

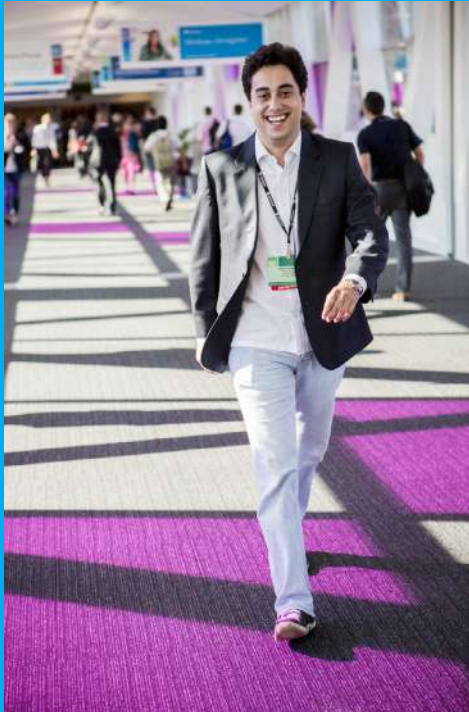


Meet the new
Windows.



Microsoft

Meet the new Windows.



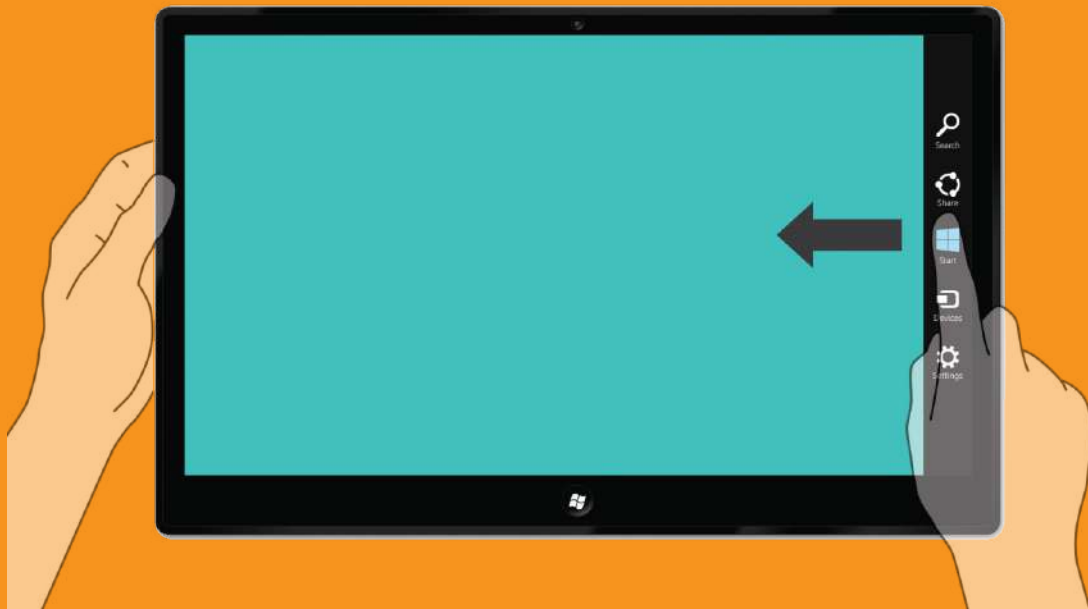
Windows has been reimagined to be all about you and your style of working. Put what matters most right on your Start screen, and get instant access to your people, apps, sites, and more, so you can spend less time searching and more time doing.

No matter what you want to do, you can get it done quickly in Windows 8. Whether you're collaborating on a large project, preparing for an upcoming conference, or traveling for work, you can use touch, mouse, and keyboard together—seamlessly—to do what you want, the way you want.

