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Using Windows 8

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Dedication

We dedicate this book to the Microsoft developers and others at Microsoft who put their hearts into their work each day to continue to develop the OS we've known and loved for years.

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—J. Peter Bruzzese

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—Wayne Dipchan

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—Nick Saccomanno

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Introduction

A touch-oriented, tablet ready system that promises better performance, newer features, and an enhanced user experience—that's what Microsoft has brought to its latest operating system, Windows 8. *Using Windows 8* provides an introduction to all the new features and shows you how to get the most out of them. For users coming from Windows XP, the transition will be smoother than ever. Vista users will be just as impressed with the ease of transition; they will also enjoy several new or improved features. Even Windows 7 users will find a whole new interface and new manner of working that requires assistance to get started.

This book has been designed to give you, the reader, more than one method of learning. Some can read a book and look at a few screenshots and that is all they need. Others like a step-by-step approach to learning so they can follow along with the process laid out. Others like to see a task demonstrated because they are visual learners. We have taken all of this (and more) into account when preparing this book. *Using Windows 8* is not only a book, it's an adventure in learning.

Using This Book

This book allows you to customize your own learning experience. The step-by-step instructions in the book give you a solid foundation in using Windows 8, while rich and varied online content, including video tutorials and audio sidebars, provide the following:

- Demonstrations of step-by-step tasks covered in the book
- Additional tips or information on a topic
- Practical advice and suggestions
- Direction for more advanced tasks not covered in the book

Here's a quick look at a few structural features designed to help you get the most out of this book.

Important tasks are offset to draw attention to them.

LET ME TRY IT These tasks are presented in a step-by-step sequence so you can easily follow along.

SHOW ME video walks through tasks you've just got to see—including bonus advanced techniques.

TELL ME MORE audio delivers practical insights straight from the experts.

We encourage you to learn Windows 8 in the way you feel is most comfortable. Perhaps you might want to start with installing it and getting a feel for this new OS from Microsoft, and then explore the many features.

About the *Using* Web Edition

More than just a book, your *Using* product integrates step-by-step video tutorials and valuable audio sidebars delivered through the **Free Web Edition** that comes with every *Using* book. For the price of the book, you get online access anywhere with a web connection—no books to carry, content is updated as the technology changes, and the benefit of video and audio learning.

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This chapter helps you make your system an extension of your personality.

3

System Setup and Personalization

System Setup Configuration Options

When setting up your system during the install process you come across a few screens that ask you to begin the personalization process. For example, in Figure 3.1 you can see the Personalize options where you can choose a color and provide a name for your PC.

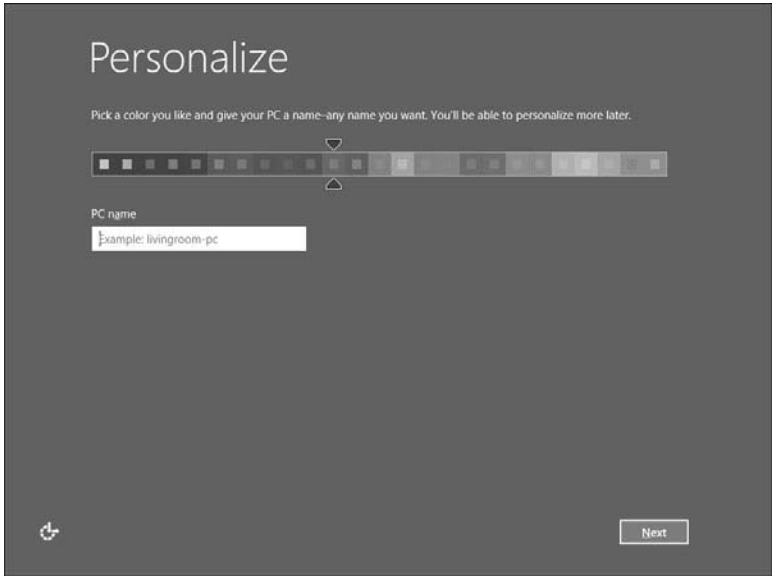

Figure 3.1 *Personalize during the install process*

Once you choose and move forward by selecting Next you are taken to a Settings screen where you can opt for express settings or customize your settings. It is up to you whether you choose to customize your settings now or later. Configuring the settings during the system setup process may be easier than going back and working through each option. However, to move through the install process quickly you might just choose express, which configures the following settings for you:

- Automatically install important and recommended updates.
- Help protect your PC from unsafe content, files, and websites.
- Help improve Microsoft software, services, and location services by sending Microsoft info.
- Check online for solutions to problems.
- Let apps give you personalized content based on your PC's location, name, and account picture.
- Turn on sharing and connect to devices on your network.

If you choose to customize your settings you are asked whether you want to turn on sharing between PCs and connect to devices on the surrounding network. If the network is a home or work network you might choose Yes; however, if it's a public place you might select No.

The configuration of settings in Windows 8 is now much more touch friendly as you learned in Chapter 2, "Navigating the Windows 8 User Interface" (see Figure 3.2). Adjusting settings is handled through drop-downs or on/off switches. You can choose your Windows Update settings during the customization process and also help to protect your PC from unsafe content. The default settings are already chosen for you, so if you don't feel the need to change any of them, you can go ahead and click Next.

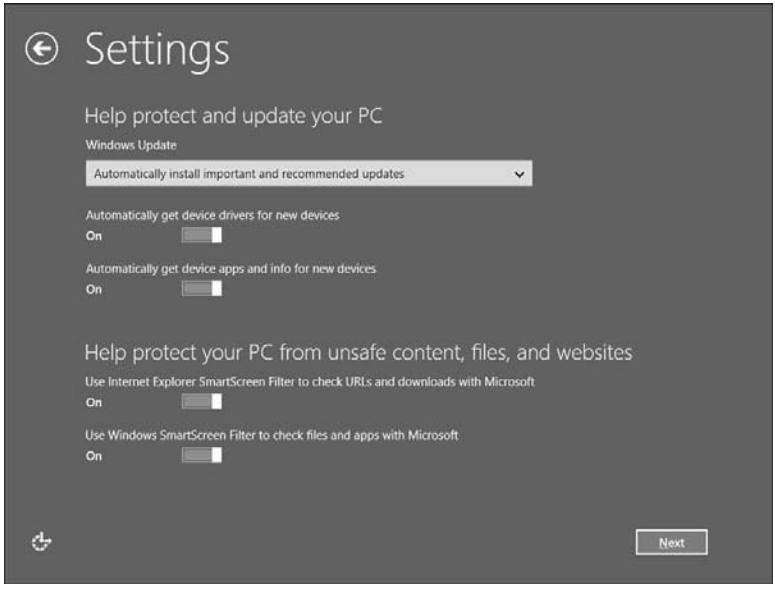

Figure 3.2 *Protection settings during the install process*

Microsoft wants you to help make Windows and apps better by sending information into Microsoft and being part of the Customer Experience Improvement Program and the Help Experience Improvement Program. However, they don't want to force you to be part of these programs so you can see that you have to opt in with a swipe of your mouse or finger to turn settings on or off. Click Next to continue.

During the setup process you can choose to use Windows Error Reporting to check for solutions to problems and use the Internet Explorer Compatibility lists for improved surfing performance. You can also determine whether the apps you are using can share information (that is, your name, picture, and location). Click Next to continue.

