

7 Charms

In this chapter you learn about

- showing the five Charms
- using the five Charms



Windows 8 and 8.1 introduces the concept of Charms.

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Charms are shortcuts that are activated by clicking on them. They provide quick access to functions often used, such as searching (on the computer, on drives, on the Internet), printing, sending pictures and links via e-mail, changing settings on the computer and so on.

The Charms are named Search, Share, Start, Devices and Settings.

They are easily accessible on the right side of the screen, no matter where you are in Windows 8.1.

Charm shortcuts

Here are the most important keyboard-shortcuts to the Charms:

Open Charms pane	 and C
Search Charm	 and S
Search Charm – search files	 and F
Search Charm – search apps	 and Q
Search Charm – search Settings	 and W
Share Charm	 and H
Start	
Devices Charm	 and K
Settings Charm	 and I

Make the Charms pane appear

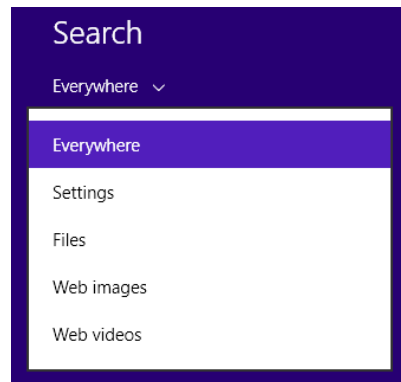
There are several ways to make the Charms pane appear from all of Windows 8.1's user interfaces.

- Place your mouse pointer in the upper right corner of the screen, and a panel with the Charms are shown in the right side of the screen (unless this function is unchosen, read about Corner Navigation in section 6.11.3 [Properties of the Taskbar](#)).
- Place your mouse pointer in the lower right corner of the screen, and a panel with the Charms are shown in the right side of the screen. When you move the mouse pointer away, the Charms panel disappears.
- Hold the Windows-key down, and press the C-key once to show the Charms.

7.1 The Search Charm

At the top of the Charms pane there is a looking glass symbolizing the Charm *Search*.

Click on it, and a text field appears in a pane in the right side of the screen, with the command *Everywhere* over it. If you click on the text *Everywhere*, you can narrow your search, by choosing between the options Settings, Files, Web images and Web videos.



In the text field you can write a short text, to search for documents, photos, programs, apps, well, anything on the computer, and all drives connected to it. If you e.g. write “calculator” in the text field, search results will appear in the pane. It might show calculator programs or -apps, documents or other stuff.

In the search results a Calculator-program and a Calculator-app with a green background should appear. If you click on the Calculator-program, a window opens. If you click on the Calculator-app, the app opens and fills the screen!

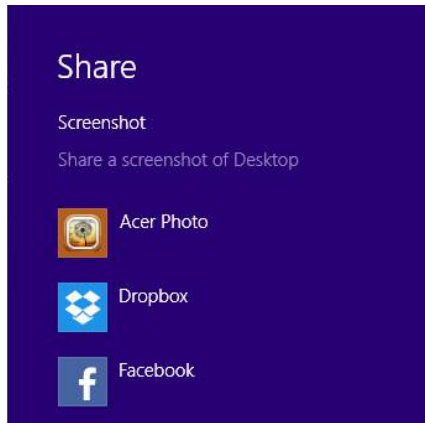
Searching has become a vital, intuitive functionality in Windows 8.1, as efficient searching saves the users lots of time.

Searching can be done from everywhere in Windows 8.1, and there are several other ways of performing exactly the same operations as with the Search Charm.

Read more about [Searching](#) in chapter 8.

You can close the Search Charm pane again, by pressing the Esc-key.
The Esc-key is generally used to close windows and dialog boxes, as it works exactly the same way as clicking the cross in a window's upper, right corner.

7.2 The Share Charm



By using the Share Charm it is easy to share what you are working with on your computer with others. Depending on your setup, you can share via Mail, Facebook, Twitter, OneDrive and so on.

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7.2.1 Share a screenshot with the Share Charm

You want to share information on your screen with other people.

Example


You want to share the screen from your Weather-app with a friend.

Do like this

When your Weather-app shows what you want to share, click on the Share Charm (or press  and H) and choose the way you want to share it. If you e.g. click on Mail, the Mail-app will open, and you can fill in the desired e-mailaddress.

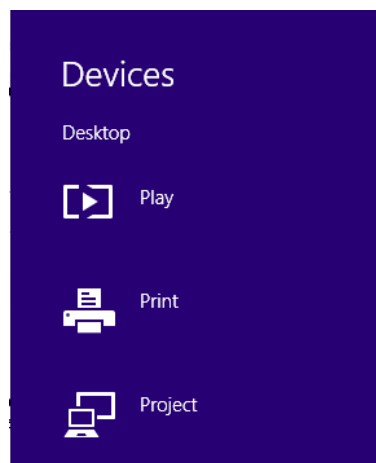
! If the receivers computer runs Windows 8.X, it is possible to get the weather information by clicking the link.

7.3 The Start Charm

The Start Charm works the same way as the window-button  and the window-icon in the bottom, left corner of the screen: it switches between the Start screen and the Desktop.

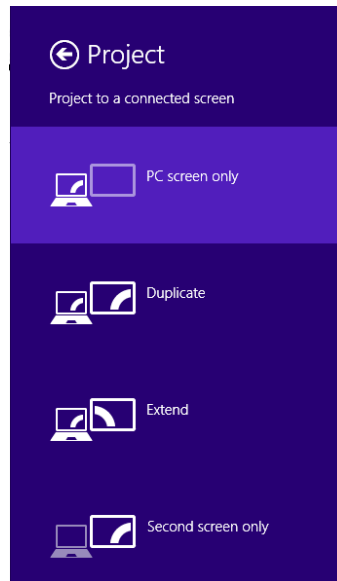
7.4 The Devices Charm

Clicking on the Devices Charm (or pressing the Windows-key+k) makes the Devices pane appear:



The Play and the Print items are reserved for apps only.

The Project item lets you choose between the screens used.



