

My Windows® 8

COVERS

Windows 8 for
Desktop, Laptop,
Tablet, and
SkyDrive



que

Katherine Murray

FREE SAMPLE CHAPTER



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My Windows® 8

Katherine Murray

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My Windows® 8

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About the Author

After writing about technology for 25 years, **Katherine Murray** believes there's never been a better time to be a tech enthusiast. With the advent of Windows 8, technology is more connected and more integrated with our daily lives than ever before. She's worked with every version of Microsoft Windows released, marveling with the masses at Windows 3.1, swearing at Windows ME, enjoying Windows XP, and threatening to throw her computer off the roof, thanks to Windows Vista. Windows 7 was her favorite version of the operating system, followed in a close second place by Windows XP. But now with Windows 8, she feels Microsoft is in sync with the times, offering a fast, fluid, and secure option for connecting with others, enjoying media, saving to the cloud, and integrating our work across multiple devices. She started writing about technology 25 years ago and still enjoys it, specializing in Microsoft Office technologies and the fascinating ways in which we stay in touch with each other through cloud technology, blogging, social media, and more. You'll find Katherine's blog, BlogOffice, at www.murrayblogoffice.blogspot.com. In addition to writing books, she writes regularly for CNET's TechRepublic and Windows Secrets.

Dedication

This book is dedicated to all of us who love change, color, and speed but also want reliability, security, and comfort. Bring it, Windows 8. :)

Acknowledgments

What a great project! As a tech author, I spend a lot of time peering into multiple monitors, working into the wee hours of the night and writing about what I find. Working with a team like the one at Que makes the writing process fun, collaborative, and something I always enjoy doing.

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We Want to Hear from You!

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

As Editor-in-Chief for Que Publishing, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

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When you write, please be sure to include this book's title and author as well as your name, email address, and phone number. I will carefully review your comments and share them with the author and editors who worked on the book.

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Introduction

We expect certain things from our operating system. We want it to work, first and foremost. We want it to be fast and efficient and keep things running. We want it to be secure, and we want it to enable us to find and launch our programs, organize our files, and print, share, and beam our documents to the cloud whenever we choose to.

These are all reasonable expectations.

And if an operating system can do all this with movement and color, if it can make our computer as fun to use as our mobile devices, if it can respond to touch, stream media, give us updates on the messages and calls we have waiting, and can give us a choice about how we choose to interact with it, so much the better.

Welcome to Windows 8.

This revolutionary new operating system from Microsoft has had the tech world buzzing for more than a year, as the various releases of Windows 8 made their way into the public realm. Whether you've worked with Windows 8 before or not, chances are good that you've heard all the buzz about the huge changes—the colorful new user interface, the vibrant Start screen, the Charms bar, and more. Some folks question why we need such a drastic overhaul, but others cheer the new lease on life our ho-hum operating system has been granted. I'm in the "celebrating" camp, as you'll discover throughout this book. And it's my hope that as you work through the examples

here and get to know your new operating system, you'll feel good about the change as well.

The way I see it, working with computers just got a whole lot more fun, thanks to Windows 8.

Versions of Windows 8

Some software manufacturers offer a whole array of program versions so that you can choose just the version you need for the type of tasks you do and the hardware you have. Microsoft is typically a big culprit in this area, offering a number of versions of Windows 7 that did little more than confuse users who were trying to decide what they needed. For Windows 8, Microsoft seems to have listened to the masses. This time around, we have only three versions of Windows 8 from which to choose:

- Windows 8 (32-bit and 64-bit), which is the standard operating system that will work for most users.
- Windows 8 Pro (also in 32-bit and 64-bit versions), which adds high-end features like BitLocker, Client Hyper-V, and a fully encrypting file system for advanced users; and now, Windows Media Center.
- Windows RT, which is the version of Windows available for tablets that run on ARM processors. This version of Windows contains a slightly different feature set and is available only when you purchase a new ARM tablet, so it comes preinstalled on the equipment for you.

WHAT'S ARM?

ARM processors are the “brains” of many mobile devices today, offering a simple design that works well in low-power situations. The Android smartphone and tablet are two examples of hugely popular devices running on ARM.

The significance of Microsoft developing an ARM version of Windows 8 is that this significantly extends the reach of Windows 8. Because Windows 8 is designed to work beautifully with touch capability, Microsoft needs to ensure that Windows 8 can be used on as many different touch-enabled devices as possible. Because so many devices today run on ARM processors, Microsoft needed to address this ARM space to be a serious contender

in the mobile market. Windows RT also includes touch-capable versions of Microsoft Office, which is one big perk not included with the standard Windows 8 or Windows 8 Pro.

This book uses Windows 8 to demonstrate examples and give you the play-by-play for the various tasks you'll want to try with the operating system. The illustrations reflect both desktop and tablet versions of Windows 8. I'll also throw in some Windows RT bits along the way, but the primary narrative of the books focuses on Windows 8 proper.

Highlights of Windows 8

Everything in Windows 8, from the moment you turn on your computer to the icon you tap to shut it down, has been reimagined. Although the blogosphere bristled at first with so much change, so fast (we humans are typically change resistant, after all), folks who have been using Windows 8 for months find it functional, easy to navigate, and intuitive.

Although it can be overwhelming at first, things aren't *harder* to find in Windows 8; they're easier. We didn't lose anything big when Microsoft decided to retire the Start menu—we gained a quicker way to get to what we need. As you'll see throughout this book, the steps Windows 8 leaves out were just unnecessary steps anyway. Soon you'll be tapping and clicking and flicking your way through programs and media like a pro—and it will take much less effort that you might imagine right now. We'll start with the following tasks:

- Use the customizable Lock screen to get live information about the number of messages, calls, and instant messages you've received since you locked your computer.
- Play with the new Start screen, customize Start screen colors and designs, and show your favorite apps the way you want them to appear.
- Let live tiles give you the latest information for your favorite apps.
- Use touch, keyboard, and mouse techniques to personalize your Windows 8 experience as you work with files, folders, and more.
- Improve the security of your system by changing your Lock screen, adding a picture password, and creating a PIN logon.

- Tap or click your way into your favorite apps, cycle through open apps, dock apps, and close or suspend apps you no longer need.
- Let the Refresh and Reset tools to give your computer a fresh start if you're having computer problems.
- Shop for apps in the Windows Store, install apps on your computer, and add ratings and reviews to let other shoppers know what you think.
- Browse with the sleek and streamlined Internet Explorer 10 in the new, modeless style or—if you still are attached to your plug-ins—you can use Internet Explorer 10 for the Desktop to get a more traditional browsing experience.

