

## Windows 8 Basics

\*Throughout this tutorial you may experience your screen and its images becoming scrambled. This is just a video card malfunction. Minimizing/Maximizing the program or app that you are currently running usually works to fix this temporary glitch.

### Major Changes

Windows 8 uses a completely different interface. Although you may hear the name “Metro” style being tossed around the office space and on blogs, Microsoft dropped this branding name in September replacing it with “Windows Store Apps”.

This new style of interface has removed elements that have been central to our experience as a Windows user. The major change is the removal of the Start menu/button from the desktop. In fact the desktop itself has been buried in the form of a legacy app, which can be accessed through its successor the **Start Screen**.

### Startup / Lock Screen

This will be the first screen that you see when Windows 8 launches. If you are puzzled and wondering what to do or how to log in, don’t worry. You are not the first person to be baffled by this screen.

- ✓ Simply click any button to proceed to the login screen.



## Login Screen

Unlike Windows operating systems of old, you need to have a Microsoft account with one of the following services in order to create a user profile:

- Hotmail : @hotmail.com or @hotmail.ca
- Outlook: @outlook.com



However it is not as easy as typing in your email address and password to log in. First, you need to login as the computer's administrator (st.albertpubliclibrary@hotmail.com) and then you must change the PC Settings User settings to add a new user (yourself, family member etc).

✓ Use the login for Albert Bookman:

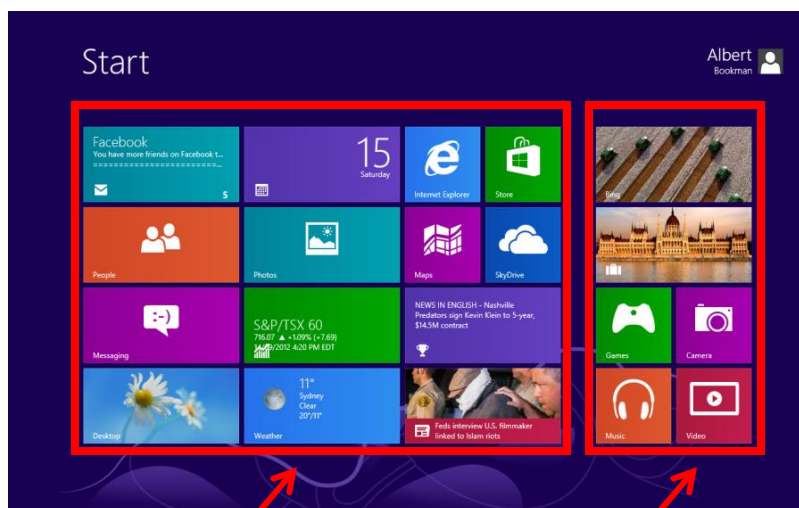
**Microsoft account:** albert.bookman@outlook.com

**Password:** tra1n3r1

*\*Geoff will be available to help you set up a personal Windows 8 profile. Just ask if you are interested!*

## The Start Screen

Windows 8 launches with its new **Start Screen** that replaces the desktop as the main hub for all of your programs and files. The Start Screen displays popular applications or apps each represented by their own colourful **tile**.



Unnamed Tile Group 1

Unnamed Tile Group 2


A tile acts like the desktop shortcuts of old, however some of these titles are **live tiles**. Live tiles do not only open a program/app but also behave similar to a widget in that they display dynamic information such as updates to: weather, your email, current events, headlines etc.

### Basic Start Screen Navigation

1. You can navigate the Start Screen to the left and right direction by rolling the scroll wheel of your mouse (forwards or backwards).

You can also perform this action by clicking and dragging the horizontal scroll bar at the bottom of the Start Screen.

2. Try to move and arrange tiles by clicking, dragging and dropping them into place.
3. Right click on any app tile to view its menu (more on these options later)

- ✓ Pressing the **Windows Key**  on your keyboard will take you to the Start Screen, regardless of whether you are running an app, program, menu or explorer window.

## Hot Corners

Windows 8 has replaced the Start button with **Hot Corners** as the gateway to access the majority of your programs and files.

### Upper Right Corner

Dragging your mouse to this corner will launch the **Charms Bar**.



- ✓ Short cut keys are a great way to navigate through the Windows 8 universe. Use the shortcut key **\*Windows Key + c** to launch the Charms Bar.

