



Australian
National
University

Windows 8.1

User Guide

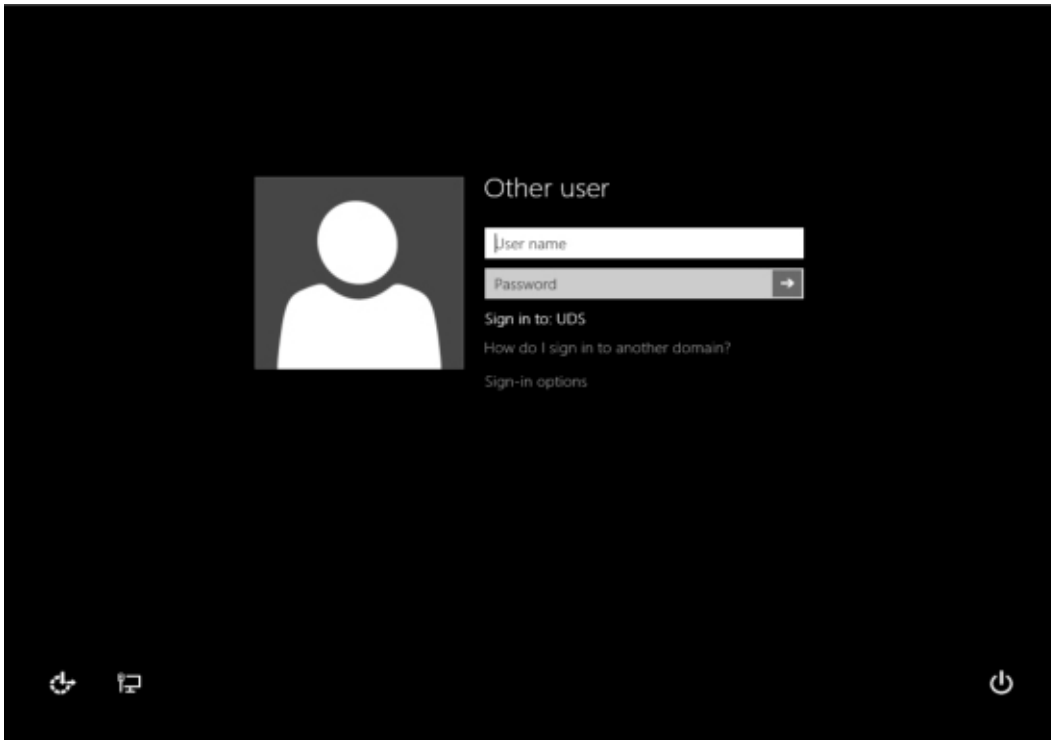
This guide has been created to assist with lectures held in the ANU Information Commons. Further tips and training for using Windows 8.1 can be found on the IT Services website.

1. Logging in and logging off
2. Navigate between Start and Desktop
3. Start an application
4. Web browsers
5. Accessing files
6. Playing videos—VLC
7. Recording in DLD
8. Keyboard shortcuts

1. LOGGING IN AND LOGGING OFF

Logging in

Enter your University ID and password, and press **ENTER** on the keyboard.

