

Windows 8.1 Tutorial and Tips – copyright 2013 by Bob Kuhn

Disclaimers:

1. My tutorial is meant to give you basic information in using Win 8.1, so you can start using your computer and setting-up the user interface. Much more detailed information is available on the internet.
2. I am a beginner with the use of the Windows 8.1 operating system, but I'm trying to help you understand Win 8.1 with whatever amount of knowledge I have.
3. I am not sure how much of what I see on my computer screen is from my computer, Win 8.1, or from my settings. Therefore my information should be used as a guideline, and not as an exact statement as to what you will see on your computer screen.
4. If your computer has the Windows 8 operating system (not 8.1), then you will definitely see some differences from my information. Microsoft has a free upgrade from Win 8 to Win 8.1 (<http://windows.microsoft.com/en-us/windows-8/update-from-windows-8-tutorial>).
5. I am trying to use Microsoft's terms for items in the Win 8.1 user interface so you can better understand other documented information about Win 8.1.

I will provide my Win 8.1 tips here and information from other sources after my tips.

Win 8.1 tips

1. Clicking the Windows key toggles between the current view (application or desktop, as you know from Win 7) to the Windows Style Menu, with the colorful tiles. The Windows Style Menu shows the word "Start" in the top-left corner and your Windows account name in the top-right corner.
2. Moving the mouse off the screen in the bottom-left corner shows the Windows icon.
3. Left-clicking (LC) the Windows icon toggles the view between the current view and the Style Menu. This is the same function as tip 1, except using the mouse instead of the Windows key.
4. Right-clicking (RC) the Windows icon shows a menu with numerous items similar to left-clicking on the Start icon in Win 7. This menu includes "Control Panel" and "Shut down or sign out".
5. Holding down the Windows key and clicking the D key shows the desktop.
6. From the desktop or the Style Menu, moving the mouse off the screen in the top-left corner shows a thumbnail of the most recently-used app. Moving the mouse pointer down the left margin of the screen opens a side bar that shows thumbnails of open apps, and a thumbnail of my desktop. Sometimes this works for me, and sometimes not.
7. Following Tip 4, when the thumbnail of my Google Chrome browser, if open, is visible, right-click to get a menu that includes "Close". This is the only way I know of to close the Google Chrome browser.
8. Moving the mouse pointer off the screen in the top-right corner or the bottom-right corner shows the Charms menu, with icons for Search, Share, Start, Devices, and Settings. Holding down the Windows key and clicking the C key also shows the Charms menu.
9. Right-clicking the background of the Style Menu shows a blue bar at the bottom of the screen, with a "Customize" icon on the right end of the blue bar. Left-clicking the Customize icon changes the appearance of the tiles and they can be moved. Groups of tiles can be given names. Right-click on a tile in the group, then enter text in the name row at the top of the group. I have a small group of Tiles on the left side of my screen, a large group of apps Tiles in the center, and a small group of photography and utility Tiles on the right side of my screen.

10. Right-clicking any Tile produces the following icons in the blue bar at the bottom of the screen:
 - a. Unpin from Start (the current view). I used this to not show the Tiles I wasn't going to frequently use.
 - b. Unpin from Taskbar or Pin to Taskbar (whichever is appropriate). I used this to show my most-used apps on the taskbar at the bottom of the Desktop view.
 - c. Uninstall
 - d. Resize (usually Medium or Small, but depends upon the Tile)
 - e. Open new window, if appropriate for that app.
 - f. Run as administrator
 - g. Open file location

Clicking on the background hides the blue Customize bar.

