Windows 8 Introduction
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Ed Schwartz

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Windows 8

Introduction

This document will introduce you to the new Windows 8 operating system and should answer a lot of your questions and help you adjust to it. Whenever the term "Windows" or "Windows 8" is used in this document assume that Windows 8.1, the latest version, is implied.

This document contains at least 60 topics but I'm sure that I missed a few. You can ask questions on additional topics and if warranted, a supplemental document will be prepared.

Although this document will bring you up to speed with Windows 8.1 there is a lot of information in this document that is applicable to all Windows versions and mobile applications as well.

And finally, the scary thing about writing a document on this subject is that I kept thinking of additional topics to add. Let's hope I've included enough to get you comfortable with Windows 8.

Notes:
1. You still may see OneDrive referred to as SkyDrive, its former name
2. Much of the information online or in books may be applicable to Windows 8 but may be obsolete for Windows 8.1.
3. There is a lot of information in this document that refers to Windows or computing in general and will help you regardless of what operating system you have.

What is Windows 8?

- Windows 8 is a personal computer operating system developed by Microsoft as part of the Windows NT family of operating systems. Development of Windows 8 started before the release of its predecessor, Windows 7, in 2009. It was announced at CES 2011, and followed by the release of three pre-release versions from September 2011 to May 2012. The operating system was released to manufacturing on August 1, 2012, and was released for general availability on October 26, 2012.
- There's a nice tutorial at http://www.gcflearnfree.org/windows8

Getting Windows 8.1

These are two basic options as shown below. You can try to upgrade your current PC or buy a new one. You shouldn't attempt to upgrade anything older than Windows 7 and it should be fairly recent – no more than 2 years old.

Upgrading an existing PC

Microsoft's Windows 8.1 Upgrade Assistant is here and will give you a good idea as to whether your PC will be compatible with Windows 8.1. You can call Microsoft and if you grant them access to your PC they can tell if you if your PC can be upgraded and for $119 they will upgrade your PC. If it doesn't work they will refund your money. I tried it this way and it worked great.

Buying a new PC

- PC Worlds buying guide here
- PC Worlds laptop buying guide here
- Ports on new laptops

There are many possible port types on new PCs but many laptops skimp on ports. You should know what you need before shopping.

- USB 2.0
- USB 3.0
- USB 3.0 boost
- Ethernet or LAN or RJ45*
- VGA*
- Mini Display Port
- HDMI
- Mini HDMI
- Headphones Out
- Microphone Input (may be in combo with above)
- Micro SD card reader
- SD card reader

Notes * Getting scarce

- RAM
- Processor
- Hard drive size and technology
- Screen size and technology
- Weight
- Hard drive type
  - o SSD versus mechanical drive. SSD offer improved performance but are more expensive.

Windows 8 changes

- Windows 8 Start screen
- Windows 8 touch
- Deleting files
- Windows 7 Games missing
- Start screen
- Better multiple monitor support
- Charms bar
- Searching
- Windows 8 Store and bundled Apps
- Cloud Integration (OneDrive)
- Built-in antivirus
- Secure Boot

- Fast Startup - see article here
- Start button removed/changed
- No Windows DVD Maker
- Backup and Restore harder to find
- Libraries hidden by default
- Sample picture, videos and music missing
- Recent Documents menu was removed (3rd party software can bring back)
- New Lock screen
- Windows Explorer renamed to File Explorer with Ribbon Interface
- Overhauled Task Manager – now controls Startup Programs
- Msconfig no longer controls Startup Programs, use the Task Manager instead
- File History feature
- Removed Windows Experience Index – find Windows 8 version at http://winaero.com/comment.php?comment.news.220

Windows 8 advantages

Not all of these are critical or important but they're there nonetheless
- Faster booting
- More versatile networking
- Faster system recovery via Refresh and Recovery
- Storage spaces
- File History
- Tight integration with OneDrive
- Improved Task Manager
- Smart Search
- Touch input – if you want it
- Better security (excluding Microsoft Security Essentials)
- Most secure browser per NSS Labe
- Less nagging restarts - 3 days rather than 20 minutes
- Built-in antivirus although not the very best
- Picture passwords
- Revamped Explorer

Setting up a new PC

1. Microsoft account versus a Local account
   a. Set up your Microsoft Account to sign into your PC. Use an existing Microsoft Account, sign up for a new Microsoft email address, or create a new account using an existing email address.
   b. You can also create a local account to log into the computer, but it will not have access to many Windows 8 apps such as the Windows Store and OneDrive.
   c. For more of an explanation we will discuss the information here and here.
2. Configure Desktop and other settings, add several icons for User Files and Computer. Just right-click the Desktop, select Properties and select Change Desktop icons. You'll see the screen below.
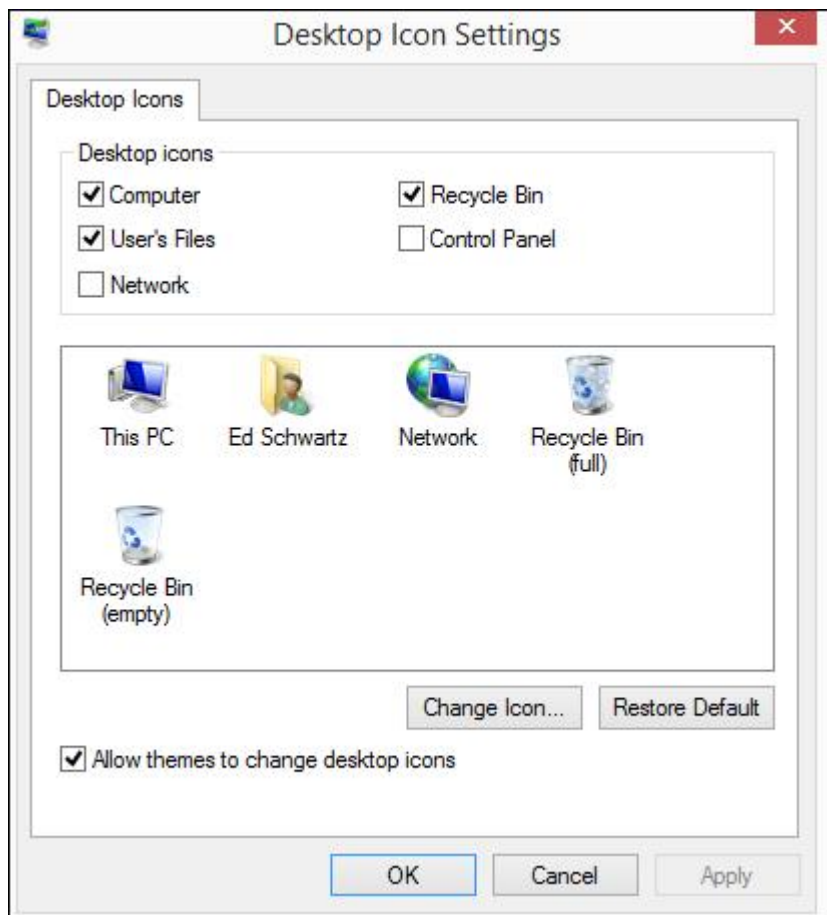
3. Remove bloat-ware. This will be covered in detain in class.
4. Personalize the Start screen – while in the Start screen hold the Windows key and tap the I key to bring up settings. Click Personalize. Personalize the Desktop by right-clicking it and selecting Personalize.
5. Turn on "Show File Extensions" by opening ThisPC, clicking the View tab and checking File name extensions as shown below.
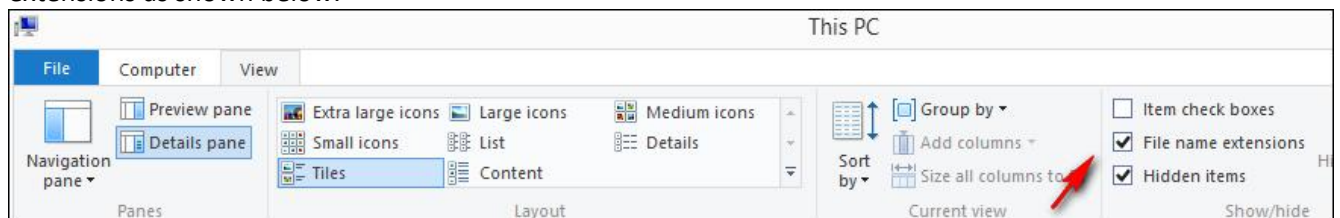
6. Install any devices such as printers, scanners
7. Put any Apps you need on the Taskbar. Just right-click any App and select Pin to Taskbar. As you can see below I've pinned the Weather App to the Taskbar. You can pin an application also.

8. For laptops, set up your power plan.
9. Set up default programs by opening the Control Panel and selecting Default Programs
10. For laptops connect to your wireless router
11. Place any PC documentation, discs, etc., in a safe place. Write down any serial numbers in a safe place.

12. Setup your security software. Windows has a built-in security program but some manufacturers install trial version of McAfee, etc. What you do is up to you but I will express my opinions in class.
13. Download Windows updates. Go to the Start screen and start typing Windows Updates to bring up the item as shown below.
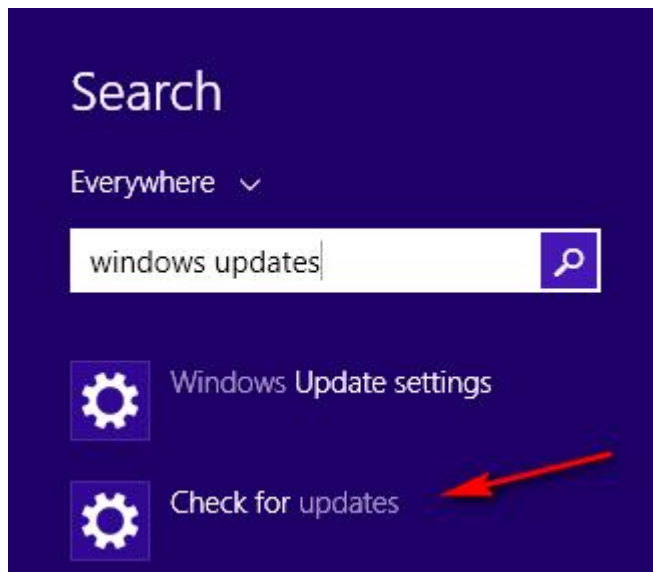
14. When you click Check for updates the screen as shown below will appear. You may have to run Windows Update several times depending on how long the PC was on the shelf at the store.
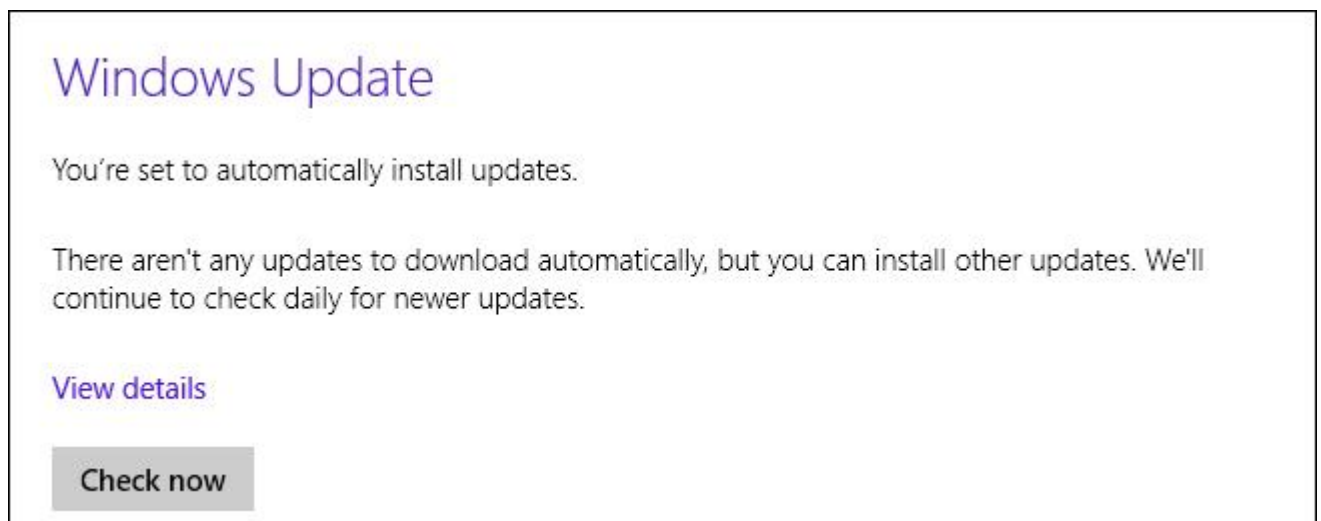
15. Have a recovery and backup strategy. Make a Recovery CD or USB drive by reading the articles at http://edwardns.com/windows8.html.
16. Install Adobe Reader or a similar program. Windows 8 has a built-in App for PDF's which is rather meager. Adobe Reader works much better.
17. Transfer files from old PC. We will discuss this in class.
18. Install your programs and utilities. This will vary by user and more will be discussed in class.
19. Setup default browser and set up your home page. This is very subjective. You should always have at least 2 browsers installed.

20. Configure your PC to boot to the Desktop if desired.
21. I strongly recommend that you use a password manager such as the free LastPass manager.
22. You can log into Windows directly without a password if you want.
23. Make a backup image to an external hard drive or use the built-in Windows 8 Image Backup. From the Start screen type File History to bring up the screen shown below.
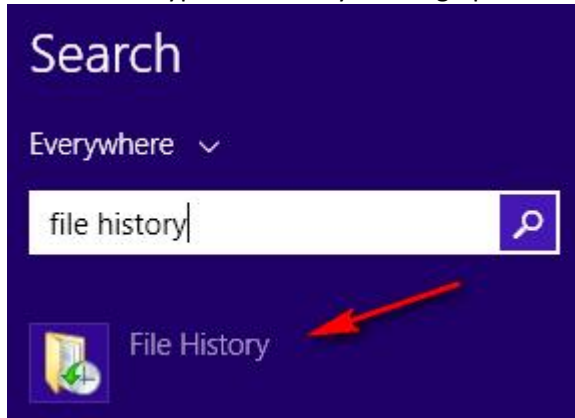
24. After clicking File History, in the next screen at the lower left, you'll see System Image Backup. Before you select it be sure to have an external hard drive plugged in.

25. Dispose of old PC properly. You may want to remove the hard drive first.

Using the Control Panel

There are several ways to open the Control Panel. Here are a few.
- Press Windows – I and click Control Panel
- From the Desktop, right-click the lower left corner and select Control Panel
- From the Start screen start typing Control Panel and it will show up at the upper right.
- If you have a 3rd party program installed that shows the traditional Start button, the Control Panel is accessible from there as shown below.
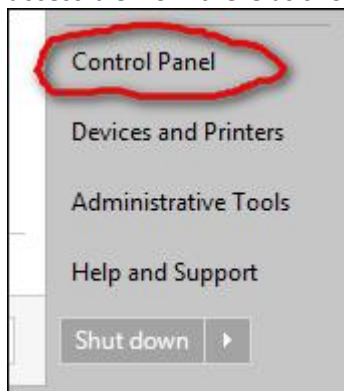
- I recommend using the Small icons view as shown below
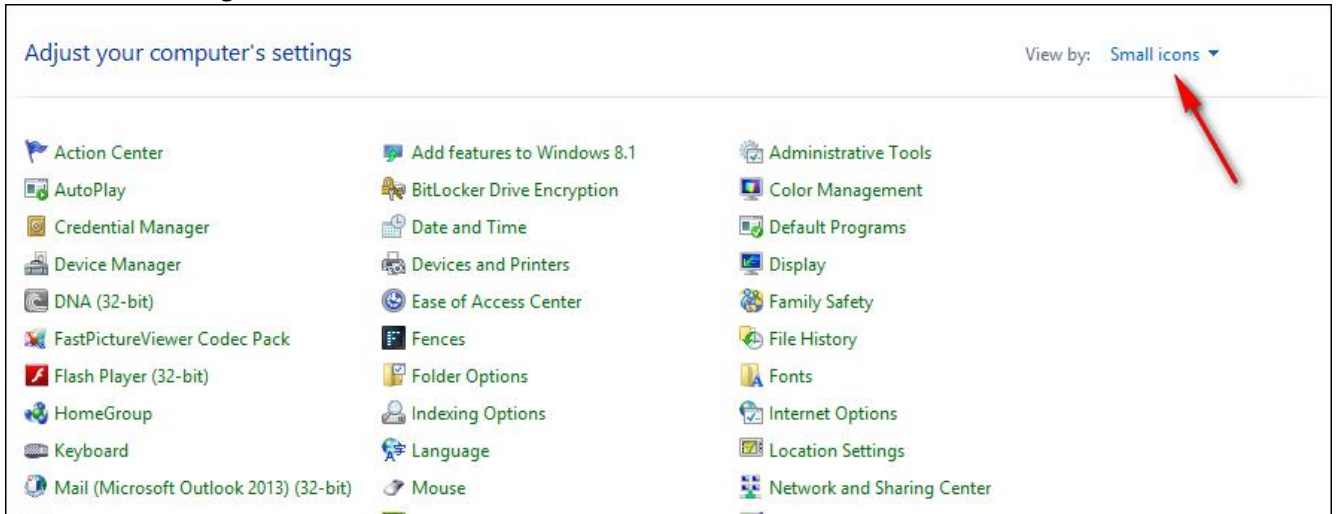
- Each of the items above are called Applets. Most of them will be covered in class.

Navigating Windows 8

What's the first thing you see in the stores? Most of the time you will see a screen like the one below which is referred to as the Start screen.

