

# 25 useful tips for Windows 8.1 users to know

After upgrading to Windows 8.1, you need to know some small tricks to use this version better. The following guide will help you avoid the awkwardness of using this completely new Metro-style operating system, hoping you will have more experience using this operating system.

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## 1. Ignore the login screen



If you don't have to worry about unauthorized access to your computer, save time by skipping the Windows login operation on startup. To do this, open the **Charms** menu, by clicking the lower right corner of the screen or pressing the **Windows and C** buttons at the same time on the keyboard, selecting the search feature, **typing netplwiz** , and selecting the first result.

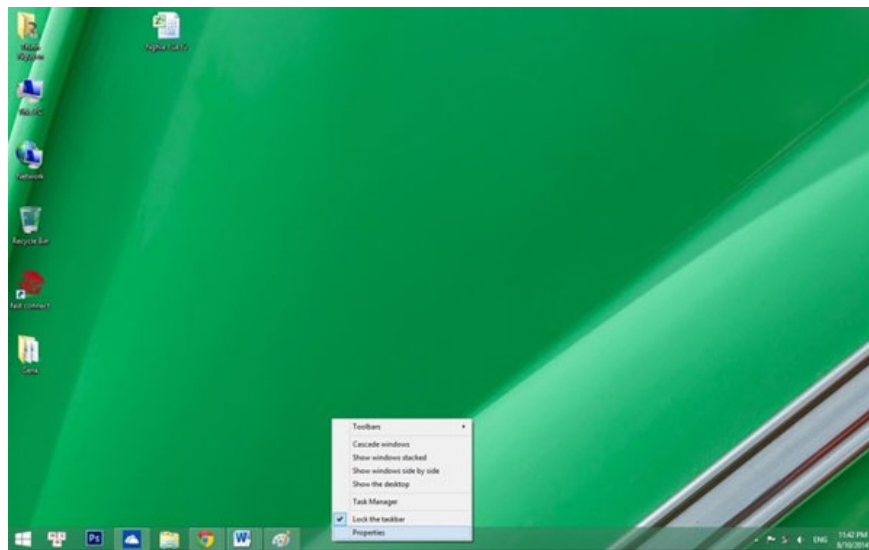
Another way is to press the '**Windows**' + '**R**' button from the beginning and then type '**netplwiz**' then **Enter** . In the pop-up window, select the account you want to log in automatically, uncheck the "**Users must enter a username and password to use this computer**" option , and click **OK** .

If you have a password before, Windows will ask you to re-enter the password to confirm the change. The next time you start Windows, it will no longer require you to log in, but go directly to the **Start** screen.

## 2. Start always to the desktop

In Windows 8.1 use the layout of applications according to **Metro** interface **in Start Screen** . You can only go back to the desktop interface like Windows 7 from the Start screen by clicking on the **"Desktop"** icon (or by pressing the '**Windows + D**' key combination) in the system of quite messy applications in Start. Screen.

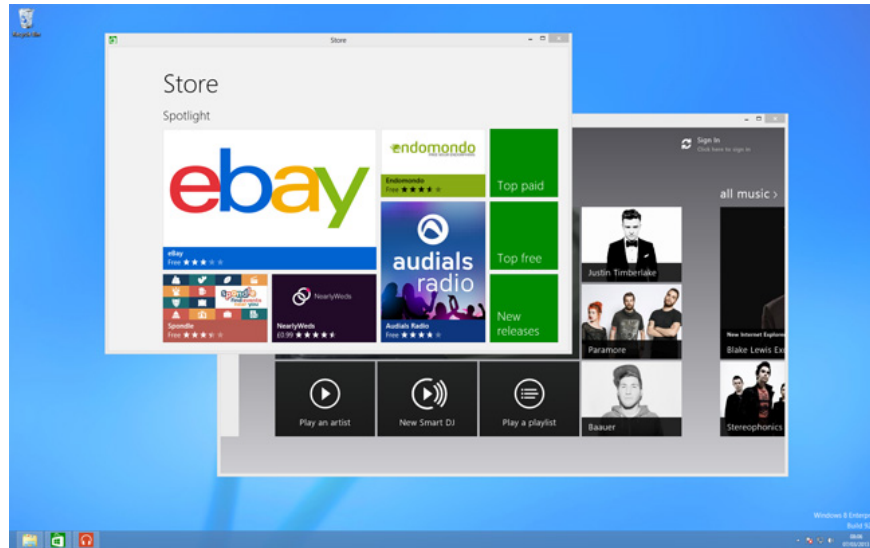
However, we can set the computer or tablet to automatically go to the desktop after booting instead of Start Screen. You do this by right-clicking on the desktop taskbar and selecting **Properties** , and clicking the **Navigation** tab. Then, check the box **"When I sign in or close all apps on a screen, go to the desktop instead of Start."**



