

Accessibility in Windows 8

Overview of accessibility in Windows 8, tutorials, and keyboard shortcuts

Published by Microsoft Corporation, Trustworthy Computing  
One Microsoft Way  
Redmond, Washington 98052

Copyright © 2012 Microsoft Corporation. All rights reserved. No part of the contents of this document may be reproduced or transmitted in any form or by any means without the written permission of the publisher. For permissions, visit [www.microsoft.com](http://www.microsoft.com/).

Microsoft and Windows are trademarks of Microsoft Corporation in the United States and/or other countries. Find further information on [Microsoft Trademarks](http://www.microsoft.com/about/legal/en/us/IntellectualProperty/Trademarks/EN-US.aspx) (<http://www.microsoft.com/about/legal/en/us/IntellectualProperty/Trademarks/EN-US.aspx>).

Table of Contents

[Overview of Accessibility in Windows 8 7](#_Toc340423643)

[What’s new in Windows 8 accessibility 7](#_Toc340423644)

[Narrator and touch-enabled devices 7](#_Toc340423645)

[Magnifier and touch-enabled devices 9](#_Toc340423646)

[Ease of Access 12](#_Toc340423647)

[Make your PC easier to use 12](#_Toc340423648)

[Customizing the Ease of Access page 12](#_Toc340423649)

[Choosing more tools and settings in the Ease of Access Center 14](#_Toc340423650)

[Get recommendations for Ease of Access settings 16](#_Toc340423651)

[Make the text on your screen larger or smaller 16](#_Toc340423652)

[Hear text read aloud with Narrator 17](#_Toc340423653)

[Starting Narrator 17](#_Toc340423654)

[New touch gestures 18](#_Toc340423655)

[New keyboard shortcuts 18](#_Toc340423656)

[Narrator settings 18](#_Toc340423657)

[Using Speech Recognition 22](#_Toc340423658)

[Set up Speech Recognition 23](#_Toc340423659)

[Using Speech Recognition 24](#_Toc340423660)

[Controlling your PC with Speech Recognition 25](#_Toc340423661)

[Dictation 26](#_Toc340423662)

[Keyboard keys 27](#_Toc340423663)

[Punctuation marks and special characters 27](#_Toc340423664)

[Controls 29](#_Toc340423665)

[Windows 30](#_Toc340423666)

[Tap or click anywhere on the screen 30](#_Toc340423667)

[Use Magnifier to see items on the screen 31](#_Toc340423668)

[Using Magnifier 31](#_Toc340423669)

[Changing Magnifier views 31](#_Toc340423670)

[Customizing Magnifier 32](#_Toc340423671)

[Use the On-Screen Keyboard (OSK) to type 32](#_Toc340423672)

[To open On-Screen Keyboard 33](#_Toc340423673)

[Use text or visual alternatives to sounds 34](#_Toc340423674)

[To change your settings 34](#_Toc340423675)

[Personalization 35](#_Toc340423676)

[Personalize your PC 35](#_Toc340423677)

[Change your background, colors, and account picture 35](#_Toc340423678)

[Themes and desktop backgrounds 36](#_Toc340423679)

[Customize the Start screen 36](#_Toc340423680)

[Create tiles for your favorite people and places 36](#_Toc340423681)

[Pin or unpin apps 36](#_Toc340423682)

[Rearrange and resize tiles 37](#_Toc340423683)

[Rearranging tiles on Start 37](#_Toc340423684)

[Get started with themes 38](#_Toc340423685)

[What's a theme? 38](#_Toc340423686)

[Creating themes 39](#_Toc340423687)

[Where is Control Panel? 42](#_Toc340423688)

[How to use the taskbar 44](#_Toc340423689)

[Rearrange taskbar buttons 44](#_Toc340423690)

[Move the taskbar 44](#_Toc340423691)

[Change how taskbar buttons appear 45](#_Toc340423692)

[Pin an app to the taskbar 46](#_Toc340423693)

[Customize the notification area 46](#_Toc340423694)

[Take a look at the desktop 47](#_Toc340423695)

[Change taskbar settings for multiple displays 48](#_Toc340423696)

[Adding apps, websites, and more to Start 49](#_Toc340423697)

[Connect multiple monitors to your PC 50](#_Toc340423698)

[Connect another screen to your PC 51](#_Toc340423699)

[Set up your screens 51](#_Toc340423700)

[Sync your settings 51](#_Toc340423701)

[Mouse and Keyboard 52](#_Toc340423702)

[Mouse and keyboard: What's new in Windows 52](#_Toc340423703)

[How to use the touch keyboard 55](#_Toc340423704)

[Touch: swipe, tap, and beyond 56](#_Toc340423705)

[Touch and pen settings: Frequently asked questions 60](#_Toc340423706)

[How do I check if my PC has a touchscreen? 60](#_Toc340423707)

[How do I calibrate my pen and touch settings? 61](#_Toc340423708)

[How do I get my touchscreen to go to the correct screen? 61](#_Toc340423709)

[How do I change my pen and touch actions? 62](#_Toc340423710)

[Change keyboard settings 63](#_Toc340423711)

[Change the keyboard layout 64](#_Toc340423712)

[To change the keyboard layout for a language 64](#_Toc340423713)

[Change mouse settings 65](#_Toc340423714)

[To change the mouse settings 65](#_Toc340423715)

[Use the numeric keypad to move the mouse pointer 65](#_Toc340423716)

[To turn on Mouse Keys 65](#_Toc340423717)

[Moving the pointer using Mouse Keys 66](#_Toc340423718)

[Selecting a mouse button 66](#_Toc340423719)

[Clicking items using Mouse Keys 66](#_Toc340423720)

[Dragging items using Mouse Keys 67](#_Toc340423721)

[Keyboard Shortcuts 68](#_Toc340423722)

[New keyboard shortcuts for Windows 8 and Windows RT 68](#_Toc340423723)

[Useful keyboard shortcuts for Windows 68](#_Toc340423724)

[Complete list of keyboard shortcuts 69](#_Toc340423725)

[General keyboard shortcuts 69](#_Toc340423726)

[Dialog box keyboard shortcuts 71](#_Toc340423727)

[File Explorer keyboard shortcuts 71](#_Toc340423728)

[Taskbar keyboard shortcuts 72](#_Toc340423729)

[Windows logo key keyboard shortcuts 73](#_Toc340423730)

[Calculator keyboard shortcuts 76](#_Toc340423731)

[Calendar keyboard shortcuts 78](#_Toc340423732)

[Ease Of Access keyboard shortcuts 79](#_Toc340423733)

[Internet Explorer keyboard shortcuts 79](#_Toc340423734)

[Magnifier keyboard shortcuts 79](#_Toc340423735)

[Mail keyboard shortcuts 80](#_Toc340423736)

[Messaging keyboard shortcuts 81](#_Toc340423737)

[Narrator keyboard shortcuts 82](#_Toc340423738)

[Narrator touch keyboard shortcuts 83](#_Toc340423739)

[Paint keyboard shortcuts 83](#_Toc340423740)

[People App keyboard shortcuts 84](#_Toc340423741)

[Reader keyboard shortcuts 84](#_Toc340423742)

[Remote Desktop Connection on the desktop keyboard shortcuts 85](#_Toc340423743)

[Remote Desktop Connection keyboard shortcuts 86](#_Toc340423744)

[Skydrive keyboard shortcuts 86](#_Toc340423745)

[Windows Help viewer keyboard shortcuts 86](#_Toc340423746)

[Windows Journal keyboard shortcuts 87](#_Toc340423747)

[Wordpad keyboard shortcuts 88](#_Toc340423748)

Overview of Accessibility in Windows 8

The built-in assistive technologies in Windows 8 work with both Windows 8 applications and with desktop software to provide seamless access to the entire Windows experience.

Devices running Windows 8 Professional will also allow you to use assistive technology (AT) software from specialty [Assistive Technology vendors](http://www.microsoft.com/enable/at/) (<http://www.microsoft.com/enable/at/>).

What’s new in Windows 8 accessibility

One of the most exciting aspects of Windows 8 is the introduction of touch-only devices. With touch devices, you can directly interact with everything on your screen by touch, without using a keyboard or mouse, including managing accessibility options in the Ease of Access Center.

With Windows 8 you can easily access the most commonly used accessibility options right from the sign-in screen. Select the **Ease of Access** button Ease of Access button in the lower-left corner of your screen, or press the **Windows logo key+U**, to choose the settings for your PC that you want to have available each time it starts. Learn more in the Ease of Access section below.

Narrator and touch-enabled devices

Narrator, a basic screen reader that reads aloud the text that appears on screen, and describes events such as error messages, has been redesigned in Windows 8 to be substantially faster, and to support many new features.

Whether you’re an individual who is blind, has low vision, or who is fully sighted, you will be able to use Windows 8 from the first time you start your device.

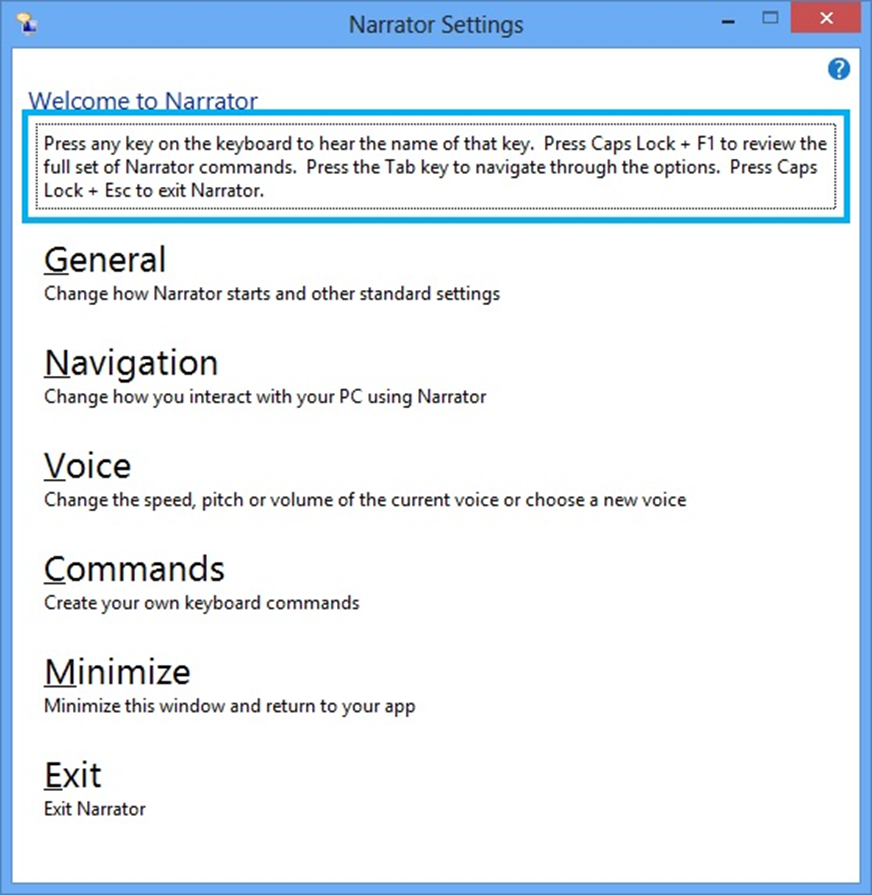
By default on touch-only devices, Narrator can be launched by simply holding down the **Windows logo button** Windows logo key and pressing the **Volume Up** button. Once Narrator is running, you can use Narrator’s built-in touch commands to explore the screen and control your device.

There are also some new configuration options for Narrator in Windows 8. You can select one of several voices, change the speed at which Narrator speaks, create customizable keyboard commands, and specify many other settings to suit your preferences.

Depending upon what device you use, and how you configure accessibility utilities on that device, there are different ways to start Narrator. These are the three shortcuts many people prefer:

* On the sign-in screen, press the **Windows logo key** Windows logo key**+U** or click the **Ease of access** Ease of Access button button in the   
  lower-left corner, and then choose **Narrator**.
* On a keyboard, press the **Windows logo key** Windows logo key**+Enter**.
* On a touch-only device, hold down the **Windows logo** Windows logo key button and press the **Volume Up** button.

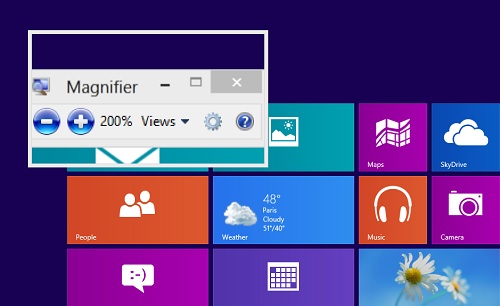
Learn more about using Narrator in Windows 8, in the Ease of Access section below.



Narrator Settings screen used to configure how Narrator starts, navigation, voice, and other command settings.

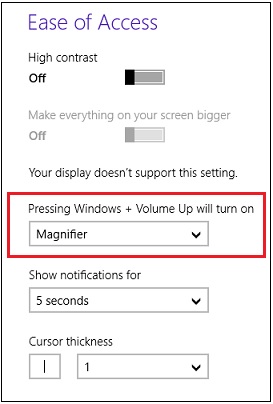
Magnifier and touch-enabled devices

Magnifier is a tool that enlarges your screen, or portions of your screen, making words and images easier to see. For users with low vision who have trouble seeing their devices, Magnifier makes it easier to see the screen and touch it too.



Magnifier lens view in Windows 8.

If you use a touch-enabled device you can control Magnifier from the edges of your screen. To start Magnifier on a touch-enabled device you first will need to designate Magnifier as the start option when pressing the **Windows logo button+Volume up** in the Ease of Access settings.



Ease of Access settings screen where you can select which accessibility tool to open with the keyboard shortcut Windows logo+Volume Up.

Once magnifier has been started on your touch-enabled device, a border will appear around the edges of the magnified screen. You can use these borders to move around the entire screen and it will work with all of your Windows 8 and desktop applications. Simply drag your finger along a border to move Magnifier in that direction. When the border disappears, you are at the edge of the screen.

By pressing the plus (+) and minus (-) buttons in the corners of the screen, you can zoom in or out to a size that best suits your preference. You can also quickly change the zoom level by moving two fingers closer together or farther apart on one of the borders.

To help keep track of your location on the screen, Magnifier has a preview feature that shows you exactly where you are in the context of the entire screen. To see the preview, tap with a thumb or finger on opposite borders at the same time. The currently magnified window will zoom out and highlight the part of the screen you are viewing. After a few seconds it will zoom back to the currently highlighted location. When viewing the preview, you can also drag the highlighted region to quickly move Magnifier around the screen.

Learn more about using Magnifier in Windows 8 in the Ease of Access section below.

Ease of Access and Personalization options on your computer

The following sections of this document provide information on how to make your device easier to see, hear, and use with settings and options in Ease of Access and Personalization in Windows 8 Professional. It also provides direction on accessing options using your mouse; or touch, for touch-only devices; and, provides a complete list of keyboard shortcuts for those who access their computers through the keyboard. Find more information about Windows 8 Accessibility on the [Microsoft Accessibility website](http://www.microsoft.com/enable/) ([www.microsoft.com/enable/](http://www.microsoft.com/enable/)), and on the [Microsoft Windows website](http://windows.microsoft.com/) (<http://windows.microsoft.com/>).

**Important**

Windows RT only supports the installation of apps through the Windows Store. Windows 8, or Windows 8 Professional, is required for individuals using assistive technology software or devices. Be sure to check with your [assistive technology manufacturer](http://www.microsoft.com/enable/at/matvplist.aspx) ([www.microsoft.com/enable/at/matvplist.aspx](http://www.microsoft.com/enable/at/matvplist.aspx)) regarding compatibility before purchasing a new Windows 8 device.

Ease of Access

Windows offers several programs and settings that can make the computer easier and more comfortable to use. This section tells you how to find and set up accessibility options whether you use a mouse and keyboard, or a touch-enabled computer.

[Make your PC easier to use](http://windows.microsoft.com/en-US/windows-8/make-pc-easier-use/)

There’s no single best way to set up your PC. Everyone works differently so Windows 8 provides a variety of ways to change your settings so you can use your PC the way you want.

Note:

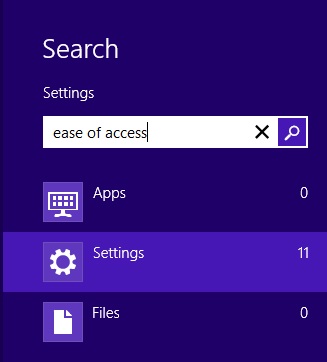
• The most commonly used accessibility options are available from the sign-in screen. Click the Ease of Access button Ease of Access button in the lower-left corner to choose those settings for your PC that you want to have available each time it starts.

• For more information about these and other assistive technologies, go to the Microsoft Accessibility website (<http://www.microsoft.com/enable/>).

Customizing the Ease of Access page

You can find a few more settings on the Ease of Access page—a convenient summary page where you can change common settings.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **Ease of Access** in the search box, tap or click **Settings**, and then tap or click **Ease of Access** in   
   the results.



Search box with ease of access typed and Settings selected.



Results of a search on “ease of access” with the Ease of Access control highlighted.

