INTRODUCTION TO WINDOWS OPERATING SYSTEM

In this topic, we are going to learn about the Introduction to Windows. Microsoft Windows is a multitasking operating system developed by Microsoft Corporation which uses Graphical User Interface to interact with the users. Microsoft was originally named "Traf-O-Data" in 1972, was renamed as "Micro-soft" in November 1975, then "Microsoft" on November 26, 1976. Microsoft entered the marketplace in August 1981 by releasing version 1.0 of the operating system Microsoft DOS (MS-DOS), a 16-bit command-line operating system. Bill Gates and Paul Allen founded Microsoft and windows operating system has been its primary product.

In this Introduction to Windows, we will also clear you about the latest OS release of Windows is "Windows 10" which was launched in the year 2015.

In a nutshell, below is how Microsoft windows evolved over time:

- Windows 1.0 – Nov 1985
- Windows 2.0 – Dec 1987
- Windows 3.0 – May 1990
- Windows 95 – Aug 1995
- Windows 98 – June 1998
- Windows ME – Sep 2000
- Windows XP – Oct 2001
- Windows Vista – Nov 2006
- Windows 7 – July 2009
- Windows 8.0 – Oct 2012
- Windows 8.1 – Oct 2013
- Windows 10 – July 2015

ADVANTAGES OF WINDOWS OPERATING SYSTEM: -

1. Backing for all equipment – As windows OS is utilized by 95% of clients so the majority of the equipment merchants make drivers for windows.

2. Convivence- All forms of Microsoft Windows have something regular in it which makes it clients simple to move starting with one form then onto the next. Windows 7 clients have no trouble in moving to Windows 10 in light of the fact that a large portion of the highlights of Windows 10 is equivalent to Windows 7. The UI of windows is additionally simple to use than UNIX and MAC.

3. Programming support –Windows stage is most appropriate for game and programming engineers. Windows have a huge number crowd so designers want to make utilities, games, and programming for windows OS. Linux clients can't make windows applications so it is smarter to utilize windows for creating applications.

4. Fitting and play highlight –Most equipment can be distinguished naturally by attachment and play include. You don't have to physically introduce the equipment however it is prepared to utilize when connected for example webcam, console, mouse, cell phone, and so forth.

5. Work area and contact screen –Windows 10 is made for both touch screen gadgets and PCs. The UI of Windows 10 is made so that it turns out better for a windows gadget.

USING MULTIPLE WINDOWS APPLICATION SIMULTANEOUSLY

If you tend to open certain apps together on your PC, you can save yourself a few clicks by having all your selected apps open with a double-click. We'll show you how to do this in Windows 10.

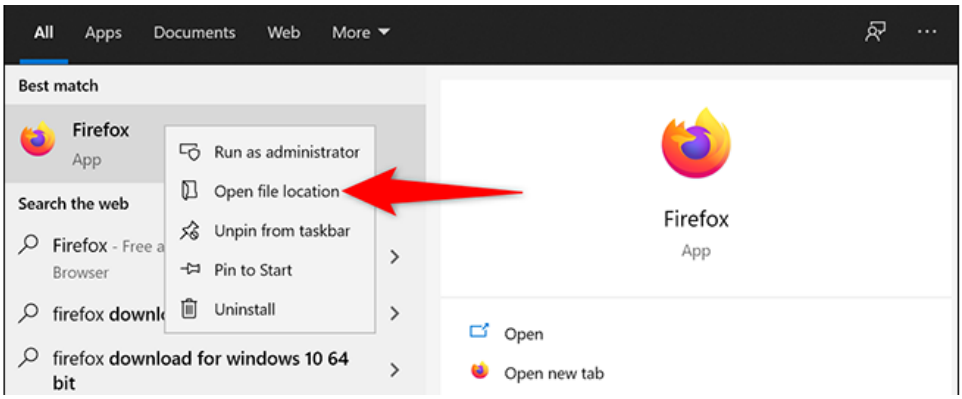
To make multiple apps launch at once, you will make a batch file. This file will contain paths to your apps. When you double-click and run this batch file, it will launch all your apps one by one.

Open Multiple Apps at Once in Windows 10

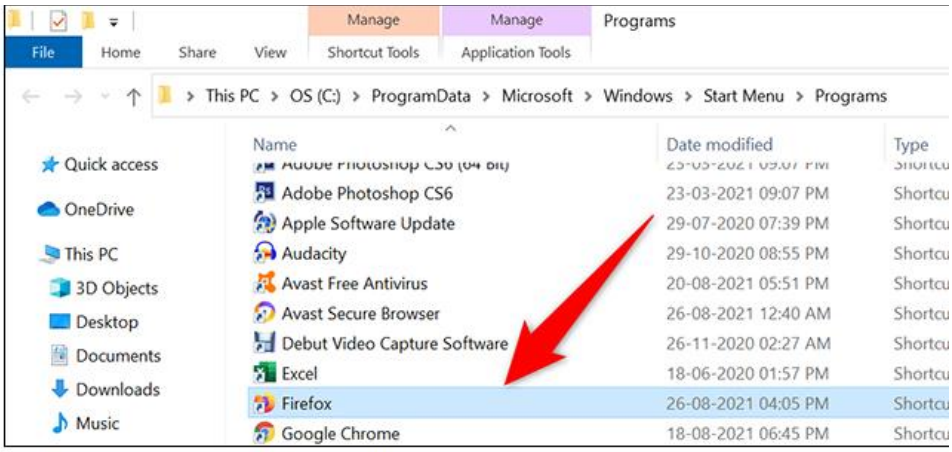
First, you will gather the paths of the apps that you want to open on your PC. Then, based on this, you will make a batch file.

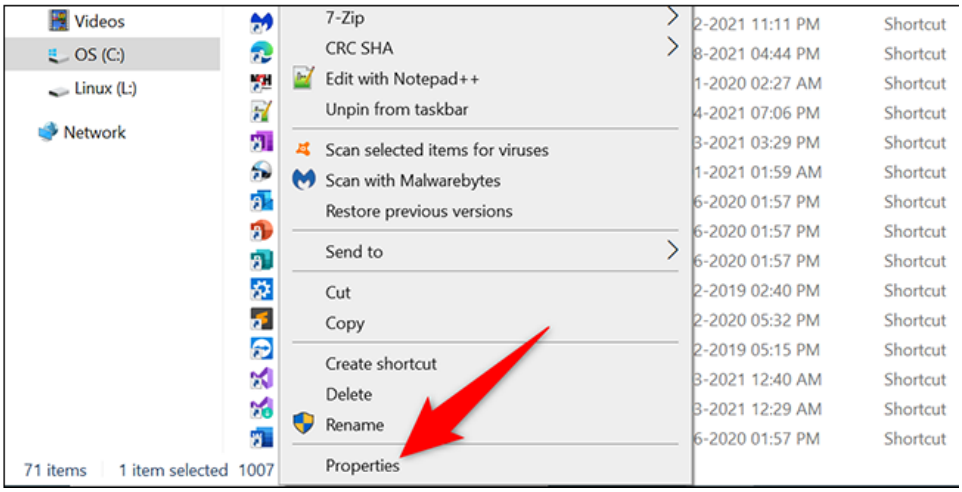
Find the Apps You Want to Open Simultaneously

To find your app paths, open the "Start" menu and search for your app. Right-click your app and select "Open File Location" from the menu.



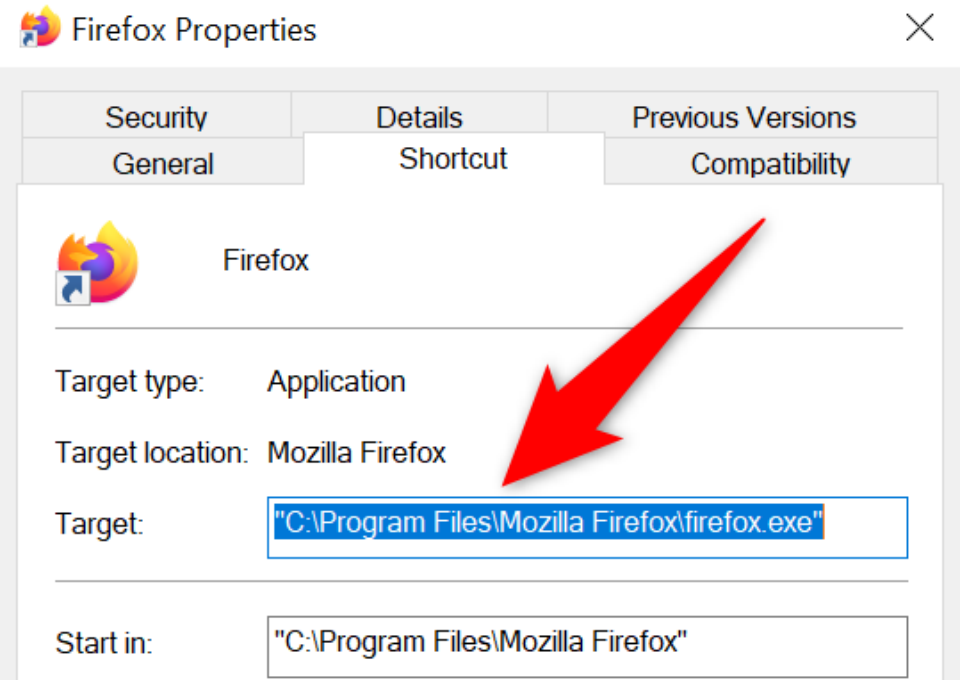
You will see a File Explorer window with your app's icon highlighted on it.





Right-click your app's icon, and from the menu that opens, select "Properties."

In the "Properties" window, click the "Target" field and press Ctrl+A. Then press Ctrl+C to copy the value of this field.



Open a text editor like Notepad and press Ctrl+V to paste your app's path in it.

Repeat the above process for all your apps that you want to launch at once. In the end, you will have all your apps' paths in your Notepad file.

Make a Batch File to Run Multiple Apps at Once
Now, you will make a batch file that opens your selected apps. To do so, open Notepad if you haven't already.

OPERATING WITH WINDOWS: -

Windows is a **graphical operating system** developed by Microsoft. It allows users to view and store files, run the software, play games, watch videos, and provides a way to connect to the internet. It was released for both home computing and professional works.

Microsoft introduced the first version as 1.0

It was released for both home computing and professional functions of Windows on **10 November 1983**. Later, it was released on many versions of Windows as well as the current version, Windows 10.

In 1993, the first business-oriented version of Windows was released, which is known as **Windows NT 3.1**. Then it introduced the next versions, **Windows 3.5**, **4/0**, and **Windows 2000**. When the XP Windows was released by Microsoft in 2001,

the company designed its various versions for a personal and business environment. It was designed based on standard x86 hardware, like **Intel** and **AMD processor**. Accordingly, it can run on different brands of hardware, such as HP, Dell, and Sony computers, including home-built PCs.

Editions of Windows

Microsoft has produced several editions of Windows, starting with Windows XP. These versions have the same core operating system, but some versions included advance features with an additional cost. There are two most common editions of Windows:

- Windows Home
- Windows Professional

Windows Home

Windows Home is basic edition of Windows. It offers all the fundamental functions of Windows, such as browsing the web, connecting to the Internet, playing video games, using office software, watching videos. Furthermore, it is less expensive and comes pre-installed with many new computers.

Windows Professional

Windows Professional is also known as Window Pro or win Pro. It is an enhanced edition of Windows, which is beneficial for power users and small to medium-size businesses. It contains all features of Windows Home as well as the following:

- **Remote Desktop:** Windows Professional editions allow users to create a remote desktop connection. It provides users the option to connect with another computer remotely, including share the control of its mouse, keyboard, and view display. It is mainly accessed with the help of port 3389. Additionally, we can also use the TeamViewer or VNC application to create a remote desktop connection.
- **Trusted Boot:** It provides security as encrypting to the boot loader and protects the computer from **rootkits** (Collection of software tools that allow users to enter another computer through an unauthorized way known as rootkits).
- **Bit locker:** It allows users to encrypt a storage drive by using AES (Advanced Encryption Standard) algorithm. This feature is present in Windows 7, and

Windows Vista (Only ultimate and Enterprise versions), including Windows Server 2008.

Business laptops or computers mainly use the Bit locker feature to protect their data on the computer. As if your computer has been stolen, it is very difficult to break the Bit locker password. It can be unlocked by entering the correct password only. Furthermore, if you forget your Bit locker password, it cannot be retrieved.

- **Windows Sandbox:** A sandbox is located on a computer, network, or an online service enables users to experiment or test computer security without interrupting the system.
- **Hyper-V:** It stands for a hypervisor, and developed by Microsoft Corporation on 26 June 2008. It is also called Windows Server Virtualization. Hyper-V is used for virtualization of x86-64 servers, running virtual machines and third-party software like VirtualBox.
- **Group policy management:** An admin can specify group policies in an organization to manage different Windows users.
- It provides support for the systems that have more than 128 GB of RAM.
- Furthermore, it also offers more Windows update installation options as well as flexible scheduling and postponement around 34 days.

GUI- GRAPHICAL USER INTERFACE

GUI stands for Graphical User Interface. It refers to an interface that allows one to interact with electronic devices like computers and tablets through graphic elements. It uses icons, menus and other graphical representations to display information, as opposed to text-based commands. The graphic elements enable users to give commands to the computer and select functions by using mouse or other input devices. The programs which run under a GUI has a specific set of graphic elements so that after learning a specific interface, a user can use these programs without learning new commands.

Xerox 8010 Information system was the first GUI-centric computer operating model. It was developed at Xerox PARC by Alan Kay, Douglas Engelbart and their associates.

As of 2014, the most popular GUIs are Microsoft Windows and Mac OS X. And, if we talk about mobile devices, the Apple's IOS and Google's Android Interface are the widely used GUIs.

USE OF HELP FEATURES: -

If you use the Windows application, you will eventually come across a time when you need help to solve a problem or learn a feature you do not fully understand. Therefore, when you find yourself in this situation you can go to the help section to find the answer to your question. With the Help menu you can browse by topic to enable you to narrow down your search.

Try the following steps

Step One

Begin by clicking on Start - Help and Support to access the Windows Help and Support section.

Step Two

Use your mouse to click on the Browse Help icon. You will be able to see this as it is located on the upper right-hand corner. You can also select the Table of Contents icon. When you click this icon a vertical list of help topics will appear. The first topic usually is 'Getting started'.

Step Three

Look through the list of topics and select one. When you click on the selected link a list of subtopics will appear. You can identify this by a blue box that appears at the left of the topic. This informs you that extra subtopics are available.

Step Four

Choose a subtopic and click on it. As you are reading through the information related to the subtopic you will find blue links. When you click on these blue links they will lead you to other related topics to the subtopic you originally accessed. As well as the blue links you may notice green links. These green links when clicked on will for example, open up a dialogue box that will assist in you in finishing a certain job.

Step Five

After you have read through a topic you can click close and exit.

If you cannot find an answer from any of the table of contents then you can use the search feature to help you narrow down your search to find what you are looking for. All you do is type in the key word that is related to your query. When you have entered the keyword, the top related searches will appear. Choose the one that is most related to your query. Click on the link and this will take you to articles based on the chosen link.

You will find as you read through the article there will also be links that you can access related information. There is the 'Also list' at the bottom of each topic which provides more related links.

START THE APPLICATION

1. Select the **Start button** and scroll to find the app you want to run at startup.
2. Right-click the app, select **More**, and then select **Open file location**. This opens the location where the shortcut to the app is saved. If there isn't an option for **Open file location**, it means the app can't run at startup.
3. With the file location open, press the **Windows logo key + R**, type **shell: startup**, then select **OK**. This opens the **Startup** folder.
4. Copy and paste the shortcut to the app from the file location to the **Startup** folder.

ESSENTIAL ACCESSORIES OF WINDOWS

INTRODUCTION

Accessories means extra pieces of equipment that are useful but not essential or that can be added to something else as a decoration according to Oxford Dictionary. In the context of Windows, the term Accessories is not much different. Accessories provide you tools that help you in performing some additional works on your Windows. However, Accessories group contains very important tools and mandatory to learn if you want to learn the taste of Windows operating system.

THE CALCULATOR APP

The Calculator app for Windows 10 is a touch-friendly version of the desktop calculator in previous versions of Windows. You can open multiple calculators at the same time in resizable windows on the desktop and switch between Standard, Scientific, Programmer, Date calculation, and Converter modes.

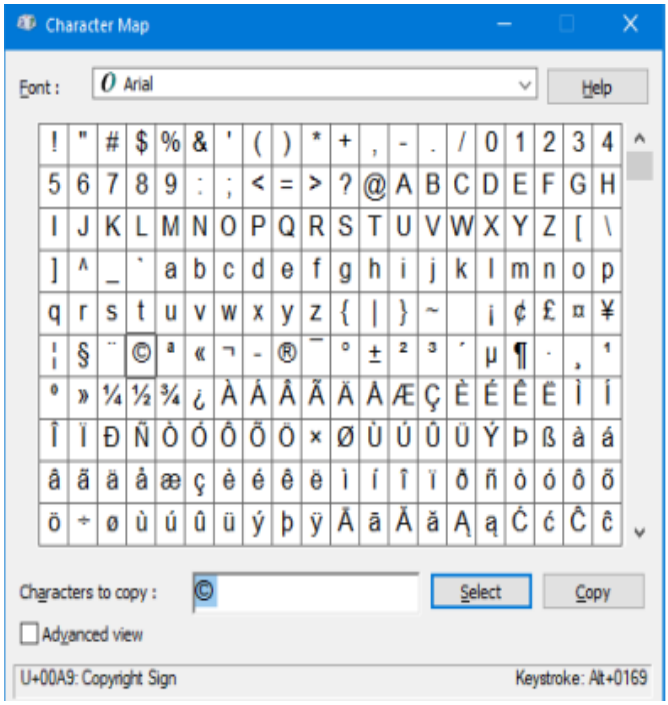
USING THE CALCULATOR □

1. Select the Start button, and then select Calculator in the list of apps

2. Select the Open Navigation button to switch modes. Use Standard mode for basic math, Scientific for advanced calculations, Programmer for binary code, Date calculation for working with dates, and options under Converter for converting units of measurement.

THE CHARACTER MAP

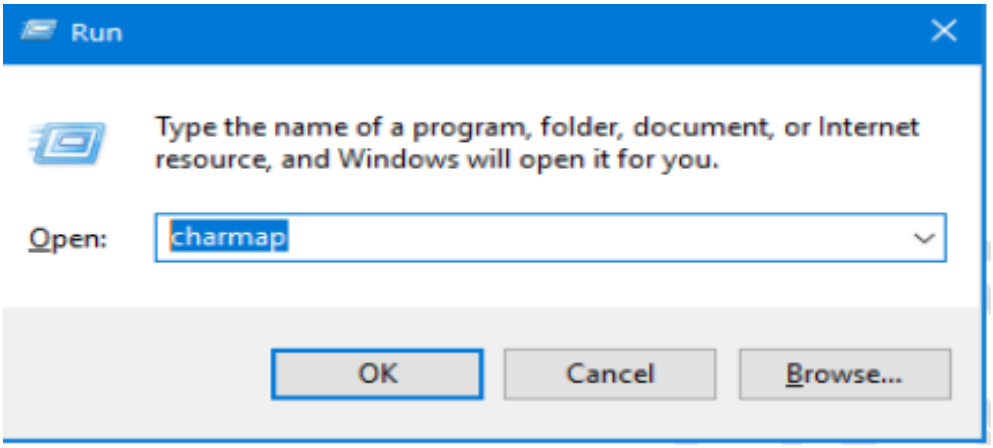
You can use Character Map to copy and paste special characters into your documents, such as the trademark symbol, special mathematical characters, or a character from the character set of another language



OPENING CHARACTER MAP

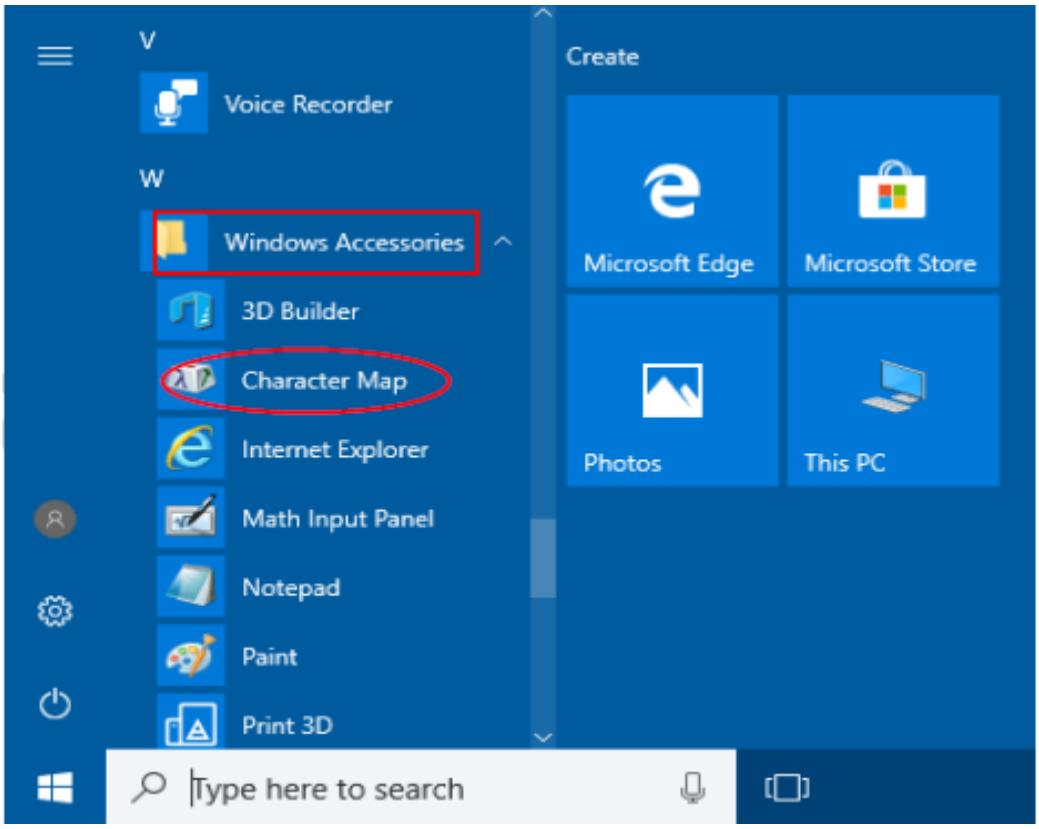
Method 1

1. Open Character Map in Windows 10 via Run Command Press the Windows key + R on your keyboard to open Run command box, type charmap and press Enter.



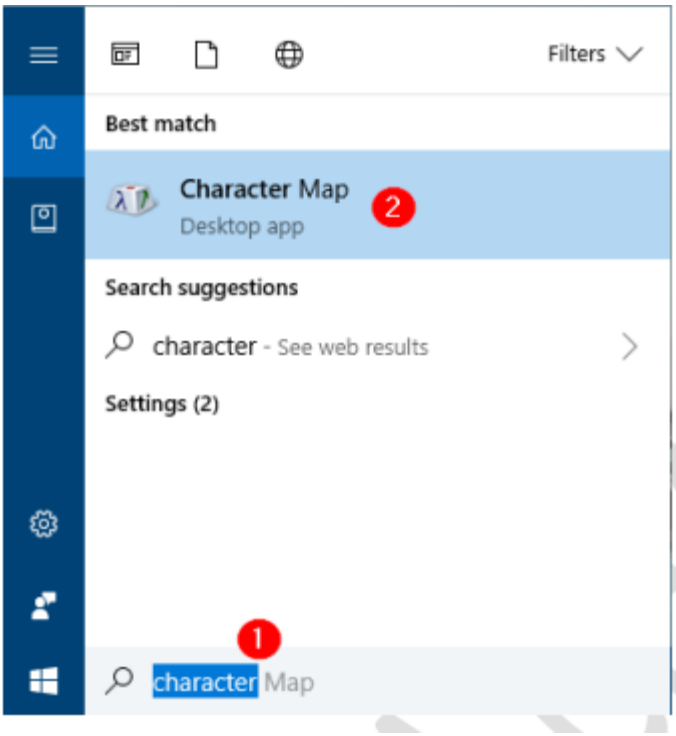
Method 2:

Open Character Map in Windows 10 via Start Menu Click the Start button. When the Start Menu opens, scroll down to the Windows Accessories folder. Expand it and you'll see the Character Map shortcut



Method 3:

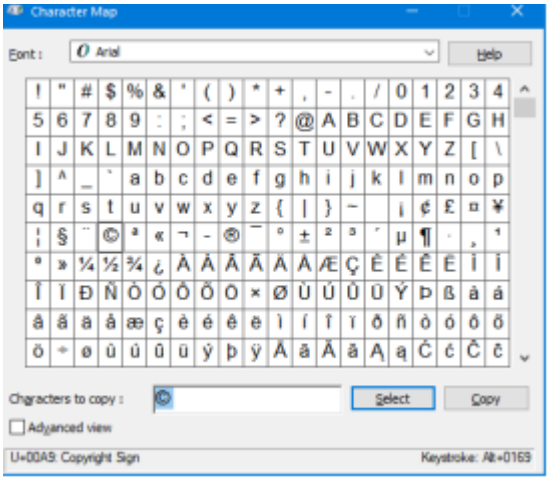
Open Character Map in Windows 10 via Cortana Search Simply type character into the Cortana Search box at the taskbar, then click the Character Map app appeared in the result list.



USING SPECIAL CHARACTERS IN YOUR DOCUMENT

To copy special characters from the Character Map, do this:

1. After that Character Map appears like one as in Diagram. Select the special character you want to copy. You can try your special characters from different font styles by selecting Font: drop down box



2. Click Copy when the special character is selected.

3. Getting back to the document, paste the character where you want it using CTRL+V or EDIT + PASTE option

PRIVATE CHARACTER EDITOR

At times you may not find the character desired in character map. In this case you need Private Character Editor. Private Character Editor lets you design your own character. Using PCE, you can draw special letters, logos, and link them into your font library for repeated use.

