Introduction to Windows 8/8.1

Although designed primarily for touch-screen devices, a mouse and keyboard can be used successfully with Windows 8/8.1. Programs that work on Windows 7 work on Windows 8/8.1, like Microsoft Office and others. You can continue to use a mouse and keyboard to organize files/folders/shortcuts on your desktop.

Start screen

The Start screen consists of colorful tiles that show your favorite apps (applications), programs and Web sites. The location, size and functionality of the tiles are customizable for each user. Some tiles animate to retrieve status updates, weather forecasts, and messages as soon as you sign in.

Once you leave Start, there are 3 ways to return:
1. Press the Windows logo key \(\text{Windows key}\) on your keyboard.
2. Open the charms and then tap or click Start
3. Tap or click the Start button \(\text{Start button}\) by moving your mouse to the lower-left corner of the screen.

Apps page

The Apps page is where newly installed programs will go by default. To see all of your apps/programs, swipe up (on touch screen) or click with your mouse on the down-arrow in the lower left corner of the Start screen.

Pin an App to Start Screen

In Windows 8/8.1, apps don’t automatically get added to your Start screen or to the taskbar or desktop when you install them. You can pin apps to your Start screen by tapping on the app or right-clicking with mouse and then choosing Pin to Start. When you pin an app to your Start screen, it displays at the end (far right of the screen). But you can move and resize it wherever you want. You can also pin Web sites, folder and files, and customize their look.
To add apps to the taskbar
From the Start screen, the Apps view, or in search results, swipe to select or right-click the app, and then tap or click Pin to taskbar. Or, if the app is already running in the desktop, swipe or right-click the icon on the taskbar and tap or click Pin this program to taskbar.

To add shortcut icons to the desktop
Press and hold or right-click the desktop, tap or click New, and then tap or click Shortcut. Enter the location of the item or tap or click Browse to search for the item in File Explorer.

Using the charms
The five charms—Search, Share, Start, Devices, and Settings—are quick action tools for common tasks. Find them on the right side of every Windows 8/8.1 screen. Swipe in from the right edge of your screen, or use your mouse to point to the upper-right corner of the screen, move the mouse pointer down, and then click on Search, Share, Start, Devices, or Settings. Or click on the minus sign in the lower-right corner of the Start screen. With a keyboard, tap the Windows logo key + c

Search charm:
The Search charm uses Bing Smart Search by default, but this can be changed in Settings, Change PC Settings, Search and apps. Search your PC, networked drives, the Web, plus some apps and the Windows Store. If you open a search result and find it’s not what you’re looking for, go back to the search results page by swiping in from the left edge of your screen, or move your mouse pointer into the upper-left corner of the screen and click.

Share charm:
The Share charm is a quick way to share files, photos, and info, or save things for later, without leaving the app you’re in. If you want to share things from your desktop, you can share through email.

Start charm:
Use the Start charm to return to the Start screen no matter where you are in Windows. If you’re already on Start, use it to go back to the last app you were using.

Devices charm:
This charm is a quick way to send files and info to other devices that are connected to your PC, like your printer, speakers, or a projector. The list of devices available in the Devices charm depends on the devices you have connected to your PC.

Settings charm:
Use this charm to make adjustments to brightness and volume, find settings for your PC (like personalization, user accounts, and devices), and change settings for the app you’re using.
Personalize Windows 8/8.1: Choosing what you see

To change the theme
Themes change the desktop background, window border color, sounds, and screen saver all at once, and you can switch between themes as often as you like. Open Personalization by swiping in from the right edge of the screen, tapping Search (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking Search), entering Personalization in the search box, then tapping or clicking Personalization.

You can create customized themes using your own pictures and screen savers, and choose the colors and sounds that go along with them. To get started, tap or click any theme to apply it to your desktop. Then change each part of the theme until the desktop background, window border color, sounds, and screen saver are just how you want them to be. All of your changes will appear under My Themes as an unsaved theme. Use the link Get more themes online to connect to Microsoft’s Personalization Gallery on the Windows website. See which themes are new and popular, or browse categories like Animals, Automotive, and Movies.