Here are the settings you'll find on the Ease of Access page:

1. **High contrast**. If it’s hard to read text on your screen, you can change the theme of your PC to a color combination that’s easier to read.
2. **Make everything on your screen bigger**. If things on your screen are too small to read, you can use this setting to magnify everything on the screen.
3. **Pressing Windows+Volume Up**. This works on newer laptops and tablets. First, choose a setting (Narrator, Magnifier, or On-Screen Keyboard), and then turn it on with a quick press of the **Windows logo** button Windows logo keyand **Volume Up** button together.
4. **Show notifications for**. If you find that notifications appear and disappear too quickly, you can change how long they’re visible—so you have time to read and react to them.
5. **Cursor thickness**. If the cursor is too small for you and hard to spot on the screen, use this setting to change its thickness.

Choosing more tools and settings in the Ease of Access Center

The Ease of Access Center in Windows 8 Professional gives you the most control for customizing your accessibility settings.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**. Or, from the Start screen, press the Windows logo key Windows logo+ C.)
2. Enter **current accessibility settings** in the search box, tap or click **Settings**, and then tap or click **View current accessibility settings**.

The first section in the Ease of Access Center includes quick access to four common tools:

* **Magnifier**. This enlarges part—or all—of the screen, so it’s easier to read. For more info, see [Use Magnifier to see items on screen](http://windows.microsoft.com/en-US/windows-8/use-magnifier-to-see-items/).
* **Narrator**. This is a screen reader that reads the text on your screen aloud. For more info, see [Hear text read aloud with Narrator](http://windows.microsoft.com/en-US/windows-8/hear-text-read-aloud-with-narrator/).
* **On-Screen Keyboard**. This lets you use your mouse or other pointing device to interact with a keyboard on the screen.
* **High Contrast**. This heightens the color contrast of some text and images on your screen, which helps make those items easier to identify.

The second section of the Ease of Access Center lists all of the other settings you can use.

* **Use the computer without a display**. Here, you can turn on Narrator, turn on audio descriptions for videos, set up Text to Speech, and change how long dialog boxes stay open.
* **Make the computer easier to see**. If you occasionally have trouble-seeing items on your screen, adjust these settings to make the screen easier to see. You can change to a high contrast theme, turn on Magnifier, adjust colors, and remove unnecessary animations and background images.
* **Use the computer without a mouse or keyboard**. Windows includes an on-screen keyboard that lets you enter text by selecting characters on the screen. You can also use Speech Recognition to control your PC with voice commands, and dictate text into programs. For more info, see [Using Speech Recognition](http://windows.microsoft.com/en-US/windows-8/using-speech-recognition/).
* **Make the mouse easier to use**. This setting lets you change the size and color of the mouse pointer, and use the numeric keypad to control the mouse.
* **Make the keyboard easier to use**. You can adjust the way Windows responds to mouse or keyboard input so that key combinations are easier to press, typing is easier, and accidental keystrokes are ignored.
* **Use text or visual alternatives for sounds**. Windows can replace system sounds with visual cues and display text captions for spoken dialog in multimedia programs.
* **Make it easier to focus on tasks**. These settings include a number of ways to help you focus on reading and typing. Use them to turn on Narrator, adjust how the keyboard responds to certain keystrokes, and change the way certain visual elements are displayed.
* **Make touch and tablets easier to use**. When you choose this option, Narrator starts automatically when you press the Windows logo button Windows logoand Volume Up button together. You can change this so Magnifier or On-Screen Keyboard starts instead.

Get recommendations for Ease of Access settings

If you're not sure which settings to use, fill out the Ease of Access questionnaire to get recommendations.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **current accessibility settings** in the search box, tap or click **Settings**, and then tap or click **View current accessibility settings**.
3. Tap or click **Get recommendations to make your computer easier to use**.

[Make the text on your screen larger or smaller](http://windows.microsoft.com/en-US/windows-8/make-text-screen-larger-smaller/)

You can make the text (and other things like icons) larger without changing the screen resolution of your monitor or laptop screen. That way, you can make text easier to see and still keep your monitor or laptop set to the best possible resolution.

1. Open Screen Resolution by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Display** in the search box, tapping or clicking **Settings**, and then tapping or   
   clicking **Display**.
2. Choose one of the following:
   * **Smaller - 100% (default)**. This keeps text and other items at normal size.
   * **Medium - 125%**. This sets text and other items to 125% of normal size.
   * **Larger - 150%**. This sets text and other items to 150% of normal size. This option appears only if your monitor supports a resolution of at least 1200 x 900 pixels.
3. Tap or click **Apply**.

To see the new text size, close all of your apps, and then sign out of Windows. The change will take effect the next time you sign in.

Also, you can change the text size for specific items in Windows, like window title bars or tooltips, without changing the size of anything else on the screen.

* Open Screen Resolution by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Display** in the search box, tapping or clicking **Settings**, and then tapping or   
  clicking **Display**.
* Under **Change only the text size**, choose the item you'd like to change and pick a text size. If you want the text to be bold, select the **Bold** check box.
* Tap or click **Apply**.

You'll see the change the next time you sign in to Windows.

You can also make text appear larger or smaller by changing your screen resolution, but if you're using an LCD monitor or laptop, it's a good idea to set your screen to its native resolution to avoid blurry text. This is the resolution that a monitor or laptop screen was designed to display based on its size. For more info, see [Get the best display on your monitor](http://windows.microsoft.com/en-US/windows-8/get-best-display-monitor).

Note:

You can't change the default font or font color used for items in Windows (like window title bars, menus, or tooltips). But you can change the color of your window borders and taskbar, or use a High Contrast Theme to make the items on your screen easier to see. For more info, see [Get started with themes](http://windows.microsoft.com/en-US/windows-8/get-started-with-themes).

[Hear text read aloud with Narrator](http://windows.microsoft.com/en-US/windows-8/hear-text-read-aloud-with-narrator)

Narrator is a screen reader that reads text on the screen aloud and describes events like error messages so you can use your computer without a display.

Starting Narrator

There are different ways to start Narrator. These are the three shortcuts many people prefer:

* On a keyboard, press the Windows logo key Windows logo key+Enter.
* On a tablet, press the Windows logo button Windows logo keyand Volume Up button together.
* On the sign-in screen, press the Windows logo key Windows logo key+U or click the **Ease of access** Ease of Access button button in the   
  lower-left corner and choose Narrator.

Note:

If you want to quickly exit Narrator, press Caps Lock+Esc.

Another way to get to Narrator is to use search:

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **Narrator** in the search box, tap or click **Apps**, and then tap or click **Narrator**.

Note:

• If you want to get started right away, after you open Narrator, press the Caps Lock key+F1. This keyboard combination will show you all of the Narrator commands.

• If you want to use Caps Lock to capitalize letters while you're using Narrator, press the Caps Lock key twice in quick succession.

New touch gestures

Windows 8 and Windows RT have new actions and new locations for common commands. Here are a few important gestures to get you started.

| Use this touch gesture |  | To do this |
| --- | --- | --- |
| Swipe in from the right edge with one finger |  | Open the charms (Search, Share, Start, Devices, Settings) |
| Swipe in from the left edge with one finger |  | Switch apps, snap them to the side, and close them |
| Swipe in from the top or bottom edge with  one finger |  | Show app commands like Save, Edit, and Delete |

Note:

The press and hold gesture isn't supported in Narrator.

New keyboard shortcuts

Windows 8 and Windows RT have new keyboard shortcuts too. Here are a few helpful ones. To find the rest, go to [Keyboard shortcuts](http://windows.microsoft.com/en-US/windows-8/keyboard-shortcuts/).

| Use this keyboard shortcut |  | To do this |
| --- | --- | --- |
| Windows logo key‌ Windows logo key+C |  | Open the charms (Search, Share, Start, Devices, Settings) |
| Windows logo key‌ Windows logo key+Z |  | Show app commands like Save, Edit, and Delete |
| Windows logo key‌ Windows logo key+period |  | Snap apps to the side |
| Windows logo key‌ Windows logo key+Tab or Alt+Tab |  | Switch apps |

Narrator settings

Here are some of the main settings you might want to use:

General

* **Lock the Narrator key so you don’t have to press it for each command (Caps Lock)**. When you choose this option, you won’t have to use the Caps Lock key with the Narrator keys. For example, instead of pressing Caps Lock key+F1, you can simply press F1.

Note:

On a 106 keyboard, Ctrl+Alt+Z won't lock the Narrator key.

* **Start Narrator minimized**. This option keeps the Narrator window out of your way.
* **Echo keyboard keystrokes while typing**. You can choose whether or not Narrator reads each key you type.
* **Read out voiced Narrator errors**. Choose this option if you want Narrator to read the actual error in addition to playing an error tone.
* **Enable visual highlighting of Narrator cursor**. This option lets you show or hide the box that highlights where Narrator is on your screen.
* **Play audio cues**. This option lets you turn on or off the extra sounds that Narrator plays when you do   
  certain actions.
* **Read hints for common items**. This option controls whether Narrator will read hints about how to interact with common items such as buttons, links, list items, and sliders.
* **Lower the volume of other apps when Narrator is running**. This option makes other apps quieter so it's easier to hear Narrator.
* **Retain notifications to be read for**. This drop-down menu lets you control how long notifications will be retained for being read by Narrator.
* **Control whether Narrator starts automatically**. This link takes you to the Ease of Access Center where you can choose to have Narrator on automatically.

Navigation

* **Read and interact with the screen using the mouse**. This option controls whether Narrator mouse mode is on. When mouse mode is on, Narrator will read what’s currently under your mouse cursor.
* **Activate keys on the touch keyboard when you lift your finger**. If touch mode is on, you can turn on this setting so you can type faster using the touch keyboard. With this setting, you can drag to find the item you're looking for and lift your finger to press the key.
* **Enable the Narrator cursor to follow the keyboard focus**. This adds a blue box to your screen that moves with the keyboard focus, so that if you tab through items the Narrator cursor will follow.

Voice

* **Select the speed, volume, or pitch of the voice**. You can customize the voice with these three sliders.
* **Select a different voice for Narrator**. With this drop-down menu you can select different types of voices in Narrator, if they are available in your language.

Commands

* Click this option to see a list of existing shortcut keys for Narrator. You can always change these shortcuts if you like. The most important keyboard shortcut to know is Caps Lock+F1. Pressing this keyboard combination will show all Narrator commands. For reference, the following table lists the commands too.

| Use this keyboard shortcut | To do this |
| --- | --- |
| Ctrl | Stop reading |
| Caps Lock+Esc | Exit Narrator |
| Caps Lock+Space | Do primary action |
| Caps Lock+Right arrow | Move to next time |
| Caps Lock+Left Arrow | Move to previous item |
| Caps Lock+Up arrow | Change view |
| Caps Lock+Down arrow | Change view |
| Caps Lock+F1 | Show commands list |
| Caps Lock+F2 | Show commands for current item |
| Caps Lock+F3 | Jump to next cell in row |
| Caps Lock+Shift+F3 | Jump to previous cell in row |
| Caps Lock+F4 | Jump to next cell in column |
| Caps Lock+Shift+F4 | Jump to previous cell in column |
| Caps Lock+F5 | Read which row and column Narrator is in |
| Caps Lock+F6 | Jump to table cell |
| Caps Lock+F7 | Read current column |
| Caps Lock+F8 | Read current row |
| Caps Lock+F9 | Read current column header |
| Caps Lock+F10 | Read current row header |
| Caps Lock+F11 | Toggle touch mode on/off |
| Caps Lock+F12 | Toggle keystroke announcements |
| Caps Lock+Z | Lock Narrator Key |
| Caps Lock+X | Pass keys to app |
| Caps Lock+V | Repeat last phrase |
| Caps Lock+Page Up | Increase voice volume |
| Caps Lock+Page Down | Decrease voice volume |
| Caps Lock+Plus | Increase voice speed |
| Caps Lock+Minus | Decrease voice speed |
| Caps Lock+D | Read item |
| Caps Lock+F | Read item advanced |
| Caps Lock+S | Read item spelled out |
| Caps Lock+W | Read Window |
| Caps Lock+R | Read all items in containing area |
| Caps Lock+Q | Move to last item in containing area |
| Caps Lock+G | Move Narrator cursor to system cursor |
| Caps Lock+T | Move Narrator cursor to pointer |
| Caps Lock+Tilde | Set focus to item |
| Caps Lock+Backspace | Go back one item |
| Caps Lock+Insert | Jump to linked item |
| Caps Lock+M | Start reading |
| Caps Lock+Close bracket | Read text from start to cursor |
| Caps Lock+O | Read text attributes |
| Caps Lock+H | Read document |
| Caps Lock+U | Read next page |
| Caps Lock+Ctrl+U | Read current page |
| Caps Lock+Shift+U | Read previous page |
| Caps Lock+I | Read next paragraph |
| Caps Lock+Ctrl+I | Read current paragraph |
| Caps Lock+Shift+I | Read previous paragraph |
| Caps Lock+O | Read next line |
| Caps Lock+Ctrl+O | Read current line |
| Caps Lock+Shift+O | Read previous line |
| Caps Lock+P | Read next word |
| Caps Lock+Ctrl+P | Read current word |
| Caps Lock+Shift+P | Read previous word |
| Caps Lock+Open bracket | Read next character |
| Caps Lock+Ctrl+Open bracket | Read current character |
| Caps Lock+Shift+Open bracket | Read previous character |
| Caps Lock+J | Jump to next heading |
| Caps Lock+Shift+J | Jump to previous heading |
| Caps Lock+K | Jump to next table |
| Caps Lock+Shift+K | Jump to previous table |
| Caps Lock+L | Jump to next link |
| Caps Lock+Shift+L | Jump to previous link |
| Caps Lock+Y | Move to beginning of text |
| Caps Lock+B | Move to end of text |
| Caps Lock+N | Rewind while reading a document |
| Caps Lock+Comma | Fast-forward while reading a document |
| Caps Lock+C | Read current date/time |

If you have a new PC that supports four or more contact points, you can use touch commands to control your PC.

| Use this touch command |  | To do this |
| --- | --- | --- |
| Tap once with two fingers |  | Stop Narrator from reading |
| Tap three times with four fingers |  | Show all Narrator commands (including ones not in this list) |
| Double-tap or hold with one finger and tap anywhere with a second |  | Activate primary action |
| Triple-tap or hold with one finger and double-tap  with a second |  | Activate secondary action |
| Hold with one finger and tap with two others |  | Start dragging or extra key options |
| Tap with three fingers |  | Show/hide Narrator settings window |
| Tap with four fingers |  | Show commands for current item |
| Tap or drag a single finger |  | Read what's under your finger |
| Double-tap with four fingers |  | Toggle search mode |
| Triple-tap with four fingers |  | Show Narrator commands list |
| Flick left/right with one finger |  | Move to next or previous item |
| Flick up/down with one finger |  | Change move increment |
| Swipe left/right/up/down with two fingers |  | Scroll |
| Swipe left/right with three fingers |  | Tab forward and backward |
| Swipe down with three fingers |  | Start reading explorable text |
| Swipe up with three fingers |  | Read current window |

Note:

• Narrator provides basic screen-reading capabilities so you can use Windows when you don't have a more comprehensive screen reader. Narrator isn't designed to read content in all apps. For more info about screen readers and other assistive technologies, go to the   
 [Microsoft Accessibility](http://www.microsoft.com/enable/at/) ([www.microsoft.com/enable/](http://www.microsoft.com/enable/)) website.

• TTS support in Narrator is available in Cantonese, English (United States and United Kingdom), French, German, Japanese, Korean, Mandarin, and Spanish.

[Using Speech Recognition](http://windows.microsoft.com/en-US/windows-8/using-speech-recognition/)

Windows Speech Recognition makes using a keyboard and mouse optional. You can control your PC with your voice and dictate text instead.

Note:

Speech Recognition isn't available in all languages.

Set up Speech Recognition

There are a few steps you need to take before you can start using Speech Recognition. First, you’ll need to set up a microphone. Next, it’s a good idea to take the tutorial to learn how to use Speech Recognition effectively. Finally, you can train your PC to recognize your voice.

To set up a microphone

Before you set up Speech Recognition, make sure you've plugged the microphone into your PC so the following steps work.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **set up a microphone** in the search box, tap or click **Settings**, and then tap or click **Set up a microphone**.
3. Follow the instructions on the screen.

Note:

If possible, use a headset microphone; it's less likely to pick up background noise.

To take the tutorial

The tutorial that comes with Speech Recognition takes about 30 minutes to complete, and it’s a good use of time. It teaches you the voice commands used in Speech Recognition.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **speech recognition** in the search box, tap or click **Settings**, and then tap or click **Speech Recognition**.
3. Tap or click Take Speech Tutorial.
4. Follow the instructions in the Speech Recognition Tutorial.

To train your pc to recognize your speech

Speech Recognition uses a special voice profile to recognize your voice and spoken commands. The more you use Speech Recognition, the more detailed your voice profile becomes—and that should improve your PC's ability to understand you.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **speech recognition** in the search box, tap or click **Settings**, and then tap or click **Speech Recognition**.
3. Tap or click **Train your computer to better understand you**.
4. Follow the instructions in the Speech Recognition Voice Training.