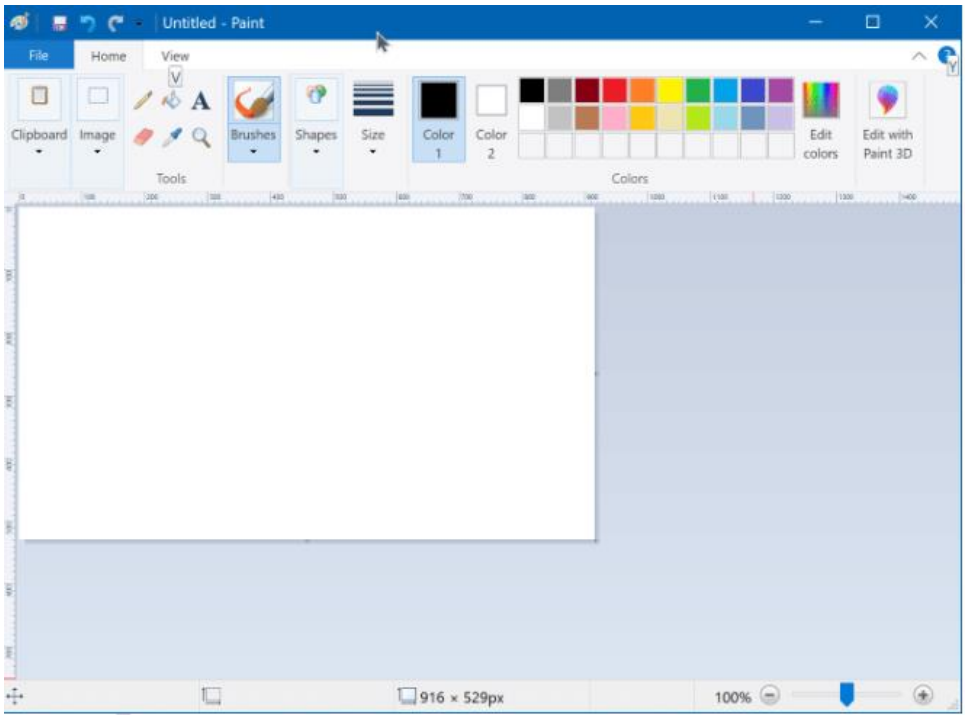
USING PRIVATE CHARACTER EDITOR

To open Private Character Editor, do the followings-

1. Click Start, and then click Run. In the Open box, type eudcedit.
2. After that Private Character Editor opens. The Figure shows how it will look like when opens up

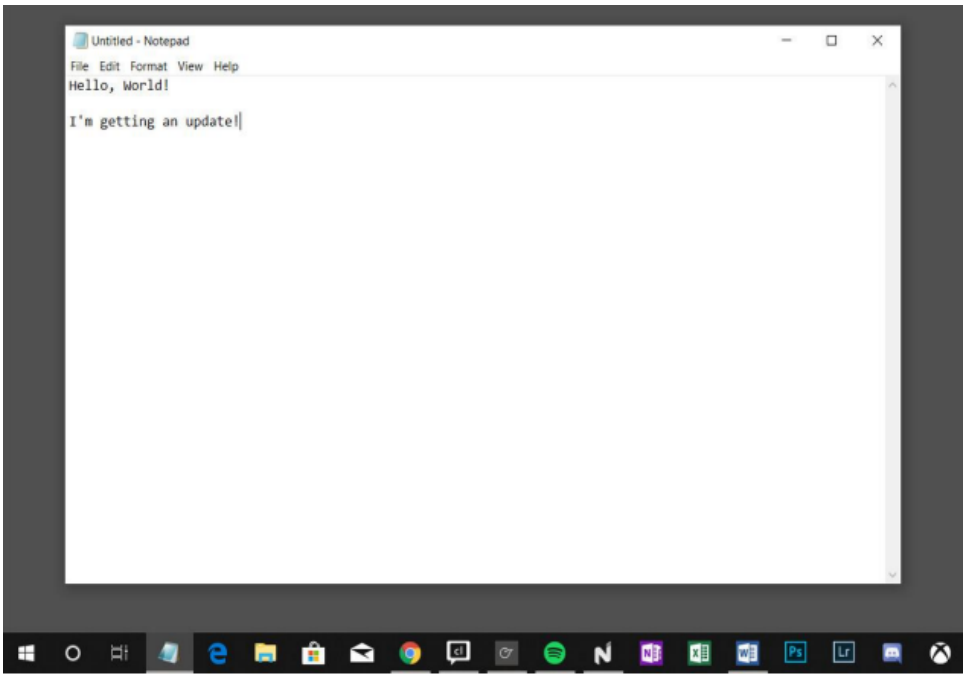
THE PAINT MS Paint

Paint is a free computer program made by Microsoft that allows you to create picture files as well as edit picture files saved on your computer. Microsoft Paint or Paint can also be used for quickly adding text to images. It's not the most advanced graphic/painting software available but it has a cult following among fans around the world. You can open Paint by clicking Start —› All Programs/Programs —› Accessories --› Paint



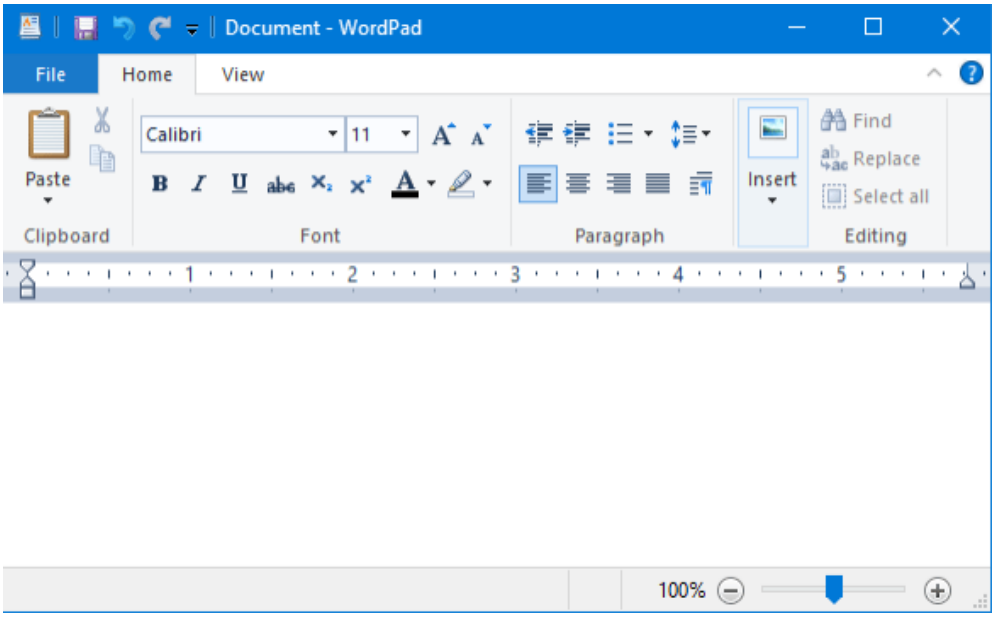
THE NOTEPAD

Notepad is a basic text editor that you can use to create simple documents. The most common use for Notepad is to view or edit text(.txt) files, but many users find Notepad a simple tool for creating Web pages. Because Notepad supports only very basic formatting, you cannot accidentally save special formatting in documents that need to remain pure text. This is especially useful when creating HTML documents for a Web page because special characters or other formatting may not appear in your published Web page or may even cause errors. To start Notepad, Click Start, point to All Programs/Programs, point to Accessories and select Notepad



THE WORDPAD

With WordPad, you can create and edit simple text documents or documents with complex formatting and graphics. You can link or embed information from other documents into a WordPad document. To start WordPad, Click Start, point to All Programs/Programs, point to Accessories and select WordPad



THE INTERNET EXPLORER

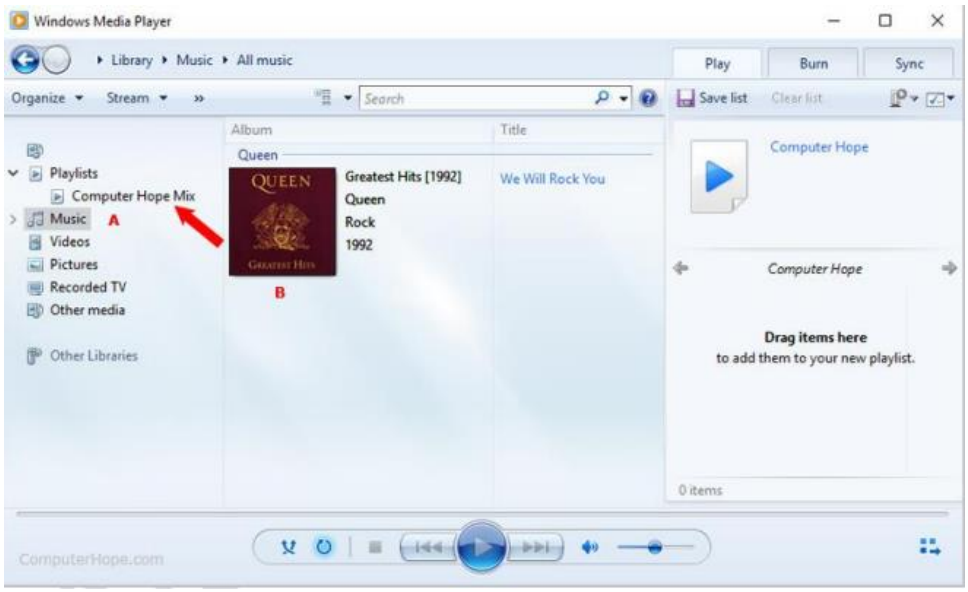
Internet Explorer is a browser that comes with Microsoft Windows as one of its most mandatory tools. With Internet Explorer and an Internet connection, you can search for and view information on the World Wide Web. You can type the address of the Web page you want to visit into the address bar, or click an address from your list of Favorites. Internet Explorer also lets you search the Internet for people, businesses, and information about subjects that interest you To open Internet Explorer, do the following Double-click the Internet Explorer icon on the desktop. Alternatively, click Start, point to All Programs/Programs and select Internet Explorer

THE WINDOWS MEDIA PLAYER

You can play many types of audio and video files by using Windows Media Player. You can also play and make copies of your CDs, play DVDs (if you have DVD player), listen to Internet radio stations, play clips from a movie, or view a music video on a Web site.

OPENING WINDOWS MEDIA PLAYER

1. To open Windows Media Player, do the following — Click Start, point to All Programs/Programs, point to Accessories, point to Entertainment, and then click Windows Media Player

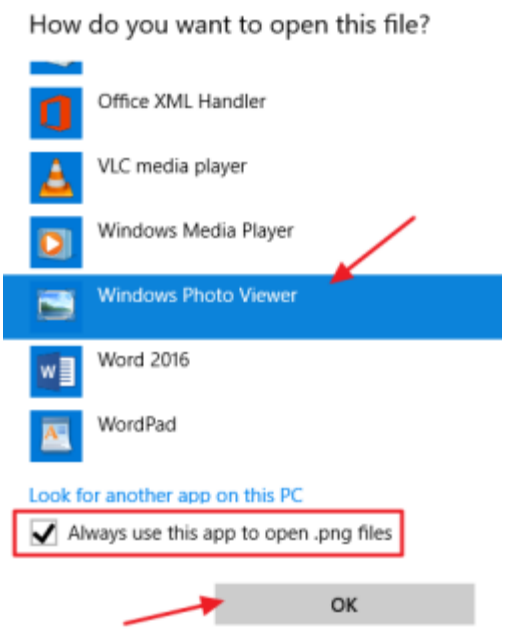


THE CONTROL PANEL

Control Panel is full of specialized tools that are used to change the way Windows looks and behaves. Some of these tools help you adjust settings that make your computer more fun to use. For example, you can use Mouse to replace standard mouse pointers with animated icons that move on your screen, or use Sounds and Audio Devices to replace standard system sounds with sounds you choose. There are other tools that help you set up Windows so that your computer is easier to use. For example, if you are left-handed, you can use Mouse to switch the mouse buttons so that the button on the right performs the primary functions of selecting and dragging.

THE WINDOWS PICTURE

The Windows Picture lets you view, rotate, and perform basic tasks with image documents, without opening an image editing program. You can transfer pictures to your computer from a digital camera or scanner, and you can view images as thumbnails. You can also view your pictures in a slideshow



CREATING SHORTCUTS

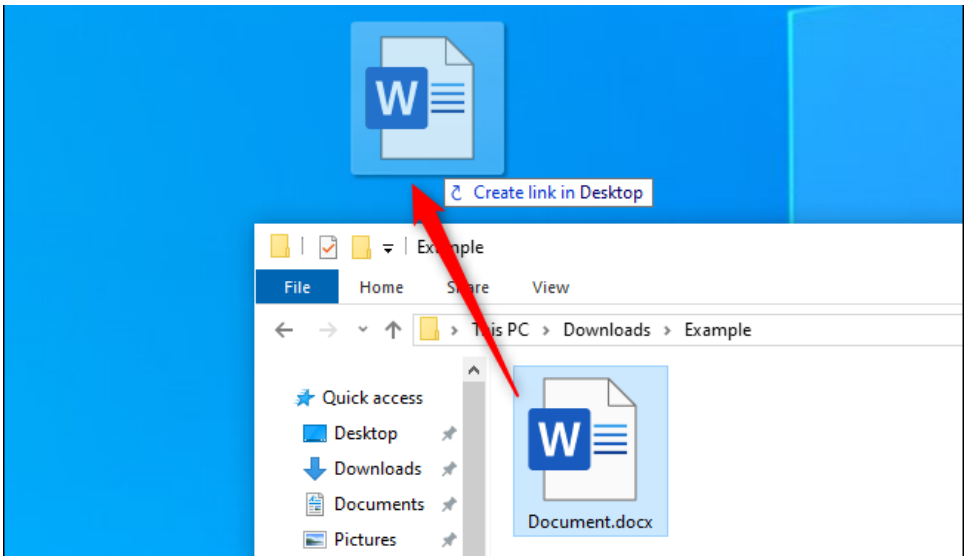
To do this the easy way, open Windows 10's Start menu. Look for the application you want to use by scrolling through the Apps list at the left side of the menu. If it's in the tiles list at the right side of the menu, you can also drag it from there.

Once you've found it, drag and drop the application's shortcut from your Start menu to your desktop. You'll see the word "Link" appear when you're hovering over the desktop. Release the mouse button to create a link to the program, also known as a desktop shortcut.

Note that you can't search for the application by name in the Start menu. Windows 10 won't let you drag and drop anything from the search results. It should, but it doesn't.

How to Create a Shortcut to a File or Folder

To create a desktop shortcut to a file, first, locate the file somewhere in File Explorer. Hold down the Alt key on your keyboard and then drag and drop the file or folder to your desktop. The words "Create Link in Desktop" will appear. Release the mouse button to create the link.



Holding down Alt is necessary. If you don't hold down Alt, Windows will show the words "Move to Desktop," and it will move the folder or file to your desktop rather than simply creating a link.

How to Create a Shortcut to a Website

In Google Chrome or Mozilla Firefox, you can quickly create desktop shortcuts to websites. With a web page open, drag and drop the icon to the left of the address bar—it's generally a padlock or an "i" in a circle—to the desktop.

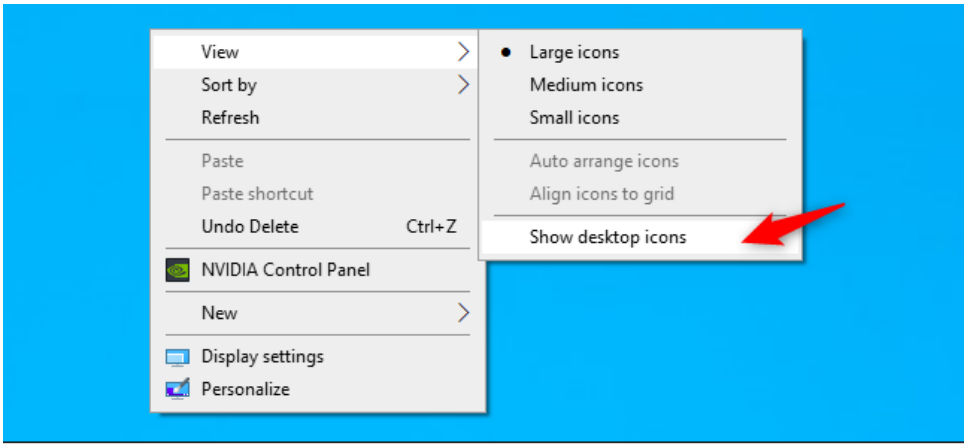
This doesn’t work in Microsoft Edge for some reason. Edge won’t let you directly create desktop shortcuts. However, you can create them in Chrome or Firefox, and they’ll automatically open in your default web browser—even if that’s Microsoft Edge.

Working With Your Shortcuts

Whatever type of shortcut you create, you can right-click it afterward, select “Rename,” and change the name to whatever you like.

You can use all the above methods to create shortcuts in other folders, too. Want to create a shortcut to a website or application in your Downloads folder? Go right ahead! Just drag and drop it to your desired location instead of the desktop.

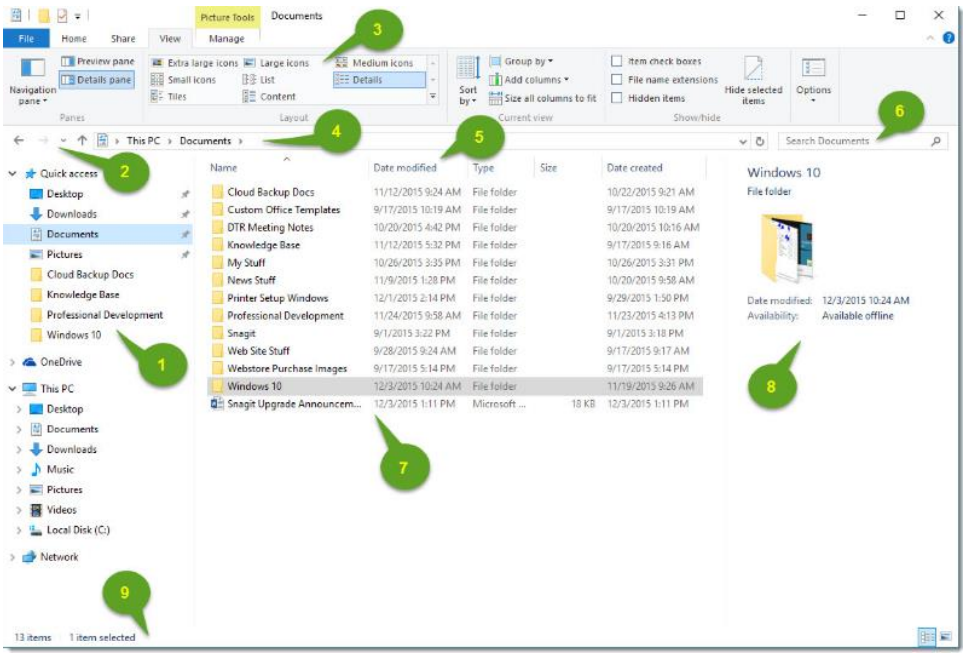
If you don’t see any shortcuts on your desktop, they may be hidden. Right-click the desktop and select View > Show Desktop Icons to unhide them.



You can also choose the size of your desktop icons from here—large, medium, or small. For more size options, position your mouse cursor over the desktop, hold down the Ctrl key, and scroll up and down with your mouse wheel.

WINDOWS EXPLORER

The Parts of File Explorer



File Explorer Parts Description

Navigation pane	From the Navigation pane, you can view your computer's file and folder structure and access files and folders. In the Navigation pane is the **Quick access** area; from the **Quick access** area, you can quickly and easily navigate to folders you use regularly. To add ("pin") a folder to the **Quick access** area, right-click on the folder name and then select **Pin to Quick access** from the drop-down menu.	
2	Forward and Back buttons	Enables you to go to folders you've already

		opened. If you go to a different folder, you can choose the **Back** button to **return to the last folder you accessed**.
3	Ribbon	Enables you to perform layout, formatting, and sharing tasks, as well as how **File Explorer** displays your files and folders. Tasks available to you might differ depending on what folder you select (e.g., **Documents** vs **Pictures**). To display the Ribbon, click on one of the menu items at the top of File Explorer, or click on the **Expand the Ribbon** button (down-pointing arrow) located at the top right-hand side of File Explorer.
4	Address bar	Enables you to go to a different folder in the same Explorer window. (For more information, see **Navigating the Address Bar**.)
5	Column headings	Titles of each of the columns displayed in the file and folder list. You can choose which columns you want to display by **adding a column heading** or

		removing a column heading, as well as **changing the order in which those columns are displayed**. Click on a column heading to sort your files and folders by that column (e.g., date modified).
6	Search box	Allows you to search for subfolders, documents, images, programs, Web pages, and bookmarks in the current folder.
7	File and folder listing	Shows you the files and folders in the current folder (the folder you selected in the Navigation pane).
8	Preview/Details pane	Enables you to quickly preview an item, such as a photo, without having to open that item. To open the Preview pane (it isn't open by default), click on the **View** menu at the top of File Explorer, then click on the **Preview pane** button located at the left-hand side of the Ribbon in the **Navigation pane** area.
9	Status bar	Displays information about a selected folder and its contents, such as the total number of items in the folder, the number

		of items selected and total file size. Contains buttons that enable you to quickly switch between thumbnail and detail views for the items displayed in the current folder.

CONTROL PANEL

Where is Control Panel?
You can use Control Panel to change settings for Windows. These settings control nearly everything about how Windows looks and works, and you can use them to set up Windows so that it's just right for you

Open Control Panel

For Windows 10	In the search box on the taskbar, type **control panel**, and then select **Control Panel**.

Find Control Panel items
When you're in Control Panel:

- **Use search.** To find a setting you're interested in or a task you want to perform, type a word or phrase in the search box. For example, type "sound" to find specific settings for your sound card, system sounds, and the volume icon on the taskbar.
- **Browse**. You can explore Control Panel by selecting different categories (for example, System and Security, Programs, or Ease of Access), and viewing common tasks listed under each category. Or, under View by, click either large icons or small icons to view a list of all Control Panel items.

MY COMPUTER

My Computer is a Microsoft Windows feature first found in Windows 95 and

included with all later versions that lets you explore and manage the contents of your computer drives. The image shows examples of the My Computer icon in Microsoft Windows XP, Vista and Windows 7, and the "**This PC**" icon in Windows 8 and in Windows 10. Although the name has changed, "This PC" still has the same functionality as "My Computer."

How to open My Computer

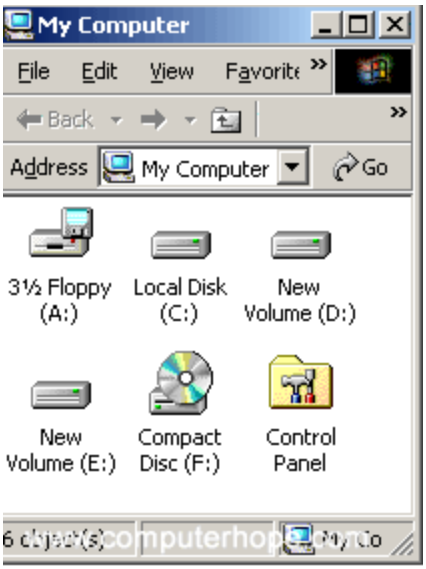
In all Windows versions, you can use the keyboard to open My Computer without using the mouse. Pressing the shortcut keys Windows key+E opens My Computer (Explorer). Your computer's drives and any installed devices are listed under the "This PC" section on the left.

Or

1. Get to the Windows desktop and open Start menu, or navigate to the Start Screen if you are using Windows 8.
2. In earlier versions of Windows, after clicking Start, select My Computer. Or, on the desktop, double-click the My Computer icon. In Windows Vista and Windows 7, select Computer from the Start menu. In Windows 8 and Windows 10, select This PC from the Window's File Explorer.

- Missing My Computer, My Network Places, or My Documents icon.

The following images show examples of the My Computer option in both new and old versions of Windows.

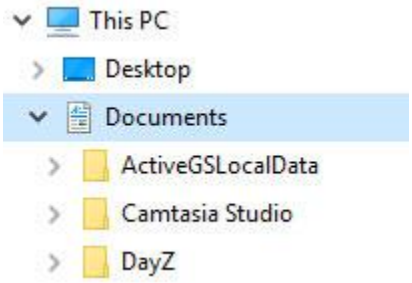


Windows XP

MY DOCUMENTS

With each version of Windows, Microsoft has changed how documents are accessed on a computer. Unfortunately, this can make it difficult for a computer user to know how and where to access their files. On this page, we show you the different ways My Documents or Documents can be accessed in all versions of Windows.

Opening Documents in Windows 10 and Windows 11



Showing Documents through Windows Explorer

1. Open Windows Explorer.
2. Double-click the **This PC** icon.
3. Click the **Documents** folder.

Viewing Documents through the Start menu

By default, the *Documents* option is hidden in the Windows 10 and Windows 11 Start menu. However, you can re-enable this feature if you want to have another method of accessing your Documents.

- How to show the Documents in the Windows Start menu.

Browsing to the Documents folder in Windows Explorer

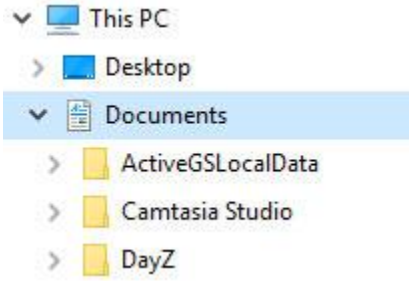
1. Open Windows Explorer
2. Under **This PC**, click the **C: drive**
3. In the C: drive, double-click the **Users** folder.
4. Double-click the **<name>** folder, where **<name>** is the name of your user account. For example, if your account name is **Nathan**, click **Nathan**.
5. Double-click the **Documents** folder.

Showing Documents on the desktop

In earlier versions of Microsoft Windows, the *My Documents* folder was on the desktop, by default. However, Windows 10 and Windows 11 disables this feature. If you want this folder on the desktop, see: Missing My Computer, My Network Places, or My Documents icon.

Once *Documents* is visible on the desktop, double-clicking this folder lets you access your saved documents on the computer.

Opening Documents in Windows 8



Showing Documents through Windows Explorer

1. Open Windows Explorer
2. Double-click the **This PC** icon.
3. Double-click the **Documents** folder.

Browsing to the Documents folder in Windows Explorer

1. Open Windows Explorer.
2. Under **This PC** double-click the **C: drive**.
3. In the C: drive, double-click the **Users** folder.
4. Double-click the **<name>**, where **<name>** is the name of your user account. For example, if your login name is **Nathan**, click **Nathan**.
5. Double-click the **Documents** folder.

Showing Documents on the desktop

In early versions of Microsoft Windows, the *My Documents* folder was on the desktop by default. However, Windows 8 has the start screen and has disabled this feature by default. If you want this folder on the desktop, see: Missing My Computer, My Network Places, or My Documents icon.

Once *Documents* is visible on the desktop, double-clicking this folder lets you access your saved documents on your computer.

Opening Documents in Windows 7

Showing Documents through Windows Explorer

1.Open Windows Explorer.

2. Double-click the **Libraries folder**

3. Double-click the **Documents** folder.

4. Double-click the **My Documents** folder.

Viewing Documents through the Start menu

1.Click **Start** in the lower-left corner of the screen.

2. Click *Documents* on the right side of the Start menu that pops up.

Browsing to the Documents folder in Windows Explorer

1.Open Windows Explorer.

2. Under **Computer** double-click the **C: drive**.

3. In the C: drive, double-click the **Users** folder.

4. Double-click the **<name>**, where **<name>** is the name of your user account. For example, if your login name is **Nathan**, click **Nathan**.

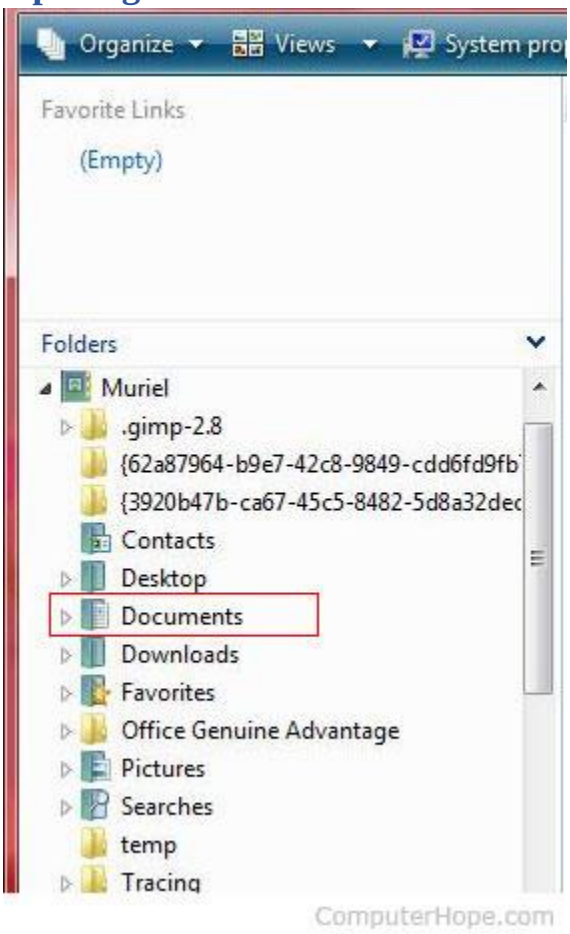
4.Double-click the **My Documents** folder.

Showing Documents on the desktop

In early versions of Microsoft Windows, the *My Documents* folder was on the desktop by default. However, Windows 7 disables this feature by default. If you want this folder on the desktop, see: Missing My Computer, My Network Places, or My Documents icon.

Once *Documents* is visible on the desktop, double-clicking this folder lets you access your saved documents on your computer.

Opening Documents in Windows Vista



Showing Documents through Windows Explorer

1. Open Windows Explorer.
2. Double-click the **<name>**, where **<name>** is the name of your user account. For example, if your login name is **Muriel**, click **Muriel**.
3. Double-click **Documents**, as shown in the picture.

Viewing Documents through the Start menu

1. Click **Start** in the lower-left corner of the screen.

2. Click **Documents** on the right side of the Start menu that pops up.

Browsing to the Documents folder in Windows Explorer

1. Open Windows Explorer.
2. Under **Computer** double-click the **C: drive**.
3. In the C: drive, double-click the **Users** folder.
4. Double-click the **<name>**, where **<name>** is the name of your user account. For example, if your login name is **Nathan**, click **Nathan**.
5. Double-click the **Documents** folder.

Showing Documents on the desktop

In early versions of Microsoft Windows, the *My Documents* folder could was on the desktop by default. However, Windows Vista disables this feature by default. If you want this folder on the desktop, see: Missing My Computer, My Network Places, or My Documents icon.

