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**Pocket Edition**

# **Windows® 8**

# **FOR DUMMIES®**

**Andy Rathbone**





***Windows*<sup>®</sup> 8**  
FOR  
**DUMMIES<sup>®</sup>**  
POCKET EDITION

**by Andy Rathbone**



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**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 part-time at Radio Shack.

He wrote articles for various techie publications before moving to computer books in 1992. He's written the *Windows For Dummies* series, *Upgrading and Fixing PCs For Dummies*, *TiVo For Dummies*, *PCs: The Missing Manual*, 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](http://www.andyrathbone.com).

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# Introduction

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**T**his Pocket Edition isn't intended to make you a whiz at Windows; instead, it dishes out chunks of useful computing information when you need them. You don't have to become a Windows 8 expert, you just need to know enough to get by quickly, cleanly, and with a minimum of pain so that you can move on to the more pleasant things in life.

Best of all, you can get what you need out of this book whether you're working on a touchscreen, laptop, or desktop computer.

## *About This Book*

Treat this book like you would a dictionary or other reference text. Turn to the page with the information you need and say, "Ah, so that's what they're talking about." Then put down the book and move on.

Instead of fancy computer jargon, this book covers the topics you're looking for in plain English. You don't have to memorize anything. Just turn to the appropriate page, read the brief explanation, and get back to work. Unlike other books, this one enables you to bypass the technical hoopla and still get your work done.

## *How to Use This Book*

When something in Windows 8 leaves you stumped, find the troublesome topic in this book's table of contents or index, turn to what you need, and then apply what you've read.

If you have to type something into the computer, you'll see easy-to-follow bold text like this:

Type **Media Player** into the Search box.

When I describe a key combination you should press, I describe it like this:

Press Ctrl+B.

This means to hold down your keyboard's Control key while pressing your keyboard's B key. Whenever I present a website address, I show it this way: `www.andyrathbone.com`.

## *Tablet Owners Aren't Left Out*

Although Windows 8 comes preinstalled on all new Windows computers, Microsoft not-so-secretly aims this bold new version of Windows at owners of *touchscreens*. Tablets, as well as some laptops and desktop monitors, come with screens you can control by touching them with your fingers.

If you're a new touchscreen owner, don't worry. This book explains where you need to touch, slide, or tap your finger in all the appropriate places. If you find yourself scratching your head over explanations aimed at mouse owners, remember these three touchscreen rules:

- ✓ **When told to *click*, you should *tap*.** Quickly touching and releasing your finger on a button is the same as clicking it with a mouse.
- ✓ **When told to *double-click*, *tap twice*.** Two touches in rapid succession does the trick.
- ✓ **When told to *right-click something*, *hold down your finger on the item*. Then, when a little menu pops up, *lift your finger*.** The menu stays put onscreen. (That's exactly what would have happened if you'd right-clicked the item with a mouse.) While you're looking at the pop-up menu, tap any of its listed items to have Windows carry out your bidding.



If you find touchscreens to be cumbersome while you're sitting at a desk, you can always plug a mouse and keyboard into your touch-screen tablet. They'll work just fine. In fact, they usually work better when working on the Windows desktop rather than the Start screen.

## Icons Used in This Book

It just takes a glance at Windows 8 to notice its *icons*, which are little push-button pictures for starting various programs. The icons in this book fit right in, and they're even a little easier to figure out.



Watch out! This signpost warns you that technical information is coming around the bend.



This icon alerts you about juicy information that makes computing easier: a method for keeping the cat from sleeping on top of your tablet, for example.



Don't forget to remember these important points. (Or at least dog-ear the pages so that you can look them up later.)



The computer won't explode while you're performing the delicate operations associated with this icon. Still, wearing gloves and proceeding with caution is a good idea.



Are you moving to Windows 8 from an older Windows version? This icon alerts you to areas where Windows 8 works significantly differently from its predecessors.



