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Paul Sanna and Alan Wright

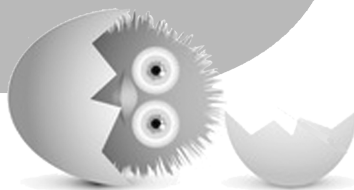
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Windows® 8.1

ABSOLUTE BEGINNER'S GUIDE



Paul Sanna
Alan Wright

que®

800 East 96th Street,
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Windows® 8.1 Absolute Beginner's Guide

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About the Authors

Paul Sanna is a software professional and the author or co-author of two dozen computer books on topics such as Windows 2000, Internet Explorer, VBA, Windows security, and more. He has been writing about computers since his first literary agent said to him many years ago, "I didn't know Boston University had an English program," and "Have you heard of this Windows 95 thing?" Mr. Sanna has worked in the IT field his entire career, building software, selling high tech, helping customers understand how to be successful with technology, and helping to market breakthrough analytics technology. His home with his family is in Charlotte, NC. Go Gamecocks!

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Dedication

To Andrea—my beautiful bride of almost 25 years.

—Paul Sanna

To my wife Pam, no one knows how patient you are. Thank you!

—Alan Wright

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—Paul Sanna

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—Alan Wright

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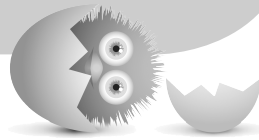
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IN THIS INTRODUCTION

- What this book covers
- How this book is organized
- Conventions for menu commands, keyboard shortcuts, and mouse and touch screen actions used in this book
- Special elements used to call your attention to notes, tips, and cautions
- How to send the author your feedback



INTRODUCTION

We are delighted you are reading this introduction, whether you're considering buying this book or because you already own it. We know you'll find value reading it and using it while you wrestle with this beast called Windows 8.1.

Windows 8 is just a few years removed from Windows 7, but it's incredibly different from its predecessors. Windows 8.1 has added even more new features and enhancements to existing apps and tools within Windows 8. Microsoft easily could have called it "Windows 2020" or "Not Your Parents' Windows." The user interface (UI), which Microsoft dubs Modern, is the near-technical term that describes the part of the software you see and touch and control, and it is quite different. Gone is our old friend the Start menu, and in its place is an exciting layout of tiles, each representing a piece of software installed on your system.



NOTE You might find yourself asking, "I have Windows 8, but how do I know if I have Windows 8.1?" Microsoft hasn't exactly gone out of its way to differentiate 8 from 8.1. Mostly that's because 8 remains the brand and 8.1 is just their way of updating and refreshing it a bit, which is why 8.1 is a free upgrade for all Windows 8 users. For that reason, this book sticks to referring to Windows 8 for anything that isn't specifically unique to Windows 8.1.

The new style of applications, using the Modern UI, that you use in Windows 8 are attractive, engaging, and fast. They run full screen, sit flat on your monitor with no raised buttons or widgets, take advantage of video and animation better than any prior Windows release, and behave quite nicely in the sandbox with other apps. Crashes and lockups because of applications are a thing of the past!

The Windows 8 start-up process is so quick, you'll wonder whether you really clicked Restart or you just imagined doing so. And if you're pining for the old Windows Desktop, which is still there and runs all your existing applications, it's just a touch, click, or swipe away.

Yep, for you beginners, that means there's basically two wholly different Windows environments to learn. Good thing there's a book out there for the absolute beginner—are we right?

This book is intended to help you, whether you're new to Windows or just new to Windows 8.1, accomplish whatever it is you need or want to do during your personal or professional day. If you walk into the office and find your computer has been upgraded to Windows 8.1, you can read how to run (and where to find) your old programs. You can learn how to move around the system and how to work with your old files. You can also learn how to do those seemingly difficult administrative functions, such as setting up a printer or a second monitor.

If Windows 8.1 is loaded on a new computer you acquire for use at home, you can learn how to connect to all those social media networks, like Facebook and Twitter. You can see how to have fun with the photos you take and those that are shared with you. You can read how to buy and enjoy movies, music, and games.

