

The Definitive Guide To

# Windows

**NEW &  
UPDATED**



**LOCK  
HIDDEN  
PRIVACY  
SETTINGS**



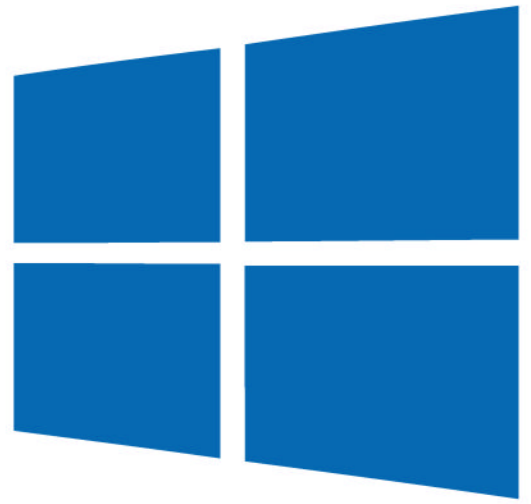
**REBOOT  
LOOP**  
Plus other  
critical errors  
**FIXED >>**

**Everything you need to know**

- ✓ TIPS
- ✓ TRICKS
- ✓ HACKS
- ✓ UPDATES
- ✓ NEW TOOLS
- ✓ BEST APPS
- ✓ PRIVACY & MORE







# From the editor



**Releasing a new operating system is a tough trick for even the world's biggest software developers to pull off. It has to be familiar enough to prevent alienating existing users, but offer enough new features to warrant the cost and effort of the upgrade.**

But with Windows 10, Microsoft has got the balance just right. Microsoft's new OS feels both brand new and instantly recognisable. There are no awkward, redesigned interfaces to get used to and, if you install it on your existing PC, you should find that everything's right where you left it before the upgrade. The Start menu's back – along with many of the other features and tools that people missed in Windows 8. It's also safer and faster than previous versions. It's like Windows 7 got a fresh lick of paint and a set of rocket boosters.

At the same time, Windows 10 comes with tons of great new features and tools. The headlines include Cortana, a voice-controlled digital assistant for your desktop. The new Edge browser is another killer feature – it's much faster, more streamlined and more useful than Internet Explorer ever was. And then there are countless smaller – but no less important – benefits. Task View lets you switch between applications more easily than ever, notifications keep you up to date, while improved apps now work more like pint-sized programs – and that's just a few examples.

And then, of course, there's the fact that, for millions of people, Windows 10 is available as a completely free upgrade. We've updated our advice since it launched to explain how to fix early problems with the operating system, so you can enjoy as smooth a Windows 10 experience as possible.

But whether you're upgrading your current PC or buying a new one, you'll want to know how to take full advantage of Windows 10 – how to customise it and make it work the way you want it to, how to make it safe or keep it running smoothly and how to fix things when they go wrong. In this guide we'll explain all of these and more, helping you become an overnight expert in what could well be Microsoft's best operating system yet.

**Jonathan Parkyn**

Editor

The Definitive Guide to Windows 10





# The Definitive Guide to **Windows** **10**

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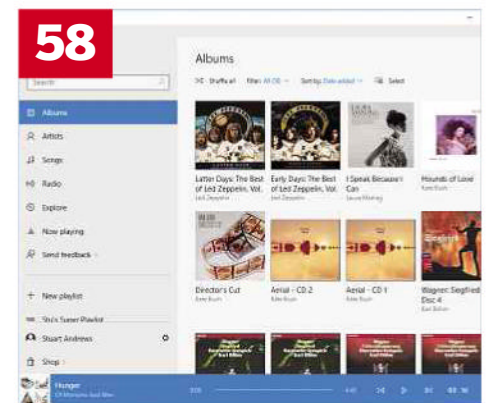
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# Chapter 1



# Welcome to Windows 10

Microsoft's brand new operating system is here at last. Discover what's new and find out about all its brilliant features

**W**hen Microsoft announced Windows 10, much of the world was still burned by its experience with Windows 8. But this time around things are different. Mainly because, with Windows 10, Microsoft has listened to its critics and restored many of the features that people missed in the

previous version. But also because Windows 10 is a sleek, polished OS that's simple, safe and streamlined. And, on top of all that, for most home users, Windows 10 is completely free. In this section of our guide we'll introduce you to the new Windows, show you how to upgrade and explain why we think you'll love the new OS.

## IN THIS SECTION

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Read our simple guide to upgrading older PCs to the brand new OS

# Introducing Windows 10

We take you on a tour of what's new in Microsoft's latest operating system

➤ **After months of waiting, fuelled by expectation, rumour and more than a little confusion along the way, Windows 10 is here at last. Microsoft's latest operating system (OS) brings with it a number of key improvements but, unlike its unpopular predecessor Windows 8, it also promises to be familiar and straightforward to use.**

In retrospect, Windows 8's enforced Start screen interface was a terrible mistake on Microsoft's behalf. But Windows 10 fixes all that and more. Essentially, it's a slimmed down, streamlined version of the Windows we've known for years. It's also safer, faster and, for a large number of people, it's completely free too.

## The new interface

Out go the Start screen, the slide-in, slide-out Charms bar and the tyranny of full-screen apps. In comes a desktop designed to help the average mouse, touchpad and keyboard user work more effectively, while still offering touchscreen and tablet users a great experience. The much-loved, much-missed Start button returns, and this time opens up a proper Start menu, taking you straight to your most-used files, apps and settings.

It's tempting to see Windows 10 as a supercharged Windows 7, but that doesn't really do it justice. The new Start menu retains what was good about Windows 8, while integrated text- and voice-powered search – with Microsoft's Cortana digital assistant – make more features instantly accessible. The new Notifications panel brings one of the best features of iOS, OS X and Android to Windows, while Task View and multiple desktops enable expert users to create setups for different

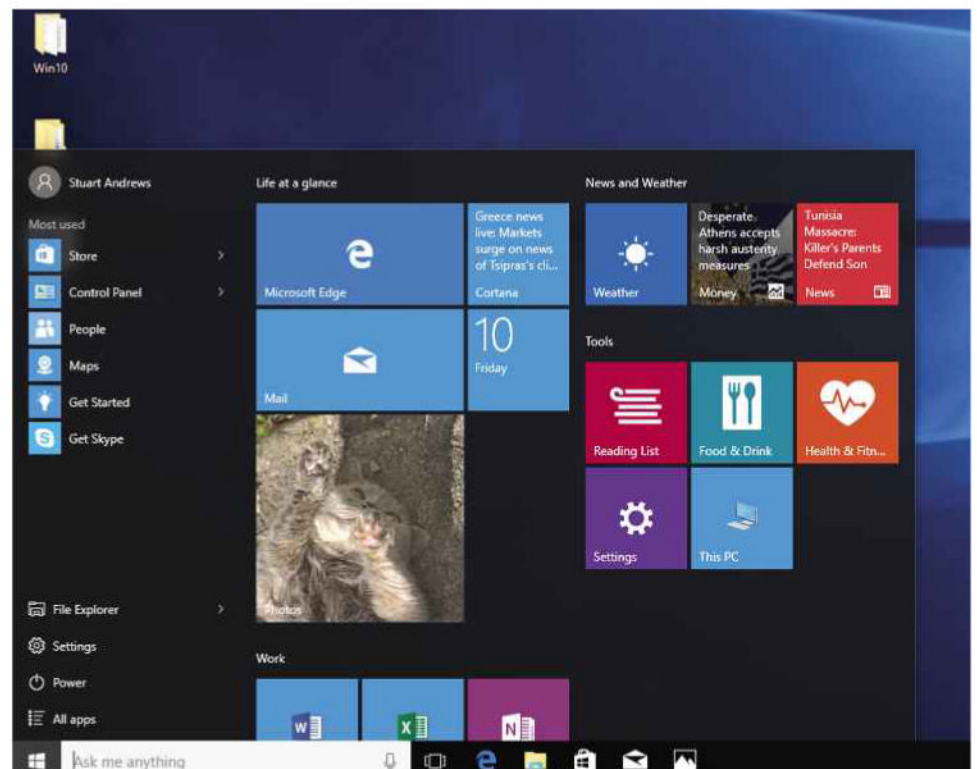
tasks, then switch between them at will. Whatever kind of user you are, you'll find Windows 10 more adaptable to your style of working.

## The new features

What's more, Windows 10 brings some great new tools. Internet Explorer doesn't disappear entirely, but is effectively replaced by the stripped-down Edge web browser. Meanwhile, Windows 8's

dumbed-down Mail and Calendar apps are ditched for smarter Outlook-based equivalents. And although the Windows Store may still look a little empty, support for universal apps that will run across PCs, laptops, tablets and phones should make Windows 10 a stronger platform for popular apps and innovative new ones.

▼ The Start menu combines Live Tiles with shortcuts



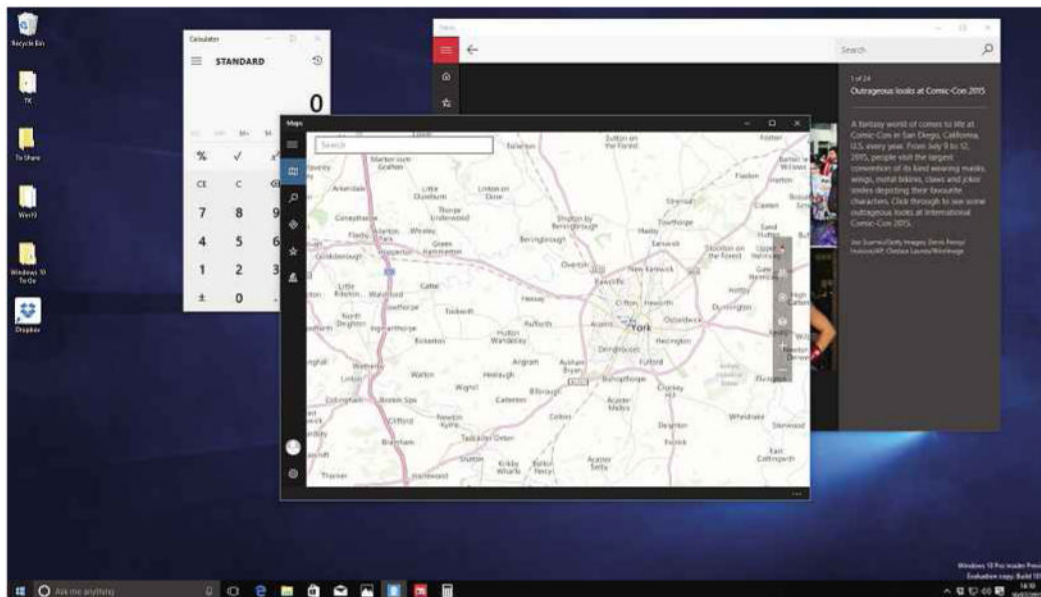
## ➤ The Start button

It's back, and this time it launches a resizable Start menu that mixes Windows 8's Live Tiles, traditional shortcuts to recent apps, settings and files, and power options – plus, at a click, you get a scrolling list of all the apps on your PC.

## > Flexible apps

Windows Store apps no longer take over the whole screen, but can float on the desktop in their own window. Thus ends the separation between Desktop and Modern (previously 'Metro') apps. What's more, a new breed of 'Universal' apps will run across your phone, your tablet and your desktop or laptop PC, with a single app store to sell them. That doesn't mean all Windows 10 apps will work across desktop and mobile, though.

▶ 'Modern' apps float in windows instead of taking over the screen

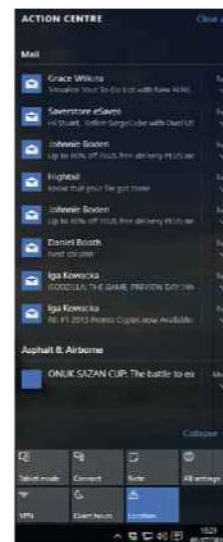
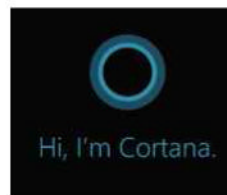


## > Notifications

It's about time. Windows finally has pop-up Notifications. The Action Centre panel also hosts shortcuts to the new Tablet mode as well as the kind of settings you'll use most on the move. Desktop and laptop users will love it too, but it gives Windows 10 a more tablet-friendly feel.

## > Cortana

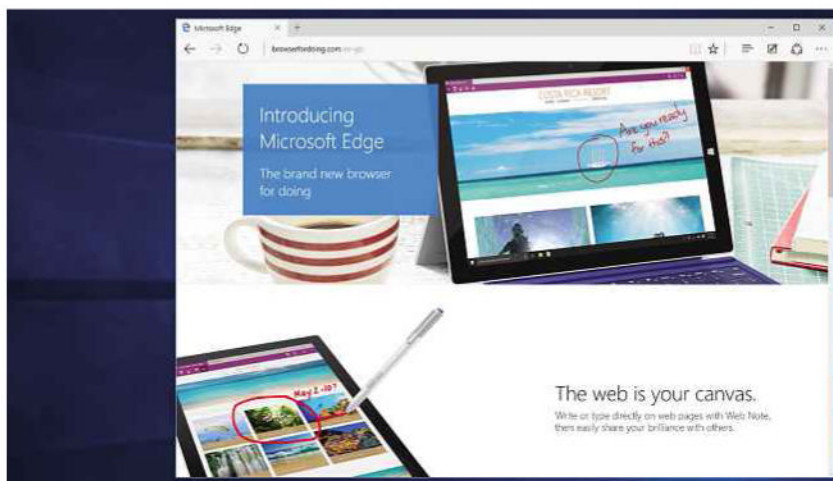
Here you search for apps, features, settings, or anything on your PC or the web. With Cortana at work, you can speak questions in plain English instead of typing if you prefer.



## ^ Task View

Forget clumsy Alt-Tab switching. Task View shows you all your open programs, apps and documents at a stroke, while allowing you to configure different virtual desktops that you can use for different tasks. It's a feature for Windows power users.

▶ Edge replaces Internet Explorer



## < Edge browser

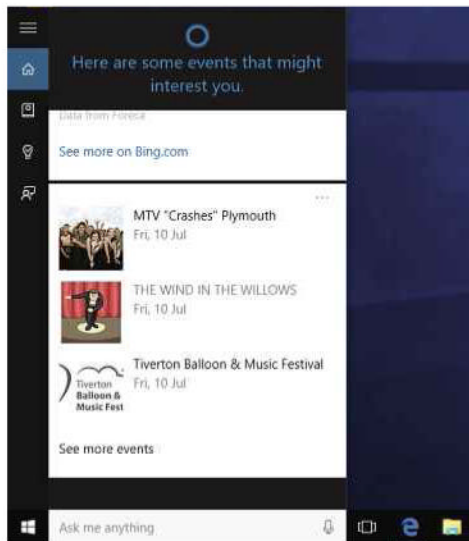
Internet Explorer wasn't all bad (in more recent years, at least), but Edge is smarter, faster, sleeker and better tuned to the way we use the internet today. It has a trendy Reading View for articles, plus options to store articles for later perusal. Integrated with Cortana and featuring some clever tools for annotating and sharing content, it's a big step forward for Windows.



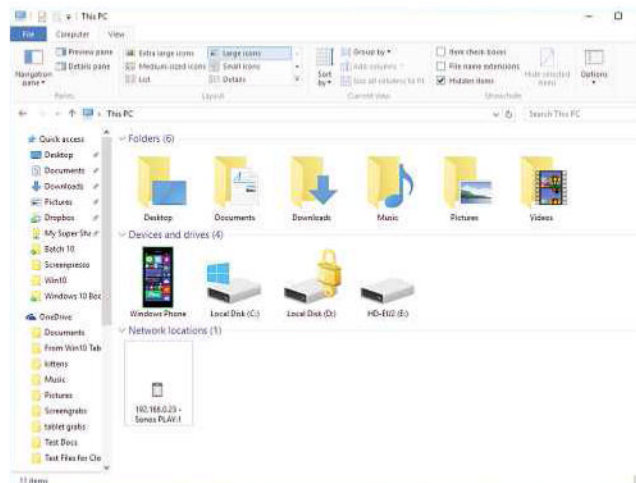
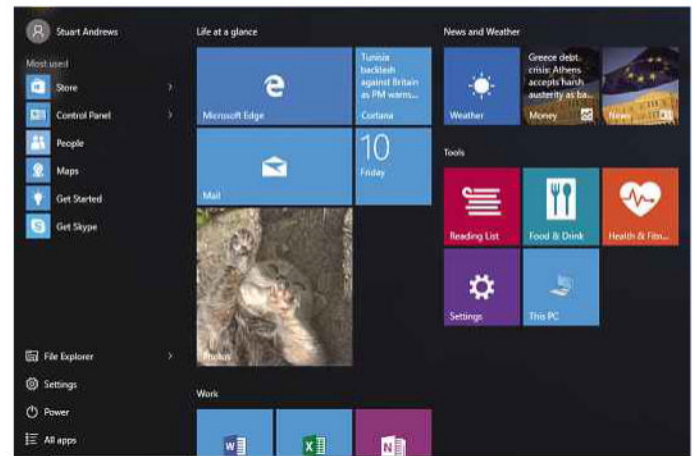
# The Windows 10 Desktop

If you loved Windows 7 but hated Windows 8, then we've got good news – Windows 10 puts the Desktop back at the forefront

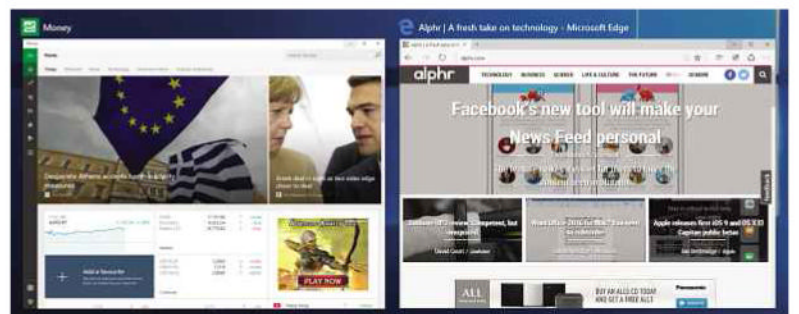
**4 Cortana**  
Searching is an easy way to access features. Type something in the box and Cortana will pick out relevant apps and settings, files and web pages. Or click the microphone icon, or say 'Hey, Cortana,' and talk to your PC. But Cortana can do so much more. Type a question or ask for a reminder, and the plucky digital assistant will do whatever she can to help.



**3 Start button**  
Click or tap the Start button to open a new-style Start menu. Live Tiles aren't gone, they're here, where they still show snippets of info while launching core apps. The strip on the left harks back to Windows 7, with shortcuts for File Explorer, Documents and Settings, recent apps, and All Apps, which shows a scrolling A-Z list.



**5 Task View**  
Click this button to see and switch between all your open documents and apps. You can also create several virtual desktops, and move open apps or windows from one to another. It's a great feature when you need to switch back and forth between multiple projects... or just look busy with reports and spreadsheets when you're really wasting time on Facebook and Twitter.



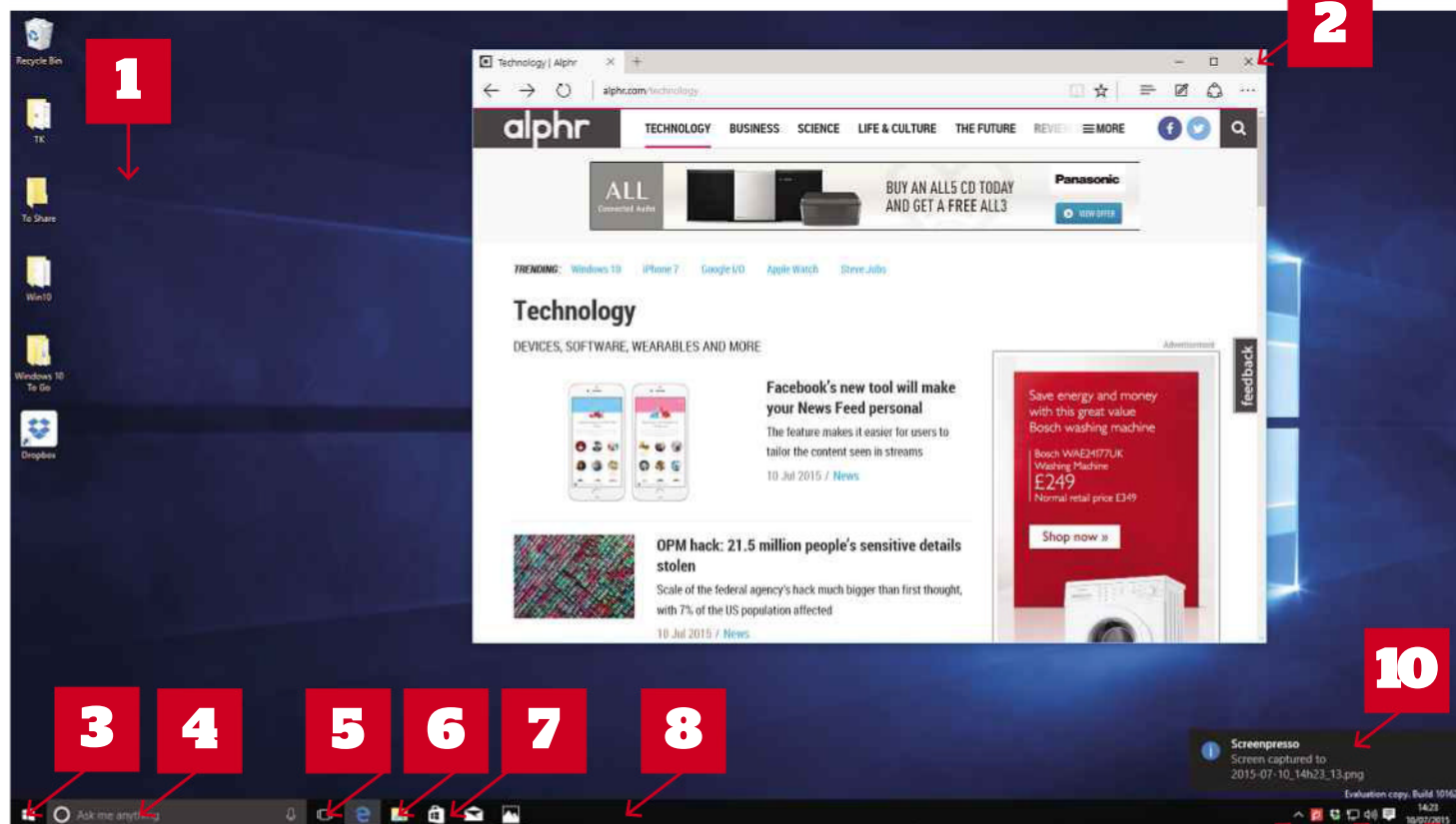
**6 File Explorer**  
As in Windows 7 and 8, the yellow folder button launches the File Explorer, where you can navigate your way to any document or file stored on your PC and its connected storage.

## 1 The Desktop

The Desktop works like it has since Windows 95, providing a space where you can work in open windows and hold shortcuts, folders and icons. Hardly radical, but after Windows 8's grand experiment with the Metro/Modern interface, it feels like the return of an old friend.

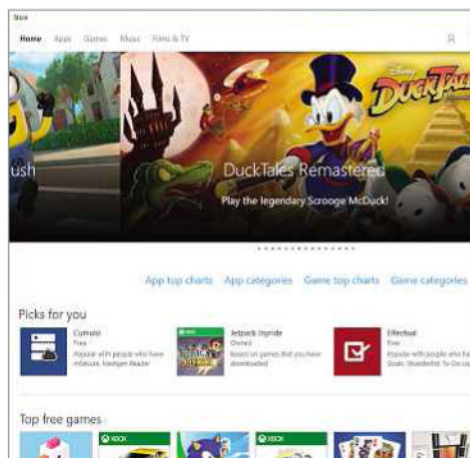
## 2 Window controls

As in Windows 7 and 8, app-specific text and/or controls appear at the top left of each window's title bar; at the right are buttons for minimise, maximise and close. The window can be moved by dragging this bar, and resized by dragging corners or edges.



## Windows Store

**7** Want some more apps to keep you productive? How about new games, music, movies or TV? Click or tap this icon to go straight to the Windows Store, where you'll find all these things and more.



## The Taskbar

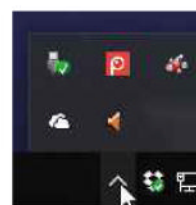
**8** Icons appear here for pinned and open apps. Hover over any icon for a pop-up preview of its open windows or documents. You can pin apps permanently to the Taskbar for easy access. Active apps now are differentiated by a restrained highlight effect.

## 9 Sound

Click this icon to turn your speakers up or down. Beside it is the Network icon, showing the status of your wired or Wi-Fi connection. Click on it to switch networks or change settings.

## 10 Notifications

Windows 10's new notifications appear at the right of the screen automatically as they come in, but you can click here to see the most recent in the Action Centre panel, plus other useful settings and controls for your notifications.



## Clock

**12** Click here to see a bigger clock and your calendar for the month, and for world clock, alarm, timer and stopwatch functions.



## 11 Status area

Also called the Notification Area, this shows icons for background apps and processes. Hover over an icon to see notifications or click it to open the control panel or app. An up arrow reveals icons that don't fit.

# Window to the future

It's already great – but Windows 10 is destined to get even better. The OS will continue to evolve, with brilliant new features being added over time

**When Microsoft refers to Windows 10 as the “last version of Windows”, that doesn't mean we'll never see a Windows 11. But the way Windows is being released is changing. Instead of a new launch every few years, with major updates or service packs in between, Windows is now more like a service, evolving with each update.**

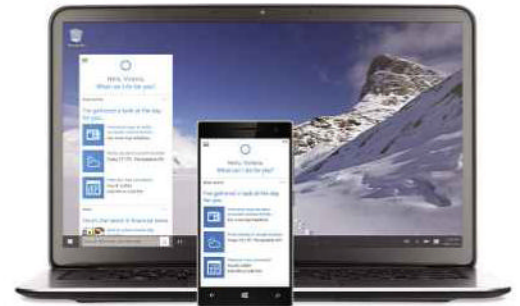
This means that during Windows 10's lifetime we'll see new features and innovations rolling in, adding compatibility with new devices or online services, or tweaking performance, security or look and feel. To support this, Microsoft will be extending the Windows Insider Program, through which many users got the chance to preview Windows 10. It's likely major updates will be trialled through the

Insider Program, giving advanced users the chance to try out and feed back on new features while ensuring mainstream Windows 10 stays rock solid for work and home use.

## Windows on all devices

The other new foundation being laid by Windows 10 is that Microsoft is bringing its platforms together. Previously we've seen Windows fragmented between conventional PCs and laptops, tablets running Windows 7 and 8, some tablets running the cut-down Windows RT, and smartphones running Windows Phone 8. Meanwhile, Microsoft's Xbox One console runs on a heavily customised version of Windows 8 with its own user interface.

With Windows 10, that all changes. All devices will run a variant of Windows 10, ready for a new breed of Universal



▲ Universal apps are designed to run on all your devices, from your phone to your tablet or PC

apps. While the interface may differ from desktop to tablet to console to phone, the core elements will be the same. And apps you buy from the Windows Store for your laptop should also run on your Xbox One and Windows 10 smartphone – good news for users, and great news for developers.

## Windows Mobile

Although Windows 10 already runs on tablets, the version for phones, Windows Mobile, is still in preview form at the time of writing. Microsoft is hoping that if it can make it easier for users to move between PC, tablet and smartphone, it will achieve the success that eluded its predecessor, Windows Phone.



▶ With Continuum, one Windows runs on all kinds of devices





A new feature called Continuum enables Windows to adapt for different form factors, screen sizes and input methods, so that a Surface Pro 3 tablet can work like a laptop when its keyboard cover is attached, but switches instantly to a touch-focused Tablet mode when the keyboard cover is removed. What's really exciting about Continuum is that it can turn a Windows 10 phone into a pocket-sized PC. Hook the phone up to an external monitor and connect a Bluetooth keyboard and mouse and you'll see a Windows 10-style Desktop, where you can create and edit Office documents, browse the web, play media or use your Universal apps.

Limited processing power and some interface restrictions mean it won't be able to do all the jobs of a proper PC, but it's great for getting a little work done.

## Windows Holographic and HoloLens: the 3D future that's just months away

The next big development for Windows is Windows Holographic — a new platform that's not quite virtual or augmented reality, but something new. Part of the Universal Windows Platform and supported as standard through Windows 10, Windows Holographic combines virtual elements and real-world elements in one shared environment. So you can see a virtual cinema screen mapped onto your living-room wall, play Minecraft across the coffee table, or model 3D objects in the space in front of your eyes. It's potentially exciting stuff.

It all works through the HoloLens, a pair of lightweight goggles containing a self-contained wireless Windows 10 PC, a 3D sound system and a high-definition 3D display. The last differs from virtual reality headsets like the Oculus Rift in that it has a transparent combiner lens which overlays the digital scene on the real world in front of you. The HoloLens tracks head movement using an array of accelerometers and gyroscopes, and the whole thing can be controlled through gestures and voice.

As you read this, NASA should be using prototype HoloLens units to plan routes for the Curiosity rover on the surface of Mars.

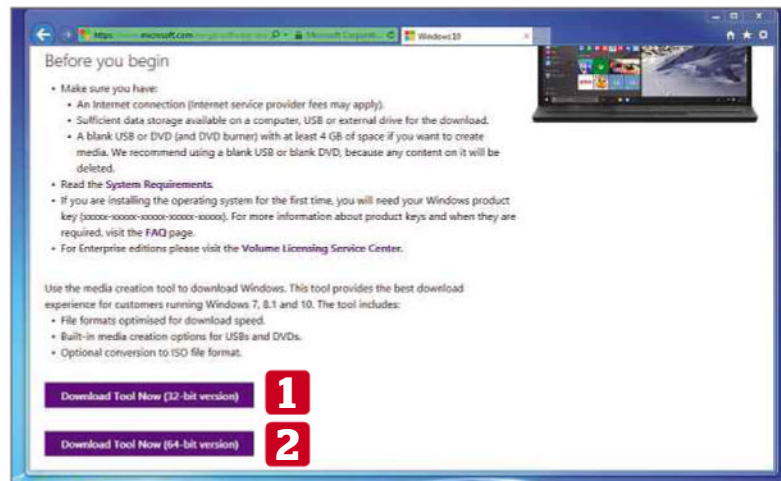
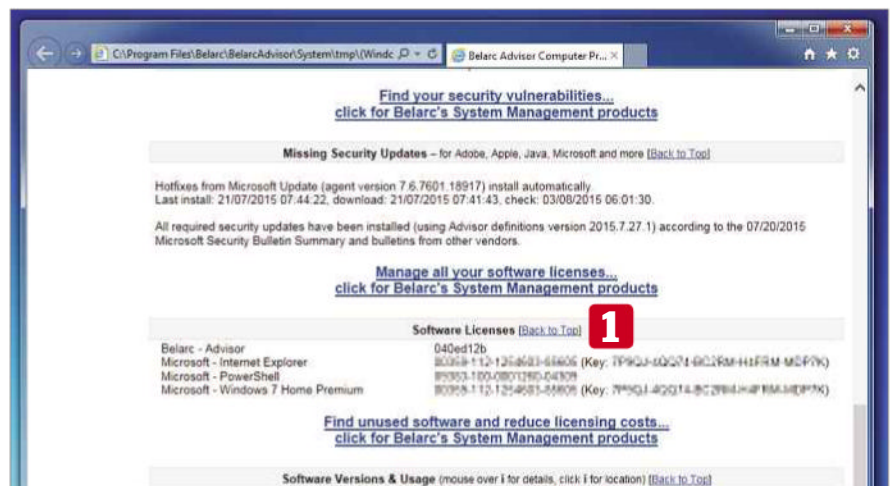
# Upgrade to Windows 10 from Windows 7 or 8.1

We explain a safe and easy way to upgrade to Windows 10, whether you've received the Windows Update notification or not

**➤** Microsoft claims that more than 14 million users downloaded the new OS within the first 24 hours after launch. But not everyone has been so lucky. Those who still haven't received the 'Your upgrade is ready' notification have been told to wait patiently. Failed Windows Updates and corrupted installer files have been causing problems, too. So, over the next three pages we're going to show you a sure-fire way to jump the queues and upgrade to Windows 10 whenever you like. It's the same upgrade – and it's still free. You're just

manually downloading it yourself rather than waiting for Windows Update to sort itself out. If you are upgrading via Windows Update, then we've got you covered too; you can skip straight to Step 6. Installing Windows 10 using our steps below will leave your files and programs safe and intact. But, as with any OS upgrade, it's very important to back everything up first. We'd encourage you to do a system image backup of your entire hard drive, so you can easily get your PC back the way it was in the event that something should go wrong.

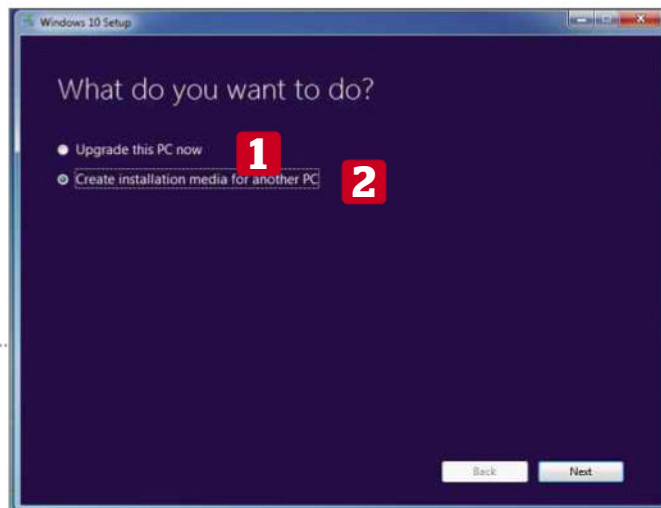
**1** Whichever way you upgrade, before you begin, we recommend downloading and running Belarc Advisor ([www.snipca.com/17465](http://www.snipca.com/17465)), then making a note of your current Windows product key for safekeeping – you'll find this listed under Software Licenses **1** towards the bottom of the Belarc report. If you're performing a manual upgrade, first click Start (or right-click it in Windows 8.1), then click Control Panel, 'System and Security', Windows Update and check to see if there are any updates to install. Apply these (if there are any), then restart your PC and run Windows Update again. Repeat this until there are no updates left.



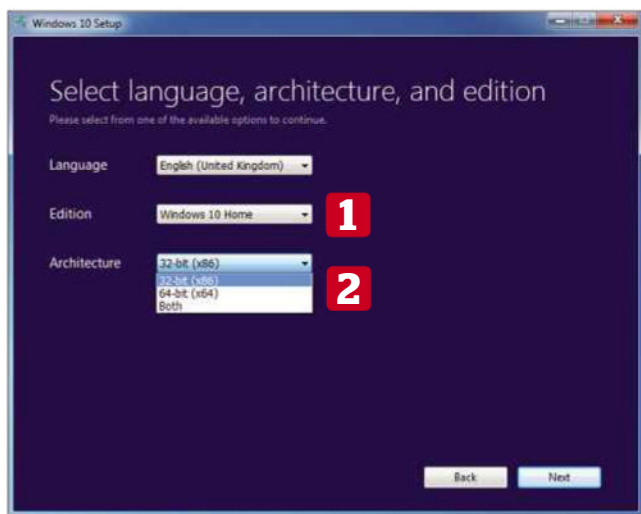
**2** To bypass Microsoft's rollout and upgrade manually, open a web browser and head to Microsoft's Windows 10 download page at [www.snipca.com/17464](http://www.snipca.com/17464). In order to get Windows 10, you'll need to download a media creation tool first. At the bottom of the page you'll see two options – one for the 32-bit version of the tool **1** and one for the 64-bit version **2**. You'll need the version that corresponds to your current system type. To check this, click Start, then right-click Computer and select Properties (Windows 7) or right-click Start, then click System (Windows 8.1) – look for 32-bit or 64-bit under 'System type'



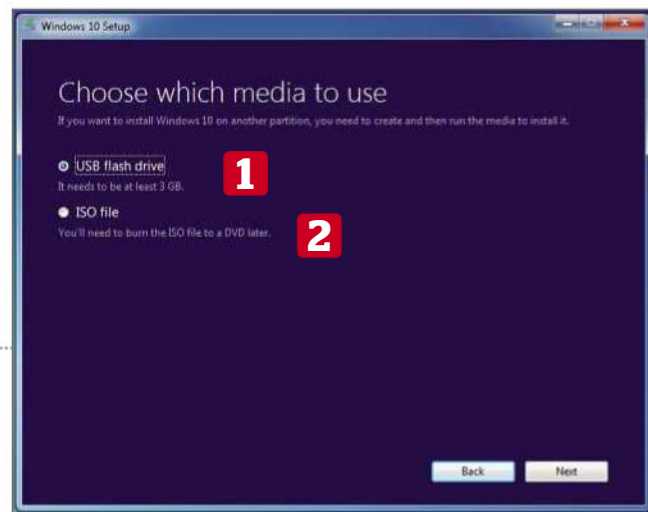
**3** Run the media creation tool. You'll be presented with two options – either 'Upgrade this PC now' **1** or 'Create installation media' **2**. Even though the second option says it's for upgrading another PC, we recommend using this, as we've heard reports that the straightforward 'Upgrade' option doesn't always work. What the second option does is download the installation files to your computer and allow you to make your own USB drive or DVD from which to upgrade. It's also useful if you have more than one computer to upgrade or if you need to reinstall later, as you'll only need to download Windows 10 once.



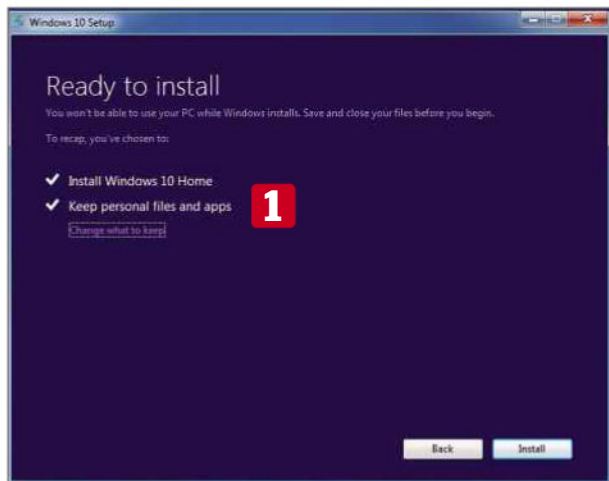
**4** Check the 'Create installation media for another PC' option, then click Next. Choose your language from the top menu. Under Edition **1**, select the version of Windows 10 you want to upgrade to. If you're upgrading from a Home version of Windows 7 or 8.1, you'll need to select Windows 10 Home. Select Pro only if you're upgrading from a Pro or Ultimate version of Windows and ignore the 'N' options. Under Architecture **2**, select either 32-bit or 64-bit depending on your current system type (see Step 2). Click Next.



**5** On the next screen, choose the type of media you want to create. To make a USB installation drive, insert a 4GB (or larger) drive into a spare USB port, then select the USB flash drive option **1**, click Next, select your drive from the list and click Next again – this will download the installation files directly to your chosen drive. To make an installation DVD, select the ISO file option **2** and click Next and select a download location. When the download is complete, insert a blank DVD, then right-click the ISO file and select 'Burn disc image', then Burn.



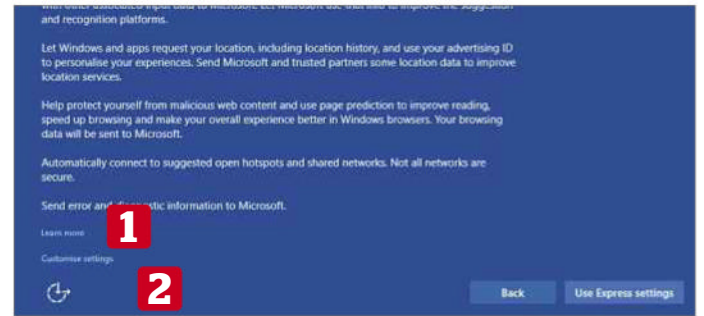
**6** If you're upgrading via Windows Update the wizard will launch once you click the option in the notification you receive. If you followed Steps 2 to 5, insert your DVD or USB drive, then open the drive in Windows Explorer (press Windows + E) and double-click the setup.exe file to launch the upgrade wizard. If you're prompted to 'Download and install updates', check this option and click Next. After a few more 'getting ready' screens, click Accept when you see the license terms. Eventually you should see a 'Ready to install' screen – note that 'Keep personal files and apps' **1** is ticked. Click Install.



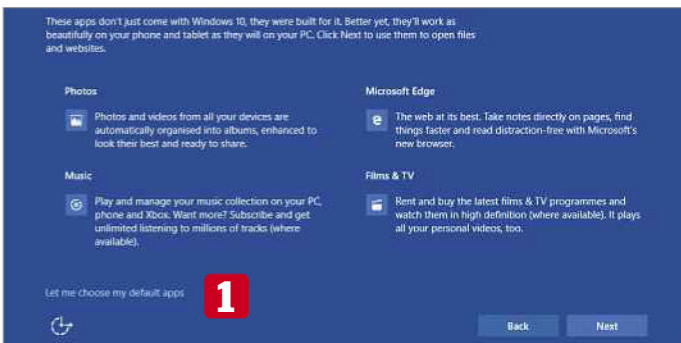
**7** You'll see a big 'Installing Windows 10' screen at this point with little more than a progress percentage and a cancel button. If you're upgrading from a USB drive or DVD, stay near your computer – this is important. As soon as your PC restarts, you need to remove the USB drive or eject the DVD, otherwise your computer may boot to the clean install wizard instead, and you definitely don't want this! Once the PC has restarted you should see a light blue Windows 10 logo followed by a screen like the one shown. Your computer will restart a few more times as the installer does its thing.



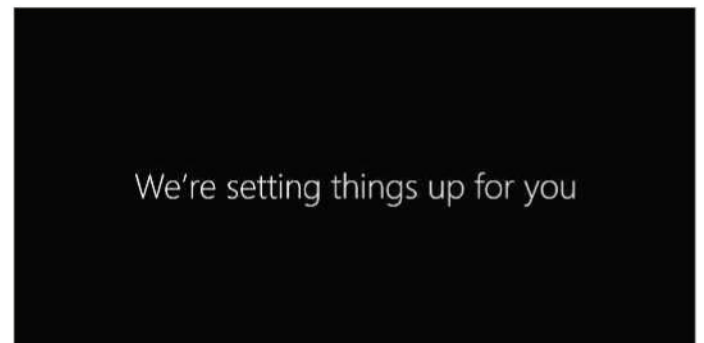
**8** Eventually, you'll see a screen saying 'Hello there, welcome back', with your user account picture in a thumbnail. Click Next. The following screen is titled 'Get going fast'. Have a read through the statement – you can click 'Learn more' at the bottom **1** if you're concerned about any of the points it raises. And it's possible to click 'Customise settings' **2** just below to switch off some of the default privacy settings. We're going to show you which settings to change once you've installed the OS (see page 110) so for the time being, just click 'Use Express settings'.



**9** Next, you'll be asked whether you want to switch to using Windows 10's new apps for your Photos, Music, Films & TV and make Microsoft Edge your default web browser. Doing this will mean that double-clicking, say, a photo file, will open it in Windows 10's Photo app from now on. If you're happy with that, click Next. But if you want to carry on using your previous programs, then click 'Let me choose my default apps' **1**, then untick the apps you don't want. You can always change your default programs later, should you wish. Click Next when you're ready.

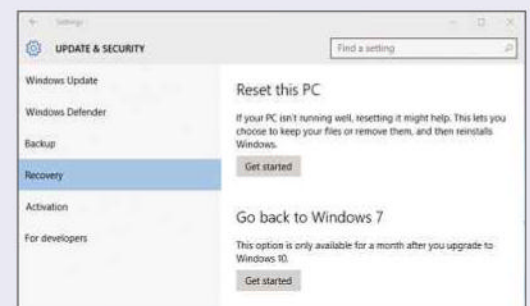


**10** Once you've worked through these options, you'll see the Lock screen. Click anywhere and log in with your user account and password as normal. You'll see a series of screens saying 'We're just setting things up for you', 'This won't take long' and so on, as your apps and settings are configured in the background. Once this is complete, you should be greeted by the familiar sight of your Desktop, complete with your old background, desktop shortcuts. Click Start, type `windows update` and press Enter to check for new updates, restarting when prompted. Welcome to Windows 10!



## How to downgrade if you don't like it

Windows 10 has a built-in rollback feature. If you upgrade from Windows 7 or 8.1, then subsequently decide you don't like the new operating system, it's possible to revert back to your previous version of Windows within a few clicks. Open the Start menu and click Settings, Update & Security, then Recovery. You should see an option to 'Go back to Windows 7' or 'Go back to Windows 8.1' (depending on the OS you upgraded from). Click 'Get started' and follow the remaining on-screen steps to complete the process. The catch is that Microsoft only gives you 30 days from the date you upgrade to decide whether or not you want to keep Windows 10. After that, the roll-back option won't work. However, we've recommended performing a full system image before carrying out the upgrade – if you've done this, then you can roll back any time you like by restoring the image backup. Find out more about Windows 10's Recovery options on page 116.



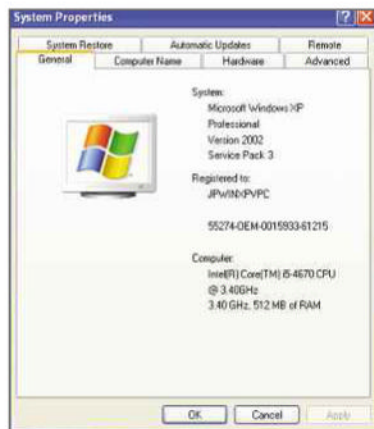
## How to upgrade to Windows 10 from Windows XP or Vista

Upgrading from older versions of Windows isn't free and works differently – but here's a trick that'll let you do it cheaply

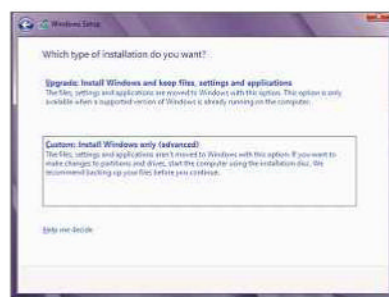
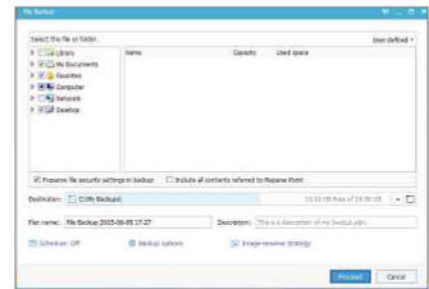
➤ While it's possible to upgrade from Windows XP and Vista (as long as your PC meets Windows 10's system requirements – see below) the process of doing so is somewhat different to the one described on the previous pages. For a start, if you're coming at Windows 10 from XP or Vista, the upgrade isn't free – a copy of Windows 10 Home currently costs £100 at the Microsoft Store ([www.snipca.com/17456](http://www.snipca.com/17456)), while Windows 10 Pro costs £190. At the time of writing, it's currently only available as a download, but boxed copies, which include the operating system on a USB flash drive, should be on sale by the time you read this, for the same price.

The other big difference is that you can't upgrade over the top of your old OS and leave your files in place as you can with Windows 7 or 8.1. Instead, you'll need to back up everything first, gather together the discs or installer files for your tools, then restore and reinstall it all when the process is complete. There's a workaround that allows you to get Windows 10 cheaper. The catch is that you'll need to upgrade twice. Basically, the idea is: upgrade to a cheap copy of Windows 7 or 8 first, then upgrade to Windows 10 for free. That's the theory, anyway. In practice, XP and Vista users may be better off simply buying a cheap PC with Windows 10 pre-installed.

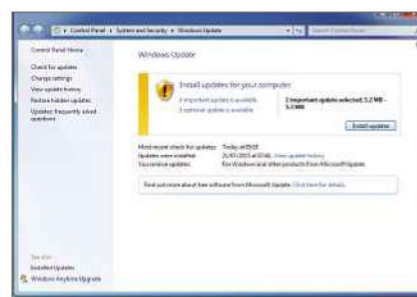
1 Check your PC meets Windows 10's system requirements ([www.snipca.com/17474](http://www.snipca.com/17474)). Next, look for a cheap copy of Windows 7, 8 or 8.1. The cheapest we could find was on Amazon, where Windows 7 Home Premium was £67 – £33 cheaper than Windows 10. You'll need a 32-bit edition of Windows 7 or 8 unless your current system type is 64-bit. To check, right-click (My) Computer, select Properties and look for 'x64' or '64-bit' under System.



2 Fully back up all the personal data on your PC. We recommend using a free program like EaseUS Todo Backup Free ([www.snipca.com/16844](http://www.snipca.com/16844)), which supports all versions of Windows from XP to 10, and backing up to an external hard drive. Carry out both a folder backup and a complete system backup. Once you're done, insert the Windows 7 or 8 DVD into your PC and follow the steps to upgrade.



3 During the upgrade, XP users should choose the Custom option when prompted – this will erase all the data on the PC and install a fresh copy of Windows. Vista users upgrading from a compatible edition (for example, from Vista Home to Windows 7 Home Premium) will get an option to perform an Upgrade installation, which will leave files and programs in place, but may wish to select Custom anyway, to give themselves a fresh start.



4 Once installation is complete, run Windows Update multiple times until your copy of Windows 7 or 8 is fully up to date. Restart your PC when prompted. Don't restore your personal data or reinstall any programs yet. Instead, follow the steps from page 16 to upgrade from Windows 7 or 8 to Windows 10 for free, then use the backup you made in Step 2 above to restore your data.

# Chapter 2



# First steps with Windows 10

Find your way around the new interface, connect to networks, view notifications, search – and even talk to your PC!

**N**ow that you know all about Windows 10 and how to upgrade, the next thing you'll need to do is familiarise yourself with the basics. For most people, this will largely be something of a refresher course – after all, the whole point with Windows 10 is that it looks and

works like the Windows you already know. But there are some great new tools to uncover too: Cortana, notifications, the new Task View and more. The good news is they're all brilliantly simple to use and it won't take you long to master them. So read on, as we get you started with Microsoft's great new OS.

## IN THIS SECTION

### 22 The Start menu

The sorely missed Start menu is, once again, just a click away and this time it's better than ever

### 26 The Taskbar and Task View

Windows 10's Task View provides a great new way to switch between tools and apps

### 28 Search and Cortana

Windows 10 make searching more effective, plus you also get your own personal assistant

### 30 Action Centre and notifications

Windows 10 brings smartphone-style alerts to the desktop at long last

### 32 Position and control Windows

Windows 10 provides even more ways to arrange your windows just how you want them

### 34 Find files and navigate your PC

Browse, copy, move and more with Windows 10's new, improved File Explorer tool

### 36 Connect to Wi-Fi and networks

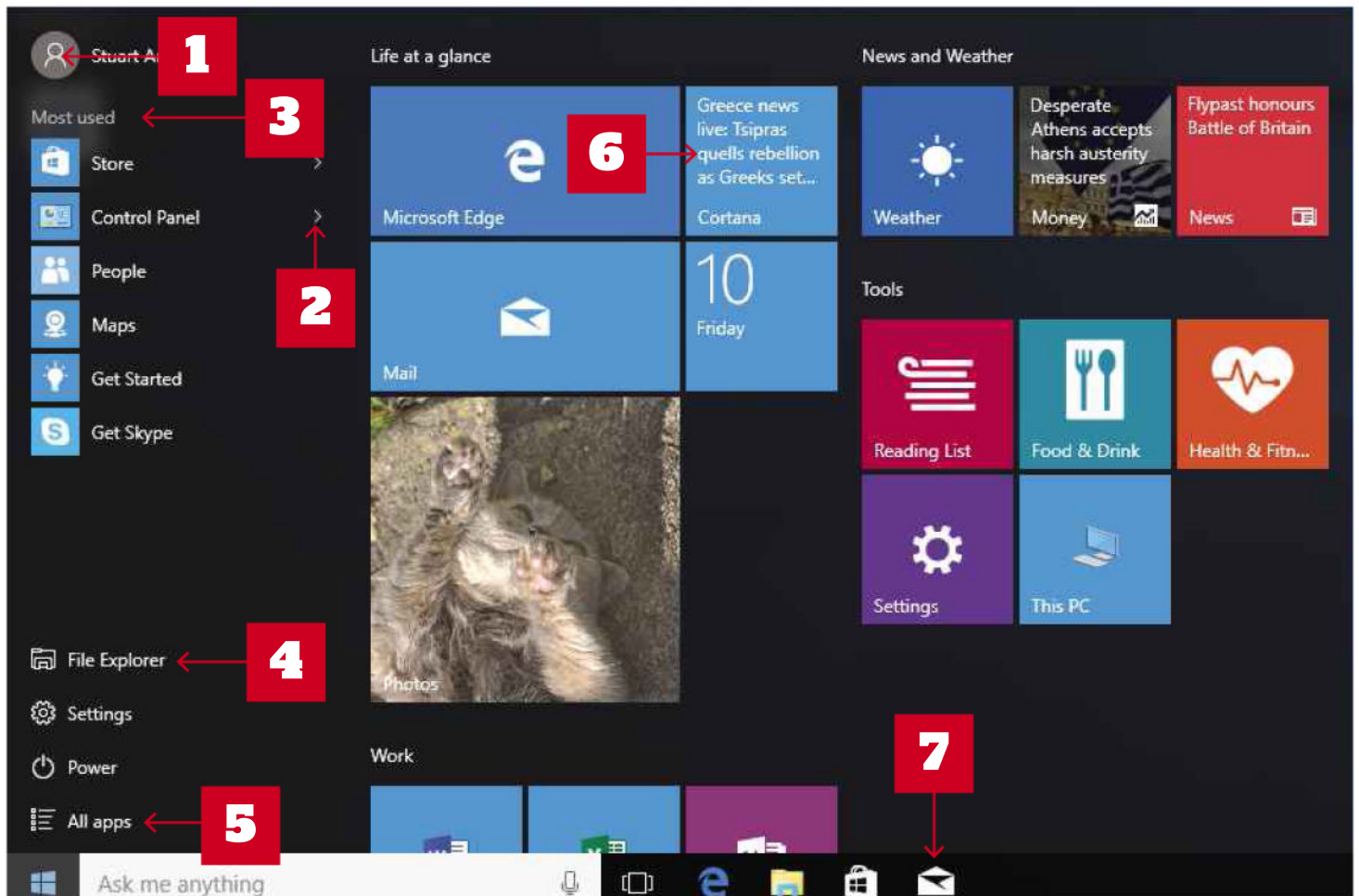
Connect to wireless or home networks, and share files, folders and media easily and securely

### 38 Use Windows 10 with touch

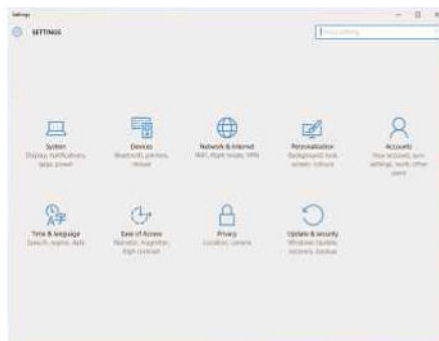
Have a touch-screen device? If so, you'll discover a whole new way to control Windows 10

# The Start menu

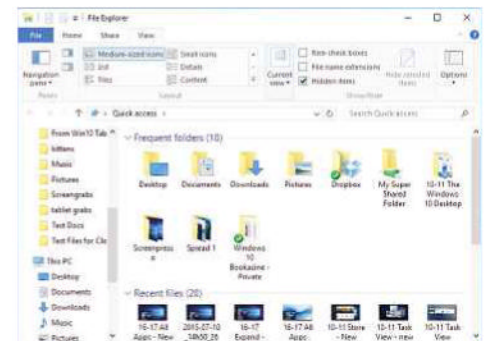
The Start button is back! In Windows 10, the sorely missed Start menu is just a click away, and this time it's better than ever



► Click the Settings icon in the Start Menu to see this all-new control panel. We'll be covering the settings themselves in detail later on in this guide



► The File Explorer still looks familiar, but all the icons have had a bit of a facelift and there are new ways to navigate, as we'll see on page 34



## User account

**1** This area names the current user; the user account on your PC that you're logged in to. Click on it to change your account settings, lock the screen for security while you leave your PC alone, or sign out of your account.

## Jump Lists

**2** At the right of each item in the Most Used list is a chevron pointing to the right. Click it, and you'll get the same Jump List as if you right-clicked on the app's icon in the Taskbar.



▲ Start menu shortcuts have handy Jump Lists

## Most Used

**3** This list shows the apps and features that you've used most within the last few days. Simply click on an item to launch it.

## Shortcuts

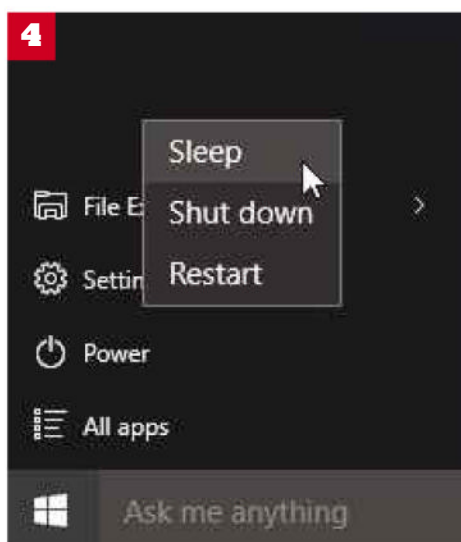
**4** This area contains shortcut links to the kind of functions and features that most Windows users will use every day. By default you'll have Power controls to put your PC to sleep, make it restart or shut it down, a link to the File Explorer and a link to the main Settings control panel. You can customise these later on.

## All Apps

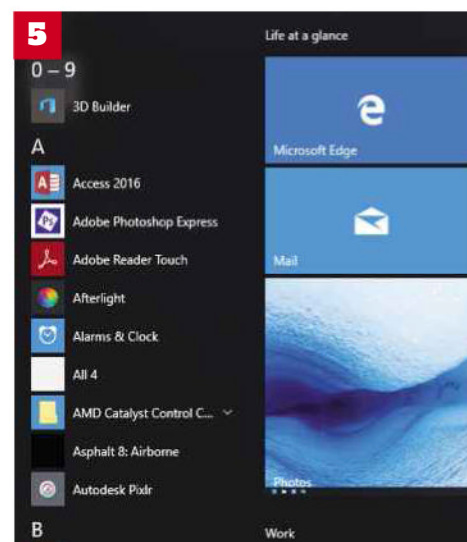
**5** Live Tiles are a good way to see key apps at a glance, but when you need to browse through all your apps, click here to show a full list from A to Z.

## Expanding the Start menu

If you need more room in your Start menu, you can drag the edges of the Start menu outwards to fill a larger area of the screen. Drag on the top edge to expand the menu vertically, or on the right edge to expand it horizontally. If you really miss Windows 8, you can drag it out to fill the whole screen with Live Tiles.



▲ Switch off your PC from within the Start menu



▲ Click 'All apps' for a scrolling, alphabetical list

## Live Tiles

**6** The Live Tiles from Windows 8's Start screen now appear here, delivering live updates or info specific to each app. Tiles launch the full app when clicked. Live Tiles are arranged by default into categories (though you can rename the categories yourself), and you can click and drag tiles them to move them. You can also pin and unpin Live Tiles to and from the Start menu, or resize them.

## Taskbar icons

**7** Okay, so they're not, technically speaking, part of the Start menu itself, but the Taskbar icons at the foot of the screen, besides offering access to pinned and running apps, also conceal Jump Lists that link to recent files for each app. Right-click to pop these up in a context-sensitive menu.

## The right way to click

We'll talk a lot in this book about right-clicking, but what if you use a laptop trackpad, not a mouse? Most trackpads have a right 'mouse' button built in, but you can also right-click by tapping on the touchpad in the bottom right corner, or by tapping elsewhere with two fingers instead of one.