11. Left-clicking the "down arrow" at the bottom-left corner of the Style Menu to view all installed apps, devices, data storage, and settings. You will probably need to use the left-right scrollbar at the bottom of the screen, to see all of the icons. You may need to move your mouse pointer to show the "down arrow".
12. Left-clicking the "up arrow" at the bottom-left corner of the icon Style Menu to take you back to the tile Style Menu. You may need to move your mouse pointer to show the "up arrow".
13. Holding down the Alt key and clicking the Tab key will show the open apps and desktop. Click the Tab key to cycle through the open apps and stop on the one you want to view.
14. You can set your PC to open with the desktop view instead of the Style Menu. Open the dialog box by right-clicking any empty spot on the desktop taskbar, and choosing Properties; then select the Navigation tab.
 - a. In the bottom half of the dialog box, check "Go to the desktop instead of Start when I sign in".
 - b. Check the second box to "Show my Desktop background on Start" (as the Style Menu screen background).

The following tips are from Computer Shopper, published by Ziff-Davis, Inc. I have not tried numerous of these tips, especially above Tip 21, so I can't vouch for their correctness. I thought they had important information so I included these tips. Use them cautiously, especially Tip 24 and higher. <http://www.computershopper.com/feature/windows-8-mega-guide!-50-insider-tips/#review-section>

15. Create a start tile for Administrative Tools so you can easily access Device Manager, Event Viewer, Disk Management, Command Prompt, and other crucial utilities. Open the Control Panel (see Tip 4). Right-click the "Administrative Tools" icon and left-click on "Pin to Start".
16. Access the volume control by opening the Charms bar (see Tip 8) and click on the Settings charm. Near the bottom of the Settings panel is a volume-control icon. Click to adjust the volume.
17. Check for a Windows update by opening the Charms bar (see Tip 8) and click on the Settings charm. Left-click on "Change PC Settings", located at the bottom of the Settings charm. On the PC Settings screen, click on "Update and Recovery". In the "Windows Update" section, click on the "Check now" button. Any available updates appear. You can then install each update selectively or install them all at one time.
18. Connect to a Wi-Fi network. Open the Charms bar (see Tip 8) and click on the Settings charm. A signal bars icon for networks appears.

19. Automatically store screenshots in the Pictures folder. Hold down the Windows key and press Print Screen. Then open the Pictures folder in File Explorer (used to be “Windows Explorer”) and see a subfolder called Screenshots. Your screenshot image will be saved as a file named "Screenshot (1).png." At the top of the File Explorer window, click on “View”, then click the box in front of “File name extensions”.
20. The Windows Lock Screen is what you see when your computer finishes booting. The Lock screen displays the date and time. You can also add your own background picture to the Lock screen. To personalize the Lock screen, open the Charms bar (see Tip 8), click on the Settings charm, and then click on the link for Change PC Settings. On the right side of the Change PC Settings screen, beneath Personalize, click on the link for "Lock screen." You can choose one of the generic images provided by Microsoft, or you can pick your own image that you have downloaded onto your PC. Click on the Browse button to view your local Pictures folder. Pick an image you like, and the Lock screen preview window changes to display your chosen image.
21. Add Icons to Your Desktop. Right-click on the desktop and select Personalize from the popup menu. In the Personalization window, click on the link (the second item from the top of the window) to "Change desktop icons." In the Desktop Icons Settings window that pops up, click on the check mark next to all the icons that you want to appear on the desktop, and then click OK.
22. Close Your Current Windows 8 App. Windows 8 apps don't offer an “X”-style close button like desktop programs do. Switch from one app to another by returning to the Start screen (see Tip 1) and opening the new app. Each background app goes into a suspended mode. You can manually close your current Windows 8 app if you wish. Move your mouse cursor to the very top of the app window until it turns into an open hand. Click and hold down the left mouse button and then drag your cursor to the bottom of the screen. As you do that, the app window shrinks in size until it vanishes. See also Tip 6.
23. Force an App to Shut Down. Sometimes a Windows program freezes. Your only choice is to manually force the application to shut down. Windows 8 provides the familiar Task Manager. To shut down a frozen program, press the Ctrl, Shift, and Esc keys. The Task Manager opens with a list of running apps. Select the app you want to close, and click on the End Task button. You can also use the Ctrl+Alt+Delete keys to pop up an actions menu that includes a Task Manager link.
24. Manage Your Startup Programs. The more applications that start up automatically when the PC boots, the more your memory gets used and the boot time increases. In Windows 8, remove programs from your startup sequence through the Task Manager. Type Task Manager at the Start screen and click on the tile for Task Manager among the search results. You can also use the Ctrl+Alt+Delete keys to pop up an actions menu that includes a Task Manager link. In Task Manager, click on the "More details" link and then the Startup tab. You can select a program and click on the Disable button to prevent it from starting automatically when you boot up. If you're not sure what a specific program does, right-click on its name and select “Search online” from the popup menu to research what the program does, before disabling it.
25. Manage Your User Accounts. In Windows 8, you can create a user account from the Users tab in PC Settings, but you can't delete it or make other changes to it. To fully manage an account, you'll need to access the User Accounts feature in Control Panel. Type user accounts at the Start screen, filter the search results by clicking on Settings in the right pane, and click on the tile for User Accounts from the results. In the User Accounts screen, select the account you wish to manage. If it's a local account, you can change the name or the password, turn on Family Safety, change the account type between

