



## Sign in to Windows 8

### Move Beyond the Lock Screen and Sign in to Windows 8

1. At the **Lock** screen, select anywhere on the screen.
2. On the **Accounts Available** screen, select the picture associated with your account.
3. On the **Sign In** screen, type your password and press **Enter** or select the **Submit** arrow.

### Return to Start from Any Other Screen

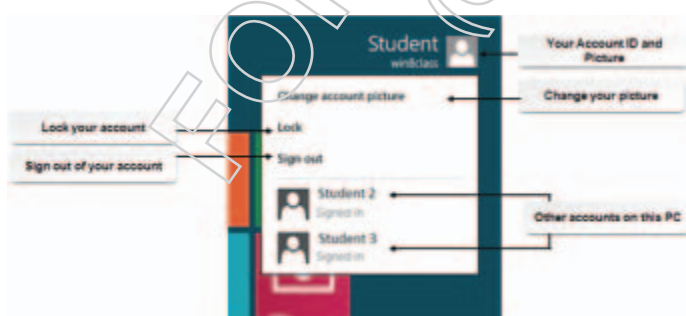
1. Move your pointer to the lower-left corner of your screen to bring up the **Start** button.
2. Select the **Start** button to return to the **Start** screen.

### Temporarily Lock Your Account

1. In the upper right of your screen, select the **Account ID**.
2. From the menu, select **Lock**.

### Sign Out of Windows and End Your Session

1. In the upper right of your screen, select the **Account ID**.
2. From the menu, select **Sign Out**.



## Customizing Your Windows Home Screen

### Rearrange Tiles

1. Using your mouse, drag a tile to a new location.
2. The other tiles will shift to accommodate the moved tile.

### Change Tile Size

1. Right-click the desired tile.
2. On the app command bar, select **Larger** or **Smaller**.
3. The other tiles will shift to accommodate the change.

### Manage Live Tiles

1. Right-click the desired tile.
2. On the app command bar, select **Turn live tile off** or **Turn live tile on**.



### Pin an App to the Start Screen

1. Right-click a blank part of the **Start** screen.
2. Select **All Apps** from the command bar at the bottom of the screen.
3. Right-click the app name or icon.
4. Select **Pin to Start**.

### Unpin an App from the Start Screen

1. On the **Start** screen, right-click the tile to be removed.
2. On the app command bar on the bottom of the screen, select **Unpin from Start**.

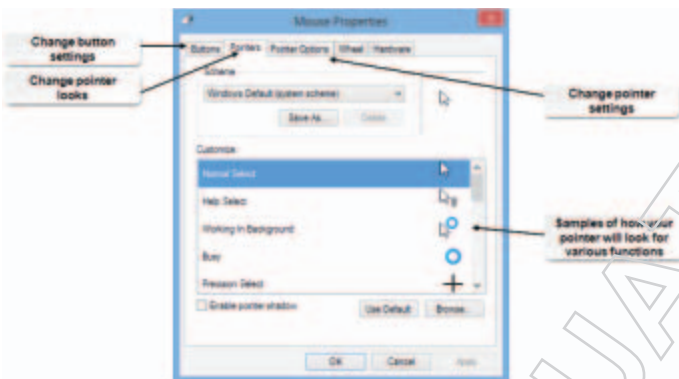
## Adjusting the Mouse Settings

### Change the Appearance of the Pointer

1. Select the **Settings** Charm.
2. Select **Personalization**.
3. Select **Change mouse pointers**.
4. On the **Scheme** menu bar, select the down arrow to view available pointer schemes.
5. Select one of the options, and then select the **Apply** button.
6. Select the **OK** button.