*\*The Windows Key will be referred to as “Win” for the remainder of the tutorial e.g. Win+ x to open the Simplified Start menu.*

- ✓ Take a moment peruse the following Charms Bar options:

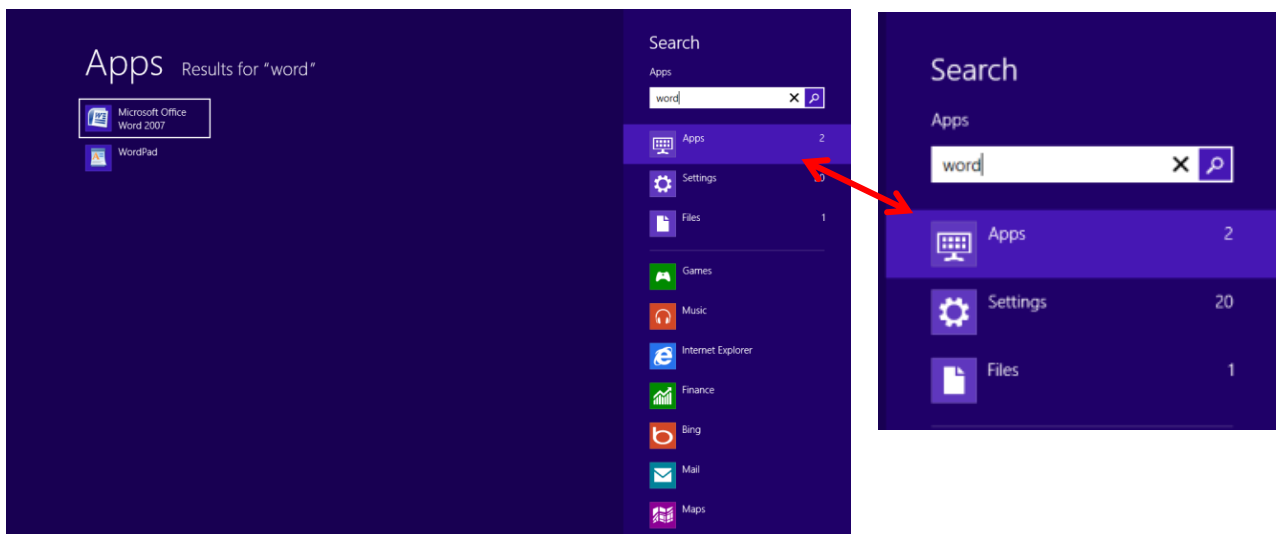
## Search

Finding specific programs and apps can be tricky for a new Windows 8 user. Use the **Search** option from the Charms Bar to search different locations on your computer or to search for different files or objects within an application.

The search bar will only look for your keywords within the selected location or application. For example, a keyword search within your settings limits you to only what exists within the settings of your computer.

Try to find Microsoft Word on your computer by performing a keyword search for “word”. Cycle through each of the three separate locations (Apps, Settings, File) on your computer and compare the results.

Only the **Apps** search box will locate Microsoft Word, whereas a search under the **Files** search box will locate various Word files or any other files with “word” in their naming.



You can also search within any of the other Windows Store apps or programs on the Search menu by clicking on their tiles and typing in a keyword.

For example, if you perform a keyword search in the app Internet Explorer, Explorer will launch and perform a search for that keyword using its default search engine (Bing).

