WINDOWS 10

The ultimate Windows 10 user guide and manual



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Table of Contents Introduction Chapter 1: Windows 10 & what's so NEW about it **Chapter 2: Starting at the** beginning... **Chapter 3: Customizing**

Chapter 3: Customizing
Windows 10
Chapter 4: Virtual Desktops
Chapter 5: Cortana
Chapter 6: Other helpful
features

Chapter 7: Privacy Settings and Protecting your Computer Conclusion

Introduction

Thanks for taking the time to read this book all about how to use Windows 10.

Windows 10 is the newest operating system created by Microsoft, and has some new features when compared to previous Windows versions.

This book will take you though all of these new features, whilst also showing the complete Windows beginner how to navigate Windows.

You will soon learn how to customize Windows 10 to your own liking, how to use virtual desktops to increase

new personal assistant, Cortana.

Also included is a full breakdown of the security features of Windows 10. You

productivity, and how to use Window's

will be taken step by step through customizing these security features to make your computing experience as safe as possible.

Once again, thank you for choosing this book, and I hope you enjoy your experience with Windows 10!

Chapter 1: Windows 10 & what's so NEW about it

Congratulations on upgrading to Windows 10! If you've used a Windows operating system before, you will already be familiar with most features. Windows 10 does have some upgrades however, but what exactly are they?

Here 's what 's new:

 It brings back Windows 7 ever popular Start button, while keeping the interface and live tiles from Windows 8 for those with the touchscreen option. The Start button complained about changes by users in Windows 8, and fortunately the change has been made!

Speaking of touchscreens, if you have one you can now quickly toggle back and forth between the

being gone was one of the most

- touchscreen and keyboard interface.
 Ultimately, Windows is supposed to detect automatically which input you are using and switch the inputs for you.
 The Windows 8 full screen Start
- The Windows 8 full screen Start menu is now only a portion of the screen, which will be a relief to those who sorely missed the previous version's start menu. For those touchscreen users that found

available just less intrusive. You have the option of making the start screen larger or even full screen just by hovering the mouse near the edges and dragging the screen bigger.

On the bottom left hand side of the

the tiles very helpful, they are still

On the bottom left hand side of the screen, you can click on the Windows icon. It will then give you the start button column that you got with Windows 7. You will find all of your programs listed just like they were in Windows 7. There is a slight change in layout though; now, as you scroll down you will now see

all of your programs in alphabetical order as usual just with small

button so you can shut down or restart your computer.
Another neat new feature is the ability to pin the tiles to an extra pane that has a 3D cube that you rotate, which has animated live tiles.

The new integrated search enables users to search their hard drive and the web with one search. Cortana, the Windows equivalent Siri or

picture tiles of the program logo. Also to the left you will find your picture for your Microsoft account, the settings gear, and the power

Alexa, is here to help you search from the Start menu. We will go into Cortana in detail later.The virtual desktop lets you create

can switch between them using task view. Alternatively, you can navigate thru those apps by hitting Alt-Tab and then Windows-Ctrl, desktops.

multiple virtual desktops, and you

plus the left and right keys to change The Task Switcher lets you switch between all of the apps you have running, which is handy when you're using multiple apps. The Task Switcher is the ultimate tool for a person who needs to jump from program to program as so many multitaskers do. One can access the task switcher in one of two ways. It

is keyboard accessible by using the key combo of ALT-TAB or if you're more of mouse user then you can find it on the taskbar beside the Cortana box.

Snap Assist helps you to adjust to

the fact that apps and programs are

running on the desktop now. Windows is back to running all apps or programs on the desktop, and not in their own space. This means you can no longer just snap to split screen by dragging the first app to the left. The options now let you have 4 apps snapping so each one takes up a quarter of the screen. You do this by opening the first app, and then dragging any of the 4 corners. Next, grab thumbnails of the apps

you want, and drop them on the

desktop.
For those using Windows 10 on a phone, the notification center is now on the bottom-right side of the screen, instead of a menu you can

drag down.

experienced a change. You can now resize the window. Full size, full screen code writing is now a possibility.
The default view for the Explorer gives you a quick access list and

The command prompt has also

- gives you a quick access list and frequently visited folder. This is very convenient if one is moving file locations.
- A major new change is the

lacks the ability to customize it and the use of extensions. There is no address bar - just a search input screen with Bing built in. It also lacks user profiles, which are helpful if you have multiple users working on one computer without logging in or out. Edge coming with Windows 10 doesn't mean Internet

explorer is gone yet though. IE is still automatically installed as well.

Those pesky pop ups telling you that Windows is going to restart to apply

replacement for Internet Explorer: Edge. Edge has Cortana included in it, which is great for search options. Edge however, is not as advanced a browser as Chrome or Firefox. It past. Windows 10 asks you to schedule your restart. Pro or Enterprise users can also block off certain inconvenient times or dates.

Windows 10 is interfaceable with the new windows store, so you can

an update are now a thing of the

- the new windows store, so you can download other windows apps like office. This store works on all windows devices, such as phone, tablet and Xbox One.
 If you have a touch screen laptop and you turn on tablet mode or
- and you turn on tablet mode or remove or fold away the keyboard, your device will take on a new look. Meaning the taskbar disappears and the full Start screen menu we all saw in Windows 8 appears. It does

back button, and Cortana. All your windows go full screen unless you pull them so that you have two windows side by side.

You still have the control panel but

include the task switcher button, the

- you now also get the Windows 8 settings app. The settings app has some of the things you are used to seeing in the control panel like: Privacy, Accounts, Time and Language, Ease of Access, Personalization, Network & Internet, and System, but it now also has Update & Security, plus Devices.
- Windows 10 Hello has additional biometric security features like fingerprint scanning support, using

your face as a password, and your iris allowing you to log on. Windows Hello will interface with existing fingerprint readers. To use your face as a password you require an infrared 3D camera. There are limited notebooks that have the right want to utilize this feature.

camera, so be sure to read the specifications carefully if you are in the market for a new laptop and Microsoft graphics API has made some big leaps in performance which is good for anyone who needs a robust graphics card for work or play. DirectX 12 speeds up Direct3d apps and comes included in Windows 10.

our phones to our computers is an important but frustrating experience. There is a new phone companion built into Windows 10 that helps you

For many of us, the ability to sync

to back up photos to OneDrive or move Xbox music onto your phone.Support has got your back. Windows

10 comes with a built-in Contact support app that will search online

tips or open a chat with Microsoft support.

Does all that sound good? Yes? Great! Now we can move on to the next chapter.

Chapter 2: Starting at the beginning...

Installing Windows 10

approximately \$120 to install or upgrade to. If you're planning to upgrade, first evaluate if your computer can handle the software. Windows 10 requires at least 16 GB of free hard drive space, 1 GHz processor, a Microsoft DirectX 9 graphics device with WDDM drivers, 1 GB of RAM for 32 bit or 2 GB RAM for 64 bit, a Microsoft account, and internet access to log into that Microsoft account.

Before installing, make sure you have a

Microsoft Windows 10 currently costs

DVD or USB drive in case anything goes wrong with the upgrade. Put in the blankDVD, dismiss the pop up, then press the Windows button and hit R, type 'recdisc' and click OK, choose your DVD drive from the menu button, and then click the create disc button. If you are upgrading to Windows 10 from a functional copy of Windows 7, 8, or 8.1, Windows will give you three options for backing up your files. You can either keep everything includingprogram files and your personal files, keep just your files, or chuck it all and do clean install. Which

option you choose will depend on your convenience. If you have lots of apps the

system and recovery disc. Either use a

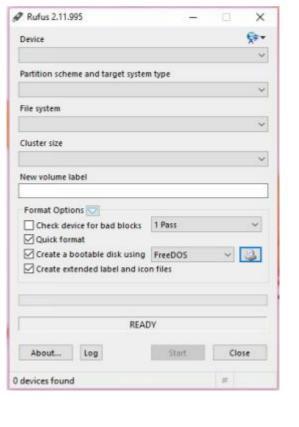
option 1 is might appealing, if you don't then option 2 might be best, but for cleanest operating, option 3 is good. Program compatibility may be an issue even if you go with option 1, but during the install you will get a warning telling you whichapps are compatible. Generally speaking, this shouldn't be too big of an issue. Now that you have made a back up and checked compatibility, we can go on to the actual installation of the software. The first thing you need to do is get the software to install so go to Microsoft.com and choose to either buy and download, or buy on a flash drive. Either way, once you have the files needed, here are then the following email you will be given a Windows 10 product key. This is essential to have on hand after install as you will be asked for it. When you download the files you will get the windows media creation tool. It will open and ask you if you wish to upgrade the computer you are using or make installation media for another computer. If you choose 'upgrade this computer' the next screen you will see will present you with the licensing terms. It will be followed by a ready to install screen and followed by your options of how much to keep. Everything (which means apps and personal files), keep personal files only, or nothing. Once you have chosen, it

