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by Mark Justice Hinton

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About the Author

A computerist for more than 30 years, **Mark Justice Hinton** has written books on digital photography as well as on three versions of Microsoft Windows: Vista, Windows 7, and Windows 8. This is his third title in the *For Seniors* series. He has taught thousands of students since 1988 in classes for the University of New Mexico Division of Continuing Education. Mark writes a blog on computer topics at `www.mjhinton.com/help`. He posts favorite photos, as well, at `www.photosbymjh.com`.

Dedication

To New Mexico/The Land of Enchantment

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It took a lot of people to put this book into your hands. The author gets the fame, the fans, and the fat check, but he couldn't do it without many other people, too many of whom go unnamed here. Thanks to everyone at Wiley for their part in producing this book. Foremost, I'm grateful to Susan Pink, editor. Susan combines experience and skill with an unflappable good nature. It was my good fortune and pleasure to work with her. Special thanks to editorial manager Jodi Jensen, my acquisitions editor, Amy Fandrei, technical editor Russ Mullen, and editorial assistant Leslie Saxman. My deepest thanks, always, to Merri Rudd, photographer and writer, as well as mi corazón for more than thirty years.

peace,
mjh

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Project Editor: Susan Pink

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Layout and Graphics: Carl Byers, Carrie A. Cesavice, Corrie Niehaus

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Windows 8 is the latest generation of Microsoft's operating system, the master program that makes a computer useful and provides support to other programs, including word processors, photo viewers, and web browsers. Much as an education equips you to read a novel or play a game, Windows 8 equips your computer to perform a wide range of activities. You can use Windows 8 and other software (or *apps*) to read or write a novel, play games or music, and stay in touch with friends and family around the world.

As Windows has evolved over the past 30 years, so have computers — the *hardware.* Today, you can buy a computer as small as a paperback book, and even such a little computer is unimaginably more powerful than (and a fraction of the cost of) computers just 10 years ago. The hardware consists of the screen, as well as optional components such as a keyboard and a mouse.

You don't need much time with a computer to conclude that there has to be an easier way to do things. At times, computers seem overly complex and inscrutable. Have you used a cellphone lately? Or a TV remote control? Why are the controls on every microwave oven different? Why does every new tool offer countless options you don't want that obscure the ones you do want? Well, I don't have the answers to those questions, but I do have step-by-step instructions for many tasks you want to perform using Windows 8.

After 34 years working with computers, I find that they reward patience, curiosity, and a little methodical exploration. Seniors, in particular, know that learning never really stops and that learning new things keep one young, at least figuratively. By the end of this book, you may be a multitasking computerist performing virtual gymnastics with Windows 8. On the other hand, if this book helps you do only one thing— using e-mail, browsing the Web, or enjoying photos or music— that one useful thing may be all you need.

About This Book

Age is just a number. This book is intended for anyone getting started with Windows 8 who wants step-by-step instructions without a lot of discussion. The *Get ready to . . .* bullets at the beginning of each chapter lead you to practical tasks. Numerous figures with notes show you the computer screen as you progress through the steps. Reading this book is like having an experienced friend stand behind you as you use Windows 8 . . . someone who never takes control of the computer away from you.

Conventions Used in This Book

This book uses certain conventions to highlight important information and help you find your way around:

➠ **Different methods for performing steps**: In general, you can complete a step in three ways. I list the choices as follows:

- **Mouse:** If you have a mouse, follow these instructions.
- **Touchscreen:** You may be able to touch your screen to perform tasks.
- **Keyboard:** Keyboard shortcuts are often the fastest way to do something.

When you have a choice between these methods, experiment to determine which is easiest for you.

- **Tip icons:** Point out helpful suggestions related to tasks in the steps lists.

- **Bold:** I use bold for figure references and also when you have to type something onscreen using the keyboard

Many figures have notes or other markings to draw your attention to a specific part of the figure. The text tells you what to look for; the figure notes help you find it.

- **Website addresses:** If you bought an e-book, website address are live links. In the text, website addresses look like this: `www.win8mjh.com`. See Chapter 6 for information on browsing the Web.

- **Options and buttons:** Although Windows 8 often uses lowercase in options and on buttons, I capitalize the text for emphasis. That way, you can find a button labeled Save Now, even though onscreen it appears as *Save now*.

What You're Not to Read

You can work through this book from beginning to end or simply look at the table of contents and find the content you need to solve a problem or help you learn a new skill whenever you need it. The steps in each task get you where you want to go quickly without a lot of technical explanation. In no time, you'll start picking up the skills you need to become a confident Windows 8 user.