### Adjust the Responsiveness of the Pointer

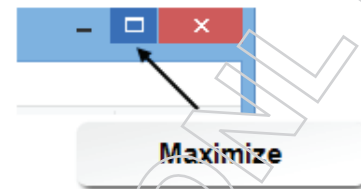
1. Select the **Settings** Charm.
2. Select **Personalization**.
3. Select **Change pointers**.
4. Select the **Pointer Options** tab.
5. Use the **Motion slider** to adjust the speed of your pointer.
6. In the **Snap to** section, check **Automatically move to the default button in a dialog box**.
7. Select the visibility options to make finding and tracking the mouse easier.
8. Select the **Apply** button, and then select the **OK** button.



## Changing the Size of a Window

### Minimize, Maximize, or Close a Window

- On the right side of the title bar, select the icon for **Minimize**, **Maximize** or **Close**.
- If you minimize or maximize, the window remains open and available on the taskbar.
- To reopen a minimized window, select the application icon on the taskbar.



### Use the Borders of the Window to Resize It

1. Position the mouse pointer over the border of a window. The pointer will change to the shape of a two-headed arrow.
2. Drag the border until the window is the size you want.

## Investigating Your Password Options

### Change Your Password

1. Select the **Settings** Charm, and then Select **Change PC settings**.
2. In the **Navigation** pane, select **Users**.
3. Under **Sign-in options**, select **Change your password**.
4. In the **Old password** text box, type your current password.
5. In the **New password** text box, type the new password.
6. In the **Reenter password** text box, type the new password.
7. Select **Next**, and then select **Finish**.

### Create a Four-Number PIN Password

1. Select the **Settings** Charm, and then select **Change PC settings**.
2. In the **Navigation** pane, select **Users**.
3. In the **Contents** pane, select **Create a PIN**.
4. When prompted, enter your current password.
5. In the **Enter PIN** text box, type your four-digit code.
6. In the **Confirm PIN** text box, type your four-digit code.
7. Click **Finish**.

### Create a Picture Password

1. Select the **Settings** Charm, and then select **Change PC settings**.
2. In the **Navigation** pane, select **Users**.
3. In the **Contents** pane, select **create a picture password**.
4. When prompted, enter your current password.
5. Select **Choose picture**.
6. From your **Pictures** library, choose a picture and then select **Open**.
7. Drag the picture to position it the way you would like, and click **Use this picture**.
8. Using your pointer, draw three motions on the picture.
9. When prompted, repeat the motions.
10. Select **Finish**.

### Choose a Sign-In Method at the Sign-In Screen

1. At the sign-in screen, below the **Password** text box, select **Sign-in options**.
  - Choose the key to enter your password.
  - Choose the keypad to enter your PIN.
  - Choose the mountains picture icon to use the picture password.
2. Sign in with the appropriate method.

## Navigating in Windows 8

### Scroll

Use the scroll bar to view contents not visible on the current screen.

- Drag the scroll bar slider at the bottom or right side of the window.
- Select the arrows on either end of the scroll bar.
- Click an empty area of the scroll bar.

### View Content Embedded in the Screen

- Select icons, such as small arrows or pictures in circles, to reveal or hide information embedded on the page.
- Select tiles to view interactive information or show the information in full screen.

### View App Command Bars

1. Right-click an empty part of the screen to open app command bars.
2. Select the icon that represents the action you want to take.

## Organizing Windows

### Move a Window

- While pointing at the title bar of the window, drag to the desired position.

### Snap a Window

1. While pointing at the title bar, drag the window off the screen until you see a small "wave" around your pointer.



2. When you release the mouse, the window snaps to take up half of the screen.

### Cascade, Stack, or Snap Windows

1. Open the windows that you want to work with.
2. Right-click the taskbar.
  - Select **Cascade windows** to show windows overlapped and cascading down from the upper-left.
  - Select **Show windows stacked** to show them stretched across the window, stacked in a column.
  - Select **Show windows side by side** to snap them all at once. The windows will be sized to all fit on the screen.

## Viewing all Tiles and Apps

### View All Apps Installed on Your Computer

1. Right-click a black part of the **Start** screen.
2. Select **All Apps** from the command bar at the bottom of your screen.

