



Windows 8.1 Tips and Tricks

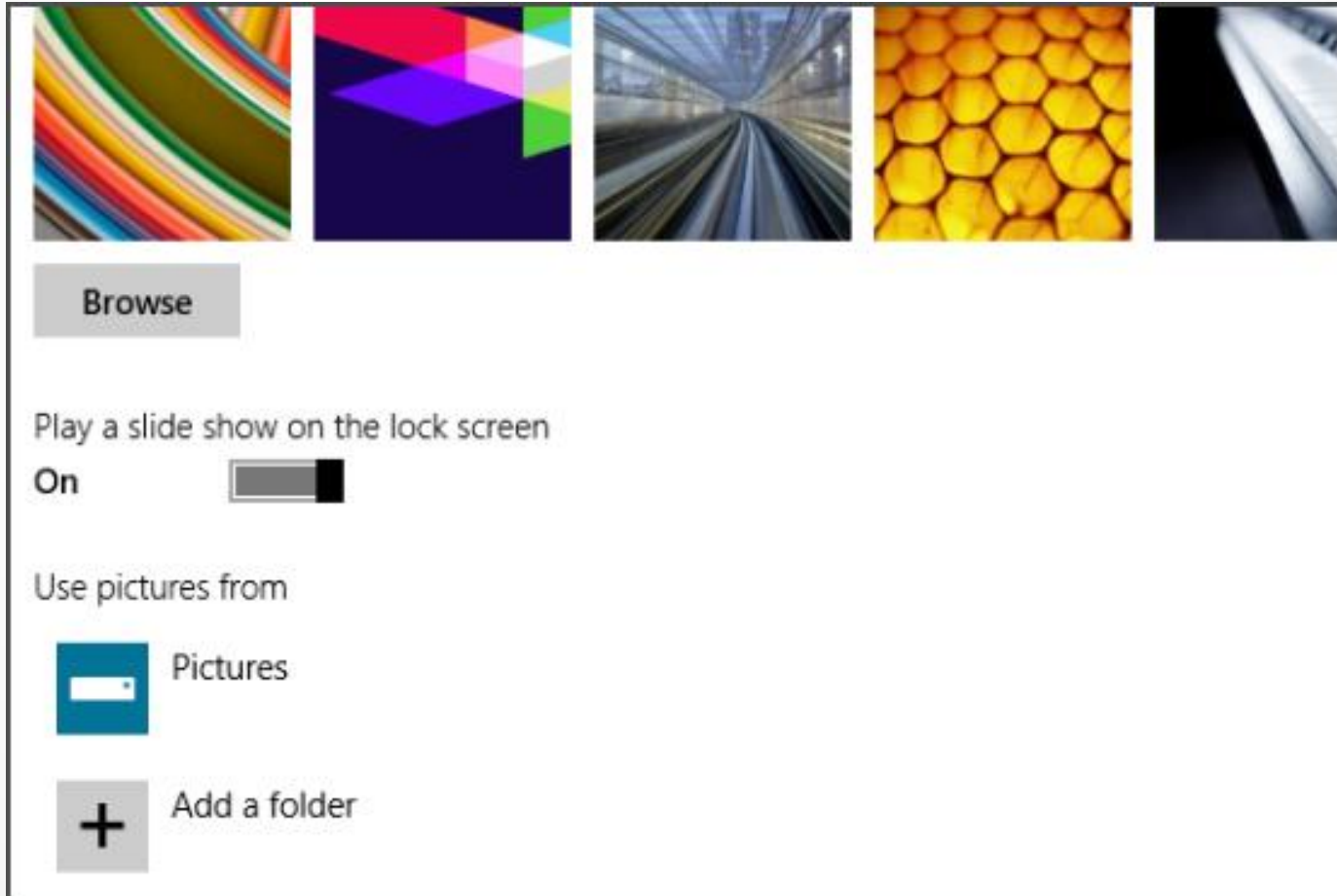
By Rita Wronkiewicz

Lock Screen



- **Can do more while Lock Screen is active**
 - **Can set up Photo Frame mode**
 - **Can accept Skype calls**
 - **Can trigger camera**

Photo Frame mode



Camera on Lock Screen

Choose an app to show alarms



Camera

You can swipe down on the lock screen to use the camera while your PC is locked.

