My Windows® 8.1

Katherine Murray

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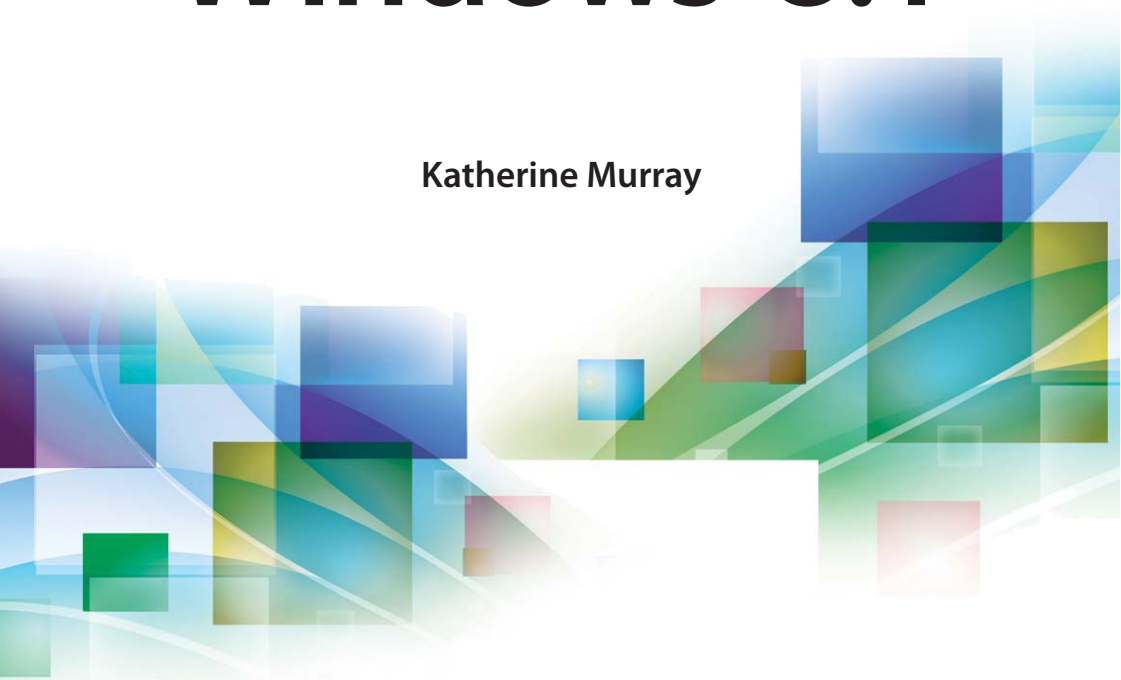
Katherine Murray



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My Windows® 8.1

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About the Author

After writing about technology for more than 25 years, **Katherine Murray** believes there's never been a better time to be a tech enthusiast. She has seen personal computing change from big, slow, cryptic desktop-hogging machines to small, sleek smart devices we can tap our way through easily. She has worked with every version of Microsoft Windows there's been, loving some versions (such as Windows 7) and loathing others (remember Windows Vista?). But now with Windows 8.1, 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 technologies and the fascinating ways in which we stay in touch with each other. In addition to writing books, she writes regularly for *Windows Secrets* magazine.

Dedication

This book is for you if you love color and movement and like your technology to behave. I hope you enjoy Windows 8.1!

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Introduction

When Microsoft unveiled Windows 8, some people were pleased, and some weren't. Those who were eager to use Windows on their tablets and other touch devices seemed to get behind the new features fairly quickly and enjoyed the new experience. Those who weren't convinced they *needed* a new operating system—or who were still very happy with Windows 7, thank you very much—lamented the big changes Windows 8 brought and quickly began crying "foul."

As Microsoft is known to do (sometimes later rather than sooner), they listened to their critics and offered, in Windows 8.1, a way to stay the course of their vision while doing a better job supporting those who had misgivings about such a big change. For those who were mourning the loss of the Start menu, a new Windows 8 Start button appeared. For folks who had a problem with the big split between the look and function of the Windows 8 Start screen and the Windows 8 Desktop, Microsoft added the ability to use the same background for both features. For those who were reasonably happy with the first blush of Windows 8, all sorts of new enhancements began to emerge, ranging from improvements in PC Settings to new touch gestures to a makeover of the Windows Store and the Music app, just to name a few.

Windows 8.1 is more than a slight upgrade to Microsoft's first ambitious effort at totally revamping the way we use technology today. It includes improvements to the basic tasks we want our

operating system to perform and adds many enhancements and capabilities to make finding, sharing, and enjoying media and more easier than ever.

Throughout this book, you'll learn about and work with the variety of new features available in Windows 8.1 and find out how to enhance and personalize the operating system so that it does what you want it to do—smoothly.

Versions of Windows 8.1

Microsoft is offering Windows 8.1 as a free upgrade for each of the three versions of Windows 8 currently in use:

- **Windows 8.1 (32-bit and 64-bit)**—The standard version used by the majority of individual computer users. You can upgrade to Windows 8.1 free of charge on your Windows 8 system by downloading it from the Windows Store or ordering it on DVD. Your applications, Windows settings, and files will be intact after the upgrade.

- **Windows 8.1 Pro (also in 32-bit and 64-bit versions)**—The upgrade for Windows 8 Pro, which adds high-end features like BitLocker, Client Hyper-V, and (in some editions) Windows Media Center. You can upgrade from the Windows Store or by ordering media for installation.

- **Windows RT 8.1**—The upgrade for Windows RT, which is the version of Windows available for tablets that run on Acorn RISC Machine (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. You can upgrade to Windows RT 8.1 only through the Windows Store.