And for those times when work follows you home or your personal time is overrun by home business tasks, such as homework or creating a budget, you can learn how to be productive and efficient.

For the hardware you use to run Windows 8.1, Microsoft has made a big deal about how Windows 8.1 can run on laptops, workstations, servers, and tablets. Allowing for form-factor differences, the user interface is identical on all devices with the exception of how you interact with it: mouse, keyboard, stylus, speech, or touch. This book works for you regardless of the hardware you use. Although this book doesn't cover the unique capabilities of certain models, such as the Acer Iconia W3, you can follow along with the lessons, how-tos, and explanations using whatever hardware you have. The screenshots shown in this book come from a wide range of devices—some from small laptops, others from gigantic servers, and a few from tablets. Odds are you won't see a difference between them.

What Is an Absolute Beginner?

The book is respectful of your level of expertise. You are probably either new to Windows or, especially, new to Windows 8.1. You probably can handle a mouse and a keyboard, but the book guides you from the moment your computer or tablet starts through all the most common functions you're likely to demand from it.

How This Book Is Organized

The book follows a logical path, starting with the most basic chapters and getting into more specific topics later in the book. Chapter names describe the type of information you will find, which will help you if you need to jump around in the book. For example, Chapter 11, "Connecting to the Internet," may be a chapter you need right away if you have a new device and cannot figure out why things are not connecting to the Internet. You can read chapters and parts in any order you like, with one exception:

- Chapter 1, "Your First Hour with Windows," covers the new Windows 8-style bells, buttons, windows, and whistles in some detail. Chapter 2, "Interacting with Windows," picks up from there to help you interact with Windows 8, and Chapter 3, "Organizing the Start Screen," focuses on setting up your Start screen. If you are new to Windows 8.1, you should give these chapters a close read.
- If you are brand new to Windows, you'll also want to spend some time with Chapter 8, "Learning About the Windows Desktop," which is still the place that a host of important applications call home.

Each chapter in this book follows a standard format, but diversions from the format occur here and there. The first section in each chapter is a short list describing the things you can learn and do in the chapter, along with a brief description and why it's important to you. This short section also alerts you to any techniques or gestures you need to know to complete the tasks described in the chapter, as well as where in the book to find that guidance.

Conventions Used in This Book

This book is easy to understand. Even though Windows 8.1 might seem hard to learn, to help make your task of learning Windows simpler, certain types of instructions are formatted or written in a specific way to keep them consistent. Some decisions were made as to how to handle all the interfaces to Windows 8.1: keyboard, mouse, and touch. You can read about how to handle the keyboard instructions, as well as all these conventions, in the next few short sections.

Selects and Selecting

Windows asks you to do lots of things. You're asked to click here, choose that, press this, and enter these. Given that you might use a touch-driven tablet or a mouse and keyboard, some of the instructions in the book are streamlined to reduce confusion by settling, as often as possible, on using the word "select." When you see "select," you complete the most natural action for the thing you are asked to select, whether that's a click of the mouse or a finger tap of the screen.

That established, this book loves and features the mouse. Every how-to, detailed explanation, or quick tip or timesaver leads with use of the mouse. You'll have no trouble following instructions such as, "With your mouse, click here," or "Double-click the smiley face picture."

Touchscreen users can find countless sets of specific instructions to interact with Windows via touch whenever the gesture for doing so with a touchscreen device is not obvious or is notably different from doing so with a mouse.

Finally, although you can accomplish most tasks in Windows with a mouse or via touch, you can still do a lot with a keyboard that enables you to work faster than with a mouse or touch. With that in mind, you'll find plenty of keyboard shortcuts throughout the book.

Special Elements

A few special tools emphasize certain points and concepts that might not be directly related to the topic discussed but are important enough to mention. These elements come in the form of Tips, Cautions, Notes, and Sidebars.



NOTE A note is a useful piece of information that is not quite part of the core topic of the chapter or the section of the chapter where the note appears.



TIP A tip is a useful piece of information that should help you get your work done a bit faster or a bit better in Windows 8.1.



