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Getting Started with Windows 8.1

Hello. We at Lenovo® developed this publication to help you get started with the Microsoft® Windows® 8.1 operating system. Whether you are a new computer user or are simply new to Windows 8.1, we are confident that you find this information helpful now and in the future.

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Start screen

The Start screen is a simplified interface optimized for touch screens, but equally usable with a mouse or other pointing device. Each tile on the Start screen is associated with an app, Web site, playlist, person, or whatever else you find important. Some tiles are animated to show you the latest information, such as status updates or weather forecasts.

You can do the following on the Start screen:

- To open the associated app or function, tap or click the tile.
- To get to the Apps screen, slide up from the middle of the screen, or click the down arrow ⊙ near the bottom-left corner of the screen.
- To get to the desktop, tap or click the desktop tile.

Desktop

The Windows 8.1 desktop is similar in appearance and function to the desktop in earlier Windows versions. You can run traditional Windows programs, manage files, and access Control Panel settings on the desktop. Functions, such as search and navigation to programs and settings, which were on the Start menu of Windows 7 and earlier versions are now provided by the charms in Windows 8.1. See "Charms" later in this document for details.

The desktop provides the following components:

1 **Windows Start-screen control:** This control is located at the bottom-left corner of the screen. Tap or click this control to get to the Start screen.

2 **Taskbar:** This component is located at the bottom of the screen, next to the Windows Start-screen control. It contains shortcuts to the Internet Explorer® Web browser and File Explorer application. You can pin additional shortcuts to the taskbar. The taskbar also displays icons for open desktop programs.

3 **Toolbar:** This component is located at the bottom of the screen near the right edge. It contains shortcuts to certain tools, features, and settings.

4 **Desktop area:** This is the largest area of the screen and is where you can add icons as shortcuts to your programs and arrange the icons to your preference. You also can customize the appearance of your desktop.

Charms

The charms enable you to navigate throughout Windows 8.1, perform searches, access settings, share files, and so on. You can open the charms from the Start screen, desktop, or any other workspace.
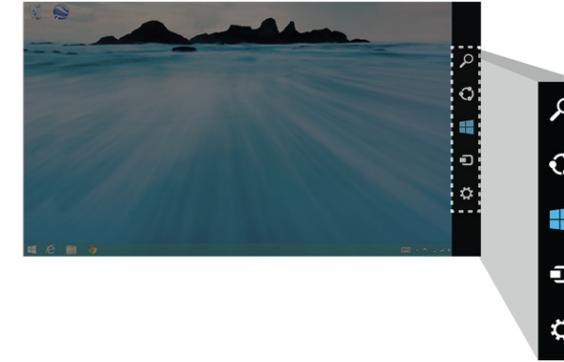
To open the charms, do one of the following:

- **Mouse:** Move the pointer to the top-right corner or bottom-right corner of the screen.
- **Touch:** Swipe in from the right edge of the screen.
- **Keyboard:** Press the Windows logo key + C.

The following sections describe the navigation functions supported on both the desktop and the Start screen or apps.

🔍 Search

Search for available apps, settings, and files.

🔗 Share

Share files, Web links, and other items with others. Full support is limited to Windows Store apps. To share an item, open a Windows Store app, select the item you want to share, open the charms, and then tap or click **Share**.

⊞ Start

Toggle among the Start screen, desktop, and an open app.

🖵 Devices

Interact with devices connected to your computer.

⚙ Settings

Customize your computer settings.

Touch gestures and mouse controls

Windows 8.1 supports the use of both touch gestures and mouse controls. The following are basic actions you can do using a touch screen or pointing device.

Notes:

- Touch gestures are supported on touch-screen computers only.
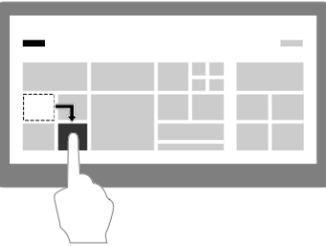- The touch gestures marked with an asterisk (*) might not be supported on some touch-screen computers.

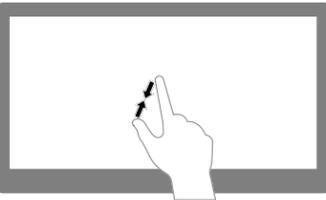## Open an app or make selections from an app
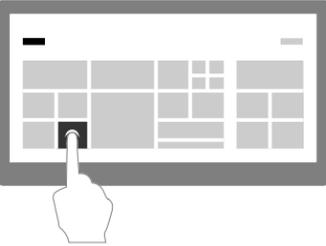
Touch
Tap.

Mouse
Click.

Move an object

Touch
Drag an item to the desired location.