instructions for you to follow. In your

will take you to the ready to install screen. Your computer will reboot several times and when it's done Windows 10 will be installed. If you choose create installation media for another pc (a good idea just so you will have a USB back up file)it's going to help you make installation media. Your options are a USBor DVD. If in the event it doesn't work for you, know that you are not alone in your struggle. What many professionals have taken to doing is using a little program called Rufus. Rufus can be download online, it doesn't actually install on your machine, and it's free. You plug in your desired USB and then start Rufus. Down

towards bottom and on the right of the

window youneed to choose 'Windows' from the downward arrow where the image below says FreeDOS, then hit the disc image button, and then browse to where your Windows 10 ISO file. Rufus will then select the rest of the settings for you.



machine. As its rebooting choose F2, F12, or F8 depending on computer manufacturer. This will take you into the boot menu. You want to tell it to boot from the USBor DVD depending on which option you chose. The installer should pop up after you've saved and exited, but some may need to manually reboot for it to work. A menu will pop up, and you should choose install now'. This will start by showing you the licensing agreement, to which you will agree and then you will be given the choice to upgrade, with the two media saving choices or to do a fresh install. Please note that if you choose the 'save nothing 'option, installing from this point

Once it's finished, reboot your

clean installs for whatever reason. If you choose fresh install you will be shown a menu with various partitions. Click the unallocated partition and click next.

If one chooses, you can use Rufus create an install USB drive and then use Windows media creation to do an

upgrade. It's highly recommend you do

Regardless of the method you used, after the install is completed you will now have a set up process to go through. It's

so just as a backup process.

forward will not save any media or programs. It's a fresh install. This method is for most a worst case scenario if simply doing the upgrade didn't work, or if your hard drive crashed. Alternatively, you may simply prefer it's a fresh install. Otherwise, you can eitherchoose 'express settings' or you can choose the option to 'customize things'. Each group of settings should be read through carefully. Choose one of the two based on what fits your needs. If you are not sure, then go with express

going to want to create you an account if

you are not sure, then go with express settings.

Next, you will have to sign into your Microsoft account. If you have a computer with Windows 8 or 8.1,

chances are you already have a Microsoft account - if not there will be a link to create one. Then, you will be taken to a setup screen asking you if you want to set this up as a new PC, or to copy settings and apps from another PC.

connect to your OneDrive. Finally, you will be shown a colorful screen telling you that things are setting up.

Eventually, the Windows 10 desktop will appear and be ready to use!

Next, you will be asked if you want to

Chapter 3: Customizing Windows 10

Now that we have Windows 10 installed, lets explain how to use and customize it!

So let's start with the Start Menu. This can easily be resized, so if you are a mobile or touchscreen user and you want to expand the smaller start screen menu this is an option. It's pretty simple actually, and is very much the same as resizing any other window in Windows. In the top left corner, there are drag arrows for the window. Click and drag

to resize to whatever size you would

like.

The personalization menu has lots of customizable options. To make these features available, click on the start

button, press the settings button (the gear), and then double click the personalization button. Some features will be very familiar to users such as changing your background picture, or picking your colors for default buttons. You can also access your lock screens from here. Lock screens are hardly new to Windows, however now there is the Cortana lock screen as well as the timeout lock screen, and screen saver settings. Here you can also find apps you can choose to either have a detailed status of, or show a quick status of. are also reached from this menu, and it lets you set system sounds, icons and mouser pointers. You can click inside these menus and choose whatever options fits your needs or likes the most. The menu also contains taskbar settings such as locking the taskbar location or moving its screen location if you wish. You can also auto hide the taskbar in desktop or tablet mode. The options for multiple displays is also here, but will

Examples of these are the calendar app, mail app, alarms or messengers. Themes

detected.

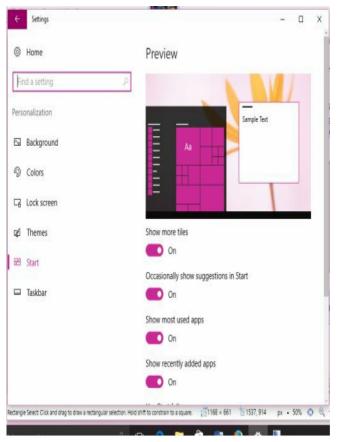
Another option for customization is the ability to have your start menu show more tiles if that is something you

be greyed out if no second display is

desire. This will allow you to pin more programs to the start menu for your touchscreen enhancement. You can do this by clicking and dragging a program from the column list of programs to the left. The existing tile space will part to give you a space to put the new tiles in. To make this feature available click on the start button, press the settings button (the gear), then double click the personalization button. From this menu click on start, and on the left, there is a slider to turn on show more tiles. While you are in this menu you can decide if you like the recently added apps

showing before the list of programs column. If you don't want them to show anymore, then slide the bar to 'off' next can do the same for most used apps as well. You also have the ability to toggle off suggested apps that appears in the start menu program column.

to the Show recently added apps. You



Another way to get programs on or off of the right-side start menu is by pinning them or unpinning them from the tiles. To access this option, you simply have to right click on a program. To pin a program, choose a program from the left

side program list, and then right click and choose pin. To unpin or even uninstall a program already on the start menu located on the right side of the

screen, simply right click on that tile and

choose between 'unpin from start', 'resize', 'more' or 'uninstall'. Let's talk some more about the 'resize' and 'more' options. The tile size by

small tiles, and 4 medium tiles is the same size as one large tile. Alternatively, a wide tile is the same size as two medium tiles aligned vertically. Once a program is pinned, you can move them around into groups and name the group. As you drag them over to new spot you will see colored boxes appear. Place the tile then click above it and a text box will appear for you to type whatever you want the group to be named. Under the 'more' option you can choose to turn off live tile, pin to taskbar, rate and review, or share. Turn off live tile is

default is medium, but you can choose from small, medium, wide or large. For every medium size tile you could have 4

most prevalent for things like news or weather tiles that auto update for current circumstances. Turning off the live tile just means they turn into regular buttons, and if you click on them you will open the app instead. Pin to the task bar is helpful if there are any programs you find very useful but are more inclined to use the taskbar to view. Rate and review opens the Microsoft store so you can rate and review. Share also opens the Microsoft store but it allows you to make links available on Facebook, Twitter, OneNote, or in the Mail app. If you find tiles for programs you just don't want anymore or that came pre-installed,

you don't have to go to program files to uninstall them. Simply right click on the tile and then click uninstall.



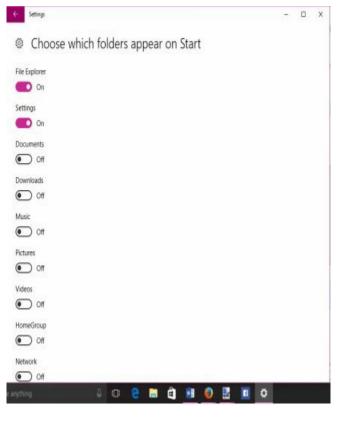
If you want to have more options in your left side menu where the settings gear,

located, then you can add a few quick access menus there. To do so, go to settings gear, double click personalization, choose start menu, keep scrolling all the way to the bottom of screen, and then click on the link called "Choose which folders appear on start". This makes a menu of slider toggles that

lets you pick if you want file explorer, documents, music, downloads, pictures, videos, homegroup, network, or

personal folders.

power button, and your profile picture is



Started' App. Choose the start button and scroll down to the G in the alphabetical list, and click on 'Get Started'. In this menu there are lots of options to choose from, but the one we are going to focus on right now is 'Start'. There are 4 options here. They are 'See what's on the menu', 'Organize your apps', 'Make Start full screen', and 'Find all your apps and programs'. Each one has a

Now, we are going to explore the 'Get

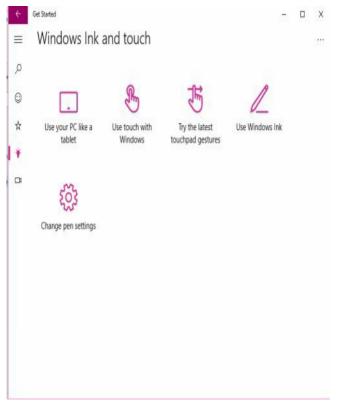
Start full screen', and 'Find all your apps and programs'. Each one has a tutorial in case you feel you should need it.

