Welcome to your Windows 8 HP ProBook 650

Introduction to Keyboard

- Power Button
- Wifi Button
- Sound Mute
- Pointing Stick
- Pointing Stick Buttons
- Touch Pad
- Touch Pad Buttons
- Right Click - Left Click
Welcome to Windows 8

How to Log On

**Step 1:**
Click any where on the desktop

**Step 2:**
Enter your username and password
Initial Boot Up Screen:

Desktop App

This is your initial Boot up screen – it will be referred to as the Desktop App.

The I.S Dept. has modified the start up screen to be The Desktop App as the initial screen at boot up.

To get to the Windows 8 ‘Modern’ screen, click on the Windows button on your keyboard or click on the Windows icon on the bottom left hand corner of the TaskBar.

Windows 8 Modern Screen
Let’s see what is new, in Windows 8 Modern Desktop!

**Windows 8 Modern desktop = Start Menu**

The Windows 8 screen is a replacement for the ‘Start Menu’ that you are used to seeing in previous versions of Windows. It was created to make navigating on your Tablet, Phone, or desktop similar.

**Touch Screen = Keyboard and Mouse**

The first thing you will see on your screen are tiles. These tiles represent mostly Modern-style apps that come with Windows 8.

In Windows 8, when referring to APPS, they mean applications. There are two types of application, the older apps/application that will run in Desktop mode and the Windows 8 APPS which run in Windows 8.
Searching for Applications

To search for an App you can click anywhere on the screen and start typing the name of your application and it will automatically find it for you.

When you find your application you can click on it and it will open. If it is an old application it will open up in the Desktop App. If it is a new Windows 8 App it will open up in the Modern screen.

Navigating in Windows 8 Screen

Hot Corners

‘Hot Corners’ are another new feature in Windows 8 interface (UI)

The top right hand and left hand corners will open Windows 8 ‘Charms’
Charms: Search, Share, Start, Devices and Settings

- **Search**
  - Everywhere
  - Start searching

- **Share**
  - Select an app and try again.

- **Devices**
  - Start
  - Print
  - Project
Sound Volume
Screen brightness
Keyboard settings
(US Eng./Fr Canadian)
Sleep
Shut down
Restart
Shutdown and Restart options
More Hot Corners

Clicking on the top left hand Hot Corner will display Apps that are running.

In the Modern 8 Start Screen you do not have a menu bar, there is no title bar and you won’t see minimize or maximize buttons. Any app you open will remain open in the background until you physically close it.

How to close Apps that are open

1. **Grab and Drag**

   When the App is open move your mouse to the top of the screen, the mouse pointer will turn into a hand. When you see the hand click and drag the hand to the bottom of the screen. As you move down the screen will get smaller and when it starts to fade out release the mouse and the app will close.
2. Using Hot Corner

Move your mouse to the top left hand corner, when the apps start to appear move your mouse down the edge of the screen until you find the App you would like to close. Right click on that App, you will get the option to Close.

How to Snap Apps on the screen

To snap a screen to the left or the right side simply grab it from the Switcher and drag it to the extreme side until a space opens up for it on whichever side you want to snap it to. The border is an adjustable border, therefore you are able to make it smaller or bigger.
Another way to snap Apps is from the Switcher, in Desktop App mode. Move your mouse to the top left hand ‘Hot Corner’ from the Desktop. Then right click on the thumbnail. You can (Snap) Insert Left or (Snap) Insert Right. Close the open APP or (Open) Replace Desktop.

In order for this feature to work, your monitor resolution must be 1366 x 768

The Windows Icon

The Windows icon will flip you from desktop to Windows 8.1 screen and back. If you right click on the icon in either screen you will get another menu option.

From this menu you have a lot of different menus to go to. Some you will not have sufficient rights as a user to make any changes.

Pinning icons to the Desktop Taskbar

To have your software available on your Desktop instead of switching to Modern desktop, you will need to pin it to the Desktop Taskbar.

Right click on the application tile. A menu will open up across the bottom. You will have various option but you will choose Pin to taskbar.
**** One of the options across the bottom is UNINSTALL. This will remove the software from your notebook!
Now let’s look at ways to Shut down or Sign out

1. From the Windows 8.1 Desktop

Go to the right hand side ‘Hot Corner’ to open Charms and then Settings, (Sprocket)

Click on Power then you will have the option to Sleep, Shut down or Restart.
2. **From the Windows Icon**

When you right click on the Windows icon another menu opens up. From this menu you will choose Shut down or Sign out.

![Windows Icon Menu](image)

**How to connect your notebook to the digital projector**

Connect the Digital Projectors VGA connector to your notebook then click on the **Windows key** and the letter “P”.