

## Introduction to Windows 8

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Windows 8 is a completely redesigned operating system developed from the ground up with touchscreen use in mind as well as near instant-on capabilities that enable a Windows 8 PC to load and start up in a matter of seconds rather than in minutes.

### Windows 8 Vocabulary

- **Apps** - "App" is another word for program. In Windows 8, some apps come built-in to Windows, and there are even more available in the Windows Store.
- **Live Tiles** - Interactive apps that take advantage of Internet access to provide real-time updates.
- **Hot Corners** - The corners on your screen are hot corners and give you access to different Windows features.
- **Charms Bar** - Contains a set of buttons and commands that control the application you are currently using, as well as provide options for system settings. The Charms bar includes many of the features previously available from the Start button.
- **Metro-style** - New layout of Windows 8 with tiles and apps instead of the standard desktop with a Start button.
- **Mobile** - Windows 8 is designed for mobile devices, such as tablets. You can also sign into your Windows 8 screen anywhere using your Live ID, and your customized settings travel with you.
- **Touch-centric** - Touch is a key element in Windows 8; however, a traditional mouse and keyboard can be used as well.
- **Speed Bump** - The small gap between groups of tiles. Speed bumps can be added to create new groups.

### Where Do I Find:

**Shut down** - Move your mouse to the upper right corner of the screen, and move your mouse down until you see your charms appear. Click **Settings**. Then click **Power**, and **Shut Down**.

**Desktop** - When you log into Windows 8, you will be taken to the Metro Start Screen. There you will see various apps. Click on the app labeled **Desktop**.

**Run Command** - You can get to Run a few ways. First, you can right-click anywhere on the start screen that isn't an app and click **All Apps** on the bottom toolbar. Scroll over until you find **Run**. You can also move your mouse to the upper right corner of the screen, move your mouse pointer down, and then click **Search**. Enter 'Run' in the search box, click **Apps**, and then click **Run**. The easiest way to get to Run is to press the **Windows key + R**.

**Control Panel** - Move your mouse to the upper right corner of the screen, move the mouse pointer down, and then click **Search**. Enter **Control Panel** in the search box, click **Apps**, and then click **Control Panel**.

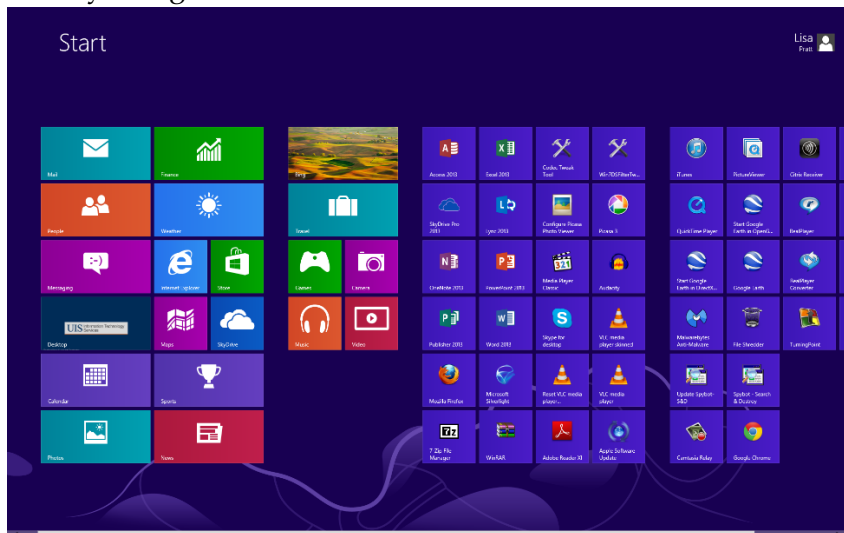
## Touch Screen

The Windows 8 interface is designed to be used with touchscreens, as well as with a mouse and keyboard. This new interface is intuitive on a tablet, but not so much on a desktop computer.

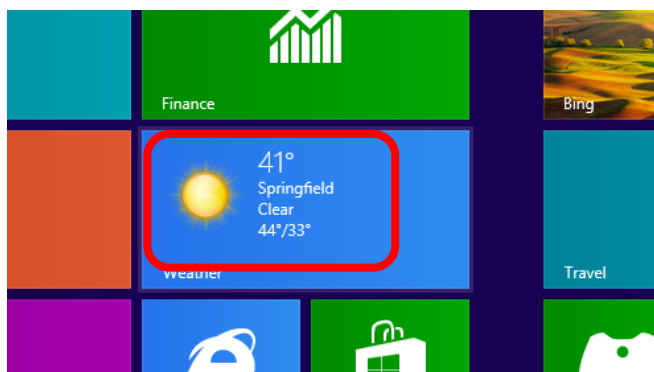
When using Windows 8 on a touchscreen, you can simply use your finger or a stylus to navigate through the different features. You will scroll to the left/right, not up/down.

## New Start Screen

Windows 8 comes with a Start screen, not a Start button. Your apps appear on your start screen when you log in.