While we are talking about live tiles and start menus, lets take a second to discuss

While we are talking about live tiles and start menus, lets take a second to discuss the touchscreen features and more importantly how to calibrate them. Go back to that 'Get Started' app and choose

touchscreen and touchpad Windows settings. Your choices are: Use your PC like a tablet, Use touch with Windows, Try latest touchpad gestures, Use Windows Ink, and Change pen settings.

'Windows Ink and Touch'. Inside this menu choice you can calibrate your



then first go to settings, system, then choose notifications and actions, and finally click on tablet mode. You can also select the notification button to the right of the date and time, and choose tablet mode. This will make apps start full screen and will give you more space to work in. you can snap to apps side by side and resize them both at same time. You can also select 'Task View' on the taskbar, and drag an app to snap it in place. You can press the back arrow button on the taskbar to get back to the app you were just using. You can also pull an app to the toward the bottom of the screen and an option will appear asking if you want to close it.

If you'd like to use your PC like a tablet,

gestures' it will lead you to the what the new gestures are for using the touchpad. To access the touchpad settings, click the 'Start button', choose 'Settings', 'Devices', and then 'Mouse and Touchpad'. Here, you can alter how much delay touchpad has, or your mouse settings. The latest touchpad gestures are three fingers swipe up to open task view and see all the apps, three fingers swipe

If you choose the 'Try the latest touchpad

down to show only desktop, and three fingers swiping either left or right to switch between the open apps. If you slide your fingers slowly across, you can flip through all of your apps. If you have a touchscreen computer, the 'Use touch with Windows' settings will swipe right. To open apps in task view, swipe left. To see a full screen apps title bar, swipe in from the top. To see the task bar in full screened apps, swipe in from the bottom. If you want to disable the touchscreen options because something isn't working or it just isn't for you, then press 'Windows and X', choose 'Device Manager', then click on 'Human Interface Devices', click on 'HID-compliant touch screen', and finally right click and choose 'Disable' and click on 'Yes'. 'Use Windows Ink' is the next feature

listed. What is Windows Ink you might

be helpful. 'Swiping' is the action of sliding your finger quickly across the screen. To open your action center,

ask? Windows Ink is an app that lets you sketch, draw on screen shots, or jot sticky notes with your special pen in the Windows Ink window. Open a Windows Ink window by choosing the pen icon in the menu. If you lack a windows pen then you can write using your fingers or a mouse, or by pressing on the taskbar then selecting Show Windows Ink Workspace button. Then click on the pen icon in taskbar near the date and time. Windows Ink works with Cortana to make sticky notes more useful. When you jot down a note the text will turn blue. If you select the blue text, you can then add a reminder. If the text doesn't turn blue, then you need to enable insights. In the sticky note, click on the three dots, then

'Enable Insights'. You can make additional sticky notes by clicking on the plus sign in the top left of the existing sticky note. You can move these around the screen. It also has a sketchpad for you to draw on that is reminiscent of Microsoft paint. You can get to the sketchpad by hitting the pen icon in the taskbar. Also available is screen sketch. It takes a screen shot of your current view and then lets to write or draw on it. The last option in this submenu is 'Change Pen' settings. If you want to change pen settings, hit the Start Button, hit Settings Gear, Devices, and then Pen and Windows Ink. Clicking the pen button, select 'Click once from the drop

click the settings gear icon, and choose

Workspace'. From here you choose what part of the workspace you want to open to, like home for example. You can set this to work even if your pc is locked by toggling 'Click once to open my Windows Ink Workspace notes even when the device is locked' to 'On'. If you don't have a pen but decide to get one later, you can pair a pen by clicking on the 'Start' button, choosing 'Settings Gear', then 'Devices', and then to 'Bluetooth'. Hold down the 'Shortcut' button on the pen for 7 seconds to put it in pairing mode, then choose the pen from the list on your PC and select 'Pair'.

In Windows, they used to have all

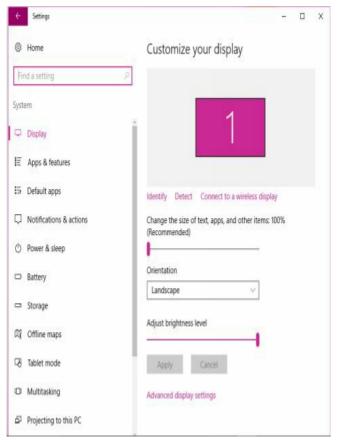
down to open the Windows Ink

now you may notice that they are split between 'Settings' and 'Control Panel'. We will need to look at both of these. Let's start with the settings. Click on the 'Start' button, then click on the 'Settings

Gear', and now click on the 'System'

option.

custom settings in the Control Panel, but



Under the 'Display' category, you have ability to 'Detect', 'Identify' or 'Connect to a wireless display for you monitor or monitors'. Under that, there is a slider bar which will let you increase the text size in apps and other items up to 125%. Under 'Orientation', there is a drop down menu for choosing 'Landscape', 'Portrait', 'Landscape (flipped)', or 'Portrait (flipped)'. Next is the 'Adjust Brightness Level' slider. There is a link

new window which lets adjust your resolution. The menu under that is called 'Color Settings'. It has links for 'Color Management', and 'Color Calibration'.

at the bottom for 'Advanced display settings'. If you click on that, it opens a

Both of these let you tweak your monitors as necessary.

The 'Apps & Features' category is a list of programs that are installed. All of

which you can choose to 'Modify' or

'Uninstall'.

The 'Default Apps' section lets you go through and choose default programs for each file type, and the picture icons for the major known files. There are links at the bottom for choosing default apps by either 'File Type' or by 'Protocol'.

'Notifications & Actions' has a 'Quick Actions' panel that lets you 'Press and

Hold' to rearrange the tiles. The quick actions show up in your action center. There is a link under that to add or remove quick actions. There is a menu

'On' and 'Off' toggles for the kind of notifications you want to receive. There, you can choose which sender you want to get notifications from.

The next category is 'Power & Sleep', which lets you set the sleep settings like you used to do to in 'Control Panel'. You get to choose from various times for when you want your screen to go dark.

under that for 'Notifications' which has

get to choose from various times for when you want your screen to go dark, and when you want the computer to go to sleep. There is a link at the bottom for additional power settings. This link opens the 'Control Panel', 'Hardware' 'Sound', and 'Power' options. You can choose between 'Balanced' and 'High Performance'. Each lets you change the

'Plan' settings from the link in blue next

'Battery' lets you see how much battery life you have left and how long it will take until you are fully charged. There is a link to see 'Battery usage by app'.

There is menu called 'Battery Saver', which lets you check a box to 'Turn

to the categories.

battery saver on automatically if my battery falls below: X'. A slider becomes active if you check the box. 'Storage' lets you see how much space you have on your C drive. There is also a menu for 'Save Locations' that lets you

decide where New apps, New documents, New music, New photos, and New movies or TV shows are saved. You can click on the menu box to alter these to any drive you wish.

'Offline Maps' let's you download maps when you are not connected to the internet. There is a button for 'Download Maps' and another that lets you 'Delete all Maps'. You can also set where these files are stored. There is a toggle to turn on a setting so maps only download when you have free Wi-Fi. There is also a toggle to turn on map

map updates.