CAUTION A caution appears if there is a particular pitfall you must avoid or if there's a chance of losing your data executing one of the procedures in the book.

SIDEBAR

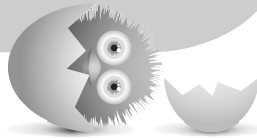
Sidebars will point out additional information that may be slightly off-topic. It may be additional background information or other details that are good to know.

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IN THIS CHAPTER

- Working with tiles
- Resizing tiles
- Adding tiles to the Start screen
- Working with groups

3



ORGANIZING THE START SCREEN

Because the Start screen serves as your dashboard to access the many features and applications contained with Windows 8, you will likely want to spend some time organizing and customizing how it looks. There are endless possibilities of tile arrangements now that Microsoft allows four tile sizes. You can also name organized groups of tiles, or applications, utilizing logical labels.

Organizing All Those Tiles

In Chapter 1, “Your First Hour with Windows,” you had a quick introduction to the Start screen and became familiar with the basics. Here you will find out how to change the look and feel of the Start screen. This coverage will help you understand how to truly make Windows fit your needs.

Selecting a Tile

Before you change any tile’s appearance or function, you need to indicate to Windows which tile you want to work with. This is known as *selecting*, and in this case, you are selecting a tile.

When a tile is selected, a check mark appears in the top-right corner of the tile, as shown in Figure 3.1. To select a tile, do one of the following based on the device you use:

- ① Touch and hold the tile you want to select until the check mark appears.
- ② Use your left and right or up and down arrow keys to move across the Start screen. As you do so, a colored border appears around tiles as you pass over them. Press the spacebar when you have moved to the tile you want to select.
- ③ Right-click the tile.



TIP To deselect a tile, just repeat what you did to select the tile.

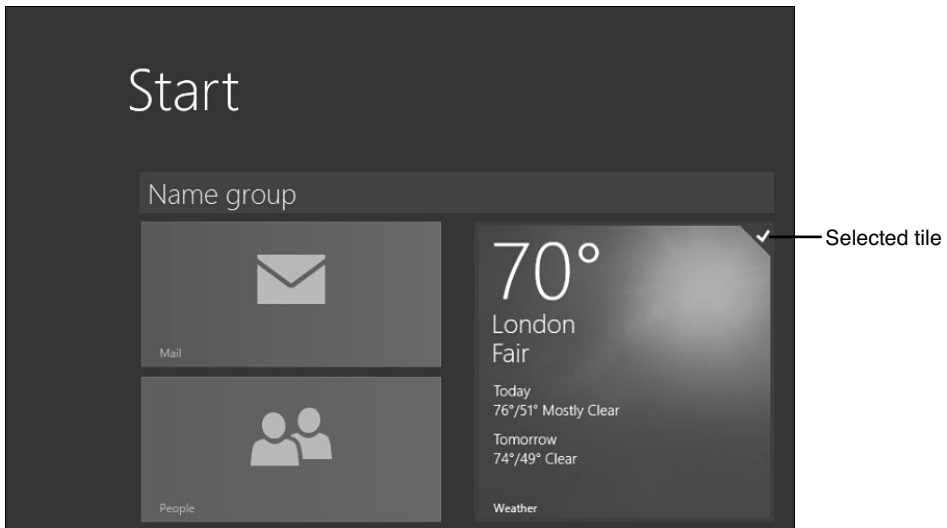


FIGURE 3.1

A check mark appears in the top-right corner of a selected tile.

Moving a Tile

You can reorganize the tiles on the Start screen as you like. No rules dictate where certain tiles should appear, so you can move a tile to whatever position you like.

To move a tile, do one of the following based on the device you use:

- ① Touch and hold on the tile to be moved and immediately drag it to its new location.
- ② Click and drag the tile to its new location. Notice when you click and hold the tile, it seems to tip backward slightly. Also notice how the other tiles on the Start screen seem to move out of the way and open an empty spot as you drag a tile across the screen (see Figure 3.2).

**FIGURE 3.2**

Moving a tile.