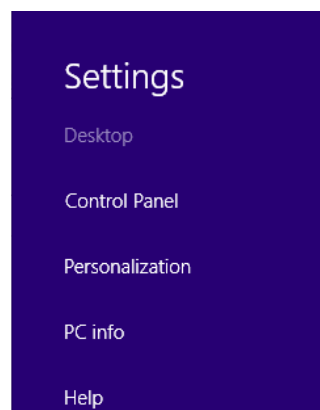
If the item *Choose screen* appears in the top of the list, your computer is capable of using Miracast (read more about this in chapter 14.1.22 [Miracast](#)).

Duplicate is normally used, when you connect a projector to your computer.

The item *Extend* lets you connect two screens to your computer that are co-working, so it seems you have two Desktops. If you choose *Second screen only* it will turn off the computers screen.

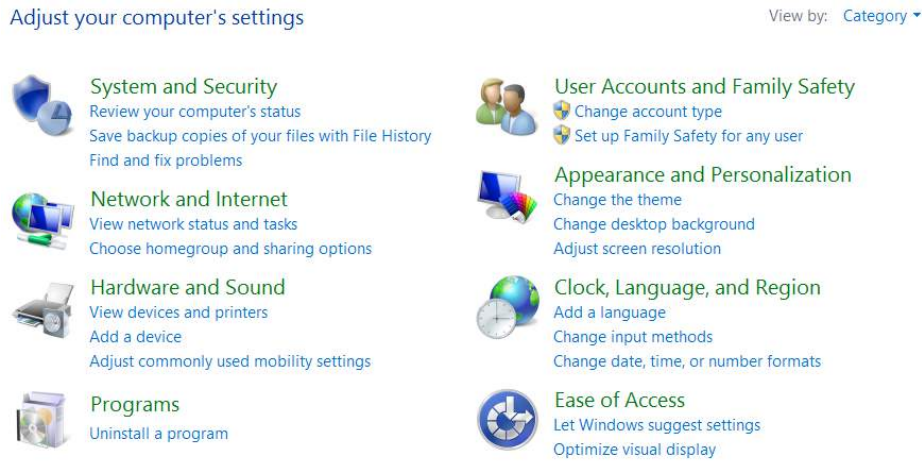
7.5 The Settings Charm

If you click on the Settings Charm, a pane opens in the right side of the screen:



7.5.1 Control Panel

Second from the top of the pane you find the command *Control Panel*, well-known from earlier Windows-versions:



The Control Panel contains mostly computer oriented functions, i.e. small programs that adjust the computer settings in different ways.

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System and security

If you click on the item *System and security* a window is opened with the items:

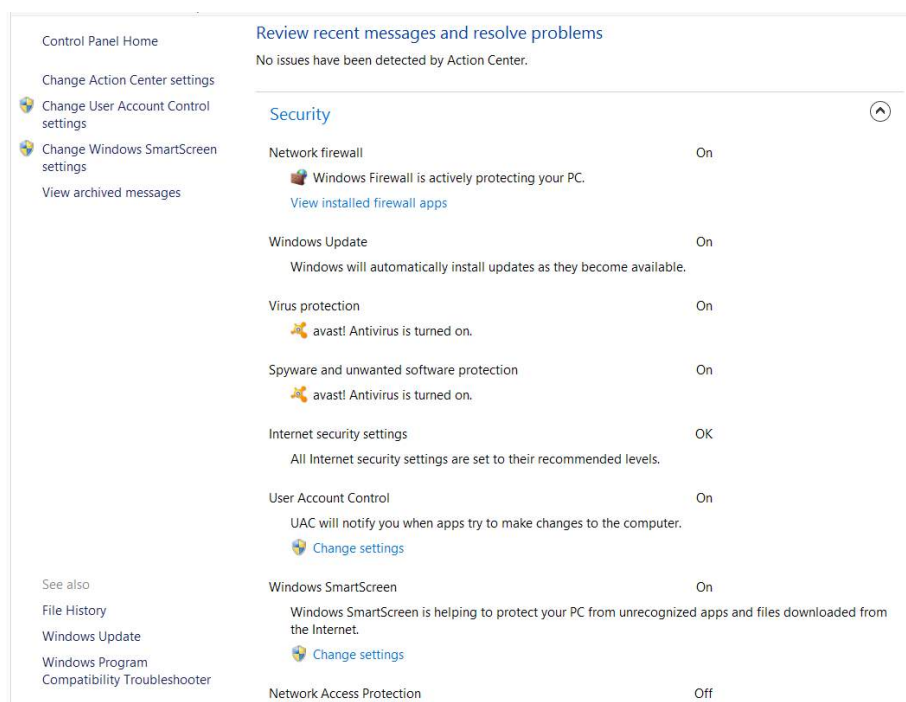
- The Action Center
- Windows Firewall
- System
- Windows Update
- Power options
- File History
- Storage spaces
- Work folders
- Add features to Windows 8.1
- Administrative tools

The Action Center

In the Action Center you get an overview over issues, if there are any, which functions that are turned enabled or disabled.

Security

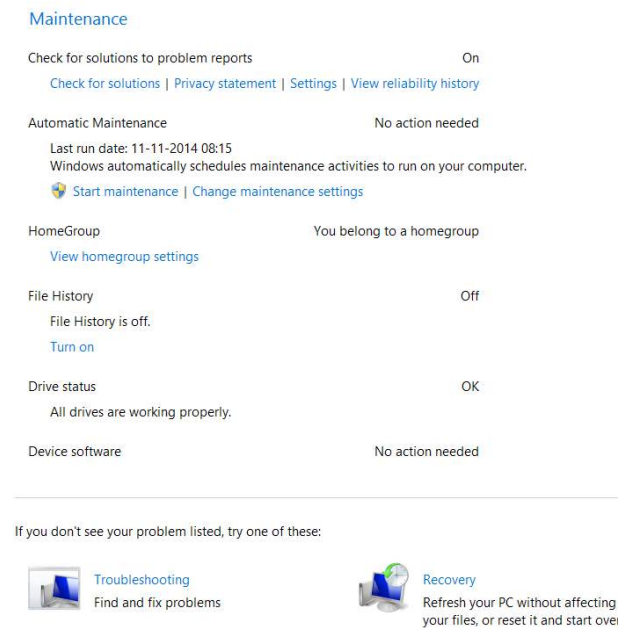
If you click on the item *Security*, you get an overview over your security-settings. For novices it is strongly recommended that all items are On.