Use camera from the lock screen

On

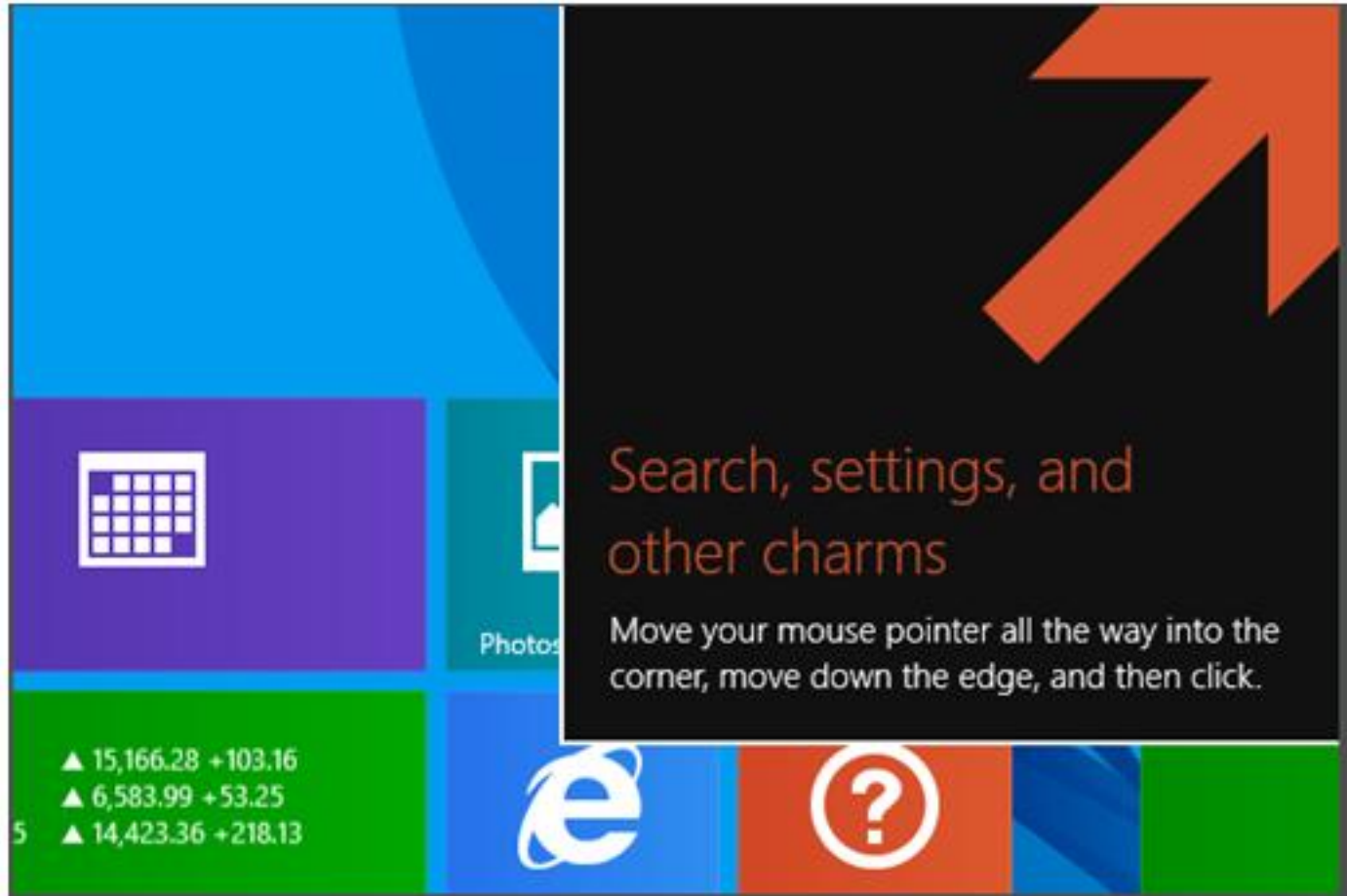




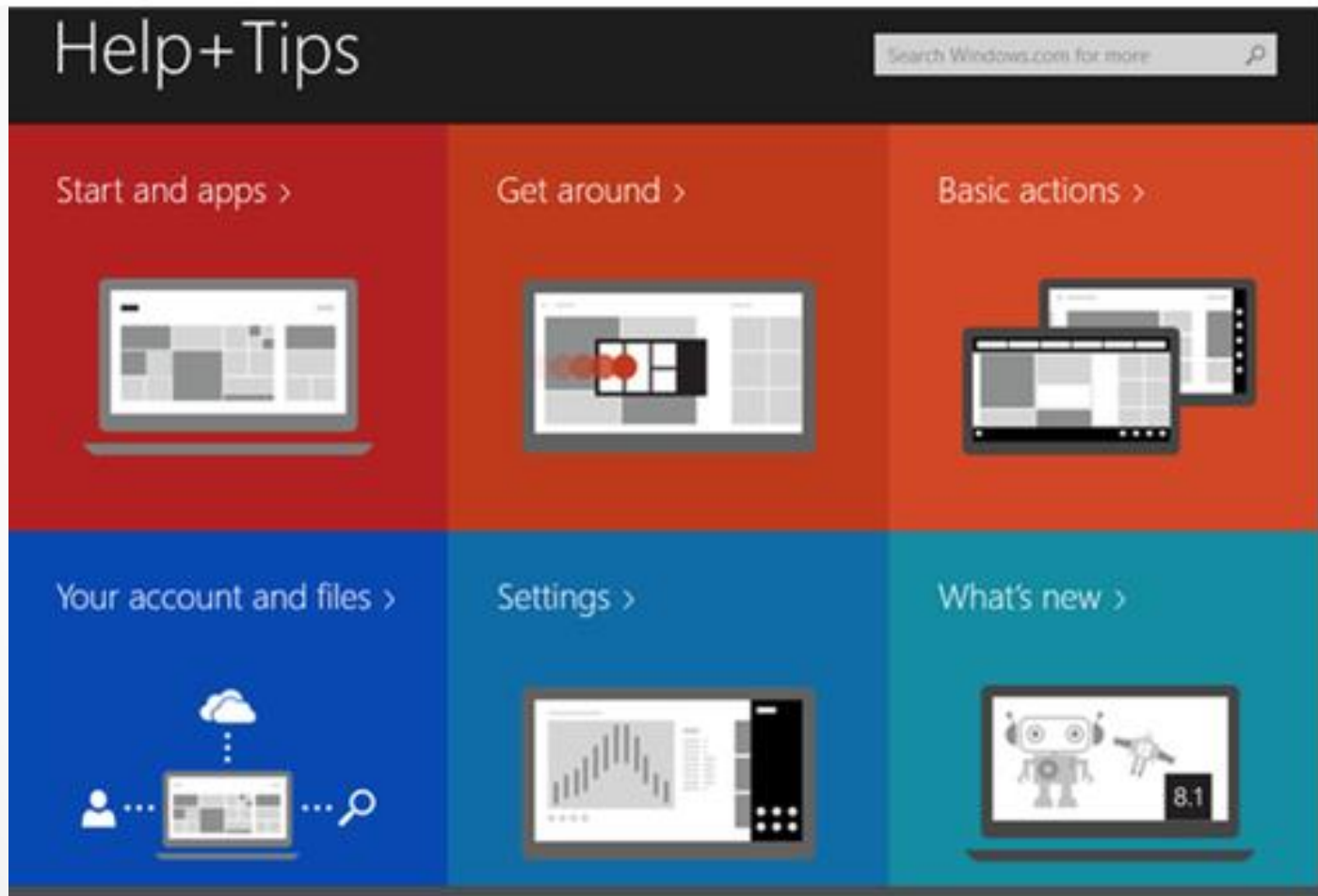
Skype on Lock Screen

- Can set up Skype app on the Lock Screen
- Can answer Skype calls and messages without unlocking the laptop/tablet

