



**Palm-Tech**  
HOME INSPECTION SOFTWARE

**Step by Step**

**How To**

**Working with  
Windows 8**

*This How To article covers some of the basics  
of working with Windows 8*

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# How To: WORKING WITH WINDOWS 8

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Windows 8 comes with many changes from Windows XP and even Windows 7. As you are getting started with a new Windows 8 PC, there will be a learning curve as you begin using your new PC. This How To guide was created to help you with some of the basics of working with Windows 8.

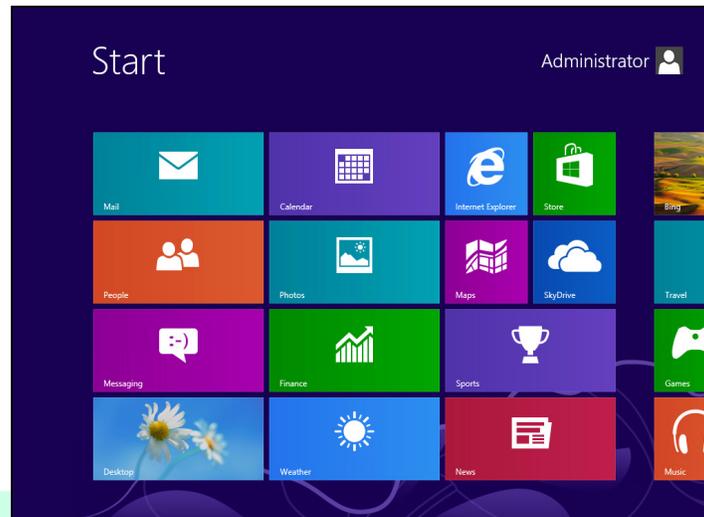
See below for the topics we will be covering:

- A. **Windows 8 Start Screen** – Discussing the new tiled Start screen of Windows 8.
- B. **Navigating to the Desktop** – The desktop that you are used to with previous versions of Windows is still there and here is how to find it.
- C. **Navigating to Control Panel** – How to access the Control Panel where you can set different options for your PC, uninstall programs, and more.
- D. **Searching for Files/Folders** – This section will discuss how to search for a file or folder using File Explorer.
- E. **Pinning a Program to the Taskbar** – Pin your commonly used programs to the taskbar so you can easily find and open them.
- F. **Helpful Windows 8 Shortcuts** – A list of helpful keyboard shortcuts for Windows 8

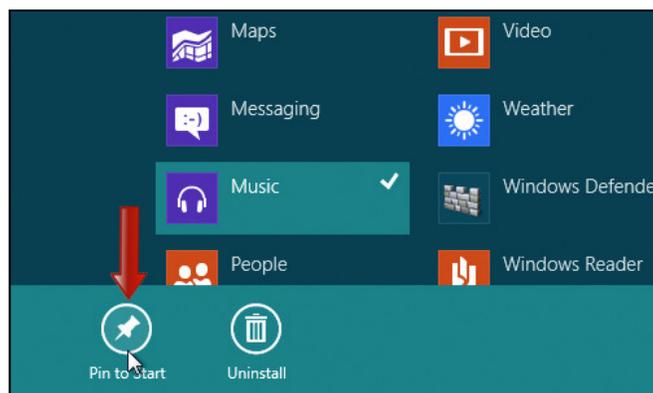
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## A. Windows 8 Start Screen

1. If you have seen Windows 8, clearly you have seen it looks quite different from what you're used to. The main difference being the Start screen and the 'tiles' that appear here.



2. These tiles are really just shortcuts to navigate to your different programs. Windows 8 is used on tablets as well and the tiles make opening a program a bit easier on a smaller device.
3. One nice feature about the Start screen is that you are able to rearrange the tiles to whatever you like. You can add new tiles and get rid of ones you won't use. For example, you can have tiles for your email, internet, weather, and Palm-Tech front and center as soon as you boot up your PC.
4. To move a tile, simply drag it to where you want it to appear. If you don't see a tile for the program you want on the Start screen, right click in a blank area (swipe up from the middle of the screen on a tablet) and select All Apps. Then find the program you want, right click on it and select Pin to Start.

