

Navigating the Start Screen

The *Start screen* presents Microsoft's new method of providing apps to users. It uses a different approach for interacting with the user, one that's supposed to be easier and more straightforward than traditional Windows applications of the past. The idea is that you should be able to sit down with a Windows 8 app and use it immediately without resorting to Help much (if at all). In short, Windows 8 apps are supposed to be more intuitive and simpler to use.

This part explores Windows 8 apps using five Microsoft-specified tenets as guidelines. You'll discover how the new Start screen differs from the traditional Windows Desktop interface that you've used in the past.

In this part . . .

- ✓ **Defining a Windows 8 App**
- ✓ **Employing the Start Screen**
- ✓ **Interacting with the App Bar**
- ✓ **Using Charms**
- ✓ **Using Location Data**

Defining a Windows 8 App

Windows 8 apps are different from Windows applications because Microsoft holds them to a stricter standard. Microsoft has specified that a Windows 8 app must uphold/adhere to all five of these tenets:

- ✔ **Show pride in craftsmanship:** To improve the quality of the application you receive, Microsoft is monitoring the kinds of applications that developers put together. The user experience must be complete and polished at every stage.
- ✔ **Be fast and fluid:** Microsoft has placed new emphasis on direct interaction with content and making this experience as seamless as possible. The app should actually tell a story using motion (meaning that Windows 8 apps should be more interactive).
- ✔ **Be authentically digital:** Windows 8 apps make optimal use of the digital medium — to provide the end user with an experience that goes beyond the real-world experience by using bright colors and images.
- ✔ **Do more with less:** The app shouldn't present any sort of distraction to working with content. In short, the user should be able to focus on content without even seeing the application. Microsoft seems to want a spartan application interface with a minimum of controls.
- ✔ **Win as one:** An app should be able to work with all devices and other apps, as well as with the host system, no matter which platform is in use. In short, an app should work equally well on mobile devices, laptops, and PCs.

Employing the Start Screen

The *Start screen* is the focal point of the Windows 8. Given the five tenets that Microsoft has applied to Windows 8 apps (see the previous section), the Start screen is simple to use, and it focuses on content and provides “motion” in the form of Live Tiles. (A Live Tile provides the means to see changing information from any source designed to provide it at a glance. You need to have access to that information source, such as through an Internet connection, for the Live Tile to work. For

example, you can see updates of the news and current weather in miniature in a single glance.) The following sections describe how to use the Start screen to access Windows 8 apps in more detail.

Accessing apps

In The Big Picture, you see that you can start a Windows 8 app by simply clicking it. The app always opens in full-screen mode, which means that you see only that app presented onscreen. The focus is on content, so you don't even see any controls in many cases. The app can contain multiple panels, each of which contains specific content. Clicking an element within the content can display additional information when it's available. For example, in the News app presentation shown in Figure 1-1, each tile presents a different story. Clicking a tile displays specifics about that story. You don't need any controls because the interface is simple enough to work without them.

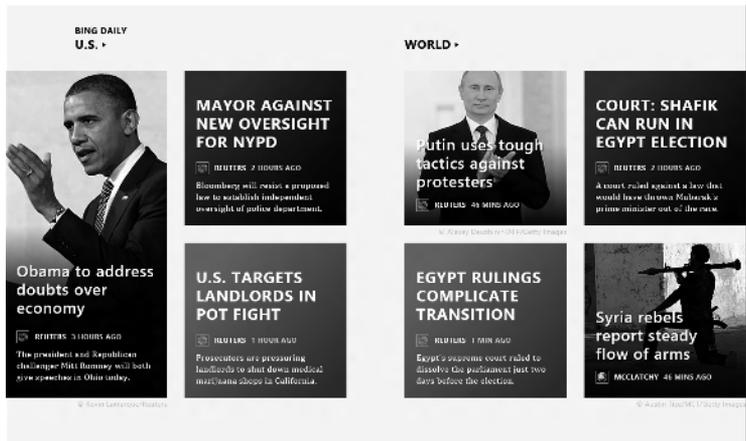


Figure 1-1

Tile size is important. The large tile about President Obama is the main story of the day. Lesser stories use smaller blocks to reduce their emphasis. Most Windows 8 apps rely on this technique to make it easy for you to pick out the most significant or compelling content quickly. This app can also rely on Live Tiles (even though you obviously can't see them in action in this book) so that you can detect changes in stories without taking the time to open them.

Right-clicking the display presents the App bar in the application. When you right-click the News app, the App bar contains options for moving to different news focuses. (See Figure 1-2.) For example, click My News and you'll see a series of stories specifically tailored to address the kinds of content you request by specifying keywords. Click Sources and you'll see news stories from each newswire or publisher.



Figure 1-2

Every Windows 8 app also has access to the Charms bar. Simply press Win+C to display it. You can also move the mouse cursor toward the right side of the display or swipe the right side of the display when using a touch interface. The Charms bar will contain the same charms as normal. (See Figure 1-3.) However, some charms, such as Settings, will contain options specifically for the app in use. For example, click Rate and Review on the Settings charm to rate the News app.

A Windows 8 app provides you with the functionality needed to work with content, but with the rights of the content provider in mind. For example, you may click a story heading, press Win+C to display the Charms bar, and then click Share to share the story with someone else. If the content provider has protected the story, you see a simple message saying that you can't share the content, as shown in Figure 1-4.

When an app supports sharing, you see the appropriate sharing options for that app. For example, you may be looking at a game app in the Windows Store and want to share that information with someone else. You can send the information using e-mail, or you can send it directly to someone on your contacts list, as shown in Figure 1-5.