Windows 8 also has a Desktop look as shown below.
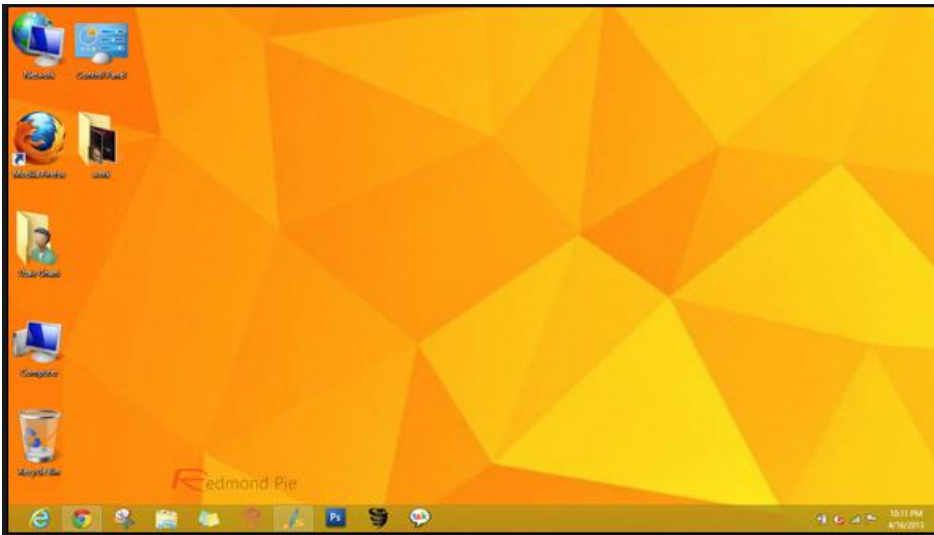
At the bottom of the Start screen is a downward facing icon as shown below.
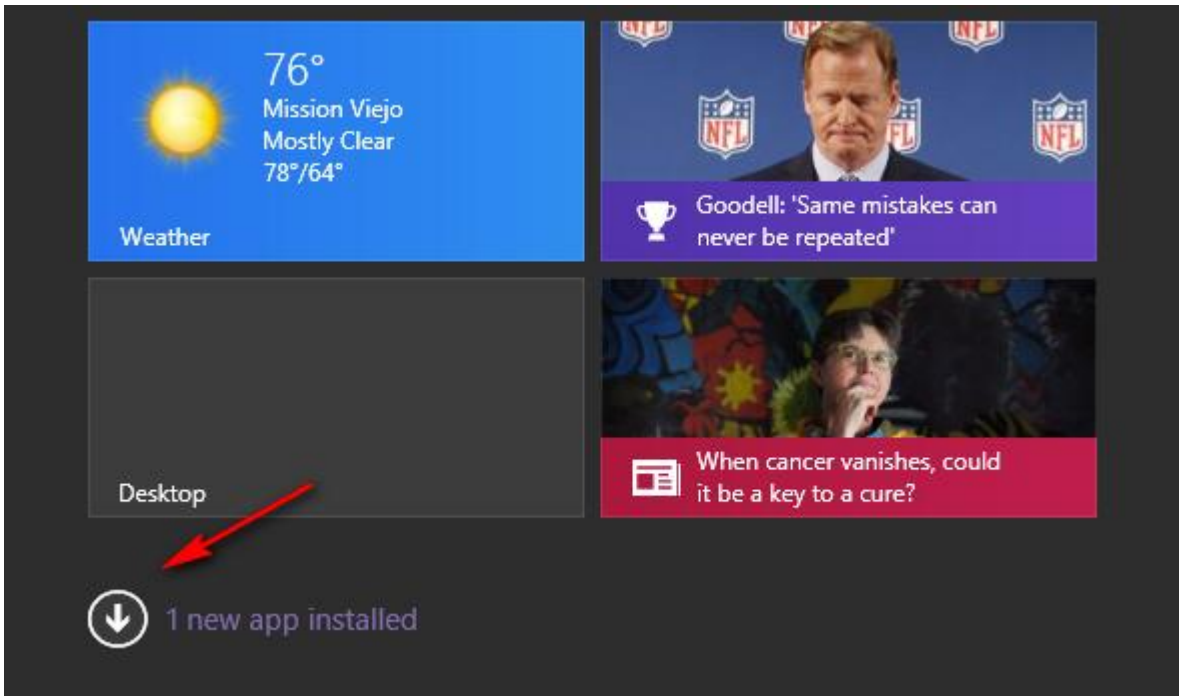
Clicking it will take you to the All Apps screen as shown below. Only a partial screen is dipicted since there were are too many Apps to fit on a page.

Apps by category ∨

Books & Reference	Photo	
Help+Tips	Camera	Calculator
Reader	Photos	Canon Inkjet Print Utility
Finance	Productivity	Maps
Finance	Calendar	PC settings
Food & Dining	Mail	Scan
Food & Drink	OneDrive	Sound Recorder
	People	Travel
Games		Google Maps
Games	Reading List	Travel
Health & Fitness	Shopping	
Health & Fitness	Store	
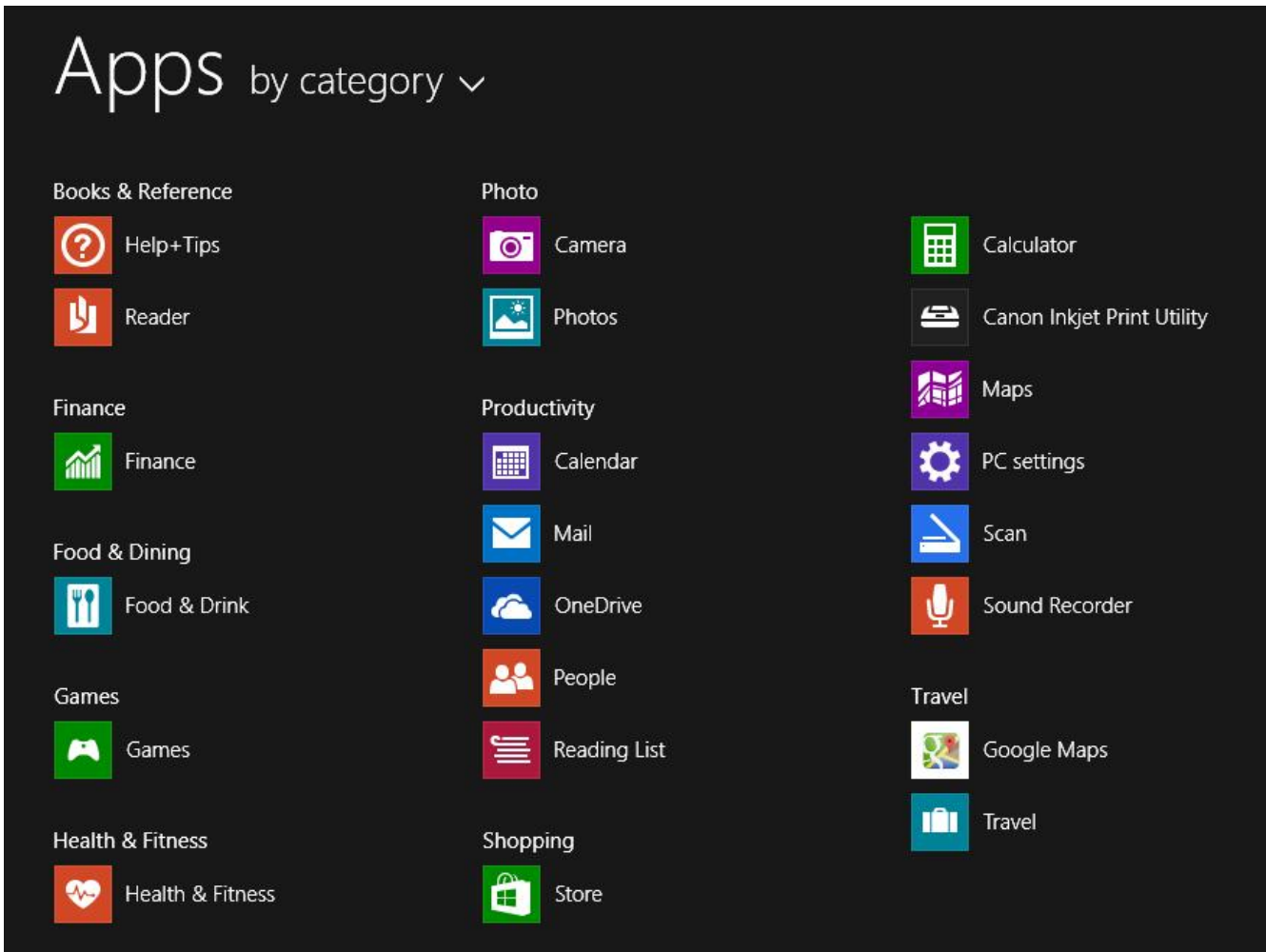
From the screen below you can right-click any icon and get the menu shown below.
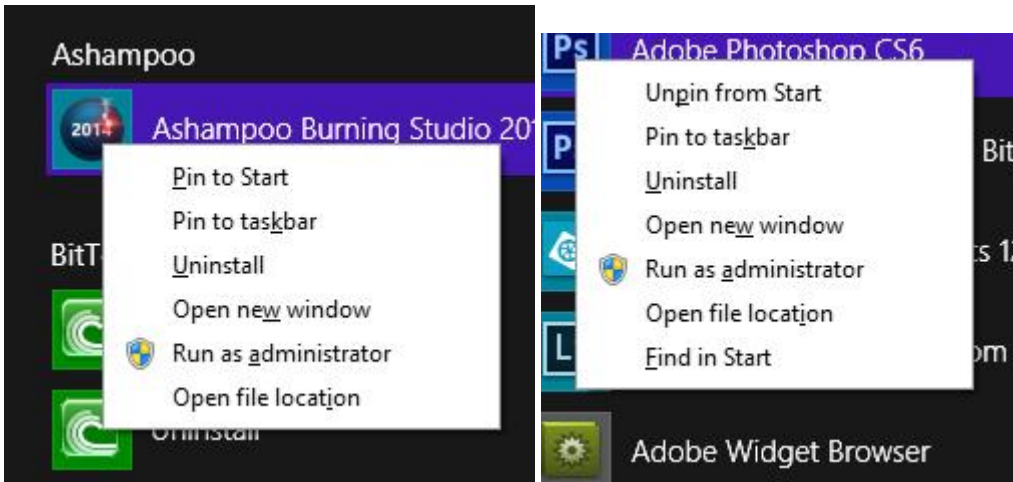
If the icon does not already exist on the Start screen you will get the menu shown on the left above.

If you click or tap an App from the Start screen you will usually get a full-screen window. From there you have several choices as follows:

- Move your mouse to the upper right corner and x-out of the App.
- Hold the Windows key and tap the D key to go to the Desktop.
- Hold the Alt key and tap the Tab key to select a window to switch to
- Hold the Windows key and tap the Tab key to select a window to switch to

Here's a great way to open any Application such a Word. From the Start screen just start typing Word and look for it to show up at the upper right as shown below. Just hit your Enter key and Word will open. You can search for Apps in this way also.
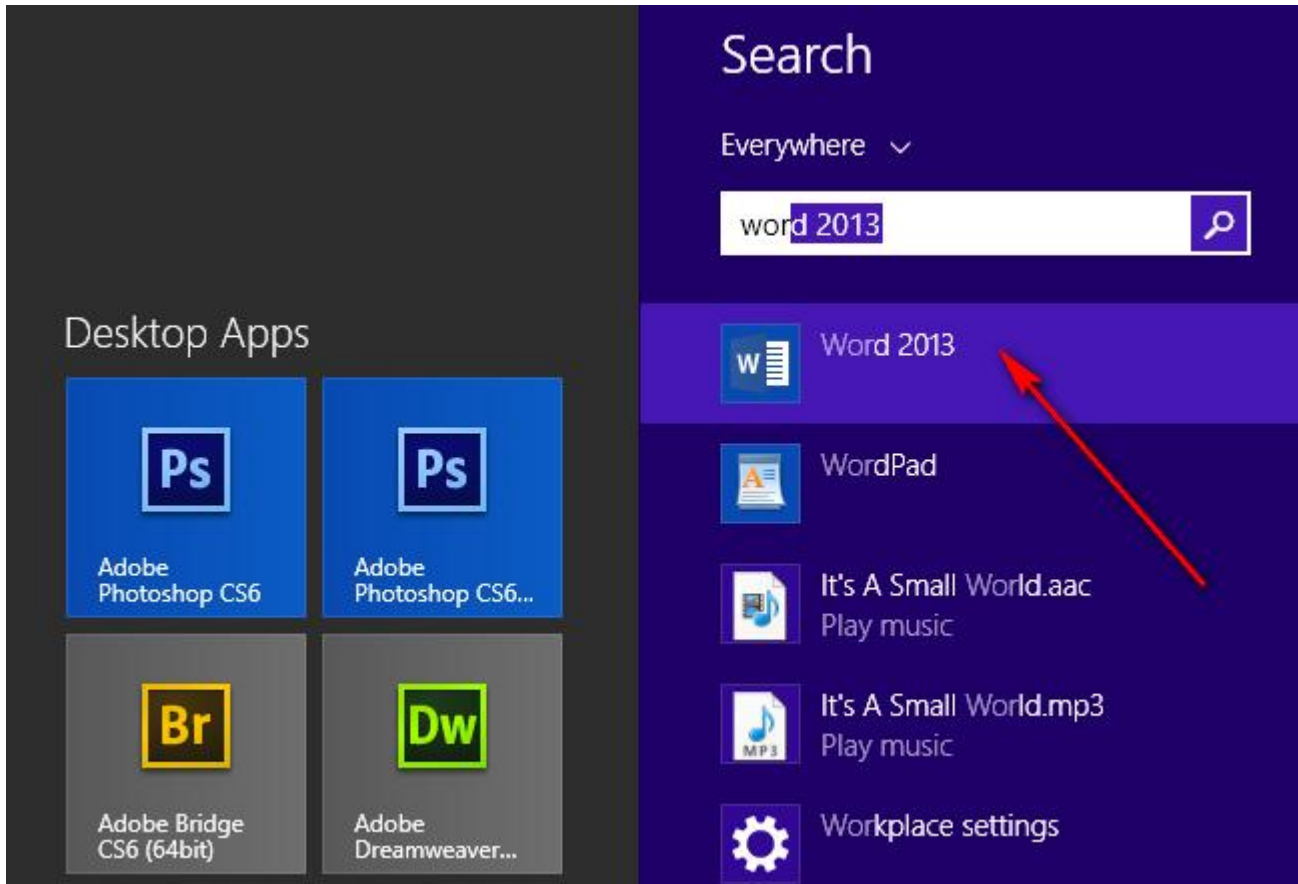
You can right-click an App on the Start screen to get the menu shown below. From here you have several options including resizing the Tile. Tiles are what the large icons on the Start screen are called.
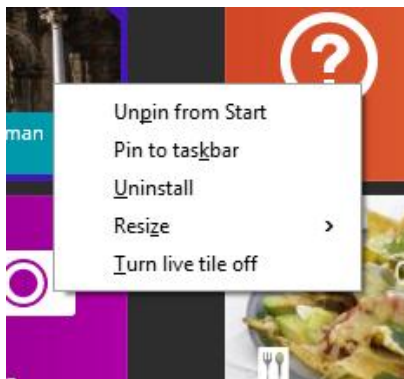
You can also move the Tiles around by clicking and dragging as shown below.
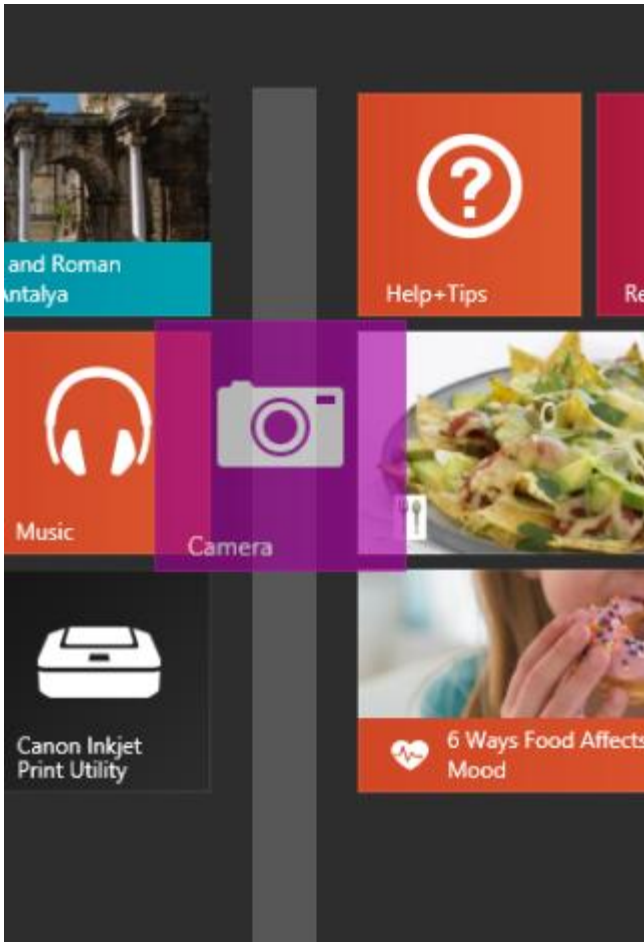
What can you do with those Start Tiles?

- Unpin them from Start
- Resize them
- Pin them to the Taskbar
- Move and Group them
- Turn off Live Tile

Note – several of the Tiles are Live Tiles. This means that they are constantly updating such as the Weather Tile as seen below.

What can you do with the All Apps icons?

- Unpin from Start (if already pinned)
- Pin to Start
- Uninstall
- Find in Start
- Display by various categories

How to tell what type of account you have

Open the Control Panel and click User accounts. If it's a Local account as shown below on the left, it will say so. If it's a Microsoft account an email address will be listed as shown below on the right.

Most popular applications

There's no doubt that the most popular uses for a PC are as follows:
- Internet
- Email
- Typing documents
- Working with our media including pictures, music and videos

All of these tasks can be done through the Desktop rather than the Start screen and in this class each will be covered so you can continue to work the same way as is Windows 7. Of course, you are free to use the Apps form the Start screen as well. In fact, I keep the Weather App pinned to my Taskbar for a ready reference.

Using the ThisPC application

- Formally known as My Computer (Windows 7) and Computer (Windows 8)
- There are several ways to open ThisPC. One of them is to go to the Start Screen and start typing thispc. You will see a window as shown below.
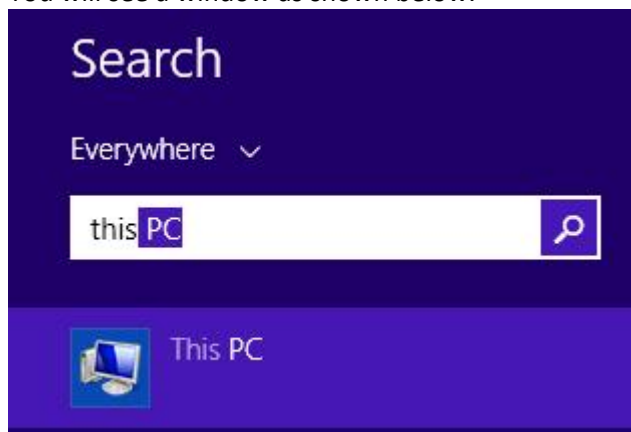
- A 2nd way is to double-click ThisPC from the Desktop.