The Sign in to your PC screen (shown in Figure 3.3) gives you the ability to configure your system to use an email account to log in. If you sign in with an email it creates a Windows account. If you have one already you should use it to log in to your system. The value in doing this is that it automatically downloads purchased apps from the Windows Store, gets your online content in Microsoft apps automatically, and synchronizes settings online so that your systems automatically look and feel the same (that is, browser history, account picture, and color).

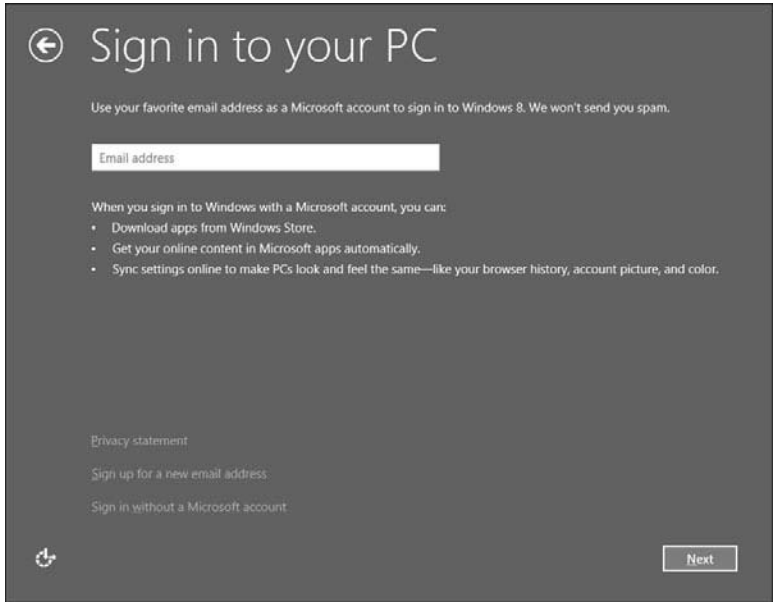

Figure 3.3 *Sign in to your PC*

You might decide to sign up for a new email address (if you don't have one or want to create a new one at this time). Selecting the Sign in Without a Microsoft Account link takes you to an explanation screen that helps to map out the two options for

signing in—the Microsoft Account option and the Local Account option. At that point you can choose to use the Microsoft account or local account.

Putting in your Microsoft account has the system check to see whether such an account exists and then asks you for a password for that account.

Upon entering your password you are shown security information that you would have provided within your account profile for your Microsoft account. If that information is accurate, click Next. Your account will be established on your Windows 8 system and an email will be sent to the email address you indicated to confirm your system is trusted and that you made the request. You confirm the system by selecting the link within the email and signing in with your password through the Microsoft Live site.

After your system is all set and ready to begin use you are brought to the Start screen.

For every set of steps in this chapter we will be looking at setup and personalization from either the Start screen or the Windows Desktop. We indicate which in Step 1 of each group of steps.

Customizing Your System

In the event you took the express route through the system configuration options, you can always go back and make adjustments. In this section, we work through the methods and step-by-steps you need to follow to alter your Windows 8 settings in different ways.

LET ME TRY IT

Changing Your Account Picture

There is more than one way to change your account picture. All methods lead you to the same group of settings, however.

1. From the Start screen select (either with mouse or finger) your avatar in the top right-hand corner.
2. Select Change Account Picture.
3. Note you are now taken to the Personalize options under Account Picture settings in your PC Settings options (see Figure 3.4).

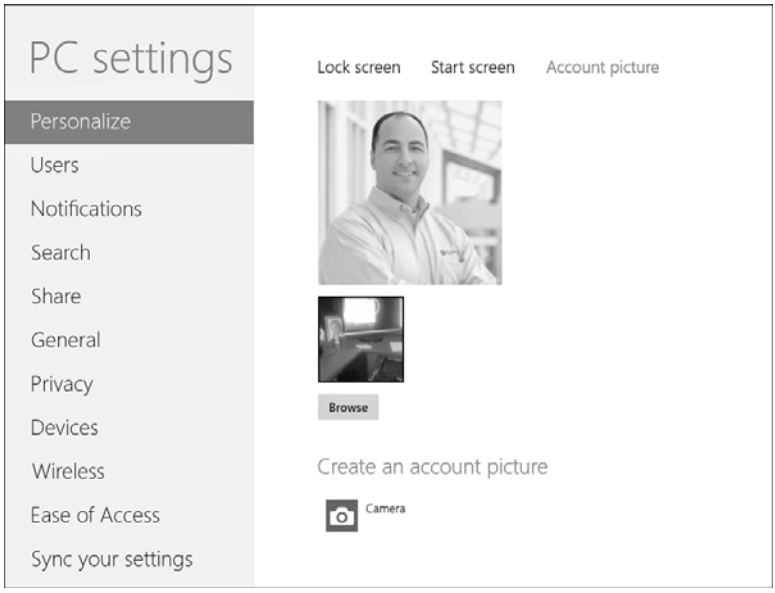

Figure 3.4 *Changing your account picture*

4. Select the Browse button to choose a new picture.
5. Choose the picture you wish to use and click Choose image.

You can see any pictures you've previously used for your account on this screen, so you can choose one of those if you want. If you have a tablet with a camera or a webcam, you can click the Camera button and take a picture for your account.

An Alternate Path

There's another way to access common account settings like those that control your account picture. In Chapter 2 you learned about the Charms bar. From the Charms bar, which you can access from both the Start screen and the Desktop, you can select the Settings charm. Down at the bottom you can select Change PC Settings, as you can see in Figure 3.5. This takes you to the list of settings you saw in Figure 3.4.

Figure 3.5 *Change PC settings*

LET ME TRY IT

Changing the Look of the Start Screen

You might not like the color scheme you chose originally for your Start screen or the pattern that appears with it. It's easy to change both of these items through your PC Settings options:

1. From the Start screen (or Windows Desktop) bring up the Charms bar.
2. Select the Settings charm.
3. Select the Change PC Settings link.
4. From the left-hand menu select the Personalize option and choose the Start Screen link from the middle working pane.
5. You can change the pattern on the Start screen as well as the color background, as you can see in Figure 3.6.

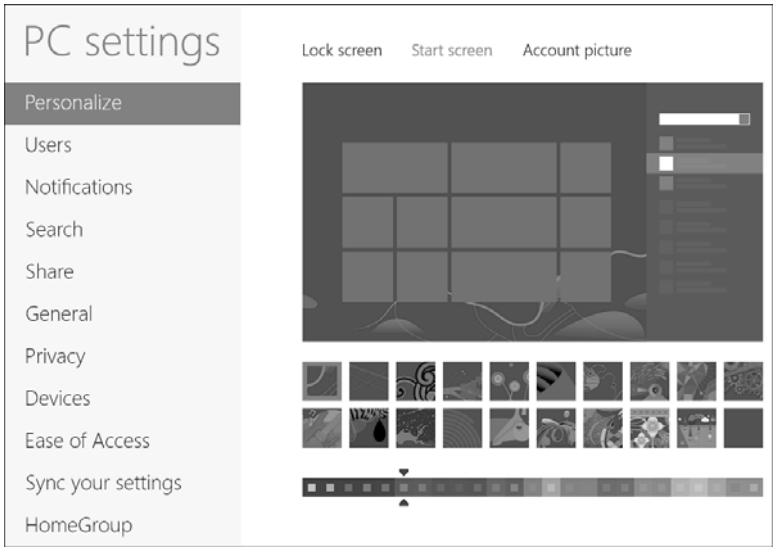

Figure 3.6 *Personalizing your Start screen*

SHOW ME **Media 3.1—Personalizing Your Start Screen**
Access this video file through your registered Web Edition at ***my.safaribooksonline.com/9780789750518/media***.

