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 Plain & Simple

# Windows 8 for Tablets



Simon May

# Learn the simplest ways to get things done with your Windows 8 tablet!



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Learn it.  
In color.

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- Work with Windows in a new way—easy touch gestures
- Customize your experience with cool apps
- Set up your email, WiFi, and social media
- Connect to printers, TV, other devices
- Manage photos, music, and other files in the cloud
- Tweak settings, troubleshoot, and set up security

## Here's HOW You'll Learn It

- Jump in wherever you need answers
- Follow easy *steps* and *screenshots* to see exactly what to do
- Get handy *tips* for new techniques and shortcuts
- Use *Try This!* exercises to apply what you learn right away



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# Windows 8 for Tablets Plain & Simple

Simon Ma

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# 1

## About This Book

### *In this section:*

- A Quick Overview
- What's New in Windows 8
- A Few Assumptions
- The Big Non-Assumption
- A Final Word

**T**his book is for people who have a Windows 8–based tablet and aren't quite sure how to do everything with it. Windows 8 makes your tablet very intuitive and very easy to use with touch, but you'll want a guide to help you get the most from it—that's why you have this book in your hand. Sure, you'll want to spend time with your tablet, getting used to it and learning what it can do, but this book will help you cut down that time by showing you the quickest, easiest, and most memorable ways to complete a task.

Windows 8–based tablets aren't just about getting a job done. (Sure, they're brilliant at that!) They're also about having fun, checking your emails, catching up with friends, surfing the web. This book assumes that you'll be using touch to navigate Windows 8; however, where it makes sense, we expand on that so that you can also use a keyboard and mouse, which is still great for programs like Microsoft Excel.

## A Quick Overview

Do you have the time to decode a book about your tablet? No, thought not. When you want to do something on your tablet that you're not familiar with, you want learn how to do it quickly and easily. That's why we've built this book to be at-a-glance, quick to understand, with absolutely no knowledge of binary and hexadecimal math required! We get right to the point; every task is laid out in a simple-to-follow, step-based approach, showing you where to tap on the screen to make something happen.

I've written this book in plain English, with plenty of tips and cross references to other parts of the book so that you can easily work out what you're doing. You'll find that many things work in many places in Windows 8—for example, gestures like pinch to zoom work in many places throughout your Windows 8-based tablet. I've tried to highlight those so that you can get used to using touch. Occasionally, you'll spot a caution box; they are there to prompt you to think twice before doing something that, potentially, you cannot undo.

In Section 2, you'll learn how to get up and running with your tablet and learn how to find the Start screen at any time, how to open the desktop and desktop apps, lock and unlock your tablet, and where to find basic settings.

In Section 3, you'll learn how to use touch and touch gestures to navigate your tablet. We'll also take a look at how to use the on-screen keyboard and how you can connect a traditional keyboard and mouse to your tablet. Windows 8 can recognize your handwriting, too, so we'll look at how you switch from using a keyboard to writing by hand. We'll also explore some of the sensors that help Windows adapt to current situations, such as ensuring that the screen is oriented the right way.

In Section 4, you'll learn to customize Windows 8 to your needs, from the basics such as changing colors and backgrounds, to working with notifications and syncing your settings across computers.

In Section 5, you'll learn to connect your tablet to networks and to the Internet by using Wi-Fi or mobile broadband. When connected, you'll learn to share files and media by using HomeGroup, and you'll also learn how to get disconnected with Airplane mode.

In Section 6, you'll learn how to keep yourself and other users of your tablet, such as your kids, safe with the built-in anti-malware features of your Windows 8-based tablet. This section also teaches you about keeping your tablet up to date with updates from Microsoft, and if you have kids, you'll want to learn about the simple yet advanced features in Family Safety.

In Section 7, you'll learn how to browse the Internet with the built-in Internet Explorer web browser, using touch and on the desktop. You will gain an understanding of managing downloads and how to keep yourself safe online with Internet Explorer's built-in privacy features, such as InPrivate browsing and Tracking Protection.

In Section 8, you'll be introduced to apps in Windows 8 and learn how to download apps from the Windows Store and how to install desktop apps. You'll also learn how to have two apps running on screen at the same time and how to change settings within apps.

In Section 9, you'll learn to connect your Windows 8-based tablet to your email and how to do some basic tasks such as reading, writing, and organizing your emails. We'll also look at how to do some basic calendaring by using the Calendar app.

In Section 10, we will connect your social network accounts to your Microsoft Account and you'll learn how to find deep e, post status messages, and "like" your friends' social media updates.



