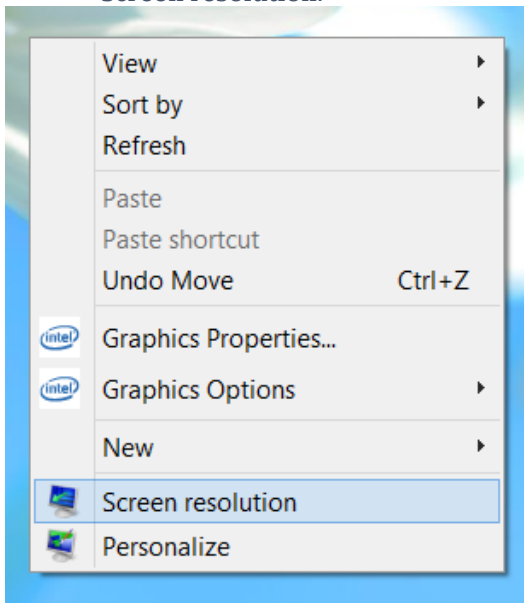# Table of Contents

Changing the Screen Size:

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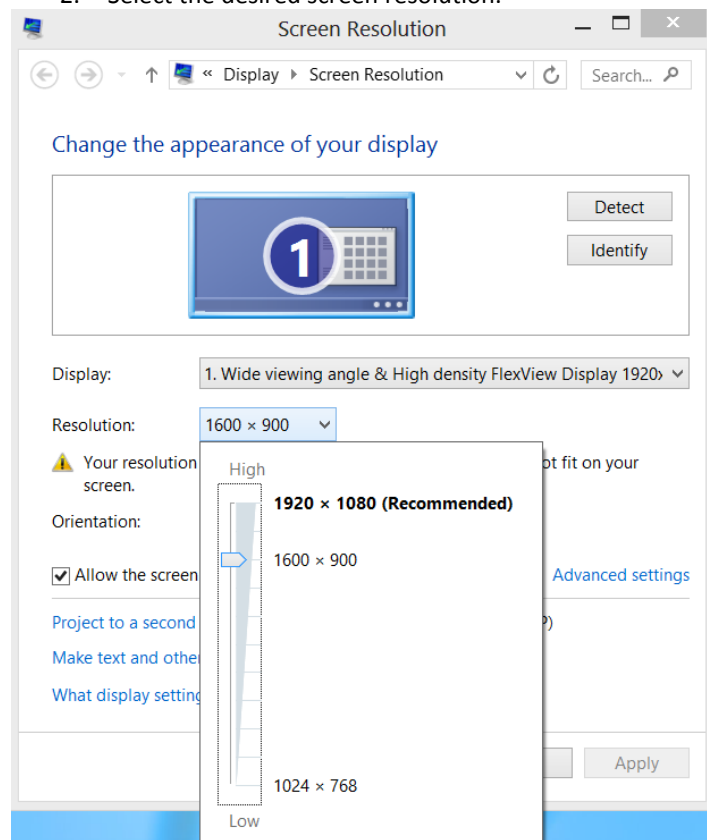4. Click **Scale Full Screen** or **Stretch to Fit**.
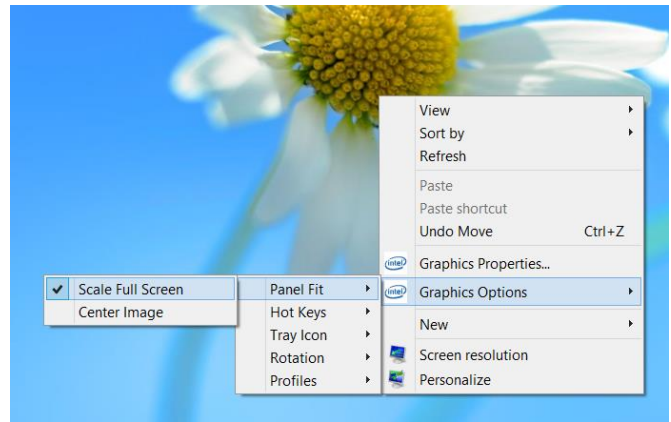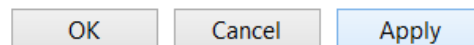
Changing the Screen Resolution:

1. Right-click on the Desktop and click on **Screen resolution**.
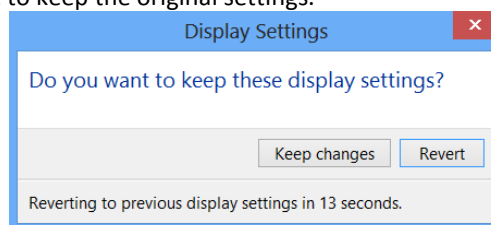
2. Select the desired screen resolution.
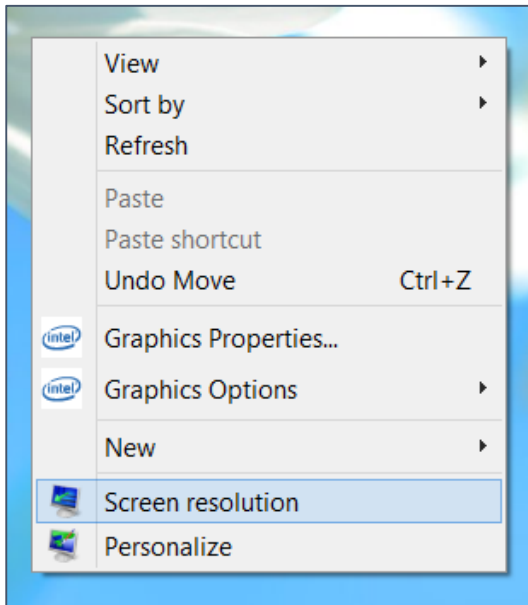
3. Click **Apply** to view changes.

4. Click **Keep changes** or click **Revert** to keep the original settings.
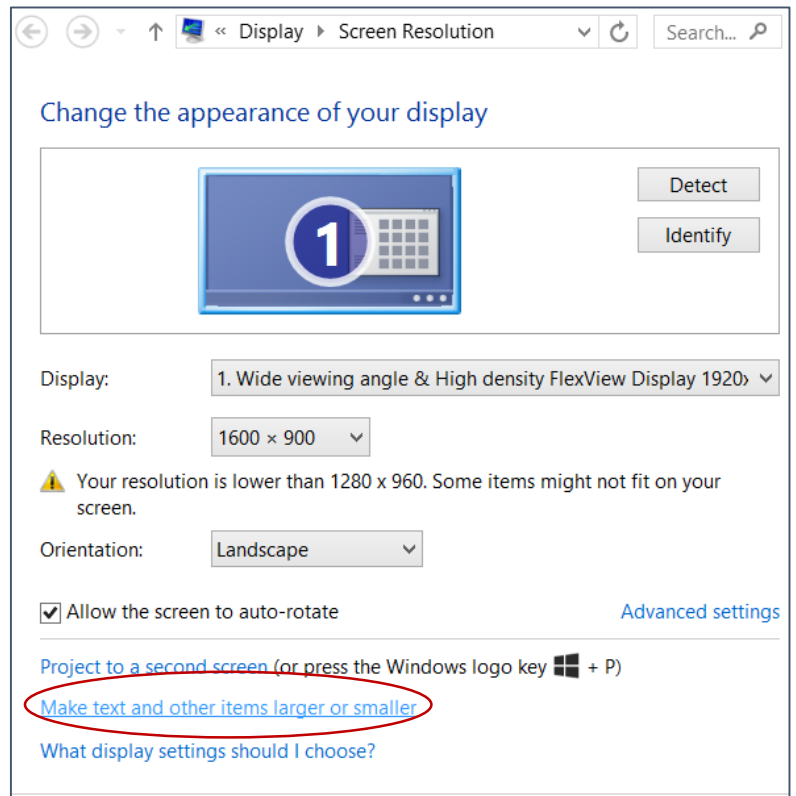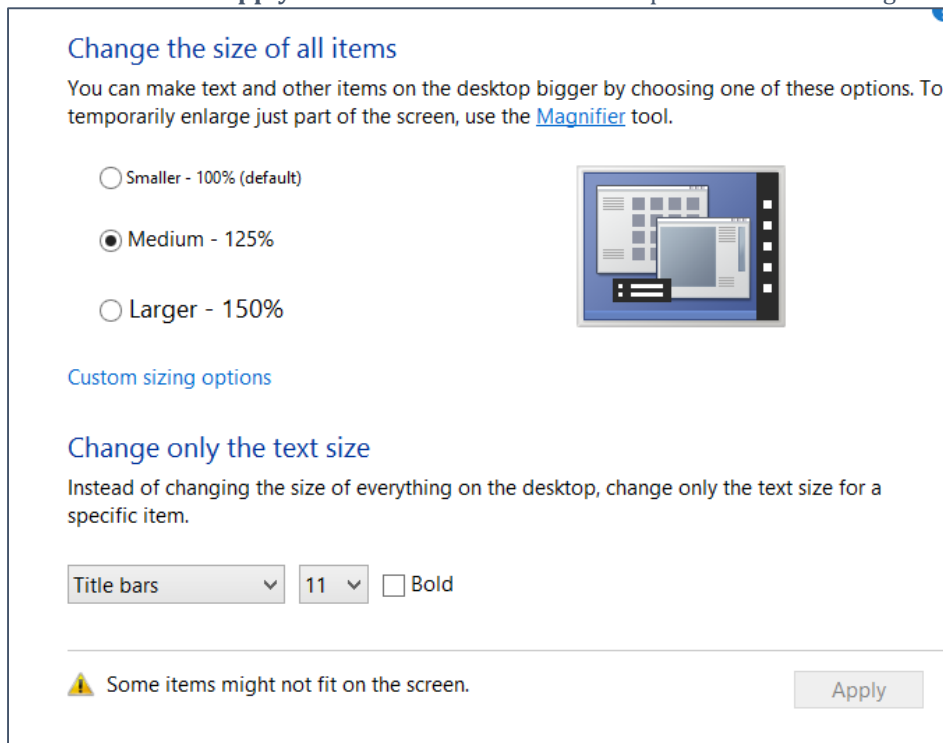
Changing the Text and Icon Sizes:

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

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

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

Secure Network Connection

1. Access the **Settings** charm.
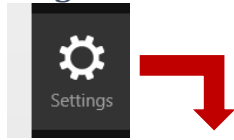
2. Select the Wi-Fi icon.

3. Click/tap on the secured network. (*To automatically connect every time, check the box beside* **Connect automatically***.*)
4. Click/tap on **Connect**.

5. Enter the network password.
6. Click **Next** when finished.

7. Select desired PC sharing settings.
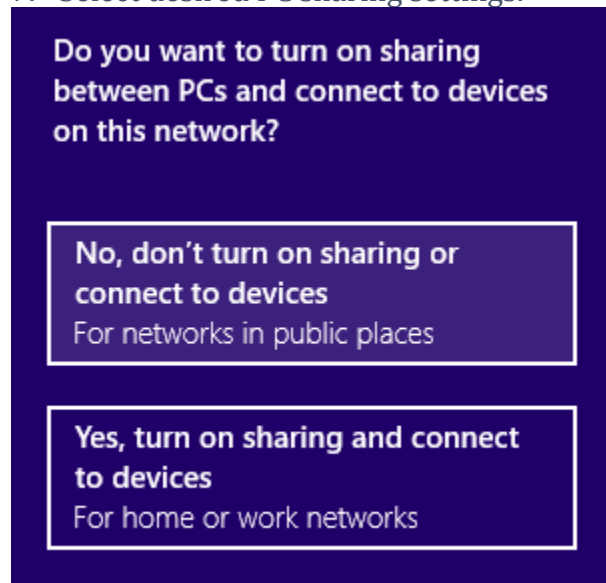
Personalizing the Desktop:

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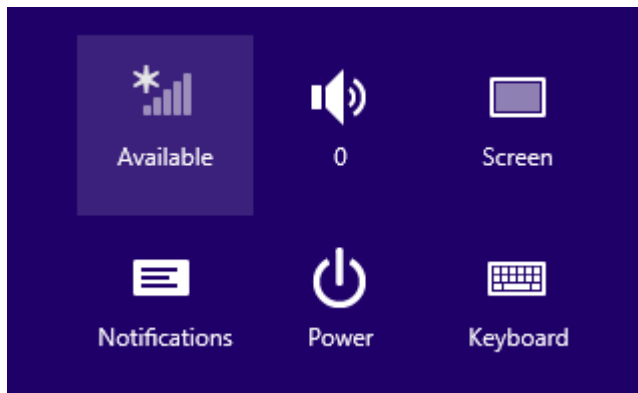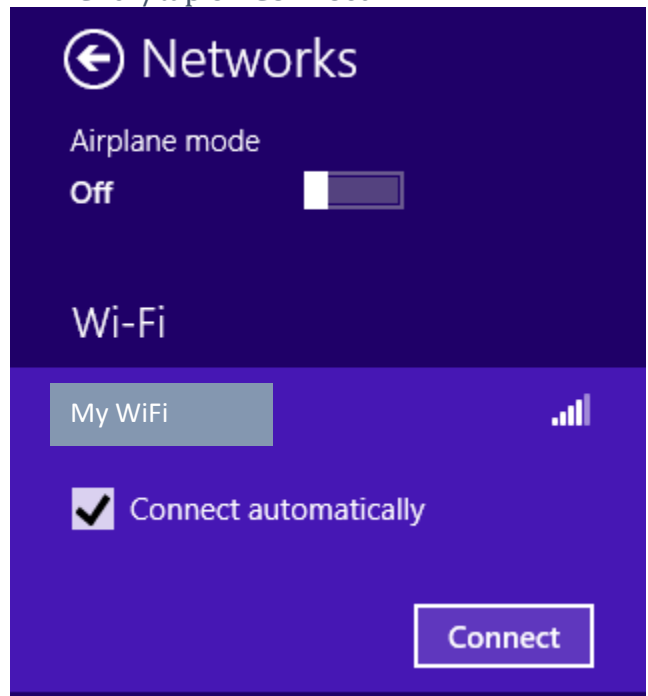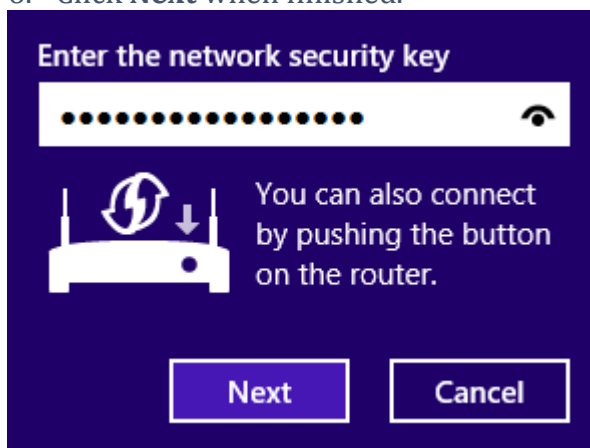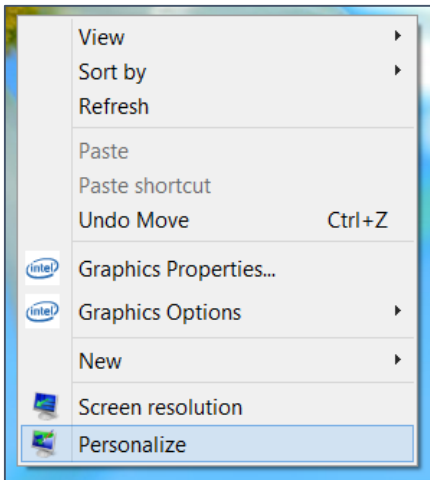

6. Select the desired **Theme** or click **Get more themes online** to search for more options.
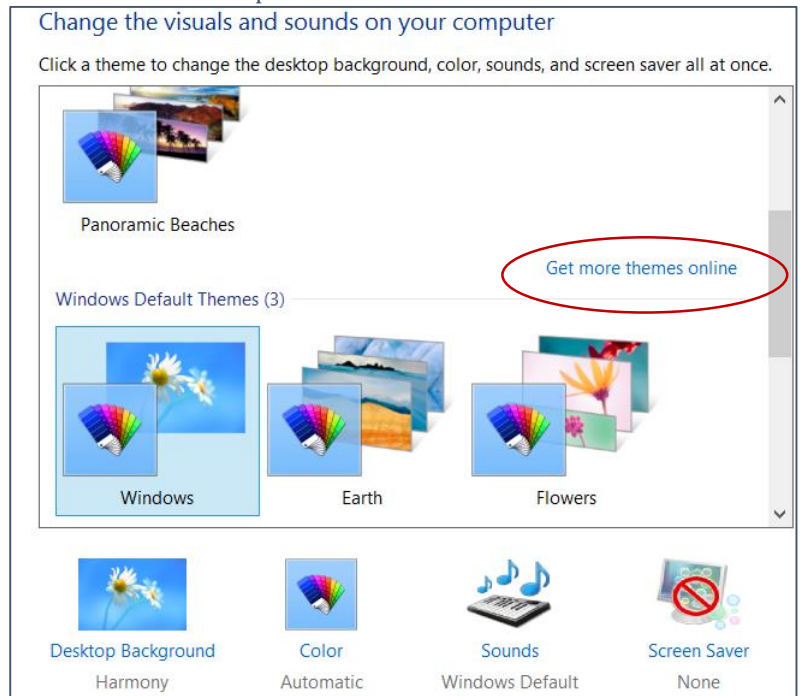
Advanced Settings:

1. Upon clicking on **Get more themes online**, view options on the webpage.
2. Select the desired theme by clicking **Download**.
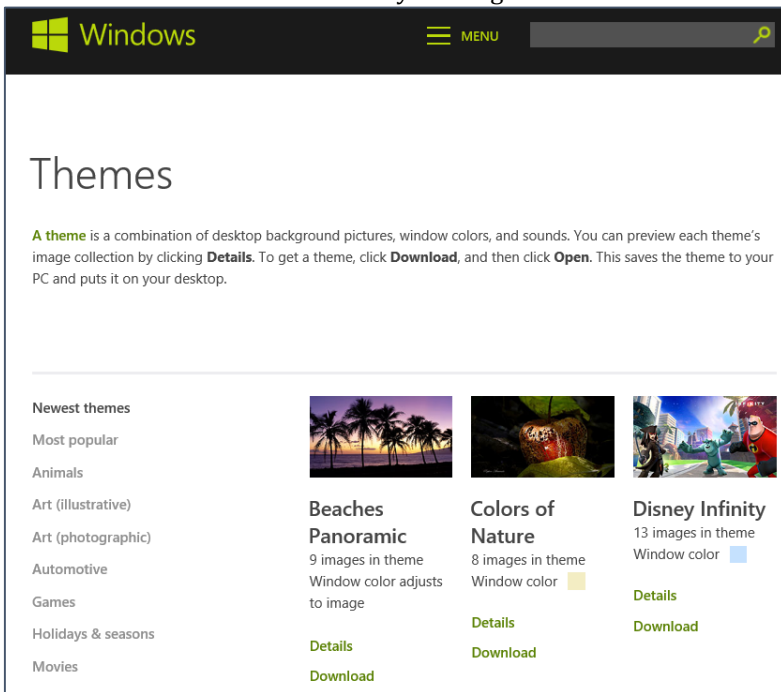
3. Click **Open** to apply theme immediately or **Save** to save it for future use.
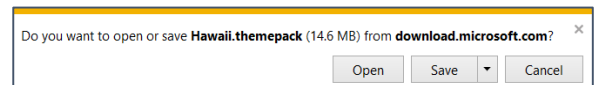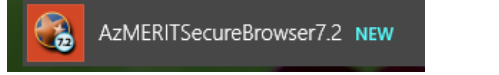
See applied changes on the desktop.

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.

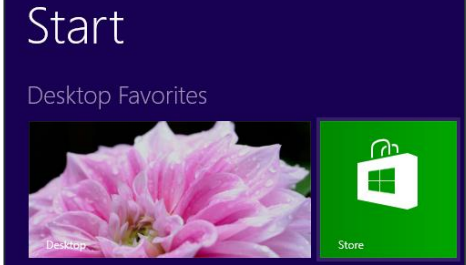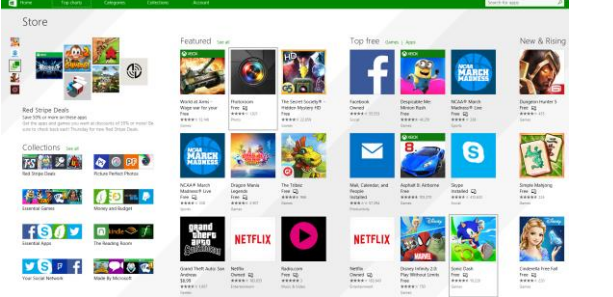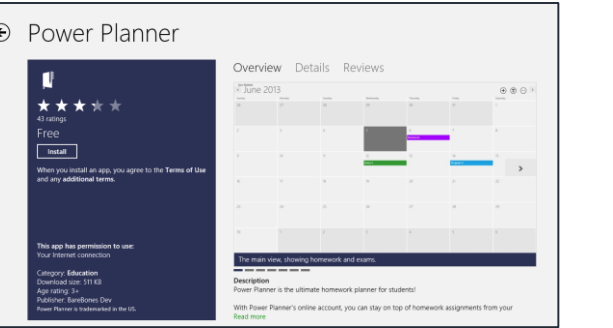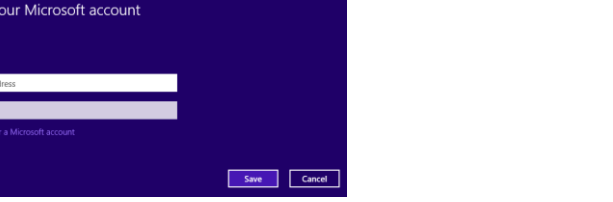|	
1. To shop for and install apps from the Windows Store, click on the **Store** tile on the **Start Screen**.	
2. Scroll left or right through the store to view categories and find apps.	
3. Within a category, one may search for top apps.	
4. Search for an app by typing directly within the Store home page. This will pull up the Windows Search charm. Search recommendations will appear.	
5. Tap on an app tile to view the app summary, screenshots, and specifications.	
6. Then click on the **Install** button to begin the installation process. Installing free apps will not require one to enter personal financial information.	
8. For first-time purchases or installation, sign-in with an existing Microsoft account. Or click on Sign up for a Microsoft account to create a free	
Once an app is installed, it will be placed in the start screen where additional apps are located. A "NEW" label show beside the newly installed app.	

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

Rearranging Tiles:

To rearrange a tile:

Click/tap & hold a tile, pull downward, and drag it to the left or right.