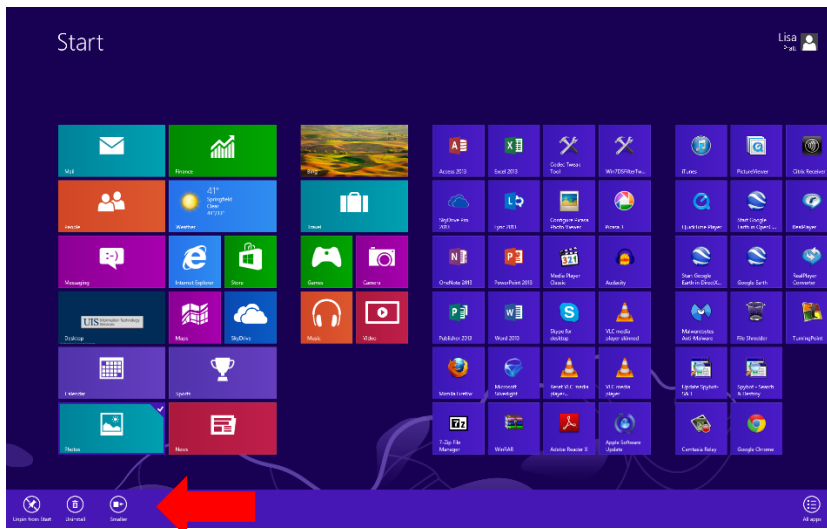


Apps (such as weather, time, email, and news) display real time info.

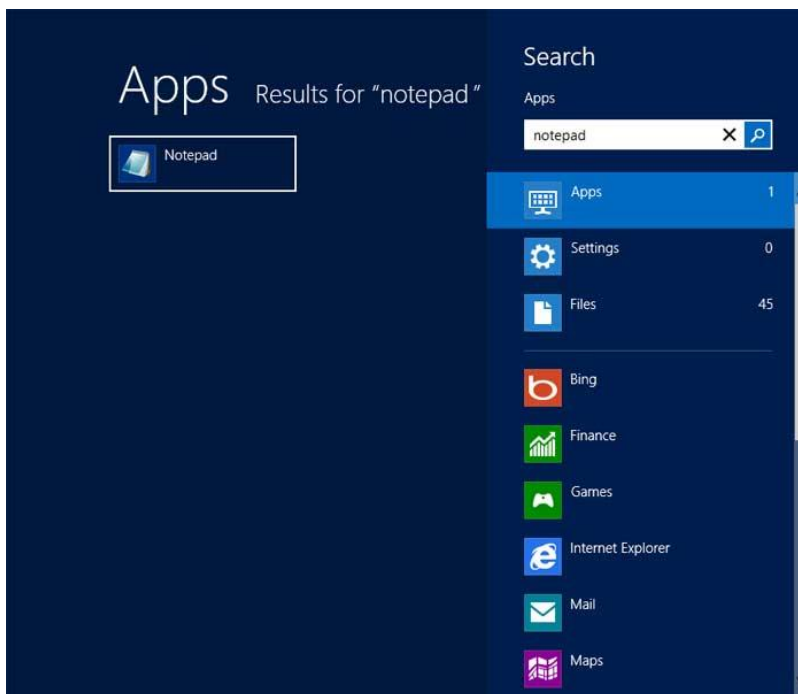


You can also rearrange your apps and make apps larger or smaller.

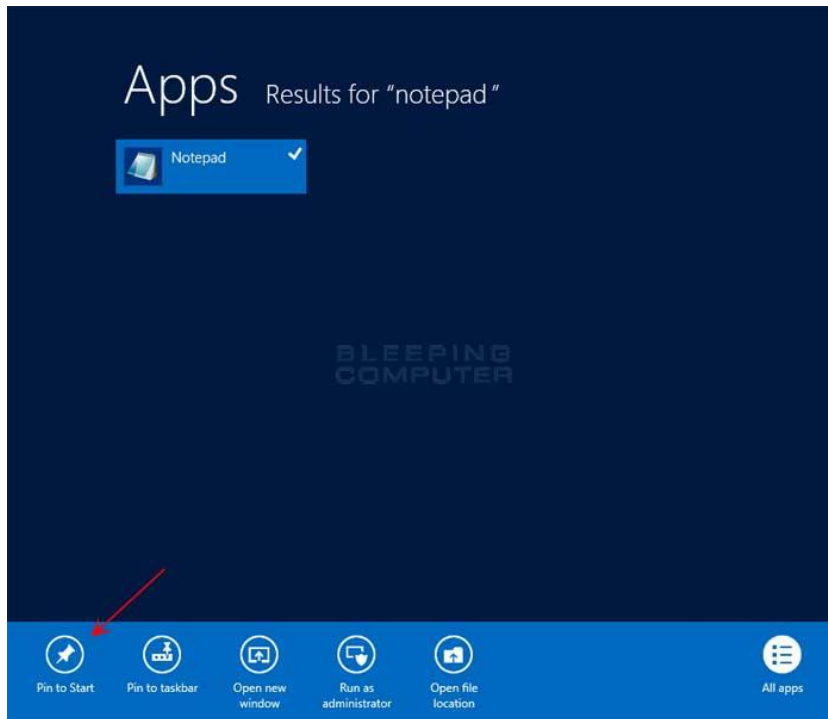
Right-click on an app. A toolbar will appear at the bottom for you to make app smaller, larger, or delete it from Start screen.



