

Windows 8 Basics

Start screen

The **Start Screen** is where you can see and quickly get to your favorite apps, people, websites, folders, and other things that are important to you.

Charms

- *Swipe from right -edge of screen* to open Charms. This is where you will find the **Settings** menu to any app.
- From the **Start Screen**, swipe left and tap **Settings** to power off

Apps view

The **Apps** view is where you can see all apps installed on your PC.

- In **Apps** view, you can open apps or pin them to **Start**.
- To get to the **Apps** view swipe up from bottom and tap **All apps** or click the arrow  near the lower-left corner of the **Start screen**.
- To get back to **Start**, tap Windows logo 

Desktop

The desktop you're familiar with is still here. It's where you'll use desktop apps like Word, Excel, and PowerPoint. You can personalize it with different backgrounds, colors, and themes.

- To get to the desktop, tap or click the **Desktop** tile on the **Start** screen.
- *Swipe from right side* to open **Charms**, tap **Settings** to open **Control Panel**

To Pin Desktop to Start Screen

- On the Start screen, slide up from the middle of the screen to see the **Apps** view.
- Press and hold or *right-click* **Desktop**, and then tap or left click **Pin to Start**.

I. Customizing the Start Screen - Let's organize our start screen.

Unpin Apps from Start Screen

This will remove a tile from your **Start** screen but it will not uninstall it from your device.

- Pick a tile to remove (an app that you do not want on your Start screen)
- *Right click* on tile, tap or *left click* **Unpin from Start**

Pin Apps to Start Screen

You can pin apps, websites, folders to your start screen and organize them into groups of related objects.

Pin Word to your Start Screen

- To view **Apps**, swipe up from bottom to bring up **All Apps** icon, tap **All Apps**
- This is where you will see all your apps
- Swipe left to see more apps
- Find **Word** app
- *Right click* , tap **Pin to Start**

- *If you can't find an app*, swipe left to bring up **Charms**, tap **Search**, type Word into Search box
- Tap Windows logo to go back to **Start** Screen
- You should see Word tile on your **Start** Screen

Pin File Explorer to Start Screen

- Swipe left to bring up **Charms**, tap **Search**, type File Explorer into Search box
- Right click, Tap Pin to Start
- Tap Windows logos to go back to **Start** Screen
- You should see **File Explorer** tile on your **Start** Screen

How to Pin a Folder to Start Screen

Step 1: Create a new folder on your Desktop

- Tap **File Explorer** tile
- Left click **C:** from along the left side of screen
- Left click  to bring up **Quick Access Toolbar**, click **New Folder** from menu
- Now you will have the **New Folder** icon in your Quick Access Toolbar:
- 
- Left click 
- You will be prompted to type in a **Folder** name
- Press **Enter** on Keyboard

Step 2: Pin to Start

- Right click on **Folder**
- Left click **Pin to Start**
- Tap Windows logo
- You should see Folder on your **Start** Screen

To Create Shortcut to Folder on your Desktop

- From **Start** Screen, tap **File Explorer**
- *Left click C:*
- *Right click Folder*
- *Left click Send to...Desktop* (Create Shortcut)
- Close window (x in upper right)
- You should see Folder on Desktop

Organize Tiles on Start Screen

You can group your tiles together into related activities.

New Group

- Tap Windows Logo to get to **Start** screen.

Step 1: Move related tiles into one group

- To move tiles, use your touchpad to click and drag.
- Move **Desktop, File Explorer and Word** into a group

Step 2: Name Group

- *Pinch in* with your fingers across screen to minimize your tiles
- Use left or right arrow keys to jump from one group to another
- Use left or right arrow key to jump to group with the **File Explorer, Desktop, Word** group
- Move your mouse pointer on top of group, right click, tap **Name Group**, type in *Work*, tap **Name**

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- Tap screen to maximize again
- You should see the name *Work* above group

Install Overdrive app

- Tap Windows logo to get to **Start** Screen
- Tap **Store**
- Swipe from right-edge of screen to open **Charms**, tap **Search** to search for *Overdrive Media Console*
- Tap **Overdrive** from results list
- Tap **Install**

- You may have to add your *Microsoft Account*
 - Type in email address and password and tap **Save**
- Or you may have to **Sign Up for a Microsoft Account**
- Tap **Windows** logo
- You should see *Overdrive* on **Start** screen