Microsoft also sells Windows 8—and now, Windows 8.1—by volume licensing in Windows 8.1 and Windows 8.1 Enterprise versions. The upgrade to Windows 8.1 Enterprise is available by media only from Windows 8 Pro, Windows 8 Pro with Media Center, and Windows 8 Enterprise.

>>>Go Further

WHAT'S ARM?

Windows RT 8.1 is for tablets and devices running on ARM processors. These processors are used in 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.

Microsoft released Windows RT for devices running on ARM architecture because this move extends the reach of Windows into a huge market segment. Because Windows 8.1 is designed for touch, Microsoft needs to ensure that Windows 8.1 can be used on as many different touch-enabled devices as possible. With so many devices today running on ARM processors, Microsoft needed to address this ARM space to be a serious contender in the mobile market. Windows RT 8.1 also includes touch-capable versions of Microsoft Office, which is a big perk not included with the standard Windows 8.1 or Windows 8.1 Pro. The examples in this book use Windows 8.1 to demonstrate the play-by-play for the various tasks you'll want to try.

Highlights of Windows 8.1

Some of the features in Windows 8.1 are designed to quiet the critics of the original Windows 8, but the majority of what you'll find in Windows 8.1 are improvements to the overall system. You'll find a wide range of personalization options that will help you create the Windows 8.1 experience you're comfortable with. You'll also find ways to change how you find, install, display, and work with your apps and learn about the new and enhanced apps included with Windows 8.1. Here's a quick list of some of the major changes and additions you'll discover:

- The return of the Start button on the Windows 8.1 Desktop enables you to move back and forth between the Start screen and Desktop easily. You can also display a menu with a simple right-click.
- Now you can boot Windows 8.1 directly to the Desktop and bypass the Start screen altogether.
- You can customize the Start screen by adding your own backgrounds and choosing animations.

- You can change the size of app tiles (Windows 8.1 includes new sizes) and choose the way you want them to appear by default.
- You can use new touch gestures and additional onscreen keyboard features to navigate and input information more easily than ever.
- You can watch a live slideshow on your Lock Screen and receive updates and make calls without unlocking your computer.
- You can customize the Desktop with your own photos (you can use the same background picture for the Start screen if you like).
- You can move files to and from SkyDrive more easily with the enhanced integration in Windows 8.1.
- You can use the new Help and Tips app to learn the basics of Windows 8.1 and watch a tutorial about new features and tasks.
- You can discover and download new apps in the revamped Windows Store, try the new apps included with Windows 8.1, create playlists and organize your music with the updated Music app, and edit your photos and apply filters and more with the enhanced Photos app.
- You can explore the new PC Settings (and move away from the Control Panel for most settings).
- You can browse with the new Internet Explorer 11 and experience improvements with tabbed browsing.

>>>*Go Further*

THERE'S TOUCH—AND THEN THERE'S WINDOWS 8.1 TOUCH

Windows 8.1 runs on any computer that previously ran Windows 8 or Windows 7, which means you can use a number of touch-capable devices with Windows 8.1 (and new devices are coming). When you install Windows 8.1, 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 8.1 computer or device (you might be upgrading to Windows 8.1 on a system that previously ran Windows 7, for example), you might see a message that your system isn't optimized for Windows 8.1 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 8.1. (Cue the Microsoft Surface commercial.)

If you are using an ARM tablet with Windows RT, you might not notice anything missing in your machine's touch capabilities. But if you put the non-Windows 8.1 tablet up against one designed to run optimally with Windows 8.1, 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 8.1 surfaces were designed so that the device is touch-capable all the way out to the edge of the screen.)

What You'll Find in This Book

In this book, you'll discover what you need to know to accomplish all the basic tasks you want to do with Windows 8.1. We'll focus first on the features you're most likely to want to know upfront; then we explore some of the more specialized tasks, such as working with File Explorer, navigating Internet Explorer 11, and unboxing all the apps. The chapters unfold like this:

- Chapter 1, "First Look at Windows 8.1," gets you started with the basics of Windows 8.1 and gives you a view of the new operating system. You'll learn how to use touch gestures, as well as the mouse and keyboard, to navigate with Windows 8.1. You'll also find out how to put Windows 8.1 to sleep, wake it up, and power down your computer.

- Chapter 2, "Preparing Your PC and Setting Up Devices," shows you how to set up devices so that you can use them with Windows 8.1. 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, "Using and Tweaking the Start Screen," shows you how to navigate the new interface in Windows 8.1. You'll learn how to organize app tiles the way you want them, navigate in the way that fits you best, show more tiles on the Start screen, and tweak settings so that the Start screen launches you right into the tasks you most want to accomplish with Windows 8.1.

- Chapter 4, "Working with the Desktop," introduces you to the new Start button and shows you how to boot directly to the Desktop. You'll also

learn how to launch and work with programs on the Desktop and tailor the taskbar to include the Quick Launch items you want.

- Chapter 5, "Making It Your Windows 8.1," covers all kinds of personalization features, beginning with customizations for the Lock screen, color schemes, profile picture, badges, notifications, and accessibility features.
- Chapter 6, "Securing Your Computer," helps you ensure that 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 8.1 how—or whether—you want apps to share your information.
- Chapter 7, "Diving In with Apps," introduces you to the new Windows Store and shows you how to find, download, install, and update the apps that interest you. You'll also learn how to work with multiple apps on the screen at once, use Snap to arrange them on the screen, and move among open apps.
- Chapter 8, "Organizing Files with File Explorer," spotlights the tasks you need to know to organize your files and folders in Windows 8.1. Along the way, you'll learn to manage the changes in File Explorer and discover how easily you can copy, move, and share your files with others.
- Chapter 9, "Browsing with Internet Explorer 11," showcases the latest version of Microsoft's popular web browser, including the dramatically improved tabbed browsing. You'll learn how to find and manage content, save and choose favorites, and check your security settings.
- Chapter 10, "Connect and Communicate with Windows 8.1," walks you through the dramatic makeover of the Mail app and helps you set up and stay in touch with your friends and family through social media. You'll also learn about the Calendar app and find out how to use Skype to send instant messages to those on your contacts list.
- Chapter 11, "Media and More," takes a close look at the sweeping changes in the Photos app, exploring the new editing features and filters. You'll also learn about the improvements in the Music app and discover how to stream movies on your Windows 8.1 computer or device and share media and games on your Xbox.

