

Windows 10 Introduction

Getting Started

Throughout this guide, where we use [Click], [Right Click], and [Double Click], you can use the touch equivalents of [Tap], [Press and Hold], and [Double Tap]. See **Mouse/Touch Equivalents**.

When in Tablet mode, [Click] becomes [Click] .

Starting Windows

1. [Click] or [Swipe Up] the starting picture.
2. If necessary, select a user.
3. Sign-in with your last used method.
 - Sign-in methods include typing a password then pressing <Enter> or [Clicking] ; typing a PIN; gestures on a picture; or scanning fingerprint, face or iris.
 - For password or PIN sign-in [Click] to temporarily see what you've typed.
 - If you have set up alternative sign-in methods (see **Configuring Sign-In**), switch among them by [Clicking] SIGN-IN OPTIONS and selecting:

- Picture password
 - Typed password
 - PIN password.
- Sync settings across all your Windows 10 devices by using the same sign-in. See **Using the Settings App** to configure this behavior.

Ending Your Windows Session

End a computing session by locking your screen, signing out, or shutting the device down.

- To lock your screen: [Click] , your account name, then choose LOCK. Or, press <-L>.
- To unlock your screen: [Swipe up] or [Click] anywhere on the screen, then sign-in.
- To sign out: [Click] , your account name, and choose SIGN OUT.
- To sleep, shut down, or restart your device: [Click] then , then select an option.

Accessing Apps and Content (Start Menu)

[Click] at the lower left, or press the Windows key to access the Start menu. On the left is an app list, and on the right, a pane of app tiles. The left side list includes:
Your account name at the top – Change Account Settings, Lock your Device, Sign Out or switch to another user.
 – File Explorer, to access your documents and files.
 – Settings, to access most settings for Windows.
 – Shut Down, Restart or put your device to Sleep.
 – Alphabetical list of installed apps. It may be easier to find an app with Search (see **Searching for Apps**).
• [Right Click] the Start menu button , or press <-X> to access power user tools.

Configuring the Start Menu

1. [Click] , SETTINGS, PERSONALIZATION, START.
2. Turn on/off the Most Used or Recently Added app lists.
3. Turn on/off the ability to display Jump Lists (Recently Used Files, Common Tasks) for pinned apps in both the Start menu and on the Taskbar.
4. [Click] CHOOSE WHICH FOLDERS APPEAR ON START to add or remove pinned folders (e.g. File Explorer, Settings).

Rearranging and Resizing App Tiles

- [Drag] a tile to a new position within the tile group or [Drag] the title bar of a tile group to rearrange the group.
- [Right Click] a tile, choose RESIZE, then select a size.



Resizing the Start Menu

1. [Hover] over the top, left or bottom edges of the Start menu. The mouse pointer changes to a double-headed arrow, .
2. [Drag] the edge.

Pinning an App Tile to Start

1. [Right Click] any app on the Desktop, Taskbar or within the Start menu or, with File Explorer, an app or folder.
2. Select PIN TO START.

To remove an app tile or listing [Right Click] the app and select either UNPIN FROM START or DON'T SHOW IN THIS LIST.

Managing Tile Groups

Create a new group by [Dragging] a tile below existing tile groups until a new group title bar appears.

Naming a Tile Group:

1. [Hover] over the tile group's title then [Click] its right side .
 2. Type a name, then press <Enter>.
- To remove a name, [Click] in step 2.

Accessing Apps and Notifications (Taskbar)

Taskbar icons (vary according to installed hardware):

- 1 Start menu button:** Access apps and content.
- 2 System:** Start, Cortana/Search, Task View
- 3 Pinned Apps:** Edge, File Explorer, Store
- 4 System Tray:** Icons for apps running in the background
- 5 Hardware Status Indicators:** Battery, WiFi, Sound
- 6 Miscellaneous:** Action Center, Touch Keyboard, Date/Time.

Configuring the Taskbar

[Right Click] the Taskbar on a blank spot and select SEARCH or SHOW TASK VIEW BUTTON or SHOW TOUCH KEYBOARD BUTTON to change which buttons appear in **2** and **6**.