✓ **Search Hotkeys:**

Search all Apps: Win + q

Search all Files: Win + f

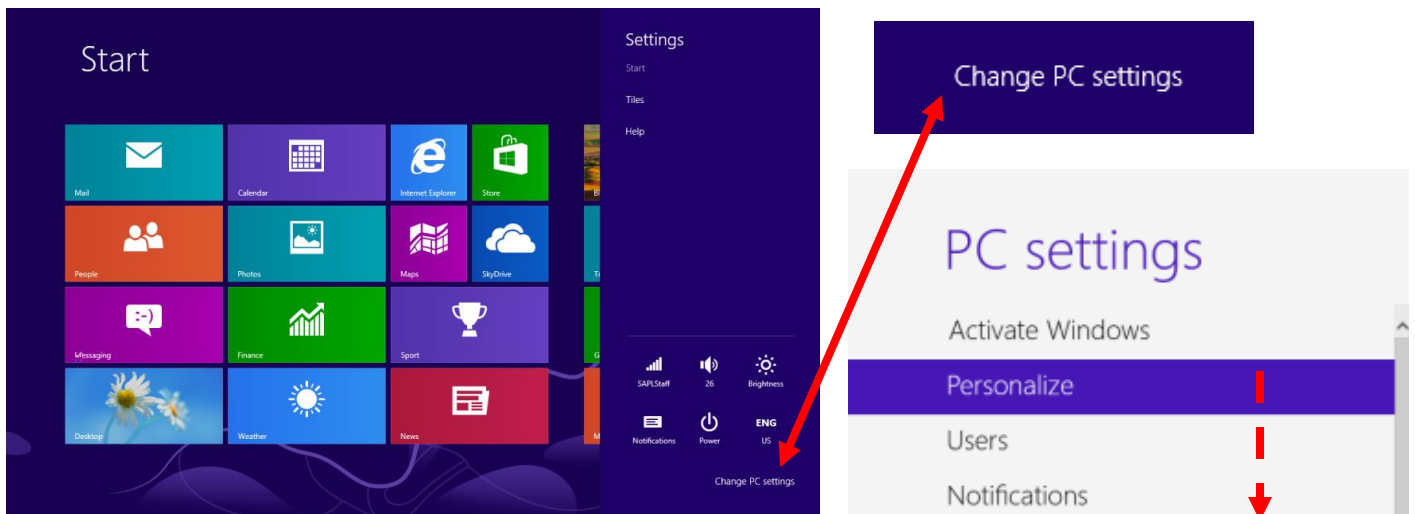
## Settings

This section houses a few key settings, namely your wireless network options (**Wi-Fi**) and your shutdown options (**Power**). To find more options click on **Change PC Settings** in the lower right corner of this menu.

*There is also a **Help** button at the top of the Settings menu.*

## PC Settings:

The layout for your PC Settings and options are similar to what would be found on a tablet or mobile device's interface. Take a moment to browse each of these options.



## Share

The Share button allows you to view share options for the running application.

For example, if you launch the Share option from the Charms Bar when you are in the Photos app, various options will display in regards to how you can share the file(s) or whatever content exists within the app.



1. Click on the Photos tile
2. Click on the image of the first floor of the library.
3. Click on it one more time to launch a full screen image.
4. From the full screen image launch the Charms Bar using either the hot corner or short cut key (Win + c)
5. Click on the Share option to see how you can share this image (mail, twitter etc.).

## Devices

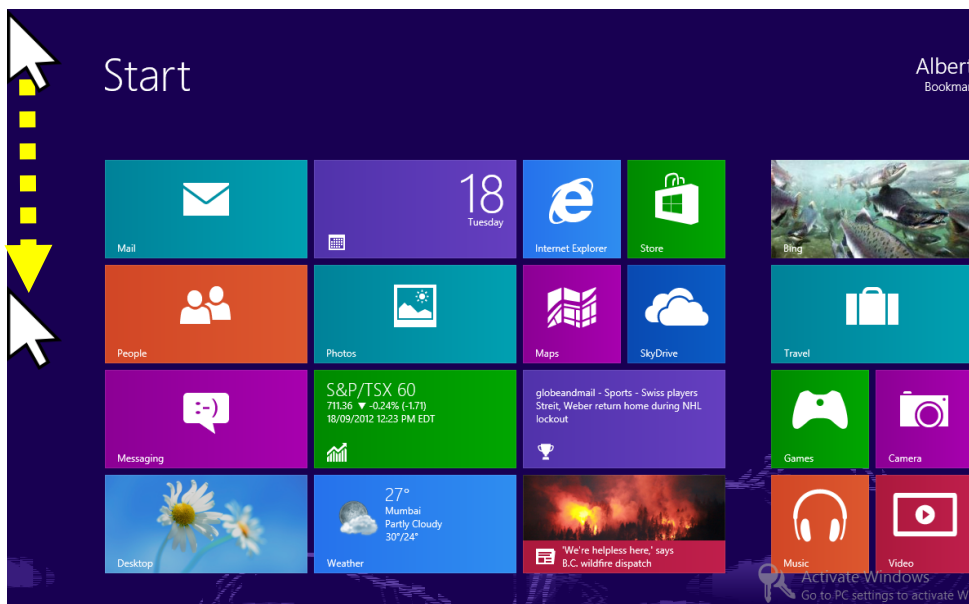
Device allows you to access and change the settings of devices connected to your computer.