LET ME TRY IT

Changing Your Lock Screen

You might have noticed that your system has a Lock screen that shows you a nice graphic and gives you the time. The Lock screen also shows you apps that run in the background and gives you quick status and notifications even though the screen is locked. To configure these settings you do the following:

1. From the Start screen (or Windows Desktop) bring up the Charms bar.
2. Select the Settings charm.
3. Select the Change PC Settings link at the bottom.
4. From the left-hand menu select the Personalize option and choose the Lock Screen link from the middle working pane.
5. As shown in Figure 3.7 you can select a preset picture that Microsoft has provided for you (there are several). Or you can click Browse, navigate to a photo of your choosing, and select that.

6. If you scroll down a bit from the image shown here you'll see a Lock Screen Apps section. If you select a plus sign to add a Windows 8 app to run in the background you'll find that it now shows quick status updates and notifications on the Lock screen. A user can select up to seven apps for the Windows 8 Lock screen. For example, if you select the Mail app a little Mail badge shows up on your Lock screen and indicates whether you have unread messages and how many there are.

7. Click the plus sign under Choose an App to Display Detailed Status. You can only choose one app that can provide more detailed status updates. The Calendar is a good choice for this, as is the Weather app.

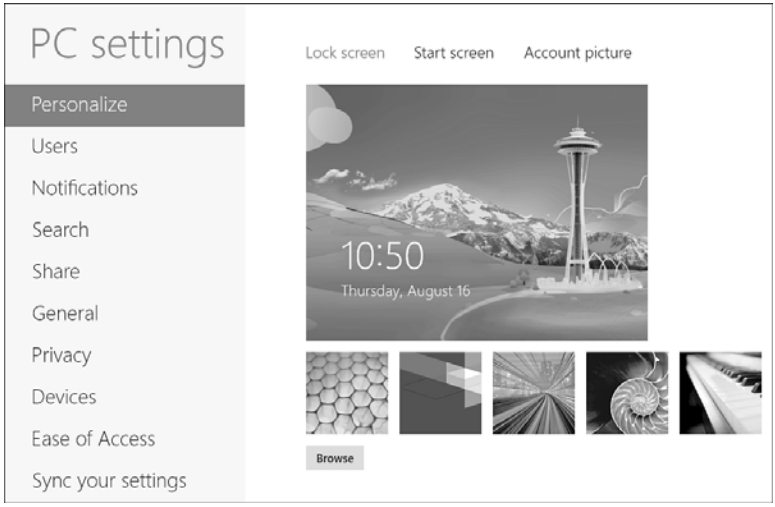

Figure 3.7 *Making Lock screen adjustments*

Although the Lock screen may be great for tablets, some may want to turn it off on their desktop systems. You can do this through the Local Group Policy Editor. To do this you go to the Start screen, type gpedit.msc, and press Enter. Navigate to Computer Configuration, Administrative Templates, Control Panel, and then Personalization. Double-click the entry Do Not Display the Lock Screen and then select Enabled. Click OK to close that window and then close the Local Group Policy Editor. The change takes effect immediately. As a result of this change you will no longer have a Lock screen when you boot or resume from sleep, for example, but will have the sign in screen.

SHOW ME **Media 3.2—Exploring Personalization Settings**

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Tile Customizations

Your tiles (also known as *live* tiles) on the Start screen can be adjusted in many different ways. You might want to show administrative tools on the live tiles, or you might want to clear personal information off them. You might want to add new ones or move them around (as you learned in Chapter 2). All of this is possible within Windows 8. Let's review how you can work with various types of tiles.

LET ME TRY IT

Change an Existing Live Tile

1. From the Start screen right-click or tap and hold an existing live tile.
2. When the App bar appears on the bottom of the screen, note the options you have available (see Figure 3.8). As you can see, with this particular tile you can choose to unpin it from the Start screen, uninstall the app, make the tile smaller, or turn off the "live" functionality of the tile.
3. You can also select a live tile and move it around to a better place on your Start screen.

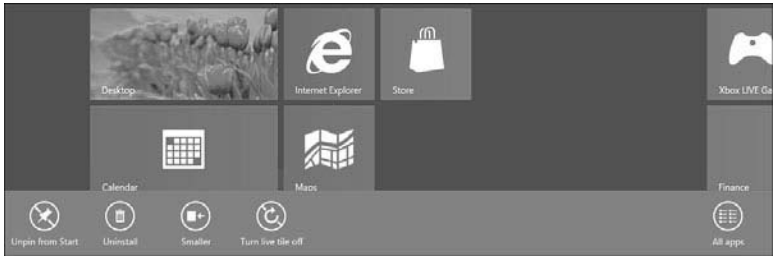

Figure 3.8 *Making adjustments to live tiles*

Place Apps Where You Need Them

1. From the Start screen either slide your finger up from the bottom or right-click anywhere on the background space to reveal the App bar at the bottom. You see an All Apps icon. Select this option.

2. Note a variety of different types of applications are available including Metro style apps and standard applications (see Figure 3.9).
3. Right-click different apps to show you different options for their use and placement. In addition to the options you saw in Figure 3.8, you have the option to open the app in a window, run it as an administrator, or open the launch file location in File Explorer.

Figure 3.9 *Accessing apps and determining placement*

Adding Administrative Tools to Tiles

Administrative tools are a grouping of important tools that are helpful to network administrators, desktop administrators, and power users to help work with the deeper aspects of your OS. You can find these tools through the Control Panel, but if you work with them often, you might want an easy way to access them through the tiles on your Start screen.

1. From the Start screen bring up the Charms bar.
2. Select the Settings charm.
3. Select the Tiles option up toward the top.
4. Slide the slider option from No to Yes under Show Administrative Tools as shown in Figure 3.10.

You can also clear your personal information from tiles by selecting the Clear button.

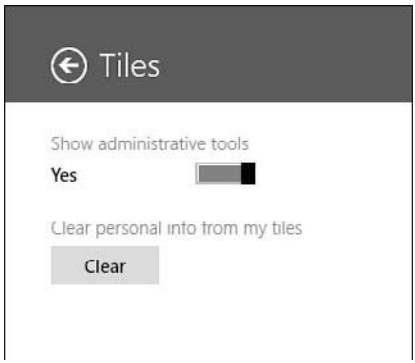

Figure 3.10 *Show administrative tools in your Start screen tiles*

Additional Personalization through PC Settings

There are certainly more settings you can adjust and configure to personalize your system and get it set up. For example, during the initial configuration process that I detailed at the start of this chapter you may have chosen the Express route and now you want to alter the express settings that were automatically chosen. Or maybe you want to peruse all the settings possible and determine on a case-by-case basis which may be worth altering.

It's important to note that there are PC settings options and then there are Control Panel options, which may include display settings for your Windows Desktop and so on. Before moving on to some of the more traditional personalization options within Windows 8 (that mimic many of the same settings found in Windows 7 Desktop personalization) let's review additional personalization through the PC settings options, some of which I discuss and demonstrate in greater detail in the chapters ahead.

Each of the following step-by-steps makes use of the PC Settings screen, which you can access by opening the Charms bar, selecting the Settings charm, and selecting the Change PC Settings link at the bottom of the bar.