Start Screen Navigation Help



New App => Help + Tips





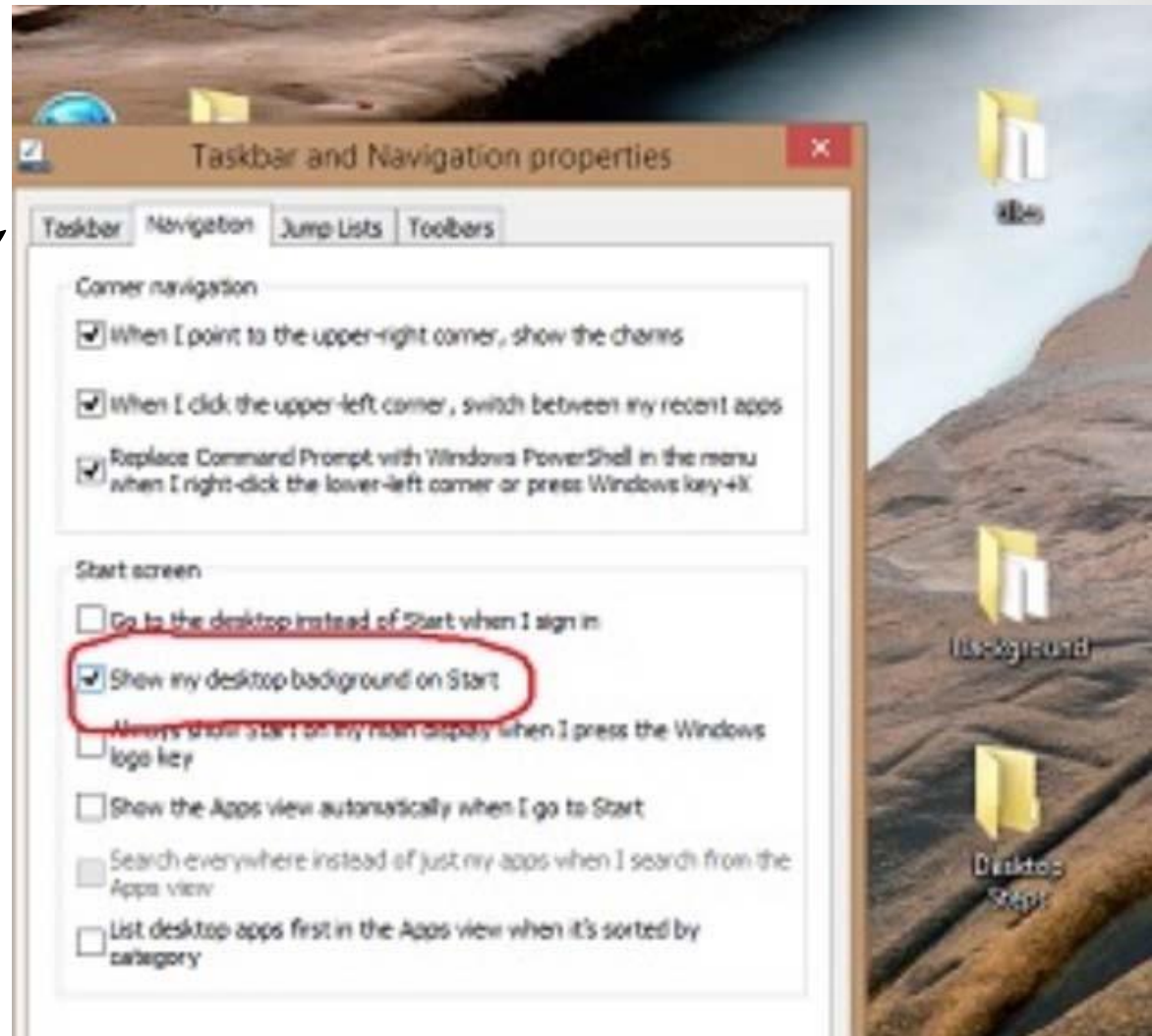
Start Screen Improved

- **More Start screen background choices**
- **Start screen can be set to have same slide show background as desktop**
- **Makes it feel more like one connected system**

