This is Laurie Sherrod. Welcome to today’s tech talk! We’ll be showing Windows 8 – the newest Windows operating system today. Windows 8 has been around for about a year now – and a new version is coming out this month – Windows 8.1. Microsoft listened to some complaints about Windows 8 and is fixing some of them with the new version. I am delivering this Tech Talk on a five year old laptop running Windows 8.1 preview edition. We will spend most of the time on a PowerPoint with screenshots so I can be sure to show you a lot of new features – and if there’s time at the end, I will show my desktop for just a few minutes. This PowerPoint will be available on the CCIT Tech Talks web site after the presentation – I will be skipping quickly over a few slides – and a few will have links. So if you want to see those things better, just plan to visit the site and take a look at the presentation later.
The minimum specifications for Windows 8 are nearly the same as for Windows 7.

**Minimum Specifications**

- 1 GHz processor
- 1 GB RAM (32 bit) or 2 GB RAM (64 bit)
- 16 GB (32 bit) or 20 GB (64 bit) hard disk space
- 1366 x 768 resolution
- DirectX 9 graphics with WDDM driver
Some of the new features

<table>
<thead>
<tr>
<th>Windows 8</th>
<th>Windows 8.1</th>
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<tr>
<td>• Lock Screen</td>
<td>• More file sizes and easier to move (move more than one at a time)</td>
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<tr>
<td>• SkyDrive + synching</td>
<td>• More personalization</td>
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<tr>
<td>• Speedy boot time</td>
<td>o Lock screen slideshow</td>
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<tr>
<td>• Increased performance</td>
<td>o More colors and background on Start Menu</td>
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<td>• Start Screen with live tiles (aka Metro)</td>
<td>• Aggregated Search</td>
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<td>• Improved search (just start typing)</td>
<td>• 50:50 Snap</td>
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<tr>
<td>• New Windows Explorer</td>
<td>• PC settings includes</td>
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<tr>
<td>• New Task Manager</td>
<td>everything in Control Panel</td>
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<td>• Improved Multi Monitor Support</td>
<td>• Start Tip</td>
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<td>• New PC Settings</td>
<td>• Boot to desktop (?)</td>
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<td>• Charm Bar</td>
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<td>• Prt-Sc saves to pictures</td>
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<td>• Windows to go</td>
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Here are some of the new features – we will demonstrate most of these in today’s presentation.
All right. I’ll admit it. The first hour I used Windows 8 I was baffled. But once I learned two magic tricks, I loved it!!! As we hit those two you will see a star beside them. There are two others with smaller stars that I consider really helpful.
This is the first screen you see in Windows 8. Click anywhere on it to get started.
This is the log in screen. You have three choices – you can log in to a Windows account, you can use a PIN number instead of a password, or you can log in to a MS Skydrive account. If you don’t have a Skydrive account, I highly recommend it! Just go to www.skydrive.com and create an account. I recommend using your Clemson email address as your user name so others can find you. You’ll get seven GB of free cloud storage and some excellent onscreen apps. But even more important – it integrates nicely with Windows 8, and Office 2010 or 2013.
This is the Start Menu – filled with Tiles representing two kinds of application – “new style” – and old “desktop style”. One of the tiles is Desktop – just click on it to go to old familiar territory.
This is the Desktop – looks and acts just like Windows 7! If you want, you can just stay here all of the time. At the end I’m going to show you a little tweaking I added to mine that helps a lot.
To see more icons either swipe on a touch screen device, or use your mouse to scroll using the bar at the bottom.
In Windows 8.1, you’ll see a little down arrow. (You can get to the same thing in Windows 8 by right clicking.)
The arrow brings up the full list of installed apps. When you are ready to go back to the Start Menu, there’s a little up white arrow. But let’s stay here for another slide.
You can right click on any App go get these choices...
All right, my BEST trick it this one!!! When on the Start Menu, just type in ANY word. A search will pop up. If you’re in Windows 8.1 it searches “everywhere”. In Windows 8 you have a choice of Apps, Files, or Settings. It defaults to searching for Apps, but if the word you’ve typed in is the name of a file, you just have to click on File...
You can drag the tiles around the screen to move them – perhaps moving less used ones farther to the right, more used ones farther to the left. You can also group them – you see my first group here is called Basic. Right click in a margin to get the Customize option. Right click on a Tile to customize that tile – including changing the size, unpin, or uninstall. Right click on the margins to list all apps in Windows 8.
If you press the Control Key while scrolling the mouse wheel, you get this view. You can name groups or move entire groups of tiles.
This is something I never use!!! This is the Search charm. Why click on a corner and a link when all you have to do is start typing the word you are searching for? This is the Windows 8 version that defaults to Apps – or lets you search for Settings or Files. Remember in 8.1 they are all combined.
Just start typing what you want to search for!
Drag to bottom to close the app
Drag to right or left to pin to the side
Here is another full screen app – Internet Explorer 10. I will admit that the first time I tried this tile, I was a bit worried. No menus! URL typed in the bottom. How in the world did I close it? But once I learned the hand trick – and that you can right click to get the menu back – I felt a little better.
But when I went to the Desktop and found Internet Explorer 10 there and it looked just like the old familiar IE, I felt totally fine again!!!!
Here is our second star! The Windows key is an awesome trick to know about...
When you first boot into the start menu and press Desktop –if you press the
Windows key it will take you back to the Start Menu. Then any time you want to go
back to the Desktop, Windows key will usually take you back. Of course there are
many other ways to do these things! In Windows 8.1 there is a Windows tip icon to
take you back and forth. And there’s the keyboard shortcut Windows-D to take you
to the desktop. I personally have never used the Windows key before Win 8 – and
now use it all of the time...
Okay, here we are back in the Desktop. If you click on the File Explorer folder – it’s there by default, and click on any library or folder – here I have clicked on my pictures - notice there are ribbons at the top! They change according to what is selected, but you see lots of new options up there. While we are on the Pictures folder, my third to favorite (not quite a full star) feature of Windows 8 is Screenshots. For many years you have been able to press the PrintScreen key in Windows, then open Word or any other app, click Paste, and you had a picture of what was on the screen. But in Windows 8, if you press the Windows Key along with Print Screen, it stores the picture in a folder in the Pictures library – naming that folder Screenshots. By the way, if you don’t see the ribbons at the top, there is a little gray arrow you click on to expose or hide them.
Another option you have in these folder views is under File, you can select Open new window – in case you want to drag files from one folder to another!
Under Library Tools, one option is Burn to disc (if your device has a DVD burner).
Yes, Novell works! If you click on Computer (or my Windows 8.1 calls it This PC), notice the option to Open Control Panel or Uninstall Programs! If you use Control Panel a lot, once you open, you can pin to taskbar.
There is a new Task Manager too! Notice the tabs.
The Performance tab has fancy graphs.
The Startup tab is like the old msconfig – gives you the opportunity to disable startup items.
Here we have pressed the Windows key and gone back to the Start Menu – and then gone to the Charms menu and selected settings. For the next few slides we will look at Change PC Settings.
Under Users you can add another user account, change your password, or even decide to use a PIN number to sign in to your computer.
You can use Devices to add more devices – like maybe a Printer?
One of the Settings is Networks – this is where you can come to add a new Wireless network.
Windows Update is where you go to check for new updates.
One thing to note about Windows 8 is that Windows Defender is now an antivirus application – it was anti malware only in previous versions. Clemson users will install Trend Micro antivirus, which will disable Defender. But for home computers, make sure you don’t install two antivirus programs at the same time!
Here is a list of keyboard shortcuts – and a link to all of them.

