

Making Everything Easier!™

Windows® 8

FOR DUMMIES®

Learn to:

- Use the Start screen to launch apps
- Send e-mail and link to social media accounts
- Create music playlists, watch videos, and organize photos
- Troubleshoot common problems

Andy Rathbone

*Author of all previous editions of
Windows For Dummies*



Windows[®] 8 For Dummies[®]

Visit

**www.dummies.com/cheatsheet/windows8 to
view this book's cheat sheet.**

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Cheat Sheet

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by Andy Rathbone



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About the Author

Andy Rathbone started geeking around with computers in 1985 when he bought a 26-pound portable CP/M Kaypro 2X. Like other nerds of the day, he soon began playing with null-modem adapters, dialing computer bulletin boards, and working part-time at Radio Shack.

He wrote articles for various techie publications before moving to computer books in 1992. He's written the *Windows For Dummies* series, *Upgrading and Fixing PCs For Dummies*, *TiVo For Dummies*, *PCs: The Missing Manual*, and many other computer books.

Today, he has more than 15 million copies of his books in print, and they've been translated into more than 30 languages. You can reach Andy at his website, www.andyrathbone.com.

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Some of the people who helped bring this book to market include the following:

Acquisitions and Editorial

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Introduction

Welcome to *Windows 8 For Dummies*, the world's best-selling book about Windows 8!

This book's popularity probably boils down to this simple fact: Some people want to be Windows whizzes. They love interacting with dialog boxes. Some randomly press keys in the hope of discovering hidden, undocumented features. A few memorize long strings of computer commands while washing their hair.

And you? Well, you're no dummy, that's for sure. But when it comes to Windows and computers, the fascination just isn't there. You want to get your work done, stop, and move on to something more important. You have no intention of changing, and there's nothing wrong with that.

That's where this book comes in handy. Instead of making you a whiz at Windows, it merely dishes out chunks of useful computing information when you need them. Instead of becoming a Windows 8 expert, you'll know just enough to get by quickly, cleanly, and with a minimum of pain so that you can move on to the more pleasant things in life.

And you'll be able to do that whether you're dealing with a touchscreen, laptop, or desktop computer.

About This Book

Don't try to read this book in one sitting; there's no need. Instead, treat this book like a dictionary or an encyclopedia. Turn to the page with the information you need and say, "Ah, so that's what they're talking about." Then put down the book and move on.

Don't bother trying to memorize all the Windows 8 jargon, such as Select the Menu Item from the Drop-Down List Box. Leave that stuff for the computer enthusiasts. In fact, if anything technical comes up in a chapter, a road sign warns you well in advance. Depending on your mood, you can either slow down to read it or speed on around it.

Instead of fancy computer jargon, this book covers subjects like these, all discussed in plain English:

- ✓ Keeping your computer safe and secure
- ✓ Making sense of the new Start screen
- ✓ Finding, starting, and closing programs and apps
- ✓ Locating the file you saved or downloaded yesterday
- ✓ Setting up a computer for the whole family to use
- ✓ Copying information to and from a CD or DVD
- ✓ Saving and sharing photos from your digital camera
- ✓ Printing your work
- ✓ Creating a network between computers to share an Internet connection or printer
- ✓ Fixing Windows 8 when it's misbehaving

There's nothing to memorize and nothing to learn. Just turn to the right page, read the brief explanation, and get back to work. Unlike other books, this one enables you to bypass the technical hoopla and still get your work done.

How to Use This Book

Windows 8 will most definitely leave you scratching your head at some point. It's the most confusing version of Windows ever released to the public, so take pride in the fact that you're strong enough to persevere.

When something in Windows 8 leaves you stumped, use this book as a reference. Find the troublesome topic in this book's table of contents or index. The table of contents lists chapter and section titles and page numbers. The index lists topics and page numbers. Page through the table of contents or index to the spot that deals with that particular bit of computer obscurity, read only what you have to, close the book, and apply what you've read.