Some items let you know more about your setup.

The topmost item *Network Firewall*, lets you know which firewall the computer is protected by, if any. Just click on *View installed firewall apps*.

You can set the items *User Account Control* and *Windows Smart Screen* to give you notifications if and when unrecognized apps try to make changes on your computer. To prevent potentially bad things from happening!



In Maintenance it is recommended that the item *Check for solutions to problem reports* is On.

It is recommended to use automatic maintenance. If you click on *Change maintenance settings*, you can set the time for maintenance. Remember to place your computer in a room where nobody is sleeping! Read about *Disable automatic maintenance* by clicking [here](#). Read more about PC maintenance in chapter 11.1.2 [PC maintenance](#).

HomeGroup is a network of computers used in your home. Read more about this in chapter 7.5.1 [Network and Internet](#).

File History saves copies of your files on another drive, so you can get them back if your computer doesn't work properly. Read more about this in chapter 7.5.3 [Update and Recovery](#)

The Troubleshooting item at the bottom is an improved feature, that helps you to maintain your computer, by fixing errors.

Recovery is a feature you can read more about in chapter 7.5.3 [Update and Recovery](#).

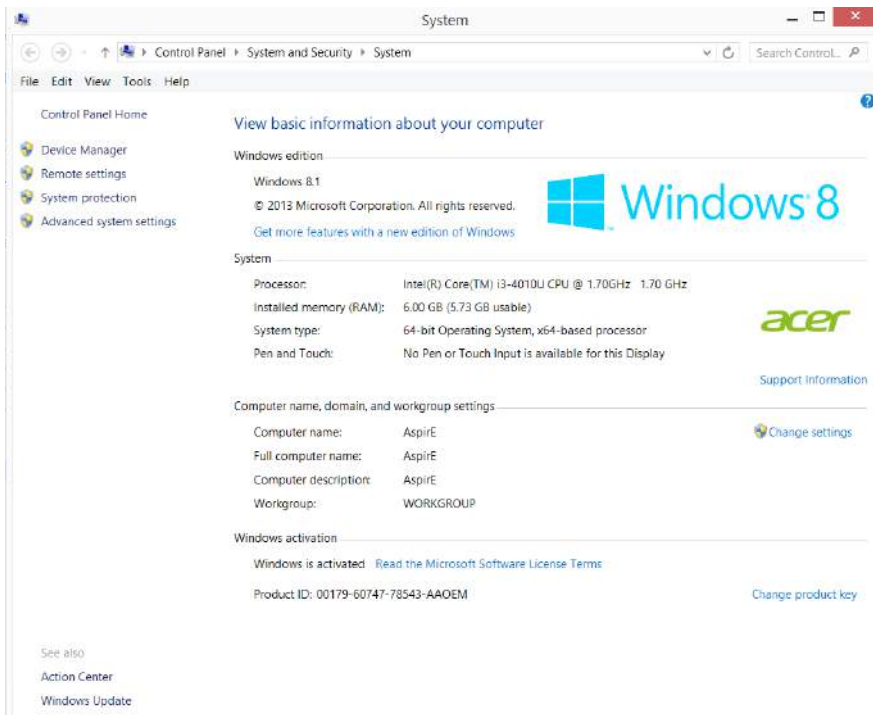
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System

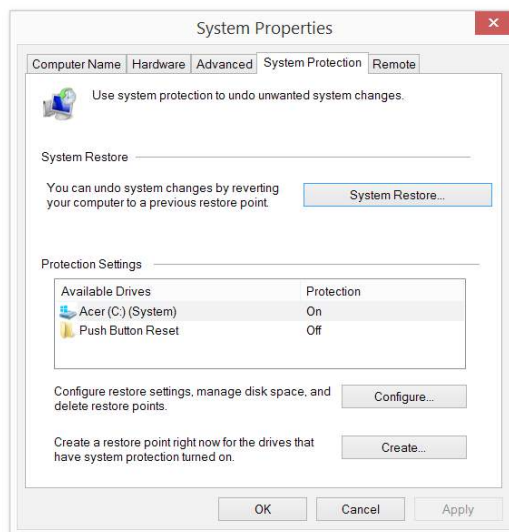
The shortcut  + Break-key will open the System menu.

In the item *System* you can view basic information about your computer, e.g. processor type and processor speed (GHz), amount of installed memory (Gb RAM), 32 or 64-bit operating system.

At the left side of the window there are 4 items; *Device manager*, *Remote settings*, *System protection* and *Advanced system settings*.



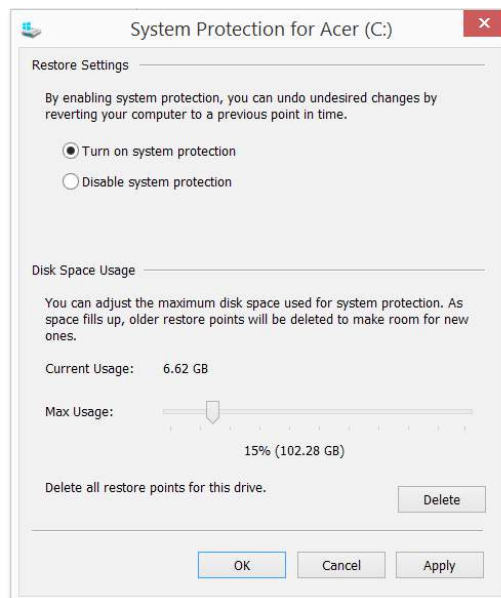
If you open the item *System Protection*, the following window opens:



The tab **System Protection** contains very useful features: *System Restore*, *Configure restore settings* and *Create a restore point*.

You can read more about the first item, *System Restore*, in chapter 7.5.3 [Update and Recovery](#).

