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Mark Edward Soper

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Windows® 8.1

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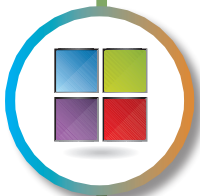
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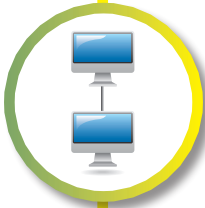


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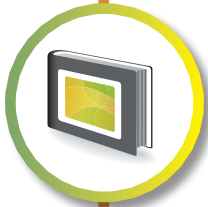


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ONLINE ELEMENTS

Appendix A: Installing Windows to an Empty Drive

EASY WINDOWS® 8.1

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Mark Edward Soper has been using Microsoft Windows ever since version 1.0, and since 1992 he has taught thousands of computer troubleshooting and network students across the country how to use Windows as part of their work and everyday lives. Mark is the author of *Easy Windows 8*, *Easy Microsoft Windows 7*, *Teach Yourself Windows 7 in 10 Minutes*, and *Using Microsoft Windows Live*. Mark also has contributed to Que's *Special Edition Using* series on Windows Me, Windows XP, and Windows Vista; *Easy Windows Vista*; *Windows 7 In Depth*, and has written two books about Windows Vista, including *Maximum PC Microsoft Windows Vista Exposed* and *Unleashing Microsoft Windows Vista Media Center*.

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DEDICATION

For Zoe, who brings new joy into our lives.

ACKNOWLEDGMENTS

My name's on the cover, but a lot of people, including you, my valued readers, have helped put it there. I thank you for reading this book, and I want you to know who helped me.

"Every good and perfect gift comes from above," and I have seen the goodness and encouragement of God expressed in many ways and many people, most particularly my wife, Cheryl. She saw my gift for writing and teaching when no one else did, and has been blessed along with me to see it grow.

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 and University of Southern Indiana, for teaching opportunities; Bob Cowart, and Brian Knittel for helping continue my real-world Windows education. And, of course, the Microsoft family.

Thanks also to my family, both for their encouragement over the years and for the opportunity to explain various Windows features and fix things that go wrong. Even though some of them have joined the "dark side" (they have Macs), we still get along, and thanks to Microsoft's determination to "play nicely with others," we can share photos, chat, and enjoy each other's presence from across the room or across the country.

I also want to thank the editorial and design team that Que put together for this book: Many thanks to Michelle Newcomb for bringing me back for another *Easy* series book, and thanks to Todd Brakke, Vince Averello, and Tonya Simpson for overseeing their respective parts of the publishing process. Thanks also to Cindy Teeters for keeping track of invoices and making sure payments were timely.

I have worked with Que Publishing and Pearson since 1999, and I'm looking forward to many more.

WE WANT TO HEAR FROM YOU!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn't like about this book—as well as what we can do to make our books better.

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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. Windows 8.1 is a major update to its predecessor (already the biggest change in Windows in years), and *Easy Windows 8.1* 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 8.1 gives you a painless and enjoyable way to discover Windows' essential features. We spent months with Windows 8.1 to discover what's changed from Windows 8, and you get the benefit: an easy-to-read visual guide that gets you familiar with the latest Microsoft product in a hurry.

Your time is valuable, so we've concentrated our efforts on features you're likely to use every day. Our objective: help you use Windows to make your computing life better, more productive, and even more fun.

HOW TO READ *EASY WINDOWS 8.1*

So, what's the best way to read this book?

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 and Improved in Windows 8.1," 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 and Improved in Windows 8.1," provides a quick overview of the most important new and improved features in Windows 8.1. 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 8.1," is designed for users of Windows 7 or previous versions who are upgrading to Windows 8.1. This chapter covers the process and helps you make the best choices along the way.

Chapter 3, "Essential Windows 8.1 Tasks," shows you how to log in to Windows 8.1, how to use the touch keyboard or handwriting interface, how to use shortcut keys, how to work with a touchscreen, how to lock and unlock your computer, and how to shut it down or put it into sleep mode.

Chapter 4, "Using the Windows 8.1 Start Screen," helps you understand how to use the 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 from the Modern UI," provides step-by-step instructions on how to use Internet Explorer 11 when you run it from the Start screen.

Chapter 6, "Using Alarms, Calculator, and Sound Recorder," introduces you to three new Windows 8.1 apps and how they work.

Chapter 7, "Enjoying Music and Video," helps you discover your favorite music and video sources, download and buy music and video, and enjoy your personal collection.

Chapter 8, "Using Movie Moments," shows you how to use this new Windows 8.1 feature to create and upload short videos.

Chapter 9, “Viewing and Taking Photos with Photos and Camera,” is your guide to the Photos and Camera apps. Whether you use your tablet’s built-in webcam and backward-facing camera or a digital camera, learn how to view and edit your pictures.

