Tuble of contents		
Торіс	Page Number	
Changing the Screen Size	2	
Changing the Screen Resolution	2	
Changing the Text and Icon Sizes	3	
Secure Network Connection	<u>4</u>	
Personalizing the Desktop	<u>5</u>	
Windows Store	<u>6</u>	
Customizing Start Screen	<u>Z</u>	
Handwriting Recognition Keyboard	8	
Adjusting Screen Brightness	9	
Managing Computer Displays	10	
Pin Programs to the Taskbar	12	

## **Table of Contents**

#### TUHSD TECH QUICK GUIDE: Windows 8.1 Customization

### **Table of Contents**

#### **Changing the Screen Size:**

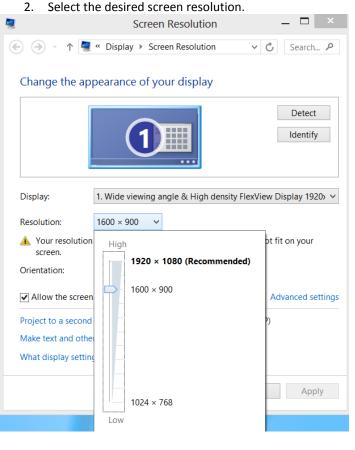
- 1. Right-click on the Desktop.
- 2. Click on Graphics Options.
- 3. Click on Panel Fit.
- 4. Click Scale Full Screen or Stretch to Fit.



#### **Changing the Screen Resolution:**

1. Right-click on the Desktop and click on **Screen resolution**.

	View Sort by Refresh	) }
	Paste Paste shortcut <b>Undo Move</b>	Ctrl+Z
(intel) (intel)	Graphics Properties Graphics Options New	Þ
<b>1</b> 8 <b>1</b> 8	Screen resolution Personalize	



3. Click **Apply** to view changes.



4. Click Keep changes or click Revert to keep the original settings.

Display Settings	×
Do you want to keep these display settings?	
Keep changes Reve	rt
Reverting to previous display settings in 13 seconds.	

## **Changing the Text and Icon Sizes:**

1. Right-click on the Desktop and click on **Screen resolution**.

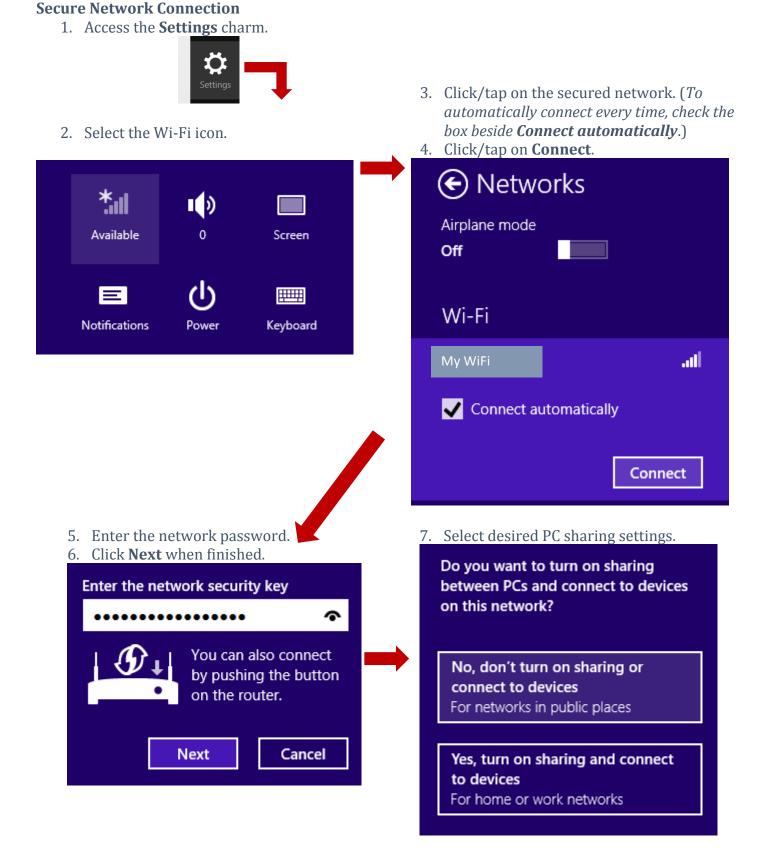
	View Sort by Refresh	*
	Paste Paste shortcut <b>Undo Move</b>	Ctrl+Z
(intel)	Graphics Properties	
(intel)	Graphics Options	•
	New	Þ
2	Screen resolution	
2	Personalize	

