

# Windows 10 User Manual

A Beginner to Expert Guide to Maximize the  
Windows 10. Take Control of Your PC.

**KENNETH I. EGBUNU**

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# Introduction

Windows 10 is one of the most versatile OS Microsoft has ever made, and it's an operating system like no other.

Instead of rolling out a completely overhauled OS every few years, Microsoft gives Windows 10 free yet very tangible updates semi-annually, the latest of which is the May 2020 Update. This approach allows the OS to consistently bring in new features and support with its semi-annual updates, allowing it to reach far beyond how traditional PCs work. And, it's worked out so well that Windows 10 has quickly taken Windows 7's mantle as Microsoft's most popular OS.

Of course, much like its predecessors, Windows 10 also comes with several different versions meant for different types of hardware and specific users, adding to its versatility. These versions include Windows 10 Pro that offers enterprise-grade security and tools and the more locked down and lightweight Windows 10 in S Mode. Also coming are Windows 10 Lite, which will compete with the ChromeOS and the best Chromebooks, and Windows 10X, which is designed for dual-screen and foldable devices.

From its key features to its semi-annual updates, we gathered everything you need to know about the powerful and

extremely versatile Windows 10 OS. Read on and find out what makes it tick and how you can maximize it.

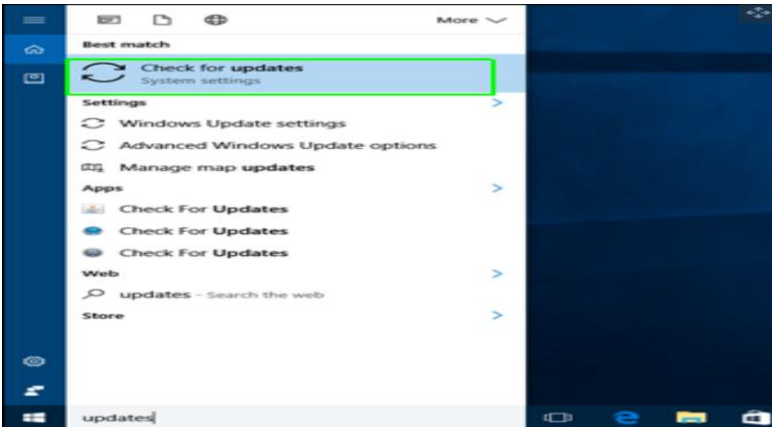
# How to Set up Window 10

## Step 1: Run All Windows Updates

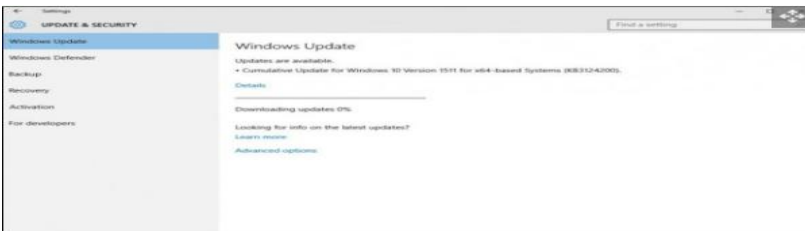
1. Type "updates" in the search box.



2. Click "Check for updates."



Windows will start searching for and downloading updates, but you don't have to wait for this process to complete before moving on to your next task.



3. If Windows doesn't automatically search for updates, **select the "Check for updates" box.**

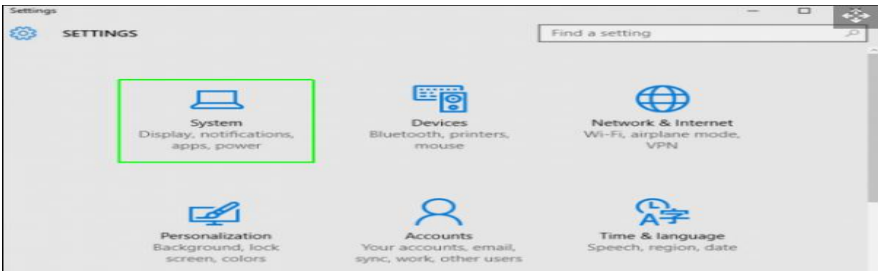
### Step 2: Uninstall Bloatware

Most PC vendors put lots of third-party, preloaded software on your computer. From 30-day trials of antivirus software to casual games (ex: Candy Crush) you may not want to play, all of this bloatware is sucking up system resources. To uninstall bloatware:

1. **Navigate to Settings.** You can get there from the Start Menu.

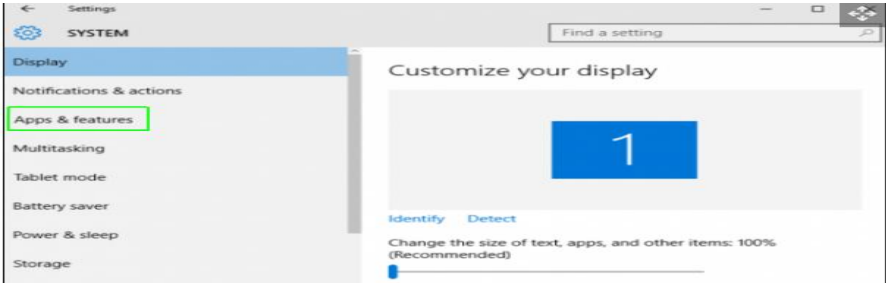


2. **Select System.**

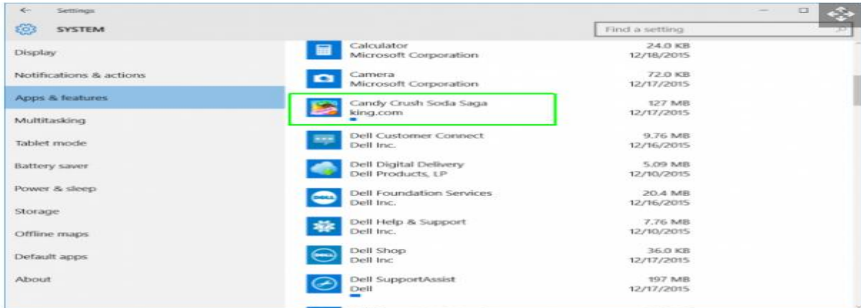




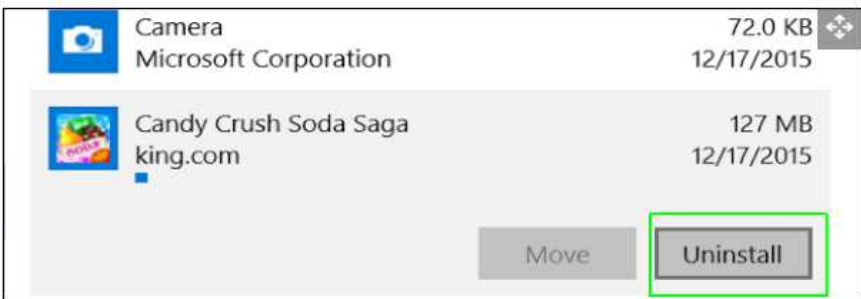
3. **Select Apps and Features** from the left menu. If you don't see this option, press inside the **search box and type Apps**, then select Apps and Features. Alternatively, you can skip steps 1 and 2 and type "Uninstall" from the Search Box on the Taskbar and choose "Add or remove programs."



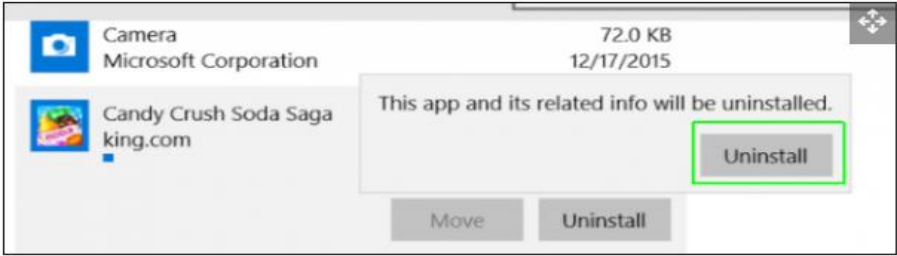
4. **Select an app you wish to uninstall.**



5. **Click Uninstall.**



**6. Click the second uninstall button that appears.**

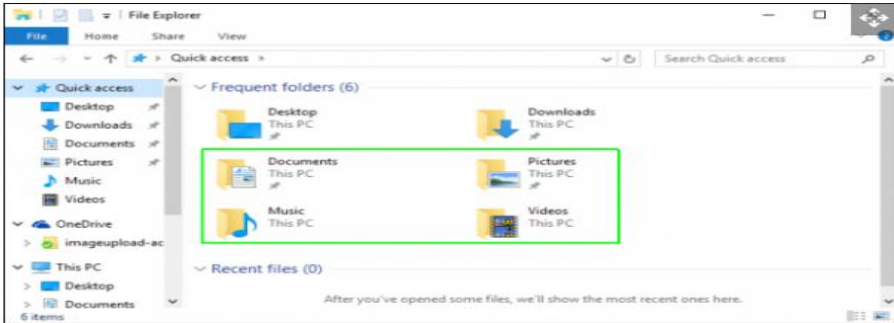


**Step 3: Copy or Sync Your Files**

What good is your new computer if it doesn't have your most important data on it? There are several possible ways to move your documents, photos, videos and other key files over from an old computer. These include

- **OneDrive Sync:** If your important files are stored in One Drive, they will automatically download to the new computer once you log into the new PC with your Microsoft account.
- **Dropbox or Google Drive:** These services work just like OneDrive but don't come preloaded with Windows (unless your laptop manufacturer put them there). If you were using them to store files on your old computer, install them on the new one.
- **Copy files manually.** Select all the files under your Documents, Music, Videos and Photos libraries, copy them to an external drive (ex: Flash drives, hard drives)

and then copy them over to the new machine. This is a bit tedious so we recommend using Cloud storage if possible.



### Step 4: Install Antivirus

Antivirus software is important no matter how careful you think you are on the internet. If you hit even one wrong link, accidentally or otherwise, your entire computer could become victim to a malware infection – an awful scenario that can generally be avoided with some good antivirus software. The point of antivirus software is to prevent these sorts of situations before they happen and, if that fails, fix them immediately afterward. It's crucial that you have some sort of antivirus software to shield your PC from threats.

### Step 5: Set Up Windows Hello Fingerprint or Face Logins

Many current-generation laptops come with either a fingerprint reader or an infrared camera for facial

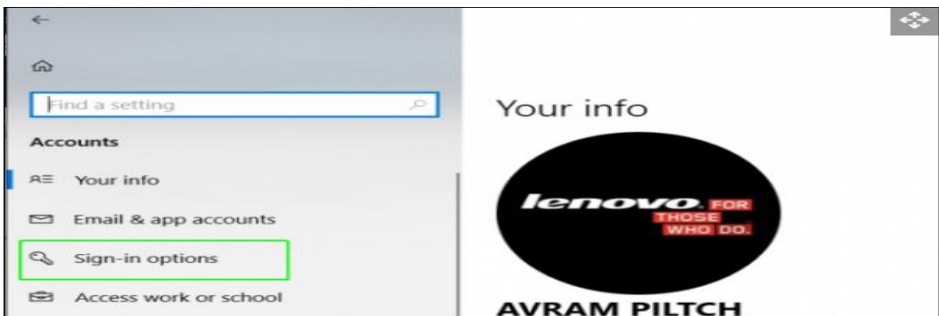
recognition. If you have either one, you should set up Windows Hello, a feature that lets you log in with a finger or a glance, so you can avoid the hassle of using a normal password. This is another great security feature to have to keep your files protected.

**1. Navigate to Settings.**

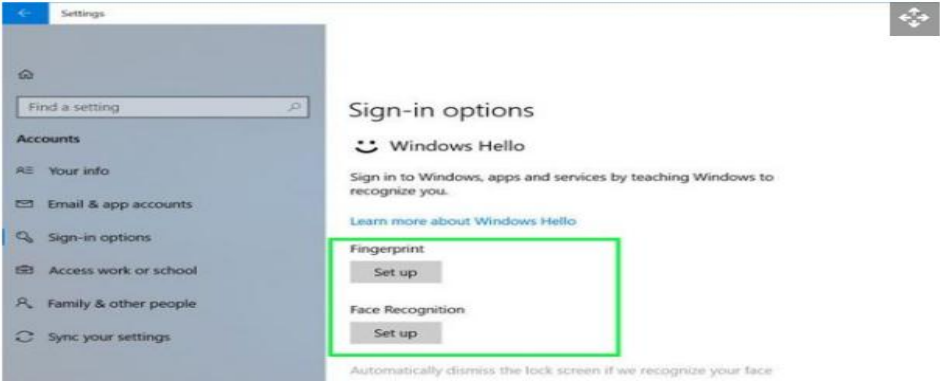
**2. Click Accounts.**



**3. Select Sign-in options.**



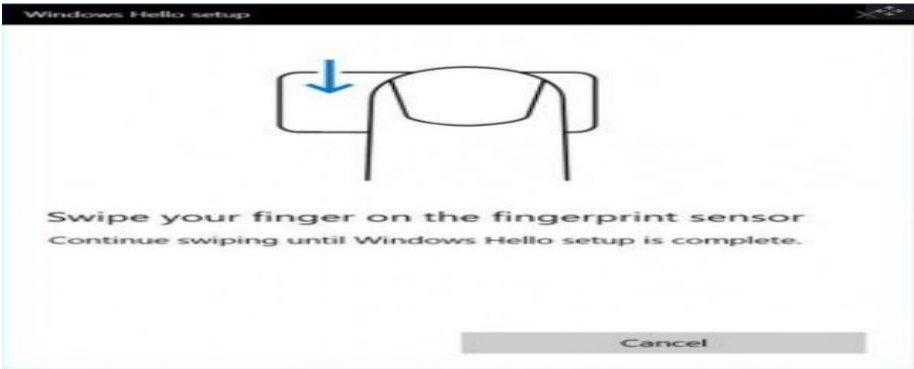
**4. Click the Set up button** under either Fingerprint or Face Recognition.



**5. Click Get Started.**



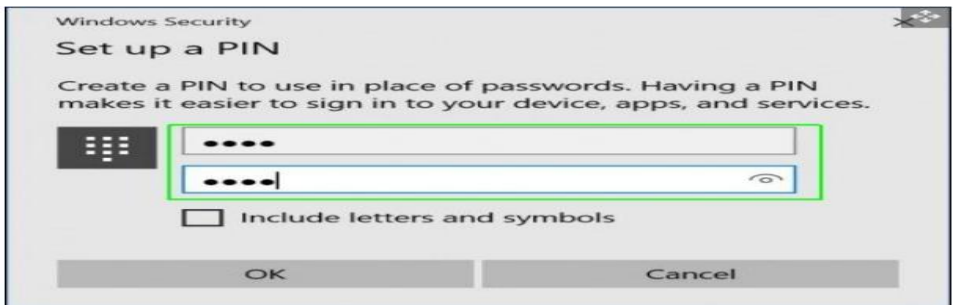
**6. Swipe your finger** (for fingerprint readers) or **stare at the camera** (for facial recognition) as directed. If you don't have a fingerprint reader or an IR camera, Windows 10 won't let you proceed.



7. **Click Set up PIN.** Windows 10 requires that you have a PIN as a back up, in case your finger or face doesn't register. You won't be asked to do this if you already have a PIN.



8. **Enter a PIN and click OK.**



## Step 6: Install Your Browser of Choice (or stick with Edge)

Microsoft's Edge Browser is fast, lightweight and definitely worth considering. However, if you're used to using Chrome and Firefox and you have accounts and/or extensions set up in them, you'll want your favorite browser right away. To set your new browser as the default, follow these steps.

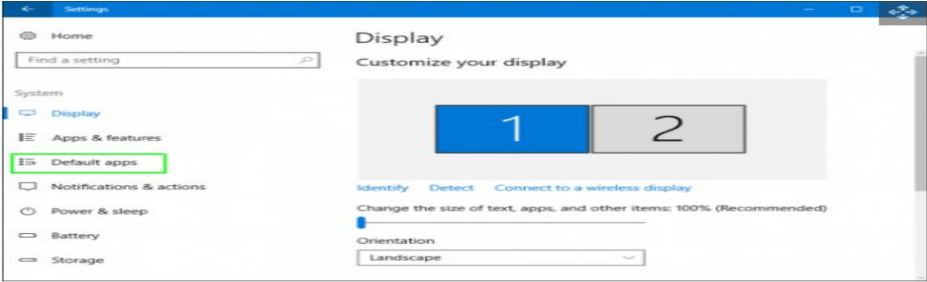
1. **Download and run the browser installer** of your choice. Chrome is at <https://www.google.com/chrome/browser/desktop/>
2. **Navigate to settings.** You can get there from the Start Menu.



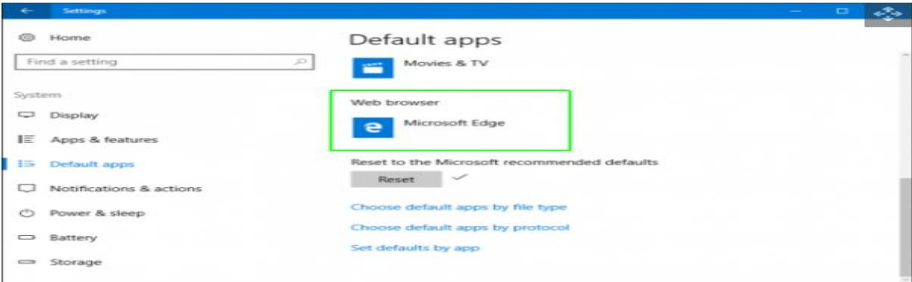
3. **Click System.**



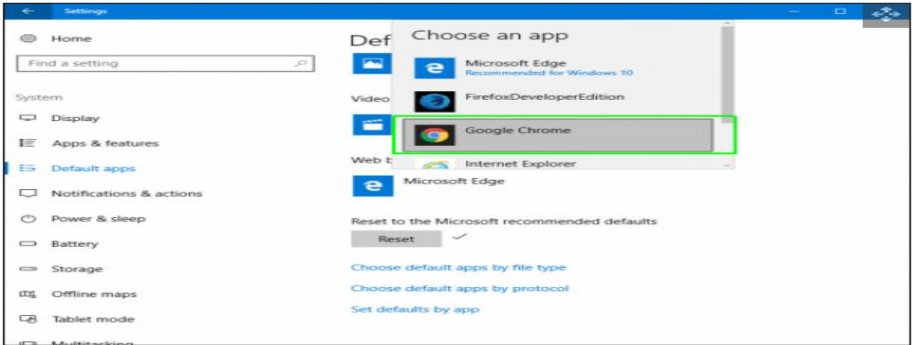
**4. Select Default apps in the left pane.**



**5. Click the icon under Web browser. It may say "Choose a default" or it may have the icon for the current default browser.**



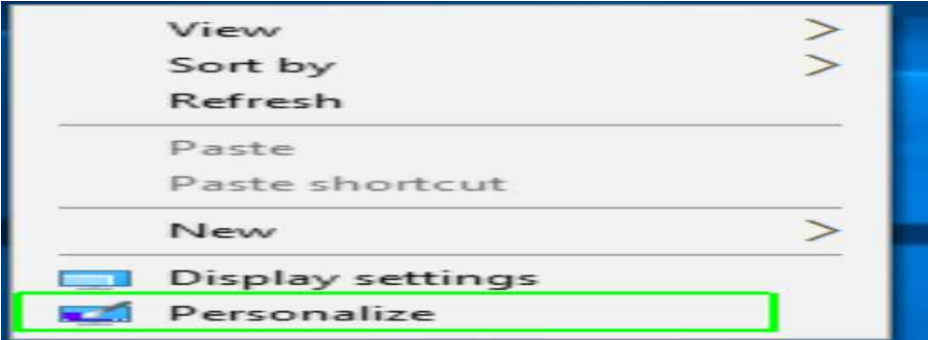
**6. Select your browser in the pop-up menu that appears.**



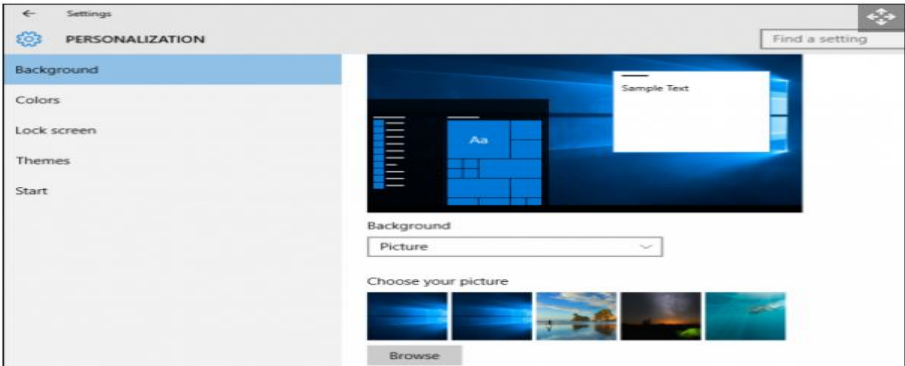


# How customize your Windows 10 theme.

Right click on the desktop and select Personalize.



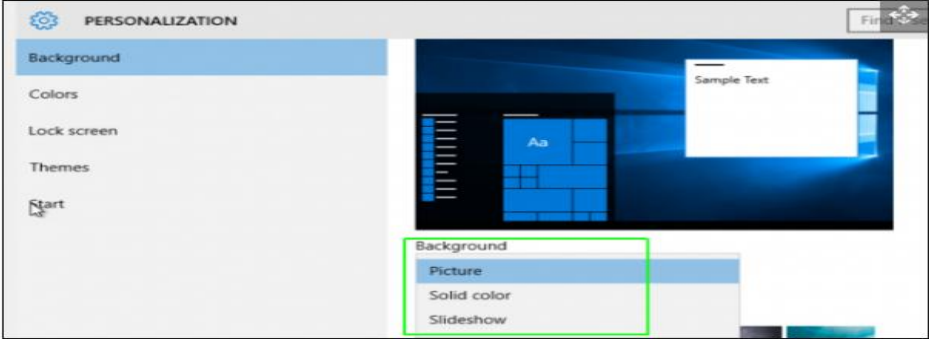
The personalization menu appears.



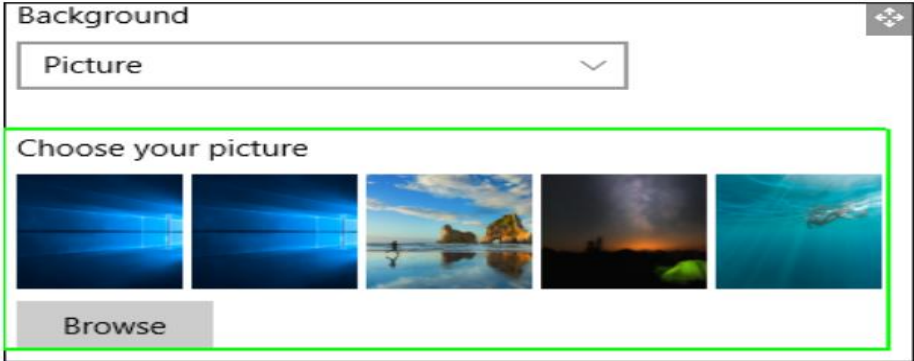
## Desktop Wallpaper

### How to Change your Desktop Wallpaper:

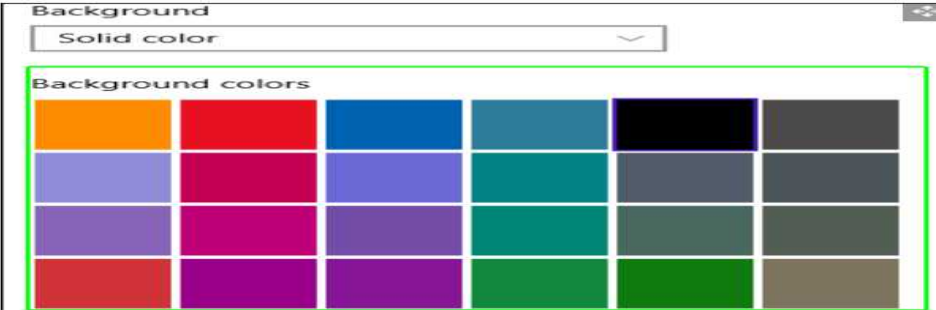
1. Select **Picture**, **Solid Color** or **Slideshow** from the Background menu.



2a. if you picked "picture," **select a photo** from the list or browse for one on your hard drive.



2b. if you picked, "solid color," **select one of the available shades.**



2c. if you chose "Slideshow," **decide which folder you want** the show to draw from. It defaults to your pictures library.



# Windows 10 Settings You Should Change Right Away?

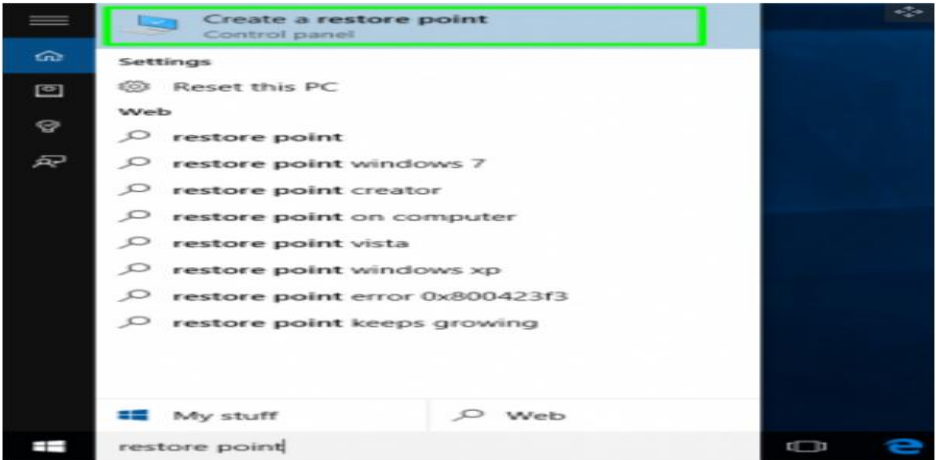
## Enable System Protection / Create a Restore Point

Windows 10 comes with system protection disabled. If you want to protect yourself -- and you should -- set up restore points following the instructions below.

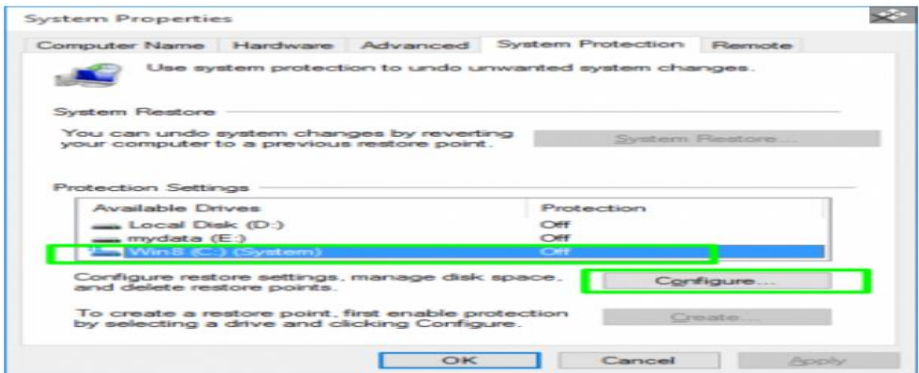
1. Search for "restore point" in the Windows search box.



2. **Launch "Create a restore point" from the results.** You should see a list of available drives.

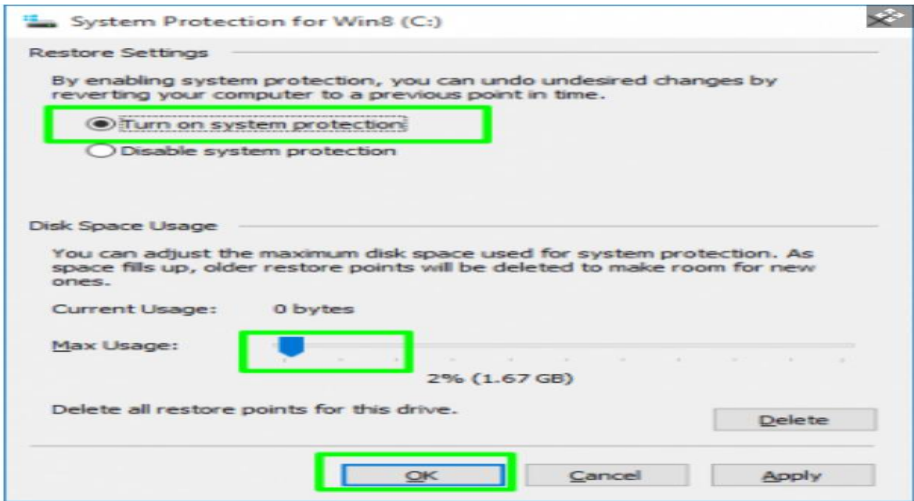


3. **Select the system drive and click Configure.** The system drive is usually the C: drive and has the word "(System)" written after its volume name.

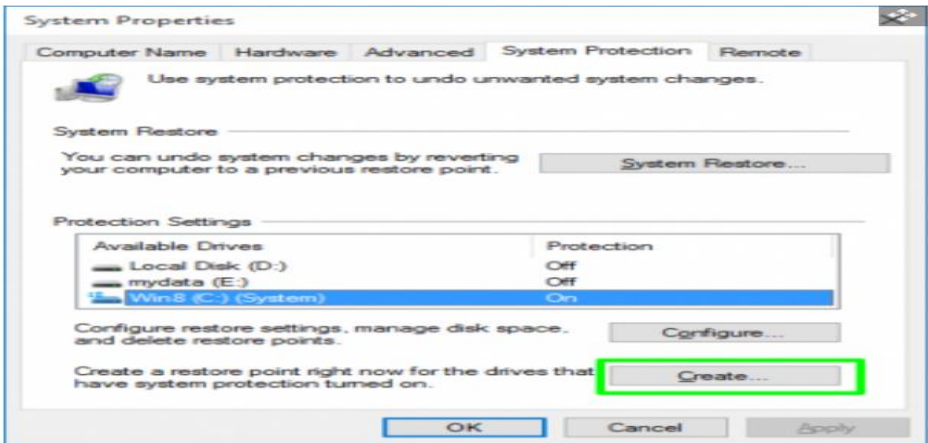


4. **Toggle Restore Settings to "Turn on system protection," set the maximum disk space usage by moving the slider and click Ok.** We recommend leaving 2

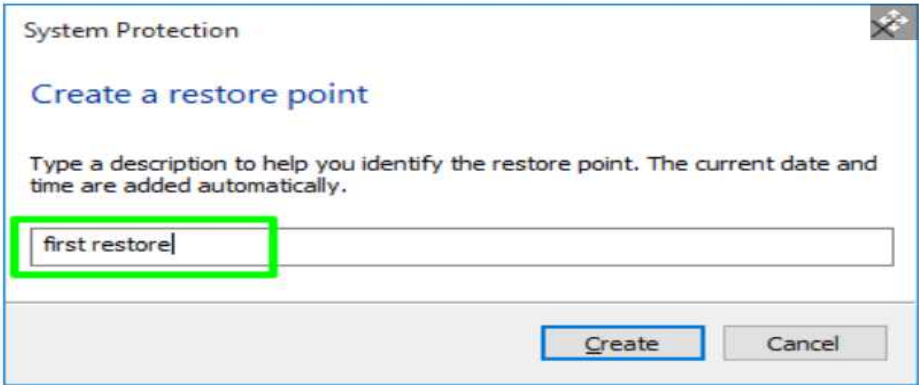
or 3 percent for restore points but you may be able to get away with the lowest (1 percent).



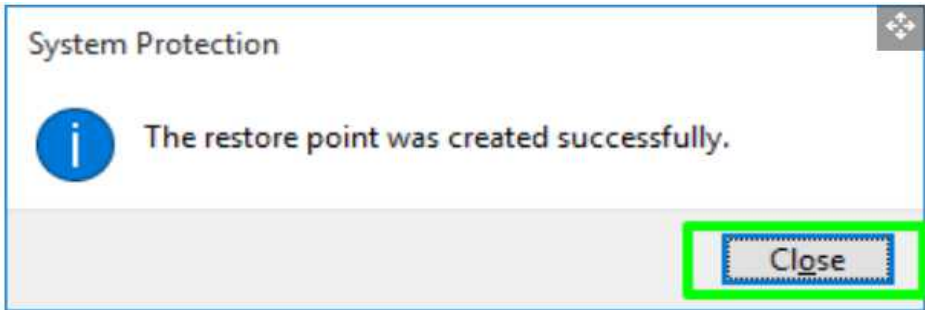
5. Click **Create** so that you create an initial restore point right away.



6. Name the **initial** restore point when prompted.

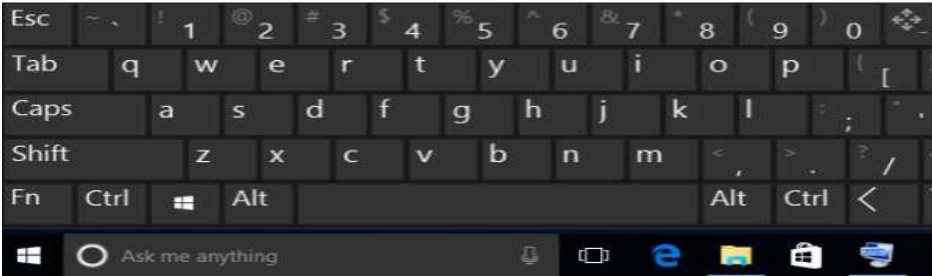


7. **Click Close** when it is done.



If you need to restore from one of these points, you can click the System Restore button on the System Protection tab. If you can't boot, you can hit F8 or Shift + F8 during boot to get to the emergency menu on some computers. On other PCs, if you can at least get to the log in screen, you can hold down Shift while you select Restart.

# Windows 10 Keyboard Shortcuts Will Save You Clicks



Any time you can hit a key combination instead of rolling your mouse pointer across the screen, you save a lot of time. Windows 10 has a long list of keyboard shortcuts that help you launch new features such as Cortana, navigate around the OS or organize your desktop layout with ease. While you might know some of the traditional Windows keyboard shortcuts, you will be surprised to find some new tricks below.

## Cortana Shortcuts

**Windows + Q:** Opens Cortana's Home View, enables search by speech or keyboard input.

**Windows + C:** Opens Cortana's speech prompt

## New in Windows 10

**Windows Key + A:** Opens Windows 10 notifications

**Windows Key + I:** Opens Windows 10 settings

**Windows Key + Ctrl + D:** Creates new virtual desktop

**Windows Key + Ctrl + F4:** Closes current virtual desktop

**Windows Key + Ctrl + Left or Right:** Switches between virtual desktops

**Windows Key + F1:** Opens Edge and Searches "How do I get help in Windows 10" with Bing (formerly opens Help)

**Windows Key + Print Screen Key:** Creates a screenshot of the whole screen in the Photos app.

## Windows Standards

**Windows Key:** Shows the Windows 10 Start Menu

**Windows Key + L:** Locks your Windows 10 device

**Windows Key + Tab:** Launches Windows 10 Task View

**Windows Key + Enter:** Opens Narrator, a program that reads text for you and shows you tips.

## Desktop Commands

**Windows Key + X:** Opens Start button context menu

**Windows Key + Left, Right, Up or Down:** Moves the active window around on your screen. Left and Right snap the window to either side so it takes up half of the



screen, Up and Down shrink the window to a quarter-size and move it to that corner. Once you have used Windows Key + Up to place it in the top corner, pressing that command again makes the window take up your whole screen. If you have hit Windows Key + Down to place a window in the bottom corner, hitting that command again minimizes the window.

**Windows Key + D:** Show Windows desktop (also available with Windows Key + M)

**Windows Key +,** Temporarily show desktop

## Connecting and Sharing

**Windows Key + H:** Share content (if supported by current app)

**Windows Key + K:** Connect to wireless displays and audio devices

**Windows Key + E:** Open Windows Explorer

## Traditional Keyboard Shortcuts

**Windows Key + Space:** Switch keyboard input language (if you have added at least a second one)

**Windows Key + Shift + Left or Right:** Move current Window from one monitor to another (when using a multiple monitor setup)

**Windows Key + 1, 2, 3 and so on:** Open programs that are pinned to task bar

**Windows Key + R:** Run a command

**Windows Key + P:** Project a screen

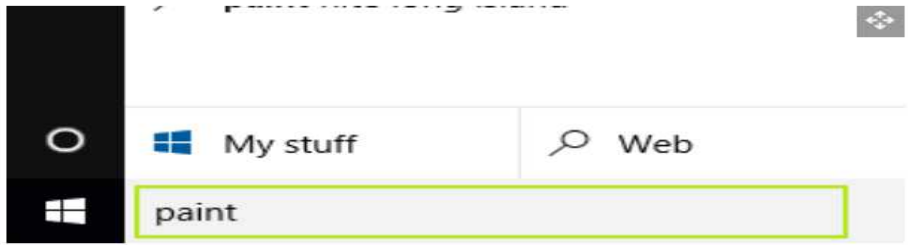
**Alt + Tab:** Switch to previous window

**Windows Key + T =** Cycle through screenshots of open apps

**Alt + F4:** Close current window, but if you perform this combination when viewing the desktop, you open Power dialogue to shut down or restart Windows, put your device in sleep mode, sign out or switch the current user.

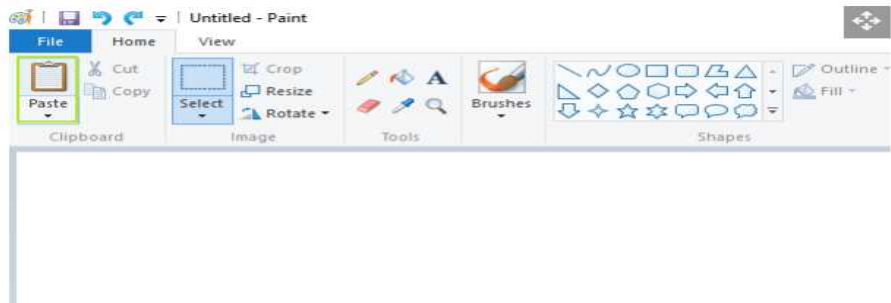
## **How To Take a Screenshot of Your Whole Screen**

1. **Tap the Print Screen** button on your keyboard. The screen shot is now stored in your clipboard and you need to paste it into a graphics editor such as Windows Paint.
2. **Type "paint" into the search bar** next to the Start menu.



3. Select "Paint"

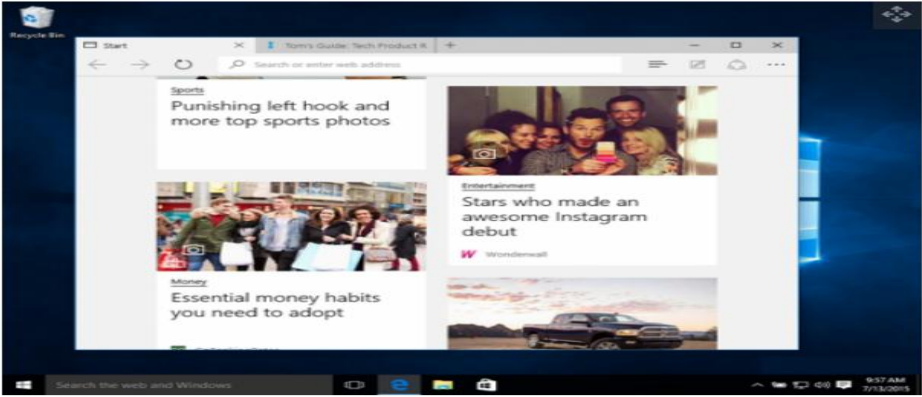
4. Click "Paste"



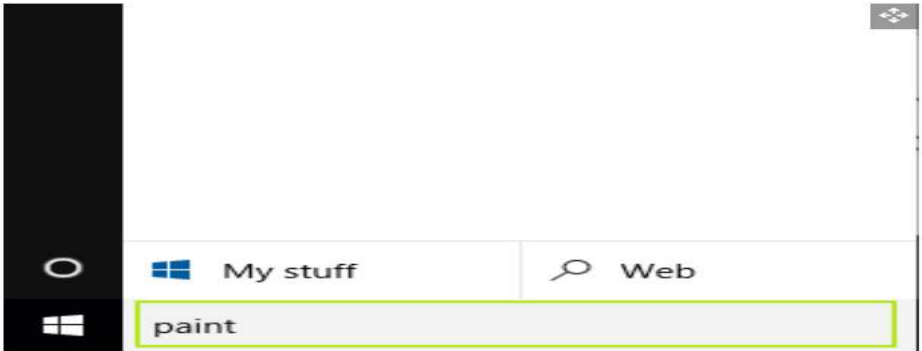
Your screenshot is ready!

## How to Take a Screenshot of Just the Active Window

1. Hit **Alt + Print Screen**.

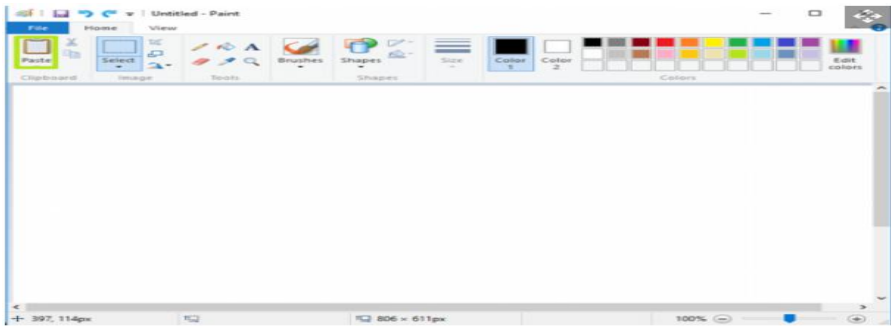


2. Type **"paint"** into the **search bar** next to the Start menu (if Paint is already open, **click Control+N** and then **select OK** when Paint asks you to approve the height and width).

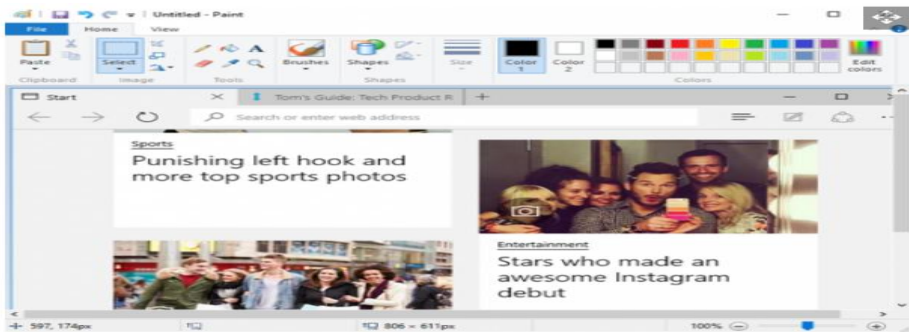


3. **Select "Paint"**

4. **Click "Paste"**



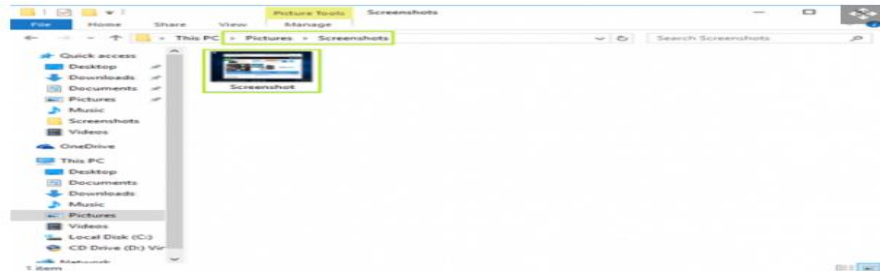
Your screenshot is just of the window you had open and active!



### **3. How to Make a Screenshot File without Any Additional Programs**

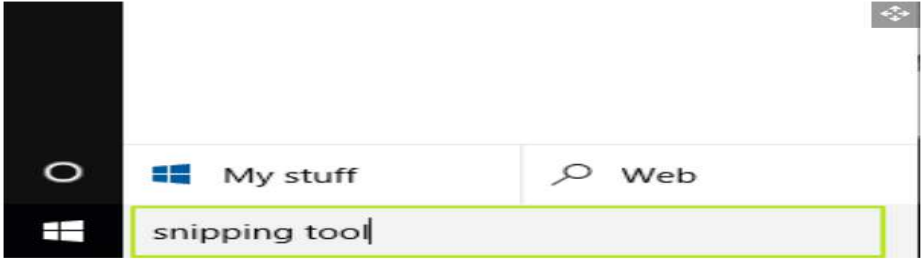
#### **1. Hit Windows key + Print Screen.**

When you navigate to the Screenshots folder inside of your Pictures, your screenshot will be there!



## 4. How to Take a Screenshot of a Specific Part of Your Screen

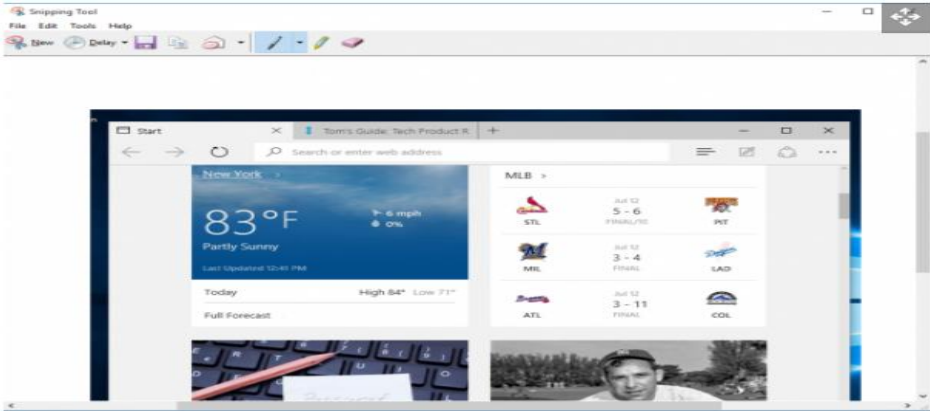
1. Type "snipping tool" into the search bar next to the Start menu.



2. Select "Snipping Tool"

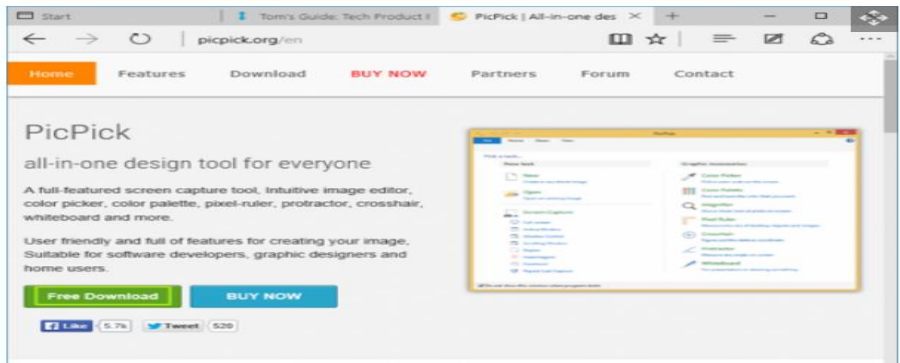
4. **Click and drag the cursor** to select the area of the screen you want to use; **release the cursor once you've selected the space** you want to capture.

Your screenshot is open in Snipping Tool!

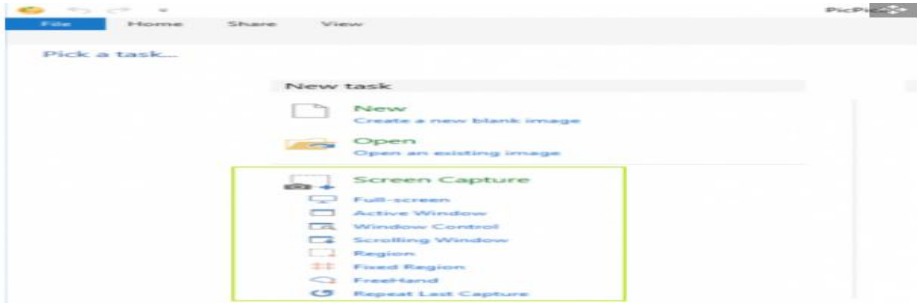


## 5. How to Take Screenshots with Even More Tricks

1. Open PicPick's download page, and click on "Free Download"



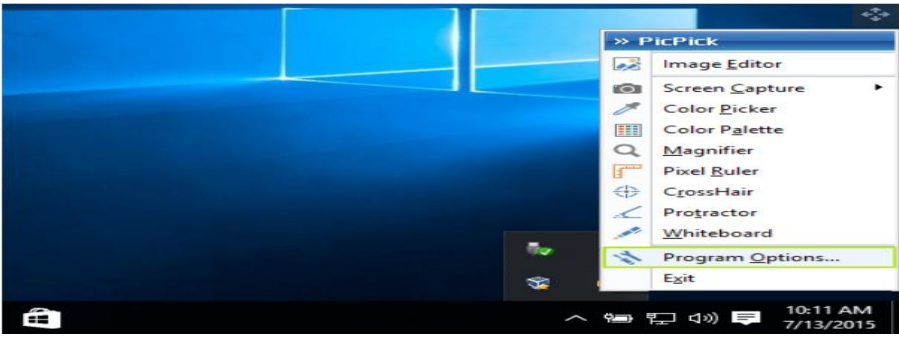
2. Follow the instructions to install PicPick, and you will find a menu of specific methods for capturing part or all of your screen. Clicking "Scrolling Window" will let you capture as much of a page or document as you can scroll through, rather than just the static version of the window.



3. Installing PicPick will change your computer's key commands for screenshots, so you should make yourself aware of those commands. **Click on the "Show hidden icons" arrow in the bottom right corner of the screen.**

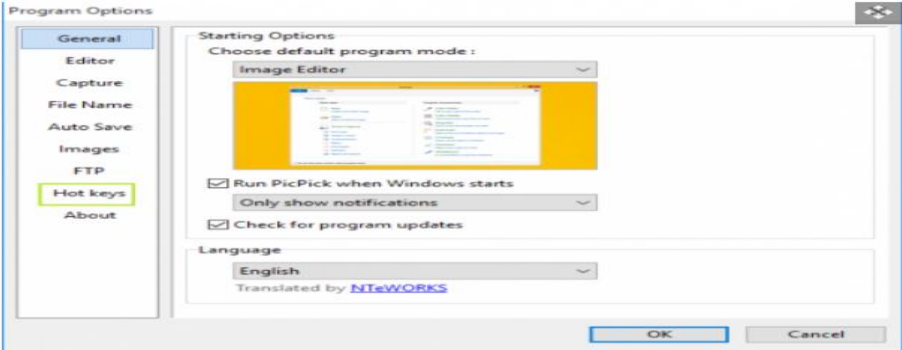
4. **Click on PicPick's icon.**

5. **Select "Program Options"**



6. **Select "Hot keys" from the left-hand menu.**





# How to Change Your Password in Windows 10

## To Change / Set a Password:

1. **Click the Start button** at the bottom left of your screen.
2. **Click Settings** from the list to the left.



3. **Select Accounts.**
4. **Select Sign-in options** from the menu.
5. **Click on Change** under Change your account password.

6. In order to change your password, you have to sign in with your current Microsoft account password. **Enter your password in the box. Click Sign in.**
7. Microsoft will send you a new code to change your password through the phone number that is associated with your account. **Enter the last four digits** of your phone number to verify it is the correct number. **Press Enter.**
8. You will receive a code on your phone. **Enter the code.**
9. A new page will direct you to **enter your old password** and then **type in a new password. Reenter the new password. Press Enter.**

## **Change Your Password to a PIN**

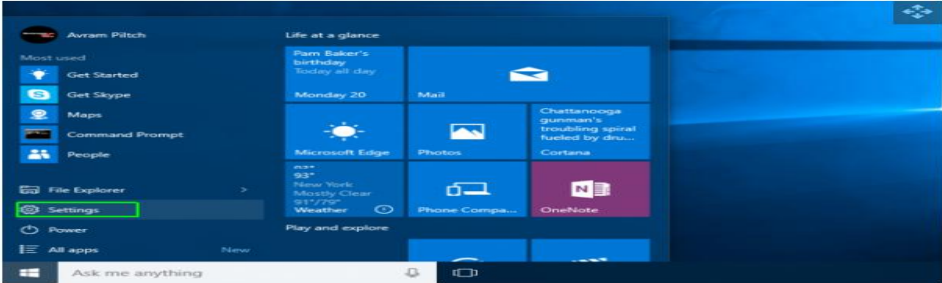
1. **Follow steps 1-4** under To Change Your Current Password above.
2. Within Sign-in options, **click on Add under PIN.**
3. In order to change your password, you have to sign in with your current Microsoft account password. **Enter your password** in the box. **Click Sign in.**
4. **Enter a new pin** in the first box and reenter it in the second one. **Click OK.** You can now use this pin to sign into your Microsoft account.

