

Your easy, colorful,  
SEE-HOW guide!



# Plain & Simple

# Windows 8.1



Joli Ballew and Nancy Muir

# Windows 8.1 Plain & Simple

*Joli Ballew  
Nancy Muir*

Copyright © 2013 by Joli Ballew and Nancy Muir

All rights reserved. No part of the contents of this book may be reproduced or transmitted in any form or by any means without the written permission of the publisher.

ISBN: 978-0-7356-8127-9

1 2 3 4 5 6 7 8 9 TI 8 7 6 5 4 3

Printed and bound in Canada.

Microsoft Press books are available through booksellers and distributors worldwide. If you need support related to this book, email Microsoft Press Book Support at [mspinput@microsoft.com](mailto:mspinput@microsoft.com). Please tell us what you think of this book at <http://www.microsoft.com/learning/booksurvey>.

Microsoft and the trademarks listed at <http://www.microsoft.com/about/legal/en/us/IntellectualProperty/Trademarks/EN-US.aspx> are trademarks of the Microsoft group of companies. All other marks are property of their respective owners.

The example companies, organizations, products, domain names, email addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, email address, logo, person, place, or event is intended or should be inferred.

This book expresses the author's views and opinions. The information contained in this book is provided without any express, statutory, or implied warranties. Neither the authors, Microsoft Corporation, nor its resellers, or distributors will be held liable for any damages caused or alleged to be caused either directly or indirectly by this book.

**Acquisitions and Developmental Editor:** Kenyon Brown

**Production Editor:** Kristen Brown

**Editorial Production:** Lisa Greenfield and Rich Kershner

**Technical Reviewer:** Simon May

**Copyeditor:** Richard Carey

**Indexer:** Bob Pfahler

**Cover Design:** Twist Creative • Seattle

**Cover Composition:** Ellie Volckhausen

**Illustrator:** S4 Carlisle Publishing Services

*For my friend, mentor, and (retired) agent, Neil Salkind, PhD.*



# Contents

Acknowledgments ..... xvii

## 1

<b>About this book</b> .....	<b>1</b>
A quick overview .....	2
A few assumptions .....	5
What's new in Windows 8.1? .....	6
The final word .....	8

## 2

<b>Meet the Windows 8.1 interface</b> .....	<b>9</b>
Starting Windows 8.1 .....	10
Exploring the Start screen .....	11
Accessing Apps view .....	12
Understanding tiles .....	13
Using charms .....	14
Overview of the desktop .....	15
Using the Start button .....	16
Overview of File Explorer .....	17
Booting to the Apps view .....	18
Booting to the desktop .....	19
Switching from a local to a Microsoft Live account .....	20

# 3

<b>Providing input</b> .....	<b>21</b>
Understanding input options .....	22
Overview of touchscreen gestures .....	23
Swiping edges .....	25
Zooming in and out of the display .....	26
Snapping apps .....	27
Using a touchscreen keyboard .....	28
Displaying charms .....	29
Using keystroke shortcuts .....	30
Right-clicking and the long tap .....	31
Finding recently viewed apps .....	32

# 4

<b>Managing a computing session</b> .....	<b>33</b>
Exploring the Settings charm .....	34
Controlling volume .....	35
Adjusting brightness .....	36
Changing the time and date .....	37
Managing power .....	38
Displaying a touch keyboard .....	39
Connecting to a network .....	40

# 5

## **Customizing the appearance of Windows** ..... 41

Customizing the Start screen .....	42
Modifying tiles on the Start screen .....	44
Personalizing the lock screen background.....	47
Setting up lock screen apps .....	48
Modifying the account picture.....	49
Putting shortcuts on the desktop .....	51
Choosing a desktop theme.....	52
Changing the desktop background.....	53
Adjusting screen resolution .....	54

# 6

## **Searching for anything**..... 55

Searching from the Start screen.....	56
Searching for files.....	57
Searching for web images.....	58
Using the Search charm.....	59
Locating Windows settings using Search .....	60
Customizing Search .....	61
Searching inside an app.....	63

# 7

## **Using the Maps app** ..... 65

Opening and navigating the Maps app .....	66
Choosing a map style .....	67
Searching for locations .....	68

Displaying information about a location . . . . .	69
Showing traffic on maps . . . . .	70
Getting directions. . . . .	71
Adding a pin . . . . .	72
Marking a favorite . . . . .	73

## 8

### **Going online with Internet Explorer 11 . . . . . 75**

Exploring the Internet Explorer 11 app. . . . .	76
Navigating among websites . . . . .	78
Searching on a page . . . . .	80
Searching with Suggestions . . . . .	82
Creating tabs. . . . .	83
Clearing your history . . . . .	84
Marking and accessing a favorite . . . . .	86
Pinning a site to the Start screen . . . . .	88
Starting a new InPrivate session. . . . .	89
Switching to the Internet Explorer desktop app . . . . .	90
Overview of the Internet Explorer desktop app . . . . .	91

## 9

### **Using Calendar and People . . . . . 93**

Displaying calendar views . . . . .	94
Adding a calendar event. . . . .	95
Using reminders . . . . .	97
Inviting people to an event. . . . .	98
Editing an existing event. . . . .	100

Deleting an event . . . . .	101
Adding additional calendars . . . . .	102
Working with additional calendars . . . . .	104
Exploring the People app . . . . .	105
Incorporating online accounts . . . . .	106
Adding a new contact . . . . .	108
Communicating with a contact . . . . .	110
Culling and sorting contacts . . . . .	111
Viewing What's New . . . . .	112

---

<b>10</b>	<b>Using Mail and Skype . . . . .</b>	<b>113</b>
	Setting up an email account . . . . .	114
	Opening your email inbox(es) . . . . .	116
	Reading and replying to messages . . . . .	117
	Forwarding a message . . . . .	119
	Formatting text in a message . . . . .	120
	Opening attachments . . . . .	122
	Creating and sending a new message . . . . .	124
	Adding attachments . . . . .	126
	Moving messages to folders . . . . .	128
	Setting up Skype . . . . .	129
	Adding a contact . . . . .	131
	Saving a phone number . . . . .	133
	Messaging with Skype . . . . .	134
	Making a phone call with Skype . . . . .	135
	Initiating a Skype video call . . . . .	136

# 11

## **Buying apps at the Windows Store** ..... 137

Searching for apps .....	138
Exploring search options.....	140
Reading app reviews .....	142
Installing free apps.....	143
Viewing your apps in the Windows Store.....	144
Buying an app.....	146
Rating and reviewing an app .....	148
Configuring Windows Store preferences .....	149

# 12

## **Playing music** ..... 151

Navigating the Music app.....	152
Listening to music.....	154
Searching for music .....	156
Creating a playlist in the Music app .....	157
Listening to radio .....	159
Finding music to purchase by browsing .....	160
Finding music to purchase by searching.....	162
Buying music.....	164
Configuring music in the cloud .....	165
Playing music with Windows Media Player .....	166
Sorting and viewing music .....	167
Creating playlists.....	168
Ripping music you own.....	169
Burning music to a CD.....	170

# 13

<b>Viewing pictures and video</b> .....	<b>171</b>
Displaying pictures .....	172
Searching for pictures .....	174
Creating folders for your pictures .....	175
Moving pictures to new folders .....	176
Setting a picture on the Photos tile or lock screen .....	178
Cropping a picture .....	179
Editing a picture .....	180
Playing a slide show .....	182
Exploring the Video app .....	183
Playing a personal video .....	185
Buying or renting a video .....	188
Using the camera .....	190

# 14

<b>Working with desktop apps</b> .....	<b>193</b>
Opening and closing desktop apps .....	194
Using menus .....	196
Using ribbons .....	197
Formatting text .....	199
Using the Clipboard .....	201
Inserting objects .....	202
Printing a document .....	203
Saving a file .....	204
Exploring other desktop apps .....	206

# 15

## **Working with devices and networks..... 209**

Adding a device .....	210
Troubleshooting device installations.....	211
Connecting to a Bluetooth device.....	212
Connecting to a private network.....	214
Sharing with a homegroup.....	216
Troubleshooting network connectivity.....	218
Connecting to a public network .....	221
Changing network settings.....	222
Using Airplane Mode.....	224

# 16

## **Working with users and privacy ..... 225**

Enabling Windows Firewall .....	226
Allowing apps to access your personal information or location.....	227
Using Windows Defender .....	229
Creating new users.....	231
Creating a picture password.....	233
Creating a PIN.....	236
Switching among user accounts.....	237
Managing User Account Control settings.....	238
Turning on Family Safety.....	239
Working with Family Safety settings.....	241

# 17

## Sharing settings and files in the cloud ..... 243

Choosing settings to sync to SkyDrive .....	244
Choosing files to save to SkyDrive .....	245
Saving files to SkyDrive .....	247
Creating a new folder in SkyDrive .....	249
Adding files to a folder .....	250
Sharing a folder .....	252
Managing SkyDrive storage .....	253
Creating a folder and adding data to it from the SkyDrive app.....	254

# 18

## Managing data ..... 257

Using the File Explorer ribbon .....	258
Navigating File Explorer .....	261
Locating files with File Explorer .....	263
Changing views in File Explorer .....	266
Creating folders .....	267
Renaming files and folders .....	268
Moving and copying files .....	269
Creating and extracting compressed files .....	270
Sharing content .....	272
Using File History .....	273
Backing up data manually .....	276
Deleting files and folders .....	277
Working with the Recycle Bin.....	278

# 19

## **Working with Accessibility settings . . . . . 281**

Switching from a right-handed to left-handed mouse . . . . .	282
Adjusting double-click speed and indicator motion . . . . .	283
Adjusting keyboard settings . . . . .	285
Enabling High Contrast . . . . .	287
Letting Windows suggest Ease Of Access settings . . . . .	289
Using Magnifier . . . . .	291
Using Narrator . . . . .	293
Working with speech recognition . . . . .	295

# 20

## **Maintaining and troubleshooting your computer . . . . . 299**

Creating a recovery drive . . . . .	300
Using ReadyBoost . . . . .	302
Configuring Windows Update . . . . .	304
Exploring the Action Center . . . . .	306
Running Disk Cleanup . . . . .	307
Restarting your computer . . . . .	308
Using troubleshooting wizards . . . . .	309
Using Microsoft Fix It . . . . .	311
Asking for Windows Remote Assistance . . . . .	313
Troubleshooting with Windows Task Manager . . . . .	316
Using Advanced Startup . . . . .	318
Refreshing your PC . . . . .	322
Resetting your PC . . . . .	323

# 21

<b>Upgrading to Windows 8.1</b> .....	<b>325</b>
Upgrading from Windows 8 to Windows 8.1 .....	328
Windows 8.1 installation prompts .....	329
View basic information about your computer .....	330
Using the Upgrade Assistant .....	332
Using the Program Compatibility Troubleshooter .....	335
Updating drivers .....	338

# 22

<b>Getting help</b> .....	<b>341</b>
Using the Help+Tips app .....	342
Getting support at the Microsoft Support website .....	343
Using desktop help .....	345
Accessing specific desktop help .....	347
<b>Appendix: Windows 8.1 keyboard shortcuts</b> .....	<b>349</b>
Glossary .....	355
Index .....	369



# Acknowledgments

This was a fun book to write, what with all of the images, steps, callouts, and red pointy lines! Of course, all I had to do was write the words, take the shots, and detail what I wanted to show; many other people contributed and were responsible for the final product you hold in your hands now. And although I don't know all of them and can't thank them personally, there are a few I know by name.

Kenyon Brown served as my acquisitions and developmental editor, and brought me on to this project. He held my hand while I learned the ropes and was pretty patient with me; there was a lot to learn, having never written a Plain & Simple book before. Kristen Brown was my production editor, and she was in charge of making sure everything was placed correctly on the page, that the various people working on the book were available when needed, and was responsible for ironing out any differences that came up between the participants (although I can't recall any, now that I'm thinking about it). Ultimately, Kristen was responsible for the book going to press. Thanks to Simon May for his excellent technical editing and Richard Carey for the excellent copyediting, too. There are always mistakes to be corrected, no matter how careful one is.

I'd also like to mention that while all of this was going on, I was still in charge of my 93-year old father, his two dogs, and my two cats and their two hamsters, among the other myriad tasks associated with daily living. I teach at Brookhaven Community College (part of the Dallas County Community College District) and serve as the Microsoft IT Academy Coordinator there, too. I have a pretty popular YouTube channel to keep up with as well.

If you can imagine it, I was writing another Windows 8.1 book for Microsoft Press at the same time I was writing this one. Looking back, I'm not sure how I did it, to be honest! Luckily I have help with the daily chores; Cosmo and I are celebrating 20 years together, my daughter is very patient with my busy schedule and works around it so I can see my new granddaughter, and they are all okay with me going to bed at eight-thirty or nine p.m. and rising early to write quietly. Thanks, everyone!



# Meet the Windows 8.1 interface

The first thing you'll notice when you power on your Windows 8.1-based computer is its new interface. You'll immediately see a lock screen and then a Start screen, both features now included as part of all Windows 8-based devices. The lock screen offers up-to-date information about new email, the time and date, and even your network status, and protects your computer from unauthorized access. When you bypass the lock screen, you'll see the Start screen, a brand-new look and approach to using your computer. The Start screen is simple and clean in appearance and offers tiles that represent the various apps installed on your computer.

In addition to the Start screen, there is also the traditional Windows desktop. The desktop provides the familiar computing experience, and opens when you need to run desktop apps including Paint, WordPad, Control Panel, Microsoft Office Word, PowerPoint, Excel, and so on. As with any other version of Windows, you can create shortcuts to files or applications on the desktop; use the taskbar to manage open windows and applications; install applications; and access the Recycle Bin. You can use File Explorer to manage your data and access your network too. And yes, there is a Start button, although it's a little different than what you might be used to. You'll learn about all of this and more here.

## 2

### In this section:

- Starting Windows 8.1
- Exploring the Start screen
- Accessing Apps view
- Understanding tiles
- Using charms
- Overview of the desktop
- Using the Start button
- Overview of File Explorer
- Booting to Apps view
- Booting to the desktop
- Switching from a local account to a Microsoft account

### Starting Windows 8.1

When you first turn on your computer (or laptop or tablet) or when your computer has gone to sleep after an interval of inactivity and you wake it up, you will see the lock screen. The

lock screen displays a picture as well as other information such as date and time. You must bypass the lock screen and enter a password or PIN to get to the Start screen.

#### Start your computer and log on to Windows 8

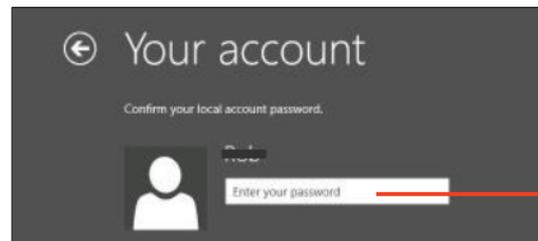
- 1 Press the power button to start your computer.
- 2 Click once with the mouse, tap a key on the keyboard, or drag the bottom of the lock screen upward.
- 3 If multiple user accounts exist, click the user you want to log on as.
- 4 Enter your password or PIN.



2



3



4



**TIP** The lock screen will likely appear after a certain interval of inactivity and also appears when you choose to lock your computer or put it to sleep manually. To lock your device quickly, use the keyboard combination Windows logo key+L.

## Exploring the Start screen

The Start screen offers tiles you click to open apps. These apps let you do things like check the weather, read email, and get directions to a place. Beyond that, there is a scroll bar that appears along the bottom of the screen (when you position your cursor there) to let you access tiles that run off the screen on the right. There is a down-facing arrow there too; click this arrow to access all of the apps on your computer. There is an account settings button in the upper-right corner for changing

users or your account picture and for signing out or locking the device.

In addition, and hidden by default, are charms that you can display whenever you need them. One way to show the charms is to use the keyboard combination Windows key + C. Charms offer access to various settings and options. You'll learn a lot about charms in a few moments.

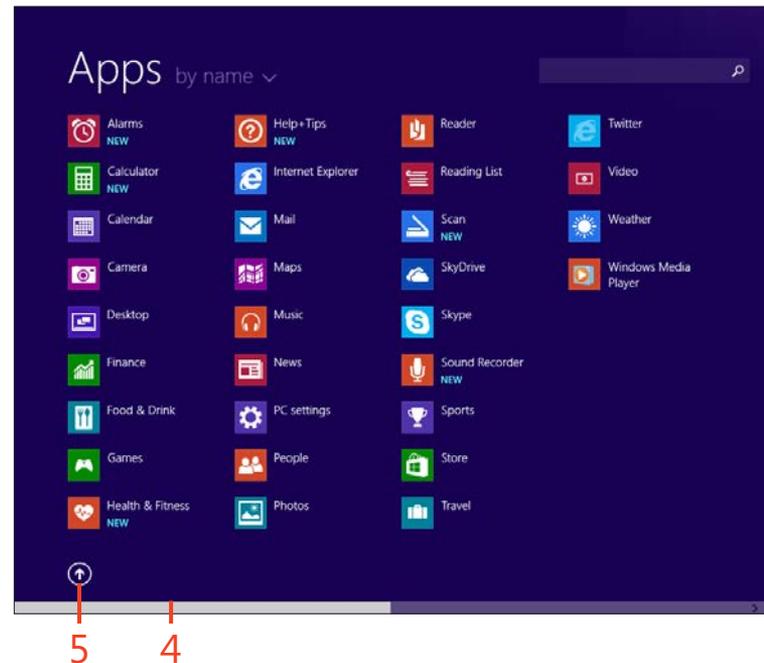
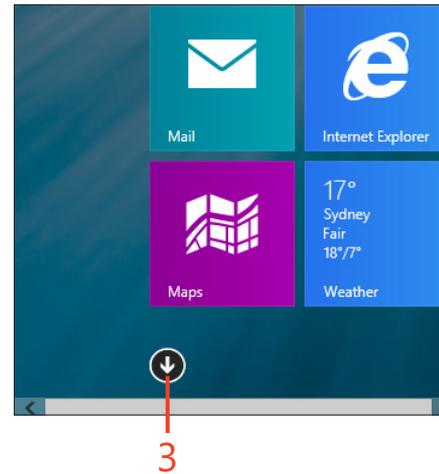


### Accessing Apps view

The Start screen holds certain tiles by default. You'll see Mail, Maps, SkyDrive, Games, Finance, and so on, and these apps come with Windows 8.1. You can personalize what is shown here and add and delete tiles, as you'll learn in Section 4. For now what's important is to understand that not every tile you have access to is shown on the Start screen. They just won't all fit there. To access the rest of the tiles and to see all of the apps installed on your computer, you need to access the Apps view.

### Access all of your app tiles

- 1 If you are not on the Start screen, press the Windows key on your device or keyboard.
- 2 Move the cursor on the screen to invoke the down arrow.
- 3 Click the down arrow that appears.
- 4 Use the scroll bar to see all of the available tiles.
- 5 Click the up arrow to return to the Start screen.

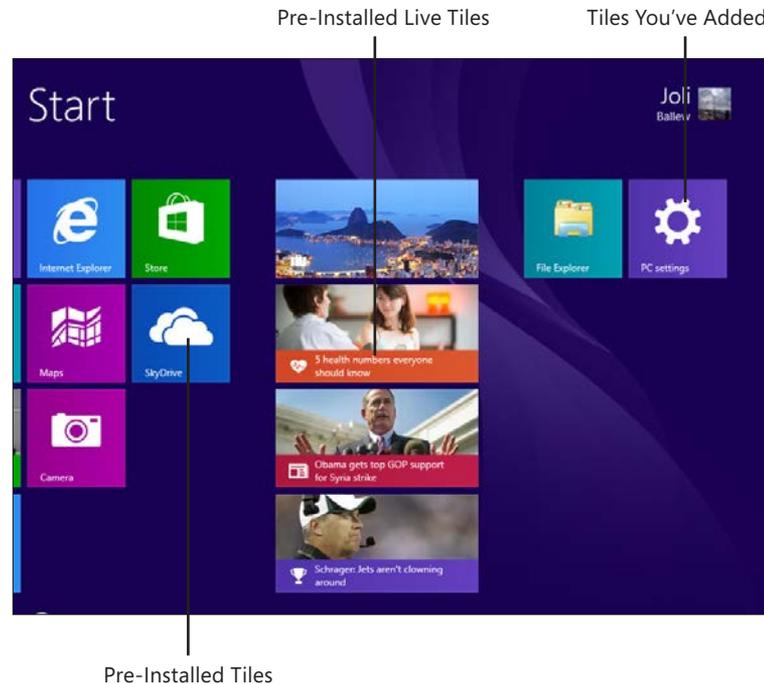


**TRY THIS** From Apps view, right-click any tile that does not currently appear on the Start screen and click Pin to Start to make it appear there.