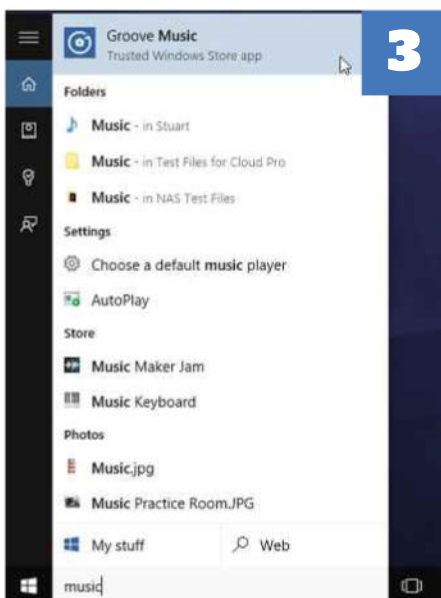
## Five ways to launch an app



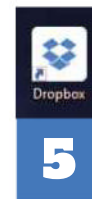
**1** Click the Start button to open the Start menu, then launch an App from the Most Used list (top left) or a Live Tile. The Live Tile area scrolls.

**2** Click the Start button to open the Start menu, then click the All Apps option. Scroll down, find and launch your app. Some apps may be contained in folders: scroll to a folder labelled with the name of the app or the company that developed it, click to open the folder, then click again to run the app.

**3** You can also search for an app. Type all or part of the name into the Cortana search box at the bottom left of the screen and you'll instantly get a list of relevant apps, settings files and folders, with the apps sitting right at the top. In many cases, simply typing the app name and pressing Return will launch it.



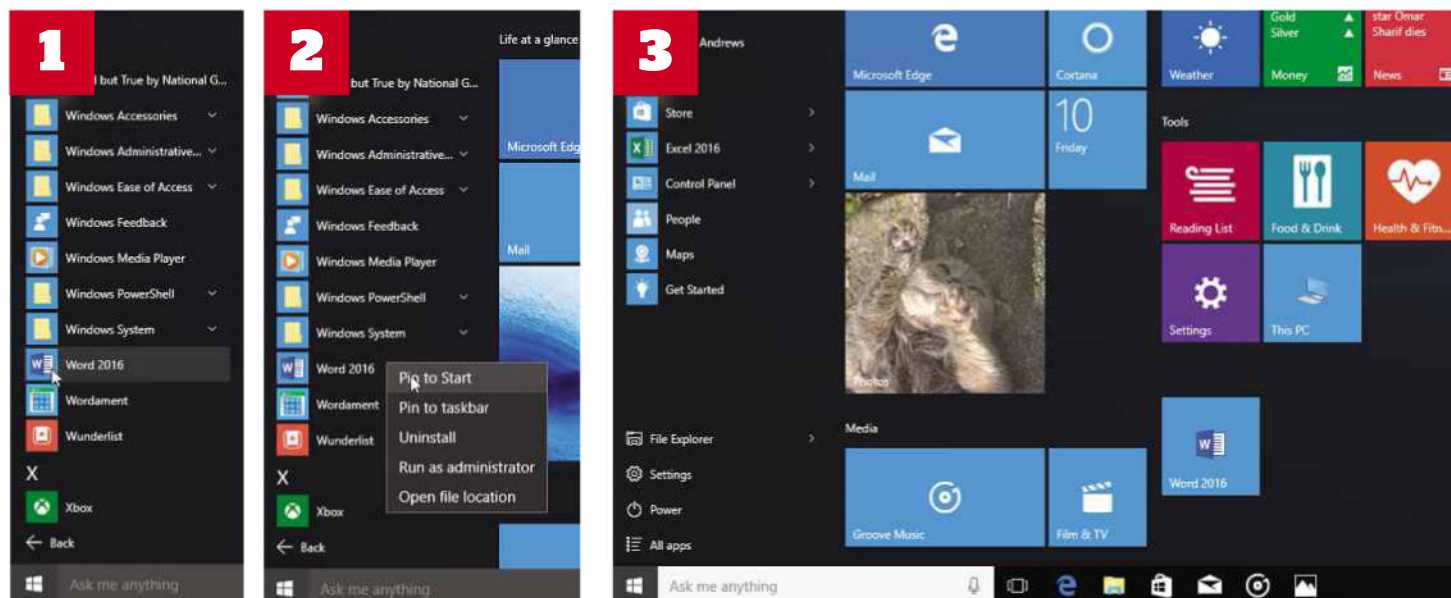
**4** When you launch an app, its icon appears in the Taskbar at the bottom of the screen. When you close the app, the icon disappears. But if you right-click the icon and opt to 'Pin this program to taskbar', the icon will stay even after you close the app, and you can relaunch it whenever you like by clicking it.



**5** Some apps (with your permission) will still install a shortcut on the Desktop, where programs used to live in prehistoric versions of Windows before new-fangled innovations like the Start menu and Live Tiles. You'll need to double-click on the shortcut to launch the app.



## Customise the Start menu



### Add an app

To add an app, click the Start button, then All Apps **1**. Use the scroll bar to the right, or your mouse wheel, or place two fingers on your laptop's touchpad and swipe them down or upwards, to scroll to your app of choice. Right-click on the app icon **2** and select Pin to Start.

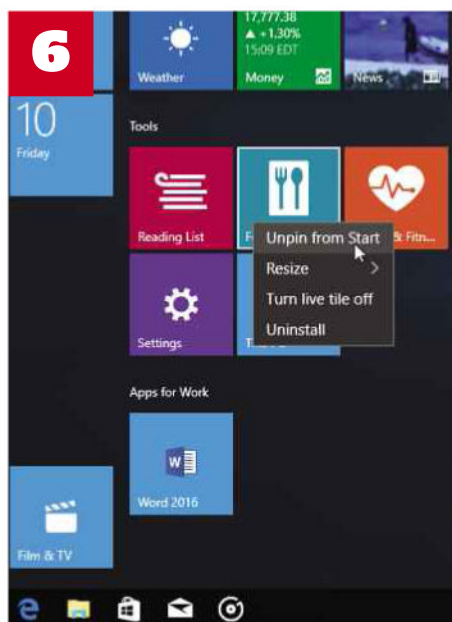
### Position the app's Live Tile

**3** Your app will appear among the Live Tiles at the right-hand side of the Start menu. But is it in the best place? Click and drag it to move it into position, attached to or in the middle of one of the existing app groups, or on its own. Don't worry about space: as you add or resize Live Tiles, the Start menu will grow to accommodate them. You can resize the Start menu itself by clicking the right-hand edge and dragging.



### Create an app group

Of course, the more Live Tiles you add, the more cluttered and disorganised your Start menu will become. The trick is to use app groups to keep them organised. When you add your first tile, it's usually placed on its own in a new group **4**, with subsequent tiles added to that group. Move the mouse above the new Live Tile and click the icon with two lines that appears above and to the right. Enter an appropriate name for your new group of apps **5**, then press the Return key. That's a new group made.



### Remove an app

To remove a Live Tile from the Start menu, right-click on it, then select 'Unpin from Start'. To remove the app from your computer altogether, select Uninstall. You can use the right-click menu to resize tiles or turn self-updating Live Tiles on and off too.

# The Taskbar and Task View

## Hover to peek

You can hover over an icon in the Taskbar to see any active windows or documents. This is an effective way of switching quickly between open apps and documents.

The Windows 10 Taskbar is like a control centre for the apps you use, while Task View provides a great new way to switch between tools and apps

**Dating right back to Windows 95, the Taskbar has long been one of the most useful parts of the desktop interface, allowing you to keep track of and switch between open windows.**

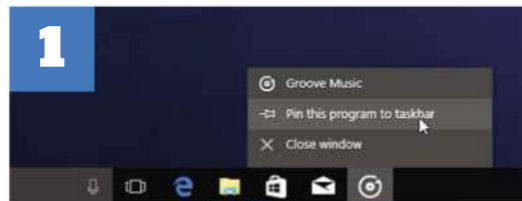
In Windows 10, the Taskbar evolves into a kind of multi-purpose dock. You can use it to switch between or preview open windows, but it's also a quick-launch bar for your favourite tools.

While the Taskbar usually occupies the whole of the bottom of the Desktop, the bit we're interested in covers the area between the Task View button on the left and the Notification Area on the right. Icons for the File Explorer and Windows Store are installed here by default, and the rest of this space is for open apps and any apps you wish to pin.

Pinned apps will appear to the left, with unpinned, open apps joining the Taskbar on the right as you open them. Open apps will have a thin line underneath them to show that they're up and running.

## Active apps

**3** If an app is open, clicking on its Taskbar icon will put the app's window in the foreground of the Desktop and make it the active window.

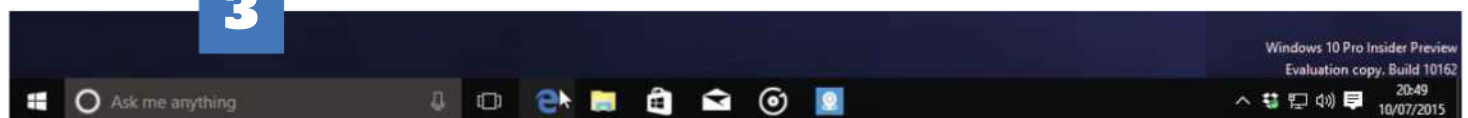
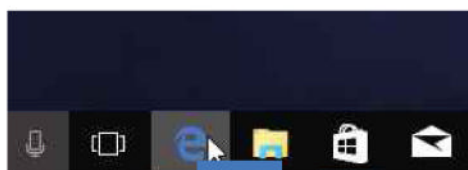


## Pinning an open app

**1** The Taskbar can also be used to launch apps, but you need to pin them there first. You can quickly pin an app you've already opened by right-clicking on its icon in the Taskbar, then selecting 'Pin this program to taskbar'.

## Pinning an app from the Start menu

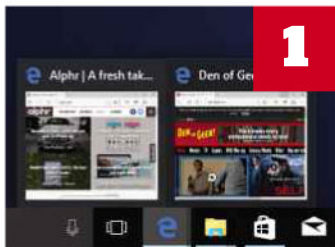
**2** If the app or program you want to pin isn't open, click Start, then All apps, and scroll down to the app. Right-click on it, then select 'Pin to taskbar'. The app icon now appears on the Taskbar, and you can click and drag it (or any other icon) left or right to change the order in which they appear. Clicking on an icon will launch the app.





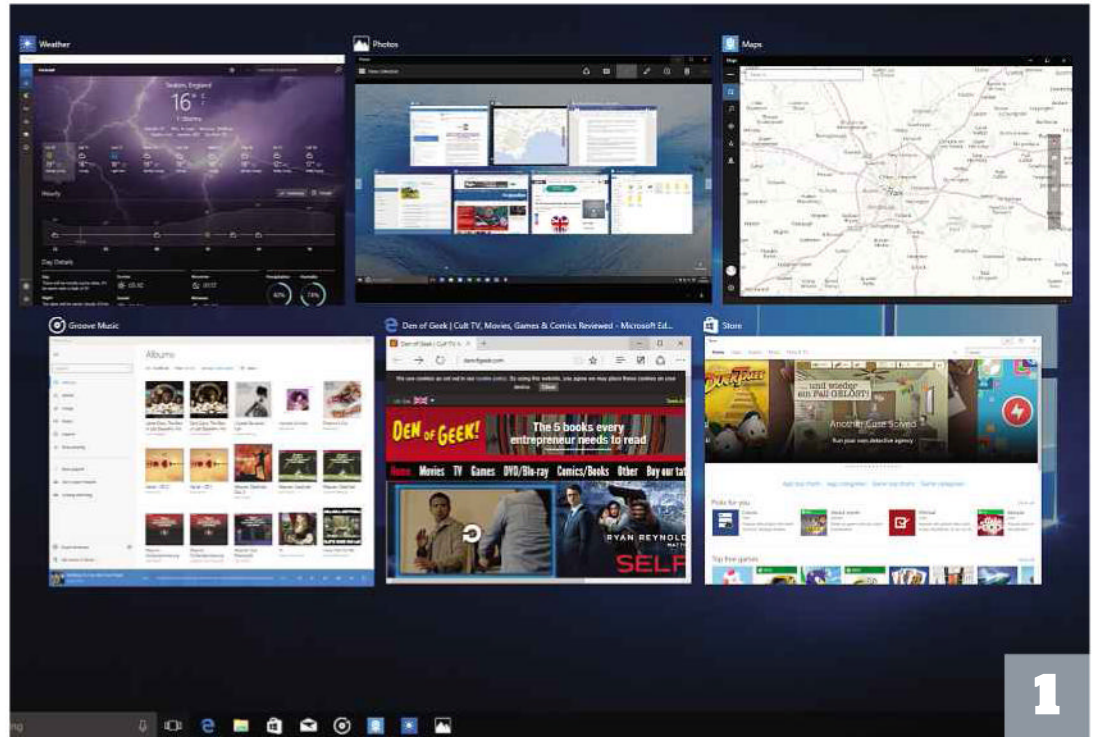
## Window thumbnails

**1** If you have more than one document or window open in an app, clicking on its Taskbar icon will reveal thumbnail views of them all.



## Window previews

**2** With many programs – though not Modern Windows apps – hovering over the thumbnail will also preview the window in its current size and position on the Desktop. Clicking on the thumbnail will bring that window to the foreground and make it active.



## Activate Task View

**1** Task View takes over from the old Alt-Tab task switcher (though this still works), giving you a larger, at-a-glance picture of open documents and apps. You can activate Task View by clicking its button in the Taskbar – the first after the search box and Cortana button on the left – or by holding the Windows key and pressing Tab. Windows will dim the Desktop and give you a preview of all the apps and documents you currently have open. Clicking on one of the previews will make that window active.

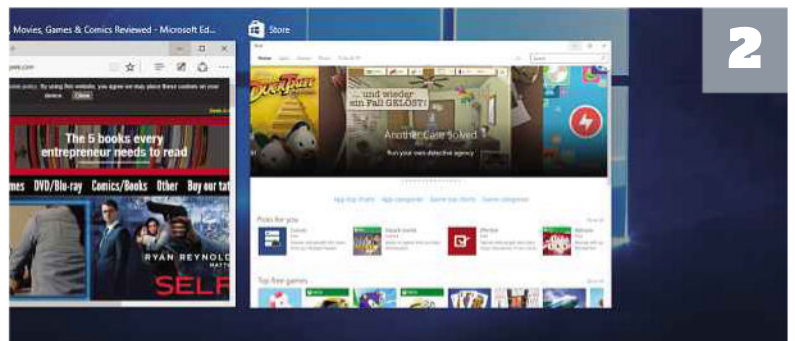


## Alt-Tab switching

The old Alt-Tab shortcut still works in Windows 10, bringing up a horizontal ribbon showing all your open windows. Keep holding the Alt key and cycle through them by tapping Tab. It's still the quickest way to switch between windows if you're a fan of keyboard shortcuts.

## Close an app from Task View

**2** Clicking on the Close button above a preview will close it, provided there isn't any unsaved progress in that app. If there is, the button won't seem to work, but you'll get a Save prompt when you switch to that window, after which the window will close.



# Search and Cortana

Find anything in a flash with your digital assistant

**Searching your PC used to be a bit hit and miss in previous versions, but Windows 10 makes it easier and quicker than ever to find what you want - and that's even before you've factored in its new voice-powered digital assistant.**

Cortana is similar to features we've seen in smartphones and tablets, such as

Siri in iOS and Google Now in Android. In fact, she's a development of the technology that was first introduced in Windows Phone 8.1. So if you've ever used a Microsoft Lumia phone, you'll find many of the same tips and tricks still apply.

Over the next couple of pages we'll show you how to set up and use Cortana, and provide tips on searching your PC.

## A few of the things you can ask Cortana to help you with:

**Send an email:** 'Hey Cortana, email Tobias about Friday night.'

**Make an appointment:** 'Hey Cortana, make an appointment to see Karen on Wednesday afternoon.'

**Set an alarm:** 'Hey Cortana, set an alarm for 7 o'clock tomorrow morning.'

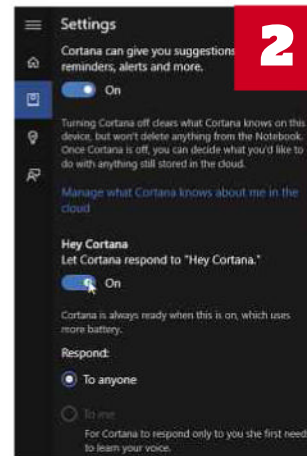
**Cancel an alarm:** 'Hey Cortana, cancel the alarm at 7am tomorrow.'

## Set up Cortana



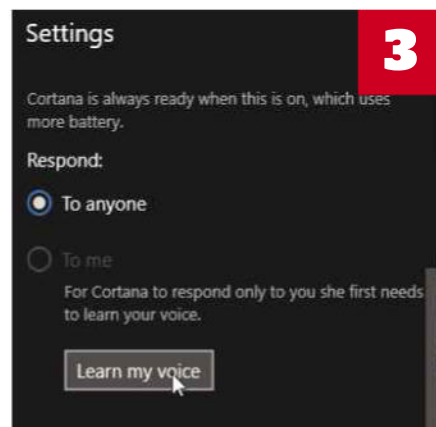
### Read the test phrase

**1** When you click on the Taskbar microphone icon for the first time, Cortana might want to test your audio setup before continuing. Click Next, read out the passage you're asked to read, then click Finish.



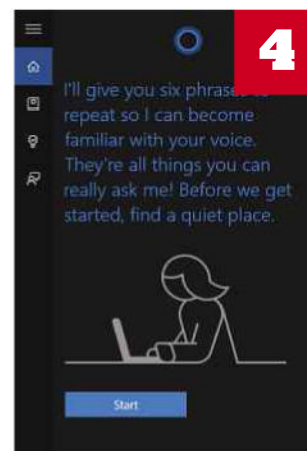
### Turn on 'Hey Cortana'

**2** Now click on Cortana again, then the Notebook icon, then select Settings. A bunch of options will appear. Look for where it says 'Let Cortana respond to "Hey Cortana,"' and click the switch to turn this feature On.



### Teach Cortana

**3** If you're on a laptop or tablet you'll see a warning about Cortana using more battery power. Use the radio buttons to set Cortana to respond to anyone or just to you. Next, click on 'Learn my Voice'.



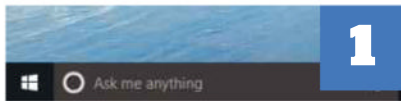
### Ready!

**4** Cortana will give you six phrases to read out before announcing that she's learned how you say 'Hey Cortana'. From now on, saying 'Hey Cortana' out loud near your PC will call her into action.

## Using Cortana

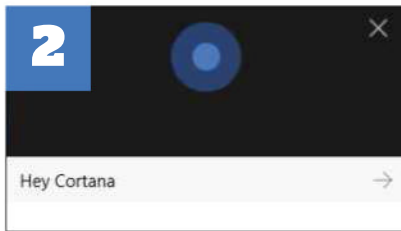
### Search

**1** In her simplest form, Cortana can be just a simple search box. You don't have to talk to her – just click in the box and type in your search terms. Cortana will bring back results including internet hits from Bing, relevant apps that are installed on your PC or available from the Windows Store, any applicable settings, and even documents and files on your PC and attached storage. Just click on a result to select it and open the web page, settings dialogue box, document or app.



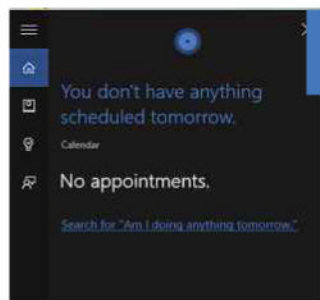
### Speak

**2** Click the microphone icon or say 'Hey Cortana', and you can ask whatever you want to know. She's not just limited to simple questions, either. For instance, ask Cortana 'Am I doing anything tomorrow?' and she'll check your calendar for events the next day.

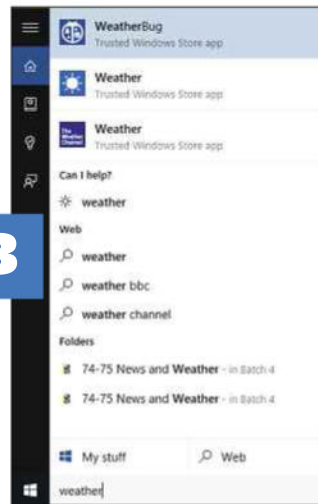


### Ask

**3** Cortana can also answer questions in plain English. Ask 'What is two metres in inches?' or 'What is the capital of Canada?' and she'll either give you an answer or launch a Bing page with pertinent results. A single word, such as 'weather', might convey what you want.



▼ Cortana finds files, facts, websites, apps and more



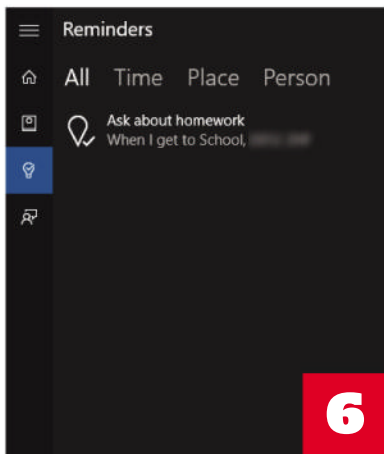
### Current information

**5** Click on the Cortana icon or search bar and you'll see Cortana's Home page. This is another of Windows 10's at-a-glance information centres, containing calendar events, news and weather.



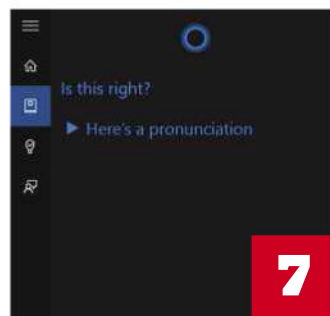
### Set up a reminder

**6** Reminders are one of Cortana's most useful features. Just ask her to remind you about something at a certain time or even when you reach a certain place.



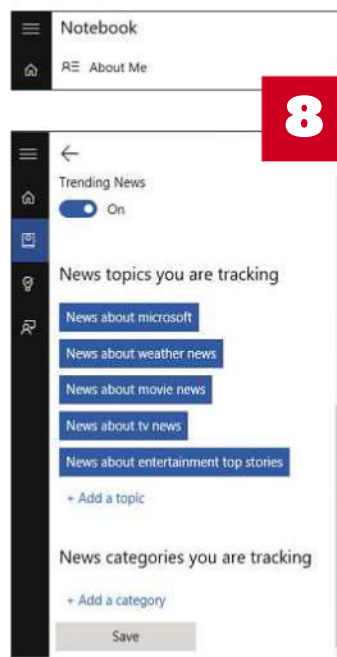
### Correct pronunciation

**7** Because of the way voice recognition technology works, even if Cortana correctly spells a word that you say to her, such as someone's name or an unfamiliar place, she may not say it the same way you did. If she's unsure, she'll ask, and you can reject her attempts until she gets it right.



### Add your own details

**8** Cortana's Notebook is the key resource for customising her. Click About Me to tell Cortana what to call you and to define key locations, such as 'work' and 'home'. Click Settings to adjust how Cortana behaves and how she responds to spoken prompts. The categories below allow you to specify the kind of information she'll provide. Click News, for example, and you can choose which news stories to follow and remove subjects you're not bothered about. You can pick locations for weather, go to Sports and tell Cortana to track your favourite teams, or go to Events and ask her to tell you what's on nearby. The more pointers you give her, the more she can do to help.





# The Action Centre and notifications

Windows 10 brings smartphone-style alerts to the desktop at long last



**Notifications are nothing new in the mobile world of Apple's iOS and Google's Android, but their addition to Microsoft's Windows 10 helps give the new PC operating system a more proactive, modern feel.** Apps with notifications enabled will

automatically throw up a small and fairly unobtrusive notification in the bottom right corner of the screen as soon as anything happens, giving you enough information to see, say, the sender and subject of an email that's arrived, or read the headline on a breaking news story.

This gives your Desktop more of a 'real time' feel. But you don't have to worry about blinking and missing events, because the new-style Action Centre holds all your recent notifications for perusal later on, as well as other useful information about your PC.

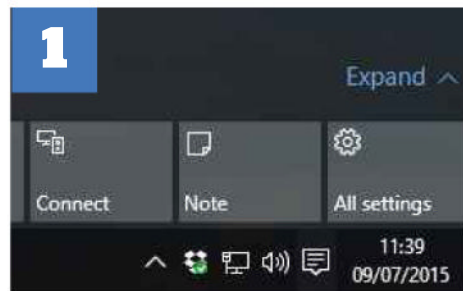
## Customising the Quick Action buttons

The Action Centre panel isn't just about notifications. It also houses a selection of Quick Action buttons that give you instant access to specific settings or control panels. By default you'll have four available, but you can change this to eight or more by clicking the Expand link above the Quick Action buttons.

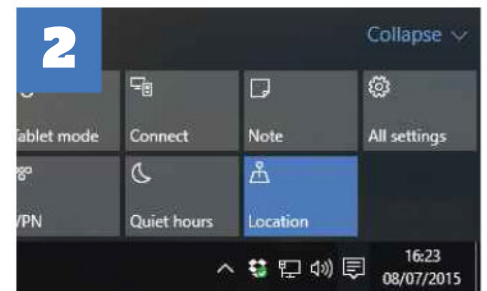
Better still, you can change the buttons. Click the All Settings button, then System. Now click 'Notifications & actions' in the left-hand pane, then look below where it says 'Choose your quick actions'.

Click on one of the buttons and you'll see a drop-down menu where you can select what function it will perform from now on. If you use a VPN for work, for example, you might want to click Location, then select VPN, to make life easier. See right for more on how to do this.

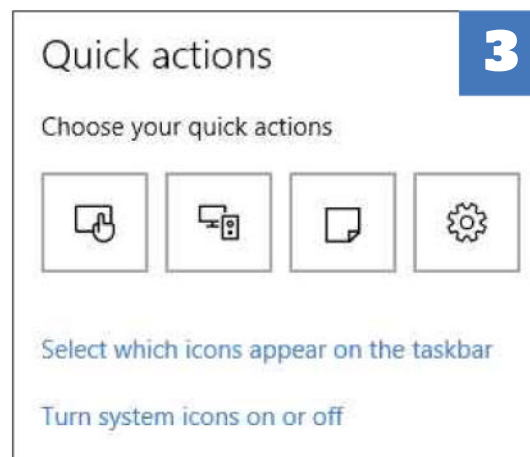
In the same area of the Settings app, you can choose which icons are permanently shown in the Notification Area (bottom, right of the Taskbar) and which are hidden. Click the 'Select which icons appear on the taskbar' link, then use the sliders to On or Off as desired. Windows 10 classifies some Notification Area icons as 'system icons' but you can opt to disable or enable these as you wish by clicking the 'Turn system icons on or off' option and using the sliders.



**1** At the foot of the Action Centre panel is a grid of small tiles. These are the Quick Action buttons. Click Expand to see more of them.



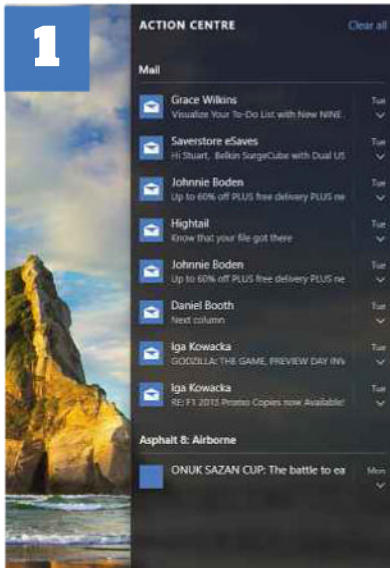
**2** All Settings gives you quick access to Windows 10's system settings. Here you can change your Action Buttons.



**3** In Settings, click System, then 'Notifications & actions'. Under 'Quick actions', choose which buttons you want to appear in the Action Centre.



## Handling notifications



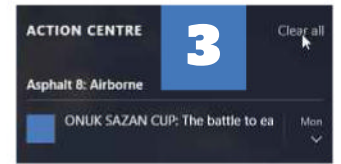
▲ Notifications are grouped by app

**1** To open the Action Centre, click the new Notifications button next to the time and date in the bottom right-hand corner of the screen. You'll find all your recent notifications listed by app, then in reverse order of arrival.

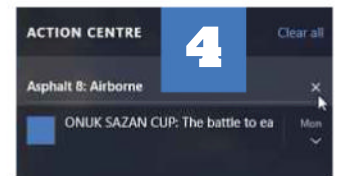
**2** To see more details of a notification, hover over it with the mouse pointer, then click the down arrow to the right to expand it.



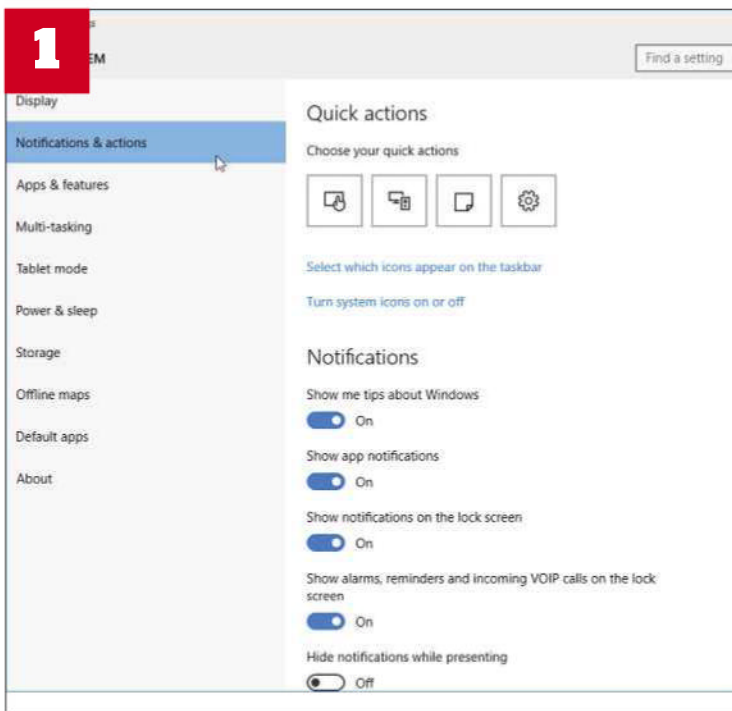
**4** To dismiss a notification, hover over it with the mouse pointer and click the cross that appears to the right. Or click the cross by an app's name to dismiss all the notifications associated with it.



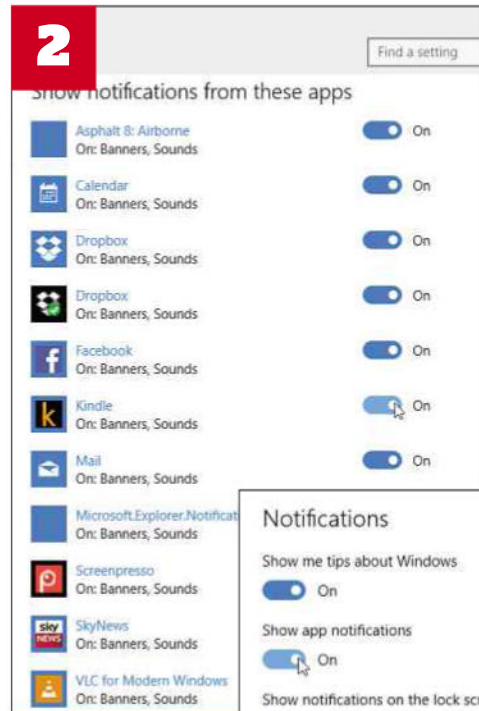
**3** To dismiss all your current notifications as a group, move the pointer to the top of the panel and click Clear All.



## Customising notifications



**1** To choose which notifications you receive, click Start, then Settings, then System and click 'Notifications & actions' in the left-hand pane.



**2** Under 'Show notifications from these apps', scroll through the list of apps and set the toggle switch for each to On or Off.



**3** You can also switch notifications on and off across all apps and decide whether to show them on the Desktop or the Lock screen. And you can choose whether to put alarms, reminders and incoming voice calls, such as Skype, on the Lock screen.

# Position and control windows

Windows 10 provides even more ways to move, arrange and resize your windows just how you want them

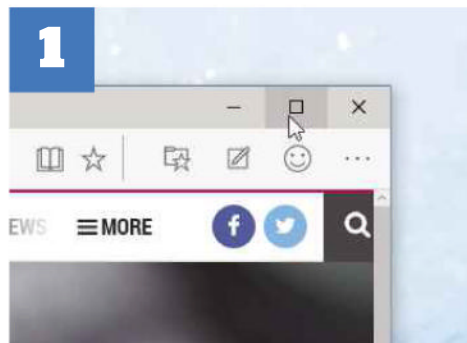
➤ **One of the big gripes people had with Windows 8 was that it seemed hell-bent on forcing everyone away from using windows or a desktop interface, in favour of tools that opened in full screen by default.**

In Windows 10 Microsoft has remembered how important windows are for multi-tasking and made them more useful and usable than ever.

For a start, Modern apps (those designed in the new style originally known as 'Metro'), will now run happily

in a window on the Desktop, and you can move them, stack them and arrange them just like any other window. What's more, Windows 10 has an enhanced version of the Snap feature that makes it even easier to work between two, three or four windows at the same time.

## Move and resize



▲The Maximise button works both ways

### Window controls

**1** Use the three buttons in the top right corner of the window to minimise it (reduce it to an icon on the Taskbar), maximise it (so that it fills the whole Desktop, covering any other windows) or close it. The Maximise button acts as a toggle, so you can click it again to shrink the window back down to its previous size.

### Touch sensitive

If you use a laptop with a recent multi-touch touchpad, you can scroll using its scrollbar, use two-fingered swipes to move up and down or left and right within windows, and pinch inwards or outwards to zoom, where the app you're using supports it. Some mice incorporate touchpads that work the same way. This is part of Windows 10's efforts to be more touch-friendly on all PCs, not only devices with touchscreens.



### Drag to move

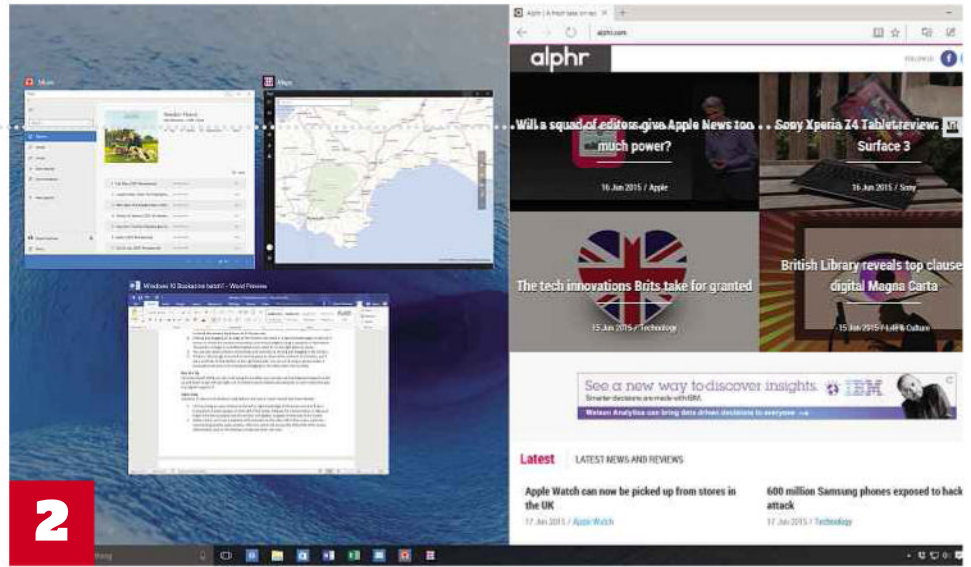
**2** As before, every window has a title bar at the top. Click anywhere in this, except on the various controls, and you can drag the window freely around the Desktop.

## Use Snap



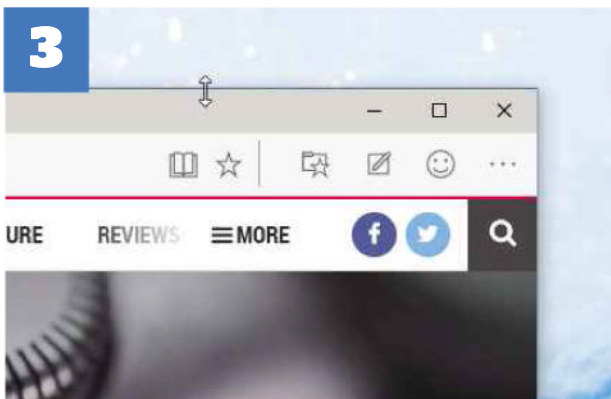
### Filling half the screen

**1** Click and drag an open window (by its title bar) all the way to the left or right-hand edge of the Desktop and you'll see a faint transparent preview appear on that half of the screen. Release the mouse button, or take your finger off the touchpad, and the window will be neatly snapped to that side of the screen, taking up the full height.



### Filling the other half

**2** You'll see a set of thumbnails appear on the other half of the screen, each representing another currently open window. Click one, and it'll snap to occupy the other half of the screen. Or click on the Desktop to leave your first window snapped and keep the other half of the screen clear. To unsnap a window, just drag it away from the edge.

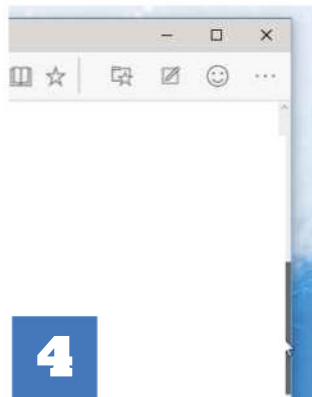


### Drag to resize

**3** Position the pointer right on the edge of a window and it changes into a double-headed arrow. You can now click and drag to resize the window. Drag horizontal edges in and out to stretch or shrink the window horizontally, and vertical edges up and down to make it taller or shorter. You can't drag an edge off the screen, but you can drag the whole window so that it's partially outside the display.

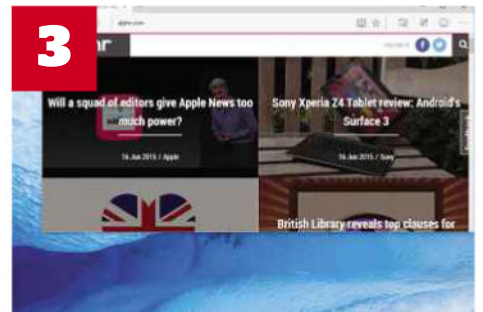
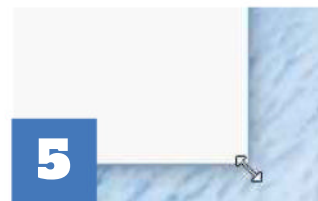
### Scroll bars

**4** Windows no longer have scroll bars by default, but if there's not enough horizontal or vertical space to show all the content of a window you'll see a scroll bar on the bottom or the right-hand side. Click and drag on the dark block (which indicates the proportion of the content that's visible) to scroll the window. You can also scroll using a mouse wheel or a touchpad's scroll area.



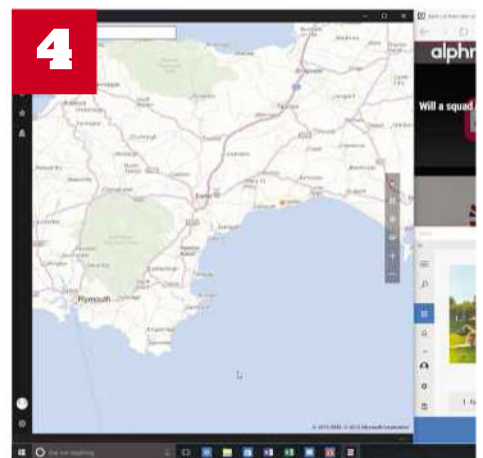
### Corner drag

**5** You can also resize windows horizontally and vertically at the same time by clicking and dragging on their corners.



### Filling a quarter of the screen

**3** Now for Windows 10's new party piece. Click and drag a window to a corner of the screen (rather than a side) and it snaps into that corner, occupying exactly one quarter of the Desktop.



### Completing your arrangement

**4** Drag windows into other corners to get three or four evenly sized. Or drag one to an edge and another to a corner, and you'll get thumbnails to choose a third.



# Find files and navigate your PC

Find, copy, move and more with File Explorer

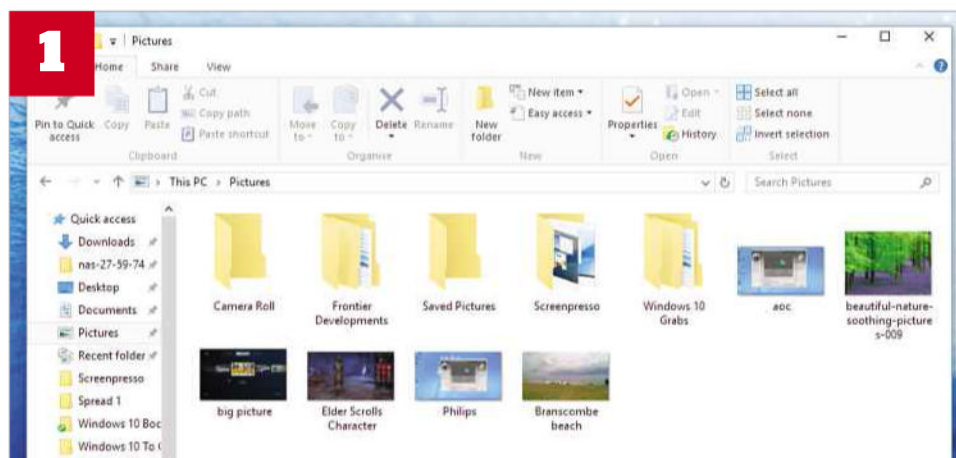
**>** It's had many different names over the years, from **File Manager to My Computer**, but Windows has always had a tool to let you browse, copy, move, organise or delete the files on your PC.

In Windows 10, this comes in the form of a revamped File Explorer. You'll spot the folder icon to launch it next to the Task View icon on the Taskbar. And you can also open it by clicking Start, followed by File Explorer.

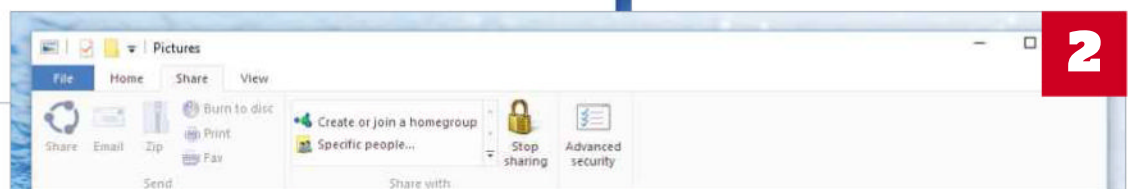
## Context-sensitive tools

The contents of the File Explorer window can change according to what you're looking at. Click on This PC, for example, and you'll see a different ribbon Toolbar with specific features for managing the drives on your PC.

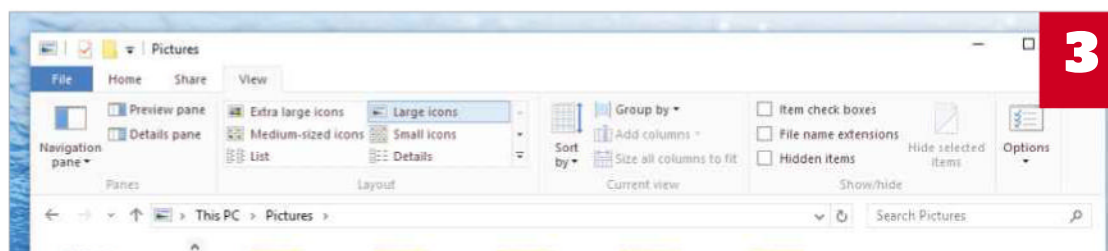
## Exploring the File Explorer



**1** In the Home tab, you can create new folders, copy or move existing files and folders, check a file or folder's properties. Just highlight a file or folder in the main pane, then click on the button in the ribbon at the top.



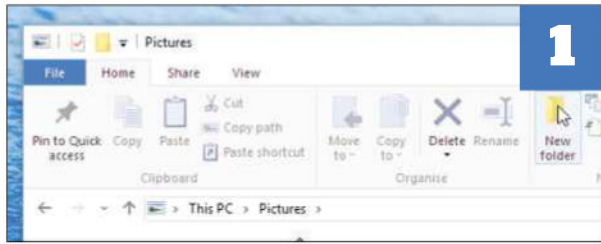
**2** The Share tab has options for sharing files and folders via email (zipped or unzipped), print, disc or fax, or with other users on your own network. The 'Advanced security' button lets you define not only which users can access a file or folder, but also what kind of access they have. It's useful if you want to ensure another user can, say, read a document but not edit or modify the file.



**3** The View tab is where you can use the Layout tools to change how files appear, ranging from Extra Large icons to a simple list. You can also set how files are grouped and sorted in a grid or list, and whether hidden items and file name extensions are shown or not.

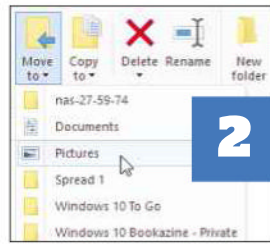


# Arranging files and folders



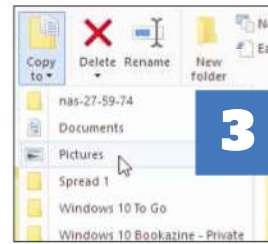
## New Folder

**1** Folders play a vital part in keeping files organised so you can find them later. Click the New Folder button in the Home tab of the File Explorer to create one in the current folder, or right-click on any free space in the main pane, or on a folder in the Navigation pane, and select New Folder from the contextual menu that appears. You can also create new folders by right-clicking on the Desktop.



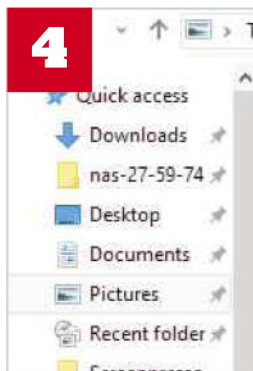
## Move To

**2** Files and folders can be moved from one place to another just by dragging and dropping them into place, either onto a folder in the main pane of the File Explorer or one in the Navigation pane. You'll see a 'Move to...' tip appear below the pointer, and releasing the button will move the file. Alternatively, highlight the item you want to move, then click the Move to button in the Home tab. You'll see a drop-down menu of possible locations, or you can navigate to a different one using the Choose Location link at the bottom of the list.



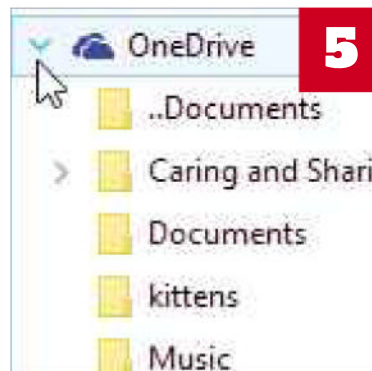
## Copy To

**3** You can also copy files and folders by selecting them in the main pane, then clicking the Copy To button in the Home tab. Or right-click an item, drag it to the folder you want it copied to, release the button and select Copy Here.



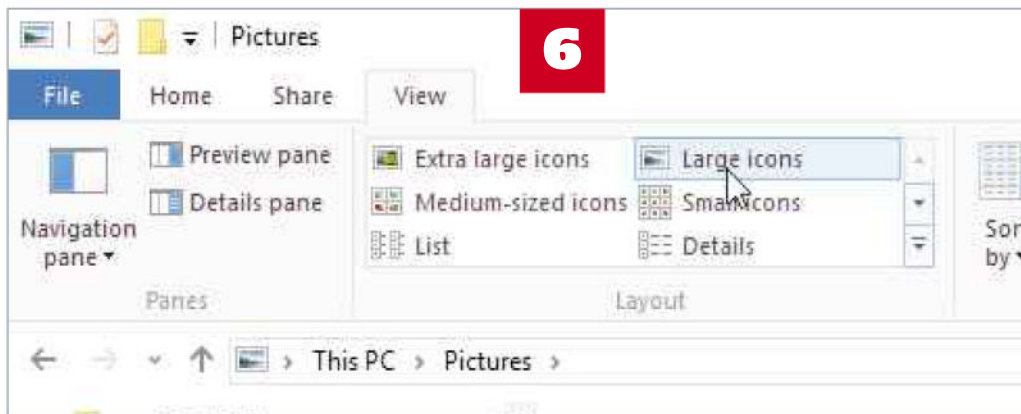
## Navigation pane

**4** The Navigation pane on the left is used to browse through files and folders. You'll see a series of Quick Access links at the top. These take you directly to key files or folders, or those used recently. Below are links to OneDrive, This PC and Network.



## Reveal contents

**5** Click on an item in the Navigation pane and you'll see the folders contained within shown in the main pane on the right. Alternatively, hover over an item and you'll see a chevron to its left. Click on this to expand the view and show any folders housed within that folder.



## Preview and Details panes

**6** By default, the main pane of the File Explorer shows the files and folders within the folder selected in the Navigation pane. But clicking Preview Pane or Details Pane in the top-left corner toggles a pane that previews the selected document or a Details pane that gives you basic info (or 'properties') for the file in question.

## Open in new window

When you're moving or copying files from one location to another, it makes sense to open two windows at once, so that you can look at both the location you're copying from and where you want to copy to at the same time, and drag and drop directly from one to the other.

Choose New Window from the File menu to open a new File Explorer window.

Or right-click a folder in the main pane or Navigation pane and select 'Open in new window' to open a new window showing that location, saving you the effort of browsing to it manually.

# Wi-Fi and networks

Connect and share easily and securely



**An internet connection has become so crucial to the experience of using a PC that you're now prompted to join a network during the installation of Windows 10. It doesn't get much more fundamental than that.**

What's more, Windows will connect automatically to a wired network whenever one is available. So if you have

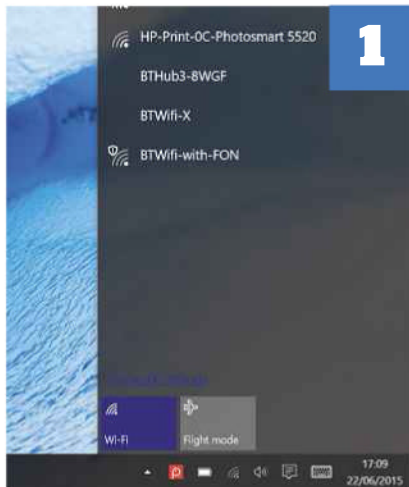
an Ethernet cable attached between your PC and your broadband router, or to a HomePlug powerline adaptor that extends your network, there's nothing more to do to get online.

If you don't choose to connect at the initial startup, however, or need to switch to a different wireless network while out and about with your laptop, you can do so quickly from the Windows Desktop.

## Switching Wi-Fi off

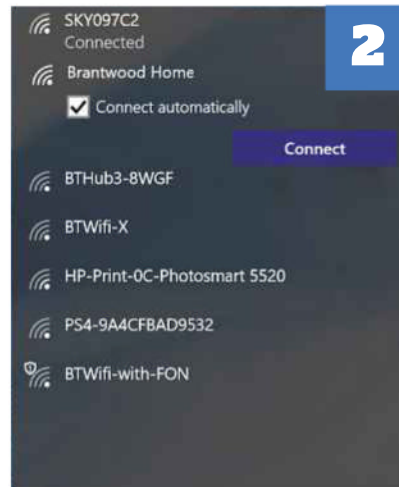
You can always switch wifi off to save a laptop or tablet's battery charge by clicking on the network icon in the taskbar, then tapping the Wi-Fi button at the bottom of the panel. Tapping the Airplane button will disable Bluetooth or mobile (3G/4G) connectivity as well. Both buttons act as toggles, so you tap them again to switch connectivity back on.

## Join a network



### Pick a network

**1** Click the Network button at the right-hand side of the Windows 10 Taskbar. You'll see a list of all the available wired and wireless networks. Click on the one you want to connect to.

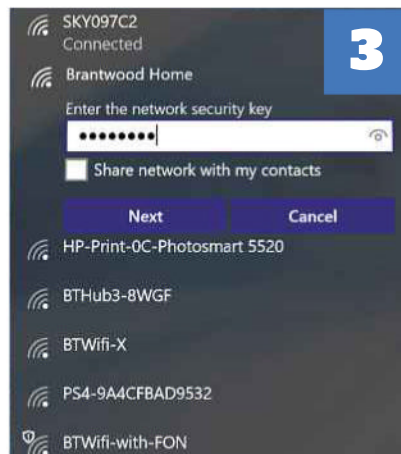


### Connect

**2** If this is your own home or office network, or one you use regularly, tick Connect Automatically. If it's a one-off or a network you don't particularly trust, leave it unticked. Now click Connect.

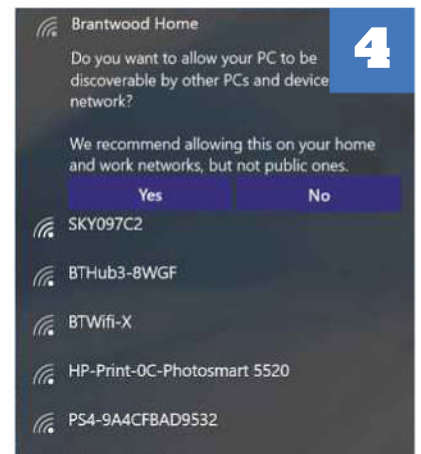
### Enter a password

**3** The network will ask you for a security key. Enter the correct password, then click Next. Or if you can get to the router and it supports WPS, press its WPS button and wait for Windows and the network to negotiate the settings.

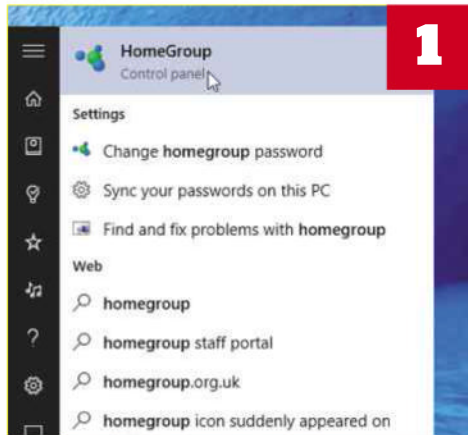


### Set discoverable

**4** Windows will now ask whether you want to allow your PC to be 'discoverable' by PCs and other devices on this network. This is a good idea at home or in your own office, where you want to share files and folders as easily as possible, but not on public networks like those in coffee shops.



# Share files and folders through a homegroup

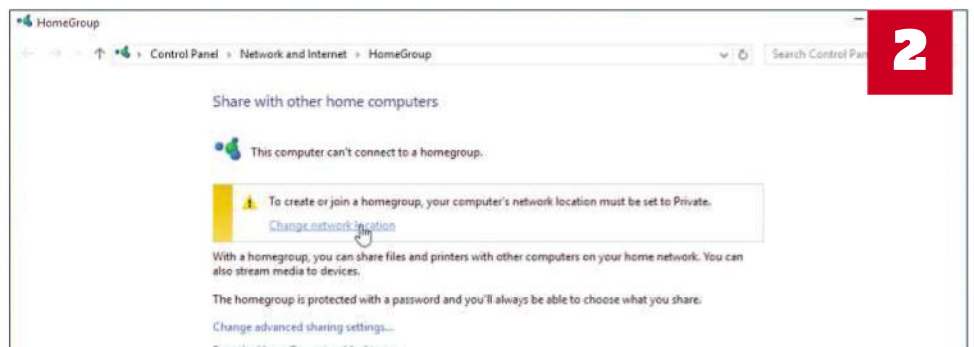


## Do you have a homegroup?

**1** To share files or folders with other PCs on your network, you'll probably need to either join or create a homegroup. If you have an existing homegroup, take a note of any password. You can find it by searching for 'homegroup' on a PC that's already connected, clicking HomeGroup, then clicking 'View or print the homegroup password'. When you're ready to connect your PC, type [homegroup](#) into the Cortana search bar at the bottom left of the screen, then click 'HomeGroup Control panel' from the list that comes up.

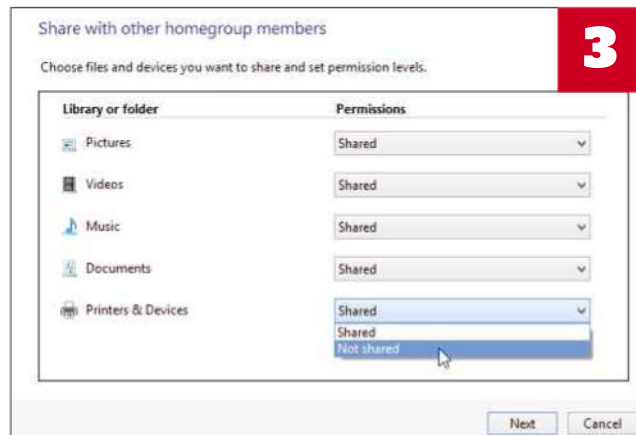
## Is Wi-Fi Sense safe?

Windows 10 has a new feature, Wi-Fi Sense, which shares the name of the network you're connected to, along with an encrypted version of its security key with other Windows 10 users. Ticking the 'Share the network with my contacts' option will enable anyone in your contacts to connect automatically via your PC, if they're within range. This can be helpful on public networks, such as in a hotel, but it's not a great idea for your home network if you want to keep it properly secured.



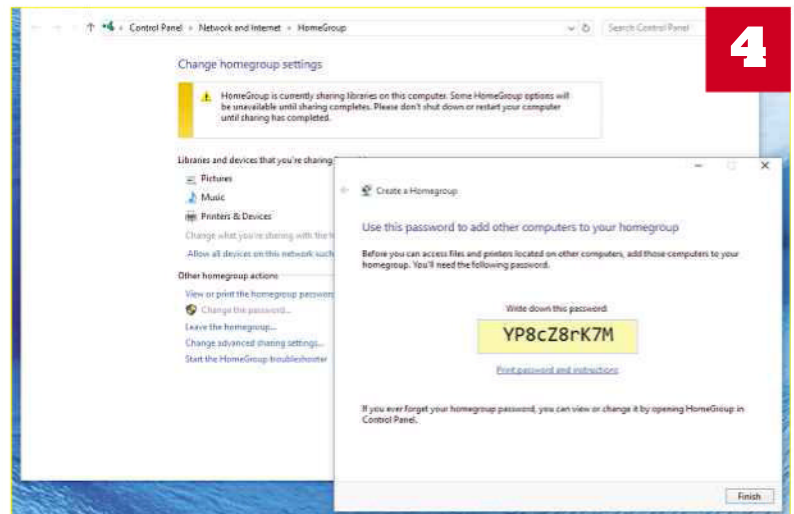
## Join a homegroup

**2** You may see an alert saying that to create or join a homegroup, your network location must be set to Private. Click 'Change network location', then click Yes. Windows will search for existing homegroups. When it finds yours, tap Join to continue, then enter the password you noted down. Or if you have no homegroup, skip to the last step.



## Sharing settings

**3** You'll then be asked which files you want to share within your homegroup. Use the drop-down menus to select which types of Library or folder will be shared or not shared, and whether Printers or other devices will be shared. As long as this is on a network that you fully control, for example at home, it may be simplest to share everything, to avoid having to remember how to get to these settings later when you try to connect to something and can't. When you've made all your settings, click Finish.



## Create a new homegroup

**4** If you don't have an existing homegroup, click the 'Create a homegroup' link to create one. You'll be asked which files and folders to share, as above. Click Next and the new homegroup is created. You'll be given a password that you can use when connecting other Windows systems to it. Jot it down or print it out for later use as above, then click Finish and carry on.



# Using Windows 10 with touch

Do you have a Windows tablet, a laptop, or an all-in-one desktop PC with a touch-screen? If so, you'll discover a whole new way to control Windows 10

**While Windows 8 was built from the ground up to support touch, Windows 10 deliberately takes a step back towards the more traditional keyboard-and-mouse model of PC computing. Don't be fooled, though; Windows 10 still has a touch-centric user interface, it's just that Microsoft has been cleverer about integrating it with the rest of the operating system.**

You can even switch between touch and non-touch interfaces at the click of a button. The secret is Tablet mode. It's part of Microsoft's Continuum strategy, where essentially the same Windows 10 operating system and apps run across all Windows devices, but the user interface automatically adapts to fit the type of device that's running it.

