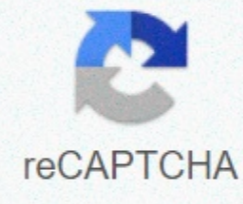




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Organic chemistry 2 cheat sheet

Ready or not, Windows 8 is here. One of the most controversial versions of the operating system ever released, its main interface seems designed more for touch-screen tablets than traditional computers. In addition, the Desktop has been hidden and weakened with the removal of the Start button. Windows 8 First Impressions for CIOs and IT ProsSlideshow: Making the most of Windows 8: The Diehard's GuideBut I'm not here to talk about the controversy. I'm here to help you use Windows 8, because any version of Windows you're updating, you'll find a new experience. The horizontally oriented Start screen (previously called the Metro interface) sports large tiles that practically beg to touch them. And the Start screen and desktop feel like they're dueling with operating systems, because each works differently from the other in many ways. All this may seem overwhelming, but as you'll see, it's not that hard to master Windows 8. In this cheat sheet I'll show you how to make the most of the new Start screen and its apps, desktop, new bar charms, Internet Explorer 10 and more. I also forneciei quick reference graphics listing useful touch screen gestures and keyboard shortcuts. Note: If you want to get the most out of Windows 8, you'll have to use a microsoft ID as your user account. Without a Microsoft ID, you won't be able to use a number of new Windows 8 apps, including Mail and People, and you won't be able to sync settings across multiple devices. So when you set up Windows 8 for the first time, sign in with an existing Microsoft ID or create a new one. (You can also switch to a Microsoft ID account later via the PC Settings screen.) There's a new lock screen in townWhen you start Windows 8 (whether you start initially or waking up from sleep), you'll see the first big difference from previous versions of Windows -- a new look for the lock screen. Like lock screens on Windows Phone devices, it sports a large graphic image and displays a variety of information, such as date and time, local weather, the number of new emails you have, the strength of your network connection, and how much power you have on your device. The new Windows 8 lock screen mimics lock screens on mobile devices. Click to see larger picture. This information is not interactive; you can't click or tap to see your email, for example. (Later in the story I'll cover how to change the information that appears on your lock screen.) To sign in to Windows, tap a key or click the mouse -- or, on a touch system, swipe from the bottom up -- and you'll reach a login screen. Select an account if you have multiple accounts, enter your and press Enter to enter Windows 8.Find the Start screen Once you have logged into Windows from the lock screen, you go directly to the new Start screen instead of the familiar desktop Like it or not, this is the new face of Windows.Initially Microsoft called this Metro interface design, but now it's just calling the new Windows 8 design ui interface. Laptop and desktop PC users may not like the large tiles of the Start screen and horizontal orientation, but I have some advice for you: get used to it - it's your new home. Here's what you need to know about it. Tiles. The Start screen consists of a grid of colored tiles. Each tile represents an application; Click (or tap) the tile to run the app. Your new home: the Windows 8 Start screen. Click to see larger picture. For starters, you'll find tiles for several simple new apps - People, Mail, Calendar, Messages and others - that are embedded in Windows 8 and have the same look and feel as the Start screen. Formerly called metro apps, they are now often referred to as Windows 8 apps, Windows Store apps, modern apps, or Start apps by industry observers. On this cheat sheet, I'll call them Windows 8 apps to distinguish them from desktop applications (more about those at a time). Notifications. Some Windows 8 apps take information from the Internet and show live updates known as notifications on their tiles. For example, the Calendar app displays upcoming events and birthdays for friends on your tile, the People app displays social media updates from friends, and the Mail app displays the sender and subject line of your most recently received emails. (Some notifications may also appear on the lock screen, depending on how you set up Windows 8.) A word about Windows RTBuying a new Windows-based tablet this fall? Some tablets, such as Microsoft's own Surface RT, don't come with Windows 8, but are based on Windows RT, a lightweight version of Windows 8 that's designed for devices with power-efficient ARM processors. Windows RT shares the new Windows 8 interface and many of its features and applications, and it comes with its own version of the Office 2013 productivity suite. However, it does not run most traditional Desktop-based applications. This cheat sheet is for users running the full version of Windows 8, but Windows RT users can use this guide to learn about the Start screen, the Charms bar, Windows 8 apps, and navigation gestures. (Deciding between a Windows 8 tablet and a Windows RT tablet? Here are seven things to consider for a Windows tablet.) By default, apps that show notifications have larger Start screen tiles than they don't. You'll also find tiles for desktop-based apps on the Start screen, and Windows itself is now accessed through a desktop tile. Desktop applications are