- Chapter 12, "Working in the Cloud," explores the deep SkyDrive Integration throughout Windows 8.1. You'll learn how to set up your SkyDrive account, connect multiple accounts, work seamlessly with Office Web Apps and Office 365, and share files and coauthor in real time in the cloud. Also in this chapter, you'll learn how you can share files among all the PCs and devices in your home.
- Chapter 13, "Feeding and Troubleshooting Your PC," gives you some basic pointers on how to regularly back up your files, update your copy of Windows, and use Windows 8.1 system tools to improve your computer's performance and clean up your hard drive.
- Finally, Appendix A, "Windows 8.1 App Gallery," spotlights a collection of new apps in the Windows Store. You get a look at some popular apps and find out how to search 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 to watch out for.

Let's Begin

Because Windows 8.1 is an upgrade, you'll most likely upgrade either by going to the Windows Store and downloading and installing Windows 8.1 or by ordering media (so the software arrives on DVD).

Either way, be sure to back up important files on your computer before you install Windows 8.1. Microsoft also suggests that you make a recovery disk so you can return your computer to normal if a hiccup happens.

After the upgrade is complete (it takes just a few minutes), your computer will restart and you'll see the Windows 8.1 Lock screen. That's where we'll begin exploring Windows 8.1 together.

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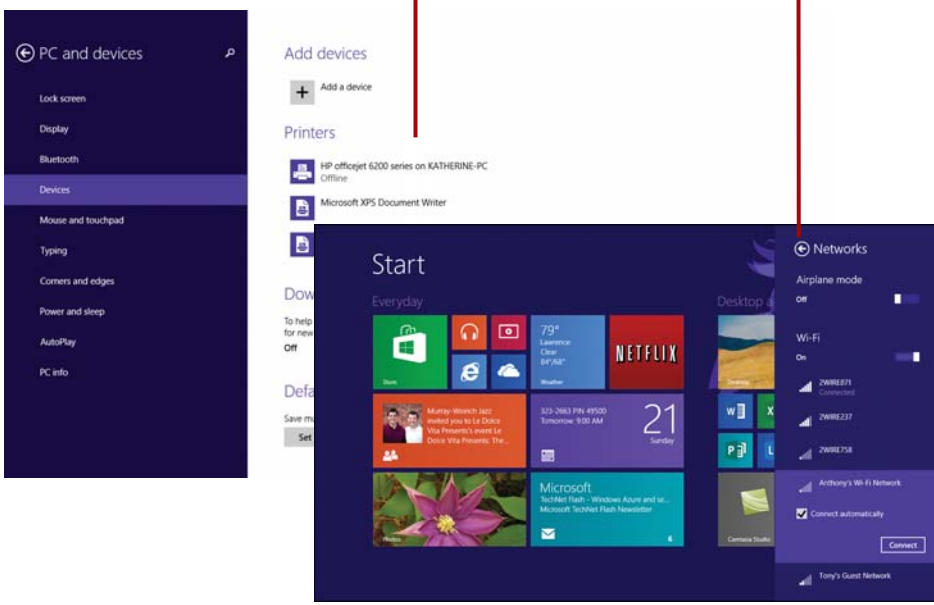
Windows 8.1 discovers and installs your devices automatically

Windows 8.1 finds the Internet connection options for you, and you can be online in seconds



This chapter helps you get your computer ready to use with the following tasks:

- Adding devices in Windows 8.1
- Connecting to wireless networks
- Managing your PC power
- Transferring files
- Recovering your Windows 8.1

2

Preparing Your PC and Setting Up Devices

We live in an age of connected everything. We connect our phones and MP3 players and cameras to our PCs and tablets; we connect through the Web with computers we never see; we can access the file we left at home through the Web thanks to SkyDrive. The potential for connecting is almost limitless.

Windows 8.1 lets you easily prepare your PC and get things up and running. In Windows 8.1, Microsoft has rebranded Play To as Play and has changed the way you access this functionality from the Devices charm and pane. Fortunately, it's still pretty obvious.

First, you must ensure that the device you want to use for playback is connected to your PC. This happens in PC Settings, as before, but with the changes in 8.1, you'll need to do some extra digging, so navigate to PC & Devices and then Devices. Check your list of Play devices. If the device is present, you're good to go. Play, like Play To before it, remains mostly "dumb" in that it requires your PC to stay awake and on for the playback to work. That's because the content is streaming from the PC, not handing off playback as with Play On

Xbox. Put simply: A few UI changes have occurred, but everything basically works as before.

When you plug in a printer to your Windows 8.1 PC, the operating system automatically detects the printer and installs the necessary drivers. You can also set up devices that Windows 8.1 doesn't recognize right off the bat.

In addition to setting up your devices to work with Windows 8.1, you can add new wireless connections and choose a power management setting that helps you conserve energy without compromising performance power.

One other important aspect to preparing your PC involves knowing what to do if your computer begins behaving badly and you need to remove system changes or return to the way you'd previously configured it. Read on to finish preparing your Windows 8.1 PC so you can get on with all the fun stuff you want to do.