## Upper Left Corner

Dragging the mouse cursor to this corner will display a graphic of the last program or app that you had opened during your Windows 8 session. Left click on this graphic launch the program/app.



With the mouse cursor already in the upper left corner of the screen, try moving it to the middle of the left side margins:



A sidebar menu will appear with graphics for all of the programs that you are currently running



- ✓ You can click on any one of these icons to re-launch the apps/programs

Also, notice that there is a Start icon at the bottom of this sidebar. This icon is a link to the Start Screen and will always appear on the sidebar unless you are already on the Start Screen.

- ✓ All of these features can be utilized within any app or program.


## Bottom Left Corner

This corner displays a Start Screen icon for quick access. This icon appears when you are using any app/program outside of the Start Screen.



- ✓ The Win key can be used to toggle back and forth between your Start Screen and Current app. *Try it!*

## Bottom Right Corner

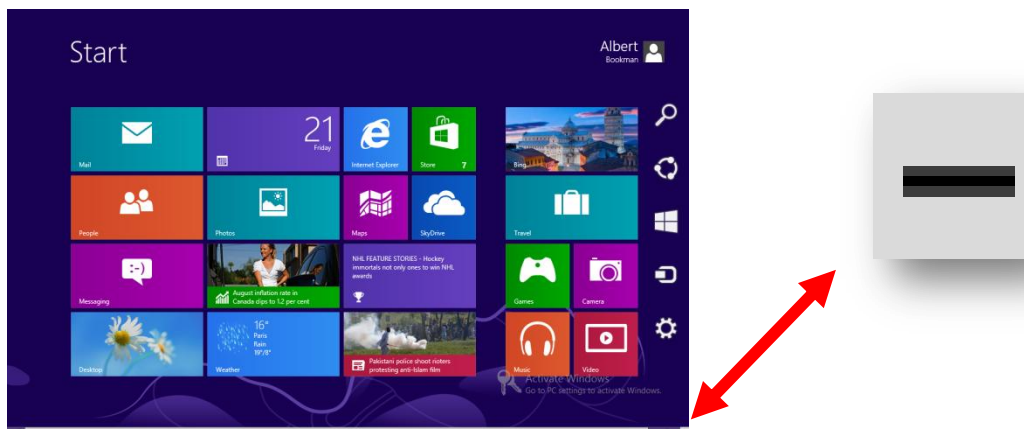
The bottom right corner will display both the Charms Bar and the **semantic zoom** button. 

While in the semantic zoom view you can group, name and shuffle app tiles. This feature is handy if you have a large number of apps as it provides you with a panoramic view of all the app tiles on your Start Screen.

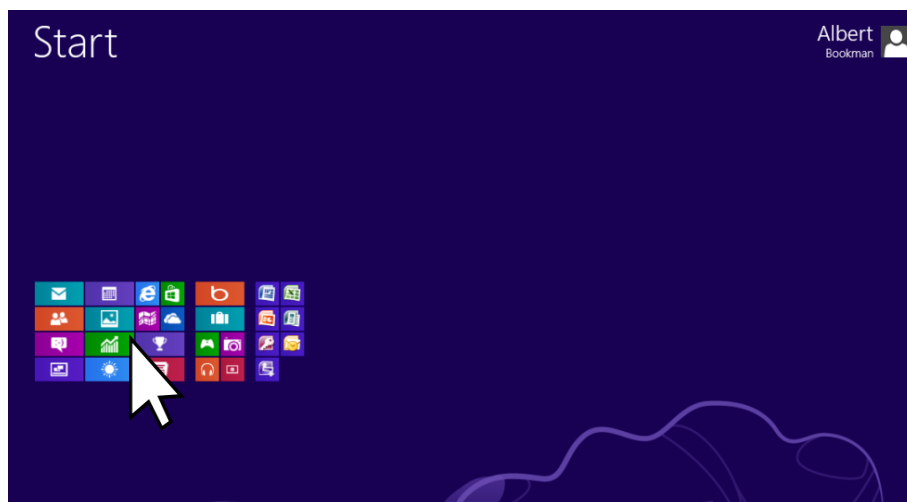
- ✓ Practice moving tile groups around by clicking and dragging them into place. If you chose to name an app group, please un-name the group by deleting the title before you are done this tutorial so that the next user can use this feature its original state.
- ✓ Semantic view is a feature that appears in other modern apps when it is applicable.