Chapter 10, “Working with Files,” shows you how Windows 8.1 brings local and cloud-based file storage to the Start screen.

Chapter 11, “Mail, Skype, and Information Services,” introduces you to key features in the new and improved Mail, Skype, People, Calendar, Maps, Weather, Reader, Finance, and Food & Drink apps to stay in touch with the world around you.

Chapter 12, “Customizing the Start Screen,” shows you how to pin folders and websites to the Start screen, how to change its background and color scheme, and how to rearrange tiles.

Chapter 13, “Managing Windows with PC Settings,” helps you manage everything from screen resolutions and app settings to lock screen, PC information, and date/time settings from the Start screen.

Chapter 14, “Using the Windows Store,” takes you on a tour of the preferred way to get free and commercial apps for your device. Learn how to search for apps, download free apps, and buy new apps.

Chapter 15, “Playing Games,” shows you how to build a gaming library from the Windows Store and enjoy yourself.

Chapter 16, “Running Desktop Apps,” helps you run and manage programs that run from the Windows desktop, use built-in apps such as Snipping Tool, Sticky Notes, Character Map, and WordPad, and print files.

Chapter 17, “Managing Storage with File Explorer,” helps you manage files, folders, and drives, burn data discs, and copy/move files safely.

Chapter 18, “Networking Your Home with HomeGroup,” shows you how to use the HomeGroup feature to set up and manage a network with Windows 7, Windows 8, and Windows 8.1 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 19, “Working with Photos and Music from Your Desktop,” helps you use Windows apps for photo viewing and Windows Media Player for playing music and ripping CDs.

Chapter 20, “Web Browsing from Your Desktop,” shows you how to use Internet Explorer 11’s desktop-only features for tab, home page, and favorites management.

Chapter 21, “Advanced Configuration Options,” shows you how to add a second display, personalize your desktop, manage devices and printers, and use Task Manager to find out what’s happening inside your PC.

Chapter 22, “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 23, “Protecting Your System,” shows you how to keep Windows 8 updated, protect your files, create a restore point, and check for spyware.

Chapter 24, “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!

Also be sure to check out additional tasks available online at quepublishing.com/register.

Enjoy!

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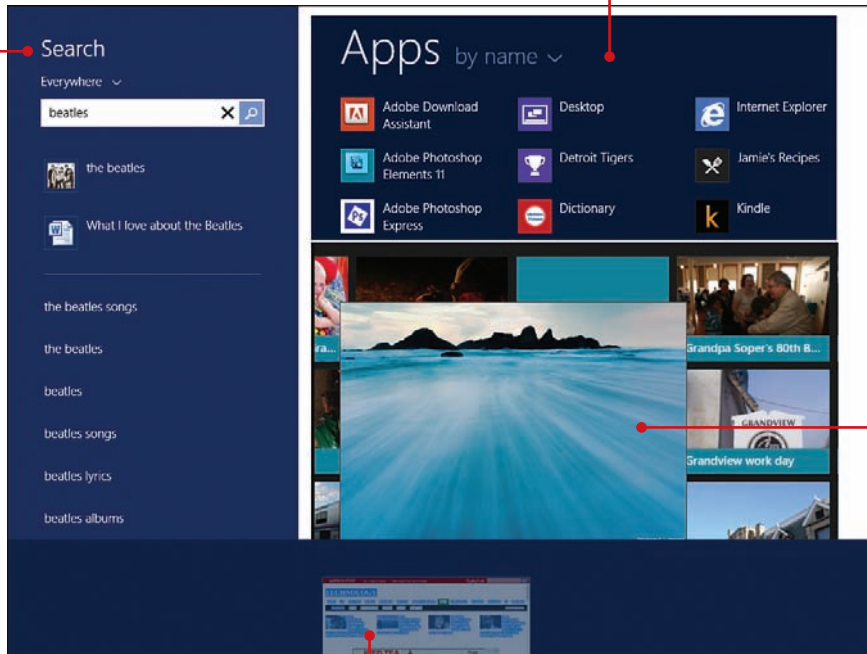
Chapter 4

USING THE WINDOWS 8.1 START SCREEN

The Windows 8 user interface, or UI for short, is remarkably different from the Windows 7 or previous versions of the operating system you might be used to. By default, the Start screen greets you as soon as you log on to your computer. Before you jump in and start clicking and scrolling, take a few moments to orient yourself to the new interface. Much like learning your way around a new city, navigating Windows 8 has a bit of a learning curve. You must figure out where to find the apps you need and which direction to go to get you where you want to be. Windows 8.1 adds some refinement to the Windows 8 Start screen, and we'll note the differences when they're important.



Search



Displaying Apps by name

Flicking through open apps with a touchscreen

Closing an App

WORKING WITH THE START SCREEN

By default, the starting point any time you log on to your computer is the Windows 8 Start screen. The Start screen displays the most common app tiles—special icons representing installed apps, short for *applications*. You can also add tiles for desktop programs, such as Microsoft Word, or add shortcuts to web pages, contacts, and more. The Start screen is a jumping-off point for accessing apps, computer settings, and the traditional Windows desktop.