- ThisPC can tell you a lot about your PC. I will explain this is class. By the way, my PC is more complicated than most so don't get alarmed by all of the details.
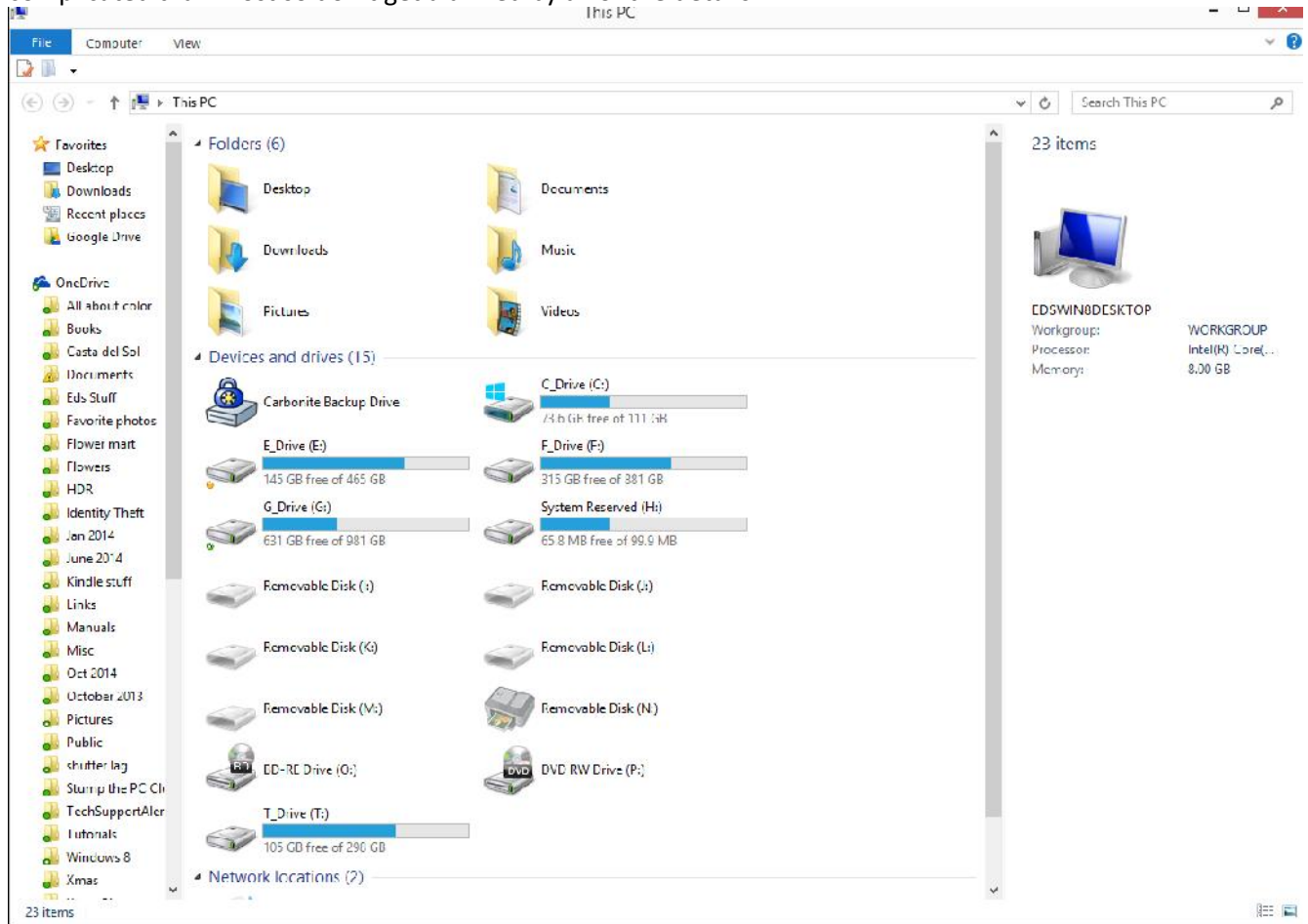
How Windows 8 Settings work

- Windows 8 settings are contextual in nature. This means that the Settings windows that opens is dependent on what you're doing. As an example, if you have OneDrive open and use Windows key + I to open settings, you'll see the Settings for OneDrive where you can access the options. If you're at the Desktop or Start screen you will get the main Settings screen.
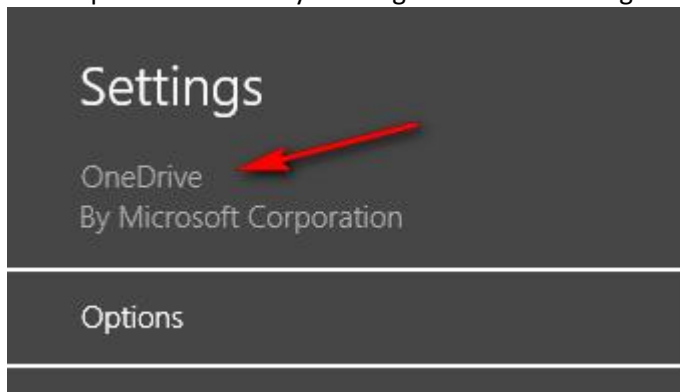
- Some settings are accessible from both the Windows 8 Settings screen as well as the Control Panel. The settings for File History is an example. That is not to say that the settings in both places are identical. The File History settings in the Control Panel are more complete.

Apps versus Applications

These are very different animals. Apps appear on your Start screen and many of them come with Windows 8. Additional Apps can be purchased through the Microsoft Store App. You must register a payment option to obtain Apps that are not free. Otherwise, there's no need to have a payment option.

Applications, on the other hand, are identical to programs that you may have installed with Windows 7. These Applications are usually run from the Desktop but can be run from the Start screen.

Note – either Apps or Applications can be run from either the Start Screen or Desktop. When you look at the all Apps screen, a small portion of which is shown below, you can see that this screen contains both Apps and Applications.

Using Libraries

First of all, in Windows 8, the Libraries feature is turned off by default – go figure. To show the libraries open File Explorer and from the View tab click Navigation Pane and check Show libraries.
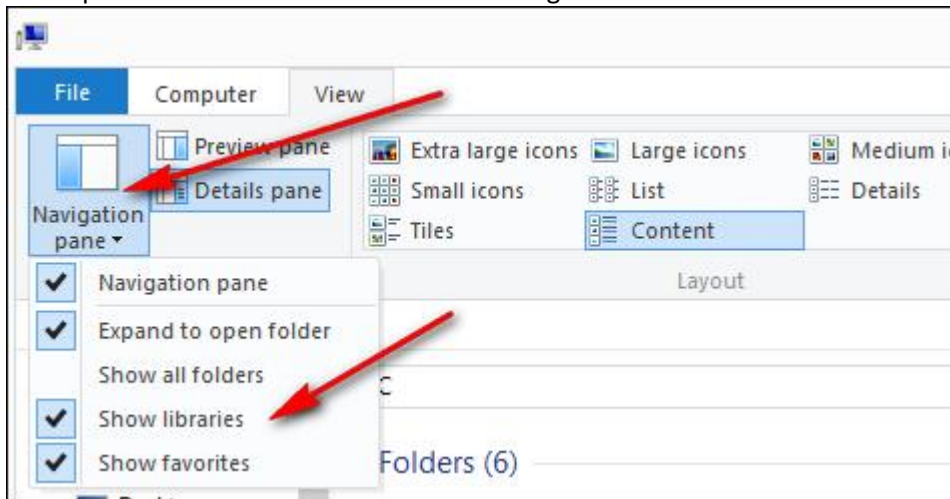
We will review the information here and here.

Using Homegroups

We will review the information here.

Keyboard Shortcuts

1. Windows Key + C: Displays Charms menu.

2. Windows Key + X: Brings up a menu of advanced system options, including Windows Control Panel, Command Prompt, Task Manager and File Explorer.

3. Windows Key + I: Displays the Settings menu for the current App. For example, if you're in Internet Explorer 10, this key shows Internet options. If you're on the Start menu, it shows general OS settings.

4. Windows Key + Q: Brings up the App search menu that allows you to search your list of installed programs.

5. Windows Key + D: Activates desktop mode.

6. Windows Key + Tab: Brings up the Task Switcher and toggles between Windows 8-style apps.

7. Windows Key + H: Brings up Share menu for the current app. For example, hitting Windows Key + H in Bing Maps, lets you email or share map information on social networks.

8. Windows Key + M: Opens desktop mode and minimizes all windows.

9. Windows Key + W: Opens universal search menu and sets it to search settings.

10. Windows Key + F: Opens universal search menu and sets it to search files.

11. Windows Key + R: Opens Run menu where you can launch programs by typing in their executable file names.

12. Windows Key + E: Opens File Explorer to the "My Computer" view which shows all your drives.

13. Windows Key +Number Key (1-9): Switch to desktop mode and make the Nth application on the task bar active where N is the number key you hit and 1 is the furthest taskbar icon to the left.

14. Windows Key +. (period key): Docks the current Windows 8-style application to the right or left, depending on how many times you hit it.

15. Windows Key + Z: Brings up app menu, which shows contextual options for the active app.

Controlling Startup Programs

Startup programs can now be controlled in the Task Manager. To bring up the Task Manager, right-click the Taskbar and select Task Manager as shown below.
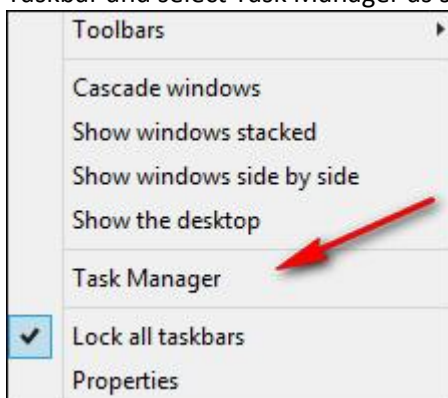
When the Task Manager opens you may have to select More details as shown below.
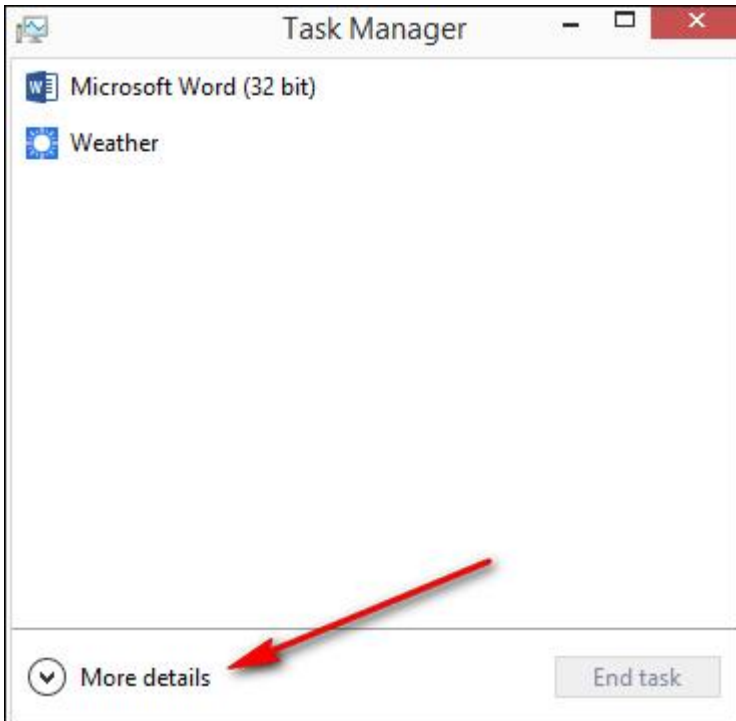
After clicking More details select the Startup tab as shown below. We will spend more time on this in class to help you decide which programs you can live without.
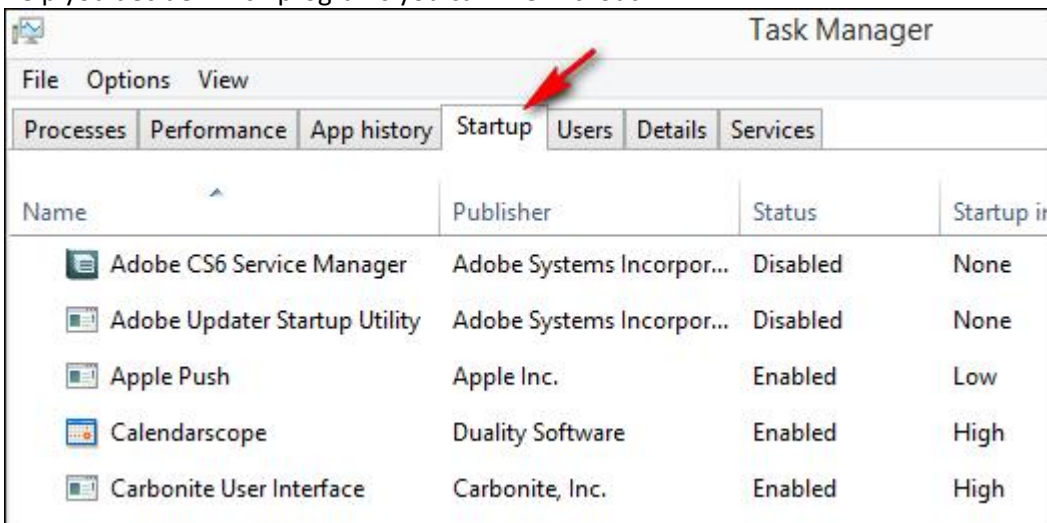
Burning CDs and DVDs

- First, a few facts. An 8 GB memory card requires 11 CDs or 2 DVDs to hold it contents. A CD has a capacity of 700 MB and a plain Vanilla DVD holds 4.7 GB.
- The best free program for burning discs is Ashampoo Burning Studio Free available here.
- Windows 8 has built-in support for burning discs but the program mentioned above is far superior.
- I will answer any questions on this topic in class.

Routine Maintenance

- Just a few things are required for this task.
  - Run Ccleaner or equivalent weekly
  - Defragging is not required since it runs in the background
  - Running a scan for malware every few days is a good idea.
  - Cleanout the dust every 6 months
  - This assumes that you are already backing up your PC
- Also, we will review the information [here](#) and [here](#).

Searching

You can click the Search icon on the Start screen to initiate a search as shown below or use Winkey+I.
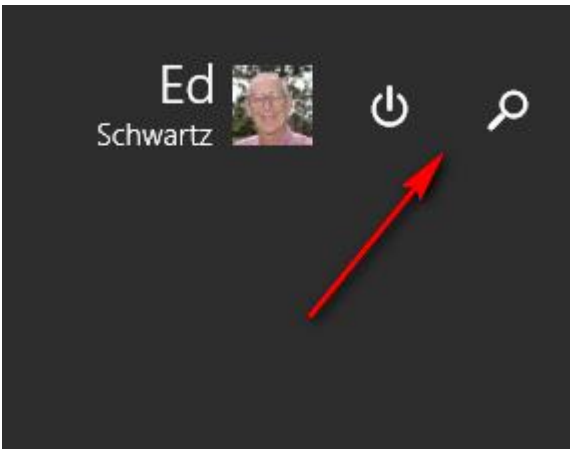
You can click the drop-down box as shown below to customize the search. After a while you will know which entry to select. For example, if you're searching for a file you would click "Files".
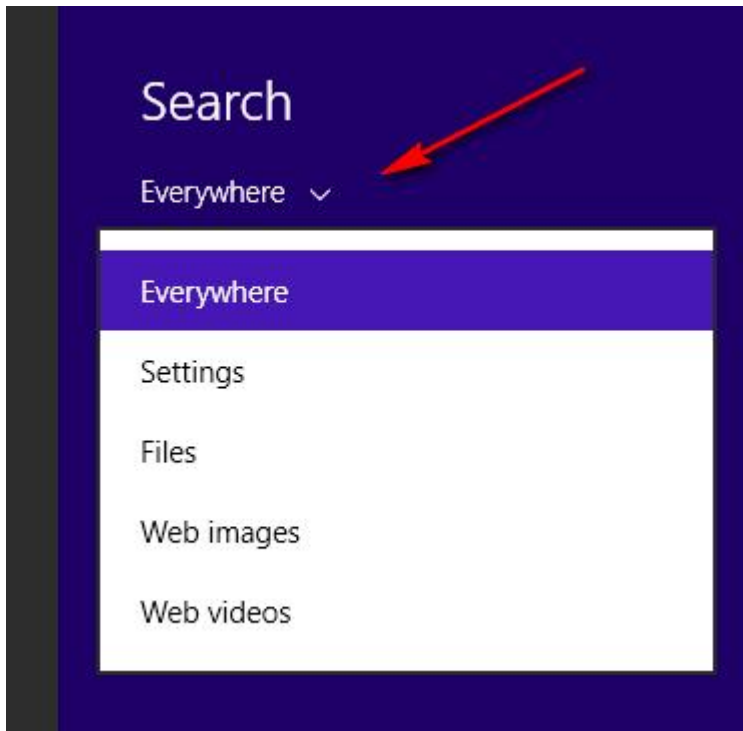
The next time you initiate a search, the choice from the previous search may be selected. Be sure to select the criteria you want.

Configuring Search

You can dictate how Windows searches. For example, the default location for searching is only your user files but you can add other locations as follows:

Open the Control Panel and click Indexing Options to modify what locations are searched. To do this the Windows 8 way follow the instructions below.

1. Initiate a search by using Windows Key + F
2. Select Settings in the drop down box as shown below and type index
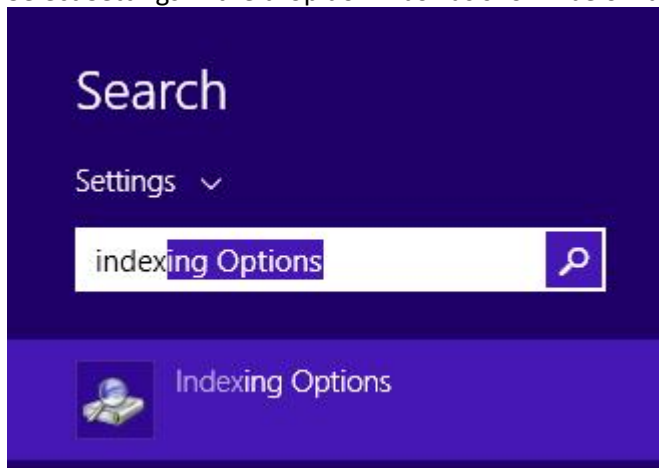
3. You will see the entry labeled Indexing Options – select it.
4. Next, a windows as shown below will open where you can click Modify.

Indexing Options

38,034 items indexed

Indexing complete.

Index these locations:

Included Locations	Exclude
Class Docs	
Class Docs old	
Internet Explorer History	
Microsoft Outlook	
Offline Files	
Personal	
Pictures	
Skydrive	
Start Menu	
Users	AppData; AppData

Modify   Advanced   Pause

How does indexing affect searches?