## Naming a Group in Semantic View

1. Drag your mouse cursor to the lower right corner of the Start screen
2. Click on the minimize/maximize button.

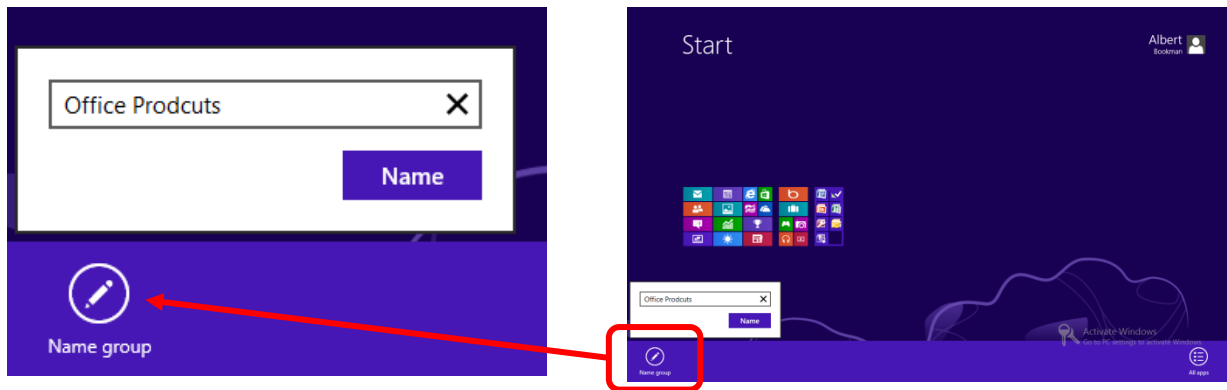


3. Hover your cursor over one of the two groups of app tiles and then right click upon it. A menu will appear.





4. From this menu left click on **Name group** to add a name to this group of tiles.



## Modern and Legacy Apps

When using apps or programs it almost seems like Windows 8 has two different personalities:

### Modern Apps

“Modern Apps” or “Windows Store Apps” can only be downloaded to and launched from the Start Screen. These programs are designed for touchscreen technology and can be purchased or downloaded for free from the Windows store. They are typically represented by a single colored tile with basic graphics.

### Legacy Apps

Legacy apps are programs (Microsoft Office Products, iTunes, Overdrive etc.) that were designed for older Windows operating systems. For the most part legacy apps perform the same as they would on older Windows operating systems.

The majority of legacy apps are buried in the All Apps group. With Windows 8 you have the ability to create a short cut for legacy apps on both the taskbar of the Desktop app and on the Start Screen in the form of a Windows 8 style tile. (See p.13 “Legacy apps” bullet list.)

## Modern App Basics

Modern apps are what Microsoft call “immersive” applications, meaning that they run in a full screen view. This full screen view creates the appearance of little or no options. However, all of the hot corners and their menus can be accessed within an app.

### Opening Modern Apps

To open a modern app click on any app tile. If you wish to return to the Start Screen to open another app, press the **Win** button on your keyboard.

- ✓ Open a few modern apps to see what they offer.
- ✓ Right click anywhere when in an app to see what different menus are available for each app.

### Closing Modern Apps

Windows 8 apps don't need to be closed, as Windows manages them in a suspended mode. Should you need to close an app use the following techniques:

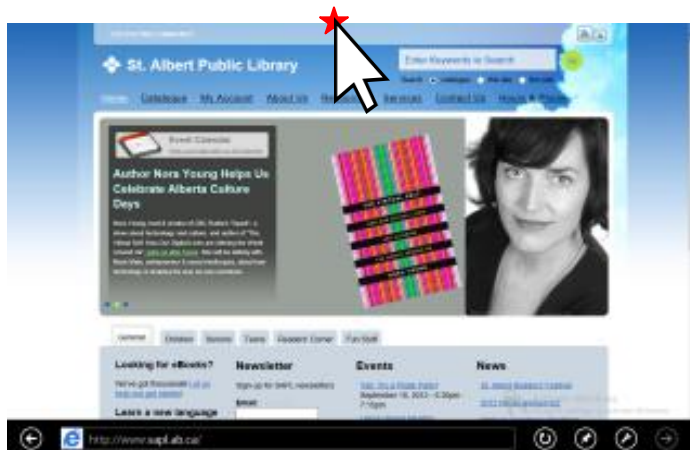
#### Drag and Drop Method

When in a **Modern** app, you can close it by using a click hold and drag down method to close the program.

