



Your familiar Windows, only better.

Your quick guide to Windows 8.1 for business



Microsoft

Discover the Start screen.

Your Start screen has all of the information that matters most to you. Live tiles keep you up to date. Your favorite apps, such as Office apps, People, News, and more are front and center.




To launch an app:



Click or tap the app tile that you want to open.

To return to the Start screen:



Swipe in from the right edge of the screen, and then tap Start .



In an open app, point to the upper-right or lower-right corner to reveal the charms. Click Start .



Press Windows key .

* Microsoft Office may be sold separately

Access all of your apps.

The Windows built-in apps like Calendar, Weather, and News power you through essential tasks. Your corporate line-of-business apps increase your productivity and help you stay connected to the tasks that support and enhance your workday. Accessing and sorting your apps take just a few simple clicks or taps.

To access all of your apps on the Start screen:



Swipe up from the middle of the Start screen.

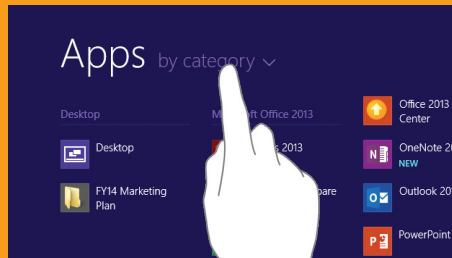


Click the down arrow (↓) near the lower-left corner.



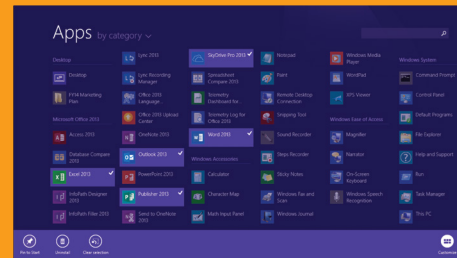
Press Ctrl + Tab.

To sort your apps in the Apps view:



In the Apps view, click or tap the sort option.

To pin apps to the Start screen in the Apps view:



Press and hold the first app to select it. Then tap the other apps you want to pin. Tap Pin to Start.



Right-click one or several apps you want to pin. Click Pin to Start.

* Microsoft Office may be sold separately

Get around faster.

With Windows, you can find things fast, switch between apps, and get around efficiently on your device by heading to the edges and corners.

To see a list of open apps:



Swipe in from the left edge, and with your finger still on the screen, move it back toward the left edge.

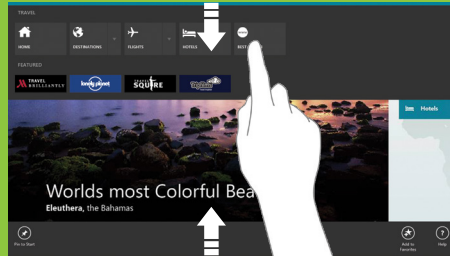


Point to the upper-left corner of the screen and move the pointer down the edge.



Press  + Tab.

To reveal app commands:



Swipe up from the bottom or down from the top edge of the screen.

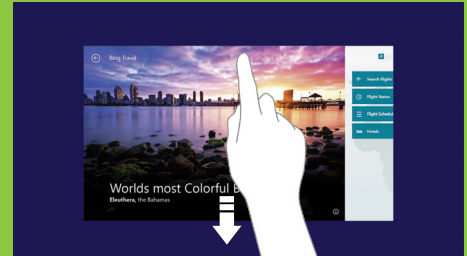


Right-click within the app.



Press  + Z.

To close an app:



Drag the app from the top edge to the bottom of the screen.



Press Alt + F4.

The charms are always there for you.

No matter where you are in Windows, the charms help you execute the tasks you do most often. The five charms—Search, Share, Start, Devices, and Settings—provide access to common tasks and are always available from the right side of your screen.

To reveal the charms:



Swipe in from the right edge of the screen.



Move your mouse pointer all the way into the upper-right (or lower-right corner). When the charms appear, move down (or up) the edge.



Press  + C.



Search: Get quick results by searching the Internet or by searching your computer for a file, application, or setting.



Share: Share articles, websites, and screen shots with your colleagues via email or social networks.



Start: Return to the most recently used program or to the Start screen with one simple click.



Devices: Manage settings for output devices, such as monitors, projectors, and printers.



Settings: Manage common settings such as power, brightness, Wi-Fi, and notifications.