### View All Open Apps

1. Move your pointer to the upper-left corner of the screen until the **Switcher** tile appears.
2. Slide your pointer down the left side to display the **Open apps** pane.
3. To switch to another open app, select the app tile from the **Open apps** pane.

### View All Pinned Tiles

1. Move your pointer to the bottom of the **Start** screen.
  - If there are tiles pinned to **Start** that cannot be seen on one page, the scroll bar will appear at the bottom of the screen.
2. Use the scroll bar to move the screen left or right.

### Open an Additional App while Using an App

1. Return to start.
2. Select the tile for the desired app.

### Switch from One Open App to Another

1. Move your pointer to the upper-left corner of the screen until the **Switcher** tile appears.
2. Continue to select the **Switcher** tile until the desired app is open on the page.

### Change Which App is Displayed Larger

1. Drag the snap bar to the left or right until the desired app is in the larger pane.
2. The apps snap into the new panes.

### Return to Single-App View

1. Drag the snap bar to the left or right to push the second app off the screen.
2. The remaining app fills the screen. The second app remains open, but is suspended.

## Snapping Apps

### Snap an App and Open a New App

1. With your pointer at the top of the app screen, drag the app to the side of the screen.
2. The app snaps into the smaller pane.
3. Return to **Start** and open the second app.
4. The two apps appear, with the new app in the larger pane.

### Snap Two Open Apps

1. Display the app you wish to have in the larger pane.
2. Use the **Switcher** to view the tile for the other app.
3. Right-click the tile and select **Snap Left** or **Snap Right**. The second app snaps into the smaller pane.

## Closing Apps, Accessing Charms

### Close an Open App

1. Move your pointer to the top of the page until the pointer changes to look like a hand.
2. Drag the window off the bottom of the screen to close the app.

### Close a Suspended App

1. Move your pointer to the upper-left corner of the screen until the **Switcher** tile appears.
  - If this is not the app to be closed, slide your pointer down the left side of the screen to view all suspended apps.
2. Right-click the correct open app tile to open the tile menu.
3. Select **Close**.

### Access the Charms

1. Move your pointer to the top-right corner of the screen and swipe it down the right side of the screen.
  - The **Charms** will appear on the right side of your screen.
2. Select the desired Charm.

## Locating and Managing Files in Windows 8

### Open File Explorer

1. On the taskbar, select the **File Explorer** icon.
2. **File Explorer** opens in a classic application style window.



### View Contents of Libraries and Folders

1. In the **Navigation** pane, select the library name. The **Contents** pane displays the contents of the highlighted folder.
2. Select the caret to the left of the library or folder to open the folder and access subfolders.

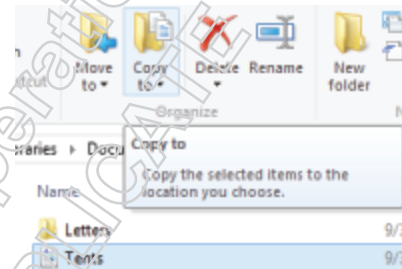
### Display or Hide the Ribbon

1. On the right side of the **Tabs** bar, select the **Expand the Ribbon** down arrow. The ribbon is displayed, and the tab it relates to is highlighted.
2. To access additional ribbon commands, select a different tab.
3. To hide the ribbon, select the **Minimize the Ribbon** up arrow.



### Create a New Folder

1. Select the library or folder in which to create the new folder.
2. On the **Home** tab of the ribbon, select **New Folder**.
3. Type the name of the new folder in the text box provided, and press **Enter**.



### Copy or Move a File

1. Locate and select the file.
2. On the **Home** tab of the ribbon, select **Copy To** or **Move To**.
3. From the drop-down list, select a destination.

### Empty the Recycle Bin

1. Right-click the **Recycle Bin**.
2. Select **Empty Recycle Bin**.
3. Select **Yes** to proceed with the deletion of files, or **No** to cancel the deletion.

