Asus Windows 8 tablet - basic notes for staff

Table of Contents

Overview

Your Asus Transformer tablet has Windows 8.1. Windows 8 has a completely different look to previous versions of the software. Windows 8 is designed to work on a touch screen as well as the traditional mouse (or touchpad) and keyboard. The new **Start screen** (there is no Start button) takes up entire screen and has tiles which represent apps (short for applications) or shortcuts.
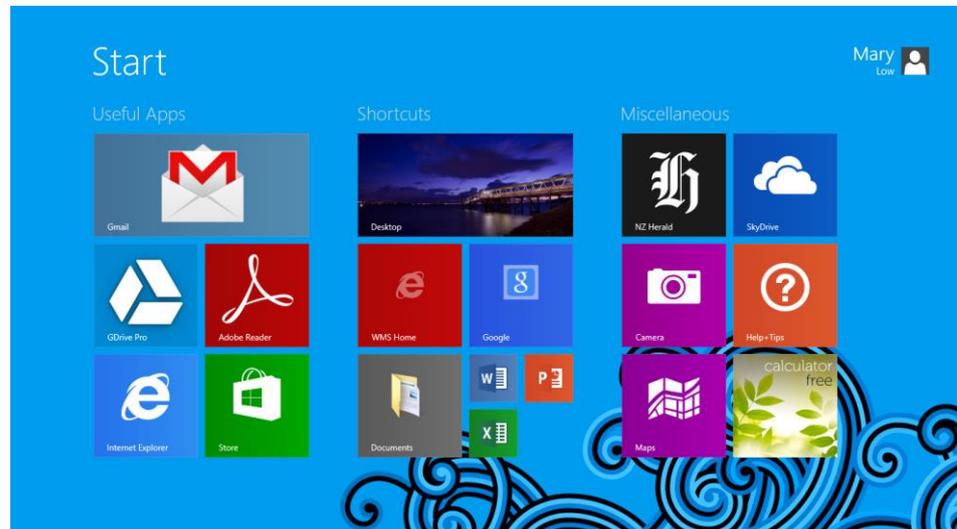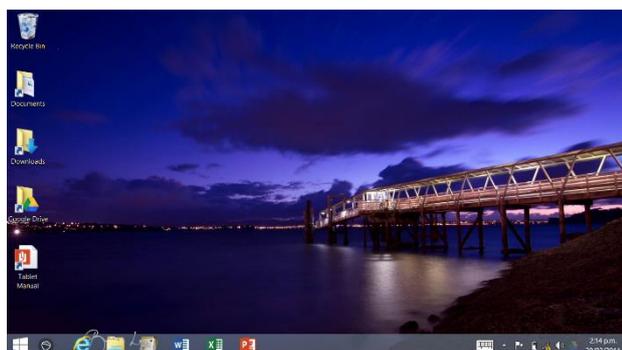

Windows 8.1 Start screen

To get to your familiar desktop, touch or click the desktop tile or press the Windows key on the keyboard. In these notes, **PC** refers the device with the keyboard (and perhaps a mouse) attached and **Touchscreen** refers to the tablet on its own.

Your tablet has been set up with a **Microsoft account**. Your Microsoft account username is your **University email address**. Your password is **waikato1**. You can edit the details by signing in at:
https://login.live.com/login.srf?wa=wsignin1.0&ct=1381352023&rver=6.1.6206.0&sa=1&ntprob=-1&wp=MBI_SSL_SHARED&wreply=https:%2F%2Fmail.live.com%2F%3Fowa%3D1%26owasuffix%3Dowa%252f&id=64855&snsc=1&cbcxt=mail

We have put the manual for the tablet and some sample documents on the hard drive of the device.

Asus Transformer Windows 8.1 tablet

To begin...

(...once the tablet has been set up.)

1. Turn the tablet on.
2. Swipe upwards.
3. Enter a password (if asked).
4. The Windows 8.1 Start screen appears.
5. You can touch a tile to activate it, or swipe from the right to see the Charms bar.

General tips

To get back to the Windows 8.1 Start screen:

▲ **Touchscreen:** Swipe from the top to the bottom of the screen.

From the desktop, you can select the Windows icon at the bottom-left of the screen.

▲ **PC:** Using the touchpad, go to the bottom left of the screen, or, press the Windows button on the keyboard.

To "zoom" in the Windows 8.1 Start screen:

▲ **Touchscreen:** Touch the Start screen with two or more fingers, and then pinch your fingers in to zoom out. Pinch out to zoom in.

▲ **PC:** Using the touchpad, go to the bottom right of the screen and click (on the bottom-left of the touchpad) the small Zoom icon in the lower-right. The view zooms in. Click again to zoom out.

Charms bar

The **Charms** bar contains **Search**, **Share**, **Start** (if you are already in the Windows 8.1 Start screen it will take you to the **Desktop**), **Devices,** and **Settings** links.

