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WINDOWS® 8

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by Paul McFedries

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Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb through the pages will show you that this book is also chock full of images, from sharp screen shots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. They are all listed in the Credits section, and I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, copy editor Scott Tullis, and technical editor Vince Averello. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to executive editor Jody Lefevere for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Simplify It

Simplify It sections offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

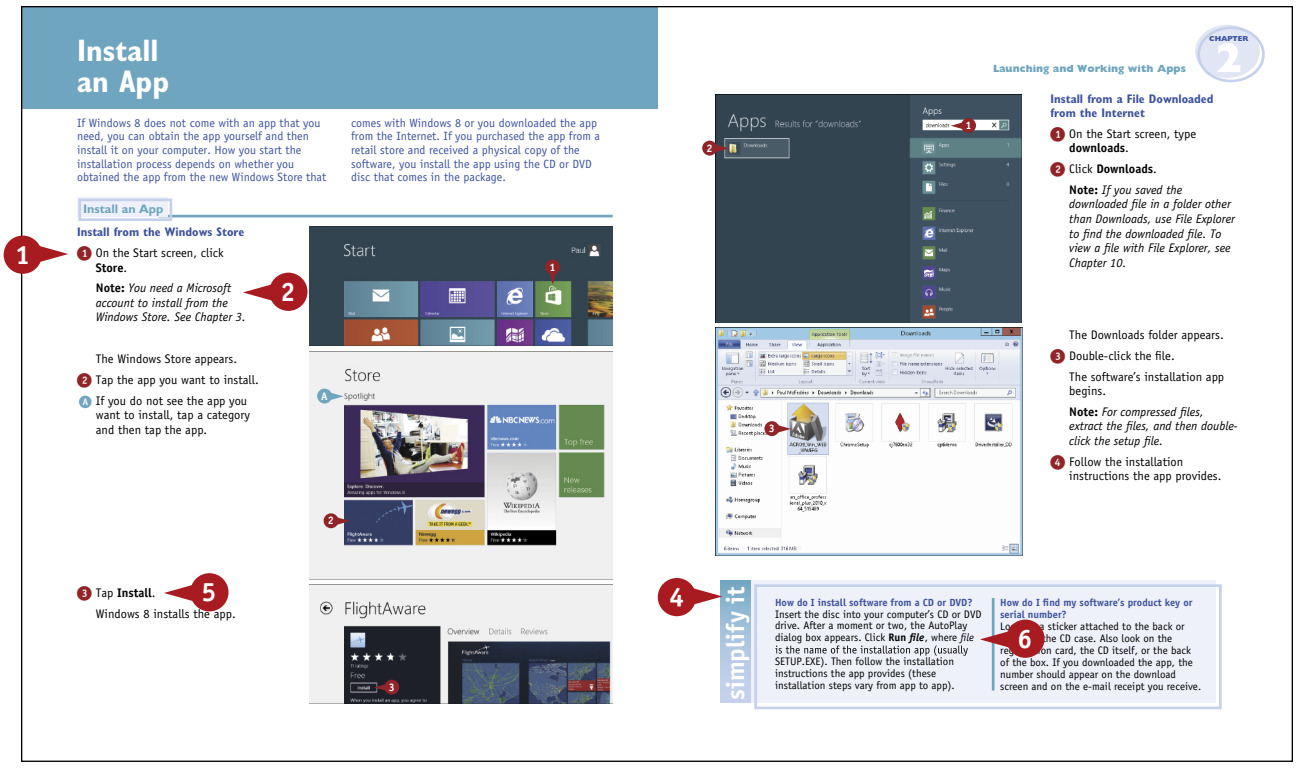
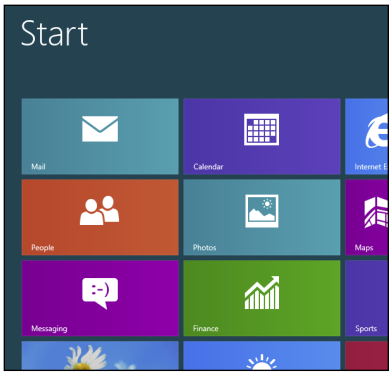


Table of Contents

CHAPTER 1

Getting Started with Windows 8

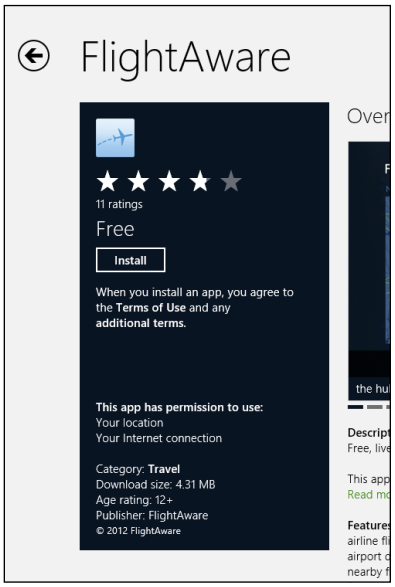
Start Windows 8 4
What You Can Do with Windows 8 5
The Windows 8 Start Screen 6
The Windows 8 Desktop 7
Using a Mouse with Windows 8 8
Using Windows 8 on a Tablet PC 10
Restart Windows 8 12
Shut Down Windows 8 13



