Sandy Senior Center

Presents

Course 333

Windows 8.1 Level 2

For experienced users of Windows

December 2013

Revision B, June, 2014

Foreword

Sandy Senior Center
Windows 8 Manual

This manual is designed to assist the student while taking classes at the Sandy Senior Center. The material in this manual has been gathered from several sources and provides a review of what is presented in class. This course is a designed to be taken for knowledgeable users that have been using previous Windows operating systems and want to speed along their transition to Windows 8.1. The course is designed to be taught in four classes each class two hours long. The manual is generated in color.

The following suggestions are given to make the learning process easier. Read the objectives for that week's class and try to determine what your greatest weaknesses are in that week's material. Read the section and go back over the objectives again. Mark the areas where you still need more information and have the instructor answer any questions that the classroom presentation does not cover adequately.

Acknowledgments

This manual was developed by Sandy Senior Center volunteer Jerry Stewart. Use of this manual is granted to all Salt Lake County senior centers under the provision that the acknowledgments section remain with the manual. Centers may modify the covers to reflect their center. Students and instructors may print the manual; all other uses must be approved by Jerry Stewart. Just be aware of the print cost. Printing documents with color pictures in them like this manual can be expensive. Ads for consumer computer printers may advertise as low as 10 cents a page. However, that is based upon a "standard" business letter printed in the draft mode in black and white and the black ink only covers 5 percent of the page. Now double that price for the default quality mode, and then add six times that for color ink (3 colors in non draft mode). Now look at the cover of this manual. The picture covers about 35% of the page or 7 times the 5% standard page. 7x 10 x 6 = $4.20 cents and we haven't even added the bold text yet. Commercial printing firms do not pay anywhere close the amount that consumers do for ink. Depending on the size of your printer, you are paying 1300 to 2000% more per ounce of ink than a large firm. Ink printers are great for printing out letters, notes and other small documents. But take you color pictures to the store. It will be cheaper and you will get a better print on quality stock.

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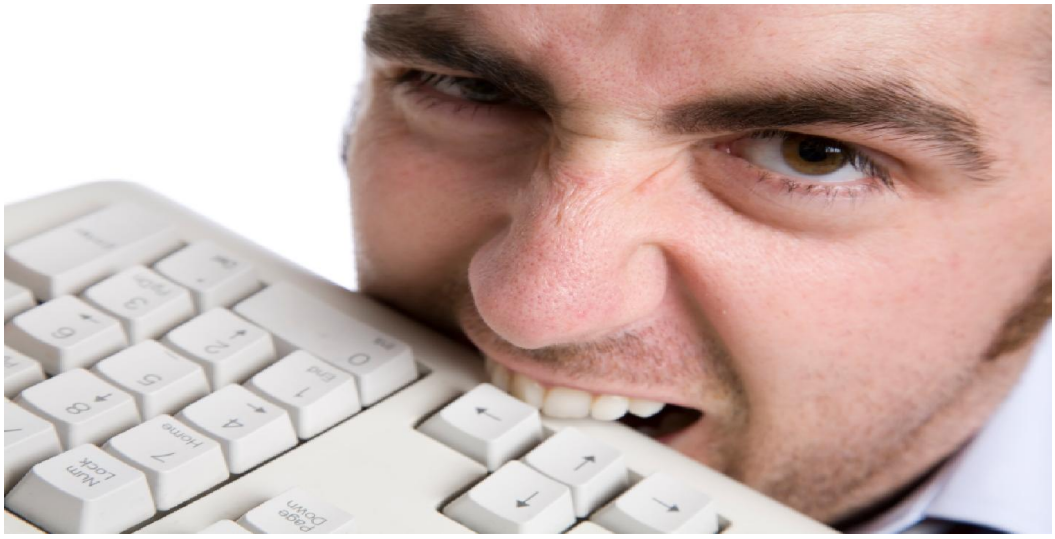
Introduction

Windows 8 is the 8th version of Windows. Windows 95 was the first version of Windows that made a major visual change from the previous versions. Windows ME combined the core OS of their business line (NT) and personal line into a single core software package. Vista made a major change in the visual presentation again. Windows 8 is doing it all, major visual change, and a single core software package for all Windows desktops, laptops, tablets, and cell phones. In October 2013, Microsoft upgraded Windows 8 to 8.1. On April the 8th 2014 another major upgrade was provided.

There are two groups that will be more affected by the changes in 8.0 and 8.1 than others. The power users and those that have been using Microsoft operating system for years are going to feel lost at first.

People who have just recently learned to use computers and also have smart phones and/or tablets will transition easier. This course was designed to ease that transition for both groups. First, bear with me and read a little history.



WHY!

When IBM entered the market, there were dozens of small companies building home computers and products for the hobbyist. One of those companies was Apple. Apple was the only company that controlled the hardware and software internally. IBM decided to control the hardware and subcontract for the software to Bill Gates. After a few years in the market, IBM Corporation made a decision that there was not a future in Personal computers and decided to get out of the personal computer business. They released the specifications on

their hardware. Dozens of companies saw this as an opportunity to build hardware that was being supported with software by the Microsoft Company. Unfortunately for Microsoft, each new hardware company wanted to add or change the original hardware specifications to make their product better than the competitors. This caused Microsoft to have to write extra code for each hardware change and still support the old hardware and new hardware from other manufactures. The software code for the hardware interface became known as “Drivers”. So when Microsoft delivered a product it had to have software code to do what Operating Systems (OS) do ***and to*** be able to recognize different hardware and install code to support the hardware in that machine.

The numbers are huge. Consider a dozen manufactures making a dozen hardware configurations a year, each of these configurations use different video cards/ video chip sets, motherboards, memory, modems, sound cards, internal interfaces (ISA, EISA, PCI PCI Express 1-16, AGP 1-8), external interfaces (serial, parallel, USB 1-3. The advantage of all of this is that hundreds of companies competing to provide products for all these companies and configurations drive the price down. Software companies depend on the Operating Systems to isolate them for the different combinations of hardware and allow them to write a single set of code that will work over several generations of varying hardware. This also lowers the cost of software built for Microsoft run hardware.

The Apple Company started out as a hardware venture that provided its own software. They have maintained this concept of complete control of hardware, operating systems and software developed. With the advent of laptops, tablets and smartphones their combinations of hardware they have to support is 4 per generation. Their philosophy has been that they would determine how everything works and looks and you have very little options of what you can change. Steve Job’s was reported to have said that “users do not know what they want until we tell them”.

Microsoft on the other hand had always provided ways for the hardware manufactures to customize the OS to give it a unique look and feel. These options are accessible to everyone. The hobbyist and office users have used them to make the OS easier for them to use in their environment. People who do this are considered Power users. Each generation of Windows has made these customization tools easier to access and use. **Windows 8** had deleted a few of these features and hidden others. 8.1 brought a few back.

Class 1 Objectives

Terms:

- ARM
- Local Account
- Microsoft Account

Be able to:

- Identify which version of Windows 8 you have
- Identify which logon you want to use and setup
- Use the new Start Screen
- Use Command Menu
- Set Power Options
- Use new task manager functions
- Get to the Desktop
- Turn your computer off

Versions

Windows 8 was revised to 8.1 a year after it was released. On April 8, 2014 Microsoft revised it again in what they called the 8.1 update. This revision primarily addressed complaints that desktop users had. One feature in this update was to boot you to the desktop instead of the start page if your computer did not have a touch screen. There are 4 versions of Windows 8 that provide different baseline capabilities.

1. Windows 8.1 — Baseline version
2. Windows 8.1 Pro — Adds the Media Player and bit locker programs
3. Windows 8.1 Enterprise — Licensed for large companies
4. Windows 8.1 RT — A subset of Windows 8.1 written for ARM processors

The first three versions use the same core code. The difference is the number of built in programs. The Windows 8.1 RT version uses code that the ARM processor can read and does not use the additional codes found in advanced processors. Therefore, Windows 8.1 RT has a limited set of functions of the other Windows 8.1 versions. The **ARM** company microprocessor (CPU) is based on the RISC (Reduced Instruction Set Computer) design philosophy which makes it a flexible yet powerful processor core with minimal power requirements. For the user it means that there is no desktop function in Windows 8.1 RT. It only runs Applications designed for Windows 8.1. The programs that you had on your previous computer **will not** work. Almost all cell phones use this type of processor. Many of the existing tablets and some notebooks have this type of

processor. The computing power of the ARM processor is much less than the processors used in laptops and desktops but has the advantage of very low power consumption making it ideal for phones and tablets. One of Microsoft's goals was to have you learn only one system that would work on all your devices. If you have a modern cell phone or tablet you know that it has a touch screen. Therefore, Microsoft made Windows 8 touch screen friendly.

Windows XP through Windows 7 operating systems all had touch-screen capabilities. Not popular in the home and office environment, but it has been used extensively at point of sale (fast food restaurants and display booths). The Salt Lake County senior centers were upgraded in 2012 to have touch screens for your sign in. These terminals are running Windows 7

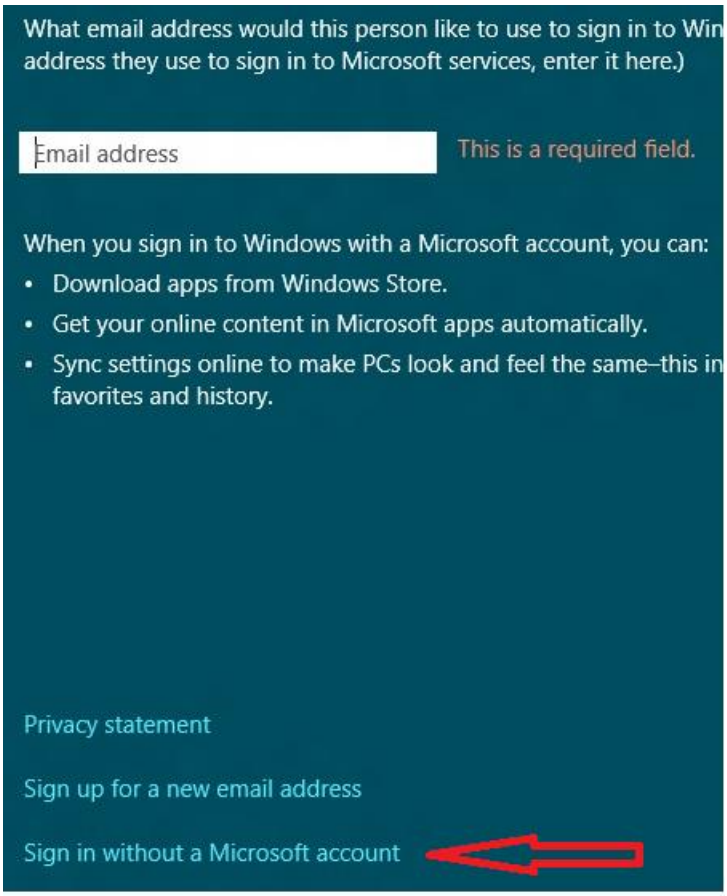
Technology and the volume of cell phones and tablets has lowered the price of touch screens but the price of a large touch screen for use in laptops, desktops and all-in-one computers will result in many staying in the non-touch screen world for a while. Although Windows 8 is a touch screen centric capable operating system, most tasks can be done with a mouse and keyboard. Using 10 fingers to draw on your screen simultaneously is an example of what you cannot do with a mouse. Some of the newer laptops will expand the capability of their touchpad to include the multi-touch capability. Unless you upgraded to Windows 8 Professional you probably have the base line version. The Pro version allows you to connect to a Windows Server that is used in many offices. A Server allows more computers to communicate with each other provides for a common storage area and other services. The main advantages to the home user are the hard drive encryption program and the ability to use a Network Access Storage system for backup. The easiest way to find out which version you have is to use one of the new features in 8.1. Right click in the bottom left corner. One of the options on this context menu is "**System**", click on this and you will have a screen of useful data included version, processor and memory. If you or the manufacture also installed the Media Center capability, it will also be noted here. With proper hardware, Media Center will also allow you to watch live TV. Even without extra hardware you will be able to watch and record internet TV/movies.

Startup

The first screen you see after you boot up is called the lock screen. It is there for the cell phone and tablet users to prevent accidental entry such as dialing a number while it is in your pocket. If you have Windows 8 Professional version there is an easy method to eliminate this screen covered in the last chapter. There are several ways to get to the next screen depending on the device you are using. On a touch screen device just flick the screen up from anywhere on the screen. On other devices, just left click anywhere.

The next screen is your sign-in (log-in) screen assuming that you have used a password or have more than one user accounts. We recommend that you have two accounts, one with administrator rights and one without. We set the lab machines up with a local account with administrator rights and the other with a Microsoft account without administrator rights. This should be the account that you normally use for all functions except installing new programs, doing backups and other maintenance tasks. If you are not into social networking or want to use the One Drive storage you may decide to just have two local accounts. If you do this, you will have to sign into any online activities like Facebook individually. If you had signed up by using your Microsoft email account and decide later that is not what you want, you can change it by creating a new local account.

The easiest way to start is just begin typing “create an account” on the Start page, when you see this option click on it and you will see the existing accounts on your computer. At the bottom of that screen you will see **Add a new user in PC settings** click on this option. When you reach this page, you will see two choices.



From that you will get the screen to the left, where you will get the choice at the bottom of the screen to **Sign in without a Microsoft Account**. Make sure you make this an administrative account if you plan to delete your email sign in. Any files you have generated or downloaded will be under the original account and you will need to transfer them before you delete the original account. If your PC was set up with a “local account” (no email sign in) you can also reverse that by entering a Microsoft Email address at the top of the page. You can even set up multiple users and have one with a local account and one that signs in to a Microsoft email address. If you want to go from a local to Microsoft Account the screen look a little different but you go through the same process.

Microsoft Account –Reasons to have

- Automatically logs you into your One Drive account which makes it look like a local drive with no extra effort. An App is preinstalled so you have access from the Start Screen. One Drive was called Sky Drive but Microsoft had to change the name because of conflicts with a System called Sky Drive in Europe. One Drive has also been integrated to File Explorer and you will have the ability to move files to OneDrive just like it was a folder or flash drive.
- Your Microsoft Account can be linked to your Social Sites, (Facebook, Linkedin, Google Talk, etc.) via the People App on the Start Screen.
- Provides you access to the Microsoft store for free and paid Apps (also allows you to set up a payment method, credit card or PayPal for the paid Apps).

If you have owned an Apple product, you will recognize much of the above features. Microsoft is pushing this concept and if you use any of Microsoft programs that can use off line storage (OneDrive) you will need to be signed in. For example, if you click on Live Photo Gallery from a local account it will ask you to sign on using your Microsoft Account. If you don't plan on using any pictures from OneDrive, ignore this popup and click the **next** box instead and you will be able to use Photo Gallery with a local account. However, you will not be able to use OneDrive to store and receive pictures or send email albums via your local account until you sign into OneDrive.

Local Account

- No Internet presences until you want it. You decide what you want to Sign in and when you want to Sign in. Otherwise known as the old way.

Log on/Sign in. These terms are interchangeable and are used in Operating Systems and web sites. There are multiple ways to Sign in in Windows 8. You can Sign in the traditional way by entering your password by using the keyboard. If you are using a touch device and the on screen keyboard does not show up, just touch in the entry area to get the on screen keyboard to display. In addition to the traditional password method there are three other methods. You can choose to substitute a "pin" for your password. This allows you to use a 4 digit number instead of typing a complicated password. Remember that you should be using a complicated password any time you are on the internet. This pin only works on the Sign in screen. If you need to enter your password for an administrator function you will need to use the full password. We have done this in the lab so you do not have to know the Microsoft Account password to log in and we are using a Microsoft Account for the student account. The next alternate method is to use a Picture Password. This works great for devices with touch screens but is cumbersome when using a mouse to draw. In you enable Picture Password, the Picture shows up on your screen instead of a log-in box. You draw on the pictures using three different drawing motions (lines, circles or touches) in the proper sequence and location on the screen. The third method is bio-

metrics. Your computer must come equipped with either a fingerprint scanner or camera to use this method. Because this software is proprietary to the brand of computer we will not cover this in class. If you want to set biometrics to work, bring your documentation to one of the open lab classes and we will try to help out.

We will cover the Pin and Picture setups in the last lesson.