Add a Library to Overdrive

- Tap **Add a Library**
- Swipe from right-edge of screen to open **Charms**, tap Search, tap *Whitehall Public Library*
- Tap **ACLA Digital Media Catalog**
- Tap **Advanced Search**
- Author: James Patterson
- Scroll down and select *Only Available Titles*
- Type in library card number
- Tap a title
- Tap **Download**: select *ePub* (epub is the ereader format used by Windows 8 devices)
- Tap **Confirm & Download**
- Tap **Open** from Open/Save bar at bottom of screen
- You will have to authorize this app with an *Adobe ID*
- If you need an ID go to Settings→Adobe Authorization, and enter your ID and authorize.
- If you don't have an ID go to Settings→Adobe Authorization and **Get Adobe ID** link to create one.
- Swipe left to page through book
- Tap center of screen to bring up controls
- Tap back arrow in upper left to go back into *Overdrive* to Add another title, etc.

To go back to **Start** Screen, tap Windows logo

Camera & Photos

- Tap **Camera** App
- To take a picture, tap screen once
- Tap Windows logo
- Tap **Photos**
- Tap *Pictures Library*
- Tap **Camera Roll** to see the photo you just took
- *Right click*, tap or click Delete

You can add photos to your tablet using a flash drive

- Plug in flash drive
- Tap File Explorer
- Tap or *left click* D drive from left side of window and find an image to copy
- *Right click* on an image file
- *left click* on Copy
- Tap **Pictures** from left side of window
- Tap Folder where you want to copy your file
- *Right click* to bring up menu and *left click* on Paste from menu

Video

- Surface Pro has a built in video app for xbox that allows you to watch movies from xbox on your tablet.
- You can sign up for an Xbox account using your Microsoft Account.
- It doesn't cost anything to sign up for the service, but you do have to purchase videos from xbox.
- **Netflix**: there is an app available. If you have an existing paid-for Netflix account or want to sign up for one, you can install the app and watch videos that way.
- You can watch videos using your **Amazon Instant Video** account.

To remove flash drive from tablet

- Tap **Desktop**
- Left click arrow beside keyboard in upper right
- left click Safely Remove icon
- Left click Eject D:

Skydrive

SkyDrive is free cloud storage that comes with your Microsoft account. It's like an extra hard drive that's available from any of the devices you use, so the files you save there are always with you.

- Go to Skydrive.com
- If you don't have a Microsoft Account, tap Create an Account and fill in the form
- Sign in using your Microsoft Account
- Tap Upload
- You can upload files from your Surface PC or any other device to the Cloud. You don't have to keep those files on your tablet or any device once you've uploaded the file to the Cloud. This is free storage on the web.

Microsoft Account is an email address and password that you use to sign into various windows apps like Store or Skydrive (Windows live is same as Microsoft account)

Mail

To add an email account to your Mail app, tap Mail, swipe left, tap **Settings**, tap Account

Sign in to Wireless Network

- Swipe in from the right-edge of the screen, and tap **Settings**.
(If you're using a mouse, point to upper-right corner of screen, move the mouse pointer down, and then click **Settings**.)
- Tap or click the wireless network icon .
A list of available wireless networks appears.
- Tap or click a wireless network to connect to it.
- Tap or click **Connect**.
- If you are using a public network (café or library) select **No for Sharing with other devices**
- If prompted, type your network security key (network password).

Change Screensaver on Desktop

- Go to **Desktop**, swipe in from right-edge of screen, tap **Settings**, click **Personalization**
- Tap **Desktop Background**
- From **Picture Location** menu, select **Solid Colors**
- Select color, tap **Save Changes** in bottom right, close window

Note: you might have to close window and try a few times to make Solid Colors show up in menu.

RAM for running programs

You can get the 4GB RAM or 8GB RAM models.

PC Info

To find out how much RAM and storage you have, go to **Desktop**, swipe from right-edge of screen, tap **Settings**, tap **PC info**

To check remaining free space on your C: drive

- Tap **File Explorer**, Tap to expand **Computer** from left side
- Under **Hard Disk** in central area, you should see the amount of free remaining space

To see your battery level

- Swipe in from right-edge of screen to see charger icon and wireless icon, time, date on left side of screen.

To take a screenshot

- Hold down **Volume Down** button (an actual button) along the left edge of your Surface Pro
- At the same time, press and hold **Windows logo**
- A Screenshot will be saved to your File Manager under *C:/Pictures/Screenshots*