### Chapter



# SECTION I: EXPLORING WINDOWS 8

## SkyDrive

**SkyDrive** is a <u>file hosting service</u>, which allows users to upload and sync files to a cloud and then access them from a Web browser or their local device.

SkyDrive <u>is part of the Windows Live range of online services</u> and allows users to keep the files private, share them with contacts or make the files public. Publicly shared files do not require a Microsoft account to access.

One of the biggest changes in Windows 8 is that it is closely integrated with SkyDrive, Microsoft's online storage service. If you have files stored in the SkyDrive, then you can easily access them with Windows 8.

Sharanam's SkyDrive ~ 3 item	ns
Any file, anywhere Upload your files to SkyDrive so you can access them from any device and share them with other people. With SkyDrive, you'll never be without the documents, photos and videos that matter to you.	Documents 0
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Watch a video about SkyDrive     Close	Right clicking on the screen and a menu appears at the bottom of the screen
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Diagram 4.1.2: SkyDrive app

Right click anywhere on the screen and a menu appears at the bottom of the screen, as shown in diagram 4.1.2.

Click **Upload**, as shown in diagram 4.1.3.

	Refresh	New Folder	Upload	Details	Select all
Diagram 4.1.3: Clicking Upload					

**Documents library** appears, as shown in diagram 4.1.4, where a list of folders and files can be viewed and uploaded.

#### **Opening Files**

Click on the desired file to open it.

If you are clicking a Word document, then it opens in **Microsoft Word Web App**, as shown in diagram 4.3.



Diagram 4.3: Word document opened

#### **Editing Files**

If you want to edit the file online, then select **Edit Document**  $\rightarrow$  **Edit in Word Web App**, as shown in diagram 4.4.1.



Diagram 4.4.1: Editing the word document



Diagram 4.6.2: Version history of the file

The page also holds links for opening the previous versions of the file on the left side of the page, as shown in diagram 4.6.2, under the heading **Older versions**.

## Installing SkyDrive Desktop App

If you prefer working in the Desktop, you can download the SkyDrive Desktop app.

This adds a SkyDrive folder to your File Explorer. When you move files into this folder, they will automatically be uploaded to SkyDrive and you can access them anywhere you go.

You will even be able to access any files stored on your computer remotely, even if you have not uploaded the files to SkyDrive.

To download the SkyDrive app for the desktop, visit the website: http://windows.microsoft.com/en-IN/skydrive/download.

Scroll down the page and locate **Download the desktop app**, as shown in diagram 4.7.1.

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Downloads	Pictures	30-04-2013 1	2:28: File folder		
🔠 Recent places	🔰 Public	30-04-2013 1	2:28: File folder		
SkyDrive					
Documents Y					

Diagram 4.7.7: SkyDrive folder in File Explorer

Any files you add to this folder is uploaded to your SkyDrive automatically.