To get to the Charms bar:

▲ **Touchscreen:** Swipe from the far right edge of the screen to the left. The charms appear.

▲ **PC:** Using the touchpad, move to the top-right or bottom-right corner of your screen. Alternatively, press the **Windows key + C** keys.
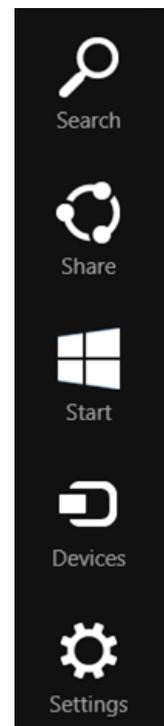
Charms bar

Quick access menu

Quick Access menu

▲ **PC:** Right-click on the lower-left corner of the screen (or press the **Windows key + X** keys) to bring up the Quick Access Menu. This menu gives you access to various tools—see the image on the right for more details.

Take a screenshot

To take a screenshot:

▲ **Touchscreen:** Simultaneously press the Windows button and the volume-down button on the left of the tablet. The image is saved in the **Screenshots** folder within the **Pictures** folder on the device.

▲ **PC:** Simultaneously press the **Windows** and **Print Screen** keys on your keyboard. The image is saved in the **Screenshots** folder within the **Pictures** folder on your computer.

Shutdown choices

If you are on the desktop, press **Alt+F4** to choose **Shutdown**, **Restart**, **Sign Out** or **Switch User** options.

Shut down

To turn your tablet off completely:

▲ **Touchscreen:** Swipe in from the right edge of the screen. Choose **Settings**, **Power**, **Shutdown**

▲ **PC:** Using the touchpad, move to the upper-right corner of the screen. The Charms bar appears. Choose **Settings**, **Power**, **Shutdown**

Working with apps

Windows 8.1 has custom-designed Windows 8 applications called "apps". Apps are small software programs that perform a specific function. They tend to have limited capabilities. A wide range of apps can be sourced from the Windows Store.

Office 2013 (Word, Excel, PowerPoint etc.) has been installed on your tablet, as well as the Google Drive for Windows desktop application.

Updating apps

A number showing on the Store tile indicates that there are updates for some of your apps. Open the app and click **Update** in the top right hand corner to install the updates.

Show all applications

To see all the installed applications:

▲ **Touchscreen:** Make sure you are in the Windows 8.1 Start screen. Swipe up from the very bottom edge of the screen. All the apps appear.

Asus Transformer Windows 8.1 tablet

▲ **PC:** Using the touchpad, move to the bottom-left of the Start screen and click on the downward-pointing arrow near. All the apps appear.

The Switcher

You can switch between open apps using the Switcher.

▲ **Touchscreen:** Swipe from the far left edge to the right of the screen. Choose an app to switch to.

▲ **PC:** Using the touchpad, move to the top-left hand corner and move (don't drag!) down. Choose an app to switch to.

Close an app

To close an open app:

▲ **Touchscreen:** Swipe down from the very top edge of the screen. The app turns into a thumbnail. Continue dragging it down to the bottom of the screen until it disappears. The app is closed.

▲ **PC:** Using the touchpad, move to the top of the screen. A hand appears. Click and drag the app down to the bottom of the screen. The app is closed.

Working with tiles

Tiles are used to open programs, apps, shortcuts on your computer e.g. your email, a web browser or a particular folder. Your Windows 8.1 Start screen can get a bit messy once you have installed a few apps and other elements. Follow the steps below to keep things organised.

Move tiles

You can arrange the tiles on your Windows 8 Start screen in whatever way makes the most sense to you. To move a tile, hold it down, and then drag it to wherever you want.

Resize a tile

You can make (most) tiles larger or smaller.

▲ **Touchscreen:** Long-press on the tile. Choose **Resize** from the options near the bottom of the screen. Choose from **Large**, **Wide**, **Medium** or **Small**.

▲ **PC:** Right-click on the tile. Choose **Resize** from the options near the bottom of the screen. Choose from **Large**, **Wide**, **Medium** or **Small**.

Remove a tile

To remove a tile from the Windows 8.1 Start screen:

▲ **Touchscreen:** "Long-press" on the tile. Choose **Unpin from Start** from the options near the bottom of the screen.

▲ **PC:** Right-click on the tile. Choose **Unpin from Start** from the options near the bottom of the screen.

Create a new group of tiles

To create a new group of tiles:

1. Drag a tile (to the right of the screen) to an open space.
2. A vertical bar appears.
3. Release the tile—this creates a new group.
4. Drag additional tiles into the group.

Name a group of tiles

After you've grouped your tiles together, you can name the group.

▲ **Touchscreen:** Choose **Name group** from the bar at the top of the group. The keyboard appears. Type in the name of the group. Select the **Enter** key on the (on-screen) keyboard. The group is named.