## Understanding tiles

Tiles make apps available in a graphical way so that opening an app is intuitive. You don't have to locate an app in any kind of menu or list; you need only to find the tile and click it. If you own a touchscreen device, tiles are even more convenient because you can simply tap a tile to open an app.

Beyond convenience, some tiles offer up-to-date information that you might find helpful. These are called Live tiles. The News app can show breaking news, the Mail app can show the number of unread emails in your Inbox, and the Sports app can show the latest scores and news.



**TRY THIS** A Live tile is a tile that shows changing information on the Start screen, such as the News tile flipping through headlines or the Mail tile showing a number representing the number of unread emails. Right-click a Live tile to turn this feature off.

### Using charms

Charms allow you to access features that let you search, share, access the Start screen, view devices that are installed on your computer, and configure settings, among other things. Charms are hidden and can be accessed in a number of ways. For the most part, when you click a charm, you are taken to a subpanel on which you can access commonly used settings that are

### Display and use charms

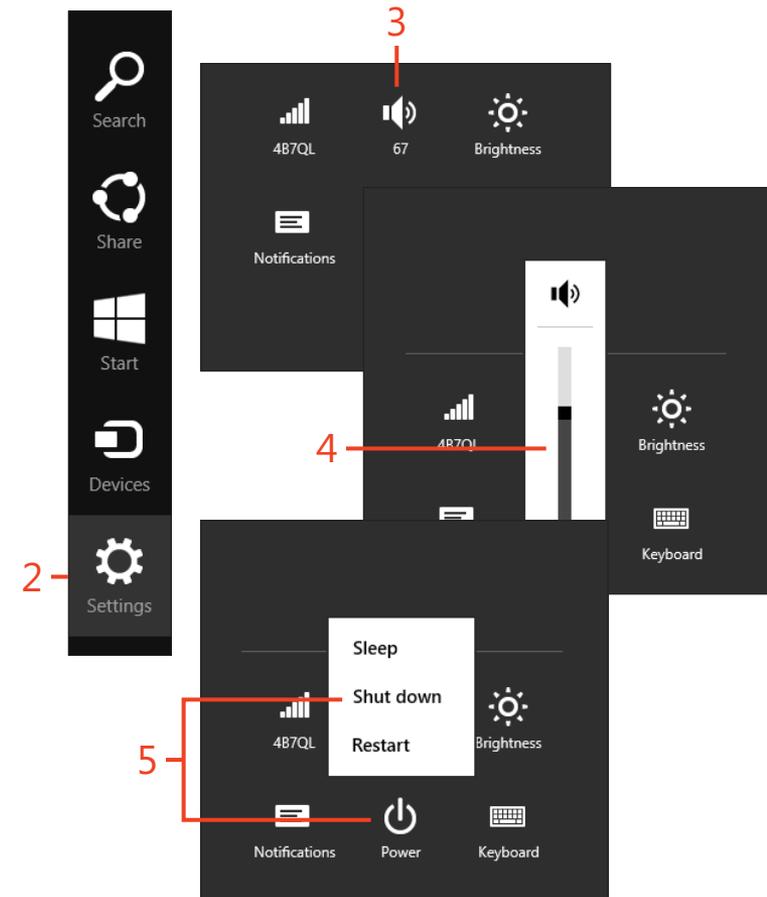
- 1 Press Windows logo key+C to display the charms.
- 2 Click Settings.
- 3 Click the sound icon.
- 4 Move the slider to increase or decrease the volume.
- 5 Click Power to see the options.



**TIP** To hide the charms (if they don't go away on their own after performing a task), click outside of the charms list.

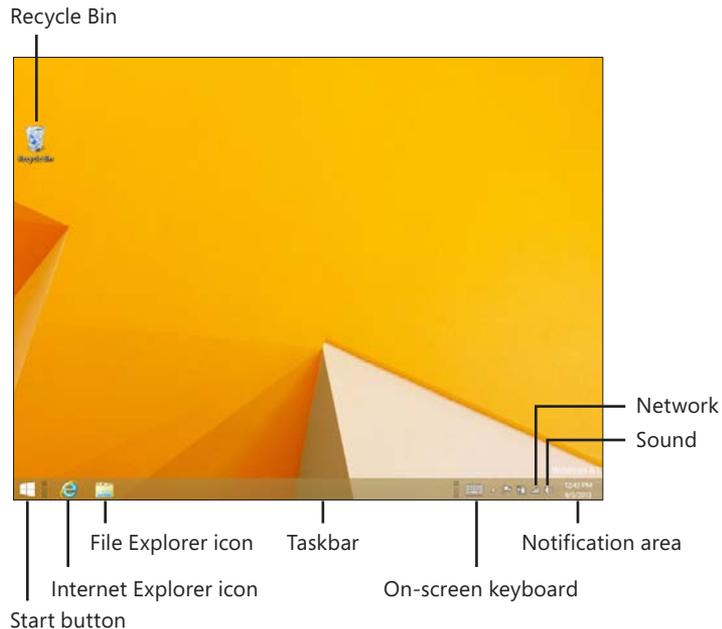


**TIP** To get to the Settings charm quickly, use the keyboard combination Windows Logo key + I.

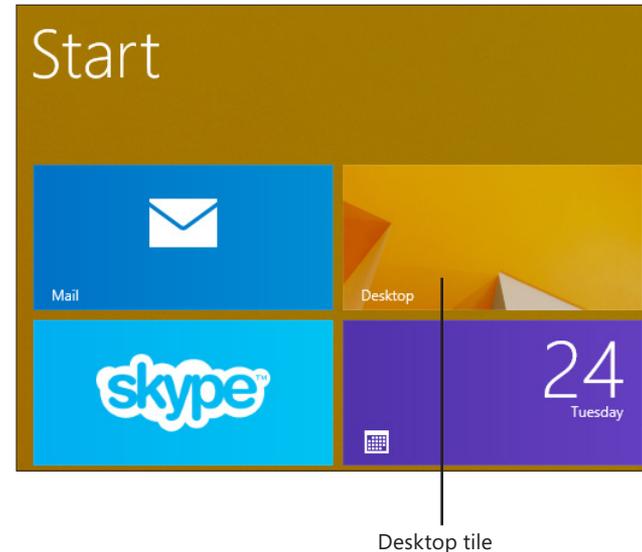


## Overview of the desktop

The Windows 8.1 desktop opens automatically when you opt to use desktop apps such as Paint, WordPad, Control Panel, Task Manager, the Command Prompt, and third-party applications you've installed from CDs, DVDs, and the Internet. Although you can open these types of apps from the Start screen, they open on the desktop because they are desktop apps. You can also open the desktop from the Desktop tile that is available on the Start screen.



The Windows 8.1 desktop has many features you will be familiar with if you've used previous versions of Windows, such as the desktop background, desktop shortcuts, the Recycle Bin, and the taskbar. You can also access the new Start button, the Notification area, and File Explorer.



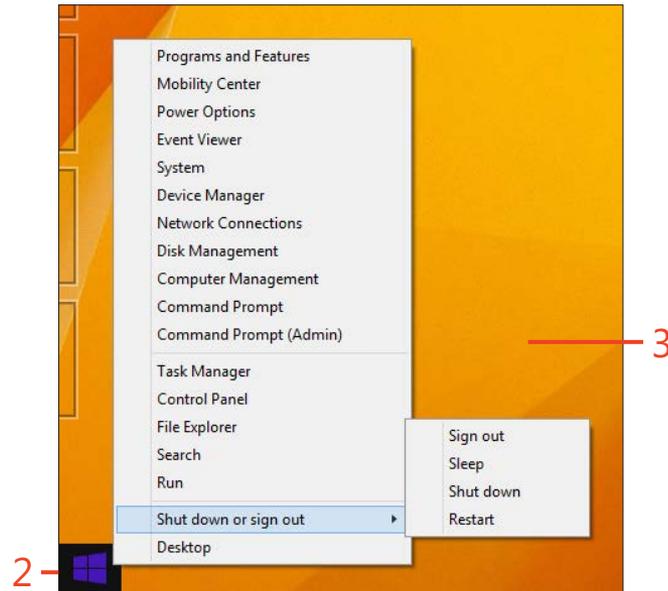
### Using the Start button

The desktop offers a Start button that, when clicked, takes you back to the Start screen. This behavior is different than what you might be used to. You don't click the Start button to access a list of programs anymore. However, you can right-click the Start

button to gain access to areas of your computer that you might need, including the option to shut down your computer, access Control Panel, to open Device Manager, and so on.

### Use the Start button

- 1 Press Windows logo key+D to open the desktop.
- 2 Right-click the Start button to view Shut Down or Sign Out and other options.
- 3 Click outside the menu to close it.
- 4 Click the Start button once to return to the Start screen.



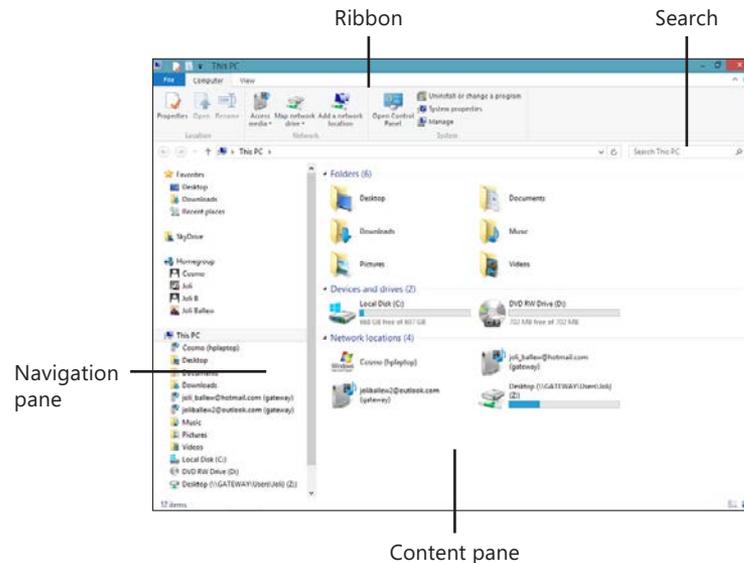
**TRY THIS** Position your cursor over the bottom left corner of the Start button, and then slowly move the cursor upward. A sidebar appears that holds thumbnails for your other open apps. Click any thumbnail to go there.



## Overview of File Explorer

File Explorer opens on the desktop. It will look familiar if you've used another version of Windows. File Explorer gives you access to all the drives of your computer, including your hard drive, DVD drive, and external and USB drives. File Explorer is also the best way to manage the data you store on these drives, and makes it easy to create folders and subfolders, copy and move data,

access data on a network, and manage files you keep online, in SkyDrive. You can even “map” a network drive so that you can access the data on it as if it were actually stored on your own PC. To access File Explorer, press Windows logo key+E. You can also click the file folder icon on the desktop's taskbar. (See Section 18, “Managing data,” for more about using File Explorer.)



**TRY THIS** Click This PC in the Navigation pane, and then double-click the Pictures folder. If you have pictures on your computer, this is where they are likely stored. Click the Back arrow to return to the previous screen.

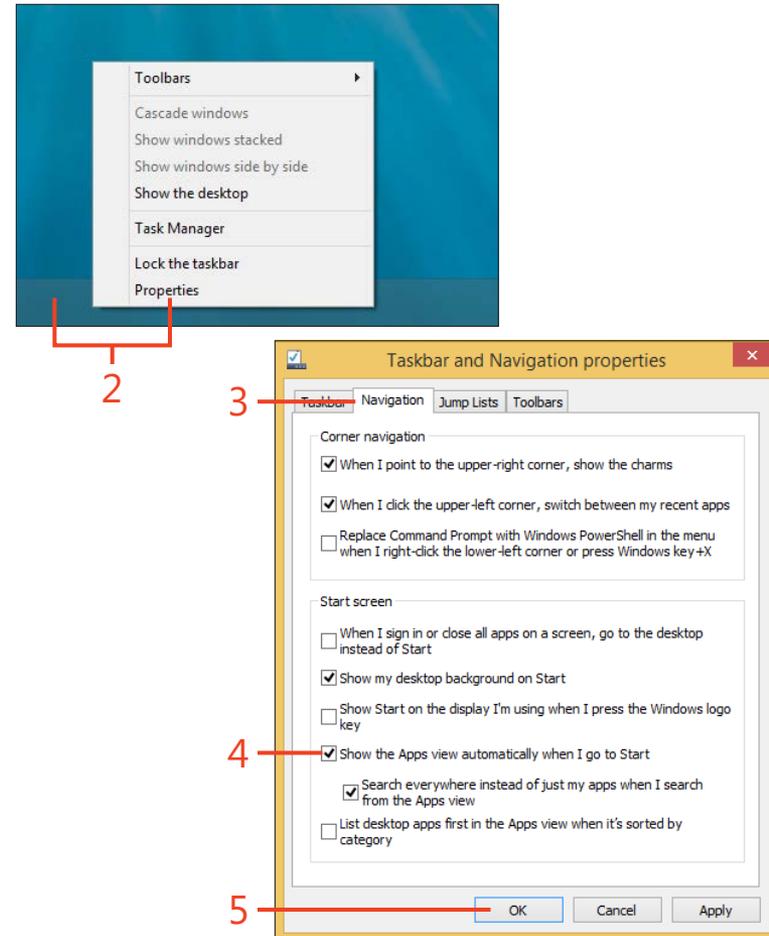
### Booting to the Apps view

By default, when you power on your computer, unlock it, or wake it from sleep, the Start screen appears. This might be fine with you, or you might want to go directly to the Apps view

### Set up to show Apps view instead of the Start screen

- 1 Press Windows logo key+D to open the desktop.
- 2 Right-click the taskbar and click Properties.
- 3 Click the Navigation tab.
- 4 Select Show The Apps View Automatically When I Go to Start.
- 5 Click OK.

instead. The Apps view offers access to all of the tiles available on your computer, which might be preferable.



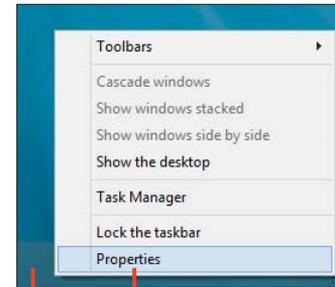
## Booting to the desktop

By default, when you power on your computer, unlock it, or wake it from sleep, the Start screen appears. This might be fine with you, or you might want to go directly to the traditional

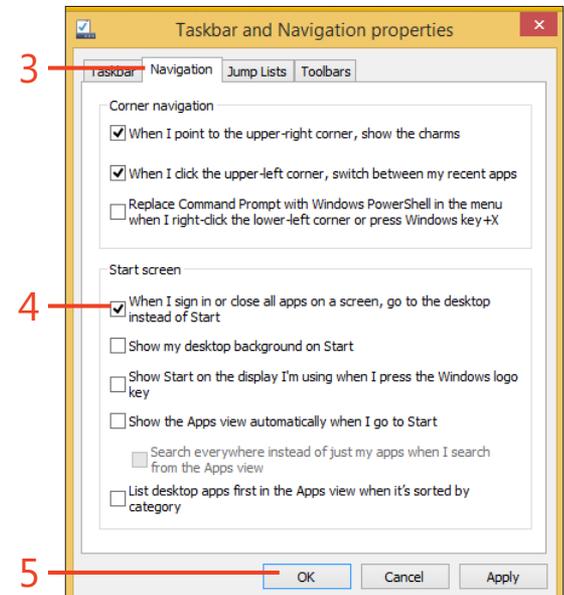
desktop instead. This is fine and won't cause any problems; you can always access the Start screen by clicking the Start button that appears on the desktop.

### Set up to boot directly to the desktop

- 1 Press Windows logo key+D to open the desktop.
- 2 Right-click the taskbar and click Properties.
- 3 Click the Navigation tab.
- 4 Select When I Sign In or Close All Apps on a Screen, Go to the Desktop Instead of Start.
- 5 Click OK.



2



3

4

5



**TIP** If you use a tablet or small laptop, it's probably best not to configure the setting to boot directly to the desktop. The Start screen and related apps are better viewed on small screens than traditional applications and the desktop.

### Switching from a local to a Microsoft Live account

There are two common ways to log on to a Windows 8.1 device. You can use a local account or a Microsoft account. A Microsoft account is preferred. When you use a Microsoft account, certain information about you and your preferences is stored on the Internet, and when you log on to any Windows 8-based computer with that account, your settings and relevant data are synced, meaning that the look and feel of your computer follows you everywhere. A Microsoft account also enables you to store data in the cloud, on SkyDrive, and use apps like Calendar

and the Windows Store, among others. You can't do any of these things with a local account. If you use a local account, switch now to a Microsoft account.

### Set up to log on by using Microsoft Live

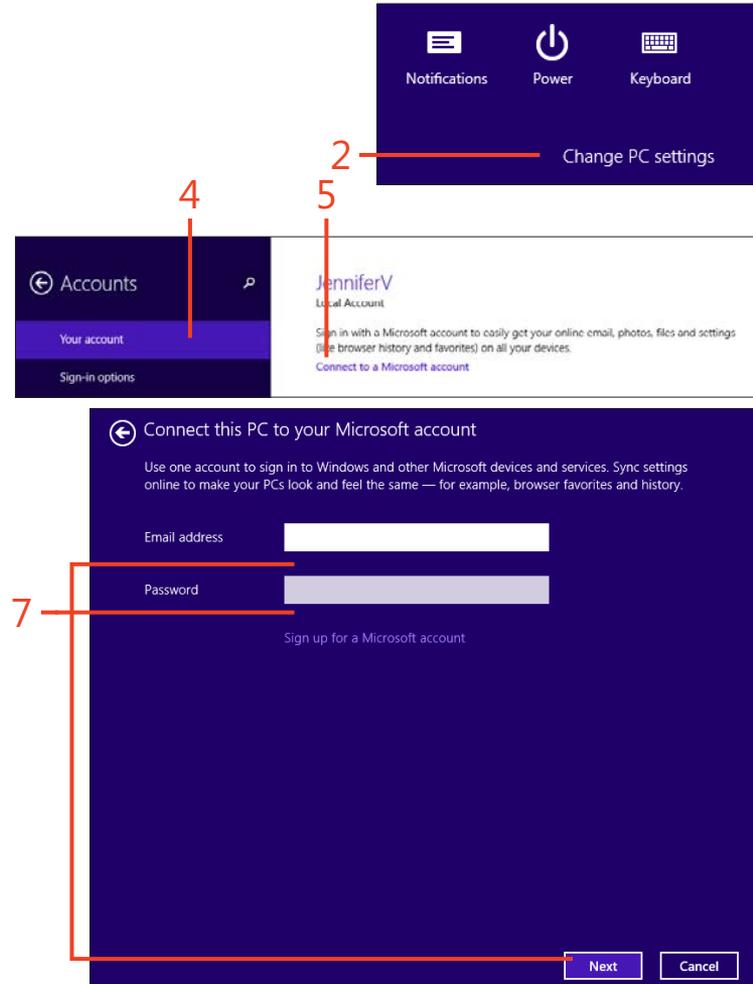
- 1 Press Windows logo key+I.
- 2 Click Change PC Settings.
- 3 Click Accounts (not shown).
- 4 Click Your Account.
- 5 Click Connect To A Microsoft Account.
- 6 Type your current password, and click Next (not shown).
- 7 Enter your username and password.
- 8 Click Next and enter any final configuration options as prompted.



**TIP** If you don't yet have a Microsoft account, you can obtain one during this process by clicking the Sign Up For A Microsoft Account link.