Troubleshoot search and indexing

Close
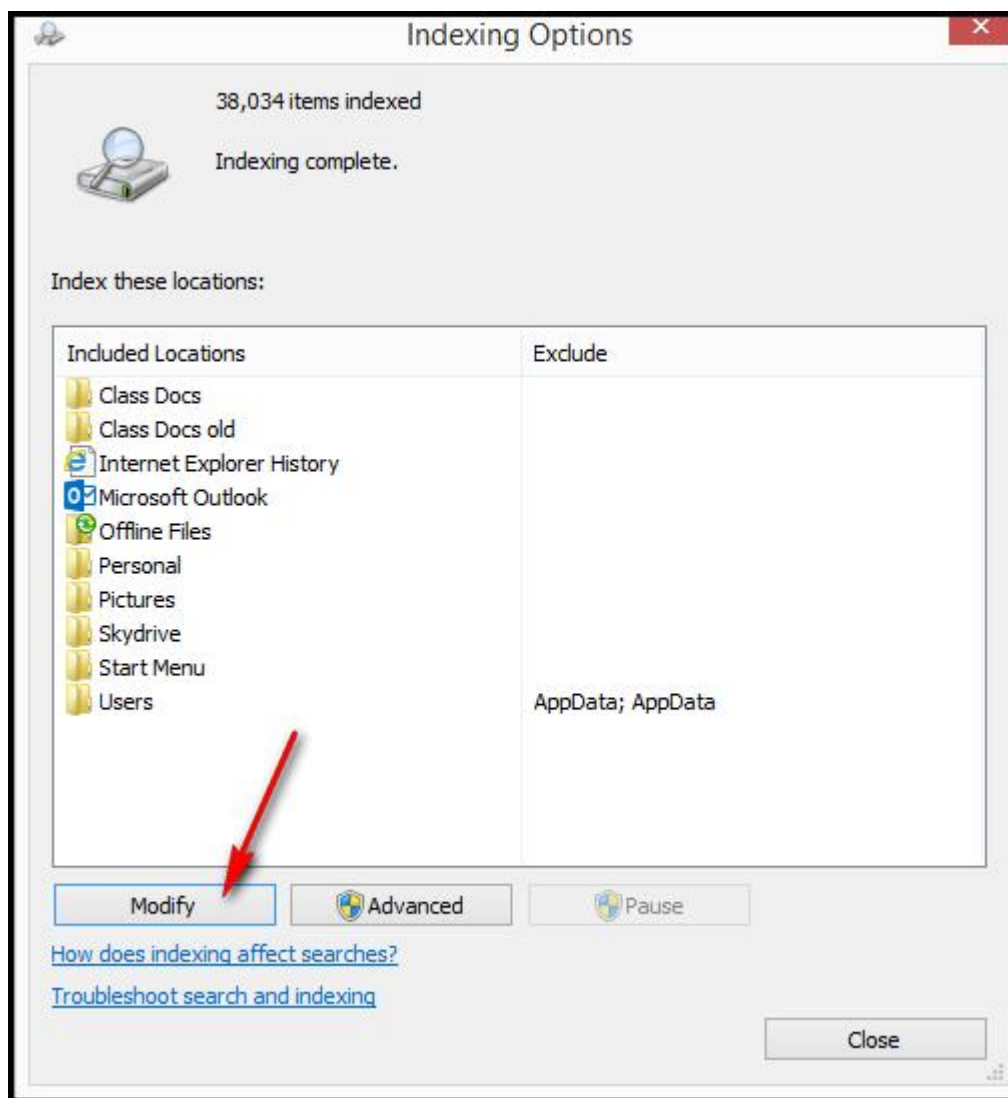
5. After cliocking Modify you will see a window as shown below where you can add locations to the search criteria
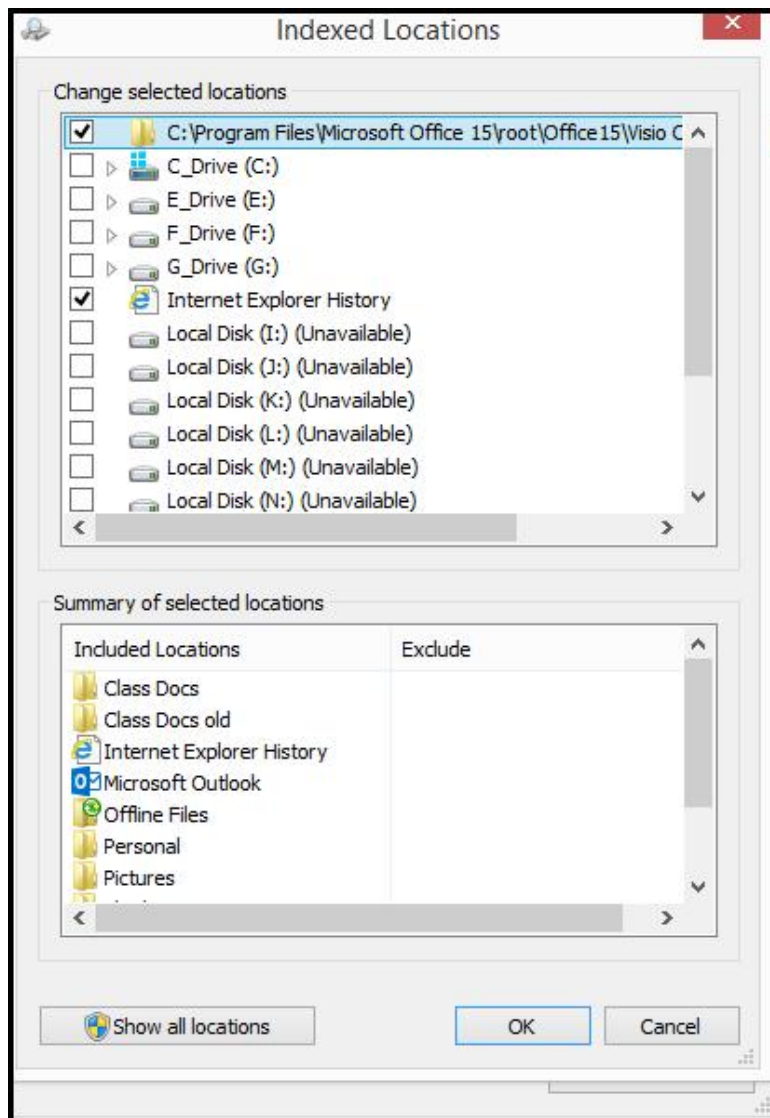
- You can turn off the Bing search as follows
    - From the Start screen use Windows + I to bring up Settings. Click Change PC Settings, and you'll see the window as show below. From here you can configure the Bing Search.
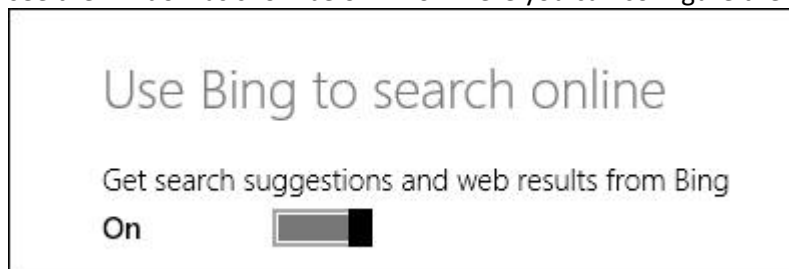
Configuring the Desktop

To configure the Desktop just right-click any empty area to get the menu shown below. We will review the choices in class.
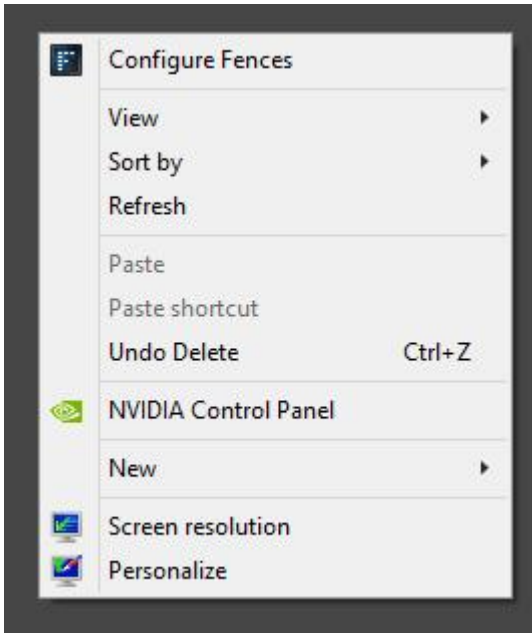
Moving your mouse or swiping the edge on the monitor (with a touch screen) will bring up various options. This will be demonstrated in class.

You can use the Windows Key in conjunction with the Arrow keys to position open Apps or Applications. We will review his feature while reading the information here.

Personalizing Windows

We will discuss customizing your installation of Windows while viewing the information here. It's much the same as Windows 7.

64-bit versus 32-bit PCs

- Terminology
    - o x86 refers to 32-bits
    - o x64 refers to 64-bits
- Most Windows 8 PCs are 64-bit PCs
- The properties of my PC are shown below
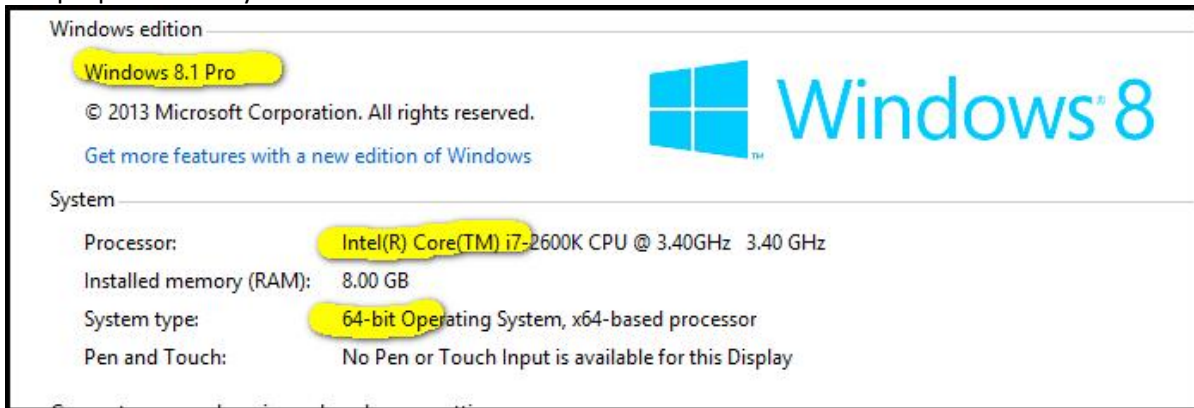
All about file sizes

The file size conversion table below shows the relationship between the file storage sizes that computers use. Binary calculations are based on units of 1,024, and decimal calculations are based on units of 1,000. It should be noted that decimal calculations are based on units that have been rounded off to the nearest 1,000 and therefore differ from the actual number of bytes used in binary calculations.

Name	Symbol	Binary Measurement	Decimal Measurement	Number of Bytes	Equal to
kilobyte	KB	2^{10}	10^3	1,024	1,024 bytes
megabyte	MB	2^{20}	10^6	1,048,576	1,024KB
gigabyte	GB	2^{30}	10^9	1,073,741,824	1,024MB
terabyte	TB	2^{40}	10^{12}	1,099,511,627,776	1,024GB
petabyte	PB	2^{50}	10^{15}	1,125,899,906,842,624	1,024TB
exabyte	EB	2^{60}	10^{18}	1,152,921,504,606,846,976	1,024PB
zettabyte	ZB	2^{70}	10^{21}	1,180,591,620,717,411,303,424	1,024EB
yottabyte	YB	2^{80}	10^{24}	1,208,925,819,614,629,174,706,176	1,024ZB
CD				737,000	
DVD				4,700,000	

Using the Task Manager

- We will review the information at http://www.howtogeek.com/108742/how-to-use-the-new-task-manager-in-windows-8/

Windows Updates

This feature is on by default. However, you can go to the Start screen and type "windows update" to get the following screen as shown below.
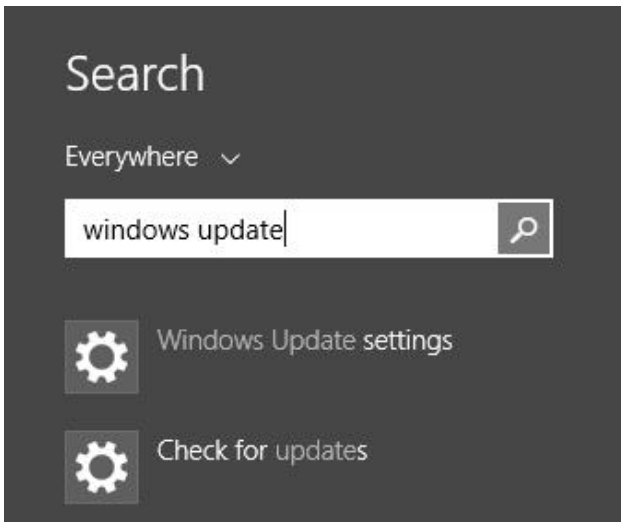
You can click Check for updates and then click Check now.

Using the Run command

You can open the Run command window buy holding the Windows key and tapping R on the keyboard. See the figure below.
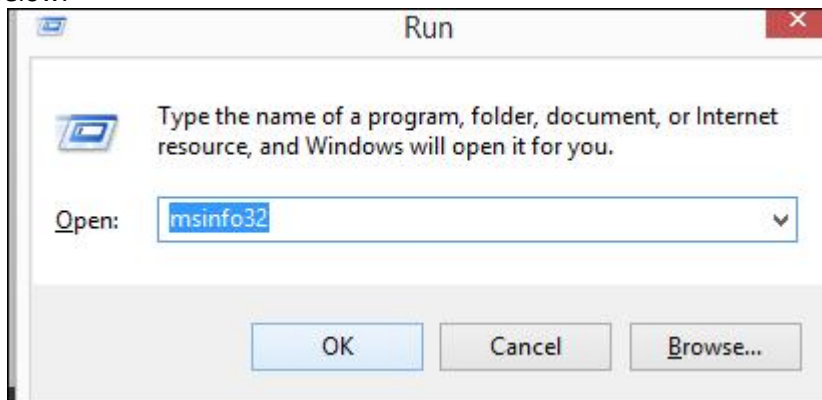
- One example is using the Run command to launch msinfo32. By searching at the bottom of the windows for secure boot you can see that it is turned off on my Windows 8 PC.
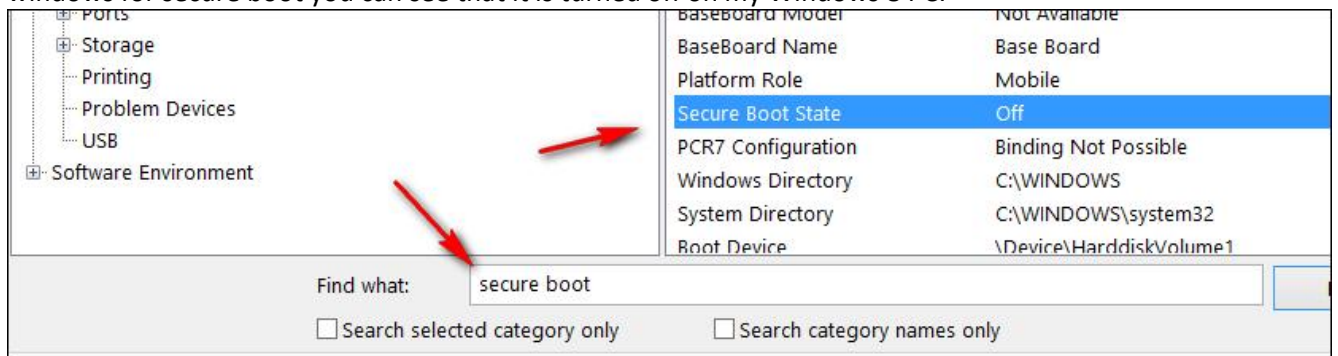
For an extensive list of Run command examples see the information [here](#). I tried many of those listed but some did not run.

Software update

- PatchMyPC available for free at https://patchmypc.net/download is great for this. Below is a report from my PC stating that I need 2 updates.
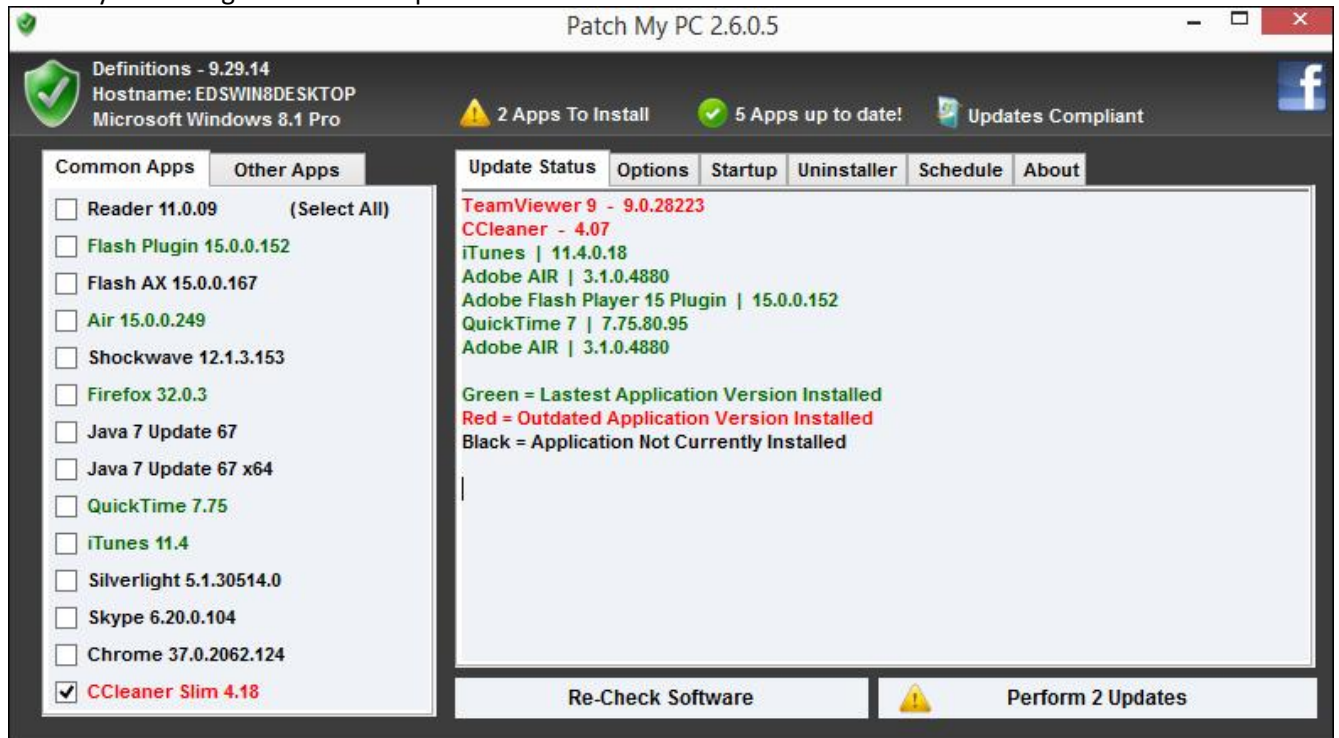
Working in the Cloud

Using OneDrive

Let's start by stating some facts
- To take full advantage of OneDrive you will need a Microsoft account
- If you use one of the Office 365 products you will receive 1 terabyte of free storage. That's 1,000 Giga bytes

In 2005, Microsoft introduced an online web portal for users to store files, get their e-mail, communicate with other users, and share files. This web portal is collectively known as Windows Live. In this section, however, you learn about working in the cloud with Microsoft OneDrive, an online file sharing and file storage tool. To go to OneDrive using a browser simply open https:// OneDrive.com or https:// OneDrive.live.com in your web browser.