If you press the button *Configure*, this dialog box opens:



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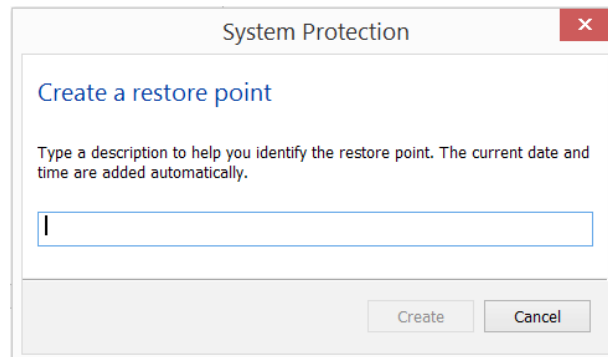
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It is highly recommended to turn on system protection for the computer.

When you click on the *Create*-button, this dialog box opens:

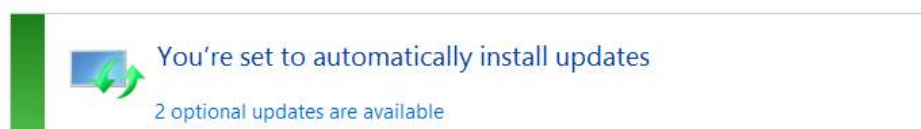


Does your computer seem to work smooth and fast, and does not suffer from problems of any kind? Then create a restore point! This means that your computer can be reset to work like now at a later date. When you name the restore point, remember that Date and time are added automatically. You could e.g. name it “Pre install of X program” or “Pre Windows Update 8.1.2”.

Windows Update

In *Windows Update* you can adjust how updates in Windows works, and take action on available updates (read more in chapter 11.1.2 [PC maintenance](#))

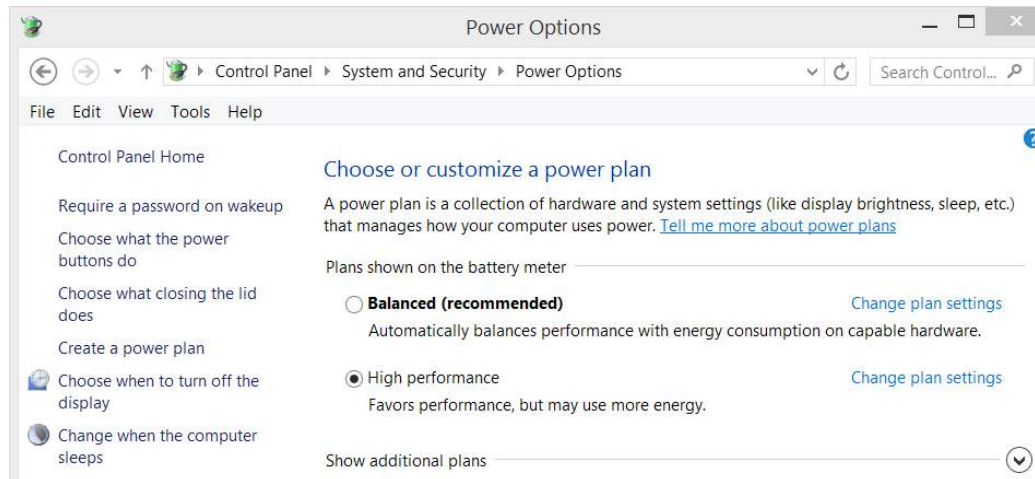
Windows Update



Most recent check for updates: Today at 2:08 PM
Updates were installed: 9/27/2014 at 11:14 PM.
You receive updates: For Windows and other products from Microsoft Update

Power Options

Microsoft recommends that you use the Balanced setting as a power plan. If you are not an advanced user, you should probably do that.



If you click on the menu items *Require a password on wakeup*, *Choose what the power buttons do* or *Choose what closing the lid does*, you can adjust the settings for power button, the sleep button and closing the lid. Here you can also include or exclude e.g. the Hibernate feature.

The item *Create a power plan* is for advanced users.

The item *Choose when to turn off the display* contains settings for controlling the energy use, whether the computer runs on batteries or it is plugged in.

Filehistory

Filehistory saves copies of your files, so you can get them back if they are lost. You choose a drive, and choose which files you want to backup. If you want to restore data, you can do this in *Filehistory*.

Storage spaces

Storage spaces lets you save files to a storage pool with several drives, to help you protect from drive failure. This feature is for advanced users. Read more about this by clicking [here](#).

Work folders

Make your work files available on all devices you use, even when you are offline. A work e-mailaddress is needed to use this feature.

Add features to Windows 8.1

You can upgrade your existing operating system to e.g. the Pro-version.

Administrative tools

These are features for advanced users, which will not be described further in this book.

Network and Internet

This feature gives you an overview over connected network. It makes it possible to connect to broadband, dial-up, VPN-connections, or set up a router or access point. The troubleshooting feature at the bottom is a very effective tool, if you got network problems.

If you want to know more about wired and wireless network problems, you can click [here](#).



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Jane, Chinese architect

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Home group

If you want to share some content on your computer and/or connected printers, with other members of the household, you should use the feature *HomeGroup*. You can protect your homegroup with a password, that can be changed at need. You can share libraries, folders and files with others. Other people can not change your files, unless you give them permission to do so.

You can also prevent certain folders or files from being shared. Read more about HomeGroups by clicking [here](#).

Internet options

These options are for internet browsers, which are described in chapter 12 [The Internet](#).

Hardware and sound

Devices and printers are for installation and maintenance of printers and other devices.

Some of the other items are described In chapter 7.5.3. [Change PC settings](#), the rest are for advanced users.

Programs

To get to the item *Programs and features*, right click on the windows-icon at the left on the Taskbar, and choose the item at the top, *Programs and features*.

This is useful when you want to remove or change programs on your computer. If you are in doubt, do not remove a program, as it might be important for the functionality of your Windows program.

User accounts and Family safety

The item *User accounts and Family safety* is user oriented, and might be relevant to use if young people (children) also use the computer.