**TIP** In most instances, you should opt to use a Microsoft account instead of a local account. You'll need a Microsoft account to use many of the apps effectively, to sync settings, and to store data online in SkyDrive easily.



# Viewing pictures and video

Windows 8.1 comes with three apps for working with visual media. These are the Photos app, Video app, and Camera app, all available from the Start screen. The Photos app lets you access your pictures, create folders for managing those pictures, and edit the pictures you keep. The Video app lets you access your personal videos (perhaps those you've taken with your digital camera), other types of video media you own, and offers access to the Xbox Video store where you can rent or buy movies and TV shows. The Camera app lets you take pictures and video directly from your device (provided that your device includes a camera). Pictures and videos you take with the camera appear in the Pictures folder, and you can view them from the Photos app.

# 13

## In this section:

- Displaying pictures
- Searching for pictures
- Creating folders for your pictures
- Moving pictures to new folders
- Setting a picture on the Photos tile or lock screen
- Cropping a picture
- Editing a picture
- Playing a slide show
- Exploring the video app
- Playing a personal video
- Buying or renting a video
- Using the camera

### Displaying pictures

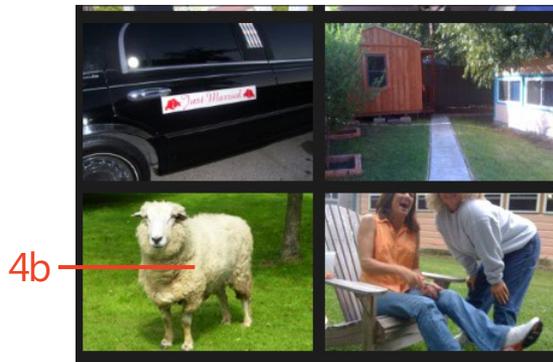
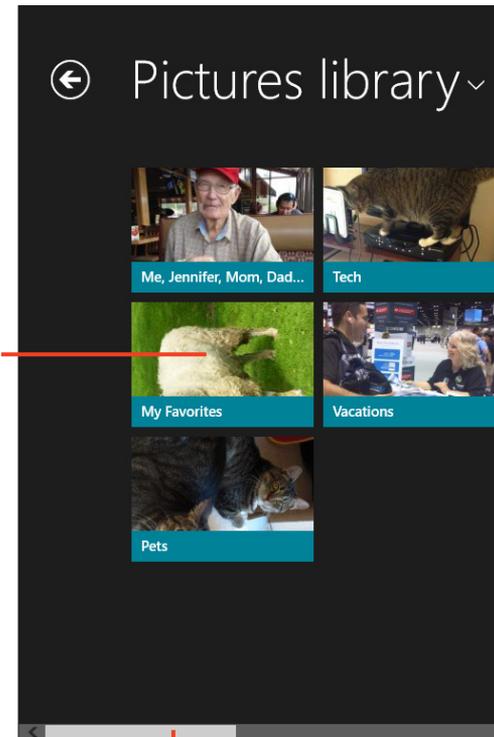
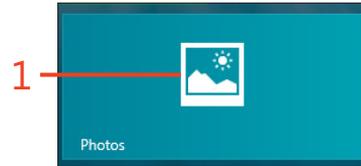
If you have pictures saved to your computer in the Pictures library or subfolders therein, you'll see them when you open the Photos app. If you've already created subfolders in the Pictures

folder to organize your pictures, you'll see those subfolders too. You might see a combination of single pictures and subfolders.

#### Display a picture

- 1 From the Start screen, click the Photos tile. The tile might be live and show images on it.
- 2 Use the scroll bar at the bottom of the screen (move your cursor to see it), to scroll through what's available.
- 3 Click any single picture to view it in full-screen mode.
- 4 If there are no single pictures available (but there are subfolders):
  - a Click any subfolder to open it.
  - b Click any picture to view.

*(continued on next page)*



**Display a picture** *(continued)*

- 5 Click the screen.
- 6 Click the Back arrow that appears in the top-left portion of the screen to return to the previous view.
- 7 Click the Back arrow again if necessary.



**CAUTION** If you don't have any pictures saved to your computer, you won't be able to view them as outlined in this section. However, you can acquire pictures in many ways; you can import them from a digital camera, take them with a built-in camera if one is included with your device, save pictures from the Internet or an email, or copy them from another computer or drive, among other things.



**TIP** The pictures that you save to your computer are saved, by default, in a folder called Pictures. Generally, after you acquire so many pictures that the Pictures folder becomes unwieldy, you create subfolders. You learn about the Pictures folder and additional folders (Music, Videos, Documents, and so on) in Section 18, "Managing data."

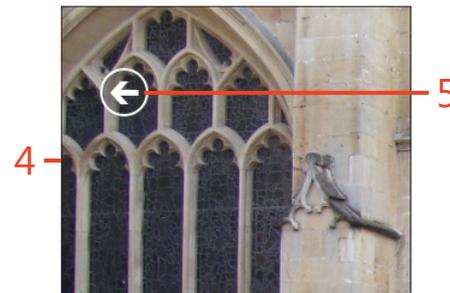
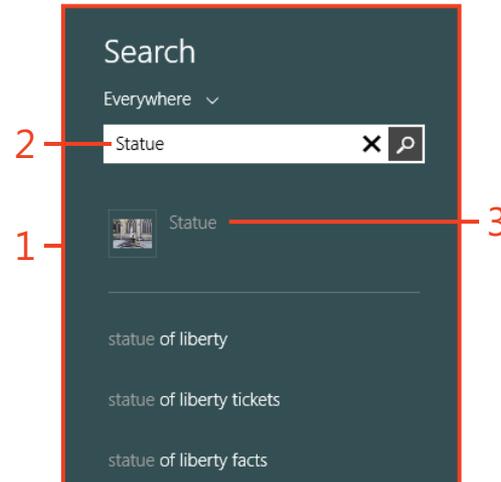
### Searching for pictures

If you know the name of the picture you're looking for or a tag associated with it, you can search for it using the Search charm while in the Photos app. When you click on a picture file that is stored in the Pictures library, it will open in the Photos app. (If

you click a picture file that isn't located in the Pictures library, currently it opens on the desktop in Paint or your default desktop program.)

### Search for photos

- 1 While inside the Photos app, use the Windows key+S to open the Search bar.
- 2 Type the name of the file to open.
- 3 Click the picture file in the results. If the photo is stored in the Pictures library, it will open in the Photos app.
- 4 Click the screen.
- 5 Click the Back arrow that appears to return to the Photos app Home page.



**TIP** You can search for a picture file (by name) from the Start screen too. If you see what you want in the results, click it.



**TRY THIS** Instead of clicking the picture file (step 3) to open it, right-click it. The option Open File Location appears. Click this to open the folder that contains the file. (File Explorer will open on the desktop.)

## Creating folders for your pictures

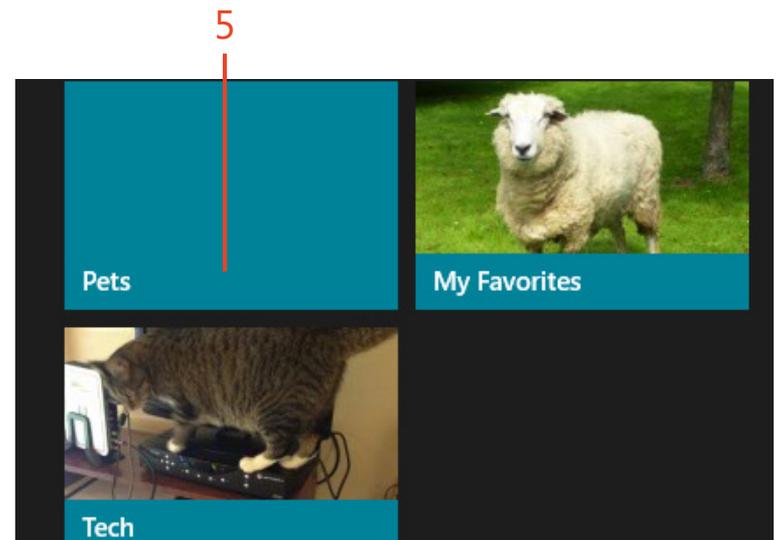
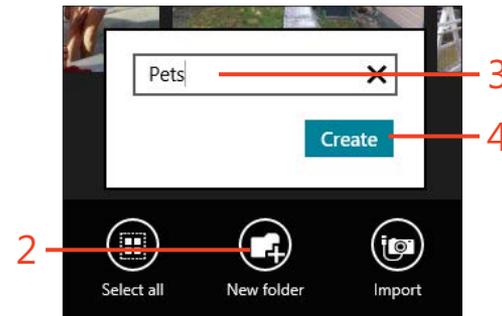
At some point, you'll likely have so many single pictures showing in the Photos app that navigating to a specific picture is difficult, if not seemingly impossible. When this happens, you'll need to create subfolders to organize those pictures. Here you'll create subfolders; in the next task, you'll learn how to move pictures to these new folders.

### Create folders

- 1 While in the Photos app, click any Back arrows as applicable to return to the Home page.
- 2 Right-click the screen, and click New Folder.
- 3 Type a name for the folder.
- 4 Click Create.
- 5 Locate the new folder.

 **TIP** Create multiple subfolders with names that are representative of the pictures you need to organize, such as Travel, Pets, Friends, Children, and so on. You can then create subfolders inside those folders when desired.

 **TRY THIS** Right-click the Home screen of the Photos app, and click the Details View icon. The view will switch from Thumbnails view to Details view. In Details view, you'll be able to see a very small thumbnail alongside the name of the picture file, the date it was taken, and its size. This also enables you to see more items on the screen at one time.



### Moving pictures to new folders

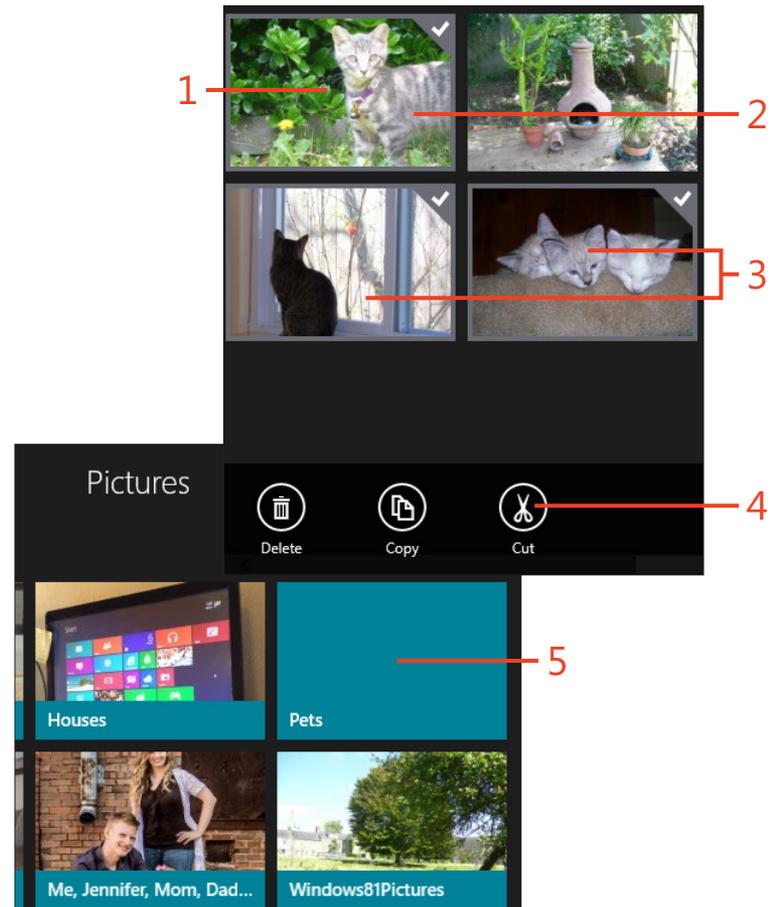
If you've expanded the folder system to include subfolders as outlined in the previous task, you can move your pictures into them to organize them. At the present time, you can't drag photos into these folders, so here you'll learn how to cut and paste to move them. However, be careful when cutting pictures;

when you cut a picture it is stored temporarily on a virtual "clipboard" and it'll stay there until you opt to paste it elsewhere, which you should do immediately and before you cut or copy something else.

#### Move pictures

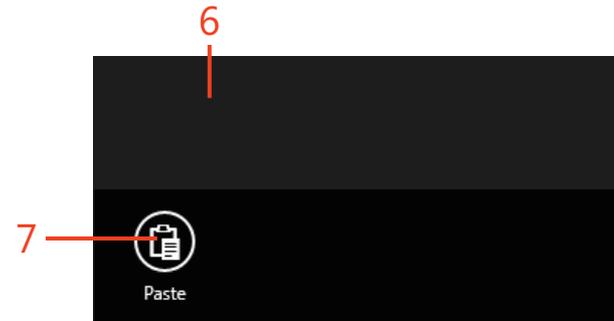
- 1 Using any technique outlined in this section, locate the picture to move.
- 2 Right-click the picture to move.
- 3 Right-click any other pictures to move to the same folder.
- 4 Click Cut. (Note the other options, including Copy and Delete.)
- 5 Using the navigation options outlined in this section, locate the folder to move the pictures to and click it to open it.

*(continued on next page)*



**Move pictures** *(continued)*

- 6 Right-click the screen.
- 7 Click Paste.
- 8 Note the pictures have been moved.
- 9 Note the path to the pictures.
- 10 Click the Back arrow to return to the previous screen.



**CAUTION** Depending on the speed of your computer and other factors, it might take a few seconds for the pictures to be pasted after you click Paste in step 7. Be patient. Also, the folder tile might not show an image on the tile for a while. Closing and reopening the app might speed up this process.



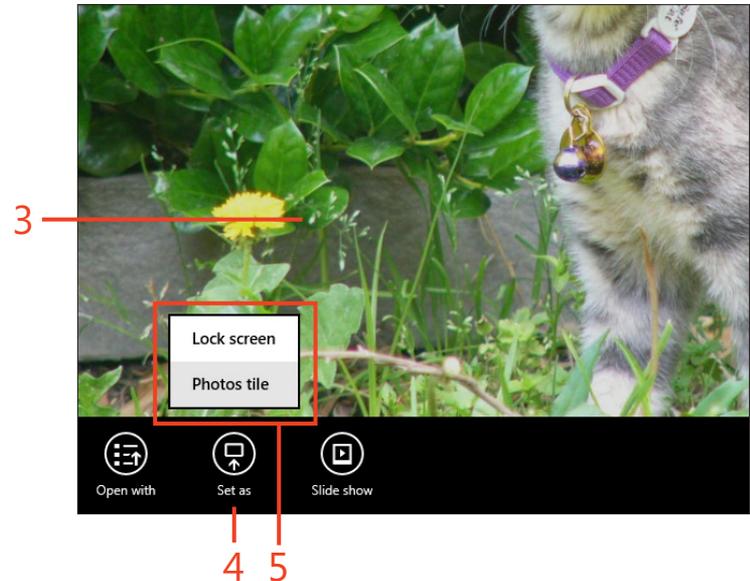
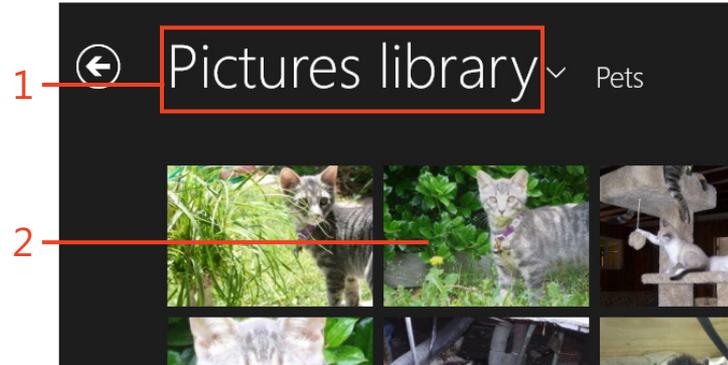
**TRY THIS** Right-click any folder, and click Rename to rename the folder. You can also rename single pictures this same way.

### Setting a picture on the Photos tile or lock screen

The Photos tile is a live tile. This means that pictures will appear on the tile, and they will change regularly. This is a nice feature, unless there are pictures you don't want to see on the Start screen that are also in your Pictures folder! If you'd like a single picture to appear on the Photos tile, you can set one. You can also set a photo to be the picture you see on the lock screen.

### Set a picture on the Photos tile or lock screen

- 1 In the Photos app, browse to a picture to set as the Photo app tile or the lock screen.
- 2 Click the picture to use to open it in full-screen mode.
- 3 Right-click the screen.
- 4 Click Set As.
- 5 Click Photos Tile or Lock Screen.



**TIP** You can share photos via Mail while inside the Photos app. With a picture displayed in full-screen mode, press Windows key+C, click the Share charm, and click the Mail button. Enter an email address, enter a subject, and then click the Send button.

## Cropping a picture

You can do some simple editing in the Photos app, including cropping out unwanted parts of pictures. Locate the picture to crop using any method outlined in this section, click it to open it in full screen, and then follow the directions here to crop it.

### Crop a picture

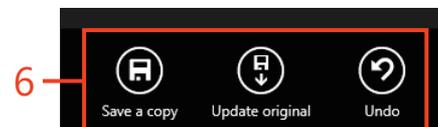
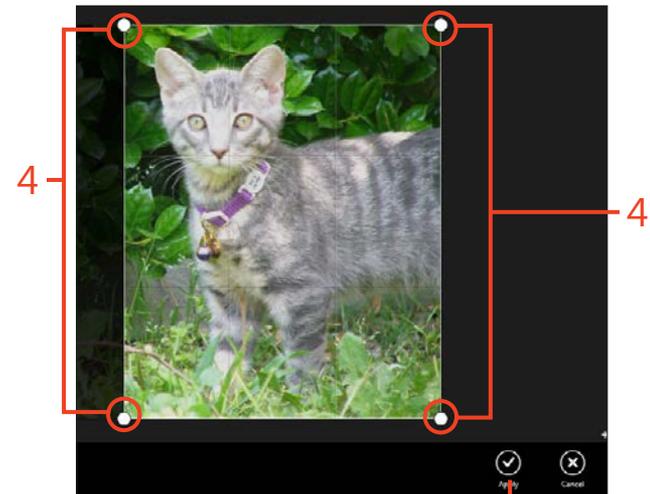
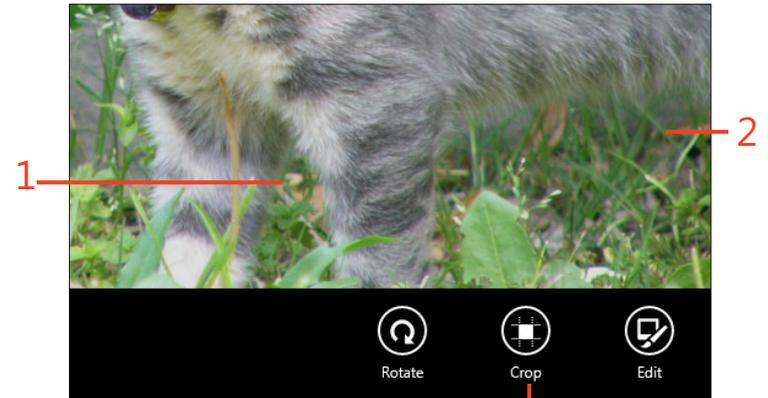
- 1 Open a photo to crop in full-screen mode in the Photos app.
- 2 Right-click the screen.
- 3 Click Crop.
- 4 Drag from each corner to create the desired effect.
- 5 Click Apply.
- 6 Click the appropriate option:
  - a Save A Copy.
  - b Update Original.
  - c Undo (and then Cancel, not shown).



**TIP** Note in step 3 that Crop is not the only option when you right-click. Rotate and Edit are also options.



**TRY THIS** To open a picture in another program, right-click the picture while it is in full-screen mode and click Open With. Choose the desired option. You will see Paint and Windows Photo Viewer, but you might also see other options, such as Windows Media Center, Photoshop, or others.



