





# Windows 8 Explained

## Books by the Same Author

- BP738 Google for the Older Generation
- BP735 Windows 8 Explained
- BP284 Programming in QuickBASIC
- BP259 A Concise Introduction to UNIX
- BP258 Learning to Program in C
- BP250 Programming in Fortran 77

## **Books Written with Phil Oliver**

- BP726 Microsoft Excel 2010 Explained
- BP719 Microsoft Office 2010 Explained
- BP718 Windows 7 Explained
- BP710 An Introduction to Windows Live Essentials
- BP706 An Introduction to Windows 7
- BP703 An Introduction to Windows Vista
- BP595 Google Explored
- BP590 Microsoft Access 2007 explained
- BP585 Microsoft Excel 2007 explained
- BP584 Microsoft Word 2007 explained
- BP583 Microsoft Office 2007 explained
- BP581 Windows Vista explained
- BP580 Windows Vista for Beginners
- BP569 Microsoft Works 8.0 & Works Suite 2006 explained
- BP563 Using Windows XP's Accessories
- BP557 How Did I Do That ... in Windows XP
- BP555 Using PDF Files
- BP550 Advanced Guide to Windows XP
- BP545 Paint Shop Pro 8 explained
- BP538 Windows XP for Beginners
- BP525 Controlling Windows XP the easy way
- BP514 Windows XP explained
- BP509 Microsoft Office XP explained
- BP498 Using Visual Basic
- BP341 MS-DOS explained

# Windows 8 Explained

by

N. Kantaris

Bernard Babani (publishing) Ltd The Grampians Shepherds Bush Road London W6 7NF England

www.babanibooks.com

# **Please Note**

Although every care has been taken with the production of this book to ensure that all information is correct at the time of writing and that any projects, designs, modifications and/or programs, etc., contained herewith, operate in a correct and safe manner and also that any components specified are normally available in Great Britain, the Publishers and Author(s) do not accept responsibility in any way for the failure (including fault in design) of any project, design, modification or program to work correctly or to cause damage to any equipment that it may be connected to or used in conjunction with, or in respect of any other damage or injury that may be so caused, nor do the Publishers accept responsibility in any way for the failure to obtain specified components.

Notice is also given that if equipment that is still under warranty is modified in any way or used or connected with home-built equipment then that warranty may be void.

### © 2013 BERNARD BABANI (publishing) LTD

First Published - February 2013

British Library Cataloguing in Publication Data:

# A catalogue record for this book is available from the British Library

ISBN 978 0 85934 735 8

Cover Design by Gregor Arthur

Printed and bound in Great Britain for Bernard Babani (publishing) Ltd

## **Historical Background**

In 1983, Microsoft launched the first version of Windows which was in reality a graphical extension to its Disc Operating System (MS-DOS).

In November 1985, Microsoft shipped Windows 1.0 which allowed you to use a mouse to point and click instead of having to type MS-DOS commands. This was followed in December 1987 with the release of Windows 2.0 which was designed for the Intel 286 processor. Windows/386 soon followed to take advantage of the advent of Intel 386 processor.

In May 1990, Microsoft produced an Intel 386 processor specific version of Windows which was able to run in multiple 'virtual 8086' mode, but Windows applications were unable to use any extended memory above 1 MB. In 1990, however, Windows version 3.0 solved this problem and became a huge success.

In 1992, Microsoft released the much needed updated version Windows 3.1 which fixed most of the program bugs in the previous version. Windows for Workgroups 3.1, followed in October 1992, and started to give the program the power to control small networked groups of computers. This was strengthened in October 1993 with the Windows 3.11 release, which included 32-bit file management and more networking support.

In August 1995, Microsoft released **Windows 95**, a 32-bit operating system in its own right which made full use of the 32-bit features of the then available range of Intel processor chips. Microsoft had also put a lot of effort into this system to make it compatible with almost all existing Windows and MS-DOS based applications. This meant that parts of this version of Windows were still only 16-bit in operation.

In June 1998, Microsoft launched **Windows 98** which ran faster, crashed less frequently and supported a host of new technologies.

#### Windows 8 Explained

Windows 98 improvements included the ability to find information more easily on a PC as well as the Internet, open and close programs faster and supported DVDs for storing digital video, and improved MMX multimedia. In May 1999, Windows 98 Second Edition was released. Windows 98 also introduced the 'Quick Launch' bar which allowed programs to run without having to browse the Start, All Programs menu or look for their desktop shortcut icon. Windows 98 was the last version of Windows based on MS-DOS.

In September 2000, Microsoft released **Windows Me**, as the direct upgrade to Windows 95/98 for the home PC. **Windows Me** loaded faster and ran more reliably. In addition, it incorporated Wizards that let you set up home networks and share Internet connections, had improved support for digital cameras, video recorders, and multimedia with the introduction of the Windows Media Player 7.

In February 2000, Microsoft released Windows 2000 Professional, together with two additional Windows NT compatible versions of the software; Server and Advanced Server. Users of Windows 95/98 could easily upgrade to the Windows 2000 Professional version of this Operating System (OS), while users of Windows NT could upgrade to one of the other two versions of the OS.

In October 2001, Microsoft released **Windows XP** (XP for eXPerience) in two flavours; the Home edition (less expensive) as the direct upgrade to Windows 98/Me for home users and the Professional edition (more expensive but with additional functionality) for Windows 2000 or business users. **Windows XP** looked different to previous versions of Windows – there were changes to the desktop icons, start menu and the Control Panel, while other concepts were borrowed from Windows Me or Windows 2000.

There followed two major updates in the form of Service Pack 1 (SP1) and, in August 2004, Service Pack 2 (SP2). The latter update focused mainly on security of the computer, and was over 260 MB in size. Microsoft made security the central theme of SP2, although there were some additional features that were not specifically geared to security.

In late 2006, Microsoft launched **Windows Vista** with software that allowed you to browse the Web, send and receive e-mail messages, burn CDs and DVDs, edit photos and videos, and improved home entertainment. It also came with a range of security tools. BUT the hardware industry was slow to produce drivers for Vista and it developed a reputation for not working well with peripheral equipment.

In October 2009, **Windows 7** was finally released after many months of successful testing by millions of end users. The result is the best operating system so far produced, arguably by anyone.

Finally, in October 2012 Windows 8 was released with its Modern interface – the subject of this book. Windows 8 reflects the users preference for portable computing and constant connectivity via the Cloud. The Modern interface presents a radical redesign of the operating system and looks similar to the Windows Phone interface. It allows live information to be displayed on its tiles and supports both traditional keyboard and touch-screen devices. Windows 8 comes pre-loaded with a number of Apps, such as Mail, Internet Explorer, People, Calendar, Maps, Photos, Music, Video and Messaging, with additional Apps available from the Windows Apps Store. This is a truly different operating system from previous versions of Windows, but worth the extra learning curve.

# About this Book



Windows 8 Explained was written so that you can quickly explore the workings of Microsoft's new Windows operating system. Windows 8 is not the result of evolution from previous versions of Windows, but a brand new product designed to interface seamlessly with your Desktop, Laptop or X86 Tablet. Windows 8 manages the available resources of your computer and 'controls' the programs that run on it. To get the most from your various devices, it is important that you have a good working knowledge of its Operating System (OS) which in this case is Windows 8.

The book covers the Windows 8 environment with its new Modern interface (as shown above), many Apps and general controls. Chapters include:

- An overview of the stylish new interface, including the Modern interface, Desktop, Taskbar, running Apps, the Tray Notification Area and using the Charms bar.
- How to manage Windows Settings, User Accounts, Personalise your PC, control your System and work with programs.
- How to use the Desktop File Explorer and the Internet Explorer and how to use the e-mail App to keep in touch with friends and family.
- How to use SkyDrive and use shared folders.
- How to work with and organise your digital photographs and import them from your camera.

- Using bing maps to search for locations, services and get driving directions, as well as help with public transport.
- Manage the News, Finance and Weather Apps.
- Use the Windows Media Player to store and play your music, burn CDs and install Media Center to access the DVD playback facility.
- Connect to wireless networks and set up a HomeGroup, share a printer and network PCs running Windows 8 and Windows 7. How to use mobility tools to keep your laptop running while away from home.
- How to generally control your PC, keep it healthy, backup your important files and how to use Accessibility features if you have problems using the keyboard or mouse or have poor eyesight.
- How to use the new Paint and WordPad Apps.

The material in the book is presented using everyday language, avoiding jargon as much as possible. It was written with the non technical, non computer literate person in mind.

This book applies to; **Windows 8, 8 Pro** and the vast majority of **Windows 8 Enterprise**. Also, parts of the book should be applicable to **Windows RT** which is built on the same foundation as Windows 8, but is a restricted version designed specifically for ARM Tablets.

I hope that with the help of this book, you will be able to get the most out of your computer when using Windows 8, and that you will be able to do it in the shortest, most effective and enjoyable way. Most of all, have fun!

# **About the Author**

**Noel Kantaris** graduated in Electrical Engineering at Bristol University and after spending three years in the Electronics Industry in London, took up a Tutorship in Physics at the University of Queensland. Research interests in Ionospheric Physics, led to the degrees of M.E. in Electronics and Ph.D. in Physics. On return to the UK, he took up a Post-Doctoral Research Fellowship in Radio Physics at the University of Leicester, and then a lecturing position in Engineering at the Camborne School of Mines, Cornwall, (part of Exeter University), where he was also the CSM Computing Manager. Lately he also served as IT Director of FFC Ltd.

# **Trademarks**

**Microsoft**, **Windows**, **Windows** 8, **Windows** 7, **Windows Vista**, and **Windows XP** are either registered trademarks or trademarks of Microsoft Corporation.

Wi-Fi is a trademark of the Wi-Fi Alliance.

All other brand and product names used in the book are recognised as trademarks, or registered trademarks, of their respective companies.

# Contents

1.	Windows 8 Overview1	
	Versions. System Requirements. Upgrading to Windows 8. Before Installing Windows 8. Installing Windows 8. The Windows.old Folder. Anti-virus Software.	3 3 4 5 5
2.	Starting Windows 8	
	The Windows 8 Desktop.         The Taskbar.         Running Apps.         Status Buttons on the Notification Area.         1         The Charms Bar.         1         Ending a Session.	9 0 2 3
3.	The Windows 8 Settings1	5
	User Accounts.       1         Personalising Your PC.       1         Windows Themes.       1         Selecting a Screen Saver.       1         Controlling your System.       2         Changing the Windows Display.       2	57890123455

4.	The Desktop File Explorer	. 27
	File Explorer's Libraries.	27
	Parts of a Window. The File Menu Bar Option.	. 29
	Manipulating Windows.	. 32
	Additional Sizing Features.	. 33 24
	The Ribbon.	. 34
	Adding Locations to the Library.	. 35 37
_		
5.	The Internet Explorer	
	The Bing Home Page Hotspots	40
	The Bing Search Preferences	40
	Searching the Web	41
	The Address Bar	43
	Explorer Buttons.	43
	Explorer Toolbars.	44
	Compatibility Mode.	45
	The Menu Bar.	46
	The Command Bar.	46
	The Favorites Bar.	47
	Favorites	48
	Browsing History	49
	Tabbed Browsing.	50
	Saving and Opening a Group of Tabs.	. 51
	Changing your Search Engine.	52
	Getting Help.	55
	Internet Explorer Help.	55
	Getting Help with Bing	56
-		
6.	Keeping in Touch	57
	The E-mail App	57
	Connecting to Your Server.	57
	A Test E-mail Message.	59
	Replying to a Message.	61
	Using E-mail Attachments.	61
	Receiving Attachments	63
	Deleting Messages.	64
	Sending an E-mail to the Drafts Folder.	64

	Summary of System Folders. Printing Messages. The People App. The Messaging App. The Calendar App.	65 67 70
7.	The SkyDrive Facility.         Creating a Folder on SkyDrive.         Using the Shared Folder.         SkyDrive App and Desktop Application.         Zipping Files.         Uploading a PDF File.	74 76 78 79
8.	<ul> <li>Photos, Videos &amp; Music.</li> <li>The Desktop Pictures Library. The Picture Tools. The Windows Photo Viewer. Printing Photos.</li> <li>The Photo App.</li> <li>Getting Photos from a Camera.</li> <li>Scanning Photos. Using the Windows Scan Facility.</li> <li>The Desktop Videos Library. The Video Tools.</li> <li>The Windows Video App.</li> <li>The Desktop Music Library. The Desktop Music Library. The Music Tools.</li> <li>The Windows Music App. The Xbox Player.</li> </ul>	83 84 85 86 87 90 90 90 93 93 93 93 93 93 95 95
9.	Bing Maps. The Desktop Bing Maps Environment. Map Views. Searching for a Location. Searching for Services. Navigating the Map Area. Getting Directions. Public Transport.	99 101 102 103 104 106 108

	Walking for Charity. Printing Bing Maps. Streetside View. Sharing Maps. Traffic View. The Maps App.	110 111 115 115
10.	News, Finance & Weather	119
	The News App.	119
	News Layout.	120
	News from Specific Sources.	121
	The Finance App.	125
	Company Summary Removing Companies from the Watchlist	127
	Market News.	120
	Tracking Currencies and Commodities	129
	The Weather App	131
11.	Using Playlists. Burning CDs. Windows Media Center. Adding and Installing Media Center. Starting Media Center. DVD Playback.	<b>133</b> 134 135 136 137 137 137 139 140 141 143 143 144 146 146
12.	Connectivity & Mobility	147
	Joining a Network	
	Network Connection.	150
	Wireless Network Security	151

	HomeGroup. Accessing HomeGroup Computers. Sharing Printers. Using the Network. Adding a Windows 7 PC to the Network. Mobility. Windows Mobility Center. Power Plans.	157 158 160
13.	Looking After Your PC	165
	Problem Prevention. System Protection. Automatic Update. System and Security. Action Center. Windows Firewall. Hard Disc Management. Disk Clean-up. Defragmenting Hard Discs. Backing up your Data. Data Backup. Subsequent Backups. Restoring from Backups. Windows Defender. User Account Control.	178
14.	Accessibility	187
	The Ease of Access Center. The Microsoft Magnifier. Microsoft Narrator. The On-Screen Keyboard. The Display Options. The Mouse Options.	190 191 . 192 195
15.	Paint & WordPad Apps	
	The Paint App. Starting Paint. Using Paint. The Colour Palette.	200 202

Adding Text to an Image. Paint and the Internet. Sending an Image with E-mail. Copying an Image from a Web Page. The WordPad App. Starting WordPad. Saving a Document to a File. Document Editing. Finding and Changing Text. Formatting a WordPad Document. Formatting Lists. The Ruler. Printing Documents. Embedding a Graphic into WordPad.	206 206 208 208 211 212 213 214 215 216 216
Appendix A – Controlling Windows 8	219
Displaying the Charms Bar. Opening the Options Menu of Running Apps Switching Between Running Apps. Closing Running Apps. Displaying two Apps on Screen. Zooming In or Out. Rearranging Tiles.	219 220 220 221 221 221 222
Appendix B – Turning off your Computer The Shutdown Shortcut	227

# Windows 8 Overview



Microsoft have really produced a stunning operating system with Windows 8. What you see above is the Modern interface with live tiles. These will launch an application, but also have the ability to display live information such as new e-mail messages. The tiles are grouped in three sets: in the left set there are Apps to access (from left to right) Mail, Internet Explorer, Store, Calendar, Maps, SkyDrive, etc. In the middle set, Apps access Bing (the Internet search engine), Travel, Finance, etc., while on the right set you'll find the programs you have installed. Tapping or left-clicking any of these tiles, starts the appropriate App or program.

Windows 8 not only looks good, but it performs very well indeed, it is fast to load and is stylish. At first you might be puzzled not knowing how to configure your computer or change screens, but don't worry, all will be explained in good time! This is a brand new product with a brand new interface.

Windows 8 is the most secure version of Windows so far, with most of its protection, such as Windows **Defender**'s antispyware and Windows **Firewall**, working unobtrusively in the background. It is best to sign in or create a **Live** account to get Windows security from **www.windowsdefender.com**.

Windows 8 also supports multi-touch screens, handwriting and voice, but one needs suitable hardware to use these.

## Versions

1

Windows 8 is available in four new versions – three of which are for the Intel and AMD PCs; Windows 8 (I'll call it Basic to distinguish it from the more general term for Windows 8), Windows 8 Pro and Windows 8 Enterprise and one, Windows RT, which will only run on ARM processors, allowing for more integration with the tablet market. However only the first three of these can be bought as the Windows 8 RT version will only be available pre-installed on new devices with ARM processors and will include touch-optimised desktop versions of Microsoft Word, Excel, PowerPoint and OneNote – it cannot be bought separately.

If your current machine runs Windows 7 Starter, Home Basic or Home Premium, you can upgrade to Windows 8 (Basic) or Windows 8 Pro. However, those on Windows 7 Professional or Windows 7 Ultimate will be able to Upgrade only to Windows 8 Pro. Clients on Microsoft's Assurance licensing agreements will be able to upgrade to Windows 8 Enterprise, but this is of no concern to most of us.

In short, owners of Intel and AMD PCs, laptops or tablets with x86 or x64 processor will be able to choose between Windows 8 (Basic) and Windows 8 Pro. Windows 8 Pro offers several features including encryption, PC management, virtualisation and domain connectivity. So the choice is really made for you, particularly if you want to install Windows **Media Center** which is only available to Windows 8 Pro as a separate 'media pack'.

Windows 8 (meaning both Basic and Pro) will run all your programs that currently run on Windows 7 or Windows Vista and you can perform an in-situ upgrade retaining all your files and settings. Upgrading from Windows XP requires an entirely new (clean) installation which means that anything not backed-up will be lost!

Finally, Windows 8 allows dual installation which you can choose during the Setup by selecting the 'Customised' install. In this way you can try the new Windows environment before you commit yourself fully!

1

### **System Requirements**

To run Windows 8 a PC requires at least:

- A processor with a speed of 1 GHz or faster
- Available RAM: 1 GB (gigabyte) for a 32-bit (x86) system or 2 GB for a 64-bit (x64) system
- A graphics card that is DirectX 9 compatible with a WDDM 1.0 or higher driver
- 20 GB of available hard disc space.

To use all of Windows 8's features you will also need:

- To access the Internet, get mail or download and run Apps from Windows Apps Store, you need an active Internet connection and a minimum screen resolution of 1024 x 768.
- To use Windows Touch, you need a Tablet with an ARM processor or a monitor that supports multi-touch.
- Depending on resolution, video playback may require additional memory and advanced graphics hardware.
- HomeGroup requires a network and PCs running Windows 8.

## **Upgrading to Windows 8**

If your computer operates under Windows 7, then it will run under Windows 8 without any problems. Windows 8 comes either as a 32-bit or a 64-bit Operating System (OS), with separate discs for the two versions. To use the 64-bit OS you will require a 64-bit computer, so be careful. If you need to find out which type of computer you have, check in the **System** section of the **Control Panel** which in Windows 7 is reached through the **Start** button.

You will also have to decide whether to do:

 An Upgrade – which replaces Windows 7 (or Vista) with Windows 8 and retains all your settings, data files and programs, or  A Custom installation – after backing-up your settings and data files carry out a clean install. This cures the gradual slowdown that tends to happen to most PCs over time and cleans your PC of any bugs it might have picked up from the Internet. But, the downside is that you'll have to reinstall all your programs! With Windows XP you'll have to do a clean install.

Whichever installation you do, it is always a good idea to backup your settings and data files before installing a new operating system.

## **Before Installing Windows 8**

To save time and help avoid problems during a Windows 8 installation, you should:

- Plug in and switch on all the peripheral devices you will be using with Windows 8.
- Connect to the Internet. This way you will get the latest installation updates, including security and hardware driver updates that can help with the installation.
- Sign in or create a new Windows Live account as the password is used by Windows 8 whenever you start the program – if you don't have a Live account, go to http://download.live.com/ to download Live Essentials.

Having obtained a Windows **Live** account, you can now proceed with the Windows 8 installation, following the instructions given on screen. If all is well, you'll just have to be patient now as this type of installation takes some considerable time (depending on your system) and your PC will reboot a number of times before installation is completed. At some point you'll be asked to input your product key which is usually on a label on the Windows 8 packaging.

If you choose to install Windows 8 on a partitioned drive, so as to retain Windows 7, then a dual boot will be required by changing a setting in the computer's basic input/output system (or BIOS). How to do this varies with different manufacturers. Usually, you press a key (such as F2 or F12) immediately after turning on your computer and before Windows starts. When the BIOS setup screen appears in black and white, select the **Boot order option** (or something similar), select the partition drive letter onto which you intend to install Windows 8 as the second startup device, save the setting changes, and then exit the BIOS. This may sound a bit heavy but if you take your time it should be no problem.

### **Installing Windows 8**

Turn on your computer so that Windows starts normally, open the DVD drive and insert the Windows 8 installation disc. When you close the DVD drive, the Windows Setup should start. On the Which type of installation do you want? page, click:

- Upgrade if you are upgrading from Windows 7 and want to retain your files and settings, or
- Custom, only if you are installing on a partition drive and you want to retain your Windows 7 version. In the where do you want to install Windows? page, select Drive options (advanced) and select the partition that you want to install Windows 8, then just follow the instructions to finish the installation.

You will be asked to name your computer and use your Windows Live user account.

### The Windows.old Folder

If you delete or format a partition that contains a version of Windows, all the data on the partition is permanently deleted.

However, if there is an existing copy of Windows on the partition you selected (as it would be if you are upgrading), and you don't format or delete the partition, your user files will be saved to a **windows.old** folder on that partition (usually C:), which you can browse after the installation completes. This is a safety net, so that if anything goes wrong you could restored your files after installing Windows 8.

1

#### 1 Windows 8 Overview

If all is well, however, it is recommended that you delete the **windows.old** folder, as the amount of data stored in the folder can be very large, thus reducing your available disc space.

#### **Anti-virus Software**

You should now have a running version of Windows 8 to play with, but before you do anything else you should reinstall your anti-virus software. Without it you would be very vulnerable on the Internet.

If you don't have any and you don't want to pay for this, you can download excellent free anti-virus and anti-spyware protection at:

#### www.windowsdefender.com

or

#### www.free.avg.com

I have used both of these on some of my computers for many years and found them excellent. For more information on Windows Defender, please refer to Chapter 13.

How to install programs in Windows 8 will become very clear once Windows 8 is up and running, as described in the next chapter.

# **Starting Windows 8**

2

## **The Windows 8 Desktop**

When you first switch on your tablet or PC a screen similar to that in Fig. 2.1 appears on your display, known as the **Lock** screen. Swiping upwards on the **Lock** screen or dragging the mouse pointer upwards, displays a second screen in which you enter your user details after which Windows 8 opens with the Modern interface displaying the distinctive tiled Apps screen shown for my version in Fig. 2.2 on the next page.



Fig. 2.1 A Windows 8 Opening Screen.

Note: Most swipe movements of your finger on a multi-touch screen correspond to dragging the mouse pointer on a PC. Similarly, tapping on such touch-screen devices corresponds to clicking the left mouse button. Touch and hold corresponds to a right-click of the mouse button. For more details, please refer to Appendix A.



Fig. 2.2 The Tiled Apps in Windows 8.

The display shown in Fig. 2.2 is the tiled **Start** screen, with tiles grouped into three columns. On the first two columns are all the pre-installed Apps to access **Mail**, **Internet Explorer**, **Store**, **Calendar**, **Maps**, **SkyDrive**, **Bing**, etc. while the third column displays shortcuts to any programs you might have installed yourself or were retained after upgrading. Tapping or left-clicking any of these tiles, starts the App or program.

Tapping or clicking the **Desktop** tile shown at the bottomleft corner of the **Start** screen in Fig. 2.2 above, opens the Windows 8 **Desktop** shown in Fig. 2.3.



Fig. 2.3 The Windows 8 Desktop.

To toggle between the **Desktop** or an App screen and the **Start** screen, click the bottom-left corner of the **Desktop** screen to reveal a thumbnail of the **Start** screen, as shown in Fig. 2.3 on the previous page. Left-clicking this, opens the tiled **Start** screen. Alternatively, press the **Windows** key on the keyboard to do the same thing.

### The Taskbar

The thumbnail of the **Start** screen in Fig. 2.3, obscures the left most part of the **Taskbar** which is situated at the bottom of the **Desktop** screen, as shown separately in Fig. 2.4 below.



Fig. 2.4 The Internet Explorer and File Explorer Buttons.

To the right of the **Taskbar** you'll find the **Notification Area**, which includes a Digital clock as shown in Fig. 2.5 below.

Fig. 2.5 The Notification Area.

9:48.AM 29/16/2012

Tapping or clicking the **Date/Time** display area in Fig. 2.5 above, opens the screen shown in Fig. 2.6 below and selecting the **Change date and time settings** link, displays a tabbed dialogue box in which you can change the date and time, time zone and add two additional clocks. This can be very useful if you have friends living at different time zones



Fig. 2.6 The Change Date and Time Screen.

and want to avoid waking them up!

Below we show the display when you tap or click the **Date/Time** area after adding two more clocks to the local time.

0 19 0	4:54 PM 10/29/2012
Sydney	Tue 3:54 AM
California	Mon 9:54-4M
Local time	Mon 4:54 PM
Monday, O	ctober 29, 2012

With this version of Windows, only programs that you chose to pin to the Taskbar appear on it, as shown in Fig. 2.7.



Fig. 2.7 Windows 8 Taskbar Pinned Program Buttons.

In this case the **Internet Explorer** button in Fig. 2.7 appears as if there is another button hiding behind it. By placing a finger or the mouse pointer on it, thumbnails are displayed showing the opened **Explorer** tabs, as shown in Fig. 2.8. This can also happen with other running items.



Fig. 2.8 Thumbnails Showing Open Internet Explorer Tabs.

As you can see, there were two tabs open in **Explorer** and each is shown as a thumbnail. Moving the mouse pointer over a thumbnail temporarily displays that window full size on the screen so you can see in more detail what it contains. At the same time, a **Close** button appears on the top-right hand side of the thumbnail. Tapping or clicking a thumbnail will open the **Explorer** tab with that view active, while tapping or clicking the **Close** button will close that tab. **Internet Explorer** behaves the same if opened from the tiled **Start** screen.

## **Running Apps**

Apps you have accessed during a session continue running until you close them. To see which Apps are running, place the mouse pointer at the bottom-left corner of the screen so that the thumbnail of the **Start** screen appears, then drag the pointer upwards to display a screen similar to that of Fig. 2.9 on the next page.

#### Starting Windows 8 2



Fig. 2.9 The Thumbnails of Running Apps.

So now you can access any of these running Apps by tapping or clicking on its thumbnail. You can also force an App to close (stop running) by either right-clicking on the App and selecting **Close** from the displayed menu or dragging the open App from the very top of the screen towards the bottom with either the mouse or your finger, as shown below.



Fig. 2.10 Closing Apps.

Pined programs on the **Taskbar** can be run by just tapping or clicking on their button. To stop a running program, tap or click the **Close** button that appears on the top-right hand side of its open window or on its thumbnail, if not opened on the screen.



To pin a running program on the **Taskbar** right-click its image on the **Taskbar** and select the **Pin this program to taskbar** option, as shown here in Fig. 2.11.

Fig. 2.11 The Right-click Options of a Running Program.

## Status Buttons on the Notification Area



On the Notification area, also called the System Tray, on the right of the Taskbar that includes the digital clock and date,

you'll find other icons showing the status of the Action Center 🔄 power 🗊 (for a laptop), network 📓 (Ethernet) or 🌆 (wireless), and the volume setting of your speakers I. Other application icons are hidden by default and their notifications are suppressed.

When you point to an icon, an information bubble opens showing the status for that setting as WTH Home P 10 % internet access shown here.

However, tapping or clicking the Network icon 11, or 111, for instance, displays more detailed information about whether you are connected and to which network, as shown in Fig. 2.12.

Try tapping or clicking the Volume icon **I** to open the volume controls so you can control the loudness of the speakers attached to your PC, or built into your laptop.

Tapping or clicking the Action Center icon 🔛 gives you a guick view of the status of your PC (Fig. 2.13).

- 1 mmm	-
Trust this PC	
Ор	en Action Center
	* *****

Fig. 2.13 The Action Center.

If any problems are shown, you can tap or click the Open Action Center link to find out what they are and hopefully how you can solve them.

By default, Windows places

any other icons in a 'hidden' area. but you can tap/click the Show hidden icons button

to temporarily show them again as shown here. You can control which icons appear on your System Tray by using the Customize link,



Fig. 2.12 Available Networks.



## The Charms Bar

**Charms** provide a quick and easy access to a wide range of options from either the **Start** screen or Apps screens. To access these, either point with the mouse at the top-right corner of the screen or swipe from the right edge of the screen towards the left to reveal the **Charms**. As you move the mouse pointer downwards towards the **Charms**, they display within a dark bar as shown in Fig. 2.14.

The first of these is used to **Search** for Apps, settings and specific files. It can also be used to search within a running App. The **Share** allows you to share content, while the **Start** displays the **Start** screen and from there toggles to the **Desktop** view. The **Devices** charm displays such peripherals as a secondary screen, while **Settings** allows you to change the settings within Windows 8, as well as powering off (shutting down) your PC or device.



Fig. 2 14.

## **Ending a Session**

When you have finished for the day, it is important to save your work and 'turn off' your PC or tablet properly, both to protect your data and to save energy. With Windows 8 there



Fig. 2.15 Shut Down Options.

are several options for ending the session, all available from the **Power** button of the **Settings** charm as shown in Fig. 2.15 (see also Appendix B). If you are the sole user of your computer, only the three displayed options are available; **Sleep, Shut down or Restart**. Other options are displayed once there are more family members sharing the same computer.

#### 2 Starting Windows 8

From here you can select to put the computer in Sleep mode, Shut Down it down completely or Restart it to clear the memory settings and reset Windows.

Selecting the **Sleep** option or closing the lid of a laptop puts the computer to **Sleep** and turns the display and fan off. A light on the outside of the case blinks to indicate that the computer is asleep and the whole process takes only a few seconds.

When you turn the PC back on or open the lid of a laptop, the same Lock screen as if you just started your computer displays (see Fig. 2.1). You will need to swipe or drag the mouse pointer upwards to reveal the screen where you enter your password. After providing your password, the screen will look exactly as it did before you put your device to **Sleep** with all your running Apps in place. The advantage of the **Sleep** mode is that because you don't have to wait for Windows to start, you can resume work almost immediately

By default, selecting the **Shut down** option turns the computer completely off, while the **Restart** option clears your computer's memory settings and resets Windows. Sometimes when you select either the **Shut down** or the **Restart** option, Windows installs any updates first, if available, before carrying on with the selected option.

**Note:** It is important to let Windows install its updates, even if you are in the middle of doing something else. Far too many users who skip this process, find themselves in trouble later. Updates are not there to annoy you, they are there to protect you!

# **The Windows 8 Settings**

## **User Accounts**

3

What is shown in Fig. 3.1 is a composite of two screens; the **Charms** bar options on the right of the display and what you will see to the left of it, if you tap or click the **Setting** charm.



Fig. 3.1 A Windows 8 Opening Screen.

If you are not sure how to display the **Charms** bar, please refer to the end of the previous chapter.

Tapping or clicking the Change PC settings link, pointed to at the bottom of the Settings screen, displays a new screen as shown in Fig. 3.2 on the next page with the Users option open.

Windows allows for several people (like a family) to share а computer, with each having their own set-up, by individual User usina Accounts, Each account tells Windows what files and folders the holder can access, what changes can be made to the computer and controls their personal preferences.

PC settings	Your account
Personalize	Noel Kantarks
Users	You can writch to a local account, bull your settings want sync between the PCs you s
Notifications	Antich to a local account
Search	More account settings online
Share	Sign-In options
General	Change solar geneered
Privacy	Craste a picture password
Devices	Conste a PDV
Wireless	Any user who has a password must enter it when weiring this BC.
Ease of Access	
Sync your settings	Other users
	There are no other users on the BC
HomeGroup	Add e user
Windows Update	

Fig. 3.2 The Windows 8 Users Settings Screen.

To add a user, simply tap or click the Add a user button at the bottom of the screen to display the screen in Fig. 3.3 and supply the appropriate information – it is that simple!

PC settings	Naur account
	Add a user : Wile and add addres would the previous to an to signs to this paid of pix lows the ends where the day and user this factorial answer, were if any a
	How you way in the formation with National a samet, you can     - Downerse approximate with National and Annuel as     - Compare and ways the Statistical Annuel Approximate Approxim
Windows Update	

Fig. 3.3 The Add a User Screen.

3

## Personalising your PC

On the **Settings** screen in Fig. 3.2, selecting the first listed option opens the screen shown in Fig. 3.4 below.

PC settings	Lock screen Start screen Account picture
Personalize	
Users	T
Notifications	
Search	
Share	4:21
General	
Privacy	
Devices	
Wireless	invest
Ease of Access	
Sync your settings	Lock screen apps Choose apps to not the background and show back status and notifications, even shan
HomeGroup	your screen (s locked
Windows Update	and they also take they have take

Fig. 3.4 The Windows Personalise Settings Screen.

From here you can change the Lock screen (the first screen you see when you start Windows) to one of the alternatives shown or you can browse though your pictures to choose one of your own.

You can also change the **Start** screen and its colour, as well as your account picture. When you select this last option you are given the opportunity to use the camera on your PC to take your picture there and then!

Finally, you can also choose which Apps should run in the background and give you up-to-date information. There are already some Apps preselected, but you can add to these by tapping or clicking the **•** button.

Do try the various listed options under the **PC Settings** before you leave this section – have a look and find out what is on offer.

### Windows Themes

Another way of personalising your screen is with the



Fig. 3.5 The Windows Personalization Option.

selection of themes which you can find in the **Personalization** option on the **Settings** screen. In Fig. 3.5 only the top of the screen is shown.

Selecting this option, displays the screen shown in Fig. 3.6 below. Plenty to explore here! For example, you can change (please refer to the bottom of the screen in Fig. 3.6) the **Desktop** background, **Color, Sounds** and choose a **Screen Saver**. Windows 8 comes with three default **Themes** which include most of the above changes at once, namely **Windows** (the best choice), **Earth** and **Flowers**. You can also get additional themes online.