Using Speech Recognition

You can use your voice for many things, such as filling out online forms or typing letters. When you speak into the microphone, Speech Recognition changes your spoken words into text on the screen.

To dictate text using speech recognition

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **speech recognition** in the search box, tap or click **Apps**, and then tap or click **Windows Speech Recognition**.
3. Say "start listening," or tap or click the **Microphone** button to start the listening mode.
4. Open the app you want to use, or select the text box you want to dictate text into.
5. Say the text you want to dictate.

To correct mistakes

You can correct mistakes in three different ways.

1. To correct the last thing you said, say "correct that."
2. To correct a single word, say "correct" followed by the word that you want to correct. If the word appears more than once, all instances will be highlighted, and you can choose the one you want to correct.
3. In the **Alternates panel** dialog box, say the number next to the item you want, and then say "OK."

To add or change words in the speech dictionary

Using the Speech Dictionary, you can add your own words, stop a specific word from being dictated or corrected or delete a word in the dictionary.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **speech recognition** in the search box, tap or click **Apps**, and then tap or click **Windows Speech Recognition**.
3. Say "start listening," or tap or click the **Microphone** button to start the listening mode.
4. Say "open Speech Dictionary" and do any of the following:
   * To add a word to the dictionary, say "Add a new word," and then follow the instructions.
   * To prevent a specific word from being dictated, say "Prevent a word from being dictated," and then follow the instructions.
   * To correct or delete a word that is already in the dictionary, say "Change existing words," and then follow the instructions.

Controlling your PC with Speech Recognition

You can use simple, short commands to control your PC. The following table shows some of the most commonly used Speech Recognition commands. Words in italics mean you can replace the example word or phrase with similar words and get useful results.

Note:

Any time you need to find out what commands to use, say "what can I say?"

| To do this |  | Say this |
| --- | --- | --- |
| Select any item by its name |  | Click File; Start; View |
| Select any item or icon |  | Click Recycle Bin; Click Computer; Click file name |
| Double tap or double-click any item |  | Double-click Recycle Bin; Double-click Computer; Double-click file name |
| Switch to an open app |  | Switch to Paint; Switch to WordPad; Switch to program name; Switch application |
| Scroll in one direction |  | Scroll up; Scroll down; Scroll left; Scroll right |
| Insert a new paragraph or new line in a document |  | New paragraph; New line |
| Select a word in a document |  | Select word |
| Select a word and start to correct it |  | Correct word |
| Select and delete specific words |  | Delete word |
| Show a list of applicable commands |  | What can I say? |
| Update the list of speech commands that are  currently available |  | Refresh speech commands |
| Turn on listening mode |  | Start listening |
| Turn off listening mode |  | Stop listening |
| Move the Speech Recognition microphone bar |  | Move speech recognition |
| Minimize the microphone bar |  | Minimize speech recognition |
| View Windows Help and Support content about specific tasks |  | How do I do something?  For example, say “How do I install a printer?” and a list of Help topics is returned.  Note that this command is available only if you're using the U.S. English Speech Recognizer. |

Dictation

| To do this |  | Say this |
| --- | --- | --- |
| Insert a new line in the document |  | New line |
| Insert a new paragraph in the document |  | New paragraph |
| Insert a tab |  | Tab |
| Insert the literal word for the next command (for example, you can insert the word "comma" instead of the punctuation mark) |  | Literal word |
| Insert the numeral form of a number |  | Numeral number |
| Put the cursor before a specific word |  | Go to word |
| Put the cursor after a specific word |  | Go after word |
| Don't insert a space before the next word |  | No space |
| Go to the start of the sentence that the cursor is in |  | Go to start of sentence |
| Go to the start of the paragraph that the cursor is in |  | Go to start of paragraph |
| Go to the start of the document |  | Go to start of document |
| Go to the end of the sentence that the cursor is in |  | Go to end of sentence |
| Go to the end of the paragraph that the cursor is in |  | Go to end of paragraph |
| Go to the end of the current document |  | Go to end of document |
| Select the word in the current document |  | Select word |
| Select the word range in the current document |  | Select word range; Select word through word |
| Select all text in the current document |  | Select all |
| Select a number of words before the location of the cursor |  | Select previous 20 words; Select previous 10 words |
| Select a number of words after the location of the cursor |  | Select next 20 words; Select next 10 words |
| Select the last text you dictated |  | Select that |
| Clear the selection on the screen |  | Clear selection |
| Capitalize the first letter of the word |  | Caps word |
| Capitalize all the letters of the word |  | All caps word |
| Make all the letters in the word lowercase |  | No caps word |
| Change the next number of words to uppercase |  | Change next 10 words to uppercase |
| Change the next number of words to lowercase |  | Change next 10 words to lowercase |
| Delete the previous sentence |  | Delete previous sentence |
| Delete the next sentence |  | Delete next sentence |
| Delete the previous paragraph |  | Delete previous paragraph |
| Delete the next paragraph |  | Delete next paragraph |
| Delete the selected or last dictated text |  | Delete that |

Keyboard keys

| To do this |  | Say this |
| --- | --- | --- |
| Press any key on the keyboard |  | Press keyboard key; Press a; Press capital b; Press Shift plus a;  Press Ctrl plus a |
| Press certain keyboard keys without saying "press" first |  | Delete; Backspace; Enter; Page Up; Page Down; Home; End; Tab |

Note:

• You can also use the ICAO\NATO phonetic alphabet to say the keyboard keys to press. For example, you can say "press alpha" to press "a" or "press bravo" to press "b."

• Using Speech Recognition to press keyboard keys works only with languages that use   
 Latin alphabets.

Punctuation marks and special characters

| To insert this |  | Say this |
| --- | --- | --- |
| , |  | Comma |
| ; |  | Semicolon |
| . |  | Period; Dot; Decimal point |
| : |  | Colon |
| “ |  | Open double quote; Open quote |
| ” |  | Close double quote; Close quote; Close inverted commas |
| ' |  | Apostrophe |
| ‘ |  | Open single quote |
| ’ |  | Close single quote |
| > |  | Greater than sign |
| < |  | Less than sign |
| / |  | Forward slash |
| \ |  | Backslash |
| ~ |  | Tilde |
| @ |  | At sign |
| ! |  | Exclamation mark; Exclamation point |
| ? |  | Question mark |
| # |  | Number sign; Pound sign |
| $ |  | Dollar sign |
| % |  | Percent sign |
| ^ |  | Caret |
| ( |  | Open parenthesis; Open paren |
| ) |  | Close parenthesis; Close paren |
| \_ |  | Underscore |
| - |  | Hyphen; Minus sign; Dash |
| – |  | En dash |
| — |  | Em dash |
| = |  | Equal sign |
| + |  | Plus sign |
| { |  | Open brace; Open curly bracket |
| } |  | Close brace; Close curly bracket |
| [ |  | Open bracket; Open square bracket |
| ] |  | Close bracket; Close square bracket |
| | |  | Vertical bar |
| :-) |  | Smiley face |
| :-( |  | Frowny face |
| ;-) |  | Winky face |
| ™ |  | Trademark sign |
| ¾ |  | Three quarter sign |
| ¼ |  | One quarter sign |
| ½ |  | One half sign |
| £ |  | Pound sterling sign |
| & |  | Ampersand; And sign |
| \* |  | Asterisk |
| // |  | Double slash |
| ` |  | Back quote |
| < |  | Open angle bracket |
| > |  | Close angle bracket |
| ± |  | Plus or minus sign |
| « |  | Open angle quote |
| » |  | Close angle quote |
| × |  | Multiplication sign |
| ÷ |  | Division sign |
| ¢ |  | Cent sign |
| ¥ |  | Yen sign |
| § |  | Section sign |
| © |  | Copyright sign |
| ® |  | Registered sign, Registered trademark sign |
| ° |  | Degree sign |
| ¶ |  | Paragraph sign |
| … |  | Ellipsis; Dot dot dot |
| ƒ |  | Function sign |

Controls

| To do this |  | Say this |
| --- | --- | --- |
| Select any item by saying  its name |  | File; Edit; View; Save |
| Select any item |  | Click File; Click Bold; Click Save; Click Close |
| Double-tap or double-click  any item |  | Double-click Computer; Double-click Recycle Bin; Double-click folder name |
| Press and hold or right-click  any item |  | Right-click Computer; Right-click Recycle Bin; Right-click folder name |
| Minimize all windows to show your desktop |  | Show desktop |
| Select something if you don't know what it's called |  | Show numbers (Numbers will appear on the screen for every item in the active window. Say an item's corresponding number to select it.) |
| Select a numbered item |  | 19 OK; 5 OK |
| Double-tap or double-click  a numbered item |  | Double-click 19; Double-click 5 |
| Press and hold or right-click  a numbered item |  | Right-click 19; Right-click 5 |

Windows

| To do this |  | Say this |
| --- | --- | --- |
| Open an app |  | Open Paint; Open WordPad; Open app name |
| Switch to an open app |  | Switch to Paint; Switch to WordPad; Switch to app name; Switch application |
| Close an app |  | Close that; Close Paint; Close Documents |
| Minimize |  | Minimize that; Minimize Paint; Minimize Documents |
| Maximize |  | Maximize that; Maximize Paint; Maximize Documents |
| Restore |  | Restore that; Restore Paint; Restore Documents |
| Cut |  | Cut that; Cut |
| Copy |  | Copy that; Copy |
| Paste |  | Paste |
| Delete |  | Delete that; Delete |
| Undo |  | Undo that; Scratch that; Undo |
| Scroll in one direction |  | Scroll up; Scroll down; Scroll right; Scroll left |
| Scroll an exact distance in pages |  | Scroll down 2 pages; Scroll up 10 pages |
| Scroll an exact distance in  other units |  | Scroll up 5; Scroll down 7 |
| Go to a field in a form or an app |  | Go to field name; Go to Subject; Go to Address; Go to cc |

Tap or click anywhere on the screen

| **To do this** |  | **Say this** |
| --- | --- | --- |
| Show the mousegrid |  | Mousegrid |
| Move the mouse pointer to the center of any mousegrid square |  | Number of the square; 1, 7, 9 |
| Tap or click any mousegrid square |  | Click number of the square |
| Select an item to drag with the mousegrid |  | Number of the square where the item appears; 3, 7, 9 (followed by) mark |
| Select an area in the mousegrid where you want to drag the item |  | Number of the square where you want to drag; 4, 5, 6 (followed by) click |

[Use Magnifier to see items on the screen](http://windows.microsoft.com/en-US/windows-8/use-magnifier-to-see-items/)

Magnifier is a useful tool that enlarges part—or all—of your screen so you can see the words and images better. It comes with a few different settings, so you can use it the way that suits you best.

Using Magnifier

You can open and close Magnifier quickly so it's handy when you need it and it's out of your way when you don't.

To open Magnifier

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **Magnifier** in the search box, tap or click **Apps**, and then tap or click **Magnifier**.

Magnifier will open in Full-screen view unless you change the settings.

To close Magnifier

* To exit **Magnifier** quickly, press the Windows logo key Windows logo key+ Esc. You can also tap or click the magnifying glass icon magnifying glass icon, and then tap or click the **Close** button on the Magnifier toolbar.

Note:

• If you want to have Magnifier always at your fingertips, you can pin it to the Start screen or taskbar. For more info, see [How to use the taskbar](http://windows.microsoft.com/en-US/windows-8/use-the-taskbar).

• Some people want to change the clarity or size of the words and images on the screen. If this is what you want to do, you can use the app to zoom in on a page or change your screen resolution. For more info about changing your screen resolution, see   
 [Get the best display on your monitor](http://windows.microsoft.com/en-US/windows-8/get-best-display-monitor).

Changing Magnifier views

You can use Magnifier in a few ways, depending on how you like to work: Full-screen, lens, and docked. Try them all to find out which one you prefer.

* **Full-screen**. In this view, your entire screen is magnified. You probably won’t be able to see the whole screen at the same time when it’s magnified, but as you move around the screen, you can see everything. If you have a touchscreen, Magnifier will display white borders around the edge of your screen. Drag your finger or mouse along the borders to move around the screen.
* **Lens**. In this view, when you move around the screen, it’s like moving a magnifying glass around.
* **Docked**. Docked view works on the Windows desktop. In this view, a magnifier is docked to portion of your screen. As you move around the screen, parts of the screen appear magnified in the docking area, even though the main part of the screen is unchanged.

Customizing Magnifier

You can change the way Magnifier works. For example, you can use the zoom buttons ( zoom in button and zoom out button ) to change how much Magnifier enlarges your screen. Pressing Windows Windows logo key+ Plus and Windows Windows logo key+ Minus on your keyboard is another quick way to zoom in and out. You can also open the Magnifier options button Magnifier options button to   
change Magnifier.

Note:

You can set Magnifier to follow your mouse, the insertion point, or the keyboard. Follow the instructions below to customize Magnifier.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **Magnifier** in the search box, tap or click **Apps**, and then tap or click **Magnifier**.
3. Go to the Windows Desktop and click the Magnifying glass magnifying glass icon.
4. Click the **Options** button Magnifier options button.
5. Do one or more of the following:
   * Use the slider to choose a zoom increment. The percentage you choose here will be the increment by which Magnifier enlarges the screen when you press the zoom in button zoom in button.
   * Select the **Turn on color inversion** check box to reverse colors on the screen. Sometimes reversing colors makes text easier to read.
   * Select a check box to choose how Magnifier focuses. Depending on your settings, Magnifier can follow your mouse, the insertion point, or the keyboard.

Note:

When you open Magnifier, the Magnifier toolbar appears briefly. It quickly gets out of your way, but you can display it again by clicking the magnifying glass icon magnifying glass iconon your screen or the Magnifier icon on the taskbar.

[Use the On-Screen Keyboard (OSK) to type](http://windows.microsoft.com/en-US/windows-8/type-with-the-on-screen-keyboard)

There are a few different kinds of keyboards. The most common is a physical, external keyboard that you plug into your PC. A PC with a touchscreen also has a touch keyboard. When you’re using a Windows 8 or Windows RT PC with a touchscreen, tap in a text field or other area where you can type and the touch keyboard appears. For more info about the touch keyboard, see [How to use the touch keyboard](http://windows.microsoft.com/en-US/windows-8/using-touch-keyboard/).

Windows also has On-Screen Keyboard (OSK), an Ease of Access tool. You can use OSK instead of relying on the physical keyboard to type and enter data. You don’t need a touchscreen to use On-Screen Keyboard. OSK displays a visual keyboard with all the standard keys. You can select keys using the mouse or another pointing device, or you can use a physical single key or group of keys to cycle through the keys on the screen.

To open On-Screen Keyboard

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. In the search box, enter **On-Screen Keyboard**, tap or click **Apps**, and then tap or click **On-Screen Keyboard**.

Note:

You can also open OSK from the sign-in screen. Click the Ease of Access button Ease of Access button in the lower-left corner to choose to have OSK open automatically every time you turn on your PC.

To change how information is entered into On-Screen Keyboard

* With OSK open, tap or click the OSK **Options** key, and then select the options you want:
  + **Use click sound**. Use this option if you want to hear a sound when you press a key.
  + **Show keys to make it easier to move around the screen**. Use this option if you want the keys to light up as you type.

**Turn on numeric keypad**. Use this option to expand OSK to show a numeric keypad.

**Click on keys**. Use this mode if you prefer to click or tap the on-screen keys to enter text.

**Hover over keys**. Use this mode if you use a mouse or joystick to point to a key. The characters you point to are entered automatically when you point to them for a specified time. You can set the time in the **Options**   
dialog box.

**Scan through keys**. Use this mode if you want OSK to continually scan the keyboard. Scan mode highlights areas where you can type keyboard characters by pressing a keyboard shortcut, using a switch input device, or using a device that simulates a mouse click.

**Use Text Prediction**. Use this option if you want OSK to suggest words for you as you type so you don't need to type each complete word.

Note:

• Text prediction is available in English, French, Italian, German, and Spanish. To use text prediction in a specific language, first install additional language files for that language.

• If you're using either hovering mode or scanning mode and accidently minimize On-Screen Keyboard, you can restore it by pointing to it in the taskbar (for hovering mode) or by pressing the scan key (for scanning mode).

• If you minimize OSK and switch to the Start screen or a full-screen app, you won't be able to get to OSK. Open OSK first, and then go to the Start screen or app.

[Use text or visual alternatives to sound](http://windows.microsoft.com/en-US/windows-8/use-visual-alternatives-to-sounds/)s

You can use visual cues rather than sounds in many apps by changing your PC settings.

