

# De-Mystifying Windows 8.1 and the April 2014 Update

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# Windows 8.1 Is RIGHT Click Driven. RIGHT CLICK Offers You Options, LEFT CLICK SELECTS and Executes an Action

- Windows 8 is the Operating System, NOT a program
- Foundation where programs reside
- It is helpful to have a Microsoft Account, but not required. A local account is sufficient. MS Account can be set up on the fly later.
- The Start Screen is a set of customizable tiles
- Right click on a tile to Resize, Turn live tile on or off, Pin or Unpin from the Start Screen or to the desktop taskbar
- Do not uninstall an app because you might want it again
- The Windows Key or WinKey on your keyboard gives you shortcuts

# Missing Start Button Right Click on a Tile to Resize, Turn Live Tile Off, or Unpin

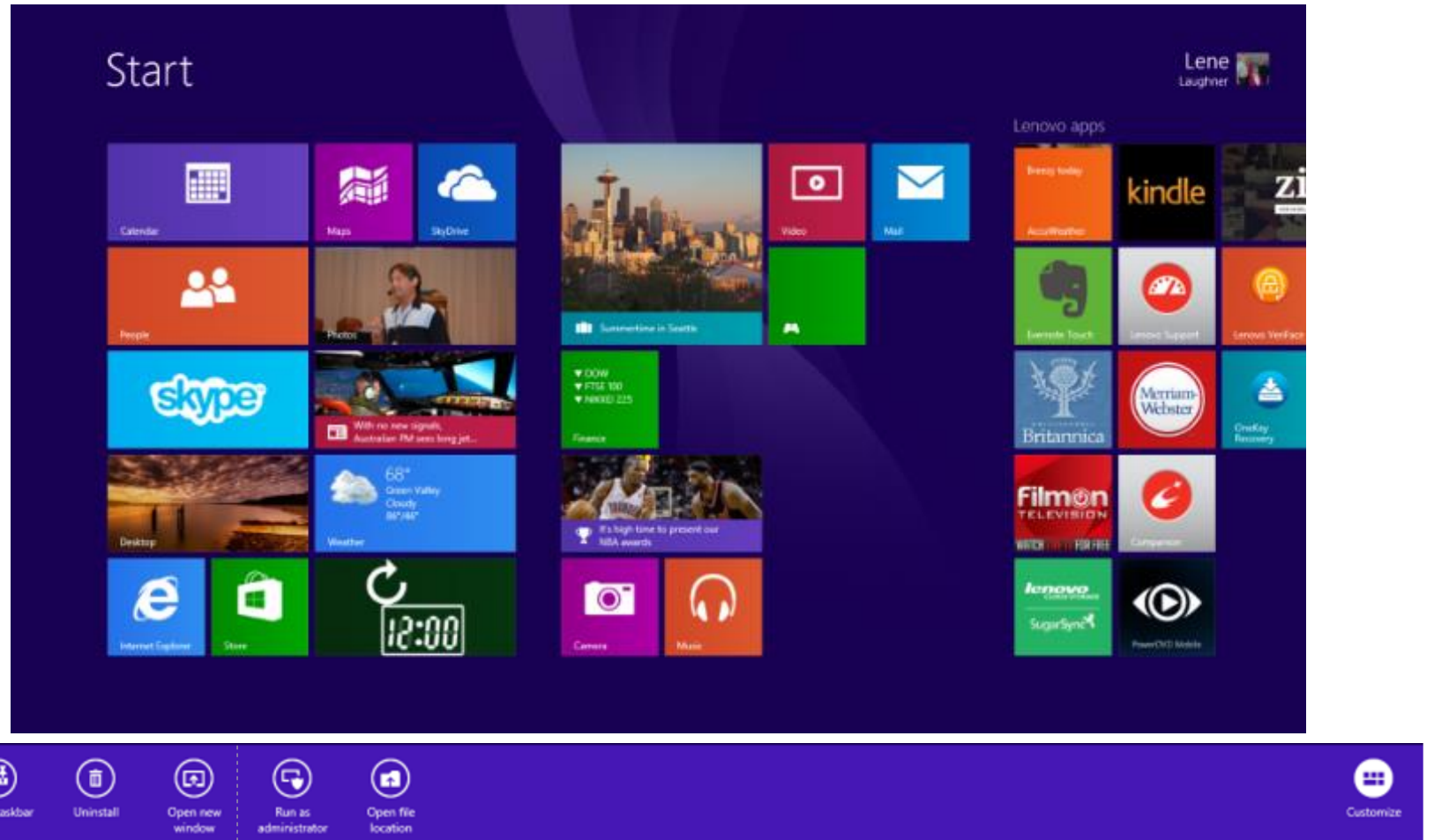
- To the disappointment of many users, Windows 8.1 did not bring back the start button.
- Instead we got the Windows tile at the bottom left of the Desktop
- Right click on the Windows tile and you get familiar commands on the menu to the right