Fig. 3.6 The Windows Themes Settings Screen.
# **Selecting a Screen Saver**



You can use the **Screen Saver** link in the **Personalization** window (Fig. 3.6) to open the screen shown in Fig. 3.7 below.



Fig. 3.7 The Screen Saver Settings Screen.

Tapping or clicking the down-arrow on the **Screen saver** box reveals a drop-down menu of the installed screen savers you can choose from, but it depends on personal preferences

In this window you can also change the time of inactivity before the screen saver starts up. With some screen savers, clicking the **Settings** button displays a box for you to control their display settings. When you make all the changes you want, tap or click the **Preview** button to see the effect of the selected options in full screen. When you are happy, stop the preview, then tap or click the **Apply** button followed by the **OK** button.

# **Controlling your System**

The main way of controlling your computer (PC or tablet), is through the **Control Panel** which provides quick and easy ways to change the hardware and software settings of your system. You can access the **Control Panel** either through the entry on the **Settings** screen (Fig. 3.5) or the link provided on the **Personalization** screen in Fig. 3.6. Either way opens the screen shown in Fig. 3.8 below.



Fig. 3.8 The Windows Control Panel Screen.

From here you can add new hardware, remove or change programs, change the display type and its resolution, control your computer's setup and security, and a lot more besides. However daunting this may look, it is a very good idea to get familiar with the **Control Panel** features. Once you know your way around it, you can set up Windows just the way it suits you. The actual options available in **Control Panel** depend on your computer hardware and your version of Windows 8.

### **Changing the Windows Display**

Windows 8 requires the highest possible screen resolution that your graphics card is capable of delivering so that it can give you better text clarity, sharper images, and fit more items on your screen. At lower resolutions, less items fit on the screen, and images may have jagged edges. For example, a display resolution of 1024 x 768 pixels (picture elements) is low, while 1600 x 900 pixels, or higher, is better.

Whether you can increase your screen resolution depends on the size and capability of your monitor and the type of video card installed in your system. To find out if you can increase the display resolution, use the **Display** icon in **Control** (shown above), to open the **Display** screen, then select the **Adjust resolution** link, to open the screen below.

		9	creen Resolution		
0	Control Panel +	All Control Panel Nome	Display a Screen Resolution	v G Starth ControlPand	
	Change the	appearance of your o	hsplay		
				finitest. Mentify	
	Display: Resolution	1. Angenie P.C. Ougray			
	Orientation	Lanitscope .	a	Advanced settings	
	Make test and c	and screwn (pr pross the Wi ther items larger of smaller ttings should I choose?			
				Camil. Arth.	

Fig. 3.9 The Screen Resolution Box.

3



Fig. 3.10 The Windows Display Resolution.

Tapping or clicking the down arrow to the right of the resolution box, opens a drop-down box similar to the one shown in Fig. 3.10, with your monitor's resolution settings and capabilities. It is best to select the highest possible resolution available

From the display in Fig. 3.9, you can also arrange to Project to a second screen, if you have a larger monitor connected to your system.

# **Controlling Devices and Printers**

Devices and Printers

When your computer was first set up, your devices and printers should have been installed automatically. If not, select the Devices and Printers icon (shown above) from the Control Panel to open the screen shown in Fig. 3.11 below.



Fig. 3.11 The Devices and Printers Screen.

The Windows 8 Settings

My **Devices and Printers** screen displays two devices, one multimedia device and four printers, one of which is a Fax. In the case of the printers, one is physical for printing to paper and two for creating formatted print (Adobe PDF and Microsoft XPS) documents.

With Windows 8, most devices and printers are automatically detected at installation time, or during the boot-up process. So if you add a new printer or a new device, like a camera, to your system it should be recognised. You may be asked for the necessary driver files if they are not already in the Windows directory, but these come on a CD, or can be found on the manufacturer's Web site.

# **Configuring your Printer**

To control your printer, tap or click its icon in the **Devices** and **Printers** screen (Fig. 3.11), to open a 'Printer Control' window like that shown in Fig. 3.12 below.



Fig. 3.12 The Printer Control Window.

From here you can control what is waiting to be printed and customise paper orientation. Other device options specific to the printer might also display.

### 3 The Windows 8 Settings

A newly installed printer is automatically set as the default printer, indicated by a green S tick against it in the **Devices** and **Printers** screen. To change the default printer, select a printer connected to your PC, touch and hold or right-click it, and choose the **Set as default printer** option from the drop-down menu.

Once you have installed and configured your printers, the quickest way to print a simple document or file is to print using Windows itself. Locate the file that you want to print in a folder, maybe **Documents**, touch and hold or right-click it, and select **Print** from the displayed menu. Windows will print it using your default printer settings.

### **Managing Print Jobs**

If you want to find out what is happening when you have sent documents to your printer, double-tap or double-click the See what's printing option in the Printer Control window, or double-tap/click the printer icon in the Notification Area of the Taskbar, to open the Print Queue.

	HP Photosmart C4100 senes					
Printer Document View	-		-			
Document Name	Status	Owner	Pages	Size	Submitted	
Word Pro - Winderplained_003	Printing	Noel	40/10	21.0 MB/21.0 _	18:53:23 AM	1/11/2012
						>
document(s) in queue						

Fig. 3.13 The Print Queue.

This displays detailed information about the work actually being printed, or of print jobs that are waiting in the queue. This includes the name of the document, its status and 'owner', when it was added to the print queue, the printing progress and when printing was started.

You can control the printing operations from the **Printer** and **Document** menu options of the **Print Queue** window. Selecting **Printer**, **Pause Printing** will stop the operation until you make the same selection again. The **Cancel All Documents** option will remove all the print jobs from the queue, but it sometimes takes a while. If an error occurs with a print job, it will be necessary to use the **Cancel All Documents** option, before you can print anything else.

3

# Working with Programs

Installing programs on your computer is very easy with Windows 8. Just place the CD or DVD that the software came on in the appropriate drive and Windows will start the installation process automatically. If you downloaded the program from the Internet, it should run and install itself. Use the **Programs and Features** icon on the **Control Panel** (shown above), to open the screen shown in Fig. 3.14. Your contents will not be the same, obviously!

<b>e</b> i	Programs and Features	- • •
( ) • 🕇 🖪 « All Contr	ol Panel Re » Programs and Features	C Search Programs and Features P
Control Panel Home View installed updates The Windows features on or	Uninstall or change a program To uninstall a program, select it from th Repair.	n he list and then click Uninstall, Change, or
UIT	Organize *	Publisher
	Name Adobe Acrobat 7.0 Professional Adobe Reader X (10.1.4) Adobe Reader X (10.1.4) Adobe Reader X (10.1.4) AvG 2013 Description States Solution Solution States Solution Constraints Solution Constraints Solution Constraints Solution Support.com Toolbar Support.com Toolbar Support.com Toolbar	Adobe Systems Adobe Systems Incorporated AVG Technologies DealPly Technologies Ltd Jasc Software Inc Lotus Development Corporation
	Currently installed program 10 programs installed	ms Tistal size: 683 MB

Fig. 3.14 The Programs and Features screen of the Control Panel.

### Uninstalling or Changing a Program

Uninstalling programs or changing an already installed one is very easy with Windows. To do either, select the program you want to work with. After selecting a program, three extra options may appear after **Organize**; namely, **Uninstall**, **Change**, and **Repair**. However, with some programs **Change** and/or **Repair** are not available, while with others **Change** is replaced by the **Repair** option only. Using the option to **Uninstall** a program, removes all trace of it from your hard disc, although sometimes the folders are left empty on your hard drive.

**Note:** Be careful with this application, because selecting a program on the list might remove it without further warning!

# **Running a Program as Administrator**

If a program that you are trying to run gives you errors such as **Access Denied** or **No Permission**, then running it as an administrator can usually give the permission it needs to run properly. With Windows, an administrator is someone allowed to make changes on a computer that will affect other users. These include security settings, installing software and hardware, and being able to access all files on the computer.

Somewhat confusingly even if your account is set up as an **Administrator** you will still be prompted to give 'Administrator' rights at certain times. There is a 'Hidden Administrator' account with full powers over your computer and this is the one you sometimes have to access.

**Note:** You should only allow a program that you trust to run as administrator as once you have given full permission, it will have complete access to your computer.

If you are doing this while logged in as a standard user instead of an administrator, then you will need to provide the administrator's password before the program will run as administrator.

# The Desktop File Explorer

If you have used Windows 7 and Office 2010 (or Office



Δ

2007), you'll be familiar with the File Explorer (the old Windows Explorer), in which case you could skip this chapter. If, on the other hand you did not have this

experience, read on!

# File Explorer's Libraries

In Windows 8 every user starts with their own Apps, programs and a set of data folders called simply **Documents**, **Pictures**, **Music** and **Videos** stored in **Libraries**. To see your **Libraries**, tap or click the **File Explorer** button and the **Taskbar** to open the **Libraries** window similar to that in Fig. 4.1.



Fig. 4.1 A Set of Personal Libraries.

#### 4 The Desktop File Explorer

**Libraries**, although not folders themselves, can point to different folders on your hard disc, or on an external drive attached to your computer. They let you quickly access files from multiple folders without moving them from their original location. For example, say you have video files on both your hard disc and on an external drive, you can now access all of your video files from the **Videos** library. How to do that will be discussed at the end of this chapter.

The left pane of the Libraries window, called the **Navigation** pane, lists your **Favorites** and gives you access to tree-style views of your Libraries, your HomeGroup, your **Computer**, and your **Network**.

The right pane of the Libraries window lists the folders and files in the selected location. Tapping or clicking a link in the **Navigation** pane opens its contents in the right pane.

**Folders** are just containers in which you can store files or other folders. Arranging files into logical groups in folders makes it easier to locate and work with them. For example in Fig. 4.2 below, folders are shown for one of my drives.

e 🔽 🛿 🗉	Data (D:)				- ×
File Home Share	View				~ (
• • • • • • •	mpular > Data (D.)	~ C	Search D	lota (D:)	p
Documents *	Hame	Date mor	lified	Туре	50."
Masic     Mesic     Per Pictures	👗 AccumDus	2/3/2010	2-57 PM	File folder	
P B Vilnes	🔒 Books	9/16/2013	6.07 PM	File folder	
	📕 BP725, Windows & Explained	9/23/2012	601 PM	File folder	
• cli Hanagroup • D Hand Kantaria	👃 Downloads	7/14/2012	517 PM	File folder	0.00
	a e-bay	3/1/2012	3/1/2012 2:14 PM		
	🗼 Excel 2010 Workbooks	2/21/2011	12-13 PM	File folder	
19 Computer	J. ExcelWorkBooks	9/20/2012	5-28 PM	File folder	
WINDOWS (C.)	👗 Films	3/4/2012	EDS PM	File folder	
Data (D:)	👗 Firefox	\$/13/2012	5-05 PM	File folder	
SEA DISC (P)	👃 Hamaland.501	\$/14/2012	6.10 PM	File folder	
P con SYSTEM (6;)	Jokes	10/3/2010	1-32 PM	File folder	
P maßing cam	🗼 letus	2/10/2011	1543 PM	File folder	
a magazité Cant	🗼 Letus Word Pro Docs	8/13/2012	12.36 PM	File folder	
Qu Hannah	🗼 Mabile	B/24/2011	2.27 PM	File folder	
	<			the second	>
54 items 1 item selected					SE 12

Fig. 4.2 A Set of Folders in my Data Drive.

Double-tapping or double-clicking a folder opens it and displays its contents as shown in Fig. 4.3 on the next page.

7 I Hame Dubre	Picture Toals	Joines.	- 0 - ×
Chay Poste (Poste chortes)	Nove Color Delete Rename	New Property Ciperty	23 Select Home
🗑 🗇 = 🕇 🎽 • Čemp	uter » Data (Di) » Jokes	v & Search Jokes	A
c-bay     c	Name 10 times its time 13 13 13 14 13 14 14 14 14 14 14 14 14 14 14	4/12/2007 0-47 AM 55 7/22/2000 11:20 AM 55 7/27/2000 11:20 AM 65 7/22/2000 11:20 AM 67 7/22/2000 11:20 AM 76	pt Sia 1 ch Test Docume ch Test Docume 6 File of Document ad Document
🍐 Jakas 🎍 letus 🗸 🗸	A 199	6-4/2004 B-15 AM	G File

Fig. 4.3 The Contents of a Folder.

Files contain related information, such as a word-processed letter, a digital photo, a spreadsheet, a video or a music track.

### Parts of a Window

In Fig. 4.4, a typical Windows 8 File Explorer window is shown with its constituent parts labelled and later described.



Fig. 4.4 Parts of a Windows 8 File Explorer.

#### 4 The Desktop File Explorer

You may have noticed by now that the buttons on the toolbars of the different File Explorer windows change to reflect the type of work you can do in that type of window. For example, tapping or clicking the Picture Tools label above the Menu bar, displays a Ribbon with appropriate tools to Edit or View pictures, as shown in Fig. 4.5. The Ribbon will be discussed shortly.



Fig. 4.5 The Picture Tools Ribbon.

Once you open one **Ribbon** or used the **Expand Ribbon** ✓ button (see Fig. 4.4 for its location), then tapping or clicking each **Menu** bar option (apart from **File**), displays different but appropriate ribbons allowing you to work with the selected option. You can close the **Ribbon** by tapping or clicking the **Minimise Ribbon** ▲ button which replaces the **Expand Ribbon** ✓ button, once the ribbon has been expanded.

The typical **File Explorer** window is subdivided into several areas which have the following functions:

Area	Function
Minimise button	Tapping or clicking the <b>Minimise</b> button stores a window and its contents as an icon on the <b>Taskbar</b> . Clicking on such an icon will restore the window
Maximise button	Tapping or clicking the <b>Maximise</b> button fills the screen with the active window. When that happens, the <b>Maximise</b> button changes to a <b>Restore</b> <b>Down</b> button <b>a</b> which can be used to restore the window to its former size.
Close button	The extreme top right button that you tap or click to close a window.

4

Navigation buttons

1

Address bar

Eibraries

+ 44

The Go Back (left) button takes you to the previous display, while the Go Forward (right) button takes you to the next display. The down-arrow  $\checkmark$ gives access to Recent Locations.

Tapping or clicking this button takes you one level up towards the **Desktop**.

Shows the location of the current folder. You can change locations here, or switch to an **Internet Explorer** window by typing a Web address.

Quick search box Search Libraries P
The box in which you type your search criteria. As you start typing, the displayed files filter down to just the matching terms, making it much easier to find your files.

Menu bar The bar allows you to choose from several menu options. Tapping or clicking on a menu item displays the pull-down menu associated with it.

Toolbar A bar of icons that you tap or click to carry out some common actions (see Fig. 4.5). The icons displayed depend on the type of window.

Scroll bars/buttons The bars/buttons at the extreme right and bottom of each window (or pane within a window) that contain a scroll box/button. Tapping or clicking on these, allows you to see parts of a document that might not be visible in that size window.

Mouse pointers The arrow which appears when the pointer is placed over menus, scroll bars, buttons and lists or the hand that displays when pointing to a link.

# The File Menu Bar Option

Tapping or clicking the **File** option on a window's menu bar, displays a screen similar to the one shown in Fig. 4.6. In this case the **Help** option was selected to show you where to find it. Each listed option under **File** displays different options in the **Details** pane.

🛶 🗋 🔁 🚺 = 1		Drive Tools	Data (D:
File		and the second second	and the second
Open new window	•	? Help	Ten Street
Open command prompt		About Windows	
Open Windows PowerShell	•		ower laws
Delete history	•		
? Help	•		
Slose .		The Date	Menu ber
and the second second second second			

Fig. 4.6 The File Menu Option.

Items on the sub-menu marked with an arrow to their right , open up additional options when selected.

**Note:** Having activated the **File** menu, you can close it without taking any further action by simply tapping or clicking outside its window, or by pressing the **Esc** key on the keyboard. If you select the **Close** option instead, you will exit the **File Explorer** altogether.

4

# **Manipulating Windows**

To use any Windows program effectively, including the File **Explorer**, you need to be able to move a window or re-size it so that you can see all of it.

Changing the active window – If you have several windows open on the screen, you can make one active by simply tapping or clicking it or, if it is not visible, tap or click its icon on the **Taskbar**. In the case of running Apps, point at the bottom-left corner of the screen with the mouse so that the thumbnail of the **Start** screen appears, then drag upwards to display them and click on the one you want. Swiping with your finger from the left edge of the screen towards the middle, displays open Apps in rotation.

Moving a window – To move a window, point to its Title bar with either your finger or the mouse, and drag it until it is where you want on the screen. You can only do this if the window does not occupy the full screen and it has a maximise button is visible.

Minimising and maximising windows – To minimise a window into a Taskbar icon, tap or click the Minimize button in the upper-right corner of the window. To maximise a window so that it fills the entire screen, tap or click the Maximize button , or double-tap or double-click in the Title bar. Double-tapping/clicking again will restore it.

A window that has been minimised or maximised can be returned to its original size and position on the screen by either tapping or clicking on its **Taskbar** icon to expand it to a window, or tapping or clicking on the **Restore Down** button of a maximised window, to reduce it to its former size.



**Re-sizing a window** – To change the size of a window either place your finger on a visible edge of the window, or corner, and drag the edge or corner to the required place. With the mouse, the pointer first changes to a two-headed arrow when placed

at the edge or corner, as shown here, before you can drag.

Closing a window – To close a window and save screen space and memory, tap or click the Close button

# **Additional Sizing Features**

Windows 8 also includes some additional ways to manipulate windows. These can be carried out using a mouse or your finger if you have touch-sensitive hardware.

**Maximising windows** – To maximise the current window, you drag its **Title** bar up towards the top of the screen. When the cursor touches the top of the screen, the window will maximise.

**Snapping windows to the edge of the screen** – This allows the display of two windows side by side (each taking half the width of your screen, as shown in Fig. 4.7.



Fig. 4.7 Two Windows Displaying Side-by-side.

To achieve this, drag one window to the left by its **Title** bar. When the cursor hits the left side of the screen, the window will snap to that edge and re-size to occupy the left half of the screen. Next, drag a second window to the right by its **Title** bar. When the cursor hits the screen edge, the window will re-size and snap to the right half of the screen.

**Restoring a maximised or snapped window** – Drag the window by its **Title** bar, back towards the centre of the screen and it will return to its previous size and position.

# The Ribbon

Traditional menus and toolbars in **File Explorer** have been replaced by the **Ribbon** – a device that presents commands organised into a set of tabs, as shown in Fig.4.8.

File Button Home Tab	Ribbon	
Library Took	Libraties	- 8
Part Honer Share View Manage	New Properties History	Select all

Fig. 4.8 The Home Tab of the File Explorer Ribbon.

The tabs on the **Ribbon** display the commands that are most relevant for each of the task areas in a **Library** activity (in this case), as shown above for **File Explorer**.

Note the **Minimise the Ribbon**  $\wedge$  button which you tap or click to gain more space on your screen. It then changes to the **Expand the Ribbon**  $\vee$  button, which you tap or click to display the **Ribbon** again.

Also note that there are three basic components to the Ribbon, as shown in Fig. 4.9 below.

		Library Toels	Libraries	- O ×
File	Homen Share	New Manage		^ <b>(</b>
Copy	Paste Copy path Paste Paste shortcut	Move Copy De to- Copy De	inte Renage Frider New Open	Select all Select none

Fig. 4.9 The Components of the Ribbon.

The Ribbon Components are:

TabsThere are several basic tabs across the<br/>top, each representing an activity area.

Groups	Each	tab	has	several	groups	that	show
	related	d iter	ns to	gether.			

**Commands** A command can be a button or a box to read or enter information.

For each activity the **Home** tab contains all the things you use most often, such as creating a **New** folder, the **Copy** and **Delete** commands, etc. Tapping or clicking a new tab opens a new series of groups, each with its relevant command buttons. This really works very well.

Contextual tabs also appear, as we have seen earlier, when they are needed so that you can very easily find and use the commands needed for the current operation.

Below the content of the other three **Ribbon** tabs is displayed.



Fig. 4.10 The Share Tab of the File Explorer Ribbon.

E 🖬		Library To	adis .		0	locur	nents	-	
File	Home Share	steel starup	e						• 0
	Details pane	Estra large icons		•	1001	181	fem check bases     Pile name extensions	2	
pane*		SE une	III Details		Sort By*	23	Hidden dems	Plate attented dama	Opinens
	Panes	1	igned to a		General	wight	(Incustode		

Fig. 4.11 The View Tab of the File Explorer Ribbon.

B 🛛		Library Toels	Documents	X
File	Hame Share	The Martin		^ <b>(</b>
-	Calman I	angles 12		
and so its and	fail and - Show in na	avigation pane solongs		
	Maringe.	angeneri pare		

Fig. 4.12 The Manage Tab of the File Explorer Ribbon.

Δ

# Adding Locations to the Library

To add a new location to a library, so that the contents of that location are available to the **Libraries**, tap or click on the required library entry, say the **Videos** library as an example, to open the screen shown in Fig. 4.13 below, with the **Manage** tab active.

1 🕞 🎒 🖛 1	Library Tools	Video Tools	Vid	eos	- • ×
File Home Share	View Manage	Play			~ (
Set save Tocation * Show th a	1.5				
Wanage library	rideos			v 6	Search Videos ,P
View or change this library's settings	A REAL PROPERTY.		STATISTICS.		H B
Desktop	EN E			50	
Recent places				W. B. R.	
A StyDence	cats	Funny_cats_1	Georgina	NewMouse	Parrot-talk
Jubraries					
Documents					
Alusic					
Pictures					
Videos 🤟					
Sitems State: 24 Shared	Library includes: 2 location	bins			<b>推</b>

Fig. 4.13 The Manage Tab of the File Explorer Ribbon.

As you can see from the above screen, the Videos library already points to a videos folder which allows it to display the above screen. To add another location to the Videos library, such as a folder on another location on your hard disc

When you	how this library gathers	<b>Jorany</b> Locations its contents files appear in the library, but continu	x ue to be stored
Library Io	My Videos C:/User/Noe/Videos	Default and public sou	- AME- []
Learn mo	re about librarres		
		OK	Guard

containing more videos, tap or click the Manage library option on the Ribbon (to be found under File in Fig. 4.13). This opens the screen shown here in Fig. 4.14.

Fig. 4.14 Adding a Videos Library Location.

### 4 The Desktop File Explorer

Next, tap or click the **Add** button to open the display shown in Fig. 4.15 below.

• • + L.	annuality , Data (D)		Search Data (D:)		
	company + case (cc)	v (	Search Data (D:)		P
Organize + Hawfel	der			· =	
🕌 Noel Kenteris 🗠	Nome	Date modified	Туре	Size	
	PerfLogs	26/07/2012 07:29	File folder		
Feverites	📕 Photos	02/11/2012 09:16	File folder		
E Desktop	Pictures	04/12/2010 11:56	File folder		
Downloads	Presentations	15/05/2012 09:16	File folder		
Sa Recent places	Program Files	12/11/2012 12:05	File folder		
in SkyDrive	Quicken Data	09/11/2012 13:30	File folder		
	RIC Etchings	01/03/2010 19:24	File folder		
Cibrarius 🖉	🔒 RK Paintings	03/02/2010 14:57	File folder		
Documents	Scanned Documents	16/10/2012 19:31	File folder		
► 🗗 Music	Scripts	05/02/2010 14:57	File folder		
Pictures	📕 Small Basic Programs	25/02/2012 16:06	File folder		
> Videos	Tax Accounts	08/11/2012 13:59	File folder		
THE R. LEWIS CO.	Tax Accounts RK & CS	13/01/2012 15:15	File folder		
Homegroup	Tax Returns	31/03/2012 11:22	File folder		
Noel Kantaris	📕 Tashibe Recever DO NOT RUN	03/02/2010 14-44	File folder		
	📕 Unsipped	20/03/2010 12:14	File folder		
e 🖷 Computer	🍰 Users	34/00/2012 11:58	File folder		
P Ca WINDOWS (C)	Videos	13/11/2012 14645	File folder		
P 🔜 Data (D:)	📕 Windows	10/11/2012 16:34	File folder		
Fold	er Data (D:)				
			Include folder	Cancel	1

Fig. 4.15 Including a Folder to the Library.

On this screen you can locate the folder you want to include in your library, say a **Videos** folder either on another partition of your hard disc or additional hard disc, as shown above, select it and tap or click on the **Include folder** button.

You can apply this procedure to other Libraries, such as **Documents**, **Music** or **Pictures**. This is rather neat, I think!

# The Internet Explorer

5

To start Internet Explorer from the Desktop, tap or click its icon on the Taskbar, while to start it from the Windows Start screen, tap or click on its tile App pointed to in Fig. 5.1.



Fig. 5.1 The Windows Start Screen.

Either of these two actions opens the screen shown in Fig. 5.2, which displays a picture with bing (the Internet Search Engine) ready for you to enter your query in its search box.



Fig. 5.2 The Opening Explorer Screen.

#### 5 The Internet Explorer

# The Bing Home Page Hotspots

You might have noticed that on the **bing Home** page there are small squares, called **Hotspots** which when you point to them display information on certain aspects of the view, as



Fig. 5.3 The Windows Start Screen.

shown in Fig. 5.3 - a rather nice touch!

At the bottom of the screen, which changes its image daily, there is further information on the displayed picture, weather forecast and

what is popular now in the news, as shown in Fig. 5.4.



Fig. 5.4 Further Points of Interest.

The two arrows (top-right on the above screen dump) can be used to go back to the previous day's picture or forward to the next day's picture.

## The Bing Search Preferences

On the top-right of **bing**'s **Home** screen you'll find the **Preferences** button. Touching with your finger or clicking with the mouse, this button displays an **Internet Explorer** screen similar to that in Fig. 5.5 on the next page.

**Note:** There is a lot on this **Explorer** screen which you should open on your own monitor as it is impossible to enlarge it any further on the displayed screen dump. What is shown here is for the **General** preferences for **bing** with other screens available for **Web**, **Search History** and **Worldwide**. Do look at all of these and make any changes you need to, before using the **Save** button to make them permanent.

	in course gamping from help %	D - C Bing - General H	- D = 0
File Edit Van Favenbes Teals	Halp		+ 🖸 + 🖾 🖨 + Page + Senty + Teals + 🖗 -
WEB BAGES	VIDEO'S MAPS IN	WS ACCOUNT MORE	
bing		Q	Next * 4
- General	SafeSearch		
	Filter adult conte	et how your search coulds	
Ø Web	O Seriet	Filter dail adult text, images, and videos from your sear	rah results.
C Search History	Moderate	Filler adult images and videos but not text from your ad	e-rch results
Search Melory	0 0#	Don't fitter adult content from your search results	
• Workdwide	everything If yes	spropriate coatent? SateSearch uses advanced inchnology a tee inspecipitate cantent despite spahing your SateSearc re Learn more about <b>Raining offensive sites</b> and <b>staying sat</b>	ca setting list as know as that we can
	Protect your bit see online and it the Family Safe	de cadens, Einstre that SaleSearch & abreys as when your i ne brits and game castrictions, and more, Windows users o <b>hy</b>	Into search an Bing, choosa what they can metall the free deveniced. <b>Windows</b>
	Search sug	gestone	
	Tern suggest		
	Display		
	Choose the long	usge for the deplay and layout of Bing	
	English	~	
	Location		
	identify your loc.	ation with city and state or postal code (b) get search results	that reight be relevant to your train
	Birmingham, 8	Sendagham	
	Examples Des	Motros IA er 50301	
	Or change your	Country/tegion	
	Use default	settings	Cancel Save
0 This Mercury	1 Process and Continue 1 Lin	gel   Admettes   Abret ser str   Hep   Feedwalt	

Fig. 5.5 The General Preferences Screen.

# Searching the Web

In Fig. 5.6 below an enlarged bing search box is displayed.



Fig. 5.6 The Bing Search Box.

Note that you can specify that the results of your search should come **Only from the Unite Kingdom**, if that is what you want. However, before you type your query, have a look at the very top of the screen, shown enlarged in Fig. 5.7 on the next page.

5

WEB   IMAGES VIDEOS M	IAPS NEWS SEARCH	HISTORY MORE	I	MSN	I	HOTMAIL
-----------------------	------------------	--------------	---	-----	---	---------

Fig. 5.7 The Top-left Bing Search Topics.

As you can see above, you can direct your search to specifics, such as the WEB (the default), IMAGES, VIDEOS, NEWS, etc. To search for pictures of Ely Cathedral, first select IMAGES, then in the screen of endless images displayed in **Internet Explorer**, type **Ely Cathedral** in the **Search** box. The result is shown enlarged in Fig. 5.8 below.



Fig. 5.8 Ely Cathedral in Pictures.

You can also search the VIDEOS option, where you'll find some very interesting videos of the cathedral. Before some videos start to play, an advert begins to display, which can be unexpected and, therefore, rather confusing. Luckily, you are given the choice to skip the advert.

If you exit Internet Explorer by starting another App, because you wanted to, say, check your mail, then selecting the Explorer tile again, will returned you to the exact screen you were looking at before you left it. You will be forgiven if you thought that there is no way out of this Web page!

To exit a Website, either type a new URL (Uniform Resource Locator) of a Web page in the Address bar, or grab the Explorer screen from the very top and drag it to the bottom of the screen. This last move also exits the Explorer all together. Next time you select its tile it will display bing.

# **The Address Bar**

There are many millions of Web pages to look at on the Web, so where do you start? In **Internet Explorer** the **Address** bar is where you type or paste, the address or URL of a Web page you want to open.

For example, typing in the Address bar as shown in Fig. 5.9 and tapping or clicking the Go to button will open the list of books page on my personal Web site. Note that the Go to button then changes to the Refresh button c which reloads the Web page shown in the Address bar when it is tapped or clicked.

http://www.kantaris.com/noei/list.htm Q

Fig. 5.9 The Address Bar.

The **Address** bar is the main way of opening **n**ew Web pages when you know their URLs. A drop-down menu of the most recent locations you have entered, can be opened by tapping or clicking the arrowhead, the **Autocomplete** • button, at the right of the address box.

### **Explorer Buttons**

The **Internet Explorer** is fully equipped with toolbars, which have buttons you can tap or click to quickly carry out a program function, as shown below in Fig. 5.10.



Fig. 5.10 The Internet Explorer Address Bar and Buttons.

It is possible to add several toolbars to the above display by touching and holding or right-clicking on an empty part on the top blue band of the **a**bove screen to display a drop-down menu of **Toolbar** options shown in Fig. 5.11 overleaf.

# **Explorer Toolbars**

•	Menu bar
> > >	Favorites bar
•	Command bar
4	Status bar
•	Lock the toolbars
	Show tabs on a separate row
ø	Restore
	Move
	Size
-	Minimize
۵	Maximize
x	Close Alt+F4
F	ig. 5.11 The Toolbars List.

You can choose which toolbars to display by tapping or clicking the ones you want to see. This places a tick mark against the selected toolbar. Tapping or clicking again a selected toolbar, deselects it.

Fig. 5.12 shows what you'll see if all the toolbars on the list were to be selected.

 Fight of Lancy

 Fight of Lancy

 Where There is an adad?

Fig. 5.12 Displaying All the Toolbars.

Tapping or clicking the down-arrowhead at the extreme right of the **Status** bar (at the bottom of Fig. 5.12), opens a menu of **Zoom** options, as shown here in Fig. 5.13.



Fig. 5.13 Zoom Options.

The Internet Explorer

Most of the buttons on the Address bar and other toolbars are pretty self-explanatory. Those on the Address bar have the following functions:

Butto	o <b>n</b>	Function		
E	Back	Displays the previous page viewed. If there isn't one this is 'greyed out'.		
€	Forward	Displays the next page on the <b>History</b> list.		
*	Autocomplete	Opens a drop-down menu of the autocomplete address bar pages.		
	Compatibility	Improves the display of Web sites designed for older browsers.		
C	Refresh	Brings a fresh copy of the current Web page to the viewer.		
×	Stop	Halts any on-line transfer of data.		
8	Search	Searches for the text typed into the <b>Search</b> box.		

# **Compatibility Mode**

You may find that Internet Explorer 10 does not render some older Web pages correctly. One of my online banking sites for example has some problems with pagination. To resolve these types of problem, just tap or click the **Compatibility View** button at the right end of the **Address** bar. This displays the Web site as it would be if viewed in a previous version of Internet Explorer, and usually corrects display problems like misaligned text, images, or text boxes.

This only affects the Web site that was active when you select the **Compatibility View** button, other sites open at the same time will still use normal **Explorer** functionality.

The **Compatibility View** button only seems to appear on the **Address** bar when it may be needed, so as time goes by and Web developers bring their sites up to 'scratch' you probably won't see it very often! 5

# The Menu Bar

The Menu bar is located below the Address bar (see Fig. 5.12). It displays sub-menus when one of its menu options (File, Edit, View, Favorites, Tools or Help) is selected. Fig. 5.14 shows the sub-menu of Help and what displays if you select the About Internet Explorer option.



Fig. 5.14 The Internet Options Dialogue Box.

Most of the Menu bar options are fairly self-explanatory, so I leave you to investigate them by yourself. The only option that merits deliberation in some detail is **Favorites**, to be discussed shortly.

# **The Command Bar**

The **Command** bar, below the **Menu** toolbar (see Fig. 5.14), has the following default buttons:

Button	Function	
Home	Displays your specified home page, with a Microsoft page as the default.	
Feeds	View Feeds on the open Web site. If a feed is not detected the colour of the icon remains grey.	
Read Mail	Opens your mail client so that you can read your e-mail messages.	

The Internet Explorer

5

🔒 Print	Prints the open Web page, or frame, using the current print settings.
. Paga	Opens a menu that allows you to open a new window, save the current page, send it or a link to send it by e-mail to a recipient, zoom the page, or change the text size on it.
Safety -	Displays a drop-down menu that allows you to delete the browsing <b>History</b> , browse in private, see the privacy policy of Web pages, turn on the <b>SmartScreen Filter</b> so that unsafe Web sites can be reported, and activate <b>Windows Update</b> .
Tools -	Displays a drop-down menu that allows you to diagnose connection problems, reopen the last browsing session, manage pop-ups, specify your Internet options, and generally control how <b>Explorer</b> works.
Help	Opens a drop-down menu giving quick access to Help topics.