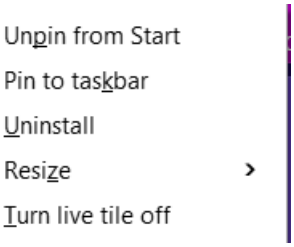
Start Screen

The start screen is your start menu! This is one of the major changes from previous versions. By placing large icons for each program on the Start Screen, you can more easily see what is available on small devices like cell phones or tablets. They have renamed these icons “tiles”. One reason for the new name is that the tiles on the start screen can be live. That means that they are running a small App that may be going to the internet to update the tile with the latest news, weather, or sports. Live tiles can also run Apps that will draw data from your computer (a slide show of your photos). With a touch screen, you can just swipe sideways to see the rest of the programs or Apps that are available. On a non-touch screen device just scroll with the mouse scroll button or touch pad. The major problem with a Windows 8.1 device is that when it comes out of the box is there are **too** many unnecessary tiles shown and a whole host of apps and programs that are not shown. The first thing you need to do is determine what you want

on the start screen. If you are not sure, the OS allows you to unpin any tile from the Start Screen without uninstalling it. Notice in the screen shot above that it only has a few items. Later after you have made up your mind that you really don't need it, then uninstall these Apps to free up hard drive space and speed up your computer. Also, there are many programs and Apps not shown on the start screen out of the box. There are several of these Apps/programs that you may want to pin to your start menu or taskbar. File Explorer, Word Pad, This PC, and Control Panel are examples.

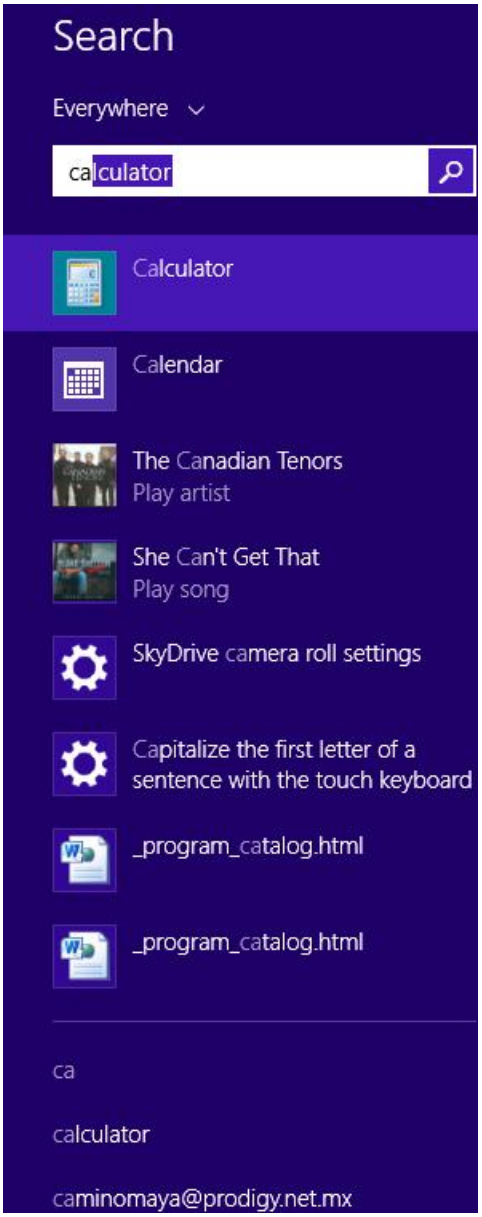
To access the **Apps** screen on a touch device just swipe upward on your screen. With a mouse or touch pad system move the cursor until you see a down facing arrow  in a circle on the bottom left side. Now click or (touch) this arrow. A screen will pop up to show all programs and Apps that are installed (except some of the administrative programs used for maintenance and network domain management).

Now is the time to point out that Windows 8.1 is not consistent on differentiating between Applications (Apps) and programs. There have been many types of programs since PC's were invented and for anybody other than a programmer, it is really not necessary to know the types. "Apps" as the term is now used in the Windows 8.1 environment has different requirements that a programmer has to follow. Prior to the 8 April 2014 update, Apps were shown full screen with no taskbar, minimize, resize, and exit icons. With the update you can now move the cursor to the top of the screen and the "minimize and exit" icons will appear. If you move the cursor to the bottom of the screen the Taskbar will appear. You need to go all the way to the top or bottom to get these additions. Apps don't have resizable Windows but can be split horizontally to allow you to display more than one App at a time. Depending on your screen resolution you may be able to display 2, 3 or even 4 Apps. Apps or much smaller in size and generally have less features than Programs have. They must be written to only use the ARM processor set of instructions which is a sub-set of the instructions available on a traditional PC or Laptop. The apps are designed to run in the background if not currently being used and Windows 8.1 will shut them down if you need the memory space. Apps run on all versions of Windows 8.

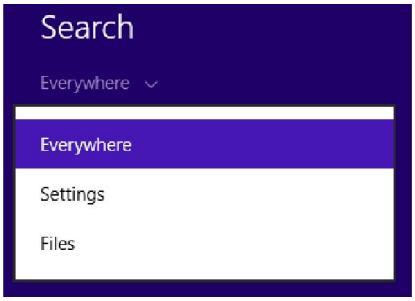


Once you have the **Apps** screen up, right click on a tile (icon). A context menu will display the options for that tile. If the tile is already on the start page, you will have the option to **unpin** it. If the converse is true, you will have an option to **pin it**. You will also have to option to pin or unpin to the taskbar on the desktop. You can also right click on a Tile on the Start Screen and get the same context menu. The shortcuts on the desktop are still called icons since they cannot be "live" like the tiles on the Start Screen.

For most apps, you will have the option to uninstall, there are a few apps that are part of the system and this option will not be displayed. The last set of options is to change the size and properties of the tile. If the tile has live capabilities you will be able to turn this option off or on. You may find that turning off the live capability will make recognizing the app faster. However, keeping the People App live will allow you to monitor email updates, Social site requests or Skype requests while on the start page without having those Apps being displayed. For the email updates you must set up the Mail App with the email accounts you want to monitor.



One of the advantages of the new Start Screen is that all you have to do to find a program or file is: **start typing**. The default mode for the search screen will be to search everywhere. The screen shot on right illustrates the results of typing ca while on the start screen page. This shows up on the right side of your screen and includes apps, programs, and files in your computer and references it found on the internet. Right below the word Search you will see the default that is set in your computer (Everywhere). If you want to limit the current search, click on the down arrow and select the available options, Settings, Files, Web images or Web videos. In this example you may have been looking for the Calculator or Calendar app. In that case click on the correct entry. If you were looking for the Camera app, just keep typing. In the computer that I was using just adding the m showed me the camera program. If I clicked on “She can’t get that” or “The Canadian Tenors, the default music app would start and play the selected song. Near the bottom of the list you will see a dividing line and the entries below this line or results from the Bing internet search. There is an option to turn off the Bing internet search by going to the charms menu and clicking on **Settings**, then, clicking on **Change PC settings** and then clicking on, **Search and apps”**. The shorthand for this is Settings/Change PC Settings/Search and Apps.



Another change with Update 1 is the addition of the power and search icons just to the right of the user name on the Start Screen page. The power icon is handy if you want to restart or would

rather use this option instead of pushing the power button. The Search icon can be used to limit the search to setting or files by clicking on the down arrow and selecting the option you want. If you do not see these icons you have not installed Update 1 of Windows 8.1. Currently it is an option. Forecast for September is Update 2 at which time Update 1 will be mandatory.

Desktop

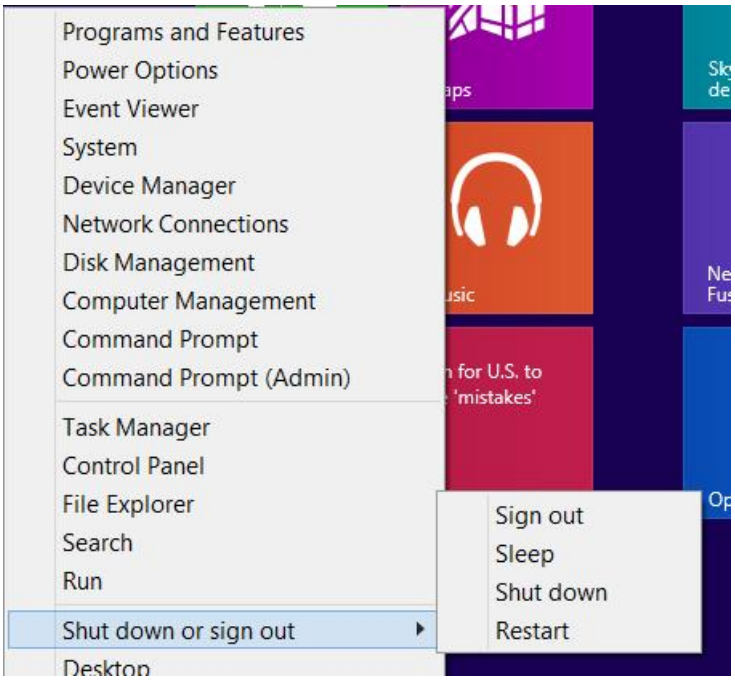
Any **program** you run will be displayed on the desktop. Any App you run will be shown full screen and not on a desktop. 8.1 has provided the ability to change the app from full screen to half and lower sizes. So how do you get back and forth between the desktop and start screen? Use the Windows key or click in the bottom left corner. The Windows key looks like a wavy flag and is located between your Alt and Ctrl keys on a Windows keyboard. There are many keyboard shortcuts that use this key that will be covered in this manual. There is an Appendix at the end that summarizes these new keyboard shortcuts. If there are no Apps running, just hitting the Windows key will take you to the desktop. However, you should get into the habit of using Windows key + d for the desk top and just the Windows key for the start page. With 8.1 a flag icon has been added in the bottom left corner to switch back and forth with a mouse or touch device.  The color of this flag icon is dependent on the wallpaper you have installed. This icon does not display on the Start page until you touch or put your mouse cursor in the left bottom corner. It is always displayed on the taskbar.

When you go to the desktop for the first time, you will see that there is no traditional start menu on the taskbar. This is what most people dislike about Windows 8 and 8.1. It's been there since 1995. There are free and paid programs ($5) that will restore the desktop start menu and functions so the desktop looks and performs more like Windows 7 or earlier. If you do have a start menu icon the manufacture may have pre-installed one of these programs. Or you can learn the new functions and be able to run a Windows 8.1 tablet or phone without having to learn anything new. That does not mean that we cannot add shortcuts to the desktop and taskbar to make life easier. By the way there are 2 Internet Explorers. The one on the desktop is a program; the one on the Start Screen is an App.

A DVD movie player that will play commercial movies is no longer included in any version of Windows 8. There are free programs available and some manufactures may include a package that works with the DVD player installed in your machine. Also a program for burning DVD's in a format for your TV DVD player has not been provided. An improved version of DVD Maker that was provided in Windows 7 for free is available from Microsoft online but is a paid version

Windows 8 also does not come with any games. If you want solitaire, free cell, etc., you now have to download the App version from the internet. If you bought a new computer, the manufacture may have installed some games for you. There are many free games available.

Shutting down or doing a restart can be accomplished by several methods.



Right clicking in the left bottom corner will bring up the context menu shown on the left. On a touch screen in the desktop mode, you must touch and hold until you see a small white area appear. When you release, the context menu will appear. When you move the cursor or touch the **shut down or sign out** line, the options will appear as shown to the left. Remember you need to shut down or restart at least once a week to get your updates installed. Windows will remind you if updates are ready and you have not shutdown recently. It will give you a two and then a one day warning before it does it automatically. Using the sleep mode with modern computers, will shorten the boot time significantly. The new shutdown icon on the start page is an easy way to shut down. In many cases just pushing the power button is the easiest way. See Power options below.

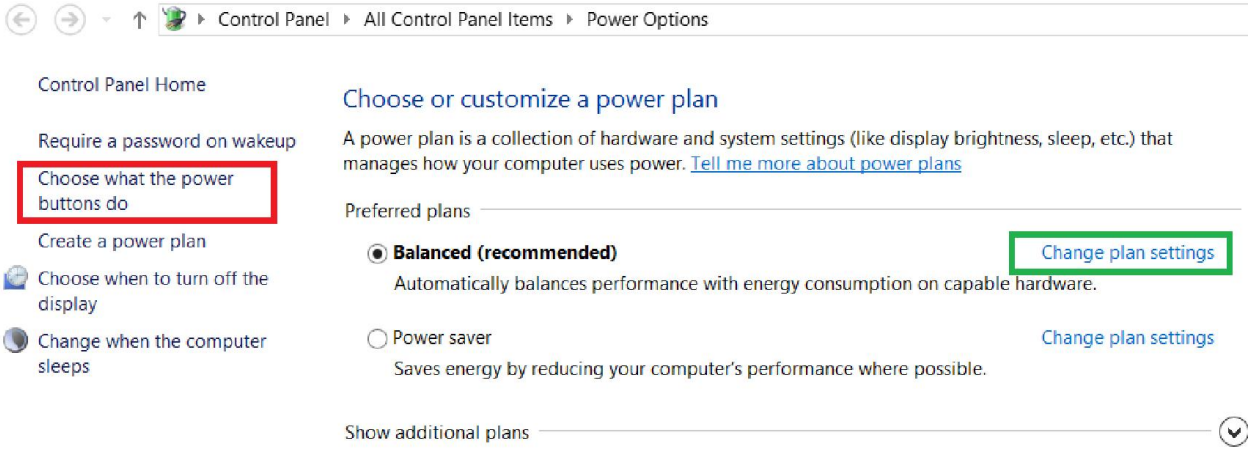
Take a good look at the context menu above. In addition to shutting down, there are a host of convenient tasks that can also be done. **Programs and Features** at the top of the list will allow you to uninstall programs.

Power Options

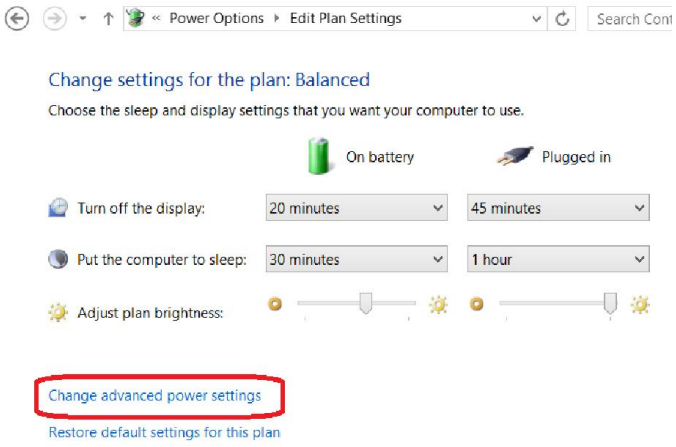
This is something you should explore to determine how your computer is set up. Modern computers can be powered off properly by just pushing the power button. In the old days, this was a no-no. But now, the hardware can sense that you want to shut down and it sends a signal to Windows to shut down properly. If you need to force the computer to shut down, you will have to hold down the power button for about 5 seconds to override the software shutdown. With a laptop you should also review what closing the lid does as well as what pressing the power button does. If both of these

functions are set to put your computer to sleep you may end up running your battery down. Worst yet is if you go to the Sleep mode and put your laptop in a case and leave it in a car it could result in damage to the CPU and other components. Some of the newer laptops also have a battery saver mode, this is a vendor app and will be different for each brand. It is designed to extend battery life

The Power Options shortcut will allow you to set and change your power saving settings. These include when and if your computer goes to sleep or hibernate, what happens when you close your laptop lid, or you push your power button. The screen below will appear if you click on **Power Options**. You will need to click on **Change plan settings** to change the default setting. Once you have clicked on **Change plan**

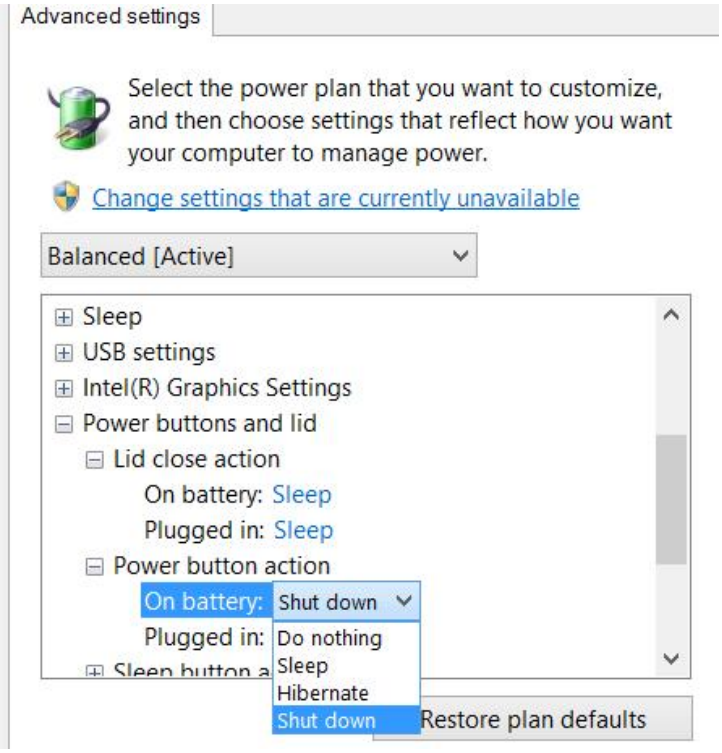


settings a new dialog box shown below will pop up and provide you with multiple options that can be changed. If you only want to change a single setting like "Choose what the power buttons do" you can go directly to that option on the left side of the dialog box. The time the screen remains active with no activity can be changed by clicking in the box to get options. They range from 1 minute to 5 hours and never. The put the computer to sleep box has the same options. In the case of a laptop you can set these options separately for when you are on battery only and when you are plugged in to the AC. These options will not appear if you are on a desktop.



