# Adding Document Tiles to Windows 8 Metro UI

Adding PDF User Guides, web pages, document projects, and other personal files to Win8 Metro (Your Start Screen). In Windows 8 the default screen is the Metro UI. To me it just makes some sense to pin active documents or projects, (PDF's and whatnot) right on your Metro start screen interface so the user can see them right when they start. Later they can be unpinned or moved.

A sample screen shot of my Metro UI as I have customized part of it with the Tiles I am most likely to use. Note the inclusion and mix of programs, websites, and utilities just in the first three groups of Tiles.

Note my custom names for each Tile group.
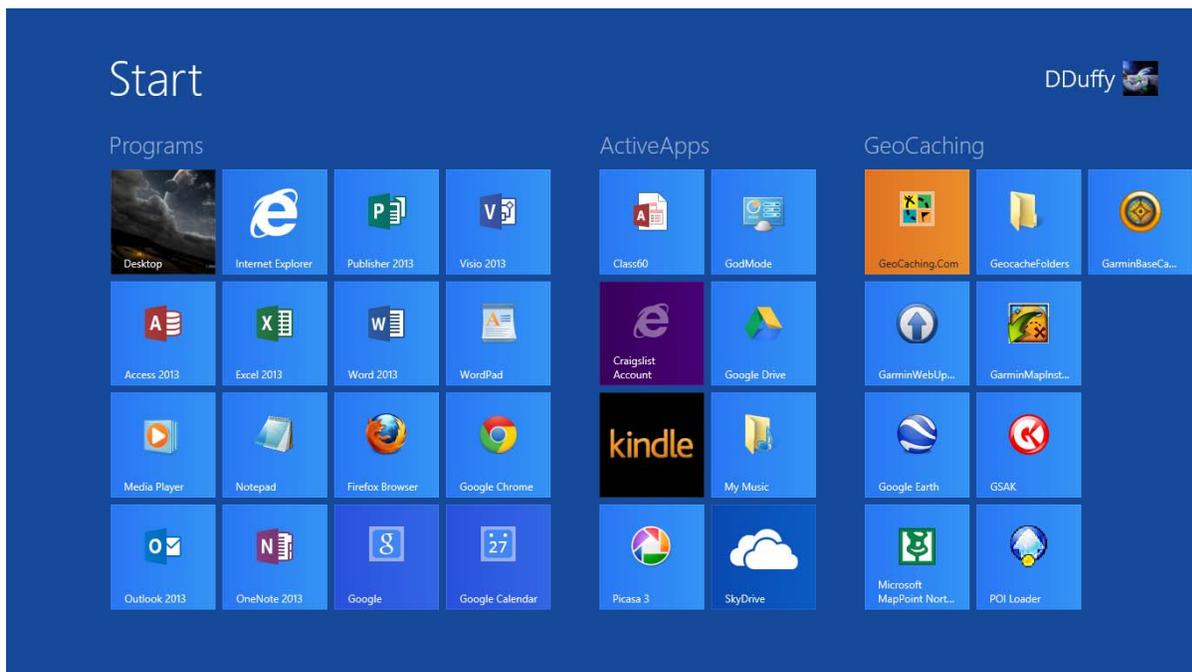
I have many groups of Tiles, each with a custom name and collection of Tiles grouped into specific collections. Use the **Ctrl + -,** (Control Key plus the minus key to zoom out). Scroll using Right and Left Arrow keys whether in the zoomed or normal views. Left Click anywhere to zoom back to normal view.

Issue –"Pin" Documents or Files to the Metro UI (Your Start Screen)

The process is not very straightforward or logical because Microsoft wants to change the user paradigm or how you interact with your PC. So they set up a default set of Tiles (start screen buttons) to common services, websites, and documents. Only some actions allow you to see a "Pin" command to add a Tile to your Metro UI.

The following instructions will help you bypass these limitations and add or pin any active file or website to your Metro UI and then group. Name the group, and then move the group to fit your needs.

Solution Step 1: First create a **Shortcut** to any file. This could be a Word document, an Excel spreadsheet, or any file or document that you are currently working on. Select your file in File Explorer (**WinKey + E**) and create a new shortcut to it by Right Click**> Send to > Desktop (Create Shortcut)** or just **create shortcut** in place.