Controlled by your fingertip rather than a mouse and keyboard, a touchscreen is standard fare on tablets, as well as some newer laptops and desktop monitors. This icon appears next to information aimed directly at the touchy feely crowd.

## *Where to Go from Here*

Now, you're ready for action. Give the pages a quick flip and scan a section or two that you know you'll need later. Please remember, this is *your* book — your weapon against the computer nerds who've inflicted this whole complicated computer concept on you. Please circle any paragraphs you find useful, highlight key concepts, add your own sticky notes, and doodle in the margins next to the complicated stuff.

To access additional Windows 8 content, go to [www.dummies.com/go/windows8](http://www.dummies.com/go/windows8). Occasionally, we have updates to our technology books. If this book does have technical updates, they will be posted at [www.dummies.com/go/windows8fdupdates](http://www.dummies.com/go/windows8fdupdates).

## Chapter 1

# The New Start Screen

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### *In This Chapter*

- ▶ Finding out what's new in Windows 8
  - ▶ Signing in to Windows 8
  - ▶ Understanding the Start screen
  - ▶ Getting used to the Charms bar
  - ▶ Checking out the free apps
  - ▶ Getting out of Windows 8
- 

**W**indows 8 definitely changes up your Windows experience. It still comes with the traditional Windows desktop, but the new Start screen is creating all the excitement. The Start screen's large, colorful tiles offer quick stepping stones for checking e-mail, watching videos, and sampling Internet fare.

### *What's New in Windows 8?*

If you've worked with earlier versions of Microsoft Windows, get ready to toss away much of that hard-earned knowledge. Windows 8 essentially starts from

scratch in an attempt to please two camps of computer owners.

Some people are mostly *consumers*. They read e-mail, watch videos, listen to music, and browse the web, often while away from their desktop PC. Whether on the go or on the couch, they're consuming media (and popcorn).

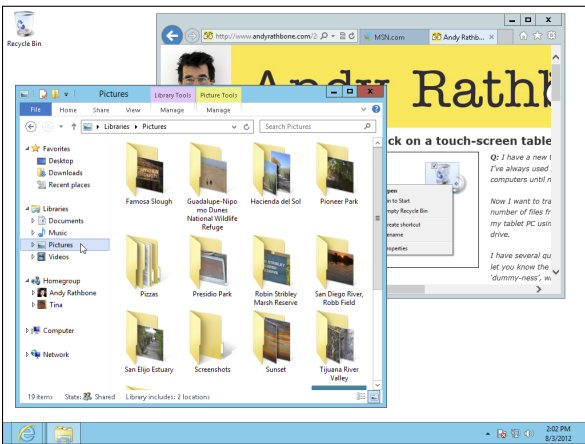
Other people are mostly *creators*. They write papers, prepare tax returns, update blogs, edit videos, or, quite often, tap whichever keys their boss requires that day.

To please both markets, Microsoft broke Windows 8 into two very different modes:

- ✔ **Start screen:** For the on-the-go information grabbers, the Windows 8 Start screen fills the entire screen with large, colorful tiles that constantly update to show the latest stock prices, weather, e-mail, Facebook updates, and other tidbits. That information now appears before you touch a button. And *touch* is the keyword here: The Start screen is designed for *touchscreens* — those screens controlled with your fingertip. But the Start screen now also appears on your desktop PC, not just on your phone or tablet computer (see Figure 1-1). Be prepared for some initial mouse awkwardness as you try to mimic a fingertip with your mouse pointer.
- ✔ **Desktop tile:** When it's time for work, head for the Start screen's *desktop* tile. The traditional Windows desktop appears, shown in Figure 1-2, bringing all its power — as well as its detailed, cumbersome menus.



**Figure 1-1:** The newest version of Windows, Windows 8, comes preinstalled on most new PCs today.



**Figure 1-2:** The Windows 8 desktop works much as it did in Windows 7, but without a Start button.