

Windows® 8 Introduction

For Ancient History and Clio, see blog.bentiv.com/Windows8/

Getting Started

Throughout this guide, where we have used [Click], [Right Click], and [Double Click], you can also use the touch equivalents [Tap], [Press and Hold], and [Double Tap].

Starting Windows

Log into Windows with your User Name and Password. If using a Windows Live ID, settings such as desktop background and web browser favorites will be synchronized between multiple Windows 8 computers.

To log into your account, at the starting picture:

1. [Click] or [Swipe Up].
2. If necessary, select a user. Type your password, or [Click]  to select a different user.

3. Press <Enter> or [Click] .

The Start Screen

Files on the Start screen provide access to apps, pinned files, and more. Some files like the Weather app provide visible real-time updates.

To return to the Start screen:

- Press  or <Ctrl Back>.
- [Click] the bottom left corner of the screen.
- [Swipe from Right], then [Tap] the START charm .
- [Swipe from Left], then back, then [Tap] the START tile .

Scrolling Right/Left

- [Point] to the right/left screen edge with a mouse.
- [Scroll] with mouse wheel.
- [Drag] the scroll bar at bottom of screen.
- [Swipe Left] or [Swipe Right].

Windows Store Apps and Desktop Apps

Windows 8 features two app types. Desktop apps such as Word and Excel run in non-suspendable windows similar to previous versions of Windows. Windows Store Apps run in full-screen, are usually optimized for touch and take advantage of Windows 8 features such as sharing with the Share charm. They either come with Windows 8 or are downloaded from the Windows store.

Accessing the Desktop

The desktop can be used to work with Desktop apps and features a desktop toolbar with functionality similar to previous versions of Windows.

- On the Start screen [Click] the DESKTOP tile.
- Press <Win> D.

Starting a Desktop or Windows Store App

- On the Start screen, [Click] a tile.
- On the Desktop, [Click] a program pinned to the Taskbar, e.g. .

To locate other apps:

- To access all apps, on Start screen [Swipe from Bottom] or [Right Click] anywhere, [Click] ALL APPS .
- To search for an app, from the Start screen start typing its name, or press <Win> Q to open the Charms bar, and choose SEARCH .

Accessories (Calculator, Notepad, etc.)

On the Start screen, [Swipe from Bottom] or [Right Click] anywhere, and Choose ALL APPS . [Click] an app in the WINDOWS ACCESSORIES section.

Switching Between Apps and Desktop Windows

- To cycle through active Windows Store Apps and all Desktop Windows, hold <Alt> and press <Tab> repeatedly.
- To cycle through active Windows Store Apps and the Desktop, [Swipe from Left], or [Click] the top-left corner.

Using the Switch List

Use the Switch List to switch between active Windows Store Apps, the Start screen and the Desktop. It is only available if there is an app on Desktop to switch to the Desktop (and all Desktop apps appear as one item).

To display the Switch List

- [Swipe from Left, then Back]
- [Hover] with your mouse at the top-left corner then move down.
- Press <Win> Tab, then <Tab> to cycle through choices.

To switch without displaying list

- [Swipe from Left]
- [Click] the top-left corner.
- [Click] the bottom-left corner to switch to Start.

Closing a Windows Store App

Windows Store Apps run in the background and go into a low power/sleeping/suspended state if not in use. To manually close a Windows Store App:

- [Drag] or [Swipe] from top of the screen to bottom.
- Press <Alt-F4>.

Closing a Desktop Window or App

To close a Desktop app or window:

- [Click] the Close button .
- Press <Alt-F4>.
- [Hover] with your mouse over a Taskbar button, then [Click]  while hovering over a Windows Store App. In most cases, closing the task window closes an app.

To close all windows and exit an app:

- Choose FILE, EXIT from the menu.
- [Right Click] a Taskbar button then choose CLOSE WINDOWS / ALL WINDOWS.

Windows Charms

Charms allow you to access options such as printing, sharing, and settings. Some charms, such as sharing, are available only for Windows Store Apps.

To open Charms:

- [Swipe from Right]
- [Hover] with your mouse at the top or bottom right of the screen and move up or down.
- Press <Win> Q.