Making a Tile Bigger or Smaller

You can select the size for any tile. There are four sizes: large, wide, medium, and small (see Figure 3.3). You might prefer smaller tiles to fit more tiles on the screen. You might also use the size of a tile to distinguish certain types of tiles from another. For example, apps you use online, such as News and Mail, might be represented by large tiles, and apps you use on your computer or tablet, such as the Photo app, might be represented with small tiles. The size of the tiles can be changed to suit your individual preference—there is no right or wrong tile size.

To change a tile's size, do one of the following based on the device you use:

- ① Select the tile (see the earlier section “Selecting a Tile”). Tap **Resize** on the bar at the bottom of the screen and then choose your desired size.
- ② Select the tile. Then press the left or right arrow to highlight the Resize icon and then press the spacebar. Use the up or down arrow keys again to highlight your desired size. Press the spacebar one more time.
- ③ Select the tile and then click **Resize** on the bar at the bottom of the screen. Select from the displayed sizes to make your change.

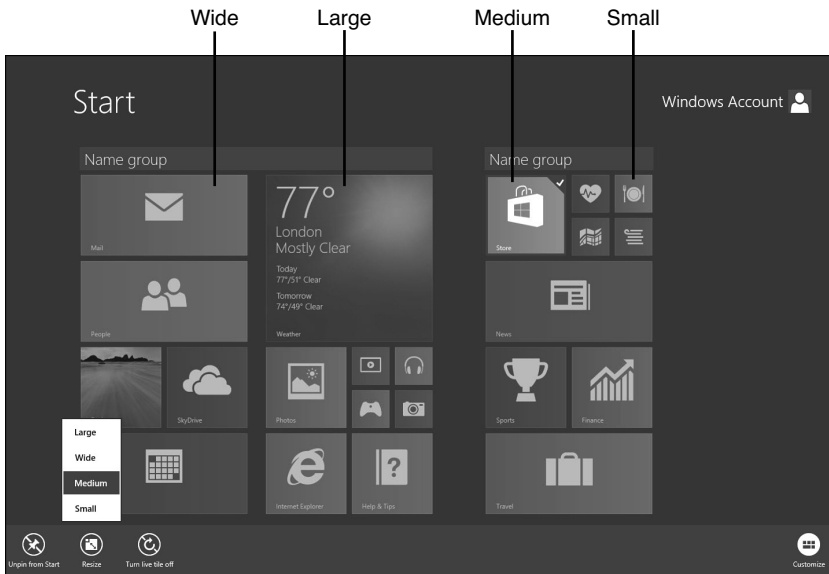


FIGURE 3.3

Resizing a tile.

Adding a Tile to the Start Screen

Adding a tile to the Start screen is less challenging than you might expect. You can add a tile for an installed application only, so you first must install any program you'd like to show on the Start screen. Most of the Windows programs (those components of Windows not delivered as Windows 8.1 apps) do not appear on the Start screen. You can access them in one click by adding a tile for the ones you expect to use often (see Figure 3.4).

To add a tile to the Start screen, do one of the following based on the device you use:

- ① Show the Apps page (click the down arrow on the Start screen) and then select the tile to be added. Tap **Pin to Start** from the App bar.
- ② Show the Apps page and then select the tile to be added. Press the left or right arrow key, which moves the selector down to the bar at bottom of the screen. Press the right-arrow key to select **Pin to Start**. Press the spacebar.
- ③ Show the Apps page and then select the tile to be added. Click **Pin to Start**.