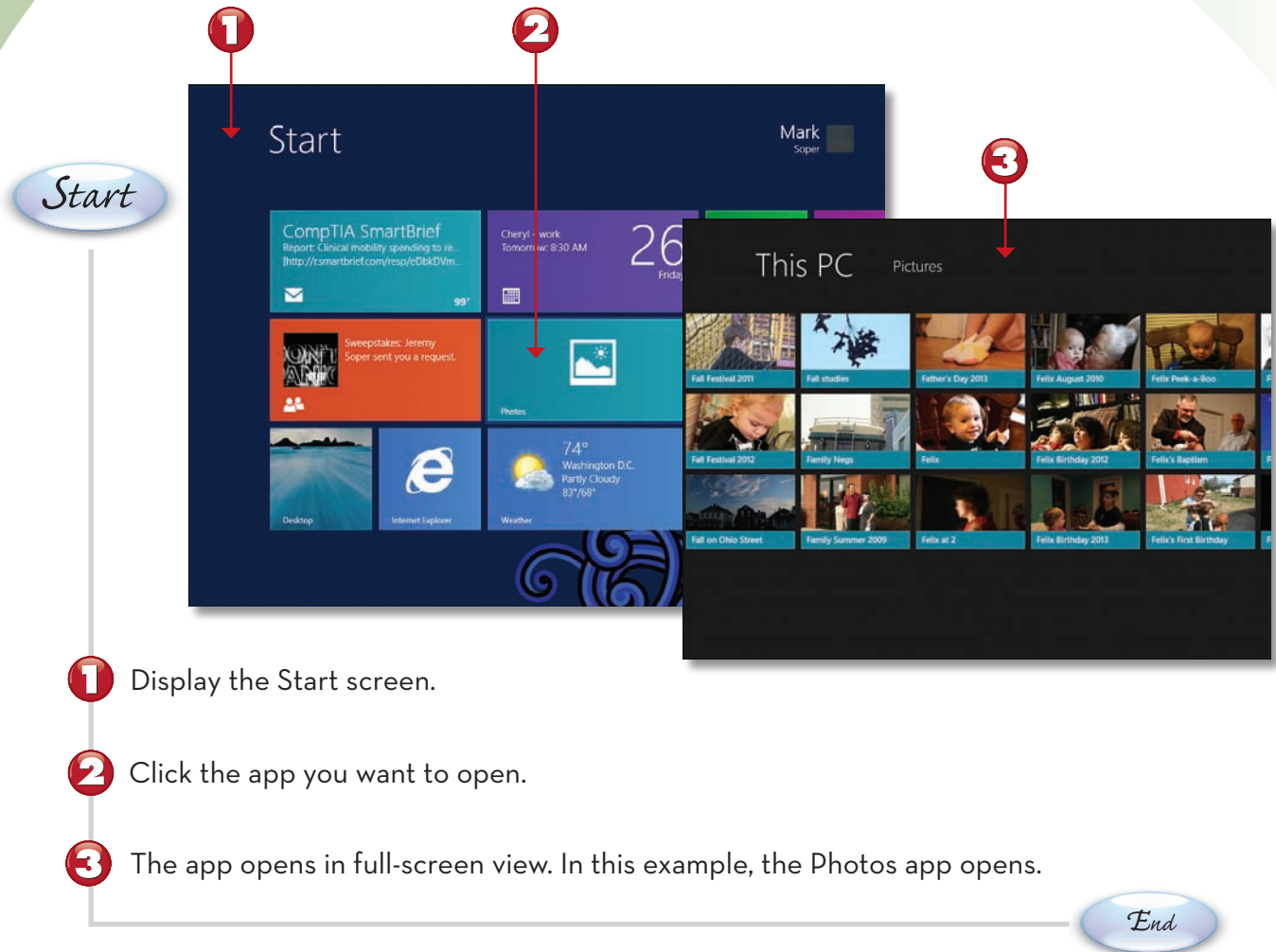


- 1** Click to switch users or edit your account picture.
- 2** App tiles appear as square or rectangular boxes, sometimes showing live data (called Live Tiles).
- 3** Use the scrollbar to navigate through the app tiles.
- 4** Swipe from the right, or move the mouse to the upper-right or lower-right corner of the screen to display the Charms bar.
- 5** Opening the Charms bar also displays the current date, time, network, and battery/AC power status.
- 6** Move the mouse pointer to the bottom-left corner to display the Start button. Click it to switch to toggle between the active app and the Start screen.