Notifications

1. From the left-hand menu on the PC Settings screen, select the Notifications option.
2. At the top you have several configuration options that are on by default, such as whether to show app notifications, but you can turn these off (as shown in Figure 3.11).
3. You can also scroll down and turn notifications on or off based on specific apps that utilize notifications.

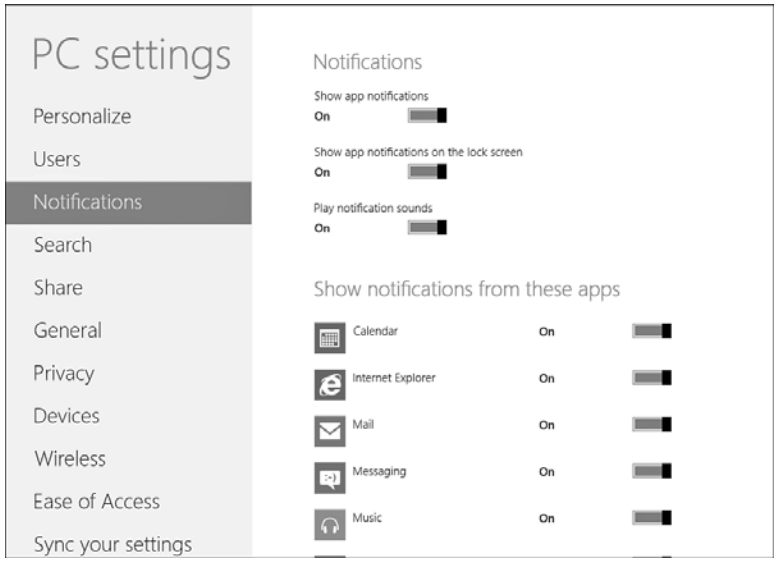

Figure 3.11 *Notification settings*

Search

1. From the left-hand menu on the PC Settings screen, select the Search option.
2. Similar to what you saw in Figure 3.11, at the top you have two configuration options that are on by default and can give you some control over how searches are ordered and saved.
3. You can also scroll down and change how specific apps use the search function.

Share

1. From the left-hand menu on the PC Settings screen, select the Share option (see Figure 3.12).
2. Here you can tweak how apps that can share data are listed and how often you share it.
3. You can also determine the number of items in the list up to 20 items, or choose Clear List.
4. Applications that are designed for sharing are listed as well and you can turn these on or off.

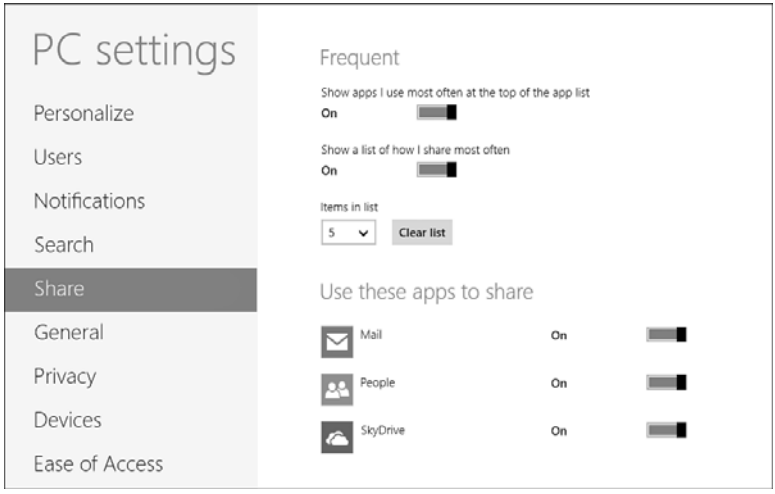

Figure 3.12 *Share settings*

General

1. From the left-hand menu on the PC Settings screen, select the General option (see Figure 3.13).
2. The Time setting allows you to configure your time zone although there are other ways to alter the time zone from the Windows Desktop options and/or Control Panel settings.
3. You can turn app switching on or off (and delete the history).
4. You can turn spelling options on or off (like autocorrect or highlight misspelled words).

5. You can add or change input methods, keyboard layouts, and languages.
6. In addition, you can find options to refresh your PC or recycle your PC (options to be discussed later).

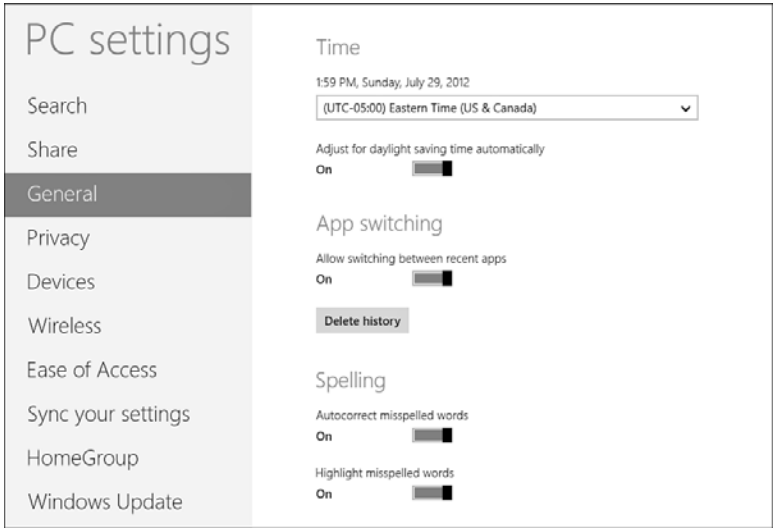

Figure 3.13 *General settings*

Privacy

1. From the left-hand menu on the PC Settings screen, select the Privacy option.
2. There are three privacy settings that determine whether apps can use your location, name, or picture, as well as whether to offer Microsoft anonymous information about your app-based browsing habits.

Devices

1. From the left-hand menu on the PC Settings screen, select the Devices option (see Figure 3.14).
2. You see a list of different devices that have been configured for your system; however, if you need to add a device you can click the Add a Device option at the top to search for devices that have been plugged in to your PC, for network devices, or for Bluetooth devices.

3. The Download Over Metered Connections is turned off by default. Metered connections are typically the sort of connection you use to connect to the Internet over a cellular network. As it says in Figure 3.14, this option is here to help prevent the extra charges some of these networks incur, which are often based on how much data you use. It's best to leave this option on the Off setting so that software related to connected devices doesn't make use of your metered Internet connection.

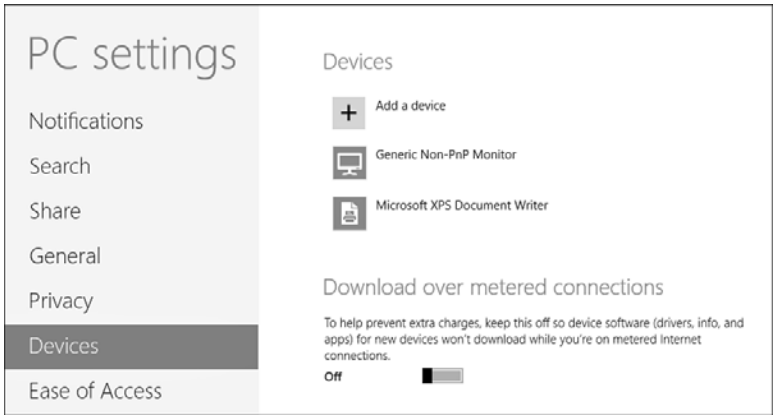

Figure 3.14 *Devices settings*

Ease of Access

1. From the left-hand menu on the PC Settings screen, select the Ease of Access option (see Figure 3.15).
2. These settings help persons with various difficulties to better make use of Windows. For example, you can turn on a higher contrast screen or make everything on the screen bigger to account for issues with your vision. You can also set how long notifications remain onscreen and change the size of the mouse cursor.