In addition to all the new energy in Windows 8, the instant notifications, the connection between apps, and the fluid and colorful interface, Windows 8 makes media, games, and more easier to access and enjoy than ever. Note that for some tasks—such as pinching and zooming the display in Internet Explorer 10—you need to have Windows 8 installed on a touch-capable computer or device.

>>> Go Further

THERE'S TOUCH—AND THEN THERE'S WINDOWS 8 TOUCH

Windows 8 runs on any computer that previously ran Windows 7, which means there are a number of touch-capable devices you can use to get the Windows 8 experience. When you install Windows 8, the operating system does a quick check of your hardware to see whether it can make use of the new touch sensitivities in Windows 8. If your computer is a non-Windows 8 computer or device (you might be upgrading to Windows 8 on a system that previously ran Windows 7, for example), you will see a message that your system isn't optimized for Windows 8 touch. Don't worry—touch will still work. Microsoft is simply telling you that your touchscreen might not be as wonderfully responsive as it would be if you had hardware designed specifically for Windows 8. (Cue the Microsoft Surface commercial.)

If you are using a Windows 7 or ARM tablet with Windows 8, you may not notice anything missing in your machine's touch capabilities. But if you put the non-Windows 8 tablet up against one designed to run optimally with Windows 8, you will notice a greater precision in the way the system picks

up gestures, as well as a larger area of the screen where it is most receptive to touch. (Windows 8 surfaces were designed so that the device is touch-capable all the way out to the edge of the screen.)

Microsoft's new Windows 8 tablet, called Microsoft Surface, was made available at the general availability of Windows 8, and this little device is designed to bring out the best of Windows 8. You can find out more about Microsoft Surface by going to <http://www.microsoft.com/surface/en/us/default.aspx>.

What You'll Find in This Book

This book shows you, in an easy-to-follow visual format, how to do the things you want to do with Windows 8. We'll focus first on the features you're most likely to want to know up front, and then explore some of the more specialized tasks, like organizing files, finding and playing media, and creating a HomeGroup for your computers and devices at home. The chapters unfold like this:

- Chapter 1, "Wow, Windows 8!," gets you started with the basics of Windows 8 and gives you your first look at the new operating system. You'll learn how to use touch gestures, as well as the mouse and keyboard, to navigate with Windows 8, and find out how to put Windows 8 to sleep, wake it up, and power down your computer.
- Chapter 2, "Preparing Your Windows 8 PC and Devices," shows you how to set up devices so that you can use them with Windows 8. You'll also set app notifications, make sure you have Internet access, learn about managing your PC's power, and find out how to refresh or reset your system.
- Chapter 3, "Beginning with the Start Screen," shows you how to navigate the new interface in Windows 8. You'll learn how to organize app tiles the way you want them, discover how to navigate in the way that fits you best, and learn how to tweak settings so that the Start screen launches you right into the tasks you most want to accomplish with Windows 8.
- Chapter 4, "Working with the Windows 8 Desktop," introduces you to the other face of Windows 8, where you will use programs you may know and love from Windows 7, tailor the taskbar to include the Quick Launch items you want, and more.

- Chapter 5, “Personalizing Windows 8,” introduces you to the Lock screen and shows you how to change your picture, add badges, change your Start screen color scheme, and work with Windows 8 accessibility features.
- Chapter 6, “Securing Your Windows 8 Computer,” helps you make sure your computer is as safe as possible by setting a password, customizing your login, creating user accounts, adding a PIN logon, setting location privacy, and telling Windows 8 how—or whether—you want apps to share your info.
- Chapter 7, “Exploring Windows 8 Apps,” introduces you to the wide world of apps in Windows 8. You’ll learn about the apps included with Windows 8, find out how to work with multiple apps on the screen at once, search for and download new apps in the Windows Store, and install them on your computer and devices. You’ll also find out how to rate the apps you download so that others can benefit from the information and experience you share.
- Chapter 8, “Managing Files with File Explorer,” spotlights the tasks you need to know to organize your files, folders, and libraries in Windows 8. Along the way, you’ll learn about the changes in File Explorer (now that it has its own Ribbon), and discover how easy it is to copy, move, and share your files with others.
- Chapter 9, “Always Online with Internet Explorer 10,” introduces you to a new, sleek, modeless browsing experience with Internet Explorer 10. You’ll learn how to navigate with touch and mouse, save and choose favorites, and touch up your security settings in IE10. You’ll also discover what browsing is like on the Windows Desktop, where the version of IE10 you’re using is more traditional and allows plug-ins.
- Chapter 10, “Connect and Communicate with Windows 8,” helps you get into the fun stuff—social media—and make sure you can use your Windows 8 PC to get email, manage your calendar, and send instant messages to friends and family.
- Chapter 11, “Get Entertained with Windows 8 Photos, Music, Movies, and Xbox,” takes you into all things media as you set up, work with, and personalize the Photos, Music, Video, and Xbox Live Games apps in Windows 8. You’ll learn how to view and organize photos from all your photo-sharing sites; find, download, and play the music and movies you want; and explore and play games on the Xbox Live Games app.

- Chapter 12, “Connect with Other Computers, Devices, and the Cloud,” shows you how to set up a home network and create a HomeGroup so that you can easily share files among all the PCs and devices in your home.
- Chapter 13, “Windows 8 Care, Feeding, and Troubleshooting,” gives you some basic pointers on how to regularly back up your files, update your copy of Windows 8, and use Windows 8 system tools to improve your computer’s performance and clean up your hard drive.
- Finally, Appendix A, “Windows 8 App Gallery,” Gallery gives you pointers on finding, downloading, and reviewing apps from the Windows Store. You get a look at some popular apps and find out how to explore and add to the Store on your own.

The chapters are organized so that you can jump in and read about whatever interests you most, or you can choose to go through the book sequentially if you like. Along the way, you’ll find tips, notes, and two kinds of sidebars: Go Further, which gives you additional information about getting more from the topic at hand, and It’s Not All Good, which lists common pitfalls and trouble spots you can watch out for.

Let’s Begin

If instead of purchasing a new computer with Windows 8 pre-installed, you want to upgrade your Windows 7 computer to Windows 8, your first step is to install Windows 8 on your desktop or tablet PC. Be sure to back up any existing data before you install the new operating system.

When you’re ready to download Windows, go to one of the download sites (www.preview.windows.com) and choose the version of Windows 8 you want to use. The site provides instructions on how to download and install Windows 8.