Adding Devices in Windows 8.1

Windows 8.1 includes an auto-discovery feature that scans for all devices connected to your PC or your network, detecting and connecting to printers, TVs, Xbox systems, and more. This means Windows 8.1 might be able to find and install all your computer peripherals automatically, without you needing to do anything at all! Wouldn't that be nice?

The first step involves using the Settings charm in the Charms bar to see which devices Windows 8.1 has already discovered and added to your system. You can then add a device if you have one that isn't included on the generated list.

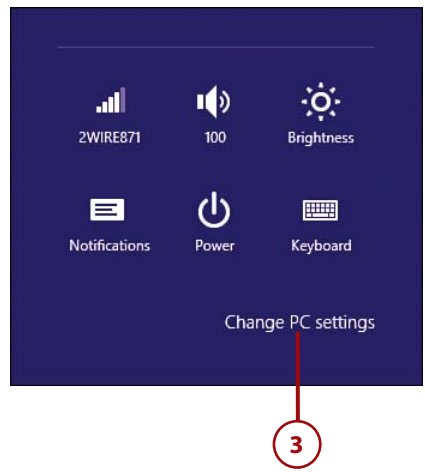
Flummoxed by the Start Screen?

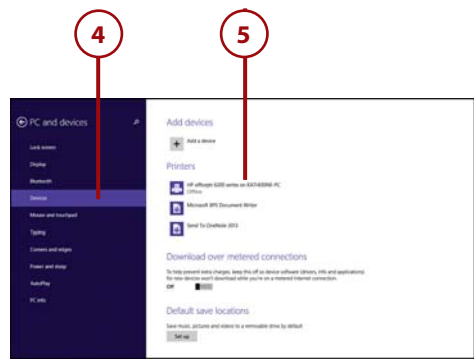
If you find the Windows 8.1 Start screen a bit overwhelming and you'd like to know more about the lay of the land before you begin changing settings, take a look at Chapter 3, "Using and Tweaking the Start Screen." That chapter introduces you to this important first screen and provides some basic navigational techniques (and some tweaks you can try) as you're acclimating to the new interface.

Viewing Installed Devices

You can take a look at the devices Windows 8.1 has found and installed automatically as part of your setup. And then, if needed, you can add a device or remove devices that were added but no longer need. To display the list, follow these steps:

1. On the Windows 8.1 Start screen, swipe in from the right or press Windows + C to display the Charms bar.
2. Tap or click Settings.
3. Tap or click Change PC Settings. The PC Settings window appears.
4. Tap or click PC and Devices in the categories on the left, and then choose Devices.
5. Review the devices that appear on the right side of the window.





Checking Device Status

Notice that for some of the devices in the list, a status indicator shows whether the device is ready, offline, or needs your attention. This helps you know, for example, whether your printer is turned on and ready to receive files you send to be printed.

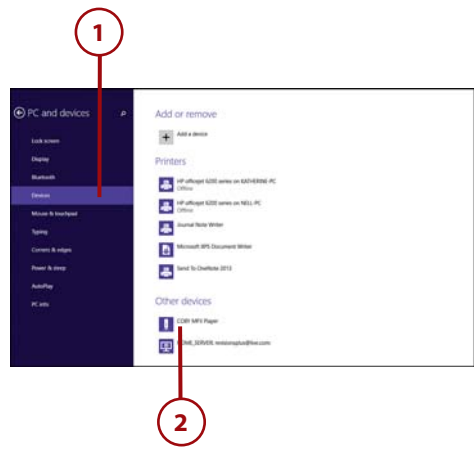
Adding a Device

If Windows 8.1 missed one of the devices you feel should be on the device list, you can scan again to see whether the device is discoverable. Before you tap or click Add a Device, be sure the device is connected to your computer or your home network and turned on. After you select Add a Device, Windows 8.1 scans your computer and shows any found devices in a pop-up list. You can then select the item you want to add to the Devices list in Windows 8.1.

Connecting a Device

You can also add a device by simply connecting it to your Windows 8.1 computer and letting Windows do the setup for you. For example, you might want to connect your MP3 player so that you can easily sync your podcasts and music.

1. With the Devices category selected in the PC and Devices screen, connect your device.
2. After a moment, Windows 8.1 displays the device in the Other Devices list.



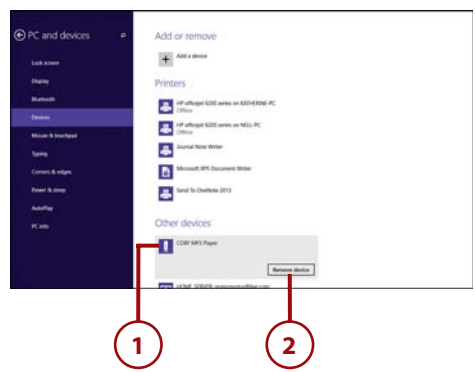
Connecting Unrecognized Devices

If you connect your device to Windows 8.1 and the operating system doesn't recognize the device you added, Windows 8.1 will display a message that setup needs to be finished in the Action Center. Click the link displayed in the message to go to the Action Center, and follow the steps to download and install it.

Removing a Device

You can remove a device you no longer need from the Devices list. Having extra devices in the Devices list doesn't do any harm, but if you want to keep the list short so you can easily find what you need, you might want to take any unnecessary items off the list.

1. Tap or click the device you want to remove from the list.
2. If you're sure you want to remove the device, tap or click the Remove Device button. Windows 8.1 removes the item from the list.