# Change Your Password to a Picture Password

1. **Follow the steps 1-4** under Change Your Current Password above.
2. Within Sign-in options, **click on Add** under Picture Password.
3. **Enter your Microsoft account password** to verify it's your account. **Click OK.**
4. **Click on Choose Picture. Choose a photo** from your files.
5. **Click on Use this picture** if you like it or **click on Choose new picture** if you don't. You can drag your photo to position it however you want.
6. You will have to set up three gestures that will become part of your picture password. With your cursor, **draw lines or circles that coordinate with your photo.**

## How to Uninstall Programs in Windows 10

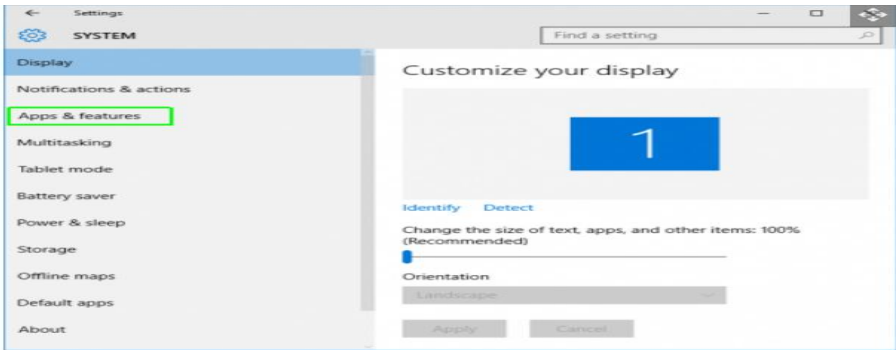
1. **Open the Start menu.**
2. **Click Settings.**



3. Click **System** on the Settings menu.

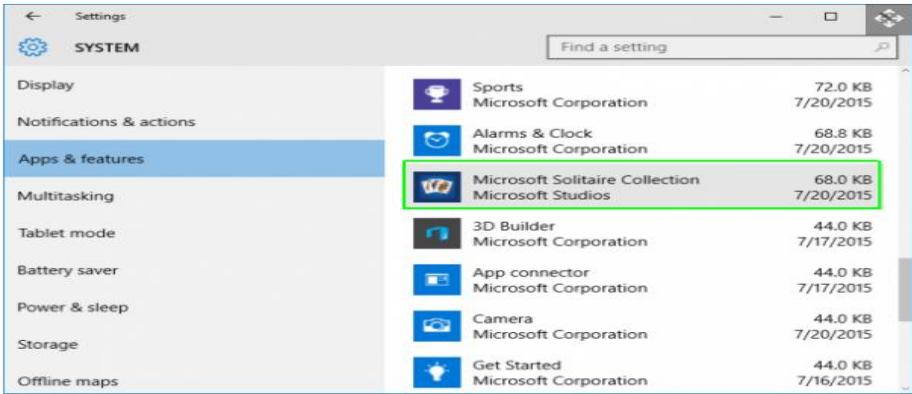


4. Select **Apps & features** from the left pane.

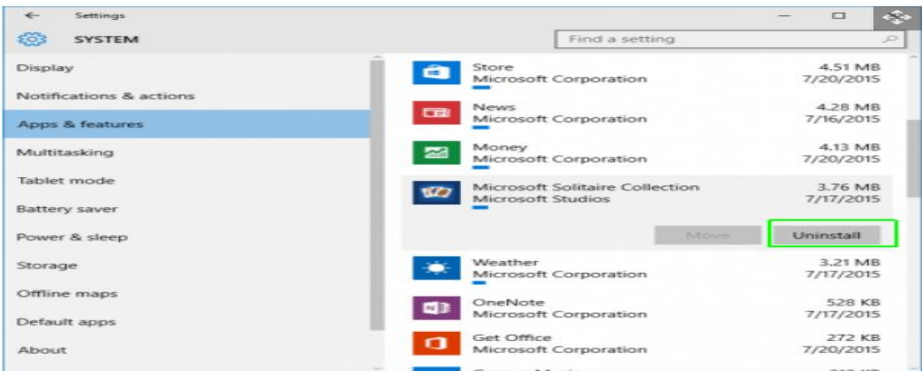


A list of all installed apps appears in the right pane.

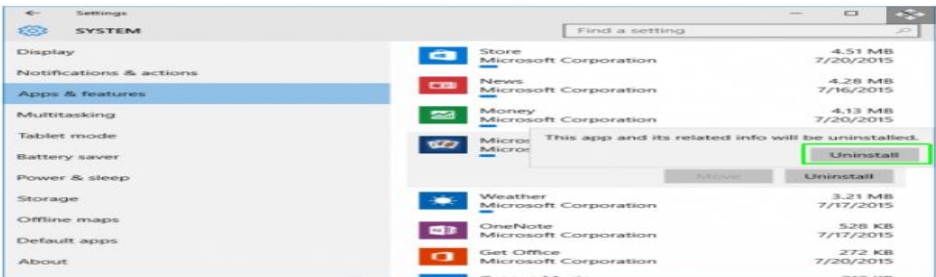
5. Select an app you wish to uninstall.



6. Click the **Uninstall button** that appears. If it is grayed out, this is a system app you cannot remove.



7. Click the **Uninstall pop-up button** to confirm.



# How to Enable or Disable Tablet Mode in Windows 10

Configuring Tablet Mode involves three basic actions:

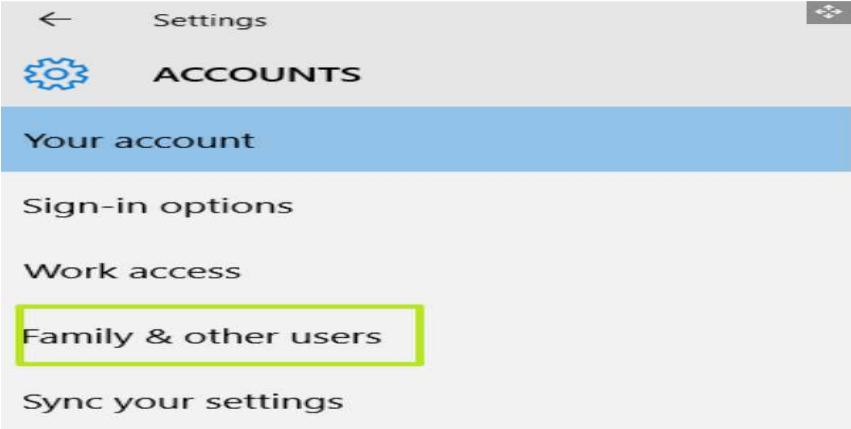
1. Go to the Tablet Mode tab under Settings -> System.
2. Toggle the "make Windows more touch friendly" option on or off.
3. Select whether the device switches modes automatically, prompts you or never switches.

## Step-by-Step Instructions with Screenshots

1. **Click Settings** on the Start Menu.
2. **Select System.**
3. **Select Tablet mode** in the left pane. A Tablet mode submenu appears.
4. **Toggle "Make Windows more touch-friendly . . ." to on** to enable Tablet mode. Toggle it off to go to desktop mode.
5. **Select "Don't ask me and always switch" from the "When this device automatically switches" menu** if you want Windows 10 to switch modes on your 2-in-1 without prompting you.

# How to Add a Child or Adult User in Windows 10

1. **Navigate to Settings.** You can get there from the Start menu.
2. **Click Accounts.**
3. **Click Family & Other Users** in the left window pane.



4. **Click "Add a family member" or "Add someone else to this PC."** Choose "family member" if you are either adding a child or adding an adult who needs access to parental control settings for child users. If no children are using this computer, using "Add someone else . ." should be fine.

Follow the instructions below, based on what type of user you wish to add.

### **To Add another Adult User:**

- 1. Click "Add someone else to this PC."**
- 2. Enter the person's email address and click Next.**  
This address should be tied to the person's Microsoft account.
- 3. Click Finish.**

If you want this user to be able to install desktop software or change settings, follow the instructions below to make them an administrator.

- 1. Open control panel.** You can get there by hitting Windows + X and selecting control panel.
2. Open the User Accounts menu.
3. Click Manage another account.
4. **Select the account** you wish to give admin rights to.
- 5. Click "Change the account type."**
- 6. Select Administrator and click the Change Account Type button.**

### **To Add a Child:**

- 1. Click "Add a Family Member."**
- 2. Select "Add a Child."**



**3. Enter the child's Microsoft account email address.** If they don't have a Microsoft account, you must sign them up for one. If your child is too young to have an email address and you click "The person I want to add doesn't have an email address," you will be prompted to create a Microsoft account and corresponding @outlook.com email address for them. It's unfortunate that Microsoft requires child accounts to have email, but parents can use their own email address or create a dummy one.

**4. Click Confirm.**

**5. Click Close.** The child's email account will get an invite.

**6. Have the child click Accept on the email.**

The child may be prompted to log in to their account. If the Microsoft account lists your child as being under 13, a parent will need to sign in and confirm them as a family member.


If you grant the child permission, you will be asked for a credit card number to verify that you're actually an adult. So you might be better off just creating a dummy Microsoft account for your child and registering with Microsoft for them.

**7. Click "Manage family settings online"** in the Windows 10 account settings menu.

## Your family



You can allow family members to sign in to this PC. Adults can manage family settings online and see recent activity to help kids stay safe.

 Add a family member

 apiltch@purch.com Can sign in  
Child

[Manage family settings online](#)

Your browser will open to the Microsoft website where you can manage all of your family members' access.

8. **Select the child** whose permissions you wish to manage.

## Your family



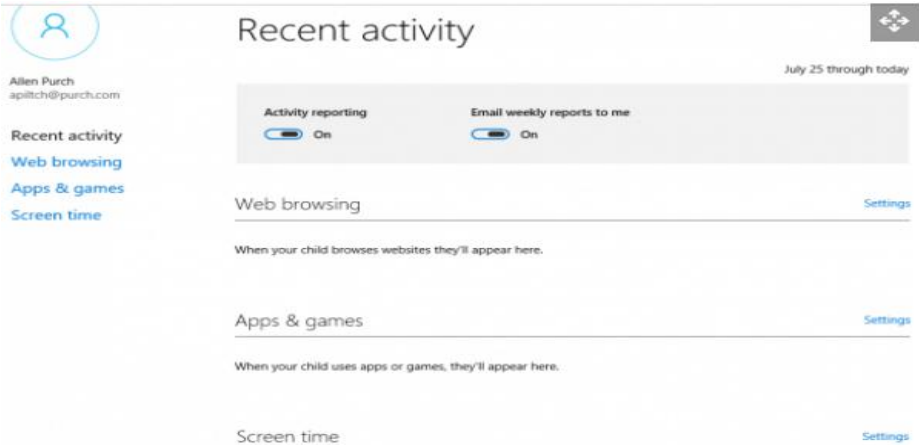
Select a child to view or edit their settings

[Add](#) [Remove](#)

 **Allen Purch**  
apiltch@purch.com

After apiltch@purch.com signs in to a Windows Phone or Windows 10 device, it'll show up here.

9. **Use the controls to set restrictions** on what sites your child can see, what apps they can use and how long they can use the computer. By default, you will also get weekly activity reports mailed to you.



### To Add a Parent:

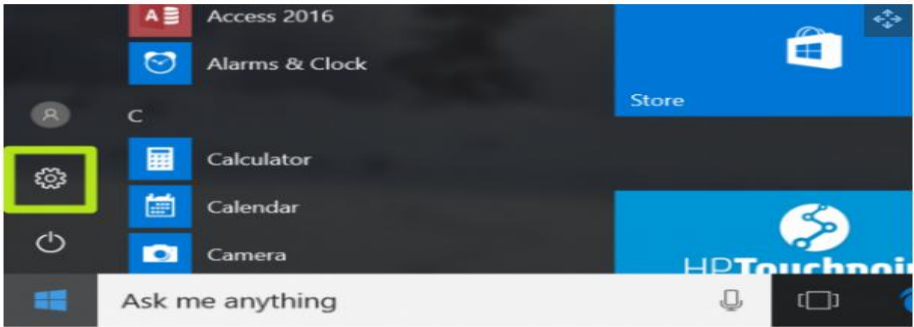
A parent is like any other adult user, but they also have the right to manage the child settings.

1. **Click "Add a Family Member."**
2. **Select Adult, enter the email address and click Next.** The email account should be tied to the new user's Microsoft account.
3. **Click Confirm.**

The person will receive an email invitation and have to confirm it.

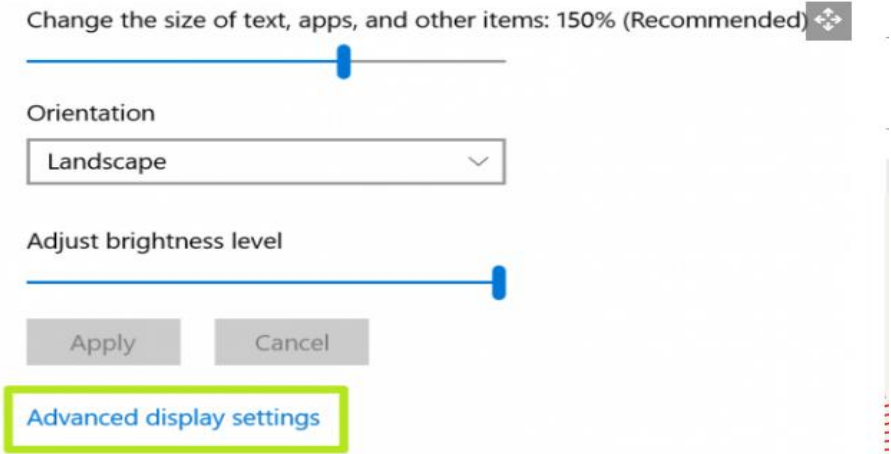
## How to Change Screen Resolution in Windows 10

1. **Click the Start button.**
2. **Select the Settings icon.**



3. **Select System.**

4. **Click advanced display settings.**



5. **Click on the menu under Resolution.**

Identify Detect Connect to a wireless display

Resolution

1280 × 720

Apply

Cancel

6. **Select the option you want.** We strongly recommend going with the one that has (Recommended) next to it.

1920 × 1080 (Recommended)  
1600 × 900  
1366 × 768  
1280 × 1024  
1280 × 720  
1024 × 768  
800 × 600

7. **Click Apply.**

Identify Detect Connect to a wireless display

Resolution

1920 × 1080 (Recommended)

Apply

Cancel

You've changed your display resolution!

# How to Sync Your Settings in Windows 10

With its synced settings option, Windows 10 allows owners of multiple devices to keep their system preferences in harmony. This way, you don't need to spend time with the repetitive work of manually entering theme customizations, browser options and various other settings into all of your machines.

Sync settings



Individual sync settings

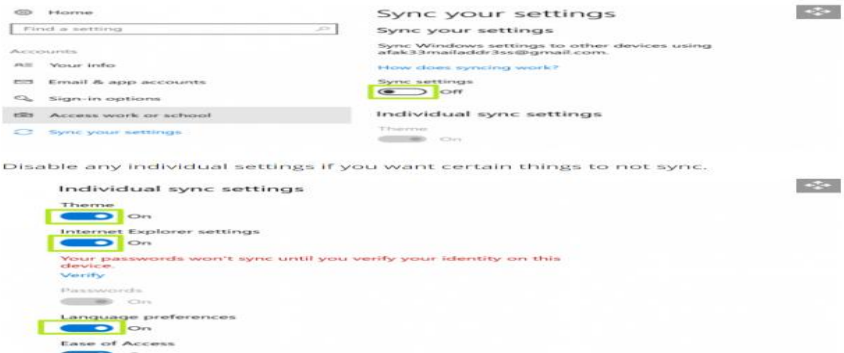
Theme



Internet Explorer settings



1. **Click the Start button.**
2. **Click the Settings icon.**
3. **Click Accounts.**
4. **Click Sign in with a Microsoft account and enter your account information.** Move to step 5 if you don't see that option.
5. **Click Sync your settings.**
6. **Turn on the switch next to Sync Settings.** Apply steps 1-6 on your other Windows 10 machines.



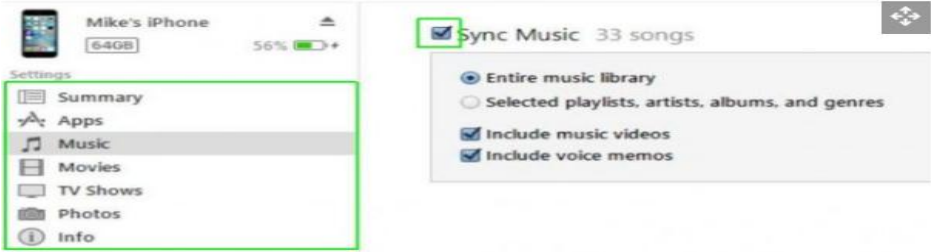
# How to Sync your iPhone with Windows 10

## Copying to an iPhone

Syncing music, photos, movies and TV shows means getting comfortable with iTunes. If you're already using it, you're good to go. If you're not, you can download that here and import your music by going to File > Add Folder to Library to move your current music into iTunes. Once you're ready to sync, follow these steps.

1. **Connect your iPhone to your laptop** with a Lightning cable.
2. **Click Continue** when asked if the computer can have access to the phone.
3. **Click the phone icon** in the top bar.
4. **Click Sync.**

This should sync the two devices. If it doesn't, go to the sidebar and enable the Sync checkboxes under Music, Apps, Movies, TV Shows and Photos and click Sync again.



Depending on how much data you're syncing, this may take awhile. Get a drink or a snack and come back later.

5. Check your photos, music, apps and videos to confirm that they arrived on the phone from Windows 10.

### Copying From an iPhone

This is where things get tricky. In an attempt to avoid piracy, syncing from an iPhone isn't as easy and sending data to it. Luckily, there are some workarounds.

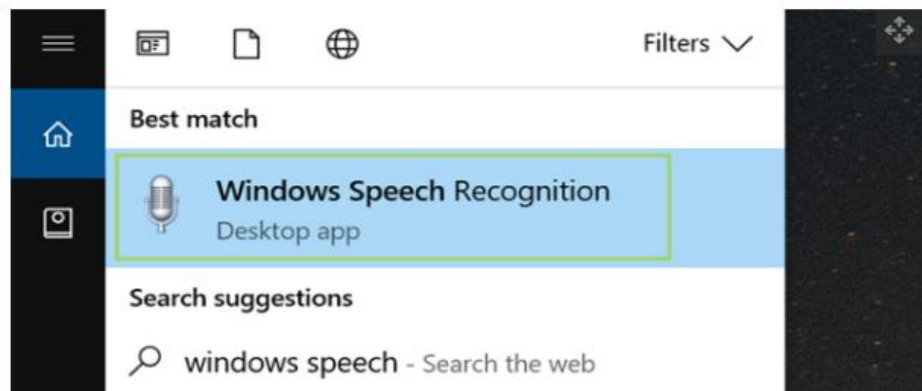
- **Music and Movies:** This keeps you stuck in Apple's wheelhouse. Though you can move non-iTunes media files to your phone from your PC, you can't send them from the handset to the computer. However if you buy media from iTunes on your iPhone, you can get it on your desktop via the cloud. As long as you maintain one Apple



ID, you'll be able to download all your songs and movies again from iTunes on your PC at no extra cost.

## How to Control Windows 10 with Your Voice

1. **Type Windows Speech** into the Cortana search bar, and **tap Windows Speech Recognition** to open it.



2. **Click Next** in the pop-up window to get started.
3. **Select your microphone and press Next.** If you want the best results, a headset or other standalone microphone is a solid bet. For laptop users, or those with built-in mics, these will work just fine.
4. **Follow the on-screen instructions** for microphone placement, and **press Next once you're ready.**
5. **Read the on-screen prompt** to calibrate the microphone and **press Next.**

**6. Choose whether to allow your computer to review documents and e-mail** to better understand you when you speak.

**7. Select an activation mode.** Windows Speech Recognition can turn off when you say “Stop Listening” with voice activation mode, or you can choose to use a key combination (CTRL + Windows) to activate and de-activate the service.

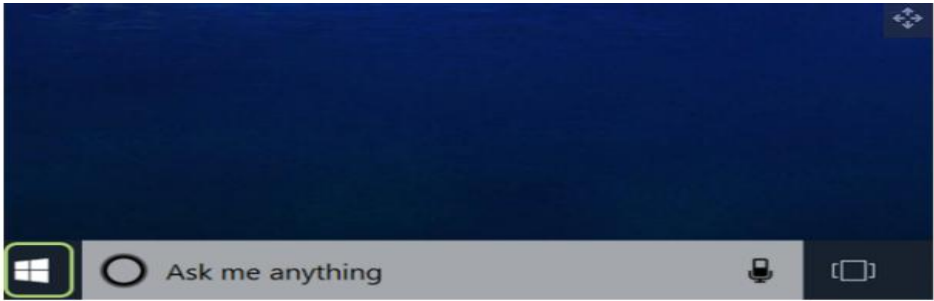
**8. Print the speech recognition card** for easy access to the commands Windows understands,

**9. Choose to run Speech Recognition at startup**, or you’ll have to manually enable it through the control panel.

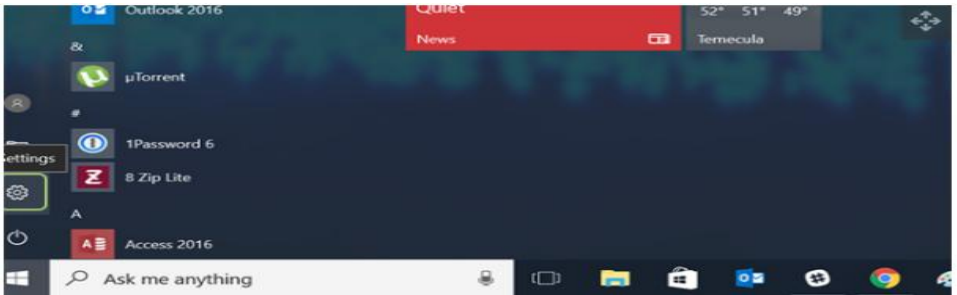
**10. Finish the setup** by watching the tutorial to learn more about Speech Recognition’s capabilities.

## **How to Eliminate Blue Light with Windows 10 Night Light**

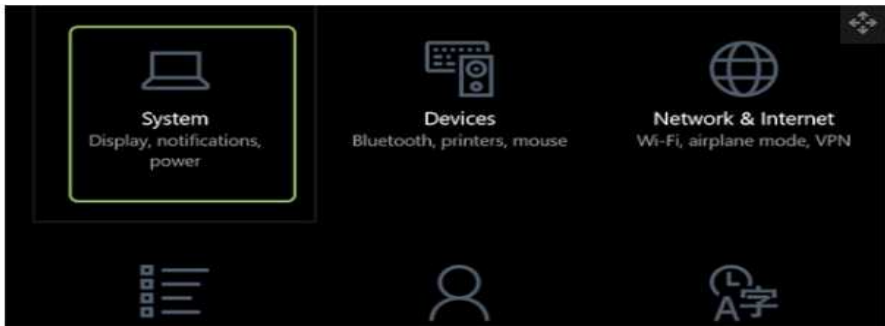
**1. Open the Start Menu.**



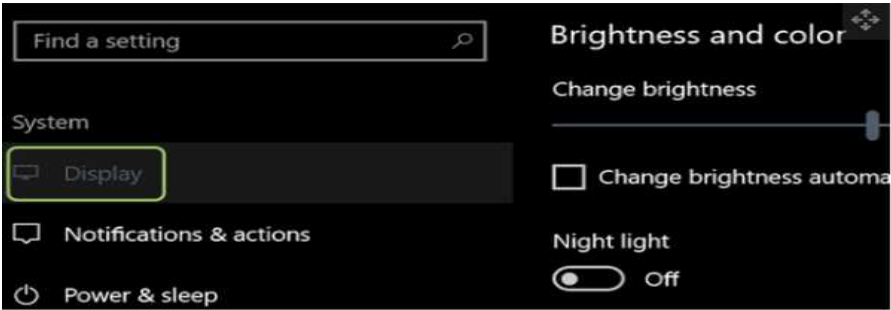
2. Click the gear icon to bring up the Settings Menu.



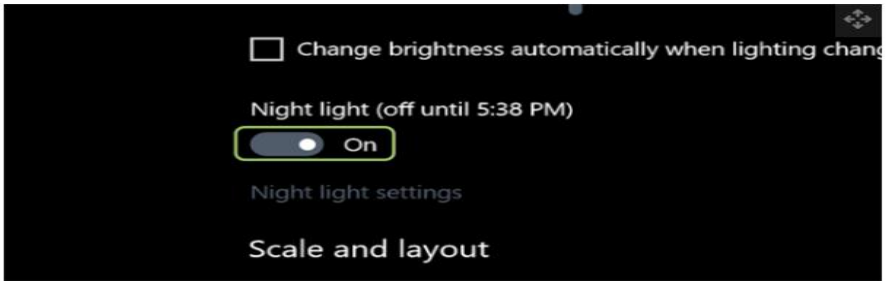
3. Choose System.



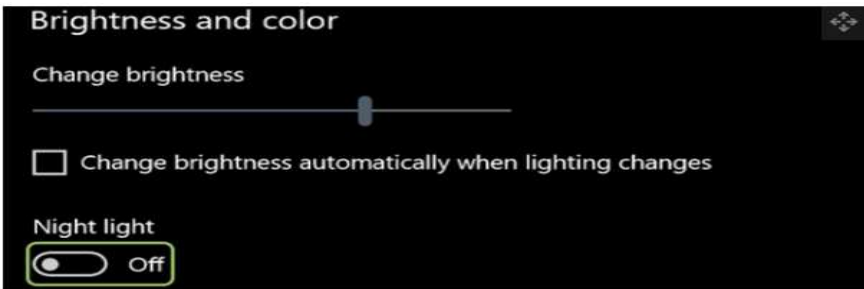
4. Select Display.



5. Toggle the Night light switch to On.



6. Click **Night light settings** to adjust the level of blue displayed, or determine the time for Night Light to activate automatically.



# How to Create a New Folder in Windows

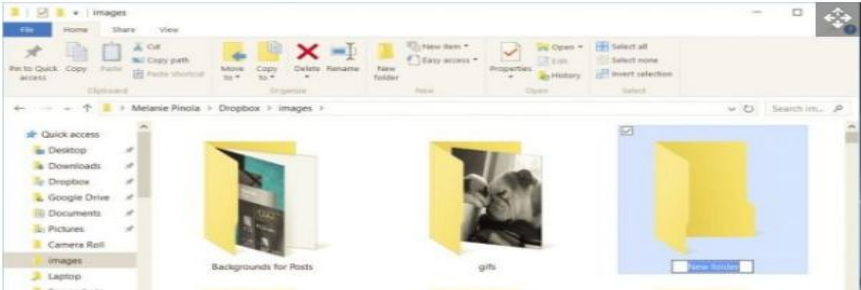
## 10

### Method 1: Create a New Folder with a Keyboard Shortcut

The fastest way to create a new folder in Windows is with the CTRL+Shift+N shortcut.

1. **Navigate to the location where you want to create the folder.** You can create a new folder at any location on your hard drive or within another folder (creating a subfolder) in File Explorer. You can also create a new folder on your desktop with this method.

2. **Hold down the Ctrl, Shift, and N keys at the same time.** Windows will immediately create the new folder with the not-very-imaginative suggested folder name of "New folder."



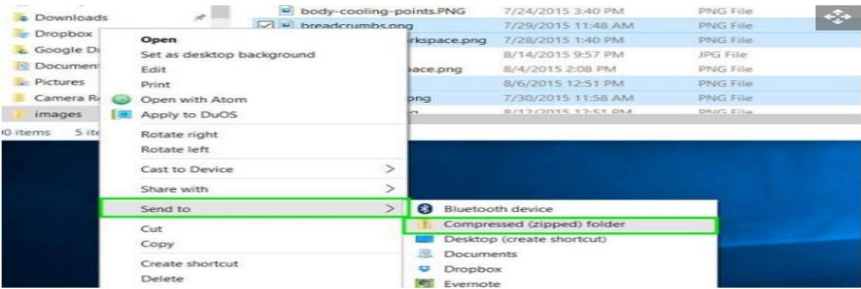
3. **Enter your desired folder name.** It takes just seconds to create a new folder this way, but be sure to immediately

begin typing your folder name when the folder first appears, because if you click on the folder or click away from File Explorer, the folder name will be "New folder" and you'll have to rename it.

## Method 2: Create a New Folder by Right-Clicking

If you don't remember the keyboard shortcut or you prefer using the mouse:

1. **Navigate to the location where you want to create the folder.**
2. **Right-click on a blank space** in the folder location. Take care with this: If you right-click on an existing item in the folder, you'll get the wrong menu.
3. **Select New then Folder** from the contextual menu. Windows will create the new folder at your current location.



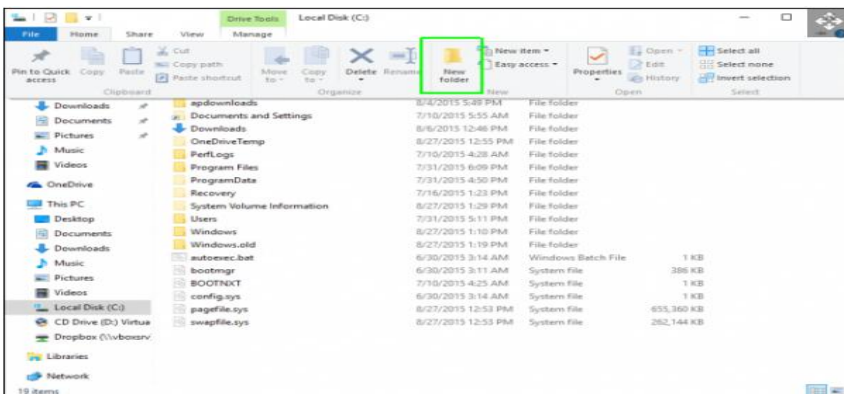
4. **Enter your desired folder name** to replace "New folder" and hit Enter.

You can create folders on the Desktop using this method too. Right-click on a blank space on the Desktop, then go to New > Folder.

### Method 3: Create a New Folder from the Ribbon Menu

Another simple way to create a new folder is to use the New folder button in the File Explorer menu.

Just navigate to the place you want the folder and click or tap "New folder" in the Home tab



In addition to the methods above, you can create a new folder in Windows 10 by using the Command Prompt (navigate to the location you want your folder in and type `mkdir foldername`, replacing "foldername" with your folder name). These three methods, however, are the simplest and quickest ways to create a new folder, so you can get right to organizing your files.

# How to Get to the Desktop in Windows 10

If you do a lot of multitasking, your screen gets covered in different windows. But what do you do when you need to find that icon or folder on the desktop or you just want to hide the clutter?

You could go hit the minimize button on all your open windows, or you could minimize them all at once with a single click or keyboard combo. Here's how to get to the desktop in Windows 10 with just one short action.

- **Using your mouse:** Click the small rectangle on the far right side of the taskbar.
- **Using your keyboard:** Hit Windows + D.

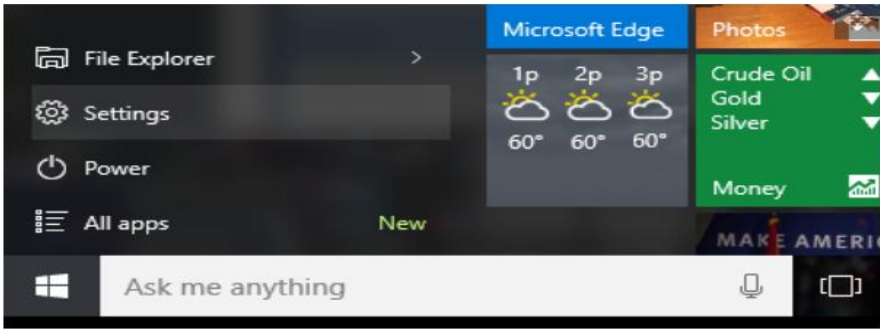
In either case, performing the action a second time (clicking or typing) brings all the windows back.

## How to Add a Printer

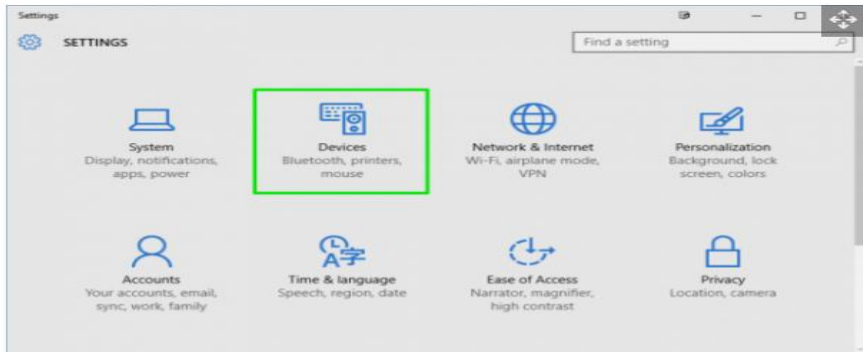
### Add a Local Printer

1. **Connect the printer to your computer using the USB cable** and turn it on.
2. **Open the Settings app** from the Start menu.

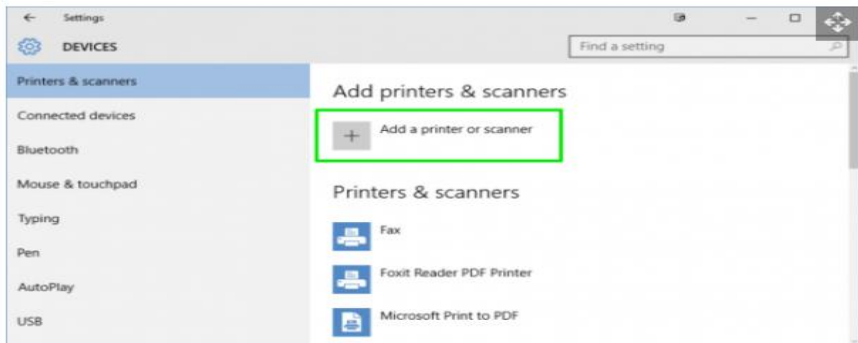




### 3. Click Devices.



### 4. Click Add a printer or scanner.



5. If Windows detects your printer, **click on the name of the printer and follow the on-screen instructions** to finish the installation. And you're done.

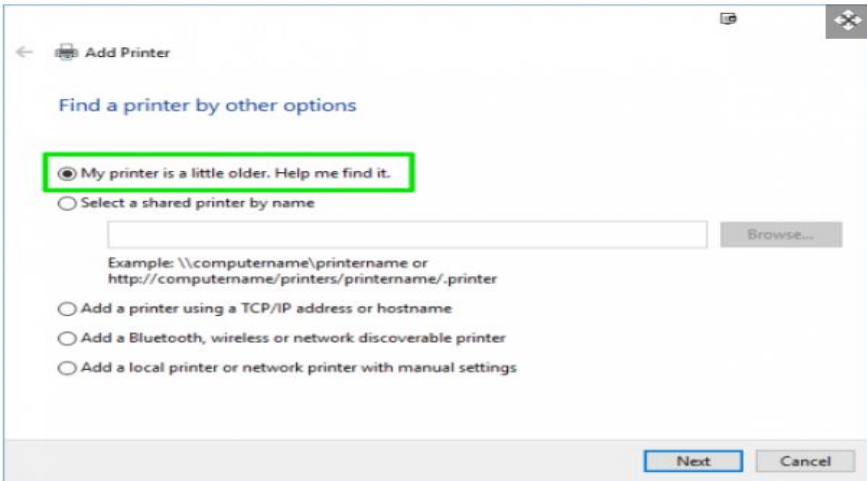
If Windows doesn't find your connected printer, click on "The printer that I want isn't listed" link.

## Add printers & scanners



**The printer that I want isn't listed**

Then let the Windows troubleshooting guide help you find your printer. It will search for available printers and help you download the drivers for them.



If that doesn't work, head to your printer manufacturer's website and download the drivers and installation tools for your printer.

## **Add a Wireless Printer**

The steps to install a wireless printer may vary by manufacturer. In general, however, modern printers today will detect your network and automate the installation.

- 1. Use the printer's LCD panel to enter the wireless setup.** On my Epson printer this is under Setup > Wireless LAN Settings.
- 2. Select your Wi-Fi network.** You'll need to know your home network's SSID, which you can find by hovering your mouse over the Wi-Fi icon in the taskbar.
- 3. Enter your network password.**

In some cases, you might need to temporarily connect your printer to your computer via USB to install software. But otherwise, that's it. You should find your printer automatically added in the Printers & scanners section under Settings > Devices.

If you run into trouble, make sure your printer is relatively close to your computer and not too far from your wireless router. If your printer has an Ethernet jack, you could also

connect it directly to your router and manage it with a browser interface.

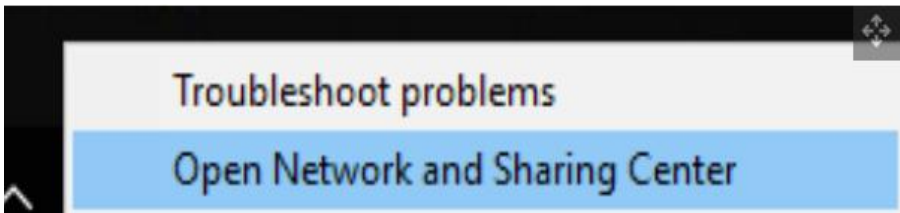
### **Add a Shared Printer**

Windows' home networking feature called HomeGroup automatically shares printers and certain files with other computers on your home network. Here we'll set up a HomeGroup, if you don't already have one set up, and connect to the shared printer.

### **Set Up a HomeGroup**

Skip this step if your home network already has a HomeGroup set up. If you're not sure, follow steps 1 and 2 below to check.

**1. Right-click on the wireless icon in the taskbar** and select "Open Network and Sharing Center".



**2. Click "Ready to create"** next to HomeGroup. If a HomeGroup already exists on your network, it will say "Joined."

### View your basic network information and set up connections

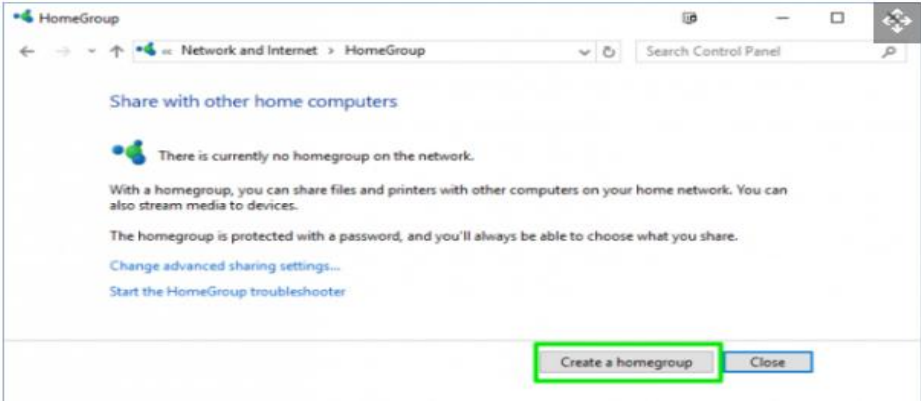


View your active networks

**Mordor2.4**  
Private network

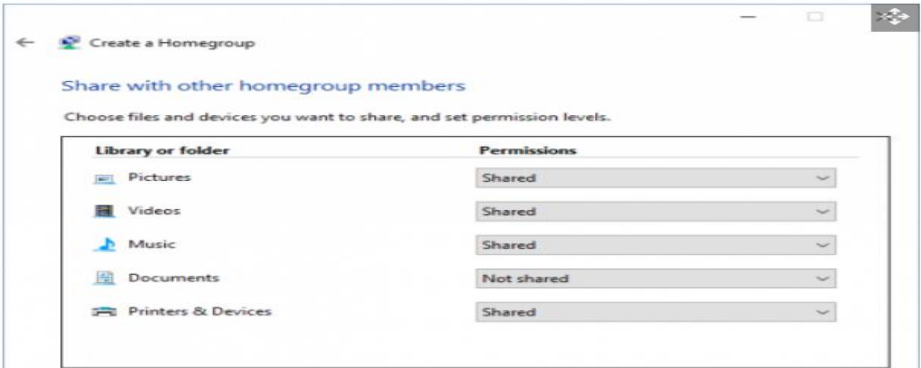
Access type: Internet  
HomeGroup: **Ready to create**  
Connections: Wi-Fi (Mordor2.4)

### 3. Click the Create a homegroup button.



### 4. Click Next.

5. **Select what you want to be shared.** Printers & Devices are shared by default.



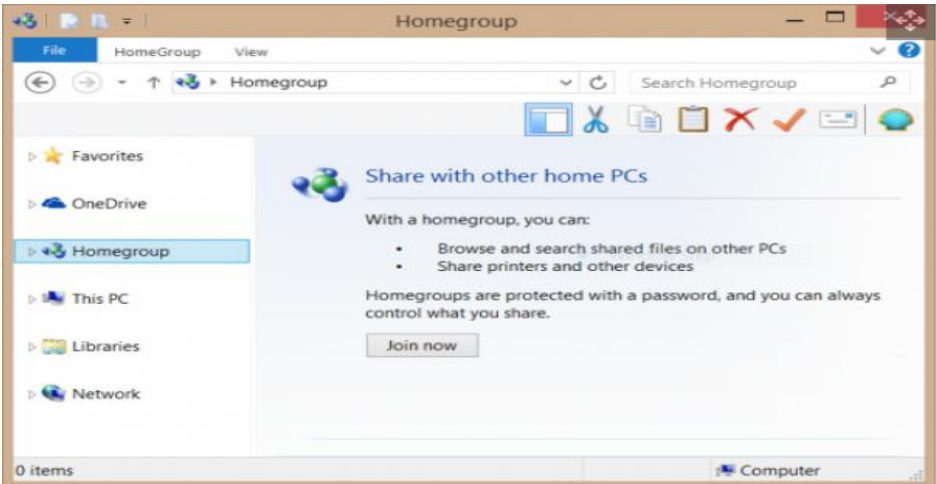
**6. Write down the HomeGroup password** Windows creates for you. You'll need it for each computer you want to join the HomeGroup.

**7. Click Finish.**

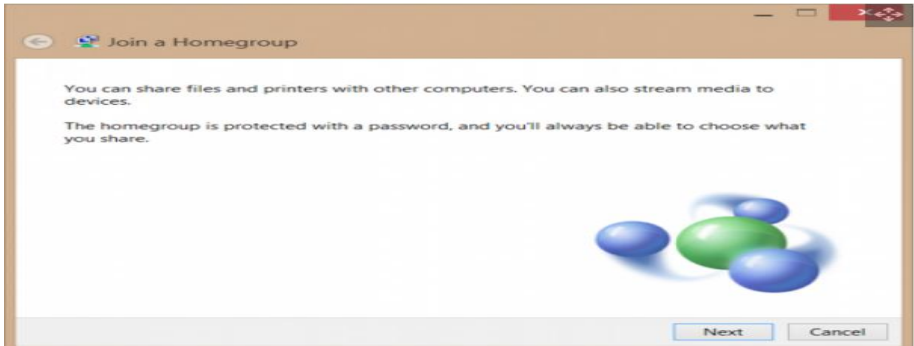
## **Connect to a Shared Printer on the HomeGroup**

Now head to the other computer(s) on your network to join the HomeGroup.

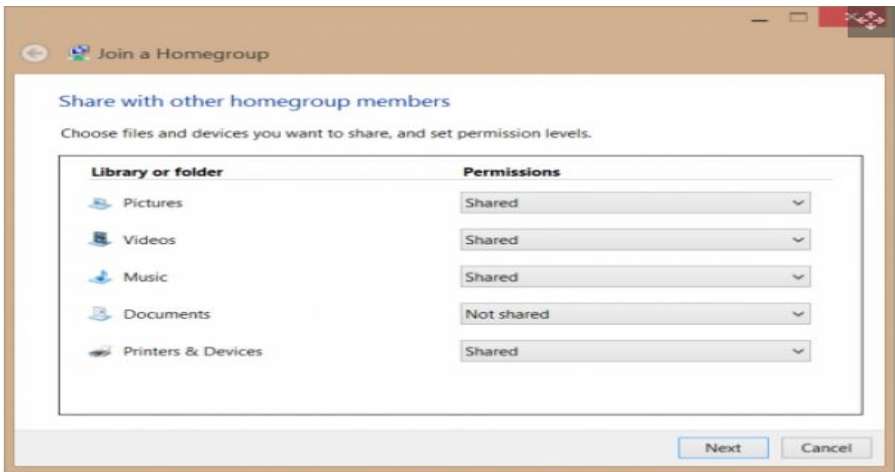
**1. Click Homegroup and then the Join now button in Windows Explorer.**



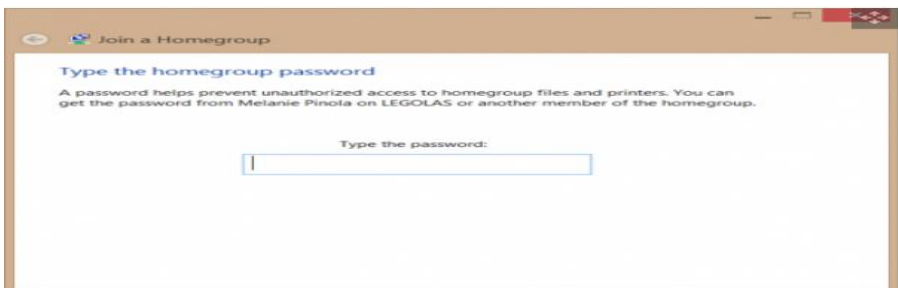
**2. Click Next.**



**3. Verify what you want to share and click Next.**



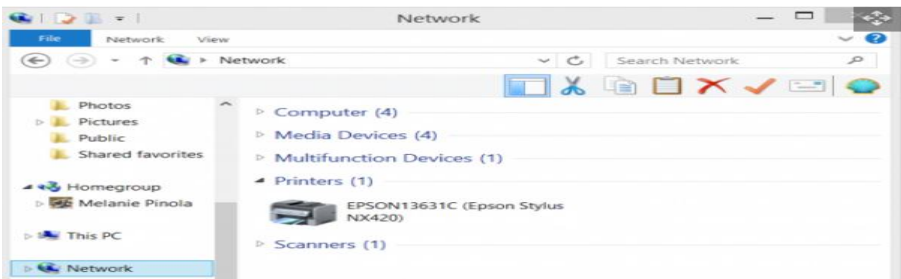
**4. Enter the password and click Next.**



**5. Click Finish.**

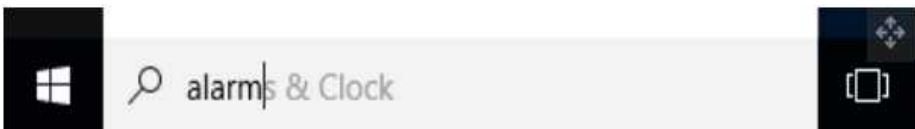


6. Click **Network** in Windows Explorer and you should see the shared printer installed.



## How to Set Alarms

1. Type "alarm" into the Windows search box.



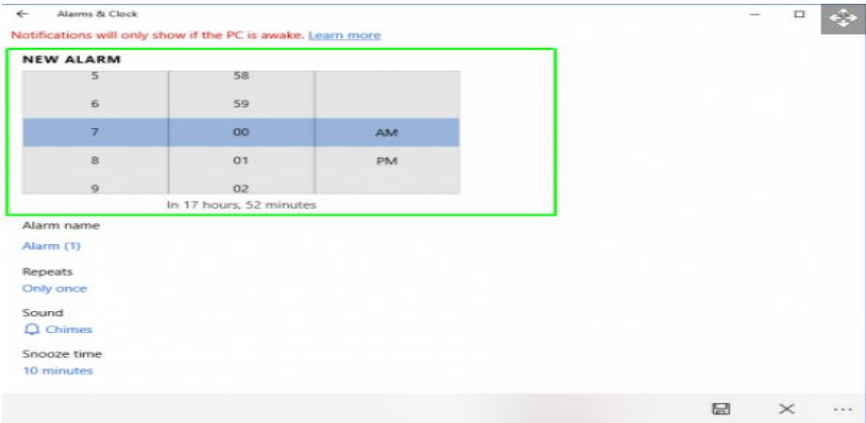
2. Click the "Alarms & Clock" icon.





3. Click the **plug button** to add a new alarm time. You can also select an existing alarm to edit it.

4. **Set an alarm time.** You can also set the alarm sound, snooze time, number of times the alarm repeats and the name of the alarm, but these are all optional settings.



5. Click the **save button** in the lower right corner of the window.

Note that, on most computers, the alarm screen will say that "Notifications will only show if the PC is awake." So, for your

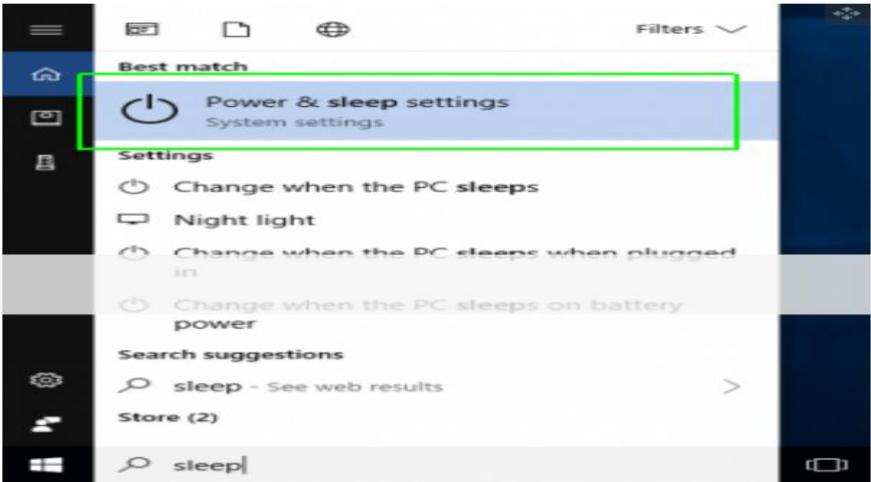
alarm to go off, you will need to configure your computer NOT to go to sleep.

**To stop your computer from sleeping:**

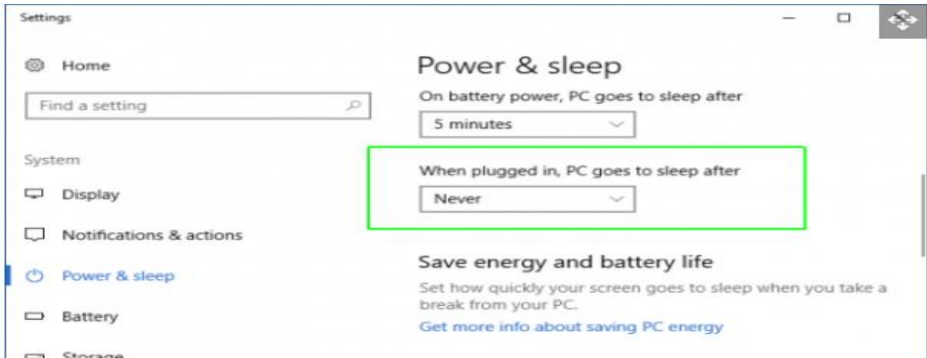
**1. Type "sleep" into the Windows search box**



**2. Click "Power and Sleep Settings"**



**3. Set Sleep time to "Never" under "when plugged in" and / or "on battery."** If you don't let it sleep when you're on battery, your computer could run out of juice.



## How to Upgrade to Windows 10 From Windows 7 or 8

Windows 10 should install without a hitch, but driver problems are a possibility and, during any system update, there's always a chance something will go wrong. Before you begin the process, make sure you have all of your data files backed up, preferably to a cloud service such as Microsoft's own One Drive, where you can download them again if your computer crashes. If you don't have a system restore disk already, it's a good idea to make a full system backup, using disk imaging software such as Macrium Reflect, which makes a bit-by-bit copy of your hard drive.

Finally, **make sure you have 1 to 2 hours free** to run the install. Though you can walk away for large portions of the process, you can expect all the downloading and file copying to take at least 60 minutes and, in our case, closer to two hours on a fast Internet connection. If you have slow or

inconsistent Internet, you should go to some place that has a strong connection and follow the instructions for creating a USB install disk you can use at home.

## **How to Upgrade Via Direct Download**

- 1. Navigate to <https://www.microsoft.com/en-us/software-download/windows10>**
- 2. Click the "Download Tool now" button**
- 3. Launch the Download Tool.**
- 4. Click **Select Upgrade this PC Now**** if you are just installing on this computer and want to do so right away. However, if you want to create your own USB or DVD media, see the section below on "How to Create Windows 8 Install Media." Though it requires a few extra steps and a blank Flash drive or disc, creating your own install media allows you to not only install on multiple computers, but also reinstall on your current computer if something goes wrong.

The tool will take a while to download the software so be patient, particularly if you have a slow Internet connection. After it downloads, the software also goes through a preparation process and downloads some more files, all of

which takes time, perhaps as long as an hour even on a high-speed connection.

5. **Click Accept** on the license terms screen. Wait again as the software checks for updates. You may want to walk away, as this also takes several minutes.

6. If you're upgrading from Windows 7 make sure to select "keep personal files and app" or the upgrade won't work. Then **Click the Install button**. Wait 20 to 30 minutes for the computer to copy files. It will reboot several times.

7. **Click Next** at the login screen.

8. **Click Use Express settings**. You can always change some settings later.

9. **Click Next** on the "New apps for the new Windows" screen. The computer will say "finalizing your settings," and then take you to the Windows 10 lock screen.

10. **Log in to your computer**. Windows 10 will take another couple of minutes to do an initial setup and then it will take you to the Windows desktop.

## **How to Create a Windows 10 USB Install Disk**

If you have a 4GB or larger USB flash drive or a blank DVD handy (and you still use an optical drive), you can create your

own Windows 10 install disk. Having your own disk allows you to run the upgrade on multiple computers without waiting an hour for a fresh download. You also have the option of doing a clean install or running the upgrade a second time if you run into problems later. Here's how to create a Windows 10 install disk.

Before you begin, make sure to insert your flash drive into one of your USB ports. Be aware that all data on the drive will be erased.

1. **Follow steps 1 -3 above**, installing the Download tool and launching it.

2. **Select "Create installation media . . . "**

3. **Select the language, edition and architecture (32 or 64 bits) of Windows.** Make sure your selections match those of the computer(s) you wish to upgrade. So, if you currently have Windows 8 Home (64-bit), choose Windows 10 Home 64-bit.

4. **Select USB flash drive.** If you plan to burn this to DVD instead, select ISO file and, after the process is over, you'll have to use a DVD burning program to write the ISO to disc.

5. **Click Finish** when the process is complete. If you don't plan to install Windows 10 right away, you can remove the drive and stop here.