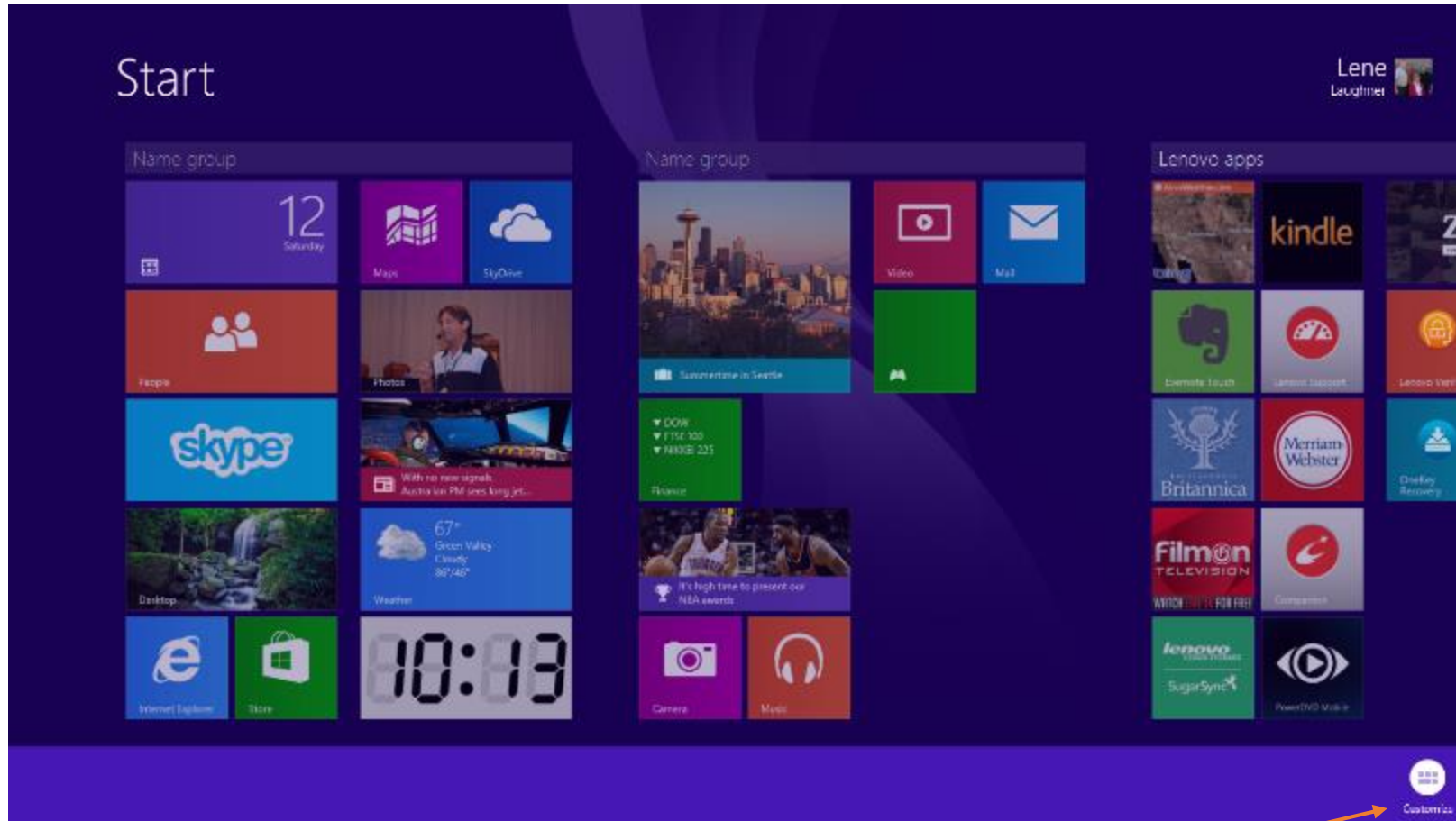
# Start Screen in Win 8.1.

## Right Click on a Tile to Resize, Turn Live Tile Off, or Unpin

- The menu at the bottom of the screen, enlarged here, gives you many options
- Hold down the left mouse button and drag your tile where you want it

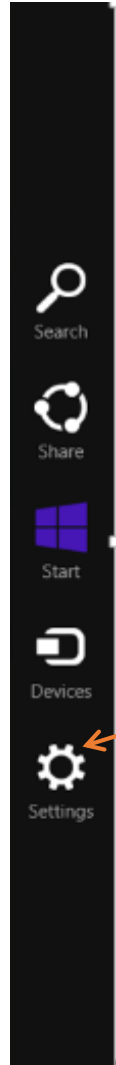


# Name Your Groups



Once you have customized the Start Screen, you can now give a name to each group by RIGHT clicking at the bottom of the screen and select Customize.

# Charms



- Putting your mouse in the right top/or bottom corner, you get the Charms. They will always turn up when you DO NOT need them.
- To make them stay, hold down your Winkey (Windows Key) and C.
- The Settings Icon is the one you will use the most, and this is where you can turn off your PC and change PC settings.



## Beware, Some of These Tiles Are Apps

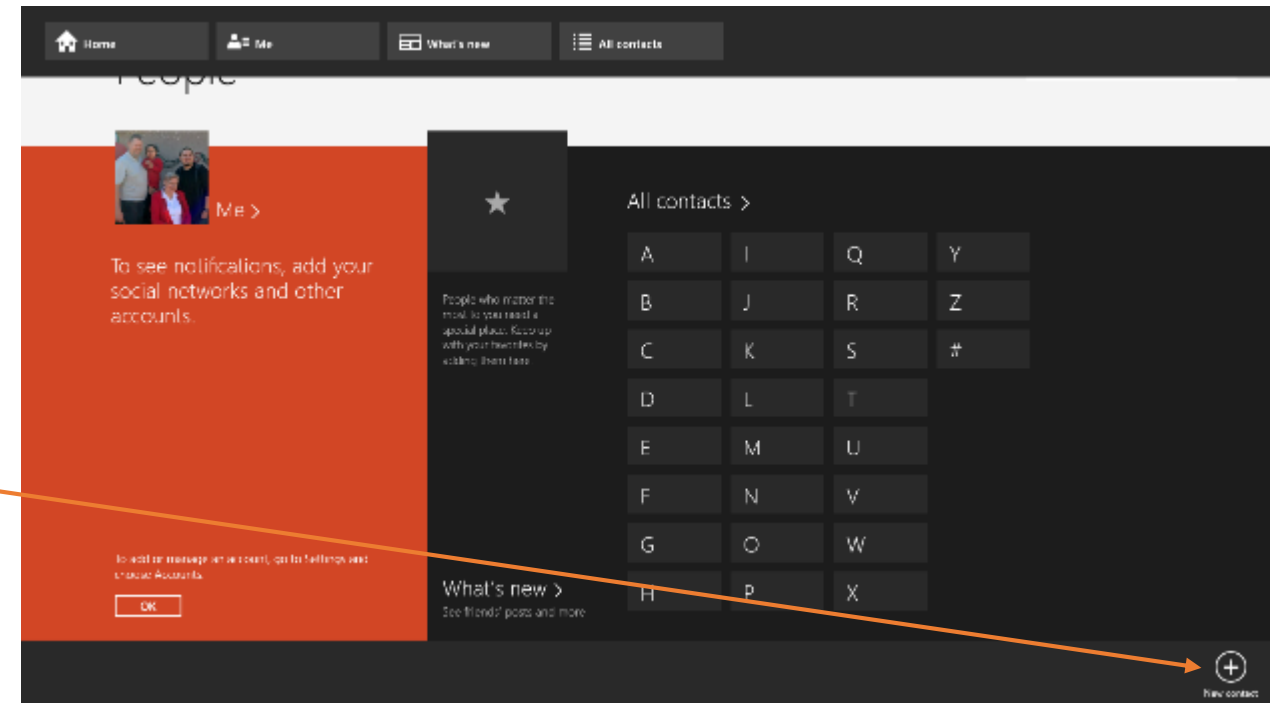
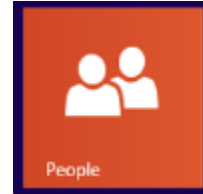
- On your Start Screen you have the WHITE **e** with the white halo for Windows Explorer
- The IE icon is NOT the full program, to get that, use the Blue **e** with the gold halo from the Desktop.