Charms bar

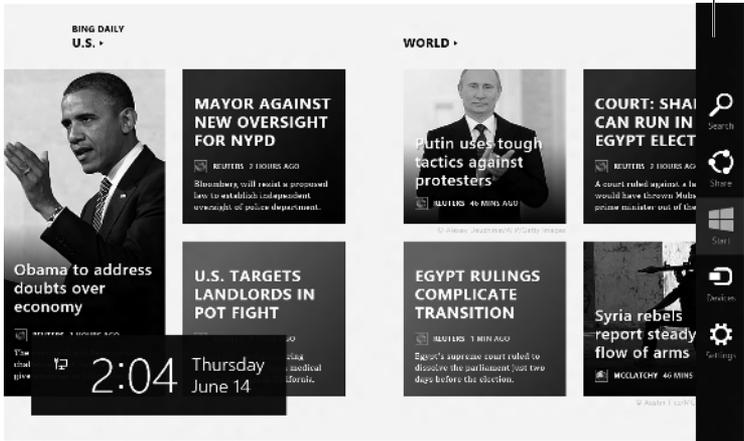


Figure 1-3



Figure 1-4



Figure 1-5

You don't have to think about what you can do because the app makes the options obvious. The number of controls in each app — when controls are necessary — is limited. In addition, every app supports both the App bar and the Charms bar. The Charms bar always contains the same charms, and the App bar contains controls for app-specific settings that you can change when needed.

Zooming in and out

All Windows 8 apps support zooming. This feature may not be useful in a game, but every app supports it. Either an app is zoomed or not zoomed — an app can't support multiple levels of zoom. When you have the app zoomed, you see an overview of what the app has to offer. Otherwise, you see the specific content you requested.

To zoom an app, place the mouse in the lower-right corner of the display (or swipe in that location when using a touch interface). You see the minus (–) sign in a square block. Click the minus sign to zoom the app. For example, Figure 1-6 shows what the News app looks like when zoomed.

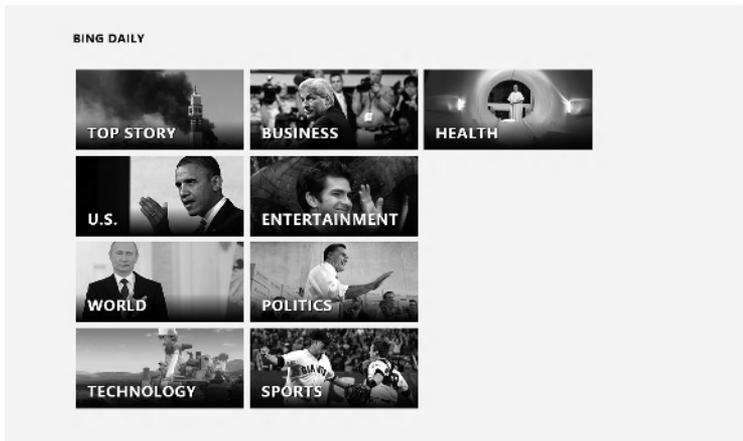


Figure 1-6

The display shows several categories of news. The main story in each category appears as a Live Tile in that category's tile. Select a specific category of news by clicking the tile you want. The stories in that category appear so that you can see them and choose a story to read.

Interacting with the App Bar

The *App bar* is an essential part of the Start screen experience. Individual Windows 8 apps use the App bar to allow you to make changes to the application's settings or choose the kind

of content you want. The App bar also makes it possible to choose different content areas and to customize the content to meet your needs. However, you won't find controls in the sense that traditional Windows applications use controls. The App bar is focused on content, and it helps determine how to manipulate content to suit your needs.

The Start screen is a kind of application, so it too has the App bar. Just as the App bar in the apps mentioned earlier in this part vary their content to meet specific needs, so does the App bar on the Start screen. The Big Picture shows you how to perform tasks using the App bar. The following sections refine that information.

Accessing all the applications

No matter what you're doing at the Start screen, you can always access all registered applications on a system. *Registered* applications install themselves in Windows. If an application simply resides on the hard drive and you didn't perform an installation for it, the application doesn't appear as part of the Apps list by default.

To display the list of all applications, right-click the Start screen, press Win+Z, or swipe at the bottom of the display to display the App bar. Click All Apps and you'll see the Apps screen. Windows 8 apps appear first in the list. Desktop applications, including Windows utilities, appear within groups after the Windows 8 apps, as shown in Figure 1-7 (your display may look slightly different than the one shown).

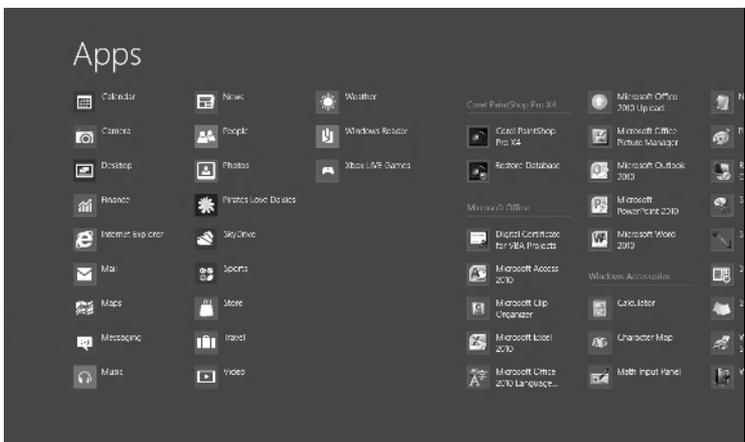


Figure 1-7

To select an app (or multiple apps) for configuration, right-click its tile in the list. A check mark appears in the upper-right corner of the selected tile. The information you see on the App bar after selecting a tile depends on the application type. Windows 8 apps provide the fewest options, as shown in Figure 1-8.