### Editing a picture

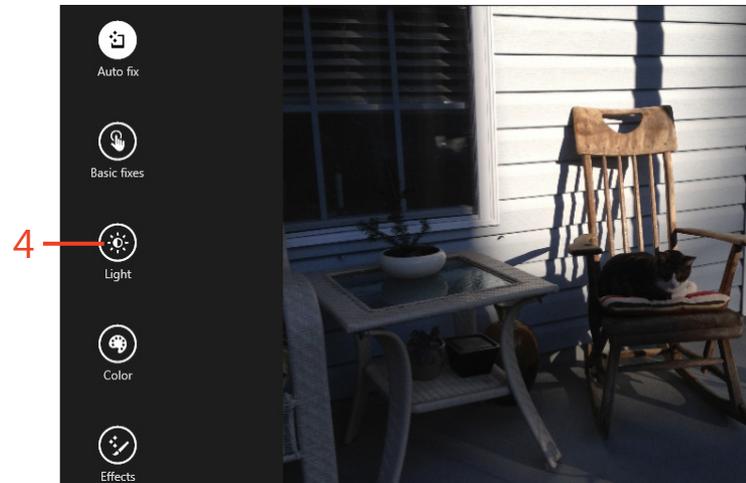
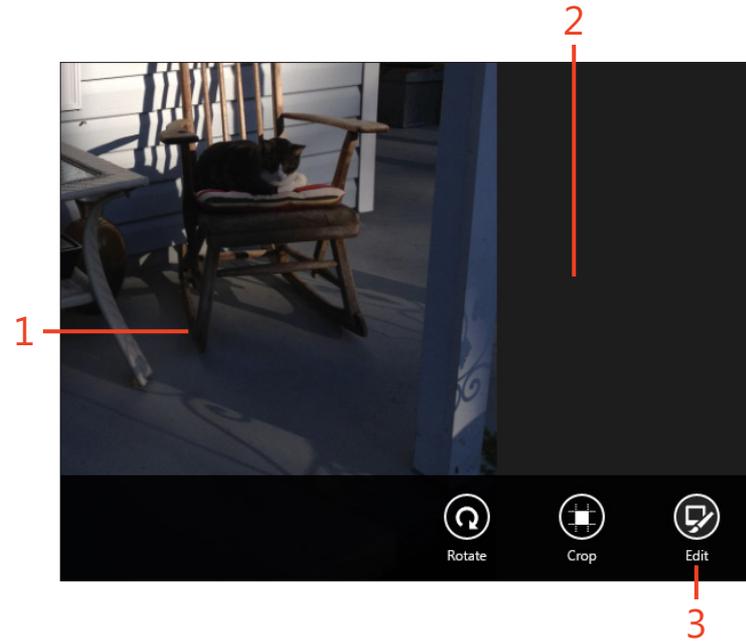
You can do some simple editing in the Photos app. You can use an automated “Auto Fix” option to let the Photos app fix the image for you. There are thumbnails available to preview what the fix will look like after you apply it. You’ll see the Auto Fix option in step 4 here although you won’t apply it.

You can also manually apply basic fixes such as rotating, cropping, removing red-eye, and retouching the image; and you can manually manage light, color, and effects. There isn’t enough room here to detail each of these options, but you will learn how to apply Light settings, including Brightness, Contrast, Highlights, and Shadows. You’ll apply the same techniques to use other editing features.

### Edit a picture

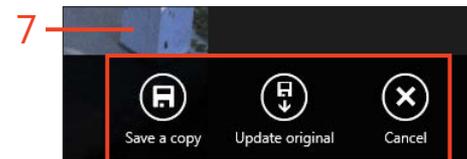
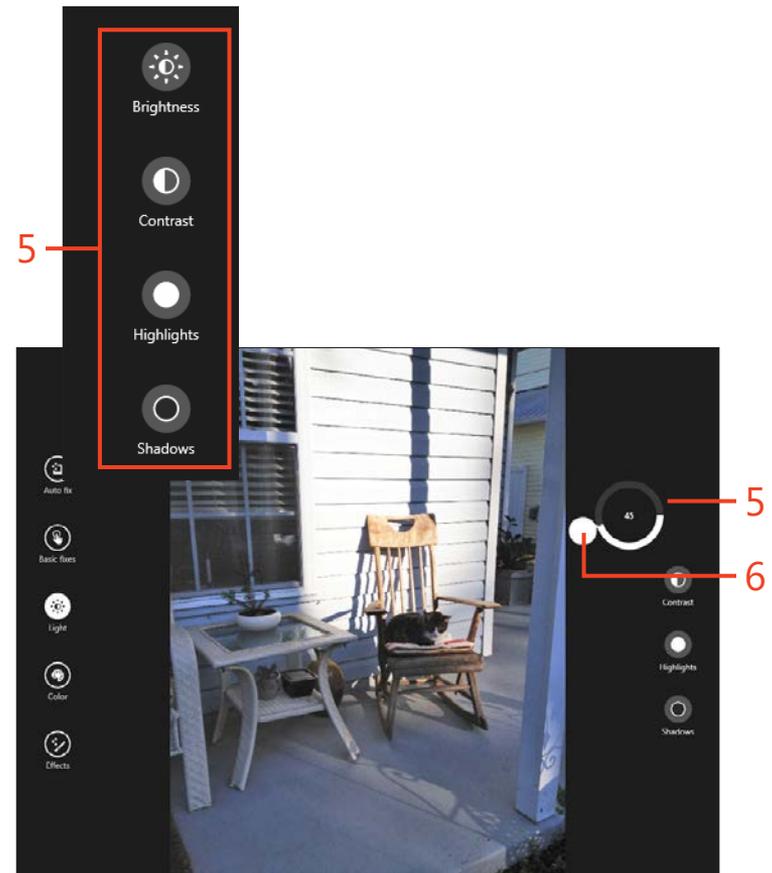
- 1 Using any method outlined thus far, open the picture to edit in full-screen mode.
- 2 Right-click the screen.
- 3 Click Edit.
- 4 Click Light.

*(continued on next page)*



## Edit a picture *(continued)*

- 5 Note the four options: Brightness, Contrast, Highlights, and Shadows. Click one.
- 6 Use the wheel to improve the picture as desired.
- 7 Right-click.
- 8 Click one of these options:
  - a Save A Copy.
  - b Update Original.
  - c Cancel.
  - d Undo (not shown).



**TIP** If the color seems off in a photo, click Color in step 4. There you can manually change the options for Temperature, Tint, Saturation, and you can choose Color Enhance to further refine the color effect..



**TRY THIS** To fix red-eye, from the editing options, click Basic Fixes. From there, choose Red Eye. Position the cursor over the red-eye, and click.

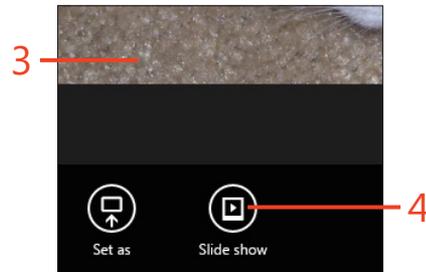
### Playing a slide show

A slide show of pictures is just what it sounds like: Windows displays one image after another automatically, using the pictures in a folder you select. You can select a set of images to play in

a slide show by placing them in a folder, which can be useful for giving sales presentations or sharing personal images with friends.

#### Play a slide show

- 1 In the Photos app, navigate to the folder that contains the pictures to use in a slide show.
- 2 Click to open any picture in the folder.
- 3 Right-click the image.
- 4 Click Slide Show.



**TIP** A slide show will run through all the photos in a selected folder and then cycle through them again. There is no way to pause the slide show; you can only start and stop it. To stop a slide show, click the screen.

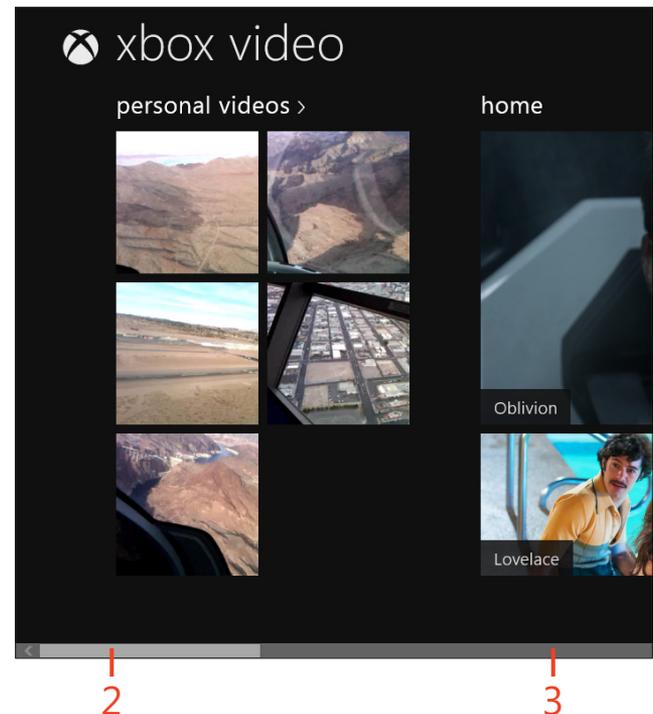
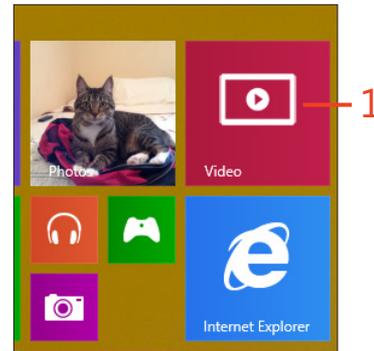
## Exploring the Video app

The Video app offers access to your personal videos, videos you own or have rented, and the Xbox Video store. The Xbox Video store offers recommendations for you based on previous purchases and provides access to new and featured movies and TV shows.

### Explore the Video app

- 1 From the Start screen, click the Video tile.
- 2 Scroll left to view your personal videos. (You might not have any.)
- 3 Scroll right to access the Xbox Video store categories.

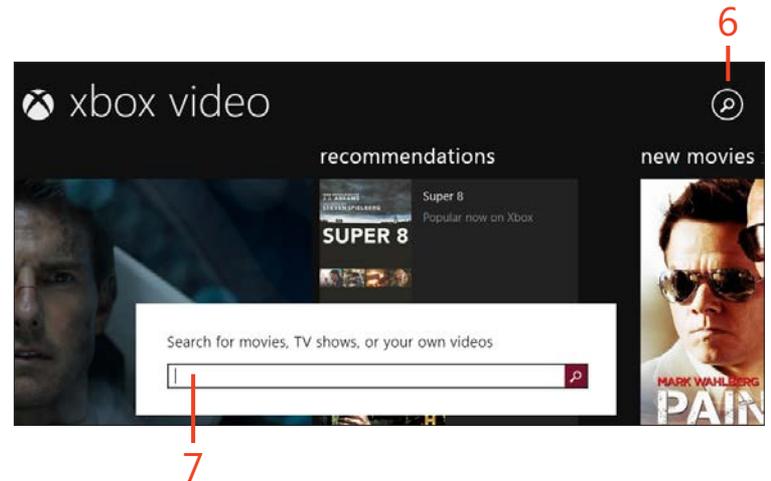
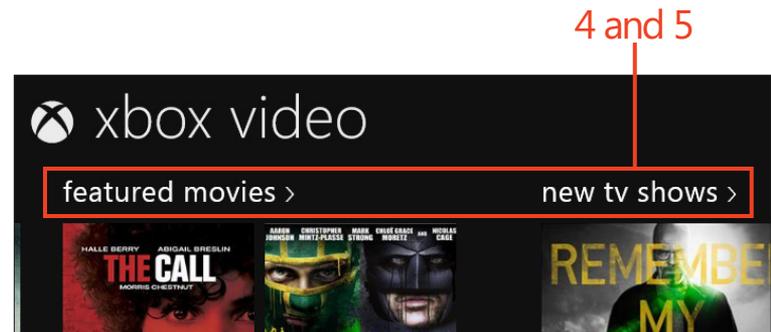
*(continued on next page)*



## 13: VIEWING PICTURES AND VIDEO

### Explore the Video app *(continued)*

- 4 Locate Featured Movies.
- 5 Locate New TV shows.
- 6 Click the Search icon.
- 7 Type the name of a movie you'd like to locate and press Enter on the keyboard.
- 8 Continue exploring as desired.



**TIP** If you want to make purchases from the Xbox Video store, you'll have to set up payment options for your Microsoft account. You can do that from the Settings charm, from Account.



**TRY THIS** While inside the Video app, open the Settings charm (Windows key+I). Click Preferences to access the app's options. One is Choose Where We Look For Videos On This. If you store videos in places other than the Videos folder, such as an external or network drive, use this to option navigate there to include those areas.

## Playing a personal video

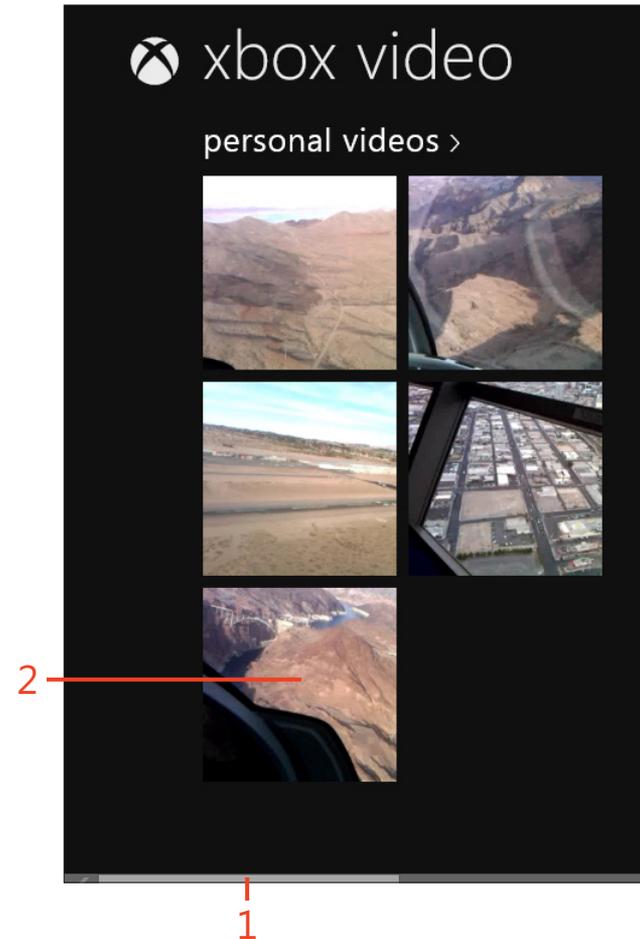
There are two things you can do with the Video app: You can view your personal videos, or you can purchase or rent, and then view, professional ones. Here you'll play a personal video. The Video app offers several controls for managing playback

after you've started it, including play, pause, stop, fast forward, and rewind. You'll need to have personal videos on your computer in the Videos folder to work through this set of steps.

### Play a video

- 1 In the Video app, scroll left to view your personal videos.
- 2 Click any video to play.

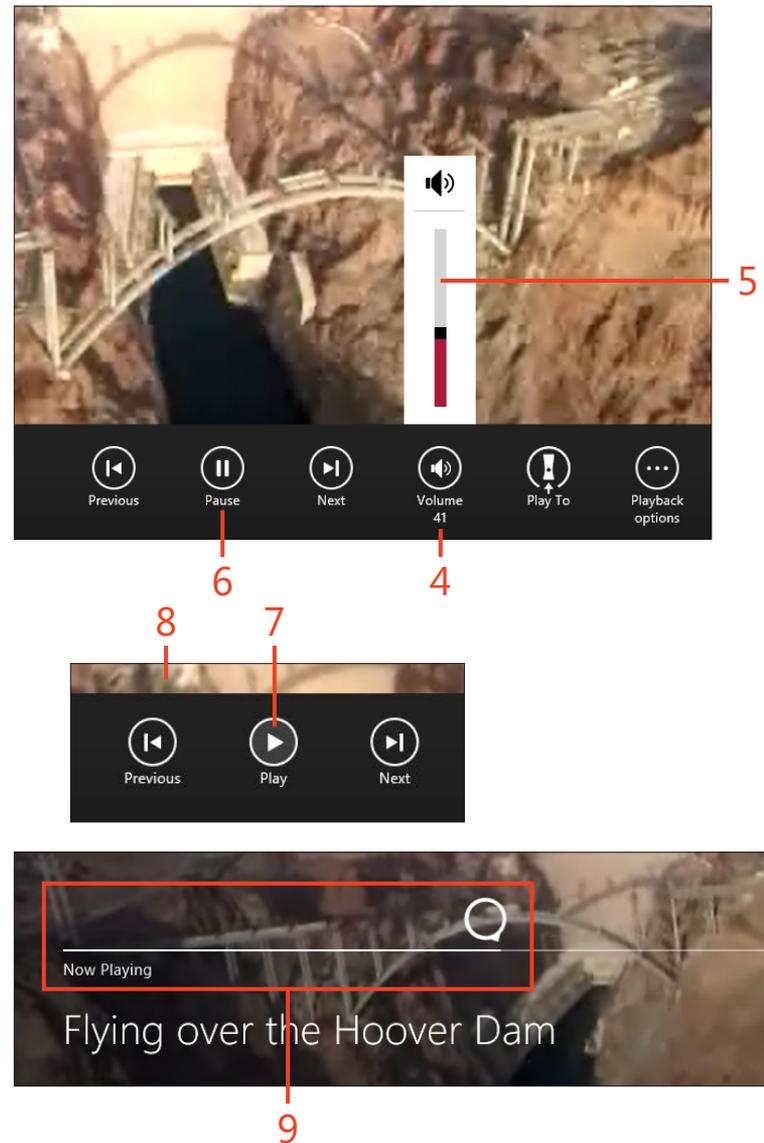
*(continued on next page)*



### Play a video *(continued)*

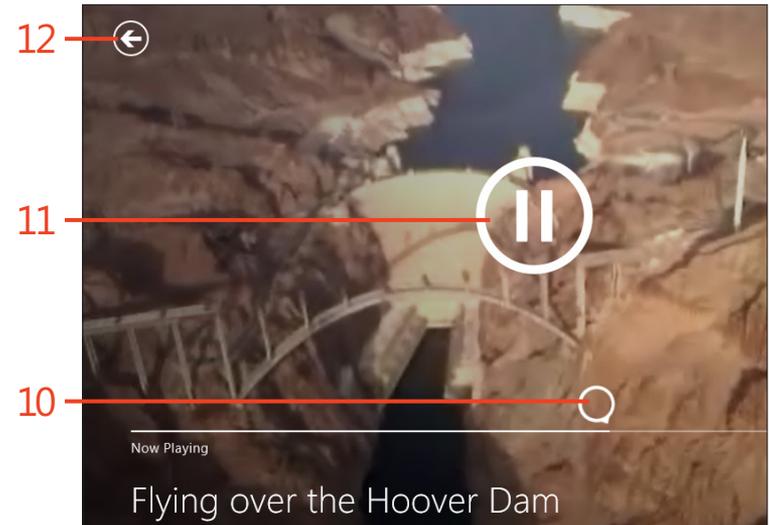
- 3 Right-click the screen to access the playback options.
- 4 Click Volume.
- 5 Use the slider to change the volume.
- 6 Click Pause.
- 7 Click Play.
- 8 Click outside these controls to hide them.
- 9 Move your cursor to access the on-screen controls.

*(continued on next page)*



## Play a video *(continued)*

- 10 Drag the circle on the scrub bar to move quickly backward and forward through the video.
- 11 Click Pause.
- 12 Click the Back button to return to the previous view.



 **TIP** On the toolbar that contains the playback controls (see step 4), click Playback options to turn on closed captions (as applicable) and to turn repeat on or off. Turning repeat on will cause the video to start over when it ends.

 **TIP** You right-click a video to bring up a toolbar at the bottom of the screen, and you can right-click again or click an empty area of the screen to hide it.