# E-mail



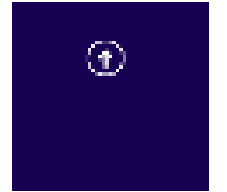
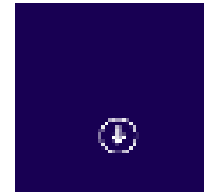
- Same goes for the email icon on the START screen. You will quickly learn that although you can add your accounts here, you CANNOT add your contacts.
- To be able to do that, you need to click on the Orange People icon, and when it is open, right click and select New Contact on the plus sign, at the bottom right corner





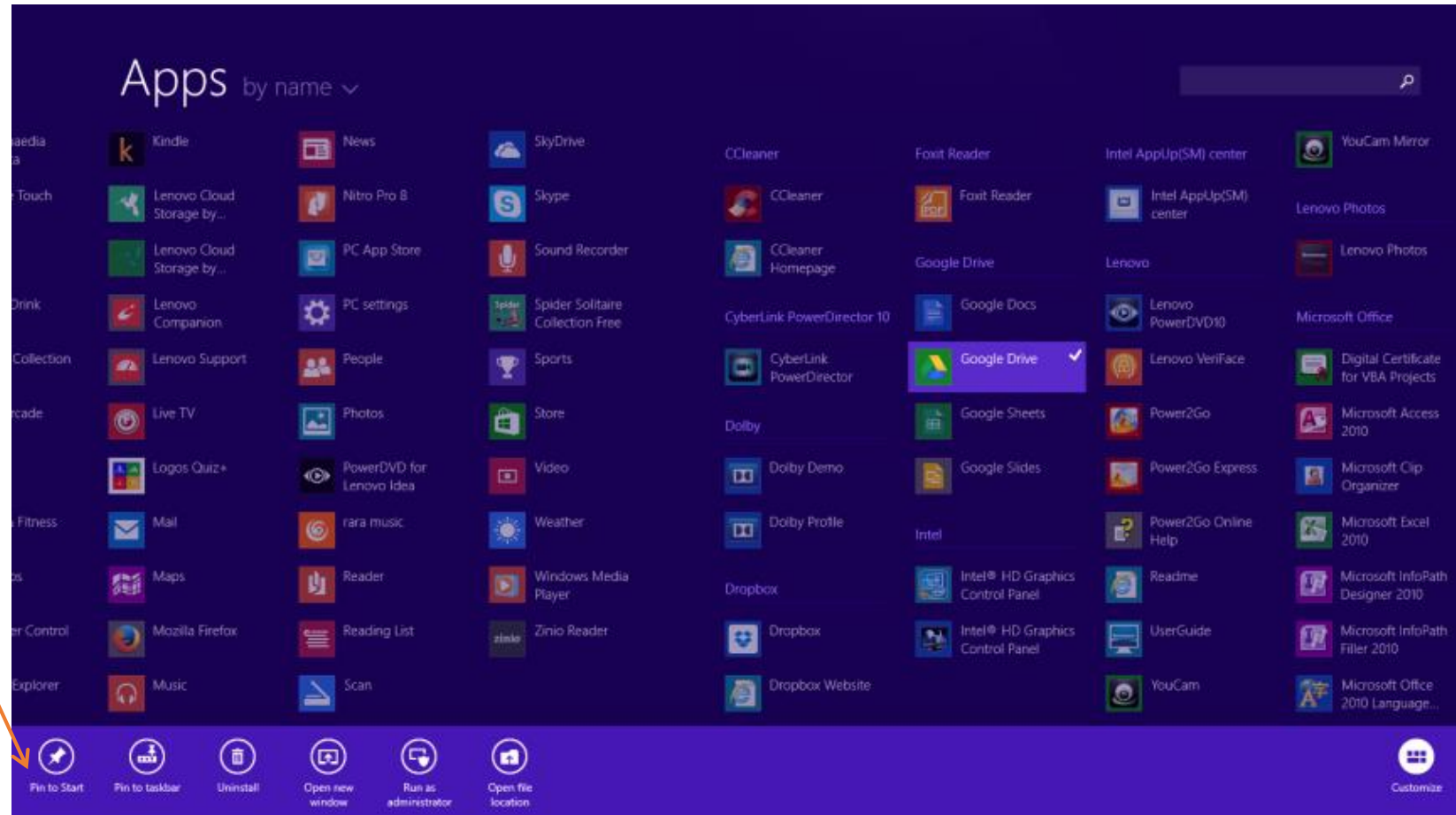
# Apps

- At the bottom left of your Start Screen you have a small down arrow that takes you to All Apps.
- The up arrow on the Apps screen will take you back to the Start Screen.
- You can use easily scroll through all apps by using your mouse scroll wheel, touch screen, or touchpad.



