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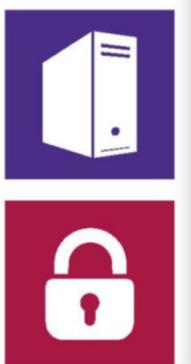
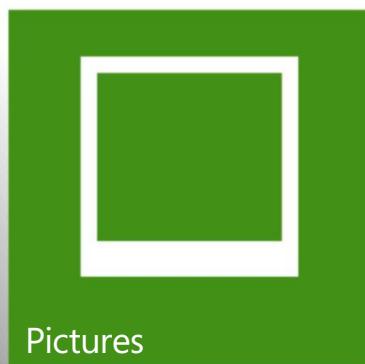
UPGRADED TO
WINDOWS 10?
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Windows Help & Advice

100 TIPS & TRICKS FOR WINDOWS 10

Discover the powerful settings Microsoft hides from view



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MSI® X99A RAIDER Mainboard
16GB DDR4 3000mhz Corsair Vengeance LPX Memory
480GB Kingston UV300 SSD
2TB 7200rpm SATA III 6.0Gb/s 64MB HDD
4GB MSI Nvidia® GTX 970 Video Card
NZXT H440 Gaming Case
Corsair VS650 Power Supply
Corsair H55 Cooling System
LCD monitor is not included but optional



Infinity X55



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Windows 10 Home

Intel® Core™ i5-6600K Processor
Gigabyte Z170-HD3 Mainboard
8GB DDR4 2400mhz Corsair Vengeance LPX Memory
2TB 7200rpm SATA III 6.0Gb/s 64MB HDD
2GB MSI Nvidia® GTX 960 Video Card
NZXT Source 340 Mid Tower Black
Corsair VS 450W Power Supply
Corsair H55 Cooling System
LCD monitor is not included but optional



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Windows 10 Home

Intel® Core™ i7-6950X Processor

ASUS® X99-A II Mainboard
16GB DDR4 3000mhz Corsair Vengeance LPX Memory
480GB Kingston V300 SSD
2TB SATA III 6.0Gb/s 64MB HDD
6GB MSI Nvidia® GTX 980 Ti Video Card
16X LG® Blu Ray BH16NS40 Writer Black
CoolerMaster Staker 935 Gaming Case
CoolerMaster B700 B2 Power Supply
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Windows 10 Home

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MSI B150M PRO-VDH Mainboard
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1TB 7200rpm SATA III 6.0Gb/s 64MB HDD
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Windows 10 Home

Intel® Core™ i7-6700HQ Processor

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Nvidia® GTX 960M 2GB Video Card
4GB DDR4 2133MHz HyperX Impact Black Memory
500GB 5400RPM SATA HDD
Intel® Dual Band Wireless-AC 3165 WiFi
Bluetooth 4.0 Combo

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Infinity X77



Windows 10 Home

Intel® Core™ i7-6700K Processor

ASUS® Z170-P Mainboard
8GB DDR4 2400MHz Corsair Vengeance LPX Memory
120GB Kingston V300 SSD
1TB 7200rpm SATA III 6.0Gb/s 64MB HDD
4GB MSI Nvidia® GTX 970 Video Card
Corsair 4500 Gaming Case
Corsair VS650 Power Supply
Corsair H55 Cooling System
LCD monitor is not included but optional

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Windows 10 Home

Intel® Core™ i7-6700 Processor

15.6" UHD 3840 x 2160 Display
Intel Z170 Express Chipset
Nvidia® GTX 980M 8GB Video Card w/G-Sync
16GB DDR4 2133MHz SODIMM memory
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†Availability and experience varies by device and market. Office 365 subscription required for some features. *Limited to select premium phones at launch. Feature and app availability and experience may vary by market and device. Windows Hello required specialized hardware, including fingerprint reader, illuminated IR sensor or other biometric sensors.

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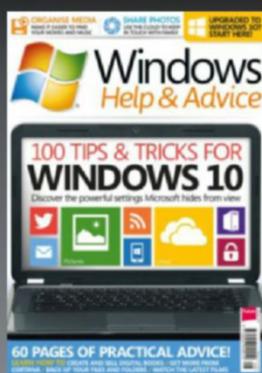
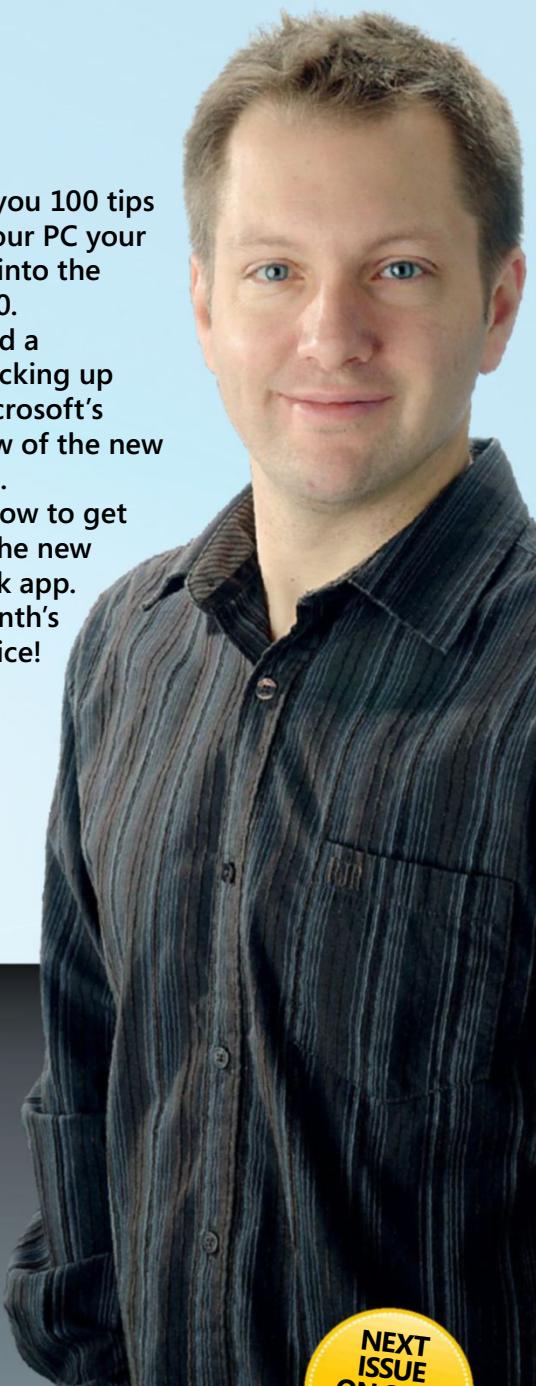
Windows 10 makes using your PC an absolute breeze because it puts the most important settings and programs right at your fingertips. This means you can get on with the job – there are no endless options or cluttered menus to wade through. However, what it also means is there's a lot of Windows 10 that lies below the surface of its friendly interface – and without looking deeper you could be missing out on some really great features.

Graham Barlow Editor-in-Chief
www.facebook.com/windowsmag

This issue we show you 100 tips that will help make your PC your own without delving into the depths of Windows 10.

Elsewhere, you'll find a complete guide to backing up your PC, a look at Microsoft's HoloLens and a review of the new Samsung Notebook 9.

We also show you how to get more from Cortana, the new Windows 10 Facebook app. It's all here in this month's Windows Help & Advice! Enjoy the issue.



SUBSCRIBE TO THE MAG TODAY AND SAVE – JUST TURN TO PAGE 26!

We pride ourselves in being the only magazine on the shelves to show you exactly how to get the very best from the Windows operating system, whether you're using Windows 10 or Windows 8.1. Also, don't forget to take a look at how you can read the magazine on your laptop, phone or tablet.

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Windows Help & Advice

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A collection of great ways to improve your PC use and discover the secret settings

60 Make flawless backups

Your complete guide to backing up everything on your PC with ease

67 The future of HoloLens

Find out what Microsoft's next-generation headset will do for you in the future

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SUPPORT

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EXPLORE

The best PC tutorials



Your guide *Graham Barlow* says...

"If you're looking for better ways to use your home computer, then this is the place to start. We'll show you all the tips and tricks the experts use and more!"

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THE TIME IS NOW

Don't lounge around, the free Windows 10 upgrade deadline is looming!



Get it while you can Windows 10 free offer to end soon... hurry!

Get in quick if you haven't upgraded your Windows 7 or 8 machine to Windows 10 – it's only free until the end of July

Anyone out there who's been putting off upgrading a Windows 7 or 8 system to Windows 10 is running out of time if they want to do it for free.

If your PC is nagging you to install Microsoft's latest and greatest operating system, you've got until July 29th to bag a freebie before the offer – and the nagging – will stop. The upgrade app will then be automatically removed from your PC, although this may not be instant.

The news comes in the wake of Microsoft's announcement that

300 million devices are running Windows 10, giving it a market share of 15–20 per cent. Windows 8 was the big loser in the rush to upgrade, with many Windows 7 users content to remain with their familiar desktop, leading to the operating system retaining a market share of between 45–63 per cent.

Windows 10, which reinstates the Start menu removed in Windows 8 and

lamented by fans the world over, brings the Cortana personal assistant app, a new web browser and OneDrive integration, as well as new DirectX features and improved security, to the Windows ecosystem. It was welcomed on its release last year thanks to the improvements it made over what were seen as the previous version's shortcomings.

An update – the 'Windows 10 Anniversary Update' – is in the works and will bring biometric security, improved stylus input, a new Unified Windows Store and support for HoloLens.

Choose to put off the upgrade and enjoy the peace and quiet of not being nagged about it, however, and all is not lost. Security updates for Windows Vista will continue until April 2017, Windows 7 until January 2020 and Windows 8 until January 2023, so you've got plenty of time to weigh up the pros and cons of Windows 10. If you upgrade after July 29th, a copy of Windows 10 will set you back £99.99.

**300 million devices
are already running
Windows 10**

MORE SOCIAL APPS Dedicated to social sites

Official Facebook and Instagram apps for Windows 10 have landed in the Store. PC and tablet users get apps for both Facebook and Facebook Messenger (see page 34 this issue), both of which can squeeze down to Live Tiles on the Start menu. The app will trigger notifications on your desktop and a reminder column means you won't miss events or birthdays.

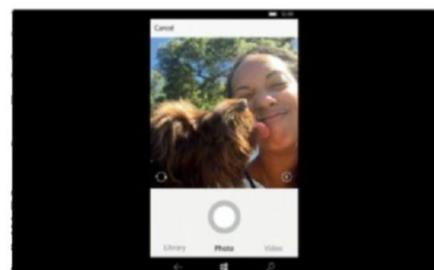
For now, the Instagram app is for Windows Mobile only.



PICTURES Upload and tag photos directly with the latest Windows 10 apps



REACTIONS Don't worry, the Windows 10 app contains all of Facebook's latest features



INSTAGRAM You can easily take and upload images to the site with the Windows Mobile app

The Knowledge...



Kindle Oasis

What's that, then?

Amazon's latest Kindle e-reader, and it's been causing a stir with features like its leather cover, its asymmetrical design and its price.

How expensive can an e-reader be?

Amazon will relieve you of £270 for the WiFi model, and £330 if you want to add 3G connectivity.

It had better be made of gold.

It's not, but is 20 per cent lighter and 30 per cent thinner than previous Kindles. It also has a built-in accelerometer to track which way you're holding it, and sees the return of page-turn buttons that are raised from the body. There's also 60% more LEDs in the lighting system, and a combination of toughened glass and metal makes the unit more drop-proof than older models.

What's with that weird shape?

It's designed for one-handed operation. The weight distribution has been calibrated so the centre of gravity is toward the bottom right of the device, where you'll be holding it if you're right-handed, rather than pulling the top of the reader downwards. The screen is a six-inch, 300ppi model, and the lighting is adaptive so it's as comfortable on your eyes as it is in the hand.

Are the other Kindles still available?

Funny you should ask. The six-inch Kindle starts at £60, the 300ppi Paperwhite at £110, and previous top model the Voyage, which contains the adaptive lighting seen in the Oasis, at £170. The price jumps by £100 for the Oasis, but this includes a leather case that acts as an extended battery. The case has upset vegan ebook enthusiasts, who are petitioning Amazon for something not made of dead cow. Hopefully options for vegans and left-handers are incoming. See page 94 this issue for our full review.



IAN EVENDEN
TECH EXPERT

WINDOWS INSIDER

EXPOSING YOUR PC'S SECRETS

Print to PDF

Before Windows 10, there wasn't a built-in way to create PDFs from your documents. But now, there's an option on every print dialog box to save your output to an easily emailable PDF file.

Just select 'File > Print' from any app, and choose 'Microsoft Print to PDF' as your printer. Select all your other printing options as normal, and when you press 'Print' you'll be asked where you want your PDF file saved.

The resulting file can be opened using Adobe Reader software on any computer or mobile device, making it easy to share your documents with anyone.

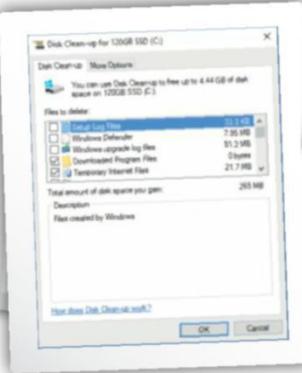


WhatsApp is now on desktop

Facebook's WhatsApp messaging service now has a desktop app, but you'll still need your phone to use it.

Download it from www.whatapp.com/download, and double-click the installer file to install on your PC. When you run it, the app will present you with a QR code – the blocky squares used to transfer information visually. On your phone, open the WhatsApp app, and go to 'Menu > WhatsApp Web'. Use this to scan the code and connect the apps.

The desktop app is constantly transferring data to your phone, so it's a good idea to have them both connected to WiFi while you're using it.



Make more space by deleting old version

If you've upgraded to Windows 10 or 8.1 from an earlier version of the operating system, there's a chance your previous installation is still on your hard drive, taking up space. If you're sure you're sticking with your new Windows, and have no plans to roll back to the previous version, it can be removed. This is especially useful if your OS is stored on a small SSD.

Deleting the folder in Explorer can lead to an error message, so the best way of freeing up the space is to use Disk Clean Up. Type this into the search box and run the app it returns. Tick the box marked 'Previous Windows installation(s)' and set it running.

Struggling to get something to work? Need a tip?

Then email us your woes (to windowsmagazine@futurenet.com with the subject line 'Windows Insider') and we'll share your perfect Windows tweaks in a future issue.

Tip of the month

Speed up your PC

Close unwanted tasks

A malfunctioning program can cripple your PC – here's how to identify and close one

Check which programs are slowing your PC down using the Task Manager. Type 'Task Manager' into the Start menu or Cortana box to find it, or press [Ctrl]+[Alt]+[Del] and choose it from the lock screen menu. In Windows 10 the Task Manager window can be small and lacking in detail, so click the 'More Details' button to get a list of every process running on your PC.

Columns marked 'CPU' and 'Memory' in the 'Processed' tab will show the percentage of how much a particular program is using your PC's resources. If a program is taking up a large percentage of your CPU cycles, click to select it, then click the 'End Task' button to kill it. Be careful which tasks you end, though – ending a critical process can destabilise your PC and cause it to stop working properly.

Name	1% CPU	16% Memory	0% Disk	0% Network
Apps (2)				
> Google Chrome (32 bit)	0.1%	141.6 MB	0.1 MB/s	0.1 Mbps
> Task Manager	0.1%	11.8 MB	0 MB/s	0 Mbps
Background processes (85)				
> Adobe Acrobat Update Service (...)	0%	1.7 MB	0 MB/s	0 Mbps
Adobe CEF Helper (32 bit)	0%	53.9 MB	0 MB/s	0 Mbps
Adobe Creative Cloud (32 bit)	0%	20.0 MB	0 MB/s	0 Mbps
Adobe IPC Broker (32 bit)	0.1%	2.8 MB	0 MB/s	0 Mbps
> Adobe Update Service (32 bit)	0%	1.4 MB	0 MB/s	0 Mbps
> AGS Service (32 bit)	0%	1.9 MB	0 MB/s	0 Mbps
Application Frame Host	0%	2.6 MB	0 MB/s	0 Mbps
> atkmsCtfService.exe (32 bit)	0%	0.8 MB	0 MB/s	0 Mbps
atkmsComService.exe (32 bit)	0%	5.5 MB	0 MB/s	0 Mbps
Bonjour Service	0%	1.7 MB	0 MB/s	0 Mbps

THIS LITTLE PIGGY Find out what's hogging your system

Everyone's talking about...

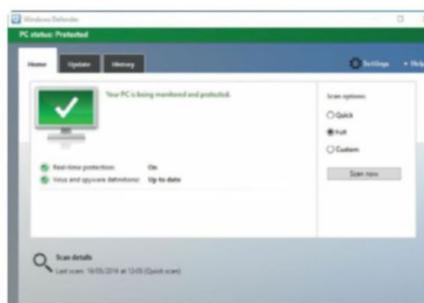
Home computers see a rise in virus infections

MS report shows an increase in malicious software

The UK saw a surge in the number of computers infected by viruses at the end of 2015, a Microsoft security report has shown. What's more, criminals have turned to social media to trick people into downloading malicious software that can end up with their credit card details getting into the wrong hands. The 'trojan' – a virus disguised as a harmless app – is now the most common type of pernicious program in the UK.

The number of UK computers cleaned per 1,000 scanned (CCM) – a key industry measure of malware infection – rose to 15.9 in the last quarter of 2015, from 4.3 in the previous quarter. Tim Rains, director of security at Microsoft and co-author of the report, said the company's software is now blocking more than 10m attacks a day – a total of more than 4bn last year – and social media is a popular tool that criminals use. "We know from our data that criminals target social media," he said. "You can see that they trick people into disclosing their usernames and passwords, and then they attack your friends and contacts."

In response, Microsoft has developed 'real-time and predictive machine learning' to analyse data and spot fraudulent log-in attempts on computers.



Criminals are increasingly turning to companies to make money, with websites targeting financial institutions, who are recording more phishing attacks than anyone else in the second half of 2015. Most cyber attacks are hosted in countries such as Russia, India and locations in the Middle East, but despite knowing where the attacks are coming from, it is still very difficult to uncover who is behind them.

Microsoft uses data from billions of sources on its cloud platform to determine whether the location of the log-in attempt matches a familiar location used by the real user. If it doesn't, the log-in attempt is blocked until a second level of security is passed, such as an extra security code that can be sent via an app or alternative email address.

THE 60-SECOND QUIZ

Pens at the ready, your time starts now!

1 They can wreak havoc in your day-to-day life, but what exactly is a trojan?
A. A horse
B. A disguised malicious app
C. Brad Pitt

2 What do you call a malicious program?
A. A virus
B. A cold
C. Microsoft Excel

3 What blocks incoming connections to your PC?
A. A firebreak
B. A fireplace
C. A firewall

4 Which of these is the name of a famous PC security suite?
A. Norton Antivirus
B. Midsomer Norton
C. Edward Norton

5 What is Windows' in-built security app called?
A. Windows Midfielder
B. Windows Striker
C. Windows Defender

6 How can you spot a fraudulent email?
A. An unusual 'from' address
B. Links to unexpected or unusual websites
C. Typographical errors

Answers: 1B, 2A, 3C, 4A, 5C, 6A/L

Download this...

Avira Free Antivirus

www.avira.com/en/download/product/avira-free-antivirus

Installed by almost 500 million users, Avira Antivirus is a fast and free antivirus app that uses a cloud system to pool the experiences of all those users and develop new responses to malicious software.

Avira has achieved 100% malware detection in tests, and comes with an optional browser extension that can prevent sites from tracking you online.

The program also makes light use of system resources, so you might not even notice when it starts churning through your files, looking for the tell-tale signatures that your PC is infected with a virus or trojan, including those hidden within apparently legitimate software.

A £30 upgrade to the Pro version adds blocking of infected sites, so you'll never be able to even access them, extra security for shopping or banking, and unlimited tech support should something go wrong.



AVIRA A free downloadable antivirus suite that adds an extra layer of security to your PC

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Facts & figures

Ian Evenden reveals a host of fascinating digital facts



BACKSPACE

...fans and Chrome users rejoice! In the latest version of the browser the commonly used key will no longer be a shortcut for 'Back'. Some Chrome users found they were losing data typed into online forms due to a careless press of the key. Google has gone back to correct this...



13%

...is the drop in PC sales in the first quarter of 2016 compared to the same period the year before. Analysis firm Canalys reckons 101 million PCs were sold in the quarter, the lowest number since the second quarter of 2011. Sales of tablets fell too, with Apple selling just over 14 million devices – a 17% fall.



\$84 MILLION

That's how many Xbox 360 consoles Microsoft claims to have sold since December 2005. But after 11 years, production is halting in favour of the Universal Windows Platform-enabled Xbox One, which uses the same X86 chip architecture as your Windows PC.



8GB

Is the amount of video RAM you'll have if you upgrade your graphics card to the new Nvidia GeForce GTX 10 series. The new Pascal architecture sees the top GTX 1080 card featuring 2560 processor cores running at a base clock speed of 1607MHz. Nvidia says one 1080 card is faster than two 980 cards working together.



**“What film features
the fictional tech
company Blue Book?”**

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>> Incoming

The hottest new Windows hardware on the horizon

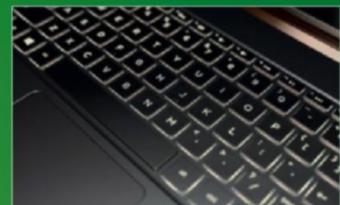
HP Spectre

\$1,169 | (£TBA) store.hp.com

The title of 'world's thinnest laptop' always seems to be up for grabs. The latest candidate is the new ash-black, super-smooth HP Spectre. At 10.4mm thick it weighs just 1.1kg, but packs a decent punch with an Intel i5 processor and an M.2 solid-state drive on the inside.



The Spectre's 'piston hinge' is virtually invisible when the laptop is closed



If bling's your thing, you'll love the Spectre's slick, backlit keyboard

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100 TIPS & TRICKS FOR WINDOWS 10

We reveal 100 essential hints, tips and secrets for getting more out of Windows 10

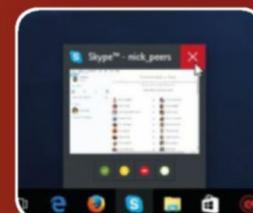
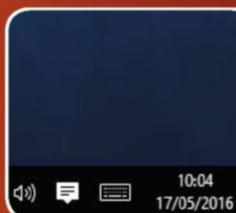
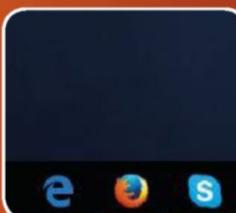
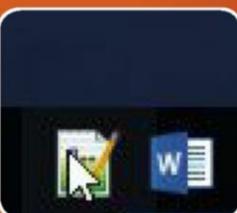
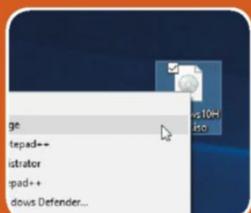
You may have been using Windows for years or you may be a newcomer to the PC. But, either way, there's always something new to learn and for more seasoned users there are plenty of hidden tricks that will make your day-to-day computing life that bit easier. Whichever camp you fall into, we've unearthed 100 great ways of improving Windows – they're written for Windows 10, but many will work with earlier versions of Windows too.

There are many impressive tools and options built into Windows. Some of these are

obvious and easy to discover, but there are numerous other secrets that you can reveal just by scratching beneath the surface of your Windows OS.

Over the coming pages, we'll share some of the best Windows advice. Our top 100 tips include basic hints to make life easier, such as changing the order of your Taskbar, or locking your computer with a simple key press, to more under-the-bonnet tasks, such as clearing up free space or creating an emergency boot disk.

So read on for a wealth of information on Windows.



01 Burn ISO disc images

Just right-click an ISO file and select the 'Burn disc image' option. Select the disc burner you'd like to use, insert a blank disc and click the 'Burn' button.

02 Re-order the Taskbar

Inject some order into the Taskbar by moving taskbar icons. Just click and drag one to its new place – you'll see the other icons move to make way.

03 Quickly launch Taskbar apps

You don't need to use the mouse to launch programs that have shortcuts in the Taskbar. Press [Win]+[1] to launch the first icon on the Taskbar, and so on.

04 Quickly check the desktop

No need to minimise all your open windows to view the desktop – just move the mouse to the lower right-hand corner of the screen and they'll temporarily vanish!

05 Close apps without switching to them

Hover the mouse cursor over a Taskbar button and click the red cross located on the upper-right of a preview to close it completely.

Improve Windows

06 Run two programs side by side

Don't bother manually resizing program windows, just drag a window to the left side of the screen and it will expand to fill half of it. Repeat with another window to the right to see both side by side. Windows can be un-docked by dragging them out of position again.

07 Use pinned folders for fast access

If you use the same folders often, pinned folders come in handy. To pin a folder to Windows Explorer's jump list, open File Explorer, then drag a folder into the Quick Access list – not only will it be visible from here, when you right-click the File Explorer Taskbar icon you'll find the pinned folder is there too.

08 Launch a new program window

When a program is running and you click its Taskbar icon you'll switch to that app. If you'd prefer to launch a new window, just hold down the [Shift] key as you click the icon.

10 Gain more desktop space

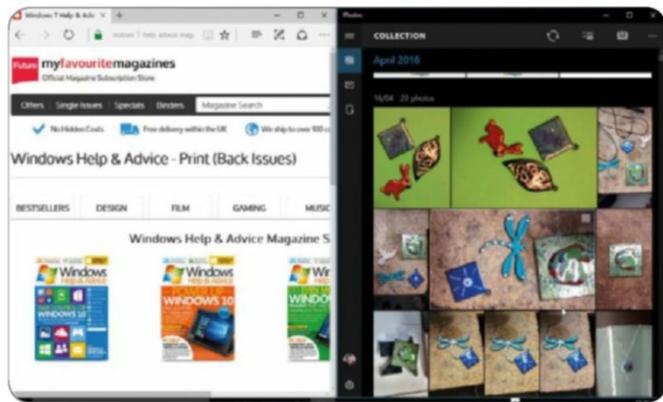
The Taskbar is useful, but you may not need it on display at all times. To maximise the size of your desktop, right click an empty section of the Taskbar and select 'Properties'. On the Taskbar tab, tick the box labelled 'Auto-hide the Taskbar' and click 'OK'. The Taskbar will disappear until you move your mouse to the very bottom of the screen – it will then slide into view.

11 Move between your monitors

If you've got more than one monitor connected to your computer, you can avoid having to drag and drop windows between screens by simply pressing the keyboard combo [Win]+[Shift] along with the left or right arrow keys.

12 Task switching and virtual desktops

Windows 10 introduces a new Task Switcher – press [Win]+[Tab] keys together and you'll see all open windows shrink to fit on-screen. Either



KEEP IT SNAPPY Multitask like a pro with the ergonomic snapping feature

16 Scroll inactive windows

Windows 10 makes it possible to scroll windows that aren't active – just roll your mouse over the window, then use your wheel to scroll without clicking to select the window. Switch this feature off via 'Settings > Devices > Mouse & touchpad' if it annoys you.

17 Compatibility mode

Some older software that you rely on may not work as you expect under Windows 10. Try right-clicking the shortcut of a troublesome program, select 'Properties > Compatibility' tab. Tick the box in the 'Compatibility Mode' section and select the version of Windows it worked with – this setting may get it up and running.

18 Taskbar buttons on your terms

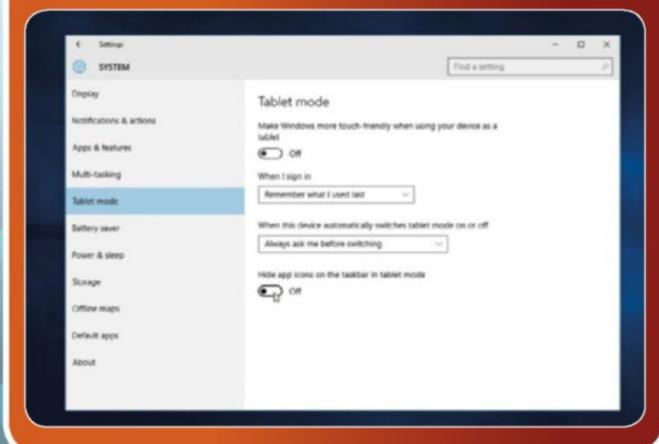
Windows saves space by combining windows from the same app into one Taskbar icon. Prefer to see each window individually? Right-click the Taskbar, select 'Properties' and use the 'Taskbar buttons' drop-down menu to choose between the 'Always combine, hide labels' and 'Never combine' options.

19 Calculate and convert

The calculator is capable of much more than adding and subtracting – click the menu button and you'll find scientific and programmer options, a

09 Fine-tune your hybrid tablet/PC

If you've bought a cheap 2-in-1 tablet/laptop device and you're frustrated by Windows switching automatically between tablet and laptop mode when you undock your keyboard, simply open Notification Centre and tap 'Tablet Mode' to switch manually. Click 'Start > Settings' and browse to 'System > Tablet mode' to tweak related settings, such as leaving the Taskbar on-screen at all times, even in Tablet mode.



14 Preview program Windows

With more than one instance of a program running you may not be able to tell which one you want to switch to next. To make things a little easier, hover the mouse over a program's Taskbar button to display a preview of any currently running program. Move the mouse over one of the preview and you'll be able to peek at a full-screen preview, then click to switch.

15 Lock with a key press

Stepping away from your computer for a few minutes? Keep it safe by pressing [Win]+[L] to lock it. It's that simple!

date calculator and various unit conversions too.

20 Change window sizes with a shortcut

There are lots of ways you can change the size and position of an open window. Hold [Win] and press the up arrow to maximise a window or the down arrow to minimise it. You can also use [Win] in conjunction with the left and right arrow keys to snap the currently selected window to the left or right-hand side of the screen. Quickly tidy things up by pressing [Win]+[Home] to minimise everything except the current window, too.

21 Custom window sizes

Visit www.brianapps.net and download Sizer 3.4 – this handy tool allows you to quickly resize windows to custom-set sizes. Owing to changes in Windows, make the width 14 pixels longer than you need, and the height seven pixels – eg, 1,294x807 for 1,280x800.

22 Re-arrange the notification area

If you don't like how icons are ordered in the notification area of the Taskbar, they can be simply dragged and dropped into new positions. Perfect for tailoring the Taskbar to suit your needs.

23 Free up disk space

To keep your hard drive running well, it's a good idea to clear out the clutter. Type cleanmgr into the Search bar to quickly launch Windows' own Disk Cleanup tool or

download CCleaner from piriform.com for a more powerful cleaning app.

24 Minimise all windows at once

To quickly minimise all of your open programs and windows, press the [Win]+[M] key combo at the same time. Alternatively, grab a window with your mouse and shake it. This gesture will minimise all other windows, but leave the shaken one alone.

25 Preview your fonts

Open the 'Fonts' folder from the Control Panel and you can preview the fonts you have installed without even having to open anything. Any you don't need can be hidden or deleted – we recommend backing these up first by copying them to another folder.

26 Select files more easily

When you need to select multiple files, it can be quicker and easier if you use check boxes. Open File Explorer and switch to the 'View' tab. Tick the 'Item check boxes' box and when you roll your mouse over a folder or file you'll see a check box appear – tick this to select the file, then repeat for all the others you wish to select.

27 USB speed up

Speed up an older PC with 2GB RAM or less by simply inserting a USB drive! Plug one in and in the AutoPlay menu that appears

Click the text sample that looks the best to you (2 of 5)

The Quick Brown Fox Jumps Over the Lazy Dog. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris ornare odio vel risus. Maecenas elit metus, pellentesque quis, pretium.

The Quick Brown Fox Jumps Over the Lazy Dog. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris ornare odio vel risus. Maecenas elit metus, pellentesque quis, pretium.

The Quick Brown Fox Jumps Over the Lazy Dog. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris ornare odio vel risus. Maecenas elit metus, pellentesque quis, pretium.

The Quick Brown Fox Jumps Over the Lazy Dog. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris ornare odio vel risus. Maecenas elit metus, pellentesque quis, pretium.

[Next](#)

[Cancel](#)

28 ClearType looks amazing

ClearType ensures text looks great on screen, but it can be fine-tuned to suit. Click 'Start' and type `cttune` to access the ClearType Text Tuner and you'll be guided through the process.

select the 'Speed up my system' option to enable the ReadyBoost feature. You can then choose how much space should be used to help your computer's memory.

29 Show all your drives

If you'd prefer to see all drive letters at all times, click 'Options' under the File Explorer ribbon's 'View' tab. Select this dialogue's 'View' tab, untick the box labelled 'Hide empty drives' and then click 'OK' – now all of your drive letters are visible, even those with no media inserted.

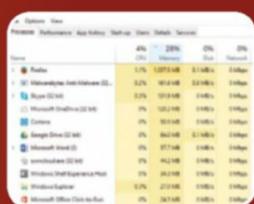
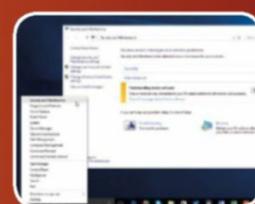
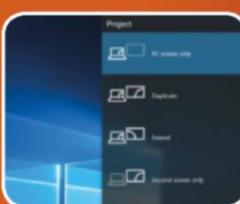
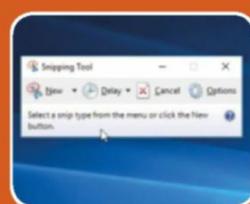
30 Avoid the Registry

Want to tweak Windows settings without getting your

hands dirty? Download and run Ultimate Windows Tweaker 4.0 from bit.ly/uwt-win10 where you'll find loads of handy tweaks and customisation settings that require a single click to apply. Take a Restore Point before you begin using the handy button in the app.

31 Give network locations a letter

If you have a frequently accessed network folder, speed things up by assigning it a drive letter. Navigate to the network location in Explorer, right-click it and select 'Map network drive' and then choose your new drive letter.



32 Take screenshots

The Snipping Tools is the perfect way to capture an image of what's happening on your desktop – handy for screenshots and troubleshooting.

33 Project your desktop

Built-in support for projectors means that connecting your laptop to a projector is incredibly simple. Just hit [Win]+[P] to view projector options.

34 Check PC performance

You can manually run the Windows Experience Index tests in Windows 10 by installing the WEI Tool from winaero.com/download.php?view.79.

35 Where's the Action Centre?

Wondering where it's gone? Type `action` into the Search box and click 'Security and Maintenance' to find notifications of problems and fixit tools.

36 Check your memory usage

To see which of your running programs are using up your memory, right-click the Taskbar and select 'Task Manager', then click 'More Details'.

Improve Windows

37 View clocks from other time zones

The Taskbar shows you the current time, and it can also be used to check the time in up to two other countries. Click the time in the Notification area and choose 'Date and time settings'. Scroll down and click 'Add clocks for different time zones'. Tick 'Show this clock' and use the drop-down menu to configure it.

38 Restore libraries

Libraries are hidden by default in Windows 10 – bring them back by switching to the 'View' tab of File Explorer, then click the 'Navigation pane' button and pick 'Show libraries'.

39 Personalised display calibration

Of course it's not just text that gets displayed on your monitor – there are plenty of images to think about as well. If you like to be in complete control over how your display is calibrated, type `dccw` into the Search bar to access the 'Display Color Calibration Wizard'. To proceed, click 'Next' and the wizard will help you to choose the best display settings.

40 Restore classic looks

If you don't like the way the way certain items are now displayed in the Notification area of the Taskbar (battery, time and date display, and

volume control – we're looking at you) then you can restore the old look. Ordinarily you'd need to tweak the Registry, but simply fire up Ultimate Windows Tweaker (see tip 30). Go to 'Customization > Windows 10' tab where you'll find the options you need.

41 Cycling backwards

The Classic task switcher ([Alt]+[Tab]) still remains – tap it to cycle forwards through the list of windows. Hold [Shift] as well as [Alt] and [Tab], and you can cycle backwards too.

42 Disable hibernation, free up space

Windows' hibernation file takes up a lot of space, particularly on machines with lots of RAM. Disable it to recover the space by right-clicking the 'Start' button and choosing 'Command Prompt (Admin)'. Type `powercfg -h off` and hit [Enter].

43 Activate windows without clicking

Want to bring windows into focus simply by rolling the mouse over them? Type `ease of access` into the Search bar, then choose 'Ease of Access Centre'. Click the link labelled 'Make the mouse easier to use' and then select the option labelled 'Activate a window by hovering over it with the

44 On-screen keyboard

If you're having trouble with your keyboard and need to buy a new one, there's an on-screen one you can use in the meantime. Type the command `osk` into the Cortana Search bar and press [Enter] to bring it up.



mouse' in the 'Make it easier to manage windows' section.

45 Quick and easy command prompt

Hold [Shift] while right-clicking a folder and you'll reveal the previously hidden 'Open command window here' option. This option will take you to that location in the command prompt window.

46 Run as administrator

You can run any program in the Taskbar in the role of an administrator by simply holding down the keys [Ctrl]+[Shift] at the same time.

47 Take control of UAC

User Account Control is a great security feature, and you can adjust just how sensitive it is to suit your

preferences. Click the 'Start' button, type `uac` and press [Enter]. You can then use the slider to choose when warnings should appear.

48 Cycle through a single app

We all know that [Alt]+[Tab] is a handy shortcut for cycling through programs. If you want to cycle through just one program's open documents or windows, hold down the [Ctrl] button and click its Taskbar icon until you access the window you're looking for.

49 Open Explorer at This PC

Open File Explorer and it'll default to the Quick Access folder. If you'd rather it went to your drives instead, select 'Options' under the 'View' tab and choose 'This PC' from the dropdown menu.



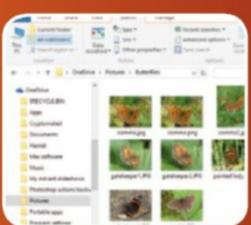
50 Favourite commands

Make favourite ribbon commands more accessible in any supported app by right-clicking the option and choosing 'Add to Quick Access Toolbar'.



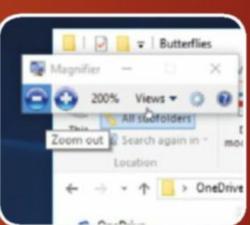
51 Quickly close window

When looking at a Taskbar preview of a program or window, just click the middle mouse button to close the window without having to switch to it.



52 Jump to search

When you want to search for a file within a particular folder, simply press [F3] to jump to the search box, enter your chosen search term and hit the [Enter] key.



53 Zoom in and out

To get a better view of what's happening on your desktop, or in a program, press [Win]+[+] to zoom in. Use [Win]+[-] to zoom out again.



54 Arrange your window

Right-click the Taskbar and click either 'Show windows stacked' or 'Show windows side by side'. You can right-click again to access the undo option, too.

55 Control AutoPlay
Click 'Start > Settings > Devices > AutoPlay' and you can take control of what happens when you insert a disc or plug in an external drive. You can opt to disable AutoPlay completely as well.

56 Create your own shortcuts
Create your own custom keyboard shortcuts to launch your favourite programs. Right-click a program shortcut and pick 'Properties > Shortcut tab', select the 'Shortcut key' field and press the keyboard combo you'd like to use before clicking the 'OK' button.

57 Get more from your large monitor
Massive monitors with super-high resolutions can make on-screen text too small to read easily. Adjust this via 'Start > Settings > System > Display' – use the 'Change the size of text, apps and other items' slider to push things up. Type **DPI Scaling** into the Search bar to access another dialogue box where you can control specific items.

58 Side screen Taskbar

If you'd prefer to make better use of the width of your widescreen monitor, why not move the Taskbar to the left or right rather than the bottom of the screen? This is a great way to reapproach the way you use your desktop. Right-click an empty section of the Taskbar and make sure that the 'Lock the taskbar option' does not have a tick next to it (if it does, just click it to remove it). You can then drag and drop the Taskbar to your preferred position before locking it in place again. Give it a try!

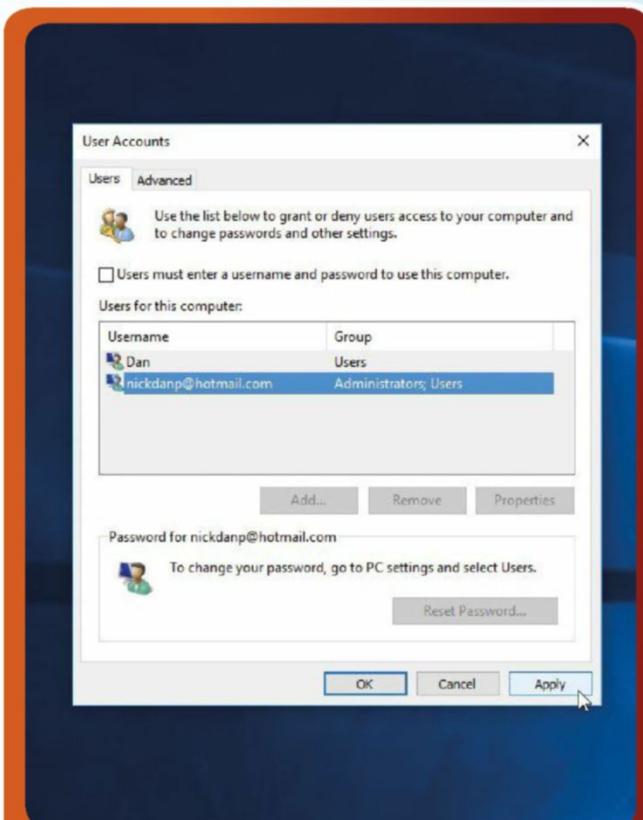
59 Send To more places
The Send To section of the context menu is very useful. If you hold down [Shift] while right-clicking a file or folder, you'll see an expanded list of options in the sub-menu that then appears.