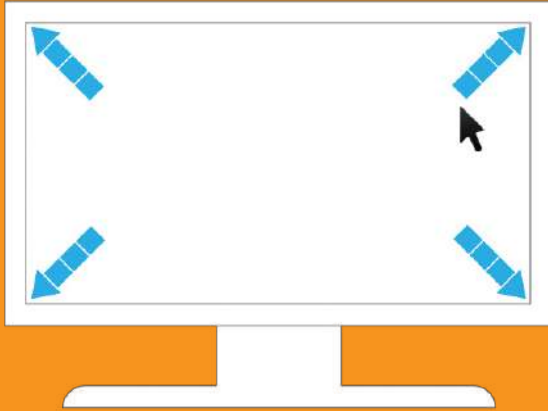
Go back to the start.

In Windows 8, you can return to the Start screen from no matter where you are.

Press  on your keyboard or swipe from the right edge to reveal the charms, and then tap **Start**.



Introduce your mouse to your corners.



Getting around

Use the corners on the Start screen to navigate Windows 8 with your mouse.

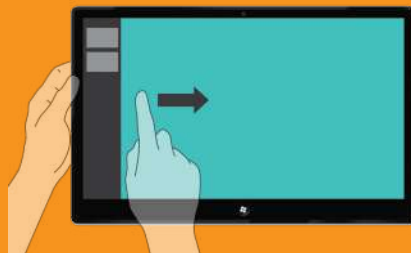
Place the mouse pointer in the upper or lower right corner of the screen to reveal the charms, where you have instant access to Search, Share, PC Settings, and more.

Place the mouse pointer in the upper left corner of the screen to see open apps and switch between them.

Touch to discover the edges.



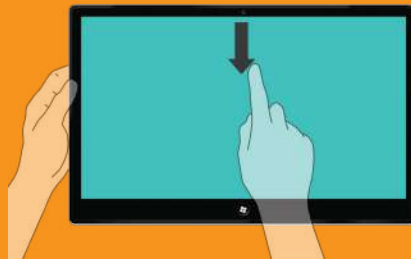
Swipe from the right edge to reveal the charms and return to the Start screen.



Swipe from the left edge to switch between open apps.

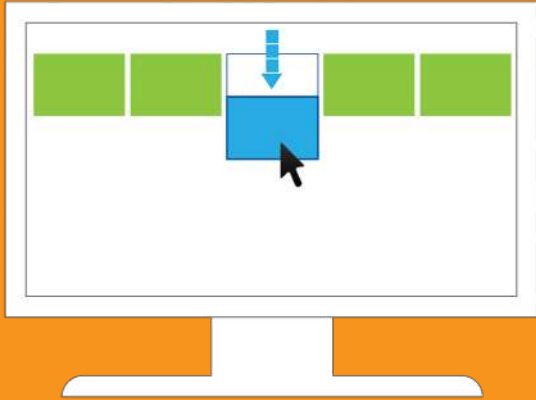


Swipe from the bottom or top edge to reveal app commands.



Swipe down from the top edge to the bottom edge to close apps.

Swipe down to select.



Swipe down or right-click to select and reveal app commands.

Explore the Start screen.

Your Start screen can be as unique as you are. You have one-click access to your most frequently-used Office apps, folders, headlines, sites, and more. The live tiles on your Start screen are brimming with information; they change and update in real time so you can see what's going on and stay connected.

You can swipe or scroll to find your apps: On the Start screen, swipe across the screen from right to left.

Or, with a mouse, use the horizontal scroll bar at the bottom of the screen.



Navigating

*Microsoft Office is sold separately.

Rearrange apps. Create groups.

Make Windows 8 uniquely yours by personalizing the Start screen to match your work and lifestyle.



To move a tile, drag it up or down, or click and hold it with a mouse, then drag it anywhere you want it.



To create and then name a group of tiles, pinch two fingers together to zoom out, or click the zoom (-) icon in the lower right corner. Then swipe down or right-click to select a group and click **Name group**.