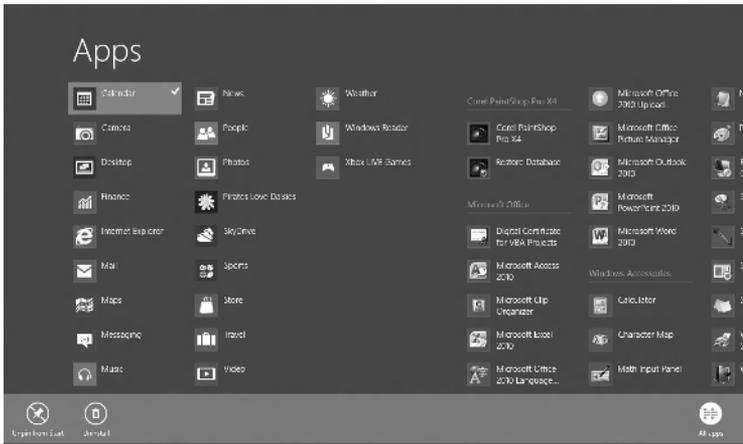


Figure 1-8

Desktop applications present more options because you can configure them in a number of ways. For example, you can't pin a Windows 8 app to the Taskbar, but you can pin a Desktop application to the Taskbar. Windows 8 apps load with the content that you'll see when using them. Desktop applications can work with different files, so you can choose to start the Desktop application with a particular file. Figure 1-9 shows the typical set of options for a Desktop application.



Figure 1-9

Altering the Start screen

The Start screen that Microsoft creates for you when you install Windows 8 is only a starting point. You should modify the Start screen to meet your specific needs. If you find that you aren't using the Weather app, for example, remove it from the Start screen. On the other hand, if you find that you need nearly

constant access to the Calculator, feel free to add it to the Start screen. With this in mind, your Start screen may not match the one you see in the figures throughout this book because you'll make plenty of changes to it. The following sections describe methods you can use to change the Start screen.

Pinning or unpinning an app

When you *pin* an app, you place it on either the Start screen or the Taskbar (in the Desktop interface). Pinning an app is the easiest and fastest way to make the apps you use most often easily accessible. When you *unpin* an app, you remove it from either the Start screen or the Taskbar. The app is still available, but you need to go to the Apps screen to see it. (See the “Accessing all the applications” section, earlier in this part, for details.)



Pin apps to the Start screen or Taskbar carefully. Many users have the urge to pin every app they'll ever use to the Start screen or Taskbar (or possibly both). The more apps you pin, the more apps you have to look through before starting the application. At some point, the technique that you thought would increase your efficiency ends up slowing you down because you have too many items.

When you want to make an app readily available for use, you pin it to the Start screen. Use these steps to pin an app to the Start screen:

- 1. Press Win+Z or right-click the Start screen to display the App bar.**

You see the Apps screen.

- 2. Right-click the app you want to pin to the Start screen.**

You see the App bar showing the options for that app. Figure 1-10 shows what the App bar looks like in the Windows Reader app.

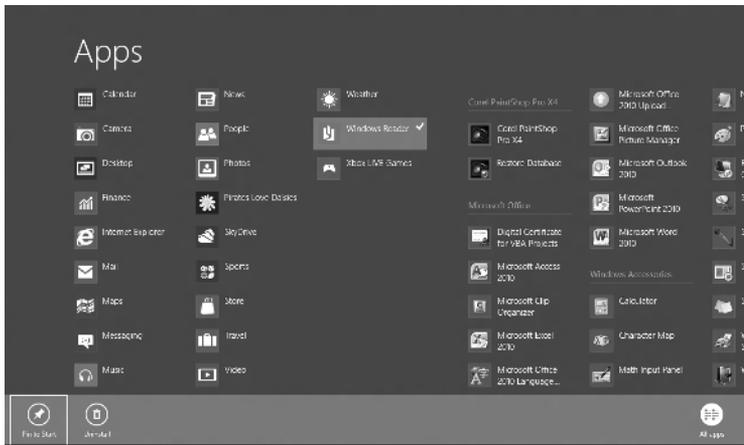


Figure 1-10



There are many ways to right-click an app. For example, you can use the arrow keys to select it and then press the spacebar. To right-click a touch screen, press your finger on the screen and hold it there until you see the right-click result.

3. Click the Pin to Start option.

Windows adds the application to the Start screen.



To select the Pin to Start option by using keyboard commands, press Tab to select the App bar, use the arrow keys to select Pin to Start, and then press Enter.

You can unpin any app that's pinned to the Start screen. Use these steps to unpin an app:

1. Right-click the app you want to unpin from the Start screen.

You see the App bar for that app.

2. Click the Unpin from Start option.

Windows removes the app tile from the Start screen.

Uninstalling an app

Pinning and unpinning apps either makes them more visible or hides them from view. However, even if the app isn't pinned, it's still present on your machine. To remove an app permanently so

that no one can access it, you must uninstall it. Use the following steps to uninstall an app:

- 1. Right-click the app you want to uninstall.**

You see the App bar showing the options for that app.

- 2. Click the Uninstall option.**

Windows immediately returns you to the Apps screen and starts uninstalling the app in the background. You see a *toast* message (a brief, onscreen notification that the uninstall is complete) when Windows completes the process.

Making an app tile smaller or larger

An app tile can appear in one of two different sizes on the Start screen. Use large tiles for apps that you use often or that have live feeds you need to view. Small tiles make apps accessible, but in a smaller space. The following steps tell how to make an app tile smaller or larger:

- 1. Right-click the app tile you want to resize.**

You see the App bar showing the options for that app.

- 2. Click Smaller (to make the tile smaller) or Larger (to make the tile larger).**

Windows resizes the app tile and moves the remaining tiles to accommodate the change.

Moving an app tile

Presenting app tiles in the right order can make it easier for you to find the app you want to use. To move an app tile, simply click and drag it to a new location. If you want to use the keyboard, highlight the tile you want to move and then press *Alt+arrow key* (where *arrow key* is the direction you want to move the tile: up, down, left, or right).

Turning Live Tiles on or off

Live Tiles display information as it changes in an app. You use Live Tiles to see the current app state (such as the status of a paused game) or to monitor the app for a particular change (such as news updates). However, having too many Live Tiles can prove distracting and also use valuable processing cycles on your system, so be sure to use Live Tiles only as needed.

Only certain apps support Live Tiles. The following steps show how to turn Live Tile support on or off:

1. Right-click the app tile you want to modify.

You see the App bar showing the options for that app.