# Apps in Windows 8.1

- Right Click on an App to get the options at the bottom of the screen, i.e., Pin to Start, Pin to Taskbar, etc.
- These are the same options you get on the Start Screen
- **Not all of the options will appear with every app.**



# Add Apps to Your Start Screen From the List of Installed Apps

- To add an app or a program to the Start Screen, Right Click and select Pin to Start from the bottom of the screen. Every time you add a tile it will always go to the very right of your Start Screen, but clicking on a tile and holding down the left mouse button, you can move the tile to anywhere on the Start Screen.

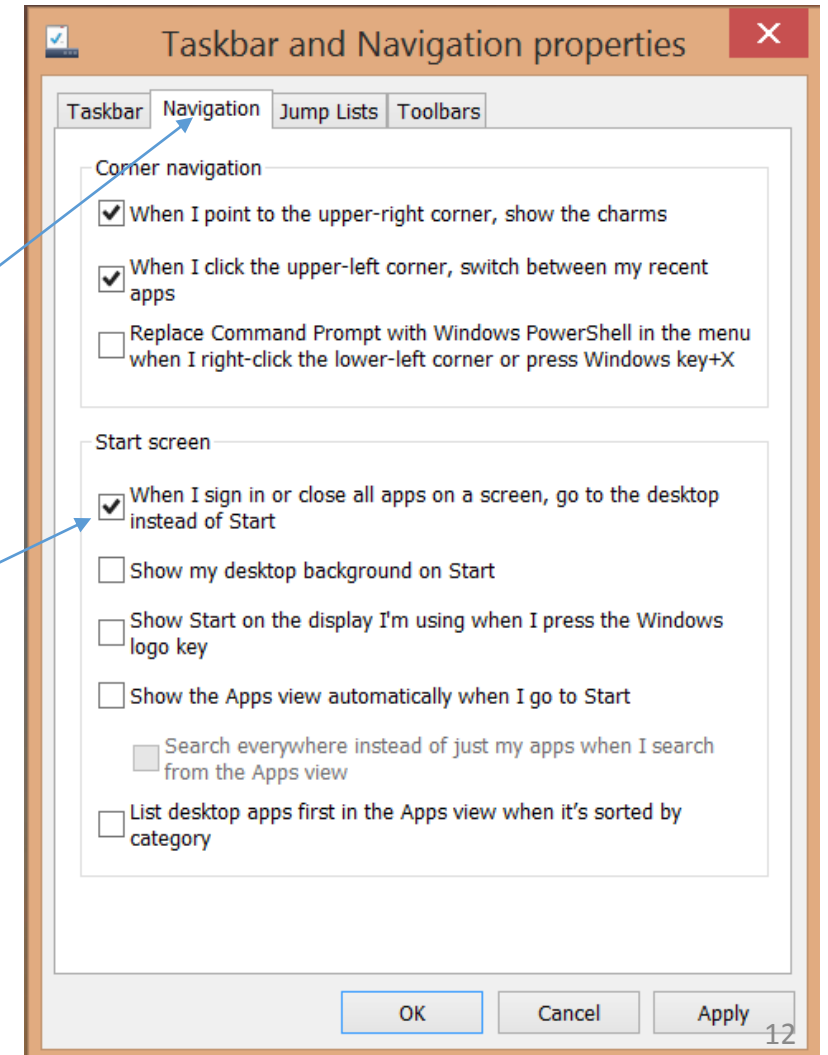


- The most important key on your keyboard is the Winkey or the Windows Key to the left of the ALT key. Use it to toggle between screens or get back to the Start Screen. It also appears as 4 white squares on the taskbar at the bottom left of your screen.



# Change How Windows Opens

- Opening to the Start Screen has been a bone of contention in Windows 8.
- If you wish to open to the desktop instead:
  - ✓ Right Click on the taskbar, select Properties, and click on the Navigation tab.
  - ✓ Now select how your computer opens.
  - ✓ Select Apply and OK and you are done.



## On Your Start Screen, Add a Tile that is a Link to an Internet Site

- In IE, open the site you want to add
- Click on Tools and select Add Site to App (or on the gear at top, far right.)
- Click on Add and close the window that opens.
- Go to Apps, find the site you just added, right click, and select Add to Start.
- Go to the Start Screen and move the tile from the very right to where you want it. (Anything you add to the Start Screen is always added to the very right.)
- Example, do this for your Gmail or Yahoo account if you want to avoid always opening a browser to get there.