6. **Launch setup.exe** on the flash drive to start the upgrade process.

7. **Select "Download and install updates"** and click Next. If you are in a big hurry, choose "Not right now." Wait several minutes for the updates to download.

If the software asks you for a product key, you are using the wrong version of Windows 10 to upgrade. For example, you might be attempting to install Windows 10 Home over your existing Windows 8.1 Pro or vice versa. The following steps are the same as if you install via direct download.

8. **Click Accept.** The software takes a couple of minutes to check your system.

9. **Click Install.** You can now walk away for at least 30 minutes. After the OS is finished installing, you will be presented with a screen showing your username.

10. **Click the Next button.**

11. **Select Use Express settings.**

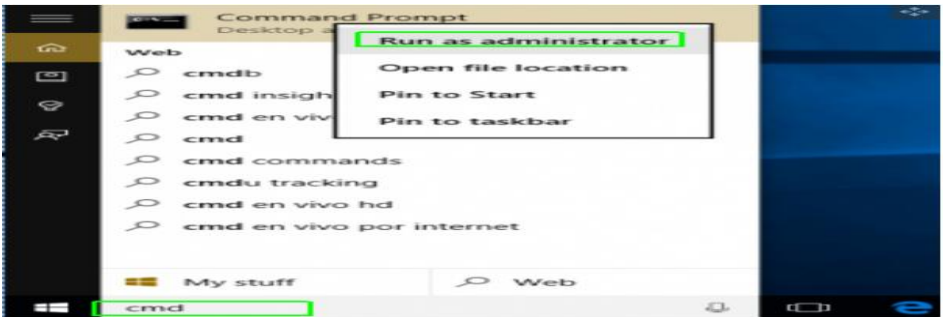
12. **Click Next** again.

13. **Log in to your computer.**

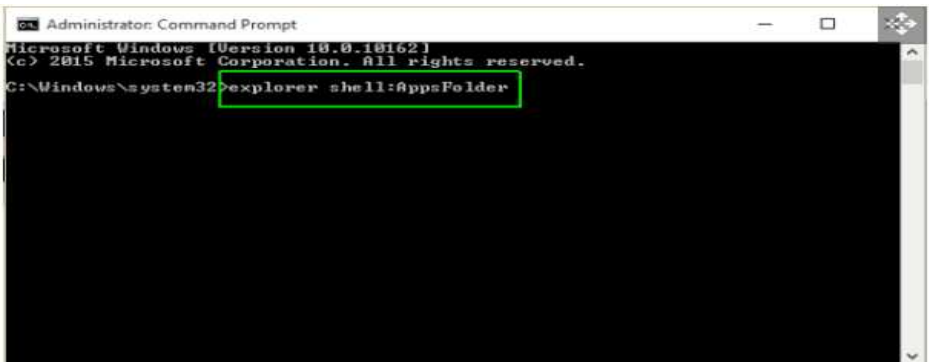
# How to Create Keyboard Shortcuts in Windows 10

## Method 1: Create a Desktop Shortcut

1. **Open a command prompt window.** You can get there by typing "cmd" into the Cortana / Search box and then right clicking on Command Prompt and selecting "Run as administrator."

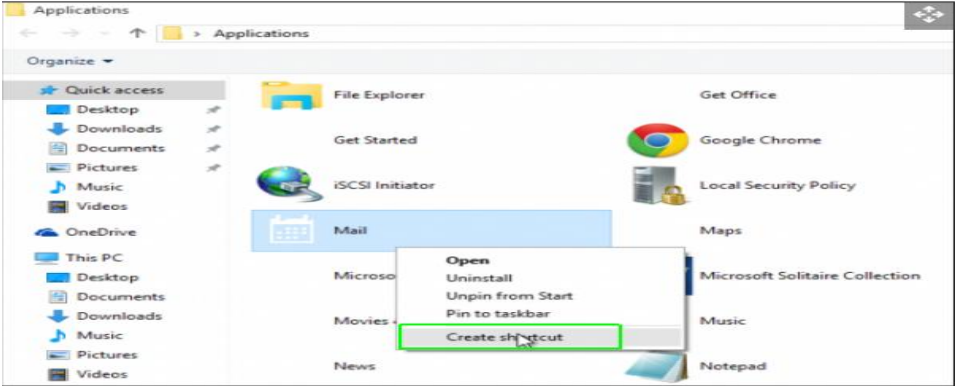


2. **Type "explorer shell:AppsFolder"** (without quotes) at the command prompt and hit Enter. A window with a list of all your apps appears.



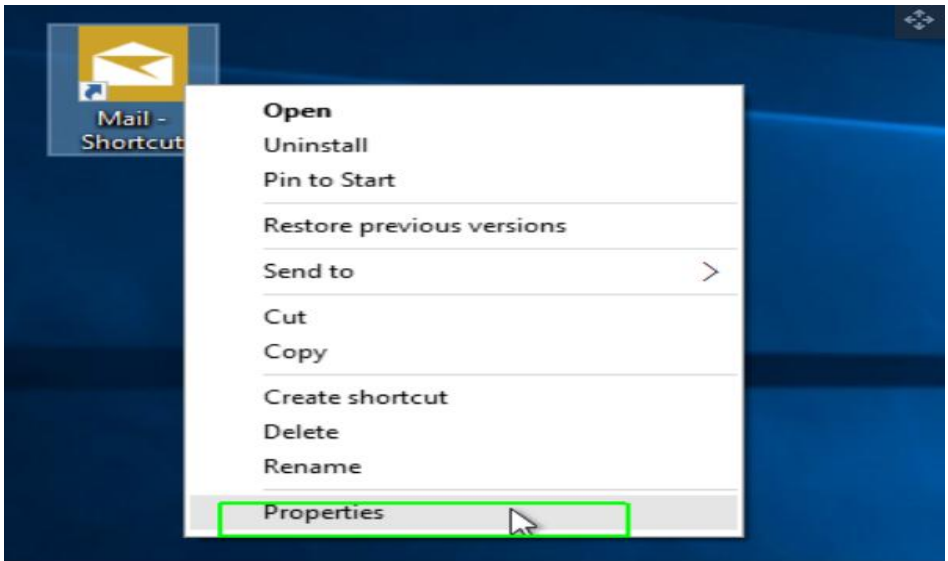


**3. Right click on an app and select Create shortcut.** It may be easier to find your app if you change the view setting to "detailed list" so you can see all the icons in a single column.

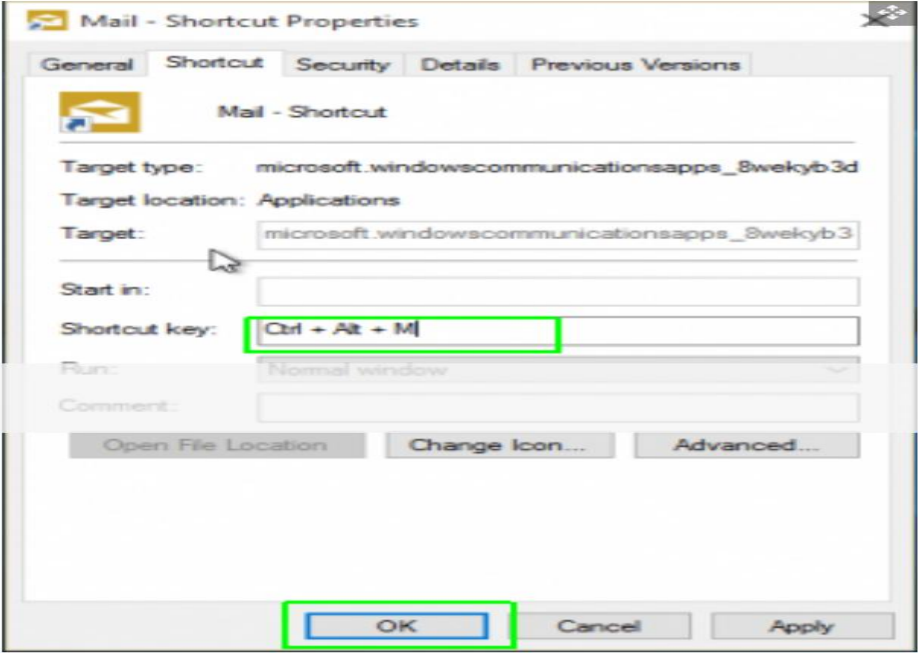


**4. Click Yes** when asked if you want the shortcut on the desktop. A new shortcut icon appears on your desktop.

**5. Right click on the new shortcut icon and select Properties.**



6. Enter a key combination in the **Shortcut key field**. The combination must be CTRL + ALT + a letter / number.



**7. Click OK.**

**Note:** Remember not to use the same key combination twice. Also note that some programs use CTRL + ALT + keyboard shortcuts that would also launch if you were in their windows. For example, in Photoshop Elements, CTRL + ALT + I brings up the resize menu.

**Method 2: Use the Start Menu**

If you're creating a keyboard shortcut for a "desktop app," any application that installs via direct download rather than Windows Store alone, you can create the shortcut directly from the Start Menu. By using this method, you can avoid creating a separate shortcut icon on the desktop.

### 1. Open the Start Menu.

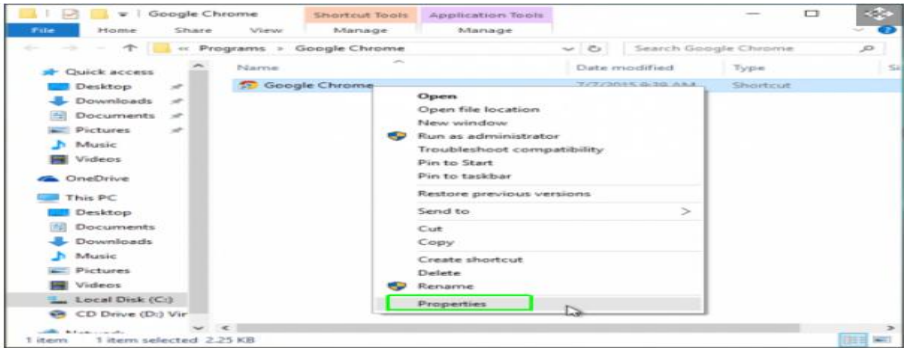
2. **Navigate to the icon or tile for the app** you want. If the app is not pinned as a tile, you can find it by clicking on the All apps and scrolling through the alphabetical list.



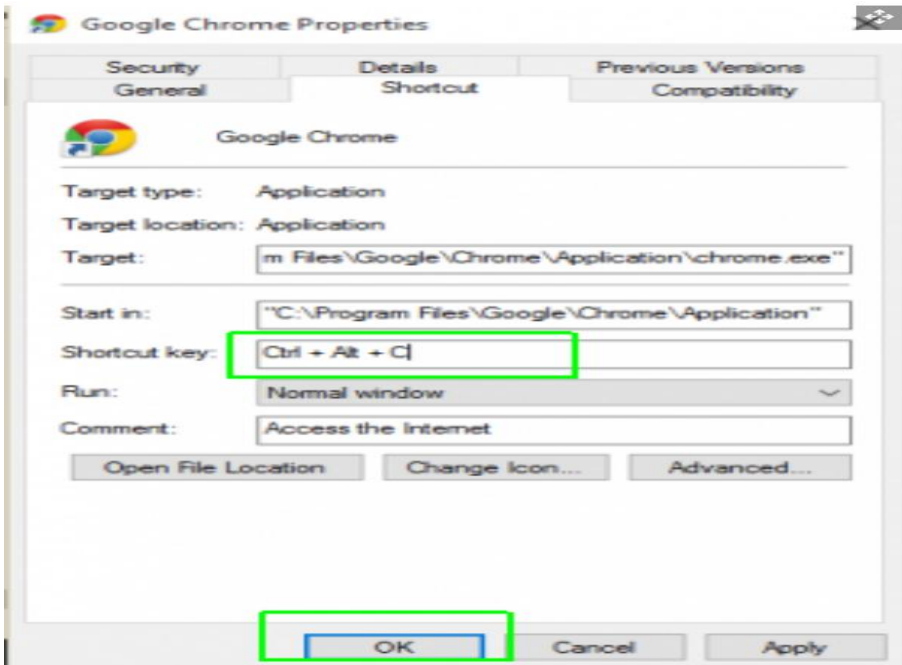
3. **Right click and select Open file location.** A window opens with a shortcut icon. If Open file location doesn't appear on the menu, this is a modern or universal app and you'll have to follow method 1 above.



4. **Right click on the shortcut icon and select Properties.**



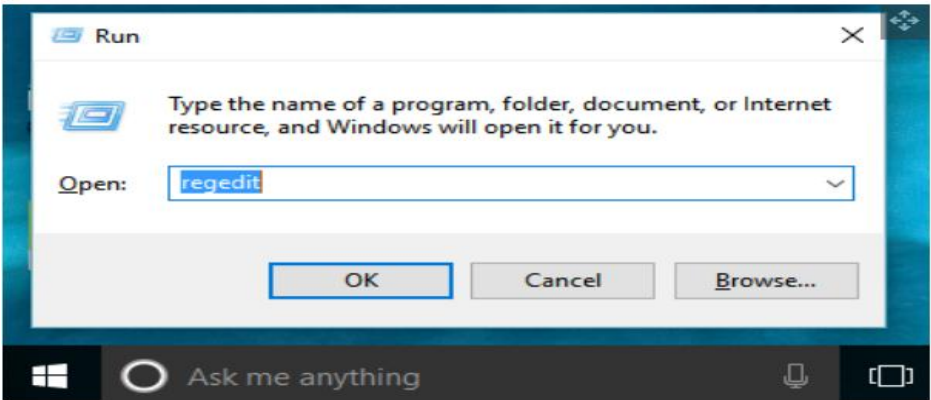
5. Enter a key combination in the "Shortcut key" box.



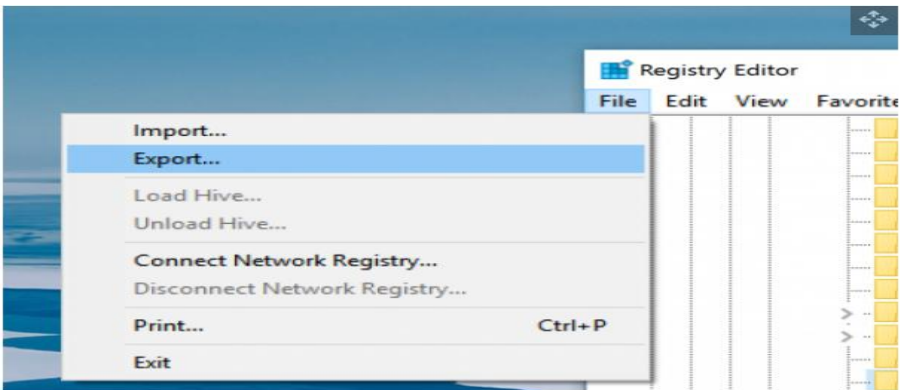
## How to Change the Default Font in Windows 10

1. Press Win+R.

## 2. Type in regedit and press Enter.



3. Go to File > Export... to save the registry file somewhere on your hard drive.

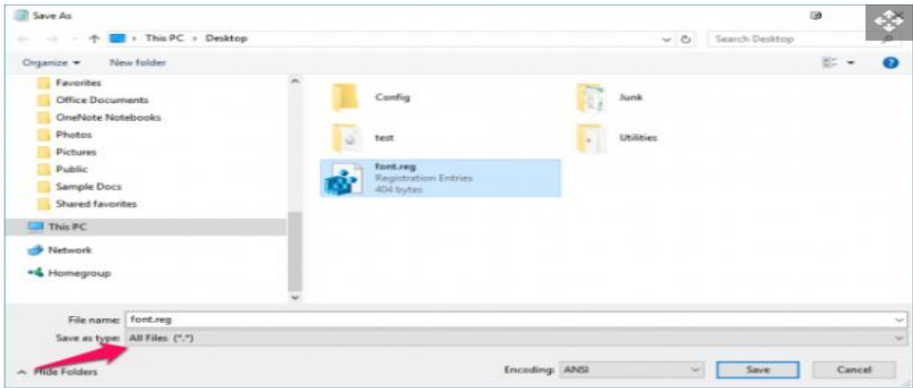


4. Open Notepad and copy and paste the following into it:

**Replace Verdana in the last line with the name of the font you want to use as your system default.** You might have to open your Fonts folder (search for "fonts" in the Windows taskbar) to get the full, correct name of the font.

5. **Click File > Save.**

6. **Change the "Save as" type to "All Files."**



7. **In the File name field, give the file a .reg extension.** You can name it anything, as long as it ends in .reg.

8. **Click Save.**

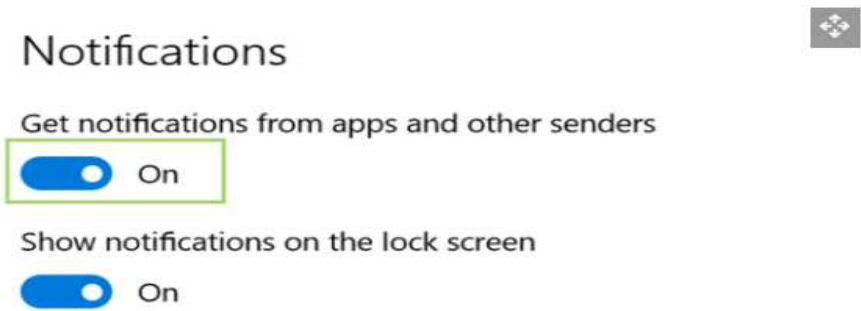
9. **Double-click the registry file you just created** to run it. You'll be prompted to allow the file to make changes to the computer and confirm you want to continue, then get confirmation the changes were successfully made.

10. **Restart your computer** to see the font change applied across Windows 10.

Just don't change the default font to something like Wingdings, lest you render your system completely unreadable.

# How to Turn Off Notification and System Sounds

1. **Click the notification icon** at the bottom right of the screen. You'll find it at the far edge of the toolbar next to the date and time.
2. **Click the All Settings icon** in the bottom right.
3. On the main Settings screen, **choose System**.
4. In the left sidebar, **choose Notifications & actions**.
5. To completely turn off Notifications, **slide the Get notifications from apps and other senders button to the Off position**.



6. Or, to be more selective with your notifications and not disable them all, **scroll down to the Get notifications from these senders section, and decide what you're able to tolerate: banner, sounds, or neither from each option**.



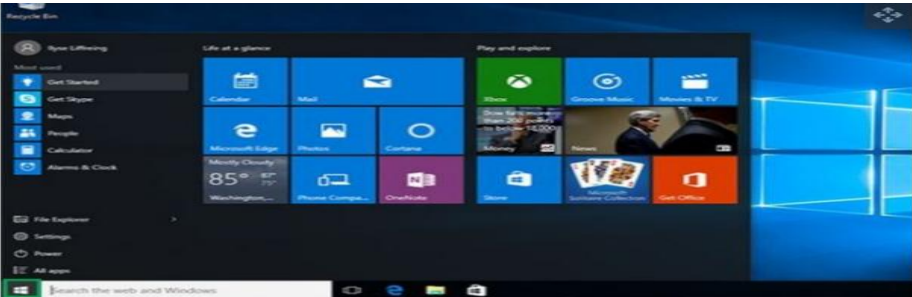
### Get notifications from these senders

Select a sender to see more settings. Some senders might also have their own notification settings. If so, open the sender to change them.

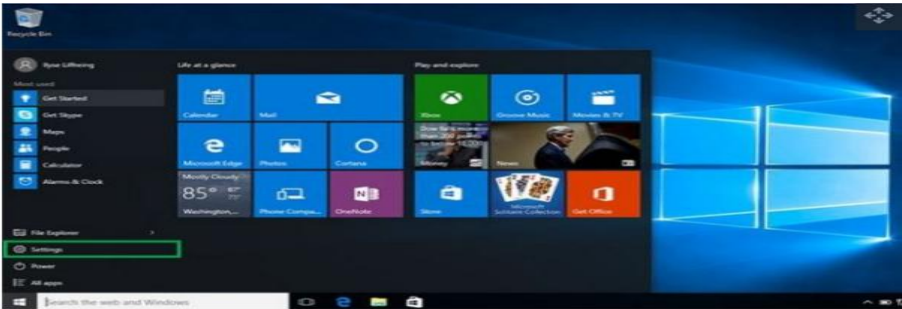


## How to Change Your Desktop Background in Windows 10

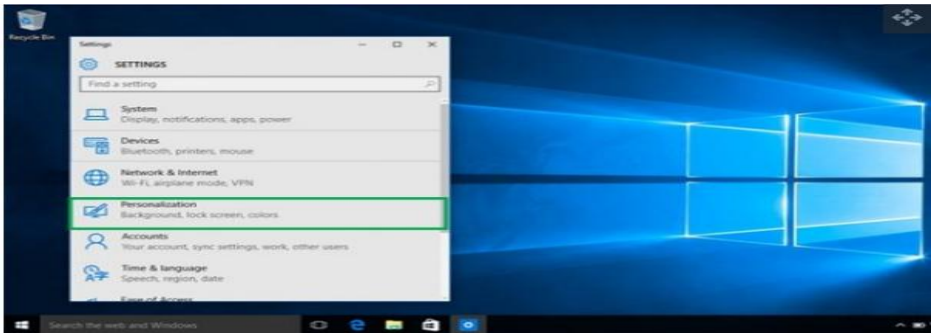
1. Click on the Windows icon in the lower left of your screen next to the search bar.



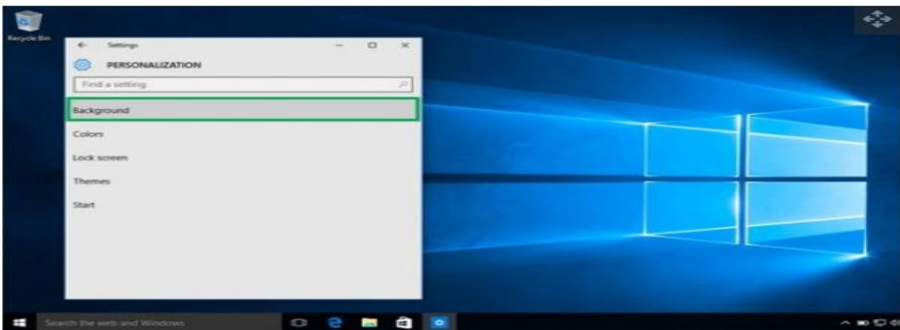
2. Click on Settings in the list on the left.



3. **Click on Personalization**, which is fourth from the bottom on the list.



4. **Click on Background**. The background page will come up which allows you to preview your background picture and lets you choose from several photos or your own photos for your desktop background.



5. **Click on the box underneath Background** to choose between a picture, solid color, or slideshow for your background.



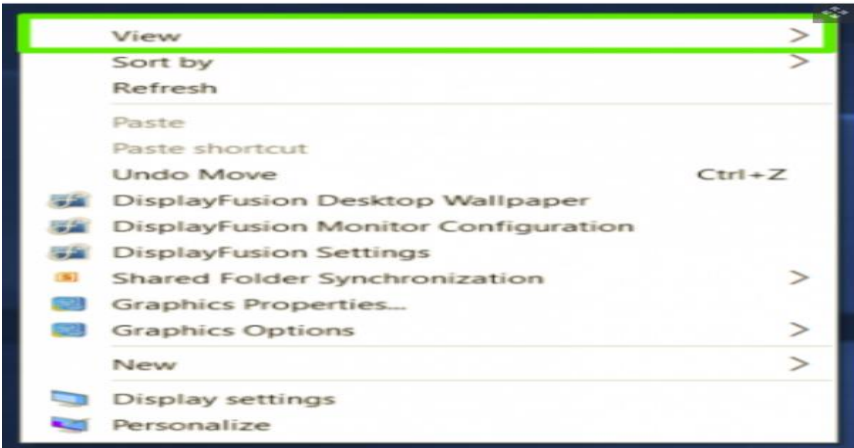
6. Underneath Choose your picture, **click on one of the options** or **click Browse** to choose one from your computer. Click on whatever photo you want and it will appear as your desktop background.

7. If you don't like the layout of the photo, you can **click on the box underneath**. Under **Choose a fit**, pick **between** fill, fit, stretch, tile, or center options for your background.

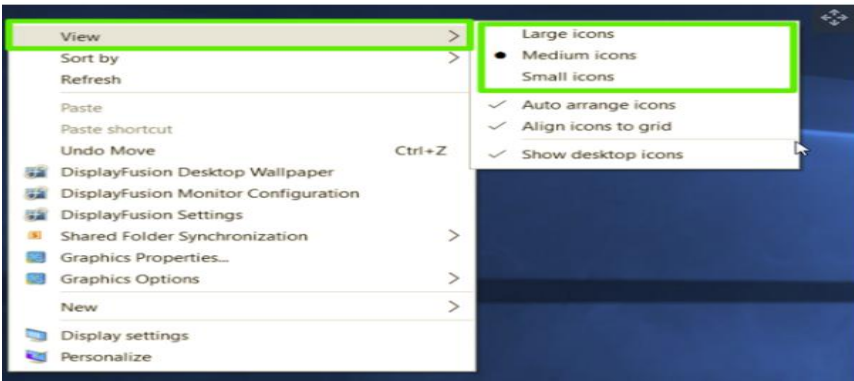
8. Once you've made your selections, your **Windows 10 background will change automatically**, no manual submitting required.

## **How to Change the Size of Desktop Icons in Windows 10**

1. **Right-click on an empty space** on the desktop.
2. **Select View** from the contextual menu.



3. **Select either Large icons, Medium icons, or Small icons.** The default is medium icons.



## How to Change the Size of the Taskbar Icons

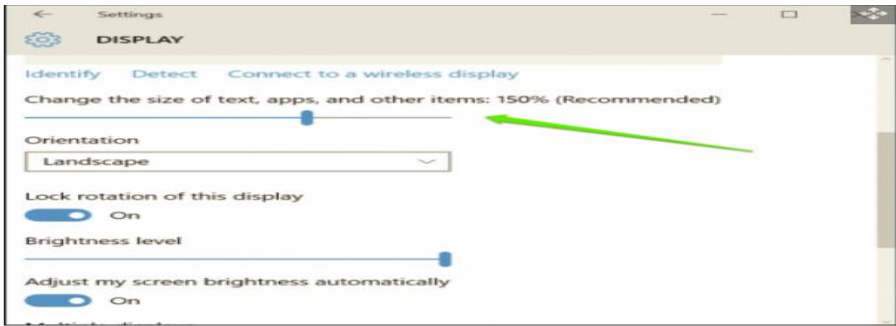
If you want to change the size of the icons in your taskbar, there's a different setting for that, which will also change the size of text, apps, and other items across Windows 10.

1. **Right-click on an empty space** on the desktop.

2. **Select Display settings** from the contextual menu.



3. **Move the slider** under "Change the size of text, apps, and other items" to 100%, 125%, 150%, or 175%.



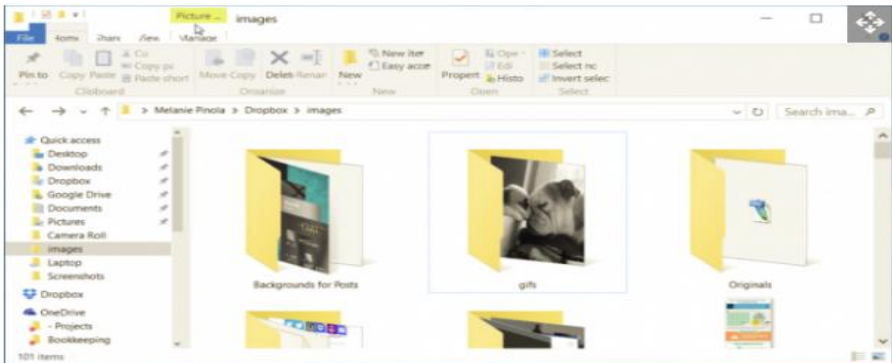
4. **Hit Apply** at the bottom of the settings window. Windows might ask you to log out and log back in for a more consistent experience.

This will not only make the icons in the taskbar a bit larger, but it will also make text bigger in apps like Microsoft Edge and Calendar, as well as in Windows 10 notification windows.

# How to Change the Size of Icons in File Explorer

If you'd like larger or smaller icons or thumbnails in particular folders, you can change those on the fly in File Explorer.

Just head to your folder location and use your mouse's scroll wheel to zoom in or out, effectively switching the view between Windows 10's large icons, medium icons, small icons, list, details, tiles, and content views.

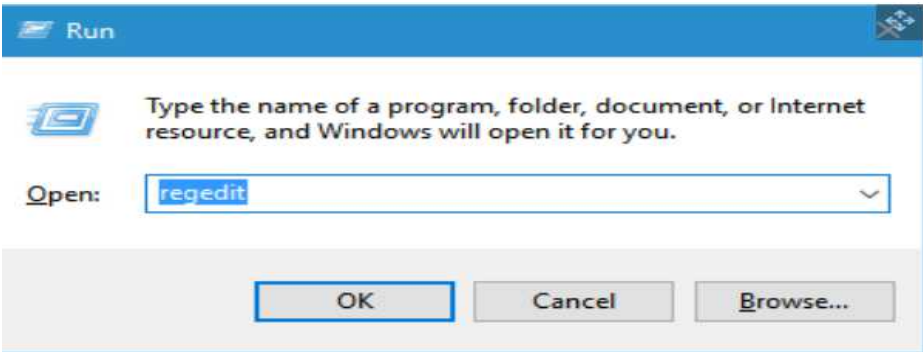


Although File Explorer will remember your last setting when you open this folder again, this is a folder-specific setting, so you'll have to adjust each folder you'd want different icon and text sizes for.

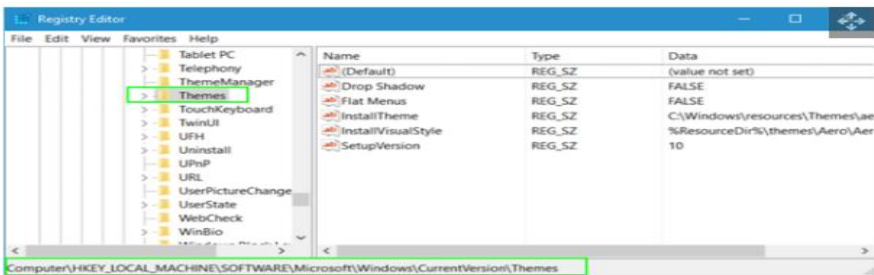
## How to Give Windows 10 a Dark Theme

### Edit Themes in the Registry

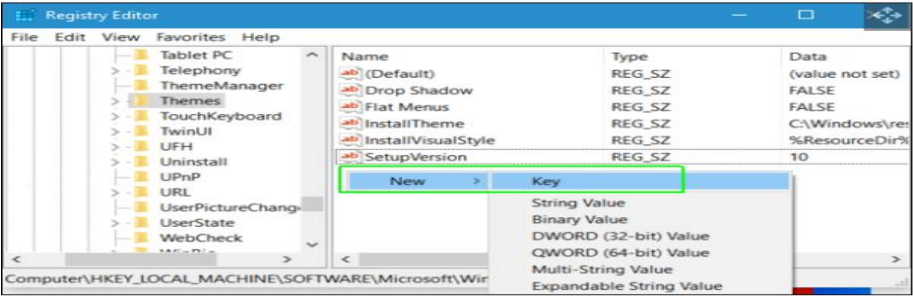
1. **Open the registry editor** by hitting Windows + R and typing "regedit" in the run field.



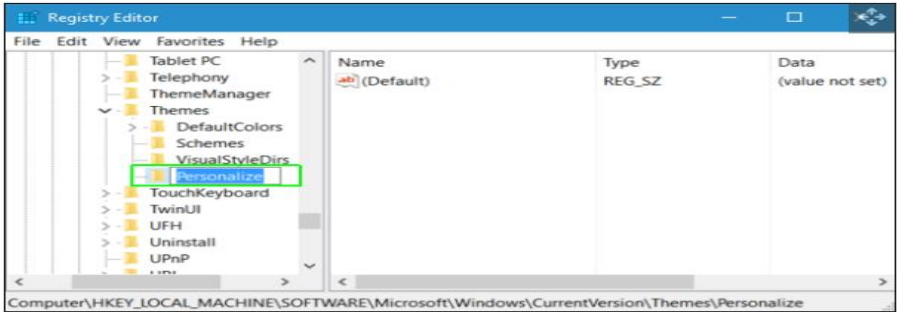
2. **Navigate to HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Themes** by opening the tree in the left side of the window.



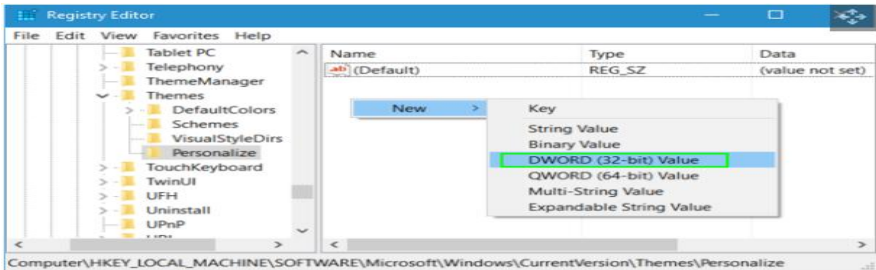
3. **Create a new key** by right clicking in the window pane and selecting New -> Key



4. Name the key "Personalize" and open it.

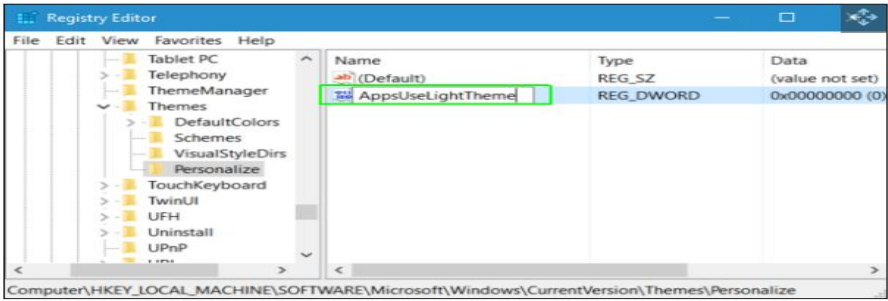


5. Create a new DWORD (32-bit) value by right clicking in the right pane and selecting New > DWORD (32-bit).

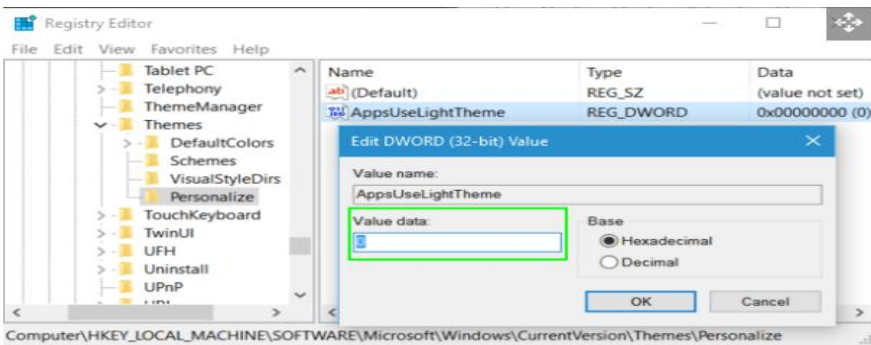


6. Name the DWORD "AppsUseLightTheme".

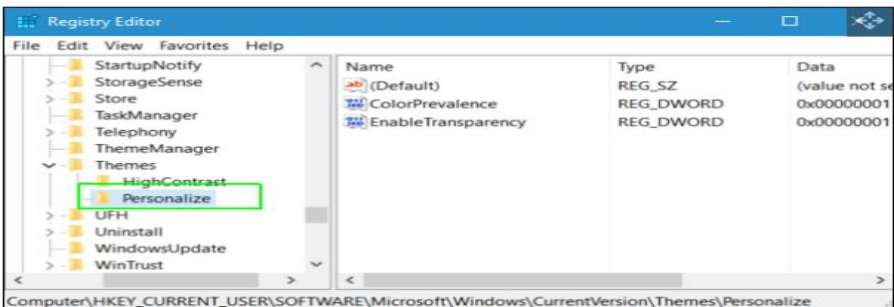




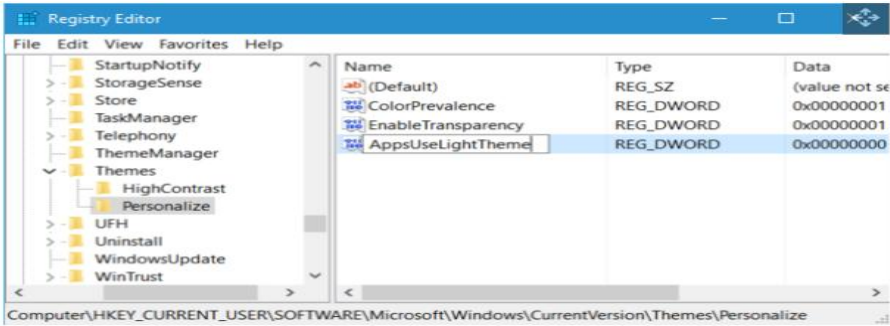
7. Set the **DWORD's** value to **0**. To open the **DWORD**, simply double click on it.



8. Navigate **to** **HKEY\_CURRENT\_USER\SOFTWARE\Microsoft\Windows\CurrentVersion\Themes\Personalize**.



**9. Create a new DWORD (32-bit) named "AppsUseLightTheme".** As in steps 5 and 6, you create the DWORD by right clicking in the right window pane, selecting New > DWORD (32-bit) and typing in the name.



**10. Set its value to 0.**

**11. Close Regedit and reboot your PC.**

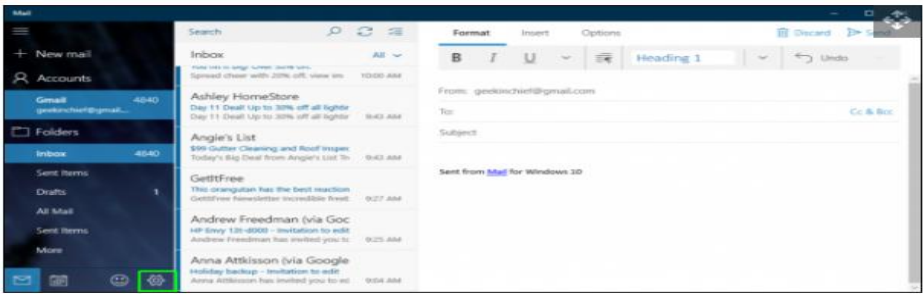
Your settings menu should now have white text on a black background (as shown below).

### Setting a Dark Theme in Windows Mail

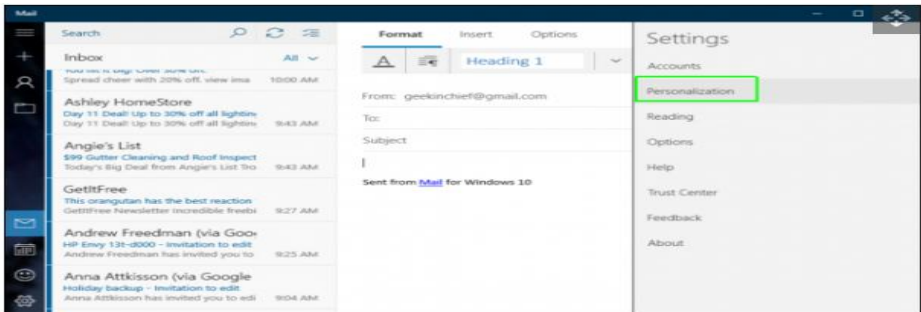
Changing the registry setting as shown above should also switch Windows 10's default Mail app to dark theme. However if it isn't switched or you want to switch mail but leave other menus untouched, follow these steps.

**1. Launch Mail.**

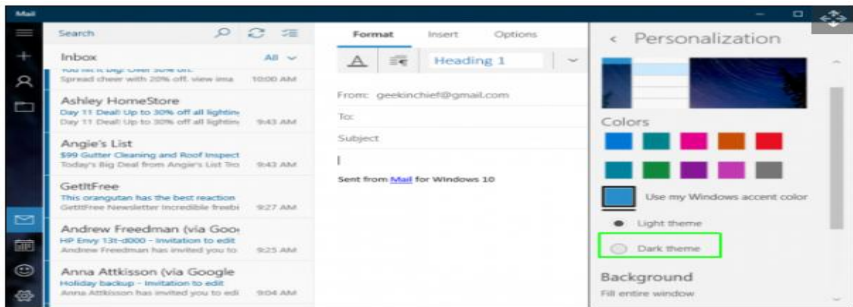
**2. Click the gear icon** in the lower left corner of the window to go to the settings menu.



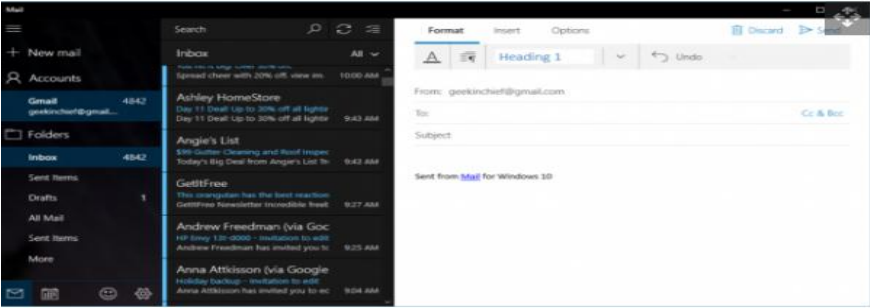
3. Select Personalization from the Settings menu.



4. Select Dark theme.



Your inbox and mailbox list should now be dark.



# Changing Microsoft Edge to Dark Theme

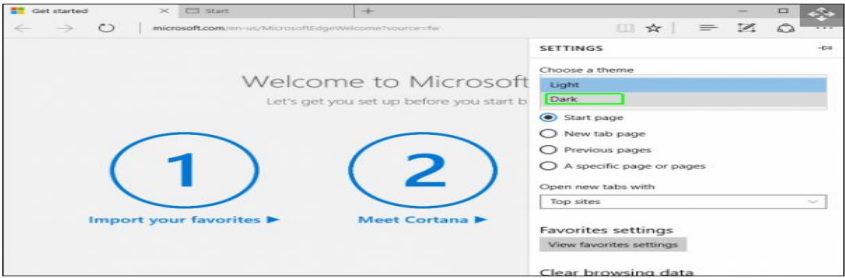
- 1. **Launch Microsoft Edge.**
- 2. **Open the menu** by clicking the 3-dot icon in the upper right corner of the window.



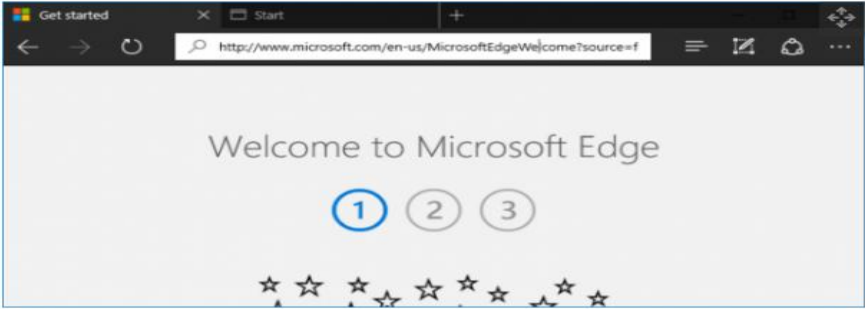
- 3. **Select Settings.**



- 4. **Select Dark from the theme pulldown.**



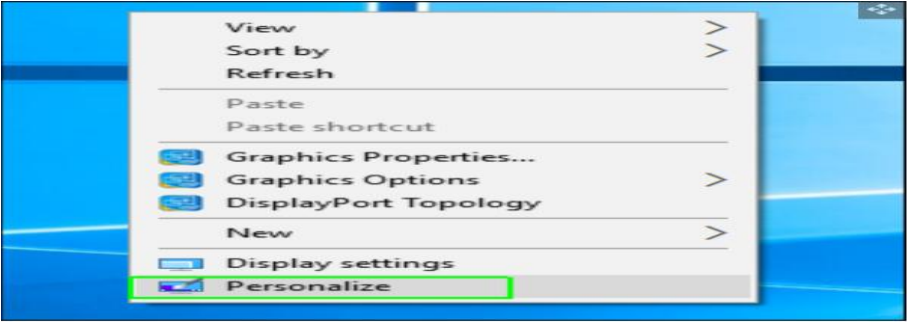
The Edge menu bar should now be white on black.



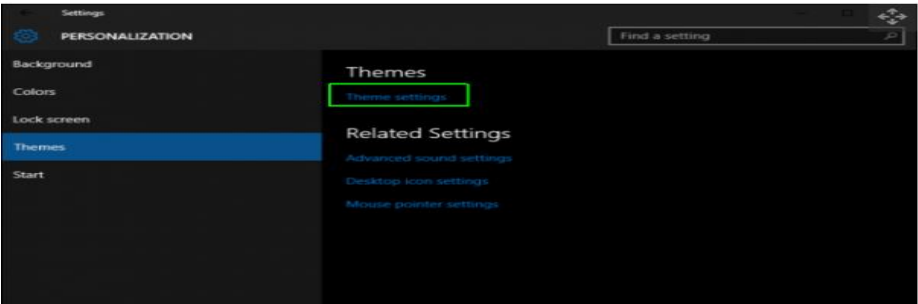
## Choosing a High Contrast Theme

Many users won't want to take it this far, but if you want the taskbar, Start Menu and even your window controls to have light text on a dark background, you can switch Windows 10 to a high-contrast theme. Here's how.

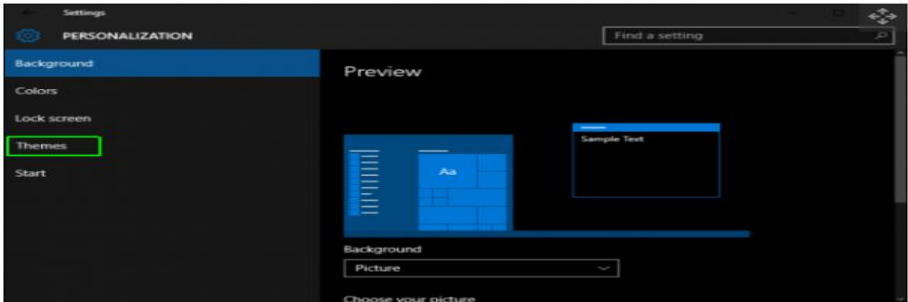
- 1. Right click on the desktop and select Personalize.**



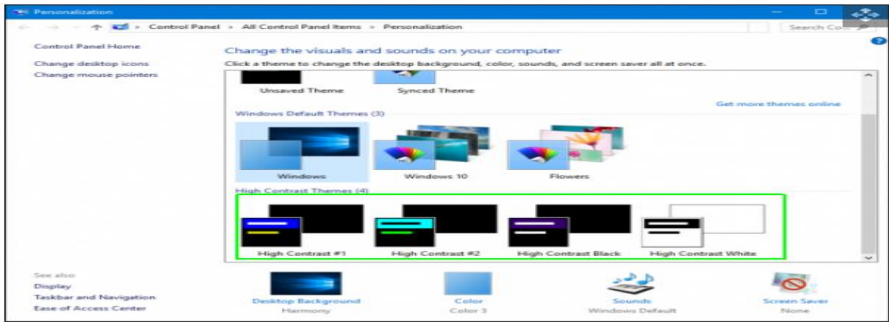
2. **Select Themes** from the left pane.



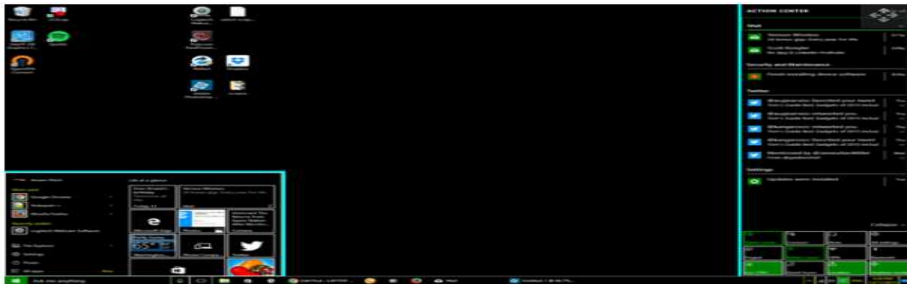
3. **Click Theme settings.**



4. **Select High Contrast #1, High Contrast #2 or High Contast Black.**



Your entire desktop and Start Menu will have light text on a dark background.



## How to Make Your Own Windows 10 Theme

1. Open the Start menu and select Settings.



2. Choose Personalization from the settings screen.



### 3. Change one or more of the following:

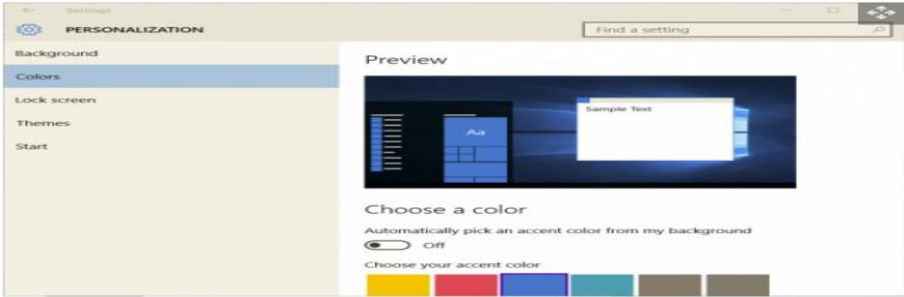
- **Desktop background:** Select picture, solid color, or slideshow. In addition to some default photos, you can click the Browse button to select a background picture. If you choose slideshow, the default album for the slideshow will be the Photos folder, but you can browse to a different folder and also set how often you want the picture to change on your desktop.



- **Colors:** You can either have Windows automatically pick an accent color from your background or select a color for the Start menu tiles background and the thin border around windows. This will also change the color of the Windows icon in the taskbar when you hover

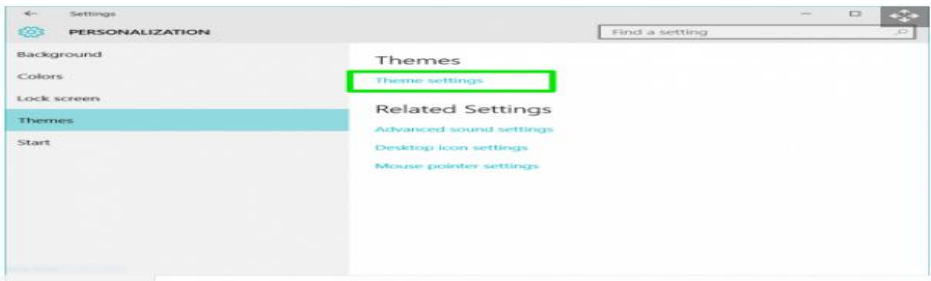


over it. Optionally, you can also have that color shown on the taskbar and Windows 10's action center by checking those checkboxes.



You can also change the Lock screen background image and Start menu settings here, but these aren't saved with your theme.

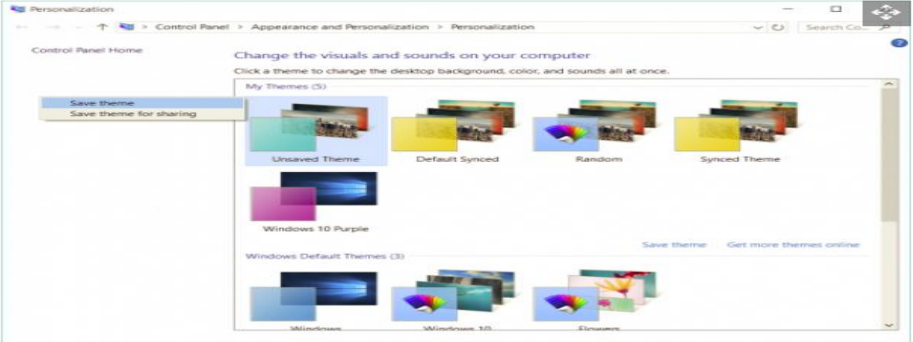
**4. Click Themes in the Personalization window, then Theme settings.**



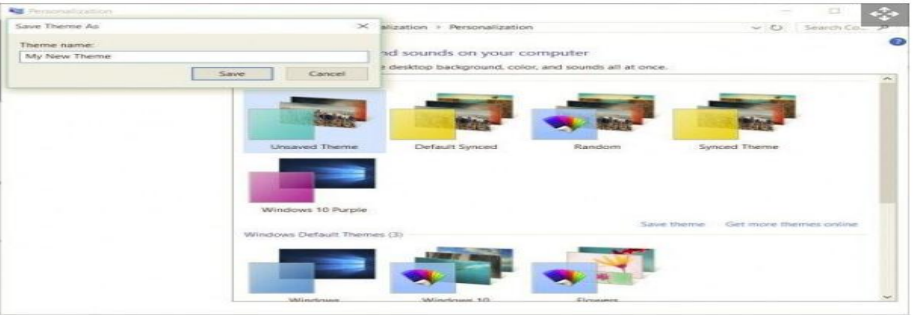
This will open up the personalization settings in the Control Panel.



5. **Right-click on the Unsaved Theme and select Save theme.** The Unsaved Theme appears in the My Themes section and contains the the settings you just adjusted.



6. **Give your theme a name in the window dialog box and hit OK.**



Your new theme will be saved and you can switch between it and other themes easily by going to the personalization options in the Control Panel. Once your theme is saved, you can also right-click on it and save the theme for sharing as a .deskthemepack file.

## **How to Hide Your Name and Email Address on Windows' Login Screen**

Method 1: Edit the Computer Policy to Hide Your User Information

1. Search for "Local Group Policy Editor" in the Windows taskbar and hit Enter.
2. Navigate to Computer Configuration > Windows Settings > Security Settings > Local Policies > Security Options.
3. Double-click "Interactive logon: Display user information when the session is locked". This tells Windows which user information to show on the login screen when your laptop is locked.
4. Select "Do not display user information."
5. Click Apply then OK to have this go into effect immediately.