The 'Apps for Websites' section lets you toggle on and off which apps can be opened by another app or by a browser.

updates, and a button to check now for

The 'About' section lists your Windows version with a product ID, as well as you PC information. This screen is a good one to screenshot and save in case

you need to reference this information at a later date. If you think you might find Cortana

useful but not the search box in the Taskbar, then you can always shut the

search box off or even shut off both of them. Right click on the 'Search' box and click on 'Cortana'. You have 3 choices: 'Hidden' which gets rid of both the search box and Cortana, 'Show Cortana', and 'Show Search Box'.

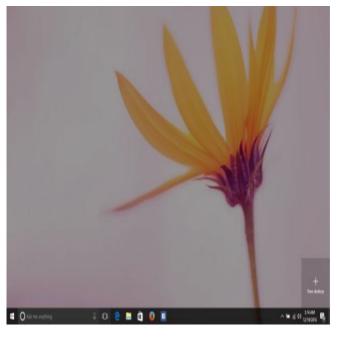
Now you should be familiar with the

main features and navigation of Windows 10 and how to customize them as desired. Let's move onto the next chapter where we will discuss virtual desktops!

Chapter 4: Virtual Desktops

In order to use a virtual desktop, you first must create a new desktop. There are 2 options for this. You can either click on the 'Task View' button on the taskbar, or press the 'Windows Key and Tab'. Either choice will cause your screen to zoom out, and in the bottom left you will have a button called 'New Desktop'. You can hit this button and create a new desktop, or you can hold Windows Key, ctrl and tap D. You can switch from one desktop to another by hitting the 'Task View' button on the toolbar. Or, you can switch desktops by hitting the 'Windows' key, 'Ctrl', and the

'left arrow' or the 'right arrow'. There is no limit as to how many virtual desktops you can have. The idea here is to have as many as you need to be organized.



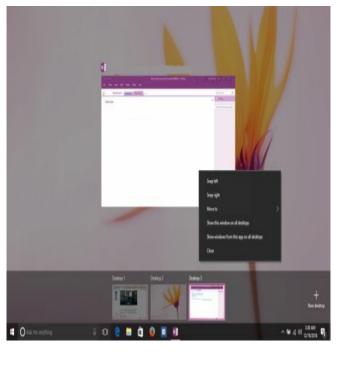
Windows can be moved from one virtual desktop to another. You have to first open the 'Task View', and hover over

move. The windows will pop up, then you can choose the one you desire to move and right click on it. Then, choose 'Move to' and click on the desktop you wish to move it to. Closing the virtual desktop is also easy. Hit 'Task View', and then hover over the unwanted desktop and click the 'X' located in upper right corner. Or, you can hold the 'Windows' key, 'Ctrl' and

'F4' to close the desktop you currently have open. Any programs you had active in the desktop will automatically move

to the desktop you have left.

'Desktop' with the window you wish to



Another desktop related item is the 'Snap Assist' feature used for the

screen if you left click, then hold and drag to top of the screen. Once you have an app full screen, you can hit the 'Windows' key and any of the arrow keys. Whatever direction the arrow you hit is, the app will snap to that place on the screen. This is helpful if you are working on a document but may need another document open at the same time.

windows we are viewing on those desktops. You can make any app go full

You can snap up to four views at one time.

Both virtual desktops and snap assist are just ways that Microsoft is making it so you can work like you have multiple.

you can work like you have multiple monitors while just using one monitor. To some it may seem unnecessary, but in spreadsheet while you type up a business proposal. The virtual desktop would have that important spreadsheet open and ready for when you need to glance at it for some data. Many people in their work environment use 2 or 3 monitors, but when at home get frustrated with only having one. These features are the answer, and with Task View working as seamlessly as it is, this a great help in getting yourself to the required desktops easily and quickly. The settings menu 'Multitasking' has further options for 'Snap' and 'Virtual

a busy office where you might have one program that you need to get copied over into another window, snap assist is very helpful. Or, if you need to be looking at a toggles. They are: 'Arrange windows automatically by dragging them to the sides of corners of the screen', 'When I snap a window, automatically size it to fill available space', 'When I snap a window, show what I can snap next to it', and 'When I resize a snapped window, Windows automatically resized any adjacent snapped window'. Under the Virtual Desktops there are pull down menus for 'On the taskbar', 'Show windows that are open', and 'Pressing Alt+Tab to show windows that are open'.

Desktops'. The 'Snap' menu has several

Chapter 5: Cortana

and it is a sassy virtual assistant. It sets reminders, tracks your schedule, uses Bing to search your computer, searches the internet, and tracks news stories for you. Cortana responds to people's voices, and understands normal language commands.

You must do some setup to get Cortana

Cortana debuted in Windows phone 8.1,

up and running. Essentially, like any other assistant you have to train her. The first time you decide to use the Search Bar in the bottom left of your taskbar, Cortana pops up and ask for some permissions. Those permissions are

Recognition', and 'What name you would like to be called'. To fully utilize this program, you are best off answering all of the questions. There are lots of options for Cortana. To see all of the information she may want to know, then click on the 'Microphone' next to the search bar, then in the top left hand side of screen click the 'Three Bars' and then click on Open the

Notebook'.

to 'Access your Location', 'Voice Recognition', 'Digital Inking

Notebook R≡ About Me ŵ 0 R Connected Services A Permissions M Academic Cortana tips Fat & drink ☐ Events Finance Getting around Health & fitness (3) Meetings & reminders Movies & TV Ask me anything

All these categories are things Cortana wants to know about you so she can give you relevant information. In the 'About Me' menu you can pick the name that Cortana calls you. You also set your

Cortana calls you. You also set your favorite places here so Cortana can not only know where you are at the moment, but help you know things like what your traffic commute is between work and home.

The next selection is 'Reminders' which is an easy to use feature that is also quite useful. Hit the '+' button near the bottom of the screen and it will take you to the next screen asking you what you want to remember. Type in the 'Reminder' box, then choose

the 'Person' box to bring up 'Contacts', where you can pick a person, choose a place for a location, and finally choose a time and day. It asks how frequently you want to be reminded. You can choose to add a photo. Lastly, click 'Remind' and it will be saved. Connected services is a useful tool. It lets you link services to Cortana. Click on the '+Add Services' link to get started. This gives you a list to choose from, and will take you to a log in screen. This is good if you are using Office 365 for your calendar. Using the two together means Cortana can remind you of meeting and help you prepare for it.

Permissions within Cortana is a very important thing. The permissions are what Cortana can see and what she collects data on. You should balance the usefulness of her knowing things with what level of data collection you are comfortable with. Cortana will ask your permission to know your location, contacts, email, calendar, communication history, and your browsing history. If you turn off any of these features which you can do by toggling the 'Off' button next to the category, it will stop collecting that data from that moment but it does not get rid of the history of what has been collected so far. To remove that data, you have to sign out and sign back in.

field of study, or your interests, conference updates, news updates, and newspapers updates on selected topics. 'Cortana Tips' are exactly what they sound like, and are basically tips to let you know what else Cortana can do. Tip

cards and tip notifications both have

Academic is set up for you to put in a

toggles for off and on. 'Eat & Drink' are food options. You pick how many miles from your location you want to search, add types of cuisine, price range, ambience, and then toggle on or off restaurant recommendations from Four square or Cortana. It even has a section where you can put in what time you normally eat lunch so it can warn you of scheduling conflicts.

and choose one of 3 very basic categories and it will notify you of any events that are taking place close to you. categories The are 'Music', 'Performing Arts', and 'Sports & Outdoors'. 'Finance' is really just a stock watcher. Convenient for those who might dabble in the stock market and want to be keeping track of when to buy or sell. 'Getting Around' is about on the road travel. It considers both if you are driving or if you are taking public

transportation. You toggle 'On' to receive traffic, time, and route notification. The top portion lets you

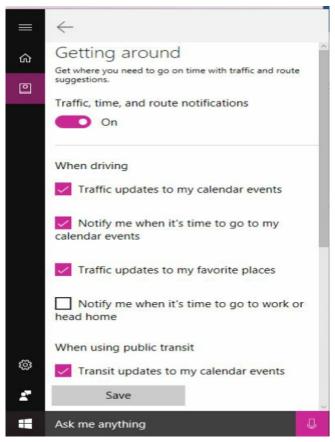
check

boxes for 'Traffic

In 'Events', you can have it toggled on

events', 'Notify me when it's time to go to my calendar events', 'Traffic updates to my favorite places', and 'Notify me when it's time to go to work or head home'. When using public transit, it has all of those optionsplus 'Notify me when the last ride is leaving', and one for 'Show me taxi choices when it's time to leave'. At the very bottom, you can set your preference for getting around.