Microsoft OneDrive provides an area online for you to store and share photos, presentations, and other files. With Windows 8.1, an app is available to help you manage and add files to OneDrive. This section shows you how to use the OneDrive app Windows syncing application.

In previous versions of Windows, OneDrive was an app you downloaded and installed. In Windows 8.1, OneDrive functionality is fully integrated with the operating system and the service appears as a separate drive or device to all applications.

Even if you aren't connected to the Internet, you can still use OneDrive locally and use its features to sync your files with the online portal and share files with other applications that are OneDrive aware.

Synchronizing files between all your devices is as simple as setting up your devices to support and sign in to OneDrive with your Microsoft account. You can copy files to each local drive or simply access and work with a single instance of your file.

Understanding the Cloud

Computer users have been limited in the way in which they can access files on disparate systems. Traditionally, users store their files on a local hard drive (such as the C: drive) or on a net- work drive at work. To use those files on a different computer, that computer must have a network connection to that user's network drive, or the user must transfer files using a removable drive such as a floppy drive, flash drive, or similar.

With cloud technology, the user just has to have access to the Internet in order to work on files. Microsoft OneDrive is Microsoft's cloud-based technology that provides access to users' files from any location at any time. The advantage with cloud technologies is that you aren't limited to a company network location or to a removable drive strategy. Storing files in the cloud also provides a more flexible way for users to share files with other users. You no longer have to rely on the network administrator in your organization to establish shares for your teams, colleagues, or other people with whom you might want to share files.

Note
As with most systems, there are some disadvantages to working with cloud-based systems. First, you must have an Internet connection to access files. Second, your company may have rules against storing files in a cloud-based system because of confidentiality and/or file security regulations. Finally, your files may be subject to terms and conditions imposed by the cloud company that gives it (the cloud company) rights to read and access your files. Currently, Microsoft OneDrive does not indicate that it has those rights, but you should be aware of that possibility as you decide to store your photos, documents, videos, and other items in the cloud.

Microsoft has a vision that every user should have access to his or her files anytime and anywhere they want them (with Internet connectivity, of course). In addition, not only should users have access to files at any time and any location, but the device you use to access them should be irrelevant. Users should, for example, be able to access files using a personal computer, a tablet device with Wi-Fi connectivity, a smartphone, or a laptop. In fact, with Microsoft OneDrive, any user who has an Apple iPhone, iPad, or iPod Touch or a Google Android–based tablet or smartphone (using a non-Microsoft OneDrive app) can access OneDrive files as well.

In addition to Microsoft OneDrive, other cloud-based file-storage services do exist. This chapter focuses on Microsoft OneDrive, but you're welcome to learn more about other ser- vices to see which is best for you and/or your organization. The following are a few of the most popular online storage services:

• Google Drive: http://drive.google.com

• Sugar Sync: www.sugarsync.com
• Dropbox: www.dropbox.com
• Box: www.box.com
• InSync: www.insynchq.com
• Cubby: www.cubby.com

Setting Up a OneDrive Account

OneDrive has been available for users in the Microsoft Live family of products for several years. With OneDrive, you can store many types of files online, including word processing documents, spreadsheets, text files, photos, presentations, and videos.

To begin using OneDrive, you need a Windows Live account. This chapter assumes you have a Windows Live account. To ensure you can start using OneDrive, read Chapter 12 to see how to set up an account and to ensure you can log into Windows Live. Also refer back to Chapter 4, which shows you how to create a Microsoft account that syncs you both into your PC account and the Microsoft Cloud resources like OneDrive. Signing into your computer with a local account will only let you use the OneDrive app to browse your PC. You won't be able to access your files unless you also login to OneDrive.com.

Accessing OneDrive Files

With Windows 8.1, you have three primary ways to access files stored in your OneDrive environment:

• OneDrive Device: OneDrive appears as a drive to File Explorer and all applications.
Simply click on it as you would your C: drive or any other storage device.

• Web-based: You can navigate to Windows Live from Microsoft Internet Explorer and access files from the OneDrive menu. Figure 16.2 shows an example of this approach. You can also navigate to https:// OneDrive.live.com, which will automatically re-route you to the Window Live website.
• OneDrive Windows 8.1 app: The built-in app lets you view, manage, and add files to your OneDrive account. The Windows 8.1 app also provides sharing between some other Windows 8.1 apps, such as the Photos app and Peoples app. The app
is shown in Figure 16.3.

Using OneDrive

As you've read, OneDrive is now a folder on your computer. Files and folders you put into your OneDrive folder get synced with the OneDrive (Windows Live) web portal and will sync with other devices that are running OneDrive apps.

Tip
If you have an Apple iPad or iPod Touch, consider downloading the free OneDrive app from the Apple iTunes Store. The OneDrive app enables you to view your OneDrive files, delete them, move them to different folders, add folders, send photos or videos to OneDrive, and open files (if you have a support app for that file type).

The following section describes the use of the OneDrive app.

OneDrive is available on the Windows Start screen. Click it now to start using it.

When the app first appears, if you don't have a Microsoft account on your local PC, you'll be prompted to enter your Microsoft Live login credentials. Do so now to continue with the initial setup process. You can view OneDrive items in one of two ways. In the OneDrive app or from File Explorer. To access your OneDrive folders from the app, simply open the app from the Start page.

• Details: Displays filename, modification date and time, and file size of each file.
Figure 16.3 shows files in the OneDrive view using the Details view.
• Thumbnails: Shows each file as a thumbnail icon. Figure 16.4, for example, shows the OneDrive in thumbnail view.

Adding files to OneDrive
One of the tasks that you can perform with the OneDrive app is to add files to your OneDrive folders. You can add files from your computer to OneDrive by using the following steps:

1. From the OneDrive app, right-click at the bottom of the app and click the Add files button. The OneDrive app lets you browse folders and select files.
2. Navigate to your folders and select a file or a collection of files. Selecting files is shown in Figure 16.5.
3. Click Copy to OneDrive. If the file you want to add is shown in the folder that dis- plays (in our example, the Documents folder displays), click that file. However, in some cases you may want to locate files in other folders. To do this, click the Up arrow to go up to the next folder.

The OneDrive app uploads the files to your OneDrive account and displays those files in your OneDrive folder. Figure 16.6 shows an example of what this looks like.

Copying or moving files to OneDrive using File Explorer is as easy as moving files around on your local hard drive. Clicking the OneDrive icon in File Explorer gives you access to the remote folders, as shown in Figure 16.7. The beauty of working with OneDrive is that you can use the full functionality of Windows drag and drop with OneDrive.

Sharing files using OneDrive
One of the most powerful uses of OneDrive is the capability to share files with other users. With the OneDrive app, you can share files using the Shared folders in OneDrive, or use the Charms Bar Share tool to share using supported Windows 8.1 apps. For example, you can choose to share files from OneDrive to people you have listed in your People app. The fol- lowing steps show you how to do this:

1. Open OneDrive to the file you want to share.
2. Right-click the file to select it. A check mark appears on the file.
3. Display the Charms Bar.
4. Click Share, as shown in Figure 16.8.
5. Click the service you want to share to, such as People or e-mail.
6. Select where you would like to share the file. In our example, we are sharing with e-mail (see Figure 16.9).
7. Enter the e-mail address of the recipient of the file.
8. Click the Send button.

Configuring OneDrive

To configure your OneDrive, access the Charms Bar while the OneDrive app is open and select Settings. Select Options, and then click the Open PC Settings link to access more OneDrive options.

Wrap-Up

Windows 8.1 provides a good platform for using the Microsoft OneDrive cloud service. You can use a web browser (such as Internet Explorer), use the OneDrive for Windows applica- tion, use the OneDrive app, or File Explorer to access and manage your OneDrive files.

In summary:

• OneDrive is a cloud-based file storage and sharing tool.
• The OneDrive for Windows application can be downloaded from https://apps. live.com/ OneDrive.
• OneDrive Windows app provides a way to view and share your OneDrive files.

Some of My favorite applications

There are several applications centered on Windows 8 that make using it much easier. These will all be discussed in class.
1. Start8 for $5 from www.stardock.com
2. Modern Mix for $5 www.stardock.com
3. Classic Shell free at http://www.classicshell.net/
4. Free Commander available at http://www.freecommander.com/
5. Fences $9.99 at http://www.stardock.com/products/

3rd Party software

 Here's a list of free desktop apps I always install on Windows (the links go to the download sites):
• VLC media player: Let it take over all supported audio-/video-file formats.
• PDF-XChange Viewer: I was using Foxit as my free PDF viewer, but too many people have complained to me — rightly — that the Foxit installer tries to sneak junk apps onto your computer. PDF-XChange works great, and there's no side effect.
• IrfanView: Excellent for viewing pictures.
• 7-Zip: It not only creates and opens many types of compressed files, it includes encryption to protect your files from prying eyes. 7-Zip should be part of every emailer's toolkit.

Using Cloud services

We will review these services in class including how to integrate them with your mobile devices. Which one you use is up to you. OneDrive is integrated into Windows 8 but don't let that influence your choice. I find GoogleDrive convenient since I use Gmail buy your mileage may vary.

OneDrive (formally SkyDrive) settings
• Determining available storage space
    • Open Settings by using Windows Key +I, click Change PC Settings and click OneDrive on the left.
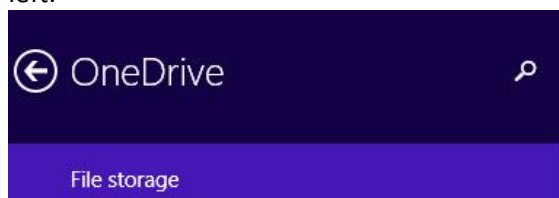
- Configuring (make files available offline)
    - Open OneDrive, bring up Settings and select Options. Owners of mobile devices may want to set this to Off to conserve space.

    - For using OneDrive we will review the information at http://windows.microsoft.com/en-us/windows-8/getting-started-onedrive-tutorial

GoogleDrive

- Determining available storage space
    - Go to your GoogleDrive online and look in the lower left corner. Make sure to permanently empty the Trash periodically since the trash counts against your total storage.

    You should click Manage (see figyre above) to learn more about your storage.

DropBox

- Determining available storage space
    - Go to your DropBox online and click your name. Here you will how much storage you're using.
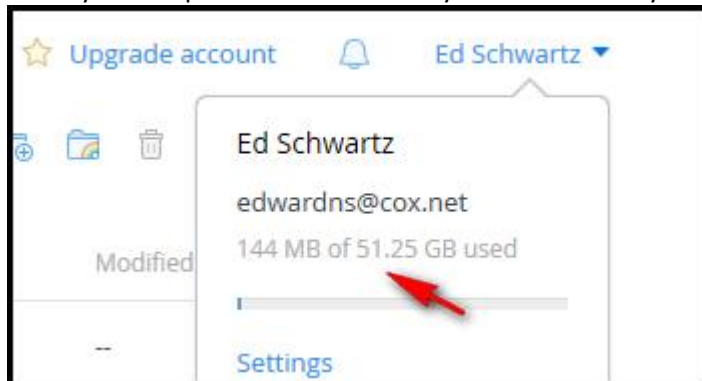
Working with Zip files

We will review the information at http://msofficeguru.info/How-to-Zip-and-Unzip-Files-in-Windows-8.php.

Using Aliases

- Why would you want one
- How do you add one
- Read more here

Configuring Power Options, Lid Options

We will review the information at http://www.eightforums.com/tutorials/5464-power-plan-settings-change-windows-8-a.html.

Hibernating and Standby

Links for changing the options for these settings are found at the above link.

Backing up Windows 8

This is an important and sometimes tricky subject so I plan to cover it well. Planning ahead can be the difference between recovering from disaster in 20 minutes versus many hours. In addition to the material below and class discussions you can read more about backing up in my online document here. Other articles are here and here.

Backing up your data is entirely different than backing up your operating system. A different strategy is required for each one of these. First of all, let's get System Restore out of the way. Although System Restore can save your bacon occasionally, it does not protect your data nor protect your operating system.

The topics below will provide more insight into this topic. Also, in case this information seems overwhelming, there will be a summary at the end of this topic listing a few "must do's". If you do these few things you should be safely backed up in case of a disaster.

Creating a Windows 8 Recovery Drive

See the links at http://www.edwardns.com/windows8.html

Using the Refresh and Reset features

See the links at http://www.edwardns.com/windows8.html

Using System Restore

See the links at http://www.edwardns.com/windows8.html

Booting options with Windows 8

Using the BIOS (Basic Input Output System)

What is the BIOS? The fundamental purposes of the BIOS are to initialize and test the system hardware components, and to load a boot loader or an operating system from a mass memory device such as a hard drive.

This area represents one of the most radical changes from Windows 7 and earlier operating systems. Why would you want to access the BIOS?

1. To change an option such as how the Function Keys on a laptop work
2. To change the Boot order
3. To allow the booting from CDs or USB drives

It's not always easy to get to the BIOS screen but there are some tips here. Most manufactures allow to press a specific key to access the BIOS and you may have to search online by your make and model. On one of my laptops I have to disable Secure Boot and enable Legacy boot to allow me to boot from an external device.

Windows Emergency Discs do not require special permission but most other discs such as my 3rd party backup software do.

Note: Do not fool around in the BIOS unless you know what you are doing.

Booting into the Safe mode

This is more difficult with Windows 8 than in previous versions. Go to my web site at http://edwardns.com/windows8.html and read the various entries related to Safe mode.

Windows File History feature

- We will discuss the information at http://www.7tutorials.com/introducing-windows-8-how-backup-data-file-history .
- Also – read the information here.
- There's two ways to setup File History, through the Control Panel File History Applet and by typing File History from the Start screen. The Control Panel offers more options.

Setting up an external hard drive to backup several PC on the same network

1. Plug in an external hard drive to one of the PCs
2. Setup a Homegroup on all PCs using **the same password**. Go to the Control Panel and select Homegroup to get started
3. Turn on File History on all PCs. You can do this by opening the Control Panel and clicking File History. Turn on File History.

Note: If you have a PC with a second hard drive you can use this for File History instead of an external drive.

4. Click Advanced settings and check Recommend this drive. Other users on the network will now see this drive when they open File History. See the figure below,
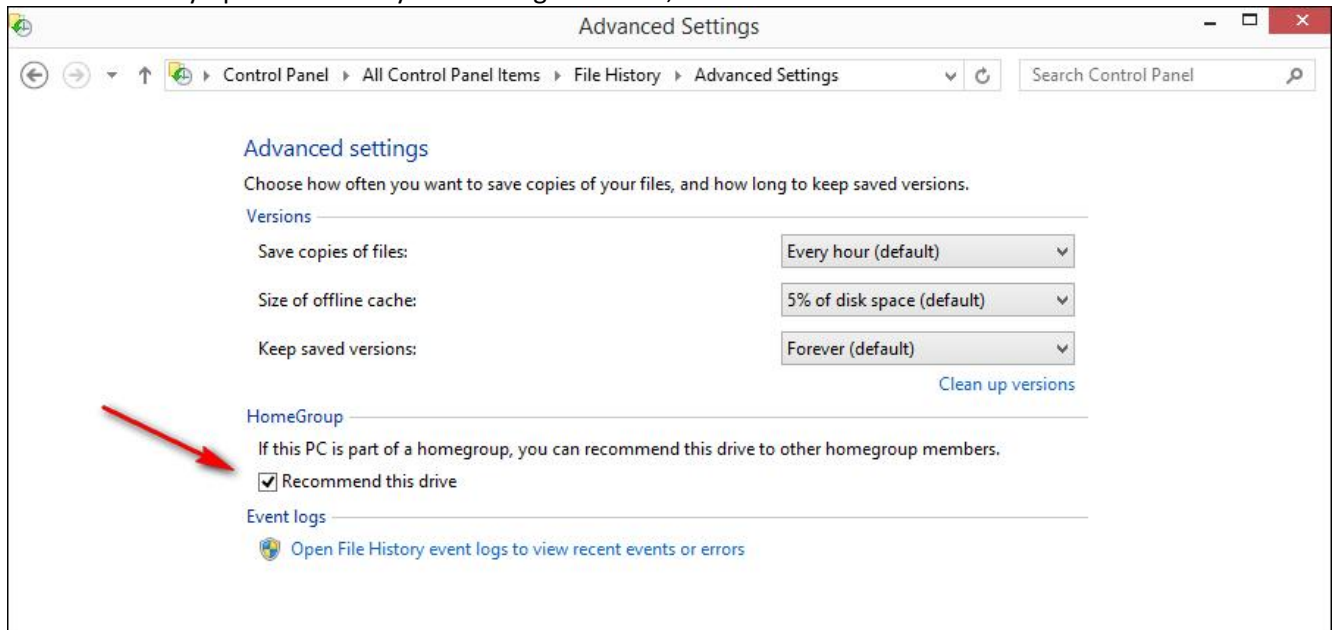
5. After allowing Windows some time to start the backup I opened my external drive and saw a folder for each of our PCs backup.
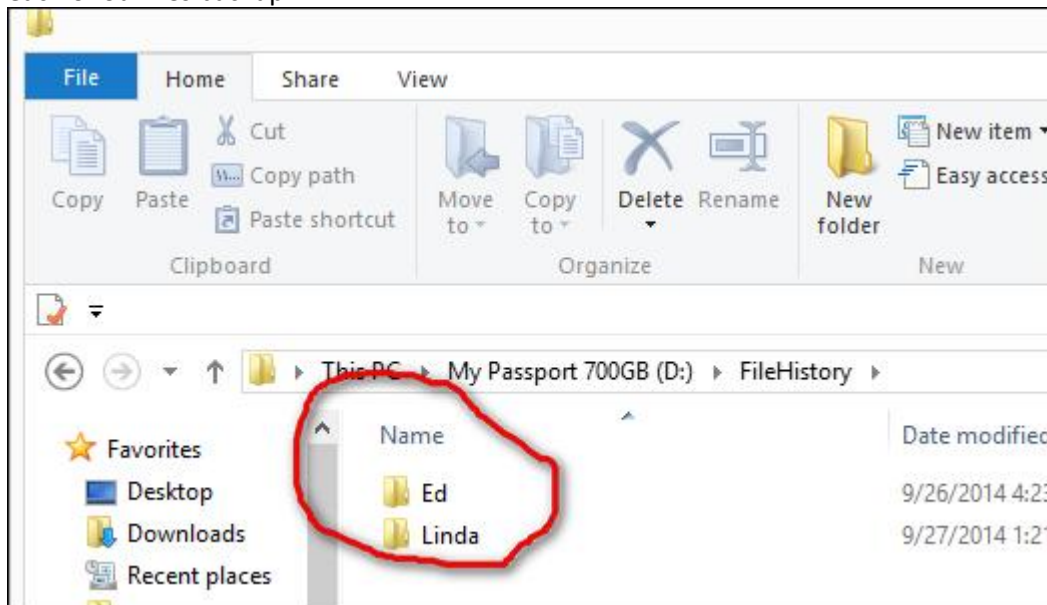
6. Don't forget to tell File History how long to save previous copies. See the figure below. You can also click the Cleanup versions link periodically to minimize space.
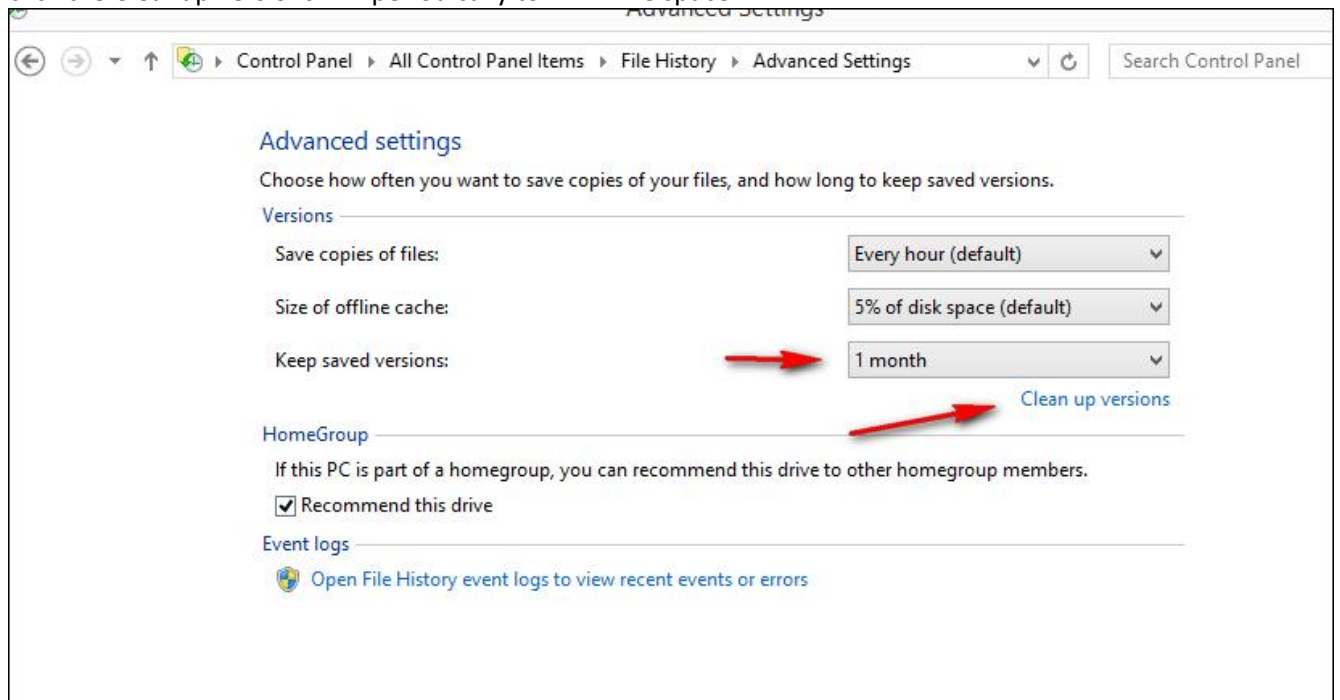
Note: if you use OneDrive all of the files will be backed up using File History. This means that you have 3 copies; one on your PC, one in the cloud and a 3rd one in File History.