[Right Click] the Taskbar and select PROPERTIES then:

- [Click] the TASKBAR BUTTONS list to manage Taskbar complexity in **3**. For example, NEVER COMBINE displays open Word files as separate Taskbar icons. This is a good choice if no more than 10 apps and files are open at any one time.
- [Click] CUSTOMIZE in the Notification Area then SELECT WHICH ICONS APPEAR ON THE TASKBAR to modify the number of icons in **5**.

The Taskbar behaves differently in Tablet mode (see **Working in Tablet Mode**). To change this behavior [Click] , SETTINGS, SYSTEM, TABLET MODE or press <-A>, TABLET MODE.

Pinning an App to the Taskbar

1. [Right Click] any app on the Desktop, Taskbar or within the Start menu or, with File Explorer, an app or folder.
2. Select PIN TO TASKBAR.

To rearrange a pinned app, [Drag] it within the Taskbar.

Using Taskbar Jump Lists

[Swipe up] or [Right Click] a Taskbar button to display its Jump List.

Jump Lists show an app's recently used files, pinned files, and sometimes related tasks on the Taskbar.



Using the Action Center

1. [Click] (switches to if new messages are waiting) or [Swipe In] from the right screen edge to open the Action Center.
2. [Click] a message for details. To dismiss it, [Hover] and [Click] .

- [Click] CLEAR ALL to remove all messages.
- [Click] COLLAPSE to see more messages. The Quick Action button grid will collapse to a single row.

Power user tip: To configure the collapsed row of 4 Quick Action buttons, [Click] , SETTINGS, SYSTEM, NOTIFICATIONS & ACTIONS, QUICK ACTIONS. [Click] each button image to select an action.

Selected Quick Action Buttons

Tablet mode – see **Working in Tablet Mode**

Rotation lock – prevents screen rotation in Tablet mode

Connect – Connect to wireless display and audio devices using Bluetooth, Miracast, or WiGig.

Battery saver – Changes system settings to reduce power consumption. Modify these settings in , SETTINGS, SYSTEM, BATTERY SAVER, BATTERY SAVER SETTINGS.

Wi-Fi or Airplane mode – Turn on/off wireless connections (see **Settings & Troubleshooting**).

Top 10 Things You Need to Know

1. The biggest change is that all your computers, tablets and smartphones look and act the same. You must use a single sign-in to sync your settings across all these devices. See **Starting Windows** as well as **Using the Settings App**.
2. Get to know Tablet mode if you have a tablet or smartphone. It behaves differently than desktop mode. See **Working in Tablet Mode** as well as **Using the Touch Keyboard**.
3. The new Start menu is a hybrid of the previously separated Desktop and Windows App environments. See **Accessing Apps and Content** to understand how it works.
4. All apps are now windowed with a menu, titlebar and close button. See how to manipulate them in **Working with Apps**.
5. Multiple desktops are a very useful feature to visually arrange many running apps into logical groups. See **Working with Multiple Desktops**.
6. Access your documents through an appropriate app. Or use File Explorer by pressing <-E>, or [Clicking] on the Taskbar.
7. File Explorer now opens to the new Quick Access view. Learn how to adjust its behavior with **Managing Content with File Explorer**.
8. Searching has been completely revamped with the introduction of Cortana, Microsoft's voice activated virtual assistant. Cortana can be used to search not only local files but also the OneDrive cloud, Windows App Store and the web. It can also set reminders, dictate then send emails and launch apps. See **Searching with Cortana**.
9. All app, setting and system notifications now appear in a single place – the Action Center. They appear in a vertical list on the right edge. See **Using the Action Center**.
10. The default web browser is now Microsoft Edge a new, faster, more touch capable app . You can still find the Internet Explorer app via Search.