Matching Backgrounds

*Right click on Taskbar,
Click Properties,
Click Navigation*

Can show same
Desktop screen on
Start Screen so
They have same
Look and feel





Easier Start Screen Setup

More tile

Sizes

**Change >1
tile at a
time**



Slimmed Down Start Screen



**New apps
not pinned
automatically
to start
screen**





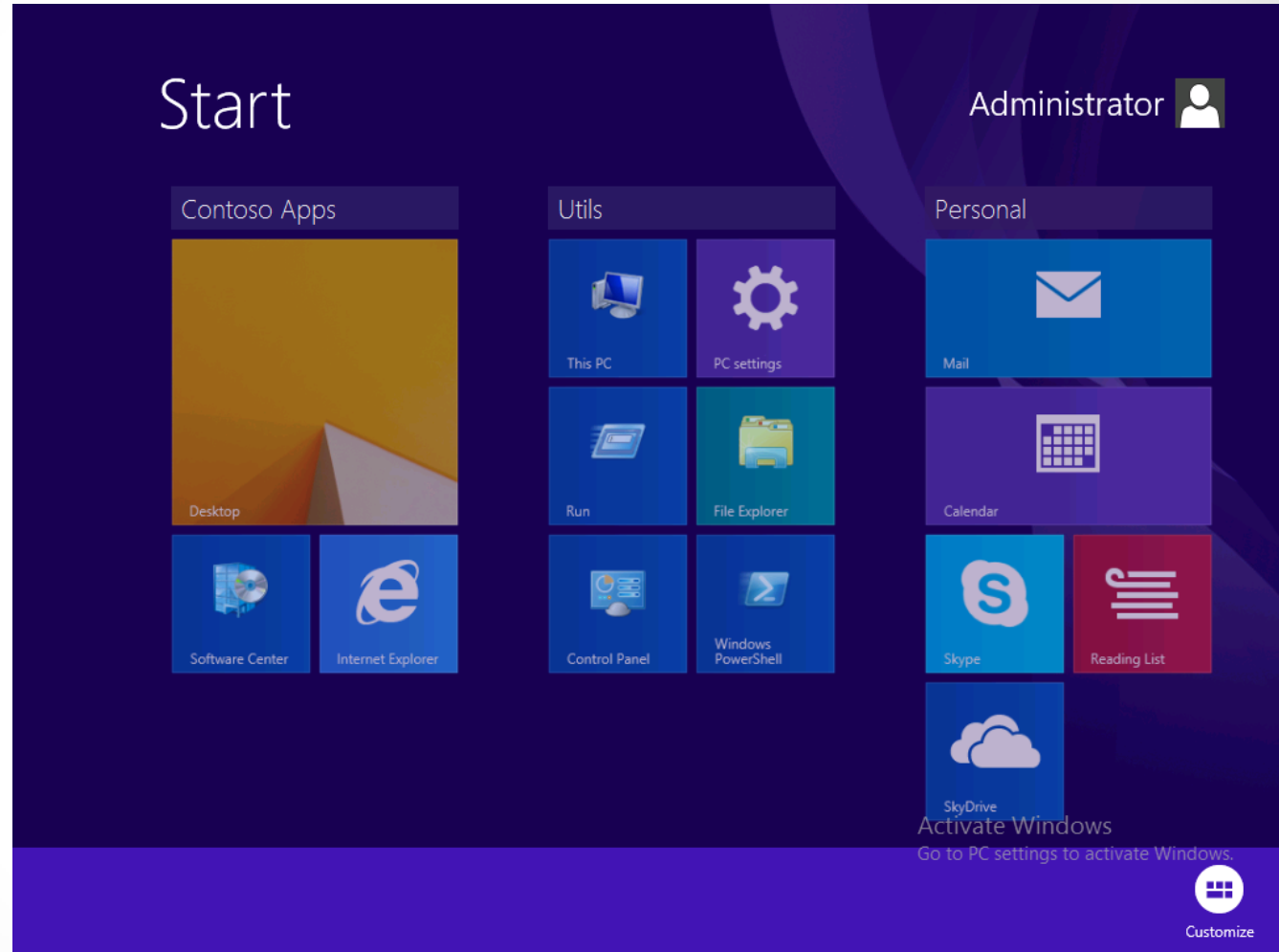
Customization Help

Groups
Easier to
Label

(Right-click

On Start,

Click customize)



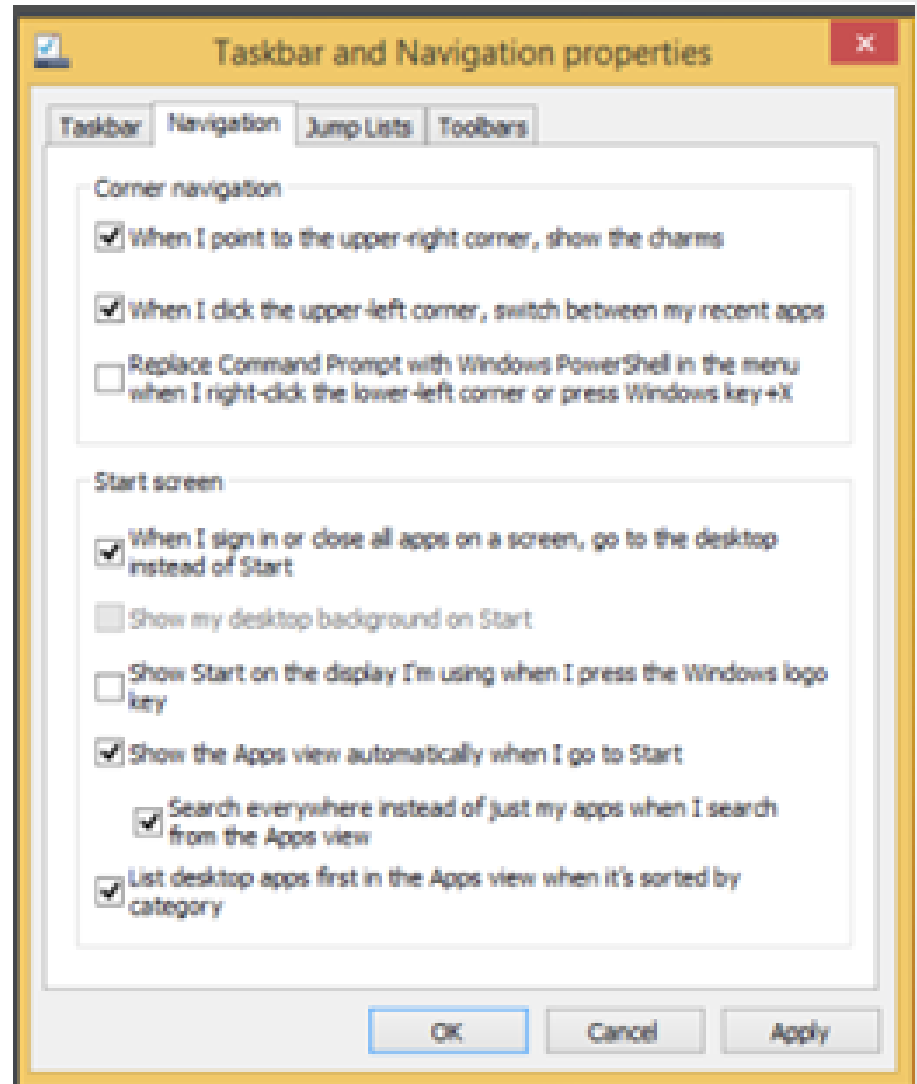


New Startup Options

*Right click on Taskbar,
Click Properties,
Click Navigation*

**Can bypass Start screen
and go to “All Apps” instead**

Can jump right right to Desktop



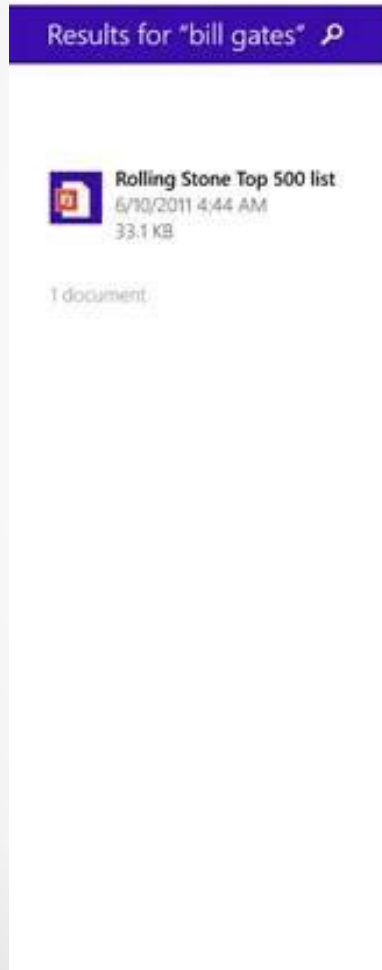
“All Apps” Easier to Find



More Search Options



Bing Smart Search



Changed Search Features

- Now can find everything on your computer simultaneously (apps, settings, and files) and on the web
- To use Search within app, must use its own built-in search feature, not the Charms one.