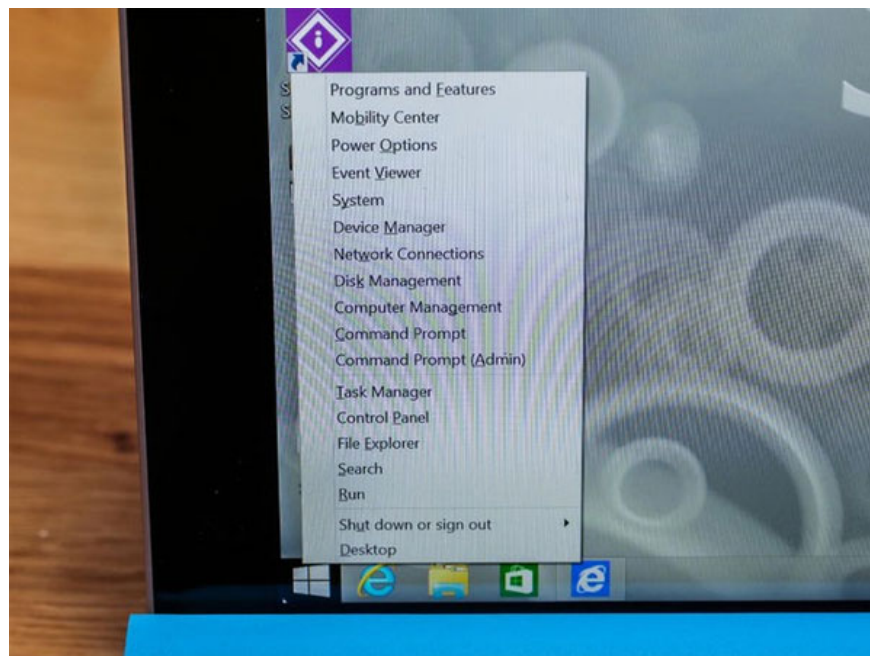
## 3. Run the download application from Store in the normal window

If you use Windows 8 / 8.1, the applications downloaded from the Windows Store will run in a different environment, unlike on a regular desktop, making it difficult for you to switch between Application installed on your device and installed from Store. If you find this inconvenient, then install ModernMix for Windows 8, it will help run the downloaded application from Store right on your normal desktop.

Download ModernMix for Windows 8



## 4. Carefully understand the Start button



The **Start** button in Windows 8.1 is very different from Windows 7. Left clicking on it will bring you back to **Start Menu** to include your series of title applications. Right-click will show shortcuts to **Control Panel** , Options, Task manager, and other shortcuts.

If you return the old Start button - use free third-party software like Classic Shell, IObit Start Menu 8, Start Menu Reviver .

## 5. Customize Start Screen

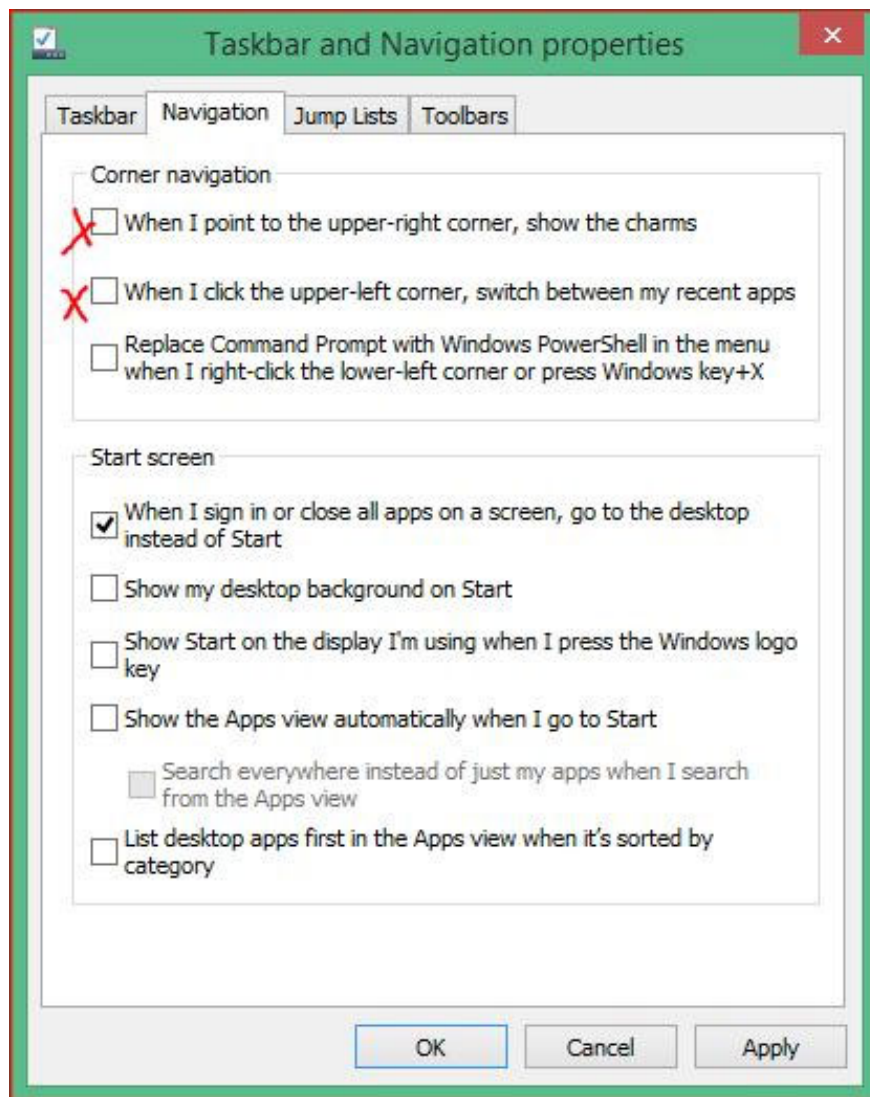


If you prefer to use the Start screen, you should arrange the icons a little bit. Application titles can be resized to be small or organized into groups. When right-clicking on an application's tile will provide the option to remove it from the Start Screen or remove it completely, or change the size to small, medium, large, or larger. Application labels can be grouped, and they can also be renamed by right-clicking in the top area of the Start Screen, and then dragging and dropping the application into those groups.

Another trick is to leave the most popular applications on the left side of the Start Screen, arranging them in groups related to each other in a group box will help you manipulate much more convenient.

