



## Windows 8 Desktop Guide

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# Desktop Tile

Below is a figure that shows the Windows 8 Desktop tile at the left top of the screen.

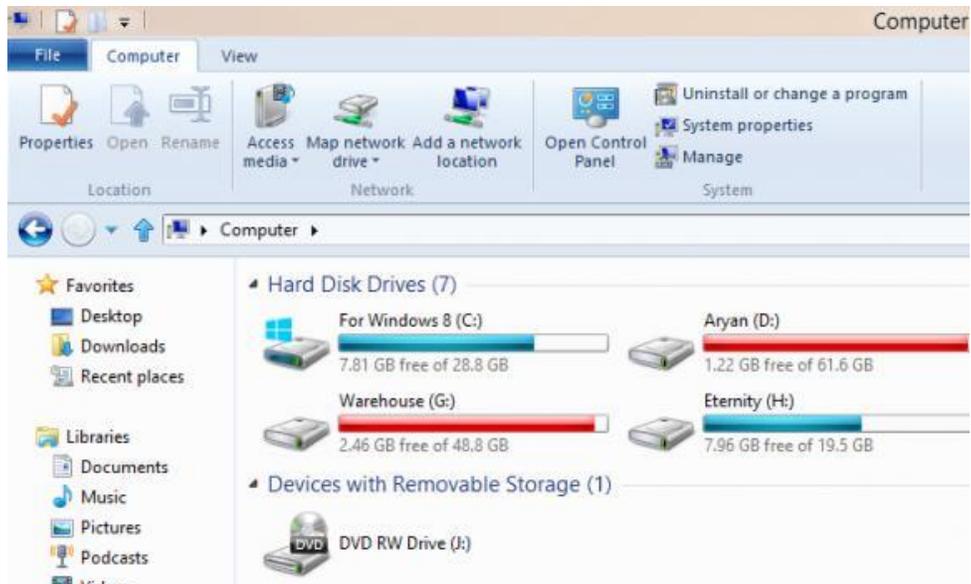
Clicking the **Desktop** tile will take you to **Computer/My Computer**.

