

Windows® 8



IN DEPTH

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Brian Knittel and Paul McFedries

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Windows 8

IN DEPTH

Brian Knittel

Paul McFedries

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800 East 96th Street,
Indianapolis, Indiana 46240 USA

WINDOWS 8 IN DEPTH

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ABOUT THE AUTHORS

Brian Knittel is a software developer, consultant, and writer. He has authored or coauthored many of Que's best-selling Windows books, including Que's leading Windows books, *Special Edition Using Microsoft Windows* and *Windows 7 In Depth*. Brian is also the author of *Windows XP Under the Hood* and *Windows 7 and Vista Guide to Scripting, Automation, and Command Line Tools*. In addition, Brian coauthored *Upgrading and Repairing Microsoft Windows* with Scott Mueller.

Paul McFedries is the author of more than 75 computer books that have sold more than 4 million copies worldwide. His recent titles include the Sams Publishing books *Microsoft Windows 7 Unleashed* and *Microsoft Windows Home Server 2011 Unleashed* as well as the Que Publishing books *Tweak It and Freak It: A Killer Guide to Making Windows Run Your Way*, *Formulas and Function: Microsoft Excel 2010*, and *Build It. Fix It. Own It: A Beginner's Guide to Building and Upgrading a PC*. Paul is also the proprietor of Word Spy (www.wordspy.com), a website devoted to tracking new words and phrases as they enter the English language.

DEDICATION

To my mother, who didn't go to Burning Man this year but is still as feisty as ever.

—Brian

To Karen, who gives new meaning to the phrase better half.

—Paul

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

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

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Introduction

Welcome

*We shall not cease from exploration
And the end of all our exploring
Will be to arrive where we started
And know the place for the first time.*
—T. S. Eliot

Thank you for purchasing or considering the purchase of *Windows 8 In Depth*. Windows 8 is Microsoft's bold attempt to create an operating system that works well on a variety of devices, from desktop PCs to smartphones. Rather than take Apple's approach of having one OS for desktops/notebooks (OS X) and a second OS for tablets/smartphones (iOS), Microsoft has engineered Windows 8 to run basically the same on all four types of devices. To accomplish this, Microsoft has created an entirely new interface and an entirely new style of program that can be manipulated and controlled using the keyboard, mouse, fingers, or a stylus.

The main Windows 8 vehicle is the app, a new style of program that does away with menus, toolbars, ribbons, dialog boxes, and other familiar interface elements. Apps run full-screen (although a second app can be docked beside a running app) and make features available through *application bars* that are usually hidden but can be summoned with a right-click or swipe gesture. Apps are generally simplified, secure versions of existing apps.

All apps reside on the new Start screen, which displays each app as a *tile*, a rectangular object that shows the app name and icon. Many of these are *live tiles* that show the latest information from the app, including recent email messages in Mail, recent instant messages in Messages, the current slide show in Photos, stock data in Finance, and many more.

Windows 8, in short, shows us that the evolution of Windows is taking a big turn in a new direction, toward a new way of interacting with computers.

Now, despite all the new features, if you're used to Windows 7, you'll find that almost everything you know about Windows 7 still applies to Windows 8—you just have to learn new routes to reach old places. In this book, we show you not only how to use all the new features, but also how to quickly and easily navigate to the parts of Windows that you're already familiar with.

If you're moving up from XP, though, you're in for *big* changes almost everywhere you look. In addition to the changes that we just described, you'll find that even the traditional Windows desktop is dramatically different. This book will get you up to speed with the new desktop taskbar, new File Explorer, and vastly improved home networking. You'll be glad you made the move. Windows 8 leaves XP in the dust, adding more than a decade's worth of innovation and improvement in speed, ease of use, and reliability.

If you're moving up from Vista, you'll be *very* pleasantly surprised at the improvements. Let's face it, Vista was slow and the frequent User Account Control prompts were annoying. That's been taken care of and then some! Windows 8 is blazingly fast where Vista was slow and ponderous. You'll be happy to see, as you read through our book, that managing Windows is easier than it was in Vista, and the Homegroup networking feature is a huge plus.

This book covers the three primary versions of Windows 8: Windows 8, Windows 8 Pro (which includes advanced features such as virtualization, encryption, Remote Desktop hosting, and group policy), and Windows 8 Enterprise (which includes additional features for enterprise IT support). There is a sibling to Windows 8 called Windows RT that runs on low-power ARM processor-based tablets. It omits many Windows 8 features and settings, and doesn't permit the installation of desktop software. We talk a bit about Windows RT in Chapter 35, "Windows 8 on Mobile Devices," and it shares many of Windows 8's apps and setup screens, but we don't explicitly cover Windows RT in this book.

Why This Book?

Windows has been evolving, mostly incrementally, since 1985. Each new version has new features. Some you can figure out on your own, but some require explanation. Some features, such as networking, are easy enough to use, but are very complex underneath, and setting them up can involve making complex technical decisions. In some cases years may go by between the times that you use some management tool, and your human Random Access Memory may need refreshing. Computer books come to the rescue for all of these needs, giving step-by-step instructions, helpful advice, and detailed reference material for the future.

And although usually the path from one version of Windows to the next is smooth and straight, every so often there is a big bump in the road. The first was with Windows 95, where the Start button appeared and the right mouse button suddenly became very important. The next bump was Windows XP, which marked the move from MS-DOS to the Windows NT operating system kernel, to a security system for files, and to a whole new way of managing Windows. It's happened again with Windows 8. The Start button is gone, and you now have to use Windows 8's arcane "gestures" and tools to get anywhere.

The new “Windows 8–style” Start screen and app interface are touted as intuitive and easy to use, but they’re *not*, at least at first. At first, they will seem frustrating and opaque, unless you have guidance. Many of the shortcuts and tricks that give you easy ways to do things are hidden, and almost impossible to guess. We found that out for ourselves as we worked with Windows 8 daily, for months, as we wrote this book. We didn’t have anyone’s guidance then, but you do now. In this book, we’ll show you how to manage the Windows 8 interface without a struggle.

In addition to getting you through the steep parts of the Windows 8 learning curve, we’ll also give you the benefit of our combined 45+ years of experience working with, writing about, and even writing software for, Microsoft Windows. We know what parts of using and managing Windows are confusing. We know the easy ways to do things. We’ve seen just about every bug and glitch, have been through just about every ugly scenario one can come up with, and have made just about every mistake that one can make. Therefore, we can spare you having to repeat some of them.

You might also appreciate that in this book, we can be honest with you. We don’t work for Microsoft, so we can tell you what we really feel about the product: the good, the bad, and the downright ugly. If we say something’s great, it’s because we think it is, and if we hate something, we’ll tell you, and we’ll try to show you how to avoid it.

Our book addresses both home and business computer users. As we wrote, we imagined that you, our reader, are a friend or co-worker who’s familiar enough with your computer to know what it’s capable of, but might not know the details of how to make it all happen. So we show you, in a helpful, friendly, professional tone. We make an effort not just to tell you *what* to do, but *why* you’re doing it. If you understand how Windows and its component parts work, you can get through rough patches: diagnosing problems, fixing things that the built-in wizards can’t fix, and otherwise solving problems creatively.

And, if you’re looking for power-user tips and some nitty-gritty details, we make sure you get those too. We try to make clear what information is essential for you to understand and what is optional for just those of you who are especially interested.

However, no one book can do it all. As the title says, this book is about Windows 8, which runs on desktop computers, notebooks, and mobile devices (tablets) that have an Intel-compatible processor. Our coverage of the new “Windows 8–style” interface, Start screen, apps, and setup panels *should* apply to ARM-processor tablets that run a scaled-down operating system called Windows RT; however, much of this book won’t apply to those devices, and if you have one, you may want to get a book that specifically addresses Windows RT.

We also don’t have room to cover how to set up or manage the various Microsoft Server operating systems, called Windows Server 2012, Windows Server 2008, and so on, or how to deploy or manage Windows 8 using tools that are provided only with those operating systems. For these topics, you’ll need to consult a Windows Server book.