Once *Documents* is visible on the desktop, double-clicking this folder lets you access your saved documents on your computer.

Opening My Documents in Windows XP

Browsing to the Documents folder in Windows Explorer

1. Open My Computer.
2. Double-click the C: drive.
3. In the C: drive, double-click the **Documents and Settings** folder.
4. In *Documents and Settings*, double-click the folder for the users My Documents you want to see. Using the same example as above, if your login is "John" you'd click the "John" folder.
5. In your user's name folder open the *My Documents* folder.

Viewing Documents through the Start menu

1. Click **Start** in the lower-left corner of the screen.
2. Click *Documents* on the right side of the menu that pops up.

Showing My Documents on the desktop

By default, the *My Documents* folder is on the Windows XP desktop. However, this folder can be disabled or hidden. To hide and show the *My Documents* folder on the desktop, see: Missing My Computer, My Network Places, or My Documents icon.

Once *Documents* is visible on the desktop, double-clicking that folder lets you access your saved documents on the computer.

RECYCLE BIN

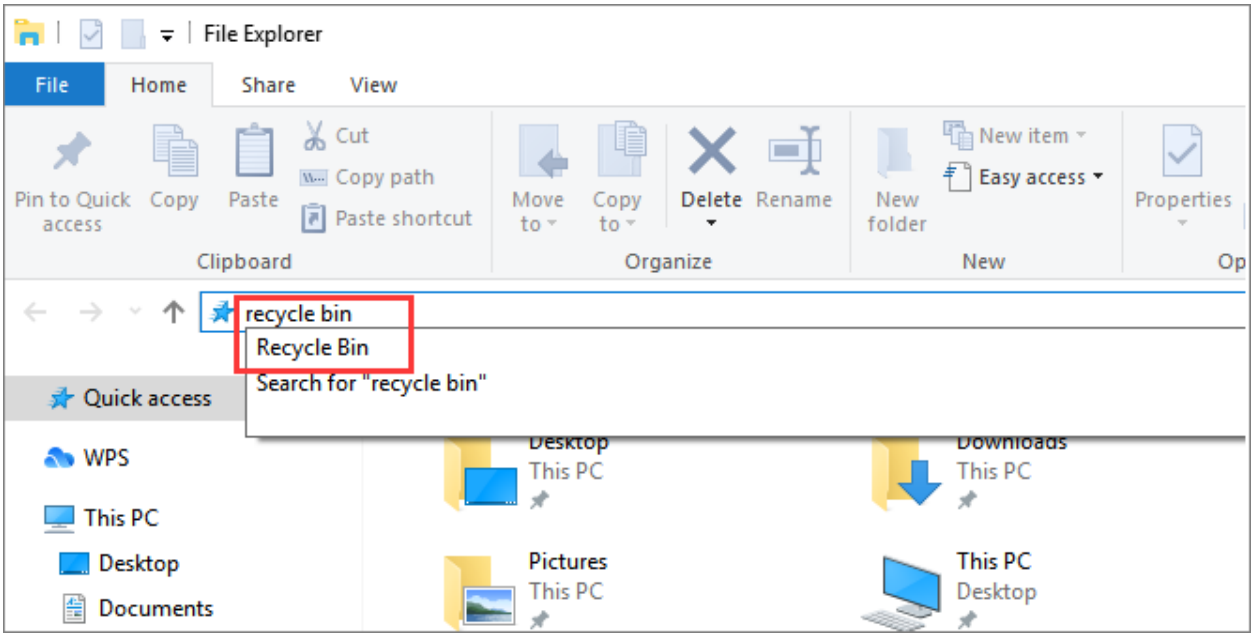
Windows Recycle Bin is one of the system folders in the Microsoft Windows operating system. It is mainly used to store files or folders temporarily deleted by users. The files stored in the Recycle Bin can be restored.

To restore files from Recycle Bin, you first need to know **where is the Recycle Bin in Windows 10**. Windows 10 Recycle is in the upper-left corner of your Desktop by default. You can find and double-click to open it easily.

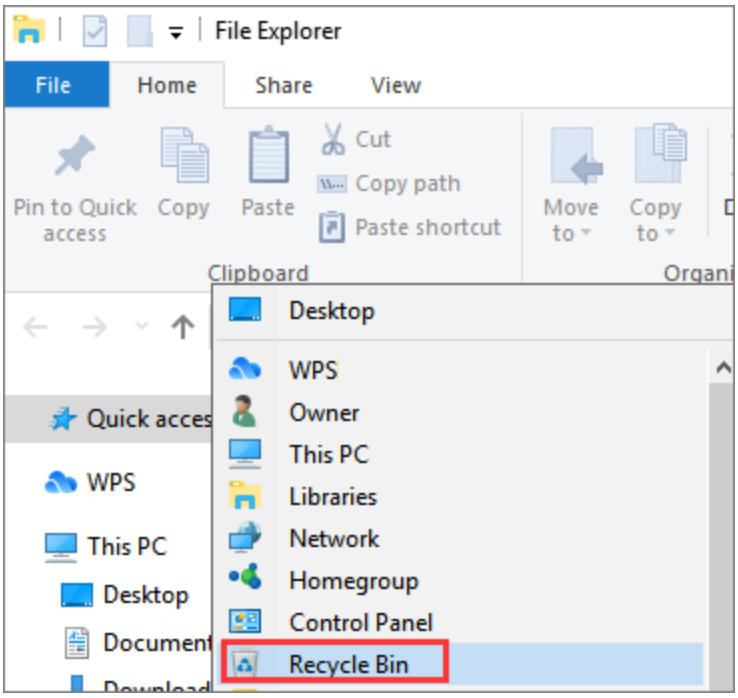
However, sometimes, the Recycle Bin icon is not showing up on your Desktop, then, how to find and open Recycle Bin in this case? This tutorial solves the problem "Where is the Recycle Bin in Windows 10?", showing you a few ways to reach the Windows 10 Recycle Bin location.

What's more, at the end of this page, we recommend advanced data recovery software to help you recover the data deleted from the Recycle Bin effortlessly.

Where Is the Recycle Bin in Windows 10/11 File Explorer
Press **Win + E** keys to open File Explorer. Type and search **recycle bin** in the address bar. Press Enter to open Recycle Bin directly.



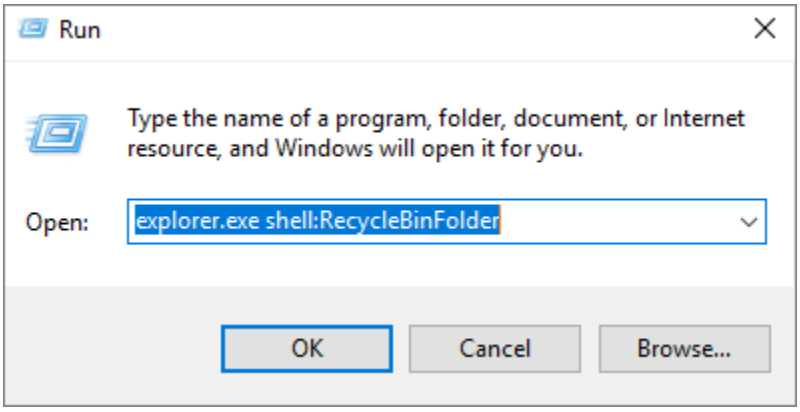
Another way is to find Recycle Bin in File Explorer is to click the > icon in the address bar. In the drop-down menu, choose "Recycle Bin".



Open Recycle Bin from Run Command

Step 1. Press Win +R keys to open the Run box.

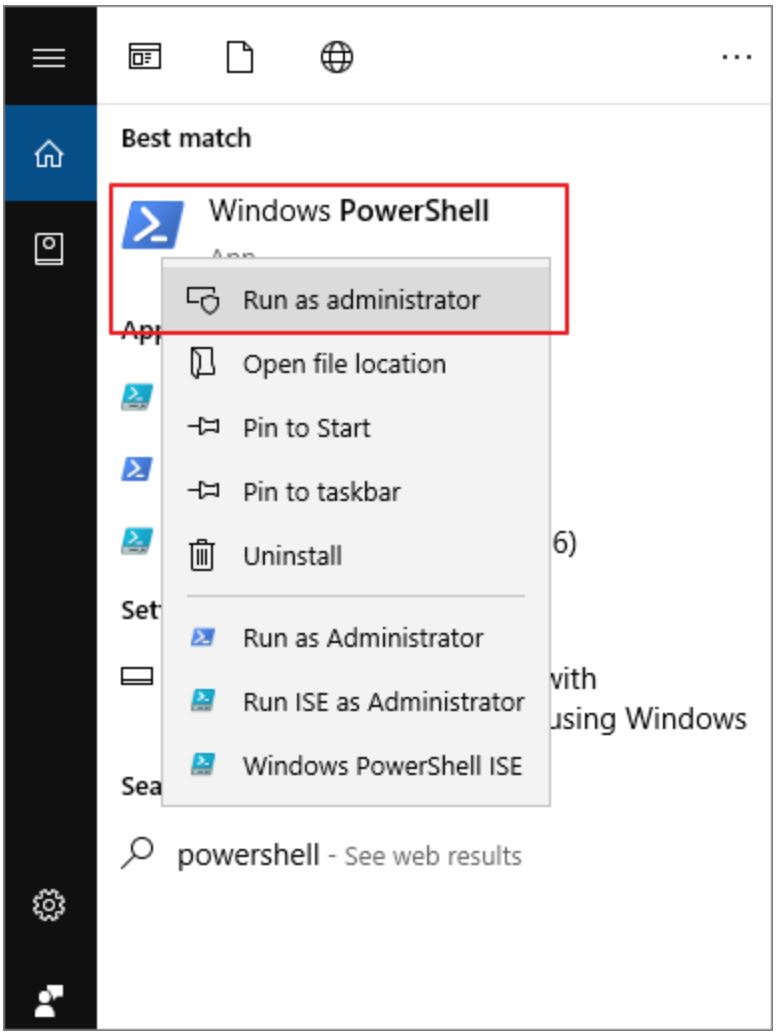
Step 2. Type **explorer.exe shell:RecycleBinFolder** and click "OK". Then, the Recycle Bin will pop up.



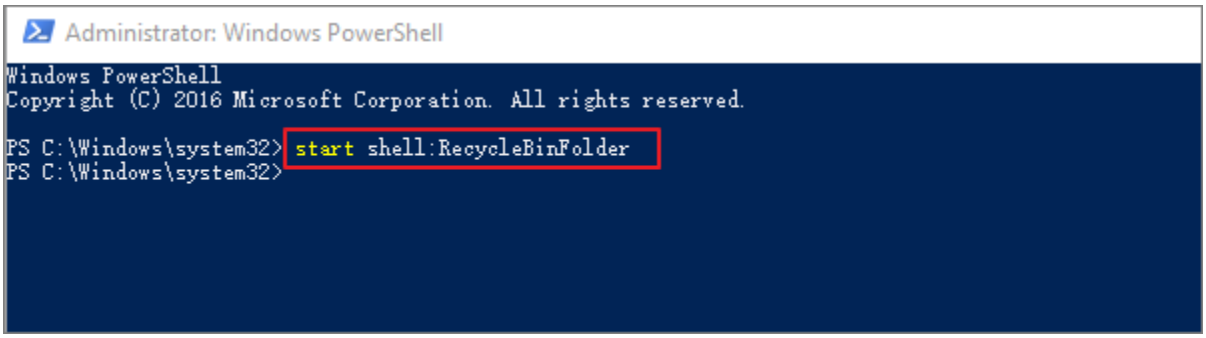
Open Recycle Bin from Using PowerShell

Step 1. Click the Search button, and type **PowerShell**.

Step 2. Right-click Windows PowerShell from search results, and choose "Run as administrator".



Step 3. Type **shell:RecycleBinFolder** and press Enter. Then, the Recycle Bin will open.

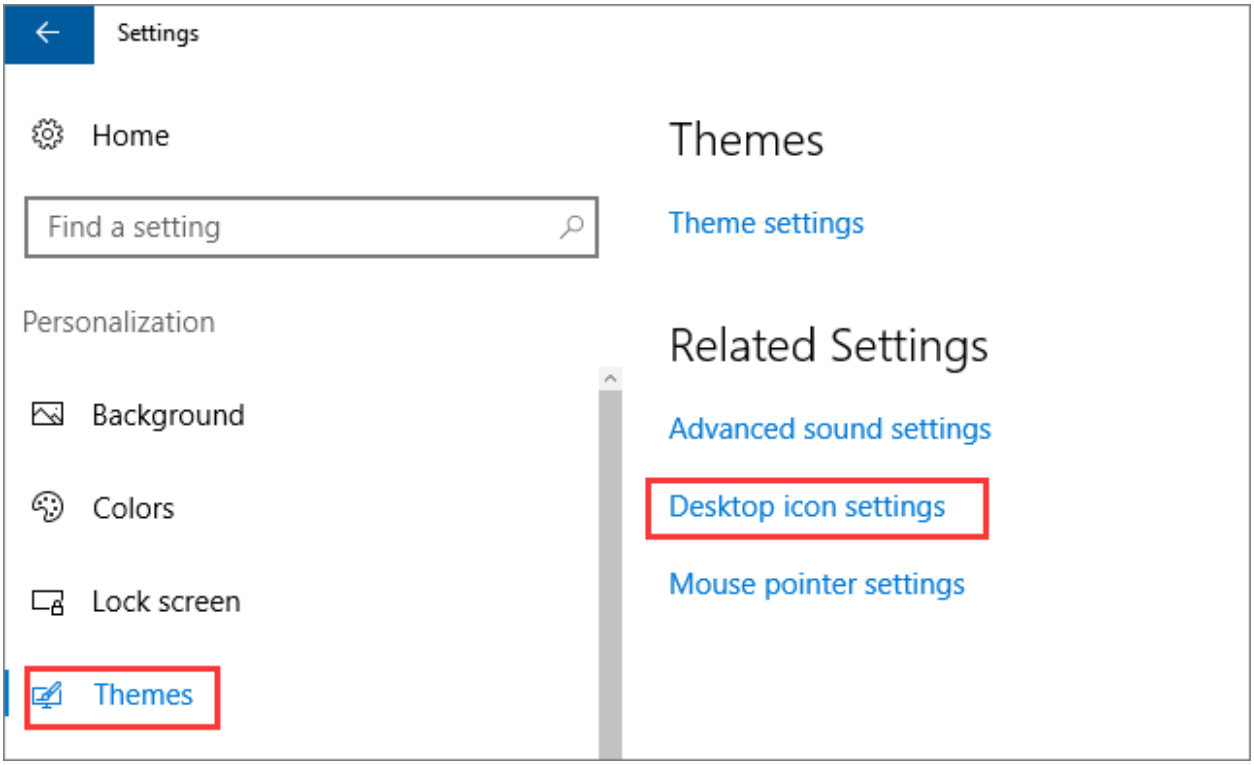


How to Find Recycle Bin in Windows 10/11 via Settings

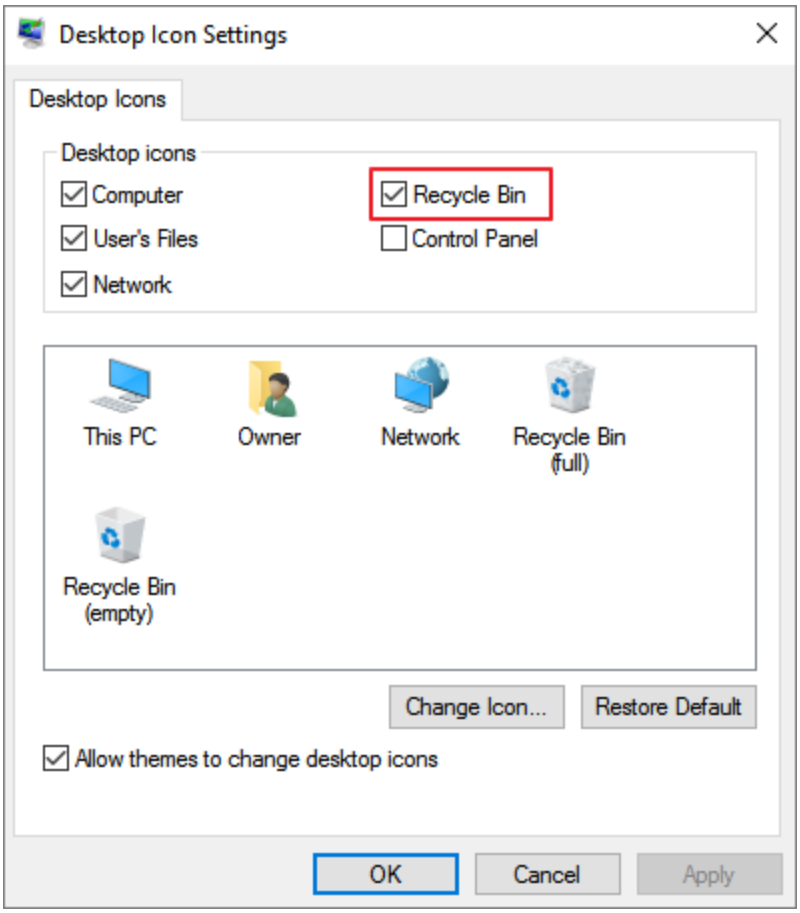
If there is no Recycle Bin icon on your desktop, follow the ways to get to desktop icon settings in Windows 10.

Step 1. Select the Start button. Then, click "Settings" > "Personalization".

Step 2. Click "Themes > Desktop icon settings".



Step 3. Check "Recycle Bin", then select "Apply > OK". Then, you should see the Recycle Bin icon displayed on your desktop.



To show Recycle Bin icon on the desktop in Windows 7, select the Start button, type desktop icons in the search box, and then select Show or hide common icons on the desktop.

How to Empty Recycle Bin in Windows 10/11

Recycle Bin keeps the all files you deleted. If you don't clean it up in time, as time goes by, it will accumulate a lot of files and take up much space. Learn multiple how to empty Recycle Bin in Windows 10 effectively.

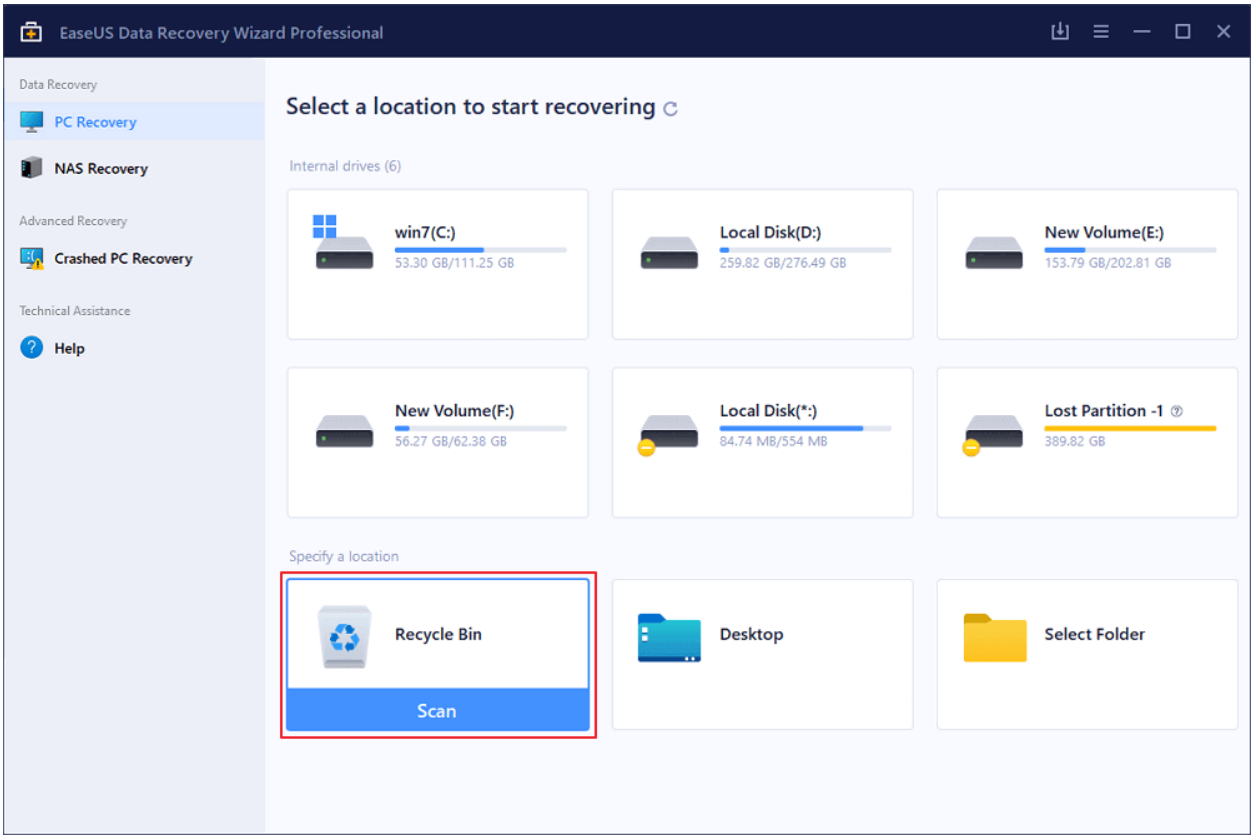
- Empty Recycle Bin on desktop
- Clean Recycle Bin in its Manage menu
- Empty Recycle Bin in settings
- Clean Recycle Bin in CMD or on a schedule

Bonus Tip: How to Recover Files from Emptied Recycle bin Windows 10

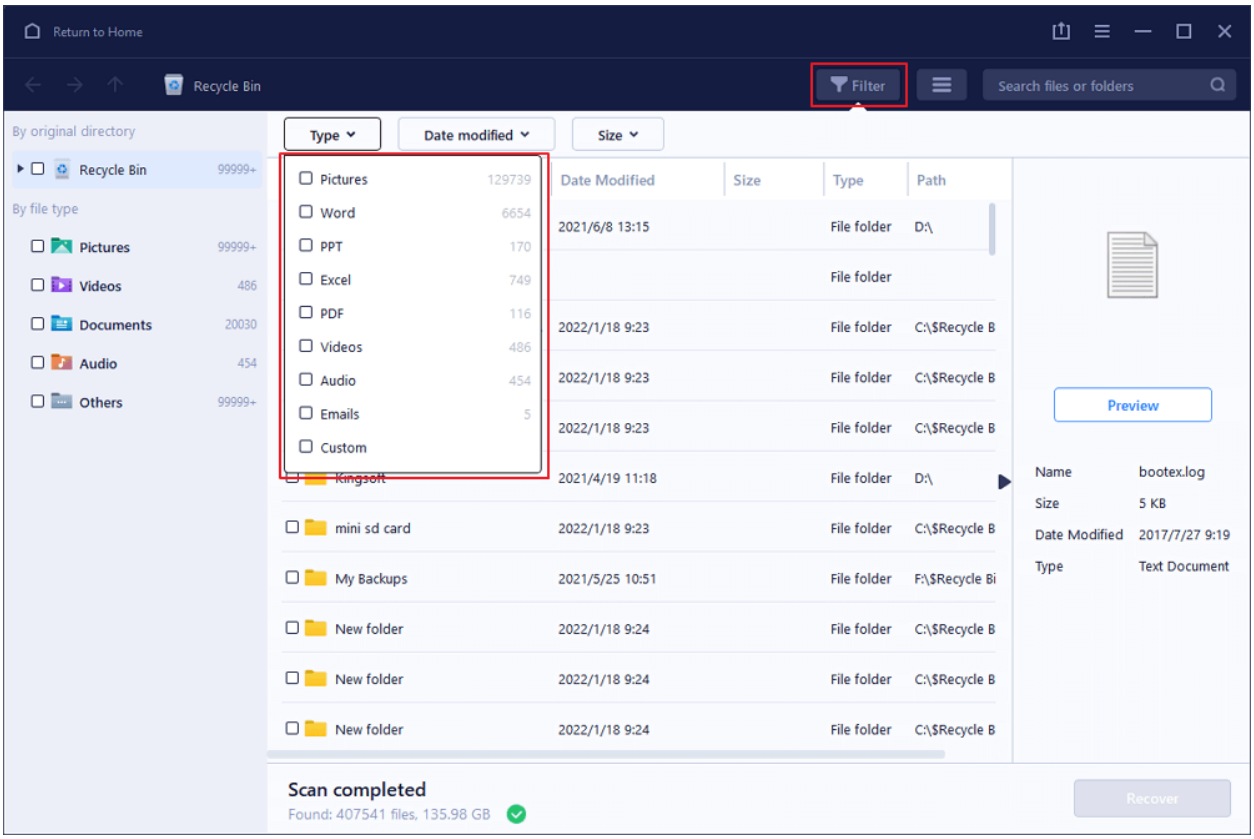
If you lose important files by pressing the Delete or Shift+Delete keys, or emptying Recycle Bin, how to recover lost data efficiently?

Use EaseUS Data Recovery Wizard, a world-famous file recovery tool, to restore deleted or lost files from emptied Recycle Bin, HDD, SSD, USB flash drive, external hard drive, SD card, camera

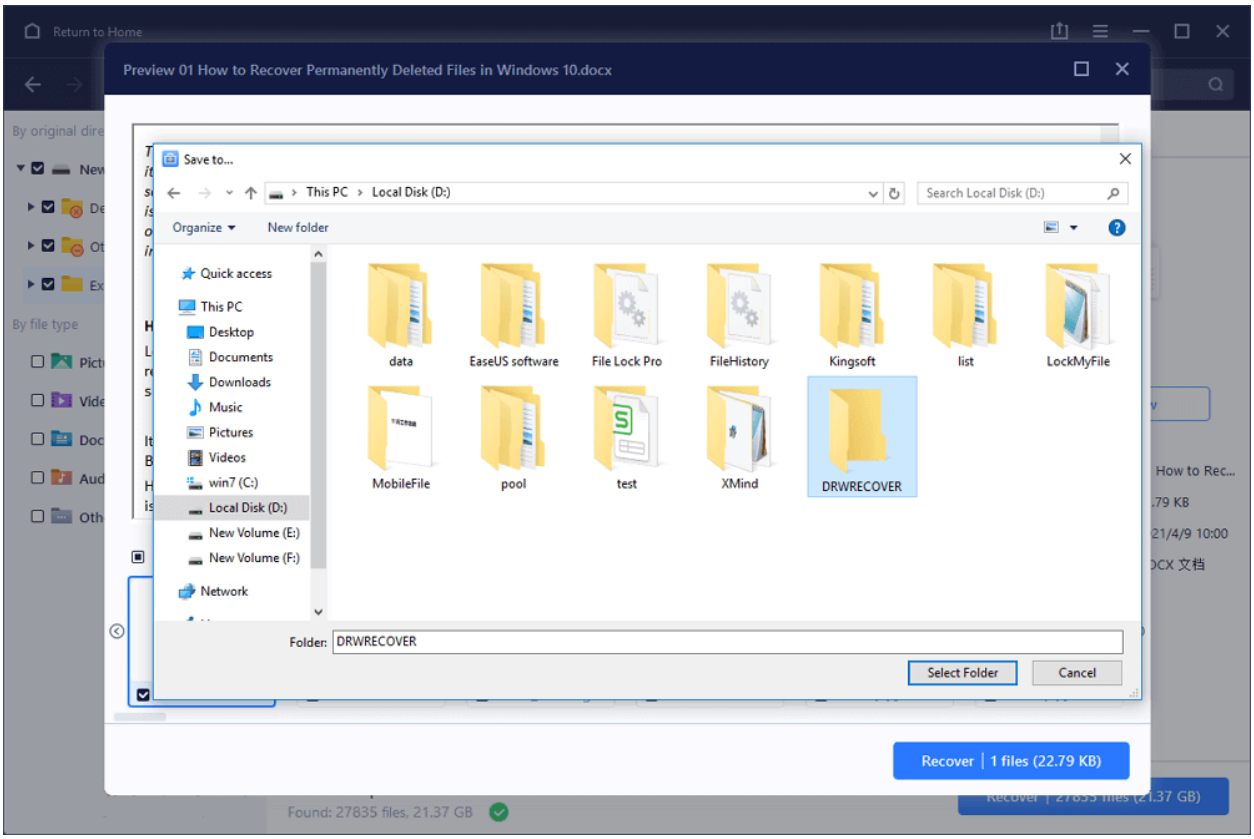
Step 1. To specifically recover files from emptied Recycle Bin on Windows 11/10/8/7, hover the mouse pointer over the "Recycle Bin" option under the "Locations" section and click "Scan".