CHAPTER 2

Launching and Working with Apps

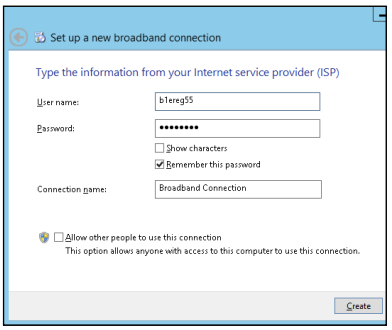
Install an App 16
Install Windows Live Essentials Programs 18
Start an App 20
Understanding Windows 8 App Windows 22
Understanding Desktop App Windows 23
Using a Ribbon 24
Using a Pull-Down Menu 26
Using a Toolbar 27
Understanding Dialog Box Controls 28
Using Dialog Boxes 30
Using Scrollbars 32
Switch between Running Apps 34
Uninstall an App 36



CHAPTER 3

Getting Connected to the Internet

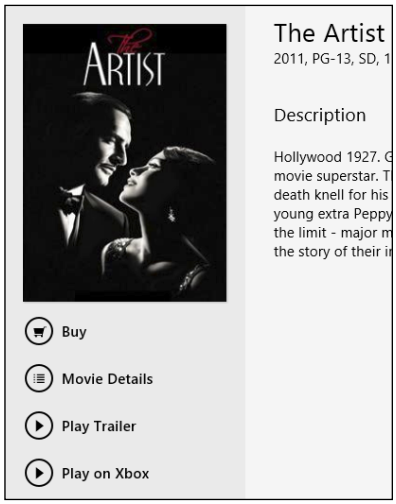
Understanding Internet Connections 40
Set Up a Wireless Broadband Connection 42
Connect a Broadband Modem 44
Create a Broadband Internet Connection 46
Connect a Dial-Up Modem 48
Create a Dial-Up Internet Connection 50
Create a Microsoft Account 52



CHAPTER 4

Using the Windows 8 Apps

Surf the Web 58
Send an E-Mail Message 60
Reply to an E-Mail Message 62
Create a Contact 64
Add Social Network Contacts 66
View Your Photos 68
Watch a Video 70
Play Music 72
View Your Calendar 74
Add an Event to Your Calendar 76
Search Your Computer 78



CHAPTER 5

Surfing the World Wide Web

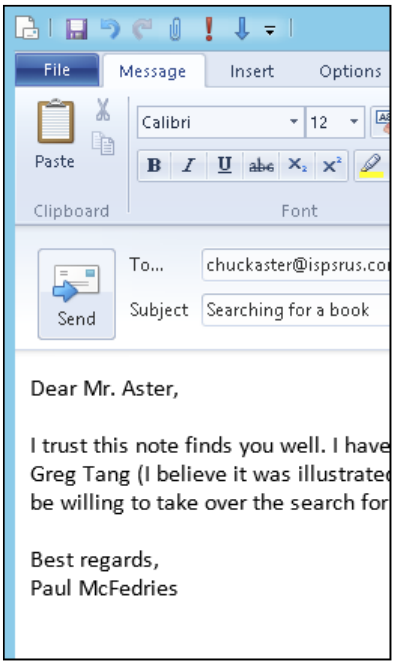
Understanding the World Wide Web 82
Start Internet Explorer 83
Navigate Internet Explorer 84
Select a Link 85
Enter a Web Page Address 86
Open a Web Page in a Tab 88
Navigate Web Pages 90
Change Your Home Page 92
Save Favorite Web Pages 94
Search for Sites 96

Table of Contents

CHAPTER 6

Working with E-Mail, Contacts, and Appointments

Open and Close Mail 100
Configure an E-Mail Account 102
Send an E-Mail Message 104
Add Someone to Your Contacts 106
Create a Contact Category 108
Select a Contact Address 110
Add a File Attachment 112
Receive and Read E-Mail Messages 114
Reply to a Message 116
Forward a Message 118
Open and Save an Attachment 120
Switch to Calendar 122
Navigate the Calendar 123
Display a Different Date 124
Create an Event 126



CHAPTER 7

Working with Images

Open the Pictures Library 130
Preview an Image 131
View Your Images 132
Scan an Image 134
Import Images from a Digital Camera 136
Repair a Digital Image 138
Crop an Image 140
Rotate and Straighten an Image 142

CHAPTER 8

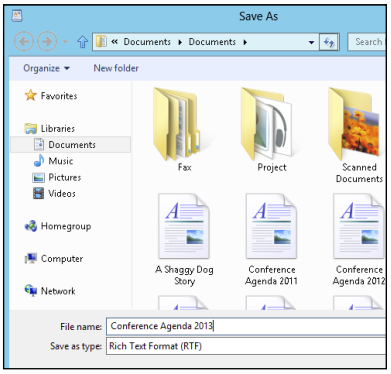
Playing Music

Open and Close Windows Media Player 146
Navigate the Media Player Window 147
Using the Library 148
Play an Audio File 150
Adjust the Volume 151
Play a Music CD 152
Copy Tracks from a Music CD 156
Create a Playlist 158
Burn Music Files to a CD 160

CHAPTER 9

Creating and Editing Documents

Understanding Documents 164
Create a Document 165
Save a Document 166
Open a Document 168
Edit Document Text 170
Change the Text Font 174
Find Text 176
Replace Text 178



CHAPTER 10

Working with Files

View Your Files 182
Select a File 184
Change the File View 186
Preview a File 187
Copy a File 188
Move a File 189
Rename a File 190
Create a New File 191
Delete a File 192
Restore a Deleted File 193