Because of space limitations, only one chapter is devoted to coverage of Windows 8’s numerous command-line utilities, its batch file language, Windows Script Host, and Windows PowerShell. For that (in spades!), you might want to check Brian’s book *Windows 7 and Vista Guide to Scripting, Automation, and Command Line Tools*, which is equally applicable to Windows 8.

Even when you've become a Windows 8 pro, we think you'll find this book to be a valuable source of reference information in the future. Both the table of contents and the very complete index will provide easy means for locating information when you need it quickly.

How Our Book Is Organized

Although this book advances logically from beginning to end, it's written so that you can jump in at any location, quickly get the information you need, and get out. You don't have to read it from start to finish. (Remember, the index at the back of the book is your best friend.)

If you're new to Windows 8, however, we do recommend that you read Chapter 3, "Your First Hour with Windows 8," and Chapter 4, "Using the Windows 8 Interface," in their entirety. Windows 8 has new ways of doing things that aren't necessarily intuitive and obvious. Reading these two chapters may save you *hours* of frustration.

This book is broken down into six major parts. Here's the scoop on each one:

Part I, "Starting Out with Windows 8," introduces Windows 8's new user interface, shows you how to install Windows 8 on a new computer or upgrade an older version of Windows to Windows 8. In addition, we take you on a one-hour guided tour that shows you the best of Windows 8's new features, and we walk you through making essential settings and adjustments that will help you get the most out of your computer. Consider this the Windows 8 version of "freshman orientation."

In Part II, "Using Windows 8," we cover the new "Windows 8-style" user interface and apps, managing documents and files, starting and stopping applications, searching for files and media, printing, and using the included desktop accessories and accessibility tools. In other words, this section covers all of the routine, day-to-day stuff. However, it's very important material: Windows 8 does many things differently, and using it can be frustrating and confusing, especially if you don't know the basic tricks and techniques.

Part III, "Multimedia and Imaging," covers the Windows 8 bells and whistles, including the Media Player and Media Center programs, imaging devices, using a document scanner, faxing, and all the other media tools that ship with Windows 8.

In Part IV, "Windows 8 and the Internet," we help you set up an Internet connection, then move on to cover Windows 8's Internet tools. The final chapter shows you how to diagnose Internet connection problems.

Any home or office with two or more computers needs a local area network (LAN) to easily transfer and back up files, share printers, and use a shared, high-speed Internet connection. In Part V, "Networking," we walk you through setting up a network in your home or office, and show you how to take advantage of it in day-to-day use. We also show you how easy it is to share a DSL or cable Internet connection with all your computers at once, show you how to network with other operating systems, and, finally, help you fix it when it all stops working.

Part VI, "Maintaining Windows 8," covers system configuration, maintenance, and troubleshooting. We tell you how to work with the huge assortment of Windows 8 management tools, show you various useful tweaks and customizations, take you through some hard disk management techniques, give you advice on troubleshooting and repairing problems, show you how to manage software and

hardware, and give you the details on editing the Windows Registry. And for real power users, we show how to use and tweak the command-line interface.

When Windows was introduced more than two decades ago, computer viruses, online fraud, and hacking were only starting to emerge as threats. Today (thanks in great part to *gaping* security holes in previous versions of Windows), computer threats are a worldwide problem, online and offline. In Part VII, “Security,” we provide a 360-degree view of the ways in which Windows 8 protects you and your data. Here you’ll find out both what Windows 8 will do to help you, and what you must do for yourself. We cover protection against viruses and spyware, data loss and theft, hackers and snoops, and fraud and spam—in that order.

Part VIII, “Windows on the Move,” shows you how to get the most out of Windows 8 when either you or your computer, or both, are on the go. We show you how to use a touch or pen interface on a Windows 8 tablet or other mobile PC, how to use wireless networking safely, how to get the most out of your laptop or tablet PC when traveling, and how to connect to remote networks. We also show you how to use Remote Desktop to reach and use your own computer from anywhere in the world.

Appendix A, “Virtualization,” explains how to use Microsoft’s Hyper-V virtualization technology to run other operating systems side-by-side with Windows 8, or to run Windows 8 within some other operating system. This can be an excellent alternative to setting up a dual-boot system. And, finally, Appendix B, “Command-Line Utilities,” takes you through a tour of various Windows 8 command-line utilities.

Conventions Used in This Book

Special conventions are used throughout this book to help you get the most from the book and from Windows 8.

Text Conventions

Various typefaces in this book identify terms and other special objects. These special typefaces include the following:

Type	Meaning
<i>Italic</i>	New terms or phrases when initially defined
Monospace	Information that appears in code or on screen in command-line tools

All Windows book publishers struggle with how to represent command sequences when menus and dialog boxes are involved. In this book, we separate commands using a comma. Yeah, we know it’s confusing, but this is traditionally how Que’s books do it, and traditions die hard. So, for example, the instruction “Choose Edit, Cut” means that you should open the Edit menu and choose Cut. Another, more complex example is “Select Control Panel, System and Security, Change Battery Settings.”

Key combinations are represented with a plus sign. For example, if the text calls for you to press Ctrl+Alt+Delete, you would press the Ctrl, Alt, and Delete keys at the same time. The letterless

“Windows Logo” key is very useful in Windows 8. In a key combinations it will appear as, for example, “Windows Logo+X.”

Special Elements

Throughout this book, you’ll find Notes, Tips, Cautions, Sidebars, Cross-References, and Troubleshooting Notes. Hopefully, they’ll give you just the tidbit you need to get through a tough problem, or the one trick that will make you the office hero. You’ll also find little nuggets of wisdom, humor, and lingo that you can use to amaze your friends and family, or that may come in handy as cocktail-party conversation starters.



tip

We specially designed these tips to showcase the best of the best. Just because you get your work done doesn’t mean you’re doing it in the fastest, easiest way possible. We show you how to maximize your Windows experience. Don’t miss these tips!



note

Notes point out items that you should be aware of, but you can skip them if you’re in a hurry. Generally, we’ve added notes as a way to give you some extra information on a topic without weighing you down.



caution

Pay attention to cautions! They could save you precious hours in lost work.



Something Isn’t Working

Throughout the book we describe some common trouble symptoms and tell you how to diagnose and fix problems with Windows, hardware, and software.

We Had More to Say

We use sidebars to dig a little deeper into the more esoteric features, settings, or peculiarities of Windows. Some sidebars are used to explain something in more detail when doing so in the main body text would’ve been intrusive or distracting. Sometimes, we just needed to get something off our chests and rant a bit. Don’t skip the sidebars, because you’ll find nuggets of pure gold in them (if we do say so ourselves).

We designed these elements to call attention to common pitfalls that you’re likely to encounter.

Finally, cross-references are designed to point you to other locations in this book (or other books in the Que family) that provide supplemental or supporting information. Cross-references appear as follows:



For information on using the charms, see “Navigating the Start Screen with a Touch Interface,” p. 98.

Let’s get started!

WINDOWS 8 APPS AND THE WINDOWS STORE

The Windows 8 Apps

When we discussed the new Windows 8 interface in Chapter 4, “Using the Windows 8 Interface,” we mentioned that one of Microsoft’s fundamental design principles for the interface is “content before chrome.” That is, the Windows 8 interface is characterized by an overall style that places content front and center, and where chrome—including menus, scrollbars, and icons—is either hidden most of the time or eliminated altogether.

That principle applies to Windows 8 apps as well, which for the most part adhere to the following guidelines:

- **Clean layout**—Windows 8 app interfaces are characterized by a generous amount of open space, so you won’t find lots of graphical knick-knacks such as lines, boxes, and borders. These interfaces are also visually simple, so you won’t find color tricks such as gradients and blurs. The result is that the content gets some room to breathe.
- **Uncluttered interface**—Windows 8 apps have lots of white (or black or green or whatever) space surrounding the content. Most Windows 8 apps achieve this look by not leaving commands, navigational aids, and other features displayed full-time. Instead, apps “leverage the edge” by placing commands and features in the app bar (which can be accessed by swiping from the top or bottom edge) or the Charms menu (which can be accessed by swiping from the right edge).
- **Typography conveys hierarchy**—Traditional programs use boxes and lines to separate sections and establish interface hierarchies. Windows 8 apps use typographical indicators—particularly text size, weight, and

color—to convey boundaries and hierarchies. For example, Figure 5.1 shows a typical file picker screen, which makes good use of typography to provide a great deal of information.