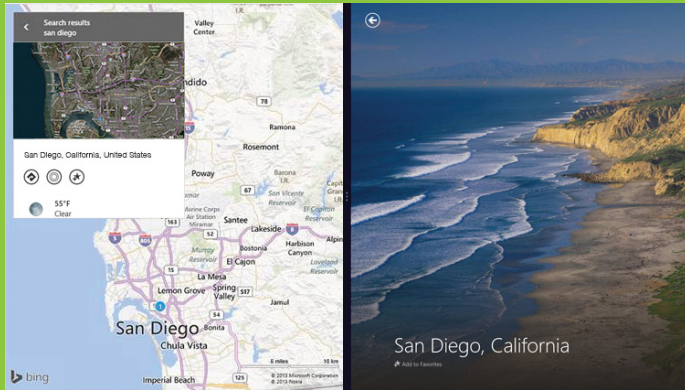


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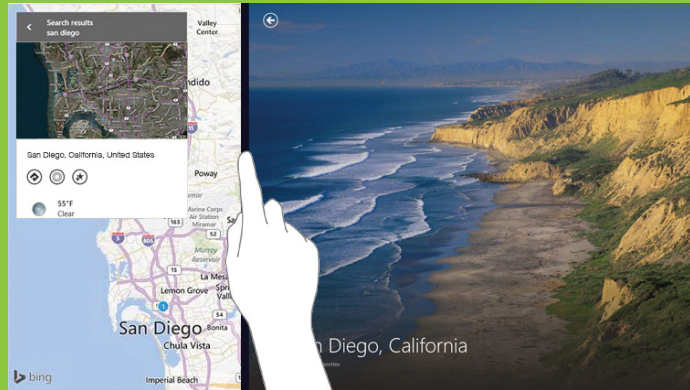
Multitask and get more done.

Windows helps you stay productive and complete projects as efficiently as possible. You can now open up to four apps on the screen at once* and change the size of each window to give more important apps their space. Windows works the way you do.

To view and use multiple apps:



To adjust window sizes:



With one app open, open the list of current apps. Drag the app you want from the list to the left or right side of the current app.

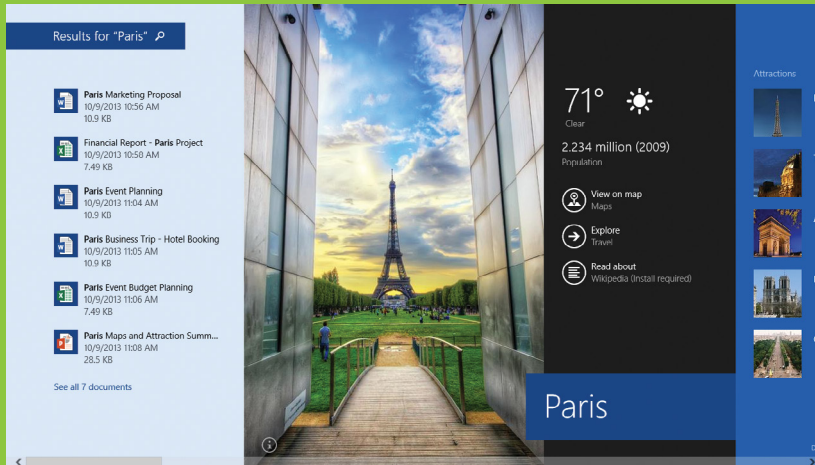


With multiple apps open, drag the divider to resize the app or move it off the screen.

*The number of apps you can open is dependent on the resolution of your display.

Find everything you need.

Start typing anytime on the Start screen, and Bing Smart Search will help find what you're looking for—on the web or on your PC—in a beautiful app-like experience. Search gives you results like you've never seen before.



Open the **Search** charm, and type the search term. Press Enter, or click or tap one of the text suggestions .

Search results include Windows apps and sources from the web. Results are grouped by category and by origin. Results from your PC are listed first, followed by results from the web and from apps. Thumbnails give you an idea of the resource before you tap or click.



Press  + S and start typing to open Search.

Your desktop, better than ever.

The desktop you are familiar with is easy to access. It's where you'll use desktop apps like Excel, Word, and PowerPoint. With the Start button, you can seamlessly transition between the Start screen and the desktop whenever you need to.