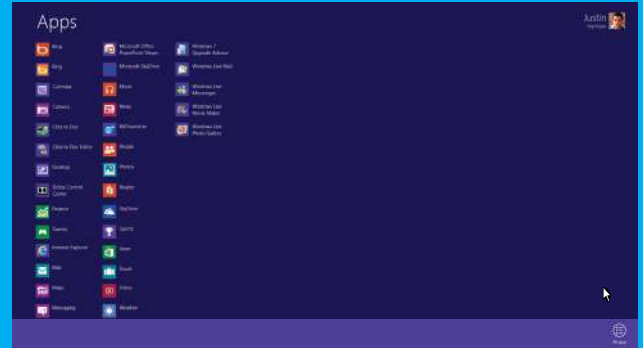
To move entire groups, pinch two fingers together to zoom out or click the zoom (-) icon in the lower right corner. Drag the group up or down and then move it to where you want.

*Microsoft Office is sold separately.

Show all your apps at once.

To show all installed apps, on the Start screen, swipe up with your finger or right-click with a mouse, and then tap or click **All apps** in the lower-right corner of the screen.

To pin your apps to your Start screen, swipe down or right-click with your mouse. In the bar of commands at the bottom of the screen, tap or click **Pin to Start**.



The charms are always there for you.

Navigating



The charms are always available on the right side of your screen so you have access to **Search**, **Share**, the **Start** screen, **Devices**, and **Settings** no matter what you're working on.

Use the charms to do all the basics: **Search** for a file that has the data you need, **Share** your work with coworkers, open the **Start** screen, choose a **Device** to print to, or access app or **PC settings**.

To access the charms, swipe from the right edge of your screen or move your mouse to the upper or lower right corner.

Keyboard shortcut: Press  + C to access the charms from anywhere.

Change settings for apps and your PC.



Access the **Settings** charm to change settings for the app you're in plus PC settings you're most likely to need: power, notifications, volume, brightness, and network connections.

Settings is where you can set up your apps and PC exactly as you like them.

And don't forget: **Settings** is where you'll sleep, shut down, or restart your computer.

Swipe from the right edge of your screen to open the charms and click Settings; or  + I opens Settings.

*Microsoft Office is sold separately.

Move around your spaces.

Going from the Start screen to the desktop to any app is simple and quick, whether you're using touch, a mouse, a keyboard or a combination of those things.



To go to the desktop from the Start screen, tap or click the **Desktop** tile.

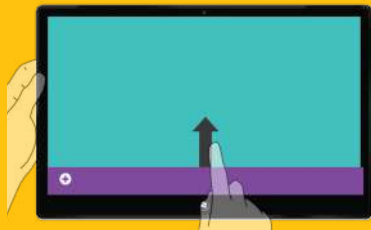


To return to the Start screen at any time, press  or swipe from the right edge to reveal the charms, and then tap **Start**.

Reveal App Commands.

Now that you know how to get around, understanding how to make your apps work for you is the next step.

Most app commands—such as New, Refresh, and Attach—are hidden until you need them, giving the app the entire screen.



To access app commands, with touch, swipe up from the bottom edge or down from the top edge, and then tap the command you want.



With a mouse, right-click within the app, and then click the command you want.

Switch between apps.

Work is fast paced, and you're probably using several different apps at a time to get things done. No need to individually open and close each app—just swap out apps from a list on the left side of your screen.



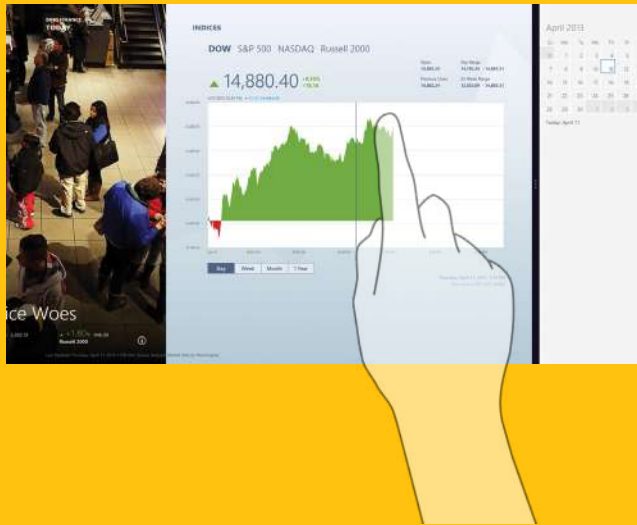
With touch, swipe in and back out on the left edge and you can select an app from that list.



