

lenovo[®]

Windows 8.1 Up and Running

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Chapter 1. Before use

You may need to configure the operating system before you use the computer for the first time. The configuration process may include the procedures below:

- Choosing a region and a language
- Accepting the license terms
- Personalizing your computer
- Configuring the Internet connection
- PC settings
- Creating a user account

Chapter 2. Operating system interfaces

Windows[®] 8.1 comes with two main user interfaces: the Start screen and the Windows desktop.

■ ■ Switching screens

To switch from the Start screen to the Windows desktop, do one of the following:

- Tap or click the **Desktop** tile on the Start screen.
- Press the Windows key  + D.

To switch from the desktop to the Start screen, do one of the following:

- Tap or click **Start**  from the charms bar.
- Press the Windows key .
- Move the cursor to the lower-left corner, and then tap or click the **Start** button.

To switch different apps, do the following:

- ① Swipe right from the left-hand side of the screen, then – without lifting your finger – swipe back left.

Note: If you are using a mouse or the touch pad, move the cursor to upper-left corner and then slide it downwards.

- ② When the apps list appears, tap or click to switch apps.

■ ■ Using the Start screen

The Start screen is the center of your operating system, and you can customize it so it is just the way you want it. You can pin your most used and loved apps, Web sites, friends, files, and folders to your Start screen, so you can get to them quickly.

Some of the tiles on your Start screen will update automatically, so you can see things like the weather and status updates from your friends at a glance. You do not have to open the apps to get the information you are looking for.



■ Moving tiles around

You can arrange the tiles on your Start screen in whatever way makes the most sense to you. Put similar tiles together, group all your favorites, or create a group for the apps you use for work. To move a tile, drag it up or down, and then drag it wherever you want.

■ Creating a new group of tiles

You can create a new group of tiles by dragging one tile to an open space. When a gray bar appears, release the tile—this will create a new group, and you can drag more tiles to it.

After you have grouped your tiles together, you can name the group. To name the group, press and hold or right-click a tile in a group, and then tap or click **Name group**.

Chapter 2. Operating system interfaces

■ Resizing a tile

You can resize a tile to four sizes. To resize a tile:

- 1 Press and hold or right-click a tile to select it.
- 2 Select **Resize** in the bottom bar as shown in the figure below.
- 3 Select **Large**, **Wide**, **Medium**, or **Small** to adjust the tile size.



■ Removing a tile

To remove a tile from the Start screen, do one of the following:

- Select the tile, and then select **Unpin from Start**. In this case, the app is still available when you search, and you can re-pin it later.
- Select the tile, and then select **Uninstall**. Note that the app will no longer be available when you search, and you have to reinstall the app if you want to get it back.

■ Changing your lock screen

You can also personalize your lock screen. To change your lock screen:

- 1 Open the charms bar and select **Settings** → **Change PC settings**.
- 2 Tap or click **PC & devices** → **Lock screen**.
- 3 Choose an existing picture, or tap or click **Browse** to search for a picture on your computer. You can also set a slide show, or add the apps on your lock screen.

You can add apps on your lock screen to get updates when your computer is locked. For example, you can add the Calendar app so you will be able to see at a glance if you have an appointment coming up, or add the Mail app to see if you have a new message.

■ ■ Using the desktop

Windows 8.1 has the new Start screen, but still includes the familiar desktop, where you can do everything that you are used to doing with Windows.

■ Personalizing the desktop

All of the personalization settings you are familiar with, including themes, desktop backgrounds, sounds, and colors, are still available, and you can customize your desktop just the way you want.

Press and hold or right-click an open area on the desktop, and then tap or click **Personalize**.

You can also check out new themes and desktop backgrounds in the [Personalization Gallery](#).

Note: If you do not see something you like, you can download more themes, or even [create your own](#).

■ Pinning your desktop apps

If you use an app frequently, you can pin it to the taskbar on your desktop. To pin an app on the taskbar:

- ① Open the app you want to pin.
- ② Press and hold or right-click the app on the taskbar, and then tap or click **Pin this program to taskbar**.

Chapter 3. The charms

Charms are navigation buttons that let you control your Windows 8.1 experience. Charms include: Search, Share, Start, Devices, and Settings. The charms bar is the menu that contains the charms.

The five charms provide new and faster ways to perform many basic tasks, and are always available regardless of whichever app you are currently in.

