



Windows 8 Startup Guide

Welcome to Windows 8! You may notice many changes to the Windows look and feel. Windows 8 features two distinct modes—**Desktop**, and **Metro**. Desktop is a near-copy of Windows 7, while Metro more closely resembles a tablet or phone OS, primarily because of its layout and use of apps.

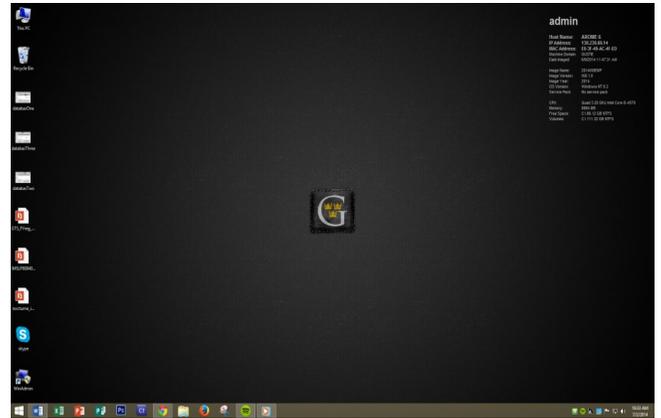
Apps and Programs

Apps are different than **programs**: Programs are linked to the Desktop side of Windows 8, while apps are linked to the Metro interface. To find and launch apps, switch to Metro mode and start typing, or hit WIN+Q while in Desktop mode. Programs must be uninstalled from Control Panel, while Apps can be uninstalled by finding them on the Metro screen, right-clicking them, and selecting Uninstall.

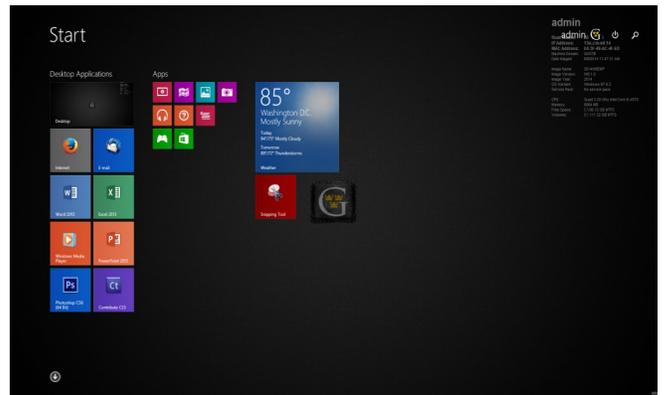
Control Panels

There are two separate control panels in Windows 8—one is the standard **Control Panel**, the other is called **Settings**. Either can be found by searching with WIN+Q or simply typing while in Metro mode.

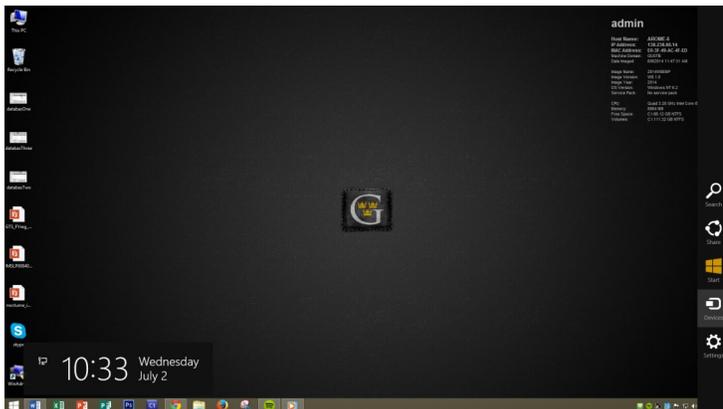
Apps and program can be snapped side-by-side in order to work with two programs at once. Just drag the window to one side of the screen or another.



Desktop Mode



Metro Mode



Desktop Mode, with the Charms Bar visible on the right-hand side

Back-Up/Anti-Virus/Printing

Printing from Metro apps: With a document or file open, bring up the Charms tab (on the right-hand side), select devices, pick a device, and hit print.

File History serves as the replacement for Backup and Restore. It backs up files such as documents, pictures, etc., whenever changes to the files are made and saved.

Windows 8 comes pre-installed with Windows Defender, meaning no additional antivirus is required.

Hot Corners and Powering Off

Windows 8 features “hot corners.” These are edges of the screen which bring up functions unique to the **Charms Bar**. Top-right and bottom-right corners cause the “Charms” bar to appear. Charms include Settings and Devices. Top-left and bottom-left corners cause a list of open Windows 8 apps to appear.

To power off, right click the Windows icon while in Desktop mode, or right-click the power button while in the Metro screen.

Scroll direction is changed so that up is down and down is up. This can be adjusted under mouse settings in Control Panel.

Any questions? Contact us!

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Helpful keyboard shortcuts

The Windows key looks like this:



Win : switch between the Start screen and the last-running Windows 8 app

Win + D : launches the desktop

Win + E : launches Explorer

Win + F : opens the File Search pane

Win + I : opens Settings

Win + K : opens the Devices pane

Win + L : locks your PC

Win + M : minimizes the current Explorer or Internet Explorer window (works in the full-screen IE, too)

Win + P : switch your display to a second display or projector

Win + R : opens the Run box

Win + W : search your system settings (type POWER for links to all power-related options, say)

Win + Z : displays the right-click context menu when in a full-screen app

Win + PgUp : move the current screen to the left-hand monitor

Win + PgDn : move the current screen to the right-hand monitor

Win + PrtSc : capture the current screen and save it to your Pictures folder

Win + Tab : switch between running apps

Alt + Tab : Switch between open windows