2. Click Turn Live Tile On or Turn Live Tile Off.

Windows modifies the Live Tile status for the selected tile.

Creating a new group

Groups help you organize tiles into a usable form. A *group* is an associated set of tiles. For example, you might want to create a group for games and another group for business apps you use every day. Another group can contain utilities you use often enough to place them on the Start screen, but not often enough to keep them with your business apps. Windows separates each group by a space, as shown in the zoomed view in Figure 1-11 (groups are used in both zoomed and unzoomed views, but are easier to see when you zoom the screen).

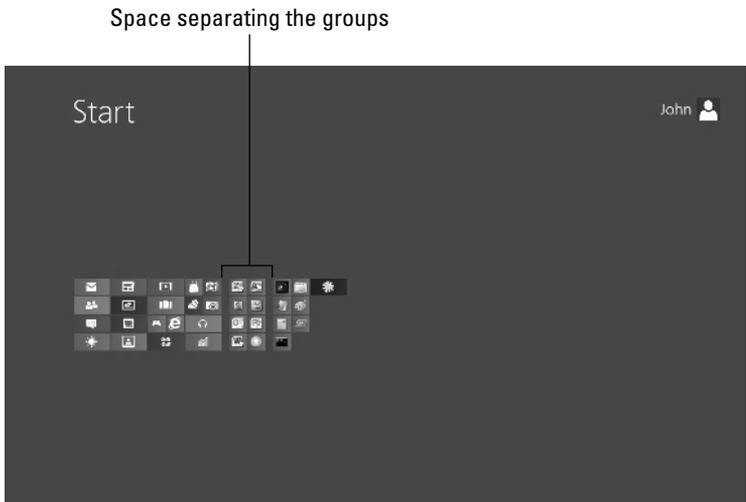


Figure 1-11

Figure 1-11 shows three groups: The first contains the standard Windows 8 apps, the second contains Office applications, and the third contains utilities. To create a fourth group — one for

games — you drag the first game outside the group it resides in. This action creates a new group containing only that tile.

To add new tiles to this group, drag the tile so that it touches the first tile. The two tiles become part of the same group.

Displaying the administrative tools

Administrative tools are specialized utilities used to manage the Windows 8 setup. For example, when you want to manage the printers on a system, you need access to the administrative tools.



The administrative tools are potentially dangerous. Misusing them can damage your Windows 8 setup. If you aren't sure whether you should work with the administrative tools, you probably shouldn't attempt to gain access to them. You must also have the proper rights to use these tools. When you try to use a tool that you shouldn't access, Windows displays the "Access Denied" error message.



Obtaining access to the administrative tools is one reason why you need a local account in Windows 8. Because a remote account presents potential security issues, Windows 8 locks access to some of the administrative tools, even if you have an administrator account. Even elevating your account security by using the Run As Administrator option doesn't unlock these applications because using them with a remote account is dangerous.

All the administrative tools are still accessible by using the Administrative Tools folder of the Control Panel. As with any version of Windows, you must have administrator privileges for the system in order to access most of these features. (If any of this information sounds mysterious, you really don't need it.) The following steps show how to add administrative tools access to the Start screen:

- 1. Press Win+C.**

You see the Charms bar.

- 2. Click Settings.**

You see the Settings panel, as shown in Figure 1-12.

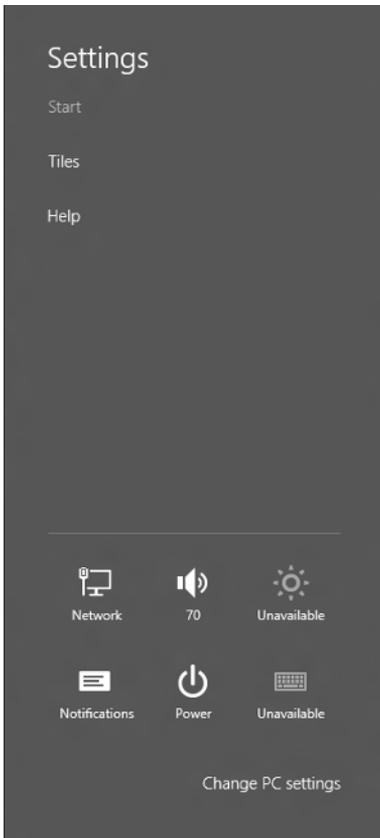


Figure 1-12

3. Click Tiles.

You see the Tiles panel, as shown in Figure 1-13.

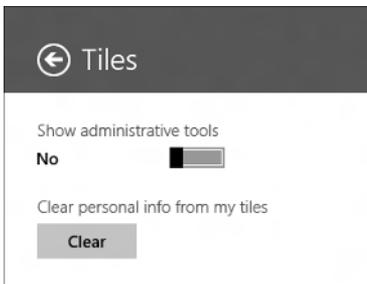


Figure 1-13

4. Click the Show Administrative Tools switch.

The switch moves into the On position. Windows adds the administrative tools to the Start screen. Figure 1-14 shows a typical example of what you see. The two groups on the right hold the administrative tools.

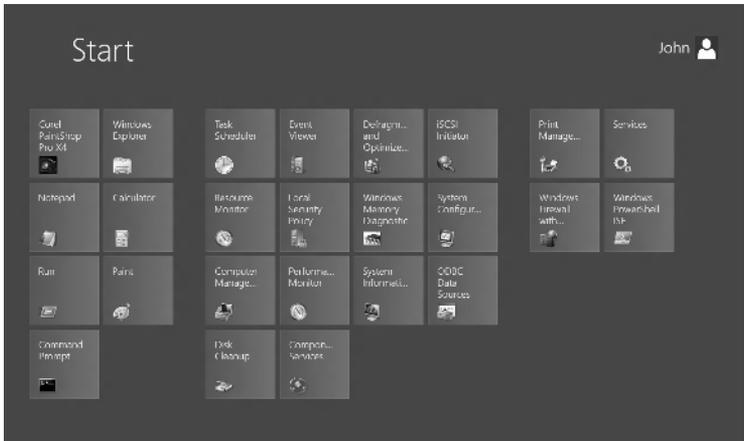


Figure 1-14

You can turn off the Show Administrative Tools switch if you decide that you don't want the administrative tools tiles added to the Start screen. As with any other tile, you can move these tiles, create special groups with them, or hide the ones you don't use.