## 6. Disable "hot Corner"

Windows 8.1 uses "hot corners" to quickly access applications and open the **Charms menu**. Hovering the upper left corner of the screen will display all the applications you have opened, while the top right will open the Charms menu, allowing you to access the configuration menu, search, and more. Sometimes these things are annoying, so you need to disable it for a while and when you need it, you want it to come back. So right-click the **Desktop** bar, select **Properties**, and then open the **Navigation** tab. In the '**corner navigation**' section, uncheck items to disable the '**recent apps**' menu and the Charms menu.



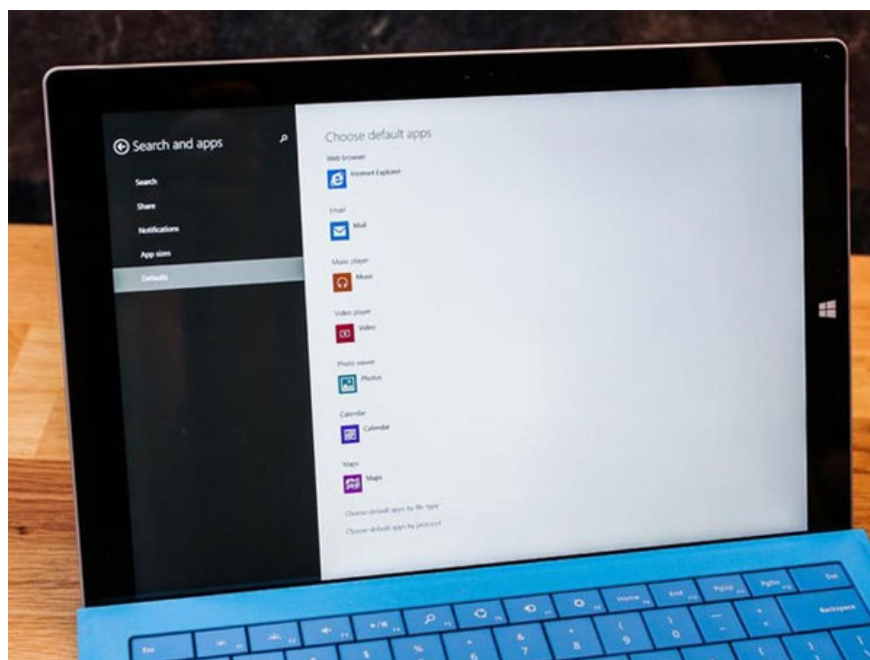
## 7. See all your applications



In the Start Screen, not all applications will show up here, so if you want a full list of installed programs, look and click on the little arrow pointing down at the bottom left of the Start Screen. , or by swiping down on a touch screen. Then swipe up, or clicking on the arrow pointing up will take you back to the Start Screen.

## 8. Change default applications

If Internet Explorer is the default browser in Windows, it doesn't matter if you like its "speed". But not everyone is. Windows 8.1 still has to allow you to set up default apps for things like web browsers, email applications, listen to music, watch videos, view photos, calendars, and more.



This can be done by going to **the Charms menu** and clicking **Settings** . Next, select **Change PC Options** , click **Search & Apps** , and select the default applications.

## 9. Set wallpaper for Start Screen



From the **Start** screen, open the **Charms** menu, click **Settings** , and select **Personalize** to access more customization options. By default, Start Screen has a wallpaper but this option will allow you to change its color, and its wallpaper. You will see many animated wallpapers that help express your personality

## 10. Create a backup copy of the system



Control Panel Home

- System and Security
  - Network and Internet
  - Hardware and Sound
  - Programs
  - User Accounts and Family Safety
  - Appearance and Personalization
  - Clock, Language, and Region
  - Ease of Access
- Action Center
  - Review your computer's status and resolve issues | Change User Account Control settings | Troubleshoot common computer problems
- Windows Firewall
  - Check firewall status | Allow an app through Windows Firewall
- System
  - View amount of RAM and processor speed | Allow remote access | Launch remote assistance | See the name of this computer
- Windows Update
  - Turn automatic updating on or off | Check for updates | Install optional updates | View update history
- Power Options
  - Require a password when the computer wakes | Change what the power buttons do | Change when the computer sleeps
- File History
  - Save backup copies of your files with File History | Restore your files with File History
- BitLocker Drive Encryption
  - Manage BitLocker
- Storage Spaces
  - Manage Storage Spaces
- Work Folders
  - Manage Work Folders
- Add features to Windows 8.1
  - Get more features with a new edition of Windows
- Administrative Tools
  - Free up disk space | Defragment and optimize your drives | Create and format hard disk partitions | View event logs | Schedule tasks
- Flash Player (32-bit)

- Control Panel Home
- Restore personal files
- Select drive
- Exclude folders
- Advanced settings

### Keep a history of your files

File History saves copies of your files so you can get them back if they're lost or damaged.

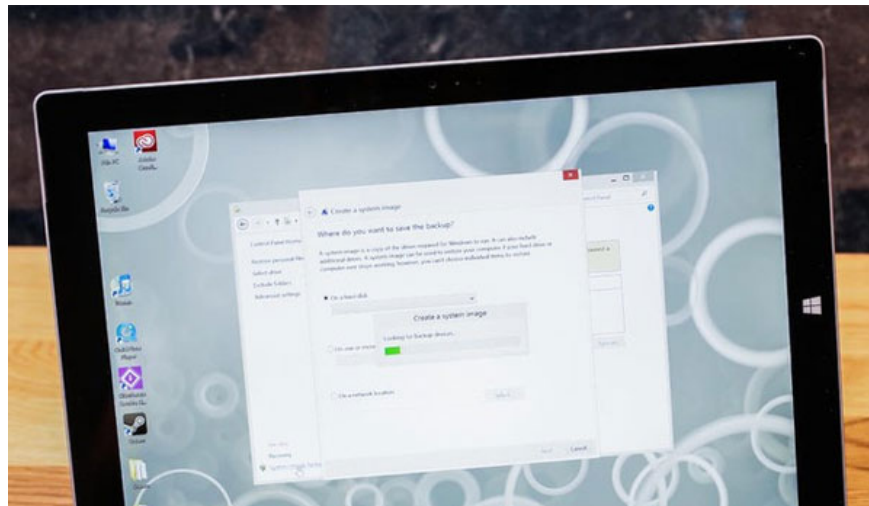
**File History is off**

Copy files from: Libraries, Desktop, Contacts, Favorites, and OneDrive (only files available offline)