Creating a Group:
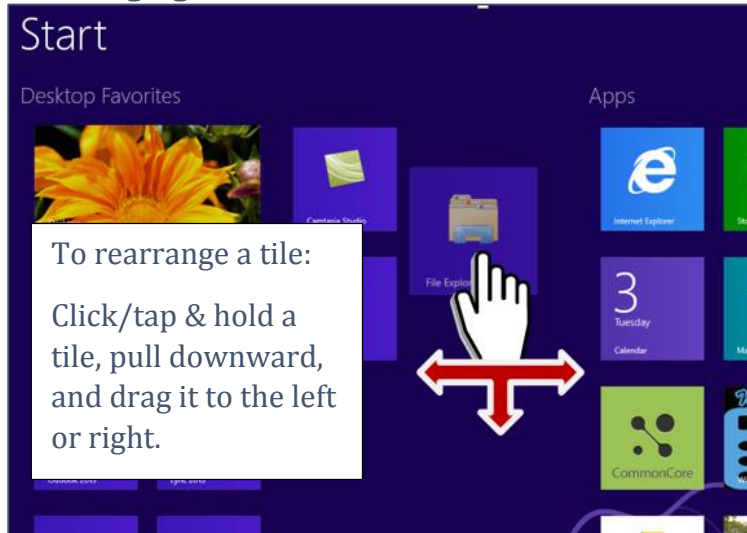
Drag a tile between two groups. A bar will show to indicate a new group placement. Release the tile over this bar to create a new group.

Viewing All Groups:

Use two fingers to pinch on the screen or track pad to view all groups.

Rearranging Groups:

Drag an entire group and release it in the desired place on the screen.
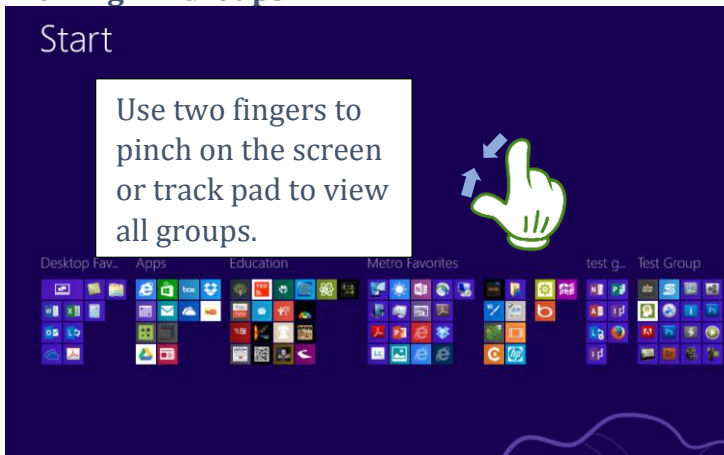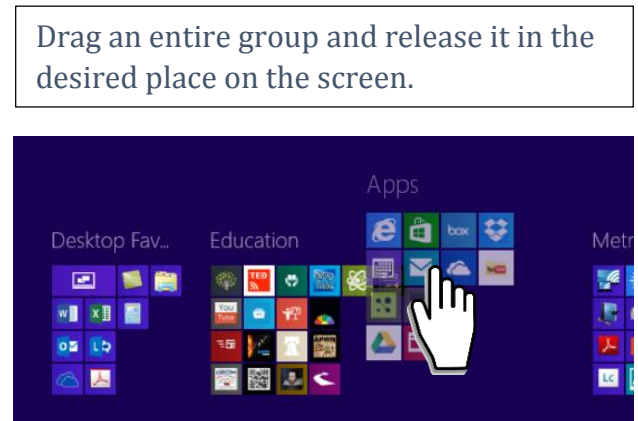
Name a Group:

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.

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.
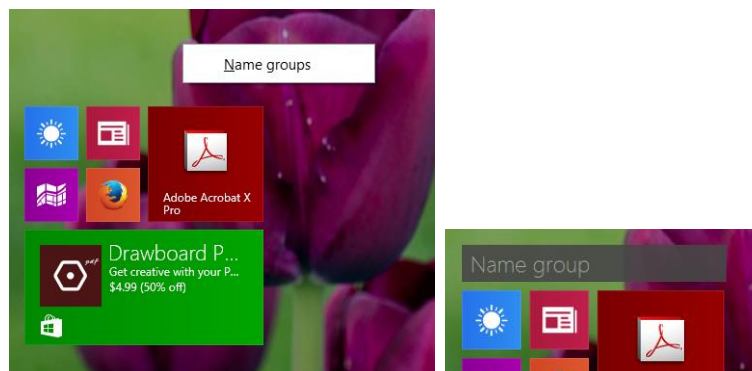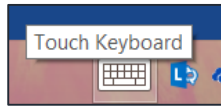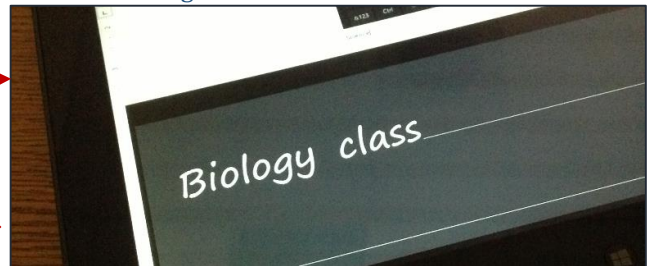2. Tap on the Handwriting Recognition keyboard icon.

