

Microsoft Surface RT 2 tablet (Windows RT 8.1 Software) - basic notes

Table of Contents

Overview	2
To begin...	2
General tips	3
Charms bar	3
Shut down	3
Working with apps	4
Show all applications	4
The Switcher	4
App commands	4
Close an app	5
Delete an app	5
Working with tiles	5
Move tiles	5
Resize a tile	5
Remove a tile	6
Create a new group of tiles	6
Name a group of tiles	6
Create shortcuts	6
Other tips	7
Working with Google Drive	7
Getting Help	8
OneDrive	8
Windows key shortcuts	9

Overview

At first sight, 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 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.

To get to your familiar desktop, click or touch the desktop tile or press the Windows key on the keyboard or the Windows button on the tablet itself. In these notes, **PC** refers to 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**. A Microsoft account is the email address and a password that you use to sign in to services like OneDrive. 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.

To begin...

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

1. Turn the tablet on.
2. Swipe upwards.
3. Enter your password (if asked).
4. The Windows 8 **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 Start screen:

- ▲ **PC:** With your mouse (or equivalent) go to the bottom left of the screen, or, press the Windows button on the keyboard.
- ▲ **Touchscreen:** Swipe from the top to the bottom of the screen. Alternatively, press the Windows button on the tablet.

To “zoom” in the Windows 8 Start screen:

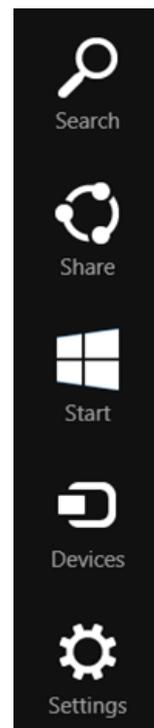
- ▲ **PC:** With your mouse (or equivalent) go to the bottom right of the screen and click the small Zoom icon in the lower-right. The view zooms in. Click again to zoom out.
- ▲ **Touchscreen:** Touch the Start screen with two or more fingers, and then pinch your fingers in to zoom out. Pinch out to zoom in.

Charms bar

The **Charms** bar contains **Search**, **Share**, **Start** (if you are already in the Windows 8 Start screen it will take you to the **Desktop**), **Devices**, and **Settings** links.

To get to the Charms bar:

- ▲ **PC:** Move your mouse to the top-right or bottom-right corner of your screen. Alternatively, press the Windows key + C keys.
- ▲ **Touchscreen:** Swipe from the far right edge of the screen to the left. The charms appear.



Charms bar

Shut down

To turn your tablet off completely:

- ▲ **PC:** Move your mouse to the upper-right corner of the screen. The Charms bar appears. Choose **Settings, Power, Shutdown**
- ▲ **Touchscreen:** Swipe in from the right edge of the screen. Choose **Settings, Power, Shutdown**

Working with apps

Windows 8 RT 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 RT2 is installed on your tablet. These touch-optimized versions of Outlook, Word, Excel, PowerPoint and OneNote are available from the desktop.

Please note that you cannot install any desktop software, for example, iTunes, Firefox etc. on a Surface 2. To install applications, you must go through the Windows Store.

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:

- ▲ **PC:** Right-click anywhere on the Windows 8 Start screen. An **All apps** button appears on bottom-right. Click on the button. All the apps appear.
- ▲ **Touchscreen:** Make sure you are in the Windows 8 Start screen. Swipe up from the very bottom edge of the screen. An **All apps** button appears on bottom-right. Press the button. All the apps appear.

The Switcher

You can switch between open apps using the Switcher.

- ▲ **PC:** Move your mouse to the top-left hand corner and move (don't drag!) down. Choose an app to switch to.
- ▲ **Touchscreen:** Swipe from the far left edge to the right of the screen. Choose an app to switch to.

App commands

To get to various commands and options with an app:

- ▲ **PC:** Windows + Z on the keyboard, right-click with a mouse or tap two fingers anywhere on the touchpad. Various commands or menu options appear.
- ▲ **Touchscreen:** Swipe up from the very bottom edge of the screen. Various commands or menu options appear.