Depending on the speed of your Internet connection, it might take an hour or so to download and install Windows 8. When the operating system is finished installing, the process restarts your computer and walks you through a series of setup questions called Express Setup. After you make those initial choices, you’ll get your first glimpse of the Windows 8 Lock screen. That’s where we’ll begin exploring Windows 8 together.

Launch apps, change settings, and get the latest info from the Windows 8 Start screen



You can easily display thumbnails of all the apps you have open

In this chapter, you learn how to get started with your Windows 8 PC and use touch, mouse, and keyboard to perform tasks such as

- Exploring Windows 8
- Using touch in Windows 8
- Getting around with the mouse and keyboard
- Shutting down or putting Windows 8 to sleep
- Finding the help you need

1

Wow, Windows 8!

It's probably safe to assume that you've already learned something about Windows 8—maybe you've heard about the high energy, the colors, the touch interface, and the new styling. You may be feeling excited to try something completely different in terms of the way computer operating systems typically behave. Or you might be a bit anxious—what if it's so much of a change that Windows 8 makes your life more complicated than it already is? Nobody needs that!

Relax. That's what this book is here to help you do—learn the basics of Windows 8 in a way that helps you keep your stress level low and your productivity level high. I personally think Windows 8 is smart and fun. I love the color, the movement, the touch capability, and the flexibility. I hope as you go through the chapters in this book, you'll feel a bit of that “fun vibe” rubbing off as you expand your experience and increase your mastery of Windows 8.

Perhaps you are just now getting a chance to try Windows 8, either as the sleek operating system on your brand-new Windows 8 PC or Microsoft Surface, or as an upgrade you've added to your Windows 7 computer. This chapter opens the door on your Windows 8 experience and gives you a chance to navigate the operating system using touch, mouse, and keyboard. You'll also find out how to put your

computer to sleep (no, don't worry—no singing required) and power down the system completely, when you're ready to do that.

Exploring Windows 8

If you've just upgraded to Windows 8, the utility will restart your computer after installation is complete. When your computer restarts, Windows 8 quickly appears on your screen, and, after asking you a series of Express Setup questions (which help Windows 8 get you connected to the Internet, set your sharing preferences, and turn on the Do Not Track setting in Internet Explorer), you are ready to start exploring.

If you're powering up your brand-spanking-new Windows 8 computer for the first time, Windows 8 launches (and very quickly, too!) and asks you those same Express Setup questions. Just respond as prompted and soon you'll be looking at the beautiful new Windows 8 Start screen. That's where we'll begin our exploration.

A First Look!

Your computer needs the operating system in order to do what it does, which means that powering up your computer and launching Windows 8 are really the same thing. Here are the simple steps required for starting your computer and getting to the Windows 8 Start screen:

1. Press your computer's Power button. Your computer starts and your Windows 8 Lock screen appears.
2. Swipe up on the screen (if you have a touch-capable computer) or press any key to display your login information.
3. Enter your password and press Enter or click the arrow.
4. Now you're ready to review the various elements on the Windows 8 Start screen.

Touring the Start Screen

You've probably seen pictures online that show how colorful the Windows 8 Start screen is, but it's likely when you see it with your own eyes for the first time, you're going to be wowed. Or confused. Or both. The beautiful color and easy, smooth movement of the screen are really something to see. But once you get over that first glimpse, you're going to wonder how you actually

use this beautiful tool. Here are some of the big features in Windows 8, which you'll find described in more detail throughout this book:



- Use the Windows 8 Start screen.** This is where all the fun begins. You can get an enormous amount of information from this one screen in Windows 8. You can see at a glance the number of email messages you have, what your day's appointments look like, what the news headlines are, and much more. Plus you can start your favorite apps, play media, change system settings, and even customize the look of Windows 8, all from this one screen. You'll learn more about the Start screen in Chapter 3 and find out how to personalize your Start screen in Chapter 5.
- Go to your Windows 8 Desktop.** The Windows 8 Desktop will look familiar to you if you've used previous versions of Windows. Here you'll work with programs designed for Windows versions prior to Windows 8 (known as *legacy* programs). You find out how to use and personalize the Windows 8 desktop in Chapter 4.
- Launch and work with apps.** The colorful tiles on the Windows 8 Start screen represent apps, or programs, you can launch with a simple click or tap. Some apps display "live" information and update on the Start

screen, and others don't. You learn how to work with, organize, and get new apps in Chapter 7. Also be sure to check out the Apps Gallery in this book's appendix to find out more about the apps included with Windows 8 as well as popular apps in the Windows Store.

- **Browse the web with Internet Explorer 10.** The IE10 is the newest web browser from Microsoft, and in Windows 8 it comes in a newly designed version and a Desktop version. Both allow you to surf the web, find the information you want, and connect with others—they just look different depending on whether you launched the browser from the Windows 8 Start screen or the Windows 8 desktop. You find out more about using Internet Explorer 10 in Chapter 9.
- **View, organize, and share photos.** The Photos app in Windows 8 enables you to easily view, organize, and share *all* the photos you take, whether you've stored them on your computer, in photo-sharing sites, or in your favorite social media accounts. You'll be learning more about managing your photos in Chapter 11.
- **Stay up to date with friends and family.** The People app pulls together your favorite social media contacts and displays updates in live feeds that you can use to stay in sync with what your favorite folks are posting. You'll learn more about using the People app in Chapter 10.
- **Find new favorites in the Windows Store.** The Windows Store is a new addition in Windows 8, and it's where you can find apps of all sorts, free and otherwise. The Windows Store offers apps in the following categories: games, social media, entertainment, photos, music and video, sports, books, news, health, food, lifestyle, shopping, travel, finance, productivity, tools, security, business, education, and government. You're sure to find something you like! You'll find out more about browsing and shopping in the Windows Store in Chapter 7 as well. You'll also get additional information about the Windows Store in the appendix to this book.
- **Display the Charms bar.** A simple swipe in from the right side of the screen (or moving the mouse to the lower-right corner of the screen) displays the Charms bar, where you'll find the tools you need for searching for files, apps, and settings; sharing content and apps; returning to the Start screen; connecting devices; and changing system settings.

These items don't represent all there is to do in Windows 8, certainly, but they give you a quick bird's-eye-view of some of the major places we'll be stopping along the way.

Using Touch in Windows 8

If you've seen any of the videos about Windows 8 (you can watch one I created using Windows 8 Developer Preview by going to <http://www.quepublishing.com/articles/article.aspx?p=1766168>), you have probably noticed that you can tap, drag, flick, and pinch your new operating system to get it to do the things you most want it to do. That's a great change for Windows, when you consider that we've been pointing and clicking mouse buttons for decades.

