

Public Page

Broadband for Seniors

# Broadband for Seniors

Investigating Windows 8.1

Who am I

## Who am I

- Kevin Harris- Program coordinator for the Tamworth (NSW) Digital Hub.
- I have been in the computer industry one way or another since the late 1980s when my employer (State Government) decided we were changing from paper to electronic forms. Three of us were “selected” – given 3 days training then told to train other staff in our respective regions. Modems were maxing out at 7200 baud rate, and neither the Internet nor Windows existed in the Public forum.
- Since then I have worked in retail industry (including my own retail business), and for the last 10 years have been in the IT section of the Tamworth Regional Council – moving to the Tamworth Digital Hub in December 2012. One of my ex bosses always reckoned it was easier to promote a bloke than sack him!!
- The Tamworth Digital Hub has had in excess of 3000 clients since we started in January 2013 and the program is due for completion in March 2015.

My Soapbox start !

## My Soapbox start !



So thank you for allowing me to be a part of your afternoon. For a start I don't regard myself as an expert in Windows 8 but I guess if you play with something for a while then you may get some tips and tricks that might be useful to others along the way.

One thing about change is that it can be a challenge and often we look for the easy way out by looking for the familiar. It is really possible to operate Windows 8 by making it look like Windows 7 or XP and using the desktop function rather than the newer embedded functions. However, you wouldn't buy a new car and ask for last years motor or a new washing machine and ask the bloke in the shop to put last years knobs on it. So embrace the change with all its benefits and faults (and there are some of those) and let's discover just what Microsoft is offering with this operating system.

So get your cuppa ready and let's have some fun.

Please ask or add comments at any time. Your knowledge is equally as valuable as mine and I am always happy to be told of better ways!

## A Brief History of Windows

## A Brief History of Windows

- If you know where you have come from you can work out where you are going.



## Welcome to GUI

# Welcome to GUI

- In the early 90s Microsoft was having strong competition in the Educational and Domestic markets from companies that had introduced Pictures instead of Command format (DOS, CPM etc.,) to make the computers work.
- Initially Apple and Amiga /Commodore got a strong foot in the door with people by presenting shortcuts to the programmes in easily recognised pictures (referred to as GUIs) on the desktop. Programmes would place a picture on the machine as it was installed and the operator only had to recognise and click on the picture to initialise the program rather than knowing the file name and path and then typing the correct command eg. C:\windows\msoffice\msword\msword.exe (enter)
- The acronym GUI stands for Graphic User Interface – in other words a picture that saves you typing a lot of commands.
- If we jump forward to the early 2000's we can see the transition from large desktop type machines to the very small, powerful and portable devices that these days many of us take for granted.

Devices that don't need ??add-ons?? or ??wires??

## Devices that don't need "add-ons" or "wires"

- With the increased demand for instant accessibility the plethora of devices available to the average consumer is almost mind boggling!
- Microsoft is for ever trying to maintain it's market leverage by offering an Operating System that can run on small portable devices and still allow the user access to the more common well established products particularly those in the Office and associated range.
- Consumer demand for this portable yet powerful tool has lead to Microsoft attempting to meet its older rival Apple and the "new kid" on the block Android to maintain its market share.
- All sorts of devices are shoved at the consumer from "smart phones" to "tablets". From "notebooks" to desktop "all in one computers". Consumers want to be able to gather information on the run and transfer it to colleagues and friends without any hassle. Hence the need for one platform that can cross many device boundaries.

Windows 8 ?? A new way of Thinking?

## Windows 8 – A new way of Thinking?





To touch or NOT to Touch ?