Updates', 'My



'Health and Fitness' is meant to work with your biometric device, like a Fitbit, or Microsoft Health. You need to connect your Microsoft Health account under the 'Services' tabso that it will remind you when it's time to go exercise. 'Meetings' and 'Reminder' are the toggle settings to ensure that Cortana reminds you of 'Meeting Prep', 'Daily Timeline', 'Related Documents' and 'Show reminders in

Documents 'and 'Show reminders in Cortana home'. If you have set your calendar to show meetings or are using Office 365 to create or work on documents for meeting prep, these settings make sure Cortana see that and

'Movies and TV' is another on/off toggle menu with broad categories. It allows you to view show times & trailers. It also contains two check boxes titled 'Get show times for nearby movie theatres' and 'See latest movie trailers'. 'News' is next up in Cortana's tracking your interests hit list. Toggles for 'Local News', 'Headline

sets reminders for you.

News', 'Recommended

Stories', 'News Topic Cards', 'News Category Cards', and 'Popular Now'.
'On the Go' toggles on and off so it works with your calendar, reminders and getting around to set reminders such

home', 'Offer suggestions when I arrive home', 'Offer suggestions when I arrive at work', and 'When I'm far from home and work show me helpful information'.

as: 'Offer suggestions when I leave work', 'Offer suggestions when I leave

'Packages' allows you to enter in package tracking numbers so you know when to expect them.

'Reservations' works with your email

so when Cortana knows you have reservations for events, movies, and restaurants you will get reminders, traffic alerts and taxi suggestions.

'Shopping' is the next category, and when toggled on gives you help when shopping.

remind you and greetyou differently when your calendar says it 's a special day.

'Sports' also lets you set teams and

'Special Days' will allow Cortana to

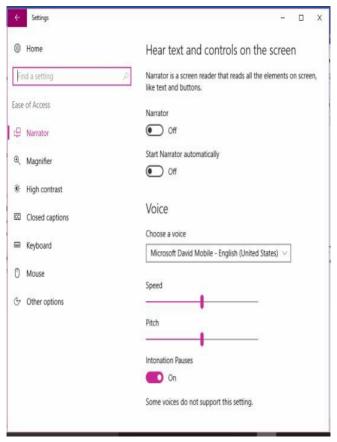
- toggle on/off to show score updates and show you when new games are upcoming. 'Travel' when toggled on will track your flights and give you weather
- updates or help make travel suggestions when you will be out of town.

 Finally, 'Weather' gives you forecast updates and weather incidents for any city you enter.

Chapter 6: Other helpful features

There are several other helpful features offered by Windows 10 that we will cover here.

'Ease of Access' is an important set of features to go over for anyone that needs to access something quickly, or has trouble accessing features regularly. Most of these options are for people who need some help seeing or hearing. To start, you can get to 'Ease of Access' by clicking on the 'Windows Start' button, clicking on the 'Settings Gear', then choosing 'Ease of Access'.



to 'Start Narrator Automatically'. Narrator is a screen reader which reads everything on your screen including saying the word buttons when it comes to that point in reading the screen. There are several websites such as the various branches of the federal government who provide every document available

Under the 'Narrator' category there are

online with built in reader compatibility. 'Magnifier' has 2 menus with 3 toggles each. The first menu, 'Magnify things on the screen' lets you toggle on or off Magnifier, Invert colors, and Start magnifier automatically. The second menu is 'Tracking' which has toggles for 3 choices, they are: Follow your

focus, and Have Magnifier follow the text insertion point. 'High Contrast' lets you choose a theme and then shows you what colors it will use to be in contrast. This helps for

mouse cursor, Follow the keyboard

people who might have problems with seeing too bright of a screen. 'Closed Caption' lets you choose under the 'Font' heading: 'color', 'transpare

style', 'caption size', 'caption you can

effect'. Under 'Background and Window', choose: 'background color', 'background transparency', 'window color', and 'window transparency'.

'Keyboard' lets you toggle on and off

(which are one key shortcuts), toggle keys (which lets you hear a noise when you press certain keys, Filter keys (which lets you ignore or adjust keyboard repeat rates), and other settings (this is for letting shortcuts have underlines). The other options are to 'Display a warning message when turning a setting on with a shortcut' and 'Make a sound when turning on or off with a shortcut'. 'Mouse' lets you choose the pointer size and pointer color. 'Mouse Keys' has 3 toggles available. One is to 'Use numeric keypad to move mouse around the screen'. The second toggle is 'Hold down Ctrl to speed up and

the on-screen keyboard, sticky keys

mouse keys when Num Lock is one '. If one had a high speed mouse but needed it to go slower then this is area to come to.
'Other Options' lets you toggle on/off

Shift to slow down'. The third is 'Use

'Play animations in Windows', and 'Show Windows background'. There is also an option to pull down to show notifications where you can choose a time, use a slider bar to choose cursor thickness, and access a pull down

menu for visual notifications for sound. The visual for sound option would be helpful for a hearing impaired person. There are a surprising number of apps whose notifications come with a sound like email or messaging services such as

Skype. Having a flashing light is an option to notify the person instead.

Another nifty embedded added bonus in Windows that it used by professional

offices and Tech support regularly is the ability to take screenshots easily. You can either press the 'Windows' key and

the 'Prt Scr' button or just hit the 'Prt Scr' button located on your keyboard above the Insert button and to the right of the Backspace button. To see the screenshot, you need to open up paint or any other image viewing program of your choice.

Backing up your files and programs is a necessity for any computer. Between

viruses, hard drive crashes, and any

other incident that can come up, having a

recommend backing up in several places. Most tech support people I know have official backups like what you can make with Windows File History, but also their most important documents spread across several cloud based servers. Backing things up and being diligent about it is really the only way to be sure you don't lose any data. Windows 10 comes with a 'File History'

back up is the safest bet. Personally, I

section for file based back ups. It needs to be switched on in order to use it. Right click the 'Windows Start' button and click on 'Control Panel'. Look under 'System and Security' click on 'Save backup copies of your files with File History'. This requires you to set a

you choose an external drive you will need to plug it in before you can go any further. You will have to refresh the page after you plug it in. You can do this simply by clicking on 'Control Panel Home' and then clicking on 'Save backup copies of your files with File History'. Once this drive shows up, click the 'Turn On' button. It will start backing up you files for the first time immediately. If you want to use a network location then click on the 'Add network location'

network drive or an external drive. If

then click on the 'Add network location' option. This will let you browse to a location. It may tell you that Network discovery and file sharing are turned off, or that Network computers and devices

are not visible. If you click on that box, you can change the setting. It will bring up two options: 'Turn on network discovery and file sharing' or 'Open Network and Sharing Center'. Choose 'Turn on network discovery and file sharing'. A pop up will come up with two options. The first is 'No, make the network that I am connected to a private network'. This will be turned on for places like home and workplaces. The other option is 'Yes, Turn on network discovery and file sharing for all public networks'. Choose 'No, make the network that I am connected to a private network'. This will bring up any computer you have connected to your private network. Choose the folder you

like then click 'Select Folder'. Then click the 'Turn On' button and it will start backing up your files.
Under 'Settings' then 'Devices' there is the category 'Printers & Scanners'. Once

you get to this menu you will find that for the most part nothing is different than previous versions of Windows. The only reason to mention this is because previously to get to this menu you had to

previously to get to this menu you had to click on the 'Start' button and it would be just off to the side.

Another thing to note that is under 'Settings' then 'Devices' is 'Bluetooth',

which will begin already enabled, but can be toggled off if you don't like it. Also here is the list of 'Connected Devices'. The main thing to note here again is that this is where they have moved these menus to. The control panel now contains: 'System and Security', 'User Accounts',

'Network and Internet', 'Appearance and Personalization', 'Clock', 'Language and Region', 'Hardware and Sound', 'Ease of access', and

'Programs'.