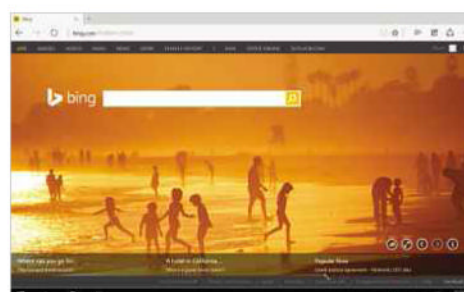
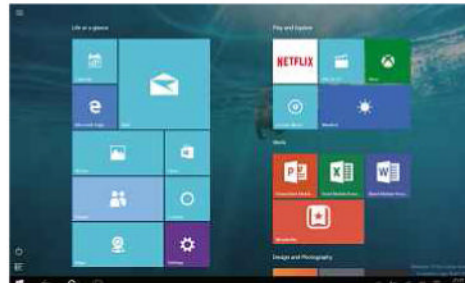
Switching to Tablet mode does several things to Windows 10. Firstly, the standard Desktop disappears, along with the Start menu, to be replaced by a full-screen Start screen. The Taskbar changes, too, with the Cortana search box replaced by a simple icon, all app icons disappearing and a global Back button materialising, which works much like it would do on a smartphone. Finally, the on-screen touch keyboard pops up automatically when it's required.

## Get your buttons back

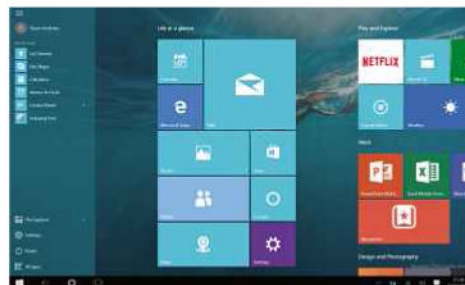
Using Tablet mode but want to see the App, Notification or Touch Keyboard icons? Just tap and hold on the Taskbar to see options for all of the above.

### ▼ Tablet mode

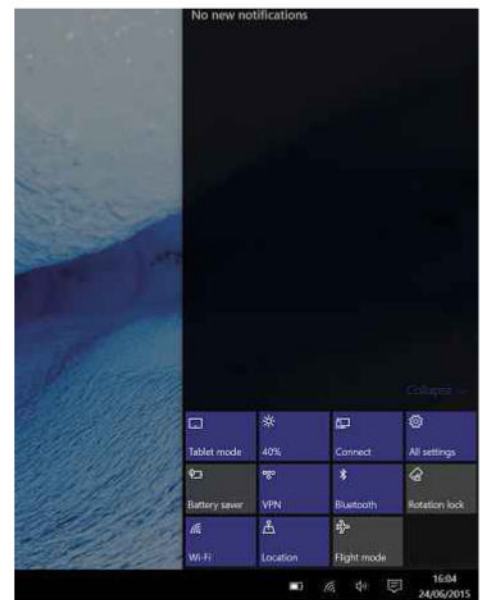
Compared to the standard Windows interface (right), some of the options, lists and shortcuts you'll normally see on the Start menu are missing from Tablet mode (below). To see them, tap the 'hamburger' Menu button in the top left corner and an extra pane slides into view (bottom).



▲ Tablet mode runs apps in full-screen mode



▲ The Menu button opens a panel of options



### ▲ Switching from desktop to tablet

Windows should start up in Tablet mode on a tablet device. On a device with an optional keyboard, such as a Surface or 'hybrid' laptop, it should switch automatically when the keyboard is disconnected or re-attached. But you can also switch at any time using the button for Tablet mode among the Quick Actions at the bottom of the Action Centre. If you're in Tablet mode and can't see Action Centre, swipe in from the right.



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# Chapter 3

# Using Windows' built-in apps

Windows 10 comes with great apps for many day-to-day tasks, such as sending emails, browsing the web, enjoying movies or music, and more

**T**hese days we're all used to using apps on our smartphones and tablets, but now Windows 10 brings them to your desktop too. And if you've used apps on Windows 8, then don't worry – this time Microsoft has got it right. Apps don't take over your whole screen in

Windows 10 – they work just like normal programs, except they're even easier to use. You can download apps from the Windows Store (and we'll explain how on page 134), but when you first start up Windows 10 you'll be greeted by a number of extremely useful apps that come baked into the OS.

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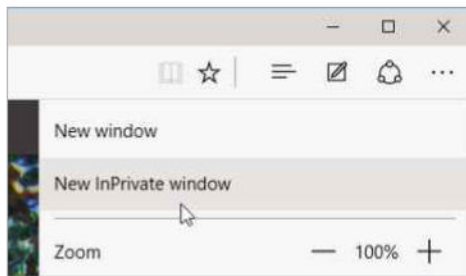
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# Browse the web with Edge

Edge is the first new web browser to come from Microsoft in almost 20 years. It's fast, streamlined and comes with some brilliantly useful tools



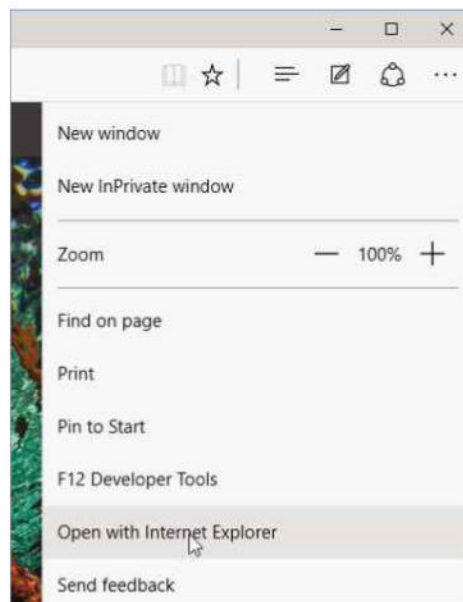
## Browse privately

▲ To browse privately in Edge, click the menu (three dots) button and select 'New InPrivate window'.

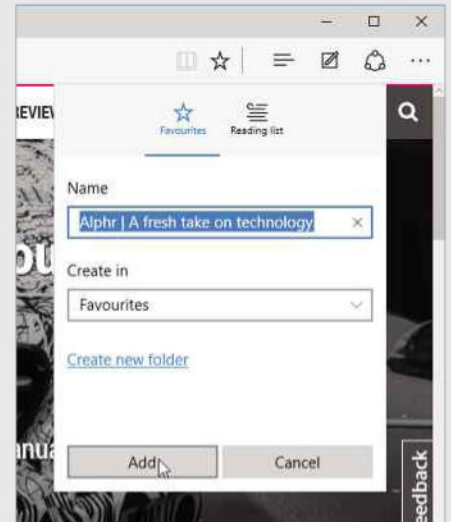
InPrivate is Microsoft's equivalent of Firefox's Private Browsing or Chrome's Incognito mode. Your browsing history and any temporary files or cookies won't be stored on your PC, so other users won't be able to trace your activities later, and sites that you visit won't be able to use cookies to tell if you've visited them before. That doesn't mean you're completely anonymous, though. Websites can still detect your IP address, which usually belongs to a group used by your broadband ISP, but can potentially be used to identify you personally, either by matching it against sites where you've entered personal details or logged in as yourself, or if a court order is obtained against the ISP. And anything you do on a site can still be recorded by its owner. So InPrivate isn't entirely private, but it's still very useful if you're, say, present shopping for a family member and don't want other people in your household to know what you're buying them.

## Use Internet Explorer instead

▼ Although Edge replaces Internet Explorer (IE) as Windows' primary browser, IE isn't dead. You can still launch it by searching for it with Cortana, or by clicking the Options button (three dots) in Edge and selecting Open in Internet Explorer. Edge uses an all-new rendering engine to display web pages, ditching support for old technologies like ActiveX. This is good for performance — Edge is very fast — but will be incompatible with some existing websites. So if you have problems with a page, try using IE instead.

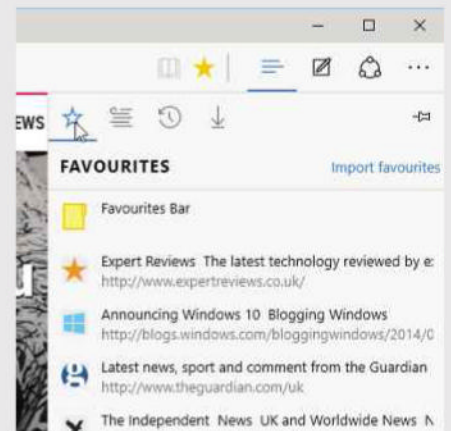


## Using Edge



## 4 Add to Favourites

Click the star icon to add a page to your Favourites or save it to your Reading List.



## 5 The Hub

In this new multi-function list panel (shown above), you can switch between your Favourites, Reading List, History and Downloads using the four icons at the top. Click on a Favourite to launch that page, an article in your Reading List to read it, a web page in your History to open it, or a file in your Downloads to launch the related app.



## 1 Navigation buttons

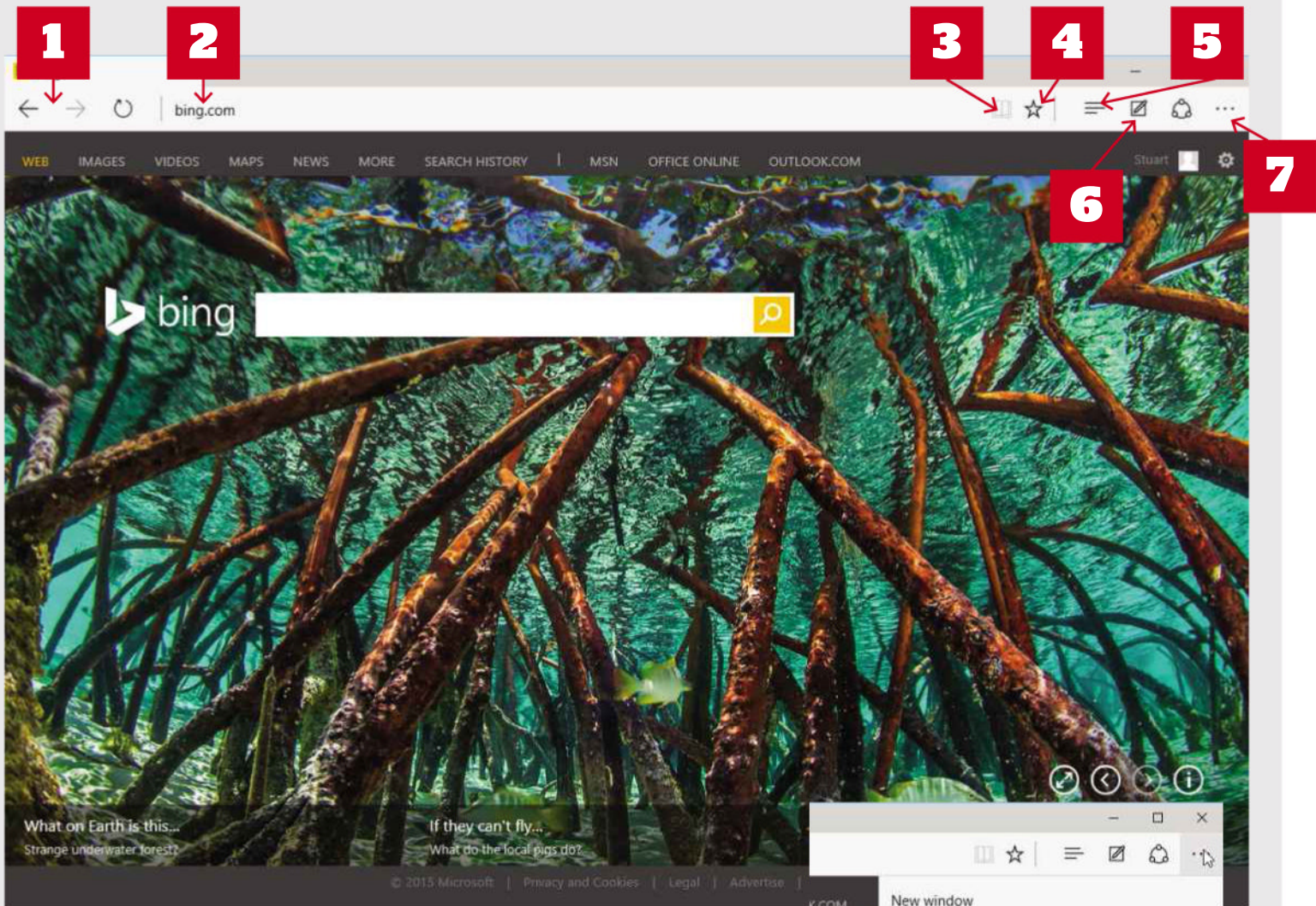
The Back, Forwards and Refresh buttons work just like they do in other browsers, taking you back to the last page, forward again, or refreshing the current page for any changes.

## 2 Address bar

As you'd expect from a modern browser, Edge's address bar covers multiple roles. Type a web address and you'll be taken to that site, even if you leave off the 'http://' and 'www.' bits. Type in search terms, on the other hand, and Edge will open a Bing page. You can pick another search engine if you don't like Microsoft's Bing.

## 3 Reading View

Like other browsers, Edge has a pared-back reading mode which crops adverts, sidebars and navigation from compatible websites so you can concentrate on the content. It's only available for pages that are mainly text, such as news articles. Don't confuse this, a way of looking at web pages, with Reading List, a way of keeping them to look at later.



## 6 Web Notes

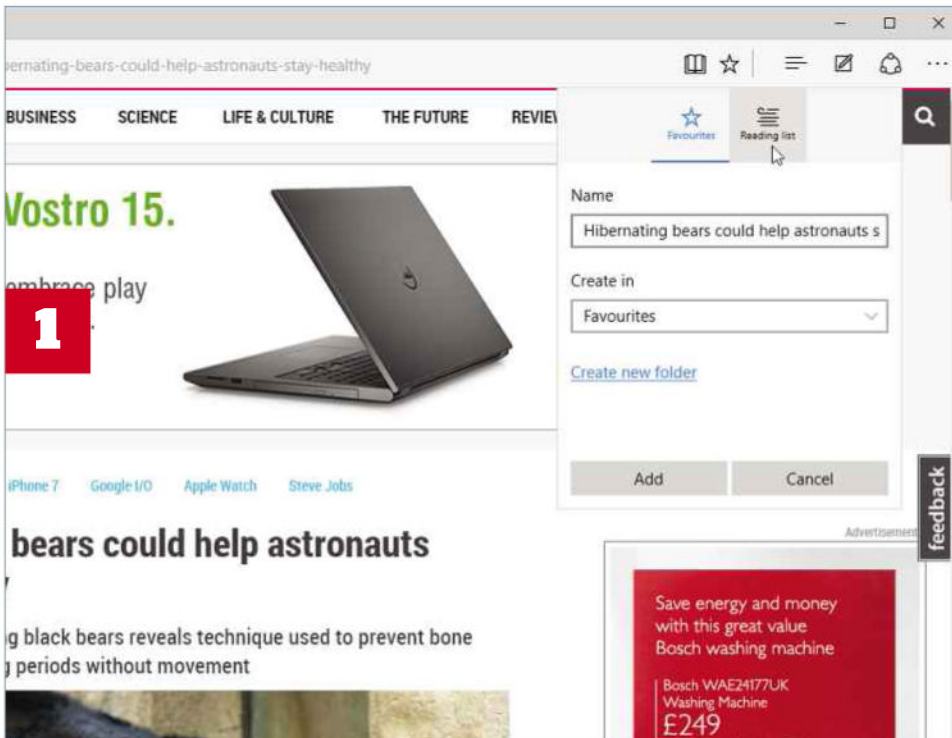
One of the Edge browser's best new features is the ability to transform web pages into annotated Web Notes. This button makes it happen, as we'll see over the page.

## 7 Options button

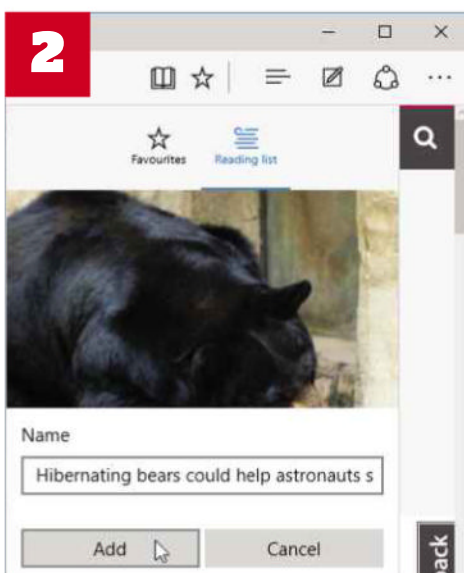
The 'three dots' button (shown right) opens an additional menu with shortcuts to Settings, Sharing and Find tools, plus options to open a new window or a new InPrivate window.

## Save web pages for later with Edge's Reading List

**1** While looking at a page you want to save, click on the star-shaped Favourites button in Edge's toolbar, then click on the Reading List button.



**2** Type a name in the box provided, or just leave it as the default, which will usually be the headline or title from the page. Click Add.



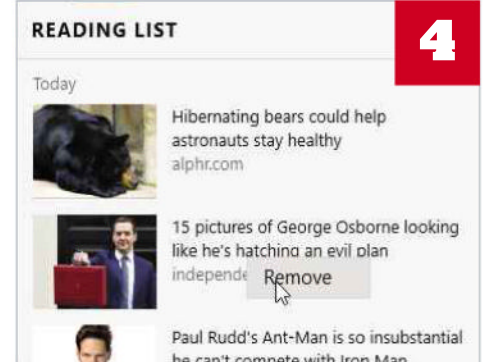
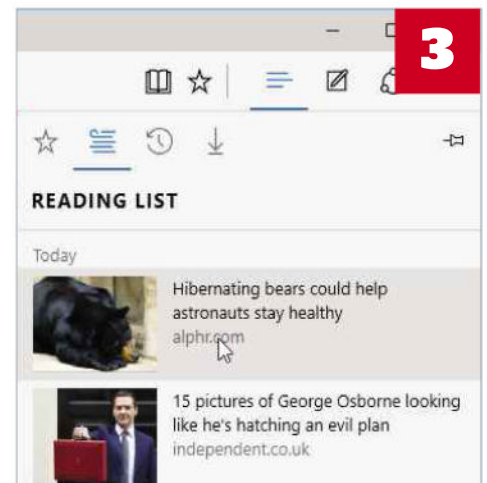
**3** That stores the article in your Reading List. So how do you read it later? Simple. Open Edge and click the Hub button in the toolbar to open the Hub. Now click the Reading List button. Reading List will list all the pages you have stored, with today's pages at the top. Click on a page to read it.

**4** Now that you've read the item, you may not need it saved. Open the Hub, click Reading List, find the item and right-click on it. Click Remove. You can remove other pages at the same time, to prevent a backlog building up.

### Edge and Cortana

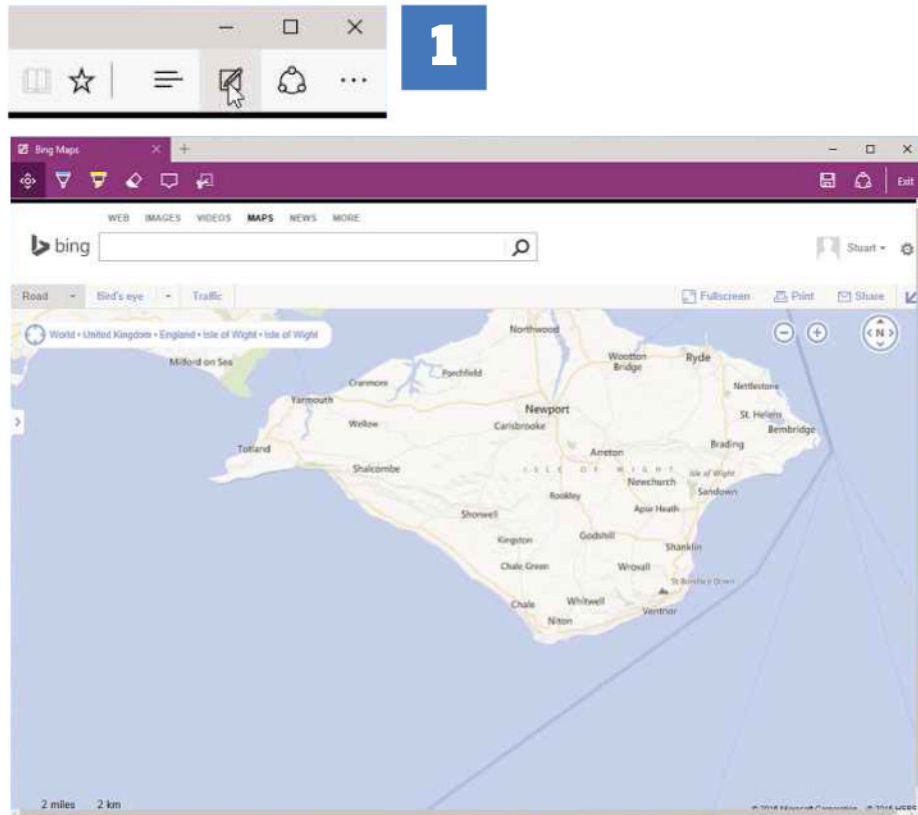
Edge and Cortana work together like tomato and mozzarella on a pizza. Searches you make through Cortana — either by voice or text — will launch a search on Bing through Edge, and Cortana collects data from your browsing habits to help you find what you're looking for in future.

Cortana will proactively pop up on certain websites to give you information she thinks might be useful, or help you out with certain tasks. What's more, you can highlight a word or passage on the website, right-click it and then select Ask Cortana from the menu to get more information — very handy if you want to know your calzone from your bresaola while browsing the local Italian.

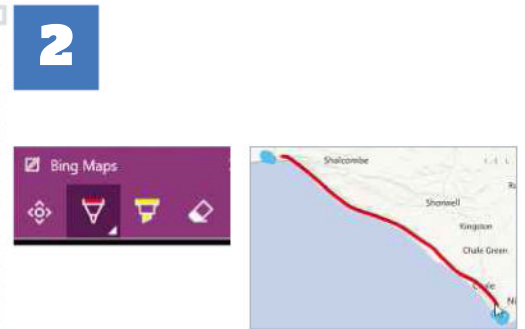




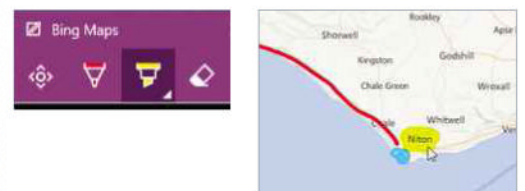
# Make and share annotated web pages



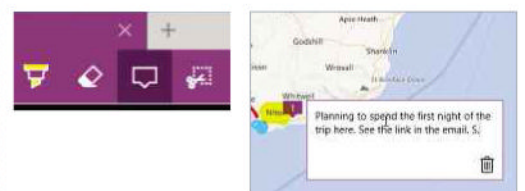
**1** To turn a page into a Web Note, click the Make a Web Note button (the pen and paper icon) at the right of Edge's toolbar (see the top image). The page will be captured, and a new toolbar will now appear at the top of the Edge window (see the image above).



**2** There are four tools you can use to make your notes. The Pen can be used to draw or write freehand on the page. It's best with a stylus, but it works with a trackpad, mouse or finger too.



**2** The Highlighter tool gives you a paler, bigger, translucent version of the Pen, ideal for marking up areas of text or framing elements on the web page.



**2** The Typed Note tool (it looks like a cartoon speech bubble) adds a numbered text box on the page. Type comments in the box, or click the bin to delete it. There's also an Eraser tool, which can be used to remove unwanted markings, and a Clip tool, which allows you to save a section of your annotated page to the Windows Clipboard. From there, it can be pasted into Microsoft Office apps, OneNote or the program of your choice.



**3** To save a Web Note, with your doodles, to your Reading List or Favourites, click the Save icon at the right of the toolbar. To share the Web Note via the Reading List or OneNote apps, click the Share icon. To close your Web Note and go back to looking at the web page, click Exit.

**4** You can view each Web Note tool's options by clicking on the small arrow-shaped icon just beneath it. With the Pen and Highlighter, for example, you can change the size and colour of the ink, while the Eraser has a Clear All Ink option to get rid of all your markings and annotations at the same time.

## Save and read web pages anywhere

Articles on your Reading List will also show up on your Edge home page when you open a new window or new tab. And they're not just stored on this PC, but will be synced across any other devices you have running Windows 10 and Edge. Add a page to the list on your PC, and you can read it on your phone or tablet later, provided there's an internet connection to sync across.



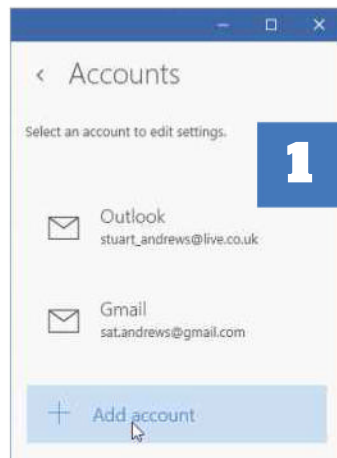
# Send email with Mail

In Windows 7 you had to download a separate email program and the Mail app in Windows 8 was next to useless. But with Windows 10's smart, simple Mail app, Microsoft finally gets email right

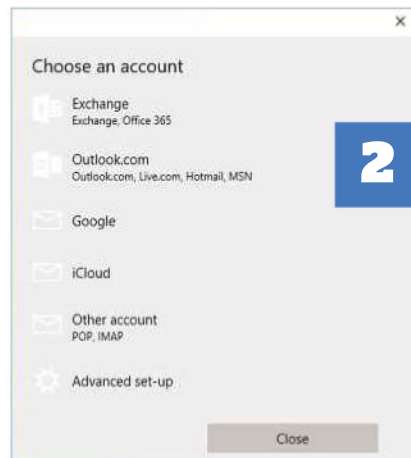
## Other options

Windows 10's Mail app is great and works with all kinds of email account types. But if you find you don't get on with it for any reason, you could stick to using webmail (via your browser) or use Thunderbird (free from [www.snipca.com/17450](http://www.snipca.com/17450)).

## Add an email account

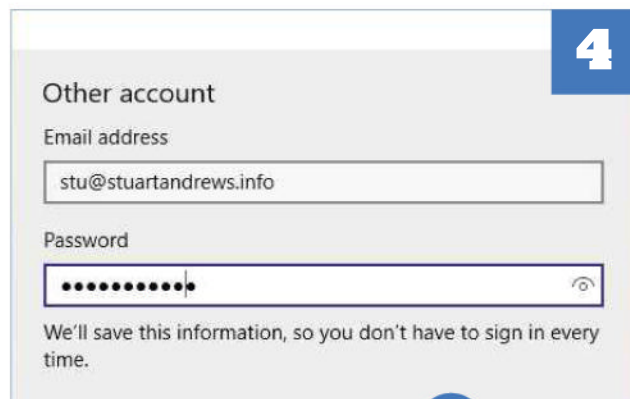
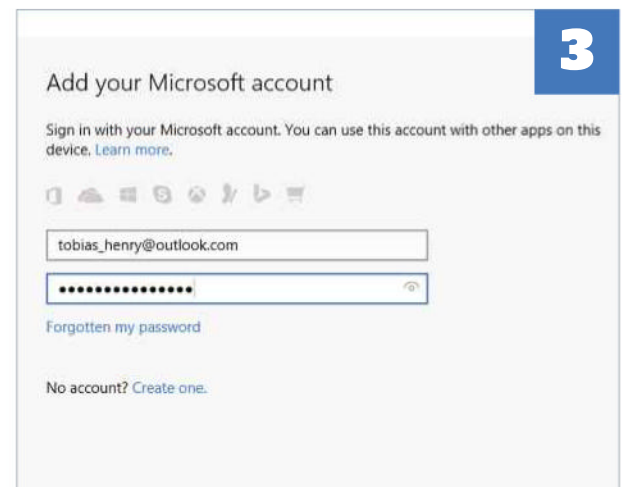


**1** Open the Mail app and click the cog-shaped Settings icon at the bottom left. Where the Settings panel has slid out on the right, click Accounts. You'll see your existing accounts listed. Click on one if you need to change its settings, or click Add account to add a new one.



**2** A dialogue box will pop up asking you to choose a type of account. Windows 10's Mail is able to set up many types of email and webmail accounts automatically, including Microsoft Exchange, Office 365, Outlook.com, Google (Gmail) and iCloud. So if you're adding one of those, just click to select it.

**3** Enter the email address and password for this account, then click Sign-in. Mail will configure the account correctly, and messages should start streaming through.



**4** With other types of accounts (POP or IMAP), Mail can still try to configure things automatically. Enter the username and password for your account, then click Sign-In. Sometimes, however, you'll need more info to get things working. Click Advanced. Give the account a name, just for reference.



**5** Enter the address of the incoming email server. You may need to refer to your email provider or ISP for these details. Set the Account Type to IMAP or POP3 as needed, then enter your username and password. Enter the outgoing email server. Click Sign-in.

## 1 Menu bar

The Menu bar down the left hand side provides controls for creating and switching between email accounts and folders. Click the 'hamburger' icon (top left) to expand or hide the Menu bar.

## 2 New message

Click the plus icon to compose a new email.

## 3 Switch account

Click the person icon to switch email accounts.

## 4 Move folder

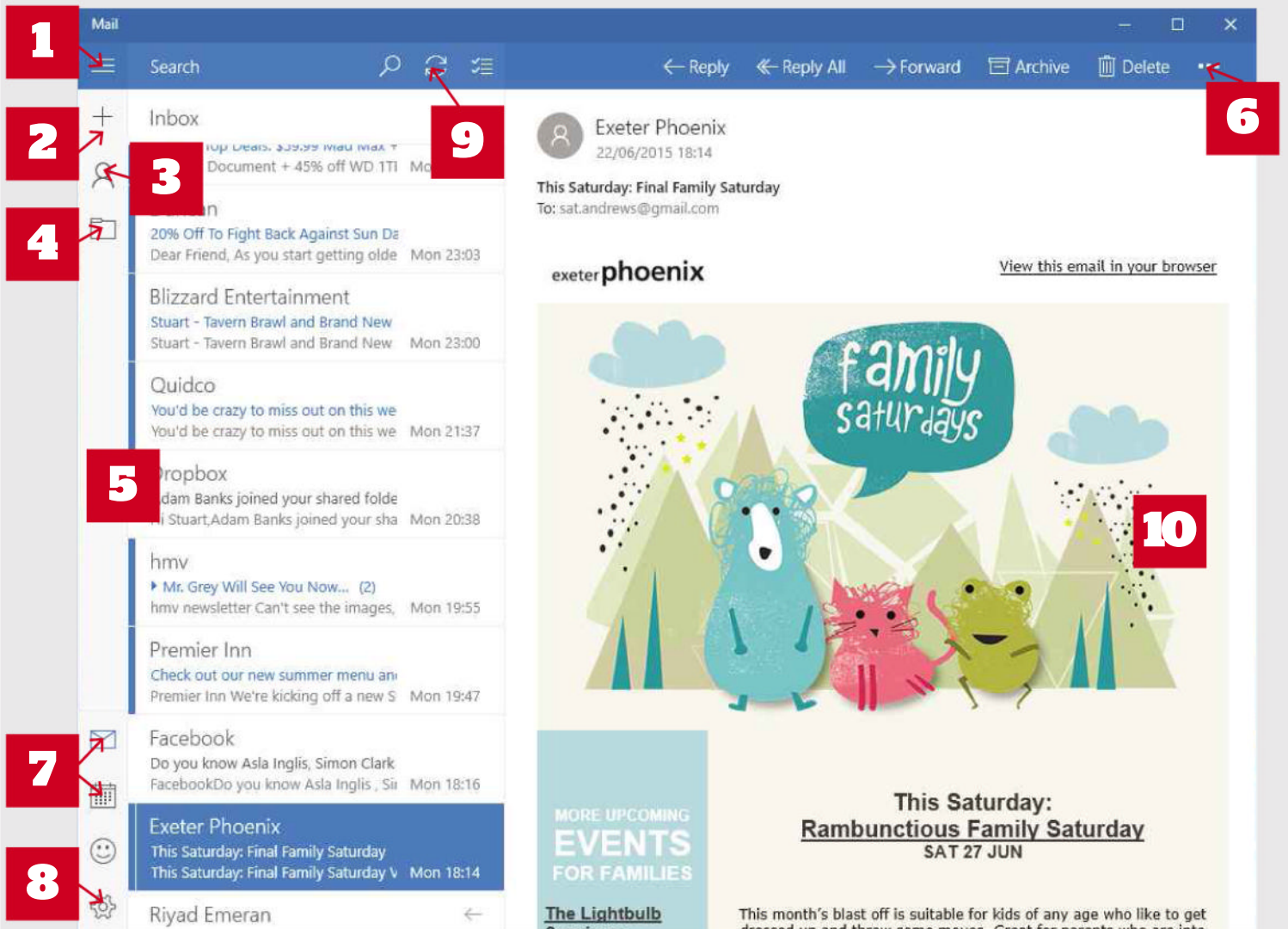
Click the folder icon to navigate to another folder within the currently selected account: move between you Inbox, Outbox, Drafts, Deleted and Sent items.

## 5 Message list

This lists your email in order of arrival, latest first. Hover over an item and options (such as flag or delete) will appear to the right.

## 6 Menu

Click for options including adding a flag, moving, printing or marking a message as unread. You can zoom in or out of a message too.



## 7 Mail and Calendar

These buttons let you switch quickly between the Mail and Calendar apps. That's something most users are likely to need to do in both their work and personal lives, so Windows 10 makes it easier by increasing the integration between them, even though the apps are separate.

## 8 Settings

Click the cog here to open a Settings pane where you can manage email accounts, change the Mail app's background picture and set other options.

## 9 Three more tools

The magnifying glass searches through your mailbox for whatever keywords you enter. The Refresh button checks for new mail. The Select button shows a tick box at the left of each message; useful when you need to organise a lot of mail, as we'll see.

## 10 Preview pane

The main part of the window shows the full content of the currently selected message. This is also where you'll write a new email. Note the Reply, Reply All, Forward, Archive and Delete buttons at the top apply to the message you're currently previewing.

## Manage your messages

**1** Start by deleting or archiving emails you've read. Deleting gets rid of them permanently. Archiving (not supported by all email or webmail services) takes the mail out of your inbox, but retains it on the server, so you can still search for it later if you need to. Highlight a message, then click the Archive or Delete buttons in the bar above the Preview pane,

or hover over the email and click the similar buttons that appear there.

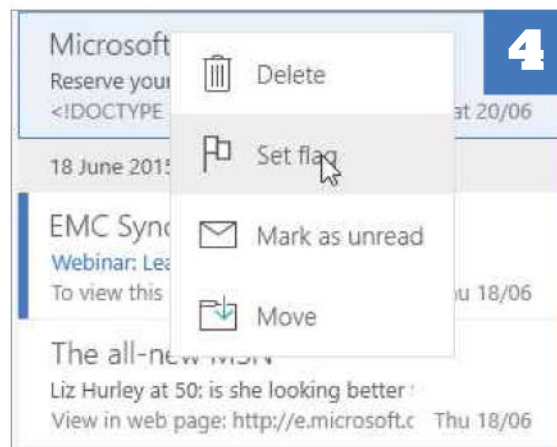
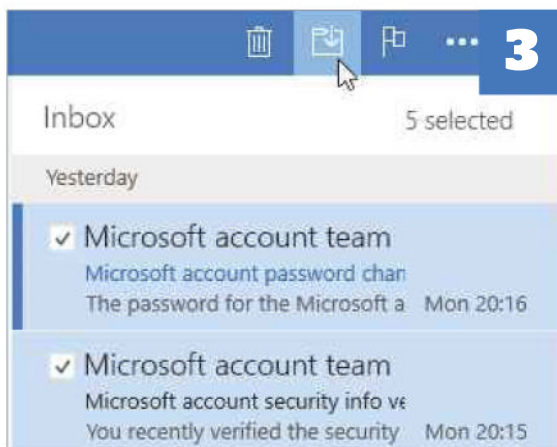
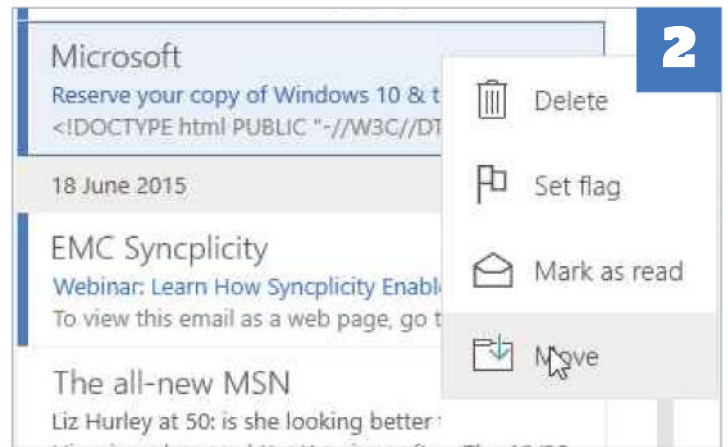
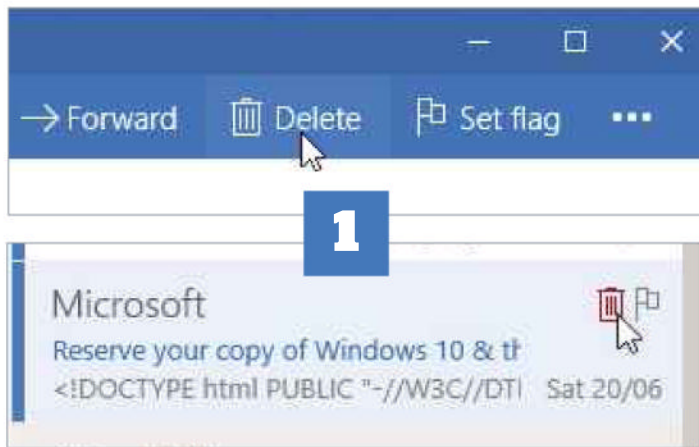
**2** If you have folders already set up to organise messages in your webmail or email service, right-click on the message and select Move. The Navigation pane will expand to show you all the folders in that mailbox, and you can simply click the

folder you want to move the selected email into.

**3** To archive, delete or move multiple mails at once, click the Select button in top toolbar. Now go through and put a tick in the box next to each email you want. You'll see new Archive, Delete and Move buttons appear in the toolbar. Click

one to do this to all of the selected files at once.

**4** Finally, to flag up emails for attention later, right-click on a message in the message list and select 'Set flag', or hover over the email and click the Set Flag button. Flagged mails get a light yellow highlight, making them easier to spot.



### Create new folders

While earlier Windows email clients, like Outlook Express and Windows Live Mail, let you create folders and set up rules that would move messages automatically, Mail doesn't (at least so far). You can still use the standard webmail interface for services like Outlook.com or Gmail, in Edge or Internet Explorer, to set up folders and rules, then use Mail to check and move incoming mails where necessary. It's not ideal.

### Using touch

Mail lets you flag, archive or delete a message just by swiping across it on a tablet, or touchpad. Click the Settings cog, then Options. Use the drop-down menu to select an account. Click to switch Swipe Actions on or off, then use the two drop-downs to set your swiping options.



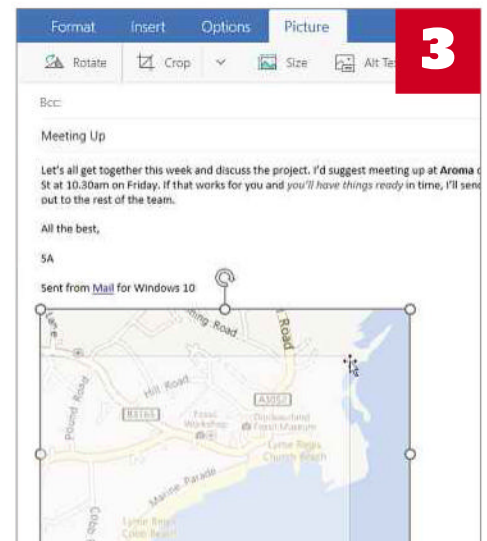
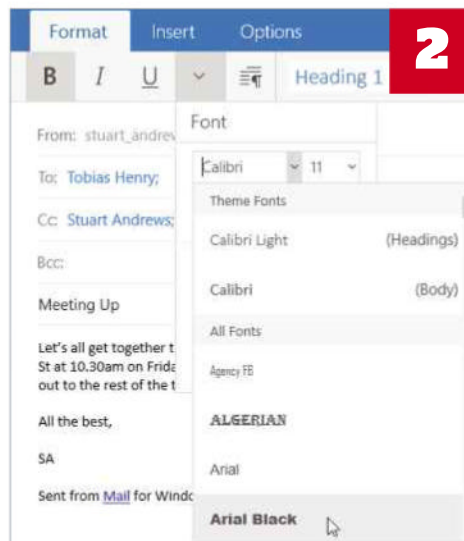
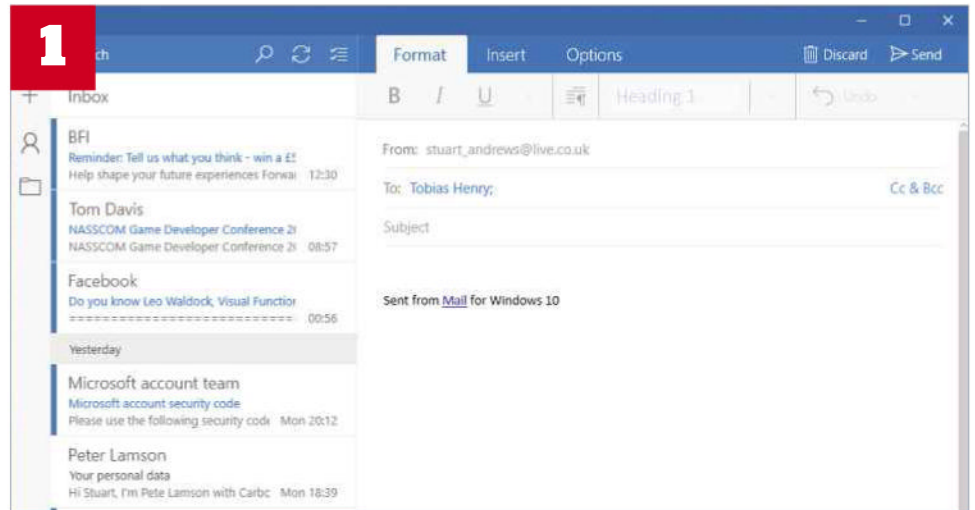


## Write and send emails

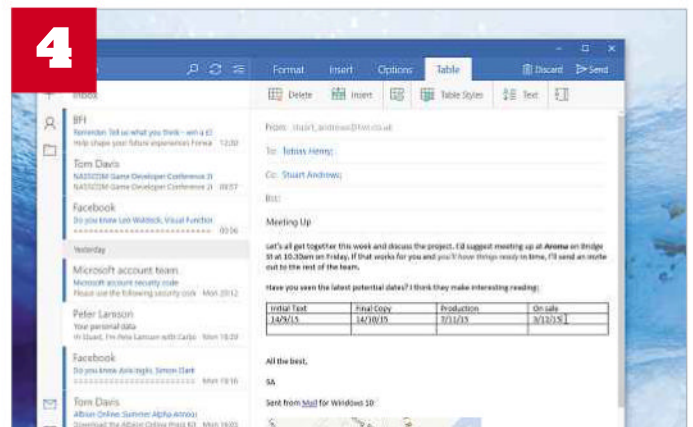
**1** To compose a message, click the plus button in the top left. Type the name or email address of the recipient into the To: field. As you type, Mail will try to match contacts information from the People app. Press Enter when the correct one is selected, or after you finish typing the address. You can carry on typing to add further recipients. If you want to Cc or Bcc (blind copy, where recipients don't see each other's addresses) other recipients, click the Cc & Bcc link to reveal these fields in the email.

**2** Click in the Subject field and type in a subject line, then click below and start writing your email. Mail has a simplified version of Microsoft Word's ribbon interface. With the Format tab selected, click the B, I and U icons to embolden, italicise or underline text. Click the arrow next door to change the font and size, highlight text or change its colour, or clear formatting you've already applied. The next button adds paragraph formatting, such as bullets or numbering, indents or changing the line spacing, just as in Word. You can also select a paragraph style to apply to the text, or create styles of your own.

**3** Click Insert to attach a file to the email, or insert a web link or picture. Click the Picture button and you can use the File Explorer interface to navigate to and select an image file. Now click Insert. Once the picture is in place, more tools appear in a new Picture toolbar. Use these to rotate or crop the image or quickly change its size, or click and drag the circular handles on the corners and edges of the frame to resize and rescale it. Click outside the picture when you're finished to continue editing your email.



**4** You can also insert tables. Click Insert, then Table. Type into the cells provided, and use the Delete and Insert buttons to remove or add rows and columns. Click Style to quickly adjust the look, or Table Styles for more options. The Size button controls the size of cells, and whether they adjust to fit their content. When your email's finished, click the Send button at the top right.



# Use the Calendar app

Set up Windows 10's Calendar app and stay on top of your schedule

**The Calendar app, as in previous versions of Windows, lets you set up events and reminders, share your diary and appointments with others, and manage multiple calendars for different purposes.**

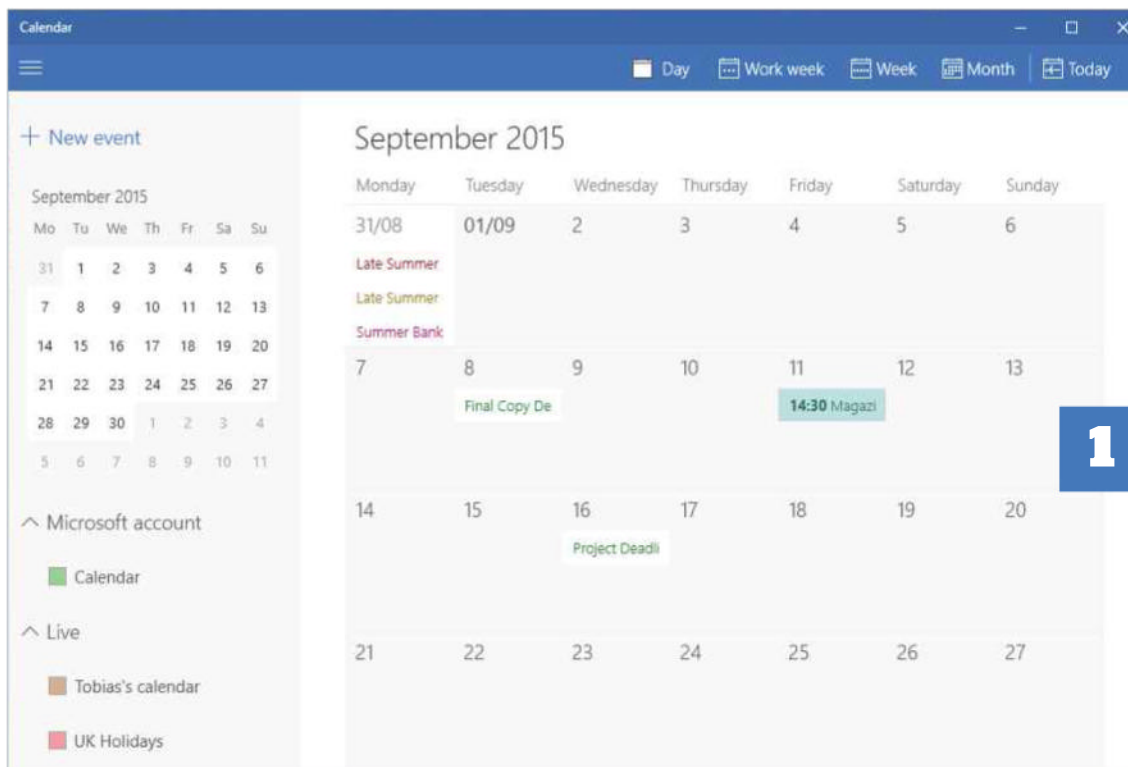
It's immediately noticeable that this

new version has been developed to work closely with the new Mail app. Both share a similar look and feel and, tellingly, each one has a button in its Menu bar (on the left) to launch the other.

Significantly revised and enhanced for Windows 10, Calendar makes it easy for

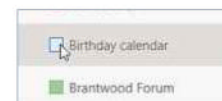
you and your contacts to create and track events even across multiple calendars connected to different Exchange, Outlook.com or Gmail accounts. Whether you're managing your work time or just keeping your personal life organised – most likely both – the tools you need are ready to go.

## Set up and use your Calendar



### Moving around

**1** You can switch quickly between different tools using the toolbar at the top. The Menu bar at the left expands and collapses when you click the three-bar 'hamburger' icon in the top corner. Clicking on a date in the small monthly calendar here will move the main calendar view to that date. In the main calendar view, scroll upwards and downwards through the dates with swiping gestures, a mouse wheel, or the Back and Forward arrows that appear if you hover beneath the Today button. Click that to go back to the current day. The Calendar app can work with several calendars at once, each allied to a different email account. The area at the foot of the Navigation pane shows you which events are allied to which calendars, and you can turn visibility for a calendar on or off just by clicking in its coloured box.



### Settings

**2** Click the Settings button to change your Calendar Settings or add a new account. Accounts are shared across the Calendar and Mail apps, and setup works in exactly the same way.



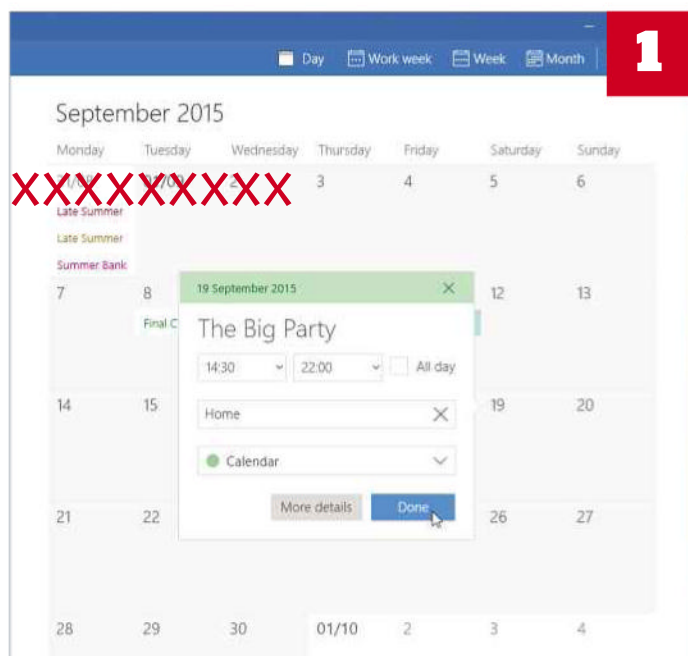
### Event details

**3** To get more details of an event, hover over it. A pop-up will appear with the basic information. To find out more, click the More Details button.

## Create new events

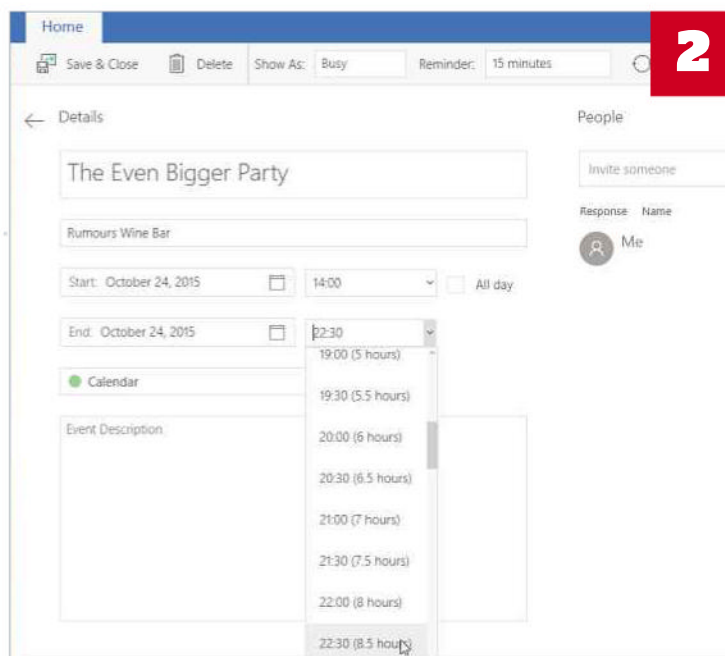
### Make an instant appointment

**1** There are two easy ways to create a new event: one that's ideal for fixing something quickly, and one that gives you more control. The quicker way is to scroll down to the date in question, then click on it (or on the hour if you're in the Day, Week or Work Week view). Give the Event a name, a start and end time and a location. Now click the Calendar drop-down and select which calendar you want to add this event to. If you use one email account for work, for instance, and one for personal, it makes sense to add work events to your work email calendar, and personal events to the other one. Click Done.



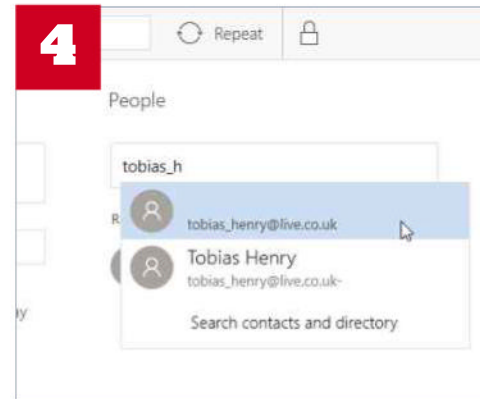
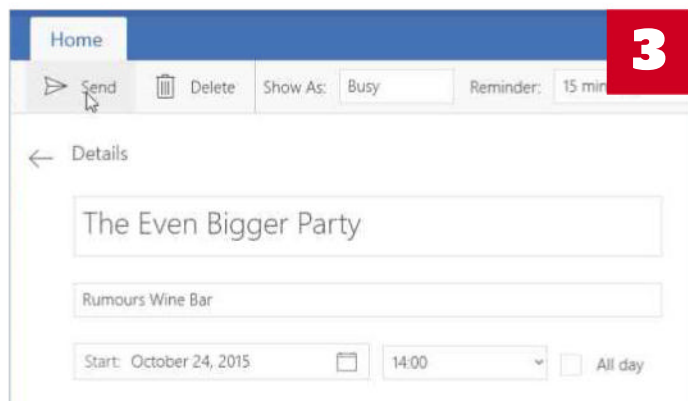
### Make more detailed arrangements

**2** The other way is to click the plus button at the top of the Menu bar (although clicking the More Details button when creating a Quick Event will have the same effect). Here you'll find two big differences. Firstly, you can either type in the date or use the date picker on the right-hand side of the date field to choose when the event starts and ends. You can then type in the time or use the time drop-downs to set the start and end times. The Calendar selection works in the same way here, but there's an extra field for you to enter a description of the event. This is particularly useful if you plan to invite contacts who'll need to know what it's all about before they can decide how to respond.



### Send and receive

**3** When you've invited everyone, click Send. Invites will now be emailed out. You can use the same Details view to track who's responded, and who's accepted or declined. You can also use the toolbar at the top to Send Updates about changes of location or time, or Cancel the Meeting.



### Add people

**4** Talking of inviting contacts, you can do that using the People section on the right. Start typing a name in the Invite Someone field, and Calendar will match it against your contacts. Press Return when it hits the right one. If you add a contact by mistake, you can easily remove it. Hover over the name, then click the 'x'.



# Manage contacts with People

The People app is destined to be much more than just an address book

**➤ At it currently stands, the Windows 10 People app may actually seem like a bit of a step backwards from its Windows 8 equivalent. The social networking features and notifications introduced there are all removed and what we're left with is more of a straightforward contacts manager, like the old Windows Address Book. But there are big changes yet to come to this app, and others, in Windows 10.**

If the People app looks sparse now, it's because Microsoft has more ambitious plans for this area of functionality than it was able to implement in time for the launch of its new OS. It all goes back to when Microsoft bought Skype in 2011. After four years, the company is still in the process of integrating Skype's voice and video calling and messaging platform into Office and Windows, with brand new Contacts and Messaging apps planned that will enable you to start

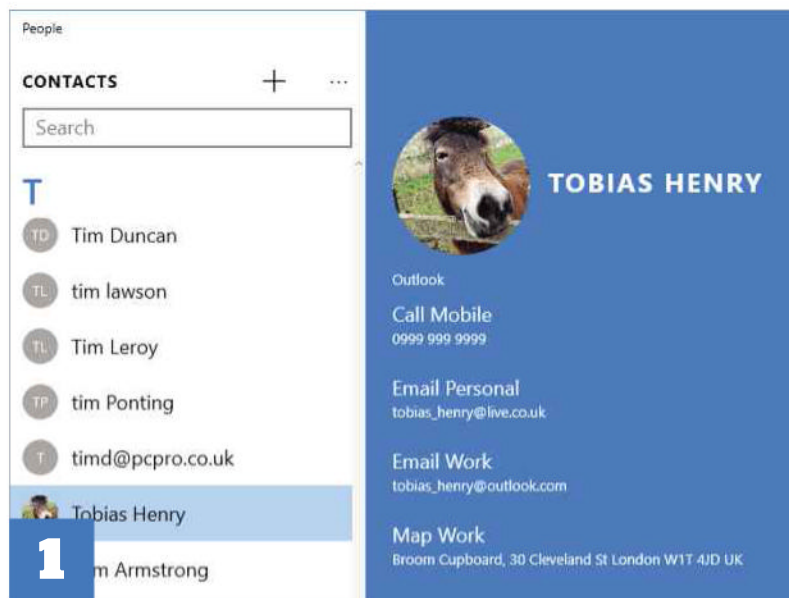
Skype calls directly from the Contacts app, for example, or view texts and instant messages in a dedicated app.

It's expected that these features will roll out in the coming months, but for now the only way to use Skype within Windows is to download and install the desktop app from [www.snipca.com/17659](http://www.snipca.com/17659) or get it from the Windows Store. It works perfectly well under Windows 10, even though it's not included as standard with the operating system.

## Find and add contacts

### Link contacts

Whether you work with multiple accounts, have contacts with multiple email addresses or accidentally duplicate contacts, it's all too easy to end up with several different entries for the same person. Luckily, you can link them. Search for a contact, click Link in the top right corner, then click 'Select a Contact' to link to and find the other entries. It would be neater to copy and paste all the information into one contact and delete the other copies, but if that's not practical (because you need the same person listed in different accounts, say), linking is the answer.