## To touch or NOT to Touch ?



## Windows 8.1 Start screen

### Windows 8.1 Start screen



Windows 8.1 has this Apps arrow which was not evident in 8.0

To add to the Start screen

## To add to the Start screen



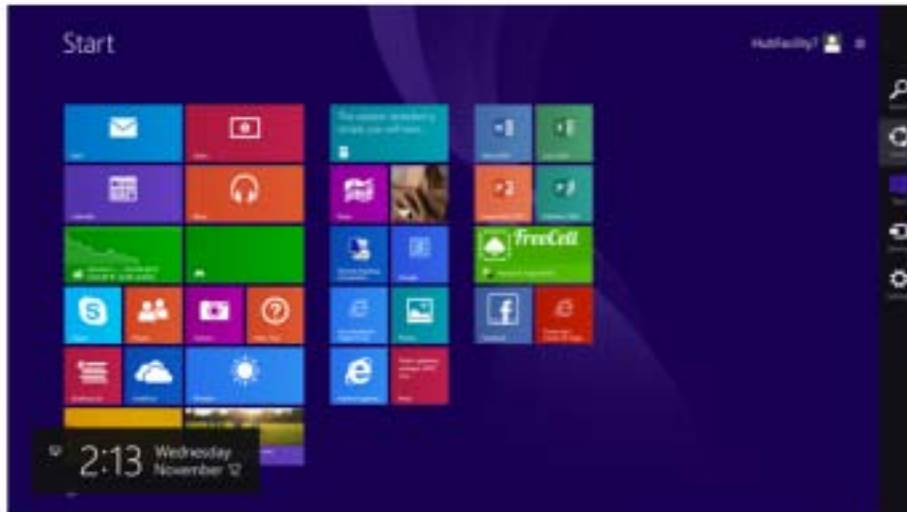
Go to the Apps screen by using the down arrow on the bottom left of the start screen then:

1. Right click the app you want on the start screen
2. Left click on PIN to start.

NOTE: If you install a program (new app), an icon will appear on this page but NOT on the start screen! You have to put it there!

Charming isn't it!

## Charming isn't it!



ACCESS the CHARMS by running your mouse to the top corner of the screen or by touching the device and sliding your finger from the boundary inwards right to left

Lets look at the Charms - SEARCH

## Lets look at the Charms - SEARCH



I think this charm is a bit superfluous because you can access it directly from the start screen just by typing your request!

Share ?? Used for sharing an application such as photos etc.

Share – Used for sharing an application such as photos etc.



Mobility and sharing are key points in today's mobile world. Sharing and storage in or through the "cloud" is daunting for those who haven't been involved but just to know it is available is probably sufficient.

Start ?? has the same function as pressing the Windows button on the keyboard and toggles between current open apps.

Start – has the same function as pressing the Windows button on the keyboard and toggles between current open apps.



Devices ?? shows the devices associated with your computer.

Devices – shows the devices associated with your computer.





