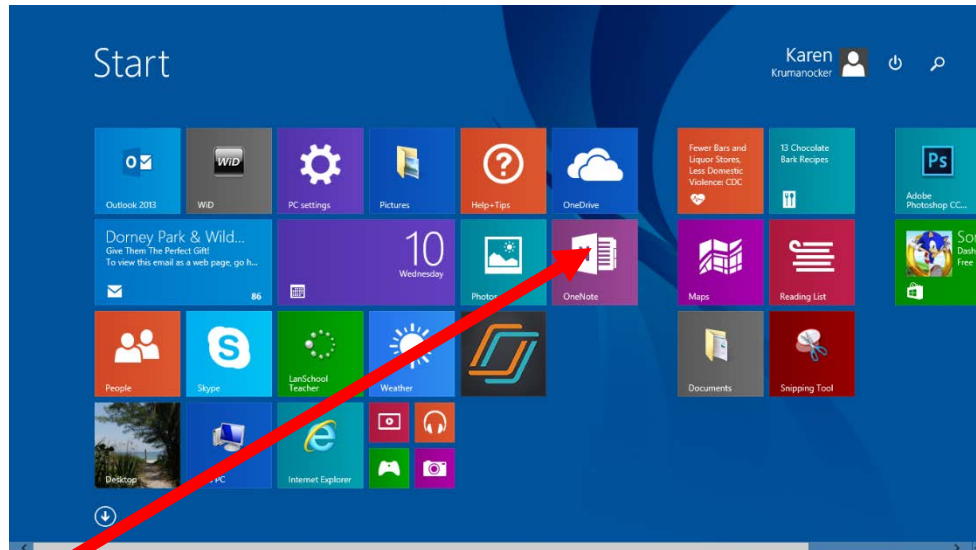


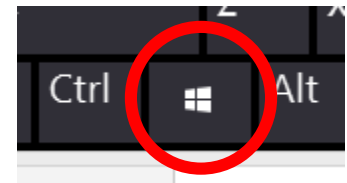
Tips and Tricks for Windows 8.1



Vocabulary

Tiles- the image you see above. Access them by clicking the flying windows key

Flying Windows Key- the key on the bottom left of your keyboard with a picture of windows.

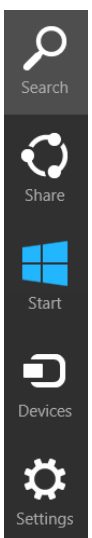


Pin to Start- means add a square to the tile screen.

Pin to Taskbar- means to place an icon for a frequently used program on the bottom task bar.



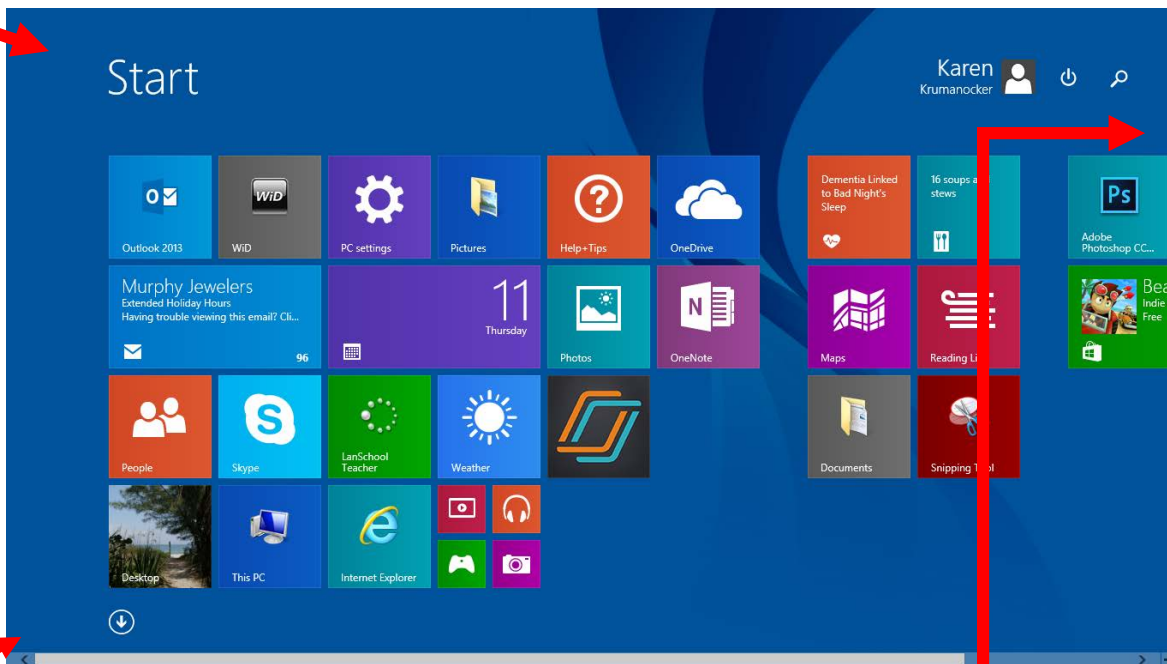
Charms- Accessed by moving the mouse to the top-right side of any screen and then moving down. The charms allow you to search within a program or application.