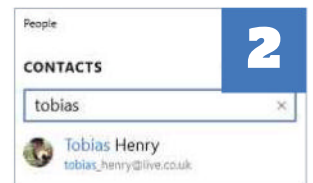


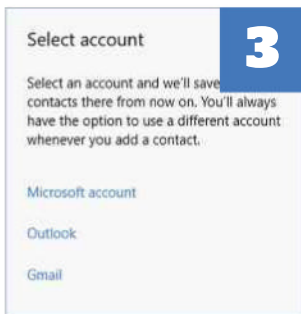
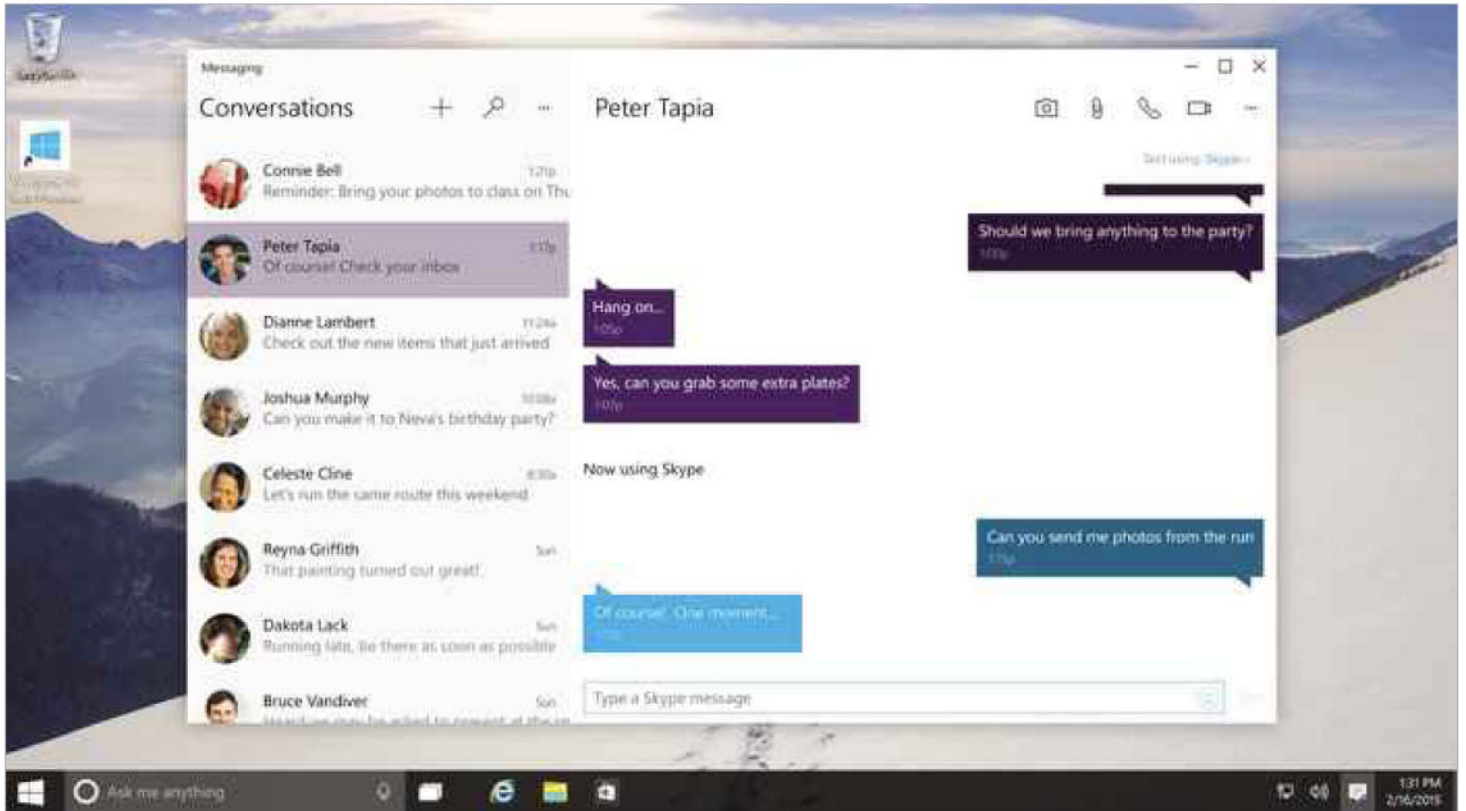
### Browse your current contacts

**1** The left-hand panel in the People app lists all your contacts, while the right-hand panel shows the currently selected contact's details. Scroll down to an existing contact and click to see the details saved under it.

### Search

**2** If you don't fancy scrolling through your contacts list, use the Search bar in the top-left corner. As you type in each letter, People will narrow down your choices based on the contacts stored, until you hit the right one (or fail to find anything).

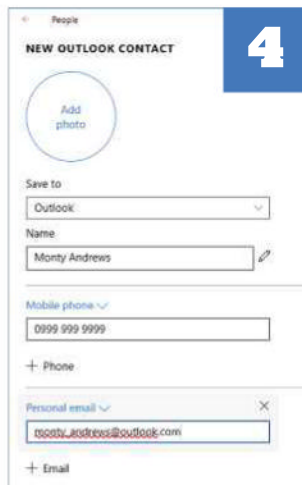




### Add a contact

**3** To add a new contact, click the plus button above the search box. The app will ask you to select an account to add the contact to.

Remember that when you add contacts to one account, they won't necessarily spread across to others, so if you use Google's Contacts to manage contacts across your Windows 10 PC and an Android phone, for example, then it makes sense to add any new contacts to your Gmail account.



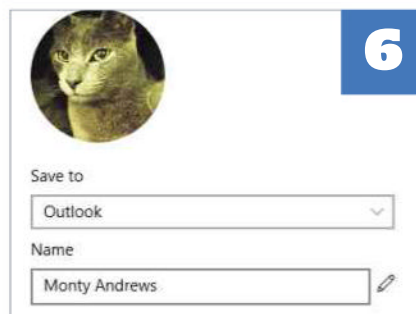
### Enter information

**4** Start off entering basic details: a name, a phone number and an email. If you want to change, say, the Mobile Phone field to a landline, click the blue Mobile Phone link – the downward-pointing chevron indicates that a menu is available – and select Work or Home from the list.



### Add more fields

**5** You can add other details beyond those specified in the default form by clicking the +Phone, +Email, +Address or +Other buttons, selecting the detail you want to add, and then entering whatever you need to enter in the field that appears.



### Edit contacts

**7** You can edit contacts in exactly the same way as you created them, but instead of clicking the plus button at the top left, search for your contact and click the pencil-shaped Edit icon in the top right corner. Make your changes, then click the Save button to store them.

### Include a portrait

**6** If you have a photo for your contact, you can include it by clicking the circle labelled 'Add Photo' in the top left corner of the New Contact box. When you've completed as much information as you have for your new contact, click the Save button in the top right corner.

# Get free storage with OneDrive

Cloud storage is built into Windows 10, letting you back up, share files, sync data and more, all for free. We explain how to get started

**OneDrive is much more than just another cloud-based storage service. It's an integrated part of the Windows 10 operating system that allows you to work across different devices – not just Windows PCs, but others too, including iOS and Android tablets and smartphones. Better still, OneDrive is free – or at least it is for storage up to 15GB. Users of Office 365 get even more space.**

As in Windows 7 and 8, OneDrive is a service that primarily does two things. Firstly, it gives you an online storage space where you can keep files, whether documents, photos, video or music. You can then access and (in some cases) stream those files from just about any

device with a web browser. Secondly, OneDrive can synchronise files between several laptops, tablets and desktop PCs, so that when you edit a document in Word, say, on one, the changes will be replicated across the others. You'll even be able to download, edit and upload changes from a Windows Phone or an Android or iOS device.

In Windows 8.1, you used OneDrive through a Modern Windows App and a desktop synchronisation client, the former for uploading and viewing files, the latter ensuring that files were synced in the background. Windows 10 does things differently. There's no dedicated OneDrive app, and files sync automatically.

What's more, the ways in which files

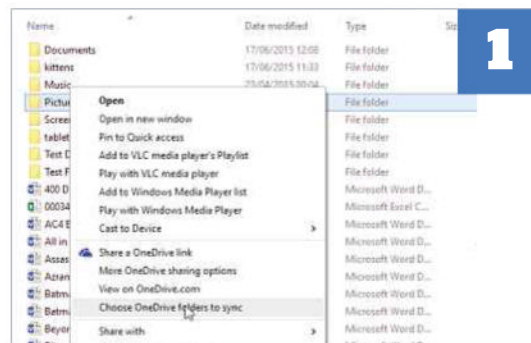
sync have changed. In Windows 8.1, Microsoft used a kind of smart sync to copy the files you were likely to use across to other devices automatically, while making the rest available in the cloud to download on demand. This was aimed at making things feel as efficient as possible, but understandably confused some users, who would assume that a file stored in OneDrive would always be available to work with on their PC, only to realise that it hadn't been synced when they had no internet connection.

As a result, Microsoft has returned to a system where you explicitly decide which files and folders to sync on each device, and which not to. It's probably for the best.

## Work from OneDrive

### Safer sharing

Setting the option 'Recipients need to sign in with a Microsoft Account' will help you track who else has opened, viewed or edited a file or folder. Users will need to have a working Microsoft Account, but given that this is free and gives them OneDrive storage and Outlook.com webmail, that doesn't seem much of a hardship.



**1** Right-click on any file or folder in OneDrive and select 'Choose OneDrive folders to sync.' Tick 'Sync all files and folders on my OneDrive' if you have plenty of hard disk space and want all your OneDrive files kept up to date.



**2** Alternatively, you can select individual folders or subfolders, noting how much space each one takes up. Click the chevron to the left to see individual subfolders. Click OK to start syncing.

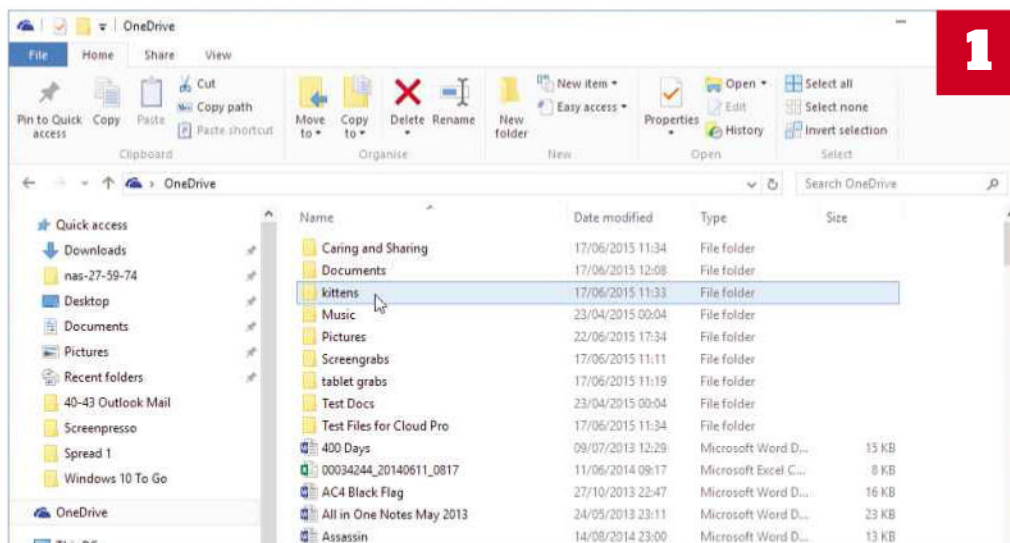


## Browse your OneDrive

**1** Go to Start, File Explorer or click on the File Explorer icon in the Taskbar. Now look in the Navigation pane on the left of the window and click on OneDrive.

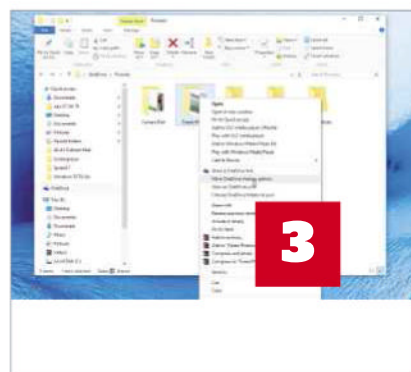
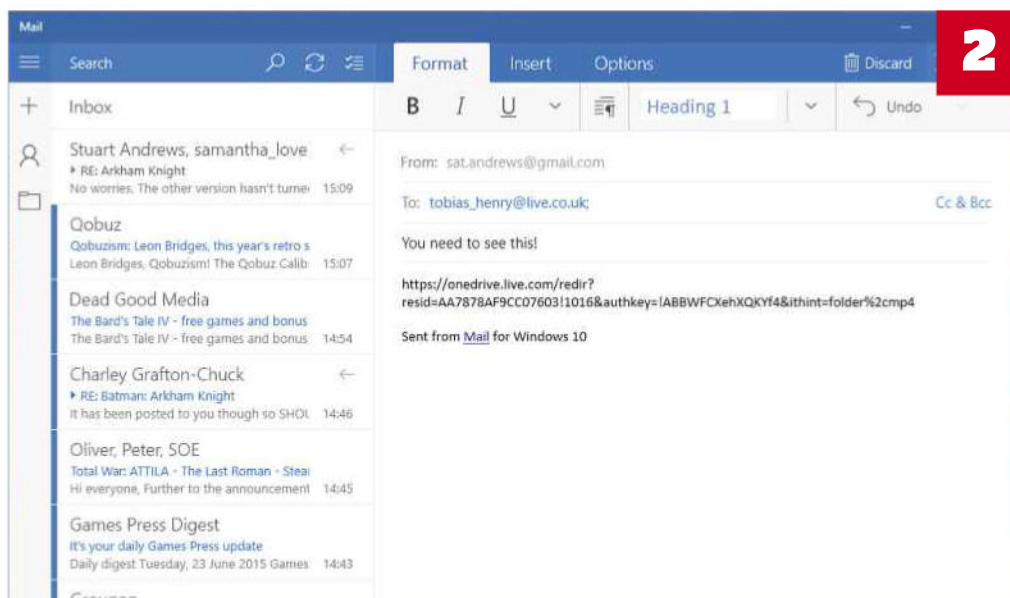
In the main pane on the right, you'll see all the files that are saved and synced to this PC from OneDrive. Double-click on a folder or a file to open it. To save a file or folder from your PC to OneDrive, either select OneDrive as the Save location in your app, or just copy or move files or folders to the OneDrive folder. You can drag and drop them in the usual way in the File Explorer.

Most of OneDrive's functions are available by right-clicking on a file or folder. To let a contact view a file or folder, for example, right-click on it, then select Share a OneDrive Link.



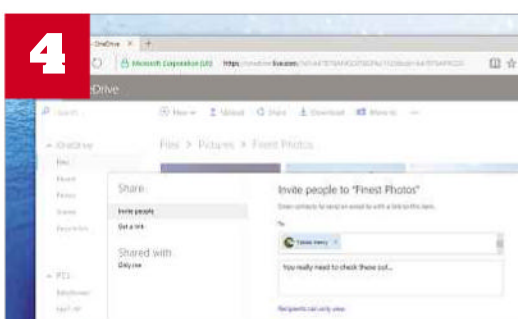
## Share files

**2** The link you just created will be copied to the Windows Clipboard. Now launch Mail, compose a new message, and press Ctrl-V (or right-click in the message and choose Paste) to paste it in. Send the email, and the recipient will be able to open the link and view your file or folder. They're accessing it on Microsoft's servers, not directly on your PC.



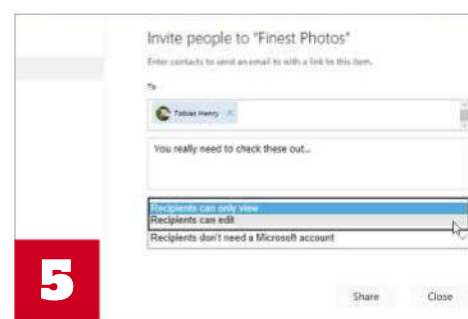
## More options

**3** Alternatively, right-click a folder within OneDrive, then select 'More OneDrive sharing options' to invite people to join the folder.



## Invite recipients

**4** The OneDrive website will launch, with a Share dialog box ready. Type contacts names into the To: field, then type any message you like where it says 'Add a quick note'.



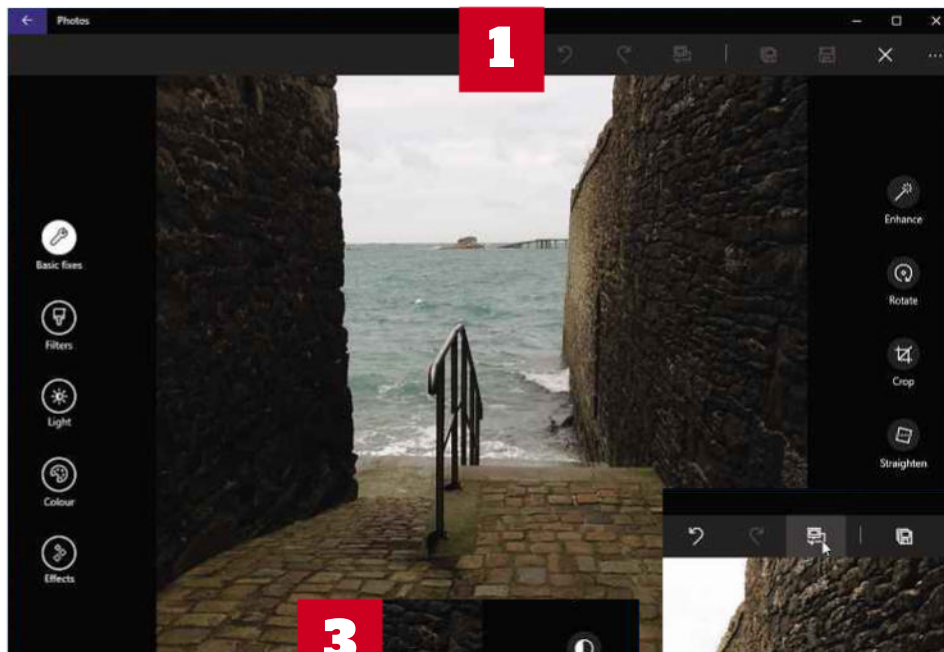
## Set permissions

**5** Click 'Recipients Can...' to select whether recipients can edit the files or only view them, and whether they'll need to sign in with a Microsoft Account. Click Share to activate the share.

# Use the Photos app

Part photo viewer, part image editor, Windows 10's new Photos app is great for simple, everyday tasks. We explain how to browse, organise, share and improve your photos easily

## Improve your pictures



### Enter Edit mode

**1** Click on a photo in your collection, then click the Edit button. You'll see two new toolbars, one on each side of the image. The buttons on the left switch between categories of adjustments, allowing you to apply basic fixes; filters; brightness, contrast and exposure adjustments; colour corrections, and special effects.

### Pick a fix

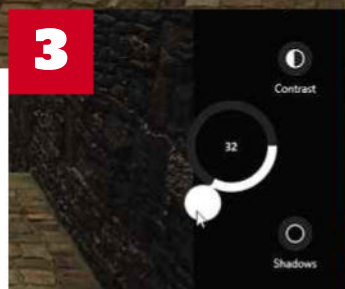
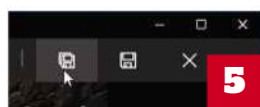
**2** The buttons on the right select tools within that category. For a one-touch enhancement, for example, click Basic Fixes on the left, followed by Enhance on the right. The app will apply a selection of automated fixes to improve the image.

### Compare and undo

**4** If you don't like the result, click the Undo button in the top toolbar (the arrow curling to the left), or click and hold and then release the Compare button to see 'before' and 'after' views.

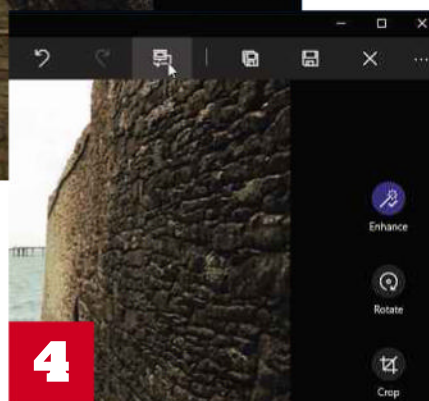
### Save your changes

**5** Your adjustments aren't made permanent until you save. The two Save buttons in the toolbar at the top let you save your adjusted photo as a copy, or save your changes over the original file. Click the Back button, top left, to return to viewing photos.



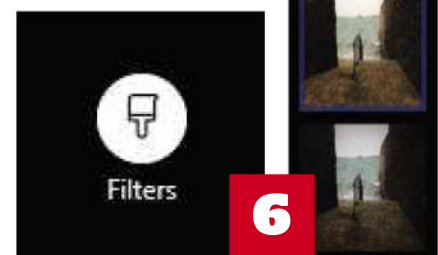
### Adjust the effect

**3** Some of the tools provide a rotary control to alter the intensity. For example, click Light, then Highlights. Now click on the circular blob and move it clockwise or anti-clockwise around the circle. See how the intensity of the effect rises and falls, and how the photo changes.



### Apply a filter

**6** Nobody can resist the occasional Instagram-style filter, and Photos makes it easy to apply a variety of them. Click the Filters button on the left, then click on the preview thumbnails on the right (notice how they use your own image) to try them out.



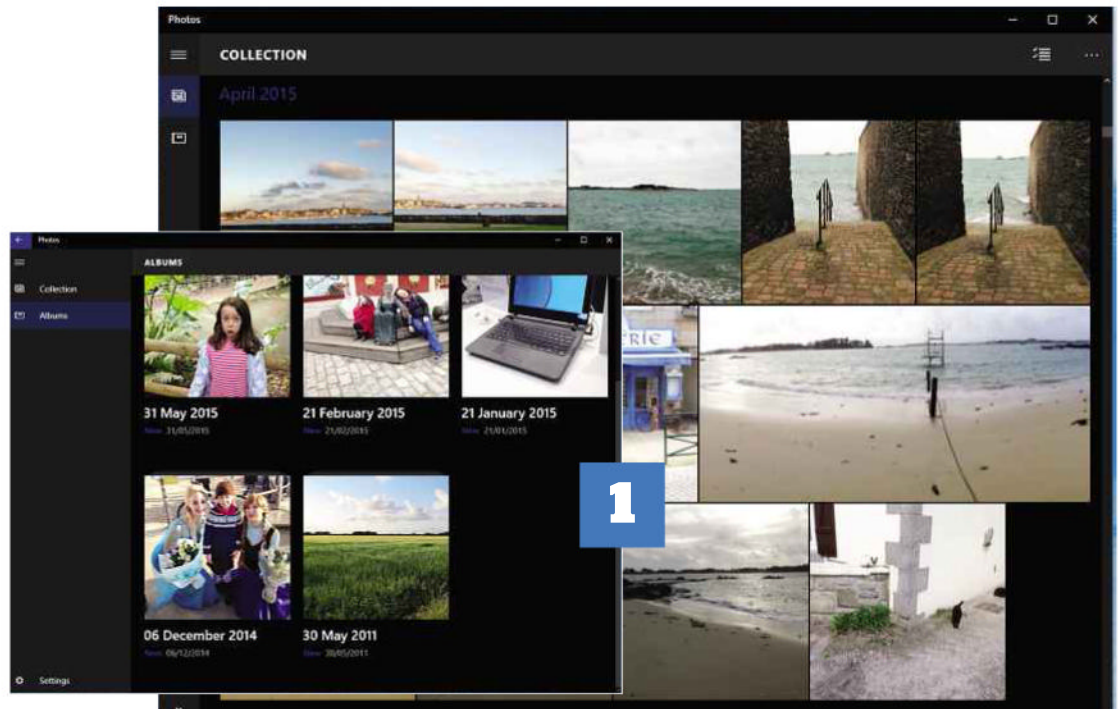


# View your photo collection

## Launch Photos

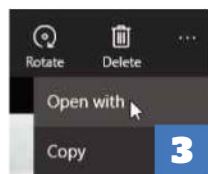
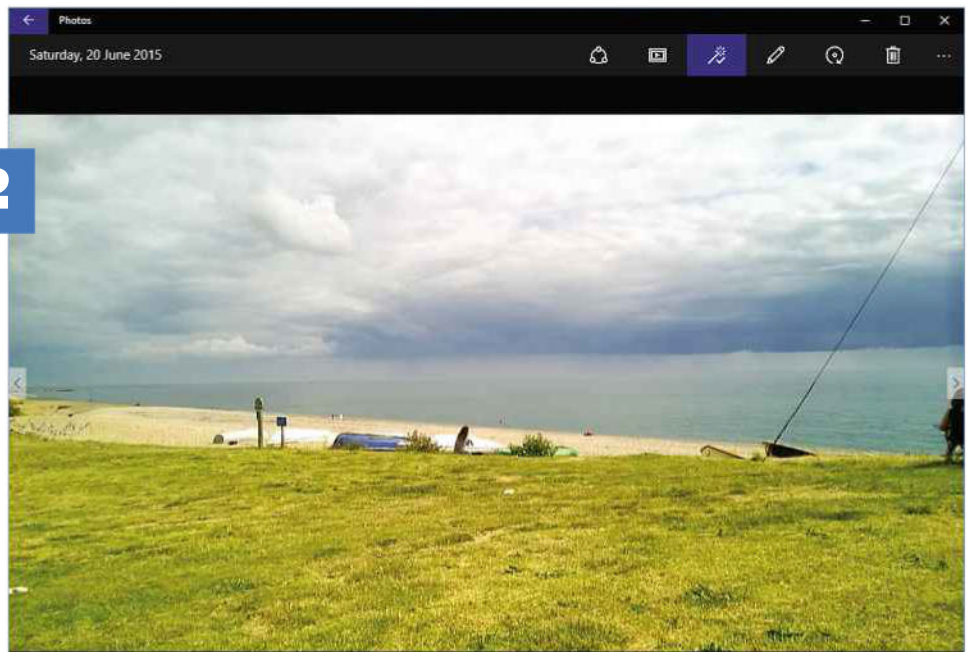
**1** Click Start, then click on the Photos Live Tile to launch the Photos app. If you're opening it for the first time, it may need to spend a few minutes finding and cataloguing your pics. It can automatically catalogue any image files you add to your Pictures folder, the public Pictures folder, or the Pictures folder in your OneDrive.

The Photos app has two main views, Collection and Albums. Switch between them using the two buttons in the Menu bar on the left, which expands and collapses when you click the Menu button at the top left. You can scroll through your photos, which are arranged by date. Albums are automatically created for the sets of photos you add (for example by plugging in a camera), with Photos selecting the best shots to show.



## Share and show

**2** Click a photo to make it fill the window, with new tools at the top. The Share button opens any available options to share that photo with other users. The Slide Show button starts a full-screen slide show. Click the photo again to stop this, then the back button next to Photos to return to your collection.



## Further editing

**3** Clicking the bin-shaped Delete icon sends the selected photo to the Recycle Bin. The Options button beside it lets you open the file in another program (perhaps a more complete image editor), copy it, print it, set it as a new lock screen, or see information from the file's EXIF data, including file size, resolution and camera specs.

## Basic adjustments

**4** The next three buttons let you adjust your photos. The 'magic wand' is an auto-enhance tool, which tries to optimise your photo automatically. You can toggle this on and off. The rotate button rotates the image 90 degrees. Click the pencil-shaped Edit button for more effects (see opposite page).



# Enjoy music, films and TV on your PC

New ways to keep yourself entertained, both online and off

➤ **Windows Media Center may be gone altogether, but Windows 10 makes up for this loss by providing a new set of easy-to-use tools for watching movies and listening to music. Windows 8's confusingly Xbox-branded Music and Video apps have gone too. And, while old favourite Windows Media Player remains, it's buried deep in the recesses of the All Apps list.**

Instead, Microsoft encourages users to opt for Windows 10's new Films & TV and Music apps for all their entertainment needs. And it's no coincidence that both

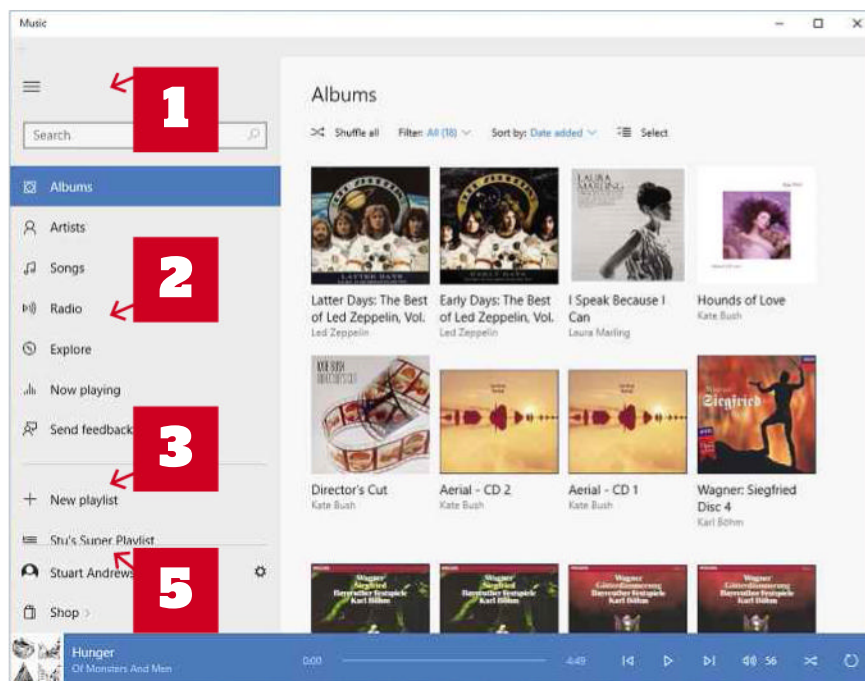
of these apps are heavily geared towards the company's own online entertainment stores and services. You can still view photos, watch video and listen to music stored on your hard disk as well as content streamed from the internet. But you may have to change the way you do it.

The new Film & TV app has two roles. Firstly, it's a gateway to any content you've purchased or rented on the now universal Windows Store (which runs across PCs, Windows Phone and Xbox). Secondly, it's a video player for any other video content that you have stored on your network or your PC.

For listening, the new and improved Music app is a streamlined player focused on creating playlists and playing your tracks. It's also integrated with Microsoft's Music Pass streaming service, so you can create playlists and play tracks from within the same app.

Both video and audio can easily be streamed to other devices around your home. If you connect your PC to a wireless sound system or remote display, you can use the Cast To function in the playback bar to stream the movie, TV show or music you're playing to it. Just click Cast To, then select your device.

## The Music app



**1** The collapsible Menu pane lets you search through your music collection via Album, Artist or Song, with a Now Playing view for the current track.

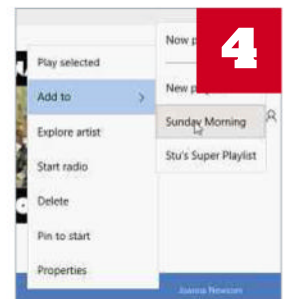
**2** The Radio and Explore buttons only appear if you subscribe to Microsoft's music-streaming service.

**3** Click here to create a playlist. Give it a name, then click Save. The new playlist appears in the list below.

**4** Click Albums, Artists or Songs, click to highlight an individual track, click '+' and select the playlist to add the track to it. Or add a whole album by

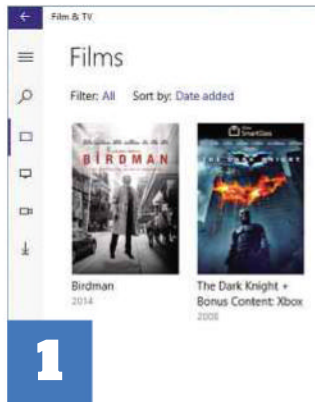
clicking the Add To button in the panel that shows the album's details.

**5** To play a playlist, click it in the Menu pane, then click Play.

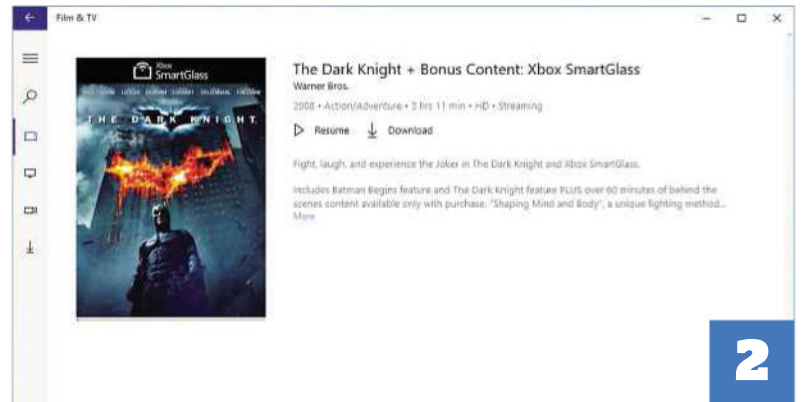


# The Films & TV app

**1** In the Films & TV app, you can switch between film, TV and video content using the Menu bar at the left. Click the Films button, for example, and you'll see any movies that you've bought or are currently renting from the Windows Store. Click the TV button and you'll see any TV series you've rented.

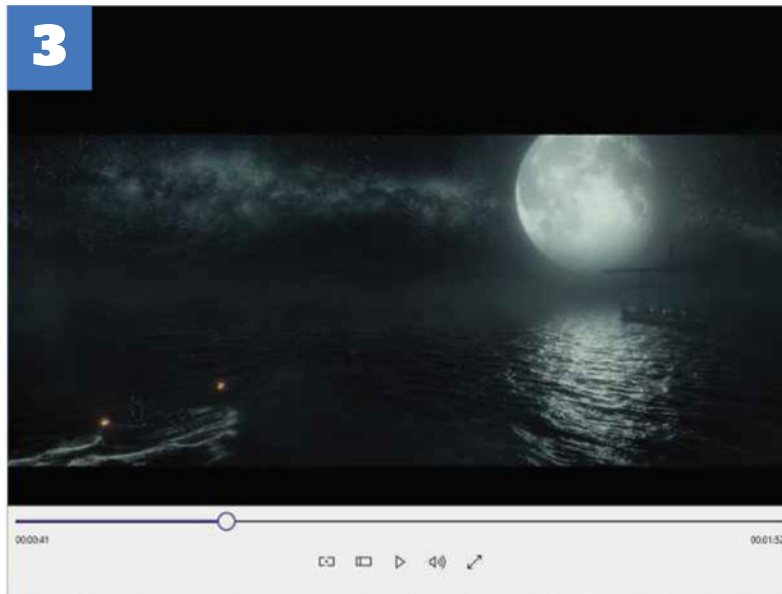


**1**



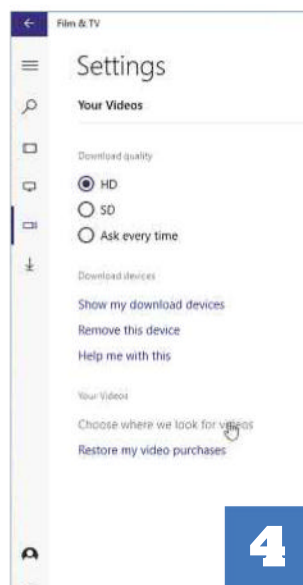
**2**

**3** Press Play and the film starts playing. Use the playback controls to play or pause, show subtitles, control the volume or switch in and out of full-screen. You can also use the 'Cast to Device' button to relay the picture and/or sound to another device on your network.

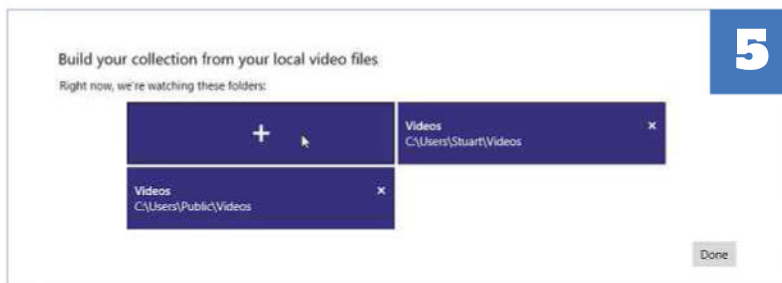


**3**

**2** Click on a film to see more details. You can either press the Play button to stream the film from Microsoft's servers live over your broadband connection, or click Download to download it to your PC and watch it later.



**4**



**5**

**4** Of course, you can also watch videos that you already have stored locally on your PC or another device on your network. Click the Videos button (movie camera icon) in the Menu bar, then click on the video file you want to play. By default, the Film & TV app only looks in your Videos folder and Public Videos folder for files, but you can ask it to look elsewhere, either on the PC or the network. Click Settings (the cog icon at the foot of the Menu bar), then 'Choose where we look for videos'.

**5** Click '+', then use the File Explorer to locate the folder where you keep your other video files. Click the 'Add this folder to Videos' link and it will be subsumed into the Films & TV app's Videos library, so all the videos in the folder will appear in the listing. Also in Settings, you can set purchases and rentals to HD for better quality or SD for smaller files and faster downloads.

# Navigate with Maps

Smartphones and tablets have had built-in maps for years – and now Windows 10 brings them to PCs too. The Maps app is ideal for planning trips, getting directions and more

**Maps is Windows 10's built-in mapping app, similar to Google Maps but using data from Microsoft's Bing Maps service. Few people outside Microsoft would suggest Bing Maps does it better, but the Maps app has one crucial advantage: it's closely integrated with Windows 10's Location features, with the Edge web browser and with Cortana.**

In turn, that means a little homework in Maps is crucial to getting the best out

of Windows 10's new digital assistant.

The Maps app follows the same design conventions as other built-in Windows 10 apps, with an expandable Menu bar on the left with shortcuts to the core Search, Directions and Favourites features, plus the rather cool 3D Cities views.

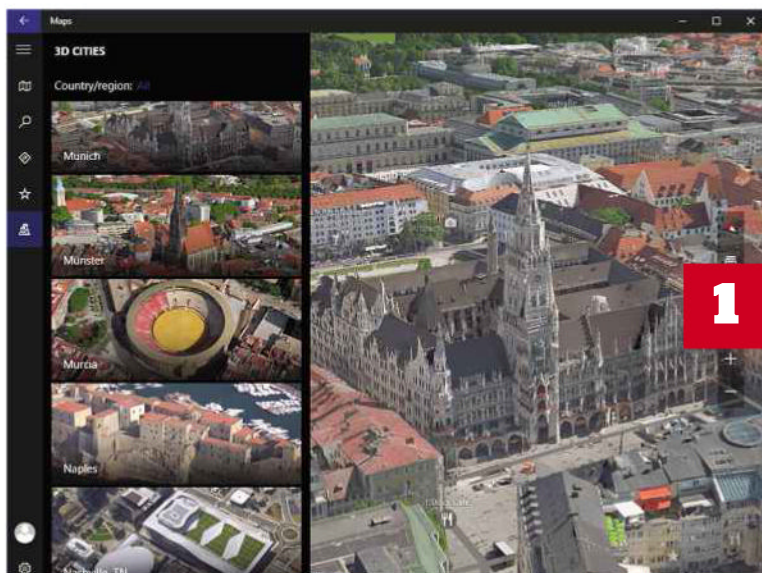
## Where am I?

If your device has GPS built in, Windows will know where you are, as long as you have Location data switched on in your Privacy settings. But most Windows

users will be on a desktop or laptop PC, without GPS. Windows can estimate where you are from your IP address (linked to your ISP's server location) and Microsoft's Wi-Fi database, but it's not as accurate.

To help, you can set up Home and Work locations for Maps. These also assist Cortana, even when you're on GPS, since you can refer to these locations (along with others) when using geofencing features such as 'Remind me when I get home'.

## Get directions



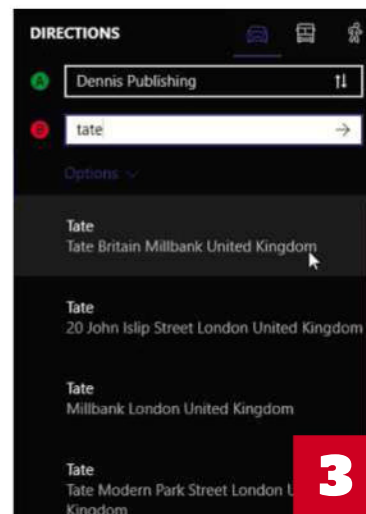
### Tour guide

**1** Click the 3D Cities button in the Menu bar to see some of the world's greatest cities as photo-wrapped 3D models. Click and drag around, using the mouse wheel or pinch-to-zoom to zoom in or out, and a rotate gesture or the Rotate control at the top of the little Maps toolbar to change your view.



### Choose where to start

**2** Click the Directions button in the Menu bar on the left. Now pick your From location ('A'), either from the list of Favourites and recent searches or by typing in a postcode or search term.



### Choose where to go

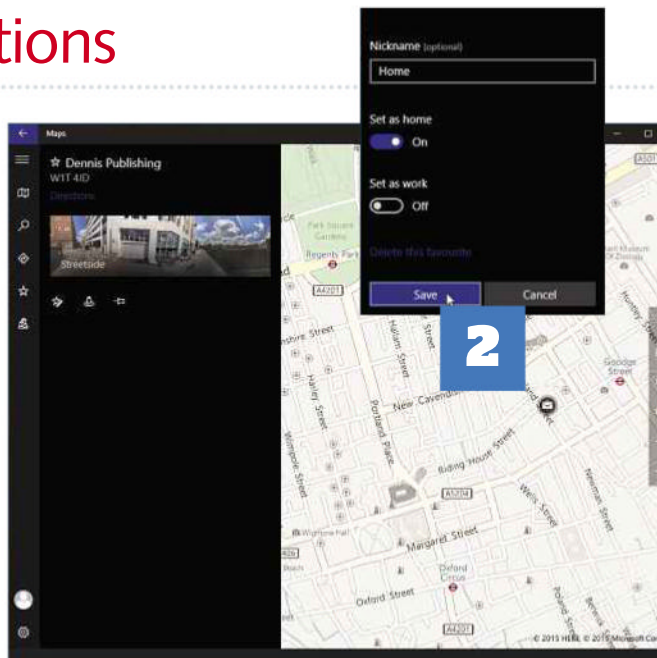
**3** Click in the To field ('B') and do the same for your destination. Press Return and Maps will start plotting the route.



# Set up locations

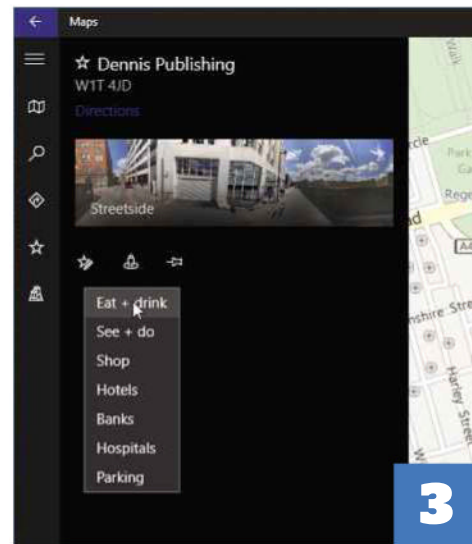
## 1 Add your location via GPS

1 If your Windows 10 device has built-in GPS, you can just add your current location. In the toolbar on the right of the Maps window, click Show Your Location – the third button down – to zoom in on where you are now. Then click the Favourites button in the panel on the left-hand side. You'll get a prompt to enter a name for the location, and you'll also see two toggle switches, one to Set as Home and one to Set as Work. Click the appropriate one, then Save.



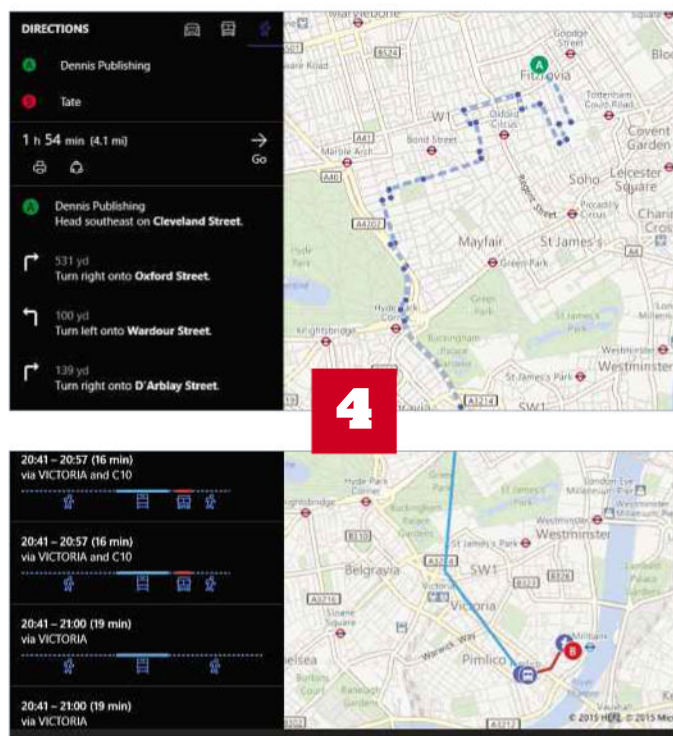
## Add your location manually

2 If you haven't got GPS, or want to set, say, your work location while you're home, click the Search button in the Menu bar on the left, then type in the postcode. Maps will zoom to the right location, and a new pin should appear. Click the Favourites button, enter a name, then set the Set as Home or Set as Work switch to On. Click Save.



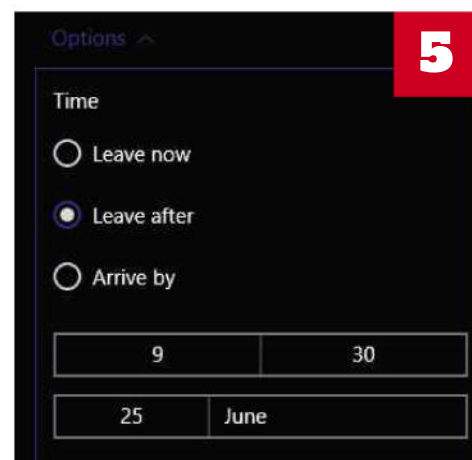
## Find local information

3 Once you've set up a location, access it from the Favourites button in the Menu bar. Click the location and use the Streetside view for a street view, or use Maps' Bing search to look for nearby bars and restaurants, shops, parking and more.



## Choose how to travel

4 You can switch between car, public transport and walking routes using the three buttons at the top of the panel. The display updates accordingly, with station stops and timings shown where relevant. A dotted line shows street routes, with waypoints broken as discs. Unbroken lines indicate transport routes. Pedestrian sections of your route are included regardless of the mode of transport. If you won't be using your device on the way, print your directions by clicking the icon shown below the journey time.



## Set options

5 You can also set options for your journey, including timings. Click the Back button in the top left corner, then click the Options link below the Destination field. If you're travelling by car, for example, you can ask Maps to avoid toll roads, tunnels and/or motorways.

# News, Weather, Money and Sport

Windows 10 wants to keep you abreast of the latest headlines and happenings in the world – that’s the goal of the News, Weather, Money and Sport apps

**> The News, Sport and Money apps in Windows 10 all work in much the same way, each providing continual updates on the day’s events, culled from a range of sources and presented through a customisable grid of panels which you can set to cover the subjects that interest you from the media outlets you trust most.**

We’ll use the News app as an example, but the same tips and tricks apply to the Sport and Money apps without much variation. The Menu bar on the left-hand side lets you switch quickly between your personalised news, an Interests panel where you can select which subjects you want to be covered, a Local view that pulls out news close to your location, and a Videos panel with videos related to your interests.

At the top you’ll find stories divided into subject-based sections. Click All to see stories pulled from all your chosen subjects, or Top Stories to see the biggest news of the day. Editor’s Picks will pull out stories selected by Microsoft’s own editorial team. You can also use the Search bar to find a specific story across a range of different outlets. Hover over the leading stories for more details, or click on one to read it in full.

Fascinated by fisheries but bored by Belarus? The key to the News app is the Interests panel, where you tell it what you’re interested in and what you’re not. You can drill right down into subcategories to make sure you exclude what you don’t want without missing what you do. The separate Money app keeps you up to date on money and markets.

Windows 10’s considerably improved Weather app allows you to check the weather in multiple locations, complete with summary and detailed hourly forecasts plus a seven-day forecast. You can also check historical weather data, or see a weather map complete with temperature, precipitation, satellite and cloud overlays.

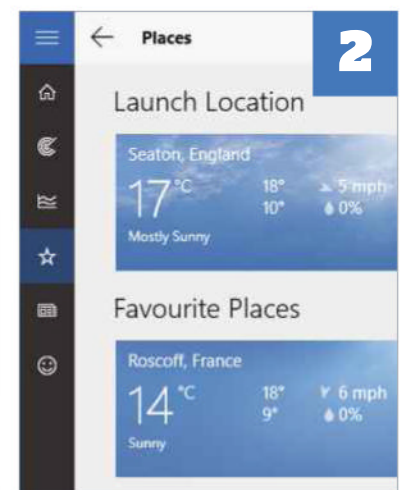
## Weather

**1** The Weather app gives you a detailed view of the current and forecast weather where you are, or at any other location worldwide. Like the other apps in this group, it’s a free service but supported by ads, which appear in small boxes in the corner. This still feels slightly odd in a default Windows app.



### Places of interest

You can quickly add locations to the Weather app by typing a place name into the search box in the toolbar at the top of the screen, then clicking the Favourites button in the toolbar to add it to the app’s list of saved places.

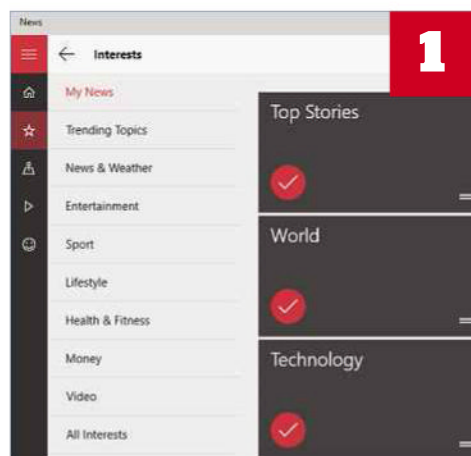


**2** Weather will ask you for a ‘launch location’ when you first open the app. Type your town or city into the search box, then click on the right result. To add others, click the Favourites button in the Menu bar, then the ‘+’ tile. You can switch between locations by clicking the Favourites button.

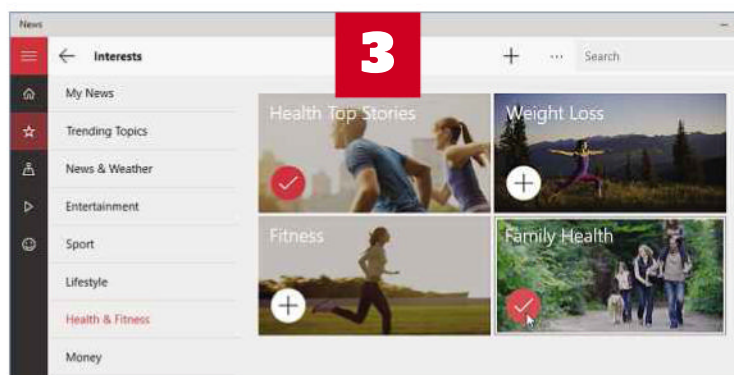
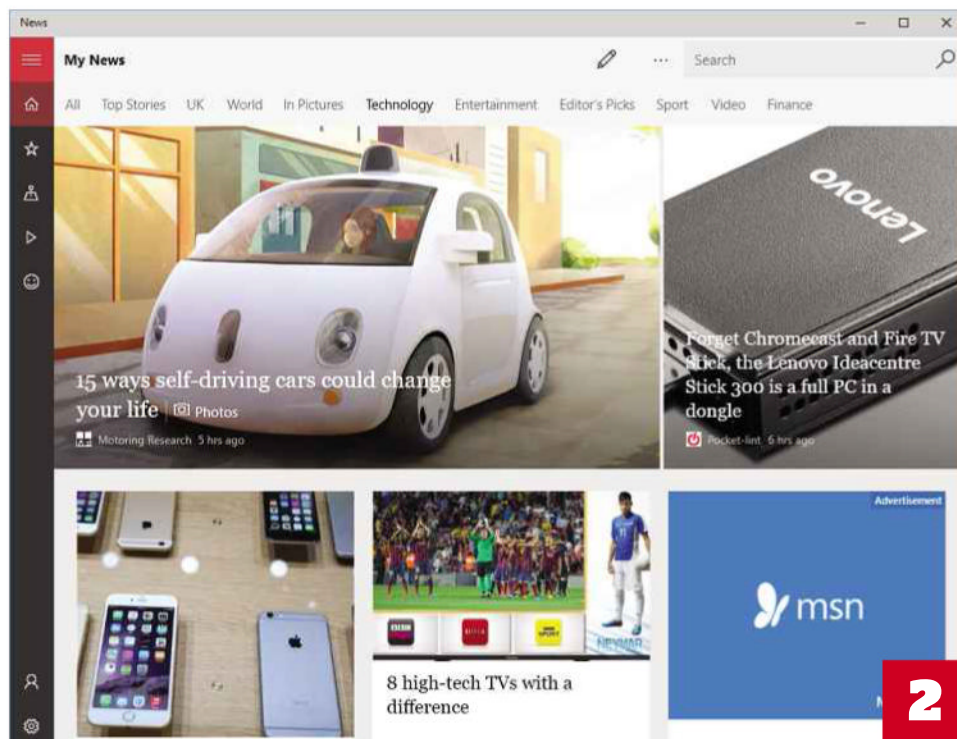


## News

**1** Click the Interests button in the Menu bar (it has a star icon, like Favourites). Now click on My News. The tick/cross button on each item acts as a toggle. Click on a tick, and it turns into a '+', telling News that you don't want to see items on this subject.



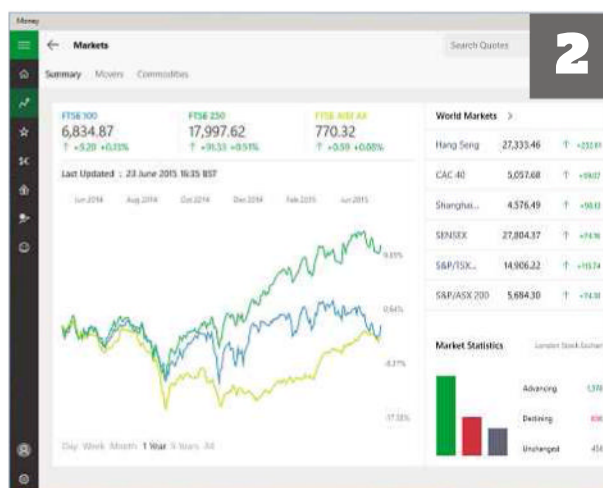
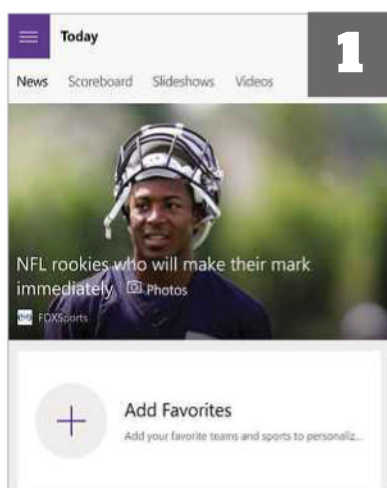
**3** Click one of the categories to see finer options: for example, you could tell News to show you stories about Family Health but not Weight Loss.



**2** When you've made your choices, click the Home button to return to the My News page. What's displayed here changes according to the Interests you've set up.

## Sport

**1** Choose what sports interest you and get coverage from a variety of sources, maybe even including some non-US sports.



## Money

**2** As well as financial news, the Money app has useful tools to easily track the movements of specific markets, plus a handy mortgage calculator. Investors can use it to watch the performance of any stocks, funds or indexes.



# Chapter 4

# Customising Windows 10

It's time to personalise Windows 10 and make your PC work the way you want it to. We explain how to customise all areas of the OS

**I**f you've upgraded from Windows 7 or 8, you'll find that many of your existing customisations are carried over when you start up Windows 10 for the first time – even down to the picture you use for your background wallpaper or the icons you keep on your Desktop.

But that's not to say that you want to keep things the way they were. Perhaps you fancy a bit of a change. Maybe you'd like to change some of the aspects of the new interface. Or perhaps you want to explore some of the handy new options that Windows 10 puts at your disposal, such as working with Virtual Desktops.

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Even without multiple monitors, you can still expand your workspace using Windows 10's Virtual Desktops

# Personalise themes, colours and more

Windows 10 already looks better than ever, but there's plenty of room for you to apply your own personal touch, too

**There's no shortage of ways to make Windows 10 feel your own. You'll find the most wide-ranging customisation options in the Personalisation control panel, which you can get to either by right-clicking on the Desktop and selecting Personalise or by clicking Start, Settings, then Personalisation.**

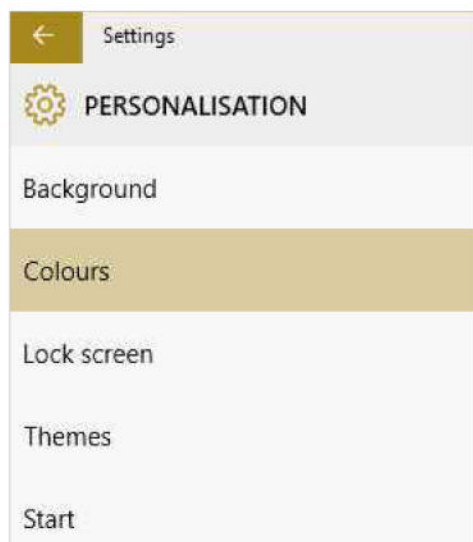
The biggest personal element, at least

in literal terms of size, is your Desktop background or 'wallpaper'. You have three choices for how this works: a single background image (whether from Microsoft's standard set or one of your own photos), a plain-colour background, or a slideshow of images that changes periodically.

Just as you can change the Desktop, you can also change the Lock screen that

appears when your PC or tablet is idle. Click 'Lock screen' on the left-hand side of the Personalisation control panel, then set the Background to Picture, Slide Show or Windows Spotlight. The first two work just as they do with Desktop backgrounds, while the latter gives you a new picture every day. Microsoft may have moved away from the concept of Themes, but you can still save all your personalisations.

## Changing colours



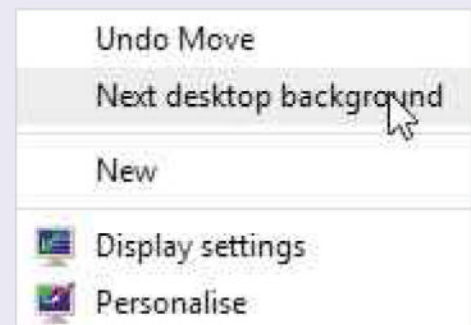
▲ Click on Colours on the left-hand side of the Personalisation control panel. Now look at the toggle switch under 'Show colour on Start, taskbar and action centre', and turn it to On. By default, Windows picks an accent colour for these elements from your background image – a particularly smart idea if you're using



a slideshow. You can, however, pick a fixed colour. Click the topmost toggle switch, then choose an accent colour from the palette of blocks that appears. You can also make the Start menu, Taskbar and Action Centre backgrounds transparent, letting the Desktop show through, at some expense in legibility. Click the toggle

## Banish distractions

If you set up a slide show for your Desktop background, but while it's active you find a certain picture that comes up is too distracting, you can quickly skip it without going back to your personalisation settings. Right-click on the Desktop and pick 'Next desktop background'.



switch at the bottom on or off. Themes, a key feature of Windows 7, were all but abandoned for Windows 8, but you can still use them in Windows 10: click Themes, then 'Classic theme settings'. Pick from a range of presets, or save your current background and colour combination as a new theme by clicking on Save Theme.



## The Desktop background

**1** Click Background in the left-hand pane of the Personalisation screen, then use the Background menu to choose between the three options available.