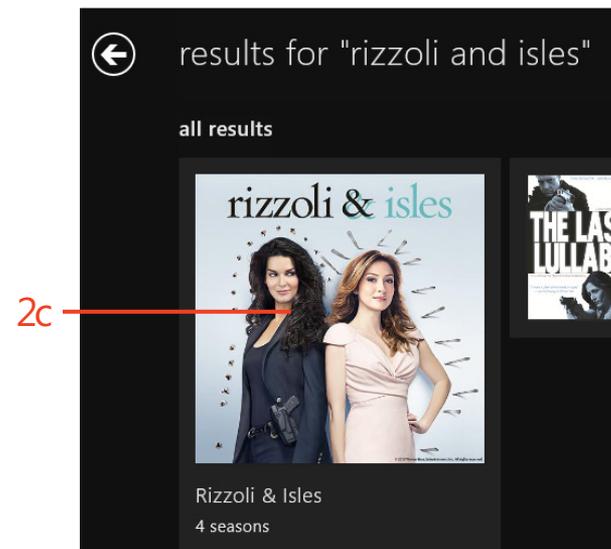
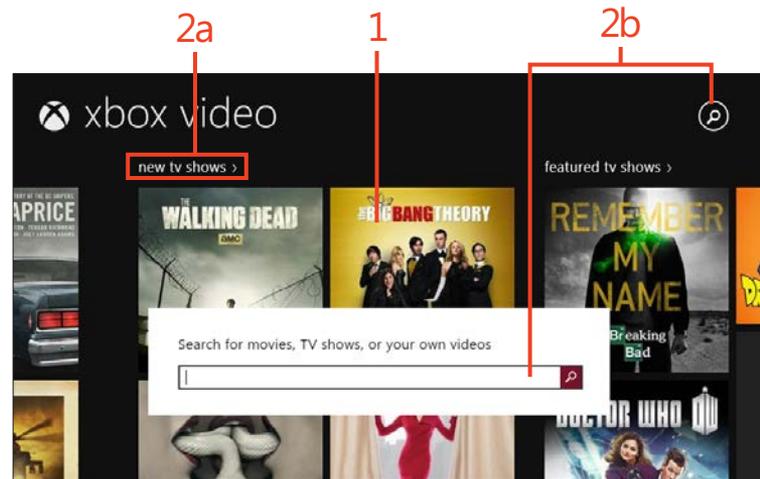
### Buying or renting a video

To purchase or rent media from the Xbox Video store, you must have a valid form of payment on file. This payment is associated with your Microsoft account and can be configured in many ways. One way is to access the Settings charm while in the Video app and click Account. You can click Manage Payment Options to get started. However, if you don't have any information on file and want to buy media here, simply follow the instructions and enter information when prompted. These steps assume that you already have payment information on file.

### Buy or rent videos

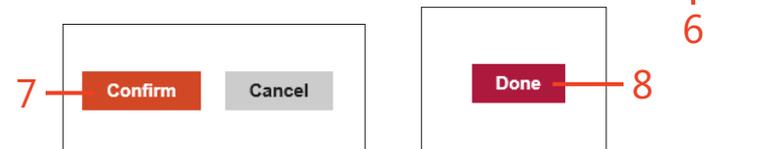
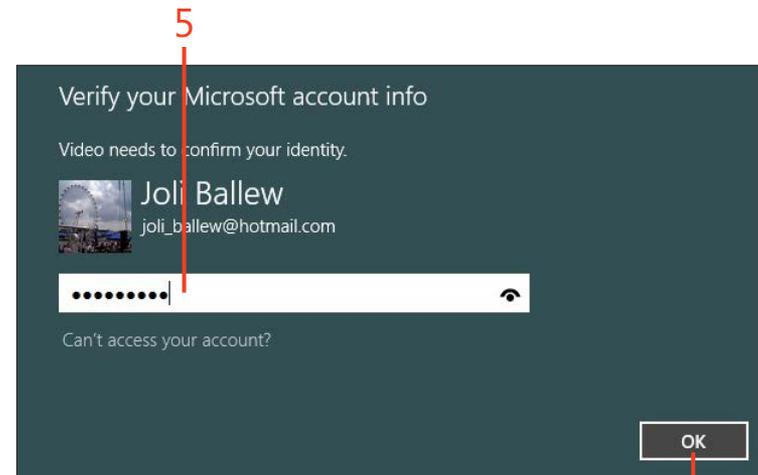
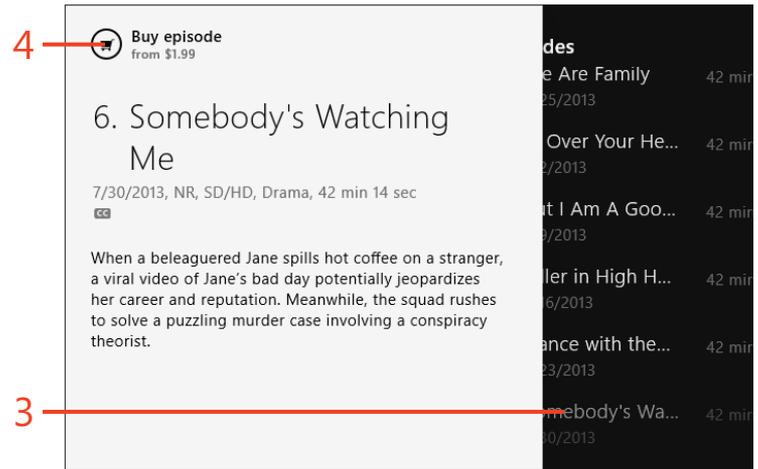
- 1 In the Video app, locate media to rent or buy on the Home screen.
- 2 If you don't see what you want on the Home screen you can:
  - a Click any title, such as New TV Shows.
  - b Click the Search option to type the name of a movie or TV show.
  - c Click any result.

*(continued on next page)*



### Buy or rent videos *(continued)*

- 3 Click the item you'd like to purchase.
- 4 Click the Buy button, Buy Season Pass button, or the Rent button as applicable. (You might not see every option.)
- 5 Type your Microsoft account password.
- 6 Click OK.
- 7 Click the Confirm button.
- 8 Click Done.



**TRY THIS** You can enter payment information at [www.microsoftstore.com](http://www.microsoftstore.com). Just log in with your Microsoft account there and click Payment. What you enter there will be associated with your account and will be a valid form of payment at the Xbox Music store.

**TIP** After you make a media purchase, that media will appear to the far left side of the Video app. You'll see Personal Videos, My TV, and My Movies. The latter two will appear only when you make related purchases.

### Using the camera

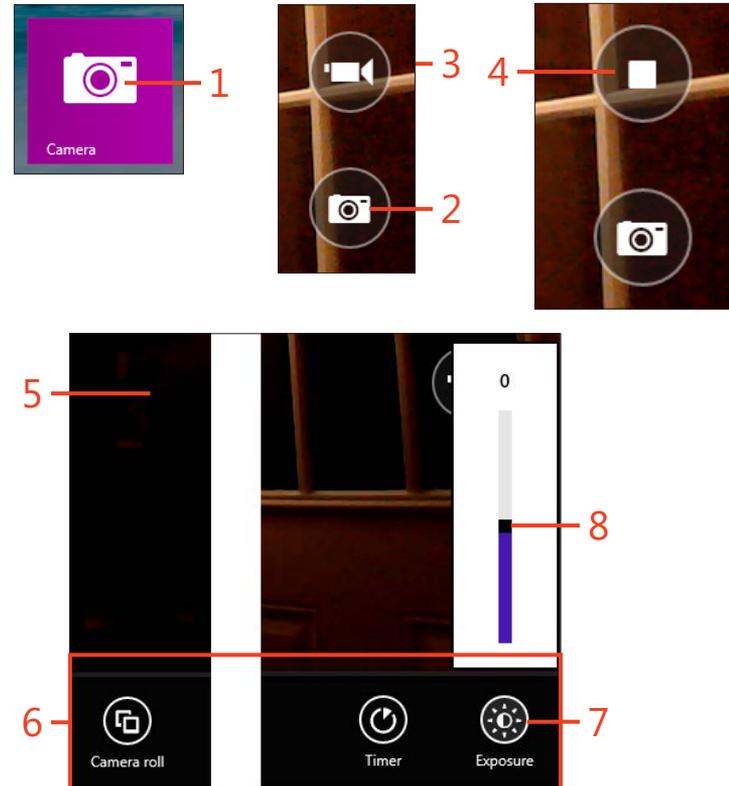
If your computing device has a built-in camera, you can use that camera to take both photos and videos. Some devices also have a front-facing and a rear-facing camera. The options you see

when you open the Camera app will depend on what kind of camera and device you are using.

#### Use the camera

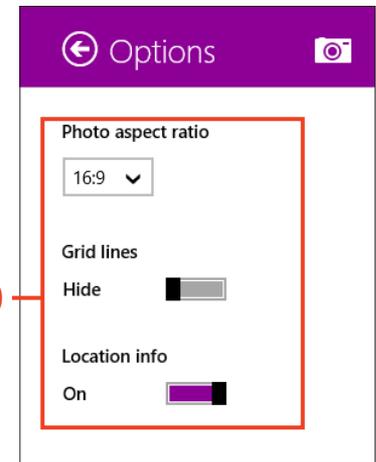
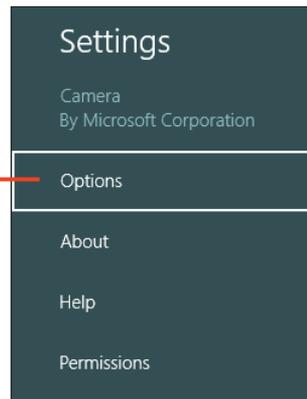
- 1 From the Start screen, click the Camera tile.
- 2 Note the options. Click the digital camera icon to take a picture.
- 3 Click the video camera icon to start recording video.
- 4 Click the Stop button to stop recording.
- 5 Right-click the screen.
- 6 Note the options, including the following:
  - a Camera Roll—to view the images and video you've taken.
  - b Timer—to set up a timer.
  - c Exposure—to configure exposure settings.
- 7 Click Exposure.
- 8 Use the slider to make changes.

*(continued on next page)*



## Use the camera *(continued)*

- 9 Use Windows key+I to open the Settings charm, and click Options.
- 10 Configure settings as desired.
- 11 Use the Windows key to return to the Start screen, and click Photos.
- 12 Click any applicable back arrows in the top-left corner of the Photos app to get to the Home page (not shown).
- 13 Click Camera Roll to view the pictures and videos you've taken here.



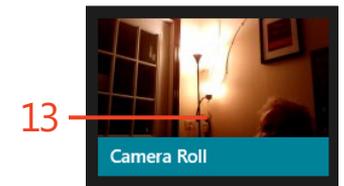
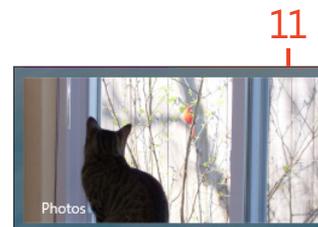
**TRY THIS** In step 6, click Camera Roll. Use the back and forward arrows to see what you've captured. Right-click to delete images and videos. Right-click to access Camera to return to the camera app.



**TIP** Pictures you take with the camera appear in the Photos app in a folder called Camera Roll. Videos you take appear there too. Both appear in a folder named Camera Roll in File Explorer on the desktop, in the Pictures folder.



**TIP** The camera is accessible from the lock screen by using touch. Just flick down from the top to activate it. You can configure the related setting from PC Settings, from PC and Devices, from the lock screen option.





# Index

## Symbols

- ! (exclamation point)
  - beside songs, 155
  - on device icon, 210
- + (plus sign), minimizing windows
  - clicking, 195
- " " (quotation marks), narrowing search using, 81

## A

- accessibility settings
  - about, 281
  - adjusting double-click mouse settings, 283–284
  - adjusting keyboard settings, 285–286
  - adjusting mouse motion settings, 283–284
  - changing double tap speed on touch screen, 284
  - changing pointer settings, 282
  - changing touchpad settings, 282
  - changing typing settings, 285
  - charms opening when not needed, 286
- Ease of Access Center
  - Keyboard option in, 286
  - using Magnifier, 291–292
  - using Narrator, 293–294
  - Windows suggesting settings for, 289–290
  - working with Speech Recognition, 295–298
- Ease of Access Mouse Settings
  - changing pointer settings, 282
  - switching from right to left-handed, 282
- high contrast screen options
  - enabling, 287–288
  - turning off, 288
- increasing size of items on screen, 288
- keyboard shortcuts, 352
- switching from right to left-handed mouse, 282
- Windows Standard (Extra Large) system scheme, 284
- Account Control Settings dialog box, 238
- account picture, modifying, 49–50
- account preferences (Windows Store), 149
- Account Settings button (Start screen), 11
- Accounts settings, options in, 50
- Action Center
  - definition of, 355
  - exploring, 306
  - opening, 306
- activation, definition of, 355
- active window, definition of, 355
- Add An Account option (People app), 106–107
- Add Pin (Maps app) button, 72
- address bar
  - definition of, 355
  - typing search term in, 82
  - using Internet Explorer 11 app, 77
- Add to Favorites button, 86
- administrative privileges, 237
- Administrator account, 355
- Advanced Options (Troubleshoot section), 320
- Advanced Startup options, 318–321
- Aerial View (Maps app), 67
- Airplane mode, 224
- album thumbnails, 154, 159
- All Apps view screen
  - accessing, 12
  - booting computer to, 18
- All Genres option (Music app), 161
- All Music option (Music app), 156
- All section (People app), 105, 110
- App bar, definition of, 355
- App bar, inside Maps app, 66
- appearance of Windows, customizing
  - about, 41
  - adjusting screen resolution, 54
  - changing desktop background, 53
  - changing Start screen background, 46
  - changing tiles size, 44
  - choosing desktop theme, 52
  - modifying account picture, 49–50
  - modifying tiles on Start screen, 44–46
  - personalizing background of lock screen, 47
  - pinning apps to Start screen, 42
  - reposition on Start screen, 45
  - setting up lock screen apps, 48
  - unpinning apps to Start screen, 43
- Apply This Fix option, to devices, 211

- apps. *See also* desktop apps; *See also* Mail app; *See also* Music app
    - accessing person information or location, 227–228
    - allowing through firewall blocked, 227
    - buying, 146–147
    - Calendar app, 93–104
    - closing, 25
    - closing using Task Manager, 316–317
    - danger in allowing access to location, 227
    - definition of, 355
    - displaying recently used, 25, 32
    - finding recently viewed, 32
    - installing free apps, 143
    - installing updates, 147
    - Internet Explorer 11 app
      - about, 75–77
      - clearing web history, 84–85
      - marking and accessing favorites, 86–87
      - navigating among websites, 78–80
      - pinning website to Start screen, 88
      - searching webpages, 80–81
      - starting new InPrivate session, 89
      - switching to Internet Explorer desktop app, 90
      - tab feature in, 83
      - typing search term in address bar, 82
    - keystroke shortcuts for displaying recently used, 30
    - Maps app, 65–73
    - opening with tiles, 13
    - People app, 93, 105–112
    - Photos app, 172–182
    - pinning newly purchased apps to Start screen, 143
    - pinning to Start screen, 42
    - rating and reviewing, 148
    - rating/reviewing, 148
    - reading reviews of, 142
    - returning to Start screen by hiding, 24
    - searching for, 138–139
    - setting up lock screen, 48
    - snapping, 27
    - Speech Recognition, 364
    - sync app licenses, 149
    - Tips, 342
    - unpinning to Start screen, 43
    - using on all devices, 144
    - Video app, 183–191
    - viewing apps in Windows store, 144–145
    - viewing available, 195
  - The Apps View Automatically When I Go to Start option, 18
  - Apps view screen, changing to, 208
  - arrows, in options of desktop app menus, 196
  - Asking for Remote Assistance, 313–315
  - Ask the Community option, perusing help at community forums, 344
  - attachments (email)
    - adding to messages, 126
    - compressed files as, 271
    - definition of, 355
    - opening, 122–123
    - saving files to SkyDrive from, 248
  - automatically updating
    - desktop apps, 304
    - Microsoft Office, 304
    - operating system, 304–305
    - restarting computer after apps are installed, 308
- B**
- Back arrows
    - in Photos app, 175
    - in Windows Store, 140
  - Back button (Internet Explorer app), 78
  - background
    - changing desktop, 53
    - changing Start screen, 46
    - personalizing lock screen, 47
  - backing up data
    - by copying files, 269
    - manually, 276
    - using File History, 274
  - battery life on laptops and tablets
    - lengthening, 36
    - turning Bluetooth off to save, 212
  - BCC (Blind Carbon Copy) box, 125, 355
  - Bing, using to search online, 62
  - Bitmap (.bmp) file format, 355
  - blocked apps, allowing through firewall, 226
  - Bluetooth devices
    - connecting to, 212–213
    - pairing, 212
    - using, 213
  - .bmp (Bitmap) file format, 355
  - booting computer
    - to All Apps view screen, 18
    - to desktop, 19
  - brightness
    - adjusting, 36
    - charm option, 34
  - Brightness icons, laptop, 36
  - browsers. *See also* Internet Explorer 11 app; *See also* Internet Explorer desktop app
    - definition of, 367
  - browsing, finding music to purchase
    - by, 160–161
  - burn, definition of, 356
  - burning music to CDs, 171
  - Burn list (Windows Media Player)
    - burning music to CDs, 170
    - burning playlist to CD, 168

## buttons

- Add Pin (Maps app), 72
- Add to Favorites, 86
- Back button (Internet Explorer app), 78
- Buy (Windows Store), 143
- Connect (network), 40
- Copy (File Explorer), 276
- Disconnect button (network), 40
- Empty Recycle Bin, 278
- End Task (Task Manager), 317
- Expand/Shrink touch keyboard, 28
- Favorites, 86
- Front-facing button (Internet Explorer app), 78
- Hide (keyboard), 39
- Hide Selected Items (File Explorer), 266
- New contact, 108
- New Folder
  - File Explorer, 267
  - SkyDrive, 249
- New Tab, 83
- Option, 361
- Page Tools, 80, 81
- Paste (File Explorer), 276
- pinned taskbar, 362
- Pin site, 88
- Power, 10, 308
- Rename (File Explorer), 268
- Respond (Mail app), 118–119
- Send Invitation, 99
- Show Traffic (Maps app), 70
- Shrink/Expand touch keyboard, 28
- Start. *See* Start button
- Stop Sharing (File Explorer), 272
- Taskbar, 365
- Try (Windows Store), 143
- Turn Repeat On (Windows Media Player), 166
- Update Driver, 339
- volume, 35

- Buy button (Windows Store), 143
- Buy More Storage (SkyDrive), 253

## C

- cached images, 85
- Calendar app
  - about, 93
  - adding events, 95–96
  - additional calendars
    - adding, 102–103
    - working with, 104
  - changing color associated with specific calendar, 104
  - color of entries, 103
  - default start and end times, 96
  - deleting events, 101
  - displaying views, 94
  - editing existing events, 100
  - hiding specific calendar, 104
  - inviting people to event, 98–99
  - reminders, 97
  - setting up reminders, 97
  - titling events, 95
- calendars, including in email account, 115
- camera, using from lock screen, 48, 191
- Camera app
  - about, 171
  - using, 190–191
- Camera Roll folder, 191
- Camera Roll option
  - about, 190–191
  - configuring for uploading photos and videos to SkyDrive, 246
- CC (Carbon Copy) box, 119, 356
- CDs
  - burning playlist to, 168
  - ripping music to, 169
- Change Action Center Settings option, 306

- Change PC Settings, 37

## changing

- color of font, 200
  - date, 37
  - desktop background, 53
  - desktop theme, 52
  - double tap speed on touch screen, 284
  - drive File History is saved to, 274
  - mouse schemes, 284
  - pointer settings, 282
  - screen resolution, 54
  - size of tiles, 44
  - Start screen background, 46
  - time, 37
  - to Apps view screen, 208
  - to different user account, 237
  - typing settings, 285
  - views in File Explorer, 266
- ## charms
- basics, 14
  - displaying
    - about, 29
    - with gesture, 23
    - with mouse, 25
  - displaying and using from Start screen, 11
  - hiding, 14
  - keystroke shortcut for displaying, 14
  - keystroke shortcuts for displaying, 30
  - making appear using touch screen gestures, 59
  - opening when not needed, 286
- ## Search
- opening, 60
  - searching pictures using, 174
  - seeing all search results, 59
  - using, 59
- ## Settings
- about, 34
  - adding calendars using, 102