traditional programs such as Microsoft Word or Adobe Photoshop; as a general rule, any application you have run in earlier versions of Windows is a Desktop-based application. Desktop-based app tiles don't show notifications and have smaller graphics on them. In addition, tiles for desktop applications usually appear in the right side of the screen, and they (and other tiles too) may be off your edge, so you'll have to scroll (or slide if you have a touch-screen device) to see them. Bar charms. If you move the mouse pointer to the top right or bottom right corner of the screen, the Charms bar will appear as an overlay on the screen - sometimes directly on top of tiles or other content. This bar gives you quick access to features like search settings and system from anywhere in Windows 8. I'll take a detailed look at the Charms bar later in the story. Scroll bar. The Start screen has a horizontal orientation, so when you want to see more tiles on the screen, you will have to scroll or slide to see them. The scroll bar is typically not visible, but makes it look when you move your mouse. You use it as any normal scroll bar, except that you will scroll right and left instead of up and down. User account. This shows the name of the current account logged into Windows 8, along with the image associated with the account. Click it to change the image, lock your device, exit, or switch to another account. Check out Customize the Start screen later in this article for details on how to change tile sizes, rearrange tiles on the screen, and more. Your old friend, DesktopDesktop, is no longer in front and center in Windows 8, having been delegated to second-class status by the Start screen. Because it fits into a second violin, you don't boot directly into it when you sign in to Windows. Instead, you run it like any other app by clicking the desktop tile on the Start screen. When you get there, you'll find a familiar-looking Desktop minus what had been one of its main features in previous versions of Windows - the Start button and its menu. And that means you'll have to get used to a new way to use Desktop and put up with some kludgy ways to access apps and features that were once directly within reach. (But don't worry -- as I'll show you later in history, there are ways not approved by Microsoft to reinstate the Start button and even boot directly into the Desktop.) Desktop Windows 8, notable for what's missing: the Start button. Click to see larger picture. Other than that, the Desktop is essentially the same as it was in Windows 7. It shows icons for desktop applications that you have installed; Run them by clicking them. (See Learn the start screen for the differences between desktop apps and Windows 8 apps.) There is a taskbar where you can pin apps and shows apps currently running, as well as a notification area to the right that displays icons showing your network status, time, and and more. In addition, Desktop supports all navigation features throughout the Windows 8 system, including the Charms bar and keyboard shortcuts. We'll cover this later in the story. There is, however, a significant significant visual Windows 7 and Vista. Desktop no longer uses the Aero interface, along with its transparency, animations, and other visual effects and intensive spelling strokes. Instead, windows are now flatter and with simpler colors. You cannot run the new Windows 8 applications from desktop. You will have to go back to the Start screen (press the Windows key) and click on its tiles, or else use the Search charm: Run the search charm, type the name of the app and then click the icon when it appears. (Full instructions below.) Typically, when you install desktop apps, they appear as icons on both desktop icons and tiles on the Start screen, so you can launch them in both locations. Some system utilities and other Desktop applications do not appear as icons on the Desktop by default; You can use the search charm to search for them and launch them. This handy menu provides takes you to a multitude of power user tools. Click to see larger picture. The lack of a Start button makes desktop annoying to use, but offers a useful trick: right-click the bottom left of the screen (or press the Windows + X key), and a menu appears that gives you access to the Control Panel, File Explorer (called Windows Explorer in previous versions of Windows), Task Manager, command prompt, and a variety of other administrative tools and power users. (You can also bring this menu of power tools from the Start screen using the same methods.) Introducing the Charms barThe new Charms bar gives you quick access to various powerful tools for navigating and working with Windows 8. When you move your mouse to the top right or bottom right corner of the screen to make the bar charms appear, your icons are not labeled, so at first it's unclear what they do. As you move your mouse toward them, however, the full charms bar appears with labeled and easy-to-see icons on a black vertical bar. At the same time, a black rectangle appears toward the bottom left of the screen, displaying the time and date, and if you are using a portable device, the state of your Internet connection and power supply. The full charms bar appears on a black background as you move your mouse toward it. Click to see larger picture. You can also display the full Charms bar by pressing the Windows + C key on the keyboard -- or, if you have a touch-screen device, sliding from the right edge of the screen toward the center. You