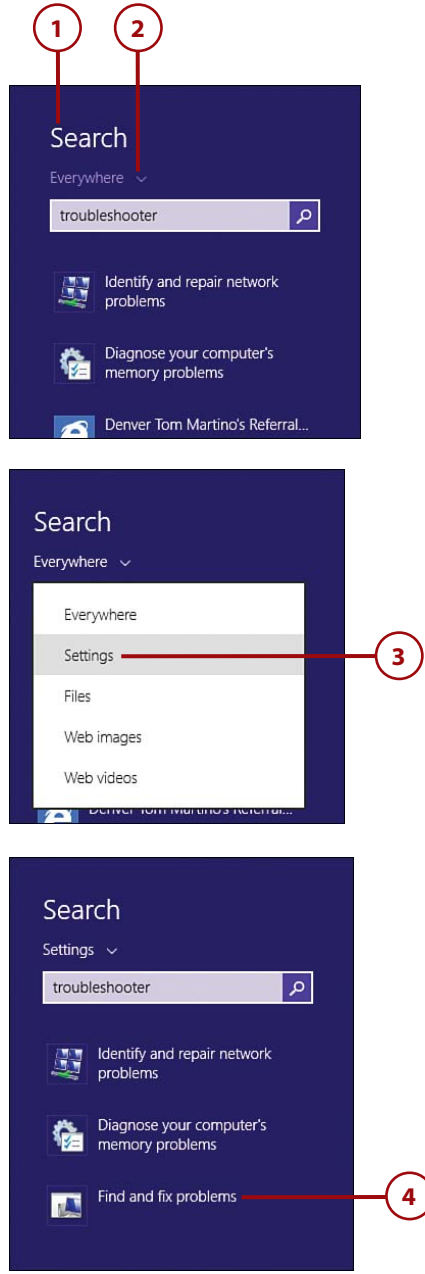
Troubleshooting Hardware Devices

Luckily, most of the time, your printer, router, scanner, camera, and drawing tablet function the way they're supposed to. You plug them in to your Windows 8.1 PC, Windows finds the right drivers, and they're ready for you to use. Simple.

But once in a while, devices have trouble. Your printer doesn't print anything. Your router is blinking, but you have no Internet connection. Windows 8.1 doesn't seem to be recognizing your MP3 player.

If you have trouble installing a device, you can use a Windows 8.1 troubleshooter to sleuth out the problem. Here are the steps:

1. On the Windows 8 Start screen, type **troubleshooter**. The Search pane appears.
2. Click Everywhere. A list of options appears.
3. Tap or click Settings.
4. Tap or click Find and Fix Problems. The Control Panel opens, displaying the Troubleshoot Computer Problems dialog box.



5. Tap or click Configure a Device. In the Hardware and Devices screen that appears, click Next to begin the troubleshooter. Windows 8.1 detects and then displays a report of findings. The type of information you see depends on the device you're using and the problems Windows 8.1 finds. When Windows 8.1 locates a problem, it asks whether you want to apply the selected fix or skip it.

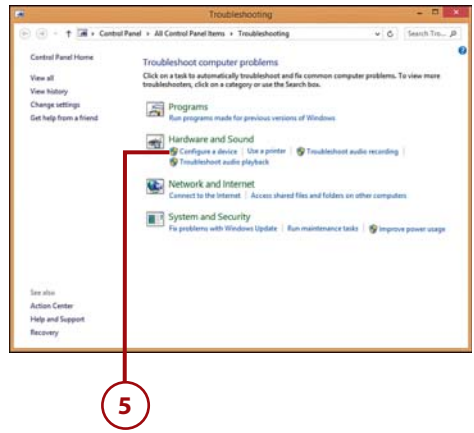
6. Click or tap Apply This Fix to have Windows 8.1 take the suggested action.

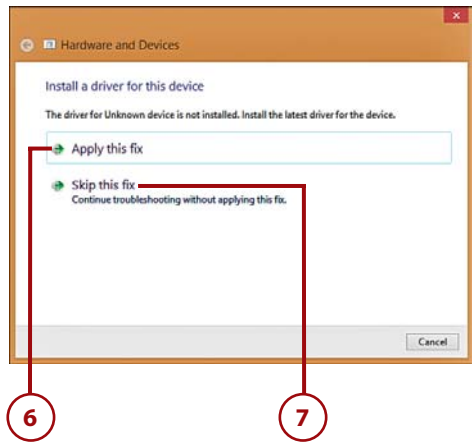
7. Click or tap Skip This Fix if you want to bypass the suggestion and see another alternative. When the troubleshooter completes, a list of problems and actions is displayed.

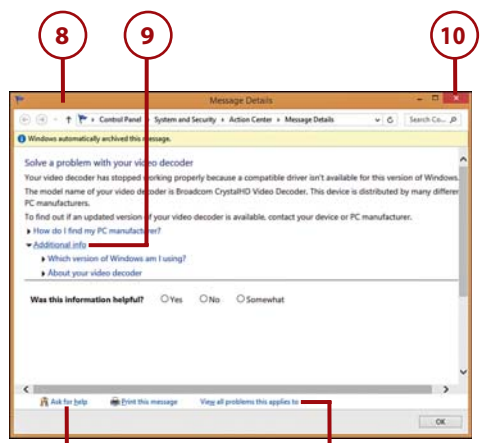
8. If the troubleshooter didn't correct the problem you're having, tap or click the View Solution button and review the information displayed on the Message Details screen.

9. Click Additional Info to get further information about the issue Windows 8.1 has found.

10. Click or tap the Close box to close the troubleshooter.







Click to request additional help.

Display all items related to this problem.

>>>Go Further

STILL YELLING HELP

If you've been through the troubleshooter and tried exploring additional options and nothing is fixing the problem you're having, you can search online for help in the Windows Community, available at www.windows.microsoft.com. In addition to other Windows users, you'll find Microsoft Most Valuable Professionals (MVPs) who might be able to offer insight into the problem you're having. You also might be able to find a fix to the problem by searching for information about it using your favorite search engines.

Additionally, you can visit the website of the hardware manufacturer to see whether there are any known fixes for your particular issue. You might find it's something as simple as a driver that needs updating, and the manufacturer site will be able to walk you through that process (or help you connect with tech support in some way).