🔄 🏵 – 🕇 🖡	💐 « Display 🕨 Screen Resolution	~	Ç	Search 🔎
Change the a	appearance of your display			
				Detect Identify
Display:	1. Wide viewing angle & High densi	ity FlexVi	iew Di	isplay 1920> ∨
Resolution:	1600 × 900 V			
A Your resoluti screen.	on is lower than 1280 x 960. Some item	s might	not fit	on your
Orientation:	Landscape V			
Allow the scre	een to auto-rotate		Ad	vanced settings
Project to a seco	nd screen (or press the Windows logo k	ey 📕 +	P)	
Make text and ot	ther items larger or smaller			
What display set	tings should I choose?			

3. Select the desired size and click **Apply** when finished. Restart the computer to enable changes.

Change the size of all items You can make text and other items on the desktop big temporarily enlarge just part of the screen, use the Ma	
Smaller - 100% (default)	
• Medium - 125%	
○ Larger - 150%	
Custom sizing options	
Change only the text size	
Instead of changing the size of everything on the desk specific item.	ktop, change only the text size for a
Title bars v 11 v Bold	
▲ Some items might not fit on the screen.	Apply

2. Click on Make text and other items larger or smaller.

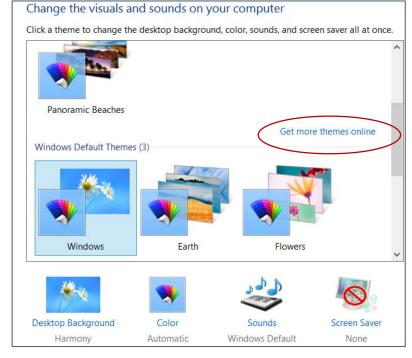


## **Personalizing the Desktop:**

Right-click on the Desktop and click 5. on Screen resolution.

	View Sort by Refresh	) }
	Paste Paste shortcut <b>Undo Move</b>	Ctrl+Z
intel intel	Graphics Properties Graphics Options	•
	New Screen resolution	•
×.	Personalize	

6. Select the desired **Theme** or click **Get more themes online** to search for more options.



#### **Advanced Settings:**

Games

Movies

Holidays & seasons

- 1. Upon clicking on **Get more themes online**, view options on the webpage.
- 2. Select the desired theme by clicking **Download**.

to image

Details

Download

3. Click **Open** to apply theme immediately or Save to save it for future use.

2. Select the des	fired theme by the	King Dowino	au.	
	≡	MENU	م	Do you want to
Themes				See appl
A theme is a combination of deskto image collection by clicking <b>Detail</b> :				тыщода терри
PC and puts it on your desktop.	. To get a theme, thick <b>Download</b>	, and then the <b>Open</b> . If	iis saves the theme to your	Angele da Gandag
				Annina Mitotaan Annina -
Newest themes			A Contractor	and to an and
Most popular	The second second	CALL CALL		
Animals				Tantas Tantas
Art (illustrative)	Beaches	Colors of	Disney Infinity	Dump
Art (photographic)	Panoramic	Nature	13 images in theme Window color	o: e 🗎 🛛
Automotive	9 images in theme Window color adjusts	8 images in theme Window color	Window color	

Details

Download

Details

Download

Do you want to open or save Hawaii.themepack (14.6	MB) from do	wnload.mi	croso	oft.com? ×
	Open	Save	•	Cancel