Mouse
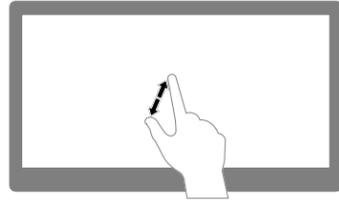Click, hold, and drag an item.

Zoom out

Touch
Move two fingers closer together.

Mouse
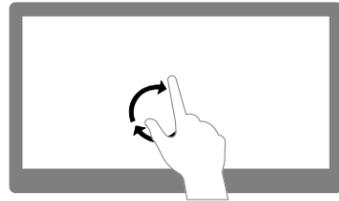Press the Ctrl key while scrolling the mouse wheel forward.

Zoom in

Touch
Move two fingers farther apart.

Mouse
Press the Ctrl key while scrolling the mouse wheel backward.

Rotate an item

Note: Some apps do not support rotate.

Touch
*Put two or more fingers on an item, and then rotate your fingers.

Mouse
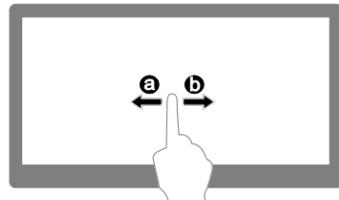If the app supports rotation, click the rotation icon.

Display the charms

Touch
Swipe in from the right edge.

Mouse
Move the pointer to the top-right corner or bottom-right corner of the screen.
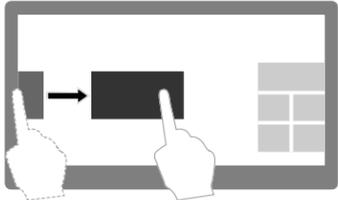
Scroll through items

Touch
Slide.

Mouse
- Rotate the mouse wheel.
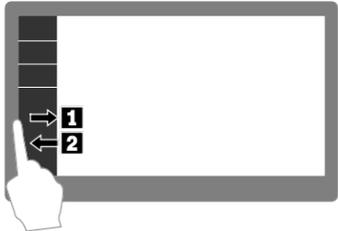- Move the pointer to display the scrollbar; then use the scrollbar.

Switch between apps

Touch
Swipe in from the left edge.

Mouse
Move the pointer to the upper-left corner of the screen, and then click. Keep clicking to cycle through all open apps.
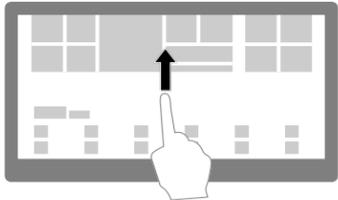
View recently used apps

Touch
Swipe in and out from the left edge.

Mouse
Move the pointer to the top-left corner of the screen, and then move the pointer downward along the left edge.
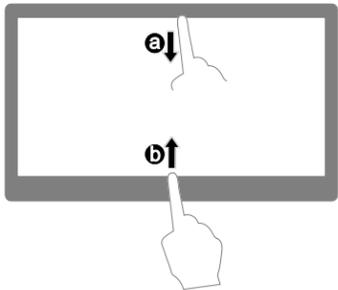
View all apps

Touch
Slide up from the middle of the Start screen.

Mouse
Click the arrow icon ⊘ located near the bottom-left corner of the Start screen.
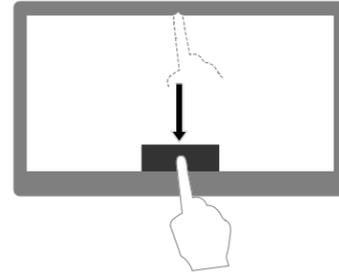
Customize tiles or display app options

Touch
Swipe in from the top or bottom edge of the Start screen or app.

Mouse
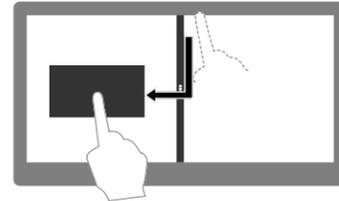Right-click a blank area on the screen or on a tile.

Close an app

Touch
Slide downward from the top edge of the screen to the bottom.

Mouse
From the top edge of the screen, click, hold, and move the pointer to the bottom. Then, release the button.

Display two apps side by side

Touch
Slide downward from the top edge of the screen to the left side or right side until you see a divider. Then, go to the Start or Apps screen and tap the next desired app.

Mouse
1. From the top edge of the screen, click, hold, and move the pointer downward and then to the left or right. Release the button when you see a divider.
2. Go to the Start or Apps screen and click the next desired app.

More Windows 8.1 tips

For more instructions on how to use the Windows 8.1, do any of the following:

- Open the **Help+Tips** app from the Start screen or Apps screen.
- Go to http://support.lenovo.com/windows8.1 to visit the Lenovo Windows 8.1 Support Center.
- From the Apps screen, tap or click **Help and Support** to open the Windows Help and Support information system.

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