Making Everything Easier!™

Pocket Edition

Windows® 8

FOR DUMMIES®

Andy Rathbone

Windows® 8 For Dummies®, Pocket Edition

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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 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.

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Introduction

This 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