Windows 10 Shortcuts

Navigation

Open/Close Start menu
(In Tablet mode switches between Start and last accessed app)

Task View

Cycle among open apps/windows

Cycle among Taskbar items

Cycle among open windows in the order they were opened (not in Tablet mode)

Cycle among elements in a window or dialog box

Launching Apps

Open File Explorer

Open the Action Center

Open or select a Taskbar item (not in Tablet mode)

Open the Run dialog

Launch app as Administrator

Close current window or open shutdown dialog

Search

Search by speaking

Search by typing

Search within an open app

Search for, then connect to wireless devices

Settings

All Settings

Share current app content (if supported)

Options

Context menu

Power user tools

Screens

Second Screen options

Lock computer

Zoom in and out

Show Desktop, Minimize/Restore all windows (not in Tablet mode)

Screenshots

Capture a screenshot to both clipboard and Pictures/Screenshots folder

Capture a screenshot of the active window to the clipboard

App Windows

Restore, move, size, minimize/maximize close

Cycle app window to each Snap quadrant (not in Tablet mode)

Move the current window/app from one monitor to the next

Virtual Desktops

(not in Tablet mode)

Create new Desktop

Close current Desktop

Switch Desktops

Help

Launch web help query

Help for active window

Windows Task Manager

or Ctrl-Esc

- Tab or Swipe from Left
Alt/Alt-Shift - Tab
 - T/Shift-T
Alt-Esc

Tab/Shift-Tab or F6

- E
 - A
 - number

- R
Ctrl-Shift-Click
Alt - F4

- C
 - S
Ctrl - F
 - K

- I
 - H

[Right Click] or [Press and hold]

- X

- P
 - L
Ctrl-Mouse scroll wheel, or [Pinch/Stretch]

- D

- PrtScn

- Alt-PrtScn

Alt - Space

- Arrow

- Shift-← or →

- Ctrl-D

- Ctrl-F4

- Ctrl-← or →

- F1

Ctrl-Shift-Esc

Working with Apps

Windows 10 features two app types. Traditional apps such as Notepad are not optimized for touch, have small controls and many menus. Windows apps such as Edge are optimized for touch with large controls and fewer menus. Windows apps either come with Windows or can be downloaded from the Store. Many require a Microsoft Account sign-in.

Starting an App

1. [Click] 1.
2. [Click] an app to launch it.
 - On the Taskbar, [Click] a pinned program.
 - On the Desktop, [Double Click] a program shortcut. Use Cortana/Search 2 to find apps and settings. See Searching for Apps. To see all apps, [Click] .

Opening an App File (Document)

1. Press <Windows-E>. Or, on the Taskbar, [Click] (see Managing Content with File Explorer).
 2. [Double Click] to open a folder or library.
 3. Locate then [Double Click] a file.
- For a file that can be opened by multiple programs, choose a program by [Right Clicking] the file icon, choose OPEN WITH, then select from the list.

Saving an App File

Press <Ctrl-S> or choose FILE, SAVE to save changes to an existing file.

If saving a file for the first time or saving a copy to a new location:

1. Choose FILE, SAVE AS.
2. Choose a file location then enter a FILE NAME. A filename and location can be up to 256 characters in length. Do not use /\ : * ? < > or !.
3. [Click] SAVE.

Switching Between Windows/Apps

Taskbar buttons indicate which programs are open, have multiple windows, or need attention.



- To activate an open app [Click] its Taskbar icon. If necessary, select from the list or thumbnails of open windows. To preview a window, [Hover] over a thumbnail.
- To cycle through active apps, hold <Alt> and press <Tab> repeatedly.

Switch Using Task View

1. Hold <Windows> and press <Tab>, or [Click] 2 or [Swipe] from the left screen edge.
2. [Click] a window.

Snapping Multiple Apps to the Same Screen

1. Press <Windows-← or →> on an open app to snap it to the left or right side of the screen. Alternatively, [Drag] the title bar to the left or right screen edge and release when the mouse pointer reaches the edge.
2. A subsequent press of the <Windows-↑ or ↓> snaps it to the upper or lower quadrant making room for up to four apps on the same screen.
- Windows will display thumbnails of other open apps in an empty quadrant. [Click] one and it will snap to a different screen quadrant.

Resizing an App

1. [Point] to an edge or corner of a non-full screen window. The mouse pointer changes to a double-headed arrow .
2. [Drag] the edge of the window.