Everything under 'System and Security' remains mostly unchanged. If you click on 'Security and Maintenance' and then click the downward facing arrow next to security, you will find a nice little

security, you will find a nice little review of what you have turned on. For instance, you will see under 'Network Firewall' if it is turned on or off. Or you can see that 'Windows Defender' is on

the screen called 'Change Security and Maintenance settings'. To actually change the features, you have to go back to the settings gear and change it. The rest of the menu under 'System and Security' is as follows: 'Windows Firewall' which we address further in the next chapter. 'System' which just lets you know hardware information for your system.

Under 'Power Options' you will see the Custom power plan we went over. Next

or off. Just below that is the 'Maintenance' menu where you can see if you've had any issues recently. You can also adjust messages settings by clicking the link on the left hand side of

- is 'File History' which we address in the next chapter.

 'Manage Storage Spaces' lets you set up new drives for in case of drive failure.
- 'Manage Work Folders' lets you make files that are available on every device even when offline.
- 'Administrative Tools' lets you do things like disc clean up that you can also find in the alphabetic list in the start menu under Windows Administrative tools. 'Network and Sharing Center' remains
- 'Network and Sharing Center' remains unchanged from previous releases. As does 'HomeGroup', and 'Internet Options'. 'Infrared' is new though which will let you send or receive a file.
 'Hardware and Sound' mainly remains

the same, and 'Devices and Printers' also live here.
'Programs' still contains Programs and Features, and yes you can even still uninstall from here. Programs also still contains Default programs which is

indeed an overlap from what you can find in the settings gear menu.
'User Account' has 'User Accounts' and also 'Credentials Manger', which lets you manage Web credentials, and

Windows credentials. The last menu

here is 'Mail'.

'Appearance and Personalization' is different from the previous releases. 'Personalization' here only lets you change themes, sound effects and screen savers, with all other items being

'Display' is the same as other control panel display options.

'Taskbar and Navigation' takes you to

located in the 'Settings Gear' menu.

the settings gear menu under 'Personalization'.

'Ease of Access Center' is a little more robust here than in 'Settings Gear' menu.

Here you can simply click on the feature

you want. The options are 'Start Magnifier', 'Start Narrator', 'Start On-Screen Keyboard', and 'Set up High Contrast'. These are simpler versions of the same settings in the other menu. Below that though is the link to set up the

Below that though is the link to set up the computer without a display, which is optimized for blind people. The other link is 'Make the computer easier to see'

you hidden files, folders and drives.

'Appearance and Personalization' also has the 'Fonts' folder so if you decide you need a new font on your machine, this is where you are going to want to

'Clock', 'Language', and 'Region' menus remain unchanged from previous

'Ease of Access' is also directly on the

put it so your programs will see it.

which lets you 'Optimize visual display'. The rest of the links listed are the same information found in the

Also in 'Appearance and Personalization' is 'File Explorer Options' which with one click can show

settings gear menu.

releases.

'Appearance and Personalization'. In here though is 'Speech Recognition Set Up'. Speech recognition is a powerful tool and necessary if you want to talk to Cortana. I recommend setting it up, but only after you get yourself a headset with a microphone. When you do, make sure you are in a quiet space and you go through the 'Train your computer to better understand you' section, and the 'Take Speech Tutorial' option. Another helpful little tidbit that is in Windows 10 is the ability to contact customer support by simply clicking on the 'Start' button, scrolling down to 'C'

main control panel screen. Inside this menu is the 'Ease of Access Center' which is identical to the one on and clicking on 'Contact Support'.

A cool new helpful thing is that if you take your pointer all the way to the right

side of the screen and right click on the thin bar, you can choose to 'Peek at Desktop'. When you check this and then roll your mouse back over the area it

shows you your desktop so you can see what might be hiding under that program that you have full screen.

Most of us are very used to having desktop icons and the idea of constantly going back to 'Start' to get at live tiles is not too appealing. There is a way to quickly get icons back on your desktop.

quickly get icons back on your desktop. Click 'Start', then 'Settings', then 'Personalization', then 'Themes'. Next, click on 'Desktop Icon Settings' and then choose which icons you want on your to show up on the desktop, then click 'Apply'. Jump lists are a handy thing to have enabled. A jump list is a list of recently

viewed files for programs you use often. When it's turned on, if you right click on that program in the taskbar it gives you the view of the program. To ensure this handy feature is turned on click on

'Start', 'Settings Gear', then 'Personalization', then scroll down so you can toggle on 'Show recently opened items in jump list on Start or the task bar'.

Some apps we use so frequently that we might not want them to show in the

'Most 'Used' list when we click on the

up there, go to the 'Most Used' list and right click on that app, choose 'More', then click 'Don't show in this list'.

If you have an icon on the tiles and you just don't like what it's named, you can rename it. Go to the tile, right click on it choose 'More', then click on 'Open file

'Start' button. To have an app not show

location'. This opens the program folder, where you can right click on the shortcut and choose 'Rename' and then rename it. If you also didn't like the icon it's showing, then right click the icon then click on 'Properties', then click on 'Change icon' in the properties box and click 'OK'. If you have photos on your phone you

need to get on to your computer, you can

'Import Photos and Video into the Photos App' option.

A new program to Windows 10 is the built-in Photos app. In it, you can share photos directly with Facebook and Twitter. You can edit the photos, use filters and effects, rotate, crop, straighten, and sharpen images. It's more

simply plug your microUSB cable into your phone and your computer. This will cause the new 'Phone Companion' app to launch. Scroll through and select the

Microsoft has created its own print to PDF software that comes ready to use on Windows 10. So when in a document that you need as a PDF, simply choose

robust than some other free photo viewer

or editor software.

'Microsoft to PDF' as the printer you want to use, and then adjust the settings as you need them to be. Hit 'Print' and the software will give you a pop up and ask where you want to save the document. Type in the what you want the file name to be, and then browse to the file location you prefer and hit save. Microsoft has come up with its answer to Itunes. It's called Groove and it is included with Windows 10. You can load in your whole music collection to the library and create playlists. Playlists

included with Windows 10. You can load in your whole music collection to the library and create playlists. Playlists for anyone who is unfamiliar with such things are a group of songs the user has decided should be grouped together. To get your library of music into Groove, click the 'Settings' button and under

'Music on this PC' click on 'Choose where we look for music'. You should click the 'Plus' button and then take it to the folder where you store your music. Groove will then import into your library. To add a song to the playlists you have created, just drag and drop the song into the playlist. To rearrange songs in your playlist, left click and drag the song into the position you want them in. To get rid of a song from the playlist, right click on the song and click on 'Remove song from playlist'. You can also pin your favorite Groove playlist to the start menu. If you currently use Itunes and are looking for a change, you can import you Itunes playlist into Groove by going to the side bar and clicking on 'Settings', then clicking on 'Import Itunes Playlist'. You can even create a mobile playlist in OneDrive that you can access on linked devices or via a web browser.

Chapter 7: Privacy Settings and Protecting your Computer

Windows 10 has some really awesome features, but with each interoperable one it also allows Microsoft to know tons of information about a person. If you are a security minded individual, then there is a list of features you may want to shut off.

To do so, go to 'Start', 'Settings Gear', then click 'Privacy'. There are 15 categories under privacy. Let's start with 'General'. The most intrusive setting that is defaulted on is

app(turning this off will reset your ID) '. This setting being on means that tracking cookies are on your computer reporting back to Microsoft about everything you click on. To make sure this is fully shut off you need to also go to a Microsoft website and opt out. Click the link provided

https://choice.microsoft.com/en-us/optout then on the right-handside toggle the on to off for 'Personalize ads in the browser and in personalized ads wherever I use my Microsoft account'.

the first toggle: 'Let apps use my advertising ID for experiences across



- 'Send Microsoft info about how I write to help us improve typing and writing in the future' is helpful but also intrusive since it means Microsoft is tracking your writing style. This is a level of privacy
- 'Let websites provide locally relevant content by accessing my language list' is another tracking toggle, but this one is not so intrusive.

decision.