Copy files to:  Removable Disk (G:)  
1.01 GB free of 7.52 GB

Turn on

- See also
- Recovery
- System Image Backup

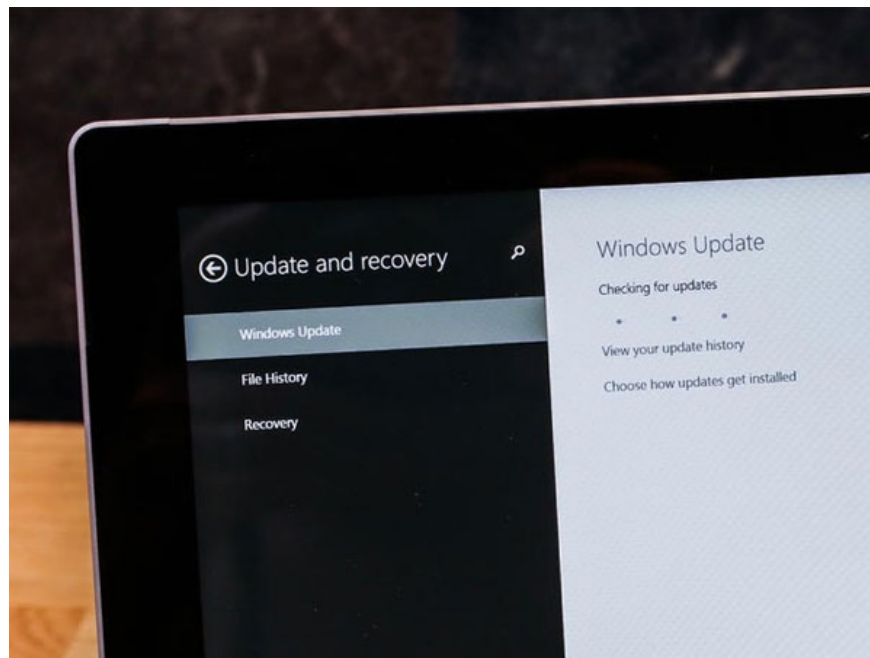


Need to make a backup of your system? Go to **Control Panel** , then select **System and Security** , followed by **File History** . At the bottom of the screen you will find options for **System image backup**.

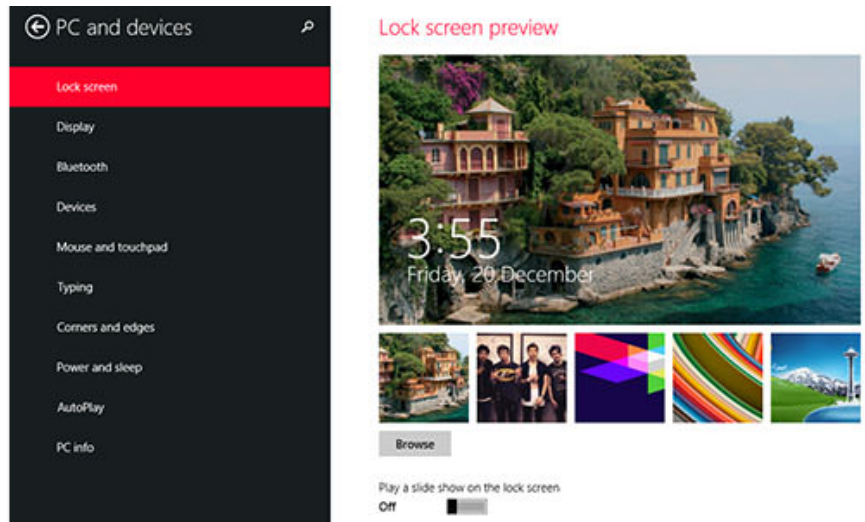
You can use this system backup to restore all your old data in case your hard drive or computer has problems.

## 11. Don't forget to update Windows

Microsoft releases regular patches that include new fixes and features for Windows. Update to the latest version will keep your system safe and working better. To check if any updates are available for your computer, go to the **Charms** menu (drag the mouse to the right of the screen) and open **Settings** , select '**Change PC setting**' , click '**Update and Recovery** ', and select "**Check for updates**".



