Windows 8
navigating and customizing the new operating system

Windows 8:
- Windows 8 is the newest operating system created by Microsoft.
- An operating system is a program that runs a computer.

The Metro:
- The Metro opens upon starting the computer.
- It replaces the Start Menu.
- The Metro contains apps displayed as tiles.
  - Apps run full screen from the Metro.
  - Programs run from the desktop.
- To access the desktop, click on the desktop tile in the Metro.
- There are two ways to open the Charms bar.
  - Hovering over the top right corner of the screen with the mouse will pull out the Charms bar.
  - Pressing the Windows key and C will also open the Charms bar.
- There are two ways to access the Metro.
  - Opening the Charms bar and then clicking on Start will take you to the Metro.
  - Hovering over the bottom left corner of the screen with the mouse and left clicking on the image which appears will also take you to the Metro.

Customizing the Metro:
- Tiles can be rearranged on the Metro by dragging and dropping them.
- Live tiles:
  - Some tiles contain an image which changes while the Metro is being viewed.
  - While this is happening, the tile is considered to be a live tile.
  - To turn it off, right click on the tile then left click on “Turn live tile off” at the bottom of the screen.
- Tiles for apps can be resized.
  - Right click on an app tile.
  - Click on “Larger” or “Smaller” at the bottom of the screen.
- Tiles can also be removed from the Metro.
  - To do this, right click on the tile and left click on “Unpin from Start” at the bottom of the screen.
  - Note: this does not remove the app from the computer.
- Apps can be uninstalled via the Metro.
  - To do this, right click on the tile for the app and left click on “Uninstall” at the bottom of the screen.
  - Note: this removes the app from the computer, so only do this if you are certain.
- Programs and apps can be added as tiles to the Metro.
  - First, search for the program or app using the Search function in the Charms bar.
  - Next, right click on the desired program or app and click on “Pin to Start” at the bottom of the screen.
Customizing the Desktop:
- Programs can be pinned to the taskbar on the desktop.
  - First, locate the program in the Metro.
  - Next, right click on the program and click on “Pin to Taskbar” at the bottom of the screen.
- Items on the taskbar can be rearranged by dragging and dropping them.
- Shortcuts can also be placed on the desktop.
  - First, locate the item on the Metro or using the Search function in the Charms bar.
  - Next, right click on the item and left click on “Open file location.”
  - Locate the item in the window that appears.
  - Right click on the item in the window, hover over the words “Send to,” and left click on “Desktop (create shortcut).”
  - Close the window.
- Shortcuts can be moved around on the desktop by dragging and dropping them.
- A shortcut can be deleted by clicking on it once to select it and then pressing the Delete key on the keyboard.
  - This does not delete or uninstall the program from the computer.
  - Deleted items (including shortcuts) are placed in the Recycle Bin.

Settings:
- The settings menu can be accessed by opening the Charms bar and clicking on Settings.
- In the Settings menu, click on Control Panel to view the traditional control panel.
  - From this window user accounts can be modified.
  - Printers and other devices can also be viewed through this window.
- The desktop can be personalized by clicking on Personalization in the Settings menu.
  - Pre-made themes are available.
  - The desktop background can also be customized.
    - A variety of pictures are available to be used in a slide show for the background.
    - The position of the picture can be altered using the menu at the bottom left of the window.
    - The amount of time which elapses between each change of the background can be customized using the “Change picture every” menu.
    - Solid colors can be chosen as backgrounds instead of pictures.
      - A variety of suggested colors are available to choose from.
      - Clicking on the word “More” at the bottom of the screen allows a custom color to be selected.
  - The colors associated with the desktop can also be changed.
    - The Colors option refers to the color of window borders and the taskbar.
    - A variety of suggested colors are available to choose from.
    - Clicking on the word “More” at the bottom of the screen allows a custom color to be selected.
  - The sounds made at various times by the operating system can be customized.
  - The screen saver can also be changed and modified.
    - The style of the screen saver can be selected.
    - The amount of idle time which must elapse before the screen saver is displayed can also be modified.
The “PC info” option available in the Settings menu provides information about the computer.
  - The Windows edition is displayed in both words and symbols.
  - The type of processor is displayed.
  - The amount of RAM both installed and available is shown.
  - The system type is also displayed in this window.

The power options are available through the Settings menu.
  - The computer can be put to sleep, which saves power but allows the system to turn on quickly.
  - The computer can be shut down, which turns the computer off completely.
  - The computer can also be restarted.

Tips:
  - Use the search function in the Charms bar to find programs and apps.
  - Customize the desktop and Metro to meet your needs.
  - Do not be afraid to ask for help.

Jennifer Ranger, Digital Services Librarian