In the example below, the **Change advanced power settings** has been clicked and the box on the right provides more options. The first option you should check is to see what happens when you push the power button. On most desktops, this option is set to **shut down** and this is a fast way to power off your computer. It sends a command to

Windows to do a controlled software shutdown. As you can see below, this computer has four selectable options. Your hardware may also have a suspend mode or may have less choices.



Since this menu came from a laptop computer, there is also a line entry for the **lid action**, a Desktop menu will not have that entry since there is no lid. I recommend that you set the power button to **shut down** and closing the lid to **Sleep** or **Hibernate**. Sleep mode still draws some power since it keeps power to your ram and lets you wake up almost instantly. Hibernate mode saves the state of your computer before doing a software shut down. This will cause the start up to be longer because after the normal start up, the computer will re-open any programs you had open. So if you were in the middle of a document in Word, that's where you will be after powering up.

Event Viewer will display the results of logs that are generated when problems occur. Unless you are a software programmer, these logs will not mean much to you. However, if you are talking to Tech Support they may need the information contained in one or more of the logs accessible via the Event Viewer.

The **System** command is useful in that it will give you status of your system and information on your processor, memory, Windows version, and links to dozens of useful settings. Take a look just to see what is available.

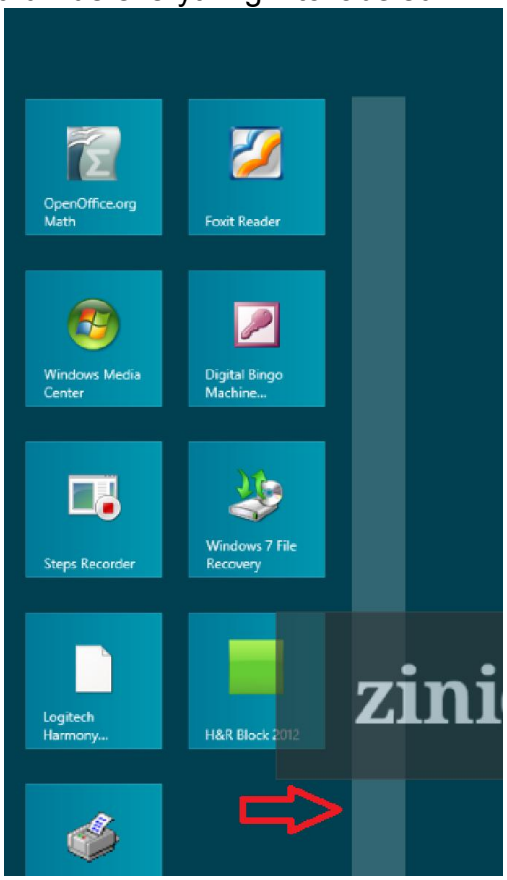
Device manager, Network Connections, Disk Management, Computer Management, Command Prompt, and Administrative Command Prompt are of great use to fix problems. The Administrative Command Prompt is a level higher than a user account with administrative privileges. Most of these tools are for trouble shooting or making major changes in how the computer works.

Task Manager has been vastly updated and is extremely useful to the trouble shooter and layman. One of the newest features is that Task Manager can now be used to control startup programs. When you first open Task Manager it will only show

the Apps or programs that are running and allow you to shut them down from the display. Just right click on the App or program and an option to **End task** will be displayed. You will be surprised how many Apps are still running that you thought you had closed. The real power in Task Manager happens when you click on **more details**. We will display what many of the functions are in class but the one you should be most aware of is available under the **Startup tab**. Clicking on this tab will display a list of programs that start automatically when you turn your computer on. Many software vendors are guilty of adding their program to this list. Doing so causes your computer to slow down because of the memory and CPU resources required to run a program in the background that you may never use or only occasionally use. Clicking **disable** on these programs will prevent the program from running until you click on it on the start page or shortcut icon. Make sure you leave necessary programs on **enable**. Your antivirus program, the sound program, and clock are ones you want to keep. You may also want to leave programs that program the special keys on your keyboard, track pad or mouse. The good news is if you disable something useful, just run Task Manager again and change disable to enable and you are back in business. The bad news is that if you want to use Task Manager to disable a startup program you must run Task Manager from a user with administrator rights.

Organize your Start Screen

Take advantage of built-in organization tools that let you divide everything into labeled groups. Several groups are already generated on a new computer but with no labels. The groups will be arranged in columns with a gap between each group. Update 1 provided a new method to label each group. If labels have not been started for you just right click (long touch) in an empty space. This will bring up a title block over each group which will say *Name Group*. Just click in the title area and start typing the name you want. If you want to start a new group, drag all the tiles you want to assign to a single group to the far right-hand side of your Start Screen in vacant territory. A vertical bar should appear showing you that you are generating a new column. In the example below, I moved the App ZINI. I found it handy to leave the Apps where they were, move the Desktop Tile into its own Group. In the classroom we also generated groups for Games and Tools. You may want to do your assembly, using semantic zoom. On a touchscreen you use two fingers and pinch or use the Ctrl and minus key together to get a bird's eye view of your desktop. Once you are finished you can use Ctrl and Plus key to expand. On a touch



screen start with two fingers together and expand out. Now enjoy your newly organized Start screen!

Currently the Apps that come with Windows are not as mature as the programs that have been undated over the years. The Store App should be left on your screen so that you can shop. There are many free apps including games like Solitaire, Free Cell, and Pin Ball. The biggest problems are finding one that does what you want. In class we will demonstrate the current hot apps. Also we will demonstrate the difference in the built-in PDF reader app and a full program PDF reader like Foxit or Adobe Reader.

Class 2 Objectives

Terms:

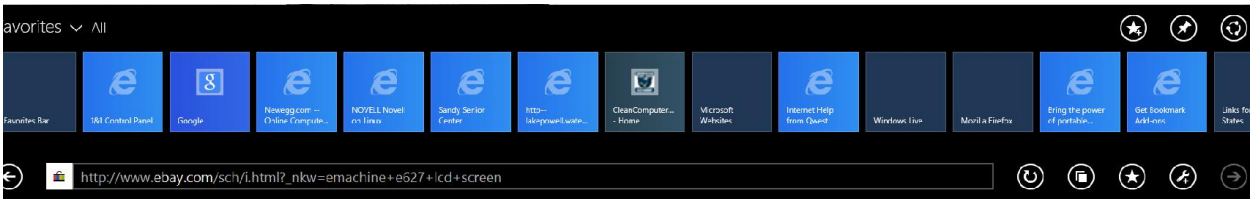
Be able to:

- Use both Internet Explorers
- Manage Apps
- Get mail with the mail App
- Pin Programs to taskbar or start menu
- Add contacts
- Monitor Security

Internet Explorers

The Internet Explorer shown on the Start Screen is an App designed to be used on a small screen such as a phone or tablet. It works fine on small screens but you may miss familiar shortcuts.

However, the ***URL*** bar is now on the bottom and it has the familiar forward and reverse arrows and some new icons. In the example above, when the wrench icon is clicked, you will have 3 options, **Get App for this site**, **Find on this page**, and **View in the desktop**. The latter opens the same page on the "program version" of IE **.** <u>If you move about on the web site, the *URL* bar disappears and you will have to right click in a non-link area to get the *URL* bar back.</u> You will also get an extra option in the upper right that allows you to select a new tab (+) and or tools (…) which gives you tab tools, the ability to open another location without closing the current web site. Clicking on the Favorites icon (the star) and clicking on this will bring up a list of your favorites.

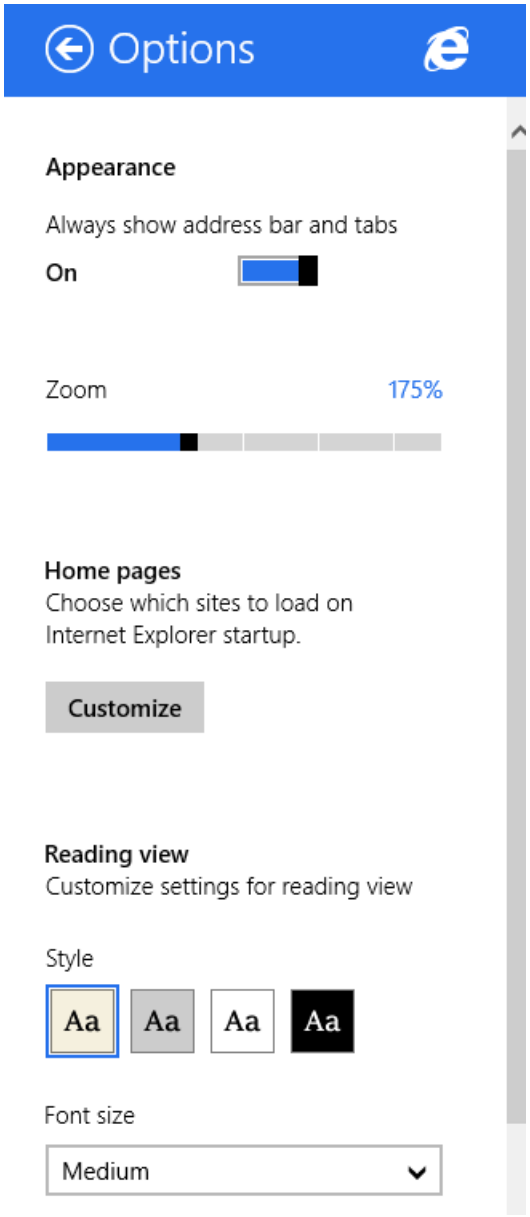


The pin icon on the top of this menu will allow you to add the page you are now on to

the Start page. It will show up as the Internet Explorer tile with the name of the site listed in the bottom of the tile. You may want to create a group on your start page just for your favorites. The refresh command rewrites the screen but also gets you out of the favorites menu. The icon next to the refresh command is the “new tab” command that will generate a new screen with a blank URL so that you can view multiple sites at one time.

The App version reverts to the full page of web content very quickly and if you decide you need the ***URL*** back so you can use the arrow functions to go back a page or forward a page, you will need to right click as described above. If you have a touch device you swipe up from the bottom.

If you are typing in the ***URL*** bar you will get a popup that shows the history of sites you have gone to before. If you want to remove the history of one of the suggestions, right click and choose remove.



If you want the App IE home page to be different from what was installed by your manufacture you can do this using the charms menu. With Internet Explorer App open to the page you want to be your new home page, open charms/setting/options. You should see the options shown on the right. Click on Customize and it will allow you to add your current location as your new home page. Also notice that you can change the default font type and size from this options page. At the top of this menu you can also choose to always show the address bar and tabs.

The desktop version of Internet Explorer is located on the Desktop Taskbar. The latest desktop version of IE is supported in Vista through Windows 8. And if you were using Vista or Windows 7 before going to Windows eight you will not see any change. If you want a shortcut to the desktop version on your start screen you will need to use this following trick. Open the desktop IE program and go to a website that you would like to be your home page. Now click on the settings icon in the

upper right hand corner. One of the drop-down options will be “Add site to Apps”, select this option. You will then need to open up the “all app screen” on the Start Page and pin this new icon to the Start Page. You can have several of these icons on you start page if you have a couple of sites that you most often go to.

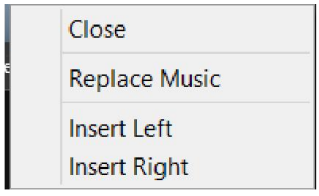
You may also prefer to add an additional browser to your computer like Firefox or Chrome. These new programs will automatically be added to the All Apps page so that pinning them to the Start Page is very easy. There are several reasons you may want to consider this. One is that any one browser may be subject to Zero day attacks or hard drive failures and having a second browser will provide you with an alternate until your favorite is fixed. Also different browsers provide different features. Firefox provides the most add on features and Chrome is currently the fastest in displaying video type information.

Managing Apps

After 8.1 Update 1 closing an App became easier. When you put your cursor at the top of the screen the Minimize and Close icons will appear and you can click on the X to close the App. This does not fully close the App but puts it in a state that allows Windows to close it if you need the memory. To fully close the App you put your cursor on the top of the screen and click and drag the App toward the bottom of the screen. The App will reduce in size when you near the bottom. If you release the left mouse button or pull your finger from the screen as soon as your reach the bottom, the App will disappear the same as when you click on the X, However, if you hold the App at the bottom until it does a flip, the App fully closes.

You can find out what Apps are active by putting your cursor into the far upper left of the screen. You should get a thumbnail of the first App or program, slide your cursor down the left side and the rest of the open Apps will appear along with the start screen at the bottom. You can also start in the bottom left and slide up. This brings up another way in which you can close an App. Right click on any App that you are not using and choose **Close** from the pop-up menu.

Apps are designed to open full screen. However it is possible to display multiple Apps at one time. To open a second app, click on the windows logo in the bottom left corner or use the windows key to get back to the start page. Now click on a second app. The second app will now be displayed in place of the first app. There are multiple ways to display both Apps. As describe above put the mouse in the upper left corner to display the open apps. If you right click on the app you want displayed a context menu will appear as shown above. Clicking on Insert Left or Insert Right will put the selected



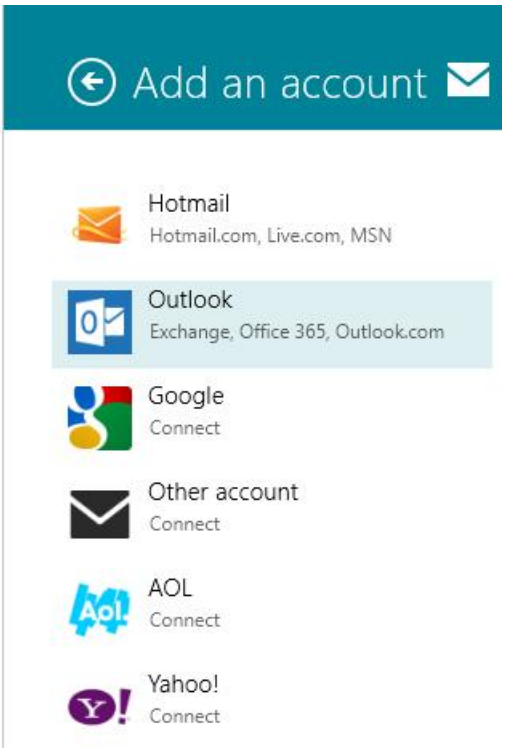
App on the screen in the position selected. With a touch screen you can pull the App from the left side to either side of the screen. A divider bar as shown on the right will allow you to resize the app display horizontally. The bar shows you which App is active. If you click on the App on the other side, the bar will move and that App will now be active. Clicking and dragging this icon would allow you to change the sizes in discrete steps determined by the resolution of your display. If you have a monitor and video card that has adequate resolution you can support up to 4 apps on your monitor at the same time. Some apps may not support the resizing. The same procedure for showing two apps at once can be used to show the Desktop with a program running and an App at the same time.

The Apps or program shown on the screen will not be shown in the drop down list.

The **Mail** App shown on the start screen has been upgraded multiple times since its initial introduction. It currently works with most email types except Post Office Protocol version 3 (POP3). Most email providers that use POP3 also provide the Internet Message Access Protocol (IMAP). IMAP is a more advanced protocol whereby a device is effectively synchronized with an email server. Messages are transmitted to the device over IMAP when the server receives them and marked as "unread" on the server when they are read on a device using the IMAP protocol.

IMAP is ideal for situations when a user will be accessing his email through more than one device. If he reads an email on one device, it will be automatically marked as "unread" on every other IMAP device. POP simply downloads a message and does not change its state on the server (besides optionally deleting it) or any other devices you download email with.

To use the Mail App the first account must be a Microsoft Account. Once this account has been set up, you can add other non-Microsoft accounts like AOL, Google and Yahoo. If you have one of the common email address shown in the **Accounts** menu shown below, clicking on your server will preset all the parameters and all you will need to enter is your username and password.



Hotmail, Live Mail, MSN Mail, Gmail, Yahoo Mail are examples of mail servers that people normally sign in via their web browser but can also be used with an email client or App.

Enter you email address and password for your email and click Save. To add additional email addresses later you must bring up the settings screen while the app is open. The setting screen is

on the charm menu. Once your settings screen for Mail is up, click on **Accounts** and the popup shown to the right will be seen and you can click on the account type you want to add.