Expand a window to full height: [Double Click] the top or bottom edge or press <Windows-Shift-Up>.

Moving an App

[Drag] an app by its title bar avoiding the buttons.

Maximizing an App

Press <Windows-Up> on an open app or [Double Click] its title bar.

When a window is maximized, the Maximize button changes to a Restore button .

Restoring to Previous Size

- [Double Click] the title bar.
- [Click] .
- Press <Windows-Up>

Hiding an App

- [Click] , or press <Windows-Up> (twice if maximized).
- To minimize all open windows other than the current window, press <Windows-Home>.
- To minimize all open windows and show the Desktop, press <Windows-M>.

Closing an App

- Press <Alt-F4>.
- [Click] the app's Close button .
- Choose FILE, CLOSE or FILE, EXIT from the app's menu bar or ribbon.

Close an App Window from the Taskbar

- [Hover] over a Taskbar button, then [Click] a thumbnail's button. In most cases, closing the last window closes an app.
- [Right Click] a Taskbar button then choose CLOSE WINDOW / ALL WINDOWS.

Searching for Apps

- With the Start menu open, just start typing.
- On the Taskbar, [Click] the Search Box or the 2, then type. The icon changes to if Cortana is enabled.
- Press <Windows-Q>, then type.

To restrict the search to local apps, settings, documents, etc. [Click] . To filter the subsequent list select a category from the SHOW drop-down list. To switch to external results [Click] SEARCH THE WEB. See Searching in File Explorer for file and folder searches. Tip: To shrink the Taskbar's Search Box to an icon, [Right Click] the Taskbar, select SEARCH then choose a display option.

Searching with Cortana

Windows 10 includes a speech enabled virtual assistant that responds to your natural language search requests and commands (requires embedded or attached microphone).

- [Click] 2 then type your question or request.
- Speak the phrase "Hey Cortana" then ask your question.
- [Click] 2 then [Click] in the pane's lower right corner then ask your question.

Enable Cortana:

1. [Click] the Taskbar's Search Box or icon 2 then [Click] the Search Pane's upper left settings icon .
2. Change the CORTANA CAN GIVE YOU SUGGESTIONS setting from OFF to ON.
3. Complete the simple speech exercises to attune Cortana to your voice.

Working with Multiple Desktops

If you need to organize many apps but don't have multiple monitors you can organize them into multiple, virtual Desktops.

1. Go to Task View (see Switching Between Windows/Apps).
2. In the bottom right corner, [Click] +.
3. [Click] the new Desktop thumbnail then open apps as necessary.
- Each Desktop's Taskbar displays its own set of icons. To change this [Click] SETTINGS, SYSTEM, MULTITASKING, VIRTUAL DESKTOPS.
- To move open apps from one Desktop to another switch to Task View 2, [Right Click] an app, [Click] MOVE TO then select the destination Desktop.

Managing Content with File Explorer

Managing Files and Folders

Press <Shift-E> or [Click]  on the Taskbar to start File Explorer.

- The Ribbon **7** provides options and tools to work with files and folders. Some Ribbon tabs are specific to a file type, e.g., PICTURE TOOLS, MANAGE only appears if an image file is selected.
- [Click] a Ribbon tab (HOME, VIEW, etc.) to open it. Or, press <Alt> then press the indicated letter . [Right Click] a Ribbon tab and deselect MINIMIZE THE RIBBON or [Click]  **8** to permanently expand the Ribbon.
- The Navigation Pane on the left displays your available folders and drives. The right side Content Pane displays the selected folder's files. To change what is displayed, choose **VIEW, NAVIGATION PANE**  then:
 - EXPAND TO OPEN FOLDER: Show folders in the Navigation Pane as you open them on the right.
 - SHOW ALL FOLDERS: Show folders normally hidden such as Control Panel and Recycle Bin.
- The Preview Pane previews the content of certain files (documents, images, videos). To enable, choose **VIEW, PREVIEW PANE**.
- The Details Pane displays select file details such as size or availability. To enable choose **VIEW, DETAILS PANE**.

Customizing the Quick Access Toolbar **12**

The Quick Access Toolbar displays icons for frequently used Ribbon commands. To add a command:

- [Click] , then [Click] a command.