Technology always comes with its own terms and concepts, but you don't need to learn another language to use a computer. You don't

need any prior experience with computers or Windows. Step-by-step instructions guide you through specific tasks, such as accessing the news or playing a game. These steps provide just the information you need for the task at hand.

Foolish Assumptions

I assume that you have a computer and want clear, brief, step-by-step instructions on getting things done with Windows 8. I assume also that you want to know just what you need to know, just when you need to know it. This isn't Computers 101. This is Practical Windows 8. As an old friend of mine said, "I don't want to make a watch; I just want to know what time it is."

How This Book Is Organized

This book is divided into four parts to help you find what you need. You can read from cover to cover or just jump to the page that interests you.

- **Part I: Getting to Know Windows 8.** In Chapter 1, you turn on the computer and get comfortable with essential parts of Windows 8, such as the Start screen, as well as how to use a mouse, touchscreen, or keyboard. Explore features of Windows 8 apps in Chapter 2. To customize Windows 8 to work better for you, turn to Chapter 3. In Chapter 4, you create and modify user accounts settings, such as passwords. Discover the desktop, a workspace for running apps created before Windows 8, in Chapter 5.

- **Part II: Windows 8 and the Web.** Use the Web to stay current and keep in touch. Turn to Chapter 6 to use Microsoft Internet Explorer to browse the Web. Send and receive e-mail in Chapter 7. Want to stay in touch with family and friends using such popular services as Facebook? See Chapter8.

- **Part III: Having Fun with Windows 8.** If you haven't been having any fun until now, I've failed you. Expand your tools and toys in Chapter 9 by connecting to Microsoft Store to install new apps. In Chapter 10, you enjoy photos on Windows 8 and put your own photos on the computer. If you want to listen to music and watch a movie, see Chapter 11.

- **Part IV: Beyond the Basics.** In Chapter 12, you learn about the care and feeding of Windows 8, which requires a little maintenance now and then. Find out how to connect a printer and other hardware, such as a mouse and a second screen, in Chapter 13. Do you think "a place for everything and everything in its place"? Chapter 14 is where you organize your documents. You back up your files to insure against loss and refresh Windows 8 when it gets cranky, all in Chapter 15.

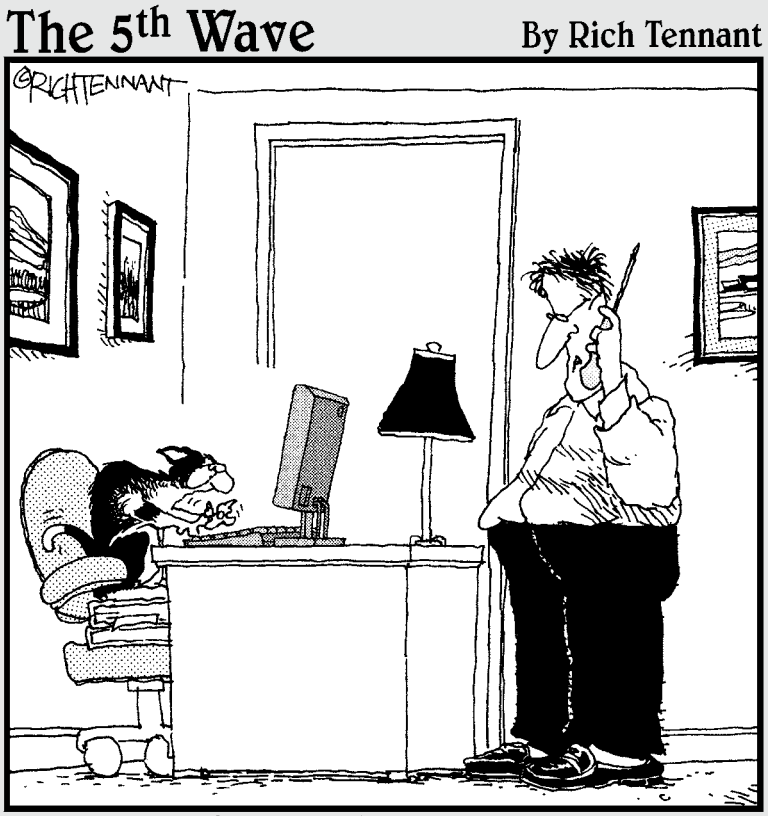
Where to Go from Here

Scan the table of contents or the index for a topic that interests you most. Or just turn the page and start at the beginning. It's your book.