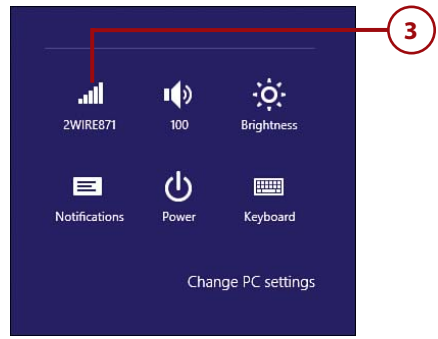
Connecting to Wireless Networks

Today, we're almost *always* connected. We go from the corporate network at work to Bluetooth or mobile connectivity on the road to Wi-Fi at the neighborhood coffee shop. Windows 8.1 makes the change right along with you, discovering networks in your area and giving you the ability to connect (if you have the password or network key, of course) by simply tapping the connection you want to make. You can easily switch among networks by using the Networks tool in the Settings charm.

Connecting to an Available Network

Your first step to getting online involves taking a look at all the networks Windows 8.1 is aware of and choosing the one you want to use.

1. Swipe left, or point the mouse to the lower-right corner of the Start screen to display the Windows 8.1 Charms bar.
2. Tap or click Settings.
3. Tap or click the network icon displaying your current Internet connection. Windows 8.1 lists all network connections in your area.
4. Tap or click the connection you want to change.
5. If you want Windows 8.1 to connect to the network automatically whenever it's present, click or tap the Connect Automatically check box.
6. Tap or click Connect to connect to the network immediately. Similarly, if you want to disconnect from a network to which you're connected, tap or click the Disconnect button.



>>>Go Further

REPAIRING NETWORK CONNECTIONS

If for some reason you're having trouble connecting to the Internet, Windows 8.1 can help you identify the problem and correct it. On the Windows 8.1 Start screen, begin typing **repair network**.

The results list shows Identify and Repair Network Problems. Tap or click the tool to launch Windows Network Diagnostics and a troubleshooting tool that investigates the connection problem. Complete any steps as suggested by the troubleshooter; if no problems are found, the troubleshooter lets you know and offers the Close button so you can end the utility with no further action.

Managing Your PC Power

Thankfully, as computer makers continue to improve the hardware they offer, our computers and devices are becoming more energy efficient. This is good not only for our bank accounts, but also for our planet. We want the batteries in our laptops, tablets, and smartphones to last as long as possible. The more power we conserve, the longer our power lasts—and that's a good thing.

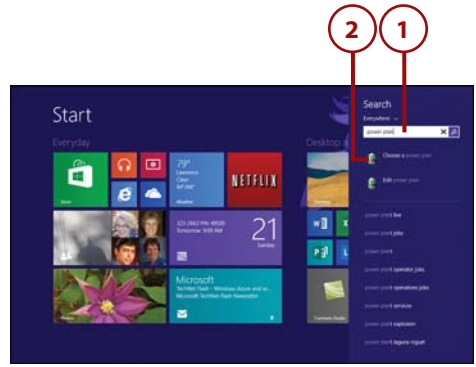
One thing we've learned in green tech is that small changes can make a big difference. Changing the brightness of your screen, or turning off Wi-Fi or roaming when you can, can save a lot of processing going on behind-the-scenes. Even reducing energy consumption on your home desktop PC can have tangible benefits, like reducing your electric bill. Those simple techniques, added to steps like thinking through what happens when you close your laptop cover, can add up to smarter energy use for us all.

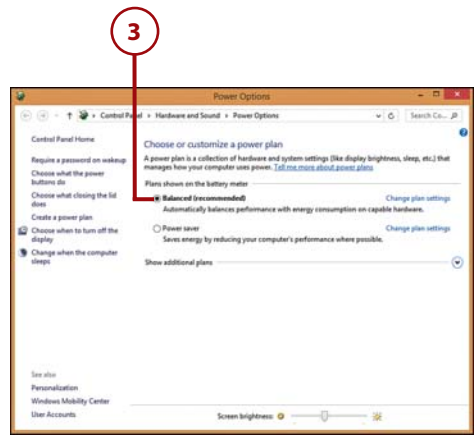
Windows 8.1 is the most energy-efficient version of Windows yet, with careful attention paid to apps that are in the foreground. Apps that cycle to the background and go into suspended mode have no impact on power usage at all. And because Windows 8.1 boots so efficiently, you won't experience any lag time while you wait for an app you select to load. That's a big change from the days you could push the power button and then go to the kitchen to get a cup of coffee while waiting for your computer to boot up.

Choosing a Power Management Plan

Windows 8.1 supports the same power management plans that were available in Windows 7. The Balanced power plan balances usage with performance, and Power Saver reduces computer performance a bit to lower your energy use. Selecting a plan is as simple as pointing and clicking.

1. On the Start screen, type **power plan**.
2. Click Choose a Power Plan. The Power Options dialog box appears.
3. Click the power plan you want to use.





Wait, Reverse That

If you change the power settings and then have second thoughts and want to undo your changes, you can click the Restore Default Settings for This Plan link that appears in the same window where you modify the plan settings. Windows 8.1 returns the plan to its default settings.

Screen's So Bright I Gotta Wear Shades

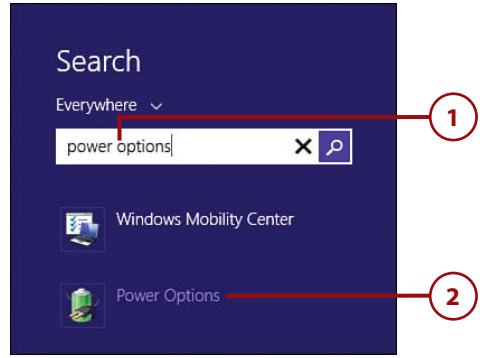
One easy way to save some power right off the bat is to click the slider in the Screen Brightness control at the bottom of the Power Options dialog box and drag it to the left. This dims the display relative to the slide setting on the bar. This setting is applied to all of Windows, so your apps will reflect the same level of screen brightness you set here. You can change the brightness level at any time by returning to this screen and adjusting the brightness level more to your liking.

