

ASUS Desktop PC Windows 8.1 User Manual

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Starting for the first time

When you start your computer for the first time, a series of screens appear to guide you in configuring the basic settings of your Windows® 8.1 operating system.

To start your Desktop PC for the first time:

- Press the power button on your Desktop PC. Wait for a few minutes until the setup screen appears.
- From the setup screen, pick a language to use on your Desktop PC. As other settings appear, select your country or region, app language, keyboard layout, and time zone then tap Next.
- 3. Carefully read the License Terms, then tap I Accept.
- 4. Follow the onscreen instructions to configure the following basic items:
 - Personalize
 - Connect
 - · Settings
 - Your account
- 5. After configuring the basic items, the Windows®8.1 tutorial appears. Watch this to learn more about Windows®8.1 functionalities.

Windows® 8.1 lock screen

The Windows®8.1 lock screen may appear when your Desktop PC enters the Windows®8.1 operating system. To proceed, tap on the lock screen or press any key on your Desktop PC's keyboard.

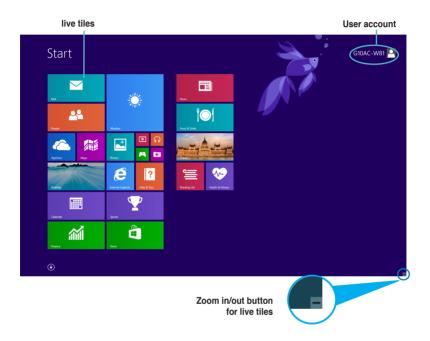
Using the Windows® UI

The Windows® User Interface (UI) is the tile-based display used in Windows® 8.1. It includes the following features you can use while working on your Desktop PC.

Start screen

The Start screen appears after successfully signing in to your user account. It helps organize all the programs and applications you need in just one place.

You can press the Windows key to launch the Start screen from any apps.



Windows® apps

These are apps pinned on the Start screen and displayed on tiled-format for easy access.



A screen resolution of 1024 x 768 pixels or higher is required to run Windows® apps.

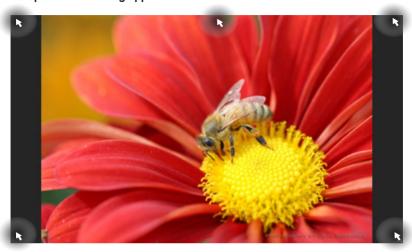


Some apps require signing in to your Microsoft account before they are fully launched.

Hotspots

Onscreen hotspots allow you to launch programs and access the settings of your Desktop PC. The functions in these hotspots can be activated using your mouse.

Hotspots on a running app



Hotspots on the Start screen





Refer to the next page for the Hotspots' functions.

Hotspot	Action
upper left corner	Hover your mouse pointer then click on the recent app's thumbnail to go back to that app.
	Move your mouse pointer down to display all the running apps.
lower left corner	Hover your mouse pointer on the lower left corner then tap to go back to the Start screen. NOTE: You can also press the Windows key on your keyboard to go back to the Start screen. From the Start screen: Hover your mouse pointer on the lower left corner then to go back to that app.
top	Hover your mouse pointer until it changes to a hand icon. Drag then drop the app to a new location. NOTE: This hotspot function only works on a running app or when you want to use the Snap feature. For more details, refer to Snap feature under Working with Windows® apps.
upper and lower right corner	Hover your mouse pointer to launch the Charms bar.

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Working with Windows® apps

Use your Desktop PC's keyboard or mouse to launch and customize your apps.

Launching apps

- Position your mouse pointer on an app then left-click once to launch it.
- Press <Tab> twice then use the arrow keys to browse through the apps. Press <Enter> to launch your selected app.

Customizing apps

You can move, resize, or unpin apps from the Start screen using the following steps.

• To move an app, drag and drop the app to a new location.

Resizing apps

Right-click the app to activate its settings bar, then tap and select an app tile size.

Unpinning apps

To unpin an app from the Start screen, right-click on the app to activate its settings bar then click **Unpin from Start**.

Closing apps

- Move your mouse pointer on the top side of the launched app then wait for the pointer to change to a hand icon.
- Drag then drop the app to the bottom of the screen to close it.
- From the running app's screen, press <Alb + <F4>.

Accessing the All Apps screen

From the All Apps screen, you can configure an apps settings or pin an app to the Start screen or to the Desktop mode taskbar.

Launching the All Apps screen

- On the Start screen, click
- From the Start screen, press < Tab>, then press < Enter> on your keyboard.

Pinning an app on the Start screen

- 1. Launch the All Apps screen.
- 2. From the All Apps screen, right-click an app to display its settings bar.
- 3. From the settings bar, click Pin to Start.

Charms bar

The Charms bar is a toolbar that can be triggered on the right side of your screen. It consists of several tools that allow you to share applications and provide quick access for customizing the settings of your Desktop PC.



Charms bar

Launching the Charms bar



When called out, the Charms bar initially appears as a set of white icons. The image above shows how the Charms bar looks like once activated.

Use your Desktop PC's mouse or keyboard to launch the Charms bar.

- Move your mouse pointer on the upper or lower right corner of the screen.
- Press + <C>.

Inside the Charms bar



Search

This charm allows you to look for files, applications, or programs in your Desktop PC.



Share

This charm allows you to share applications via social networking sites or email.



Start

This charm reverts the display back to the Start screen. From the Start screen, you can also use this to revert back to a recently opened app.



Devices

This charm allows you to access and share files with the devices attached to your Desktop PC such as an external display or printer.



Settings

This charm allows you to access the PC settings of your Desktop PC.