can get to the Charms bar no matter where you are in Windows 8 -- on the Start screen, on desktop, in a Windows 8 app, and even in a desktop app. This feature is a ways microsoft tried to join the Start screen and desktop.There are five charms in the Charms bar. Several of them are context-sensitive and offer slightly different options depending on what you are doing at the time you invoke the bar. Here's a brief description of what every charm charm Click on this and you can search for apps, files and settings; you can also search within any application. Below the search box is a list that includes Apps, Settings, Files, and each of your individual Windows 8 apps. When you enter a search term, click anything in the list to search for it. Then, to search for an app, you'd click Apps and search within an individual app, click the name of that app -- for example, to search your email, click the Mail.Windows 8 search charm with selected apps. Click to see larger picture. Windows 8 supports three keyboard shortcuts that take you directly to the charm of Search without going through the Charms bar first: Pressing the Windows + F key takes you to Search with Already Highlighted Files, the Windows + Q key takes you to search with selected apps, and the Windows + W key takes you to Search with Selected Settings. Because desktop no longer includes a Start button, you'll often use the search charm to run Desktop applications. It's kludgy -- press the Windows + Q key to start the Search charm, type the first few letters of the app name, and click the app icon you want to run. Note that when you are on the Start screen you do not need to cast this charm to do a search. Instead, just start typing what you want to look for, and the Search charm appears with your text in the search box. You can't do that from Desktop, though. To close the panel to the Charm of Search or any other charm, just press the Esc key. Share. Some of the new Windows 8 apps include an integrated sharing feature that lets you share app information via email, social media, SkyDrive, or messages. The Share charm of Windows 8, accessed from the Photo app. Click to see larger picture. Page 2 Is context-sensitive, so you can share what you're currently viewing as long as the app was written to take advantage of the Share feature. For example, the Photo app can share via Mail and SkyDrive, and the Music app lets you share via mail and the People app. At this point, few apps support the Share feature, and of those that share, not everyone can share in all ways -- it's up to the app developer to decide. Desktop applications cannot use the Share feature. Pressing the Windows + H key activates this individual charm. Start. Clicking this charm sends you back to the Start screen. If you're already on the Start screen, you'll go back wherever you were before you go to the Start screen -- a or the Desktop. Pressing the Windows key by itself accomplishes the same thing as clicking on the Start charm. The charm of Windows 8 Devices, accessed from the Photo app. Click to see larger picture. Devices. This charm is context-sensitive, so what appears when you click depends on what you're doing at the moment and what kind of devices you've connected to your Windows 8 computer or tablet. Generally, you use the charm devices to print from a 8 app and to manage your printers and other connected devices. For example, if you have two or more displays connected to your device, Devices lets you control how the screens work. Pressing the Windows + K key activates the charm of the devices. Settings. This charm, which you can also launch by pressing the Windows + I key on the keyboard, gives you access to a wide variety of application-specific settings and system-wide. When you click it, you'll see that it's split into two parts. The top is context-sensitive, showing settings related to what you're currently doing in Windows 8. If you click the Settings charm while you're in the Windows 8 Photo app, for example, you can designate which folders, computers, and websites (such as Facebook and Flickr) you want photos displayed, among other options. From the Start screen, you can change the settings related to tiles, such as showing tiles for administrative tools such as the control panel. The Settings charm, activated from the Start screen. Click to see larger picture. The bottom of settings is the same, no matter where you are; it lets you change the global settings of Windows 8 for your network, sounds, screen, notifications, power and keyboard. Click the Change PC settings link at the bottom of the screen to get to the new PC Settings screen, which lets you customize how the most important features of Windows 8 work from a single location. For example, your Customize section lets you change your account image and background images to your lock screen and Start screen, and choose which Windows 8 apps - Time, Mail, and so on - should provide information for the lock screen. (Desktop apps cannot send information to the lock screen.) The PC settings screen: Unique purchases to customize how Windows 8 works. Click to see larger picture. If you're signed in to Windows with a non-Microsoft ID account, here's where you can change that. Click Users, then click Switch to a microsoft account and you can sign in with an existing Microsoft ID, or create a new one and sign in with it. You can also change a multitude of other system settings, including app notifications, search preferences, privacy options, and more. The settings are