Other Operations

Searching content

1. Tap the Search charm (see cover).
2. Enter a keyword (e.g., Control Panel) in the search box.
3. Tap Apps, Settings, or Files to narrow the search result.
   You can also search from within certain apps, when available.

Switching apps

Swipe in from the left edge.

More about how to use Windows 8

Refer to Windows Help and Support.

1. Tap the Search charm (see cover).
2. Enter “Help and Support” in the search box, tap Apps, and then tap the icon.

Entering sleep or shutting down

1. Tap the Settings charm (see cover).
2. Tap Power, then tap Sleep, Shut down, or Restart.

New Start Screen and Menu

Start screen

You can add shortcuts to apps, the desktop, and websites that you use the most.

- **Touch operation**
  - Open the charms, then tap the Start charm.
- **With a keyboard**
  - Press the (Windows) key.

Tips

- **Touch operation**
  - Swipe in from the right edge.

- **With a mouse/touch pad**
  - Point to the upper-right corner, then move downward.

Tiles

Tap a tile to start an app and personalize the Start screen by adding and rearranging tiles.

Charms

Search for apps and files, share content, play content on other devices or print, and set up your PC.

- **Touch operation**
  - Swipe in from the right edge.

- **With a mouse/touch pad**
  - Point to the upper-right corner, then move downward.

- **With a keyboard**
  - Press the (Windows) key and the C key at the same time.
Using Apps

Starting apps

1. Tap the **Search** charm (see cover).
2. Enter a keyword in the search box.
3. Tap **Apps**, then tap the app icon.

Viewing running apps

- **Touch operation**
  - Swipe in from the left edge until a small app icon appears, then drag the icon back towards the left edge.
  - Point to the upper-left corner, then move downward.

Opening the apps menu

- **Touch operation**
  - Swipe up from the bottom edge.
- With a mouse/touch pad
  - Right-click within an app.

Closing apps

1. When an app is open, point to the top-center of the screen.
2. Drag the app to the bottom of the screen until the app disappears from the screen.

Using the Internet

Connecting to Wi-Fi® (Wireless LAN)

1. Tap the **Settings** charm (see cover).
2. Tap the network icon.
3. Select your wireless network from the list, then tap **Connect**.

Opening websites

1. On the **Start** screen, tap the **Internet Explorer** tile.
2. Enter a URL or keyword to search websites.
3. To open a new tab, swipe up from the bottom edge to open the apps menu, then tap the [ ] icon.

You can also find the traditional style Internet Explorer on the desktop.

Installing apps from Windows Store

Add apps from **Windows Store**.

1. Connect to the Internet using either Wi-Fi or a LAN cable.
2. Tap the **Store** tile on the **Start** screen, then browse and install your favorite apps.

Microsoft Account

You will need a Microsoft account to use certain apps or services, including **Windows Store**. On how to create and what you can do with a Microsoft account, refer to **Windows Help and Support** (see back page).