## 12. Create Slideshow on lock screen Lock Screen

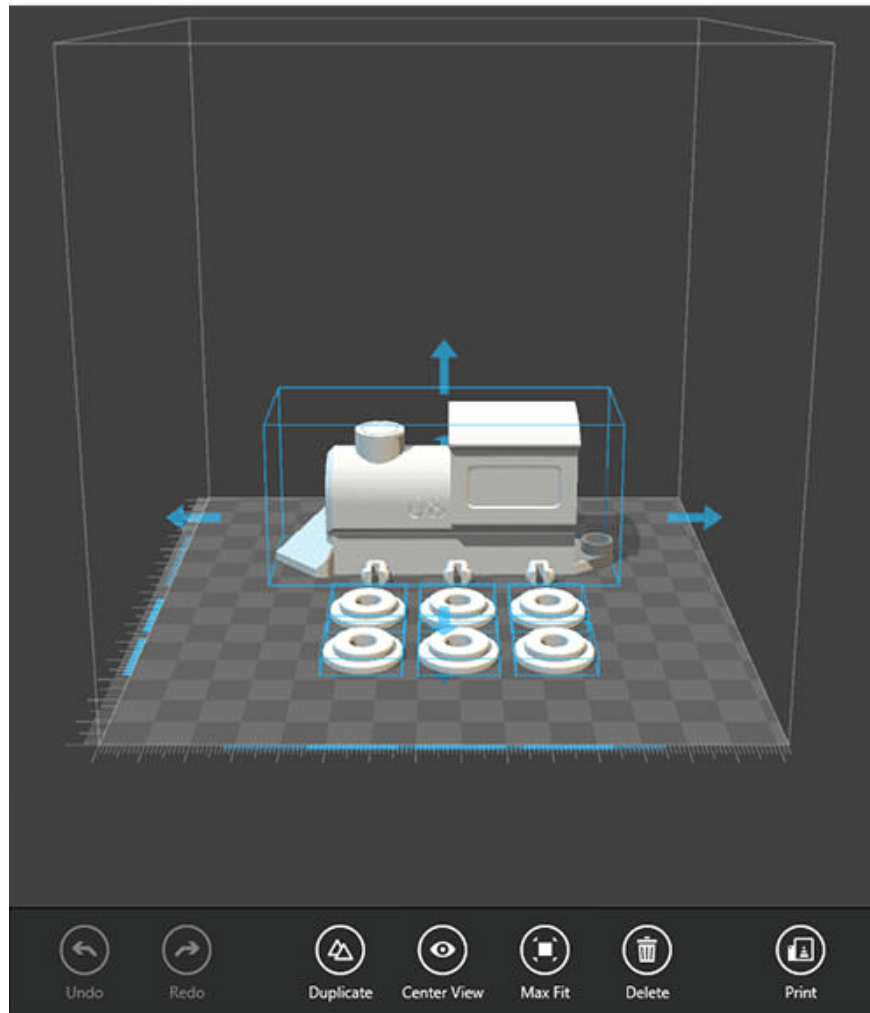


On previous versions of Windows operating system, the Lock Screen lock screen is only a still image. However, on Windows 8.1 users can create a Slideshow with favorite images on the Lock Screen lock screen.

To create Slideshow on Lock Screen Windows 8.1 lock screen, follow these steps:

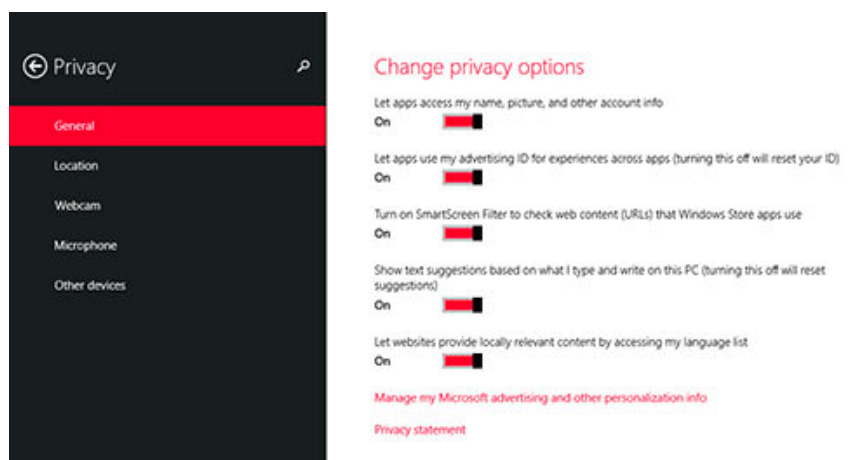
**Go to Settings Charm Menu** , then click **Change PC Settings** , select **PC and Devices** then click **Lock Screen** and activate the **Play a slide show option on the lock screen** to ON.

## 13. Support 3D printing technology



Windows 8.1 is the first operating system to provide 3D printing support. Users can print from Windows Store app and Desktop application.

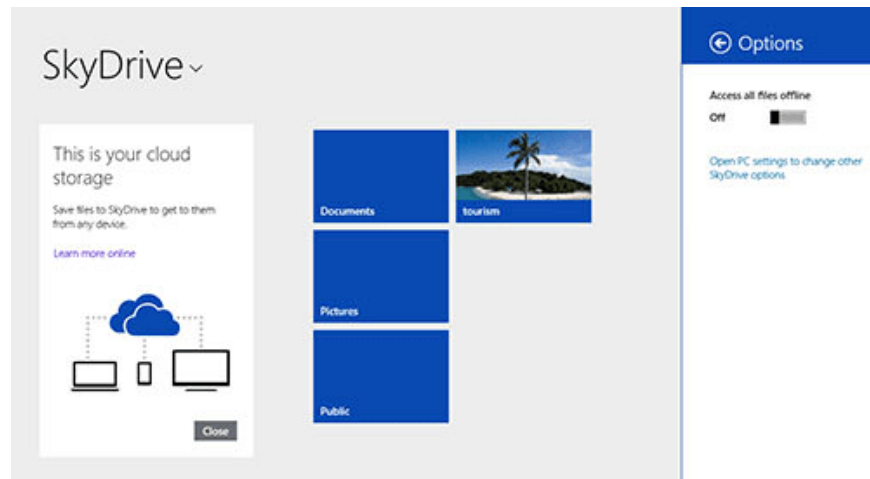
## 14. Customize Privacy settings



Windows 8.1 gives users the option to set up devices and data used by applications on the Windows Store. You can set whether to allow or block applications from accessing your personal information.

You can also turn off the advertising ID so that these ads do not use your personal data and display on personal ads. To customize this setting, go to **Change PC Settings** and navigate to **Privacy**.