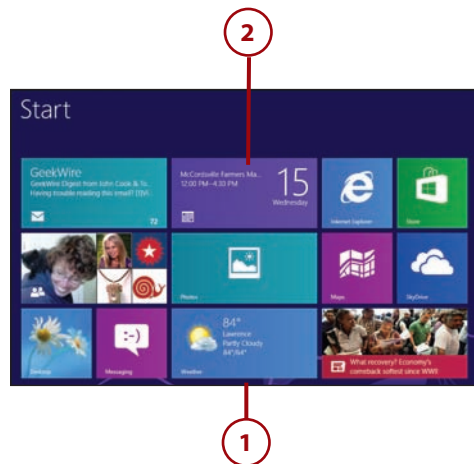
Touch capability is no longer the wave of the future—it's the way many of us navigate today. In case you haven't noticed, human beings are touchy-feeling animals. We like to make good use of our fingers and opposable thumbs, and (or so my theory goes) we feel more in control of our world when we have a tactile sense that we are operating it correctly.

If you have a smartphone, you already know about touch. You tap the surface of your phone to dial a friend's number, you swipe through photos, you pinch a webpage to make the print larger (so you can read it on that small screen). The gestures you'll use on your tablet or multi-touch monitor are similar to the ones you're probably already using on your smartphone, but for good measure (and for those readers who don't go for the smartphones), let's go through the gestures you're likely to use most often in Windows 8.

Single Tap

You tap the screen to launch an app on the Windows 8 Start screen, select a setting, or choose an item to display.

1. Display the Windows 8 Start screen or the app with the option you want to select.
2. Tap the display once quickly in the center of the tile or icon. If you've tapped an application on the Start screen, the program opens; if you tapped a setting or option, the item is selected or displays additional choices, if applicable.



Tap and Hold

If you want to select an item (and not activate it, as you did with the single tap) or perhaps display more information about an item, you can touch the item and hold your finger there until you see a small square surround the area. When you release your touch, a popup list of options appears. You can then tap the item you want to select.

Swipe Left

The swipe left gesture enables you to scroll screen quickly, from right to left and back again, and, if you're using Internet Explorer to browse the web, up and down as well.

1. Display the Windows 8 Start screen.
2. Touch a point toward the right side of the Start screen and drag to the left. The screen scrolls to the left, displaying additional apps.



Scroll Too Far?

One of the great things about touch is how natural it feels to make corrections. If you scroll the screen too far one way or another, simply reverse your swipe direction slightly to correct the display. It happens so easily you won't even have to think about it! Nice.

Swipe Right

You use the swipe right gesture to cycle through open apps in Windows 8.

1. Display the Windows 8 Start screen.
2. Launch at least two apps by tapping their tiles on the Start screen.
3. Drag in from left to right and the first open app moves onto the Windows screen.



4. Drag in from the left to right a second time to replace the first open app with the second. You can repeat this gesture as needed and also dock apps in the Start screen so that you can see more than one at one time.

Docking Open Apps

You can continue scrolling through apps as long as you like; and you can also dock an app so that it stays visible in the Windows Start screen. You'll learn how to dock apps in Chapter 7, "Exploring Windows 8 Apps."

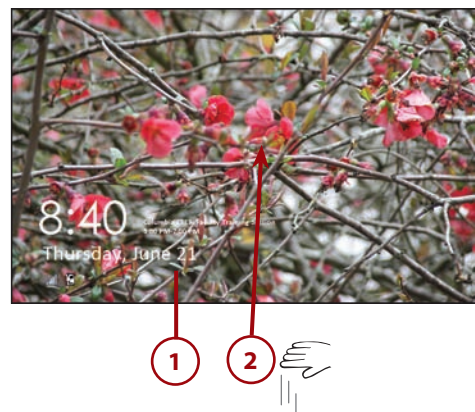
Swiping Charm

When you swipe in from the right edge of your screen, the Charms bar appears, giving you the tools you need for searching for apps and files, sharing apps, choosing program settings, and using other devices.

Swipe Up and Down

Swiping down from the top and up from the bottom of the Windows 8 screen enables you to unlock your Lock screen, select or close apps, and choose options.

1. To open the Windows 8 Lock screen, touch toward the bottom of the display.
2. Drag up and the Lock screen image scrolls up off the screen, displaying your login screen.



3. Swipe down when you are using an app to display options related to that app.

Options, Schmoptions

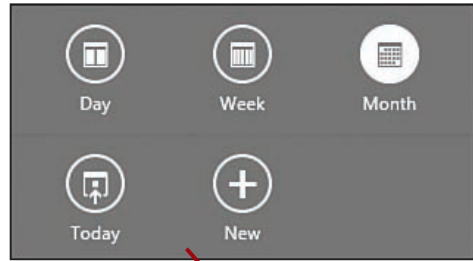
Don't be dismayed if the options you see available for the particular app you have open differ from those shown here. Different apps offer different choices. For example, the Calendar app gives you different choices than the Maps app.

Swipe Down to Close

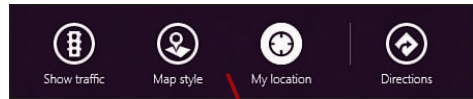
One of the big criticisms of Windows 8 Developer Preview was that initially Windows developers didn't provide a way to close apps because Windows 8 actually suspends apps not in use. Now in Windows 8, you swipe down, from the top to the bottom of the screen, to close an open app.

Pinch Zoom

The Pinch Zoom gesture enables you to enlarge and reduce the size of the content on the screen. On the Start screen, for example, when you pinch your fingers together, you reduce the size of the tiles so that you can easily move them around or group them the way you want them. When you want to enlarge an area of the screen, you use your fingers to expand the area, and the screen magnifies along with your gesture.



Options for Calendar app



Options for Maps app

1. Display the Start screen or the app you want to use.
2. Reduce the size of the content displayed by placing your thumb and forefinger on the screen and “pinching” the area together.
3. Enlarge an area of the screen by placing your thumb and forefinger together on the screen and expanding the distance between them.

Semantic Zoom

You might see this feature referred to as *semantic zoom*, so named because it allows you to magnify a specific region of the display without disturbing other parts of the screen. If the app you’re using was designed for Windows 8, chances are that it supports the pinch zoom gesture so that you can use two fingers to change the size of the content displayed on the screen.



INTRODUCING MICROSOFT SURFACE

On June 18, 2012, Microsoft unveiled the new Microsoft Surface, a state-of-the-art tablet with a built-in keyboard in the smartcover. Although you can use many tablets and touch devices with Windows 8, Microsoft Surface is beautifully optimized to work with the new operating system. Multiple touch points on the screen make navigating by touch as responsive and accurate as possible; and a live screen all the way out to the screen margins gives you the largest touch surface possible.