<table>
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<th>Keyboard Shortcuts</th>
<th>Description</th>
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<tr>
<td>Windows key + C</td>
<td>Access the charms bar</td>
</tr>
<tr>
<td>Windows key + I</td>
<td>Access the Settings charm</td>
</tr>
<tr>
<td>Windows key + Q</td>
<td>Access the Apps Search screen</td>
</tr>
<tr>
<td>Windows key + F</td>
<td>Access the Files Search screen</td>
</tr>
<tr>
<td>Windows key + W</td>
<td>Access the Settings Search screen</td>
</tr>
<tr>
<td>Windows key + P</td>
<td>Access the Second Screen bar</td>
</tr>
<tr>
<td>Windows key + Z</td>
<td>Brings up the App Bar when you have a Start menu running</td>
</tr>
<tr>
<td>Windows key + X</td>
<td>Access the Windows Tools Menu</td>
</tr>
<tr>
<td>Windows key + E</td>
<td>Opens (My) Computer</td>
</tr>
</tbody>
</table>

[http://www.winbeta.org/guides/comprehensive-list-windows-8-keyboard-shortcuts](http://www.winbeta.org/guides/comprehensive-list-windows-8-keyboard-shortcuts)
Windows to go is a fantastic feature only available in the enterprise versions of Windows 8 – which is what we will have at Clemson. But if you bought your computer from a store, you may have a home or other version of Windows and it may not be available. If you have the Enterprise version and search on Windows to go, you can put in a Windows to Go compatible flash drive. Then after a few minutes, it will put your entire operating system and environment (installations, files) on the flash drive. You can plug that flash drive into almost any other computer, boot to it, and have a running version of Windows 8 that you can use. The compatible flash drives are listed on the MS web site – but they do start at 32 GB.
The store tile lets you add modern apps – like on a phone. You can add free ones – not free ones – popular ones – etc.
It is possible to install a program that adds an old style start button. I personally do not like this since it takes away the Windows tip button... But I did try installing it from classicshell.sourceforge.net and took this screenshot. It is on my web page I will be showing you at the end.
One trick I like for all versions of Windows is a shortcut on the desktop to shut down or restart your computer. It’s dead easy to do – just right-click, select new shortcut, and type in shutdown /p, then name your shortcut. There is also a restart one – make it shutdown /r /t 0. If you left files open it will prompt you – the same as doing it the standard ways.

http://www.techrepublic.com/blog/window-on-windows/add-a-shutdown-menu-to-the-windows-8-desktop/703/

Note: these instructions only worked for me when I browsed for the shutdown file – did not work when typing it directly into the box (even with the full path)
Okay, here is a small star because I LOVE this tip! If you want a Programs list, just make a new toolbar in the taskbar with the above line – and you get a screen like this.
Here is a list of interesting Windows 8 resources – all listed on my personal site at tinyurl.com/laurietraining
Share Desktop
Coming Attractions

- 10/1 | Adobe Connect Mobile | Melissa Lockhart
- 10/8 | MS Office 2013 | Laurie Sherrod
- 10/15 | No Tech Talk | Fall Break
- 10/22 | Bibliography Tools | Anne Grant