## 15. Smart File



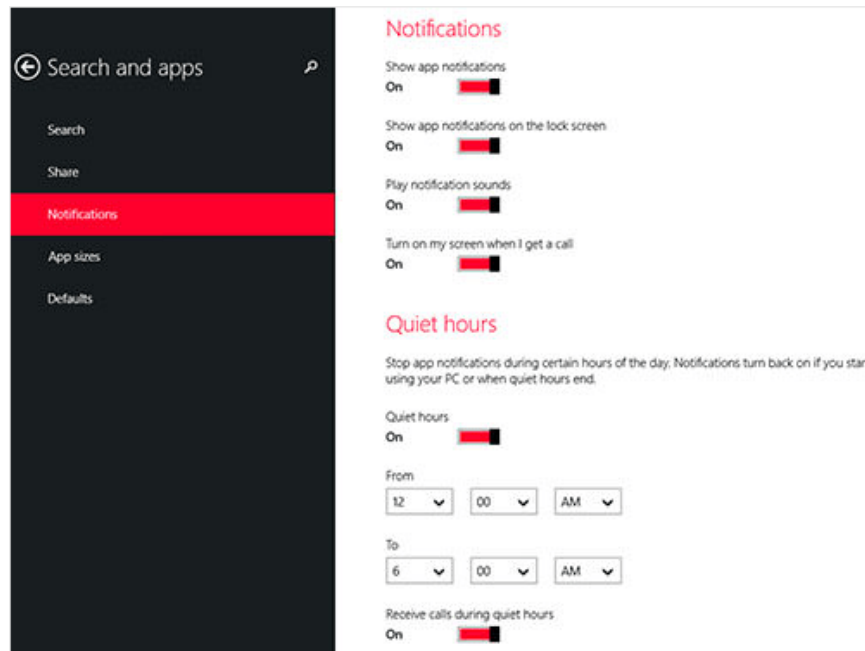
Smart File is a new feature built into Windows 8.1 operating system. This feature allows users to view SkyDrive files without having to download any application to the computer.

When browsing the SkyDrive folder on File Explorer, you'll see a column called **Availability** .

By default, all files are listed as **Online-only**, which means that only when there is an Internet connection can these files be viewed.

If you want to view a certain file or SkyDrive offline folder, just right-click the file and select the **Make available offline** option **offline**.

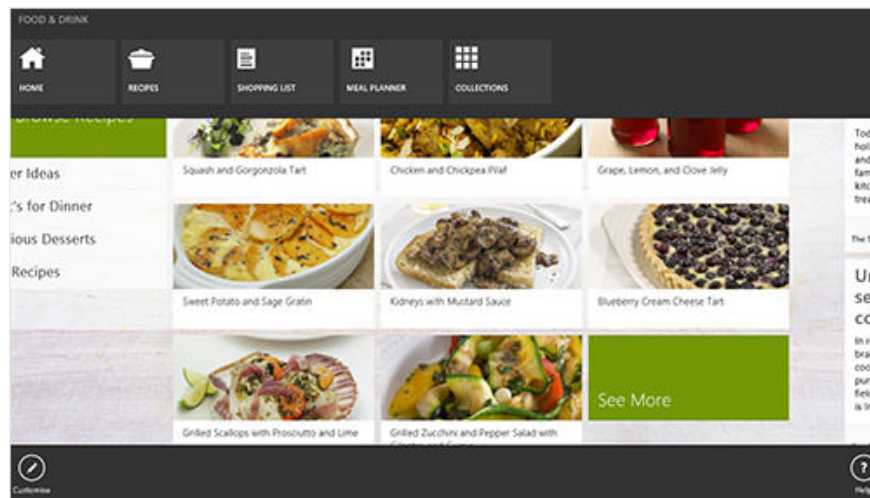
## 16. Customize Quite Hours



The popup notification window is integrated and introduced first on Windows 8 operating system. The new point on Windows 8.1 is that the user can turn off the notification on the popup window or set the specific time to announce the export. shown on the screen.

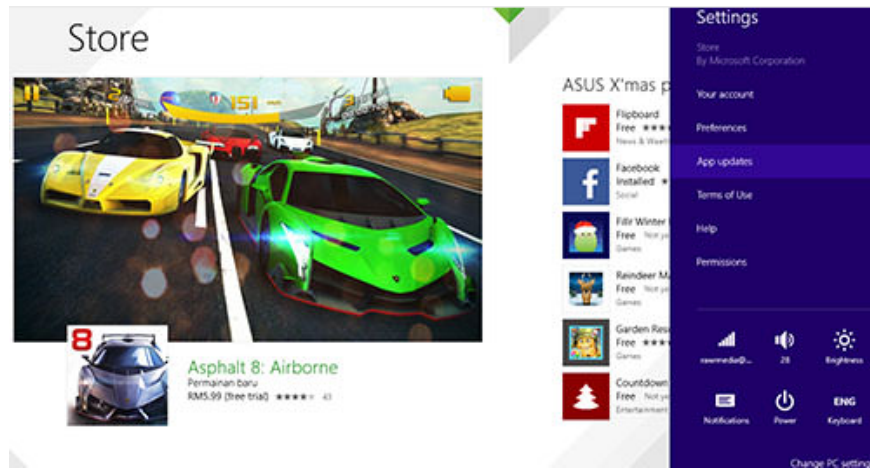
To do this, go to **Change PC settings** , click **Search and Apps** , then select **Notifications** and set up related options.

## 17. Explore the App Bar



App bar is a completely new feature on Windows 8.1 application. To enable this feature, right-click the application's interface to display the app's functionality and App bar.