60 Record any problems you experience
There may be times when you run into a problem with your computer and you don't know how to remedy it. It can be difficult to explain what's going wrong to someone else, and this is where Problem Steps Recorder can help – it makes it possible to record what happens on screen and send it to someone who might

be able to help. Type **psr** into the Search bar and choose 'Steps Recorder'. Click the 'Start Record' button and use your computer until the problem you have been experiencing occurs again. Click 'Stop Record' before saving and emailing the file.

61 See how your PC is being used
Windows' Resource Monitor enables you to see how your processor, memory and hard drive are being used. Press [Win]+[R] type **resmon** and press [Enter]. The graphs reveal how individual programs and processes are making use of your hardware.

62 Repair a problematic PC
Problems can arise from time to time and you may wish to reboot into one of Windows' troubleshooting modes. To do this manually, hold [Shift] as you click 'Start > Power > Restart' to boot into the Advanced Start-up screen. You'll find a number of options here – to get into Safe mode, for example, select 'Troubleshoot > Advanced'



63 Log on automatically

Get to work faster. Press [Win]+[R], type **netplwiz** and press [Enter]. Untick the box labelled 'Users must enter a user name and password to use this computer', select your account before clicking 'Apply' and entering your password when prompted. Click 'OK' and you're done!

65 Save Office files in WordPad

It might seem like a rather simple tool at first glance, but the WordPad program has more capabilities than you might think. If you click the 'File' option, followed by 'Save As', you'll find that you're able to save in the common Office DOCX format without the need for any additional

software or applications – great for quick edits.

66 Leave yourself a helpful note

There's no need to clutter your desk with a hundred different paper notes and reminders – you can leave electronic reminders on your desktop, instead. To do this, launch the Sticky Note tool from the Start



DISC CONTROL Use the AutoPlay Control Panel to customise disc options

Improve Windows

menu and create notes as and when you might need them. You can even right-click notes to customise their colour. This simple feature is a great way to help them to stand out.

67 Play music on another computer

Windows Media Player can be used to play local or network music files, but you can also push music to play on another computer as well. You need to set this up in advance, so launch Windows Media Player, click the 'Stream' button and then select 'Turn on media streaming'. In the window that appears next, click the 'Turn on media streaming' button. Back in Windows Media Player, click the 'Stream' button again and then select 'Allow remote control of my player > Allow remote control on this network'. Next, select

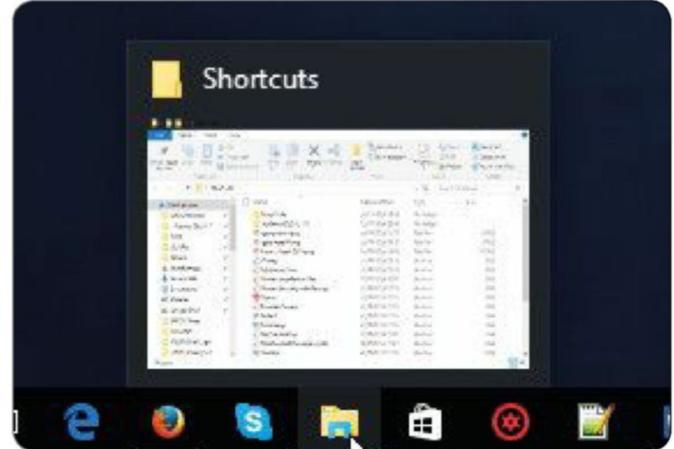
'Stream', followed by 'Automatically allow devices to play my media' – repeat on other computers on your network. Then right-click a music file and select 'Cast to Device' before selecting a PC or other device for playback.

69 Old-style Taskbar context menus

When you right-click a button in the Taskbar you gain access to jump lists. If you'd prefer to see options to maximise, minimise and close windows instead, hold down [Shift] while you right-click the Taskbar button.

70 Restore Windows Photo Viewer

You'll either love or hate Windows 10's new Photos app. If you hate it, this following tweak allows you to restore the classic Windows Photo Viewer app as the default: open Ultimate Windows Tweaker again,



SHRINK TO FIT Too many Taskbar icons? Make them small to fit more in

switch to the 'Additional' section and click 'Enable Windows Photo Viewer'. Once done, make it the default for viewing photos once again under 'Settings > System > Default apps'.

71 View a slideshow on your desktop

Can't decide which picture to use as your background? There's no need to settle for just one image when you could use a rotating slideshow instead. Right-click the desktop and select the 'Personalise' option. Click the 'Background' drop-down menu and choose 'Slideshow'. You'll be prompted to select a folder containing the images you wish to include – do so and decide how frequently the image will change. This is great for keeping the boring old desktop fresh and interesting.

Taskbar tab, tick the box labelled 'Use small taskbar buttons' to shrink them.

74 Get more Taskbar

Conversely, you might want to have a larger Taskbar so you can see more buttons or extra running programs. Right-click the Taskbar and make sure that the 'Lock the taskbar' option is not ticked. You can then drag the top of the Taskbar upwards to make it even taller, too.

75 Tweak your Quick Access settings

The Quick Access area in File Explorer now juggles frequently and recently accessed folders with pinned folders of your choosing. Switch to the 'View' tab and click 'Options' to choose whether or not to display recent files and frequent folders here.

76 Customise Send To

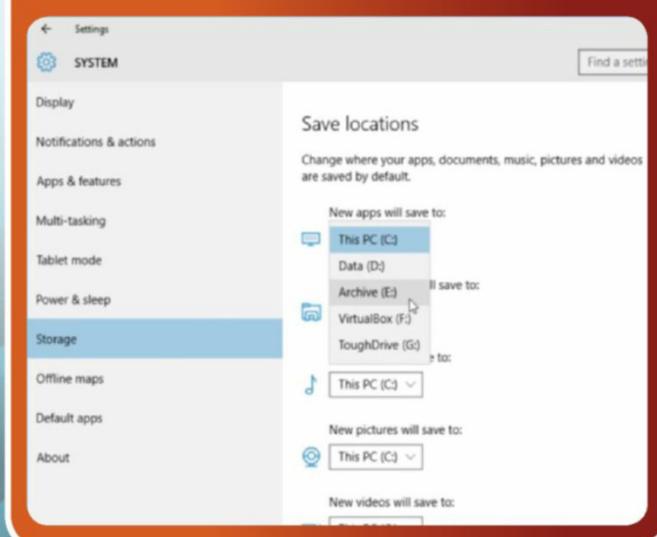
Many programs will add entries to the 'Send to' menu, but you can also add your own. The simplest way to do this is with the help of Send To Toys (gabrieleponi.com/software).

77 Keep browsing in private

You can keep your browsing history private in the new Edge browser by switching to InPrivate mode. You can do this by pressing the combo [Ctrl]+[Shift]+[P].

68 Move apps to new drive

If you're running out of space on your hard drive – or have a tablet with limited onboard storage – then navigate to 'Settings > System > Storage' and scroll down to the 'Save locations' section. Click the drop-down menu under 'New apps will save to' and select another drive with more space. You can also move some (but not all) existing Windows Store apps too if space is really tight – switch to 'Apps & features', then click the app you'd like to transfer. If 'Move' isn't greyed out, click it, select your destination and click 'Move' again to transfer that too.



Change where your apps, documents, music, pictures and videos are saved by default.

New apps will save to:

- This PC (C)
- Data (D)
- Archive (E)
- VirtualBox (F)
- ToughDrive (G)

If save to:

This PC (C) ▾

New pictures will save to:

This PC (C) ▾

New videos will save to:

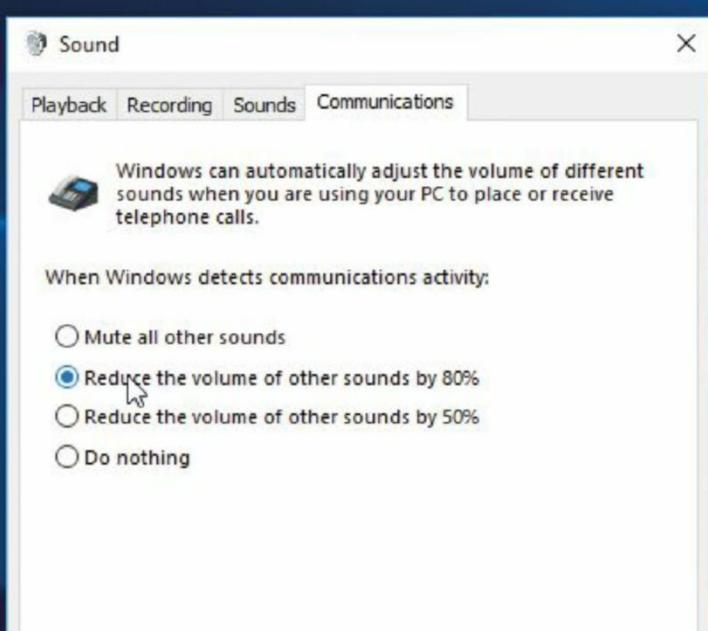
This PC (C) ▾

72 Desktop tidying

If you have icons scattered everywhere, just right-click the desktop and choose 'View > Auto arrange icons' to keep them in order.

73 Get more screen space

You can see more of the desktop and your running programs by simply shrinking your Taskbar buttons. Right-click the Taskbar and select 'Properties' – on the



78 Reduce system sounds for calls

To prevent the music you're listening to interfering with computer-based phone calls, you can opt to automatically have the volume level of system sounds reduced when a call is underway. Right-click the speaker icon in the notification area and select the 'Sounds' option. Move to the 'Communications' tab and select one of the three options to reduce volume or completely mute sounds.

79 View all notification icons

Windows will save space by hiding some icons from the notification area. To see them at all times, click 'Start > Settings > System > Notifications & actions' and click 'Select which icons appear on the taskbar'. Make sure you flick the switch labelled 'Always show all icons and notifications on the taskbar' to 'On'.

80 Undo that unintentional move!

If you accidentally move, copy or send a file to the Recycle Bin, you can then press [Ctrl]+[Z] to reverse the mistake. Phew!

81 Check your energy efficiency

Right-click the Start button and choose 'Command Prompt (Admin)'. Type **powercfg -energy** and press [Enter]. After about a minute or so of loading navigate to the folder you're told about (typically C:\Windows\System32) and open up the file energy-report.html. This will show you what to do to improve energy efficiency.

82 Make individual Settings accessible

Got a favourite tweak you frequently find yourself

burrowing into Settings to find? You can create one-click shortcuts to them a number of different ways. The simplest thing to do is pin it as a tile to the Start menu simply by locating it in 'Settings', then right-clicking its entry in the left-hand pane and choosing 'Pin to Start'.

83 Choose your shutdown options

The power button can be used to do many things – Restart, Shutdown, Sleep, etc – and you can choose what should happen by default. Right-click the 'Start' button and select 'Power options', then click 'Choose what the power buttons do' to access the relevant options.

84 Add tabs to File Explorer

File Explorer in Windows 10 is an improvement on Windows 7, but it's still lacking in one key area – no tabbed support to prevent you cluttering up the desktop with multiple windows. Clover 3 is a free extension that adds Chrome-like tabs to File Explorer – go to www.ejie.me to get it.

85 Undelete your files

It's easy to forget just how handy the Recycle Bin folder is. If you've deleted a file, document or folder that

you need back, just open up the Recycle Bin from the desktop and you'll find your files are still there ready to be restored.

86 Search with Cortana

Type the name of a file or folder into the Cortana search box and you'll get a load of irrelevant results – click 'My stuff' to search your hard drive and other storage, including your OneDrive folder, for your missing files. Use the 'Show' drop-down menu to filter results.

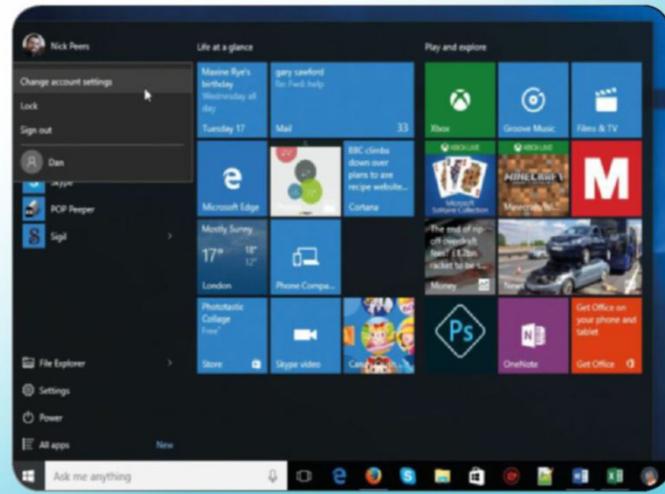
87 Account shortcuts

Click the 'Start' button followed by your user picture

at the top and you'll see some handy options: lock, sign out and switch user, plus access the 'Change account settings' screen.

88 Pin saved searches to the Start menu

File Explorer's search tool is powerful – for example, you can set up a search to reveal all recently modified Word documents in a folder from that location: just type **type:word datemodified:this week** into Search. Click 'Save search' to add it to your Searches folder, then go there, right-click the search and choose 'Pin to Start'.



JUST TWO CLICKS The quickest way to access various account functions is here

Improve Windows

89 Talk to your PC
If you can't type very quickly or just fancy trying out something a little nifty, type **speech** into the Search box and select 'Windows Speech Recognition'. Here you'll find everything you need to configure your PC for voice activated control – it's great for dictation, too.

90 Monitor the children
While parents want to let their child use a computer, they also want to ensure their kids are kept safe. Go to 'Start > Settings > Accounts > Family & other users' to set up user accounts for your children that you can configure to protect them while online plus manage their computer usage and monitor what they do.

91 All settings in one place
It's something that has been dubbed 'God Mode', but in



SPEAK EASY The Speed Recognition desktop app is also an incredibly useful tool for dictating notes and documents

reality it is just a fantastically handy way to access a massive range of system options in one place. Create a

new folder and type the name **xxx.{ED7BA470-8E54-465E-825C-99712043E01C}**. You can change the 'xxx' to anything you like, and when you open up the folder, you'll be presented with a massive list of Control Panel options to work with, including tweaks not found in the newer Settings app. Just don't go too mad with power!

93 Launch a website from the Taskbar
Sometimes it can be too much trouble to switch from the program you are working in, move to a browser and place the cursor in the address bar before typing a URL. Instead, simply type the web address you want to visit into the Cortana search bar and it'll go straight there in your default web browser.

94 Create a boot disc
It's always good to be prepared and this is where a recovery drive comes into play. Type **recovery** into the Search bar and choose 'Create a recovery drive'. If you already have a Windows installation disc, untick 'Back up system files to the

recovery drive' to save space before clicking 'Next', then select a USB flash drive to create the drive on. If necessary, boot from this drive to access Windows repair options when Windows itself won't boot.

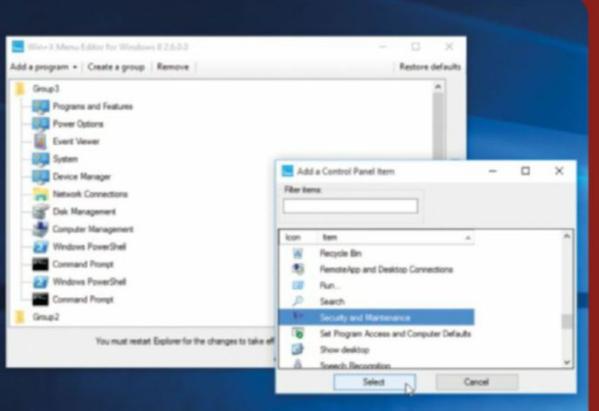
95 Use encryption with your drives
If you're running Windows 10 Pro, type **bitlocker** into the Search bar to switch on Bitlocker drive encryption; if not, download the free Veracrypt app from <https://veracrypt.codeplex.com>.

96 Give your Start-up a good speed-up
Right-click any shortcuts to programs you don't need in the Start-up group of the Start menu and delete them. This will help significantly reduce the boot times of your personal computer.

97 Create new folders quickly
There's no need to lift your hands from the keyboard when you need to create a new folder in Explorer – there's a much simpler way! To carry out this handy little trick, just use the special keyboard shortcut

92 Make good use of the Quick Access menu

Right-click the 'Start' button or press [Win]+[X] and you'll open up a hidden Start menu. It provides a number of convenient shortcuts to powerful tools, including various Control Panel applets, Device Manager and the Command Prompt. Add your own, or rearrange and delete existing shortcuts courtesy of the Win+X Menu Editor. Download the app from <http://winaero.com/download.php?view.21> where you'll find it's easy to add handy presets like Control Panel applets and administrative tools as well as custom shortcuts.



99 Restrict Cortana

By default (see Tip 86), Cortana favours web results over locally stored content when using generic search terms. You have to click 'My Stuff' to search locally. If you have no use for Cortana as a web search tool, disable it – open Cortana and click the notebook icon on the left before selecting 'Settings'. Flick the top switch to 'Off', which will reveal a new switch – 'Search online and include web results'. Flick this to 'off' and you'll see the search box now only says 'Search Windows', confirming it's no longer interested in the web.



[Ctrl]+[Shift]+[N], type a name for the folder and press [Enter].

98 Personalise your PC's information
You can change what's displayed in the System Properties screen to just about anything you like (within reason). The information is held in the registry, but why fiddle

about there? Instead, fire up Ultimate Windows Tweaker and navigate to the 'Additional' section. Click the 'Edit OEM Information' button and enter your details – you can even include logo too. You'll need to prepare a 120x120px image in your image editor and save it with the .BMP extension, otherwise it won't appear.

100 Record app actions in Windows 10

Windows 10 features a Game DVR function, which allows you to record your progress in a game as a movie if its hardware supports it. What's less well known is that this DVR function works with any app you install from the Windows Store. Simply press [Win]+[G] when inside your

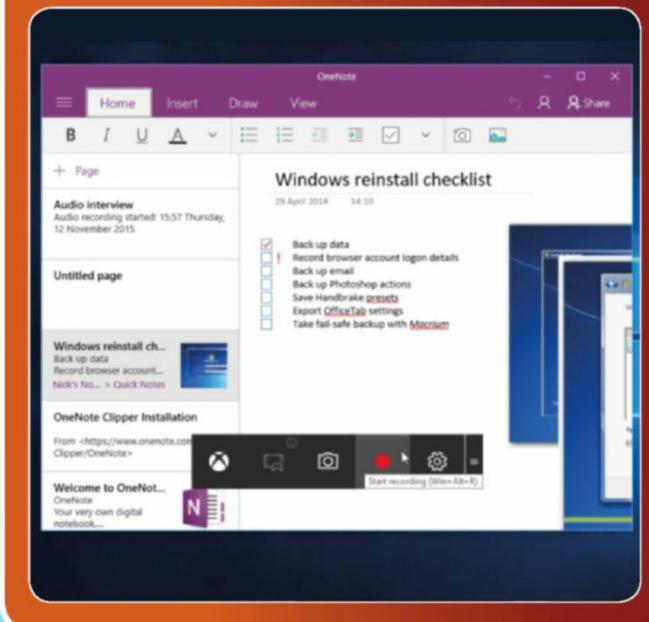
target app and tick 'Yes, this is a game' when prompted. If you plan to share your video with others, it makes sense to set it to the correct aspect ratio: 16:9 or 16:10 is usually best. Use Sizer (see Tip 21) if you're struggling to get the window size perfect for your intended audience. ■

The final verdict

Windows 10 introduces some great new features, but it's easy to remain trapped in a rut, sticking with what you know, even when there are better and often more efficient ways of doing things.

We've covered a wide range of topics and features in this tips extravaganza, but there's plenty more to be found too. We've featured the free Ultimate Windows Tweaker 4 tool throughout the feature, so take the time to explore the other tweaks it has to offer – you're bound to find at least one extra useful setting.

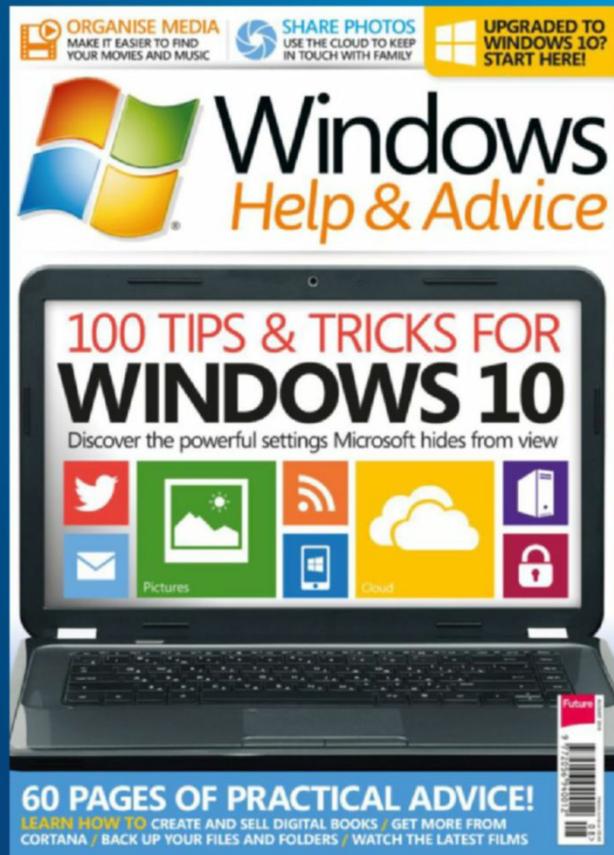
We've hopefully revealed at least a handful of tips you'll find incredibly useful going forward. Simply researching and writing them has uncovered new and better ways of doing things for us too – and that's ultimately the best barometer of all – if you find something that improves your own way of doing things, then chances are it'll help others too.





Windows Help & Advice

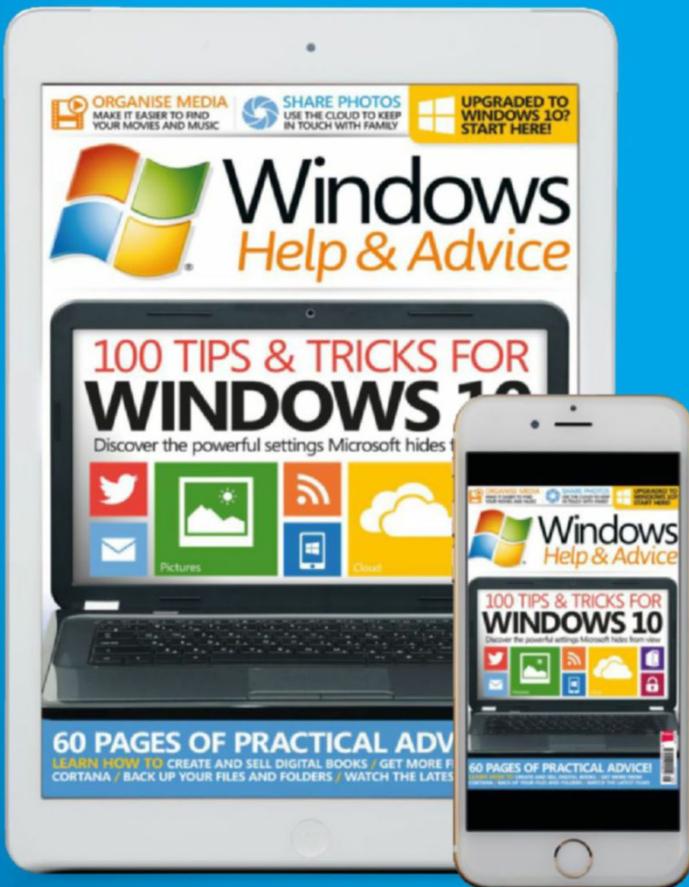
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The image shows the front cover of the Windows Help & Advice magazine. At the top, there are three promotional boxes: 'ORGANISE MEDIA' (make it easier to find your movies and music), 'SHARE PHOTOS' (use the cloud to keep in touch with family), and 'UPGRADED TO WINDOWS 10? START HERE!' (with the Windows logo). Below these is the magazine title 'Windows Help & Advice'. A large red circular badge on the right says 'SAVE 31%'. The central part of the cover features a laptop screen showing a '100 TIPS & TRICKS FOR WINDOWS' section with various icons like Twitter, Photos, and Cloud. To the right of the laptop is a tablet and a smartphone, both also displaying the magazine's content and the '100 TIPS & TRICKS FOR WINDOWS' section. At the bottom left, it says '60 PAGES OF PRACTICAL ADVICE!' and lists benefits like creating digital books, using Cortana, backing up files, and watching films.

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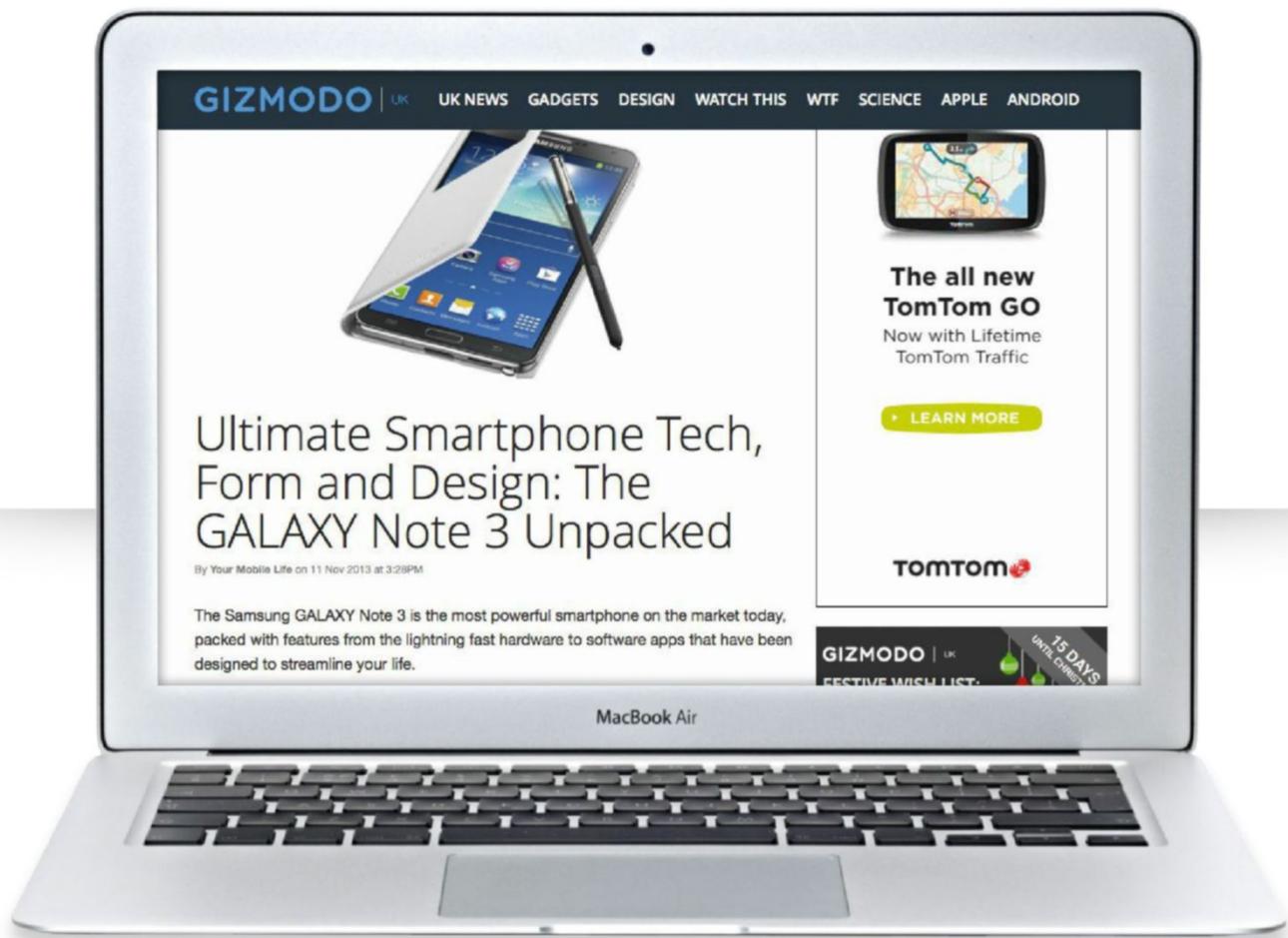
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Explore

► WINDOWS TIPS ► INTERNET ADVICE ► EXCITING NEW PROJECTS

Welcome



Whether you're stuck for inspiration or want to become a master of your

Windows computer, our Explore section is the place to come. Each month we pack in tutorials covering a range of subjects suitable for all levels of expertise.

This month we show you how to use the new Facebook app for Windows 10, download and buy movies and store and share images using the free Google Photos. On top of that we show you how to get more from Cortana – you'll wonder how you ever did without it!

Graham Barlow

Editor-in-chief

graham.barlow@futurenet.com

Full listing...

30 Organise your media on all your devices in Windows

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54 Buy and download films to watch in Windows 10

56 Store and share images using the free Google Photos

Your guide
Andy Westbrook says...
"Windows 10 is making it easier to stay on top of things"
Turn to page 30 for more



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Get more from Windows, software and all your favourite sites

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Every issue, we guarantee to pack the magazine with great tutorials teaching you all the best things you can do with your PC. Each article features step-by-step instructions to make learning new skills fast and enjoyable.

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From speed-up and security software to superb photo apps, there's always something new to try on your PC. The Windows Store in Windows 10 and Windows 8.1 is packed with software to download.



Learn how to...

Organise your media



Your guide *Andrew Westbrook* says...

"Connecting your devices and using powerful apps will make finding what you want a breeze"

At a glance

Skill level...

► Anyone can do it

Straightforward

Tricky in parts

Suitable for...

Windows 10

Windows 8.1

Windows 7

These days most people have multiple devices, with multiple ways to take photos, play music and record videos, so it's more important than ever to stay well organised. Otherwise, before you know it, you'll have gathered a huge library of media, and no way to easily find what you want without trawling through endless folders.

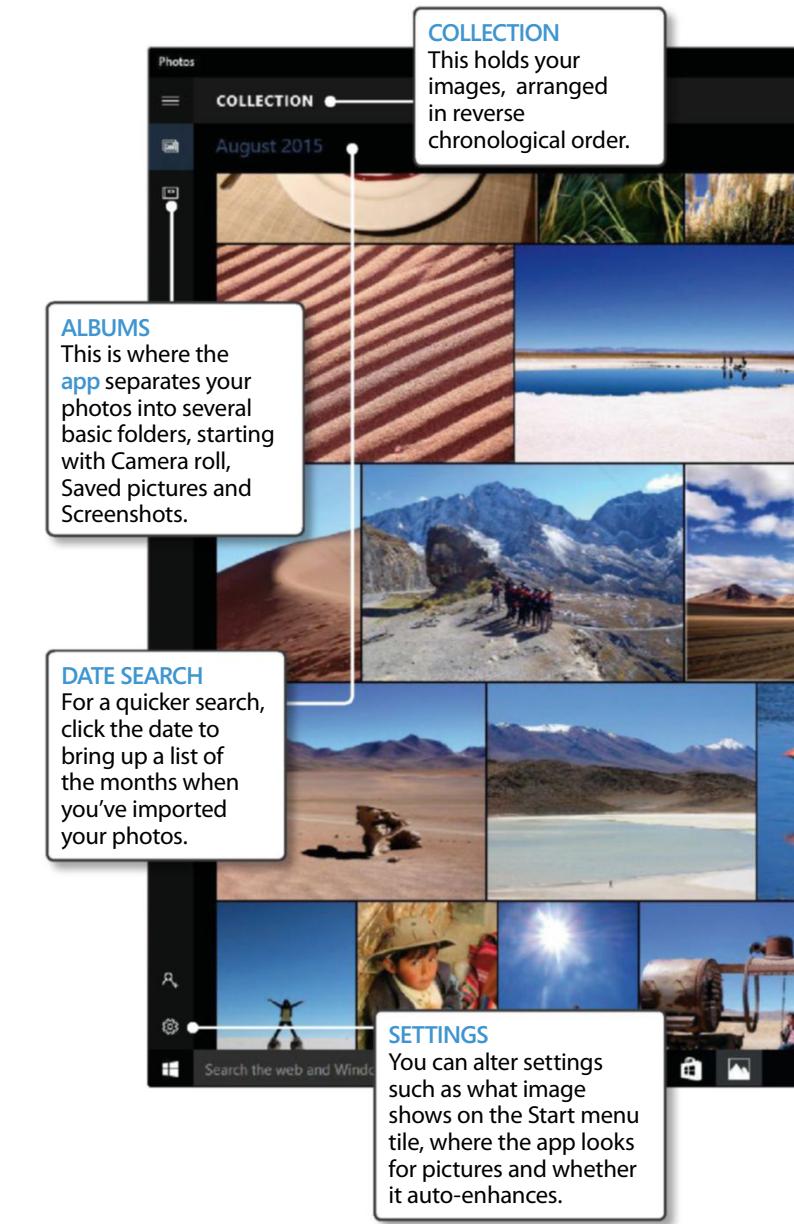
Fortunately, Windows 10 is making it easier to stay on top of things. The basis of the new system remains the same with folders – now called Pictures, Music and Videos – that you'll be familiar with from previous versions of Windows. There is also seamless integration with Microsoft's universal OneDrive, which safely backs up files in the cloud, while linking your devices. Added to that, however, are new easy-to-use apps, such as Photos and Groove Music. Here's how to get organising.

Step-by-step Get super organised by getting connected



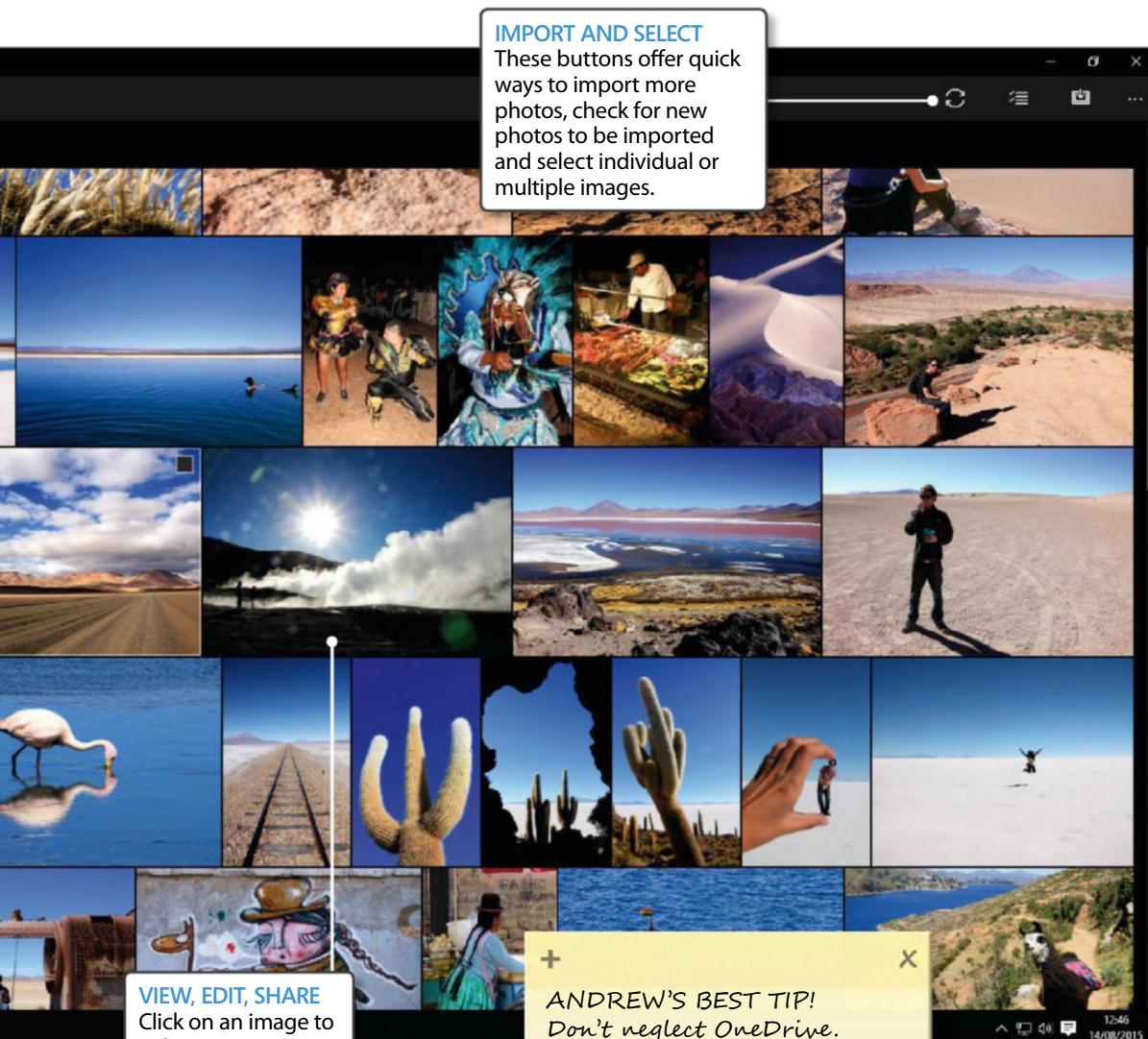
1 Set up OneDrive

If you've set up your Microsoft account, you'll have access to Microsoft's cloud storage service, OneDrive. If not, sign up at www.onedrive.com. You get 5GB of free storage, which rises to 1TB if you're an Office 365 subscriber. Next, install the OneDrive app on your phone and tablet, then set your device to automatically upload photos and videos to your OneDrive account.



2 Find your desktop app

You'll discover the new Photos app within the Start menu. It should be one of the blue tiles on the right, unless you've already got some snaps on your PC, or in your OneDrive account, in which case it will feature one of those pictures. If you can't spot it, click 'All apps' in the bottom-left of the menu and scroll down. It's the same process for the apps we'll talk about later.

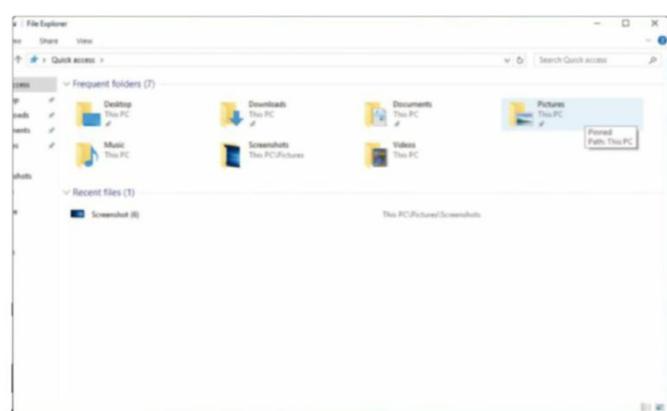
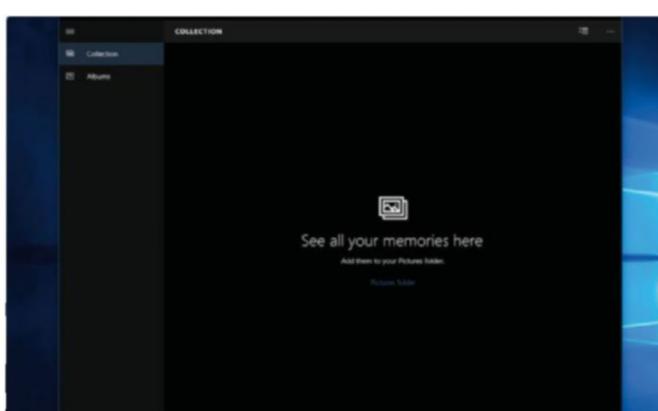


Jargon buster!

Cloud
Storage services, such as OneDrive, that back up your data online. Keeping files in the cloud means they're safe if your PC dies, plus you can access them from any machine with web access.

Import
The process of adding files to your PC or an app, for example from a memory card or USB stick.

App
Applications are self-contained programs. The term is usually associated with smartphones and tablets, but has been adopted by desktop PCs.

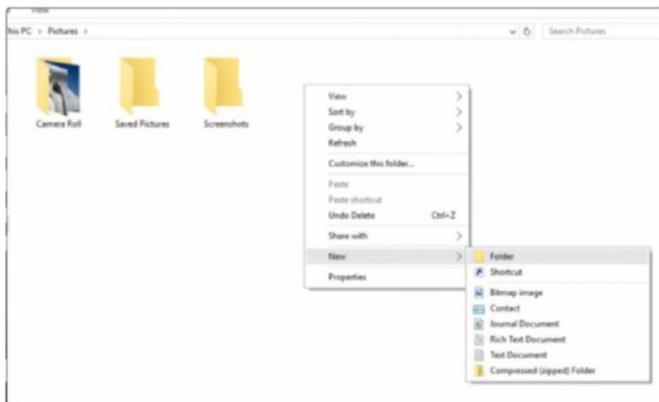


3 Exploring Photos

If you haven't added any pictures yet, you'll be met by a plain screen. On the left are the 'Collection' and 'Albums' menus – click into 'Albums', and you'll see it's split into Camera roll and Screenshots. As soon as you **import** photos, or enable OneDrive on your phone or tablet, the app will add those snaps. Imported OneDrive files are also saved locally, in 'Local Disk > Users > OneDrive'.

4 Importing photos

To retrieve photos from a memory card, plug it into your PC. Windows will ask where you'd like to import your photos to. Select 'This PC > Pictures', then 'Import'. Your media will be imported into the folder. Next, open the Photos app, which will automatically grab all the images. The app will also automatically add them to your online OneDrive account.