If you want to add a new app to the Start screen, you first need to find it. This can be done by using the Metro Search to look for the app or program that you would like to add. To search, simply start typing the name of the app or program that you would like to find.

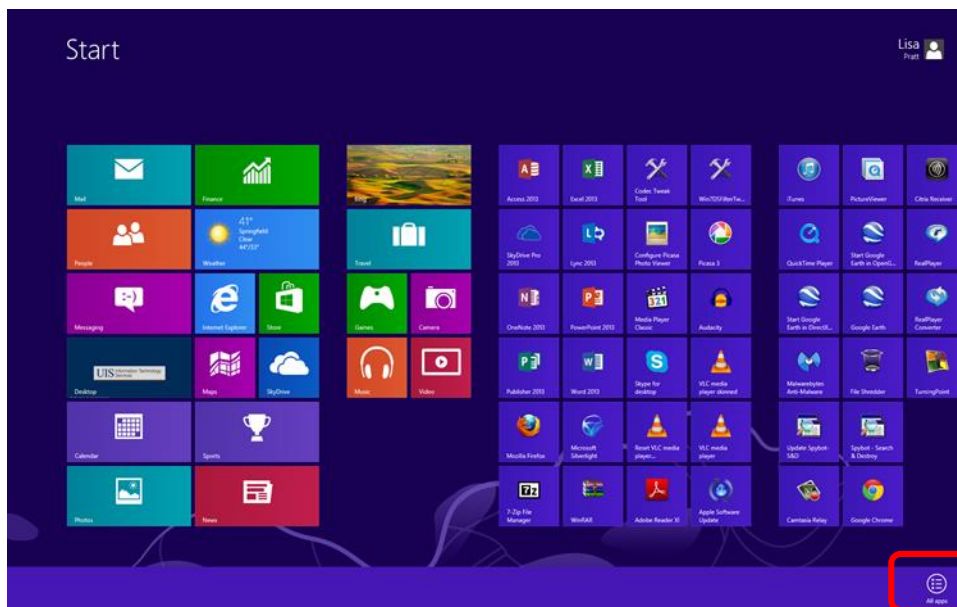


To add the app to the Start screen, right-click on it with your mouse or hold your finger on it till it becomes checked. You will then see a panel open at the bottom of the Windows 8 Start screen where you can pin it.

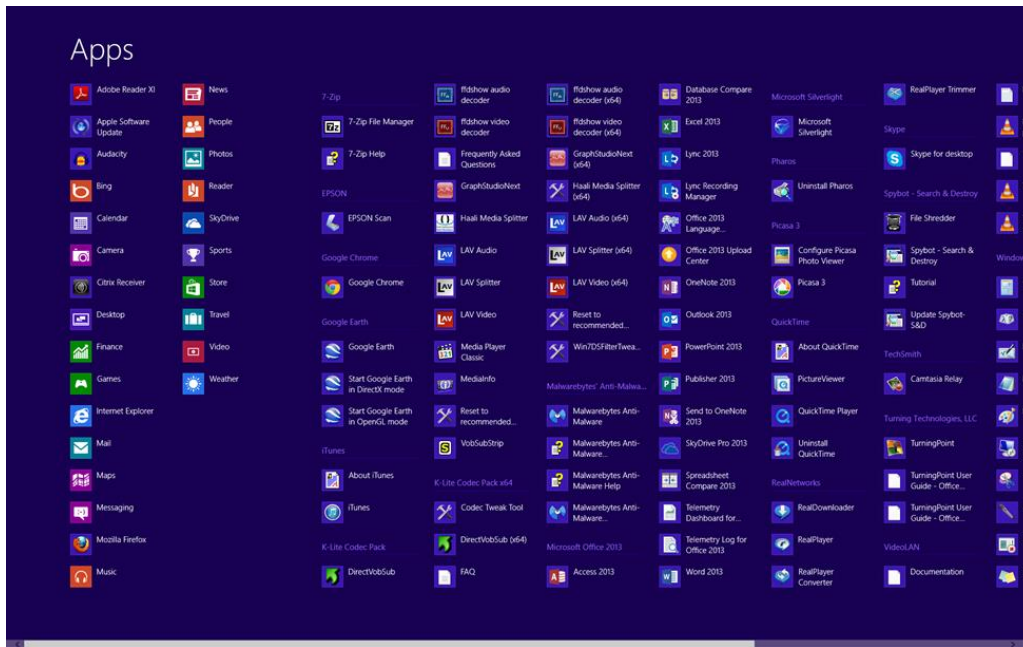


Just click on the **Pin** button and the program will now appear on your Windows 8 Start screen.