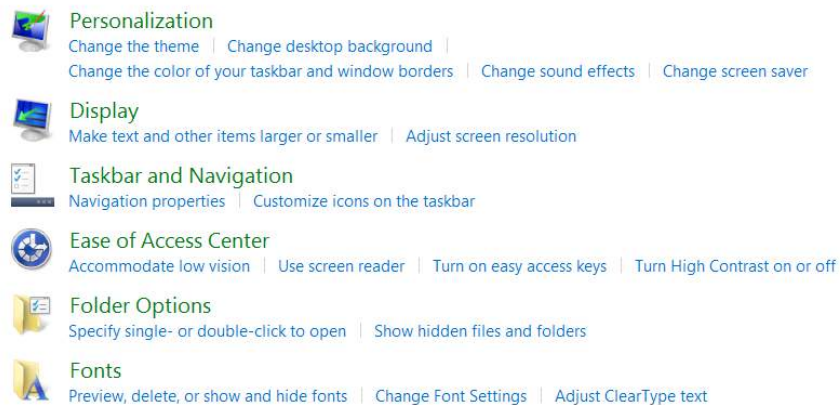
From the sub-item *Change account type* you can add new users, remove users, and change user settings – e.g. you can change an account type from Standard user to Administrator.

From the sub-item *Manage Family safety online* you can manage childrens accounts.

By activating **Family Safety**, you can monitor and restrict use of the computer for children.

You can limit the web-options, use of apps, time spent online and so on. Read more by clicking [here](#).

Personalization



[Personalization and Display](#) are described in chapter 6.8 [Elements on the Desktop](#).

[Taskbar and Navigation](#) are reviewed in chapter 6.11 [The Taskbar](#).

[Ease of Access Center](#) is reviewed in chapter 7.5.3 [Change PC settings](#).

and [Folder options](#) are reviewed in chapter 6.8 [Elements on the Desktop](#).

Fonts

You can adjust ClearType-text, which is a Microsoft-developed technology, which makes it easier to read fonts on the screen.

Clock, Language and Region

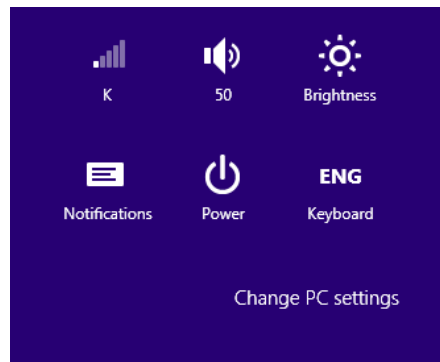
These items are explained in chapter 7.5.3 [Change PC settings](#).

Ease of Access

[Ease of Access](#) is described in chapter 7.5.3 [Change PC settings](#).

7.5.2 Quick Access panel

When you activate the Settings Charm, you will see following items in the bottom of the panel that opens:



The name of the connected Wi-Fi network and its signal strength is seen on the upper left icon. If you click on the icon, the networks panel opens.

The Airplane mode must be Off, unless you are in airplane, of course.

In the item Connections you might see a LAN-connection or VPN-connection.

In the item Wi-Fi you can see all available Wi-Fi connections, and you can choose one by clicking on it.

Next to the Connections icon you see a Loudspeaker icon, that can give you access to controlling the volume by clicking on it. Maximum system volume is 100.

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To the right of this you see an icon, that controls the brightness of the screen.

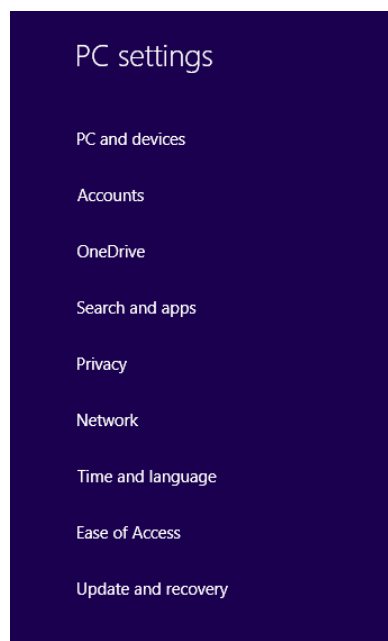
Notifications is an item to set messages on pause from 1 to 8 hours. This is useful when you do not want to be disturbed by messages, e.g. while you work.

Power offers you the choices: Sleep, Shut Down Or Restart. Read more about Power options in chapter 7.5.1 [System](#).

If you click on *ENG/Keyboard* in the lower right corner, you can switch between different keyboards, e.g. Spanish, German and so on.

7.5.3 Change PC-settings

In the bottom of the panel is the item *Change PC-settings*. If you click on this, a window opens :



PC and devices

If you open *PC and devices*, you get access to the following items *Lock Screen, Display, Bluetooth, Devices, Mouse and touchpad, Typing, Corners and edges, Power and sleep, Autoplay, Disc space* and *PC-information*.

Lock screen

You can select a photo to be displayed on the *Lock screen*, or you can play a slide show with pictures/photos on the lock screen.

You choose apps to run in the background and show quick status and notifications, even when your screen is locked.

Example

You want a picture of your family to be displayed on the Lock screen..

Do like this

Open the Settings Charm. Choose *Change PC-settings*. Choose *PC and devices*. Choose *Lock screen*. Click on the *Browse*-button to select a picture.

Under the *Browse*-button you can turn on a slideshow. If slideshow is on, pictures from your Photo-libraries are displayed on the *Lock screen*.

Lock screen sign-in

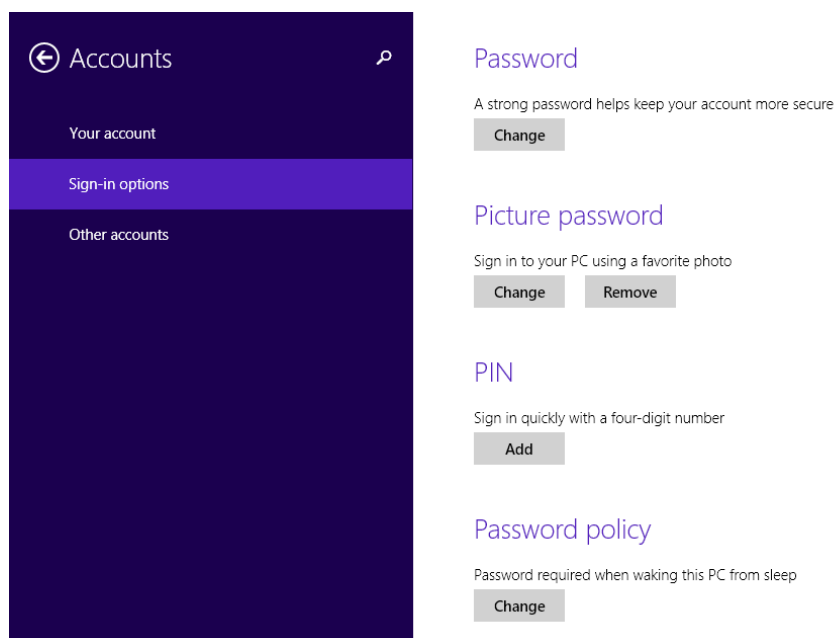
You can use your Lock screen to log in. It is fast and easy to remember.

