



The Wonderful World of Windows 8

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Revised January 19, 2013

Before we start

- I am planning on turning these seminar notes into a class handout.
 - Please ignore any “*class*” instructions such as the one below
 - *Please Close all open Windows*

Before we start

- I am from New York and sometimes talk too fast.
 - If needed, please just tell me to slow down or repeat what I just said
- Please Close all open Windows
- Good Tutorial Sites:
 - [windows/home](#)
 - [seven-essential](#)
 - [gestures-kybd-shortcuts](#)

Ground Rules -1

- Click/Left Click means single LEFT Click
- Double Click – means double LEFT click
- **Right Click** – means single **RIGHT** click
- *Windows 8 Keyboard Shortcuts are shown in parenthesis, Where "Win" is the windows key*
 - (WIN+C) = Simultaneously Press the Windows key plus the Letter "C"
- The screen shots have been "Cropped" and enlarged to show the area of interest. They are NOT, necessarily, the FULL screen shot
 - Windows screens will be different on different computers
 - Yours may have more or less items than these screen shots
- If you are having problems, raise your hand and a coach will help you.



Ground Rules -2

- I will go thru the presentation explaining what we are going to do
- I will close the presentation, and go thru the process so you can watch (on the screen)
- I will go back to the presentation and leave the instructions on the screen
- When instructed, follow the steps on the screen

Where to get it – \$40

- **Upgrade to Windows 8 Pro for a \$39.99.**
<http://windows.microsoft.com/en-US/windows/buy>
- Or you can get it shipped to you for \$69.99
http://www.microsoftstore.com/store/msstore/html/page.Windows_8_Pro
- Offer expires Feb 1, 2013

Where to get it – \$15

- <http://www.windowupgradeoffer.com/en-US>
 - Can only upgrade a Win 7 computer purchased on or after June 2, 2012. Offer expires Feb 1, 2013
 - In addition to the PC brand and model number, you'll need to specify the date of purchase as well as the name of the retailer where you purchased the system.
 - Make note of the Reference ID , enter your Windows Product Key
 - Print Invoice

Some Thoughts/Recommendations

- The computer you use to access these pages determines the word size of the downloaded product (32 vs. 64 bit)
- You do not have to install the upgrade immediately
 - Just write down the Product Key and select “Install by Creating Media” and Select “ISO file.”
 - After the download, Insert a blank DVD and double click on the ISO file.

Which Version

- Win 8
 - Home Version
- Win 8 Pro
 - Can Join a Domain
 - Can log into a remote PC
 - Can encrypt with Bit Locker
 - Can upgrade to Media Center
- Win 8 RT
 - Only for Touch Screens
 - No Desktop
 - Contains MS Office
 - No Outlook

Preparing for the Upgrade

- Download and run Upgrade Assistant
 - Checks your Hardware and software to ensure compatibility
 - <http://windows.microsoft.com/en-US/windows-8/upgrade-to-windows-8>
- If you intend to install Windows 8 on a different machine and you have an external Hard Drive, Download and run Easy Transfer
 - <http://windows.microsoft.com/is-IS/windows7/products/features/windows-easy-transfer>
- Step by Step Instructions
<http://www.samsung.com/us/support/win8upgrade/win8guide.pdf>

What's New and Different

- Windows 8 Start Screen with Tiles
 - Each Tile can show “live” data while running.
- Built-in “Windows 8” (aka “Metro”) Apps
- “Windows 8” Apps run full-screen, like on a smart phone.
- New “Windows 8” Internet Explorer 10
- Microsoft has a Windows 8 App Store
- Also a Desktop version of Internet Explorer 10
- No Start menu in the Desktop space
 - Third party apps may recreate this
 - Can also create shortcuts on the Desktop
- Need to learn new ways of doing things