To change the background
If you are already in the Personalization area of your Control Panel, click on the link in the lower-center of the panel marked Desktop Background. If not:

1. Open Start by swiping in from the right edge of the screen, or use your mouse to point to the lower-left corner of the screen, move your mouse all the way into the corner, and then click Start.

2. Swipe in from the right edge of the screen, and then tap Settings. Or, use your mouse to point to the lower-right corner of the screen, move the mouse pointer up, and then click Settings.

3. Tap or click Personalize, and then tap or click the background, background color, and accent color you want. The background and accent colors you pick will show up in a few other places too, like the charms and the sign–in screen.
Go to the Desktop instead of the Start screen

The desktop appears as one of the tiles on the Start screen. Move and size this tile for more visibility. Or, if you spend most of your time on the desktop, set Windows to go there instead of the Start screen when you first log in.

Open Taskbar and Navigation properties by pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking Search, entering taskbar in the search box, and then clicking Taskbar and Navigation in the results.

Click the Navigation tab, then check the When I sign in or close all apps on a screen, go to the desktop instead of Start check box. Then tap or click OK.

Go to Apps view instead of Start screen

You can automatically go to the Apps view whenever you login to your PC. The Apps view lists all of the apps installed on your PC, but they won’t have tiles and you won’t see updates from them like you would on the Start screen.

Open Taskbar and Navigation properties by pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking Search, entering taskbar in the search box, and then clicking Taskbar and Navigation in the results.

Tap or click the Navigation tab, and then check the Show the Apps view automatically when I go to Start check box. Then tap or click OK.

Closing an application or program

You can close an app/program using the <Alt> + <F4> keys, through the Task Manager (see Quick Access menu below), or by right-clicking on the program icon in the Desktop taskbar and clicking on Close window.

Quick Access menu

Right-clicking on the lower left of the screen—whether you’re in the Windows 8/8.1 Start screen or on the desktop—will bring up the Quick Access Menu, which provides access to Control Panel, Task Manager, and Device Manager.
Printing

1. Open the item you want to print.
2. Swipe in from the right edge of the screen, tap the Devices charm, and then tap Print. If you’re using a mouse, point to the upper-right corner of the screen, move the mouse pointer down to open the Charms, click on Devices, and then click Print. If you receive a message saying “This app can’t print” the app doesn’t support printing.
3. Choose a printer from the list. You'll see a preview of what you're printing, along with the number of copies and the page orientation on the preview pane. If you can't find the printer you want, you can add it. For more information on this, see Install a printer.
4. To see what else you can do, tap or click More settings. You can typically change the paper type, page layout, print orientation, and other output settings.
5. When you’re happy with the settings, tap or click Print.

To print from desktop apps:
Each desktop app determines how you print from that app. Here are some of the most common ways:

1. Look in the File menu. Print will often be an option.
2. Press <CTRL> + p. This might bring up the app's Print dialog box.
3. Look for a printer icon or button somewhere on the screen (toolbar positioned across the top or bottom of the app, left or right navigation panel, etc.).

Adding a Printer

1. The most common way to install a printer is to connect it directly to your computer. This is known as a local printer.
2. If you're installing a printer that connects to your computer over an office Intranet or a wireless network (Wi-Fi), use the Add a device wizard to install the printer. You may need to contact your network administrator to find out the name or IP address of the networked printer.
Shortcuts

1. **Return** to the **Start** screen: with a mouse:
   - With a mouse, **point to the lower-left corner** and **left click** on the Windows logo
   - With a keyboard, **tap the Windows logo** key

2. Open the charms (Search, Share, Start, Devices, and Settings):
   - With a mouse, **point to the upper-right corner** – charms will slide in from the right
   - With a mouse, **point to the minus sign in the lower-right corner of the screen**
   - With a keyboard, **tap the Windows logo key** + c

3. Open the Search charm:
   - Windows logo key + s

4. Open the Share charm:
   - Windows logo key + h

5. Open the Start charm (to return to the Start screen):
   - Windows logo key

6. Open the Devices charm:
   - Windows logo key + k

7. Open the Settings charm:
   - Windows logo key + i