6. Next, **double-click "Interactive logon: Do not display last user name"**. This tells Windows whether or not to display your user info when you boot your computer.

7. Change the setting to Disabled and Click OK.

## **Method 2: Edit the Registry to Hide Your User Information**

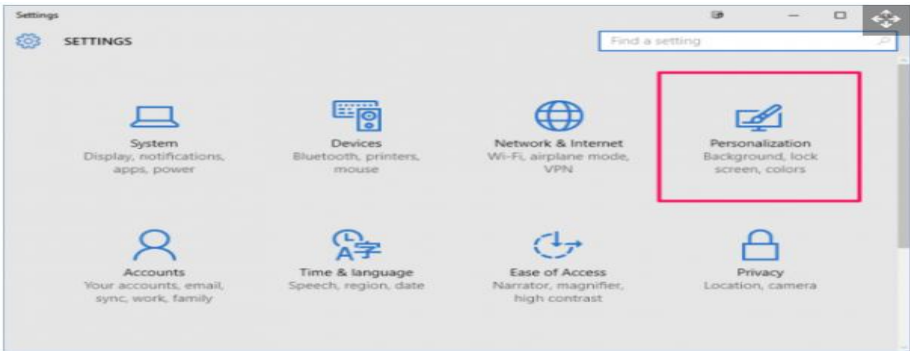
1. Search for "regedit" in the Windows taskbar and hit Enter.
2. Navigate to HKEY\_LOCAL\_MACHINE\Software\Microsoft\Windows\CurrentVersion\Policies\System
3. Double-click dontdisplaylastusername.
4. Change the 0 to 1 in the Value data field.
5. Click OK.
6. Right-click an empty area in the right panel and select New > DWORD (32-bit) Value.
8. Double-click DontDisplayLockedUserID.
9. Change the 0 to 3 in the Value data field.
10. **Hit OK.**

The next time you log into your computer, your info will be hidden. To log in, you'll need to fill in both your username (email address or your first and last name) and your

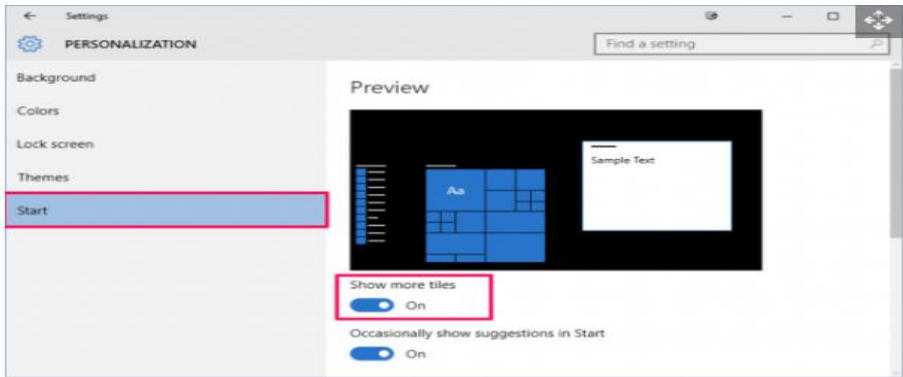
password. It's an extra step, but one many people might want to do for privacy or security reasons. While you're at it, you can disable the lock screen in Windows 10 too and get to the login screen more quickly.

## How to Add Another Column to the Windows Start Menu

1. **Open Settings.** You can do this from the Start menu.
2. **Click Personalization.**

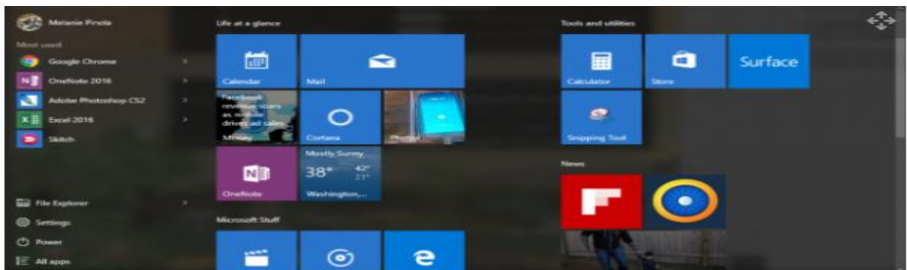


3. **Click Start in the left menu and then toggle "Show more tiles" to on.**



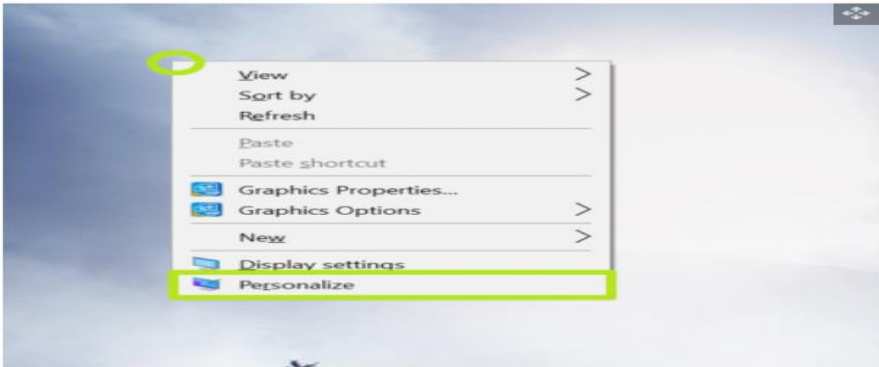
The Start menu will now have an extra column of space, which you can drag tiles into.

Bonus tip: If you drag the right edge of the Start menu to the right, you'll get another 4 columns of tiles to rearrange and organize to your heart's content.

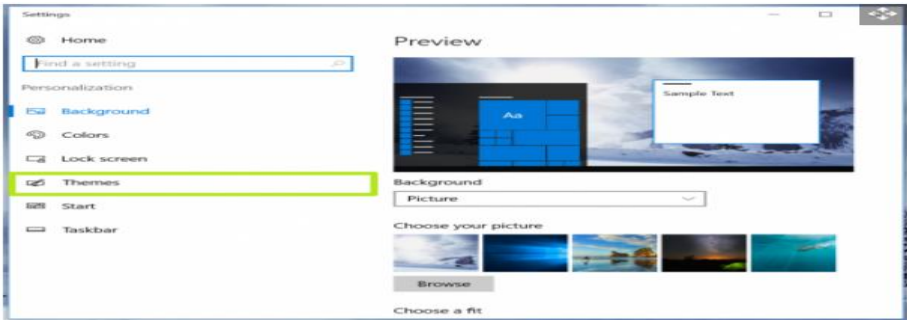


## How to Restore My Computer Icon to the Windows 10 Desktop

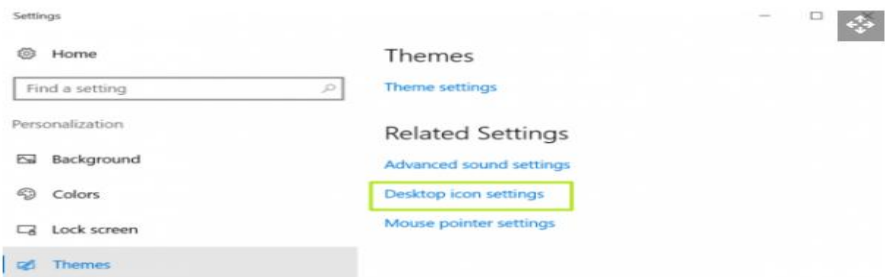
- 1) **Right-click** on the desktop and select **Personalize**.



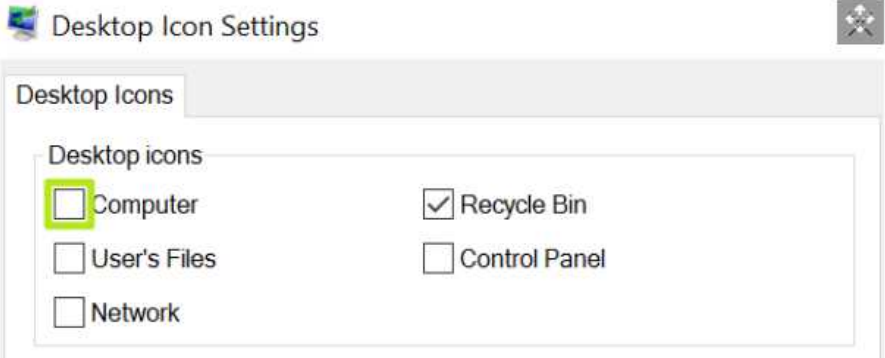
2) Click Themes.



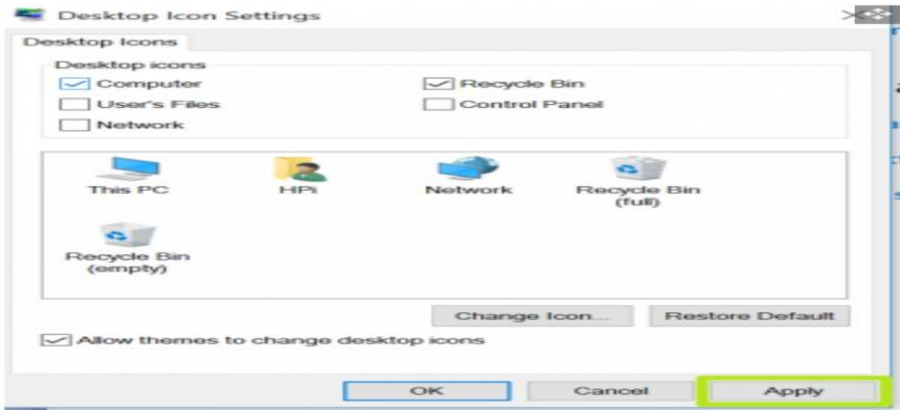
3) Click "Go to desktop icon settings."



4) Check the box next to Computer. You can also check the boxes for Control Panel, Network and User's Files to bring those to the desktop.

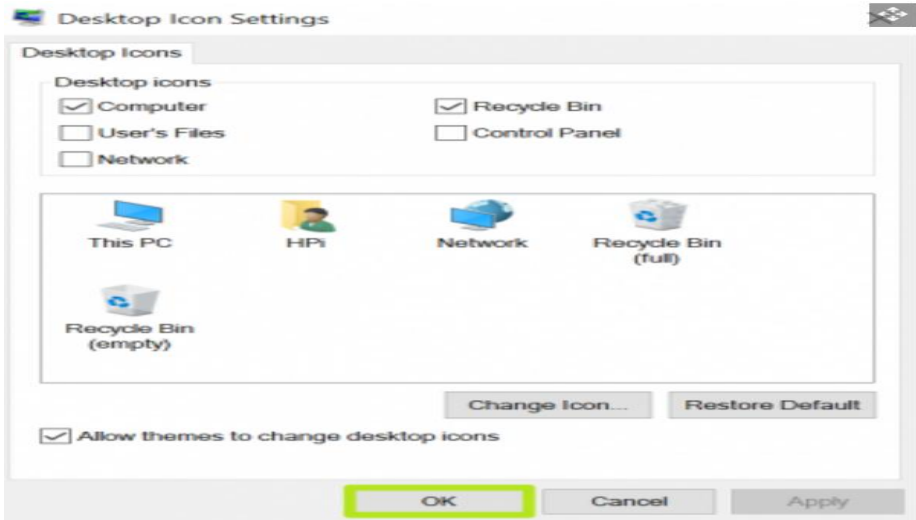


5) Click **Apply**.



6) Click **OK**.

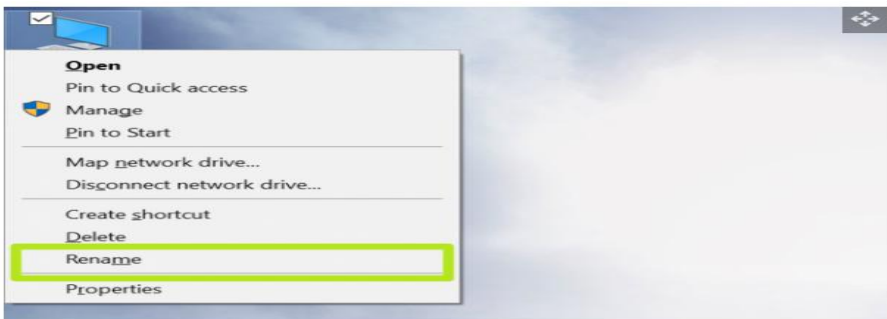




7) **Right-click** on **This PC**.



8) **Select Rename**.



9) **Type "My Computer."**



10) **Click Enter.**



## **How to Edit Photos to Fit Your Display in Windows 10**

- 1. Open your image in Photos and hover over the top of the window with your cursor.**
- 2. Click Edit.**
- 3. Select Lock Screen.**

4. Adjust the crop box by dragging it and moving the corner dots to select the portion you want to use and click **Apply**.
5. Click **Save** a copy.
6. Click the ... button.
7. Select **Set** as.
8. Select **Set as lock screen** or **Set as background**.

You've cropped your image to fit your display!

## How to Add Custom Accent Colors

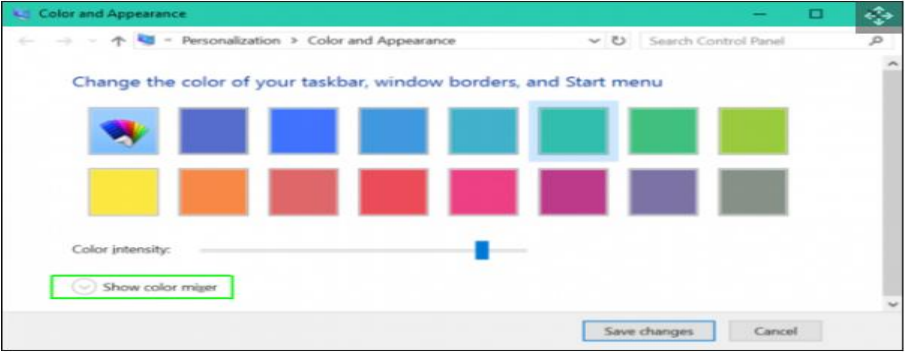
### Add a Custom Accent Color Using the Mixer

If you don't have a precise color to match and just want to fiddle with some controls until you get an accent shade you like, you can use Windows 10's color mixer. If you have the RGB or Hex code for a particular color, you'll have to use the other method: adding custom colors to the registry.

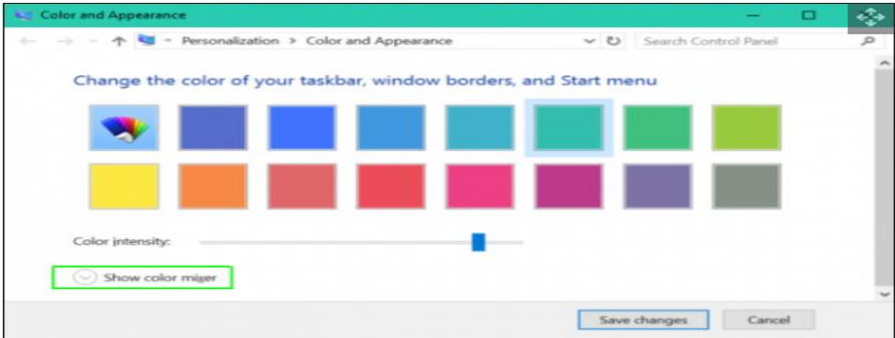
1. **Open the run prompt** by hitting Windows + R or typing "Run" into the search box.
2. **Type "Control Color"** into the run box and **hit Ok**.

A window appears with a list of colors.

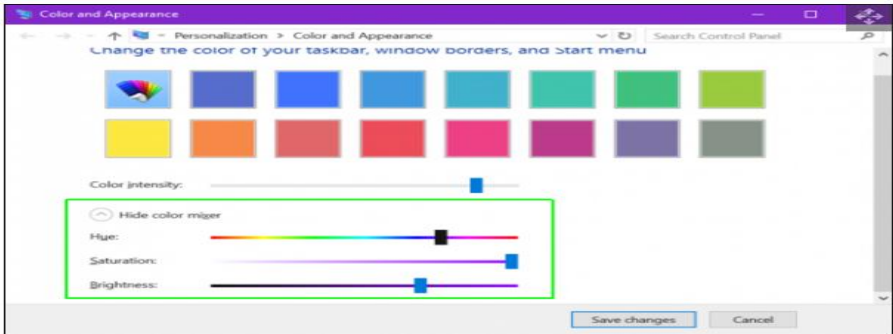
3. **Select the color block that is closest to what you want**. The window title bar will change to match that color.



4. Open "Show color mixer."



5. Adjust the Hue, Saturation and Brightness bars until you get a color you like. As you move the sliders, you will see a preview of the color in the window title bar.



6. Click Save Changes.

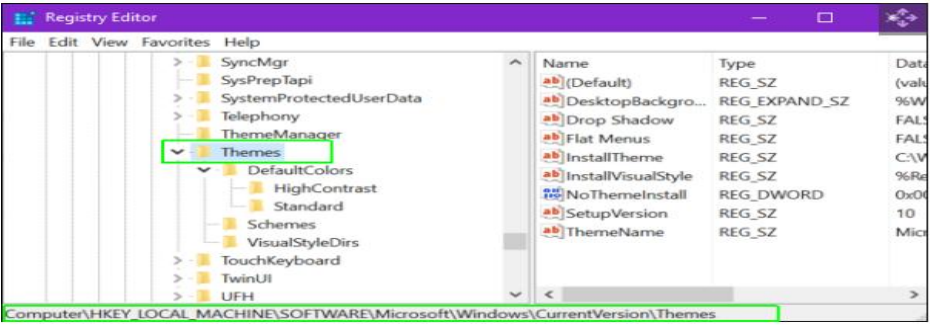
## Add a Custom Accent Color Using the Registry

If you have an exact color you want to use as an accent color, you need to edit the Windows registry to add it. The "color mixer" method described above just isn't precise enough.

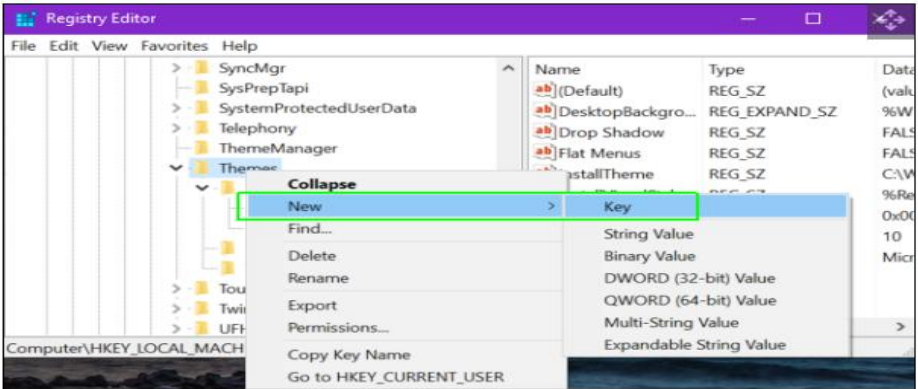
1. **Open the registry editor by typing "regedit"** into run box or the search box and hitting Enter.

2. **Navigate to**

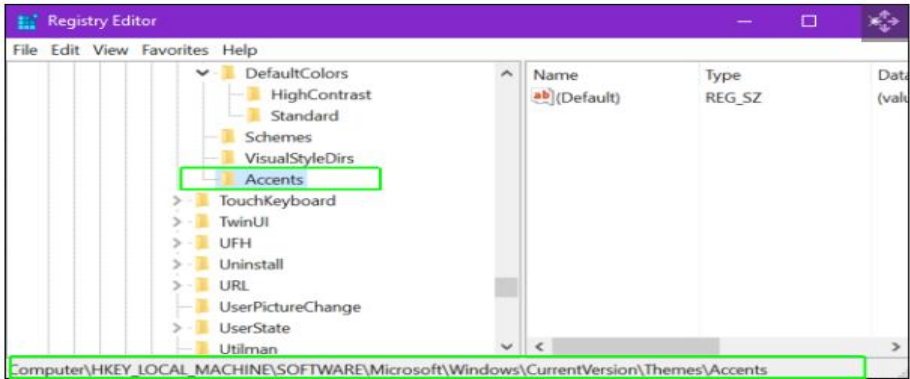
**HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Themes\** by opening the folders in the left pane.



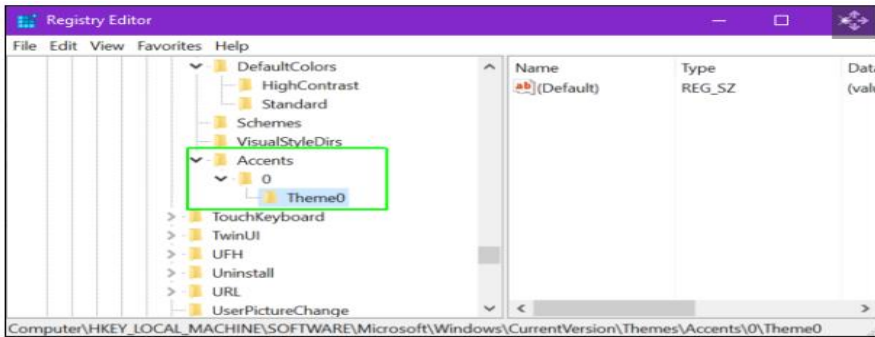
3. Create the Accents key under Themes if it does not exist by right-clicking on the Theme folder and selecting New -> Key then renaming the key to "Accents."



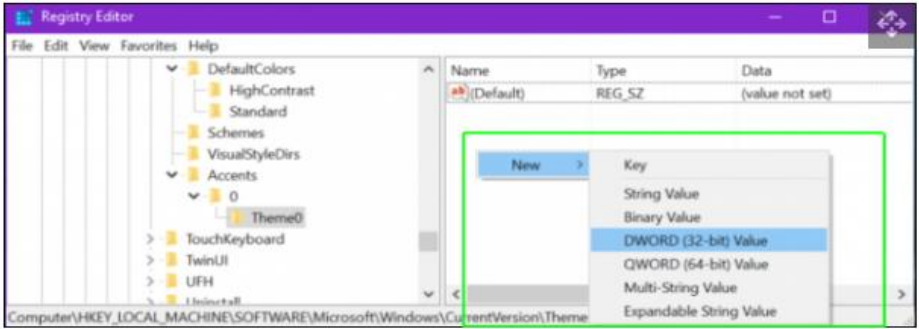
4. Open the Accents key.



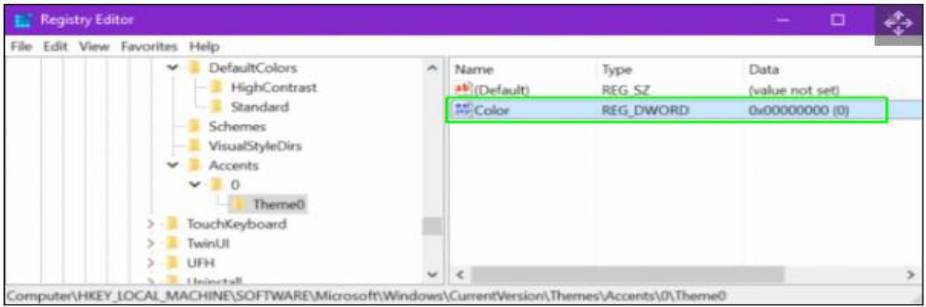
5. Create a subkey named "0" under Accents and another named "Theme0" under that.



6. Create a new DWORD (32-bit) value named "Color" under Theme0. You can create new DWORD values by right-clicking in the right pane and selecting New -> DWord (32-bit) and then renaming the entry it creates.



7. **Open the Color DWORD value by double-clicking on it.**

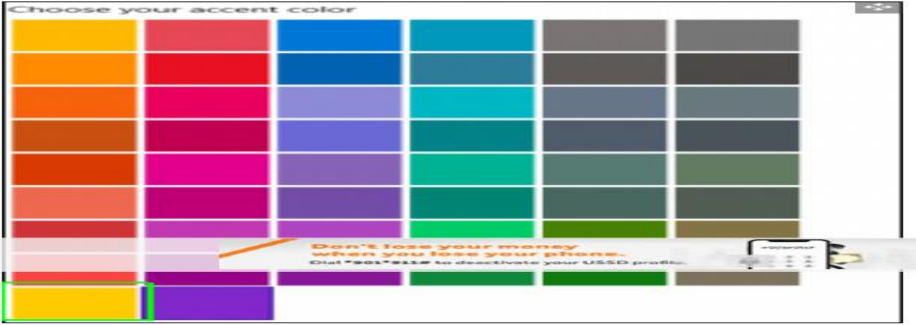


8. **Enter a color value in ABGR (also called KML) format and click OK.** ABGR stands for Alpha Blue Green Red and is composed of hexadecimal numbers.

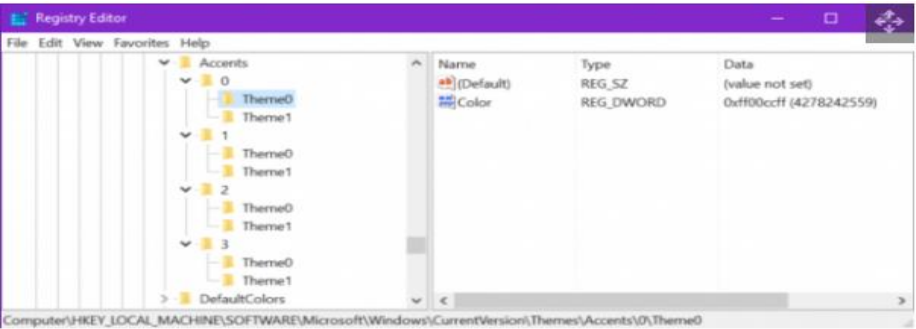
9. **Close Regedit and restart your computer.**

The new color will now appear at the bottom of the list of hues in the Accent color menu.





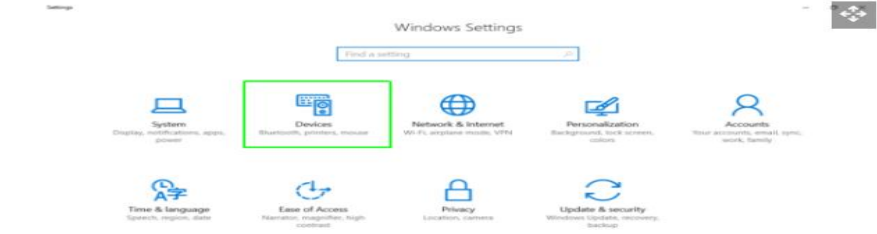
You can add up to seven additional custom colors to the menu by creating additional theme folders under the Accents key in the Windows registry. You need to name these Accents\0\Theme1, Accents\1\Theme0, Accents\1\Theme1, Accents\2\Theme0, \Accents\2\Theme1, Accents\3\Theme0 and Accents\3\Theme1.



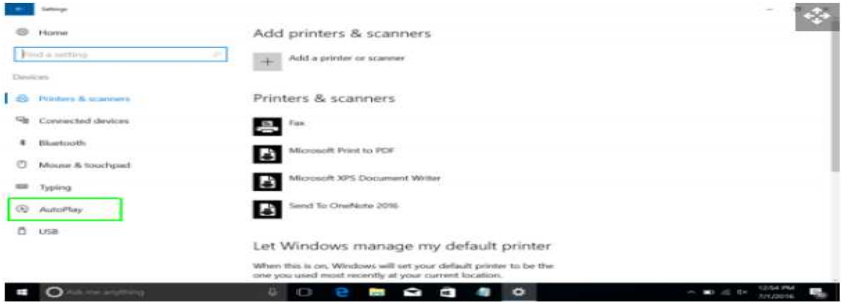
# How to Customize Windows 10's Autoplay Menu

## Disable Autoplay in Windows 10

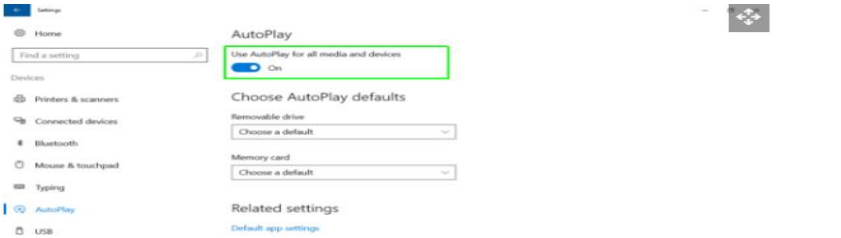
1. Go to Settings > Devices.



2. Click **AutoPlay** on the sidebar.



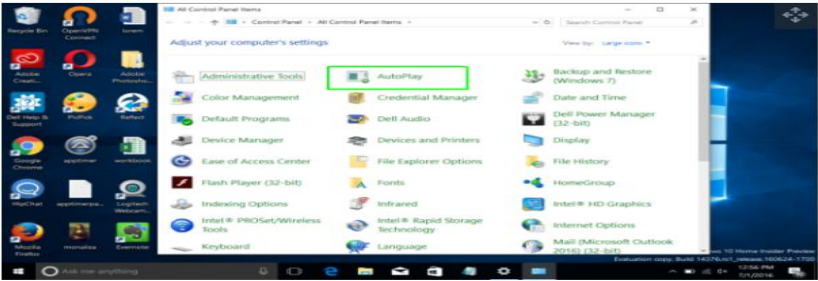
3. Switch "Use AutoPlay for all media and devices" to off.



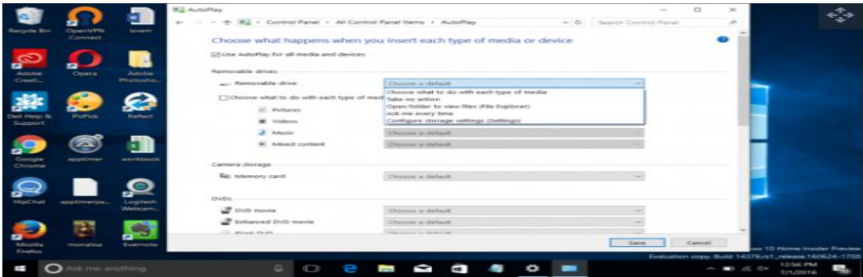
## Pick Specific Actions

1. Open the Control Panel.

2. Choose AutoPlay.



From here, you can choose different types of drives and files should do when you insert media into your laptop. When you're done, **click save**.



# How to Install and Delete Fonts

## How to Install a Font

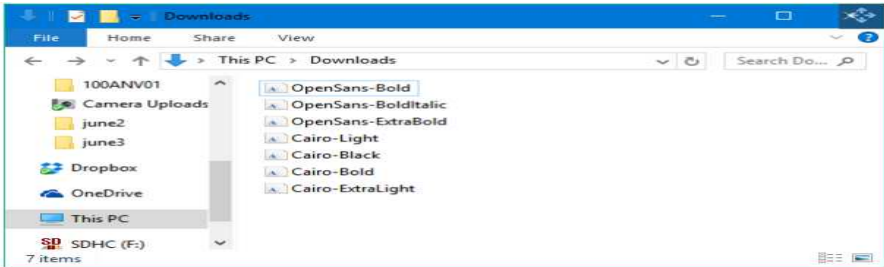
1. **Download your fonts** (from Google Fonts or elsewhere) and save them to a folder on your hard drive. If they are in a .zip file, be sure to unzip them.
2. **Type "fonts" into the Cortana search box.**



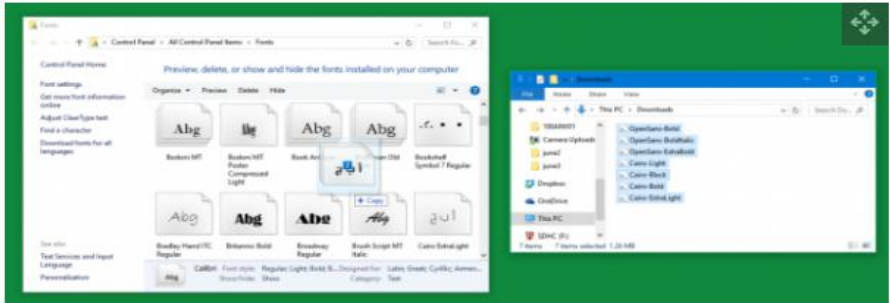
3. Click the **Fonts control panel icon**, which appears in the result list.

A control panel window filled with fonts appears.

4. **Open the folder where you downloaded** your uninstalled fonts. If it's your Downloads folder, you can get there easily by hitting Windows + E to open Explorer and selecting Downloads from the left menu.



5. **Drag the fonts into the control panel fonts window.** Note that you cannot drag folders full of fonts. You can only select and drag the fonts themselves.



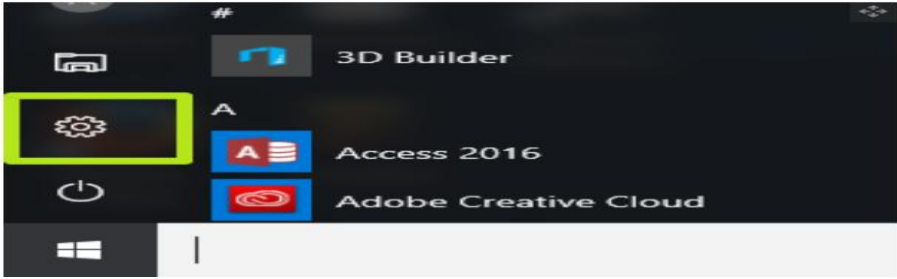
## How to Delete Fonts

If you don't want a font taking up space on your hard drive and in your menus, it's very easy to delete it.

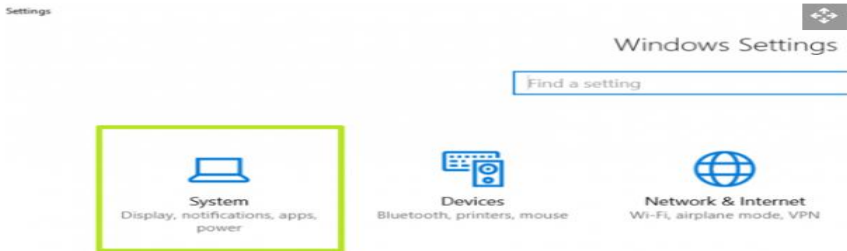
- 1. Open the Fonts window.** As above, you get there by typing "fonts" into the Windows search box and selecting "Fonts: control panel."
- 2. Select the font or font family** you wish to delete. If you just want one font, it may be listed within a "font family" that you have to double click to open. For example, Cambria Bold is located within the Cambria family.
- 3. Hit the delete key.**
- 4. Click Yes** when prompted with a warning.

## How to Customize the Action Center

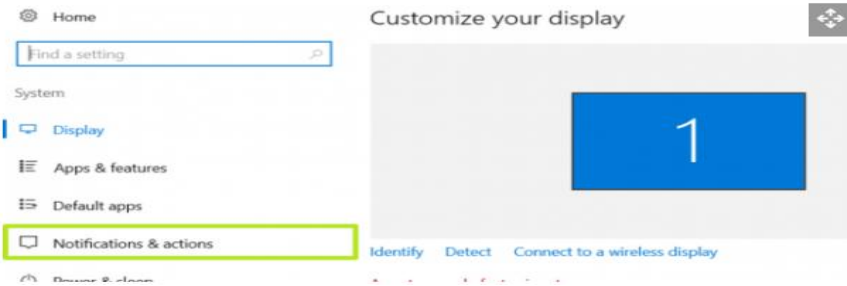
- 1. Click the Start button.**
- 2. Click the Settings icon.**



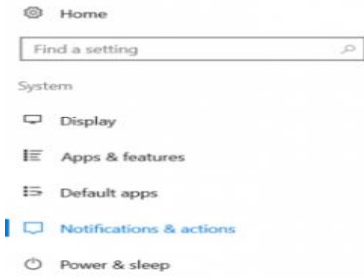
**3. Click System.**



**4. Click Notifications & Actions from the left menu.**



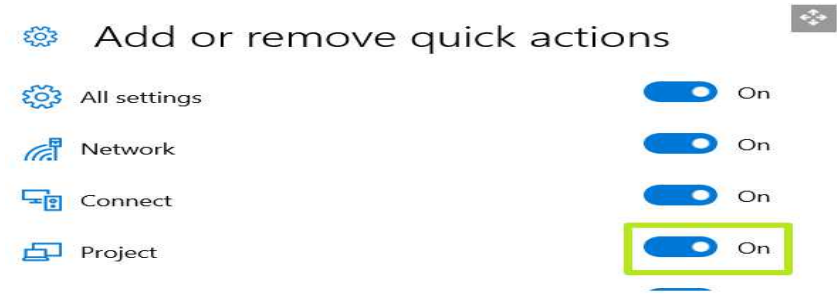
**5. Drag and drop the Action buttons.**



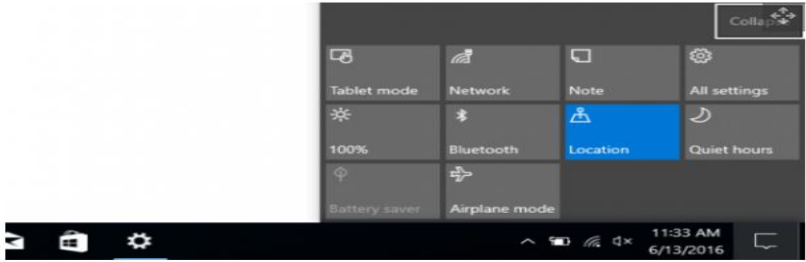
## 6. Click "Add or remove quick actions."



## 7. Turn Quick Actions on or off to hide them in the Action Center.

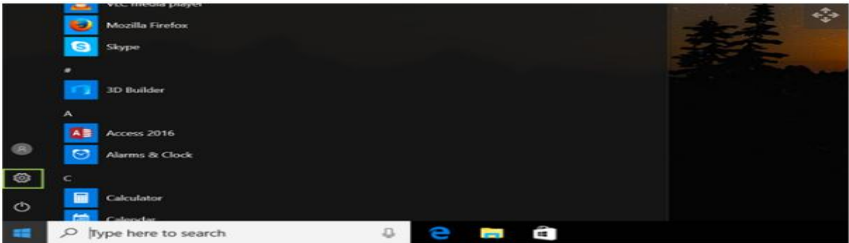


You've customized the Action Center.

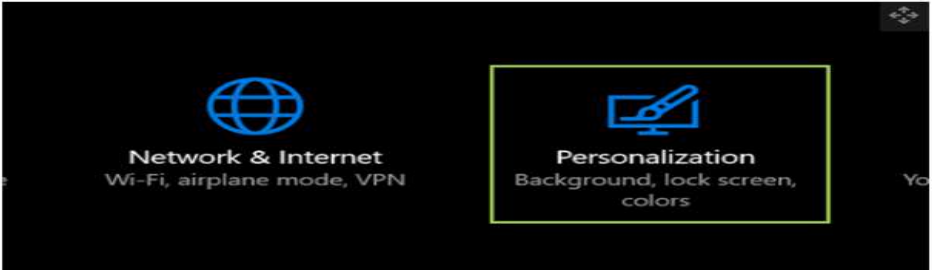


## How to Disable Transparency

1. **Launch Settings** by clicking the Start Menu and then Settings.



2. **Choose Personalization** from the list of options.



3. **Select Colors** from the options in the left sidebar.



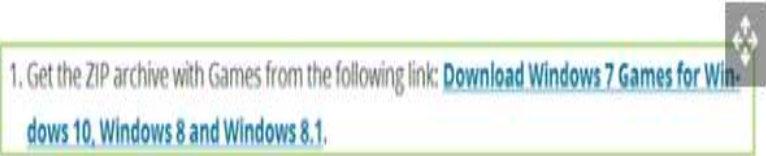


4. Toggle the button under Make Start, taskbar, and action center transparent to Off.



## How to Get Classic Solitaire and Minesweeper

1. Download the Windows 7 Games for Windows 10, Windows 8, and Windows 8.1 zip file from WinAero.

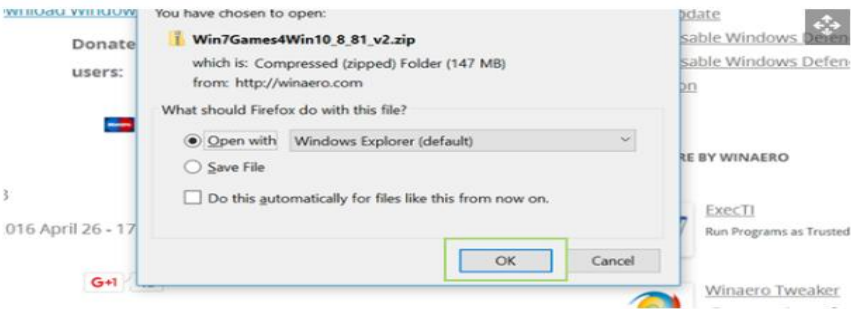


2. Unpack and execute the Win7GamesForWin10-Setup.exe file.

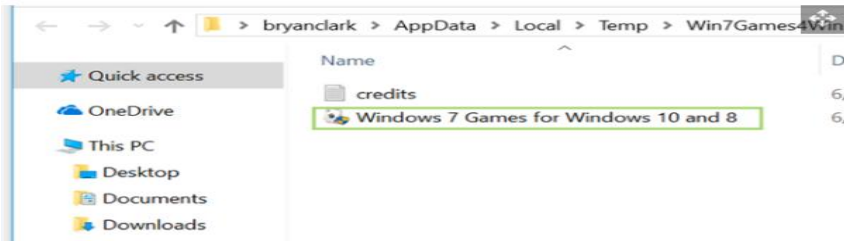
2. Again, scroll past the ads prompting you to download, and instead click the link near the Donate button.



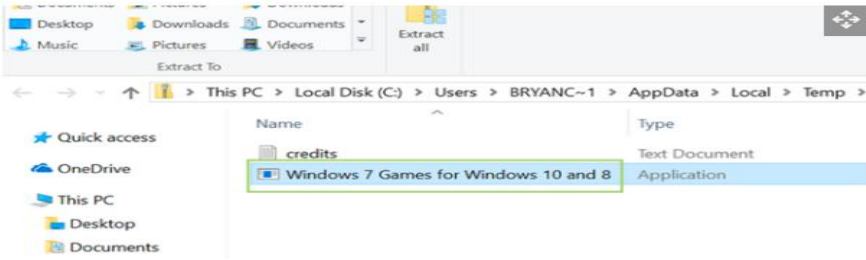
3. Click OK on the pop-up and wait for the file to download.



4. Double-click to extract the files.

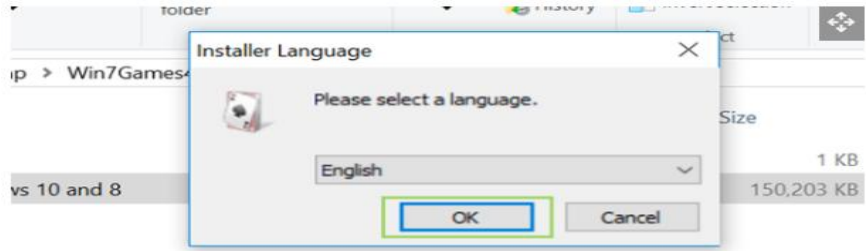


5. Double-click the application file.



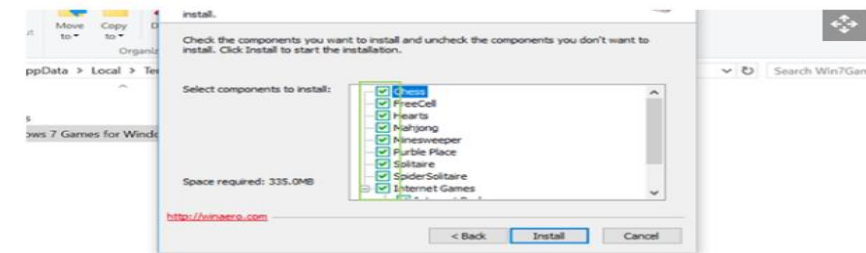
6. **Click Yes** on the pop-up and wait while the installer loads.

7. **Choose your language.**

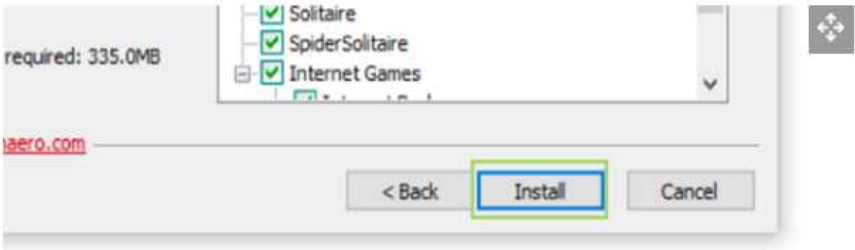


8. **Click Next.**

9. **Choose the games you want to install** by checking/unchecking the boxes next to the title.



10. **Click Install.**



## How to Change Font, Text, and Theme in Windows 10’s Books

1. **Open Edge.**
2. **Click the star icon** in the top right of the Edge browser.
3. **Select Books.**
4. Choose any book in your library and **click to open it.**
5. **Click the double A icon** in the top right. If you’re not seeing the option, you’ll need to click anywhere on the page to bring up the header.
6. **Choose your font** from the drop-down menu.
7. **Choose from one of the three available themes:** white, off-white, or black.

## How to Add a URL field to Your Windows 10 Taskbar

1. **Right click on the Taskbar and unlock it** by clicking the Lock the taskbar option. If this option isn’t checked, you

can skip this step. It should come checked by default, though.

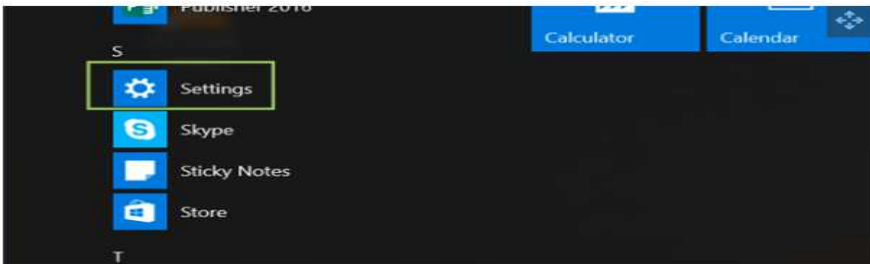
**2. Right click once more and click Toolbars > Address.**

3. Now, you have a URL field in the bottom right of your Taskbar. To use it, **simply type in a URL and press enter**. Windows will open the link in your default browser.

4. To get rid of it, simply **work in reverse order and repeat steps 2 and 1**.

## **Add Clocks from Multiple Time Zones**

**1. Open Settings** by clicking the Start menu and selecting it, or typing it into Cortana.



**2. Click on Time & language.**



3. Click the **Add clocks link** to set up clocks in multiple time zones.

[Change date and time formats](#)

Related settings

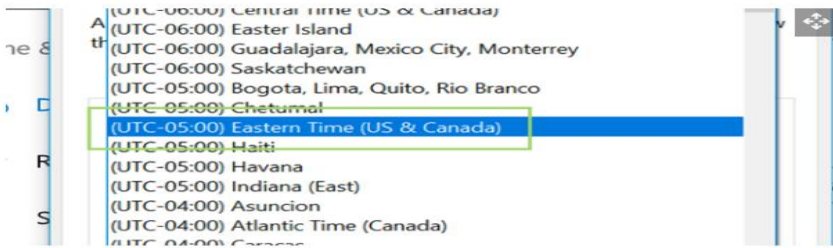
[Additional date, time, & regional settings](#)

[Add clocks for different time zones](#)

4. Click the **option to Show this clock**. This will show you the original clock, the one you have set to your current location.



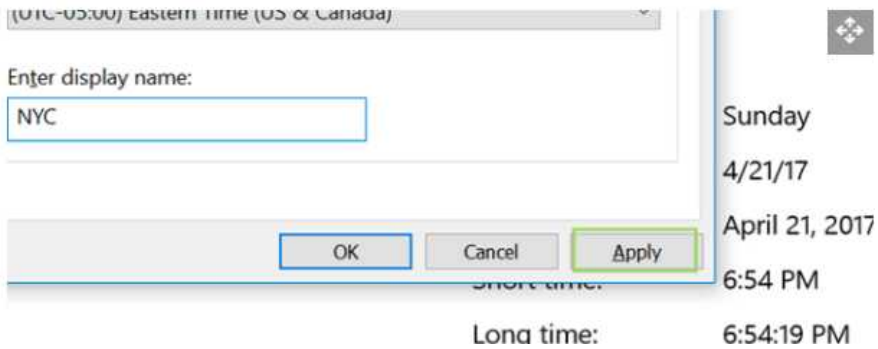
5. Next, **click the second Show this clock option**, and set it to the timezone of your choice by selecting it from the drop-down menu.



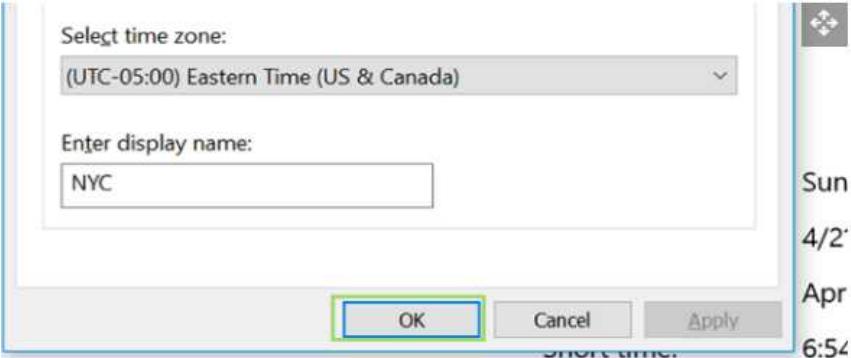
6. Change the names for Clock 1 and Clock 2. (optional)



7. Click **Apply** at the bottom right.



8. Click **OK**.



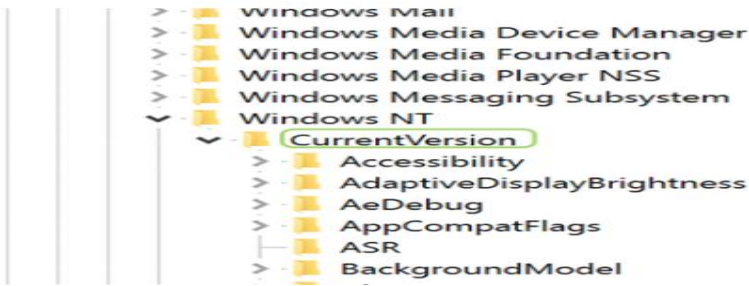
## How to Get the Old Volume Control UI

1. Type `regedit` in the Cortana search box and hit enter.
2. **Press the Yes button** on the pop-up asking if you'd like to allow Registry Editor to make changes to your machine. If you have User Account Control disabled, you won't have to do this.

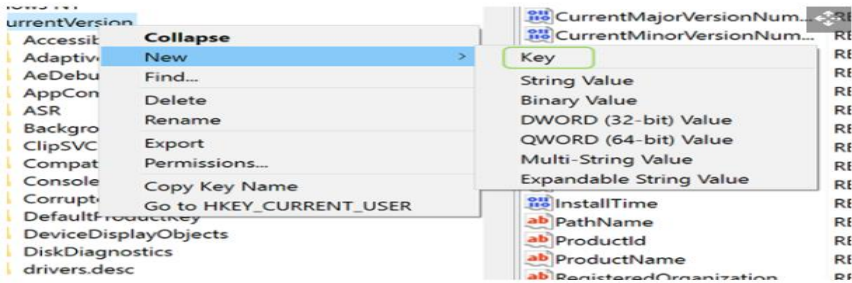


3. **Navigate to `HKEY_LOCAL_MACHINE\Software\Microsoft\Windows NT\CurrentVersion\`.**





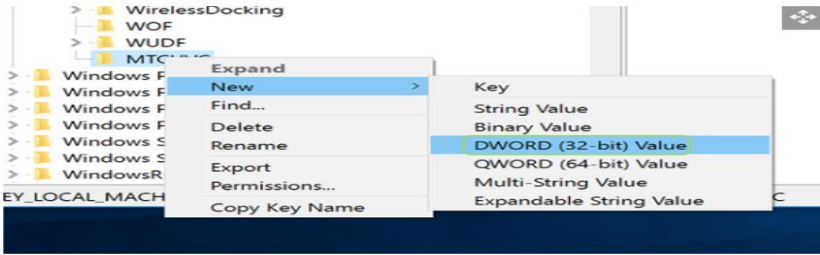
4. Right click and select New > Key.



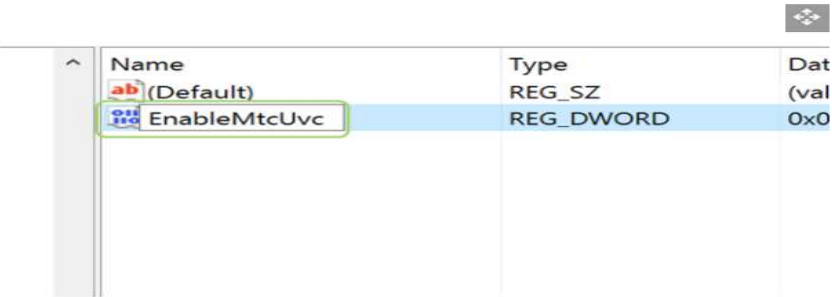
5. Name the key MTUCVC and press enter.



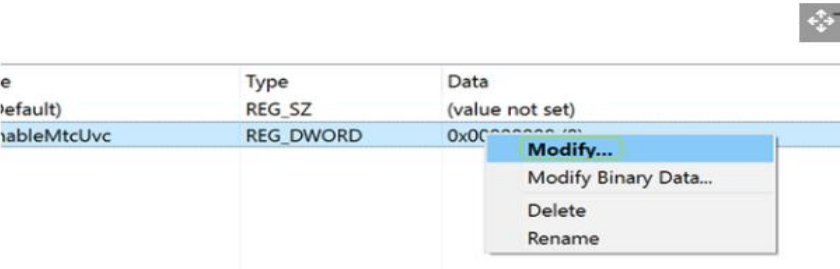
6. Right click and select New > DWORD.