all simple and self-explanatory. Just click on what you want to change and get to work. A notable section on the PC settings screen is Sync your settings. Microsoft built Windows 8 assuming people would be using it with multiple devices. This feature allows you to synchronize some of your settings between them. You can your lock screen; account image; Desktop customizations; passwords for applications, websites, and networks; application, browser, and mouse settings; and so on. Just turn on or off which items you want to sync or don't sync. You can customize how your settings sync across multiple devices. Click to see larger picture. More system-by-system system you get to use Windows 8, navigation will probably confuse you - particularly because the two Windows 8 interfaces coexist restlessly. To help mitigate this, Windows 8 has a number of system-wide navigation features that are available wherever you are -- on the Start screen, on desktop, within a Windows 8 app, or in a desktop application. The Charms bar is one of them, but there are others too. One is a long-standing Windows favorite: the Alt-Tab key combination. Press it, and as in previous versions of Windows, a thumbnail strip of your running programs appears. While holding the Alt key, continue pressing the Tab key until you reach the thumbnail of the program you want to run. Release the keys and switch to this program. The old standby, Alt-Tab, works on Windows 8. Click to see larger picture. Another way to switch between your running apps is to move the mouse pointer to the upper-left corner of the screen (called the hot corner). A small thumbnail appears from the last app you were running, or where you were last. Click on it to change there. Keep clicking, and you'll scroll through all your apps and open locations. There's one caveat, though: you won't scroll through all your Desktop apps. If you have three desktop-related items running, only the last application that was opened in full screen, or the Desktop itself, will appear in the upper-left corner. It's just another example of desktop post-reflection status in Windows 8. (See Learn the start screen for the differences between desktop apps and Windows 8 apps.) Here's another navigation trick to try: Move the mouse pointer to the top left hot corner until the thumbnail of your previous location appears, and then move the mouse pointer down. You'll see thumbnails of all your running apps. Click on any to switch to it. However, the same caveat remains here about desktop applications. Even if you have multiple Desktop applications running, you'll see only a single desktop-related thumbnail, or the last full-screen desktop app you were running on the Desktop itself. Preview of open app thumbnails in Windows 8. Click to see larger picture. As I mentioned before, pressing the Windows key acts as a location switcher between the Start screen and where you were last before going there. If you are a fan of the mouse instead of the keyboard, you can do the same thing by moving your cursor to the lower left corner of the screen. A small thumbnail of the Start screen appears (or if you're on the Start screen, from where you were earlier). Click on it to go there. Touch-screenWindows 8 supports a number of touch-screen gestures, including the swipe, pinchand rotate movements familiar to smartphone and tablet users. Tapping an item opens it; press and hold an item pops up a menu to display more information about it. Note, however, that these gestures often do not work in Desktop applications. Desktop. Learn the Start screen for the differences between desktop apps and Windows 8 apps.) Windows 8 also uses something called edge UIs, where you slide from the edge of the screen toward the center. Swiping from the right edge of the screen displays the Charms bar. Quickly sliding in and out of the left edge of screen cycles through your open apps. Although previous edge UI gestures work universally, some are specific to Windows 8 applications. When you're in a Windows 8 app, swiping up from the bottom of the screen or swiping down from the top of the screen displays the app bar (more on that in a

moment). And you can close a Windows 8 app by pulling down from the top edge of the screen to the bottom of the screen. The application shrinks to a thumbnail and then disappears. The following is a list of useful Windows 8 gestures, including more edge UI gestures. Keep in mind that not all of the following gestures work everywhere and apps. Typically, they do not work in desktop applications. Windows 8 Short Board Touch Gestures Don't use a touch-screen device? Like previous versions of Windows, Windows 8 includes a number of keyboard shortcuts, so you don't have to spend your life clicking. These previous keyboard shortcuts - for example, Ctrl-C for copying text - still work. But Windows 8 also has keyboard shortcuts for many of its new features. The following table shows some of the most useful shortcuts for Windows 8; it includes both the new keyboard shortcuts and some that worked on earlier versions of windows. Windows 8 Working keyboard shortcuts with the new Windows 8 Assus apps mentioned above, Windows 8 ships with an add-on of new Windows 8 apps including Mail, People, Weather, Music, Bing, Photos, Maps, and others. You can also download third-party Windows 8 apps through the Windows Store, although there aren't many available yet. Providing details about how each of these applications works is beyond the scope of this article. So instead, I'll