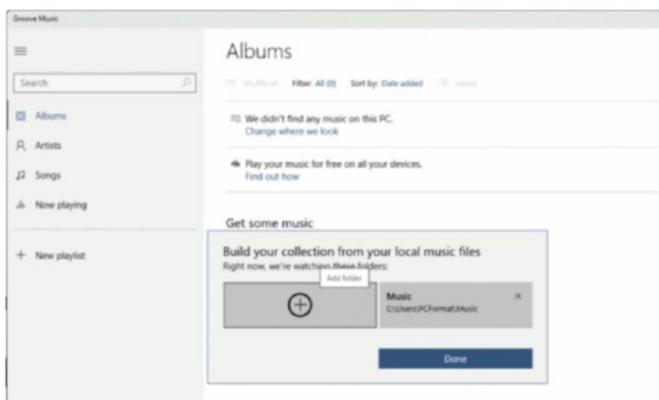
5 Arranging folders

Photos organises your images into folders – ‘Camera roll’ sorts them by date; ‘Saved pictures’ are ones you’ve edited; and Screenshots, which you take by hitting [Win]+[Print Screen]. It’s a good idea to add subfolders to the source folders. In Pictures, right-click anywhere, hit ‘New > Folder’, fill in a name and drag in the relevant files. Do the same in OneDrive, using the ‘New’ menu.



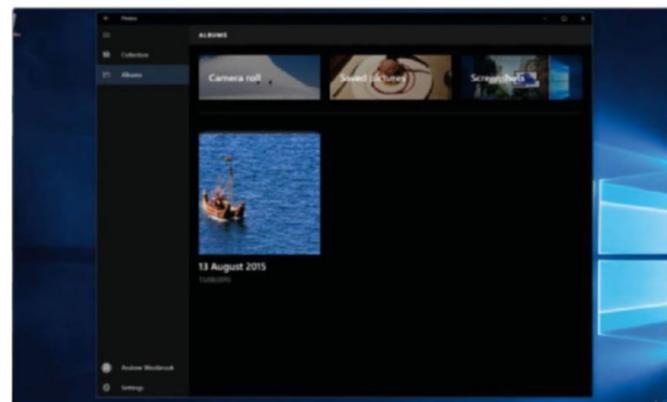
7 Groove Music

Music has been given an overhaul, due to the end of support for Windows Media Player. And Windows 10 has a new music app called Groove Music, which will be self-explanatory if you’ve used music players before. Like the Photos app, it helps you organise your collection and playlists in one location. Again, you’ll find the app through one of the tiles in the Start menu.



9 Music in the cloud

Groove Music isn’t automatically linked to OneDrive. If you’re confident you have enough storage and want to connect it, stay in Settings and click ‘Choose where to look for music’. Making sure you’re logged in, hit ‘OneDrive’. The app will now sync your songs, making it easy to have one music collection for all your devices. Just remember to save enough storage for your photos.



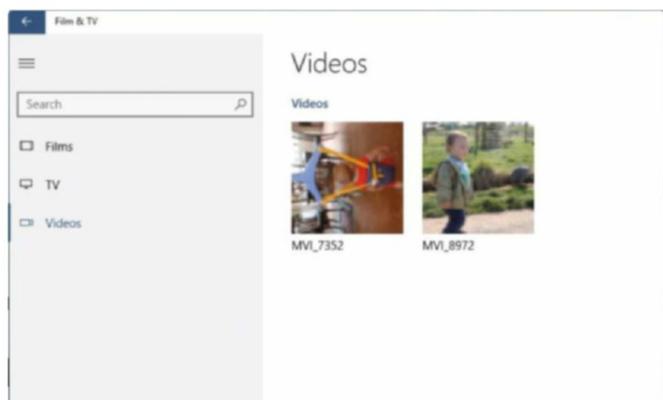
6 Easy access

Now, with minimum hassle, all of your images, from your phone, tablet and PC, are stored and organised on your PC and remotely in the cloud. This makes life simpler and more secure, while also making it easy to move your collection if you switch PC. You can even see your snaps in camera-roll form and stream videos by logging into OneDrive, if you can’t access your own PC.



8 Finding your music

When you first open the app, it will automatically search your PC, adding songs to your library that it finds in your Music folder, and organising them. You can also add any song already bought on other devices linked to your account, or any iTunes playlist already created. To do that, click the ‘Settings’ cog in the bottom-left of the app, then toggle the ‘Downloads’ option to ‘On’.



10 Videos

Return to the Start menu and hit the ‘Film & TV’ tile. This app is a media player for watching TV shows or movies you buy through the Store. It’s also home to your own videos. It will automatically search the Videos folder on your PC, but, like Groove Music, you can also link it to OneDrive. Hit ‘Settings’, in the bottom-left, click ‘Where to look for videos’, then add OneDrive. ■

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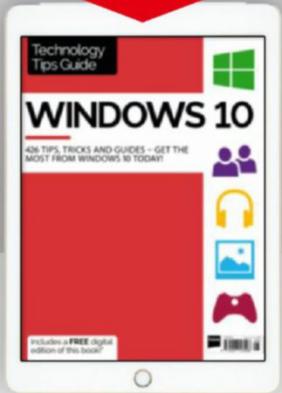
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Learn how to...

Use the Facebook app



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At a glance

Skill level...

► Anyone can do it

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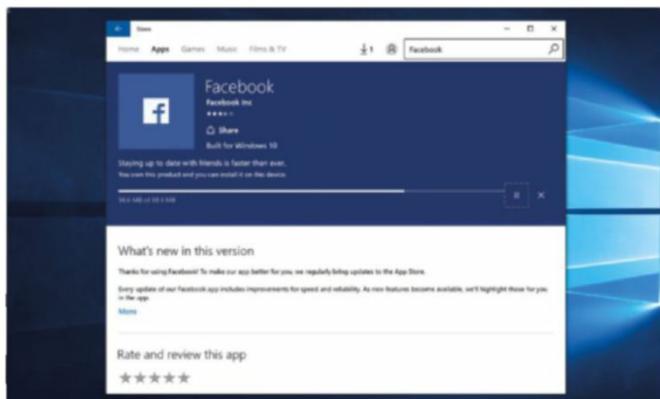
Windows 8.1

Windows 7

With 1.65 billion active users per month, Facebook is by far and away the most popular social media platform on the planet – and it's not hard to see why. It's a breeze to stay up to date with family and friends wherever they are on almost any device. Now Windows 10 has joined the party with an app that's free to download from the Microsoft Store and run on your desktop.

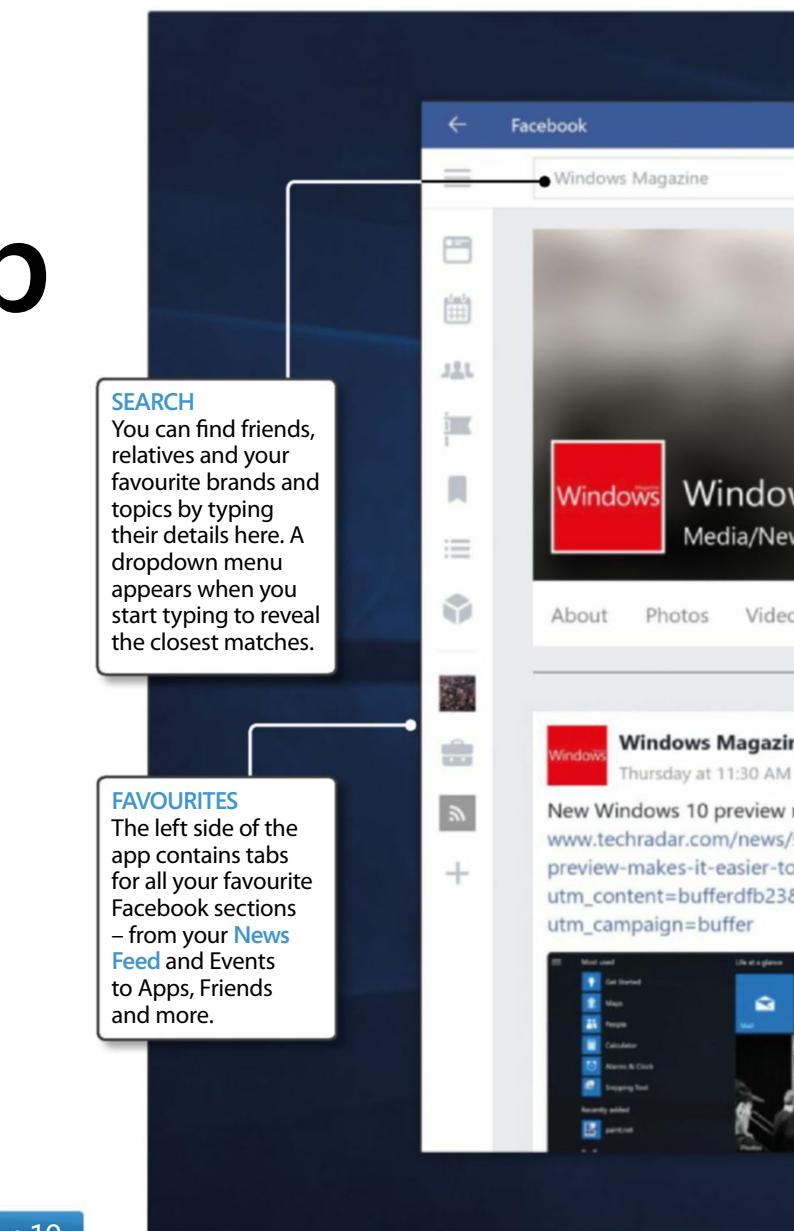
While the arrival of a dedicated Facebook app for Windows 10 is new, Facebook's presence on your desktop is not. A previous version of the Facebook app was available for Windows 8. However, this all-new version is slicker, quicker and more capable, making it easier than ever to stay up to date with what your friends and family are up to – and tell the world what you're about too. So with that in mind, let's take a look at how you can make the most of it.

Step-by-step Get started with Facebook for Windows 10



1 Download, install and log in

Head to the Microsoft Store and download the free Facebook app from microsoft.com/store/apps/9wzdncrfj2wl. Install it and then log in using your Facebook ID if you have one. Or create a new account if you don't. During the install process you'll be asked if you want to add Facebook to your Live Tiles. Now open the app and your Facebook feed will appear in the app.

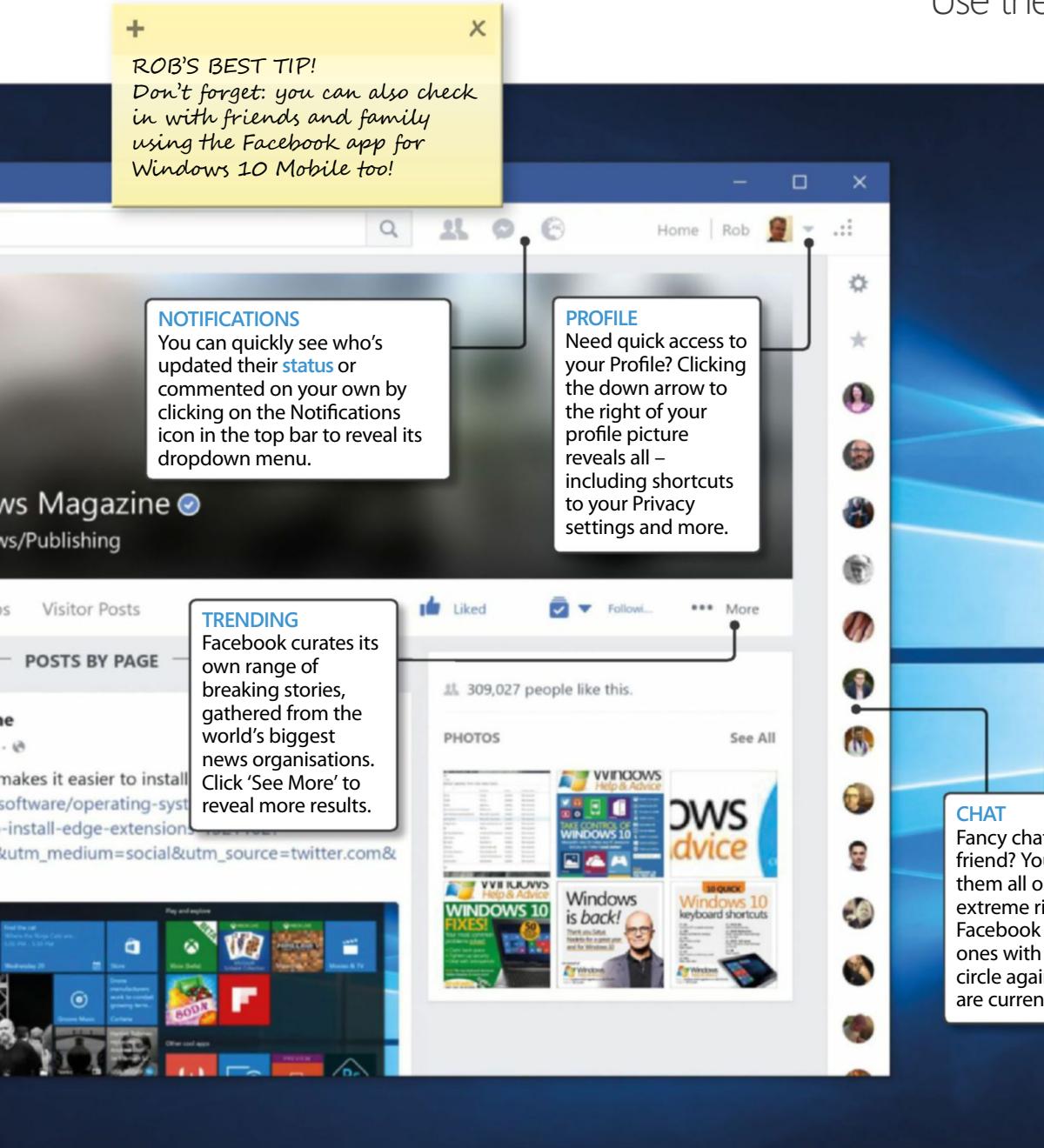


2 Find your way

Log in to see a tabbed menu running down the left side containing things like your News Feed, Apps, Groups and Friends. At the top of the main window is the Search bar, the Home button and your Profile. The main window shows your current view. The right menu shows Trending topics and Suggestions. And the extreme right menu shows who's available on Facebook Chat.

Explore

Use the Facebook app



Jargon buster!

► Timeline

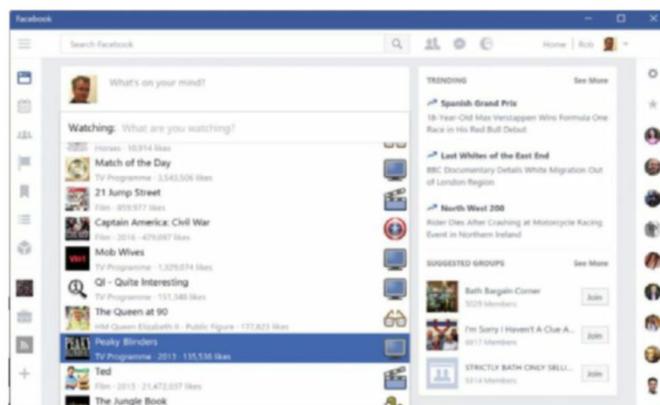
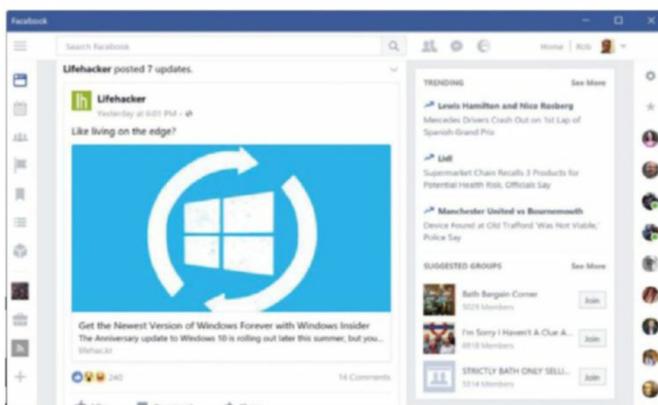
Your Timeline is your personal page on Facebook. It contains your status updates, photos, videos and the pages you've shared.

► Status Update

A short post you share on Facebook, which tells your friends what you're up to or how you're feeling. You can also use it to post links, photos, videos and more.

► News Feed

This is where you'll find all your status updates from all your friends, along with photos, videos and pages they've shared. You'll find it on the Home page.

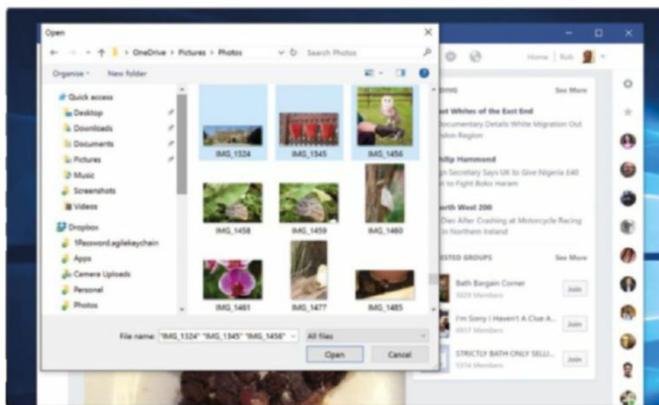


3 Stay up to date

The default view shows in your News Feed recent things your friends have posted and shared, plus updates from any pages you've liked. Catch up by scrolling up and down to see what's happened since you logged in. Clicking on a post takes you to the built-in browser. You can like 'Like', 'Wow', 'Comment' or 'Share' on updates by clicking on the icon below each post.

4 Change your status

Tell your friends what you've been up to. Scroll to the top of the page and share your news by typing into the 'What's on your mind?' box or by pasting a URL. You can also click on the icons below to upload photos or videos, tag friends in photos, and check into locations. You can choose who can see your update by clicking on the 'Friends' dropdown menu. Click 'Post' once done.



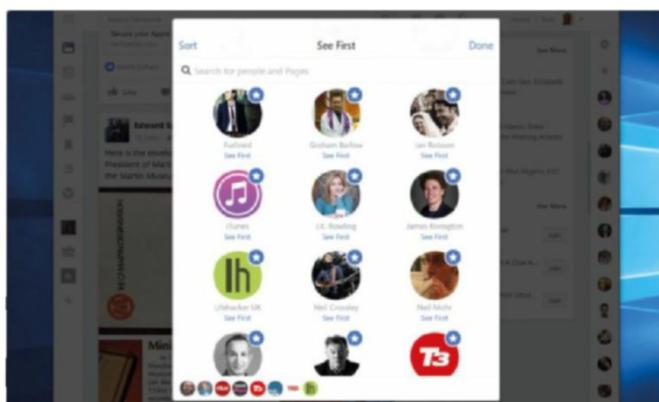
5 Share a photo

One of the advantages of using the Facebook app is it's quicker to post your photos and videos. Click the Photos icon and a File Explorer window will appear that enables you to quickly find your way to the folder or app you want to share from. You can also share photos and videos stored on OneDrive. Choose one photo or video or more then click 'Open' to add it to your status.



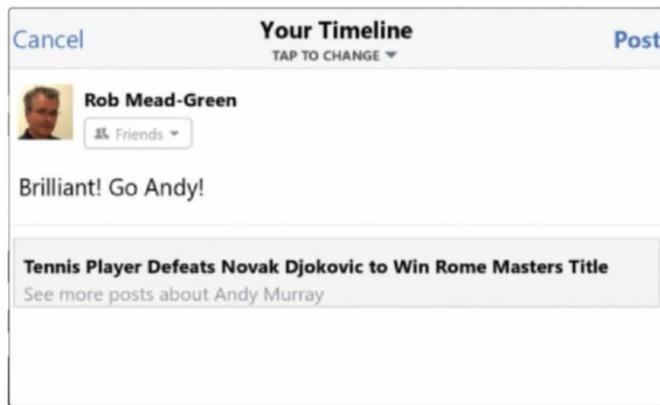
7 Play a game

Although the Facebook app is fairly comprehensive, there are some things you cannot do using the desktop app. Playing Facebook games is one of them. Click the Games tab from the left menu (if you have it available from your list of options) and then you'll be taken to the Facebook website in your favourite browser and given the option to play it there.



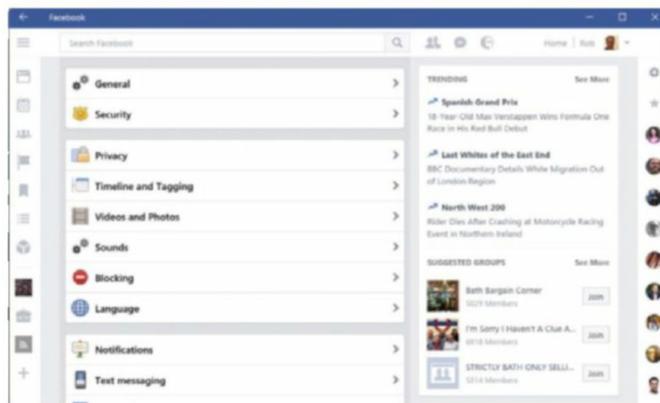
9 Select a preference

If you want to customise the way your News Feed looks and whose updates you want to appear most prominently, head to 'Profile > News Feed Preferences'. Select 'Prioritise Who To See First' then click on the image of the feeds you want at the top of your timeline. A white star will appear next to the feeds you have selected. Click 'Done' once you've finished.



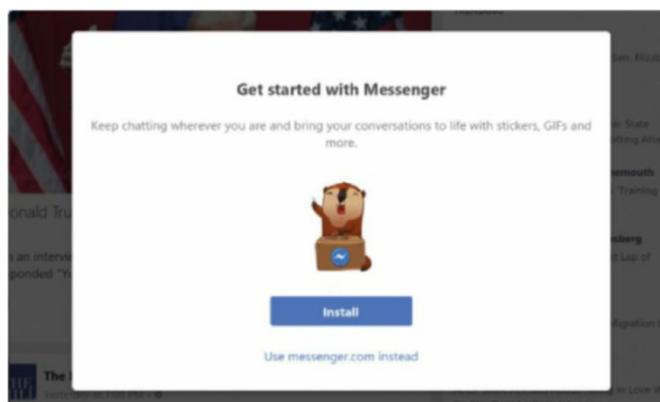
6 Share your views

Excited, enthralled or annoyed by something in the news? Click on the Trending topic located on the right then click 'Share' and add your comment. You can then choose who you want to share your opinion with from the Friends dropdown menu and click 'Post to' add it to your **Timeline**. If you want to share your post with different people, click 'More Options'.



8 Check your privacy

Check and change your default privacy settings from within the Facebook app. To do that select the down arrow to the right of your profile to reveal the Profile menu, then select 'Settings' to show a complete list of options available. Some options – such as 'Privacy Shortcuts' – will send you to your web version of Facebook to make the change.



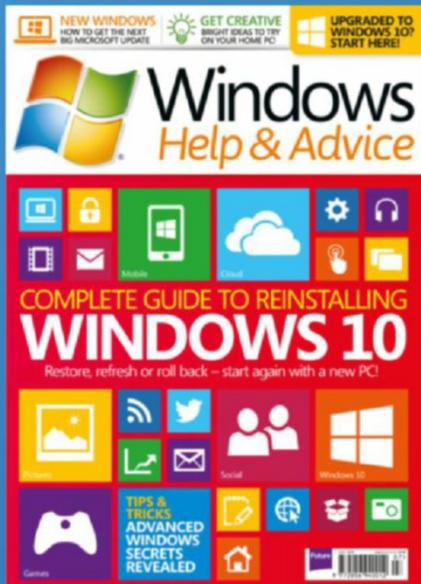
10 Get chatting

If you fancy a live chat, head to the Chat menu on the right and then click on an icon or name to start a chat. A green circle in the corner of their icon shows when friends are online, but there's a catch – the Facebook app will either invite you to install the free Messenger app available from the Microsoft Store or ask you to chat online at messenger.com instead. ■

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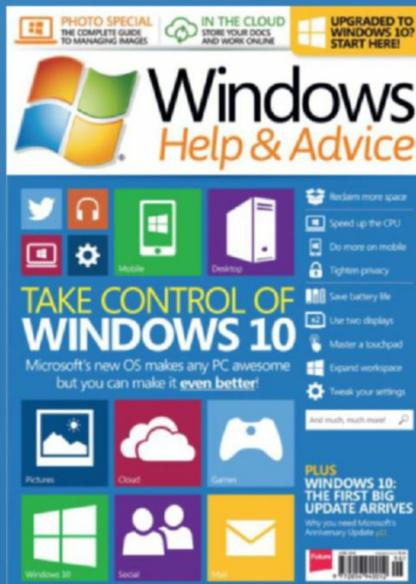
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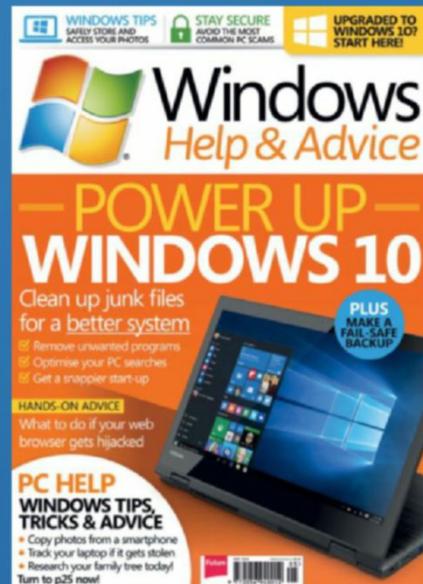
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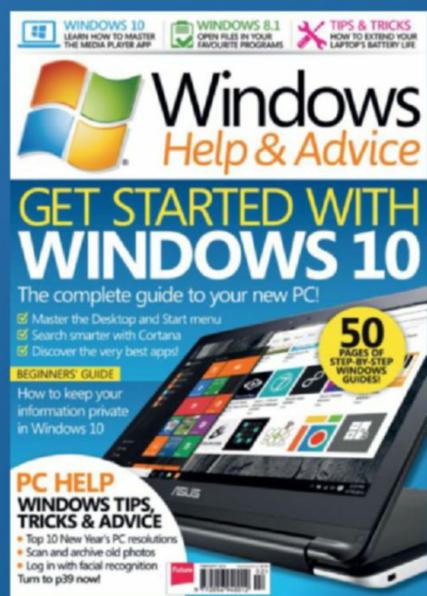
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Learn how to...

Personalise Cortana



Your guide *Cat Ellis* says...

"Cortana is your new virtual assistant, there to help you get the most out of Windows 10"

At a glance

Skill level...

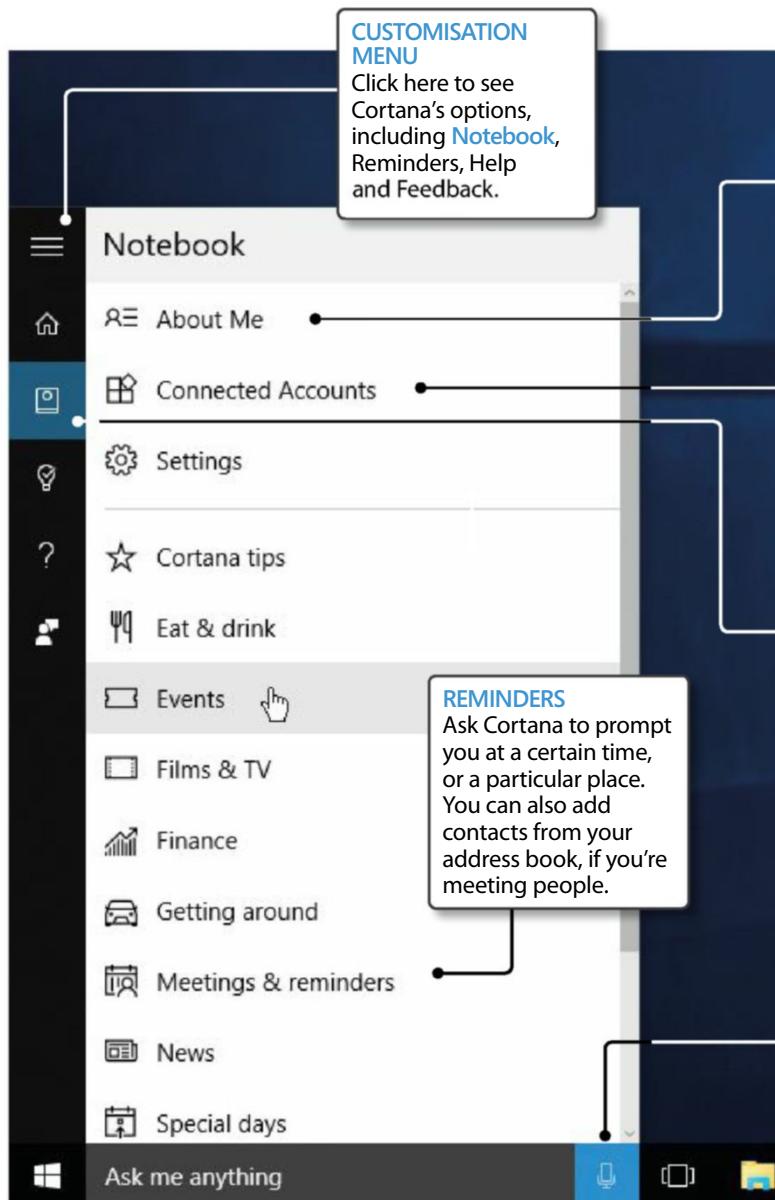
- Anyone can do it
- Straightforward
- Tricky in parts

Suitable for...

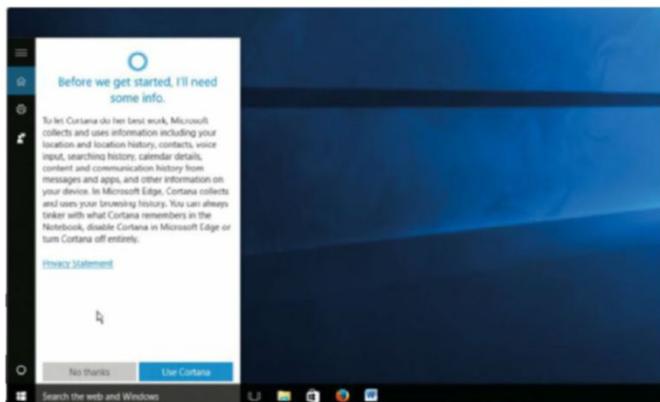
- Windows 10
- Windows 8.1
- Windows 7

First introduced on handsets running Windows Phone, Microsoft's virtual personal assistant Cortana arrived on the desktop with the launch of Windows 10. Named after an artificial intelligence from science fiction game series Halo, Cortana is much more than just a search tool – it also manages your calendar, tracks packages and even tells jokes.

Cortana packs in more features than Apple's assistant Siri, or [Google Now](#), and you can make it even more personal by customising your settings to reflect your interests, activities and preferences. It works together with Microsoft's wealth of programs and tools to help you get even more from your PC. Let's get started!

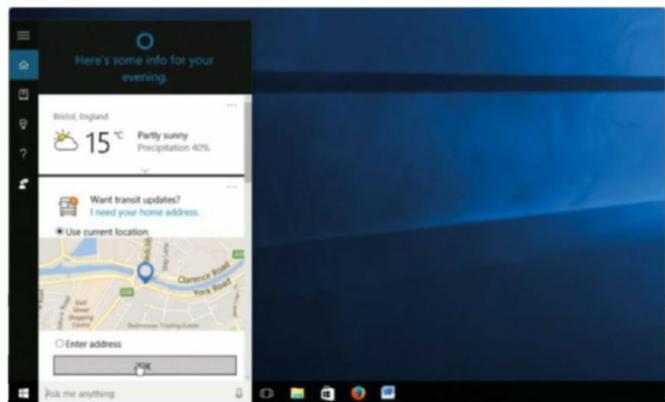


Step-by-step Train Cortana to suit your life



1 Meet Cortana

Cortana is accessed by clicking the Search box beside Windows 10's Start button. If an introduction to Cortana doesn't appear, click the circle icon on the left-hand side of the menu. Click 'Next', then click 'Use Cortana' to continue. You can now control Cortana by typing into the search box, or clicking the microphone icon and speaking – more on that later.



2 Where are you?

Cortana will automatically pick up your location and display it on a map, along with a weather report. If you're not currently at home, you can enter your address and Cortana will provide information like traffic reports so you know what to expect on the roads. It will also synchronise with your Google or Outlook calendar and provide reminders about forthcoming events.

ABOUT ME
Here you can tell Cortana your name and favourite places. These could include your home, work and favourite restaurants, for example.

CONNECTED ACCOUNTS
Cortana can connect to LinkedIn, Xbox Live, Office 365 and Dynamics CRM (for businesses) to give you tailored information and alerts.

CARDS
You can provide Cortana with information about your interests and preferences to make its suggestions more relevant.

VOICE CONTROLS
You can type questions into the search bar, or use voice commands (much like Apple's Siri)

Jargon buster!**Cards**

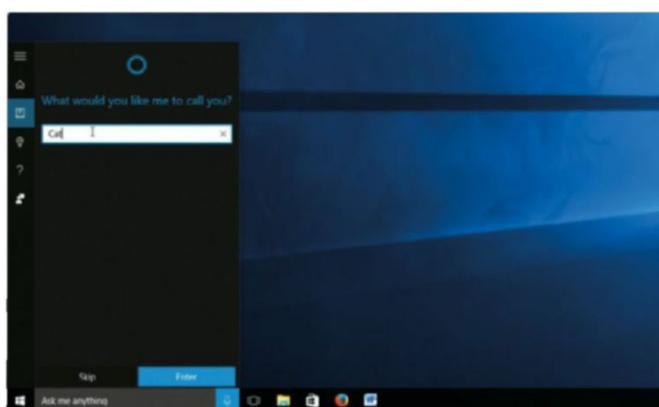
A card is an information box about a particular subject, tailored to suit your preferences.

Notebook

While they were creating Cortana, Microsoft's developers interviewed real personal assistants and found that most keep a physical notebook of important facts about their clients. Cortana does the same.

Google Now

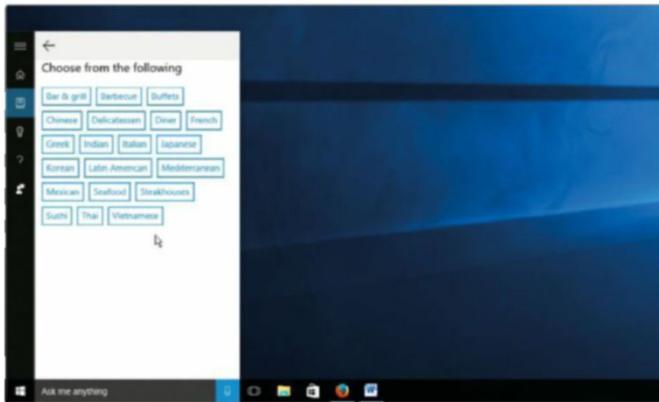
Google's equivalent of Cortana – currently only available for phones and tablets using the Android operating system.

**3 Fill in the blanks**

Like any personal assistant worth their salt, Cortana keeps a 'Notebook' full of information about the boss – that means you! To fill in the blanks in this notebook and improve your experience with Cortana, click the third icon down in the menu on the left and choose 'About me'. Here you can tell Cortana your name (and how to pronounce it, if necessary).

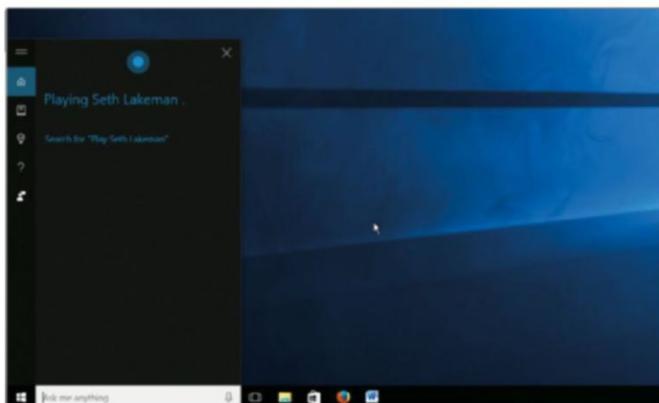
**4 Favourite places**

It's also worth adding some of your favourite places to the Notebook. These could include your office, friends' addresses, favourite shops and more. Once you've entered a place you can click it for more information, including a map, contact details, reviews and prices (for shops, restaurants and hotels), directions from your current location, and other places to visit nearby.



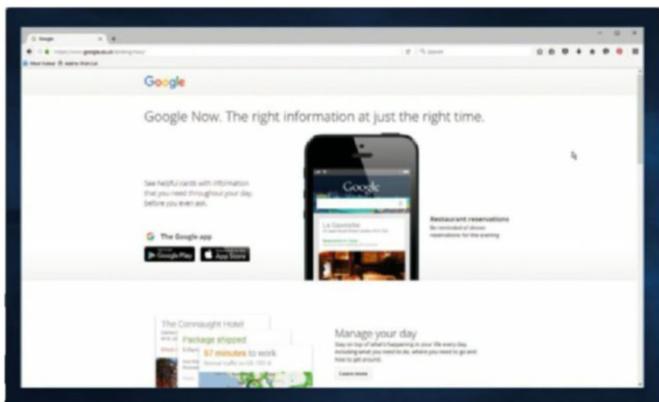
5 Notebooks and cards

Giving Cortana details about your preferences will improve the quality of search results and recommendations, so move through each of the topics listed in the Notebook and enter as much information as you like. Each of these subjects relates to a 'card' – a page of information relevant to your interests. Some of the settings are quite esoteric, but you can deactivate them.



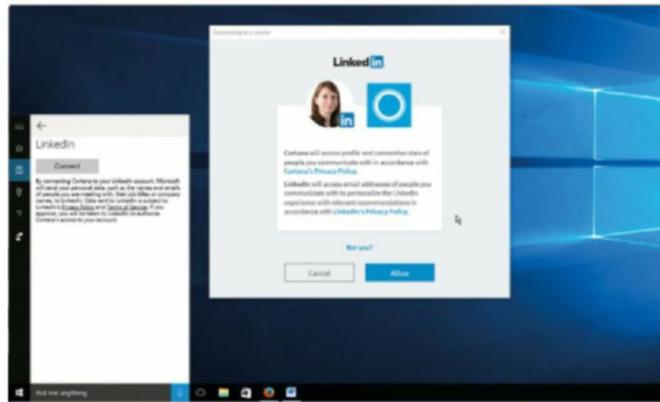
7 Voice commands

To control Cortana with your voice, click the microphone icon beside the search box. Cortana will detect any microphones connected or built into your PC, and ask you to read a sentence aloud so it can adjust the input volume. You can then use commands like 'Play all my songs' or 'What is it like outside?' Plug in headphones or speakers to hear the responses.



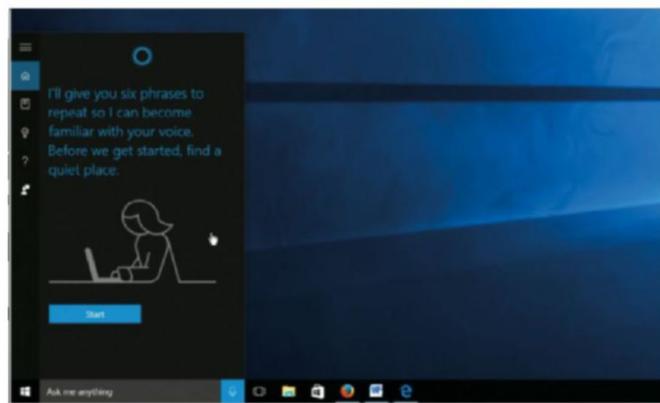
9 The Google option

Bear in mind that commands issued to Cortana will always be performed using Microsoft tools – so web searches and weather reports will use Bing, emails will use Outlook, music will be played using Groove Music. If you prefer to use Google Search, Gmail, Google Calendar etc, you'll be better served by Google Now. However, Now is only available for mobile devices.



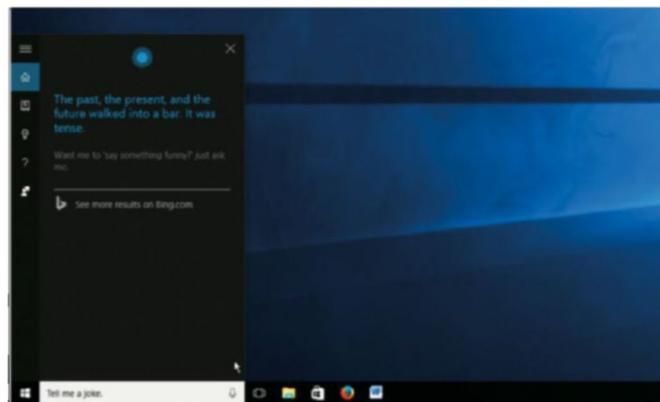
6 Make connections

You can make Cortana even more useful by connecting other accounts. For example, connecting your LinkedIn account can give you information about people you're scheduled to meet, and connecting your Xbox Live account will let you know when your friends are online and provide relevant information about the games you enjoy playing.



8 Hey Cortana

Cortana's settings (found beneath 'Linked accounts' in the notebook) let you customise voice controls further. You can choose to activate the assistant by saying 'Hey Cortana' (however, this will drain the battery of mobile devices more rapidly because the microphone is always on), and train it to recognise your voice to avoid it being activated by someone nearby.



10 Tell us a joke

Now that you've customised Cortana, try asking a few questions, such as 'Is there a coffee shop near me?' 'What's in my diary for Friday?' 'What restaurants are near me?' 'How long will it take to get to work?' and the British classic 'What is it like outside?' You can also ask to hear something funny, though the groan-worthy jokes might make you wish you hadn't! ■

GET EVEN MORE FROM WINDOWS 10

Technology
Tips Guide

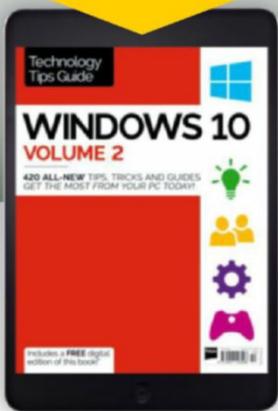


WINDOWS 10 VOLUME 2

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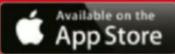
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Learn how to...