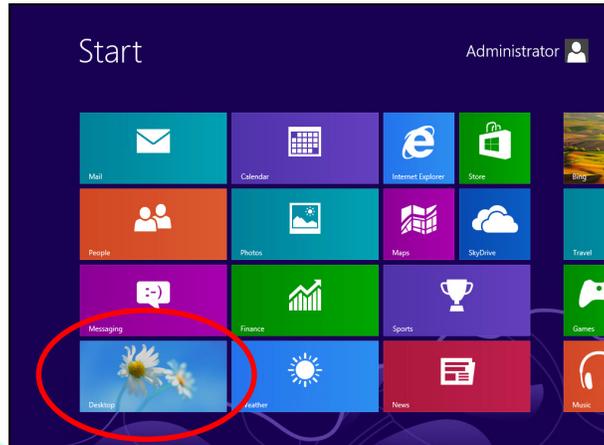


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## B. Navigating to the Desktop

1. Like most Windows users, you are probably very familiar with the look of the old desktop. Well don't worry because it's still there.
2. To get to the desktop, tap or click the Desktop tile on the Start screen, or press Windows logo key **⊞**+D on your keyboard.



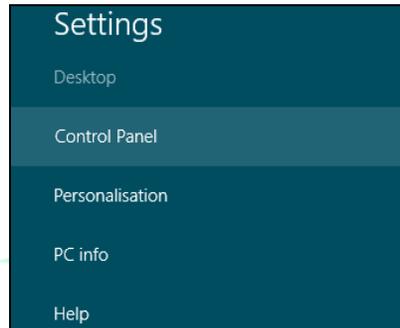
3. This will bring up the normal look of the desktop that you are used to.
4. If the desktop tile isn't on the Start screen, you can pin it by following these steps:
  - a. On the Start screen, swipe up from the middle of the screen to see the Apps view or right click with your mouse and select All Apps.
  - b. Press and hold or right click Desktop, and then tap or click Pin to Start.

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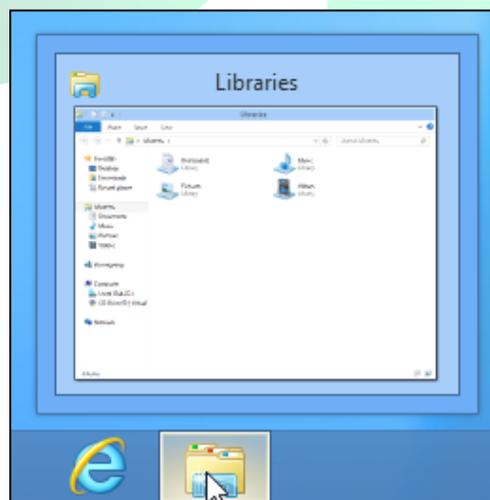
## **C. Navigating to Control Panel**

1. In Windows 8 you can pull up the Control Panel by placing your mouse in the top right corner of the screen or dragging your finger from the right side of the screen on a touch screen.
2. Then click or tap on Settings > Control Panel.



## **D. Searching for Files/Folders in File Explorer**

1. If you need to access a certain folder, such as Documents or your Palm-Tech folder, you will use File Explorer to navigate.
2. There are multiple ways to access File Explorer. First, if you are using a keyboard you can simply press Windows logo key **⊞**+E. Then you can navigate to the folder you are looking for.
3. Most likely, File Explorer will also be pinned to the taskbar on your PC. The taskbar can be viewed at the bottom of the screen when looking at the desktop.



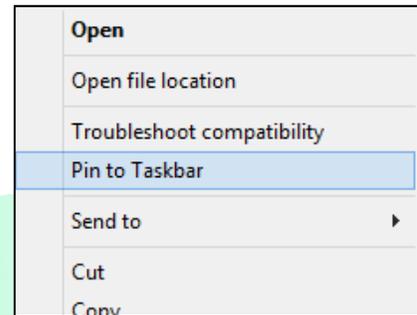
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## E. Pinning a Program to the Taskbar

1. If you use a program a lot, it's a good idea to pin it to your taskbar so that you can easily find and open it.
2. For example, you may want to pin Palm-Tech to your taskbar so you can easily find it when you need to do an inspection.
3. Follow the steps below to pin a program to the taskbar:

- a. Right click on the icon for the program on the desktop and click Pin to Taskbar.
- b. Drag the icon from the desktop into the taskbar.
- c. Find the program under Apps from the Start screen. Then right click on it and select Pin to Taskbar.



## **F. Helpful Windows 8 Keyboard Shortcuts**

- Windows Logo: Start menu
- Windows Logo+R: Run dialog box
- Windows Logo+M: Minimize all
- SHIFT+Windows Logo+M: Undo minimize all
- Windows Logo+F1: Help
- Windows Logo+I: Brings up Settings menu
- Windows Logo+E: Windows Explorer
- Windows Logo+F: Find files or folders
- Windows Logo+D: Minimizes all open windows and displays the desktop
- Windows Logo+C: Displays Charms menu
- CTRL+Windows Logo+F: Find computer
- Windows Logo+TAB: Cycle through taskbar buttons
- Windows Logo+Break: System Properties dialog box