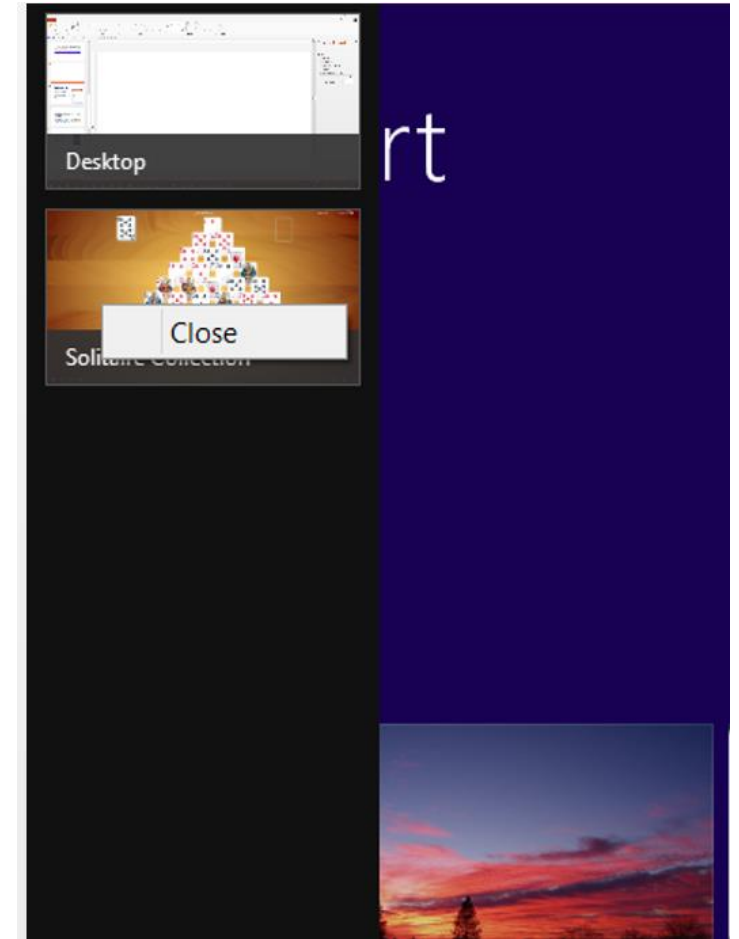
# How to Close an Open Window,

- To close an open window, move your cursor to the top of the window until the cursor becomes a hand.
- Holding down the left mouse button, you can now pull the hand down to the bottom of the screen until the window closes.



# See Open Windows

- If you have any open windows, you can see them in miniature the top left of your Start Screen by putting your cursor in the top left hand corner. Right click on the window and close it.



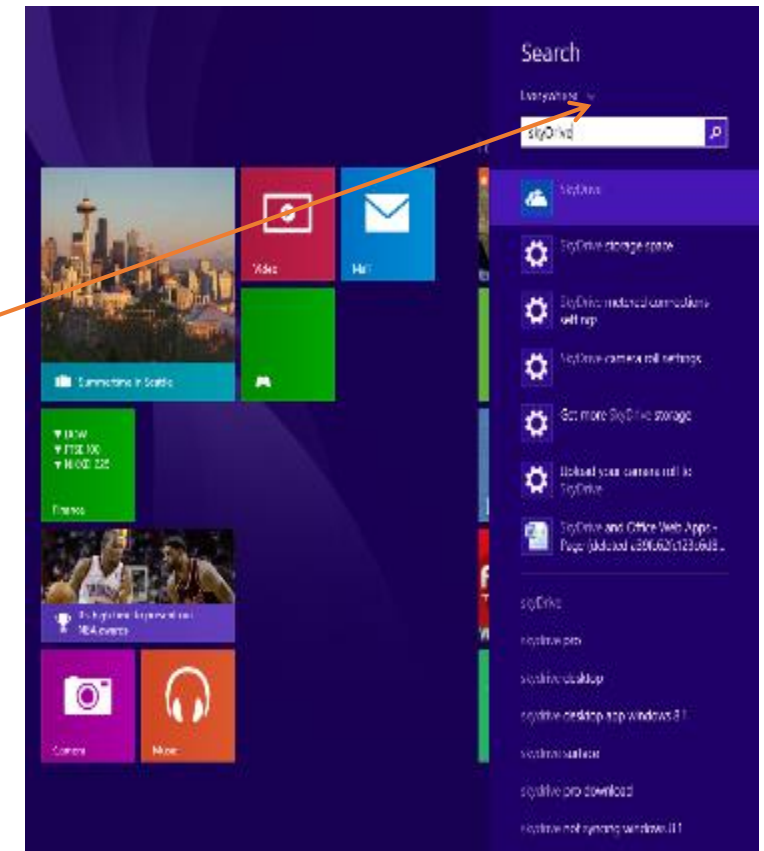
## Log-in Options

- Change the way you log in by going to the Start Screen and click on your picture, or the silhouette. You can now change your picture by clicking on Browse, which takes you to your pictures folder where you select the picture you want.
- Click on Sign-In Options where you can select a four digit pin instead of signing in with your password.
- Here you can also add accounts.



# Search

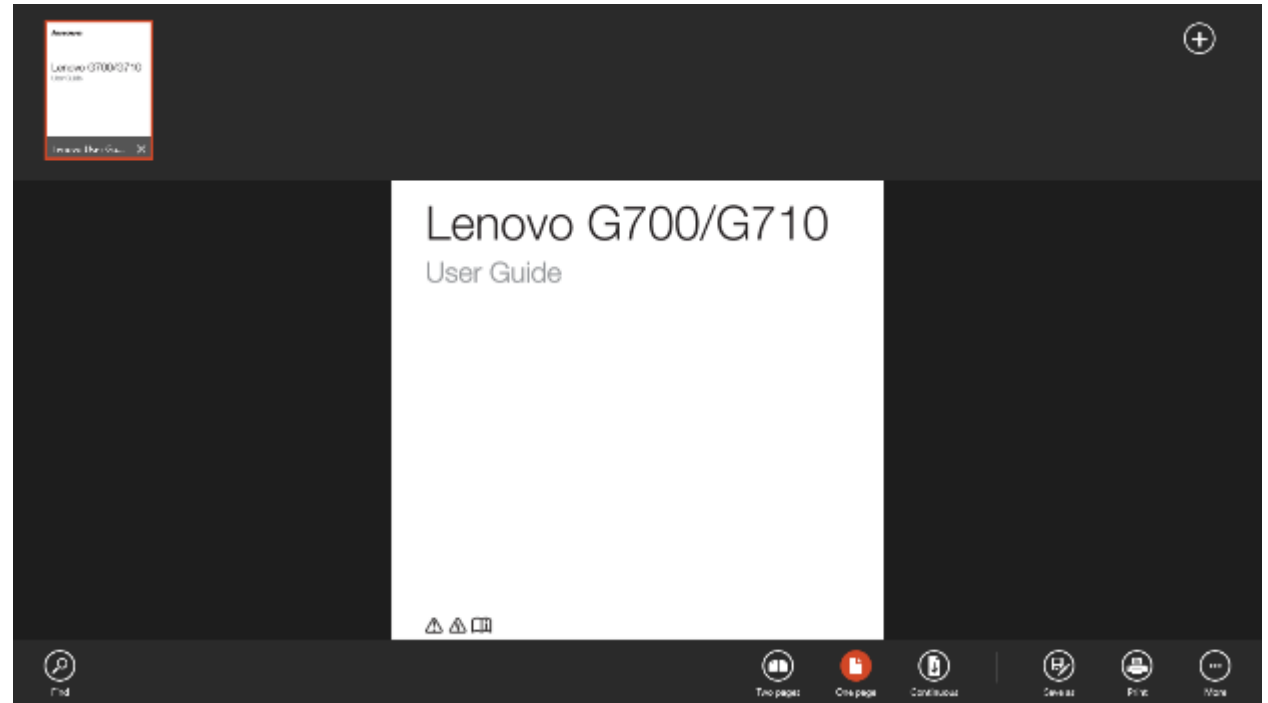
- To Search for something, place your cursor **anywhere** on the Start Screen and type what you are looking for in the search box that pops up. Select Settings or Files by clicking on the down arrow by Everywhere, and now you have several choices.