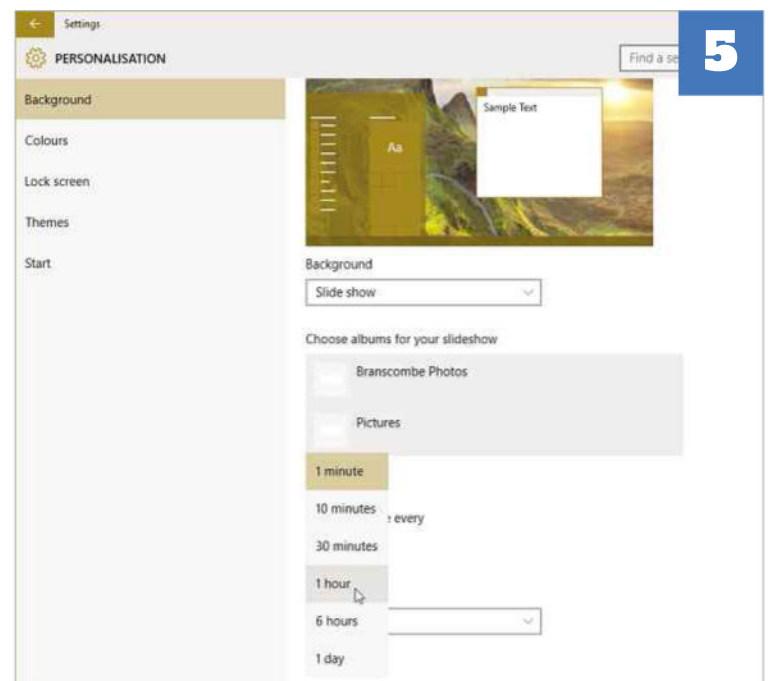
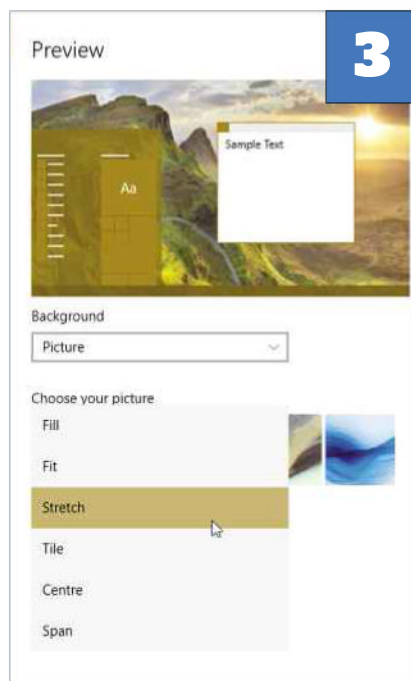
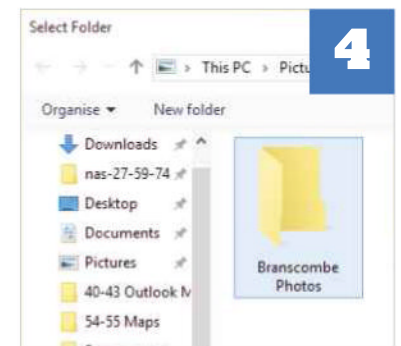
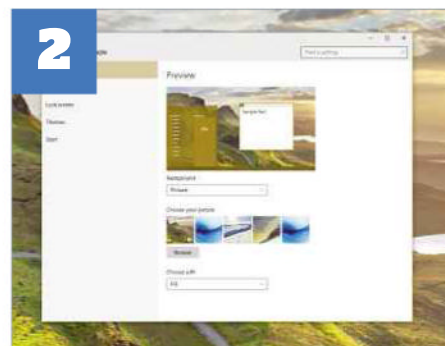
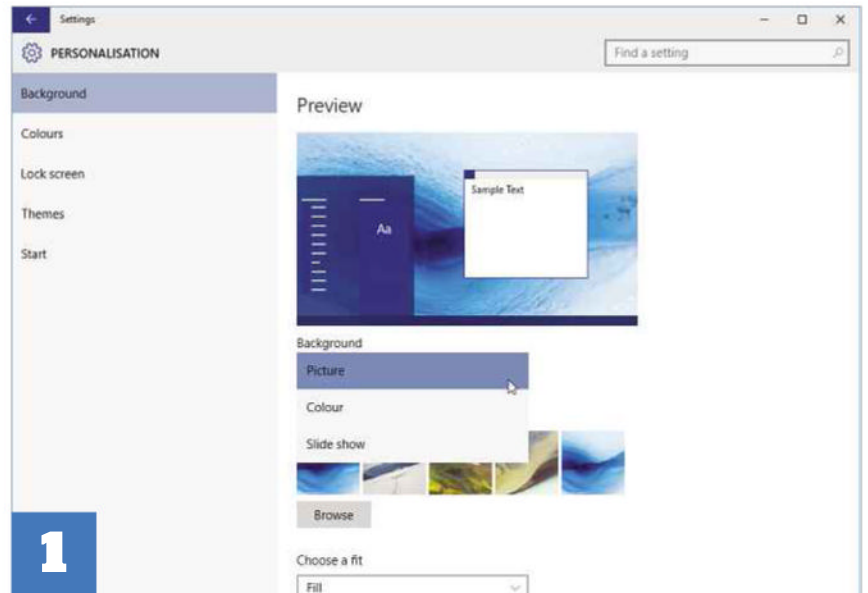
**2** To choose a single picture, set the Background to Picture. Now choose one of the pictures in the thumbnails below. When you click on the thumbnail, the background changes to preview the effect. Alternatively, click the Browse button, then navigate to and select an image file of your own.

**3** Now use the 'Choose a fit' drop-down menu to choose whether the image will scale to Fill the screen, shrink to Fit the

screen, Stretch to fill the screen, Tile across the screen, appear in the Centre of the screen or Span multiple screens (if you're using two or more monitors).

**4** To use a slideshow of images as your Desktop background, pick 'Slide show' in the Background drop-down menu, then choose an Album from the Pictures library to select photos from. Or you can use the Browse button, find and click on a folder of images, then click the 'Choose this folder' link.

**5** Finally, set the duration you want each background image to last, from one minute to a day, and use 'Choose a fit', as above.



# Customise the Desktop and Taskbar

Fine-tune the way the Windows 10 interface works to suit your needs

**> There are good reasons why many people still consider Windows 7 the ultimate desktop version of Windows, and why Microsoft has returned to a lot of its principles for Windows 10. One is customisation, and by adjusting the Start menu, the Taskbar and the Desktop itself, you can focus Windows on the way you like to work and the apps you use.**

While Windows 10, like Windows 8, does its best to avoid adding apps and shortcuts to the Desktop in the old-fashioned way, many of us still use it as a space for storing files and folders – or at least making them more easily accessible, via shortcuts. You can still continue the practice, if you like, in Windows 10, and here the right-click is your friend.

Right-click on a file or folder in File Explorer and you'll see an option to Create Shortcut. Drag the shortcut onto the Desktop. Clicking on your shortcut

will now open that file or take you to that folder. You can also create folders directly on the Desktop, by right-clicking anywhere on it and selecting New Folder.

Right-click on the Desktop and select View, on the other hand, and you can set how Desktop icons – including your shortcuts – are presented: whether they're arranged automatically or aligned to a grid, and whether the icons themselves are large, medium or small.

And if your icons get a mess? Right-click the Desktop and select Sort By. Windows can arrange them by Name, Size, Item Type or Date Modified. That should help to make those elusive folders easier to find.

Alternatively, you can keep folders easily accessible by pinning them to the Start menu, just like apps. In the File Explorer, right-click on a folder and select 'Pin to Start'. A shortcut to that folder will now be added to the Start menu. Web pages can also be pinned to the Start

menu: click on the Options button in the top-right corner of the Edge browser, then select 'Pin to Start'.

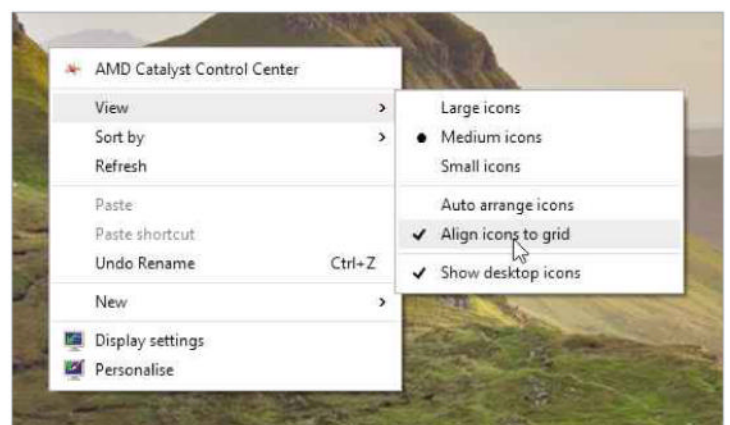
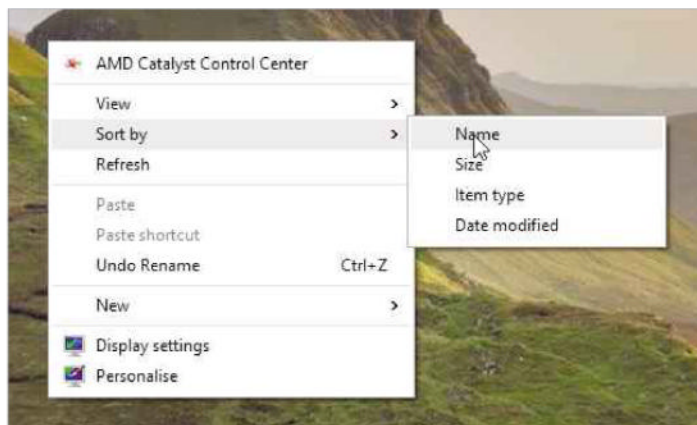
From the Music app, your favourite albums and playlists can also be pinned to Start. Again, just click the Options button in the Playlist or Album view.

Jump Lists, one of the best features of Windows 7, are still pretty useful too. Right-click on a Taskbar icon and, with Jump Lists enabled (see right), you'll get shortcuts to recent documents, items and even specific tasks that are managed by that app.

## Get quick access to files

Files and folders can be pinned to the Quick Access area in the File Explorer, making them not only accessible from there, but also from the Jump List that appears when you right-click on the File Explorer icon. To pin a file or folder there, right-click it in File Explorer, then select 'Pin to Quick access'.

## Fill up your Start menu





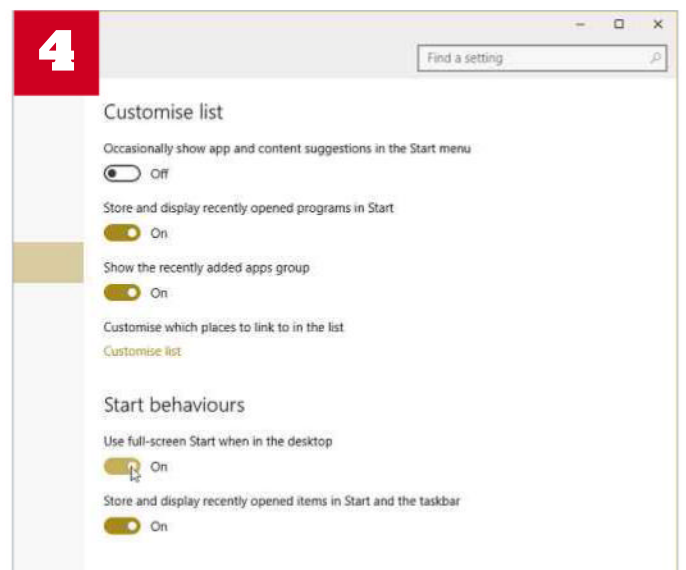
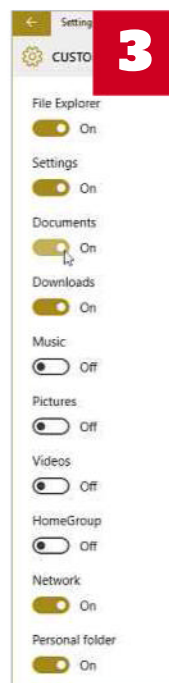
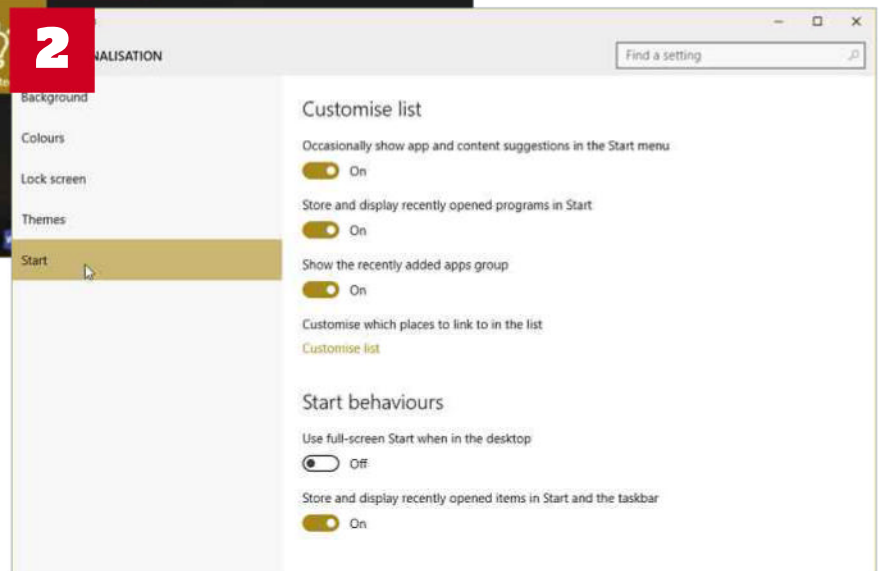
**1** The Start menu is a hub for Windows activity, and there are three main ways you can change how it looks and behaves. To begin with, you can pin new apps to the Start menu or remove unwanted ones from it. Click Start and select All Apps to scroll through the full list of installed apps, and right-click on any app to pin it to the Start menu. You can then move and group the pinned apps as you like, as we saw in chapter 2.

**2** Customise the Start Menu using the Personalisation control panel. Click Start, Settings, Personalisation, or right-click on the Desktop and select Personalise. Click Start in the left-hand pane. The first three settings control where app and content suggestions show up on the Start menu, whether the menu remembers then shows recently opened programs in the Most Used section, and whether or not Recently added apps appear here. If you want to

see what they do, leave the Personalisation panel open, toggle each one off in turn, then click the Start button.

**3** Beneath those settings is a Customise list option. This relates to the list of Quick Access links in the bottom left corner of the menu. Click Customise List and you can scroll through the options, adding Documents, Downloads, HomeGroup, Network or Settings by turning the relevant toggle switch on.

**4** Finally, the 'Use full-screen Start when in the Desktop' setting is for those who miss the futuristic Desktopless look and feel of Windows 8. Set it to On, and the Start menu takes up the entire screen, with Live Tiles on the right and your Most Used list and shortcuts list invisible until you press the Menu button in the top left corner. The 'Store and display recently opened items' option switches Jump Lists on and off on the Start menu and the Taskbar.





## Customise your Taskbar

**1** If you use an app regularly, just pin it to the Taskbar. You'll always have it ready to launch, even if you're using Virtual Desktops (see page 72). Go to Start, All Apps, scroll through the full list of apps, right-click on the app you want and select 'Pin to Taskbar'.

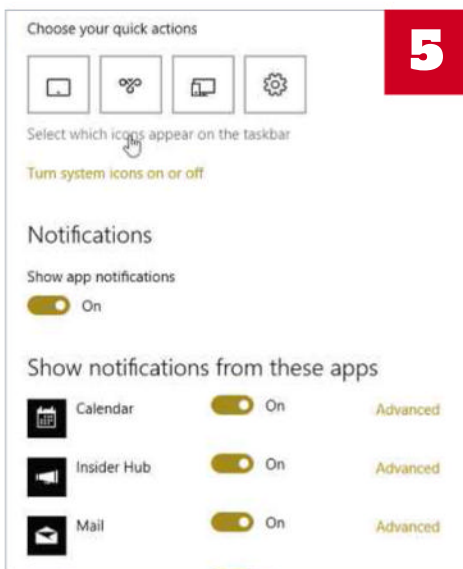
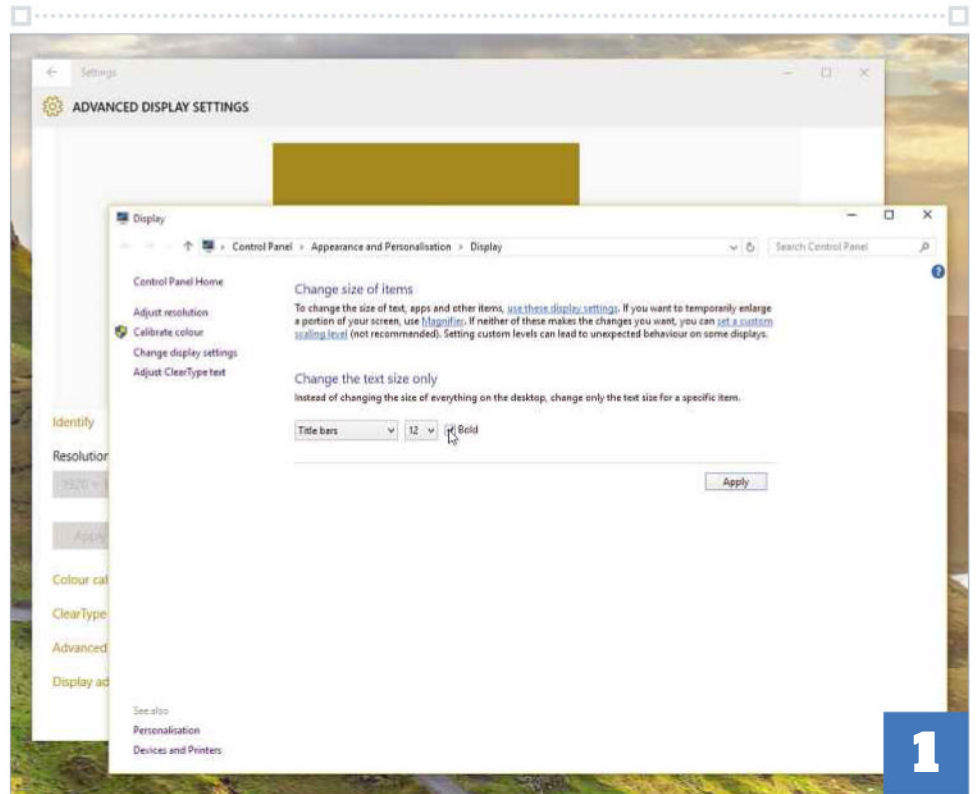
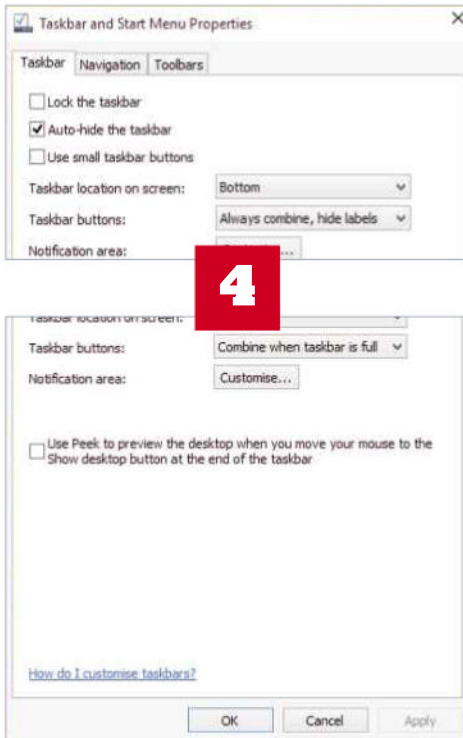
**2** The Taskbar sits at the bottom of the screen... but it doesn't have to. Right-click on it, then select Properties. Click the 'Taskbar location on screen' drop-down menu, and select Left, Right or Top instead. The Taskbar will move over to that edge of the screen, with all its icons resized to fit (see top).

**3** You can also resize the icons on the Taskbar yourself, which can be useful if you're working with a small or low-resolution screen. Click the tick box labelled 'Use small taskbar buttons' to make room.

**4** You can choose whether the Taskbar shows one icon for each running app, no matter how many files or windows you're working on in it, or a large Windows XP-style Taskbar button for each individual window, so that every Word document, for example, gets its own separate icon. Switch the Taskbar Buttons drop-down from 'Always combine, hide labels' to 'Never combine' or 'Combine when taskbar is full'.

**5** Choose which apps can give you alert icons on the right-hand side of the Taskbar. Click the Customise button labelled 'Notification area', then 'Select which icons appear on the taskbar'. Scroll down the list and switch apps on or off. The OneDrive status icon, for example, is useful if you use it.





**1** If you're running Windows 10 on a small screen or one with a very high resolution, everything in the user interface can seem a bit too small for comfortable viewing. But you can scale text, icons and apps to make them more legible. There are two ways to do it. The first is quick and dirty, resizing everything at once. Right-click on the Desktop and select Display Settings from the menu, or go to Start, Settings, System, then Display in the left-hand pane. In the right-hand pane you'll see a slider marked 'Change the size of text, apps and other items.' Slide it to the right to magnify everything by a factor of up to 75%. Now click Apply.

**2** Alternatively, go to Display Settings but then click the Advanced Display Settings Link. Now select 'Advanced sizing of text and other items'. Look at the section below 'Change the text size only' and you can select each text element used by Windows, one by one, and set a different font size for each. This is the way to go if you don't necessarily want bigger icons or toolbars, but you do at least want to be able to read the labels underneath them.



# Work with Virtual Desktops

Even without multiple monitors, you can still expand your workspace

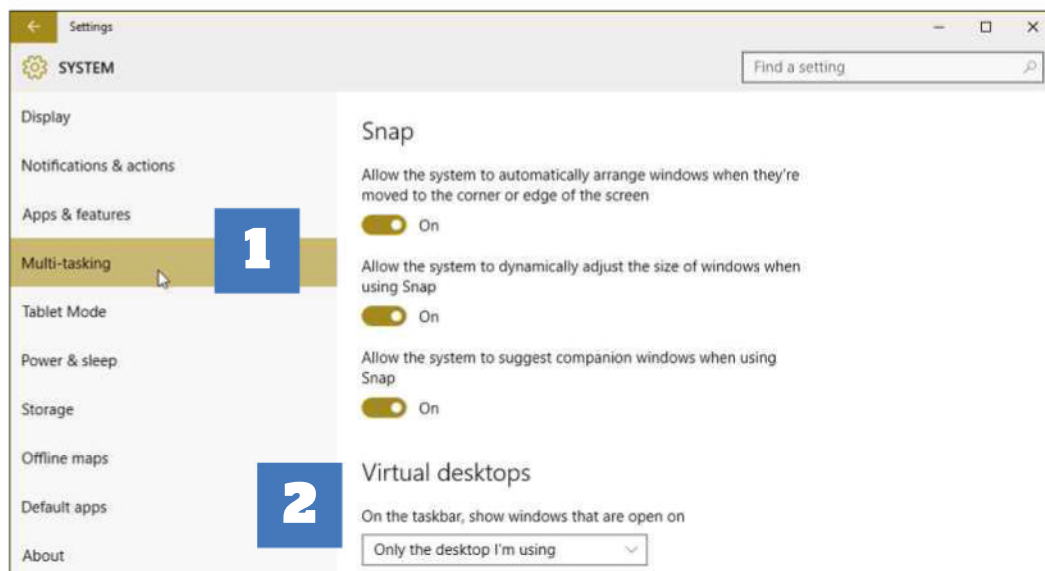
**Working with multiple windows was one of the key innovations in the history of personal computing, empowering users to focus on more than one thing at once, just like sitting at a real desk. But if that desk has only limited space on its desktop, things can get very cluttered very fast.**

If you find yourself constantly moving one window out of the way to see another, or getting things arranged nicely only to have to jiggle them around when you open another app, Virtual Desktops are the answer. It's like having several different PCs, each set up perfectly for a particular task, with relevant apps and folders laid out as you like them.

When another job comes up – maybe you're in the middle of work but need to stop and do your household accounts, or break for a trawl through your music library – you just switch to the PC that's set up for that, where everything's just as you left it last time you were doing it.

They take a bit of getting used to, but Virtual Desktops are well worth trying.

## Virtual Desktops on the Taskbar



**1** By default, the Taskbar only shows windows that are open on the Desktop you're currently using, putting a line below those that are open on another Desktop. To change this, go to Start, Settings, System, then click on Multi-tasking on the left-hand side.

**2** Now look at the Virtual Desktops settings on the right. Where it says 'On the taskbar, show windows that are open on', choose All Desktops from the drop-down menu.

**3** You'll now see Taskbar icons for all apps on any Desktop, and you can switch between apps (and the Desktops hosting them) just by clicking on the icon.



### Alt + Tab through your Desktops

It's when you're using Virtual Desktops that the old Alt+Tab keyboard shortcut really comes into its own. By default, Alt+Tab will only show and cycle through open windows on the current Desktop, not on any others you might have running. But you can set the option in the Multi-tasking settings to allow you to Alt+Tab between apps across all Desktops, if you prefer.



# Using Virtual Desktops

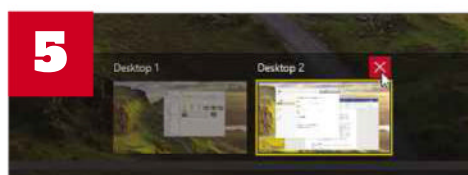
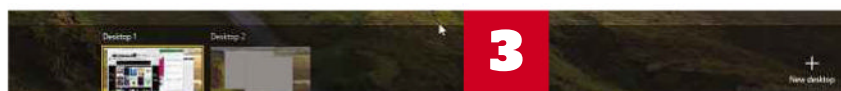
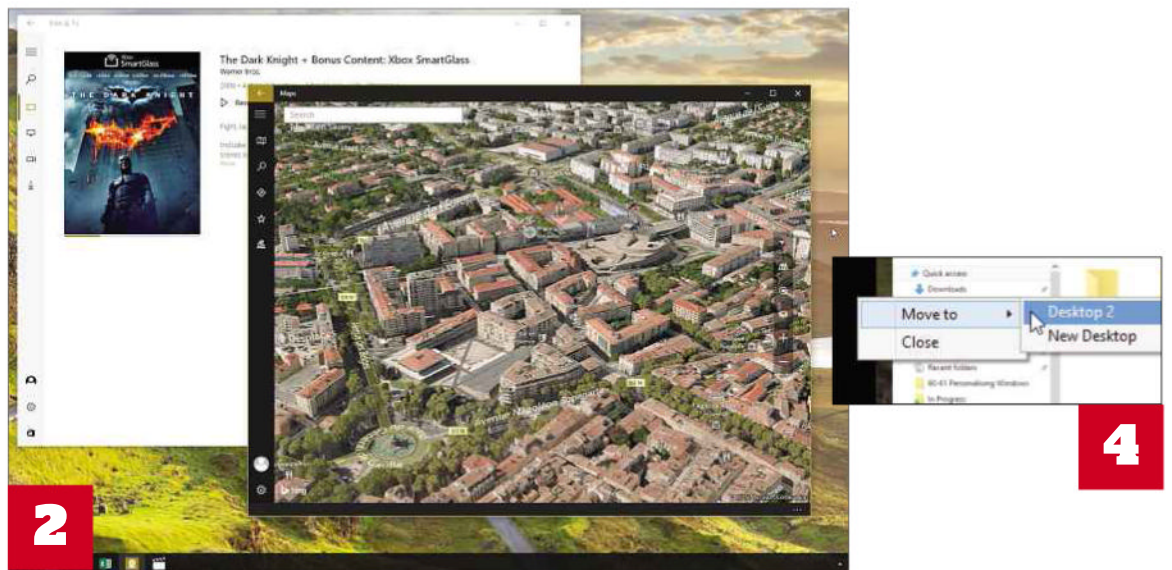
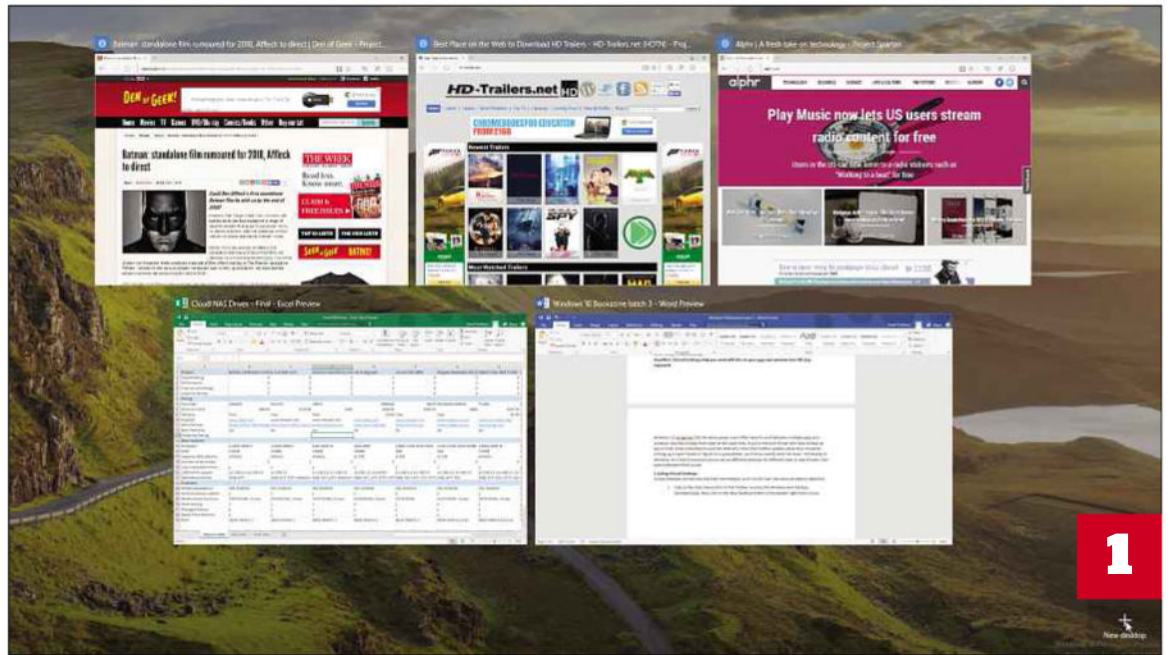
**1** Virtual Desktops are tied in to Windows 10's Task View feature, so it's to the Task View that you need to head first. Click on the Task View button in the Taskbar, or hold down the Windows key and press Tab. Now click on the New Desktop button that appears in the bottom right-hand corner.

**2** Bingo! A pristine new Desktop appears, clear of any of the junk you had running on the first one. You can now launch new apps or open up new files or folders, and they'll appear on this Desktop rather than on the old one, though opening apps you already have open may return you to the original Desktop.

**3** You can switch between Desktops with ease by opening the Task View, then clicking one of the Desktops in the bar at the bottom of the screen.

**4** You can also transfer an open window from one Desktop to another. Open the Task View, right-click on the window, then select Move to followed by the name of the Desktop you want to move it to.

**5** To close a Virtual Desktop, open Task View and click on the Close button that appears when you hover over the Desktop thumbnail.



# Chapter 5

# Safety and settings

Running a PC means knowing how to access and alter the options that make your computer safer, faster and easier to use. We show you how

**B**y now you'll have a pretty good handle on Windows 10 and how it all works. But now we're going to dig beneath the surface and get to the heart of the operating system. We're going to explain how to find important settings and tools, such as security options,

backup utilities and maintenance tasks. Want to add another user account? Want to maximise your laptop's battery? Need to add a printer or check your PC's safety levels? In this chapter we're going to do this and more – by the end of the section you'll be an instant Windows 10 expert!

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# Keep Windows up to date

The way updating works has changed in Windows 10. We explain how to make sure your PC is as safe, secure and worry-free as possible

## How to install updates

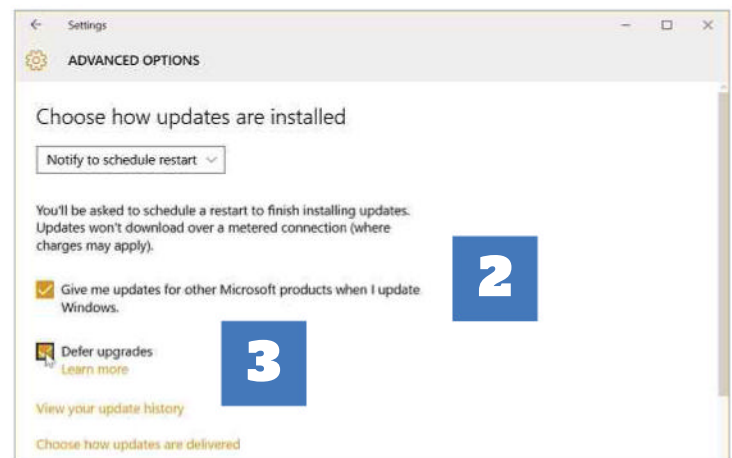
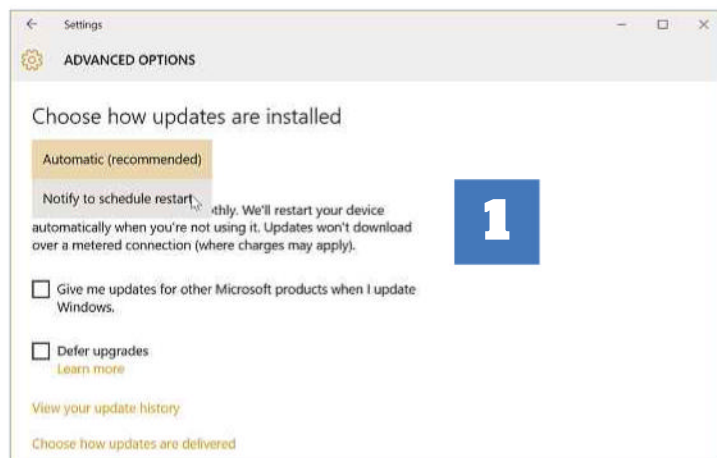


**Installing updates is one of the grim necessities of modern software. Doing it can be a pain. Failing to do it can leave your PC vulnerable to hackers or mean living without important bug fixes, which isn't a great idea.**

By default, with an Express setup, Windows 10 is set to update automatically. How this happens, and how much control you have over the process, depends on which version of Windows 10 you have installed, as we'll discover below.

### Automatic updates

Annoyingly for users of Windows 10 Home edition, there's no option to defer updates – they happen automatically, whether you like it or not. This is intended to protect you. You can, however, select the Notify to Schedule Restart option in Advanced Options, then set a restart time. See below.



### Update options

If you want more control of the update process, click Start, Settings, Update and Security, then Windows Update, then click on the Advanced Options link.

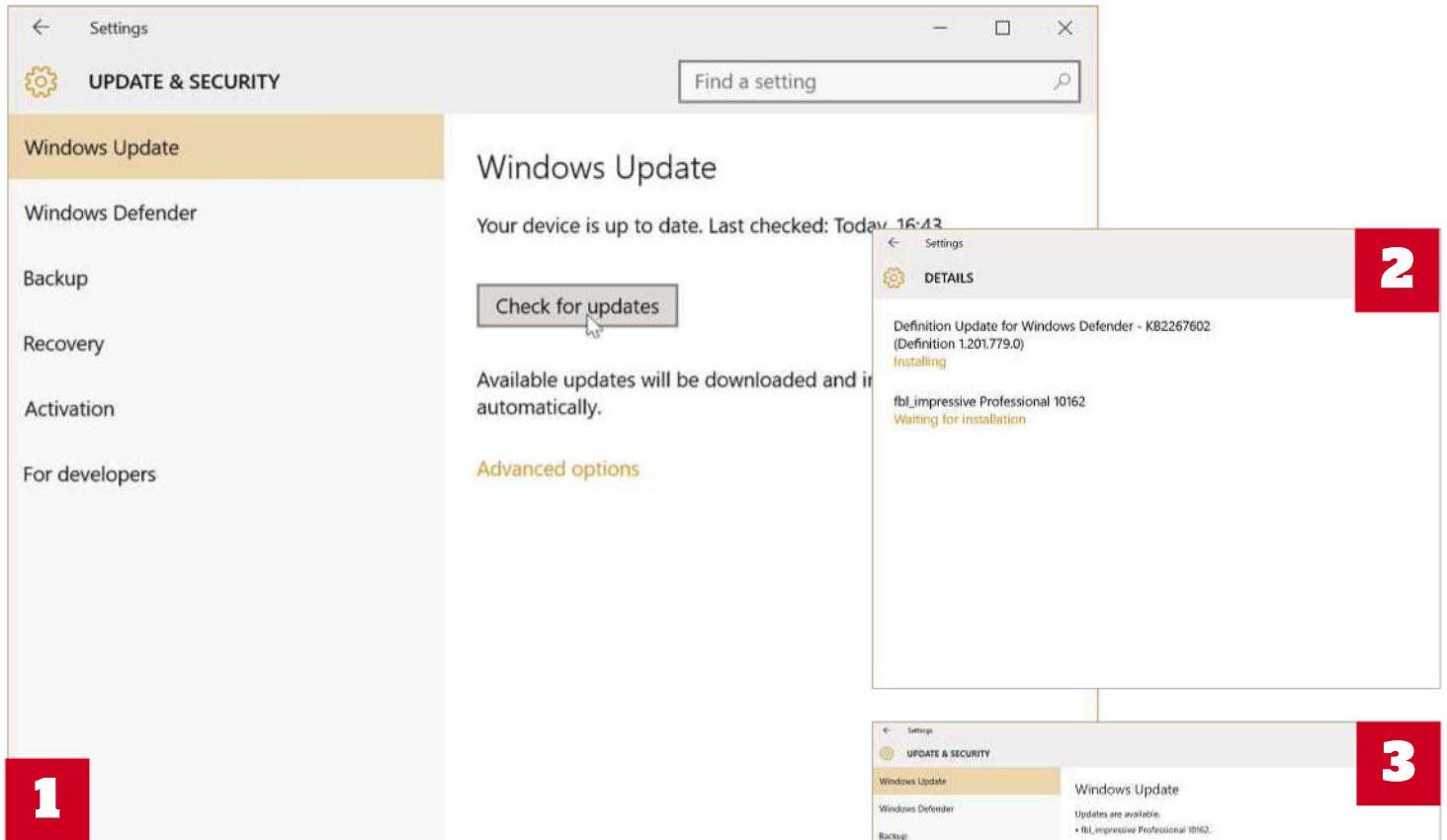
**1** Use the drop-down menu to select Automatic Update or Notify to Schedule Restart. With the Automatic option, Windows 10 restarts your PC and installs updates whenever it decides your PC is inactive and not being used. With the Notify option, it behaves more like older versions, downloading the update, then prompting a restart.

**2** Tick 'Give me updates for other Microsoft products when I update Windows' to ask Windows to check whether other Microsoft apps and programs have updates available, then install any updates while it's updating the operating system.

**3** Windows 10 Pro or Enterprise users will see an additional option to 'Defer upgrades'. This enables you to put off updates until a later time — vital for corporate IT departments and power users, who need to check that updates won't adversely affect their systems before installing them.

### Ongoing improvements

Microsoft's strategy with Windows 10 is to continue its development well beyond launch, releasing continual updates to the OS rather than big service packs as it has in the past. This is essentially good, in that new features may be added as the OS evolves, while flaws can be ironed out quickly.



**1** Updates are controlled in the Update & Security control panel. Click Start, Settings, Update and Security, then on Windows Update in the left pane.

**2** Windows 10 checks periodically for updates, and the Windows Update panel tells you when it last checked. However, you can always check manually by clicking the Check for Updates button. If it finds updates, it will list them, and you can get info by clicking the Details link. Otherwise, to install the update click Install now.

**3** By default, Windows 10 downloads updates, then prepares to install them, then installs them when it thinks you're not using your PC, so as not to inconvenience you. However, the Windows Update panel allows you to define a specific time to restart and install the updates, and also gives you a Restart Now button to kick-start the process straight away.

Wait for the appointed time, or click the Restart Now button, and Windows will restart and install your updates. Windows 10 should then be up to date.

## Why do I need to update?

Generally speaking, automatic updating is a good thing. Although many people find it a nuisance, or worry that updates will introduce new issues, it ensures every user gets the latest updates so that:

- Critical issues that might prevent Windows working are fixed
- Serious security issues, which hackers and malware code might exploit, are patched
- Bugs that might prevent future updates are resolved
- Performance and stability can be improved

- You get vital driver updates for your hardware
- New features or other enhancements are installed when available

Sure, Windows could wait until you download and install patches manually, but in practice many users have always left their systems to drift out of date, which makes them more vulnerable to viruses, which then spread. It might seem like 'Nanny knows best' behaviour, but automating updates keeps your PC running smoother and everyone's systems safer.

# Update and uninstall apps

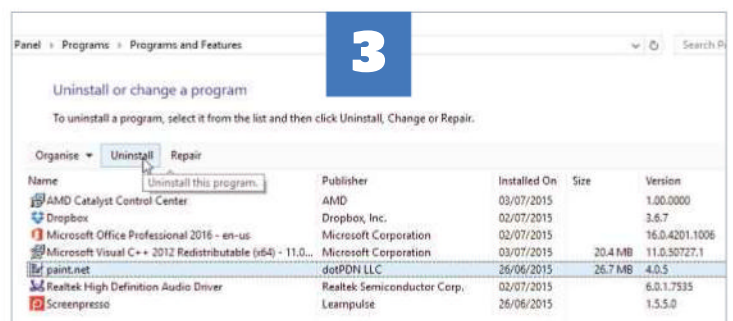
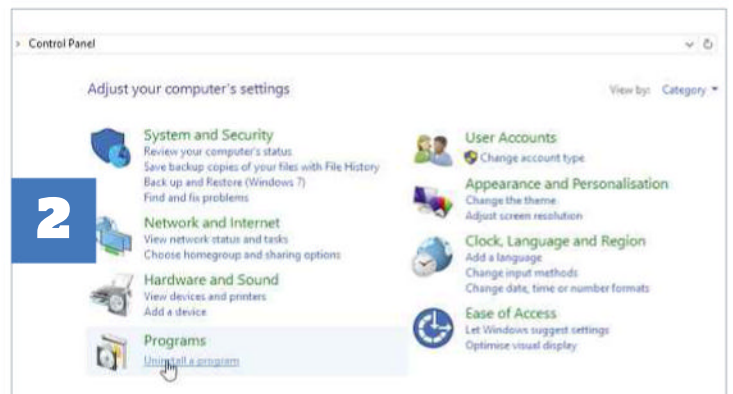
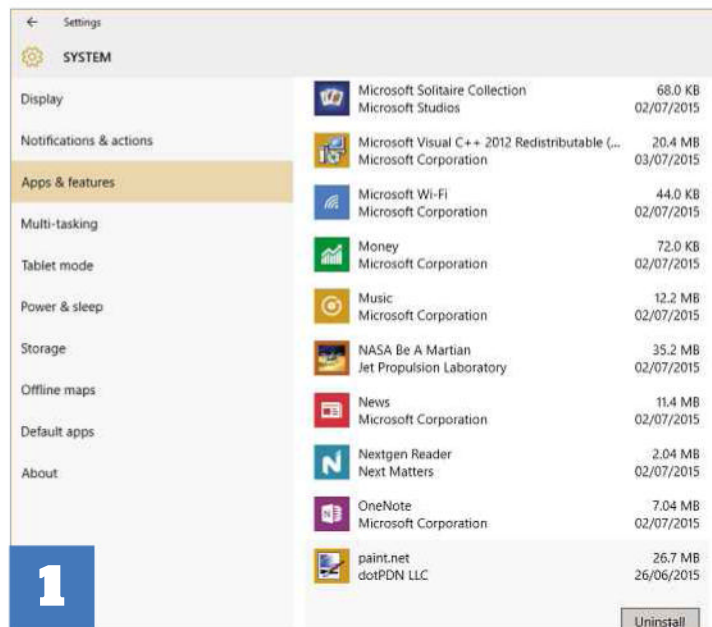
How to get the latest updates or get rid of apps you don't want

## Uninstalling apps

You can uninstall most Windows apps, regardless of where they were originally obtained, using the Apps & Features control panel. Go to Settings, System, Apps & Features **1**, then scroll down through the list of installed apps and programs. Click on one to select it, then click Uninstall and follow any prompts on screen. Alternatively, you can still uninstall programs that weren't downloaded from the Windows Store using the older Windows 7-style process. First type 'control' into the Cortana search box, then click on the Control Panel item that appears at the top. Now look for the Programs section and click Uninstall a Program **2**. Click to highlight the program, then click Uninstall in the grey bar above **3**. Follow any on-screen prompts and the unwanted program should be uninstalled, along with any associated data, but not documents created with it.

## Use an update manager

If you have a lot of programs not from the Windows Store, consider installing a third-party update manager. These look at the software on your PC to see if it's the most up-to-date version, then offer tools to find and install updates. FileHippo App Manager is a good example. It's free, though advert-supported, and works with Windows 10.



## Managing browser updates

▶ The single most important program to keep updated is your web browser. With Edge on board (and covered by Windows' automatic updates), you may not really need a third-party browser, but the likes of Chrome and Firefox still run under Windows 10 if you prefer them. Both of those apps should update themselves automatically, but it's worth checking. An outdated web browser, without the latest security patches, could leave any sensitive information you enter vulnerable to cyber-criminals. See opposite for more.



## Windows Store app updates

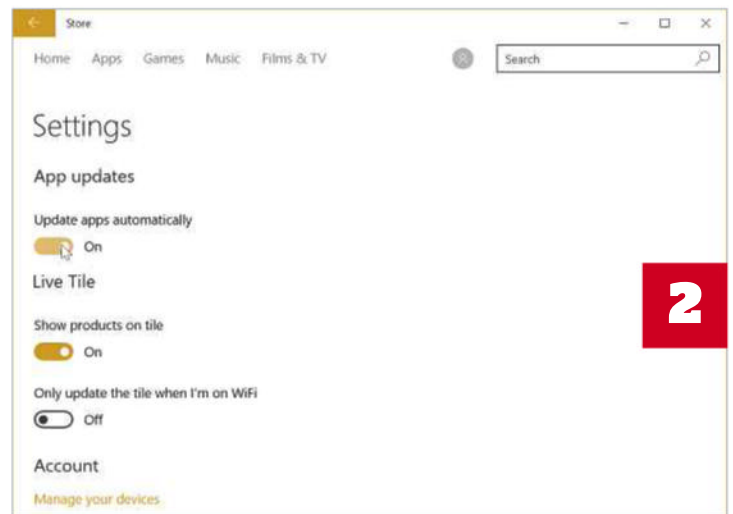
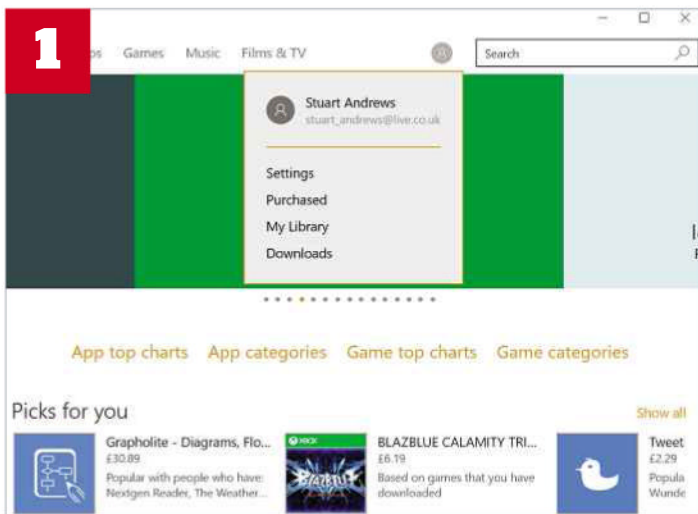
Apps you purchase and download through the Windows Store can also be updated through the Windows Store. By default, updates happen automatically, but you can update your apps manually if you prefer.

**1** Launch the Windows Store from the Start menu or the Taskbar, then click or tap your profile picture (or the blank profile icon if you haven't set a profile picture). Now select Settings.

**2** Check whether the 'Update apps automatically' switch is turned on. Toggle it on or off as you prefer, then click the Back arrow in the top left-hand corner to return to the Store home screen.

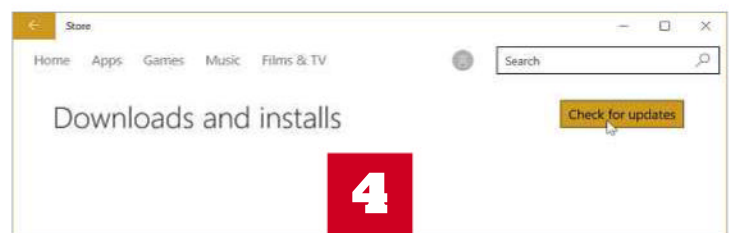
**3** Click your profile button again, but this time select Downloads. If there are currently any apps in the process of downloading or updating at the moment, you'll see them listed here.

**4** Now tap the Check for updates button near the top at the right. The Store app will go away and check for updates, then list any that it finds. You can opt to install them if it's a convenient time.



### Update apps manually

If you prefer not to have apps update automatically, remember to come back to the 'Downloads and installs' area of the Windows Store (see step 3 above) regularly to check for updates, so that you don't miss out on bug fixes and new features.



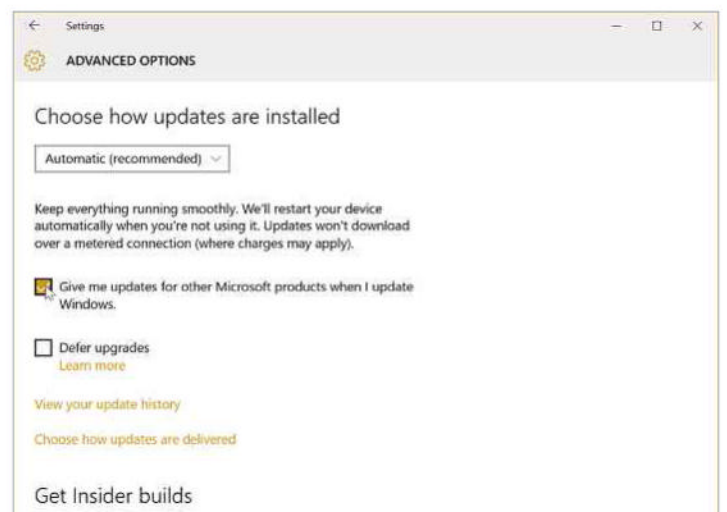
## Updating programs

▶ Programs obtained outside the Windows Store aren't so simple to update. Many do now run an auto-update process when you start them up, while others may need a little help. Watch for messages or notifications as the program starts.

Otherwise, look for an Updates option in Settings or Preferences menus, or in the About page if the program has one. In the Google Chrome browser, for example, clicking the Menu button in the top right corner, then selecting About will prompt the program to check for updates. If you use Firefox, clicking

the Menu button, then Options, Advanced, Updates will take you to a page where you can define how and when Firefox updates itself. As a last resort, check the maker's website regularly for news of updates.

Microsoft programs (including Microsoft Word, Excel and other Office applications) can also be updated using Windows Update. Go to Start, Settings, Update and Security, Windows Update, Advanced Options. Put a tick in the box next to the option 'Give me updates for other Microsoft products when I update Windows'.



# Set up and manage user accounts

Accounts are what you need when you're sharing your PC with family members or other users. We show you how to create and work with them



**You might be the only person who uses your Windows 10 PC, but most of us have to share at one point or another. In some cases we share a computer daily with other members of our household, or we may have to share a desktop or laptop occasionally with colleagues at work.**

That doesn't mean, however, that we want everyone who uses our PC to have access to all our files, or to be able to install programs, make changes or mess around with the hard disk. What's more, each user of a shared system might want a different look and feel, their own line-up

of apps and software and their own music, photos and email at their fingertips – not to mention the option of syncing this stuff to other devices they use without syncing everyone else's.

The trick to controlling these things is user accounts. Windows creates one for you when you first set up the operating system and sign in. You can add others for colleagues, family members, friends or guests. As in previous versions, Windows 10 has two types of account.

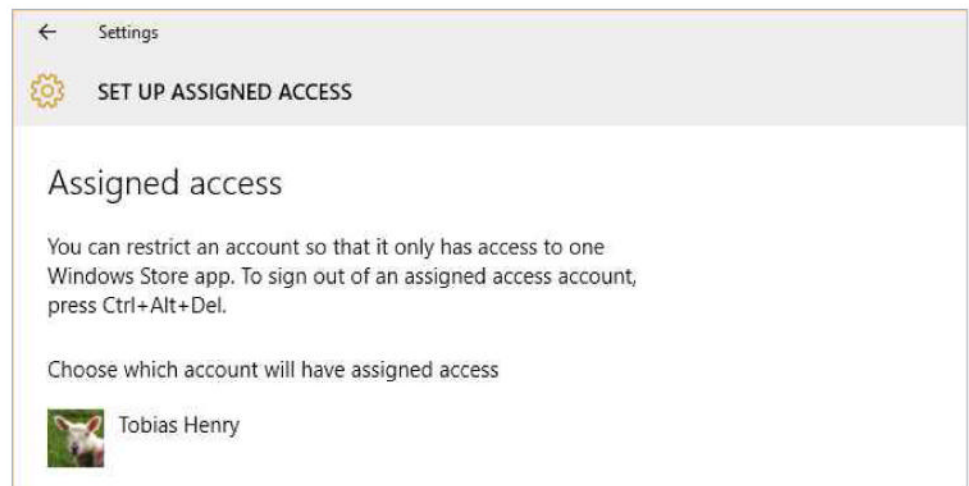
Standard User accounts can use apps and programs installed on the PC, but can't install or uninstall software or hardware, alter any system files or

change any settings that might affect other users. For these tasks, you need an Administrator account.

When a Standard User attempts to complete certain tasks within a program that affect the system, or do anything that might compromise the security of the PC or its users, they'll be asked to get an Administrator account holder to give permission by logging in with their password. This restriction protects the PC and everyone's data. That's why Windows by default sets up the first account on a PC as an Administrator (someone has to have access to everything!) but subsequent accounts as Standard Users.

## Protect yourself

Most people, when they set up a PC, create one Administrator account (the minimum) and use it as their regular login. Many security experts recommend creating an Administrator account purely for administering your PC when required, but adding a separate Standard User account for your own everyday use, including web browsing. That way, if malware or hacker gains access under that account, they can't make serious changes that would require Administrator privileges. This option won't suit everyone, though and you'll be asked for your password more often.



## ▲ Assigned Access

At the bottom of the Family & Other Users settings, under Other Users, you'll see a link to 'Set up assigned access'.

This option allows you to create an account that can only use one Windows Store app. It's mostly used in shops or public spaces to allow visitors or customers to use a bespoke app, but you can also,

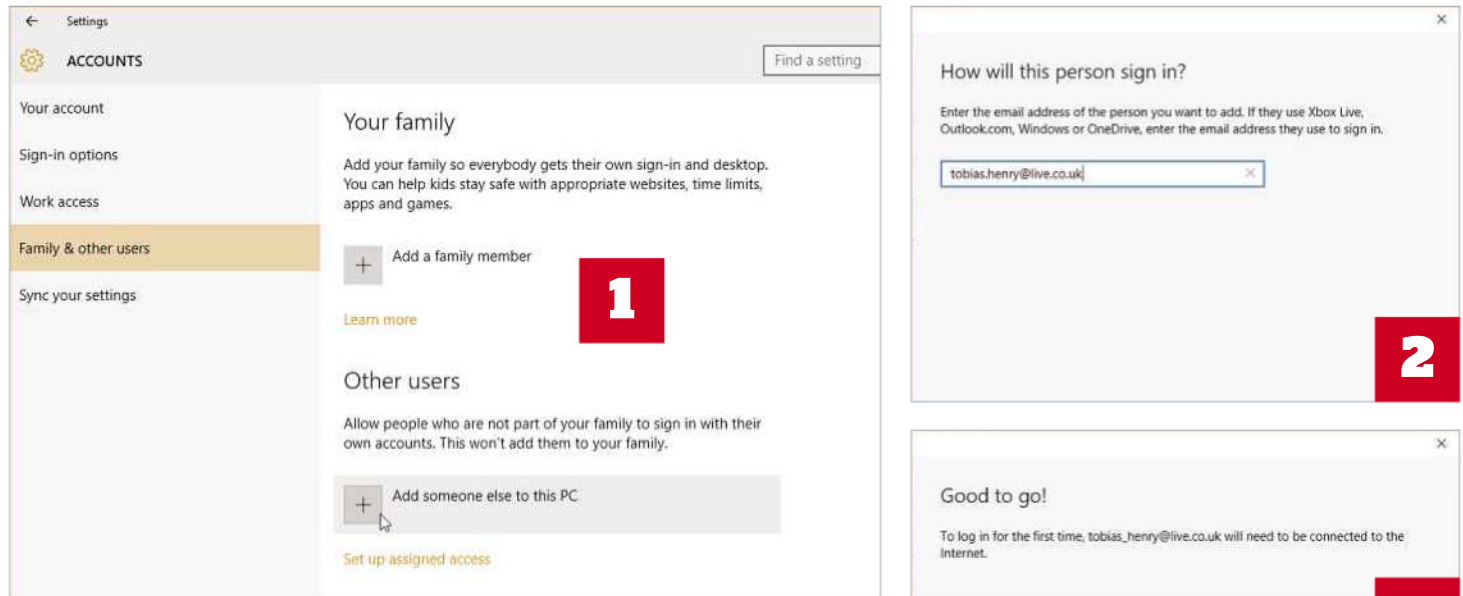
say, let friends use Music or Film & TV without worrying what else they might get up to on your PC.

Click the link, then use the first '+' button to choose an account. Now click the second '+' button to choose an app.

From now on, that user account will only be able to access that one app, and nothing else.

## > Set up a user account

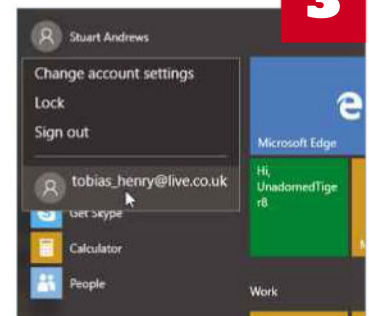
Setting up multiple accounts may seem like a hassle, but when you share your PC it's well worth the effort. Not only is security improved, but each user will find the PC feels like it's 'theirs' when they log in, with things where they left them.



**1** To create an account, go to Settings, Accounts. Click 'Family & other users' in the left pane. Windows used to treat all accounts the same, but now it differentiates between family members and other users. We'll look at adding family members over the page. For now, click 'Add someone else to this PC'.

**2** Windows asks for the Microsoft Account details of this person. You can still create a local account (one that exists only on this PC without being registered remotely with Microsoft), but a Microsoft Account is so central to the Windows Store and OneDrive that it's generally better to use one.

**3** As Windows cheerfully puts it, you are now 'good to go' with your new account. Click Start, then click on the profile picture at the top of the Start menu and you'll see the new account listed under the one you're already using. Just click on the new account to switch to it and sign in.



## Switching account types

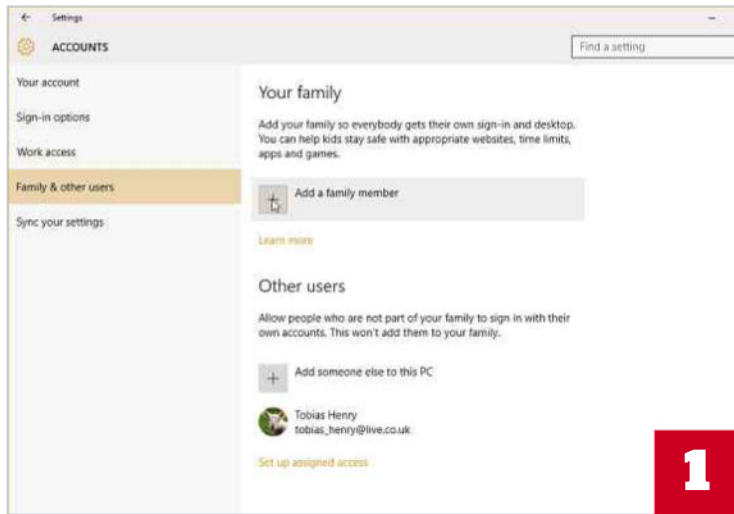
There are two types of account. Standard User accounts can use apps and programs installed on the PC, but can't install or uninstall, alter system files or change settings that affect other users. Administrator accounts can. Normally, accounts that you set up for other users of your PC will be Standard Users, to keep you protected. If you want to give

Administrator rights to someone else, however, you can change their account type.

**1** Log in with your Administrator account, then click Settings, Accounts, Family & Other Users. Click on an account, then on the 'Change account type' link.

**2** Click on the drop-down menu, change the account from Standard User to Administrator, and click OK.





## ➤ Using Family Accounts

If you intend to share your PC with your kids, you'll want to set up Family Accounts. These work like regular accounts but with two key differences. Firstly, Microsoft associates these accounts with your own Microsoft Account, establishing a family relationship. Secondly, family accounts let adults supervise their children's internet usage.

That means you can whitelist and blacklist individual sites, restrict PC usage to certain times and durations, and dictate what kinds of apps a child can purchase, install and run. At the same time, the child has their own account, which gives them some degree of privacy as well as avoiding all their stuff getting mixed up with your stuff.

Family Accounts can be even more useful if you have a range of devices in the family, with several adults and kids using them.