To view all apps, right-click on the background (not on an app). A toolbar will appear on the bottom. Click **All Apps** in the bottom right corner.



All the apps will appear on a grid. You can scroll to the right to view all of them.



## Opening/Switching/Closing Apps

To open an app, just click on the app you wish to use.

To switch between open apps, move your mouse to the upper left corner and move mouse pointer down the left side. A bar will appear showing the apps you have open. Click on the app you wish to go to.



You can also move your mouse to the bottom left corner to go back to your previous app.

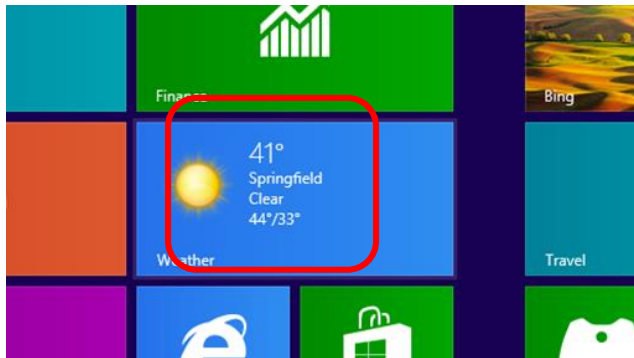
To close apps, click the top of the app and drag it to the bottom of the screen. You can also go to the upper left corner and make all open apps appear, right click on the app you want to close. Click **Close**.

Apps designed for Windows 8 do not have a File menu, Close, Minimize, or Resize buttons. Instead app commands are available at the bottom of the window when you swipe up or down from either edge or by right-clicking.

## Live Apps

Windows 8 offers Live Apps, providing you with real time weather, news, mail, sports etc.

Just right-click on the live tile and you will get the option to turn on or off the live tile update feature.



Swipe at the top/bottom of screen or right-click to make the App bar appear with additional options.

You can pin an app to the left or right side of the screen by pressing the Windows key + . (period) or by dragging the top of the tile to the left or right.

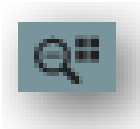
## Personalize

In Windows 8, you can easily organize apps.

To put apps into a group, select an app and drag it into an empty space where you want to create a group. Once the vertical bar is displayed in the middle, release the app and it will automatically create a new group.



To name your group, click the Zoom out icon in the lower right corner next to the scroll bar.



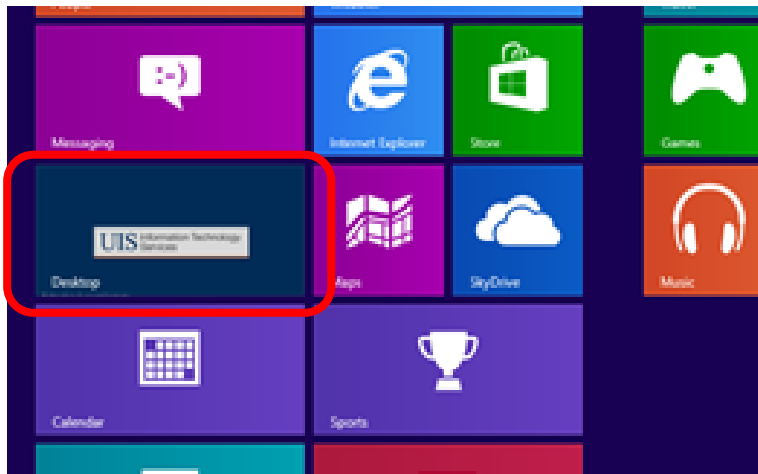
Once you are in the zoomed out view, you will be able to drag around your groups and also name them. While zoomed out, right-click on the group and select **Name Group** to set a name. Click the Zoom button again to return to normal view.

## Desktop

In Windows 8, you also still have a desktop. The desktop is available for file management and legacy programs.

Your Desktop will appear when you run desktop-based applications (from the Start screen).

You can also choose Desktop from the apps on the Start screen.

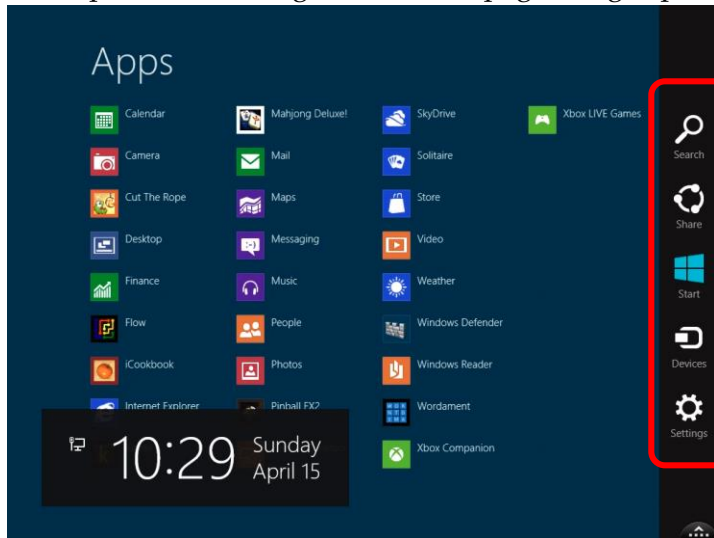


## Navigation

In Windows 8, you can scroll across the screen by simply placing your mouse on the edge of the screen.