# The Favorites Bar

The Favorites bar has the following buttons:

Button	Function
Favorites	Opens the Favorites Center from which you can choose the Favorites, Feeds or History bars.
Add to	Adds a favourite site to the <b>Favorites</b> bar.

In addition, there are links to suggested Microsoft Web sites.

# **Favorites**

Using **Favorites** (Bookmarks), is an easy way to save Web page addresses for future use. It's much easier to select a



Fig. 5.15 Favorites.

page from a sorted list, than to manually type a URL address into the **Address** field. You don't have to remember the address and are less likely to make a typing error!

With Internet Explorer your Favorites are kept in the Favorites Center, shown in Fig. 5.15, opened by clicking the Frontes button.

To keep the list open in a separate pane, you click the **Pin the Favorites Center** button. To close it again, click its **Close** button.

Adding a Favorite – There are several ways to add a Favorite to your list:

One way is to click the Add to Favorites button to add the address of the Web page you are viewing to a Favorites bar which displays to the right of the Add to Favorites bar button. Another way is to touch and hold or right-click the Web page you are viewing and select Add to Favorites from the drop-down menu. This opens the Add a Favorite dialogue box (Fig. 5.16) in which you can give the new Favorite a name, and choose a folder to put it in. Then just tap or click the Add button to finish.

	Add a Favorite		
*	Add a Favorite Add this webpage as a favorite. To acce Favorites Center.	eee your fevort	ies, visit the
Name:	BBC News - World		
Create in:	🙀 Favorites	*	New folder
	a voides neve	Add	Cancel

Fig. 5.16 The Add a Favorite Box.

# **Browsing History**

Internet Explorer stores details of all the Web pages and files you view on your hard disc, and places temporary



Fig. 5.17 Web Browsing History. pointers to them in a folder. To return to these in the future, tap or click the **View History** tab in the **Favorites Center**, to open the **History** list shown in Fig. 5.17.

In this list you can see what Web sites you visited in the last 3 weeks. Tapping or clicking a listed site opens links to the individual Web pages you went to. Selecting any of these will open the page again.

The length of time history items are kept on your hard disc can be set by using the **Tools** button and selecting **Internet Options** to open the tabbed dialogue box shown in Fig. 5.18.

internet Options ?
General Security Privacy Content   Connections   Programs   Advanced
Home page
To create home page tabs, type each actiress on its own line.
THE REPORT OF THE PARTY AND A
v
Lite second Liter default Liter new tab
Startup
O Start with tabs from the last session
Start with home singe
Tabs
Change how webpages are doplayed in tabs-
Browsing history
Delete temporary files, hetory, cookies, served peoswords, and web
form information.
Delete browsing history on exit
Nin. Nov
D. D
Appearance
Coloro Largongas Perts According
OK Canadi Apply

Fig. 5.18 General Internet Options.

Tapping or clicking the Settings button in the Browsing history section. pointed to here. opens an additional dialogue box in which you can select the number of days that History files are kept (between 0 and 999) in the History tab. To delete all history items click the Delete button in the Internet Options box. which will release the hard disc space used.

# Web Feeds

Web feeds (feeds for short) are usually used for news and blogs and contain frequently updated content published by a Web site. You can use feeds if you want updates to a Web site to be automatically downloaded to your PC.

When you visit a Web page that contains feeds, the grey **Feeds** button **a** on the Internet Explorer toolbar changes to

orange . To look at the feeds, click the feed symbol . To get content automatically downloaded to your computer, you will need to subscribe to the feed. This is very easy to do, and doesn't cost anything! Just tapping or clicking a **Subscribe to this feed** link, like that shown in Fig. 5.19, opens the **Subscribe to this Feed** box shown in Fig. 5.20.

2	Subscribe to this Feed When you subscribe to a feed, it is auto to the Favorites Center and kept up to o	matically adde late.
Name:	BBC News - UK	
Create in:	50 Feeds v	New folder
	Add to Favorites Bar	
	eed? Subscribe	Cancel

Fig. 5.20 Subscribe to this Feed Box.



Fig. 5.19 Subscribing to a Web Feed.

Clicking the Subscribe button adds the feed to the 'Common Feed List' in the Favorites Center. and updated information from the feed will be automatically downloaded to vour computer for viewing in Internet Explorer.

All your subscribed feeds will be listed in the Feeds section of the Favorites Center. Selecting an item in the Feeds list,

E .		Add to favorites	-
Favorites	Feeds	History	
BBC N	ews - UK		

shown in Fig. 5.21, will open it in the main **Explorer** pane so you can keep up to date.

Fig. 5.21 Feeds List.

5

# **Tabbed Browsing**

With tabbed browsing you can open several Web sites in one **Explorer** window each in its own tab, and switch between them by clicking on their tab. To create a new tab, tap or click the **New Tab** icon , pointed to in Fig. 5.22, immediately to the right of the existing tabs.

	+	0	bittp://www.bir	g.com		0-0	Bing	X N
ſ	File	Edit	View Favorites	Tools	Help			New Tab (Ctrl+T)



Selecting the New Tab icon, displays the same address in the Address bar which you'll have to replace with a new address.

ode 🕲 🔶 🄶	utiblank	🔎 • C 🚺 Bing	Blank Page	×	0 * 2
File Edit View	Favorites Tools He				
x @ . Q .		Search Ad	? Help & How-to = 💮 Scan for Spyward	20	C, Options

Fig. 5.23 The New Blank Page Tab.

Next, tap or click the entry in the Address bar to select it, then simply type a new Web address, or use the Favorites button or select Favorites from the Menu bar and open one of your Favorites.



Explorer 10 has an InPrivate Browsing mode opened by selecting Tools in the Menu bar, as shown in Fig. 5.24. This opens a new window with information about the InPrivate mode and also informs you that it has been turned on. You can now safely browse without leaving any traces. Just closing the InPrivate window returns you to standard mode.

Fig. 5.24 The Tools Menu Bar Options.

# Saving and Opening a Group of Tabs

To save a group of tabs so that you can open the pages again, do the following: Open the Web sites you want to save, maybe ones with a common theme. Tap or click the **Favorites** is button to open the **Favorites Center**, then click the down-arrow by the Add to Favorites is button, and select Add Current Tabs to Favorites from the drop-down list.

In the displayed dialogue box give a name to the folder to contain the selected Web sites – I called it **Best Buys**, (Fig. 5.25) and click the **Add** button.

Statis -	Add Tabs to Favorites	
*	Add Tabs to Favorites Type a folder name for the open tabs you want to ad favorites. To access your favorites, visit the Favorites	id to your s Center.
Folder Name:	Best Buys	

Fig. 5.25 The Add Tabs to Favorites Box.

To open a group of tabs, click the **Favorites** whether the group folder you want to open (see Fig. 5.26), and either click the arrow to the right of the folder name to open all the tabbed sites in the group, or tap/click the folder to display all the Web sites in it and select one of them.



Fig. 5.26 Opening a Group of Tabs.

# **Changing your Search Engine**

You could change which Internet search engine you are using, if you are not happy with **bing**. For example, to change to **Google**, type **www.google.co.uk** in the **Address** bar (see Fig. 5.27) and either press the **Enter** key on the keyboard or tap/click the **Go to**  $\Rightarrow$  button to the right of the **Address** bar to open **Google**'s UK search page, as shown in Fig. 5.27.



Fig. 5.27 The Google Internet Browser.



To make **Google** your default search engine, click the **Tools** icon (also pointed to at the top-right corner in Fig. 5.28), to open the **Tools** menu shown here in Fig. 5.28. From here click the **Internet options** entry to open the multi-tab dialogue box shown in Fig. 5.29 on the next page.

Fig. 5.28 The Tools Menu.

ieneral	Security	Privacy Conten	Connections	Dragram	Advances
	occurry	rivacy conten	CONTECUONS	Programs	Advanced
Home p	age				
	To crea	ste home page tab	s, type each add	iress on its o	wn line.
	http:	//www.bing.com/			~
	12 11 14				2.5
	_				Y
		Use current	Use default	Use n	ew tab
Startur					
		bs from the last se	-		
-	tart with he				
Tabe -		HILL POUC			
				-	
	ige how we	tipages are display	red in tabs.	Та	ibs
Chan	ige how we	bpages are daplay	red in tabs.	Ta	ibs
Chan Browsin	ng history				
Chan Browsin Delet	ng history	ry files, history, co			
Chan Browski Delet form	ng history te temporal information	ry files, history, co	okies, saved pas		
Chan Browski Delet form	ng history te temporal information	ry fles, history, co	okies, saved pas	swords, and	lweb
Chan Browski Delet form	ng history te tempora information elete brown	ry fles, history, co	okies, saved pas	swords, and	
Chan Browski Delet form	ng history te tempora information elete brown	ry fles, history, co	okies, saved pas	swords, and	lweb
Cham Browsin Delet form Delet	ng history te tempora information elete brown	ry fles, history, co	okies, saved pas	swords, and	lweb
Cham Browsin Delet form Delet	ng history te temporal information elete brown ance	ry files, history, co n. aing history on exit	Delete	swords, and	l web

Fig. 5.29 The Internet Options Dialogue Box.

All you have to do now is replace the entry in the Home page text box with www.google.co.uk/ and click the Use current button, followed by the OK button. From now on, whenever you tap or click on the Internet Explorer icon or tile, you will be displaying the Google UK page.

**Note:** As this book is about Microsoft's Windows 8, I'll continue with what is supplied with it. Therefore, in what follows the **bing** search engine will be used.
## **Getting Help**

You can get help with Internet Explorer as well as with bing.

### Internet Explorer Help

You can get help with **Explorer** by tapping or clicking the **Help** button at the extreme right of the **Toolbar** and selecting the **Internet Explorer Help** entry from the drop-down menu of options shown in Fig. 5.30.



Fig. 5.30 Getting Help with Internet Explorer.

This displays the Internet Explorer Help screen shown in Fig. 5.31 below.



Fig. 5.31 The Internet Explorer Help Screen.

You can work your way through the items listed on the left of the screen at your leisure. What is displayed first is the **Get Started** option.

### **Getting Help with Bing**

You can get help with **bing** by activating the **Help** entry at the bottom of a **bing** screen, highlighted in Fig. 5.32 below.

Help | Feedback

Fig. 5.32 The Bing Help Link.

This opens the **BING HELP** screen shown in Fig. 5.33 below which lists several help topics and the ability to search for a particular topic.

BING HELP Search	Bing Help	P
Bing Holp Home >		Print   Email   Boolsmark   Share   Feedbac
Bing Help		NEED MORE AND MERI
Get started with Bing	Feeus yeur results	San all Holp topics
Bing FAQ	Use advanced search	
Tour Bing Videos	Advanced search options	
Tour Bing Shapping	Advanced search beywards	
Tour Bing Name	Mu a seattless	
Tour Bing Maps	Pix a problem	
Tour Bing Travel	Search date? return the correct results	
See more tears	Four or no results	
Useful features from Bing	Find information about array messages on th Web	
Get nearch suggestions	Why same results have been removed	
See your nearch lastery Find instant amounts	Reference	
Explore the Bing homopoge	Mathematical astations for use with Math	
Docide with the help of your friends	Animera	
Translate search canada	Country, region, and language cardee	
Get cash back for enline purchases	Learn about safety and privacy	
Pind what you need	About blicrosoft privacy and security policy	
Search effectively	How Bing delivers search results	
Find products colline	How ade affect Bing search results	
See user reviews at a glance	Block applicit websites	
Find pictures from popular artists	Report a concern about a result	
Find and watch videos	Submit a tradamark concern	
Get the latest name	Use your breaser to delate search Matery	
Find weather forecasts	Protect yourself from malware	
Find movie, product, and company website	Remediate detected malware	

Fig. 5.33 The Bing Help Topics Screen.

Perhaps you can get back to this page when you need help with some topic. In the mean time you might like to take a **Tour** from the comprehensive list available under **Get started with bing.** 

# **Keeping in Touch**

## The E-mail App



Windows 8 comes with a Mail App, the tile of which is to be found at the top-left corner of the Start screen. It is a similar program to the one in Windows Live Essentials. The App is

designed to work with Windows 8 and as long as you are connected to the Internet and set up correctly, you can communicate with others by e-mail wherever they are in the world, all you need to know is their e-mail address. In this chapter I look at Windows Mail, but you can also use another program if you prefer.

### **Connecting to Your Server**

If you already have a Live mail account, then the Mail App will detect it, if not, then when you start Mail for the first time,

you will be prompted to add one. You will need the following information from the supplier of your e-mail service:

- Your e-mail address and password
- The type of e-mail server to be used
- The address of the incoming and outgoing e-mail servers you should use.

If the connection process does not start automatically, use the **Settings** charm, pointed to in Fig. 6.1, to display the **Settings** screen, the top-half of which is shown in Fig. 6.2 on the next page.



Fig. 6.1 The Settings Charm.



Fig. 6.2 The Settings Menu.

Next, select the **Accounts** option pointed to in Fig. 6.2, to display Fig. 6.3. Activating the **Add an account** option, displays the screen shown in Fig. 6.4.



As you can see in Fig. 6.4, you have a number of choices of Internetbased accounts, but if you have an Internet-based account that is not listed or you need to add an account based on a Website, then you can choose the **Other Account** option.

۲	Add an account 🔀
-	Hotmail Notmail.com, Uve.com, MSN
0=	Outlook Exchange, Office 365, Outleet.com
8	Google Connect
$\sim$	Other Account Convect
44	AOL Convect
0!	Yahoo! Connect

Fig. 6.4 The Add an Account Options.

You can add all your different e-mail accounts by following the same procedure so you can view them all from the same window. Once your connection is established, opening the **Inbox** will display any messages waiting in your mailbox, as shown in Fig. 6.5 on the next page.

This shows the default layout of the Windows Mail screen, which consists of the Folder Pane on the left, a Message List in the centre and a Reading Pane on the right with a Message header above it.

The Folder Pane contains the active mail folders, such as Inbox, Drafts, Sent items, Outbox, Junk and Deleted items. Tapping or clicking one of these, displays its contents in the Message List. Selecting a message in the list, opens a preview of it in the Reading Pane.

Windows Live	Noel Kantatii 🖌 🖌 RE: Sent from Live Mail Tue		• •
Péon		Nool Kenters October 9, 2012 2 48 PM Te Mont Kenters	
Drafts Sent items		To Noel Kantens RE: Sent from Live Mail	
Outbos		Seet from the Mull to Website address	
Ark			
Deleted items			
Windows Live Mail			
Kantaris Websilte			
De Re ta Mart			

Fig. 6.5 The Windows Mail Screen.

To check your mail at any time, either swipe upwards from the bottom of the screen or right-click the mouse to display the dark blue band shown in the composite above which allows you to access the tools shown on it. Activating the **Sync** <sup>2</sup> button will automatically download your messages, if you have a Broadband connection.

### A Test E-mail Message

Before explaining in more detail other features of Windows Mail, I will step through the procedure of sending a very simple e-mail message. The best way to test out any unfamiliar e-mail features is to send a test message to your own e-mail address. This saves wasting somebody else's time, and the message can be checked very quickly. In fact, this is what was done above.

To start, touch or click the New  $\oplus$  button at the top-right corner of the screen shown in Fig. 6.5, to open the New Message window, shown in Fig. 6.6 on the next page.

Type your own e-mail address in the **To** field, and a title for the message in the **Add a subject** field which will form a header for the message when it is received, so it helps to show in a few words what the message is about.

Noel Kantaris		Add a	subject			0	
te de la constante	•		lage in test my	e-nut E			
Dec	•						
Hannigslully v							
) (i) (ii)			8			-	

Fig. 6.6 Sending a Test Message.

Next, type your own text in the Add a message field as shown above. Note that the moment a word (or several words) are highlighted in the main message, a bar of tools displays at the bottom of the screen which allow you to enhance your text, change its colour, increase its font size, add emoticons and much more. Finally, if you make mistakes and want to delete the message, press the **Delete** (\*) button otherwise press the **Send** (\*) button.

By default, your message is placed in the **Outbox** folder and sent immediately if you are on Broadband. When **Mail** next checks for mail, it should find the message and download it into your **Inbox** folder.

**Note:** The **Bcc** field and **Priority** shown in Fig. 6.6 only display when you activate the **Show more** option which is usually to be found just below the **Cc** field.

**Cc** in Fig. 6.6 stands for 'carbon copy'. Anyone listed in the **Cc** field of a message receives a copy of that message when you send it. All other recipients of that message can see that the person you designated as a **Cc** recipient received a copy of the message.

Keeping in Touch

**Bcc** stands for 'blind carbon copy'. **Bcc** recipients are invisible to all the other recipients of the message (including other **Bcc** recipients).

Activating the down arrow against the **Priority** field, displays the available options as shown in Fig. 6.7. You can change the priority if you need to, but the default is normally good enough.

### Replying to a Message

When you receive an e-mail message that you want to reply to, **Mail** makes it very easy to do. The reply address and the new message subject fields are both added automatically for you. Also, by default, the original message is quoted in the reply window for you to edit as required.

With the message you want to reply to still open, tap or click the **Respond** button to display the available options, shown in Fig. 6.8. As you can see, you can **Reply** only to the person who sent you the message, or to all the people who received the message. The **Forward** option is used to forward the message to another person

altogether, in which case you'll have to supply their e-mail address.

## **Using E-mail Attachments**

Files ~ Desktop

Golup Sort by name ~

To add an attachment to an e-mail message, such as a photo

or work file, simply tap or click the **Attach** (1) button to be found in the bar of tools when you either highlight a word, swipe from the bottom of the screen upwards or right-click the mouse button. Doing so displays what is shown here.

Fig. 6.9 Selecting Files.



Reply
Reply all
Forward

Fig. 6.8.

6

#### 6 Keeping in Touch

You can now browse your computer to find the item you want to attach, including your libraries where you might have saved documents or pictures. Below, selected photos in my pictures library are shown in the process of being attached.

	11/24/2008 4/1 Per	CHP to Clouds Truck (2003 A29 Hat 92 KB	Deck 21/2002 Arthony 109 405	
	Colores ray no	Count 2003007 6.0 AM	Emile prives 2010 4/1/2010 5_31 Hz 648 42	8
1/20/2014 02/1941	De Der Haut Stephensen Australie Stehnig	Proved P. Toy goods active data 200 (13)	Lines Prepart	
	- California Anna - California	Crust Landscape Church <sup>10</sup> 912 Abs	1907 1124-1005 821 Pu	8
VELVEN DET NV	Constantionuo TAV/2004 552 Add 49	Charry Chargenth Scitz and Mill KS	Panel Cristiones studie Panel	÷
Dat Samer Fize 2005 ez a ru 100 ez	Charles GalaxyPhyse Discolorie Into Add	Despense Sand UP22/2002/3011 ent 125:46	Phone Phone Life And Phone Life And	

Fig. 6.10 Selecting Photos to Attach to a Message.

Having selected the photos you want to attach, tap or click the **Attach** button to complete the process. Your e-mail should now look similar to the one shown in Fig. 6.11.

	Pictures for you	
To meditive.com Cc Show more	4 files statute:       Sear during GaCkiter senal         You might file to see these pictures.	
	Sent from Windows Mail	

Fig. 6.11 An E-mail Message with Attached Photos.

All you have to do now is send the e-mail, perhaps to yourself, so you can see and check the result. In the screen above you are also invited to send your pictures via **SkyDrive** instead. More about this later.

### **Receiving Attachments**

Fig. 6.12 below, shows the e-mail you'll receive with its attachments had you sent it to yourself.

Vindows Live_	New Kenters Policies for your	L. W.		• • •
			New Ranges Couter St. 2015 215 PM To May Ranges	
ers dens			Pictures for you	
-			her für sinn sinner ang 200 tab Deunstand	et Dreedat
warat tares			New might like to see these plateres	
			Sant learn Mindows Mill	

Fig. 6.12 Received E-mail Message with Attached Photos.

The received message shows the (.jpg) pictures together with their name (if already named) and size and you are invited to download them. Having done so, you can tap or click each picture in turn to open the **Options** menu as shown in Fig. 6.13.



Fig. 6.13 Options to Open or Save Received Photos.

If you choose to **Open**, the picture will be displayed full screen. You also have the choice to **Open** with a particular program capable of editing the picture. Selecting **Save**, a screen similar to that shown in Fig. 6.10 is displayed from where you can choose to **Go up** should you want to choose a place to save the attachment other that your **Pictures** library.

Obviously, trying to save a document rather than a picture, Mail will attempt to save it to the **Document** library.

### **Deleting Messages**

Some e-mail messages you receive will be worth keeping, but most will need deleting. From the **Read Message** window you just tap or click the **Delete (**) button to do this.

Whenever you delete a message it is actually moved to the **Deleted items** folder. If ignored, this folder gets bigger and bigger over time, so you need to check it frequently and manually re-delete messages you will not need again.

### Sending an E-mail to the Drafts Folder

If you decide that your e-mail is not complete yet and further changes are needed before sending it, use the **Save Draft** button to be found on the bar of tools at the bottom of the screen when you swipe the edge from the bottom of the screen upwards or right-click the mouse button.

To complete the process, close the e-mail down by activating the **Close** (\*) button and selecting to **Save draft** from the displayed menu option.

This allows you to retrieve later the e-mail from the **Drafts** folder for further editing prior to sending it off.

## Summary of System Folders

Windows **Mail** has six folders which it always keeps intact and will not let you delete. Most of these have been discussed already, but here is a summary of their function.

- The **Inbox** folder holds all incoming messages. Messages in the **Inbox** folder can be moved or copied into any other folder except the **Outbox** folder.
- The **Outbox** folder holds messages that have been prepared but not yet transmitted. As soon as the messages are sent they are automatically removed to the **Sent items** folder.

- The Sent items folder holds messages that have been transmitted. You can then decide whether to 'file' copies of these messages, or whether to delete them. Messages in the Sent items folder can be moved or copied into any of the other folders except the Outbox folder.
- The Deleted items folder holds messages that have been deleted and placed in there as a safety feature. Messages in the Deleted items folder can be moved or copied into any of the other folders, except the Outbox folder.
- The Drafts folder is used to hold a message you closed down without sending by selecting the Save Draft toolbar button, then the menu option when you try to close it. Messages in the Drafts folder cannot be moved or copied into any of the other folders. Simply tap or click such a message to open it, edit it, and then send it.
- The Junk folder (also referred to as Spam by some e-mail accounts) is designed to catch unsolicited e-mail messages.

### **Printing Messages**

Occasionally you might receive an important e-mail message that you would like to print and file for safe keeping. This is easy with Windows 8, once you are shown how to do it.

First, display the e-mail you want to print on your computer's screen, then activate the **Charms** bar and tap or click **Devices** which opens its window and displays the printers available to you, as shown in Fig. 6.14 on the next page. Your screen will most certainly look different, but it is assumed here that the printer you want to use is connected to your computer and switched on. It is also assumed that what you display on your screen is the actual e-mail message, not a screen in **Internet Explorer** associated with the e-mail.



6

#### 6 Keeping in Touch

Kantaris We	Interly Setters 0 These is Content? 00-12	Devices
	Average SALE up to 20% all 152,000 webs	
Dialts	Lite Portes Draw, chase pps and	Program (Processment California) (California) (California
Sere	Dis Pones b A fer cursfor orac	SALE - up to 20% off 150,000 seats - d Manual 2% Passwell Write
Culton Dereted	EVal Anomen Short and neveri USA emessage@Reacondirect.co.ut Page complete our 2-minute survey IS	Bernamad, maa, eesse, maa eesse dinga oo kulaang baada saaray baada
-	Mary Siders.	Aver and Grand alle
	's pri hinstagte that are more han hao weeks chi, go to yrthnge	20°ff
Wandows Like Mas		150,000 seats*
Great		Lange and the second
Cantaris Vincenter		A A

Fig. 6.14 The Message and Devices Options.

All you have to do to print the e-mail message is to tap or click on the printer of your choice to display a screen similar to that in Fig. 6.15. Tapping or clicking on the **Print** button starts the process.

Wine		Copius	+ -
Set with	A DECK OF THE PARTY OF THE PART	Orientation	
-		Portrait	*
	20%	Size	
		м	~
		Print on one s	de v
1		Tray	
-		Auto select	*
		More settings	
	1. of 2		
			. Property

Fig. 6.15 The Printer Options.

## The People App



Windows Mail lets you create and keep a list of People (called 'contacts' in previous versions of Windows) to store details such as the names, addresses, phone numbers, and

e-mail addresses of all those you communicate with most.

If you have upgraded to Windows 8, your 'contacts' would have automatically been transferred across, but if you have installed Windows 8 onto a partition, then your **People** list will contain only the contacts you have added or imported into the program from mail accounts you add to Windows **Mail**. If you add **Live Mail** or **Gmail** into Windows **Mail**, then the 'contacts' list associated with these services will be tansported across.

If all is well, selecting the **People** App on the **Start** screen, should change your screen to one similar to that in Fig. 6.16.



Fig. 6.16 The Windows People List.

In Fig. 6.16, only a small part of the **People** App's content, is shown, but to preserve anonymity, all surnames have been removed from the above screen.

#### 6 Keeping in Touch

You can add a new person's details by first swiping upwards from the bottom of the screen (or right-clicking with the mouse) to reveal the **Tools** bar at the bottom of the screen, then selecting the **Add** button to display the screen shown in Fig. 6.17 below.

Account	Front - Proceed -	
Windows Live Mail		
Circle Contract	• • • •	
	None Mable v	
Last name	( Constantinent)	
	There	
Company		
• have	Address	
	Coher Info	

Fig. 6.17 Adding a New Contact.

You can select either account from the drop down menu; Live Mail or Gmail, because the information will be synchronised and it will display in the **People** App's content. You can now enter the name, phone, and e-mail details for your new contact. Personal information can be entered if you have the time, or entered later by editing the contact's entry.

To edit or delete a contact, tap it or double-click it to open it in its own screen, then swipe upwards or right-click to reveal the **Tools** bar at the bottom of the screen and select either the **Edit** we button or the **Delete** button.

Unfortunately, there does not seem to be any facility for adding photos of your contacts, as in earlier versions.

#### Keeping in Touch

6

To send a new message from your **People** list, open their entry in the **People** list, as shown in Fig. 6.18, and tap or click



Fig. 6.18 Selecting a Mail Recipient.

the Send email 
button to open a pre-addressed New Message window in Mail.

One rather nice touch here is that, if you have entered an address for a person, tapping or clicking the **Map address** (e) button, opens up a map showing the person's address, as shown in Fig. 6.19 below.



Fig. 6.19 A Contact's Address on a Map.

The screen above is shown in the Maps App, which will be discussed in detail in Chapter 9.

## The Messaging App



Another way of keeping in touch is through the **Messaging** App. Tapping or clicking its tile on the **Start** screen, opens the screen shown in Fig. 6.20.



Fig. 6.20 The Opening Messaging Screen.

There is a welcoming message from the Windows team letting know what you can do with **Messaging**. For example, you can tap or click the **Facebook** icon to log on to your account and chat with your friends.



Fig. 6.21 The Opening Messaging Screen Showing Facebook.

## The Calendar App



The Windows 8 Start screen also provides you with a Calendar tile which when you tap or click, opens the screen shown in Fig. 6.22.

	ber 2012			Trender	fector	Antonio
		10	31		2	3
d	-	6		ł.,	9	A.
Open ene Open sola		н	м		×	
W	19	20				24
	26		20	29	10	ξ.

Fig. 6.22 The Live Mail Calendar.

Above, an entry was tapped or clicked to display the message This is a recurring event and underneath Open one or Open series. As a recurring event, there is obviously a series of repeated events which you can choose to open so that you can edit the entry, as shown in Fig. 6.23.

Details	Remembrance Day	
When		
November V 11 Sunday V 2012 V	Add a message	
Start		
2 V O V AM V		
How long		
All day 👻		
Where		
		Fig. 6.23
Calendar		Opening a
e me@gmail.com		Calendar
Show more		Entry to Ed

to Edit.

#### 6 Keeping in Touch

Similarly, you can make a new entry in your calendar, by tapping or clicking on a given day to display the screen below. Here, the **Show more** link in Fig. 6.23 has been activated, so more information is displayed, as shown in Fig. 6.24

Details	Add a title
When	
linning v 12 kinday v 2012 v	Add a message
Start	
9 V 00 V AN V	
How long	
1 hour 🗸 🗸	]
Where	
Calendar	_
🖩 Noefs calendar—me@lve.com 👻	
Haw offen	·
One	
	1
famindar 15 mindas 🗸 🗸	1
D mounts	
Salat	
hay v	Fig.
Ray v	harr your contact lat Ente
Ray v	

This provides you with all the scheduling tools you will ever need. You can enter appointments, birthdays, or fix meetings with other people and invite them to the meeting. It also supports day, week and month views (see Fig. 6.25) and you can have multiple, colour-coded calendars, making it easy to keep schedules for work, family, school and hobbies, etc.



Fig. 6.25 The Toolbar of the Main Calendar Screen.

It is worth spending sometime exploring this excellent facility.

# The SkyDrive Facility

Microsoft's **SkyDrive** is one of the best Web storage services available. You get 7 GB free Web space to store you photos and documents so you can access them from wherever you happen to be. You can also invite other users to access your files for sharing or editing shared documents.

> Note: SkyDrive should be treated as a means of sharing and accessing files when away from your computer, not as a secure place to store your only copies of photos or other work!

**SkyDrive** is pre-installed on Windows 8 and has its own tile on the **Start** menu, shown here. Tapping or clicking this tile opens a screen similar to that in Fig. 7.1.



Noel's SkyDrive - 6 Rems				
Applie, anywhere Han was been bloch bloch and was and was do was and and was and was and was and was and was and any han any han any han any han any han any any han any han any han any han any han any han any any han any han	Annuments Annuments	•		
States in case of the local division in the		(C) Karar	( <del>)</del>	

Fig. 7.1 The Initial SkyDrive Screen with Toolbar Active.

#### 7 The SkyDrive Facility

In this case, **SkyDrive** shows some of the default folders empty. To display the toolbar at the bottom of the screen, as shown in Fig. 7.1, with relevant tool buttons to the work being carried out at the time, either swipe upwards from the bottom of the screen or click the right mouse button.

#### **Creating a Folder on SkyDrive**

You can create additional folders or sub-folders by tapping or

clicking the **New Folder** Subtton, which displays the box shown in Fig. 7.2, where a name can be given for a new folder and created by tapping or clicking the **Create folder** button. Once this is done, open the newly created folder, as shown in Fig. 7.3



Fig. 7.2 Creating a New Folder.

below, then use the **Upload (3)** button to save files into it either as an additional backup or because you might want to access these files when away from home.



Fig. 7.3 The Opened Newly Created Folder on SkyDrive.

It is important to open the folder into which you want to upload the files, otherwise they might be uploaded to a different folder! Once you activate the **Upload** is button, Windows allows you access to the files on your computer so you can select the files you want by tapping or clicking them, then using the **Add to SkyDrive** button (it only appears on the toolbar after you start selecting files) to begin the process of uploading, as shown in Fig. 7.4 on the next page.

Ann	815 10			
Neros	Constant Provident	1	Pad a Handridd Film	
beakings Kouwhooda	Park (001 Overwähndet 12/02/2012 Tt 50 AM		Best Maps & Novperon	
eménes. P Pounde onte	Cont. 1071. Overviewies Stylic 2002 12:06 PM Lig 140			
Activent.	Pad 002 40mel Embrided subs the Item ND			
Roton vi	Carl CO3 Med and Salar Explores 2, 3/05 PM			

Fig. 7.4 Selecting Required Files to Upload.

Tapping or clicking the down arrow next to Files, pointed to at the top of the screen in Fig. 7.4, displays a list of possible places on your hard drive for you to choose from. Selecting **Computer**, allows you to get to files on your hard disc which, in this example, were chosen specifically because they were very large in size, ranging from 13.2 to 226 MB. As you tap or click on such files, a tick mark appears next to their entry and a thumbnail is added at the bottom of the screen. Activating the Add to SkyDrive button at the bottom of the screen, also pointed to in Fig. 7.4, starts the uploading process.

The time taken to upload files depends on the speed of your Broadband connection and the size and number of files selected, so be patient as it could take some time!

Note: Also be aware that there is a limit to the maximum size of a file that you are allowed to upload. If your files are larger than 100 MB (this might increase later), it is advisable that you either split them, Zip them or turn them into a PDF type before uploading.

Files larger than 100 MB will not upload, but produce an error as discussed next.

#### 7 The SkyDrive Facility

In fact, I had to experiment to find out the maximum size of file that would upload, with the result shown in Fig. 7.5 below.

		1 nem in progress
۲	iPad Book Files ~ on Noel's SkyDrive 4 items	Upload 2 files to IPad Book Files IPad_001 Overview:altest.hvp
	1944,000 Protine twp 133 PM 13.3 MB	Dave HPad_001 Overview(a)test2.twp
	iPed_001 OverviewEasters.hvp 3.30 PM 95.9 MB	Ther Nor Is have Selp.
	1904, 002 Klovel Ave 1.37 PM 76,7 MB	
	iPad, 604 Exchange Info.lwp 1:37 Pal 72.8 Mb	

Fig. 7.5 The Upload and Rejected Files.

The result of the experiment showed all files below 100 MB in size uploaded correctly, but all files above 100 MB were rejected. It was necessary to experiment, because information on the Internet persistently gave the maximum allowable file size as 50 MB which clearly is not the case.

### **Using the Shared Folder**

The **Shared** folder on **SkyDrive** is used for sharing photos and other document files with friends or family. To start, go to **SkyDrive**, then:

- Tap or click the Shared folder to open it.
- Swipe upwards from the bottom edge of the screen or right-click to open the Tools bar.
- Tap or click the Upload 3 button.
- If you want to upload photos, select Pictures (refer to Fig. 7.4) which allows you to get to your photos on your hard disc.
- Select the photos you want to share, then tap or click the Add to SkyDrive button at the bottom of the screen.

The selected pictures are uploaded into the Shared folder.

Fig. 7.6 below, shows the contents of the Shared folder on my SkyDrive.

Sha	red -	on Noel's	SkyDrive 6	items				
	Aphania Laavaa 119 Pea J70 (D							
	195 PM 148 KD							
	Baat in river 115 PM 331 cd							
	Dettany ESEPHI (STIC							
	No the Hole							
		121				Constant of the second	(F) Upticed	

Fig. 7.6 The Contents of Shared Folder on SkyDrive.