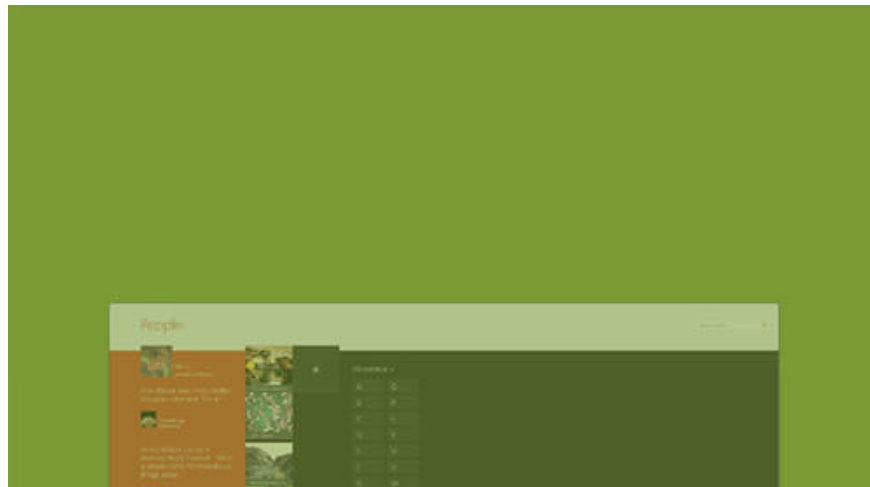
## 18. Automatic configuration of application updates



Unlike Windows 8, updating Windows 8.1 apps will automatically be installed by default without user permission.

To prevent this process from happening, open the Windows Store and access the **Settings Charm** menu. On the Settings Charm menu, select **Settings** and find the **App Updates** option. Enable or disable the option to automatically update the application.

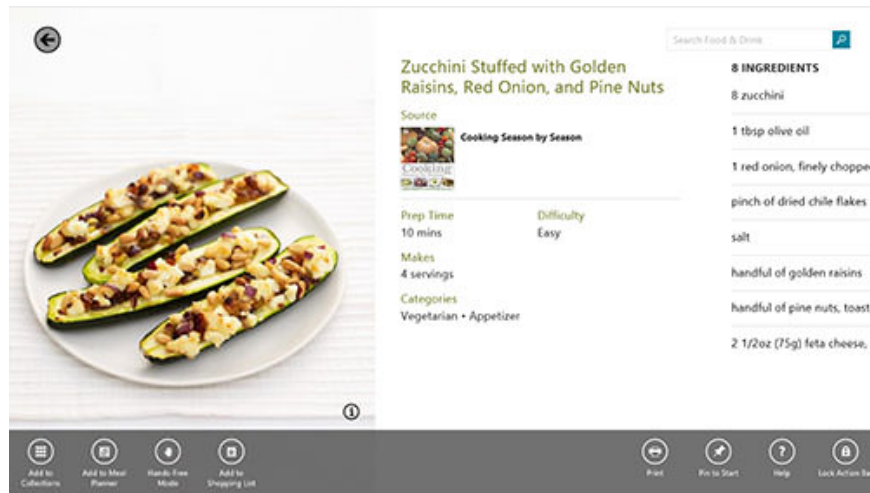
## 19. Prevent applications from running in the background



Previously on Windows 8, when you drag an application on Start Screen down the screen, the application will automatically close. However, on Windows 8.1, when you do so the application will only disappear on the screen but it is still running in the background without your knowledge.

To completely close the application, drag the app to the bottom of the screen. Wait until the card "flip over", then the application is closed.

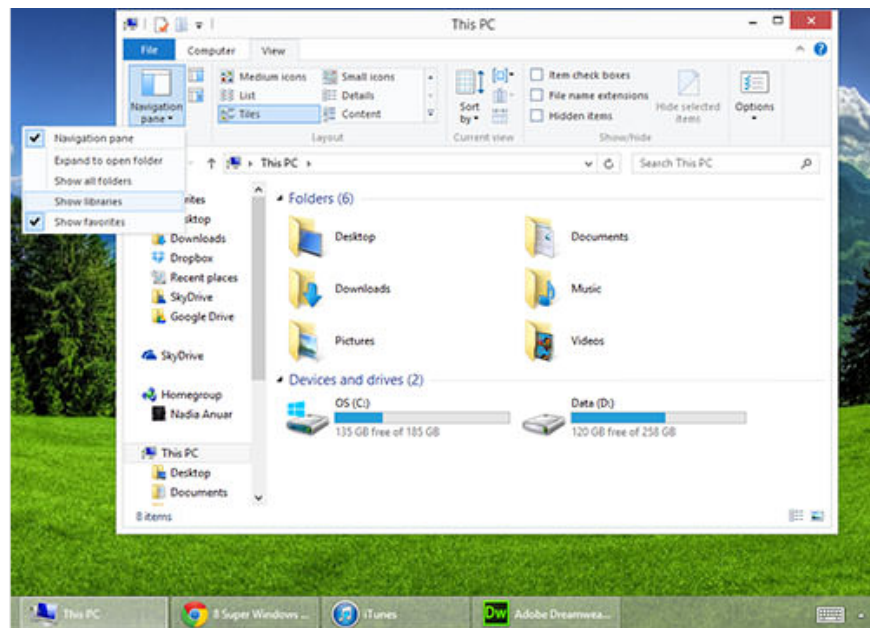
## 20. Use Hands-Free Mode



Hands-Free Mode is one of the most interesting features that few users know about on the Food & Drink app. Food & Drink not only helps users search for recipes, but even suggests drinks that suit the user's food, and will also provide tips from famous chefs. world.