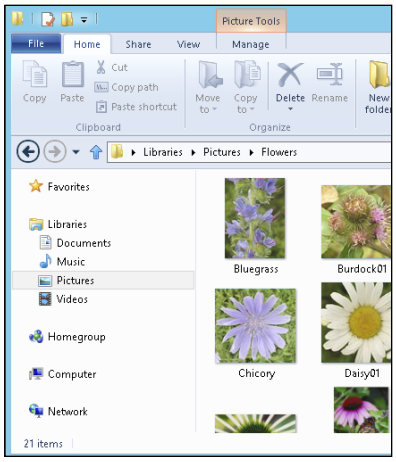
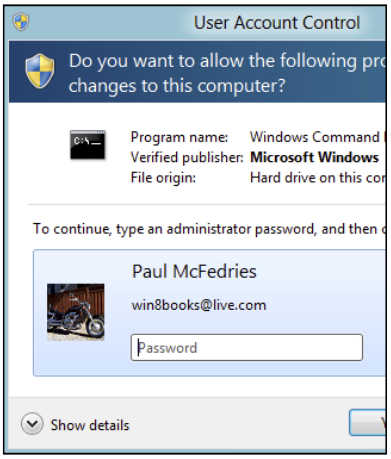
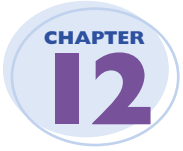


Table of Contents

Implementing Security

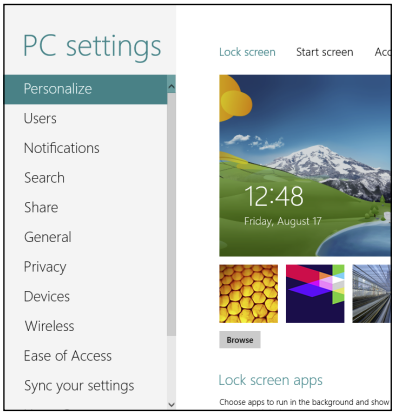
Understanding Windows 8 Security 196
Check Action Center for Security Problems 198
Display User Accounts 200
Create a User Account 202
Protect an Account with a Password 204
Lock Your Computer 206
Set Up Family Safety. 208
Delete Your Browsing History 212
Browse the Web Privately. 214
Set the Junk E-Mail Protection Level 216





Customizing Windows 8

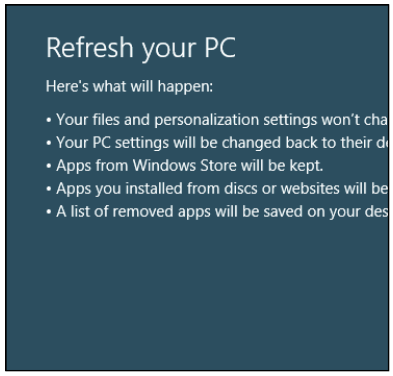
Configure the Start Screen 220
Pin an App to the Start Screen 222
Open the PC Settings App 224
Change the Start Screen Background 226
Change the Lock Screen Background 228
Add an App to the Lock Screen 230
Synchronize Settings between PCs 232
Access an App's Features 234
Pin an App to the Taskbar. 236



CHAPTER 13

Maintaining Windows 8

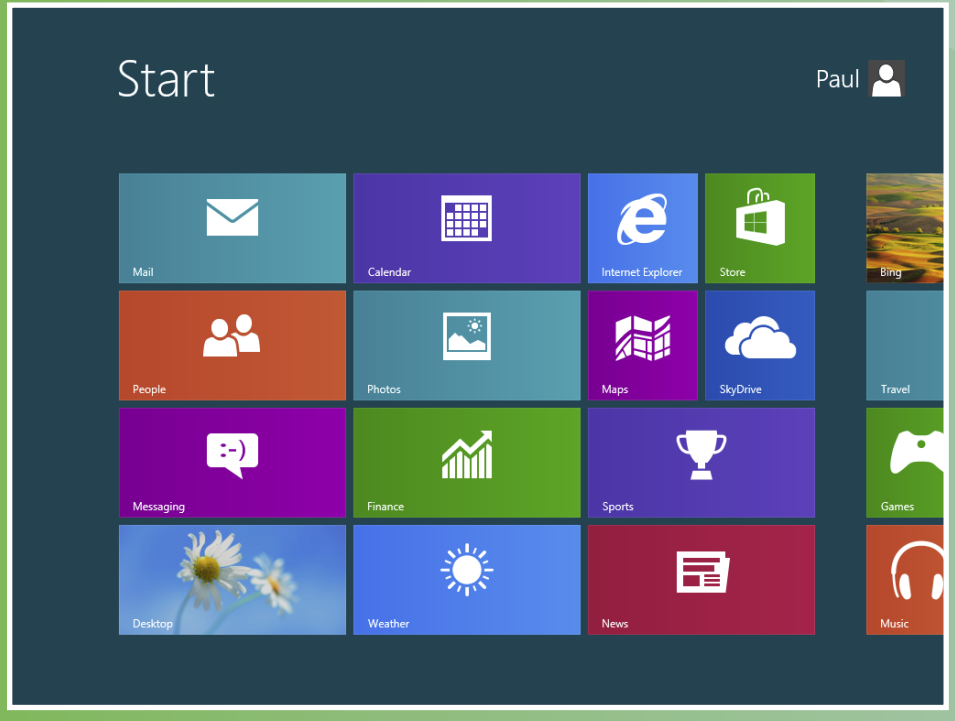
Check Hard Drive Free Space. 240
Delete Unnecessary Files. 242
Refresh Your Computer 244
Create a Recovery Drive. 246
Safeguard Your Computer with a System Image Backup 248
Keep a History of Your Files. 250
Restore a File from Your History 252
Check Your Hard Drive for Errors 254



CHAPTER 1

Getting Started with Windows 8

Are you ready to discover Windows 8? In this chapter, you learn what you can do with Windows 8, take a tour of the Start screen and desktop, learn how to use a mouse, and learn how to shut down Windows 8.