To change your settings

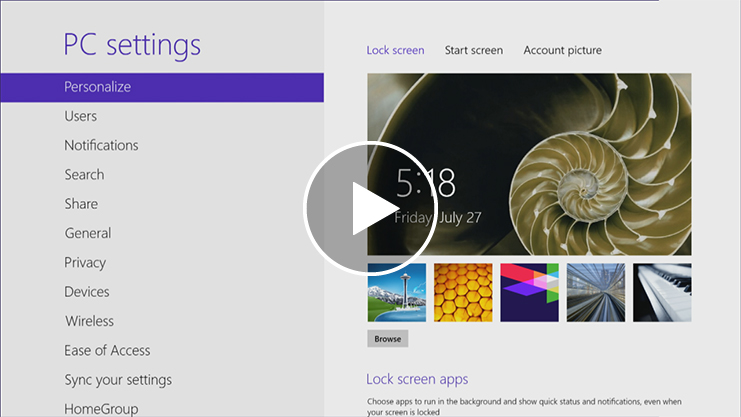
1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. In the search box, enter **Replace sounds with visual cues**, tap or click **Settings**, and then tap or click **Replace sounds with visual cues**.
3. Select the options that you want to use:
   * **Turn on visual notifications for sounds**. This option replaces system sounds with visual cues, such as a flash on the screen, so you can see notifications even when they're not heard. You can also choose how you want sound notifications to warn you.
   * **Turn on text captions for spoken dialog**. With this option, Windows will display text captions in place of sounds to indicate that activity is happening on your PC (for example, when a document starts or finishes printing).

Personalization

[Personalize your PC](http://windows.microsoft.com/en-US/windows-8/customize)

If you spend a lot of time using your PC, you can make it reflect who you are and what you care about. Make yourself at home on the Start screen and arrange it to your liking. Create tiles for your favorite people or websites and drag them anywhere you want—or put similar tiles in their own group. Pin your favorite apps to the Start screen and remove the ones you don't use. You can even change the background and color on your Start screen to match your mood.

With Windows, you can make your PC your own.



[Change your background, colors, and account picture](http://windows.microsoft.com/en-US/windows-8/change-backgrounds-pictures#1TC=t1)

In Windows 8 and Windows RT, there are a few new places to show your favorite pictures and colors. On the Start screen, you can change the background and color. The background shows up only on Start, but the color you pick shows up in a few other places too, like the charms and the sign-in screen. You can also make sure there's a favorite photo waiting to greet you on your lock screen, and choose a few apps to show you info and updates you might have missed while your PC was locked. And you can add some excitement to your account picture — if you have a webcam, you can create a video clip to use instead of a photo. Or if you have photo editing apps, you can use them to add some finishing touches to a photo.

Here's how to try out these new picture and color options:

1. Open the [Settings charm](http://windows.microsoft.com/en-US/windows-8/charms#1TC=t1), and then tap or click **Change PC settings**.
2. Tap or click **Personalize**, and then change the options you want.

Themes and desktop backgrounds

All of the personalization settings you know and love are still here too, and you can still use them to personalize your desktop.

Here's how to check out the brand [new themes and desktop backgrounds](http://windows.microsoft.com/en-US/windows/personalization-gallery):

* Open the [Search charm](http://windows.microsoft.com/en-US/windows-8/charms/), enter **personalization**, and then tap or click **Settings**.
* Tap or click **Personalization**.
* If you don't see something you like, you can download more themes, or even [create your own](http://windows.microsoft.com/en-US/windows-8/get-started-with-themes), from this   
  same place.

[Customize the Start screen](http://windows.microsoft.com/en-US/windows-8/shared-start-screen" \l "1TC=t1)

Just like you had a Start menu in Windows 7, you have a Start screen in Windows 8 and Windows RT. It has all of the info you care about in one place. You can just glance at the tiles to get the latest headlines, real-time updates, and info, or you can open apps, websites, contacts, and folders.

Here are the quickest ways to get to Start:

* **With touch**, swipe in from the right edge of your screen, and then tap **Start**.
* **With a mouse**, move your pointer to the upper-right or lower-right corner, and then move it up or down and click **Start**. (Or, point to the lower-left corner, and click Start when it appears.)
* **With a keyboard**, press the Windows logo key Windows logo key.

So arrange Start any way you want it, and put your favorite apps, people, and websites front and center. Here are a few options you can try.

Create tiles for your favorite people and places

A tile is an app or content (like a website, contact, or folder) that you can open from the Start screen. So if you have a website that you visit every day or people that you chat with all the time, you might want to create tiles for them on Start so you can get to them quickly.

When you come across a website, contact, or folder that you want to add to Start, here's how:

* To pin a website or contact from an app, open the [app commands](http://windows.microsoft.com/en-US/windows-8/app-commands) and tap or click **Pin to Start**.
* To pin a folder, open it in [File Explorer](http://windows.microsoft.com/en-US/windows-8/files-folders-windows-explorer/), press and hold or right-click it, and then tap or click **Pin to Start**.

Pin or unpin apps

Some apps that are installed on your PC might not be pinned to Start. But you can always pin them if you want them there. On the Start screen, open the [Search charm](http://windows.microsoft.com/en-US/windows-8/charms/), select the app you want to pin to open its [commands](http://windows.microsoft.com/en-US/windows-8/app-commands/), and then tap or click **Pin to Start**.

And if there are apps you don't use, you can unpin them from Start. On the Start screen, select an app to open its [commands](http://windows.microsoft.com/en-US/windows-8/app-commands/), and then tap or click **Unpin from Start**. If you unpin an app, it's still installed on your PC, so you can always find it again with the Search charm.

Rearrange and resize tiles

To move a tile, drag it up or down, and then drag it anywhere you want it. (You don't need to press and hold.) You can arrange the tiles any way you want. Put similar tiles together, group all your favorites, or create a "Work" group for the apps for your job.

Here's how to name a group of tiles:

* Touch the Start screen with two or more fingers, and then pinch them toward each other to zoom out. (If you're using a mouse, click the **Zoom** button The Zoom button.)
* Select the group of tiles you want to name, and then tap or click **Name Group**.
* If a tile isn't fitting in the spot you want, you can make it larger or smaller. Just select the tile on the Start screen to open the [app commands](http://windows.microsoft.com/en-US/windows-8/app-commands#1TC=t1) and then tap or click **Larger** or **Smaller**. (Some tiles can't be resized.)

[Rearranging tiles on Start](http://windows.microsoft.com/en-US/windows-8/rearrange-tiles-start/)

In Windows 8 and Windows RT, you have lots of options to help you set up Start in a way that's right for you. You can create groups, show updates on tiles, and move tiles around for better access to your favorite people, websites, and more. Or, you can create a simple Start with just a few choices. Take a few minutes to move and resize tiles to see what works best for you.

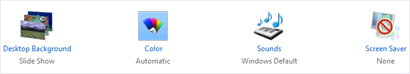
| What you can do |  | How to do it |
| --- | --- | --- |
| Rearrange tiles |  | 1. Slide the tile you want to change either up or down, and then drag it to a new position. 2. (If you're using a mouse, click and drag the tile in any direction to a  new position.) 3. If you want to quickly move it from one end of Start to the other, drag the tile down to the bottom of the screen. This shows all the tiles at once and makes it easy to move tiles longer distances. |
| Group tiles together |  | 1. To start a new group, drag a tile to an open space. When a gray bar appears, release the tile. 2. Slide and drag or click and drag more tiles next to the first tile. |
| Name groups |  | 1. Pinch your fingers together on the Start screen or click the icon in the lower-right corner to zoom out and see all the tiles. 2. To rearrange the groups, press and hold or click and drag the group, and then move it to a new position. 3. Tap or right-click the group you want to name, and then tap or click  **Name group**. 4. Enter a name, and then tap or click **Name**. |
| Resize tiles (only available on some tiles) |  | 1. Swipe down on or right-click the tile you want to change. 2. Tap or click **Smaller** or **Larger** to change its size. (A tile's color and font can't be changed.) |
| Turn tile updates on or off (only available on  some tiles) |  | 1. Swipe down on or right-click the tile you want to change. 2. Tap or click **Turn live tile on** **or Turn live tile off** to change its setting. |

[Get started with themes](http://windows.microsoft.com/en-US/windows-8/get-started-with-themes/)

In Windows, you can use themes to help make your desktop feel a little more like your own. Themes change the desktop background, window border color, sounds, and screen saver on your PC all at once, and you can switch between themes as often as you like. You can also create your own themes, and share them with friends   
and family.

What's a theme?

A theme is a combination of pictures, colors, and sounds. Themes include:



Parts of a theme

* **A desktop background**. A picture, color, or design that acts as a backdrop to the open windows on your desktop. The desktop background can be a single picture or a slide show. You can choose from the desktop background pictures that come with Windows, or you can use your own pictures.
* **A window border color**. The color of your window borders and taskbar. A theme can include one specific window border color, or a color can be chosen automatically based on the colors in the desktop   
  background picture.
* **Sounds**. A collection of related sounds that you hear when events happen on your PC. An event can be an action that you do, like signing in to your PC, or something that your PC does, like letting you know when you get a new email.
* **A screen saver**. A moving picture or pattern that appears on your PC screen when you haven’t used the mouse or keyboard for a certain period of time. The screen saver is turned off in the themes that come with Windows, but you can turn it on and add one to a theme. For more info about screen savers, see [How to use screen savers](http://windows.microsoft.com/en-US/windows-8/using-screen-savers/).

You can find all of your themes in Personalization in Control Panel. Tap or click any theme to apply it to   
your desktop.

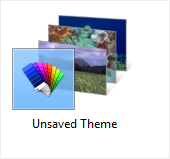
Open Personalization by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Personalization** in the search box, tapping or clicking **Settings**, and then tapping or clicking **Personalization**.

In Personalization in Control Panel, there are four types of themes.

* **My Themes**. Themes that you've created, made changes to, saved, or downloaded. Any time you change a theme, the new settings appear here as an unsaved theme.
* **Windows Default Themes**. Windows themes you can use to personalize your PC. Most of them include a desktop background slide show.
* **Installed Themes**. Themes that were created by your PC manufacturer or other non-Microsoft providers.
* **High Contrast Themes**. Themes that make items on your screen easier to see. The High Contrast themes don't include automatic window border colors or desktop background slide shows.

Creating themes

You’re not limited to the themes that come with Windows—you can create customized themes using your own pictures and screen savers, and choose the colors and sounds that go along with them. To get started, tap or click any theme to apply it to your desktop. Then change each part of the theme until the desktop background, window border color, sounds, and screen saver are just how you want them to be. All of your changes will be saved under My Themes as an unsaved theme.



An unsaved theme

To create a theme

1. Open Personalization by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Personalization** in the search box, tapping or clicking **Settings**, and then tapping or clicking **Personalization**.
2. To change the desktop background, tap or click **Desktop Background**, browse to the pictures you want to use, select the check boxes for the pictures that you want to include in your slide show, and then tap or click **Save changes**.
3. To change the color of your window borders and taskbar, tap or click **Window Color**, and then do one of   
   the following:

Tap or click **Automatic** to let Windows choose a color automatically based on the colors in your desktop background picture, and then tap or click **Save changes**  
– or –  
Tap or click the color that you want to use, and then tap or click **Save changes**.



The automatic window color option

1. To change the sounds you hear when something happens on your computer, tap or click Sounds, tap or click an item in the **Sound Scheme list**, and then tap or click **OK**.
2. To add or change a screen saver, tap or click **Screen Saver**, tap or click an item in the **Screen saver** list, change any settings to suit your preference, and then tap or click **OK**.

Once you're happy with the way your new theme looks and sounds, save it so you can use it any time.

To save a theme

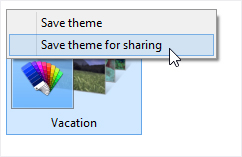
1. Open Personalization by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Personalization** in the search box, tapping or clicking **Settings**, and then tapping or clicking **Personalization**.
2. Under **My Themes**, tap or click your unsaved theme to apply it to the desktop.
3. Tap or click **Save theme**.
4. Enter a name for your theme, and then tap or click **Save**.

The new theme name will appear under My Themes.

Sharing themes

Once you've saved a theme, you can share it with your friends and family. To send your theme to other people, first you'll need to save it in a file format that can be shared, called a .themepack file.

1. Open Personalization by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Personalization** in the search box, tapping or clicking **Settings**, and then tapping or clicking **Personalization**.
2. Tap or click your customized theme to apply it to the desktop.
3. Press and hold or right-click the theme, and then tap or click **Save theme for sharing**.



Saving a theme

1. In the **File name** box, enter a name for your theme, and then tap or click **Save**.

You can share your theme using email, a network, or an external drive.

Deleting themes

If you're no longer using a theme you've created or downloaded, you can delete it from your PC to save on disk space. (The themes that come with Windows can't be deleted.)

1. Tap or click a different theme to apply it to the desktop. You can't delete a theme while it's being used.
2. Press and hold or right-click the theme that you want to delete, and then tap or click **Delete theme**.

Get more themes

You can find more themes to add to your collection in the **Personalization Gallery** on the Windows website.

Get more Info about the pictures

If you're curious about the pictures that are included in a particular theme, you can see more info about them, including titles and the locations where the photos were taken. (This info might not be available for   
some pictures.)

1. Open Personalization by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Personalization** in the search box, tapping or clicking **Settings**, and then tapping or clicking **Personalization**.
2. Tap or click a theme to apply it to the desktop, and then tap or click **Desktop Background**.
3. Press and hold or point to a picture to see more info about it.

Note:

You can't change the default font or font color used for items in Windows (like window title bars, menus, or tooltips). But you can make all of the text (and other things like icons) on your screen larger, or you can change the text size for specific items without changing the size of anything else on the screen. To learn more, see [Make the text on your screen larger or smaller](http://windows.microsoft.com/en-US/windows-8/make-text-screen-larger-smaller).

[Where is Control Panel?](http://windows.microsoft.com/en-US/windows-8/where-is-control-panel)

In Windows 8 and Windows RT, there are a few different ways to find and change your settings: Control Panel, the Settings charm, PC settings, and Search. Most of the settings that you'll want to change can be found in   
PC settings.

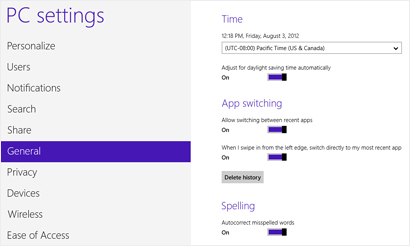
[](http://windows.microsoft.com/en-US/windows-8/where-is-control-panel)

Play video on [Where is Control Panel?](http://windows.microsoft.com/en-US/windows-8/where-is-control-panel) page

[Watch a video about finding and changing settings](http://windows.microsoft.com/en-US/windows-8/where-is-control-panel/) (<http://windows.microsoft.com/en-US/windows-8/where-is-control-panel>.)

To open PC settings

* Swipe in from the right edge of the screen, tap **Settings**, and then tap **Change PC settings**.  
  (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, click **Settings**, and then click **Change PC settings**.)

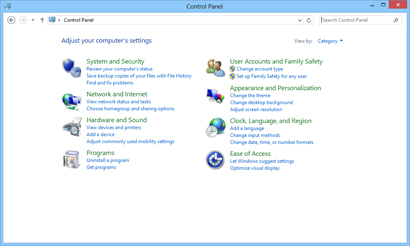


PC settings screen with General settings highlighted

In PC settings, you can personalize the Start and lock screens, customize the Search and Share charms, add user accounts, and change various other settings.

To open Control Panel

* Open Control Panel by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Control Panel** in the search box, tapping or clicking **Apps**, and then tapping or clicking **Control Panel**.



Control Panel

Control Panel has familiar settings like themes and desktop backgrounds, Family Safety, screen resolution,   
and more.

To open the Settings charm

* Swipe in from the right edge of the screen, and then tap **Settings**.  
  (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Settings**.)

In the Settings charm, you'll find settings, help, and info for the app you're in, plus a few common PC settings—network connection, volume, brightness, notifications, power, and keyboard. These PC settings are the same no matter where you are in Windows, but the app settings are different in every app.

To search for settings

If you're not sure where to find the settings you're looking for, you can search your PC.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter a word or phrase in the Search box, tap or click **Settings**, and then select from the list of results.

[How to use the taskbar](http://windows.microsoft.com/en-US/windows-8/use-the-taskbar)

You can customize the taskbar, including the way taskbar buttons look, how they group together when you have more than one window open, change where the taskbar is on your desktop, and decide what icons and apps are on it.

The taskbar with taskbar buttons

The taskbar

Rearrange taskbar buttons

* To rearrange the order of app buttons on the taskbar, drag a button from its current position to a different position on the taskbar. You can rearrange apps as often as you like.

Note:

All open files from the same app are always grouped together, even if you didn’t open them one after the other. This is so you can see all of the previews for that app at the same time.

Move the taskbar

Usually, you can find the taskbar at the bottom of the desktop, but you can move it to the sides or top of the desktop. Before you can move the taskbar, you need to unlock it.

To unlock the taskbar

* Press and hold or right-click an empty space on the taskbar. If **Lock the taskbar** has a check mark next to it, the taskbar is locked. You can unlock it by tapping or clicking **Lock the taskbar**, which removes the   
  check mark.

To move the taskbar

* Do one of the following:
  + Tap an empty space on the taskbar, and then drag it to one of the four edges of the desktop. When the taskbar is where you want it, let go.
  + (If you're using a mouse, click an empty space on the taskbar, and then hold down the mouse button as you drag the taskbar to one of the four edges of the desktop. When the taskbar is where you want it, release the mouse button.)

Note:

To lock the taskbar into place, press and hold or right-click an empty space on the taskbar, and then tap or click **Lock the taskbar** so that the check mark appears. This helps make sure that the taskbar doesn't accidentally get moved or resized.