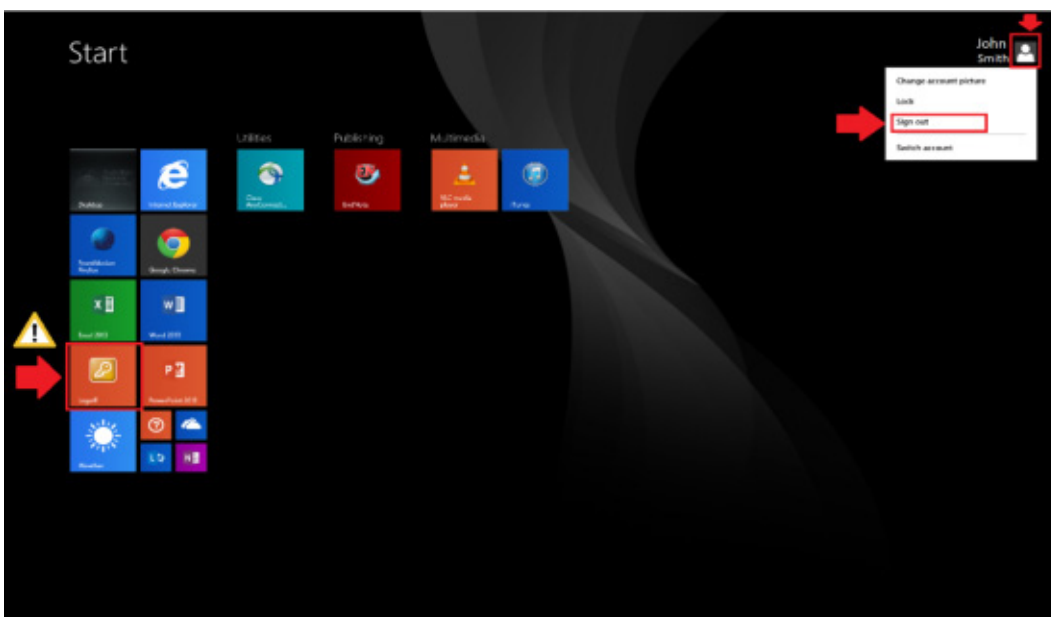


Login screen

Logging out

Click on the avatar icon. After the drop-down menu is displayed, select the **Sign out** option.

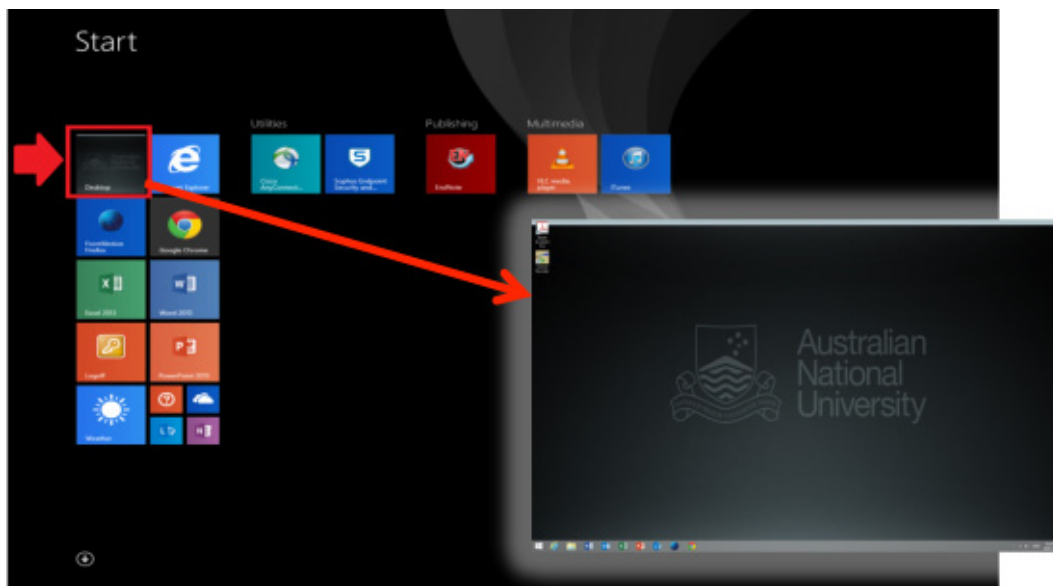
Expect immediate sign out of your session if using the Log off tile. Use this with caution if you have unsaved documents or windows open.



Start screen

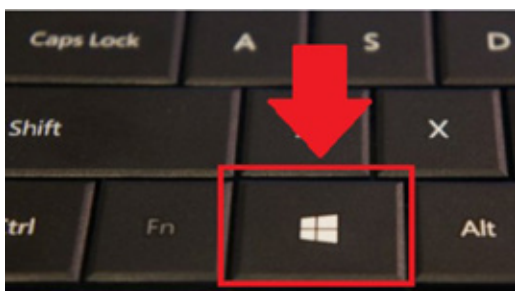
2. NAVIGATE BETWEEN START AND DESKTOP AND DESKTOP

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.