Or, with a mouse, move your pointer to the upper left corner of the screen and then move it down the left edge.

Snap an app: Use two apps at once.

Keep an eye on a certain company's stock you're following while you work on your proposal for them. You can snap a second app to the left or right of your screen while you're using a different one, making it easy for you to get more done.*



With touch, slide your finger from the left edge to bring in the second app. Drag that app to the left or right side of the screen until an opening appears behind it.

With a mouse, move your pointer to the upper-left corner until the second app appears, and then drag that app to the left or right of the screen until an opening appears behind it.

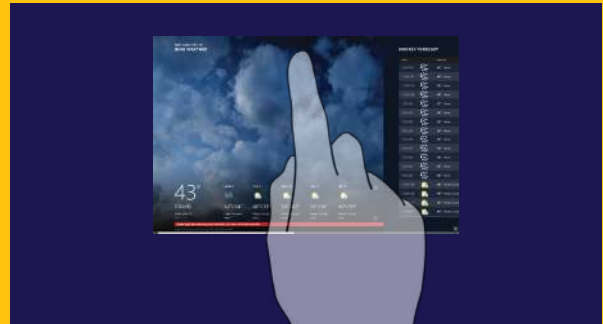
* Your screen resolution must be at least 1366 x 768 to snap apps.

You can close your apps...or not.

Apps that are built in for Windows 8 or that you install from the Windows Store don't slow down your PC, so you don't need to close them. When you're not using an app, it runs in the background and will eventually close. But you can still close an app if you want.



With a mouse, click and drag the app from the top edge of your screen to the bottom of the screen.



With touch, drag the app from the top edge of your screen to the bottom of the screen.

Make the taskbar your own.

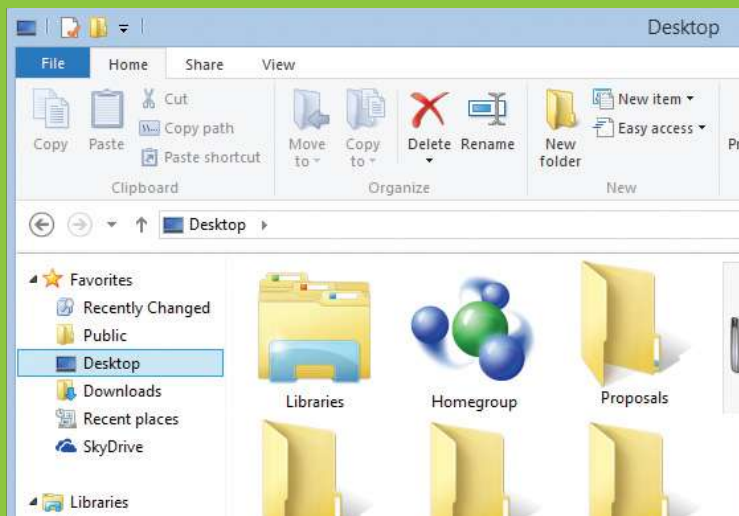
On the desktop, you can enjoy the traditional work style you're used to. The taskbar is a big part of that, and you can customize it to work like you do.

- First, you want to add programs and items to the taskbar. The easiest way to do this is to search for the item on the Start screen, swipe down or right-click to select it, and on the app commands, select **Pin to taskbar**.
- Once you have several buttons on the taskbar, to move a button, tap and hold or click and drag it to a different position.
- To change how taskbar buttons appear, type **Taskbar** on the Start screen, and under Search, tap or click **Settings**. Select the taskbar result. Taskbar properties dialog opens and you can make your choice.



File Explorer just got handier.