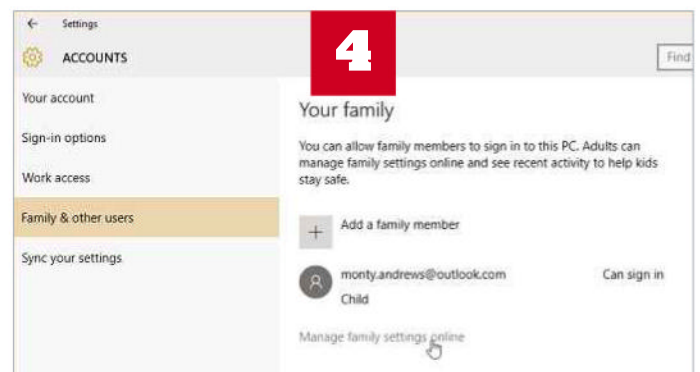
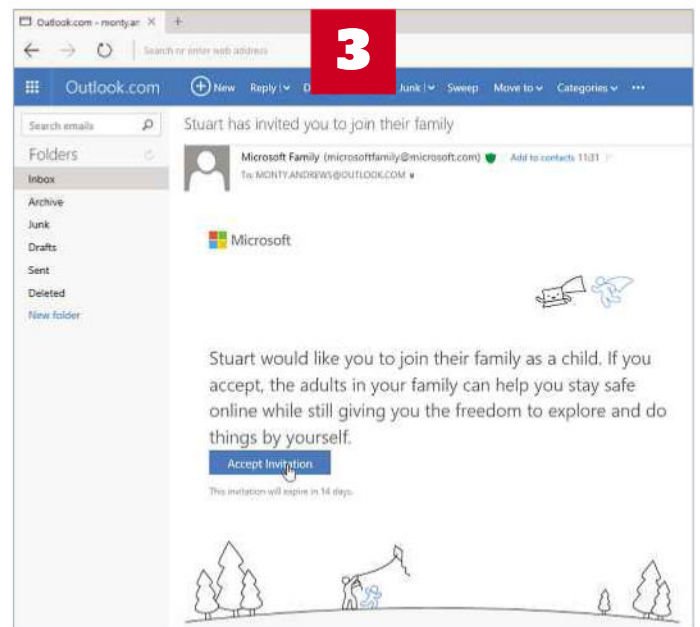
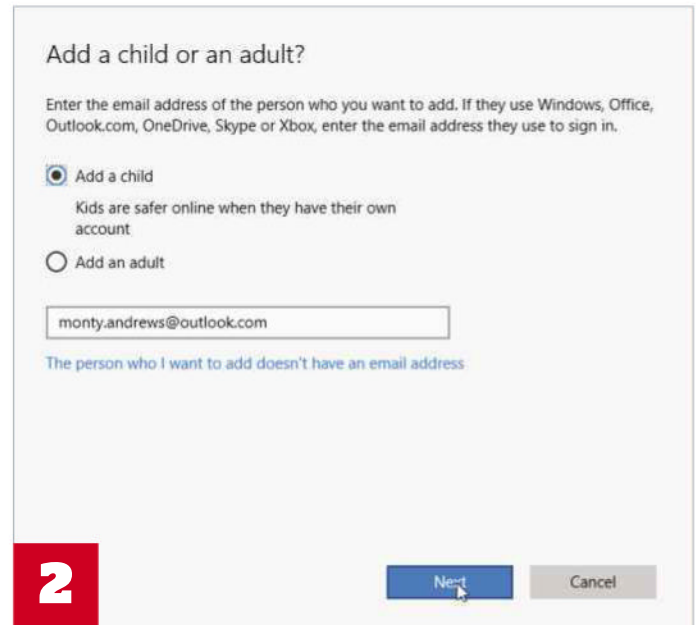
To get the system working for you, it's best to start by signing up each child to their own Microsoft Account. Because they require links between users, Family Accounts can't be set up without registering them with Microsoft. You can do this in advance at [www.microsoft.com/en-gb/account](http://www.microsoft.com/en-gb/account), or during the process of setting up Family Accounts on your PC, as shown below.

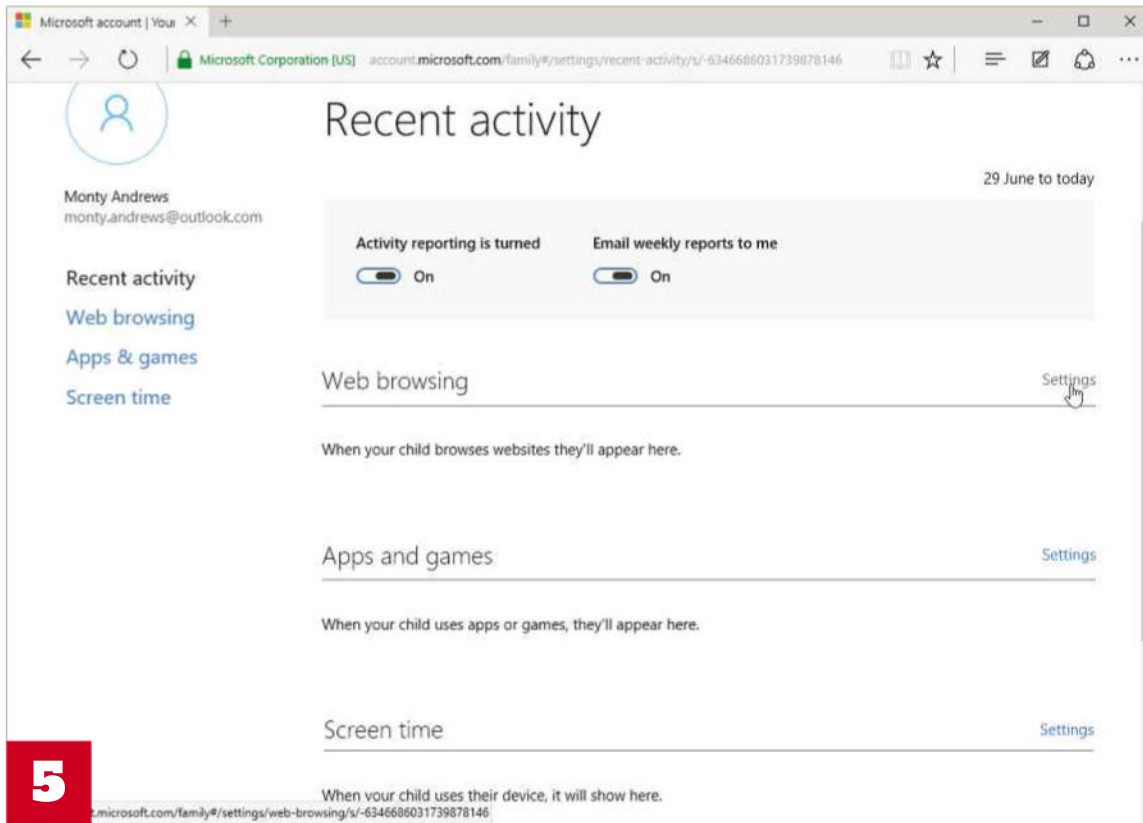
**1** Click Start, Settings, Accounts, Family & Other Users and click 'Add a family member'.

**2** Select whether the new user you're currently adding is a child or an adult, then enter the user name for their Microsoft Account. If they haven't got one, click 'The person who I want to add doesn't have an email address' and follow the instructions. Click Next.

**3** Click Confirm to add the new user. You'll get a message saying the user has been added, but family protection won't work until they accept your email invitation. For younger children, where you have their login details, you can do this yourself. Open the Edge browser, visit [www.outlook.com](http://www.outlook.com), sign in with the child's login, open their Outlook inbox and accept the invitation. If you don't have your child's login, you'll need to yell for them to do it.

With that done, click Start and switch accounts to the new account, then sign back in to your own (which must be an Administrator account). This will let you set up all the parental controls.



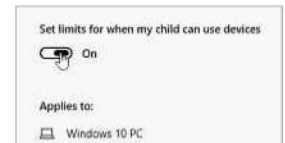
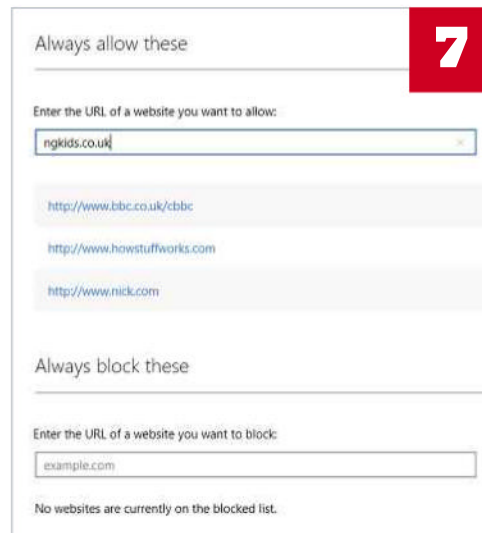


## ▼ Age ratings

Bear in mind that most web pages don't come with an official age rating, so Windows' blocking of 'inappropriate' material involves some guesswork. It will still be possible to access all kinds of content, especially deliberately, and useful sites may get blocked.

Apps and games on the Windows Store do have ratings, so the settings in Apps & Games are more precise. They won't affect apps you install from outside the Windows Store, or games you download independently or from a service like Steam.

If you want to ensure your nine-year-old isn't playing Call of Duty, you'll still need to check what they're up to yourself.



**4** Click where it says 'Manage Family Settings online'. Your browser will open on the Family page of your Microsoft Account settings. Click on the new user to access their settings on this PC.

**5** You can change how you monitor your child's activity, how you control their web browsing, what apps and games they can play and how much time they get on the PC, all using the links on the left.

In Recent Activity, we've turned activity reporting on and switched on weekly reports. From now on, your child's use of this PC will be recorded here.

**6** The Web Browsing options let you block all 'inappropriate' sites or control specific sites.

**7** Enter a URL in the box, then click Allow or Block to add it to your whitelist or blacklist.

**8** Apps & Games lets you block content you feel may be unsuitable and allows you to set a maximum age rating for games.

In Screen Time, you can decide when your children can use this PC and for how many hours at a time. Before you leave this area, make sure you turn the toggle switch at the top of each option to the 'on' position, so that all the settings you've made will take effect.

# Security and privacy

Protect your PC with Windows 10's built-in anti-virus and firewall tools

## ➤ Set exclusions

Like any anti-virus tool, Windows Defender can make mistakes, wrongly flagging files that are safe. If this starts to happen, you can exclude files or folders from its scanning. Just remember that every exclusion is a potential vulnerability to real malware.

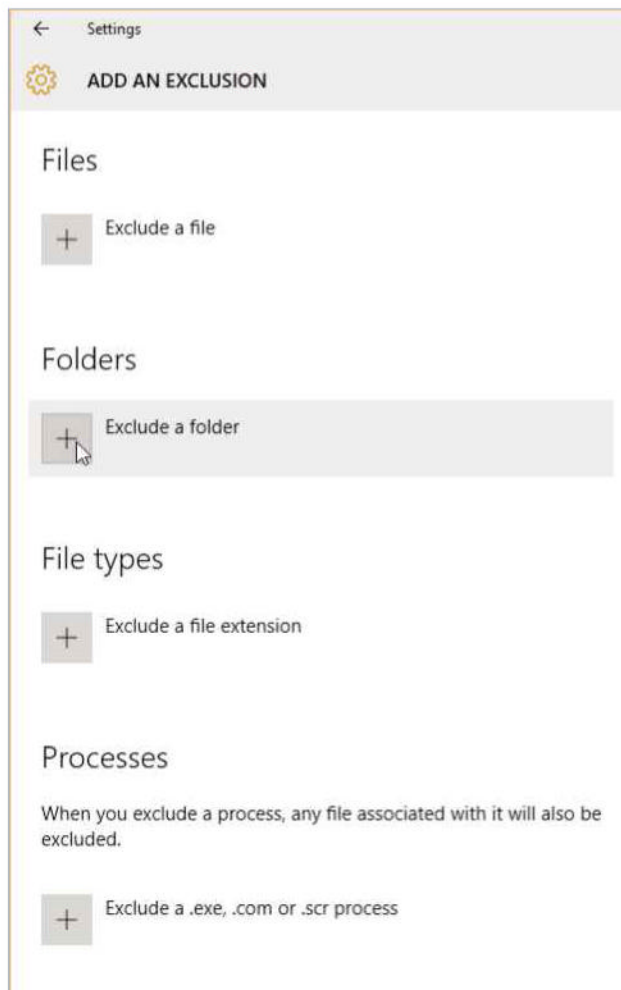
▶ Click Start, Settings, Update & Security, Windows Defender. Click 'Add an exclusion' under Exclusions. Click the plus button next to Files, Folders, File types or Processes, depending on whether you want to exclude a specific file, a folder, all files of a type or a specific process.

If you're excluding a file, folder or process (which means some kind of program file), use the File Explorer window that pops up to go to the file or folder. Click on it, then click the Exclude This File or Exclude This Folder button.

Excluding all files of a certain type is a little different. You'll need to type the file extension you want to exclude, then click OK.

### Privacy concerns

Windows 10 has come under fire from critics who have suggested the OS harvests and shares too much personal data. But there are easy ways to fix these flaws – head to page 110 for more.



### Using third-party tools

Unlike some previous versions of the OS, Windows 10 comes with a full suite of security tools built-in. And, by default, they'll be enabled and running in the background. But you don't have to stick with these if you don't want to – most security software companies have launched Windows 10-compatible products, so go with whichever tools make you feel safest.

### Require sign-in

Never  
When PC wakes up from sleep  
Windows require

### ▲ Naming names

Don't neglect physical security: password-protecting your system is important. To configure when and how you have to sign in, go to Start, Settings, Accounts, Sign-in Options.

Use the first drop-down menu to tell Windows to ask for sign-in whenever it wakes from sleep; choosing Never here means only each time the PC is started up. If your full password is hard to type, create PIN code to use instead. Click Add, enter and confirm.

Alternatively, if you have a touch-screen device, use Picture Password. Click Add and browse for an image. You're asked to draw three lines, curves or shapes over it. Making these three gestures will be your new login password.



## > Manage the Windows Firewall

The Windows Firewall is another security feature that likes to keep its head down, quietly protecting your PC against intrusions from the internet. It'll just prompt you if you need to allow or block a program. But there may be times when you need to configure it: for example, if you accidentally blocked an app, which now won't work.

**1** Help protect your PC with Windows Firewall

Windows Firewall can help prevent hackers or malicious software from gaining access to your PC through the Internet or a network.

**Private networks** Connected

Networks at home or work where you know and trust the people and devices on the network

Windows Firewall state: On

Incoming connections: Block all connections to applications that are not on the list of allowed applications

Active private networks: SKY097C2

Notification state: Notify me when Windows Firewall blocks a new app

**Guest or public networks** Not connected

Networks in public places such as airports or cafés

Windows Firewall state: On

Incoming connections: Block all connections to applications that are not on the list of allowed applications

Active public networks: None

Notification state: Notify me when Windows Firewall blocks a new app

**2** Windows Firewall with Advanced Security Desktop app

Windows Firewall Control panel

**3** Customise settings for each type of network

You can modify the firewall settings for each type of network that you use.

Private network settings

Turn on Windows Firewall

Block all incoming connections, including those in the list of allowed applications

Notify me when Windows Firewall blocks a new app

Turn off Windows Firewall (not recommended)

Public network settings

Turn on Windows Firewall

Block all incoming connections, including those in the list of allowed applications

Notify me when Windows Firewall blocks a new app

Turn off Windows Firewall (not recommended)

**4** Allow apps to communicate through Windows Firewall

To add, change or remove allowed apps and ports, click Change settings.

What are the risks of allowing an app to communicate?

Allowed apps and features:

Name

Microsoft Solitaire Collection

Microsoft Wi-Fi

MSN Money

MSN News

MSN Sport

Music

**5** Add an app

Select the app that you want to add or click Browse to find one that is not listed and then click OK.

Applications:

paint.net

Path: C:\Program Files\paint.net\PaintDotNet.exe

What are the risks of unblocking an app?

You can choose which network types to add this app to.

Network types... Add Cancel

**1** The easiest way to get to the Windows Firewall is through Cortana. Click the search box in the Taskbar and type [firewall](#).

**2** Selecting the 'Windows Firewall with Advanced Security' option will take you to a forbidding complex desktop app. Instead, pick the 'Windows Firewall control panel' option below.

**3** The green shield icon means the Firewall is up and running, and you can see its current settings both for Private networks, like your home or office, or Guest or public networks, like a coffee shop or hotel.

**4** You can turn the Windows Firewall on or off and change how it behaves using the links on the left. You can also set it to block all

incoming connections, a slightly extreme measure, but one that can give you extra protection when you're connecting to a public network. Though it sounds restrictive, you should still be able to use most email, messaging and other web-based services.

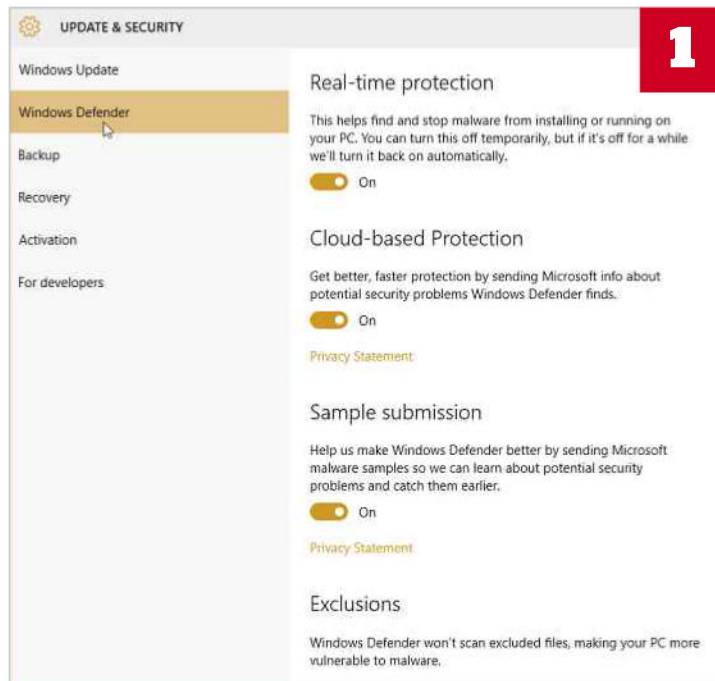
**5** To allow apps or features through the Firewall, click the appropriate link

on the left-hand side. You can scroll through the list and tick whether the app in question is allowed to connect through on a public or private network.

**6** If the app you want isn't listed, click 'Allow another app' button, then click Browse. Locate the program (exe) file for the application or app you want, then click Add.

## > Scan with Windows Defender

Like Windows 8, Windows 10 has built-in anti-virus protection. It runs unobtrusively, fending off viruses and spyware without fuss and, while it's not perfect, it provides an effective basic defence. It's turned on automatically by default, but you can adjust it and run scans manually.



Click Start, Settings, Update & Security, then click on Windows Defender on the left-hand side.

**1** Unless you're installing new third-party anti-virus software, it's best to leave Real-time Protection, Cloud-based Protection and Sample Submission settings on. These improve protection for your PC while helping Microsoft stay on top of new malware. Scroll down and you'll see an option to add exclusions, version info for your anti-virus updates, and a link to Use Windows Defender. Click the last to run a manual scan for malware now.

**2** The first gives you a status update with options for a Quick, Full or Custom scan. Use Quick for a fast but not 100% comprehensive scan.

Real-time protection  
This helps find and stop malware from installing or running on your PC. You can turn this off temporarily, but if it's off for a while we'll turn it back on automatically.

On

Cloud-based Protection

Get better, faster protection by sending Microsoft info about potential security problems Windows Defender finds.

On

[Privacy Statement](#)

Sample submission

Help us make Windows Defender better by sending Microsoft malware samples so we can learn about potential security problems and catch them earlier.

On

[Privacy Statement](#)

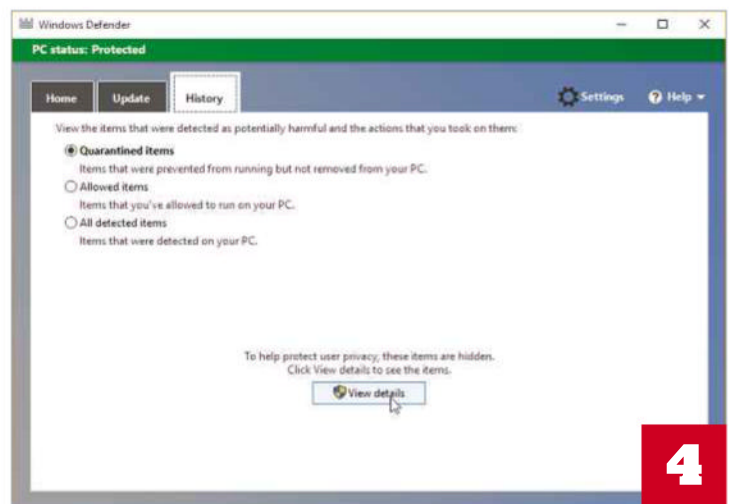
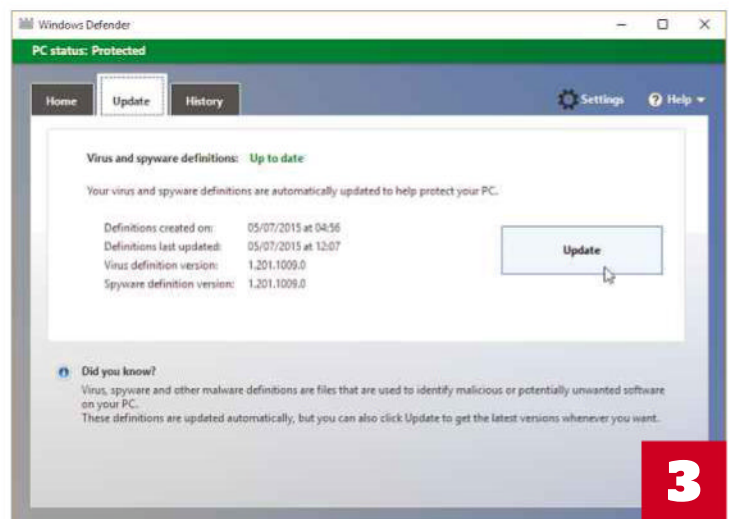
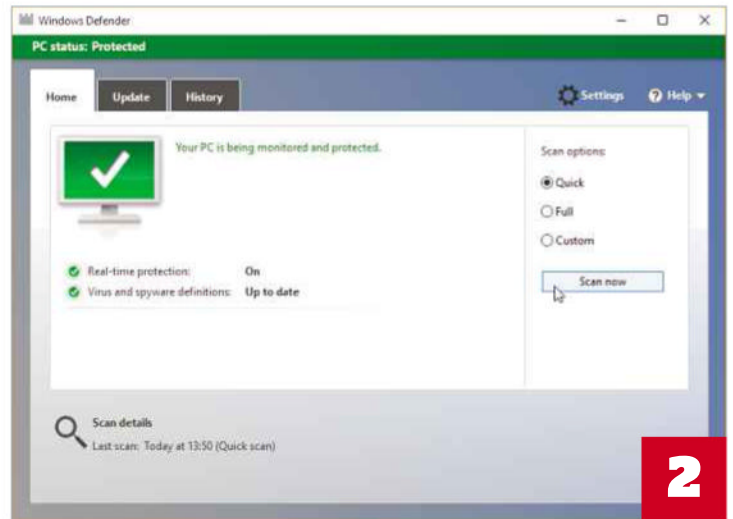
Exclusions

Windows Defender won't scan excluded files, making your PC more vulnerable to malware.

Select Full for an in-depth but slow scan. Use Custom for a specific drive or folder. Click Scan Now.

**3** Virus definitions – the database of malware – will update automatically if you have Windows Update on. To update them manually, click the Update tab, then click Update again.

**4** The History tab shows any malware Windows has detected, and isolates the items that you've opted to quarantine but not remove, or decided to allow. Select one, then click the View Details button to see the list. If there are any items in your list, you can select them and then click Remove to delete them permanently, or Restore to take them out of quarantine and put them back where they were before.



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# Connect to Wi-Fi and networks

Get online and take control of Windows 10's networking to share files and folders, stream media and more



**Windows 10 makes short work of connecting to wired or wireless networks, and many users will be able to just leave it there.**

**Modern routers and operating systems are pretty clever about handling network resources automatically, and often meddling with the settings can do more harm than good.**

There are times, however, when it's necessary to get your hands dirty, and that's when knowing your way around Windows 10's network settings will be an enormous help. Not only can you check exactly what you're connected to (or not), you can dictate who sees what over your own network and set up your various devices and storage to play nicely for the more exciting uses of networking, such as streaming movies and music around the house.

## Limit bandwidth

Always-on internet access is something of an assumption now, but there are still times when your bandwidth isn't unlimited. If you tell Windows 10 that a particular connection is 'metered', it'll be a bit more careful about uploading and downloading data whenever you're on it. Automatic updates won't download, cloud-based activities may be restricted, and you may see prompts or warnings when apps want to sync or upload data. It'll also let you know when you've left an app running that might consume a lot of bandwidth.

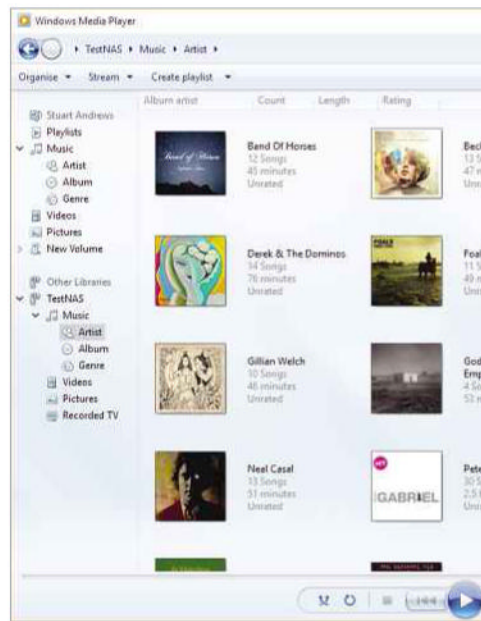
## What is Wi-Fi Sense?

Wi-Fi Sense is a feature that's designed to connect you to the Wi-Fi networks around you securely and automatically, without the login details being visible.

This is theoretically a good thing, taking the complexity out of, say, hooking up to a friend's network when visiting, and cutting down on your mobile data usage when out. And it has good security measures; any contacts who you permit to access your networks can't see any

network keys, and they can't pass these details on to other people.

There are still risks, in that friends who access your network by physically typing in a password could share it with others without your consent, or by accident. It's not a huge concern, but be aware.



## Windows Media Player

◀ Like Windows 8's media apps, the Music and Film & TV apps in Windows 10 have one glaring limitation; they can play audio and video files stored on your Windows 10 PC or attached drives, and they can stream films, TV and music over the internet from Microsoft's Windows Store servers, but they can't locate and stream files stored on a NAS (network-attached storage) box or DLNA (Digital Living Network Alliance) media server on your own network — at least, not without some fairly complicated workarounds. Luckily, if you do want to stream music from a NAS or media server, you have an alternative, and it comes from Microsoft itself: Windows Media Player.

Unlike Windows 10's shiny new apps, the old Media Player program is perfectly happy to stream files directly from your NAS or DLNA media server. Launch it and look under Other Libraries in the Menu pane on the left to see your server listed.

## Protect your PC using facial recognition

One source of worries with networks is that anyone who gets access to a device that's set up on the network will be able to get at all the resources that have been shared from others. PCs in a large office are an obvious example; your kids' friends jumping on their laptop is another. Windows Hello is a new feature that puts a different slant on this. It uses facial recognition to wake up a PC when you — and only you — sit in front of it. The catch is that it requires a special depth-sensing camera and, currently, there aren't any devices of this type commercially available.

## > Manage Wi-Fi settings

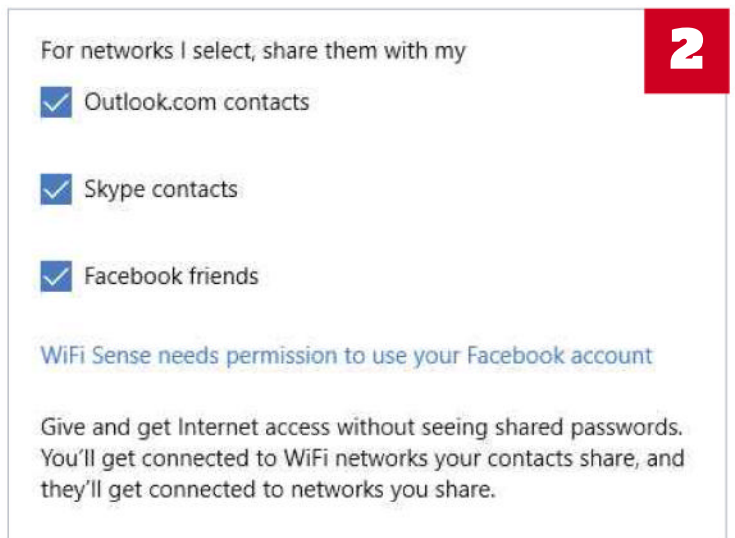
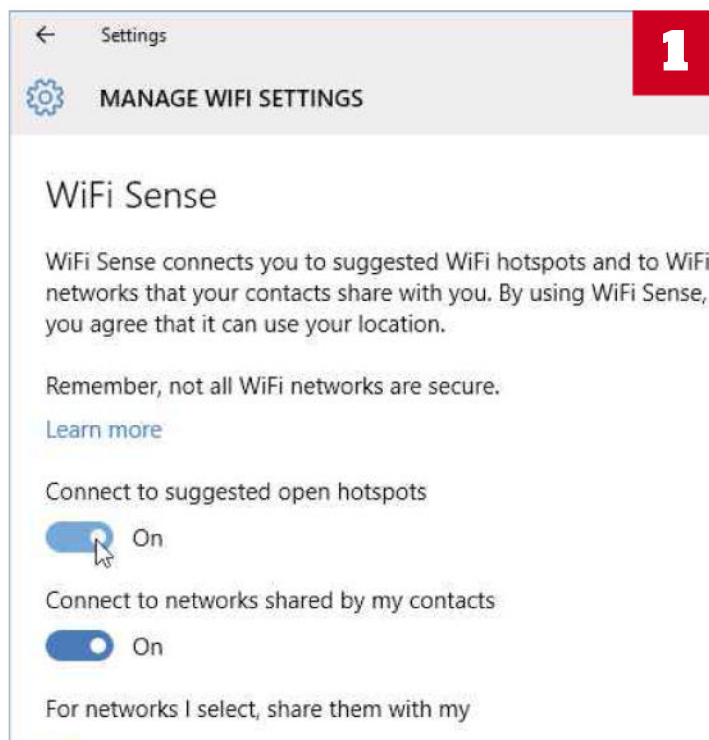
Wireless networking is meant to be convenient. Get to grips with Windows 10's Wi-Fi settings and make sure it feels that way for you. To find them, go to Settings, Network & Internet and click Wi-Fi on the left-hand side. Now click Manage Wi-Fi Settings. You'll find a new panel where you can control your connections and Wi-Fi Sense.

**1** Wi-Fi Sense is Microsoft's attempt to make connecting to wireless networks less of a bother. The idea is that it automatically shares your router's login details with friends (and they theirs with you, if they're polite). It also enables open hotspots, so you can use it to connect to public networks that have been made available this way.

The first two options tell Windows whether or not you're happy to connect to any open hotspots or to any networks shared by your contacts. Toggle the options on or off.

**2** Underneath, you can select who you share Wi-Fi Sense details with, including any contacts you've synced from Outlook.com, Skype contacts and Facebook friends. Tick those you want to share with, if any. Just because you want to use Wi-Fi Sense yourself where available, that doesn't mean you have to share your own connection with anyone unless you choose to.

**3** At the bottom of the panel you'll see a list of any Wi-Fi networks you've previously connected to. Click on a network, then click Share to share its details through Wi-Fi Sense. Also here, you can click Forget to delete the details of a network. This can be a good idea if it's not a trusted network and you don't want Windows 10 to connect you to it again automatically next time you're near it.



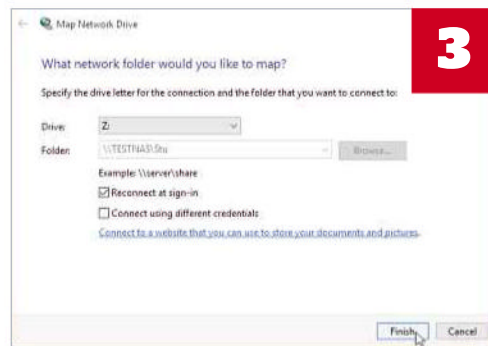
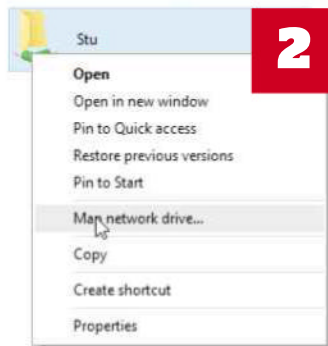
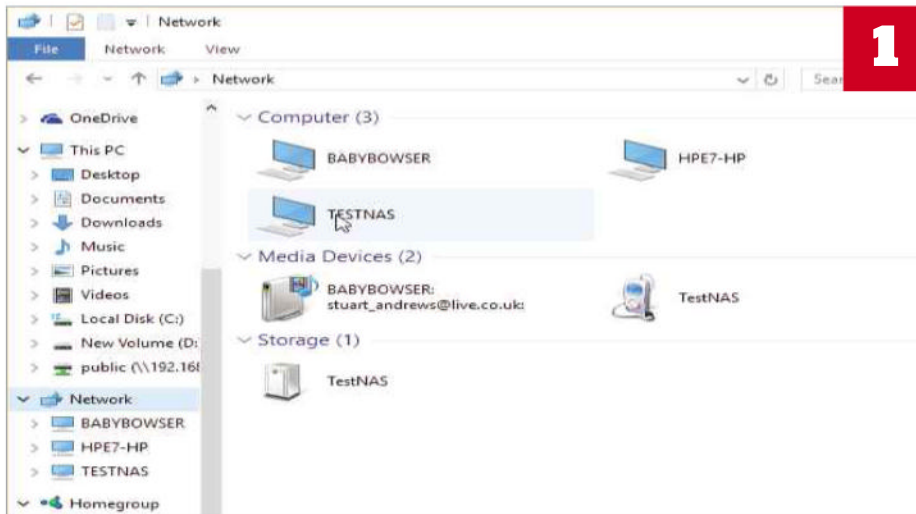
### Pin network folders

If you have a shared folder on your network that you use a lot, why not pin it to the Quick Access section at the top of the File Explorer's Navigation pane? Just open the File Explorer, click on Homegroup, then right-click on the folder and select 'Pin to Quick Access'. Alternatively, you could select 'Pin to Start' to pin it to the Start menu.

### Sharing folders in your homegroup

Once you have two or more PCs connected to the same homegroup (see chapter 2), you can easily share files and folders between them across your network. By default, the folders you selected while creating the homegroup — Music, Videos, Pictures, Documents — will be shared, but you can also share any folder individually.

If you don't already have a folder to use, create a new one on the Desktop or in File Explorer. Now right-click on it and select Share With, then 'HomeGroup (view)' or 'HomeGroup (view and edit)'. Click 'Yes, share the items' and the folder will be accessible for viewing and/or editing from other PCs in your homegroup.



## Using a NAS

NAS (network-attached storage) boxes are great as a place to back up, store and share files, or as a central repository for music, photos, video and other media. Connecting to one in Windows 10 isn't much different from Windows 7 or 8. Your NAS may have features or software to help with the connection, but here's how to set up manually by finding shared folders and mapping them to a network drive.

**1** Open the File Explorer and click Network in the left-hand Navigation pane. Windows should go away and track down all the computers, media devices and storage devices on your network, and will list your NAS under one, two or all three sections, depending on your Network and your NAS. While it might seem logical to double-click the icon under Storage, with many NAS drives this will take you straight to a browser-based admin page. Instead, double-click the one under Computer. You should see any shared drives listed. It's also a handy reminder that a NAS isn't just a hard disk, it's a computer system in its own right.

**2** Right-click the shared drive and select Map Network Drive. Select the drive you wish to use (or leave it at the default setting), make sure 'Reconnect at sign-in' is ticked so you won't have to do it manually every time you restart your PC, then click Finish. Windows will try to establish the connection.

**3** You may now be asked for login credentials. Use the ones you normally use to connect to your NAS. Make sure 'Remember my credentials' is ticked, then click OK. In future, Windows will connect to this folder on startup, and you can treat it much like any folder on a local hard disk.

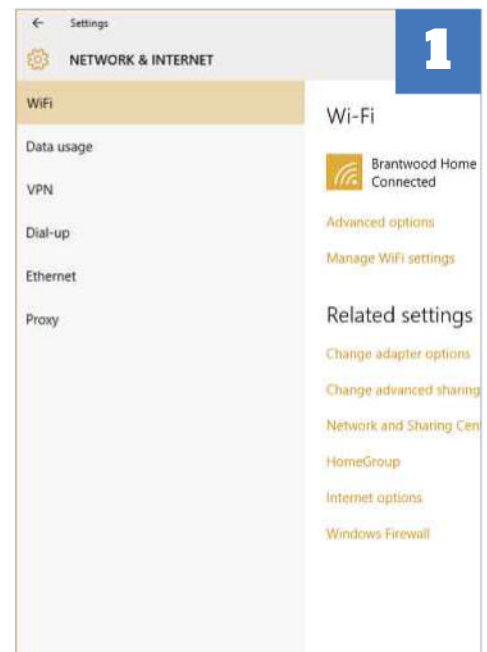
## Network settings

Most of the time you'll interact with Windows networking by clicking on the Networks icon in the Notification Area at the right of the Taskbar. That's fine for joining or switching networks, but to go deeper, click the Network Settings link at the bottom.

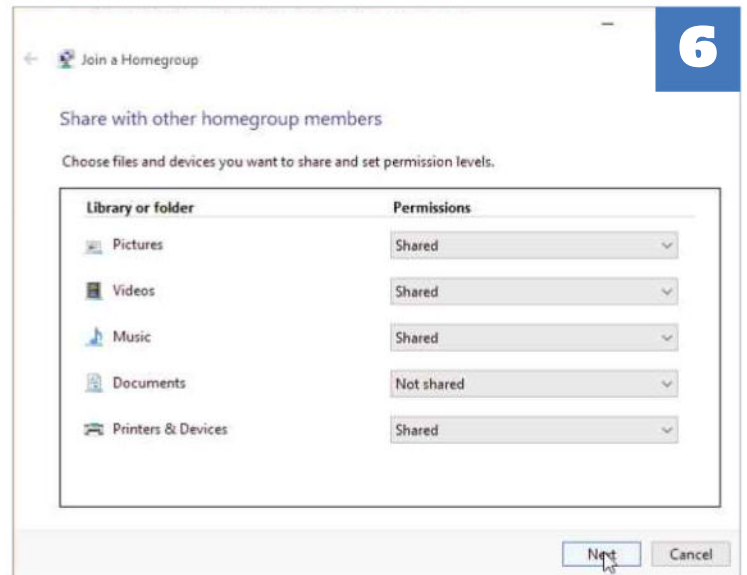
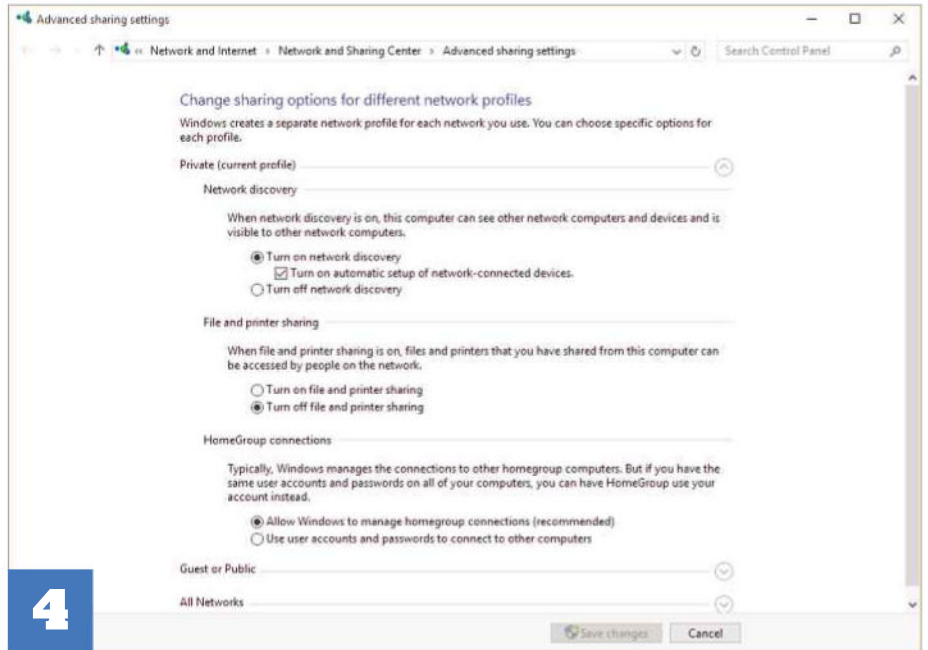
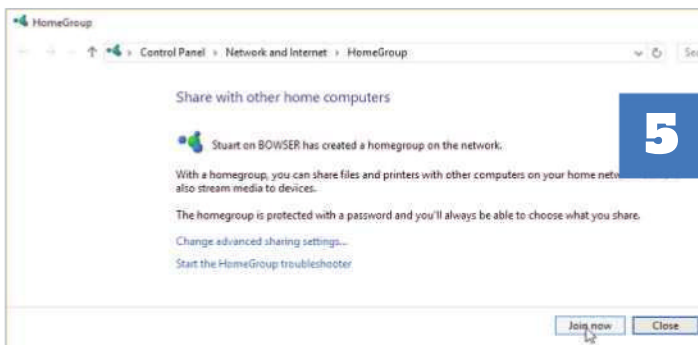
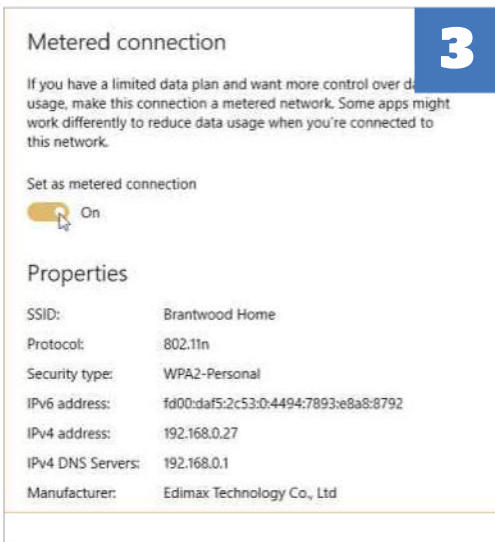
**1** The Network & Internet settings control panel covers settings for the main types of network connection, with Wi-Fi and Ethernet being the focal ones for most Windows users. Click Wi-Fi on the left-hand side to see the available options, then click Advanced Options.

**2** The top option, under 'Find devices and content', defines whether this PC will be discoverable by other PCs when you connect to a network. This should be turned on when you're on a secure network at home or in the office, as it enables you to share files and folders. But turn it off for a public network, say in a café.

**3** You can also define metered connections. This is particularly useful when you're working at a hotspot where you pay for internet bandwidth, or where you're using a 3G or 4G connection that's charged by the megabyte or has a daily limit.







Turn the toggle switch to On if you want to make sure you don't exceed your allowance.

**4** Return to the Network & Internet settings control panel and click 'Change advanced sharing options'. Here you can turn on network discovery and file and printer sharing options for Private or Public networks

(although you'll always be prompted to do this for each network when you first connect to it anyway).

**5** To enable file and printer sharing on your own network, first click the radio buttons for 'Turn on network discovery' and 'Turn on automatic setup of network-connected devices', then click the one for 'Turn on file

and printer sharing'. Leave the HomeGroup Connections setting to 'Allow Windows to manage homegroup connections'. Click Save Changes.

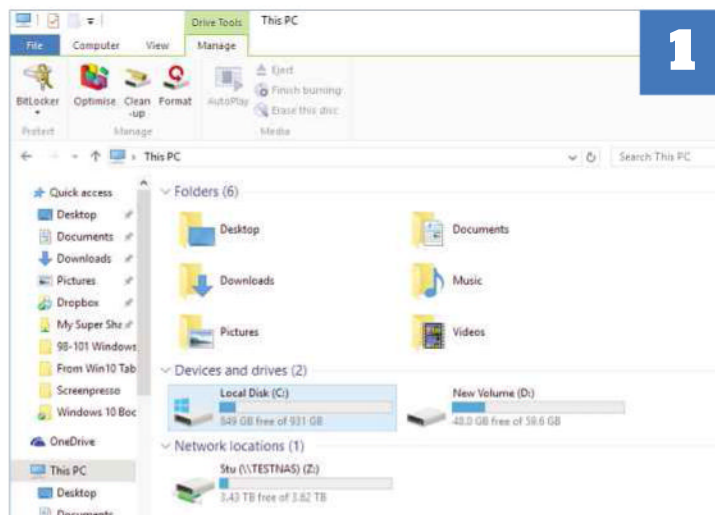
**6** We talked about joining homegroups in Chapter 2, but you can also do it from this control panel. Click Homegroup, and if there's an

existing homegroup on the network you'll see details and a Join Now button. Follow the step-by-step wizard and specify whether pictures, videos, music, documents and printers and devices will be shared from this PC or not. You'll also need your homegroup password. Enter it, and you should be connected to your homegroup.

# Manage your PC's storage

Control where files are stored, manage and maintain your drives, and learn how the Storage Spaces feature can help to protect your data

## ➤ Optimising drives



**1** Click Start, File Explorer and click This PC on the left. Click on a drive under Devices and Drives, and you'll see a new tab, Drive Tools, in the ribbon at the top. Click it.

**2** Click the Optimise button to launch this tool. Windows optimises drives in the background, checking for issues and rearranging data so that it can be read and written more efficiently. But you can trigger a manual optimisation too. Select your drive, then click Optimise.

**3** The Clean-up tool will give your drive a tidy, getting rid of temporary files, debris from old programs and other space-wasting stuff. Click the

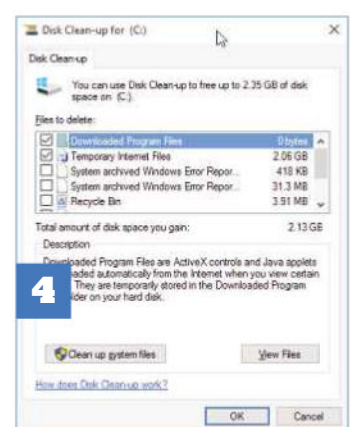
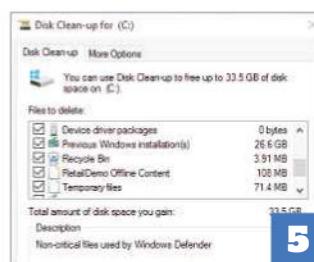
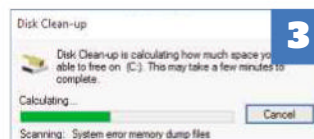
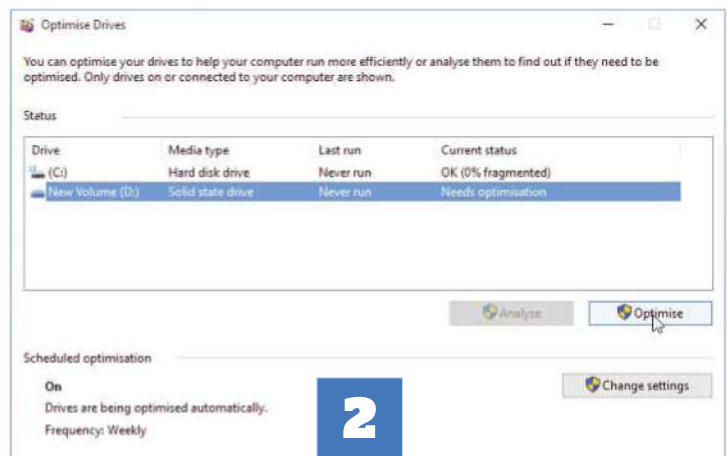
Clean-up button and Windows will analyse the drive to see how much space it might be able to grab back.

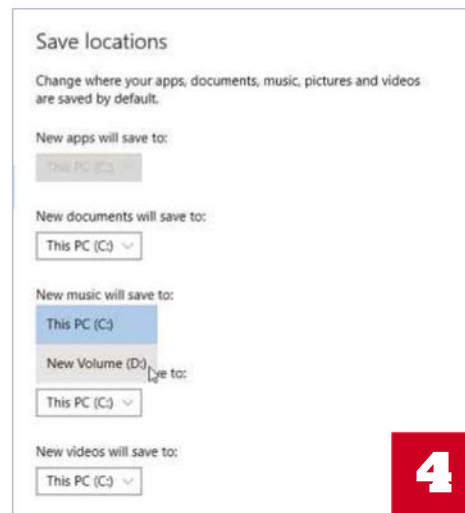
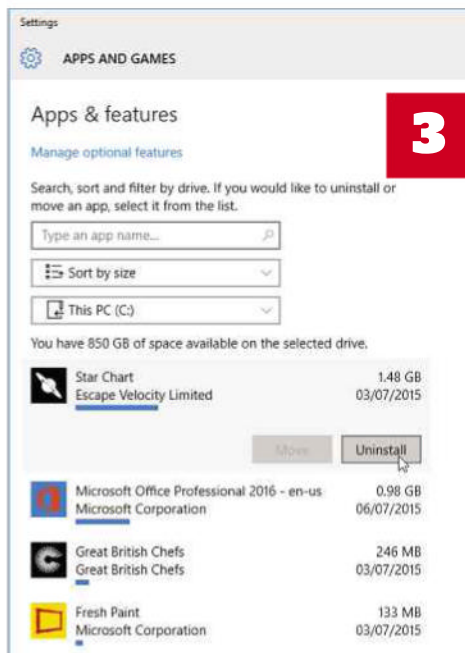
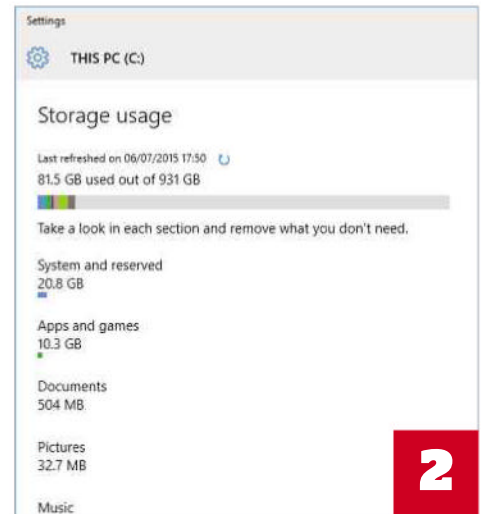
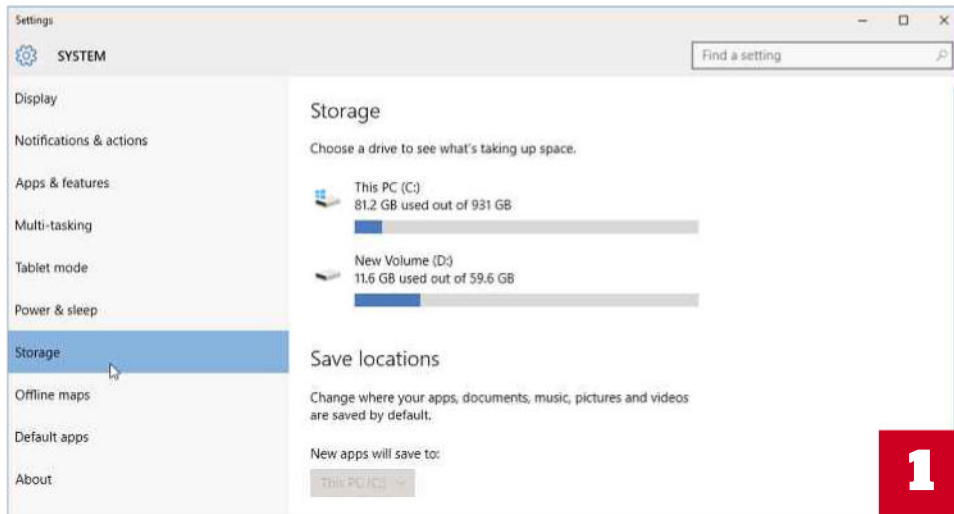
**4** In the list, select the files you're happy to get rid of by ticking the boxes, then click OK. It may be worth checking if you can ditch some unnecessary Windows system files too. Click the 'Clean up system files' button and wait.

**5** Tick boxes next to any items you're happy to ditch, then click OK and let Disk Clean-up do its thing. Think twice, though, if any warnings show; deleting the wrong system files could prevent Windows restoring or repairing successfully later.

### Check your hard drive's health

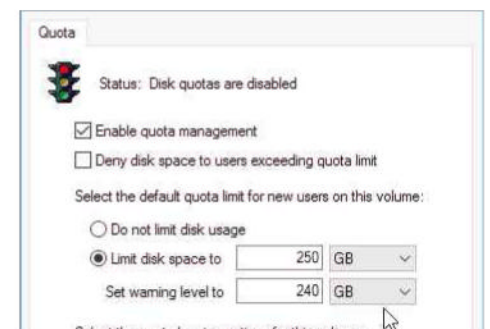
Concerned that a drive might be playing up? Launch the File Explorer, click This PC on the left-hand side, right-click on the drive and click Properties. Now click on the Tools tab, then click the Check button. Windows will check the disk for any technical problems.





## Storage Spaces

Windows 10 still supports Storage Spaces, which pool capacity from different physical disks – even of different types – into one logical disk (something the system sees as a single space). This not only simplifies storage, with less need to think about what's where, but also lets you mirror data across drives, so if one fails you don't lose anything. To set this up, type [storage spaces](#) into Cortana's search box, then click the Storage Spaces control panel at the top. Now click the 'Create a new pool and storage space' link, and follow the wizard to set up your first pool. They'll be listed in order of the amount of storage used.



## Storage settings

The Storage settings panel is good for quick checks on usage and changing where Windows stores its files.

**1** Click Start, Settings, then click System. Look for the Storage option in the left-hand pane, then click this. Under Storage on the right you'll get a quick view of all the drives in your computer and how much space they each have available.

**2** Click on any of the drives shown to get a more detailed rundown of the capacity that's currently being used by the various programs

and services on that drive. They'll be listed in order of the amount of storage being used, from most to least.

**3** You can then click on an individual category to see which apps are using the most space. Think one is hogging too much capacity for too little reward? Click on it and press the Uninstall button to remove it.

**4** You can also use Storage Settings to define which drive your apps, documents, photos and other media will use for storage. Use the drop-down menu under each item to change the drive.

## ▲ Quotas

If you're sharing one PC between, say, several members of a family, you can use Quotas to divide the disk space. Open File Explorer, click This PC, right-click on the drive and click Properties. Now click on the Quota tab and click the Show Quote Settings button. Tick 'Enable quota management' and 'Deny disk space', then click the 'Limit disk space to' radio button. Set your quota and warning levels, remembering to change KB to GB for realistic amounts. Click Apply and your quotas are set up.



# Manage your PC's hardware

Learn how Windows 10 can keep your system devices up to date and make sure all your hardware is running in tip-top condition



**One of Windows' strengths is that it's in some sense an open operating system, capable of running on the vast range of processors, motherboards, graphics chips and RAM combinations that are available around the world today. Ensuring Windows will run smoothly across so many different hardware configurations, including machines Microsoft has never even seen, is a complex task, but not impossible.**

Microsoft and its hardware partners create software 'drivers' that translate instructions from the operating system into a form the hardware can work with, while support for standards like USB or Bluetooth helps to ensure that devices you plug-in or connect wirelessly to will work just as well.

Twenty years ago, this stuff was a nightmare, causing headaches every time you changed the graphics card or tried to hook up a printer. Now, we take 'plug and

play' for granted: most things just work.

## Update device drivers

Still, if you're installing any new hardware on your PC more complicated than a USB stick, it may need its own drivers. Microsoft bundles drivers for huge numbers of devices with Windows, either included by default or downloaded automatically when you connect a new device. They should be kept up to date via Windows Update.

To be sure, you can check or install drivers manually. Launch Device Manager, find your device (assuming you've previously had it connected and working), right-click on it and then select the option to Update Driver Software.

It's not magic; the latest drivers will only be available if the maker of your hardware has cooperated with Microsoft to provide them, and sometimes things aren't where they should be. You could also visit the support page of the

manufacturer's website, search for your product's available downloads and unzip any zip files you download, ready to go.

This may be worth doing before you add a new device. If Windows needs drivers, you can point it to them. It's a better plan than installing the drivers from a supplied disc, which may already be out of date.

## Fix problems by rolling back

Occasionally updating hardware drivers or installing new ones can actually cause problems. Bugs and compatibility issues could not only mean your new peripheral doesn't work, but your entire PC starts acting up as well.

Windows has a mechanism for returning to a previous driver. Launch Device Manager, find your device and right-click it. Select Properties, then click on the Driver tab. Now click the Roll Back Driver button to re-install the driver you were using.

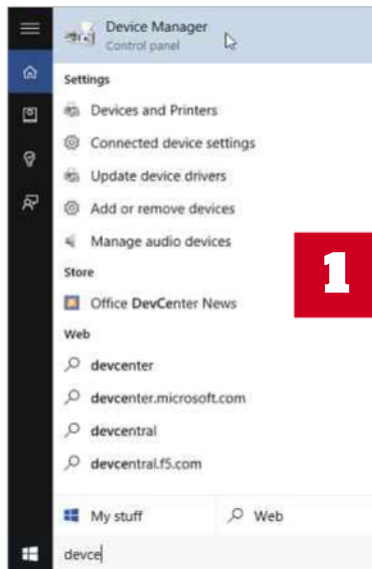
## Take control of your mouse or trackpad

Windows provides simple settings for your mouse or touchpad under Settings, Devices, Mouse & Touchpad, but you can find more comprehensive options by clicking 'Additional mouse options' or using Cortana to search for the Settings control panel, then clicking on Hardware and Sound followed by Mouse. This handy control panel enables you to adjust everything from how fast you need to click twice for it to register as a double-click to the relative speed at which the pointer travels across the screen as you move the mouse (under Pointer Options). Click Wheel and you can also adjust how your mouse or trackpad's scrolling functions work, even if yours uses a physical mechanism other than a wheel.



## > Install drivers

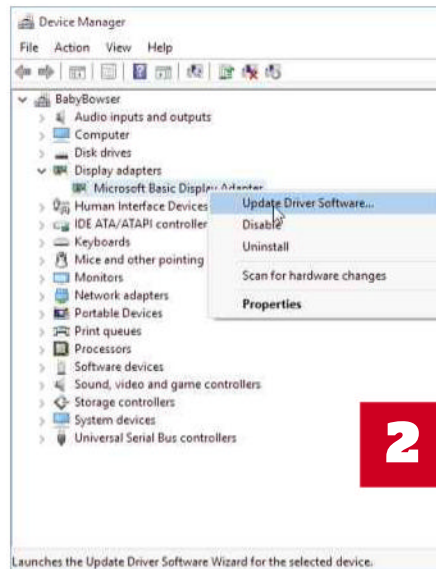
When you plug in new hardware, whether it's something as technical as a graphics card in a slot or just a printer on a USB cable, most of the time Windows will recognise it and install the drivers. If it doesn't, it's usually easy to find the drivers yourself.



**1** The best way to handle hardware issues is through Device Manager, a slightly old-school tool that's been doing Windows' dirty work since Windows 95. The easiest way to launch it is to type `device` into Cortana's search box (or even `devce`, like the fool who took our screenshot) and then press Enter to select the Device Manager result.

**2** In this case we've installed a new AMD Radeon graphics card, but Windows hasn't identified the hardware correctly and is treating it as a generic display adapter. It will work, but slowly and its advanced options won't be available. Click the chevron next to 'Display adapters' to reveal the Microsoft Basic Display Adapter entry, then right-click on it and select Update Driver Software.