Store – More Searchable – More Apps

The screenshot displays the Windows 8.1 Store interface. At the top, there are three green navigation buttons: 'Home', 'Your apps', and 'Your account'. Below these, a grid of app categories is shown, including 'Picks for you', 'Games', 'Sports', 'Lifestyle', 'Tools', 'Top paid', 'Social', 'Books & Reference', 'Shopping', 'Security', 'Top free', 'Entertainment', 'News & Weather', 'Travel', 'Business', 'New Releases', 'Photo', 'Health & Fitness', 'Finance', 'Education', 'Popular now', 'Music & Video', 'Food & Dining', 'Productivity', and 'Government'. A large red arrow points to the 'Security' category. Below the categories, several featured apps are displayed in a grid:

- VEVO**: With the VEVO app you can watch music videos, stream live concerts, and discover new. Free ★★★★★ 114 Music & Video.
- BLINK Clippets**: BLINK Clippets lets you exercise your creative talents by layering static and dynamic visual. Free ★★★★★ 53 Photo.
- YouTube Now**: YouTube Now brings the experience of YouTube to your Windows device! Browse all. Free ★★★★★ 189 Entertainment.
- Win-8 HD Media-Player**: Windows MediaPlayer is a 32/64-bit player for Microsoft Windows 8 Ope. \$4.99 Not yet rated Lifestyle.
- ScribbleMix**: Play the new Monsters University pack in ScribbleMix, the fun and addictive social. Free ★★★★★ 194 Games.
- Pirate's Path**: The BEST match-3 game on the marketplace! Pirate's Path leads you through a story with. Free ★★★★★ 115 Games.
- Vyclone**: Friends, cameras, action Now you can mix film taken on your phone with footage taken by. Free ★★★★★ 24 Social.
- win-8 media player**: This App is a Media Player that allow open or browse the folders directly! \$1.49 Not yet rated Entertainment.