Know Your Screen : Hot Corners

The different corners of the screen are considered “hot corners.” When you move the mouse to these corners, you have access to different options.

Top Left- Displays all running apps



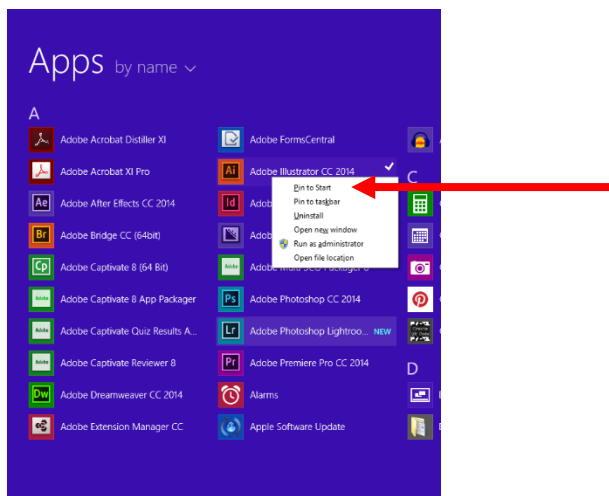
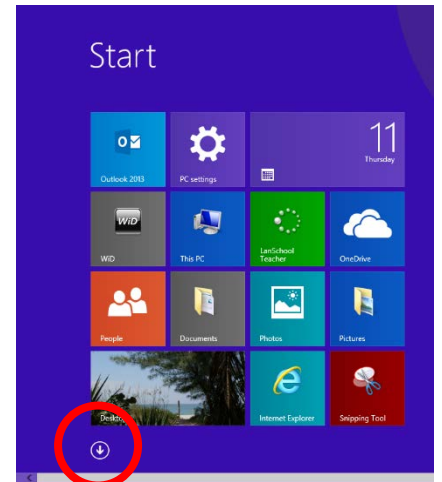
Bottom Left- Click to access the start screen, (can also access by pressing the flying windows key)

Right Side of Screen – Access the charms

Accessing Apps and Pinning to the Start Screen

To see a list of the apps installed on your computer, click the down arrow on the tile screen or swipe up with your finger.

To pin an app to the start screen, right-click the app and select pin to start.



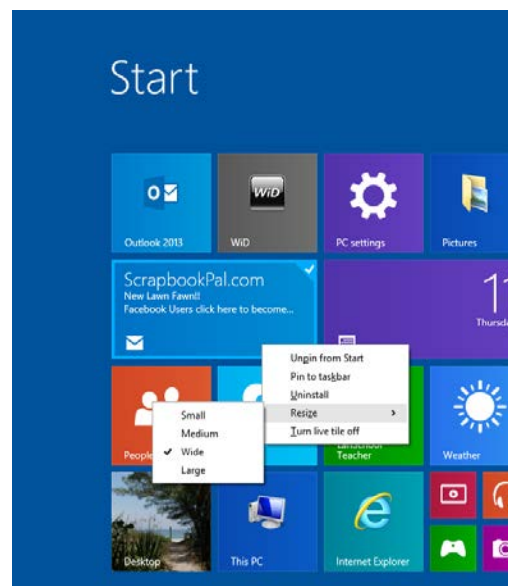
Customizing Tiles

Customize size:

- Right-click on the tile
- Click *resize*
- Choose *desired size*

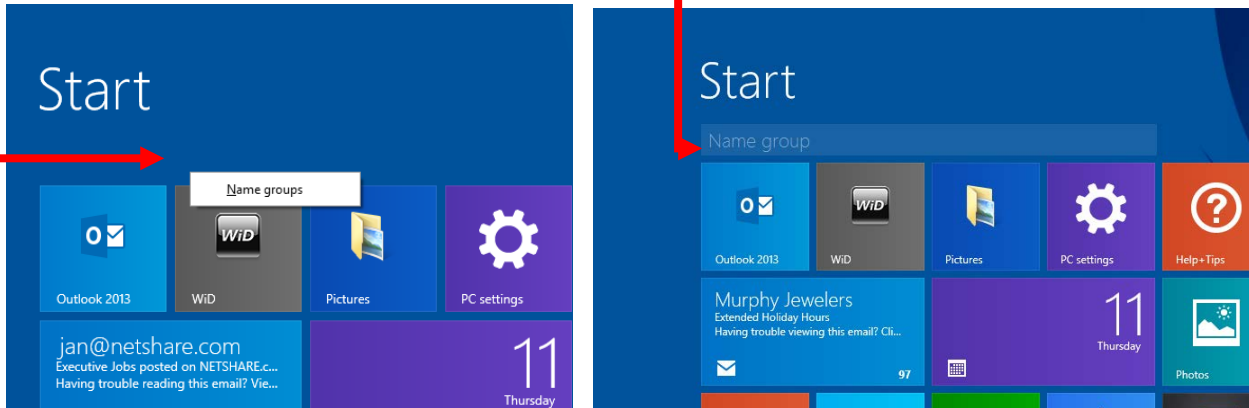
Customize Location:

Left-click tile and drag to desired location.



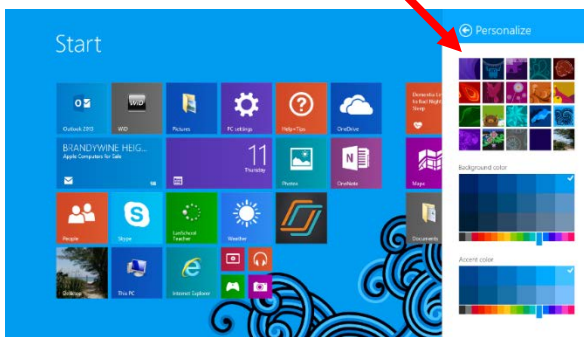
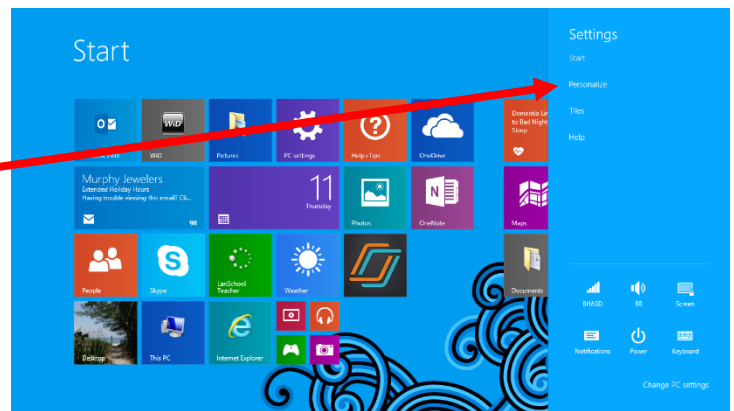
Naming Groups:

- Right click above the group.
- Click Name groups
- Type in name for each group



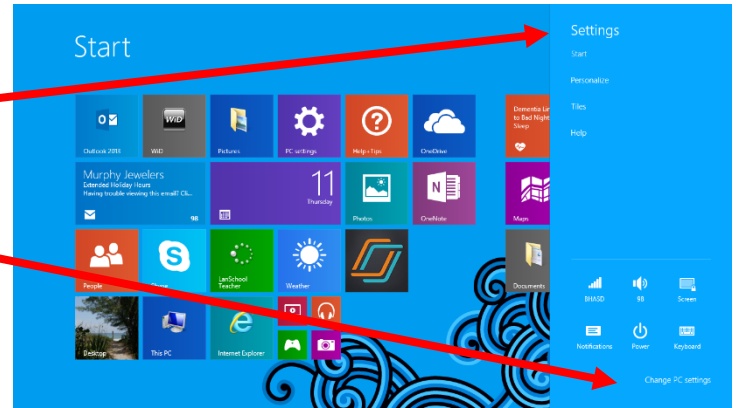
Setting the Start Screen Background

- Charms
- Settings
- Personalize
- Select the pattern and color.