Start Windows 8 4

What You Can Do with Windows 8 5

The Windows 8 Start Screen 6

The Windows 8 Desktop 7

Using a Mouse with Windows 8 8

Using Windows 8 on a Tablet PC 10

Restart Windows 8 12

Shut Down Windows 8. 13

Start Windows 8

When you turn on your computer, Windows 8 starts automatically, but you may have to navigate the sign on screen along the way.

To prevent other people from using your computer without your authorization, Windows 8 requires you to set up a username and password. You supply this information the very first time you start your computer, when Windows 8 takes you through a series of configuration steps. Each time you start your computer, Windows 8 presents the sign on screen and you must enter your username and password to continue.

Start Windows 8

1. Turn on your computer.

A. After a minute or so, the Windows 8 Lock screen appears.

2. Press Enter.

The Windows 8 sign on screen appears.

Note: *If you have more than one user account on your computer, you must first click the icon that corresponds to your Windows 8 username.*

3. Type your password.

Note: *The password characters appear as dots as you type them so that no one else can read your password.*

4. Click the **Submit** arrow (→) or press Enter.

The Windows 8 Start screen appears.

What You Can Do with Windows 8

CHAPTER 1

Windows 8 is an operating system that contains a collection of tools, applications, and resources. In this section you find out about the wide variety of tasks you can perform with Windows 8, including getting work done; organizing and editing photos; playing music, videos, and other media; surfing the web; and communicating with others.

Get Work Done

With Windows 8, you can run programs (also called applications or apps) that enable you to get your work done more efficiently, such as a word processor for writing memos and letters, a spreadsheet for making calculations, and a database for storing information. Windows 8 comes with some of these programs (such as the WordPad program you learn about in Chapter 9), and you can purchase and install others separately.

Morning Session

8:00 – 8:30	Opening Remarks
8:30 – 9:00	President's Welcome
9:00 – 9:45	Keynote Address
9:45 – 10:15	Coffee Break
10:15 – 11:00	Industry Trends
11:00 – 12:00	Advisory Panel

Create and Edit Pictures

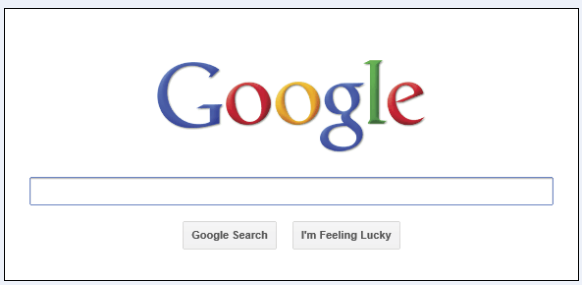
Windows 8 comes with a lot of features that let you work with images. You can create your own pictures from scratch, import images from a scanner or digital camera, or download images from the Internet. After you create or acquire an image, you can edit it, print it, or send it via e-mail. You can even create a photo slide show on a DVD. You learn about these and other picture tasks in Chapter 7.

Play Music

Windows 8 has treats for your ears as well as your eyes. You can listen to audio CDs, play digital sound and video clips, copy tracks from a music CD, create your own music playlists, and copy audio files to a recordable CD. You learn about these and other music tasks in Chapter 8.

Get on the Internet

Windows 8 makes connecting to the Internet easy (see Chapter 3). And after you are on the Net, Windows 8 has all the tools you need to get the most out of your experience. For example, you can get an account from Microsoft and use it to display messages, your calendar, and other online items on your Start screen. You can also use Internet Explorer to surf the World Wide Web (see Chapter 5) and Mail to send and receive e-mail, edit contacts, and create appointments (see Chapter 6).



The Windows 8 Start Screen

Before getting to the specifics of working with Windows 8, take a few seconds to familiarize yourself with the basic elements of the Start screen.

These elements include the Start screen's tiles and live tiles, the mouse pointer, and the Desktop tile.

Understanding where these elements appear on the Start screen and what they are used for will help you work through the rest of the sections in this book and will help you navigate Windows 8 and its applications on your own.

A Tile

Each of these rectangles represents an application or a Windows 8 feature. An application you install often adds its own tile to the Start screen.

B Mouse Pointer

When you move your mouse, this pointer moves along with it.

C Desktop Tile

You use this tile to access the Windows 8 desktop, which you learn about in the next section.

D Live Tile

Some tiles are *live* in the sense that they display frequently updated information, such as the weather data shown by the Weather tile.

E User Account Tile

You use this tile to access commands related to your Windows 8 user account.

The Windows 8 Desktop

CHAPTER 1

Before getting to the specifics of working with Windows 8, take a few seconds to familiarize yourself with the basic screen elements, such as the desktop icons, the taskbar, and the notification area.

Understanding these elements and what you use them for will help you throughout this book.

To get to the desktop from the Start screen, use your mouse to click the **Desktop** tile, or press +D.

