Windows 8.1
User Guide

This guide has been created to assist with lectures held in the ANU Information Commons. Further tips and training for using Windows 8.1 can be found on the IT Services website, or by phoning +61 2 612 54321.

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1. LOGGING IN AND LOGGING OFF

Logging in

Enter your University ID and password, and press \textbf{ENTER} on the keyboard.

Logging out

Click on the avatar icon. After the drop-down menu is displayed, select the \textbf{Sign out} option. Expect immediate sign out of your session if using the Log off tile. Use this with caution if you have unsaved documents or windows open.
2. NAVIGATE BETWEEN START AND DESKTOP

To navigate from the Start Screen to the Desktop screen: either select the Desktop Screen tile (as shown below) or press the Windows key and D together on your keyboard.

To navigate from the Desktop Screen to the Start screen: either press the Windows Key on your keyboard or the Windows icon found on the taskbar and on the sidebar of your Desktop Screen (as shown below).

Note: the sidebar is hidden, and appears when hovering your cursor over the bottom right corner of your Desktop Screen.
3. START AN APPLICATION

Navigate to the Applications Screen by selecting the down arrow found at the bottom left corner of the Start Screen.

Locate and select an application. You may need to scroll right with the mouse wheel or cursor keys to see all of the apps.

Alternatively, while on the Start Screen, search for an application, file or program by typing its name. You don’t have to type into any particular location, just start typing the name.
4. \textbf{WEB BROWSERS}

Use the taskbar on your Desktop Screen or the tiles on your Start Screen to locate and select the browser of your preference.
5. ACCESSING FILES

To begin, open the Files window by selecting the File icon found on the taskbar of your Desktop Screen.

Accessing files via the Home Directory
Select the Home Drive (H:) icon displayed on the Files window.

Accessing files via a USB
Select the Removable Device (E:) icon displayed on the Files window.

Ejecting your USB
To eject your USB, right click on Removable Device (E:) icon, and select the Eject option from the drop-down menu.
6. PLAYING VIDEOS—VLC

Locate and select the **VLC tile** on your Start Screen.

In VLC, select the **Media** option on the top Menu bar. Select the **Open File...** option from the drop down menu.

Locate your video file and select **Open**.
7. RECORDING IN DLD

Locate and select the Lecture Recorder icon found on top-left side of your Desktop Screen.

Complete the Lecture Details and Media Recording Options and select Start Recording.

You have the option to pause the recording at any time. Select Resume Recording to continue recording. When you Stop Recording, a question window will ask you to confirm if you would like to stop. Select Yes to finish recording.

To complete the recording, select Quit. Note: An email will be sent to your university email account to inform you that your recording will be shortly available through the Wattle course site.
8. Keyboard shortcuts

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<th>Windows 8.1 shortcuts</th>
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<tbody>
<tr>
<td>Show/hide the desktop</td>
<td>Hold the Windows key and press D</td>
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<tr>
<td>Show Quick Link menu</td>
<td>Hold the Windows key and press X</td>
</tr>
<tr>
<td>Open File Explorer</td>
<td>Hold the Windows key and press E</td>
</tr>
<tr>
<td>Open Task Manager</td>
<td>Press Control, Shift and Esc together</td>
</tr>
<tr>
<td>Open Mobility Center</td>
<td>Hold the Windows key and press X and the down arrow</td>
</tr>
<tr>
<td>Zoom</td>
<td>Hold Control and scroll the mouse wheel up or down</td>
</tr>
<tr>
<td>Search files, folders, and applications</td>
<td>Tap the Windows key once to bring up the Start Screen and then simply begin typing in order to search through your Windows 8.1 PC to find any files, folders, programs or menus you’re looking for.</td>
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<tr>
<td>Close Modern UI apps</td>
<td>Hold the Windows key and press the down arrow</td>
</tr>
<tr>
<td>Open Modern UI apps</td>
<td>Hold the Windows key and press Tab</td>
</tr>
<tr>
<td>Scroll forward through open apps</td>
<td>Hold Alt and Press Tab</td>
</tr>
<tr>
<td>Scroll backwards through open apps</td>
<td>Press the Windows key, Shift and Tab together</td>
</tr>
<tr>
<td>Display presentation mode</td>
<td>Hold the Windows Key and press P</td>
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<tr>
<td>Choose language</td>
<td>Hold the Windows key and press Spacebar</td>
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<table>
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<tr>
<th>Web browser (Internet Explorer 11, Google Chrome and Firefox) shortcuts</th>
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<tr>
<td>Open a new browser</td>
<td>Hold Control and Press T</td>
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<tr>
<td>Switch between browser tabs</td>
<td>Hold Control and press Tab</td>
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Note: the Windows key is depicted by the icon.