show you how to work with Windows 8 apps in general. (See Learn the start screen for the differences between desktop apps and Windows 8 apps.) One thing to note about most Windows 8 apps: they're usually not powerful. Some are totally anemic. They are more like tablet applications than full applications written for traditional computers. In Mail, for example, you can't create new email folders, read emails using threaded messages, or create rules for forwarding incoming email to specific folders. And the SkyDrive Windows 8 app doesn't files between your Windows 8 devices and your SkyDrive cloud-based storage (for this you will have to download the SkyDrive Desktop app). Most other Windows 8 applications have similar limitations. They are good for tablets, but are often not so good for traditional computers. Windows 8 apps are designed to run in full-screen mode, so you won't be able to resize them as as Apps. And there is no apparent way to close Windows 8 applications. It can be done, however: When you're in the app, press the Alt + F4 key -- or if you have a touch screen, drag from the top of the screen until the app shrinks to a small size in the middle of the screen, then continue dragging it to the bottom of the screen. However, you can also just leave Windows 8 apps running and let Windows 8 handle closing them for you. If you've released one and aren't using it anymore, Windows 8 will eventually close it if you don't come back. Windows 8 applications don't have visible menus or immediately obvious ways to control or customize them. To do this, right-click anywhere in the app or press the Windows + Z key; on a touch screen, swipe down from the top of the screen or up from the bottom of the screen. An app bar appears at the top or bottom of the screen, or both. The app bar is context-sensitive, so what it displays varies depending on the application you're running, and even depending on what you're currently doing in the app itself. In the Weather app, the app bar appears at the top and bottom of the screen. Click to see larger picture. If you right-click when you're on the main screen of the Weather app, for example, you can tell the app to update to check the most recent weather, change degrees between Fahrenheit and Celsius, navigate to other places you've chosen to display the weather, and so on. If you view the app bar on the main screen of the People app, you can add a new contact or show which of your contacts are currently online. And if you view the app bar on the Notifications page of the People app, you can only refresh the page to check for the latest notifications. Also, when you're in any app, you can run the Settings charm and change the settings for that particular app. The two Internet Explorers in Windows 8, Microsoft introduces Internet Explorer 10. No, let me change that a little bit. It introduces two different versions of Internet Explorer 10: one a Windows 8 application and the other a Desktop application. The Windows 8 IE app, like many other Windows 8 apps, is a bit weak. His biggest deficiency is that he doesn't have a favorite manager. You can pin sites to the Start screen, but that doesn't replace a Favorites manager, because you won't be able to group the sites into folders -- and if you pin too many sites, your Start screen gets so cluttered that it can barely be usable. The Windows 8 version of IE also does not browser extensions, or ActiveX controls. In addition, both versions of Internet Explorer do not always play well together. When you open a site in one version, that site doesn't open in the other version -- so you can have a site collection open in windows 8 version and another site collection open in the Desktop version. For these reasons, some traditional PC users will choose to give up Windows 8 IE in favor of the Desktop version. If you want to try the Windows 8 version, here are some tips for using it. Using the Windows 8 IE10 application The Windows 8 version of Internet Explorer shows only one full-screen web page. When you start the Windows 8 version of IE, at the beginning all you see is a web page with no address bar or other controls. Right-click or press the Windows + Z key (or swipe down from the top or top of the bottom of a touch screen) to display the app bar, and two sets of controls appear. The Windows 8 IE app with controls. Click to see larger picture. At the top are thumbnails for the latest sites you've visited or tabs you've opened; Click on any to go there, or click the X at the top of any to close it. Page 3 To go to a new site, click the + button to the far right of thumbnails and a page appears with a blank address bar at the bottom, a list of sites you've visited frequently, and any sites you've pinned to the Start screen. Click on a frequently visited website or website to go there or enter an address in the address bar. Opening a new blank tab in the Windows 8 version of Internet Explorer: nothing at the top, thumbnails, and an address bar at the bottom. Click to see larger picture. Also at the top when you display the app bar is a button with three dots on it. Click on it and you'll have two options: Close all your tabs or start a new inprivate navigation tab that prevents IE from storing cookies, website history and other data about your browsing session. At the bottom of the screen when you display the app bar in IE is an address bar; buttons forward, backward and upgrade; a pin button that lets you pin the current site to the Start screen or add it to Favorites (which