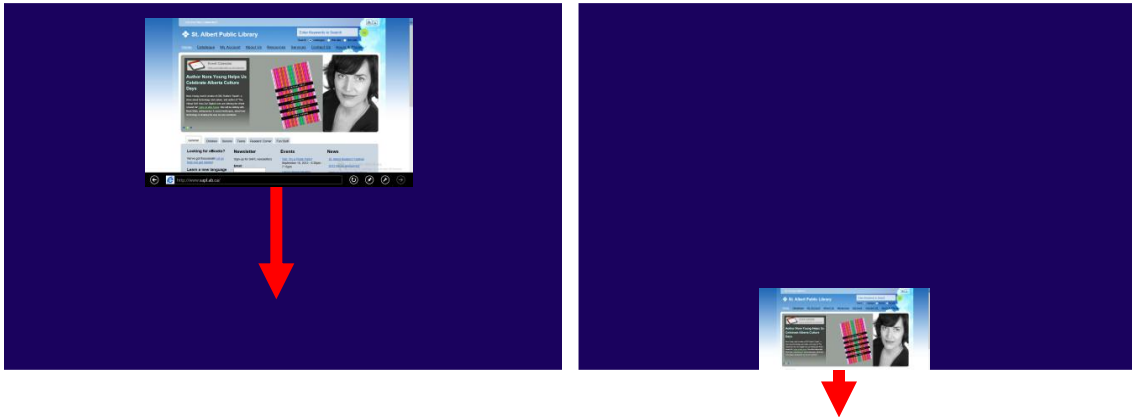
This method is used to close a program in the absence of the large red “x” button found in **legacy** Windows programs.

Try this technique:

1. Move your mouse cursor to the top of the web browser.

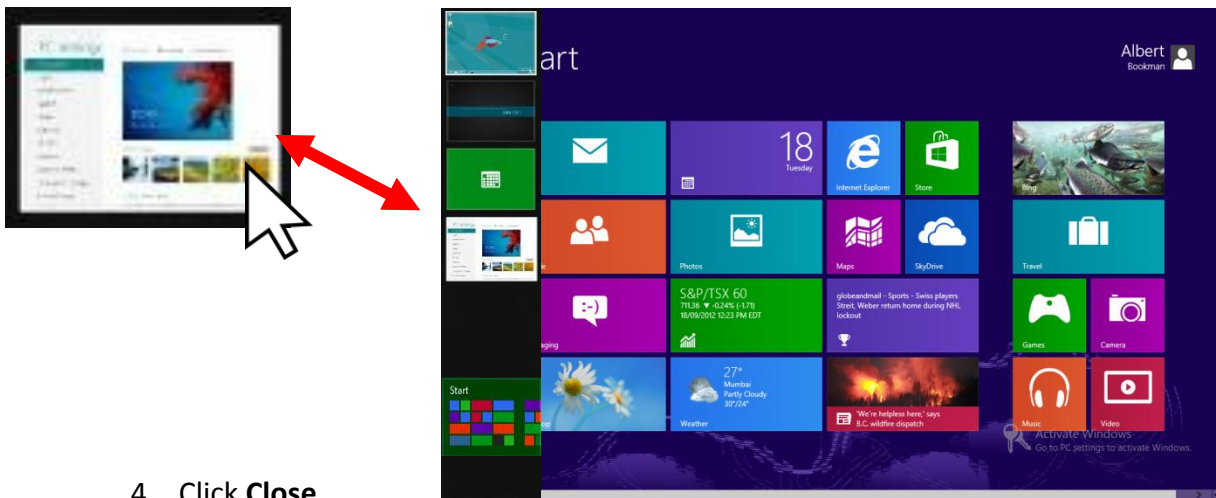


2. Notice that your cursor switches from a pointed arrow to a hand
3. Click and hold down the left mouse button.
4. The app will reduce in size and appear as if you are holding it.
5. While holding the app, move your mouse cursor towards the bottom of the screen until the app becomes smaller and translucent.
6. Let go of the left mouse button to stop running the app.