- adjusting brightness, 36
- changing background of Start screen from, 46
- changing color associated with specific calendar from, 104
- changing date and time, 37
- connecting or disconnecting networks, 40
- controlling volume, 35
- displaying touch keyboard, 39
- hiding specific calendar from, 104
- keystroke shortcuts for getting, 14
- managing power, 38
- options for, 34
- personalize option vs. personalization, 46
- personalizing background of lock screen using, 47
- setting up lock screen apps using, 48
- Sweep, 128
- techniques for displaying, 29
- children
  - creating user account for, 231, 232, 240
  - reviewing Family Safety settings, 242
  - turning on Family Safety controls, 239–240
  - working with Family Safety settings, 241–242
- clearing web history (Internet Explorer app), 84–85
- Clear map option (Maps app)
  - removing route using, 71
  - returning to previous view, 68
  - starting new search using, 69
- click, definition of, 356
- Clipboard
  - cut data on, 201
  - using, 201
- clocks, configuring multiple, 37
- closed captions, turning on, 187
- closing
  - apps, 25
  - Close key (touch keyboards), 28
- cloud
  - configuring music in, 165
  - creating folder and adding data to it from SkyDrive app, 254–255
  - sharing settings and files in
    - about, 243
    - adding files to folder in SkyDrive, 250–251
    - choosing files to save to SkyDrive, 245–246
    - choosing settings to sync to SkyDrive, 244
    - creating folder in SkyDrive, 249
    - deleting files from SkyDrive, 251
    - managing storage on SkyDrive, 253
    - saving files to SkyDrive, 247–248
    - sharing folders, 252
- cloud icons, beside songs, 155
- color
  - adjusting in pictures, 181
  - changing background of Start screen, 46
  - changing font, 200
  - changing in Calendar app specific calendar associated, 104
  - of entries in Calendar app, 103
- command bar, definition of, 356
- command, definition of, 356
- community forums, perusing help at, 344
- compress, definition of, 356
- compressed files, creating and extracting, 270–271
- compressed folder, definition of, 356
- computer
  - about desktop, 357
  - making discoverable for Bluetooth devices, 212
  - refreshing, 322
  - restarting, 308
  - viewing basic information about, 330–331
- Computer tab (File Explorer), 260
- Connect Automatically option, 221
- Connect button, network, 40
- Connect this PC to your Microsoft account screen, 20
- contacts
  - including in email account, 115
  - locating on map, 109
  - People app
    - adding new, 108–109
    - communicating with, 110
    - culling and sorting, 111
    - hiding from social networks, 111
    - online account contacts incorporating in, 106–107
    - typing name in landing page, 110
- Content Pane (File Explorer), 258, 356
- content-specific tabs, 260
- contrast screen options
  - enabling high, 287–288
  - turning off high, 288, 352
- Control Panel
  - adjusting double-click speed and motion setting of mouse, 283–284
  - adjusting keyboard settings, 285–286
  - definition of, 356
  - finding homegroup password, 217
  - Remote Assistance in, 313–315
  - Set Up Family Safety For Any User, 239
  - Take Speech Tutorial option in, 296
  - troubleshooting and configuring devices from, 211
- cookies, 85, 89, 356
- Copy button (File Explorer), 276
- Copy command, 356
- copying and moving files, 269

- Copy To SkyDrive option (SkyDrive app), 255
- cropping pictures, 179
- Curfew hours, setting in Family safety, 242
- Current View group (File Explorer), 266
- cursor, 356
- customizing appearance of Windows
  - adjusting screen resolution, 54
  - changing desktop background, 53
  - changing Start screen background, 46
  - changing tiles size, 44
  - choosing desktop theme, 52
  - creating desktop shortcut, 49–50
  - modifying account picture, 49–50
  - modifying tiles on Start screen, 44–46
  - personalizing background of lock screen, 47
  - pinning apps to Start screen, 42
  - reposition on Start screen, 45
  - setting up lock screen apps, 48
  - unpinning apps to Start screen, 43
- Cut command, 356
- cut data, on Clipboard, 201

## D

- data, managing
  - about, 257
  - backing up data
    - by copying files, 269
    - manually, 276
    - using File History, 274
  - content-specific tabs in, 260
  - creating and extracting compressed files, 270–271
  - deleting files and folders, 277
  - File Explorer
    - changing views in, 266
    - creating folder in, 267
    - deleting files and folders from, 277

- hiding items in, 266
- loading files with, 263–265
- moving and copying files in, 269
- navigating, 261–262
- renaming files or folders, 268
- selecting data manually to backup, 276
- sharing content from, 272
- using ribbon in, 258–260
- File History
  - backing up and restoring data
    - using, 274
  - configuring, 274–275
  - enabling, 273
  - using Recycle Bin
    - changing space used to hold files, 279
    - deleting files and folders, 277
    - restoring entire contents of, 278
- data plans, Wi-Fi usage on, 224
- date (Settings charm), changing, 37
- daylight savings time, option to adjust
  - automatically, 37
- Day view (Calendar app)
  - adding events to, 95–96
  - choosing, 94
  - default start and end times, 96
  - deleting event, 101
  - editing existing event, 100
  - inviting people to event, 98–99
  - setting up reminders, 97
- Defender, Windows
  - customizing scan of, 230
  - updates when real-time protection is turned on, 230
  - using, 229
- deleting
  - desktop shortcuts, 51
  - events (Calendar app), 101
  - file and folders, 277
  - files from SkyDrive, 251

- files permanently, 278
- search history, 61
- web history in Internet Explorer app, 84–85
- desktop
  - about, 15
  - booting computer to, 19
  - definition of, 357
  - displaying charms from, 29
  - keyboard shortcuts, 353
  - keystroke shortcut for opening, 16
- desktop apps
  - about, 193
  - changing to Apps view screen, 208
  - exploring, 206–208
  - exploring ribbons, 198
  - formatting in desktop apps, 199–200
  - inserting objects in, 202
  - Internet Explorer, 90–92, 203, 358
  - maximizing, 32
  - menus
    - seeing all options on, 208
    - using, 195
  - Notepad
    - opening, 194
    - printing documents, 203–205
    - using Clipboard with, 201
    - using File menu in, 196
  - opening and closing, 194–195
  - Paint
    - exploring ribbon in, 197–198
    - inserting drawings in WordPad
      - from, 202
    - opening, 194
    - saving files, 204–205
  - pinning or unpinning to desktop taskbar, 43
  - printing documents, 203
  - saving file in, 204–205

- saving files to SkyDrive from, 247–248
    - updating automatically, 304–305
    - using Clipboard, 201
    - viewing available, 195
    - Windows Media Player, 151, 166–170
    - WordPad, 194–195, 199–205
  - desktop background
    - changing, 53
    - using multiple pictures, 53
  - desktop computers. *See also* computer
    - definition of, 357
  - desktop folder, 357
  - Desktop Help feature, 345–348
  - desktop shortcuts
    - about, 15
    - creating, 51
    - deleting, 51
  - desktop taskbar
    - configuring multiple clocks on, 37
    - feature, 15
    - opening Internet Explorer from, 76
    - pinning or unpinning desktop apps to, 43
  - desktop theme
    - choosing, 52
    - getting from Internet, 52
    - saving personalized, 52
  - Details page (Calendar app), 101
  - Details pane in File Explorer, 357
  - Details View icon (Photos app), 175
  - device drivers, getting compatible, 211
  - Device Manager, updating device drivers manually, 338–339
  - devices
    - about, 209
    - adding, 210–211
    - Bluetooth devices
      - connecting to, 212–213
      - using, 213
    - changing network settings, 222–223
    - connecting to Ethernet, 215
    - connecting to private network, 214–215
    - connecting to public network, 221
    - exclamation point (!) on icon of, 210–211
    - grayed out, 210
    - homegroups sharing
      - about, 215
      - creating, 216–217
      - finding password, 215
    - order for turning on network, 218
    - troubleshooting device installations, 211
    - troubleshooting network
      - connectivity, 218–220
      - using Airplane mode, 224
  - Devices And Content to On or Off
    - options, 223
  - Dialog box, definition of, 357
  - digital camera icon (Camera app), 190
  - directions for travelling (Maps app), 71
  - Disconnect button, network, 40
  - Disk Cleanup
    - definition of, 357
    - running, 307
  - Disk Defragmenter, 357
  - disk space, recovering, 277
  - displays (monitors)
    - high contrast options
      - enabling, 287–288
      - turning off, 288, 352
    - increasing size of items on, 288
    - primary display, 363
    - secondary display, 364
    - using multiple, 360
    - zoom in or out in, 26
  - documents
    - formatting text in desktop apps, 199–200
    - inserting objects in, 202
    - opening new, 196
    - printing, 203
    - saving, 204–205
    - swipe gesture for scrolling through, 23
    - using Clipboard, 201
  - double-click, definition of, 357
  - double-click speed on mouse,
    - adjusting, 283–284
  - drafts, email message, 357
  - drag, definition of, 357
  - drivers
    - definition of, 357
    - updating device, 338–339
  - drives. *See also* hard drive
    - ReadyBoost and SSD technology, 303
  - Recovery
    - creating, 300–301
    - renaming, 300
    - storing, 300
    - using Advanced Startup with, 318–321
  - DVDs. *See* CDs
- E**
- Ease of Access Center
    - Keyboard option in, 286
    - using Magnifier, 291–292, 360
    - using Narrator, 293–294, 360
    - Windows suggesting settings for, 289–290
  - Ease of Access Mouse Settings
    - changing pointer settings, 282
    - switching from right to left-handed, 282
  - editing
    - existing events (Calendar app), 100
    - keyboard shortcuts, 351
    - pictures, 180–181
  - Edit option (Photos app), 179
  - email account
    - including contacts and calendars, 115
    - setting up, 114–115

- email addresses
  - inviting people to events using, 99
  - Windows does not recognize, 99
- emails
  - about, 113
  - adding attachments to, 126
  - adding hyperlink to, 126
  - attaching compressed files to, 271
  - attachment to, 355
  - BCC box, 125, 355
  - CC box, 125, 356
  - check boxes next to messages, 122
  - configuring default message format, 126
  - creating and sending messages, 124–125
  - drafts of messages, 357
  - Emoticons icons in, 121
  - flagging, 116
  - Folders icon, 117, 128
  - formatting text in messages, 120–121
  - forwarding messages, 119
  - moving messages to folders, 128
  - opening attachments, 122–123
  - opening inbox, 116
  - POP3, 362
  - reading messages, 117
  - replying to messages, 118
  - saving draft of messages, 121
  - saving files to SkyDrive from
    - attachments, 248
  - switching to unread messages, 116
  - using BCC box, 125, 355
  - using CC box, 118, 356
  - using Sweep charm in inboxes, 128
- Emoticons icons (Mail app), 121
- Empty Recycle Bin button, 278
- End Task button (Task Manager), 317
- Ethernet
  - connecting devices to, 215
  - definition of, 357

- events (Calendar app)
  - creating, 95–96
  - deleting, 101
  - editing existing, 100
  - inviting people to, 98–99
  - titling, 95
- Exchange calendars
  - adding to Calendar app, 102–103
  - working in Calendar app with, 104
- exclamation point (!)
  - beside songs, 155
  - on device icon, 210
- executable file, definition of, 357
- Expand/Shrink button (touch keyboards), 28
- expansion card, 357
- expansion slot, 357
- Exposure option (Camera app), 190
- external drive, backing up data on
  - manually, 276
  - using File History, 273

## F

- Facebook account, People app and
  - communicating with contacts from, 110
  - culling and sorting contacts, 111
  - hiding contacts from, 111
  - incorporating contacts from, 106–107
- Family Safety
  - reviewing settings, 242
  - turning on controls, 239–240
  - working with settings, 241–242
- Favorites bar, 357
- Favorites button, 86
- Favorites Center
  - definition of, 357
  - in Internet Explorer 11 desktop app, 92
- Favorites, definition of, 357

- Favorites list
  - adding map location to, 73
  - adding website to, 86–87
  - managing, 73
- Favorites section (People app), 105
- Featured Movies option (Video app), 184
- Featured TV Shows option (Video app), 188
- File Explorer
  - about, 17
  - Camera Roll folder, 191
  - changing drive File History is saved to, 274
  - changing views in, 266
  - Content pane in, 356
  - creating folders in, 267
  - definition of, 358
  - deleting files and folders from, 277
  - Details pane in, 357
  - Frequent Places in, 264
  - hiding items in, 266
  - icon, 15, 261
  - keyboard shortcuts, 352
  - loading files with, 263–265
  - moving and copying files in, 269
  - navigating, 261–262
  - Navigation pane, 258, 261–267
  - new features of, 6
  - Preview pane, 363
  - Preview pane in, 265
  - renaming files or folders, 268
  - renaming Recovery drive, 300
  - saving files to SkyDrive, 247
  - selecting data manually to backup, 276
  - sharing content from, 272
  - tabs in, 259–260, 266, 272
  - This PC. *See* This PC (File Explorer)
  - using ribbon in, 258–260
- File History
  - configuring, 274–275
  - enabling, 273

file name extension, definition of, 358

file recovery, definition of, 358

files

- creating and extracting
  - compressed, 270–271
- definition of, 358
- deleting, 277
- hiding in File Explorer, 266
- moving and copying, 269
- naming, 268
- printing in Internet Explorer desktop app, 203
- renaming, 268
- restoring from Recycle Bin, 278
- searching for, 57, 263–265
- sharing in cloud
  - about, 243
  - adding files to folder in SkyDrive, 250–251
  - choosing files to save to SkyDrive, 245–246
  - choosing settings to sync to SkyDrive, 244
  - deleting files from SkyDrive, 251
  - saving files to SkyDrive, 247

File Storage option (SkyDrive), 253

File tab (File Explorer), 259

filter, definition of, 358

Filter Keys

- about, 285
- enabling or disabling, 286
- keyboard shortcut for, 352

Find And Fix Networking And Connection

Problems option, 218

Find On Page feature (Internet Explorer app), 80

Firewall, Windows

- allowing blocked apps, 226
- enabling, 226

Fix It, Microsoft, using to troubleshoot, 311–312

Flag option (Mail app), 118

flash drive

- backing up data on
  - manually, 276
  - using File History, 273
- creating Recovery drive using, 300
- definition of, 358
- formatting, 275

flick gesture. *See also* swipe gesture

- definition of, 358
- for bringing up Search box, 22

Flip, definition of, 358

folders

- accessing private or public versions of, 267
  - adding files in SkyDrive to, 250–251
  - creating
    - in File Explorer, 267
    - in SkyDrive, 249
  - definition of, 358
  - deleting, 277
  - desktop, 357
  - hiding in File Explorer, 266
  - moving and copying files to another, 269
  - moving email messages to, 128
  - naming, 268
  - naming compressed, 271
  - network share, 361
  - personal, 362
  - renaming, 177, 268
  - restoring from Recycle Bin, 278
  - sharing, 252, 364
  - sharing through link, 252
- Folders icon (Mail app), 117, 128
- Font group, in desktop app ribbon, 200
- formatting
  - text in desktop apps, 199–200

text in messages, 120–121

USB flash drive, 275

form data, definition of, 358

forums perusing help at community, 344

forwarding email messages, 119

free apps, installing, 143

Frequent Places (File Explorer), 264

Frequent thumbnails, 83

Front-facing button (Internet Explorer app), 78

frozen, troubleshooting

- apps, 316–317
- computer, 308

## G

gestures, touchscreen

- about, 7, 23–24
  - bringing up Search box, 22
  - changing speed of double tap, 284
  - definition of, 358
  - flick, 22, 358
  - Internet Explorer app optimized for, 76
  - making charms appear using, 59
  - multi-touch, 360
  - pinch, 7, 23–24, 26
  - slide, 7
  - stretch, 7
  - swipe
    - about, 7
    - at edges of screen, 25
    - for displaying toolbars, 23
    - for hiding apps, 24
    - for scrolling documents or webpage, 23
    - swiping edges of touchscreen, 25
  - tap, 7, 23, 365
  - tap and hold (long tap), 23, 31
- Get App For This Site selection, 81

Get Directions option (Maps app), 71  
.gif (Graphics Interchange Format) file extension, 358  
Gigabyte (GB), definition of, 358  
Google account, culling and sorting contacts in People app, 111  
graphic links on webpages, finding, 79  
Graphics Interchange Format (.gif) file extension, 358  
Guest account, definition of, 358

## H

Handwriting Panel icon, 39  
hard drive. *See also* drives  
    running Disk Cleanup, 307  
    seeing free space of, 279  
    Solidstate Drive technology  
        ReadyBoost and, 303  
        using Disk Defragmenter, 303  
    using Disk Defragmenter, 307  
hardware, definition of, 358  
help, getting  
    about, 341  
    Asking for Remote Assistance, 313–315  
    Microsoft Fix It, 311  
    Microsoft Support Website, getting help from, 343–344  
    perusing help at community forums, 344  
    troubleshooting wizards, 309–310  
    using Desktop Help feature, 345–348  
    using Tips App, 342  
Hibernate power option, 358  
Hide button, keyboard, 39  
Hide Selected Items button (File Explorer), 266  
History option, in Internet Explorer 11 app, 84

History, website, 358  
homegroups  
    about, 215  
    creating, 216–217  
    definition of, 358  
    finding passwords, 217  
Home page, 358  
Home tab (File Explorer), 259, 262  
hotspots, 359  
hyperlink  
    adding to email, 126  
    definition of, 359

## I

icons  
    Brightness laptop, 36  
    cloud, beside songs, 155  
    definition of, 359  
    Details View (Photos app), 175  
    Emoticons (Mail app), 121  
    File Explorer, 261  
    Folders (Mail app), 117, 128  
    Handwriting Panel, 39  
    information pane (Maps app), 69  
    Internet Explorer desktop, 15  
    network desktop, 15  
    phone (Skype), 135  
    Recycle Bin, 15  
    Settings (Magnifier window), 292  
    sound desktop, 15  
    Trash  
        Calendar app, 100  
        email, 125  
Volume  
    controlling and mixing, 35  
    Music app, 155  
    Video app, 186  
images. *See also* pictures  
    cached, 85  
    searching for web, 58  
    sharing in slide show, 182  
inboxes (email)  
    adding attachments to messages, 126–127  
    adding hyperlink to emails, 126  
    check boxes next to messages, 122  
    configuring default message format, 126  
    creating and sending messages, 124–125  
    Emoticons icons in messages, 121  
    flagging messages, 116  
    formatting text in messages, 120–121  
    forwarding messages, 119  
    moving email messages to folders, 128  
    opening, 116  
    opening attachments, 122–123, 355  
    reading messages, 117  
    replying to messages, 118  
    saving draft of messages, 121  
    switching to unread messages, 116  
    using BCC box, 125, 355  
    using CC box, 118, 356  
    using Sweep charm in, 128  
information pane icons (Maps app), 69  
InPrivate Browsing, 359  
InPrivate session, starting new, 89  
input devices, definition of, 359  
input options, 22  
instant messages  
    definition of, 359  
    sending with Skype, 134  
Integrated Search feature, 55–56  
interface, definition of, 359  
Internet Explorer  
    adding files to SkyDrive with, 250–251, 254  
    cached images in, 85  
    cookies in, 85, 89

- searching webpages in, 80
- seeing traditional look and feel of, 76
- typing website addresses in, 77
- Internet Explorer 11 app
  - about, 75
  - Back button, 78
  - cached images in, 85
  - cookies in, 85, 89
  - desktop icon, 15
  - exploring, 76–77
  - Find On Page feature in, 80
  - Front-facing button, 78
  - marking and accessing favorites, 86–87
  - navigating among websites, 78–79
  - opening from Start screen, 76
  - opening SkyDrive from, 250
  - pinning website to Start screen, 88
  - searching webpages, 80–81
  - starting new InPrivate session, 89
  - switching to Internet Explorer desktop app, 90
  - tab feature in, 83
  - typing search term in address bar, 82
  - using address bar, 77
  - web history
    - clearing, 84–85
    - privacy, 89
- Internet Explorer 11, definition of, 359
- Internet Explorer desktop app
  - about, 91–92
  - History in, 358
  - printing file from, 203
  - switching from Internet Explorer app to, 90
- Internet, getting desktop themes from, 52
- Internet Message Access Protocol (IMAP), 359
- Internet server, definition of, 359
- Internet Service Provider (ISP), 359
- IVideo files, uploading to SkyDrive, 246