No matter what touch device you’re using with Windows 8, if the device was capable of running Windows 7, you will be able to successfully navigate Windows 8. If you want the best Windows 8 experience on a tablet you can get, get in line for a Microsoft Surface tablet.

Getting Around with the Mouse and Keyboard

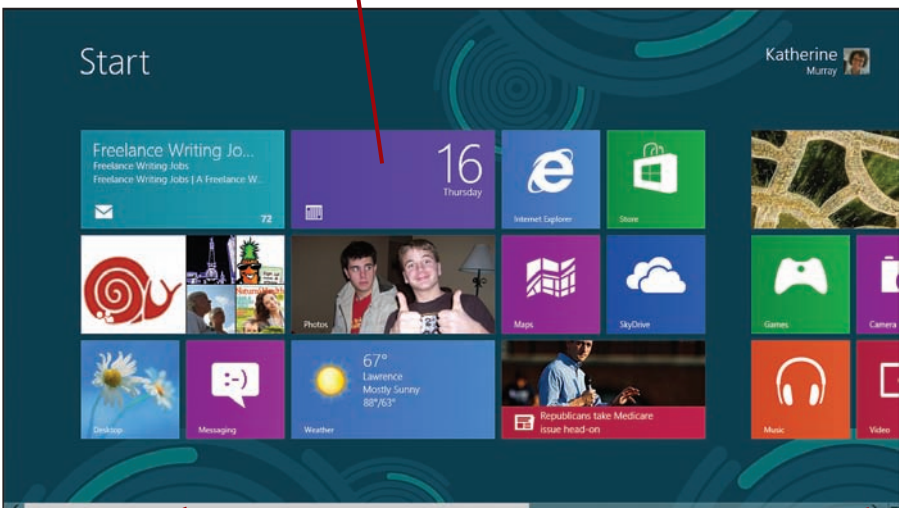
Windows 8 developers took a lot of heat initially when they talked about the touch interface of the new operating system. People talked and wrote about the “split personality” of the operating system, and mouse users worried that opening and closing programs, working with files, and changing system settings would be more difficult if they opted not to use touch techniques to carry out the tasks.

As the versions of Windows 8 have continued to evolve, however, Microsoft has made it clear that mouse users aren't being left in the dust. Windows 8 works equally well with touch, mouse, and keyboard.

Using the Mouse

The mouse can get you anywhere you want to go in Windows 8. Anything you can do with touch, you can do with your mouse—and then some. Whether you have a touch-capable device or not, you can still use your mouse for all of the common tasks you'll perform in Windows 8: start apps, find and open files, and choose program settings. By now, this operation may be old hat, but here's a refresher.

Click a tile to launch an app

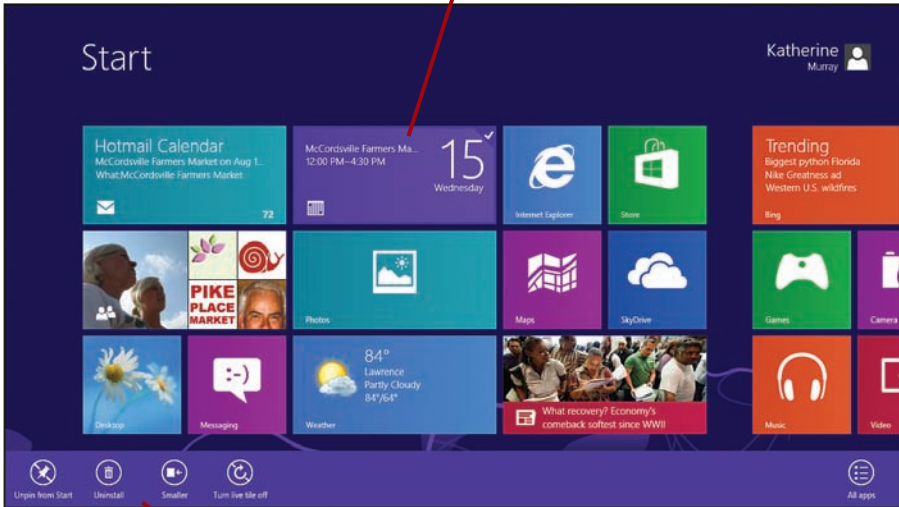


Scroll bar

Click to move display screen

- Move the mouse to the bottom of the Windows 8 Start screen. The horizontal scroll bar appears. You can click the right arrow to move the display one screen to the right.

Right-click an app...



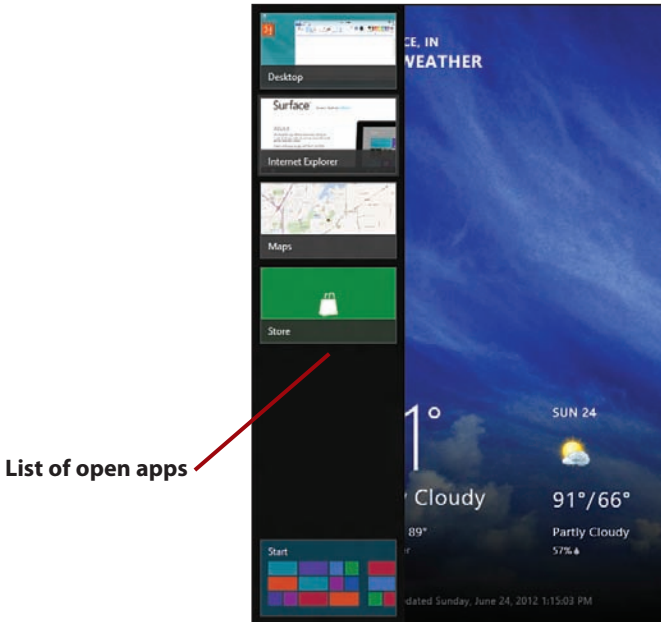
...to reveal options for that app

- To see the options for an app in the lower-right corner of the Start screen, right-click an app tile. From there, you can click the option you want to use.

Most recently used app



- Point to the upper-left corner of the screen to see a thumbnail of the most recently used app.



- Click and drag the mouse down the left side of the screen to display the thumbnail strip of open apps. Click the app you want to display.

Selecting Multiple Items

In File Explorer, you can use the mouse and keyboard together to select multiple items at once. If you want to choose several files in a folder, for example, you can click the first item and then press and hold the Shift key and click the last item you want to select. All items between the two clicked items are selected.