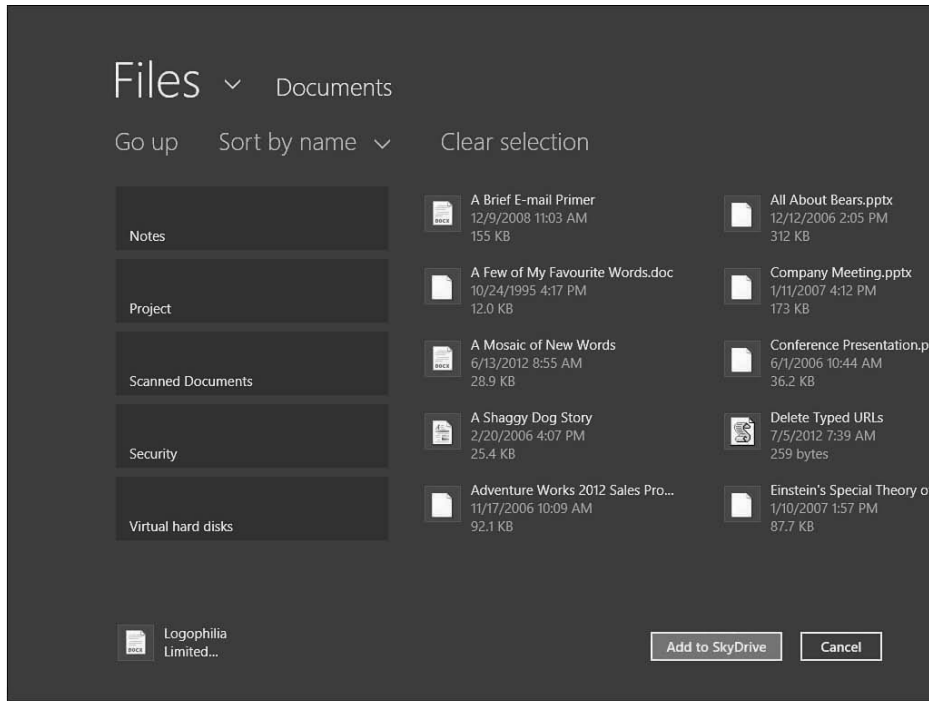


Figure 5.1
Windows 8 apps use consistent typographical conventions to convey boundaries and hierarchies.

- **Direct content interaction**—In most Windows 8 apps, you manipulate the content itself by performing taps, drags, zooms, and swipes directly on an item. Wherever possible, a Windows 8 app doesn't offer separate controls for manipulating content.

Another unique characteristic of Windows 8 apps is that they can work with *contracts*, which are common background services and features that an app can use and that offer a consistent interface to the user. More than a dozen contracts are available to Windows 8 apps, but the following are the four you'll use most often:

- **Search**—Available from the Charms menu, this contract implements in-app searches. For example, tapping the Search charm from within Internet Explorer runs a Bing search on whatever text you enter. You can also use the Search charm to find a location from within the Maps app.
- **Settings**—Available from the Charms menu, this contract displays the app's Settings pane, which can include links to program options and information.

- **Printing**—Available via Devices in the Charms menu, this contract displays a list of devices—both local (that is, connected directly to your PC) and remote (that is, on your network)—that you can use to print content in the current app.
- **Share**—Available from the Charms menu, this contract enables you to send app data to another person, either via the Mail app, or to a social network via the People app. See “Sharing Windows 8 App Data,” later in this chapter.

Calendar

Calendar is Windows 8’s scheduling app, enabling you to create events for meetings, appointments, get-togethers, and all-day tasks such as conferences and vacations. By default, Calendar displays events from three calendars (see Figure 5.2):

- Your personal calendar associated with your Microsoft account. These events appear with a blue background.
- A Birthdays calendar that displays birthdays from contacts associated with your Microsoft account as well as contacts from any other online accounts connected to your Microsoft account (such as Facebook). Birthdays appear with a light purple background.
- A Holidays calendar that shows prominent holidays from your location (for example, a U.S. Holidays calendar if you’re located in the United States). Holidays appear with a dark purple background.

You can also add other accounts to Calendar. Press Windows Logo+I (or display the Charms menu and click Settings) and then click Accounts to open the Accounts pane. Click Add an Account, click Exchange or Google, and then fill in the details.

To change the calendar view, right-click the screen and then click one of the three views: Day, Week, or Month. Whichever view you choose, note that you navigate by clicking the Next and Previous arrows, pointed out in Figure 5.2. (If you don’t see these arrows, move your mouse over the Calendar screen.) If you’re using a touchscreen, you can also navigate the Calendar view by swiping right and left.

To add an event, either click the day of the event in Month view or click the time the event occurs (on the day it occurs) in Week or Day view.



note

To change the colors of the calendars, press Windows Logo+I (or display the Charms menu and click Settings) and then click Options to open the Options pane. For each calendar, click the current color and then use the color picker to choose the color you want. Note, too, that you can also use the Options pane to hide a particular calendar by clicking its Show switch to Hide.

Click these arrows to navigate the current Calendar view.



Figure 5.2
By default, the Calendar app shows you personal events, birthdays, and holidays.

Bing

This app takes you directly to a Bing search screen, where you can perform web searches without having to load the Internet Explorer app. The Bing app displays search results as tiles that show the web page name and address and a brief description of the page.

Camera

If your PC or tablet has a built-in or connected camera, you can use the Camera app to take a photo or record a video:

- **Photo**—To take a photo, click the Camera app on the Start screen, and then click on the screen where you see the picture to take the photo.
- **Video**—Click the Camera app on the Start screen; then, to record a video, first click the Video Mode icon to activate it (that is, give the icon a white background). Click the screen to start the recording, and then click the screen again to stop.

In both cases, you can click to activate the Timer icon, which gives you a 3-second countdown before Camera takes the photo or begins recording the video.

Photos and videos you shoot with the Camera app are stored in your user account's Pictures library, in the Camera Roll folder.

Finally, you can also click Camera Options to configure various settings, which vary depending on your camera. For example, you can choose a photo resolution and audio input device for video recording, and you can turn on video stabilization (if your camera supports it).

Desktop

Desktop is perhaps the simplest of the apps in that it does just one thing: displays the Windows 8 desktop. (You can also get there by pressing Windows Logo+D.) The Desktop app has no app bar, and if you open the Charms menu and click Settings, the pane that appears gives you links for Control Panel, Personalization, and PC Info (which displays the System window).

Finance

The Finance app is Windows 8's one-stop shop for business, economic, and investing news and statistics, gathered by Bing Finance. The main Finance app screen is divided horizontally into eight sections:

- **Today**—The top story of the day as well as recent values of market indices such as the Dow and the NASDAQ.
- **Indices**—Current values and daily, weekly, monthly, or yearly charts for four market indices: Dow, S&P 500, NASDAQ, and Russell 2000 (see Figure 5.3).

Figure 5.3
The Indices section
of the main Finance
app screen.



- **News**—The latest news stories from the world of finance.
- **Watchlist**—A list of stocks that you're watching. Note that you only see this section if you've added at least one stock. To add a stock to your list, right-click the screen, click Watchlist in the app bar, click Add (+), type the company name or stock symbol, and then click the stock you want in the list that appears.
- **Market Movers**—The stocks with the highest percentage gains and losses on the day, as well as the most actively traded stocks. NASDAQ stocks are displayed by default, but you can see other exchanges by clicking Market Movers and then clicking NYSE or AMEX.
- **Across the Market**—Recent values for various currencies, bonds, commodities, and exchange-traded funds.
- **Rates**—Recent rates for mortgages, savings accounts, and credit card accounts.
- **Fund Picks**—Lists of top-performing mutual funds in various categories.