Make an eShop for your small business



Your guide **Martin Cooper** says...

"Building a website for your business can feel like a daunting task but it really isn't. Here's how you can build a site easily, quickly and cheaply"

At a glance

Skill level...

Anyone can do it

► Straightforward

Tricky in parts

Suitable for...

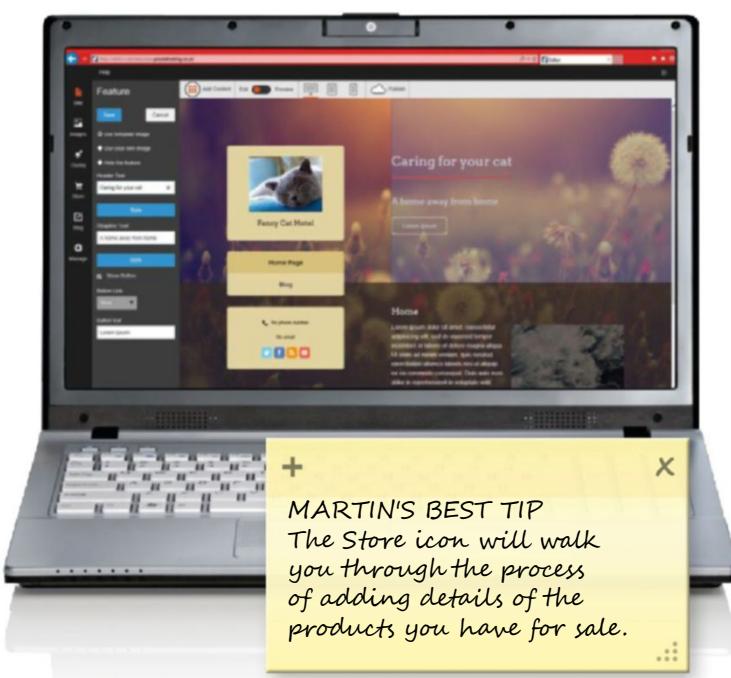
Windows 10

Windows 8.1

Windows 7

If you want to make the most out of your retail business, you'll need a website. And there are several ways to go about this. You can pay somebody to build one for you, but this option can be expensive, and you might not always have control of how it will look or work. Building it yourself might not be an option either. To create a site you'll need knowledge of HTML, CSS and maybe JavaScript.

Thankfully, there's another (much easier) way. Fasthosts (www.fasthosts.co.uk) offers a system called Website Builder. The system is designed to make websites for businesses. It's easy to use, you don't need to know any programming languages, and it's cheap. It costs £4.99 a month, and that includes hosting and a business email address too. Here's how to get started building your own website.

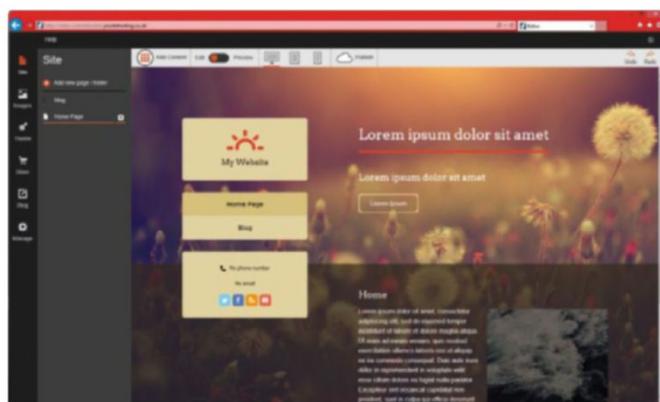


Step-by-step How to build your first website



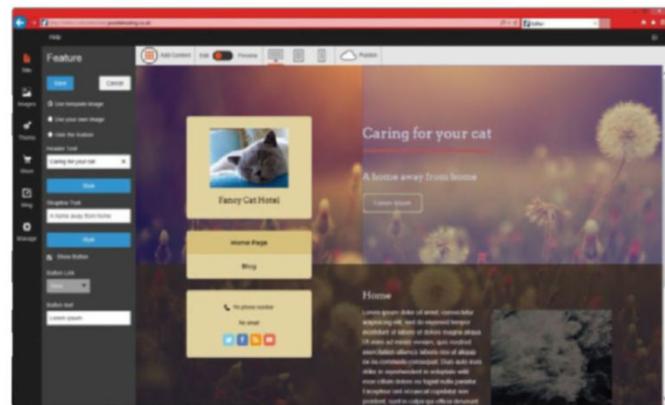
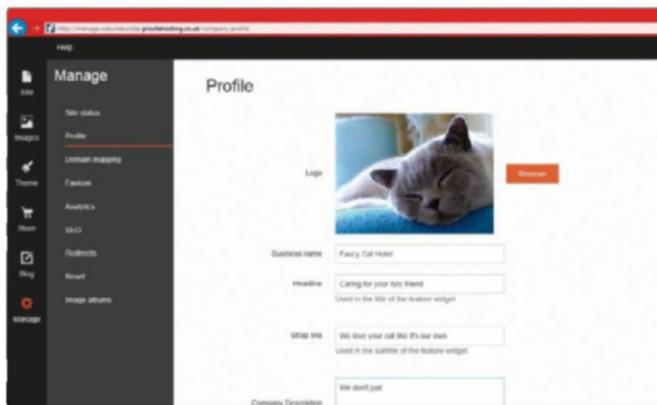
1 Choose your template

First select a template to give your site its signature look. It's worth spending time leafing through Fasthosts' extensive collection. To help you narrow down the choices on offer, click the 'Categories' dropdown and select a business sector that's close to your company's sphere. When you see a template you like, click on it and then select 'Use template'.



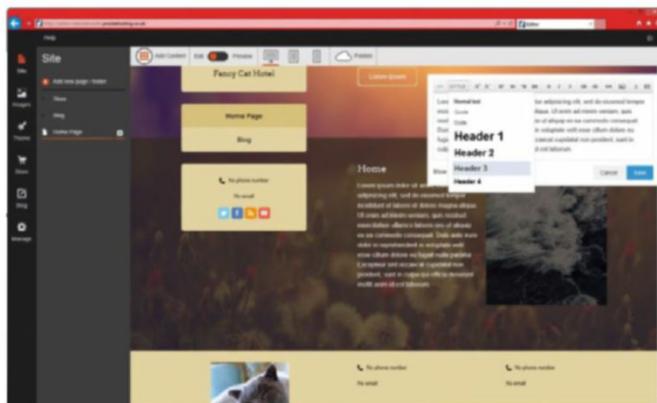
2 Meet your control panel

Website Builder will spend a few moments building your site. When it's done you'll be taken to its central control panel. This is the place where you'll access the system features and begin the process of properly building your site. You'll notice a preview of your site in the centre of the screen. Surrounding it are buttons that will take you to essential tools and features.



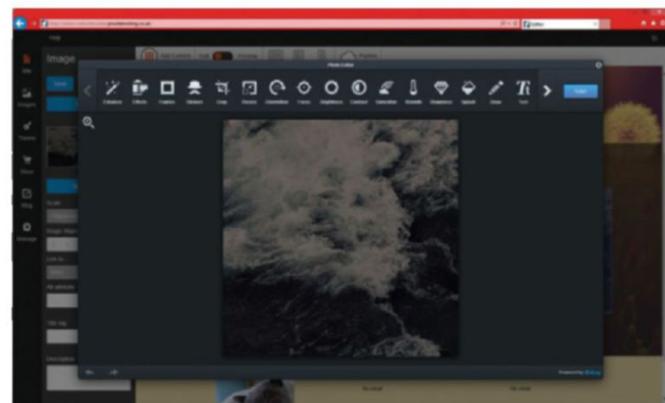
3 Add a company profile

Now you need to start filling the template with content. Here, we're adding a company profile. This contains details about your business, such as opening hours or contact information. What's added here will be used automatically throughout your site. Click the 'Manage' cog, and then 'Profile'. You'll see the details that need filling in. You can also drag-and-drop your logo in.



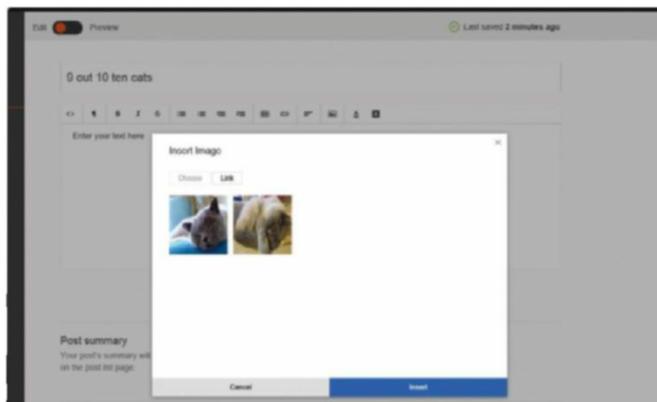
4 Tidy up your home page

There will still be a lot of placeholder content to fill in. To replace a placeholder on your homepage with real text, simply click on it. As you do so, a menu appears that shows the content and the page structure. Fill in the text boxes and, if you like, use the 'Style' button associated with each text box to adjust the typeface and size of the text.



5 Controlling text

To edit a block of text, click on it. This brings up a menu of style options along with the text box filled with placeholder text. To remove the placeholder copy, just delete it. The key to a smart site is consistency of presentation. So, to aid you here, Site Builder has a list of preconfigured styles. To access them click the 'Style' menu button and apply as necessary.

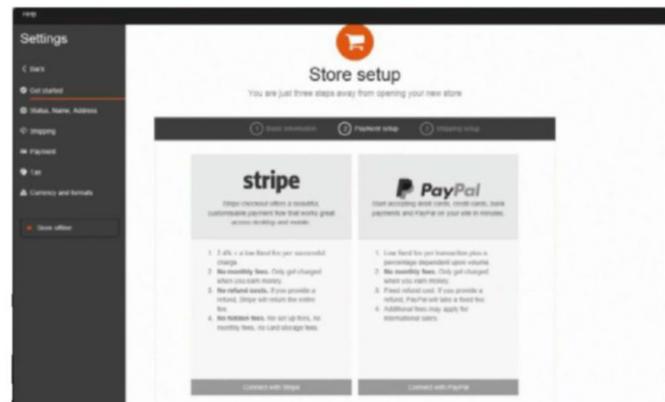


7 Adding blog pages

Add a new blog post to your site by clicking the orange Blog icon (on the left of the screen). You'll be taken to a content management system where you can enter your text. It's just a matter of filling in the boxes. The upper row of icons will let you control text formatting. To add images click the picture icon (third from the right). When you're done, click the 'publish' button.

6 Working with images

Website builder has some great tools to manage the images on your site. If you want to change an image in the template, click on it. The 'Choose' icon will help you upload an image from your computer's hard disk. The paint brush icon brings up Photo Editor – a set of tools for you to polish images. When you're done, click 'save' and the updated image will appear in place.



8 The payment element

To set up the e-commerce system so customers can purchase items from the site, click the Store icon (the shopping trolley). If you've set up your profile, the Store name should be filled in. Next add a contact email address and click 'save'. Next choose whether you'll accept PayPal or Stripe. Finally complete the shipping policies section.

Learn how to...

Organise your ideas with mind maps



Your guide *Cat Ellis* says...

"Mind mapping is a great way to commit your thoughts to paper, but with this free online tool you can do so much more"

At a glance

Skill level...

► Anyone can do it

Straightforward

Tricky in parts

Suitable for...

Windows 10

Windows 8.1

Windows 7

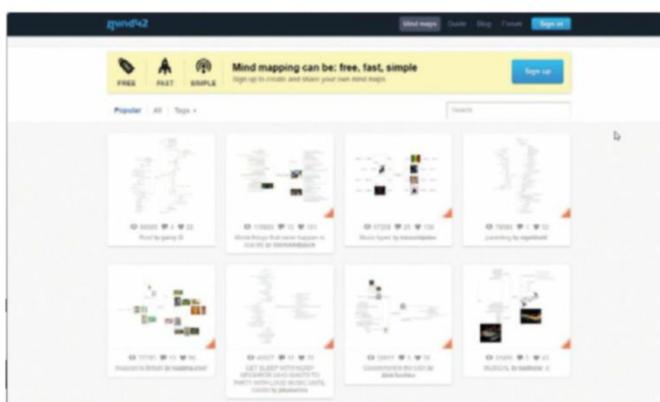
Mind mapping is a popular and brilliant way to collect ideas, with just one thought at the centre of it all branching out into dozens of others.

However, traditionally it's quite an untidy process, with spidery diagrams sprawling over flipcharts and whiteboards, but with the help of Mind42 you can keep all your ideas in order and share them with friends and colleagues, without having to spend time translating your inspired but messy brainstorming session into something readable.

Mind42 is a web application, so there's no software to install – you can use it on any PC or mobile device with an internet connection. There's no mobile app yet, but keep an eye on the developers' blog for updates.

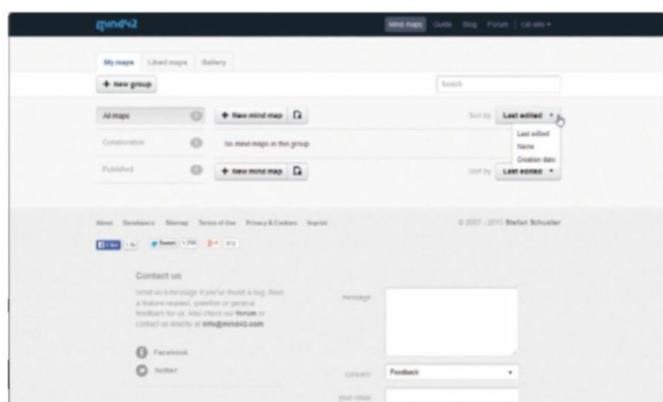


Step-by-step Map your thoughts



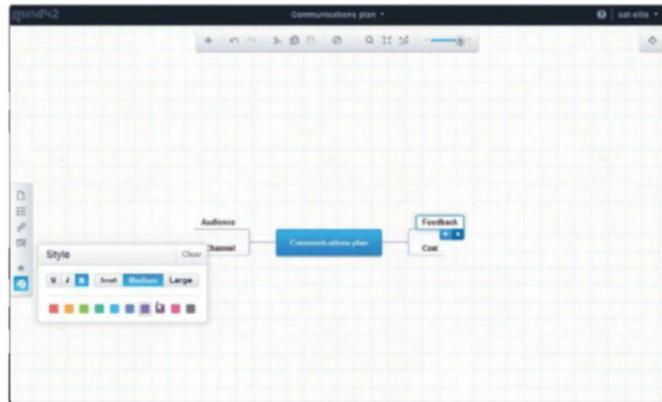
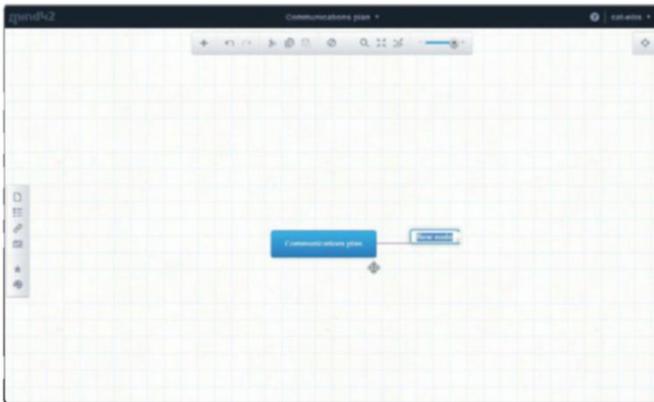
1 Sign up

Go to www.mind42.com and click the 'Close' link at the top right to accept the site's cookies, then click the blue 'Sign up' button. Enter a username, your email address and a password, then click 'Sign up' again. An activation email will be sent to you. Click the link in the email to activate your account, then enter your username and password to log in for the first time.



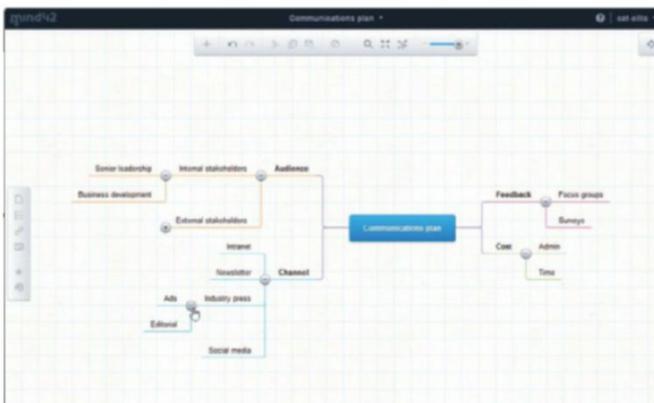
2 Look around

The first page you'll see is a list of all your mind maps. As you'd expect, this is currently empty, but you'll see there are sections labelled 'All maps', 'Collaboration' and 'Published'. You can make your own categories using the 'New group' button on the top left. You can also sort your mind maps by name, the date they were created, and the last date they were edited.



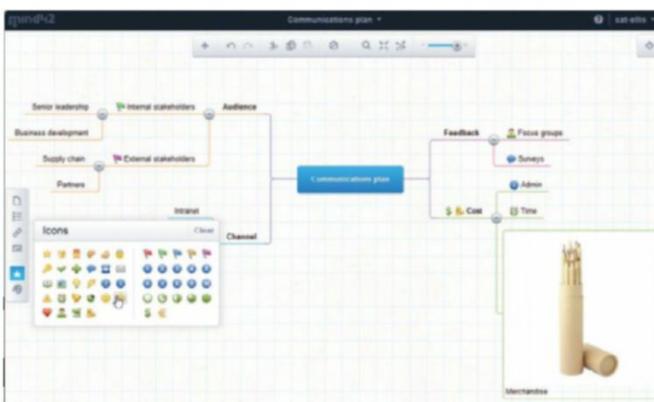
3 Mental cartography

Click either of the 'New map' buttons and enter a name; this will be the main word or phrase at the heart of your mind map, with ideas (or 'nodes') branching off. Click 'Create' and you'll see a grid with two toolbars – one along the top and another on the left-hand side. Click the name of your mind map, followed by the '+' sign. This will create a new node, which you can then name.



5 Organise and move

3 You'll notice a '-' sign separating child nodes from parent nodes. You can click this any time to hide the child nodes – very useful if your mind map is starting to become large. If your nodes start to spread over the edge of the page, click an empty area of the grid and drag it until you can see the section you want to work on.

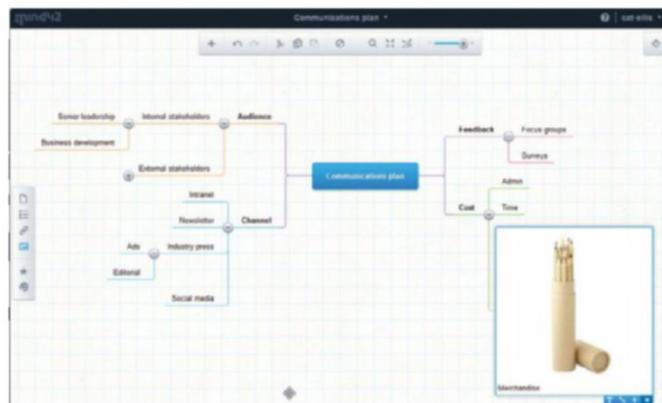


7 Icons and links

Icons help you prioritise or highlight nodes. Select one, then click the star in the toolbar and select an image, number or flag. You can add multiple icons to a single node. You might also find it useful to add hyperlinks for reference. To do this, select a node, then click the link icon on the left. You can add a link from the web, choose a Wikipedia article or enter an email address.

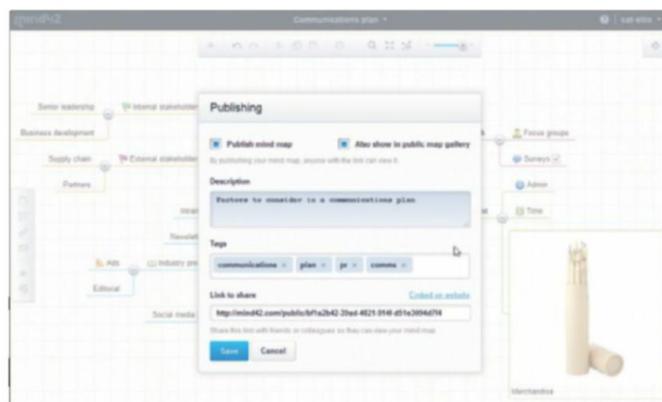
4 Format your nodes

4 Make a few nodes branching out from your central idea. Mind42 will organise them for you automatically. You can use the toolbar on the left to edit nodes; select one, then click the palette icon to format the text or change the line colour. Once you're happy, select one of your nodes and click the '+' sign to create a new subject (or 'child node') branching off it.



6 Picture it

8 Pin images to nodes to create a mini scrapbook. Click a node, then select the picture icon from the toolbar. You can only add pictures from the web, so if you want to use one from your PC upload it to an image-hosting site such as Imgur (www.imgur.com), then copy the URL and paste it into the box. Hover over the picture icon to see it, or click the square to display it permanently.



8 Save and share

Click the grey bar at the top of the page and select 'Publish'. You can now save your map, and make it public if you want others to see it. Select 'Publish mind map' and enter a description and some tags to make it easier to search for. You can also email the link directly to people, and invite them to collaborate. Two heads (or more) are better than one, so get mapping! ■

Learn how to...

Create and publish your own eBooks



Your guide *Nick Peers* says...

"Create and publish your own digital books for use on Kindles and other eReader devices with the help of two free apps called Sigil and Calibre"

At a glance

Skill level...

Anyone can do it

► Straightforward

Tricky in parts

Suitable for...

 Windows 10

 Windows 8.1

 Windows 7

Publishing your own books – whether fiction or non-fiction – has never been easier. Can't find a publisher to take you on? Simply want to self-publish without incurring any expensive printing costs? Digital books are the way to go – and creating them for reading on devices such as Kindles and other e-book readers is simpler than you might think.

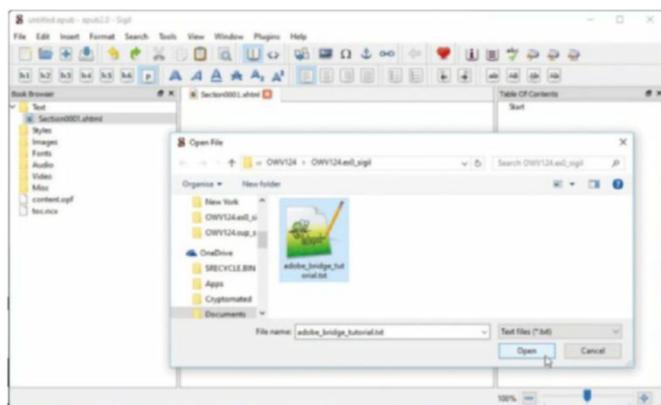
If you're looking to take a manuscript – including images – and turn it into an ebook, all you need are two free tools. The first is Sigil – browse to <https://sigil-ebook.com/> and click the 'Get' link button followed by 'releases'. Scroll down to the 'Downloads' section and save one of the Windows setup files – choose x64 only if you're running a 64-bit version of Windows. Once installed, just follow the step-by-step guide to discover how to put your book together and publish it.



NICK'S BEST TIP

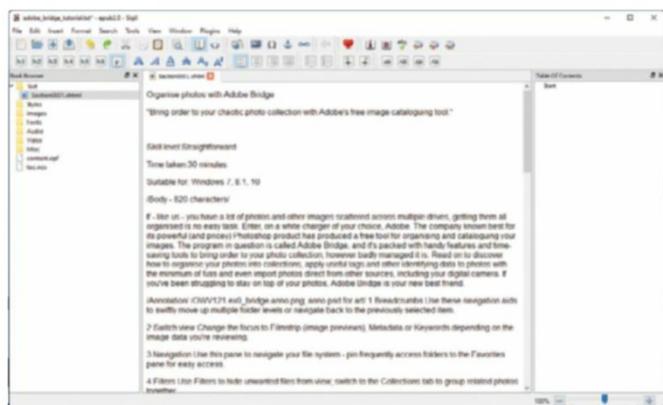
You can also use Calibre to see how your eBook will look on different devices by selecting one after installation.

Step-by-step Edit and publish your eBook



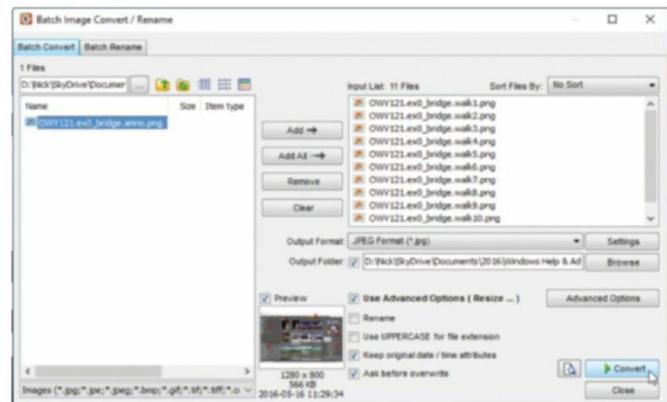
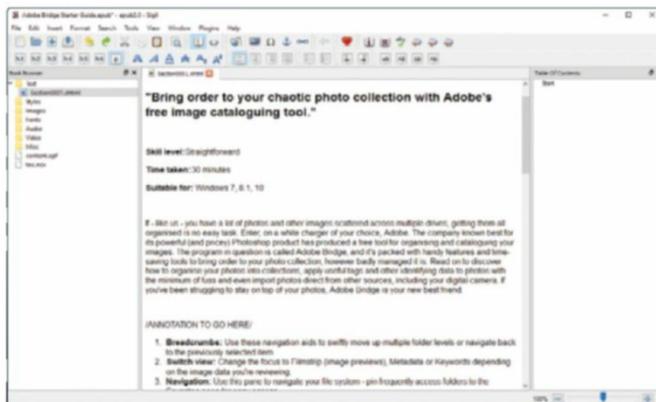
1 First steps

Save your story in plain text format from your word processor – if saving in Word, make sure you tick 'Allow character substitution' to ensure non-supported characters like curly quotation marks are replaced by supported straight ones. Now open Sigil and choose 'File > Open'. Pick 'Text files (*.txt)' from the dropdown menu, then select your book and click 'Open'.



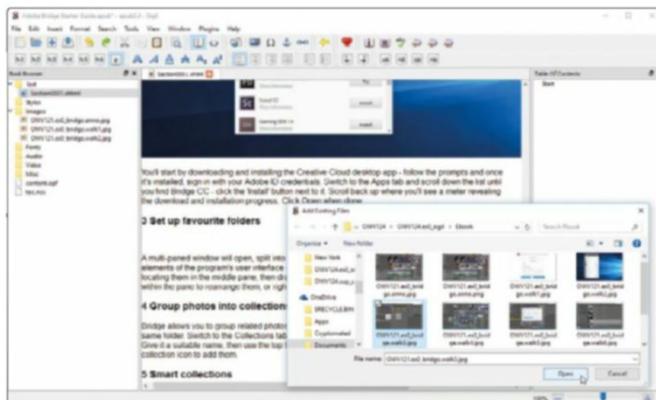
2 Tidy up text

You'll need to tidy up the text first – leftover illegal characters are marked as a highlighted '?' and will need to be edited manually. You'll also need to structure paragraphs to insert line breaks – hit [Enter] for hard breaks with a space after the line, and [Ctrl]+[Enter] for soft ones. Choose 'File > Save' to save your book as an EPUB file, which is the standard eBook format.



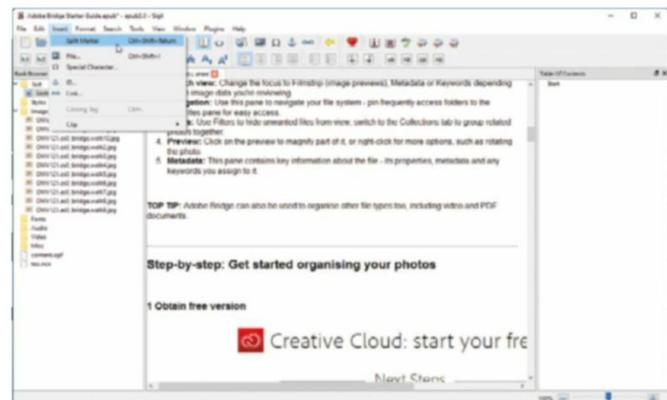
3 Style text

Generally, eBooks work like web pages in that you can apply a set of styles to your text using the controls on the main toolbar. You can apply bold, italics, strikethrough and super/subscript effects to your main text. When it comes to applying headers like chapters and sections, use the h1 to h6 buttons – apply these consistently as they're used for navigation and table of contents.



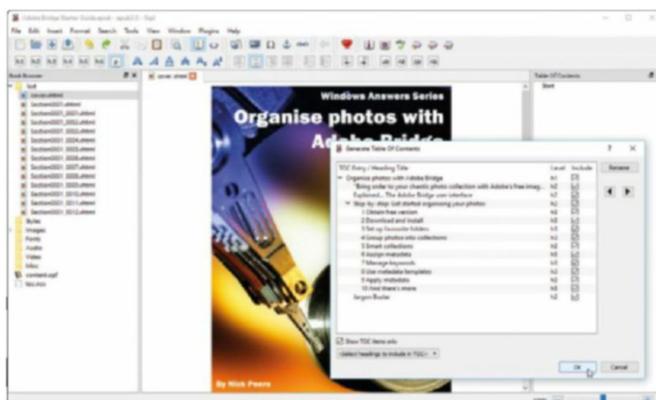
4 Prepare images

Break up your text by including images – these will appear full-size in Sigil, but will resize depending on the device they're viewed on. They can be up to 3,000px wide, but 1,200px should be sufficient for most. Choose PNG and JPG to keep file size down and use a tool like FastStone Photo Resizer (www.faststone.org/) to resize and convert multiple photos at once.



5 Import photos (and other files)

Switch back to Sigil, position the cursor where you want the image to go and then click the image button on the toolbar to open the 'Insert File' window. Click 'Other Files...' then select the first image you wish to import. It'll appear in your book – you can align it centrally if you wish using the 'centre paragraph' button. Repeat for other photos in your document.



6 Insert chapter breaks

If your book is a long one, it makes sense to break the text into distinct sections. First, place the cursor at the first break point and choose 'Insert > Split Marker'. A line will appear indicating where the break occurs. Once done, select 'Edit > Split at Markers' and you'll see multiple entries appears under 'Text' in the left-hand pane. Each one refers to a specific section.



7 Final touches

Select 'Tools > Add Cover' to add a cover image – this needs to have an aspect ratio of 3x4, and the shortest side should be 1,200px minimum. Create this in your image editor and include the book title and your name. Next, choose 'Tools > Table of Contents > Generate Table of Contents' to create this from your headings. Select 'Tools > Metadata' to add info about your book.

8 Export to Kindle

Install the free Calibre eBook manager program from calibre-ebook.com. Click 'Add Books' to import your eBook into the program and preview how it will look on a range of devices, plus test it looks and works correctly. When you're happy, select the book and click 'Convert books' to convert it to another format if necessary – such as MOBI for Kindle, for example. ■

Learn how to... Back up your emails



Your guide **Nick Peers** says...

"Create easily recoverable backups of your email and browser settings with the help of KLS Mail Backup"

At a glance

Skill level...

► Anyone can do it

Straightforward

Tricky in parts

Suitable for...

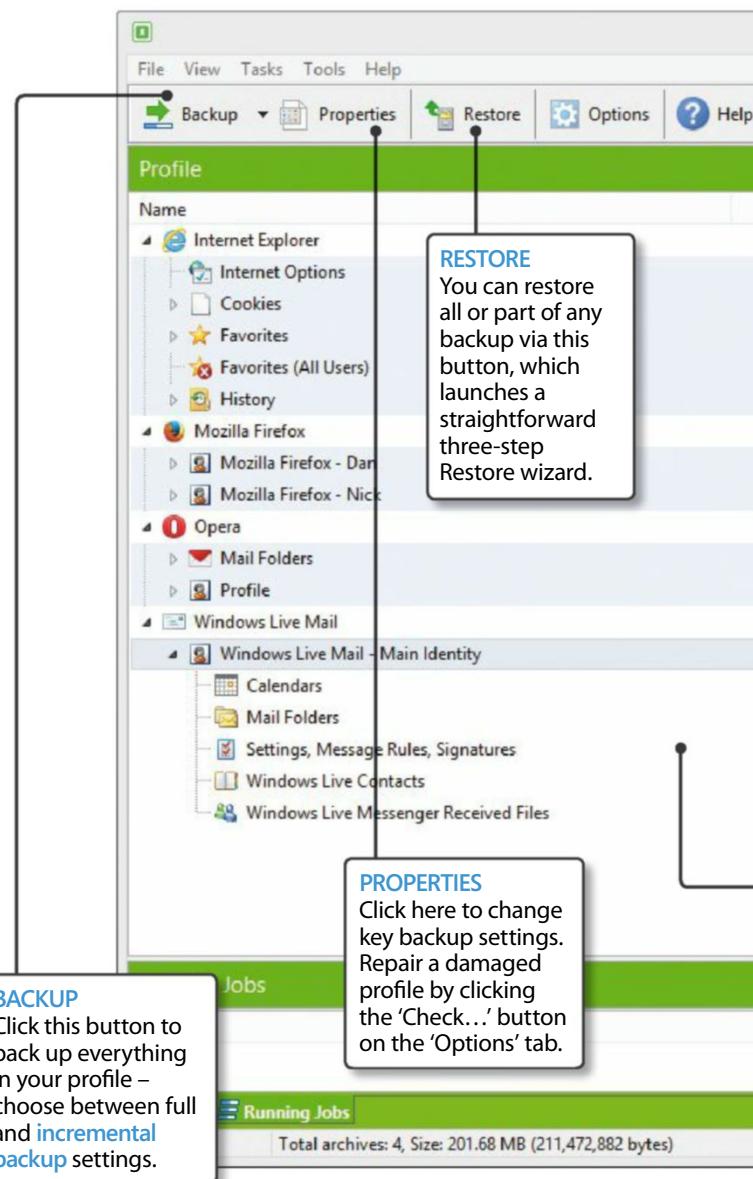
Windows 10

Windows 8.1

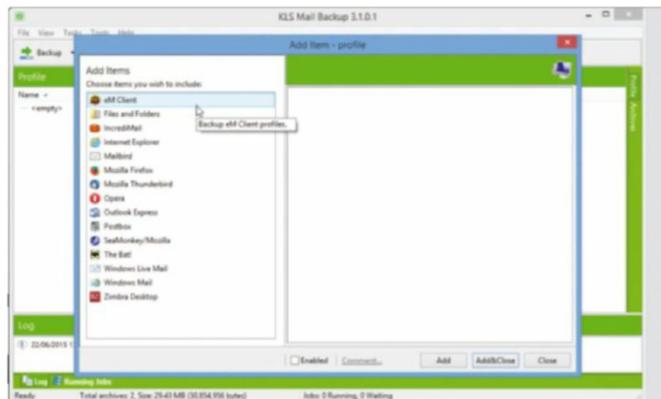
Windows 7

You shouldn't need reminding how important backups are – just ask anyone who has lost documents, photos or other files. Windows is pretty good at keeping your files backed up, but it never hurts to have multiple backup strategies in place to minimise the risk of data loss. This is where KLS Mail Backup comes in.

The free program allows you to selectively back up both email and browser settings for a wide range of programs, including Outlook Express, Windows Live Mail, Thunderbird, Internet Explorer, Firefox and Opera. This gives you the security of a secondary backup for your email and browser, as well as a quick and convenient way of restoring email, bookmarks or other key settings should you ever need to. Our step-by-step guide shows you how to get started with backup and restore.

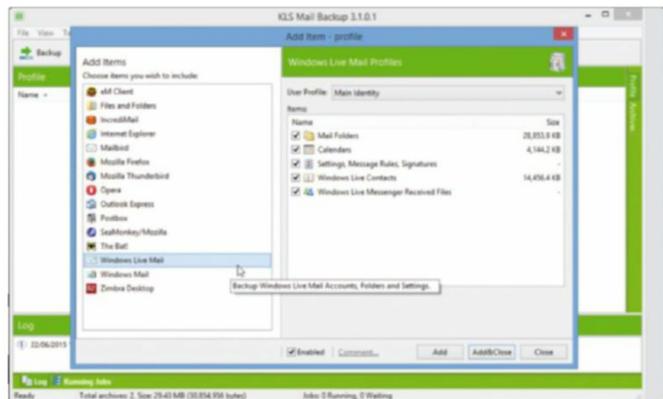


Step-by-step Protect your email with KLS Mail Backup



1 Get your tools

You can download KLS Mail Backup from kls-soft.com/klsmailbackup. Run the installer, leave 'Launch KLS Mail Backup' ticked and click 'Next' to launch it. You'll first be prompted to choose which items to choose in your **profile**, so click 'OK' to get started. A list of supported browsers and email clients will appear in the left-hand pane – click one to view it.



2 Select first program

If the selected program is installed – and KLS Mail Backup can detect it – you'll see a list of settings and files to be backed up. You can remove selected settings, but, if in doubt, leave everything ticked. Also click the 'User Profile' menu to see if more than one user profile is present. If it is, each one will need to be selected in turn and backed up separately.

KLS Mail Backup 3.1.0.1

MANAGE PROFILE
Right-click to review the settings, profiles and programs you've selected for backing up.

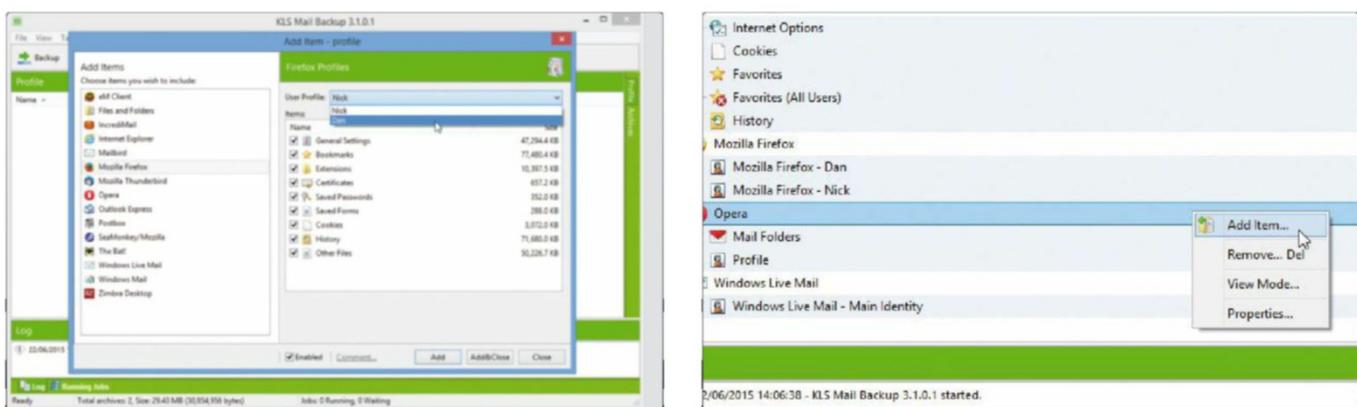
SWITCH VIEW
Click the 'Archives' tab to browse backups – it's also possible to selectively restore profiles and settings from here.

EDIT PROFILE
Click the '...' button next to a program setting or profile to edit it – the options that appear depend on the setting.

Jargon buster!

- CRC32**
A form of error-checking – known as a cyclic redundancy check (CRC) – that's incorporated into files in order to verify they're not corrupt.
- Profile**
A record of the email and browser settings you've selected to back up.
- Incremental backup**
A backup of files and settings that have changed since the previous backup was taken. When restoring files, both the original full backup and any incremental backups taken since are required.

NICK'S BEST TIP!
When selecting or editing a profile, click the Comments hyperlink to add some personal notes to that profile.

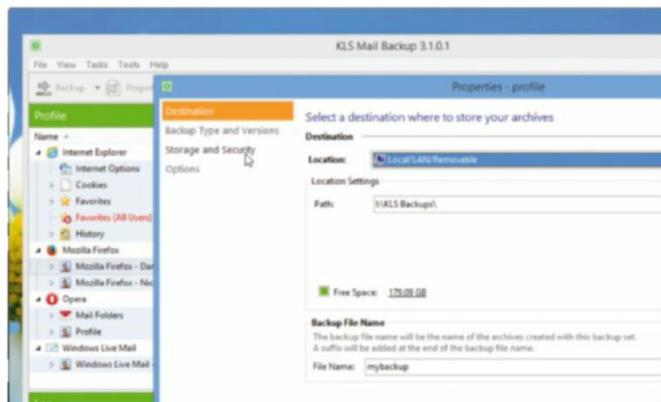


3 Pick profiles

Click 'Add' to select the first program and profile; if necessary, select other profiles for that program in turn via the User Profile dropdown menu and click 'Add' to include them in your backup too. Now move on to the next program. You can back up as many programs and profiles as you wish – including your browser settings. Once you're finished, click 'Close'.

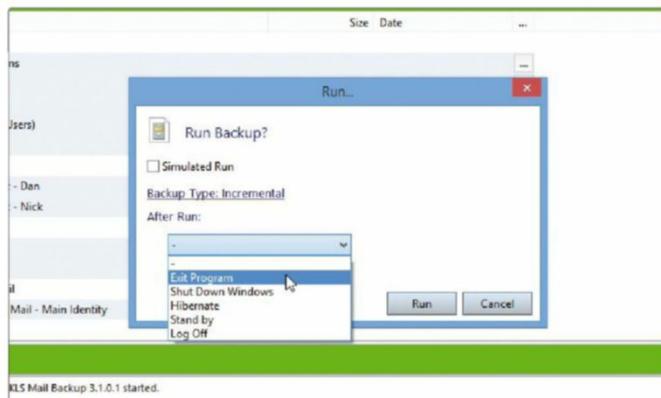
4 Review profile list

After clicking 'Close', a list of selected items for backup will appear in the main KLS Mail Backup window. Click the '...' button to the right of any item to review its contents and make changes. Remove an item from the list by right-clicking it and choosing 'Delete', or choose 'Add Item' to reopen the Add Item dialog in order to add more programs and settings to your backup profile.