Removing personal information

People have many concerns about privacy issues on the Internet, and for good reason — you read about a new privacy breach almost every day in the news. With this in mind, it's possible to clear the personal information used by Windows 8 apps. The app may require reconfiguration the next time you use it, but your identity will be safer. The following steps describe how to clear personal information from Windows 8 tiles:

1. **Press Win+C.**

You see the Charms bar.

2. **Click Settings.**

You see the Settings panel.

3. Click Tiles.

You see the Tiles panel.

4. Click Clear under the Clear Personal Info from My Tiles heading.

Windows clears any personal information found within the tiles.



Personal information appears in many places on your machine. For example, the browser you use probably contains personal information in the form of cookies and other data stored on your hard drive. The previous steps clear only the *tile* information, not any other source of personal information on your machine. You must clear information from other sources to ensure complete system security.

Using Charms

The Charms bar contains five charms: Search, Share, Start, Devices, and Settings. These charms are always accessible, and they help you configure the system and apps while you work in the Start screen. In some cases, charms include contextual settings. For example, the Settings charm often contains special settings for the app you're using. The following sections describe the common features of each charm that Windows 8 supports. In later parts of this book, you encounter some app-specific settings information.

Using the Search charm

Microsoft has worked hard to continue improving the search capability of Windows over the years. You can search content in a wealth of ways in Windows 8. However, the emphasis in this version of Windows is on simplifying things (tasks, interface, and everything else you can think of). You can search for something without having to jump through hoops to do it. The following sections describe four common methods of searching for content on your system using the Search charm.

Performing an Apps search

Windows 8 places a lot of apps on your system, and you'll install even more. After a while, it becomes hard to remember whether you have a particular app installed and where

Windows installed it. An app search can make it a lot easier for you to find a particular app. The following steps tell you how to perform an app search:

1. Press Win+C.

You see the Charms bar.

2. Click Search.

3. Highlight the Apps option.

You see the Search panel, shown in Figure 1-15. Notice that a list of apps appears to the left of the panel. This list contains all registered apps on your system. You won't be able to find an executable file on your system that the Windows installer hasn't registered.

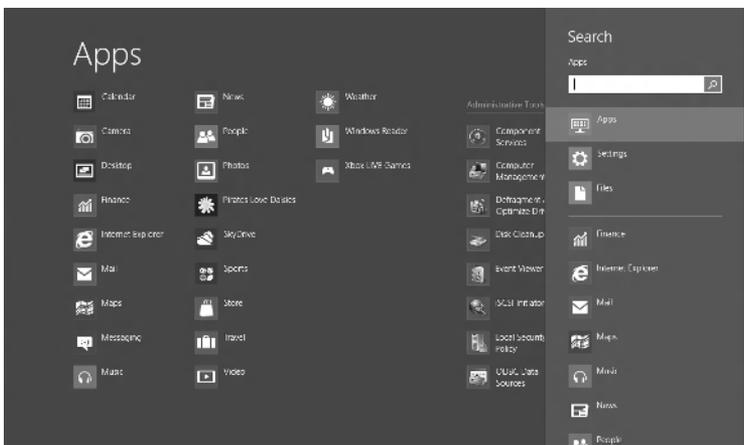


Figure 1-15

4. Begin typing the name of the app you want to find.

The Search feature automatically begins reducing the size of the list as you type. Figure 1-16 shows a typical example of what happens when you type the letters *St*. Windows has found three possible apps that contain the letters *St* in their names.

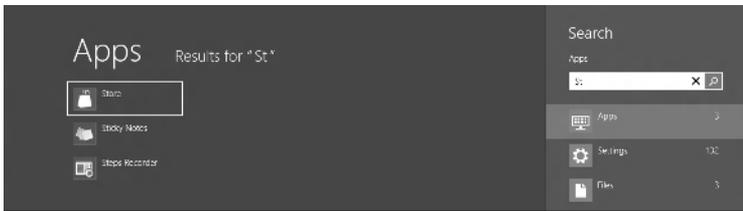


Figure 1-16

5. Click the app tile for the app you want to start.

Windows starts the app so that you can use it. You can also perform every other app-related task in this panel, such as pinning the app to the Start screen.

Performing a Settings search

Past versions of Windows could sometimes make it hard to figure out how to change a setting. In fact, entire books discuss the topic of how to make settings changes with the least amount of difficulty. Even with the help these books provided, individual system differences sometimes made it difficult to figure out how to change a setting. Windows 8 partially corrects this problem by creating a Settings search feature that helps you locate the settings you need to change. The feature works only partially because it appears to help only with Windows 8 features and (possibly) certain Windows 8 apps. You can't use this feature to locate and change settings for your Desktop application. Even so, having this feature available means that you spend a lot less time trying to figure out how to change a setting. The following steps describe how to search for a setting you need to modify:

1. Press Win+C.

You see the Charms bar.

2. Click Search.

3. Highlight the Settings option.

You see a blank Search panel. Trying to show all the settings that Windows has to offer would be confusing, so you should expect to see nothing at this point.

4. Type a term that reflects the setting you want to change.

The example in Figure 1-17 uses the word *account*, and you see all account-related settings. Notice that a list of account-related settings appears in the area to the left of the Search panel.