Caret navigation is a method of keyboard navigation that allows you to use keys on your keyboard (like Home, End, Page Up, Page Down, arrow keys, and Tab) to navigate through buttons, content, and text entry fields on web pages or on your OS itself.

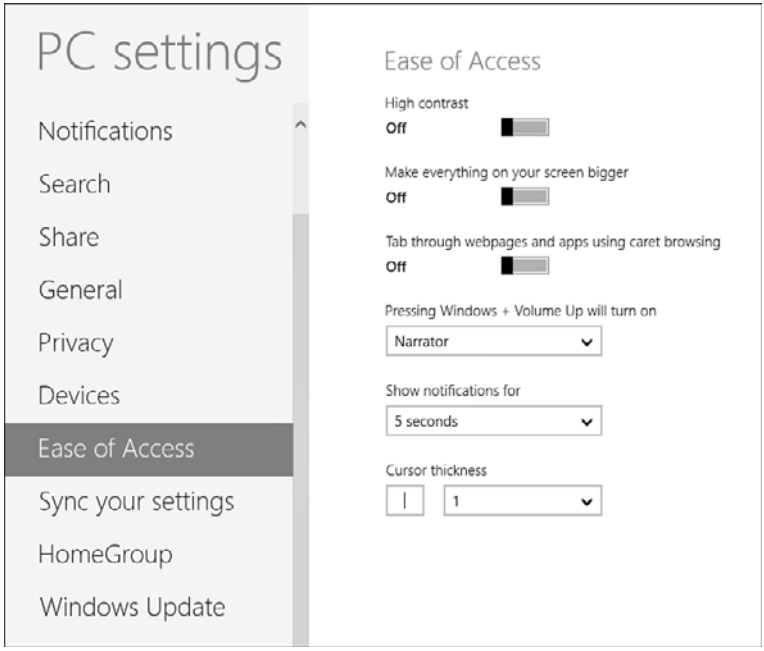

Figure 3.15 *Ease of Access settings*

Sync Your Settings

1. From the left-hand menu on the PC Settings screen, select the Sync Your Settings option.
2. At the top you can turn sync on or off. Then you can scroll down and turn on or off the settings for the following options:

   Personalize: Colors, background, Lock screen and your account picture

   Desktop Personalization: Themes, taskbar, high contrast, and more

   Passwords: Sign-in info for some apps, websites, networks, and HomeGroup

   Ease of Access: Narrator, Magnifier, and more

   Language Preferences: Keyboards, other input methods, display language, and more

   App Settings: Certain app settings and purchases made in an app

   Browser: Settings and info like history and favorites

   Other Windows Settings: File Explorer, mouse, and more

3. Sync over metered connections is another option, similar to the version of this control we covered in the "Devices" section, where you can choose whether to sync settings over metered connections (on/off) and choose to sync settings over metered connections even when roaming (on/off).

HomeGroup

1. From the left-hand menu on the PC Settings screen, select the HomeGroup option.
2. If there are no available HomeGroups on your network you can create one. If HomeGroups are available you can join them if you have the password.

HomeGroups are covered in greater detail in Chapter 7 "Home Networking."

Windows Update

1. From the left-hand menu on the PC Settings screen, select the Windows Update option.
2. You can click the Check for Updates Now option to tell Windows to immediately look for updates to the Windows 8 operating system.

To configure Windows Update settings you would go through the Control Panel itself.

Windows Desktop Personalization

The split personality of Windows 8 includes a split personalization settings issue. So far we have discussed the Start screen settings and the PC settings you can configure using the options provided through Settings on the Charms bar.

However, if we want to focus on the personalization of the Windows Desktop itself there are alternative methods for doing so that include accessing them through the Control Panel options, the taskbar settings, and so forth.

Accessing the Control Panel

The Control Panel is accessible in a couple of different ways. One way is by going to the Windows Desktop, accessing the Charms bar, selecting Settings, and then looking for the Control Panel shortcut link up at the top. Both this option and the Control Panel are shown in Figure 3.16.

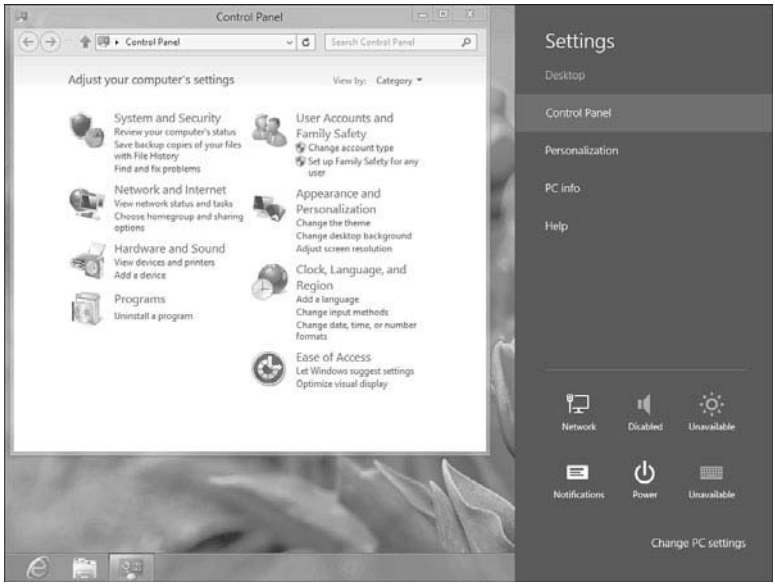

Figure 3.16 *Accessing the Control Panel*

The Control Panel (discussed thoroughly throughout the book) can also be accessed from the Start screen by typing "Control Panel". It automatically comes up in the options for you to select.

Once you have the Control Panel up on the Windows Desktop you can view and adjust your computer's settings by Category or you can select the down arrow next to View By and choose either Large or Small icons.

Changing Display Settings

Your Display settings can be located through the Control Panel. You can also get to them quickly by working off the Screen Resolution settings, accessed off the desktop through a shortcut you can access by right-clicking the desktop and choosing Screen Resolution.

The Screen Resolution settings are easy to work with (see Figure 3.17). You can choose your display and resolution. You can click the Detect button to locate attached monitors/projectors. Click the Identify button to display a number for the display you are looking at. Using that information, you can choose the monitor and the display and resolution settings for that particular monitor (which is especially helpful in a multi-monitor situation).

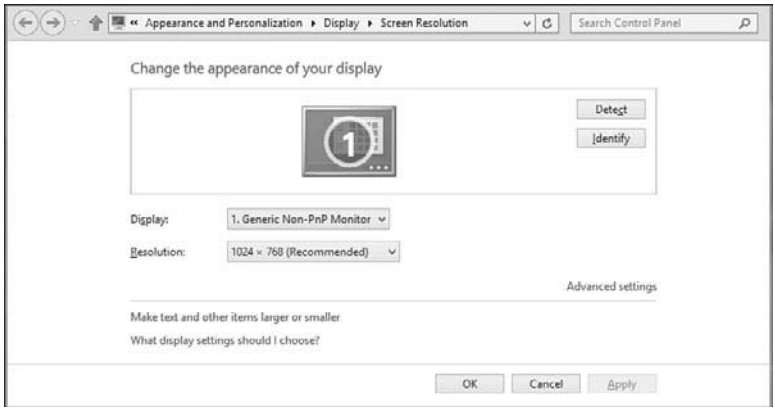

Figure 3.17 *Screen Resolution settings*

If you click the link Make Text and Other Items Larger or Smaller, you return to the Display settings (see Figure 3.18). (Or you can click the Display option in the address bar.) The Display screen is where you can choose Smaller, Medium, or Larger; each option provides a Preview of what that particular display looks like.