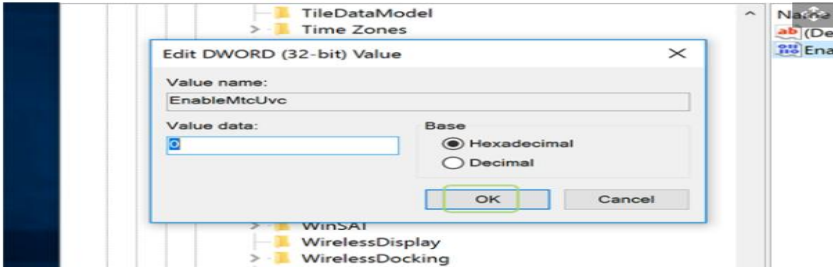
7. Name it **EnableMtcUvc** and press enter.



8. Right click and select **Modify**.

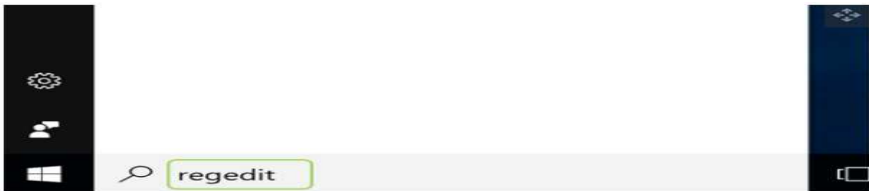


9. Set the value to **0** and press OK.

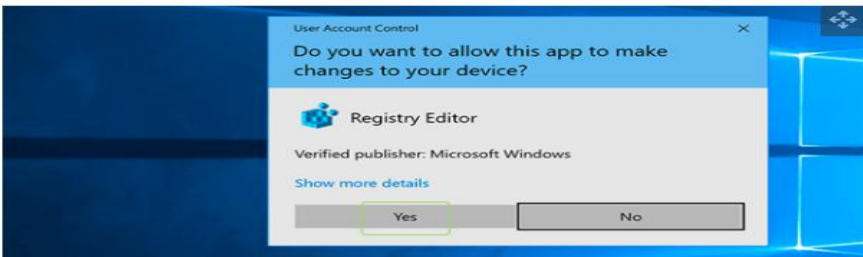


## How to Disable the Windows 10 Startup Delay

1. **Open regedit.** You can get there by typing regedit in the Cortana search bar and pressing enter.



2. **Click Yes** on the pop-up asking if it's okay to make changes to your device.

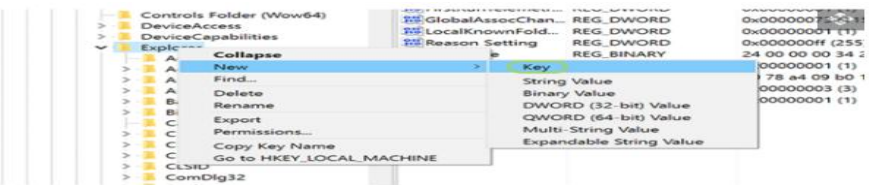


3. **Find the HKEY\_Current\_User folder and navigate to**

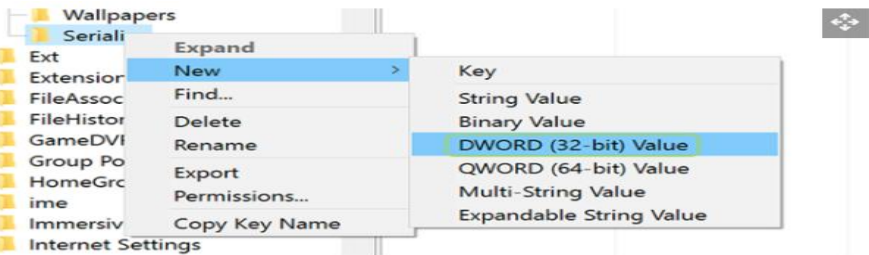
# Software\Microsoft\Windows\CurrentVersion\Explorer\Serialize.



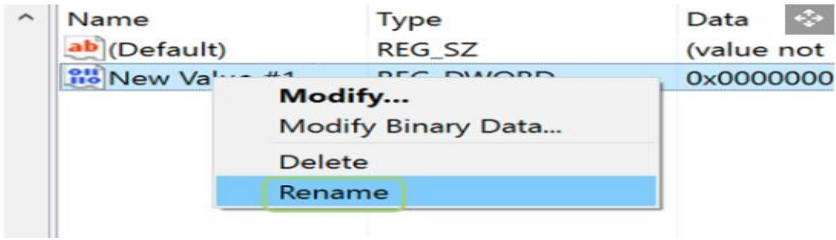
4. If the Serialize folder doesn't exist, go up one level, and right-click the folder for Explorer, and create a new key entry named Serialize. If the folder is already there, you can skip this step.



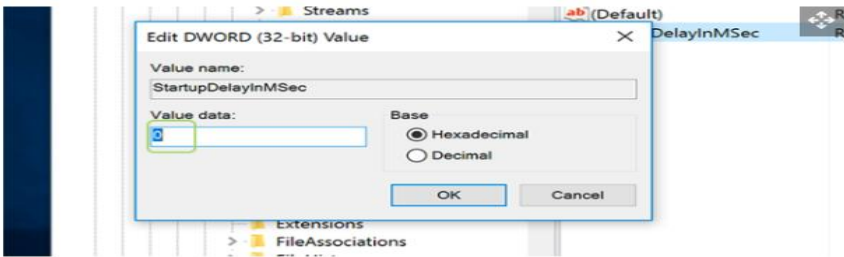
5. Right click the Serialize folder and select New > DWORD (32-bit) Value.



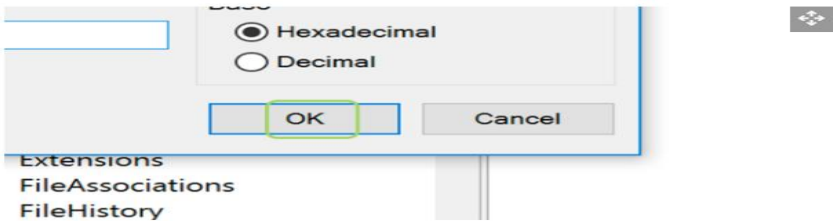
6. Right click the new value and select Rename. Name it StartupDelayInMSec.



7. Double click the DWORD and set the value to 0.

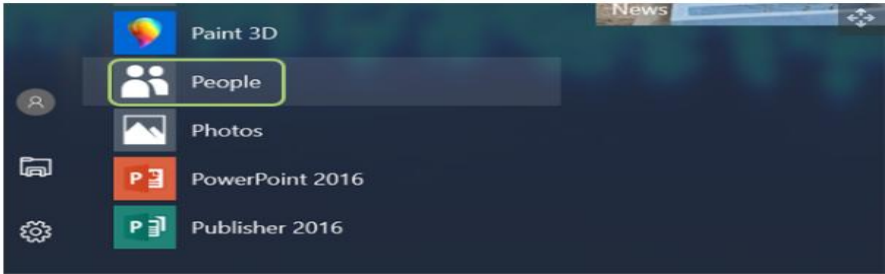


8. Press OK.

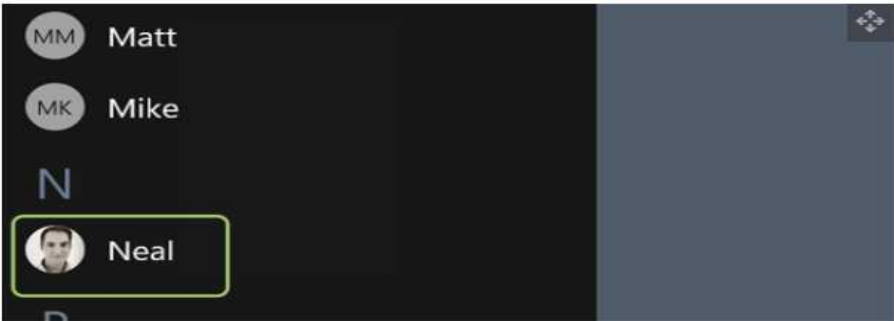


## How to Add Quick Contacts to the Start Menu

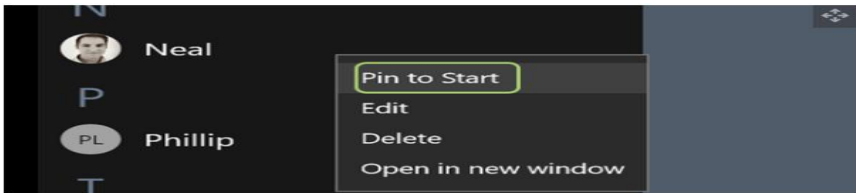
1. Open the Windows Start Menu.
2. Open the Windows 10 People app. You can find it by searching "people" in the Cortana box.



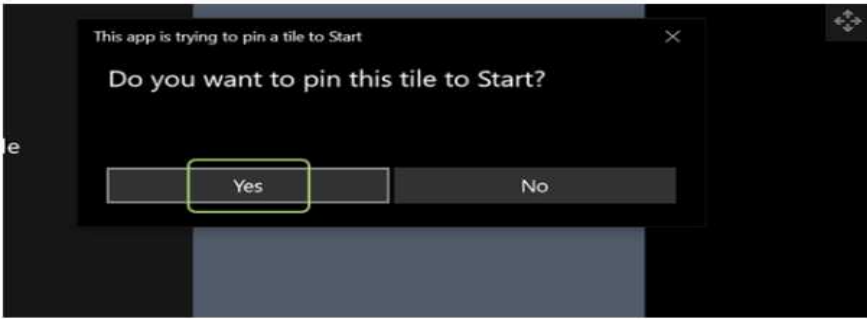
3. Find the **contact** you'd like to create a shortcut for.



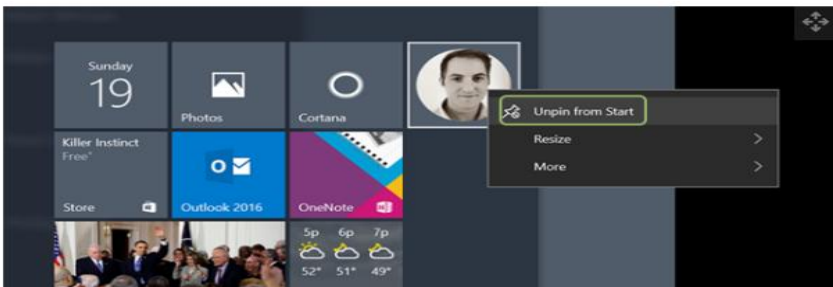
4. **Right click** and select **pin to Pin to Start**.



5. **Click Yes**, from the pop-up window asking if you'd like to pin to Start.

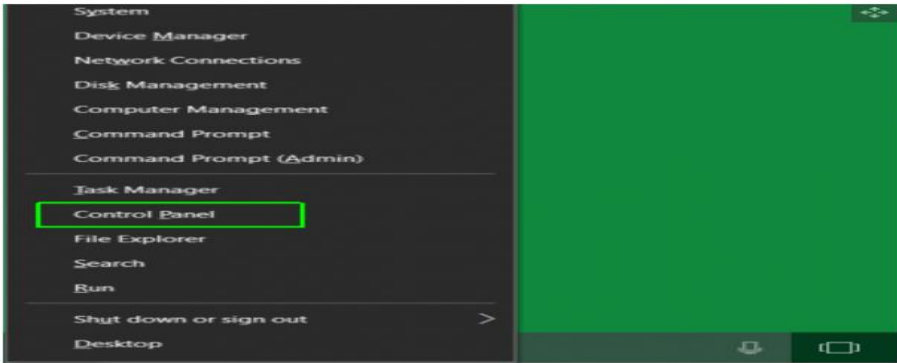


6. **Un-pin contacts by right clicking their image** in the Start Menu and selecting Unpin from Start.

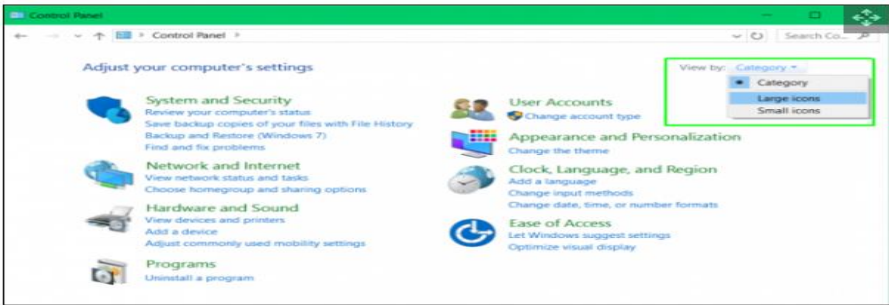


## How to Show Hidden Files

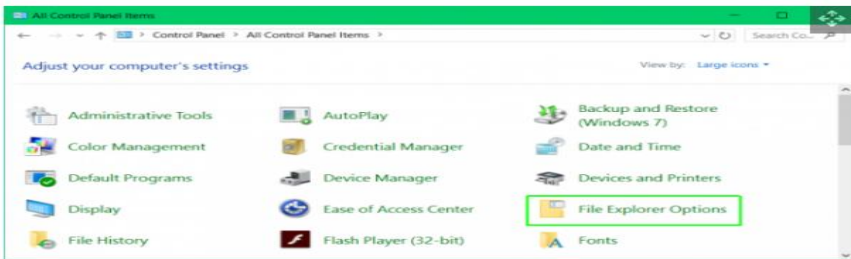
1. **Navigate to the control panel.** In Windows 10 and Windows 8.1, you can get there by hitting Windows + X and selecting Control Panel. In Windows 7, just click the Start button or hit the Windows logo key



2. Select **Large or Small icons** from the View by menu if one of them is not already selected.



3. Select **File Explorer Options** (sometimes called Folder options)

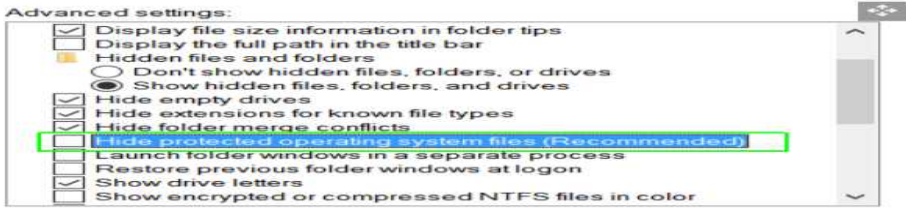


4. Open the View tab.

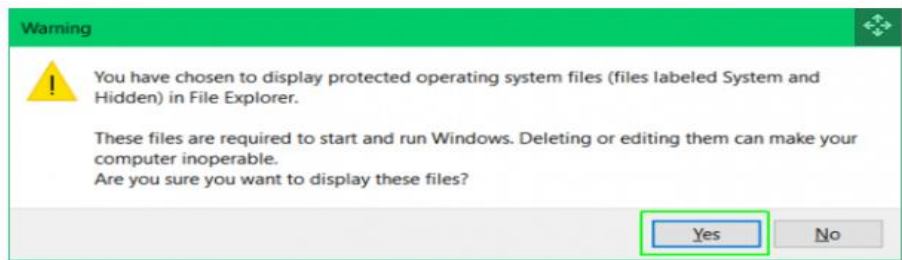
5. Select Show hidden files, folders and drives.



## 6. Uncheck **Hide protected operating system files.**



## 7. Click **Yes** when prompted to confirm.



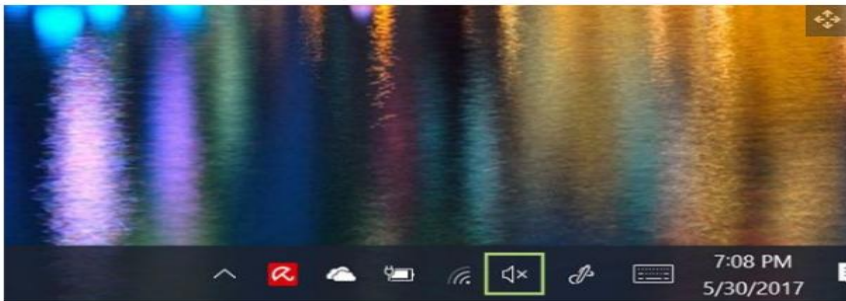
## 8. Click **OK.**

# How to Enable Spatial Sound

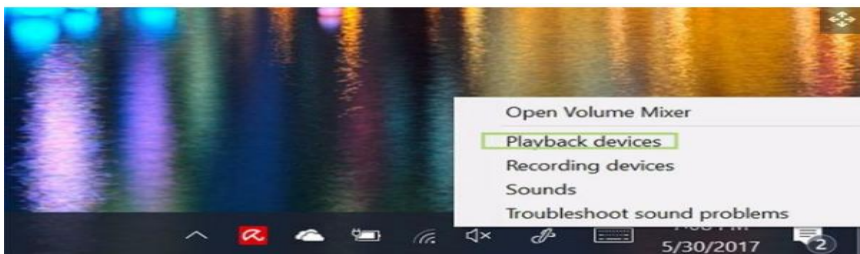
One of the coolest features of the Windows 10 Creators Update involves getting a better listening experience with premium headphones. Spatial sound, as it's called, gives headphones a sort of 3D effect or one that more closely resembles true surround sound -- depending on the source.



Unfortunately, it's disabled by default. Here's how to enable it.



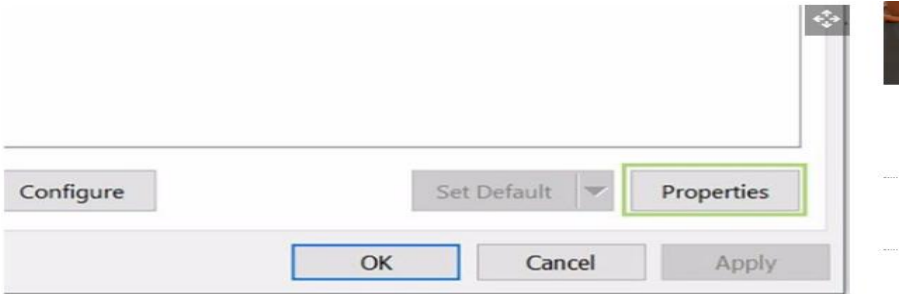
1. **Right click the sound icon** in the bottom right of the system tray.



2. **Select Playback devices** from the context menu.



3. Click the **headphones or speaker type** you'd like to enable spatial sound for.



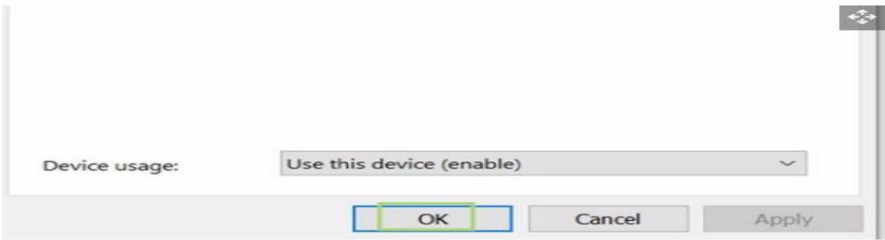
4. Click the **Properties button** at the bottom right.



5. Choose the **Spatial Sound tab** at the top.

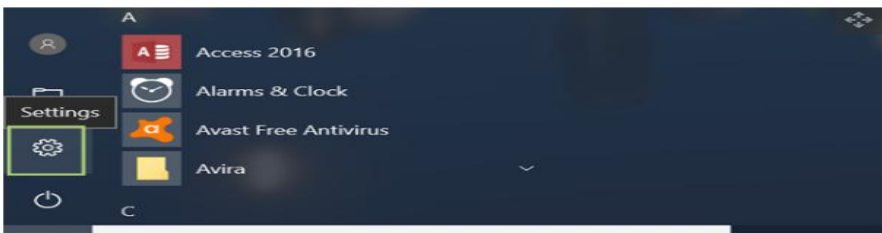


6. From the dropdown menu, **select Windows Sonic for Headphones** (or other, if it's for a speaker).

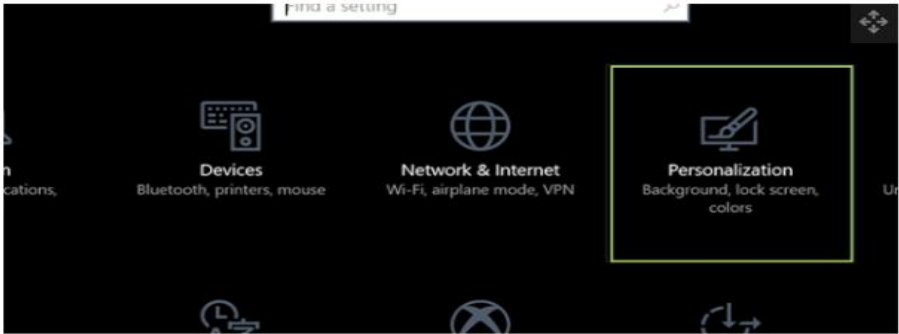


## How to Change the Background on the Windows 10 Login Screen

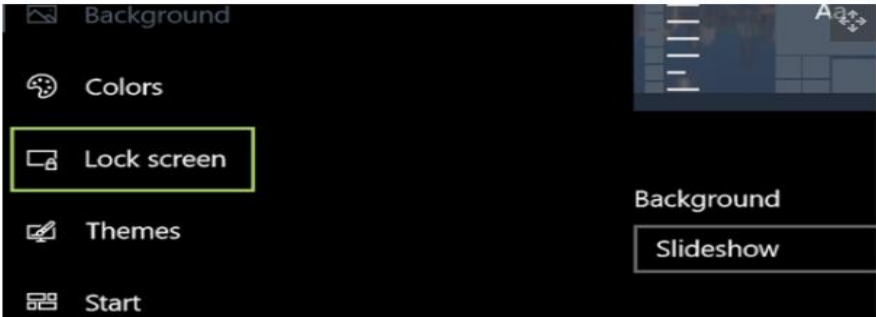
1. Open the Start menu and select the gear icon to open the Settings menu.



2. **Select personalization** from the list of options.



3. In the left sidebar, **find the Lock Screen option.**



4. **Select an image** from the Windows defaults, or choose your own by pressing the Browse button and locating it on your hard drive.

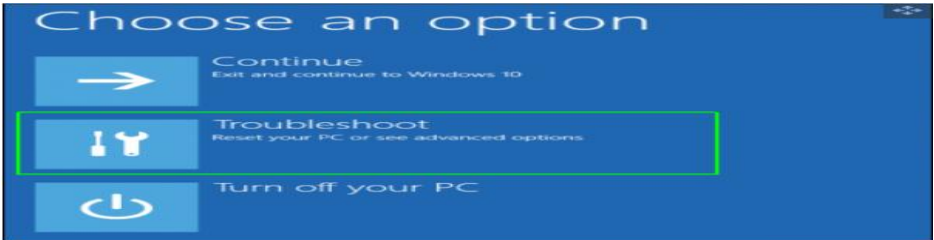
5. You can also **play a slideshow as your lockscreen background by selecting it from the drop-down menu** under Background.

## **How to Repair and Restore Windows 10**

### **Method 1: Use Windows Startup Repair**

# 1. Navigate to the Windows 10 Advanced Startup Options menu.

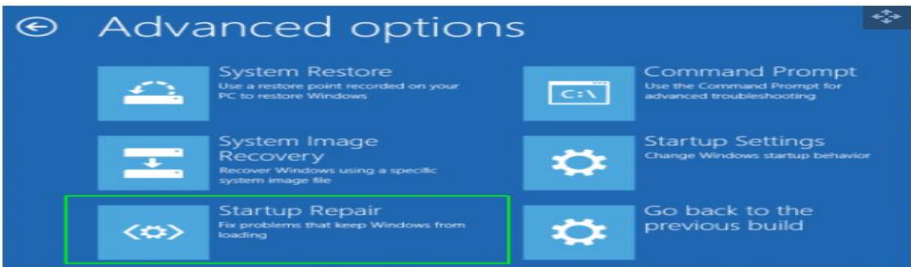
Once your computer has booted, select Troubleshoot



And then you'll need to click Advanced options.



# 2. Click Startup Repair.



Windows will take anywhere from a few seconds to a few minutes to attempt to fix the problem. It may not be able to. If you don't actually have a startup problem, it will also say it can't fix the problem.

## Method 2: Use Windows Restore

1. Complete step 1 from the previous method to **get to Windows 10's Advanced Startup Options menu.**
2. **Click System Restore.**

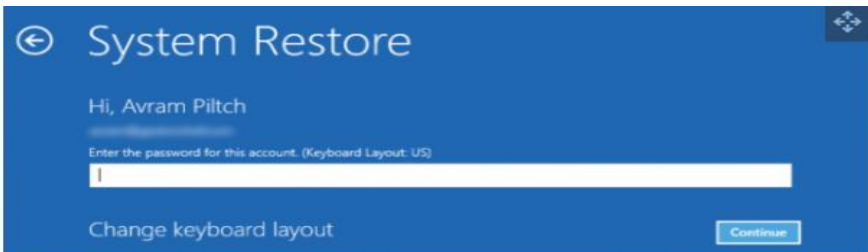


The computer will reboot.

3. **Select your username.**



4. Enter your password.



5. **Select a restore point** from the menu and follow the prompts. If you have no restore points, you can't use this method.

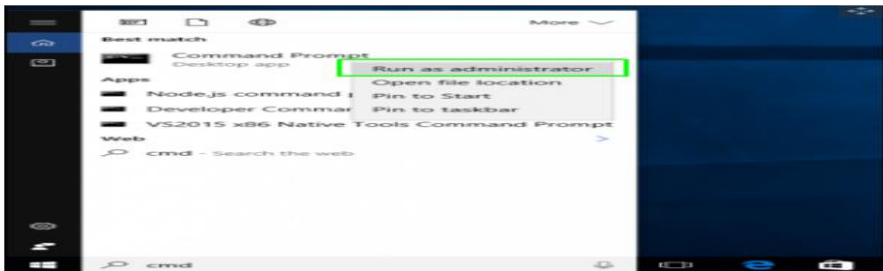
### **Method 3: Perform a Disk Scan**

Your Windows 10 problems may stem from a corrupt file. If you can boot into the operating system -- even if you have to boot into safe mode -- you should perform a file scan to check for problems.

1. **Type "cmd"** into the main search box.

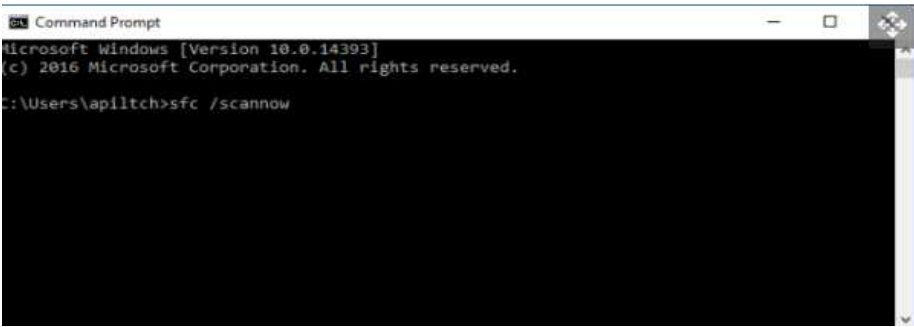


2. **Right click on Command Prompt and select Run as Administrator.**



3. **Type sfc /scannow at command prompt and hit Enter.**



A screenshot of a Windows Command Prompt window. The title bar reads "Command Prompt". The window content shows the following text: "Microsoft Windows [Version 10.0.14393]  
(c) 2016 Microsoft Corporation. All rights reserved.  
C:\Users\apiltch>sfc /scannow". The cursor is positioned at the end of the command line.

```
Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.
C:\Users\apiltch>sfc /scannow
```

The scan will take a while and should fix any corrupted files it finds.

### **Method 4: Reset Windows 10**

If you want to get a clean start, free from rogue software and drivers, you usually don't need to do a full install. Instead, Windows 10 provides a built-in reset feature which takes your computer back to the way it was before you had any software, special devices or data preloaded. On a side note, if you're giving your computer to someone else, resetting is a good way to wipe it.

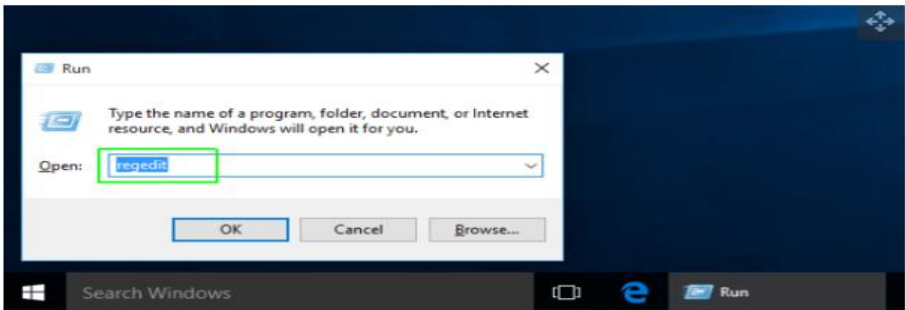
### **Method 5: Reinstall Windows 10 from Scratch**

If all else fails and you can't even reset your Windows computer, you can reinstall entirely. You won't even need an activation number or any proof of purchase, either. Just make sure you have more than 4GB of space available, as that's how much space the file you'll download takes up. Here's how to reinstall Windows 10:

1. **Visit this page and click Download tool now.**
2. **Click on the download link at the bottom of your screen.**
3. **Click Accept.**
4. **Select ISO file and click Next.**
5. **Select Create installation media for another PC and click Next.**
6. **Click Finish.**
7. **Open the Windows ISO file you downloaded.**
8. **Open Setup.**
9. **Click Next.**
10. **Click Accept.** Be prepared to wait a while. This next part may take a while.
11. **Click Install.** Again, this will take a moment while your system restarts.
12. **Wait for your system to restart and install Windows 10.**

# How to Disable the Lock Screen

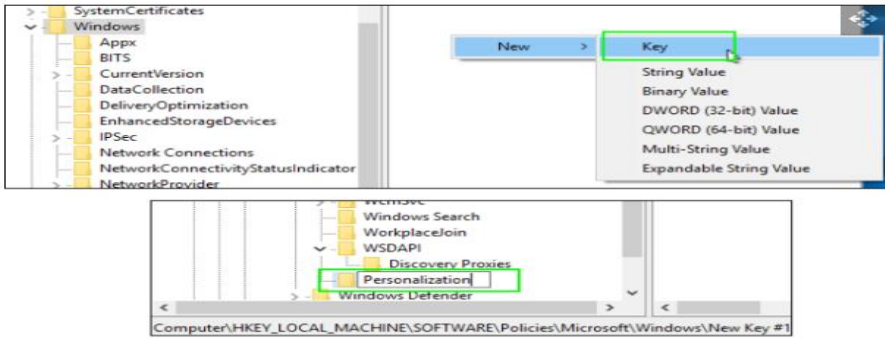
1. **Open the registry editor.** Hit CTRL + R, then type regedit into the prompt and hit Enter. Click Yes if you receive a warning from User Account Control.



2. **Navigate to HKEY\_LOCAL\_MACHINE\SOFTWARE\Policies\Microsoft\Windows** by opening the various folders in the tree.

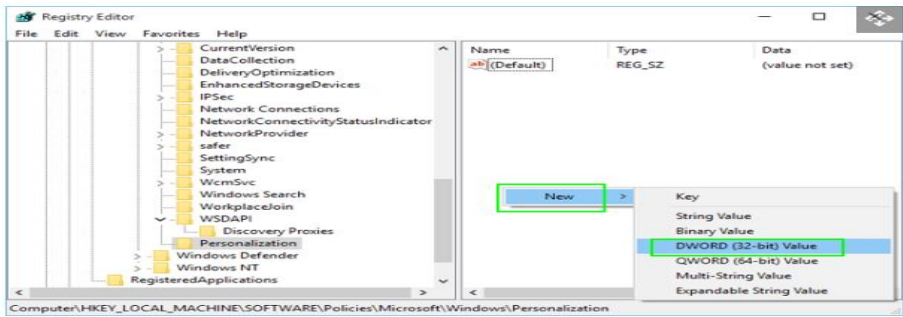


3. **Create a new registry key called Personalization** if one doesn't already exist. To create the key, right click in the right pane, select Key from the menu and then rename the key to "Personalization."

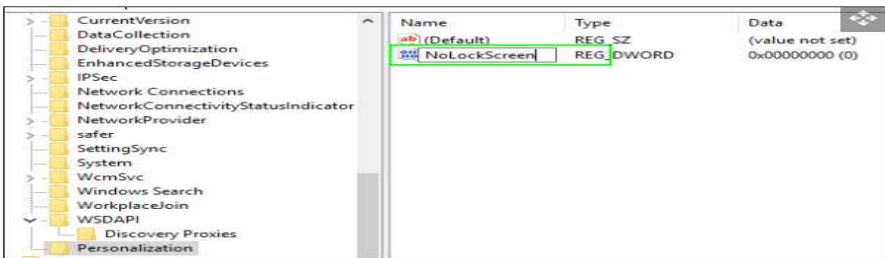


4. Navigate the Personalization key.

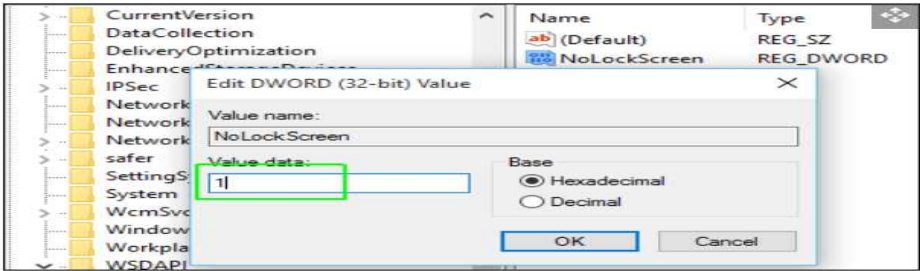
5. Right click in the right pane and select New then DWORD (32-bit) Value.



6. Name the new value "NoLockScreen" (without quotes).



7. **Set NoLockScreen to 1** by double clicking on its name, entering a "1" in the Value data field and hitting OK.

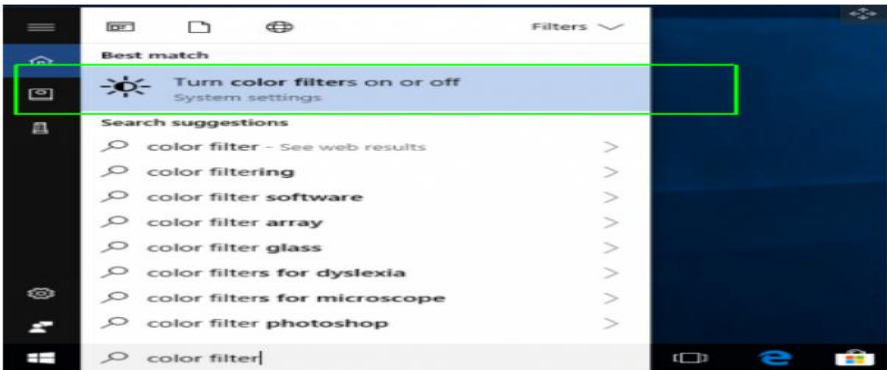


## How to Disable (or Enable) Grayscale Mode

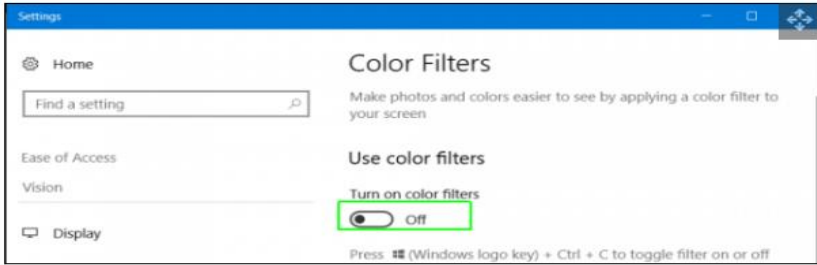
1. Type **"color filter"** into the Windows search box.



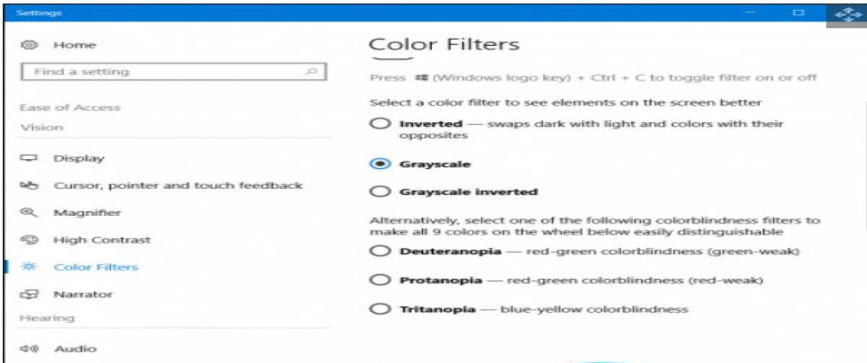
2. Click **"Turn color filters on or off."**



3. Toggle **"Turn on color filters"** to On.

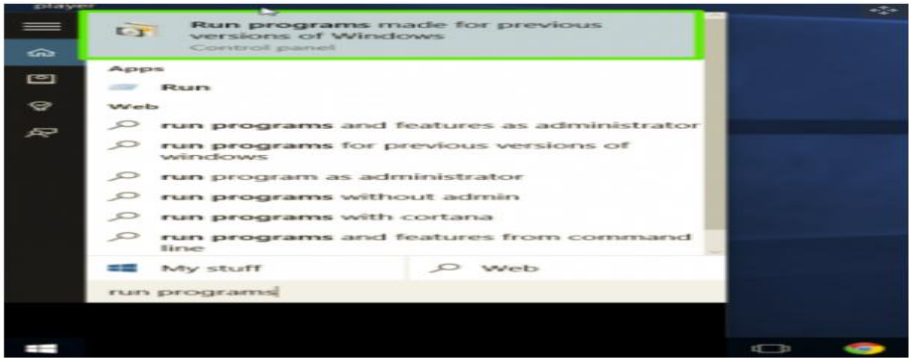


#### 4. Pick a filter.

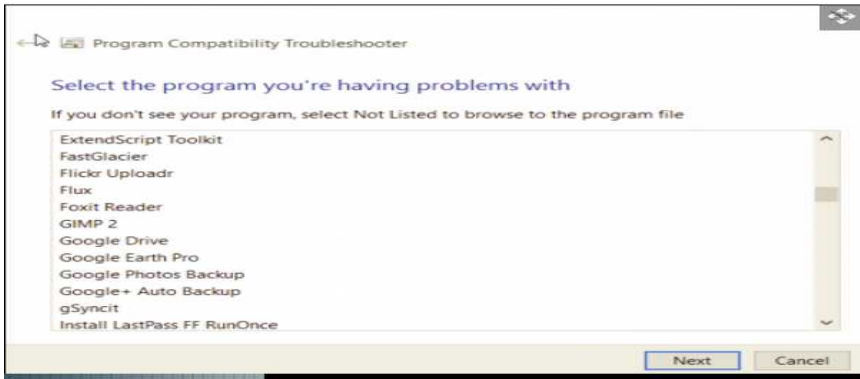


## How to Use Windows' Program Compatibility Troubleshooter

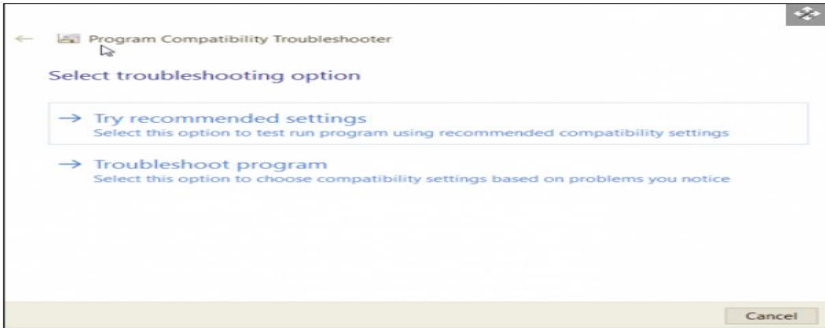
1. In the taskbar search box, **enter run programs**, then **click "Run programs made for previous versions of Windows."**



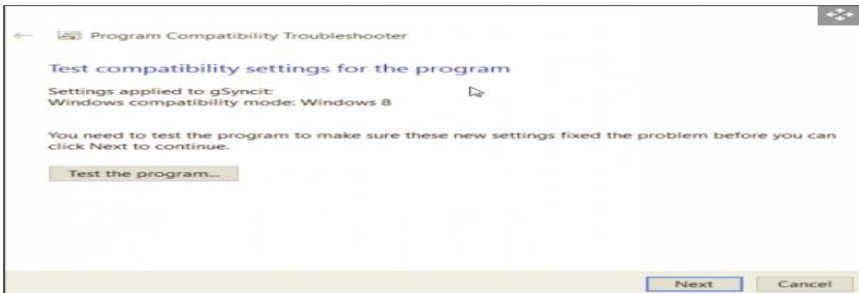
- 2. **Click Next** and the troubleshooter will try to detect potential issues with your apps.
- 3. **Select the app** that's having issues in the next window and **click Next**.



- 4. **Select a troubleshooting option:** use the recommended compatibility setting or choose compatibility settings yourself.



If you choose to use the recommended settings, the troubleshooter will test the app using a previous version of Windows so you can see if that resolves the issue.



If you choose to choose to troubleshoot the app, the troubleshooter will ask you which problems you're experiencing. Depending on your selection, the troubleshooter will offer tests and suggestions to resolve the problem, such as testing the display settings for the app.





**5. Click the Test the program button and then click Next.**

You can then either choose to save the settings for the app, try different settings, or report the problem to Microsoft and view help articles online.

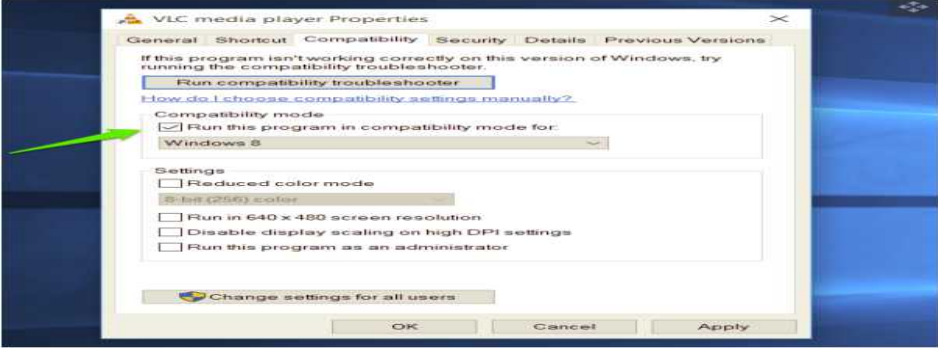
You'll have to run the troubleshooter for each app you're having compatibility problems with.

## **How to Run an App in Compatibility Mode**

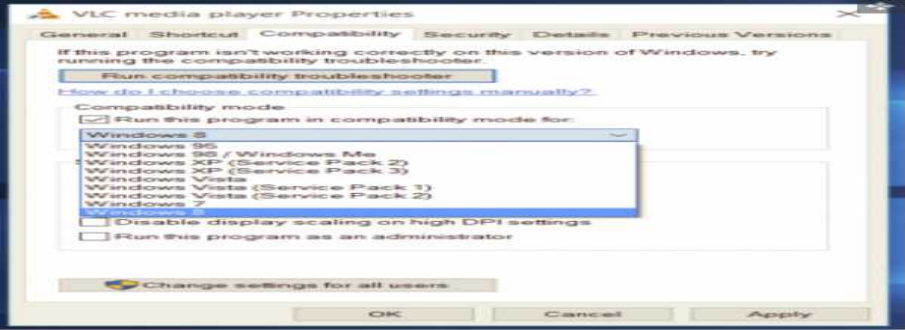
Alternatively, you can go into a app's properties to change its compatibility mode settings. With compatibility mode, you can force an app to use settings from an earlier version of Windows -- helpful if you know the app ran well in, say, Windows 7 or Vista. You can also change the display and color settings for the app.

**1. Right-click on an app and select Properties.** You can do this from the app's shortcut or by navigating in File Browser to the EXE file.

2. Select the **Compatibility** tab, then check the box next to "Run this program in compatibility mode for:"



3. Select the **version of Windows** to use for your app's settings in the dropdown box.



4. Hit **Apply**, then **run your app** and see if this fixed your issues.

# How to Enter the BIOS on a Windows 10 PC

1. **Navigate to settings.** You can get there by clicking the gear icon on the Start menu.
2. **Select Update & security.**
3. **Select Recovery** from the left menu.
4. **Click Restart Now** under **Advanced startup**. The computer will reboot to a special menu.
5. **Click Troubleshoot.**
6. **Click Advanced options.**
7. **Select UEFI Firmware Settings.** If you don't see this icon, then press Startup Settings, instead. When your PC is restarting, tap F1 (or F2) to access the BIOS.
8. **Click Restart.**

Your system will restart and take you to the BIOS.

## How to Disable Web Results in Windows 10 Search

1. **Select the search box** in Windows 10's taskbar. Cortana's greeting and news feed results should appear.

2. **Click the notebook icon** in the left pane. It's directly under the home (aka house) icon.

4. **Click Settings.** A menu of Cortana options appears.

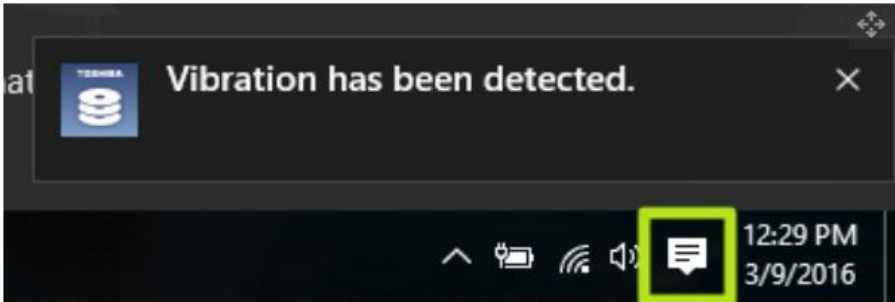
5. **Toggle "Cortana can give you suggestions . . ." to off.**

6. **Toggle "Search online and include web results" to off.**

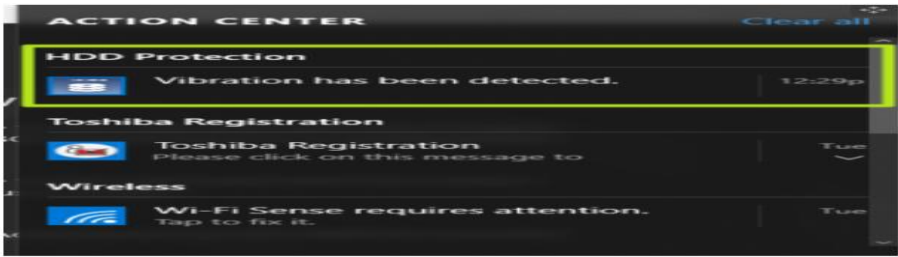
The searchbox will now say "Search Windows" instead of "Ask me anything." It will be more responsive and only show results from your hard drive or local network.

## How to Disable App Notifications

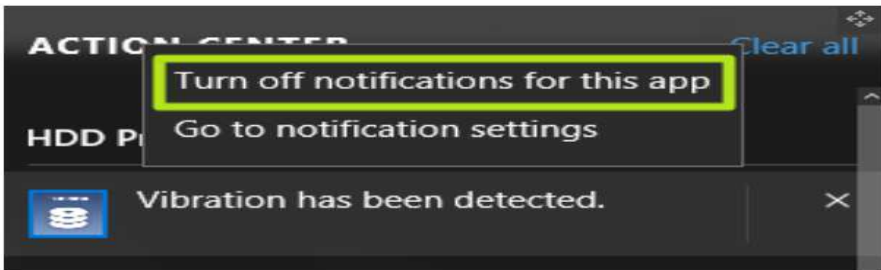
1. **Click the Action Center icon** in the System Tray.



2. **Right-click a notification.**



3. Select "Turn off notifications for this app".



That application can no longer send notification messages to your desktop.

## How to Fix a Slow-Opening Windows Downloads Folder

1. **Open File Explorer.** You can get there by hitting Windows Key + E or clicking on the explorer icon in your taskbar.
2. **Right click on the Downloads shortcut** in the right window pane **and select Properties.**
3. **Navigate to the Customize tab.**

4. **Select "General items"** from the "Optimize this folder for:" list.

5. **Click Ok.**

## **How to Turn Off Personalized Ads in Your Browser and Microsoft Account**

1. **Navigate to <https://choice.microsoft.com>** in your web browser.

2. **Toggle off "Personalized ads in this browser"**. This forces Microsoft to show generic ads when you're on sites like MSN.com, Outlook.com, Bing search, and other Microsoft-related sites and partners, including those owned by AOL.

3. **Toggle off "Personalized ads wherever I use my Microsoft account."** This disables personalized ads for any site or app you sign on with your Microsoft account, such as Xbox, Windows, and Windows phone.

## **Turn Off Personalized Ads in Windows Apps**

If you don't want to see personalized ads in Windows apps or Windows devices (even if you're not signed in with a Microsoft account):

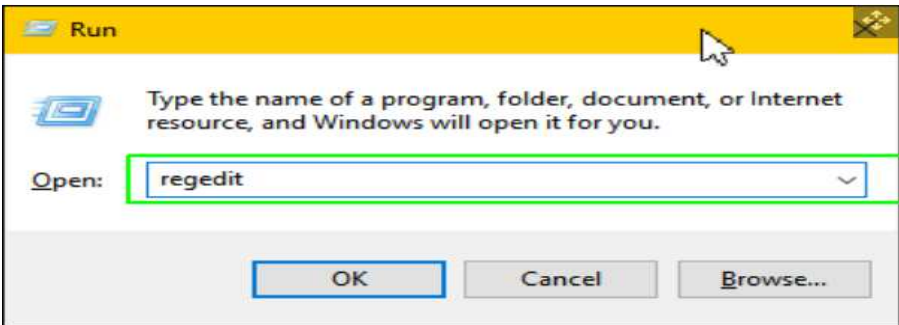
1. **Open Settings.** You can do this from the Start menu in Windows.

2. **Click on Privacy.**

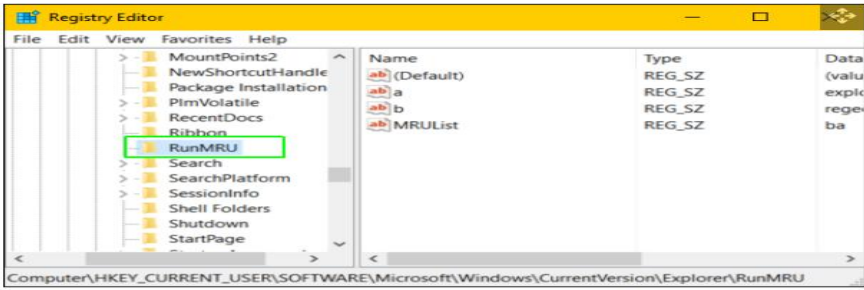
3. **Turn off "Let apps use my advertising ID for experiences across apps."**

## How to Clear the Run Command's History in Windows 10

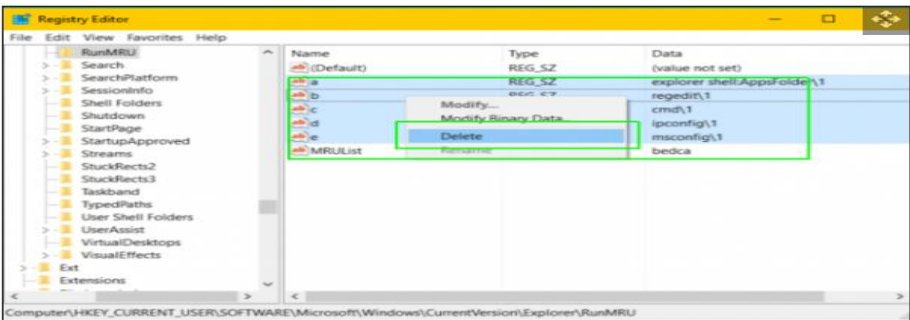
1. **Open the Registry Editor.** You can get there by hitting Windows + R, typing in "regedit" and hitting Enter.



2. **Navigate to HKEY\_CURRENT\_USER\SOFTWARE\Microsoft\Windows\CurrentVersion\RunMRU.** You can get there by opening folders in the left pane.



3. **Select and delete the command entries in the right pane.** You can remove them by either hitting the delete key or right-clicking and selecting delete. Do NOT delete the entry named "MRUList" Each command is stored with a letter name (a, b, c).



4. **Close the Registry Editor.**

## How To Disable Cortana

1. **Open regedit** the registry editor, from the search box on the taskbar.