You can also see extra news and data from various categories by right-clicking the screen and using the app bar to click a category: Today, Watchlist, News, Rates, Currencies, World Market, or Best of Web.

**note**

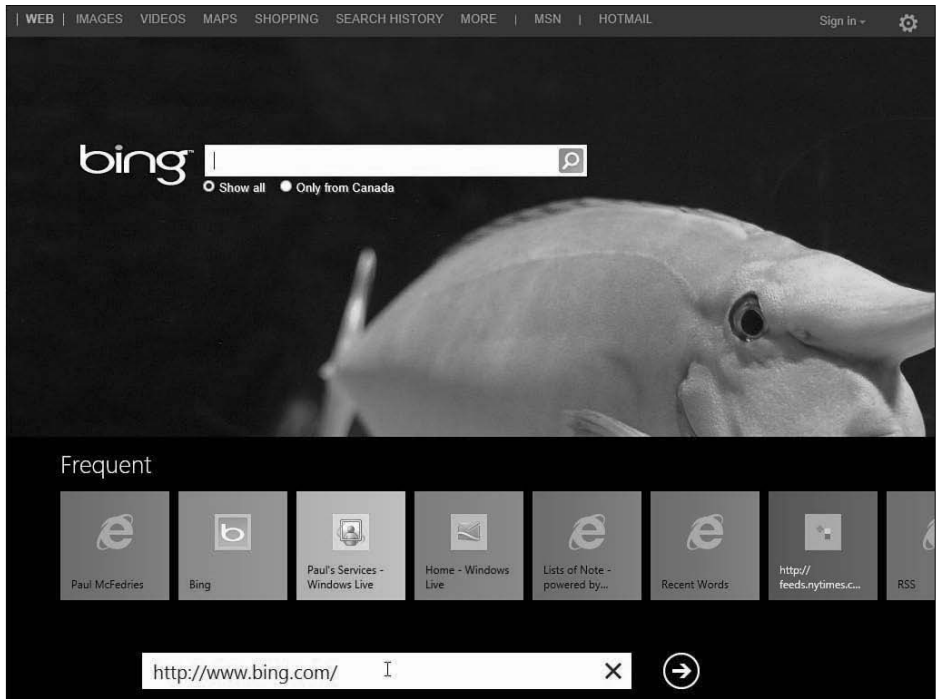
By default, Finance shows you information tailored to your current Windows 8 regional setting. To see news and data from a different region, press Windows Logo+I (or display the Charms menu and click Settings), click Settings, and then use the Display Content From list to choose the location you want. Restart Finance to put the new setting into effect.

Internet Explorer

The Internet Explorer app is a vastly scaled-down version of desktop Internet Explorer. Besides standard web browsing (that is, typing a new address, clicking links, and using the Back and Forward buttons to navigate your session history), you can only do the following with the Internet Explorer app:

- **Select a frequent site**—When you click inside the Address box, Internet Explorer displays a list of the websites you've visited most often, as shown in Figure 5.4. Click one of those tiles to surf to that site.
- **Pin a site**—Rather than storing favorites, as in desktop Internet Explorer, the Internet Explorer app enables you pin a site, which you do by clicking the Pin Site icon to the right of the Address box and then clicking Pin to Start. This not only adds the site to the Pinned section of the browser (this section appears to the right of the Frequent section when you click within the Address box), but it also adds a tile for the site to the Start screen.
- **Add a tab**—To load a page into a new tab, right-click the screen and then click New Tab (+), or press Ctrl+T. To load a link into a new background tab, hold down Ctrl as you click the link; to load a link into a new foreground tab, hold down Shift and Ctrl as you click the link. To shut down a tab, right-click the screen and then click the Close (X) button in the top-right corner of the tab.

Figure 5.4
The Internet Explorer app maintains a list of sites you've visited often.



- **Browse privately**—To start a surfing session where Internet Explorer doesn't store your browsing history (addresses visited, page data, cookies, and so on), right-click the screen, click Tab Tools (the ellipsis icon), and then click New InPrivate Tab.

That, we're sorry to say, is about it. There are a few (a very few) options you can configure by pressing Windows Logo+I and then clicking Internet Options. What about security, you ask? The Internet Explorer app runs in enhanced protected mode by default, so it's super-secure right out of the box, although that also means it doesn't support add-ons and other interface extensions.

➔ *To learn about enhanced protected mode, see "Understanding Internet Explorer's Advanced Options," p. 753.*

Mail

The Mail app is an extremely simple mail client that offers only the most basic functionality: sending messages, responding to messages (Reply, Reply to All, or Forward), moving messages to different folders (although you need to create new folders online), and deleting messages.

To create a new message, click New (+) and then use the screen that appears to fill in the message details. Click Attachments to add a file attachment; click More Details to add a Bcc field and a

Priority list; and when the cursor is inside the message field, you can right-click to see the available formatting options, as shown in Figure 5.5. Click More to insert a bulleted or numbered list, as well as to undo or redo an operation.

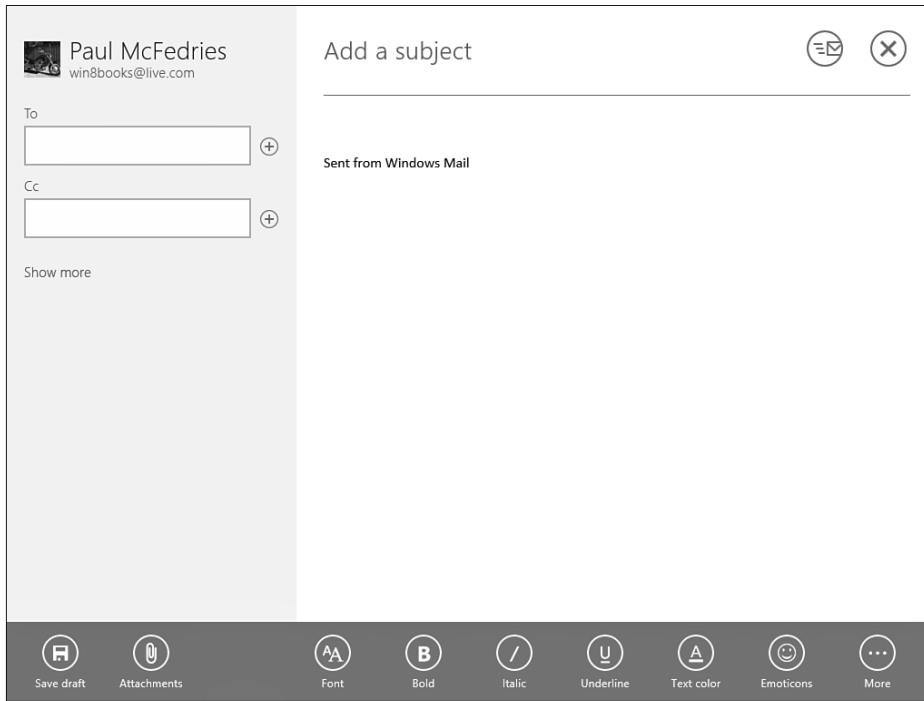


Figure 5.5 Right-click when using the message field to see these formatting options.

You can also add other accounts to Mail. Press Windows Logo+I (or display the Charms menu and click Settings) and then click Accounts to open the Accounts pane. Click Add an Account, click Hotmail, Exchange, or Google, and then fill in the account details.

Maps

The Maps app is a simple mapping program. Besides enabling you to peruse the map, the Maps app also offers the following features, most of which require the app bar, as shown in Figure 5.6:

- **Search for a location**—Display the Charms menu, click Search, and then type the address or name of the location you want.
- **Display your current location**—In the app bar, click My Location to have the map zero in on your present location. (If this doesn't work, see the steps that follow this list.)
- **Get directions to a location**—In the app bar, click Directions and then specify a starting point (the default is your current location) and a destination.