you can use only in the desktop version of IE); and a wrench button that, when clicked, allows you to search for text on the current web page, view the page on the desktop version of Internet Explorer, or download a Windows 8 app associated with the site you're visiting if it has one. The address bar does the double duty as a way to go to websites and perform searches: Just type a web address or a search term into the bar. When you type a search term, you'll see several types of results - those from websites you've visited frequently, those from sites you've pinned, those of your Favorites and those on the Web, via Bing. Note that you don't need to make all controls appear to use the back and forward buttons. When you are on a web page, move the mouse cursor to the left edge of the screen and an arrow appear; move it to the right edge and a forward arrow appears. The lower set of controls - the Address Bar and multiple buttons - also appears from time to time without you having to view the app bar. For example, they appear when you click a link or when you use the back and forth arrows, as described in the previous paragraph. To do the go away, right click, press the Windows + Z key, or swipe down from the top on a touch screen. Using the Desktop version of IE10 Changes to the Desktop version of IE are usually under the hood: notably, improved performance and a revised rendering engine. So just use the desktop version of IE the same way you've always used it. Other new features How there have been many other changes in Windows 8, too numerous to list in this article. Here are some of the most important. File explorer The file management application called Windows Explorer has been renamed File Explorer. The change is not just in the name. It has also been redesigned and now has a Ribbon interface. (New Ribbon interface? Check out our Word 2010 cheat sheet to get acquainted.) Note that the first time you use File Explorer, the Tape may be hidden. To expand the Ribbon (or drop it if it is already expanded), press Ctrl-F1 or click the small down arrow in the upper-right corner of the window. You can also leave the Ribbon collapsed and just click on any tab to see its available commands. File Explorer, with the tape on. Click to see larger picture. The Ribbon's Home tab contains a bag of file management commands, such as copying, pasting, copying a path, moving, renaming, and opening. You can also create a new folder, select multiple files or folders, and more. The Share tab lets you share files and folders via email, burning to disk, printing, and so on. The View tab lets you customize the global File Explorer interface (for example, turning the navigation pane on the left side on or off) or displaying files and folders (showing hidden items or not, changing the size and configuration of the icon, and so on). Clicking the File tab on the left appears in a small box that lets you open new File Explorer windows, shows a list of your frequently visited places so you can navigate to them quickly, and includes several other features. File History This new feature, turned off by default, backs up files stored in your Libraries, Favorites, Contacts and Desktop. Keep in mind that your libraries include many folders, including public and private document folders, music, photos, and videos, so you can use this feature to back up many files. And you can add other sites you want to backup as well. It's a big improvement over the less useful feature of Windows 7 called Backwards. Of course you'll need storage media, such as a USB drive to back up your files, or you can back up local network storage. File History uses compression to reduce the amount of disk you'll need. And File History does more than just back up files. It also keeps interim versions of them, so you can see previous versions of a file. To activate file history, first run the Control Panel by typing Control Panel on the Start screen and clicking the Control Panel icon. Then, in the control panel search box, look for file history and click the File History link that appears. Click the Enable button and make the necessary selections, such as which drive you want to back up your data. Turning on the new Windows 8 file history feature. Click to see larger picture. Three tips to get more out of Windows 8 It take a little to get comfortable with Windows 8, so I've put together three tips to help you get up to it. The first two will help you make the most of the new interface, and the third will bring back an old friend: the Start button. 1. Customize the Start screen The Start screen that appears by default is not necessarily the Start screen that is best for you. There are many ways to customize it, though. Here I'll show you how to add, remove, rearrange and adjust the tiles on your screen. To remove a tile from the Start screen, right-click and select Unspin from the top of the bar that appears at the bottom of the screen. You can select multiple apps by holding the Ctrl key as you right-click on them and then unshoot them in a dropped swoop. If you don't want a live tile, such as the Weather app, to display changing information, right-click and select Turn off the live tile. To make a smaller tile or a small larger tile, right-click and select Smaller or Larger. Adding tiles to the Start screen requires a little more work than always doing them, but not much. If you're on the Start screen and know the name of the app you want to add, type your name. You will be sent to the search charm, and the