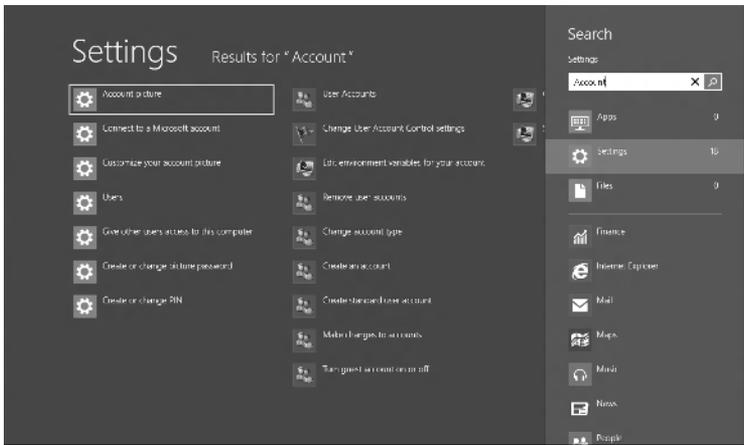


Figure 1-17



The icon next to a Settings tile tells you what sort of setting the tile represents. Figure 1-17 shows four commonly used Settings icons:



- **Personal:** The gear-shaped icon always provides access to your personal settings.



- **Group:** When you see an icon with two people in it, the associated setting affects a group, or multiple people. In most cases, you must have an administrator account to change a group setting.



- **Action Center:** A number of settings, such as those used to control the User Account Control (UAC) and the network firewall, appear as part of the Action Center, which Windows always represents by an icon with a flag in it.



- **System:** Some settings affect the entire system. For example, if you change the settings on your display, they affect the system as a whole with no regard for the user who's currently working with it. *Environment variables* (settings that control, for example, where Windows looks for applications — the *application path*) affect every application on the system, but you can change them for everyone who uses the computer or only for a specific user. System settings always appear with a monitor icon.

5. Click the Settings tile for the setting you want to change.

Windows displays the screen or dialog box for the setting you want to change. You see a number of these screens and dialog boxes in later parts of this book.

Performing a Files search

Finding the files you need is hard at times, especially with people storing, in some cases, tens of thousands of data files on their systems. The Files search looks for files in either your personal or HomeGroup locations. It doesn't search for files just anywhere on the system. For example, if you tell the Files search to look for a data file on your network drive, it simply tells you that it can't find anything.

To use the HomeGroup locations, you must be part of a *HomeGroup* (a place where people with a common interest or as part of a common workgroup can share data) that has shared file resources. (The "Becoming Part of a Workgroup" section of Part 8 describes how to become part of a HomeGroup.) Otherwise, as when you look for files on a network drive, the File search doesn't find anything for you. With this in mind, the following steps describe how to use the Files search to locate one or more files in one of the locations that it can work with:

1. Press Win+C.

You see the Charms bar.

2. Click Search.

3. Highlight the Files option.

You see a blank Files panel. Windows needs some criteria on which to search for files:

- ***.*:** The most common criterion is to search for all files by using the *.* wildcard. The asterisk means "search for everything," and *.* means "search for every filename with every extension".
- **Specific file type:** Most applications produce one or more specific file types. For example, when you work with Word, you can create either .DOC (old style) or .DOCX (new style) files. If you tell Windows to search for *.DOC, it locates every old-style Word document for you. Telling Windows to search for *.DOC* will return filenames with either the .DOC or the .DOCX file extension.

- **Files with specific letters:** As with any other search, you don't need to know anything about fancy file-names or file extensions to use Files search. If you type the word *welcome*, Windows locates every file with the word *welcome* anywhere in its name for you.
4. **(Optional) Select a search location, either Files or HomeGroup, by clicking the down arrow next to Files and choosing an option from the drop-down list box.**

The default setting is to search your personal files. When you select HomeGroup, the heading changes from Files to HomeGroup.

5. **Type a criterion for your search in the Search field and click Search (the magnifying glass icon).**

Windows displays the results of the search. Figure 1-18 shows typical results for the *.* wildcard search. Notice that the search displays all results by default. However, you can click specific folder results (Pictures and Other, in this case) to see only the results from that folder.

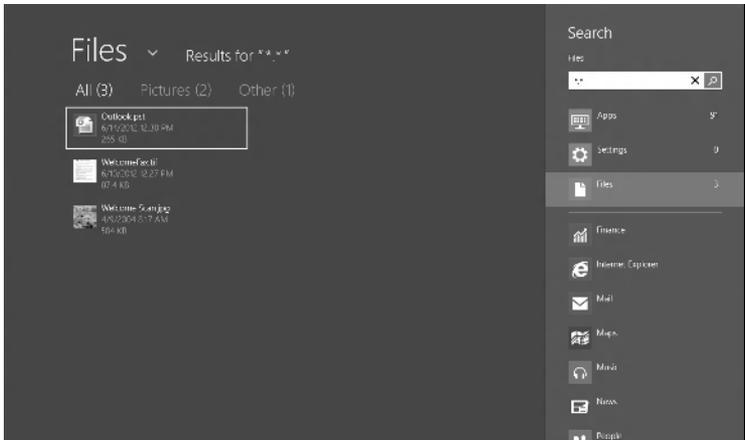


Figure 1-18

6. **Click the file tile for the file you want to open.**

Windows automatically opens the file using its default application. Unlike other parts of Windows, right-clicking the file tile doesn't produce a list of alternatives for working with the file, such as using an alternative application or printing it instead of opening it.

Performing an app-specific search

Many Windows 8 apps can use the Search charm provided with Windows. (Desktop applications can't use the Search charm, for the most part.) For example, you might choose to look for specific news items. To perform a search for specific news, you click the News option in Search and type the keyword for the item you want to see. The following steps describe how to perform an app-specific search:

1. Press Win+C.

You see the Charms bar.

2. Click Search.

3. Highlight the option for the application you want to use.

Windows starts the application if you haven't already started it.

Always wait for the application to start before you type a search term.

4. After the application has started, type a search term in the search field and click Search (the magnifying glass icon).

Windows performs the search. Figure 1-19 shows some results of working with the News app.