- **Change the map view**—In the app bar, click Map Style and then click Road View or Aerial View (that is, satellite view).
- **Show current traffic conditions**—In the app bar, click Show Traffic to overlay traffic data on the map. Routes shown in green have good traffic, whereas routes shown in shades of orange have heavy traffic (the deeper the orange, the heavier the traffic).

Figure 5.6
The Maps app
and its app bar.



To get the most out of Maps, you should make sure your Windows 8 PC has the Windows Location platform turned on:

1. Press Windows Logo+W to open the Settings search pane.
2. Type **location**.
3. In the search results, click Location Settings. The Location Settings window appears.
4. Activate the Turn On the Windows Location Platform check box (if it's not checked already) and then click Apply.

You also need to give Maps (and other apps) permission to use your location. From the Start screen, press Windows Logo+I (or display the Charms menu and click Settings), click Change PC Settings, click Privacy, and then make sure the Let Apps Use My Location switch is On.

Messaging

You use the Messaging app to exchange instant messages with your friends. By default, your “friends” are the contacts associated with your Microsoft account’s Messenger service. However, you can also connect your Microsoft account to your Facebook account and exchange instant messages with Facebook friends who are online.

To start a new conversation, right-click the screen and then click New to open the People app. Click Online Only to see who’s available to chat, click a contact, and then click Select. As you can see in Figure 5.7, the main part of the screen shows the current conversation, and the left side shows a list of your current conversations. Messaging also lets you know about new messages by displaying a notification when a message arrives, and by using its live Start screen tile to display recent messages.

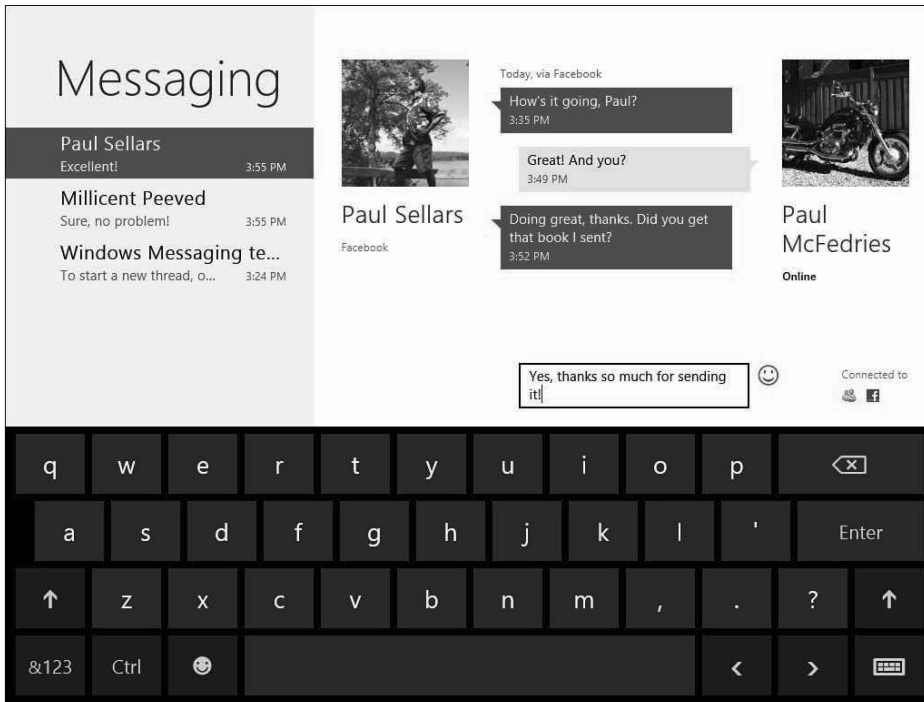


Figure 5.7
The Messaging app lets you conduct multiple conversations with your friends.

If you want to change your status, right-click the screen, click Status, and then click an option: Online, Invisible, or Not Connected.

Music

You use the Music app to play the music that’s on your PC, or to purchase new songs or albums. The main Music screen is divided into four sections:

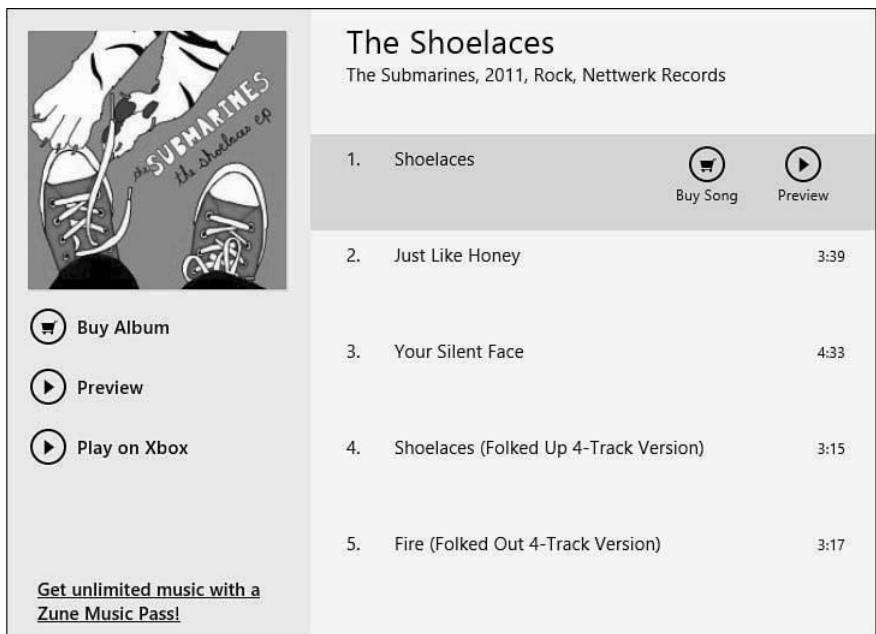
- **My Music**—This section displays tiles for several of your albums, plus an extra tile that includes a Play All Music button. To see all your music, click My Music. To listen to an album, click it and then click Play. Once you have an album open, you can also click a song and then click Play to hear just that song. Click Add to Now Playing to show the current music in the Now Playing tile (discussed next).
- **Now Playing**—This section offers previews of upcoming music. Click a tile and then click Preview Top Songs to hear snippets from the album. This section also includes a large Now Playing tile that tells you what's currently playing in the app.
- **Xbox Music Store**—This section offers several tiles for newly released albums. You can also click Xbox Music Store to see a complete list of new music organized by genre.
- **Most Popular**—This section offers several tiles for the most popular albums. You can also click Most Popular to see a complete list of popular music organized by genre.

In both the Xbox Music Store and Most Popular sections, click an album to open it (see Figure 5.8) and then click Preview to get a taste. If you like what you hear, click Buy Album. Alternatively, if you only want a particular song, click it and then click Buy Song.



 **note**




To purchase music, you need to have enough Microsoft Points in your account. If you don't have enough, the Music app will let you know and offer a Buy Points button that you can click to purchase more points. You can also press Windows Logo+I (or display the Charms menu and click Settings), click Account, and then click either Microsoft Points (to purchase points) or Redeem Code (if you have a Microsoft Points gift card).

Figure 5.8
When you open an album, you can either buy the entire album or just a song.



The Shoelaces
The Submarines, 2011, Rock, Nettwerk Records

1.	Shoelaces		
		Buy Song	Preview
2.	Just Like Honey		3:39
3.	Your Silent Face		4:33
4.	Shoelaces (Folked Up 4-Track Version)		3:15
5.	Fire (Folked Out 4-Track Version)		3:17

 Buy Album
 Preview
 Play on Xbox

[Get unlimited music with a Zune Music Pass!](#)

If you can't find what you want in the Music app (and you probably can't), use the Search contract to find what you're looking for. Display the Charms menu, click Search, and then type the name of the band, album, or song.