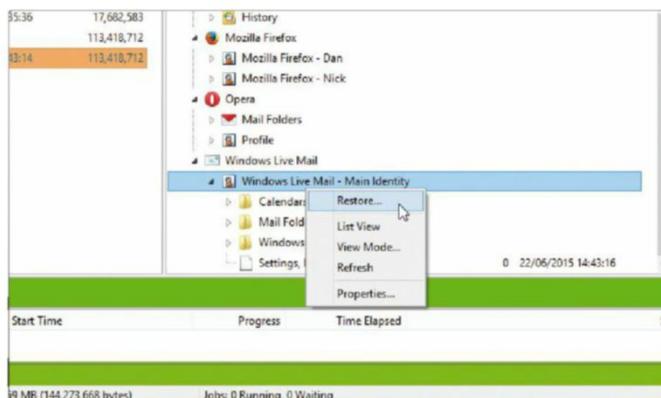
5 Set backup options

Click the 'Properties' button underneath the menu bar. Use the 'Destination' tab to choose a folder on your backup drive where your backups will be stored. You can also replace the default 'mybackup' file name with something more descriptive. Next, select 'Storage and Security' to tweak compression settings – use 'Level' to pick 'Good' or 'Best' for smaller files, for example.



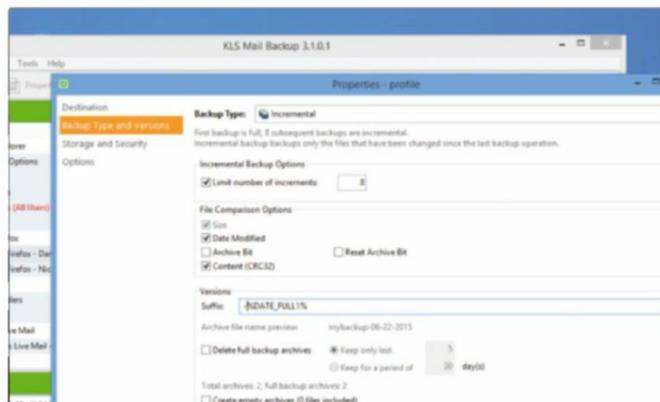
7 Run first backup

Click the 'Backup' button. A summary will be shown – tick 'Simulated Run' if you'd like to test the backup without actually performing it. Click 'After Run...' to set an option to close the program or go further (such as shutting down, hibernating or restarting) once the backup completes. Click 'Run' to perform the backup – if necessary, allow KLS to close any affected programs.



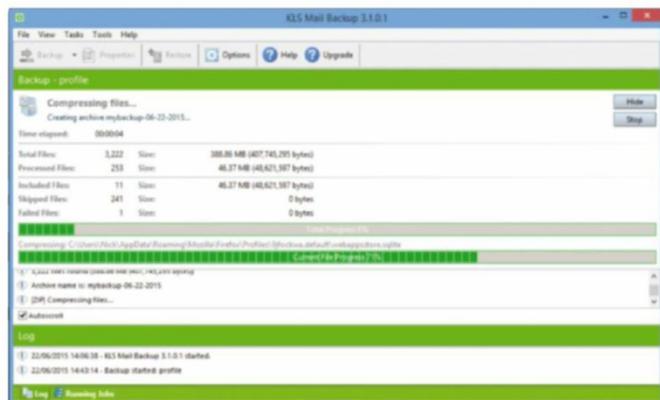
9 Browse backup

Once you return to the main screen, switch to the 'Archives' view using the green tab on the right-hand side of the main window. You'll see a list of available backups in the left-hand window. Double-click one and its contents will appear on the right. You can browse the contents and recover individual files or settings if necessary by right-clicking them and choosing 'Restore'.



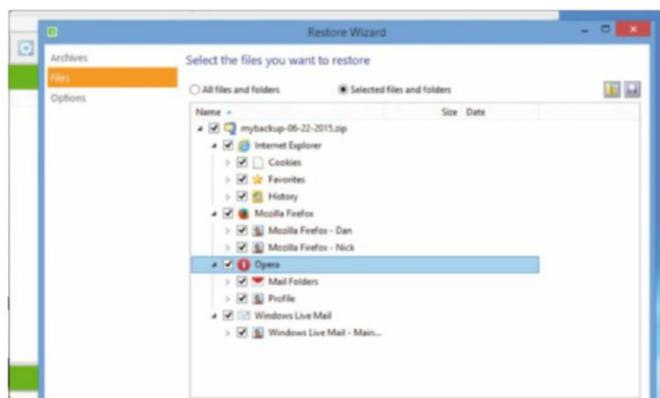
6 Set incremental backup

Next, switch to the 'Backup Type and Versions' tab. To maximise disk space, choose 'Incremental': this creates a full backup, then backs up changes going forward. You can limit the number of versions stored, plus set more sophisticated file comparison options, which may slow the backup process – choose 'Content (CRC32)' to do so. Click 'Save' when done.



8 Verify backup

Wait while the backup is taken – once complete, if you see a message about warnings or errors, click the 'View full log...' button where these will be clearly coloured in orange or red in the log file. In most cases these shouldn't affect the rest of the backup. The backup's integrity is automatically checked after the backup is taken, so all that's left to do is click 'Close' to finish.



10 Backup and restore

Going forward, KLS Mail Backup doesn't run on a schedule, so you'll need to back up manually by launching the program and clicking 'Backup' again. Should you ever need to restore anything from a backup, open the program and click 'Restore' to follow the simple three-step wizard: you can recover all or selected items from any backup you've previously taken with just a few clicks. ■

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Learn how to...

Encrypt important data for free



Your guide **Mayank Sharma** says...

"Make password-protected data silos on your hard disk and USB drives to keep your important and sensitive files safe from prying eyes"

At a glance

Skill level...

- Anyone can do it
- Straightforward
- Tricky in parts

Suitable for...

- Windows 10
- Windows 8.1
- Windows 7

SafeHouse Explorer is a freely available software with which you can create encrypted storage areas known as volumes. Any files you place inside these encrypted storage vaults are automatically encrypted using the industry standard 256-bit Twofish encryption scheme. You can create as many volumes as you need. When you open the encrypted volumes in SafeHouse Explorer, they appear as drives in Windows Explorer. You can then drag and drop any files inside these virtual drives or even save files directly inside them since they'll appear as regular drives within any Windows application. Also, since the entire program resides in a single exe file, it can be moved into a portable drive along with the encrypted data. This allows you to run the program directly from the USB disk and decrypt your data on any Windows computer.



Step-by-step Password protect your files



1 Download and install

Get SafeHouse Explorer from www.safehousesoftware.com/SafeHouseExplorer.aspx for free. Double-click on the downloaded .exe file to launch the setup wizard. During set-up, the app will install a special Windows to improve performance. When you launch the app for the first time, it'll guide you through a welcome wizard to help you create your first vault.



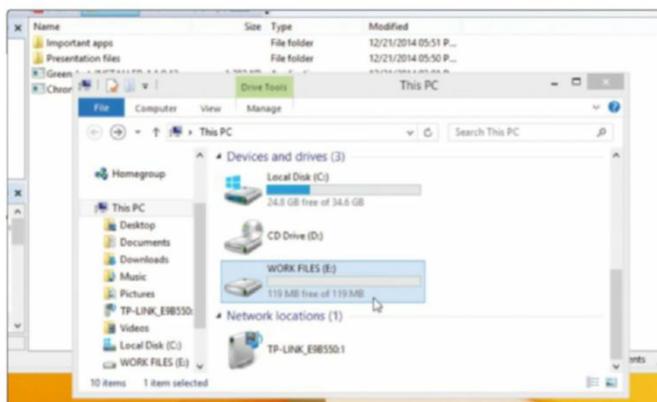
2 Define a volume

To create an encrypted volume, click on the 'New Volume' button. This will launch a wizard that'll guide you through creating the volume. In the first step, you'll be asked to select the location of the encrypted volume. Use the file explorer button to navigate to the drive and folder you wish to store the volume under. Give a name and a brief description of the storage area.



3 Specify its size

Next you need to specify the size of this private storage area. Enter the size of your volume in the 'Volume Size' field. This size can be either in megabytes, kilobytes, or even gigabytes, but make sure it doesn't exceed the size mentioned in the 'Space Available' field at the bottom. Go with the default settings for the other options.



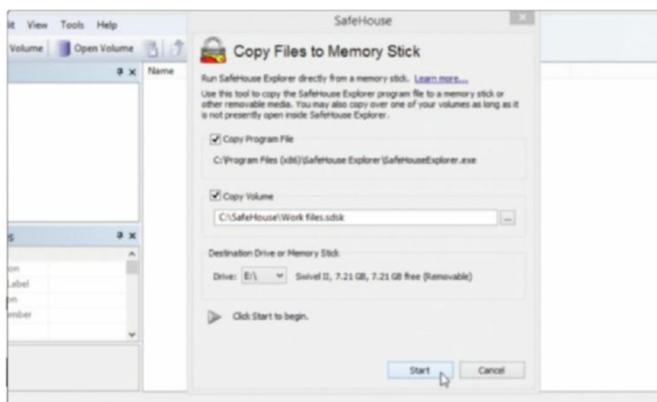
4 Create volume

Round up the procedure by entering a password. The program will ask you for this password every time you need to unlock the volume to access your files. If you forget this password, there's no way you can recover it and the encrypted files will be lost forever. When you are done, review the settings and click on the 'Create Volume' button.



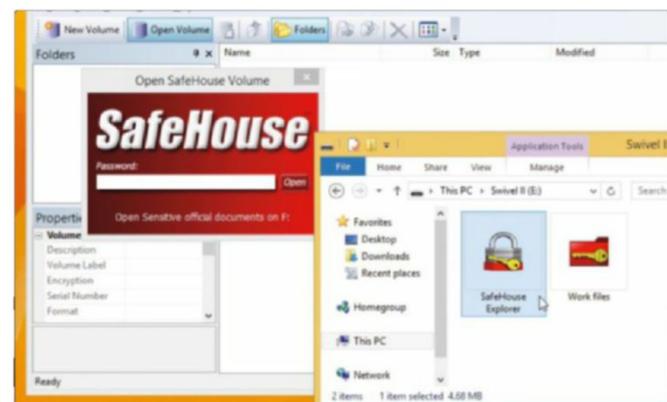
5 Interact with the volume

Once the volume has been created you can use the 'Open Volume' button in the main interface to open it. The program will prompt you for the password you specified earlier to open the volume. Once open, you can drag and drop files into it and it also appears in Windows Explorer. Click on the 'Close Volume' button to lock the storage area.



6 Volume Maintenance

An important aspect of keeping data inside encrypted volumes is to regularly check their integrity. SafeHouse Explorer includes a tool to do just that. Make sure the volume you wish to check isn't open. Then go to 'Tools > Check Volume' to launch the integrity check wizard and point to the volume's .sdsdk file. You can also select 'Fix error if possible' to repair any damages.



7 Encrypted USB drives

SafeHouse Explorer lets you take the encrypted volumes on removable USB drives along with the program itself. Plug in a USB drive and head to 'Tools > Copy Files to Memory Stick'. In the window that opens, select 'Copy Volume' and point to the volume you wish to copy to the USB drive. Make sure 'Copy Program File' is selected and the program is pointing to the correct USB drive.

8 Read encrypted files

Once the program has copied your encrypted volume to the USB disk, it'll include the volume as well as the program's .exe file. Plug in the drive on any other Windows PC and double-click on the .exe file. Follow Step 5 to open the encrypted volume on the USB disk. You can now move your files inside an encrypted volume, carry them and access them on any Windows PC. ■

Learn how to...

Watch films and TV in Windows 10



Your guide *Alex Dale* says...

"Begin watching a film on your desktop, and then pick it up where you left off on your laptop. Here's how"

At a glance

Skill level...

- Anyone can do it
- Straightforward
- Tricky in parts

Suitable for...

- Windows 10
- Windows 8.1
- Windows 7

For Windows 10, Microsoft has replaced the long-serving Windows Media Center suite with the Films & TV app. This is a sleek, simple-to-use hub that has been designed to make it easier to build, sort and watch your library of downloaded videos.

It also has a few nifty features so you can stay current with your favourite TV episodes, even if you spend a lot of time commuting or away from a WiFi point. You can link up to five different Windows 10 devices to your account – PC, tablet or phone – and when you stop watching, it'll bookmark your place for later, even if you return to it on a different machine.

One thing you can't do is watch DVDs with the Film & TV app – you'll need the DVD Player app for that. This costs £11.59 from the Store, or it's free if you upgraded from a Windows 7/8 device with Media Center.

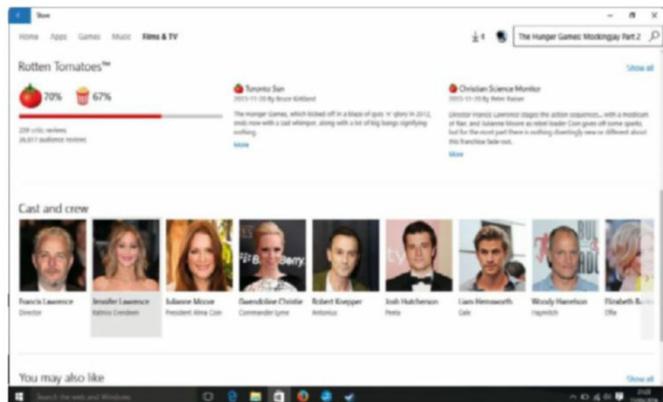


Step-by-step Downloading and watching a video



1 Getting started

Your Windows 10 device comes with the Film & TV app installed as standard. You can find it by typing **Film** in the search bar, or by clicking on the home button, on the top right. If the account you're logged into has purchased content from the Store on a previous device, you should find it waiting for you. If not, click 'Shop for More' to start browsing...



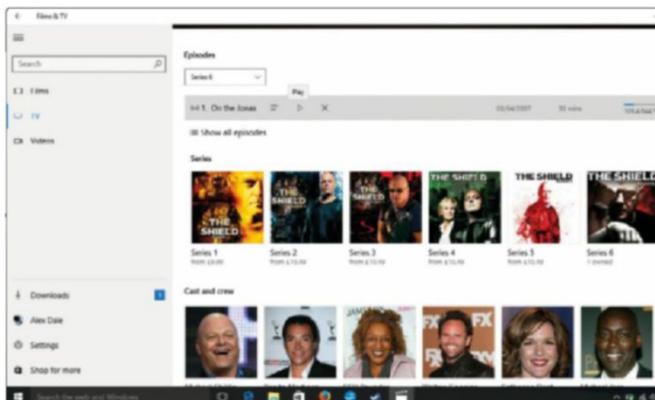
2 Choosing a film

Once you've decided on something to watch, click on it to be taken to its hub page. Most (but not all) offerings have a trailer you can watch. Need a second opinion? Click 'Share' to email either a link or a screenshot of the current page to a friend. Need a third or fourth opinion? Scroll down further to read professional reviews from Rotten Tomatoes. You'll also find cast details here.



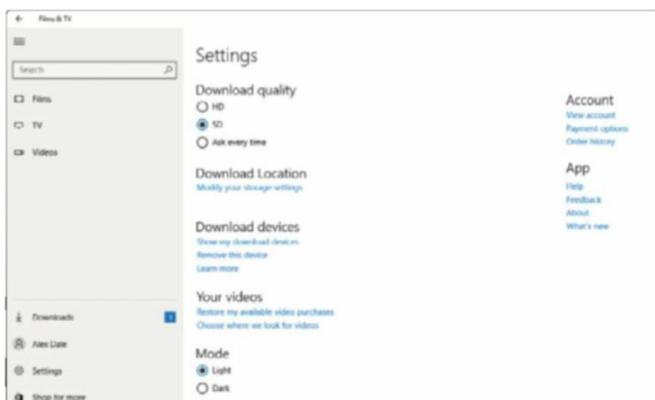
3 Making the purchase

If the reviews haven't put you off, it's time to reach for the wallet. The hub can help you choose the best deal for your needs. If you're not particular about quality, you can get a sharp discount by clicking on 'HD' and changing it to 'SD'. You also might also be able to save money by buying it as part of a bundle – any available packages will be displayed underneath the box artwork.



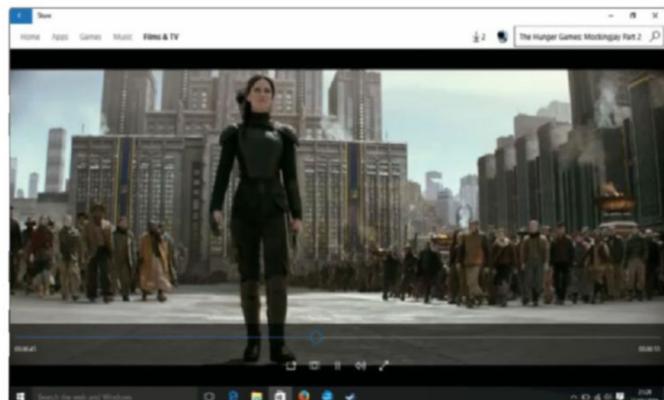
5 Using the app

We're now ready to return to the app to view our new purchase. It'll appear in the 'Film' or 'TV' tabs. Highlight it to see viewing options; clicking on the play button will stream the video direct from the internet. If you have a slow connection, you might need to pause it and come back in a few minutes' time. The arrow next to it is the option to download it for offline viewing.



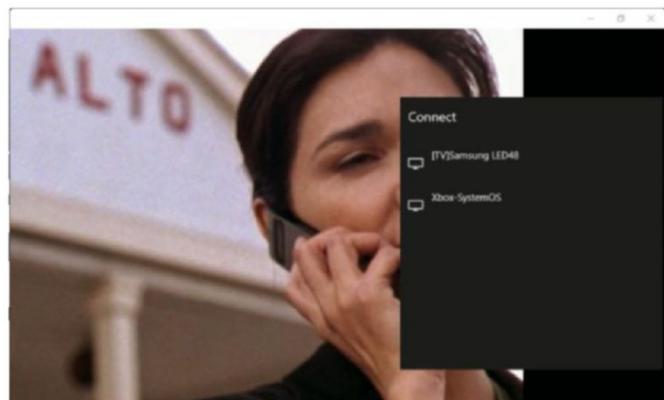
7 Managing your devices

Click on 'Settings' to view which of your devices (to a maximum of five) are linked to this account. To remove a device, you'll need to log into the device in question. On the settings screen, you can choose whether your videos download in HD or SD quality by default (handy if you're short of storage space), manage your payment options and view your purchase history.



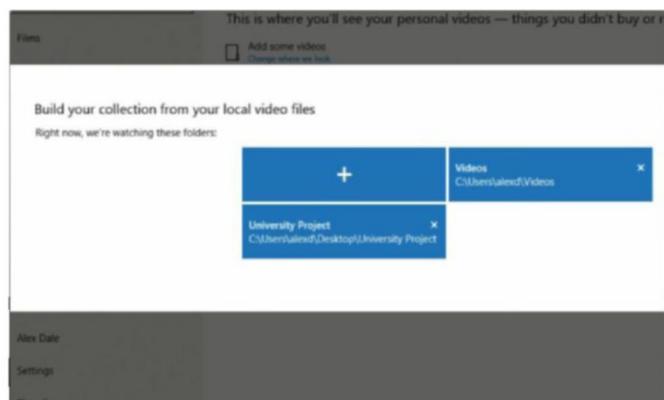
4 Renting vs buying

You can rent films for one-time viewing rather than buying them. But beware – if you choose this you can only watch it on the device you make the purchase from. You get 14 days to start the film, and then 48 hours to finish it. Once you make a purchase, you can choose to store your card details. If your account has a PIN, it'll ask you for it before confirming future purchases.



6 Media player controls

The media player interface is simple to use, and Microsoft is adding new features all the time. Clicking on the dots icon on the right reveals a menu full of advanced options. Here you can change the aspect ratio (display dimensions) to best fit your screen, or send ('cast') the stream to a compatible device on the same WiFi network, such as an Xbox One or Smart TV.



8 Import your videos

You'll note there is a third tab below 'Film' and 'TV' titled 'Video' – this is where any videos that haven't been downloaded from the Windows 10 Store will be held. Video files that are dropped into watched folders will be added to your collection. To add or make changes to the folders the app keeps an eye on, go to Settings and select 'Choose where we look for videos'.

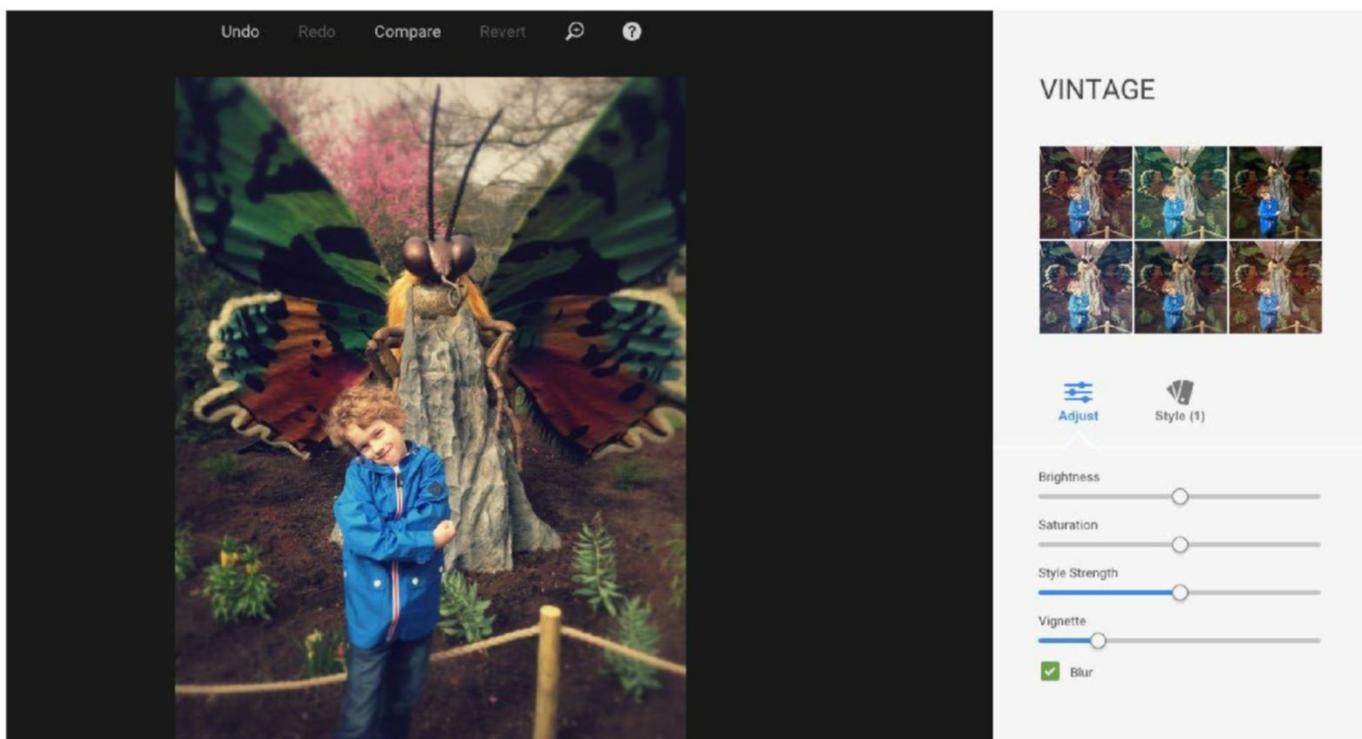
Learn how to...

Store and share images with Google Photos



Your guide [Graham Barlow](#) says...

"Make use of Google's free cloud storage to upload and share your photos with friends and family"



The screenshot shows a photo of a young boy in a blue jacket standing next to a large butterfly statue. On the right side of the screen, there are various editing tools and settings. At the top, there are buttons for Undo, Redo, Compare, Revert, and a search icon. Below these are several small preview images of the same scene with different effects applied. A large "VINTAGE" label is visible. On the far right, there are two buttons: "Adjust" and "Style (1)". Underneath these are four sliders: Brightness, Saturation, Style Strength, and Vignette. A checked checkbox labeled "Blur" is also present.

With its world-class reputation as a search engine and email provider, Google might not be the first thing to spring to mind as a place to store your photos online. Photo-sharing sites, such as Flickr, probably pop up first, but thanks to the way Google integrates everything and makes sharing easier than ever, it's become an option well worth

checking out. Let's also not forget all that lovely free storage!

Google Photos has access to the 15GB of free space that Google Drive offers – and if you use Google Drive at work or school, then you could have 30GB of space available, or more.

Google makes it really easy to share photos too, appearing as a folder in Google Drive, from where you can choose to share with fellow Gmail users or generate links that can be mailed to anyone. Of course, you might have no interest in sharing your photos at all. Google Photos can still be used just for private backup; in fact, it has a handy automatic backup option that will copy all the photos on your phone to the cloud. You need to be vigilant about what pop-up

messages it gives you, however, and don't just click 'OK' without reading what it is you're agreeing to. Like most social networks, it's in Google's interest for you to share as much stuff as possible, and it will encourage you to share your photos at almost every opportunity. If you're a very private person, you'll probably find this annoying, but by being very careful about what you agree to you can limit who your photos are shared with, and make best use of the service.

Finding Google Photos

The Photos section of Google is contained within Google Drive, so you're going to need a Google account to access it. If you've got a Gmail account then you'll already have a Google Drive



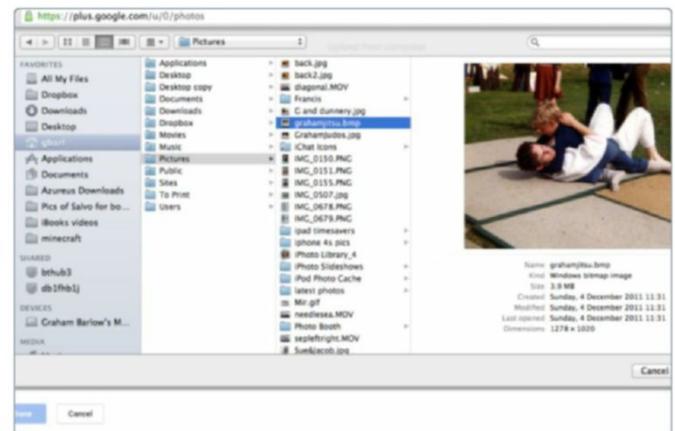
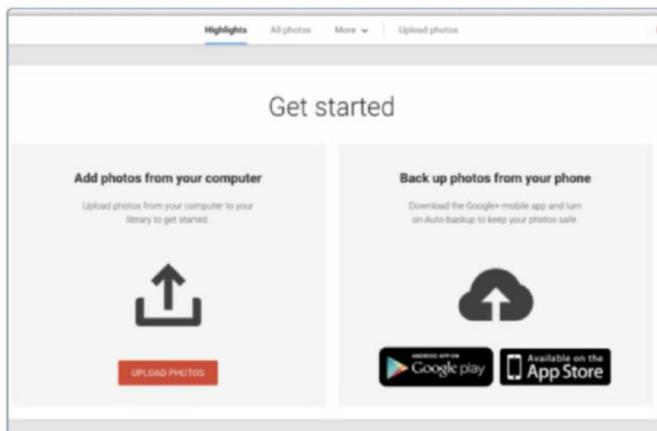
GRAHAM'S BEST TIP

When you upload photos from your phone to Google Photos, portrait shots often appear as landscape. Fix this by using the 'Rotate' options in the 'Edit' screen.

Explore

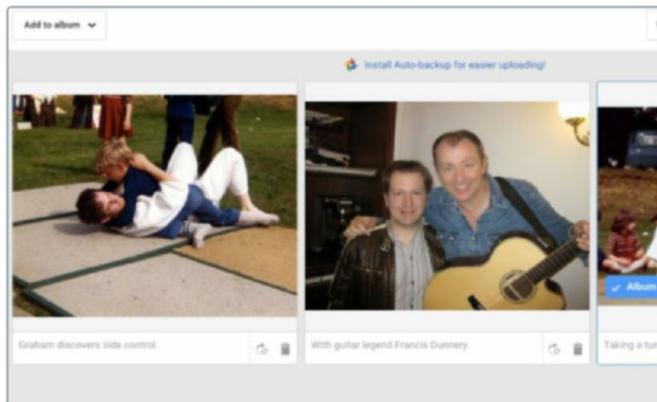
Store and share photos with Google Photos

Step-by-step Upload photos to share with friends



1 Getting started

To use Google Photos go to your Google Drive account page (<https://drive.google.com>) and choose 'Photos' from the menu on the left-hand side of the screen. This takes you to the Get Started screen, which gives you two options – add photos from your computer or phone.



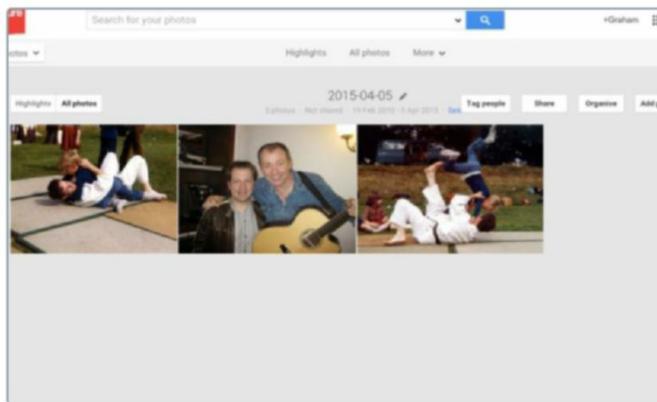
2 Adding photos

You can drag and drop photos from a computer into your browser window to add them, or using the Google Photos phone app, you can automatically back up any pictures you take on your phone. It's available for Android and iOS.



3 Adding captions

Once you click 'Open' the selected photos are uploaded. Be aware, this isn't a particularly quick process! Once they're uploaded you can add captions, and choose which will be the album cover – just hover your cursor over a picture to select this.



4 Share the album

Click 'Done' once you're ready. Google will locate faces in your photos and ask you to tag people from your Google contacts. The album will be shared automatically with anybody you tag – skip this if you want. You can also share with others.

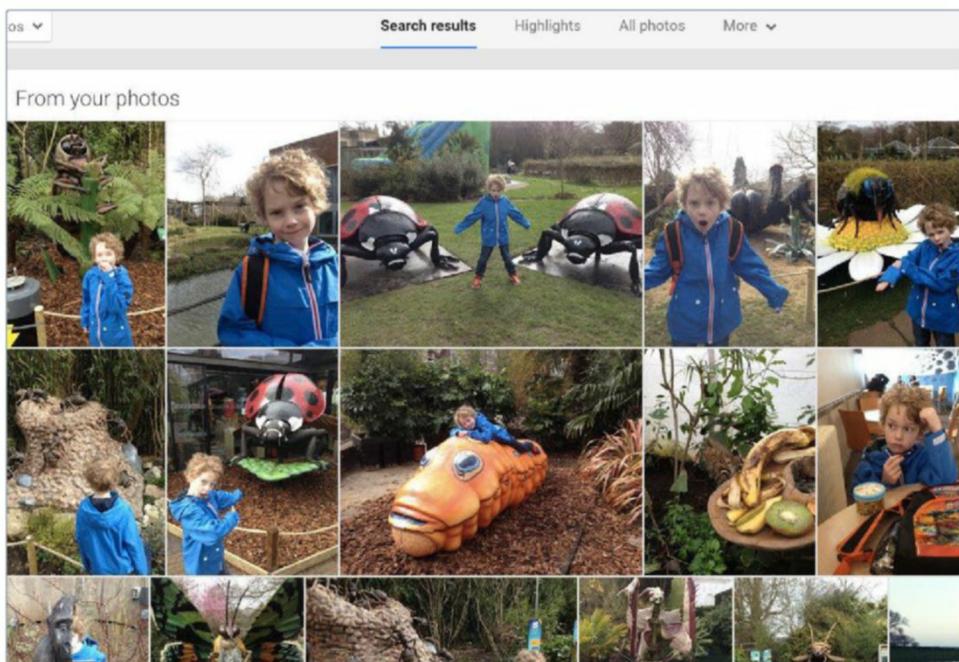


5 Edit the album

Now you'll see how your album looks on Google Photos. By default it's given the date as its name; to change the name click the pen icon next to it. You can also see options here to share the album, tag people, make a slideshow, download and delete photos.

6 Edit photos

Google Photos offers some basic editing tools and filters. Click a photo, then click 'Edit', or any of the tools such as the Crop tool, to get at the editing screen. You can crop, straighten, rotate or apply a photo filter and always returns to the original photo, if you need to.



WHERE IS IT? There are powerful search features in Google Photos for finding exactly the photo you're looking for

account, even if you aren't aware of it. Open the Chrome browser on your PC or Mac and from the Google Drive page (<https://drive.google.com>) you can simply select Photos from the menu on the left-hand side of the screen.

The Google Photos service isn't just for desktops and laptops though – you can access it on your mobile device using dedicated apps, both for Android and iOS, with ease. So you can shoot photos (or videos) on, say, your smartphone, then upload them to

Google Photos immediately and enjoy them from any device. You might expect the more advanced features to only be available on devices running Google's own Android platform, but the Google Photos experience on an iOS device is the same as Android's.

The biggest feature is found in the app's Assistant screen and is just called 'Movie' – it's a way of automatically taking your photos and video clips and creating a nice video that links them all together. You can also turn the best photos from your collection into an interactive timeline, complete with locations from Google Maps, showing where the photos were taken. While these features are nice, they're not the killer reason for using Google Photos. Instead, here we'll focus on the meat of the subject – how to get your photos

off your PC or phone, store them online, and share them with friends.

Google Photos also contains some editing options for your photos, including Instagram-style filters you can add to make them better (or at least, different!) almost instantly. Having your photos automatically backed up to Google+ Photos means that you'll always have a copy, even if you've lost your phone.

To turn on automatic photo backup with Google+ Photos you'll need to install the Google+ app on your smartphone. See far right for a three-step walkthrough that takes you through the process on an iPhone. If you're lucky your Android smartphone will have the Google+ app installed automatically, but you can always install it from the Google Play store if not.

Sharing your photos

Once you've got your photos uploaded to Google Photos it's time to see what you can do with them. The most obvious thing you'll want to do is share them with friends and family. You'll be given various chances to share them as you upload them to Google Drive; however if you miss your chance then you can always select the photo from your photo library, and investigate the sharing options.

When looking at a single photo, click or tap 'Share'. This gives you a chance to write a caption for the photo, and offers you options about who you share it with.

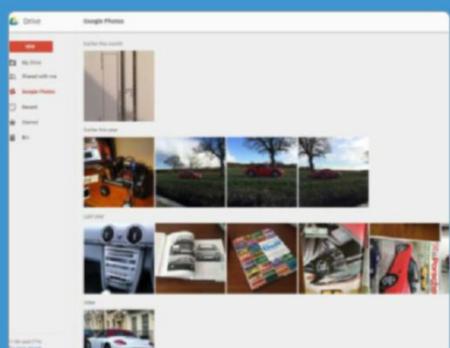
As you'll know if you already use Google+ that it uses various Circles to make sharing more selective. When you share a photo, Friends and Family Circles may be selected by default. You can easily add them by clicking or tapping the 'To' field. You can also add individual people here from your Google contacts list.

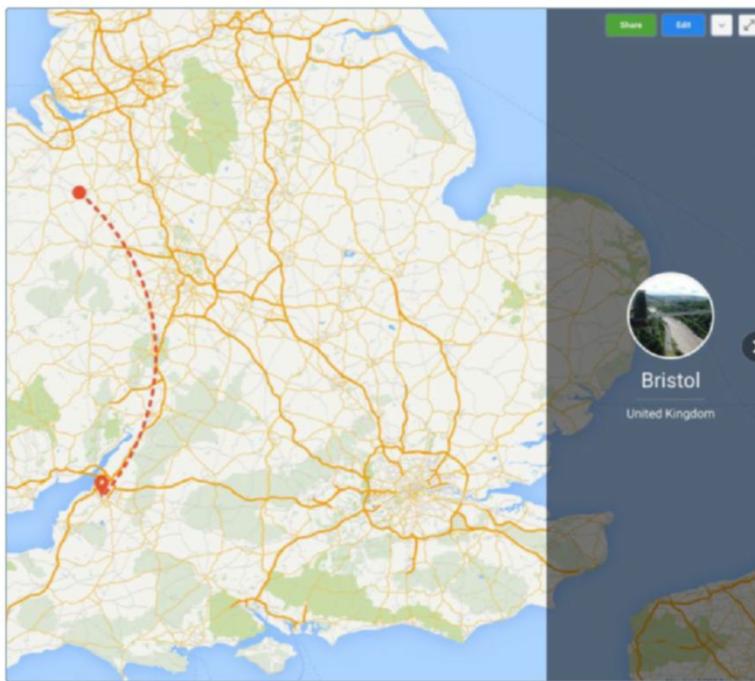
"Turn your best photos into an interactive timeline with locations from Google Maps"

EXPERT ADVICE

Photos in Drive

You've had the ability to upload photos to your Google+ account for a long while now, but Google added Google+ Photos to Drive (<https://drive.google.com>). This means there's now a new folder in your Drive called Google Photos. Some time after April 6th 2015, when you logged into Drive, you were given the option to add the folder. If you missed it and didn't add the folder you can add it in 'Drive Settings > General options'. The folder contains all the photos you've uploaded to your Google+ account (and of course holds subsequent uploads). The Google Photos folder in Drive acts like any other folder – you can rename, move, or share it as you like.





If you care a lot about privacy then we suggest you click the downward arrow that's also at the far right-hand edge of the 'To' field. This gives you a menu with two important options – 'Disable comments', and 'Disable reshares'. Disabling the reshares is key to making sure the photo isn't available to people you don't know.

There's also a little tickbox at the bottom of the form called 'Also send email from you...', which will email people to tell them that you've shared a photo with them. Turn this on or off, as required.

If you want to share more than just one photo at a time then head to the Highlights tab in Photos. Here you'll see all your photos broken down by event or album. Next to each event or album there's a button called 'Share'. Click this and you'll get the same options you would for sharing an individual photo, but you're sharing the whole photo group.

Make your photos special

As well as backing up and sharing your photos the final thing that Google+ Photos is really good at is making them look better. Google+ Photos doesn't have a full editing suite, but it has the tools you'd use most often – cropping, rotation, adjusting, enhancing and filters. The crop, rotate, enhance and adjust features are pretty self-explanatory, while the idea of filters (called 'Styles' here) will be instantly familiar to anyone who's used apps such as Instagram.

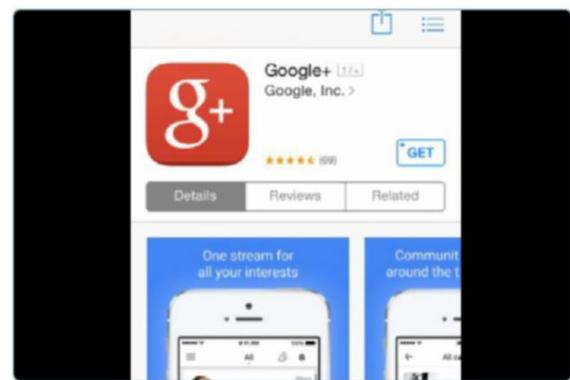
Styles enable you to add cool effects to your photos, making them appear more mean and moody, or as if shot on a retro camera from the 1970s. What's nice about the editing options is that a copy of your original photo is always preserved, so you can add as many effects as you like, safe in the knowledge that you can always return your photo back to its original state, at any time.

There are many Styles on offer, but we found the 'Black & White' options, along with the selection in 'Vintage', to be particularly effective. The Tilt-Shift Style is very good as well. If you apply it to a shot of a city taken from high up, then it can make it look like a tiny model city. Try it!

Overall, Google Photos offers plenty of powerful storing, editing and sharing features for absolutely free. If you haven't already taken advantage of it, then we suggest you do, as there's simply nothing to lose. ■

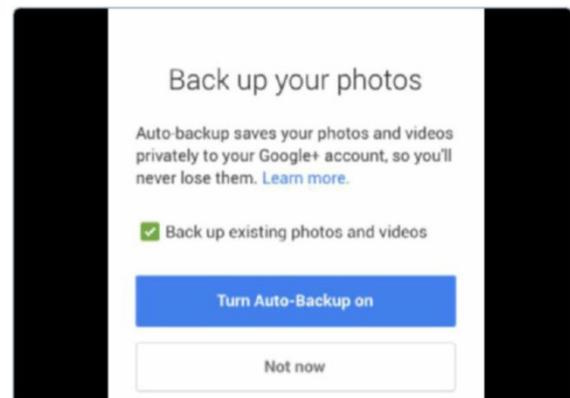
GRAHAM'S BEST TIP
It's really easy to organise your photos! If you've uploaded a number of photos at once you can add individual captions after the event – just click on 'Organize' once the upload is complete.