End

OPENING AN APP

The app tiles on the Start screen represent applications installed on your computer. You also can add tiles for desktop programs, such as Microsoft Office programs. When you open an app, it fills the screen. The first time you use some apps, you might be prompted to log in to your Microsoft account—just follow the onscreen directions to do so. You can use touch gestures to move around an app, or you can use the mouse and keyboard to interact with the program.



- 1** Display the Start screen.
- 2** Click the app you want to open.
- 3** The app opens in full-screen view. In this example, the Photos app opens.

End

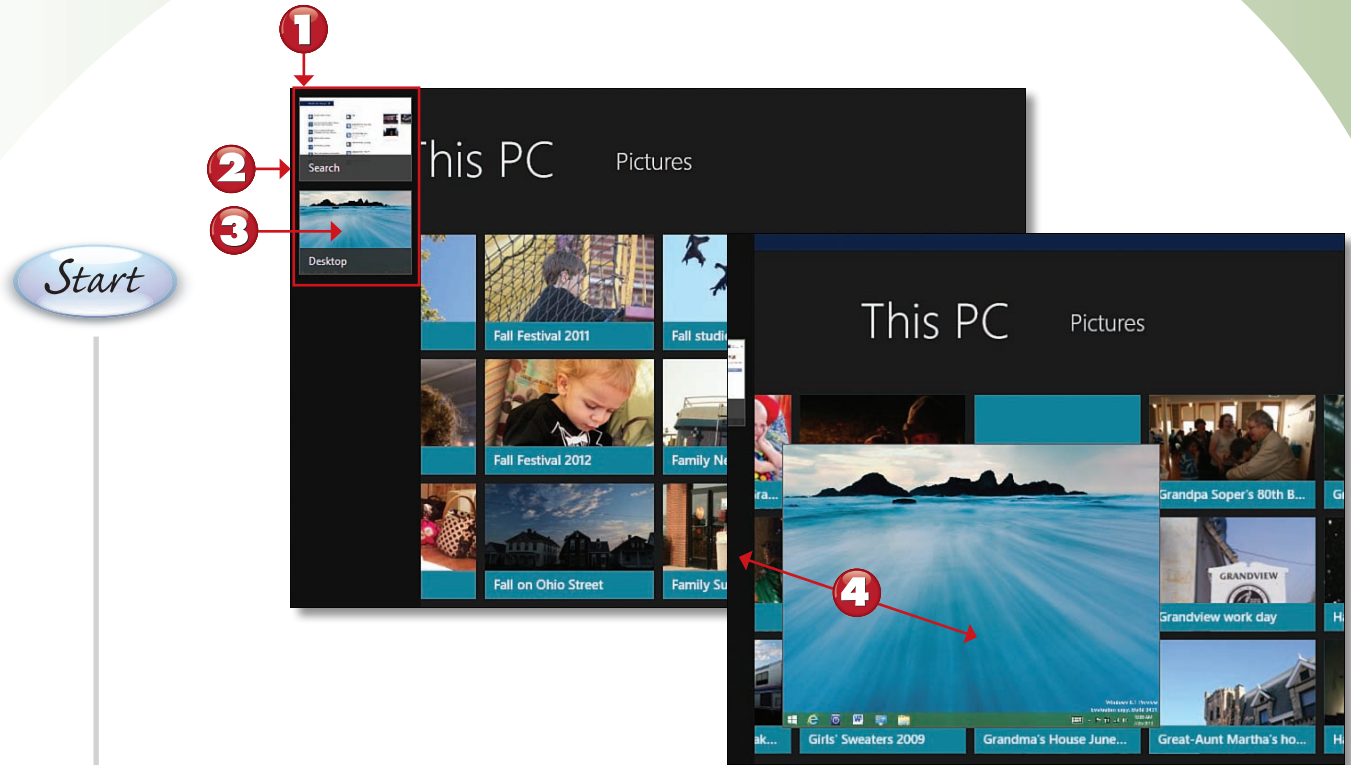


NOTE

Desktop Programs You can still use desktop programs in Windows 8, but they don't use touchscreen capabilities like the Start screen apps do unless they're specifically designed to do so. Regular programs run in their own windows on the traditional Windows desktop and use the same controls found in other desktop software, such as a Ribbon of commands, and Minimize, Maximize, and Restore buttons. ■

SWITCHING BETWEEN APPS

Windows 8 apps do not minimize like traditional program windows. Instead, when you stop working with the app and go on to something else, the app remains suspended in the background ready to pick up where you left off. This makes switching to other apps as easy as a click, swipe, or tap away. You can display a list of open apps on the left side of the screen.



- 1** Swipe from the left side of the screen and back, or hover the mouse pointer in the top-left corner and then move it downward.
- 2** A list of recently used apps appear as thumbnail images.
- 3** Select the app you want to open.
- 4** With a touchscreen, swipe from the left to the middle of the screen to restore a previous task or screen.