standard and administrator, and delete the account. If it's a Microsoft account, the options are slightly different: You can turn on Family Safety, change the account type, or delete the account.

26. Automatically Sign In to Windows 8. Windows 8 shows both a Lock screen and a login screen before you can access the Start screen, but if you don't need to shield your Windows account from other people, you can bypass the login screen. Type netplwiz at the Start screen. From the search results on the left, click on the tile for netplwiz. In the User Accounts Control Panel, deselect the checkbox that says "Users must enter a user name and password to use this computer," and click OK. Type your password once and then again to confirm it. Click OK again to close the User Accounts tool, restart Windows, and you'll now go straight to the Start screen.
27. Keyboard shortcuts: Access Specific Tools and Features Using Key Shortcuts.
 - a. Ctrl + Shift + Esc Open Windows Task Manager.
 - b. Windows key + X Open the Power User Tasks menu.
 - c. Windows key + E Open File Explorer.
 - d. Windows key + R Open the Run command.
 - e. Windows key + U Open the Ease of Access Center.
28. Keyboard shortcuts: Desktop Key Shortcuts.
 - a. Windows key + M Minimize all open windows on the desktop.
 - b. Windows + Shift + M Restore all minimized windows on desktop.
 - c. Alt + Esc Cycle through all open windows.
 - d. Windows key + T Preview open windows in taskbar.
 - e. Ctrl + N Open a new window in File Explorer.
 - f. Ctrl + W Close the current window in File Explorer.
 - g. Ctrl + Shift + N Create new folder in Windows File Explorer.
 - h. Alt + F4 Launch the Shut Down Windows dialog box.
29. Keyboard shortcuts: Windows 8 Apps Key Shortcuts.
 - a. Windows key + Z Display the App bar in the tile Start screen or the current Windows 8 app.
 - b. Windows key + Tab Cycle through all open apps on the Switch List.
 - c. Alt + Tab Cycle forward through all open apps in the center window.
 - d. Alt + Shift + Tab Cycle backward through all open apps in the center window.
 - e. Ctrl + Esc Switch between the tile Start screen and the last app you've used.
 - f. Windows key + . (period) Snap the current Windows 8 app to the right, then cycle to left and full screen.
 - g. Windows key + Shift + . (period) Snap the current Windows 8 app to the left, then cycle to right and full screen.
 - h. Alt + F4 Close the current app.
30. "Trust" a Windows 8 PC. In the "Sync your settings" pane in PC Settings, you may see a message under the Password section telling you that your passwords won't sync until you "trust" this PC. Trusting a PC adds it to your Microsoft account and allows your network and Web passwords to synchronize with other trusted Windows 8 PCs. How do you trust a PC? First, click on the link to Trust this PC. Internet Explorer opens, asking you to log in to your Microsoft account page. You should receive a security code via e-mail and/or text message. That code is sent to your mobile phone number, which you would have added when you first set up Windows 8. If you don't receive the code, click on the link for "I didn't get the code," and then click Next. Assuming the code comes through

this time, enter it from your phone into the code field on your Microsoft account page and then click Submit. Your current PC is added to the trusted list.