#### lied changes on the desktop.

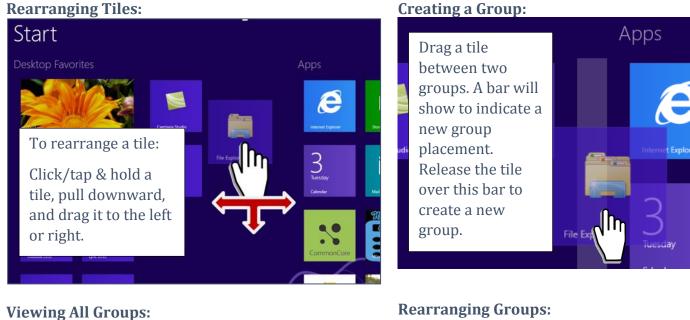


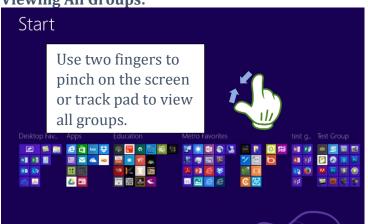
## TUHSD TECH QUICK GUIDE: Windows 8.1 Customization Windows Store

Windows 8.1 devices run apps in the Start Screen (or Metro GUI) and programs on the Desktop. Members of district certified staff are able to install apps by using a personal Microsoft account (live.com, Hotmail.com, outlook.com). Programs can only be installed with approval from the I.T. department and installed by site technicians.

1. To shop for and install apps from the Windows Store, of <b>Store</b> tile on the <b>Start Screen</b> .	, click on the Start
	Desktop Favorites
	Desktop
2. Scroll left or right through the store to view categories	
apps.	Image: Constraint of the constraint
3. Within a category, one may search for top apps.	Education
	Top free server New & Rising Server Top grossing server
	home page. This will pull up the Windows Search charm. Search
recommendations will appear. 5. Tap on an app tile to view the app summary, screensho	hote and
specifications.	<ul><li>e Power Planner</li></ul>
specifications.	Overview Details Reviews
	Free Indust
	When you initial an app, you agree to the Terme of Use and any additional terms.
	This app has permission to use: You Instance connection The main view, showing forework and examp.
	Company Education Developed and In ID Developed and ID De
	Power Reverse Insulated in the US. With Power Reverse Order Account, you can stay on top of homework assignments from your Read more
6. Then click on the <b>Install</b> button to begin the installation	
Installing free apps will not require one to enter personal information.	al IInancial Install
8. For first-time purchases or installation, sign-in with an	n Add your Microsoft account
existing Microsoft account.	
	Email address
Or click on Sign up for a Microsoft account to create a free	ee Password
Sign up for a Microsoft account	sign up for a microsoft account
	Save Cancel
Once an app is installed, it will be placed in the start scree apps are located. A "NEW" label show beside the newly in	

## **Customizing Start Screen (Metro GUI** – Graphical User Interface)





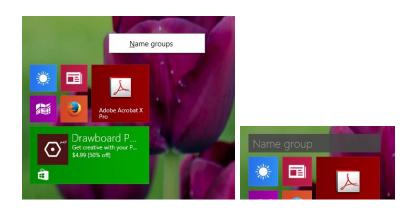
#### **Rearranging Groups:**

Drag an entire group and release it in the desired place on the screen.



### Name a Group:

- 1. Right-click on the Start screen.
- 2. Click/tap on Name groups.
- 3. Type the group name.
- 4. Click outside of the group or press enter.



# TUHSD TECH QUICK GUIDE: Windows 8.1 Customization Handwriting Recognition Keyboard

1. If the Touch Keyboard is not showing, enable it on the desktop by clicking on the Touch Keyboard icon on the task bar.



- 1. Tap on the keyboard icon on the bottom-right corner of the touch keyboard.
- 2. Tap on the Handwriting Recognition keyboard icon.



3. Use the stylus or your fingertip to write on the spaces provided on the screen.

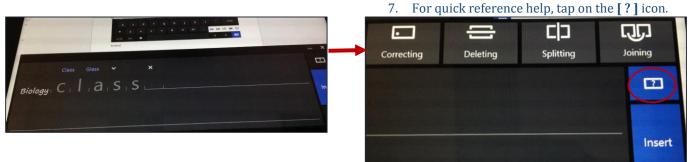


5. Tap on a word to change the spelling or adjust characters displayed.

4. View the results of the handwriting recognition tool. It works pretty well, but it may take a few tries for one to get used to this feature.