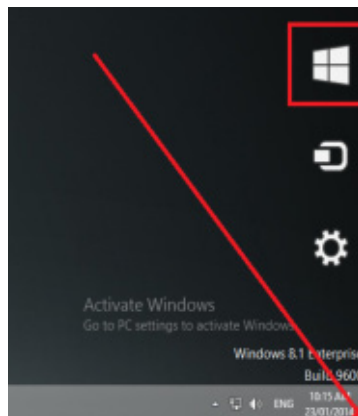


To navigate from the Desktop Screen to the Start screen: either press the **Windows Key** on your keyboard or the **Windows icon** found on the taskbar and on the sidebar of your Desktop Screen (as shown below).

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



Keyboard



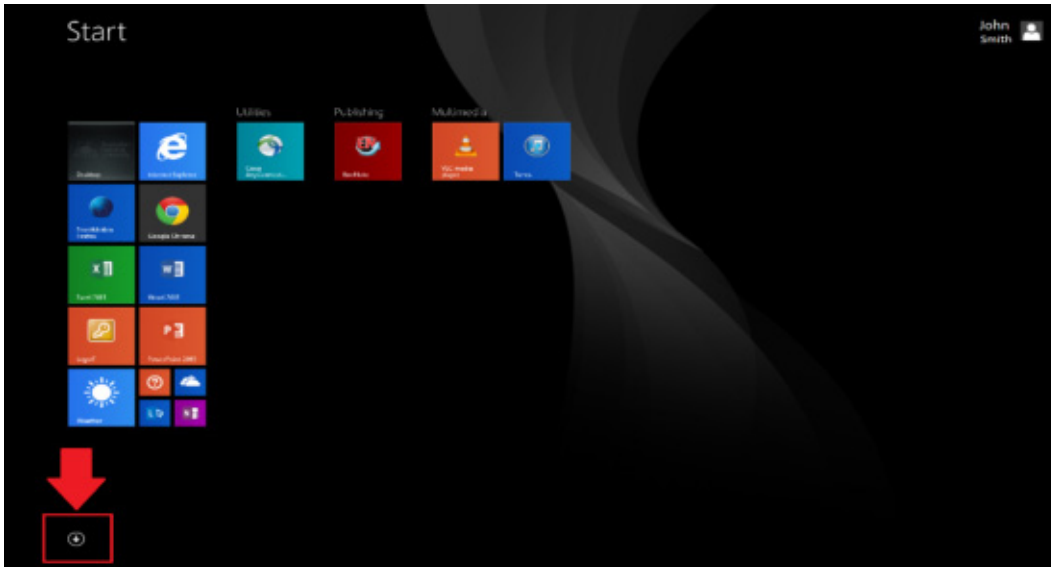
Sidebar



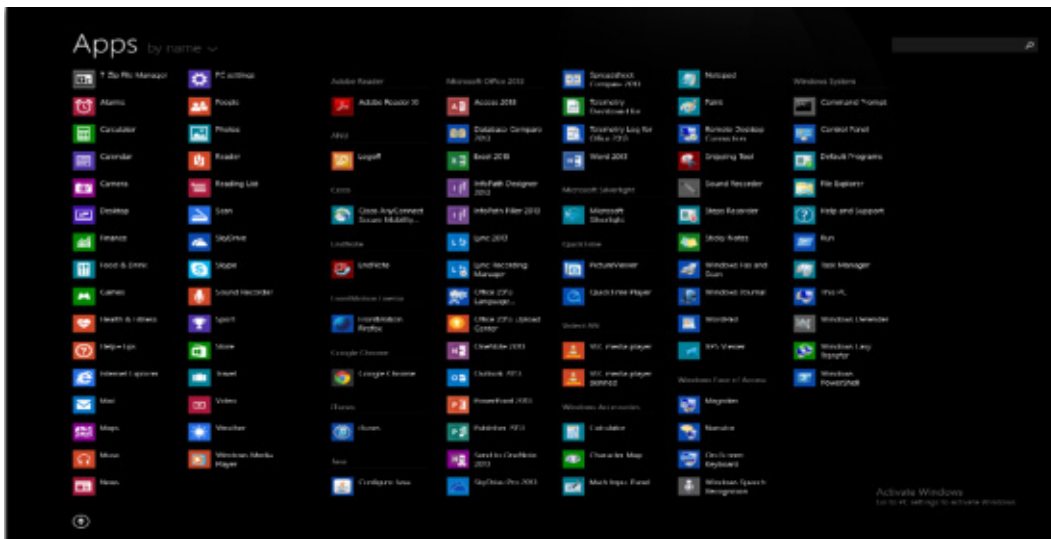
Desktop

3. START AN APPLICATION

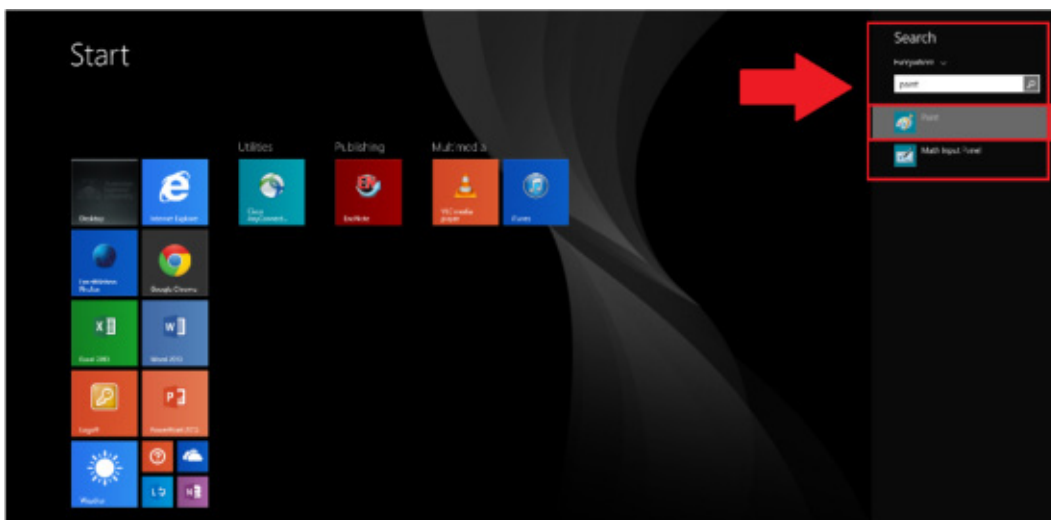
Navigate to the Applications Screen by selecting the **down arrow** found at the bottom left corner of the Start Screen.



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.