News

The News app offers the latest news stories from various categories, which are listed on the main News screen and include World, Technology, Business, Entertainment, Politics, and Sports. The main screen also includes a Top Story section and a section related to news from your region. To see a list of the sources used by the News app, right-click the screen and then click Sources. In the Sources screen, you can also click a source to see articles from just that media outlet.

Most usefully, the News app includes a My News screen that enables you to display articles on those news topics that most interest you. Here's how you set up the My News screen:

1. In the News app, right-click the screen and then click My News. The News app opens the My News screen.
2. If you have no sections added, click Add a Section (+). Otherwise, right-click the screen and then click Add a Section.
3. Use the Add a Section text box to begin typing the news topic you want to follow. As you type, News displays a list of matching topics, as shown in Figure 5.9.



note

By default, News shows you stories tailored to your current Windows 8 regional setting. To see articles from a different region, press Windows Logo+I (or display the Charms menu and click Settings), click Settings, and then use the Display Content From list to choose the location you want. Restart News to put the new setting into effect.

Add a section

microsoft surf	X	Add	Close
microsoft surface			
microsoft surface globe			
microsoft surface applications			
microsoft surface lagoon			
microsoft surface college			

Figure 5.9
Type the news topic you want to add as a section in the My News screen.

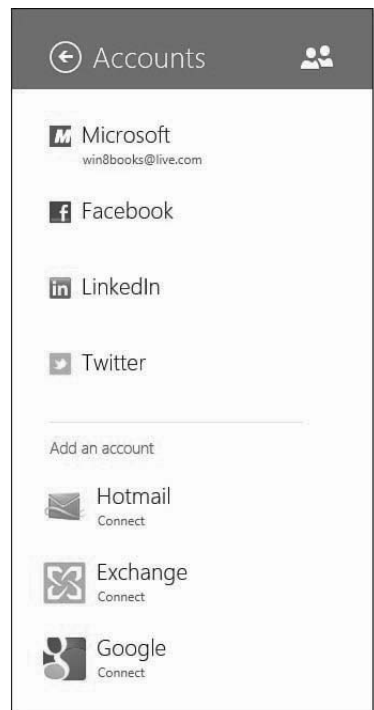
4. When you see the topic you want, click it.
5. Repeat steps 2–4 to add other sections that interest you.

People

The People app may be the most ambitious of the default Windows 8 apps. Why? First, it's a competent contacts manager that can store a wide variety of information about each person, including name, company name, email address, web address, street address, phone number, and job title. More significantly, People acts as the social networking hub for your Windows 8 PC. Not only does People automatically connect to the social network associated with your Microsoft account, but it can also connect that account to other social networks, including Facebook, Twitter, and LinkedIn (see Figure 5.10). To add a social network account, click Add More Accounts and then click the account type. From there, you log in to your social network and give permission for your Microsoft account to access your social network profile.

Figure 5.10

You can use the People app to connect your Microsoft account to a number of social networking accounts, including Facebook, Twitter, and LinkedIn.



Once you're connected to other social networks, your contacts from those networks—for example, your Facebook friends, LinkedIn connections, and the people you follow on Twitter—now appear in the People section of the app. You have various ways to view and interact with these contacts. To do this, you use the two main headings at the top of the People app screen (if you don't see these headings, right-click the screen and then click Home):

- **All**—Displays a list of all your contacts. To view information about a contact and see that person's latest social network activity, click the contact in the All section. The screen that appears enables you to view the person's profile, view the latest updates, and see the latest photos.

- **Social**—Displays links to your social networks. To see the latest updates (tweets, Facebook posts, and so on), click the What's New link. Note, too, that you can interact with these updates. For example, you can like or comment on a Facebook post, and you can favorite, retweet, or reply to a tweet. To see notifications from your social networks, Twitter mentions and direct messages, and similar items related to you, click the Me link.

Photos

The Photos app is the Windows 8 home for all your photos, both on your PC and in your social networks. The main Photos screen is divided into the following five sections:

- **Pictures Library**—Click this tile to see a list of the subfolders in your Pictures library, then click a subfolder to see its images.
- **Facebook**—If you've connected your Facebook account to your Microsoft account, click this tile to see a list of the albums on your Facebook profile.
- **SkyDrive Photos**—Click this tile to see the images in your SkyDrive's Pictures folder.
- **Flickr**—If you have a Flickr account, click this tile to connect to that account and display your Flickr albums.
- **Devices**—Click this tile to view the photos on your connected devices. For this to work, each device must be running the SkyDrive software, available from <http://skydrive.com/windows>.

In each case, once you open a folder you can scroll left and right through the images, or you can click an image to view it full-screen and then use the left and right arrow keys to navigate the rest of the photos. You can also right-click the screen and then click Slide Show to view the images in the current folder as an automatic slide show.

SkyDrive

SkyDrive is a simple file uploader that enables you to send files from your PC to your SkyDrive:

1. Click the SkyDrive folder you want to use as the upload destination.
2. Right-click the screen and then click Add.
3. Use the file picker screen to select the file you want to upload.
4. Click Add to SkyDrive. The SkyDrive app uploads the file.



tip

To disconnect a social network from your Microsoft account, click Connected To in the upper-right corner to open the Accounts pane, click the account you want to disconnect, and then click Manage This Account Online. Windows 8 switches to Internet Explorer and loads the account's settings page. Click Remove This Connection Completely and then click Remove when asked to confirm.



tip

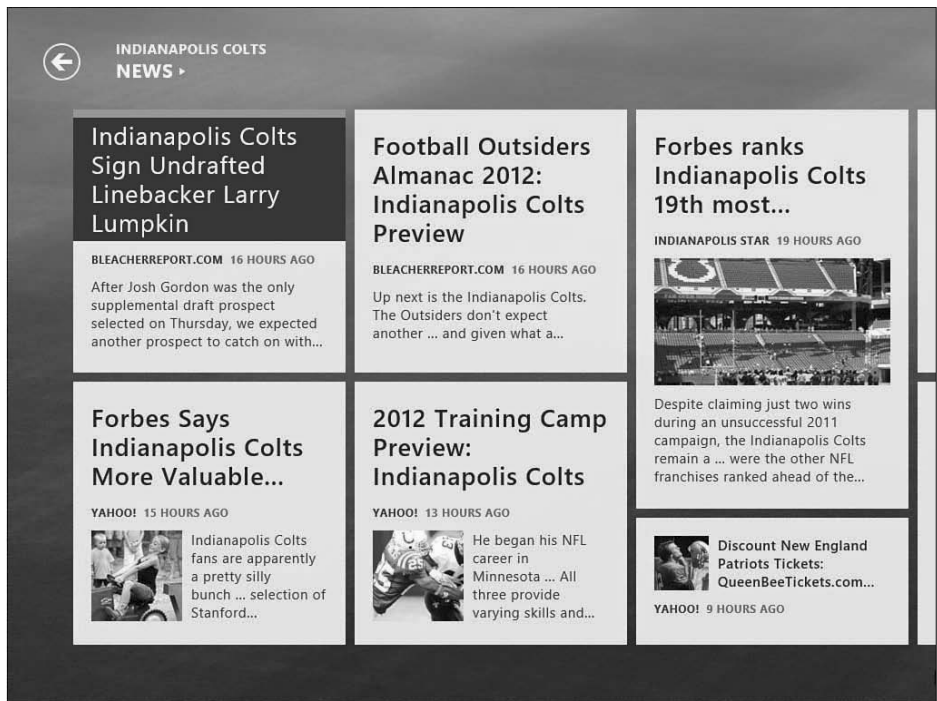
If there are any sections of the Photos app you never use, you can hide them. Press Windows Logo+I (or display the Charms menu and click Settings) to open the Settings pane, and then click Settings. Click the switch to Off for each section you want to hide.

Sports

The Sports app is loaded with sports-related news, stats, and standings. The main Sports app screen is divided horizontally into four sections:

- **Top Story**—The top sports story of the day.
- **News**—The latest news stories from the world of sports.
- **Schedule**—Upcoming games in whatever major sports are currently playing.
- **Favorite Teams**—A list of the teams you're watching. To add a team to your list, click Add (+), type the team name, and then click the team you want in the list that appears. You can then click the team to get extra information related to that team, including news (see Figure 5.11), schedules, results, individual stats, team stats, and the team roster.