'Let apps on my devices open apps and continue experiences on this device' requires all your devices be synced together since your laptop needs to know what your phone, tablet, or Xbox One is doing to open the app you were using.

devices use Bluetooth to open apps and continue experiences on this device '. Having this on means allowing your devices to communicate with each other over Bluetooth without you initiating the

sync. This one is best left off just so you

The last toggle is 'Let Apps on my other

can make sure only you and your approved devices are communicating when you want them to.

The Next category under 'Privacy' is 'Location'. The toggles in this category are all about location, such as 'Allowing Windows to know where

you currently located '.

If that is on, then location service probably is as well. You can however have this on and have the 'General

Location' is for apps that can't find your exact location, butcan still use the city, zip or region to find where you are. Next up is 'Default Location', andyou can set this for when apps can't find you exact location they will assume you this place, like your home. 'Location History' stores where you've been on your device for a limited amount of time, and can be used by apps. Finally, you have a toggle for

the apps that can use location to

determine if you will let them.

Location' toggle off. The 'General



'Camera' is the category with a toggle to simply 'Let apps use your camera'. After that, there is a list of apps you can choose to let use your camera. This can be a scary idea because you only want your camera to come on if you' ve told it to. So here are some ways to know your camera is in use: if your camera has a light on it that light will turn on, if there is no light you will get a notification that your camera is on. A device will have one of three types of camera: color cameras which are used like a normal camera for pictures and

video, an infrared camera that takes a black, white, and grey photo or video using infrared intensity, and a depth





'Microphone' is up next, and the toggle at the top lets you decide if any apps can

use the microphone. You can then scroll down to choose those apps. The issue some will see is if the microphone is always listening. If you have Cortana

turned on, this will generally be true as Cortana can't activate when you say "Hey Cortana" unless she's

listening for you say that.

	Settings	2-	- 0	X
8	Home	Choose apps that can use your		
w	Home	microphone		
Fir	nd a setting	Some apps need access to your microphone to work Turning off an app here might limit what it can do.	k as intend	ded.
Privi	эсу	1 10 1	_	-
A	General	O Drawboard PDF		On
Å	Location	f Facebook		On
0	Camera	Messaging		On
Q	Microphone	Microsoft account		On
Q	Notifications	Microsoft Edge		On
â	Speech, inking, & typing	E		
RΞ	Account info	OneNote		On
g ^Q	Contacts	Photos		On
	Calendar	Skype Preview		On

and sometimes useful. If you toggle this on,then you can choose what apps can use it. Not all apps offer notifications so don't expect to see every program you have installed here. Speech, ink, & typing has the menu

Notifications are sometimes annoying

called 'Getting to know you'. This is turned on by default so Windows and Cortana can get used to your handwriting and speech patterns. If you turn it off,

you will clear what the device knows about you. Microsoft does use this to collect information and saves it to the cloud. 'Account Info' lets you choose if programs can see your name, picture, and account info. If this is toggled on and

there are apps that use this information, you can choose whichcan and can't have access individually.

'Contacts' is another section that has a list of apps to toggle on and off. Some

apps Windows is going to by default allow to see your contacts, andthat mean you can 't toggle them off. Those apps are 'Mail', 'Calendar', 'People' and 'Phone'.



- 'Calendar toggle' lets you choose if apps can see your calendar. By default, 'Mail' and 'Calendar' can see your calendar, whilst all others can be toggled off.
- 'Call History' can naturally always be accessed by phone, and you can turn this off and not have your phone service be interrupted.
- 'Email' can be accessed by 'Mail' and 'Calendar', and for any other app can be toggled off. 'Messaging' can be toggled off
- completely. There is no default on here.
- 'Radios' is a simple toggle on and off. Generally, you might want this on since

it's merely eligible for being turned on.

'Other Devices' lets you automatically sync with wireless objectsthat don't necessarily get paired with PCs, tablets or phones. Next, comes the 'Use Trusted Devices' like TVs, projectors, and your Xbox one.

'Feedback & Diagnostics' lets you tell Windows how often Windows should

what it means for most of us is Bluetooth. Just because it's toggled on doesn't mean your Bluetooth is active,

want to send Microsoft.

'Background Apps' lets you set which apps stay running in the background, even

ask for your feedback on their apps and services. Diagnostic and usage data lets you decide how much of your data you allows them to stay up to date, receive information, and send notifications. I would scan through the Apps and make sure you know what each of those apps are. If after reading the chapter on Cortana, you say no thanks I don't want that app at all, well then you are in luck. Cortana in Windows 10 can indeed be

when they're not being used. This

shut off. Click on the 'Cortana microphone symbol 'next to the search bar, go to 'Notebook', click' About Me', click on your 'User Account', then click on 'Sign Out'. You can even

hide the search box by right clicking on anempty spot in in the taskbar, clicking

on 'Cortana' and unchecking next

to 'Show Search Box'. 'Wi-Fi Sense' is a concern for privacy minded people. It is by default turned on, and it lets you share Wi-Fi routers even if they are password protected. Your password is shared over encrypted connections through the electronics. The people need to be at your house and be on a Windows 10 device. They will never know what your actual password is so they can't share it with others. If you want to turn this off goto 'Settings', choose 'Network and choose 'Wi-Fi', Internet', choose 'Manage Wi-Fi Settings', and thentoggle 'Connect to suggested open hotspots' and 'Connect to open networks shared by my The OneDrive is handy for backups if you're so inclined, but if you don't like the idea of a cloud server then you can turn off OneDrive. Go to your taskbar

near the time and date, click the 'upward facingtab', right click on the 'OneDrive Picture' and click on 'Settings'. A new window will open where you can uncheck 'Start

contacts 'to 'Off'.

OneDrive automatically when I sign into Windows'. Also,uncheck 'Let me use OneDrive to fetch any of my files on this PC' and 'Use Office to work on files with other people at the same time'. Syncing is more than just OneDrive. In

Windows 10, it is syncing every device running Windows 10 to your Microsoft Microsoft all of your information. If this bothers you, then you can turn it off. The sync setting is found by clicking on the 'Start' button, then clicking the 'Setting Gear', then click on 'Accounts', 'Sync your Settings' and toggle 'Sync Settings' to 'Off'.

To go a step further you can have even

account. That's essentially like giving

more anonymity by logging into a local account instead of your Microsoft account. You keep some features but lose anything that needs to access the Windows store or anything else that might need a Microsoft Account, like syncing all your devices together. This is

not an on/off toggle, and insteadthe

in the 'Your Info' menu, click on the 'Sign in with local account instead' on the right. There is a simple account set up to walk thru. It will want to sign you out of your account so save all your work and close what you have open before starting.

account needs to be setup. Click on the 'Sart' menu, click onto 'Settings Gear', click on 'Accounts', and while

Microsoft Edge has Cortana integration and typing prediction built in. To turn this off, go to hit the three dots in the top right, then scroll down to 'Settings', then 'View Advanced Settings'. In this menu, you can turn off Adobe flash, as it can cause problems with websites that use flash but it also downloads flash

'Save Form Entries' is a convenient feature, but also contains all your personal information so if you lose your computer someone has all that information.

Turning off 'Have Cortana assist me in Microsoft Edge 'makes sense if you

'Use page prediction to speed up

have turned off Cortana.

Start with turning off the 'Offer to Save

Passwords'.

cookies which are intrusive, so keep that in mind when deciding if you want to shut off Adobe flash. If you scroll down, you will find the 'Privacy and Services' heading. There are a number of settings that you may want to shut off. browsing, improve reading, and make my overall experiencebetter' is like having search suggestions like you see in google, except that Microsoft is essentially tracking your browsing history so they can decidewhat you' re most likely to type next. It is supposed to load the web pages faster since it's in the background. It could be convenient to you, or it could bother you that your browsing history is being tracked. If it is the latter, then toggle this off. The next feature of note in 'Advanced Settings for Edge ' is ' Help protect me from malicious sites and downloads with SmartScreen filter'. I would keep this on. It blocks malicious websites

and/or downloads from giving your PC a

download list of URLS that are virus laden and if you have SmartScreen active it then redirects you when try to go to them. There are three SmartScreen filters, which are: 'Getadministrators approval before running an unresponsive app from the internet', 'Warn before running an unrecognized app, but don't require administrators approval', And' Don't do anything (turn off Windows SmartScreen) '. I recommend leaving these alone as they will keep you from

inadvertently downloading a virus. If for some reason, you disagree, you can disable it by right clicking on the 'Start' button, choosing 'Control Panel', then

virus. This allows Microsoft to keep a

Next, click on 'Security and Maintenance', and finally click on 'Change Windows SmartScreen' settings on the left side of the screen. Enabling the Firewall in Windows 10 is a great way to help make your PC more secure. Having a Firewall in place helps protect you from apps that try to install themselves without your permission. Malware often hides itself by being embedded in other documents, so a Firewall is good way to keep on top of anything you didn't directly click on to install. Press the 'Windows Key' and 'X' or right click the 'Start' button and click the 'Control Panel'. Click on 'System and Security', then click on 'Windows

clickingon 'System and Security'.