End



TIP

Snapping Apps You can also reopen an app by dragging an app thumbnail from the list of open apps on the left and dropping it in the center of the screen—this is called *snapping*. ■

CLOSING AN APP

Windows 8 Start screen (Modern UI) apps don't use a Close button. If you want to close an app, here's how you do it.



- 1** Click or tap the top of the app display.
- 2** Drag it to the bottom of the display until it disappears.

End



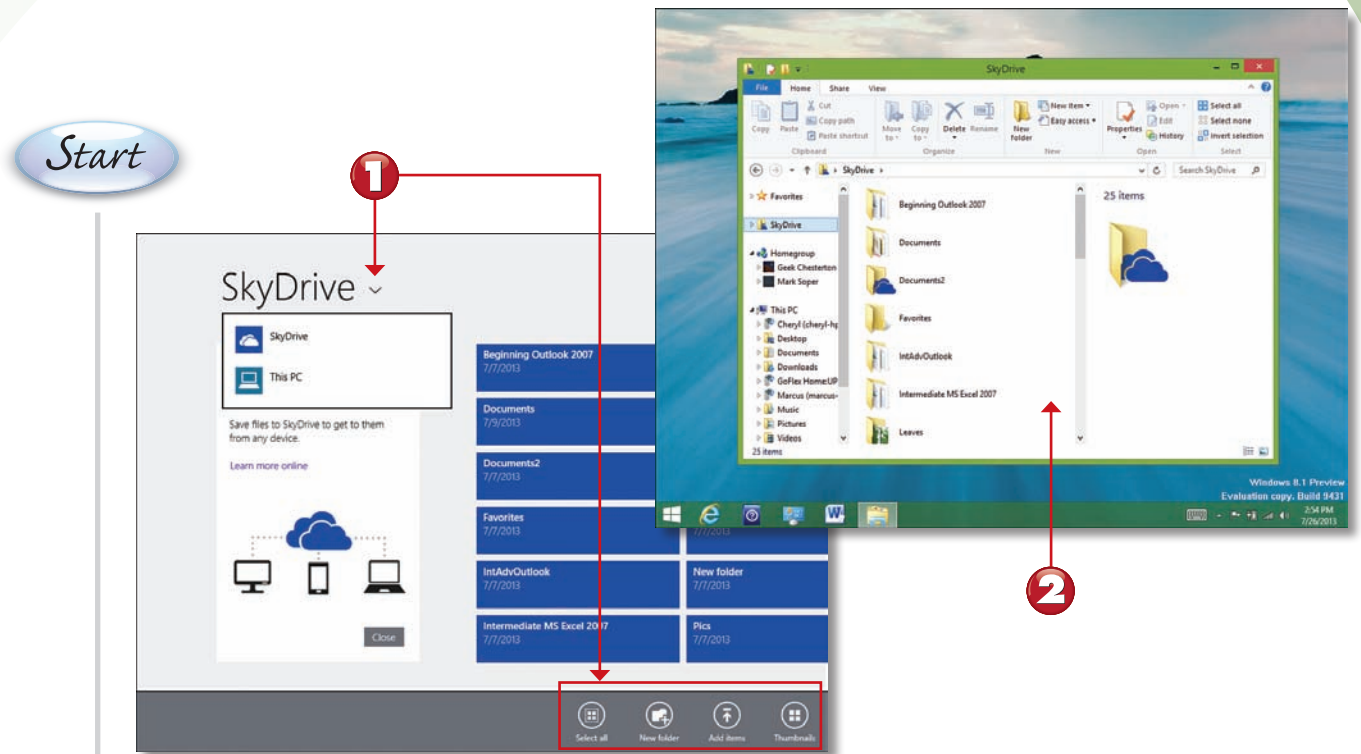
NOTE

Confirming You Closed an App To make sure the app is closed, follow the directions in the section "Switching Between Apps." If the app is no longer listed, you successfully closed it. ■



COMPARING MODERN UI APPS AND DESKTOP PROGRAMS

Windows 8's Modern UI apps are designed to respond to touch gestures, use the full screen by default, and do not need window controls (Minimize, Maximize/Restore Down, and Close). Regular desktop programs run in their own resizable windows on the traditional Windows desktop and employ the same controls found in other desktop software. In this example, we compare Windows 8.1 Modern UI (Start screen) Skydrive app with its Windows desktop version.



- 1** A Start screen app fills the whole screen when open, and if you have a touchscreen computer, you can use touch gestures to navigate around the app features.
- 2** A desktop program opens in its own resizable window on the desktop and features the traditional Ribbon or toolbars, menu bar, and program window controls.