Navigating in File Explorer

- In the Navigation Pane [Click] a folder to see its contents on the right.
- See subfolders or hide them by moving the mouse into the Navigation Pane, then [Clicking]  or .
- In the Address Bar **9**, [Click] a folder name, or [Click]  to its right to jump to its subfolder.
- In the Content Pane, [Double Click] a drive or folder.

To navigate between already viewed folders:

- [Click]  or  **10**. [Click]  to select from a list of folders or  to move up one folder level to its parent.

Customizing the Default Quick Access View

Quick Access, the default view for File Explorer, automatically displays frequently or recently visited files or folders.

- [Click] **VIEW, OPTIONS** .
- To change the default view, from the OPEN FILE EXPLORER TO list, choose THIS PC.
- In the Privacy section toggle checkboxes for SHOW RECENTLY USED FILES IN QUICK ACCESS and SHOW FREQUENTLY USED FOLDERS IN QUICK ACCESS to disable the automatic display of frequent and recent items.

To add or remove Quick Access items [Right Click] the item in File Explorer then select PIN TO QUICK ACCESS or REMOVE or UNPIN FROM QUICK ACCESS.

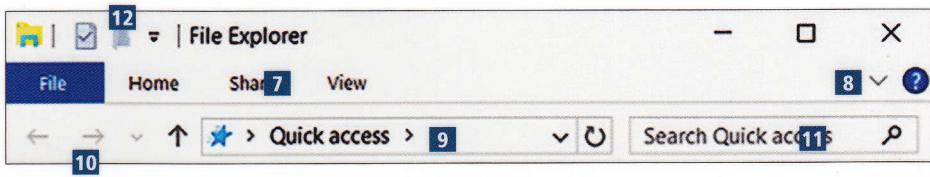
Searching in File Explorer

- Navigate to a folder then [Click] **11** or press <Ctrl-F>.
- Enter your search term. Matching file/folder names or file contents automatically display in the Content Pane.

Refine Your Search

[Click] **11** or press <Ctrl-F> to see the **SEARCH TOOLS, SEARCH** ribbon tabs.

- THIS PC to search the entire computer, CURRENT FOLDER to only search the current folder, ALL SUBFOLDERS to search all subfolders of the selected folder, and SEARCH AGAIN IN to search a recent location.
- Select DATE MODIFIED, KIND, or SIZE as additional criteria.
- Select OTHER PROPERTIES, NAME to only search for the file name.



Changing File Explorer's Display

Choose **VIEW** then [Hover] over options in the LAYOUT group to preview changes. [Click] to select a new view.

Power user tip: To add more columns to the DETAILS view [Right Click] the DATE MODIFIED heading and select additional columns to display or [Click] MORE to select from a larger list.

Grouping Files and Folders

To keep files and folders together based on criteria such as date (today, yesterday), file type (pictures, spreadsheets), or size choose **VIEW, GROUP BY** then select a grouping.

Sorting Files and Folders

Choose **VIEW, SORT BY** then a method.

Opening a Second Explorer Window

Press <Shift-E> or [Right Click] the folder and choose **OPEN IN NEW WINDOW**.

Creating a Folder

- Navigate to the location for the new folder.
- Choose **HOME**, then **NEW FOLDER** .
- Type a folder name, press <Enter>.

Renaming Files or Folders

- Select the folder or file you wish to rename.
- Press <F2> or choose **HOME, RENAME** .
- Type a new name, then press <Enter>.

Selecting Multiple Items

- [Drag] across a group of items.
- Adjacent items: [Click] the first item, then press <Shift> while [Clicking] the last item.
- Non-adjacent items: [Click] one item, then press <Ctrl> while [Clicking] other items.
- All items: Choose **HOME, Select all** or press <Ctrl-A>.
- To select everything but what is currently selected: Choose **HOME, Invert selection**.
- De-select an item: Press <Ctrl> while [Clicking] an item.
- De-select all items: [Click] a blank area or choose **HOME, Select none**.