Windows 8 also boasts hot corners, which activate different features.

- The top and bottom right side of the page brings up the Charm bar.



- The upper left corner previews open apps; dragging from the left-side does as well.



- The bottom left corner takes you to previous apps in use or the Start screen.
- By clicking on the left side of the screen, you can switch across apps.
- The hot corners apply on the Desktop, as well.

To get back to the Start screen from anywhere on your computer, you can simply press the Windows button on your keyboard.

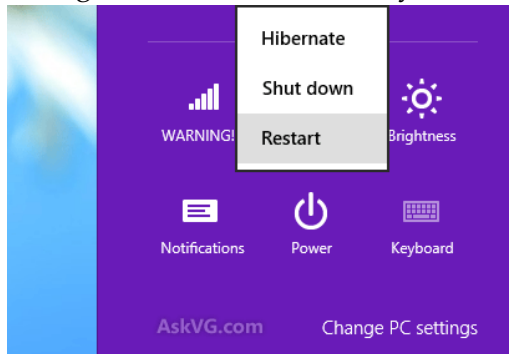


## Restart/Shut Down/Sleep

In Windows 8, there's really no need to shut down your PC completely. Instead, you can put it to sleep. This uses very little power, your PC starts up faster, and you are instantly back to where you left off. You don't have to worry that your battery will be drained because Windows automatically saves all your work and turns off the PC if the battery is too low.



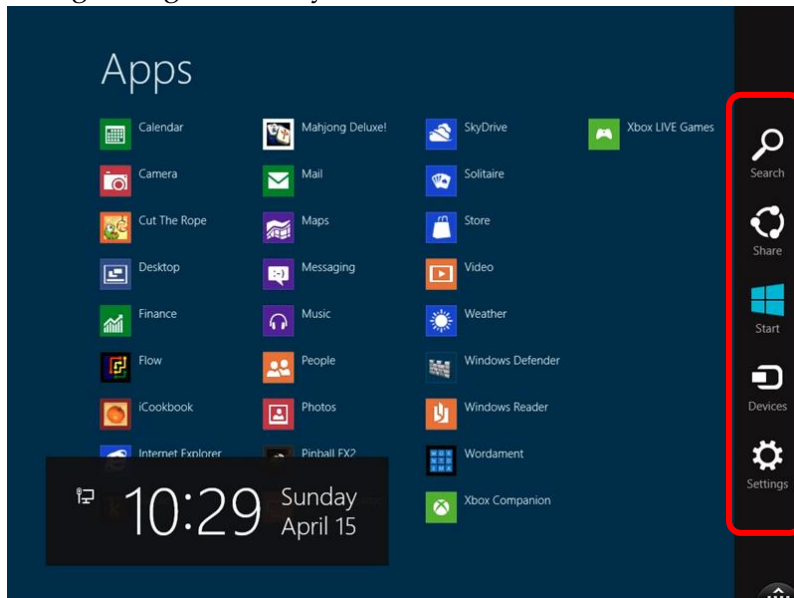
To restart, shut down, or hibernate in Windows 8, put your mouse cursor into the upper right corner to bring up your Charms bar. Click on the **Settings** charm and a sidebar will appear on the right side of screen. There you can click on the **Power** button to select the desired option.



## Charms Bar

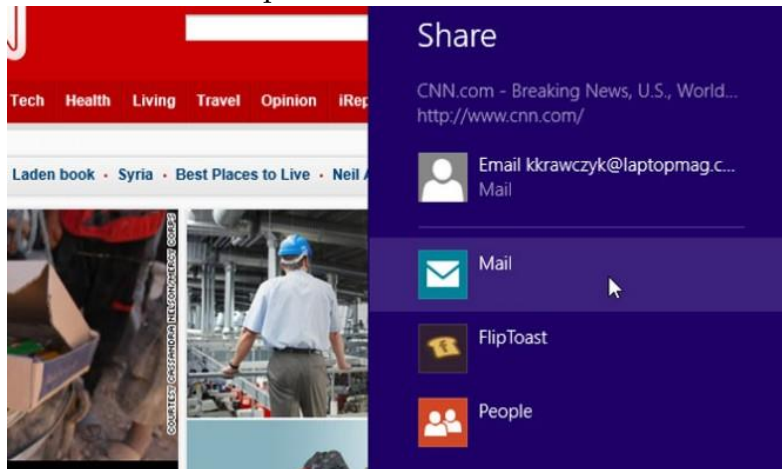
The Charms bar provides quick access to a variety of features and utilities. A clock with battery charge status will appear when you activate the Charms bar.