Whether you put all your files into a single stuffed folder or have a bevy of folders strewn all over, the Windows 8 File Explorer (previously called Windows Explorer) can take on whatever tasks you need it to do.



The new ribbon makes accomplishing common tasks—such as copying and moving, creating new folders, emailing and zipping items, and changing the view—a breeze.

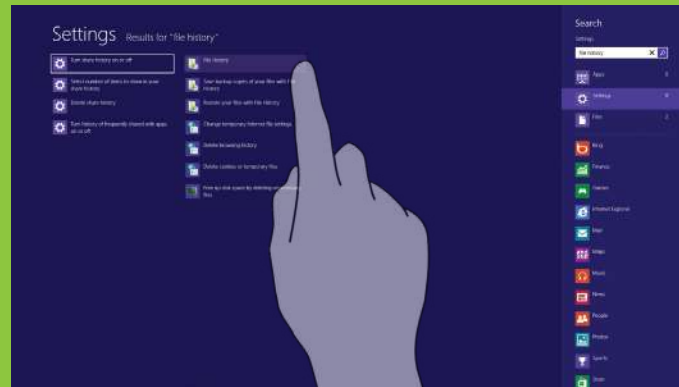
The Up button , which is used to move up one folder in the folder tree, is truly helpful for navigating through your work files.

Use File History and never lose your work.

There's nothing worse than losing your work. With File History enabled, your work is automatically backed up as often as you want in a separate location. You can even access backed-up versions of your files in case you want to revert to an older copy.

Now you can find what you want, when you want it—nothing is ever really lost.

1. To set up File History, type **File History** on the Start screen and then tap or click **Settings**.
2. Tap or click **File History** and select your preferences.



Internet Explorer 10: Touch a more beautiful web.



In Internet Explorer, you'll experience edge-to-edge browsing: the browser disappears when you don't need it. You're left with a totally immersive, full-screen experience.

Internet Explorer has been reimagined to create a new experience specifically for your Windows 8 devices. Other browsers might be "made to work" in Windows 8, but Internet Explorer 10 was built for Windows 8.

Look at your tabs when you need them.

Say goodbye to distracting tabs and hello to an experience that puts your focus where it should be—on the web, not in your browser. Browser tabs and navigation controls appear only when you need them.

The Tabs bar shows sneak peeks of the web pages you already have open. One-touch or one-click controls let you easily open a new tab, close tabs, or switch between tabs.

To open a new tab, swipe down from the top of the screen (or right-click) to bring up the Tabs bar, and then tap or click the **New tab** button.



Flip ahead to the content you want.

Productivity



Whether you enjoy starting your day with the news or doing some research for a project, turning on flip ahead makes going from page to page and article to article more fluid. With flip ahead you can swipe across the page or click the Forward button (→) to go to the next page of content.

Turn on flip ahead:

1. Launch Internet Explorer 10.
2. If you're using touch, swipe in from the right. If you're using a mouse, move the pointer to the top-right corner of the screen.
3. Tap or click **Settings > Internet Options**.
4. Under Flip ahead, toggle **Turn on flip ahead** to On.

Keyboard shortcut: From any app press  + I to open Settings.

Use Internet Explorer 10 in the familiar desktop mode.



1. Open Internet Explorer from the Start screen.
2. At the bottom of the screen, tap or click the wrench icon. 
3. Tap or click **View on the desktop**.

Pin your favorite web pages to the Start Screen:

At the bottom right of a browser window, tap or click the pin icon  and then tap or click **Pin to Start**.

Windows To Go, Windows 8 Enterprise in your pocket.

Windows To Go is your own fully manageable, corporate image installed on a bootable certified USB drive. Simply insert the drive into a compatible computer and boot into a personalized Windows 8 image, network connectivity not required.



Productivity

How to use Windows To Go:

1. Insert Windows To Go into the USB port of a powered down machine, press power, and boot your machine from the USB drive.
2. The very first run of the drive could take 10-15 minutes. Give it time. The drive will boot much more quickly after the first time you do this.
3. When finished working on Windows To Go, power down the machine completely before you take the drive out.