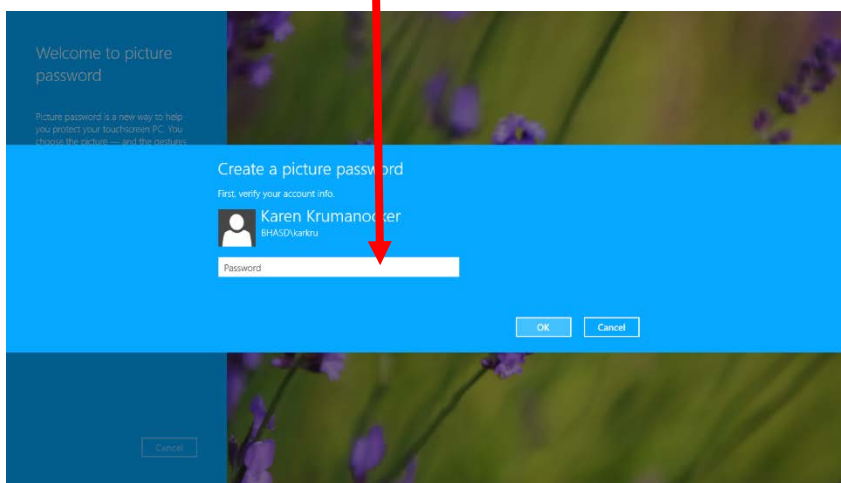
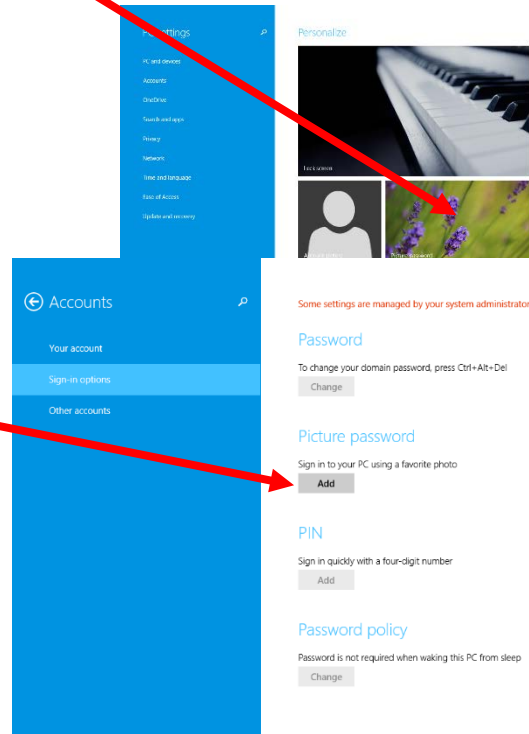


Setting a Picture Password

- Charms
- Settings
- Change PC Settings
- Users
- Click Picture Password



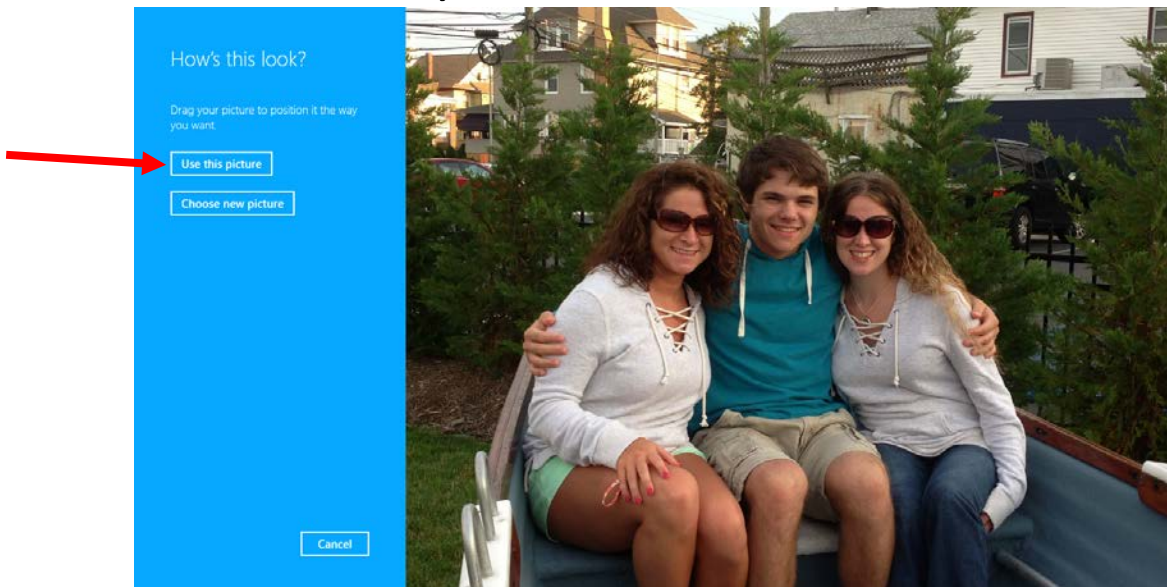
- Click Add under Picture Password.
- Verify your account by typing in your password.



- **Click Choose Picture**



- **Browse your pictures and make a selection.**
- **Click Use this picture.**



- **You need to make 3 gestures on your picture, and you will need to remember the order of them and the direction you moved. In my picture, I will click on each person's nose.**
- **The computer will ask you to create the gestures a second time. After you repeat them, click finish.**