Step-by-step Upload photos



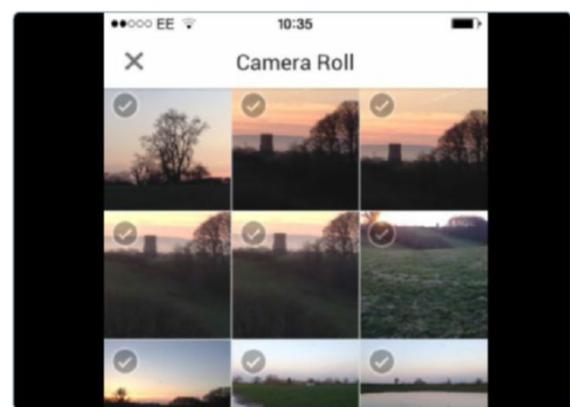
1 Download the app

On your iPhone or iPad, head to the App Store and search for 'Google Photos'. This is the app you need, and it will enable you to access all the functions of Google Photos, including the editing features. It's totally free. Once the app has downloaded and installed, open it to get started.



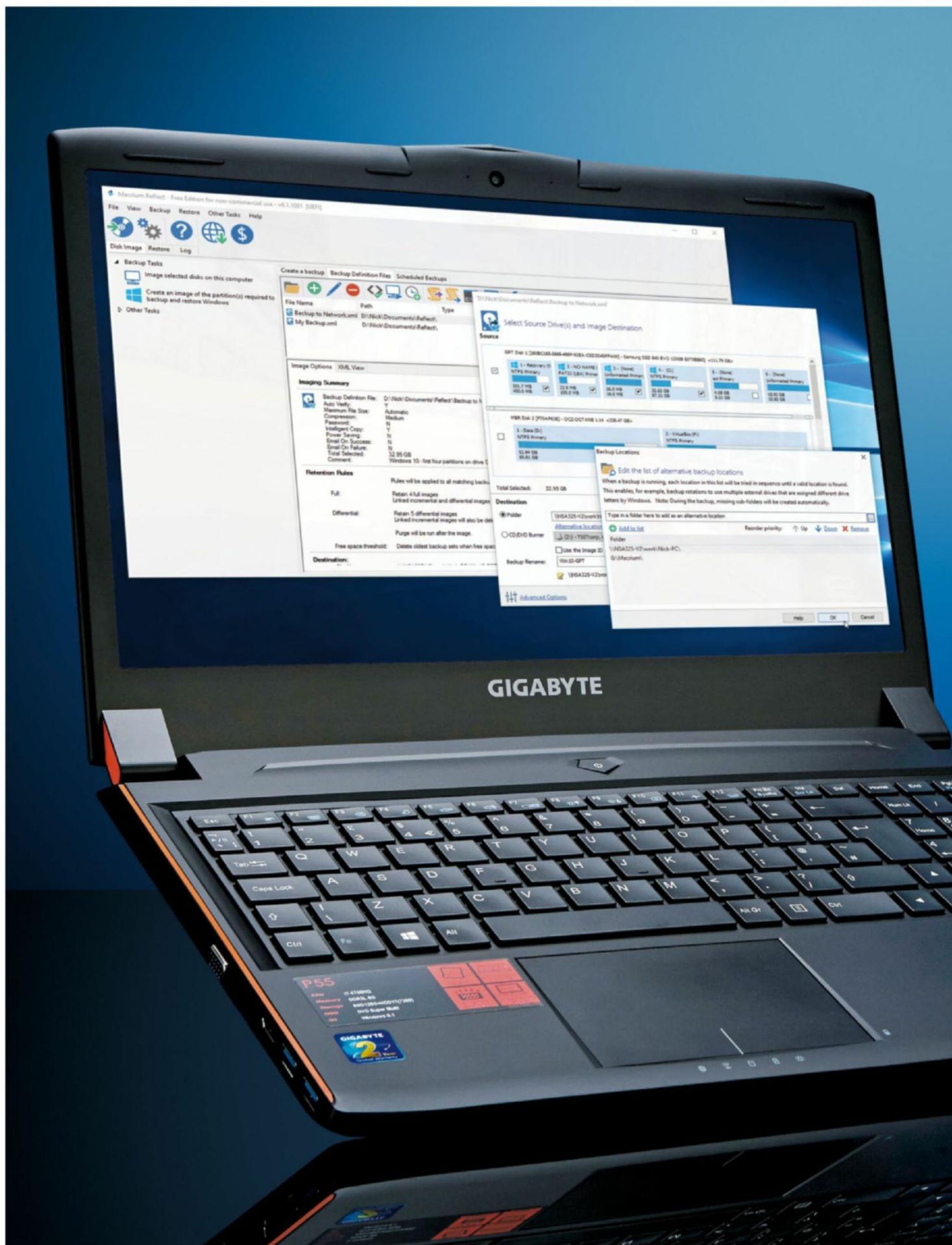
2 Turn on automatic backup

Tap 'Get started' and choose a Google account to use with the app. If you have several they'll all be listed here. Once you've done this you will get asked if you'd like to turn on automatic backup. This will save all your photos and videos privately on your Google account.



3 Share photos

Backing up hundreds of photos will obviously take a long time, and if you don't choose to do it now, you can always choose to do it later. Alternatively, you can select individual photos to upload. You can share the photos with your Google+ circles too. Choose one when you upload them.



MAKE FLAWLESS BACKUPS

Protect your precious data from any disaster with our essential advice

Backups may not be the most glamorous of subjects, but they're worth paying attention to. Think about what your data is worth. Some files are more valuable than others – it could be a matter of the time taken to create a document, while other files, such as photos hold sentimental worth.

Most people know the importance of backing up, but can you be sure your backup plan is up to scratch? Many people keep one backup copy of their files, but what happens if it is destroyed along with the original? Seeing as most people keep their backup drive in the same location as their PC, that's not a fanciful notion.

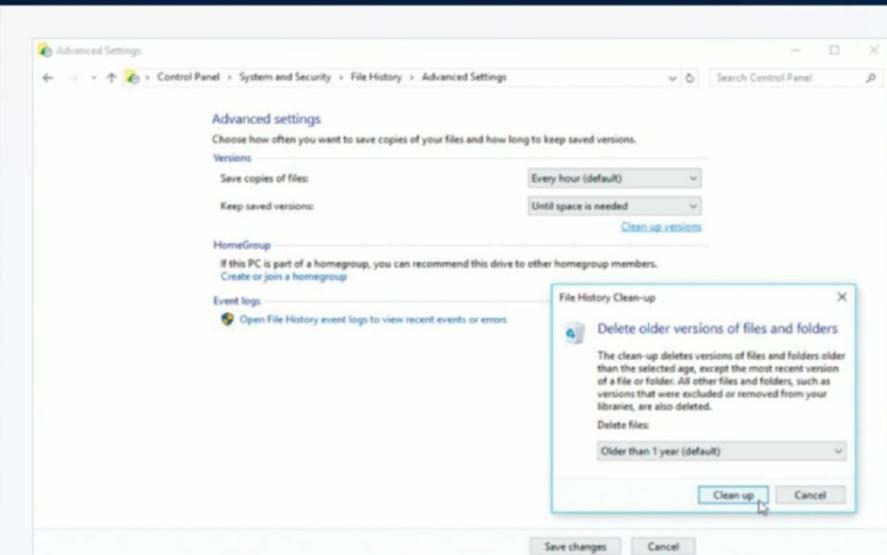
We'll help you create a multi-layered backup of your data, ensuring it's stored in at least two separate locations, and preferably more. We'll reveal the best tools to use – both Windows' own

backup tools, as well as great third-party tools. We'll also look at backing up your entire system drive, so if you run into problems, you can roll back to a working Windows installation without having to reinstall.

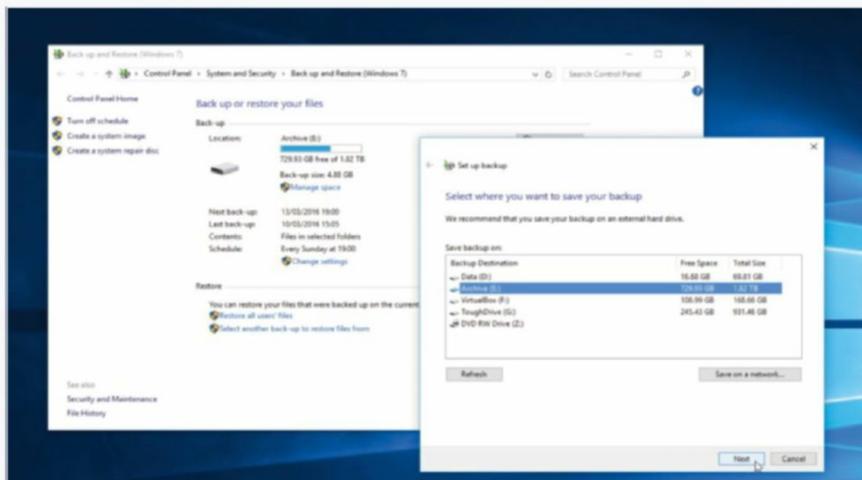
These days, keeping at least one backup in a remote location usually means taking advantage of cloud-based services, such as Dropbox or Microsoft's OneDrive. There are many potential issues with relying on third parties, whether it's security, constantly changing pricing plans, or what happens to your data if the company ceases trading. If these are deal-breakers, we'll look into alternatives, from sharing backup space with family members to setting up your own encrypted cloud storage, where you have no worries about subscriptions.

We'll also make sure you know what to do should disaster strike and you need to restore a copy of your data.





Make File History your first port of call



Windows 7's Backup and Restore is available in Windows 10

Select your backup device

When it comes to choosing where to back up your files to, you're spoiled for choice. But it's not a case of either this backup device or that one – ideally, you should invest in at least two separate devices. Here's what to look for:

Secondary hard drive: this can be internal or external (USB). Use it for your primary file and drive image backups, using Windows' own tools and Macrium Reflect Free.

Network hard drive: a good secondary solution that can be kept elsewhere in your home for added security. Perfect for any of the backup methods we discuss here – you can even use it as the

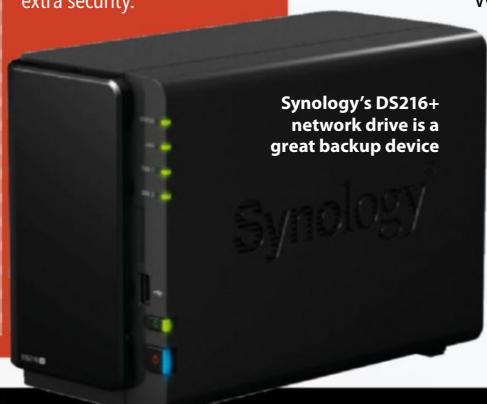
basis for your own personal cloud storage system using OwnCloud.

Other computer: if you own another PC (or Mac), keep your key files in sync on all your computers using a cloud storage service or Syncthing. As an added bonus, the latest version of your data is always available to whichever PC you're using.

Friend's or family computer: you can swap unused storage space with people you trust, but make sure your data is kept in an encrypted format on their computer – use Buddy Backup or Viivo in conjunction with Syncthing.

Cloud storage: if you have a fast, unlimited internet connection, using a trusted service, such as Dropbox, Microsoft OneDrive, or Google Drive is also an option. Again, use Viivo to encrypt sensitive data for extra security.

Synology's DS216+
network drive is a great backup device



You may already have a basic backup plan in place – Windows 10 makes this easy by offering you two routes, including both 'Backup and Restore' from Windows 7, and 'File History' from Windows 8. They're easy to access and set up – search the 'Start' menu or Cortana for 'backup'. Both focus on producing backups of key documents, photos and other data, and can back up to any drive that's visible to your PC, including network-attached storage.

Rule one of our backup strategy is to make use of multiple backup locations (see 'Select your backup device', below-left). Neither 'File History' nor 'Backup and Restore' allow you to back up to alternate locations, but if you're running Windows 10, you can employ both together to get around this restriction. Configure 'File History' to back up to one location – we recommend a drive physically attached to your PC – and use 'Backup and Restore' to back up to another drive, preferably a shared folder on your network drive. 'File History' constantly monitors for changes and backs up as necessary, while you should schedule 'Backup and Restore' to run weekly at a time that won't interfere with PC use.

System backups

Your data is taken care of, but what about Windows? If disaster strikes, you could find yourself spending days getting your PC set up again – but if you take a full system backup (known as a 'drive image'), you can have your PC up and running again within an hour.

Windows offers to create a system image when you set up 'Backup and Restore', but there are weaknesses. First, each backup requires tens of gigabytes of space on your PC. Second, images aren't verified when they're created, so you've no way of knowing if you can rely on them. And third, images are only stored on a single drive.

Eliminate all three weaknesses by employing the services of our favourite drive-imaging tool, Macrium Reflect.

We've used it to back up (and rescue) Windows countless times over the past five years, and nothing comes close to it. Start with the powerful Free version at www.macrium.com/reflectfree.asp, which solves the issue with space by using differential images that take up much less

room by only recording the changes made since the last backup was taken.

Launch Macrium Reflect Free once installed, and click 'Create an image of the partition(s) required to backup and restore Windows'. Next, set your destination – a folder on your backup drive. You might want to change the file name to something more easily recognisable, and take the time to click 'Advanced Options' to select 'Auto Verify Image' to ensure your backup is checked for errors after it's been taken. Once done, pick a backup schedule – we recommended pairing one monthly full backup with weekly differential backups, or choosing the 'Differential Backup Set' template for more frequent daily backups. Click 'Next' followed by 'Finish'.

In the spirit of data redundancy, you should then repeat the process, creating a second definition rule pointing toward your secondary backup drive – speed things up by right-clicking the rule you just created and choosing 'Duplicate'. Don't forget to create the rescue media (DVD or 4GB USB flash drive) when prompted by Macrium – this ensures you'll be able to restore your system even if Windows won't boot.

If you want more features – including incremental backups, and the ability to back up files and folders – upgrade to Macrium Reflect Home Edition.

The power of the cloud

These days, backups are synonymous with the word 'cloud', the logic being that storing backups in the cloud ensures one copy of your data is kept off-site in a secure location in case of fire, theft, or worse. It makes sense, although there are some drawbacks. The obvious choice when backing up to the cloud is to employ a known solution – Microsoft's OneDrive service is baked into Windows 10, but alternate trusted sources include Dropbox (www.dropbox.com) and Google Drive (<https://drive.google.com>).

Each service offers limited free plans of around 5-15GB of free storage space, which is fine for personal files, such as documents, photos, and even some video, but if you run out of space, you'll need to upgrade to a monthly or annual subscription. One of the best value solutions is to install Office 365 – your subscription includes 1TB of cloud storage and access to the latest version of Microsoft Office for up to five users.

However, there are some reasons to treat cloud storage with suspicion. These include ongoing costs, the security of your data, and what happens if the company in question either goes out of business or discontinues its

product, as users of Wuala and AVG LiveKive cloud storage services have discovered to their cost over the years.

In terms of fees, consider prioritising what data you store in the cloud – do you need your videos backed up online, for example? As you have a local backup in place, you could focus on storing important documents and photos in the cloud, where you're unlikely to run out of space quickly. That way, you can usually get away with free storage plans.

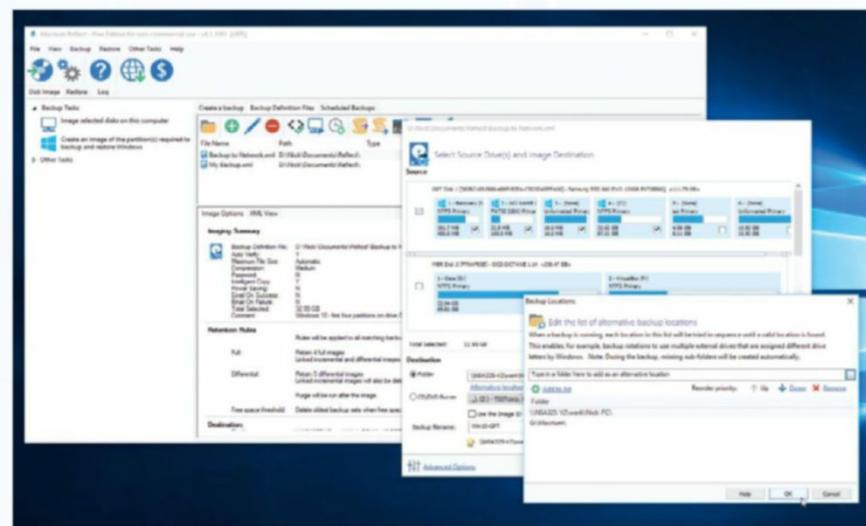
If you don't trust your cloud provider's encryption, add a secondary layer of encryption to sensitive files before uploading them to the cloud. The best tool for this purpose is Viivo (<https://viivo.com>), which works with multiple cloud providers, and includes tools for sharing access to files with family and friends. It's free for personal use, but make sure you keep a separate, unencrypted backup of this data somewhere safe, too, to ensure you're not locked out of your files.

Alternate strategies

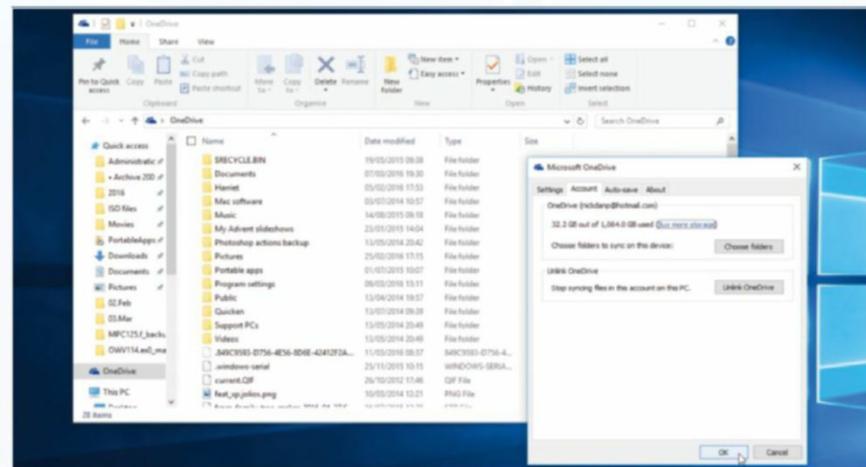
There are two main alternatives to putting your data in the hands of a third-party provider. Both can be used over the internet if you have a fast and unmetered connection, but you can also use them exclusively over your local network, too, ensuring your data never touches the cloud in any shape or form.

The first of these options involves syncing data from selected folders directly between two or more computers. It works over your local network, as well as the wider internet, if necessary. It's perfect for keeping files in sync between computers you own, and creates a copy of your files, so there are no issues with proprietary file formats. Naturally, the connection is encrypted, and the software is open source.

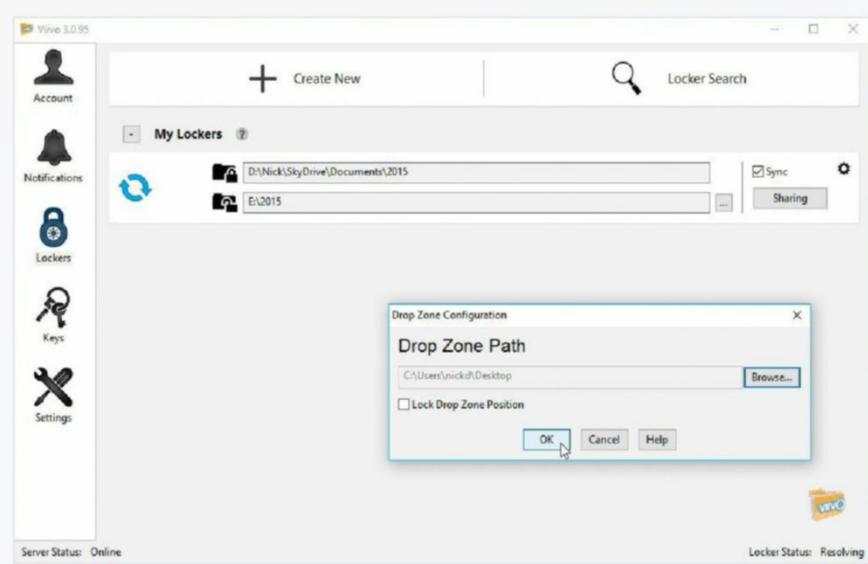
The program in question is called Syncthing, and it works across Windows, Linux and Mac, and can even be directly installed to selected network drives. We recommend installing the GTK build



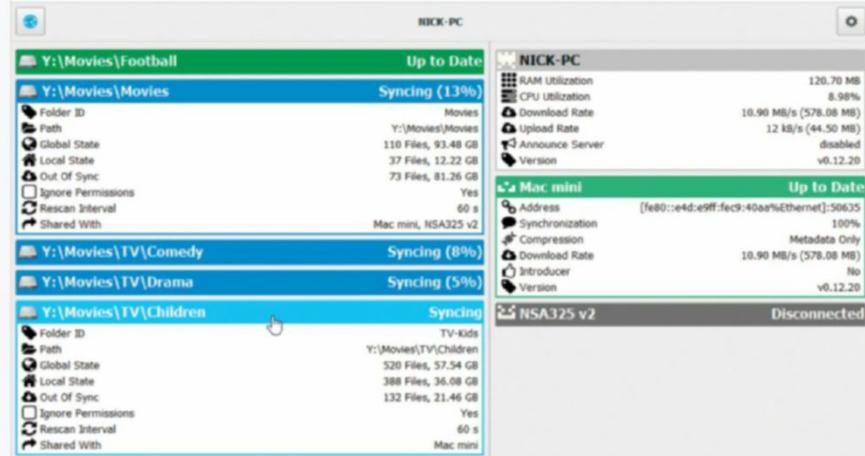
We've trusted Macrium for over five years



Microsoft's OneDrive offers a remote backup solution



Worried about sensitive data? Viivo adds more encryption



Keep data synced (and backed up) across all your PCs with Syncthing

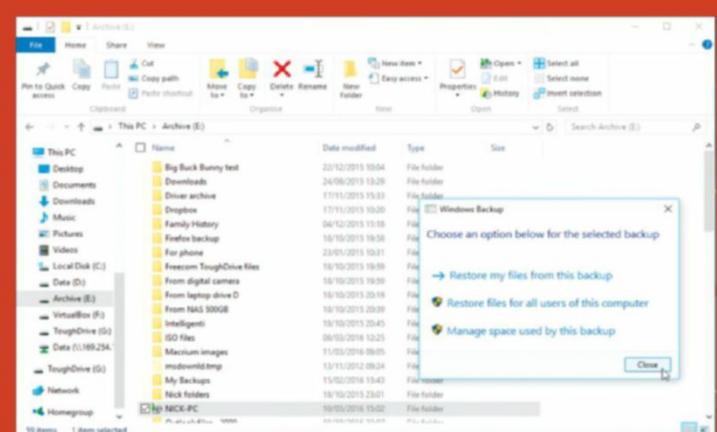
Protect your backups

Nothing lasts forever – and the same is true of backups. Optical discs don't last a lifetime, while hard drives wear out, and cloud storage can disappear without warning. That's why backing up to multiple locations is essential, but it doesn't stop there. You should take additional steps to protect your data from physical degradation.

Check with the maker of your drive for a monitoring tool, such as Seagate's SeaTools (www.seagate.com/seatools), to keep an eye on your drives' health, giving you time to replace failing drives before they disappear with your data. If you want a network drive, choose a two-bay model, such as Synology's DiskStation 216+, and fill it with two

identical drives in a RAID 1 setup. Data is mirrored on both drives, so if one fails, you can swap it out with a replacement without fear of data loss. Just remember a RAID array doesn't constitute two backups – if the enclosure fries (or gets stolen), you lose both drives. (As an aside, try the free DMDE data recovery tool from www.dmdc.com if you need to recover data from NAS-formatted drives.)

Also watch the software you use. Some tools store your data in their own proprietary formats, so if the software stops working (perhaps after upgrading to an unsupported version of Windows), you lose access to your backup. Both Windows backup tools use



You can't recover files directly from Windows backups

their own format, as does Macrium, Backup Buddy, and Viivo (as part of protecting backups through encryption). So, make sure one of

your backup plans duplicates your files in their original format to ensure you have one easily recoverable version of your files.

from <https://github.com/syncthing/syncthing-gtk> – install it on both computers, then select the folder you wish to sync on your main computer, before connecting it and your other PC together. Once done, the files are kept in sync automatically whenever Syncthing runs – configure it to start with Windows, to ensure it's always backing up.

Files are transferred directly between computers, so they both need to be on and connected for files to sync. If you wanted to store backups remotely on other PCs, take a look at BuddyBackup (www.buddybackup.com), which encrypts your data so it's unreadable on the computers you back it up to.

Your personal cloud

If you'd like to store files centrally (creating an additional backup of your files in the process), without relying on a third party, then set up your own using a spare PC or network hard drive as the file server.

Some network drives come with their own proprietary cloud systems – My Cloud from Western Digital, for example – but we recommend choosing something open source and more widely supported – OwnCloud (<https://owncloud.org>), which works across a variety of platforms. The server part can be installed to many network drives – including Zyxel and Synology (the latter via <https://synocommunity.com>) – as well as Linux-powered PCs, including the Raspberry Pi 2, if you're looking for a low-cost solution. You then download and install the desktop and mobile clients on Windows, Mac, Linux, Android,

iOS and other supported platforms, to allow you to both sync and access your files from anywhere.

Think of OwnCloud as being your own personal cloud storage system – you're not tied to any third parties, there are no fees, and your cloud can be restricted to your local network or opened up for access over the internet. It works with multiple users, too.

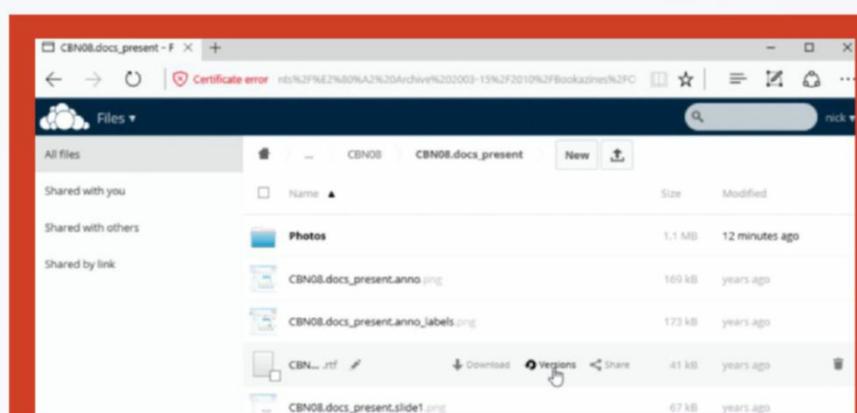
Some initial configuration is required, but everything's point-and-click, with a useful manual on hand to steer you in the right direction. When asked to set up your initial account, be sure to click 'Storage & database' to select the 'MySQL' option, rather than the default 'SQLite' one. This will dramatically speed up the server's performance when it comes to syncing large batches of files.

Restoring from backups

Disaster has struck – you've lost data, so what next? Thanks to your backup plan, you should find you're able to restore the data you lost. If you've used 'File History', navigate to the folder with the missing data in File Explorer, and click the 'History' button on the 'File' tab.

A window opens displaying all the backed-up files in that folder – double-click the missing file to preview it, then click the 'Settings' button and choose 'Restore' to save it to the current location, or 'Restore to' to save it elsewhere. If you're trying to recover an earlier version of a file, use the left and right buttons at the bottom of the page to navigate between available versions.

If you're recovering from 'Backup and Restore', browse to the drive or folder containing your backup, then double-click it and choose 'Restore my files from this backup'. Click 'Choose a different date' if you're looking for older versions



Back up file revisions

One of the benefits of following our backup plan is many of the tools on offer record multiple versions of your files, enabling you to undo changes to files as well as restore lost, deleted, or corrupt data. Both Windows backup tools support this, although File History's default settings of updating your files every hour (rather than weekly, as with the Backup and Restore tool) gives greater flexibility.

If you back up files to OneDrive, Dropbox, or your own OwnCloud server, access your account through your web browser, then locate the file in question. OwnCloud users should click the 'Versions' option next to the filename; otherwise, right-click the file and choose the

option to restore a previous version, to see what's available based on time and date. You can preview earlier revisions by clicking them.

Syncthing only stores one revision of a file by default, but you can change this on a folder-by-folder basis. Right-click the folder bar in Syncthing-GTK, and choose 'Edit', then select an option from the 'File Versioning' menu – each has a description, and you get context-sensitive options, such as the number of versions to keep.

One caveat: storing multiple versions of files requires more space than straight one-to-one backups. Bear this in mind when choosing what size hard drive to buy.

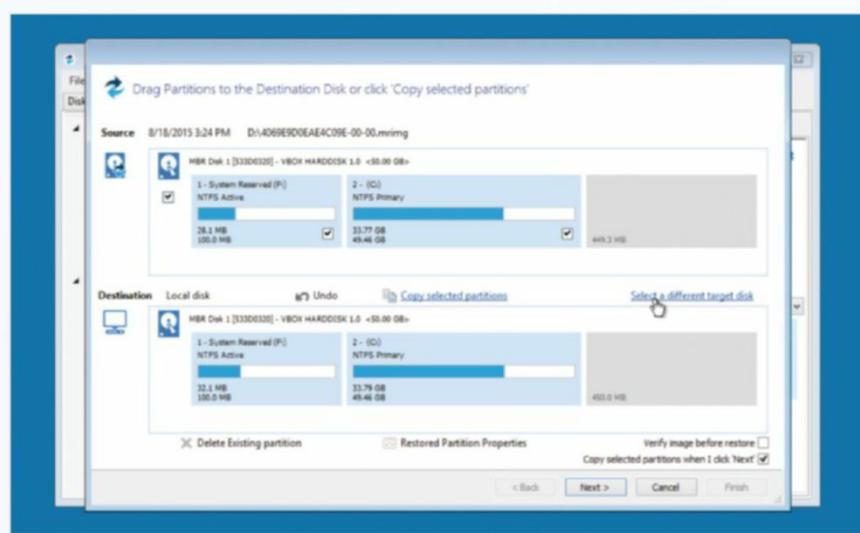
of your files, or use the search and browse buttons to locate what you want to restore. You can restore them to their original location, or choose another – make sure you leave 'Restore the files to their original subfolders' ticked, before clicking 'Restore'.

Need to recover your entire PC? Macrium Reflect makes things straightforward. If you can boot into

Windows, launch the app and switch to the 'Restore' tab; otherwise, boot from your rescue media. Select the backup you want to roll back to from the list given, or click 'Browse for an image file' to locate it manually. Select 'Restore Image' to restore the image, or choose 'Browse Image' to mount the image as a virtual drive, enabling you to browse it as a virtual drive in Windows itself – a good option for recovering individual files and folders from the backup. Tick 'Enable access to restricted folders' to allow you to recover data from user folders and other protected places.

Restoring files from the cloud isn't usually an issue, but if you need to restore a file you've deleted, then taking OneDrive as an example, log into your account through your browser. Click the main menu button and select 'Recycle bin' under your PC's entry.

Recovering data from OwnCloud is simple, too – when you reinstall the software and log in as your own user, you're prompted to choose which folder on your hard drive to store your OneDrive content on – once done, the folder syncs up with what's online, restoring any missing data, or you can log on through your browser to download individual files.



Restore your PC even when it won't boot with Macrium Reflect

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OF LIFE IN TODAY'S
CONNECTED WORLD**



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Relax with the latest
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HOLOLENS

THE FUTURE OF EVERYTHING

Windows changed the world. Will HoloLens do the same?

Technology companies can sometimes get carried away when it comes to selling their latest and greatest products. This new laptop will change your life! This smartphone is the greatest thing ever! And so on... But occasionally they will actually come up with something so amazing, so incredibly mind-blowing, that there's no need to hype it.

And this is what Microsoft have done with HoloLens, which might just be the future of everything.

HoloLens is truly an extraordinary gadget. It could change the way you communicate with friends and family all around the world. It could change the way you learn and teach others, too. It could transform the way you work. It could revolutionise the entertainment industry. It could replace your TV, your PC and your Xbox. It could fix your plumbing and cure your fear of spiders. And it could be the ultimate way to be close to the people you're missing when you're far from home. So just what is this amazing piece of equipment?

Over the next few pages we'll explain why HoloLens is such a big deal, what the likes of Google, Facebook and Samsung want you to use instead and most importantly of all, how you can get your hands on it.

We'll also take a look at how it compares to some other similar gadgets that are out there, too.

We haven't been this excited about a piece of new tech in a very long while. And when you've finished reading this, we think you will be too. Here's to the future!



PERSONAL COMPUTING

Why the Anniversary Edition is the best Windows yet

HoloLens is a mixed reality headset. You've no doubt heard about virtual reality and possibly augmented reality too – the former is when you explore an entirely computer-generated world, and the latter is when you overlay computer-generated information on the real world. Mixed reality, as the name suggests, mixes the two things. With HoloLens, you can see things that aren't there – and you can interact with them too.

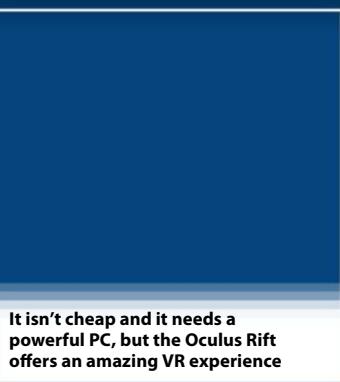
Imagine receiving a video call from a relative and seeing them right in front of you. Imagine a game where space aliens are shooting at you from behind the sofa. Imagine having the ability to magic an unfeasibly gigantic TV on any wall and play Halo 5 on it. Imagine looking in your driveway and seeing the car you're thinking of buying. Imagine your favourite apps hovering in the air around you.

That's what HoloLens does today. Imagine what it might do tomorrow.

HoloLens offers mixed reality – it overlays interactive virtual objects on top of the real world

“With HoloLens, you can see things that aren't there”

HOLOLENS VERSUS... OCULUS RIFT



It isn't cheap and it needs a powerful PC, but the Oculus Rift offers an amazing VR experience

Oculus kickstarted the current VR trend, and now that Facebook's snapped it up it's the one most likely to do big things. It also requires big pockets. The consumer edition is £499 and you'll need a PC with an Intel Core i5-4590 or better, at least 8GB of RAM, three USB 3.0 ports and an Nvidia GTX 970 or AMD R9 290 graphics card. If your PC doesn't have that spec plenty of firms are making Oculus-certified PCs, but they aren't cheap – so far the cheapest Dell is \$999 (£719). You'll also need the Oculus Touch controller for full immersion, but that

isn't out yet and Oculus hasn't announced a price either.

The Oculus is expensive, but the experience is amazing and each eye gets its own full HD screen. Oculus has also spent a great deal of time and money on minimising VR's most famous problem – that it makes some people ill. Oculus would rather scare you, so for example its demos include a frighteningly realistic T-Rex running at you, but the very nature of VR means that some titles – especially fast-moving first-person games such as car simulators – won't be fun for everybody.

HOLOLENS VERSUS... HTC VIVE

Gaming service Steam has teamed up with HTC to create the Vive, a £689 (plus shipping) VR headset that's powered by a PC, and it has a particularly good feature called 'Lighthouse' – base stations that track where you are so you can interact without having to use controllers, although you'll need a decent-sized space to use them. It also has a front-facing camera so it can see what you're looking at, and which might enable HoloLens-like mixed reality in the future (it's off by default).

As with Oculus, the Vive wants a GTX 970 or R9 290 graphics card, but the rest of the PC needn't be as powerful as the one you need for the Oculus. HTC says an Intel Core i5 4590 or AMD FX 8350 should do the trick. Steam VR is all about gaming and entertainment, but at the moment dedicated VR titles are thin on the ground and that means the Vive is a risky bet until there are some games to play on it. It's interesting and fun, but it's not particularly worth rushing to the shops for.



HTC's Vive has been developed in conjunction with gaming giant Steam, but actual VR games are still few in number



The holo crown

HoloLens is what you get when you put a lightweight Windows PC into a headset that contains twin transparent video-screens and lots of sensors. It can see the world around you, it can see your gestures and feel your movements and hear your voice, and it can display things before your very eyes. Microsoft calls it "holographic computing". The things you see aren't real, but they look real and they respond to what you do.

HoloLens doesn't need to be connected to a games console or a PC – it is a PC, and because it's a Windows PC it uses the same language as Windows 10 devices.

Oh, and it's \$3000. But, the HoloLens you and we could buy won't cost that much. The \$3000-HoloLens is for app

developers in the US and Canada, and it's a kit they can use to prepare the apps that might just change the world. That's out now, but the rest of us will have to wait until at least 2020, which is when Microsoft expects the consumer version of HoloLens to go on sale.

That's a good thing, because the version of HoloLens available right now isn't perfect. The battery's only good for five and a half hours. The field of view – the bit where your apps and virtual items appear – is a bit limited. And there aren't many apps yet.

From the other side

One of the most exciting HoloLens apps could be communication. Fancy Skyping someone so they appear in the room in front of you. HoloLens could do that, although

Minecraft in your living room?
Good luck getting the kids to give you the HoloLens back

Why is he leaning in an odd way?
What's with the spaceman?
What happens if it's sunny?



the current model requires a separate camera for the other people to see you. It isn't just Microsoft that's thinking about this – Facebook paid big money for VR firm Oculus because it thinks the future of social networking might just be virtual.

If you've been online for a few years you might be thinking you've heard this all before, and you're right – virtual social networks were the subject of a lot of hype several years ago, with big brands jumping into the virtual world of Second Life to try and sell us stuff. But while Second Life didn't live up to the hype, that doesn't mean virtual social networking isn't a big deal.

HoloLens isn't the only virtual/augmented/mixed reality device around, but it's one of the most ambitious. Where other devices are designed primarily for home entertainment or for corporate use, HoloLens wants to be like the PC – useful for every kind of application in any environment for any purpose. How's that for ambitious?



LIFE-CHANGING TECH

How HoloLens could jump-start jobs and fight off phobias

The most successful treatment for phobias and post traumatic stress disorder is exposure, which means helping you lose your fear by exposing you to the thing you're frightened of. Mixed reality enables that exposure in a controlled environment where you're perfectly safe and the thing

you're helplessly and irrationally afraid of isn't actually there. It's no wonder the medical community is interested in mixed, augmented and virtual realities as tools for treatment.

A device such as HoloLens could be just as useful in a surgical capacity too. Imagine the surgeon having access not just to what they can see, but anything

HoloLens and computer-aided design (CAD) enable designers to see and change virtual objects

he or she might possibly need to know, such as vital statistics, scans and X-rays, even how-to advice from more experienced doctors.

The holo people

Of all the uses of mixed reality, helping people at work is likely to be the killer app. Boeing engineers already use it to help make aeroplanes,

HOLOLENS VERSUS... GALAXY GEAR VR



Samsung's Galaxy Gear VR is only £80, but it won't work without a recent Galaxy phone. They cost a bit more than that

At £80 Samsung's Galaxy Gear VR is the most affordable VR headset around, but you need to have a recent Galaxy phone. It's really just a virtual reality viewer for apps whose processing is handled by the phone, and as a result it can't come close to the quality, smoothness or power of more expensive rivals. It's pitched squarely at the home entertainment market and it's really good fun, but the difference between Samsung's cheap and cheerful headset and more expensive VR systems is rather like the difference between a cheap handheld game and a triple-A

title on an Xbox One. In other words, while they're both games, they each offer very different experiences.

As with any VR platform the available apps range from brilliant to awful, but the main problem with the Samsung Gear VR is that it doesn't work with anyone else's hardware – so it's only really useful to Samsung Galaxy owners or to people willing to drop £400ish on a second-hand Samsung phone. At £80 it's a bargain, but at £80 plus a phone it isn't a very wise investment unless you were planning to change phones anyway.



Volvo is experimenting with HoloLens to sell cars – and to build them too

with blueprints appearing in front of the physical objects they're working on. Imagine that for any kind of work where you could benefit from instant information, video how-tos or essential diagrams. Mechanics could see exactly how to do a task with graphics showing them what goes where. Tradespeople could see architecture plans, the insides of buildings and anything else they need to know. Virtual plumbers could help you fix your leaking tap by pointing at the right bits as if they were right

"Musicians could play gigs in every fan's front room..."

beside you, no doubt for an astronomical fee.

HoloLens can do much more. Product designers don't need to fire up their CNC machines or 3D printers to see exactly what their item will look like in the real world. Car salesmen could let you see the exact configuration of the car you're thinking of buying. Detectives could get a Batman-style ability to highlight important parts of a crime scene, or to see what it looked like before the clean-up crew arrived. Students could see the insides of human bodies without having to cut anybody open. And, as NASA is currently demonstrating, normal people can see the surface of Mars without having to travel there.

More? Theme parks could add virtual characters to their

real-world exhibits – you won't feel silly wearing HoloLens at Alton Towers if everybody else is too – or turn any room into a haunted house. Paint firms could offer HoloLens apps that enable you to try out different colour schemes at home without using a single tester pot. Musicians could play gigs in every fan's front room. All of these things are the tip of a potentially very exciting iceberg.

Hit or hype?

We don't think Microsoft is overhyping HoloLens. HoloLens

is in the hands of app developers right now, but it'll be another four years before you or we can buy it. That's because Microsoft knows that for HoloLens to live up to its grand promise, it needs to be genuinely useful – and that means apps, and plenty of them.

The five-year gap between the developer version and the consumer version also means the technology inside HoloLens can improve. If you look back at the best smartphones of five years ago, they had dual-core processors, 8 megapixel cameras and sub-HD screen resolutions. Now they're packing 20MP cameras, octa-core processors and 4K displays for the same money. Their connections are faster, their processors more energy efficient and their cases

HOLOLENS VERSUS... GOOGLE CARDBOARD

When Google Cardboard was first announced many people thought it was a joke, but it wasn't. In fact, it's the cheapest way to get VR, largely because it's just a bit of cardboard. It's a clever bit of cardboard, though, because it holds your phone in just the right place to experience VR apps. Google is on the second iteration of Cardboard now, so it supports phones with screens up to six inches, and firms such as Mattel offer plastic Cardboard viewers for around £30, if you don't fancy something flimsy. It isn't as immersive as a 'proper' VR headset but it's the cheapest, easiest and most amusing way to dip your toe into virtual waters.