### Upper Left Hot Corner

1. Drag your cursor to the upper left corner
2. Drag the cursor straight down towards the middle of the left side screen. A sidebar menu will appear with graphics that represent all of the apps that are running.
3. Right click on an app. A menu will appear.



4. Click **Close**.

## App Tile Menu

Each app has a menu that can be accessed by right clicking on its tile from the Start Screen.

- ✓ Take note of these common options found on most apps:



- **Unpin from Start:** this option removes the app from the Start Screen.
- **Smaller/Larger:** these options will change the size of the app tile. These are the only two sizing options available.
- **Turn live tile on/off:** this option will enable or disable unique live tile features e.g. news updates, photo previews, weather updates etc.

## Managing All Apps

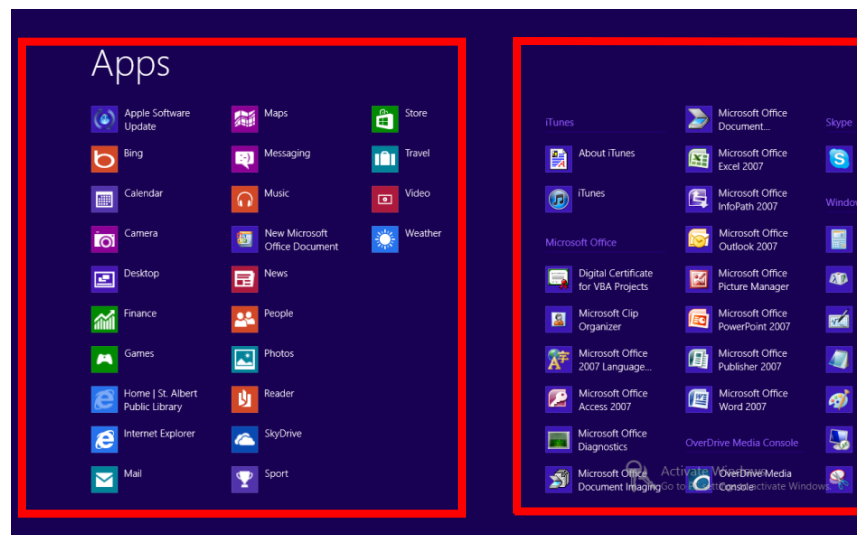
There are many apps and programs on your computer that do not appear on the Start Screen.

A convenient way to access all of your apps from the Start Screen is to right click anywhere (on a tile or in dead space). A menu will appear at the bottom of the screen.

1. Click the **All Apps** icon on far right side of this menu.




2. Use the scroll wheel on your mouse or the bottom horizontal scroll bar to view all of the apps (modern and legacy) on your computer.



Modern Apps

Legacy Apps

There is also a semantic view option in the lower right corner that will change the tiles into alphabetic groups. 

3. Right click on any app to view its menu. Take note of these key options for legacy and modern apps:

✓ **Legacy Apps:**

- **Pin to/ Unpin from the taskbar:** creates or removes a shortcut on the Desktop's taskbar.
- **Pin to /Unpin from Start Screen:** creates or removes a shortcut in the form of a tile on the Start Screen.
- **Open file location:** opens a Windows explorer window on the Desktop app.
- **Open new window:** launches the app on the desktop.

✓ **Modern Apps:**

- **Unpin from/Pin to Start:** adds or removes the app to the Start Screen.
- **Unpin from/Pin to Taskbar:** only a small selection of modern apps can be pinned to the taskbar.

## Windows Store

The Windows Store functions as the market place to buy or download free apps and update your existing apps. You can search for apps categorically or by using the Search function from the Charms Bar while within the Windows Store.

*Use the upper right Hot Corner or Win+ c shortcut to access the search option from the Charms Bar for the Windows Store.*

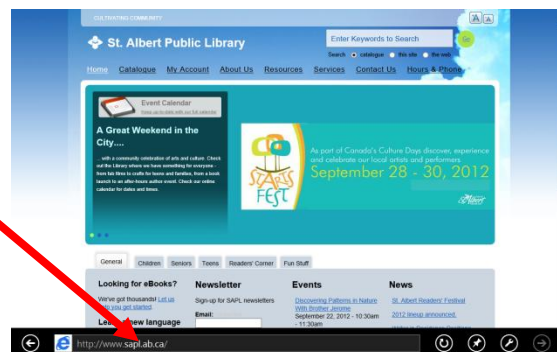
## Internet Explorer App

The modern Internet Explorer app has a few layout features that are worthy of mention:



Click on the Internet Explorer App.