Change how taskbar buttons appear

You can choose how buttons are grouped together when there's more than one window open, and change the size of taskbar button icons.

1. Open Taskbar Properties by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Taskbar** in the search box, tapping or clicking **Settings**, and then tapping or   
   clicking **Taskbar**.
2. On the **Taskbar** tab, select one of the options from the **Taskbar buttons** list:
   * **Always combine, hide labels**

This is the default setting. Each app appears as a single, unlabeled button, even when multiple windows for that app are open.

* + **Combine when taskbar is full**

This setting shows each window as an individual, labeled button. When the taskbar becomes crowded, apps with multiple open windows collapse into a single app button. Tap or clicking the button displays a list of the windows that are open.

* + **Never combine**

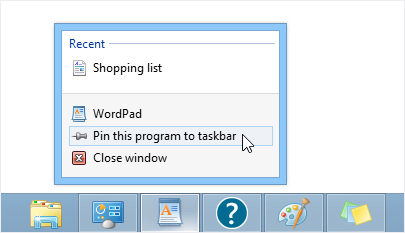
This setting shows each window as an individual, labeled button, and never combines them, no matter how many windows are open. As more apps and windows open, buttons get smaller, and eventually the buttons will scroll.

1. To use small taskbar button icons, select the **Use small taskbar buttons** check box. To use large icons, clear the check box.
2. Tap or click **OK**.

Pin an app to the taskbar

You can pin an app directly to the taskbar for quick and easy access.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.) In the search box, enter the name of the app you want to pin. Then, on the search results page, tap or click the app to open it on the desktop.
2. On the desktop, press and hold or right-click the app's button on the taskbar to open the app’s **Jump List** (a list of shortcuts to recently opened files, folders, and websites), and then tap or click **Pin this program   
   to taskbar**.



Pin an app to the taskbar for easy access.

Note:

• To remove a pinned app from the taskbar, open the app's Jump List, and then tap or click Unpin this program from taskbar.

• Folders and shortcuts to folders appear in the File Explorer Jump List.

Customize the notification area

The notification area is located at the far right side of the taskbar, and it contains app icons that provide status and notifications about things like incoming email, updates, and network connectivity. You can change which icons and notifications appear there.

To hide an Icon in the notification area

* In the notification area at the far right of the taskbar, tap or click the icon you want to hide, and then drag it toward the desktop.

Tip:

• If you want to re-add a hidden icon, tap or click the **Show hidden icons** arrow next to the notification area The Show hidden icons arrow, and then drag the icon you want to move back to the notification area. You can drag as many hidden icons as you want.

• You can rearrange icons that appear in the notification area—just drag an icon to a   
 different spot.

To view hidden icons

* Tap or click the Show hidden icons arrow The Show hidden icons arrow next to the notification area.

To change how icons and notifications appear in the notification area

1. Press and hold or right-click an empty area on the taskbar, and then tap or click **Properties**.
2. Next to **Notification area**, tap or click **Customize**.
3. For each icon, select one of these options, and then tap or click **OK**:
   * **Show icon and notifications**. The icon is always in the notification area of the taskbar and   
     notifications appear.
   * **Hide icon and notifications**. The icon is hidden and you won't see notifications for that app.
   * **Only show notifications**. The icon is hidden, but notifications will appear.

Take a look at the desktop

You can use the **Show desktop** button at the right end of the taskbar to minimize your open windows and get to the desktop quickly. And if you're using a mouse, you can also use it to preview the desktop without closing or minimizing your open windows.

To minimize all of the open windows on the desktop

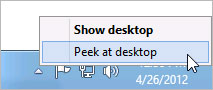
1. Tap or click the **Show desktop** button at the right end of the taskbar. All of the open windows minimize, revealing the desktop.
2. To get the windows back, tap or click the **Show desktop** button again.

To turn on desktop preview

Note:

• You can only change this setting if you're using a mouse.

• Right-click the **Show desktop** button at the right end of the taskbar and click **Peek at desktop**.



Use the **Show desktop** button to show the desktop or peek at it.

To preview the desktop

Note:

Desktop preview only works if you're using a mouse.

1. Point to the **Show desktop** button at the right end of the taskbar. The open windows fade from view, revealing the desktop.
2. To make the windows reappear, move the mouse away from the **Show desktop** button.

Change taskbar settings for multiple displays

If you're using more than one display (for example, if you have more than one monitor), you can decide whether you want to have a taskbar on all of your displays, and how you want buttons to be arranged on the taskbars.

To show a taskbar on all of your displays

1. Open Taskbar Properties by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Taskbar** in the search box, tapping or clicking **Settings**, and then tapping or   
   clicking **Taskbar**.
2. Under **Multiple displays**, make sure the **Show taskbar on all displays** check box is selected, and then tap or click **OK**.

To choose how taskbar buttons are shown on multiple displays

1. Open Taskbar Properties by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Taskbar** in the search box, tapping or clicking **Settings**, and then tapping or   
   clicking **Taskbar**.
2. Under **Multiple displays**, select one of the options from the **Show taskbar buttons on:** list, and then tap or click **OK**.
   * **All taskbars**

The taskbar buttons for all of your open windows will be duplicated on the taskbars on each display.

* + **Main taskbar and taskbar where window is open**

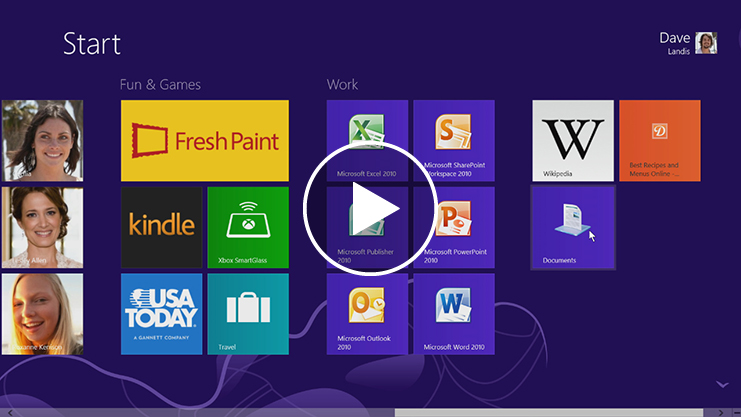
This setting shows a taskbar button on your main monitor and duplicates it on the taskbar on the display where the window is open.

* + **Taskbar where window is open**

This setting shows a taskbar button only on the display where the window is open. None of the buttons are duplicated on other taskbars.

[Adding apps, websites, and more to Start](http://windows.microsoft.com/en-US/windows-8/adding-apps-websites-to-start)

You can easily access what you use most by pinning your favorite apps, websites, and more to the Start screen. There are several ways to do this.

[](http://windows.microsoft.com/en-US/windows-8/adding-apps-websites-to-start/)Play video on [Adding apps, websites, and more to Start](http://windows.microsoft.com/en-US/windows-8/adding-apps-websites-to-start/) page.

Watch a video about [adding apps, websites, and more to Start](http://windows.microsoft.com/en-US/windows-8/adding-apps-websites-to-start/) (<http://windows.microsoft.com/en-US/windows-8/adding-apps-websites-to-start>).

| To pin this to Start |  | Do this |
| --- | --- | --- |
| Apps from the Windows Store |  | They are automatically pinned to Start when you install them. |
| All other apps |  | 1. Swipe in from the right edge of the screen, and then tap **Search**. (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.) 2. Enter the app name, or scroll until you find it. 3. Swipe down on or right-click the app to select it. 4. Tap or click **Pin to Start**. |
| Things you use frequently, like websites and contacts |  | 1. Open the app you want to use, such as Microsoft Internet Explorer or the  People app. 2. Select the item you want to pin to Start. 3. Tap or click **Pin to Start**. 4. Enter a name or short description, and then tap or click **Pin to Start**. The tile is added at the far side of Start.   Note:  Some apps might have different steps or might not support pinning items to Start. For more info, check **Help** for the app. |
| Folders you use frequently, like Documents or Pictures |  | 1. Open File Explorer by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **File Explorer** in the search box, tapping or clicking **Apps**, and then tapping or clicking  **File Explorer**. 2. Browse to the folder you want to pin, press and hold or right–click it, then tap or click **Pin to Start**. |

To unpin something from Start, swipe down on it or right-click it, and then tap or click **Unpin from Start**.

To learn more about how to rearrange tiles, see [Rearranging tiles on Start](http://windows.microsoft.com/en-US/windows-8/rearrange-tiles-start/).

[Connect multiple monitors to your PC](http://windows.microsoft.com/en-US/windows-8/how-connect-multiple-monitors)

Connecting another monitor to your laptop or desktop is a great way to get the best out of your PC. You can use one monitor for work (programming, files, work email) and the other for play (chatting with friends, social updates, or movies).

Connect another screen to your PC

* To connect a monitor to your desktop PC, use a video card that has two DVI (or VGA) ports—most PCs today do, and most flat panel monitors have a matching port. If you have a video card with two ports, you can usually just plug two monitors into the matching ports. Look on the back of your desktop PC for the video ports, and match the cable from each monitor to the corresponding port. These ports connect directly to your video card.
* If you have a laptop or tablet, plug a monitor into the PC’s DVI, VGA, or HDMI port, and Windows 8 will automatically detect the monitor.

In both cases, you might need an adapter to plug a DVI cable into a VGA port or vice versa.

Note:

If you have a video card with only one port, some PC makers include custom monitor cables that split the signal from one port to two monitors.

Set up your screens

Once you plug in your screen, you can choose your display options. To do that:

1. Swipe in from the right edge of the screen, and then tap **Devices**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Devices**.)
2. Tap or click **Second screen** and then choose one of these options:
   * **Duplicate**. You’ll see the same things on both screens.
   * **Extend**. Your screen is now spread over two monitors, and you can drag and move items between   
     the two.
   * **Second screen only**. You’ll see everything on the connected screen, and the other one will remain blank.

[Sync your settings](http://windows.microsoft.com/en-US/windows-8/microsoft-account#1TC=t1)

A Microsoft account—an email address and password—is a new way to sign in to any PC running Windows 8 or Windows RT. When you sign in with a Microsoft account, your PC is connected to the cloud, and many of the settings, preferences, and apps associated with your account can "follow" you between different PCs.

You can sync your Personalization and Ease of Access settings so that all your accessibility selections are reflected in your computer settings.

Your personal settings are automatically synced online and between the Windows 8 and Windows RT PCs you use. This includes items like your themes, language preferences, browser favorites and history, and content for Microsoft apps and services [Find out more](http://windows.microsoft.com/en-US/windows-8/microsoft-account#1TC=t1) (<http://windows.microsoft.com/en-US/windows-8/microsoft-account#1TC=t1>).

Mouse and Keyboard

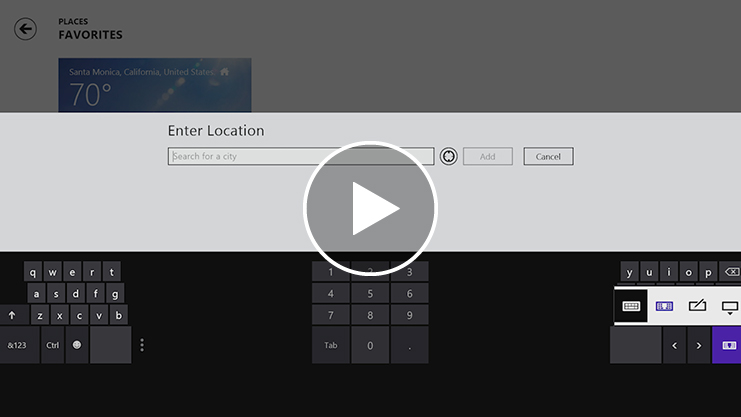
[Mouse and keyboard: What's new in Windows](http://windows.microsoft.com/en-US/windows-8/mouse-keyboard-whats-new/)

Most of what you know about using a mouse and keyboard with Windows has stayed the same, especially in the desktop. Here are a few ways to use the new Windows 8 and Windows RT features with a mouse and with keyboard shortcuts—and how to find some familiar things in new places.

| To do this |  | With a mouse |  | With a keyboard |
| --- | --- | --- | --- | --- |
| Open the charms (Search, Share, Start, Devices, and Settings). |  | Point to the upper-right or lower-right corner to see the charms. (Try moving so  far into the corner that the mouse pointer disappears.) When the charms appear, move up or down the edge to click the one  you want.  Illustration of opening the charms with a mouse |  | All charms: Windows logo key Windows logo key+C  Search charm: Windows logo key Windows logo key+Q  Share charm: Windows logo key Windows logo key+H  Start charm: Windows logo key Windows logo key  Devices charm: Windows logo key Windows logo key+K  Settings charm: Windows logo key Windows logo key+I |
| Search your PC (apps, settings, and files), the web, or within  an app. |  | Point to the upper-right or lower-right corner to see the charms. (Try moving so far into the corner that the mouse pointer disappears.) When the charms appear, move up or down the edge, click **Search**, and then enter your search term. If you want to search settings, files, or another app, click  that option. |  | If you’re on Start, just start typing your search term.  If you want to see a list of all apps on your PC, right-click the Start screen, and then click  **All apps**.  Search within apps or find an app: Windows logo key Windows logo key+Q  Search settings: Windows logo key Windows logo key+W  Search files: Windows logo key Windows logo key+F |
| Go to Start. |  | Point to the lower-left corner. When Start appears, click the corner.  Point to the upper-right or lower-right corner to see the charms. (Try moving so far into the corner that the mouse pointer disappears.) When the charms appear, move up or down the edge, and then click **Start**. |  | Press the Windows logo key Windows logo keyon your keyboard. |
| Get to commands and  context menus. |  | Right-click to see commands and context menus. Right-clicking on items often brings up options specific to that item.  Illustration of viewing app commands |  | Windows logo key Windows logo key+Z  Use Tab or arrows keys to highlight things, and then press the space bar or Enter. |
| Switch between recently  used apps. |  | To switch to your most recently used app, point to the upper-left corner. (Try moving it so far into the corner that the mouse pointer disappears.) When the previous app appears, click the corner.  To switch to a different app, point to the upper-left corner and then move down slightly. When the other apps appear, click the one you want.  Illustration of switching apps |  | Windows logo key Windows logo key+Tab |
| Snap an app to use two apps  side by side.  **Note:**  Your screen resolution must be at least 1366 x 768 to snap apps. To check this setting:  Open Screen Resolution by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Display** in the search box, tapping or clicking **Settings**, and then tapping or clicking **Display**.  The desktop is treated as a single app. |  | Move your pointer into the upper-left corner until the second app appears, and then drag that app to the left or right side of the screen until an opening appears  behind it.  You can also point to the upper-left corner and then move the pointer down to see the apps you've used recently. Click and drag the app you want to snap.  Keep the app that size, or resize it to fill  two-thirds or the full screen. |  | Windows logo key Windows logo key+Period |
| Open the desktop. |  | Go to Start, and then click the Desktop tile. |  | Windows logo key Windows logo key+D |
| Zoom in or out |  | On Start, use the zoom icon Icon in the lower-right corner of Startin the  lower-right corner or Ctrl+Scrollwheel. |  | Ctrl+Plus sign to zoom in  Ctrl+Minus sign to  zoom out |
| Close an app |  | Point to the top edge of the screen, and then click and drag the app to the bottom of the screen.  You can also close apps you've used recently by pointing to the upper-left corner and then pulling down. Right-click the one you want. and then select **Close**. |  | Alt+F4 |
| Shut down |  | Point to the upper-right or lower-right corner to see the charms. (Try moving so far into the corner that the mouse pointer disappears.) When the charms appear, move up or down the edge, and then click **Settings**. Click **Power**, and then select a shutdown option. |  | Press **Ctrl+Alt+Del**.  Use the Tab key to move to the **Power** icon. A list of shutdown options appears.  Use the up or down arrow keys to get to the option you want.  Press **Enter**. |

[How to use the touch keyboard](http://windows.microsoft.com/en-US/windows-8/using-touch-keyboard/)

You can use different keyboards with Windows to fit your needs. The most common is a physical, external keyboard that you plug into your PC. Windows 8 and Windows RT also include a **touch keyboard** for PCs   
with touch.

[](http://windows.microsoft.com/en-US/windows-8/using-touch-keyboard/)

Play video on the [How to use the touch keyboard](http://windows.microsoft.com/en-US/windows-8/using-touch-keyboard/) webpage.

Watch a video about [using the touch keyboard](http://windows.microsoft.com/en-US/windows-8/using-touch-keyboard/) (<http://windows.microsoft.com/en-US/windows-8/using-touch-keyboard/>).

To use the touch keyboard, tap in a text field or other area where you can type. The keyboard appears automatically.



The touch keyboard

In some places that you type, the touch keyboard suggests words so you can correct misspellings with a tap. And, the keyboard layout automatically adjusts to the language you choose for Windows.

If you're using a tablet, you might want to switch to the **thumb keyboard**, which splits the keys on either side of the screen, making it easier and more comfortable to use.

Note:

The thumb keyboard might not be available in all languages.



The thumb keyboard

Tip:

Here are a few tips when you're using the touch keyboard:

• Switch between the touch keyboard and thumb keyboard by tapping the keyboard icon in the lower-right corner of the keyboard.