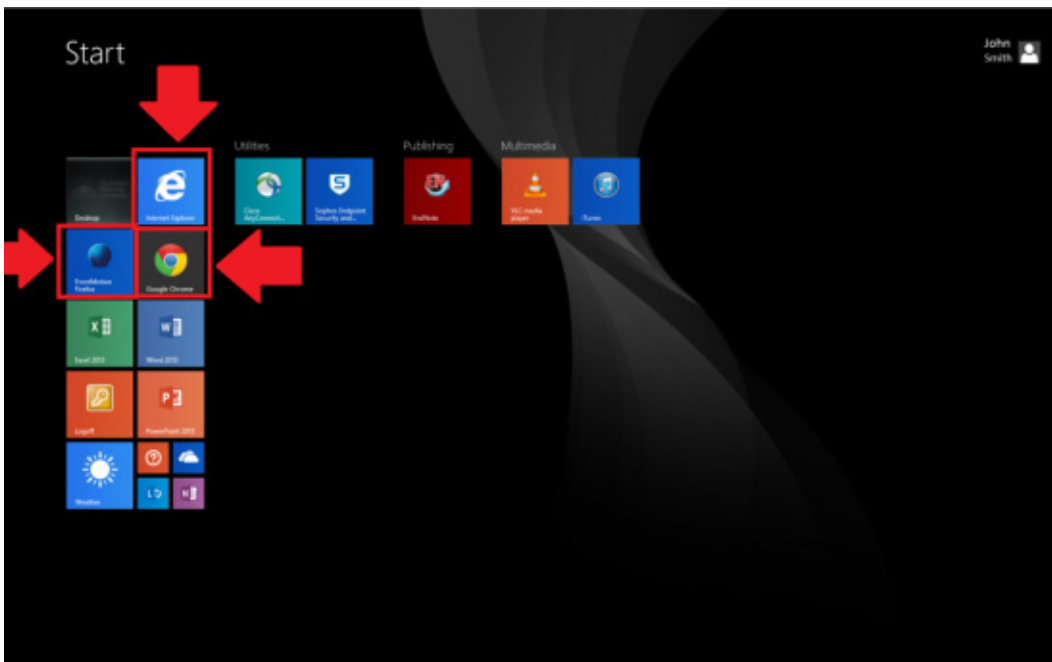


4. WEB BROWSERS

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



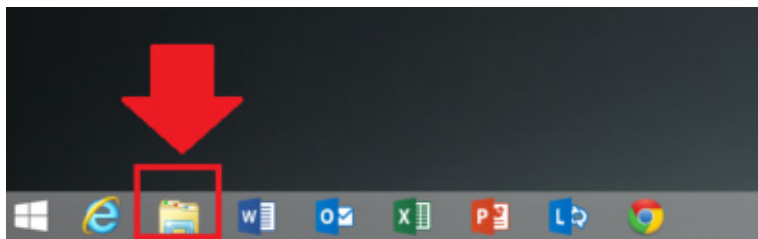
Desktop toolbar



Start screen

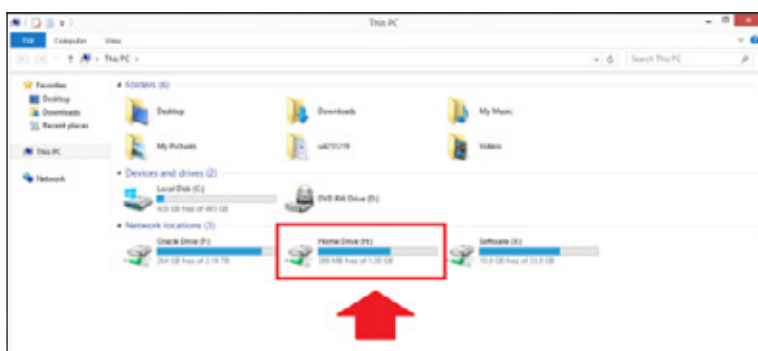
5. ACCESSING FILES

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



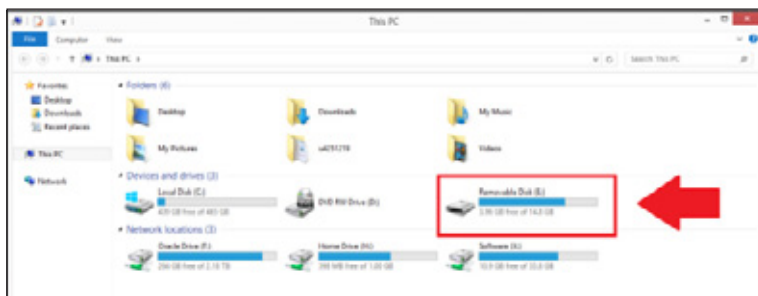
Accessing files via the Home Directory

Select the **Home Drive (H:) icon** displayed on the Files window.



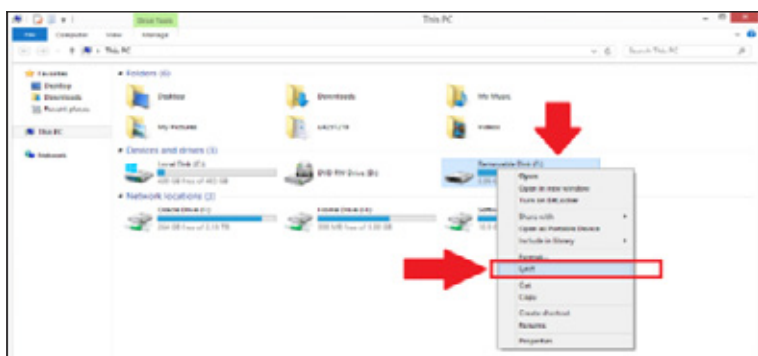
Accessing files via a USB

Select the **Removable Device (E:) icon** displayed on the Files window.