Settings

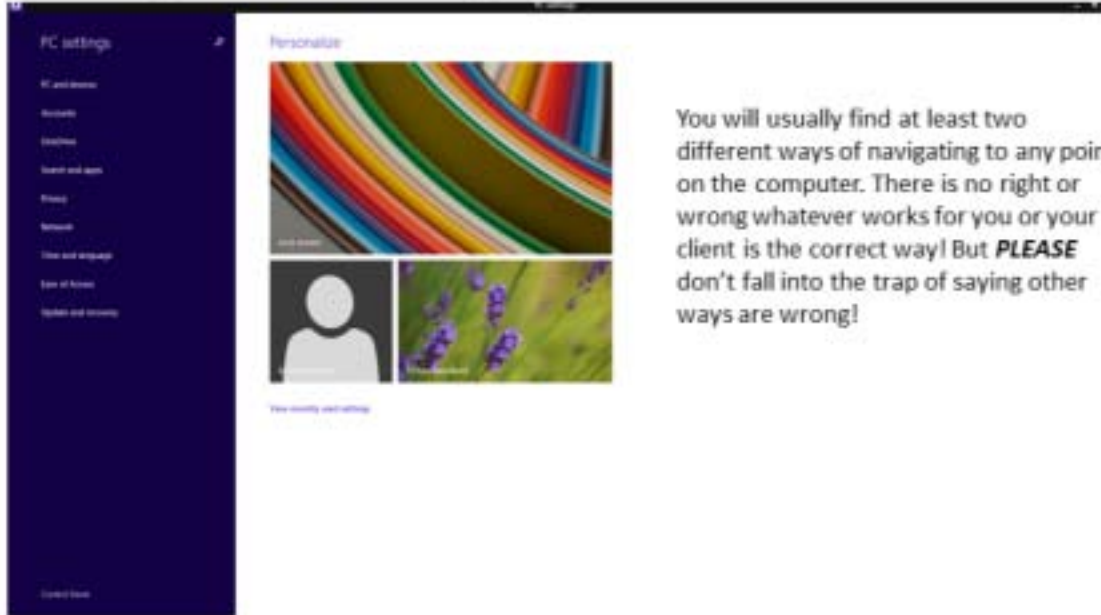
# Settings



Next slide for PC settings

## Change PC Settings

# Change PC Settings



The screenshot shows the Windows 8 'PC settings' application. On the left is a dark blue navigation pane with the following menu items: PC settings, PC and devices, Accounts, Windows, Search and apps, Windows, Settings, Time and language, Ease of Access, and Update and recovery. The main content area is titled 'Personalize' and features a large background image of colorful, curved stripes. Below this are two smaller preview images: a grey silhouette of a person and a field of purple flowers. At the bottom of the main area, there is a link that says 'View recently used settings'.

You will usually find at least two different ways of navigating to any point on the computer. There is no right or wrong whatever works for you or your client is the correct way! But **PLEASE** don't fall into the trap of saying other ways are wrong!

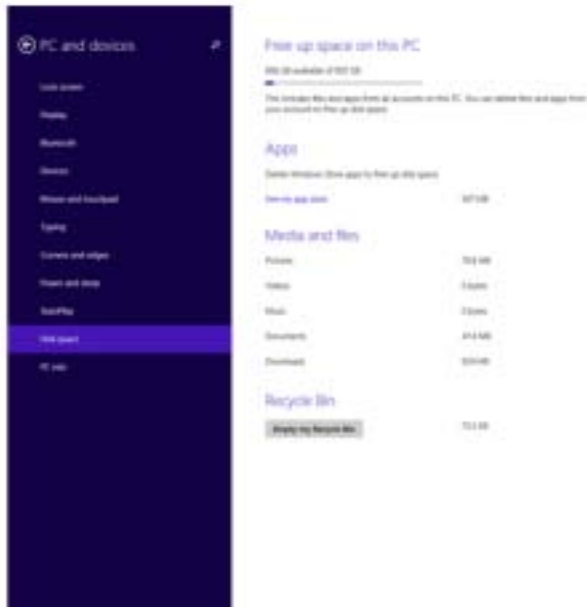
### Lock Screen Preview

# Lock Screen Preview

The screenshot shows the Windows 8.1 Settings application. On the left is a navigation pane with the following items: PC and devices, Lock screen (selected), Theme, Bluetooth, Devices, Mouse and keyboard, Typing, Context and options, Power and sleep, AutoPlay, Disk usage, and PC info. The main content area is titled 'Lock screen preview' and features a large preview image of a lock screen with a colorful, curved background, the time '12:45', and the date 'Wednesday, December 10, 2014'. Below the preview are five smaller thumbnail images representing different lock screen backgrounds. A 'Browse' button is located below these thumbnails. Underneath, there is a section for 'Play a slide show on the lock screen' with a 'ON' toggle switch. The 'Lock screen apps' section includes instructions to choose apps for background status, detailed status, and phone alerts, each with a selection button and a plus sign for more options.