Microsoft Account

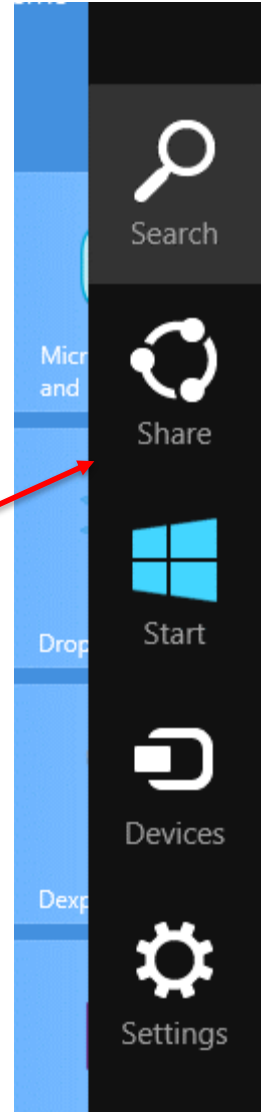
- A Microsoft account (Live ID) is needed to use the Microsoft Store as well as several of the Apps
- There are two different methods for creating an account:
 - **Use an existing e-mail address:** Users are able to use their own valid e-mail address to sign up for a Microsoft account.
<https://signup.live.com/signup.aspx?sf=1&id=38936&lic=1> The service turns the requesting user's e-mail address into a Microsoft account. User may also choose a password of their own choice.
 - **Use a Microsoft e-mail address:** Users with an e-mail account with Microsoft's webmail services designated domains: i.e. *@hotmail.com*, *@live.com*, and *@outlook.com* – already have a Microsoft Account
- If you have more than one Win 8 machines, you can sync settings using your Microsoft Account as your User ID

Key “Windows 8” Apps

- Mail App
 - Supports IMAP4, Hotmail, Outlook.com, Gmail, ...
 - But ... Doesn't support POP3 (major downer)
 - May have to use a “classic” desktop e- mail program; Windows Live Mail 2011 *will* install and run
- Calendar App
 - Insists you to sign in to your Microsoft Account
- Photo Viewer App
 - Insists you to sign in to your Microsoft Account
 - Accesses web photo accounts (Facebook, ...)
 - No editing features – does slide shows
- Music App
 - Music Player
 - Interface to the Xbox music store

Working with Start Screen -1

- Charms Menu (Win+C)
 - Move Mouse to Upper Right Hand Corner
 - When Charms appear, Move mouse down (do NOT press Mouse Button) until Charms look like:



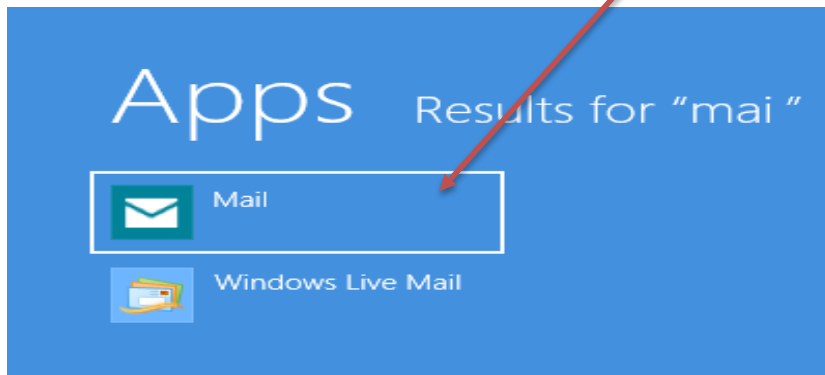
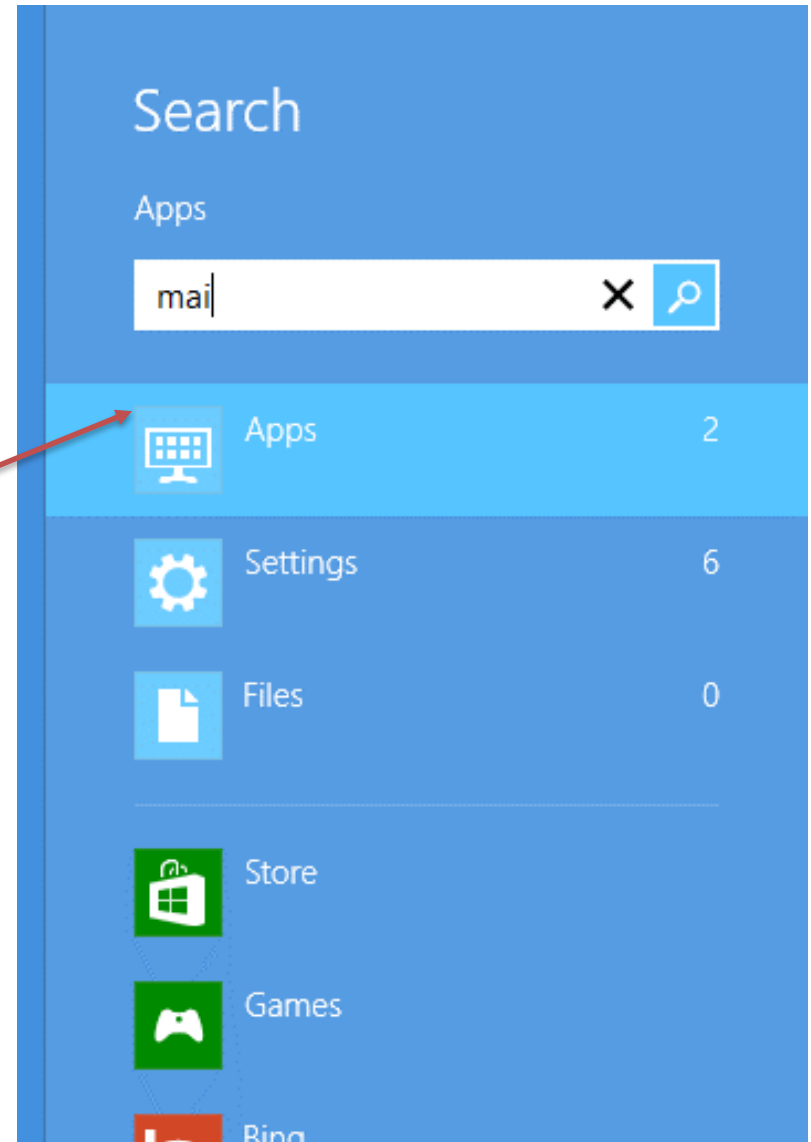
Working with Start Screen -2

- When Charms are opened from Start Menu
 - Search searches the computer
 - Settings are for the Start Menu