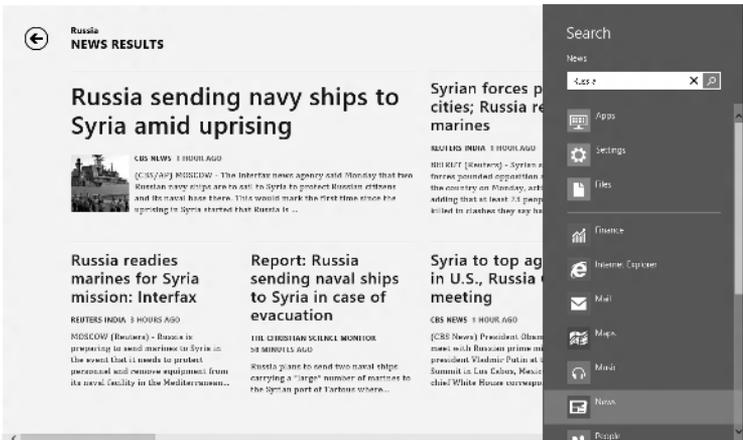


Figure 1-19

5. **Click the link, tile, or picture of the item you want to see in detail, just as if you were using the app normally.**

Windows sends the request to the app, which displays the requested information in standard full-screen mode.

Using the Share charm

The Share charm lets you share content with other people. To share content, you must first select an app. For example, you might see an app that you really like in the store and want to make a gift suggestion to someone. To share this content, you must have the gift selected and then display the sharing options by pressing Win+C and then choosing the Share charm. Figure 1-20 shows typical results for sharing something from the Store app.

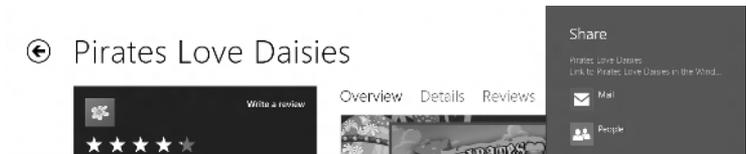


Figure 1-20

The sharing options you see when working with the Share charm depend on the content provider. For example, when viewing a newspaper article, you may not see any sharing options. This is because the content provider has stipulated that the content is copyrighted. Windows 8 ensures that you respect any content protections placed on content by its originator.

The Share charm doesn't work with content from Desktop applications. To share something from a Desktop application, you must rely on the traditional sharing features that older versions of Windows provide. The following sections describe the methods that you can commonly use to share content with others.

Sharing using e-mail

E-mail sharing relies on your Windows Live ID account, not any other account you may normally use. For example, if you normally rely on using Outlook, the Share charm ignores it. You must have a Hotmail account, a Google account, or an Exchange account connected with the e-mail address you provide. You get a Hotmail account with your Windows Live ID by default. The following steps describe how to share content using e-mail:

1. Open the app you want to work with and select the content you want to share.

It's important that you see what you want to share onscreen before you attempt to share it.

2. Press Win+C.

You see the Charms bar.

3. Click Share.

You see the Share pane, which contains options for sharing the content you selected.

4. Click Mail.

Windows starts the Mail app, if it isn't already started. If you haven't already logged in to your Windows Live ID account, Windows displays the screen shown in Figure 1-21, where you can log in to it.

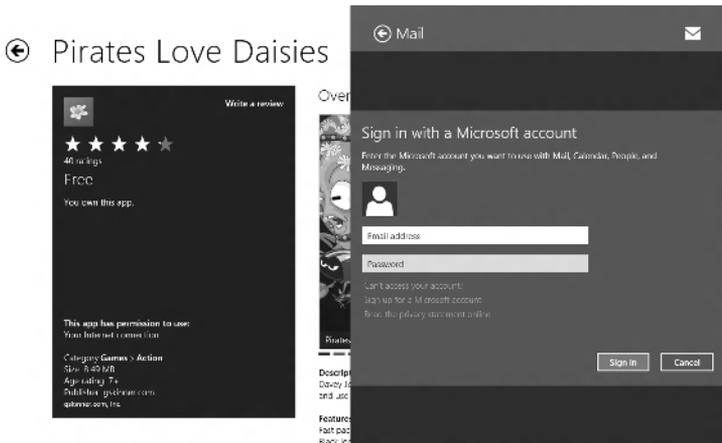


Figure 1-21

5. (Optional) Log in to your Windows Live ID account.

The Mail app connects to whatever account you have set up with Windows to work as e-mail. You see a screen similar to the one in Figure 1-22 for sharing the information with others.

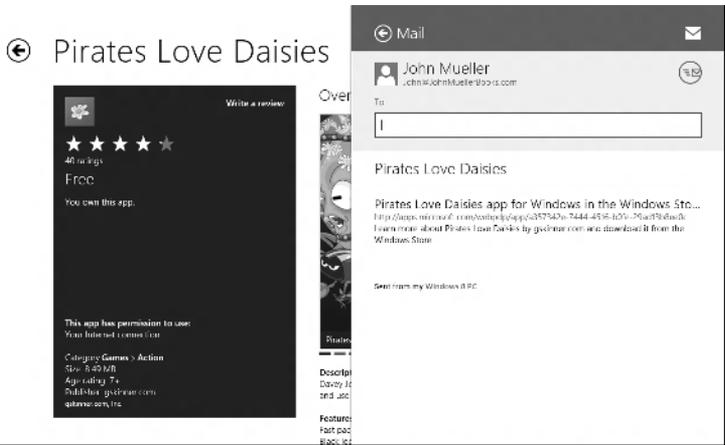


Figure 1-22

6. Type the name of the recipient in the To field provided and click Send E-Mail. (It's the icon in the upper-right corner; refer to Figure 1-22.)

Windows sends the e-mail to the person you requested.

Sharing with a specific person

The Mail option works with all the various kinds of e-mail that you can connect with using Windows 8. The People option works with other kinds of people connections, such as Facebook, Twitter, and LinkedIn. To use this feature, you must first open the People app and create a connection to your account. Even though the People app lets you create connections to your e-mail accounts on Google, Hotmail, or Exchange Server, the accounts that matter for this option are the other connection types, such as Facebook. Once you have a connection created, you use the same steps for sharing content with your Facebook, Twitter, and LinkedIn accounts as you do for sharing by e-mail.

