



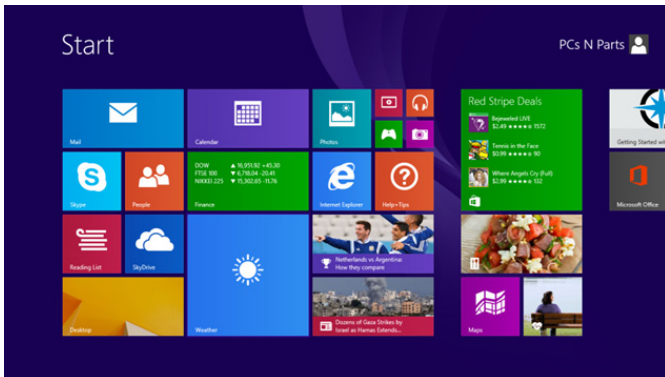
Making Windows 8 Work for You

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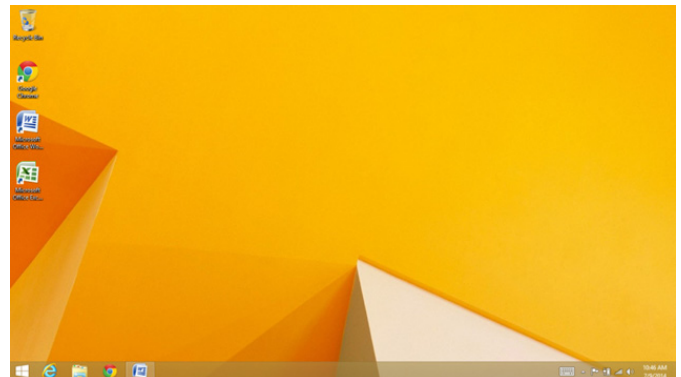
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Windows 8 offers two interfaces:

Metro Interface (Start Page)

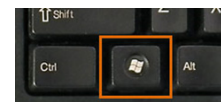


Desktop Interface



Switching between the Metro and Desktop interface:

1. Keyboard shortcuts: Press the Windows Key to switch to the Metro Start Page.
Press the Windows Key + D to switch back to the desktop.



The Windows Key is in the bottom left corner of your keyboard:

2. To access the Start Page, click the start button at the bottom left corner of the desktop.
3. To access your desktop, click the desktop widget from the Start Page.

Using the Metro Interface:

The Start Page is comprised of shortcuts or tiles. Working with tiles is the key to using the Metro interface.

To modify a tile: If you're using a mouse, right click. If you're using a touchscreen, press and hold the tile you'd like to change. This brings up a menu at the bottom of the screen allowing you to interact with that tile:



To remove a tile from the Start Page: Click "Unpin From Start"

To remove the application from your computer: Click "Uninstall"

To change the size of a tile: Click "Resize"

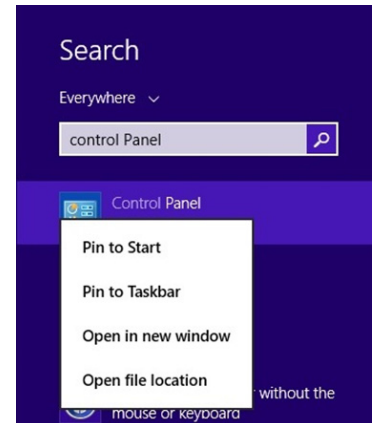
To move tiles around on the Start Page: Click and drag or touch and drag the tile to the desired spot

Using the Metro Interface (Continued):

To add a tile to the start screen there are two ways:

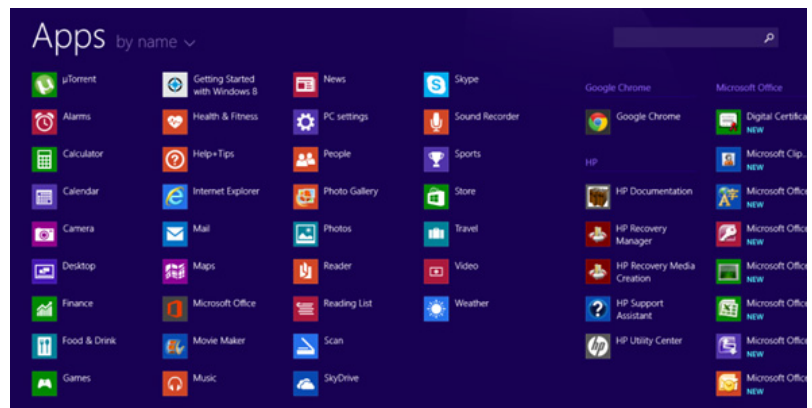
1. Search function:

- Press the Windows Key + S and the search box will open.
- Type in the name of the application you are looking for and it should appear in the list underneath the search box.
- To add the tile to the start screen: Right click or tap hold and release to bring up the options. Click on “Pin to Start.”