Tapping or clicking the **Thumbnails** button, changes the display to that in Fig. **7**.7.



Fig. 7.7 The Contents of Shared Folder Displayed as Thumbnails.

You can now return to the display of Fig. 7.6 by tapping or clicking the **Details** button once more.

## **SkyDrive App and Desktop Application**

Microsoft has changed and integrated **SkyDrive** for use with Windows 8 and these changes will be applied to users of Windows 7 and Vista. The idea behind this is that you use **SkyDrive** as the place in which to hold your documents, photos, etc., and allow your PC, tablet and phone running the Windows 8 Modern interface to synchronise with **SkyDrive**.

What this means is that you can access your documents no matter where you are, on any of your devices. Any changes you make to a file on any of your devices is applied to your **SkyDrive** file.

The **SkyDrive** App that ships with Windows 8, is a mobile App which you can use to view and change the contents of **SkyDrive**, but only if you are connected to the Internet. In other words, it only provides a live view of the contents of **SkyDrive**. If you are not connected to the Internet, you cannot see the contents of your **SkyDrive**.

In contrast, the desktop **SkyDrive** for Windows 8, allows you to create new files, edit them, etc., while you are disconnected from the Internet, but replicate these changes to the **SkyDrive**, when you connect next time. This is achieved through the automatic creation of a **SkyDrive** folder on you PC, as shown in Fig. 7.8 below. If the **Desktop** App is not on your computer, you can download it for free from:

4 DII-	5	kyDrive		- 0	
File Home Shore	View		Monore and a		~
Copy Paste B Paste sho Copy Copy Paste	Mana Camp Padala Banama	Folder	Properties Open Properties Open Open	Select all	
🕑 🕘 = † 🛋 i Na	d Kantanis > SkyDnive >		v C Seath	SkyDrive	P
* 📩 Fevenius	Nome	Date modified	Туре	Sim	
Custop	O Decements	10/17/2012 2:11	Phil File felder		
😹 Develonin	G Feveration	10/17/2012 2:0			
<b>31</b> Recent places	g Pad Book Files	10/24/2012 12:	16 _ File folder		
SkyOnive P	a Bend	10/34/3012 102	35 File folder		
R	a Sharad Inconsites	10/23/2012 45	PM File fulder		
Diveries	👩 Windows 3 beak	10/24/2012 12:	17_ File folder		
+ all Humagneep + [] Head Kantania					

http://windows.microsoft.com/en-GB/skydrive/download

Fig. 7.8 The SkyDrive Folder on your PC.

**Note:** Since Windows RT does not allow the installation of external programs, the **Desktop** application for **SkyDrive**, cannot be download as described on the previous page.

### **Zipping Files**

You can use the **Desktop** App of **SkyDrive** to zip files prior to uploading them to **SkyDrive**. You do this as follows:

 Start File Explorer and go to a place on your hard disc were you can select a large file to upload, as shown in the example in Fig. 7.9.



Fig. 7.9 Selecting Large Files on your PC.

- In the Share tab, activate the Zip option pointed to in Fig. 7.9 above.
- The selected file (which is almost 120 MB in size) will be zipped in a folder using the same name.

In Fig. 7.11 on the next page, you can see a drag and drop operation using the **File Explorer**. To be able to carry out this operation, you'll need to open two **File Explorer** windows as discussed next.

#### 7 The SkyDrive Facility

First, start **File Explorer** and locate **SkyDrive** on your **Folder List**, then open the **Documents** folder on your **SkyDrive**. Next, size the **Documents** window to something similar to that on the right of Fig. 7.11.



Fig. 7.10 The Right-click File Explorer Menu. Now, touch and hold or right-click the File Explorer icon on the Task bar and select the File Explorer, pointed to on the displayed menu in Fig. 7.10. This is the only way to open two File Explorer windows on the screen at the same time. Next, size and move the newly opened window next to the SkyDrive Documents window and locate the file you want to upload on your hard disc. In this the zipped file case. has compressed to just over 20 MB. Finally, drag the zipped file from the left window and drop it in the **Documents** window. as shown in Fig. 7.11 below.



Fig. 7.11 Dragging and Dropping a Zipped File into the Documents Folder of SkyDrive.

Finally, revert to the Windows 8 mobile App to see the zipped file, as shown in Fig. 7.12 on the next page.



Fig. 7.12 The Zipped File on SkyDrive.

Tapping or clicking such a file opens it in the desktop version of **SkyDrive** from where you can retrieve the original file provided your PC has the program that created the original file installed.

A zipped file cannot be opened on the **SkyDrive** mobile App of Windows 8, so perhaps the moral of the story here is that you should avoid creating files larger that 100 MB, if you want to access them from mobile devices!

### **Uploading a PDF File**

If you have a very large file and you want to be able to refer to it on a mobile device, but you haven't got to edit it, then perhaps the best solution is to convert the file to PDF format and upload that version.

For example, a book with a total size of 900 MB, can be reduced to just under 35 MB when converted to PDF format. That size file can then be uploaded using either the drag and drop desktop method described on the previous page, or the mobile **SkyDrive** App method described at the beginning of this chapter. The result is the same in the end, as shown in Fig. 7.13 on the next page.

Taping or clicking such a file opens it for you to examine, as shown on a mobile device in Fig. 7.14 also shown on the next page.

As you can see from the screen dump in Fig. 7.14, the mobile device in this case is an iPad (as seen at the top-left corner of the screen dump).



#### Fig. 7.13 The PDF File on SkyDrive.

Using the New I	Pad
About this Book	
Using the New IPad was written to help users get to grips with the IPad, released by Apple in 2012, usually referred to as the IPad third-generation or simply the IPad. The book will also help Windows PC users to make the transition to the IPad in as short a time as possible. The new IPad is a very well-constructed light product with an exceptional display (2048 x 1536 pixels, which is 4 times	
that of IPad 2), reacting very well to fores-touch commands, and a battery that lasts a good 10 hours, unlike that of a PC laptop. You can also use a micro SIM, to use the iPad while away from your WI-FI at home or at a hot spot. You can browse the Internet, send and receive e-mail messages with attachments or send text messages from a WI-FI connection to other IPad or IPhone users without charge.	
So, whether you are an IPad owner who would like to know a lot more what you can do with your IPad, which Apps are more appropriate for a given situation, or a Windows PC user who would like to own the new IPad with all the advantages that come with it, then this is the book for you.	
You might already know that Apple and Microsoft don't see eye to eye. So, all the documentation available for the iPad (Apple does not supply a user guide with the iPad) is hardly of any use to a Windows PC user.	
	411

## Photos, Videos & Music

As we have seen earlier, in Windows 8 you can use either the File Explorer on the Desktop to navigate to the Libraries which point to the Pictures, Videos and Music folders or use the tiles provided on the Start screen which are used by mobile users (meaning mainly tablet users).

### The Desktop Pictures Library

Window 8 in its **Desktop** mode provides a library for your photos, called the **Pictures** library. It is the default location for saving pictures and importing them from your digital camera.



Fig. 8.1 Digital Photographs in the Pictures Folder.

I put most images I like in this folder, but keep my personal photos in sub-folders in another location on my hard drive.

### **The Picture Tools**

As you can see in Fig. 8.1, the **Ribbon** tools are mostly greyed out until a picture is selected. When that is done, then you can **Delete** the selected picture, **Rename** it, **Move** it, **Copy** it, etc.



Fig. 8.2 Picture Tools.

Fig. 8.2 shows the tools available to you on the Ribbon when a picture is selected and the Picture Tools button is tapped or clicked. You can now Rotate the selected picture to the left or right, Set it as background, or start a Slide show.

Other **Ribbon** options allow you to **Share** selected

pictures with friends and family, as was discussed earlier. It might be worth spending some time here, going through the various **Toolbar** options, to discover for yourself what is available.

### **The Windows Photo Viewer**

To see a larger view of a picture, double-tap or double-click it to open it in the **Windows Photo Viewer**, as shown in Fig. 8.4 on the next page.



Fig. 8.3 Program Options.

The **Toolbar** at the top of the **Windows Photo Viewer**, offers File options to **Make a Copy** or **Delete** a photo, **Print** or **Order Prints**, **Burn** a selection of photos to a data disc or use any of the listed programs in Fig. 8.3 to **Open** a photo for viewing or possibly editing.



Fig. 8.4 The Windows Photo Viewer.

You can use the controls at the bottom of the Viewer to navigate through the current folder, view the pictures in your folder as a slide show, zoom in or out, rotate the image, and delete it from your hard disc.

### **Printing Photos**

Selecting a picture in the **Viewer** and clicking the **Print** option in the **Share** tab, displays the window shown below.

Prividen:	Ререния:	Quality:	Paper type:		
HP Photosmert C4100 series	× 44 •	800 = 600 dots per each w	Plant papag		
	allpage 4			4 = 9 in.	
13					Options

Fig. 8.5 The Print Pictures Window.

#### 8 Photos, Videos & Music

From here you can select the **Printer** to be used, **Paper size**, **Quality** of print, **Paper Type** and a variety of layouts for your pictures. All you have to do then is click the **Print** button.

### The Photo App



Clicking the **Photos** tile on the **Start** screen, displays the screen shown in Fig. 8.6 below. Do note, however, that the picture on the **Photos** App tile shown to the left, changes because the photos in the

**Pictures** library are shown as a live slide show, therefore what is shown here is bound to be different for you.



Fig. 8.6 Location of Photos for the Mobile User.

As you can see from the above display, all possible locations for photos are listed. The two main ones are the **Pictures library** and **SkyDrive**, while the other two, **Facebook** and **Flickr**, you can choose to **Hide** if your don't use these facilities. The **Devices** option allows you to fetch photos from attached devices or other computers on your network.

Next, tapping or clicking the photo in the **Pictures library**, displays a new enlarged screen, as shown in Fig. 8.7 on the next page.



Fig. 8.7 The Contents of the Pictures Library.

To reveal the options shown at the bottom of the above screen, either swipe upwards from the bottom of the screen or right-click. The options allow you to **Select** or **Delete** photos and start a **Slide show**. Another important option available here is to **Import** pictures from a camera.

### **Getting Photos from a Camera**

There are many ways to import pictures from your digital



camera (or phone) to your computer. Windows 8 makes the job extremely simple.

Once you have taken some photos, connect the camera (or phone) to your computer with the appropriate USB cable, switch the device on and tap or click the Import option in Fig. 8.7 to reveal the screen shown in Fig. 8.8. Portable Selecting the 8.9 Device. displays Fig. shown on the next page.



Fig. 8.9 Importing Pictures from a Portable Device.

Tapping or clicking the **Import** button pointed to above, starts importing the photos from your device into the **Pictures** folder. You can tell that this is so by the number of increased pictures now available in the **Pictures library**, as shown in Fig. 8.10.



Fig. 8.10 The Increased Number of Photos in the Pictures Library.

The number of photos available in the **Pictures library** has increased from 68 to 156. I did take rather a lot of photos on my holiday last summer!

If you now tap or click the encircled right-arrowhead pointed to in Fig. 8.10 above, a collage of your photos displays on your screen, as shown for my photo collection in Fig. 8.11 on the next page.



Fig. 8.11 A Collage of Imported Pictures.

By default, a new folder appears in the **Pictures library** and given a name made up from the date the pictures were imported, like **2012-11-03** in this case. You can see this by using the **File Explorer** on Windows 8 **Desktop** to look at the content of the **Pictures** library as shown here in Fig. 8.12.



Each photo in the folder is given a number which depends on your device. If you are happy with this, fine. If not you can spend a while renaming the folder and each picture.

Fig. 8.12 The Desktop Pictures Libraries Contents.

If you are like me and you

don't import your photos into your computer often enough, then this is the time to use the desktop **File Explorer** to create new folders with appropriate names and sort your photos now rather than later, as it is very easy to forget where each photo was taken!

## **Scanning Photos**

To import the images from paper photographs or slides into your computer you have to use a scanner. These are fairly cheap these days, in fact many printers include the ability to scan as well. To handle slides effectively though you need a special slide and negative scanner, but be warned these are not cheap!

### **Using the Windows Scan Facility**

There are many ways to control a scanner using third party software but Windows 8 comes with its own program called Windows Scan, but you can only access it from the Control Panel.

With your scanner properly installed and turned on, you can open this program by tapping or clicking the Desktop tile on the Start screen, then opening the Charms bar shown in Fig. 8.13 and tapping or clicking the Settings charm. This opens the screen in Fig. 8.14 from which you can open the Control Panel

shown in Fig. 8.15. In the Control Panel, tap or click the Devices and Printers entry pointed to in Fig. 8.15 below, to open a screen similar to that shown in Fig. 8.16 on the next page.

3	44 Control Panel Mena	- 8
Per er f W + Cantral Panal + 4	f Complete term	e 6 terre Centrel Sans
Adjust your computer's settings		Water Byr - Campo conna
1	Action Carelor	C Advances to a
R. Anthr	📲 Billaster Drive Encryption	🗿 Calar Managament
Control Manager	Date and Tree	Delaut Programs
all David Manager	and Condising ad Patrices	Dayley .
👘 Laure of Access Conser	S family Salary	The Hastery
Fish Payer	🖉 faller Option	A ton
si ventine	🐣 Industry Options	eternet Options
- Copheand	😤 Language	and the state of t



Ö

Fig. 8.14 The Settings Screen.

Fig. 8.15 The Control Panel Items.
#### Photos, Videos & Music



Fig. 8.16 The Devices and Printers Screen.

From this menu of options you can set the Scan Profiles and Scan Properties and finally use the Start scan option to open the screen shown in Fig. 8.18.

		New Scan	
Scanner HP Photo	isimust C4100		
Profile	Photo (Deleull)		
Source	Hatbed		
Paper			
Color format	Color		
	PG (IPEG image)		
File type: Resolution (DPI)	200		
interantion (new)			
Implement			
Contrast			
Proviou de sca	n images as ceptimize thei	Realized State Const	4
		Renter D San Con	

Fig. 8.18 The Preview of the Scanned Photo.

Touch and hold or right-click the default printer (which happens to be an all-in-one type) to open a menu of options as shown in Fig. 8.17 below.



Fig. 8.17 The Right-click Menu.

It is assumed that you have placed your photo on the before scanner using the Preview option so that you can limit the actual scan to the correct size by dragging the handles of the cropping tool. Having done SO. you can use the Scan button to start the actual scan.

after which the screen shown in Fig. 8.19 is displayed.



Fig. 8.19 The Import Pictures and Videos Screen.

On this screen you can choose to **Review or Import** the scanned photo before pressing the **Next** button. Accepting the default setting and pressing the **Next** button, displays the screen shown

in Fig. 8.20 where you can enter a name, add a tag, etc., before finally importing it into its own folder available to the **Pictures** library.

3	Import Pictures and Videos	- = <b>X</b>
Select the groups you 1 item selected in 1 group Your pictures and videos at Select all	u want to import regrouped by date and time. Each group will be saved to a	different folder.
<ul> <li>✓</li> <li>✓</li></ul>	Enter a name 10/30/2012, 5:26 PM Add tags	Post Board Profile Post Board Score Post Board
<ul> <li>Collopee all</li> </ul>		Adjust groups:
More options		Back Import

Fig. 8.20 The Import Pictures and Videos Screen.

The **Windows Scan** facility is not particularly intuitive, but it is easy enough to work with once you find out how to do it. The folder created and available to the **Pictures** library is similar to that created when you import pictures from a camera.

## The Desktop Videos Library

In its **Desktop** mode, Windows 8 provides a library for your videos, called the **Videos** library. It is the default location for saving videos you might have received as attachments to e-mail messages, or imported from your video recorder.



Fig. 8.21 The Videos Folder.

## The Video Tools

In Fig. 8.21 above, the Ribbon tools are mostly greyed out



until a video is selected as shown in Fig. 8.22. When that is done, then you can **Delete** the selected video, **Rename** it, **Move** it, **Copy** it, etc., while other **Ribbon** options allow you to **Share** selected videos.

Fig. 8.22 Video Tools.

# The Windows Video App

To start a video playing, double-tap or double-click it to open it in the **Windows Video** App, as shown in Fig. 8.23 below.



Fig. 8.23 The Windows Video App.



If you now revert to the **Start** screen of Windows 8, you'll see that the **Video** tile displays the name of the last video you played. In your case this is bound to be different, unless you have also named your video Georgina! Tapping or clicking the **Video** 

tile, displays a screen, part of which is shown in Fig. 8.24.



Fig. 8.24 Part of the Contents of the Video App.

8

On the left of the screen in Fig. 8.24 shown on the previous page, all the videos available to the Videos library are displayed (you will have to swipe with your finger to the right from the left edge of the screen or use the left arrow key on the keyboard to reveal them), while to the right of the screen thumbnails of videos, films or TV shows are displayed. When you tap or click one of these, a small window opens giving details of each item and giving you the opportunity to either purchase or rent a DVD or watch a trailer.

# The Desktop Music Library

In its **Desktop** mode, Windows 8 provides a library for your music, called the **Music** library. It is the default location for saving music you might have downloaded, or imported from a CD.



Fig. 8.25 The Music Folder.

#### The Music Tools

In Fig. 8.25 above, the **Ribbon** tools are mostly greyed out, just as they are for the other Library folders until a music folder or track is selected. When that is done, then you can **Delete** the selected music folder or track, **Rename** it, **Move** it, **Copy** it, etc., while other **Ribbon** options allow you to **Share** selected music with your **HomeGroup**.

# The Windows Music App

To start a music track playing, double-tap or double-click it to open it in the **Windows Music** App, as shown in Fig. 8.26 below.



Fig. 8.26 The Windows Music App.



If you now revert to the **Start** screen of Windows 8 and tap or click the **Music** tile, it displays a screen similar to that in Fig. 8.27 below.



Fig. 8.27 Part of the Contents of the Music App.

8

To reveal the music in the **Music** library, swipe with your finger to the right from the left edge of the screen or press the left arrow key on the keyboard. It is even possible to find out the history associated with the group of musicians whose music you are playing at the time, as shown in Fig. 8.28.



Fig. 8.28 Biographical Information of Musicians.

To the right of the screen in Fig. 8.27 (see previous page), thumbnails of CD music covers are displayed. When you tap or click one of these, a small window opens giving details of the item and also giving you the opportunity to either buy the CD or play a music track, but for that to happen you must join the **xbox music** fraternity, as shown in Fig. 8.29 below.



Fig. 8.29 The Xbox Sign-in Screen.

## The Xbox Player

Joining **xbox** requires you to give your date of birth (month and day – it seems to know the year)! Having done so and accepting certain conditions, you are given an **xbox** user 'gamertag', as shown in Fig. 8.30.

Welcome to Xbox
We've grown peak the parametricy Unard-CER/DER/DER/E Year parametrics is year identity in the online works of 2000, Year calls Change & annue (br here of 2000), calls
What Elson profile given you eccess to films. Unline and Means on your fendous 9 deares, Antery an Units' MC remeats and an Xion Good maniforming agains up new new againstanting. Call the deares intern
True current privacy writings

Fig. 8.30 The Xbox Welcome Screen.

Once you join **xbox**, you can listen to music tracks, as can be seen, but not heard, in Fig. 8.31.



Fig. 8.31 Playing an Xbox Music Track.

There is a lot more to **xbox** music playing, but I'm sure you'll be able to discover everything there is to know by yourself. Have fun!

# 9 Bing Maps



I hope you love maps as much as I do, because this chapter is dedicate to them. **Bing Maps** help you to see a 2D view of the world in **Road** view, **Aerial** view, **Bird's eye** view, **Streetside** view and finally a **3D** view. There

are also Venue maps which provide a way of seeing the layout of a venue. You can use **Bing Maps** to plan your holiday, search for locations and addresses, find local services, get driving or walking directions, or just to enjoy looking at maps in their various views.

Bing Maps are available all over the world and its satellite imagery covers the entire planet, but at varying levels of resolution. You can approach Bing Maps either from the Desktop or by activating the Maps tile on the Start screen.

**Bing Maps** is an example of 'cloud computing' as you view maps in a Web browser and everything is downloaded from the Internet. The maps load quickly, especially if a reasonably fast Broadband connection is available, otherwise a little patience might be needed!

# The Desktop Bing Maps Environment

Once your browser is open you can open **Bing Maps** in one of two ways. You can type **www.bing.com/maps** into the **Address** bar of your browser and press the **Enter** key, or you can tap or click the **Maps** link in the **Bing Navigation** bar of any **Bing** page, as shown in Fig. 9.1 below.

WEB | IMAGES VIDEOS MAPS NEWS SEARCH HISTORY MORE

Fig. 9.1 The Bing Navigation Bar.

#### 9 Bing Maps

With either of these methods the opening screen should look like that in Fig. 9.2 below.



Fig. 9.2 The Opening Screen for the UK Bing Maps.

You can now type a location, such as *clifton bristol* followed by *map*, to get a screen similar to that in Fig. 9.3 below.



Fig. 9.3 A Search Screen for the UK Bing Maps Using a Location.

Tapping or clicking the Zoom link within the black oblong above, allows you to zoom in or out to see more or less detail of the area, while the **Directions** link changes the contents of the left panel in Fig. 9.3 so that you can type information for directions – more about this shortly.

#### **Map Views**

Depending on your location, there are different map views available in **Bing Maps**. These are controlled by the links at the top the map area, as shown in Fig. 9.2. When the mouse pointer hovers over the down-arrowheads of these two links, it displays other links, as shown in Fig. 9.4.



You tap or click these links to change between the available views. In general, these links have the following effect:

**Road** – Displays a traditional style of map with a depiction of roads, borders, rivers, parks and lakes, etc.

**Bird's eye** – Displays aerial imagery of the same area. To show road and street names, select **Labels** on its drop-down options. The displayed images are not current and their quality depends on the locality.

**Traffic** – Displays visual traffic data for motorways and major trunk roads.

Ordnance Survey – This link on the drop-down Roads options in Fig. 9.4, displays Ordnance Survey Maps of the area. You'll need to zoom in or use a magnifying glass to see details!

Perhaps it might be worthwhile spending some time here to see the effect of all these links – far too many to give precise description of their effect. Experimenting in this case is by far the best way of finding out for yourself.

### **Searching for a Location**

If you want to find details of a particular location you just search for it. This is a **bing** program after all! You can search for an address, city, town, airport, county, country or continent by typing details in the **Search** box and tapping or clicking the **Search** button, as shown below.

bing	st ives comawall	Q

Fig. 9.5 Entering a Search Address.

The result of this search is shown in Fig. 9.6 below. **Bing** jumped to a map of the Cornish town, placed a 'marker' on it and showed the search result in text in the left pane of the display.



Fig. 9.6 The Result of a Search for a Town in Ordnance Survey Map View.

For specific addresses, entering them in the form of **Address, town, post code** usually gives the best results. You can also search for geographic features such as parks, mountains, lakes, etc., in the same way.

As shown in Fig. 9.6, the left pane can display a selection of **Nearby** options based on the current map location.

Tapping or clicking the **Restaurants** link displays a whole list of restaurants with their addresses and numerical markers showing their location on the map, as shown in Fig. 9.7.



Fig. 9.7 The Result of a Search in Ordnance Survey View.

To revert to the previous view, tap or click the  $(\mathbf{x})$  icon that appears just outside the top left corner of the map. Now you can look up other 'nearby' options.

#### **Searching for Services**

No matter where you are in the country, you can use **Bing Maps** to find the nearest business, educational or amusement service. Enter the appropriate words, followed by the words in or near, and the town, city or other location in the **Search** box. For example, typing *galleries in st ives cornwall* in the **Search** box and selecting **Bird's eye** view, displays the screen in Fig. 9.8, shown on the next page, when you tap or click the **Search** button.

#### 9 Bing Maps

Bing shows the results of the search in the left panel and a map of the area in the right panel, with markers linked to the results. You can now choose the gallery nearest the beach where you would like to spend the rest of the day!



Fig. 9.8 The Result of a Search for Galleries.

If you now tap or click a marker, either alongside an entry in the left panel or on the map, an info window opens with details of that facility, as shown in Fig. 9.9.



Fig. 9.9 The Info Window.

#### Navigating the Map Area

With **Bing Maps** you can change what shows in the map viewing area in two dimensions. You can pan the map (move it across the screen at the same scale), and you can zoom it in (to see a smaller area in more detail) or out (to see a larger area with less detail). You can navigate around a map using either your finger, the mouse or the supplied **Navigation** controls shown at the top-right corner in Fig. 9.8 above.

Using your finger to move around a map by simply touching the map and moving your finger in the direction you want to go. To zoom out you just place two fingers on the map and bring them together in a pinch movement and to zoom in you spread your fingers outwards (see Appendix A). Using the mouse can also execute all the necessary operations easily and quickly. For example, to pan the map, just hold the left mouse button down to change the mouse pointer to a hand (\*) which you use to drag the map around the screen. To zoom, just roll the mouse wheel away from you to zoom in, and towards you to zoom out. The zoom will centre on the pointer location on the map.

With these actions (fingers or mouse) you can almost instantly zoom out to view the whole Earth, as shown in Fig. 9.10, then move the pointer to a new location and zoom in again to the scale you need. You can also centre and zoom in on a location, by double-tapping or double-clicking it on the map.



Fig. 9.10 An Aerial View of the Whole Earth.

To pan the map, you use a finger or point with your mouse and left-click, then drag the map to move it to the direction you want to go.

You can use the two Navigation controls to zoom in O on the centre of the map, and O to zoom out.

If you prefer using the keyboard, you can zoom in and out with the + and - keys. You can pan left  $\Leftrightarrow$ , right  $\Rightarrow$ , up  $\uparrow$ , and down  $\clubsuit$  with the arrow keys. The choice is yours!

## **Getting Directions**

There are several ways in **Bing Maps** to get directions from one location to another. You can type a **from-to** statement into the search field, such as **from st ives cornwall to oxford**, and tap or click the **Search** button; you can tap or click the **Directions** link, enter a starting and ending location and tap or click the **Go** button or get directions from an info window (see Fig. 9.6).

The first method actually completes the operation as if you had used the second method, as shown in Fig. 9.11 below.



Fig. 9.11 Getting Driving Directions.

The program defaults to giving driving directions and the



recommended route appears on the map as a blue line with green and red markers at either end as shown in Fig. 9.11 above. **Bing Maps** gives a total distance, as shown on the left panel of Fig. 9.11 and suggests suitable routes in its detailed numbered directions (you might have to scroll down to see these), part of which is shown in Fig. 9.12.

Fig. 9.12 The Suggested Route.

If you tap or click on a route section in the left panel, an enlarged map opens, as shown in Fig. 9.13.



Fig. 9.13 Street View Information for a Section.

The **Bird's eye** view of the above map is worth seeing, as displayed below in Fig. 9.14.



Fig. 9.14 Bird's Eye View for a Section of the Map.

#### 9 Bing Maps

When you study the proposed route on the map you may find you want to alter it. That's no problem with **Bing Maps**. You can just drag a point on the blue directions line to any location on the map. As an example, I decided to take the scenic route to Oxford, as shown in Fig. 9.15, but doing so has increased the journey time by 1 hour from the originally suggested route, even though it is 1 mile less!



Fig. 9.15 The Scenic Route.

## **Public Transport**

Depending on where you are, the **Public Transport** feature of **Bing Maps** may let you map your trip using train, bus and coach transport. If transit information is available when you search for directions between start and end locations in **Bing Maps**, the **Public Transport** option **Q** will appear under the **Directions** option, as in Fig. 9.16 below.



Fig. 9.16 A Set of Public Transport Directions in Road View.

9

The times of departure of the various methods of public transport are given in the left panel. Again you'll have to scroll down to see these. To plan your trip in the future, click the down-arrowheads and select a new date and time.

This feature could be very useful, but until much better coverage is available in the UK you would be best using it with care.

### Walking for Charity

If you really want to walk from St. Ives, Cornwall to Oxford, then you might as well do it for charity. The map below gives you precise directions. It will only take 79 hours and 5 minutes. Some brisk walk!



Fig. 9.17 Walking the Distance in Road View.

However, since the last Windows 8 update, instead of getting the above instructions, you get the message:

Walking directions are not available for a route of this length. Try driving directions instead.

Obviously someone who does not believe in walking for charity has decided that to walk this distance is rather unhealthy (unless you use the driving directions and walk on the motorway instead)! If you change the destination from Oxford to Clifton, Bristol, the program accepts this as a reasonable distance to walk, a mere 178.2 miles, taking 57 hours and 22 minutes. I wonder who measured this walk so precisely!

## **Printing Bing Maps**

You can print both **Road** view maps and **Bird's eye** view maps with their direction information in **Bing Maps**. With the map area you want to print on the screen, tap or click the **Print •** icon at the top right of the map area to display an additional screen in which you can choose to print the **Map and text**, **Map only** or **Text only**. With the first option, under the main map you also get detailed maps of the start and end destinations of your choice, even though these do not display on the screen – only the directions appear on the preview screen. Fig. 9.18 shows a scanned display of the printout.



Fig. 9.18 Scanned Direction Maps.

## **Streetside View**

If you tap or click the Streetside view icon at the top of the map area, the cursor changes to a blue 'Peg Man' as shown here, with the map itself displaying blue areas within which a Streetside view is available (Fig. 9.19).



Fig. 9.19 Available Streetside View Area Coverage.

Europe, for the present, has only four areas in the UK and two in France. The moment you move the 'Peg Man' to one of these areas the screen changes to that of Fig. 9.20.



Fig. 9.20 The Microsoft Silverlight Installation.

#### 9 Bing Maps

Tapping or clicking the **Start the map app**, the **Silverlight** App is installed within half a minute and the screen changes to one similar to that in Fig. 9.21.



Fig. 9.21 A Streetside View Display.

To use the **Streetside** view effectively, it is best to exit the above view, then use **bing** to search for a known address.

For example, let us search for the **Streetside** view of Royal York Crescent in Clifton, Bristol. To achieve this, do the following:

- Start Maps in Internet Explorer.
- Type the search criteria given above in **bing** and tap or click the search button.
- When the road map of the area is displayed on your screen, press the **Search**  $\rho$  button.
- When bing finds the location, press the Streetside View icon to change the pointer to the blue 'Peg Man'.

Placing this on the desired location displays the screen shown in Fig. 9.22 on the next page.



Fig. 9.22 A Streetside View of the Royal York Crescent in Clifton.

There are several things to remember when you display a location in **Streetside** view. These are:

- To move to a required position on a street, drag the street to the focus in the small preview window at the top-right corner of the display, not the other way round.
- To change the viewing direction use the curved arrows on the navigation control.





- To zoom in or out, tap or click the O or O buttons.
- As you move the mouse pointer within Streetside view, you'll notice that the 'Peg Man' changes its stance; upright when you are following a road or pointing right or left. Tapping or clicking the latter, moves what you see in the direction pointed by the 'Peg Man'.
- Sometimes the pointer changes to a magnifying glass with either a + or a - sign on it. Tapping or clicking such a pointer zooms you in or out.



#### 9 Bing Maps

Again, the only way of getting familiar with **Streetside** view is by trying to use it and experimenting with the pointer.

Once you have found the area you want to explore with **Streetside** view, tap or click the **Enter full screen mode** button to view a larger **Streetside** view area. To return **Streetside** view to its previous size, tap or click the **Exit full screen mode** button.

To exit Streetside view, tap of click the state button which returns you to Road view.

To see some really spectacular photos of the Royal York Crescent, use **bing** to search for it, then tap or click the **BING APP** pointed to in Fig. 9.23.

IMAGES VIDEOS MAPS NEWS BING APP bing royal york crescent clifton bristol Q

Fig. 9.23 About to Install the Bing App.

After accepting to install this App, the collage of photos shown in Fig. 9.24 appers on your screen.



Fig. 9.24 A Collage of Streetside View Photos of The Royal York Crescent in Clifton, Bristol.

What is shown above is only the first page of several pages of these photos!

## **Sharing Maps**

If you tap or click the link pointed to in Fig. 9.25 at the top of the **bing Maps** main window (you might have to increase the width of the window to see it), you can e-mail the current map or directions to a friend or colleague.

Road - Bird's eye - Traffic 🛔 Fullscreen A Print Share V

Fig. 9.25 The Share Link.

This **Share** button when clicked displays the small window shown in Fig. 9.26.

Share this I	•		
http://kinged.it/Q	MUNGS		
Сору	🕑 Email	🛃 Facebook	🐲 Twitter
EMBED IN A WEI			dh="500" height="400
Coav	e		
	Customies en	d preview	

Fig. 9.26 The Link Window.

From here you can either have a copy of the URL inserted in the body of an e-mail message when you click the send button. or copy and paste the HTML code to embed the current map into a Web page. You can then

either e-mail directly to a friend, or make the information available in Facebook or Twitter.

## **Traffic View**

**Bing Maps** has an exciting feature, that provides traffic data for the motorways and major A roads in England, Scotland, and parts of Europe.

In Fig. 9.27 on the next page, I show the **Road** map view of a specific area, Clifton in Bristol, so that you can compare this map with the **Traffic** version of the same area.

Whatever map view you are in, if you tap or click the **Traffic** link, the parts of motorways and trunk roads that are subject to traffic hold ups will be overlayed with colour, as shown in Fig. 9.28, also shown on the next page.



Fig. 9.27 Road View Around Clifton.



Fig. 9.28 Traffic View Around Clifton.

If your route shows red, it's stop-and-go for you, while green means it is probably clear, as shown here. This is a very good feature when you are about to start your journey, but not so good if you

are driving at the time, unless you have a tablet device with you! The map was updated only 10 min ago from writing.

When you are finished, click the **Traffic** link again to deselect it and turn off the feature.

# The Maps App

If you tap or click the **Maps** App tile on the Windows 8 **Start** screen, what displays first on your screen is a map of your location (if you have given your permission to be located). Swipping upwards from the bottom of the screen or right-clicking, displays the **bing Toolbar** at the bottom of the screen, as shown in Fig. 9.29.



Fig. 9.29 The Bing Toolbar.

From here, you can Add a pin to the map, Show traffic, choose a Map style, display My location, obtain Directions and Find places or services.

If you tap or click on Map style, you'll see that the choice is confined to either Road view or Aerial view, while the

**Directions** tool opens a window on the top-right of the map screen as shown here in Fig. 9.30. Note that the program remembers the destinations you used when using **bing** from the **Desktop**. The only difference is that the starting point of your journey is assumed to be from your current location, although you can easily change this.

