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Nota di contenuto	Windows 8 Visual Quick Tips; About the Author; Author's Acknowledgments; How to Use This Book; Table of Contents; Chapter 1: Optimizing the Start Screen and Taskbar; Pin an Item to Your Start Screen; Remove an Item from Your Start Screen; Rearrange Start Screen Tiles; Resize Start Screen Tiles; Show the Administrative Tools on the Start Screen; Create an App Group; Add a Shutdown Tile to the Start Screen; Control App Notifications; Restore the Start Menu to the Taskbar; Pin a Program to the Taskbar; Pin a Destination to a Taskbar Icon; Display a Clock for Another Time Zone Control Taskbar Notifications Chapter 2: Configuring Windows 8 to Suit the Way You Work; Change Your User Account Picture; Disable the Lock Screen; Configure Windows 8 to Work with a Second Monitor; Remove Apps from Search; Turn Off Notifications for an App; Add an App to the Lock Screen; Add Another Administrator Account; Activate the Guest User Account; Customize the Explorer Quick Access Toolbar; Synchronize Settings between Multiple Devices; Chapter 3: Boosting Your Computer's Security and Privacy; Switch to Advanced Sharing to Improve Security; Protect a File or Folder with Permissions Clear Personal Data from the Start Screen Turn Off Recent App Switching; Configure Action Center Messages; Configure User Account

Control Settings; Require Ctrl+ Alt+ Delete Before Signing In; Lock Your Computer to Prevent Others from Using It; Automatically Lock Your Computer; Prevent Others from Starting Your Computer; Create a Picture Password; Chapter 4: Getting More Out of Files and Folders; Turn On File Extensions; Specify a Different Program When Opening a File; Store File History on an External Drive; Exclude a Folder from Your File History; Restore a Previous Version of a File
Protect a File by Making It Read-Only Restore Folder Windows When You Log On; Mount an ISO File; Mount a Virtual Hard Disk; Create a Virtual Hard Disk; Combine Multiple Drives into a Storage Pool; Assign a Different Letter to a Disk Drive; Hide Disk Drive Letters; Split a Hard Drive into Two Partitions; Chapter 5: Enriching Your Windows 8 Media Experience; Create Custom Names for Imported Images; Repair a Digital Photo; Open Images in Photo Gallery by Default; Open an Image Type for Editing by Default; Compress Your Image Files; Play Music Files in Windows Media Player by Default
Create an Automatic Playlist Adjust Rip Settings; Customize the Data Displayed by Windows Media Player; Share Your Media Library with Others; Customize the Windows Media Player Navigation Pane; Add Sounds to Windows 8 Events; Chapter 6: Maximizing Windows 8 Performance; Learn Windows 8 Keyboard Shortcuts; Start Faster by Logging On Automatically; Automatically Move the Mouse to the Default Button; Open Files Faster by Using Metadata Searches; Search Files Faster by Adding a Folder to the Index; Run a Program with Elevated Privileges; Run a Program in Compatibility Mode
Boost Performance with a USB Flash Drive

Sommario/riassunto

Easy-in, easy-out format covers all the bells and whistles of Windows 8
If you want to learn how to work smarter and faster in Microsoft's Windows 8 operating system, this easy-to-use, compact guide delivers the goods. Designed for visual learners, it features short explanations and full-color screen shots on almost every page, and it's packed with time saving tips and helpful productivity tricks. From enhancing performance and managing digital content to setting up security and much more, this handy guide will help you get more out of Windows 8.
Uses full-color screen shots