To open the charms bar, do one of the following:

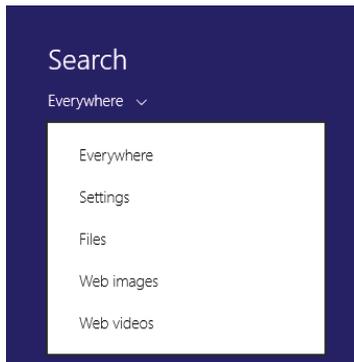
- Move the cursor to the upper-right or lower-right corner until the charms bar is displayed.
- Press  + C.



■ ■ Search charm

The **Search** charm is a powerful new way to find what you are looking for. It includes five search contexts: **Everywhere**, **Settings**, **Files**, **Web images**, and **Web videos**. With the Search charm (■ + Q), you can search for anything. You can search within the current app (like finding a specific message in Mail), search another app, search your entire computer (for an app, setting, or file), or search an item via Internet by Bing.

Note: To search from the Start screen, you do not even need to open the charms bar. Directly start typing what you want to search.



Search everywhere.

Once you select this option, you can search local files, apps, settings, and Internet by Bing. You can filter the search results to show apps, settings, files, or web contents, depending on what you are looking for. For example, you can search out Paint, and open the Paint app directly.

Search settings.

Once you select this option, you can search any item in **Change PC settings**. You need not go through many steps to find what you want to set.

Search files.

Once you select this option, you can search any file that is saved on your computer.

Chapter 3. The charms

Search Web contents.

Once you select this option, you can search any Web content by Bing, such as images, videos, and news, etc.

■ ■ Share charm

The **Share** charm ( + H) lets you send links, photos, and more to your friends and social networks without leaving the app you are in. When you are in a specific app, you can use the Share charm to share files, photos, or webpages with people you know. Select the item you want to share, open the charms bar, and select **Share**.

■ ■ Start charm

You can always get back to the Start screen by using the Start charm. Open the charms bar and select **Start**.

This charm has the same function as the Start button or the Windows key



Note: If you are already on the Start screen, you can use this charm to get back to the last app you used.

■ ■ Devices charm

The **Devices** charm ( + K) is used to set up an audio or video player, a printer, or a projector in an app. It provides three options: **Play**, **Print**, and **Project**.

Play

If you are in a player app, such as Xbox video or Media Player, you can select **Add a device** to play audio or video with another device.

Print

This enables you to set up a printer and print documents.

Project

You can add more screens here by selecting **Add a display**.

■ Settings charm

The **Settings** charm ( + I) is used to personalize your computer by changing things like your account picture and the background and color of your Start screen. If you are in an app, you can use the charm to access the settings for that specific app. There are also some common settings, like volume and brightness, which you can access quickly. For more settings and ways to personalize your computer, open the charms bar and select **Settings** → **Change PC settings** from anywhere on your computer.

Also, you can put your computer to sleep, restart it, or shut it down on this panel. For details, see the following sections.

■ Putting your computer to sleep

If you will be away from your computer for only a short time, put the computer to sleep.

When the computer is in sleep mode, you can quickly wake it to resume use, bypassing the startup process.

To put the computer to sleep, do one of the following:

- Close the display lid.
- Press the power button.
- Press and hold or right-click the **Start** button in the lower-left corner and select **Shut down** → **Sleep**.
- Open the charms bar and select **Settings**  → **Power**  → **Sleep**.

Attention: Wait until the power indicator light starts blinking (indicating that the computer is in sleep mode) before you move your computer. Moving your computer while the hard disk is spinning can damage the hard disk, causing loss of data.

To wake the computer, do one of the following:

- Press any key on the keyboard.

Note: If the computer does not wake up after pressing a key on the keyboard, it may have entered hibernation mode. In this case, connect the computer to power and press the power button.

- Press the power button.

Chapter 3. The charms

■ Shutting down the computer

If you are not going to use your computer for a long time, shut it down. To shut down the computer, do one of the following:

- Press and hold or right-click the **Start** button in the lower-left corner and select **Shut down** → **Shut down**.
- Open the charms bar and select **Settings**  → **Power**  → **Shut down**.

Chapter 4. Getting apps from the Windows Store

The Windows Store is a software distribution platform in the Windows 8.1 operating system. You can download apps from the store and install them on your computer.

Your computer must be connected to the Internet before you can use the store to download and install apps. You can either connect to a local area network (LAN) that has an Internet access or connect through an Internet service provider (ISP).

For a wireless connection:

- 1 Open the charms bar and select **Settings**.
- 2 Tap or click the wireless network icon .
- 3 Tap or click the network you want to connect and then select **Connect**; type the security key for the network if you are prompted.

Note: Consult the network administrator if you do not know the security key for the network.

For a wired connection:

- 1 Connect one end of a network cable to the RJ-45 port on your computer.
- 2 Connect the other end of the network cable to a port of an Ethernet network.