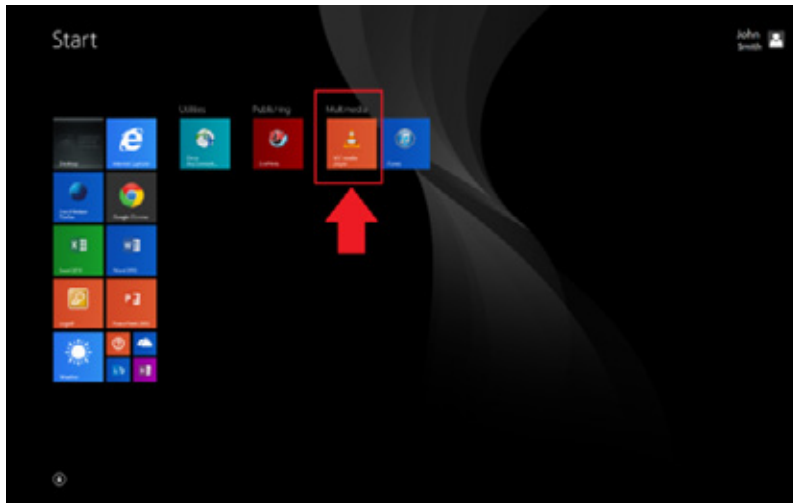
Ejecting your USB

To eject your USB, right click on **Removable Device (E:) icon**, and select the Eject option from the drop-down menu.

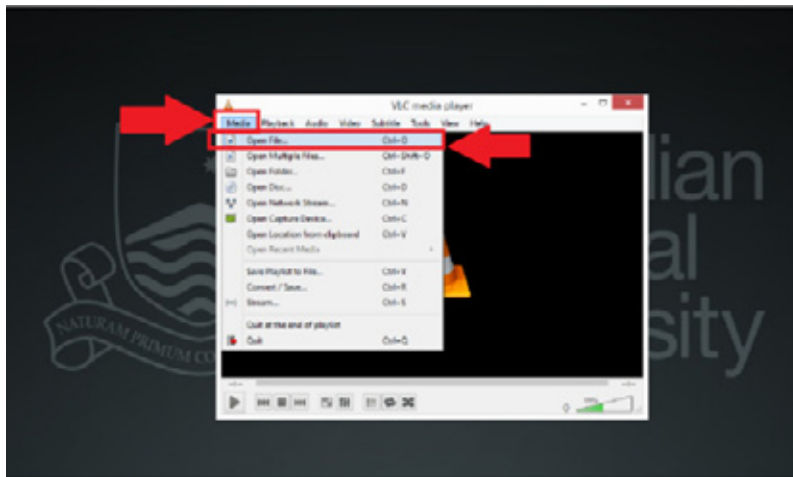


6. PLAYING VIDEOS – VLC

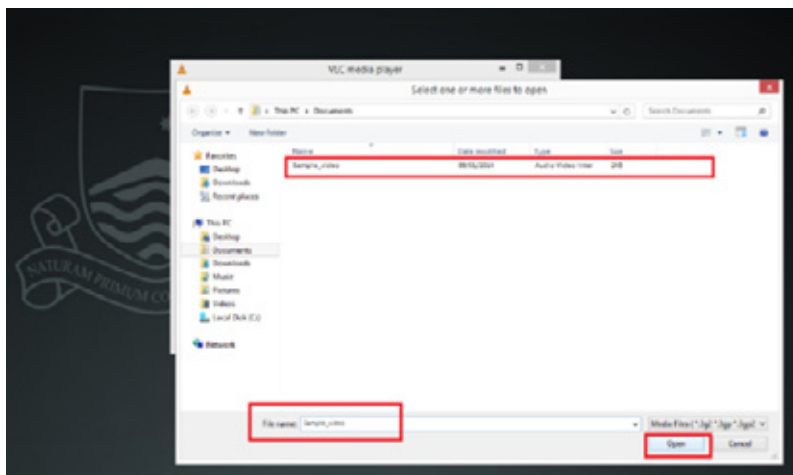
Locate and select the **VLC tile** on your Start Screen.