Changing Power Settings

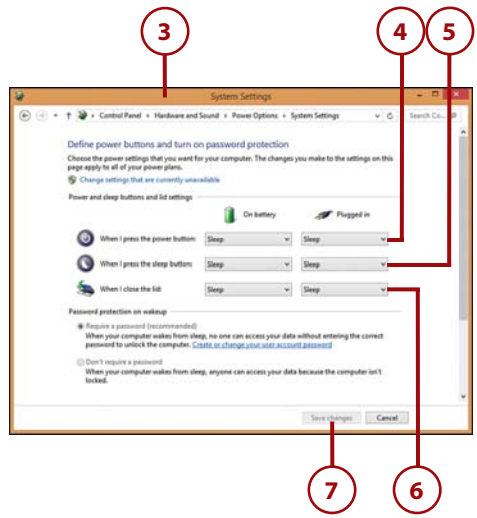
Each of the power management plans you can choose with Windows 8.1 enables you to set priorities about the way you use Windows 8.1 and the type of power you use and save. For example, you can choose a plan that saves as much power as possible or select a plan that balances the power use with your computer's performance.

You can view and change the settings to fit the plan you have in mind and tweak individual settings along the way.

1. On the Start screen, type **power options**.
2. Tap or click Power Options.



3. Click or tap the setting you want to change. Different dialog boxes will appear depending on the option you select. The System Settings dialog box appears when you choose either Change What the Power Buttons Do or Change What Closing the Lid Does.
4. Choose whether you want your computer to sleep, hibernate, shut down, or do nothing when you press the power button. Select the setting first for your computer when it is running on battery and then when it is plugged in.
5. Select what you want the computer to do when you press the sleep button in battery and plugged-in modes.
6. Choose what you want the computer to do when you close the computer lid (again, for both battery and plugged-in scenarios).
7. Click Save Changes.



Transferring Files

If your new Windows 8.1 computer is the latest in a line of computers you've used at home or at work, it's likely that you have files you'd like to transfer from one computer to another. How do you move the things you most need to be able to carry on your work? You have a few options:

- Use Windows Easy Transfer.
- Save the files to Microsoft SkyDrive or another online storage space.
- Add both computers to your home network and transfer files from one to the other.

You'll learn about saving files to Microsoft SkyDrive, setting up a home network, and establishing a Homegroup in Chapter 12, "Working in the Clouds," so this section focuses on using Windows Easy Transfer to move files and folders from your old computer to your new one.

Transferring Programs

The process for moving programs from one computer to another sometimes involves uninstalling the program on one computer and installing it on the new one, due to the licensing issues involved in legal copies of software you might have purchased. Some programs enable you to log in to your account online and download the software from the company's website. Be sure to gather the following information from programs on your old PC before you uninstall the programs:

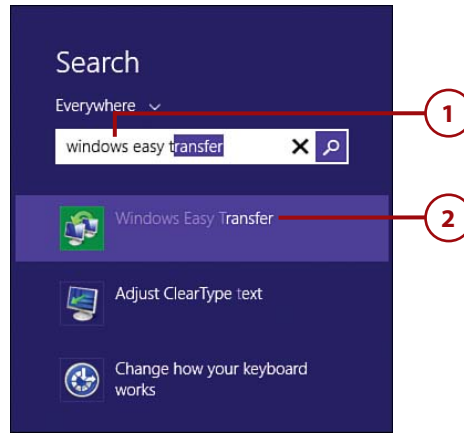
- Your user ID and password
- Your software registration number
- Any toll-free numbers or websites related to the software
- Any identifying information that shows your legitimate ownership of the software

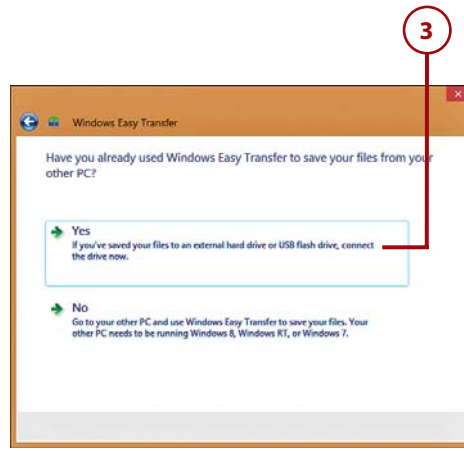
Using Windows Easy Transfer

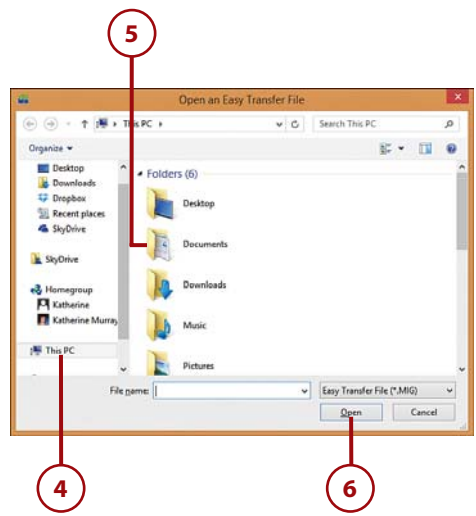
Windows Easy Transfer transfers files, settings, Internet favorites, email, and more from your old computer to your new one. Before you begin using the utility, log in to both computers as an administrator and make sure both have Windows Easy Transfer installed. (If not, you can download the tool from the Microsoft Downloads site.)