Note: If the connection is provided by an Internet service provider, connect it to a port on a DSL or cable modem. You may also need to set up the connection with your credentials. Consult your Internet service provider for details.

■ ■ Creating a Microsoft account

A valid Microsoft account is also required for downloading apps from the store. To create a Microsoft account:

- 1 Open the charms bar and select **Settings** → **Change PC settings**.
- 2 Tap or click **Accounts** → **Your account**.
- 3 Tap or click **Connect to a Microsoft account**.
- 4 Follow the on-screen instructions to create a Microsoft account.

Chapter 4. Getting apps from the Windows Store

■ ■ Accessing the store

After setting up an Internet connection and creating a Microsoft account, you can go to the store to download and install apps.

To access the Windows Store, do one of the following.

- Tap or click the **Store** app on the Start screen.
- Go to <http://www.windowsstore.com> in your Web browser.

■ ■ Getting your apps

Once in the Windows Store, you can take a look at the featured apps in the spotlight, select a category name to explore apps, and view lists of apps like **Popular now**, **New releases**, **Top paid**, and **Top free**. If you know what you want, just start typing. You will see results for apps that match your search.

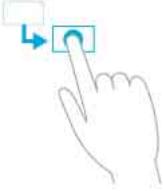
When you find an app you want, tap or click **Buy** or **Try** (free trial) if it is a paid app, or **Install** if it is free. After the app is installed you will find it pinned to your Start screen.

Chapter 5. Touch gestures

If you want to know what we mean when we mention swipe, tap, or other ways to interact with Windows 8.1 when you are using a touchscreen, take a look at this table.

What we say	How to do it	What it does
Tap 	Tap once on an item.	Opens whatever you tap. Similar to clicking with a mouse.
Press and hold 	Press your finger down and leave it there for a few seconds.	Shows info to help you learn more about an item. Opens a menu specific to what you are doing. Similar to right-clicking with a mouse.
Pinch or stretch to zoom 	Touch the screen or an item with two or more fingers, and then move the fingers toward each other (pinch) or away from each other (stretch).	Shows different levels of info. A good place to explore this is the Start screen. Visually zooms in or out, like with pictures or maps.
Rotate 	Put two or more fingers on an item and then turn your hand.	Rotates things in the direction you turn your hand. Only some items can be rotated.

Chapter 5. Touch gestures

<p>Slide to scroll</p> 	<p>Drag your finger on the screen.</p>	<p>Moves through what is on the screen. Similar to scrolling with a mouse.</p>
<p>Slide to rearrange</p> 	<p>Press and drag an item in the opposite direction you would scroll. (For example, if you would scroll left or right, drag the item up or down.) When you have moved the item to the new location, release it.</p>	<p>Moves an item. Similar to dragging with a mouse. A good place to explore this is the Start screen.</p>
<p>Swipe to select</p> 	<p>Slide an item a short distance in the opposite direction compared to how the page scrolls. (For example, if you would scroll left or right, slide the item up or down.) A quick, short movement works best.</p>	<p>Selects an item, like a photo or tile on Start. This often brings up app commands.</p>

<p>Swipe from edge</p> 	<p>Starting on the edge, swipe in.</p>	<p>Right edge: Opens the charms (Search, Share, Start, Devices, Settings).</p> <p>Left edge:</p> <ul style="list-style-type: none">Brings in open apps.Snaps apps. Swipe in from the left edge and drag the app until a divider appears, and then move the app where you want it. Slide the divider to adjust app size.Shows your recently opened apps. Swipe in from the left edge without lifting your finger, and then swipe back left. <p>Top or bottom edge:</p> <ul style="list-style-type: none">Shows commands, like New and Refresh, or more special menus built in an app.Closes apps. A swipe from the top to the bottom of the screen will shut down the current app.Opens the App screen. Swipe up from the bottom of the Start screen to immediately open the Apps screen.
<p>Press long, Swipe short</p> 	<p>Long-pressing a key on a on-screen keyboard.</p>	<p>For example, when typing on the keyboard displayed on a touch-sensitive screen, long-pressing the question-mark and performing a short swipe can input more marks. This trick works on many other keys for the on-screen keyboard.</p>

Chapter 6. Help and support

If you have a problem with the operating system, see the Windows Help and Support file. To open the file, do one of the following:

- Open the charms bar and select **Settings** → **Help**.
- Press **F1** or **Fn + F1** (depending on your keyboard layout).

Note: A new app, **Help + Tips**, is also available on the Start screen for you to learn new features of Windows 8.1.

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