A Desktop Icon

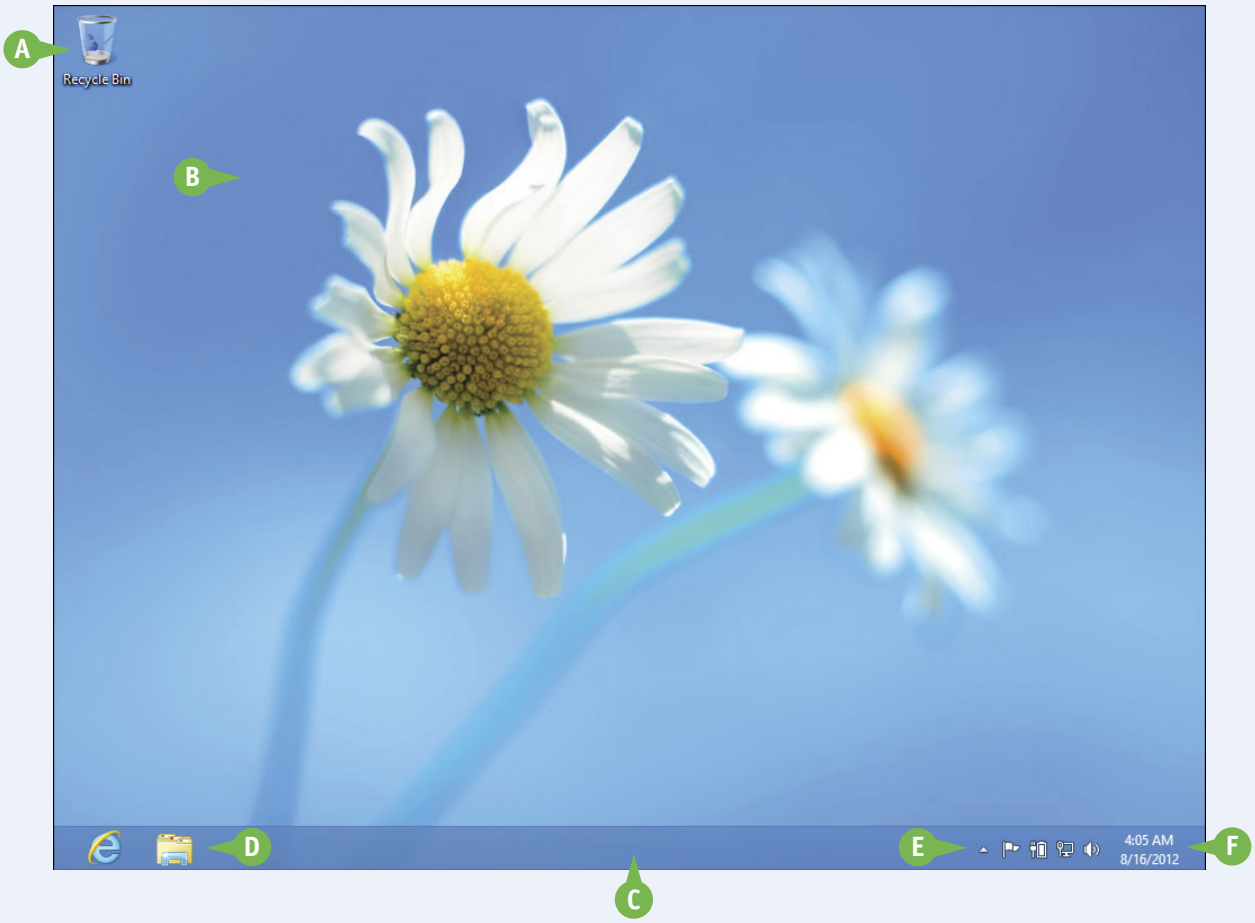
An icon on the desktop represents a program or Windows 8 feature. A program you install often adds its own icon on the desktop.

B Desktop

This is the Windows 8 "work area," meaning that it is where you work with some of your programs and documents.

C Taskbar

The programs you have open appear in the taskbar. You use this area to switch between programs if you have more than one running at a time.



D Taskbar Icons

You use these icons as an alternative method for launching some Windows 8 programs.

E Notification Area

This area displays small icons that notify you about things happening on your computer. For example, you see notifications if your printer runs out of paper or if an update to Windows 8 is available over the Internet.

F Time and Date

This is the current time and date on your computer. To see the full date, position the mouse over the time. To change the date or time, click the time.

Using a Mouse with Windows 8

If you are using Windows 8 on a desktop or notebook computer, it pays to learn the basic mouse techniques early on because you will use them for as long as you use Windows.

If you have never used a mouse before, remember to keep all your movements slow and deliberate, and practice the techniques in this section as much as you can.

Using a Mouse with Windows 8

Click the Mouse

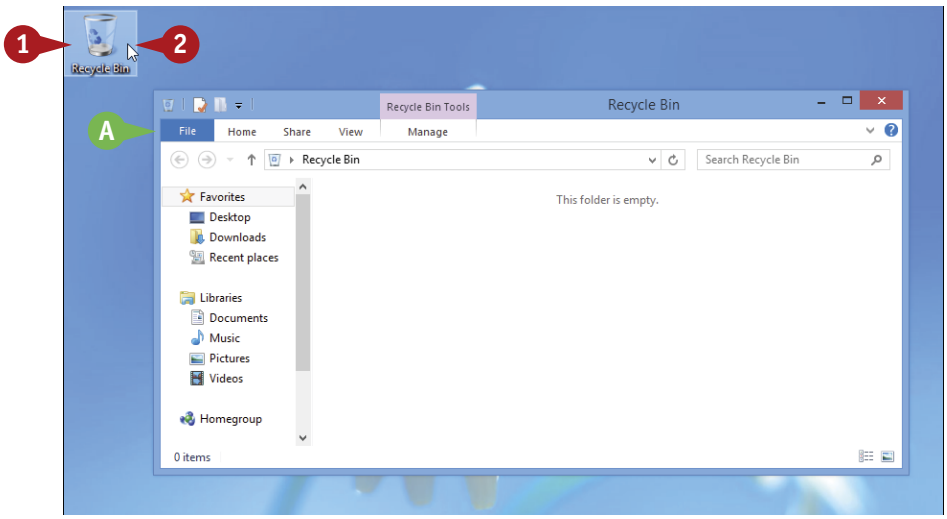
1. Position the mouse over the object you want to work with.
2. Click the left mouse button.