1. Notice that the URL box located at the bottom of the browser.



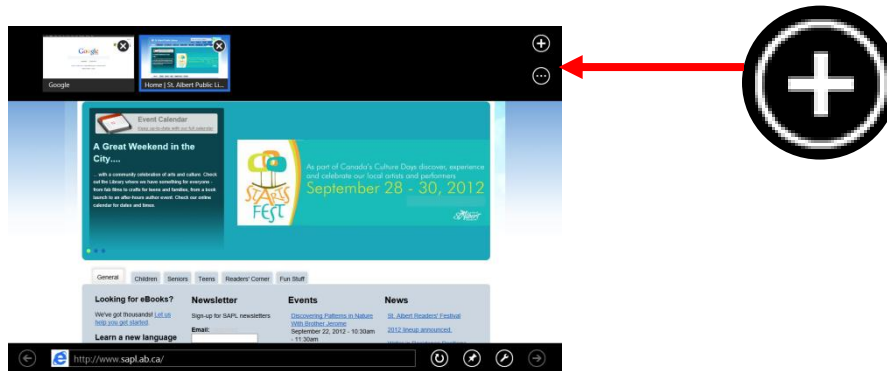
- The task bar has standard options (forward, backwards, refresh and tools). One new option is **Pin to Start**



- Clicking the **Pin to Start** option will add a shortcut tile to the Start Screen for the webpage that you are currently viewing.



- To add a new tab, right click anywhere. Two menus will appear.
- Click on the plus icon from the menu located at the top of the screen.



- The Explorer app will switch to full screen as soon as you click on a link or move the scroll wheel on your app.
    - Right click anywhere to bring back the URL box menu and tab menu
- ✓ A legacy version of Internet Explorer exists on the Desktop app.
  - ✓ Legacy versions of other web browsers such as Mozilla Firefox and Google Chrome can be installed to the computer.
    - You have the ability to create a shortcut for these browsers on the Desktop app and on the Start Screen in the form of tile.

## The Desktop App

You can access a trimmed down, legacy version of a traditional Windows desktop interface via the **Desktop** app. The Desktop app is a legacy app and will run all your legacy apps/programs (Office products, internet browsers, Overdrive etc.) and also legacy versions of Windows 8 Modern apps e.g. Internet Explorer.

Functions such as closing and minimizing/maximizing a legacy app work in the same fashion as Windows 7 and older versions of Windows. In addition, the Charms Bar and left hot corners can be accessed in most legacy apps.

1. Click the **Desktop** tile.  
**or**  
Use the hot key: Win+d



Take notice of the following:

- ✓ The absence of the Start Button. *Windows 8 has dumped it in its entirety.* A simplified start menu can be opened via the hotkey Win + x.
- ✓ Shortcuts to legacy apps can be added to the desktop e.g. Overdrive, iTunes, Word etc.
- ✓ Shortcuts to legacy apps can be added to the taskbar. *See Managing All Apps Pin to /Unpin from Start Screen bullet p.13*



- ✓ Date and time, power, Wi-Fi settings etc. are displayed on the bottom right corner of the taskbar.

2. Click on the **File Explorer** icon on the bottom left corner of the taskbar
  - This will launch a legacy style file folder hierarchy that can be used to access all of your libraries and computer drives.



## Further Reading

### S drive:

S:\~PUBLIC SERVICES\Adult Services\TRAINING & PRESENTATIONS\Windows 8\Staff

- Windows 8 PowerPoint Presentation
- Windows 8 Keyboard Shortcuts

### Internet:

[www.wired.com](http://www.wired.com)

[www.pcworld.com](http://www.pcworld.com)

- Both of these websites are reliable sources for previews, reviews, tips and user comments on Windows 8.
- Simply type **Windows 8** in the search box for both of these web pages.

[www.youtube.com](http://www.youtube.com)

- Instructional videos can be found via keyword search e.g. “Windows 8 Tips” “Windows 8 Charms Bar” etc.

*\* Remember to check the publishing date of the article or video that you are viewing. Windows 8 has yet to be released, thus certain options or features mentioned in these sources may have already undergone several changes.*