Summary

Here is a list of the things you need to do to be safely backed up.
1. Create a Windows 8 Recovery Drive – see here
2. Backup your data using any or all of the ways below. This should be a daily task which is fully automated by any of the methods below
    a. Use Windows 8 File History – see the section in this document
    b. Subscribe to Carbonite, $59 per year
    c. Use OneDrive – get 15 GB free
    d. Use a 3rd party backup program of your choice
3. Backup, by exporting, your email contacts from whatever email application you use including Gmail, Yahoo Mail or Windows Live mail. This should be done periodically depending on how many contacts you add
4. Create a backup image of you operating system or C Drive. This step is optional but highly recommended. It is the only way to get back online quickly if you PC crashes.
    a. This should be done every 90 days
    b. You can use any of the methods listed below
        i. Windows 8.1 Image backup – see here
        ii. Acronis True Image for $49 – see here
        iii. Paragon Backup Free – see here

Using external hard drives

First of all, I can't begin to tell you how many PC users that I know of that have connected an external hard drive and have no idea if the backup is working. The first thing to do is to examine the drive and make sure that your backed up files are current. Most of the fault lies with the freely supplied back software. It's not always

that user friendly. With Windows 8 you can use File History to back up your files. See the section titled File History in this document.

You can also make a backup at any time by dragging and dropping any Windows folder onto your external drive. Also, there are a lot of 3rd party backup programs but not all of them are free.

Some new external drives when first connected to your PC will prompt you to install the free backup software. You can try this for a while to see how you like it.

Windows 8 and Passwords

I have put together an extensive amount of information at http://edwardns.com/windows8.html. Scroll down until you see the item as shown below.

All about passwords and Accounts

We will review all of the information including what to do if you get locked out from your PC.
Also, you can read about Picture Passwords here.

Setting up Defaults

You can set up defaults for what happens when you double-click a JPG, for instance, or click a JPG in an email attachment. You do this by opening the Control Panel and selecting Default Programs.
- The Defaults for JPGs, PDFs and other file types should be set up to use your favorite applications. Otherwise, the built-in Windows 8 Apps will kick in.
- Defaults for Browsers can be set up also

Which Browser should you use?

It really doesn't matter. It's a personal preference and I prefer Firefox. It is important to have 2 browsers installed in case one of them becomes infected or corrupted.

Another browser to have handy, before you get into trouble, is a portable browser. Both Firefox, available at http://portableapps.com/apps/internet/firefox_portable, and Google Chrome, available at http://portableapps.com/apps/internet/google_chrome_portable, are good choices.

Using Windows Media Player

- We will review the information at http://www.top-windows-tutorials.com/windows-media-player-tutorial/

USB 2.0 Versus 3.0

- See the information at http://www.diffen.com/difference/USB_2.0_vs_USB_3.0.

Transfer Windows 7 Games to new Windows 8 PC

- See me for the files
- See link on my Windows 8 site

Playing DVDs

Windows 8 does not have built-in support for playing DVDs unless the manufacturer pre-loaded DVD playback software. Here's what you can do:

- Just try to play them before doing anything else
- Down the free VLC software from http://www.videolan.org/vlc/index.html
- Purchase the Windows Media Center Pack for $10

I recommend VLC instead of spending the $10.

Windows 8 and Email

With any version of Windows you have several choices for using email as follows:

- Use a Gmail, Yahoo Mail or similar Web based email client. With these email clients you email is stored in the cloud and can be accessed from any PC or Mobile device in the world. All you need to log in is your email address and password. One advantage of this is that it requires very little storage space on your PC.
- Use Windows Live Mail which is free and can be downloaded from here. This program stores your email messages and contacts on your PC. One advantage of this program is that you can use it to access multiple accounts. It is not accessible outside your PC. You can, however, access your email account if it provides Webmail access. Cox, for example, does this.
- Use the Windows 8 built-in App. You can only do this if you use a Microsoft account to log in to your PC. If you do this, you can also add additional accounts by following the instructions here. On my PC I use my Gmail credentials to log in and therefore, Windows 8 mail can be used to access my Gmail account. I don't recommend using the App for email since I've found it to be unreliable. Try it yourself before deciding – at least it's free.

Using Jump Lists and Recent Items

- A Jumplist is what pops up when you right click an active icon on the Taskbar as shown below.
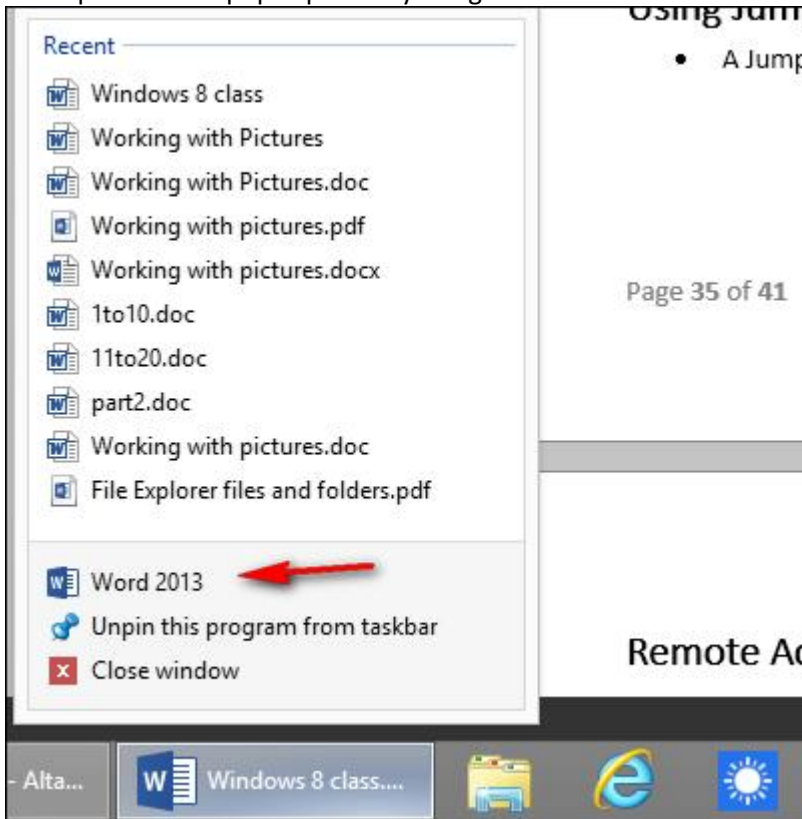
- If you were to click the application name as shown by the arrow above, a 2nd copy of Word would open in this case.
- Recent Items is on the Start menu if you use a 3rd party program such as Start8. It's a handy way to quickly get back to a recent document or picture.
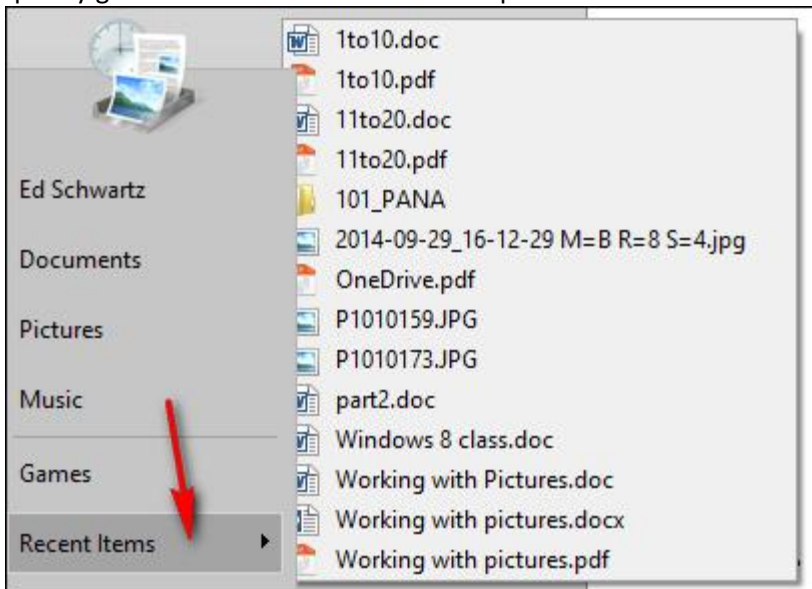
- For more on this check information at http://www.techsupportalert.com/content/three-ways-easily-access-your-most-recent-documents-and-files-windows-8x.htm

Remote Access

- Remote Desktop versus Remote Assistance – see http://windows.microsoft.com/en-us/windows7/what-is-the-difference-between-remote-desktop-connection-and-windows-remote-assistance
- I've found that the best way to help someone or to receive help is to use the free program called TeamViewer available at http://www.teamviewer.com/en/index.aspx. It's very easy to use either as a helper or as someone needing help.

Understanding your hardware

- Viewing your drives
- Portable devices
  - Flash drives and memory cards
- Devices and Printers

Network and Sharing center

- We will start by reading the information at http://www.7tutorials.com/what-network-and-sharing-center.
- Windows 8 can detect when you are on a Public network such as in a hotel and turn off sharing as shown below. I was in a hotel for these settings.
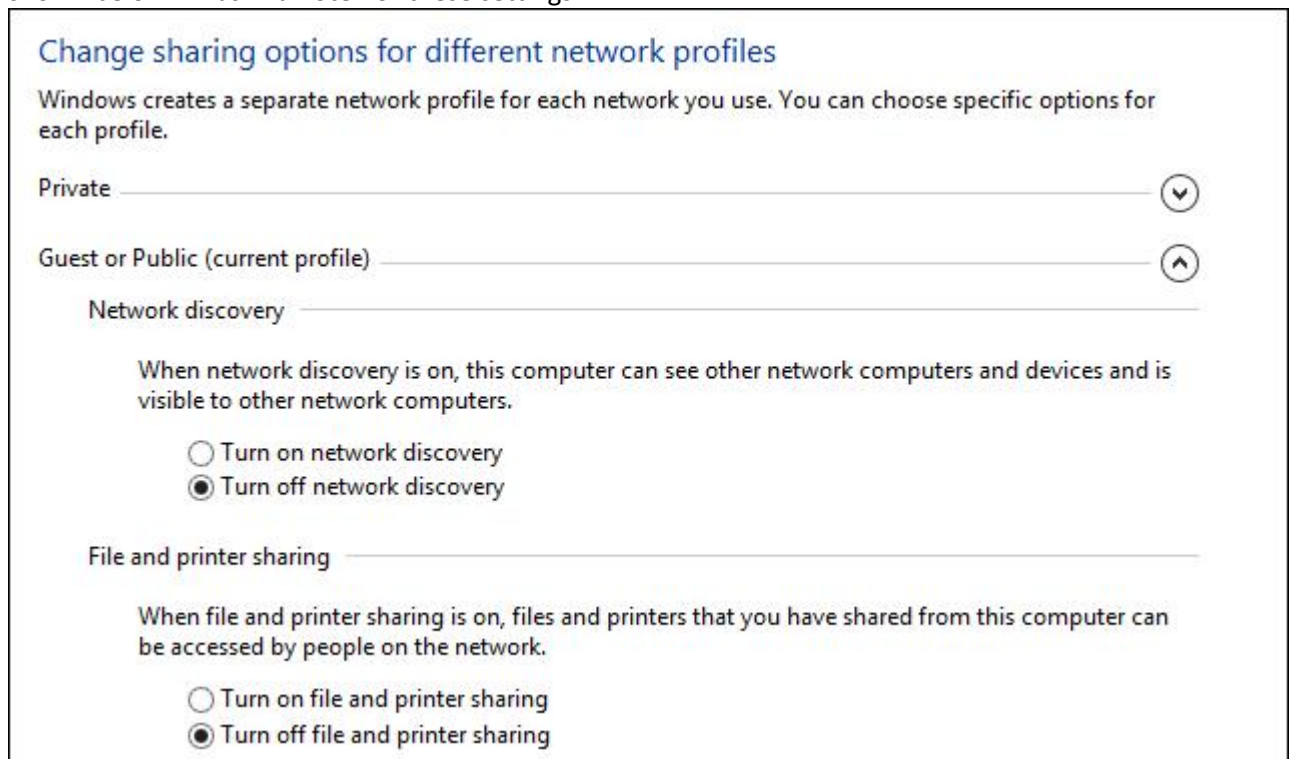
Working with Pictures

- We will discuss getting pictures from these sources:
  - Camera

- Memory card
- Scanner
- Web sites
- CD or DVD
- Email attachments
- Screenshots
- Working with your Picture Folder
  - If your mouse has a wheel, hold down the Ctrl key while spinning the wheel to size thumbnails and change views.
  - Drag the inner border of the Navigation or Preview pane to widen or narrow the pane.
    - To open a subfolder, click (or double-click) its icon. To leave a subfolder, click the Back button or press Backspace.

Ripping CDs

In a process known as *ripping,* Windows Media Player can copy your CDs to our PC as MP3 files, the industry standard for digital music. But until you tell the player that you want MP3 files, it creates *WMA* files — a format that won't play on iPods, or many other music players.

To make Windows Media Player create songs with the more versatile MP3 format instead of WMA, click the Organize button in the top-left corner, choose Options, and click the Rip Music tab. Choose MP3 instead of WMA from the Format drop-down menu and nudge the audio quality over a tad from 128 to 256 or even 320 for better sound. To copy CDs to your PC's hard drive, follow these instructions:

1. Open Windows Media Player, insert a music CD, and click the Rip CD button. You may need to push a button on the front or side of your computer's disc drive to make the tray eject. Windows Media Player connects to the Internet; identifies your CD; and fills in the album's name, artist, and song titles. Then the program begins copying the CD's songs to your PC and listing their titles in the Windows Media Player Library. You're through. If Windows Media Player can't find the songs' titles automatically, how- ever, move ahead to Step 2.

2. Right-click the first track and choose Find Album Info, if necessary. If Windows Media Player comes up empty-handed, right-click the first track and choose Find Album Info. If you're connected to the Internet, type the album's name into the Search box and then click Search. If the Search box finds your album, click its name, choose Next, and click Finish. If you're not connected to the Internet, or if the Search box comes up empty, right-click the first song, click Edit, and manually fill in the song title. Repeat for the other titles, as well as the album, artist, genre, and year tags.

Windows 8 and Anti-Virus

Introduction

- There's 5 pages devoted to this topic since it is an important one.
- This section is mostly about free programs but several paid programs are included in the test results.
- Anti Malware and Antivirus software is not the same although they can overlap in capabilities. Some programs specialize in prevention and others specialize in removal or cleanup.
- It would be nice if there was one program that did both very well. In spite of their claims this doesn't exist.
- As most of you may already know, Windows 8 includes a built-in Antivirus which is called Windows Defender. It gets average marks for defending but below average for removal.

Which programs should you use?

- This is not a simple question since our tastes vary. Unfortunately, you have to read reviews from several sources to find out what best suits you. You will find the links for various reviews below.
- What factors should you consider
  - Cost, obviously
  - How much hands-on tweaking is required from the user
  - How complex are the options
  - Ratings
  - Popup ads (only on some programs)
- My recommendations are as follows
  - Run one and only one antivirus
  - Run a protection program such as Malwarebytes Anti-Exploit and CryptoPrevent. You can use both.
  - Scan your PC periodically with a removal tool such as Malwarebytes or Superantispyware.

Antivirus reviews

If you read the reviews from the links below you might get a headache but it's the only way to get a feel for this nasty business.

- Site 1 http://www.pcmag.com/article2/0%2c2817%2c2400355%2c00.asp
- Site 2 here
- Site 3 http://www.techsupportalert.com/best-free-anti-virus-software.htm
- Site 4 http://freebies.about.com/od/computerfreebies/tp/best-free-antivirus.htm
- Test results site at http://www.av-comparatives.org/
- Virus Bulletin at https://www.virusbtn.com/index

From what I can tell the Windows 8 built-in Windows Defender is a fairly good approach but you can do better. On one of the charts below you can see that Microsoft is called "non-competitive".