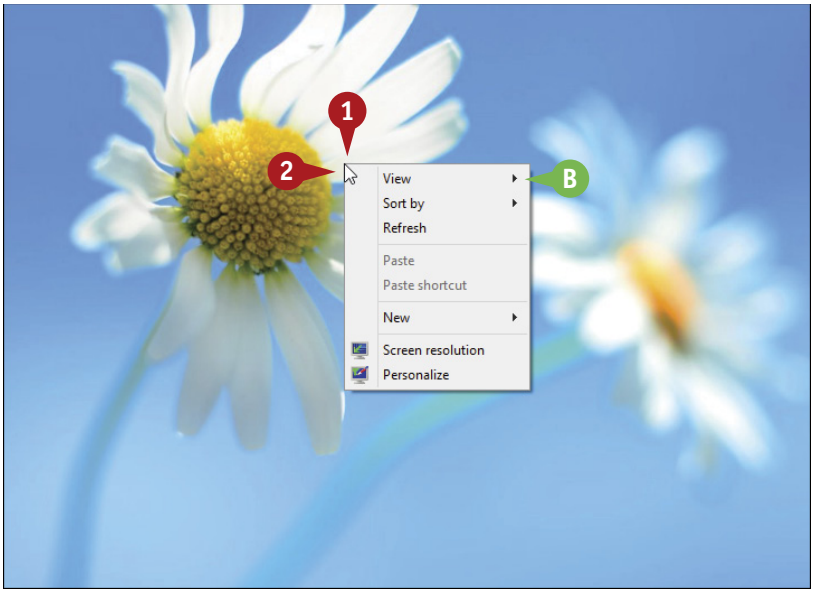
   Windows 8 usually performs some operation in response to the click (such as displaying the desktop).

Double-Click the Mouse

1. Position the mouse over the object you want to work with.
2. Click the left mouse button twice in quick succession.

A. Windows 8 usually performs some operation in response to the double-click action (such as displaying the Recycle Bin window).



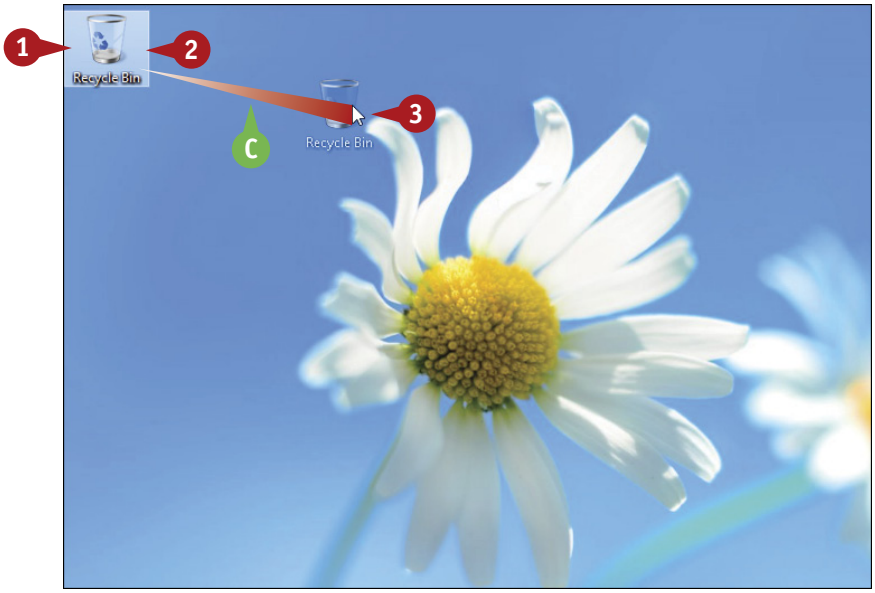


Right-Click the Mouse

1. Position the mouse over the object you want to work with.
2. Click the right mouse button.

B Windows 8 displays a shortcut menu when you right-click something.

Note: *The contents of the shortcut menu depend on the object you right-clicked.*



Click and Drag the Mouse

1. Position the mouse over the object you want to work with.
2. Click and hold the left mouse button.
3. Move the mouse to drag the selected object.

C In most cases, the object moves along with the mouse .

4. Release the mouse button when the selected object is repositioned.

simplify it

Why does Windows 8 sometimes not recognize my double-clicks?
Double-click as quickly as you can, and do not move the mouse between clicks. If you continue to have trouble, use the Start screen to type **mouse**, click **Settings**, and then click **Change mouse settings**. Click the **Buttons** tab. In the Double-Click Speed group, click and drag the slider to the left (toward Slow).

How can I set up my mouse for a left-hander?
You can switch the left and right mouse buttons. On the Start screen, type **mouse**, click **Settings**, and then click **Change mouse settings**. Click the **Buttons** tab. Click **Switch primary and secondary buttons** (☐ changes to ☑) and then right-click **OK**.

Using Windows 8 on a Tablet PC

If you are using Windows 8 on a tablet PC, you need to know the basic touch gestures available.

Using a tablet PC is a different experience than using a regular computer, but Windows 8 was built with the tablet PC in mind, so it is intuitive and easy to learn.

If you have never used a tablet PC before, the main difference is that you use your fingers (or sometimes a stylus, if your tablet comes with one) to run applications, select items, and manipulate screen objects. This might seem awkward at first, but it will come to seem quite natural if you practice the techniques in this section as much as you can.

Using Windows 8 on a Tablet PC

Initiate an Action

1. Position your finger or the stylus over the object you want to work with.
2. Tap the screen.

   Depending on the object, Windows 8 either selects the object or performs some operation in response to the tap (such as displaying the desktop).

Swipe the Screen

1. Quickly move your finger or the stylus across the screen, as follows:

   Swipe left from the right edge of the tablet.

   A. Windows 8 displays the Charms menu.

   Swipe right from the left edge of the tablet to switch between running applications.