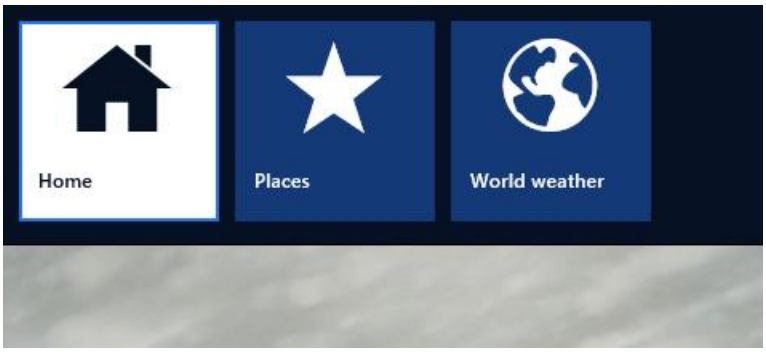
Setting up an Imap account is not standardized and if you are using an Internet Service Provider not on the list you will need to use "**Other account".** Browse your ISP web site to locate the settings for your ISP. Windows 8 users other than RT can also use Windows Live Mail, Thunderbird or other email clients. These clients do not required that your first email address be a Microsoft Account. Clients will provide you with the choice of having emails on both your computer and the web. You can also set up clients to remove the email from the web after you download or a given period after you download. The latter choice is handy if you travel a lot and also use a portable device.

If you have an email attachment open, you can use "Share" on the Charms menu to send that attachment to someone via email. The Settings option on the Charms menu will provide you with additional links to the Accounts setup page, email Help and additional settings under Options.

The **Photos** App will let you view the pictures stored in your pictures folder and the pictures stored on One Drive. If you sign in with a Microsoft account, you will have immediate access to your photos on line, if you use a local account, you will have to sign in now. Instead of the normal folder icon you will see the first picture in the folder. Click on the picture/folder to display what is in the folder.

The **Videos** App will display videos that you have in the Video folder and it will provide you shortcuts to Xbox and Movie websites so that you can download videos from those sites. Some videos are free and some you will have to buy. This is another place where local versus Microsoft account come into play. If you are on a local account, you will be able to see the videos in your local videos folder but you will not have access to all of the other features this App provides without signing in. It will suggest that you change your account to a Microsoft account. However at the bottom of the screen will be a place for you to sign in each time you want to access X-Box, etc.

The **Weather App** will show you the local weather and allow you to set up other locations to view. When you use it for the first time it will ask you if it can use location services if you have not already set this option. "Location services" looks at your IP address and the app will pick the closest internet connected weather station. It is also possible to add other locations that you want to monitor the weather. It's nice to know what the weather is at your kid's homes or the vacation site you may be headed.

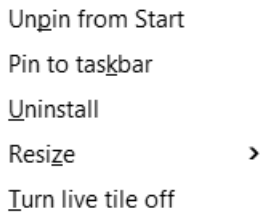


If you want more options, right click on the screen and a popup will Appear (as shown above and will allow you to add more Places, or view preselected World site locations.

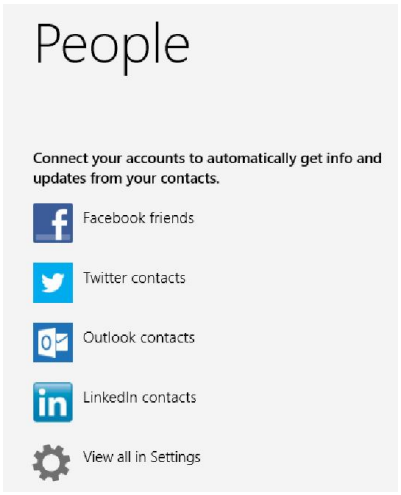
Music App: Just like the Photos and Video Apps, this App can take you to your local music folder. The default however, is the Xbox Music store and if you have used a Microsoft account instead of the local account to start Windows 8 it will also sign you into your account so that you can buy music. Just like iTunes, you will need to set up a credit card or PayPal account so they can charge you for paid downloads. You should be seeing a trend here. To get to the music stored in the "music folder", you have to click on **Collection**. The **Radio** choice allows you to tune in internet radio stations based upon the Artists you select. You can set up multiple stations so you can click on the type of music you are in the mood to hear. Entering an artist sets up the station that features your artist plus others in the same style. Apps provide you many of the features you used to see on your start menu but more importantly to Microsoft, an opportunity to sell you something. Apple products have been doing this for years. One of Apple's bragging rights has been that everything is integrated and simple. Your Apple sign-in has tied all the Apple stores to your Apple email and payment method when you turn on your computer. Android devices, like phones and tablets also do this. Welcome to the new age of marketing.

Store App: In case one of the other Apps has not taken you to a Microsoft store to buy something, this App takes you to the main store so you can buy other products. Also, like the Android and Apple internet App stores, there are Apps here that are free. Since Microsoft no longer provides games and some other programs previously found on Windows, this is the place you need to go to find what you miss. You will find several free versions of Solitaire, Free Cell, Mahjong and other games here. They have a different look from previous versions that came with previous versions of Windows. There are paid versions of these games that offer more options.

Change what is displayed on the Start Page.



As mentioned in the first class, there are many Apps that come supplied out of the box that you may not want or may not want displayed on the start screen. Just right click the tile to get a context menu and unpin or uninstall by clicking on the appropriate line. Clicking on resize line will list the sizes you can select. Some apps will only allow **Large** and **Small**, other will give also allow you four choices including **Wide** and **Medium**. The icon will change depending on if the tile is large or small when you clicked on it. If the tile is a live tile, you will also see an option to turn the live feature off so that it is static. Don't worry if you accidently uninstalled an App. You can always go back to the store and install again. If you unpin it, it will not be on the Start Screen but will show up on the Apps screen so that you can re-pin it to the start screen again. The options you have when you right click will vary based upon the app. Some apps cannot be uninstalled as they are part of the OS. Most however can be. One of the changes in 8.1 is that when you install a new program or app it <u>does not</u> automatically add it to the Start Page. You must go to the Apps screen as described in lesson one and pin it to the Start Page or taskbar.



People App: This should really be called your contacts list which is the primary function unless you enable one or more of the social websites like Facebook.

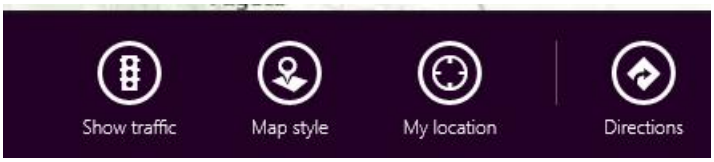
As shown to the left, the People App allows you to automatically set up many social Apps. For the social Apps that you enable, data will show up in the Live People tile. For example, if a Facebook friend signs in to Facebook, they will be shown in the live tile. Same is true of the other social links. If you have this App up and running on either side of an active App or program such as your word processor, you will be able to keep up to date with your online friends.

All the contacts you have listed in your email program will be shown in alphabetical order. You have to use your email account to add contacts, not this App.

Maps App: This is another App that will use the location function discussed previously. If you allow, the map will be centered on your location and you can use your scroll wheel on your mouse to zoom in and out. This is an App that also takes advantage of the multiple point touch screen to zoom in out. Appendix 2 has a section on touch

commands.

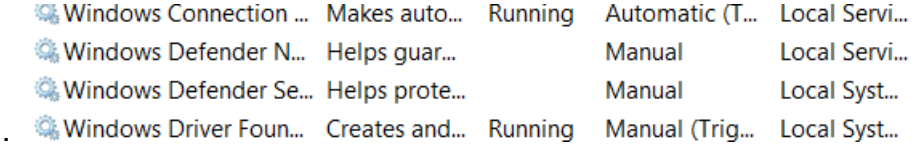
Right clicking on this App will bring up additional options. One of the things you should always try is right clicking on an App. You may get the standard options plus options applicable to that App.



Notice here you can get Directions by clicking on the Directions icon which will ask for your starting and destination points.

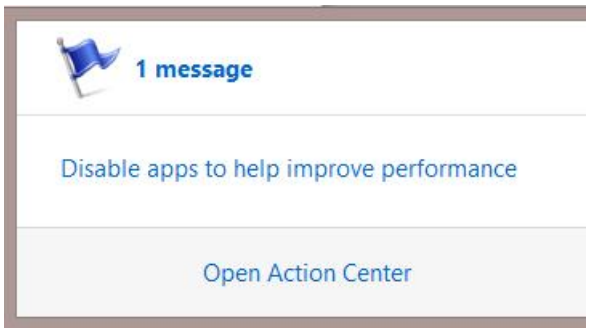
Security

Microsoft malware protection comes with Windows 8. A virus is a program that self replicates itself, like a virus in the human body. It becomes so large that it destroys the host and is transmitted by some mechanism to another host. Most attacks on computers today do not self replicate (therefore are not technically a virus) but are designed to take over the control of your computer or steal information from your computer by other means. Malware is the term that includes both viruses and these new types of malicious programs. Windows Defender was a name that Microsoft previously used for a program to supplement anti-virus programs and check for spyware. Windows Security Essentials was the Microsoft free downloadable anti-virus product. Windows 8 Defender is a combination of these two products that is reported to be stronger than the previous separate products. However, many of the free malware programs are rated higher and you may want to consider installing one of these or a paid suite. Currently both the local Cable and Telephone companies in the Salt Lake Valley that provide Internet Service (ISP) are providing an online version of a highly rated Malware product. Contact your ISP if you would like to take advantage of this offer. However, you need to check “local services” to see if your new antivirus program did put Windows Defender in the manual mode as shown below.

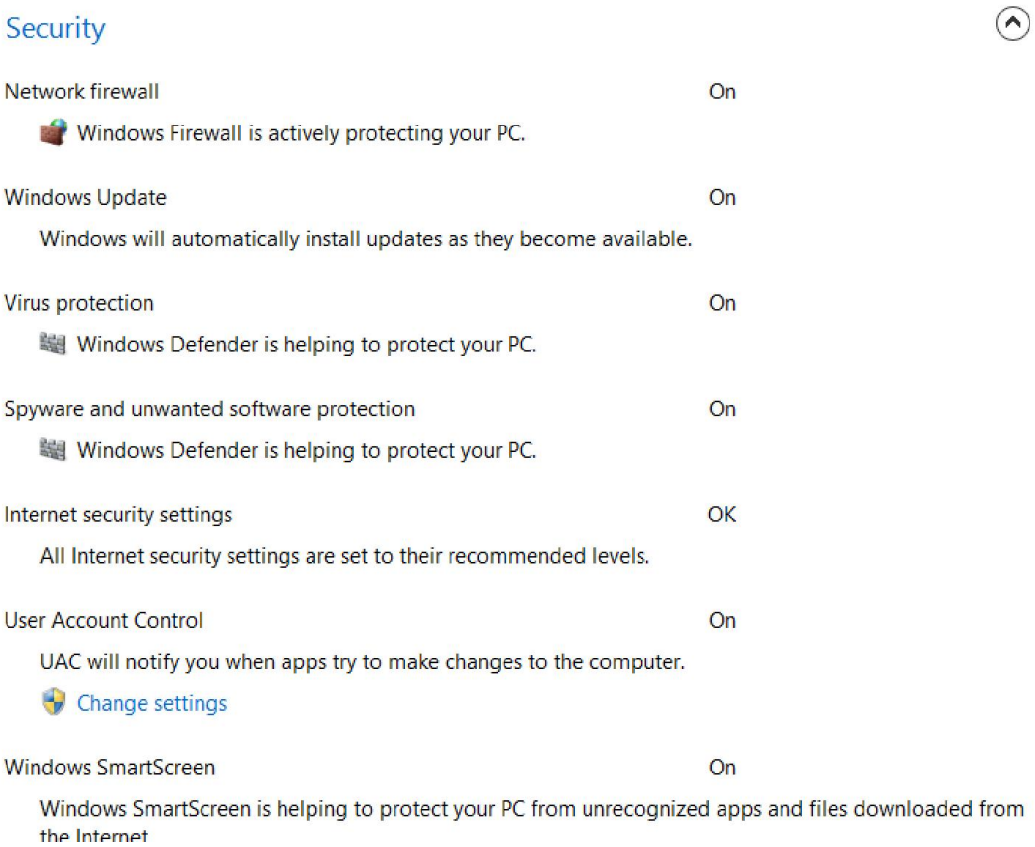


In the above example Windows Defender is set to manual since Norton was installed on that computer. Type view windows services to bring up this program and scroll down to the applicapable section

Like Windows 7, Windows 8 has combined all of its system pop-ups into a single display called the action center and will notifiy you if a problem exists by displaying a white pennant in the system tray. If you are on the Start Page or running an App you will need to put your cursor to the bottom of the screen. This will bring up the Taskbar if you have installed 8.1 Update 1. The desktop mode always shows the taskbar unless you have opted to “Autohide”. The taskbar will show up using the same method as discribed for the Start page in this instance. If you see the white pennant click on it and a message showing you the current problem will be displayed. Click on Open Action Center to display the status of all systems and the area that is not currently protected. In the example to the right, the message is telling you that you have several apps starting on boot up. In this case Windows is using apps as a generic term and includes programs as well as Apps.

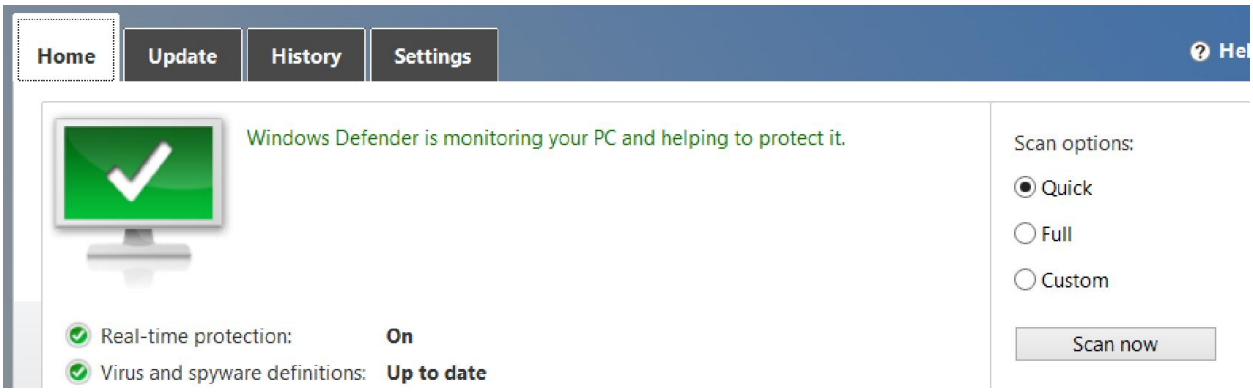


Once you open the Action Center you will see important issues are marked with a red banner and other problems are marked with a yellow banner. In either case you can click on the action box (Options, Install, Sign-in etc.) to take care of your problems. In the case above it will allow you to open the Task Manager to review your start up tasks. To check on your Security detail click on the Security hyper link in the Action Center. The following screen will be shown.



In the above picture you can see that the firewall is turned on, automatic Windows updates are set, Windows Defender is on, Internet security setting are at the preset settings. User Account Control and Windows Smart Screen are addition protection features that notify you when a program is trying to change you system or you have downloaded a potentially unsafe program.

To do a full scan on your computer using Windows Defender, start typing “defender” until the search box displays the Windows Defender App. Once the program is up, as shown on the next page, make sure you click on the full scan button instead of the quick scan. You should do a full scan once a week. Even though malware (anti-virus) protection is continuous, this is not enough. Just like a flu shot, the protection is primarily able to detect **known** viruses**.** If a new strain of flu comes out after your flu shot you may still catch the new strain. Most malware protection programs now try to protect you from these new strains by using algorithms look for certain characteristics. If it looks like a duck, walks like a duck, and quacks like a duck, it must be a duck. Sometimes this feature will give you false positives and prevent good software from being installed. Windows Service Packs have often been this way because its purpose is to modify the Operating System. One of the characterics of a virus is to modify the Operating System. So make sure that if a I program warns you that you should disable your anti-virus program to install, that you know and trust the source.



And if that is the case and you install the program, you should immediately re-enable the source and run a full scan just to make sure.