Figure 5.11
Add your favorite teams to the Sports app to get great extra news and stats related to those teams.



note

By default, Sports shows you information tailored to your current Windows 8 regional setting. To see sports news and data from a different region, press Windows Logo+I (or display the Charms menu and click Settings), click Settings, and then use the Display Content From list to choose the location you want. Restart Sports to put the new setting into effect.

You can also see extra news and data from various leagues by right-clicking the screen and using the app bar to click a league (such as NFL, NBA, MLB, or NHL).

Store

You use the Store app to access the online Windows Store and browse and purchase new Windows 8 apps for your Windows 8 PC. The main Store screen is divided into a number of app categories, including Spotlight, Games (see Figure 5.12), Social, Entertainment, Photo, Lifestyle, and Tools.

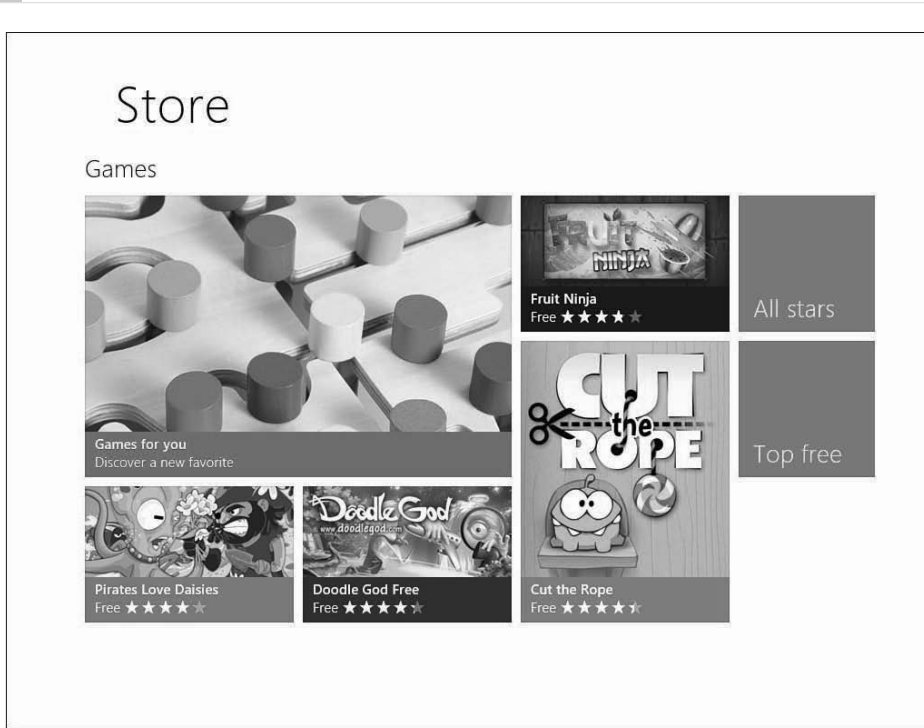


Figure 5.12
The main Store screen is organized into various categories, such as Games.

In each category, you have four choices:

- Click an app tile to see that app's details.
- Click New Releases to see a list of the latest apps added to the category.
- Click Top Free to see a list of the most popular free apps in the category.
- Click the category name to see a complete list of the apps in the category. From there, you can filter the apps by price (for example, Free or Paid), and you can sort the apps (for example, by highest rating or by newest).

Clicking an app displays the app's details, including its user rating, price, description and features, user reviews, permissions, and more. See also "Installing Apps from the Windows Store," later in this chapter.

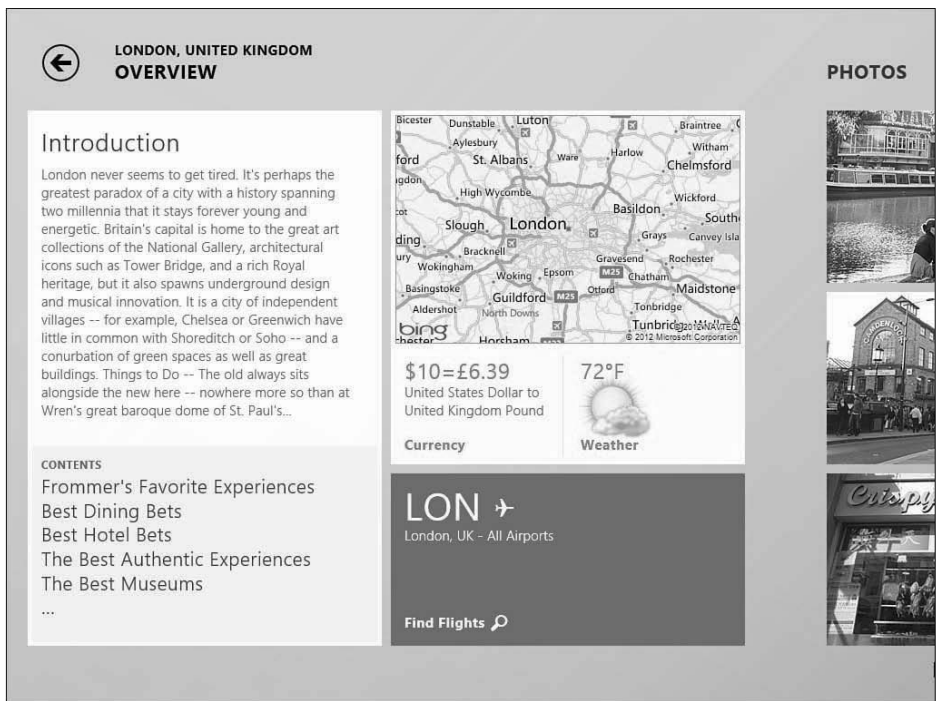
Travel

The Travel app is designed to help you research travel destinations and then book your trip once you've decided where to go. On the research front, the main Travel app screen is divided horizontally into four sections:

- **Today**—The top travel destination of the day.
- **Featured Destination**—Several tiles displaying travel destination chosen by the editors of Bing Travel. You can also click More to see an additional list of destinations.
- **Panoramas**—360-degree images from various locations.
- **Articles**—News articles about locations and travelling.

When you click a destination, the Travel app displays a screen devoted to that location (see Figure 5.13), which includes an overview, maps, weather, the recent currency exchange rate, photos and panoramas, lists of attractions, hotels, and restaurants, and travel guides.

Figure 5.13
Each destination screen offers lots of information of interest to potential travelers.



You can also see more destination and travel stories by right-clicking the screen and then clicking Destinations or Best of Web.

When you're ready to book your trip, right-click the screen and then click Flights to book your airline tickets, and click Hotels to set up your accommodations.

Video

You use the Video app to play the digital videos that are on your PC, to purchase or rent movies, or to purchase TV show episodes. The main Video screen is divided into four sections:

- **My Videos**—This section displays tiles for several of your videos. To see all your videos, click My Videos. To view a video, click it and the playback begins immediately. Move the mouse to display the playback controls (see Figure 5.14), which include the Pause/Play button, Fast Forward and Rewind buttons, and a scrubber to scroll through the video. You can also right-click the screen to see similar controls (Pause/Play, Previous, and Next) as well as a Repeat button that, when activated, starts playback from the beginning once the video ends.



Figure 5.14
Move the mouse during video playback to see the controls.

- **Spotlight**—This section offers previews of upcoming movies and TV shows. This section also includes a Now Playing tile that shows you what's currently playing in the app.

- **Movies Store**—This section offers several tiles for newly released movies. You can also click Movies Store to see a complete list of movies organized by various categories (Featured, New Releases, Top Selling, Genres, and Studios). Click a movie and then click Buy/Rent to purchase or rent the movie.
- **Television Store**—This section offers several tiles for new TV shows. You can also click Television Store to see a complete list of TV shows organized by various categories (Featured, Last Night's Shows, Free TV, Top Selling, Genres, and Networks). Click a show, display the show's seasons, and then click a season. You can buy the entire season or click an episode and purchase just that episode.