You can also select the Custom Sizing Options link to set custom text size options and change your text size to a size that suits your needs. You can select the Change Only the Text Size drop-down arrows to change the size (and add Bold) to the following options: Title Bars, Menus, Message Boxes, Palette Titles, Icons, and Tooltips.

You can also quickly select one of the links to the left to make other changes, such as calibrate the display's color.

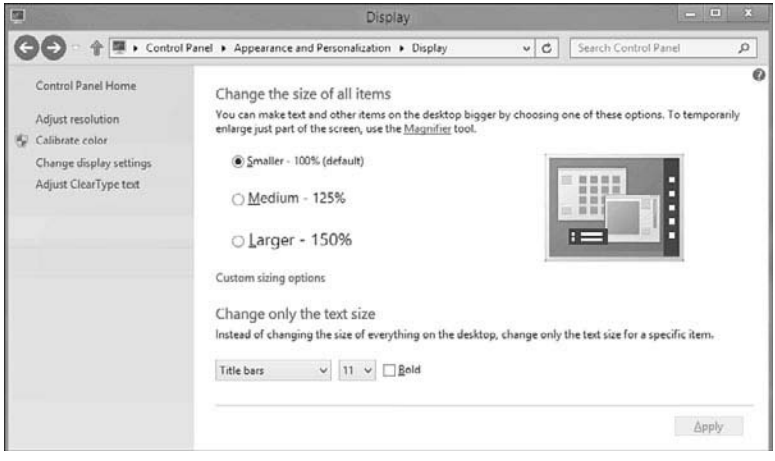

Figure 3.18 *Display settings*

One of the quirky aspects to the Display panel is that the Adjust Resolution link and the Change Display Settings link each returns you to the Screen Resolution options.

Clicking the Adjust ClearType Text link displays the ClearType Text Tuner, which you can use to turn ClearType on or off and then click through various steps of a wizard to refine your ClearText.

LET ME TRY IT

Adjusting Your System to Work with Multiple Monitors

Using multiple monitors connected to a single system is an increasingly popular option in the computing world. You might, for example, need a little more screen real estate with your particular type of job or to operate more smoothly in your work or hobby. To control how Windows 8 treats your multi-monitor setup, follow these steps:

1. Connect both monitors to the computer and ensure your system recognizes both of them.
2. Right-click the desktop and choose Screen Resolution.
3. Both monitors should display in the preview window. Click Monitor 1.
4. Below the preview image, note the Display, Resolution, Orientation, and Multiple Displays settings.
5. Click Monitor 2. Note its settings as well (display, resolution, and so on).
6. Click the monitor you want to use as your main display. Make sure the Make This My Main Display check box is checked for this monitor.
7. If you want to duplicate the screen from your primary display onto your secondary display, select the Multiple Displays drop-down arrow and choose Duplicate Displays (which makes the second monitor a duplicate of the primary monitor). Otherwise, you will probably want to leave the default Extend These Displays option selected (which provides the extension of screen real estate you may be looking for).

8. If it's difficult for you to determine which monitor represents which number in the preview window, click the Identify button. Large numbers display on your monitors so that you can more easily discern which monitor is which.

9. You can also drag the monitor images at the top to tell Windows what the arrangement of display should be. Just select the monitor graphic and drag to see how you can manipulate these.

You can also pan wallpaper across multiple monitors or put a different wallpaper on each monitor. From the Desktop, just right-click anywhere on the background and choose Personalize to get to the configurations. The new feature here is the Span Picture Position choice at the bottom of the dialog. This lets you extend a single image across your multiple screens, as opposed to duplicating the same on each. You can still choose the repeated background, and whether to stretch, fit, fill, tile, or center the background image. To choose a different background for each display in the same Personalization/Desktop Background dialog, you right-click a background image's thumbnail, and a choice of your numbered monitors pops up (for example, Set for Monitor 1). Click the monitor on which you want the current image to display.

Altering Personalization Settings

As for Personalization settings Windows 8 supports different Themes, which combine a background color or image, a glass or window theme, a sound scheme, and a screen saver to form a unique theme style. You can package themes to share them with others.

Accessing Personalization settings can be done through the Control Panel by looking for the Personalization app. You can reach these settings by also going through the Control Panel using the Category view and choosing the Appearance and Personalization link. From there you can see all sorts of configuration options (shown in Figure 3.19). You can also right-click your Windows Desktop and choose Personalize. In addition you can go through the Charms bar: Select the Settings charm and then select the Personalization link, which takes you to the Personalization settings shown in Figure 3.20.

You can configure any type of theme you want. You can choose preconfigured ones or click the Get More Themes Online link. You can also alter desktop icons, mouse pointers, and so forth.

Figure 3.19 *Accessing Personalization settings*

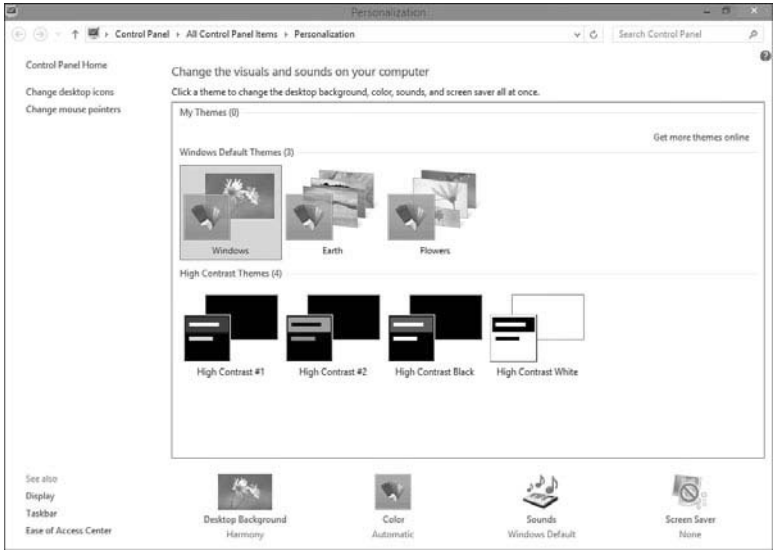

Figure 3.20 *Windows Desktop Personalization settings*

Adjusting Your Themes

When you are ready to add a little personality to your system, you typically want to start with the background.

1. Right-click your desktop and then select Personalize. You can now change the visuals and sounds of your operating system. You will also notice under the My Themes section that you can click Get More Themes Online to access more themes.

2. Note that you can select from among several preconfigured themes.
3. If you click each theme, the Desktop Background, Window Color, and Sounds settings (all listed below the list of themes) change to reflect your selection. When you click each setting, you can customize each theme.
4. Click your preferred theme and then close the Personalization box. You have now changed your desktop theme. You might have noticed the Screen Saver link and that, by default, no screen saver is selected. You learn how to customize a screen saver next.

LET ME TRY IT

Customizing Your Screen Saver

There are a variety of different screen savers to choose from, and the following steps show you how you can adjust the one you are using:

1. Right-click your desktop and select Personalize.
2. At the bottom-right of the Personalization window, click the Screen Saver link to display the Screen Saver Settings dialog box (see Figure 3.21).