Begin by using Windows Easy Transfer on your old computer to prepare a transfer file that you can then install on your new Windows 8.1 PC. Then, when you have saved the transfer file (you can use these steps for both computers), add the transferred files to your computer by following these steps:

1. On your existing computer, search for **Windows Easy Transfer**.
2. Tap or click it in the results list.
3. Skip past the Welcome to Windows Easy Transfer screen by clicking Next; on the next screen, choose Yes to tell Windows 8.1 you have the files from your old computer ready to transfer. The Open an Easy Transfer File dialog box appears.
4. Choose the drive where your file is stored.
5. Select the folder containing the file.
6. Tap or click the file and click Open. Windows. This makes the connection and begins copying the files from one system to another (if you elected to transfer files over your network). When the transfer process is complete, your files will be installed and ready to use on your Windows 8.1 PC.







Checking Administrator Status

To make sure you're logged in as the administrator, type User Accounts on the Windows 8.1 Start screen; then tap or click User Accounts. Your user account appears, listing the account type assigned to your account. If you need to change the setting, click or tap Change Your Account Type and select Administrator. Then click or tap Change Account Type to save your change.

>>>Go Further

CHOOSING THE RIGHT TRANSFER METHOD

Windows Easy Transfer gives you three ways to transfer your files, depending on the type of setup you have and how you want to copy the files:

- If you bought an Easy Transfer cable when you purchased your computer, you can use it to connect the two systems you'll be using to transfer the files. (Note that this is not a standard Universal Serial Bus [USB] cable. You can purchase an Easy Transfer cable online or by visiting your local electronics store.)
- If you've set up a home network and both computers are part of the network, you can transfer files as easily as you would copy them from one folder to another. You learn more about home networks in Chapter 12.
- You can also use a USB flash drive or an external hard drive to store the file Windows Easy Transfer prepares for you. You can then move the flash drive or external hard drive to the new computer and transfer the files.

Recovering Your Windows 8.1

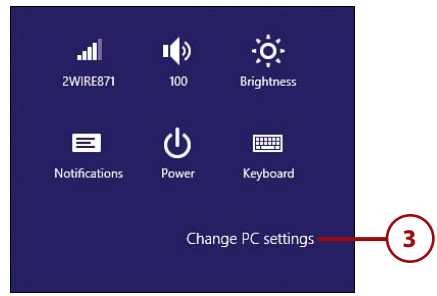
We all know—only too well—that computers sometimes have their off days. Things slow to a crawl. Your apps hang up. Programs aren't launching the way they should.

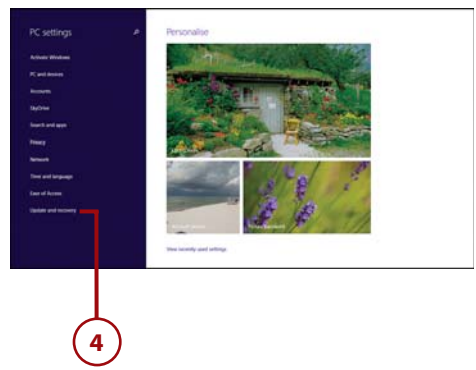
If you're having problems consistently, Windows 8.1 gives you a tool that can make things better quickly and easily. Now, instead of crossing your fingers and rebooting—or perhaps arbitrarily choosing a Restore Point and hoping your journey back in time will fix the trouble you're having—you can use Windows Refresh to simply refresh your Windows 8.1 installation without wiping away any files or settings. Or, if necessary, you can reinstall Windows 8.1 and return your computer to its pristine, out-of-the-box state.

Refreshing Your PC

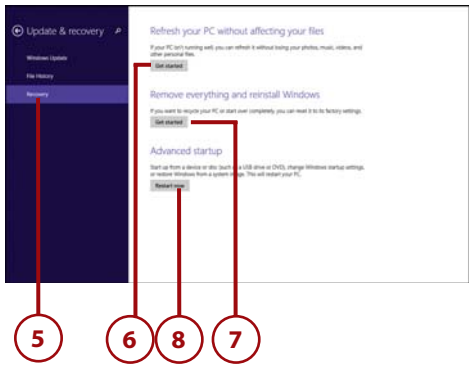
If you find that a few of your apps aren't working the way they should or your computer has been behaving unreliably, you can refresh your computer to restore the program files and settings to their original state without losing your files, media, and settings.

1. On the Start screen, display the Charms bar.
2. Tap or click Settings.
3. Tap or click Change PC Settings. The PC Settings screen appears.
4. Select Update & Recovery from the list on the left.





5. Tap Recovery. Windows 8.1 displays three options.
6. Click the top Get Started button if you want to refresh your PC without losing any of your files or data.
7. Click the second Get Started button to reset your PC to the factory settings (which means that your files and data will be wiped clean).
8. Click Restart Now to boot Windows from a USB drive or DVD or to restore your files from a system image you've previously saved.



>>>Go Further

USING THE WINDOWS MOBILITY CENTER

If you are looking for one central location where you can go to find the settings that control the way you use your computer on the road, you don't need to look any further than the Windows Mobility Center. You can display the center by typing Windows Mobility Center on the Start screen and tapping or clicking the app to open the Windows Mobility Center window.

You can change options for Brightness, Volume, Battery Status, Screen Orientation, External Display, Sync Center, and Presentation Settings in the Windows Mobility Center. Simply tap or click the control of the item you want to change and select your choice.

If you use the Windows Mobility Center often, add it to the Start screen so you can reach it easily by swiping the app or right-clicking it. Then choose Pin to Start to add it as a tile on your Start screen.

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