Comments and suggestions are welcome. Write me at mark@mjhinton.com. For supplemental material and updates, visit the book's website at `www.win8mjh.com`. as well as `www.dummies.com/go/windows8`.

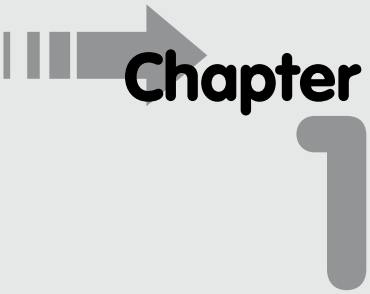
Part I

Getting to Know Windows 8



"Well, she's fast on the keyboard and knows how to load the printer, but she just sort of plays with the mouse."

Getting in Touch with Windows 8



With Windows 8, Microsoft created a grand version of Windows, its flagship *operating system* (the master program for any computer). You can use Windows 8 on a wide range of devices, from a smartphone to a big-screen TV entertainment system: one size fits most. You can not only use the same programs with a range of hardware but also access the documents you create (such as photos and e-mail — files and data, to nerds) from any Windows-based computer, giving you extraordinary freedom of choice and mobility.

Although countless companies create programs you may use, Microsoft attempts to make similar functions consistent across different programs. For example, opening a document or e-mailing a photo to a friend involves the same steps regardless of the programs you use. You don't have to learn a different way of doing common tasks in each program. This consistency will serve you well when using Windows 8 and other new programs.

In this chapter, you start your computer and work with the *Start screen*, the dashboard for Windows 8. You explore options for using the Start screen with your *hardware* (the computer and related devices). Then you exit Windows 8 and go right back in for more.

Get ready to . . .

- Tell Your Computer What to Do 10
- Move the Mouse 11
- Touch the Screen 12
- Use a Keyboard 13
- View the Virtual Keyboard ... 15
- Turn On Your Computer 19
- Check Out the Start Screen ... 25
- Shut Down Your Computer ... 27
- Start Again on the Lock Screen 29

For those readers familiar with a previous version of Windows, note that the Start button and menu have been replaced by the new Start screen, and the desktop and taskbar are in a new location. See Chapter 5 for more information about the desktop.

The easiest way to get Windows 8 is preinstalled on a new computer. If your current computer runs Windows 7, you can upgrade to Windows 8, although an older machine may lack newer functions, such as a touchscreen. Instructions for upgrading from a previous version of Windows are on the book's website at `www.win8mjh.com`. (See Chapter 6 for help on visiting that website and others.)

Tell Your Computer What to Do

How do you get Windows 8 to do what you want it to do? You can command a computer in many ways, depending on your equipment (hardware). For example, a desktop computer has different options from a handheld phone. You may have any or all of these choices:

- **Mouse**
- **Touchscreen**
- **Keyboard**

Another device for controlling Windows is a touchpad, which is commonly found on a laptop keyboard. You move your finger on the touchpad to move the pointer on the screen. You may also be able to control Windows using speech and a microphone. Microsoft Kinect is a device that enables you to control your computer with a wave of your hand. Welcome to the future!

If you have a computer with more than one of these devices, you might use one device exclusively or, more likely, vary your choice according to the task. Use whichever technique is easiest for you, but

don't be afraid to experiment. In the next few sections, you discover the ins and outs of using all these methods of controlling Windows 8. Then you're ready to turn on your computer and use these methods.

In the steps throughout this book, *choose* or *select* refers to using a mouse, the touchscreen, or a physical keyboard. *Drag* refers to using a mouse or a finger.

Move the Mouse

For many years, computers have had a mouse, which is a soap-bar-sized device that you move across a desk with your hand. Move the mouse and note how the arrow called a *mouse pointer* moves across the computer screen. A mouse has two or more buttons; some also have a scroll wheel between the buttons.

The following terms describe methods for using a mouse with Windows 8. In each, move the mouse first to position the pointer over a specified item before proceeding:

- **Click:** Move the on-screen arrow-shaped mouse pointer over a specified item and press and release the left mouse button: that's a click (sometimes called a left-click to distinguish it from a right-click).
- **Right-click:** Press and release the right mouse button to display available functions. Note that the word *click* by itself means use the left mouse button.
- **Drag:** Press and hold down the left mouse button, and then move the mouse pointer across the screen. When you want to move an object, you drag it. Release the mouse button to release the object.