Figure 3.21 *Screen Saver settings*

3. In the Screen Saver area, click the down arrow to display the list of available screen savers.
4. For this example, choose Photos.
5. Click the Settings button to display the Photos Screen Saver Settings dialog box.
6. In this dialog box, click Browse to select a folder that contains the photos you want to use for your Screen Saver. You can also adjust the Slide Show Speed at which the photos change—Fast, Medium (the default), or Slow. Click the Shuffle Pictures box if you want to shuffle the photos.
7. After you choose your settings, click Save to save your changes and return to the Screen Saver Settings dialog box.
8. In the Screen Saver Settings dialog box, click Preview to see your screen saver in action. In the Wait box, you can set how many minutes to wait before your screen saver turns on. If you check the On Resume, Display Log on Screen box, you will be prompted for a username and password when Windows 8 comes out of the Screen Saver mode.
9. After you choose your settings, click OK to save the settings and close the dialog box. The Screen Saver Settings dialog box also provides you with Power Management options via the Change Power Settings link. Click this link to see your options. Power options are covered in greater detail in Chapter 10, "System Configuration Settings."

SHOW ME **Media 3.3—Adjusting Your Background and Screen Saver**
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LET ME TRY IT

Configuring the Taskbar

To access the taskbar properties in Windows, simply right-click the taskbar and choose Properties. You can also locate the Taskbar item from within Control Panel. There is also a Notification Area Icons item that you can select from within Control Panel if you are looking at large or small icons rather than a category view.

You can learn about the differences between Control Panel icons and category views in Chapter 10.

Whatever manner you choose to access properties for your Start menu and taskbar, you will note three tabs on the window that appears: Taskbar, Jump Lists, and Toolbars.

Taskbar Tab

On the Taskbar tab, shown in Figure 3.22, you can select or deselect the following taskbar appearance options:

- Lock the Taskbar
- Auto-Hide the Taskbar
- Use Small Taskbar Buttons

You can also determine the Taskbar Location On Screen (Bottom, Left, Right, or Top). In most cases, users choose Bottom (the default setting).

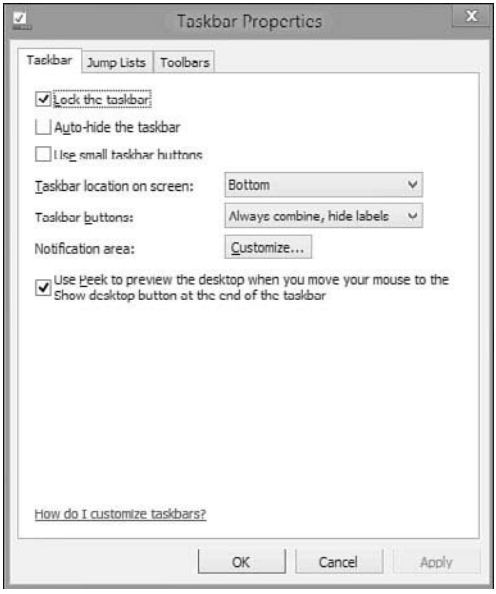

Figure 3.22 *Taskbar properties*

The Taskbar Buttons options allow you to determine how you want your applications and such to appear in the taskbar. A taskbar button is an icon that represents a program or document that you have opened. As you open more programs and documents, you create clutter on your taskbar. By using the Taskbar Buttons feature, you can choose to Always Combine, Hide Labels, Combine When Taskbar Is Full, or Never Combine.

The Taskbar tab also includes a Notification Area section (see Figure 3.23). Click the Customize button to display the Notification Area Icons dialog window, where you can select which icons and notifications appear in the Notification Area (which is also known as the notification tray or system tray). These options allow you to hide certain icons and notifications from your notification tray, which you may want to do if there are icons or notifications that you don't want or need to see. (This does not stop the programs behind these icons from running, however.)

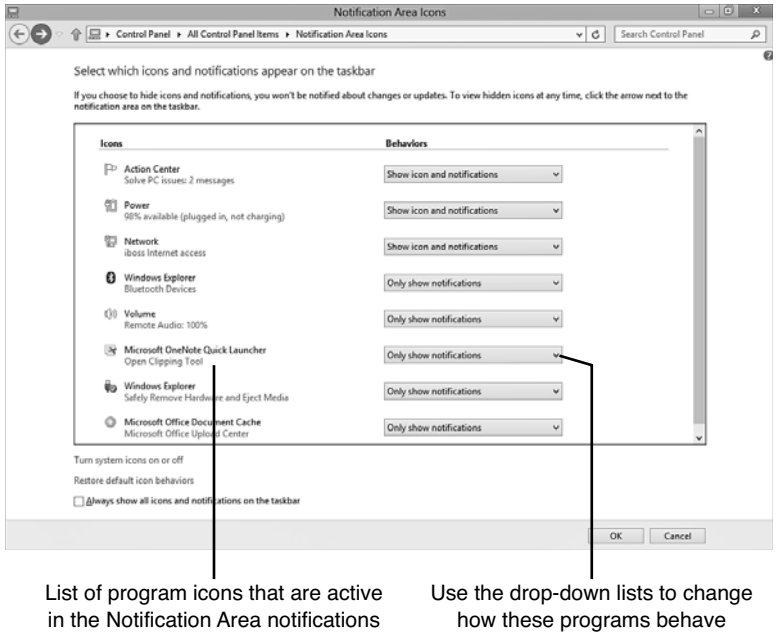

Figure 3.23 *The Notification Area*

If you want to set the behaviors of system icons (items like the Clock, Volume control, Power options, and so on), click the Turn System Icons On or Off link near the bottom of the window.

There is also a check box you can use to turn on or off on the Taskbar tab that says Use Peek (previously called Aero Peek) to Preview the Desktop When You Move Your Mouse to the Show Desktop Button at the End of the Taskbar. This button used to be a little sliver that was easy to see but it isn't defined as an actual button any longer. Now, you just have to know it is there by hovering your mouse over the Show Desktop square, which makes other windows transparent.

LET ME TRY IT

Adjusting the Notification Area

The following steps show you how to remove the Action Center icon from the Notification Area while still allowing notifications to continue to be shown from the Action Center.

1. Right-click the taskbar and select Properties to bring up the Taskbar Properties dialog box. The Taskbar tab displays by default.
2. On the Taskbar tab, in the Notification Area section, click the Customize button. A list of icons and their respective behaviors displays.
3. For the Action Center icon, click the Behaviors drop-down and choose Only Show Notifications.
4. Click OK.

With XP and Vista, the default behavior of the Notification Area (also known as the system tray) is for application icons to just jump into the tray until the point at which the icons grew to annoying proportions. Windows 7 (and now 8) prevents this by allowing only six (it was five in Windows 7) standard items (Action Center, Power, Network, Volume, Input Indicator, and Clock), all of which can be seen by clicking the Turn System Icons On Or Off link from the Notification Area settings. As you add new applications to the taskbar, their icons and notifications are hidden by default. If you want to show them, you have to adjust their respective notifications.

Jump Lists Tab

On the Jump Lists tab, shown in Figure 3.24, you can determine the number of recent items to display in jump lists (the default being 10 items).

There are also Privacy settings where you can select or deselect the options to Store Recently Opened Programs and/or Store and Display Recently Opened Items in Jump Lists.