To access the desktop from the Start screen:



To return to the Start screen from the desktop:



Tap or click the **Desktop** tile.



Press  + D.



Tap or click the **Start** button in the lower-left corner.

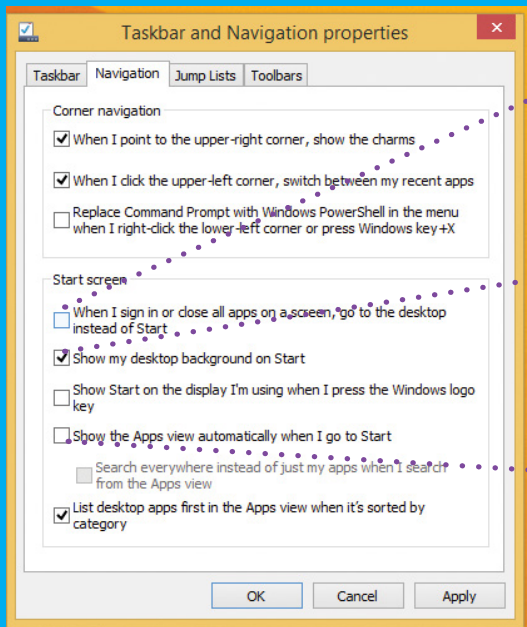


Press .

* Microsoft Office may be sold separately

Get started in style.

Whether you want to boot directly to your desktop or use the desktop wallpaper as the background of the Start screen, you have several options to make your desktop your own. Just tap and hold or right-click the Taskbar, and select Properties. Then click the Navigation tab.



• To display the desktop when you sign in:



Select **When I sign in or close all apps on a screen, go to the desktop instead of Start.**

• To use the desktop wallpaper as the background for the Start screen:



Select **Show my desktop background on Start.**

• To show all of your apps when you go to Start screen:



Select **Show the Apps view automatically when I go to Start.**

Make Windows all about you.

Windows is all about you and the stuff you love. Resize and group tiles to keep people, sites, and apps in perfect order. Change your Start screen background to fit your personality, or coordinate with a company color scheme. No matter what your style is, your Start screen is a perfect reflection of you.

To resize Start screen tiles:



To change the Start screen background:



Press and hold or right-click the tile. Tap or click **Resize** to pick the size you want.



On the Start screen, open the Settings charm, and then tap or click **Personalize**. Choose the color and background combination you like best.

* Microsoft Office may be sold separately

Get organized with app groups.

You can arrange the tiles on your Start screen the way you want them—put the productivity apps together, group all your favorites, or create a group of apps you use for everyday work.

To create a new group of tiles on the Start screen:

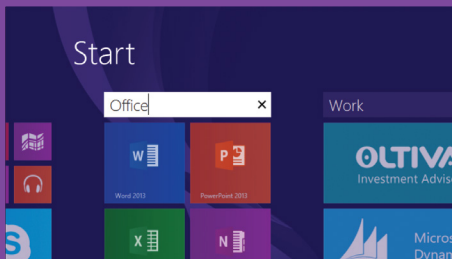


Press and hold the first tile to select it, then tap the other tiles that you want to move. Then, drag the selected tiles to the desired location until a vertical bar appears. Release the tiles.



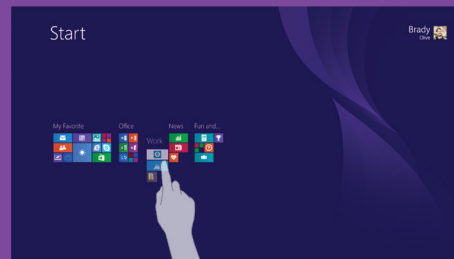
Select tiles by right clicking one or several tiles at the same time. Then, drag the selected tiles to the desired location until a vertical bar appears. Release the tiles.

To name a group of tiles:




Above the group, tap or click **New Group**, and then enter a new name. After you create a group, you can move the entire group around on your Start screen.

To move a group of tiles:



Pinch fingers together to zoom out. Drag the group of tiles to your desired location. Then tap anywhere on the screen to zoom back in.