• Close the keyboard by tapping outside the text box or by using the keyboard icon.

• Use keyboard shortcuts by tapping the Ctrl key and then tapping another key.

• Turn Caps Lock on and off by double-tapping the Up Arrow key.

• Automatically insert a period by double-tapping the Spacebar.

• If you're looking for some fun characters, tap the Emoticon key.

If you want to open the touch keyboard manually (without tapping in a text field or other area where you can type), here's how:

1. Swipe in from the right edge of the screen, and then tap **Settings**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Settings**.)
2. Tap the **Keyboard** icon.
3. Tap **Touch keyboard and handwriting panel**.
4. Tap where you want to type.

[Touch: swipe, tap, and beyond](http://windows.microsoft.com/en-US/windows-8/touch-swipe-tap-beyond)

If you want to know what we mean when we mention swipe, tap, or other ways to interact with Windows 8 or Windows RT when you’re using a touchscreen, take a look at this table.

| What we say |  | How to do it |  | What it does |
| --- | --- | --- | --- | --- |
| Tap  Illustration of tapping |  | Tap once on the item. |  | Opens whatever you tap. Similar to clicking with a mouse. |
| Press and hold  Illustration of pressing and holding |  | Press your finger down and leave it there for a few seconds. |  | Shows info to help you learn more about an item.  Opens a menu specific to what you're doing. Similar to right-clicking with  a mouse. |
| Pinch or stretch to zoom  Illustration of pinching to zoom |  | Touch the screen or an item with two or more fingers, and then move the fingers toward each other (pinch) or away from each other (stretch). |  | Shows different levels of info. A good place to explore this is the Start screen.  Visually zooms in or out, like with pictures or maps. |
| Rotate  Illustration of two fingers and an arrow indicating the fingers are turning an object |  | Put two or more fingers on an item and then turn your hand. |  | Rotates things in the direction you turn your hand. Only some items can  be rotated. |
| Slide to scroll  Illustration of scrolling |  | Drag your finger on the screen. |  | Moves through what’s on the screen. Similar to scrolling with a mouse. |
| Slide to rearrange  Illustration of sliding |  | Press and drag an item in the opposite direction you would scroll. (For example, if you would scroll left or right, drag the item up or down.) When you've moved the item to the new location, release it. |  | Moves an item. Similar to dragging with a mouse. A good place to explore this is the Start screen. |
| Swipe to select  Illustration of swiping |  | Slide an item a short distance in the opposite direction compared to how the page scrolls. (For example, if you would scroll left or right, slide the item up or down.) A quick, short movement works best. |  | Selects an item, like a photo or tile on Start. This often brings up app commands. |
| Swipe from edge  Illustration of swiping in from the edge of a screen |  | Starting on the edge, swipe in. |  | * Right edge: Opens the charms (Search, Share, Start, Devices, Settings). * Left edge:   + Brings in open apps.   + Snaps apps. Swipe in from the left edge and drag the app until a divider appears, and then move the app where you want it. Slide the divider to adjust app size.   + Shows your recently opened apps. Swipe in from the left edge without lifting your finger, and then push the app back toward the left edge.   + Closes apps. Swipe an app from the list without lifting your finger, and then drag it to the bottom of the screen. * Top or bottom edge:   + Shows commands, like New  and Refresh.   + Closes apps. Swipe down from the top without lifting your finger, and then drag the app to the bottom of the screen. |

Note:

• Your screen must be a touchscreen to use these interactions. To check your pen and   
 touch settings:

Open System by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **System** in the search box, tapping or clicking **Settings**, and then tapping or clicking **System**.

• Your screen resolution must be at least 1366 x 768 to snap apps. To check this setting:  
 Open Screen Resolution by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Display** in the search box, tapping or clicking **Settings**, and then tapping or clicking **Display**.

To learn about how to do similar tasks using a mouse and keyboard, see [Mouse and keyboard: What's new in Windows](http://windows.microsoft.com/en-US/windows-8/mouse-keyboard-whats-new/). For more on using the new features, see [Get to know Windows](http://windows.microsoft.com/en-US/windows-8/getting-started-with-windows).

[Touch and pen settings: Frequently asked questions](http://windows.microsoft.com/en-US/windows-8/touch-pen-settings-frequently-asked-questions)

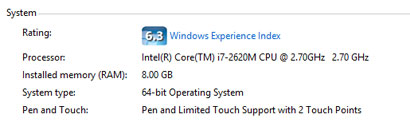
Here are answers to some common questions about touch and pen settings.

How do I check if my PC has a touchscreen?

Try using your finger to tap a tile on Start. If it’s a touchscreen, the app will open. You can also check your current system settings with your mouse:

From Start, click the Desktop tile.

1. Point to the upper-right corner of the screen, move the mouse pointer down, and then click **Settings**.
2. Click **PC info**.
3. Under System, check the Pen and Touch setting. If your PC’s screen is a touchscreen, it will describe what input it supports.



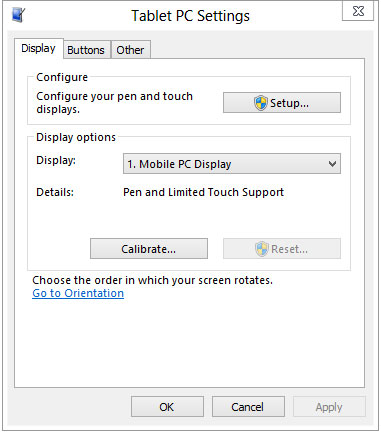
Pen and Touch info under System

Touch input is on by default and can’t be turned off. If you expect your laptop or monitor to respond to touch and it doesn’t, check the manufacture’s website to make sure it supports touch and that you have the correct   
drivers installed.

How do I calibrate my pen and touch settings?

To adjust how accurately your screen senses when you use a pen or finger:

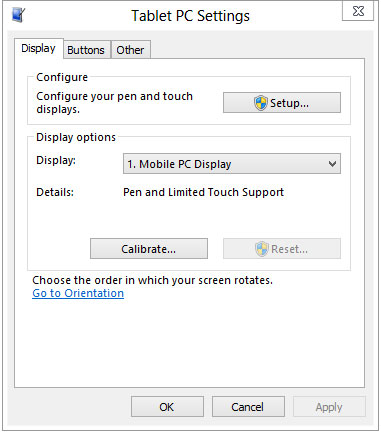
1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **calibrate** in the search box, tap or click **Settings**, and then tap or click **Calibrate the screen for pen or touch input** to open Tablet PC Settings.
3. Check that the monitor shown in the Display field matches the screen you want to calibrate.
4. Tap or click **Calibrate**, and then follow the on-screen instructions.



Tablet PC Settings

How do I get my touchscreen to go to the correct screen?

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **calibrate** in the search box, tap or click **Settings**, and then tap or click **Calibrate the screen for pen or touch input** to open Tablet PC Settings.
3. Tap or click **Setup**, and then follow the on-screen instructions.

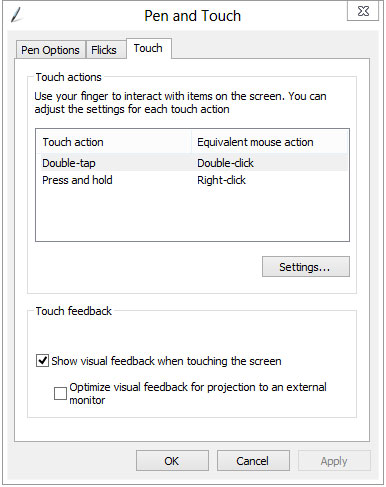


Tablet PC Settings

How do I change my pen and touch actions?

To change how fast, far, or long an action takes:

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **pen and touch** in the search box, tap or click **Settings**, and then tap or click **Pen and Touch**.
3. Tap or click the action you want to configure, and then click **Settings**. Follow the on-screen instructions.



Pen and Touch Settings

[Change keyboard settings](http://www.microsoft.com/enable/training/windows8/change-keyboard.aspx" \o "http://www.microsoft.com/enable/training/windows8/change-keyboard.aspx)

If you want to make the keyboard easier to use, you can change the settings to suit your needs.

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. In the search box, enter **Change how your keyboard works**, tap or click **Settings**, and then tap or click **Change how your keyboard works**.
3. Select the options that you want to use:
   * **Turn on Mouse Keys**. If using a mouse is awkward or hard to use, you can turn on Mouse Keys so you don’t need to use the mouse. Instead, you can use the arrow keys on your keyboard or use the numeric keypad to move the pointer. For more info, type **Move the pointer with the keypad using Mouse Keys**, in the search box, then tap or click **Settings**.
   * **Turn on Sticky Keys**. With Sticky Keys turned on, you won’t have to press complicated key combos. For example, instead of pressing the Ctrl+Alt+Del keys at the same time, you can press keys one at a time.
   * **Turn on Toggle Keys**. Toggle Keys play an alert each time you press the Caps Lock, Num Lock, or Scroll Lock keys. These notifications can help prevent the frustration of inadvertently pressing a key and not realizing it.
   * **Turn on Filter Keys**. When you turn on Filter Keys, Windows will ignore keystrokes that occur in rapid succession, or keystrokes that are held down for several seconds unintentionally.
   * **Underline keyboard shortcuts and access keys**. This option makes keyboard access in dialog boxes easier by highlighting the access keys of the controls. For more info about keyboard shortcuts, see [Keyboard shortcuts](http://windows.microsoft.com/en-US/windows-8/keyboard-shortcuts).
   * **Prevent windows from being automatically arranged when moved to the edge of the screen**. With this option, you can prevent windows from automatically resizing and docking along the sides of your screen when you move them.

Note:

• If you prefer to use your PC without using a keyboard, try using On-Screen Keyboard, a tool that lets you enter text by selecting characters on the screen. For more info, see   
 [Use On-Screen Keyboard to type](http://windows.microsoft.com/en-US/windows-8/type-with-the-on-screen-keyboard).

• If you're looking for new ways to use a mouse and keyboard, see   
 [Mouse and keyboard: What’s new in Windows](http://windows.microsoft.com/en-US/windows-8/mouse-keyboard-whats-new/).

[Change the keyboard layout](http://windows.microsoft.com/en-US/windows-8/change-keyboard-layout)

You can add a keyboard layout to a language and switch to using that if you want to use the same layout to type in different languages or don't want to use the default one that Windows provides.

To change the keyboard layout for a language

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Enter **language**, choose **Settings**, and then tap or click **Add a language**.
3. Select the language that you want to add a keyboard layout to.
4. Tap or click **Options** next to the language name, and then under **Input method**, tap or click **Add an   
   input method**.
5. Browse the input method list or use the search box to find the keyboard layout you want to use.
6. Double-tap or double-click the keyboard layout, and then tap or click **Save**.

[Change mouse settings](http://www.microsoft.com/enable/training/windows8/change-mouse.aspx)

If you want to make the mouse easier to use, you can change the settings to suit your needs.

To change the mouse settings

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. In the search box, enter **Change how your mouse works**, tap or click **Settings**, and then tap or click **Change how your mouse works**.
3. Select the options that you want to use:
   * **Change the color and size of mouse pointers**. You can use these options to make the mouse pointer larger, or change the color to make it easier to see.
   * **Turn on Mouse Keys**. You can use this option to control the movement of the mouse pointer by using the numeric keypad. For more info, type Move the pointer with the keypad using Mouse Keys, in the search box, then tap or click Settings.
   * **Activate a window by hovering over it with the mouse**. This option makes it easier to select and activate a window by pointing at it with the mouse rather than by clicking it.
   * **Prevent windows from being automatically arranged when moved to the edge of the screen**. This option prevents windows from automatically resizing and docking along the sides of your screen when you move them there.

Note:

• If you prefer to use your PC without using a mouse, try using Windows Speech Recognition, a tool that lets you use voice commands to work with Windows. For more info, see [Using   
 Speech Recognition](http://windows.microsoft.com/en-US/windows-8/using-speech-recognition/).

• If you're looking for new ways to use a mouse and keyboard, see [Mouse and keyboard: What’s new in Windows](http://windows.microsoft.com/en-US/windows-8/mouse-keyboard-whats-new/).

[Use the numeric keypad to move the mouse pointer](http://www.microsoft.com/enable/training/windows8/use-numeric-keypad.aspx" \o "http://www.microsoft.com/enable/training/windows8/use-numeric-keypad.aspx)

When you turn on Mouse Keys, you can move the mouse pointer using the numeric keypad on your keyboard instead of using a mouse.

To turn on Mouse Keys

1. Swipe in from the right edge of the screen, and then tap **Search**.  
   (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Search**.)
2. Tap or click **Settings**.
3. In the search box, **enter Change how your mouse works**, and then tap or click **Change how your   
   mouse works**.
4. Under **Control the mouse with the keyboard**, select the **Turn on Mouse Keys** check box, and then or   
   click **OK**.

Moving the pointer using Mouse Keys

After you turn on Mouse Keys, you can use the numeric keypad to move the mouse.

| To move the mouse pointer | Press |
| --- | --- |
| Up | 8 |
| Down | 2 |
| Right | 6 |
| Left | 4 |
| Up and to the left | 7 |
| Up and to the right | 9 |
| Down and to the left | 1 |
| Down and to the right | 3 |

Selecting a mouse button

Before you use Mouse Keys to click items on your screen, you’ll first need to select which mouse button you want to be the active button: the left button, the right one, or both.

| To | Press |
| --- | --- |
| Select the left mouse button | The forward slash (/) |
| Select both buttons | The asterisk (\*) |
| Select the right mouse button | The minus sign (-) |

Note:

If you choose to make the left mouse button the active button, it will remain the active button until you choose another button. After you select a mouse button, you don't need to select a mouse button again until you want to change buttons.

Clicking items using Mouse Keys

After you choose a button, you can click items on your screen.

| To | Do this |
| --- | --- |
| Click an item | With the left button selected as your active button, point to the item, and then press 5 |
| Right-click an item | With the right button selected as your active button, point to the item, and then press 5 |
| Double-click an item | With the left button selected as your active button, point to the item, and then press the plus sign (+) |

Dragging items using Mouse Keys

You can use the numeric keypad to press and hold the active mouse button and to release it. This is helpful if you want to drag an item.

| To | Do this |
| --- | --- |
| Drag an item | Point to the item, and then press zero (0) |
| Drop the item | Point to the location where you want to move the item, and then press the decimal point (.) |

Note:

• You can also turn on Mouse Keys by pressing Left Alt+Left Shift+Num Lock.

• To change how quickly the mouse pointer moves, whether your computer makes a sound when you turn on Mouse Keys, and other options, in the Ease of Access Center, under **Control the mouse with the keyboard**, click **Set up Mouse Keys**.

[Keyboard Shortcuts](http://windows.microsoft.com/en-US/windows-8/keyboard-shortcuts)

Keyboard shortcuts are combinations of two or more keys that you can use to perform a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to work with your PC, saving you time and effort as you work with Windows and other apps.

Most apps also provide accelerator keys that can make it easier to work with menus and other commands. Check the menus of apps for accelerator keys. If a letter of a word is underlined in a menu, it usually means you can press the Alt key and the underlined key together instead of clicking that menu item. When you're using a touch keyboard, you can also see some shortcuts when you press the Ctrl key.

Pressing the Alt key in some apps, such as Paint and WordPad, shows commands that are labeled with additional keys that you can press to use them.

Note:

If you're looking for new ways to use a mouse and keyboard, see [Mouse and keyboard:  
What's new in Windows](http://windows.microsoft.com/en-US/windows-8/mouse-keyboard-whats-new/).

[New keyboard shortcuts for Windows 8 and Windows RT](http://windows.microsoft.com/en-US/windows-8/new-keyboard-shortcuts#1TC=t1)

With Windows 8 and Windows RT, you can use the keyboard shortcuts you're already using, and you'll find new ones too. For example, the easiest way to search on the Start screen is to simply start typing. Not on the Start screen? Press the Windows logo key‌ Windows logo keyand you can quickly switch between Start and the app you're in.

If you’re not familiar with keyboard shortcuts—or you’d like to see a list of shortcuts in one place—see the bigger list of [keyboard shortcuts](http://windows.microsoft.com/en-US/windows-8/keyboard-shortcuts/).