Search		Search for files, apps, or within apps, e.g., In the Photos app, search for images.
Share		Share between Windows Store Apps, similar to copy and paste.
Start		Go to the Start screen.
Devices		Interact with connected devices, such as a printer.
Settings		Access some global and app-specific settings such as adding an account to the Messaging App.

Using the Share Charm

The Share Charm lets Windows Store Apps share information similar to copy and paste, e.g., send a website URL with the Mail app to send it by email, or the People app to share through Facebook or Twitter.

1. While using an app, open Charms and select SHARE . Or, <Win> S.
2. Choose an app to share the information with. Note: Not all apps support the Share Charm.

Searching

1. [Swipe from Right] and [Click]  or press <Win> Q; then type. Or, on the Start screen, start typing.
2. Select the type of item to search for. Some items require an Internet connection.
3. While typing, select a suggestion under the search box, or select a result on the left.

Top 6 Things You Need to Know

1. There are two environments in Windows 8: the Desktop, which is similar to the desktop of previous Windows versions, and the Windows Store App environment.
2. [Click] a Start Screen tile to search both Desktop and Windows Store Apps. Return to the Start screen by pressing , or [Clicking] bottom left of screen.
3. Move between the Desktop and Windows Store Apps by pressing <Alt-Tab>, or with the Switch List by pressing <Win> Tab, or [Swiping from Left].
4. Close a Windows Store App by [Dragging] from top of screen to bottom, or pressing <Alt-F4>.
5. To access all apps: From the Start screen, [Right Click] or [Swipe from Bottom] and choose ALL APPS.
6. When you tap/click items, you may see a checkmark - this indicates it is selected.
7. Access your documents through the appropriate app, by pressing <Win> E, or [Clicking]  on the Desktop Taskbar.
8. Use the Search Charm to Search for files, apps, or within apps, [Swipe from Right] or <Win> Q.

Mouse/Touch Equivalents

Mouse	Touch
Click	Tap
Double Click	Double Tap
Right Click	Press and Hold, then release when a new screen (Start or Start Screen) is shown
Drag	Drag

Other Touch Actions

- [Pinch/Stretch] Move two fingers towards each other or away to shrink/enlarge.
- [Rotate] With 2 or more fingers, turn your hand.
- [Swipe from Right/Left/Top/Bottom] Quickly move your finger starting from a screen edge.
- [Pull Down] Press then move your finger down. Use to select and rearrange Start Screen tiles.

See a brief video of these actions at blog.bentiv.com/Windows_actions

Using the Touch Keyboard

Switch to On-Screen Keyboard [Tap] an area to input text such as a form.

Or, open the Settings Charm, [Click] , then TOUCH KEYBOARD AND HANDWRITING .

Switch between the keyboard, handwriting, and the touch keyboard optimized for holding a tablet with two hands:

Tap the current input type, then select another:

Keyboard	
Thumb Keyboard	
Handwriting	
Turn Caps Lock On	
Insert Period (Doesn't work with all apps)	
Order an On-Screen Dock/On-Screen Keyboard	
	

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Yijin Wang



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Table of Contents Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated

1. Understanding the eBook Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - The Rise of Digital Reading Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Advantages of eBooks Over Traditional Books
2. Identifying Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated

- User-Friendly Interface
- 4. Exploring eBook Recommendations from Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Personalized Recommendations
 - Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated User Reviews and Ratings
 - Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated and Bestseller Lists
- 5. Accessing Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated Free and Paid eBooks
 - Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated Public Domain eBooks
 - Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated eBook Subscription Services
 - Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated Budget-Friendly Options
- 6. Navigating Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated eBook Formats
 - ePub, PDF, MOBI, and More
 - Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated Compatibility with Devices
 - Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Highlighting and Note-Taking Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Interactive Elements Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
- 8. Staying Engaged with Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts

Laminated

9. Balancing eBooks and Physical Books Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Setting Reading Goals Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Fact-Checking eBook Content of Windows 8 Quick Reference Guide Cheat Sheet Of Instructions Tips Shortcuts Laminated
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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