▲ **PC:** Choose **Name group** from the bar at the top of the group. The keyboard appears. Type in the name of the group. Select the **Enter** key on the keyboard. The group is named.

Live tiles

Some tiles are "live", i.e. they show continually updated information, e.g. news, weather, or currency information or a slide show of images from your Picture Library. You can right click on the tile and choose to have this feature on or off. On a touchscreen, long-press on the tile and choose the option available.

Create shortcuts

You can add shortcuts to folders or websites to your Windows 8.1 Start screen.

To create a shortcut to a folder, go to that folder in File Explorer (on the desktop). Then:

▲ **Touchscreen:** Long-press on the folder icon and choose **Pin to Start**

▲ **PC:** Right-click on the folder icon and choose **Pin to Start**

To create a shortcut to a website:

▲ **Touchscreen:** Go to the web page using the Windows 8.1 Internet Explorer app. Press the star icon, then the drawing pin icon on the right of the screen. Change the label if you like, and choose **Pin to Start**

▲ **PC:** Go to the web page using the Windows 8.1 Internet Explorer app. Press the star icon, then the drawing pin icon on the right of the screen. Change the label if you like, and choose **Pin to Start**

You can also create shortcuts to files and folders on the desktop in the usual way.

Other tips

▲ To access the on-screen keyboard, press the keyboard icon near the lower-right of the tablet screen.

▼ Keyboard shortcuts such as **Ctrl+A** and **Ctrl+C** work on the on-screen keyboard.

▼ Click the **X** at the top-right of the on-screen keyboard to close it.

▲ When you are in the desktop view on the tablet, tap and double-tap are the equivalent of clicking and double-clicking. "Long-pressing" is the equivalent of right-mouse clicking.

▲ Play and experiment – you can't break anything!

Windows key shortcuts

Press the Windows key (on the keyboard) to get to the tiled Windows 8 Start screen.

Keyboard shortcut	Action
▲ Windows key + E	opens Explorer for quick access to folders and files
▲ Windows key + D	takes you straight to the desktop
▲ Windows key + M	minimises the desktop windows
▲ Windows key + F	opens a file and folder search pane
▲ Windows key + Q	opens a global search menu
▲ Windows key + L	locks your PC
▲ Windows key + C	displays the Charms bar
▲ Windows key + I	opens the settings menu
▲ Windows key + X	opens the Quick Access Menu
▲ Windows key + Pause	opens the system properties page
▲ Windows key + W	search your system settings
▲ Windows key + R	displays the Run command
▲ Windows key + H	opens the Share pane (when you are inside an app)
▲ Windows key + K	opens the Devices pane

Working with Google Drive

Google Drive (formerly Google Docs) is a free service hosted by Google. Files can be created, edited and stored online. Your files are located "in the cloud" and can be accessed from any computer with an internet connection or from a mobile device (such as a tablet or phone) via a web browser or an "app".

You can also download and install the Google Drive folder for Windows desktop application. This program has been installed on your tablet, and the Management Group Folder has been added.

The Google Drive folder desktop application allows you to work with files in the way that you are used to. You can drag (or copy and paste) files in and out of the folder, move items around, and edit, save and delete files.

Your Google Drive folder contains files you're syncing with Google.
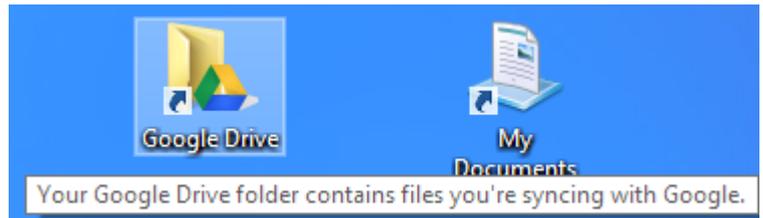
The Google Drive folder on your tablet desktop synchronises with Google Drive on the web and with any other device (computer, or smartphone) where you have the Drive application installed. Any changes you make to items in the Google Drive folder on your desktop are mirrored in **My Drive** (part of Google Drive on the web).

Most of the files and folders in your Google Drive folder are available without an internet connection. The syncing process, however, requires internet access.

To add shared items to the Google Drive folder on the desktop:

▲ Go to the web version of Google Drive (via Gmail via MyWeb™)

▲ Click on the **Shared with Me** link.

▲ Select the item or items you want (files or folders).

▲ Click the **Add to My Drive** button.

The items should soon sync to your desktop folder.

- -

Getting Help

The Lynda.com training site has an excellent training course on Google Drive. Contact the WMS Helpdesk, or go to the WMS IT Team web site for more details.

Please contact the WMS Helpdesk if you have any queries:

▲ phone: +64 7 838 4599

▲ email: wmshelp@waikato.ac.nz