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

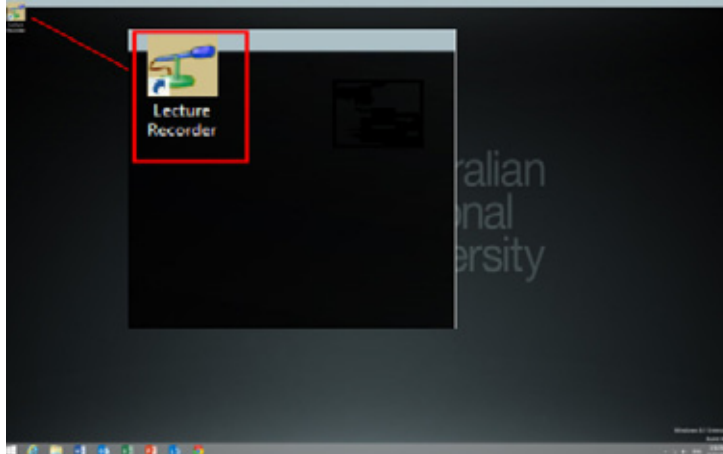


Locate your video file and select **Open**.

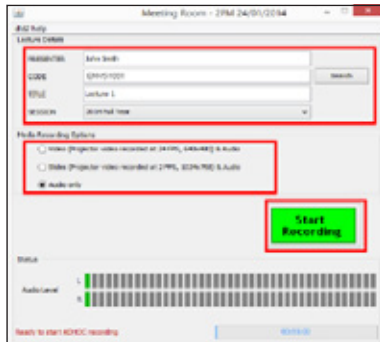


7. RECORDING IN DLD

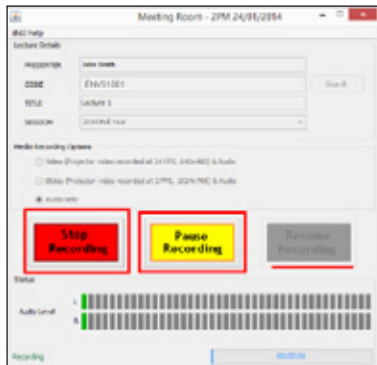
Locate and select the **Lecture Recorder icon** found on top-left side of your Desktop Screen.



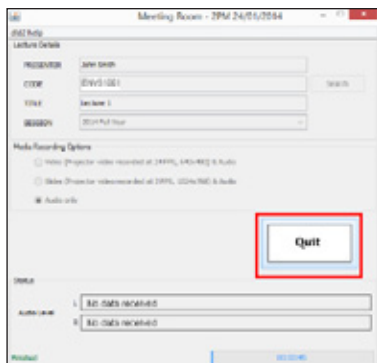
Complete the **Lecture Details** and Media Recording Options and select **Start Recording**.



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

Windows 8.1 shortcuts	
Show/hide the desktop	Hold the Windows key and press D
Show Quick Link menu	Hold the Windows key and press X
Open File Explorer	Hold the Windows key and press E
Open Task Manager	Press Control, Shift and Esc together
Open Mobility Center	Hold the Windows key and press X and the down arrow
Zoom	Hold Control and scroll the mouse wheel up or down
Search files, folders, and applications	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.
Close Modern UI apps	Hold the Windows key and press the down arrow
Open Modern UI apps	Hold the Windows key and press Tab
Scroll forward through open apps	Hold Alt and Press Tab
Scroll backwards through open apps	Press the Windows key, Shift and Tab together
Display presentation mode	Hold the Windows Key and press P
Choose language	Hold the Windows key and press Spacebar
Web browser (Internet Explorer 11, Google Chrome and Firefox) shortcuts	
Open a new browser	In Internet Explorer 11, hold Control and Press T
Switch between browser tabs	In Internet Explorer 11, hold Control and press Tab

Note: the Windows key is depicted by the  icon.