

Chapter

4

SECTION I: EXPLORING WINDOWS 8

SkyDrive

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

SkyDrive is part of the Windows Live range of online services 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.

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PREVIEW

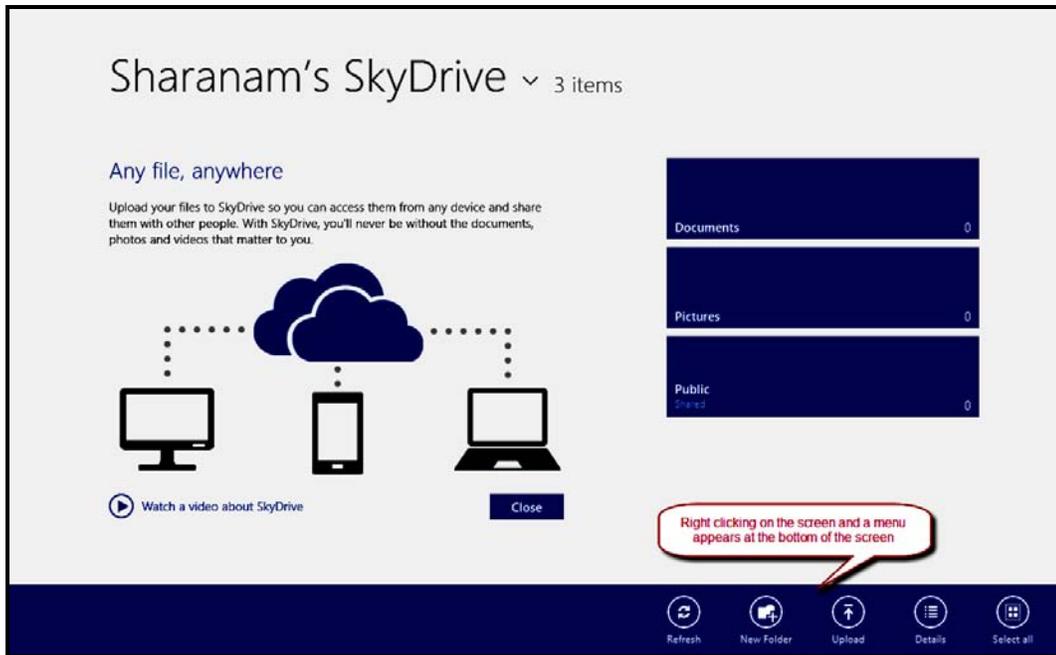


Diagram 4.1.2: SkyDrive app

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.

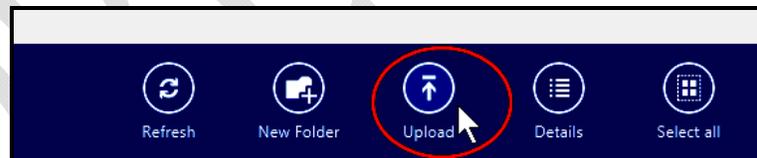


Diagram 4.1.3: Clicking Upload

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

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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.