In Section 11, you'll learn how to watch videos and listen to music on your Windows 8-based tablet by using the Music and Video apps. These apps are also connected to music and video stores, and you'll learn how to rent and buy new music and videos—and you can bring your existing collection along, as well.

In Section 12, you'll learn how to connect your tablet to the cloud and how to use cloud storage, in the form of your free SkyDrive account, to store your files. Storing files in the cloud means that you can securely access them anywhere, even without your tablet, which means that you don't fill up your tablet too quickly. We'll also look at using your SkyDrive with Microsoft Office to create and share documents with friends and coworkers.

In Section 13, you'll learn about using the Photos app on your tablet to view and share photos that are stored on your device, in the cloud, or on another cloud-connected computer. You'll also learn how to manage photos from the desktop.

In Section 14, you'll learn how to organize content such as videos, documents, and music on your tablet and how you can share these files with other home computers by using the Windows 8 HomeGroup feature.

In Section 15, you'll learn to show your videos, music, and photos on a big screen, by using technology such as PlayTo, with which you can send your media over your home network. You'll also learn how to connect to TVs and monitors by cables or by using wireless display technology from Intel.

In Section 16, you'll learn how to connect devices to extend the functionality of your tablet, such as USB printers, and you'll learn how to use printers to print from a tablet that supports printing.

In Section 17, you'll learn how to use troubleshooting tools built into your Windows 8-based tablet to resolve common problems. Action Center is the place to understand the status of your tablet, and you'll learn to interpret what it's saying. Take steps to resolve any potential problems Windows offers. Backup, Recovery, Resetting, and Refreshing your tablet are also covered, and you'll learn the right time to use each option.

**Tip**

There's no need to read this book in order; simply jump to the appropriate section when you find yourself wanting some help.

## What's New in Windows 8

A better title for this section might be "what isn't new in Windows 8". Much has changed in Windows with this release from Microsoft: we have a new "style" of apps that consume the whole screen and don't distract you with notifications that pop up here, there and everywhere. This new style of immersive app lets you focus on what you're doing and maximizes all the space on screen for doing just that. The controls for using your tablet are almost always invisible and activated with a subtle but natural swipe this way or that – it can take a few minutes to get used to, but it will feel natural in no time.

It's not just the look of apps that has changed; along with this simplification comes an easier approach to obtaining new applications. Previous versions of Windows required you to get hold of the installation media for a program or either some physical media such as a CD or DVD, or to download it from a random web page. Windows 8 introduces the Windows

Store which you can use in addition to these other installation methods, which makes it far easier to acquire any app you can dream of. The Windows Store is where any developer can upload an app that they have built (after Microsoft have vetted that the app works and matches security requirements). This means that not only is there a single place to go to get the latest app out that you can trust that the apps that are there won't go stealing your data or crashing your tablet.

Your Windows 8 tablet also takes a simplified approach to doing some everyday tasks such as connecting to networks. In previous versions if you wanted to use wireless broadband (3G/4G or LTE, for example) you had to install some software to make it all work. Now, that's changed and connecting to the type of network is almost identical to connecting to your home Wi-Fi.



Your tablet runs on batteries, and Windows 8 makes that much more efficient, too. Apps will shut themselves down when they aren't being used and will be very judicious about using the hardware in your tablet to also save battery life. Tablets are of course far more casual devices than desktop or laptop computers, you will likely want to pick it up for 5 minutes, check your mail, and put it down again. Microsoft recognizes this and has made simple things such as startup times much, much, much faster—typically taking less than 7 seconds from when you press power button to start up on many tablets.

The clever use of “wake up” on your tablet is also a huge improvement in Windows 8. Every hour or so your tablet will silently wake momentarily and update selected apps such as Mail. When you next return to your tablet your email will magically be updated with the latest messages you've received. One huge advantage your Windows 8 tablet has over other tablets is that it has a desktop that is built for realy productive apps such as Microsoft Office. In fact, your tablet might well come with Microsoft Office preinstalled, and you'll find that it still runs on the desktop—which massively reduces your learning curve.



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## A Few Assumptions

This book is based on what I think you need to know about Windows 8 on a tablet, which means that everything is explained with touch in mind. If you're trying to use this book with a Windows 8 computer with a mouse and keyboard, you'll probably do just fine; just read *tap* as *click* and *tap and hold* as *right-click*. This book also assumes that you've used a computer before because so many people have at one time or other; however, it doesn't assume that you're an expert.