# Reader



- WIN 8.1 comes with a free Reader, the Orange Reader icon, that will launch automatically when opening a PDF file
- For print or save, Right click anywhere on the screen and you get the choices seen here, or hit Ctrl P to print



# Win 8.1 April 2014 Update Enhancements

**Why Should I Bother to Update the System I Hate?**

## How Do You Know You Have Gotten the Update?

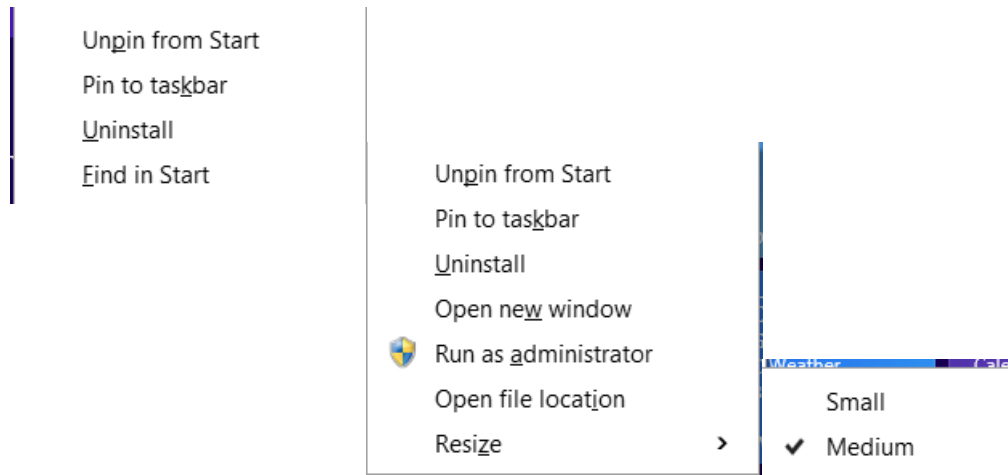
- Your First Clue: With the April 2014 update, Windows opens directly to the desktop
- Your second clue: The Store icon is now on the taskbar.



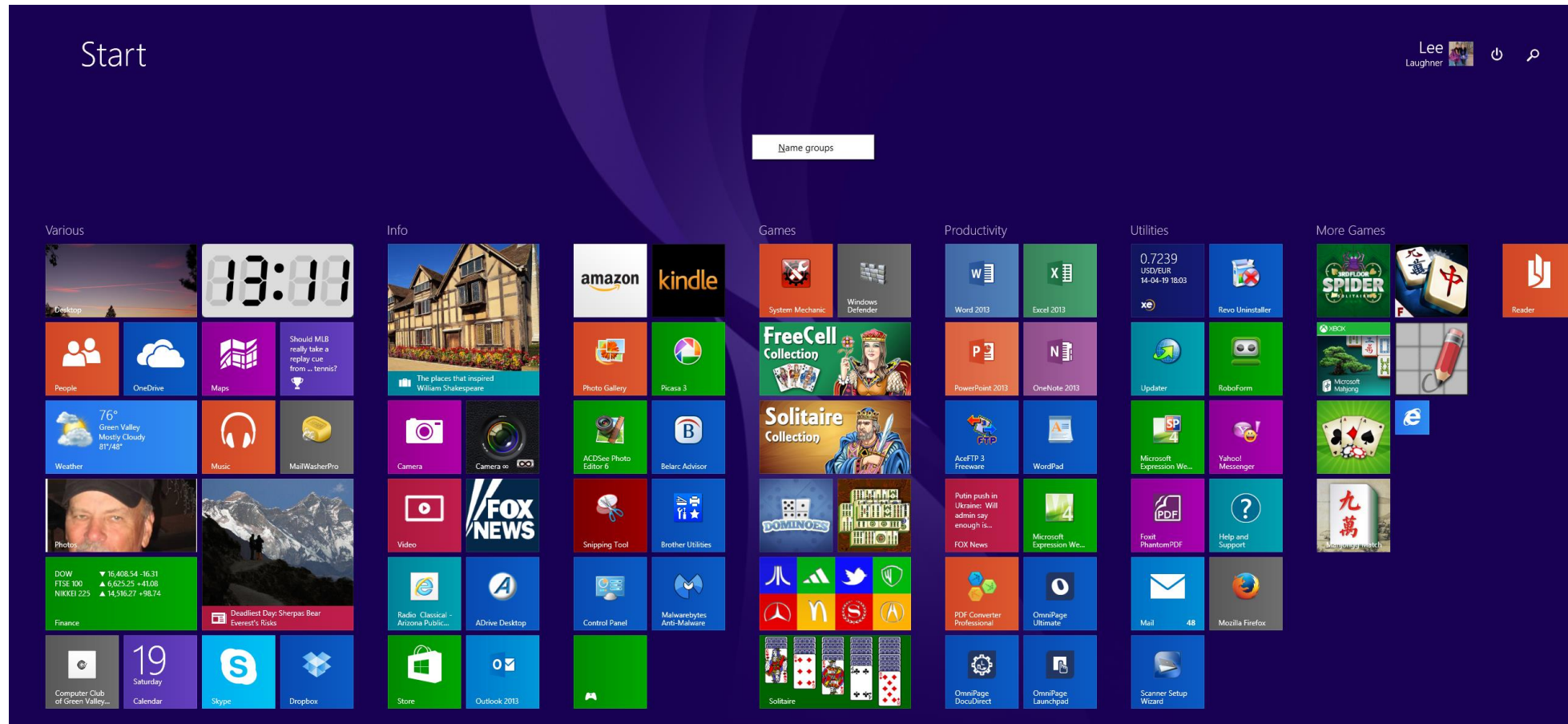
Keep in Mind that This Update Will Not Change Your Personal Choices Already Made