Weather

The Weather app is a straightforward weather forecast program. When you first start the app, it might ask if it can use your location. If it's your local forecast you're after, click Allow and you're pretty much done. You can also add other places to the Weather app:

1. Right-click the Weather app screen and then click Places. The Places screen appears.
2. Click Add (+). Weather prompts you to enter the city name.
3. Start typing the name of the city you want to add.
4. When you see the name of the city in the list that appears, click it. Weather adds the city to the Places screen.

Games

You use the Games app to view your Xbox LIVE profile and activity and to purchase games for Windows 8 or Xbox. The main Games screen is divided into six sections:

- **Xbox LIVE profile**—This section displays your Xbox LIVE profile data, and also enables you to view your achievements and edit your profile.
- **Friends**—This section displays a list of your Xbox LIVE friends.
- **Spotlight**—This section offers previews of upcoming games.
- **Game Activity**—This section lists your active games.



note

To purchase or rent movies or TV shows, you need to have enough Microsoft Points in your account. If you don't have enough, the Video app will let you know and offer a Buy Points button that you can click to purchase more points. You can also press Windows Logo+I (or display the Charms menu and click Settings), click Account, and then click either Microsoft Points (to purchase points) or Redeem Code (if you have a Microsoft Points gift card).



tip

To make a city the default (that is, the city that appears on the Weather app's live tile and that appears first when you launch the Weather app), display the Places screen, right-click the city, and then click Set as Default. Alternatively, if you want to add a second Weather app tile to the Start screen, display Places, right-click the city, click Pin, and then click Pin to Start.

- **Windows Game Store**—This section offers several tiles for newly released Windows games. You can also click Windows Game Store to see a complete list of Windows games organized by various categories. In addition, you can filter the games list by genre. Click a game and then click Buy to purchase the game.
- **Xbox 360 Game Store**—This section offers several tiles for newly released Xbox games. You can also click Xbox Game Store to see a complete list of Xbox games organized by various categories. In addition, you can filter the games list by genre. Click a game and then click Buy Game for Xbox to purchase the game.

Installing Apps from the Windows Store

Windows 8 comes with quite a few apps, but it doesn't cover every base, not by a long shot. If there's an app that you need, you can obtain the app yourself and then install it on your PC. Here are the steps to follow to install an app from the Windows Store:

1. On the Start screen, tap Store. The Windows Store appears.
2. Open the app that you want to install. See the "Store" section, earlier in this chapter, to learn how to navigate the Windows Store.
3. If it's a paid app, tap the price; otherwise, tap Install. Windows 8 displays a message that it's installing the app (see Figure 5.15).

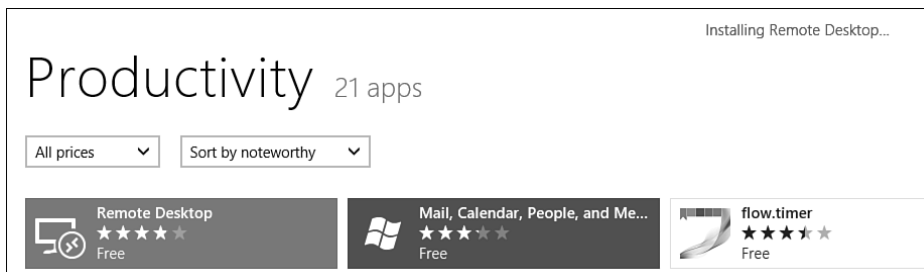


Figure 5.15
The Store app lets you know that it's currently installing the app.

Uninstalling Windows 8 Apps

If you have an app that you no longer use, you can free up some disk space and reduce clutter on the Start screen by uninstalling that app. Here's how it works:

1. Use the Start screen or the Apps screen to locate the Windows 8 app that you want to uninstall. To display the Apps screen, switch to the Start screen, right-click or swipe up from the bottom edge, and then tap All Apps.
2. Right-click or swipe down on the app tile. Windows 8 displays the app bar.

3. Click Uninstall. Windows 8 asks you to confirm.
4. Click Uninstall. Windows 8 removes the app.

Sharing Windows 8 App Data

In these days of ubiquitous social networking, we are immersed in a world of sharing: happenings, links, information, and much more. You can enhance your social contacts and share more of your life with other people by using Windows 8's Share feature to send data. For example, you can send a photo, alert a person about a web page, or let someone know about some cool music.

First, here are the general steps to follow to use the Share feature:

1. Using an app, open or select the file you want to share.
2. Press Windows Logo+C or swipe left from the right edge of the screen. The Charms menu appears.
3. Tap Share. The Share pane appears and displays a list of apps you can use to share the data.
4. Tap the app you want to use to send the selected item.
5. Fill in any data that's required to send the item and then initiate the send. In Mail, for example, you type the recipient's address, add a subject line, and then tap Send.

For a more specific example, here are the steps to follow to post a website link to Facebook or Twitter (assuming you've linked one or both of these social networks to your Microsoft account):

1. Use the Internet Explorer app to open the website you want to share.
2. Press Windows Logo+C or swipe left from the right edge of the screen. The Charms menu appears.
3. Tap Share. The Share pane appears and displays a list of apps you can use to share the link.
4. Tap People. Windows 8 displays a new social network message that includes a link to the website (see Figure 5.16).
5. Use the list to select Facebook or Twitter.
6. Type a message introducing or describing the link.
7. Tap the Send button. Windows 8 posts the link to the social network.

note

Several other Windows 8 apps support sharing data to Facebook and Twitter. For example, you can use the Music app to open an album—which could be one of your own albums or an album in the Music Store—and then post information about the artist to your friends or followers. You can also use the Video app to share information about a movie or TV show, the Store app to share a link to an app in the Windows Store, and the Maps app to share a map or directions to a location.

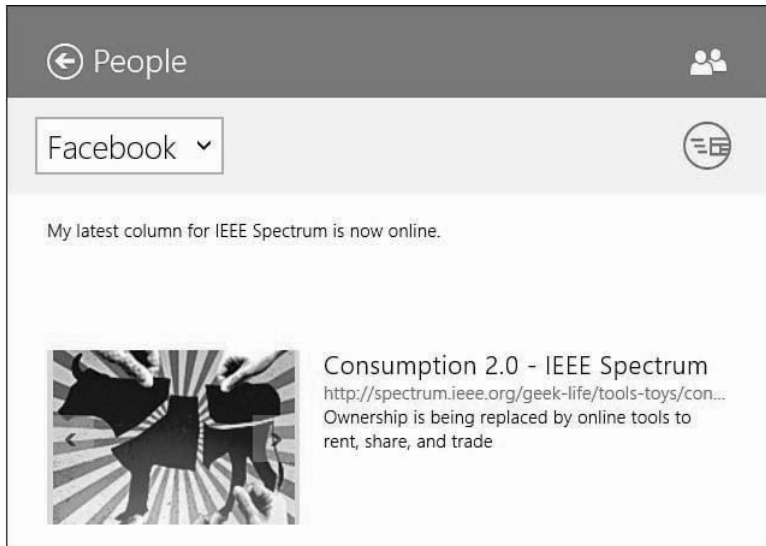


Figure 5.16
A website link ready to be shared on Facebook.

To customize app sharing, press Windows Logo+I (or display the Charms menu and click Settings), click Change PC Settings, and then click the Share tab. You can configure the following options:

- **Show Apps I Use Most Often at the Top of the App List**—Leave this switch On to have Windows 8 float your most frequently used sharing apps to the top of the list that appears in the Sharing pane.
- **Show a List of How I Share Most Often**—Leave this switch On to see a list of the share methods you use most often.
- **Items in List**—Use this list to control the size of the list of frequent sharing methods. You can also click Clear List to remove everything from the list and start over.
- **Use These Apps to Share**—If there are apps you never use to share, you should click their switches to Off in this section to remove them from the Sharing pane.

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