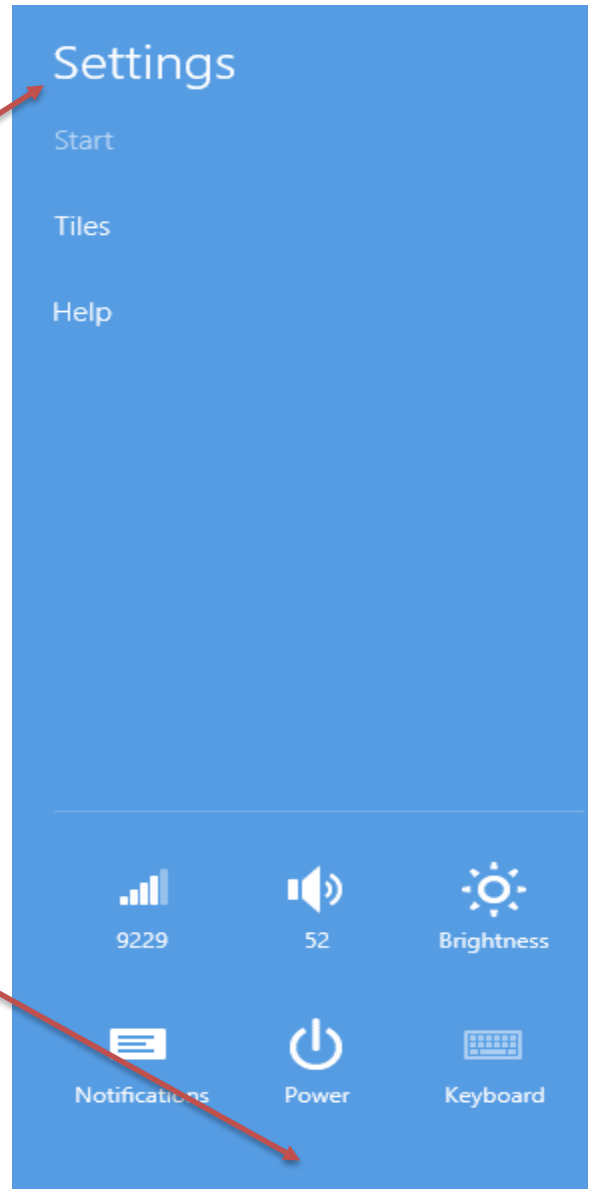
Search

- Can be accessed from *Charms* or simply start typing
- Search Results are Grouped
- The results for the selected group are shown to the left



Working with Settings

- Settings Menu (*Win+I*)
 - Modify Start Screen
- PC Settings
 - Like Control Panel



PC Settings

PC settings

Personalize

Users

Notifications

Search

Share

General

Privacy

Devices

Wireless

Ease of Access

Sync your settings



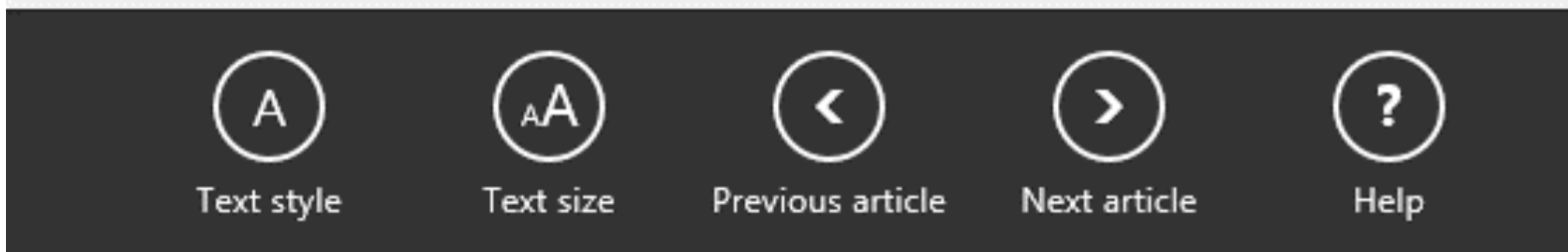
and show quick status and notifications, even when

Using An App -1

- Select the *Store App*
- Open The Charms Menu
- Select Search
 - Search for News
 - Select a News App (from the first Column)
- Read *Overview/Details/Reviews*
 - Select *Install*
- Find Icon on Start Screen and reposition it
 - Open Your News App
 - Open Charms Menu
 - Select *Settings*
 - Select *Options*

Application Options

- With the News App open, Right Click on the Screen
 - Note any options on top of screen
 - Note any options on bottom of screen
- Select from options displayed and see what happens