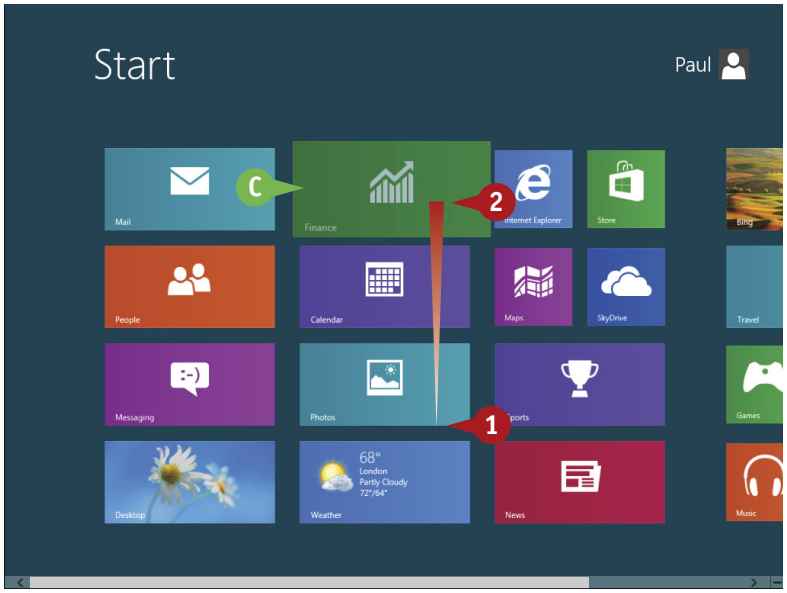
   If an application takes up multiple screens, swipe right or left to navigate the screens.

   Swipe down from the top edge of the tablet to display a Windows 8 app's application bar.

Display a Tile's Application Bar

1. Swipe down on the object you want to work with.

B. Windows 8 displays the application bar.



Move an Item

1. Position your finger or the stylus over the item you want to work with.
2. Tap and hold the item and immediately begin moving your finger or the stylus.

C. The object moves along with your finger or the stylus.

3. When the object is repositioned where you want it, lift your finger or the stylus off the screen to complete the move.

simplify it

How do I close an application using gestures?
Position your finger at the top edge of the tablet and then slide it down. At first you see the application's settings, so keep sliding. When you get halfway, the application becomes a small window. Drag that small window to the bottom of the screen, and then lift your finger. Windows 8 shuts down the application.

After I tap the Desktop tile, how do I return to the Start screen?
You can do this a couple of ways. First, understand that the desktop is an application, so you can close it using the technique described in the previous tip. Alternatively, swipe left from the right edge of the tablet to display the Charms menu, and then tap the **Start** icon.

Restart Windows 8

You can restart Windows 8, which means it shuts down and starts up again immediately. This is useful if your computer is running slow or acting funny. Sometimes a restart solves the problem.

Knowing how to restart Windows 8 also comes in handy when you install a program or device that requires a restart to function properly. If you are busy right now, you can always opt to restart your computer yourself later, when it is more convenient.

Restart Windows 8

1. Shut down all your running programs.

   Note: *Be sure to save your work as you close your programs.*

2. Press + .

A. The Start settings menu appears.

   Note: *To display the Start settings menu on a tablet PC, swipe from the right edge to open the Charms menu, and then tap* ***Settings****.*

3. Click **Power**.
4. Click **Restart**.

   Windows 8 shuts down and your computer restarts.

Shut Down Windows 8

CHAPTER 1

When you complete your work for the day, you should shut down Windows 8. However, do not just shut off your computer's power. Follow the proper steps to avoid damaging files on your system.

Shutting off the computer's power without properly exiting Windows 8 can cause two problems. First, if you have unsaved changes in some open documents, you may lose those changes. Second, you could damage one or more Windows 8 system files, which could make your system unstable.

Shut Down Windows 8

1. Shut down all your running programs.

   Note: *Be sure to save your work as you close your programs.*

2. Press + .

A The Start settings menu appears.

   Note: *To display the Start settings menu on a tablet PC, swipe from the right edge to open the Charms menu, and then tap* ***Settings****.*

3. Click **Power**.
4. Click **Shut down**.

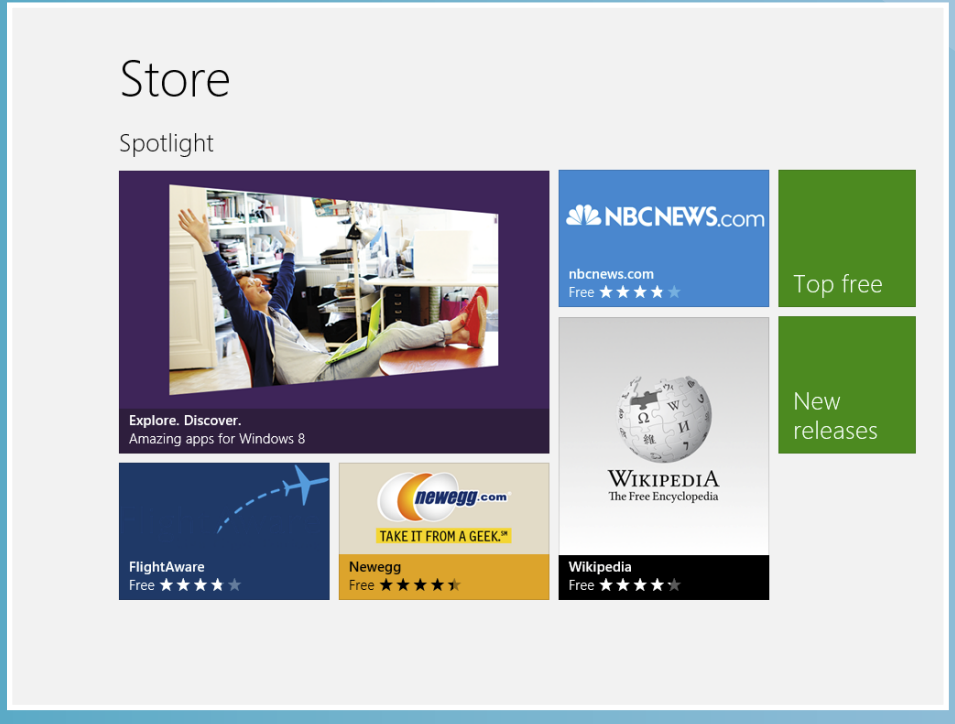
   Windows 8 shuts down and turns off your computer.