Snap feature

The Snap feature displays two apps side-by-side, allowing you to work or switch between apps.



Ensure that your Desktop PC's screen resolution is set to 1366 x 768 pixels or higher before using the Snap feature.



Snap bar

Using Snap

To use Snap:

1. Use your Desktop PC's mouse or keyboard to activate Snap onscreen.

Using your mouse

- a) Click on an app to launch it.
- b) Hover the mouse pointer on the top side of your screen.
- c) Once the pointer changes to a hand icon, drag and drop the app to the right or left side of the display panel.

Using your keyboard

 Launch an app then press = +<.> + left or right key to place the first app on the left or right side of the display panel.

Other keyboard shortcuts

Using your keyboard, you can also use the following shortcuts to help you launch applications and navigate Windows $^{\rm B}$ 8.1.

=	Switches between the Start screen and the last running app.
+ <d></d>	Launches the desktop.
# + <e></e>	Launches the Computer window on the desktop.
# + <f></f>	Opens the File search pane.
+ <h></h>	Opens the Share pane.
+ < >	Opens the Settings pane.
# + <k></k>	Opens the Devices pane.
# + <l></l>	Activates the Lock screen.
+ <m></m>	Minimizes all currently active screens.
+ <p></p>	Opens the Second screen pane.
+ <q></q>	Opens the Everywhere search pane.
+ <r></r>	Opens the Run window.
# + <u></u>	Opens Ease of Access Center.
+ <w></w>	Opens the Settings search pane.
+ <x></x>	Opens a menu box of Windows tools

+ <+>	Launches the magnifier and zooms in your screen.
+ <->	Zooms out your screen.
+ <enter></enter>	Opens the Narrator Settings.

Turning your Desktop PC OFF

To turn your Desktop PC OFF:

Do any of the following to shut down your Desktop PC:

- From the Charms bar, click **Settings** > **Power** > **Shut down** to do a normal shutdown.
- From the login screen, click Power > Shutdown.
- If your Desktop PC is unresponsive, press and hold the power button for at least four (4) seconds until your Desktop PC turns off.

Putting your Desktop PC to sleep

To put your Desktop PC on Sleep mode, press the Power button once.

Entering the BIOS Setup

BIOS (Basic Input and Output System) stores system hardware settings that are needed for system startup in the Desktop PC.

In normal circumstances, the default BIOS settings apply to most conditions to ensure optimal performance. Do not change the default BIOS settings except in the following circumstances:

- An error message appears on the screen during the system bootup and requests you to run the BIOS Setup.
- You have installed a new system component that requires further BIOS settings or update.



Inappropriate BIOS settings may result to instability or boot failure. We strongly recommend that you change the BIOS settings only with the help of a trained service personnel.

Quickly enter the BIOS

Windows® 8.1 boot time is quite fast, so we developed the following ways for you to quickly access the BIOS:

- Press the power button for at least four seconds to shut down your Desktop PC, then
 press the power button again to turn your Desktop PC back on, and press during
 POST.
- When your Desktop PC is off, disconnect the power cord from your Desktop PC's
 power connector. Reconnect the power cord and press the power button to turn on your
 Desktop PC. Press < Del> during POST.



POST (Power-On Self Test) is a series of software controlled diagnostic tests that run when you turn on your Desktop PC.

Recovering your system

Resetting your PC

The **Reset your PC** option restores your PC to its factory default settings.



Back up all your data before using this option.

To reset your PC:

- 1. Press < F9> during bootup.
- 2. From the screen, click **Troubleshoot**.
- 3. Select Reset your PC.
- Click Next.
- 5. Select Only the drive where the Windows is installed.
- 6. Select Just remove my files.
- Click Reset.

Recovering from a system image file

You can create a USB recovery drive and use this to recover your PC's settings.

Creating a USB recovery drive



The USB storage device must have at least 16 GB available space.



All files on your USB storage device will be permanently deleted during the process. Before you proceed, ensure that you back up all your important data.

To create a USB recovery drive:

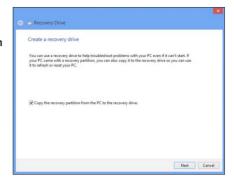
1. Launch the Control Panel from the All Apps screen.



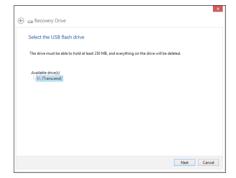
For details, refer to Launching the All Apps screen under Working with Windows® apps.

2. From the Control Panel's System and Security, click Find and fix problems.

- Click Recovery > Create a recovery drive.
- Click Copy the recovery partition from the PC to the recovery drive and then click Next.



- Select the USB storage device where you want to copy the recovery files.
- 6. Click Next.



- 7. Click **Create**. Wait for a while for the process to complete.
- 8. When the process is completed, click **Finish**



Removing everything and reinstalling Windows

Restoring your PC to its original factory settings can be done using the **Remove everything** and reinstall option s in PC Settings. Refer to the steps below to use this option.

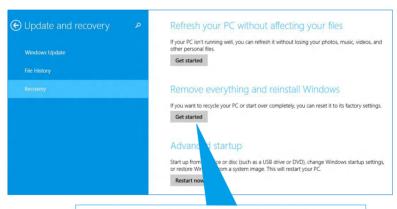


Back up all your data before using this option.



This process may take a while to complete.

- Launch the Charm bar.
- 2. Click Settings > PC Settings > Update and recovery > Recovery.
- Scroll down to view the Remove everything and reinstall Windows option. Under this option, click 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

4. Follow the onscreen instructions to complete the reinstallation and reset process.

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