2. **Goto**

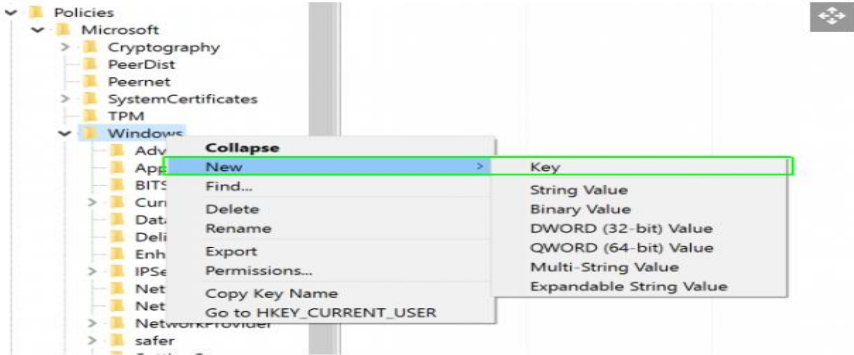
**HKEY\_LOCAL\_MACHINE\SOFTWARE\Policies\Mi**



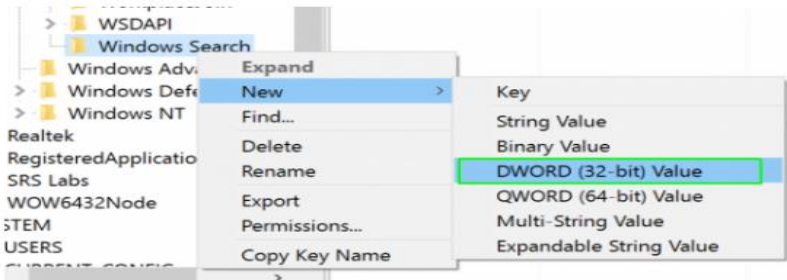
# icrosoft\Windows\WindowsSearch

But wait! Windows Search might not be there. It wasn't for us, so we had to create it.

2a. **Right-click the Windows folder and choose New>Key. Call it "Windows Search."**



3. **Right click "Windows Search" and choose New > DWORD (32-bit Value).**



4. **Name the DWORD "AllowCortana." Click it and make sure the value is "o."**

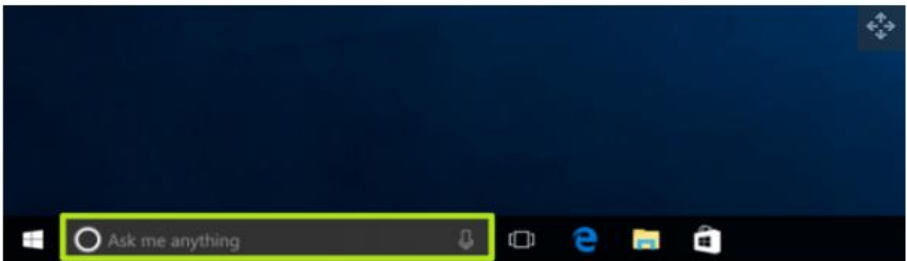
Name	Type	Data
(Default)	REG_SZ	(value not set)
AllowCortana	REG_DWORD	0x00000000 (0)

5. **Restart the computer (or log out and log back in).**  
Cortana will be replaced with a regular search bar.

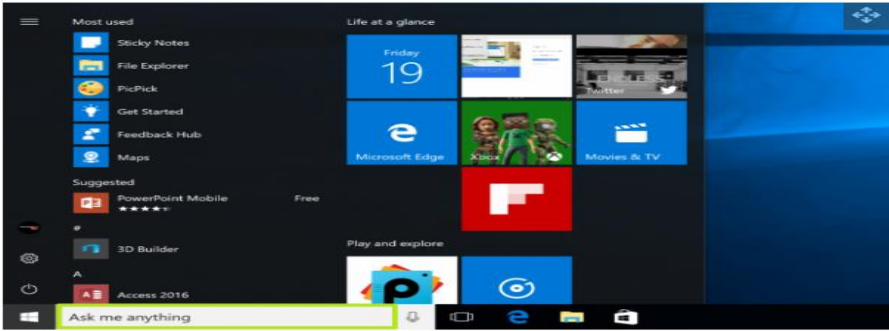
## **How to Uninstall and Restore Windows 10's Built-in Apps**

Before you uninstall or restore apps, make sure no other programs are running aside from Windows PowerShell.

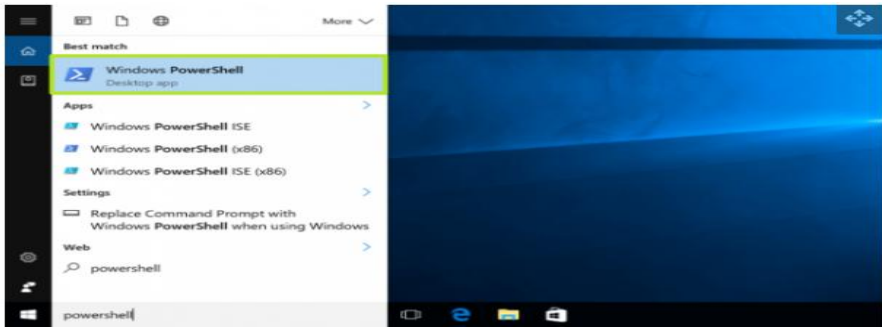
1. **Click the Cortana search field.**



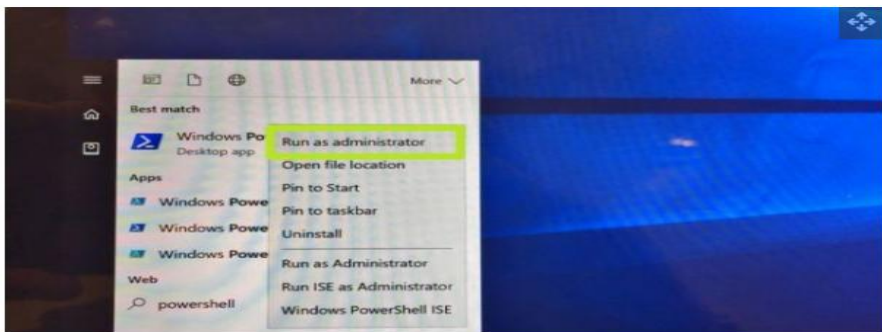
2. **Type 'Powershell' into the field.**



### 3. Right-click 'Windows PowerShell.'



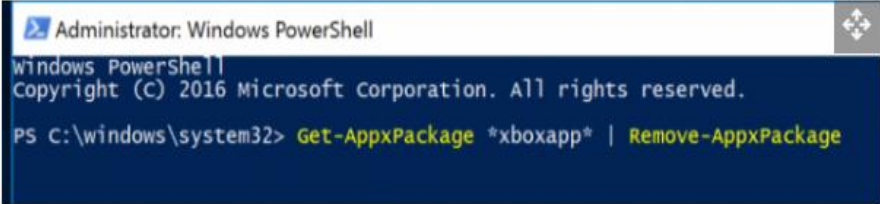
### 1. Select Run as administrator.



### 5. Click Yes.

**6. Enter a command from the below list for the program you wish to uninstall.**

**7. Click Enter.** Repeat steps 6 and 7 as necessary for the apps you want to remove.



```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2016 Microsoft Corporation. All rights reserved.

PS C:\windows\system32> Get-AppxPackage *xboxapp* | Remove-AppxPackage
```

### How to Restore Windows 10's Built-in Apps

**1. Follow steps 1 through 5 in the previous walkthrough.**

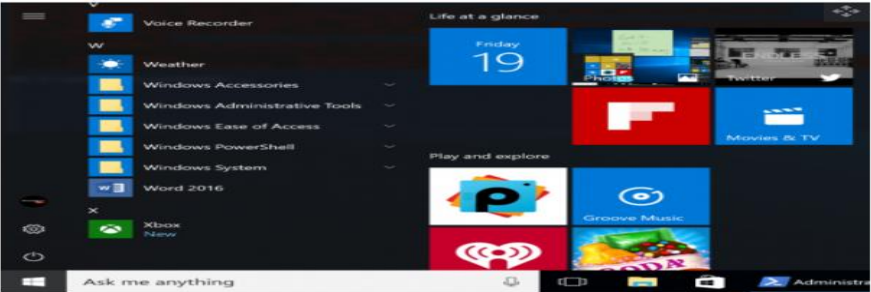
**2. Type the below text and then hit Enter.**



```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) 2016 Microsoft Corporation. All rights reserved.

PS C:\windows\system32> Get-AppxPackage -AllUsers | ForEach {Add-AppxPackage -DisableDevelopmentMode -Register $(($_.InstallLocation) \AppXManifest.xml)}
```

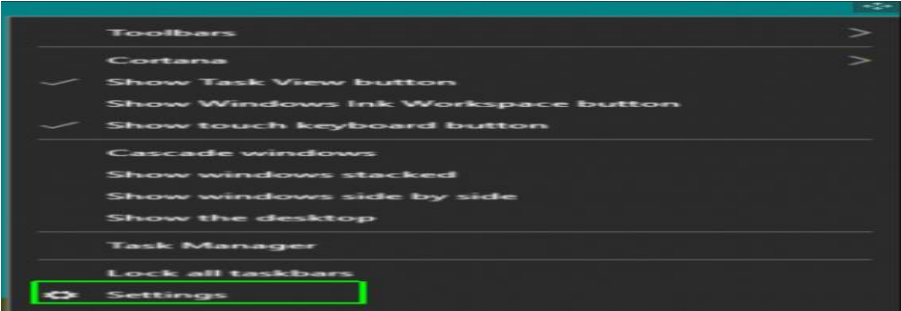
You've restored the apps you've deleted!



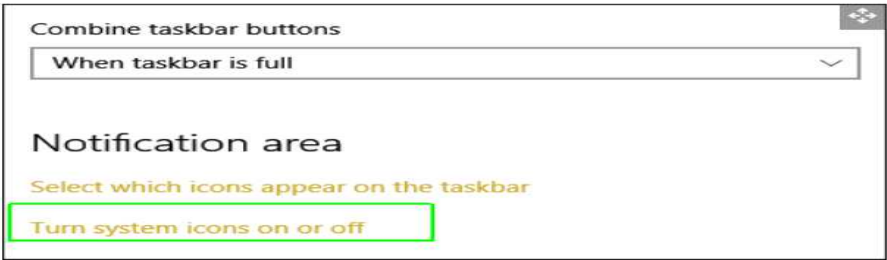
# Battery Icon Missing in Windows 10?

## Here's How to Restore It

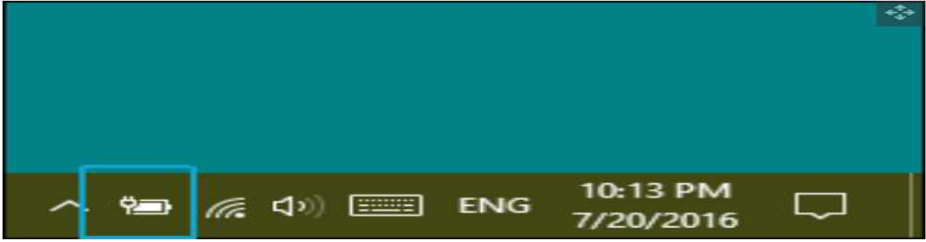
1. **Right click** on the taskbar and select **Settings**.



2. Click **"Turn system icons on or off."**



Your battery icon should appear in the system tray again.



## How to Fix a 'Boot Configuration Data File is Missing' Error in Windows 10

1. **Insert your installation media** into the computer.



2. **Boot to the media.** We had to press F12 during bootup on the Dell we fixed up to reach this menu, though these keys can differ depending on your laptop's make and model.

3. **Click Next** on the Windows Setup menu.

4. **Click "Repair your computer."**

5. **Choose Troubleshoot.**

6. **Select "Advanced options."**

7. **Pick "Command Prompt."**

8. **Type `Bootrec /fixmbr`** and press the enter key.
9. **Type `Bootrec /fixboot`** and press the enter key.
10. **Type `Bootrec /scanos`** and press the enter key.
11. **Type `Bootrec /rebuildbcd`** and press the enter key.
12. **Type "A"** to add the installation to the boot list and hit enter.
13. **Exit the command prompt** with the X button on the top of the window.
14. **Click "Continue"** to go to your desktop.

## **How to Get to Windows 10's Advanced Startup Options Menu**

### **Method 1: Hit F11**

On many computers, if you hit F11 as soon as the computer powers on, you can get to the Advanced Startup Options menu.

### **Method 2: Boot off of an Install Disk**

If you have an install disk on USB or DVD, you can boot off of it and get into the Advanced Startup Options menu that way.

1. **Create a bootable Windows 10 install disk** if you don't have one already.

2. **Boot off of the disk.** You may need to hit a button on your laptop to tell it to boot off of removable media.

3. **Click Next.**

4. **Click Repair Your Computer.**

5. **Click Troubleshoot.**

Method 3: Wait for Your Computer to Take You There

If Windows 10 encounters a startup error, it may eventually take you to the Advanced Startup Options menu on boot.

Method 4: Hit Restart with Shift Key Down

If you can make it to the Windows 10 login screen, you can get to the Advanced System Options menu.

1. **Click the power button icon** in the lower right corner.

2. **Hold down shift and click Restart.**

3. **Click Troubleshoot on the screen which appears.**

4. **Click Advanced Options**

Method 5: Use the Settings Menu

If you are already at the Windows 10 desktop, getting to the Advanced Startup Options menu is easy.

1. **Navigate to settings.** You can get there by hitting the gear icon on the Start menu.



**2. Click Update & security.**

3. Select Recovery from the menu.

**4. Click Restart Now.**

The computer will boot to an options menu.

**5. Click Troubleshoot.**

**6. Click Advanced Options**

## How to Delete a Locked File in Windows

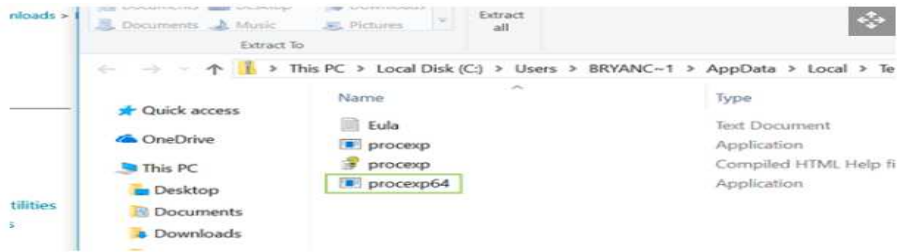
### 10

1. Locate the folder you wish to delete. I don't have any locked folders I'm willing to delete, so let's create an unlocked folder -- and call it SkypeHost.exe (a copy of an actual locked file) -- for the sake of the tutorial. It works the same, but you can just as easily remove this folder with the delete button.

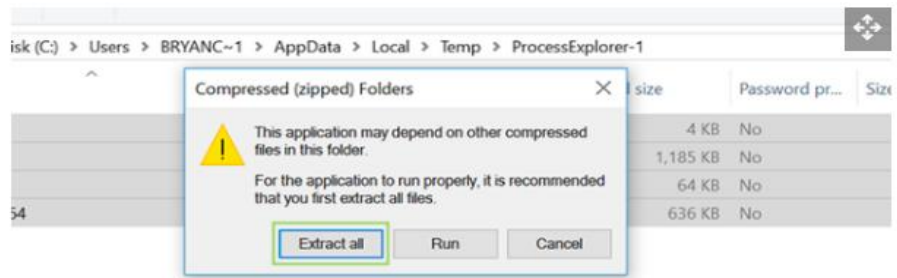
2. **Download Process Explorer** from Microsoft's website, and press OK on the pop-up window.



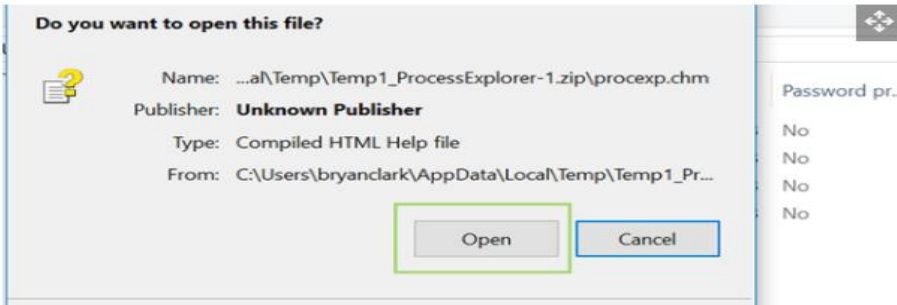
### 3. Double click **processexp64** to extract the file.



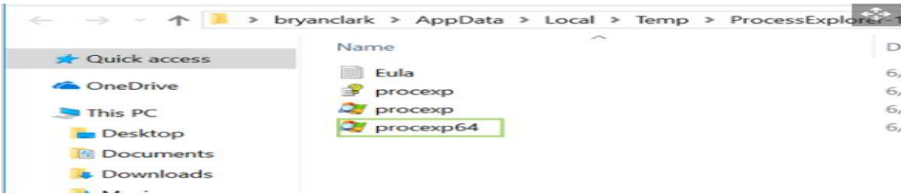
### 4. Choose **Extract All**.



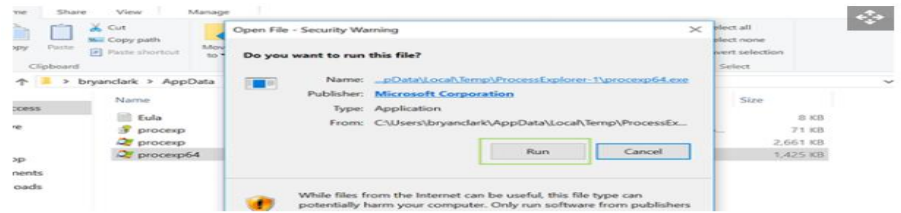
### 5. Click **Open**.



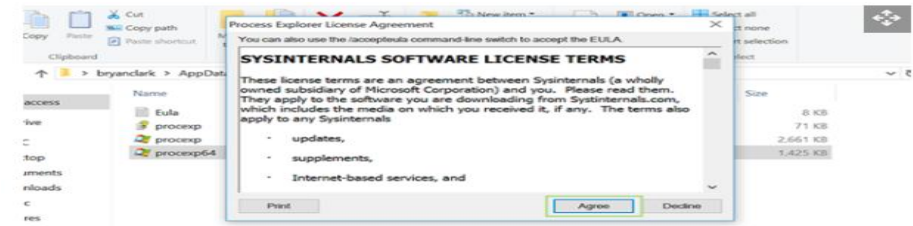
### 2. Double click the **procexp64** application to open the application.



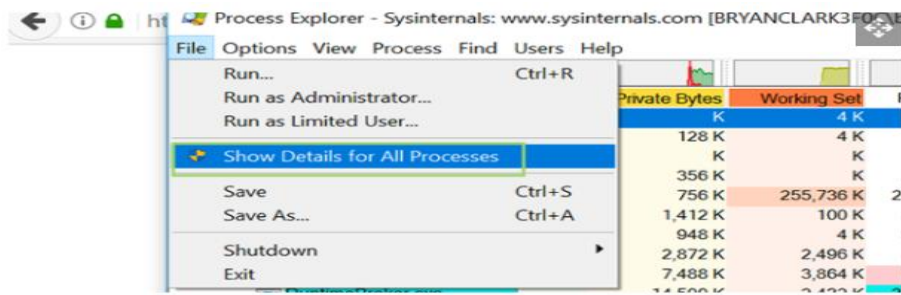
7. Select Run.



8. Read the terms and press the Agree button.



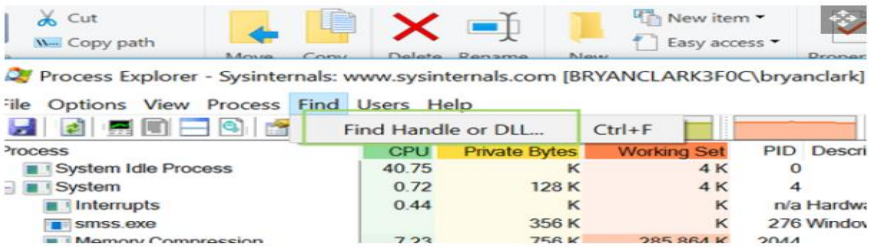
9. In the Process Explorer window, choose File > Show Details for All Processes.



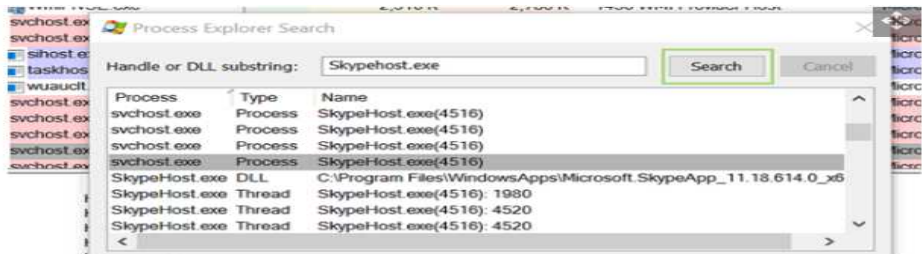
10. Allow the app to make changes by pressing the Yes button.



11. Go to the Find menu at the top and select Find Handle or DLL.



12. Type in the file name and hit Search.



13. Right click the process in the bottom of the Process Explorer screen and select Close Handle. If there are multiple processes listed here, you'll need to repeat this step to close all of them.

Name	Private Bytes	Working Set	Private Bytes	Private Bytes
svchost.exe	11,016 K	1,008 K	1,008 K	1,008 K
svchost.exe	15,676 K	2,448 K	2,448 K	2,448 K
svchost.exe	9,184 K	12 K	12 K	360 K
svchost.exe	11,468 K	2,268 K	2,268 K	908 K
svchost.exe	6,700 K	660 K	660 K	1204 K

Name	Private Bytes	Working Set	Private Bytes	Private Bytes
\KernelObjects\Me...				
System(4)				
System(4)				
smss.exe(276)				

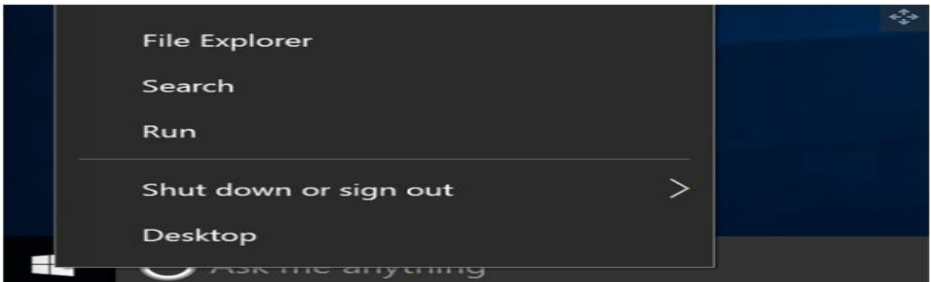
Usage: 59.04% Commit Charge: 72.67% Processes: 62 Physical Usage: 72.10%

14. Delete the file as you would normally.

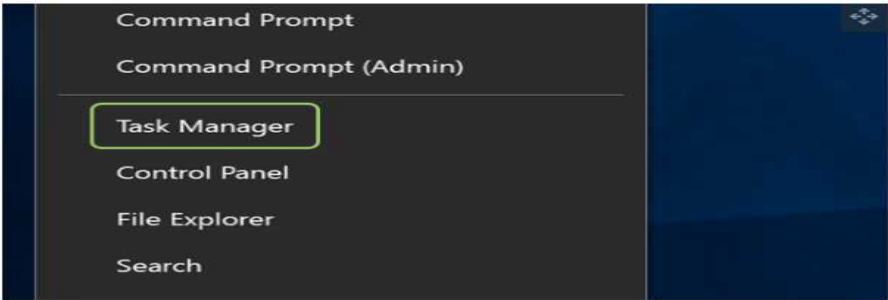


## How to Restart Windows 10 Without Rebooting

1. Right click the Start menu or press CTRL + Alt + Delete.



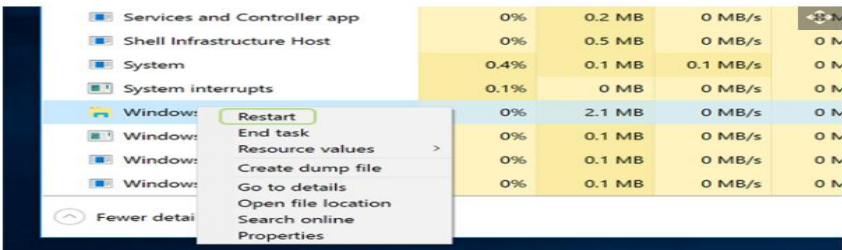
2. Select Task Manager. <manager.png>



3. Find **Windows Explorer** in the list of processes.

System	1.4%	0.0 MB
System interrupts	0%	0.0 MB
<b>Windows Explorer</b>	0%	5.0 MB
Windows Logon Application	0%	0.0 MB
Windows Session Manager	0%	0.0 MB
Windows Start-Up Application	0%	0.0 MB

4. **Right click** and select **Restart**.



## How to Roll Back the Windows 10 Creators Update to a Prior Version

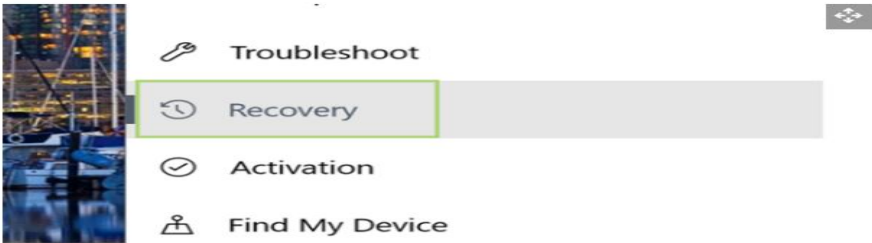
1. To get started, **click Start** and then **Settings**.



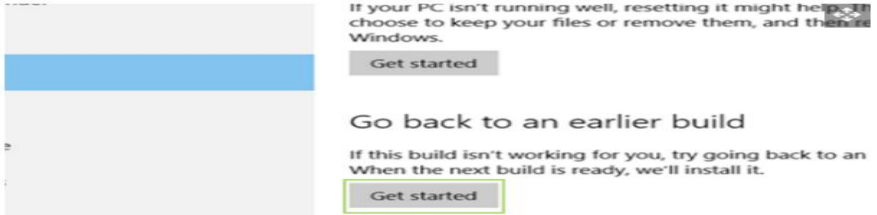
2. Click on Update & security.



3. In the sidebar, choose Recovery.



4. Click the Get Started link under Go back to the previous version of Windows

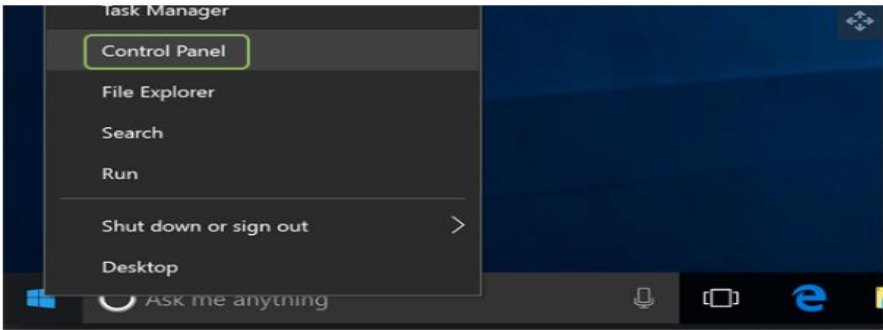


5. **Select why you'd like to go back to a previous build and click Next.** If the link is grayed out, you didn't select a reason from the checkboxes above.

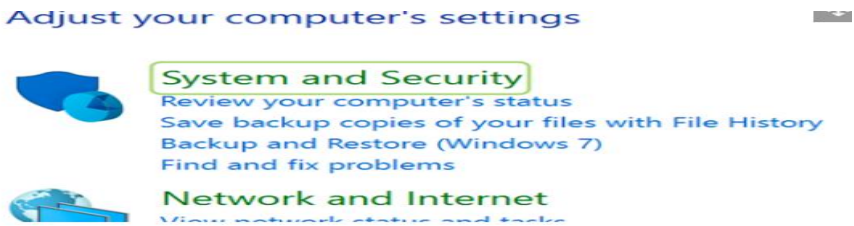
6. **Click Next once more** after reading the prompt.

## How to Disable Automatic Driver Downloads

1. **Right click the Start button and select Control Panel.**

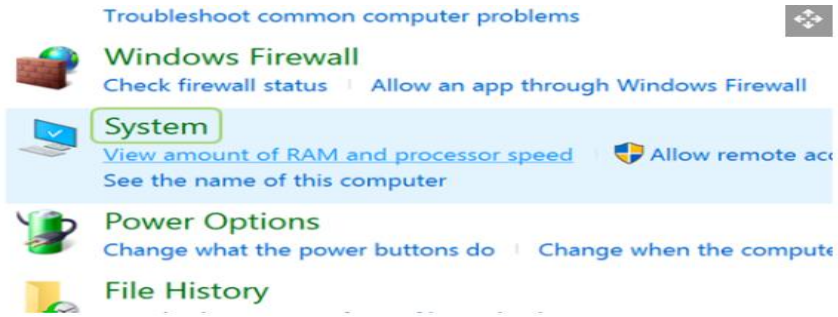


2. **Make your way to System and Security.**



3. **Click System.**

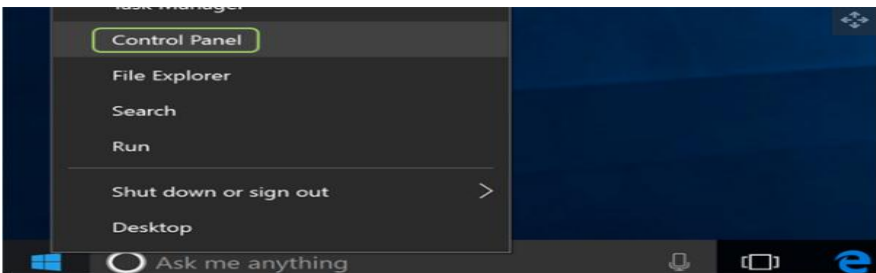




- 4. Click **Advanced system settings** from the left sidebar.
- 5. **Select the Hardware tab.**
- 6. **Press the Device Installation Settings button.**
- 7. **Choose No, and then press the Save Changes button.**

## **How to Completely Disable Internet Explorer**

- 1. **Right click the Start icon and select Control Panel.**



- 2. **Click Programs.**



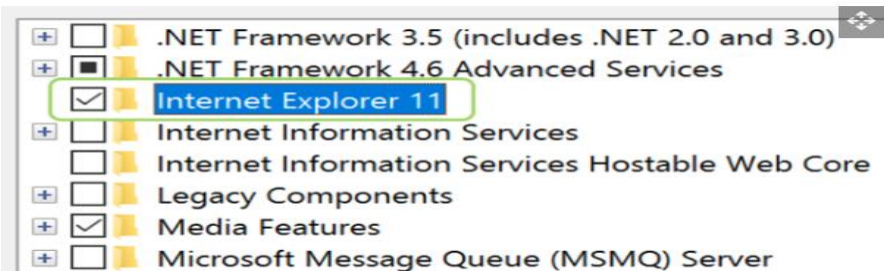
4. Choose Programs & Features.



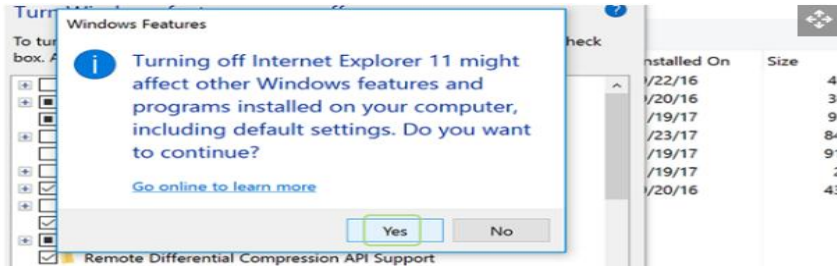
4. In the left sidebar, select Turn Windows features on or off.



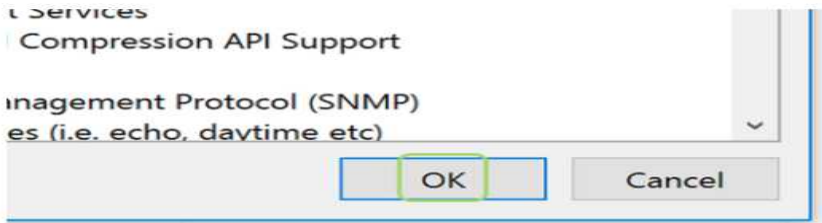
6. Uncheck the box next to Internet Explorer 11.



6. **Select Yes** from the pop-up dialogue.

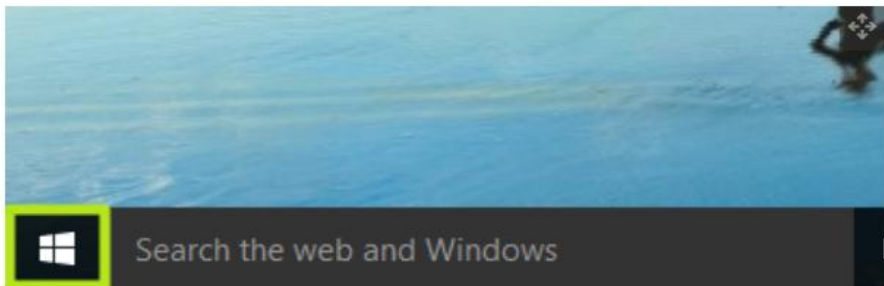


7. Press **OK**.

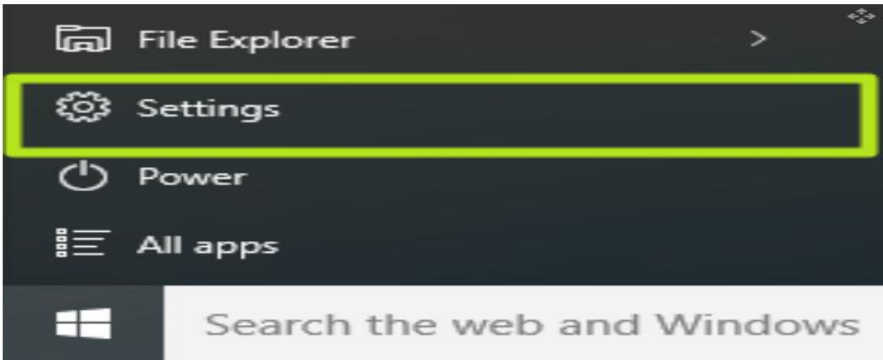


## How to Find What's Draining Your Windows 10 Laptop's Battery

1. **Click the Start button.**



2. **Select Settings.**

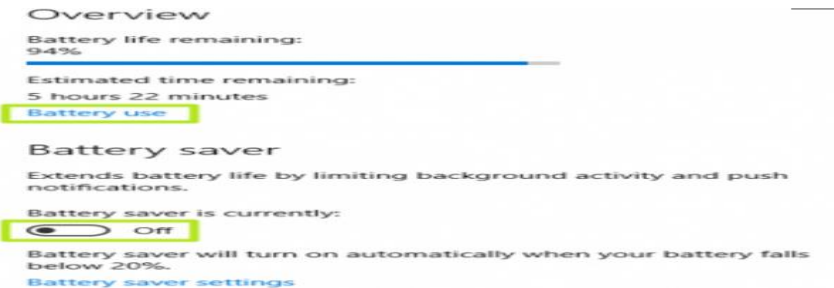


5. Click System.

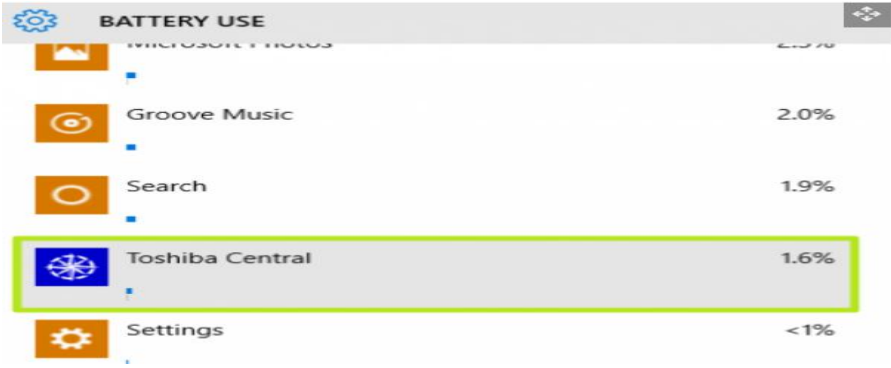


4. Select Battery saver.

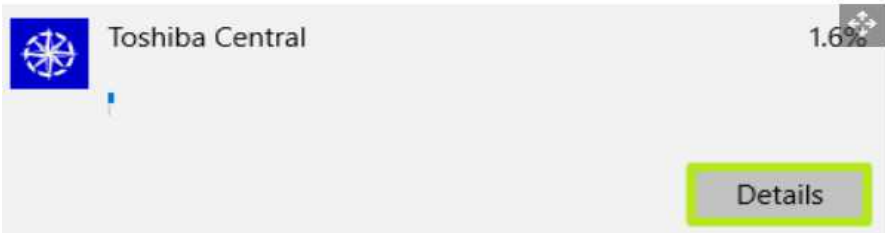
5. Select Battery use to see how your battery usage breaks down, app by app. If you want to limit background activity for all apps, turn the Battery saver switch to the On position.



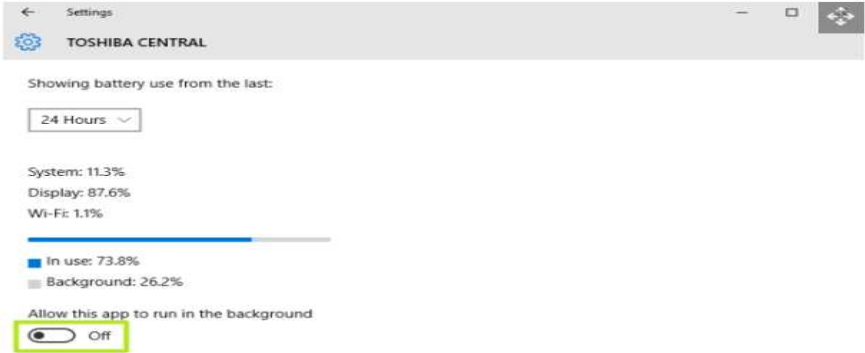
**6. Select an app.** At the top of this screen, you can see how your battery usage is split between System, Display and Wi-Fi. If Display has an especially large percentage, you will need to lower your brightness setting to regain battery life.



**7. Click Details.**



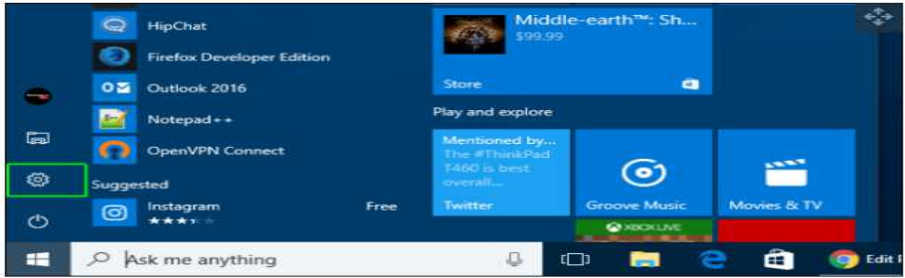
**8. Turn the "Allow this app to run in the background" switch to the off position** so it will eat less of your battery life.



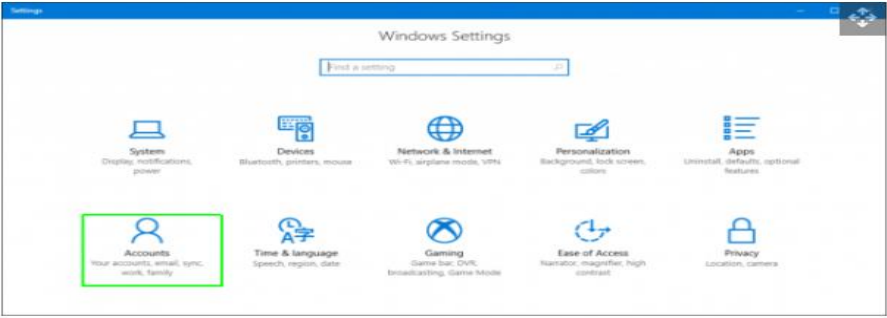
Now you're more informed about which apps drain your battery, and how to rein them in. Best of luck keeping your battery's charge filled.

## How to Disable the Windows 10 Password Prompt on Wake from Sleep

1. **Navigate to the Settings menu.** You can get there by clicking the gear icon on the Start menu.

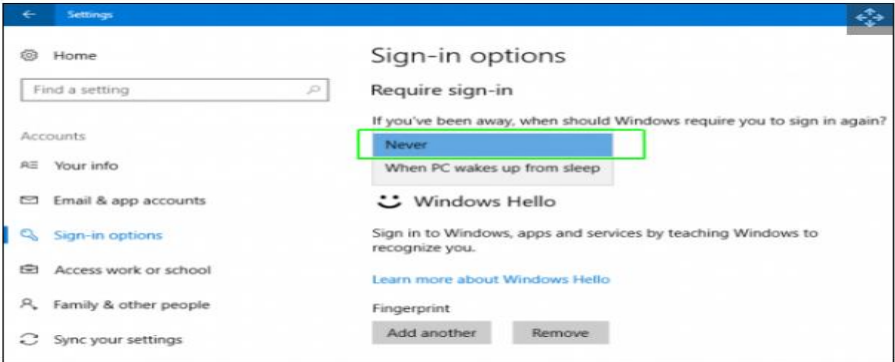


2. **Select Accounts**



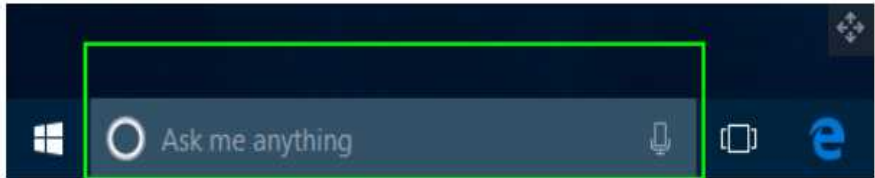
3. Click **Sign-in Options** in the left pane.

4. **Select Never** from Require sign-in the menu.



## How to Turn On 'Hey Cortana'

1. Click the **search box** to the right of the Start button. A Cortana dialog box appears.



2. **Click the menu icon** in the upper right corner of Cortana's window. It has three stripes.

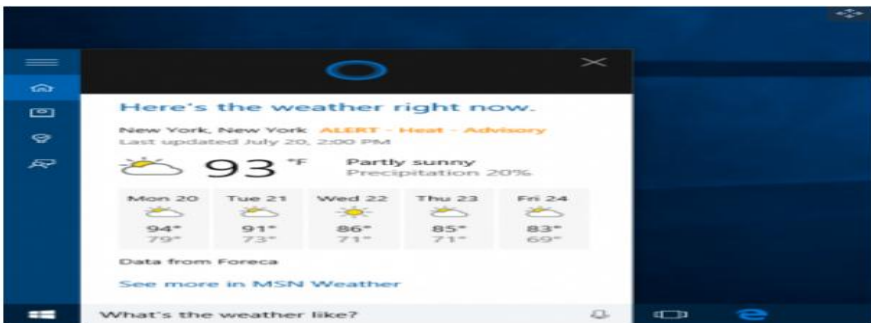
3. **Select Notebook.**

4. **Select Settings.**



5. **Toggle "Let Cortana respond to 'Hey Cortana.'" to On.**

Now the next time you say "Hey Cortana" into your microphone, you can follow that with a command such as "what's the weather like?" and get some results. If you just say "Hey Cortana," the assistant will ask "what would you like me to do."





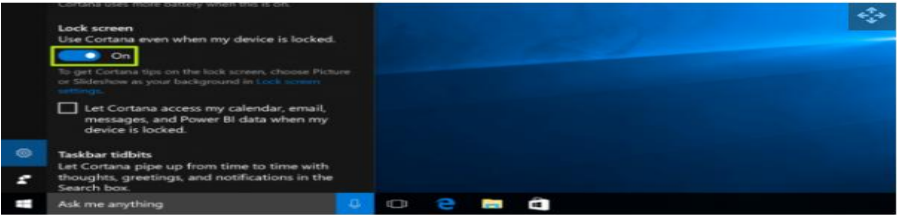
# How to Enable or Disable Cortana Access on the Lock Screen

1. Select the Ask me anything field.

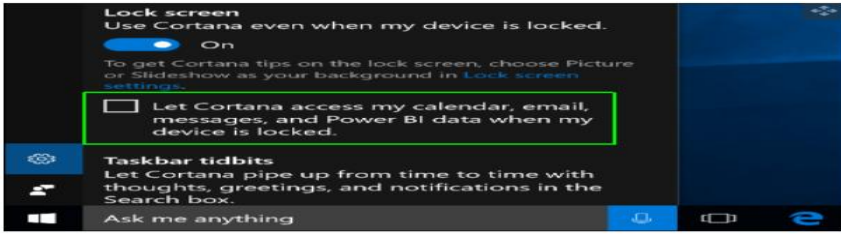


2. Select the Gear icon.

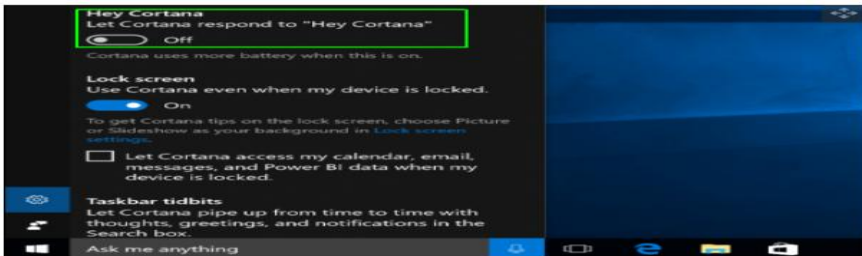
3. Turn Lock Screen on or off. It may already be enabled. If you turn it off, skip the remaining steps.



4. Check "Let Cortana access my calendar, email..." if you want the digital assistant to be able to send emails, book appointments or send SMS messages from the lock screen. This could be a security risk if a bad actor gets access to your computer while you're away.



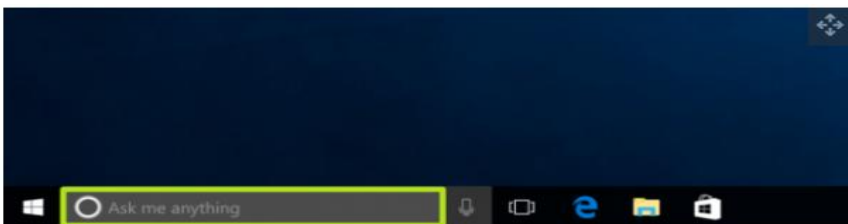
5. **Enable Hey Cortana** if you want to launch Cortana from the lock screen with your voice. If you'd prefer to launch the assistant with an icon tap, see below. Either way, you're going to end up talking to your computer, however.



## How to Enable Trappable Cortana on the Lock Screen

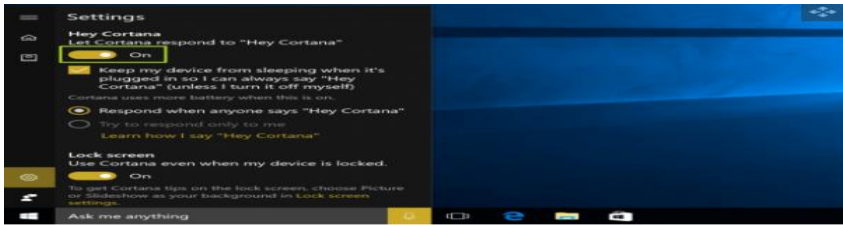
If you're prefer to invoke Cortana by tapping an icon, rather than saying "Hey Cortana," here's how.

1. **Select the Ask me anything field.**

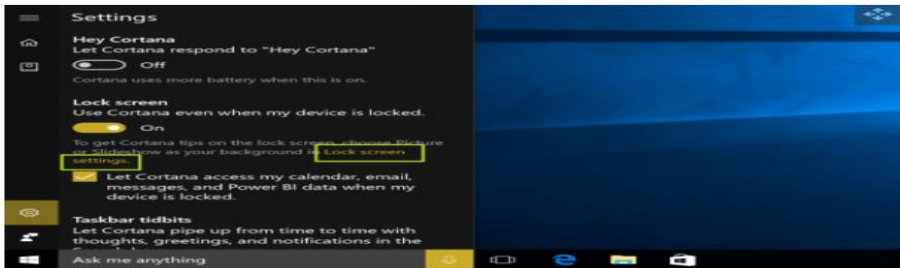


## 2. Select the Gear icon.

## 3. Turn "Hey Cortana" on or off.



## 4. Click Lock screen settings.



## 5. Click Windows spotlight.



## 6. Select Picture or Slideshow.



## How To Set a Timed Reminder With Cortana

1. **Activate Cortana** or select the "the "Ask me anything" field

2. **Write or say "remind me to [activity] in [timeframe]"** or "[timeframe] remind me to [activity]." For example, you could say "in an hour, remind me to get lunch."

If Cortana did not process your request exactly as you'd like, tap on the reminder, day, or time fields, and then edit their contents to **make sure the correct reminder is set.**

If you want the reminder to recur, click on "Only once."

The reminder can chime in every day, or on specific days of the week.

3. **Click Remind** once you're satisfied with the terms you've set.

You won't forget it this time!

## How to Enable A Contact-Based Reminder

1. Type a reminder in the "Ask me anything" prompt that reminds you to tell one of your contacts something.

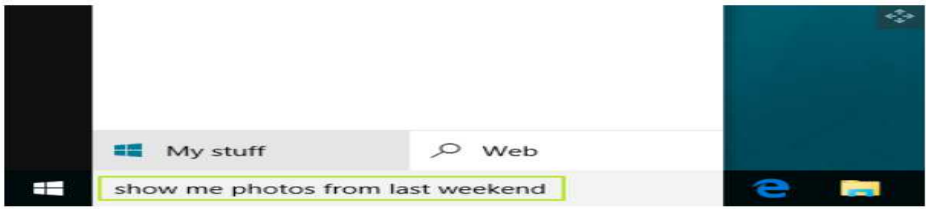


2. **Select "Remind"** if it's ready or edit the fields if something is incorrect or incomplete. If Cortana does not recognize the name or you have more than one contact with that name, you'll be asked to choose from a list or browse your contacts. Cortana will confirm the reminder.

The reminder will pop up when you next communicate with that person. If you want to see all of your reminders, click the Lightbulb button in the Cortana menu.

## How To Find A Group of Photos You Took With Cortana

1. **Type your search request into the Cortana Search Box**, asking it to show you a specific kind of file, and name the day or time window you used it.



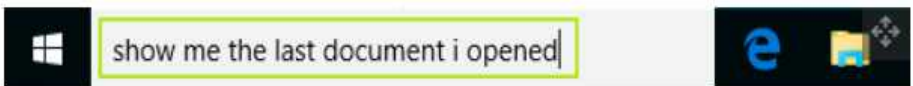
2. **Select the "Show me..." option** that "Search photos" under it.



Cortana's found the photos you were looking for, so you can look back at the simpler and more decadent times.

## How to Use Cortana to Find the Last File You Opened

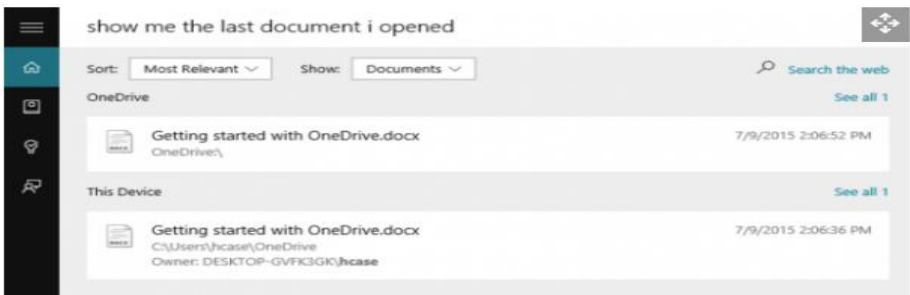
1. **Type your request into the Cortana Search Box,** specifying that you're looking for the last file you opened.



2. **Select the "Show me" option** that has "Search documents" under it.

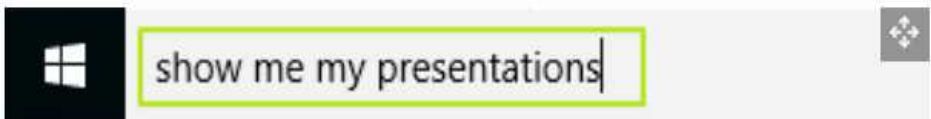


There's that file you were just using, and the directory it can be found in is listed as well.

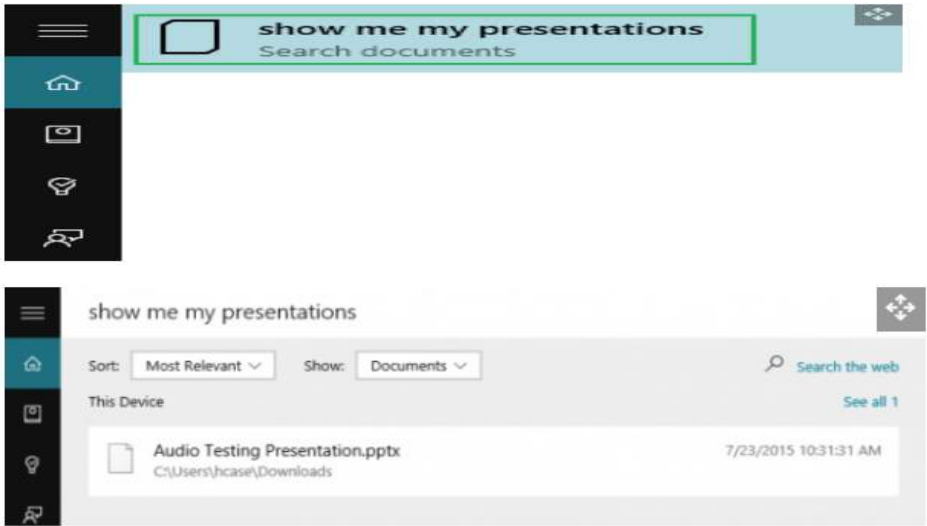


## How to Find Your Presentations with Cortana

1. Ask Cortana to show you your presentation files.



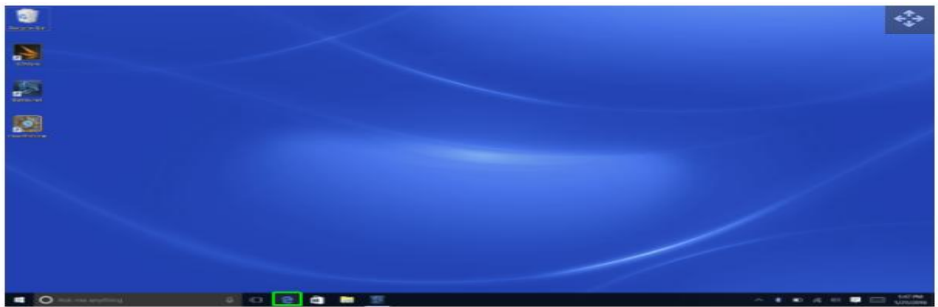
2. Select the "show me" option that has "Search documents" underneath it.