Step 2. Ease US data recovery software will start a quick scan immediately for all deleted files, and later a deep scan will launch automatically to scan more lost files. After the scanning process, you can use the "Filter" feature to select a specific file type, such as Pictures, Word, videos, etc.



Step 3. Once you locate the files you want to restore, you can double-click it for a full preview. Then, select the target files and click "Recover". We suggest you select a different volume or an external USB drive to save the recovered files to avoid data overwriting.



Concluding Words

After reading this tutorial, we believe that you've known that where is the Recycle Bin on Windows 10 computer. If you don't see Recycle Bin on your desktop, you can still access it in File Explorer, by using the Run command and Windows PowerShell. Besides, you can add the Recycle Bin to your desktop via settings.

If you accidentally clear your Recycle Bin but realize that there are some files you need, don't worry, use EaseUS data recovery software to get files back at a high recovery rate.

FINDING FILES AND FOLDERS

It always comes handy to just type in the name or a keyword of the file / folder you're looking for into the search bar, and it immediately populates the results matching your search query which is when you make a click to get to the file, this was the case in Windows 8 and prior versions. Now let's talk about 10, many users new to Windows 10 are a bit confused with Cortana and the search features because it is different, the layout has changed and better designed not just for search, but entirely to ease usability and comes packed with many features. This has all been done, keeping in view that more and more devices, computers, tablets and phones are shifting towards

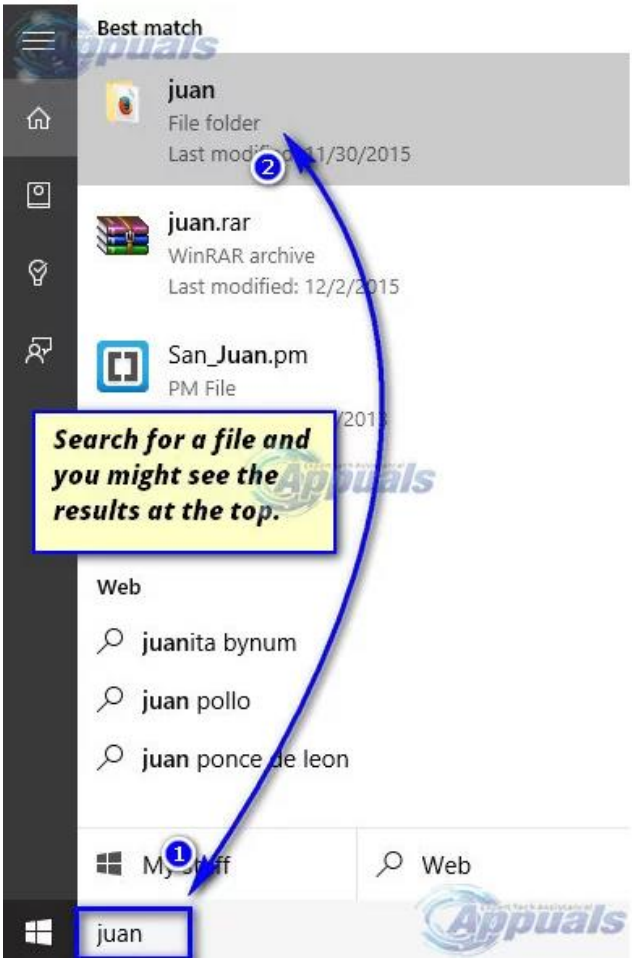
touch screen layouts. Some users may not find it easy; and i'd not push them to learn it because Windows 7/8 will still continue for a couple of years and they can stick to it before adapting to this change. A bit off topic, let's come back to Windows 10 search, once you get to know it in and out of it, it'll be extremely helpful and you'll start liking it.

Although, conventional methods of searching for a file or folder is still possible but, **Cortana** is so powerful that you won't need to look back to the older ones. Cortana doesn't just provide the search results from the hard drive instead; it can search over the internet for the relative search terms and provide the best results possible. Also, another prominent and probably, the **most powerful feature** of Cortana, is its **natural language recognition** support along with the ability to listen to the users' vocal search queries.

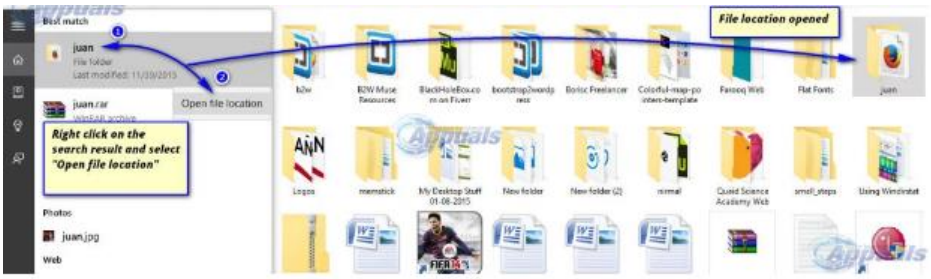
Search for a File, folder or Application in Windows 10 using Cortana:
Searching for files, folder and applications using Cortana is quite easy. You can follow along this guide for further information.

To search for a **file** inside Windows 10, you can use the neat search utility i.e., **Cortana**. It indexes that file and provides the relevant results. To search for a specific file, click on the Cortana search area at the bottom left of your Windows. Type the **file name** inside the search field or you can use **voice command** by clicking the tiny **mic** icon on the right. In this case, I will be searching for a folder **"juan"** resided on my hard drive.

PRO TIP: If the issue is with your computer or a laptop/notebook you should try using Restoro Repair which can scan the repositories and replace corrupt and missing files. This works in most cases, where the issue is originated due to a system corruption. You can download Restoro by Clicking Here

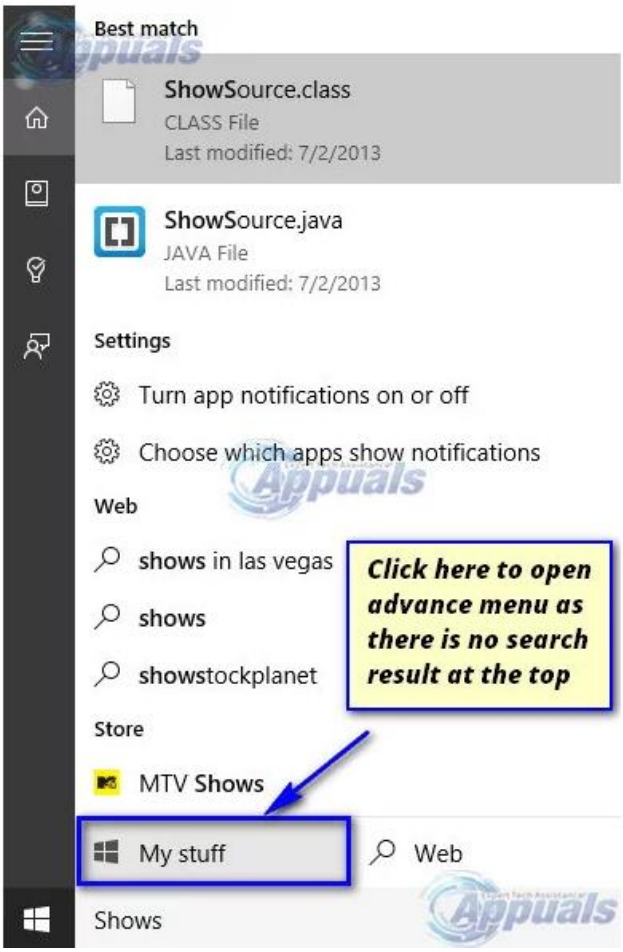


After you got your desired result, you can **open** the file or folder right away. If you want to find the location of that file, you can definitely do that by **right-clicking** on the file or folder and select **Open file location**.

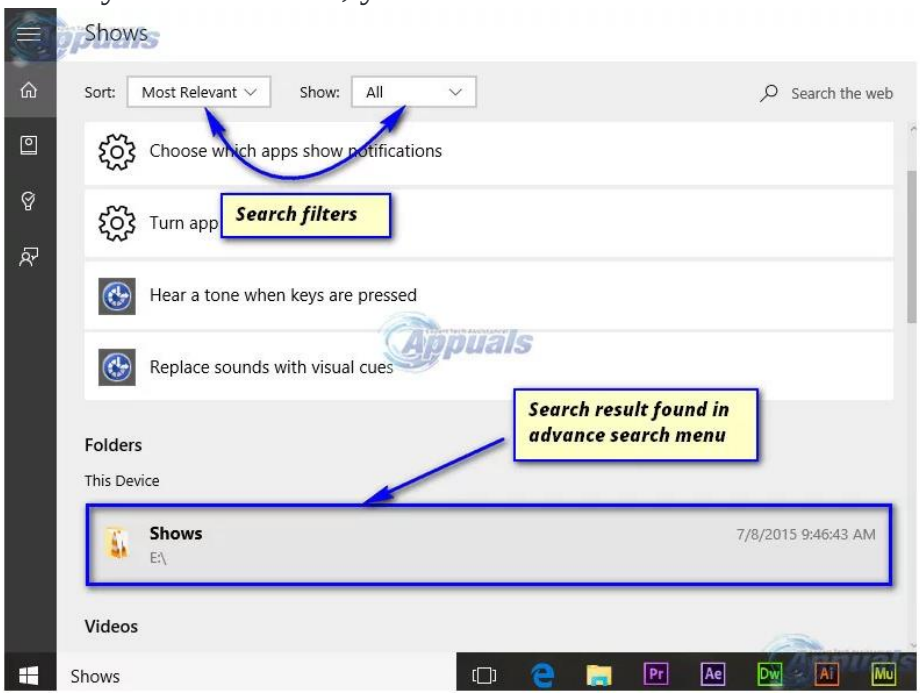


If you can’t find a file or folder inside the search results using Cortana, you can

click on **My Stuff** to get more filters for search results. In my case, I can't find a folder called **"Shows"**. So, I will click on **My Stuff** to open the advance menu.



Inside the advance search menu, you can use the filters to modify your search. When you scroll down, you will find the **exact search match** as I got in my case

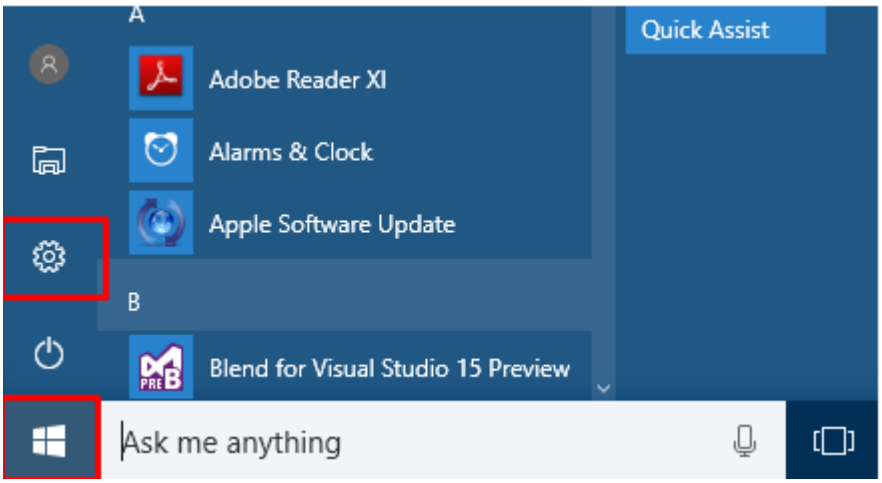


CHANGING SYSTEM SETTINGS

Microsoft Windows 10 Settings menu will look similar to Windows 8.1. It's more robust, with different options scattered in different places.

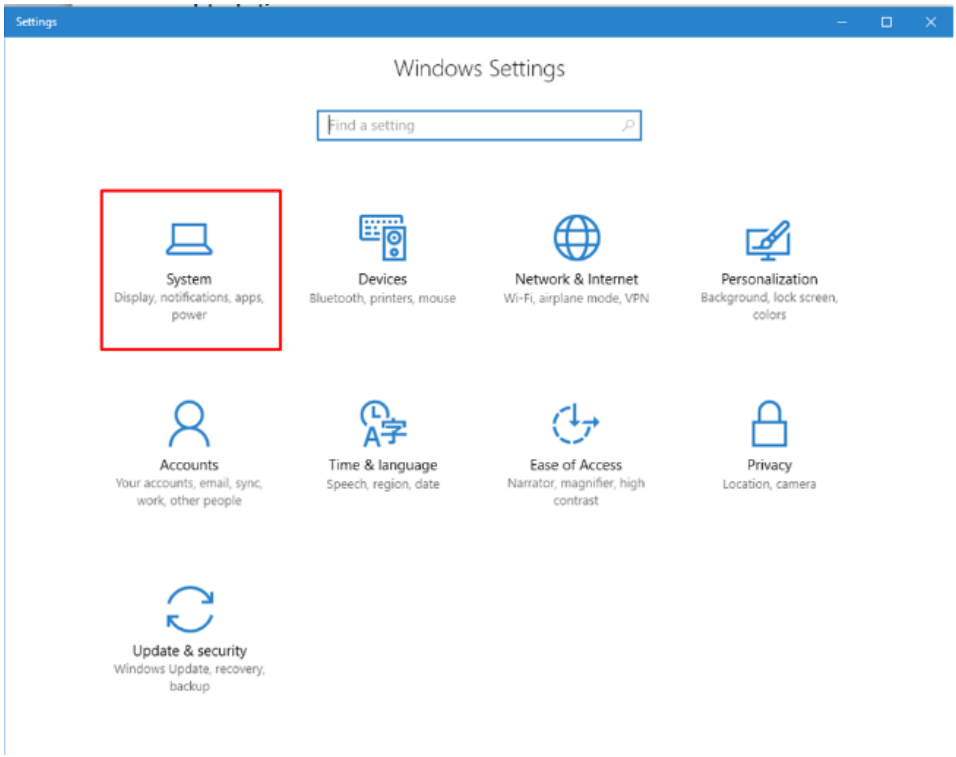
Step 1

First, you will left click on the Start icon and click Setting icon



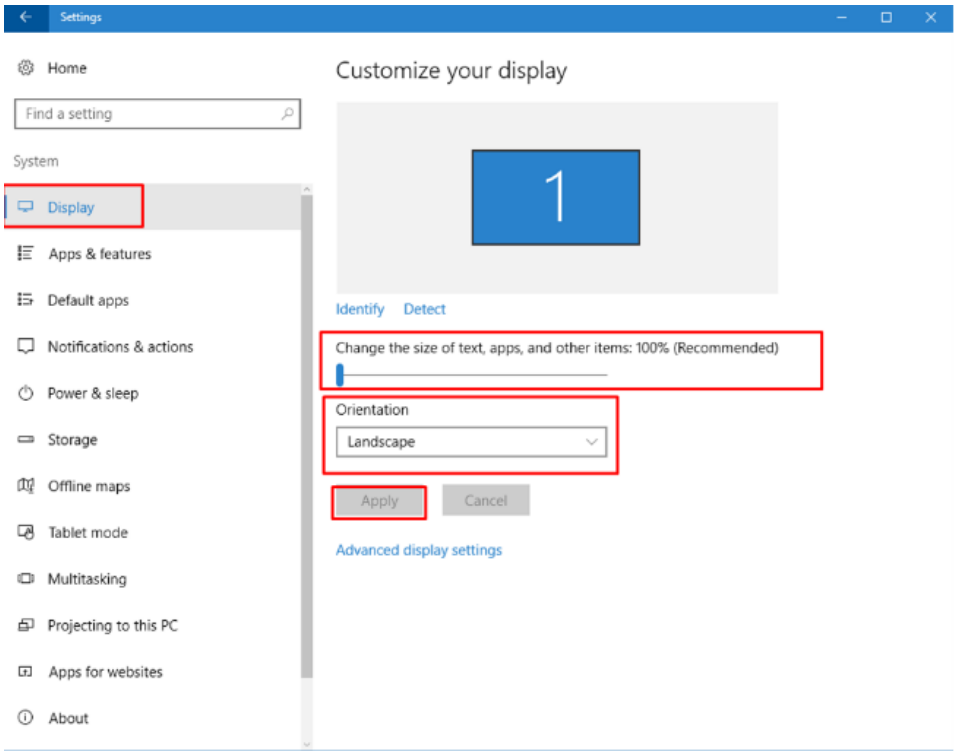
Step 2

In this step, you will select “System” icon.



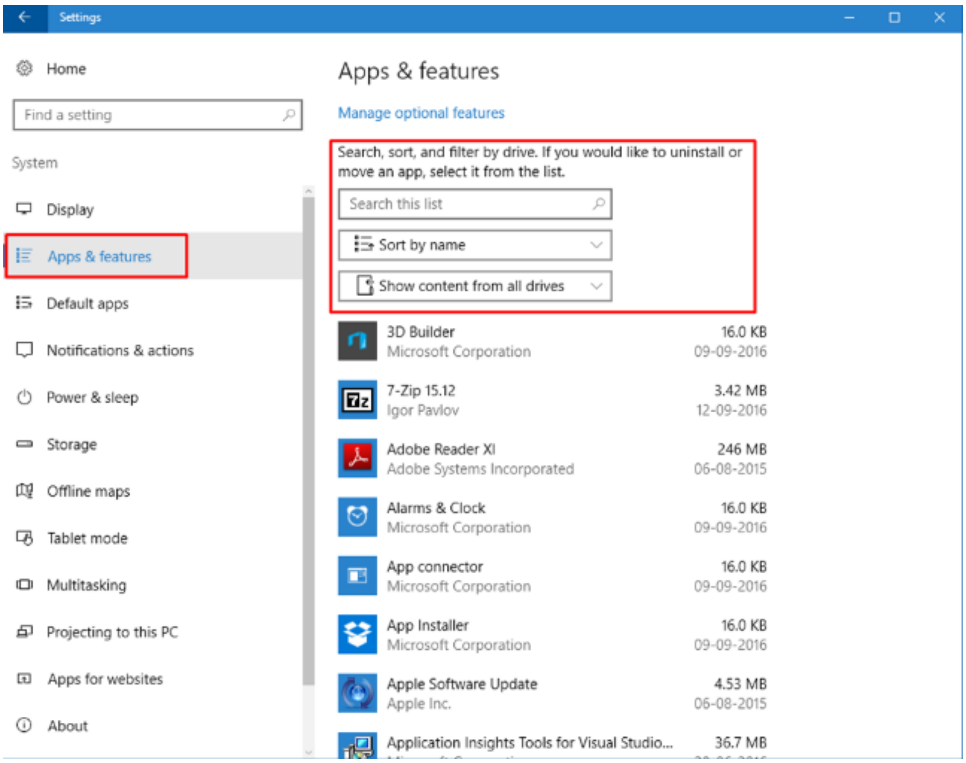
Step 3

In this step, you will select “ Display” icon. Here, you can change the text size, apps, other items and orientation.



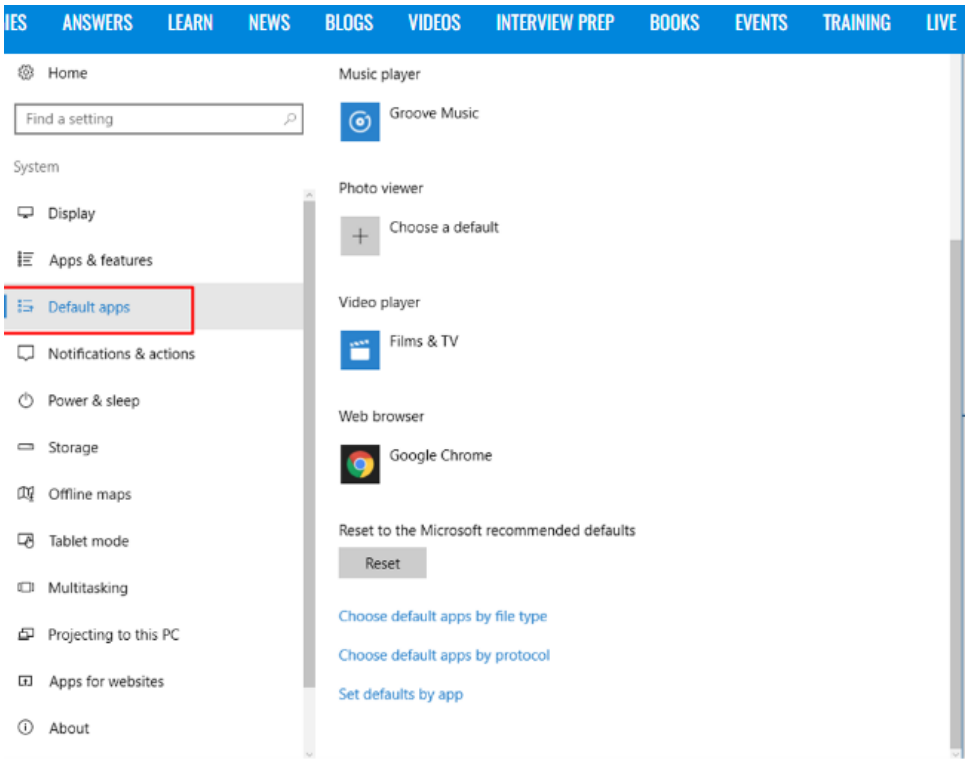
Step 4

In this step, you will select “Apps & feature” icon. Here, you can search and uninstall or move an app.



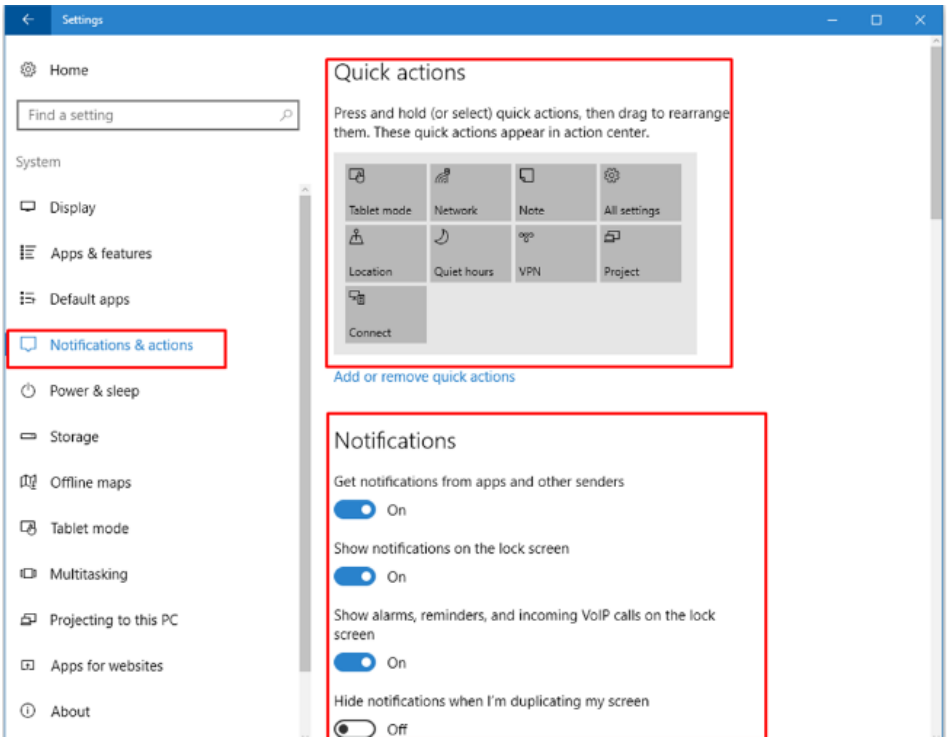
Step 5

In this step, you will select “Default apps” icon. Here, you can choose any Windows apps which you use most on your PC.



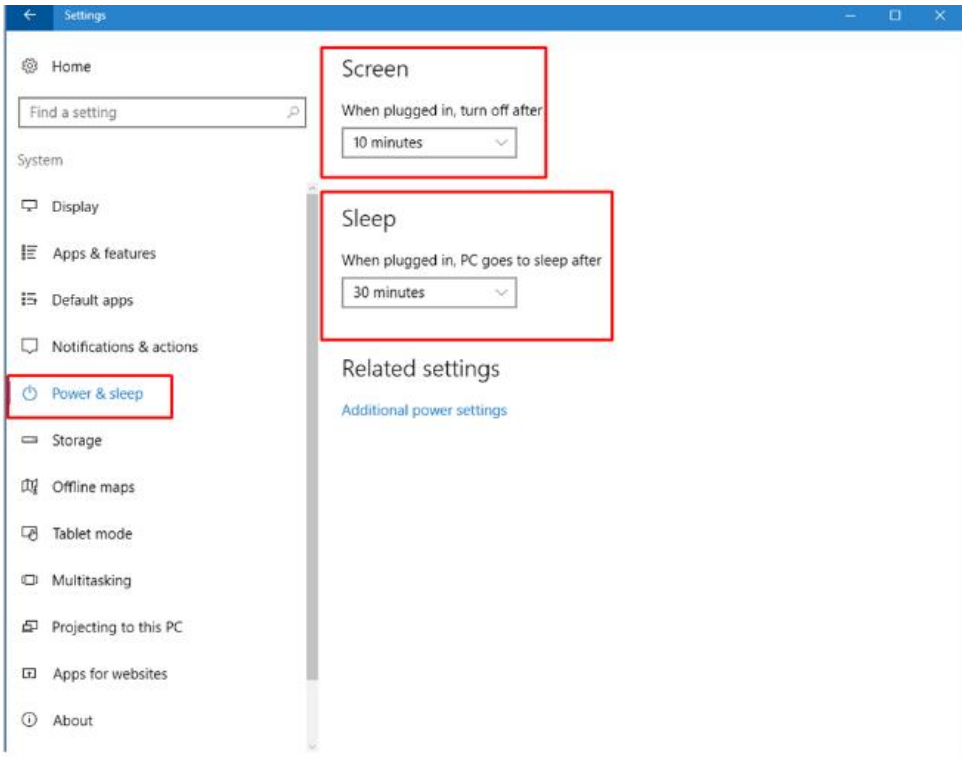
Step 6

In this step, you will select “Notifications & actions” icon. Here, you can choose your Quick actions icons, which appear in the Action. In the Notifications section, you can also toggle different app notifications on and off.



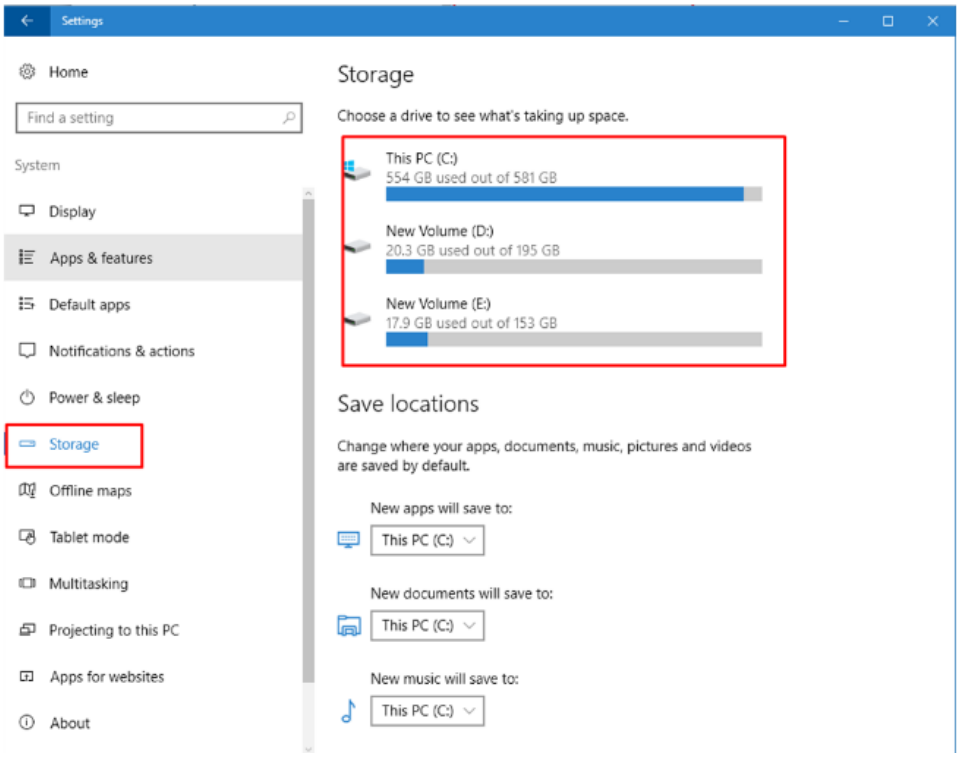
Step 7

In this step, you will select “Power & sleep” icon. You can select turning off your screen, automatically.