Along the right screen, you will see: Search, Share, Start, Devices, and Settings



- **Search** - With the Search charm, you can search for anything. You can search just the app you are in (finding a specific message in Mail), search another app (looking something up on the Internet), or search your entire PC (for an app, setting, or file).
- **Share** - When you are in a specific app, you can use the Share charm to share files, photos, or webpages with people you know. Select the item you want to share, open the

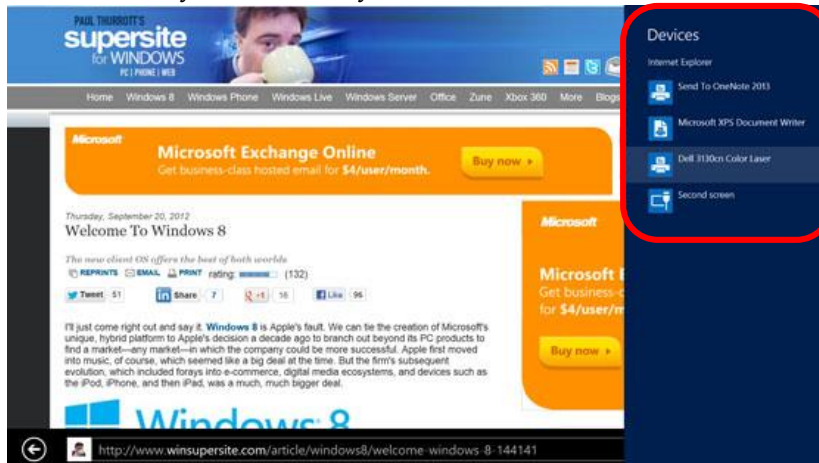
charms, and then tap or click **Share**.



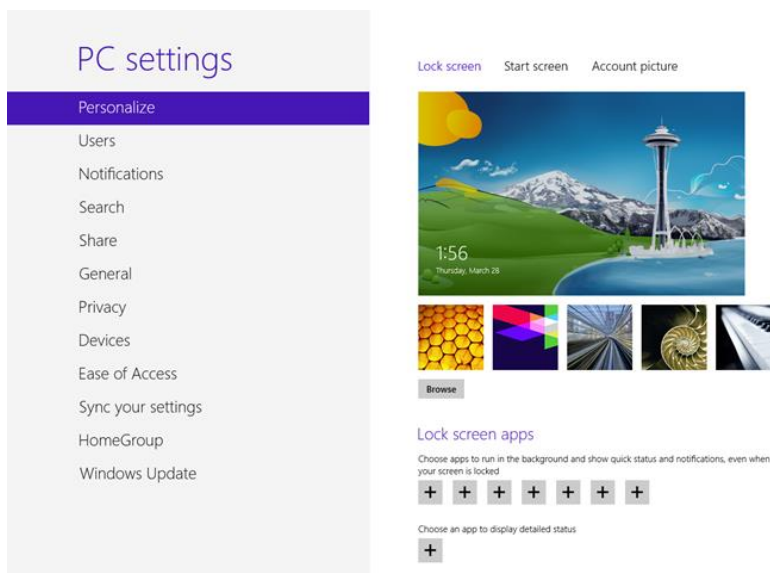
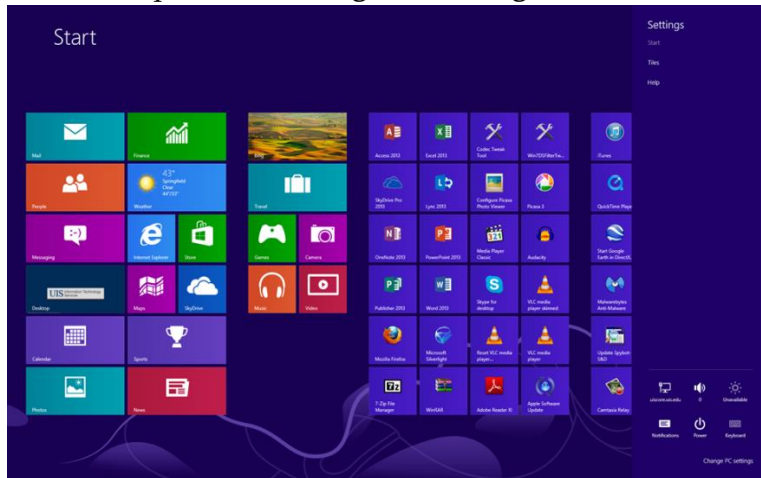
- **Start** - You can always get back to the Start screen by using the Start charm. Open the charms and then tap or click **Start**. If you are already on Start, you can use this charm to get back to the last app you used.



- **Devices** - You will mainly use the Devices charm to set up printers and print documents, but you can also use it to sync info with your phone and stream video to your wireless TV. Open the charms and then tap or click **Devices** to see all the devices connected to your PC at any time.