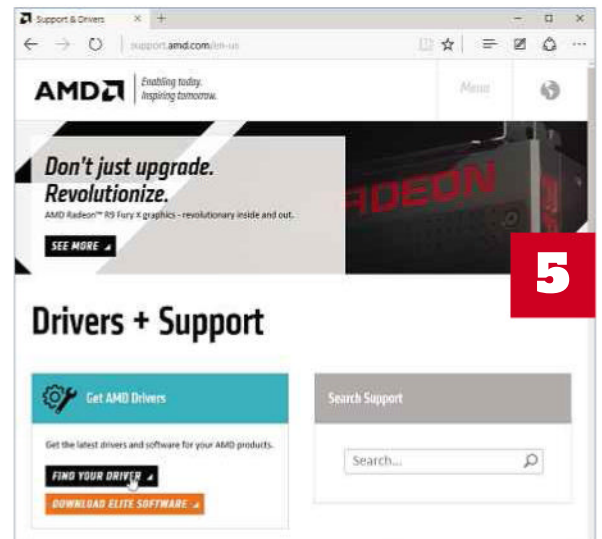
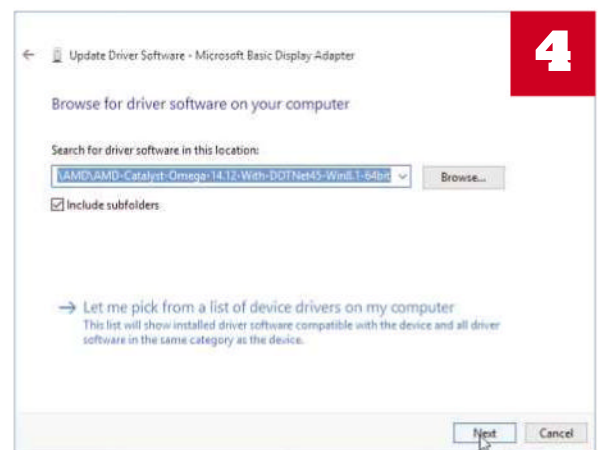
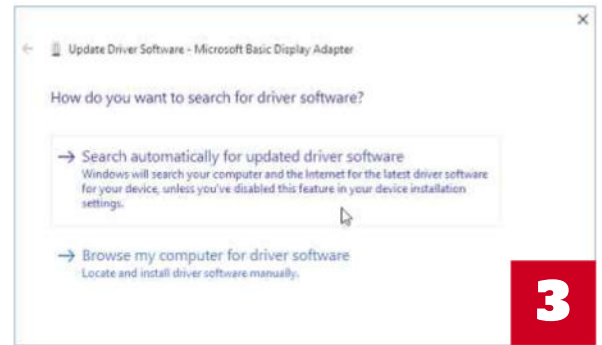
**3** The easiest way to fix the issue is to let Windows scan its own driver database and find the right driver. Click 'Search automatically' and off it goes.

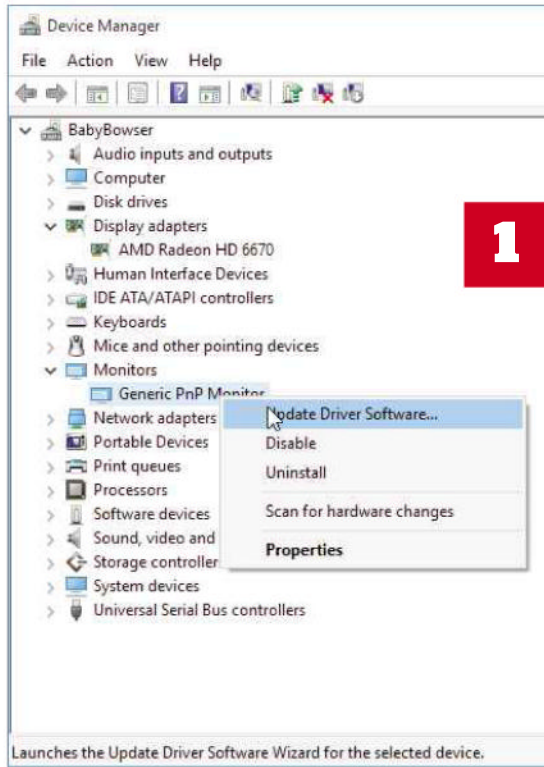


**4** If that doesn't work, you'll need to install the drivers yourself. If you've already downloaded drivers or have them on a CD, you can browse for them. Repeat step 3, but this time click 'Browse my computer for driver software'. Use the File Explorer window that pops up to go to the folder where your drivers are, click on it, then click Next. Your driver should be installed.

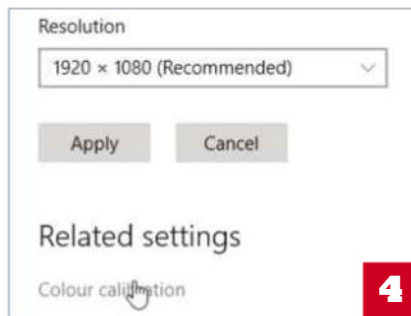
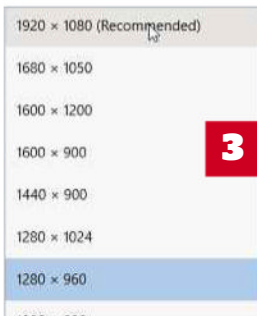
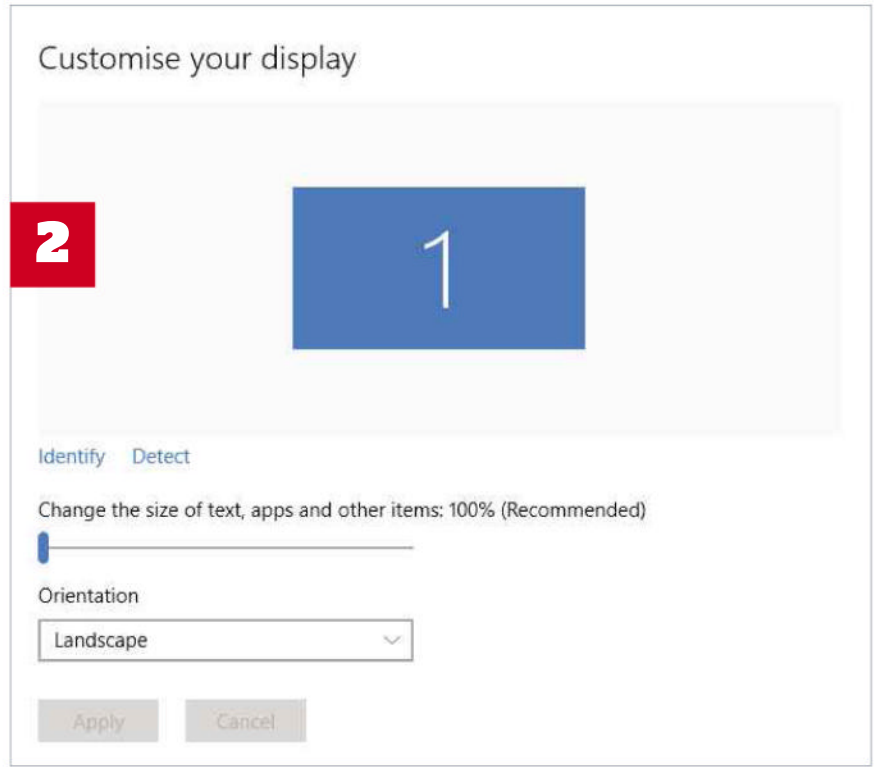
**5** Alternatively, go straight to the source. Find the support page of your hardware's manufacturer, look for the driver for your model and download it. Some will come as an installer program, which you just download and double-click to run.

**6** Clicking Open in Edge or double-clicking on the file in the Downloads folder should launch the driver's installer program. Follow the instructions shown on the screen, and your new drivers will soon be in action. Check that it's all working. In some cases you may be prompted to restart your PC.





Launches the Update Driver Software Wizard for the selected device.



## > Manage displays

Windows 10 is reasonably smart when it comes to detecting a monitor and setting it to run at the optimum resolution. But it doesn't always get this right. Still, there's nothing you can't fix with a little tinkering in the settings.

**1** First, see if Windows has detected your graphics card and monitor and installed the correct drivers for them. Open Device Manager and check that both have been identified. If you see a generic Microsoft Display Adapter or PnP monitor listed, that'll be your screen: Windows has correctly identified it as a monitor — rather than, say, a wardrobe — but is clueless beyond

that. Right-click the component and select Update Driver Software to update your drivers. Don't worry too much, though, if you can't find a specific monitor driver: Generic PnP Monitor usually works fine.

**2** Now go to the Advanced Display settings. The easiest way is by right-clicking on the Desktop and selecting Display Settings, then clicking

Advanced Display Settings at the bottom of the panel.

**3** Click on the Resolution panel, and make sure it's set to the native resolution of your screen — in other words the same number of horizontal and vertical pixels as the screen has. You'll normally see '(Recommended)' next to that resolution. Click Apply if you need to make any changes.

**4** If you spend a lot of time working with graphics apps, it may be worth calibrating your monitor. Click the Colour Calibration link, then follow the Display Colour Calibration wizard.

**5** Calibrating by eye in this way isn't hugely reliable, so keep in mind it could make things worse rather than better.



## > Install a new hard disk

Most desktop PCs have space for multiple hard disks, or you may want to replace the existing drive in a laptop. Having physically installed the drive (a fairly simple DIY job) you might expect your PC to just find it and work, but if the drive isn't pre-configured, it won't. It's easy to get the drive set up if you know where to look.

**1** The tool you need is called Disk Management. You should be able to guess by now that the quickest way to find it in Windows 10 is by typing [disk manage](#) into Cortana. When the results come up, select 'Create and format hard disk partitions'.

**2** The Disk Management tool appears, showing all the active, formatted drives — or 'volumes' — at the top, and the physical hard disks and SSDs on which they live

below. Here, our main drive, Disk 0, a one-terabyte hard disk, is up and running with an NTFS primary partition, but the 60GB SSD (Disk1) that we want to get up and running is just unallocated space. Right-click on that unallocated space and select New Simple Volume.

**3** Windows will launch the New Simple Volume wizard. Click Next and allocate some space to the new volume.

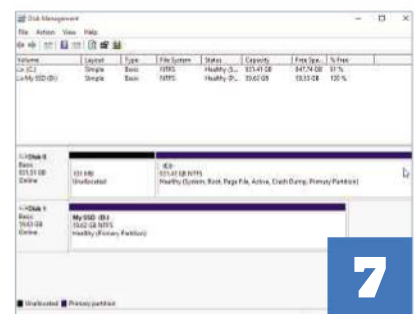
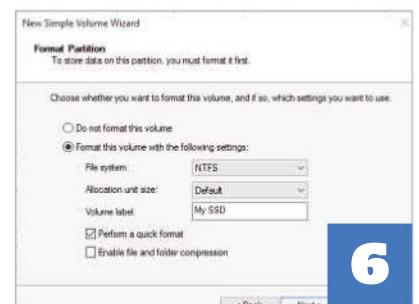
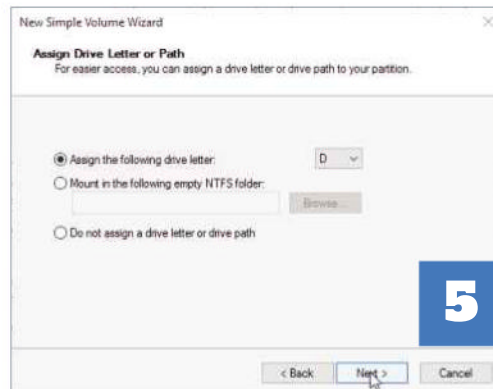
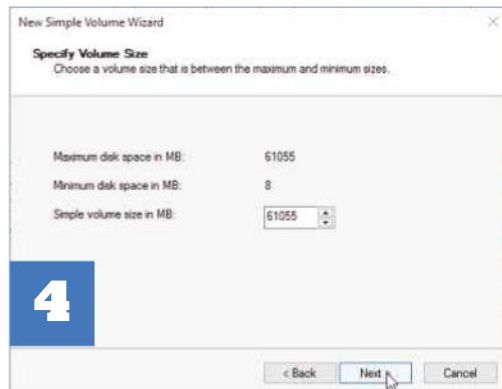
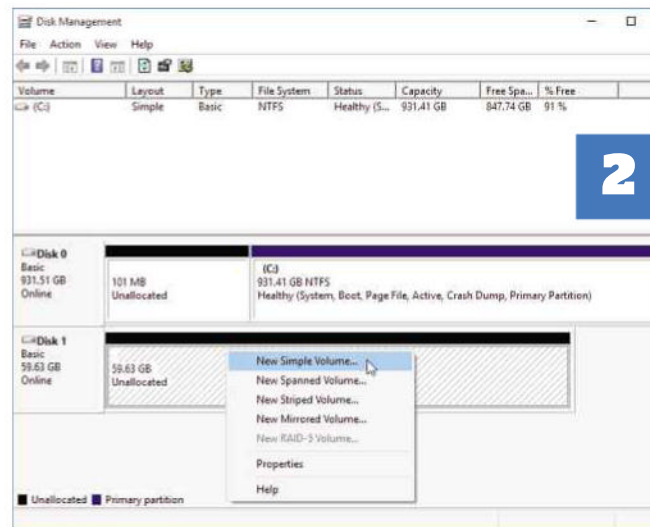
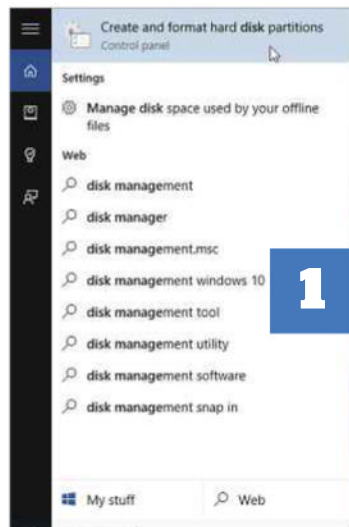
**4** Unless you want to split the drive into two or more partitions, which is rarely necessary these days, leave the 'Simple volume size in MB' setting at the default maximum (that is, the whole drive). Click Next.

**5** Now assign a drive letter to the new drive to make it accessible. Again, it's usually best to leave it at the default. Then click Next.

**6** Finally, Windows will ask you

if you want to format the volume. NTFS is the best file system for Windows, and it's wise to leave the allocation unit size to the default. You should give the new volume a label. Type a name, then click Next.

**7** You're now given a summary, and you can click Finish to exit the wizard. Windows 10 will spend a little time formatting the drive, and then it will be ready for use, as Disk Management shows here.



# Manage battery and power options

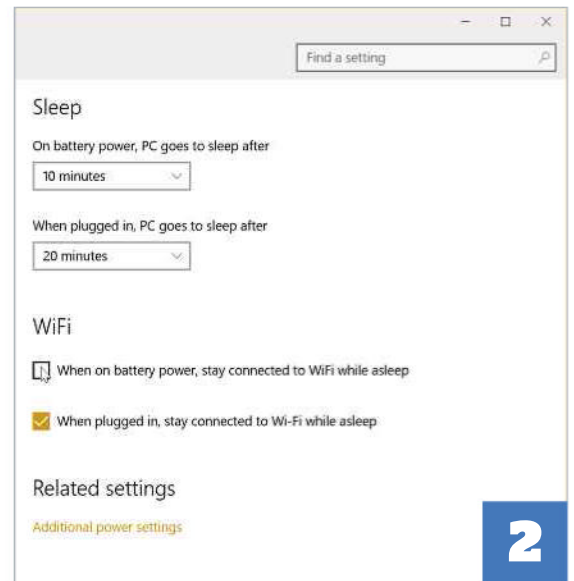
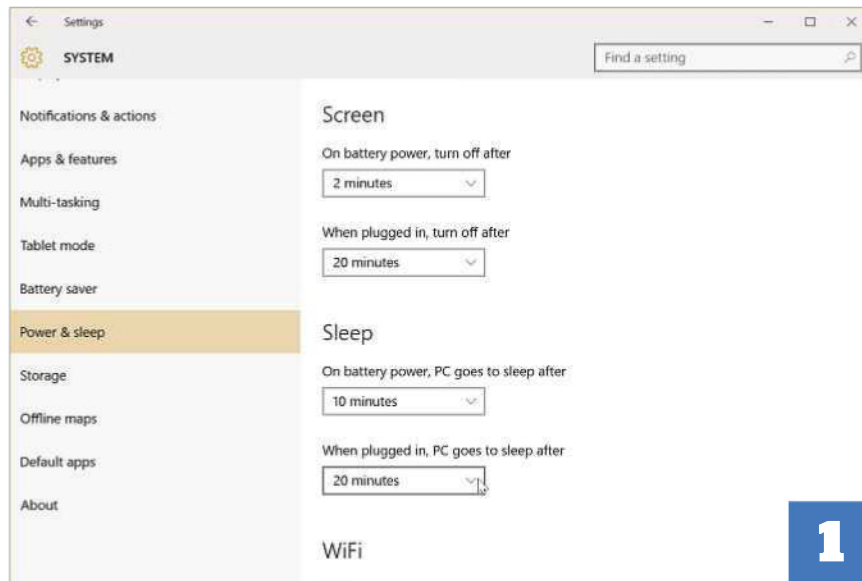
## Turn on Flight mode

One of the quickest ways to extend battery life is to turn off wireless connectivity while you're not actively using it. Tap and slide in from the right to see the Action Centre, then tap the Flight mode button. All Bluetooth and Wi-Fi connectivity will be shut off until you turn Flight mode off again. For even more savings, tap the Brightness button and dim your screen.

Save electricity and make your battery last longer with Windows 10's power settings

## ➤ Customise power options

Using as little energy as possible generally makes sense, but if you're running Windows 10 on a tablet or a laptop it's pretty much essential. The default settings are designed to help you eke out the time you can keep working on a battery charge, but alternative settings might suit your style of use better — whether that means more power-saving, to keep consumption down, or less, to keep you working at top speed.



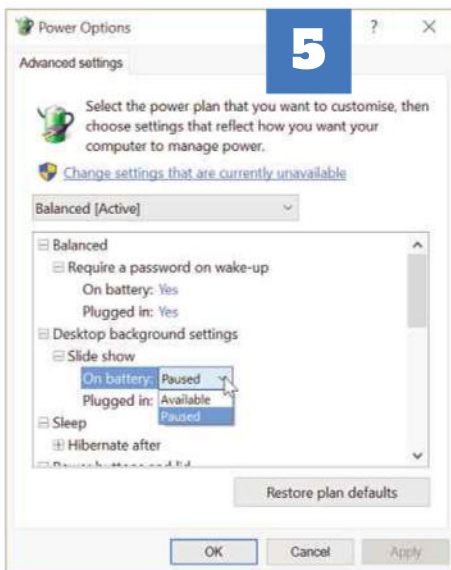
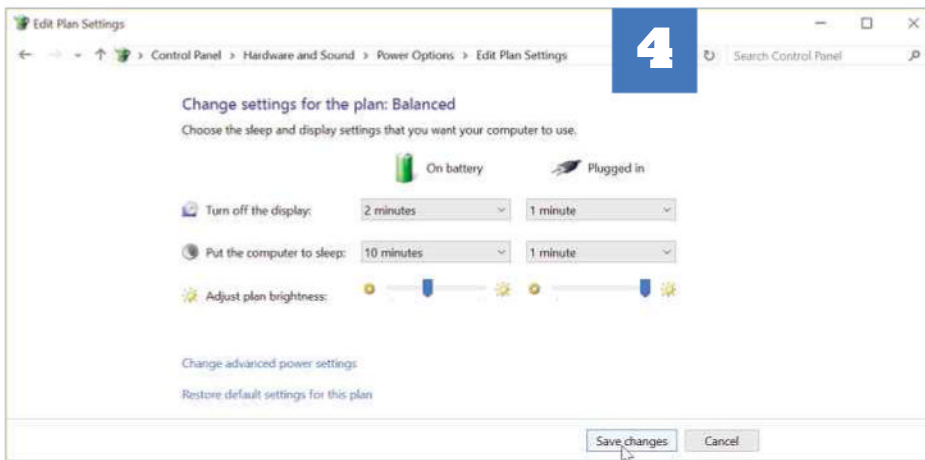
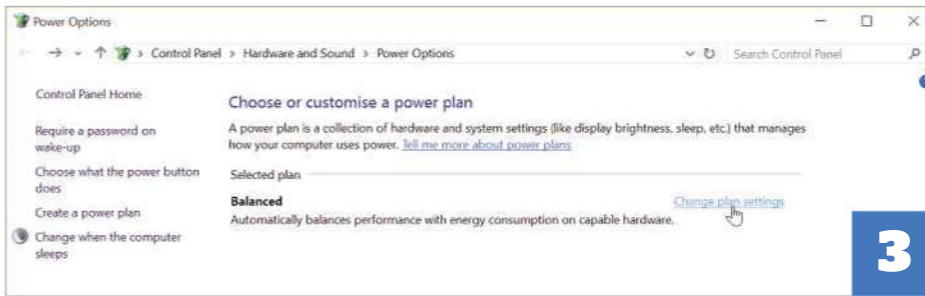
Windows 10 has both a basic group of Power Settings and a more detailed Power Options control panel. You can get to the first by clicking Start, Settings, then System and clicking Power & Sleep in the left-hand pane.

**1** The Screen and Sleep options both work in the same way. Windows monitors your PC usage and, after preset periods it'll put your screen on standby and then put your PC to sleep. The top

setting defines how long it waits when your PC is on battery power, while the bottom setting is the equivalent for when your PC is plugged in to the mains. As a general rule, set the screen to turn off in as short a period as you can stand. Two minutes will probably drive you mad, but just a little longer should be fine. Give Sleep at least five or ten minutes longer; while tapping a key or pressing a button will revive the screen instantly, waking from sleep will take an appreciable moment. You need

to balance energy efficiency against convenience and practicality.

**2** The Wi-Fi settings tell Windows whether or not to connect to wireless networks while the computer is asleep. It's not as obvious as it sounds. Saying 'no' here can save draining the battery while on standby, but it will also mean your PC won't be syncing email, OneDrive files or any other data when it's sleeping.



**3** For more power options, click the 'Additional power settings' link at the bottom of the panel. Power Options will open and show you any active Power Plans so that you can change their settings. Look at the current plan, then click on Change Plan Settings.

**4** The settings for screen and sleep times are as before, but now you can also change how bright the screen is normally when on batteries or mains

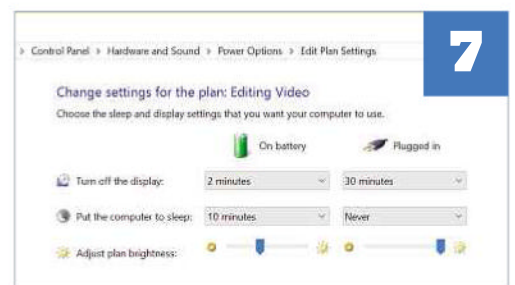
power respectively. Change whatever you prefer, using the sliders to select your chosen levels, then click Save Changes.

**5** Even more comprehensive settings are available. Click the 'Change advanced power settings' link and you get to alter everything that affects power consumption, from whether slide show backgrounds are available on battery power to the brightness level of the screen when dimmed for inactivity.



## Battery Saver

▲ Windows 10 borrows another smart idea from phones with its Battery Saver mode. When the battery gets down to a certain level, 20% by default, Battery Saver lowers the brightness and disables background activity and notifications. You can adjust the level and whether notifications or any apps are allowed at Start, Settings, System, Battery Saver: click Battery Saver Settings.



**6** Click the plus signs to expand a category, and use the drop-down menus to set timings or turn features on or off. Then click Apply.

**7** You can also create your own Power Plans to suit specific tasks or requirements. Go back to the main Power Options dialog and click the 'Create a power plan' link on the left. Give your plan a name and click Next, then change the settings as you did in step 5.

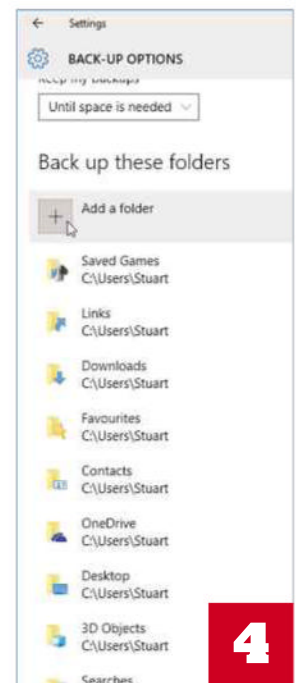
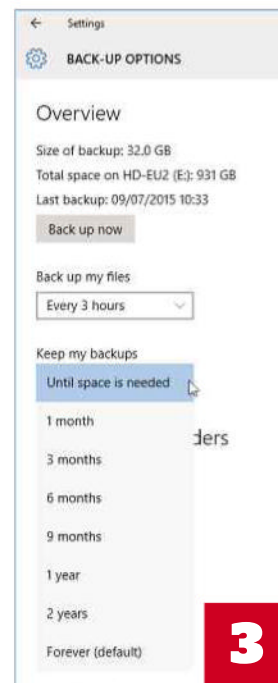
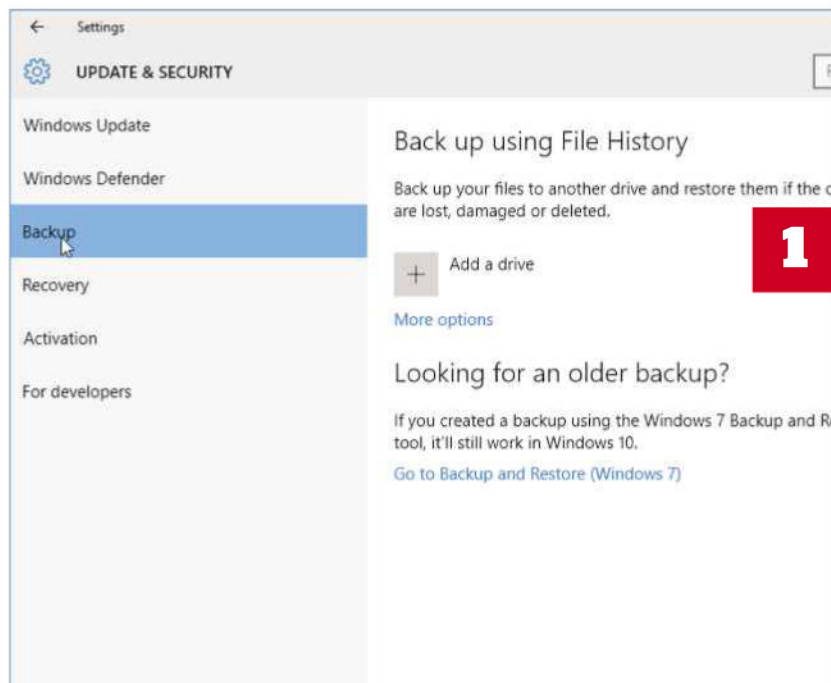


# Protect your data

Fire, flood, theft or hard drive failure can destroy data in seconds. But use Windows 10's backup tools and you can keep your files safe

## ➤ Back up with File History

While Microsoft has quietly ditched the backup and restore tools you might be familiar with from Windows 7, it's only done so because it thinks there's a better way: File History. Introduced in Windows 8, this feature automatically backs up copies of all your files to another drive at regular intervals so that you can restore them at any time if the originals become corrupt or get deleted.



**1** You're going to need a second hard disk to make this work. With a desktop PC, an internal drive is fine, but it makes more sense to connect an external USB 3 or eSATA drive that you can unplug and keep somewhere safe when not in use. With the drive connected, click Start, Settings, then click Update & Security. Click Backup in the left panel.

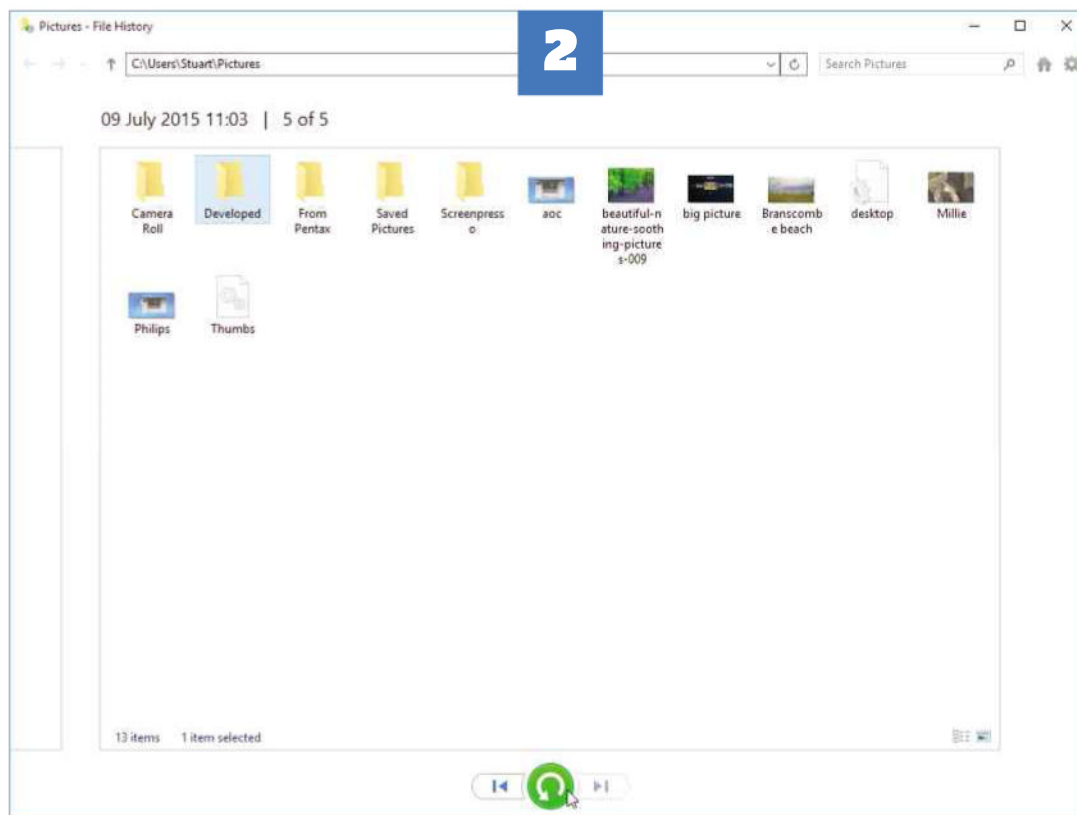
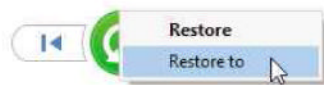
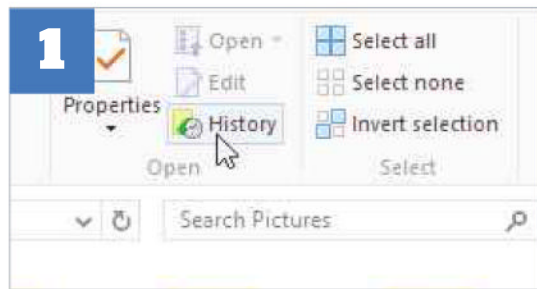
**2** Now click the Add a drive button and select your new drive from the drop-down list. Windows will communicate with the drive and switch the 'Automatically back up my files' switch to On. Your files will be protected from now on.

**3** If you want more control, click More Options. Once the Back-Up Options panel opens, you can click 'Back up now' to create a backup straight away. You can also set how often you want to back up on a regular basis and how long to keep those backups.

**4** By default, Windows decides for itself which folders to back up and which to exclude, but you can weigh in as well. To add a folder to the backup, click the 'Add a folder' button under 'Back up these folders'. Navigate to the folder you want backed up, select it and click 'Choose this folder'. To omit a folder, click the 'Add a folder' button under 'Exclude these folders' and do the same.

## > Restore files from your backup

You've backed up your files just before accidentally deleting a whole folder of vital work documents and emptying the Recycle Bin. You're justifiably smug at your foresight, but how do you actually go about getting your data back? Easy. File History is integrated into File Explorer, so you can find any corrupt or deleted file and restore it almost instantly.



### How often should I back up?

How regularly you need to back up will depend on how important it is to you that you always have the very latest and most up-to-date files preserved. Making backups all the time behind the scenes can affect system performance by tying up your PC's processor and hard disk when you're trying to use them for other things. And File History retains multiple versions of every changed file, so in theory your hard drive could fill up quickly.

Don't worry too much. In practice, because File History only makes incremental backups, recording the bits that change from version to version, there's not much of a risk of problems. Still, the trick is to find a balance.

How long to keep your backups — that is, until they're replaced by newer ones — will also depend on the importance of the files and the amount of hard disk space you have. If you're backing up a lot of data to a 1TB or smaller hard drive, you may want to change this option to 'Until space is needed' (so backups will make room for other files).

**1** Open the File Explorer, then navigate to and click on the folder where your lost file or folder was located. Now look at the ribbon toolbar at the top and make sure the Home tab is selected. Look in the Open section, and you should see a small button marked History.

**2** Click it, and Windows brings up a File History dialogue box that shows what files it has stored for that folder. To restore a file or folder, just click on it to select it, then click the big green Restore button at the bottom of the dialog. This puts the file back in its original location.

**3** Alternatively, you can restore the file to a different location, perhaps if you want to compare versions before taking any further action. Right-click on the Restore button, select Restore To, navigate to the folder you want to save the file to, click it to highlight it, then click Select Folder.

**4** You can also move backwards and forwards through time using the two controls at the bottom of the window. One of the best uses of File History is when you've accidentally saved a changed version of a file over itself when you needed to keep the original.

# Manage printers and more

## Check your print queue

When you print a document or photo, you'll see a printer icon pop up in the Taskbar's Notification Area (at the right of the screen). Click on this to check the status of your print jobs. You can also right-click on a print job in the list to pause, restart or cancel it.

Use Windows 10's new tools to install and manage printers and other devices the easy way

## ➤ Connect wireless devices

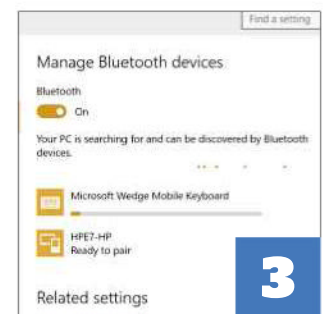
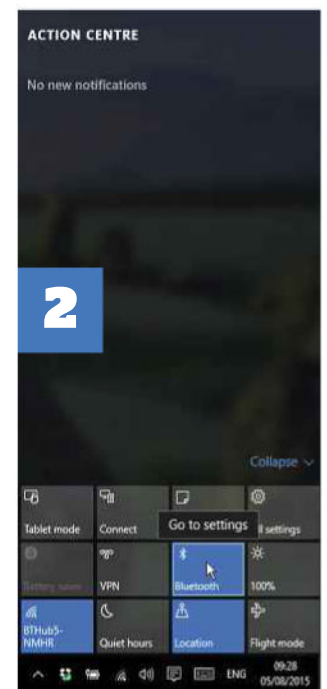
Bluetooth speakers are immensely popular, while Bluetooth mice and keyboards can be incredibly useful with mobile Windows devices. Even wireless displays are catching on. So how do you hook them up?



**1** You can connect to wireless displays and Bluetooth speakers using the Connect button in the Action Centre. Tap it and use the controls on the device you're trying to connect to ready it for pairing. Windows will search for the device. When it finds it, click on it to pair.

**2** Not all Bluetooth devices will work this way. With others, you may need to try an alternative method. Open the Action Centre, then either right-click or tap and hold the Bluetooth icon and select 'Go to settings'. You can also click on Settings, then Devices, then Bluetooth.

**3** Windows will start scanning for Bluetooth devices and alert you if it discovers any that are ready to pair. Click on the device and Windows will pair it with your PC. For some devices, including keyboards, you may be asked to type in a special security code and press Return.





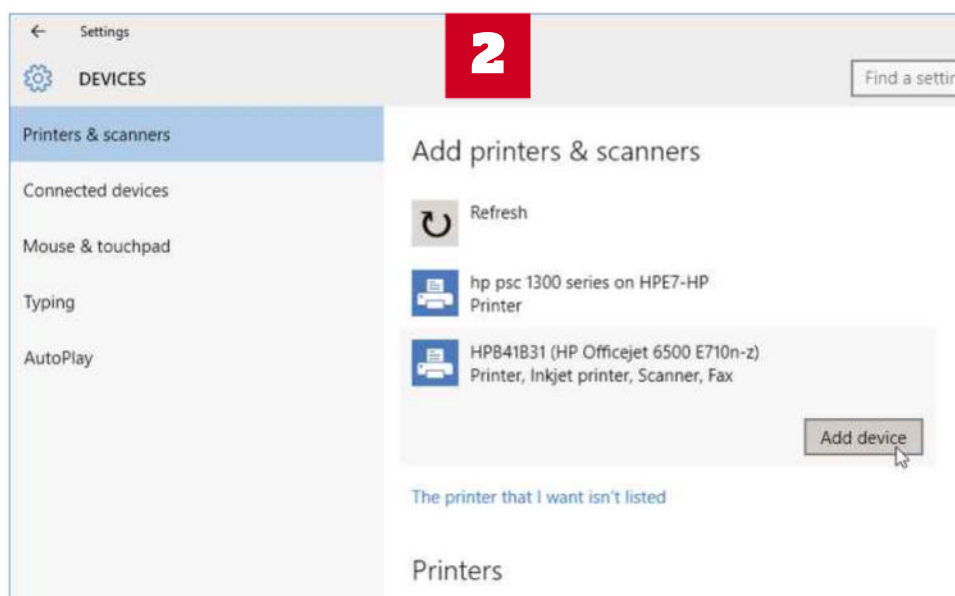
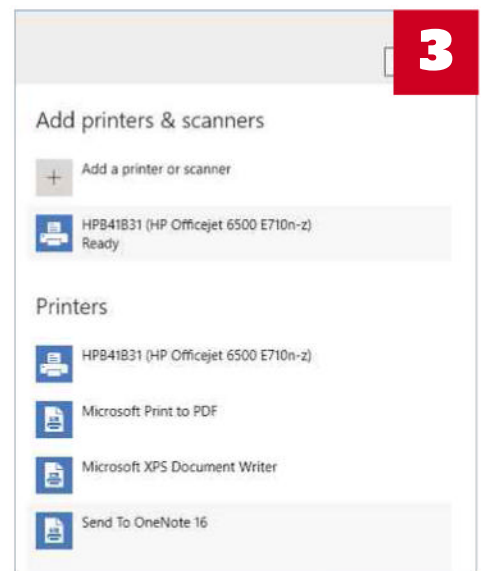
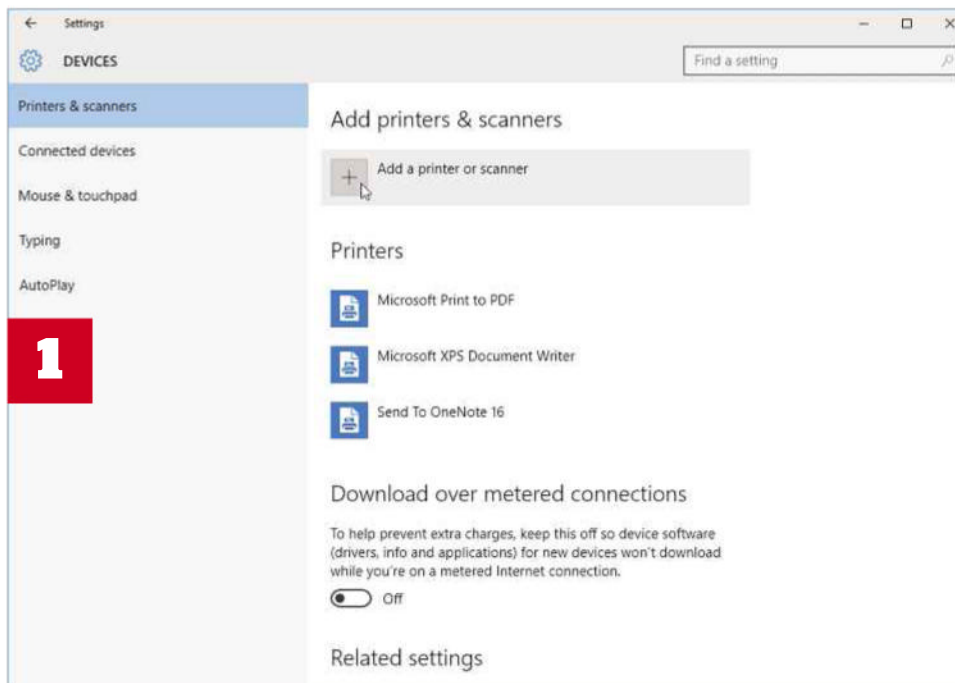
## Connect printers

While you may still connect to a printer through a USB cable, these days more of us connect through our home Wi-Fi network or via an Ethernet cable to the network router. Either way, adding printers to Windows 10 is easy.

**1** If you're connecting via USB, simply connect your printer and Windows may install the driver automatically. Otherwise, go to Start, Settings, Devices and click Printers & Scanners on the left-hand side. Click the 'Add a printer or scanner' button. Now wait while Windows searches.

**2** Windows will look for new printers, scanners and multi-function devices (MFDs). It should find yours and add it to the list. Now just click the printer you want to add, then click Add Device. Windows will attempt to connect to the printer and install any necessary drivers.

**3** When it's finished, your printer will be listed as 'Ready' for use. Open any app you want to print from, select the Print option (usually File, then Print, or you could use the keyboard shortcut Ctrl+P) and your printer should be listed in the Print dialogue box and ready to go.



### Printers and devices

▲ Many printers and devices have their own software utilities which you can find and download from the manufacturer's website, but many also have a built-in control panel where you can access important settings, check their status or complete other maintenance tasks.

Type **control** into Cortana to get to the Settings control panel, then click 'View devices and printers' under Hardware & Sound. Look for your printer or device, then double-click on its jumbo-sized icon. In this case, you can set preferences, go straight to the Print Status applet, customize printer options and open up a useful remote printing and management app.

# Expert tips and tricks for Windows 10

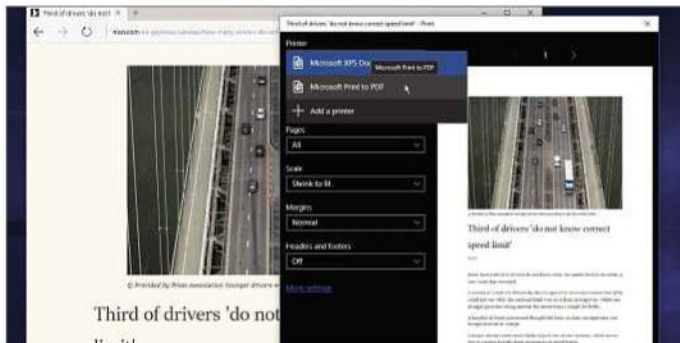
We reveal hidden ways to use, navigate, customise and improve Microsoft's newest operating system

➤ Every new Windows operating system has its big new features that Microsoft likes to shout about. With Windows 95, for example, the headlines then were all about the 'revolutionary' new Start menu. And in Windows 10, the Start menu's big news all over again, neatly bringing the last 20 years of Windows' evolution full circle. Of course, Windows 10 has plenty of its own genuinely new additions too – Cortana

and Edge being the obvious ones. But for every well-publicised feature, there are dozens of smaller improvements and hidden tools that offer even more possibilities. Some, like saving documents as PDFs, are things that Windows has been desperately in need of for years. Others, such as new Command Prompt improvements, are pleasant surprises we never thought we'd see. Here are ten of Windows 10's best-kept secrets.

## 1 SAVE ANYTHING AS A PDF

Windows 10 lets you save almost any type of document or web page as a PDF. Open the Print dialogue box in your chosen app or program (Ctrl+P usually does this). Then, from the list of available printers, choose 'Microsoft Print to PDF' and click Print.



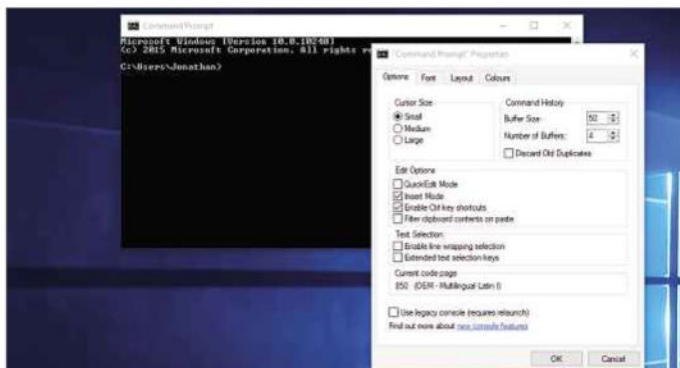
## 2 USE NEW KEYBOARD SHORTCUTS

There are loads of useful new shortcuts in Windows 10. Want to see the latest news and weather? Press Windows+S. You can get Cortana listening (Windows+Ctrl+C), switch to Task View (Windows+Tab), open a new Virtual Desktop (Windows+Ctrl+D) and more.



## 3 USE COMMAND PROMPT'S NEW FEATURES

Microsoft has added new features to one of Windows' oldest features – the Command Prompt. You can now copy and paste with Ctrl+C and Ctrl+V, for example. Click Start, type cmd and press Enter. Right-click the menu bar and select Properties for more options.



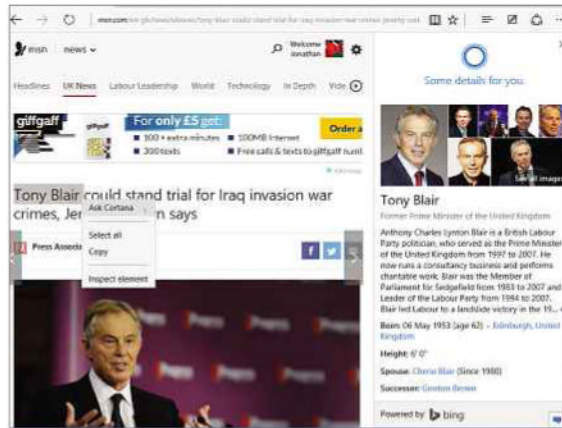
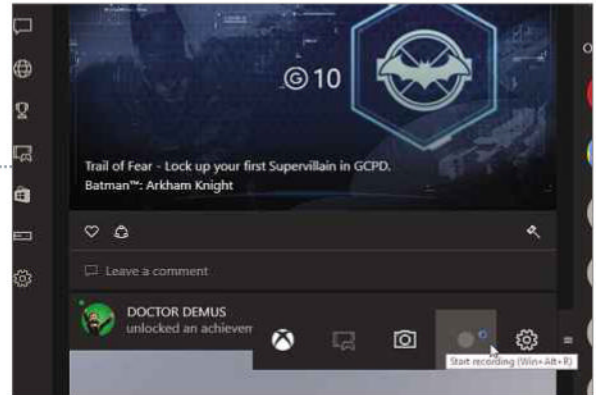
## 4 SWITCH TO TABLET MODE ON A PC

Tablet mode isn't just for tablets – on PCs it effectively makes everything work more like Windows 8, with full-screen apps and a Start screen instead of the Start menu. To enable it, click Start, Settings, System, Tablet mode and flip the switch to On.



## 5 RECORD ANYTHING ON YOUR SCREEN

Windows 10 has a tool for recording Xbox gameplay, but you can use it for recording anything. You'll need to open the Xbox app and sign in with an Xbox account. Then press Windows+G, tick 'Yes, this is a game', then click the record button.

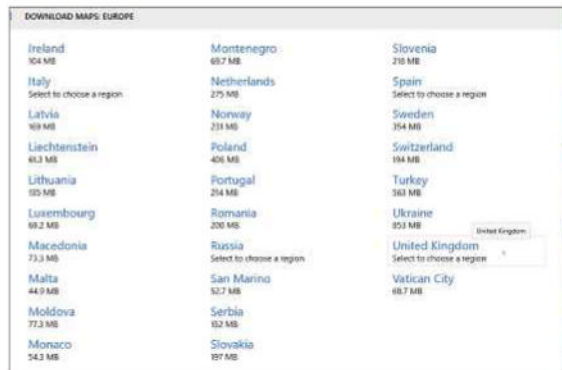
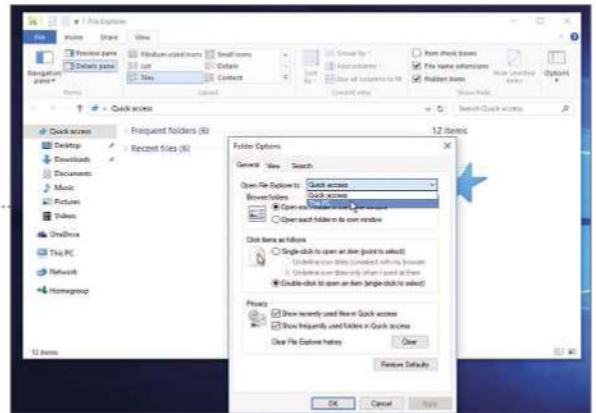


## 6 ASK CORTANA FROM WITHIN EDGE

If you want to know more about something or someone while you're browsing a web page in Edge, highlight the text, then right-click it and select Ask Cortana. Your digital assistant will gather together relevant information and present her findings in a pane on the right.

## 7 TURN OFF QUICK ACCESS IN FILE EXPLORER

Don't like the way the new File Explorer defaults to the Quick Access view of 'Frequent folders' and 'Recent files'? If so, it's easy to rectify. Open File Explorer and click View, then Options. From the 'Open File Explorer to' menu, select This PC. Click OK.

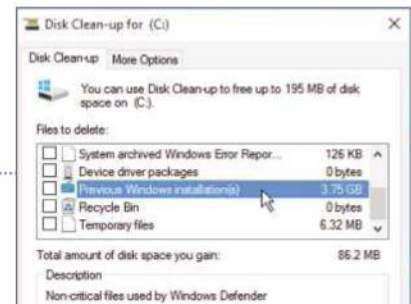


## 8 SAVE OFFLINE MAPS

To save maps offline (so you don't need an online connection to navigate), click Start, Settings, System, 'Offline maps'. Click 'Download maps', then select the area you want to download, followed by the region. The size of each map is displayed in MB.

## 9 FREE UP SPACE BY DUMPING OLD WINDOWS

Right-click your C drive in File Explorer, click Properties, Disk Clean-up, then 'Clean up system files'. See 'Previous Windows installation(s)' listed? That's your old Windows installation hogging several GB. If you're sure you never want to downgrade, tick the box and click OK to free up the space.



## 10 SWITCH ON GOD MODE

Power users will want to enable God mode for instant access to tons of useful tools that normally remain well hidden. To do so in Windows 10, right-click the Desktop and select New, then Folder. Name the folder `GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}` and press Enter.



# Chapter 6

# Early problems fixed

Windows 10 is great – but it’s by no means perfect. Don’t let that put you off, though. Most of the operating system’s problems are simple to solve

**W**ith Windows 10, Microsoft has designed one of its safest, most robust operating systems ever. The OS underwent an unparalleled year-long testing period, during which millions of users across the world put the software through its paces, allowing Microsoft

to fix thousands of problems before launch. But that’s not to say that your experience will be trouble free. All early software suffers from teething troubles, and even the smoothest upgrades involve overcoming at least a couple of random blips. In this chapter we’ll help you identify and resolve any problems you may have encountered so far.

## IN THIS SECTION

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**Solve compatibility problems**

We provide easy ways to get older applications or devices working after upgrading to Windows 10

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**Cure Windows 10’s teething troubles**

Read our solutions for quick ways to solve 14 common Windows 10 problems

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**Get back Windows 10’s missing features**

Put back the parts of the OS that Microsoft dropped, using some brilliant free tools

116

**Restore or recover your PC**

Fix serious problems with Windows 10’s System Restore and Recovery tools

# Solve compatibility problems with old programs and peripherals

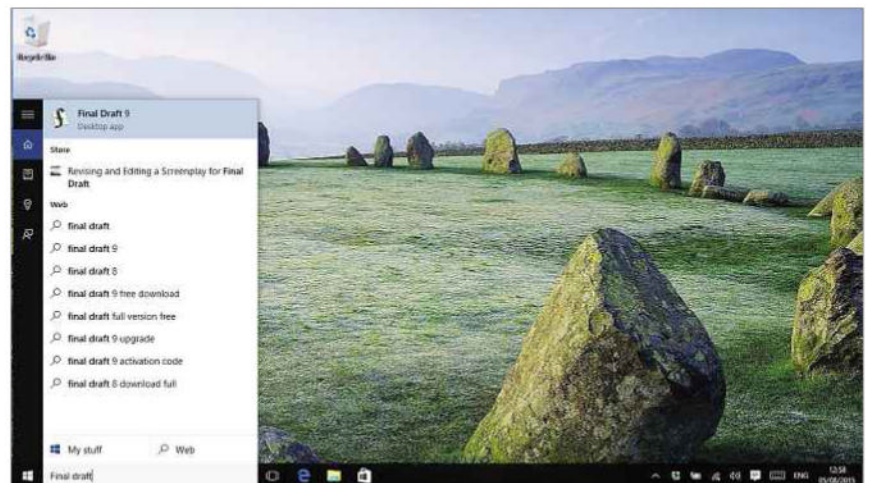
Having trouble getting an older application or device working after an upgrade? Here are some ways to cure compatibility ills



While every new version of Windows looks different on the outside, beneath the surface, the fundamental mechanics of the operating system rarely change all that much from one version to the next. So, in theory, if your programs and applications were able to run under Windows 7 or 8, then there's a good chance they'll be perfectly compatible with Microsoft's latest release, too.

But if you do have problems running an older application, then Windows 10 provides several tools you can use to try and get it working again and we'll be looking at these below. The operating system can also help you to understand and resolve many annoying hardware problems – trouble with sound, printers and network adapters, for example. Find out how from step 4 onwards.

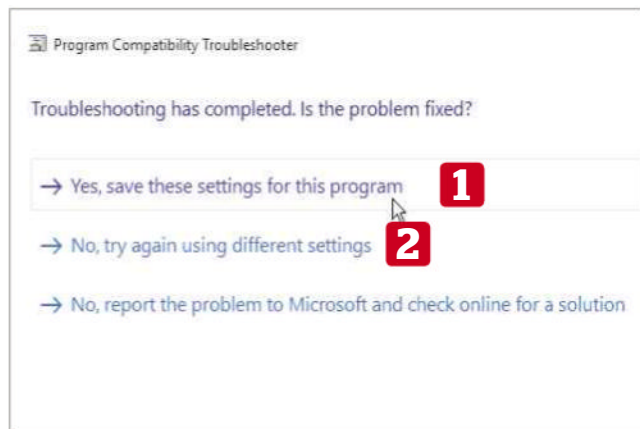
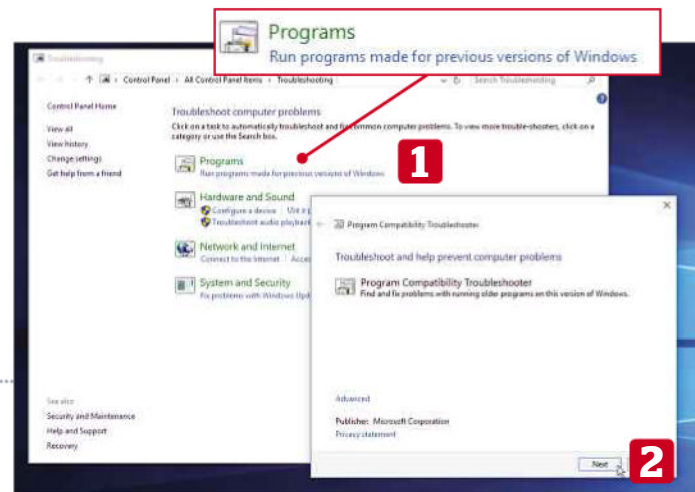
**1** The Start menu's back but it works differently now, so the first challenge in running any particular program under Windows 10 can be finding it. If you had a shortcut for the application on your desktop or Taskbar prior to upgrading, it should still be there, or listed under All Apps. If you can't find it, try using Windows 10's powerful new Search tool. Click Start and simply begin typing the name of your application and Windows will list all potential matches; click the relevant entry to load your program. Alternatively, if you've configured Cortana, you can just say: 'hey Cortana, open Word' substituting the name of the program you want.



**2** What if you've tried to launch a program and it hasn't worked? This sometimes happens with new versions of Windows. Low-level programs, such as security tools for instance, are most unlikely to run until they've been specifically updated to support Windows 10 (check the author's website for advice). If the program is something less vital, though, perhaps an image-editing application or a game, one simple trick you could try is to run it as an administrator. This gives the program extra security rights and can solve many odd problems. Just right-click the application's Start menu shortcut, select 'Run as administrator' **1** and see what happens.

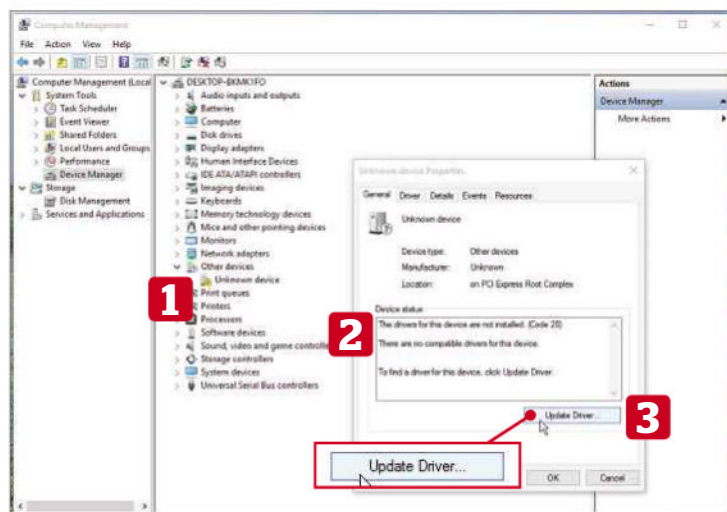
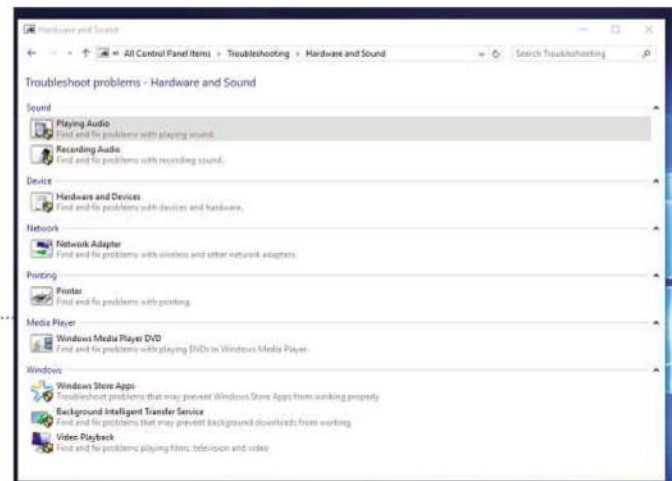


**3** If your application still won't launch, perhaps complaining that it won't run on this version of Windows, there's another option to try: the Program Compatibility Troubleshooter. Click Start, type **trouble** and click Troubleshooting. Next, click 'Run programs made for previous versions of Windows' **1**. A clever wizard will try to help you solve problems automatically. Click Next **2**, and it will start by listing your installed applications. If your faulty program is listed, choose it and click Next. Otherwise, click 'Not Listed', Next, then click Browse and navigate to the program's executable file – the Program Files, or Program Files (x86) folders are good places to start looking. Click OK to continue.



**4** Click 'Try recommended settings' on the next screen and the Program Compatibility Troubleshooter will choose the options most likely to make the program run. Will this work? Click 'Test the Program' to try and launch it. If the program starts, and runs properly (test it carefully for a while) then the problem is solved. Return to the Troubleshooter, click Next, then 'Yes, save these settings for this program' **1** and Windows 10 will now launch your application with these special settings. If there are still problems, though, click 'No, try again using different settings' **2**. Tell the wizard more about the problem you're seeing, and there's still a chance it'll be able to help.

**5** The Windows 10 upgrade installer automatically scans for incompatible hardware prior to installing the OS. But even if your computer was given the all clear at this stage, sometimes odd hardware problems or device compatibility quirks can occur after an upgrade. If you're experiencing any untoward behaviour, then the first thing to do is see if Windows can fix the problem itself. Click Start, Settings, 'Update & security', then run Windows Update multiple times to make sure there are no device driver updates to install. If this turns up nothing then click Start, type **trouble** and click Troubleshooting, then 'Hardware and sound' – the window shown will open.



**6** If your problem is to do with a specific type of hardware – sound or printers, for instance – click the relevant troubleshooter. Otherwise, try the more general 'Hardware and Devices' troubleshooter and follow the steps to see if the problem can be fixed automatically. If not, Click Start, right-click File Explorer and select Manage. Click Device Manager on the left. If you see a device listed on the right highlighted with a yellow exclamation mark icon **1**, that means there's a problem. Double-click the device and check the Device Status box **2** for more information. Try clicking the 'Update Driver' button **3** – often this will fix it. If the problem persists, you may need to refer to the manufacturer's support site.