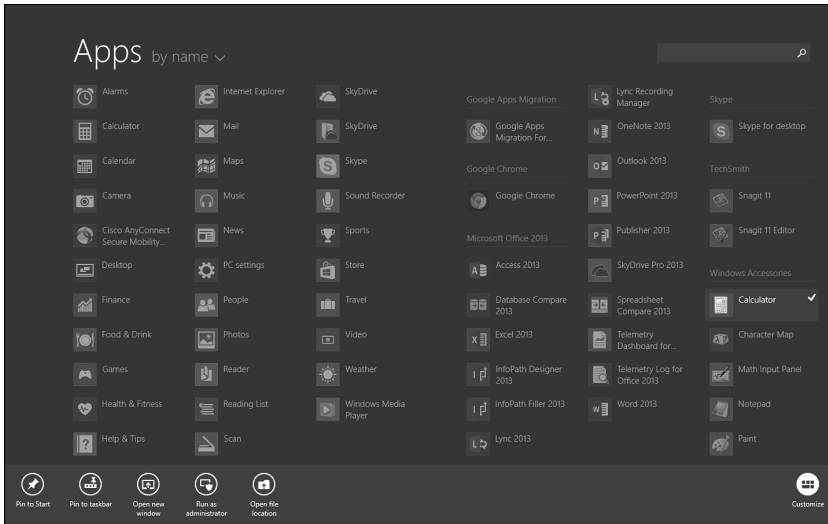


FIGURE 3.4

Adding a tile to the Start screen.

Show More Tiles

One result of pinning more tiles to your Start screen is that your screen can only display so many tiles at a time before you need to scroll over to see additional tiles you have pinned. This is especially noticeable on devices with smaller screens. One way to tweak how your tiles display is to add more tiles to your display using a new setting in Windows 8.1. Instead of the default three rows of tiles, your screen can be scaled to show additional rows of tiles as shown in Figure 3.5. For some devices with larger screens, this may not appear as an option.

To Show more tiles follow these steps:

1. From the Start screen, select the Settings charm.
2. Select **Tiles**. The Tiles pane will be displayed.
3. Under Show more tiles, Slide the slider to Yes as shown in Figure 3.5. Your screen may take a few seconds to re-scale the tiles.

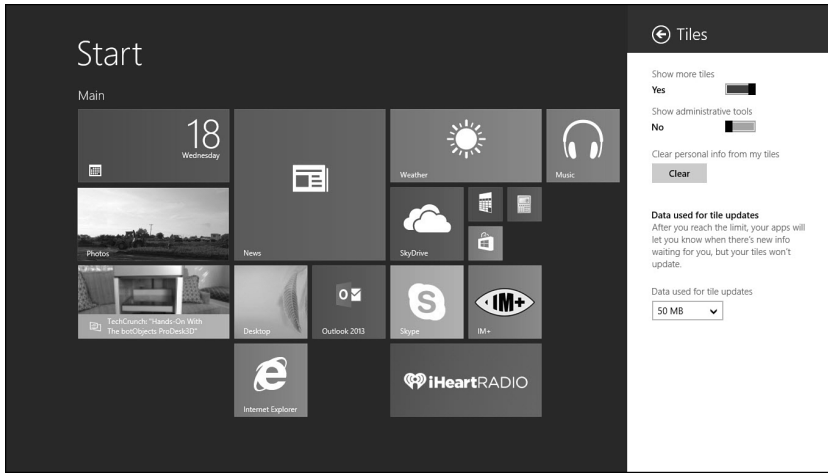
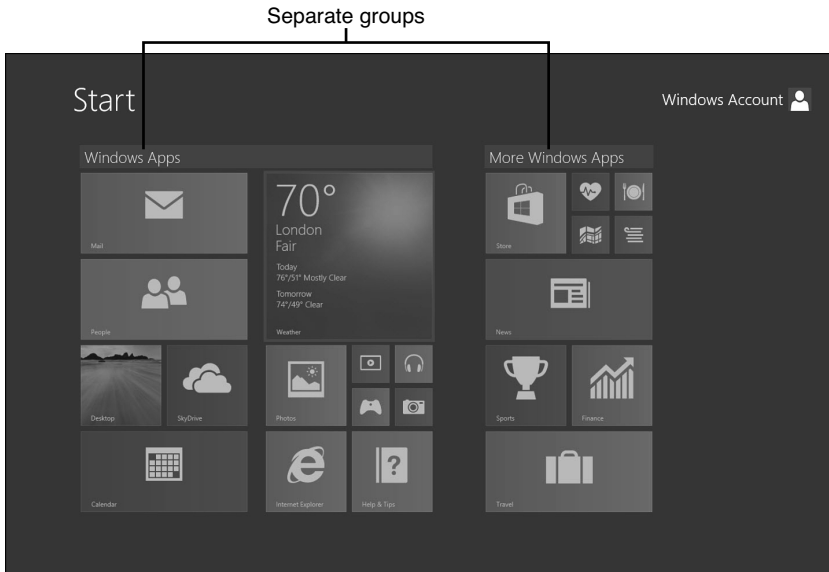


FIGURE 3.5

Show more Tiles to increase the number of tiles visible on your display.

