Teach Yourself VISUALLY™

Microsoft®
Windows® 8

The Fast and Easy Way to Learn

Start

Paul
McFedries

Mail · Calendar · Internet Explorer · Store · News

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Desktop · Weather · Xbox LIVE Games · Camera · Finance
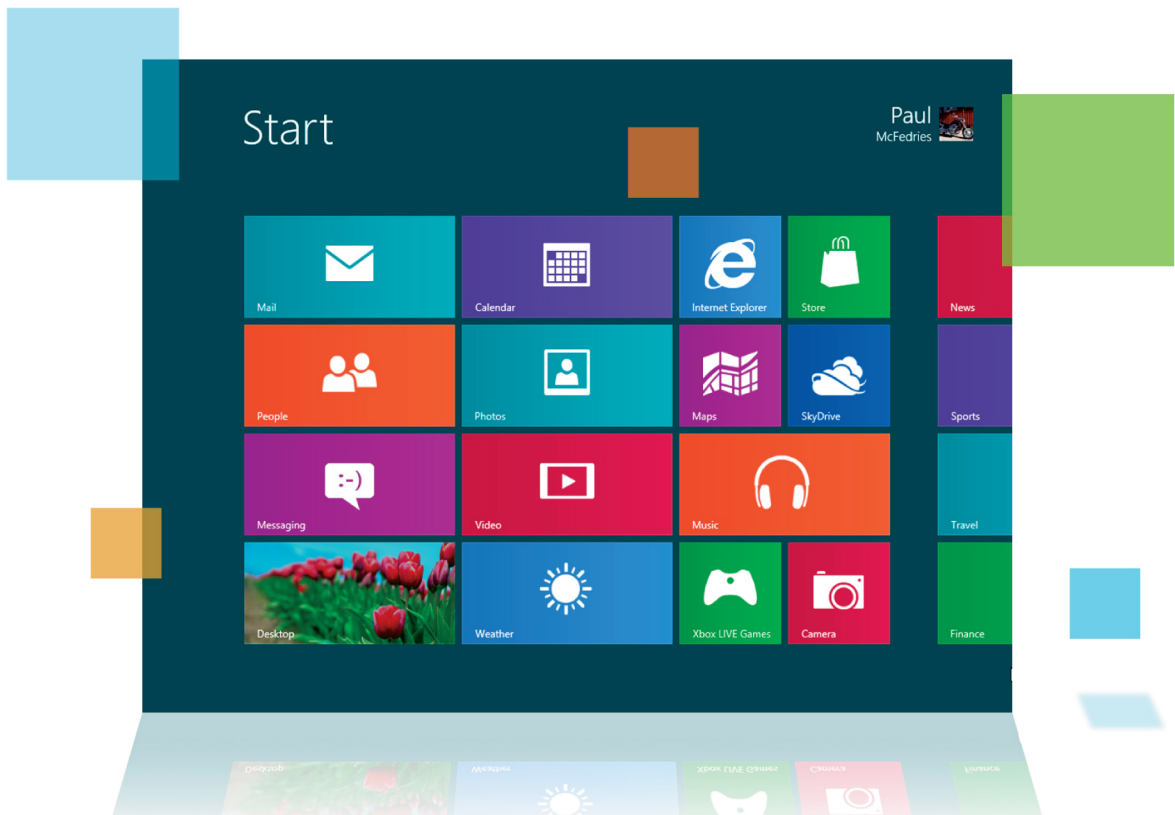
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Credits

About the Author

Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and he has more than 75 books to his credit. Paul's books have sold more than three million copies worldwide. These books include the Wiley titles *Windows 8 Visual Quick Tips, Teach Yourself VISUALLY Excel 2010, The Facebook Guide for People Over 50, iPhone 4S Portable Genius,* and *The new iPad Portable Genius.* Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at www.mcfedries.com.

Author's Acknowledgments

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names or options that you must click or text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Clear Your Private Information

You can enhance your privacy by temporarily clearing all private information from the Start screen tiles.

One of the benefits of the Start screen is that it uses *live tiles* that show constantly updated information. This includes newly received e-mail and instant messages, the current music you are playing, the photo slide show you are playing, and the latest information from the Weather and Finance apps. However, this can be a privacy problem because anyone walking by your desk can see this information with a quick glance. To prevent this, you can temporarily clear all your private information from the Start screen tiles.