B If you want Windows 8 to automatically reopen all the programs and documents currently on your screen, click **Power** and then click **Sleep**, instead.

CHAPTER 2

Launching and Working with Apps

To do something useful with your computer, you need to work with an app (short for application), either one that comes with Windows 8 or one that you install yourself. In this chapter, you learn how to install, launch, and work with apps.



Install an App 16

Install Windows Live Essentials Programs. 18

Start an App. 20

Understanding Windows 8 App Windows 22

Understanding Desktop App Windows 23

Using a Ribbon. 24

Using a Pull-Down Menu 26

Using a Toolbar 27

Understanding Dialog Box Controls 28

Using Dialog Boxes. 30

Using Scrollbars 32

Switch between Running Apps. 34

Uninstall an App 36

Install an App

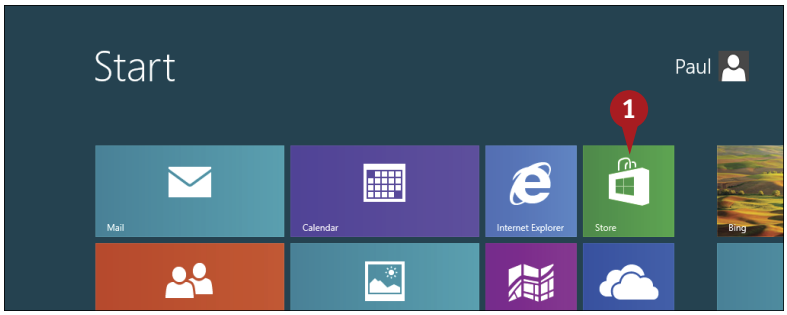
If Windows 8 does not come with an app that you need, you can obtain the app yourself and then install it on your computer. How you start the installation process depends on whether you obtained the app from the new Windows Store that comes with Windows 8 or you downloaded the app from the Internet. If you purchased the app from a retail store and received a physical copy of the software, you install the app using the CD or DVD disc that comes in the package.

Install an App

Install from the Windows Store

1. On the Start screen, click **Store**.

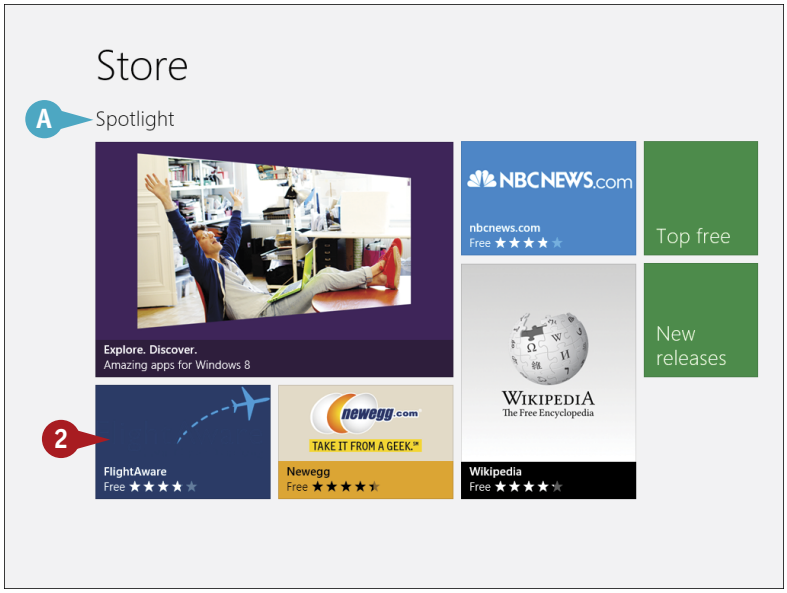
   Note: *You need a Microsoft account to install from the Windows Store. See Chapter 3.*

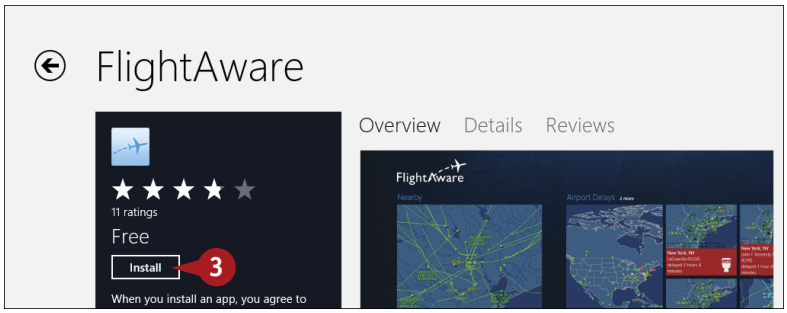


   The Windows Store appears.

2. Tap the app you want to install.

A. If you do not see the app you want to install, tap a category and then tap the app.



3. Tap **Install**.

   Windows 8 installs the app.