Personalizing Tile Groups

Your collection of tiles is bound to grow as you install new programs and apps. You can also pin documents and web pages to the Start screen, so it's likely you will add many, many tiles to the Start screen in a short period of time. To help keep track of tiles and to easily locate them, you can organize tiles into groups of your own design. For example, you might create a group of tiles of all your photo-related applications. The groups are organized into columns on the Start screen. A wider margin separates one group from another. You can move your tile groups when you like, and you also can place a name above each group. An example of a number of tile groups appears in Figure 3.6.

**FIGURE 3.6**

You can organize the tiles on the Start screen into groups.

Creating a Tile Group

Tile groups, as the name would imply, are groupings of tiles into a collection where there isn't any separation by margins or blank space. Within these groups you may adjust tile size and where they appear within the group. Sometimes it is easier to break out particular tiles into a separate group so they are easier to find or to where they make more sense from an organizational standpoint. Windows puts its default tiles into somewhat logical groups, but they may not appeal to you.

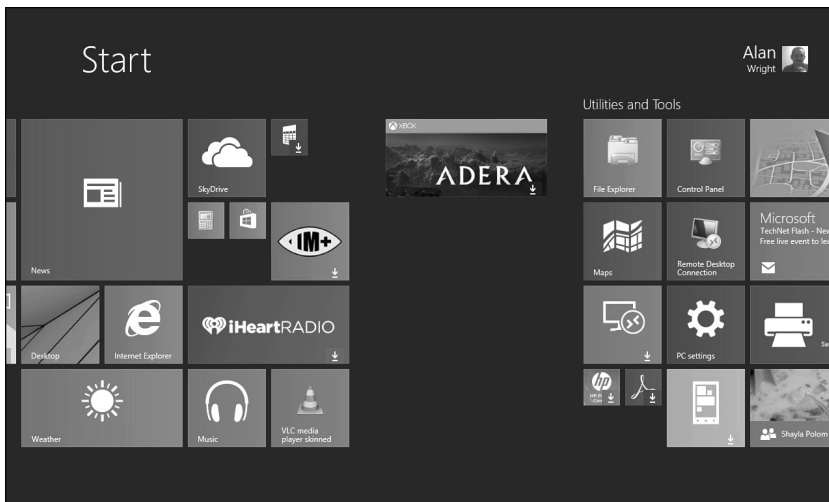
To create a tile group, do one of the following based on the device you use:

- ① Touch and then drag the first tile in the group to the right beyond the last tile of a group until a vertical bar appears on the screen. Be sure the first tile is to the right of the bar. Release your finger or the stylus from the tile. Drag other tiles in the group the same way, either to the right or below any other tile in the group.
- ② Click and drag the first tile in the group to the right beyond the last tile until a vertical bar appears on the screen. Be sure the first tile is to the right of the bar. Release the mouse. Drag other tiles in the group either to the right or below any other tile in the group (see Figure 3.7)

**FIGURE 3.7**

Dragging a tile to create a new group.

Figure 3.8 shows that you have created a new group illustrated by the fact that the Adera game tile is separated by margins on either side.

**FIGURE 3.8**

A newly created group.

Moving Tile Groups

You may want to change the order of your groups so that frequently accessed tiles require less scrolling or if you have changed your organizational structure.

To move a tile group, follow these directions based on the device you use:

- ① From the Start screen, press **Ctrl+Mouse-Wheel-Scroll-Forward**. This creates an effect of zooming out from the Start screen, as shown in Figure 3.9. With your mouse, click the group to move, and then drag the group to the new location.
- ① Use a pinching motion on the Start Screen. This creates an effect of zooming out from the Start screen (see Figure 3.9). Touch the group you want to move, and then drag it to a new location.