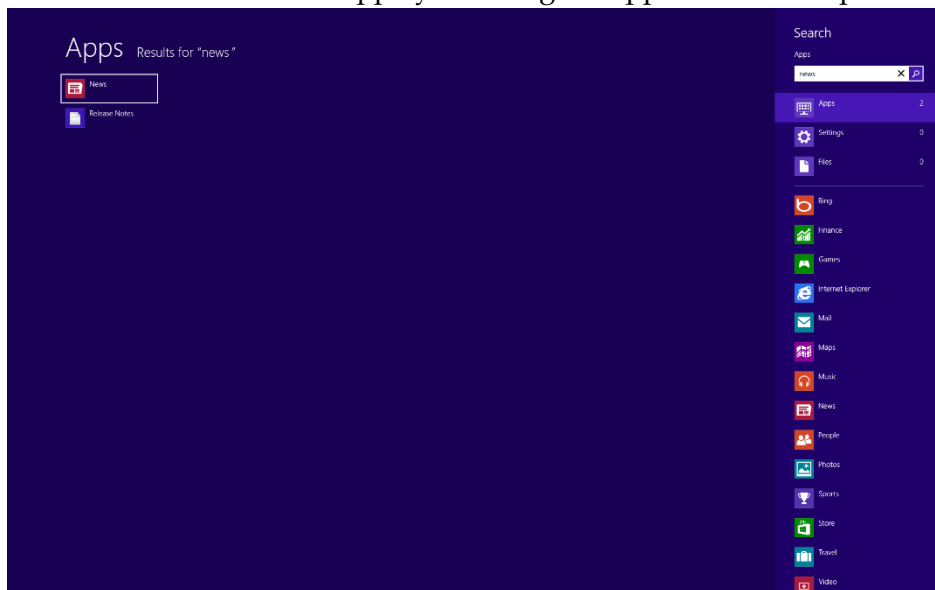
- **Settings** - You can use the Settings charm to personalize your PC by changing things like your account picture and the background and color of your Start screen. If you are in an app, you can use the Settings charm to get to the settings for that specific app. There are also some common settings, like volume and brightness, that you can get to quickly. For more settings and ways to personalize your PC, open the Settings charm and then tap or click **Change PC settings**.



## No Search

You won't find a search button in Windows 8. Instead, start typing anywhere and a search box will appear and give you results.

You can search within an app by choosing the app in the search pane.



## File Explorer

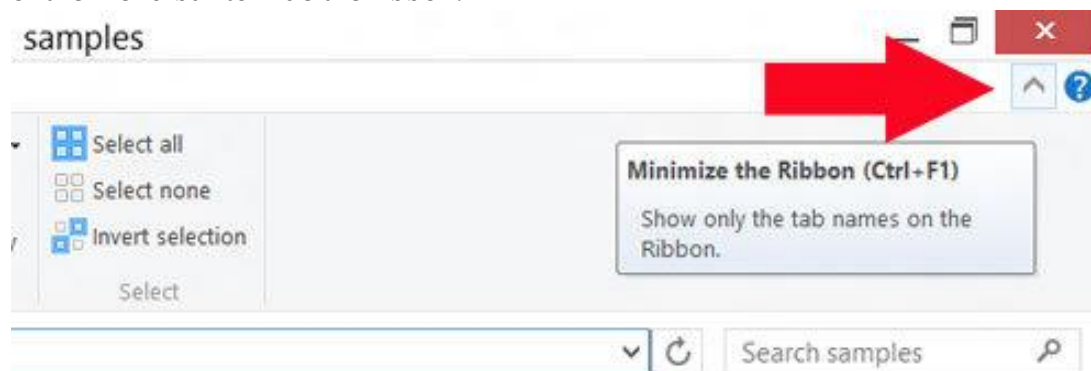
File Explorer is where you can access all the content you have stored on your computer, and manipulate it. You can copy it, move it, rename it, delete it, and so on.

You can open File Explorer a few different ways:

- Entering File Explorer in the search box
- Clicking Apps, and then Clicking File Explorer
- Opening the Desktop app, and opening File Explorer on the bottom toolbar

File Explorer has a new feature called the Ribbon. Use the Ribbon for common tasks, such as copying and moving, creating new folders, emailing and zipping items, and changing the view.