# Resize, Pin, Uninstall, etc., in Start or Apps in Win 8.1 April Update

RIGHT click on the app you want to change, and depending on application, you now get a pull down menu to perform these tasks right on the App instead of at the bottom of the screen



# Organize. Right Click Anywhere on the Start Screen to Name Your Groups

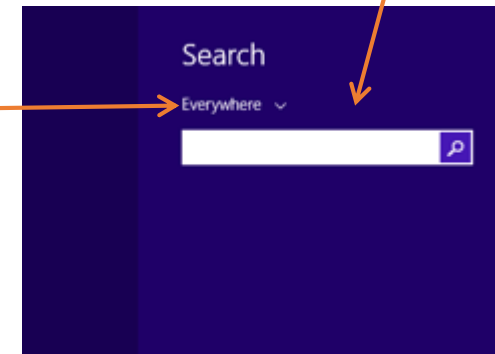
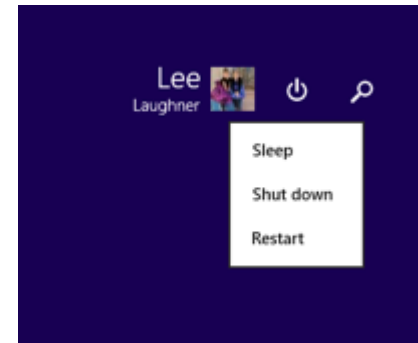
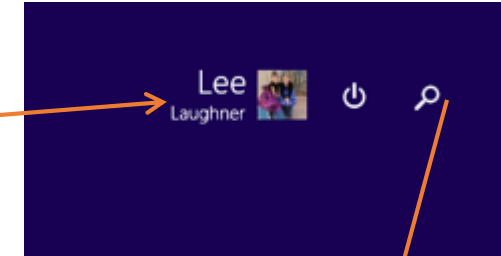


On the Start Screen, Microsoft has added Search and Power buttons in the top right of the screen next to your user account button

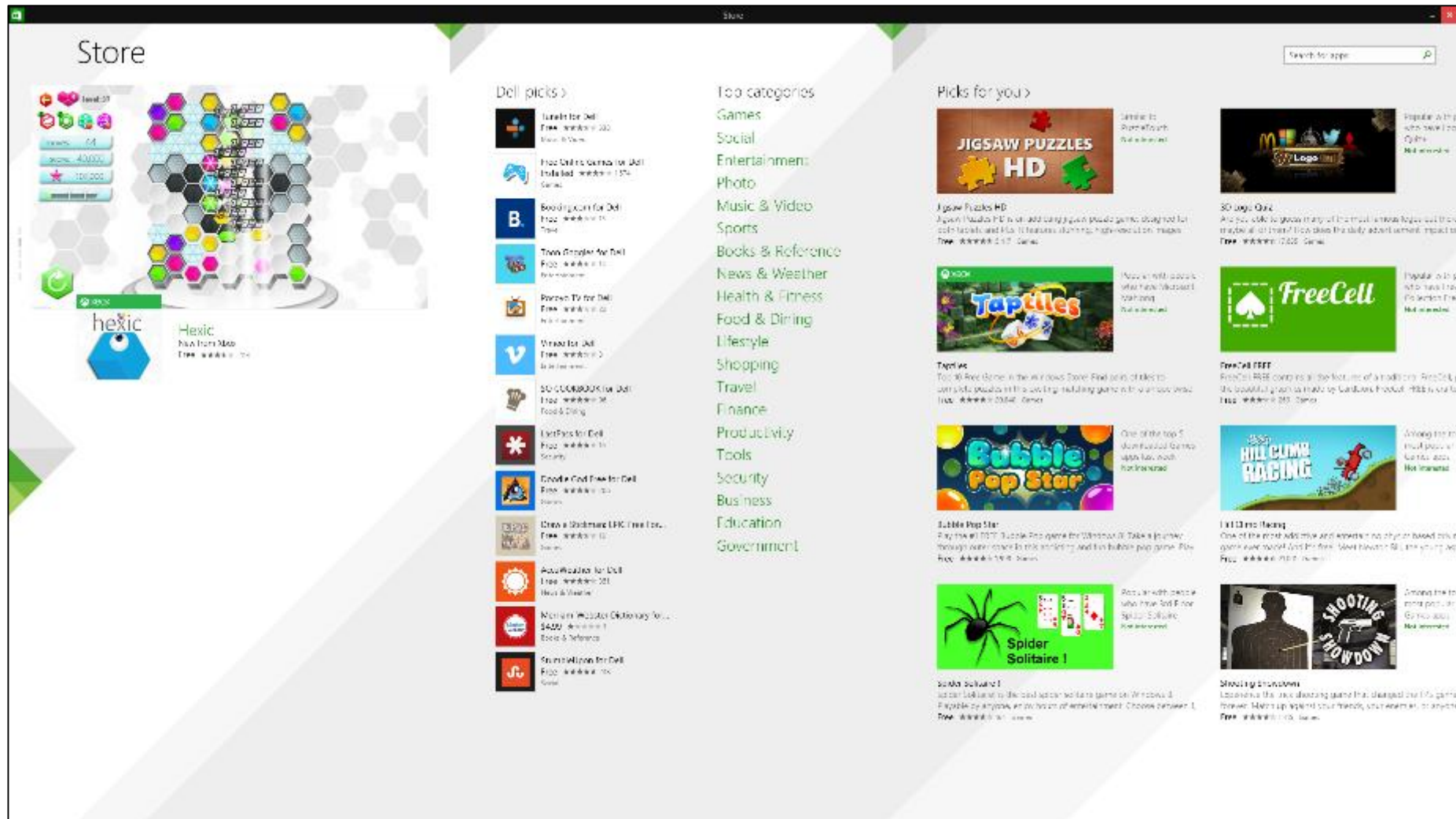
Be aware that depending on the computer used, not all people will see the power button