Use the following tips very cautiously because you could lose all your programs and data.

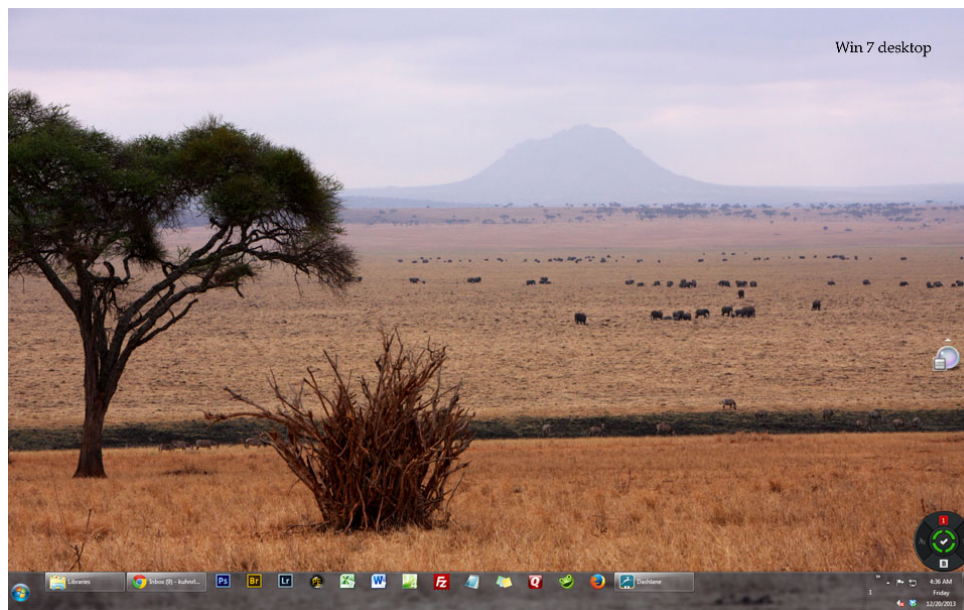
31. **Boot Into Safe Mode.** This process is very different from Win 7. Windows 8 still offers a Safe Mode so you can boot up without loading certain drivers, in order to troubleshoot problems. You can still boot into Safe Mode through the System Configuration (msconfig) tool, but Windows 8 offers another way to access Safe Mode. Here's how: Open the Charms bar, click on the Settings charm, and then click on the link for Change PC Settings. In the PC Settings screen, click on the General tab. Scroll to the bottom of the right pane and click the "Restart now" button under "Advanced startup." Your PC will load the Advanced Options Boot Menu with all its troubleshooting options. Click the Troubleshoot button, then the Advanced Options button, and finally the Startup Settings button. Click Restart, and Windows gives you several options, including some for Safe Mode. Press the number of the option you wish to use, and your PC reboots using that Safe Mode option.
32. **Run an Automatic Repair in Windows.** Having trouble in Windows 8? Sometimes an automatic repair can help by restoring corrupted or missing files. Here are the steps to run an automatic repair. Open the Charms bar, click on the Settings charm, and then click on the link for Change PC Settings. In the PC Settings screen, click on the General tab. Scroll to the bottom of the right pane and click the "Restart now" button under Advanced startup. Your PC loads the Advanced Options Boot Menu with different troubleshooting options. Click the Troubleshoot button, then the Advanced Options button, and finally the Automatic Repair button. Windows reboots and prepares the automatic repair. You're asked to confirm the account in use and then enter your password. Windows diagnoses your PC and then completes the repair (or tells you that your PC could not be repaired). If the automatic repair doesn't help, then refreshing or resetting your PC may be your next option...check out the next tips.
33. **Refresh Your PC.** If Windows 8 is crashing, freezing, or otherwise misbehaving, one option is to "refresh" your PC. Refreshing your PC brings it back to a cleaner state, but without losing all of your work and data files. A refresh preserves your personal files, customized settings, and Windows 8 apps, though not your desktop applications or PC settings. Still, refreshing your PC is worth a shot if you can't resolve system problems any other way, and you don't want to perform a complete system wipe. To refresh your PC, open the Charms bar, click on the Settings charm, and then click on the link for Change PC Settings. In the PC Settings screen, click on the General tab. Scroll down until you see the link to refresh your PC. Click the Get Started button, and Windows carries you through the rest of the way.
34. **Reset Your PC.** If refreshing your PC doesn't resolve your Windows problems, it may be time to perform a system reset. Don't confuse the terms "refresh" and "reset"! Resetting your PC removes all of your personal files, settings, and apps, bringing Windows 8 back to the totally clean state it was in when you first installed it. To reset your PC, open the Charms bar, click on the Settings charm, and then click on the link for Change PC Settings. In the PC Settings screen, click on the General tab, and scroll down until you see the link to reset your PC. Click the Get Started button, and Windows takes you through the process. Make sure, that you've backed up any crucial files before you start the reset process because all programs and files you added to your PC will be deleted.

