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***Windows® 8
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FOR
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by Andy Rathbone

FOR
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About the Author

Andy Rathbone started geeking around with computers in 1985 when he bought a 26-pound portable CP/M Kaypro 2X. Like other nerds of the day, he soon began playing with null-modem adapters, dialing computer bulletin boards, and working at Radio Shack.

He wrote for various techie publications before moving to computer books in 1992. He's written the *Windows For Dummies* series, *Surface For Dummies*, *Motorola Xoom For Dummies*, *Upgrading and Fixing PCs For Dummies*, and many other computer books.

Today, he has more than 15 million copies of his books in print, and they've been translated into more than 30 languages. You can reach Andy at his website, www.andyrathbone.com, where he answers a reader's question online each week.

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Introduction

Welcome to *Windows 8 For Tablets For Dummies!*

If you've been frustrated when running Windows 8 on a desktop PC, there's a reason: Microsoft designed Windows 8 to run on *tablets*. So, rest assured that with your tablet, you're now running Windows 8 the way it was supposed to be run.

You'll enjoy running Windows 8 on a tablet much more than on a desktop. Desktop PCs sit on boring desktops, which usually mean work. Tablets, by contrast, represent travel and leisure, and that's where they excel.

About This Book

Today, most people think of a desktop PC as a workhorse for creating: They create documents, spreadsheets, and whatever other boring files their boss requires. And they usually require a mouse and keyboard.

Tablets, by contrast, work best at letting you consume: videos, music, the Internet, and e-mail. And it's often done on the couch, with your fingertips.

But what if one tablet straddled both worlds, letting you both consume and create?

That's the promise of a Windows 8 tablet. Its finger-friendly Start screen lets you watch videos, listen to music, read e-books and e-mail, and browse the web. And, come Monday morning, you can switch to the Windows desktop, plug in a mouse and keyboard, and put on your working cap.

And how well does it hold up on that promise? That's where this book comes into play. I describe how it works in both work and play mode, and how to give it a few little tweaks to make it fit into your life a little more easily.

This book also explains how to run *Windows RT*, the slim-and-trim version of Windows 8. Both versions of Windows are almost identical. But when something in the book applies only to Windows RT, I mark that paragraph with the Windows RT icon, like the one shown in the margin.



How to Use This Book

This book works best as a reference that dishes up answers to your questions about running Windows 8 on a tablet. Instead of trying to read it all the way through, treat it like a specialized dictionary. When Windows 8 does something unexpected — or when you try to do something but Windows 8 seems to be ignoring you — pick up the book.

Using the book's index, table of contents, or even chapter titles atop each page, find the section you need, read the answer, and put the book away until you need it again.

Everything presented here works with a tap of your Surface's touchscreen. On those rare occasions where you need to type information on a keyboard, you see easy-to-follow bold text like this: Type **Crispy French Fries** into the Orders box.

And What About You?

This book assumes you're fairly familiar with a desktop PC. You've probably used Windows on a desktop PC, so you know the basics. You know how to point and click with a mouse, for example. You know how to double-click, right-click, and even drag windows around on the screen.

But you're not sure how that knowledge translates to a touchscreen tablet, where everything relies on your fingertips.

To bring you up to speed, this book explains how to control your tablet with your fingers, including the Windows desktop. However, it also points out those times when you should simply give up, plug a mouse and keyboard into your tablet, and turn it into a familiar desktop PC. (And yes, most Windows 8 tablets can also turn into plain ol' desktop PCs when duty calls.)

I cover the desktop when needed in this book, and I explain all the adjustments you can make so it's as touch-friendly as possible. But if you plan on using your tablet's desktop *exclusively*, you might be better served with my other book, *Windows 8 For Dummies*, also published by John Wiley & Sons, Inc. (That book also covers tablets, but without as much detail as you find in this book.)

How Did Microsoft Change Windows 8?

In the past, Microsoft released an operating system and never changed it: Windows XP, for example, still works basically the same as it originally did, a decade later.

With Windows 8, Microsoft takes a different approach: Windows 8 and its apps change *constantly*. What I describe as a shortcoming in this book may be fixed automatically on your tablet in the days, or months ahead. If I complain about something that you find to be fixed in your tablet, treat it as a stroke of good luck.

How This Book Is Organized

This book is broken down into five parts, which are in turn broken down into chapters. Here's what you find in each part of the book:

Part I: Getting Started with Windows 8 Tablets

This part of the book helps you choose the Windows tablet that meets your needs: Windows 8 or Windows RT. Then it walks you through setting it up for the first time.

It describes the tablet's touch controls, as well as the intricacies of typing on a glass keyboard. I explain how to finger your way through both Windows 8's new Start screen as well as the traditional Windows desktop.

Part II: Connecting, Playing, and Working

The meat of the book, this part explains how to connect your tablet with everything you're likely to come across: the Internet, wired and wireless networks, monitors, digital projectors, mice, keyboards, flash drives, and online storage spaces, including Windows SkyDrive.

The rest of this part explains how to browse the Internet, as well as how to manage your e-mail and contacts with Windows 8's built-in apps.



Tablets running Windows RT include a built-in copy of Microsoft Home and Office, Student edition, so I explain the basics of opening, creating, and printing Word, Excel, PowerPoint, and OneNote documents.

Part III: Media

Most people rely on their tablets for leisure time just as much as work. This part of the book explains how to listen to music, take and browse photos, and watch movies on your tablet.