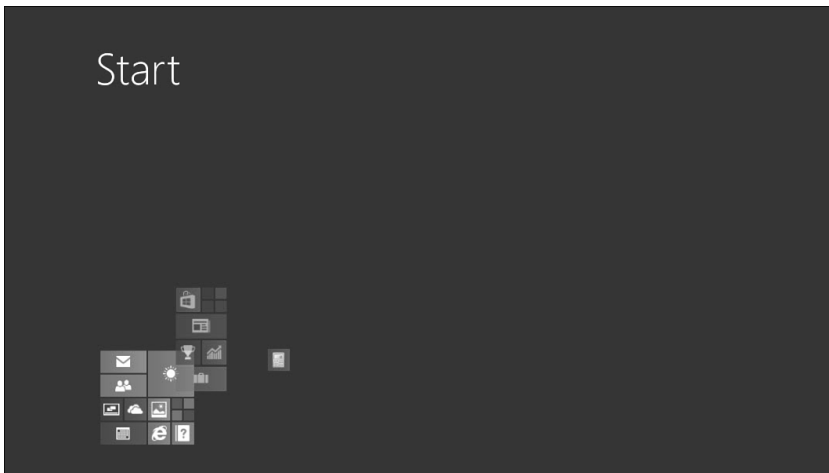


FIGURE 3.9

By zooming out from the Start screen, you can easily rearrange tile groups.

Naming a Tile Group

It may make sense for you to name your groups so you can more easily locate your tiles, rather than trying to remember into which group you put a tile.

To label a tile group, follow these directions based on the device you use:

- ① Right-click a tile in the group that you want to name. You'll then notice a shaded area at the top of the group that reads Name Group.
- ① Tap-and-hold on a tile in the group you want to name. You'll then notice a shaded area at the top of the group that reads Name Group.

Now whether you use touch or a mouse, select or click the **Name Group** box, and then enter the name of the group in the box that appears as shown in Figure 3.10. You can repeat these steps for another group, or click or tap anywhere on the screen to return to the normal Start screen.

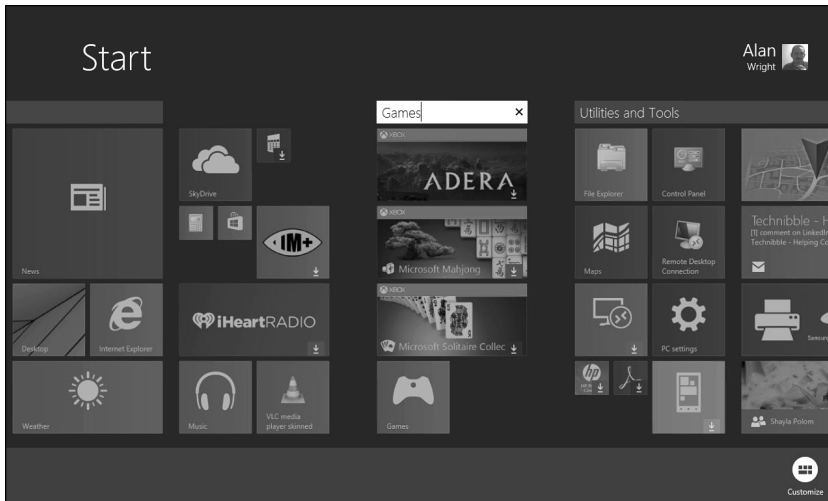
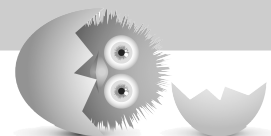


FIGURE 3.10

You enter the name of the tile group in the small box that appears when you select the Name Group button.

THE ABSOLUTE MINIMUM

- You can customize the appearance of the tiles on the Start screen. You can change their size and move them around. You can also add new tiles to the Start screen.
- Leverage the ability to pin apps so that both Desktop and Windows 8 apps are easy to locate on your Start screen.
- Use the Show more tiles feature to instantly provide additional space on your smaller device screen.
- You can create new groups for tiles, add names to groups, or re-arrange groups of tiles.



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