## Using the Quick Access Toolbar

### Use an Icon on the Quick Access Toolbar

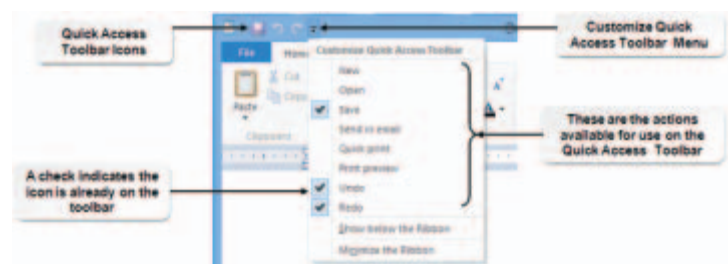
1. Select the file, folder, or text on which you wish to perform an action.
2. Select the icon that will perform the function you choose.

### Undo and Redo

1. Select the **Undo** icon or the **Redo** icon on the **Quick Access Toolbar**.
2. Repeat as necessary to undo or redo several actions.

### Add or Remove a Button on the Quick Access Toolbar

1. Select the **Customize Quick Access Toolbar** icon.
2. To add a button, click in the empty check box next to the desired action.
3. To remove a button, uncheck the check box that is next to the action that you want to remove.

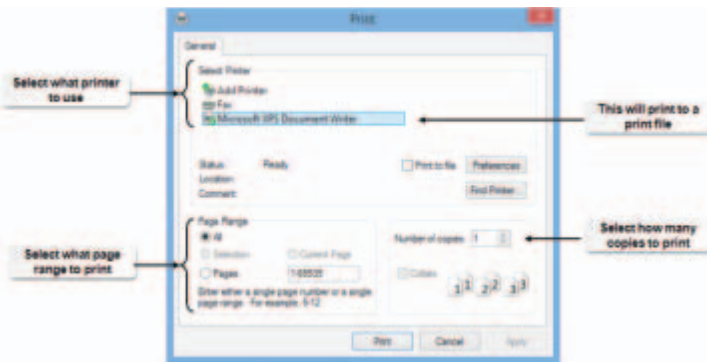




## Printing within an Application

### Previewing a File Before Printing

1. Select the **File** tab.
2. From the **Print** menu, select **Print Preview**.
3. If your file is ready for printing, select **Print**.
4. To continue working on the file, select **Close Print Preview**.



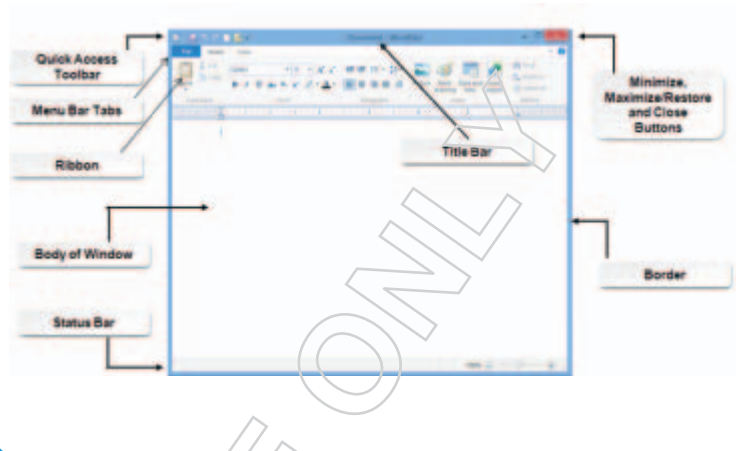
### Print a File

1. Select the **File** tab.
2. Select **Print**.
  - Options are available in the **Print** dialog box to change the printer, page range, and number of printed copies.
3. Select **Print**.

### Quick Print a File

1. Select the **File** tab.
2. From the **Print** menu, select **Quick Print**.

## Identifying Tools on the Application Window



## Copying and Moving Text or Pictures

### Use the Clipboard to Copy Text or a Picture

1. Select the contents to be copied.
2. On the **Home** tab, select **Copy**.
3. Place your cursor where you want to insert the copy.
4. On the **Home** tab, select **Paste**.