I have the following benefits on my PC with Win 8.1.

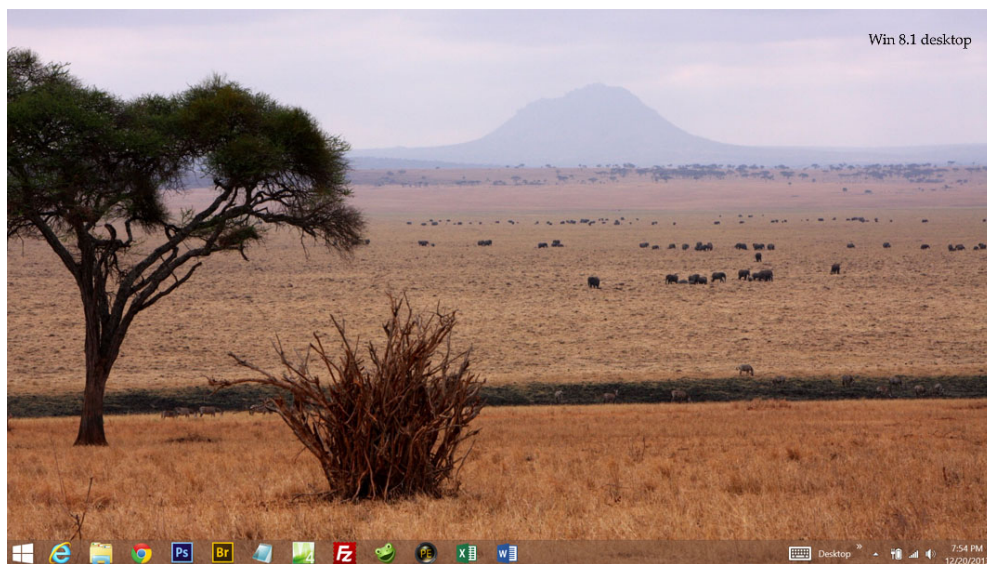
1. Desktop, including the Task Bar, looks like Win 7 (see the pictures below).
2. The Style Menu is very convenient because it contains the apps that I use more frequently.
3. My new laptop boots in 12 sec versus 75 sec on my desktop. Both computers have SSDs (solid-state drives) and 8GB RAM.

Hopefully my tutorial and tips will enable you to get a good start on using your PC with Win 8.1. There are many sources of information on the internet, regarding the Windows 8.1 Operating System, including the Microsoft website. Comments, suggestions, and corrections are appreciated. Copyright 2013 by Bob Kuhn. Some of the tips are found at this website: <http://www.computershopper.com/feature/windows-8-mega-guide!-50-insider-tips/#review-section>

Notice the numerous similarities in the Win 7 and Win 8.1 desktops.



Win 7 desktop



Win 8.1 Desktop