Watch for the word *click* to indicate using a mouse button and *roll* to indicate using the mouse wheel.

Touch the Screen

A *touchscreen,* as the name says, enables you to touch the screen to tell your computer what to do. You typically use one finger or two, although touchscreens may allow you to use all ten digits. In some cases, you can also use a special pen called a *stylus* instead of your finger. Tablet computers and some smartphones have touchscreens. Touchscreens are less common on desktop or laptop computers, but that situation is changing. Not sure what type of screen you have? When you have Windows 8 running, give the screen a poke with your index finger to see what happens.

The following terms refer to ways you interact with a touchscreen:

- **Tap:** Briefly touch the screen. You *select* an object, such as a button, by tapping it.

- **Drag:** Touch and hold your finger on the screen, then move your finger across the screen. You *move* an object, such as an onscreen playing card, by dragging it.

- **Swipe:** Touch and move your finger more quickly than with drag. You can swipe your finger across the screen from any of the four sides of the screen to display options and commands. You swipe pages to move forward or back. You may see the word *flick* instead of *swipe.* Some people insist that a flick is faster or shorter than a swipe, but let's not get caught up in that.

- **Pinch and unpinch:** Touch a finger and thumb or two fingers on the screen. Move your fingers closer to each other to *pinch* and away from each other to *unpinch.* Generally, a pinch reduces the size of something on the screen or shows more content on the screen. An unpinch (an ugly word) *zooms in,* increasing the size of something on-screen to show more detail.

Watch for the words *tap*, *swipe*, or *pinch* to indicate using your finger. Touch actions are often called *gestures*.

See the section "View the Virtual Keyboard" if your computer doesn't have a physical keyboard, as is often the case with a touchscreen.

Use a Keyboard

A typewriter-like keyboard is a traditional device for controlling a computer and is especially useful when you must enter a lot of text. Special key combinations, called *shortcut keys*, are often the quickest way to do anything (though they require some memorization).

The following keys are particularly noteworthy. No offense intended to fans of keys not noted here. Although you won't use all these keys immediately, locate each one on your keyboard.

Press indicates use the keyboard (physical or virtual) for the specified key or sequence of keys (just as *click* indicates a mouse action and *tap* indicates touch). Combinations of keys are not pressed simultaneously. Instead, press and hold the first key in the specified sequence, press the second key, then release both. (I explain exceptions to this method as necessary.)

- **⊞:** Called the Windows key, this key is usually located on either side of the spacebar, which is the largest key. ⊞ works by itself, as you'll soon see, and also in combination with many other keys. Throughout the book, I specify these combinations where you might use them. There will be a quiz later. (Kidding! No quizzes.)

- **Tab:** Press the Tab key to highlight an item. Press Tab repeatedly to skip items you don't intend to select.

The keyboard can be used to select objects but is less direct than using touch or a mouse.

- **Arrow keys:** Press the arrow keys to move the cursor or selection of an object in the direction the keys point (left, right, up, or down). In some contexts, Tab and the right arrow do the same thing. Sorry to be vague, but context matters, at times.

- **Enter:** In most cases, the Enter key on the keyboard chooses a selection, much as clicking or tapping do. However, you may need to use the Tab key or an arrow key to select an item before pressing the Enter key.

- **Ctrl, Alt,** and **Shift keys:** These keys are used with other keys for commands. For example, press Ctrl+C to copy selected text or an object. (That is, while pressing and holding down the Ctrl key, press the C key — no need to press Shift for an uppercase C. Then release both keys.) The Shift key is used with another key for uppercase.

- **Backspace:** As you enter text, each press of Backspace erases the character to the left of the cursor.

- **Delete:** As you enter text, each press of the Delete key erases the character to the right of the cursor. On some keyboards, this key is labeled Del.

- **Function keys:** All keys function, but Function keys are labeled F1 through F12. You don't use these much in this book, but locate them. Laptops often have a separate Function Lock key to turn these keys on or off.

- **Page keys:** Locate the Home, End, Page Up, and Page Down keys for future reference. Use these to move the screen, a page, or the cursor.

View the Virtual Keyboard

Windows 8 can display a virtual keyboard on-screen. This feature is vital for devices that have a touchscreen and no physical keyboard. With a touchscreen, the virtual keyboard appears automatically when the *cursor* (a blinking vertical bar) indicates that you can enter text in a box. If the virtual keyboard doesn't appear automatically, you may also see a separate box floating above or below the text box. Tap that floating box to display the keyboard. To type using the keyboard, simply tap or click a letter, number, or symbol key.