There's a good selection of VR apps and content too. You can watch VR clips from YouTube, download an app that takes your photos and turns them into VR spaces or just see far-flung locations. Riding a virtual rollercoaster from the safety of your sofa is a lot of fun, but if you're committing to cardboard you should invest in some foam padding as the rough edges can get uncomfortable.



Cardboard is cheap, cheerful and fun, but cardboard isn't the most comfortable thing to have on your face

slimmer – so HoloLens will get smarter, lighter and do more with less by the time we can buy it. And it should be a lot less than several thousand dollars too.

HoloLens is hugely exciting, but it isn't alone here – in mixed reality it has rivals including Meta and the secretive but very rich Magic Leap, and then there are the virtual reality headsets targeted at our living rooms. However, it has allies too – Asus has announced plans for a HoloLens headset and we're sure Microsoft will encourage other OEMs to do the same.

With the Windows PC, Microsoft changed the world. With HoloLens, it might just do it again. We can't wait to see what's around the corner...



You've already got your videos on YouTube and there are plenty more on the way. But, if you really want people to notice your work and find your content more easily, you should try putting videos in a channel.

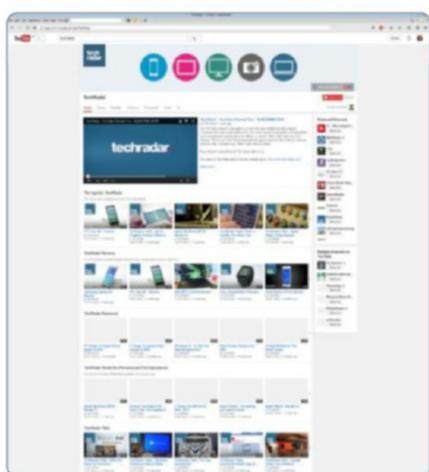
Everyone who signs up for YouTube (as opposed to just having a Google account) gets a free channel by default. Here, you can upload your own videos, arrange them into sections, add custom gadgets, keep

track of who's watching what, create exclusive material for your channel's subscribers, and much much more.

These days many people make a living out of running a YouTube channel, generating income from advertising and even direct donations by viewers in some cases. However, you don't need to be a corporate brand with global reach, or a 24-hour-a-day streaming games broadcaster, to benefit from having a channel. You could, for example, share home video with family and friends all over the world on your own subscriber-only private channel – keeping relatives up to date no matter where they are with an easy-to-use channel.

Or maybe you want to keep a portfolio of your video or animation work online to show to prospective employers. What better way of having your work available at all times, as well as showcasing your potential design skills, than having a professional-looking YouTube channel?

We've all read the stories about musicians and so on being 'discovered' on YouTube, seemingly out of nowhere. The truth is that most of these people put in a lot of time and effort developing their YouTube presence and engaging with their followers by creating and presenting amazing content – so if you're hoping to 'break through' in this way, you'll need to put in the work too!



Do your research Studying the layout of existing YouTube channels can give you ideas about how to structure your own

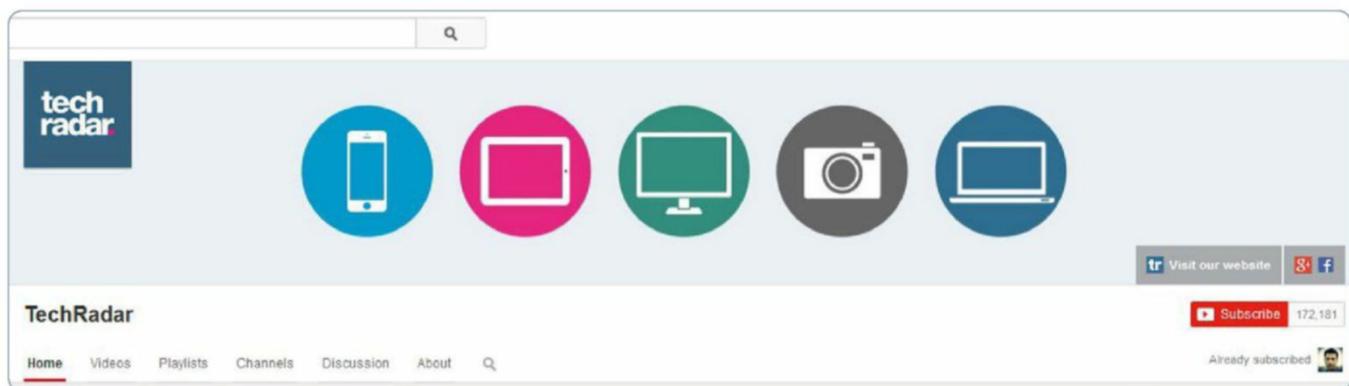
Let's be clear here: much of this info is only really of interest to anyone looking to make serious income from a YouTube channel on a commercial basis. If all you want to do is share some videos you've made for a particular community – or even just family and friends – just concentrate on making the best-looking and most usable channel you can. Make no mistake, YouTube as a commercial environment is fiercely competitive these days, so if you want to compete on a commercial level, there really are no shortcuts.

Using Creator Studio

The tool you'll use the most when it comes to working with your channel is Creator Studio. To access this, click your portrait ID on the main YouTube page and then click 'Creator Studio'. There's also an app version of this available for both iOS and Android, but it doesn't yet include all the same functionality as the desktop browser version, so it's best to use a computer. Creator Studio is split into six sections, each with its own set of controls. Let's have a look at how each of these work.

Dashboard

As the name implies, this is where you can get a quick read-out of everything relevant about your channel, as well as see any notifications or alerts. Each section here is a 'widget' – you can rearrange their order



Channel art This feature works in very much the same way as the Facebook cover photo and is present across all pages on the platform

on the page by clicking and holding the control in the top right (the grid of dots), then dragging the panel around.

At the top is the all-important list of your videos, with brief indications of the number of views, comments, likes and dislikes for each one. These comments are also listed in full in the bottom section, so you can quickly go through and reply to or delete them as is needed.

In the Tips section, YouTube will remind you of things you should be adding to make your channel look really professional, such as a creating a good overall description and adding clear descriptions for each video you add. It will also point you to video articles in the Creator Academy, YouTube's own channel with tons of tutorials – we'll look at that later. While

Give the video a snappy title and in the description field, sum up what the video is about – bearing in mind the sort of subjects that viewers often search for. You can expand on this in the Tags field. Try to include as many terms as possible that might be even vaguely relevant to the video's content; YouTube even suggests a few based on the title of the video.

Privacy options

Click the drop-down menu marked 'Private' to change the visibility status of the clip. If it's marked 'Private', only selected people can see it; you can enter their email addresses in the box below, or select from your Google+ contacts. Anyone else attempting to view the video will see a message marked as private.

"What better way of having your work available at all times, than with a professional-looking YouTube channel"

these tips are handy at first, you might want to close this section eventually; you can always get it back again using the 'Add widget' button at the top.

On the right you can see your overall channel stats, including how many views your videos have had, how many minutes, and how many subscribers you have, all charted over the last 28 days. Click the 'View all' link here to go directly to the full Analytics section of Dashboard – more of which later.

Video Manager

Video Manager is handy for clips, but there are a few other useful features worth pointing out in this section.

Click the 'Edit' button next to any video to get to the same editing screen we've already looked at. The Basic Info section here is – despite its name – pretty vital, and if you want your channel to get maximum coverage, you should always ensure that this section is filled in for each video.

The 'Unlisted' option is a bit more extreme, in that no one but you can see the video, and only in the editor – it won't even be listed on the site at all. You could use this status if, for instance, you're in the middle of making lots of changes to a video and don't want it to be seen just at the moment.

Most of the time, of course, you'll want your videos set to Public status, so that they're freely available for anyone to search for and watch.

Moving along the menu sections at the top, you'll see more controls in the Enhancements and Audio sections. There are plenty of tweaks you can make to your video in Enhancements, and most are self-explanatory to use. One especially handy special tool is 'Blur All Faces', which (unsurprisingly) attempts to automatically obscure anything YouTube detects as a face. While this isn't infallible, it's a great way to protect the privacy of anyone who



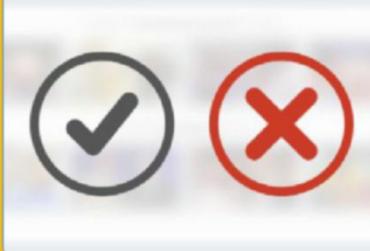
Making money

Let's be blunt here: YouTube is not a quick route to riches. You're not going to make money just by throwing up a few videos of you playing your songs and hoping people will flock to your channel. If you do decide to try turning a profit from your content, be prepared to put in a lot of effort – and possibly to be disappointed at first. YouTube is vast and fiercely competitive, and the more established channels have huge and loyal audiences.

That said, it's certainly not impossible. In the hideous language of business, this is called monetization, and it boils down to having ads hosted on your videos – ads provided by companies who think their customers would be interested in your content.

This is facilitated by Google's own service called AdSense – it's the same one that displays relevant ads next to search results. The more views you get and the more people who subscribe to your channel, the more (in theory) you'll earn – although of course Google takes a hefty cut from each transaction, no matter how small.

So it's not rocket science, but you will need to register for AdSense and be approved by Google to get started. Your best bet is to visit the good old Creator Academy and watch the series of videos that explain the whole process.



Design considerations

If you're serious about running a YouTube channel, you'll want to add in customised branding graphics, and maybe even start incorporating some customised programming to add new widgets and so on.

Obviously that's a bit beyond what we can cover here, and in any case unless you're a seasoned web programmer you'll probably want to employ someone else to do the technical stuff. In that case, it's worth bearing a few things in mind.

YouTube is particular about the functionality you can include on your uploaded videos, as well as how you integrate things like social features and UI mechanics. Any good web programmer should provide you with full details of what functionality you can include and the best way to implement them, but it's worth bearing in mind these things as you prepare as it can have significant impact on design workload and the overall prominence of your content. If you're a designer yourself working with clients, make sure that they are also aware of any restrictions, as you don't want to pitch for a great unique concept only to find out before it's launched on the platform that it breaks the rules and won't be accepted by YouTube in the long run.

Fortunately, YouTube has relaxed many of its policies regarding, for example, adding links to 'rival' sites such as Facebook and Twitter, and now these things can be easily incorporated with standard controls.

One big red flag when creating your custom gadget is the replication of YouTube functionality.

As an example, let's say you're creating some sort of voting system in an app that allows users to vote on selected videos. You wouldn't be able to use your own system and replicate YouTube's own 'Thumbs Up' and 'Thumbs Down' functionality. You could utilise the function straight from YouTube but that would give you limited control over what you could do with that data. Steer clear of anything you think may cross this sort of boundary.

you think might not appreciate being the subject of a YouTube video.

Annotations and cards

One great way to publicise other videos in your channel is through the use of annotations and cards – the next two options in the Video Manager main menu.

Annotations are the little text messages that can pop up at a certain point in a video. You can use them to add titles, explanatory notes to a particular area of the picture, label people and places, and so on. There are preset types for all these annotations and you can specify which text should appear and for how long.

Cards are a little different, and enable you to add a static overlay to all or part of a video. The viewer can then click on this to be taken somewhere else. For example, many people place cards towards the end of a video to encourage people to check out other similar videos on their channel. You can also promote a whole new playlist, or just invite people to visit your main website with a quick click.

There are also cards for 'Fundraising' (to ask viewers to donate to your project) and 'Merchandise' (to sell associated stuff via established commercial websites), but be careful about using these. There's nothing

In the Blacklist box, you can specify any words you don't want appearing in your comments section; any post containing something that looks similar will be automatically held for checking by you before they're posted.

Channel

There's a lot to take in within the Channel section, with all sorts of settings available to you. Most of these are either self-explanatory or have links to more information, so we won't go through them all in detail. In terms of keeping your channel well-publicised, though, there are a couple of really useful features here, including 'Featured content'.

Choose 'Featured playlist' here to highlight any particular video(s) that you want your viewers to be particularly aware of. This can be either your most recently uploaded video, or a special playlist of videos that you've put together and saved.

The featured playlist pops up as a clickable banner at some point during each of your videos which gets played – usually towards the end, although you can specify other times. It's a great way to introduce people to the other content in your channel.

"One great way to publicise other videos in your channel is through the use of annotations and cards"

more offputting than a crass plea for money, and unless your channel is well-established and absolutely bursting with original content, very few people are likely to click on them.

Community

In the next section of Creator Studio, you can keep track of communications from your viewers, as well as interacting with the wider YouTube community. Under Comments, you can see all comments that have been left, including those held for review and suspected spam.

The Messages section is basically YouTube's own in-house messaging section, where you can send and receive private messages to other members – note that your channel needs to be connected to a Google+ account for this to work.

Subscribers, not surprisingly, shows you everyone who has subscribed to your channel, while in Community Settings you can deal with potentially troublemaking users. Inevitably there will be people who troll your channel or leave unpleasant comments; you can choose to ban these people and remove their posts using the tools that appear on each comment. If you later decide to un-ban them, you can find their usernames listed here in Community Settings.

Channel ad

Fancy getting some free advertising for your channel, courtesy of YouTube? If you agree to join up with the Channel Ad option, you might get just that. Essentially, anyone opting in has the chance to be featured in any YouTube advertising, with excerpts from videos in your channel being shown. Viewers clicking on the ad are taken straight to your channel. There are no extra fees for this service, although of course you're not guaranteed to feature in any particular ad, either. It goes without saying that channels with a large amount of content, lots of subscribers and regular updates are more likely to be picked than others, so keeping your channel relevant is more important than ever. You also need to be sure that you definitely own the copyright to all the content on your channel – but then that should be the case anyway.

Branding

The second element in the Channel section worth looking at is Branding. This provides a quick and easy way to ensure that every video on your channel features a watermark of whatever design you like – you can upload the appropriate graphic file from this section.



Mix it up Channels such as PC Gamer, which feature a lot of gameplay footage, also include interviews and talking heads to keep things varied

The watermark is superimposed onto the video (which means it should have a transparent background to be effective) and can be clicked by the viewer to directly subscribe to your channel. This is an especially handy option as it means you don't have to ensure that all your videos have the watermark 'embedded', or go back and re-render videos that might have a watermark missing, thus potentially losing video quality.

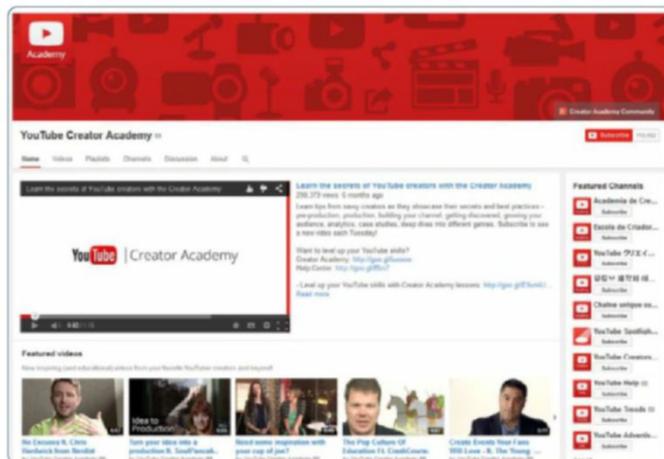
Analytics

As your channel grows, both in amount of content and number of viewers and subscribers, the Analytics section will become more and more important to you – and for anyone thinking of trying to make serious income from YouTube, it's nothing less than indispensable.

Analytics shows you – in potentially minute detail – just who is watching your videos and for how long; where they are in the world; who's liking and disliking things; which platforms are being used the most to view (for instance, desktop browsers, iOS, Android and so on); plus much more.

While Analytics can provide the raw data about who's watching your channel and when, it's up to you to interpret this and act accordingly. For example, if you live in the UK and most of your viewers are also located in the UK, but there doesn't seem to be much interest in the rest of the world, you might want to broaden your content to make it more universal – perhaps by including fewer cultural references that wouldn't be understood worldwide. (Unless, of course, this is the audience you're going for!)

Similarly, the 'Traffic sources' section can provide a good indication as to where your viewers are looking at your videos. If, for example, nearly all of them are listed as 'YouTube watch-page' or 'The YouTube Channel page', it means people are having to click through to your YouTube site to see content, rather than discovering it elsewhere. In this case, you'll want to ensure links to your videos



Creator academy YouTube has its own tutorial channel which contains a massive amount of useful information on getting the most from yours

Broaden your content to make it more universal – perhaps by including fewer cultural references"

are advertised and embedded everywhere you can think of: on your Facebook profile, in Twitter messages, on blogs, on internet forums and so on. If you do this, locations will show up as (for example) 'Embedded players on other websites' and 'External apps'.

'Engagement reports' show you a valuable summary of subscribers, people who liked and disliked videos, people who added videos to their playlists, and so on. In short, you can really drill down and see who's doing what on your channel.

Going further

There's a real art to interpreting Analytics and then acting on this data successfully; in fact, many consultancy companies will charge you substantial amounts to do just that. But you don't have to spend actual money to maximise your YouTube hits, because the company itself provides plenty of free information on how to get the most out of your channel.

For a start, when viewing Analytics, just click the '?' button next to any control to get a detailed explanation of what it does. In some cases you'll also get a link for 'More info', which takes you to a page explaining in detail what the data refers to.

It's easy to miss, but YouTube has a massive amount of help available for content creators at the Help Centre: just go to <http://bit.ly/1FNt1TS>. The 'Creator Discovery Handbook' section is particularly useful, as it walks you through a typical scenario of someone setting up a channel for the first time.

Of course, this being YouTube you'd expect more than just text, and there are

plenty of video tutorials available on the same topics. Head to <http://bit.ly/1xZ2sBJ> to access the Creator Academy.

One of the most important lessons emphasised on the Creator Channel is to make your own channel into a community. Don't think of it like a TV channel, with linear programming, or a site that people will visit just once – try to create an involving, structured experience with plenty of new content all the time, and ensure you constantly address the viewer and invite them to participate by leaving comments. Make liberal use of links throughout your videos so that people are aware of what's available.

Branding is also becoming increasingly important to successful YouTube channels, and in the Creator Academy you can learn how to make your own channel logo, thumbnails, banner pages and more. Obviously some of this will require a modicum of design skill, but it's nowhere near as complex as, say, creating a website.

Depending on the type of video you're featuring, you might also find the lessons on pre-production and production helpful. The beauty of YouTube, of course, is that you don't need a massive TV studio in order to make great videos, but getting the best look on even limited resources is still important.

If you're really dedicated, you can learn how best to make money from your videos – although this will take a lot of time and dedication on your part. Ultimately, your YouTube channel is what you make it, whether it's an informal collection of home movies or a full-time commercial operation. Now get out there and get creating!

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Windows CONSTANT REBOOT AFTER UPGRADE

Q I replaced the monitor for my PC and transferred a more powerful graphics card into it from another computer I'd upgraded. However, since doing so, the PC annoyingly keeps rebooting every couple of minutes. Why is it doing this? Hoping you can help?

Gail Rose



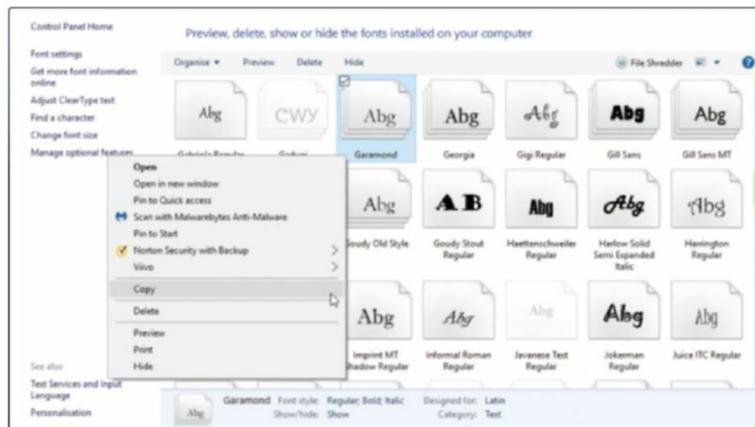
Cat's solution

We suspected that Gail may have swapped between NVIDIA and AMD graphics cards or vice versa without first uninstalling the old card. Sure enough, she revealed that the error message mentioned 'Catalyst Control Centre', a reference to the AMD driver software. Gail located and removed this from her PC and the error messages ceased.

Always uninstall your old graphics driver before shutting down and replacing the card – even if it's the same manufacturer. Windows will automatically detect the new card and install the correct drivers for it.

Windows WINDOWS UPGRADE GLITCHES ON MY PC

Q I recently upgraded my Pavilion dv6 laptop to Windows 10, but now the cordless Logitech V470 mouse I use has stopped working with it, despite attempts to remove and reinstall the software. I've also lost the Garamond font I was using with WordPerfect when the laptop was still running Windows 7. Can these be fixed?
John Ellinghouse



Nick P's solution

Sadly, a trip to Logitech's website reveals the V470 mouse hasn't been passed as Windows 10 compatible, even though it works with Windows 8. It might be worth

TRANSFER FONTS
Fonts should
be copied to
the target PC's
Fonts folder

Quickfire questions

I've borrowed a Seagate Innov8 drive from a friend, but discovered it only has a **USB-C** port and cable. How can I connect this to my PC?

Joe Grey

Buy a PCI-Express USB 3.1 card like the Dodocool DC22. This has a USB-C and regular USB port, both offering USB 3.1 transfer speeds up to 10GB/s, twice the speed of USB 3.0.

I want to send large files through Thunderbird, but Filelink only supports Box. What about other service providers?

Steph Palmer

Check the Thunderbird add-ins site for other Filelink providers, including Dropbox and ownCloud. Otherwise, investigate ways of creating a shareable link – either through File Explorer or in your web browser – and paste that into your mail.

Is there a way of having more control over my monitor's power-saving functions?

Wade Morris

If Windows' own Power Options tool doesn't cut it, download Monitor Power Saver from mpowersaver.in, which gives you access to extra energy saving functions.

which has to be present to receive the code, either via text or using a trusted app like Google Authenticator. It means hackers can't get in even if they get your password.

Software

REMOVE DUPLICATES

Q How can I get rid of multiple copies of photos and music? I've used Picasa for photos, but before that, I used other managers. I've tried iTunes and Google Music for my music, so that's complicated too. I've also migrated data from several PCs and Macs. Is there a reliable solution to get it down to one copy on my PC and one in the cloud?

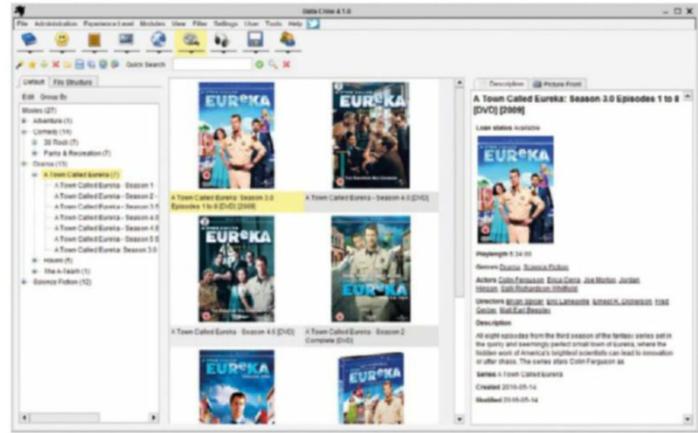
Cliff Wiebe



Matt's solution

So long as the duplicates are all still very similar – in other words, you haven't converted between formats or made major edits – then you've every chance of consolidating your files. First you need to work out where all your duplicates reside – if they're inside a single parent folder then things will be easier, but a free tool, such as dupeGuru (www.hardcoded.net/dupuguru) will help, even if they're scattered across multiple drives and folders. dupeGuru comes in three flavours, so use the specialised music and picture tools.

Select the folders you wish to scan for duplicates, then wait for dupeGuru to match by various criteria (including content, size and dimensions). Each match is given a rating between 1-100, then just click the 'Detail' button before selecting a duplicate to compare it to the original before sending it to the Recycle Bin or moving it elsewhere.



CATALOGUE HEAVEN Data
Crow can put your DVDs, CDs and books in order

Once done, consolidate your remaining copies within Music and Pictures folders inside your cloud storage folder of choice, then point your music and image-editing tools to these locations going forward.

Windows A QUICK WINDOWS UPDATE QUERY

Q When Windows Update schedules a reboot, what happens when it reaches that point? I know it logs me out and reboots, but does it return to where I left off? And will it update my PC if the computer happens to be asleep when that scheduled point is reached?

Stu Robertson



Cat's solution

No, when Windows logs out, reboots and updates, it'll return you to the login screen. When you next log in, any programs you had running will have been shut down, so it's just like loading Windows from scratch. Another thing to beware is if you had any open documents they'll have been closed and unsaved changes lost. If

SPEED UP A SLUGGISH CONNECTION

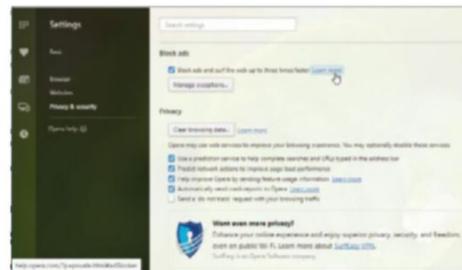
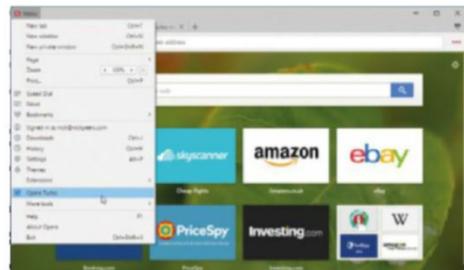
Q I live in a rural area and, since OnSpeed stopped its service, I have discovered just how poor my browsing speeds are. Is there an alternative way to boost my connection?

Ian Parker



Nick O's solution

There is, and it won't cost you a penny. Opera (www.opera.com) has a couple of built-in tools you can use to ensure your browsing is as fast and efficient as possible. Here's what you need to do.



1 Switch on Opera Turbo

Click the 'Menu' button and select 'Opera Turbo' – this setting ensures any web pages you request are first sent to Opera's own servers where they're compressed. These smaller pages are then sent to your PC where they load quicker.

2 Block ads

Opera also features ad-blocking technology to speed up page loading by leaving out potentially bandwidth-sapping adverts. You should be prompted to switch it on, or you can do so via 'Menu > Settings > Privacy and Security'.



Do you have a PC problem? Get in touch...

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NO INTERNET
Missing network protocols can indicate a number of things

your PC is asleep when the scheduled moment arrives, then Windows will wake it to perform the update in the same way – again, don't put it to sleep without saving or closing documents first.

Software

A QUICK CATALOGUING PROGRAM QUERY

Q Do you know of a free program that's suitable for cataloguing and printing my DVD and CD collections?

Jim Duncan

Nick P's solution

Take a look at Data Crow (datacrow.net) – this is a

free and open-source tool that provides you with all the tools you need to build both DVD and CD collections via its Movie and Music Album nodes. It requires Java, and be sure to right-click the installer and choose 'Run as Administrator' after downloading to ensure it's able to install itself to your Program Files directory. The program takes a little bit of getting used to – the quickest way to use it is to enlist the help of built-in online services such as Amazon and IMDB. Simply enter search terms, then add any or all of the matching items (it's easy to build up entire TV series for example). Changes are saved automatically as you make them. You can analyse and organise your collection a number of ways, plus generate reports in a number of formats you can then print out.

Internet

KEEP LOSING CONNECTION

Q I recently moved over to Windows 10 via a new Asus PC, but frequently keep encountering the following error

message: 'Hmm we can't read this page,' whenever I try to open a web page in Edge. If I reboot, the problem goes away, but only temporarily, and it appears to affect my entire connection, including other web browsers and Edge. Would you be able to help?

Geoff Laughton

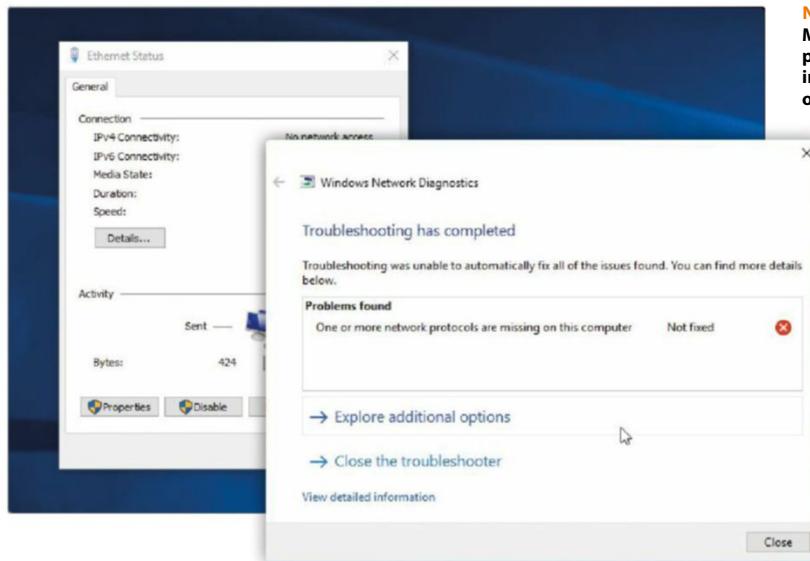


Graham's solution

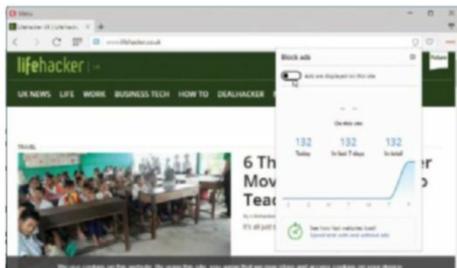
Geoff had run the Network Connection Troubleshooter, which gave him the message, 'One or more network protocols are missing on this computer'.

Ironically, during the troubleshooting process, we experienced the same error – in our case, our network connection failed completely after a Windows

Update, but in our case it appears the update had wiped our static IP settings, which we had to put back in manually. This clearly wasn't Geoff's problem – we asked him to check the Reliability Monitor, which showed no related issues, and neither did a HijackThis! log suggest any foul play. He ran a sfc /scannow check, which found no issues, so we pointed him towards the Complete Internet Repair tool at rizonsoft.com/download/complete-internet-repair. Geoff duly ran the portable tool and discovered that ticking 'Renew Internet Connections' and clicking the '>' button fixed the problem – temporarily at least. It saves him having to reboot, and we're continuing to consult with him to find a permanent solution. ■



"As long as your duplicates are very similar then you've every chance of consolidating your files"



3 Benchmark pages

Many content-driven sites depend on the income from ads to survive. After visiting a site, click the blue shield icon in the Address Bar to review how many ads are blocked – click the 'Speed Test' link to see how much time is saved.

Jargon buster!

► Two-factor authentication

Technology that requires a user to verify their identity using two different components – typically a password and mobile device.

► USB-C

A new standard for connecting devices together that requires special connectors and cables. USB-C can also be used to connect to other interfaces, including power and HDMI through the right cable.

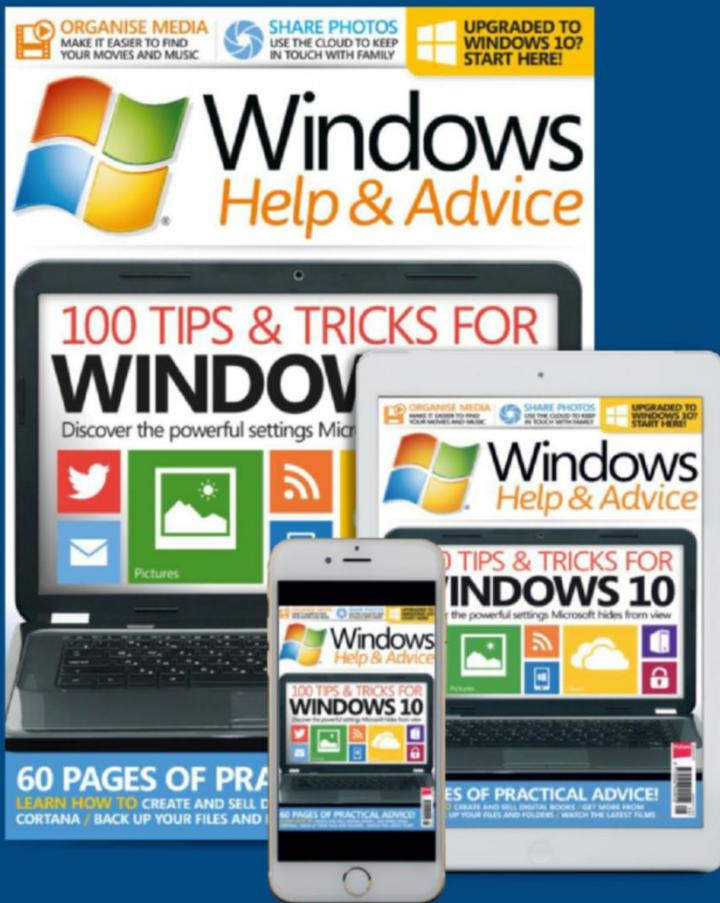
4 Whitelist site

If the site loads quickly even with ads, we recommend you whitelist it – this means ads will only load on that site in future. It ensures the site receives much-needed revenue, while penalising those sites that are plagued with adverts.

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Welcome to... Windows 10

► WINDOWS 10 TIPS ► FEATURES EXPLAINED ► NEW TIPS AND TRICKS

Welcome



In each issue of *Windows Help & Advice* we show you how to get to grips with

Windows 10, and master the basics. This month we look at how to customise the Start menu and how to be more productive in Windows 10 by using all the desktop features.

The Start menu is a new feature of Windows 10 and brings back an old favourite from Windows 7 that was dropped in Windows 8. Thankfully, Microsoft has made it customisable, so you can make Windows work the way you want it to. Follow our tips here for a perfect PC.

Matt Hanson
Associate Editor

www.facebook.com/windowsmag

Featuring...

82 Customise the Start menu

84 Be more productive in Windows 10

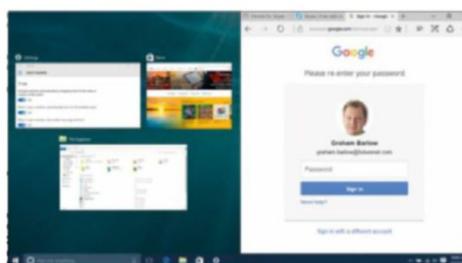
**TURN TO
PAGE 16
FOR MORE
WINDOWS 10
HELP!**



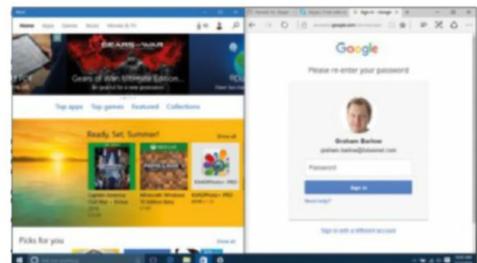
Windows 10 tip of the month Use Snap View

Clear up a messy workspace

Working on multiple windows can be tiresome if you always need to swap between them. But multi-tasking is easier with a Windows feature called Snap View, which allows you to see up to four windows at the same time on screen. To snap windows into place, click and hold the top of a window with the left mouse button and drag a window to an area of the screen; either to one side or in a corner.



SNAP Click the titlebar of a window and swipe it to the right of the screen. Available apps appear on the left



CHOOSE APP Click on one of the other apps suggested and it will fill the left-hand side of the screen



Windows 10 basics

Customise your new Windows 10 Start Menu

The Start menu is easy to customise in Windows 10, allowing you to put exactly what you need for work and play right at your fingertips

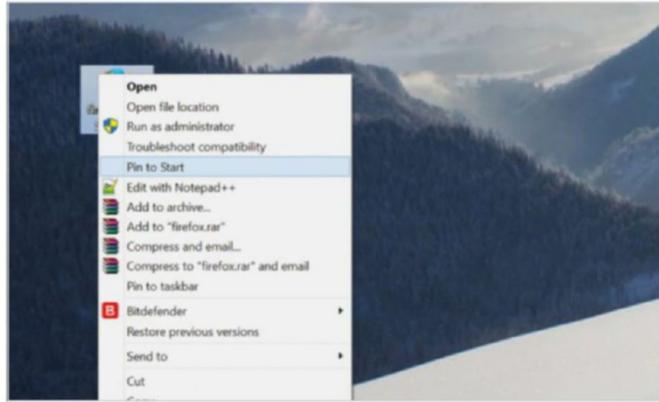
TIME TAKEN
10 minutes

W

ith Windows 10 you get a new-look desktop that combines the best bits of Windows 7 and Windows 8, so you'll feel right at home.

Because it's so familiar you'll be up and running with your new operating system in next to no time. Of course, there's plenty that's different, but Windows 10 is designed to make your computing life easier and even more streamlined than ever before.

In this tutorial, we start the journey by looking at the new Start menu, and see what has changed and what you'll find familiar from previous versions of Windows. Let's get Started!

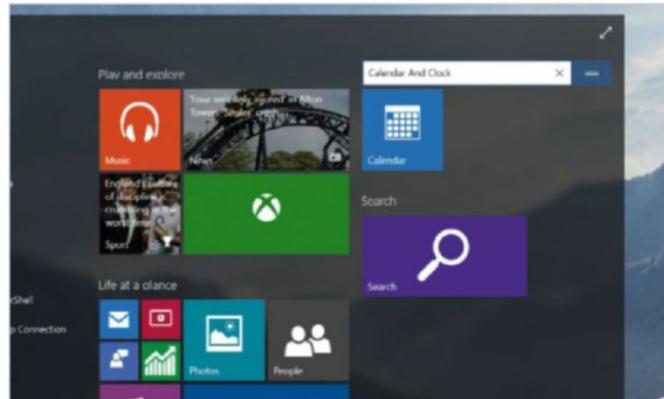
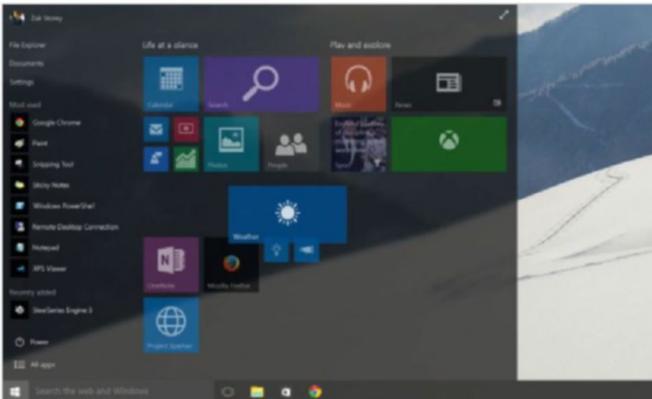


1 Pin an app to the Start Menu

We'll begin by adding programs to the new Start menu. If you're familiar with how to do this in Windows 7, it follows exactly the same routine here. Find the app you wish to add, right-click it and select 'Pin to Start'.

2 On the tiles

We now have the app's icon pinned to the Start menu as a tile. You can customise your Start menu by resizing and moving the tiles around. Right-click one to bring up a drop-down menu. Here you can switch live tiles off or on, resize them and more.



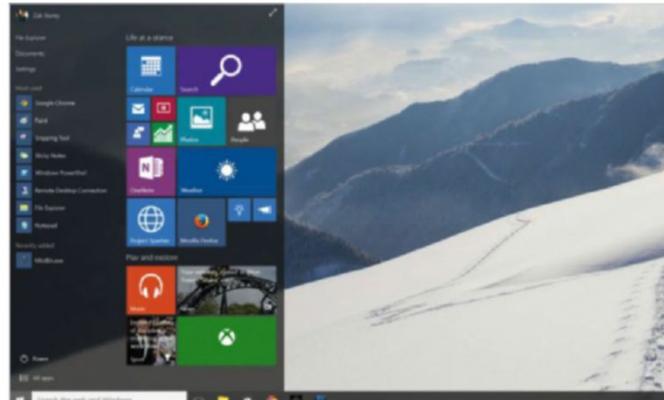
3 Resizing pinned apps

Here we'll resize a tile to make it smaller. Apps downloaded from the Windows Store offer more resizing options, while other programs only have the option to go from medium to small. You can drag the tiles into the order that suits you best.



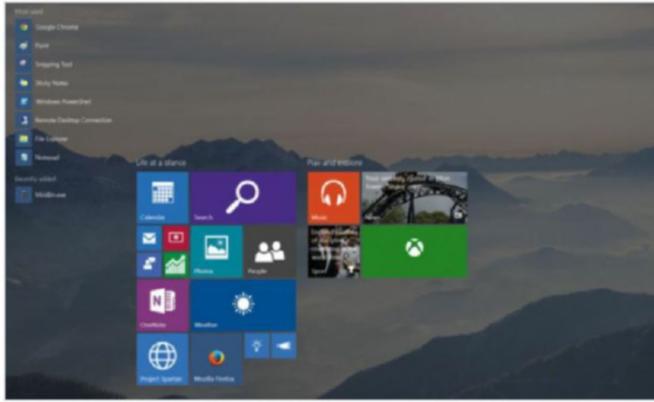
4 Group and title

You can also arrange tiles into groups. The groups can be renamed into categories, for example. To do this, move your cursor just above each column group and left-click once, you can now type in a name for the group.