### Use the Clipboard to Move Text or a Picture

1. Select the contents to be moved.
2. On the **Home** tab, select **Cut**.
3. Place your cursor where you want the content to be placed.
4. On the **Home** tab, select **Paste**.

## Creating, Opening, and Saving Files

### Open an Existing File

1. Select the **File** tab.
2. Select **Open**.
3. Navigate to the folder where the file resides.
4. Select the file and select the **Open** button.

### Create a New File

1. Select the **File** tab.
2. Select **New**.

### Update a File

- On the **File** tab, select **Save**.

### Save a File Providing a New Name, and/or Location

1. On the **File** tab, select **Save As**.
2. In the **File name** text box, type the new name of the file.
3. Select the destination folder.
4. Select **Save**.

## Managing Groups

### Name a Group of Tiles

1. From the bottom-right corner of the **Start** screen, select the **Semantic Zoom** button.
2. Right-click the group to be named.
3. On the command bar, select **Name group**.
4. Enter the name of the group and select **Name**.
5. Click anywhere on the screen to return **Start** to full size.

### Rearrange Groups

1. From the bottom-right corner of the **Start** screen, select the **Semantic Zoom** button (The **Start** screen zooms out so you can see all tiles).
2. Drag the group to the new location.
3. Click anywhere on the screen to return **Start** to full size.

### Rename a Group or Remove a Name from a Group

1. From the bottom-right corner of the **Start** screen, select the **Semantic Zoom** button.
2. Right-click the group that is to be renamed to open the command bar.
3. Select **Name group** and type the new name or press the **Delete** key on your keyboard, and then select **Name**.
4. Click anywhere on the screen to return **Start** to full size.

## Personalize Windows 8 with Pictures

### Personalize the Lock Screen

1. Select the **Settings** Charm.
2. On the bottom of the **Settings** menu, select **Change PC settings**.
3. In the **Navigation** pane, select **Personalize**.
4. In the **Contents** pane, select **Lock screen**.
5. Select one of the picture options, or select **Browse** to open your picture library.
6. Select a picture, and select **Choose picture**.



7. Return to **Start** to automatically save your changes.

### Use Your Own Photo for Your Account ID

1. Select the **Settings** Charm.
2. On the bottom of the **Settings** menu, select **Change PC settings**.
3. In the **Navigation** pane, select **Personalize**.
4. In the **Contents** pane, select **Account Picture**.
5. Select **Browse** to open your picture library.
6. Select a picture, and select **Choose picture**.
7. Return to **Start** to automatically save your changes.

### Change the Picture on the Desktop

1. Select the **Settings** Charm.
2. Select **Personalization**.
3. Select **Desktop Background**.
4. Choose a picture from the selection area or click on the **Picture locations** menu bar.
5. If necessary, go to the **Pictures Library** and select your picture.
6. From the drop-down menu, select the picture position.
7. Select **Save Changes**.
8. Close the **Personalization** window.

## Change Borders and the Screen Saver

### Change Application Window Borders

1. Select the **Settings** Charm.
2. Select **Personalization**.
3. Select **Color**.
4. Choose a color from the array.
5. Slide the control to change the intensity of the color.
6. Select **Save Changes**.
7. Close the **Personalization** window.

### Choose a Screen Saver

1. Select the **Settings** Charm.
2. Select **Personalization**.
3. Select **Screen Saver**.
4. Select the drop-down arrow to select a screen saver and select **OK**.
5. In the **Wait** spin box, use the arrows to change how long your PC needs to be idle before the screen saver is activated, and then select **OK**.
6. Close the **Personalization** window.

## Using SkyDrive

### Upload a File to SkyDrive

1. Open the SkyDrive app.
2. Select the destination folder you want to use.
3. Right-click to display the command bar on the folder page.
4. Select **Upload**.
5. Select the file to be uploaded.
6. Select **Add to SkyDrive**.