Different types of virtual keyboards:

- The *standard layout* (also called QWERTY) appears automatically (see **Figure 1-1**). The Enter key changes depending on the context.

Standard layout

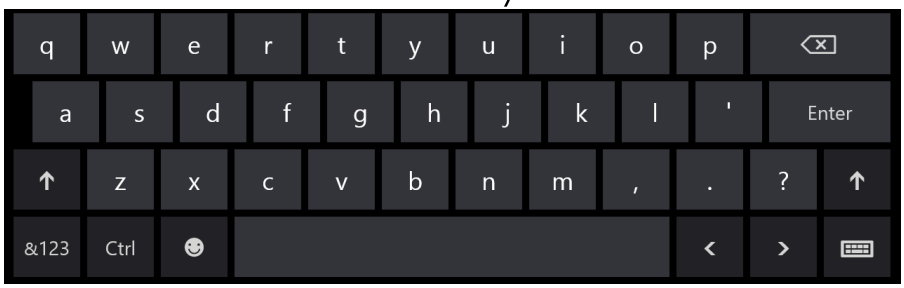


Figure 1-1

- The *uppercase layout*, shown in **Figure 1-2**, appears when you tap the Shift key on the standard layout.

Uppercase layout

Figure 1-2

- The *numbers and symbols layout,* shown in **Figure 1-3,** appears when you tap the &123 key on the standard layout. Tap the &123 key again to return to the standard layout.

Numbers and symbols layout

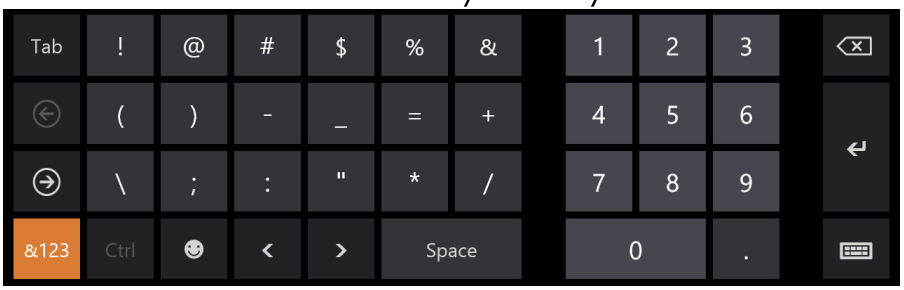


Figure 1-3

- The control keys overlay (see **Figure 1-4**) appears on five keys on the standard layout when you tap the Ctrl key. The Ctrl keys are used in common tasks, such as copying (Ctrl+C) or moving (Ctrl+X) selected text. The overlay disappears automatically after you tap one of the control keys (A, Z, X, C, or V).

Ctrl keys layout

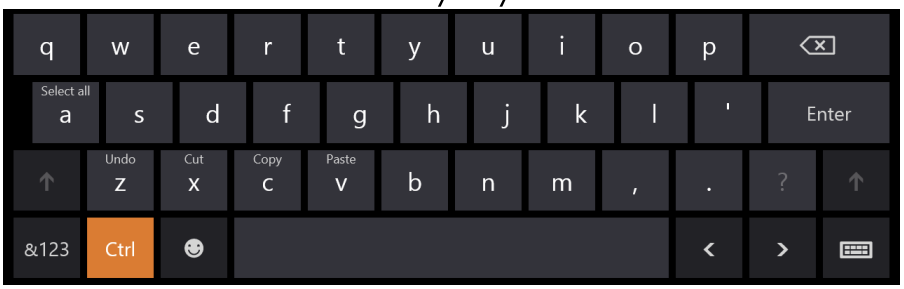


Figure 1-4

- The *smiley layout,* shown in **Figure 1-5,** appears when you tap the smiley face key. Tap the smiley face key again to return to the standard layout. (Smileys are also called *emoticons* or *emoji.*)