## J

JPEG (.jpg) file extension, 359

## K

KB (Kilobyte), definition of, 359

Kbps, definition of, 359

Keep saved versions option (File History), 274

keyboard (keystroke) shortcuts
 

- about, 349
- accessibility, 352
- accessing File Explorer, 17
- bringing up hidden charms, 21
- desktop, 353
- dialog box commands, 353
- displaying charms, 14, 29–30
- displaying recently used apps, 30
- displaying Start screen, 30
- editing, 351
- File Explorer, 352
- Magnifier, 291
- moving to Desktop/running programs, 30
- Narrator, 294
- opening desktop, 16
- opening new documents, 196
- opening Search box, 22
- opening Search charm, 60
- opening search pane, 59
- returning to Start screen, 30
- selecting multiple noncontiguous music tracks, 168
- traditional Windows, 351
- user interface, 350
- using physical keyboard, 22

Keyboard option (Ease of Access), 286

keyboards
 

- adjusting settings, 285–286
- physical, keystroke shortcut for using, 22

touch

- displaying, 39
- handwriting panel on, 39
- hiding, 39
- spilt screen display, 39
- using, 28

Keyboards charm option, 34

keyword, definition of, 359

Kilobyte (KB), definition of, 359

## L

landing page, in People app, 110

LAN (Local Area Network), 360

laptops

- booting computer on, 19
- Brightness icons on, 36
- definition of, 359
- lengthen battery life of, 36
- turning Bluetooth off on, 212

Layout group (File Explorer), 266

legacy machines, sharing files and folders, 217

letter keyboard (touch keyboards), 28

libraries

- definition of, 359
- showing in File Explorer, 267

LinkedIn account, People app and

- communicating with contacts from, 110

- culling and sorting contacts, 111

- hiding contacts from, 111

- incorporating contacts from, 106–107

links

- definition of, 359

- finding on webpages active, 79

- sharing folders through, 252

Live account, Microsoft

- about, 20

- obtaining, 20

- switching to, 20

- Live tiles
  - about, 13
  - Photos tile as, 178
  - turning off features in, 13
- Local Area Network (LAN), 360
- local printer, definition of, 360
- location
  - allowing apps to access, 227–228
  - danger in allowing access to, 227
- locations (Maps app)
  - displaying information about, 69
  - searching for, 68
  - turning off user location, 69
- lock, definition of, 360
- lock screen
  - changing to different user account, 237
  - definition of, 360
  - keystroke shortcut, 10
  - personalizing background of, 47
  - returning computer to, 237
  - setting picture on, 178
  - setting up apps, 48
  - using camera from, 48, 191
- log on
  - definition of, 360
  - to Windows 8, 10
  - Windows 8.1 device, 20
- long tap (tap and hold) gesture
  - at Start screen, 23
  - right-clicking and, 31

**M**

- Magnifier (Ease of Access Center)
  - definition of, 360
  - keyboard shortcuts for, 291
  - using, 291–292
- Mail app
  - about, 113
  - adding attachments to messages, 126–127

- adding hyperlink to emails, 126
- check boxes next to messages, 122
- configuring default message format, 126
- creating and sending messages, 124–125
- Emoticons icons in, 121
- Folders icon, 117, 128
- formatting text in messages, 120–121
- forwarding messages, 119
- including contacts and calendars, 115
- moving email messages to folders, 128
- opening attachments, 122–123, 355
- opening inbox, 116
- reading messages, 117
- replying to messages, 118
- Respond button, 118
- saving draft of messages, 121
- saving files to SkyDrive from
  - attachments, 248
  - setting up, 114–115
- sharing photos inside Photos app via, 178
- switching to unread messages, 116
- Trash icon, 125
- troubleshooting setup of, 115
- using BCC box, 125, 355
- using CC box, 118, 356
- using Sweep charm in inboxes, 128

- Mail server, definition of, 360
- malware
  - definition of, 360
  - email attachments containing, 123
- Manage Family Safety settings online
  - option, 241
- Manage tab
  - File Explorer, 266
  - Pictures folder, 260
- Maps app
  - about, 65
  - adding location to Favorites list, 73
  - adding pin to map, 72

- choosing styles (views), 67
- displaying location information, 69
- getting directions, 71
- opening and navigating, 66
- removing route using, 71
- returning to previous view, 68
- reversing directions, 71
- searching for locations, 68
- showing traffic on, 70
- starting new map search, 69
- turning off user location, 69
- zoom in and out of maps, 66

- maps, locating contacts on, 109
- master volume, controlling, 35
- maximizing desktop apps, clicking taskbar
  - icons to, 32
- MB (Megabyte), definition of, 360
- Mbps, definition of, 360
- media, definition of, 360
- Megabyte (MB), definition of, 360
- Menu bar, definition of, 360
- menus
  - definition of, 360
  - desktop app
    - arrows in options of, 196
    - hiding, 196
    - seeing all options on, 208
    - using, 196
  - shortcut, 364
- Me (People app), 105, 110
- messages (email)
  - about, 113
  - adding attachments to, 126
  - adding hyperlink to, 126
  - attaching compressed files to, 271
  - attachments to, 355
  - BCC box, 125, 355
  - CC box, 125, 356
  - check boxes next to, 122

- configuring default message format, 126
- creating and sending, 124–125
- Emoticons icons in, 121
- flagging, 116
- formatting text in, 120–121
- forwarding, 119
- moving to folders, 128
- opening attachments, 122–123, 355
- opening inbox, 116
- reading, 117
- replying to messages, 118
- saving draft of, 121
- saving files to SkyDrive from
  - attachments, 248
  - switching to unread, 116
  - using BCC box, 125, 355
  - using CC box, 118, 356
- messaging, with Skype, 134
- metadata
  - definition of, 360
  - searching by, 264
- metered connections
  - marking network connection as, 223
  - setting SkyDrive options, 244
- microphone, configuring for Speech Recognition, 295
- Microsoft account
  - definition of, 360
  - features of, 6
- Microsoft Fix It, using to
  - troubleshoot, 311–312
- Microsoft ID, changing appearance of
  - Windows and, 41
- Microsoft Live account
  - about, 20
  - obtaining, 20
  - switching to, 20
- Microsoft Office 365, 361
- Microsoft Office, automatically updating, 304
- Microsoft Support Website, getting help
  - from, 343–344
- Microsoft Windows 8.1
  - upgrading to, 325–340
    - about, 325
    - differences among versions, 326
    - going to Windows 8 Compatibility Center, 338
    - on Windows XP and Windows Vista, 331
    - performing installation, 334
    - system requirements for, 327
    - updating drivers, 338–339
    - using Program Compatibility Troubleshooter, 335
    - using upgrading assistant, 332–333
    - viewing basic information about
      - computer, 330–331
- minimizing windows, 195
- Mixer, volume, 35
- modem, definition of, 360
- monitors
  - high contrast options
    - enabling, 287–288
    - turning off, 288, 352
  - increasing size of items on, 288
  - primary display, 363
  - secondary display, 364
  - using multiple, 360
  - zoom in or out in, 26
- Month view (Calendar app)
  - adding events to, 95–96
  - choosing, 94
  - default start and end times, 96
  - deleting event, 101
  - editing existing event, 100
  - inviting people to event, 98–99
  - setting up reminders, 97
- mouse
  - adjusting double-click motion setting
    - of, 283–284
  - adjusting motion setting of, 283–284
  - changing pointer settings, 282
  - changing schemes, 284
  - switching from right to left-handed, 282
- Mouse Keys, keyboard shortcut for, 352
- Mouse Properties dialog box (Control Panel), 284
- movies. *See* videos
- multimonitor, 360
- multiple entries for contacts, linking, 111
- multiple reminders (Calendar app), 97
- multi-touch gestures, definition of, 360
- music
  - about, 151
  - burning music to CDs, 170
  - buying, 164
  - cloud icons beside songs, 155
  - configuring music in Music app, 165
  - copying music from PC to portable music players, 169
  - exclamation point (!), beside songs, 155
  - finding music to purchase by
    - browsing, 160–161
    - searching, 162–163
  - listening on all devices, 165
  - listening to, 154–155
  - listening to radio, 159
  - matching, 165
  - navigating Music app, 152–153
  - playing with Windows Media Player, 166
  - playlist
    - definition of, 362
    - using Music App, 157–158
    - using Windows Media Player, 168
  - ripping to CDs, 169

- searching for, 153, 156
- selecting multiple noncontiguous tracks of, 168
- sorting in Windows Media Player
  - about, 167
  - by category, 167
  - in Navigation pane, 166
- Music app
  - about, 151
  - All Genres option, 161
  - All Music option, 156
  - buying music, 164
  - cloud icons beside songs, 155
  - configuring music in, 165
  - entering payment information, 164
  - exclamation point (!), beside songs, 155
  - finding music to purchase by
    - browsing, 160–161
    - searching, 162–163
  - listening to music, 154–155
  - listening to music on all devices, 165
  - listening to radio, 159
  - music matching, 165
  - My Music option, 156
  - navigating, 152–153
  - playlist
    - creating, 157
    - definition of, 362
    - importing, 158
    - playing, 158
  - seeing all music on PC in, 165
  - Start A Station option, 159
- Music In The Cloud option, 165
- My Calendar, 104
- My Location option (Maps), 66
- My Music option (Music app), 156

## N

- naming files or folders, 268
- Narrator (Ease of Access Center)
  - definition of, 360
  - keyboard shortcuts for, 294
  - using, 293–294
- navigate, definition of, 360
- Navigation pane
  - definition of, 360
  - File Explorer
    - about, 258
    - accessing areas of computer through, 261–262
    - searching for files from, 263–265
    - showing Libraries, 267
  - sorting music in Windows Media Player, 166
  - This PC in, 17
- netbooks, definition of, 361
- NET Passport, definition of, 360
- network adapter, 361
- Network And Sharing Center, definition of, 361
- Network charm option, 34
- Network discovery feature, 361
- network drive, definition of, 361
- network hub, definition of, 361
- network printer, definition of, 361
- network profile, definition of, 361
- networks
  - about connecting to, 209
  - changing settings to, 222–223
  - connecting or disconnecting private, 40
  - connecting to private, 214–215
  - connecting to public, 221
  - definition of, 361
  - desktop icon, 15
  - homegroup
    - about, 215
    - creating, 216–217
    - finding password, 215
  - metered connections, 223
  - order for turning on devices, 218
  - password for private, 40
  - peer-to-peer, 362
  - public vs. private, 40
  - routers, 361
  - saving files on, 205
  - showing estimated data usage, 223
  - troubleshooting connectivity of, 218–220
  - using Airplane mode, 224
- network share folder, 361
- New contact screen, 108
- New Folder button
  - File Explorer, 267
  - SkyDrive, 249
- New Folder option, 249
- New InPrivate tab (Internet Explorer 11 app), 89
- New Tab button, 83
- notebook, definition of, 361
- Notepad
  - opening, 194
  - printing documents, 203
  - saving files, 204–205
  - using Clipboard with, 201
  - using File menu in, 196
- Notes field (People app), 108
- Notification area
  - definition of, 361
  - desktop, 15
  - white flag in, 306
- Notifications charm option, 34

## O

- Office 365
  - definition of, 361
  - SkyDrive storage in, 245
- Office 365 calendars
  - adding to Calendar app, 102–103
  - working in Calendar app with, 104
- Office, automatically updating, 304
- online accounts, incorporating in People app
  - contacts from, 106–107
- online, definition of, 361
- on-screen keyboard
  - definition of, 361
  - desktop icon, 15
- Open File Location option, 174
- operating system, definition of, 361
- Option button, 361
- option, definition of, 361
- order for turning on network devices, 218
- Organize option (Windows Media Player), 167
- Other accounts, in Accounts settings, 50
- Outlook.com
  - Calendar app
    - adding calendar to, 102–103
    - working in, 104
  - People app
    - culling and sorting contacts, 111
    - hiding contacts from, 111
    - incorporating contacts from, 106–107

## P

- Page Tools button, 80, 81
- Paint
  - exploring ribbon in, 197–198
  - inserting drawings in WordPad from, 202
  - opening, 194

- saving files, 204–205
  - saving files to SkyDrive, 247
- pairing, Bluetooth devices, 212
- passkey (password), private network, 40
- passwords
  - creating picture, 233–235
  - definition of, 361
  - finding homegroup, 217
  - hints for, 362
- Paste button (File Explorer), 276
- Paste command, 362
- path, definition of, 362
- payment information, entering for Xbox Music store, 164
- PC. *See* computer
- PC & Devices (PC Settings), Mouse & Touchpad in, 282
- PC Settings
  - adding to Start screen, 45
  - changing touchpad settings, 282
  - changing typing settings, 285
  - definition of, 362
  - search icon in, 50
  - turning off corner navigation, 286
- Peek feature, definition of, 362
- peer-to-peer network, 362
- People app
  - about, 93
  - adding new contact, 108–109
  - communicating with contacts, 110
  - exploring, 105
  - incorporating contacts from online accounts, 106–107
  - landing page in, 110
  - returning to landing page in, 105
  - viewing What's New, 112
- peripheral device, 362
- permanently deleting files, 278
- permissions, definition of, 362

- personal folder, 362
- personal information, allowing apps to access, 227–228
- personalize option vs. personalization (Settings charm), 46
- phishing, 362
- phone calls, making with Skype, 135
- phone icon (Skype), 135
- photos. *See* pictures
- Photos app
  - adjusting color in pictures, 181
  - Back arrows in, 175
  - creating folders for, 175
  - cropping pictures, 179
  - displaying pictures in, 172–173
  - editing pictures, 180–181
  - Edit option, 179
  - fixing red-eye in pictures, 181
  - moving pictures to new folders, 176–177
  - playing slide shows, 182
  - renaming folders and pictures, 177
  - Rotate option, 179
  - searching pictures in, 174
  - setting picture on lock screen or photos tile, 178
  - sharing photos via Mail app inside, 178
  - working with subfolders in, 175
- Photos tile, as Live tile, 178
- physical keyboard, keystroke shortcut for using, 22
- picture passwords, 362
- pictures
  - adjusting color in pictures, 181
  - cached images, 85
  - changing desktop background using personal, 53
  - choosing program to open, 179
  - configuring Camera Roll for uploading to SkyDrive, 246

- creating folders for, 175
- creating password using, 233–235
- cropping, 179
- displaying, 172–173
- editing, 180
- fixing red-eye in, 181
- from Camera app, 191
- inserting in documents, 202
- modifying account, 49–50
- moving to new folders, 176–177
- personalizing lock screen using
  - personal, 47
- playing slide shows, 182
- renaming folders and pictures, 177
- searching for, 174
- searching for web images, 58
- setting on lock screen or photos tile, 178
- viewing and saving as email
  - attachments, 122–123
- working with subfolders for, 175

Pictures folder, 173, 260

PIN

- creating, 236
- definition of, 362

pinch gesture

- about, 7
- to zoom in or out, 23, 24, 26

pin, map (Maps app), adding, 72

pinned taskbar button, 362

pinning, definition of, 362

Pin site button, 88

Pin to Start

- in customizing Start screen, 42
- map location, 72
- same tiles, 42
- using from All Apps view, 12
- websites, 88

playlist, 362

playlist, music

- Music app
  - creating, 157
  - importing, 158
  - playing, 158
- Windows Media Player
  - burning to CD, 168
  - creating, 168

plug and play, 362

plus sign (+), minimizing windows

- clicking, 195

.png (Portable Network Graphic) file

- extension, 362

pointer, definition of, 362

pointer properties, changing, 282

Pointers tab (Mouse Properties dialog box), 284

pointing device, definition of, 362

POP3, 362

pop-up window (pop-up), 362

portable computer, definition of, 362

portable music players, copying music from

- Windows Media Player to, 169

Portable Network Graphic (.png) file

- extension, 362

power

- charm option, 34
- managing, 38

Power button, 10, 308

power plans

- definition of, 362
- Hibernate mode, 358

pre-installed tiles, 13

Preview pane (File Explorer), 265

Preview pane in File Explorer, 363

primary display, 363

printers

- local, 360
- network, 361
- sharing, 364

printing documents, 203

Print Preview, 203

privacy

- about, 225
- apps accessing person information or location, 227–228
- danger in allowing access to location, 227
- using Windows Defender, 229–230
- Windows Firewall
  - allowing blocked apps, 226
  - enabling, 226

private folder version, accessing, 267

private network

- connecting devices to, 214
- connecting or disconnecting to, 40
- homegroups sharing
  - about, 215
  - creating, 216–217
  - finding password, 215
- password for, 40
- vs. public network, 40, 214

product key, 363

Program Compatibility Troubleshooter, using, 335

Properties dialog box (Recycle Bin), 279

Properties, on Home tab in File Explorer, 262

pubic folder version, accessing, 267

Public folders, 363

public networks

- Connect Automatically option, 221
- connecting to, 221
- passwords and, 40
- sharing on, 216
- sharing with, 221
- vs. private networks, 40, 214