Directions
My location
My location
The Royal Bank of Scotland
Cornwell, United Kingdom
The Royal Crestent and York...
bristal

Fig. 9.30 The Directions Window.

A similar window is displayed if you

tap or click **Find** on the toolbar, which also includes a list of suggested places taken from previous use of **bing**. If you type, say King's College Cambridge, you are told to refine your search. However, if you first search for **University Cambridge**, then tap or click the **Find** tool once more, but now type **King's College**, you are taken to the correct place.

In Fig. 9.31 overleaf, King's College is displayed on **Aerial View**, but zoomed in so that its features are shown very clearly. Try it for yourself.



Fig. 9.31 Aerial View of King's College Cambridge.

To change the view to **Traffic**, you must first zoom out before the App can display what you want. You cannot print anything from within this App, but you can go to the **Desktop** version of **bing** and get to the same display as the above before printing. Strangely enough, searching for King's College Cambridge on **bing**'s **Desktop** version, finds the location instantly!

As usual, the only way to find out how this App works is to try it. Have fun!

# 10

# News, Finance & Weather

## **The News App**



These days every newspaper and other news source has a Web site showing a continuously updated online version of its news and story contents. We all like

to know what is happening and where.

Windows 8 goes one step further, it shows live content of news continuously as it happens as shown in Fig. 10.1 below.



Fig. 10.1 The Top Story in Today's News.

Although it is possible to use **bing** to search for news, it is not as satisfying visually as using the News App, so it is not worth spending time on it.

#### **News Layout**

You can swipe to the left or use the right cursor key on the keyboard to see more sections under headings like **Headlines**, **UK**, **World**, **Entertainment**, **Business** and **Sport**. In other words, everything to keep you occupied for quite a long time.

Each section has several topics within it, as shown in Fig. 10.2.

BING DAILY		
U.K. >		
Britain could intervene in Syria as Cameron considers no-fly zone considers no-fly zone	Reward of £10k offered after deadly house fire	POLICE
David Cameron Is discussing possible military action in Syria at the National Security Council.	Up to £10,000 is being offered to help catch whoever was responsible for a house fire which titled six members of the same family.	Kent police officers arrested over crime statistics
Travellers hit by anti-austerity strike PRESS ASSOCIATION	Defence chief General attacks Armed Forces cuts cuts	THE GRARDIAN Five officers questioned in inquiry into alleged practice of persuading prisoners to admit to unsolved crimes to meet detection targets.
Polling day shambles for coalition climate change policy THE GUARDIAN Lett Opdated 1522	Sir David Richards says cuts have left Armed Forces unable to carry out all tasks ministers demand of them.	Cameron urged to boycott summit

Fig. 10.2 Topics within a Section of Today's News.

As you can see the last update was about 10 minutes ago from the time of writing this sentence, so you do get the very up-to-date news.

As the mouse pointer passes over a topic, lines around the topic indicate that if you left-click, the full story of that particular topic will display. Touching a topic with a finger, also opens the topic in full screen.

Once a topic is selected, swiping upwards from the bottom of the screen or right-clicking the mouse, displays options as shown in Fig. 10.3 on the next page.



Fig. 10.3 Cptions within Today's News.

The tools at the bottom of the screen, allow you to change the **Text style** and **Text size**, go to the **Previous article** or to the **Next article**.

## News from Specific Sources

At the top of the screen, second row, are icons to **Featured** articles from specific sources. These icons appear at the top of your screen whether you have selected a topic or not. To see articles from, say, the **Guardian**, just tap or click the **theguardian** icon, to display a screen similar to that in Fig. 10.4 below.



Fig. 10.4 Today's News from a Specific Source.

**News** is 'untouched by human hand' as the stories, headlines and photos you see on it are selected entirely by computer algorithms, based on factors like how often and where a story appears online. The grouping and ranking of stories depends on such things as titles, text, and publication time.

The three icons at the very top of the screen, also shown here, have the following functions:



- Touching or clicking the Bing Daily icon, displays the screen that appears first when you tap or click the News tile on the Start screen. It 'Homes' to the very beginning of the News.
- Touching or clicking the **Sources** icon, displays a screen similar to that in Fig. 10.5.



Fig. 10.5 All the Available News Sources.

These are the sources from where you can select to obtain news. For example, tapping or clicking on the **BBC News** icon, displays everything available on this source at the time, as shown in Fig. 10.6 on the next page. Obviously this is not what you'll see, because by the time you look at the BBC cite the percent

because by the time you look at the BBC site the news would have changed!





#### Fig. 10.7 The My News Content.

Microsoft provides this page as your first choice of My News content, but as you can see, you can add to it by tapping or clicking the icon with the + sign. Doing so displays the screen in Fig. 10.8.

Add a section
Intera management
Fig. 10.8 Adding to the Content of My News.

For example, if you type **European News** as your choice of news and press the **Add** button, then a screen similar to that in Fig. 10.9 will display.





If you want to remove a section of news, highlight it and use the **Remove** button also pointed to in Fig. 10.10.



Fig. 10.10 Removing a Section from the Content in My News.

This facility is extremely useful, as you customise exactly what you want to see from the news of the day.

# The Finance App



If you have a financial or business interest in company stocks and shares, mutual funds and international currency rates, then the **Finance** App will be

useful to you. If not, you can probably skip the rest of this chapter. Windows 8's **bing Finance** offers an easy way to search for share prices, mutual fund details and financial information on publicly listed companies. All the things pensions are made up from!

To access the **bing Finance** page, simply tap or click the **Finance** tile on the **Start** screen to open the first screen with the most recent news on finance, as shown in Fig. 10.11.



Fig. 10.11 Today's Bing Opening Finance Page.

The opening page should look similar to the one above, but obviously with different content. To the right of the page current topics under titles such as Market (you can see part of this on the right of the screen above), Watchlist, News and 'Currencies' Across the Market.

If you have obtained any quotes, these will be listed under **Watchlist**. Fig. 10.12 on the next page, displays what appears if you have not added to the list yet. You can add to or remove from the suggested list.



To search for prices of mutual funds or stock market companies. first tap or click the Add (+) button to open the screen in Fig. 10.13. Next, use either their names or their ticker symbols and start typing. Bing is very clever here with its Autosuggest feature.

Fig. 10.12 Items on Watchlist.

Add to Wa	cermot		
Company Agend	Lyrten .	A	d Cancel

Fig. 10.13 Adding to the Watchlist.

As you type in the first part of a name a list instantly appears with suggestions on what you might be looking for, as shown in Fig. 10.14 below. You just tap or click the option you want in the list, the ticker symbol is automatically placed in the **Watchlist**, and the home page changes to a detailed page of data on the Company you searched for, as shown in Fig. 10.15 on the next page.

ai			X Add	Cance
0M9X		Stock	Kondon	
ONWY	Saipem Spa	Stock	London	
ONWZ	Saipem Spa	Stock	London	
SBRY		Stock	London	
COD	Saint-Gobain	Stock	London	

Fig. 10.14 Autosuggestion.
## **Company Summary**

This gives an overview of the current UK financial situation of the selected company, with access to the main news story on the company displayed on the right of the screen of Fig. 10.15.



Fig. 10.15 SBRY Day Performance Chart.

Swiping to the left reveals screens which include summaries on **Key Statistics** and **Fund Ownership Trends**, as shown in Fig. 10.16 below.

ND OWNERSHIP TRENDS			
Funds	Fund Rating B	wying/Selling Trend	% Change
CF TY Intl Equity (Eblas) & Acc		Buying	100.00%
AEGON Europees Mix Fonds	*****	😷 Selling	-99.85%
AEGON Wereldwijd Aandelen Fonds	*****	C Selling	-99.26%
Optimum lobotson Balanced Grawth Plus	*****	S Buying	91.66%
Optimum Ibbotson Cons Gr Plu:	*****	🔗 Buying	86.35%
Legal and General - L&G CAF UE Equitrack	*****	🔗 Buying	84.56%
Parworld Track UK	*****	C Setting	-81.95%
Smith & Williamson Enterprise Fund	*****	O Buying	80.00%
Smith & Williamson UK Equity Gr Trust	++	🙆 Buying	75.00%
HIVIT International Index Taust	***		-73.99%

Fig. 10.16 Performance of Related Companies.

# **Removing Companies from the Watchlist**

To remove an entry from the Watchlist select it, then either swipe from the bottom edge of the screen upwards or right-click to reveal the Tools bar at the bottom of the screen and tap or click the **Remove** button, as shown in Fig. 10.17.

andary (R PLC	хом	ten Mobil Carl
-1.20 -6.39%	▲86.45	-
all Corporation MADEAC	F	Ford Matter Co
4.84	▼10.50	
IM Co HIL	GE dar	eral Decete Ca
-0.40 +0.55%	▲20.15	-0.01
Boeing Co Intil -0.27	٢	
	ell Corporation Intelling 4,314 4,0075 314 314 314 314 314 314 314 314 314 314	

Fig. 10.17 Removing a Company from the Watchlist.

### **Market News**

News stories on **bing Finance** are accessed by swiping left to display the next screen from the **Watchlist** page. The home page shows the **Top stories** for the **Market** generally, as shown in Fig. 10.18.



Fig. 10.18 Market News Home Page.

# **Tracking Currencies and Commodities**

**Bing Finance** offers data on how leading currencies are performing against each other. You'll find a list of currencies on **Across the Market** page (swipe left to the penultimate screen) to display a page similar to that in Fig. 10.19.



Fig. 10.19 Currencies and Price of Commodities.

Clicking on a link such as **EURO** €/**GBP**, displays a page of current exchange rates for this and the other main financial currencies, as shown in Fig. 10.20 on the next page.

#### 10 News, Finance & Weather

MAJOR CURRENCIES								AMERICAS
	168P.E	1 USD 5	1 EUR C	1.099.8	1 CAD S	1 AUD 5	1 ONT N	United States
100 GBP 1		8.6295	0.0021	0.0077	0.6298	0.6511	0.1009	- Argentine
	1.5885							E Brasil
uso s	-000 -0.875		1.2744	8,0123	5,9948	1.0243	0.1903	Canada
	1.2465	0.7947		1.00%	8.7817		2015	La can
	4.00 -0.02%				even	0.8116	0.1257	Dominican Republi
•	129.1798	81.3200	101.6346		81,2225	84.1091	116316	B-B Meatre
[+] CAD 5	1.5904	1.0012	1,2750	8.8122		1.8955	0.1604	
AUD 1	1.5359	0.968	1,2321	0.0119	8.9457		0.1549	
CON V	9.9126	6,2401	7.8624	0.0757	62135	64541		
(H) Convertor								

Fig. 10.20 Currency Exchange Rates and Conversion.

There is also a very useful currency converter at the bottom left corner of the above page. Tapping or clicking its icon displays the screen shown in Fig. 10.21.

United	t Kingdom Pound £	~		United	States Dollar \$	~
£	1000.00		=	\$	1588.54	
GBP	1.5885 USD			1 USD =	0.6295 G8P	

Fig. 10.21 The Currency Converter.

You can use the down-arrowheads to select from a list of currencies which gives you an instant conversion rate.

\* \* \*

Good luck using **bing Finance**, it certainly is quite fascinating. One could spend hours trying to become a millionaire, but be careful not to spend what you haven't got!

# The Weather App



These days the weather is an integral part of news and finance. It certainly has a profound effect on both of these, so I decided to include it in this chapter.

Tapping or clicking the Weather App displays the following screen.

BING WEATHER						HOURLYFORECAS
						tus 👝
	SUN VI					1940
<u>۲</u> °	3041.58					
$\supset$						
	10°/5°			12°/11°		
			795.0	405.0		
	100001 00757 100.0	1273-12 1273-1	10°/10°	10.10 Th 1	0, 97/F	
	Louis and		VT/P	5	- 1910 D.1	

Fig. 10.22 The Weather at your Locality.

The Weather App allows you to customise it and include other localities, but to begin with it senses where you are, so what is displayed when you first start it is related to your area.

As you can see from the opening screen, there are additional screens which can be displayed by either swiping to the left or using the slider with the mouse. The slider only displays when your mouse pointer is placed near the bottom of the screen.

Additional tools can be displayed on the screen by swiping from the bottom edge of the screen upwards or right-clicking with the mouse. The usual tools appear at the bottom of the screen on the **Toolbar**, while at the top of the screen various options are displayed, as shown in Fig. 10.23 on the next page.



Fig. 10.23 The Weather Toolbar and Options.



Fig. 10.24 Items on Watchlist.

On the top of the screen you can use the **Places** ∑ button to open your **Favourites**. As you can see, I have already added an extra place by using the ● button. In fact, the buttons at the left of the **Toolbar** at the bottom of the screen only change to what appears in Fig. 10.24 after you have created an extra location and tapped or clicked the **Current Location** @ button.

Other **Toolbar** buttons can be used on selected sites to

**Remove** them from **Favourites**, **Pin to Start** screen and even change displayed temperatures from Celsius to Fahrenheit.

A rather useful page in the Weather App gives you Historical information on monthly temperatures, rainfall and snow days, well worth examining these. Finally, if you are interested in World Weather, you can look at it from the comfort of your home by simply tapping or clicking the S button!

# 11

# Media Player & Media Center

Both Media Player and Media Center have been designed to handle all your digital media content, such as digital music, videos, photos, recorded TV shows and streamed Internet media.

As you have seen earlier, media files are saved by default to the Music and Video libraries automatically by the media programs described here. The Media Player is available to both Windows 8 and Windows 8 Pro, but not to Windows RT.

However, Microsoft has decided to remove DVD playback from Windows 8, as the Operating System was primarily designed for ultrabooks, tablets and hybrid PCs that lack optical drives. So now **Windows Media Player** can only play your music and your videos and display your pictures.

Note: If you want to play DVDs on your computer's optical drive, you must download and install Media Center which is only available to you if you upgrade from Windows 8 to Windows 8 Pro Pack, then apply to Microsoft for a product 'key' to allow you to download and install Media Center (free until 31/1/2013).

# The Desktop Windows Media Player



The **Desktop** Windows **Media Player** is the main media 'workhorse' in Windows 8. It has been around for a few years now. It provides a good-looking, intuitive and easy-to-use desktop

interface for you to play the digital media files stored on your computer, or on CDs, or other external storage devices.

#### 11 Media Player & Media Center

You can organise your digital media collection, rip music from your CDs to the computer and burn CDs of your favourite music, so you can play them on your home system or in your car.

It also lets you sync (synchronise) digital media files to a large range of portable media devices (but not Apple iPods and iPads unfortunately), and encourages you to shop for digital media content online. In other words, with **Media Player you** can play your audio and video material, view it, organise it, or sync it, but not your DVDs.

# Searching for the Media Player

By default, the **Windows Media Player** is not pinned on the **Taskbar**, where it would be convenient to have it. So, the first thing to do is find it using the **Search** charm, as shown in the composite screen dump in Fig. 11.1 below.



Fig. 11.1 Searching for Media Player.

First, swipe from the right edge of the screen towards the left or place the mouse pointer at the top-right corner of the screen, to reveal the **Charms** bar, then tap or click the **Search** charm as shown on the right of Fig. 11.1. This opens a separate screen, shown on the left of the above display, where you can type your search criteria.

#### Media Player & Media Center 11



Fig. 11.2 Finding an App.

As you type, a number of Apps appear on the screen which reduce in number as you continue typing. Eventually the App you are looking for is displayed on the screen.

To pin this App on the **Taskbar**, touch and hold or right-click it to display the options **Toolbar** at the bottom of the screen, the left part of which is shown in Fig. 11.2. Next, tap or click the **Pin to taskbar** subtrom to complete the operation.

# **Starting Media Player**

By default, tapping or clicking the Windows Media Player button on the Taskbar will open the program.

Media Player displays many views onto your media, but if you have a CD in your optical drive it might, when started, look something similar to that in Fig. 11.3 below.

					Windows Media P	layer			-	a 🔜
Gold Gra	atest Hits (Dt)							Play	Burn	Sync
Impanasa + Stream	· Credite playinst	+ 18 Pap CD	Pap Ve	ntings	• " • See	6	Prie	La Southe	Clear Ins	2-00
	Album		10		Ten	Langth Reputation	Corte_ A			
Noel Kantans	Audio CD (Dt)						_		Unserviced inst	
Playfatts	a second	Gold Grantest Hill		1	Bencing Queen	3:54				
J Music	ABBA	ABBA	D <sub>10</sub>	2	Enoung Me Knowing	404	ABBA	-		
Videos		Reck	10	8	Take a Chance on Me	4:06	488			
E Pictures		1993		4	Mamma LLa	3.36	ABGA			
Cither media	-	00000		5	Lay All Your Love on Me	435	A88	+	Unsaved list	
() Cale Contact (C	0Q		初	6	Super Trouper	4.16	4864			
				7	I Heve a Dream	4:46	4854			
P Other Libraries			105	8	The Winner Takes B All	4.57	ABEA		Drag Harris barra	
P pru@tantana.com			58	9	Money Meney Money	3:11	ABBA		to create a playlot.	
P neekan@kve.com	n (i		- 100	10	5.0.5	1.24	ABBA			
			- 10	11	Chequilita	5.28	388A			
				12	Fernando	415	APEX			
			2	13	Voulez Vous	425	ABEA			
				14	Genmer Gimmer Gimm	451	ABSA			
				15	Does Your Mather Know	3.18	ABGA			
			- 85	15	One of Us	400	ABRA			
			10	17	The Name of the Game	0.02	ABBA			
			- 88	10	Thank You for the Music	1:53	ABBA			
				18	Waterloo	246	ABRA			
							v	0 eems		
			¥	0	in front and					

Fig. 11.3 A Player View of a Music CD.

# **Ripping from Audio CDs**

The tracks and songs on an inserted CD will not show in your **Library** unless you 'rip' them from the CD. This is not as destructive as it sounds. It simply means copying tracks from the CD to the library on your computer's hard disc, so that you can listen to them whenever you want to.

The tracks ready to be ripped from the inserted audio CD (see Fig. 11.3 on the previous page) display in the **Details** pane with the album art and all the album tracks named and selected ready to be copied to your library.

If the Media Player does not recognise the CD automatically it will show as an Unknown album. It is usually easy to correct this by touching and holding or right-clicking the default album artwork graphic shown here and selecting the Find album info option. In this case the artist's name and the album title are known and are automatically inserted in the Search box (you might have to type this information, if it isn't picked up automatically), then tap or click the Search button and hopefully select the correct album from the list offered (Fig. 11.4)



Fig. 11.4 Finding Album Information for a CD.

Finally, after you have made the correct selection, tap or click the **Next** button, check that the track information is correct and select **Finish** to accept the info shown.

By default, Windows **Media Player** rips to .wma format with CD quality encoding. This is good enough for me, but if you want to change these settings click **Rip settings** on the **Button** bar and choose **More options**.

If there are any tracks that you don't want to rip, clear the check box next to them (Fig. 11.3). When you are ready, click the **Rip CD** to button on the **Button** bar to start the process. You will be warned about licence requirements, etc., after which ripping begins.

By default the selected tracks are copied to the **Music** library on your PC with folders added and labelled with the name of the artist or group.

While the ripping operation is in progress you can see exactly what is going on by looking at the **Rip status** column. You can listen to the CD while you are ripping it, so you needn't get too bored. By the time you listen to one track, the whole process would have completed.

To cancel ripping at any time, just tap or click the **Stop rip** • button. Once you have done one CD you will find it very easy to rip your whole collection.

## **Monitoring Folders**

After removing the CD from optical drive, and restarting the **Media Player**, it automatically searches the default folders included in the libraries on your computer. If you ever change the files in the **Music**, **Pictures** and **Videos** libraries, the **Media Player** will automatically update what is available the next time it starts up. To build your media library, you can also include folders in the libraries from other locations on your computer or external devices, such as portable hard drives, or storage devices.

# **Player View Modes**

Media Player lets you toggle between two main view modes. The Player Library shown in Fig. 11.5 on the next page, which gives you control of all the Player's features, and a Now Playing mode, shown in Fig. 11.6 also on the next page, which gives a simplified view ideal for playback.

#### 11 Media Player & Media Center

Ad tton bar whit + first Servert product - top So fee The Stary Best of End The Stary So fee The The Stary So fee The Stary So fee The The Stary So fee The Stary So fee		Windows Mede	Player Limp0 546 443 534 531 419	Reing County County County County County County County	And Stread And Stread	Rabs Ray Diserter	Bare	(2)
rint + Red Second pinylot - ny So Far: The Very Rest of Red The Skery So Far: Th Red Second Red Second	d Stewart Do	Window Medu Tile Tile State State Magget May Beby Iner Somer Gey Have All the Young Tarks Da Ya Thole Tim Serg?	Player Limp0 546 443 534 531 419	Reting COCCUS COCCUS COCCUS COCCUS COCCUS COCCUS	Contribute. Real Terrest Real Terrest Real Terrest Real Terrest		Bure Criev for Unused Bit	30.0
ry So Far. The Yery Best of Rod The Story So Far. Th Rod Streamt Rock	d Stewart Do	Tele Tele Sc 1 Meggie May Beby line Soure Guys Have All the Young Tarks De Ya Thesk Proset Ten Soury Tarks	140 140 440 433 554 531 419		Contribute. Real Terrest Real Terrest Real Terrest Real Terrest		Bure Criev for Unused Bit	5 mi 9 * (?)
ry So Far. The Yery Best of Rod The Story So Far. Th Rod Streamt Rock	d Stewart Do	Table Table Maggain May Balay Jane Some Guys Have All the Young Turks Do 'ya Thork 7m Serg? What Am 1 Gamma Do (7	Lingth 546 440 433 534 531 419		Contribute. Real Terrest Real Terrest Real Terrest Real Terrest		Unaved Rd	2-(2)
ry So Far. The Yery Best of Rod The Story So Far. Th Rod Streamt Rock	d Stewart Do	Table Table Maggain May Balay Jane Some Guys Have All the Young Turks Do 'ya Thork 7m Serg? What Am 1 Gamma Do (7	Lingth 546 440 433 534 531 419		Contribute. Real Terrest Real Terrest Real Terrest Real Terrest		Unaved Rd	2-(2)
ty So Far. The Very Best of Red The Story So Far. Th Red Stowart Rock	d Stewart Do	Table Table Maggain May Balay Jane Some Guys Have All the Young Turks Do 'ya Thork 7m Serg? What Am 1 Gamma Do (7	Lingth 546 440 433 534 531 419		Contribute. Real Terrest Real Terrest Real Terrest Real Terrest		Unaved Rd	2- (2)
The Shory So Fac To Red Streamt Rock	d Stewart Do	Table Table Maggain May Balay Jane Some Guys Have All the Young Turks Do 'ya Thork 7m Serg? What Am 1 Gamma Do (7	Lingth 546 440 433 534 531 419		Contribute. Real Terrest Real Terrest Real Terrest Real Terrest	•	Unused Rd	
The Shory So Fac To Red Streamt Rock		te 1 Maggie May Baby Jane Some Goys Have All the Young Tarks Da Ya Think Frei Serg? What Am 1 Games Do (F.	548 440 433 558 531 419		Real Streamst Real Streamst Real Streamst Real Streamst Real Streamst			
The Shory So Fac To Red Streamt Rock		Maggin May Baby Jane Some Guys Have All the Young Tarks De Ya Think Fm Serg? What Am I Genna Do JF.	440 433 531 419	00080 00080 00080 00080	Red Streat Red Streat Red Streat Red Streat			
Red Streat	2 3 4 5 8 7	Baby Jane Serve Guyh Have All the Young Turks De Ya Think Fm Sery? What Am I Genera De (F.	440 433 531 419	00080 00080 00080 00080	Red Streat Red Streat Red Streat Red Streat		Unaved list	-
	3 4 5 8 7	Serve Guys Have All the Young Tarks Do Ya Think Fm Seer What Am I Genera Do (F.	433 304 531 419	GOOR- GOOR- GOOR-	Red Street Red Street Red Street		Unsered Sat	
	4 5 6 7	Young Turks Dis Ya Think Fm Seig? What Am I Gonna Do (F.	304 521 419	socie:	Red Streat Red Streat		Unserved list	
	5 8 7	Da Va Think Fm Serg? What Am I Gonna Do (F.	531	acontr:	Red Street.		Unsaved Sat	
Series a	8.7	What Am I Gonna Do IT.	419				Unseveral sat	
	7							
			5.15	00000	Red Street			
		You Wear it Well	501	0000	Red Decart		Drag items here	
		Rhythm of My Heart	413	00000	Red Davad		to create a playlist	
	10	Downtown Train	4.79		Red Dennet			
	13	The Matasan Song	2.58		Red Broad		the beauty	
	12	This Old Heart of Mine L			Real Voters			
	13	Tonight Pre Visian	412					
	14	Ophiala					1	
	15	1 Cav't Deny It	2.44					
	16	R Takes Two	412				/	
	17	Skay with Ma	437				/	
0	y C	- (						11
Sock slider		10000	/		Li	st pane	1	1
	Seek slider	y c Seek slider	10 Tonget the Years 14 Oktober 15 ICard Dany 1 16 Attain Tee 17 Baywaht Ma 17 Baywaht Ma 19 C I II Card Dany 2 19 C III Card	O Temptin Trans 40 O On Los 40	10 Tempeter hum 413 scooler   14 Official is 413 scooler   15 I Carytem it 344 scooler   16 Table hum 344 scooler   17 Bay with Max 417 scooler   18 Cooler and the hum 412 scooler   19 Bay with Max 417 scooler   19 Cooler and the hum 417   10 Cooler and the hum 417   11 Bay with Max 417 scooler   11 Cooler and the hum 417   12 Cooler and the hum 417   13 Cooler and the hum 417   14 Cooler and the hum 417   15 Cooler and the hum 417   16 Cooler and the hum and the hum   17 Seek slider Playback control	19 Temperature 40 County and theme 19 Temperature 40 County and theme 19 County and theme 19 County and theme 10 County and theme	10     Templetin Team     40     COLCED     Sectioner       14     Other Las     40     COLCED     Sectioner       13     ICart Team     24     COLCED     Sectioner       18     Itam Team     24     COLCED     Sectioner       17     Stay web Max     42     COLCED     Sectioner       19     Etam Team     42     COLCED     Sectioner       19     Etam Team     42     COLCED     Sectioner       10     Etam Team     42     COLCED     Sectioner       10     Etam Team     42     COLCED     Sectioner       10     Etam Team     42     COLCED     Sectioner       11     Etam Team     42     COLCED     Sectioner       12     Etam Team     42     COLCED     Sectioner       13     Etam Team     Etam Team     Etam Team     Etam Team       14     C     Etam Team     Etam Team     Etam Team       15     Etam Team     Etam Team     Etam Team<	10 Tompeter mit hann 40 Columbit and 40 Columbit and   10 Tompeter mit hann 40 Columbit and 40 Columbit and   10 Tompeter mit hann 40 Columbit and 40 Columbit and   10 Tompeter mit hann 40 Columbit and 40 Columbit and   11 Stary wath Max 410 Columbit and 410   12 Stary wath Max 410 Columbit and 10   13 Ream 410 Columbit and 10   14 Other 410 Columbit and 10   15 Stary wath Max 410 Columbit and 10   14 Other 10 Tompeter and 10   15 Stary wath Max 410 Columbit and 10   14 Other 10 Tompeter and 10   15 Stary wath Max 410 Columbit and 10   14 Other Tompeter and 10 10   15 Stary wath Max 410 Tompeter and 10   15 Stary wath Max 410 Tompeter and 10   15 Stary wath Max 10 10 1

Fig. 11.5 Parts of the Player Library Window.



To move between these modes click the Switch to Now Playing button, or from the Media Player, the Switch to Library button in the upper-right corner pointed to in Fig. 11.6.

Fig. 11.6 Now Playing Mode.



When you tap or click an item, such as **Music**, in the **Navigation** pane it lists your media content in the **Details** pane. Tapping or clicking on **Artist** 

will list your music files by artist and doubletapping or double-clicking on a CD icon, lists the tracks on that CD. Double-tapping or double-clicking on a track name will start it playing in the **Media Player**.

#### Media Player & Media Center 11

There are three different viewing options in the **Details** pane, chosen from a dropdown menu by tapping or clicking the arrow next to the **View options** button, shown here in Fig. 11.7, or by just tapping or clicking the button itself repeatedly until you get the view you want. Do examine these views to see which you prefer.

3	- Search	
11	lcon	
-	Expanded tile	I.
E	Details	63

Fig. 11.7 The View Options.

# Searching a Library

When you want to find a specific artist, album title or song name, you can simply type a search string in the **Search** box as shown in Fig. 11.8. For example, typing **help** immediately presents results of the search (top-half of Fig. 11.8) and tapping or clicking on it, displays another screen with the actual details (bottom-half of Fig. 11.8) naming the **Beatles** album and the track number in this example.

0		Minsteau &	ledia Player			-	0
			Neuron e surger				
Filly View Play Tools	Halp						
CO + Library + A	Autor +				Play	Bum	Sync
Organiza + Strapm +	Create playlist	5	- halp	н 🗐 🖗	La Save Het	-Quor Ind	8.0
	Tate					Drawed lat	
Neel Kanters						Construction and	
Playtets							
# J3 Music	There are no items matching Table	in this view.			-P		
S Artist							
e Album	Matches in your Monory for "Nelp" Lipped					Unaryot ist	
() Gerve	5					Owsever as	
Videor	V						
E Other medie						Grap items here	
ISI Usiar means						In croate a playful	
0		Windows I	Aedia Player				
File View Play Taols	Help						
GO + Library + 1	Music + All music				Play	Burn	Sync
Organise · Steam ·	Crosle playlat *	10	• Net	• 🖮 🥹	La Save Ball	Cheter list.	2-12-
	Album	6 Tele	Langth Ranny	Contributi		Unsered by	
B Noel Lantans	The Beatles						
Playhets	LOVE	To Makel	340 0000	The Bergins			
a C Music	The Beaties	8			1.111		
B Arbit	Pop						
Album	2004					Unserved list	-
(c) Genre					-	Construct and	_
E Videos						_	

Fig. 11.8 Searching for Specific Music.

Double-tapping or double-clicking on the track number plays the song. It is that simple!

The **Playback Controls** are always visible at the bottom of the **Player Library** and their functions are similar to a normal CD player. In any case, you can always find out what each control button does by lightly touching it or hovering the mouse pointer over it – its function appears in a text pop-up.

# **Using Playlists**

A Playlist is a saved list of media items (such as songs) which appears in your Library on the left side in the



Fig. 11.9 List Pane.

Navigation pane. Creating, saving and editing Media Player Playlists of your favourite tracks is very easy. You do it in the List pane shown in Fig. 11.9 which is opened when you tap or click the Play tab.

If there are items in the list, use Clear list to remove them. To name a new Playlist tap or click the Unsaved list text item pointed to in Fig. 11.9, type a name, say Favourites, and click the Save list button. You should do this whenever you make

changes. To add songs to the **Playlist** find them in your **Player Library** and just drag and drop them into the new list.

Once you have songs in your **Playlist**, you can move them about and edit them by touching and holding or right-clicking and choosing **Remove from list** or **Move up** or **Move down**. You can also reorder them by dragging and dropping them within the list.

For more options, click the List options reprint button in the top-right corner of the List pane. From here, you can sort your list according to attributes such as artist name, title, album and length. This is similar to sorting songs by columns. Using Shuffle list rearranges the items in your Playlist in a

random order. Once you have created and saved a list it shows in the **Playlists** item in the **Navigation** pane, as shown in Fig. 11.10.

8		Windows N	Aeclia Player		- 0	1.1
File Mars Play Tank	-					
COO + Libroy + P	laylan +			Pay	Bern 5	-
Ciganica el Ataon e		10 /rg inent	Pole	(Jacob)	Carrier g	-
B Red Lotters	100	Opuns			fieck 1	
· C. C. Marriell	Phylip				CONC.	
li ferente				1	Ma Departs and Sality	diam'
e 2 Mar	0	0		1		
6, A84	( Include	e		-		
C Aler				*	Forganting	4
ill Helen				Danamp Card		398
All Patrone				Halpf - Trail		2.0
Color					e Marter & Harden Balan.	4.27
The Party second				Disputito : 1	and a	5,00

Fig. 11.10 Playing the Favourite List.

# **Burning CDs**

With Media Player you can burn, or create, CD-R and CD-RW type CDs, as long as you have a suitable recorder on your PC. To begin, insert a blank CD into your disc drive. If the AutoPlay window pops up, choose Burn an audio CD using Windows Media Player. If not simply open Windows Media Player as usual.



Fig. 11.11 The Burn List Pane.

You burn a CD in the **Burn List** pane shown in Fig. 11.11. This should appear automatically, but if it doesn't just tap or click the **Burn** tab.

If there are items in the list, click **Clear list** to remove them. To name the new disc tap or click the **Burn list** item pointed to in Fig. 11.11, and type a name for it. This will show up on CD players that support CD text.

As with a **Playlist**, to add songs to the **Burn** list, find them in your **Player Library** and drag and drop them into the new list.

If necessary you next choose

the **Disc Type** you want to burn. There are three different types of discs you can burn:

Audio CD – These hold about 80 minutes of music, are readable by computers and are playable in any CD player. This type was automatically selected in the example above.

**Data CD** – These hold about 700 MB of data, are readable by computers and CD players that support playback of digital audio files. They are not playable on standard CD players.

**Data DVD** – These hold about 4 GB of data and are readable by DVD players that support playback of digital audio files. They are primarily intended to be readable by computers. In Windows 8 you need to install Media Center.

#### 11 Media Player & Media Center

To choose the type of disc to burn, click the **Burn options** button in the top right corner and choose from the drop-down menu. You can also adjust other options by clicking **More burn options** which opens the **Media Player Options** box shown below.

Plug-ins	Privacy			Network
layer Rip Music	Devices	Bun	Performance	b Library
Cenaral Burn speect: Catamotically agin Automotically agin Cata Das Cata Discs Add a list of all burn Cata Discs	ralling across trac gaps between tr ad flas to the de	burning Its acts c in this form		

Fig. 11.12 Windows Media Player Options Box.

When you are happy with your settings, tap or click **Apply** and **OK**, followed by the **Start burn** in button.