If you want to select multiple items that aren't next to each other, click the first item and press and hold the Ctrl key; then click all the other items you want to include.

Mouse Shortcuts for Navigating Windows 8

To do this:

Unlock your Lock screen

Display the Charms bar

Scroll the Start screen

Show “power user commands”

Display app options on the Start screen

Display app options in an open app

Show a thumbnail of the next app that will appear if you drag in from the left

Display a thumbnail strip of open apps

Do this:

Click any mouse button.

Point to the lower-right corner of the Start screen.

Click and drag in the horizontal scroll bar at the bottom of the Start screen.

Right-click in the lower-left corner of the Start screen.

Right-click the app tile.

Right-click anywhere in the app window.

Move the mouse to the upper-left corner of the screen.

Point to the upper-left corner of the screen, and when the first thumbnail appears, drag the mouse down the left side of the screen; the thumbnail strip appears.

GETTING TO IT

How do you feel about the disappearance of the Start menu? Lots of people are wringing their hands about that change, because the Start menu has stood for the place everything seemed to begin in since Windows 95. Now in Windows 8, we can just jump in and start anywhere, tapping and scrolling and flicking and zooming to our hearts' content. But as you already know if you've ever stood in front of a 31-flavors ice cream counter, sometimes having too much choice has a paralyzing effect.

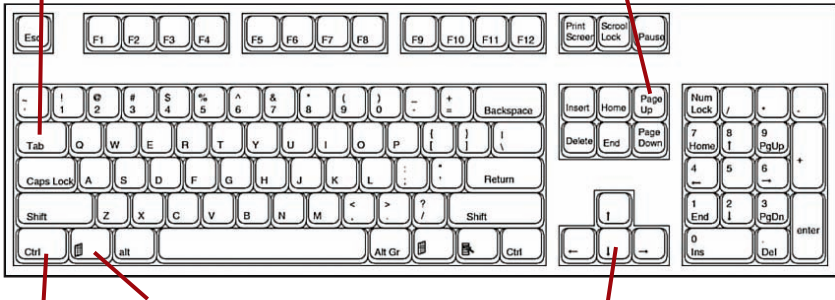
If you know what you're looking for in Windows 8 and want to get right to it, you may enjoy using what some people are calling the "power user commands" in Windows 8. You'll find it by pressing Windows + X on your computer keyboard or your tablet's on-screen keyboard. The list of features includes many of those you are accustomed to working with in the Control Panel: Programs and Features, Mobility Center, Power Options, Device Manager, Command Prompt, Run, and more. Click the feature you want to use, or, to hide the feature list, simply tap or click anywhere outside the list.



Using the (Real) Keyboard

Some things you'll need to do in Windows 8 you'll want a real, live keyboard to do. Sure you can type a quick memo or answer an email message on your tablet, using the on-screen keyboard. But when you need to write a 10-page report for a departmental meeting or you have lots of work to do storyboarding the next team presentation, chances are good that you'll want to use a real keyboard.

In addition to using touch and the mouse, you can also use your keyboard for navigating in Windows 8. When you use your keyboard to navigate the Start screen, move among apps, and manage windows, you use special keys, short-cut key combinations, and function keys.

Tab key**Pg Up, Pg Dn keys****Ctrl key (on left) Windows key****Arrow keys**

- The Windows key, located on the lowest row of your keyboard on the left side between the Ctrl and Alt keys, takes you back to the Start screen no matter where you are in Windows 8.
- You can use the Pg Up and Pg Dn keys as well as the arrow keys to move among apps on the Windows 8 Start screen.
- You use the Tab key to move from option to option in a dialog box.
- You can press key combinations (such as Ctrl and the letter assigned to a specific menu option) to perform operations.

Keyboard Shortcuts for Navigating Windows 8**To do this:**

Unlock your Lock screen
 Display the Charms bar
 Display the Settings charm
 Show the Search charm
 Return to the Start screen
 Display the desktop
 Lock Windows 8
 Display “power user commands”
 Cycle through open apps
 Move to the next open app

Do this:

Press any key on the keyboard
 Press and hold the Windows key and press C
 Press Windows + I
 Press Windows + Q
 Press the Windows key
 Press Windows + D
 Press Windows + L
 Press Windows + X
 Press Windows + Tab
 Press Alt + Tab

A Keyboard Is a Keyboard Is a Keyboard...Right?

Depending on the type of computer you are using, you may notice some differences in the ways certain keys appear on your keyboard. The keyboard mentioned here is a “basic” keyboard layout. Your keyboard may or may not have a separate numeric keypad, function keys across the top, and a set of cursor-control keys that are separate from the alphanumeric keys. Additionally, you may notice that your Delete key or Backspace key is in a slightly different place than other keyboards you see. Take the time to learn where to find the common keys on your Windows 8 keyboard—once you know the lay of the land, finding the right key at the right time will be second nature.

Using a Touch Keyboard

In addition to the physical keyboard attached to your computer, there’s also another kind of keyboard on touch devices like tablets you can use to add information and navigate in Windows 8. When you’re using an app on a tablet that requires input—whether that input is a status update, a tweet, or a document—the touch keyboard appears in Windows 8. You can type on the touch keyboard as you would a normal physical keyboard, with one added benefit: You may also be able to display the keyboard as a “thumbs” keyboard, where the keys are arranged within the reach of your thumbs if you are holding a tablet device. Very smart!

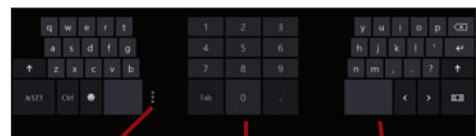
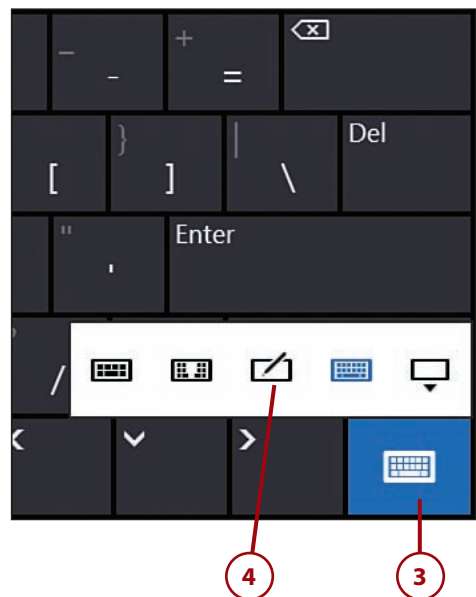
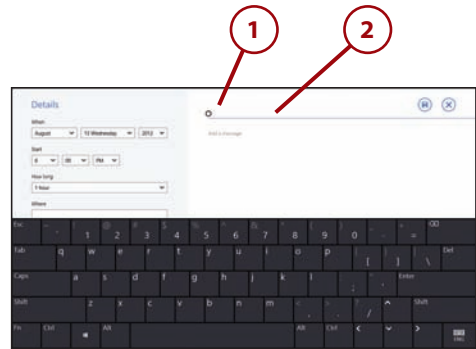
Begin by launching an app that will require you to type something on your tablet. For example, you might open the Calendar app and start a new appointment. Then follow these steps to display and work with the Windows 8 touch keyboard:

1. Tap in the Add a Title area. The full keyboard appears along the bottom half of your screen.
2. Type the title of the new appointment.
3. If you want to change the type of keyboard displayed, tap the keyboard button in the lower-right corner of the keyboard.
4. A set of five choices appears. You can choose from the on-screen touch keyboard, a thumbs keyboard, a drawing tablet, the standard keyboard, or no keyboard. Tap the keyboard style you want to use.
5. The keyboard appears in the style you selected. Now you can type or draw your message.

Displaying the Standard Keyboard

The first keyboard option available to you displays the on-screen tablet keyboard, which doesn't include function keys or special keys like the Windows key or Alt. The standard keyboard option is available to the left of the drawing pad icon, but if this keyboard isn't enabled in your PC settings, the item may be unavailable to you.

If the standard keyboard icon is grayed out, you can have Windows 8 display it as an option by swiping to display the Charms bar, tapping Settings, tapping Change PC Settings, and selecting General. Scroll down to the Touch Keyboard settings, and move the slider for the Make the Standard



Click the options indicator to display sizing choices

The thumbs keyboard is designed so that you can type easily while holding your tablet

Keyboard Layout Available to the On position. When you return to the on-screen keyboard display, you'll now be able to select and use the standard keyboard as one of the keyboard options.

Resizing the Thumbs Keyboard

Windows 8 lets you change the size of the thumbs keyboard so that typing is as easy as possible. To display your sizing choices, tap the three vertical dots just to the right of the keyboard segment on the left side of the screen. Medium is selected by default, but you can tap Small or Large to change the size of the keyboard.

>>> Go Further

SAY WHAT?!

Windows 8 has made some improvements to its Narrator accessibility feature, which reads the screen so that people with visual challenges can interact successfully with Windows 8. Narrator now offers a smoother performance and offers more natural-sounding voices (you can choose from three different PC voices—two female voices and one male voice). You can also control the speed at which Windows 8 narrates your experience, which can be helpful if you're just learning the lay of the land.

You can turn on Narrator as soon as you open the Lock screen, before you even log in to your computer. Simply tap the button in the lower-left corner of the login screen to begin the narration. You can also turn on Narrator by pressing and holding the Windows key and tapping the Volume Up button on your keyboard.

Internet Explorer 10 now includes Narrator support as well, so users can listen to web content, understand links, and make choices about commands on webpages.

Shutting Down or Putting Windows 8 to Sleep

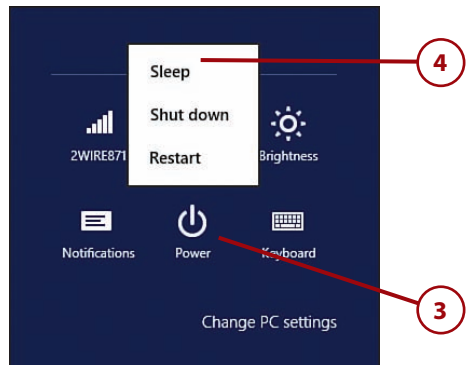
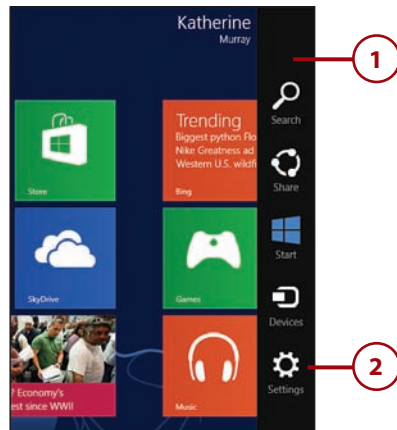
One of the other basic tasks you'll need to do regularly with Windows 8 is turn your computer off. There's no obvious Shut Down command like the one placed so conspicuously on the Windows 7 Start menu.

The secret is that Windows 8 tucks away the Shut Down command in the Settings charm in the Windows 8 Charms bar. You can easily turn the computer off—or just send it off to sleep—by selecting the option of your choice from the Settings charm.

Putting Windows 8 to Sleep

When you're going to be away from your computer for a period of time but you aren't ready to turn everything off for the day, you can put your computer in Sleep mode to conserve energy and protect your files and programs while you're away.

1. Display the Charms bar by swiping left from the right edge of the screen or by pointing the mouse at the lower-right corner of the Start screen.
2. Tap or click Settings.
3. Tap or click Power. A list of options appears: Sleep, Shut Down, Restart.
4. Tap or click Sleep.



Wake Up, Little Fella

One of the great things about Sleep mode is that it is designed to help your computer spring back to life quickly as soon as you're ready. So even though it's a little distressing to see everything fade to black so fast after you tap Sleep, you'll be pleased to know a quick tap of the Power button on your PC brings everything back to full wakefulness almost instantly.

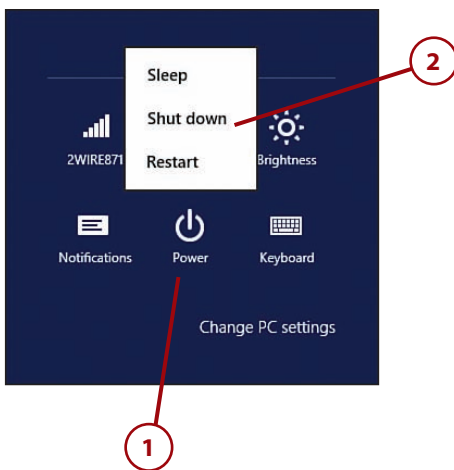
Shutting Down Windows 8

When you're ready to power down your computer, just tap or click Shut down instead.

1. In the Settings charm, tap Power.
2. Tap or click Shut down. If you have any open, unsaved files, Windows 8 prompts you to save them before shutting down.

Starting Over

Of course you have one more option when you tap or click the Settings charm and select Power. If you want to restart your computer, you can tap Restart, and Windows 8 will power down and then reboot. You may be asked to restart your computer after you install an app or make a system setting change.



