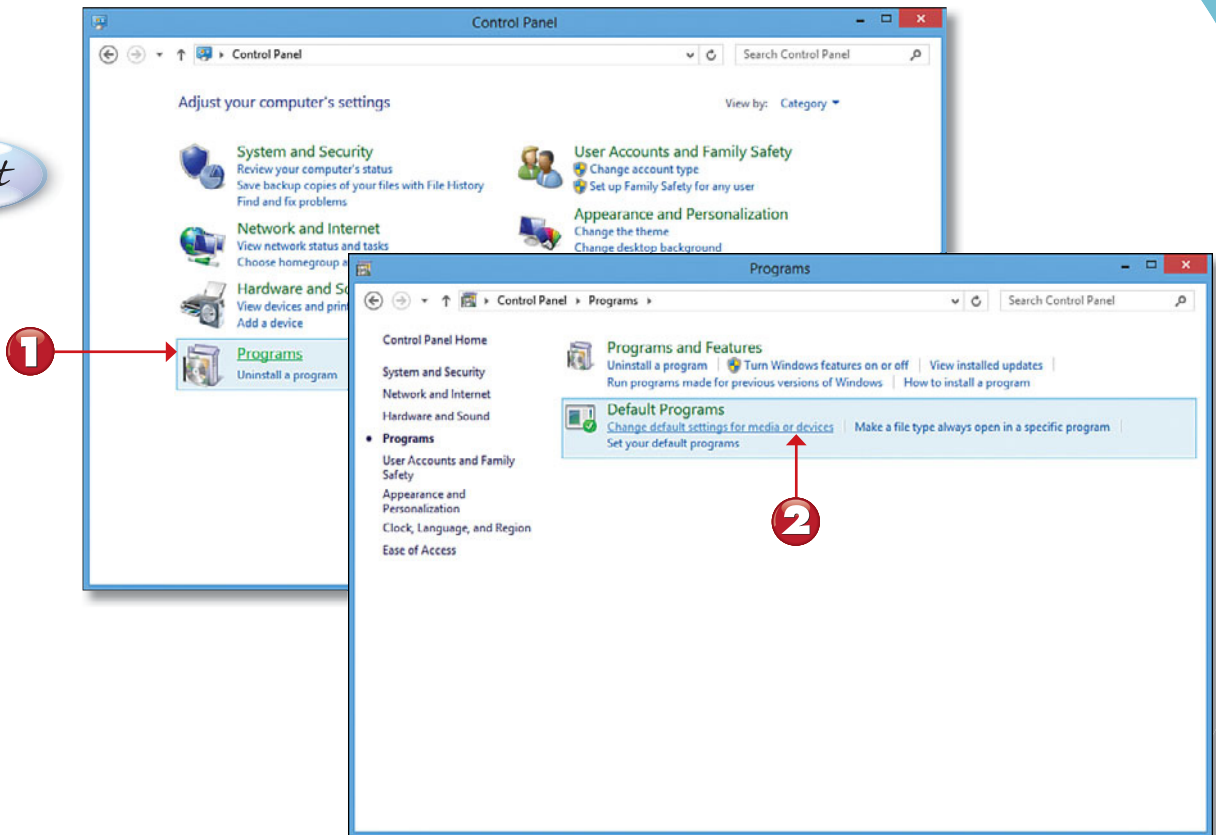
**Saving Power for Longer Battery Life** Use the Power saver option if you are running a laptop on battery power or if you want to reduce power consumption on a desktop computer. Note that the screen is dimmer and the system is slower when you use this option. Click the Show Additional Plans arrow to see other power settings. ■



## CHANGING DEFAULT SETTINGS FOR MEDIA AND DEVICES

What happens when you plug in your digital camera, flash memory card, or USB flash drive? How about when you insert a music CD? You can choose what happens when different types of devices and media are inserted. In this example, you use the Control Panel to specify what happens when you insert flash memory cards from digital cameras, music CDs, and blank CDs.