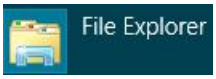
Class 3 Objectives

Terms: OneDrive, Homegroup

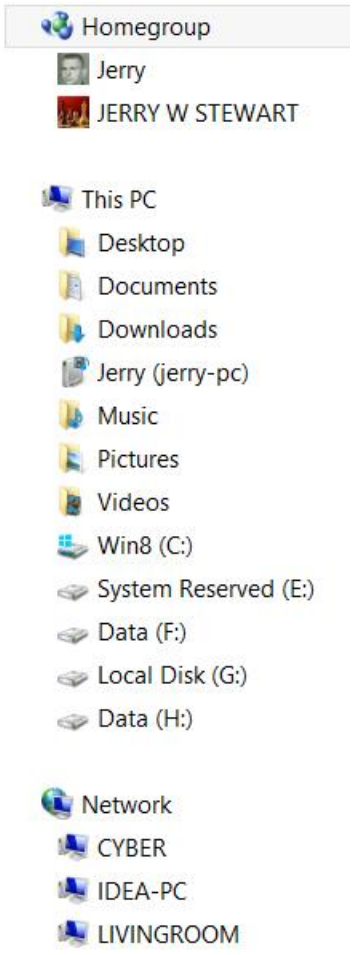
Be able to:

- Use File Explorer
- Find Public Folders
- Use Homegroup
- Burn files to a CD or DVD
- Store and retrieve files to OneDrive
- Use the Charms Menu

File Explorer

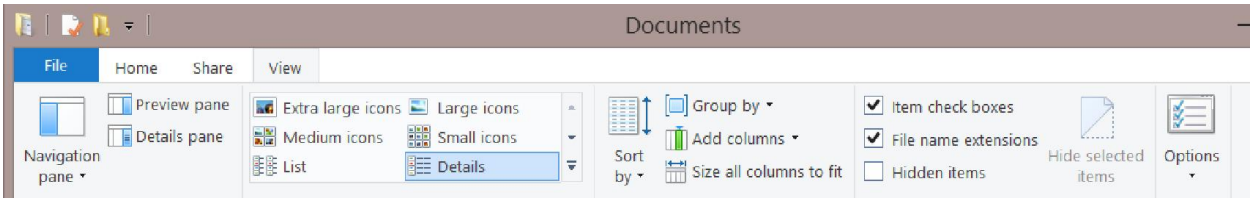


Windows 8 has renamed Windows Explorer to File Explorer to differeniate it from Internet Explorer. Fortunately, the icon still remains the same (folders sitting in a stand). Since File Explorer includes the navigation screen on the left side of the window this will allow you to explore **This PC**, flash drives, and other storage devices as well as the users Documents and other folders that use to be on the start menu. You can also pin File Explorer to the Start page. Windows 8.1 has added an icon to the bottom left of the desktop that takes you to the start page. Another change by 8.1 was to change the name **My Computer** to **This PC**.

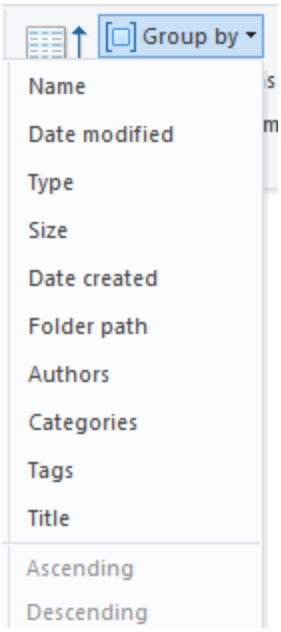


In XP the start menu included folders such as My Documents, My Music, My Pictures, etc. The My has been dropped. In the navigation bar when you click on Documents, it actually takes you to the logged-in users documents, i.e. My Documents for the active user. Public Documents is an automatically shared folder and has been hidden by Windows 8.1. If you upgraded from Vista or Windows 7 the files you had are still there but you have to know how to get them. The purpose of the "Public" folders was that any user that was logged in on the computer whould have access to them and any computer in the homegroup would also be able to access them. This means that any user on your computer or any user in the homegroup can see the files in that folder. You may not want to share your documents but would like to share your music and pictures you just put them in the Public folders.

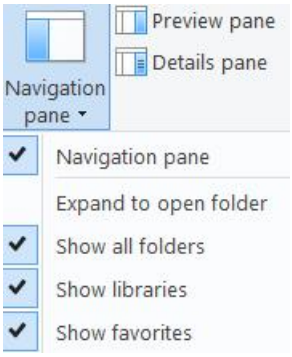
File Explorer uses the bar and ribbon and has added many features. The picture show below is what you will see if you click on the view tab.



You can turn the **Navigation pane**, **Preview pane** and **Details pane** on or off from this menu. When you mouse over the **Extra large icons** thru the **Details** views, the screen will show you the new display. Once you decide on what you want just click on that icon. Touch screen only users will have to touch each icon to see the display. The **Group by** icon will provide many new options. Previously you could sort by name, date modified etcetera and you would get one continuious list, now the list is grouped. For example **Date Modifed** will give you **Earlier this week**, **Last Week**, **Earlier this Year**, and **A long time ago** groups. If you do not like this feature, click **None** which is at the bottom of the list.



Also available is **Item check** boxes. This function does the same thing that Ctrl+click does so you can select multiple items easier. You can use the check boxes to select multiple items then use your copy or move options on those checked items. Holding down the shift key to select a group of sequencial items still works if you need to do a large group. It is recommended that you click on show **"file name extensions"** box.



If you liked the Libraries Function and Favorites function you will need to click on the **Navigation Pane** and a drop down menu you will provide the options shown on the left. They are turned off in 8.1. Unless you added additional libraries before you upgraded you will not need to click **Show libraries** since **Documents**, **Music**, **Pictures**, and **Videos** are shown under **This PC**. To keep the list under **This PC** clean you can get to public folders by adding Public to Favorites**.** To do this enable **Show favorites** on this menu. This will add a Favorites list to the top of the navigation pane. It will include some folders automatically including OneDrive. Once this is done you can navigate to the hidden public folders by clicking on your hard drive (C:) and look for the Users folder. Inside the Users folders will be all the users set up on your computer including Public. Click and drag the public folder up to the Favorites menu.

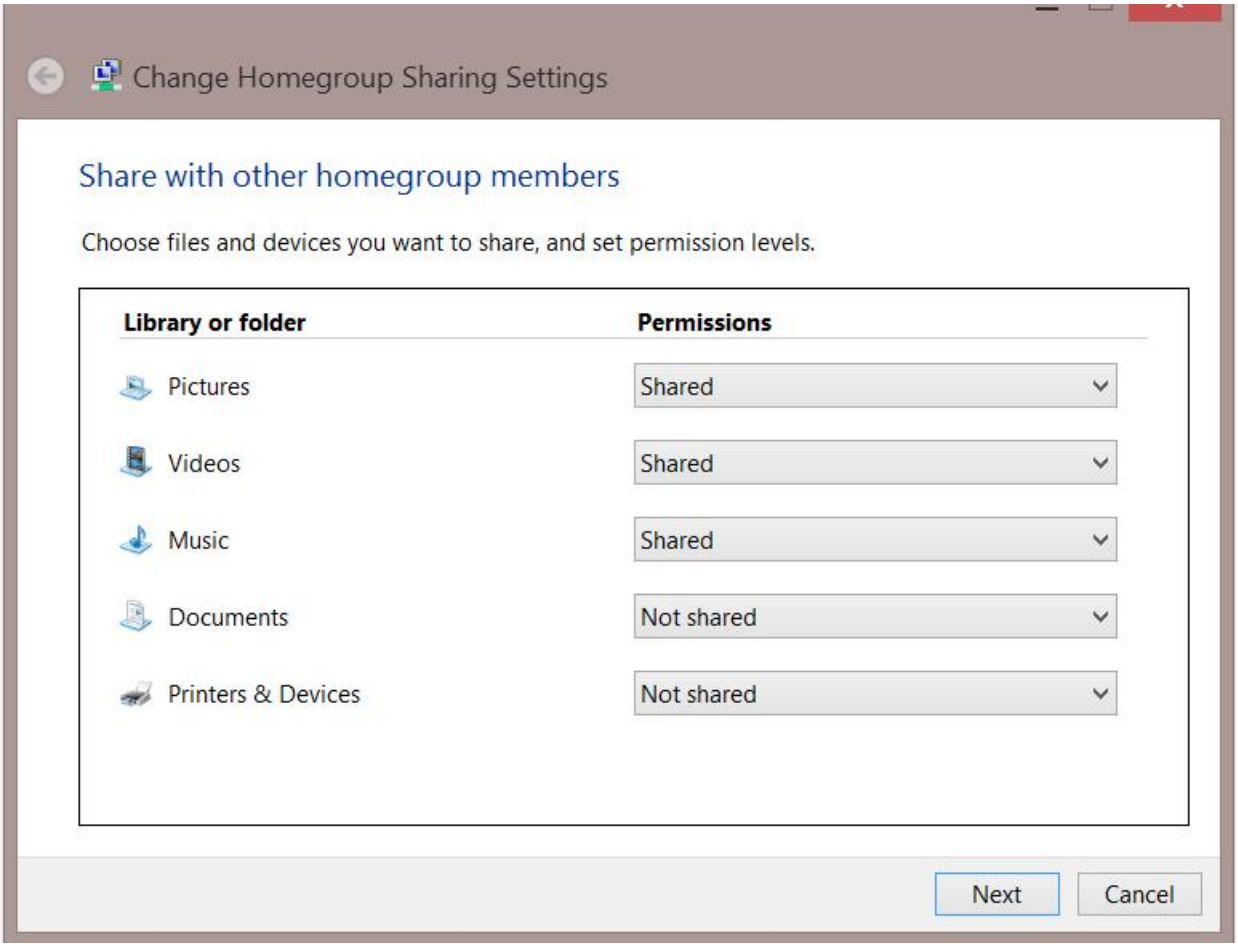
Homegroup

Homegroup was introduced in Windows 7 to make networking with other computers in your home easier. Microsoft continues to make home networks easier to implement for the layman. The good news is that if you have only Windows 7 and Windows 8 computers on your network Homegroup will automatically set up all networking security protocols for all computers on the network to be able to share internally but protect your computers from outside penetration. When you first connect your computer into your network, Windows will detect the router and ask if this is a Home, Work or Public network. Home and Work locations can provide identical features and are the same except that Work requires you to manually set up the security settings on each computer. Having both allows you to set up separate restrictions for your system when you use your computer at home and at work. The Public choice automatically sets up a higher level of security that you would need at an airport or Internet cafe. If you have XP and Vista computers on you network you should choose the Work option so that you can manually set the computer to see and work with these computers. You will have to manually set the Workgroup name to the same name you were using on your XP or Vista computers. The Home choice will automatically set Homegroup as your workgroup name and set up security that will allow other Windows 7 and 8 machines to join but **will not** allow you to see your XP and Vista machines. It will allow you to make a choice of what folders and printers to share the first time you enter the homegroup. If you have already selected homegroup you can exit the homegroup and reset your network to Work via the control panel. All of this assumes that you have 2 or more computers and that you have a router in your home. Most wideband connections now provide a router build into the modem that connects you to the internet. It is becoming more common to also see a wireless feature installed. Even if you do not use the wireless feature, make sure that it is either turned off or set to require a strong password.

If you did not set up homegroup initially you can do so by going to the control panel and selecting “Choose homegroup and sharing options under the Network and Internet category. Windows will provide you with a strong password to start with but you can change this in the Change homegroup settings page. This is the same place you can join the network on a new computer. If you forget your homegroup password this screen will also let you view the current password and change your sharing settings.

Homegroup will show up on your navigation pane when using File Explorer. Clicking on this icon will provide you a path to other computers in your network. You can change what is shared by using the Homegroup setting in the control panel. Below is a screen shot of the change Homegroup Sharing Settings. Notice that printers and devices are not shared. If you have a printer that can be used over the wired or wireless network

you do not want to duplicate the sharing of that printer. If your printer is connected to your computer via USB then you would change the setting to “shared”. If the computer and printer that are connected together and are turned on you will then be able to print from other computers on the network.

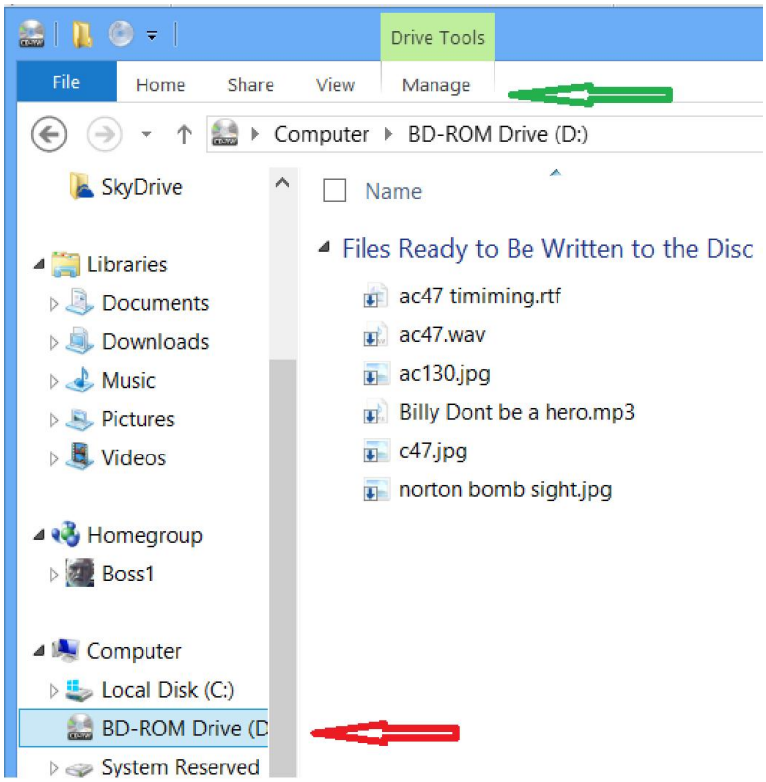


Burning CD, DVDs and Blue-ray discs

Blue ray burners are expensive and you may have only a Blue-ray reader (BD-ROM) or maybe only DVD/CD capability. Your computer may come with special programs that will burn the optical media mentioned in the title. These programs simplify the burning process and make burning multiple copies easier. If one of these programs is not provided, you can use the built in features. Windows 7 introduced a new format for burning optical devices that allow you to add data to a CD-R, DVD-R, DVD+R and BD disks. Previously, you could only burn the disk once and could **not** add data later. To accomplish being able to add data later, you have to re-format the disk before you burn files on it. That is done by choosing the "Like a USB flash drive" option. The "delete files on the disc at anytime" is misleading. If you are using a 700 MB CD, burn 600 MBs on the first burn and then delete 300 MBs you still can only add less than 100 MBs. All the delete function does is remove the items from the files list. The original space is still burned. Also adding this new file format takes some space on the disc so you will not get the full 700 MB. Another disadvantage of this option is that the reformatting of the disk takes several minutes before you can go to the next step. A DVD on a slow computer can take 30 minutes to format. Be aware that the estimate shown when a burn or format option is selected is just an estimate. It is not uncommon for the estimate to be 30 seconds remaining and it takes 5 minutes. This is especially true if you are burning a RW type disk. Some of the older ones burn at 4x instead of 50x which is the rate for a CDR and what the estimate appears to be based upon.

If you plan to use a CD or DVD in a non Microsoft device you must use the "With a CD/DVD player" option. You may also want to use this option if you plan to fill up the disk on the first burn. This option is much faster because it requires no formatting of the disk. Notice that the blue area in the picture above that the Disc title says Dec 21 2012. You can type in a new name at this time or leave the default title which is the current date.

Getting the files to the disk can be done in multiple ways including the old cut and paste method, right click and “send to” method and drag and drop. In file explorer you also have a “Copy to” option. If you have the “checked box” set up you can just click in each box for the file or folder you want copied. Otherwise, you will need to use the Ctr+click method to select multiple files Any of these methods will create a burn list. Nothing happens with these files until you actually burn. You will get a pop up menu indicating you have files ready to be written to Disc. If you need to add more files you can ignore the pop up and navigate to the next location where you want to get files to be burned. Once you are finished generating your list, click on your burner icon. Notice in the screen below that name for the burner in this computer says BD-Rom Drive (D:) This is because it will only read Blue Ray discs but it will write to CD and DVD discs. This gets confusing when you put in a CD and you see BD or DVD as the name of the drive. Since CD thru Blue-ray optical discs are a progression of capabilities, it is implied that it can write to DVDs and CDs. If your navigation bar shows your device as a DVD drive, it is safe to assume that it can write to CDs and DVDs. If it says DVD-R **or** DVD+R it means the device can only write to the –R or +R optical media. You may see this if you upgraded an old machines that did not have the more modern player/burners which do both plus and minus.

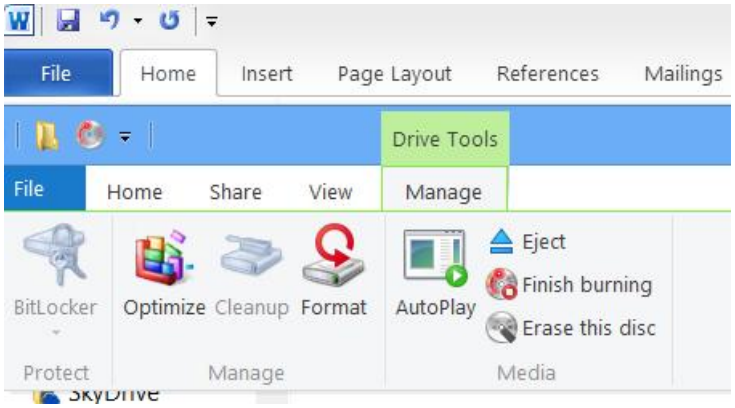


Windows 8 has changed the menus that accomplish the actually burning. Once you have all the files you want in the Ready to burn folder you should click on that folder. The name of the Drive will depend on the hardware installed, In this example, It is BD-ROM.