Closing/Uninstalling An App



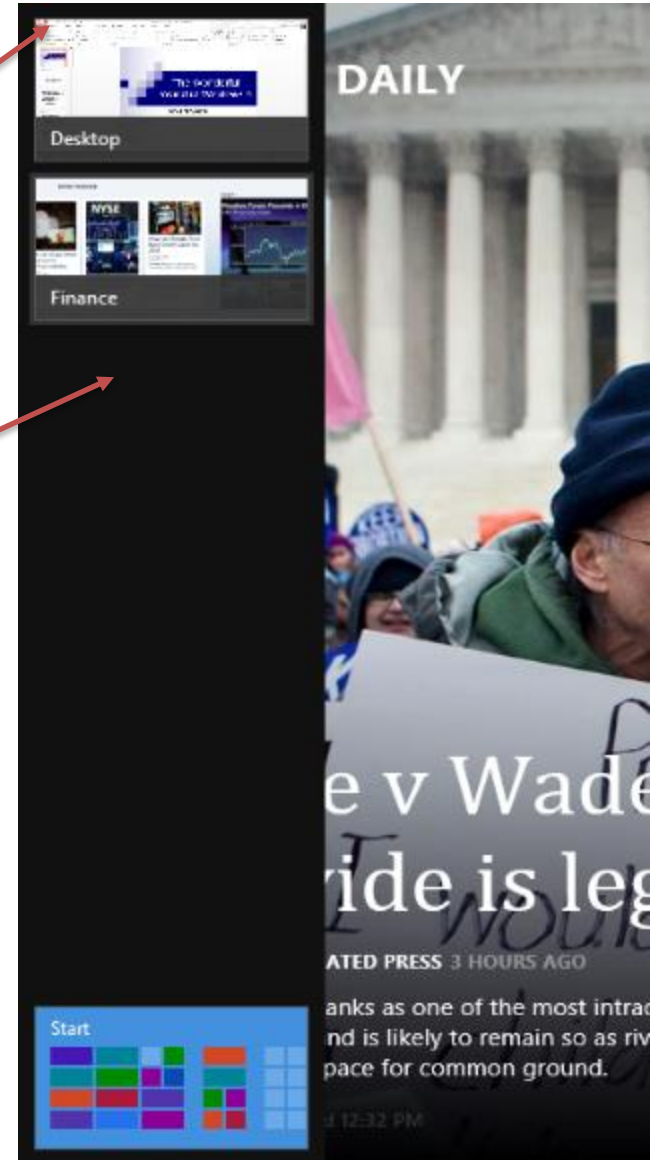
- Close the App by dragging from top of the screen to the bottom
- Open the App again
 - Simultaneously, Hold down the "Alt" key + the "F4" key
- Open the App again
 - Right Click and select the *Uninstall* option on the bottom of the screen

Using An App - 3

- Close Your News App
- Right Click on Your News App
 - Select *Uninstall*
- Observe that Your News App is gone

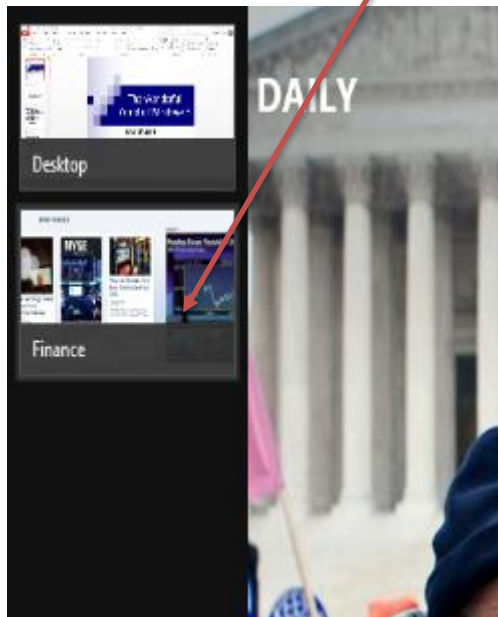
Switching Apps

- Open the FINANCE App
- Open the NEWS App
- Move cursor to Upper left hand corner
 - and then slowly move it down 'till you see