Protect your device with BitLocker.

Microsoft BitLocker Drive Encryption uses encryption technology to help prevent unauthorized users from gaining access to corporate and personal data.*



To access BitLocker:

1. On the Start screen, type **Control Panel**, and then tap or click the Control Panel app to open it.
2. In the Control Panel, tap or click **System and Security** and then tap or click **BitLocker Drive Encryption**.

*BitLocker Drive Encryption is only available in Windows 8 Pro and Windows 8 Enterprise editions.

Improve security and stay connected

Be connected to what you need.

Having quick access to your printer, projector, wireless network, Bluetooth, and other settings is critical when you're presenting, preparing, or simply doing your everyday tasks. Windows 8 has easy access to all that information in one place.

Tap or click the **Settings** charm, then click **Change PC Settings**.

- To add a device, tap or click **Devices** and then **Add a device**.
- To see the status of your wireless or Bluetooth connections, click **Wireless**.



Keyboard shortcut: From any app press  + I to open Settings.

Be social from one hub.

Bring your People app to life with your LinkedIn, Facebook, and Twitter updates. See what coworkers, customers, and friends are up to and reply to posts right from the app.

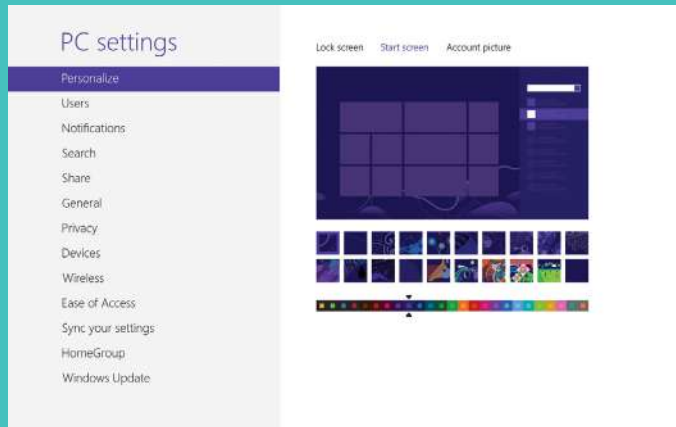
1. To add your social accounts, open the People app.
2. Touch or click the upper right corner where it shows the accounts that are connected.
3. Tap or click **Add an account** and select the account you want to connect.
4. Click **Connect** and enter the information to set up your account.



Improve security and stay connected

Make your Start screen your own.

Change background and color combinations to match the company logo or your school colors.



1. Swipe from the right edge of your screen or move your mouse to the upper or lower right corner to access the charms.
2. Click **Settings**, and then click **Change PC settings**.
3. On the Personalize tab, under Start screen, you can make your own selections.

Keyboard shortcut: From any app press  + I to open Settings.

Customize your lock screen.

With Windows 8 you can set up notifications for up to seven apps on your lock screen, allowing you access to useful information as it comes in...even when your computer is locked.

To access lock screen settings:

1. Open the **Settings** charm or press  + I.
2. Tap or click **Change PC settings**.
3. Tap or click the **Personalize** tab.



Passwords have never looked this beautiful.

Setting up a picture password means keeping your computer secure while having one less complex password to remember.



1. From the Settings charm, tap or click **Change PC Settings**.
2. On the users tab, under Sign-in options, click **Create a picture password**.

Keyboard shortcut: From any app press  + I to open Settings.