Select Create Shortcut to just create in File Explorer (Recommended)

Choose SendTo Desktop (create shortcut) to place shortcut on Desktop.
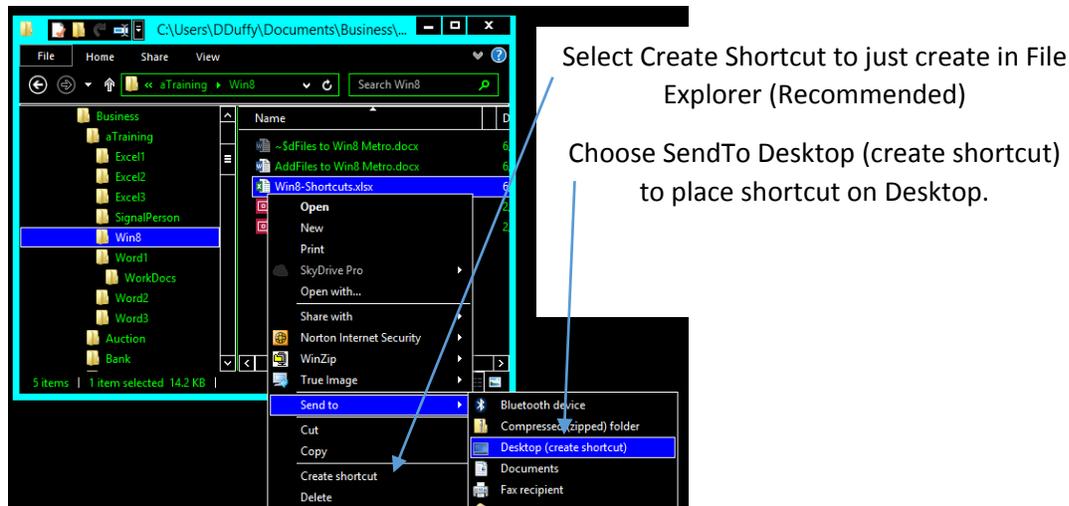
Step 2: Next we are going to move or copy that **Shortcut** you just created to a specific folder on your PC. This will allow us to create a **Tile** that points to the **Shortcut** while the **Shortcut** itself points to the path or file location it pertains to or describes.

Remember a **Shortcut** is just like a post it note that contains the path or location description to a specific file. You can freely move the **Shortcut** about, delete it, change its properties or its path to its file at will. The object, or file, that the **Shortcut** points to remains where it is. You are only managing the **Shortcut** itself which contains a "description" of the file location or path. Logically, a description can be deleted or modified without any impact on the file itself.

Now move or copy that new **Shortcut** into: **C:\ProgramData\Microsoft\Windows\Start Menu\Programs** so it will be visible in the Search Apps function. You can access a search by just beginning to type an application, file, or shortcut name whenever you are looking at the Metro UI screen. The action of typing causes the Operating System to begin a search for you.
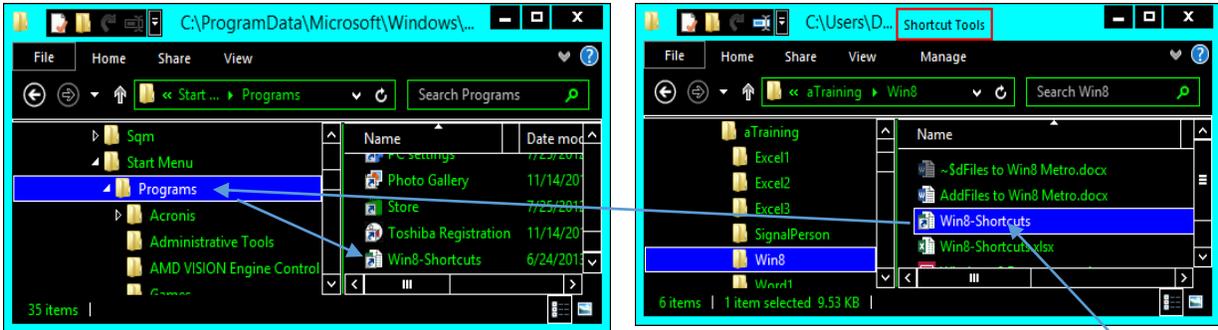
Open two (2) instances of File Explorer **(WinKey + E)** twice and then use the **WinKey+Left or Right Arrow** key to place each of the file manager views side by side. This allows you to more easily see and move files, or **Shortcuts** in this case, from and to respective folder locations on your PC.

Using each folder view scroll to the appropriate folder where your **Shortcut** was created in one view and then the folder location where you wish to copy or move the **Shortcut** on the left view. Right Click and use the drag n drop method to see the "move" or "copy" menu selection so you can copy or move the Shortcut file from its location to the **C:\ProgramData\Microsoft\Windows\Start Menu\Programs** folder.