## How to Turn On and Use Cortana in Microsoft Edge

To turn her on in Edge, follow these steps:

### 1. Open Edge



**2. Click the More button in the top right** (the one with the three dots).

**3. Click Settings** at the bottom of the More window.

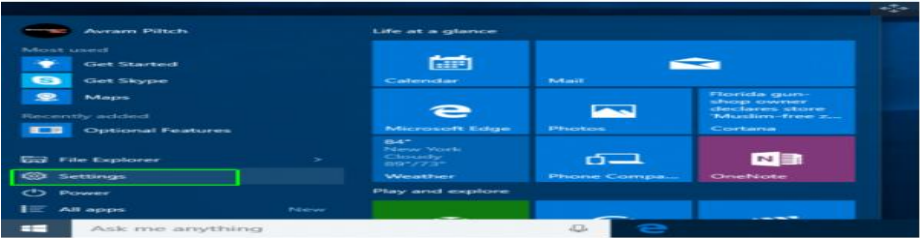


**4. Scroll down and hit the button that says “View Advanced Settings.”**

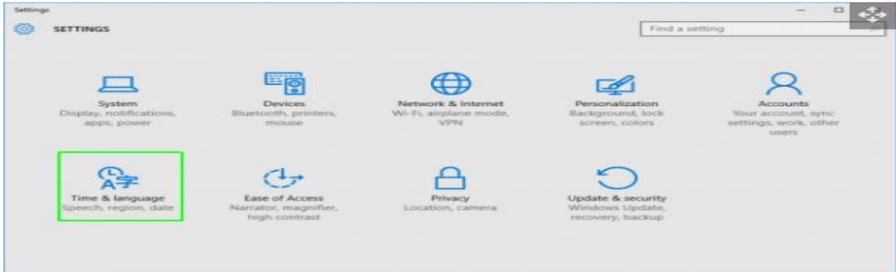
**5. Click the slider underneath where it says “Have Cortana assist me in Microsoft Edge.”**

## **How to Change Cortana's Voice and Language in Windows 10**

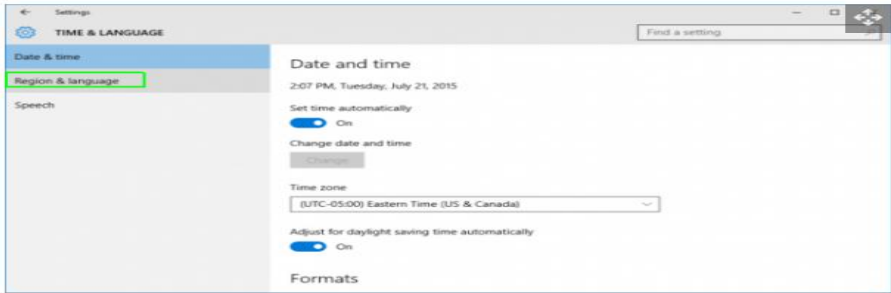
**1. Navigate to Settings.** You can get there by clicking the Settings Icon on the start menu



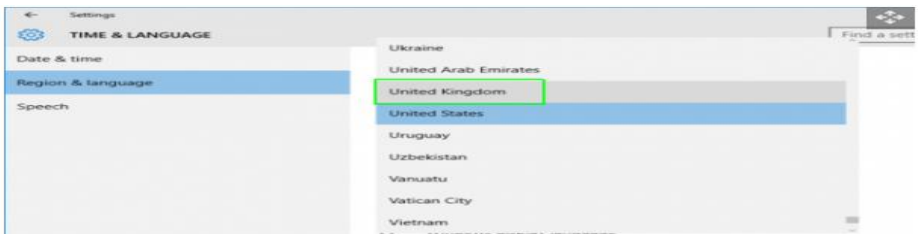
**2. Click Time & language.**



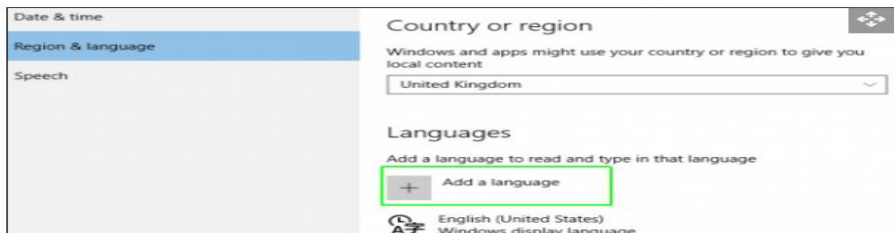
**3. Select Region & language from the left pane.**



4. **Select a new region** from the pulldown menu. As of this writing, Cortana is only available in the United State, United Kingdom, Italy, France, Spain, Germany and China. If you want to give Cortana a British accent, select "United Kingdom."



5. **Click Add a language** under the Languages subhead.



6. **Select the appropriate language.** The top-level menu only shows major language groups, but you'll get to pick a

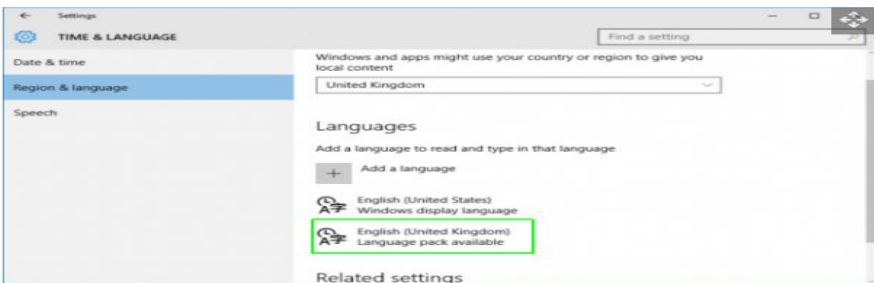
specific dialect on the next screen. So, for British English, you select "English" from this menu.



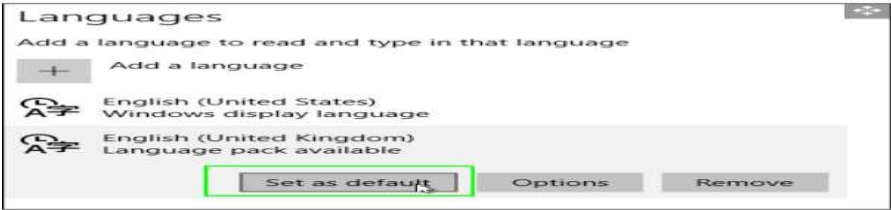
7. **Select the local dialect** for the language. For British English, for example, you would select "English (United Kingdom)."



8. **Click the language** you just added.



9. Hit "Set as default."



The new language will now be at the top of the list.

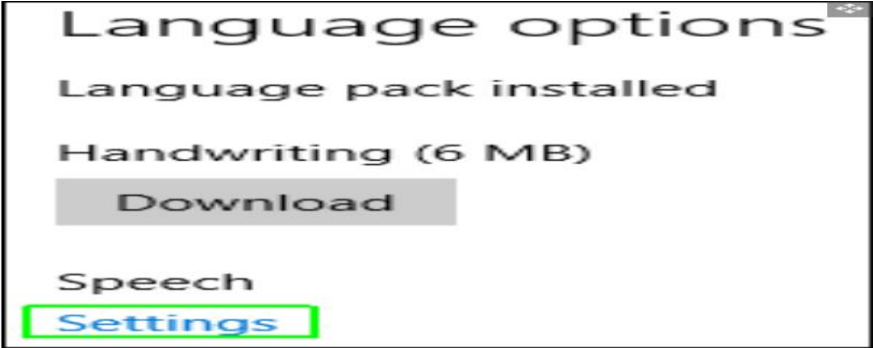
**10. Select the language again and hit Options.**



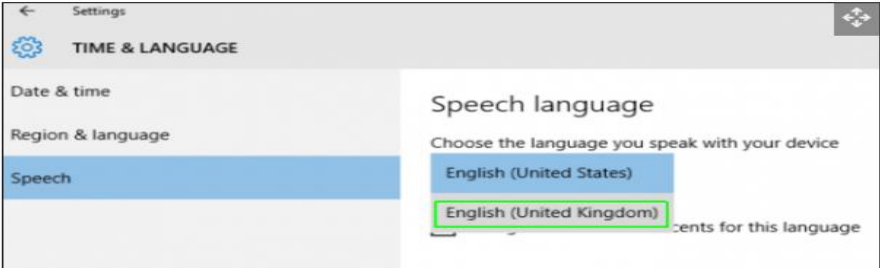
**11. Click the Download buttons under "Download language pack" and "Speech."** Wait for both to install. It could take a few minutes and you may have to click the button again to restart one of them if it gives you a message that it failed.



**12. Click Settings under Speech.**



13. **Select the new language** from the Speech language menu.



14. **Check "Recognize non-native accents . . . "** That should help improve speech recognition, particularly if you are an American but using the British English Cortana.

15. **Restart** your computer.

Next time you launch Cortana, you will be asked to set the voice assistant up by giving it your name, just as would for any language.

16. **Change your keyboard** if you still want the standard U.S. QWERTY layout. The British layout is similar but moves

some important symbols around (ex: the @ sign is no longer on the 2 key). To change your keyboard, **click the button to the left of your system clock and select "US Keyboard"** from the menu that appears. The keyboard button will be labeled as "ENG," "ESP" or some other abbreviation that represents the currently-selected keyboard.

## **Change the Date Format, Location**

When you change the region and language, you not only change Cortana's voice but also set the date and time so that it appears the way it would for that country. For example, changing to United Kingdom makes the time display in a 24-hour clock and formats the date with as day / month / year. If you want to use U.S. date formatting instead, follow these steps.

1. **Search for "Region"** in the Cortana / Search box and **click "Region Control Panel"** in the results.
2. **Select "English (United States)"** from the Format menu.
3. **Click Ok.**

## **How to Change the Name Cortana Calls You in Windows 10**

1. **Click on "Ask me anything"** in the lower left corner.

2. **Select the Notebook icon.**

3. **Click on "About Me"**

4. **Select "Change my name"**

5. **Type your name of choice into the prompt.**

6. **Click Enter.**

7. **Select "Hear how I'll say it"** to confirm that Cortana will speak it correctly. If Cortana says it incorrectly, click "That's wrong," and you'll be given the option to say the name aloud.

8. Once you approve of how Cortana says your name, **select "Sounds good."**

Cortana now knows your name, until you want to change it again.

## **How to Shut Down Windows 10 with a Cortana Voice Command**

To create the shut down shortcut:

1. In Windows Explorer, **navigate to: C:\Users\[User Name]\AppData\Roaming\Microsoft\Windows\Start Menu\Programs.**

2. **Right-click on an empty space in the right pane and select New > Shortcut.**

3. In the location field, **enter "shutdown.exe -s"** (without the quotes)

If you don't want the computer to shut down immediately add a space after the -s and then "-t 60". This will set a timer for the system to shut down in 60 seconds, and you can replace 60 with any number.

4. **Click Next.**

5. **Leave the shortcut name default, "shutdown.exe" and click Finish.**

To shut down your computer with Cortana:

1. **Click the microphone button on the Search bar or say "Hey Cortana."**
2. **Say "Open shutdown.exe" or "Open shut down EXE"**

From now on, you can use Cortana to shut down your computer with this voice command.

## **How to Find Your Phone With Cortana**

1. **Select the Cortana box** on your Windows 10 desktop.
2. **Type "ring my phone" or "find my phone."**



Alternatively, you could ask Cortana with your voice by clicking on the microphone icon and speaking one of those phrases.

**3. Select the icon that matches the phrase** you entered. Make sure it says "I can help with this" under the icon or you may end up with a search result set or third-party app instead.

Your phone will start ringing.

**4. Tap the "Stop Ringing" button** on your phone to stop the buzzing.

## **How to See the List of Apps Cortana Can Integrate With**

**1. Click "Ask me anything"** in the taskbar to wake Cortana up.

**2. Click the question mark button.** Cortana will list some tasks it can do.

**3. Scroll down to see the list of Cortana-enabled apps.** You'll also see a suggestion for what you can do with Cortana and those apps.

**4. Click the app to see more suggestions.**

**5. Click the microphone or type in the Cortana "Ask me anything box"** to enter the name of the app and the command, such as "Netflix, find House of Cards."

In addition to Netflix, Cortana also works with Fitbit and Uber, so you can say "Fitbit, I ate a bagel for breakfast" or "Uber, get me a ride." You can also have Cortana open third-party apps as well as default Windows programs, like File Explorer, on Windows 10.

## **How to Make Cortana Show the Weather for Multiple Cities**

- 1. Click in the "Ask me anything" field** in the taskbar to open Cortana.
- 2. Click the ellipsis (three dots)** next to your location and weather forecast.
- 3. Click "Edit in Notebook."**
- 4. Scroll down and click "Add a city."**
- 5. Type in a city name** to search for it.
- 6. Check the box next to "Notify me about weather incidents"** if you want to get breaking news alerts related to that city's weather.
- 7. Click the Add button.**

Whenever you open Cortana, you'll see the forecast for both your current location and any additional cities you've added. Click the down arrow to see more weather details for that location, right in your taskbar.

## **How to Send SMS Messages With Cortana on Windows 10**

### **Setup on Android**

1. **Download Cortana** for Android from the Google Play Store to your phone.
2. **Tap the hamburger menu** in the top right-hand corner.
3. **Tap Settings.**
4. **Select "Sync Notifications."**
5. **Turn on "Missed call notifications," "Incoming message notifications," and "App notifications sync."**

### **Setup on Windows 10**

1. Click **Settings** in Cortana.
2. **Turn on "Send notifications between devices."**

## Send an SMS

### Activate Cortana.

1. **Either say "Text [NAME]" or type "SMS [NAME],"** to start sending an SMS. You can only SMS people in your contacts in Windows 10.
2. **Dictate or type** your message.
3. **Say or click "Send."**

### Respond to Incoming Text Messages

When you receive a text message, you'll now get a Windows 10 alert notification. You can type your reply directly in a text field that appears in the notification window.

### How to Restrict Cortana's Ever-Present Listening

1. **Go to Settings > Privacy.**
2. **Change your privacy options to decide what data to send to Microsoft.** This doesn't affect Cortana, but you might as well do it while you're here.
3. **Go to "Speech, inking & typing"** in the left rail.
4. **Click "Stop getting to know me."**
5. **Click "Turn off."**

## **Clear Cortana's Existing Data**

### **1. Open settings in Cortana.**

Here you can also decide if you want Cortana to listen for you to say "Hey Cortana," both on the desktop or the lock screen.

### **2. Scroll all the way to the bottom and click Clear.**

If you use Cortana again after clearing your data, you'll need to come back here to erase it again.

## **Hiding Cortana**

### **1. Right-click on the taskbar.**

### **2. Choose Cortana > Hidden.**

Cortana will disappear from the taskbar. If you have it set to answer to "Hey Cortana," it will reappear with the voice command. Alternatively, you can still use the Cortana app from the start menu. If you want Cortana back in the taskbar, right click the taskbar again and select "Show search box."

## **How to Create Cortana Reminders with Windows 10 Sticky Notes**

**1. Open the Windows Ink Workspace** from the taskbar.

### **2. Select Sticky Notes.**

**3. Write your reminder note**, and be sure to include a date or time.

You can use a stylus and write your reminder or type it with the keyboard. If you write, you may have to try multiple times if you have messy handwriting.

**4. Tap the time or date when it turns blue.**

**5. Tap "Add Reminder."**

**6. Correct any errors and click Remind.**

7. Cortana will confirm the reminder and alert you prior to the event.

## **How to Make Cortana to Send News Notifications in Windows 10**

**1. Click the Cortana field of the Taskbar.**

**2. Click the Notebook icon.**

**3. Under "News topics you're tracking" click "+ Add a topic."**

**4. Enter a topic into the prompt.**

**5. Select a result.**

**6. Click Add.**

## **How to Mirror Your Screen in Windows 10**

- 1. Open the Start menu on your Windows 10 machine.**

From here, you can just search for Connected Device Settings in the Start menu's search field to skip a few steps. If not, read on.

- 2. Click on Settings.**
- 3. Select Devices.**
- 4. Choose Connected Devices.**
- 5. Click Add a Device.**
- 6. Select your WiDi receiver.**
- 7. Select Remove Device.**
- 8. Click Yes.**

## **How to Cut Your Windows 10 PC's Boot Time by 66 Percent**

- 1. Click the Start button.**
- 2. Type "Power Options."**
- 3. Select Power Options.**
- 4. Click "Choose what the power button does."**
- 5. Select "Change settings that are currently unavailable" if the Shutdown settings are greyed out.**

6. **Check the box next to "Turn on fast startup."**

7. **Click Save Changes.**

## **How to Calibrate Your Monitor in Windows 10**

1. **Right-click on the desktop and select Display settings**

2. **Click "Advanced display settings"** at the bottom of the settings window.

3. **Verify that your monitor is set to the recommended, native resolution.** If it's not, set it to the recommended resolution at least for this calibration process.

4. **Click "Color calibration"** at the bottom of the advanced display settings window.

5. **Click Next** to start the color calibration.

The wizard will walk you through adjusting your color settings. You'll:

Set the display to the factory default color settings, if your monitor allows you to do that

Adjust your display's gamma to match a sample image

**Adjust the brightness and contrast**



**Adjust the color balance**. At the end of the wizard, **click Finish** to save your settings.

## **Screen Mirroring on Windows 10: How to Turn Your PC into a Wireless Display**

- 1. Open the action center.** It's represented by the speech bubble icon in the lower right corner of the screen.
- 2. Click Connect.**
- 3. Click Projecting to this PC.**
- 4. Select "Available Everywhere"** or "Available everywhere on secure networks" from the top pulldown menu.
- 5. Select "First time only"** or "Every time" under "Ask to project to this PC." I recommend picking "first time only," unless you're really worried that some rogue person is going to grab your phone and project to your computer without your permission.
- 6. Click Yes** when Windows 10 alerts you that another device wants to project to your computer.

# How to Mirror Your Windows 10 Screen to Another Windows 10 Device

Here's how to broadcast your screen from the sending device, if it's a Windows 10 computer. Android devices have different wireless display menus.

- 1. Open the action center.**
- 2. Click Connect.** A list of available receiving devices appears and your other computer should be on it.
- 3. Select the receiving device.** You may have to wait a minute or longer for the devices to pair. It may also fail and you'll need to try again.
- 4. Toggle "Allow input" to on** if you want to let the receiving device control your PC with its keyboard and mouse.
- 5. Click "Change projection mode" and select "Extend"** from the menu that appears if you want to use the wireless display as a second desktop, rather than a mirror of your current desktop.
- 6. Click Disconnect** when you want to terminate your connection.

# How to Make Your Windows 10 Laptop Last Longer on a Charge

Here's how to make your Windows 10 laptop battery last longer on a charge:

## **Decrease the Screen Brightness**

The most visible source of battery drain is your display's backlight, which sucks up more power than anything else in most notebooks (perhaps with the exception of a GPU in a gaming notebook). A few percentage points of luminosity can go a long way.

## **Battery Saver Mode**

Windows 10's Action Center features an easy way to turn on the operating system's battery-saver mode, which restricts background activity and push notifications. To turn on the mode:

- Open the Action Center
- Click the Battery saver button

You can fine-tune Battery saver in Settings > System > Battery. The setting gives you options that allow you to decide when to turn on the mode automatically (it defaults

to 20 percent), and whether you want to automatically lower your screen brightness when it activates.

## **Sleep More**

Just like people, Windows 10 laptops can stay awake longer if they sleep more. So set your laptop to put itself to sleep when you're not using it.

To decide when your computer should sleep:

- Select Power Options from the control panel.
- In the menu next to “Put the computer to sleep, pick a time.” The default time interval is 15 minutes, but you should pick a shorter time so that your laptop goes to sleep after only a few minutes of not being used. You can also pick a shorter time interval for the display to shut itself off.

## **Change Wi-Fi Networks**

We run the Laptop Mag Battery Test on an 802.11ac Wi-Fi network. Connecting to a 5-GHz connection rather than an older, 2.4-GHz connection can save your laptop's battery life, since 802.11ac networks use less power. It's a quick way to increase your internet speeds as well as your battery life

## **Turn Off Backlit Keyboards**

Backlit keyboards look nice, but they are huge battery sucks. If you're a touch typist and you're sitting in a dark room, you'll have no problem turning off the backlight function, and you'll reap some benefits in terms of battery life. You can usually turn off backlighting by hitting the Function (FN) key and pressing a backlight key on the top row of your keyboard (some computers may not require you to hit the function key).

### **Use a High-Contrast Theme**

They're not pretty, but Windows 10's high-contrast themes can save some energy. They use black pixels, with white and yellow text, which is far more energy-efficient than bright white background. These themes are meant to help make it easier for you to see the display, but this is a nice benefit on the side.

To turn on a high-contrast theme:

- Go to Settings > Appearance and Personalization > Change the Theme
- Pick High Contrast #1, #2 or Black (the white high-contrast mode won't help).

The Edge and Firefox browsers will automatically adapt to the high-contrast theme. Upon opening Chrome, you will be

offered the opportunity to download a high-contrast extension.

## **Turn on Airplane Mode**

Airplane mode will shut off your Windows 10 laptop's wireless radios, which will disable Bluetooth and Wi-Fi. It's a quick way to save some electricity, as long as you can get your work done locally. Most laptops have a function key assigned to this, but you can also open the Action Center and turn on Airplane mode there.

If you need Wi-Fi, you can still turn off Bluetooth from the Action Center.

## **Remove Peripherals, Hard Drives and Discs**

Anything you have attached to your laptop is sucking a little bit of power. Whether you're syncing a phone, backing up your data or have a disc you just burned sitting in your DVD drive (yes, some people still have those), they all require power. Disconnect all of your extras to save a little juice.

## **Limit Background Programs**

You could have programs running in the background that you don't even know about. Often, this is because these programs are set to launch when you boot up your laptop.

To see what runs at startup, go Task Manager > Startup. This tab is filled with programs that could be connecting to the internet, even when you didn't start them up yourself. If there's any app running automatically in the background that you don't need, click Disable to remove it from this list"

## **Rein in Antivirus**

You may have your antivirus software set to automatically scan your laptop at the same time each week. That's a good idea, as it helps you keep your computer clean. But if the scans run while you're on battery power, you could lose quite a bit of juice. Depending on your antivirus program, you may be able to delay scheduled scans until you've plugged in your notebook. Alternatively, you should pick a time when you're likely to be near a wall socket.

## **How to Use Multiple Desktops in Windows 10**

1. **Click the Task View icon** in the taskbar. It looks like two overlapping windows. Alternatively, use the Windows+Tab keyboard shortcut to go into Task View.
2. **Click the New desktop button** in the Task View.

Windows will create an additional virtual desktop you can switch to with the Windows+Tab keyboard shortcut.

Once your additional desktop is created, you can open new program windows in it. You can also drag a window from one desktop to another, and switch to the other desktop with the Windows+Tab keyboard shortcut.

Other shortcuts that will make using multiple virtual desktops easier:

**WIN + CTRL + LEFT/RIGHT:** Switch to the previous or next desktop

**WIN + CTRL + D:** Create a new desktop

**WIN + CTRL + F4:** Close the current desktop

## **How to Import Gmail Contacts to Windows 10**

- 1. Open the People app.**
- 2. Click "Add accounts."**
- 3. Choose Google.**
- 4. Log in** with your Google account.
- 5. Click Allow.**
- 6. Click Done.**

Your contacts will populate the People app. You can follow these same steps for iCloud or Outlook.



# How to Record Video of an App in Windows 10

1. **Open the app you want to record.** Unfortunately, the tool can't capture some programs, such as File Manager, or the entire desktop, but it does work in regular apps, whether from the Windows Store or desktop apps.
2. **Press the Windows key and the letter G at the same time** to open the Game Bar dialog.
3. **Check the "Yes, this is a game" checkbox** to load the Game Bar. This is the procedure whether you are recording a game or another kind of app.
4. **Click on the Start Recording button** (or Win + Alt + R) to begin capturing video.
5. **Stop the recording by clicking on the red recording bar** that will be on the top right of the program window. (If it disappears on you, press Win + G again to bring the Game Bar back.)

Note that you can also use the Xbox recording tool to take screenshots. Instead of clicking the recording button, click the camera icon on the Game Bar or Win+Alt+PrtScn.

# How to Enable the Linux Bash Shell

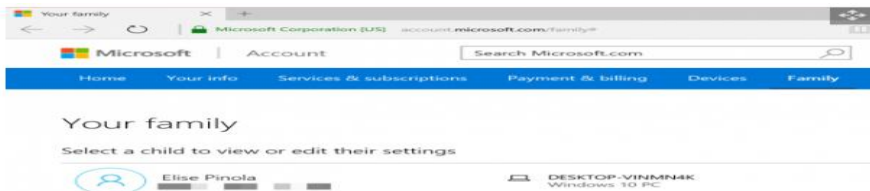
1. **Navigate to Settings.** You can get there by clicking the gear icon on the Start menu.
2. **Click Update & security.**
3. **Select For Developers** in the left column.
4. **Select Developer Mode** under "Use developer features" if it's not already enabled.
5. **Navigate to the Control Panel** (the old Windows control panel). You can get there by hitting Windows Key + X and selecting Control panel from the pop-up menu that appears.
6. **Select Programs and Features.** If it's not visible, make sure you select "Large icons" from the "View by" menu.
7. **Click "Turn Windows features on or off."**
8. **Toggle "Windows Subsystem for Linux" to on and click Ok.**
9. **Click the Restart Now button.**
10. **Search for Bash** in the Cortana / Search box and **click its icon.**

11. **Type "y" and hit Enter** when promoted to install Ubuntu. The system will then take a few minutes to install Ubuntu in the command prompt window.

12. **Create a username and password.**

## How to Use the Parental Controls

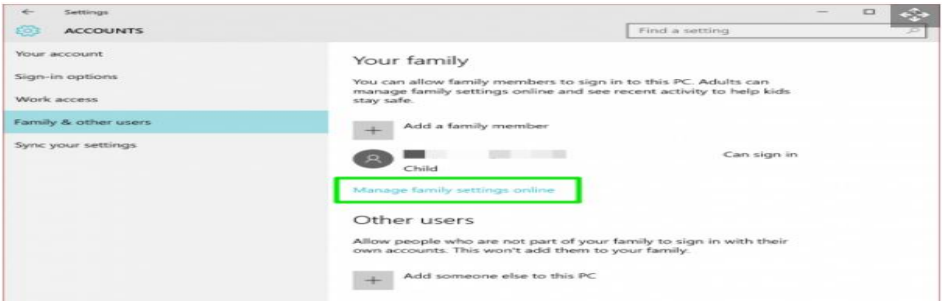
To use Windows' parental controls, you'll need two things: You have to log into Windows with your Microsoft account (not a local account) and the account you want to manage has to be set up as a child account in Windows. With Windows 10, your child will also have to use a Microsoft account to log in. This is a change from previous versions of Windows, but it allows you to apply the parental control settings across all the Windows devices your child uses and manage the settings from the web. If your child doesn't have a Microsoft account or an email address, Windows 10 will prompt you to create one when you set up the child account.



# Log onto Microsoft Family and Review Your Child's Computer Activity

## 1. Sign in

to <https://account.microsoft.com/family#/> with your Microsoft account. A link to this page is also available under your Accounts settings (in the Settings app, Accounts > Family & other users).



## 2. Click your child's name.

## 3. Review and adjust the Activity reporting settings

on the main account page for your child. Activity reporting and weekly email reports are on by default. You can uncheck or toggle these settings off and also view your child's web browsing activity and apps usage on this page.



4. **Block specific sites or apps your child has previously accessed** by clicking the "Block" link next to them. For URL blocking and web browsing reporting to work, your child will need to use Microsoft Edge or Internet Explorer, so you'd have to block Chrome and other browsers if you want these features.

### **Adjust Parental Control Settings**

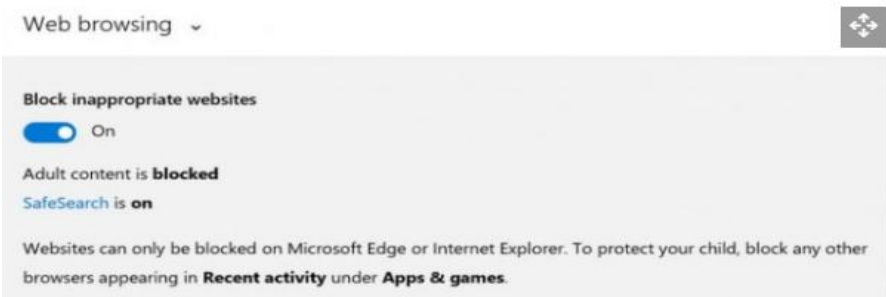
From here, you can navigate to one of the parental control settings using the dropdown box at the top of the page (it currently says "Recent activity").



Here's what you can change for web browsing, apps and games, screen time, purchases, and Xbox privacy settings:

## Web Browsing Settings

1. **Toggle inappropriate content blocking off or on.** Adult content is blocked by default. You can change that setting if you want here.

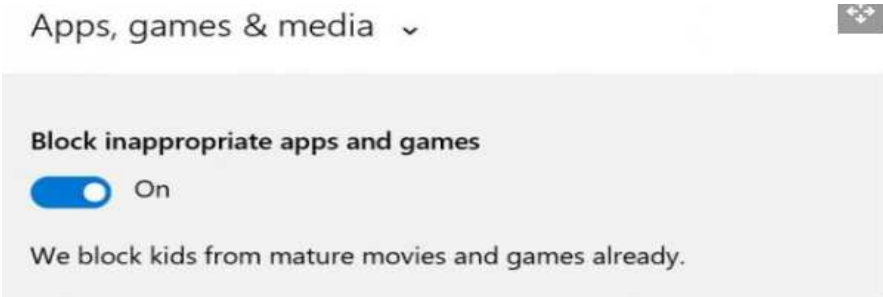


2. **Add URLs** for any websites you want to allow your child to always be able to access or always want to block.



# Apps, Games & Media Settings

1. **Allow or don't allow kids to download mature apps and games.** By default, inappropriate apps and games (e.g., mature movies and games) are blocked.



2. **Select the appropriate age ratings** for apps, games, and media from the Windows Store with the age dropdown box.



# Screen Time Settings

- 1. **Turn on time limits.** These are off by default.
- 2. **Choose the times your child can use the computer.** For each day, you can set a start and end time,

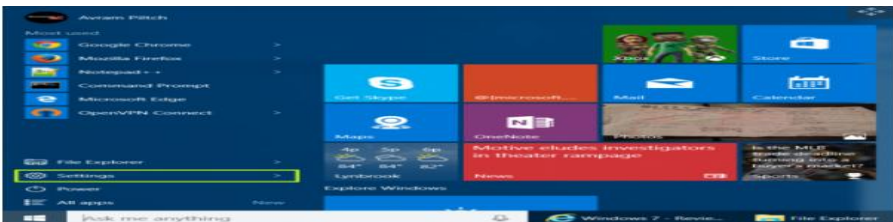
as well as a time limit (e.g., 4 hours on Saturdays but 2 hours on weekdays. You can also block access all day). If the child exceeds the time limits or it's not within your set timeframes, a warning will popup and require an adult to log in to regain access to the computer.

## Purchase & Spending Settings

- 1. Review your child's spending in the Store.** This page shows your child's purchase history with the Microsoft Store and the Xbox store.
- 2. Add money to your child's Microsoft account.** If you want to allow your child to make some purchases--without racking up thousands on virtual coins--you can add money to his or her Microsoft account and keep your credit card out of it.

## How to Add a Child or Adult User in Windows 10

1. Navigate to Settings. You can get there from the Start menu.

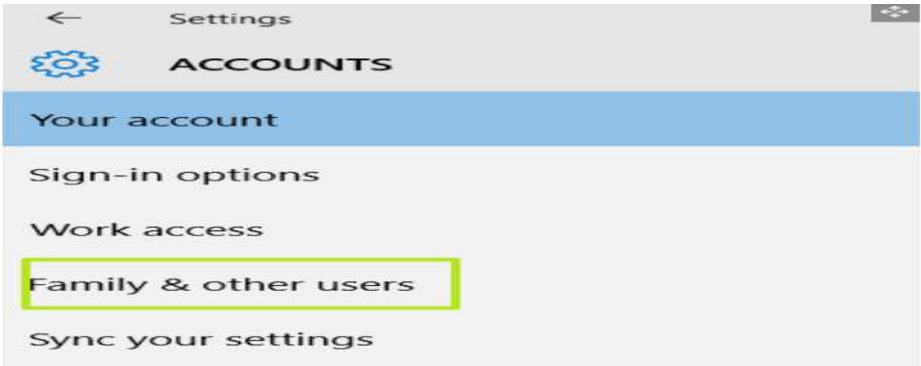




## 2. Click Accounts.



## 3. Click Family & Other Users in the left window pane.



4. Click "Add a family member" or "Add someone else to this PC." Choose "family member" if you are either adding a child or adding an adult who needs access to parental control settings for child users. If no children are using this computer, using "Add someone else . . ." should be fine.



Follow the instructions below, based on what type of user you wish to add.

### To Add Another Adult User

1. **Click "Add someone else to this PC."**
2. **Enter the person's email address and click Next.** This address should be tied to the person's Microsoft account.
3. **Click Finish.**

If you want this user to be able to install desktop software or change settings, follow the instructions below to make them an administrator.

### To Give a User Admin Permissions

If you want one of your adult users, whether they are a parent or not, to be able to install desktop software, change settings or add other users, you will need to give them admin permissions. Here's how.

1. **Open control panel.** You can get there by hitting Windows + X and selecting control panel.

2. Open the User Accounts menu.
3. Click Manage another account.
4. **Select the account** you wish to give admin rights to.
5. **Click "Change the account type."**
6. **Select Administrator and click the Change Account Type button.**

### **To Add a Child**

1. **Click "Add a Family Member."**
2. **Select "Add a Child."**
3. **Enter the child's Microsoft account email address.** If they don't have a Microsoft account, you must sign them up for one. If your child is too young to have an email address and you click "The person I want to add doesn't have an email address," you will be prompted to create a Microsoft account and corresponding @outlook.com email address for them. It's unfortunate that Microsoft requires child accounts to have email, but parents can use their own email address or create a dummy one.
4. **Click Confirm.**
5. **Click Close.** The child's email account will get an invite.
6. **Have the child click Accept on the email.**

Avram would like you to join their family as a child. When you accept, the adults in your family can help you stay safe online while still giving you the freedom to explore and do things on your own.



This invitation will expire in 14 days.

The child may be prompted to log in to their account. If the Microsoft account lists your child as being under 13, a parent will need to sign in and confirm them as a family member.

You need a parent's permission

The child may be prompted to log in to their account. If the Microsoft account lists your child as being under 13, a parent will need to sign in and confirm them as a family member.

You need a parent's permission

Before you can sign in to this Microsoft account and use it with Microsoft websites and services, you need a parent's permission. If your parent is available now, ask them to sign in to this PC.

A parent's permission is required by 8/14/2015.

I'm an adult. Why am I seeing this?



If you grant the child permission, you will be asked for a credit card number to verify that you're actually an adult. So you might be better off just creating a dummy Microsoft account for your child and registering with Microsoft for them.

7. Click "Manage family settings online" in the Windows 10 account settings menu.

Your family

You can allow family members to sign in to this PC. Adults can manage family settings online and see recent activity to help kids stay safe.

+ Add a family member

apiltch@purch.com  
Child

Can sign in



Your browser will open to the Microsoft website where you can manage all of your family members' access.

**8. Select the child** whose permissions you wish to manage.



**9. Use the controls to set restrictions** on what sites your child can see, what apps they can use and how long they can use the computer. By default, you will also get weekly activity reports mailed to you.



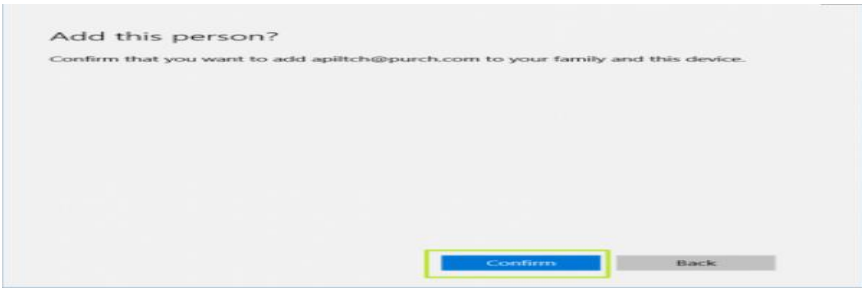
**To Add a Parent**

A parent is like any other adult user, but they also have the right to manage the child settings.

- 1. Click "Add a Family Member."**
- 2. Select Adult, enter the email address and click Next.** The email account should be tied to the new user's Microsoft account.



**3. Click Confirm.**



The person will receive an email invitation and have to confirm it.



# How to find your MAC Address in Windows 10

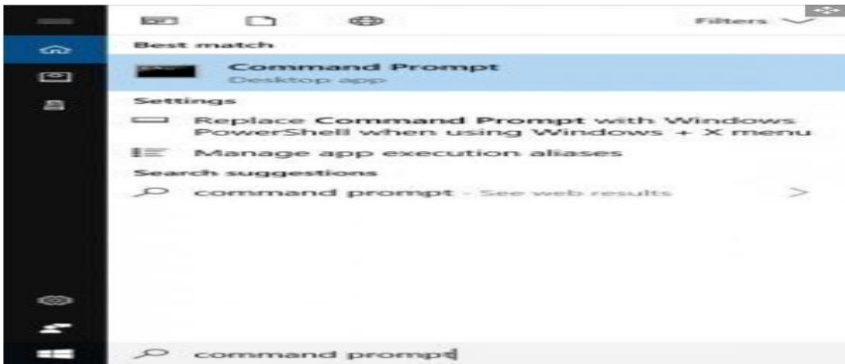
## What is a MAC address?

A MAC address is a unique, alphanumeric hardware identifier for a device that connects to the internet. Every network device or interface, such as your laptop's Wi-Fi adapter, has a MAC (or "media access control") address.

### **Method 1: How to Find Your MAC Address in Windows 10 with Command Prompt**

The quickest way to find the MAC address is through the command prompt.

**1. Open the command prompt.** Search "Command Prompt" in the taskbar, or if you have an older version of Windows, you can right-click on the Start button and select Command Prompt from the menu.



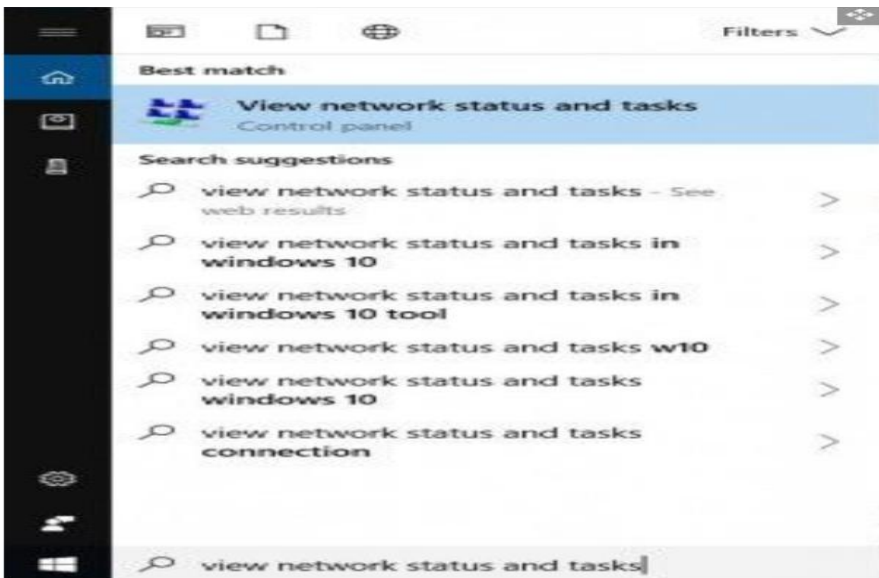
**2. Type in ipconfig /all and press Enter.** This will display your network configuration.

**3. Find your adapter's physical address.** Scroll down to your network adapter and look for the values next to "Physical Address," which is your MAC address.

## **Method 2: How to Find Your MAC Address in Windows 10 in the Network Connection Settings**

You can also find the MAC address by looking at the details of your network adapter in Windows.

**1. Search "View network status and tasks" in the taskbar and click on it.** (Or navigate to Control Panel > Network and Internet > Network and Sharing Center)



**2. Click on your network connection.**

**3. Click the "Details" button.**



4. **Locate the Physical Address.** The value for the physical address in the Network Connection Details window is your MAC address.

### **Method 3: How to get your MAC address by accessing your taskbar**

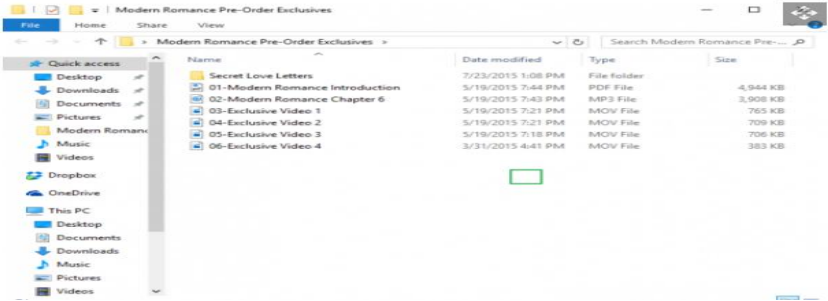
Another avenue that you can use to find your device's MAC address is by clicking on an icon on your taskbar to quickly navigate to your PC's hardware identifier.

1. **Click on the network icon on your Windows 10 taskbar.** It should be next to the clock.
2. **Click on "Properties" on your connection.** This will open your network's settings window.
3. **Scroll down to the Properties section.** Your MAC address should be right next to the words "Physical address."

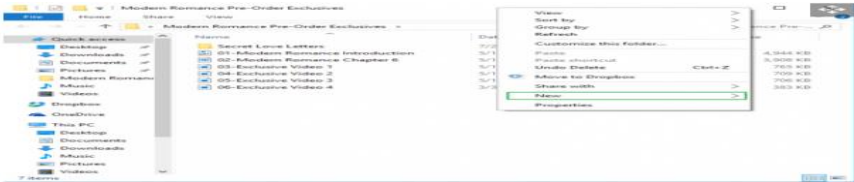
## **How To Lock a Folder With a Password**

1. **Right-click inside the folder** where the files you want to protect are located.

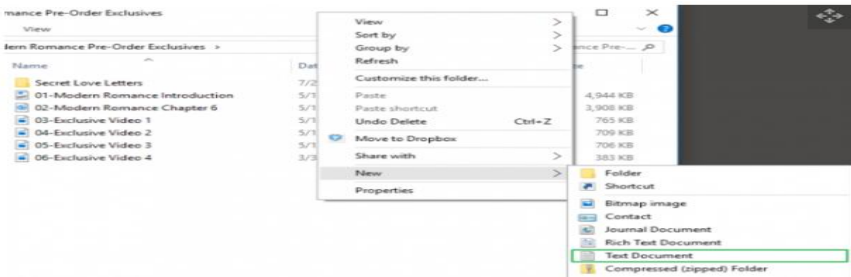
The folder you want to hide can even be on your desktop.



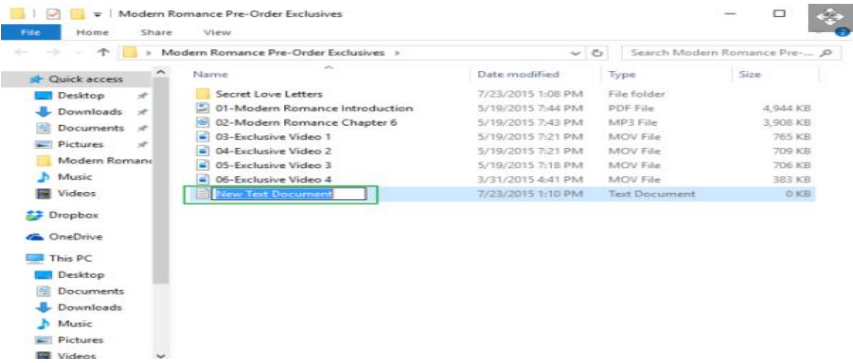
2. Select "New" from the contextual menu.



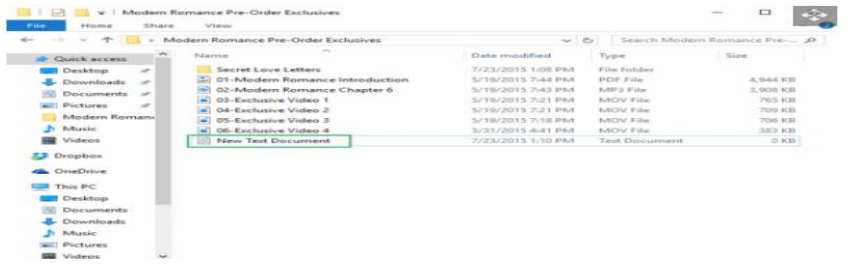
3. Click on "Text Document."



4. Hit **Enter**. It doesn't matter what the file will be named. You can delete this text file once the lockable folder has been made.



5. Double-click the text file to open it.



6. Paste the below text into the new document:

7. Find where it says "Your-Password-Here" in the document.

9. Click File.

10. "Select Save As..."

11. Click on the "Text Documents (\*.txt)" menu bar that's next to "Save as type:"

12. Select "All Files"

13. Change the file name to "FolderLocker.bat"

14. Click "Save."

**15. Double-click FolderLocker.**

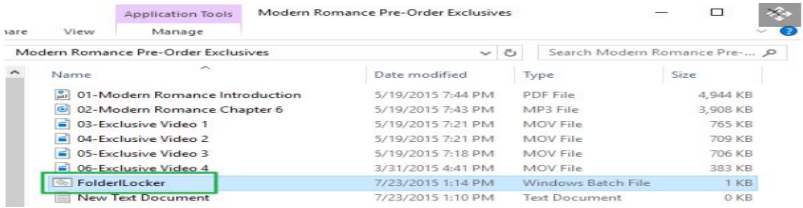
**16. Fill the Locker folder with the items you want to protect.**

17. Open the FolderLocker file, because it's time to lock that folder up!

**18. Type "Y" into the screen.**

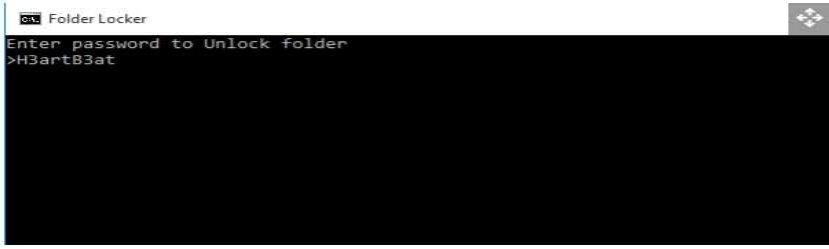
**19. Click Enter**, and the Folder Locker window will disappear, along with the Locker folder itself! Your secrets are safe!

To unlock the folder, double-click "FolderLocker" to open it.

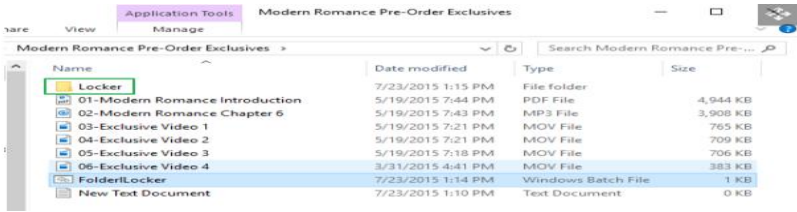


Enter the password you entered in Step 8, and click Enter.





The Locker folder is back. You can open it to find your hidden files. Repeat Steps 17, 18 and 19 to lock the folder again.



## How to Set Up Windows Hello Fingerprint Login

Here's how to set up Windows Hello fingerprint logins:

1. Go to **Settings > Accounts**.
2. **Scroll to Windows Hello** and **click Set Up** in the Fingerprint section.

If you don't have a PIN, you'll need to create one to set up the fingerprint reader.

3. **Click Get Started**.
4. **Enter your PIN**.

## 5. **Scan your finger on the fingerprint reader.**

You will have to do this multiple times to give the scanner a good picture of your prints.

6. **Click Add Another** if you want to repeat the process with another finger, or close the program.

## **How to Set Up Windows Hello Facial Recognition**

1. **Open Settings** and choose **Accounts**.

2. **Click "Sign-in options"** on the sidebar and scroll down to Windows Hello. **Click "Set up"** under Face.

If you don't have a PIN, you'll need to set that up first. That's located directly above Windows Hello.

3. **Click Get Started**.

4. **Enter** your PIN.

5. **Stare into the webcam** while Windows Hello scans your face. This procedure will be quick.

6. **Click Improve Recognition** for additional scans, or close the setup process. If you wear glasses or a hat, we recommend that you scan your face with and without them on.

The next time you log in to Windows, the camera will be searching for your face.

## How to Automatically Lock Your Windows 10 PC with Dynamic Lock

1. On your PC, click the gear icon in the Start Menu and select settings.



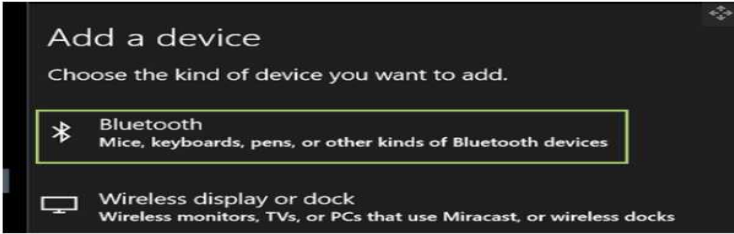
2. Click Devices.



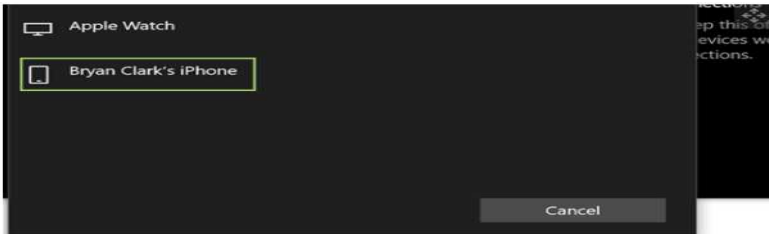
3. After ensuring Bluetooth is first toggled on, click the + button for Add Bluetooth or other device.



**4. Click the Bluetooth icon.**



**5. Click the appropriate device, and then wait for the PC and mobile phone to pair.** You may have to accept a prompt or two to complete the pairing process, depending your phone.



**6. Click the back button in the Settings menu and select Accounts.**



**7. Select Sign-in options from the left panel.**





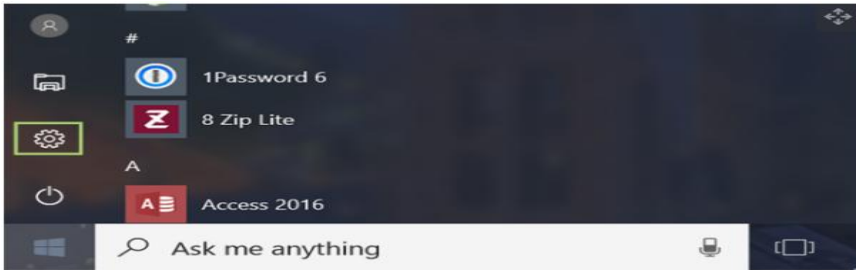
**8. Scroll down to Dynamic Lock, and check the box for Allow Windows to detect when you're away and automatically lock the device.**

## **How to Find Saved Wi-Fi Passwords**

- 1. From the Windows System Tray, right-click the Wi-Fi icon and Open Network and Sharing Center.**
- 2. Click on Connections: (your Wi-Fi network name) to open the Wi-Fi Status Window.**
- 3. Click Wireless Properties.**
- 4. Switch to the Security tab.**
- 5. Under Network security key, check the box that says Show characters.**

## **How to Set Up a Metered Internet Connection**

- 1. Open the start menu and select Settings.**

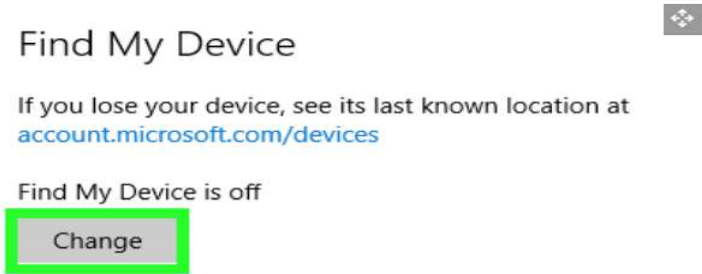


2. **Click the Network and Internet link.**
3. **Select Wi-Fi** from the sidebar.
4. **Click the Manage known network link** under your existing connection.
5. **Choose the network you're currently using** from the list of available ones.
6. **Click Properties.**
7. **Find the Metered connection section and toggle the switch to On.**

## **How to Set Up and Use Find My Device**

1. **Tap on the Windows icon to open the Start menu.**
2. **Select Settings.**
3. **Tap Update & security.**
4. **Select Find My Device.** If you don't see this option, tap on Windows Update, select Check For Updates and install all available updates.