Task Manager

Press the **Crtl+Shift+Esc** keys on the keyboard to see lots of details about the applications that are currently open.

Close an app

To close an open app:

- ▲ **PC:** Move your mouse to the top of the screen. A hand appears. Drag the app down to the bottom of the screen. The app is closed.
- ▲ **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.

Delete an app

To delete an app:

- ▲ **Touchscreen:** Press and hold (long-press) the app you want to delete. Select **Uninstall** from the commands along the bottom of the screen, and then select the **Uninstall** button. The app is deleted.

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 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.

- ▲ **PC:** Right-click on the tile. Choose **Larger** or **Smaller** from the options near the bottom of the screen.
- ▲ **Touchscreen:** Press and hold (long-press) the tile. Choose **Larger** or **Smaller** from the options near the bottom of the screen.

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, drag down on the tile and choose the option available.

Remove a tile

To remove a tile from the Windows 8 Start screen:

- ▲ **PC:** Right-click on the tile. Choose **Unpin from Start** from the options near the bottom of the screen.
- ▲ **Touchscreen:** Press and hold (long-press) 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.

- ▲ **PC:** Hold down the **Ctrl** key on the keyboard and move the scroll wheel on the mouse towards you. Alternatively, click the small Zoom icon in the lower-right corner of the Windows 8 Start screen. The view zooms in. Right-click a group of tiles to select the group. Choose **Name group** from the bar at the bottom of the screen.
- ▲ **Touchscreen:** Touch the Start screen with two or more fingers, and then pinch them toward each other to zoom out. Once all the tiles are small, “swipe down” a group of tiles to select the group. Choose **Name group** from the bar at the bottom of the screen.

Create shortcuts

You can add shortcuts to folders or websites to your Windows 8 Start screen.

To create a shortcut to a folder, go to that folder in File Explorer. Then:

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

To create a shortcut to a website:

- ▲ **PC:** Go to the web page using the Windows 8 Internet Explorer app. Click the drawing pin icon on the bottom right of the screen. Choose **Pin to Start** Change the label if you like, and choose **Pin to Start** again.

- ▲ **Touchscreen:** Go to the web page using the Windows 8 Internet Explorer app. Press the drawing pin icon on the bottom right of the screen. Choose **Pin to Start**. Change the label if you like, and choose **Pin to Start** again.

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

Other tips

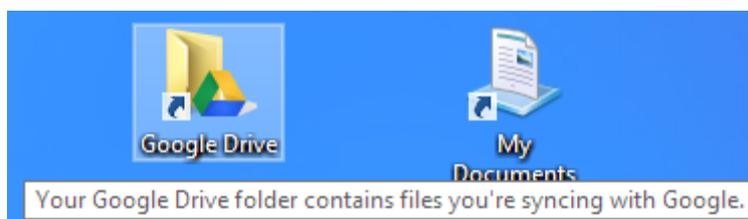
- ▲ The full manual is on the hard drive of your tablet and also available at: http://download.microsoft.com/download/B/D/4/BD44C612-D08E-4586-9345-ACA8AB978BC8/en-us_Surface_2_User_Guide.pdf
- ▲ To access the on-screen keyboard, press the keyboard icon near the lower-right of the tablet screen.
 - ▼ 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!

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 to your computer or laptop.

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.

The Google Drive app on your tablet 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 computer are mirrored in **My Drive** (part of Google Drive on the web) and in the Google Drive app on your tablet.

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

OneDrive

OneDrive (formerly called SkyDrive) is free cloud storage that comes with your Microsoft account. It is storage space that is available from any of the devices you use, much like Google Drive. It's like an extra hard drive that's available from any of the devices you use. When you save your documents, photos, and other files on OneDrive, they're available from any web-connected device (for example, your phone or main computer).

For more information see: <http://www.microsoft.com/surface/en-nz/support/storage-files-and-folders/onedrive-on-surface> and <http://windows.microsoft.com/en-us/windows-8/getting-started-onedrive-tutorial>

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