The New Log in Screen

The new lock screen looks different than previous versions of the Windows Operating System. Click the space or move your mouse to get to the log in screen.

When you log into your machine, the login display has a new look. You will sign in with your UT EID and your UT EID password.
If you have had another user log onto your machine, you will choose the switch user option to log in with your UT EID and UT EID Password.

Once logged in, the default view set for our users is the “Desktop View”.

For additional support, call Computer Services at 232-1230 or submit an online help request.
The Start Screen

Start is the heart of the PC in Windows 8. It’s where you open apps and desktop programs, see files, website favorites in what is called a “Tile View”. There are three ways to get to the start screen.

1. Click on the Start (the white tile icon) button in the lower left hand corner of the screen.

2. Press the Windows logo key on your keyboard.

3. Open the charms and then tap or click Start.
Start Screen View

Your main applications are the right hand side of your view, social media in the middle and computer settings and search on the left hand side of the screen.

Clicking **Desktop** or clicking the **Esc** key on your keyboard will bring you back to **Desktop View**.

For additional support, call Computer Services at 232-1230 or submit an online help request.
Clicking the **down arrow**

Located underneath the desktop icon in the Start screen will give you the full list of applications installed on your machine.

Here you can choose the option in the drop down menu to set your **Apps** view by **name**, **date installed**, **most-used** or **category**.

For additional support, call Computer Services at 232-1230 or submit an online [help request](#).
Clicking on the Control Panel tile

This provides you with the classic Control Panel view to view items like Mouse Settings or Devices and Printers.

For additional support, call Computer Services at 232-1230 or submit an online help request.
Clicking **PC Settings**

This option gives you access to personalize your computing experience.
Clicking **Default Programs**

Clicking this option gives you the ability to set default programs you want associated with a certain file type.

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Choose the programs that Windows uses by default

- **Set your default programs**
  Make a program the default for all file types and protocols it can open.

- **Associate a file type or protocol with a program**
  Make a file type or protocol always open in a specific program.

- **Change AutoPlay settings**
  Play CDs or other media automatically

- **Set program access and computer defaults**
  Control access to certain programs and set defaults for this computer.

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For additional support, call Computer Services at 232-1230 or submit an online help request.
Click **This PC**

Clicking this option will bring you to the classic file explorer view to locate items like Box Sync or My Documents.
Pinning Apps You Use Often

1. Click the down arrow to get into your full application view near the lower left hand corner of your screen.

2. Right-click the app you want to pin. You can select more than one app and pin them all at once.

3. Click **Pin to Start** and the apps pinned will appear at the end of your Start Screen.

For additional support, call Computer Services at 232-1230 or submit an online help request.
Unpinning Apps from Start

1. On the Start screen, right click the tile you want to unpin. You can select more tiles to unpin them all at once. To clear your selections, on the start screen or in apps view, click an open space in the screen and then click Customize.
2. Click Unpin from start. The apps you selected will be removed from your Start screen, but will still appear in Apps view and when you search for the application.

To move a tile on your Start screen

1. Click and hold the tile with your mouse.
2. Drag the tile where you want to place it.

To resize a tile on your Start Screen

1. Right click the tile with your mouse
2. Click resize
3. Choose the size you want.

To create a group of tiles

1. On the Start screen, right click the tiles you want to group together.
2. Drag them to an open space, and when a gray bar appears behind them, release the tiles. This will create a new group.
3. If you want to name the group, click where it says Name group above the group, and then enter a new name. Once you’ve created a group you can move the entire group around on your start screen.

To move a group of tiles

1. Click the zoom icon in the lower right hand corner of your screen with your mouse.
2. Click and drag the group of tiles you want to move where you want it to go. Once you’re done moving groups, click anywhere on the screen to zoom back.
Desktop

The desktop you’re familiar and comfortable with is still available for use. You can personalize it with different backgrounds, colors, and themes. Additionally, you can pin your favorite apps to the taskbar.

To get to the desktop, click the Desktop tile on the Start screen, or press the Windows logo key and the D key on your keyboard.

Apps on the Taskbar

The taskbar is where you can switch between apps you have open and can pin apps you use often so that you can open them right from the desktop view.

For additional support, call Computer Services at 232-1230 or submit an online help request
Pinning apps to your taskbar

1. On the start screen, click the arrow near the lower left corner of the screen.

2. Right click to select the app you want to pin.

3. Tap or Click **Pin to taskbar**.

For additional support, call Computer Services at 232-1230 or submit an online help request.
Pinning apps you have open

1. Right click the app button in the taskbar.

2. Tap or click Pin this program to taskbar. The app you pinned will stay on your taskbar even after you close the app.

Switching between apps on the taskbar

When you’re using an app, you can bring up the taskbar to quickly search back to a different app or go back to the Start.

To see the taskbar when you’re using an app that takes up the whole screen, move your mouse pointer below the bottom edge of the screen. Then, click the Start button to go back to start or click another app button to switch to a different app.

For additional support, call Computer Services at 232-1230 or submit an online help request.
Right click the Start (White Tile) Key

This will give you access to options for those people that are more used to the Menu System set up with Windows 7.

<table>
<thead>
<tr>
<th>Programs and Features</th>
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<tbody>
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<td>Search</td>
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<tr>
<td>Run</td>
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<td>Shut down or sign out</td>
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<tr>
<td>Desktop</td>
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This is where you can go to sign out, restart, or shut down your machine.

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Using Charms

Move your mouse pointer all the way into the upper right or lower right corner of your screen. When the Charms appear, move up or down the edge and click the one that you want. You can also use the keyboard shortcut of Windows logo key + C on the keyboard. Pressing the Esc key will get the Charm screen from your view.