Store Upgrade to 8.1



Update to
Windows 8.1
for free

New (But Different) Start Button



**Enables jumping
Back and
Forth
Between
Start Screen
And Desktop**

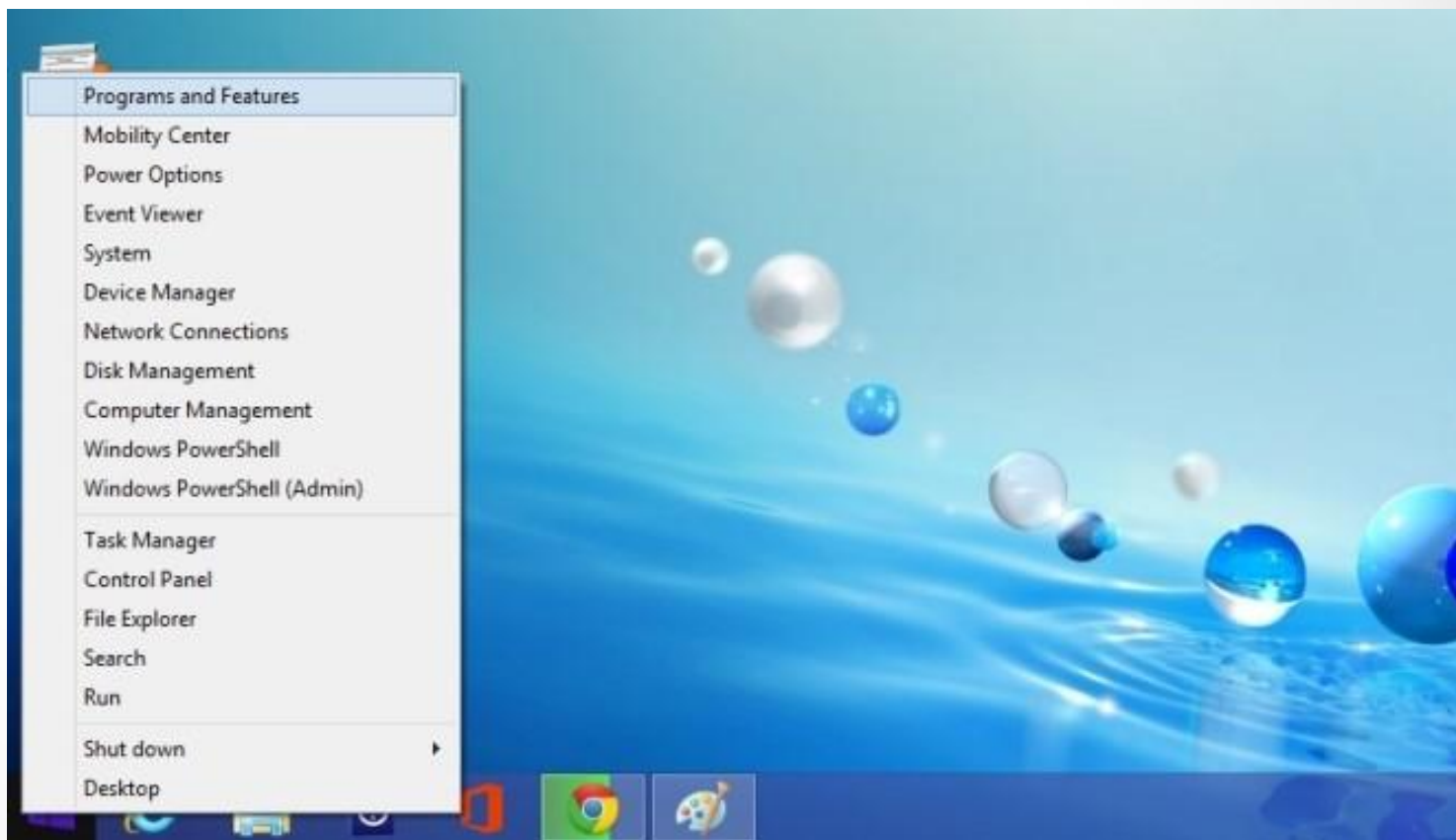


New (But Different) Start Button



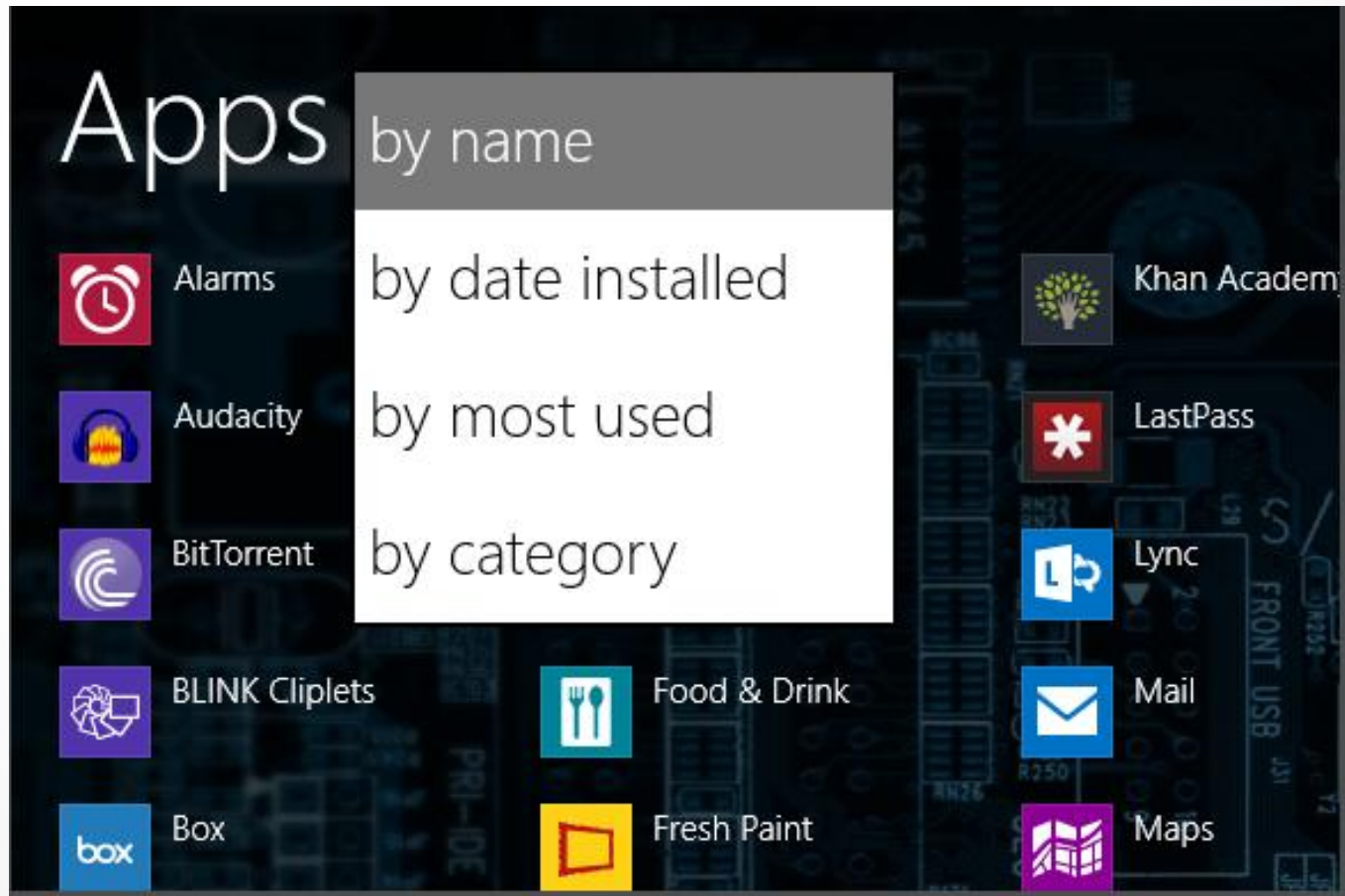
(Right-click on Start Button)

**Can jump
to many needed
functions,
including
quick
shutdown**



“All Apps” Sorting Options

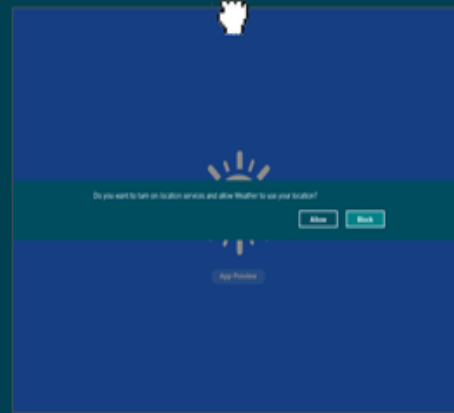
Makes
Apps
much
easier
to
find



“Closing” Apps



Dragging apps down to
bottom of screen only
hides them —app
continues to be active in
background