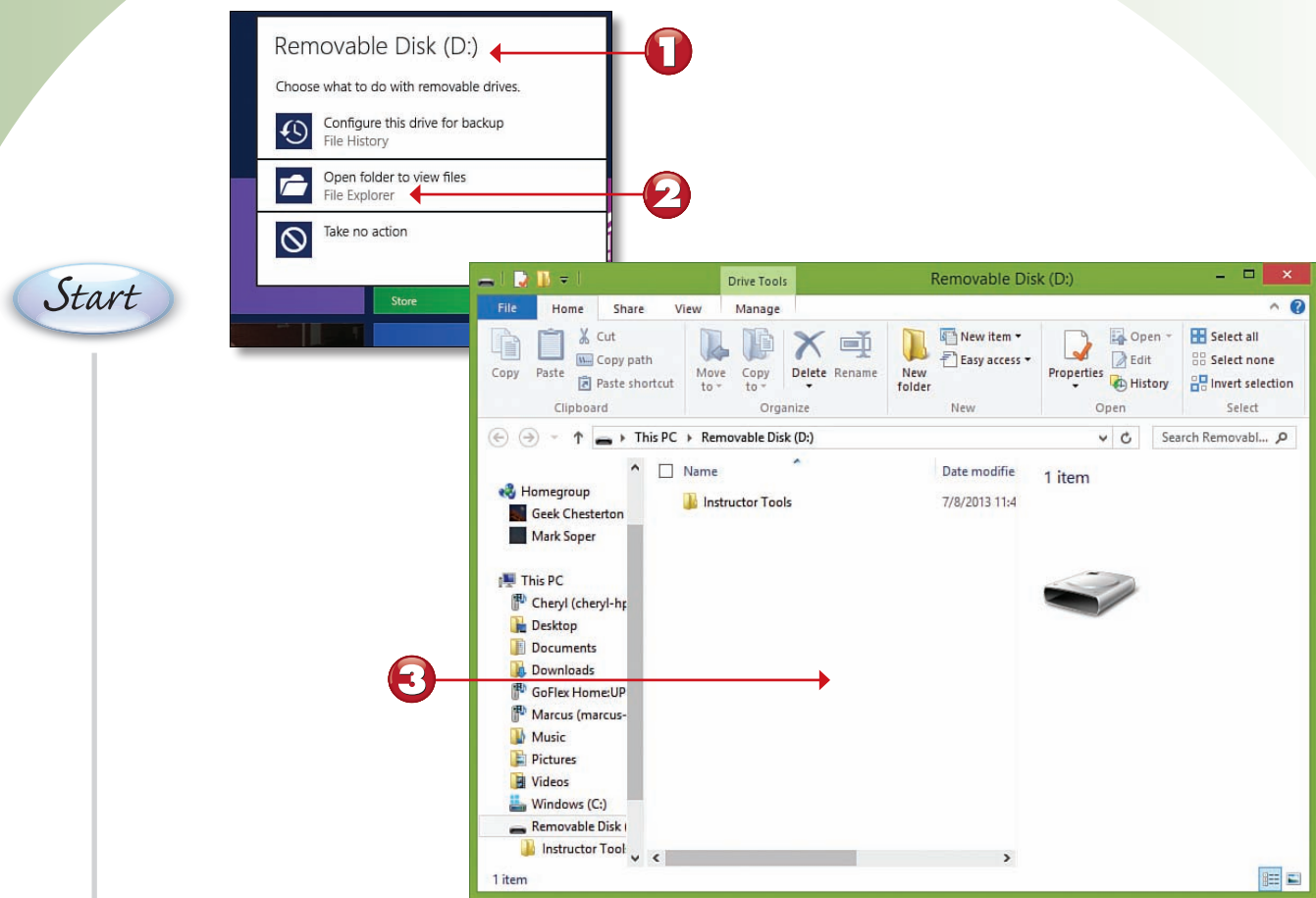
End

NOTE

No Touchscreen? If your computer does not use a touchscreen, you can still use the traditional methods for navigating around an app using a mouse and keyboard. You can use the mouse to click, drag, scroll, and right-click just as you did with previous versions of Windows. You also can use the keyboard navigation keys and shortcut keys to work with the computer. ■

CONNECTING A DRIVE

When you connect an external drive (USB, FireWire, eSATA) to your computer, Windows gives you a choice of what to do with it.



- 1** Connect a removable drive to your system. The removable disk menu appears.
- 2** Select an action. In this example, I selected to open File Explorer.
- 3** File Explorer displays the contents of the drive.