Disk space

# Disk space



I think this is a better graphic



## PC info

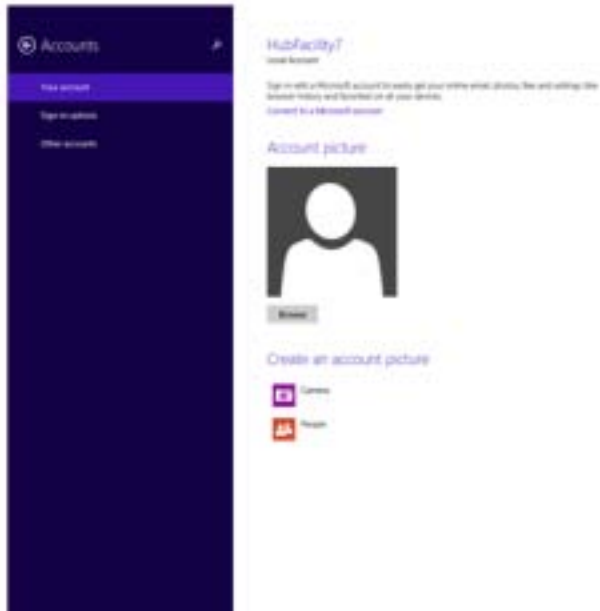
# PC info

The image shows a screenshot of the Windows 8.1 'PC and devices' settings application. The left-hand navigation pane is dark blue with white text, listing various settings categories. The 'PC info' category is highlighted with a light blue bar. The main content area on the right is white and displays the following information:

- PC**
- PC name: **David**
- Buttons: **Windows 8.1** and **Taskbar**
- Product ID: **00000000-0000-0000-0000-000000000000**
- Processor: **Intel(R) Core(TM) i3-3217U CPU @ 3.10GHz 3.10 GHz**
- Installed RAM: **4.00 GB (3.75 GB usable)**
- System type: **64-bit operating system, x64-based processor**
- File and storage: **No drive or flash drive is available for this device.**
- Windows**
- Version: **Windows 8.1 Pro**
- Activation: **Windows is activated**
- Buttons: **Change settings**

## Accounts

# Accounts



## One Drive ?? File Storage

# One Drive – File Storage



### OneDrive storage

When you sign in to use OneDrive with a Microsoft account, you can use OneDrive to store files and photos. You can also use OneDrive to sync files and photos across all your devices. To learn more about OneDrive, visit [OneDrive.com](#).

[Connect to your Microsoft account](#)

## Camera Roll

# Camera Roll



Some Microsoft services are not available if you're using a Microsoft account.  
[Learn more about Microsoft services.](#)

### Upload photos and videos

It's easy to upload photos and videos from your camera roll to OneDrive, and you can get the best from any device. Higher quality photos will take up more space in your OneDrive.

- Upload photos and videos
  - Upload photos in high quality
  - Upload photos in low quality
- Download the app on the App Store or Google Play



Sync Settings (a)

# Sync Settings (a)



Sync Setting (b)

# Sync Setting (b)



## Search & Apps

# Search & Apps



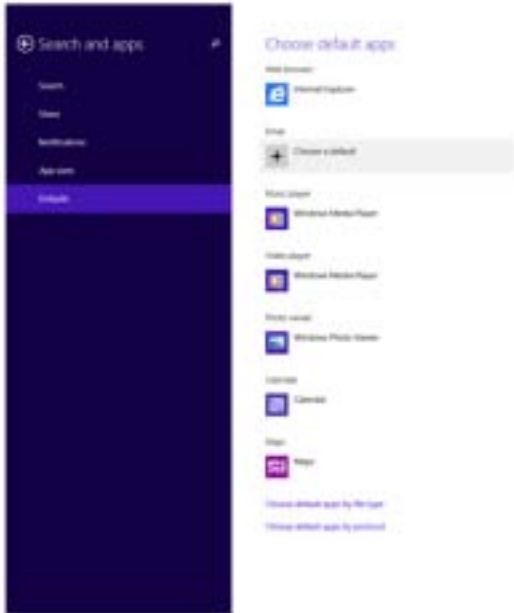
# App sizes

## App sizes



Defaults

# Defaults



# Privacy

## Privacy



### Change privacy options

Let apps access my location, contacts, and other personal info

OFF

Let apps access my advertising ID for experience personalization (turning this off will limit your ID)

OFF

Turn on Smart Lock (This is where you control if you lock Windows, Chrome apps, and

ON

Show full suggestions based on what I type and what I do on my phone, tablet, and watch

OFF

Let websites provide location services (only by permission by the website)

OFF

Manage my Microsoft advertising and other personalization data

OFF

[Privacy statement](#)