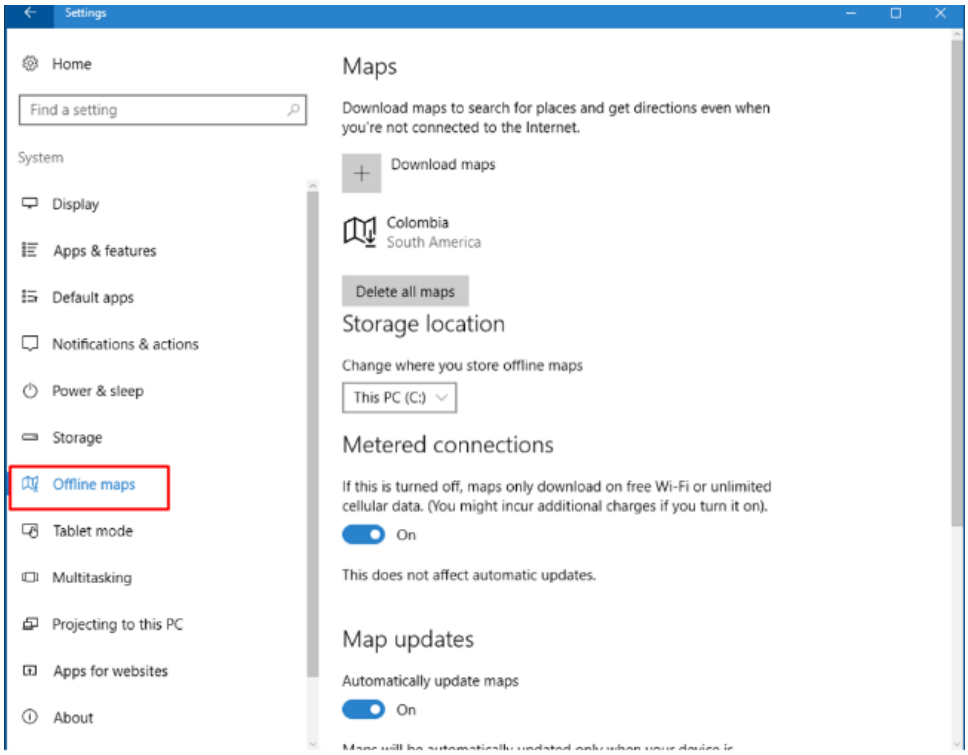
Step 8

In this step, you will select “Storage” icon. You can select to see the Drive’s space and you can change the location. Your apps are stored by default.



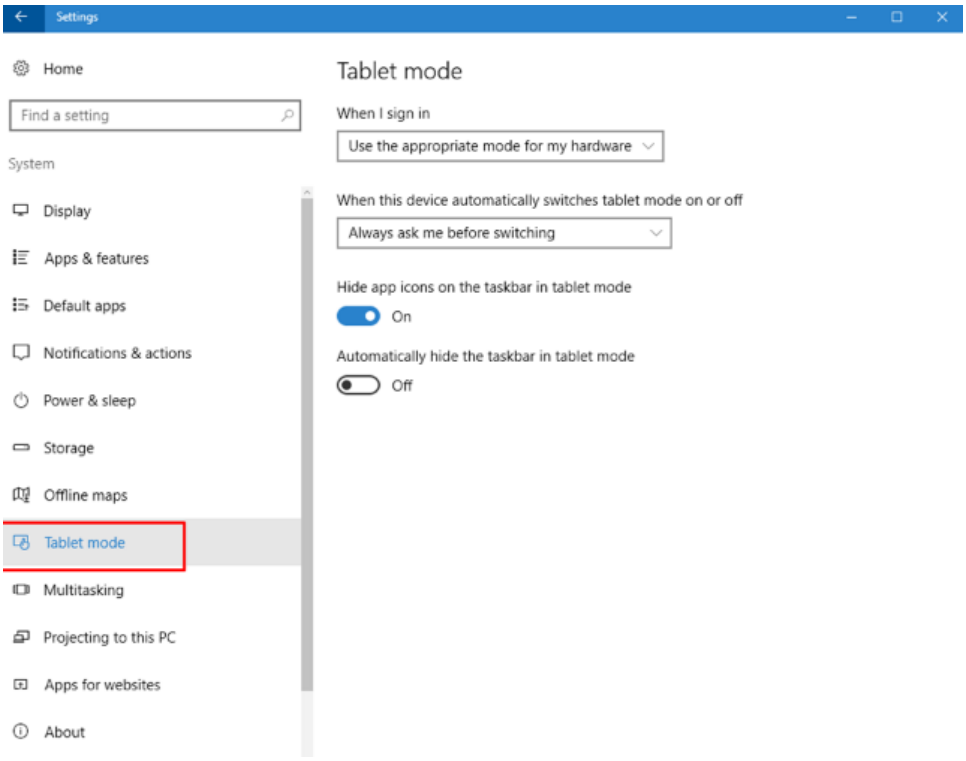
Step 9

In this step, you will select “Offline maps” icon. You can select to search for places and directions, when you are not connected to the Internet but have downloaded the maps first.



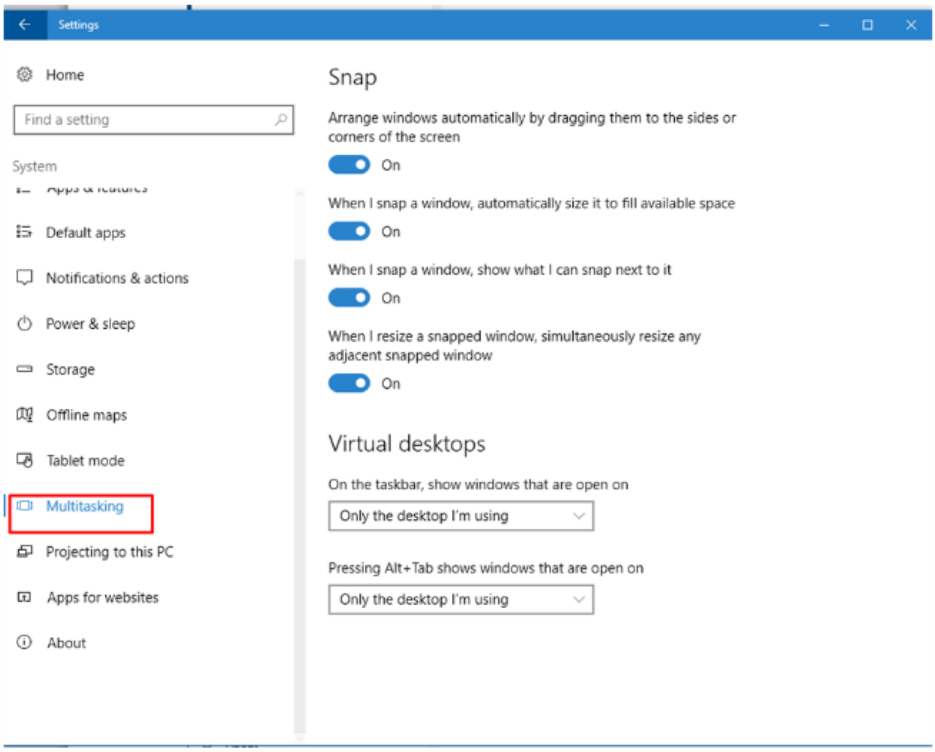
Step 10

In this step, you will select “Tablet mode” icon. You can select Tablet mode, which is the classic mode, where some toolbar icons (apps) hide and the desktop Window opens with all the installed Applications.



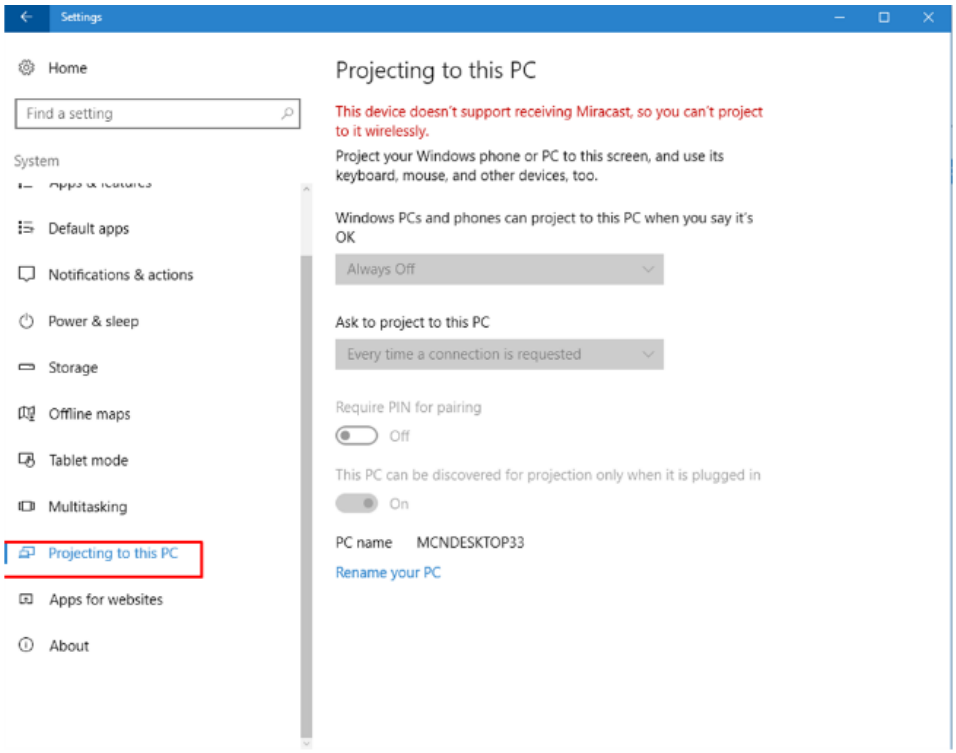
Step 11

In this step, you will select “Multitasking” icon. You can select it to arrange Windows automatically by dragging to the sides or corners of the screen.



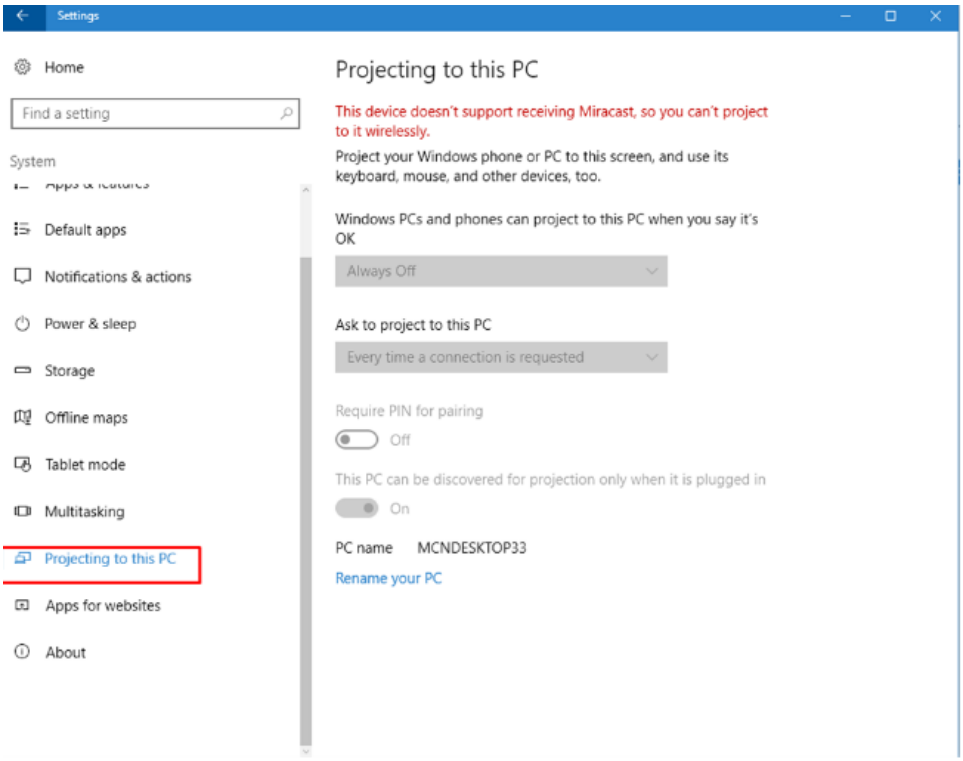
Step 12

In this step, you will select “Projecting to this PC” icon.



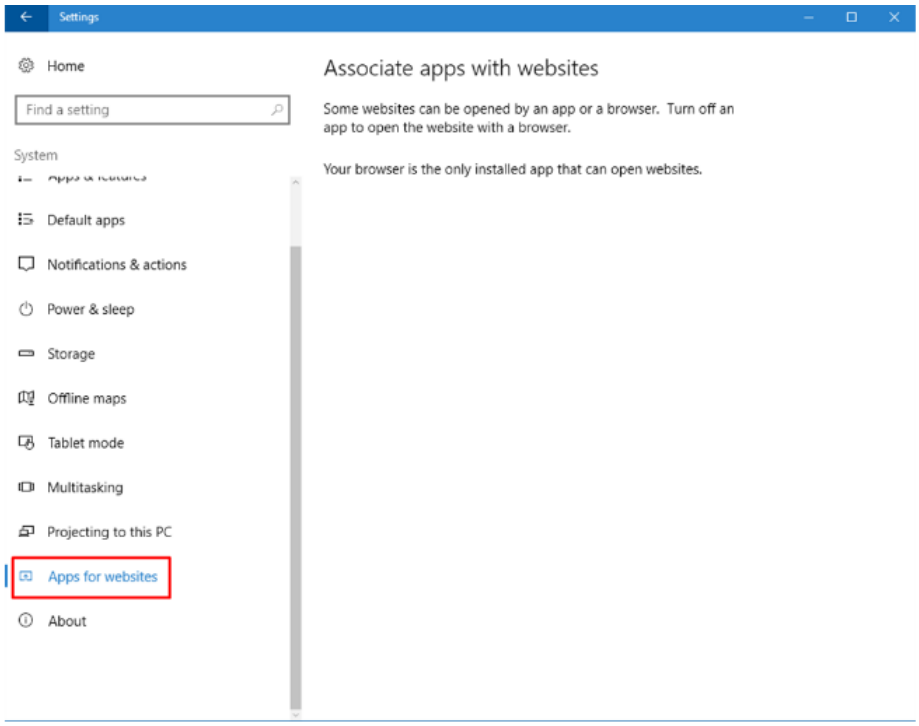
Step 13

In this step, you will select “App for websites” icon. You can open the Websites within the app. In this section, you can force the apps to open the Website via Browser.



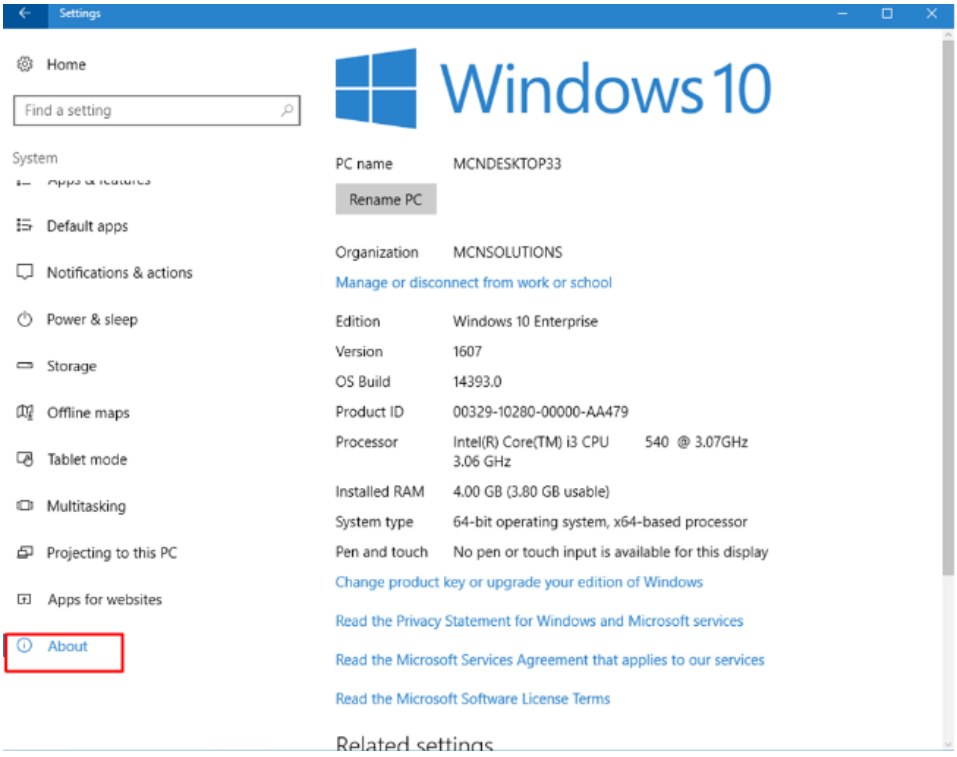
Step 14

In this step, you will select “App for websites” icon. You can open the Websites within the app. In this section, you can force the apps to open the Website via Browser.



Step 15

In this step, you will select “About” icon. In this option, you get to know about your Windows operating system and the processor.



SYSTEM TOOLS

The Windows 10 system tools aren't entirely different from those in earlier Windows platforms. The one notable exception is perhaps the Task Manager, which has undergone a notable overhaul in Windows 8 and 10. These are a few of the most notable Win 10 system tools that will come in handy.

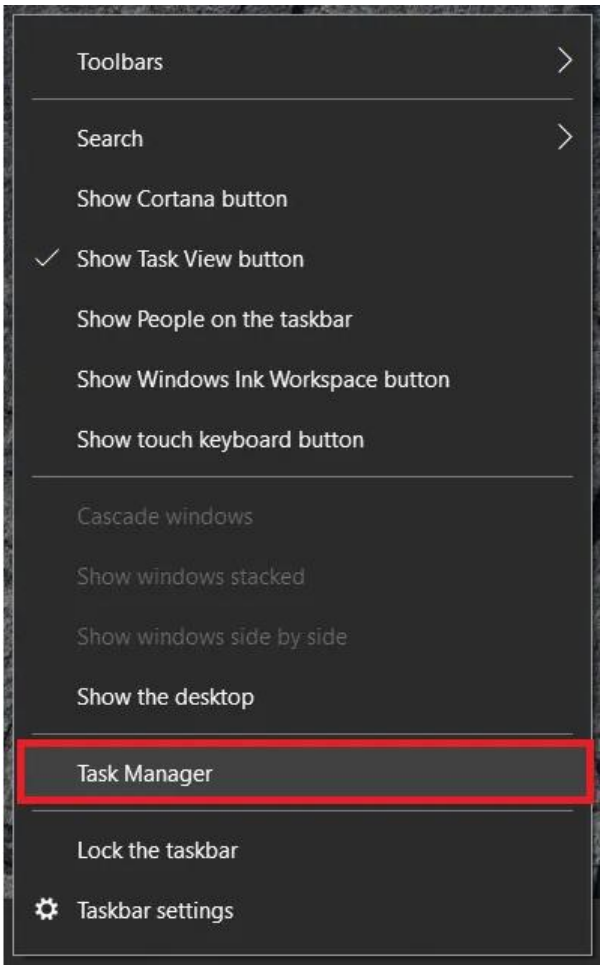
Windows System Tools

There are many system tools at your disposal within Windows 10, let's cover a few of them.

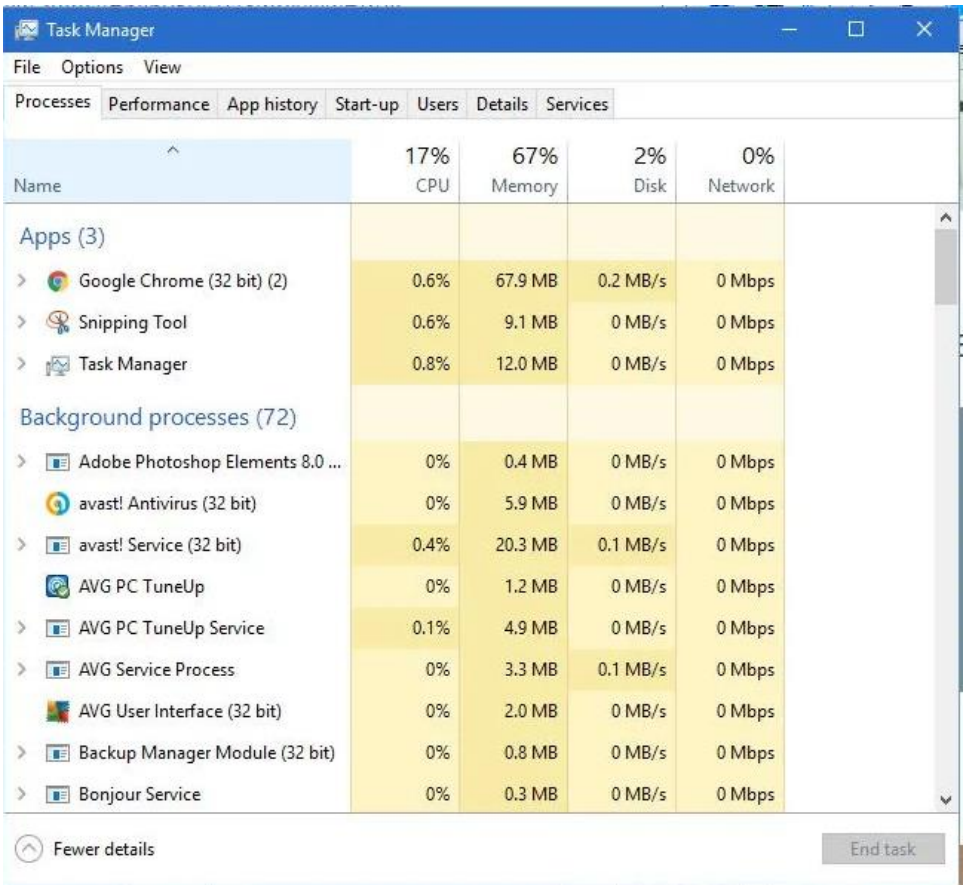
Task Manager

As mentioned, the Task Manager is the system tool that has undergone the most notable changes in more recent Windows platforms. The new Task Manager now has more tabs, new graphs and includes a start manager. Here's a quick rundown of how to get started using it.

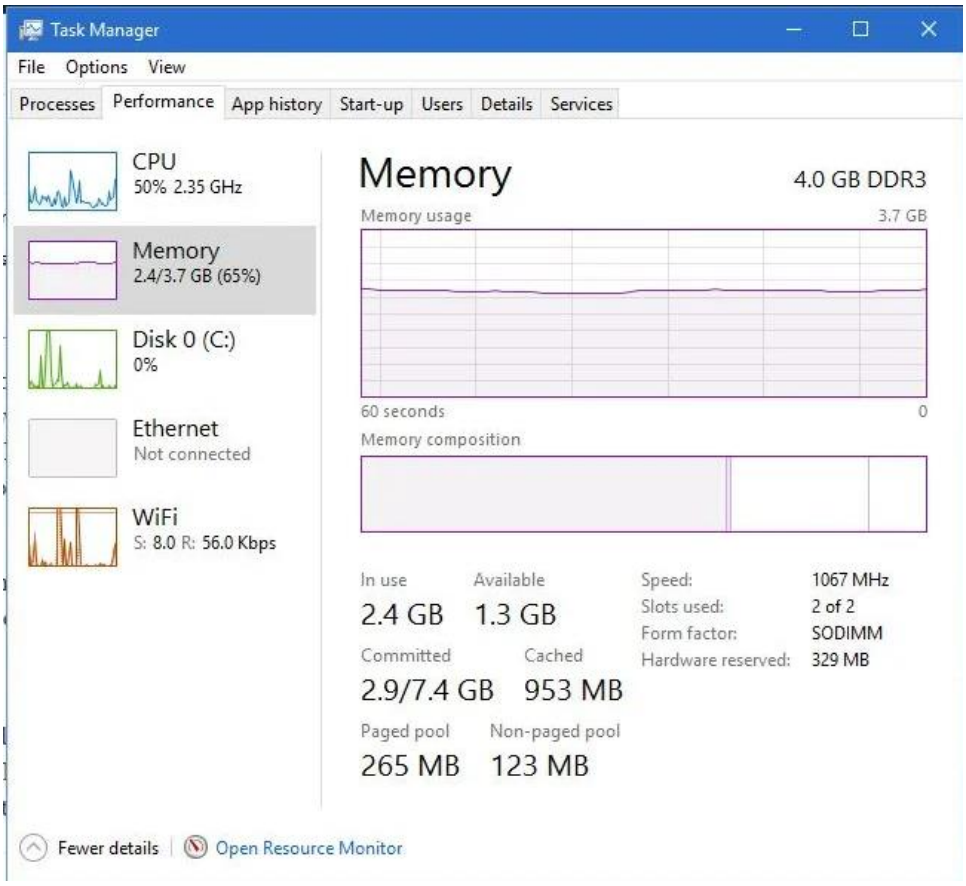
- There are a few ways to open the program, the best way to open it is probably to right-click the **Taskbar** at the bottom of the screen and select **Task Manager** from the menu that pops up.



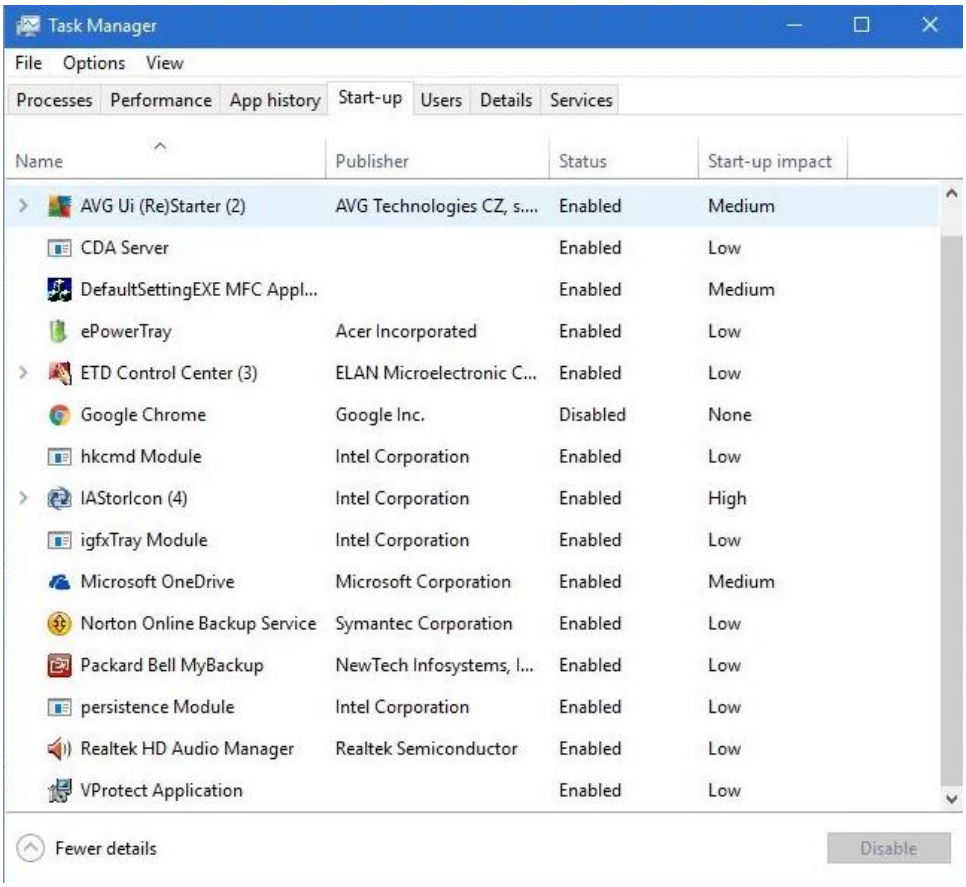
Now, you should see something like this, a list of running **Apps** and **Background processes**.



Now, click the **Performance** tab to open the graphs shown in the shot below. The graphs show you **CPU, Memory**, **RAM** usage, and more . Below them you have some system resource stats as well.



Start-up is another tab included in the Windows 10 **Task Manager**. This shows you all the software that opens on the startup of your PC. Click a startup item there and press the **Disable** button to remove a program from the startup. Removing some programs listed on that tab will speed up the Windows 10 startup time.