app will appear on the left. Right-click, and on the bar that appears at the bottom of the screen, select Pin to Start. If you search for a desktop app and right-click it, you can also pin it to the Desktop taskbar. If it is already stuck in the taskbar, you can unlearn it. To browse a list of your apps (or many of them at least), you can right-click any tile on the Start screen and select All apps at the far right of the bar at the bottom -- or just press the Windows + Z key. (I haven't figured out how Windows decides which Desktop apps to list in All Apps. Right-click on all apps you want to pin and proceed as above. By default, tiles on the Start screen appear to be randomly placed in groups, but you can group them as you like. To move a for a different group, just drag it and drop it wherever you want, including in the middle of a group - the other tiles in the group will automatically rearrange to comfort it. To create a new group, drag a tile away from an existing group. When you drag it away enough from the group, and also far enough away from other groups, a vertical bar appears. That means you can drop the and a new group will be formed with the application in it. Now drag other tiles into the group. To name the new group, hover over the lower-right corner of the Start screen and click the icon (minus). All your groups and tiles will minimize for small thumbnails. Right-click on a group and a Name Group icon appears on the bar at the bottom of the screen. Click the icon, enter the group name, click the Name button, and that's it. You can also move the group to a different location on the Start screen. Right-click the thumbnail, drag it where you want it to be, and drop it there. Customizing the Windows 8 start screen. Click to see larger picture. 2. Run apps side-by-side Windows 8 applications typically running in full screen -- unlike desktop applications, they don't appear in win-win windows, and at first glance, it looks like you can't run them side by side. However, using a feature that Microsoft calls Snap, you can run two Windows 8 applications, two desktop applications, or one on each side by side. (Note that Snap only works if you have a minimum screen resolution of 1366 x 768.) First, make sure that you are running both applications. When you're in one of the apps, move your mouse to the top-left hot corner. When a thumbnail of your last location appears, move the mouse down and thumbnails of currently running apps will appear. Click and hold the thumbnail of the application you want to run side by side with the current one, and then drag the thumbnail to the right and drop it. The two apps will now be running side by side, with what you just dragged appearing in a sidebar on the left. Running apps side by side in Windows 8. Click to see larger picture. You can use each application as usual. There is a three-point border on it running on the right side of the application running in the sidebar, separating the apps. Drag it left or right to resize the app so that it more or less of the screen. To rerun only one app, drag the dotted bar to the edge of the screen. 3. Bring back the Start button One of the biggest complaints about Windows 8 is that Microsoft killed the very useful Start button on desktop. However, I found two downloads that bring back some of the features of the Start button. One of them even allows you to bypass the Start screen completely and go directly to the Desktop when you sign in to WinAbility Software's Windows 8. StartFinity Starter Edition adds a Start button to the Desktop. Click on it, and up pops up a list that looks a lot like the old Windows 7 Start menu, with links to Documents, Pictures, Music, control and so on. You can also click Programs to view and run all your Desktop applications. Starter Edition is free, but if you want to customize the program, you'll have to pay \$14.95 for the full version. StartFinity adds its own Start button and menu to Windows 8 Desktop. Click to display larger image. Another option is Stardock's start8. He He a menu very similar to the old Windows 7 Start menu, with links to programs, Control Panel, Documents, and so on; it also includes a search bar to find programs and files. In addition to offering a menu like the Windows 7 Start menu, Start8 lets you go around the Start screen and go straight to the Desktop when you sign in to Windows 8. Click to see larger picture. It can be a bit confusing to use at first though, because to pop up the menu, you press the Windows key instead of clicking a Start button. (In place of the Start button on the left edge of the taskbar is a Windows button; if you click it will go to the Windows 8 Start screen.) Start8 also lets you boot directly to the Desktop, skipping the Windows 8 Start screen. It offers some other extras as well, such as allowing you to disable the Charms bar when you are using the Desktop and disable the top left hot corner on the Desktop. Start8 costs \$4.99, but you can try it for 30 days for free. See more computerworld Windows 8 release coverage, including news, comments, and blogs. Preston Gralla is a contributing editor of Computerworld.com and author of more than 40 books, including Windows 8 Hacks (O'Reilly, 2012). See more by Preston Gralla at Computerworld.com. Read more about windows at Computerworld's Windows Topic Center. This story, Windows 8 Cheat Sheet was originally published by Computerworld. Copyright © 2012 IDG Communications, Inc. Inc.

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