When the burn begins, the status is shown in a green bar at the top of the **Burn List**. Tapping or clicking the blue text



Fig. 11.13 Burn Status.

link below it lets you see the status of each individual track.

Quite a straightforward operation which you can use to create audio CDs to use in your car on those long boring journeys abroad!

# Windows Media Center



Up to now, most people avoided using Windows Media Center, particularly since Windows Media Player used to serve their needs with playing films on DVDs. Not anymore!

With Windows 8 your DVD playback requires the use of **Media Center**, which you have to download and install on your computer as mentioned at the beginning of this chapter.

Windows Media Center is designed to serve as a homeentertainment hub for the living-room TV and was first included in various versions of Windows XP (Media Center edition), Windows Vista (Home Premium and Ultimate), all editions of Windows 7 (except Starter and Home Basic), and now in Windows 8 Pro, but as an add-on.

If you have a TV tuner for your computer, using Windows Media Center allows you to watch, pause, and record live TV, if not, there is still Internet TV which offers online shows and movies. But you can also use Media Center to play your videos and music and display your pictures from your computer's local hard drives, optical drives and from networks. It can then sort them by name, date, tags and other file attributes.

## Adding and Installing Media Center

To download and add either Windows 8 **Pro Pack or** Windows 8 **Media Center Pack** to Windows 8, swipe inwards from the right edge of the screen or point to the top-right corner of the screen with your mouse, then tap or click on the **Search** charm pointed to in the composite in Fig. 11.14, then:

• Enter add features in the text box and tap or click Settings.



Search

Fig. 11.14 Adding Features.

#### 11 Media Player & Media Center

- Tap or click Add features to Windows 8, then do one of the following:
  - To purchase a product key, tap or click I want to buy a product key online. You will be guided through the procedure on screen.
  - If you already have a product key, tap or click I already have a product key.
- Enter your product key and tap or click Next.
- Accept the license terms and tap or click Add features.

If you are running Windows 8, your computer will restart and Windows 8 Pro with **Media Center** will be on it, while if you are running Windows 8 Pro, the computer will restart and **Media Center** will be on it.

## **Starting Media Center**



After installing Windows Media Center, you will find an additional tile on the Start screen, shown here. Tapping or clicking on this tile, starts Windows Media Center, as shown in Fig. 11.15 below.



Fig. 11.15 A Media Center Screen.

Media Player & Media Center 11

Now, you might be forgiven if you don't know what to do next, but don't worry because soon you'll come to grips with Windows **Media Center**. Normally the first screen you'll see is that of **Extras** shown at the very top of the screen in Fig. 11.15 on the previous page.

To move from one topic to another, either:

- Swipe upwards and when the required topic is under the focus (a kind of magnifying glass), swipe to the left to bring the options within this topic to the focus.
- Use the keyboard arrow keys; the down-arrow key moves the screen to the next topic, while the right-arrow key moves the screen to the next option within the selected topic.

The available topics are:

Extras	with options to	extras libraryand explore
Pictures + Videos	with options to	picture library, play, favourites, radio and search
Music	with options to	music library, play favourites, radio and Search
Movies	with options to	movie library and play dvd
TV	with options to	recorded tv and live tv setup
Tasks	with options to	sync, add extender and media only.

All you need to do here is try and see what is offered and soon you will realise what additions to your system are needed to get the most out of Media Center.

# **DVD Playback**

The most important function for me is that of being able play a DVD on the laptop. Just insert the DVD into the disc drive and Windows **Media Center** starts playing almost straight away.



Fig. 11.16 Playing a DVD in Media Center.

# Help and Support

It is left up to you to explore Media Center's other features listed on the previous page. At any time you can press the F1 function key to get detailed Help and Support from Microsoft on topics such as how to connect your PC to your TV, how to connect your PC to a standard external monitor, keyboard and mouse, and how to stream your media over a home network to a Media Center extender.

Depending on your choice, you can watch and record live TV, create slide shows of your photos, listen to songs in your music library, and play CDs and DVDs. You could not ask for more. Have fun!

# 12

# **Connectivity & Mobility**

Many homes and small offices these days have more than one PC and connecting to a network is a priority so that you can access the Internet from them all, share documents, pictures or music, and print to a single printer. Windows 8 makes this process very much easier than with pre-Windows 7 versions of the Operating System (OS), especially if all the computers are running under the same OS.

# Joining a Network



Although there are many types of networks, such as Wireless, Ethernet, HomePNA and Powerline, these days practically everybody uses Wireless (WiFi), so only this type of connection is

covered here.

To set up a wireless network each computer to be included needs a **Wireless Network Adaptor**. These days all laptops have these built in. With an older desktop PC a network adaptor can be connected to one of its USB ports or installed in an expansion slot.

You will also need a **Wireless Router** to allow access to the Internet and to 'connect' your networked computers. Your Internet Service Provider (ISP) will often offer an ADSL or combination modem/wireless router as part of your Broadband package and some might even come and install it for you. Others might send you the necessary equipment and a CD to make the installation easier for you.

Once you have obtained and installed all this hardware you could, if you so wish, run the **Set up a new network** wizard from the main PC that is attached to the router.

#### 12 Connectivity & Mobility

To start the process of networking, use the **Search** charm, as shown in the composite screen dump in Fig. 12.1 below.

ettings Results for				
Carried to a restaute	Colore share heatery	E Interest and		2
D Handrad	A first finitely of histoarchy shared with apps on or off	Find and he re problems	m 1004	6
Chocal training tup and sharing options	Classe which spok spow in the stope party	4. Managari naturi	C Settings 87	¢
Share privates		23 Set up + dam	1 (Mar) 1	
Aat devece		Benefit and in	<b>N</b>	
Add service		fot up a veha	Acr Le	
Bridad Britte software on minary answer connections		Jy West returns		
Tam share failury on or all		View references	ChaCha	¢
Solicit runneer of durins to show in your		23 Ves vessel	Marce .	1

Fig. 12.1 Searching for Network Information.

First type network in the search box, then tap or click Settings, as shown above. On the left half of the screen you

can use a list of options to Connect to a network, a HomeGroup, Choose homegroup and sharing options, Share printers, etc. As an example, tap or click on the first item on the list to display a screen similar to that in Fig. 12.2.

The **Connections** screen that opens (Fig. 12.2) displays all the available WiFi networks near you. One of these is your own, if already configured and might already be connected, while the others belong to neighbours and normally require a key to join them. To open this screen in the future, tap or click on



Fig. 12.2 The Connections Screen.

the Network icon on the right side of the Taskbar, 🗑 or 📶.

I suggest you have a look at the other Network settings in Fig. 12.1, before you try to set up a new connection.

Connectivity & Mobility 12

To set up a new connection you need to access the Network and Sharing Center, but first you must locate the Set up a



connection or network option which is to be found on the third column of options listed in Fig. 12.1 (partly obscured as it happens) and shown larger here in Fig. 12.3.

Tapping or clicking this option, opens the screen shown in Fig. 12.4 below.

Choos	e a connection option	
-0	Connect to the Internet Set up a broadband of dial-up connection to the Internet.	
	Set up a new network Set up a new router er access point.	
	Manually connect to a wireless network Connect to a hidden network or create a new wireless profile.	
	Connect to a workplace Set up a dial-up or VPN connection to your workplace.	

Fig. 12.4 The Network and Sharing Center.

To continue, tap or click the **Set up a new network – Set up a new router or access point** option in the window that opens.

You will be stepped through the process of adding other computers and devices to the network. If you need more information here we suggest you look at the options on the first column of Fig. 12.1.

# **Network Connection**



With Windows 8 if a computer has a working network adaptor,

the Network icon appears in the Notification area at the right end of the Taskbar.

This icon indicates whether your network adaptor is an **Ethernet** adaptor or a wireless all adaptor. With the wireless connection icon the number of bars indicates the signal strength, with 5 being the strongest. When the computer is not connected to a network, an x shows on the connection is icon, whereas while it is connecting it shows as **1**. When a wireless connection is available, the icon has a **4** starburst.

When you physically connect your computer to a network with an **Ethernet** cable, as is the case here, Windows 8 automatically creates the network connection, but to connect

Networks	
Airplane mode Off	
Wi-Fi	
WTH Home	al l
Connect automatically	
	Connect
BTWiFi	Sul
BTWiFi-with-FON	20
BTHub3-3S5Z	ail

Fig. 12.5 Available Wireless Connections.

to a wireless network for the first time, you need to make the connection yourself.

To demonstrate this. the Ethernet cable was removed from my computer. Next, tapping or clicking the available wireless connection icon 🐗 in the Notification area of the Taskbar opens a list of available connections, as shown here in Fig. 12.5.

The icon adjacent to each available connection indicates its signal strength. Pretty good here, but not for the bottom one, which happens to be my neighbour's!

If you hover the pointer over an available network connection a screen tip displays information about the connection as shown on the right for one of mine.

Securitys WPA2-PSK Type: 802.11n

### Connectivity & Mobility 12



Next, tap or click the connection you want to connect to, and then tap click the Connect or automatically box to select it followed by the Connect button that appears. If a WEP key or WPA password is required. vou will be

prompted to enter it, and then Windows will connect to the selected network.

# Wireless Network Security

For very obvious reasons, when you set up a wireless network you should set it up so that only people you choose can access it. There are several wireless network security systems available.

- WPA (Wi-Fi Protected Access) encrypts information, checks to make sure that the network security key has not been modified and also authenticates users to help ensure that only authorised people can access the network.
- WEP (Wired Equivalent Privacy) is an older network security method that is still available to support older devices. It uses a network security key which encrypts the information sent across your network. However, WEP security is relatively easy to break and is not recommended on its own.

Also 802.1x authentication can help enhance security for 802.11 type wireless networks and wired **Ethernet** networks. It can work with **WPA** or **WEP** keys and uses an authentication server to validate users and provide network access. This is used mainly in company networks.

# HomeGroup



The easiest way of getting to **HomeGroup** is via the **Control Panel**. To do this, first activate the **Desktop Internet Explorer** bring up the **Charms** bar, tap or click on the **Settings** charm and select

Control Panel, as shown in the composite in Fig. 12.7.

	All Cardrel Panel News	- 0 101	Contraction of the local division of the loc	
🛞 🛞 - 🕇 🗰 - Control Pand -	All Control Panul Bonn	w & Seret Control Fond	Settings	
Adjust your computer's settings		Man by Loga cone *	Service Long Long	
		·		ρ
<b>P</b> 0240	Action Center	Administrative Texts		~
Autoflay	Mill.ocher Drive Georgetien	Colour Management		2
🗑 Crodential Managar	Cate and Time	Default Programs		
Javice Manager	Devices and Printers	Display	4 . *	Ð
Dolby Home Theater	Content Access Content	Terrely Salary		0
The Hatary	Rash Player (32-bit)	Folder Options	near an and	-
A fam	and management	A Indexing Options		
Intel(R) Graphics and Media	Conternat Options	Cayboard	(Transferrations)	

Fig. 12.7 The HomeGroup Control Panel Link.

This feature simplifies the whole network procedure, particularly when the networked PCs are running under Windows 8.

Tapping or clicking the **HomeGroup** link, opens a screen in which you are told that there is a **HomeGroup** available on the network. Using the **Join now** button starts the process.

In the next screen, select what libraries and devices you want to share and tap or click the Next button, then tap or click Next followed by Finish to complete the process.

You have to repeat this procedure to add all your other computers on your home network to the **HomeGroup**. Quite a tedious operation, but it doesn't take long and in the end is well worth the trouble.

**Note:** It is important to restart the computers for these changes to take effect.

Fig. 12.8 below, displays an example of the connections and sharing permissions of one of my computers.

-4	HomeGroup	
⊕ + - +	Control Panel -> All Control Panel Roma -> HomoGroup -> C Search Control Panel	٩
c	Change homegroup settings	î
	ibraries and devices that you're sharing from this computer	
	📸 Pictures 🖉 Videos	
	🚽 Manc 📵 Decuments	
	Providens & Devinces	
	Change what you re sharing with the homogroup	- 1
	Allow all devices on this network such as TVs and game consoles to play my shared content	
	Mher homogroup actions	
	View or print the homogroup persistent	
	Change the password	
	Leave the homogroup	
	Change advanced sharing satisfies	
	Start the HomeGroup troubleshooter	

Fig. 12.8 A Computer's HomeGroup Screen.

All your Windows 8 computers in the same **HomeGroup** can share libraries, folders, files, devices and media without ever having to type passwords whenever anything is accessed. You select what you want shared on each computer and as long as it is 'awake' it can be accessed from the other computers in the group with just a few taps or clicks. You can even change what is shared, as shown in Fig. 12. 9.

are with other homegroup r		
Library or folder	Parmintana	
Pictures	Shared	~
Videos	Shared	~
Music	Shared	~
Documents	Shared	~
Printers & Devices	Shared	~

Fig. 12.9 Changing HomeGroup Permissions.

### 12 Connectivity & Mobility

Here you can select what you want to share from a list of your default libraries (Pictures, Videos, Music and Documents) and your printers. Check the items you want to share and click on Next.

# **Accessing HomeGroup Computers**

Once the HomeGroup is created and all your home



Fig. 12.10 The Homegroup.

computers are joined, accessing their shared libraries is very easy. Just open up **File Explorer** and tap or click on **Homegroup** in the **Navigation** pane. In Fig. 12.10, you see the computers that are turned on and are not in sleep mode. The STUDYPC is the computer I am on right now, while NOELSLAPTOP is a computer on the network and I can access all its libraries. Tapping or clicking on a library will open up all the folders and files in it. Very quick, easy and useful.

# **Sharing Printers**

To share printers on your network, even if they are not in a **HomeGroup**, so everyone in your household can connect as long as the printers and PCs are switched on, do the following:

- On the computer that has the printer attached to it, tap or click the **Desktop** tile, then activate the **Charms** bar.
- Select the Settings charm, and tap or click on Control Panel.
- Tap or click the **Devices and Printers** link to open the **Devices and Printers** window, locate the printer attached to the computer, touch and hold or right-click and select **Set as default printer** from the displayed drop-down menu.
- For the same printer, touch and hold or right-click and select Printer properties from the displayed drop-down menu to open the Properties dialogue box.

• Tap or click the Sharing tab, and tap or click the Change Sharing Options button and tap or click the Share this printer box to select it, then press OK to approve the options and close the Properties dialogue box..

	inty	Device	e Settings	About
ieneral	Shering	Ports	Advanced	Colour Management
	nd pessword f	or this compu- en the compu- k and Sharing	iter can print to i iter sleeps. To ch	twork with a usernam t. The printer will not ange these settings,
Star	e this printer			
Share n	ame: HP-PI	notosmart C4	100 series	
Ren	der print jobs o	n client com	outers	
		n client com	outers	
Drive If th Win user	<b>s</b> is printer is that dows you may	red with user want to insta	s running differe Il additional drivi	

Fig. 12.11 The Printer's Sharing Properties.

Before you can use a shared printer from your other Windows 8 PCs on the network, you have to add it to the list of available printers on each of the PCs, by doing the following:

- Open the Devices and Printers window again as described on the previous page and click the Add aprinter button.
- Select the option to Add a printer, and pick your printer from the list, as shown in Fig. 12.12 on the next page.

### 12 Connectivity & Mobility

Printer Name	Address
Adobe PDF on NOELSLAPTOP	\\NOELSLAPTOP\Adobe PDF
HP Photosmart C4100 series on STL	DYPC \\STUDYPC\HP Photosmart C4100 series

Fig. 12.12 Available Networked Printers.

 Click Next, and wait for the printer driver to be located and loaded. When this is done you can then print a test page to make sure everything works.

Now any computer on the network can select the printer and use it just as if it were directly connected. To illustrate this Fig. 12.13 below shows part of the **Devices and Printers** window from a networked laptop.



Fig. 12.13 Accessing a Shared Printer over the Network.

# **Using the Network**

Once all the sharing and permissions have been sorted out you can access the other computers and printers in your network from the **File Explorer** window. As shown in Fig. 12.14 they are listed in the **Homegroup** item on the **Navigation** pane.



Fig. 12.14 Network as Seen from the STUDYPC.

The above example shows how I can access my laptop from my STUDYPC. I can open and move files between them and even open and stream music and videos. In other words we can start a video located on the desktop and have it play on the laptop. These features are well worth the effort involved.

# Adding a Windows 7 PC to the Network

To add a PC running Windows 7 to the established wireless network, do the following:

 On the PC running Windows 7, use the Start, Control Panel option to open the Control Panel, then find and click on the Network and Sharing Center to open the screen shown in Fig. 12.15.



Fig. 12.15 The Network and Sharing Screen on a Windows 7 PC.

- Click the Available to Join link, pointed to in Fig. 12.15, to open a further screen with links to information about HomeGroups and Sharing. On such a screen, click the Join now button to open the first Wizard screen shown in Fig. 12.16 on the next page.
- Select on this screen what you want to share and click Next to open the second Wizard screen, shown in Fig 12.17, also shown on the next page. On this screen you are asked to enter the network password. If you don't know this password, click the Where can I find the homegroup password link to open a Help screen telling you how to find it. I have included this information at the bottom of Fig. 12.17.

🖉 😤 Join a Homegroup	
Share with other home computers running Wind	dows 7
Windows datacted a homogroup on your nativerit. With a hom printers with other computers running Windows 7. You can also	agroup, you can share files and a stream media to devices.
Iell me.more.about.homegroups	
Salact what you want to share:	
Cocuments	-
E Masic E Printers	
🐺 Viduos	
	Next Cancel

Fig. 12.16 The First Screen of the Join a Homegroup Wizard.

🚱 😤 Join a Homegroup		22
Type the homegroup password		
A password hulps prevent unauthonized access to homogroup files and printers. You can password from Nool Kantaria on STUDYPC or another member of the homogroup.	get the	
Where can I find the homegroup.satisated? Type the possword:		
Where can I find my homegroup password?		
If you ever forget your homegroup password, you can find it by opening HomeGroup in Control Panel on a computer that's part of the homegroup. Here's how:		
1. + Click to open HomeGroup.		
2. Click View or print the homegroup password.	d Cana	ei

Fig. 12.17 The Second Screen of the Join a Homegroup Wizard.

 Next, type the password into the box of the above screen and click Next, which opens the final Wizard screen informing you that you have succeeded in joining the Homegroup.

It might be a good idea if you tried to print a word processed page from your Windows 7 PC to see if all is as it should be, remembering that the PC which is connected to the printer should be switched on.

# Mobility

By mobility I am referring here to computer mobility, not your ability to get around! One of the nice things about using Windows 8 on a **mobile** notebook or netbook PC is that the most important configuration options are consolidated into a single utility, the **Windows Mobility Center**. This is where you should go when you want to control how your mobile PC works.

# **Windows Mobility Center**

To launch the **Mobility Center**, tap or click the **Desktop** tile in the **Start** screen, then activate the **Charms** bar. Next, tap or click the **Settings** charm, and select **Control Panel**.

At nearly the very end of the Control Panel list, you will



find the Windows Mobility Center link shown here. Tapping or clicking on this link, opens a window like the one in Fig. 12.18 below.



Fig. 12.18 Windows Mobility Center for a Laptop.

The **Mobility Center** includes panels for the most common laptop settings. These are:

Brightness Display brightness	A slider temporarily adjusts the display brightness. If you hover the mouse over the display icon it turns into a button which opens the <b>Power</b> <b>Options</b> window, where you can change the brightness level on your current power plan.
Volume	Adjusts the volume level of your computer's sound and lets you mute it. Tap or click the speaker graphic to open the <b>Sound</b> dialogue box where you can adjust all the audio settings on your laptop.
Battery Status	Displays the current charge status of your computer's battery and lets you change the power plan. Tap or click the battery graphic, to open the <b>Power Options</b> window where you can edit the power plans and create your own custom power plans, as discussed in the next section.
Screen Orientation	Displays the orientation of your screen. Tap or click the screen graphic to open the Screen Resolution panel , where you can change the appearance of your display.
External Display No display connected	Lets you connect your laptop to an external monitor or projector. Tap or click the display graphic to open the <b>Screen Resolution</b> window where you can change the resolution and orientation of both your internal and

external displays.

Tap or click the **Connect display** button to open the options available for projecting to a secondary screen.





Lets you check the results of your recent synchronisation activity if you've set up your computer to sync files with a network server.

All in all this is a very useful facility for mobile users. Some notebook manufacturers might include their own panels.

**Note:** The **Mobility Center** by default, is only available on laptops, netbooks, and tablet PCs. It is not available on desktop computers unless it is enabled.

# **Power Plans**

If you are worried when using a laptop away from the mains about how much power it is using, then read on as even the

best batteries seem to run low far too quickly!

As well as the **Battery Status** tile in the **Mobility Center**, the battery meter in the **Notification** area of the **Taskbar** shows you the state of your laptop's battery. If you hover over it, the % charge appears. If you tap it or click it, a pop-up like that in Fig. 12.19 opens showing what power plan is active.



Fig. 12.19.

The Windows 8 **Power Plans** cater for three main power designs that can help you save energy, maximise system performance, or achieve a balance between the two. To see the default power plans, tap or click the **More power options** link in the above pop-up to open the **Power Options** window shown in Fig. 12.20 on the next page.
You can also open the **Power Options** window from the **Battery Status** tile in the **Mobility Center**, or by tapping or clicking the **Power Options** link in the **Control Panel**.

*		Power Options	- 0 📰	ŧ
+	🕘 🕴 🛊 😧 🛊 Control Para	el + AB Control Panel Roms + Power Options	ntrol Panal 🛛 🖉	
	Control Panel Home	Choose or customise a power plan		٩
	Require a password on weke-up	A power plan is a collection of hardware and system settings (like display bright manageshow your computer uses power. <u>Tell me more about power plans</u>	ness, sleep, etc.) that	
	Choose what the power buttons do	Plans shown on the battery mater		
	Choose what closing the iid does	Balanced Incommanded Automatically belences performance with energy consumption on capability of the second sec	Change plan soldings de hardware.	
	Create a power plan	O High performance	Change plan settings	
e	Choose when to turn off the display	Favours performance but may use more energy.		
9	Change when the computer	Hide adultional plans		9
	steeps	<ul> <li>Peaks rever Seves energy by reducing your computer's performance where possible.</li> </ul>	Change plan sattings	
	See also Personafisation Windows Mobility Center			
	User Accounts	Screen brightness: 🛛 ———————————————————————————————————		

Fig. 12.20 The Power Options Window.

The three default Power Plans are:

**Balanced** – Giving good performance when it is needed, but saving power during periods of inactivity.

**High performance** – Giving maximum brightness and performance, but using far more power, making it rather unhelpful to mobile users unless they are plugged in to the mains.

**Power saver** – Saves power by reducing screen brightness and system performance. This can be useful if you are ever 'caught out'.

Which plan to use? For most people much of the time the default **Balanced** plan is a good compromise between battery life and performance. Many people will never change it from the recommended option.

#### 12 Connectivity & Mobility

When you are away from home and operating on batteries the **Power saver** plan will probably give you a few more minutes of battery life, but do remember to reduce display brightness as this uses more power than any other part of a computer. Also disconnect devices that you are not actually using, such as USB devices which use power just by being connected.

You should only really use the **High performance** plan when you are connected to mains power and have a full battery charge.

These three power plans should meet your needs most of the time, but if you want to build your own, then you can use one of the default power plans as a starting point. All of them can be adapted by clicking on their **Change plan settings** link in the **Power Options** window. The main settings in the **Edit Plan Settings** windows that open are when to **Turn off the display**, and when to **Put the computer to sleep**. But the **Change advanced power settings** link gives you almost absolute control over everything, as shown in Fig. 12.21.

venced salarge		N	
to manage p	nor plan that you on ngs that reflect how y most. I that are currently un	ou want you	r computer
Balanced [Active]		~	
C Balancad			^
On batte Plugged			
· Hard disk			
🕞 Internet Explorer			
Dealtop backgro     Wireless Adapter			
in Shee	seconga		
In LISE settings		Alexandre	~
		store plan di	faulte

Fig. 12.21 Changing Advanced Power Settings.

You do have lots of option to examine and think about of their effect, so spending some time here might be worthwhile.

# 13

# Looking After Your PC

Windows 8 comes equipped with a full range of utilities for you to easily maintain your PC's health and well being. You can access some of these tools by tapping or clicking the Desktop tile in the Start menu, selecting the Settings Charm from the Charms bar, then tapping or clicking the PC info option listed under Settings and pointed to in Fig. 13.1. This opens the System Information screen shown in Fig. 13.2.



#### Fig. 13.1 Settings Options.

Control Panel Home	View basic information	about your computer	
Device Manager	Windows edibon		
🛃 Remote settings	Windows & Pro with Media		
System protection	Center		ndows <sup>8</sup>
Advanced system settings	© 2012 Microsoft Corporat All rights reserved.	BOR. VVII	100030
	System		
	Rating	5.5 Windows Experience Index	
	Processor	Intal(R) Care(TM) 7-3517U CPU @ 1	906Hz 1.90 GHz
	Installed memory (RAM):	4.00 GB (3.82 GB usable)	
	System type	64-bit Operating System +64-based	processor
	Pen and Touch:	Full Windows Touch Support with 1	D Touch Points
	Computer name, domain and	workgroup settings	
See elso	Computer norme:	Study/PC	Ohonge settings
Action Center	Full computer name:	Study/PC	
Windows Update	Computer description:		
Performance information and	Workgroup	WORKGROUP	
Tools	Windows activation		

Fig. 13.2 System Information Screen.

This is the easiest to take a first look at – it displays such things as your Operating System, System Summary, Hardware Resources, etc. However, each computer is bound to be different, so don't expect to see the same information, but what is important here are the links at the left of the screen which deal with prevention of system problems.

## **Problem Prevention**

Windows 8 has strong protection against System corruption:

- System Protection
- System Restore
- Automatic Update

Each of these will be discussed separately.

### **System Protection**

Windows applications sometimes can, and do, overwrite important System files. Windows 8 protects your System

files by automatically saving them at regular intervals, but you must check the settings and if necessary change them.

The first setting to be checked is the **System Protection**. To do this, tap or click the **System protection** link at the top-left corner in Fig. 13.2 to open the tabbed dialogue box shown in Fig. 13.3.

With the System Protection tab selected,

	S	lystem Pro	operties	×
Computer Name	Hardware	Advanced	System Protection	Remote
Una Una	dem protect	lon lo unde u	riverted system of	wrges.
System Pasters You can unde				-
your computer				n Restore
Protection Sells Available D	ives .		Preloction	
Acer E	(System) tion Reset		On	
Configure real and debte re		menage dak		atigure
Create a restriction of these systems			deves that	Create

Fig. 13.3 System Protection Tab.

check that the C: drive (the one that Windows 8 is installed on), under **Protection Settings** in Fig. 13.3, is **On**.

If not, select the option, then tap or click the **Configure** button. This displays the dialogue box shown in Fig. 13.4.

Next, tap or click the Turn on system protection radio button to select it and move the slider next to Max Usage to, say, 2% to indicate the maximum disc space to be used for system protection, then tap or click Apply, followed by OK.

This returns you to the dialogue box of Fig. 13.3 where you should tap or click the **Create** button to create a restore point right now. On the

	System Protection for Acer (C:)
Restore S	ettings
	aling system protection, you can undo undesired changes by ig your computer to a previous point in time.
<b>O</b> T	um on system protection
00	landle system protection
Diek Speci	Using system protection on a drive that contains system image backups will cause other shadow copies to be deleted faster than normal Usage
	adjust the maximum diak space used for system protection. As Is up, older restore points will be deleted to make noom for new
Current	Usage: 0 bytes
Max Us	wei O
	2% (8.96 GB)
Delete a	al restore points for this drive.
	CE Canat Avery

Fig. 13.4 System Protection.

dialogue box that opens, give the restore point a descriptive name, and tap or click **Create**.

In the future, you **ca**n undo system changes by reverting your PC to the state it was when you created the restore point. This is done by activating the **System Restore** button in Fig. 13.3 which starts the **System Restore** Wizard.

urrent time zone: GMT 5	tarviard Time	
Date and Time	Description	Туре
27/11/2012 20:30:51	When writing about it	Matual
		and the second se
		Scan for affected programs

Tapping or clicking Next displays a dialogue box similar to that shown in Fig. 13.5.

Fig. 13.5 System Restore Points.

Restore points are created automatically by the system every time you install or uninstall a program. This is a precaution just in case a newly installed program creates problems, so you can revert back to the state the computer was in prior to the installation that caused the problem. This is an excellent protection of your system.

### **Automatic Update**

Windows can automatically update any **System** files as they become available from Microsoft's Web site. To make sure this happens, click the **Windows Update** link at the bottom-left corner in Fig. 13.2. This will connect you to Microsoft's Web site which displays the screen in Fig. 13.6.



Fig. 13.6 Windows Update Screen.

As you can see from the above screen, the system has been set to automatically install updates. If that is not the case, you can use the **Change settings** link to do so. This is important.

The **Change settings** link displays a window in which you can choose to **Install updates automatically**, as shown in Fig. 13.7 on the next page. This should guarantee you are always up to date, which is important so as to make sure that as possible security issues are found and corrected by Microsoft they are installed on your system straight away.

Change settings 🚽 🗖 🗙
🛞 🕘 * 🕇 🍽 * All Control Panel Items > Windows Update > Change settings 💦 🗸 🖏 Search C 🔊
Choose your Windows Update settings When your PC is online, Windows can automatically check for important updates and install them using these settings. When new updates are available, you can also choose to install them when you shut down your PC.
Important updates
Install updates automatically (recommended)
Updates will be extrometically downloaded in the beckground when your PC is not on a metered internet connection. Updates will be automatically installed during the maintenance window.
Recommended updates
Give me recommended updates the same way I receive important updates
Microsoft Update
Give me updates for other Microsoft products when I update Windows
Note: Windows Update might update itself automatically first when checking for other updates. Real our privacy statement online.
SOK Cancel

Fig. 13.7 Windows Update Settings Screen.

If you have to change the settings to the recommended one, then tap or click the Check for updates link at the top-left corner in Fig. 13.6, to get a list of updates for your system.

With the recommended settings all critical updates will be

downloaded and installed automatically while noncritical ones will display a pop-up similar to the one shown here.



## System and Security

To examine the other options in the Windows System and Security center, tap or click the Desktop tile on the Start screen, then use the Settings charm and select Control Panel. Next, choose to View by: Category, and click the System and Security icon, shown here, to display the window shown in Fig. 13.8 overleaf.

6	System and Security -
🛞 💿 🕈 🍓 🕨 Control P	el + System and Security v & Search Control Panel ,0
Control Panel Home System and Security Network and Internet	Action Center Revew your computer's status and resolve asses Change User Account Control settings Troubleshowt common computer problems
Hardware and Sound Programs	Windows Firewall Check firewall status Allow an app through Windows Firewall
User Accounts and Family Safety Appearance and	System View amount of RAM and processor speed Allow remote access Launch remote assistance See the name of this computer Device Manager
Personalisation Clock, Language and Region Ease of Access	Windows Update Turn automatic updating on or off Check for updates Install optional updates View update history
	Power Options Change battery settings Require a password when the omputer wates Change what the power buttons do Change when the omputer steeps
	File History Save backup copies of your files with File History Restore your files with File History
	BitLocker Drive Encryption Manage BitLocker
	Storage Spaces Manage Storage Spaces
	Administrative Tools Free up disk space Defragment and optimise your drives Create and format hard disk partitions View event logs Schedule tasks
	Flash Player (32-bit)

Fig. 13.8 The Windows System and Security Screen.

### **Action Center**

The Action Center looks after message alerts from key Windows security and maintenance features. When



Fig. 13.9 A Pop-up Alert Box.

Windows requires vour attention, the Action Center icon appears in the Taskbar. Tapping or clicking this icon opens а pop-up box (Fig. 13.9) which lists the problems and gives suggested fixes for them. You can then tap or click a solution to solve a problem.

You can also open the Action Center itself to fine-

tune your requirements by clicking the Action Center link in Fig. 13.8 above.

Important items are labelled in red, to indicate that they are significant and should be addressed straight away. In the example in Fig. 13.9 there was no Firewall open, but just clicking the View firewall options button, lets you cure the problem instantly. Yellow items are suggested tasks, such as recommended maintenance, that you should consider doing.

### Windows Firewall

Windows Firewall Allow an app through Windows Firewall Check firewall status

For your PC to be secure, make sure that the Windows

**Firewall** is switched on. Tapping or clicking the **Check firewall status** link, displays the screen shown in Fig. 13.10.



Fig. 13.10 The Windows Firewall Window.

A **Firewall** is a software security system that sits between your computer and the outside world and is used to set restrictions on what information is passed to and from the Internet. In other words it protects you from uninvited access.

If your **Firewall** is turned off, or you do not have up-to-date virus protection, the **Action Center** will flag an error by placing the **R** icon in the **Notification** area of the **Taskbar**.

## Hard Disc Management

There are two Apps in Windows 8 to help you keep your hard disc in good condition: **Disk Clean-up**, which removes unnecessary files from your hard disc and frees up space, and **Defragment and Optimise Drives** which optimises your hard discs by rearranging their data to eliminate unused spaces, which speeds up access to your hard discs.

### **Disk Clean-up**

To start Disk Clean-up, tap or click the Desktop tile on the Start screen, then activate the Charms bar, select the Search charm and type disk in the search box, as shown in the composite in Fig. 13.11.



Fig. 13.11 The Disk Clean-up App.

Since you should use this App at least once a week, it might be a good idea to place a tile of it on the **Start** screen. To do this, right-click it to open the **Tools** bar at the bottom of the screen, then tap or click the **Pin to Start** button. **Note:** If you are a tablet user, you'll find that touching and holding does not emulate right-clicking in this instance – it simply starts the App.

Tapping or clicking the **Disk Clean-up** tile opens the **Drive Selection** box shown in Fig. 13.12.

complete.	complete.	
	Calculating	

Fig. 13.12 Selecting Drive.