Smiley Keys layout

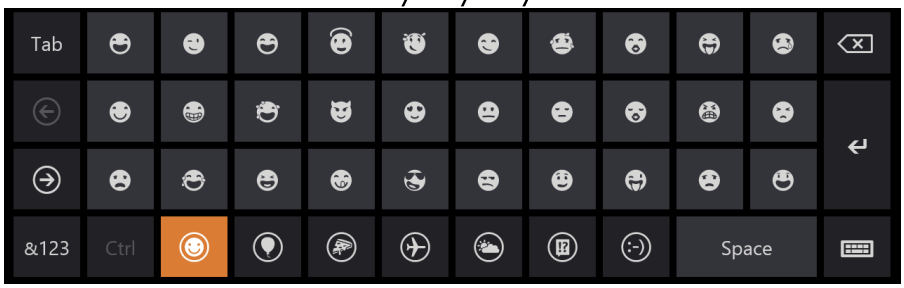


Figure 1-5

But wait! There's more. Tap the keyboard key, which is in the lower-right corner of any layout, to display the four options shown in **Figure 1-6.**

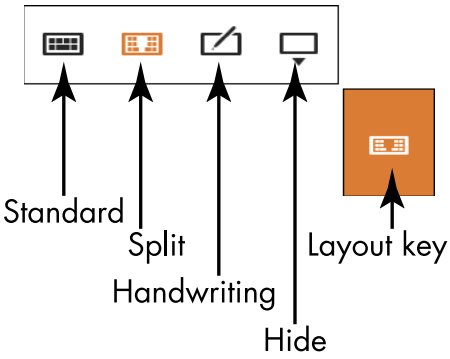


Figure 1-6

- Tap the standard button (shown in **Figure 1-6**) to return to the standard layout from the split or handwriting layout. (More on those two layouts next.)

- Tap the split button to view the *split keyboard layout,* shown in **Figure 1-7.** This layout is handy for typing with your thumbs while holding two sides of a tablet.

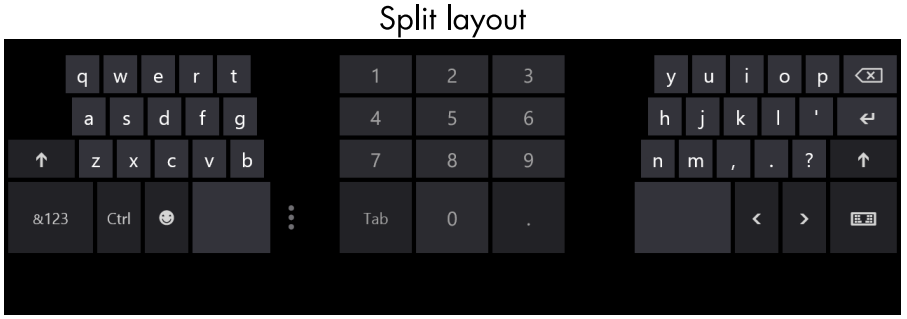


Figure 1-7

➠ Tap the handwriting button to view the *handwriting layout,* shown in **Figure 1-8.** This layout enables you to write with a finger or a stylus (a special pen). Printing usually works better than script.

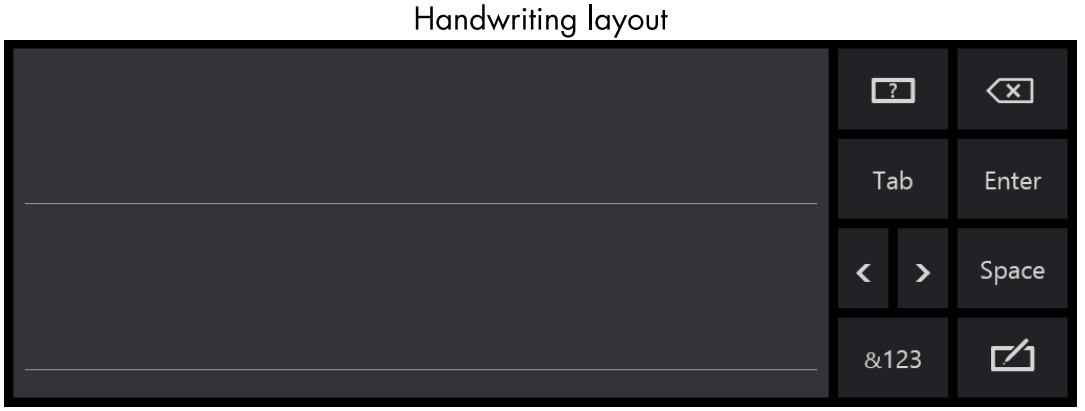


Figure 1-8

If your touchscreen doesn't come with a stylus, you can buy one and use it instead of your finger for improved precision.

➠ Tap the last button to dismiss or hide the virtual keyboard.