*Start*

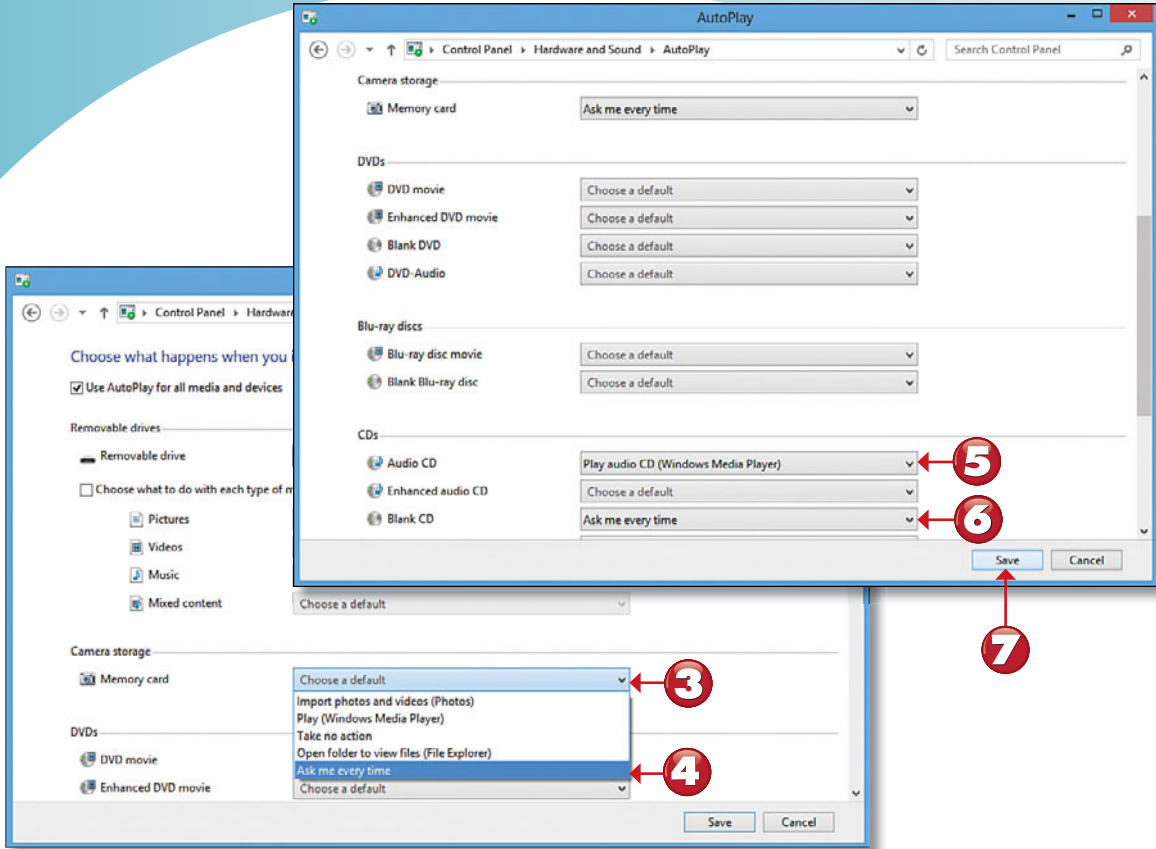


- 1** From Control Panel, click **Programs**.
- 2** Click **Change default settings for media or devices**.

*Continued*





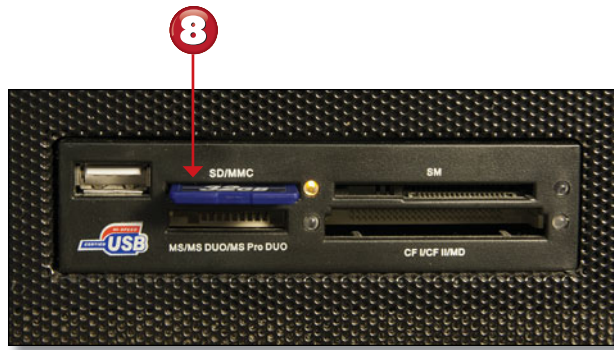


- 3 Open the Memory card menu.
- 4 Click **Ask me every time**.
- 5 Select **Play audio CD (Windows Media Player)** from the Audio CD menu.
- 6 Select **Ask me every time** from the Blank CD menu.
- 7 Click **Save**.