Step 3: Now we will use the Metro UI to search for an "App" or application, which in this case we've made the Metro UI "think" your Shortcut is an "App" because it was placed in the **Programs** folder in the previous step. Doesn't it feel great to have such power over your Operating System?

To test the result of this process open the Metro UI (WinKey), and hit *Windows + C* keys; to open the charms, Left Click **Search** on the top right to expose a search field dialogue on the right side of your screen and on the left side of your screen all the shortcuts and apps available to search through.

Don't type any characters to search for anything yet.

You can now see your shortcut (Example is **Win8-Shortcuts**) under the **Apps** section or later it will show in any named Tiles group that you pinned it to. You may need to scroll using your arrow keys or swipe a touchscreen to see your named **Shortcut** depending on where it currently resides.

If I want the Tile to have a different name I just need to **Right Click** the tile, select the **Open File Location** command and then rename the **Shortcut** to whatever text I want to show on the Tile.

Step 4: Now Right Click the shortcut icon (or pull down for touch devices) to see a **Pin to Start** button. Press **Pin To Start** and you are done! Wellllll, almost done.
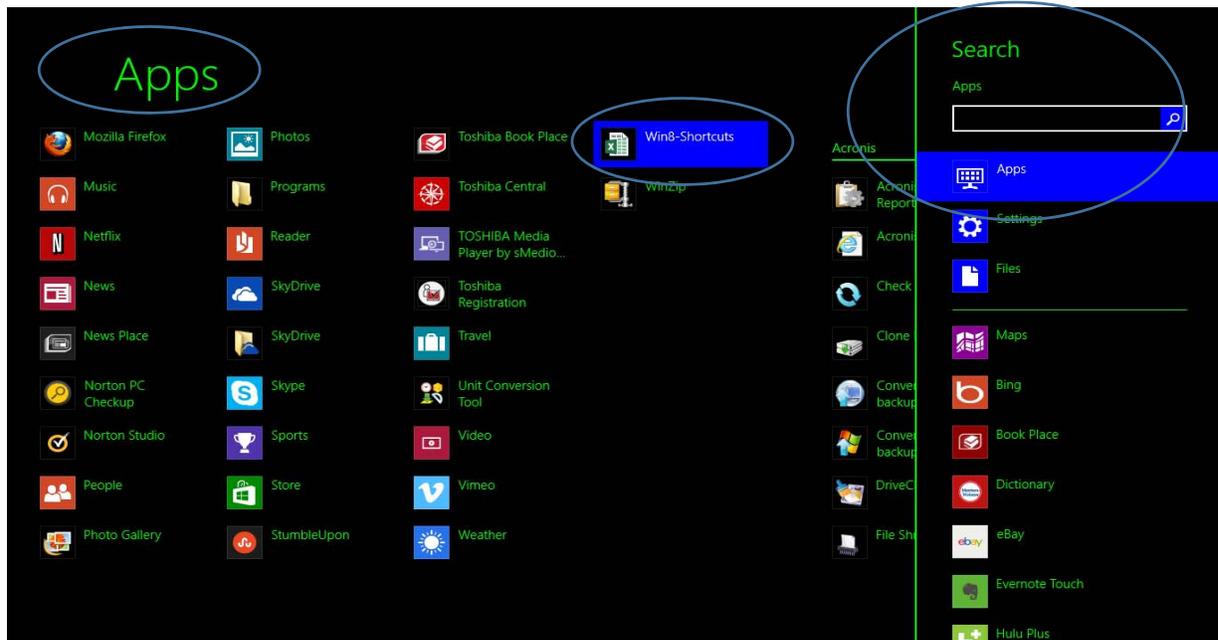
Press the WinKey to go to the Metro UI and the new tile shows somewhere on the far, far right on the Metro UI interface. Whenever anything is first "**pinned** to Start", (which now means the Metro UI), the Tile object is always pinned in a new command group on the far right of the Metro UI window. Hold down the Right Arrow to scroll all the way to the right side.

The Tile can be Left Click and dragged and dropped into any of the command groupings or near the right side of an existing grouping to start a new command group.

This skill will be useful to add custom user guides, company HR documents, active project files, web sites, and most anything else, so you may quickly access any file object through your Windows 8 Metro UI.

Done with the project or no longer need the Tile then Right Click and choose to UnPin and you may also delete the Shortcut if it is no longer needed. Another can now easily be created as you need using your new skills.

Dennis Duffy, spcug@helppc.biz
CELL: (916) 905-4237, FAX: (206) 202-4206
Customer Development Systems www.biz-builder.com
Microsoft Partner, Custom Training, Applications & Templates
Relational Database Design Consultations