See 2 Apps At The Same Time

- Hold down left mouse button and drag 2nd App to the right
 - 'till you see



Roe v Wade: After 4

Internet Explorer App

- No Add-Ons, No Toolbars



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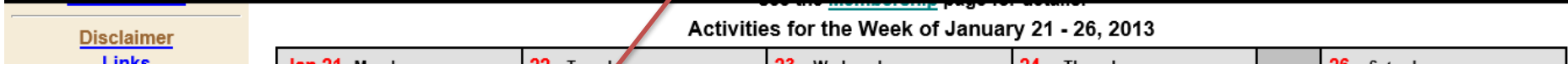
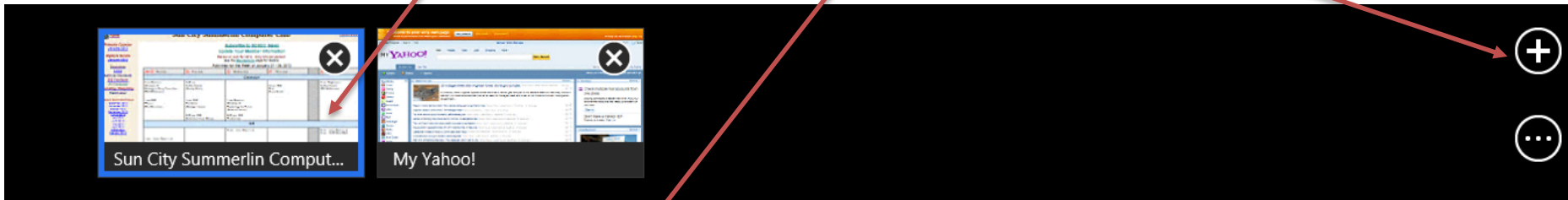
Activities for the Week of January 21 - 26, 2013

Jan 21 Monday	22 Tuesday	23 Wednesday	24 Thursday	26 Saturday
Classroom				
9 am Seminar Windows 8 Making an Easy Transition (Bill Wilkinson)	8:30 am Kaffee Klatch (Sandy Mintz)		10 am SIG iPad (Zane Clark)	9 am Beginners' Kaffee Klatch (Bill Wilkinson)
1 pm SIG Picasa (Stu Gershon)	1 pm SIG Hardware (George Lobue)	1 pm Seminar Windows 8 Exploring the Future (Howard Verne)		
	6:30 pm SIG Macintosh User Group	6:30 pm SIG Photoshop		
Lab				
1 pm - 4 pm Open Lab		9 am - noon Open Lab		9 am - noon Open Lab 9 am - 10:30 Mac Q&A