Clear Your Private Information

1 Move the mouse ▷ to the top right corner of the screen.

   The Charms menu appears.

2 Click **Settings**.

   The Settings pane appears.

3 Click **Tiles**.

   The Tiles pane appears.

4 Click **Clear**.

Ⓐ Windows 8 removes all your personal information from the Start screen.

TIPS

Can I prevent an app from ever showing private information in its tile?
Yes, you can turn off the updating permanently for the tile. Right-click the tile you want to turn off and then click **Turn live tile off**.

Can I prevent an app from displaying private information in a notification?
Some apps present a notification when new information comes in to your PC. For example, the Messaging app lets you know when a new instant message has arrived. Because some of these notifications can contain private information, you might want to turn off notifications for the apps that generate such notifications. Follow steps 1 and 2 to display the Settings pane, and then click **Change PC Settings** to open the PC Settings app. Click **Notifications** and then beside each app for which you want notifications disabled, click the switch to **Off**.
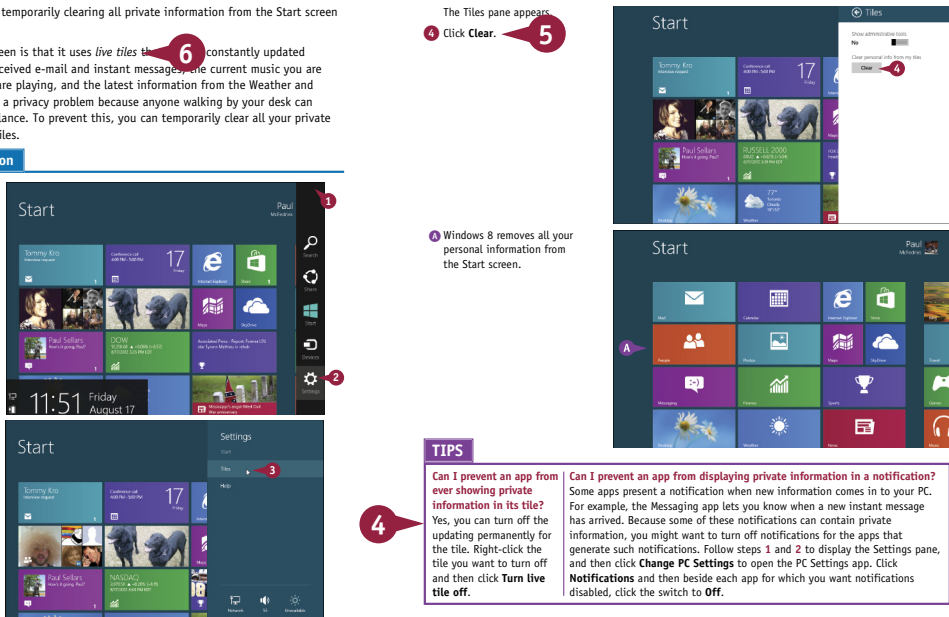
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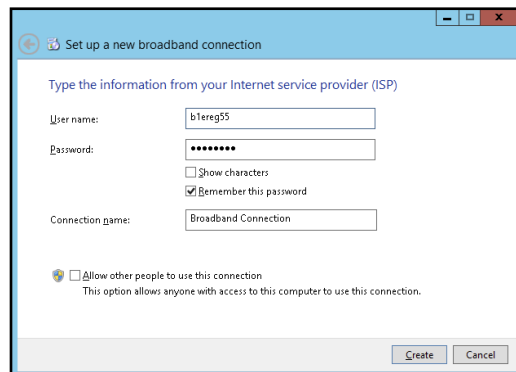
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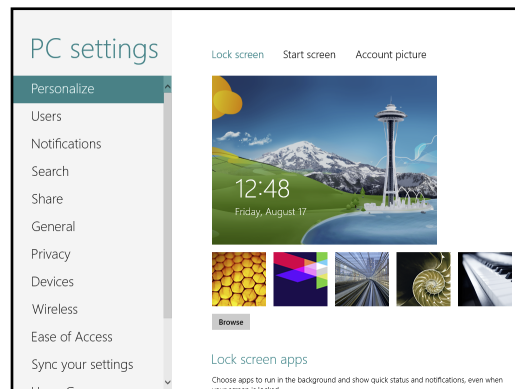
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