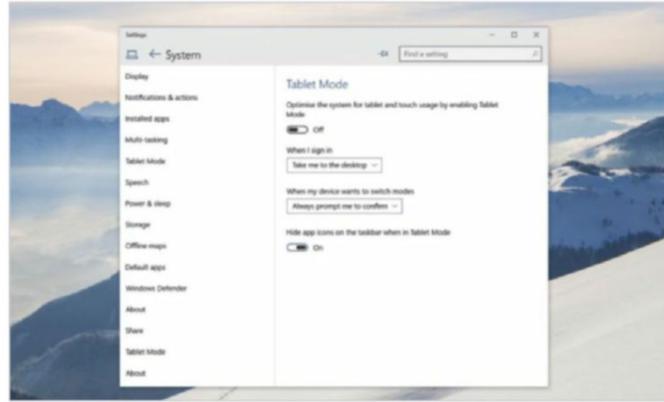
5 All Apps

With Windows 10 Start Menu comes a slight change in the way you access programs (which is similar to Windows 7) – the All Apps tab at the bottom of the Start Menu brings up a list of everything installed on your computer for quick access.



6 Resize the entire menu

If you feel the Start menu is still a little too big, you can resize the entire thing. As you would with a window, move the mouse to the edge of the Start menu and left-click. Now hold to drag and resize the Start Menu to the size you want.



7 Make the Start menu full screen

If you liked the way Windows 8 had a full-screen Start menu then you can get it back by clicking on Start button, then 'Settings' and then 'Personalise'. Next, click on 'Start' then turn on 'Use Start full screen'.

8 Enabling Tablet Mode

If you have a 2-in-1 tablet, the more desktop-like interface may not be right for you. If you want to change back to a style more akin to Windows 8, click 'Settings' from the Start menu, then go to 'System' and switch on 'Tablet Mode'.



Learn how to...

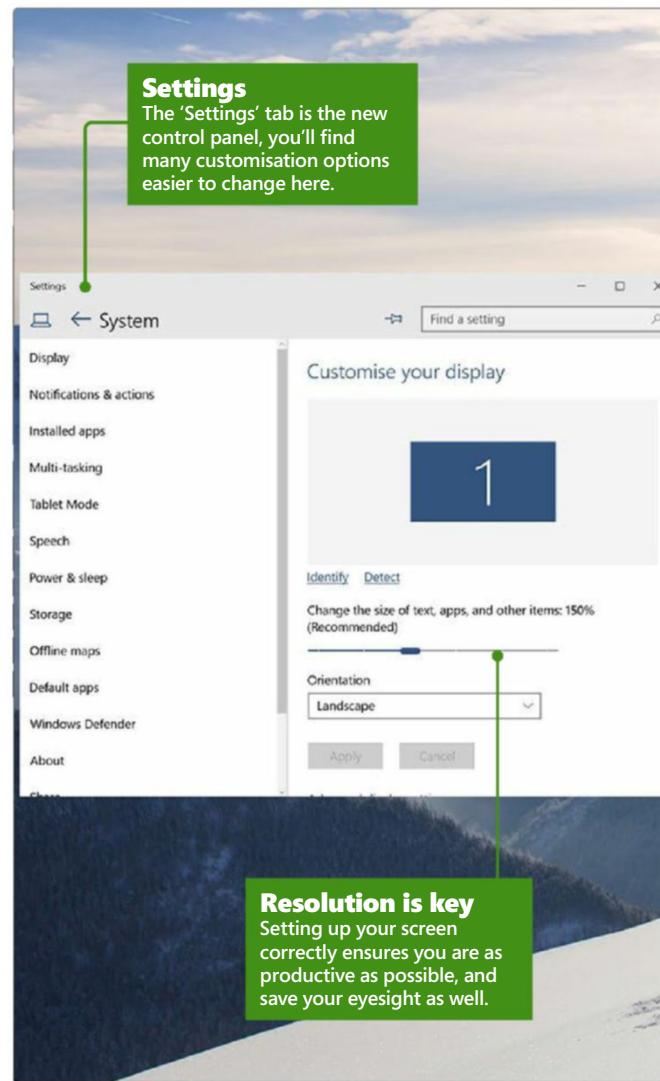
Be productive in Windows 10

With so many new features it's important not to miss what's on offer

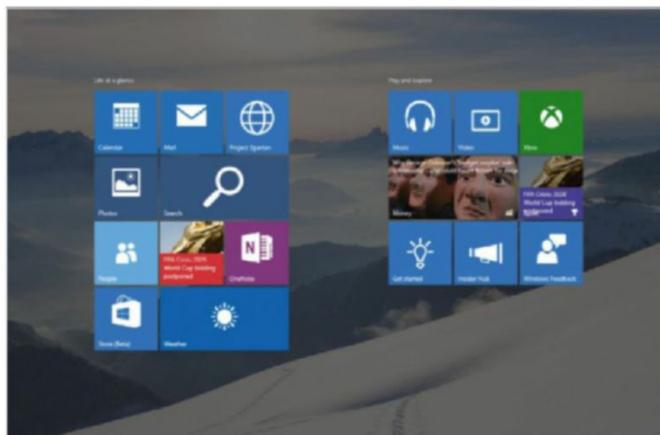
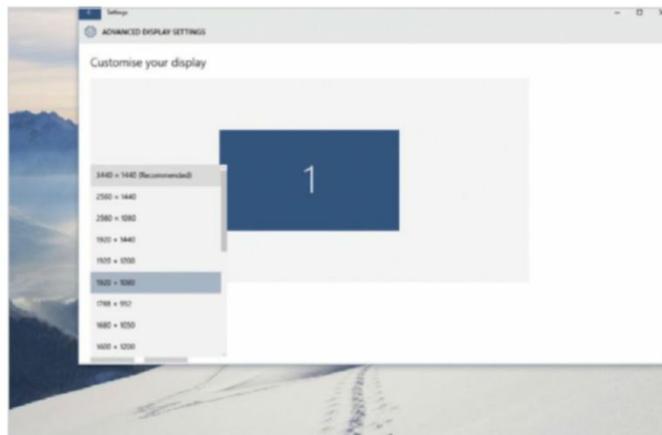
TIME TAKEN
1 hour

When it comes to productivity Windows 10 has plenty to offer. Whether it's aero snapping your apps to corners or asking Cortana to help you out. The best approach is to dive right in and personalise your operating system, desktop and programs for the tasks you perform the most.

For instance, if Cortana isn't your thing, or you prefer not to search on the desktop through Bing then you can remove that part from the taskbar at the bottom of the page. Doing this will give you more screen space, as well as a tidier desktop and leave you with more space to pin programs to. But, these are just a few ways to improve your Windows experience, read on to learn more.



Get busy with Windows 10

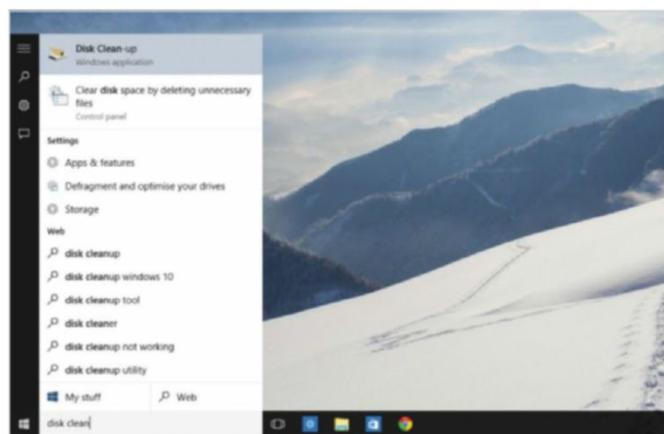
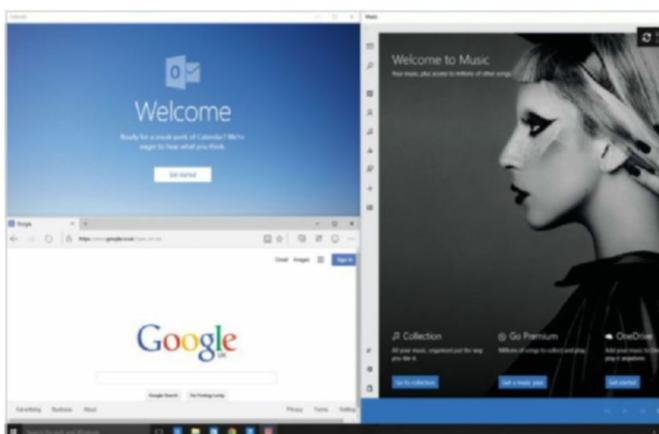
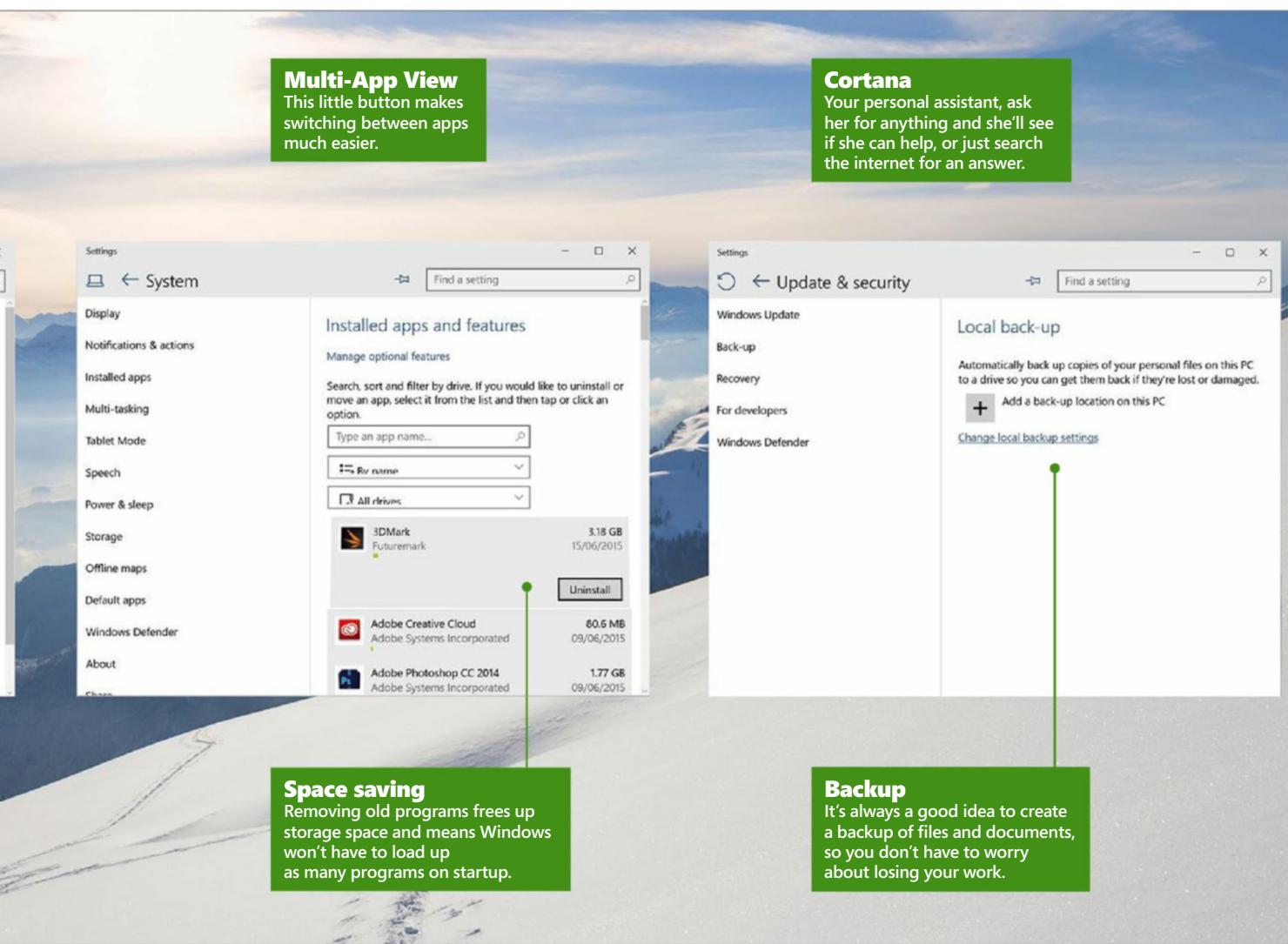


1 Set up your screen resolution

To help increase your productivity make sure your screen is running at maximum resolution. You'll find text and images are much clearer and easier to see. Right click an empty area of your desktop and select 'Display Settings'. You can now select 'Advanced Display Settings' in the right-hand window. Here you'll find the Resolution drop-down menu – select the highest option.

2 Tablet mode for 2-in-1 laptops

Open the Start menu and select 'Settings'. Here you'll find some tools you can configure to make your life easier. Enabling 'Tablet Mode' will make Windows 10 act more like Windows 8 – your apps will be fully sized and your Start Menu will expand to the entire screen. Ideal for 2-in-1 laptops and touchscreen all-in-ones.



3 Aero Snap in Windows 10

Snapping programs to the sides of the screen was a feature introduced in Windows 7. In Windows 10 you can now snap apps to each corner, as well as to the sides, by left-clicking and dragging the top bar into a corner. You will also see a visual representation of how much screen space the app will take up. This also makes it easier to multitask with two documents.

4 Uninstall programs

Uninstalling old and unused programs can be useful for freeing up storage space on your PC. You'll also notice your start-up times become speedier if you declutter. To do this, click 'Settings' in the Start Menu, select 'System' then on the left tab select 'Installed Apps'. Here you can remove apps by left-clicking them and selecting 'Uninstall'. ■

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Upgrade

► NEW HARDWARE ► ESSENTIAL ACCESSORIES ► LATEST GADGETS

Welcome

If you're looking for a new Windows 10 laptop then we've got two tempting mobile PCs on hand this month. First of all there's the Samsung Notebook 9, which combines good looks with a nifty price tag. If you're looking for more of a workhorse then you might like to consider the Toshiba Portégé Z30 on page 90, which packs in a surprising amount of features.

Also this month we take a look at the brand new Razer Turret, which is the first lapboard we've encountered. Gaming from your sofa has never been easier!

Nick Odantzis deputy editor
windowsmagazine@futurenet.com

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The Upgrade section is your key to finding out about the latest products, all designed to help you get more from your PC

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Our expert reviewers guarantee to test every piece of hardware rigorously and thoroughly, using only acknowledged experts to establish the worth of a product. We always review from the viewpoint of our readers; the day-to-day practicality and quality of a product is paramount.

RATING EXPLAINED Superb Very good Good Disappointing Poor

This issue's highlights



88 Samsung Notebook 9

A stellar entry-level notebook for a very nice price. We're impressed!



90 Toshiba Portégé Z30

We lift the lid on the latest laptop designed for the office worker



92 Razer Turret

Liberate your PC gaming by retreating to the couch with this wireless lapboard



94 Amazon Kindle Oasis

It's the latest incarnation of the famous Amazon Kindle, but can it do enough?

96 Mini test Fitness bands



Samsung Notebook 9

£649 | \$949 www.samsung.com

One stellar entry-level Ultrabook

Samsung has been a sleeping giant in the notebook world. Sure, it has had a couple of standout Chromebooks and premium Windows laptops, but only recently has it found its groove with a more affordable Surface competitor, the Galaxy TabPro S.

However, it looks like the Notebook 9 seems poised for another big win for the company in the Ultrabook space. Weighing less than most tablets, this 13-inch laptop also offers a decent chunk of storage, Full HD screen and Intel Core i5 processor power.

Design

If you've seen a Samsung laptop recently, the Notebook 9 will look familiar. If you've owned a Notebook Series 9 before, you will notice this 13-inch Ultrabook apes the design Samsung introduced in 2012 with the Series 9 notebook.

With both machines sharing the same name, this is arguably part

homage and part 'if it ain't broke...'. Even some notebooks like the HP Spectre 13 and Lenovo Yoga 900S are only just now becoming very thin. Samsung did it first.

Like other Samsung products, the Notebook 9 is all about curves. Eschewing hard edges, you'll find a slightly rounded lid and a rolling slope that extends from hinge to the depressed keyboard deck, before rising again to meet the slightly raised palmrest.

The only hard right angles on this laptop are found on its edges, which form a defined spine that wraps around the periphery. But even then, this sharp angle gives way to a sloped underside, making it seem as if the Notebook 9 is thinner than it actually is.

Not that this notebook needs any nip-tuck trickery. Measuring in at 34.6 x 23.7 x 1.45cm, it's as thin as they come. It's also light, weighing a scant 0.84kg. The featherweight chassis can be attributed to its

magnesium and aluminum build. However, most magnesium-spun notebooks can feel a bit plasticky, but Samsung has countered this by sprinkling enough aluminum into the mix to make the Notebook 9 feel solid and rigid.

The only flimsy area is the squishy lid, which depresses easily due to a noticeable air gap between the screen lid and the display itself.

Thin but practical

Some laptops will sacrifice ports in the name of ultrathin and featherweight builds, but Samsung has made clever use of space to retain full-sized ports. You'll find a USB 3.0 port where the Notebook 9's svelte form thickens to a more curvaceous chunk.

What's more, the Notebook 9 features a SD card reader, which is a rarity for devices this thin. Most rivals support microSD as a disappointing alternative or, worse,



KEY FEATURES

Samsung Notebook 9

Processor 2.3GHz Intel Core i5-6200U (dual-core, 3MB cache, up to 2.8GHz with Turbo Boost)

Storage 256GB m.2 SSD

RAM 8GB DDR3 1866

Graphics Intel HD Graphics 520

Ports 2 x USB 3.0, mini HDMI, mini VGA, mini DisplayPort, SD card reader, headset jack

Connectivity 802.11ac Wi-Fi, Bluetooth 4.1

Weight 1.85lbs

Size 13.64 x 9.33 x 0.57in

Screen size 13.3-inch, FHD (1,920 x 1,080) LED anti-reflective display

Camera 720p HD webcam

omit the card reader entirely. On this machine, a small flip-up flap conceals the SD card reader, while helping to maintain the Notebook 9's slender form. It's a smart inclusion when other notebooks have simply compromised their own aesthetics to make room for interfaces.

Unfortunately, Samsung couldn't find the room to add full-sized versions of everything. HDMI, VGA and DisplayPort are all available on this 13-inch laptop, but you'll have to purchase a new set of cables to work with the micro-sized connectors.

"Samsung has made clever use of space to retain full-sized ports with this machine"

On top of a full-sized USB 3.0, the Notebook 9 features a spacious keyboard replete with a massive glass trackpad. Unfortunately, travel feels a little on the short side, but you get a nice, crisp click when you bottom out the keys.

The keyboard also features a teal-green backlight, and the display tilts back to a satisfyingly full 180-degrees, so you shouldn't have any problems finding a comfortable typing angle.

Just below the vibrantly coloured keyboard, you'll be treated to a large trackpad that spans across a decent chunk of the keyboard deck.

Aside from the roominess, you'll love the touchpad simply because of how smooth it is.

Performance

With an Intel Core i5 processor on tap, the Samsung Notebook 9 is a solid performer and handles multi-tasking like a champ. Although this laptop only comes equipped with integrated graphics, it was easily able to cope with some lighter weight games.

The Notebook 9 has been advertised with battery life lasting up to 10 hours – however, for us, it only managed half as long. Five

hours of run time is disappointing, considering Samsung is angling this machine as an Ultrabook, a class of notebooks known for their all-day battery life.

However, considering how thin and light this thing is, the short run-time is a little easier to swallow. Thankfully, the Notebook 9 is pretty quick to recharge, taking only two hours to fully juice up the battery from empty.

While battery life isn't that impressive, the display, on the other hand, is stunning. The Full HD screen is sharp for its 13.3-inch size and it produces incredibly vibrant

colours and distinct levels of contrast, which are a joy.

Elsewhere, the speakers are decent in their own right. Despite being placed on the underside of the laptop (and at the thinnest edge, too), they produce clear and loud audio. Unless you're pressing the front edge of the machine directly into your lap, you'll still be able to clearly hear your tunes streaming out of the small tweeters.

Final verdict

At the end of the day, the Samsung Notebook 9 is a solid machine and is slightly more affordable than most Ultrabooks. Beyond that, it's a standout rig that's lighter and thinner than most, while offering a gorgeous screen that can't be ignored. The Notebook 9's lower price also makes it more approachable than premium machines, such as the Dell XPS 13 or HP Spectre 13. ■

This Ultrabook will wow you with its frame and screen, but the short battery life is cause for concern.

 Windows Help & Advice
Verdict





Toshiba Portégé Z30

£1,260 | \$1,470 www.toshiba.com

Everything business users want, and little else

The Z30 has a rather utilitarian appearance better suited to being wedged under a wobbly chair, instead of delivering email or aiding in presentations. But appearances, it's often said, can be deceiving.

Embedded in this gray slab is everything a business user might need – Ethernet and RGB ports, fingerprint scanner, backlit keyboard, two mouse options (trackpad and pointing stick), three different ways to mouse click, a docking connector and, for good measure, a pipe for the kitchen sink. We're kidding – but we wouldn't be surprised if a later iteration of the Z30 came with such a feature...

Toshiba fits all of this into a slim and light Ultrabook frame. The downside, of course, is Toshiba engineers had to fit all this into a slim and light Ultrabook frame...

The result is a cramped keyboard. And then the screen washes out at

every angle, except when looking at it straight on. And the speakers are more akin to an 80s portable radio than a 21st-century sound bar. As we said, the Toshiba Portégé Z30 is decidedly utilitarian.

Design

The Portégé Z30's 'Cosmo Silver' exterior features the typical Toshiba flair – a subtle etching made to mimic woodgrain. But this aesthetic fits better on Toshiba's black devices than its silver ones. Its keys and bezel are black, which gives the interior a two-tone appearance. It's neither unattractive or striking. The Cosmo Silver paint job is also too dark to effectively contrast against the black keys. Like its exterior, the Z30's interior reinforces the 'no flash, just business' theme.

However, the machine at least ticks all the compulsory Ultrabook boxes. The device has a thin, clean profile and is very well-balanced.

No matter the surface on which it lies – table, tray, or lap – the Z30 never tips or wobbles. It even sits flat when you have the screen leaning all the way back.

Most importantly, the Z30 is light. It's a svelte 2.65 pounds. Slight-framed Ultrabooks sometimes suffer from flimsiness, but not the Portégé Z30. Its feels sturdy and well-constructed. The one bendable component, the screen, is a purposeful design choice to help prevent cracking.

The Z30 is also spill-and-drop resistant, as expected. Toshiba prioritises build quality in their devices (though this is often to the detriment of other aspects, such as aesthetics and power).

The Z30 achieves this durability without adding weight-and-profile-killing plastic fairing. And, it's a design element that really shouldn't be overlooked. After all, business users need a device that will survive the rigours of travel.



KEY FEATURES

Toshiba Portégé Z30

Processor 2.6 GHz Intel Core i7-6600U (dual-core, 4MB cache, up to 3.4GHz with Turbo Boost)

Storage 256GB SSD

RAM 8 GB DDR3L 1600 MHz

Graphics Intel HD Graphics 520

Ports 3 x USB 3.0 ports (1 with USB sleep and charge), memory card reader, HDMI output port, RGB port, Ethernet port, microphone/headphone combo jack, docking connector

Connectivity Intel dual-band wireless-AC 8260 plus Bluetooth

Weight 2.65 pounds

Size 12.44 x 8.94 x 0.55 (W x D x H)

Screen size 13.3-inch, 1,366 x 768 widescreen HD TFT LED backlit display

Camera Full HD webcam with dual microphones

The base of the Portégé Z30 is as busy as its business users. In addition to a backlit keyboard and touchpad, there's a pointing stick (AccuPoint, as Toshiba calls it). Both pointing devices come with delineated left and right mouse buttons. In the final tally, the Z30 gives you two ways to mouse around and three ways to click (if you include tapping on the trackpad itself).

There's also an enterprise-standard fingerprint scanner, and an array of indicator lights, each for

forget this. The backlight is a pleasant soft-white, which provides plenty of illumination without being too garish when working in the dark.

The mechanics of the chiclet-style keyboard provides a pleasant typing experience as well. Each letter key is relatively oversized, and they provide sufficiently springy feedback with excellent travel.

The keyboard does have two minor downsides. Like many of its laptop compatriots, the keys towards the edges (the function

"No matter the surface on which it lies – table, tray, or lap – the Z30 never tips or wobbles"

plug/battery status, power on/off, and hard-drive usage.

It seems Toshiba went with the age-old chef's strategy – throw everything into the pot and nobody will complain.

This gumbo approach is not visually appealing, but neither is it uncomfortable. All these inputs somehow stay out of each other's way. The end result is a net benefit for users. If you've previously used older ThinkPads, you'll appreciate the tactility of the pointing stick and buttons. Meanwhile, the rest of us will keep using the trackpad.

It means business

Backlit keyboards are compulsory for business laptops and the chock-full-of-features Z30 doesn't

and number keys) feel spongy. And the oversized letter keys occupy so much real estate that integral keys (such as Enter, Shift and Caps Lock) feel a bit cramped.

The Z30's trackpad has a few downsides as well. Namely its multi-touch responsiveness, which is mediocre at best. While the trackpad gestures and functions are very customisable, they are a little too responsive. All too often, swipes to scroll are interpreted as zoom or right click.

On the positive side, the trackpad's slightly off-centre placement keeps it out of the way when typing. The mouse buttons are delineated within the trackpad by two finger-perceptible hashes. The physical mouse buttons sit

right above the trackpad, where they are easily accessed when using the trackpoint. Also, the Z30 is one of the few ultrabooks prepared to interface directly with those not-quite-obsolete hardware, such as projectors and hardwired Internet connections.

In fact, it's this machine's ports, weight and inputs that are home runs (or at least stand-up doubles), but its screen is a big whiff. Its 1,366 x 768 resolution is a downgrade from all other comparable laptops.

Its price ultimately makes it niche. Those who travel often for business will gush at its ports and fingerprint scanner, but the average user will have trouble forkling out for an ultrabook with a lacklustre non-touch, unconvertible screen.

Final verdict

Laptops with a high price need to do something special. And in today's market, a laptop with 'a lot of ports and inputs' may be different, but it's not special.

Until its price comes down, this old-at-heart laptop will only satisfy business travellers who have very particular security, durability and client needs – or an extreme case of nostalgia. ■

The average user will not find the ports or backlit keyboard enough to justify its price.

 Windows Help & Advice
Verdict





Razer Turret

£149 | \$159 www.razerzone.com

A liberating wireless lapboard for PC gaming on the couch

Between Steam Machines, small PCs, Steam Link and all the other streaming boxes out there, there are plenty of ways to game from your couch. But to truly game like the rest of the PC master-race you need a keyboard and mouse, and Razer thinks its has the perfect wireless solution.

Unlike other lapboards (Roccat's Sova and Corsair's Lapdog come to mind), the Turret is completely wireless and a much thinner device, too. It's little more than a longboard you rest on your lap while gaming on the couch. It's a cleaner and simpler set-up than we've seen elsewhere, though the Turret still leaves us longing for more features.

Design

While other lapboards look more like futuristic, oversized bed-trays, Razer has taken a much more minimal approach with the Turret. It's easily one of the thinnest keyboards the company has

created and it stands in stark contrast to the thick, wedge-shaped living-room peripherals that have come before it.

As a result, the Turret has more in common with a laptop keyboard, right down to the chiclet keys. The keys are tactile enough for gaming and comfortably navigating around Windows 10. However, you probably don't want to type out a 50-page dissertation on this peripheral all while staring at your TV for hours.

The shallow keys may not please all, especially gamers who swear by mechanical boards. You can also forget about dedicated macro keys, media controls beyond programmed shortcuts and even a backlight for the keyboard. The last omission seems uncharacteristic, given everything Razer has released in the last year lights up with an assortment of colours including its super-thin Blade Stealth Ultrabook.

On the plus side, the Turret's thin and lightweight build makes it portable rather than anchoring you to the couch like other bigger, wired solutions. We can easily toss our whole peripheral set-up aside in case we need to get up to answer the front door (or get more snacks from the kitchen).

Aside from being extra thin, unlike other lapboards, the Turret isn't built as one solid piece of plastic. Instead, you can fold away the mousepad, which makes it small enough to slip into a laptop bag while also revealing a set of metal contacts that correspond with its charging cradle.

Though this arrangement might sound flimsy, the peripheral feels sturdy when you have it open and ready for action. The thick rubber underside of the Turret also helps you keep it firmly on your lap.

Unfortunately, we can't say the same about keeping the mouse firmly planted on the mousepad.



With only a thin coating of soft-touch paint and magnets to keep the included mouse in place, it slips off regularly at angles greater than 20 degrees.

The mouse itself is also nearly as small as something you would travel with. The bantam frame demands tiny hands or an aggressive claw grip to even move the cursor around. Personally, we had no problems using the mini-mouse, but those with larger hands might find it infuriating.

"It's a cleaner and simpler set-up than we've seen elsewhere, although we still want for more"

One simple solution would be to substitute the Turret's included mouse with something more substantial. Unfortunately, that's impossible as the magnetic pad ends up interfering with the optical and laser-based sensor on other peripherals. So, you're pretty much left to using the Turret's micro-sized mouse.

Wireless transmission

Of course, the ultimate deciding factor on whether Razer's wireless lapboard works is whether it introduces latency, and we're glad

to say it doesn't. Whether we were connected directly to a gaming laptop parked on our coffee table or a Steam Link streaming our desktop PC, aiming and character movement felt instantaneous. Aside from our terrible driving, the Turret even did a stellar job as we tried to tackle a hill climb in Dirt Rally.

The 2.4GHz wireless connection (and an alternative Bluetooth mode) is fairly strong so long as you're not more than six feet away

from the wireless dongle. It also helps if the USB 3.0 port you have the dongle plugged into is pointing towards you. And in case you can't line up direct line of sight between your PC or streaming machine, an extension cable is included in the package.

You won't have to charge it often either, as Razer claims the keyboard has a four-month battery life, while the mouse can run for 40 hours on a single charge, but it's easy to keep the peripherals topped off by dropping them into the charging dock

KEY FEATURES

Razer Turret

Lapboard

- Anti-ghosting capability for up to 10 simultaneous key presses
- Chiclet-styled keycaps
- Dedicated Android buttons
- Battery life of up to 4 months (life expectancy depends upon usage)
- Battery type Li-Po (1500 mAh)

Mouse

- 3500 DPI sensor
- 40 hours battery life for continuous use (life expectancy depends upon usage)
- Battery type Li-Po (1000 mAh)

Package contents

- Razer Turret mouse and lapboard
- Wireless 2.4GHz adaptor
- Charging dock
- Wall adapter
- Important product information guide

Final verdict

In many ways the Razer Turret is an appealing lapboard thanks to its thinner, lighter and completely wireless design. And rather than having to deal with the usual mess of tangled wires or an oversized peripheral tray, it actually blends in well with your entertainment system. It's certainly an attractive addition that neatly folds and tides away and plugs into a convenient charging dock – and it works reliably, too.

However, as attractive as it is, the Razer Turret won't work for all levels of gamers. If the lack of mechanical keys and a petite mouse are potential turn offs for you, it might be worth looking into a more accommodating alternative to better suit your needs. ■

The Razer is a lightweight and wireless alternative to other bulky lapboards.

 Windows Help & Advice Verdict





Amazon Kindle Oasis

£269.99 (3G £329.99) | \$289.99 (3G \$359.99) www.amazon.co.uk

Will Amazon rekindle your love for ereaders?

Whether you're an avid ereader fan looking to upgrade, or a traditional reader who's thinking of dipping their toes in the e-ink and can afford the best experience out there, the Kindle Oasis is aimed at you. But is it worth all that cash?

The design of the Oasis is radically different to that of the last few Kindles and is the next step toward Amazon's vision of an ereader. That is, the company eventually wants to create a device that acts like a sheet of paper, and the Oasis is certainly the closest it's got to this ambition becoming a reality. Even though the Oasis is thicker than a single sheet, it's the most comfortable ereader you can buy right now.

There are three key elements in the Oasis – the screen, the battery

and the processing unit. These are all contained in a metal case, which is covered with a plastic body.

Amazon has slimmed everything down to the smallest-possible form factor. One side of the Oasis is much thinner than the other. At its thinnest point it's 3.6mm, and while the other end is slightly thicker, it's still thinner than all the other Kindles.

On the front are two buttons to flick through pages; you can also tap the display. If you're left-handed, you're covered here too. You can just flip the device the other way round and the screen will follow suit. From there you can use your dominant hand for gripping and page flicking.

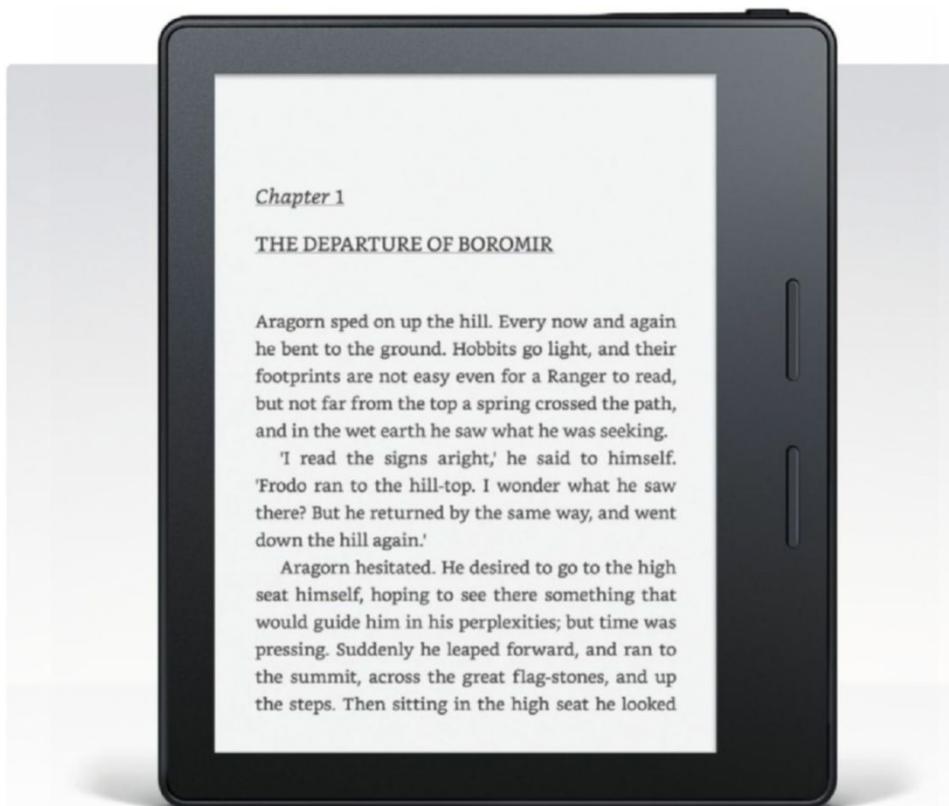
If you've already used a Kindle Paperwhite or a Kindle Voyage you'll be familiar with the 300ppi

screen. Clarity of text is fantastic, and there's no reason for Amazon to up the pixel count.

Anyway, the big focus here is on brightness, and this screen features 60% more LEDs than any other Kindle you can buy right now. The high brightness is useful in direct sunlight, and there are plenty of other options (as well as off), so there's a suitable level for any lighting condition.

What a performance

Performance is a hard thing to judge on an ereader, but the Oasis is the fastest ereader we've ever used. In fact the page-turning speed is almost instantaneous on the Oasis. Downloading books from the Kindle store also proved quick over both 3G and Wi-Fi, so you won't be slowed down there either.



KEY FEATURES

Amazon Kindle Oasis

Supplier	Amazon
Screen size	6"
Built-in light	Yes
Page turns	Touchscreen and physical buttons
Resolution	300 ppi
Connectivity	Wi-Fi or Wi-Fi + free 3G
Battery life	Battery lasts months on a single charge
Storage	Holds thousands of books
Dimensions	143 x 122 x 3.4-8.5mm
Weight (Wi-Fi option)	131/238g
(Wi-Fi + 3G option)	133/240g
	(Weight without cover / with cover)

The battery, however, is one of the more controversial features of the Oasis. You get two weeks' battery life from the device itself, but that has been pared down from almost a month's worth of juice on other Kindle devices in the pursuit of thinness. However, to make up for this, a leather charging case is included to give you an extra month's charge – when you have it connected the Oasis will have six weeks' battery life.

"Performance is a hard thing to judge on an ereader, but the Oasis is the fastest one we've ever used"

Amazon has continually refined the reading interface on its Kindles, and the experience on the Oasis is the best yet. While the interface is what you've come to expect from a Kindle, and feels familiar, it's still worth talking about.

Tapping on a book will add it to your download queue, and it will be on your Oasis in seconds – the exact speed will depend on how fast your internet connection is.

On the home page there's a 'Recommended for you' section, which offers suggestions based on what you've previously bought. Along the top bar of the home page are the back, settings, 'Goodreads' and store buttons, as well as search and 'more options' buttons.

Search enables you to look for any book in the Amazon store, but if you have any downloaded or purchased books that match the search criteria, these will appear in the list as well.

When it comes to the actual reading experience, the interface on the Oasis is simple. Tap the left side of the screen to go back and the right side to go forward, or use the separate buttons, and tap the top of the screen to bring up the options menu. When you've

opened the menu, adjusting the screen brightness when the lighting changes is a simple matter of three screen presses.

The dictionary feature has always been a highlight of the Kindle range, and it's no different with the Oasis. Tap and hold on a word and Amazon will bring up the dictionary definition.

Kindle Store

Getting books to read on your Oasis is straightforward. There are now more than four million titles on Amazon's Kindle store, including around one million Kindle exclusives. Some of these are newspapers and magazines, but Amazon still has the most comprehensive ebook range.

You can also sign up for the Kindle Unlimited platform, which enables you to read as many books as you want from a collection of more than a million titles, whenever you want.

Final verdict

Without a shadow of a doubt the Amazon Kindle Oasis is the best ereader you can buy right now. The new design is gorgeous, as is the new screen tech, and it offers everything we've come to expect from a Kindle product.

If you love to read ebooks and money is of no particular object to you, then there's no other choice on the market that will offer such a comfortable and enjoyable reading experience.

As mentioned, Amazon wants to bring the Kindle down to the thickness of paper. The Oasis is still some way off that target, but it certainly brings major advances in the form factor, and ebooks have never been such a joy to read. ■

This is the best (but most pricey) option when it comes to reading electronic books.

 Windows Help & Advice
Verdict



FITNESS BANDS

With so many beginner-friendly fitness bands around, how do you know which one to buy? We help you take your first steps...

Choosing a fitness band is highly personal, especially if it's your first. Your fitness goals are unique to you, so the fancy tracker your mate's showing off at the gym might not be suitable at this point in your journey. When overhauling your fitness, small changes snowball into big results, and each of the bands here will ease you into the world of activity tracking, encouraging you to set fitness goals – then smash them.

Although looks are important – and we touch on that area where appropriate – we've rated each band according to its brains, ease of use, app functionality and price. Whether you're buying a beginner-friendly band for yourself or for someone else, check these out before you spend...

1



2

1 Fitbit Alta

£100 fitbit.com/uk

Need motivation to move? Fitbit's 24/7 tracker will oblige. The Alta is obsessed with steps, and the display changes when you hit your daily goal. Five-day battery life is decent, and the Alta's SmartTrack feature is handy – when you start moving, it automatically starts tracking. The original strap blows, but the Alta has an interchangeable band design, so buy and swap in another. The display is also hit-and-miss – a double-tap should wake it up, but that wasn't always the case – and we had issues with readability of smartphone notifications in sunlight.



2 Garmin Vivofit 3

£89.95 buy.garmin.com/en-GB

This new fitness-and-sleep tracker has a soft spot for cycling, running and swimming, breaking data down into time, distance and either pace (cycling, running) or SWOLF (swimming). Press the Home button to scroll through steps count, distance and calories burned, or hold it down to activate the stopwatch. Water-resistant and with a year's battery life, there's not much to complain about here, except that tiny display and the fact that it doesn't always auto-sync with Garmin Connect. The app offers stats galore, plus the ability to create custom workouts and challenge other users.



3 Polar A360

£155 polar.com

A 3.5-star band with a bright, scrolling display, the A360 tracks activity through various exercises. Tap the 'My Day' icon to view steps count and calories burned, or the Heart Rate icon for on-demand readings. Inactivity alerts come in the form of a vibration, with alerts logged as shameful inactivity badges. The Training mode (with timer) was an ally during our workout, and being waterproof to 30 metres makes the band swim-friendly. Delivering smartphone notifications, and a lack of on-board GPS, are the A360's weak spots, but there's plenty for sporty beginners to chew on.





4 The Misfit Ray

£69 misfit.com

Water-resistant to 50m, and built to run for up to six months on a new battery, the Misfit Ray is the most subtle tracker on test. Packing a tri-axis accelerometer, a multi-coloured LED and a vibration motor, it tracks steps, calories, distance and sleep. It automatically recognises when you've been plugging away at one activity (such as walking) for an extended period, and (via the app) you can tag nine different activities, including yoga and football. There's no display on the aluminium body, so notifications, including wake-up alarm, are translated into vibrations.



5 Hi-Tec Trek Plus

£79.99 hi-tec.com

Another 3.5-star band, looks-wise this gadget isn't too dissimilar to the Alta – though, interestingly, the Trek Plus's icon-led display is more responsive. The big draw here is resting heart-rate monitoring, at which the Trek Plus is surprisingly accurate. It is also spot-on when it comes to steps tracking (a 3-axis accelerometer records motion) and sleep (activate the band's sleep-tracking mode via the app). We had a few issues syncing the Trek Plus with our iPhone, however, leading to delays in data capture and smartphone notifications pinging through.



6 Microsoft Band 2

£200 microsoft.com

The Band 2 is a real couch-to-5K-finishing-line affair, with optical heart-rate monitoring to boot. Stuffed with 11 sensors, including GPS and a barometer (for measuring elevation gains), the band will continuously track your activity and sleep. Data is fed into the Microsoft Health platform, giving you a constant picture of your evolving wellbeing. The curved AMOLED screen is bright and responsive, steps tracking is accurate, and the ability to schedule 'move now' reminders is thoughtful. Downers? It's pricey and not waterproof – but these are hardly deal-breakers.



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