The Search Charm will search through your PC, the web, and other connected locations. Enter your search term. As you type you will see a list of search results and suggestions. The results are grouped by category. To narrow your search results, point to the lower right corner of the screen, move the mouse pointer up, and then Click Search. Click the arrow above the search box and then click the category that you want. If you want to change your settings for Search, choose the Change PC Settings option. Click Search and apps and then click on Search. Change the settings that you want here.

The Start Charm will take you to the Start Screen.

The Devices Charm will provide options to stream videos, music, photos, print a document or project on your PC. To Project what’s on your PC click Project and follow the on screen instructions.

The Settings Charm is the place to make quick adjustments to a few common settings like screen brightness and volume.

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Connecting to a network

1. Click in the lower right edge of the screen and click on Settings.
2. Click the network icon.
   
   ![Network Settings](image)

   This will show your network connections and how strong they are.
3. Click the name of the restricted wireless network then click Connect. You will type in your UT EID and your UT EID Password when prompted.

4. If you want to connect to this network every time it’s in range, select the Connect automatically check box.
How to print from desktop

1. **Look in the file menu.** It’s very common for a Print option to be located in the application’s File Menu.
2. **Press Ctrl + P.** This might bring up the app’s Print dialog box.
3. **Look for a print icon or button.** Application manufacturers commonly put a print icon or button somewhere on the screen. These are commonly located on a toolbar positioned across the top or bottom of the app view.

How to set your default printer

1. Right click on the **Start Icon (White Tile)**
2. Choose the **Control Panel** option

   ![Control Panel Menu]

   - Programs and Features
   - Power Options
   - Event Viewer
   - System
   - Device Manager
   - Network Connections
   - Disk Management
   - Computer Management
   - Command Prompt
   - Command Prompt (Admin)
   - Task Manager
   - **Control Panel**
     - File Explorer
     - Search
     - Run
     - Shut down or sign out
     - Desktop

For additional support, call Computer Services at 232-1230 or submit an online help request
3. Click on the **Devices and Printers** option.

![Devices and Printers](image)

4. From the list of printers assigned to you, **right click** the printer you want and choose the option **“set as default printer”**.
Shortcuts

Show commands for an app by right clicking the app or using the Windows logo key + Z on your keyboard.

Switch to your last app by moving your mouse pointer all the way into the upper left corner of your screen and then click. You can also use the key command by clicking the Windows logo key + Tab.

You can close an app by moving your mouse pointer to the top of the screen and the clicking the Close button or by using the keys Alt+F4.

If you would like to zoom in on something Press Ctrl while you rotate the mouse wheel button or use the keys Ctrl + Plus Sign (+) or Ctrl + Minus Sign (-).

Show the task bar by moving your mouse pointer below the bottom edge of the screen or using the Windows Logo Key + T selects the first app in the taskbar.

To copy something right click with your mouse and choose copy or use Ctrl + C with your keyboard.

To paste an item right click with your mouse the area you would like to paste the copied material to and select paste or use Ctrl + V on your keyboard.

Use Ctrl + A on your keyboard to select all if you would like to select everything in that window.

To copy a file

Press and hold down the CTRL key while you drag the file to another folder.

To create a shortcut

Press and hold down CTRL+SHIFT while you drag a file to the desktop or a folder.

General folder/shortcut control

F4 selects the Go to a Different Folder box and moves down the entries in the box (if the toolbar is active in Windows Explorer)

F5: Refreshes the current window.

F6: Moves among panes in Windows Explorer

CTRL+G: Opens the Go To Folder tool (in Windows 95 Windows Explorer only)

CTRL+Z: Undo the last command

CTRL+A: Select all the items in the current window

BACKSPACE: Switch to the parent folder

For additional support, call Computer Services at 232-1230 or submit an online help request
SHIFT+click+Close button: For folders, close the current folder plus all parent folders

**Mouse click/keyboard modifier combinations for shell objects**

SHIFT+right click: Displays a shortcut menu containing alternative commands

SHIFT+double click: Runs the alternate default command (the second item on the menu)

ALT+double click: Displays properties

SHIFT+DELETE: Deletes an item immediately without placing it in the Recycle Bin

**General keyboard-only commands**

F1: Starts Windows Help

F10: Activates menu bar options

SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object

CTRL+ESC: Opens the Start menu (use the ARROW keys to select an item)

CTRL+ESC or ESC: Selects the Start button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)

CTRL+SHIFT+ESC: Opens Windows Task Manager

ALT+DOWN ARROW: Opens a drop-down list box

ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)

SHIFT: Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature

ALT+SPACE: Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)

ALT+ (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize, maximize, or close the child window)

CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program

ALT+underlined letter in menu: Opens the menu

ALT+F4: Closes the current window

CTRL+F4: Closes the current Multiple Document Interface (MDI) window

For additional support, call Computer Services at 232-1230 or submit an online help request
ALT+F6: Switch between multiple windows in the same program (for example, when the Notepad Find dialog box is displayed, ALT+F6 switches between the Find dialog box and the main Notepad window)

Accessibility shortcuts

Press SHIFT five times: Toggles StickyKeys on and off

Press down and hold the right SHIFT key for eight seconds: Toggles FilterKeys on and off

Press down and hold the NUM LOCK key for five seconds: Toggles ToggleKeys on and off

Left ALT+left SHIFT+NUM LOCK: Toggles MouseKeys on and off

Left ALT+left SHIFT+PRINT SCREEN: Toggles high contrast on and off