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

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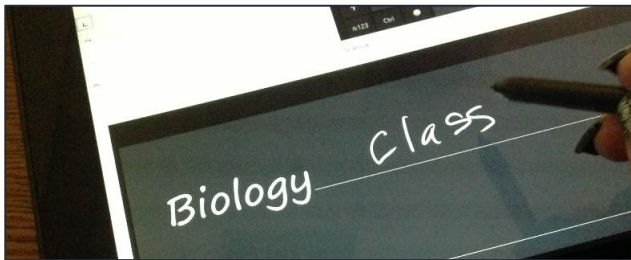
5. Tap on a word to change the spelling or adjust characters displayed.

6. Tap **Insert** to place the text on the document or text field.
7. For quick reference help, tap on the **[?]** icon.

Adjusting Screen Brightness
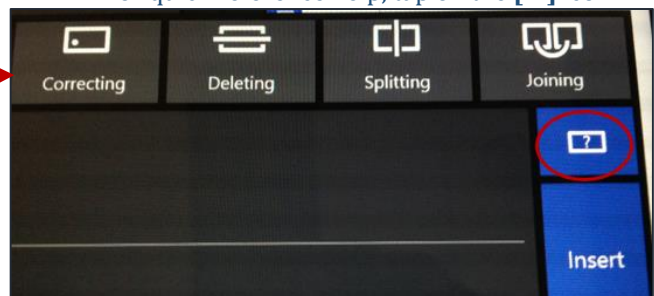
1. Access the **Settings** charm.

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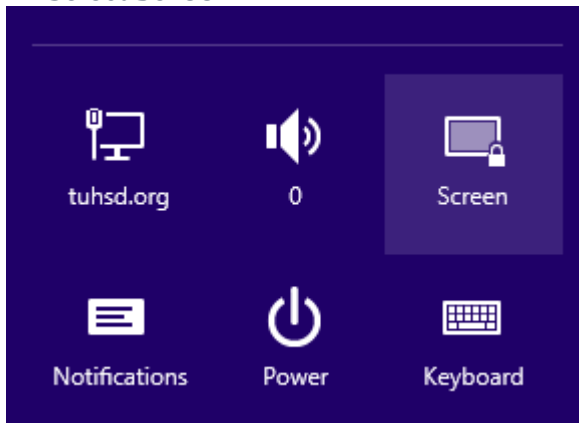
3. Click/tap and slide the black square up or down to adjust the brightness of the screen.

Keyboard Shortcuts:

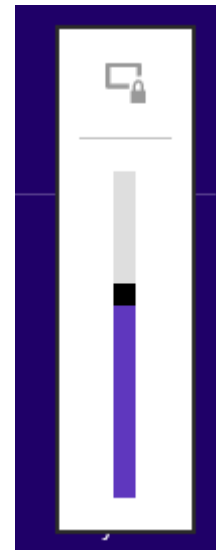*Function Key + F5 or F6*

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*)**:**
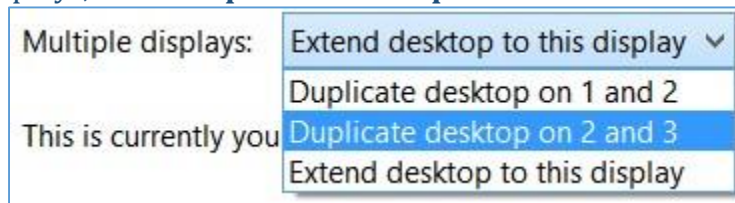

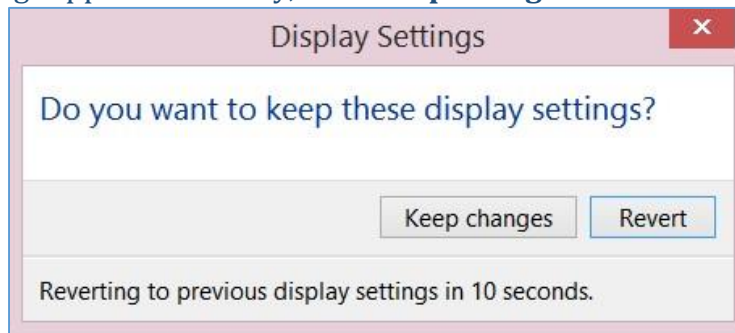1. Click **Identify** to show what display is which on your machine.

