



Microsoft Windows 8

What is Windows 8?

Windows 8 is the latest version of Microsoft's popular Windows operating system. It was released in fall 2012 and is now widely available. Unlike previous versions of this Windows, Windows 8 was designed for many types of devices. Windows 8 supports desktops, laptops, tablets, and cell phones. This is a very big change!



Start Screen

The start screen is what loads when Windows 8 first turns on. It is a new page that contains square 'tiles' which are clickable icons for your programs and applications. The name of the program or app is in the bottom left corner of the tile. If you have lots of apps installed, you can use the arrow keys on your keyboard to view extra tiles to the right.

Common Tasks

Access the Desktop – on the start screen, there is usually a tile with the name 'Desktop.' If that is present on your computer, left click it to go to the familiar desktop. If a 'Desktop' tile is not present on your start screen, move your mouse to the top right corner of the computer, and then move your mouse down over the magnifying glass that should appear. Left click the magnifying glass. This should open up an interface to for searching. Make sure 'Apps' is highlighted, and then type 'Desktop' into the white text entry box. You can either left click the 'Desktop' icon that should appear to open it OR you can right click it and then select 'Pin to Start' which should appear in a menu at the bottom left of your screen to make the Desktop easy to get to from your start screen.

Return to the Start Screen – whether you're in the familiar desktop or in a new app, you can always get back to the start screen full of tiles by placing your mouse in the exact bottom left corner of the screen and then left clicking.

Open an App – on the start screen, apps are opened by left clicking tiles.

Uninstall an App – on the start screen, right click an app's tile. A list of options should appear across the bottom of your screen. Left click the 'Uninstall' button.

View all Installed Apps – sometimes, not all apps are on the start screen. You can view them by right clicking in any free space on the start screen. An option "All apps" should appear in a menu at the bottom of the screen. Left click that option. A list of all installed apps should appear. From this list, you can open them, uninstall them, or right click them and then left click 'Pin to start' if you want to always see that app on the start screen.

What's Open? / Switching Apps / Closing Apps – To see what's open, place your mouse in the bottom left or top left corner of your screen and then move your mouse up toward the middle of the screen. Once you've done this, a list of your open apps should appear. Left click any of them to open or switch to that app. Right click an app and then left click the 'Close' button that should appear to fully close an app.

Search Your Computer – Maybe you've misplaced a file or can't remember where an app is on the start screen. Or you want to change a setting but don't know exactly what it's called or where it is. Windows 8 lets you search for all of those things. Place your mouse in the top right corner of the screen and then scroll down like before onto the magnifying glass that should pop up. Left click on the search magnifying glass. On the right there should be a white text box for typing your search. Below that box, there are the options to search apps, settings, and files. If any of your applications can be searched, they will appear below 'files.' Select one of those options before doing your search. Type your search, and the results can be viewed and accessed on the left side of the screen.

Install Apps – on the start screen, there should be a tile labeled 'Store' (if not, you can search your computer for the Store app as described above). Left click it to open the store. A lot of apps are free to download and install, but some are paid. All apps require a Microsoft account to install. The store highlights some apps, but you can search for specific things like Solitaire or Free Cell. Once you've found an app you want, left click it. It's page should open, showing screenshots and a description. Below it's star rating, there should be a button to 'Install' or 'Buy'

depending on the price of the app. Tap either install or buy, and then type in your Microsoft account information. By default, newly installed apps are placed as your last tile to the right.

Customize your start screen – The tiles on the start screen can be moved around to fit your needs. Left click hold and drag an app to change its place on the start screen. Some apps can have larger icons which you can enable by right clicking them and then left clicking the ‘Larger’ option that should appear at the bottom of the screen. You can change back to the smaller tile by right clicking the tile and then select ‘Smaller.’ You can create new groups of tiles by dragging an app until it appears alone at the top of a column.

Settings – Windows 8 has lots of settings that you can configure. They can be accessed through the old desktop control panel or in the new interface. In the new interface, place your mouse in the top right corner of the screen and then move down to the circular gear. Left click it to get to settings. Below are some of the things you can configure in this settings interface.

- **Turn off your computer** – Click the ‘Power’ button at the bottom middle, and then select ‘shut down’.
- **Help** – click ‘Help’ (toward the top) to view the resources that come with Windows 8
- **Internet** – toward the bottom, there should be a grid of 6 large buttons which include power, keyboard, and brightness. Left click the top left of these 6 buttons to connect to the Internet. A menu of available networks should appear. Left click on the network you want to use for the Internet, and then click ‘Connect’.
- **Volume** – left click the speaker icon to the left of brightness. Left click and drag the slider that appears to change how loud or soft your volume is.
- **Change PC settings** – at the bottom left of the settings menu, click this button to view and change a variety of other settings.

If you have questions on Windows 8, call the library and ask for the Adult Reference Desk to schedule a one-on-one appointment.