Example

You want a photo of your own choice to sign in on your Lock screen.

Do like this


Choose the Settings Charm. Choose *Change PC-settings*. Choose *Accounts*. Choose *Sign-in-options*. Click on the button *Change* beneath *Picture password* and select a photo. Follow the instructions regarding movement directions. Read more in chapter 7.5.3 [Change PC settings](#).



Display

Here you can identify and detect screens, and set resolutions. 1920×1080 = Full HD is recommended.

Bluetooth

Bluetooth is a wireless connection technology, that can be activated from this item, to connect to other devices that supports Bluetooth. Bluetooth is marked with the Bluetooth icon 

Devices

You can add new devices, and see those you already have installed, like printers.

Download over metered connections can be activated/deactivated here, which might help the user to save money.

At the bottom the item *Default save locations* can be used for saving pictures, videos and music to selected removable devices.

Mouse and touchpad

Under this item you can change the primary mouse button from left to right, which is nice if you are lefthanded.

You can also select whether the mouse wheel shall scroll multiple lines at a time, or a screen at a time. Here you can also adjust the delay of the touchpad, if you have one.

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Mouse

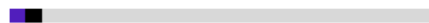
Select your primary button

Left 

Roll the mouse wheel to scroll

Multiple lines at a time 

Choose how many lines to scroll each time



Typing

Here you can choose to highlight misspelled words, and to autocorrect them or not.

Spelling

Autocorrect misspelled words

On 

Highlight misspelled words

On 

Corners and edges

Personalization of app switching and corner navigation. It is recommended to have all items switched on.

App switching

Show Windows Store apps on the taskbar

On 

Allow switching between recent apps

On 


When I swipe in from the left edge, switch between my recent apps instead of showing a list of them

On 

Clear list of recent apps

Corner navigation

When I point to the upper-right corner, show the charms

On 

When I click the upper-left corner, switch between my recent apps

On 

Power and sleep

It is important to the condition of the battery, that the computer goes into Sleep-mode after some time, when it is not in use. You can adjust this here.

Screen

On battery power, turn off after

20 minutes ▼

When plugged in, turn off after

5 hours ▼

Sleep

On battery power, PC goes to sleep after

30 minutes ▼

When plugged in, PC goes to sleep after

5 hours ▼

Read more about Power options in chapter 7.5.1 [System](#).

Autoplay

This item offers quick access to autoplay-settings, but I recommend that you use *Autoplay* in *Control panel*, *Hardware and sound* instead, as you are offered more choices.

AutoPlay

Use AutoPlay for all media and devices

On

Choose AutoPlay defaults

Removable drive

Ask me every time ▼

Memory card

Ask me every time ▼

Disc space

Here you can review disc space on your local Hard Drive. Space used for various data types.

Here you also can remove apps from Windows Store, to free up disc space.

PC-info

PC name	AspirE
<div style="background-color: #ccc; padding: 2px 10px; display: inline-block;">Rename PC</div>	
Product ID	00179-60747-78543-AAOEM
Processor	Intel(R) Core(TM) i3-4010U CPU @ 1.70GHz 1.70 GHz
Installed RAM	6.00 GB (5.73 GB usable)
System type	64-bit operating system, x64-based processor
Pen and touch	No pen or touch input is available for this display

PC-info is similar to the item *System* in *Control Panel* (⊞ + **Break-key**).

Accounts

Here you find local settings and online settings for your Microsoft-account(s); name, photo, sign-in-options, birthday, sex, country, e-mailadress, password and a lot more.

It is possible to create a personal *Picture password*, which is a drawn figure, at your choice. A picture password is often easier to remember and use than a traditional pincode.

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create the
future?

One generation's transformation is the next's status quo. In the near future, people may soon think it's strange that devices ever had to be "plugged in." To obtain that status, there needs to be "The Shift".



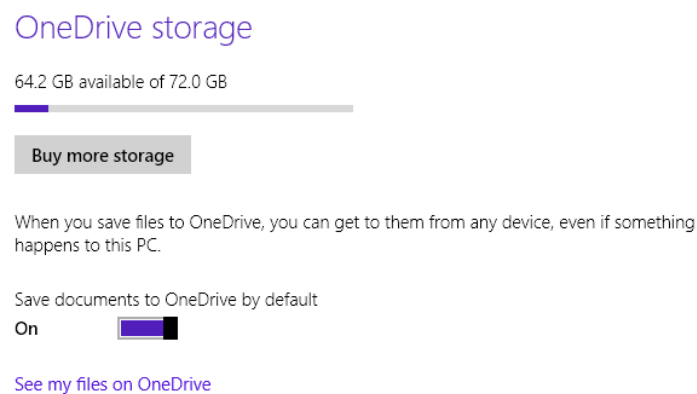
OneDrive

Microsoft-users are offered space storage in the cloud, on a drive named OneDrive.

The first couple of Gb (due to competition the size offered increases all the time) are free of charge. If you need more storage space, you can buy more (read more in the next item *File storage*). You can access OneDrive from all devices as long as you log in, so it is independent from any computer.

File storage

If you have internet access you can add more storage space to your OneDrive, and you can choose to automatically save your documents here, as a standard.



The item *Camera roll* is used for automatically uploading pictures and video to your OneDrive.