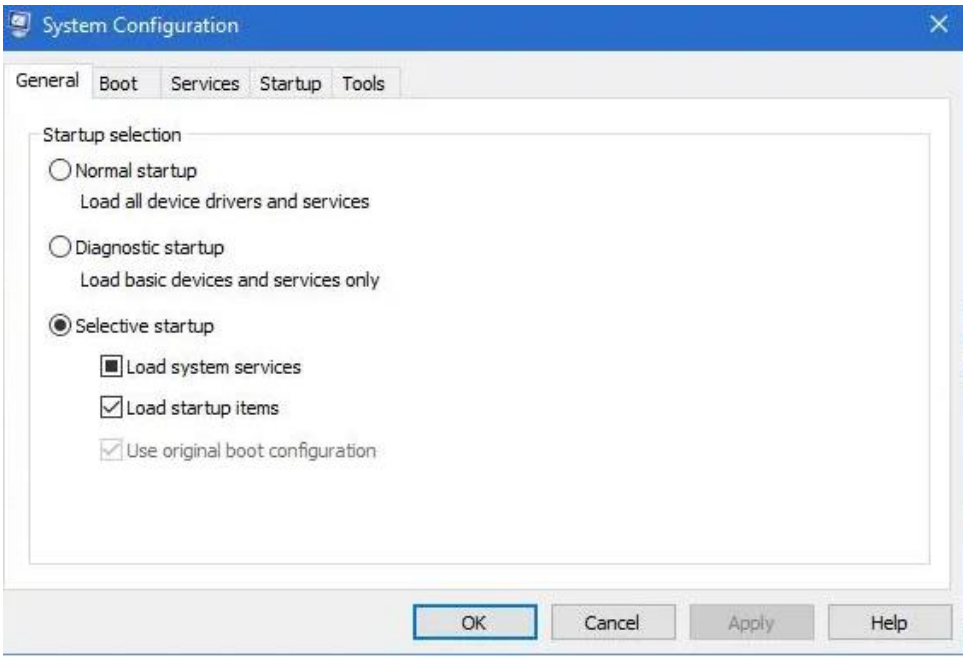
- Click the **Details** tab for further info about the running processes on your desktop or laptop. They can be either running **Apps** or **Background processes** managed by Windows. Right-click a process there for further options or click **End task** to switch it off.

Explore the many features available to edit and analyze within Windows 10 **Task Manager**.

MSCONFIG

MSConfig is a tool that you can further config your systems with

Press the **Win key + R** to open **Run**, and then enter "*msconfig"* there to open the **System Configuration** window in the shot directly below. It will open on the **General** tab from which you can select some startup options such as **Diagnostic startup** that will load only the basic window devices.



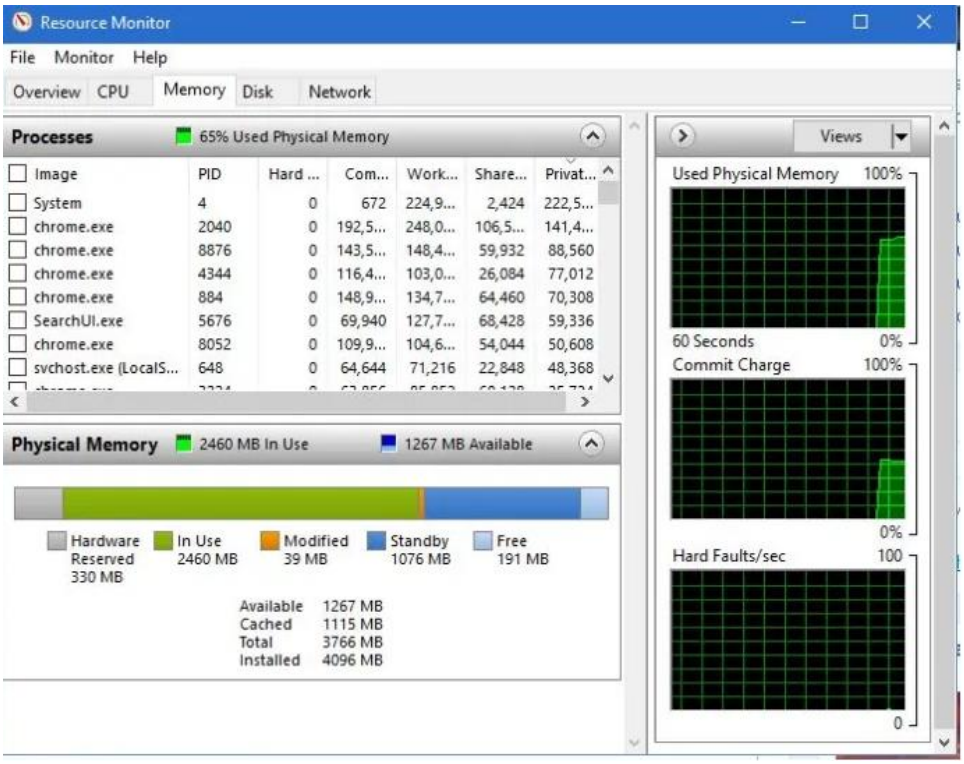
- Click the **Boot** tab to open further options. There you can select some extra boot options. For example, select the **No GUI boot** check box to remove the graphical moving bar during the Windows 10 startup.
- The **Tools** tab in **System Configuration** opens a list of handy system tools. As such, you can open system tools listed there by selecting them and pressing the **Launch** button.

There are many more options available to explore within **System Configuration**, take a look around.

Resource Monitor

The Resource Monitor is another system tool you can check system resource allocation with.

- You can open it from **MSconfig's Tools** tab or from **Task Manager**. Overall, it's still more detailed than the Task Manager.
- Click the **Memory** tab to open a list of processes as below. That tab includes further graphs that show how much of your RAM is in use and how much is available. You can close processes from there by right-clicking them and selecting **End Process** from the context menu.

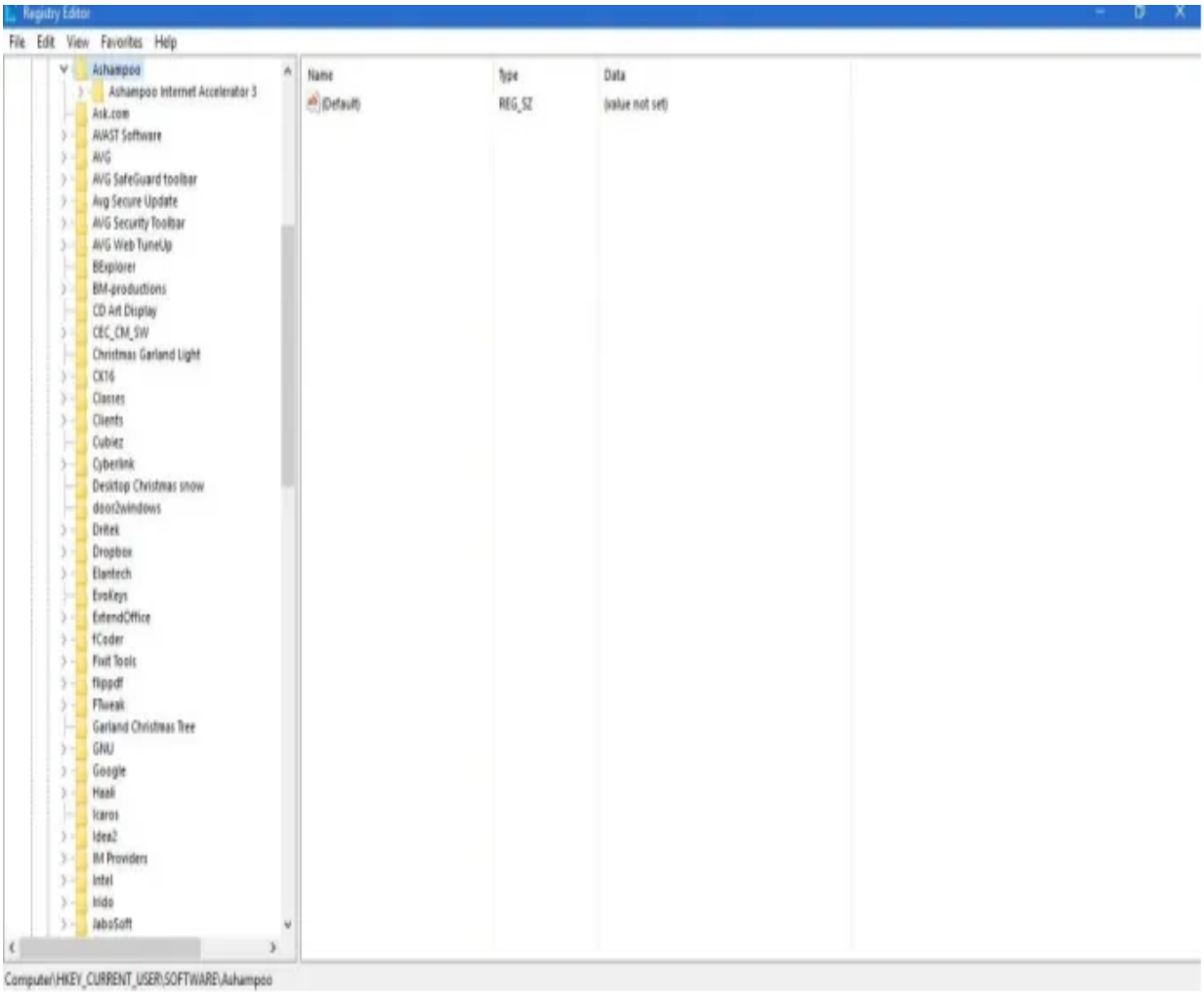


The Resource Monitor doesn't just show you RAM allocation, it also gives you a more detailed overview of CPU, disk and network resource usage. Click the Disk, CPU and Network tabs for further details for those system resources.

The Registry Editor

The Registry Editor is not exactly a system maintenance tool, but you can make a variety of configurations with it. This is the tool that you can edit the Windows 10 registry with, which is an extensive database of platform and application settings.

- Open the Start menu and type "*run*" and select it or hit the **Win key + R** to open up the Run program.
- Now, type "*regedit*" and hit **Enter** to open the window below.



So how can you customize Windows 10 with the Registry Editor? For starters, you can add a variety of shortcut options to the desktop's or File Explorer's right-click context menus. You can also speed up the Windows shutdown with it.

System Info

If you need to check your system specifications, System Info is a tool worth checking out.

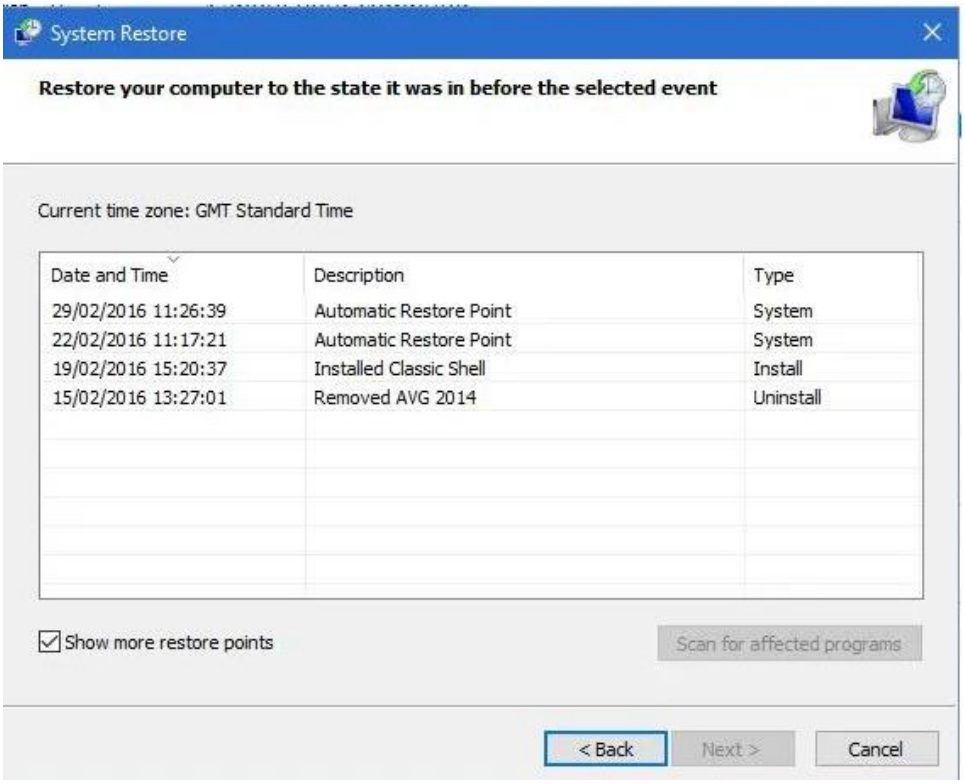
- You can also open this from **MSconfig's Tool** tab by selecting **System Info** from there and pressing **Launch**. That opens the window below that gives you a detailed overview of your system specs
- The above window gives you details for all the system specs pertaining to hardware resources, software and components. System info categories are listed on the left and further details for them are included on the right of the

window. It might come in handy for checking hardware details if you need to make some updates.

System Restore

System Restore is a tool that reverts Windows 10 back to a former state. Its restore points will take your laptop or desktop back to a specific date and effectively undo any system changes made afterwards.

- You can open it by pressing **Win key + X**, selecting **System** and **System Restore**.
- Then press the **System Restore** button to open the window below.

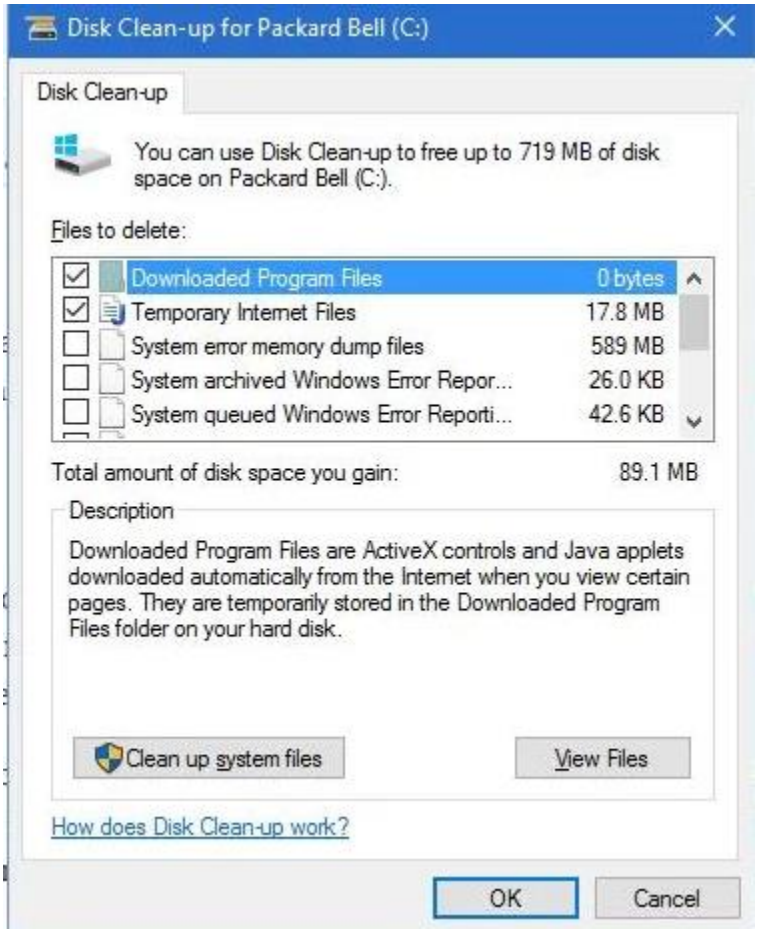


- After opening the above window, you can then select a system restore point (or date) to revert back to from there. This might be a handy tool for restoring lost documents or files if they got deleted. Simply revert back to a restore point before they got deleted.
- You can also fix a corrupted user account with a system restore. Simply press F8 when Windows 10 boots up to log in to **Safe Mode**, and then open the **System Restore** tool from there. Select to **revert back to a restore point** before the user account was corrupted to fix it.

Disk Cleanup

The Disk Cleanup tool is also handy for system maintenance. This is a tool that you can delete junk files with and free up some storage space on disk.

- Open the **Start** menu and enter "*disk cleanu*p" in the **Search bar**, just start typing. You can also type it in Cortana's search bar to find and open this tool's window as shown below.



- The window above tells you how much space you can free up with the tool. Select the checkboxes to choose specific file categories to delete, and select **Clean up system files** to erase them. The tool could free up more than 500 megabytes of disk storage.

So those are a few of the best system tools in Windows 10. With them you can fix things, free up system resources, customize context menus in Windows 10 and clean up your hard disk. Plus there are a few other tools such as **Event Viewer**, **Device Manager** and **Disk Management**. Peruse the Windows 10 OS and familiarize yourself with the vast amount of tools at your command.

USE OF RUN COMMAND

How to open the Run dialog?

To use Run commands, you need to know how to open the Run dialog to enter the commands. There are two ways to access the Run dialog in Windows 10.

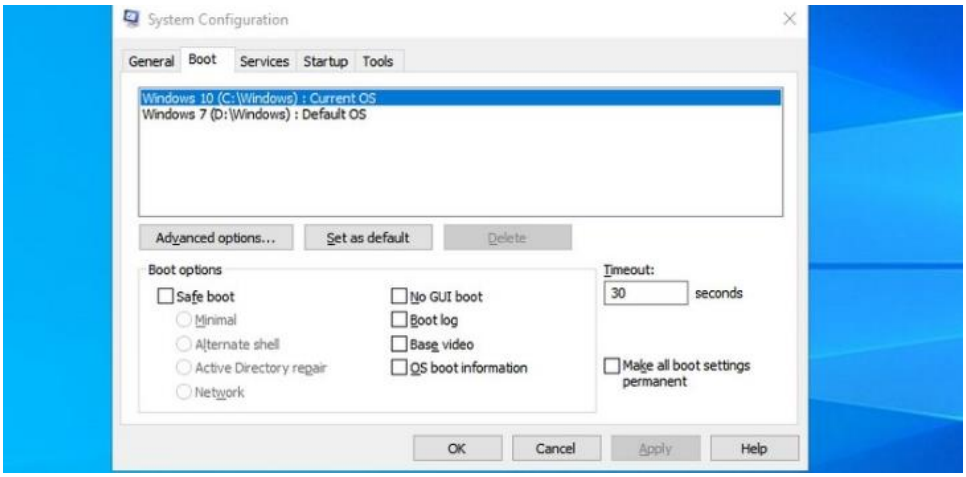
You can either press the **Windows+R** keys on the keyboard or right-click on the start menu and select **Run** from the menu.

I will recommend you to use the keyboard shortcut as it's much faster and you won't have to use the mouse. Once the Run dialog is open, enter any of the **below-mentioned commands** and press the **Enter** key or click on the **OK** button to execute it.

1. Access System Configuration — "msconfig"

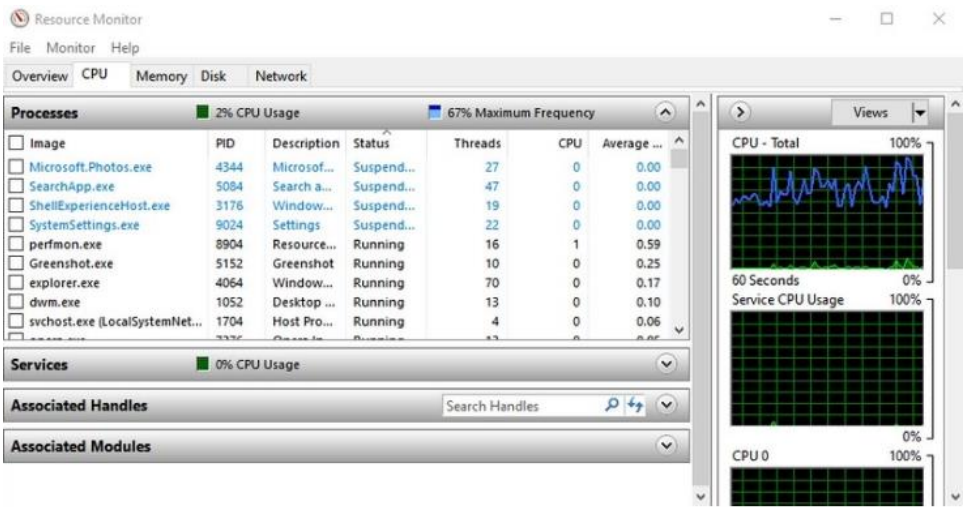
Starting with my favorite command, the System Configuration window consists of multiple tabs to manage boot settings and background services.

If you have a dual boot setup or often need to access safe mode, you will often need to access these settings. Don't forget to check its **Tools** section for convenient access to some of the most powerful Windows tools.



2. Access Resource Monitor — "resmon"

A very powerful app to see real-time information about your system resources like CPU, RAM, disk, and network. For any computer hanging or performance-related issues, this is the best tool to get the information you need.



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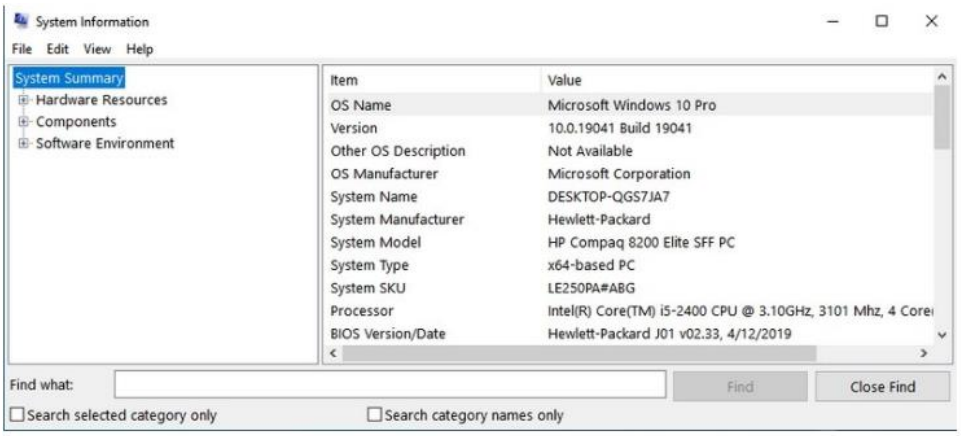
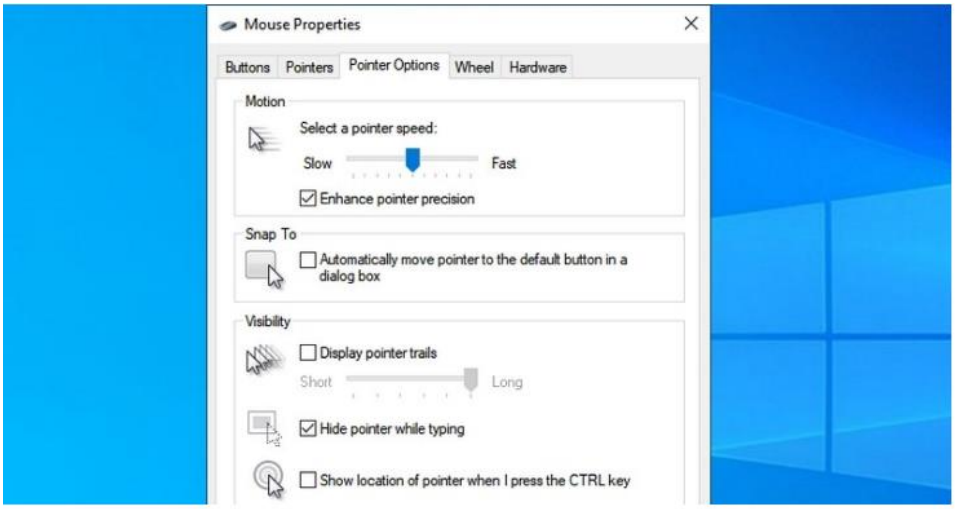


4. Access Backup and Restore window — “sdclt”

It opens the backup and restores window where you can either set up a backup of your PC or restore it from an old backup if there is a problem with your PC.

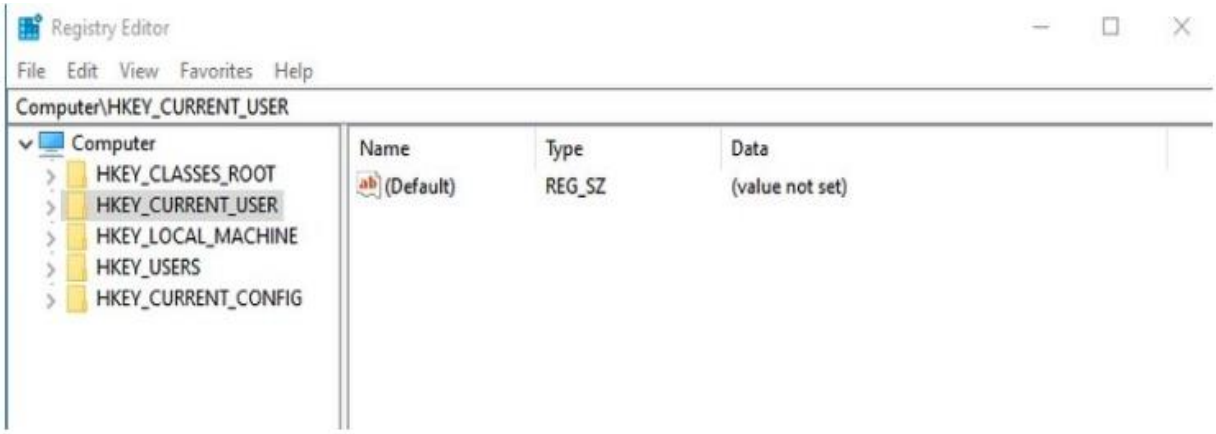
5. Access mouse properties — “main.cpl”

You can control all the settings related to your computer mouse here. This includes mouse speed, buttons, wheel, and pointer, etc.



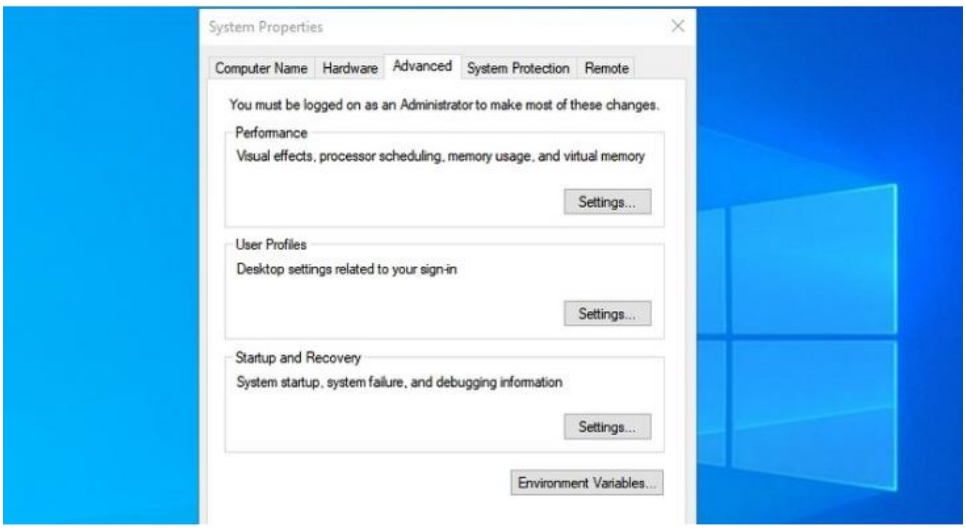
6. Open Windows Registry — “regedit”

If you ever need to access the Windows registry to tweak something, this is the easiest way to do it. I didn’t even know other ways to access the Registry until recently, and I often mess around in the Registry. Other ways are simply too cumbersome to use.



7. Access System Properties — “sysdm.cpl”

Another powerful settings window to manage system protection and remote connection features. I personally access it often to manage the **Performance settings** under the **Advanced** tab. You can manage some interesting performance-boosting options there.