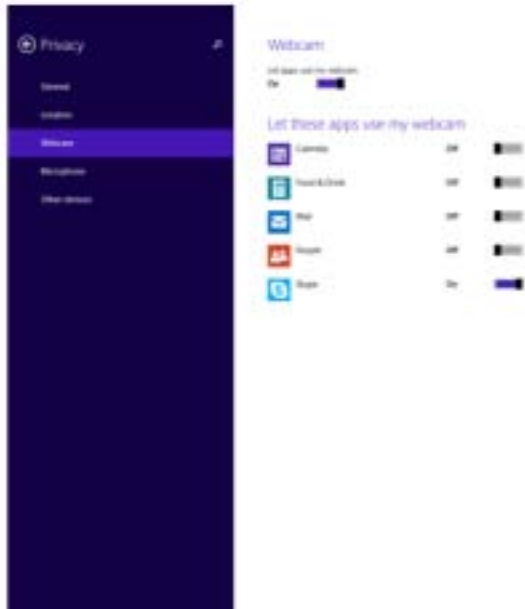
## Location

# Location



## Webcam

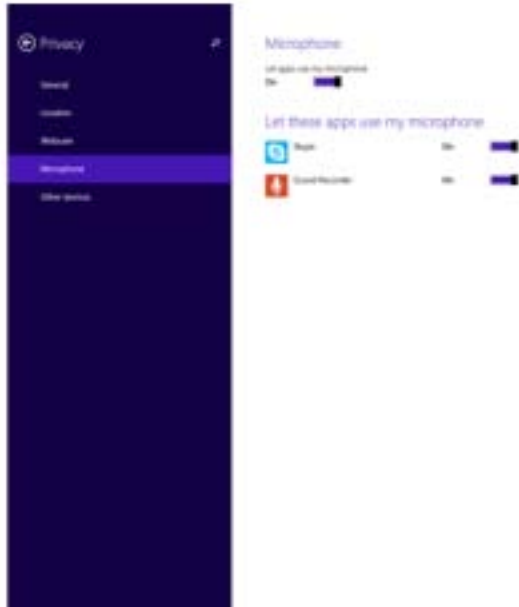
# Webcam





## Microphone

# Microphone



## Connections

# Connections



# Proxy

## Proxy



### Automatic proxy setup

Automatic proxy setup overrides manual settings. It uses manual settings, but applies automatic settings.

Automatic proxy settings

On

Use automatic configuration script

Off

Script address

Done

### Manual proxy setup

Set a proxy server for Ethernet or Wi-Fi connections. These settings don't apply to VPN connections.

Use a proxy server

On

Address

Port

Use the proxy server except for addresses that start with the following address. You can select 0 to 5 addresses.

Don't use this connection for local intranet connections

Done

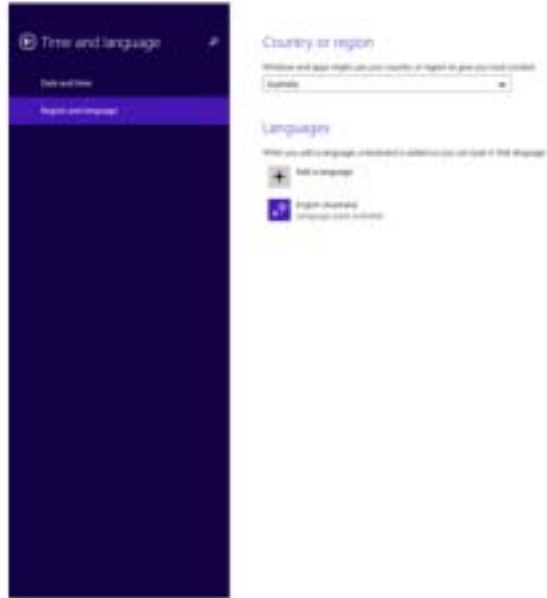
Time & Language ?? Date & time

# Time & Language – Date & time



## Region & Language

# Region & Language



Ease of Access - Narrator

# Ease of Access - Narrator



Hear text and controls on the screen

Narrator is a screen reader that reads all the content on your screen and controls.

Narrator

On

Voice

Windows default

Speed

Rate

Sounds you hear

Windows default

Windows default

Windows default

Windows default

Windows default

Cursor and keys

The Ease of Access division is a great addition to Windows. Whilst some of these features have been available previously the 8.1 layout keeps them close at hand and easily accessible when required.