Figure 1

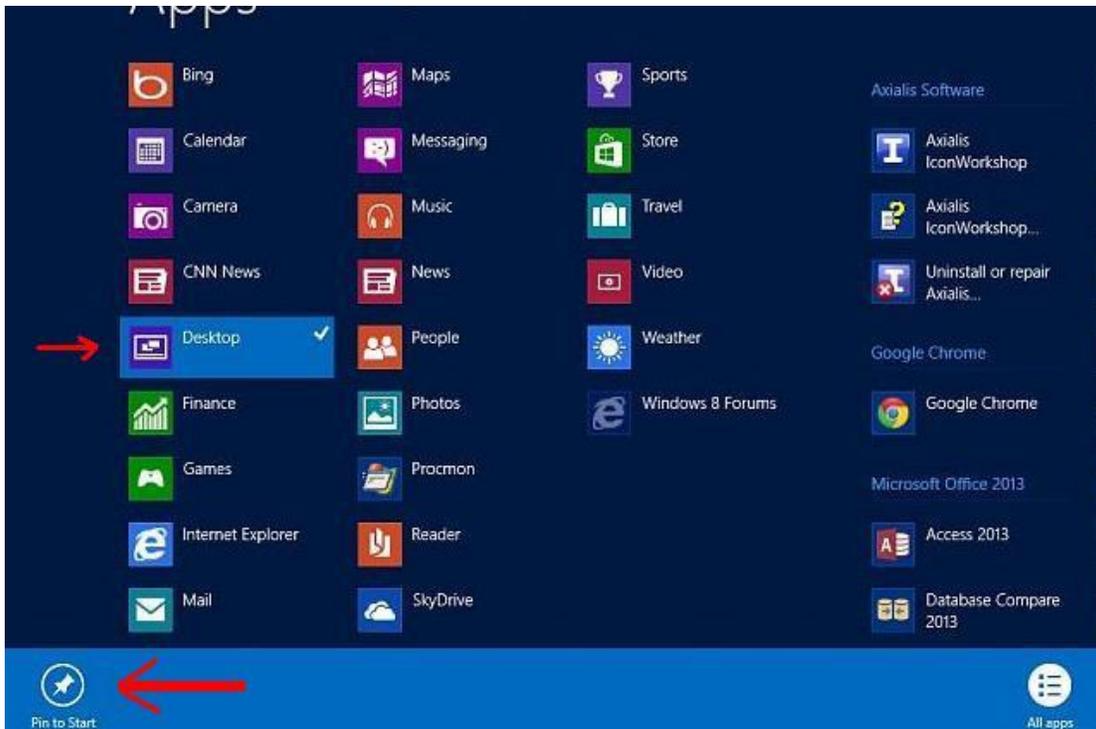


The figure below shows your **Computer**

Figure 2



1. If you do not see the **Desktop** tile on your desktop press the **Windows + Q** keys to open “Apps” and look for the **Desktop** app. (see figure 3 below)



2. If the Desktop app is not there as an option, do the following.

a) Below is an image and link to download the **Desktop.zip** file. (Ctrl+Left Click)



Or follow this link: <http://www.mijnbestand.nl/Bestand-OHKIVHVPX7GY.zip>

b) Save the .zip file to your desktop.

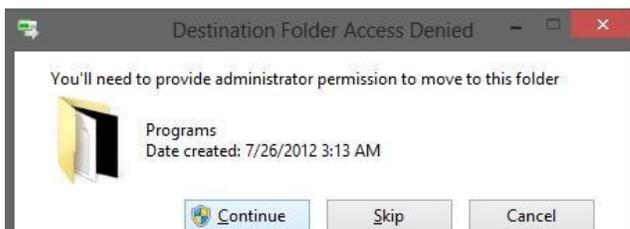
c) Open the .zip file, extract (*drag and drop*) the **Desktop** shortcut to your desktop.

d) Press the **Windows + R** keys to open the Run dialog, then copy and paste the path below into Run, and click on **OK**.

**%ProgramData%\Microsoft\Windows\Start Menu\Programs**

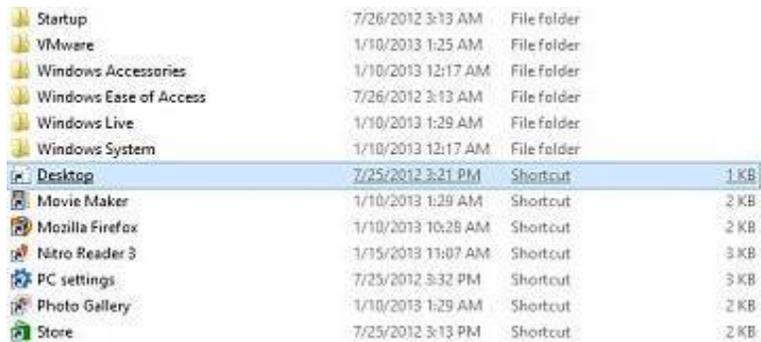
e) Copy and paste the **Desktop** shortcut (c) into the **Programs** folder (d).

f) If prompted, click on **Continue** and **Yes** (UAC) to approve the copy. (See screenshot below)



You will now see a **Desktop** shortcut in the Programs folder. Close the Programs folder.

(See screenshot below)



A screenshot of the Windows Programs folder. The 'Desktop' shortcut is highlighted in blue. The list includes folders like Startup, VMware, Windows Accessories, Ease of Access, Live, and System, as well as shortcuts for Movie Maker, Mozilla Firefox, Nitro Reader 3, PC settings, Photo Gallery, and Store.