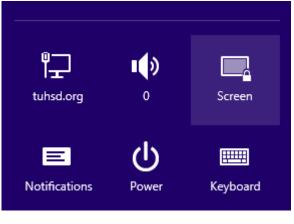
6. Tap **Insert** to place the text on the document or text field.



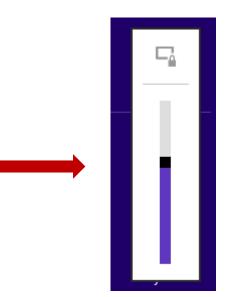
1. Access the **Settings** charm.

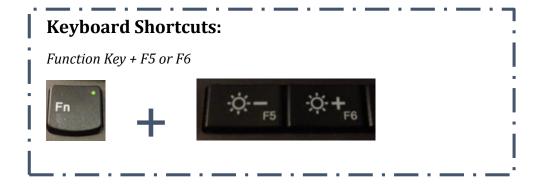


2. Select Screen.



3. Click/tap and slide the black square up or down to adjust the brightness of the screen.





## TUHSD TECH QUICK GUIDE: Windows 8.1 Customization Computer Displays -- Duplicate Monitor and Projector, Extend Helix Screen

When a laptop is connected to the docking station, its screen may function as an extended display. Some teachers prefer to have the main monitor and projector duplicated while the laptop screen is extended. The instructions below illustrate the steps to accomplish this setting.

**Whereas "1" is the Helix, "2" is the monitor, and "3" is the projector** (*If this is not the case, you may rearrange the display icons to suit your displays' physical location/set up. Just remember to apply the differences to the instructions below*):



1. Click **Identify** to show what display is which on your machine.



- 2. Select the monitor you wish to make your main display.
- 3. Check Make this my main display.
- 4. Click **Apply** to save the setting.

Change the ap	pearance	of your displays
(	3	Other     Other       Image: Step 2: select main display     Detect       Image: Detect main display     Detect       Image: Detect main display     Image: Detect main display
Display:	2. Dell E221	1H(Digital) v
Resolution:	1920 × 108	0 (Recommended) v
Orientation:	Landscape	~
Multiple displays:	Extend desk	ctop to this display 💙
Make this my m	ain display	Step 3: select Make this my main display
Allow the screet Allow the screet		ate Advanced settings
Project to a second	d screen (or p	ress the Windows logo key 🚛 + P)
Make text and othe	er items large	r or smaller
What display settir	ngs should I c	Noose? OK Cancel Apply

5. Beside Multiple displays, select **Duplicate desktop on 2 and 3**.

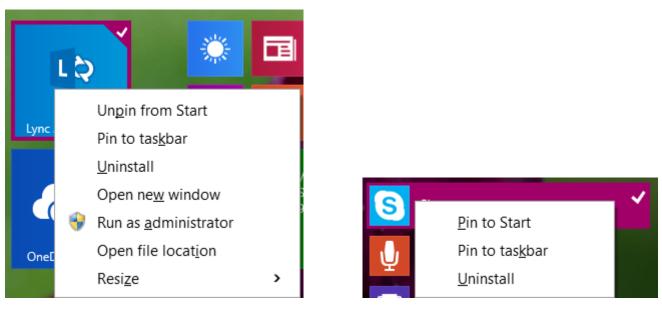
Multiple displays:	Extend desktop to this display 👻
	Duplicate desktop on 1 and 2
This is currently you	Duplicate desktop on 2 and 3
	Extend desktop to this display

6. If the display settings appears correctly, click **Keep changes**.

Dis	play Settings	×
Do you want to kee	p these display sett	ings?
	Keep changes	

## Pin Programs to the Taskbar

- 1. Right-click on the program.
- 2. Click/tap **Pin to taskbar**.



- 3. If you have the program open on the desktop, you may pin it to the taskbar by right-clicking on the program icon within the taskbar.
- 4. Click **Pin this program to taskbar**.