Notice in the example, that it says “Files ready to be written to the disc. Once you have the files ready you now have to click on Manage at the top of the screen. Location shown by a green arrow in the example.

Once you click on “Manage”, you should click on the “Finish burning” icon. This will bring up the screen that allows you to rename the disc as seen

previously. Notice in this example, the “Erase this disc” icon is available. This is because the drive contained a RW disc. Once the disc is burned the disc will be ejected.



Remember this process is burning **files** on the disc not preparing a disc for an audio players or TV DVD players. You must use the appropriate program to format the disc in the manner for these devices to operate correctly.

Windows Media Player is provided in Windows 8 and is used play audio and video files. It will also take audio files in multiple formats (mp3, wave, wma) and convert them into the audio format (cda) and name structor (track1, track2, etc) required for a standard CD player to recognize and play. It can also be used to “rip” files off a standard audio CD. Before you rip you must set up “rip” with the output format you want to save the audio tracks. If you choose mp3, then you can copy them to a mp3 player or select only the songs you want to burn as an Audio CD.

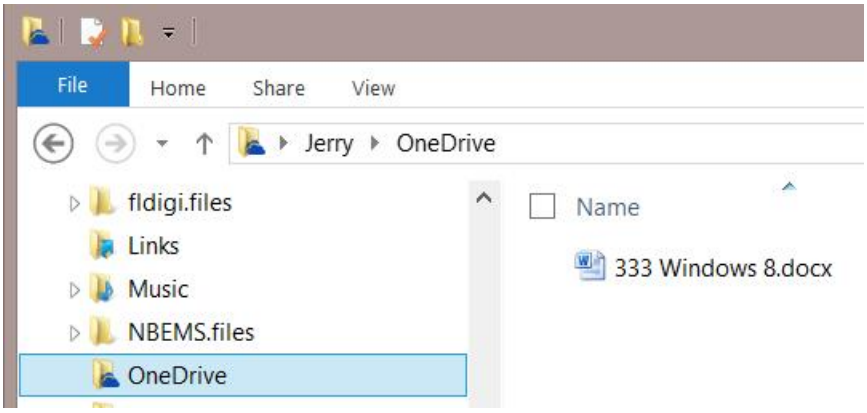
Windows 7 provided a DVD Maker program that integrated with Photo Gallery Movie maker. However, Windows 8 does not provide a program to burn DVD in the TV DVD player format. You will need a second party program. Microsoft has one in the store.

OneDrive

If you have chosen to sign in on your computer using a Microsoft account, the use of OneDrive will be seamless. The OneDrive App that comes on your Start Screen will provide you direct access to your OneDrive account and you can upload or download documents, pictures and other files to the folders provided. File explorer will also provide you access to your One drive on your navigation pane. You can also create new folders to meet your needs

If you have a local account only on your computer you can not use OneDrive without manually signing in. This requires that you use a Internet Browser and go to www.onedrive.live.com. Sign in using your Microsoft email account and password. Once you are signed in you can upload and download files from your computer and OneDrive. OneDrive also allows you to edit Microsoft Office documents using the online editor. You cannot create a document online but you can edit Word, Excell and Power Point files on line. You can also edit your online files using local programs or Apps installed on your computer. It is possible to create multiple users on your computer, one that logs you into Microsoft, and one that is local. However, remember

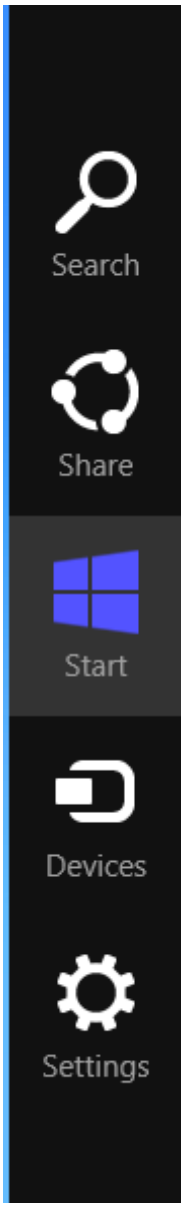
that each user has its own “documents” folder and takes extra hard drive space. If you are using Homegroup you will have access to your other users shared folders via the navigation panel. In the example shown below, I had only one document stored on OneDrive. Clicking on the file 333 Windows 8.docx in One drive opened it in Microsoft Word on the local computer.



OneDrive now gives you 10GB of free storage to securely access or share over 7,000 photos or 20,000 Office documents. Other files can also be stored as long as you do not exceed the 10GB free limit. You can pay an annual fee to get more storage. If you are using Windows 8 you can upload files, organize them and instantly synchronize your files across all your Windows 8 devices. If you have uploaded Word, Excel, PowerPoint or OneNote files to OneDrive, you can open them on the web using the Web Apps built into OneDrive for these types of files. These Apps are not full featured but will allow editing of the files from a device that does not contain a full version of the program that originally created it.

If you want local access to a file on OneDrive, just right click on it and select “make available offline”. This will download the file to the storage device on the device you are using. Since tablets and phones do not have large storage capability, be frugal with this option. To use the synchronizing part of OneDrive, each device that you want to sync must sign in with the same Microsoft email account. In addition to making all of your shared files identical on all devices, it will also import your favorites and contact lists. The first time you use OneDrive it will ask you to select what is synchronized in case you do not want to synchronize everything.

Charms



The Charms menu can be accessed multiple ways, if you place the mouse cursor in the upper right or lower right part of the screen it should appear. Touch screen devices you swipe from off the screen on the right onto the screen. Once it appears you need to move the cursor into the Charms box itself and then it will turn solid as shown on the right. And of course, there is the keyboard shortcut “Windows Key+c” for Charms.

The **Search** icon brings up the same search that you trigger if you start typing on the Start Screen or if you use the “Windows Key+q” shortcut. Think of the Q as question to remember the shortcut. To limit your search to files use “Windows Key+f” . The “Windows Key+w” brings up the Settings search. “Windows Key+s” no longer limits the search to settings but brings up the **Everywhere** search like “Windows Key+q”. To exit either search screen use the “esc” key. The “esc” (escape) key is in the upper left corner of a standard keyboard

If you click on **Share from the Desktop** it will tell you **nothing can be shared**, this is because this function only works from an App. If you are in an App like Photos and you have pictures selected then Share will allow you to copy them to OneDrive or email them. What Share does is dependent of the App you are using.

The **Start** icon toggles you between the Start Screen and the desktop. If that is where you wanted to go, the keyboard shortcut (Windows key) or the new left bottom corner may be faster.

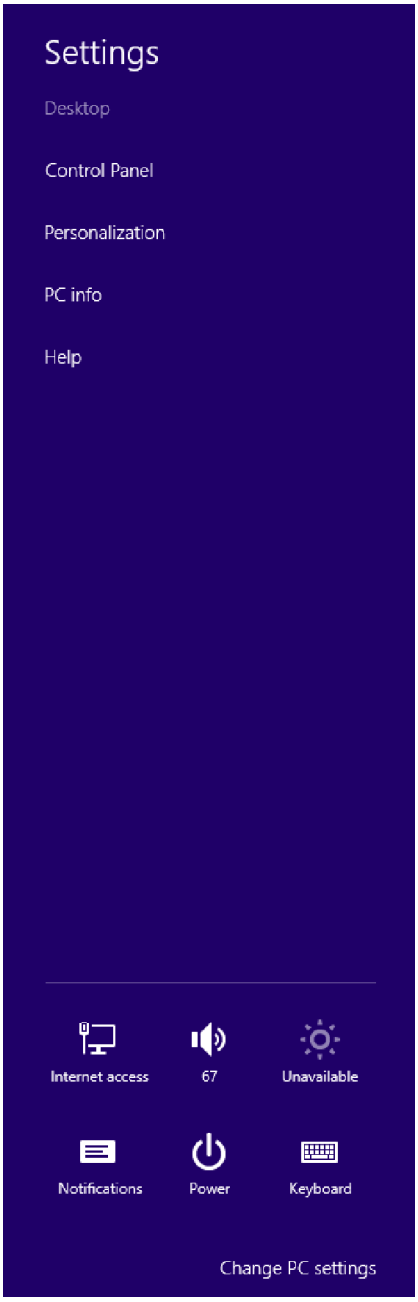
The **Devices** icon is also Apps sensitive and it will depend where you are when you click on it. If you have multiple display devices it will allow you to choose what is displayed on each screen. This is handy if you are plugged into a projector.

The **Settings** icon on the other hand provides many options that you will want to use from time to time. The example on the next page shows you what happens if you click on Settings from the desktop. That is why the first option, Desktop is in light print. Light print means that this option is not available (because you are already there in this case). If you had started from the Start Page, it would have had Start in light print.

Clicking on the **Control Panel** and the **Personalization** links will take you to the respective programs that are similar to what you had in previous Windows operating systems. **PC Info** will take you to the same screen you use to find by right clicking on **Computer** and selecting properties.

Clicking on **Help** will open the Windows Help Support program. At the bottom of the

Settings menu is another list of links.



Clicking on **Internet access** will tell you if you are connected to a net and if you have internet access.

Clicking on the **Speaker** icon will allow you to change the volume on your speakers. This icon is also in the system tray if you are in the desktop. If you are using an RT device you will need to use this icon to change the volume. The **Brightness** icon next to the **Speaker** is to adjust the brightness of the screen. This may not be available on desktops that have an external monitor but should be available on laptops, tablets, phones, all-in-ones, and other devices that have built in displays.

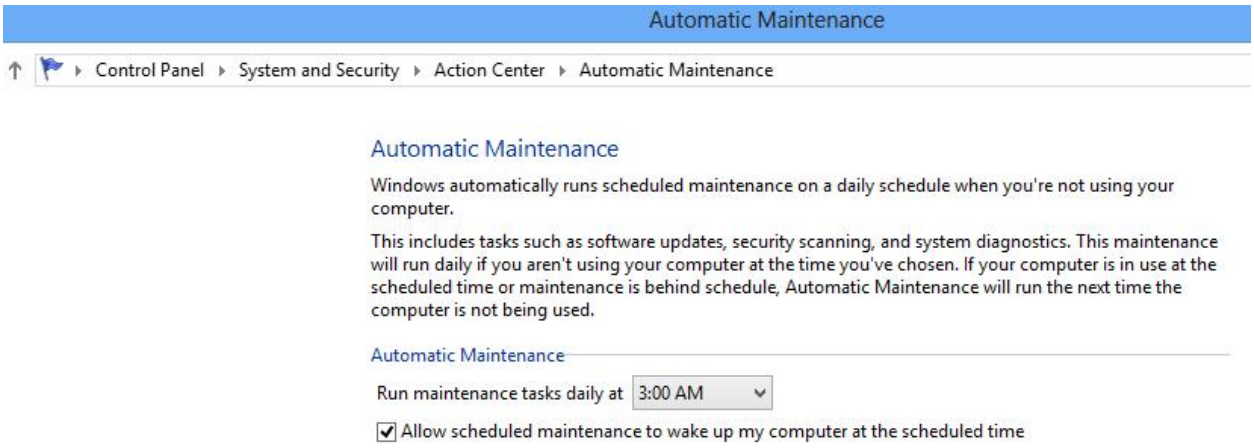
The **Keyboard** icon directly below the brightness icon will allow you to select optional keyboards if you have more than one. This is handy if you want to type in languages that have different character sets. If you are using a touch screen device, it will bring up the touch screen keyboard.

The **Power** icon allows you to **shutdown, sleep, or restart. Installs updates and restart** will be shown if updates have been downloaded and not installed**.**

The **Notifications** icon will allow you to delay all automatic notifications sent to the screen/speaker by Apps for 1, 3 or 8 hours. This might be useful if you are in a library or classroom and don't want your computer to beep at you.

You may also notice that sometimes you will get a message that Windows will shut down in 2 days to install updates. The following day it will say 1 day. This feature has been added because many people leave their computers on all the time. If they also don't save their work, they may find look at their computer the following morning and find out their work is lost because the computer restarted. Hence the new warning message. In the past we have recommended that you shut down or restart your computer once a week. Now Windows 8 does it for you. This is to ensure that you install updates in a timely manner. You can set the time of day in which your computer does its maintenance. The default time is 3 am and the default option is to wake up your computer if it is the sleep mode. However, this is not consistent between computer brands. The easiest way to check or change these setting is to "Search" for "maintenance". Click on the Automatic Maintenance App and you will get the screen below. In addition to installing Windows Updates, Windows Defender runs a malware scan. Also a system diagnostics program

is run. If scheduled, a disc defragmentation program will run.



Class 4

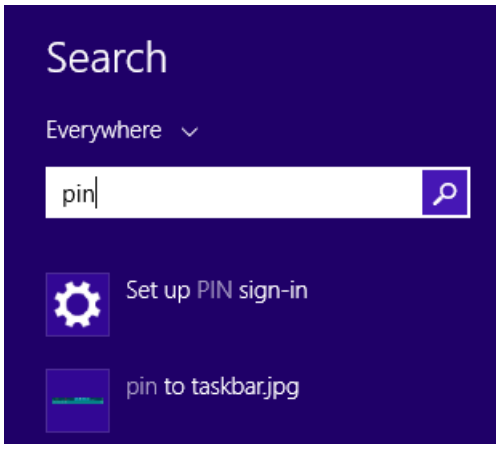
Terms: PIN, Safe Mode, System Refresh

Be able to:

- Generate a PIN for signing on
- Use a Photo for signing on
- Choose a photo for your account picture
- Boot to Safe Mode
- Use System Restore
- Create a System Refresh image
- Use the new File Recovery system
- System Image

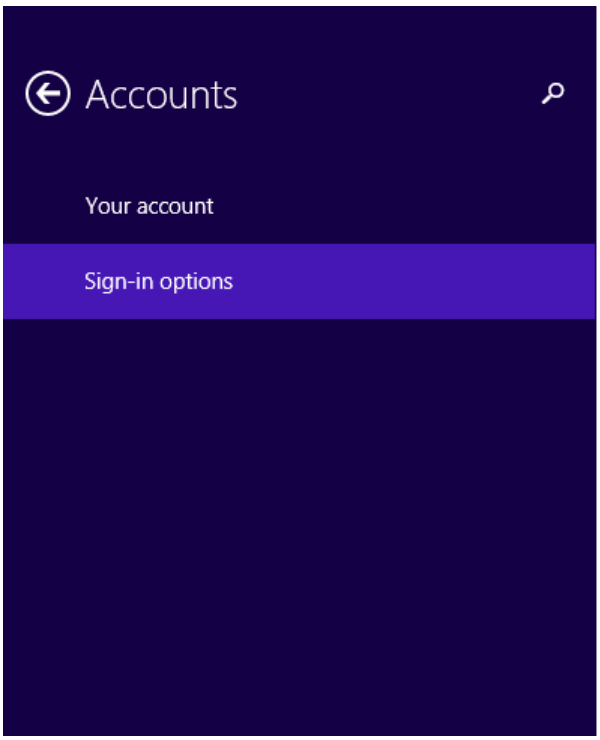
Alternate login/sign-in methods

If you are using the Microsoft Account method of signing in, you will get tired of typing the “strong password” every time you turn on your computer. You are using a password with 8 or more characters, with upper and lower case letters, numbers, and punctuation characters for your Microsoft account, aren’t you? If not you should be. However, if your computer is secure in your home, Windows 8 provides two additional methods to Sign in that are easier. These methods will log you on locally and use your Microsoft Account password to log you onto the Internet where the strong password is a must.



The PIN (personal identification number) is the same type of system that your ATM machines uses. To add this feature to your system, the following steps will get you there. Type pin on the Start screen.
Click on the **Set up Pin sign-in** option. You can also use the charms menu and click on settings and then PC settings.

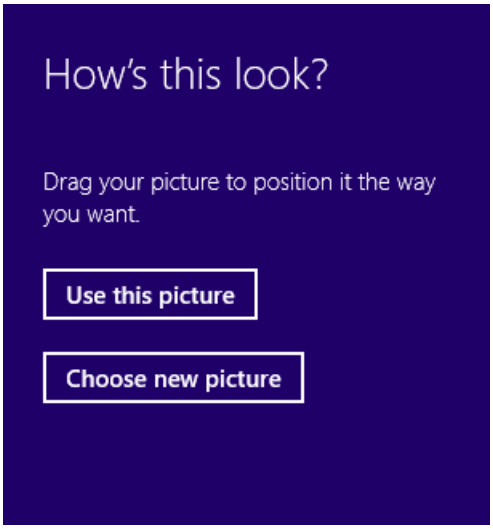
This will bring up the Settings Page with the Users option already selected. On the right you will see the option to create your PIN. Later you can use the same steps to change your PIN number or remove the PIN logon. Notice in the picture below that you have other options such as change your password and create a picture password. We are going to show the picture password next. The common opinion is that the picture



password is easier on a touch device and the PIN is easier on a mouse and keyboard system. You decide, since you can change it easily using the procedures here.