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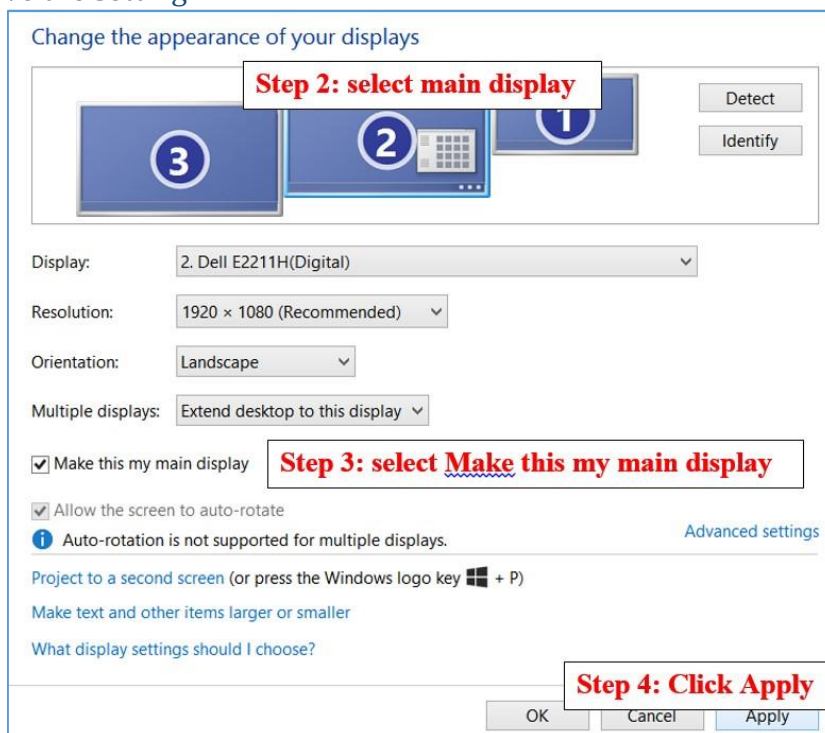
5. Beside Multiple displays, select **Duplicate desktop on 2 and 3**.

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**.

Display Settings   ✕

Do you want to keep these display settings?

Keep changes   Revert

Reverting to previous display settings in 10 seconds.

Pin Programs to the Taskbar

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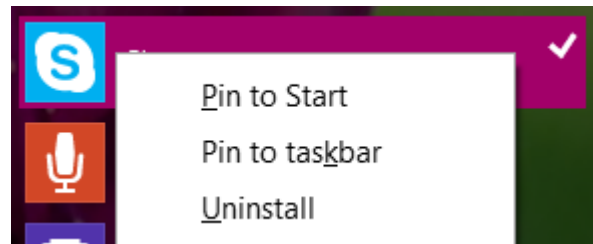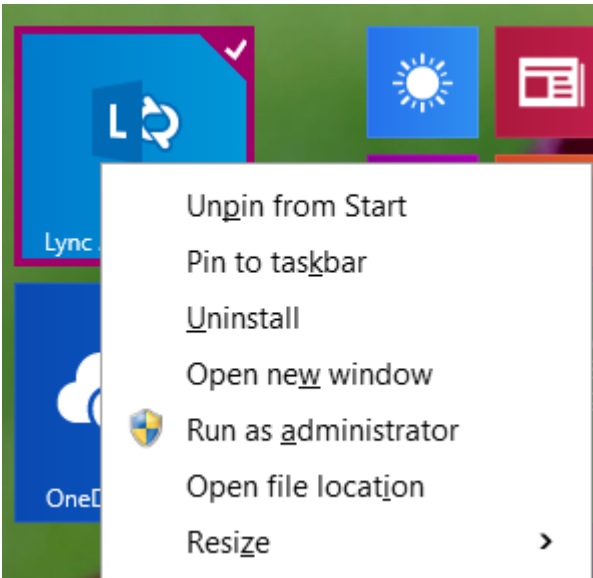
3. If you have the program open on the desktop, you may pin it to the taskbar by right-clicking on the program icon within the taskbar.
4. Click **Pin this program to taskbar**.