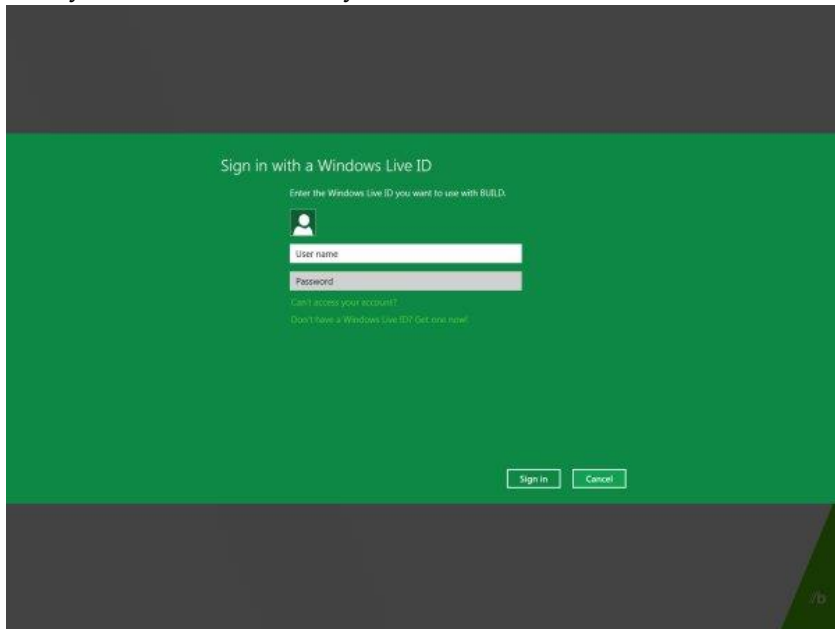
If you don't like the ribbon, you have the option to hide it. Click the arrow on the far right side of the menu bar to hide the ribbon.



## Access your Windows from Anywhere

Log in on any Windows 8 PC with your Live ID, and get your own personalized settings.

When you buy a Windows 8 PC and set up your user account for the first time, you can optionally choose to create an account that is associated to a Windows Live ID. You can either use an existing ID or create a new one. If you choose to create a new one, you can use any email address you want as your new ID, and then create your unique password. For example, you can use example@live.com or you can use someone@example.com. You just need to identify an email address that you want to have associated with the Windows Live ID service, and provide a unique password. Of course, you can also continue to use local Windows accounts as you always have and obviously, domain-administered accounts work as they always have as well.



## Remote Desktop

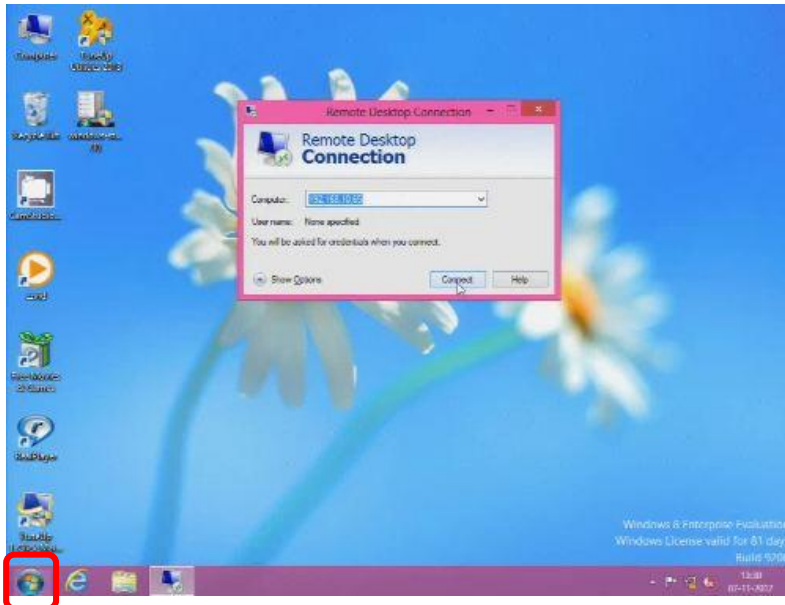
With Remote Desktop Connection, you can sit at a PC and connect to another PC in a different location (the remote PC). For example, you can connect to your work PC from your home PC and use all of your apps, files, and network resources as if you were sitting right in front of your work PC. You can leave apps open at work and then see those same apps on your home PC.

To connect to a remote computer, that computer must be turned on, it must have a network connection, Remote Desktop must be enabled, you must have network access to the remote computer (this could be through the Internet), and you must have permission to connect.

Click on the **Desktop** app on your Start screen.

Open Remote Desktop Connection by clicking the **Search** charm. In the search box, type **Remote Desktop Connection**, and then, in the list of results, click **Remote Desktop Connection**.

In the **Computer** box, type the name of the computer that you want to connect to, and then click **Connect**. (You can also type the IP address instead of the computer name.)



## Internet Explorer 10

With Internet Explorer 10 you might notice something different about the web—it's bigger, bolder, and optimized for touch. Tabs, buttons, and toolbars are now easily accessible when you need them, but quietly get out of the way when you don't. By learning a few simple actions, you'll be able to comfortably use your new browser.

**Adobe Flash Integration** - Internet Explorer 10 includes a built-in Adobe Flash Player. In the App version of IE10, only some of the features of Adobe Flash will be included due to battery life, performance, and security purposes.

**Flip Ahead** - Allows you to quickly advance to the next page in a website with a swipe gesture on touchscreen devices or a forward button using a mouse.

**User Interface** - The desktop version of Internet Explorer 10 (available for Windows 7 and Windows 8) retains the user interface of Internet Explorer 9 with minor refinements, such as removing gradients. The Metro version of Internet Explorer 10 (available on Windows 8) includes a new UI, most of which is hidden so that the webpage being viewed takes up the entire screen.