Once you click on **Add** a PIN it will ask you for your current password to make sure you have the rights to make this change. Then it will provide you with boxes to enter your 4 digit PIN twice. Next time you Sign in just enter the 4 digit number instead of your password. You do not even need to use the enter key after you type the 4 numbers. If you use the Numeric Keyboard make sure that the Num Lock is turned on. If you do not have a Num Lock indicator on your keyboard it will be safer to use the numbers above the QWERTY keyboard.

To do the Picture we follow the same procedure except we click on **Add** a picture password instead.



The first thing we have to do is select a picture. The Choose picture icon will take you to your pictures folder with File Explorer, and from there you can navigate to any folder that contains your picture. If the picture is not the same size as your screen you will get a menu as shown to the left. This lets you drag the picture to position it the way you want before you click on **Use this picture**. Once you

have chosen the picture, you “draw” directly on the touchscreen (or use mouse) to create a combination of circles, straight lines and taps. The size, position, and direction of your gestures become part of your picture password.

You will be asked to use three gestures and then to repeat them to confirm what you have done. If you are using a mouse you use “click and hold” to make the gestures.

You can set up all three and choose which one you use when you are on the logon screen by clicking on the Sign-in options below the logon window.

Choose a Photo for your user account

If you are going to sign in on social sites or would just like to personalize your computer you may want to use a photo instead of the click art for your user account.

Right Click on the current picture on the Start page and you will be ready to search for your picture. It also gives you the choice of using your webcam (if you have one installed) to take a picture now and use that as your account picture. Otherwise you will have to import a picture in from your camera or other source that you want to use before you start this process. The account picture app will allow you to browse to pick your picture if you do not use your webcam.

Safe Mode

With the Windows Startup Settings screen (formerly known as advanced boot options) you can start Windows in different advanced troubleshooting modes so you can find and fix problems on your PC. In previous versions of Windows, you could get to this screen by pressing F8 before Windows started up. Some Windows 8 PCs start up so quickly on new machines there's not enough time to press F8. So there are new methods.

There are 3 ways I know to get to the Windows Startup Settings screen in Windows 8.

- If you're not signed in to Windows, click the power icon from the sign-in screen, hold the shift key, and then click **Restart** icon.
- Or, if you're already signed in:

    1. Bring up the Charms menu, click on **Settings**. Click the **Power** icon and then the then the **Restart** icon while holding the shift key down.

    Or, for additional options

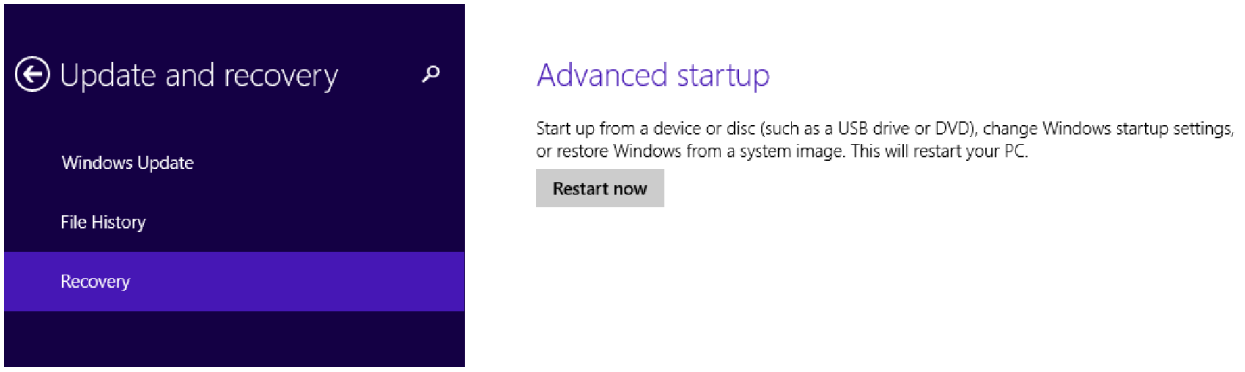
2. Bring up the Charms menu, click on **Settings**. Then click on **Change PC settings**. Click on **Update and recovery.** On that screen click on **Recovery**. Click on **Troubleshoot** and on that screen click **on Advanced options.**

System Refresh

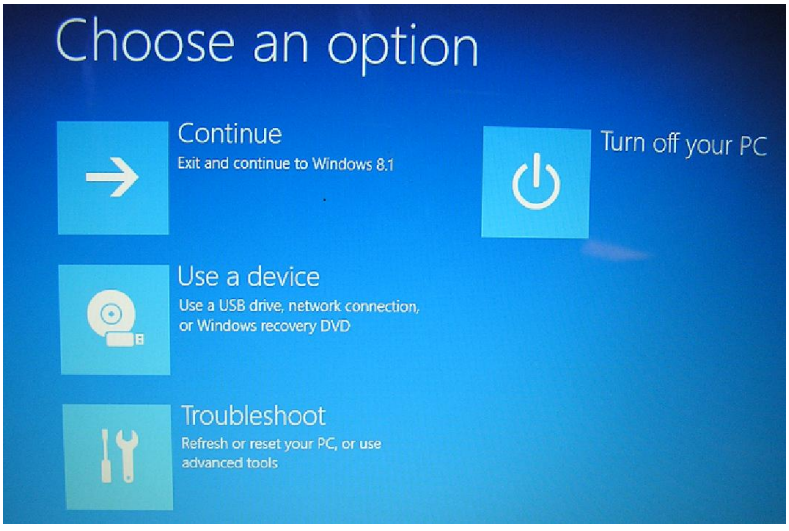
To paraphrase: Stuff happens! Recovery is the name of the game. Early in the computing world, computer manufactures would provide you with floppy discs, then CDs, and then DVDs to put your computer back into the state it was when you bought it. As a cost saving method they quit providing Optical media and just included a partition on your hard drive (sometimes hidden) which would contain a duplicate of the software that they installed on your computer. They might even provide a method for you to burn this copy onto your own set of CDs or DVDs. After all, if you hard drive failed or you contracted a virus, how would you reload the new hard drive. The method was unique to each company.

Windows 8 includes a feature called Refresh that manufactures can use to generate this "day one" recovery option. By default, the refresh image is the clean install that your PC started with.

Open the Charms menu and click on **Change PC settings**, Click on Update and Recover. Now click on "Restart now".



That will provide the screen shown below.



If your computer came with a Recovery DVD you can click on the "Use a device" option. If not, then click on the Troubleshoot option at the bottom. This will provide you with a new screen with more options as shown on the next page.

The first option allows you to refresh your PC back to its original condition and will uninstall any Apps and programs you have installed but will leave all of your data intact. Depending on when you bought your machine this may not be a good idea. This is especially true if you had to go through the 8.0 to 8.1 update and then the 8.1 Update 1. We will cover another option for that situation below. The second option to "Reset your PC" is what you want to do when you sell or give away your computer. The Advanced options allow you to do a System Restore like was done in XP – Windows 7. The "System Image Recovery" option is what you would use to restore your computer from a System Backup that you did to an external hard drive or DVDs. The Startup Repair option will try to fix start-up problems. Both of these options are also available by booting from the System Recovery Disk that you should make when you do a System Backup.

Unlike the manufactures solutions which take the computer back to the day it left the factory, Refresh can be updated to a new state and you can roll back to your desired baseline condition. After you've set up your favorite programs and customized the computer to your liking you can set a new roll back point. Most computers come with trial copies of software that are good for a limited time and games to attract the young crowd. Properly removing this software and installing the software you want, will generate a new baseline, recovering some hard drive space and speeding up your computer. Refresh can be reset so we have your custom image not the manufactures. To create a custom refresh image, you need to use the Windows 8 command line, and the Recimg utility. Using this tool lets you create an image that includes Windows desktop programs and settings as well as all Windows system files in their current state. It doesn't include Metro style apps or synced settings, which are restored when you log in with your Microsoft account. If you do not have or did not use your Microsoft account with Windows 8.1 you will have to manually add your Apps from the Microsoft store.

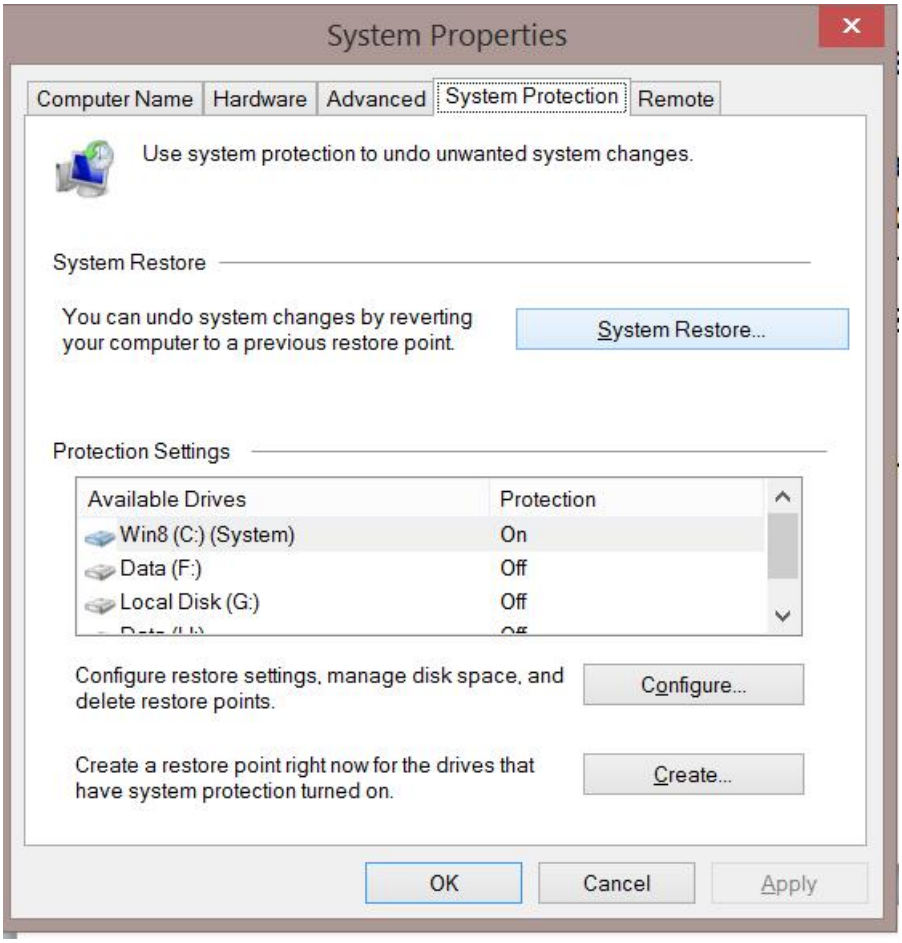
To create a custom refresh image, open an administrative Command Prompt window (it's an option on the power menu when you right-click in the lower left corner), and enter this command:

recimg /createimage *directory*

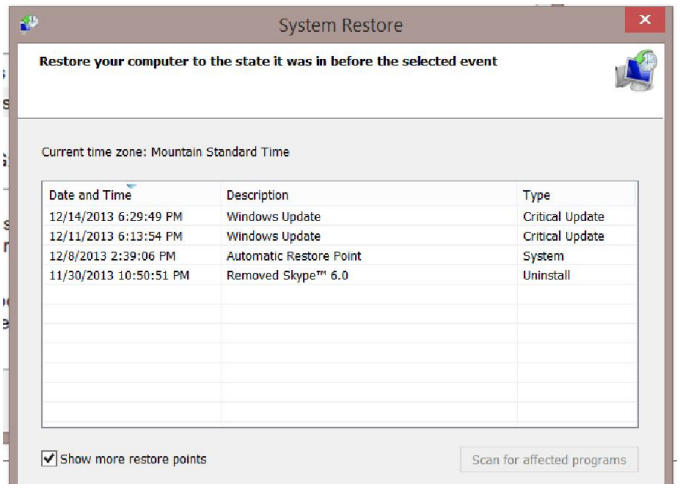
where *directory* is the local folder in which you want to install the image. It is easiest if you create a director on the root drive. For example, create a folder called Refresh2, in the root of the C: drive. (recimg /createimage c:\Refresh 2). The file created by recimg is a Windows Installer image. Because the image doesn't include any data files, it's relatively small. However it does include all programs (but not apps) you have installed. On a clean installation of Windows 8, it occupied less than 7GB. On a laptop that Office installed it took 12GB. The snapshot is fast but writing to the image takes quite a while so make sure your charger is plugged in. This file is relatively safe from viruses but if the hard drive fails you are out of luck. You may want to copy this image to an external device or optical media. 16GB flash drives are common and inexpensive. This file is a system image. This program is not full of features as many back up programs are, but it is better than nothing.

System Restore

Also built into the last few versions of Windows is the System Restore command. When you install new properly written software package, do a Windows update or set a manual restore point yourself, a snapshot of the registry is taken. The registry is where are the "default setting" are stored and the information that tell the computer which program is to respond to commands you make with your input devices (keyboard, mouse, touchpad, etc.). These System Restore points are handy to put a computer back to the way it was before you kids or friends tailored it "there way" and you want it back to the way it looked. The restore dates are shown and you can select the one that has a date when things were running your way. Sometimes a System Restore will even get rid of a virus. However, many viruses hide in the data area which System Restore does not touch. If files were deleted it will not restore them. If programs were installed it will uninstall them. The easy way to open System Restore is Windows Key+w and search for Restore. This is much simpler than the method show above. Open system restore and you will see the screen below. System restore is also available from your recovery disk and during boot as described in the section on booting into safe mode. Notice near the bottom of the menu is a box to click on to "Create a Restore Point" if you want to do a manual creation. Not a bad idea if you are installing lesser known programs or attempting a registry repair.



After you click on “System Restore” it will bring up the last restore point that was created. If you believe that the problem occurred before that date, need to click on the “Show more restore points in the bottom left corner as I did in this example. Since restore points do take up hard drive space, a Configure box is also available to let you determine how much of your hard drive is dedicated to that functions and to delete old restore you believe you no longer need. A chart showing the differences between Refresh and Restore is shown below.

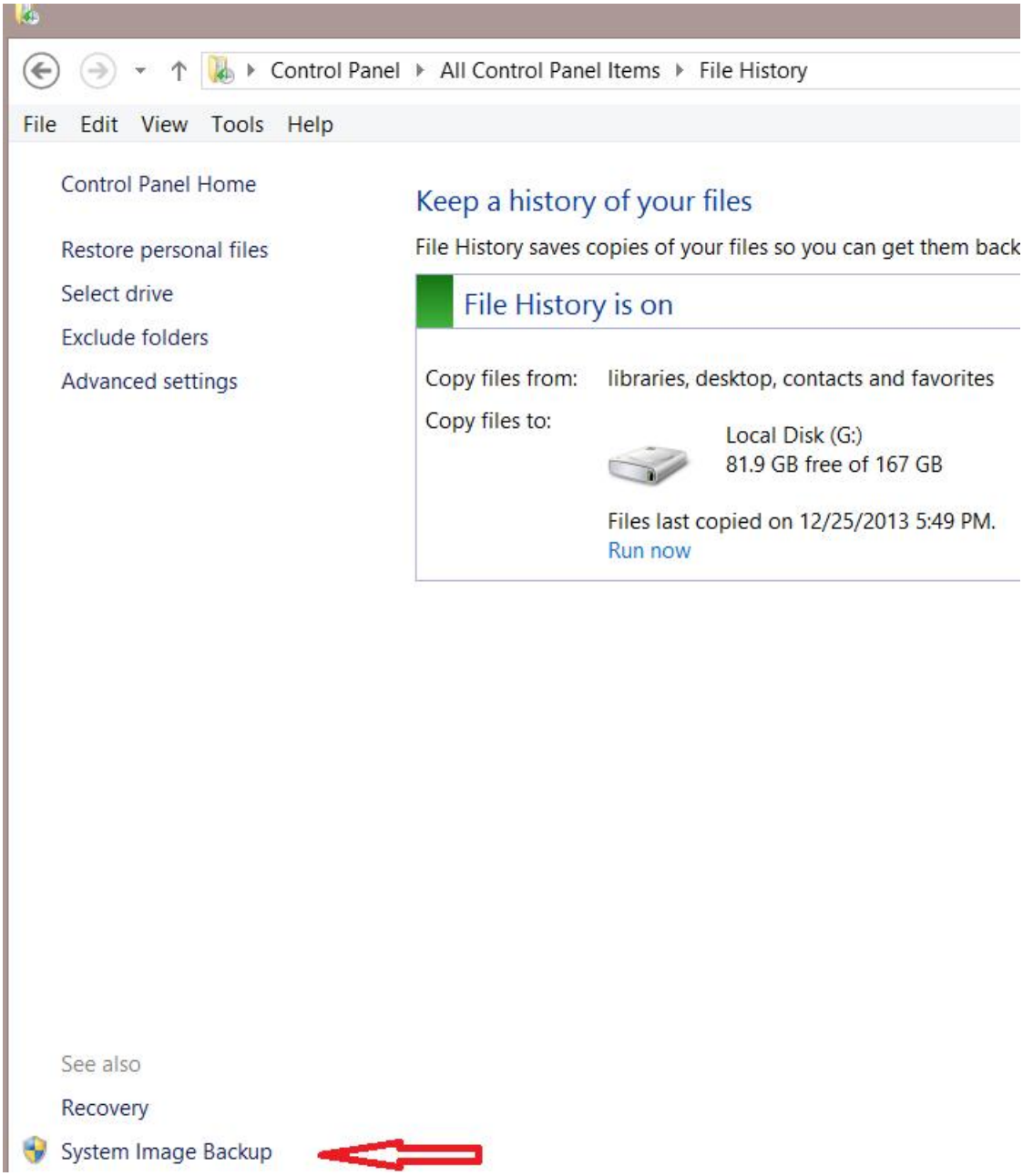


Refresh	Restore
Your files or other personal data will not be changed	Your files or other personal data will not be changed