End

VIEWING AND USING APPS

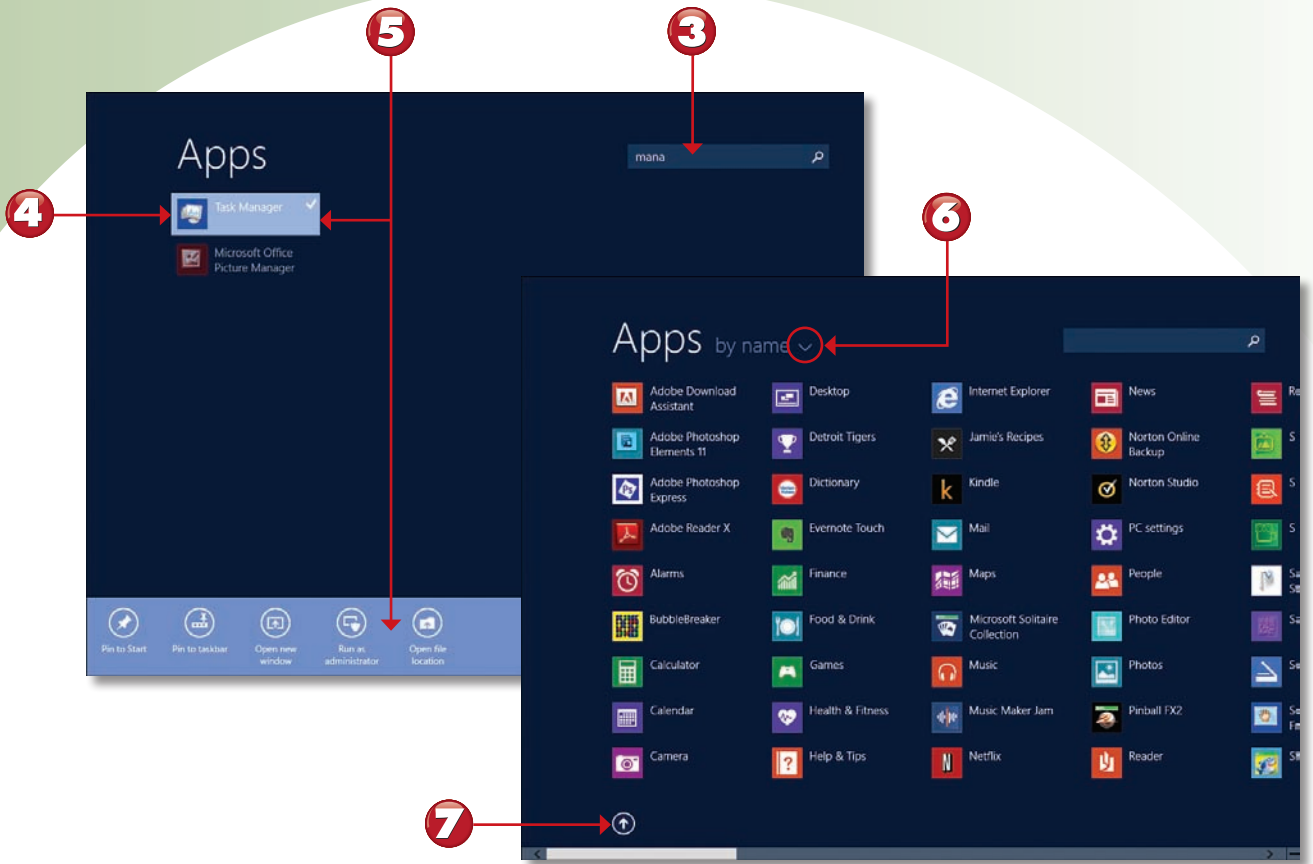
The default Start screen displays a variety of Windows 8 apps that you can scroll through to view what's available. However, most apps and programs do not appear on the Start screen. To view other apps installed on your computer, including Windows desktop accessories such as Paint and Notepad or Windows system apps such as File Explorer, switch to the Apps screen. The Apps screen lists your apps alphabetically or by other criteria you select.



- 1** Move your mouse to display the **Apps** (down-arrow) button and click it, or swipe upward from below the program icons (touchscreen).
- 2** The Apps screen opens; use the scrollbar at the bottom of the screen, or flick the screen to the right or left (touchscreen) to scroll through your apps.