Internet Explorer App

- To get to Tabs & Address Bar - Right Click

New Tab



Refresh

Pin to Start/Add to Favorites

Find on Page

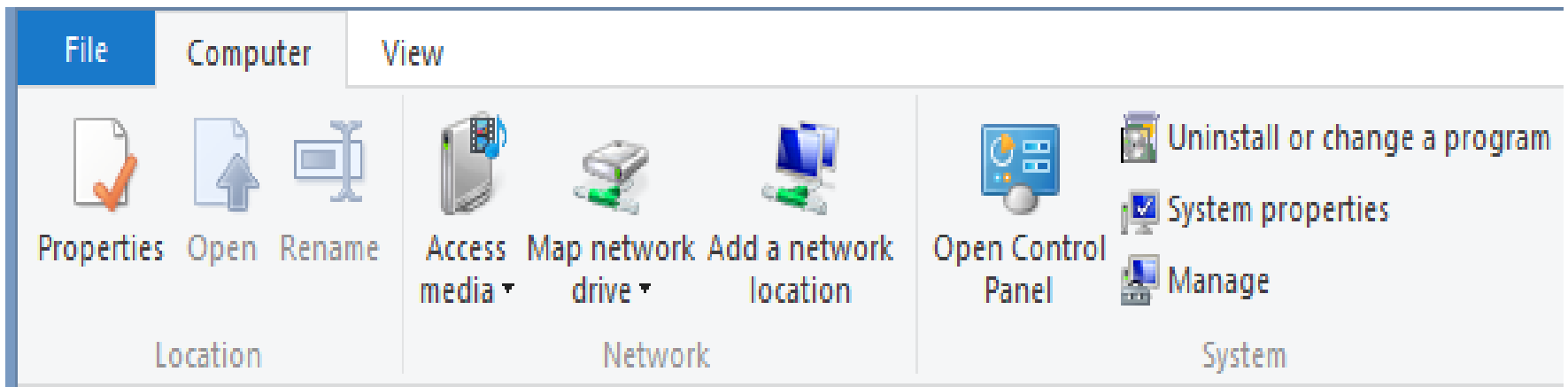


Working with the Desktop

- Click on Desktop Icon or *Windows-D*
- Use just like Windows 7 except no Start button on task bar
- You can add programs to restore the start menu or add a sidebar with gadgets
 - Add Sidebar <http://nes.bplaced.net/sidebar7.html>
 - Add Start Menu
<https://www.stardock.com/products/start8/>
 - Costs \$5.00 Accurate Replacement, easy to use/setup

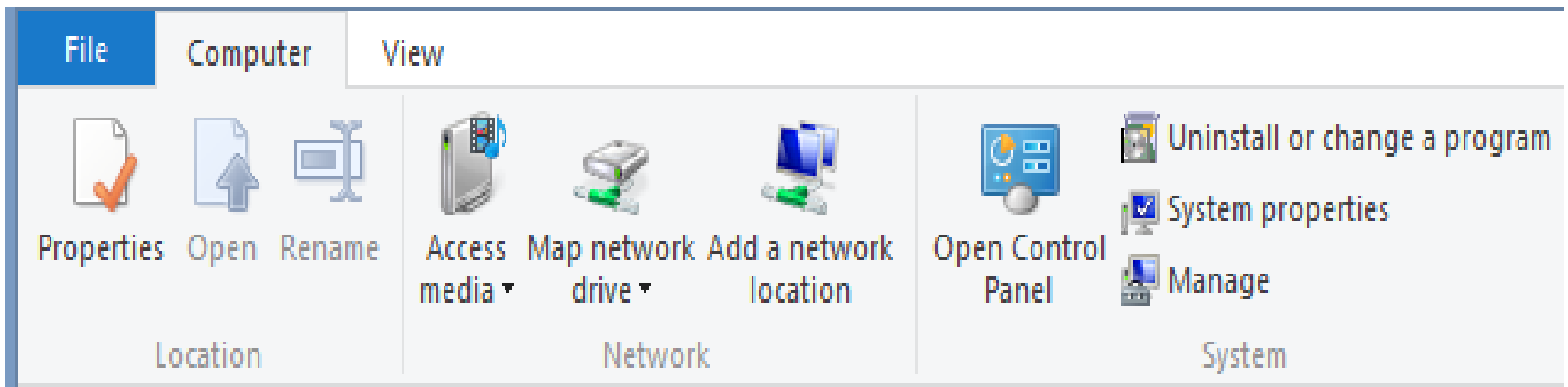
Windows Explorer

- Double Click on Computer
- Observe that Windows Explorer now has a "Ribbon" interface