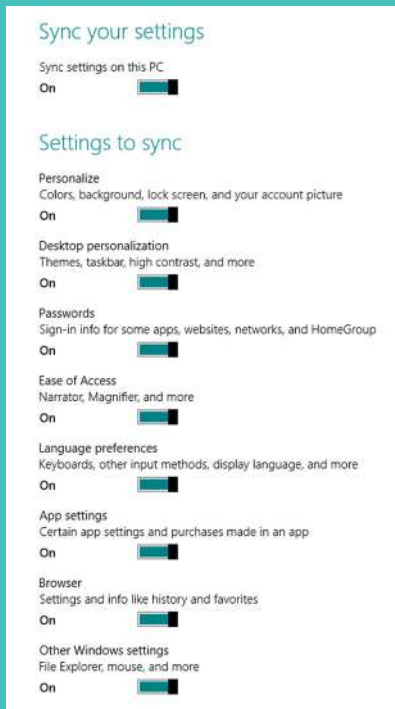
Set up multiple user accounts.

You may be the primary user of your computer but sometimes your assistant has access to it as well. You can both keep your settings and information private by creating separate accounts.

1. Open the **Settings** charm.
2. Tap or click **Change PC Settings**.
3. Tap or click **Users**, then **Add a user**.
4. To create an account linked to Microsoft, type the user's email address used to sign in. Or, tap or click **Sign in without a Microsoft account** to create a local account.
5. Follow the on-screen guidance to complete the settings.



Settings to sync.



When you sync settings across all your devices, finishing up a work project on your tablet while you're out of the office feels just like working on your PC. You can work with the same customized dictionary, app settings, and other personalizations and experience a smooth, consistent experience.

1. Open the **Settings** charm.
2. Tap or click **Change PC settings**.
3. Tap or click **Sync your settings** and then **Sync settings on this PC**.
4. Turn on all the settings in the list that you want.

Keyboard shortcut: From any app press  + I to open Settings.

Get to know the language of touch.

Swipe from right edge, tap Start.

Swipe from left edge.

Swipe from top edge all the way to the bottom.

Swipe from bottom edge or top edge.

Swipe from left edge, drag app to the right.*

Swipe from left edge, drag app to the left.*

Swipe from right edge.

Swipe from right edge, tap Search, then Files.

In an app, swipe from right edge, tap Search.

Swipe from right edge, tap Search.

Swipe from right edge, tap Share.

Open Start screen or previous app (alternating).

Switch to the next open app.

Close active app.

Reveal app commands.

Snap app right.

Snap app left.

Open charms.

Open Search charm on files.

Open Search charm on active app.

Search apps.

Open Share charm.

* Monitor must support a resolution of at least 1366 x 768.

What to do with your mouse.

Click bottom left corner (repeat).

Click top left corner (repeat).

Click at the top edge and drag to the bottom.

Right-click app in open space or on Start, right-click a tile.

Hover in top left corner, move down the edge. Click and drag app to right.*

Hover in top left corner, move down the edge. Click and drag app to left.*

Hover in top right corner, move down the edge.

Hover in top right corner, click Search, then Files.

In an app, hover in top right corner, click Search.

Hover in top right corner, click Search.

Hover in top right corner, click Share.

Open Start screen or previous app (alternating).

Switch to the next open app.

Close active app.

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Open charms.

Open Search charm on files.

Open Search charm on active app.

Search apps.

Open Share charm.

Use the keyboard to get places fast.



Open Start screen.



+ **Start typing**

Search your PC.



+ **C**

Open charms.



+ **D**

Show/Hide the Desktop.



+ **F**

Open Search charm to search for files.



+ **H**

Open Share charm.



+ **I**

Open Settings charm.



+ **K**

Open Devices charm.



+ **L**

Lock your computer.



+ **Q**

Open Search charm for active app.



+ **R**

Open the Run dialog.



+ **T**

Cycle through apps on taskbar.



+ **W**

Open Search charm for settings.



+ **X**

Open Quick Link menu.



+ **comma (,)**

Peek at Desktop.



+ **plus (+) or minus (-)**

Zoom in or out.



+ **period (.)**

Snap an app to the right.



+ **Shift + period (.)**

Snap an app to the left.



+ **Home**

Minimize all but the active window.



+ **Tab**

Cycle through open apps (not desktop apps).



+ **Alt + Enter**

Open Windows Media Center.



+ **spacebar**

Switch language and keyboard layout.