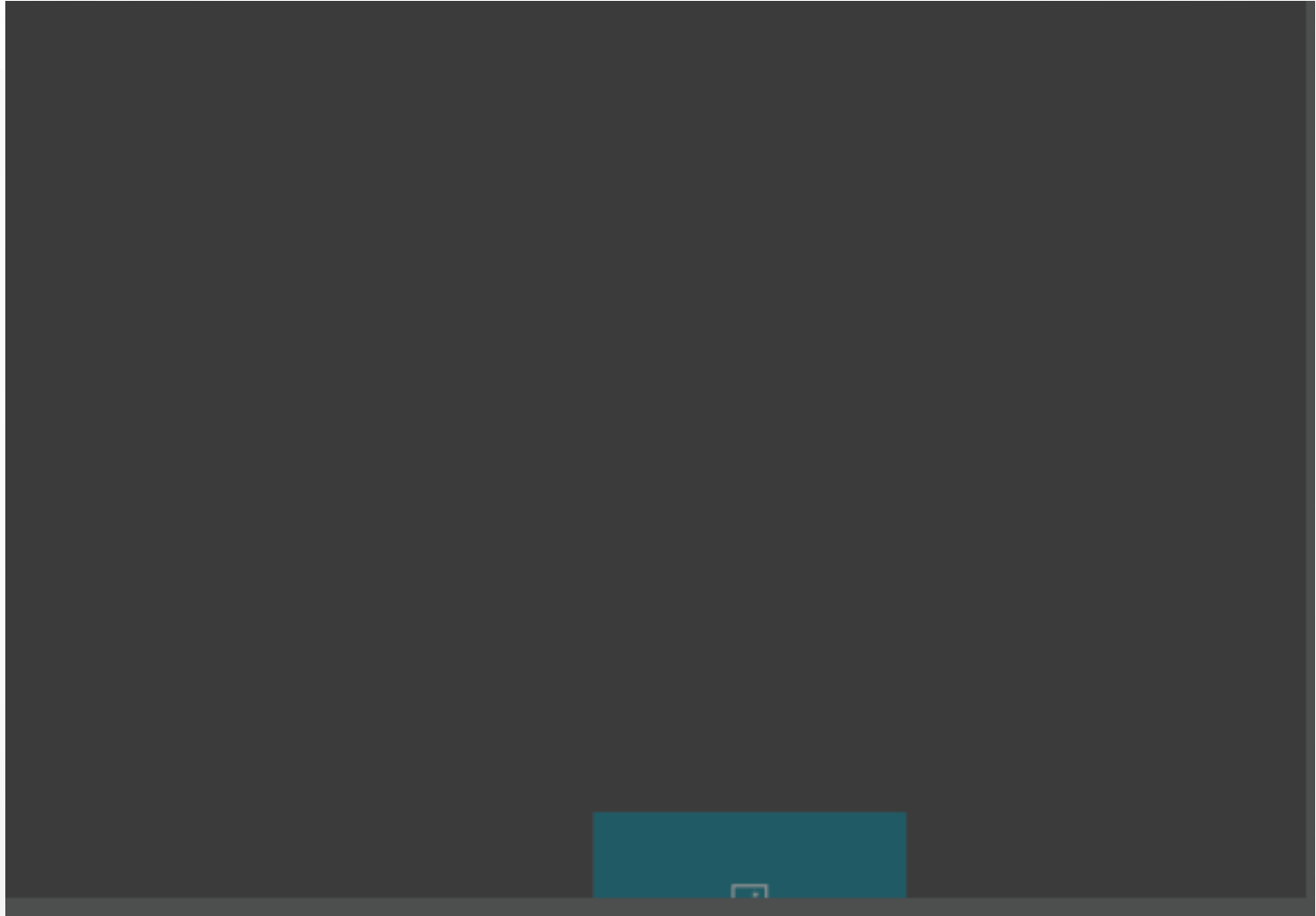


“Restarting” Apps

To Restart an App :

1. Drag it down until just the top half of it is peeking up from the bottom of the screen.
2. Hold it there, and after a few seconds you'll see the tile spin around to show the app's icon

“Restarting” Apps





Apps Can Be Updated Automatically

IN PC
Settings
Via Charms
Bar

App updates

Automatically update my apps

Yes



Automatic app updates aren't available when using a metered Internet connection.

Check for updates

App licenses

If you're not seeing up-to-date info for the apps you own, try syncing app licenses.



PC Settings More Organized

- Can now configure most important Windows settings entirely within “PC Settings”
- “PC Settings” has better naming conventions and more logical groupings
- Control Panel now more available - on Start button menu



More Robust Screen Splitting

- Easier to set up split screens and swap Apps in and out
- Can adjust widths of App screens
- Can have 2, 3 or 4 Apps on one display, depending on screen resolution
- To know if resolution is ok, just try to add another App to the split



More Robust Screen Splitting

- **May be able to display up to 8 Apps, with 2 monitors**
- **Can do split on Internet Explorer App**
(right-click on any link and click “open in new window”)
- **Mail splits with IE App when you open a link in an email**



More Improvements

- Can have an App open multiple times (good for emails, maps, etc.)
- Can sync your App list, your Start Screen layout, your IE 11 tabs across all your Win 8.1 devices
- Can add removable media to Libraries (e.g., to add capacity to Music Library)



Improved Camera App

- Can take bunch of pictures in rapid succession
- If hardware supports it, can take panorama pictures

Improved Apps



- **Mail - opening hyperlinks brings up IE App,
can drag/drop messages, select multiple messages with
checkboxes, new toolbar, faster**
- **Photo – new editing tools**

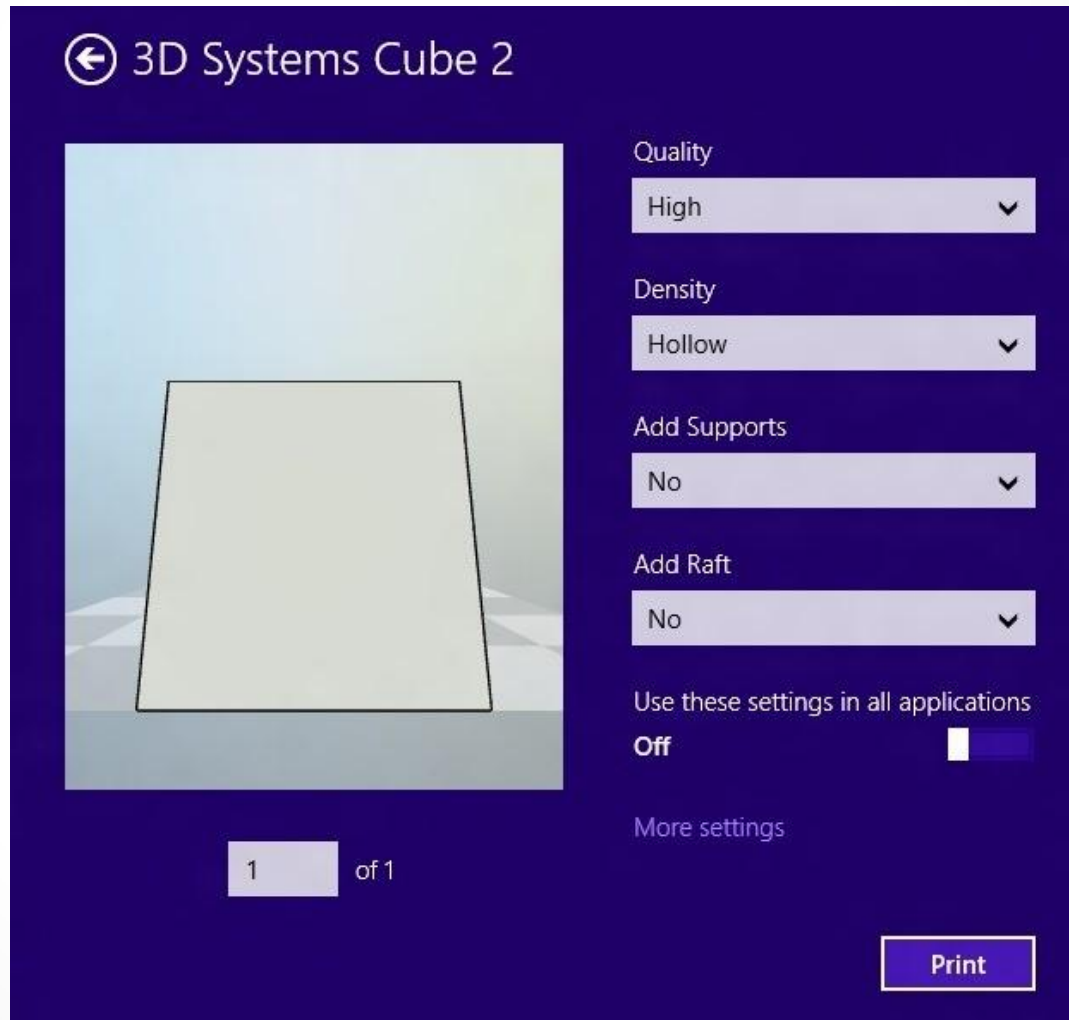
Improved Apps



➤ Calendar

- Internet Explorer – allows two different instances of IE next to each other, new interface at bottom for tabs and address bar