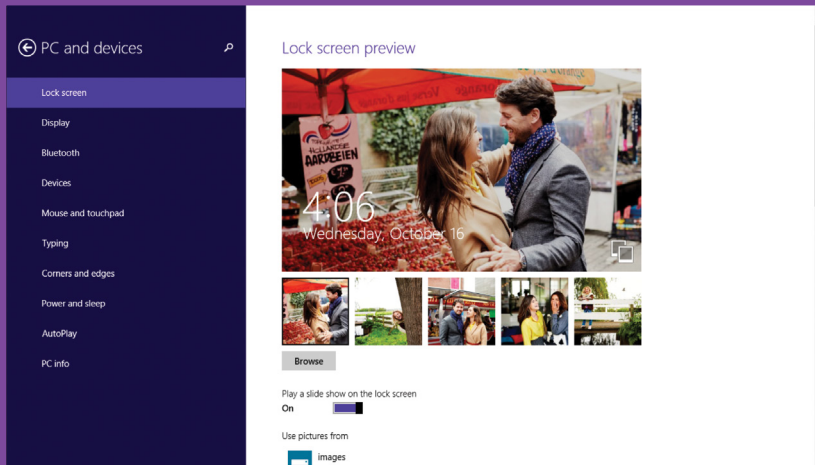


Click the zoom icon  in the lower-right corner of the screen to zoom out. Click and drag the group of tiles you want to move to your desired location. Then click anywhere on the screen to zoom in again.

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Personalize your Windows.

Windows makes your work more vibrant and powerful, but also more personal. You can customize your lock screen with a slideshow of your favorite pictures. Set up notifications on your lock screen so that your apps can keep you up to date with the information you need to know.



To access personalization settings:



Open the Settings charm, and then tap or click **Change PC Settings**. You can personalize your lock screen, Account picture, Picture password and more.

To personalize the lock screen with a photo slide show:



Open the **Settings** charm and choose **Change PC Settings**. Tap or click **PC and devices**, and then **Lock screen**. Turn On the slide show. Choose to add pictures from your PC, the cloud, or even your Windows Phone.

Get to know the power of touch.



Swipe in from the right edge of your screen, tap **Start**.

Swipe in from the right edge of your screen.

Swipe in from the left edge of your screen.

In an app, swipe in from the top or bottom edge of the screen.

Swipe in from the left edge, and with your finger still on the screen, move it back toward the left edge.

Swipe from left edge, drag app to the right.*

Swipe from left edge, drag app to the left.*

Drag the app from the top edge of the screen to the bottom of the screen.

Touch the screen with two or more fingers, and then move your fingers toward each other (pinch) to zoom out or away from each other (stretch) to zoom in.

Press and hold an app.

Get back to the Start Screen or previous app (alternating).

Open the charms.

Switch to your last app and other open apps.

Show app commands.

See a list of open apps.

Snap app right.

Snap app left.

Close an app.

Zoom.

Select an item.

* Monitor must support a resolution of at least 1366 x 768.

What to do with your mouse.



Point to the lower-left corner and click Start .

Move your mouse pointer all the way into the upper-right or lower-right corner. When the charms appear, move up or down the edge and click the one you want.

Point to the upper-left corner. When the previous app appears, click it.

Right-click within the app.

Move your mouse pointer into the upper-left corner, and then move it down the edge.

Move your mouse pointer into the upper-left corner, and then move it down the edge. Click and drag app to right.*

Move your mouse pointer into the upper-left corner, and then move it down the edge. Click and drag app to left.*

Point to the top edge of the screen, and then click and drag the app to the bottom of the screen.

Press Ctrl while you rotate the wheel button.

Get back to the Start screen or previous app (alternating).

Open the charms.

Switch to your last app.

Show app commands.

See a list of open apps.

Snap app right.

Snap app left.

Close an app.

Zoom.

* Monitor must support a resolution of at least 1366 x 768.

Use the keyboard to get places fast.



Get to the Start screen.



Open the charms.



Open the Share charm.



Open the Search charm.



Open the Search charm to search for files.



Open the Search charm to search everywhere or within an open app (if the app supports app search).



Open the Search charm to search for Settings.



Open the Settings charm.



Open the Devices charm.



Show/Hide the Desktop.



Lock your computer.



Cycle through apps on taskbar.



Open the Run dialog.



Open Quick Link menu.



Peek at Desktop.



Zoom in or out.



Minimize all but the active window.



Cycle through recently used apps (except desktop apps).



Open Windows Media Center.



Switch language and keyboard layout.



Show the commands available in the app.



Open Ease of Access Center.



Choose a presentation display mode.



Windows