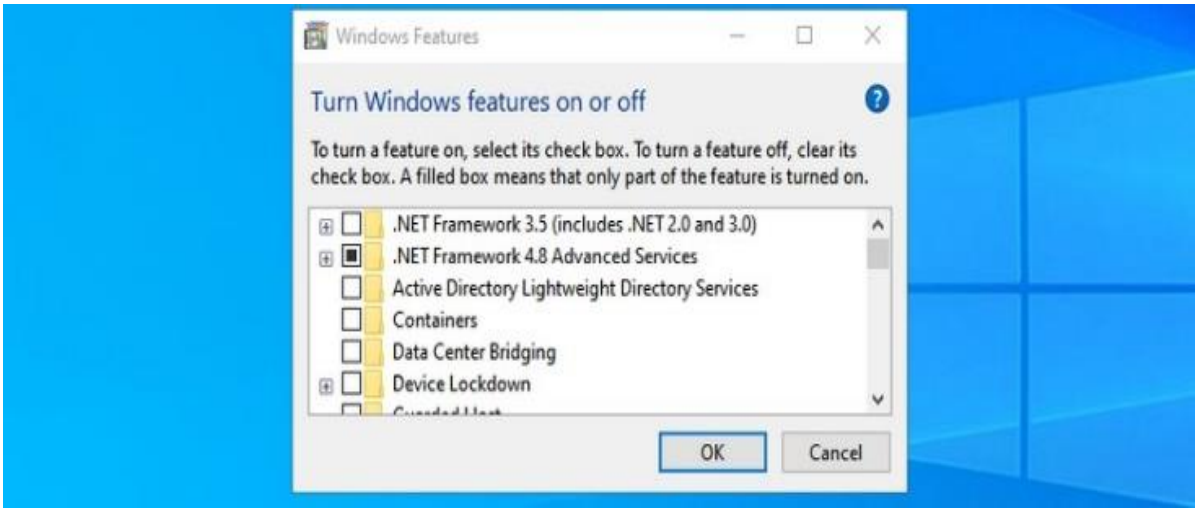


8. Manage Windows Power options — "powercfg.cpl"

You will find all the options to manage your PC's power options here. There are a plethora of options to both save power or get better performance. Check this guide to optimize the power options as you find best.

9. Open Windows Features — "optionalfeatures"

Here you can disable/enable some of the most advanced features of Windows. I wouldn't recommend you to mess around here if you don't know what you are doing. You will need to use this window if you ever need to enable features like Telnet client or Hyper-V.

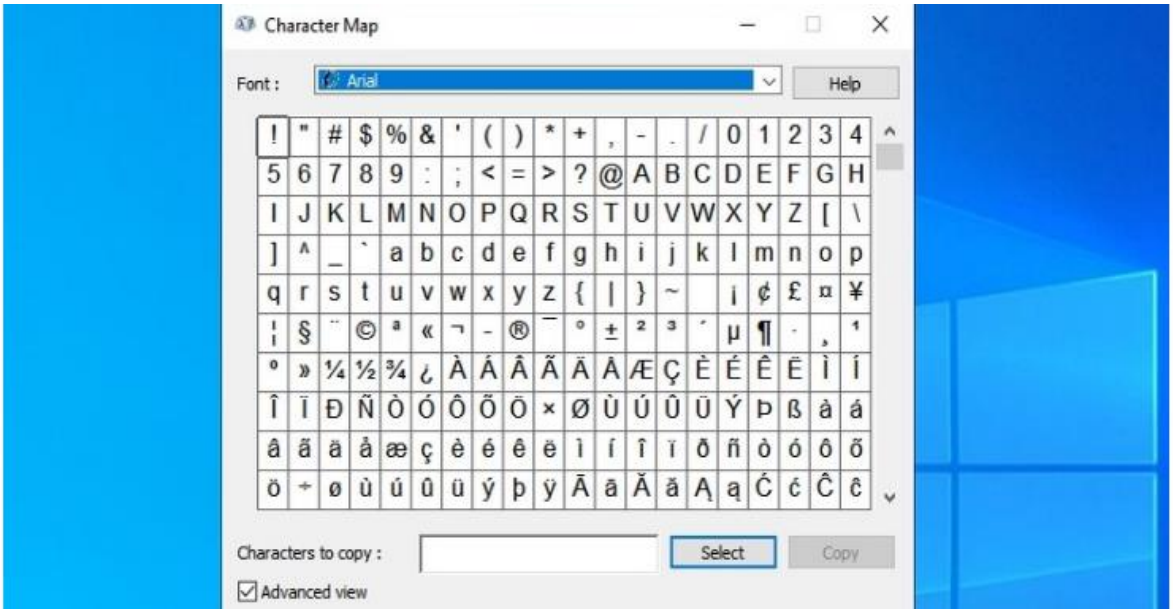


10. Open Magnifier — "magnify"

This opens the Windows magnifier to magnify the content on the screen up to 1600% if needed. It also has a screen reader built-in to read aloud text on the screen.

11. Open Character Map app — “charmap”

Windows Character Maps lets you access All the characters in the font of your choice to easily use anywhere you like. You can either copy the character or learn its Alt code to enter anywhere you like. Using the search bar is the easiest way to find the character you need.

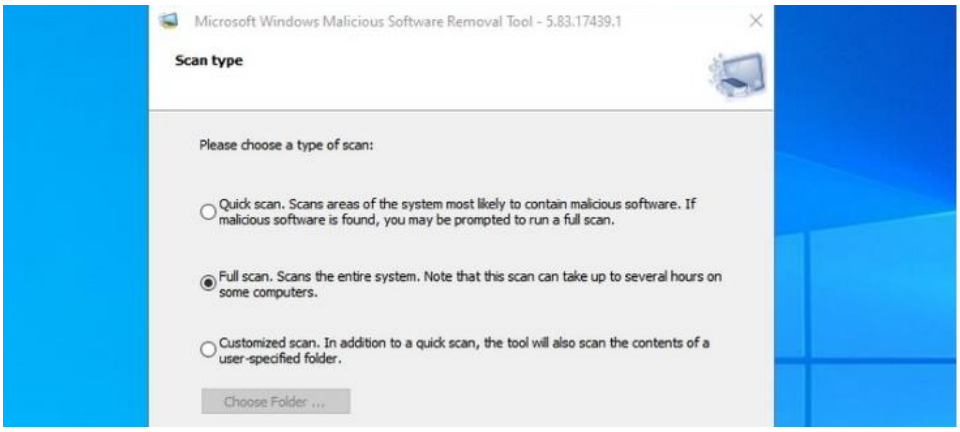


12.Access Network Connections — “ncpa.cpl”

Here you can manage your current network connection and fix any problem with the network device. You can enable/disable the network, check the current status, bridge connections, or see your Wi-Fi password.

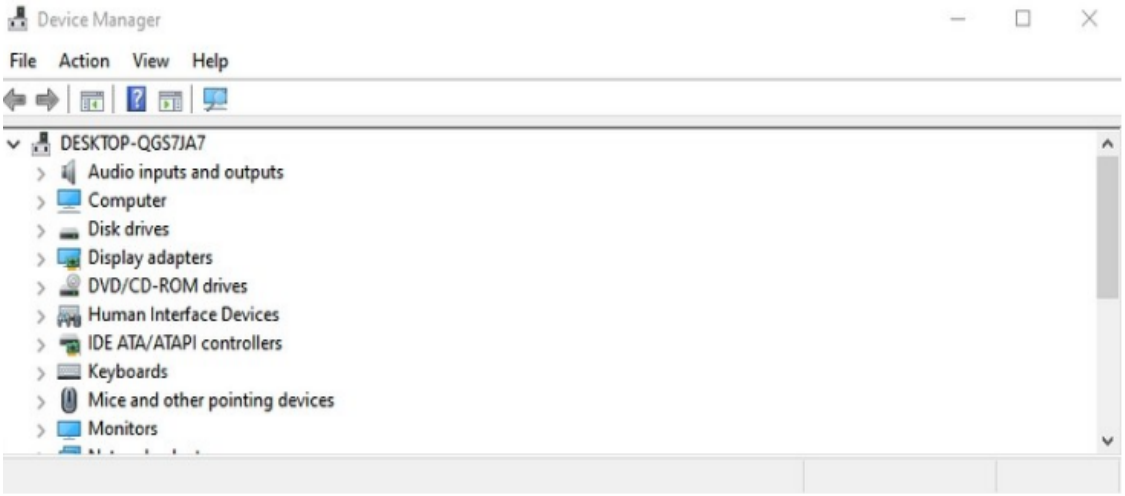
13.Run Malicious Software Removal Tool — “mrt”

It’s an on-demand virus removal tool provided by Microsoft to scan your PC and find any malicious software. If you think your PC got infected by a virus, you can quickly launch this tool to scan your PC.



14. Open Device Manager — "devmgmt.msc"

Device Manager is the go-to place to manage everything related to your hardware components and their drivers. You can enable/disable hardware components or manage their drivers, like uninstalling or updating them.

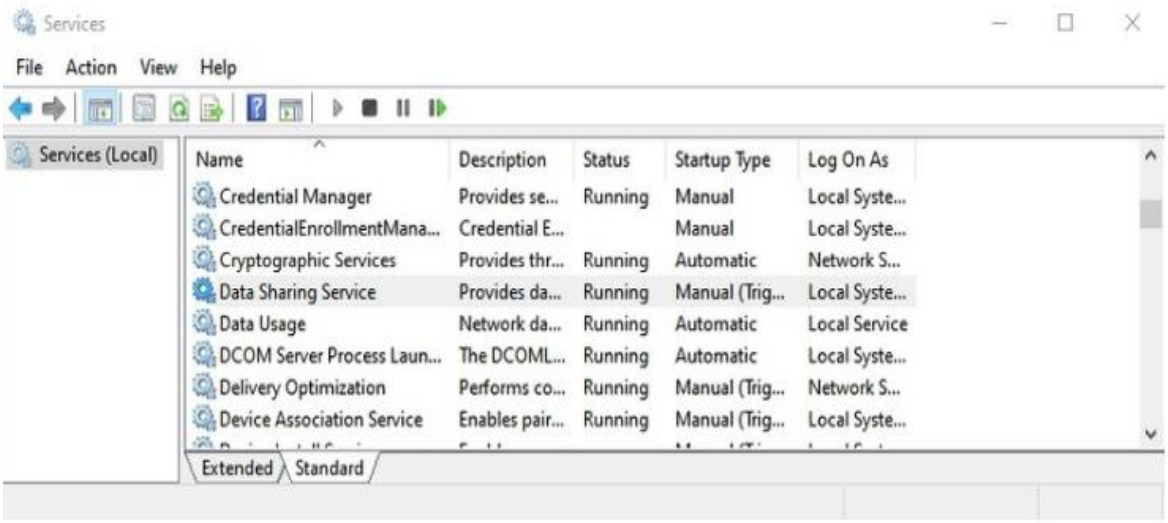


15. Manage User Accounts — "netplwiz"

You can quickly manage user accounts here, such as adding a new account or user account types like **Administrator** or **Standard**. You can also change the user accounts password here and manage their security.

16. Open Services app — "services.msc"

This app lists all the services that work in the background without an interface and make all the features work in Windows. Again, you shouldn't mess with any services if you don't know what you are doing. However, you can click on a service to learn what it does in the left panel. There are many services that you can enable/disable depending on your need. For example, I have disabled the Bluetooth service as I don't use it.



17. Access Programs and Features window — "appwiz.cpl"

Although Windows 10 has its own setting to uninstall an app, I still use this command as it only shows third-party apps. The default Windows uninstaller shows all apps, including built-in apps, which are 30+. It can be difficult to always go through so many apps to uninstall a recently installed app. This command makes the process a snap.

18. Open Control Panel — "control"

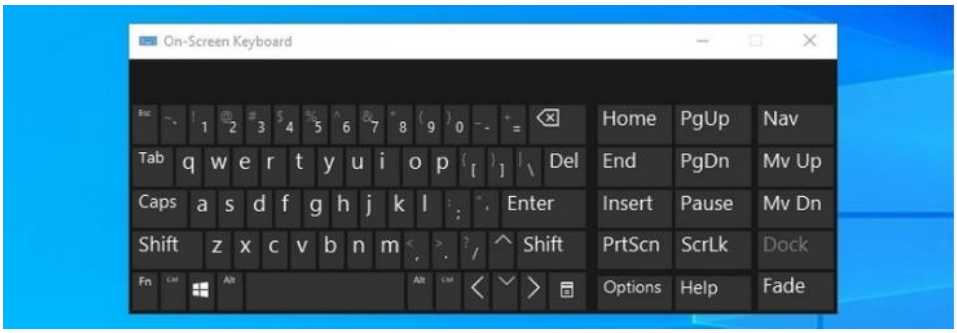
This command didn't hold much value in the older version of Windows as you could easily access Control Panel using different ways. However, in Windows 10, Microsoft promotes the new Settings over the old Control Panel, so it doesn't offer an easy way to access the Control Panel. This simple command lets you easily access it.

19. Open current user folder — "." (period)

We have to access the user folder quite often in Windows, but going through the explorer to access it isn't needed. Just type a period in the Run dialog, and the current user's folder will open up.

20. Open On-Screen Keyboard — "osk"

If you want to use the on-screen keyboard, then using the Run command is one of the quickest ways to do it.

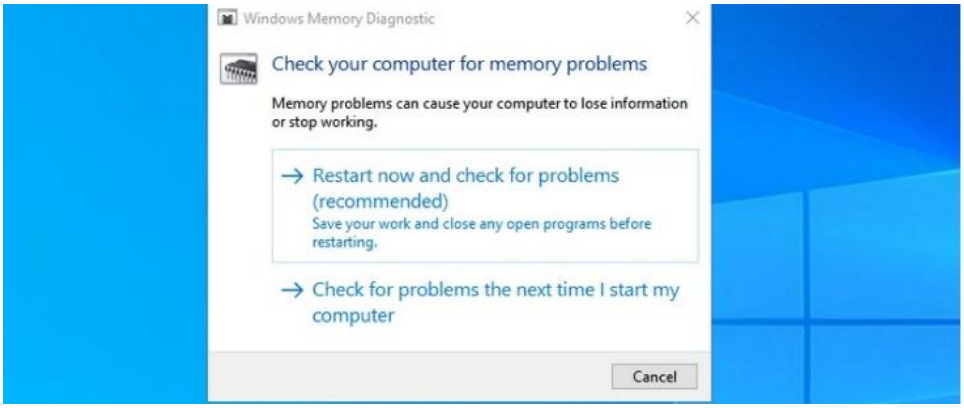


21.Open Snipping Tool — "snippingtool"

Snipping Tool is still the go-to tool for taking screenshots in Windows 10 without using a third-party app. If you use the Snipping Tool for taking screenshots, then this Run command will make it easier.

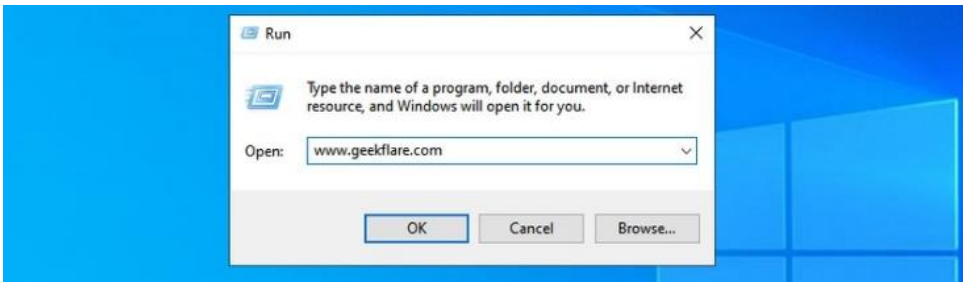
22. Open Windows Memory Diagnostic — "mdsched"

If you think there is a problem with your RAM, this tool can check your RAM and possibly fix the problem or let you know there is an issue. If you start seeing sudden freezes or crashes, it could mean there is a problem with your RAM.



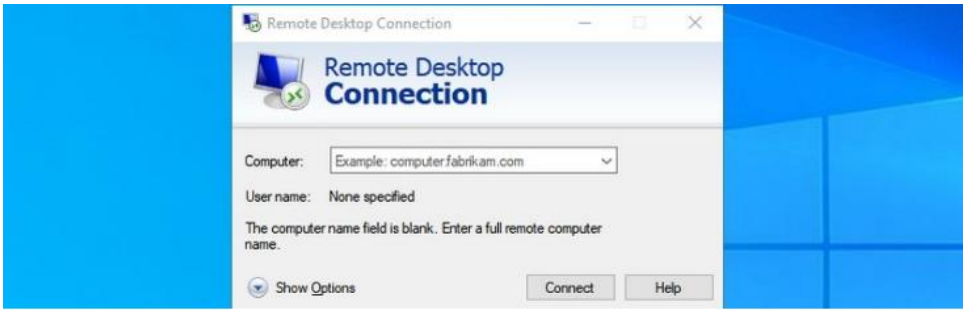
23.Open any website — "Insert website URL"

You can also enter the URL of any website in the Run dialog, and it will open it in your default browser. For example, if you type www.geekflare.com in the Run command, it will open the Geekflare home page in your default browser.



24.Open Remote Desktop Connection — “mstsc”

You can use this feature to remotely connect to another PC and take full control over it. You’ll have to set up both PCs for the remote connection first, though. This Run command just makes the process easier.

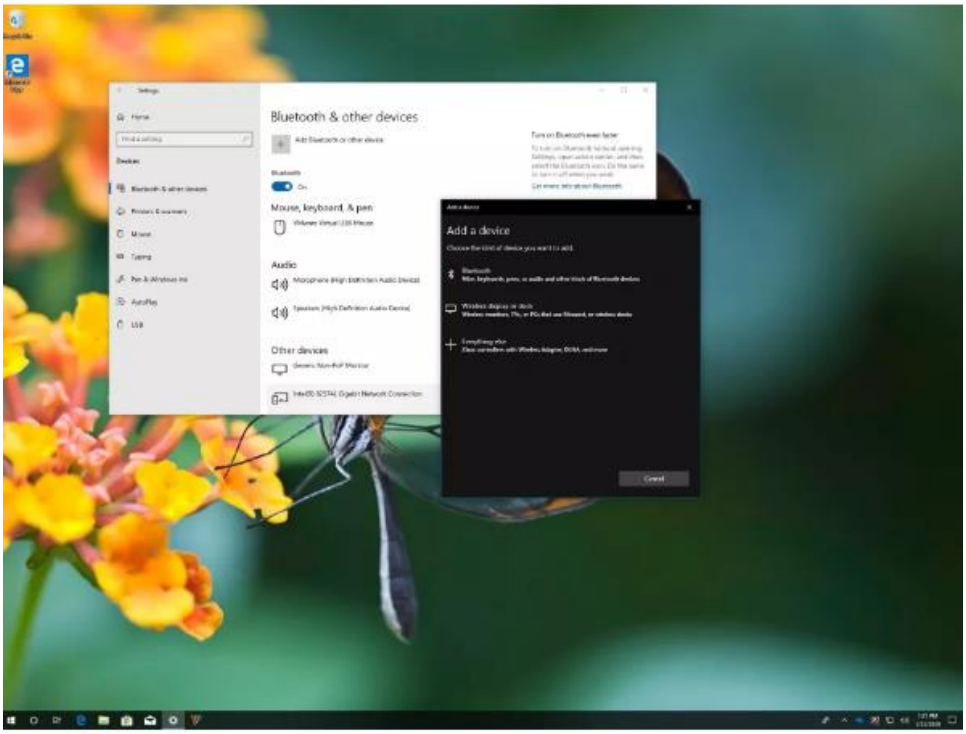


25.Open Command Prompt — “cmd”

Unlike PowerShell, you can’t access the Command Prompt by right-clicking on the start menu anymore. If you prefer using the Command Prompt over PowerShell to execute commands, this is one of the easier ways to open the Command Prompt.

SETTING PERPHERIALS

If you have a new device, in this guide, we'll show you the easy steps to add (or remove) it from Windows 10.



When you connect any hardware or peripheral to a Windows 10 PC, the system will always try to install and configure the device automatically using built-in drivers or Windows Update.

Although the system usually does a pretty good job detecting new devices, there will be times when particular hardware or peripheral won't be detected automatically, or you'll need to configure a wireless device, in which case, you'll have to add the hardware manually.

In this Windows 10 guide, we'll walk you through the steps to use the Settings app to quickly add devices (such as mice, keyboards, and printers) to your computer. In addition, we'll also outline the steps to remove a device, if it's causing problems or you no longer need it.

- How to add a device using Settings
- How to remove a device using Settings

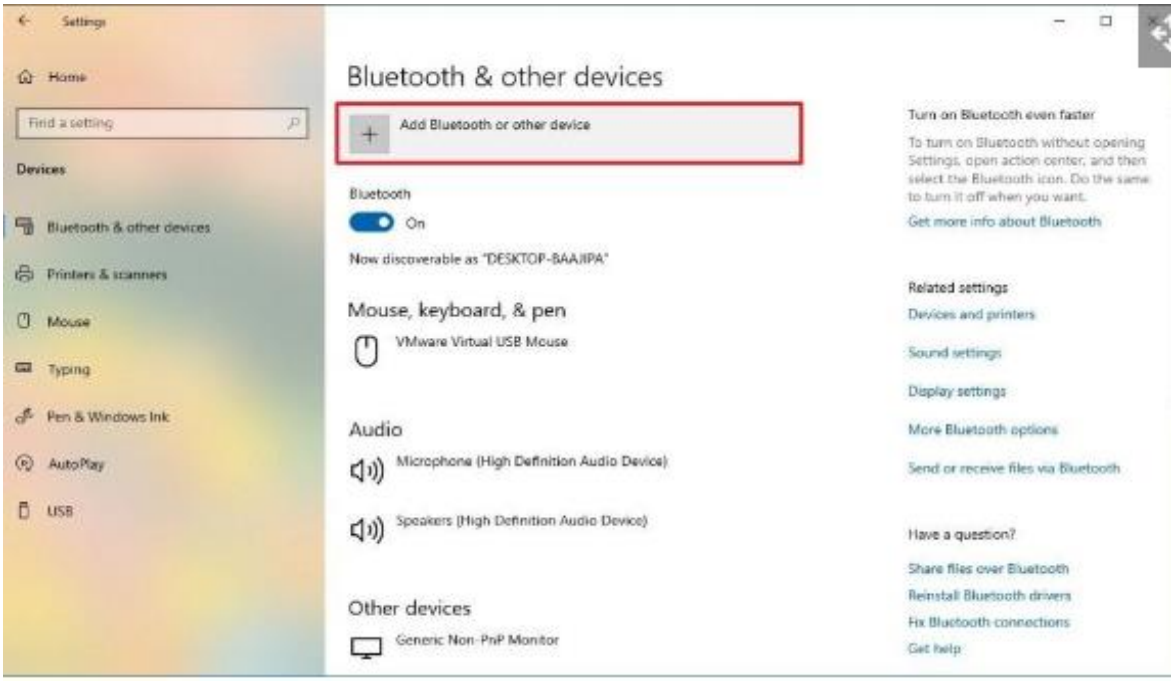
How to add a device using Settings

The Settings app offers two ways to add new devices depending on whether you're setting up a new printer or another peripheral.

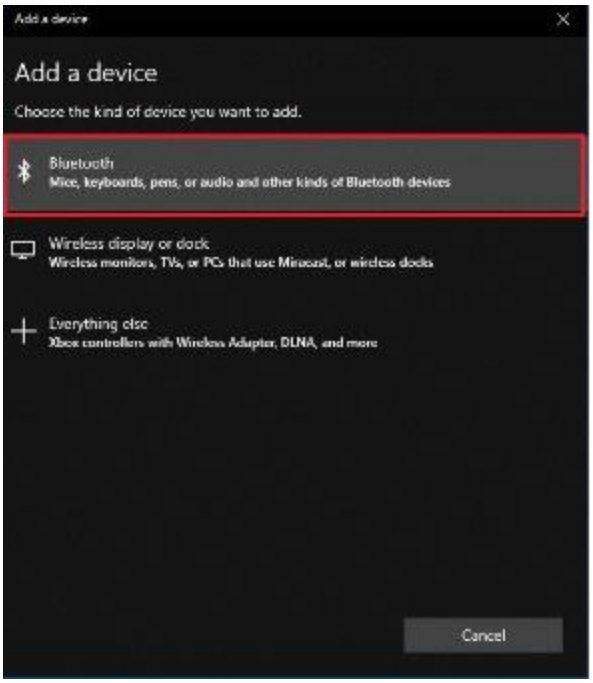
Adding hardware and peripherals

To add a new device to your computer (or view a list of the devices already connected), use these steps:

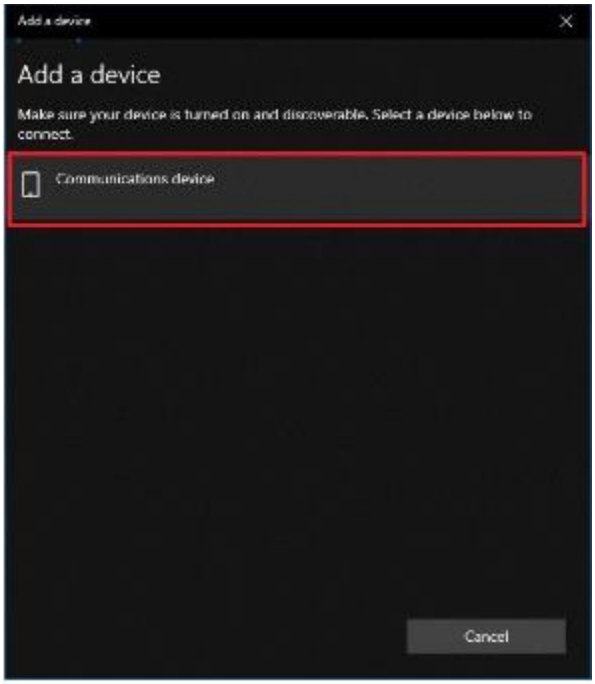
1. Open **Settings**.Click on **Devices**.
2. Click on **Bluetooth & other** devices.
3. Click the **Add Bluetooth or other devices** button.
4. **Quick Tip:** If you're trying to connect a Bluetooth device, make sure to enable "Bluetooth" before trying to connect.



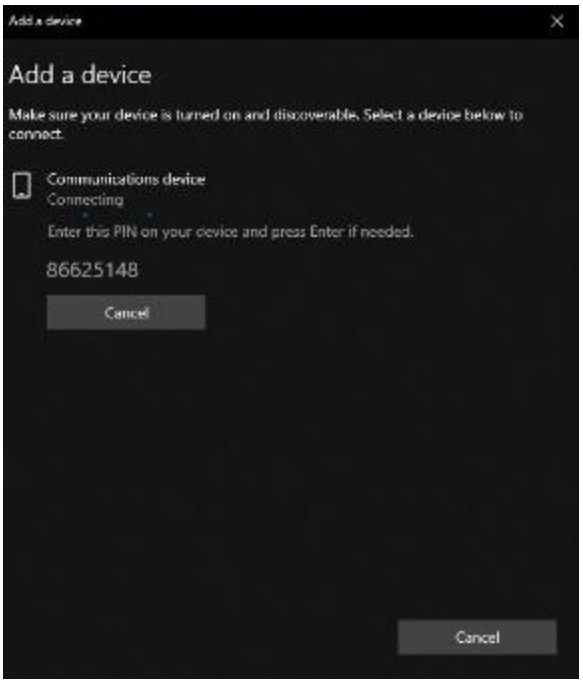
5. Select the device type that you're trying to add, including:
    - **Bluetooth —** to set up a mouse, keyboard, pen, or wireless speakers.
    - **Wireless display or dock —** to set up a wireless display, Miracast, or a wireless dock station.
    - **Everything else —** to set up anything that doesn't fall in the first two options. Some of the devices can include, DLNA devices and Xbox controller with a wireless adapter.



6. Select the device from the discovery list.



7. Continue with the easy on-screen directions to complete the setup.



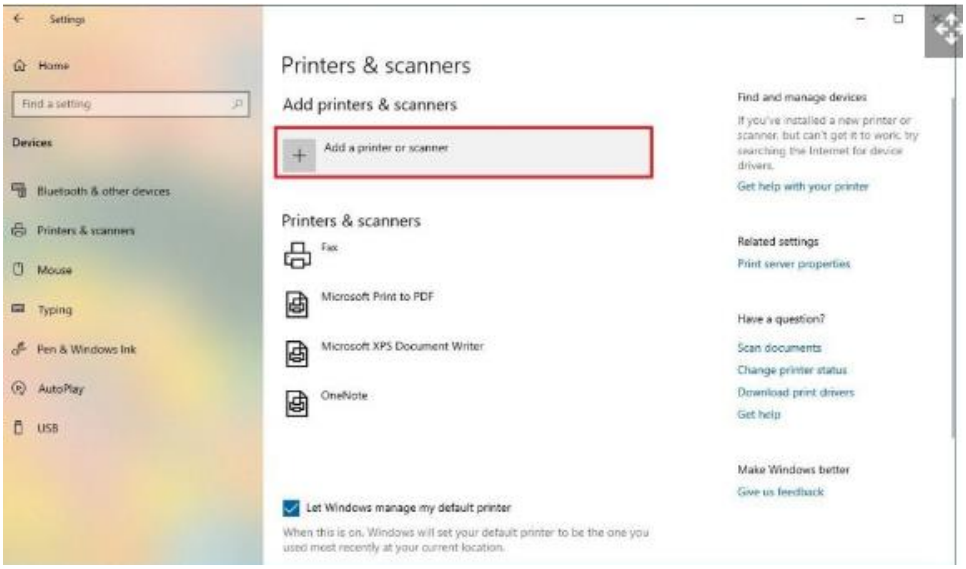
Once you've completed the steps, the system will install the correct driver and configure the device, and you should be able to use it without additional steps.