## Magnifier

# Magnifier



Magnify things on the screen

Magnify 200%

Magnify toolbar

Tracking toolbar

Display the mouse cursor

Display the tracking toolbar

Display the mouse cursor

Display the tracking toolbar

Display the mouse cursor

Don't forget there is the slide bar in the bottom right corner of most of the apps. Also Ctrl held down while pushing the + or - keys adjusts the zoom on the screen.

Mouse

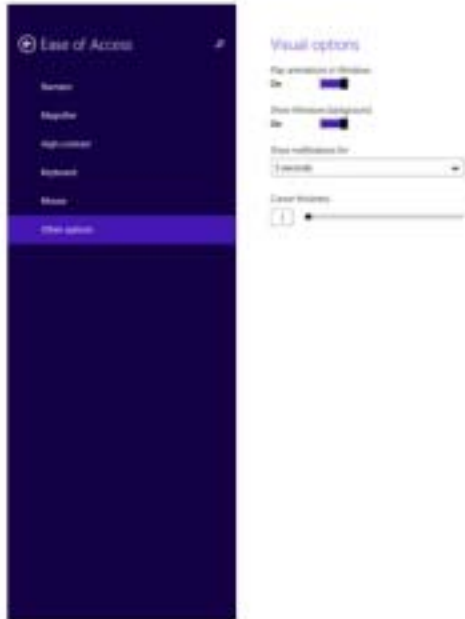
# Mouse





## Other Options

# Other Options



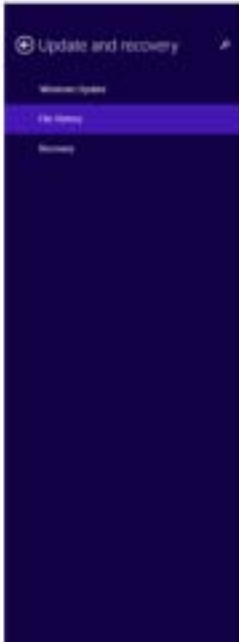
## Update & Recovery ?? Windows Update

# Update & Recovery – Windows Update



## File History

# File History



### Save copies of your files automatically

Automatically back up copies of your personal files to another drive so you can get them back. Files you back up are saved as File History backups in Files in Documents, Music, Pictures, Videos, and Desktop on the PC.

On this PC  
C:\

Backups show what's found. To turn File History on, click on this link.

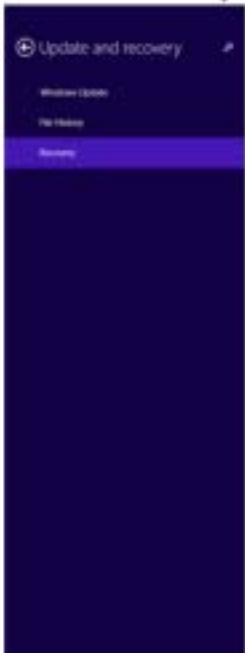
[Learn more](#)

Your files aren't being backed up

[Learn more](#)

## Recovery

# Recovery



### Refresh your PC without affecting your files

If your PC isn't working well, you can refresh it without losing your photos, music, videos, and other personal files.

[Get started](#)

### Remove everything and reinstall Windows

If you need to refresh your PC, or need more compatibility, you can reset it to its factory settings.

[Get started](#)

### Advanced startup

Start up from a startup disk (such as a USB drive or DVD), change Windows startup settings, or remove Windows from a system image. This will refresh your PC.

[Reset now](#)

## Conclusion

### *Conclusion*

- There are some challenges but with a little practice and perseverance they are easy to overcome.
- A word of caution – several “help” books I have seen have been written using the Task Bar and Desktop as the primary screen (written essentially from a Win 7 perspective). I feel that while this may work it really isn't exploring the product correctly and, while there are rumours out there about Windows 10 I feel that the format Microsoft is pursuing has to maintain a compatibility with the small form touch screen devices so I think what we are seeing is the format for the future.
- So I hope you have enjoyed our very brief excursion into Windows 8.1
- Thanks for sharing your knowledge and spending time to help others.
- See you later 😊