### Access a File on SkyDrive

1. Open the SkyDrive app.
2. Open the folder that contains the file and select the file that you want to access.
3. Edit, save, and close the file.

## Configure Settings in Windows 8

### Change the Time Zone

1. Select **Change PC settings** from the **Settings** menu.
2. In the **Navigation** pane, select **General**.
3. Under **Time**, select the time zone drop-down list.
4. Select your time zone, and select the switch to automatically adjust for daylight savings time.



5. Return to **Start** to save changes.

### Turn Autocorrect On

1. Select **Change PC settings** from the **Settings** menu.
2. In the **Navigation** pane, select **General**.
3. Under **Spelling**, select the switch below **Autocorrect misspelled words**.
4. Return to **Start** to save changes.

### Remove a Device from Your PC

1. Select **Change PC settings** from the **Settings** menu.
2. In the **Navigation** pane, select **Devices**.
3. In the **Contents** pane, select the device to be removed.
4. Select the **Remove** icon, and select **Remove** again.
5. The device can safely be removed or unplugged from your PC.

### Clear Personal Info from Live Tiles

1. Select the **Settings** Charm.
2. Below **Settings**, select **Tiles**.
3. Select **Clear**.
4. Select the **Start** screen to return to **Start**.

### Refresh Your PC

1. Select **Change PC settings** from the **Settings** menu.
2. In the **Navigation** pane, select **General**.
3. Scroll down the **Contents** pane, select **Refresh Your PC**.
4. Select **Get Started** and follow the prompts.

## Navigating in Internet Explorer

### Use the Address Bar to Go to a Specific Website

1. Right-click to open the command bar.
2. Select the address bar to highlight the current address.
3. Type the address of the website you wish to visit, and press the **Enter** key.

### Navigate Using a Hotspot Link

1. Place your pointer over a hotspot.
2. Place your pointer over the info box. Your pointer changes to a pointing hand.
3. Click the link to go to the linked website.

### How to Use the Search Bar

1. In the **Search** bar text box, type your search terms.
2. Press the **Enter** key.

### Navigate Between Pages

1. Select the **Back** arrow to go back one page.
2. Select the **Forward** arrow to go forward one page.

### Refresh the Page

1. Right-click to open the command bar.
2. Click the **Refresh** icon to reload the page.

### Share a URL or Website Content

1. Select the tab of the URL or select the content that you wish to share.
2. From the **Charms** menu, select **Share**.
3. Enter the recipient, and send or post the information.



## Search Tools in Internet Explorer

### Search Using Page Tools

1. Right-click to open the command bar.
2. Select the **Page Tools** icon.
3. Select **Find on page**.
4. Enter the search term.
5. Select the **Previous** or **Next** arrow to navigate between results.

### Search Using Popular New Options

1. Under the **Popular now** label, select a name or phrase to begin a related search.
2. Select a link from the results.

### View Recent Search History

1. In the **Popular now** pane, under **Search History**, select from the list of recent searches.
2. Under **Search History**, select **See all to view all of your search history**.

## Using Tabs in Internet Explorer

### Open a New Tab

1. Right-click a blank area of the page to open the **Tabs** menu.
2. Select the **New Tab** icon.
3. Select a tile from the menu, or in the **Search** text box, enter a search term.



### Switch Between Tabs

1. Right-click a blank area of the page to open the **Tabs** menu.
2. Select the desired tab to switch to that page.

### Close Tabs

1. Right-click a blank area of the page to open the **Tabs** menu.
2. Select the **Close Tab** icon to close a single tab.
3. Select the **Tab Tools** icon and select **Close tabs**, to close all but the current tab.
4. Click anywhere on the background of the page to close the **Tabs** menu.