Useful keyboard shortcuts for Windows

| Press this |  | To do this |
| --- | --- | --- |
| Windows logo key‌ Windows logo key+ start typing |  | Search your PC |
| Ctrl+plus (+) or Ctrl+minus (-) |  | Zoom in or out of a large number of items, like apps pinned to the  Start screen |
| Ctrl+scroll wheel |  | Zoom in or out of a large number of items, like apps pinned to the  Start screen |
| Windows logo key‌ Windows logo key+C |  | Open the charms |
| Windows logo key‌ Windows logo key+F |  | Open the Search charm to search files |
| Windows logo key‌ Windows logo key+H |  | Open the Share charm |
| Windows logo key‌ Windows logo key+I |  | Open the Settings charm |
| Windows logo key‌ Windows logo key+J |  | Switch the main app and snapped app |
| Windows logo key‌ Windows logo key+K |  | Open the Devices charm |
| Windows logo key‌ Windows logo key+O |  | Lock the screen orientation (portrait or landscape) |
| Windows logo key‌ Windows logo key+Q |  | Open the Search charm to search apps |
| Windows logo key‌ Windows logo key+W |  | Open the Search charm to search settings |
| Windows logo key‌ Windows logo key+Z |  | Show the commands available in the app |
| Windows logo key‌ Windows logo key+ spacebar |  | Switch input language and keyboard layout |
| Windows logo key‌ Windows logo key+ Ctrl+spacebar |  | Change to a previously selected input |
| Windows logo key‌ Windows logo key+Tab |  | Cycle through open apps (except desktop apps) |
| Windows logo key‌ Windows logo key+ Ctrl+Tab |  | Cycle through open apps (except desktop apps) and snap them as they  are cycled |
| Windows logo key‌ Windows logo key+ Shift+Tab |  | Cycle through open apps (except desktop apps) in reverse order |
| Windows logo key‌ Windows logo key+ PgUp |  | Move the Start screen and apps to the monitor on the left (Apps in the desktop won’t change monitors) |
| Windows logo key‌ Windows logo key+ PgDown |  | Move the Start screen and apps to the monitor on the right (apps in the desktop won’t change monitors) |
| Windows logo key‌ Windows logo key+ Shift+period (.) |  | Snaps an app to the left |
| Windows logo key‌ Windows logo key+ period (.) |  | Snaps an app to the right |

[Complete list of keyboard shortcuts](http://windows.microsoft.com/en-US/windows-8/keyboard-shortcuts/)

General keyboard shortcuts

The following table contains general keyboard shortcuts that you can use to navigate around Windows.

| Press this key |  | To do this |
| --- | --- | --- |
| F1 |  | Display Help |
| F2 |  | Rename the selected item |
| F3 |  | Search for a file or folder |
| F4 |  | Display the address bar list in File Explorer |
| F5 |  | Refresh the active window |
| F6 |  | Cycle through screen elements in a window or on the desktop |
| F10 |  | Activate the menu bar in the active app |
| Alt+F4 |  | Close the active item, or exit the active app |
| Alt+Esc |  | Cycle through items in the order in which they were opened |
| Alt+**underlined letter** |  | Perform the command for that letter |
| Alt+Enter |  | Display properties for the selected item |
| Alt+Spacebar |  | Open the shortcut menu for the active window |
| Alt+Left arrow |  | Back |
| Alt+Right arrow |  | Forward |
| Alt+Page Up |  | Move up one screen |
| Alt+Page Down |  | Move down one screen |
| Alt+Tab |  | Switch between open apps (except desktop apps) |
| Ctrl+F4 |  | Close the active document (in apps that allow you to have multiple documents open simultaneously) |
| Ctrl+A |  | Select all items in a document or window |
| Ctrl+C (or Ctrl+Insert) |  | Copy the selected item |
| Ctrl+D (or Delete) |  | Delete the selected item and move it to the Recycle Bin |
| Ctrl+R (or F5) |  | Refresh the active window |
| Ctrl+V (or Shift+Insert) |  | Paste the selected item |
| Ctrl+X |  | Cut the selected item |
| Ctrl+Y |  | Redo an action |
| Ctrl+Z |  | Undo an action |
| Ctrl+plus (+) or Ctrl+minus (-) |  | Zoom in or out of a large number of items, like apps pinned to the  Start screen |
| Ctrl+ mouse scroll wheel |  | Change the size of desktop icons or zoom in or out of a large number of items, like apps pinned to the Start screen |
| Ctrl+Right arrow |  | Move the cursor to the beginning of the next word |
| Ctrl+Left arrow |  | Move the cursor to the beginning of the previous word |
| Ctrl+Down arrow |  | Move the cursor to the beginning of the next paragraph |
| Ctrl+Up arrow |  | Move the cursor to the beginning of the previous paragraph |
| Ctrl+Alt+Tab |  | Use the arrow keys to switch between all open apps |
| Ctrl+arrow key (to move to an item)+Spacebar |  | Select multiple individual items in a window or on the desktop |
| Ctrl+Shift with an arrow key |  | Select a block of text |
| Ctrl+Esc |  | Open the Start screen |
| Ctrl+Shift+Esc |  | Open Task Manager |
| Ctrl+Shift |  | Switch the keyboard layout when multiple keyboard layouts are available |
| Ctrl+Spacebar |  | Turn the Chinese input method editor (IME) on or off |
| Shift+F10 |  | Display the shortcut menu for the selected item |
| Shift with any arrow key |  | Select more than one item in a window or on the desktop, or select text within a document |
| Shift+Delete |  | Delete the selected item without moving it to the Recycle Bin first |
| Right arrow |  | Open the next menu to the right, or open a submenu |
| Left arrow |  | Open the next menu to the left, or close a submenu |
| Esc |  | Stop or leave the current task |

Dialog box keyboard shortcuts

The following table contains keyboard shortcuts that you can use to navigate dialog boxes.

| Press this key |  | To do this |
| --- | --- | --- |
| F1 |  | Display Help |
| F4 |  | Display the items in the active list |
| Ctrl+Tab |  | Move forward through tabs |
| Ctrl+Shift+Tab |  | Move back through tabs |
| Ctrl+**number** (number 1-9) |  | Move to **n**th tab |
| Tab |  | Move forward through options |
| Shift+Tab |  | Move back through options |
| Alt+**underlined letter** |  | Perform the command (or select the option) that goes with that letter |
| Spacebar |  | Select or clear the check box if the active option is a check box |
| Backspace |  | Open a folder one level up if a folder is selected in the **Save As** or **Open** dialog box |
| Arrow keys |  | Select a button if the active option is a group of option buttons |

File Explorer keyboard shortcuts

The following table contains keyboard shortcuts for working with File Explorer windows or folders.

| Press this key |  | To do this |
| --- | --- | --- |
| Alt+D |  | Select the address bar |
| Ctrl+E |  | Select the search box |
| Ctrl+F |  | Select the search box |
| Ctrl+N |  | Open a new window |
| Ctrl+W |  | Close the current window |
| Ctrl+mouse scroll wheel |  | Change the size and appearance of file and folder icons |
| Ctrl+Shift+E |  | Display all folders above the selected folder |
| Ctrl+Shift+N |  | Create a new folder |
| Num Lock+asterisk (\*) |  | Display all subfolders under the selected folder |
| Num Lock+plus (+) |  | Display the contents of the selected folder |
| Num Lock+minus (-) |  | Collapse the selected folder |
| Alt+P |  | Display the preview pane |
| Alt+Enter |  | Open the Properties dialog box for the selected item |
| Alt+Right arrow |  | View the next folder |
| Alt+Up arrow |  | View the folder that the folder was in |
| Alt+Left arrow |  | View the previous folder |
| Backspace |  | View the previous folder |
| Right arrow |  | Display the current selection (if it's collapsed), or select the first subfolder |
| Left arrow |  | Collapse the current selection (if it's expanded), or select the folder that the folder was in |
| End |  | Display the bottom of the active window |
| Home |  | Display the top of the active window |
| F11 |  | Maximize or minimize the active window |

Taskbar keyboard shortcuts

The following table contains keyboard shortcuts for working with items on the desktop taskbar.

| Press this key |  | To do this |
| --- | --- | --- |
| Shift+click a taskbar button |  | Open an app or quickly open another instance of an app |
| Ctrl+Shift+click a  taskbar button |  | Open an app as an administrator |
| Shift+right-click a taskbar button |  | Show the window menu for the app |
| Shift+right-click a  grouped taskbar button |  | Show the window menu for the group |
| Ctrl+click a grouped taskbar button |  | Cycle through the windows of the group |

Windows logo key keyboard shortcuts

The following table contains keyboard shortcuts that use the Windows logo key Windows logo key.

| Press this key |  | To do this |
| --- | --- | --- |
| Windows logo key Windows logo key+F1 |  | Open Windows Help and Support |
| Windows logo key Windows logo key |  | Display or hide the Start screen |
| Windows logo key Windows logo key+B |  | Set focus in the notification area |
| Windows logo key Windows logo key+C |  | Open the Charms |
| Windows logo key Windows logo key+D |  | Display and hide the desktop |
| Windows logo key Windows logo key+E |  | Open Computer |
| Windows logo key Windows logo key+F |  | Open the Search charm and search for files |
| Windows logo key Windows logo key+G |  | Cycle through Gadgets on the desktop |
| Windows logo key Windows logo key+H |  | Open the Share charm |
| Windows logo key Windows logo key+I |  | Open the Settings charm |
| Windows logo key Windows logo key+J |  | Switch the main app and snapped app |
| Windows logo key Windows logo key+K |  | Open the Devices charm |
| Windows logo key Windows logo key+L |  | Lock your PC or switch users |
| Windows logo key Windows logo key+M |  | Minimize all windows |
| Windows logo key Windows logo key+O |  | Lock device orientation |
| Windows logo key Windows logo key+P |  | Choose a presentation display mode |
| Windows logo key Windows logo key+Q |  | Open the Search charm and search for apps |
| Windows logo key Windows logo key+R |  | Open the **Run** dialog box |
| Windows logo key Windows logo key+T |  | Cycle through apps on the taskbar |
| Windows logo key Windows logo key+U |  | Open Ease of Access Center |
| Windows logo key Windows logo key+V |  | Cycle through notifications |
| Windows logo key Windows logo key+Shift+V |  | Cycle through notifications in reverse order |
| Windows logo key Windows logo key+W |  | Open the Search charm and search for settings |
| Windows logo key Windows logo key+X |  | Open the **Quick Link** menu |
| Windows logo key Windows logo key+Z |  | Show the commands available in the app |
| Windows logo key Windows logo key+, |  | Temporarily peek at the desktop |
| Windows logo key Windows logo key+Pause |  | Display the **System Properties** dialog box |
| Windows logo key Windows logo key+Ctrl+F |  | Search for PCs (if you're on a network) |
| Windows logo key Windows logo key+Shift+M |  | Restore minimized windows on the desktop |
| Windows logo key Windows logo key+**number** |  | Start the desktop app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app. |
| Windows logo key Windows logo key+ Shift+**number** |  | Start a new instance of the desktop app pinned to the taskbar in the position indicated by the number |
| Windows logo key Windows logo key+ Ctrl+**number** |  | Switch to the last active window of the desktop app pinned to the taskbar in the position indicated by the number |
| Windows logo key Windows logo key+ Alt+**number** |  | Open the Jump List for the desktop app pinned to the taskbar in the position indicated by the number |
| Windows logo key Windows logo key+ Ctrl+Shift+**number** |  | Open a new instance of the desktop app located at the given position on the taskbar as an administrator |
| Windows logo key Windows logo key+Tab |  | Cycle through open apps (except desktop apps) |
| Windows logo key Windows logo key+ Ctrl+Tab |  | Cycle through open apps (except desktop apps) and snap them as they are cycled |
| Windows logo key Windows logo key+ Shift+Tab |  | Cycle through open apps (except desktop apps) in reverse order |
| Windows logo key Windows logo key+Ctrl+B |  | Switch to the app that displayed a message in the notification area |
| Windows logo key Windows logo key+  Up arrow |  | Maximize the desktop window |
| Windows logo key Windows logo key+ Down arrow |  | Minimize the desktop window |
| Windows logo key Windows logo key+ Left arrow |  | Maximize the desktop window to the left side of the screen |
| Windows logo key Windows logo key+ Right arrow |  | Maximize the desktop window to the right side of the screen |
| Windows logo key Windows logo key+ Home |  | Minimize all but the active desktop window (restores all windows on second stroke) |
| Windows logo key Windows logo key+ Shift+Up arrow |  | Stretch the desktop window to the top and bottom of the screen |
| Windows logo key Windows logo key+ Shift+Down arrow |  | Restore/minimize active desktop windows vertically, maintaining width |
| Windows logo key Windows logo key+ Shift+Left arrow or Right arrow |  | Move a window in the desktop from one monitor to another |
| Windows logo key Windows logo key+ Spacebar |  | Switch input language and keyboard layout |
| Windows logo key Windows logo key+ Ctrl+Spacebar |  | Change to a previously selected input |
| Windows logo key Windows logo key+Enter |  | Open Narrator |
| Windows logo key Windows logo key+ Page Up |  | Move the Start screen and apps to the monitor on the left (apps in the desktop won’t change monitors) |
| Windows logo key Windows logo key+ Page Down |  | Move the Start screen and apps to the monitor on the right (apps in the desktop won’t change monitors) |
| Windows logo key Windows logo key+ Shift+period (.) |  | Snap an app to the left |
| Windows logo key Windows logo key+ period (.) |  | Snap an app to the right |
| Windows logo key Windows logo key+/ |  | Initiate IME reconversion |
| Windows logo key Windows logo key+ Alt+Enter |  | Open Windows Media Center |
| Windows logo key Windows logo key+ plus (+) or minus (-) |  | Zoom in or out using Magnifier |
| Windows logo key Windows logo key+Esc |  | Exit Magnifier |

Calculator keyboard shortcuts

The following table contains keyboard shortcuts for working with Calculator.

| Press this key |  | To do this |
| --- | --- | --- |
| F1 |  | Open Calculator Help |
| F2 |  | Edit the calculation history |
| Alt+1 |  | Switch to Standard mode |
| Alt+2 |  | Switch to Scientific mode |
| Alt+3 |  | Switch to Programmer mode |
| Alt+4 |  | Switch to Statistics mode |
| Alt+C |  | Calculate or solve date calculations and worksheets |
| Ctrl+E |  | Open date calculations |
| Ctrl+H |  | Turn calculation history on or off |
| Ctrl+L |  | Press the **MC** button |
| Ctrl+M |  | Press the **MS** button |
| Ctrl+P |  | Press the **M**+ button |
| Ctrl+Q |  | Press the **M**- button |
| Ctrl+R |  | Press the **MR** button |
| Ctrl+U |  | Open unit conversion |
| Ctrl+Shift+D |  | Clear the calculation history |
| F9 |  | Press the **+/–** button |
| R |  | Press the **1/×** button |
| @ |  | Press the square root button |
| Del |  | Press the **CE** button |
| Up arrow |  | Navigate up in the calculation history |
| Down arrow |  | Navigate down in the calculation history |
| Esc |  | Press the **C** button or stop editing the calculation history |
| Enter |  | Recalculate the calculation history after editing |
| F3 |  | Select **Degrees** in Scientific mode |
| F4 |  | Select **Radians** in Scientific mode |
| F5 |  | Select **Grads** in Scientific mode |
| Ctrl+B |  | Press the **3√x** button in Scientific mode |
| Ctrl+G |  | Press the **10x** button in Scientific mode |
| Ctrl+O |  | Press the **cosh** button in Scientific mode |
| Ctrl+S |  | Press the **sinh** button in Scientific mode |
| Ctrl+T |  | Press the **tanh** button in Scientific mode |
| Ctrl+Y |  | Press the **y√x** button in Scientific mode |
| D |  | Press the **Mod** button in Scientific mode |
| I |  | Press the **Inv** button in Scientific mode |
| L |  | Press the **log** button in Scientific mode |
| M |  | Press the **dms** button in Scientific mode |
| N |  | Press the **ln** button in Scientific mode |
| O |  | Press the **cos** button in Scientific mode |
| P |  | Press the **pi** button in Scientific mode |
| Q |  | Press the **x^2** button in Scientific mode |
| S |  | Press the **sin** button in Scientific mode |
| T |  | Press the **tan** button in Scientific mode |
| V |  | Press the **F-E** button in Scientific mode |
| X |  | Press the **Exp** button in Scientific mode |
| Y |  | Press the **x^y** button in Scientific mode |
| # |  | Press the **x^3** button in Scientific mode |
| ; |  | Press the **Int** button in Scientific mode |
| ! |  | Press the **n!** button in Scientific mode |
| F2 |  | Select **Dword** in Programmer mode |
| F3 |  | Select **Word** in Programmer mode |
| F4 |  | Select **Byte** in Programmer mode |
| F5 |  | Select **Hex** in Programmer mode |
| F6 |  | Select **Dec** in Programmer mode |
| F7 |  | Select **Oct** in Programmer mode |
| F8 |  | Select **Bin** in Programmer mode |
| F12 |  | Select **Qword** in Programmer mode |
| A-F |  | Press the **A-F** buttons in Programmer mode |
| J |  | Press the **RoL** button in Programmer mode |
| K |  | Press the **RoR** button in Programmer mode |
| < |  | Press the **Lsh** button in Programmer mode |
| > |  | Press the **Rsh** button in Programmer mode |
| % |  | Press the **Mod** button in Programmer mode |
| | |  | Press the **Or** button in Programmer mode |
| ^ |  | Press the **Xor** button in Programmer mode |
| ~ |  | Press the **Not** button in Programmer mode |
| & |  | Press the **And** button in Programmer mode |
| Spacebar |  | Toggles the bit value in Programmer mode |
| A |  | Press the **Average** button in Statistics mode |
| Ctrl+A |  | Press the **Average Sq** button in Statistics mode |
| S |  | Press the **Sum** button in Statistics mode |
| Ctrl+S |  | Press the **Sum Sq** button in Statistics mode |
| T |  | Press the **S.D.** button in Statistics mode |
| Ctrl+T |  | Press the **Inv S.D.** button in Statistics mode |
| D |  | Press the **CAD** button in Statistics mode |

Calendar keyboard shortcuts

The following table contains keyboard shortcuts for working with the Calendar appapp.

| Press this key |  | To do this |
| --- | --- | --- |
| Ctrl+1 |  | Show the day view |
| Ctrl+2 |  | Show the week view |
| Ctrl+3 |  | Show the month view |
| Ctrl+T |  | Go to today |
| Ctrl+N |  | Create a new event |
| Page up |  | In month view, go to the previous month  In week view, go to the previous week  In day view, go to the previous two days |
| Ctrl+H |  | In month view, go to the previous month  In week view, go to the previous week  In day view, go to the previous two days |
| Page down |  | In month view, go to the next month  In week view, go to the next week  In day view, go to the next two days |
| Ctrl+J |  | In month view, go to the next month  In week view, go to the next week  In day view, go to the next two days |
| Right arrow |  | In a view, go to the next day |
| Left arrow |  | In a view, go to the previous day |
| Down arrow |  | In a view, go to the next hour |
| Up arrow |  | In a view, go to the previous hour |
| Esc |  | Go back |
| Ctrl+S |  | Save or send the event |
| Ctrl+P, use up and down arrows to select |  | Respond to an event |
| Ctrl+D |  | Delete an event |

Ease Of Access keyboard shortcuts

The following table contains keyboard shortcuts that can help make your PC easier to use.

| Press this key |  | To do this |
| --- | --- | --- |
| Right Shift for eight seconds |  | Turn Filter Keys on and off |
| Left Alt+left Shift+Print Screen |  | Turn High Contrast on or off |
| Left Alt+left Shift+Num Lock |  | Turn Mouse Keys on or off |
| Shift five times |  | Turn Sticky Keys on or off |
| Num Lock for five seconds |  | Turn Toggle Keys on or off |
| Windows logo key Windows logo key+U |  | Open the Ease of Access Center |

Internet Explorer keyboard shortcuts

You can find shortcuts for Internet Explorer at [Internet Explorer shortcuts](http://windows.microsoft.com/en-US/internet-explorer/ie-keyboard-shortcuts#ie=ie-9).