Item	Date	Type	Size
Startup	7/26/2012 3:13 AM	File folder	
VMware	1/10/2013 1:25 AM	File folder	
Windows Accessories	1/10/2013 12:17 AM	File folder	
Windows Ease of Access	7/26/2012 3:13 AM	File folder	
Windows Live	1/10/2013 1:29 AM	File folder	
Windows System	1/10/2013 12:17 AM	File folder	
<b>Desktop</b>	7/25/2012 3:21 PM	Shortcut	1 KB
Movie Maker	1/10/2013 1:29 AM	Shortcut	2 KB
Mozilla Firefox	1/10/2013 10:28 AM	Shortcut	2 KB
Nitro Reader 3	1/15/2013 11:07 AM	Shortcut	3 KB
PC settings	7/25/2012 3:32 PM	Shortcut	3 KB
Photo Gallery	1/10/2013 1:29 AM	Shortcut	2 KB
Store	7/25/2012 3:13 PM	Shortcut	2 KB

- g) Open the “Start” screen to now see the **Desktop** tile restored. *(Step 4 tells you how to do this)*
- h) Press the Windows key  or hover the pointer on the bottom left corner of any display until you see the Start button pop-up, then click on the Start button to open the Start screen on that display.
- i) Now that the desktop app is listed, left click on the **Desktop** app to check and highlight it.
- j) Click on **Pin to Start** *(The Pin to Start button can be found at the left bottom of your screen as shown in figure 3)* and go back to **figure 1**.

# Windows 8 to Windows 7 Layout

1. In order to change the Windows 8 start menu back to the Windows 7 version, here's what you need to do:
  - a) Launch the registry editor (**Windows key**  + **R**), type "**regedit**" and press Enter.
  - b) Follow this path by double-clicking on each folder and continue to the next step:
    - HKEY\_CURRENT\_USER
    - HKEY\_CURRENT\_USER\Software
    - HKEY\_CURRENT\_USER\Software\Microsoft
    - HKEY\_CURRENT\_USER\Software\Microsoft\Windows
    - HKEY\_CURRENT\_USER\Software\Microsoft\Windows\CurrentVersion*Single click on the **Explorer** folder.*
  - c) Double-click on a file named **RPEabled**. You will see a new window pop-up.
  - d) Change the value from 1 to 0 (zero) and press Enter or click OK
2. The change will take place immediately. Just press the Windows key  on your keyboard twice to try it out (*the first press will slide the Metro start screen back into view*).
3. Once you made the change, the trademark Windows 8 start screen will no longer appear after you log in. Instead, you'll be greeted by an interface that looks almost exactly like your existing Windows 7 desktop.

# Add or Remove Default Desktop Icons

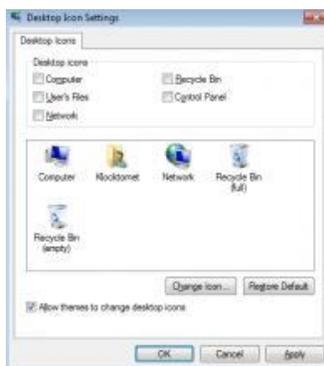
1. Right click on the desktop and click on **Personalize**. (See screenshot below)



2. Click on the **Change desktop icons** tab in the left panel. A new window named **Desktop Icon Settings** should pop-up.

- a) Check the icons that you want to have added on your desktop and go to **step 3**.
- b) Uncheck the icons that you want to have removed from your desktop and go to **step 3**.

3. When finished, click on **OK**. (See screenshot below)



# Windows 8 Keyboard Shortcuts

Press the Windows key  to open the Start screen or switch to the Desktop (if open).

Press the **Windows key**  + **C** to open the Charms.

Press the **Windows key**  + **D** will open the Windows Desktop.

Press the **Windows key**  + **I** to open the Settings, which is the same Settings found in Charms.

Press the **Windows key**  + **R** will open the Run dialog box.

Press the **Windows key**  + **X** to open the power user menu, which gives you access to many of the features most power users would want (e.g. Device Manager and Command Prompt).

Press the **Windows key**  + **Period (.)** to pin and unpin Windows apps on the side of the screen.

Press the **Windows key**  + **Print Screen** to create a screen shot, which is automatically saved into your My Pictures folder.

Press and hold the **Windows key**  + **Tab** to show open Apps.