

Navigating the Windows 8 Tablets

Overview

In Windows 8, navigation is by swiping from the sides, top, and bottom of the screen. To login, swipe from the bottom. To access Microsoft Charms for navigation, swipe from the right. Touch or click Desktop from the Start screen to access the Windows 8 environment.

To access the **Touch Keyboard**, from the Desktop environment, touch and hold the Taskbar at the bottom until a menu pops up. Select Toolbars; select Touch Keyboard.



Windows Marketplace Store:

Currently (as of August 2013), BISD does not have a system in place to use the Windows Marketplace Store and Apps. Please do not create Microsoft store accounts for use with student tablets. TIMS is investigating the best solution for enterprise use of Apps in the school setting.

Swipe From the Right:

Swiping from the right side of the screen will reveal five charms – **Search, Share, Start, Devices, and Settings**. This will open an options panel with shortcuts to Apps, Settings, Start page. The function of the charms will change depending on if you are using the Start screen or using an app.

If you are holding a tablet, use your right thumb to touch the window's edge on the right, and swipe gently towards the inner screen. A menu bar will appear on the right, and a clock will display at the bottom left of the screen.

Swipe slow:

When you need to compare two windows in one screen but don't want to minimize the windows, all you need to do is swipe slow from the left to have the view of both screens. Each will cover half of the same screen, and you can select which window you want to continue looking in detail.

Swipe slow and pull:

If you have 5 applications running at the same time, and you want to preview and select an application from the five to use, simply swipe-slow from the left screen and pull-back. A left bar will appear showing all active applications.

Swipe down:

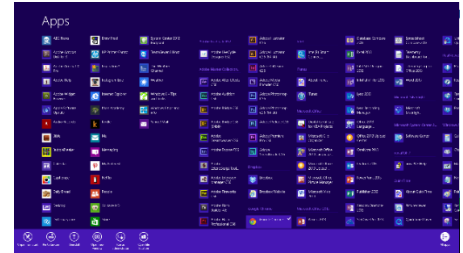
Every tile on your Windows 8 metro start screen is customizable. Swipe down on the tile to unpin it from the start screen, uninstall the app or change the tile size i.e. from rectangle to square or vice versa.

To Search your PC:

From the Start screen or the desktop swipe from the right, tap Search, and enter a term. Apply filters to show search results for apps, settings, or files. From the search screen you can also reveal all programs and apps installed on the tablet.

Pin Desktop Apps

Pin frequently used programs to the taskbar or create desktop shortcuts. Touch and drag slightly down on a program or app charm to activate. A menu will appear at the bottom of the screen to select pinning options. OR, while an app is running, press and hold or right-click on the app in the taskbar and select *Pin this program to taskbar*.



To Search your Apps:

When using search within an app your results will find information within that app.

To Search the Internet:

Enter search term and tap or click Internet Explorer.

Share functions within apps, not the desktop, to share files, photos, or webpages.

Tap **Start** or press the Start button on the tablet  to return to an app or the Start screen.

Tap the **Devices** charm to setup printers or to see all devices connected to your PC.

Tap **Settings** to personalize background display, text size, or to access the Control Panel.

Tap **Settings** within an app to change the setting for that specific app.

Shut Down, Lock, or Sign Out:

Close any desktop apps running. Swipe in from the right edge of the screen; tap **Settings**. Tap or click **Power**, and then tap or click **Shut down**.

For more detail on navigating the Windows 8 and Windows RT operating system visit:

<http://windows.microsoft.com/en-us/windows-8/basics#1TC=t1>.