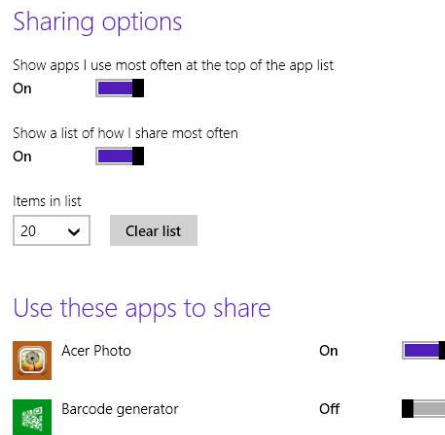
It is very useful that your Windows 8.1-settings always are the same, no matter which computer you use. This is what the item *Sync settings* is used for.

Metered connections can cause additional payment for user, when you download or stream data, for example. Adjustment of these settings can be made in *Metered connections*.

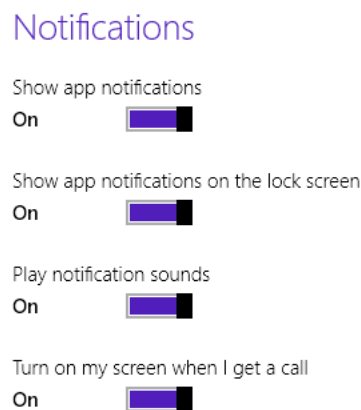
Search and apps

In the *Search* item you can clear you *File history*, manage Microsoft advertising and personalization, select or deselect Bing web search engine (Bing is provided by Microsoft) to search online for you, you can filter search results of pictures and video for adults (*Safe Search*), share your experiences with Microsoft (give them access to information) and adjust settings for *Metered Connections* when you search online.

Sharing options offers you possibilities to protect yourself from unwanted sharing from apps. You might have an app with content that you do not want to share with others.



Notifications offers you settings for app notifications: select sounds, to turn on your screen when you get a call, and more.



When you need to know sizes of your apps, e.g. when you want to remove some to free disc space, *App sizes* is the place to go.

In *Default apps* you can choose the apps you want to automatically open, when you open a link, e-mail or datafile.

Privacy

The item *General* you can control if apps may access to your name, picture and lots of other informations.

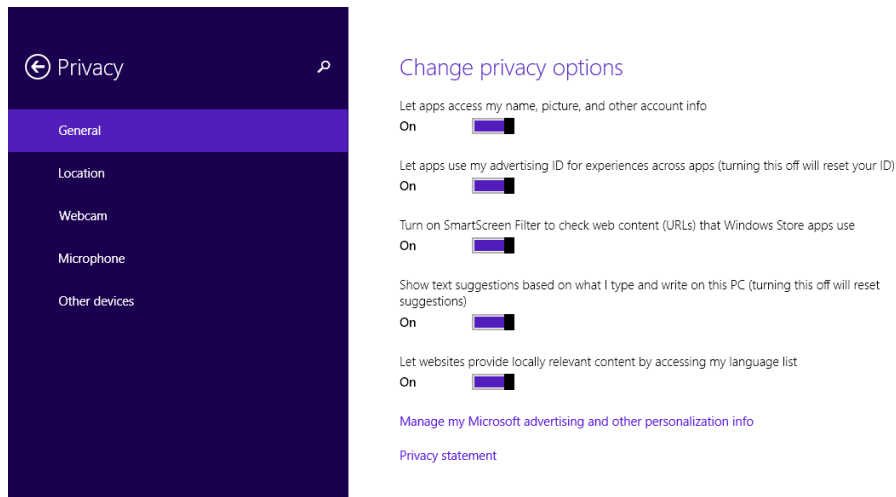
In the item *Location* you decide which apps shall have access to information about your location.

In the item *Webcam* you decide which apps shall have access to the webcam that is connected to your computer.

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In the app *Microphone* you decide which apps shall have access to the microphone that is connected to your computer.

In *Change Privacy Options* you can change settings for the installed apps. If you use your computer for business, you might like to change some settings to Off.





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Sources: Keuzegids Master ranking 2013; Elsevier 'Beste Studies' ranking 2012; Financial Times Global Masters in Management ranking 2012

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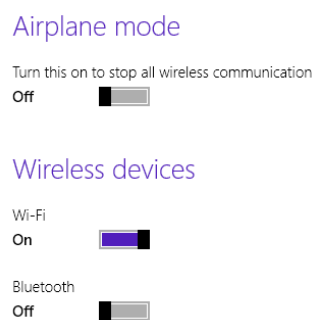
Connections

In the item *Connections* you can manage Wi-Fi, Ethernet (LAN) and VPN connections.



In *Airplane mode* you can turn off all wireless communication.

Normally you want Wi-Fi to be turned On, and Bluetooth Off.



It is recommended that *Automatic Proxy Setup* is On.

It is recommended that all settings in the item *HomeGroup* is On.

The item *Workplace* is not described here – ask the system administrator at your work.

Time and language

Time and language settings are similar to *Watch* and *Keyboard/Language* on the Taskbars right side (read more in chapter 6.11.2 [Icons on the Taskbars right side](#)).

Ease of Access

Ease of Access contains helpful features for disabled people.

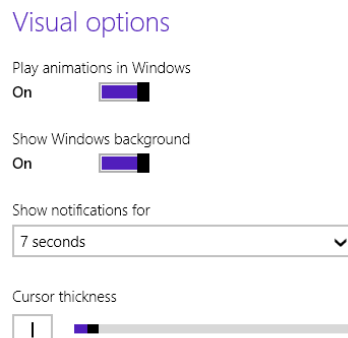
Narrator is the screen reader that reads all the texts on the screen. In the item *Narrator* you can manage all settings for screen reading.

The item *Magnifier* contains all settings for magnifying elements on the screen.

You can increase the contrast on the screen with the item *High Contrast*.

It is possible to get an on-screen keyboard in the item *Keyboard*, and in the item *Mouse* you can manage various mouse features.

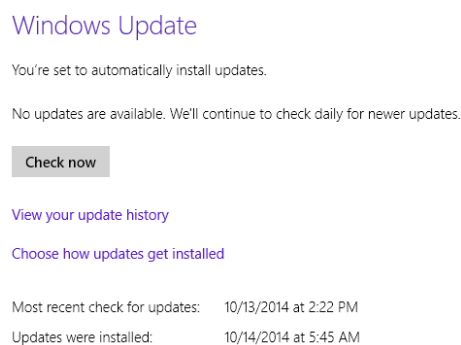
Finally the item *Other options* contains various visual options. If you shut some of them down, it may release some RAM⁹ memory on your computer, for other uses.