Adding printers

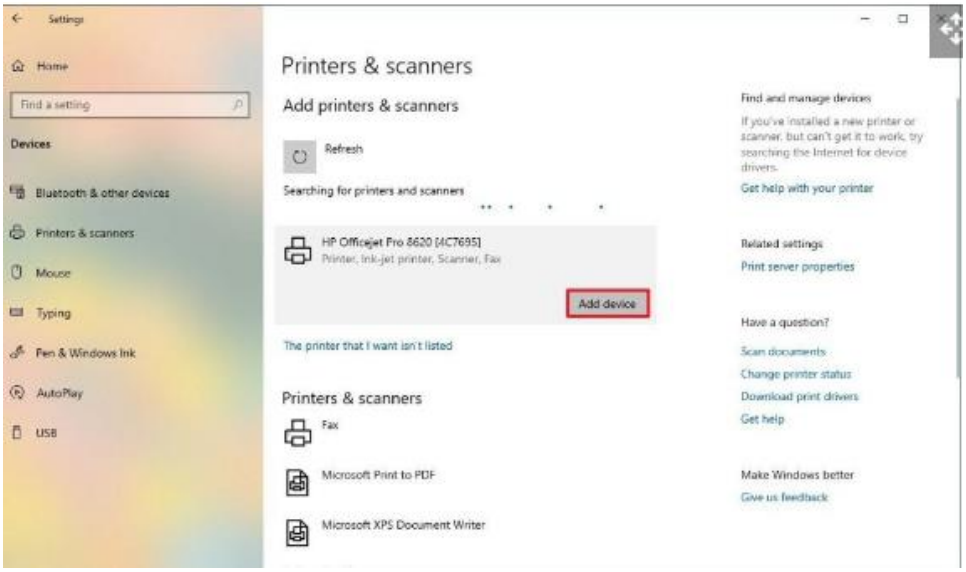
Although printers fall into the hardware and peripherals category, Windows 10 includes a separate experience to install printers and scanners.

To add a new printer or scanner, make sure the device is turned on and connected, and do the following:

1. Open **Settings**.
2. Click on **Devices**.
3. Click on **Printers & scanners**.
4. Click the **Add a printer or scanner** button.



5. Select the device from the list, and click the **Add device** button.



After completing the steps, the printer will install automatically, and you should be able to print from any application.

How to remove a device using Settings

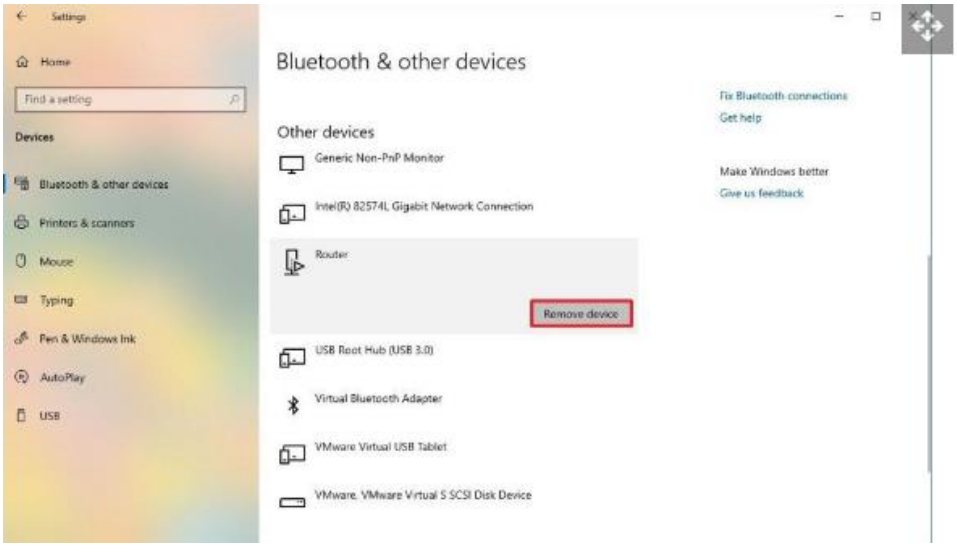
On Windows 10, you can also use the Settings app to quickly remove any device:

Removing hardware and peripherals

To remove a piece of hardware or peripheral from your computer, use these steps:

1. Open **Settings**.
2. Click on **Devices**.
3. Click on **Bluetooth & other** devices.

4. Select the device that you no longer need.
5. Click the **Remove device** button.



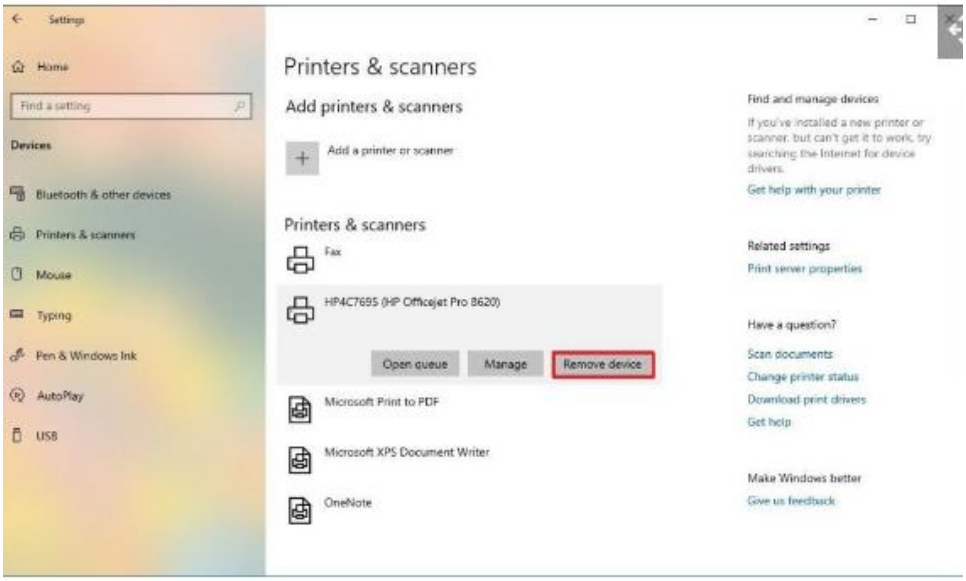
6. Click the **Yes** button to confirm.

Once you've completed the steps, Windows 10 will remove the device, and you'll no longer be able to use it.

Removing printers

If you need to remove a printer, the steps are slightly different:

1. Open **Settings**.
2. Click on **Devices**.
3. Click on **Printers & scanners** devices.
4. Select the printer that you no longer need.
5. Click the **Remove device** button.



6. Click the **Yes** button to confirm.

After completing the steps, Windows 10 will remove the printer completely from your computer.

DRIVERS

It is recommended you update your **Windows Drivers** regularly in order to avoid conflicts. Driver updates will resolve any **Driver conflict issues with all devices** and improve the performance of your PC

How Do I Install Driver updates?

To fix your Drivers problems you will need to know the particular model of the device you are having problems with. Once you have the details you can search the **manufacturers** website for your drivers and, if available, download and install these drivers.

How do I know if I need to update my Drivers?

If you are unsure of whether or not you need to update your Drivers, or indeed which Drivers may need to be updated, you can run a Drivers scan using a driver update tool (you will need to pay to register this tool but usually the Drivers scan is free). This will allow you to assess your Driver needs without any commitment. Alternatively, you can use the device manager to check if there are problems with any of your hardware devices.

Can I update the Drivers myself?

In many cases the answer to this is yes, however in some cases the manufacturers no longer make the Drivers available so you need to use a Driver Update Tool to install the missing Drivers. The purpose of such as tool is to save you time and effort by automatically downloading and updating the Drivers for you.

How will a Driver Update Tool fix my Windows Device Drivers?

A Driver Update Program will **instantly resolve your drivers' problems** by scanning your PC for outdated, missing or corrupt drivers, which it then **automatically updates** to the most compatible version.

Why should I download Driver Update Software?

Apart from updating your **Windows Software Drivers**, installing ***a Driver Update Tool*** gives:

- Up to **3 times faster internet connection and download** speeds
- Better **PC performance for games and audio** applications
- Smooth-running of all your **PC devices** such as printers, scanners etc.
- Better all-round performance of your PC due to **automatic driver updates** which will **keep all your devices and your PC in top condition**

Common Windows Drivers Problems

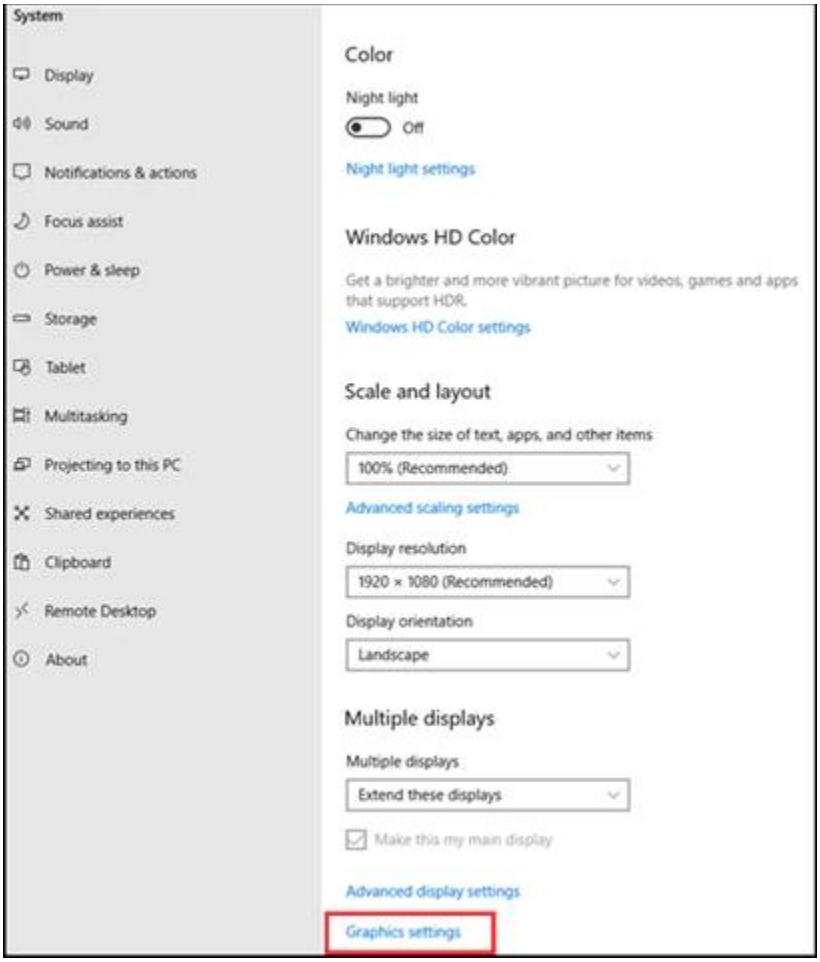
If you have not found the solution to your Windows Drivers problems here, you can search for a solution on us Driver Updates Blog.

All Windows Operating Systems require up-to-date Drivers to run efficiently and effectively. If you upgrade your Operating System then you will need to ensure that your Drivers are also updated. Driver updates are available for Windows 10, Windows 8, Windows 7, Windows Vista and Windows XP.

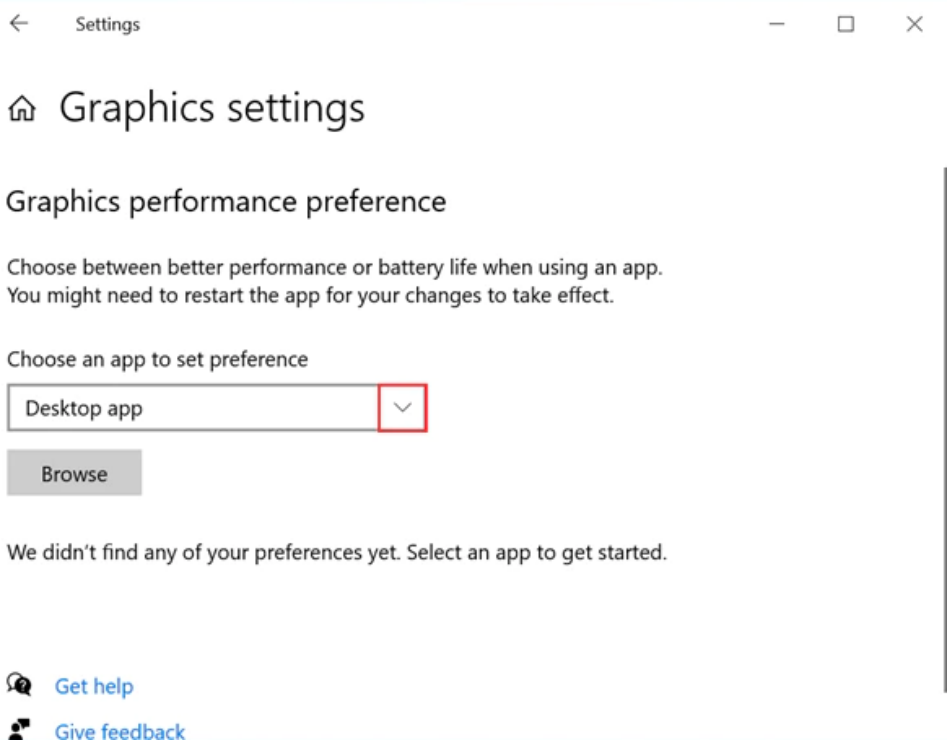
EDITING GRAPHICS IN WINDOWS

1. Right-click on the Desktop and select Display settings.

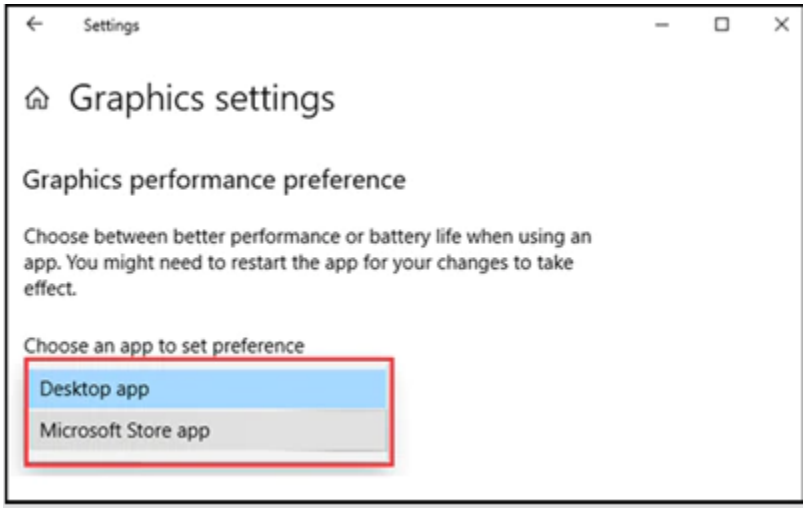
2. Select the graphics setting’



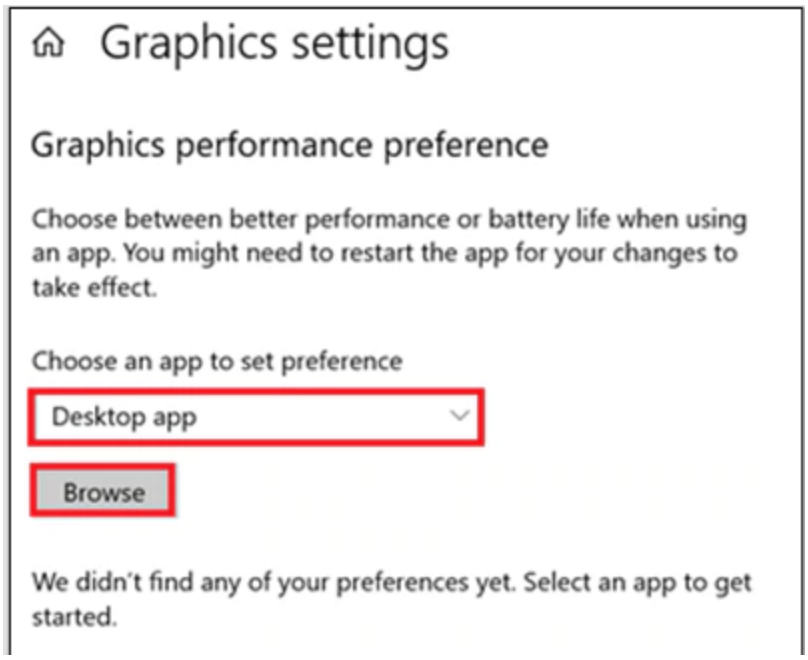
3. Click the down arrow



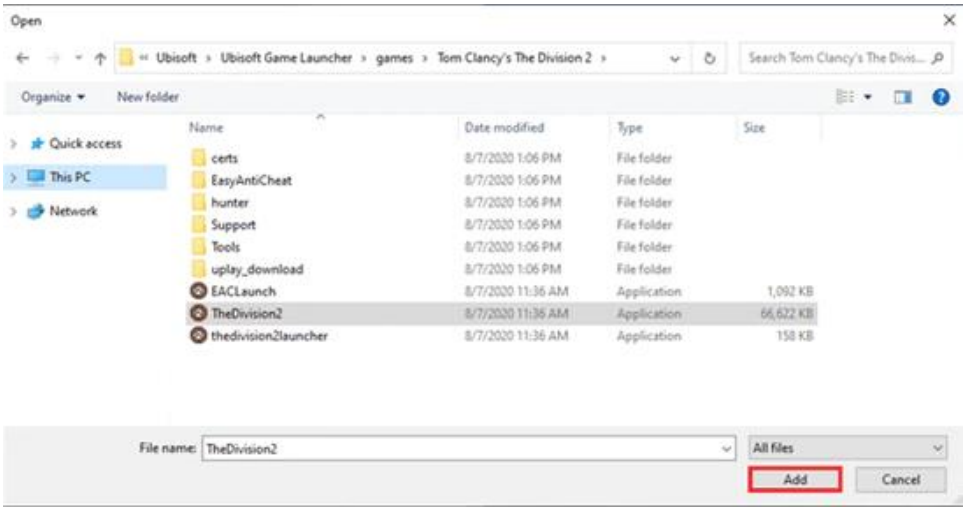
4. Specify the app type



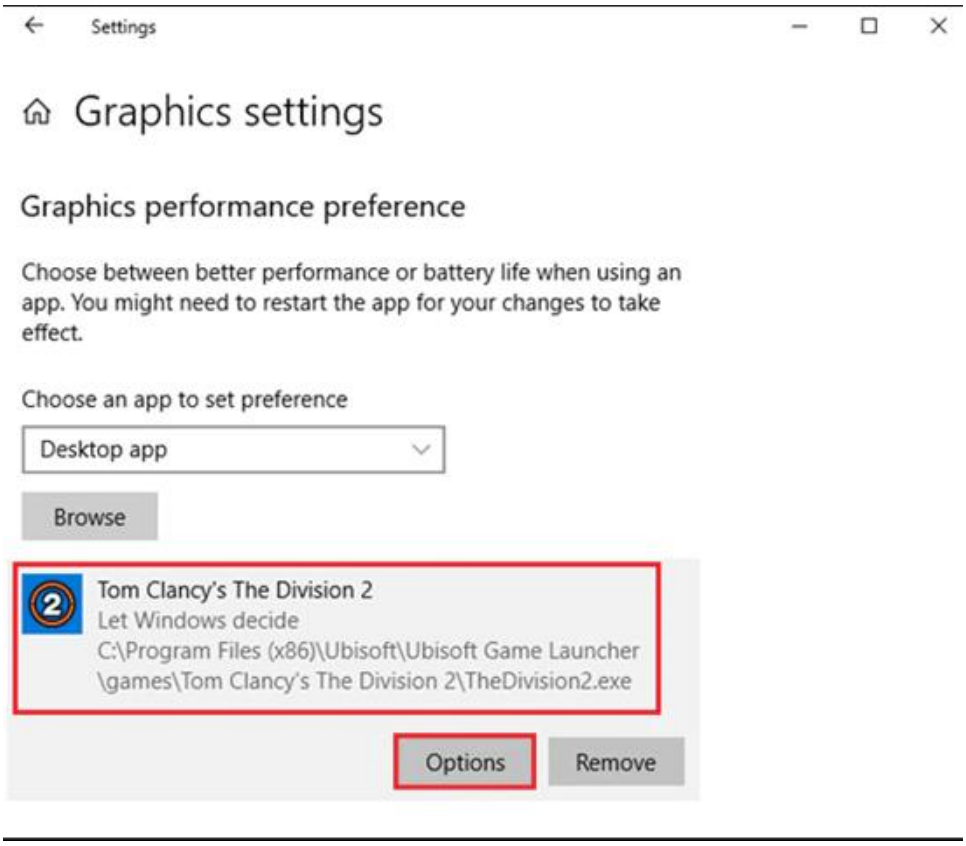
5. To customize graphics performance for a Desktop (Classic) app, select Desktop app and click Browse to open File Explorer and navigate to location of the desired application's executable file.



6. In File Explorer, select the desired application's executable file and click Add. In this example, TheDivision2.exe was selected.



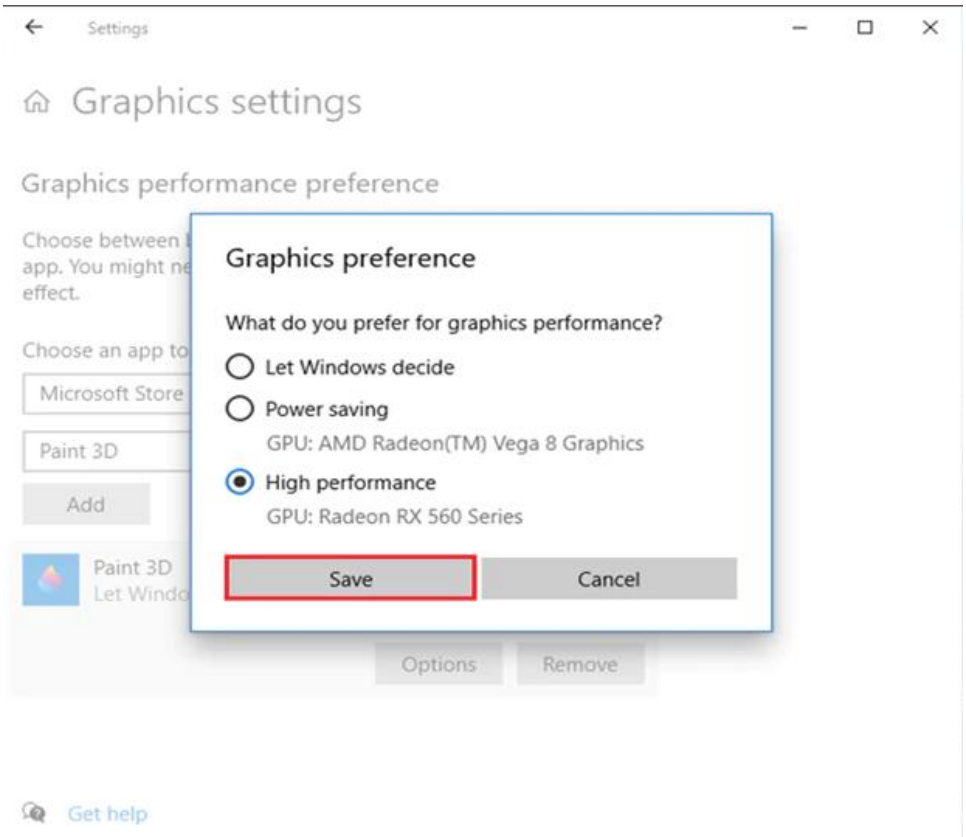
7. Select the desired application (in this example; Tom Clancy's The Division 2) and click Options.

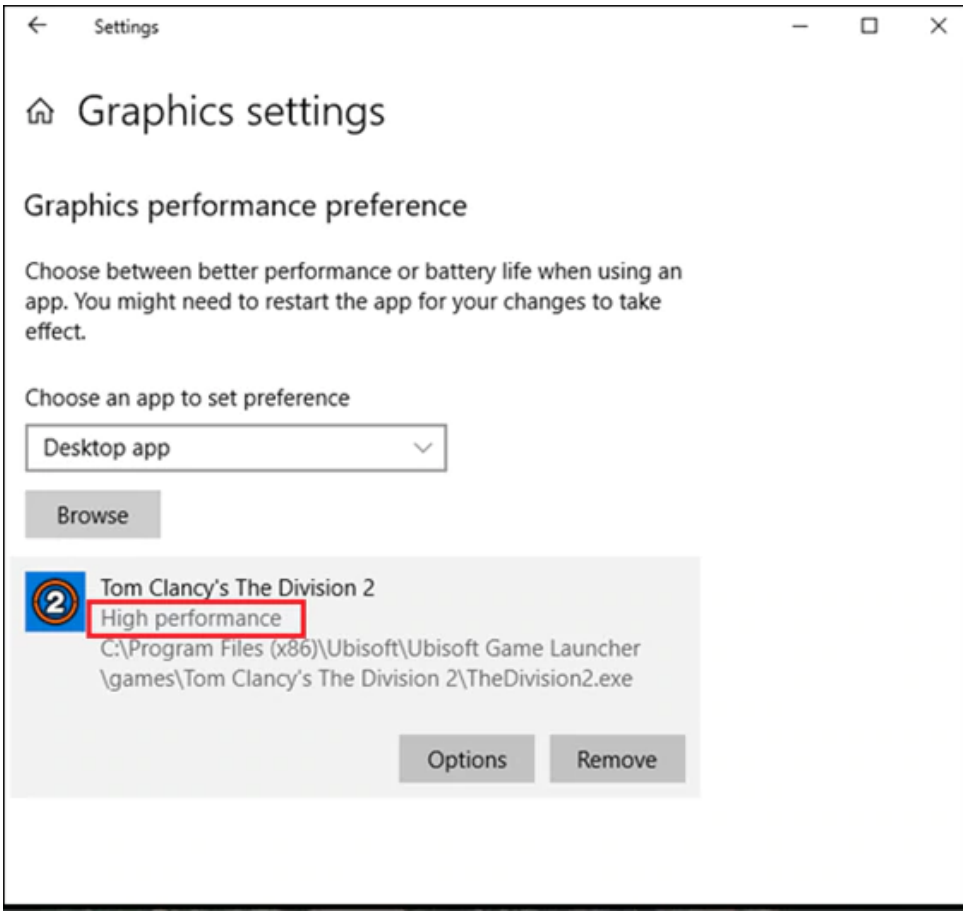


8. The Graphic preference menu should appear, with the following options to choose from:

   - **Let Windows decide** – Automatically selects the Integrated GPU when running 2D apps and the Discrete GPU when running 3D apps. This is the default setting.
   - **Power saving** – Selects the integrated GPU, which provides lower performance but consumes less power.
   - **High performance** – Selects the discrete GPU, which provides better performance but consumes more power.

   Choose the preferred setting and click Save.


Settings
Graphics settings
Graphics performance preference
Choose between
app. You might ne
effect.
Choose an app to
Microsoft Store
Paint 3D
Add
Paint 3D
Let Windo
Options
Remove
Get help
Graphics preference
What do you prefer for graphics performance?
Let Windows decide
Power saving
GPU: AMD Radeon(TM) Vega 8 Graphics
High performance
GPU: Radeon RX 560 Series
Save
Cancel


Settings
Graphics settings
Graphics performance preference
Choose between better performance or battery life when using an app. You might need to restart the app for your changes to take effect.
Choose an app to set preference
Desktop app
Browse
Tom Clancy's The Division 2
High performance
C:\Program Files (x86)\Ubisoft\Ubisoft Game Launcher \games\Tom Clancy's The Division 2\TheDivision2.exe
Options
Remove