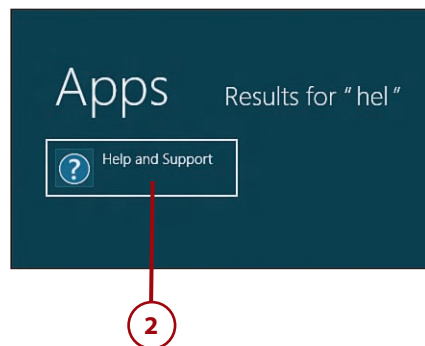
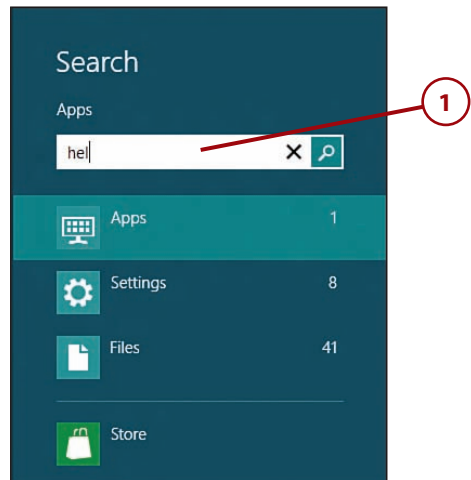
Finding the Help You Need

Windows 8 has revamped the look and feel of Help and Support to make finding articles, tips, and troubleshooting techniques easier than ever. If you've been looking for the little Help icon in Windows 8 you won't find it on the Start screen (it does still appear in File Explorer, though). But as you'll see getting Help in Windows 8 is as easy as typing four little characters.

Displaying Windows Help and Support

What's the first thing to do when you feel like yelling "Help!"? How about this:

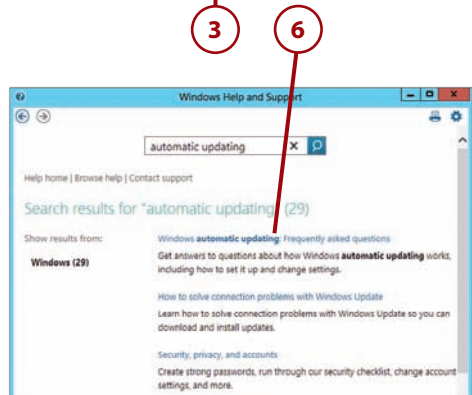
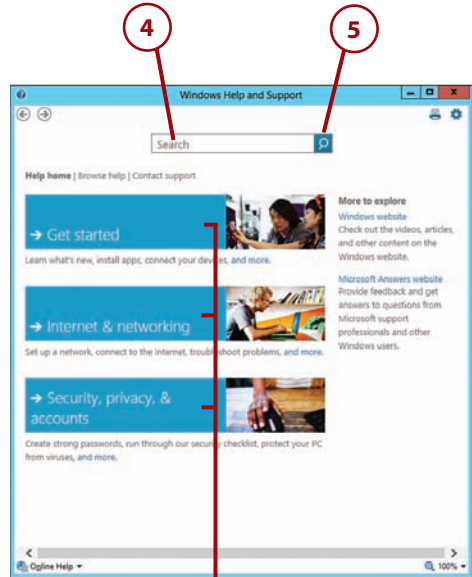
1. On your computer keyboard, type *hel*. Before you even get to the letter *P*, Windows 8 instantly opens a search and displays the characters you typed in the search box.
2. Tap or click Help and Support. The Windows Help and Support window appears.



3. You can click one of the three displayed categories: Get Started, Internet & Networking, or Security, Privacy, & Accounts.
4. Or click in the Search box and type a word or phrase that reflects the type of information you want to find.
5. Click the Search tool.
6. Click a link to display a help article that looks as though it would offer the information you seek.

Changing Text Size

You can easily increase the text size in Help and Support by displaying the Windows Help and Support dialog box and then clicking Change Zoom Level in the lower-right corner of the Help window. Click Zoom In to magnify the text or Zoom Out to reduce the size of the text. You can also choose one of the other zoom percentages listed or click Custom to enter a zoom percentage of your own choosing.



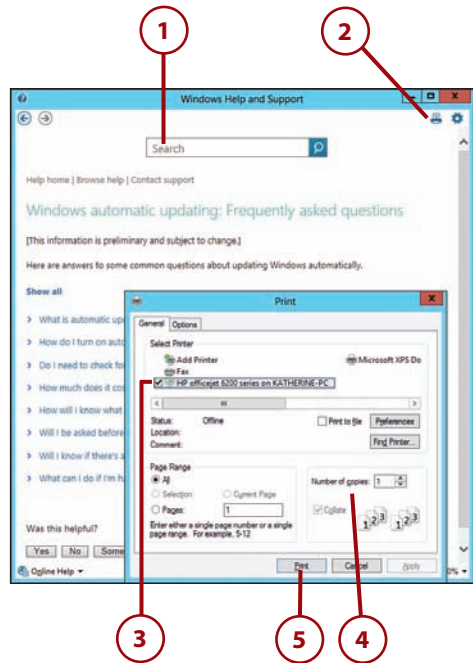
Printing Help

If you find that you are looking up a certain task repeatedly, you might want to print the help information to keep close to your computer until you commit it to memory.

1. Search for the help information you need.
2. Click Print at the top of the help window.
3. Choose your printer.
4. Set your print options.
5. Click Print.

Including Online Resources

To the right of the Print tool in the Help window, you'll find a Tools icon. When you click or tap that tool, the Help Settings dialog box appears, displaying two help settings: Get Online Help, and Join the Help Experience Improvement Program, both of which are selected by default. The first option gives you access to the latest online help content when you search for help in Windows 8, and the second gives Microsoft permission to collect data about the way you're using the Help feature. If you don't want to send that type of information to Microsoft (even though you cannot be personally identified from the data collected), simply click to uncheck the box. Click OK to save any changes you made.



>>> Go Further

AND THAT'S JUST THE BEGINNING...

In addition to the help that's available to you in Windows 8 on your computer, you can visit Microsoft's Windows 8 site (www.windows.microsoft.com) to learn more about Windows 8 features, watch videos, and learn about basic tasks.

Check out the Windows Community forums to find out what other users are asking about Windows 8. You'll see responses from Microsoft MVPs (Most Valuable Professionals) that might just help solve a problem you're having. Check it out if you have one of those hard-to-answer Windows 8 questions that has been keeping you awake at night.

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