## Saving Favorites and Setting Preferences in IE

### Save a Page as a Favorite

1. While on the page to be pinned as a favorite, right-click to open the command bar.
2. Select the **Pin Site** icon.
3. Select **Add to favorites**.

### Access Frequent and Favorite Links

1. Right-click to open the command bar.
2. Select the address bar to open the **Quick Site** access panel.
3. Select a tile to go to the desired site.

### Pin a Site to the Start Screen

1. While on the page to be pinned, right-click to open the command bar.
2. Select the **Pin Site** icon.
3. Select **Pin to Start**.
4. To assign another name to the **Start** tile for this page, type the new name.
5. Select **Pin to Start**.

### Set Search Preferences

1. Select the **Preferences** icon.
2. On the **Preferences** page, in the **Navigation** pane, select a category.
3. In the **Contents** pane, make the changes to the options listed.
4. Select **Save**.



## Windows 8 Security Tools

### Turn on Windows Defender

1. Right-click the **Start** screen.
2. Select the **All Apps** icon from the command bar.
3. Under the Windows system programs, select **Windows Defender**.
4. Select the **Settings** tab.
5. Select **Administrator**.
6. If necessary, check the **Turn on Windows Defender** check box.
7. Select **Save Changes**.
8. Close Windows Defender.

### Turn On Real-Time Protection

1. Right-click the **Start** screen.
2. Select the **All Apps** icon from the command bar.
3. Under the Windows system programs, select **Windows Defender**.
4. Select the **Settings** tab.
5. If necessary, in the **Navigation** pane, select **Real-time protection**.
6. If necessary, check the **Turn on Real-time protection** check box.
7. Select **Save Changes**.
8. Close Windows Defender.

### Change Privacy Settings

1. Select the **Settings** Charm.
2. Select **Change PC settings**.
3. In the **Navigation** pane, select **Privacy**.
  - Select the **Let apps use my location** toggle to turn access on or off.
  - Select the **Let apps use my name and account picture** toggle to turn access on or off.
  - Select the **Help improve Windows Store** toggle to turn access on or off.

## Create a User Account

There are two account types in Windows 8: **Microsoft accounts** and **Local accounts**. **Microsoft accounts** expand on **Local accounts** by adding access to mail, calendar, messaging, and more apps, as well as the ability to synchronize your account with others PCs.

### Create an Account

1. Select **Settings**.
2. Select **Change PC settings**.
3. Open the **Users** menu.
4. In the **Contents** pane, select **Add a user**.
5. Proceed with relevant account type.

## Windows 8 Scan Utility

### Change Scan Settings

1. Right-click the **Start** screen, and select the all apps icon on the command bar.
2. Under the Windows system programs, select **Windows Defender**.
3. Select the **Settings** tab.
4. Select to exclude any files or processes from being scanned.
5. Select **Advanced** to select additional scan options for activation or deactivation.
6. Select **Save Changes**, and close the Windows Defender window.

### Perform a Scan on Your Computer

1. Right-click the **Start** screen, and select the all apps icon on the command bar.
2. Under the Windows system programs, select **Windows Defender**.
3. On the **Home** tab, select a scan option.
4. Select **Scan now**.
5. Select the **History** tab to view the details of the scan.
6. Close the **Windows Defender** window.

## Securing Access to Your Information

### Turn Location Access On or Off

1. Select the **Settings** Charm.
2. Select **Change PC Settings**.
3. In the **Navigation** pane, select **Privacy**.
4. Click the **Let apps use my location** toggle to turn access on or off.

### Turn Name and Account Picture Access On or Off

1. Select the **Settings** Charm.
2. Select **Change PC Settings**.
3. In the **Navigation** pane, select **Privacy**.
4. Click the **Let apps use my name and account picture** toggle to turn access on or off.

### Stop or Start Sending URLs to Windows Store

1. Select the **Settings** Charm.
2. Select **Change PC Settings**.
3. In the **Navigation** pane, select **Privacy**.
4. Click the **Help improve Windows Store** toggle to turn access on or off.