5. **Tap Change.** If this box is greyed out, tap on "Turn on location settings to use this feature," and enable location settings in the following menu.



6. **Switch "Save my device's location periodically" on.**



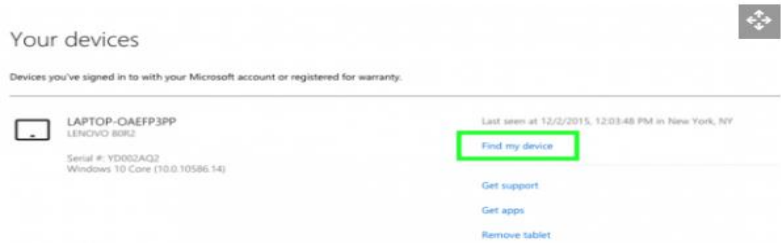
## How to Use Find My Device to Track a Missing Windows 10 Device

1. **Visit <https://account.microsoft.com/devices> on any computer, and select Sign In.**

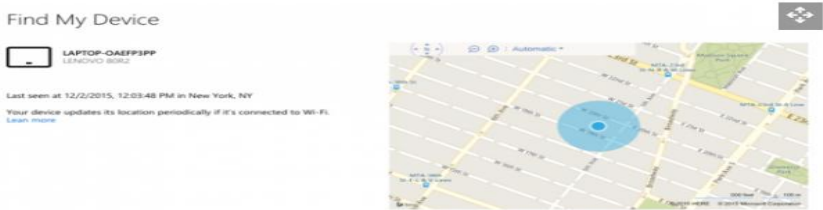


**2. Sign in with your Microsoft Account name and password.**

**3. Select Find My Device.**



And now you've found that missing computer! Unfortunately, Find My Device doesn't let you ping, lock or erase your device, but we hope to see those features added in a future update.



# How to Stream Xbox One Games to Windows 10

## **1. Ensure that game streaming is enabled on the Xbox One.**

In order to do this, access Settings, then Preferences, and make sure that the box marked "Allow game streaming to other devices (beta)" is checked off.

## **2. Plug your Xbox One (or Xbox 360) controller into your computer.**

This will install the drivers for your controller to your computer. Once the controller vibrates, you're ready to use it. Keep in mind that you do have to keep it hooked up while you play, as the Xbox One uses wireless protocols not readily available on Windows 10. It's also worth noting that you can use Xbox 360 controllers to play any streamed Xbox One games on your PC, whether you prefer the feel of your older pad or have a specialty controller, such as a fight stick, that wouldn't normally work with Xbox One.

## **3. Open the Xbox app on Windows 10.**

The Xbox app comes built in to Windows 10. Either open it from the Start menu or simply search for it in the command bar. Keep in mind that you will have to be signed in to the

same Microsoft account on both the Xbox One and Windows 10 for streaming to work properly.



**4. Select Connect on the app.**

Connect is the second option from the bottom on the left hand side of the screen.

**5. Click Connect in the upper-right to choose your Xbox One**

**6. Click on Stream.**

Your game should now be streaming to your computer.

Streaming Xbox One games comes with a few caveats. Generally speaking, the process works only with games; you can't broadcast content from streaming apps, since it's protected, and Microsoft is not allowed to rebroadcast it.

Depending on your wireless setup, you may also want to adjust the video quality. By default, the Xbox One streams to Windows 10 at Medium quality, which Microsoft describes as being suitable for 5GHz wireless networks when the

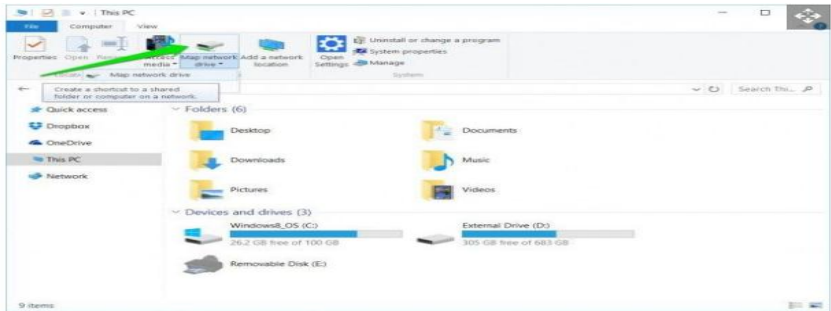
console and receiving PC are in different rooms. You can also set the quality to High if both devices are hardwired into the same router, or Low if you have a low-end computer.

(High, Medium and Low do not appear to correspond to any hard-and-fast video qualities, but rather to a general sense of how smooth the game looks overall. In our tests, they all worked fine on a 5GHz wireless connection with both devices in the same room.)

That's all there is to it. Next, perhaps Microsoft will give users a way to access games while on a remote network, thus ending once and for all any possibility of getting actual work done on business trips.

## **How to Map a Network Drive**

- 1. Open File Explorer and select This PC.**
- 2. Click the Map network drive drop-down** in the ribbon menu at the top, then **select "Map network drive."** (This is under the Computer tab, which should open automatically when you go to This PC, as above.)



3. **Select the drive letter you want to use for the network folder, then hit Browse.**

4. If you receive an **error message**, then you'll need to turn on network discovery. To do so, **open the Control Panel, select Network and Sharing Center and choose Change advanced sharing settings** from the top-left corner. From there, **select Turn on network discovery**. Save changes.

5. **Navigate to the folder** you want to map and **hit OK** after selecting it.

6. **Confirm your selection and click Finish.** You can choose to reconnect to the folder every time you sign in so it's always available. You can even use a different user account to connect to the folder if needed.

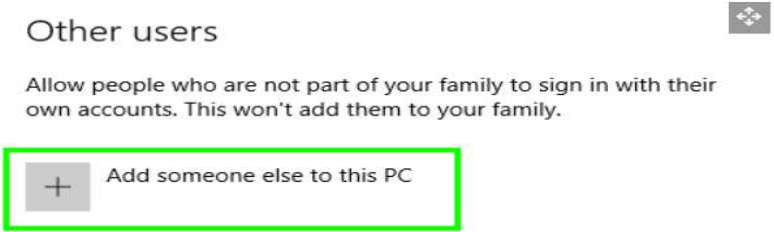
7. When you're done, you should see the new drive letter under This PC and will be able to access its contents like you



would any other folder. If you want to **disconnect the network drive**, right-click on it and **select Disconnect**.

## **How to Create Limited-Privilege User Accounts**

1. Tap the Windows icon.
2. Select Settings.
3. Tap Accounts.
4. Select Family & other users.
5. Tap "Add someone else to this PC."



6. Select "I don't have this person's sign-in information."
7. Select "Add a user without a Microsoft account."
8. Enter a username, type the account's password twice, enter a clue and select Next.
9. Tap the Windows icon.
10. Select the User icon at the upper left corner of the Start menu.

**11.** Select the new user. You'll then sign into your account with your password from step 8.

## How to Set Time Limits for Any Account

1. Press Windows+X to open the Power User Menu and select Command Prompt (Admin).

2. Enter the following command: `net user <username> /times:<days,times>`

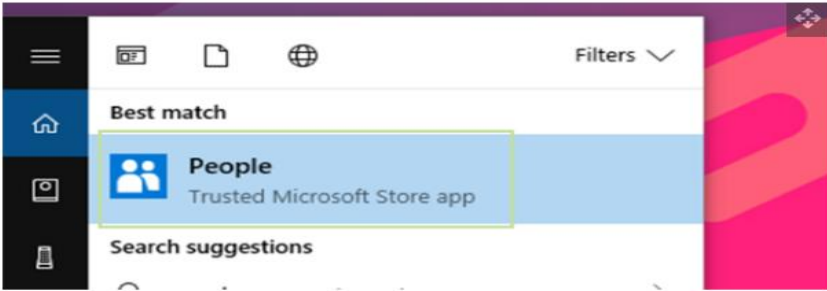
- **Replace <username> with the user account** you want to set time limits for. You can get a list of users on the computer by typing in `net user` and pressing Enter.
- **Replace <limits> with the days and times** the user would be allowed to use the computer. Days are represented as M, T, W, Th, F, Sa, or Su. Times are in 24-hour format. So, for example, you could limit usage on Tuesday from 9am to 5pm by entering `/times:T,09:00-17:00`. Separate multiple time limits with a semicolon, e.g.: `/times:M-F,09:00-17:00;Sa-Sun,09:00-15:00`

**3. Press Enter.**

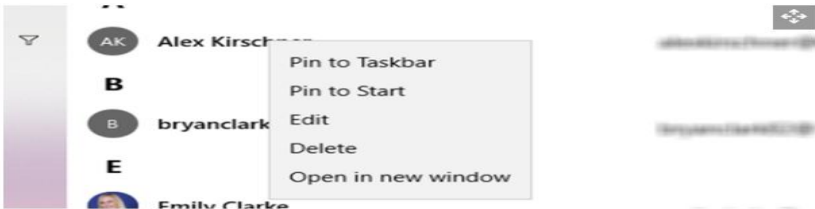
Once you set the time limit, the user won't be able to sign into the computer outside of that set time frame. To remove the time limits for an account, type in `net user <username> /time:all` and press Enter.

# How to Pin Contacts to the Windows 10 Taskbar

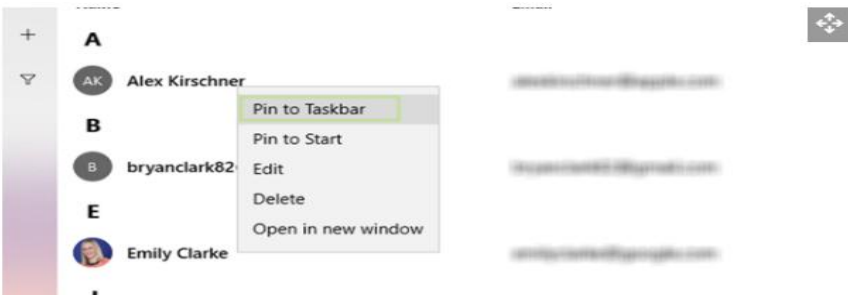
1. Type **People** into the Cortana search bar and **click the first result** to open.



2. Find the **contact** you'd like to add to the Taskbar, and **right click** to open a pop-up window.



3. Select **Pin to Taskbar**.



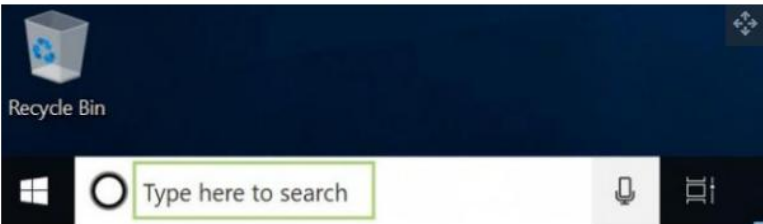
4. **Choose Pin** from the pop-up window to add the contact to your Taskbar.



5. **Click the contact's name or image** from the Taskbar, and **message, Skype, or edit** their contact information from the Taskbar.

## How to Open a Port on Windows Firewall

1. **Type Firewall** in the search box on the taskbar, clicking the Windows Defender Firewall to open it.



2. **Click Advanced Settings** from the left sidebar in the next window.



3. In the left pane, **click Inbound Rule.**



4. In the right pane, **click New Rule.**



5. **Select Port** under What type of rule would you like to create?



6. Click Next.

7. Type a port number for Specific local ports.

8. Click Next.

9. Select Allow the connection.

10. Click Next.

11. Select any network type you are OK to allow the connection over.

12. Click Next.

13. Type a name for the rule.

14. Click Finish.

## How to Uninstall Default Windows 10 Apps

1. Open Settings from the Start menu.

3. Click on Storage and then in the right pane select your C: drive. 2. Click System.

**4.** Click on Apps & features.

**5.** Click on an app and then the Uninstall button **to** uninstall the app.

## **Turn Off Hibernation**

When you hibernate your computer, Windows saves your computer's current state--your open documents and programs--to your storage drive so you can resume your work when you turn the computer back on. If you don't use hibernation mode, you can disable it and get rid of the hiberfil.sys file, which takes up several gigabytes of storage space.

**1. Open a Command Prompt in Administrator Mode** by right-clicking on the Windows Start button and choosing Command Prompt (Admin).

**2. Click Yes** if User Account Control asks whether to allow the Command Prompt to open.

**3.** In the Command Prompt window, **type in powercfg -h off** and hit Enter.

## **Change the Virtual Memory Size in Windows 10**

With virtual memory, if your computer doesn't have enough physical memory to run a program or operation, Windows will temporarily move some data from RAM to a paging file

on your hard drive. You can limit how much space this paging file takes up.

1. **Open the Control Panel.** You can do this by searching for it on the taskbar or start menu.
2. Click System and Security.
3. Click System.
4. **Click on Advanced system settings** in the left menu.
5. **Go to the Advanced tab and click the Settings button** under the Performance section.
6. **Go to the Advanced tab and click the Change... button** in the Virtual memory section.
7. **Uncheck the box next to "Automatically manage paging file size for all drives".**
8. Select the "Custom size" option and enter the initial and max sizes you wish to let the file grow to. Hit Set and then OK to finish.

## **How to Delete the Windows.old Folder**

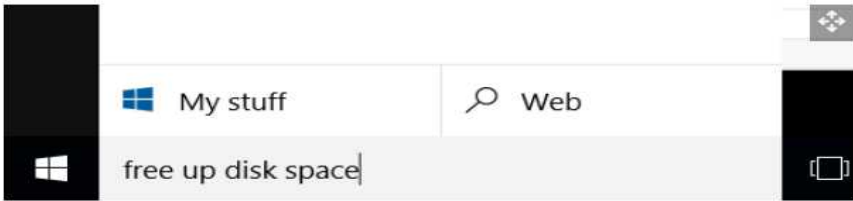
Deleting the Windows.old folder involves three basic actions:

1. Search for and open the "Free up space..." utility.
2. Click Cleanup System Files.
3. Check Previous Windows Installations.



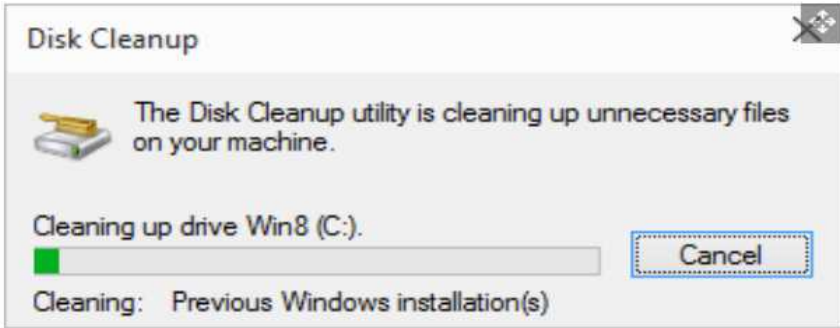
## Step-by-Step Instructions with Screenshots

1. Type "Free up disk space" into the Windows search box.



2. **Click the shortcut** for "Free up disk space . . ."
3. **Click OK.** Change the drive if your Windows disk is not already selected.
4. **Click Clean up system files.**
5. **Click OK** again when the drive letter is displayed. The Disk Cleanup window will appear again.
6. **Check "Previews Windows installation(s)"** in the Files to delete box and **Click OK.**
7. **Click Delete Files** when asked to confirm.
8. **Click Yes** when prompted to confirm your decision.

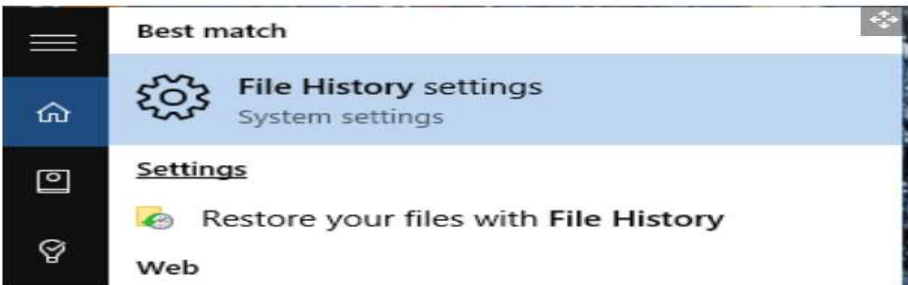
The software will take anywhere from 30 seconds to several minutes to delete the files.



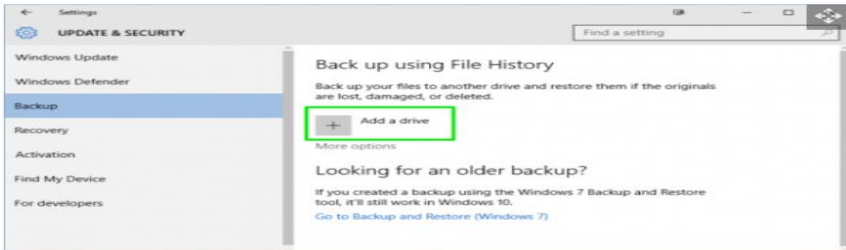
## How to Back Up Files with File History

### How to Set Up File History

1. Search for "file history" from the taskbar and click on "File History settings."



2. Click "Add a drive" in the Settings app.



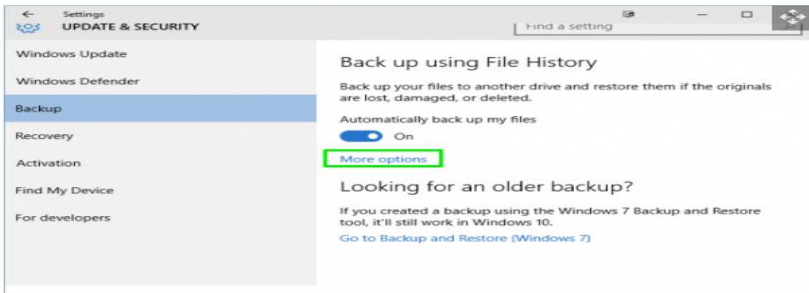
### 3. Select your drive or network location.



To choose a network location, scroll down and click "Show all network locations" to find the shared location.



### 4. Click "More options" to customize File History.



Here you'll be able to change how frequently backups will run, how long they'll be kept, choose the folders to be backed up, exclude folders from the backup, or switch to a different drive.

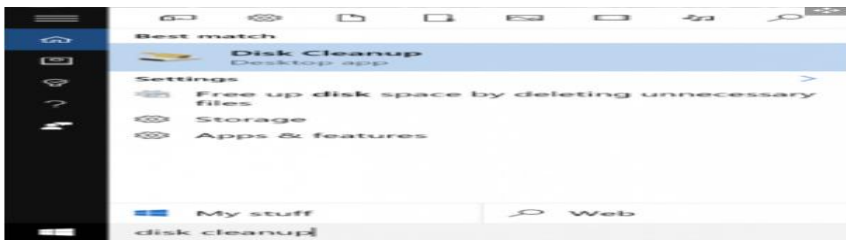
# How to Restore a File with File History

To get an important file or folder back:

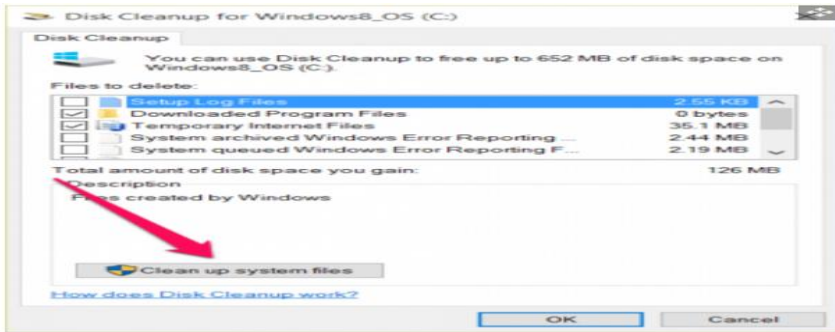
- 1. Search for "restore files" from the taskbar and click on "Restore your files with File History."**
- 2. Navigate to the file or folder to restore.** If you want to restore a previous version of a file, use the arrows to see earlier versions of it.
- 3. Click the Restore button** to save it in its original location. You can save it to a different location by right-clicking on the file then selecting "Restore to" and choosing a new location.

## Use Disk Cleanup to Delete Old Updates from the SxS Folder

- 1. Open the Disk Cleanup tool.** You can do this by typing "disk cleanup" in the taskbar and clicking "Disk Cleanup"



- 2. Click the "Cleanup system files" button.**



**4. Click OK.**

Note that if you don't see the Windows Update Cleanup option in Disk Cleanup that means there aren't any files that can be safely deleted.

## **Use the Command Prompt to Clean Up the SxS Folder**

If you want a more thorough view of how much space the SxS folder is taking up and the option to clean up unneeded files, use the Command Prompt.

**1. Launch the command prompt with admin privileges.** You can do this by right-clicking on the Windows icon in the taskbar and click "Command Prompt (Admin)."

**2. Enter the command: *Dism.exe /online /Cleanup-Image /StartComponentCleanup***

3. If recommended, **clean up the folder using this command in the Command Prompt: *Dism.exe /online /Cleanup-Image /StartComponentCleanup***

## How to Mount and Burn ISO

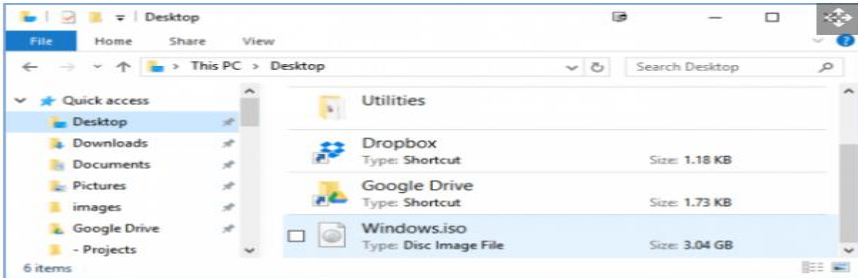
Microsoft and other companies often distribute software as an ISO file, an exact copy of a DVD. In Windows 8 and Windows 10, you can easily work with these files without needing third-party software. Here's how to mount the ISO image so you can see the contents and burn it to a physical disc so you can install the software on any computer.



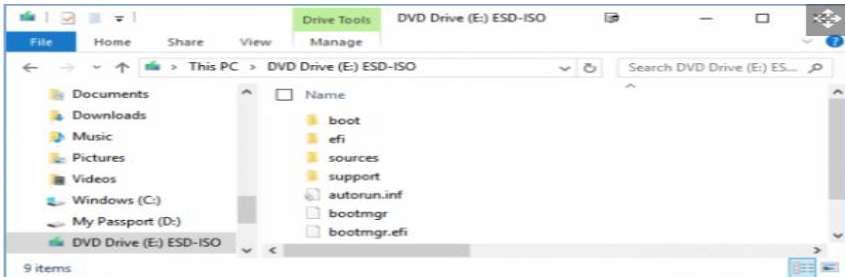
## How to Mount and Unmount an ISO File in Windows

Mounting or opening an ISO file is as simple as double-clicking on it, thanks to Windows' built-in ISO-handling capabilities. In Windows 7 and earlier, you'd need to use a utility like Virtual Clone Drive to mount an ISO.

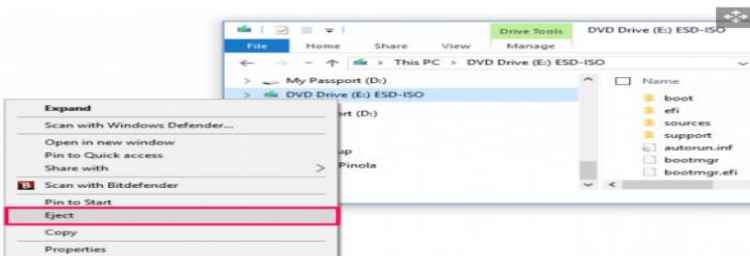
When you double-click on an ISO file in Windows 8 and above, however, it opens to show you the contents, just as if you were browsing a CD or DVD.



In fact, it shows up as a virtual DVD drive and is assigned a drive letter. You can open and copy individual files and folders from the ISO once it's mounted.



When you no longer need to work with the ISO, here's how to unmount it: Right-click on the drive and select Eject.



## How to Burn an ISO file to Disc

Creating a disc of the ISO contents, whether as a backup or to install the software on other computers, is a cinch too.

1. **Insert a blank CD or DVD** in your writable optical drive.
2. **Right-click on the ISO file and select "Burn disk image."**
3. **Select "Verify disc after burning"** to make sure the ISO was burned without any errors.
4. **Click Burn.**

That's it! Windows Disc Image Burner will do its thing and let you know when it's finished.

## How to Format an External Drive in OS X

1. **Connect the drive** to the Mac.
2. **Open Disk Utility.** The easiest way to do that is hit CMD and the spacebar at the same time and type in Disk Utility to find the program.
3. **Select the drive** you want to format.
4. **Click Erase.**



If you don't plan on using the drive for Time Machine, skip steps 5 to 11 below and continue with step 12.

5. **Give the drive a descriptive name** and leave the default settings: OS X Extended format and GUID partition map. These will format the drive in OS X's HFS+ filetype so it will be compatible with Time Machine.

6. **Click Erase** and OS X will format the drive.

7. With the drive selected in Disk Utility, **click Partition**.

8. **Enter the amount of space you want to set aside for Time Machine.** In this example, we're shrinking the Time Machine partition to 128 GB instead of allowing Time Machine to take up the whole drive.

9. **Click Apply.**

10. **Select the new untitled partition** so we can format it as exFAT for use with both Mac and Windows.

11. **Click Erase.**

12. **Give the partition a name and select exFAT for the format.**

13. **Click Erase** to finish.

Your exFAT-formatted drive or partition can now be used for both Windows and Mac. Note that using a drive

frequently between Windows and Mac could increase the chances of file corruption, so make sure you have backups of the files on the shared drive and be extra careful about safely ejecting the drive before disconnecting it from your computer.

## **How to Format an External Drive in Windows**

1. **Connect the drive** to your Windows PC.
2. **Open the Disk Management tool.** You can do that by typing "disk format" or "disk management" in Windows search or going to Control Panel > Administrative Tools > Create and format hard disk partitions.
3. **Right-click on the external drive's partition** or unallocated space you want to format and **choose New Simple Volume...**
4. **Follow the wizard to choose a volume size.**
5. **Assign a drive letter.**
6. **Choose exFAT as the file system** in the Format Partition screen.
7. **Give the volume a new name.**
8. **Click Next.**

## 9. Click Finish.

Windows will format the drive as exFAT and you'll be able to use the drive on both Windows and Mac.

# How to Zip a File or Folder

## Zip Files Using the Send To Menu

We'll use the context menu to quickly zip files or folders.

1. **Select the file(s) and/or folder(s)** you want to compress. If you want to zip just one file or folder, skip to step 2. Otherwise, there are two ways to select multiple files and folders:

To select a consecutive group of files or folders, click the first item, then hold down the Shift key and click on the last item. The two files/folders you selected and everything in between will be selected.

To select non-consecutive files or folders, hold down the Ctrl key as you select the individual files and/or folders.

2. **Right-click on the file** or folder (or group of files or folders), then **point to Send to and select Compressed** (zipped) folder.

3. **Name the ZIP file.** Enter the name you want the zipped file to have or hit Enter to accept the suggested filename.

## **Zip One or More Files with the Ribbon Menu**

The File Explorer in Windows 10 has a Zip command in the Ribbon menu. This is convenient for 2-in-1 laptop owners who might prefer to tap to zip files rather than right-click. To use this:

1. **Select your file(s) and/or folder(s)** as in Step 1 in the Send To menu instructions above.
2. **Navigate to the Share tab** in File Explorer.
3. **Click the Zip button.**

### **Add a File or Folder to an Existing ZIP File**

Finally, you can add files and folders to an existing ZIP file simply by selecting the ones you'd like to add then dragging them on top of the ZIP file.

## **Hard Drive Full? Here's How to Save Space**

### **I. Search for Large, Unnecessary Files**

You may have files hiding in the depths of your storage drive that you don't need, but which is taking up huge amounts of space. These could be log files, temporary files or installation apps for programs you've already installed. Here's how to find your largest files.

1. **Open File Explorer** (aka Windows Explorer).

2. **Select "This PC"** in the left pane so you can search your whole computer. If you only want to look at your C drive, select the C drive instead.

3. **Type "size: "** into the search box and select **Gigantic**.

You may have to wait a few minutes for File Explorer to search your whole drive. Wait until the status bar finishes filling the top.

4. **Select "details"** from the View tab.

5. **Click the Size column** to sort by largest to smallest.

6. **Look through your list of files and delete** those you no longer need. If you're in doubt about what a file does, leave it be or look it up. The last thing you want to do is break a program or erase important data. ISO files, Program installers and temp files are often things you can get rid of.

7. **Navigate to the Downloads folder.** It's usually in your Quick Access toolbar.

8. **Delete any downloads** you no longer need.

## **II. Use the Disk Cleanup App**

Windows 10's built-in Disk Cleanup program finds and deletes unnecessary files that the operating system no longer needs. Here's how to use it.

**1. Launch Disk Cleanup.** You can find it by searching in the search box.

**2. Select Your C drive and click OK.**

You'll have to wait a moment while it scans your drive.

**3. Check off all the types of files you want to delete** if they aren't already selected. They can all be safely removed, but some, like the temporary Internet files that make up your browser cache, may serve a purpose. Temporary files are often a particularly large waste of space.

**4. Click Ok.**

**5. Click Delete Files to confirm.**

**7. Select C drive again.**

**8. Check off all the listed files** (if they aren't already checked) and **click Ok**. Note that that command erases Downloaded program files and Temporary Internet files so if you want to keep those, uncheck them

### **III. Disable Hibernation**

By default, your laptop is set to allow hibernation, a state of deep sleep where the contents of your RAM are saved to the hard drive rather than using power in the memory chips them.

Unfortunately, for hibernate to work, the system has to keep a large system file called hiberfil.sys that eats up several gigabytes, even when the computer is powered on. If you're willing to live without hibernation mode, you can save the space.

1. **Open a Command prompt** as administrator. You can get there by typing cmd into the search box, right-clicking the result and selecting "Run as administrator."
2. **Type powercfg /hibernate off** at the prompt and hit Enter...

## **How to Free Disk Space Automatically with Windows 10 Storage Sense**

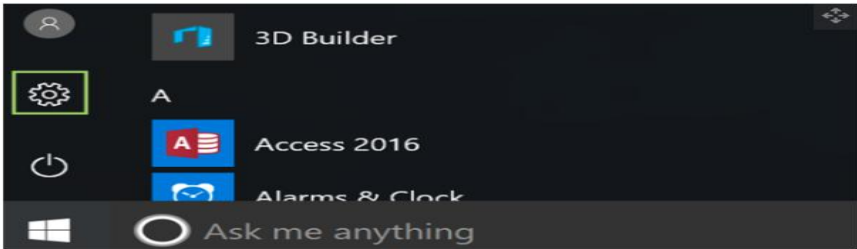
A new feature in Windows 10's Creators Update has your back.

1. **Right click the Windows icon** at the bottom right of the screen and **open the System menu**.
2. **Select Storage** from the sidebar at the left.
3. **Toggle Storage Sense** to the on position.
4. If you'd like to determine what Storage sense deletes (either files in the Recycle Bin or temp files -- or both), **click the Change how we free up space link below the toggle**.

### 5. Toggle on, or off the desired settings.

## How to Install Windows 10 Apps to an External or Second Drive

1. Click the Start menu to and select the gear icon (settings).



2. Choose System from the settings menu.



3. Select Storage from the sidebar.



4. Use the New apps will save to dropdown menu to **select your external drive.**



## Save locations



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



# How to Add the Control Panel to Windows 10 File Explorer

1. **Open the Registry Editor** by clicking the Start button and typing “regedit.”
2. **Hit Enter**, or click the appropriate match in the Best match section.
3. **Click the Yes button** to allow Registry Editor to make changes to your device.
4. **Navigate to the following key:**  
**HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Explorer\MyComputer\NameSpace**
5. From here, we’re going to create a new key inside the NameSpace key. **Right-click the NameSpace key** and **choose New > Key**.
6. Depending on the name we give the key, Control panel can open in either category view or icon view. **Right click the New Key and name it** one of the following:

## **How to Disable Quick Access from Windows 10 File Explorer**

- 1. Right click the Start menu and select File Explorer** from the list of options.
- 2. Click the View tab.**
- 3. Click Options and then Change folder and search options.**
- 4. In the General tab, use the dropdown menu next to Open File Explorer to: to change the selection from Quick Access to This PC.**
- 5. Click Apply** at the bottom right to save the change.
- 6. Click OK** to close the Window.
- 7. Close File Explorer.**

## **How to Hide the Navigation Pane in Windows 10 File Explorer**

- 1. Right click the Start menu and choose File Explorer** from the available options.
- 2. Click the View tab** atop the File Explorer ribbon to open your view options. The Navigation pane is on the left by default, but we're going to hide it.

3. At the left, **select Navigation pane, and then click Navigation pane** from the dropdown to remove the checkmark. From here, you've just disabled the left sidebar and moved the content over ever-so-slightly.

4. To show the Navigation pane, simply **repeat steps one through three**, this time ensuring the Navigation pane gets a check mark after clicking. If so, you should see the Navigation pane.

## **How to Pin Windows 10 File Explorer searches to the Start Menu**

To start, you'll need to have some saved searches. If you haven't saved any searches, it's pretty simple to get started. Simply search for anything in File Explorer, and click the Save Search icon in the ribbon. If you aren't seeing the ribbon, click the carrot on the right side to reveal it.

1. **Open the File Explorer** by right-clicking the Start Menu and selecting it.
2. **Navigate to your Users folder.**
3. **Click the appropriate User folder.**
4. **Select Searches.**
5. **Right click the appropriate saved search and select Pin to Start.**

# How to Star Rate Your Files in Windows 10 (and Why You'd Want to)

1. **Right-click** an photo or video.
2. **Select Properties.**
3. **Click the Details tab.**
4. **Click a star to apply a rating.** The fifth star from the left is a 5-star rating, the 4th is a 4-star rating and so on.
5. **Click OK.**
6. **In Explorer, click in the search field and write "Rating:" and select a number of stars.**

## How to Share Files Straight from Windows 10 File Explorer

### Configuring the Send to options

1. Press the Windows key + R to **launch the Run menu**, or type Run into Cortana's search field and press enter.
2. **Type shell:sendto** and **press Enter** to open a folder containing shortcuts that show up in the Send to menu.
3. To delete an app, just **right click it and select Delete.**

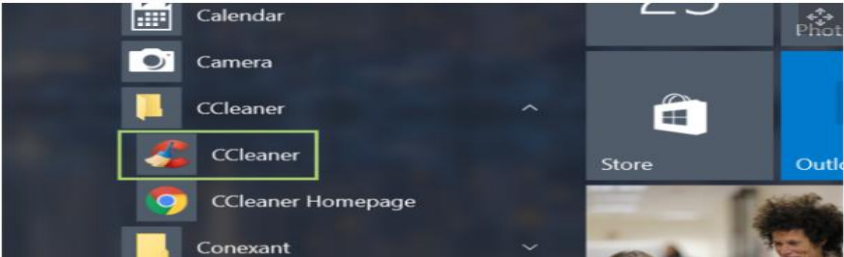
4. To add an app that you'd like to use to share things, just **drag it into the window** (it has to be downloaded from the Windows app store).

### Sending Files

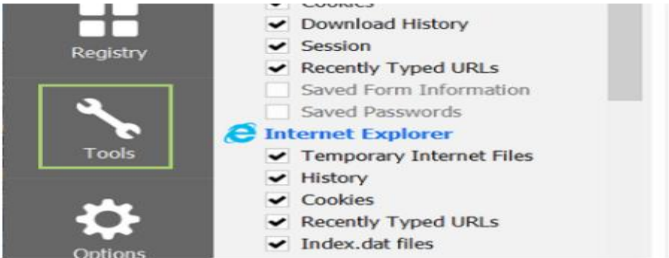
5. **Right click any file or folder** on your computer and **select the application** you'd like to use to send the file.

## How to Find (and Remove) Duplicate Files

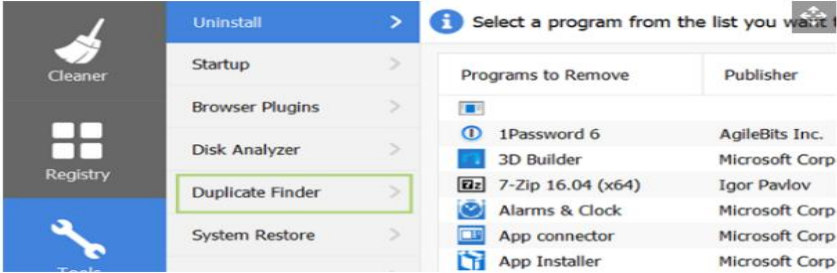
1. **Open CCleaner.**



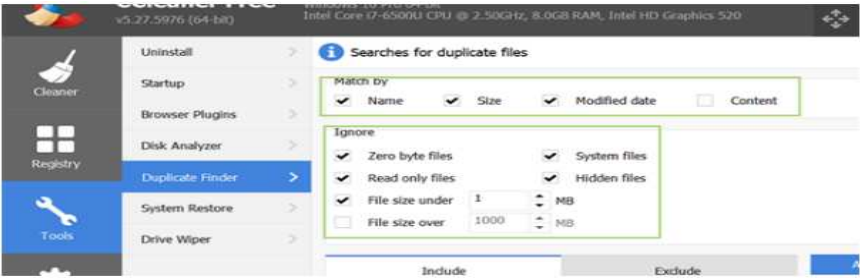
2. **Select Tools** from the left sidebar.



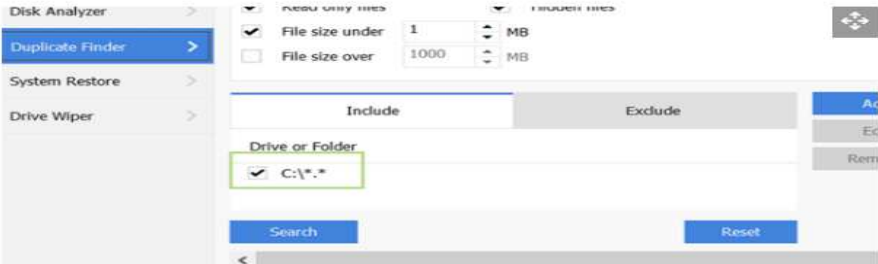
3. **Choose Duplicate Finder.**



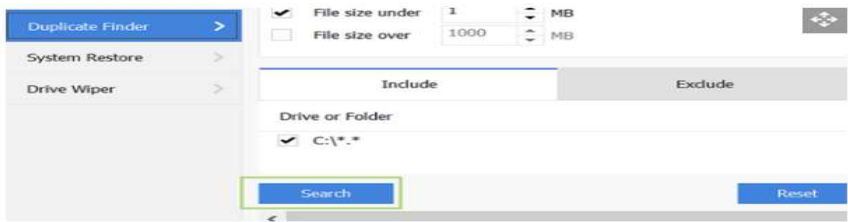
4. For most users, running the scan with the default selections is fine. You can, however, **alter these searches by checking or unchecking the provided boxes, and selecting new sizes in the drop-down menus.**



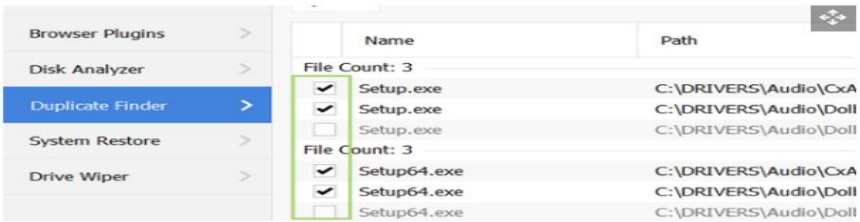
5. **Choose the drive or folder you want to scan.**



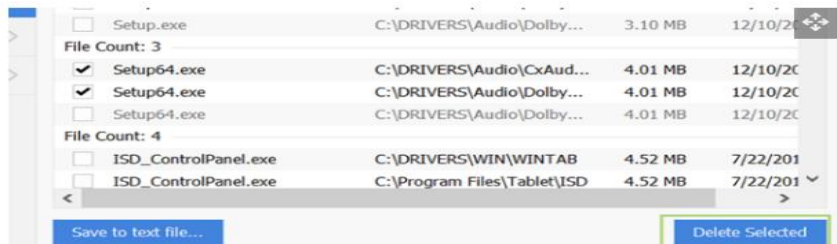
6. **Click the Search button** to start the scan.



7. **Select the files you'd like to remove** (carefully). Once you complete the next step, there's no turning back. These files are gone.



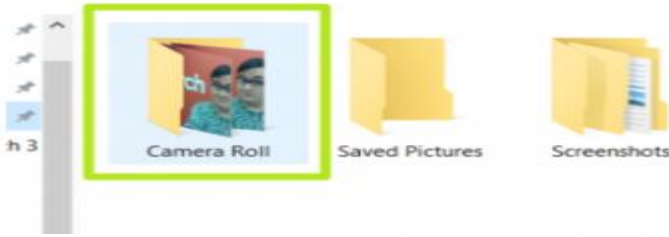
8. **Click the Delete Selected button** to finish the operation.



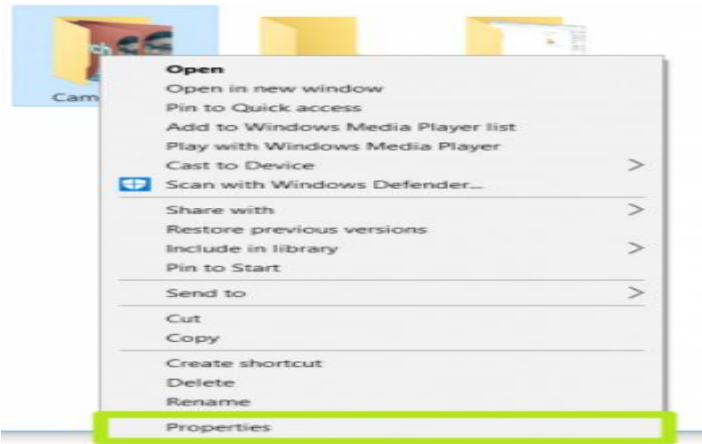
## How to Take Ownership of a Folder in Windows 10 Using File Explorer

Here's how to take ownership and get full access to files and folders in Windows 10.

**1. Right-click on a file or folder.**



**2. Select Properties.**



**3. Click the Security tab.**



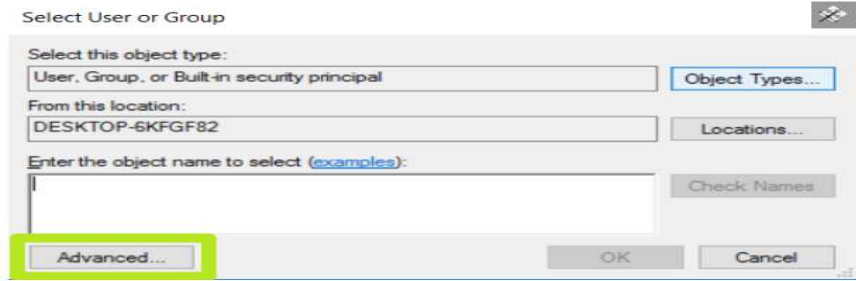
**4. Click Advanced.**

**5. Click "Change" next to the owner name.**



**6. Click Advanced.**

**7. Click Find Now.**



**8. Select your username and click OK.**

**9. Click OK.**

**10. Click Apply. If you're modifying a folder, you might want to**

**11. Click OK.**

**12. Click Add.** Now it's time to make sure you have all kinds of permissions.

**13. Click Select a principal.**

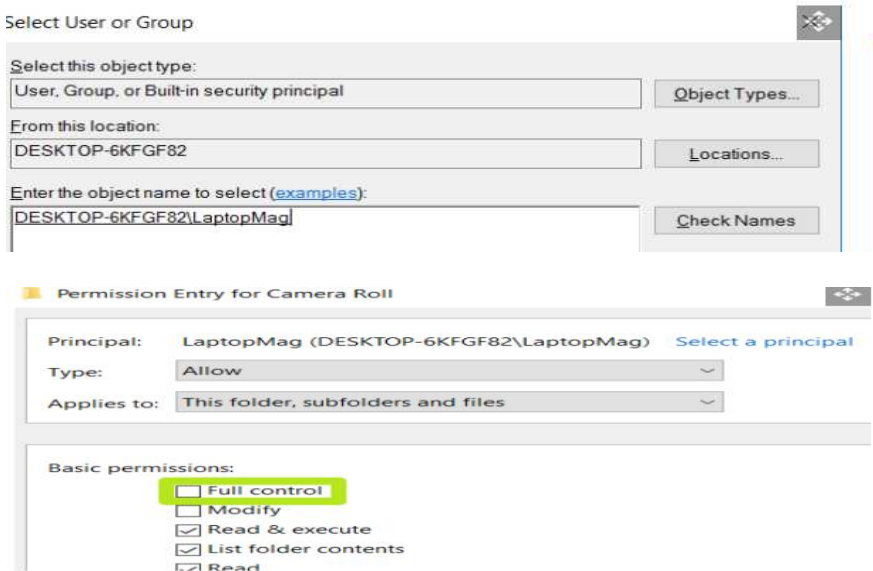
**14. Click Advanced.**

**15. Click Find Now.**

**16. Select your user name and click OK.**



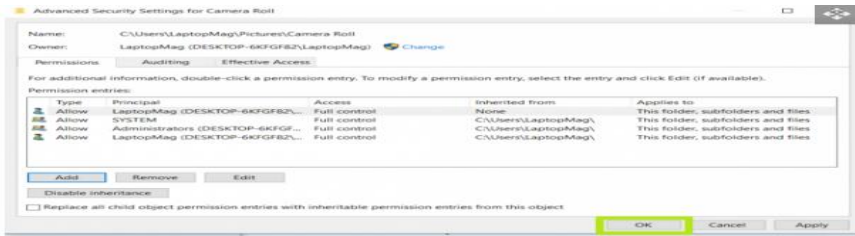
### 17. Click OK.



### 19. Click OK.



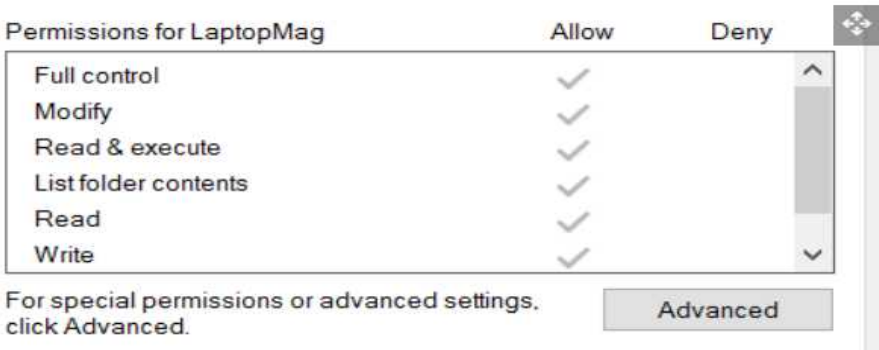
### 20. Click OK.



21. **Click your user name**, it's time to verify your new permissions.



22. **Click OK**, as you've taken ownership and full permissions for the folder!



# How To Turn Off Annoying File Explorer Ads in Windows 10

1. **Open File Explorer and go to View > Options > Change folder and search options.**



2. **Choose the View tab** in the "Folder Options" window.
3. **Uncheck "Show sync provider notifications"** in the advanced settings list. It's towards the bottom.

## How to Rotate and Resize Objects in Paint 3D

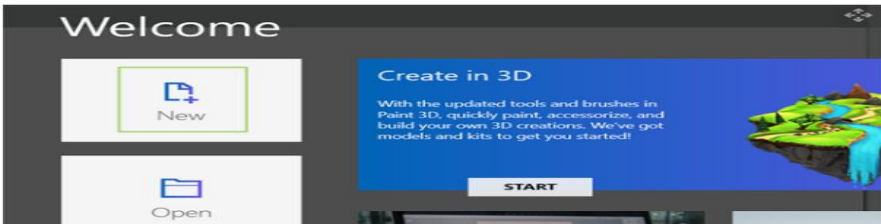
from the welcome screen.

1. **Click the paintbrush icon in the top menu bar and select 3D shapes.** It's the 3D-looking box icon in the dropdown.
2. **Choose any of the shapes in the right sidebar and then click and drag on the canvas** to place it. Shapes are found under the 3D objects section, but 3D models are placed the same way. 3D doodles require you to actually draw the shape first.

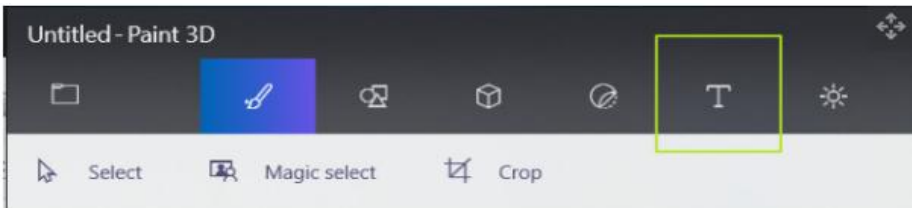
3. To rotate images, **grab any of the half or semi-circle icons found on the right, top, and bottom sides.**
4. To resize, **drag any of the boxes in the corners (or middle).** These are the small boxes on the outermost edges of the shape.

## How to Create 3D Text in Paint 3D

1. **Open Paint 3D and click New** to start a new project.

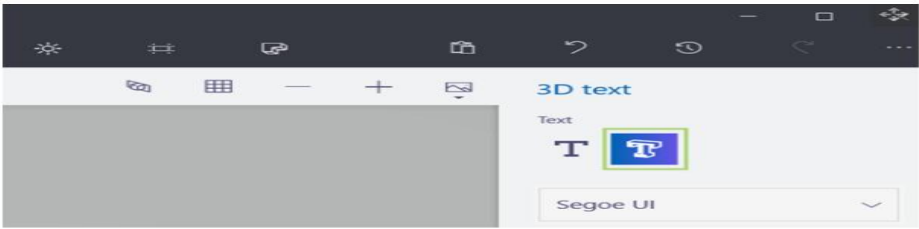


2. **Select text tool from the menu bar at the top, or just press “T” on your keyboard.**



3. **Select the three dimensional icon from the sidebar (3D text).** From here, you can also choose a different font from the menu right below, or (moving down

and to the right) size, color, bold, italics, underline, as well as alignment (left, right, center).



4. Click anywhere on the canvas and start typing.



5. Click anywhere on the canvas outside of the text box to turn it 3D.



6. Grab any of the corners of the text box to change the size, or any of the four circles to change orientation, angle, and depth.

# How to Crop the Background Out of an Image in Paint 3D

1. Open Paint 3D and click New to create a new document.
2. Click the folder icon in the upper left corner to bring up the settings menu.
3. Choose Insert.
4. Select an image and click Open to place it on the canvas.
5. Click Magic Select to enable the tool you'll use to remove the background.
6. Drag the corners or sides of the image until it removes most of the background while still featuring the subject you'd like to keep.
7. Click the Next button to remove the background.
8. Use the add and remove buttons at the top to draw on additional areas needing removed (or stuff that needs to be added back), if necessary. Often times, this does the trick, and there's no additional drawing needed, but some images are complex, and require a little massaging to get a good finished product.
9. **Click the Done button.**

# How to Use a Photo As a Texture in Paint 3D

1. Open Paint 3D and click New to start a new project.
2. Create a doodle, place a 3D object or add an item from the Remix 3D community.
3. In the top menu, click the Stickers icon.
4. From the sidebar, select the folder icon on the far right.
5. Click Add sticker from the sidebar.
6. Find the photo you'd like to use as a texture and click Open.
7. Click Make 3D in the right sidebar.
8. Choose Make sticker from the top of the sidebar.
9. Stretch the sticker to fit the shape.

## How to Create a 3D Doodle in Paint 3D

1. Open Paint 3D and start a new document.
2. Click the paintbrush icon in the top menu to reveal a dropdown with more options.
3. Click the three dimensional box icon in the drop-down to select 3D shapes.



4. In the right sidebar, choose one of the 3D doodle options: sharp edge or soft edge. The former is good for items that have hard edges and lots of detail, while the latter is best for softer items, like clouds.
5. Draw your doodle by clicking on the canvas and dragging the mouse around. You can also draw with your finger or a stylus on a tablet, convertible, or touch-screen PC. This, obviously, leads to better results than my example, which is some sort of weird cloud.
6. Use the handles in the corners to resize, or the four options on the sides to change perspective or rotate the image.

## **How to Rewind Your Paint 3D Build and Share the Video**

1. **Open Paint 3D** and **click New** to start a new project.
2. **Create a work of art, or a scribble.** You can use whatever you want, but we need some artwork in order to use the rewind feature.
3. In the upper right corner, **click the clock icon.**
4. **Move the slider left to rewind your work.** From here, you can erase parts you want to redo (scrub to the left and

then start where you'd like -- it'll overwrite anything you previously created after that point), or save the video.

5. **Click Export as Video** to export your entire creative process to share with others.

6. **Name the file, and press Save to store it.**

## How to Remove Paint 3D from Windows

### 10

1. In the Cortana search bar, search for Windows PowerShell.



2. **Right click the correct result and select Run as administrator.**

3. **Type the below phrase, then press Enter.**

4. **Type the following command to uninstall Paint 3D, and then press Enter.**

Thanks for purchasing!

