



Getting Started in Windows 8.1

Unlocking the Lock Screen

The Lock screen contains the time, date, sign-in access, and notifications.

- 1- Press any key to view the Login screen
- 2- Log in with your account Username and Password

You will open to your Desktop.

To move to the Start Screen either click the Desktop **Start** button  on the bottom left side of your screen or press the **Windows**  key on your keyboard.

The Start Screen



Start Screen – stores all Windows Store Apps, functions and personal settings in a central hub.


All apps Button – displays all apps and programs.


User Portal – sign out, lock or set your account picture.

Charms Bar – access settings and quick functions for you current app or program, as well as global controls such as shutting down or restarting.


Working with the Charms Bar


To display the Charms bar, hover your pointer over the upper or lower right-hand corner of the Start Screen.

Search  - enter a search term to search your entire system or click the arrow to select a specific location.



Share  - share content between contacts and social networks from with your current app.

Start  - return to the Start screen or most recent app.

Devices  - send an item to a connected printer or project to a second screen.


Settings  - adjust basic options or view help for your current screen or app. You can also adjust sound and screen options, view network connectivity, or shut down your PC.




Using the Start Screen

The **Start** screen replaces the **Start Menu** from Windows 7, containing tile shortcuts to programs so that you can access your mail, weather, music, and other apps. It also displays real-time live updates and notifications. To open the Start screen, click or touch the Desktop **Start**  button or press the **Windows**  key.

Navigating the Start Screen




Do any of the following on the Start screen:

- To open a **Windows Store** app, touch or click the tile.
- To scroll, hover your pointer over the lower portion of your screen to access the horizontal scrollbar. On a touchscreen, slid you finger up or down.
- To view all apps, click the **All Apps**  button or slide you finger upward from the middle of the screen.

- To turn off live updates to **Start** screen tiles, right-click or touch and hold the file for the app you wish to adjust. Click the **Turn live tile off**  button at the bottom of the screen.
- To rearrange apps on the **Start** screen, touch or click the desired app and drag it to the desired location. To categorize tile into group, click the **Customize**  button and enter names for the grouping by clicking or touching in the **Name group** space.
- To resize a tile, right-click on the app you wish to adjust. Select **Resize**  from the bar at the bottom of the screen.

Pinning an App to the Start Screen

When you “pin” an item to the **Start** screen, its tile will appear every time you access the **Start** screen.

- 1 – Slide your finger up from the bottom of the screen or click the **All Apps**  button.
- 2 – Right click or touch and hold the app you wish to pin.
- 3 – Click the **Pin to Start**  button at the bottom of the screen.
- 4 – Optional: To unpin an app from the Start screen, right-click on the app or touch and hold it. Touch or click the **Unpin from Start**  button at the bottom of the screen.

Personalizing the Start Screen

- 1 – Move your pointer or finger to the right of your screen to open the **Charms** bar.
- 2 – Touch or click **Settings**.
- 3 – Select Personalize.
- 4 – Select background image, color, and accent color from the available palettes.
- 5 – Optional: To set your **Start** screen background to the same image as your Desktop, select the small image of your Desktop.

Working with the User Portal

To access options, select the User  icon on the Start screen.

Click Browse to select a picture from your files.

Desktop



The traditional Desktop exists as a working hub for full programs and storage location for all your computer's files.

Recycle Bin – contains deleted files

Start Button – launches the Start screen.

Internet Explorer 11 – serves as a quick launch to full version of the web browser.


File Explorer – stores to files, folders and networks.

Taskbar – displays app buttons to help you navigate.

Accessing the Desktop

To switch between your Start screen and Desktop, hover your pointer or finger over the lower left corner of the screen to access the Start button. You can also touch or click the desktop tile on the Start screen.

Pinning an Item to the Taskbar

1 – On the **Start** screen, locate the app you wish to pin by sliding up or click the **All Apps**  button.

2 – Right-click or touch and hold the app you wish to pin.

3 – Touch or click the **Pin to Taskbar**  button.

4 – Optional: To open the item, touch or click its icon on the **Taskbar**.


5 – Optional: To re-arrange how an item appears on the **Taskbar**, touch or click and drag the icon to the position you desire.






6 – Optional: To delete an item from the **Taskbar**, right-click on the item's icon and select **Unpin this program from the taskbar** from the drop down menu.

Folders

In Windows 8.1 Windows Explorer has been renamed File Explorer. Libraries are no longer shown by default, although you can enable them by opening the **View** tab in the **File Explorer** window. Click or touch the **Navigation** pane button and check **Show libraries**.

Navigating in File Explorer

File explorer opens by default to the **This PC** hub, which replaces My Computer. This PC contains **Folders, Devices and drives, and Network locations**. To launch File Explorer, touch or click the **File Explorer**  icon on the **Taskbar**.

- To navigate to a previously opened folder, touch or click the Back  or Forward  buttons.
- To expand a folder and view the contents, touch or click the Expand  button beside the folder name.
- To minimize an expanded folder, touch or click the Minimize  button beside the folder name.
- To go a commonly used folder such as Downloads or Recent places, select a folder in the Favorites  section of the Left pane.