2. All Apps View:

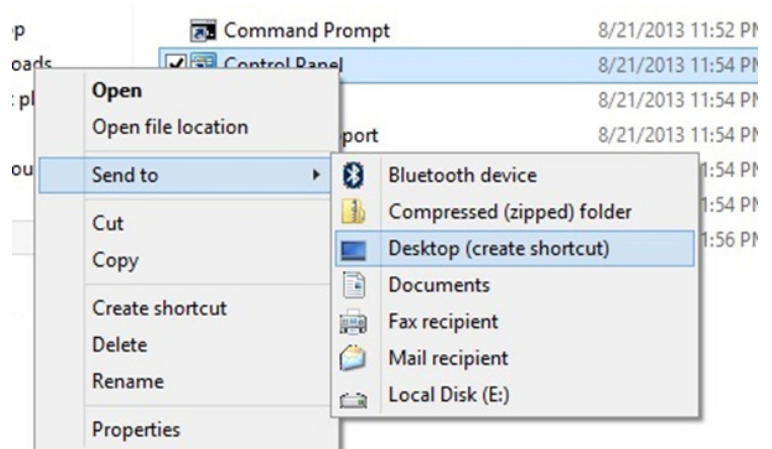
- Click on the downward pointing arrow on the bottom left of the Start Page with your mouse or if you are using a touchscreen swipe upwards.
- Once you are on the “All Apps” screen, locate the item you want to add to the Start Page and right click or press and hold to bring up the option, “Pin to Start.”



Using the Desktop Interface:

The Desktop Interface looks like a traditional desktop and is designed for use with a keyboard and mouse. One of the major changes in Windows 8 is the removal of the start button. If you want to access programs without using the Start Page or the “All Apps” view, you need to create shortcuts:

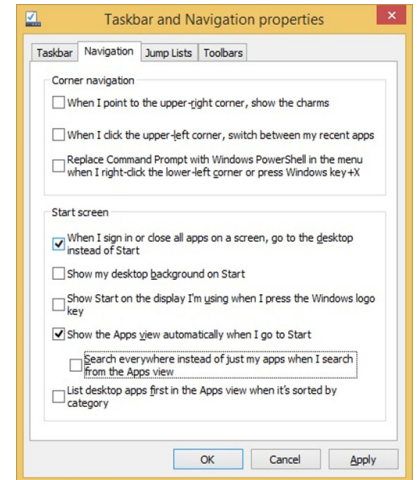
- To create a shortcut on the desktop either search or open the “All Apps” view and right click or tap, hold and release on the app.
- Click “Open File Location” This opens a list of files with the application you selected highlighted.
- Right click on the application and select Send to > Desktop (create shortcut)



Using the Desktop Interface (Cont.):

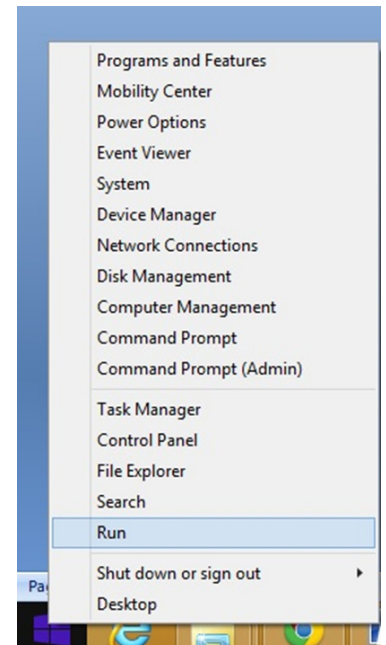
If you prefer the desktop interface, set Windows to boot directly to desktop mode:

- Right click on the taskbar and select properties.
- Click on the Navigation Tab and select “When I Sign or close all apps on a screen go to the desktop instead of start.”
- On this same screen, if you deselect the check boxes under “ Corner Navigation” you won’t get the charms bar or switch apps when you hover your mouse in the top corners of the screen.



Using the Start button:

Even though the traditional start button is absent from Windows 8 you can still use the new start button to access some familiar functions by right clicking on the new start button.



Using Keyboard shortcuts

Keyboard shortcuts make navigating Windows 8 much easier. Here are a few useful ones:

Search = Windows Key + S

Search within the open app = Windows Key + Q

Return to the Desktop = Windows Key + D

Close an app = Windows Key + Down Arrow

Switch between open apps = Alt + Tab