Here is a list that I concluded after reading all of the reviews. You can't go wrong with any of these free programs.

- AVG Free
- Avast Free
- Avira Free
- Bit Defender Free

Below are some charts from a review site summarizing the performance of many of the popular companies.

Protection Test Results from AV-comparitive – August 2014
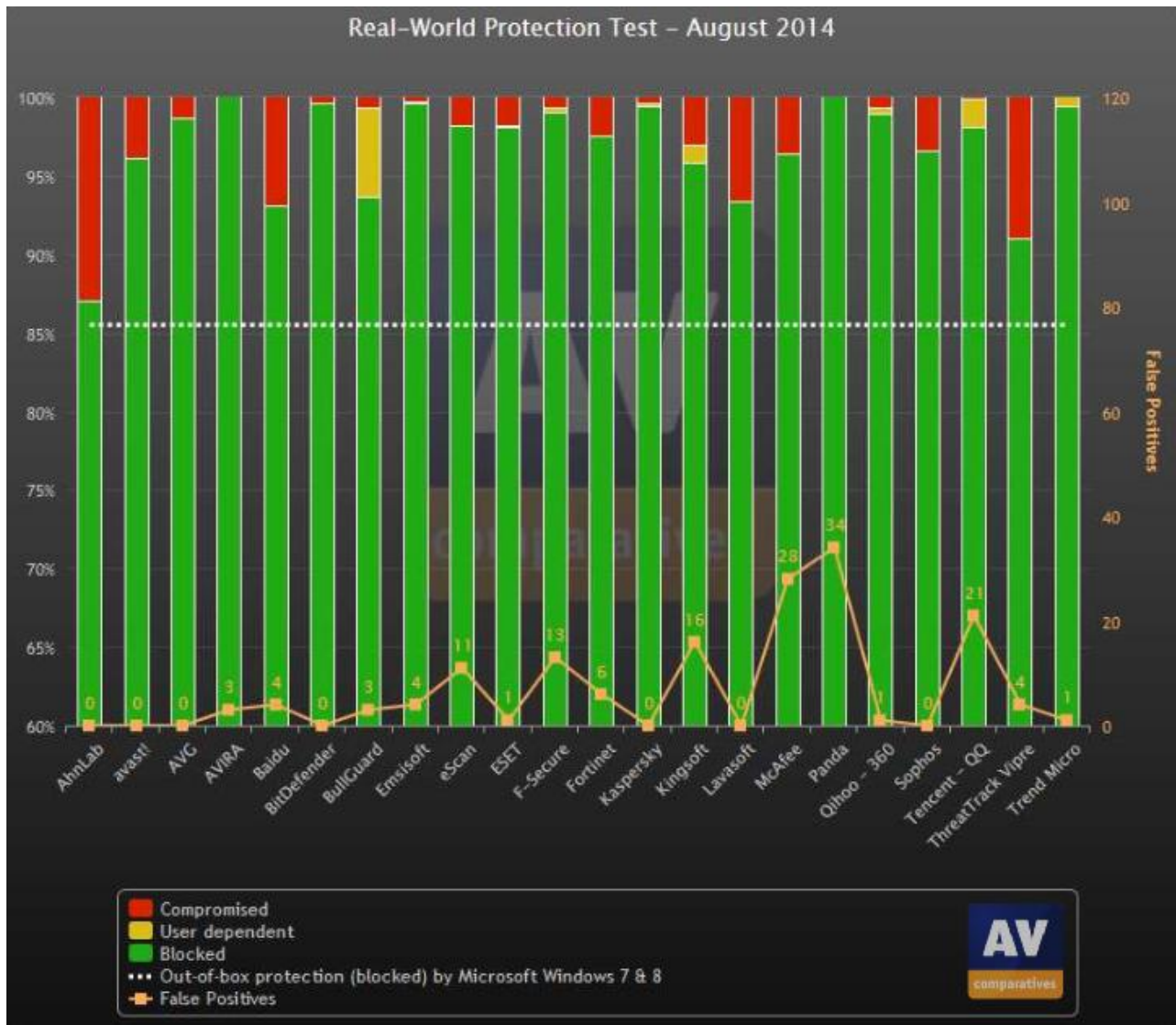
Removal Test Results from AV-Comparitive – November 2013

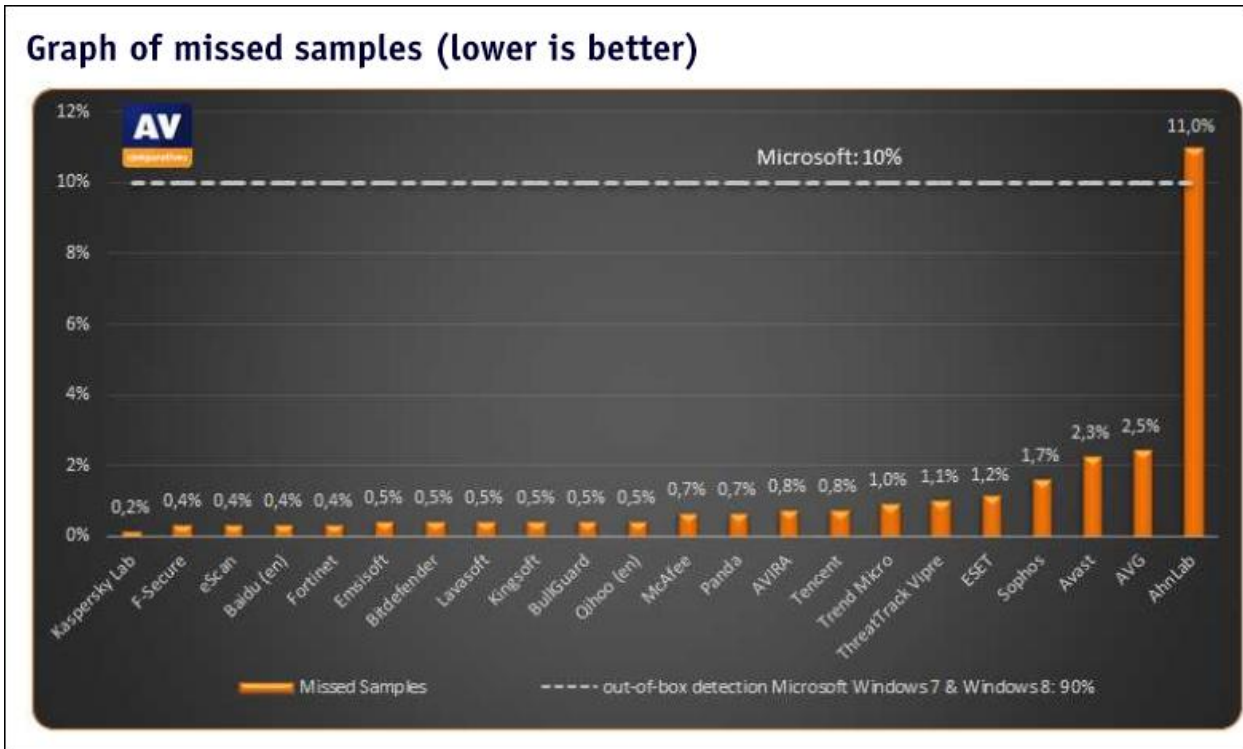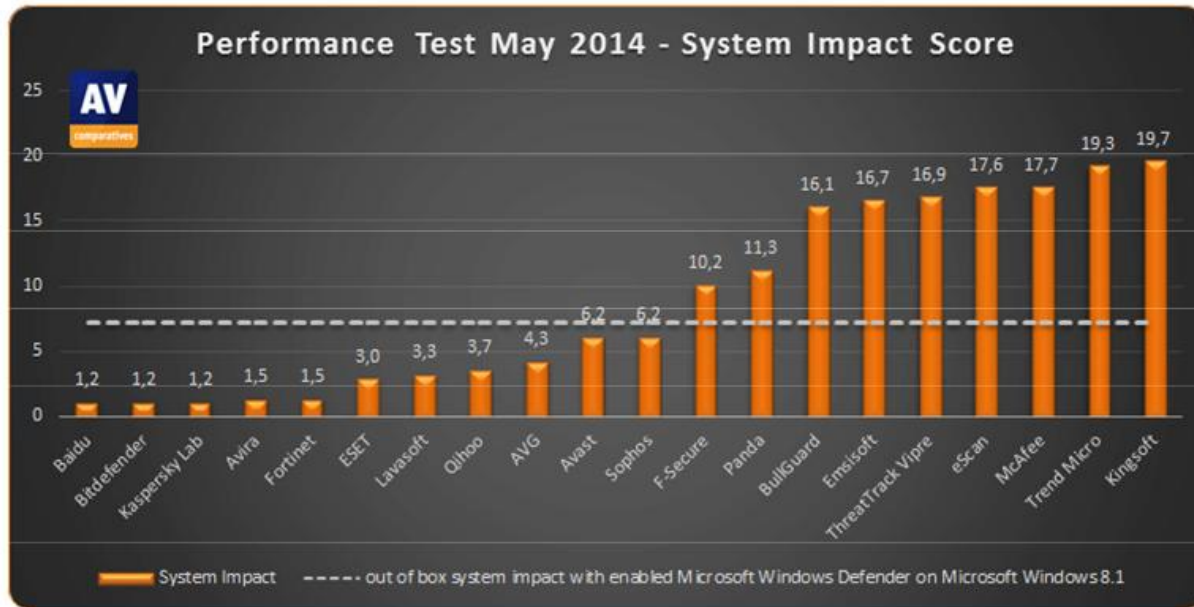|					Sample							Points
	1	2	3	4	5	6	7	8	9	10	11	Ø
AhnLab	DD	AA	AA	AA	BA	BA	AA	AA	AA	AB	DD	75
Avast	AA	AA	AA	AA	AA	AA	BA	AA	CA	AA	BC	87
AVIRA	AA	AA	AA	AA	AA	AA	AA	AA	BA	BB	AC	92
Bitdefender	AA	AA	AA	AA	AA	AA	AA	AA	AA	AB	AC	97
BullGuard	AA	BA	BA	BA	BA	AA	AA	BA	AA	BC	DD	73
Emsisoft	AA	AA	AA	AA	BA	AA	AA	AA	CA	BB	DD	79
eScan	AA	AA	AA	AA	BA	BA	AA	AA	AA	AB	DD	85
ESET	AA	AA	AA	AA	AA	AA	BA	AA	AA	BC	BC	88
F-Secure	AA	DD	AA	AA	AA	AA	AA	AA	AA	BC	BC	82
Fortinet	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	DD	91
G DATA	AA	AA	AA	BA	BA	BA	AA	AA	CA	DD	BC	73
Kaspersky Lab	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AC	98
Microsoft	AA	AA	BA	AA	AA	AA	AA	BA	AA	BA	DD	83
Panda	AA	AA	AA	AA	AA	AA	BA	AA	AA	AB	DD	87
Sophos	AA	AA	AA	AA	BA	AA	AA	AA	BA	BC	BC	85
ThreatTrack Vipre	BA	BA	BA	AA	BA	BA	BA	BA	CA	AB	DD	65

File Detection Test Results - -March 2014

Graph of missed samples (lower is better)

Impact on System Performance

Performance Test May 2014 - System Impact Score

Vendor	Score
Baidu	1,2
Bitdefender	1,2
Kaspersky Lab	1,2
Avira	1,5
Fortinet	1,5
ESET	3,0
Lavasoft	3,3
Qihoo	3,7
AVG	4,3
Avast	6,2
Sophos	6,2
F-Secure	10,2
Panda	11,3
BullGuard	16,1
Emsisoft	16,7
ThreatTrack Vipre	16,9
eScan	17,6
McAfee	17,7
Trend Micro	19,3
Kingsoft	19,7

System Impact ----- out of box system impact with enabled Microsoft Windows Defender on Microsoft Windows 8.1

Additional Free Malware Removal Services/Utilities offered by the vendors

	Boot-Disk[3] available	Free Removal-Tools
AhnLab	-	-
Avast	YES	-
AVIRA	YES	http://www.avira.com/en/downloads#tools
Bitdefender	YES	http://www.bitdefender.com/free-virus-removal/
BullGuard	-	-
Emsisoft	-	http://www.emsisoft.com/en/software/eek/
eScan	YES	http://escanav.com/english/content/products/MWAV/escan_mwav.asp
ESET	YES	http://kb.eset.com/esetkb/index?page=content&id=SOLN2372
F-Secure	YES	http://www.f-secure.com/en/web/labs_global/removal-tools
Fortinet	-	http://www.fortiguard.com/antivirus/malware_removal.html
G DATA	YES	http://www.gdata.de/support/downloads/tools.html
Kaspersky Lab	YES	http://support.kaspersky.com/viruses
Microsoft	YES	http://www.microsoft.com/security/scanner/en-us/default.aspx
Panda	YES	http://www.pandasecurity.com/homeusers/downloads/repair-utilities/
Sophos	YES	-
ThreatTrack Vipre	-	http://www.vipreantivirus.com/live/

Note: Microsoft Security Essentials finished out of the running.
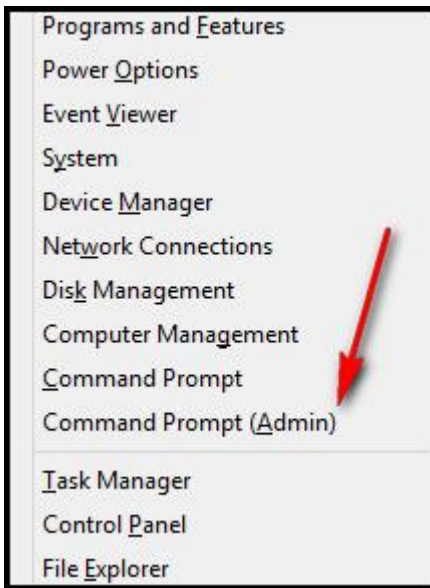
Here's a summary from Virus Bulletin
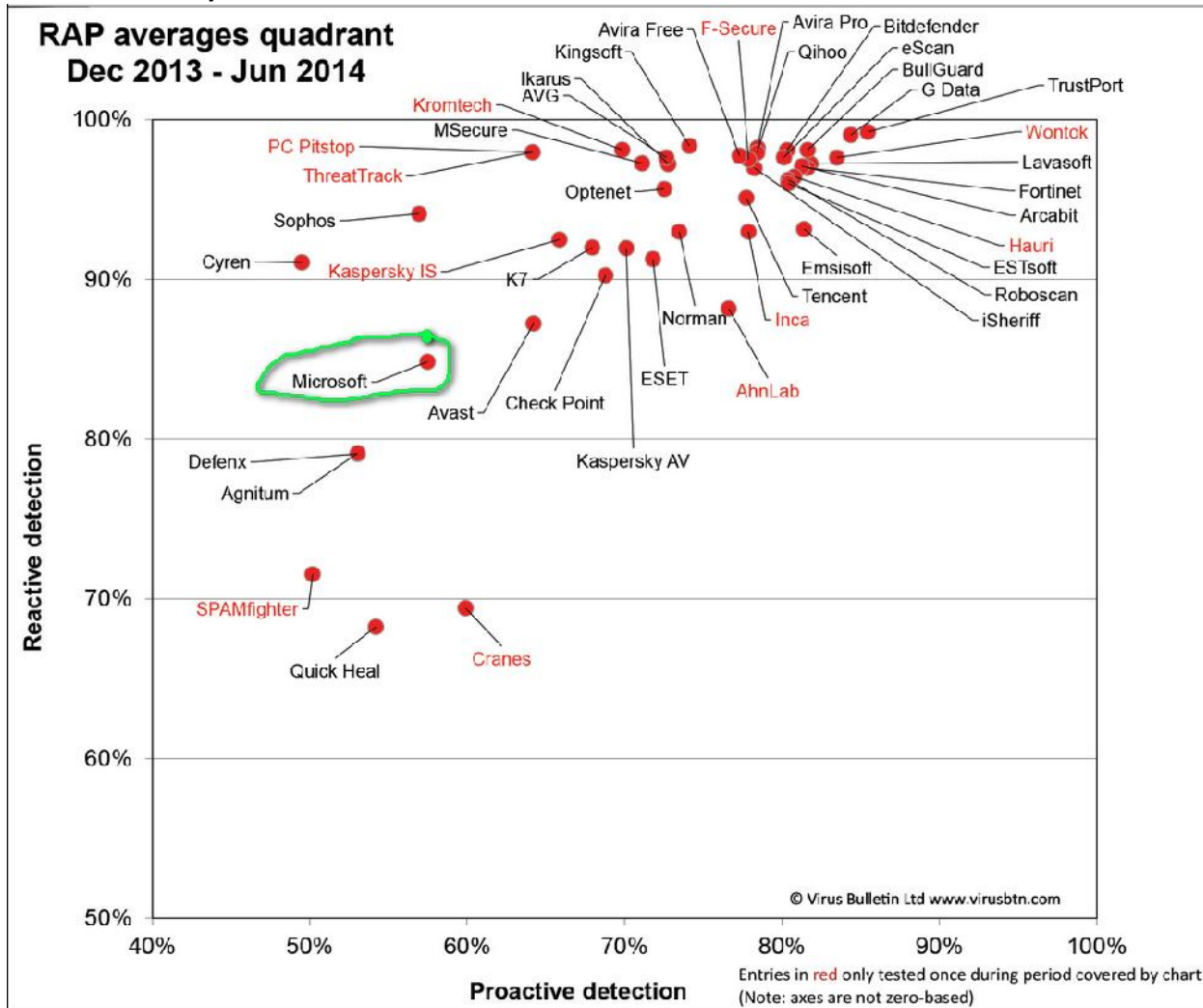
More tools

- Microsoft Malicious Software Removal Tool at http://www.microsoft.com/security/pc-security/malware-removal.aspx
- Microsoft Safety Scanner (must be re-downloaded after 10 days) at http://www.microsoft.com/security/scanner/en-us/default.aspx
- CryptoPrevent at https://www.foolishit.com/vb6-projects/cryptoprevent/

Conclusions

- I have to admit that I'm seriously considering installing an antivirus program to supplant Microsoft's Windows Defender.

Using the Elevated or Administrator Command Prompt

Using an elevated prompt can be used for several things. You can access it by holding the Windows Key and pressing the letter X. You will see the screen as shown below where you can click Command Prompt (Admin)

Programs and Features
Power Options
Event Viewer
System
Device Manager
Network Connections
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)

Task Manager
Control Panel
File Explorer

Here's an example of one of the tasks you can perform. You can enable or disable the Hibernate feature. Just open a Command Prompt with Elevated or Administrative proviledges and enter the following:

"powercfg –h on" to turn on Hibernation. Use the **off** switch to turn it off.