Settings' header, click the buttons next to 'Turn on Windows Firewall', then check the box next to the label 'Notify me when Windows Firewall blocks a new app'. Under the 'Public Network Settings' click the button 'Turn on Windows Firewall' and then check the box next to the label 'Notify me when Windows Firewall blocks a new app'. Then click ok Under the settings, system 'Projecting to

Firewall'. Under the 'Private Network

Under the settings, system 'Projecting to this PC', there are several menu choices. There is a pull down menu for Windows PCs, one to allow phones to project to this PC when you say it's OK, one to ask to project to this PC, one to require a PIN for pairing, and one saying that this

only when it is plugged in. There is also a spot where you can see your PC's name and rename you PC if you so choose.

I would be remiss in my explanation of

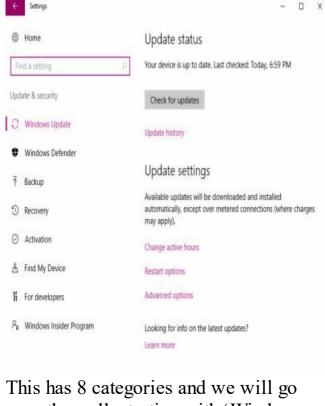
PC can be discovered for projection

choose.

I would be remiss in my explanation of protecting your PC if we didn't go over 'Update & Security'. Keeping up to date with your Windows security updates as well as several other settings is essential to making sure your PC is well

protected. In the 'Settings' there is a sub-

menu called 'Update & Security'.



over them all, starting with 'Windows

Update'. At the top of the menu it will tell you when the last time your device checked for updates. It has a button titled 'Check for Updates', and under that is a link for you to 'See your Update History'. The 'Update Settings' menu has links titled 'Change Active Hours', 'Restart Options', and 'Advanced Options'. These features are new to Windows 10. The 'Active Hours' link opens a new window. You can tell Windows when you normally use the device, so if it needs to restart after an update it will wait and the check to see if you are on it before it restarts. The restart options allows a user to set a custom restart time. This will override any active hours you may have set up.

The custom restart is for after an update has occurred. Make sure your device is plugged in at the scheduled time so your battery doesn't die. You can toggle this on and pick a time.

The 'Advanced Options' link has the

menu for 'Choose how updates are installed'. There are several check boxes here, with the first one being 'Give me updates for other Microsoft products when I update Windows'. The second one is 'Use my sign in info to automatically finish setting up my device after an upgrade'. There is also a link called' Choose how updates are delivered'. This link opens a new window with a toggle saying 'Parts of previously downloaded Windows

updates and apps to PCs on your local network', or 'PCs on the internet', depending on what's selected below. You have two choices: 'Get updates from Microsoft', and 'Get updates from and send updates to either PC on my local network or PCs on my local network, and PCs on the internet'. Windows Defender protects your PC against malware, viruses, and spyware. There is a button called 'Open Windows Defender'. This button opens a new window with a pop up. Windows Defender made some changes that allow

Defender'. This button opens a new window with a pop up. Windows
Defender made some changes that allow you to see the protection status more easily. Protection updates for Windows
Defender now have the option to use
Cloud Protection and Automatic Sample

Submission. To turn this on you have to click 'Turn On', then click 'Close'. Back in the settings/system/updates & security/Windows defender, you will see a few toggles. One is for 'Real-time protection', and this helps find and stop malware from installing or running on your PC. If you toggle this off it will get turned back on automatically. The next toggle is for 'Cloud-based Protection' and this sends info to Microsoft about real time threats. The next toggle is 'Automatic sample submission' and this allows Defender to send samples of suspicious files to Microsoft for Malware detection. The next menu is for 'Exclusions', if you have any files, folders, file types, or processes you

want to exclude from scanning click then add an exclusion button and set them.

The final toggle is called 'Enhanced Notifications' and it allows Defender to send notifications about the health of

your computer. Whether or not if this is on you will receive critical notifications

when they require immediate attention. Windows Defender has an offline option also that can find and remove problematic threats and then restart your computer. The scan takes 15 minutes and can be run by hitting the 'Scan Offline' button.

'Back Up' is the next category and it's a simple menu. By turning this on, you enable your files to be backed up and restored if anything happens to the

original.

'Recovery' is the next category, and it has two menus under it. The first one is 'Reset this PC', and in the event that your PC isn't running well you can reset

it. This means choosing to keep files or removing them, and then it reinstalls Windows. The next menu is 'Advanced Startup' which lets you start your device from a DVD or USB. Here, you can also change the firmware, change the startup settings or restore to a system image. When it's complete it will restart your

PC.
'Activation' is the next category and this just tells you what edition of Windows

10 you are running and whether or not its activated. If your Windows 10 was not

activated or if you wanted to upgrade, there is a link to go to the Microsoft store and a link to change your product key. The next category is 'Find My Device'.

There is a link to

that it will tell you if your device is on, and there is also a button to click if you want to change that status.

The next category is 'For Developers', which naturally, is meant for developers. Generally speaking, unless you're a person who writes code you won't have much use for this category. There are

three bullet buttons here. One is called 'Windows Store Apps', which only installs apps from the windows store.

account.microsoft.com/devices. Under

The next is called 'Sideload Apps', which lets you install apps from other sources that you trust. The last button is 'Developer Mode', which lets install an signed app and use advanced development features. This mode would be necessary if you were installing software still in need of testing'. Under this, there is another toggle for 'Enable Device Portal' which will be greyed out. This exists so that you can turn on remote diagnostics over the local area network. Under this is another toggle that's greyed out called 'Device Discovery', and by default this is on. It makes your device visible to USB connections and your local network. Windows Explorer is the next menu

friendly. By default, all the boxes should be checked, and next to each box will be a link to show settings. If you uncheck anything, you can hit 'Apply' and it will make the changes.

The next category is for 'Remote Desktop', which once again is a series of check boxes with everything being automatically checked. The only thing

these check boxes are meant to make Windows Explorer more developer

of check boxes with everything being automatically checked. The only thing you might consider unchecking is the 'Change settings to allow remote connections to this computer'. The catch here is a lot of tech support is done over remote desktop. If you uncheck it, you will have to know to come back to this menu to recheck it. Remote desktop asks

the user for permission to get access, or makes them provide a user name and password so there is only minimal security risk in leaving this checked.

The last menu in this category is

The last menu in this category is 'PowerShell'. Powershell is used for script writing of computer code. Again, leave these settings be. Unless you're actively testing scripts and running Powershell for coding purposes, it won't be problematic. The last category under 'Update & Security' is 'Windows Insider Program' and this sounds much more mysterious

The last category under 'Update & Security' is 'Windows Insider Program' and this sounds much more mysterious than what it actually is. Every time a software company makes major changes to a software for updates, they need feedback from outside the programmers

group and so they release it to consumers in beta version to test it out. There is a button to push if you want to

be one of those people who basically beta tests Windows improvements and updates. They are not looking for any particular skill, and set merely having a Microsoft account gives you a Windows

Insider account. So if that kind of thing interests you then go ahead and sign up. Microsoft will be happy to have your feedback, and the more diverse of group they get the more well rounded they can make the software.

Conclusion

Thanks again for taking the time to read this book!

You should now have a good understanding of how to use Windows 10, and should be well on your way to using it comfortably for all of your computing needs.

If you enjoyed this book, please take the time to leave me a review on Amazon. I appreciate your honest feedback, and it really helps me to continue producing high quality books.