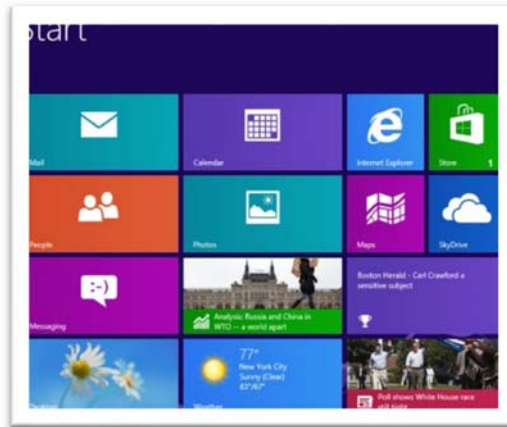
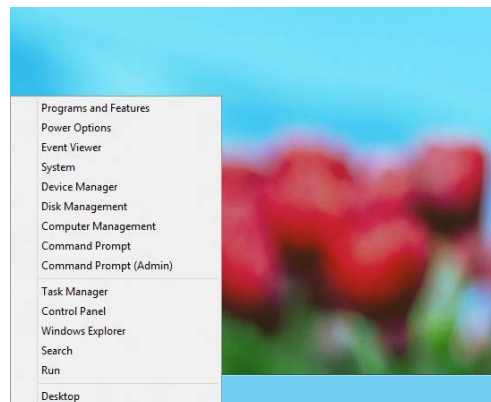


Microsoft Windows 8 Tutorial and FAQ



Perhaps the most useful tool on Windows 8 is the **Windows Key + X** function. This allows you to display a list of everything you will need in order to manage your new operating system. Once on the Start screen, hold down **Windows Key + X**. A table will open with a list of functions and tools:

- Programs and Features
- System Tools
- Device Manager
- Disk Management
- Task Manager
- Control Panel
- File Explorer
- Run
- Desktop



In addition, you may also find some of these functions with your shortcut commands. Please see below for instructions.

Many new machines will come with a touch compatible monitor and mouse touch pad. This new feature allows the user to navigate and toggle by the touch of a finger. The function is known as **Touch Gestures** and is very useful .

Common Touch Gestures include copy, paste, delete, and other “right click” functions.

Using the Press and Hold Method

Touch the screen where you want to right-click, hold until a complete circle appears, and then lift your finger from the screen. The shortcut menu appears after you lift your finger.

Additionally, navigating your touch screen or mouse pad will allow you to scroll up or down on a page. Motioning your fingers to the right and left toggles between app screens.

Charms



Charms are the new desktop icons for Windows 8. If you know how to navigate them, you will find that you can easily access features as before.

The five charms - **Search, Search, Devices, Settings** and **Share** - are located on the right side of your screen. Specific key commands are associated with each of these five charms and may be used for access. The user also has the option to simply mouse over or touch charms.

Start: **Windows Key** is your Home button, as well as your Start key. If you would like to be redirected to Start, simply hit this key. If you are already on Start, hitting this key will bring you back to the last viewed application.

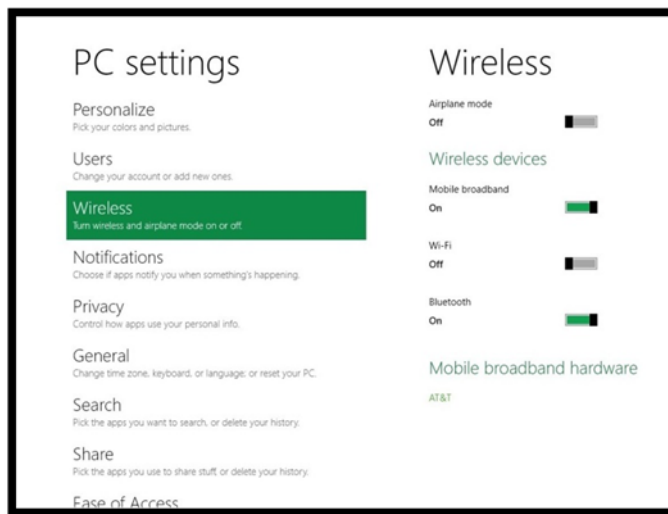
Search: **Windows Key+F** enables the user to search programs, files, folders, applications, and software.

Devices: **Windows Key+K** allows the user to install or manage printers and other devices.



Settings: **Windows Key+I** allows the user to alter settings such as an account picture, backgrounds and wallpaper, display settings, and more.

Share: **Windows Key+H** allows the user to share files, folders and pictures while in a specific application.

Connecting Your PC to the Internet: Networking




If you are using your touch screen, swipe the right edge of the screen, then tap **Settings**. If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click **Settings**.

Familiar icons will be displayed: tap or click the wireless **network icon**  or the wired **Ethernet icon** .


To Connect to a Wifi Network:

- 1) Simply select the network you wish to connect to
- 2) Hit **Connect**

If Plugged in Via Ethernet:

The **Ethernet symbol**  will be displayed and the options for further troubleshooting will be made available if there are connectivity issues.

Advanced Network Troubleshooting Steps

Hold down the **Windows** +**r** command combination, which will open your Run command prompt. Type in **CMD** and proceed with your familiar troubleshooting methods. Everything will be the same.

Displaying Applications, Adding/removing Programs:

To display a list of all applications, navigate to **Windows home** () and mouse over to the bottom left corner of your screen. Right click, select **all apps**.

Right-clicking on the **applications** gives you additional options. In this area, you will be able to run the program as an administrator, open the file location, and pin the application to Start.

To uninstall, simply go to your **Control Panel** using the **Windows** +**X** key.

Installing Software and Applications


If Installing From a CD:

This method will be the same as in previous versions of Windows. Insert disc into drive and follow the steps. You will be prompted with a Wizard installer and will be able to proceed with the installation. If software does not install automatically, browse through the disc and open the setup file for that program. The file will be labeled **Setup.exe** or **Install.exe**. Selecting this file will allow a manual installation.

If Installing From the Internet:

The computer will know if you have chosen to download software. A black bar will appear and prompt you with three options: Run, Save, and Cancel. If saving the file, your download will complete and a Run option will appear automatically. If you would like to save the file and install it at a later time, you will be able to access it under **My Computer** and **Downloads**.

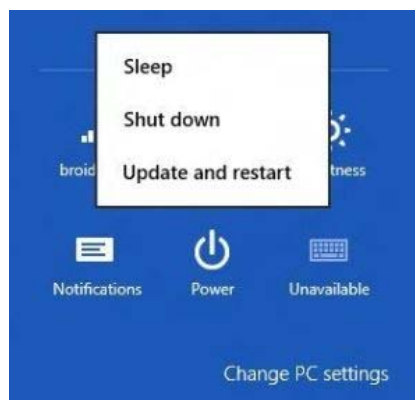
Additionally, you may navigate to your Personal User Profile:

- 1) Open your personal folder by clicking the **Start** button , and then clicking your **user name** at the top of the **Start** menu's right pane.\
- 2) Double-click one of the following folders:
 - Downloads
 - Documents
 - Pictures
 - Videos
 - Music

Finally, selecting **Windows+F** will allow you to search for the file name or software and is probably the easiest method.

Powering Down

The below steps guide you through powering down your Windows 8 machine:



- 1) Swipe or mouse to the right corner of your screen
- 2) Enter power, tap or click **Settings**, and then tap or click **Power** options. You may choose what your PC does when closing the lid, or simply shut down completely.
- 3) Once you enter power options, **Sleep**, **Shut down**, or **Restart** will be available