Selecting Items with Checkboxes

- Enable by choosing **VIEW, ITEM CHECK BOXES**.
- [Hover] over a file, folder, or library then [Click] the checkbox to the left.

Deleting Files or Folders

- Select item(s) to delete. Local items (including offline OneDrive files or folders) are sent to the Recycle Bin. They can be restored if a mistake is made. Network items will be permanently deleted.
- Press <Delete> or choose **HOME, DELETE** .
- For a network item [Click] YES in the subsequent dialog.

Restoring Deleted Items

- [Double Click] the **RECYCLE BIN**  on the Desktop or select it within File Explorer.
- Select the item(s) to restore.
- To return item(s) to the original location, on the tab **RECYCLE BIN TOOLS, MANAGE** [Click] RESTORE THE SELECTED ITEMS .
- Or, [Drag] the item(s) to a different location.

Deleting Permanently

- Select an individual item. Choose **HOME**, then the drop-down of **DELETE** , then PERMANENTLY DELETE.
- For all items in the Recycle Bin: [Right Click] the **RECYCLE BIN**, and choose **EMPTY RECYCLE BIN**. [Click] YES.

Linking to a Document, Folder, or App

Create links to files or apps so they can be accessed from multiple locations. Link icons, called shortcuts, display a small lower left arrow . Deleting a link does not delete the original.

- [Right Click] the original item then choose **CREATE SHORTCUT**. [Drag] the shortcut to a new location. Or, for a shortcut on the desktop, choose **SEND TO, DESKTOP (CREATE SHORTCUT)**.
- [Right Drag] the item to a new location, release then choose **CREATE SHORTCUTS HERE**.
- Copy the item. [Right Click] on the destination, including the Desktop, then choose **PASTE SHORTCUT**.

Moving and Copying Files and Folders

- Select the file(s) and/or folder(s) to move or copy.
- [Drag] to move or <Ctrl>-[Drag] to copy. Release the item over another folder, window, the Navigation Pane, or the Desktop. In the Navigation Pane, to see subfolders, while [Dragging], [Hover] over the parent folder.

Or

Choose **HOME, MOVE TO**  or **COPY TO** .

Select a recent location or **CHOOSE LOCATION**,

select a new location then [Click] **MOVE** or **COPY**.

Using Cut, Copy & Paste for Files

- Select file(s) and/or folder(s) to copy.
- Press <Ctrl-C> or choose **HOME, COPY** .
- Or move a file, press <Ctrl-X> or choose **HOME, CUT** .
- Navigate to the destination folder.
- Press <Ctrl-V> or choose **HOME, PASTE** .

Mouse/Touch Equivalents

Mouse	Touch
Click	Tap
Double Click	Double Tap
Right Click	Press and Hold, then release when a box appears
Drag	Drag

Other Touch Actions

- [Pinch/Stretch] Move two fingers towards each other or away to shrink/enlarge.
- [Rotate] With 2 or more fingers, turn your hand.
- [Swipe from Right/Left/Top/Bottom] Quickly move your finger starting from a screen edge.

Using the Touch Keyboard

Add On-Screen Keyboard to Taskbar: [Right Click] the Taskbar, select **SHOW TOUCH KEYBOARD BUTTON**.

Switch to On-Screen Keyboard: [Tap] an area to input text such as on a form.

Or, on the Taskbar, [Tap] .

While typing, [Tap] a suggestion next to your text to insert it.

To switch between on-screen input types, [Tap] the bottom right on-screen input icon, then select another:

Keyboard	
Thumb Keyboard (better for holding a tablet)	
Handwriting	
Turn Caps Lock ON	[Double tap] 
Enter an Emoticon	
Dock/Undock keyboard	 to Dock,  to Undock. When undocked [Drag] top of undocked keyboard to reposition.

Sending Files and Folders (zip)

Gather files and folders into a single compressed file then attach that file to a message.

1. Select the items to zip.
2. Choose SHARE, then ZIP 
3. Rename the zip file if desired, then press <Enter>.

The zip file appears as a folder in File Explorer and acts just like any other folder. You can select it, add files or folders to it and delete items from it.