As my computer has only one hard disc, the **Disk Clean-up** starts immediately. If your system has more than one hard disc, then you'll be given the opportunity to select which disc you want to

operate on before the **Disk Clean-up** scans the drive. It then lists temporary files, Internet cache files, and other files that you can safely delete, as shown in Fig. 13.13.

epage on Ager (C3. Ries to delete:	18 au	
Downloadec Program Files	0 bytes	-
🐨 🎯 Temporary Internet Files	1.36 MB	
C C C C C C C C C C C C C C C C C C C	310 KB	
Previous Windows installation(s)	17.9 G8	
Recycle Bin	0 bytes	v
Total amount of disk space you gam:	17.9	GB
Description	a and laug smallet	
Description Downloaded Program Ries are ActiveX control downloaded estonatically from the Internet wh pages. They are temporally stored in the Down Ries folder on year hard disk.	en you view certa	

Fig. 13.13 Files Found that can be Cleaned Up.

As you can see, on my setup, I could free some considerable disc space by deleting all the files selected (the longer you use your PC the larger the files that could be deleted), and especially by deleting the **Previous Windows Installation(s)** as well – I did upgrade from Windows 8 to Windows 8 Pro.

### **Defragmenting Hard Discs**

To start Disk Defragmenter, tap or click the Desktop tile on the Start screen, then activate the Charms bar, select the Search charm and type defrag in the search box, as shown in the composite in Fig. 13.14.



Fig. 13.14 Finding and Creating a Disk Defragmenting App.

Just as with **Disk Clean-up**, you could create a tile on the **Start** screen by right-clicking the App and tapping or clicking the **Pin to Start** button on the **Toolbar** that displays at the bottom of the screen.

The **Disk Defragmenter** optimises your hard discs by rearranging their data to eliminate unused spaces, which speeds up access by all Windows and other program operations. By default it is set to run automatically every week, but you can change this by using the **Run as administrator** tool pointed to in Fig. 13.14 above. This opens the screen in Fig. 13.15 shown on the next page.

	rives to help your compu- n or connected to your c		r analyse them to find out रें।	they need to be
atus				
Drive	Media type	Last run	Current status	
Acer (C:)	Hard disk drive	26/11/2012 22:42	OK (2% fragmented)	
Push Button Reset	Hard disk drive	Never run	OK (0% fragmented)	
Recovery	Hard disk drive	29/11/2012 14:20	OK (0% fiagmented)	
	-			
			Persiyas	Optimise
heduled optimisation				
				Change settings
On	the second second			
On Drives are being opti	mised automatically.			

Fig. 13.15 The Optimise Drives Screen.

Tapping or clicking the **Change settings** button under the **Scheduled optimisation** section, displays the screen in Fig. 13.16.

ptimisation scheduk	e	
Run on a sched	ule (recommended)	
Frequency	Weekly	~
	Weekly three consecutive scheduled runs are	
Notify me il t	three consecutive scheduled runs are	



You can also analyse and defragment your discs and drives manually. These days you don't even need to close running Apps or programs before starting the **Disk Defragmenter**.

If the percentage of fragmentation on the disc is high, you should defragment

the disc. You can defragment a drive in the background by minimising the window to the **Taskbar** and **c**arry on with your work as normal. This is extremely useful, as defragmenting a large disc can take well over half an hour, but depends on how full the disc is. The fuller the disc, the longer the defragmentation process.

## **Backing up your Data**

Anyone can lose files by either accidentally deleting or replacing them, a virus attack, or a software or hardware failure, such as a complete hard disc failure. With Windows, you can use **System Restore** to recover your system files, you can reinstall your programs, but what about your precious data files, cherished pictures and videos of your family? To protect these, you should regularly create backups, or set of copies of your data files, stored in a different location.

Too many people don't think about backing up their data until it has already been lost! Please don't let this happen to you. Windows 8 makes backing up easy, and has a range of features to seamlessly protect your data and system setup.

### **Data Backup**

Windows 8 allows you to back up your data files and recover them later. To find the application that does this, activate the **Charms** bar and type **data backup** in the **Search** box and tap or click the **Settings** entry, as shown in Fig. 13.17



Fig. 13.17 Locating File History Applications.

You need to attach an external USB drive to your computer so that saved files can be copied to it. Having done this, tap or click the **Save backup copies of your files with File History**, to open the screen in Fig. 13.18 below.

	File History _ 🗆 🔜
🕘 - 🕇 🔥 - Control	Panel ► All Control Panel Items ► File History
Control Panel Home Restore personal files Select drive Exclude folders Advanced settings	Keep a history of your files File History saves copies of your files so you can get them back if they're lost or damaged. File History is off
	Copy files from: libraries, desktop, contacts, favorites and SityDrive Copy files to: SEA_DISC (E) 140 GB free of 149 GB
	Tomes D
See also	
Recovery Windows 7 File Recovery	

Fig. 13.18 Turning File History On.

The first thing to do here is to tap or click the **Turn on** button so that **File History** is turned on, which displays the suggestion box in Fig. 13.19 below.



Obviously, it might be a good idea to accept the suggestion, but that is up to you. What will be saved are all the Libraries, the Desktop, all your Contacts, Favourites and all the files on your SkyDrive.

Do look at the options listed on the left-top corner of the display in Fig. 13.18. Having started the process, be patient, especially if this is the first time you are saving your files. You'll know it is done when the date of the last save appears under the image of the external disc in Fig. 13.18.

## **Subsequent Backups**

Once you create the initial backup, you really never have to think about backing up your files again since Windows will regularly do this for you according to the schedule you set.

B Adv	anced Settings	X
🐑 🎯 * 🕆 🤚 « All Control Panel Items + File I	History + Advanced Settings v C	Search C_ P
Advanced settings Choose how often you went to save copies of yo Versions	rur files, and how long to keep saved versions.	
Save copies of files:	Every hour (default)	*
Size of offline cache:	5% of disk space (default)	*
Keep saved versions:	Forever (default)	*
HomeGroup	Clean up v	rensions
Recommend this drive	mmend this drive to other homegroup members.	
Event logs	t events or errors	
the bullet of the second second		
	Save changes Can	el

Fig. 13.20 The Advanced Settings Screen.

Perhaps saving your files every hour might be a bit disruptive, so you might want to change that option. You can also choose to delete older backups to save disc space.

### **Restoring from Backups**

Restoring files and folders from your backups is very easy. There can be several backups (depending on the frequency of backing up your data in **Advanced Settings**), from which to make a choice. You do this by selecting the second option

of the search results, in Fig. 13.17 also shown here. Tapping or clicking this option, immediately



displays a screen similar to that in Fig. 13.21 on the next page.

6		Home -	File History		
• •	↑ Home		V C Sear	ch All	P 6 0
-	01 Decembe	r 2012 18:3	84   1 of 1		
	• File folder (4	)	R	k	
-	Contacts	Desktop	Favorites	SkyDrive	
	-	2	-		
	Documents 8 items	Music	Pictures	Videos	0

Fig. 13.21 Files to be Restored.

From here you can restore your files by selecting which backup to use. Tapping or clicking the green circular arrow will restore the latest backup, but you can also select whether you want to restore files from an older backup by using the left-pointing arrow or return to more recent backups by using the right-pointing arrow.

You would normally pick to restore your selection to their original location, unless you want them somewhere else, in

which case right-click the green button and select from the drop-down menu, as shown here.



If you need to make an 'image backup' of your whole drive, meaning everything on your hard drive, Windows **System** files, all your additional installed programs and all your data, then you have to resort to programs specifically design for the purpose. A quick search on the Internet should reveal a host of such programs, but make quite sure that the one you choose is compatible with Windows 8 (many are not)!

A system image is a copy of the drive required for Windows to run, and can be used to restore your computer if the hard drive breaks down. However, some programs cannot restore individual files from a system image backup, only the full image, others can, so it's up to you which to choose to serve your needs!

A system image is a particularly good idea just after you have installed Windows 8 and have all your drivers and working programs set up and running. Your PC will be uncluttered and will be running at its fastest then. If disaster strikes, that is a good place to rapidly return to and restore your system. All you will have to do then is download updates and restore your data files.

## **Windows Defender**

Windows **Defender** is free anti-spyware software that can be downloaded from:

### www.windowsdefender.com

Windows **Defender** helps protect your computer against spyware and other potentially dangerous software being installed on your computer when you are connected to the Internet. It offers two ways to help keep infections at bay:

- In real-time, it alerts you when spyware attempts to install itself on your computer, tries to run on it, or attempts to change Windows settings.
- At any time, you can scan for spyware that might be installed on your computer, having bypassed Windows Defender, and automatically remove them and the problems they may cause.

To open Windows **Defender**, action the **Charms** bar, select **Settings**, then **Control Panel**. Nearly at the bottom of the displayed list of options (viewed in

Large icons), tap or click the option shown here.



This action opens a screen similar to that shown in Fig. 13.22, provided the **Defender** is turned on. If it is not, you may get a message asking you to do so.

Wihdows Defender	- 0 💌
PC status: Protected	
Home Update History Settings	0 H-8 •
Windows Defender is monitoring your PC and helping to protect it. Real-time protection: On Virus and spyware definitions: Up to date	Scan options Curce Full Custom Sepanate Custom
Scan details Last scan: Today at 08:17 (Quick scan)	

Fig. 13.22 The Defender's PC Status Screen.

As you can see, in my case the **Defender** is turned on and the **PC Status** is **Protected**. However, the first time the **Defender** is opened, you will get a window in which you'll be asked to **Check for new definitions**. With Windows **Defender**, it is very important to have up-to-date 'definitions', or files listing potential software threats. Once it is switched on the program will work with Windows **Update** to automatically install new definitions and keep them up to date.

With Windows **Defender** you can run three types of scan of your computer:

- Quick which checks the most likely places on your hard disc that spyware will be located. This is the default type and starts when you action Scan now.
- Full which checks all your files and all currently running programs, but will seriously slow down your computer while it is taking place.

• **Custom** which allows you to select which partition, hard drive or attached drives to scan.

Microsoft recommends that you **Turn on real-time protection** which you can set in the screen of the **Settings** tab. You can, of course, run a full scan if you think that your computer is infected.

The real-time spyware protection alerts you when spyware or other potentially unwanted software tries to install itself, or run, on your PC. It also notifies you when Apps try to change important settings.

Windows **Defender** operates under three alert levels and depending on the level, it informs you or acts as follows:

- If the alert level is 'severe' or 'high', for example the software tries to change settings which will damage your PC, or tries to collect information without your knowledge, then Windows **Defender** will remove such software automatically.
- If the alert level is 'medium', for example the software tries to affect your privacy or change settings on your PC after notifying you and asking your permission, then you will be offered a choice to either allow or block such software. You should consider blocking it, if you don't recognise or trust the originator of this software.
- If the alert level is 'low', for example the software might try to collect information about you or your PC, after asking permission to do so, then you should only consider blocking if you don't recognise or trust the originator of the software.

For more in-depth information, perhaps you should look at Windows **Defender Help**, accessed by clicking the **O** button in Fig. 13.22.

## **User Account Control**

User Account Control (UAC), is a very important Windows 8 security feature which helps to prevent unauthorised changes to your computer by programs, viruses or other users through a network.

When an App (or program) tries to make system changes such as: the installation of new software, modifications of **System** files and folders, or modifications which affect other users, **UAC** prompts you to ask for permission, as in Fig. 13.23.

-	User Account Control				
•	Do you want to allow the foll <b>ow</b> ing program to make changes to this computer?				
	Program name: UserAccountControiSettings Venfied publisher: Microsoft Windows				
💌 s	how details				
	Change when these notifications appear				

Fig. 13.23 A User Account Control Prompt.

If you click **No** the change is not performed. If you click **Yes** you give the application administrative permissions to make **System** changes during the current session.

The easiest way to open User Account Control is to action the Charms bar, select Search, type uca in the Search box, tap or click the Settings option and select the Change User Account Control settings option. Alternatively, you can find it with the Control Panel, Action Center, Change User Account Control settings sequence.

The UAC window that opens has a slider as shown in Fig. 13.24 on the next page. You can drag this slider to change your UAC settings. By default, as shown, it is set to notify you only when programs try to make changes to your computer.

This is the best setting to use. It gives good protection and only bothers you when you try to open an old program, or when something dangerous is about to happen.

Choose when to	User Account Control Settings – – – – – – – – – – – – – – – – – – –
your computer.	elps prevent potentially harmful programs from making changes to er Account Control settings
Always notify	and the second sec
-	Notify me only when apps try to make changes to my computer (default)
	<ul> <li>Don't notify me when I make changes to Windows settings</li> </ul>
-	Recommended if you use familiar apps and visit familiar websites.
Never notîty	
	SOK Caucal

Fig. 13.24 The Default Windows 8 UAC Settings.

When you first open the **UAC** window the handle of the slider is not visible. To make it so, you must first double-tap or double-click between the two black lines (the default position of the slider). The four **UAC** levels to choose from are:

**1.** Always notify me when – (a) Apps try to install software or make changes to my computer, (b) I make changes to Windows settings. This is the most secure setting but very annoying. You are always notified before any changes are made. The UAC prompt opens and your **Desktop** background is dimmed. You cannot use your computer until you choose **Yes** or **No**. I don't recommend this setting! 2. Notify me only when apps try to make changes to my computer (default) – On this setting, the computer only prompts you before programs make changes that require administrative permissions. This level is less annoying as it doesn't stop you making changes to the system, but only shows prompts if an application wants to make changes. The **Desktop** is still dimmed and you must choose **Yes** or **No** before you can do anything else on your computer. This is the best setting to use.

3. Notify me only when apps try to make changes to my computer (do not dim my desktop) – Identical to 2 above except that the Desktop is not dimmed. This level is less secure as it is easier for malicious programs to simulate keystrokes or mouse moves which interfere with the UAC prompt.

4. Never notify when – Apps try to install software or make changes to my computer or I make changes to Windows settings. This level of the UAC doesn't offer any protection and is not recommended. It makes it much easier for rogue programs to infect your computer and even take control of it.

**Note:** Whatever else you do with the **UAC** level settings, make sure you don't use the 'never notify' setting or you will regret it one day!

# Accessibility

## The Ease of Access Center

If you have problems using a standard computer Windows 8 has several features that may be of help.



The Ease of Access Center lets you change settings to make your PC more accessible if you have visual or hearing difficulties, suffer pain in your hands or arms and/or have other reasoning and cognitive issues.

You can open the Ease of Access Center by using the Settings charm, then selecting Control Panel and tapping or clicking the Ease of Access Center, as shown in the composite screen dump in Fig. 14.1.



Fig. 14.1 The Ease of Access Center Entry in the Control Panel.

However, by far the easiest way to open the Ease of Access Center, if you have a keyboard, is by using the Ar+U keyboard shortcut (where by is the Windows key on your keyboard).

Both methods open the screen shown in Fig. 14.2 below.



Fig. 14.2 The Ease of Access Center Screen.

The Ease of Access Center includes a quick access panel at the top with a highlight rotating through the four most common tools; Start Magnifier, Start Narrator, Start On-Screen Keyboard, and Set up High Contrast. A voice, the Narrator, also tells you what option is selected. Pressing the **Spacebar** on a highlighted option will start that option. If the Narrator annoys you, click the **Always read this section aloud** box to remove the tick mark from it. While you are doing this, you could also remove the tick mark from the **Always scan this section** box, to stop the focus from rotating between the four entries.

The **Get recommendations to make your computer** easier to use link opens a five-stage questionnaire, the first screen of which is shown in Fig. 14.3 below.

Fig. 14.3 The First Screen of a Five Stage Questionnaire.

Depending on your answers to questions about performing routine tasks, such as whether you have difficulty seeing faces or text on TV, hearing conversations, or using a pen or pencil, Windows will provide a recommendation of the accessibility settings and programs that are likely to improve your ability to see, hear and use your computer. This has to be a good place to start.

### 14 Accessibility

The **Explore all settings** section below the **Get recommendations** ... link in the **Ease of Access Center** lets you explore settings options by categories. When selected, these will automatically start each time you log on to the computer. They include:

- Using the computer without a display
- Making the computer easier to see
- Using the computer without a mouse or keyboard
- Making a mouse easier to use
- Making the keyboard easier to use
- Using text or visual alternatives for sounds
- Making it easier to focus on tasks
- Making touch and tablets easier to use.

In the next few pages I will give you an overview of these various options, but I will not discuss any of them in too much detail, as different people have different and specific needs!

## The Microsoft Magnifier

To start the **Magnifier**, click on **Start Magnifier** (words not icon) shown in Fig. 14.4.



Fig. 14.4 Computer Screen with the Magnifier Active.

The new **Magnifier** window has two views: **Full screen** (the default), and **Lens**, selected from the **Views** drop-down list shown open in the composite screen dump in Fig. 14.4.

In Lens view, wherever you place the mouse pointer the screen is magnified.

The **Magnifier** window allows you to increase or decrease the magnification, or use the **Options** icon to turn on colour inversion, select tracking options and fine-tune screen fonts.

If you don't use the Magnifier window for more than a few seconds, it turns into an actual magnifying glass icon, as



shown here. Clicking this **Magnifier** icon again, re-opens the **Magnifier** window shown in Fig. 14.4.

To close down the **Magnifier**, click the **Close** button in the **Magnifier** window.

This feature takes a while to get used to, but it can be well worthwhile trying it out.

## **Microsoft Narrator**

**Narrator** is a basic screen reader built into Windows and may be useful for the visually impaired. It reads dialogue boxes and window controls in a number of Windows basic applications, as long as the computer being used has a sound card and speakers or headphones.

To open the Narator, tap or click the Start Narrator option in the Ease of Access Center (Fig. 14.2). Another way to start Narrator is to use the key combination **Ar+Enter**. Narrator will start speaking in a rather hard to understand electronic voice reading everything that you point at with the mouse pointer.

After starting **Narrator**, an icon is placed on the **Task** bar. Clicking that icon opens the **Narrator Settings** screen in which you can:

- Change how Narrator starts
- Change how you interact with your PC
- Change the pitch or volume of the current voice or choose an alternative voice.

#### 14 Accessibility

Finally, it might be worth visiting the **Narrator** keyboard commands screen to find out what commands are available to control **Narrator**. You do this by using the key combination **CapsLock+F1**. On the screen that opens, you'll find both keyboard commands and touch commands to completely control **Narrator**. While you are looking at these commands, you can stop **Narrator** from going on reading one command after another, by pressing the **Ctrl** key.

If you find this **Narrator** useful you will need to play around with it for a while until you get familiar with the way it works.

To close **Narrator** just use the key combination **CapsLock+Esc** and click **Yes** on the warning box that displays. **Narrator** even tells you that you are on the **Yes** button just before it closes down!

## The On-Screen Keyboard

To activate the **On-Screen Keyboard** (Fig. 14.5), click the **Start On-Screen Keyboard** option in the **Ease of Access Center** shown earlier in Fig. 14.2.



Fig. 14.5 The On-Screen Keyboard.

This excellent virtual keyboard opens on the screen and allows users with mobility impairments to type data using a mouse pointer, a joystick, or other pointing device. The result is exactly as if you were using the actual keyboard. It has three typing modes selected when the **Options** key on the virtual keyboard is tapped or clicked, as shown in Fig. 14.6 on the next page.

<ul> <li>Use click sourd</li> <li>Show keys to make it easier to move a</li> <li>Turn on numeric key pad</li> </ul>	round the screen
o use the On-Screer Keyboard:	
Click on keys	
Hover over keys	
Hover duration:	
Shorter	Longer
O Scan through keys Scanning speed Faster	Slower
1 second	
To select alkey	
Use joystick, game pad or other g	gami <b>r g</b> device
Use keyboard key Space B	ar Ke <del>y</del> 🔗
Use mouse click	
Text prediction:	
Use Text Prediction	
Insert space after predicted words	
ontrol whether the Or-Screen Keyboard sta	nts when I sign in

Fig. 14.6 The Virtual Keyboard Options Screen.

The three modes of the virtual keyboard are:

Click on keys mode – you tap or click the on-screen keys to type text (the default mode).

Hover over keys mode – you use a finger, a mouse or joystick to point to a key for a predefined period of time, and the selected character is typed automatically.

Scan through keys mode – the On-Screen Keyboard continually scans the keyboard and highlights areas where you can type keyboard characters by pressing a hot key or using a switch-input device.

#### 14 Accessibility

You can also adjust the settings for your 'physical' keyboard by clicking the **Make the keyboard easier to use** entry towards the middle of the **Ease of Access Center** window (see Fig. 14.2), and selecting various options on the displayed window, part of which is shown in Fig. 14.7 below.

	×
(e) (e) + ↑ ● = Ease of Access ► Make the keyboard easier to use - C Search C	0
	^
Make the keyboard easier to use When you select these tools, they will automatically start each time you sign is.	
Control the mouse with the heyboard	
Tum on Mouse Keys	
Use the numeric laypad to move the mouse around the screen.	
Set up Mouse Keys	
Make it easier to type	
Turn on Sticly Keys	
Press heyboard shortcuts (such as CTRL+ALT+DEL) one key at a time.	
Set up Stictly Keys	
Tum an Taggle Keys	
Hear a tone when you press CAPS LOCIT, NUM LOCIT, or SCROLL LOCIT.	
Turn on Toggle Keys by holding down the NUM LOCK key for 5 seconds	
Tum on Filter Keys	
Ignore or slow down brief or repeated laysholes and adjust layboard repeat rates.	
Set up Filter Keys	~
OK Cancel Apply	Í

Fig. 14.7 Options to Make the Physical Keyboard Easier to Use.

On this 'Make the keyboard easier to use screen' you can:

Turn on Mouse Keys – lets you move the mouse pointer by pressing the arrow keys on the keyboard's numeric pad.

Turn on Sticky Keys – allows you to press the Ctrl, Alt, and Shift, keys one at a time, instead of all at the same time. This is useful for people who have difficulty pressing two or more keys at a time. Turn on Toggle Keys – makes your computer play a high-pitched sound when the Caps Lock, Scroll Lock, or Num Lock keys are used. The Turn on Filter Keys option tells the keyboard to ignore brief or repeated keystrokes.

## The Display Options

To make your screen easier to see you can try the **Set up High Contrast** option in Fig. 14.2. This opens a window<sub>s</sub> part of which is shown in Fig. 14.8 in which you can set programs to change their colour-specific schemes to a **High Contrast** scheme, change the size of text, set the thickness of the blinking cursor, etc.

🚱 Make fite computer rasier to see 🛛 🗕 🗖 🔜
Make the computer easier to see
When you select these tools, they will automatically start each time you sign in.
High Contrast
Choose a High Contrast theme
Turn on or off High Contrast when left ALT + left SHIFT + PRINT SCREEN is pressed
When using keyboard shorkcuts to turn Ease of Access settings on:
Display a warning message when turning a setting on
Make a sound when turning a setting on or off
Hear text and descriptions read aloud
Turn on Narrator
Narrator reads aloud any text on the screen. You will need speakers.
Turn on Audio Description
Hear descriptions of what's happening in videos (when available).
Make things on the screen larger
Change the size of text and icons
Turn on Magnifier
Magnifier zooms in anywhere on the screen, and makes everything in that area larger. You can
OK Cancel Apply

Fig. 14.8 Options to Make Display Easier to Use.

## The Mouse Options

Clicking the **Transform** Make the mouse easier to use link near the middle of Fig. 14.2, displays the window below.

C		Make the mou	se easier t	o use	×
• • • • •	= Ease of J	Access C + Make t	he mouse es	sier to use 🗸 🗸 🖒	Search C., P
Make the mouse When you select thes Mouse pointers Change the color	e tools, they	will automatically sta	rt each time	you sign in.	
Regular     White	PI -	O Regular Black	¥1	C Regular	ī
C Large White	14	O Large Block	٩I	O Large Inverting	ī
O Extra Large White	14	) Extra Large Black	¥1	O Extra Large Inverting	I
Control the mouse wi Turn on Moun Use the nume Set up Moun Make it easier to man	e Keys ric læyped to se Keys	move the mouse and	sund the scre	16 <b>1</b> .	
	-	s pring over it with the s	mouse	OK Cancel	Apply

Fig. 14.9 Making the Mouse Easier to Use.

Here you can change the colour and size of the mouse pointer, and control the mouse pointer's movements with the keys on the numeric keypad.

Tapping or clicking the **Set up Mouse Keys** link, pointed to in Fig. 14.9, displays an additional window, shown in Fig. 14.10 on the next page, in which you can control, amongst other things, the speed at which the mouse pointer moves, and the shortcut key combination you need to activate and deactivate the numeric keypad.

Set up Mouse Keys -	
(e) → ↑ ● ~ Ease of Access Center > Set up Mouse Keys ~ C Set	arch C P
Set up Mouse Keys  Tum on Mouse Keys Use the numeric keypad to move the mouse around the screen.  Keyboard shortcut  Tum on Mouse Keys with left ALT + left SHIFT + NUM LOCK  When using keyboard shortcuts to tum Ease of Access settings on:  Display a warning message when turning a setting on	
Make a sound when turning a setting on or off	
Pointer speed Top speed:	
Low High	
Acceleration:	
Slow Fast	
Hold down CTRL to speed up and SHIFT to slow down	
Other settings	
OK Cancel	Арріз

Fig. 14.10 Mouse Keys Setup.

I'll leave it to you to explore the other settings on the list in the lower half of the Ease of Access Center. It is the only way of finding out what suits you personally.

### 14 Accessibility


# 15

# Paint & WordPad Apps

Like its predecessors Windows 8 comes with some very useful accessory programs, some of which are good enough to be ranked as 'stand alone' programs.

# The Paint App

The new Windows 8 version of the **Paint** App is a genuinely useful and easy-to-use application for drawing and editing pictures or digital photographs.

By default, **Paint** is not pined on either the **Taskbar** or on the **Start** screen. So, the first thing to do is find it, using the **Search** charm, as shown in the composite screen dump in Fig. 15.1 below.

Apps Results for "paint"	Search Acre parts × P	
	<u>س</u> ۲۰۰۴ کی د	R
	Sertings 0	0
	T files 25	Share
	teste	Start
	a da	Ð
	Maps	Devices
	Mapi b Sing	

Fig. 15.1 Searching for Paint.

You could right-click the icon and pin it to the **Start** screen so that you can find it a lot easier next time you need to run it.

#### **Starting Paint**

Tapping or clicking the **Paint** icon, starts the program and displays the opening screen similar to that in Fig. 15.2 below. Here, I have used the **File**, **Open** menu command and selected a photo from the **Pictures** library.



Fig. 15.2 The Paint Screen Displaying a Photo.

You can use **Paint** to create drawings on a blank drawing area or add to existing pictures. This makes it useful for both youngsters who want to play and professionals who need a quick and lightweight image editor. With this in mind **Paint** saves its files in .png format by default. That is the format all the images in this book were saved in.

15

As can be seen, **Paint** uses the Office 2010 **Ribbon**, with the **File** button that opens the **Backstage** view, and tabs for **Home** and **View**.

Tapping or clicking the **File** button displays the screen in Fig. 15.3.



Many commands, that are not related to actual painting or drawing, such as Open, Save, Print, Send in email. etc., are to be found under File, including a list of the most Recent pictures you opened in Paint.

The Home tab is the one that displays all the things you use most often, such as Image tools to crop, re-size rotate and Tools images. to sketch drawings, erase them, etc., Brushes which includes all the brushes vou might selection need. of Shapes and Size of lines and the ability to

Fig. 15.3 The File Backstage View.

change Color and select from a palette.

The View tab has the Zoom tools, as well as Rulers and Gridlines for when you need to do detailed work in Paint.

What follows is a more detailed discussion of **Paint and its** various tools, using simple examples to illustrate some of its capabilities.

# **Using Paint**

The drawing area (where the photo is now showing in Fig. 15.2), is where you create your drawings with the help of various **Tools**. To select a tool, simply tap of click **Tools** on the **Home** tab and tap or click the one required. Some tools can work with either of the current foreground colour (**Color** 1) or background colour (**Color** 2) – dragging the tool with the left mouse button uses the foreground colour and with the right one the background colour.

More detail of the Tools functions is listed below.

<i>Tool</i> Pencil	<i>Function</i> Used to draw freehand lines in either the foreground or background colour.
Fill with color	Used to fill in any closed shape or area with the current foreground or background colour.
Text	Used to add text of different fonts, sizes and attributes in the current foreground colour, with either an opaque or transparent background.
Eraser	Used to change the selected foreground colours under the eraser icon to a background colour, or automatically change every occurrence of one colour in the drawing area to another.
Pick color	Used to set the foreground or background colour to that at the pointer.
Magnifier ~	Used to zoom the image to different magnifications. Left-click zooms in, right-click zooms out.

With **Paint** you can draw and paint on the screen in the same manner as an artist works on paper or canvas. The tools used are actually very similar; **Brush**, **Watercolor** brush, **Oil** brush, **Calligraphy** brush, **Airbrush**, etc. However, the techniques are a little different and for the first-timer it takes a little getting used to.

Most of the tools in **Shapes** and **Size** are quite easy and straightforward to use. To select a tool, tap or click on it, and to use it move to a suitable position within the drawing area and drag the tool around to accomplish the required task. Sounds very artistic, doesn't it?

With most of the **Toolbox** options, dragging with the left mouse button uses the active foreground colour, and with the right button the active background colour. Releasing the mouse button stops the action being performed.

If you make a mistake, you can select the Undo button from the Quick Access Toolbar at the top of the Paint



screen, also shown here, or use the **Ctrl+Z** keyboard shortcut.

## **The Colour Palette**

At the top-right corner of the Home tab is the colour palette, as shown in Fig. 15.4.



Fig. 15.4 The Colours Palette.

The two squares on the left of the above screen show the active colours which are presently in use. When you tap or click on a colour in the palette, that colour will be set as the foreground or background colour, depending on which button, **Color 1** (foreground) or **Color 2** (background) was selected at the time.

How you can use these colours with other tools, will be discussed shortly.

The colour palette shows the conventional colours that are most used in Windows. You can very easily customise the palette though, by tapping or clicking on any **Edit colors**, option which opens the screen shown in Fig. 15.5 below.



Fig. 15.5 Selecting Custom Colours in the Edlt Colors Screen.

To add colours to the colour palette, tap or click on the colour selection area to place the colour picker on a colour of your choice, then move the slider to select the depth of the chosen colour.

As you move the cursor over the matrix panel, the numerical boxes below it display the colour value in terms of **Hue, Saturation** and **Luminosity** (H, S and L in many graphics programs), and in terms of **Red**, **Green** and **Blue** (R, G and B) content. When you tap or click the colour you want, these values become 'fixed' and that colour is placed in the **Color|Solid** box. Tapping or clicking the **Add to Custom Colors** button will add the colour to the **Custom colors** pane. They can then be selected for use in the main colour palette.

If you know the **RGB** or **HSL** value of the colour you want to use, you can enter their values into the individual boxes. Tapping or clicking the **OK** button closes the **Edit colors** dialogue box and places the customised colour on the third row of the palette.

#### Adding Text to an Image

Adding text to a drawing is easy. Simply choose the foreground colour for the text, then select the Text tool from Tools. The insertion pointer at that point takes the foreground colour you chose.

Next, move the insertion pointer to the working area and tap or click to open the text box by dragging it to the correct size, type the text, and in the displayed **Text Tools**, shown in Fig. 15.6, select **Opaque** or **Transparent**, the required **Font** and its **Size**, and start typing within the text box that you created.



Fig. 15.6 Adding Text to a Picture or Drawing.

When you are happy with the text, click outside the text box to paste it in the drawing and close the toolbar. However, it is possible to move a text box before pasting by hovering the cursor exactly over the dashed selection line until it changes to a four-headed pointer, as shown above, then drag the text box to a new position.

# Paint and the Internet

Even with the Internet, **Paint** can be a useful tool. I show here the two main ways you can use it. One involves sending your picture or drawing to a distant friend, and the other getting pictures from your favourite Web sites.

#### Sending an Image with E-mail

To send the current image in **Paint** as an e-mail attachment, just use the **File**, **Send in email** backstage command. This opens your default e-mail program ready for you to enter the receiver's address and your message. It couldn't be easier, but don't forget to make sure the file is not too large, otherwise you may tie up your recipient's connection for too long. In fact some e-mail hosts don't allow very large files to be sent as attachments.

## Copying an Image from a Web Page

Often while browsing your favourite Web sites you might find a picture that is just right for something you have in mind. No problem, apart from copyright of course, so be on your guard. I don't have such an issue here, as the picture to be used as an example is my daughter's artwork!

To copy a picture, right-click the image and select **Copy** from the drop-down menu. This places the image on the Windows **Clipboard**. You could, of course, have chosen the **Save Target As** option and saved the picture file on your hard disc, but if you want to put it straight into **Paint**, so that it can be changed (I would not dare) before it is saved, use the **Copy** command.

Without doing any more editing operations, go to the open **Paint** window and use the **Clipboard**, **Paste** option in the **Home** tab, or the **Ctrl+V** keyboard shortcut. Both of these commands paste the clipboard contents into **Paint**, as show in Fig. 15.7 on the next page.



Fig. 15.7 Pasting Images into Paint.

Note that when an image is pasted, any previous selections are closed and a new selection marquee is placed around the new pasting, so that you can move it round the canvas as you like.

Note: Don't forget that someone has the copyright for the image you might have selected to practice. If you want to use it in any way, you must get the permission of the original owner.

All in all the capabilities available in **Paint** result in an impressive App/program which makes it worthwhile giving it a try.

# The WordPad App

WordPad is a text-editing program you can use to create and edit documents. Unlike Notepad, WordPad documents can include rich formatting and graphics, and you can link to, or embed objects, like pictures.

The new Windows 8 version of the **WordPad** App is an extremely useful and easy-to-use application. It can be used to open and save text documents (.txt), rich text files (.rtf), **Word** documents (.docx), and **OpenDocument Text** (.odt) documents. Documents in other formats are opened as plain text documents.

By default, just as **Paint**, **WordPad** is not pined on either the **Taskbar** or the **Start** screen. So, the first thing to do is find it using the **Search** charm, as discussed at the beginning of this chapter, but you search for **wordpad** instead. Once found, it is advisable to right-click the icon and pin it to the **Start** screen so that you can find it a lot easier next time you need to run it.

## **Starting WordPad**

Tapping or clicking the **WordPad** icon, starts the program and displays the opening screen similar to that in Fig. 15.8.



Fig. 15.8 The WordPad Opening Screen.

As with all programs that have a **Ribbon** across the top, (**Paint** for example) tapping or clicking the **File** button (or using the **Alt+F** keyboard shortcut) opens the **Backstage** menu where you can do the usual non-word processing type operations like **Open**, **Save**, **Print** and **Send in email** the current document.