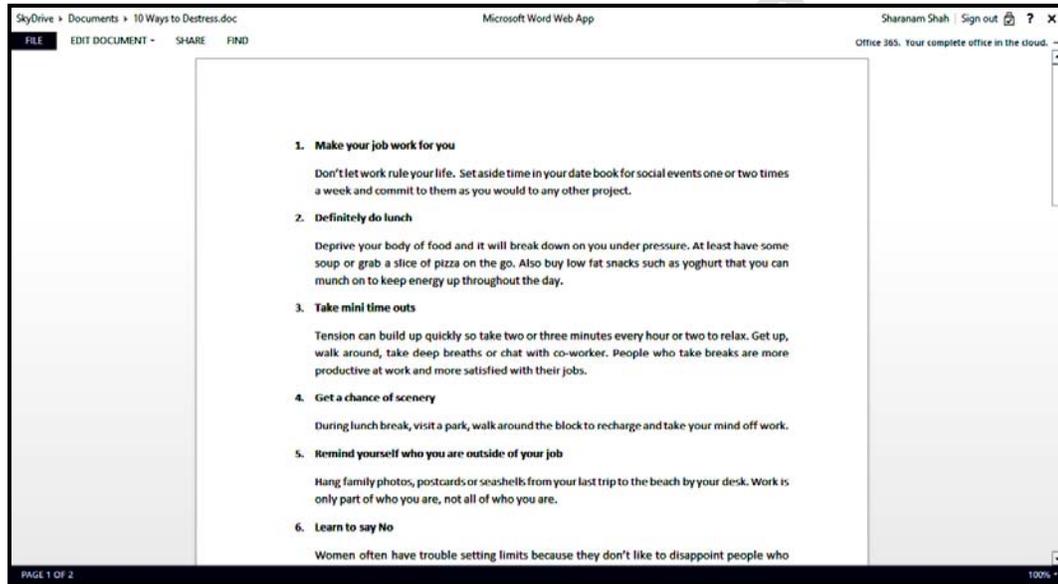


Diagram 4.3: Word document opened

Editing Files

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



Diagram 4.4.1: Editing the word document

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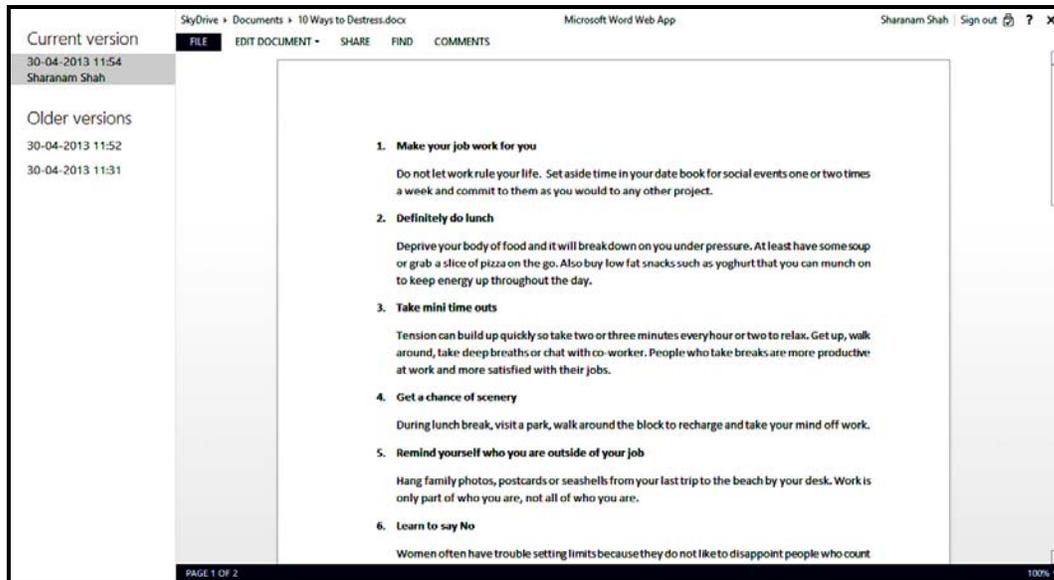


Diagram 4.6.2: Version history of the file

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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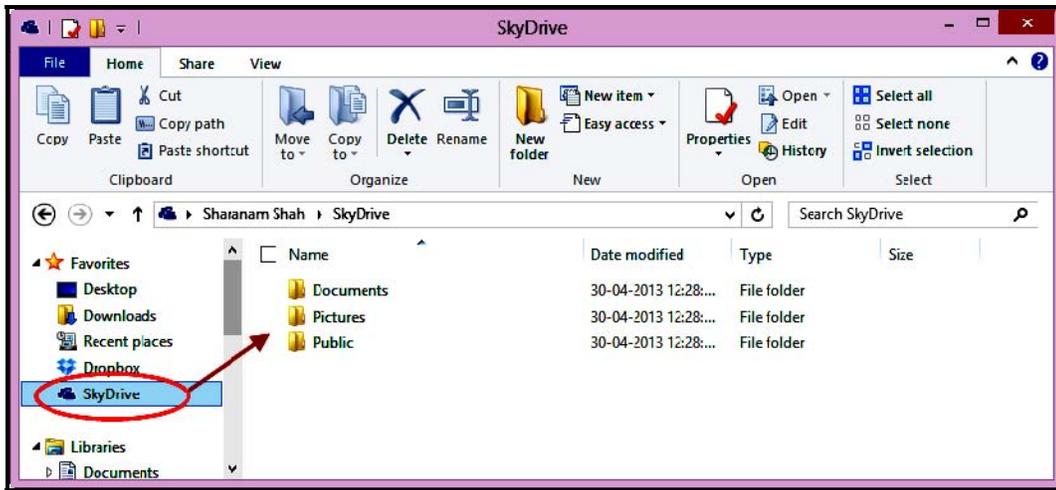


Diagram 4.7.7: SkyDrive folder in File Explorer

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

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