You can turn off your computer from here

To Search click on the search icon. Select Settings or Files by clicking on the down arrow to the left of Everywhere, and now you have several choices

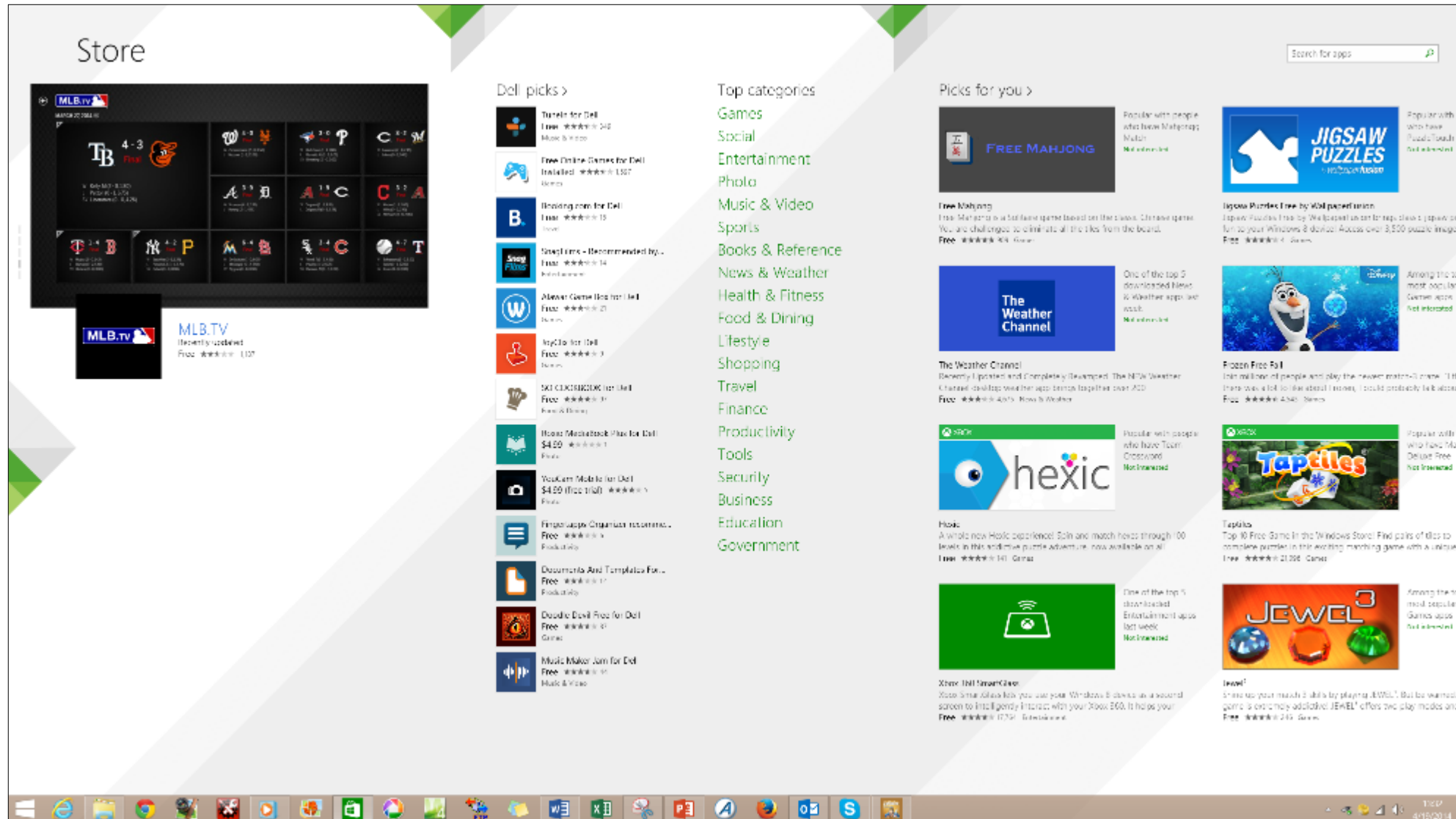


With the Latest Update to Win 8 in April 2014, the Apps Can Now Be X-ed Out, i.e. Closed or Minimized with the red X or Minimize Icon in the Upper Right Corner of the Screen on Most Computers by Putting the Curser to the Top or in the Upper Right Corner of the screen





Pointing the Mouse at the Bottom of the Screen, You Can See the Taskbar when in an App. Any Open Apps Will Always Show on the Taskbar when You Are on the Desktop.



# FINALLY: KB2919355

*If you see KB2919355 being reoffered in your list of Windows Updates, don't be alarmed.*

*Since Update 1 for Windows 8.1 and [Windows Server 2012 R2](#) released, there have been multiple fixes made available, but instead of offering them separately, Microsoft has updated KB2919355 to include them. However, when you see KB2919355 offered again, it is smart enough to only install those pieces that you need. It will not reinstall the full update. It takes less than 2 minutes to apply. A reboot is needed.*



Source: <http://windowsitpro.com/windows-81/windows-spring-update-being-reoffered-heres-why>