Update and recovery

Update and recovery is almost similar to the item *System and security* in *Control panel* (read more in chapter 7.5.1 [Control Panel](#)).

The Windows Update item is important in order to maintain the health of your computer, so it is strongly recommended that you explore this item thoroughly yourself.



In the item *File history* you can back up copies of your files to another drive.

Save copies of your files automatically

Automatically back up copies of your personal files to another drive so you can get them back if they're lost or damaged. File History backs up files in Documents, Music, Pictures, Videos and Desktop, and the OneDrive files available offline on this PC.

File History
Off

Back up your personal files on this PC to
Network Storage on Ptm-win7-pc

[Select a drive](#)

Your files haven't been backed up.

[Back up now](#)

Recovery is an item that helps you refreshing your computer. There are three features; *Refresh your PC without affecting your files*, *Remove everything and reinstall Windows* and *Advanced startup*. The first feature is recommended to use every six months or so to maintain your computer. If your computer for some reason is running very slow or has malfunctions, you can use the second feature. *Advanced startup* can be used, when you cannot start your PC from your Hard Drive. Of course, this requires a boot device, like e.g. USB-stick or another external drive.



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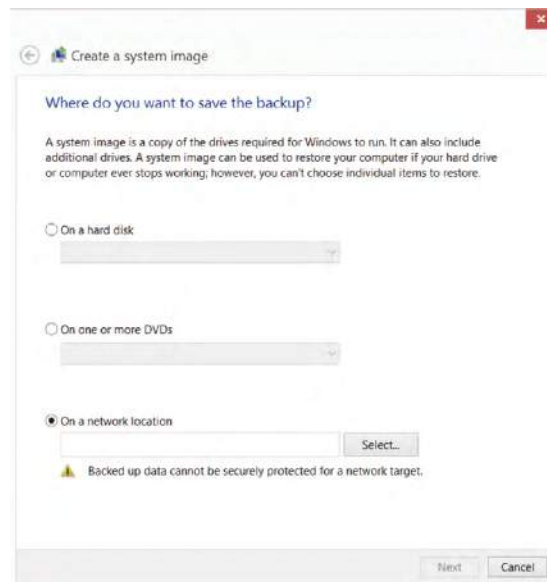
agence.cdg. © Photonostop



It is important to keep an image of your system as a copy, to use if your computer should fail to startup from the Hard Drive.

To make an image back up, you must open *Control panel/System and security/File history*.

In the bottom of the screen you see the item System Image Back up. If you click on that button, the process will start automatically.



Read more about this in chapter 7.5.1. [The Action Center](#).

Refresh your PC without affecting your files

If your PC isn't running well, you can refresh it without losing your photos, music, videos, and other personal files.

[Get started](#)

Remove everything and reinstall Windows

If you want to recycle your PC or start over completely, you can reset it to its factory settings.

[Get started](#)

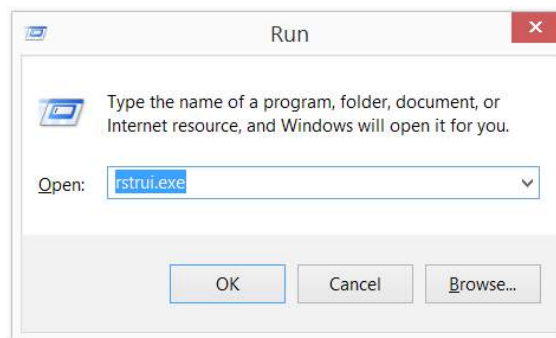
Advanced startup

Start up from a device or disc (such as a USB drive or DVD), change your PC's firmware settings, change Windows startup settings, or restore Windows from a system image. This will restart your PC.

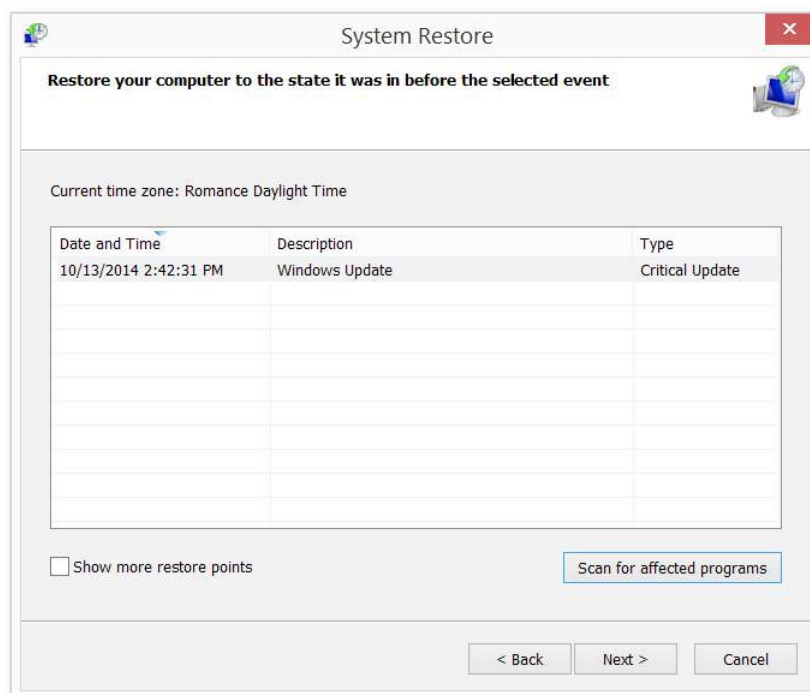
[Restart now](#)

When you need to restore your PC to an earlier state where it worked really well, you can use the shortcut **Win + R** to open a dialog box, and then type in "rstrui.exe".

When you click the OK-button, you start the recovery process.



Windows 8.1 has a feature that makes it possible to see which programs are affected of this process. A window will open, containing the button *Scan for affected programs*. It will supply you with a review of programs that will be removed, and which you might like to install again later. Read more about this in chapter 7.5.1 [Update and Recovery](#).



Using this feature has major consequences: Every single operation that your computer ever made after the selected restore point are canceled, including important updates, installed programs, folders and files and everything else.