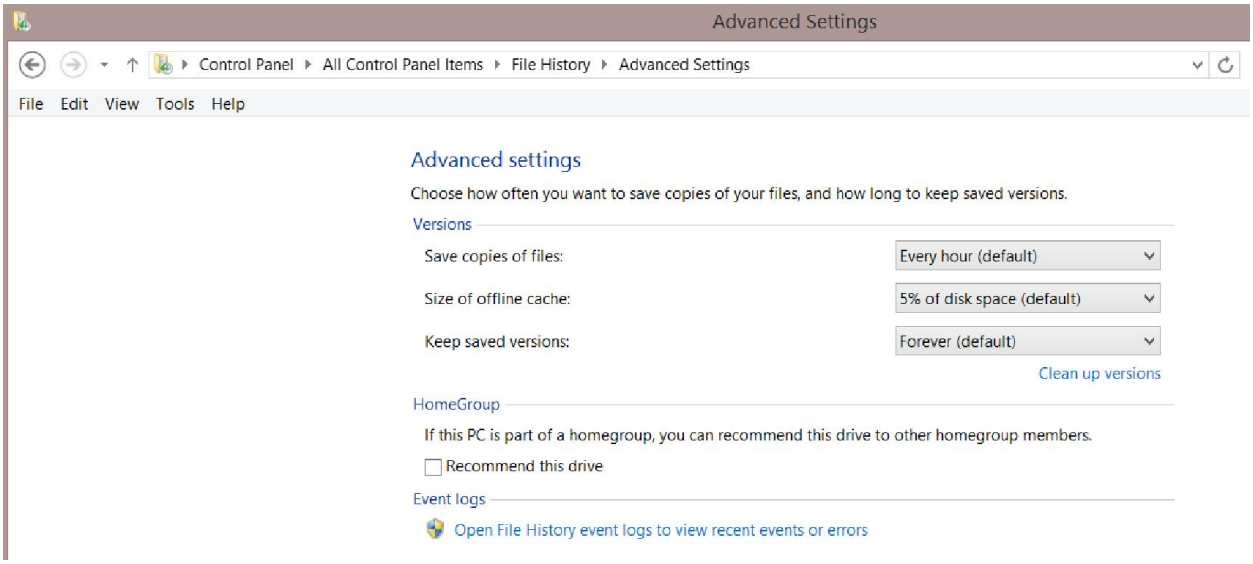
A list of removed apps will be saved on your desktop	
Your PC settings will be changed back to their defaults	PC settings changed between now and the restore date will be restored to setting of the restore date.
Apps from Windows Store Will be kept	Installed programs (including apps) and drivers between now and the restore date will be removed
Personalization setting won't change.	Personalization settings between now and the restore date will be uninstalled
Apps you installed from discs or websites will be removed.	

Backup

Windows 8 contains a completely revamped data backup system. Microsoft redesigned Windows' backup features because less than 5% of PCs users used any backup program. The new File History system is designed to be simple and set to work automatically in the background. To this end they have made backing up personal data automatic and painless. All you need is a second storage device. Backing up on the hard drive in your computer is not the correct think to do. If you hard drive fails or a virus erases it you have lost everything. First you need to determine the amount of data that you want backed up. If you primarily use your computer for email, surfing the web and playing games you can get by with as USB flash drive or camera Memory Card. Many computers, including laptops and tablets provide a slot for a memory card. The SD card is the most common memory card but check your manual to see what you have. Some of the computers in the lab can read 17 different camera cards. There are USB memory card readers available at less than $20 for computers that do not have them. If you have an external hard drive it will also work. The disadvantage of an external hard drive for File History is that you need to leave it plugged in and on all of the time. Currently there is malware on the internet that can infect your data files located on all plugged in devices and even on-line storage. If you have valuable data on your computer you should use a multi-layered approach. The File History is fast, convenient and should be used. We highly recommend a System image backup to an external hard drive every month or two. Windows 8 comes with a program that allows you to do this.



The first thing you need to do is set up File History. The program is located in the Control Panel or you can search for it on your Start Page. Once the program is open use the “Select a different drive” to select you back up drive. Once it is selected, slide the File History to on. Your computer will immediately make a backup of all (almost) your files. See note below. Once the first backup is done, the computer will check every hour to see if you added or changed a file. You can change the hour default to something else by clicking on the “Advanced setting” option on the File History page. Below is a shot of the advanced options screen.



File History only backs up copies of files that are in the Documents, Music, Pictures, Videos, and Desktop folders on your PC. If you have files or folders elsewhere that you want backed up, you can add them to one of these folders.

Note

- File History doesn't back up files on your PC that you have synced with OneDrive, even if they're in folders that File History normally backs up.

When setting up File History, you can optionally advertise your backup drive as a backup drive for your HomeGroup. All Windows 8 computers in your HomeGroup can back up their files to this location, making it easy to set up a centralized backup location. This is great if the external drive is a NAS box, otherwise it requires the computer with the USB external drive or memory card be kept on at all times that the other computers are in use.

System Image Backup. We recommend that you do a system backup in addition to the File History backup. Say your hard drive fails or gets a bad virus and you have the original disks to restore your operating system and the File history covered above. Well it is a start but you are still looking at 20 to 100 hours of work to get your computer back to where it was. Once you install the operating system you will need to start installing all the updates since the original OS was created. This will be done automatically but you will need to restart your computer after each update is completed. If your computer dies in October of 2014 that is at least 104 updates assuming you started with Windows 8.0. Now let's reinstall all your programs and settings. Now re-install all of your data. Get the picture yet. Now if you had done a system image a month ago, all you need to do is install the image (30 minutes) and 4 weeks of updates and any programs that you installed in the past month.

Got your attention yet! Look at the bottom left corner of the File History set up page. There is a hyperlink to "Create a system image". I put a red arrow showing its location on the screen shot in the File Location section. Click on this and you will be asked to

select a location. You can back up to a DVD drive but it will take a few. My new laptop with very little data on it would take 26 giga bytes (gBs). Divide that by 4.7 and you have the number of DVDs. My desktop indicates that it has 600 giga bytes to backup so you can see why an external hard drive is the answer. Fortunately the system image backup program does compress the data during backup and normally you will only need about 60% of the uncompressed number shown. So that 600 gBs may only take up 360 gBs of your backup hard drive space. If you have a lot of compressed files (jpeg's for example) the backup will be closer to the full amount. Currently there is a virus going around that encrypts all your data files and holds them for ransom. You pay the ransom within 3 days, then the files will be unencrypted otherwise, you lose all your data. This malware is so strong that it will encrypt data located on all plugged in backup drives and online drives. This is a reason you may want to have an external hard drive that you only plug in while you are doing a System Image that is different from your File History storage device. For example, a SD card for File History and external Hard drive for System Image.

Additional Tips

Remote Desktop Windows 8 includes a Metro style Remote Desktop app. And if you enter **Remote** in the built-in Apps search, that's the only program that will turn up. The "classic" Remote Desktop app, with its many useful options, is still there. Search for **Mstsc.** When you do, you can run it directly, but make sure you pin it to the Start screen or the taskbar, or both, so you can find it easily again.

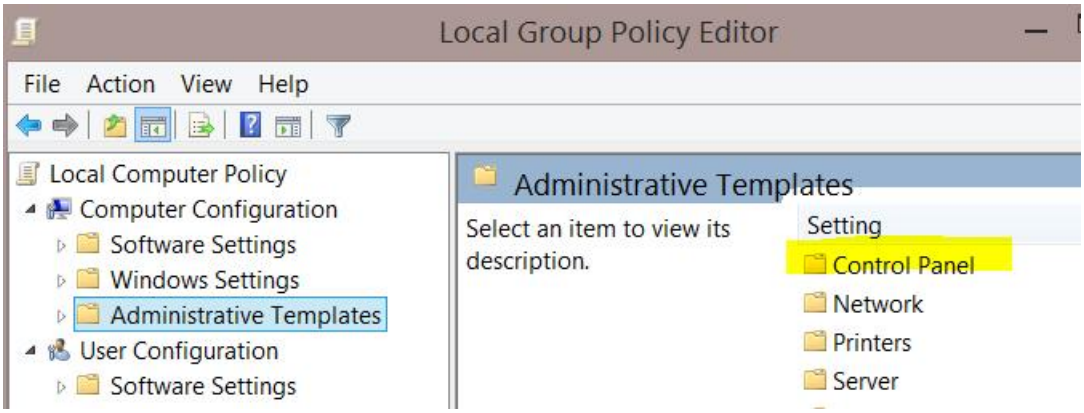
Disable the Lock Screen in Windows 8 in the Professional version.

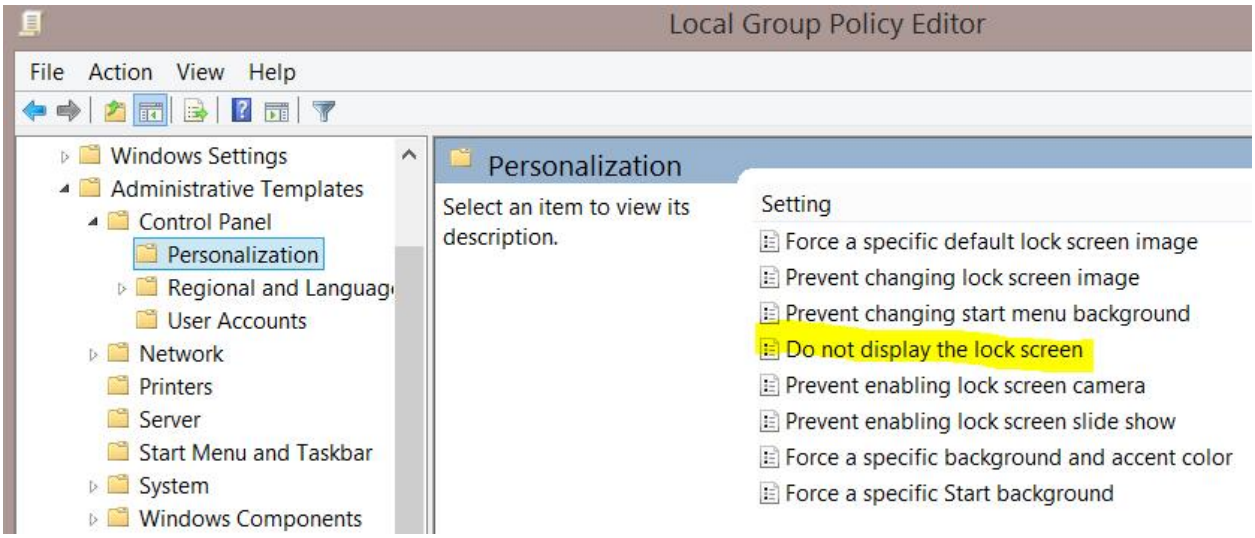
The Professional Version of Windows 8 provides a Group Policy Editor that can be used locally or via the company server to change settings. If you do not like the default Lock Screen, you can completely disable the Lock Screen in Windows 8. To do so, open the **Group Policy Editor.** You must be logged in as an administrator. One way to do this is to right click in the bottom left corner to bring up the Power menu and select **Command Prompt (admin).** This will bring up a window that you can type in **gpedit**. Now click on the options to get to the following settings:

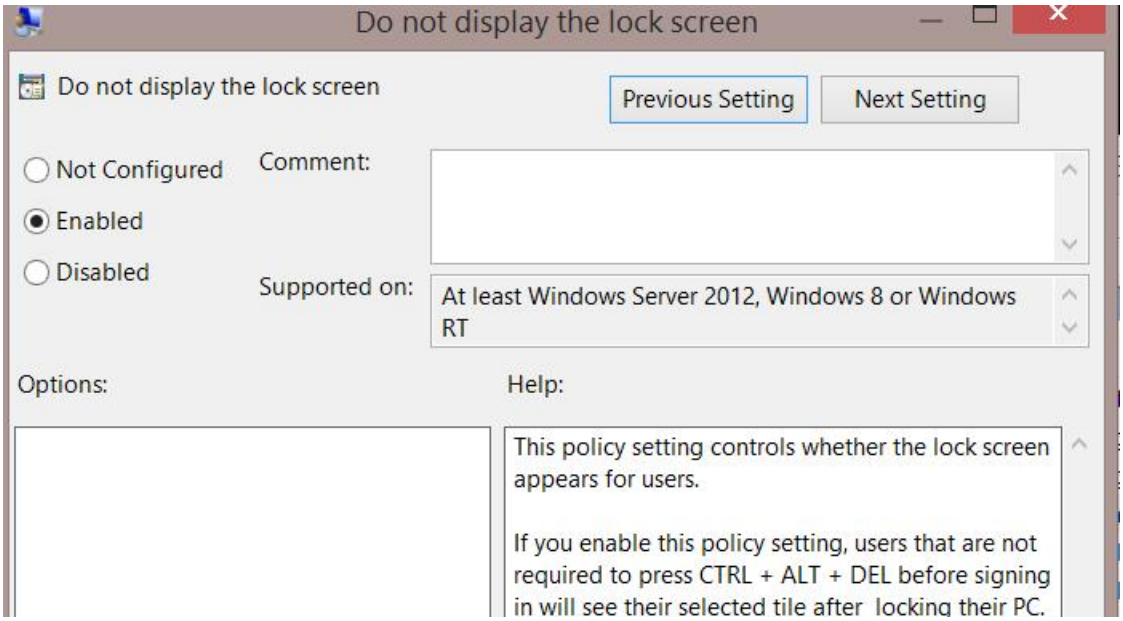
Computer Configuration > Administrative Templates > Control Panel > Personalization.

Screen shots are provided below.

In the right side pane, double-click on **Do not display the lock screen** to open its settings box.







Select **Enabled** and click on Apply/OK. That's it!

Get essential driver history for a device

On the Driver, tab you can still see the exact version number of the currently installed driver, which is often useful troubleshooting information. But this version has a new Events tab, which offers a historical view of what you and Windows have done with that device over time. Now, you can just click to see when each driver update occurred.

Windows 8 Windows key + PrtScr. That keyboard shortcut copies the current screen and saves it as a PNG file in the default Pictures folder.

Appendix 1

Summary of Windows Key shortcuts.

The Windows key is a "KEY" player in Windows 8. Pun intended. Here's a list of many keyboard shortcuts. You do not need to capitalize the letter, done here for ease of reading

Windows key by itself will take you to the Start Screen

Windows key +C will bring up the Charms Menu

Windows key + D will get you to the desktop.

Windows key + E opens (File) Explorer for quick access to folders.

Windows key + F opens file and folder search.

Windows key + I opens the settings menu, giving you quick access to the Control Panel, Personalization, and your Power button, among other features.

Windows key+K Opens the devices charm

Windows key + M minimizes everything that's showing on the desktop.

Windows key + O locks orientation on devices with an accelerometer.

Windows key + Q opens global search menu.

Windows key + R opens the Run command window

Windows key + W opens a search in your system settings to quickly locate and change system properties.

Windows key + X opens the Quick Access Menu, exposing system functionality such as the Command Prompt, Disk Management, File Explorer, Run, and more. Alternatively, you can right-click on the bottom right corner of the screen to spawn the Quick Access Menu.

Windows key + Tab displays a list of currently running programs.

Windows key + **Print Screen** takes a screenshot and saves it in a Screenshots folder nested in your Pictures folder. To take a screenshot on a Windows 8 tablet, simultaneously press the Windows button and the volume-down button on the tablet chassis.

Windows key + Pause key opens the system properties page to show you a quick rundown of your specs.

Windows key + , (the comma key) makes all current Windows transparent, giving you a peek at the desktop as long as you hold down the Windows key.

Windows key + . (the period key) snaps a Windows to the right or left side (toggling each time you press the period key with the Windows key held down.

Appendix 2

Touch commands

1. Touch and hold - **to learn (right click)**
2. Tap - **for primary action**
3. Slide sideways - **to pan**
4. Slide down - **to select**
5. Swipe from bottom right edge for - app commands
6. Swipe from right bottom edge for system commands

Two fingers

7. Pinch and stretch - to zoom
8. Turn to rotate