## Using the System Notification area

- Frequently referred to as the System Tray, Notification Area
- Click the little white arrow at the lower right corner of your screen as shown below and select Customize

100%

1:50 PM
9/25/2014

- A window as shown below will open where you can decide what to show in the notification area. See the figure below.
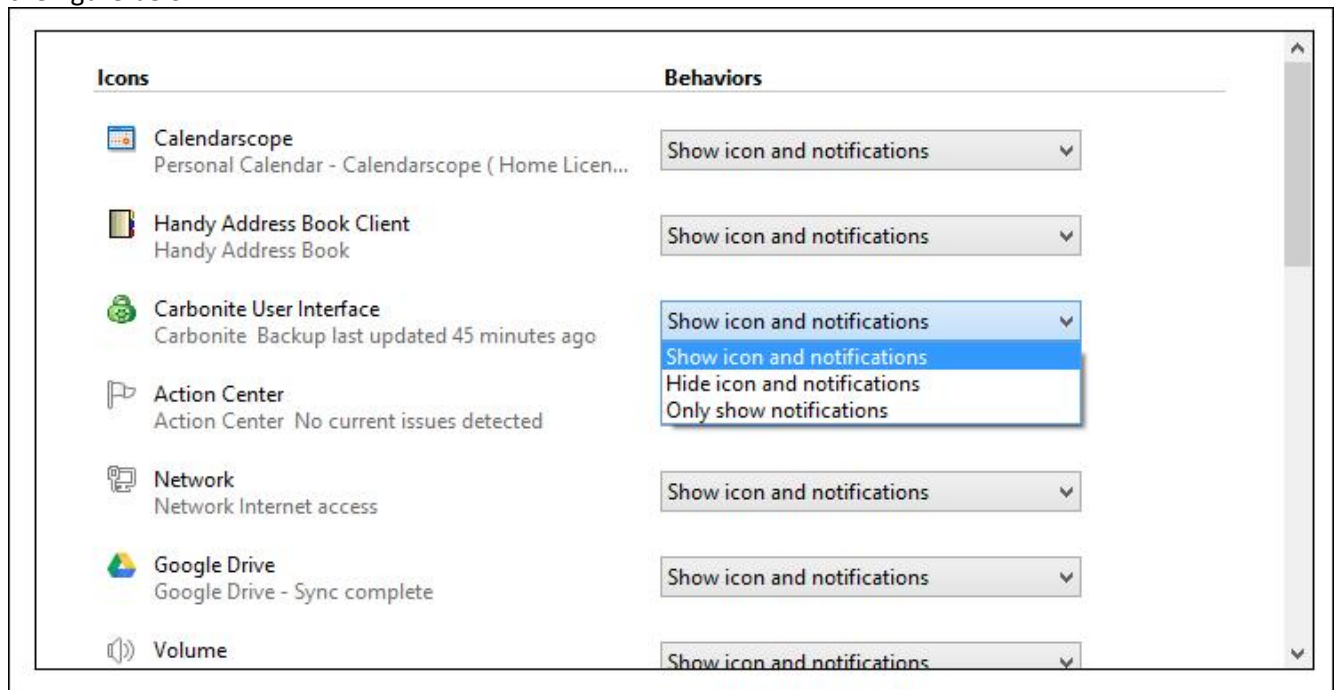
- Safely Remove Hardware feature – use this before unplugging any USB storage device
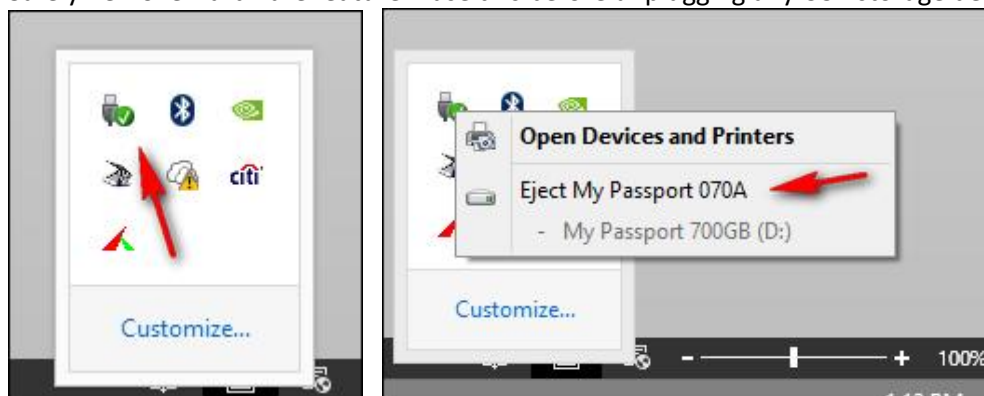
Security and safety

- See the document [here](#) and [here](#). You may need a subscription to this newsletter to see the documents but we will review the information in class.
- Check your password strength at https://howsecureismypassword.net/
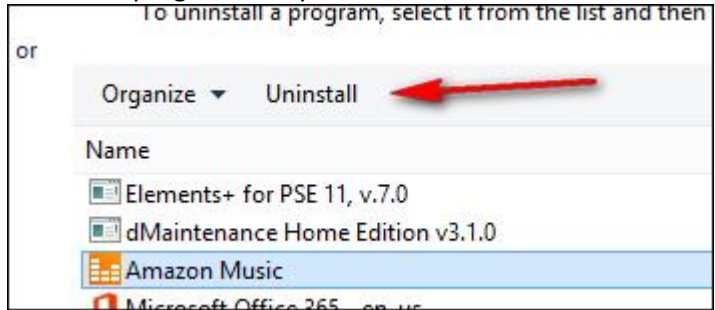- Check your vulnerability at https://www.grc.com/x/ne.dll?bh0bkyd2

Uninstalling software

- Uninstalling Applications such as programs that you have installed proceed as follows

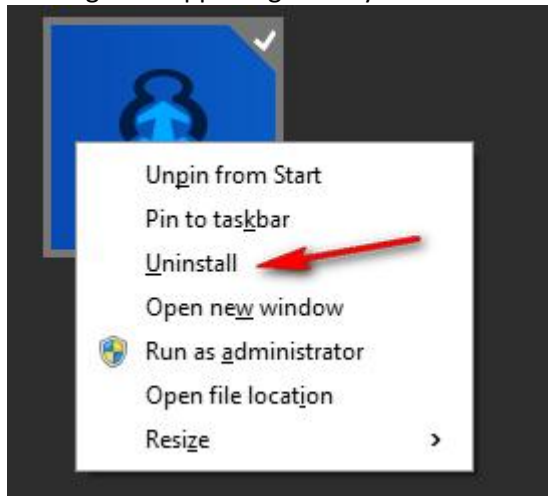- Open the Control Panel and select Programs and Features

  Location Settings

  Network and Sharing Center

  Personalization

  Programs and Features

- Select the program that you want to uninstall and click Uninstall at the top as shown below.

  To uninstall a program, select it from the list and then

  or

  Organize ▼   Uninstall

  Name

  Elements+ for PSE 11, v.7.0
  dMaintenance Home Edition v3.1.0
 Amazon Music
 Microsoft Office 365

- Uninstalling Apps
  - Please use care since you don't want to uninstall something you may want later
  - Go to the Start screen, right-click a tile and select Uninstall as shown below. Don't worry, nothing will happen right away.

    Unpin from Start
    Pin to taskbar
    Uninstall
    Open new window
    Run as administrator
    Open file location
    Resize   >

  - You'll be taken to the Control Panel where you can proceed or not.
  - Here's a 2nd way to uninstall Apps
    - First, the long, conventional way. Open the Charms bar, click Settings, Change PC settings, click Search and Apps and finally, click App sizes. From this screen you can click any App to see an Uninstall button as shown below.

      Weather   25.1 MB
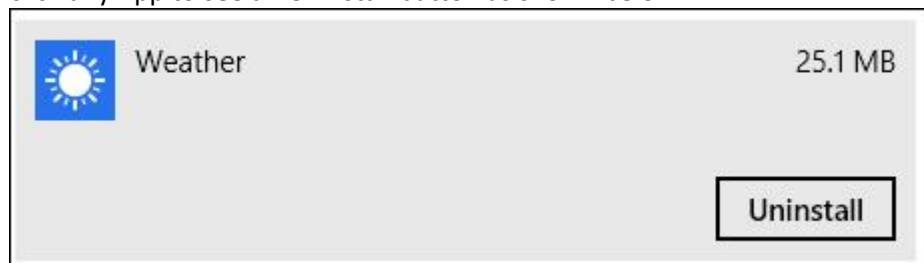
      Uninstall

- When you click Uninstall you will see the windows below. This method will bypass the Control Panel
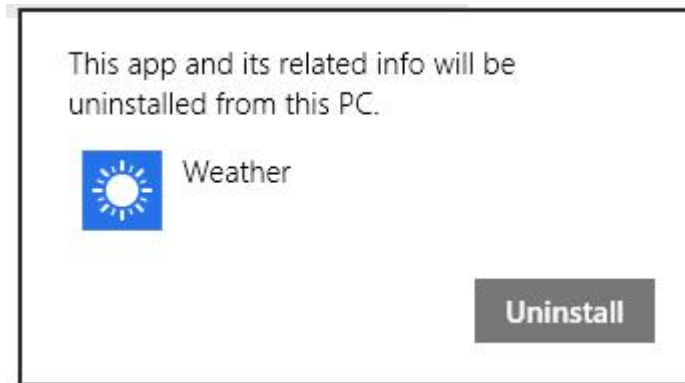
- The short way is to go to the Start screen and type disk space
- Click Free up disk space and next, click See App sizes.

Note: Most Apps (probably all) that you uninstall can be re-installed through the Store App. Nonthe less, tread lightly.

Printers & Scanners

Installing

- USB
- Wireless
- Networked

Wireless routers

- Installing
- Configuring and securing

The Windows Action Center

- Using a password manager
  - Advantages

Protecting your PC against Malware (Malicious Software

1. Read the information at https://blog.malwarebytes.org/tech-support-scams/ regarding scams.
2. If a program isn't mentioned below be wary of it.

- There are basically 2 ways to approach malware
  - Remove it after it happens
    - Superantispyware (free) at http://www.superantispyware.com/
    - Malwarebytes (free and paid) at https://www.malwarebytes.org/
    - Spybot (free and paid) at http://www.safer-networking.org/
    - Adware Removal Tool (free) at http://www.techsupportall.com/feedback/
    - Adware Cleaner (free) at http://www.bleepingcomputer.com/download/adwcleaner/
    - Hitman Pro at http://www.surfright.nl/en/home/ . This can remove ransomeware.
  - Prevent it

- Malwarebytes Pro ($24.95). This tool runs in the background and guards against malware attacks. Will it prevent everything – no – but it prevents a lot of bad stuff.
- CryptoPrevent at https://www.foolishit.com/vb6-projects/cryptoprevent/
- Malwarebytes Anti-Exploit free at https://www.malwarebytes.org/antiexploit/
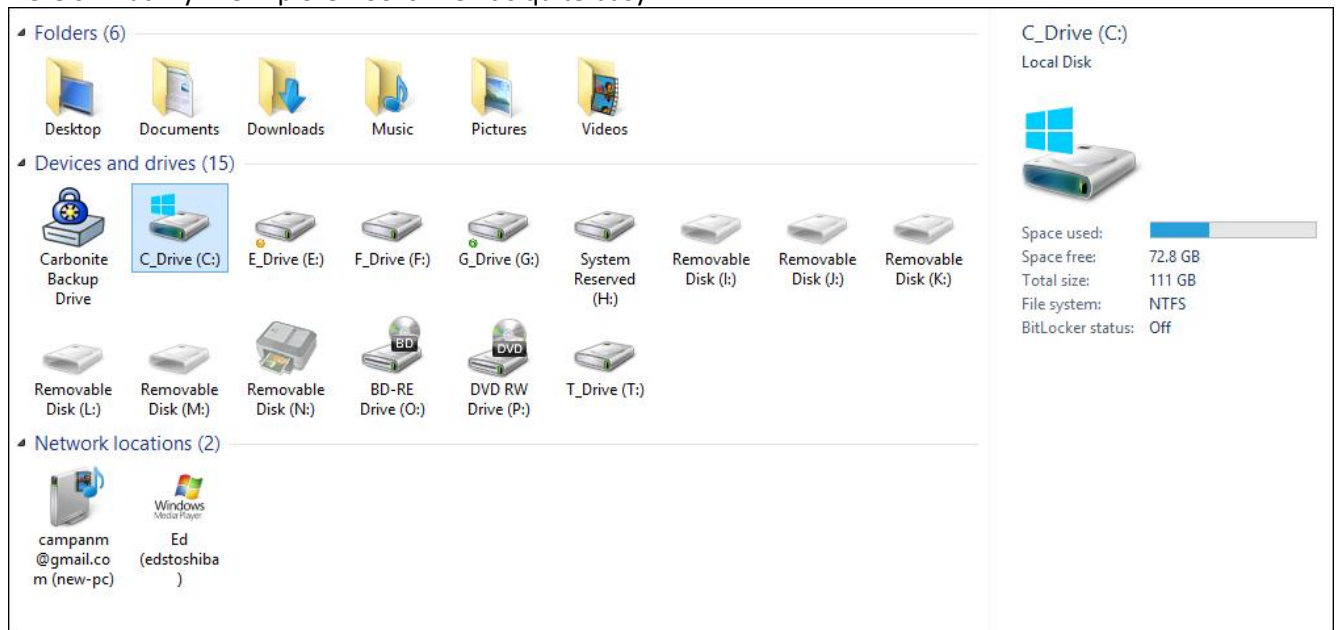
Sharing files

- Using Windows File Sharing
- Using Cloud services

Examining your PC Properties

- Basic properties
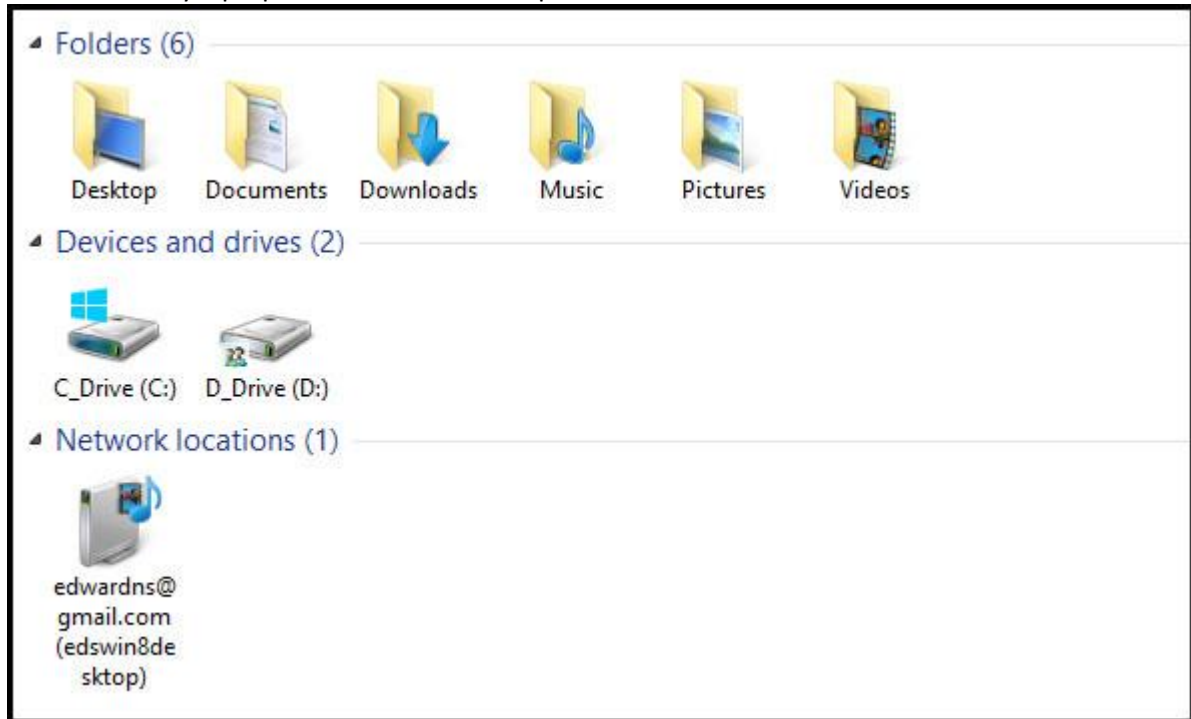- Device Manager

Using the new Windows 8 File Explorer

- We will read the information at http://windows.microsoft.com/en-us/windows-8/files-folders-windows-explorer and discuss it in class.
- Here's what my File Explorer looks like. It's quite busy.

- Here's what my laptop looks like – much simpler.

- 3rd party file managers
  a. Free Commander at http://www.freecommander.com/ . Primary benefit is that it's a dual-paned windows letting you drag and drop very easily.
- We will review the information here and here.

Shutting down Windows 8

To shut down or to not shutdown controversy

- Here's what I do but your mileage may vary. I keep my system on all of the time and let it go to sleep when I'm away for a while. My setting are shown below. To get to your Power settings open the Control Panel, select Power Options and click Change Plan Settings. Note – all Windows PCs should be shut down fully at least once a week to help remove the detritus that builds up over time.
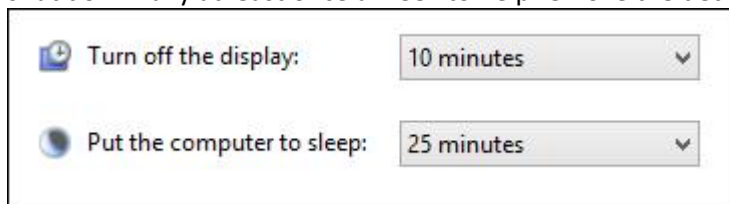
Windows 8 unique shutdown feature

- See information at http://www.eightforums.com/tutorials/6320-fast-startup-turn-off-windows-8-a.html

Using the Taskbar

- Jump lists

- Configure how icons are displayed
- Setting the Taskbar properties

Creating bootable USB drives or Optical media

- You can use the tool here to create a bootable USB or DVD. The tool does work with Windows 8.
- Rufus is a great tool and is available at http://rufus.akeo.ie/.

Windows 10 information

- Read about it at http://blogs.windows.com/bloggingwindows/2014/09/30/announcing-windows-10/
- Technical Preview available starting 10/01/14 at http://windows.microsoft.com/en-us/windows/preview-download?ocid=tp_site_downloadpage

Possible changes listed below – more to follow after I try the Technical Preview.

- Start Button returns
- Tighter integration with OneDrive
- Metro Apps will run in resizable windows
- Experience will be tailored to device (mobile vs. desktop)
- Available in late 2015

Update – I've installed Windows 10 and much of this document is still applicable.

Resources

- Microsoft at http://windows.microsoft.com/en-us/windows/home
- My web site at http://edwardns.com/windows8.html
- Bleeping Computer at http://www.bleepingcomputer.com/tutorials/windows-8/
- Supersite at http://winsupersite.com/windows/windows-8-0
- Useful tools at http://www.techsupportall.com/tools/