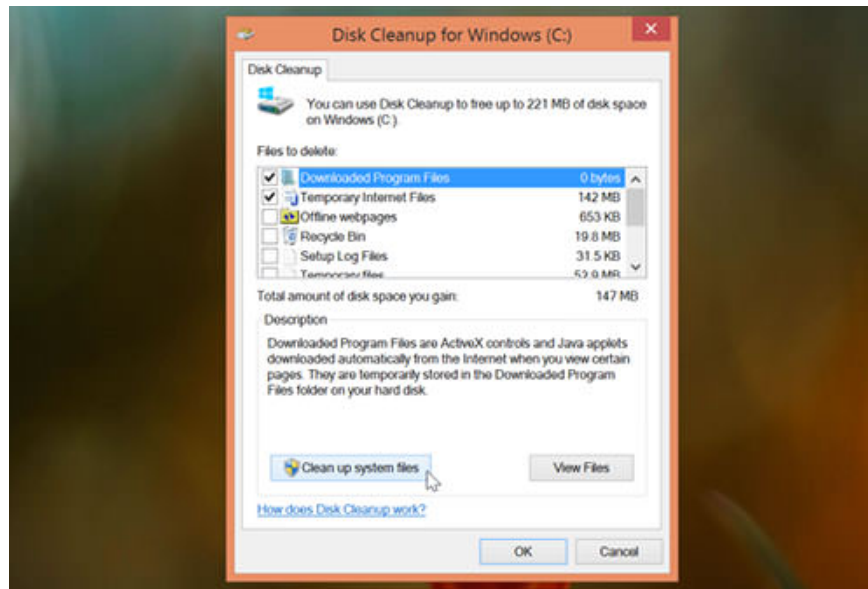
If you've just cooked and used Food & Drink, Microsoft offers Hands Free Mode so you can navigate on this app with gestures without touching.

## 21. Restore Libraries



By default, Libraries on Windows 8.1 are hidden. If you want to re-open Libraries, open **File Explorer** and find **This PC** . Here you select **View** and then click the **Navigation pane** . And the final step is to activate the option **Show Libraries** is done.

## 22. Delete old Windows operating system installation files



When you upgrade the old Windows operating system version to the new Windows operating system version, Windows will retain the old Windows version installation files in **C: Windows.old**.

Storing these unnecessary files only "adds" memory space on your computer. It is best to delete these files to free up memory space.

To do this, first enter the **Disk Cleanup** keyword into the Search frame and then click **Free up disk space shortcut**. Next, select **Clean up system files**, activate the **Previous Windows Installation (s)** option and run Disk Cleanup. If this option does not appear, there is no file to delete.

## 23. Common shortcut keys

1. **Windows + X** : Open Search Charm to search Windows and Web.
2. **Windows + Q**: Search in open applications.
3. **Windows + F**: Search for files.
4. **Windows + Z**: Open the command and Context Menu (context menu) in the application.
5. **Ctrl + Plus (+ sign)** : Enlarge Start Screen.
6. **Ctrl + Minus (-)**: Minimize Start Screen.
7. **Windows + down arrow** : Close the application.
8. **Windows + X** : Open the Start Button option.
9. **Windows + Home** : Minimize all Desktop windows.
10. **Windows + O**: Lock the orientation screen (portrait or landscape).
11. **Windows +. + Right arrow**: Snap application to the right.
12. **Windows +. + Left arrow**: Snap application to the left.
13. **Windows + Ctrl + Spacebar**: Change the Input language previously selected.

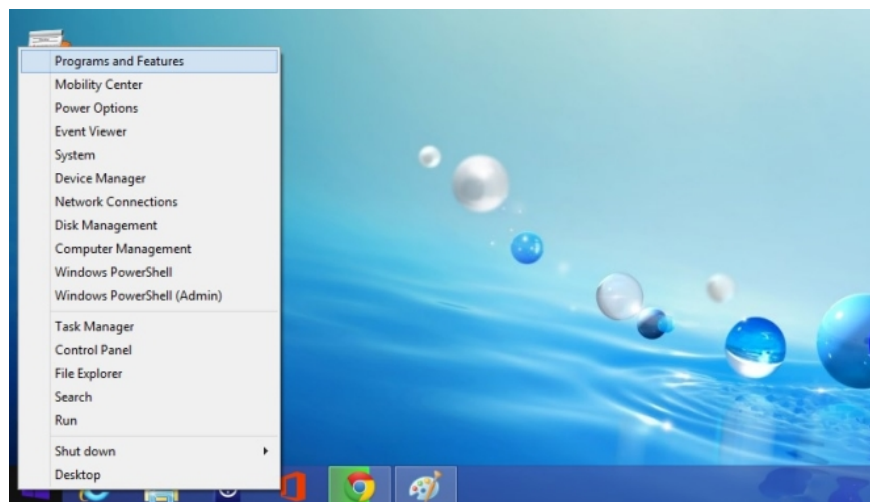
## 24. Read Offline newspaper



This feature is extremely useful on Windows 8.1 operating system. Users can read Offline newspaper without an Internet connection.

To do this, first find the article, . that you want to save, then open the address bar settings (Windows + C). Next click on the Share button to open the Reading List application. Here add articles, . to the app and read anytime you want.

## 25. Turn off the computer in "blink of an eye"



On Windows 8.1 you can easily turn off the computer in "wink". All you need is to right-click the **Start** button and select **Shut down** to **shut down the** computer.

### Refer to some of the following articles:

1. Fix Bluetooth error does not work on Windows 7 or Windows 8
1. Instructions on how to upgrade from Windows XP to Windows 8

1. 11 tips to help you fix 100% Full Disk error on Windows 8.1

**Good luck!**

You finished reading the article "**25 useful tips for Windows 8.1 users to know**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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