Toolbars Tab

You have a few toolbars you can add to the taskbar from the Toolbars tab in the Taskbar Properties dialog (see Figure 3.25). You can add the Address toolbar, the Links toolbar, the Touch Keyboard toolbar, or the Desktop toolbar.

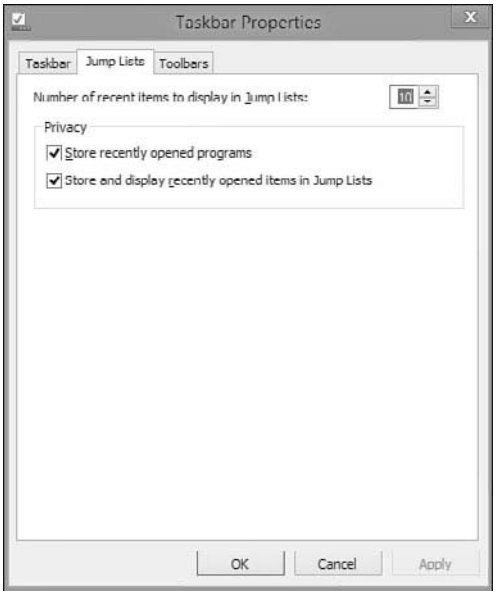

Figure 3.24 *The Jump Lists tab*

Figure 3.25 *The Toolbars tab*

LET ME TRY IT

Adding the Address Bar to the Taskbar

There are toolbars you can add to your taskbar to help you personalize the bar.

1. Right-click the taskbar and select Properties to bring up the Taskbar Properties dialog box.
2. Click the Toolbars tab.
3. Select the Address check box and click OK. You now see an Address bar located on the taskbar.

There is a shorter way to get this done. Right-click the taskbar, go to Toolbars, and then click Address. You can use this same approach to add any toolbar you want to see on your taskbar.

Configuring Time Options

Typically, the Date and Time options are part of a discussion of the Control Panel because you find those settings there. However, your clock is part of your initial Desktop settings. And in Windows 8, you can take advantage of some cool options.

For example, you can actually set up multiple time zone clocks to be displayed for your personal or business needs.

To see the time and current calendar month, you can click the Time/Date option in your Notification Area. Click the Change Date and Time Settings link to display the Date and Time dialog box (see Figure 3.26).

This dialog box features the following tabs:

- **Date and Time—**Configure your Date, Time, and Time Zone settings, and more.
- **Additional Clocks—**Select the Show this Clock check box to display up to two additional time zones.
- **Internet Time—**Synchronize your system time with an Internet-based time server (typically already determined). You can click the Change Settings button to choose a different Internet time server.

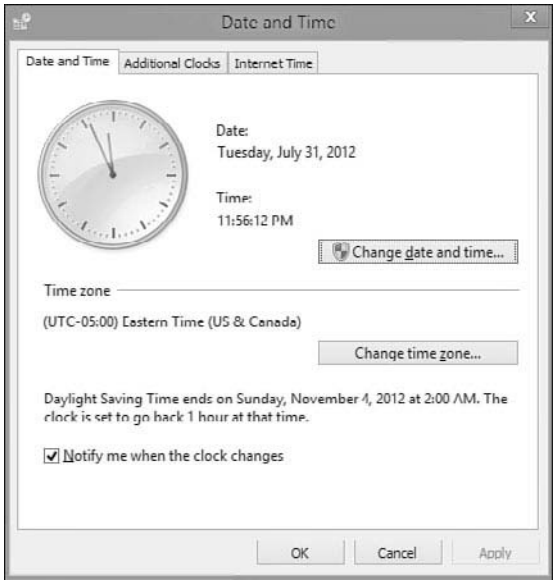

Figure 3.26 *Date and Time dialog box*

LET ME TRY IT

Adding an Additional Clock to the Notification Area

You might need or simply want to know at a glance what the time is in other parts of the world. Windows 8 allows you to add two additional clocks to your Notification Area.

1. Click the time and date on your taskbar to display a larger view of the calendar and clock.
2. Click the Change Date and Time Settings link. The Date and Time dialog box displays.
3. Click the Additional Clocks tab (see Figure 3.27).
4. Select the first Show this Clock check box so you can choose a time zone and a display name.
5. Click the Select Time Zone drop-down arrow and choose a time zone different from the one you already use.
6. In the Enter Display Name box, type a display name for the additional clock. Click OK.
7. Hover your mouse over the date and time on your taskbar, and you see the other time zones you have configured (see Figure 3.27).

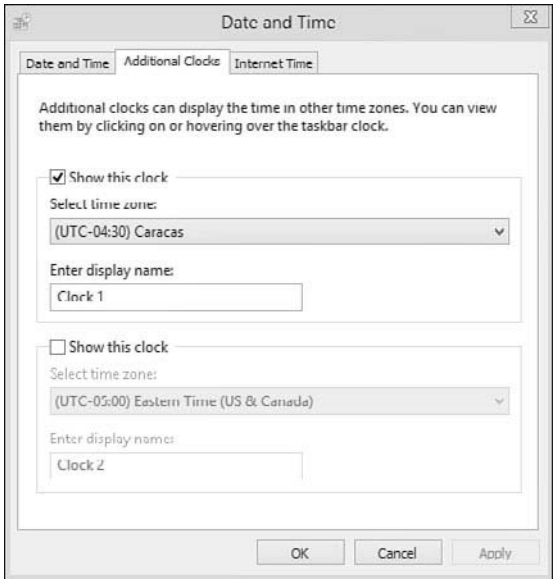

Figure 3.27 *Multiple time zones*

This is a great tool for travelers who like to call home or for business employees who have offices and clients in other time zones.

LET ME TRY IT

Change Desktop Icons

Maybe you like having the Recycle Bin on your Windows Desktop. Maybe you don't. Perhaps you prefer more icons. Whatever your preference you can alter the icons by performing the following:

1. From the Windows Desktop right-click and choose Personalize.
2. From the Personalization settings note the link to the left Change Desktop Icons. Select this link.
3. From the Desktop Icon Settings dialog, shown in Figure 3.28, you can turn additional icons on/off such as Computer, User's Files, Network, Recycle Bin, and Control Panel.
4. To alter the icon for various desktop icons, click the Change Icon button and choose additional graphics. To reset the default icons, click Restore Default.

5. The Allow Themes to Change Desktop Icons option is useful if you download and utilize a theme that has unique icons to go along with it.

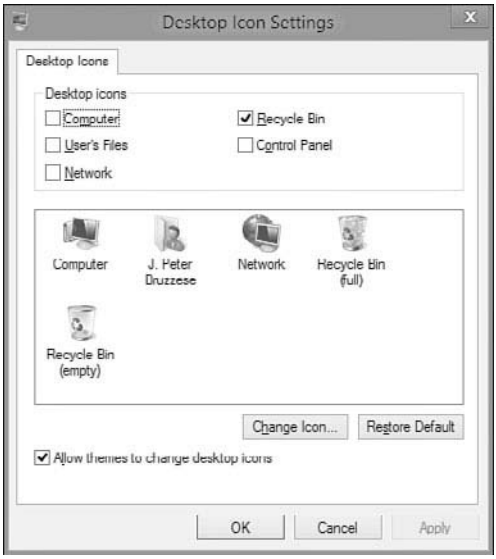

Figure 3.28 *Desktop Icon Settings dialog*

TELL ME MORE **Media 3.4—A Discussion of System Set-Up and Personalization in Windows 8**

Access this audio recording through your registered Web Edition at ***my.safaribooksonline.com/9780789750518/media***.

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