3D Printing





New Built-in Apps

- **Calculator**
- **Alarms**
- **Health and Fitness**
- **Sound Recorder**
- **Food and Drink**

Reading List App



- **Save articles for reading later from IE App and from other Apps (News, Sports, Finance)**
- **Cannot save for offline reading, only saves bookmarks for you**

How to Use Reading List

- **Open internet article in IE or other App**
- **Click on “Share” in the Charms Bar**
- **Categorize the article and click “Add”**
- **Open up Reading List App later to view the article (must be online!)**

Reading List App

Reading List

Spotlight

- Hands-On With The New Features In Firefox 22
Continue viewing

Today

- Hands-On With The New Features In Firefox 22 from Internet Explorer
- Mandela still critical, Zuma cancels Mozambique trip - from News

Firefox 22 will debut tomorrow, and it's another major release in terms of features. There's something for both Windows and OS X users, and like always, something for developers as well. The Firefox Dock icon will now show download progress in OS X. Windows users with large displays will notice text on web pages looks slightly magnified as Mozilla has added a scaling option that makes the text appear larger on large screens. A slightly smaller change for both Windows and OS X users is that Firefox now wraps text when displaying a TXT file. HTML5 video playback speed can be controlled from the right-click context menu. If you are using Facebook messenger or any of the other supported services implemented in Firefox 17 when it integrated its social API, you will now be able to manage these services from a new tab in the Add-on manager called 'Services'. And last but not the least, developers can enjoy support for additional HTML5 elements, a new font inspection tool, and the option to dock the web console to the right of the page. This update is also accompanied by several performance enhancements that will speed up image rendering, improve security and more.



OS X – Download Progress In Dock Icon

This feature, though small, will be welcomed by OS X users. A small progress bar on the Firefox Dock icon now indicates how much of a download job has completed. Though it shows progress for the collective

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← ... http://www.addictivetips.com/web/hands-on-with-the-nev ... ↻ ★ ⚙ →



SKY DRIVE

- **Free 7 GB hard drive on Internet**
- **Free with your Microsoft account**
- **Accessible from any computer**
- **Trustworthy “disk” for backup of important files**



Sky Drive integration

➤ Sky Drive

- Accessed from Macs, iPhones, Android phones
- Can use it to carry files from one device to another
- Intermediary for sharing large files
- Integrated into latest versions of Office



Sky Drive integration

➤ Sky Drive

- Nice way to offload files from computer to free up space – download a file only when you need it
- Built right into Win 8.1
- Free sky drive apps for Windows, Xbox, Mac OS X, iphone/ipad, android phones

Sky Drive Settings

Windows 8.1

← SkyDrive

File storage

Camera roll

Sync settings

Metered connections

Upload photos and videos

If you automatically upload photos and videos from your camera roll folder to SkyDrive, you can get to them from any device. Higher quality photos will take up more space on your SkyDrive.

- ☐ Don't upload photos
- ☒ Upload photos at good quality
- ☐ Upload photos at best quality

Automatically upload videos to SkyDrive

Off ☐

Sky Drive App

SkyDrive ✓

Documents

6/28/2013

Pictures

7/15/2013

Public

6/28/2013

Reviews

6/27/2013



Internet Explorer 11 Metro for W...

7/5/2013 16.8 KB



News 13.07.2013.odt

7/12/2013 25.2 KB



Softpedia Test.docx

5/14/2013 12.2 KB



Windows 1.docx

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Windows 8.docx

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Sky Drive Toolbar

SkyDrive ▾

Downloading 13 items...

Blogs 7/1/2013 Pending	Public 7/1/2013
Dairy 7/1/2013	Sara baji work 7/1/2013
Documents 7/1/2013	Shared favorites 7/1/2013
Favorites 7/1/2013	Vaio desktop backup for Windows 8 7/1/2013
Images 7/1/2013	Windows 8 Core 7/1/2013
p29 7/1/2013	
Personal 7/1/2013	
Pictures 7/1/2013	

1
3/17/2012 15.2 KB

AndroidPIT invoice template Pay...
2/8/2013 32.0 KB

Backup
8/3/2012 2.78 KB

Document
6/10/2012 463 bytes

EA5AC
10/26/2012 12.2 KB

JNMNF
8/3/2012 11.2 KB

MBFBV
6/10/2012 12.5 KB

Office 13 Pro Plus RTM trial prod...
11/17/2012 11.0 KB

Office 13 Pro Plus RTM Trial pro...
11/17/2012 293 bytes

Santa (2)
7/12/2013 310 KB

Santa
6/28/2013 227 KB

Windows 8 Pro key
2/8/2013 29 bytes

Delete

Copy

Cut

Rename

Make offline

Open with

Clear selection

Select all

New folder

Add items

Thumbnails



Using SkyDrive Offline

- **Plan Ahead!**
- **Click files you'll need**
- **Right-click to display App Bar**
- **Click "Make Offline"**

Using SkyDrive Offline (continued)



- When you need to use/edit offline files, open Skydrive and edit/save them
- Next time you're on the web, changes update in Skydrive automatically (and on other devices where you sign on with same Microsoft account)



Skydrive Copy/Cut

- On Skydrive Apps Bar
- Use them to cut or copy files
- For moving or copying them to other SkyDrive folders or
folders on your PC

Skydrive in File Explorer

Name	Date modified	Type	Size	Availability
Consulting Business	12/1/2013 10:22 AM	File folder		Online-only
Documents	1/8/2014 2:22 PM	File folder		Available offline
Pictures	12/1/2013 10:22 AM	File folder		Online-only
Public	12/1/2013 10:22 AM	File folder		Online-only
20120930_133241.jpg	9/30/2012 1:32 PM	JPG File	2,658 KB	Online-only
Assignment for email class.doc	1/18/2010 11:49 PM	Microsoft Word 97 ...	32 KB	Online-only
Bob Ringo presentationl.ppt	5/16/2009 8:21 AM	Microsoft PowerPoi...	3,058 KB	Available offline
Class certificate.docx	2/18/2010 1:33 PM	Microsoft Word Do...	12 KB	Online-only
Excel example simple personal budget.xls	2/18/2011 4:06 PM	Microsoft Excel 97-...	31 KB	Online-only
Excel Sample Tournament brackets1.xls	2/18/2011 4:07 PM	Microsoft Excel 97-...	78 KB	Online-only