*Continued*










**9** → KODAK (H:)  
Tap to choose what happens with memory cards.

**10** →

KODAK (H:)  
Choose what to do with memory cards.

-  View pictures  
Photo Gallery
-  Import photos and videos  
Photos
-  Play  
Windows Media Player
-  Open folder to view files  
File Explorer
-  Take no action

**8** Insert a flash memory card or drive into your computer's card reader.

**9** Click or tap the message screen.

**10** Choose the option you prefer from the AutoPlay menu.

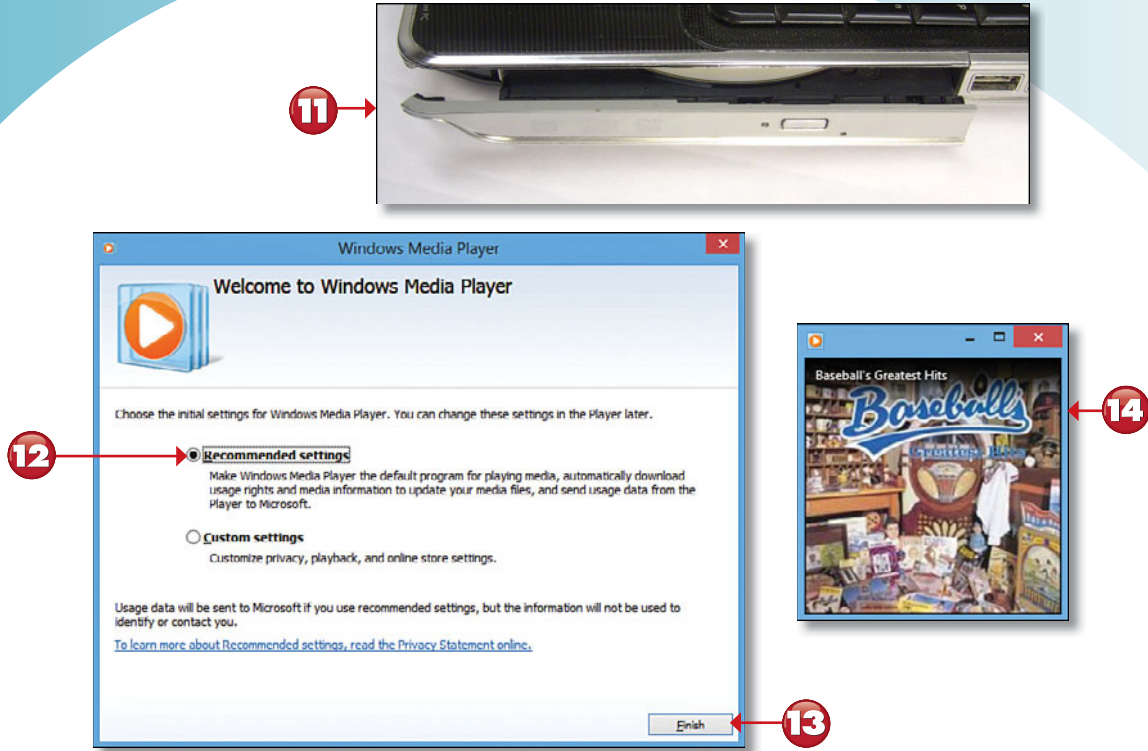
*Continued*



#### NOTE

**Second Chances to See AutoPlay** If you didn't move quickly enough to click or tap the message shown in step 9, open File Explorer, right-click the drive, and then select AutoPlay to see the menu again. ■





- 11** Insert a music CD into your computer's optical drive.
- 12** Click **Recommended settings**.
- 13** Click **Finish**.
- 14** The music CD plays automatically.

*End*



## NOTE

**Windows Media Player One-Time Settings** The dialog box shown in steps 12 and 13 appears the first time you use Windows Media Player. If you have already run Windows Media Player, this dialog box will not appear. ■



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