If you're feeling adventurous and want to find out more, read a little further in the bulleted items below each section. You can find a few completely voluntary extra details, tips, or cross-references to check out. There's no pressure, though. You aren't forced to discover anything that you don't want to or that you simply don't have time for.

If you have to type something into the computer, you'll see easy-to-follow bold text like this:

Type **Media Player** into the Search box.

In the preceding example, you type the words *Media Player* and then press the keyboard's Enter key. Typing words into a computer can be confusing, so a description follows that explains what you should be seeing on the screen.

When I describe a key combination you should press, I describe it like this:

Press Ctrl+B.

That means to hold down your keyboard's Control key while pressing your keyboard's B key. (That's the shortcut key combination that applies bold formatting to selected text.)

Whenever I describe an email address or filename, I present it this way:

`notepad.exe`

And website addresses appear like this:

www.andyrathbone.com

This book doesn't wimp out by saying, "For further information, consult your manual." Windows 8 doesn't even *come* with a manual. This book also doesn't contain information about running specific Windows software packages, such as Microsoft Office. Windows 8 is complicated enough on its own! Luckily, other *For Dummies* books mercifully explain most popular software packages.

Don't feel abandoned, though. This book covers Windows in plenty of detail for you to get the job done. Plus, if you have questions or comments about *Windows 8 For Dummies*, feel free to drop me a line on my website at

www.andyrathbone.com. I answer a reader's question on my website each week.

Finally, keep in mind that this book is a *reference*. It's not designed to teach you how to use Windows 8 like an expert, heaven forbid. Instead, this book dishes out enough bite-sized chunks of information so that you don't *have* to learn Windows.

Tablet Owners Aren't Left Out

Although Windows 8 comes preinstalled on all new Windows computers, Microsoft not-so-secretly aims this bold new version of Windows at owners of *touchscreens*. Tablets, as well as some laptops and desktop monitors, come with screens you can control by touching them with your fingers.

If you're a new touchscreen owner, don't worry. This book explains where you need to touch, slide, or tap your fingers in all the appropriate places.

If you find yourself scratching your head over explanations aimed at mouse owners, remember these three touchscreen rules:

- ✓ **When told to *click*, you should *tap*.** Quickly touching and releasing your finger on a button is the same as clicking it with a mouse.
- ✓ **When told to *double-click*, *tap twice*.** Two touches in rapid succession does the trick.

✓ When told to ***right-click*** something, ***hold down your finger on the item***. Then, when a little menu pops up, ***lift your finger***. The menu stays put onscreen. (That's exactly what would have happened if you'd right-clicked the item with a mouse.) While you're looking at the pop-up menu, tap any of its listed items to have Windows carry out your bidding.



If you find touchscreens to be cumbersome while you're sitting at a desk, you can always plug a mouse and keyboard into your touchscreen tablet. They'll work just fine. In fact, they usually work better when working on the Windows desktop rather than the Start screen.

And What about You?

Chances are good that you already own Windows 8 or are thinking about upgrading. You know what *you* want to do with your computer. The problem lies in making the *computer* do what you want it to do. You've gotten by one way or another, perhaps with the help of a computer guru — either a friend at the office, somebody down the street, or your fourth-grader.

But when your computer guru isn't around, this book can be a substitute during your times of need. (Keep a doughnut nearby in case you need a quick bribe.)

How This Book Is Organized

The information in this book has been well sifted. This book contains seven parts, and I divide each part into chapters relating to the part's theme. With an even finer knife, I divide each chapter into short sections to help you figure out a bit of Windows 8 weirdness. Sometimes, you may find what you're looking for in a small, boxed sidebar. Other times, you may need to cruise through an entire section or chapter. It's up to you and the particular task at hand.

Here are the categories (the envelope, please).

Part I: Windows 8 Stuff Everybody Thinks You Already Know

This part dissects the backbone of Windows 8: its new Start screen, where you load apps and programs. It also explains how to find the traditional Windows desktop — the background found in every version of Windows for the past decade. It explains how to move windows around and click the right buttons at the right time. It explains the Windows 8 stuff that everybody thinks you already know.

Part II: Working with Programs, Apps, and Files