## Q

quotation marks (" "), narrowing search using, 81

## R

radio, playing stations, 159

RAM (Random Access Memory), 302–303

rating/reviewing apps, 148

reading, app reviews, 142

ReadyBoost, improve performance using, 302–303

Really Simple Syndication (RSS), 363

Recovery drive

creating, 300–301

renaming, 300

storing, 300

using Advanced Startup with, 318–321

Recycle Bin

about, 278

changing space used to hold files, 279

icon, 15

restoring entire contents of, 278

restoring file or folder from, 278

retrieving deleted files from, 277

red-eye in pictures, fixing, 181

refresh, resetting, 323–324

Refresh Your PC, 320, 363

reminders (Calendar app), 97

Remote Assistance (Control Panel), 313–315

remote desktop connection, 363

Remove Everything and Reinstall Windows option, 323–324

Rename button (File Explorer), 268

renaming

files or folders, 177, 268

Recovery drive, 300

replying to email messages, 118

Report This Review link (Windows Store), 148

resetting computer, 323–324

Reset Your PC, 320, 363

resizing tiles, 44

Respond button (Mail app), 118, 119

Restart commands, 38

restarting computer

after apps are installed, 308

methods of, 308

Restart Magnifier keyboard shortcuts, 291

Restore All Items button (Recycle Bin), 278

Restore point, 363

restoring

data from File History backups, 274

entire contents of Recycle Bin, 278

windows, 195

reversing directions (Maps app), 71

reversing Map directions, 71

reviewing/rating apps, 148

reviews, app, 142

ribbons

definition of, 363

desktop app

additional options en groups of tools, 198

exploring, 197–198

File Explorer

about, 258–260

Manage tab on, 266

right-clicking

definition of, 363

inside Maps app for App bar, 66

long tap and, 31

on webpage, 31

Start button to manage power, 38

ripping, CD collection, 363

ripping music to CDs, 169

Road View (Maps app), 67

Rotate option (Photos app), 179

routers, 363

RSS (Really Simple Syndication), 363

## S

SafeSearch setting, choosing, 62

Save copies of files option (File History), 274

Save documents to SkyDrive option, 246

Save Theme command, 52

saving files, 204–205

screen resolution

adjusting, 54

definition of, 363

for snapping apps, 27

minimum to show multiple apps, 54

using high, 54

screens (monitors)

high contrast options

enabling, 287–288

turning off, 288, 352

increasing size of items on, 288

primary display, 363

secondary display, 364

using multiple, 360

zoom in or out in, 26

ScreenTip, 364

scroll bars, Start screen, 11

scroll up and scroll down, definition of, 364

scrub bar, 159

Search box

gesture for bringing up, 22

keystroke shortcut for opening, 22

limiting search options, 22

Search charm

opening, 60

searching pictures using, 174

showing sorting options in apps, 59

using, 29, 59

- Search Experience, choosing, 62
- Search For Apps window, searching
  - inside, 139
- search history, clearing, 62
- search icon, in PC Settings, 50
- searching
  - by metadata, 264
  - customizing searches, 61–62
  - definition of, 364
  - for apps, 138–139
  - for files, 57, 263–265
  - for locations (Maps app), 68
  - for music, 153, 156
  - for web images, 58
  - for Windows settings, 60
  - from Start screen, 56
  - from suggestions, 82
  - Integrated Search feature, 55–56
  - music to purchase, 160–163
  - pictures, 174
  - rejecting list of suggestions, 82
  - starting new map search, 69
  - typing term in address bar, 82
  - using quotation marks in, 81
  - webpages, 80–81
- search provider, 364
- search term, 364
- Search This PC box, 263–265
- secondary display, 364
- security
  - about, 225
  - apps accessing person information or location, 227–228
  - caution opening email attachments, 123
  - creating PIN, 236
  - danger in allowing access to location, 227
  - Family Safety controls
    - reviewing settings, 242
    - turning on, 239–240
    - working with settings, 241–242
  - malware and, 360
  - passwords
    - creating picture, 233–235
    - finding homegroup, 217
  - phishing and, 362
  - Spam and, 364
  - spyware and, 364
  - using Windows Defender, 229–230
  - viruses and, 366
  - Windows Firewall
    - allowing blocked apps, 226
    - enabling, 226
- semantic zoom, 364
- sending messages, 124–125
- Send Invitation button, 99
- Set As Metered Connection option, 223
- Set Time Automatically, enabling, 37
- settings and files, sharing in cloud
  - about, 243
  - adding files to folder in SkyDrive, 250–251
  - choosing files to save to
    - SkyDrive, 245–246
  - choosing settings to sync to SkyDrive, 244
  - creating folder and adding data to it from
    - SkyDrive app, 254–255
  - deleting files from SkyDrive, 251
  - managing storage on SkyDrive, 253
  - saving files to SkyDrive
    - creating folder in SkyDrive, 249
    - from desktop apps, 247–248
  - sharing folders, 252
- Settings charm
  - about, 34
  - adding calendars using, 102
  - adjusting brightness, 36
  - changing background of Start screen
    - from, 46
  - changing color associated with specific
    - calendar from, 104
  - changing date and time, 37
  - connecting or disconnecting networks, 40
  - controlling volume, 35
  - displaying touch keyboard, 39
  - hiding specific calendar from, 104
  - keystroke shortcuts for getting, 14
  - managing power, 38
  - options for, 34
  - personalize option vs. personalization, 46
  - personalizing background of lock screen
    - using, 47
    - setting up lock screen apps using, 48
- Settings icon (Magnifier window), 292
- Set Up Family Safety For Any User (Control Panel), 239
- Set up microphone option (Speech Recognition), 295
- Set Up Picture Password option, 233
- Set Up PIN Sign-In option, 236
- Shared drive, 364
- Shared folder, 364
- Shared printer, 364
- Share tab (File Explorer)
  - about, 259
  - sharing content using, 272
  - using Send group on, 272
- sharing
  - content from File Explorer, 272
  - creating folder and adding data to it from
    - SkyDrive app, 254–255
  - definition of, 364
  - folders through link, 252
  - images in slide show, 182
  - photos via Mail app inside Photos
    - app, 178
  - settings and files in cloud
    - about, 243
    - adding files to folder in
      - SkyDrive, 250–251

- choosing files to save to
  - SkyDrive, 245–246
- choosing settings to sync to
  - SkyDrive, 244
- creating folder in SkyDrive, 249
- deleting files from SkyDrive, 251
- managing storage on SkyDrive, 253
- saving files to SkyDrive, 247–248
- sharing folders, 252
- stop, 272
- with homegroup, 216–217
- with legacy machine, 217
- with public networks, 221
- shortcut menus, definition of, 364
- shortcuts. *See also* keyboard (keystroke)
  - shortcuts
    - definition of, 364
  - desktop
    - about, 15
    - creating, 51
    - deleting, 51
  - Windows 8.1, 349–353
- Short Message Service (SMS) messages,
  - sending with Skype, 134
- Show My Estimated Data Usage In The Networks List option, 223
- Show the Apps View Automatically When I Go to Start option, 18
- Show Traffic button (Maps app), 70
- Shrink/Expand button (touch keyboards), 28
- shuffling music tracks, 166
- Shut Down
  - commands, 38
  - computer option, 16
  - definition of, 364
  - options, 364
- Sign-in options, in Accounts settings, 50
- Sign Up For A Microsoft Account link, 20
- Simple Mail Transfer Protocol (SMTP), 364
- Size of offline cache option (File History), 274
- SkyDrive app
  - adding files to upload from Start screen, 251
  - creating folder and adding data to it from, 254–255
  - performing SkyDrive website tasks from, 250
- SkyDrive website
  - about, 245
  - adding files to folder in, 250–251
  - buying more storage, 253
  - choosing files to save to, 245–246
  - choosing settings to sync to, 244
  - creating folder in, 249
  - definition of, 364
  - deleting files from, 251
  - managing files from, 17
  - managing storage on, 253
  - saving files to, 247–248
  - sharing folders, 252
- Skype
  - about, 113
  - buying credit, 134
  - culling and sorting contacts, 111
  - hiding contacts from, 111
  - making phone call with, 135
  - messaging with, 134
  - returning to Home, 130
  - saving a phone number, 133
  - setting up, 129–130
  - typing number manually, 135
  - using Video call in People app, 110
  - video calls, 136
  - viewing call history, 135
- Sleep commands, 38
- slide gesture, 7
- sliders
  - brightness, 36
  - volume, 35
- slide shows
  - pausing, 182
  - playing, 182
- SMS (Short Message Service) messages,
  - sending with Skype, 134
- SMTP (Simple Mail Transfer Protocol), 364
- snapping apps, 27, 364
- snipping tool, 364
- social networks
  - People app
    - communicating with contacts from, 110
    - culling and sorting contacts, 111
    - incorporating contacts from, 106–107
    - viewing What’s New, 112
  - sharing folders through link, 252
- Social section (People app), 105
- software, definition of, 364
- Solidstate Drive (SSD) technology
  - ReadyBoost and, 303
  - using Disk Defragmenter, 303
- songs. *See* music
- Sort By Relevance option, 141
- sorting music, in Windows Media Player
  - about, 167
  - by category, 167
  - in Navigation pane, 166
- Sound charm option
  - about, 34
  - controlling volume, 35
- sound desktop icon, 15
- sound recorder, definition of, 364
- Spam, 364
- Speech Recognition
  - about, 295
  - configuring microphone, 295

- speech tutorial for, 296
- using, 297–298
- Speech Recognition app, 364
- split screen display, touch keyboard, 39
- spyware, 364
- SSD (Solidstate Drive) technology
  - ReadyBoost and, 303
  - using Disk Defragmenter, 303
- Standard toolbar, 365
- Standard user accounts, 231, 365
- Start A Station option (Music app), 159
- Start button
  - definition of, 365
  - on desktop, 15
  - right-clicking to manage power, 38
  - using, 16
- Start charm, 23, 29
- “Start listening” command (Speech Recognition), 298
- Start screen
  - about, 11
  - accessing All Apps view from, 12
  - adding apps from Windows Store to, 42
  - adding files to upload from SkyDrive app, 251
  - adding map location to, 72
  - adding PC settings to, 45
  - changing background of, 46
  - customizing, 42–43
  - definition of, 365
  - displaying charms from, 29
  - displaying options of, 23
  - displaying using Start charm, 29
  - hiding apps to return to, 24
  - keystroke shortcuts for returning to, 30
  - modifying tiles on, 44–46
  - opening Internet Explorer from, 76
  - pinning newly purchased apps to, 143

- reposition tiles on, 45
- searching for music from, 153
- searching from, 56
- searching pictures from, 174
- taking inventory of tiles on, 45
- Startup Repair
  - about, 318
  - accessing, 321
- Startup Settings
  - about, 318
  - accessing, 321
- Startup tab (Task Manager), 317
- Status bar, definition of, 365
- Sticky Keys
  - about, 285
  - enabling or disabling, 286
  - keyboard shortcut for, 352
- Stop Magnifier keyboard shortcuts, 291
- Stop Sharing button (File Explorer), 272
- Store. *See* Windows Store
- stretch gesture, 7
- subfolders, 365
- Sweep charm, using in email inboxes, 128
- swipe gesture. *See also* flick gesture
  - about, 7
  - at edges of screen, 25
  - for displaying toolbars, 23
  - for hiding apps, 24
  - for scrolling documents or webpage, 23
- Symbol/Number key (touch keyboards), 28
- sync app licenses, 149
- Sync, definition of, 365
- sync music to portable music players, from Windows Media Player, 169
- Sync Settings (SkyDrive), 244
- System Image Recovery
  - about, 318
  - accessing, 321

- System Restore
  - about, 318
  - accessing, 321
  - definition of, 365
- system sounds, controlling, 35

## T

- tabbed browsing, 365
- tab feature, Internet Explorer 11 app, 83
- tablets
  - booting computer on, 19
  - Internet Explorer app optimized for, 76
  - lengthening battery life of, 36
  - turning Bluetooth off on, 212
- tabs
  - content-specific, 260
  - File Explorer, 259–260, 266, 272
  - new
    - creating in Internet Explorer app, 83
    - opening link in, 83
- tags, definition of, 365
- Take Speech Tutorial option (Control Panel), 296
- tap and hold gesture, 7
- tap and hold (long tap) gesture
  - at Start screen, 23
  - right-clicking and, 31
- tap gesture
  - about, 7
  - definition of, 365
  - on objects, 23
- Taskbar button, 365
- taskbar, desktop
  - configuring multiple clocks on, 37
  - definition of, 365
  - feature, 15
  - pinning or unpinning desktop apps to, 43

- Task Manager
    - definition of, 365
    - End Task button, 317
    - Startup tab, 317
    - troubleshooting using, 316–317
  - Task pane, 365
  - text
    - formatting in desktop apps, 199–200
    - formatting in messages, 120–121
  - text links on webpages, finding, 79
  - themes
    - definition of, 365
    - desktop
      - choosing, 52
      - getting from Internet, 52
      - saving personalized, 52
  - This PC (File Explorer)
    - definition of, 366
    - in Navigation pane, 17
    - searching for files in, 263–265
    - seeing hard drive free space, 279
  - thumbnails
    - displaying for open apps, 16
    - of recently used apps, 32
  - tiles
    - about, 13
    - changing size of, 44
    - definition of, 366
    - keeping a lot on Start screen, 44
    - Live
      - about, 13
      - Photos tile as, 178
      - turning off features in, 13
    - modifying on Start screen, 44–46
    - pinning to Start screen, 42
    - reposition on Start screen, 45
    - seeing more information on, 44
    - taking inventory of Start screen, 45
    - tap and hold, 23
  - time allowance, setting in Family
    - safety, 241–242
  - Timer option (Camera app), 190
  - time (Settings charm), changing, 37
  - Tips App, 342
  - Title bar, 366
  - Toggle Keys
    - enabling or disabling, 286
    - keyboard shortcut for, 352
  - toolbars
    - definition of, 366
    - displaying with mouse, 25
  - touch enabled system
    - gestures on, 7
    - using, 7
  - touch keyboard
    - displaying, 39
    - using, 28
  - Touch Keyboard And Handwriting Panel
    - option, 28
  - touchpad, changing settings of, 282
  - touchscreen gestures. *See* gestures, touchscreen
  - Traffic feature (Maps app), 70
  - Trash icon (email), 125
  - Trash icon, in Calendar app, 100
  - troubleshooting
    - device installations, 211
    - frozen
      - apps, 316–317
      - computer, 308
    - getting help, 341–348
    - Microsoft Fix It for, 311–312
    - network connectivity, 218–220
    - setup of Mail, 115
    - solving computer issues by restarting
      - computer, 308
    - using Action Center for, 306
    - using Advanced Startup options, 318–321
    - using Program Compatibility Troubleshooter, 335–337
    - using Remote Assistance for, 313–315
    - using Task Manager, 316–317
    - wizards, 309–310
  - Troubleshoot section options, 320, 331
  - Try button (Windows Store), 143
  - turning off user location, 69
  - Turn On Real-Time Protection check box (Windows Defender), 229
  - Turn Repeat On button (Windows Media Player), 166
  - TV shows, buying or renting, 188–189
  - Twitter account, People app and
    - communicating with contacts from, 110
    - culling and sorting contacts, 111
    - hiding contacts from, 111
    - incorporating contacts from, 106–107
  - typing settings, changing, 285
- ## U
- UAC (User Account Control)
    - definition of, 366
    - disabling, 238
  - Uniform Resource Locator (URL), 366
  - Universal Serial Bus (USB), definition of, 366
  - Unpin from Start (Start screen), 43
  - Update Driver button (Device Manager), 339
  - updating automatically
    - apps, 147
    - desktop apps, 304
    - Microsoft Office, 304
    - operating system, 304
    - restarting computer after apps are
      - installed, 308
    - when real-time protection is turned
      - on, 230
    - Windows, 367

- upgrade, definition of, 366
- upgrading to Windows 8.1, 325–340
  - about, 325
  - differences among versions, 326
  - going to Windows 8 Compatibility Center, 338
  - on Windows XP and Windows Vista, 331
  - performing installation, 334
  - system requirements for, 327
  - updating drivers, 338–339
  - using Program Compatibility Troubleshooter, 335
  - using upgrading assistant, 332–333
  - viewing basic information about computer, 330–331
- URL (Uniform Resource Locator), 366
- USB flash drive
  - backing up data on
    - manually, 276
    - using File History, 273
  - creating Recovery drive using, 300–301
  - definition of, 366
  - formatting, 275
- USB hub, 366
- USB port, 366
- USB (Universal Serial Bus), definition of, 366
- User Account Control (UAC)
  - definition of, 366
  - disabling, 238
- user account name, 366
- user account picture, 366
- user accounts
  - activating, 232
  - adding picture to, 49–50
  - administrative privileges, 237
  - child, 231, 232, 240
  - creating new, 231–232
  - creating picture password, 233–235

- creating PIN, 236
- definition of, 366
- Family Safety controls
  - reviewing settings, 242
  - turning on, 239–240
  - working with settings, 241–242
- managing settings, 238
- returning computer to lock screen, 237
- Standard, 231
- switching among, 237
- user interface keyboard shortcuts, 350
- User Interface (UI), 366
- user location. *See* location

## V

- Video app
  - about, 171
  - buying or renting videos, 188–189
  - changing places to store videos, 184
  - entering payment information, 189
  - exploring, 183–184
  - playing personal videos, 185–187
  - showing or hiding toolbar, 187
  - turning on closed captions, 187
- Video call, in People app, 110
- video calls, Skype, 136
- video camera icon (Camera app), 190
- videos
  - buying or renting, 188–189
  - changing places to store, 184
  - configuring Camera Roll for uploading to SkyDrive, 246
  - deleting unwanted, 277
  - from Camera app, 191
  - playing personal, 185–187
  - turning on closed captions, 187
  - uploading iVideo files to SkyDrive, 246
- View Devices and Printers option, 210

- views
  - displaying calendar, 94
  - displaying Maps app, 67
- View tab (File Explorer)
  - about, 260
  - changing views in, 266
- viruses
  - definition of, 366
  - email attachments containing, 123
- Volume icon
  - controlling and mixing, 35
  - Music app, 155
  - Video app, 186

## W

- wallpaper, 366
- web browsers. *See also* Internet Explorer 11 app; *See also* Internet Explorer desktop app
  - definition of, 367
- webcam, 367
- Web, definition of, 366
- web history
  - clearing in Internet Explorer app, 84–85
  - privacy, 89
- web images, searching for, 58
- webpages
  - Home page, 358
  - positioning mouse cursor over text or graphics for active links on, 79
  - right-clicking on, 31
  - searching, 80–81
  - swipe gesture for scrolling through, 23
- websites
  - adding to Favorites list, 86–87
  - definition of, 367
  - downing associated apps for, 81
  - typing addresses in browser, 77

- web videos, finding instructional videos for
  - using Windows 8.1, 58
- Week view (Calendar app)
  - adding events to, 95–96
  - choosing, 94
  - default start and end times, 96
  - deleting event, 101
  - editing existing event, 100
  - inviting people to event, 98–99
  - setting up reminders, 97
- “What can I say?” command (Speech Recognition), 298
- What’s New (People app), viewing, 112
- When I Sign In or Close All Apps on a Screen, Go to the Desktop Instead of Start option, 19
- Wi-Fi
  - connecting to private network, 214
  - definition of, 367
  - hotspots, 359
  - usage on data plans, 223
  - using Airplane mode, 224
- windows
  - definition of, 367
  - minimizing, 195
  - restoring, 195
- Windows 8.1
  - finding instructional videos for using, 58
  - logging into, 20
  - new features in, 6–7
  - starting, 10
  - upgrading to, 325–340
    - about, 325
    - differences among versions, 326
    - going to Windows 8 Compatibility Center, 338
    - on Windows XP and Windows Vista, 331
    - performing installation, 334
    - system requirements for, 327
    - updating drivers, 338–339
    - using Program Compatibility Troubleshooter, 335
    - using upgrading assistant, 332–333
    - viewing basic information about computer, 330–331
- Windows 8 Compatibility Center, 338
- Windows Defender
  - customizing scan of, 230
  - definition of, 367
  - updates when real-time protection is turned on, 230
  - using, 229
- Windows Firewall
  - allowing blocked apps, 226
  - definition of, 367
  - enabling, 226
- Windows Live ID, definition of, 367
- Windows Media Center, definition of, 367
- Windows Media Player
  - about, 151
  - burning
    - music to CDs, 170
    - playlist to CDs, 168
  - configuring, 166
  - copying music to
    - portable music player, 169
  - creating playlists, 168
  - playing music with, 166
  - ripping music to CDs, 169
  - seeing all music on PC in, 167
  - shuffling music tracks, 166
  - sorting music
    - about, 167
    - by category, 167
    - in Navigation pane, 166
  - Turn Repeat On button, 166
- Windows Remote Assistance (Control Panel), 313–315
- Windows settings, searching for, 60
- Windows Standard (Extra Large) system scheme, 284
- Windows Store
  - about, 137
  - adding apps to Start screen from, 42
  - Back arrows in, 140
  - Buy and Try buttons, 143
  - buying apps, 146–147
  - configuring preferences, 149
  - definition of, 367
  - exploring search options, 140–141
  - installing app updates, 147
  - installing free apps, 143
  - pinning newly purchased apps to Start screen, 143
  - rating and reviewing apps, 148
  - reading app reviews in, 142
  - searching for apps, 138–139
  - using apps on all devices, 144
  - viewing apps in, 144–145
- Windows Task Manager, troubleshooting
  - using, 316–317
- Windows Update. *See also* updating
  - automatically
  - definition of, 367
- Windows updates, configuring, 304–305
- Windows Vista, upgrading to Windows 8.1
  - on, 331
- Windows XP, upgrading to Windows 8.1
  - on, 331, 334
- wireless networks. *See* Wi-Fi
- wizards
  - definition of, 367
  - troubleshooting, 309–310
  - troubleshooting network connectivity
    - using, 218–220

## WordPad

- formatting text in, 199–200
  - inserting drawings from Paint in, 202
  - inserting pictures in, 202
  - opening, 194–195
  - printing file from Internet Explorer, 203
  - saving files, 204–205
  - saving files to SkyDrive, 247
  - workgroup, definition of, 367
- ## Work Week view (Calendar app)
- adding events to, 95–96
  - choosing, 94
  - default start and end times, 96
  - deleting event, 101
  - editing existing event, 100
  - inviting people to event, 98–99
  - setting up reminders, 97

## X

- ### Xbox Music store
- accessing, 153
  - browsing, 160–161
  - buying music, 164
  - entering payment information, 164
  - listening to music on all devices, 165
  - searching music in, 156, 163
- ### Xbox Video store
- about, 171, 183
  - buying or renting videos, 188–189
  - deleting unwanted data downloaded from, 277
  - entering payment information, 189
  - setting up payment options, 184

## Y

- ### Your Account and Preferences (Windows Store), 149

## Z

- zipped, files, 270
- zoom in or out
  - gesture to, 23–24
  - in displays, 26
  - of Magnifier, 291–292
  - of maps, 66