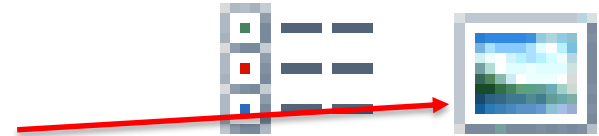
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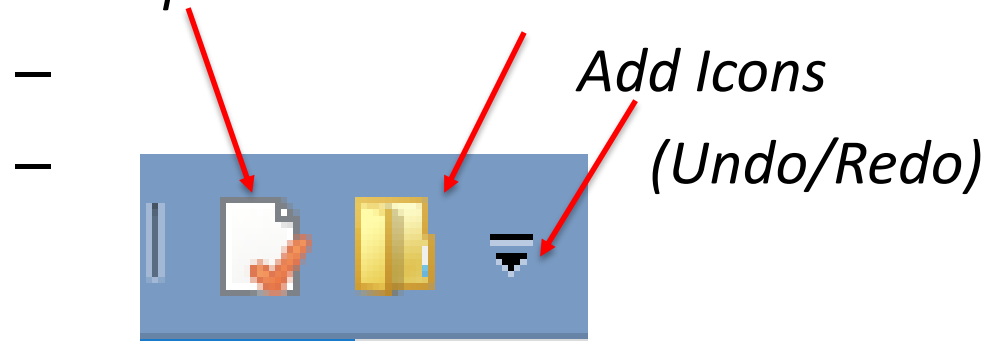


Windows Explorer-Corner Icons

- Note bottom right corner
 - *Select either Details or Large Thumbnails*



- *Note Upper Left Corner*
 - *This is the Quick Access Toolbar*
 - *Properties New Folder*



Mouse/Touch Actions 1

Function	Touch Input	Mouse Gesture
Start Menu	<i>N/A (use the physical button);</i>	<i>move the cursor to the bottom left and click;</i>
Charms Menu	<i>swipe in from the right hand side of the device;</i>	<i>move the cursor to the top right of the screen and then down;</i>
Switching Apps	<i>slowly swipe in from the left to see the most recent apps; swipe quickly to switch to the latest app;</i>	<i>move the cursor to the top left of the screen and click on the app thumbnail to switch;</i>
Full List of Currently Running Apps	<i>quickly swipe from the left to right and back in;</i>	<i>move the cursor to the top left and then move down;</i>
Show Settings for the Current App	<i>swipe down (when you are inside an app);</i>	<i>right-click at the top of the screen (when you are inside an app);</i>
Semantic Zoom	<i>pinch out from the start menu;</i>	<i>hold Ctrl and scroll your mouse wheel;</i>

Mouse/Touch Actions 2

Closing Apps	<i>slide from the top bezel to the bottom (when inside an app);</i>	<i>drag from the top to the bottom (when inside an app);</i>
Managing Start Screen Tiles	<i>slowly swipe down on a file(s) to display Options menu;</i>	<i>right-click on a file;</i>
IE Gestures: Back and Forward	<i>swipe left or right from the center of the screen;</i>	<i>N/A (use normal on screen buttons);</i>
IE Gestures: Access Open Tabs	<i>swipe down from the top of the screen;</i>	<i>right-click at the top of the Internet Explorer;</i>
Snapping Apps	<i>slowly swipe from the left, drag the thumbnail of the most recent app to the left or right side of your screen;</i>	<i>right-click on the thumbnail that appears when switching apps, select "Snap left" or "Snap right";</i>

My Desktop Utilities

- Restore Start Menu/Start in Desktop
 - <https://www.stardock.com/products/start8/>
 - Costs \$5.00 Accurate Replacement, easy to use/setup
- Start in Desktop
 - <http://winaero.com/download.php?view.33>
 - Goes right to Desktop
 - Can Disable Corners, Charm Bar
- Start up Manager
 - <http://www.soluto.com/>
- Add Gadgets
 - <http://nes.bplaced.net/sidebar7.html>
- Dexpot
 - <http://www.dexpot.de/?id=download>

Windows 8 – More Web Links

- Microsoft's Windows Site:
<http://windows.com>
- ZD-Net:
<http://www.zdnet.com>
<http://www.zdnet.com/windows-8-special-report?tag=header;header-sec>
- Paul Thurott's Windows Supersite
<http://www.winsupersite.com/>



"There are better ways to log off."

Shut Down

■ Shut Down Windows 8

- ALT+Ctrl+Delete*
- Click on Power Symbol (Lower Right Hand Corner)
- Select *Shut Down*