Using the Start charm

The charm that you'll probably use most often is Start. Clicking the Start charm while on the Start screen takes you to the Desktop interface, where you can work with traditional Windows applications in an environment reminiscent of Windows 7. The Start charm is the only charm that has no options and never changes, depending on the app you're using.

Using the Devices charm

The Devices charm displays a list of alternative devices on your system that can receive app content. For example, you might have a camera attached to your system and want to send content from the camera to a second display that's attached to the system. The device need not be a standard display — this feature also works for projectors and other devices you attach to your system that can receive output from an app.

As with many Windows 8 features, the Devices charm doesn't allow you to output content that's protected by the content originator. For example, you can't display a news story on a large screen using a projector when the wire service protects the content in some manner. In addition, this charm doesn't work with Desktop applications.

The number of devices you see in this charm depends on your system setup. You'll see, at a minimum, an option to work with a second monitor, even when you don't have a second monitor connected to your machine. The following steps describe how to send content to a second monitor:

- 1. Press Win+C.**

You see the Charms bar.

- 2. Click Devices.**

You see the Devices panel.

- 3. Select the device you want to use.**

Windows displays a list of device projection methods. The method list varies according to device and application. Figure 1-23 shows some typical examples of the choices you'll see.

- 4. Choose a device projection method.**

Windows projects content from the app using the projection device.

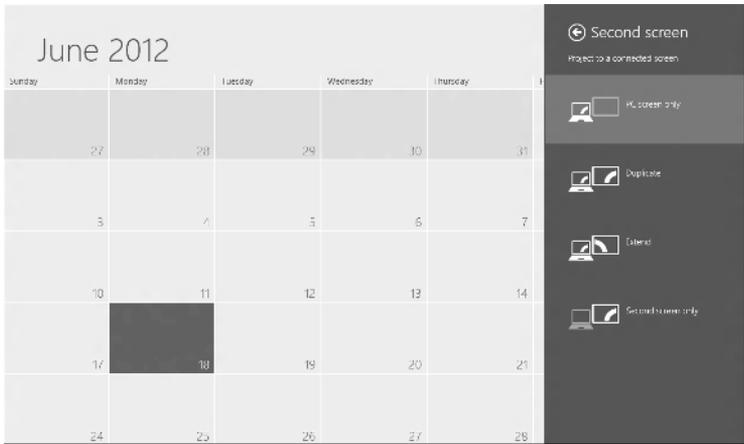


Figure 1-23

Utilizing the Settings charm

The Settings charm changes constantly as you work with Windows 8. Every app, including the Start screen, has its own set of settings. Consequently, the content of this panel depends on the app you have in use at the time. To display the Settings charm, press Win+C and then choose Settings. Figure 1-24 shows a typical display of settings for the Calendar app.

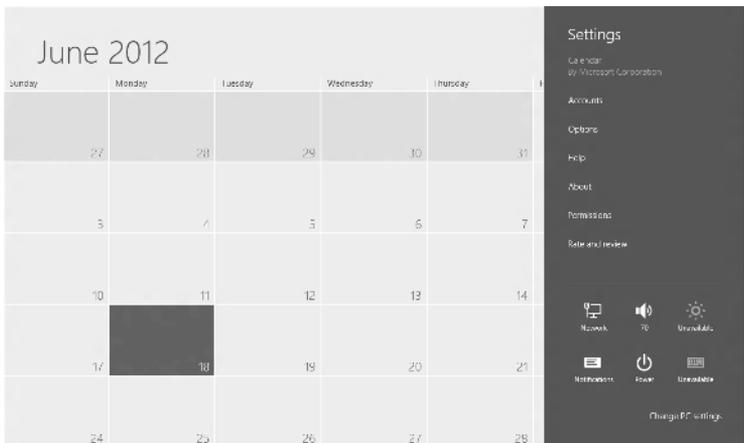


Figure 1-24

The upper half of the panel contains settings specific to this app. For example, you can set the accounts associated with this app so that changes to the Calendar app also reflect in the associated account. The help associated with the app contains information about modifying these settings.

The lower half of the panel contains machine-specific settings that don't change. For example, when you click Power, you see options for shutting down your system, logging off, or placing the machine in Hibernate mode. In fact, the section "What You Can Do: Shutting Down Your System" in *The Big Picture* tells you how to work with this setting. The remainder of this book discusses some of these settings that you see every time you work with the Settings charm.

Using Location Data

At times, an app needs to know your location in order to provide complete information. For example, the Maps app uses your location information to help you find the best way to get from your house to a friend's house. Whenever an app needs your location information, you see the screen grayed out and a question like the one shown in Figure 1-25.

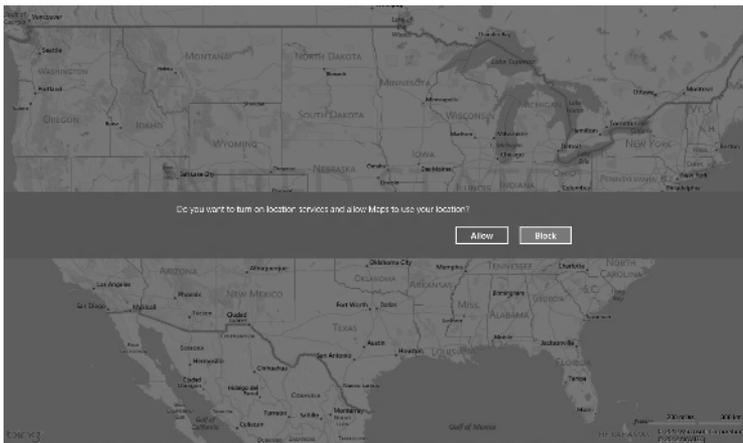


Figure 1-25

The app never assumes that you've granted permission for all time. You see the request every time you start the app. If you give your permission to use the location information, the app automatically uses it to customize the content.

Of course, you can always choose not to allow the use of your location data. Many people avoid doing so because of privacy concerns. Apps such as Maps will still work just fine — the only difference is that you'll need to provide the location information manually.