Unzipping (Extracting) Files

1. Select a Zip folder.
2. Choose COMPRESSED FOLDER TOOLS, EXTRACT then EXTRACT ALL .
3. [Click] BROWSE to find a destination folder.
4. [Click] EXTRACT.

Extract specific files:

1. Open a Zip folder then select the items to extract.
2. Move or copy items as usual. Or, choose COMPRESSED FOLDER TOOLS, EXTRACT then a frequently used location, or [Click] ▾ then CHOOSE LOCATION.

Working with Libraries

A convenient way to organize content that is widely spread but has a common purpose is to gather it into a single, convenient Library. For example, links to scattered picture folders can be found in a single default Pictures library. Libraries created from folder links display the contents of those folders in one place when viewing the library.

- Windows 10 does not show libraries by default. To display them open File Explorer and choose VIEW, NAVIGATION PANE, SHOW LIBRARIES.
- To view or manage libraries in File Explorer [Click]  in the Navigation Pane.
- To create a new library: [Right Click] a blank spot in the LIBRARIES folder, select NEW then LIBRARY. Type a name, then press <Enter>.
- To modify a library name, [Right Click] its name, select RENAME then type a new name and press <Enter>.
- To add a folder link to a library, [Right Click] a folder in the Navigation Pane, select INCLUDE IN LIBRARY then choose a library or [Click] CREATE A NEW LIBRARY. You can add the same folder link to many libraries.
- To remove a folder from a library, navigate to the library then choose LIBRARY TOOLS, MANAGE, MANAGE LIBRARY . Select a folder, [Click] REMOVE, then OK.

This does not delete the original folder only the Library link.

Warning: The original folder contents will be affected by changes made to its Library copy. For example, deleting a Library file will also delete the original.

Working in Tablet Mode

Tablet mode transforms Windows 10 into a touch-friendly environment with a full-screen start menu, full-screen apps and a simpler Taskbar.

Configuring Tablet Mode

1. [Click]  SETTINGS, SYSTEM then TABLET MODE.
2. Choose how to sign in, how to switch modes and whether app icons display on the Taskbar.

To quickly toggle Tablet Mode on or off [Click]  6 to open the Taskbar's Action Center then [Click] TABLET MODE.

Using Tablet Mode

- Return to the Start screen: [Tap] .
- Starting apps: Return to the Start screen and [Tap] an app tile or [Tap]  in the screen's bottom left corner then select an app.
- Accessing system apps (Account, File Explorer, Settings): Return to the Start screen and [Tap]  in the screen's top left corner.
- Switch between apps: [Swipe In] from the left screen edge or [Tap]  on the Taskbar. You can also use  to successively switch through open apps back to the Start screen.
- Closing apps: Perform a full [Drag] or [Swipe] from the screen top to the screen bottom.

Settings & Troubleshooting

Settings are distributed across two apps: Settings and Control Panel.

Using the Settings App

Adjust global settings for the system, connected devices, wireless and network connections, privacy, system updates and more.

1. [Click]  SETTINGS or [Click]  6 then ALL SETTINGS or press <Ctrl-Shift-Esc>.
2. [Click] the desired setting group then choose a setting to modify from the list on the left.
3. [Click] the top left  to return to the main Settings screen.

Useful settings are:

SYSTEM, APPS & FEATURES – to uninstall or move an app.

SYSTEM, DEFAULT APPS – to change which is the default app for email, music, etc.

NETWORK & INTERNET, WIFI – to manage your WiFi connections.

ACCOUNTS, YOUR ACCOUNT – to assign an account picture, and manage related accounts.

ACCOUNTS, SYNC YOUR SETTINGS – to sync passwords, themes and other Windows settings across all devices accessed with the same sign-in.

UPDATE & SECURITY, BACKUP – to backup and restore files.

SYSTEM, OFFLINE MAPS – to download maps for offline directions.

Adding a Picture or Slide Show to Your Lock Screen

1. Within SETTINGS, [Click] PERSONALIZATION, LOCK SCREEN.
2. Select a picture. Alternatively [Click] BROWSE to select an image file.

