

Accessing Windows 8 with Window-Eyes

Microsoft released the Windows 8 operating system to the consumer market in late 2012 and is the first version of Windows designed to be used on both mobile devices with touch screens as well as conventional desktop and laptop computers. Windows 8 includes a brand new Start screen and many other user interface changes that you will want to learn how to use for a higher level of productivity on your new computer. This webinar study guide worksheet focuses on the most notable features and changes found in Windows 8 and includes a number of helpful tips for accessing Windows 8 with Window-Eyes.

Learning Objectives

- Identify and explain the different Windows 8 editions
- Practice logging in, restarting and shutting down
- Discover how to access, navigate and customize the Start screen
- Discover how to access and navigate the Apps screen
- Discover how to use the Search charm to find apps, settings and files
- Describe the difference between Windows 8 apps and traditional programs (also known as desktop apps)
- Identify the Charm bar and the five Charms of Windows 8
- Identify and explain the purpose of Toast messages
- Discover the benefits of the Power User menu

Review Questions

1. Window-Eyes version 8.0 and higher is compatible with Windows 8.
2. Windows 8 is available in four different editions:
 - a. Windows 8 is geared towards the home market segment and includes all of the basic new features including the Start screen with semantic zoom, live tiles, Windows store, Microsoft account integration, Internet Explorer 10 and more.

- b. Windows 8 Pro is designed for business and power users and includes all of the features of Windows 8 plus domain support, file encryption, Remote Desktop Connection, Windows Media Center plug-in support and more.
 - c. Windows 8 Enterprise is designed for large corporate entities and includes all of the features in Windows 8 Pro plus additional tools for IT management and advanced networking.
 - d. Windows RT is the newest member of the Windows family and will only be available pre-installed on PCs and tablets powered by ARM processors. Window-Eyes is not currently compatible with this version of Windows 8.
3. On Windows 8, you can't shut down, sleep or restart your computer from the Start screen. However, you can use either the Shut Down Windows dialog accessible from the Desktop or the Settings charm accessed by pressing Windows-I to perform these power management tasks.
4. You can access the new Start screen at any time by pressing the Windows key. Pressing this key again will take you back to where you were before you came to the Start screen. From the Start screen, you can open any item pinned to the Start screen, search for and open apps and programs, go to the Apps screen which contains a list of all of the installed apps and programs, and log off or switch to another user.
5. The Start screen contains your pinned items which can be apps, programs, libraries and folders as well as an account picture button. You can move between your pinned items and the account picture button by pressing Tab.
6. Pinned items on the Start screen are represented by rectangular tiles and are organized in one or more groups. Each group can contain multiple rows and columns of tiles. The groups of tiles are aligned in one horizontal row. Thanks to the Windows Enhanced app, you can easily navigate your tiles on the Start screen. You can move sequentially through all of the tiles in the current group by pressing Insert-Up Arrow and Insert-Down Arrow. You can move between groups by pressing Insert-Left Arrow and Insert-Right Arrow. To access a tree

view listing of all of your Start screen items, press Control-Insert-Tab. To open a pinned item, press Enter on it and to access a pinned items Command bar, press the Application Key.

7. You can access the Apps screen from the Start screen by pressing Control-Tab. Alternatively, you can press Windows-Z, followed by Enter to activate the Switch to All Apps button from the Command bar at the bottom of the screen.
8. To search for an app or program, just start typing the name of the app or program from the Start screen. The Search charm will be displayed on the screen and everything you type will be entered into the Search box. As you type, search suggestions will be displayed on the left side of the screen. Window-Eyes will automatically read the first suggestion when it is displayed. You can then use your Up and Down Arrow keys to navigate the search suggestions and press Enter to activate the selected item.
9. In Windows 8, there is a new class of program called a Windows 8 app. They are different from traditional programs in the following ways:
 - a. They can only be installed from the Windows Store.
 - b. They can be uninstalled from their Command bar and they don't appear in Programs and Features.
 - c. If you close a Windows 8 app, you are taken to the Start screen.
10. You can access the Charm bar by pressing Windows-C and navigate between charms using Tab and Shift-Tab or Up and Down Arrow. The five charms in Windows 8 are: Search, Share, Start, Devices and Settings. You can access the Settings charm directly by pressing Windows-I.
11. Windows 8 displays pop-up messages called Toasts to notify you about different events on your computer. Window-Eyes will automatically read these messages and route the mouse pointer over them when they are displayed on the screen. The Windows Enhanced app maintains a history of Toast and Balloon Tooltip messages that can be accessed from the Windows Enhanced pull down located in the Window-Eyes Apps menu.

12. You can access the Power User menu by pressing Windows-X. This menu includes the most popular Windows tools and utilities.