One major assumption in this book is that you have a Windows 8 tablet in front of you while you're reading this, and by that I mean that your tablet has Windows 8 installed. This book doesn't tell you how to do that. I also don't walk through the initial setup of a Windows 8 tablet, because Microsoft has created a very simple, self-explanatory wizard that does that for you when you turn it on for the first time. The book assumes that you've run through this process and to some extent expects that you've set up a Microsoft Account in the process. There are ways to use your tablet without a Microsoft Account, and I point some out, but I recommend that you embrace the account as you embrace your tablet—the experience is far better that way.

This book is also not aiming to make you a proficient Windows 8 business user; primarily, it's aimed at your personal use of Windows 8 tablets. As a result, we don't explain how to join a business network (domain) and how to link your

Microsoft Account to your domain account. However, much of what is in this book is relevant in this situation because people are now commonly taking their own devices into the office to maintain their productivity. What you can and can't do in such circumstances is at the control and behest of your employer; my advice is to follow their counsel and ask your IT department or specialist before you do anything!

Access to the Internet is also assumed. The tablet is designed to be connected to the Internet as often as possible if not continuously. If you are using your tablet in a completely disconnected way, parts of this book will not be for you, but some of it still will be useful. Internet access speed is largely irrelevant, too, but your tablet is highly unlikely to have come with a modem, so this book assumes that your Internet access is snappy.

## The Big Non-Assumption

This book does not assume that you have a specific tablet other than that it runs Windows 8; this book doesn't care who the manufacturer is or whose logo is on the device. As a result, there are times when I will say "consult the manual," often because the exact location of your USB ports or what your tablet is capable of are beyond the scope of this book.

## A Final Word

This book addresses the following basic goals:

- **Get you started with Windows 8** A book that went into detail about every single detail of Windows 8, doing every single possible task would be very long, very heavy, and ultimately very advanced. This book aims to get you doing most things quickly.
- **Help you learn to learn** Apps make the features and functionality of Windows 8 on your tablet infinitely extendable. As you read, try to keep an eye on what you're doing generally, not just on getting the task done; you'll find that things translate throughout Windows 8 very easily. For example, when you zoom in on a picture, you do that to see more detail, and when you zoom into a list of people in the People app, you also do that to see more detail. This gesture is repeated throughout Windows 8 and Windows 8 apps.
- **Have fun** You didn't buy your tablet to be bored, did you? I'm sure you didn't. You'll find that the techniques in this book will get you moving quickly and that will lead you to exploring more; please do.
- **Stay safe** There are online threats for both adults and kids, and it's the intention of this book that you can circumvent these threats. Watch out for common threats, read the safety sections, and always make a backup.





# 2

## Exploring Your New Tablet

### *In this section:*

- Using the Start Screen
- Viewing More Apps
- Understanding and Using Tiles
- Arranging Programs
- Discovering Charms
- Exploring Settings
- Searching Your Device
- Exploring The Desktop
- Switching Between Apps
- Setting Passwords, Pins, and Picture Passwords
- Locking and Unlocking Your Device
- Sleeping, Restarting, and Shutting Down Your Tablet

In this section of the book, we will come to grips with the shiny new Windows 8–based tablet device you have in your hands. The all-new, beautiful, fast and fluid look of Windows 8 is stunning, but you might need some help finding your way at the start. We will be exploring how you interact with Windows 8 to find information at a glance and to locate apps that focus on things you want to do. There are common ways to do things, such as accessing the Start screen and changing settings, searching, shaping apps, and connecting devices by using Windows 8 charms. This chapter will show you how to perform these tasks.

Discovering apps in Windows 8 can be far more than just touching a tile on the desktop; you will also learn how to search for apps in this section so that you can discover some of the hidden gems available on your tablet. We will also take a look at the desktop, the space reserved for traditional applications, which helps deliver the no-compromise promise of your Windows 8–based tablet. You'll also find out how to customize the Start screen and how to switch between running apps and the desktop on your device. Of course, there will be times when you want to put your device down for a while, so we will be taking a tour of how you can sleep, restart, hibernate, and shut down your device.

## Using the Start Screen

After unlocking your device, the first screen you see in Windows 8 is the Start screen. From here you can launch any app that you have installed on your device, access the desktop, access settings, and connect to other devices. The Start screen is made up of a number of tiles, which you use to launch apps

as well as display information pertaining to those applications. Navigation of the screen is done just like everything else on your device – by using your fingers. And many more apps are available to you, in addition to what you see on the initial page of your Start screen.





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