To play a slide show instead:

1. Select SIDESHOW from the BACKGROUND list.
2. [Click] BROWSE then select a picture album to play as a slideshow.

Setting Up WiFi

1. Within SETTINGS, [Click] NETWORK & INTERNET, WIFI.
2. Choose a network, then [Click] CONNECT.
3. If necessary, enter the password.

WiFi and Airplane mode can also be managed from the Action Center:

1. [Click]  6 to open the Taskbar's Action Center.
2. [Click] the default WiFi connection, or [Click] WIFI to toggle it on/off.

Using Airplane Mode

To turn off all wireless communications:

1. [Click]  6.
2. [Click] AIRPLANE MODE to toggle it on/off.

Using the Control Panel App

Use to change advanced Windows settings and device options.

1. [Right Click]  then select CONTROL PANEL.
2. [Click] an option. Or if in CATEGORY view, [Click] a category heading to see all options for that category.

What to Try if an App Freezes

1. [Right Click]  then select TASK MANAGER or press <Ctrl-Shift-Esc>.
2. If necessary, [Click] MORE DETAILS.
3. If an app's STATUS is blank, wait a short time to see if the program unfreezes. If the STATUS is NOT RESPONDING, select the program and [Click] END TASK.

Getting Help

[Click]  or  2, type your question, then press <Enter>. The answer will be found via a web search so tailor your query accordingly.

Users & Security

Changing Users

Each user should have their own sign-in to make personal files and settings inaccessible to others.

- On the sign-in screen: To sign in as another user [Click] a different user name in the bottom left corner. Sign-in as usual.
- On the desktop: To switch to another user [Click] , your account name, then choose a different user. Sign-in as usual.

Adding User Logins

[Click]  SETTINGS, ACCOUNTS, FAMILY & OTHER USERS then:

1. [Click] ADD A FAMILY MEMBER or ADD SOMEONE ELSE TO THIS PC.
2. If adding a family member choose ADD A CHILD or ADD AN ADULT.
3. Enter their email address then [Click] NEXT.
4. [Click] CONFIRM then CLOSE. An invitation is sent to the email address.

If they don't have an email address, create an Outlook.com one for them:

1. [Click] ADD A FAMILY MEMBER or ADD SOMEONE ELSE TO THIS PC.
2. [Click] THE PERSON I WANT TO ADD DOESN'T HAVE AN EMAIL ADDRESS.
3. Enter the user's FIRST NAME, LAST NAME, NEW EMAIL.
4. Enter a PASSWORD (must be at least 8 characters and contain at least two of uppercase, lower case, number or symbol characters) then [Click] NEXT.
5. Add either a mobile PHONE NUMBER or ALTERNATE EMAIL address for security recovery then [Click] NEXT.
6. Modify personalization settings, [Click] NEXT then CLOSE.

If you don't want to create an OTHER USER email address, create a local Login that can only be used on a single device:

1. [Click] ADD SOMEONE ELSE TO THIS PC.
2. [Click] THE PERSON I WANT TO ADD DOESN'T HAVE AN EMAIL ADDRESS.
3. [Click] ADD A USER WITHOUT A MICROSOFT ACCOUNT.
4. Enter the new USER NAME, PASSWORD twice then a PASSWORD HINT.[Click] NEXT.

Configuring Sign-In

1. [Click]  SETTINGS, ACCOUNTS, SIGN-IN OPTIONS.
2. [Click] CHANGE or ADD under PASSWORD, PIN or PICTURE PASSWORD.

3. If prompted, confirm your new setting, then [Click] OK.
 - Password: Type current, then new password twice.
 - PIN: Enter the current, then new PIN twice.
 - Picture password:
 - a. Enter password if asked then [Click] CHOOSE PICTURE.
 - b. Locate and choose a picture. [Click] OPEN.
 - c. [Click] USE THIS PICTURE.
 - d. Draw 3 circles/lines/dots, then repeat when prompted, with same size, position, and direction.
4. [Click] NEXT and/or FINISH.

Tip: If your device has compatible hardware you can use Windows Hello to create a sign-in secured by a fingerprint swipe/press, a facial scan or eye scan.