Magnifier keyboard shortcuts

The following table contains keyboard shortcuts for working with Magnifier.

| Press this key |  | To do this |
| --- | --- | --- |
| Windows logo key Windows logo key+plus (+) or minus (-) |  | Zoom in or out |
| Ctrl+Alt+Spacebar |  | Preview the desktop in full-screen mode |
| Ctrl+Alt+D |  | Switch to docked mode |
| Ctrl+Alt+F |  | Switch to full-screen mode |
| Ctrl+Alt+I |  | Invert colors |
| Ctrl+Alt+L |  | Switch to lens mode |
| Ctrl+Alt+R |  | Resize the lens |
| Ctrl+Alt+arrow keys |  | Pan in the direction of the arrow keys |
| Windows logo key Windows logo key+Esc |  | Exit Magnifier |

Mail keyboard shortcuts

The following table contains keyboard shortcuts for working with the Mail app.

| Press this key |  | To do this |
| --- | --- | --- |
| Ctrl+R |  | Reply |
| Ctrl+Shift+R |  | Reply all |
| Ctrl+F |  | Forward |
| Ctrl+Shift+F |  | Hide or show the Folder pane |
| Ctrl+Shift+A |  | Hide or show the Accounts pane |
| Ctrl+U |  | Mark as unread |
| Ctrl+Q |  | Mark as read |
| Ctrl+A |  | Select all messages |
| Ctrl+N |  | New Message |
| F5 |  | Sync |
| Alt+B |  | Put focus on the bcc button |
| Alt+C |  | Put focus on the cc button  Accept |
| Alt+D |  | Decline |
| Alt+S |  | Send mail |
| Alt+T |  | Put focus on the To button  Tentative |
| Alt+V |  | Open the invitation in Calendar |
| Ctrl+Enter |  | Send mail |
| Ctrl+Shift+F |  | Select a font |
| Ctrl+Spacebar |  | Clear formatting |
| Ctrl+Y |  | Redo |
| F4 |  | Redo |
| Ctrl+[ |  | Increase font size one point |
| Ctrl+] |  | Decrease font size one point |
| Ctrl+Shift+, |  | Decrease font size |
| Ctrl+Shift+. |  | Increase font size |
| Ctrl+K |  | Add a link |
| Ctrl+E |  | Center |
| Ctrl+L |  | Left |
| Ctrl+R |  | Right |
| Ctrl+Shift+L |  | Bullets |
| Ctrl+M |  | Indent |
| Ctrl+Shift+M |  | Outdent |
| Tab or Shift+Tab |  | Indent/outdent when text is selected of when focus is in a list |
| Ctrl+' |  | Acute accent |
| Ctrl+, |  | Cedilla accent |
| Ctrl+Shift+6 |  | Circumflex accent |
| Ctrl+Shift+; |  | Diaeresis accent |
| Ctrl+` |  | Grave accent |
| Ctrl+Shift+7 |  | Ligature accent |
| Ctrl+Shift+2 |  | Ring accent |
| Ctrl+/ |  | Slash accent |
| Ctrl+Shift+` |  | Tilde accent |
| Alt+Ctrl+Shift+1 |  | Inverted exclamation mark |
| Alt+Ctrl+Shift+/ |  | Inverted question mark |

Messaging keyboard shortcuts

The following table contains keyboard shortcuts for working with the Messaging app.

| Press this key |  | To do this |
| --- | --- | --- |
| Ctrl+N |  | Start a new conversation |
| Ctrl+N |  | Open the people picker |
| Ctrl+E |  | Open or close the emoticon picker |
| Ctrl+> |  | Next conversation |
| Ctrl+< |  | Previous conversation |

Narrator keyboard shortcuts

The following table contains keyboard shortcuts for working with Narrator.

| Press this key |  | To do this |
| --- | --- | --- |
| Spacebar or Enter |  | Activate current item |
| Tab and arrow keys |  | Move around on the screen |
| Ctrl |  | Stop reading |
| Caps Lock+D |  | Read item |
| Caps Lock+M |  | Start reading |
| Caps Lock+H |  | Read document |
| Caps Lock+V |  | Repeat phrase |
| Caps Lock+W |  | Read window |
| Caps Lock+Page Up or  Page Down |  | Increase or decrease the volume of the voice |
| Caps Lock+plus (+) or minus (-) |  | Increase or decrease the speed of the voice |
| Caps Lock+Spacebar |  | Do default action |
| Caps Lock+Left or Right arrows |  | Move to previous/next item |
| Caps Lock+F2 |  | Show commands for current item |
| Press Caps Lock twice in  quick succession |  | Turn Caps Lock on or off |
| Caps+Esc |  | Exit Narrator |

Narrator touch keyboard shortcuts

The following table contains keyboard shortcuts for working with Narrator on a four-point touch-enabled PC.

| Press this key |  | To do this |
| --- | --- | --- |
| Tap once with two fingers |  | Stop Narrator from reading |
| Tap three times with four fingers |  | Show all Narrator commands (including the ones not in this list) |
| Double-tap |  | Activate primary action |
| Triple-tap |  | Activate secondary action |
| Touch or drag a single finger |  | Read what’s under your fingers |
| Flick left/right with one finger |  | Move to next or previous item |
| Swipe left/right/up/down with two fingers |  | Scroll |
| Swipe down with three fingers |  | Start reading on explorable text |

Paint keyboard shortcuts

The following table contains keyboard shortcuts for working with Paint.

| Press this key |  | To do this |
| --- | --- | --- |
| F1 |  | Open Paint Help |
| F11 |  | View a picture in full-screen mode |
| F12 |  | Save the picture as a new file |
| Ctrl+A |  | Select the entire picture |
| Ctrl+B |  | Bold selected text |
| Ctrl+C |  | Copy a selection to the Clipboard |
| Ctrl+E |  | Open the **Properties** dialog box |
| Ctrl+G |  | Show or hide gridlines |
| Ctrl+I |  | Italicize selected text |
| Ctrl+N |  | Create a new picture |
| Ctrl+O |  | Open an existing picture |
| Ctrl+P |  | Print a picture |
| Ctrl+R |  | Show or hide the ruler |
| Ctrl+S |  | Save changes to a picture |
| Ctrl+U |  | Underline selected text |
| Ctrl+V |  | Paste a selection from the Clipboard |
| Ctrl+W |  | Open the **Resize and Skew** dialog box |
| Ctrl+X |  | Cut a selection |
| Ctrl+Y |  | Redo a change |
| Ctrl+Z |  | Undo a change |
| Ctrl+plus (+) |  | Increase the width of a brush, line, or shape outline by one pixel |
| Ctrl+minus (-) |  | Decrease the width of a brush, line, or shape outline by one pixel |
| Ctrl+Page Up |  | Zoom in |
| Ctrl+Page Down |  | Zoom out |
| Alt (or F10) |  | Display keytips |
| Alt+F4 |  | Close a picture and its Paint window |
| Right arrow |  | Move the selection or active shape right by one pixel |
| Left arrow |  | Move the selection or active shape left by one pixel |
| Down arrow |  | Move the selection or active shape down by one pixel |
| Up arrow |  | Move the selection or active shape up by one pixel |
| Shift+F10 |  | Show the current shortcut menu |

People App keyboard shortcuts

The following table contains keyboard shortcuts for the People app.

| Press this key |  | To do this |
| --- | --- | --- |
| Ctrl+N |  | Add a contact |
| Ctrl+S |  | Save changes |
| Delete |  | Delete a contact |
| Ctrl+F |  | Make a contact a favorite |
| Ctrl+Shift+1 |  | Pin a contact to Start |
| Esc |  | Go back |
| Home |  | Go to beginning of contact list |
| Page down |  | Go forward in the contact list |
| Page up |  | Go backwards in the contact list |
| End |  | Go to end of the contact list |

Reader keyboard shortcuts

The following table contains keyboard shortcuts for working with the Reader app.

| Press this key |  | To do this |
| --- | --- | --- |
| F8 |  | Use two-page layout |
| Ctrl+R |  | Rotate the file 90 degrees clockwise |
| Ctrl+F |  | Find text in a file |
| F7 |  | Use keyboard selection mode |
| Ctrl+P |  | Print a file |
| Ctrl+O |  | Open a file |
| Ctrl+W |  | Close a file |
| Ctrl+M |  | Reader app home |

Remote Desktop Connection on the desktop keyboard shortcuts

The following table contains keyboard shortcuts for working with Remote Desktop Connection on the desktop.

| Press this key |  | To do this |
| --- | --- | --- |
| Alt+Page Up |  | Move between apps from left to right |
| Alt+Page Down |  | Move between apps from right to left |
| Alt+Insert |  | Cycle through apps in the order that they were started |
| Alt+Home |  | Display the Start screen |
| Ctrl+Alt+Break |  | Switch between a window and full screen |
| Ctrl+Alt+End |  | Display the Windows Security dialog box |
| Ctrl+Alt+Home |  | In full-screen mode, activate the connection bar |
| Alt+Delete |  | Display the system menu |
| Ctrl+Alt+minus (-) on the numeric keypad |  | Place a copy of the active window, within the client, on the Terminal server clipboard (provides the same functionality as pressing Alt+Print Screen on a local PC) |
| Ctrl+Alt+plus (+) on the numeric keypad |  | Place a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing Print Screen on a local PC) |
| Ctrl+Alt+Right arrow |  | “Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app. |
| Ctrl+Alt+Left arrow |  | “Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app. |

Remote Desktop Connection keyboard shortcuts

The following table contains keyboard shortcuts for working with Remote Desktop Connection.

| Press this key |  | To do this |
| --- | --- | --- |
| Ctrl+Alt+Home |  | Toggle appbars between the remote PC and the one in front of you |
| Ctrl+Alt+Left arrow |  | Switch your view to the previous session (when viewing a session) |
| Ctrl+Alt+Right arrow |  | Switch your view to the next session (when viewing a session) |
| Ctrl+Alt+Up arrow |  | Switch your view to the first session (when viewing a session) |
| Ctrl+Alt+Down arrow |  | Switch your view to the last session (when viewing a session) |

Skydrive keyboard shortcuts

The following table contains keyboard shortcuts for working with SkyDrive.

| Press this key |  | To do this |
| --- | --- | --- |
| Ctrl+A |  | Select all |
| Ctrl+Alt+1 |  | Change view (details/thumbnails) |
| Ctrl+U |  | Upload |
| Ctrl+Shift+N |  | New folder |
| Esc |  | Clear selection |
| Ctrl+O |  | Open with |
| Ctrl+Alt+O |  | View folder |
| Ctrl+Shift+V |  | Copy |
| Ctrl+Shift+Y |  | Move |
| Ctrl+S |  | Download |
| Alt+Up arrow |  | Go up |
| F2 |  | Rename |
| F5 |  | Refresh |

Windows Help viewer keyboard shortcuts

The following table contains keyboard shortcuts for working with the Help viewer.

| Press this key |  | To do this |
| --- | --- | --- |
| F3 |  | Move the cursor to the search box |
| F10 |  | Display the Options menu |
| Home |  | Move to the beginning of a topic |
| End |  | Move to the end of a topic |
| Alt+Left arrow |  | Move back to the previously viewed topic |
| Alt+Right arrow |  | Move forward to the next (previously viewed) topic |
| Alt+Home |  | Display the Help and Support home page |
| Alt+A |  | Display the customer support page |
| Alt+C |  | Display the Table of Contents |
| Alt+N |  | Display the Connection Settings menu |
| Ctrl+F |  | Search the current topic |
| Ctrl+P |  | Print a topic |

Windows Journal keyboard shortcuts

The following table contains keyboard shortcuts for working with Windows Journal.

| Press this key |  | To do this |
| --- | --- | --- |
| F1 |  | Open Journal Help |
| F5 |  | Refresh the note list |
| F6 |  | Toggle between a note list and a note |
| F11 |  | View a note in full-screen mode |
| Ctrl+A |  | Select all items on a page |
| Ctrl+C |  | Copy a selection to the Clipboard |
| Ctrl+F |  | Find text in a file |
| Ctrl+G |  | Go to a page |
| Ctrl+N |  | Start a new note |
| Ctrl+O |  | Open a recently used note |
| Ctrl+P |  | Print a note |
| Ctrl+S |  | Save changes to a note |
| Ctrl+V |  | Paste a selection from the Clipboard |
| Ctrl+X |  | Cut a selection |
| Ctrl+Y |  | Redo a change |
| Ctrl+Z |  | Undo a change |
| Alt+F4 |  | Close a note and its Journal window |
| Ctrl+Shift+C |  | Display a shortcut menu for column headings in a note list |
| Ctrl+Shift+V |  | Move a note to a specific folder |

Wordpad keyboard shortcuts

The following table contains keyboard shortcuts for working with WordPad.

| Press this key |  | To do this |
| --- | --- | --- |
| F1 |  | Open WordPad Help |
| F3 |  | Find the next instance of the text in the **Find** dialog box |
| F10 |  | Display keytips |
| F12 |  | Save the document as a new file |
| Ctrl+1 |  | Set single line spacing |
| Ctrl+2 |  | Set double line spacing |
| Ctrl+5 |  | Set line spacing to 1.5 |
| Ctrl+A |  | Select the entire document |
| Ctrl+B |  | Make selected text bold |
| Ctrl+C |  | Copy a selection to the Clipboard |
| Ctrl+D |  | Insert a Microsoft Paint drawing |
| Ctrl+E |  | Align text center |
| Ctrl+F |  | Find text in a document |
| Ctrl+H |  | Replace text in a document |
| Ctrl+I |  | Italicize selected text |
| Ctrl+J |  | Justify text |
| Ctrl+L |  | Align text left |
| Ctrl+N |  | Create a new document |
| Ctrl+O |  | Open an existing document |
| Ctrl+P |  | Print a document |
| Ctrl+R |  | Align text right |
| Ctrl+S |  | Save changes to a document |
| Ctrl+U |  | Underline selected text |
| Ctrl+V |  | Paste a selection from the Clipboard |
| Ctrl+X |  | Cut a selection |
| Ctrl+Y |  | Redo a change |
| Ctrl+Z |  | Undo a change |
| Ctrl+= |  | Make selected text subscript |
| Ctrl+Shift+= |  | Make selected text superscript |
| Ctrl+Shift+> |  | Increase the font size |
| Ctrl+Shift+< |  | Decrease the font size |
| Ctrl+Shift+A |  | Change characters to all capitals |
| Ctrl+Shift+L |  | Change the bullet style |
| Ctrl+Left arrow |  | Move the cursor one word to the left |
| Ctrl+Right arrow |  | Move the cursor one word to the right |
| Ctrl+Up arrow |  | Move the cursor to the previous line |
| Ctrl+Down arrow |  | Move the cursor to the line below |
| Ctrl+Home |  | Move to the beginning of the document |
| Ctrl+End |  | Move to the end of the document |
| Ctrl+Page Up |  | Move up one page |
| Ctrl+Page Down |  | Move down one page |
| Ctrl+Delete |  | Delete the next word |
| Alt+F4 |  | Close WordPad |
| Shift+F10 |  | Show the current shortcut menu |