Continued





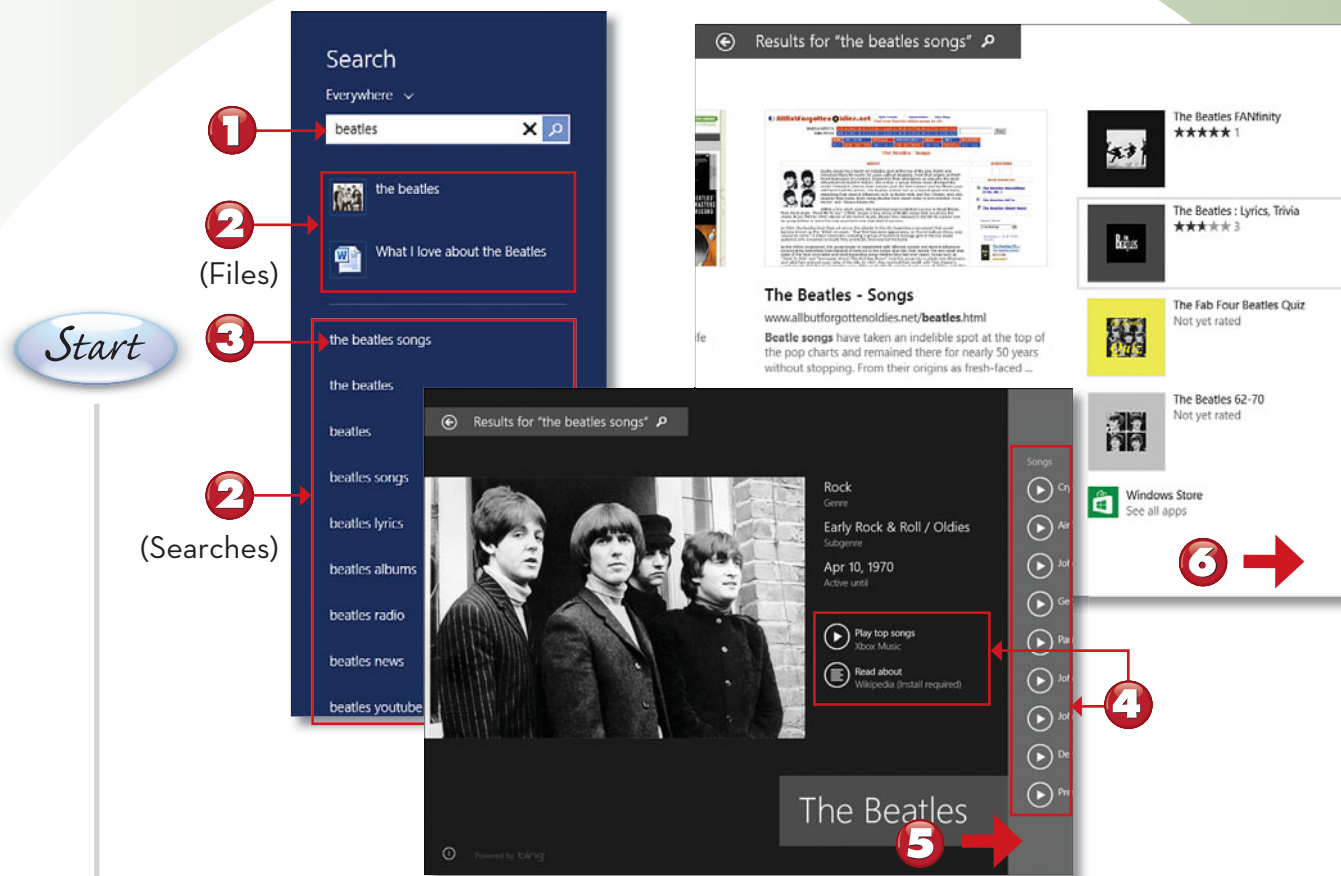
- 3** To locate a particular app, enter the name.
- 4** To open an app, click or tap it.
- 5** To view more controls for an app, right-click (mouse) or press and hold (touchscreen) the app name to open the Apps bar.
- 6** Open to select other sort options.
- 7** To return to the Start screen, move the mouse and click the up-arrow button, or flick the screen downward (touchscreen).

End



USING SEARCH TO FIND “EVERYTHING”

Windows 8.1's newly improved Search tool now brings you everything from web pages to local documents and programs with a single search.



- 1** From the Start or Apps screen, type what you're looking for.
- 2** The Search tool automatically opens and returns matching files, programs, and searches.
- 3** Click a match to learn more.
- 4** A matching search might include links to additional programs, media, and other information.
- 5** Scroll to the right to see additional content.
- 6** Keep scrolling to see more content.

End

USING SEARCH TO FIND SPECIFIC TYPES OF CONTENT

By default, Search looks for matches on the Internet as well as on your local computer. However, if you prefer to limit your search, you can limit it to only specific types of content. Here's how.

Start

- 1 Enter your search text. The Search box opens.
- 2 Open the Search type menu.
- 3 Click or tap **Files**.
- 4 Only files stored on your system or on your SkyDrive are displayed. Click or tap a file to open it in the associated app or program.

End



TIP

Keyboard Shortcut You can quickly summon the Search bar from the keyboard from Start, Apps, or Windows Desktop by pressing Windows key+Q. ■



TIP

Using File Explorer You can also search for files using File Explorer. You can access File Explorer from the desktop; press Windows key+X, then select File Explorer. ■

ZOOMING THE START SCREEN

Windows starts you out with several preinstalled apps. As you add more apps and other items to the Start screen, you might need to zoom in and out to view all the app tiles or groups of tiles. You can use the Zoom control on the Start screen to quickly see all your apps at a glance.



- 1** Tap or click the **Zoom** (minus sign) icon in the lower-right corner of the Start screen.
- 2** The Start screen zooms out.
- 3** Tap or click an empty area of the screen to return to normal view.

End



TIP

Grouping Apps You can move app tiles around on the Start screen and make groups. For example, you might want all your media apps in one group and all communication apps in another. To learn more, see Chapter 12, “Customizing the Start Screen.” ■

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