Part IV: Tweaks

Because they are built for a wide variety of scenarios, tablets come with a *lot* of settings. This part of the book explains Windows 8's two panels of switches that change how your tablet behaves.

And if flipping switches doesn't do the job, the troubleshooting chapter explains how to isolate the problem and return your tablet to normal.

Part V: The Part of Tens

Every *For Dummies* book comes with a Part of Tens, and this book's no exception. Here, you'll find lists: Ten things to do now to your tablet, ten essential apps, ten essential tips and tricks, ten handy accessories, and ten essential shortcut keys.

Icons Used in This Book

To keep things as easy to find as possible, this book puts little icons in the margin or in certain paragraphs. Some represent the icon you're supposed to be tapping during a step. The others call out these things:



Don't bother reading items marked with this icon unless you secretly yearn for an engineering degree.



This stuff is important enough to remember. (Or at least slap a sticky note next to the margin.)



Keep an eye out for this icon. It marks handy shortcuts, secret ways of doing things, and other stuff that saves you time.



Today's computers don't offer as many shock hazards as their ancestors. Still, this icon marks where you should tread carefully to avoid damaging your tablet, your data, or yourself.



Tablets running Windows RT differ subtly from tablets running Windows 8. This icon calls out information that explains those differences.

Where to Go from Here

New tablet owners should definitely start with a read-through of the first four chapters, with an emphasis on Chapter 3. Your tablet's keyboard changes slightly depending on what you're doing, and that chapter explains the changes.

After that, just start browsing, jumping to sections that explain things you initially found confusing about your tablet.

If you're reading this as an e-book, use your reader's Bookmark and Search features to find what you want.

Occasionally, our technology books have updates. If this book does have technical updates, they will be posted at www.dummies.com/go/windows8tabletsfdupdates.

And with that, enjoy your tablet! It's a bold move by Microsoft that signals Windows' future, and you're at the forefront.

6

Windows 8 For Tablets For Dummies

Part I

getting started with **Windows 8** **For Tablets**



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In this part . . .

- ✔ Choose the Windows 8 tablet that meets your needs. Also, understand the difference between Windows 8 and Windows RT tablets.
- ✔ Set up your tablet for the first time.
- ✔ Know how to type on your tablet's built-in keyboard, as well as how to take notes on the tablet's screen.
- ✔ Find out how to navigate Windows 8's Start screen and desktop.

Chapter 1

Understanding Windows 8 Tablets

In This Chapter

- ▶ Choosing a tablet over a laptop
 - ▶ Choosing the right type of Windows 8 tablet
 - ▶ Deciding why to buy a Windows 8 tablet instead of an iPad
-

New on the scene and quite different from other tablets, Windows 8 tablets serve as quick conversation starters. If you mention one to your friends, or perhaps pull one out in a coffee shop, you'll soon hear these questions:

“Why buy a tablet instead of a laptop?”

“Why did you buy *that* Windows tablet?”

And, the clincher, “Why didn't you just buy an iPad?”

This chapter arms you with the answers to those questions. I explain how a tablet can be more versatile than a laptop or a desktop PC. I describe both types of Windows 8 tablets on the market, how to tell them apart, and which one best meets your needs.

Finally, I answer that nagging question you'll grow tired of hearing: “Why not just buy an iPad?”

Choosing a Tablet over a Laptop

Desktop PCs, laptops, and tablets each serve very different needs. Deskbound cubicle-dwellers, for example, need a bulky, powerful desktop PC with a spacious keyboard, large hard drive, and a large monitor. Unless you need to clean your desk, you'll never lift a desktop PC.

Travelers, by contrast, used to habitually reach for a laptop when heading out the door. Today, however, many travelers opt for a tablet, instead. That's because today's tablets outperform laptops in the following situations:

- ✔ While walking, either at a job site or when browsing a tradeshow or convention
- ✔ On an airplane, when the person in front of you has tilted their seat so far back that your laptop no longer opens wide enough
- ✔ In the back seat of a taxi
- ✔ In conference rooms, where you can easily pass your tablet to others
- ✔ At gatherings of friends or family, where you can quickly show off photos
- ✔ On the living room couch, where you can interact with TV shows
- ✔ In classrooms or client meetings, when you need to draw diagrams or quick notes for reference later

When you need a laptop or desktop PC, you can turn your tablet into one: Plug a mouse and a keyboard into your Windows 8 tablet and load the familiar Windows desktop. There, you can run the mainstays of Microsoft Office: Word, PowerPoint, Excel, Access, and OneNote.

When you're ready to hit the road again, unplug the accessories and run, taking all of your files with you:

- ✔ Tablets strip computing down to its essentials. Dropping the keyboard makes them lighter and thinner than laptops. Many people already have a spare keyboard and/or mouse at home or the office, and all Windows 8 tablets include a USB port for plugging in accessories.
- ✔ When you plug a monitor into your tablet's video port, you've created a two-monitor workstation. You can view your notes on your tablet, but compose your document using the second, larger monitor. (I explain how to manage two monitors in Chapter 6.) Or, you can extend your Windows desktop across both monitors, doubling or tripling its size.
- ✔ Touchscreens make many tasks much easier, faster, or both. It's easier to scroll through large documents with a flick of your finger, for example. Plus, touchscreens often seem more natural, especially when paging through digital books, maneuvering through maps, or resizing digital photos.