100	
New	Recent documents
LN New	1 Calendar
Open	2 123
	3 10 times its size
Save	
Save as	V
P Print	R
Dia	
G Page setup	the second second second
Send in email	
D Seng in email	
About WordPad	
Exit	

Fig. 15.9 The Backstage Menu for WordPad.

Once WordPad is open you just get on with typing your document into the working area. All the formatting and layout controls are on the **Home** tab of the **Ribbon**. To insert a picture click the **Picture** button and select its file. The **Paint** drawing option opens the **Paint** App for you to create a drawing. The **Zoom**, **Ruler** and **Status bar** controls are in the **View** tab.

Have a look at the Quick Access toolbar . on the left of the window Title bar. It has icons for saving and undoing and redoing actions. You can also add more quick actions here.

To illustrate some of **WordPad's** capabilities, you need to have a short text at hand. Perhaps you might like to type the memo below into a new document. At this stage, don't worry if the length of the lines below differ from those on your display.

#### MEMO TO PC USERS

#### **Data Processing Computers**

The microcomputers in the Data Processing room are a mixture of IBM compatible PCs with Intel Core Duo processors running at various speeds. All are fitted with combo CD/DVD drives. The PCs are connected to various printers, including a couple of colour printers, via a network; the Laser printers giving best output.

#### Structuring of Hard Disc

The computer you are using will have at least a 800 GB capacity hard disc on which a number of software programs have been installed. To make life easier, the hard disc is partitioned so that data can be kept separate from programs. The disc partition that holds the data for the various applications running on the computer is highly structured, with each program having its own folder in which its own data can be held.

Fig. 15.10 A Document to Type in WordPad.

As you type in text, any time you want to force a new line, or paragraph, just press the **Enter** key. While typing within a paragraph, **WordPad** sorts out line lengths automatically (known as 'word wrap'), without you having to press any keys to move to a new line.

It is assumed here that you are able to move around the text by positioning the cursor where you want it to be by using the mouse and the normal direction keyboard keys, and that you can edit the text by using either the **Delete** or **BkSp** (Backspace) keys. With the **Delete** key, position the cursor on the first letter you want to remove and press **Delete**, while with the **BkSp** key, position the cursor immediately to the right of the character to be deleted and press **BkSp**. These are rather basic skills!

If, while you are typing, you make a mistake, you can always



select the Undo button from the Quick Access Toolbar at the top of the WordPad screen, also shown

here, or use the Ctrl+Z keyboard shortcut.

## Saving a Document to a File

When you have finished typing the text, you can save it using the Save button on the Quick Access Toolbar, or using the File, Save command on the Backstage screen. If this is the first time you are attempting to save this document, a Save as dialogue box appears on the screen with the cursor in the File name field box waiting for you to type a name. Save your document in .rtf (rich text format) giving it the name Memo to PC Users.

If you want to save a copy of the document with another name, use the **File**, **Save as** command which displays the screen shown in Fig. 15.11.

	PC USER in WordPad - Wor
File	
New	Save a copy of the document
Qpen	Bich Text document Save the document in the Rich Text format.
Save	Office Open XML document Save the document in the Office Open XML format.
Save as	OpenDocument texs Save the document in the OpenDocument format.
Print >	Plain text document Save the document as plain text without line breaks or formatting.
Page setup	Qther formats
Send in email	Open the Save as dialog box to select from all possible file types.
About WordPad	
Egit	

Fig. 15.11 The Save As Dialogue Box.

## **Document Editing**

Text editing is usually carried out in the insert mode. Any characters typed will be inserted at the cursor location and the following text will be pushed to the right, and down. Pressing the **Insert** key will change to **Overstrike** mode, which causes entered text to overwrite any existing text at the cursor.

When larger scale editing is needed, use the **Cut**, **Copy** and **Paste** buttons on the **Home** tab of the **Ribbon**; the text to be altered must be 'selected' before these operations can be carried out. Selected text is highlighted on the screen. This can be carried out in several ways:

- a. Using the keyboard; position the cursor on the first character to be selected, hold down the **Shift** key while using the direction keys to highlight the required text, then release the **Shift** key.
- b. With the mouse; click the left mouse button at the beginning of the block and drag the cursor across the block so that the desired text is highlighted, then release the mouse button. To select a word, double-click in the word, to select a larger block, place the cursor at the beginning of the block, and with the Shift key depressed, move the mouse pointer to the end of the desired block, and click the left mouse button.
- c. Using the 'selection area' and a mouse; place the mouse pointer in the left margin area of the **WordPad** window where it changes to a right slanting arrow, and click the left mouse button once to select the current line, twice to select the current paragraph, or three times to select the whole document.

Once text has been selected it can be copied to another location in your present document, to another WordPad document, or to another Windows application using the Copy button on the Home tab or the Ctrl+C keyboard shortcut. Next, navigate to where you want the copied text inserted and use the Paste button or Ctrl+V keyboard shortcut. Selected text can also be moved, in which case it is deleted in its original location by using the **Cut** & button or the **Ctrl+X** keyboard shortcut, then moving to the required new location and using the **Paste** button or **Ctrl+V** keyboard shortcut.

## Finding and Changing Text

WordPad allows you to search for specified text, or character combinations. In the Find mode it will highlight each occurrence in turn so that you can carry out some action on it. In the **Replace** mode you specify what replacement is to be carried out.

For example, in a long memo you may decide to replace every occurrence of the word 'program' with the word 'programme'. To do this, first go to the beginning of the document, as searches operate in a forward direction, then choose the **Replace** to button on the **Home** tab to open the dialogue box shown in Fig. 15.12.

me	Find Next	
ramme	Replace	
Match whole word only Match case		

Fig. 15.12 The Replace Dialogue Box.

You then type what you want to search for in the Find what box. You can then specify whether you want to Match whole word only, and whether to Match case, (upper or lower case) by check-marking the appropriate boxes. Next, type the replacement word in the Replace with box and make a selection from one of the four buttons provided. Selecting Replace requires you to manually confirm each replacement, whilst selecting Replace All will replace all occurrences of the word automatically.

## Formatting a WordPad Document

Text formatting can involve the appearance of individual characters or words, and the indentation, addition of bullet leaders and the alignment of paragraphs. These functions are carried out in **WordPad** from the **Home** tab of the **Ribbon**.

As an example of some of the formatting options, use the **Memo to PC Users** document created earlier in rich text format (.rtf), then highlight the title line, and change its point size to 20, then embolden it and centre justified it by using appropriate format buttons on the **Home** tab. You can also change its colour to red to make it stand out. Next, select each sub-title in turn and change their point size to 18, then embolden them and change their colour to blue.

Calibri -	11 -
Arial D	8
Arial Black	9
Arial Narrow	10
Baskerville	11
har bilt	12
	14 N
Batenical	16 3
Brush Sonipl	18
Calibri	20
Calibri Light	22
Cambria	24
Cambria Math	26
Candara	28
	36
Centaux	48
Comic Sans M.S	72
-	

Fig. 15.13 The Font and Point Size Lists.

You can then choose a date format from the list shown in Fig. 15.14, say the one highlighted here, and right justifying it on the page.

Each paragraph of the rest of the document was selected and its font changed from **Calibri** to **Arial** by choosing the font type from the drop-down list and changing its point size to 14, as shown in the composite screen dump in Fig. 15.13.

Finally, the date was inserted a line below the title by selecting the **Date and Time** button on the **Home** tab.

08/12/2012	
08/12/12 8/12/12	
8.12.12	
2012-12-08	
08 December 2012	n.a. 13.17
8 December 2012	 N
Saturday, 8 December 2012 Saturday, 08 December 2012 11:10:41 11:10:41 AM	23
	1

Fig. 15.14 Date and Time Formats.

The result of all the formatting so far is shown in Fig. 15.15.



Fig. 15.15 The Display of a Formatted Document.

## Formatting Lists

It is easy to create a bullet list in WordPad. Just type the list



as a series of separate lines, highlight them all and tap or click the **Bullet** button on the **Ribbon** also shown here. This places bullets in front of each list

item as shown in Fig. 15.16



In fact if you click the down-arrow to the right of the **Bullet** button, you'll see a list of six types of bullet 'styles' that you can choose from, as shown in Fig. 15.17.

	1	а	Α.	i	L.	
•			B.			
•			C.		HL.	
•			D.			
	7.	ч.	υ.		1.	

Fig. 15.17 Types of List Styles Available.

#### **The Ruler**

The ruler is activated by default, but can be deactivated by clicking the **Ruler** box to remove the tick mark in the **View** tab on the **Ribbon**. The **Ruler** displays at the top of the text area of the **WordPad** window, and lets you set and see **Tab** points for your text, or visually change the left and right margins of your document.

Setting your own tabs is easy by clicking within the ruler where you want to set the tab. Tabs can be moved within the ruler by dragging them to a new position, or removed by simply dragging them off the ruler. Default tab settings do not show on the ruler, but custom tabs do.

#### **Printing Documents**

As long as your printer has been properly installed, you should have no problems printing your **WordPad** document. However, before committing to printing, make sure that **WordPad** is set to the same page size as the paper you plan to use by clicking the **File** button and selecting the **Page setup** option on the **Backstage** screen which opens the dialogue box shown in Fig. 15.18 on the next page. From here you can control the paper **Size** and **Source**, the **Orientation** of the printout and the size of all the **Margins** around the edge of the paper, and whether to **Print Page Numbers**.

	Page Setur
Paper	
Size:	A4 🗸
Source:	Automatically Select
Orientation	Margins (millimeters
Portrait	Left: 31.8 Right 31.8
OLandscape	Top: 25.4 Bottom: 25.4
Print Page Nur	mbers

When you are happy with the printer setup, tap or click OK and select the Print button. From the displayed Print dialogue box you can select between different printers. including network printers (if any), and set their properties.

You can also select to preview your document before committing to paper which can save both your paper and printer toner or cartridge bills.

Fig. 15.18 The Page Setup Screen.

# Embedding a Graphic into WordPad

Embedding a graphic into **WordPad** is similar to copying, but with the important advantage that you can actually edit an embedded object from within **WordPad**.



To embed a **Paint** image, first create it in **Paint**, as shown in Fig. 15.19, either in **Paint** itself or by tapping or clicking

the **Paint drawing** button on **WordPad**'s **Ribbon**, shown here This opens **Paint** for



you to create the drawing and save it as a .png file.

Fig. 15.19 Creating a Graphic.

Next, start **WordPad**, open the memo, place the cursor where you want to embed it, and make some room for the graphic using the **Enter** key. Now from **WordPad** use the **Insert object** button on the **Ribbon** to display the **Insert Object** dialogue box shown in Fig. 15.20.

	Insert Object	
Create New		ØK
	Plac	Canoal
Create from File	C/Users/Moel/Pictures/	
		Display As Icon
Result		
docu	Is the contents of the file as an object the your ment so that you may activate it using the ram which created it.	

Fig. 15.20 The Insert Object Box.

Tap click or the Create File from button. radio then Browse to locate your .png drawing, usually in the Pictures library and press OK to place the selected graphic WordPad into as shown in Fig. 15.21.

The size and shape of the embedded graphic was changed to fit where it is shown. You can edit the graphic by first right-clicking it and using the **Copy** command from the



Fig. 15.21 An Embedded Graphic in WordPad.

drop-down menu. then tapping or clicking the Paint drawing button on WordPad to open Paint. Next, use the Cliboard button to Paste the graphic into Paint. After you edit it, use the File. Update document option to update the graphic within the document

Finally, you might need to resize and reposition the graphic to complete your work.

That is it! I hope you will continue to explore Window 8's capabilities which are far too many to include in this book.

# Appendix A

# **Controlling Windows 8**

Windows 8 functions are at their best when you learn to use the charms and finger gestures so that you can quickly jump between the **Desktop** screen and the **Start** screen, or your own programs and the new Windows Apps.

Below you will find a list of the most useful Windows 8 touch controls and their mouse and keyboard equivalents, together with appropriate screens illustrating various methods.

# **Displaying the Charms Bar**

• Touch Control – Swipe with your thumb to the left from the right edge of the screen.



Fig. A.1 How to Hold a Touch Screen.

- Mouse Control Move mouse pointer to the top-right or bottom-right corner of the screen.
- Keyboard Control Press simultaneously the two keys #+C (where # is the Windows key on your keyboard).

# **Opening the Options Menu of Running Apps**

- Touch Control Either swipe with a finger from the bottom edge of the screen upwards or, if you are holding the screen as shown in Fig. A.1, use your thumb instead.
- Mouse Control Right-click in an empty space of an App.
- Keyboard Control Press simultaneously the two keys &+Z (where \* is the Windows key on your keyboard).



Fig. A.2 The Options Menu of a Running App.

# Switching Between Running Apps

- Touch Control Swipe with a finger, or thumb, from the left edge of the screen towards the right.
- Mouse Control Move the mouse pointer to the bottom-left corner of the screen, then when the Start screen thumbnail displays, click and drag upwards.
- Keyboard Control Press simultaneously the two keys #+Tab (# is the Windows keyboard key).



Fig. A.3 Switching Between Running Apps.

# **Closing Running Apps**

- Touch Control Drag a finger from the top edge of the screen towards the bottom edge until the App minimises and disappears.
- Mouse Control Move the mouse pointer to the top edge of the screen and when it changes to an open hand, then click and drag towards the bottom edge of the screen until the App minimises and disappears.
- Keyboard Control Press simultaneously the two keys Alt+F4.



Fig. A.4 Closing a Running App.

# **Displaying two Apps on Screen**

- Touch Control Tap and drag an App with a finger from its top edge to the right of left edge of the screen until a thin vertical bar appears. The App snaps into place making room for a second App to display at the same time.
- Mouse Control Click and drag the top of an App with the mouse pointer to the left or right edge of the screen. Alternatively, right-click on the App and select from the now displayed options, 'snap left' or 'snap right'.

#### Appendix A – Controlling Windows 8

 Keyboard Control – Press simultaneously the two keys #+. (where . is the period key) to snap an App to the left or press the three keys #+Shift+. to snap an App to the right.



Fig. A.5 Displaying two Running Apps on the Screen.

# Zooming In or Out

 Touch Control – Place two fingers on the screen and push them apart to zoom in; pinch two fingers together to zoom out.



Fig. A.6 Using Fingers to Zoom Out.

• Mouse Control – Hold the **Ctrl** key down and use the scroll wheel on the mouse to zoom in and out.

# **Rearranging Tiles**

- Touch Control To move an App tile or a program icon to a different position on the screen, tap and hold it, then move it to a new position on the screen.
- Mouse Control To move an App tile or a program icon to a different position on the screen, click with the left mouse button and while holding the button down, drag the object to another position.



Fig. A.7 Rearranging Position of App Tiles on the Start Screen.

## Appendix A – Controlling Windows 8

# **Appendix B**

# **Turning off your Computer**

There are alternative methods of turning off your computer apart from using the **Settings** charm, then selecting the **Power** button.

The quickest method is to use the Alt+F4 key combination, but for this to work you must be displaying the **Desktop**. Then, each time you use this key combination, it first closes each open App, if there are Apps opened, then and only then, it displays the screen in Fig. B.1.



Fig. B.1 The Shut Down Screen.

Clicking the down-arrow pointed to in Fig. B.1, opens a list of options to choose from, as shown in Fig. B.2 below.



Fig. B.2 The Shut Down Options List.

#### Appendix B – Turning off your Computer

An alternative way is to use the key combination **#**+i where is the Windows key on your keyboard. This jumps to the **Charms**, **Settings**, and gets you to the **Power** button immediately, as shown in Fig. B.3. From there you can tap or click the button and select the option you need

Settings Desktop		
Control Panel		
Personalization		
PC info		
Help		
		di ka
uti WTH Home	24	Brightness
Notifications	U Power	Keyboard

226

Yet another method is to create shortcuts and place them on the **Taskbar**. Clicking such a shortcut performs the operation required such as shutting down or restarting.

# **The Shutdown Shortcut**

To create a shortcut do the following:

• When Windows displays the **Desktop** screen, rightclick it and select the **New** entry from the first displayed menu, then the **Shortcut** option from the second displayed list, as shown in Fig. B.4.

			14	Folder
			2	Shortcut
				Bitmap image
	View			Contact
	Sort by		10	Journal Document
	Refresh		2	Lotus Word Pro 9 Document
	Paste			Paint Shop Pro-Image
	Paste shortout		-	Rich Text Document
	Undo Rename	Ctri+Z		Text Documen
	New		L	Compressed (apped) Folder
-	Screen resolution		Г	
-	Personalize			

Fig. B.4 Creating a New Shortcut.

A shortcut is placed on the **Desktop** and a dialogue box opens next to it, as shown in Fig. B.5. In Location text box type: **shutdown /s /t 0** making sure to include the spaces between parameters; /s stands for shutdown, /t is the time and 0 (zero) is the time prior to execution.

	C // Create Shortaut
	What item would you like to create a shortcut for?
	Therewised herein you to create atomicute to local or network pregrams, files, folders, computers, or internet adverses.
	Type the location of the same
Tinu Baster	- Anna
	Childs Heart to continue
	have Cancer

Fig. B.5 Naming a New Shortcut.

#### Appendix B – Turning off your Computer

- On the next displayed screen, give the shortcut the name Shutdown, then click Finish to create it.
- Now, right-click the newly created shortcut and select Properties from the drop-down menu. This opens the screen in Fig. B.6.

		80.	Shutdown Properties
		>	d' Options   Font   Layout   Colors   Security   Datains hutdown
•	Open Open life location Pin to Start Run as administrator Pin to Taskbar	Targettype Targetlocation Target	Application System32 @39indows/System32jshuddom.ese
	Send to	» Start in	C:Windowstayslam 22
	Cut Copy	Shorteut key	None
	Create shortcue	Run	Normal eindow 👻
	Delete	Comment	
	Rename Properties	Open File L	coation Change Icon Advanced
			Cit Canal Apply

Fig. B.6 Shortcut Properties Screen.

Clicking the Change Icon button in Fig. B.6, displays

an array of icons to choose from, as shown in Fig. B.7. Perhaps the one pointed to might be appropriate.

Fig. B.7 Selecting an Icon to Depict the New Shortcut.

Change Icon
Look for icons in this flip: %SystemReat%System22(SHELL32)
Select an Icon from the list below:
2000 0 2 5
🗶 🖓 🎭 P 🏂 🔳
🗟 🗮 📴 🖓 💽 📡 📆
< 🙀 >
Canad

• Finally, right-click the new icon and select **Pin to Taskbar**, then repeat the right-click, but this time select **Pin to Start**. This provides both an icon on the **Taskbar** and a tile on the **Start** screen.

Fig. B.8 Pining the Icon to Taskbar and Start Screen.

	Open	
	Open file location	
	Pin to Start	
9	Run as administrator	
	Pin to Taskbar	
	Send to	
	Cut	
	Сору	
	Create shortcut	
	Delete	
	Rename	
	Properties	

# **The Restart Shortcut**

To create a **Restart** button and tile, repeat the process described for the **Shutdown**, but

- Type the Location in Fig. B.5 as: shutdown /r /t 0, where /r now stands for Restart.
- The name supplied by the computer on the next screen will be shutdown, but you should change this to Restart.
- Proceed as before by right-clicking the icon, selecting Properties and clicking the Change Icon button as per Fig. B.6.
- Next select an icon to represent Restart, as shown in Fig. B.9. You might like to choose a different icon.





#### Appendix B – Turning off your Computer

• Finally, pin the **Restart** icon on the **Taskbar** and **Start** screen, as described for the **Shutdown** icon.

The Taskbar icons now look as shown in Fig. B.10 below.



Fig. B.10 The Taskbar with the Shutdown and Restart Icons.

When you finish pinning these two shortcut icons to both the **Taskbar** and the **Start** screen, then you can delete them from the **Desktop**.

**Note:** Please don't be put off creating these icons. It will take you much less time to do so than reading how to do it. In fact a fraction of the time it took me to write about it!

# A

Accessibility	187
Accessing HomeGroup.	154
Account (Mail)	
Action Center 12,	
Active window	
Add	
Favorite	. 48
Library locations	
Network printer	154
Media Center.	143
PC to HomeGroup	158
Printer	155
	205
Text to images Address bar. 29, 31, 43,	138
Adjust screen resolution.	. 21
Administrator	26
Album Info	136
Anti-spyware software.	180
Anti-virus software	6
Apps	
Bing	114
Calendar	. 71
E-mail	. 57
Finance	125
Maps	117
Messaging	
Music	. 96
News	119
Paint	199
People	. 67
Photo	. 86
Silverlight	112
SkyDrive	. 78

Video	. 94
Weather	131
WordPad	208
Area (Notification)	. 12
Attachment (Mail)	61
Audio CD ripping	136
Automatic Update	168
Autocomplete button	. 43
Autoplay window	141
AVG protection	6

#### В

Back up (Data)	17	6
Background 18, 84,	17	5
Backup		
Restore	17	8
Subsequent	17	8
Battery status		
BBC News icon	12	2
Bing		
Арр	11	4
Daily icon		
Environment		
Finance		
Help		
Home page hotspots		
Navigation bar	. 9	9
Search preferences	4	0
BIOS		8
Bird's eye map		
Bookmarks		
Boot order option		
Brightness control		
Broadband 59, 75		

Browsing	
History	49
InPrivate	50
Tabbed	51
Burn CD 1	41
Button (Explorer)	43

# С

Calendar App	. 71
Camera (get photos)	. 87
Category view	
CD	
Burn	141
Play	
Rip button.	137
Change	
Active window	33
Date and Time	
Display	
Program	25
Search engine	53
Start screen	17
Charms Bar 13,	219
Check Updates	169
Clean installation	. 4
Cleanup (disc)	
Clock	. 9
Close	
Button	
Ribbon	
Running Apps	11
Window11	
Collage (imported photos)	) 89
Colour palette	
Command bar (Bing)	
Commodities	129
Compatibility	
Mode	45
View button	. 45
Configure printer	23

Connecting	
to Network 1	47
to Server	57
Contacts 67, 1	
Contextual tabs	36
Control	
Devices and Printers.	22
Windows 8 2	219
Panel	21
PC	
Controls (playback) 138, 1	
Copy command	
Create	
Folder on SkyDrive	74
New folder 29, 36,	74
Taskbar shortcuts 2	227
Currencies 1	29
Custom	
Installation 2	2, 5
Scan (disc) 1	-
Customise colour palette 2	

## D

Daily icon (Bing) 122
Data (Back up)
Date (change)9
Default printer
Defender (Windows) 180
Defragment hard disc 174
Delete
Command
Message 64
Deleted items folder 58, 65
Desktop 27
Bing environment 99
Media Player 133
Music Library
Pictures Library 83
SkyDrive 78
Tile

Details pane	139
Devices control	
Directions link (Bing)	
Disc	
Defragmenting	174
Management	172
Disk Clean-up	172
Display	
Change	161
Charms bar	219
Options	195
Document	
Editing	212
Formatting	
Printing.	
Saving	
Draft folder (Mail) 58	
Drag and Drop (SkyDrive	) 80
DVD play 133,	146

# Ε

Ease of Access Center 187
Edit document 212
E-mail App 57
Attachment 61
Test 59
Embedding graphic 217
End Session 13
Environment (Windows) 2
Ethernet
Exit Explorer
Expand Ribbon 30, 35
Explorer (Internet)
Buttons 43, 45
Command bar 46
Internet
Help 55
Menu bar
Private Browsing 51
Toolbars 44

Exploring	
Files	27
Internet	39
External Display1	61

#### F

Favorites		
Bar (Explorer)	. 4	17
Center		
Feeds		
Button (Explorer)	2	16
Web		
File		
Explorer	. 2	27
History		
Libraries		
Menu bar options		
File Explorer button		
Files		
Move		
Filter		
Finance App		
Find and Replace text :		
Firewall (Windows)	17	71
Folder		
Create New 29	, 8	39
Pane	Į	58
Folders		
List		
Format document		
Full scan (disc)		
Full screen		
Mode	1	14
View	19	90

## G Get

Directi	ions.								106
Help								-	139
Photos	s froi	m	Ci	an	۱e	ra	۱.		. 87

Go to button	43
Google	53
Grouping Internet tabs	52
Guardian news1	21

# Η

Hard Disc
Defragmenting 174
Management 172
Help
and Support 146
Button (Explorer) 47
Defender
Internet Explorer 55
Media Center 146
Network 158
Option (File Explorer) 32
Hidden icons
Historical info (Weather) 132
History, browsing 49
Home
Button (Explorer) 46
Tab 35, 36
HomeGroup 28, 148, 152
Add Windows 7 PC 158
Password 158
Sharing 154
Hotspots (Bing) 40
HTML code 115

## I

Image (System)	18	B0
Importing Photos	8	37
Inbox folder (Mail) 58	, 6	64
Information (System).		
InPrivate browsing	. (	51
In-situ Upgrade		
Installation (clean)		4

Installing
Media Center 143
Windows 8
Internet Explorer 39
Button
Help 55
Options 49, 53
Tabs10

#### J

Junk	E-mail	folder.						65
------	--------	---------	--	--	--	--	--	----

#### Κ

#### L

Lens View	191
Libraries 27	', 37
Library	
Folder	95
Locations.	37
Search	139
Live Essentials	4
Locations	
Network	151
Search	102
Lock Screen.	7
Looking after PC	165

#### Μ

Magnifier (Microsoft) 1	90
Mail App	57
Attachment	61
Folders	58
Test	59
Live 57,	67

Main Window 115
Manage tab (Ribbon) 36
Managing Print Jobs 24
Manipulating windows33
Мар
Address (People App). 69
Navigation 104
Views
Maps App 117
Market News 128
Maximise
Button
Window
Media
Center 143
Player 133
Menu bar options 30, 32
Menu bar (Bing) 46
Message
Delete 64
List 58
Printing
Reply to
Test 59
Window 59
Messaging App 70
Microsoft
Magnifier 190
Narrator
Minimise
Button
Ribbon
Window
Mixed PC network 158
Mobility Center 160
Monitoring folders 137
Mouse
Options 196
Pointers

	33
Music Tools	95
My News icon 1	23

#### N

Narrator, Microsoft 19	91
Navigating	
Map Area 10	)4
Navigation	
Bar (Bing)	99
	31
Controls (Bing maps). 10	04
Pane	
Nearby options (Maps) 10	02
Network	
Connection14	47
	48
	51
	58
Security 1	51
Sharing Settings 14	49
	47
Wireless 1	51
New folder creation)	
	19
Notification Area 9, 12,	
	37

#### 0

#### Ρ

Page button (Explorer).	. 47
Paint.	199
and Internet Colour palette Tools	206
Colour palette	203
Tools.	202
Parts of window	. 29
PC	
Add to HomeGroup	158
Clock	9
Clock	. 20
Settings	. 15
People App	. 67
Settings People App Personalise PC17	', 20
Photo	
Арр	86
Viewer (Windows)	. 84
Photographs	
Burn to CD	85
Get from camera	
Print.	. 85
Scan	90
Picture Tools 30	, 84
Pictures	
Library 27, 38	, 63
Tagging	. 92
Pinning to	
Start Screen 132,	229
Taskbar 10, 11,	229
	162
Playback controls	139
Player	
Library	
View Modes	137
Playing	
Audio CDs	134
DVDs 133,	146
Videos	93

Playlists	140
PNG files.	200
Power	
Button	. 13
Conserve	163
Options.	162
Plans	162
Preferences (Search)	. 40
Prevention, Problem	166
Preview screen saver	. 19
Print	
Button (Explorer)	. 47
Document	216
Photos	. 85
Jobs	. 24
Maps	110
Queue	. 24
Printer	
Configuring	. 23
Control	. 22
Default 24,	154
Sharing	154
Printing	
Documents	216
Maps	110
Messages	. 65
Problem prevention	166
Product key 4,	144
Professional version	. 2
Program	
Pin to Taskbar	10
Run as Administrator	
Running 11,	181
Uninstall or Change	25
Working with	. 25
Programs and Features	25
Protection, System	166
Public Transport	108

# Q

Quick		
Access Toolbar	 	203
Search box		31
Scan (disc)		181

# R

Read Mail button (Explor.) 46
Read message window. 64
Reader screen 191
Reading Pane (Mail) 58
Receive attachment 63
Rearranging tiles 223
Refresh button 43
Rename music folder 95
Repair programs 25
Requirements, System 3
Re-size window 34
Restart
Option 13
Shortcut 229
Restore
Button
from Backup 176, 178
System 166
Ribbon 30, 35
Commands
Groups 36
Tabs 35, 36
Ripping from Audio CDs 136
Road map 101
Router (Network) 147
Ruller (WordPad)216
Run as Administrator 26
Run as Administrator 26 Running Apps 10 Options menu 220

#### S

Safety button (Explorer). . 47 Save Document. . . . . . 211

Saver (screen) 18, 19
Scan
Photos
Spyware 180
Screen
Orientation 161
Resolution21
Savers
Scroll bars
Search
Box
for Apps 13
Library
Locations (Bing) 102
Pictures Library 83
Preferences (Bing) 40
Services (Bing) 103
Web 41
Security 169
Wireless network 151
Send
E-mail 64
Image by E-mail 206
Sent items folder 58, 65
Server, Connecting to 57
Settings
Windows 8 15
Share tab (Ribbon) 36
Shared folder (SkyDrive). 76
Sharing
Maps 115
Options 148
Printer
Shortcuts
Create 227
Restart
Shutdown 227
Shuffle list

Shut down
Option 13
Shortcut
Signal strength 150
Signal strength 150 Silverlight App 112
Sizing features
SkyDrive
Sleep option 13
SkyDrive
Software
Anti-spyware 180
Anti-virus6
Spyware 180
Start screen 8
Thumbnail9
Starting
Windows 8 7
Media Center 144
Media Player 134 Paint 200
Paint 200
Status Bar (Explorer) 44
Streetside view 111
Subsequent backup 178
Switch between Apps 220
Synchronise (SkyDrive) 78
Center
System
Control
Image 180
Information
Files 166, 176
Folders 64
Protection 166
Requirements3
Restore 166, 176
Security 169
Tray 12

#### Т

Tabbed browsing 10, 51
Tagging pictures 63
Taskbar
Buttons 10
Pinning to 135, 229
Test e-mail 59
Text files 208
Themes (Windows) 18
Thumbnail
of Running Apps 10
of Start screen
Tile Rearranging 223
Time, Change 9
Tools button (Explorer) 47
Traffic view 101, 115
Types of network 147

## U

Uninstall program 2	25
Update	
Automatic 16	6
Windows 1	
Upgrade	
In-situ	2
to Windows 8	3
Upload (SkyDrive)	
Button 7	'4
PDF file 8	
URL 4	2
USB devices 16	<b>54</b>
User Accounts 1	5
User Account control 18	3
Using	
Drag and Drop 7	'9
E-mail	
Network	
Paint	
Playlists14	
Shared Folder 7	

#### V

Versions, Windows 8	2
Videos Library	93
View	
Modes (Player)	137
Tab (Ribbon)	36
Viewer, Windows Photo	84
Views Map (Bing)	101
Volume control 12, 1	161

#### W

Walking Directions	109
Watchlist (Finance)	125
Weather App	
Web	
Feeds	50
Search	. 41
Window manipulation	. 33
Windows	
Anytime Upgrade	168
Calendar	. 71
Defender	180
Desktop	7
Environment	
Firewall	
Key (keyboad)9,	
Live Essentials	4
Media Center	
Media Player	133
Mobility Center	
Music App	
Paint.	
Photo viewer	
Settings	. 15
Scan facility	
Themes.	
Versions	2
Video App	. 94
WordPad	
Windows.old folder	5

Wi-Fi	151
Wireless	
Network	147
Network security	151
Router	147
WordPad	
Арр	208
Ruler	216
Working with Programs	25
WPA	151

# X

Xbox Player 9	8					1	1	1	1				l	ļ	ļ	ļ	,				)		,		,		,	,		,	,			,		,	,	,	,		,		,	,	,	,		,		,	,	,	,																												2	2	2	2	2	2	2	2	2	2	2				2	;												,			•											,			,						,			•												•
---------------	---	--	--	--	--	---	---	---	---	--	--	--	---	---	---	---	---	--	--	--	---	--	---	--	---	--	---	---	--	---	---	--	--	---	--	---	---	---	---	--	---	--	---	---	---	---	--	---	--	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	---	---	---	---	---	---	---	---	---	---	--	--	--	---	---	--	--	--	--	--	--	--	--	--	--	--	---	--	--	---	--	--	--	--	--	--	--	--	--	--	---	--	--	---	--	--	--	--	--	---	--	--	---	--	--	--	--	--	--	--	--	--	--	--	---

#### Ζ

Zipping Files to SkyDrive. 79 Zoom link (Bing)..... 100





# **BP 735**



# A Babani Computer Guidebook Suitable for All Ages

# Windows 8 Explained

This book will help you to understand and explore Microsoft's latest operating system – Windows 8, as you will need a good working knowledge of this to get the most from your Desktop, Laptop or X86 Tablet. This book applies to: Windows 8, 8 Pro and the vast majority of Windows 8 Enterprise. Also, parts of the book should be applicable to Windows RT which is built on the same foundation as Windows 8, but is a restricted version designed specifically for ARM Tablets.

Among the many topics covered are:

- An overview of the Windows 8 environment, including the Modern interface, Desktop, Taskbar, running Apps, Tray Notification Area and Charms bar.
- Managing Windows settings, User Accounts, Personalisation, controlling your system and working with programs.
- Using Desktop File Explorer, Internet Explorer and the e-mail App.
- Using SkyDrive and shared folders.
- Importing from your camera, working with and organising digital photographs.
- Using Bing maps to find locations, services, driving directions and help with public transport.
- Managing the News, Finance and Weather Apps.
- Using Windows Media Player and installing and using Media Center.
- Connecting to a wireless network, setting up a HomeGroup, sharing a printer.
- Using mobility tools to keep your Laptop / Tablet running while away from home.
- Keeping your computer healthy, backing up and using Accessibility features if you have eyesight or dexterity problems.
- Using the new Paint and WordPad Apps.
- And more besides...

**IN FULL COLOUR** 

This book is written in plain English and avoids technical jargon wherever possible so making your introduction to Windows 8 as easy as possible.

978-0-85934-735-8

00999>