# Cure Windows 10's teething troubles

Don't get stumped by early OS problems – read our solutions for quick ways to cure common Windows 10 woes

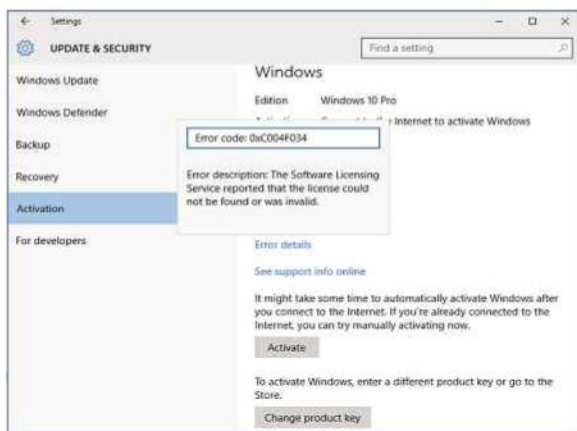
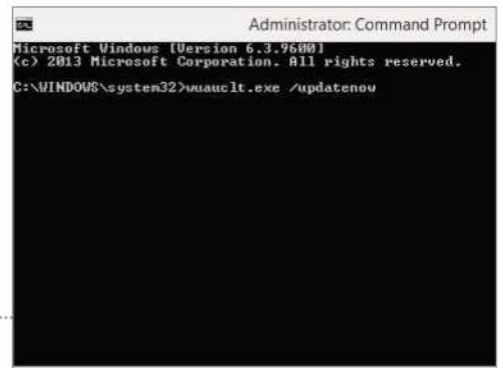


During the first few weeks following launch, dozens of bugs, glitches, quirks and oddities will be discovered, even with Windows 10, which received such rigorous testing via the Insider Program, for months before reaching the public. Thanks to Microsoft's policy of issuing continual updates, many of these early problems will receive fixes – hopefully sooner rather than later. But, in some cases, problems

may stem from fundamental ways that the new OS works. Windows 10's new privacy and Wi-Fi sharing defaults may not be to everyone's tastes, for example. Whatever the problem, we'll have a simple fix for you to try. And if none of our suggestions below are able to cure your Windows 10 problem, then it might be time to opt for a more serious solution – turn to our section on restoring and resetting Windows 10, from page 116.

## 1 SOLVE UPGRADE PROBLEMS

As we mentioned earlier in this guide, some people have been having problems upgrading to Windows 10. Microsoft claims that this is due to unprecedented demand and that it is rolling out the new OS to users slowly but surely. But others are reporting errors and corrupt installation files. In the upgrade section, we've suggested a way to manually download the Windows 10 installer and run it from a DVD or USB drive. But another fix to try is to flush out Windows Update. Press Windows+E and navigate to the C:\Windows\SoftwareDistribution\Download folder – delete everything you find inside. Now click start, type `cmd`, right-click the Command Prompt and select 'Run as administrator'. Type `wuauclt.exe /updatenow` at the prompt and press Enter. Now open Windows Update and check for updates – Windows 10 should download from scratch again.

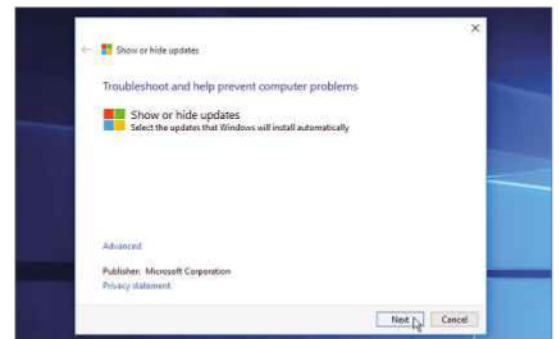


## 2 FIX ACTIVATION ISSUES

Some users have reported problems activating their copy of Windows 10. Activation should happen automatically the first time you connect your PC to the internet after upgrading. To check whether your copy of Windows 10 is activated, click Start, Settings, Update & Security, then Activation. You should see your Windows edition with a message below saying 'Windows is activated'. If it doesn't click the Activate button. If you see an error code or a message saying 'We couldn't activate Windows', then double-check that you're connected to the internet. If you are, it's possible that it's a problem on Microsoft's end – the company's activation servers are reportedly very busy in the wake of the launch. Try again in a few days and if you still can't activate, use the Contact Support app to report the problem to Microsoft.

## 3 FIX PROBLEMS WITH DODGY UPDATES

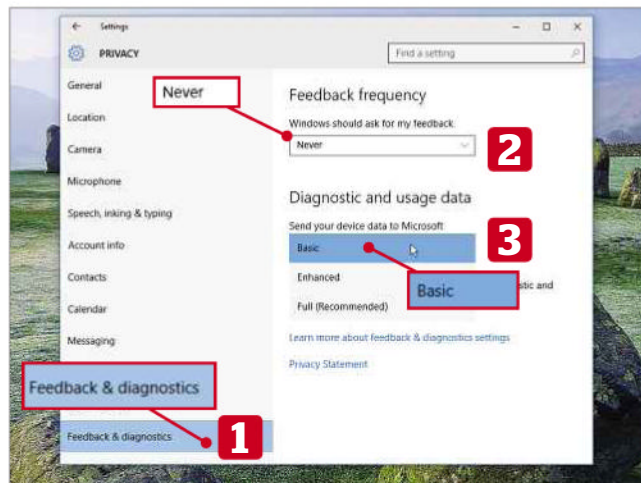
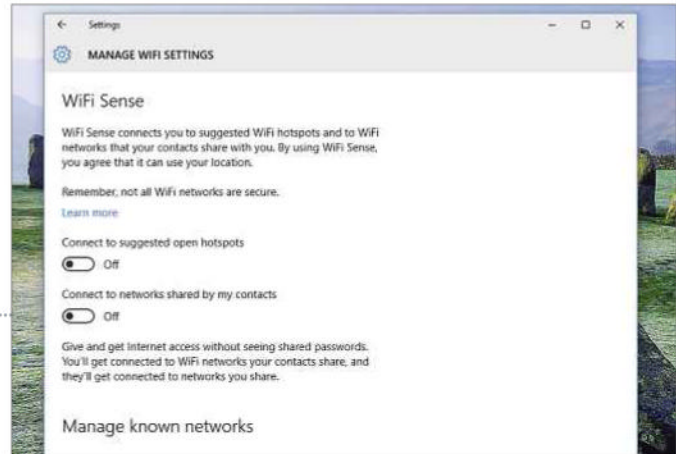
Unlike previous versions of Windows, With Windows 10 Home, Microsoft is forcing all users to install OS updates automatically (Pro users get the option to defer them). Predictably, this policy of enforced updates has already proved troublesome. The much-publicised 'reboot loop' error was caused by a Microsoft update that failed to install properly on many users' PCs. And, when a flawed graphics card driver update recently started causing people problems, Microsoft backtracked a little, releasing a special tool that allows you to block or uninstall certain updates. If you're having problems with a driver or update, get the tool from [www.snipca.com/17458](http://www.snipca.com/17458) and run it. Click Next, choose 'Hide updates', check the problematic update in the list and select click Next.





## 4 TURN OFF WI-FI SENSE

Wi-Fi Sense is a new feature in Windows 10 that shares access to any Wi-Fi networks – including your home network – with anyone in your contacts list. The idea is that friends don't need your security key to connect to your home Wi-Fi network. An encrypted version of your security key is shared with them, allowing them to connect their own Windows 10 devices automatically. Microsoft claims this is safe, but there has been a lot of concern that the system could be open to misuse. As such, you we well wish to opt out of it altogether. To do so, click Start, Settings, Network & Internet, then Wi-Fi and select 'Manage Wi-Fi settings' and switch off all the options listed under Wi-Fi Sense.

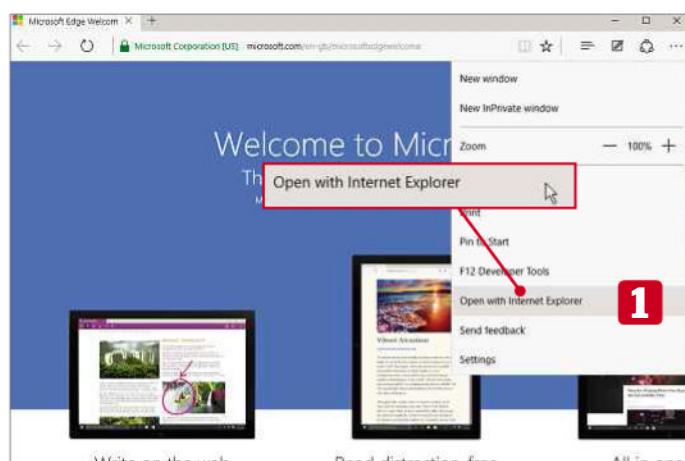
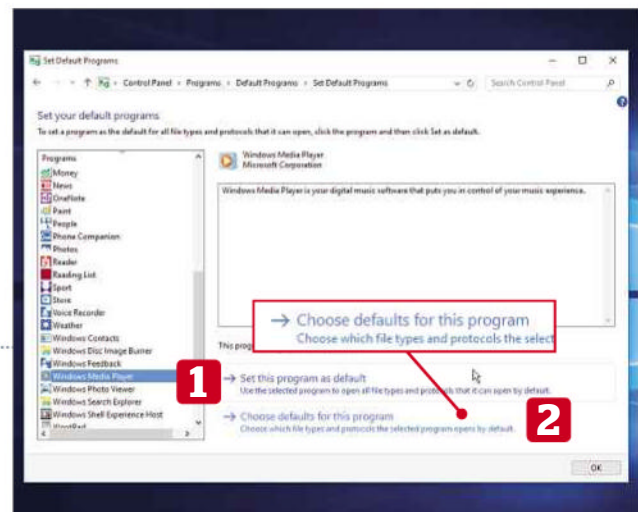


## 5 FIX PRIVACY FLAWS

A lot of people have been critical of how much personal data Windows 10 collects and shares with Microsoft by default. And one of the first things we recommend doing is reviewing a number of different Windows' settings and adjusting them to levels you are comfortable with. Click Start, Settings, then Privacy and work your way through the long list of sub-categories on the left, switching off anything you don't like. For example, under General, you may decide that you don't fancy sending Microsoft information about what you type, or allowing websites to access your language list. Similarly under 'Feedback & diagnostics' **1**, you may want to change the two options to Never **2** and Basic **3**. Cortana collects usage data, too – turn her off if you don't want this.

## 6 RESTORE BROKEN FILE ASSOCIATIONS

Windows 10 is so keen for you to use its new apps that, if you select the default options when upgrading, you'll find that the apps are now your default programs for photo, music, movie files and more. Double-click a photo file, for instance, and it will open in Windows 10's Photo app, rather than in Photoshop Elements or whatever program you used before you upgraded. To fix this, click Start, type [default programs](#) and press Enter. In the window that opens, click 'Set your default programs'. Locate the program you want on the left – say Windows Media Player – then click either 'Set this program as default' **1** to associate all relevant file types with that program, or 'Choose defaults for this program' **2** to select specific file types to open by default.



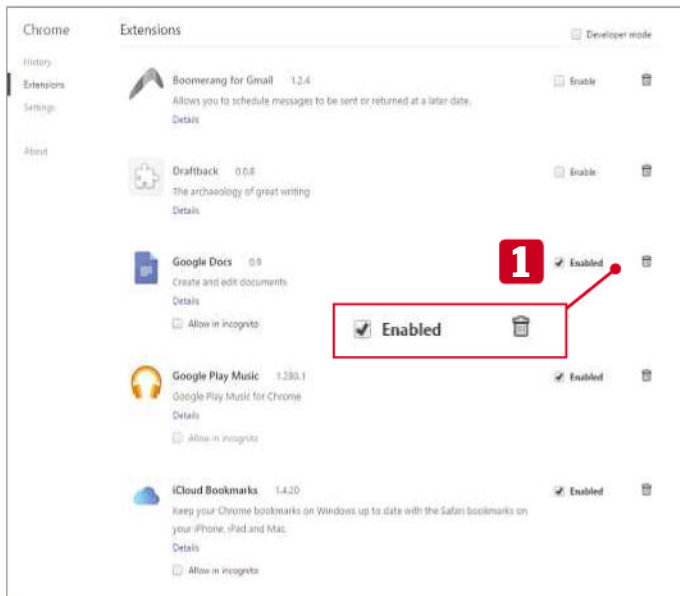
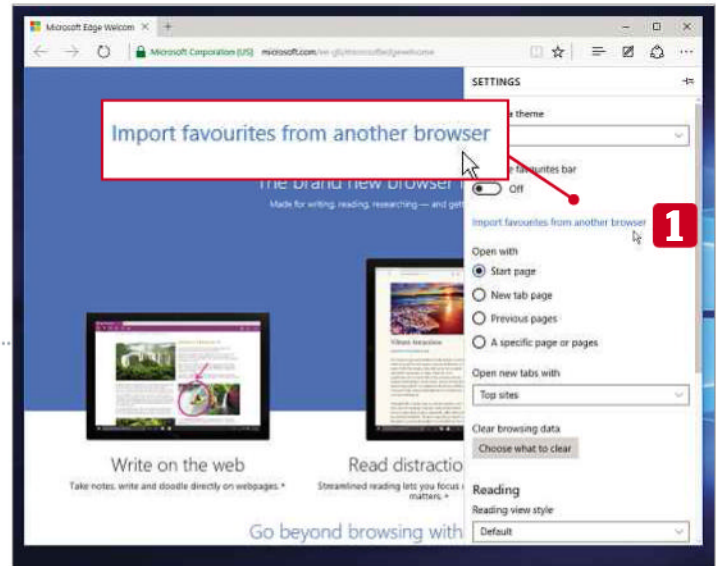
## 7 SORT OUT EDGE PROBLEMS

The new Edge browser certainly has a lot of great new features and Microsoft believes that it offers significant performance benefits too. But it's still very early days for the browser. In our testing we've encountered a number of occasions where Edge has behaved erratically with certain web pages or types of online content. If you're having problems with a site, then one quick and easy way to sort the problem is to temporarily switch back to using Internet Explorer. To do so, simply click the three dots button in the top right corner and select 'Open with Internet Explorer' **1**. It's not an ideal solution, obviously, but as a temporary fix while Microsoft continues to refine Edge and iron out the bugs, it certainly works.



## 8 RESTORE MISSING BOOKMARKS

Performance quirks aren't the only problems to affect Microsoft's shiny new browser. Lots of users have fired up Edge after upgrading... only to discover that their bookmarks are nowhere to be found. If that's happened to you, don't worry – this one's a simple fix. Click the three dots menu in the top right corner of the Edge window and select Settings, then click 'Import favourites from another browser' **1**. Select your chosen browser from the list shown, and click the Import button. Note that this works with both Chrome and Firefox as well as Internet Explorer, assuming you have them installed on your PC.

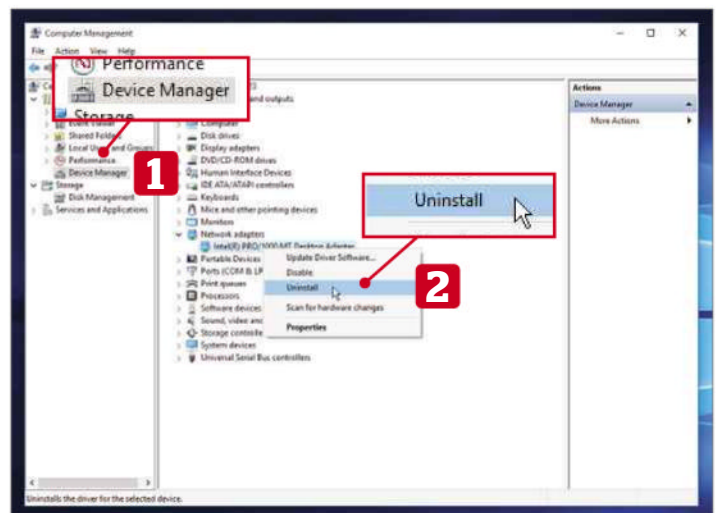


## 9 CURE CHROME CRASHES

If you're not convinced by Edge, you may have opted to stay with your old browser instead. And that's fine... except, that is, if your old browser happens to be Google Chrome. Many Chrome users are reporting problems using the browser under Windows 10. Crashing pages, performance issues and jerky video are among the common complaints we've been hearing. The first thing you can try to remedy this is to disable as many extensions as you can. Click the menu (three lines) button in the top right corner and select 'More tools', then Extensions. Untick the Enabled box **1** next to as many extensions as you can, then restart the browser to see if that's helped. If that doesn't work, you could try reinstalling Chrome.

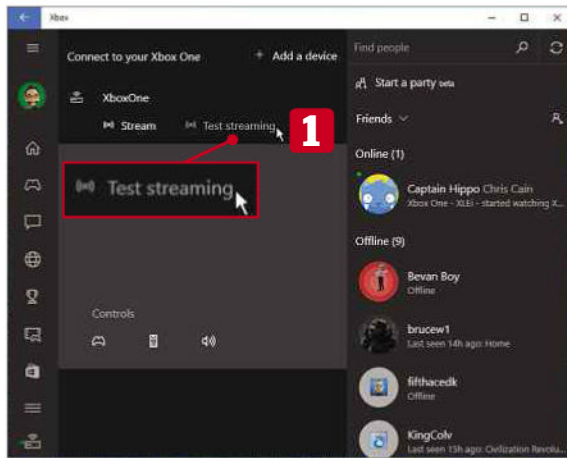
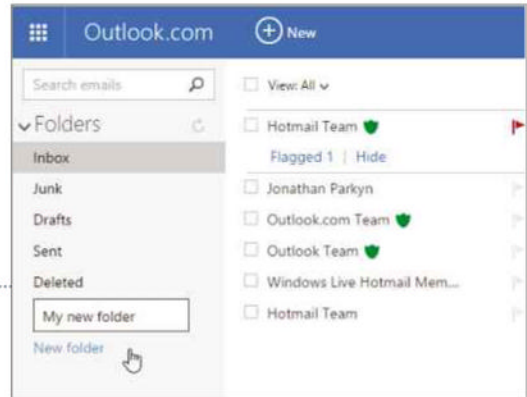
## 10 GET WI-FI BACK

Some upgraders are finding that installing Windows 10 completely breaks wireless networking. If this has happened to you, then the first thing to do is check your wireless network adapter. Click Start, right-click File Explorer, then click Manage. In the window that opens, click Device Manager **1** on the left and look for your wireless adapter under 'Network adapters'. If all appears well, right-click the adapter and select Uninstall **2**, then restart your PC. If this doesn't fix it, click start, type `cmd`, right-click the Command Prompt and select 'Run as administrator'. Type the following line at the prompt and press Enter: `reg delete HKCRCLSID{988248f3-a1ad-49bf-9170-676cbbc36ba3} /va /f` Then type `netcfg -v -u dni_dne` and press Enter again. Restart your PC.



## 11 CREATE FOLDERS IN MAIL

The new Mail app in Windows 10 is a vast improvement on the one in Windows 8 – with one big exception. As it currently stands, there's no way to create folders or sub-folders for your accounts. We're fairly convinced that this is simply an oversight and that Microsoft will patch this ability in at some later stage via an update. In the meantime, there's a slightly awkward fix that'll work for many people. If your email service offers a webmail client, it may be possible to create folders in that, which will then appear in Mail next time you start it. In Outlook.com, for example, simply log in at [www.outlook.com](http://www.outlook.com) and click New Folder on the left and give your folder a name. Launch the Mail app, click Sync, then click the folder icon and your new folder should be there now, too.

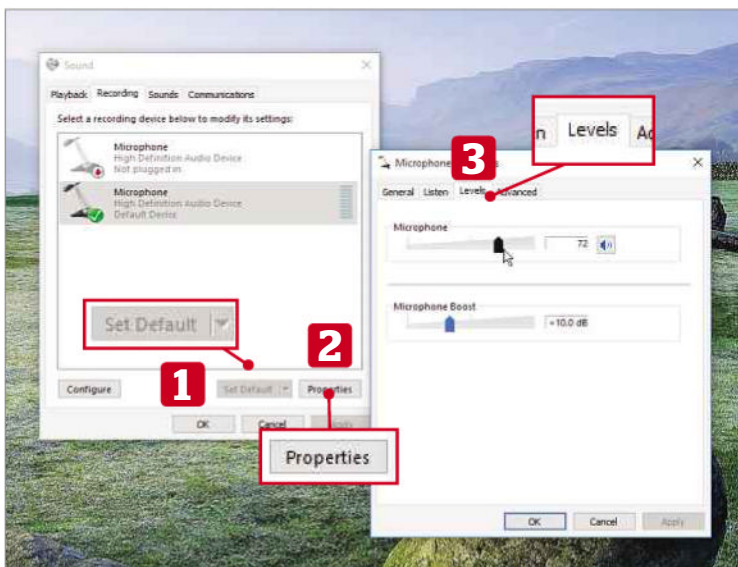
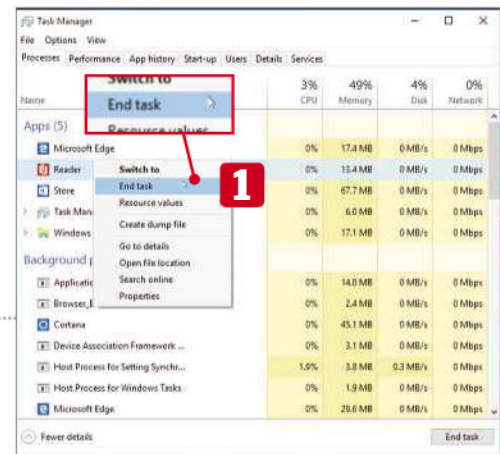


## 12 FIX JERKY GAME STREAMING

Some people are complaining quality is poor when streaming games from your Xbox One console to a computer with on-screen action momentarily freezing or breaking up. If so, start the Xbox app, click the Connect button in the left-hand toolbar, then turn on and connect to your console. Click the 'Test streaming' option **1** that appears, then click 'Start test' and wait for the results. If the app has a red cross next to any of the quality settings, click the Settings cog on the left, then click 'Game streaming' to switch to using a lower setting. If all the test results present red crosses, try switching from Wi-Fi to a wired connection for both the console and the PC to see if this helps. If so, your wireless network may not be fast enough for game streaming.

## 13 CURE CRASHING OR FREEZING APPS

It's not just the operating system itself that may be suffering from teething troubles at this early stage – a lot of new apps are suffering from their own quirks. If an app stops working and refuses to quit when you tell it to, or if Windows suddenly feels sluggish or flaky and you don't know why, your first stop should be the Task Manager. Right-click the Taskbar and select Task Manager, then click 'More details' if necessary. On the Processes tab, look under Apps. If an app's listed as 'Not responding', right-click it and click 'End task' **1** to force it to close. If the app continues to misbehave, or if it frequently crashes, try uninstalling it, then re-downloading it from the My Library area of the Windows Store



## 14 IMPROVE CORTANA'S PERFORMANCE

The brilliant Cortana can swiftly become the very annoying Cortana if she continually misunderstands you or says 'I'm sorry, I didn't get that'. To cure Cortana based problems like these, first check that your microphone is working and configured properly. Right-click the speaker icon in the Notification Area and select 'Recording devices'. In the window that opens, Make sure the correct microphone is set as the default device (if not, highlight it and click Set Default **1**). Then click it and click Properties **2**. In the next Window click the levels tab **3** and increase the microphone level to see if this helps. Another thing you can try is to help Cortana learn your voice. Click start, type [cortana settings](#) and press Enter. Scroll down and click 'Learn my voice'.



# Get back Windows 10's missing features

Put back parts of the OS that Microsoft dropped, with these brilliant free tools

**>** New operating systems usually add lots of features. But they tend to remove a few too. With Windows 10, Microsoft has included some great new additions, including Cortana, Edge and a reinstated Start menu, but there have been some casualties as well. If you're coming at the OS from Windows 7, in particular, then you may feel that there are a

number of gaping holes in Windows 10 where some of your favourite tools and features used to be. But it's not all bad news. Thankfully, there are ways to get back the features Microsoft is dropping. Better still, you can do so without having to spend a thing. In this guide, we'll run through six tools that have been culled and show you how to replace them for free.

## 1 WINDOWS MEDIA CENTER

Built into Windows 7 (and available as an add-on for Windows 8), Windows Media Center (WMC) let you record TV, stream media and more. But it'll be uninstalled if you upgrade to Windows 10 and you won't be able to add it back in. Windows Media Player is still there in Windows 10, though it has been reduced to 'legacy' status (which basically means Microsoft doesn't really want you to use it). Instead, you are encouraged by default to use separate Music, Film & TV and Photos apps, which are okay, but don't provide quite the same features or experience. There's no built-in way to record TV broadcasts, for example. Luckily, there's a very good replacement that you can install for nothing. MediaPortal (free, [www.snipca.com/17141](http://www.snipca.com/17141)) is an open-source media centre program, complete with DVR abilities.



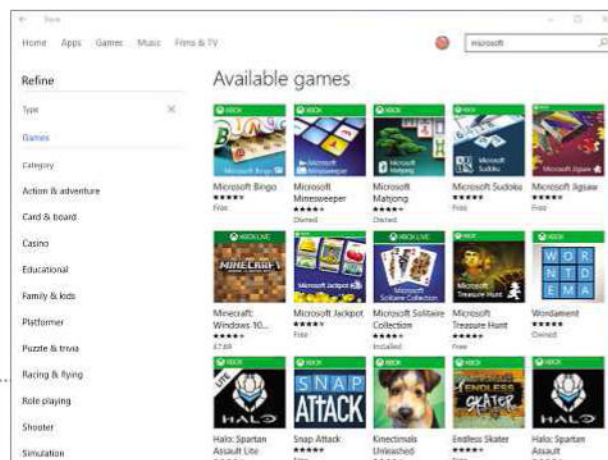
## 2 DVD PLAYBACK

It's not just WMC that's going; you'll also lose built-in support for playing DVD movies if you upgrade to Windows 10. In general, the world is moving away from disc-based media in favour of downloads and streaming services. Microsoft offers movie downloads and rentals through its own Film & TV app, and there's a free Netflix app in the Windows Store. But if you want to play your old movie collection too, then don't despair. Microsoft has promised to issue a free DVD Player tool to anyone who has upgraded from Windows 7 or Windows 8.1 with Media Center. The tool should be delivered to PCs that qualify automatically via Windows Update. Alternatively, you could opt to install VLC (free, [www.videolan.org](http://www.videolan.org)), which will play DVD along with almost any video file format you throw at it.



### 3 FAVOURITE GAMES

Games like Hearts and Minesweeper have been a staple part of Windows for decades. Windows 7, in particular, came with a ton of built-in fun – including Chess Titans, FreeCell, Backgammon, Checkers, Mahjong Titans and many more were all packaged with the OS. Upgrade to Windows 10, however, and you'll find it's game over for these old favourites. Indeed, by default, the only game you'll find in the All Apps list is Microsoft Solitaire Collection. Instead, you're encouraged to download the missing games from the Windows Store. Microsoft offers free versions of Minesweeper and Mahjong, for example, though all its 'free' games now offer in-app purchases and adverts for other games. There are free non-Microsoft alternatives for Hearts, Chess and others too.

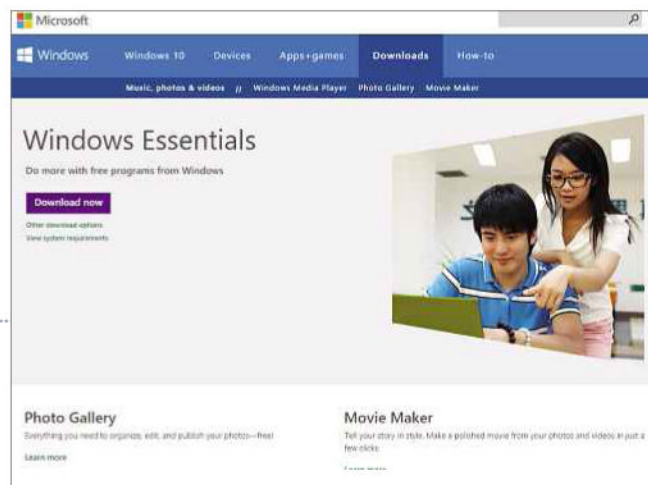


### 4 DESKTOP GADGETS

Windows 7 supported something called Desktop Gadgets – these were things like animated clocks, live weather updates or CPU meters that floated on your Desktop. Windows 10 ditches support for desktop Gadgets (also known as 'widgets') entirely. In fact, Microsoft has been attempting to dissuade people from using Gadgets for some years now, citing them as a potential security risk. The company issued an update back in 2012 designed to disable the sidebar and gadgets in Windows 7 and Vista. The idea is that the Live Tiles effectively act as a replacement. But with those, you need to open the Start menu to see them. If you want proper Desktop widgets on your actual Desktop, you can install 8GadgetPack for free (<http://8gadgetpack.net>).

### 5 WINDOWS LIVE ESSENTIALS' ONEDRIVE TOOL

Windows Live Essentials ([www.snipca.com/17522](http://www.snipca.com/17522)) is a bundle of useful tools from Microsoft that includes a photo organiser (Photo Gallery), a video editor (Movie Maker) and email client (Windows Live Mail) and more. You can still install Live Essentials on Windows 10 and, if you already had it installed on your PC before you upgraded, it'll still be there and will work as before – mostly. The one part of Live Essentials that will no longer work under Windows 10 is its OneDrive tool. Microsoft's new OS comes with its own baked in version of OneDrive, so you'll need to switch to using this instead. See page 54 for more on using Windows 10's OneDrive app.



### 6 USB FLOPPY DRIVE SUPPORT

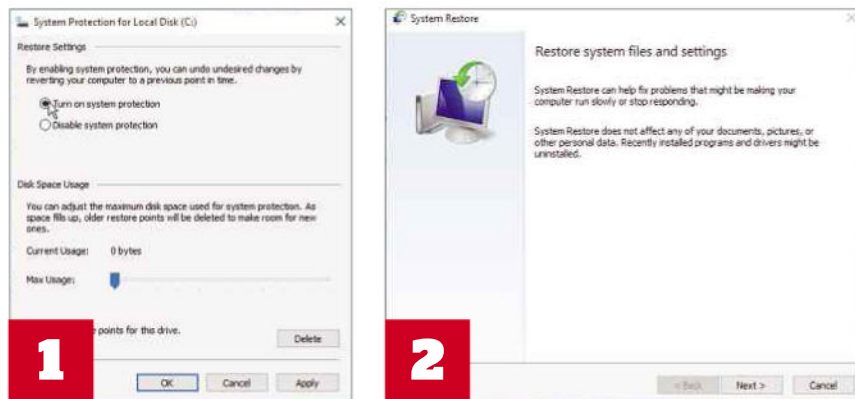
DVDs aren't the only discs that Microsoft is trying to kill off. First invented back in 1971, floppy disks were the flash drives of their day, allowing people to swap files between computers, back up and more. The format went the way of the dinosaurs a long time ago; its paltry 1.44MB capacity isn't enough to hold even a single MP3 song. That said, anyone who's been using computers for more than 15 years is likely to have a stack of floppies somewhere – even if they're just archives of old documents and files. Windows 10 tries to put another nail in the floppy's coffin by killing off native support for USB floppy drives. But if you still have disks you need to access, you should be able to download a driver to get your USB drive working. Check the manufacturer's website.

# Restore or recover your PC

If your computer is really playing up, then you may be able to fix it by using Windows 10's System Restore and Recovery tools. We explain how

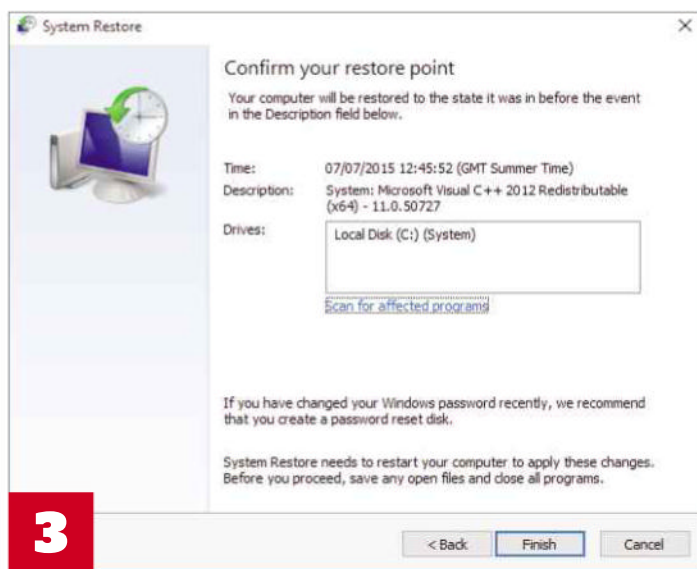
## ➤ Roll back changes with System Restore

While a full Reset (see opposite) is certainly effective, you may wish to try a less dramatic System Restore first, which rolls Windows back to an earlier state. This can be ideal if you've recently added new hardware or software that appears to be what's stopped Windows working properly. There's one catch – you'll need to enable the feature first.



### Downgrade to an earlier version

If you upgraded a Windows 7 or 8.1 PC to Windows 10, then one of the other options listed in the Recovery section of the Settings app will be 'Go back to Windows 7' (or Windows 8.1, depending which one you upgraded from). This will remove Windows 10 altogether and restore your PC to how it was before the upgrade, but you only have this option for 30 days from upgrading. See page 18 for more.



**1** Crazy as it sounds, System Restore is usually switched off in Windows 10 by default and you'll need to make sure it's enabled manually as soon as you can if you want to take advantage of its restorative powers at any point in the future. Click Start, right-click File Explorer and choose Properties. Next, click System Protection, then Configure, then make sure 'Turn on system protection' is checked.

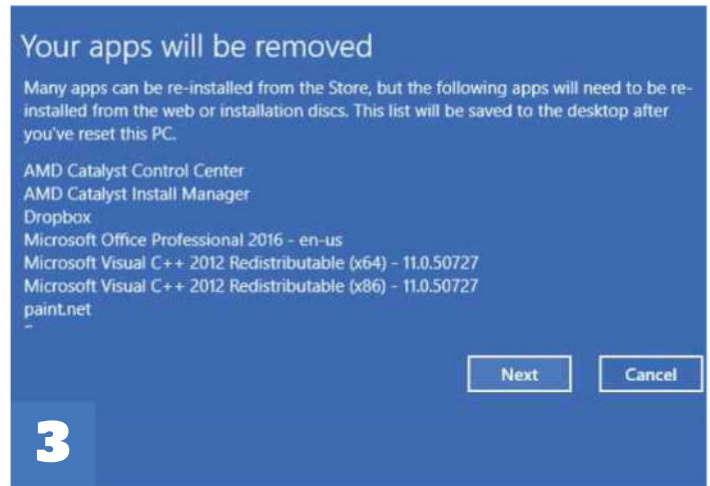
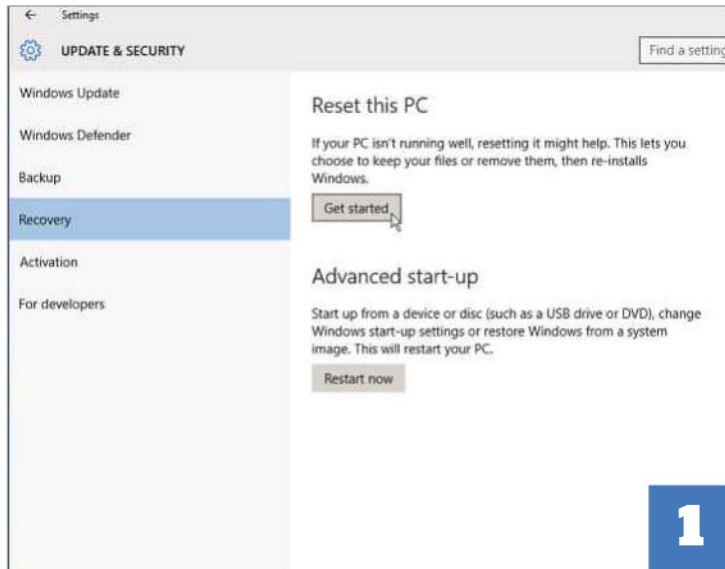
**2** Subsequently, if your PC suddenly starts behaving oddly you can turn to System Restore for help – particularly if the problem you're having began soon after you installed a new program or device, or a software update of some kind

was applied. Type [control panel](#) into Cortana to find and open the Settings control panel, then click Security & Maintenance, then Recovery. Now click Open System Restore.

**3** Follow the System Restore wizard, selecting the most recent restore point that Windows has saved (or one whose date corresponds with the last time you think your PC was still working properly) and then click Next followed by Finish. Windows 10 will now restore it to its earlier state, removing software, settings and drivers added after the restore point but leaving your files and data intact.

## Use Recovery to fix a broken PC

What if Windows becomes really unstable or continually freezes, no matter what apps you quit or how many times you restart? It can happen, although fortunately it's much rarer than in the past. You're not out of options, and it doesn't necessarily mean wiping your hard disk and starting again (although if you have a proper backup of all your files on another hard disk, as explained in the previous chapter, that shouldn't be so daunting). Go to Settings, Update & Security, then click Recovery.

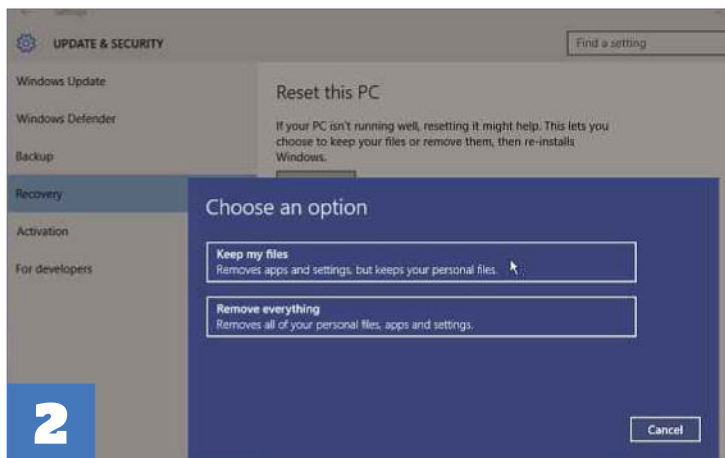


**1** The nuclear option is 'Reset this PC'. That sounds like you're going to put it back the way it was when you bought it, but it's really more like making it how it would be if it was being sold today. For obvious reasons, Microsoft doesn't want you running an out-of-date operating system without all the security updates that have been released since you bought your PC. Click the 'Get started' button underneath.

**2** Actually, you can now see that 'Reset this PC' needn't be too drastic at all. You have two options: one is to reset Windows but keep your files, which will reinstall the operating system without your apps

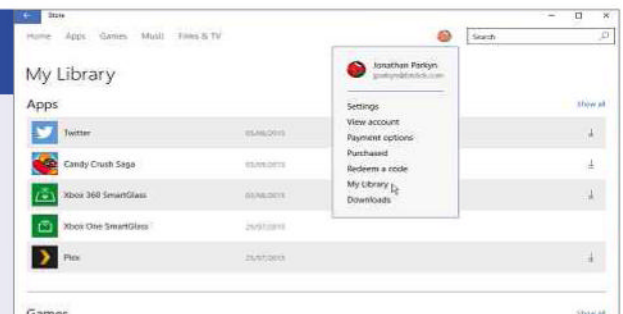
and settings, but with your personal files intact. The other choice is to remove everything. In most cases, pretty obviously, you'll want the first option. Click it to continue.

**3** Windows 10 will warn you that your apps (and programs) will be removed. This is because corrupted or incompatible software could be the cause of your problem. You'll need to reinstall apps and programs after resetting (see box). If you've recently upgraded to Windows, 10 you may also get a warning that restoring may mean being unable to return to an earlier version of Windows. Just click Next each time to proceed and reset your PC.



## Reinstall your apps after a Reset

After resetting your PC, you should simply be able to install your apps and programs again from wherever you got them, entering serial numbers again, if necessary. The Windows Store makes this easy; click your account picture, then select My Library. This page makes all the apps you've ever bought from the Store easily available to re-download. Occasionally a Windows Store app may no longer be supported. You'll be given details of any that can't be reinstalled from the Windows Store after your Reset.





# Chapter 7

# Windows 10 on mobile devices

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Microsoft's latest OS isn't just for PCs and laptops. It runs on tablets, too – and soon you'll even be able to use it on a Windows Phone

**Y**ou're probably used to working with Windows at your desk or when you use your laptop, and Microsoft is still some way behind the market leaders when it comes to mobile devices. As far as the current crop of best-selling smartphones and tablets is concerned, Apple's iOS and Google's

Android operating systems dominate. Windows 8 barely made an impact in the mobile arena, but Microsoft believes that Windows 10 could be the OS to change all that. And with brilliant mobile-focussed features, such as Continuum and Universal apps that work across all your devices, the company might just have a point.

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Windows 10 can sync data with tablets, smartphones and other mobile devices

# Using Windows 10 on a tablet

Microsoft's adaptable new OS is just as great when it's running on a tablet as it is on a desktop or laptop computer

**Using Windows 10 is a very different experience on a tablet compared to a desktop or laptop PC. Switching to Tablet mode gives you a user interface that's much better tailored to use with touch on a smaller screen, but that still supports the same apps and technologies beneath the surface.**

Whether you're coming from the desktop interface or the more tablet-focused interface of Windows 8.1, using Windows 10 on a tablet takes a bit of getting used to, but learn a few tips and tricks and you're in for a smoother, more efficient ride.

## Chop and change

Windows 10 is designed to recognise when you're using a conventional desktop or laptop PC and when you're using a tablet, so it can behave accordingly. In theory, then, it should boot up in Tablet mode when you first start up your tablet device; or if you have a 'hybrid' device, it should switch when you detach the keyboard. If not, or if you've chosen to switch out of Tablet mode, you can re-enable it (and make it the default, if you like) using the Settings control panel.

The biggest difference from Desktop mode is that each app no longer opens in a window, but full-screen. Windows Store apps leave only the Taskbar remaining; traditional Windows programs run maximised, hiding the Start menu and Desktop. That's good news when you're working on a 10-inch to 13.3-inch screen, but it makes it hard to multitask effectively.

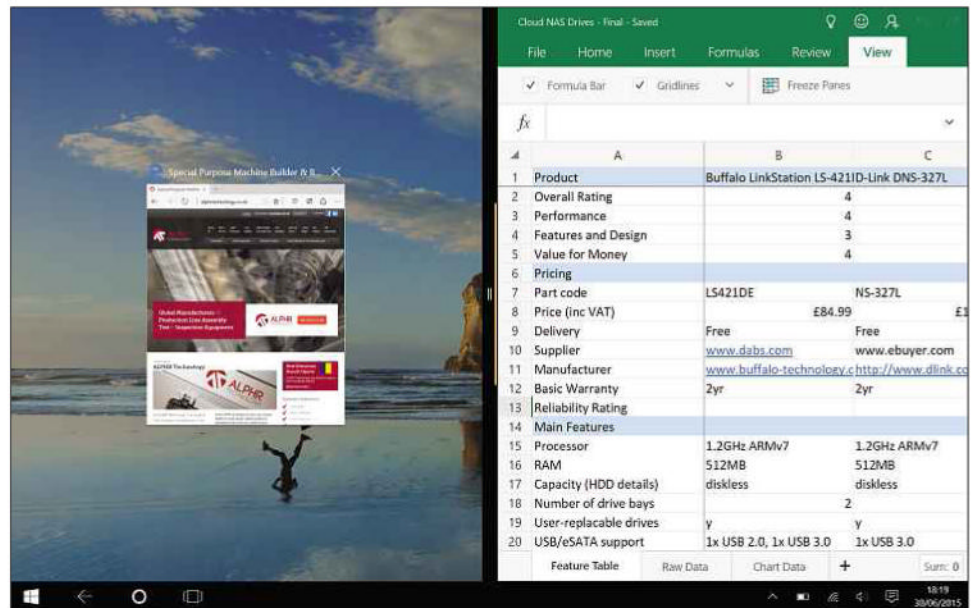
You've got two options. One is to switch

between apps quickly using Task View. Either swipe in from the left or tap the Task View button on the Taskbar, then tap on the app you want to switch to.

The alternative is to use a split-screen view. First, swipe down from the top of the screen to reveal the hidden title bar. Now tap and hold your finger on the title bar, then drag it to the left or right of the screen. A bar will appear to show the screen area that the app is going to take up. Release your finger, and the app drops into place.

## Swipe to close apps

You can quickly close the app you're currently using by dragging from the top of the screen all the way to the bottom edge (or at least near enough for Windows to recognise the gesture you're aiming for). Bang, and the app is gone. See chapter 2 for more on the gestures supported by Windows 10 on touchscreens.



## ▲ Multi-tasking in Tablet mode

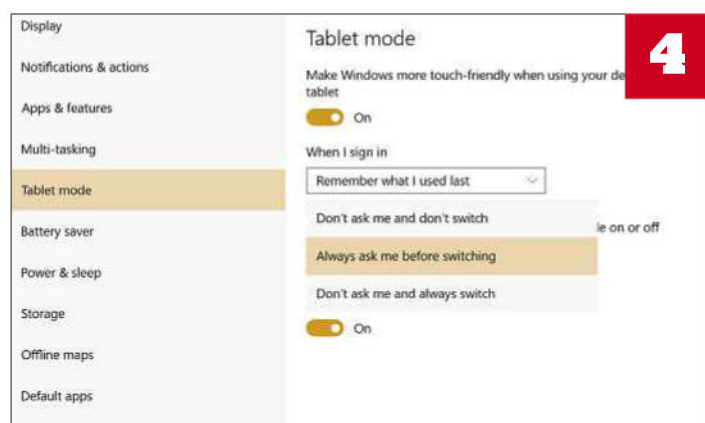
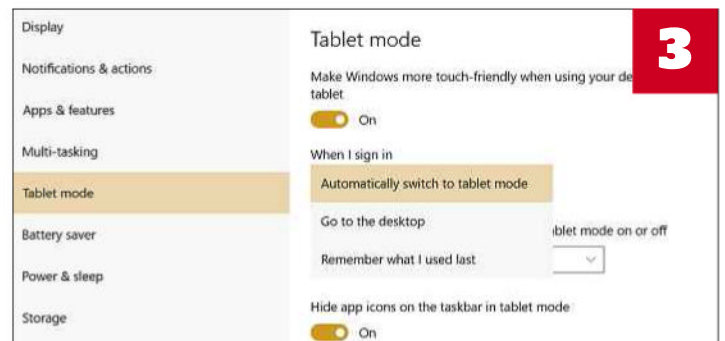
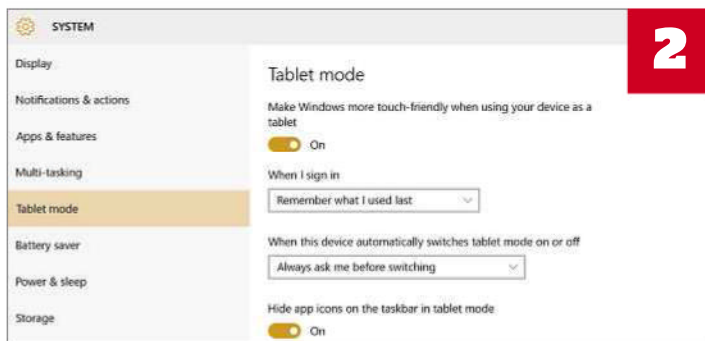
When you drag an app to fill half the screen, any others that are open are previewed opposite it; tap a preview to make it fill the other half of the screen. You can alter the proportions of the split by dragging the border between the two apps towards the left or right.



## How to use Tablet mode



**1** Swipe in from the right of the screen and tap the All Settings button from the bottom of the Action Centre. If you can't see this button, click the Expand link and it should appear. Alternatively, tap Start, then the All Apps button, then scroll down to Settings and tap it.



**2** Tap System, then tap Tablet Mode on the left-hand side. Now look at the right-hand panel, where it reads 'Make Windows more touch-friendly when using your device as a tablet', and tap the toggle switch to turn this option On.

**3** The next choice defines what mode your tablet starts up in after you've shut it down or signed out. Either leave it at 'Remember what I used last' or, if you prefer, change it to 'Automatically switch to tablet mode'.

**4** On some devices, including some 2-in-1 or 'hybrid' tablets and Microsoft's Surface Pro and Surface 3, you can set Windows to recognise when the keyboard has been folded away or detached and you're therefore ready to use the device in Tablet mode. Tap under where it says 'When this device automatically switches tablet mode on or off' to choose whether Windows asks you for permission before switching, doesn't ask and doesn't switch, or doesn't ask and just switches anyway.

## Optimise your Start menu for Tablet mode



**1** In Tablet mode, the Start menu may take up more of the screen but it's actually more streamlined than in Desktop mode. The Most Used and Recently Added lists and the File Explorer and Settings folders are hidden, until you tap the Menu button in the top left corner.

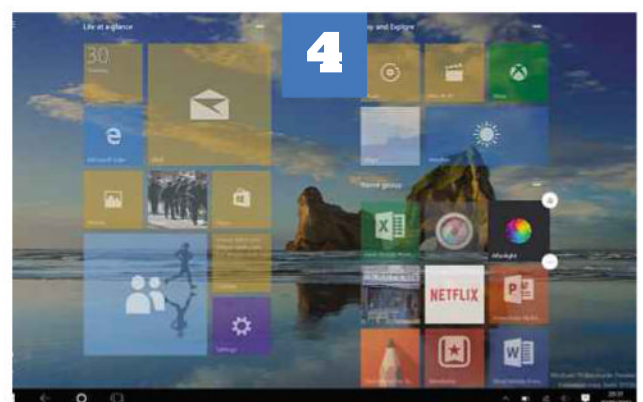
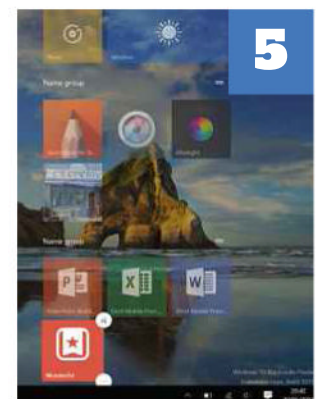
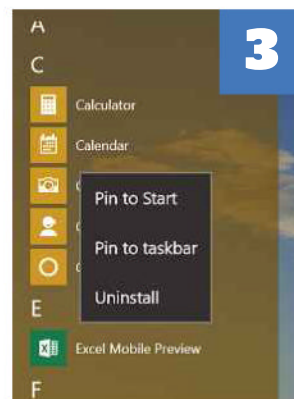
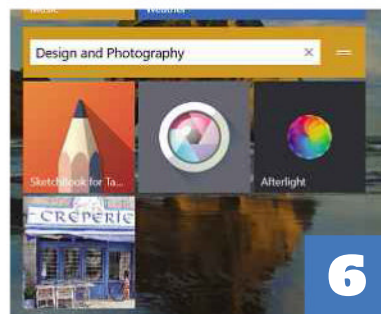
**2** The Power button and the All Apps views have permanent buttons at the bottom left, so that you can launch an app or put your tablet to sleep in an instant.

**3** You can add items to the Start menu, move them and resize them just as in Desktop mode. To pin an app to Start, for instance, tap the All Apps button, scroll down until you find your app, tap, hold and release its icon, then select Pin to Start.

**4** Just pinning loads of apps will leave Start in a mess. You need to organise them into groups. To move an app's tile, tap and hold it until the Pin/Unpin and options controls appear on the top and bottom right-hand corners, then drag it into place.

**5** While the controls are active, you can drag other tiles as well, grouping them in clumps. Note how the group bars pop into place in response.

**6** Name groups by tapping where it says 'Name this group' – or where the bar should be, if you can't see it – then entering the new name. Groups of apps can also be dragged around together. Tap and hold on the group bar above a cluster of tiles, and the tiles and the bar become transparent (the tiles may even shrink from view). Drag the name bar into its new position, and the tiles fall into place below. Tap away from the tiles to check your layout.

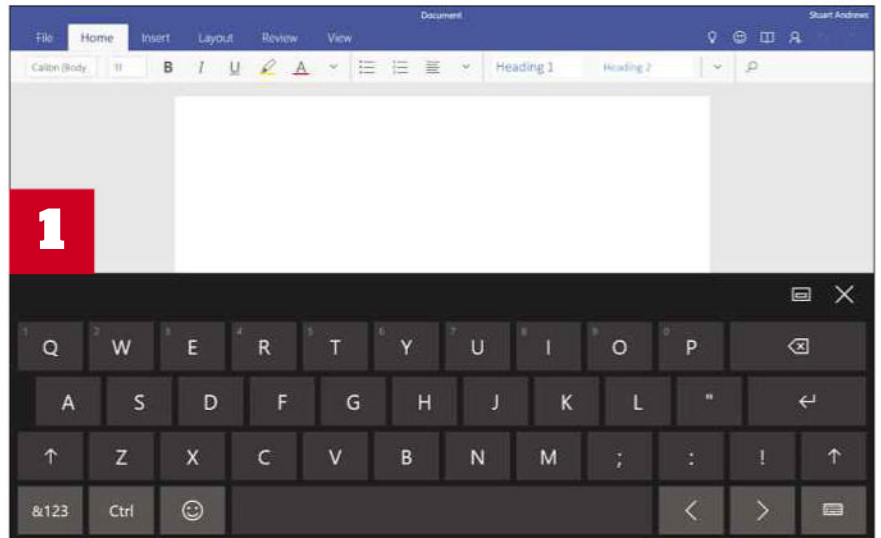


## Use keyboards and handwriting recognition

**1** Unless you have a keyboard dock or Bluetooth keyboard connected, Windows 10's on-screen keyboard will pop up whenever you need to enter text. The layout is straightforward, but to find many symbols you'll need to hit the '&123' button in the bottom left corner, then use the forward/back keys above it to flip between the two banks of characters.

**2** The Keyboard key in the bottom right corner flicks between standard and small, split keyboard layouts, and Windows 10's handwriting recognition facility.

**3** Tap this and you can write whatever you want on the line with your stylus (or a very careful finger) and Windows will do its best to interpret it. Cleverly, it throws up suggestions in the bar above as you scrawl; tap one to enter it. Pressing the Return symbol takes you to a new line, while pressing the Space button clears the line of writing so you can start again, adding a space before your next word.



### ▲ Using the Action Centre

The Action Centre is always useful, but never more so than in Tablet mode, where it's the quickest, easiest way to get a lot of things done. It houses buttons to toggle Tablet mode itself on and off; to lock rotation, so that your screen doesn't keep switching between portrait and landscape orientations when you don't want it to; and system settings.

Tap Expand and you'll also find controls for brightness, Bluetooth, wifi, Battery Saver, Flight mode and Windows 10's Quiet Hours 'do not disturb' mode. Quiet Hours was introduced in Windows Phone 8.1, but now makes its full cross-platform debut in Windows 10.

The feature is particularly aimed at devices that you carry around with you and could therefore annoy you with alerts at inopportune times. Open Action Centre and toggle it on, and you won't be disturbed by notifications or other incoming communications until you turn it off again. You can also set up a specific schedule for this in your Settings for Notifications.



# Cortana goes mobile

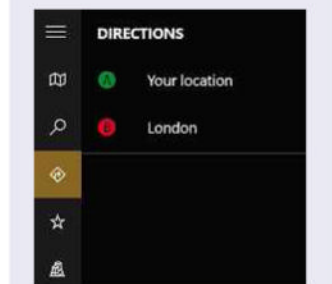
Microsoft's digital assistant isn't just handy when you're at your desktop. She's indispensable when you're on the move, too

## > Set reminders

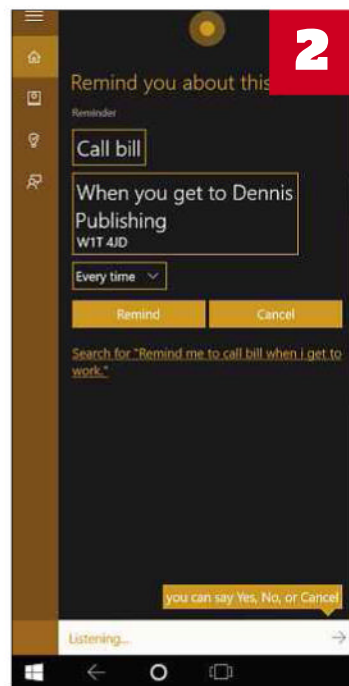
You can ask Cortana to remind you of something at a certain time, or when you arrive at a certain place, or even to call a certain person. Cortana is pretty smart, too, working with the contacts in the People app, locations you've added in Maps and places nearby that she can find using Search. Name a supermarket, for example, and she'll assume you mean the branch nearest to where you are.



### Get directions



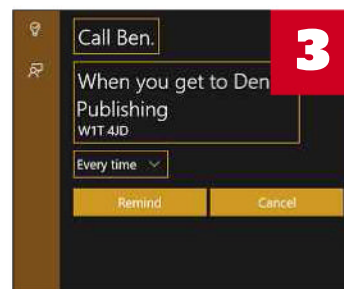
You can ask Cortana for directions from where you are, specifying mode of transport. For example: 'Hey Cortana, tell me how to get to London by train.' Cortana will open the Maps app and offer you directions.



**1** To set up a reminder, say 'Hey Cortana,' then ask what you want to be reminded about, and where or when you want to be reminded. For example:

- 'Hey Cortana, remind me to ask about deadlines when I call Barry.'
- 'Hey Cortana, when I'm at Tesco, remind me to buy mozzarella, passata, pepperoni and olive oil.'
- 'Hey Cortana, remind me to call Bill when I get to work.'

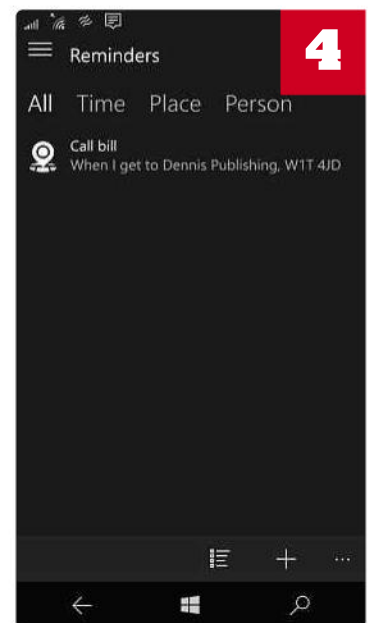
**2** Cortana will process the reminder, then ask you if she's got the details right. Say 'yes' if she has, 'no' if she hasn't, or 'cancel' to cancel the whole exercise.



**3** If you say 'no', you can just name which part you need to change, whether it's the place, the time or the reminder itself.



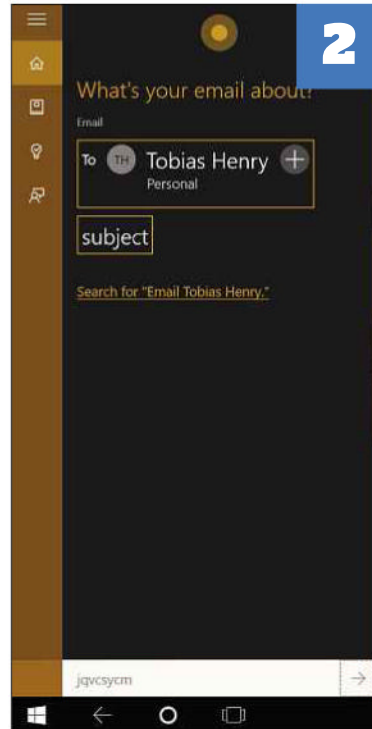
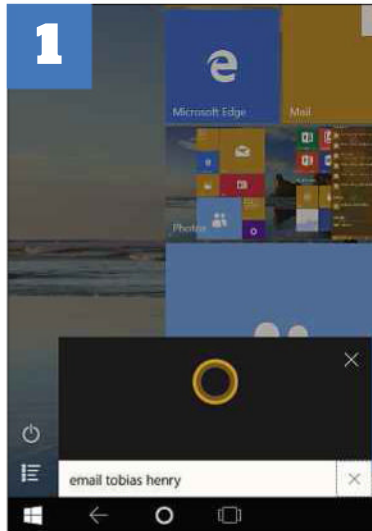
**4** Once the reminder has been confirmed, you'll see a note of it appear in Cortana's Reminders section. Tap the Cortana button, then tap on the lightbulb button in the Menu bar on the left.



**5** A useful thing about Cortana's reminders is that they sync across all your Windows 10 devices. Create a reminder on your laptop or desktop PC, and you'll still be reminded if you're carrying your Windows 10 Mobile phone instead.

## ✓ Send an email using only your voice

No, it's not witchcraft: Cortana can take dictation and prepare a formatted message without you having to type. It's useful for sending short texts or emails when you haven't got the time or space to use a keyboard.

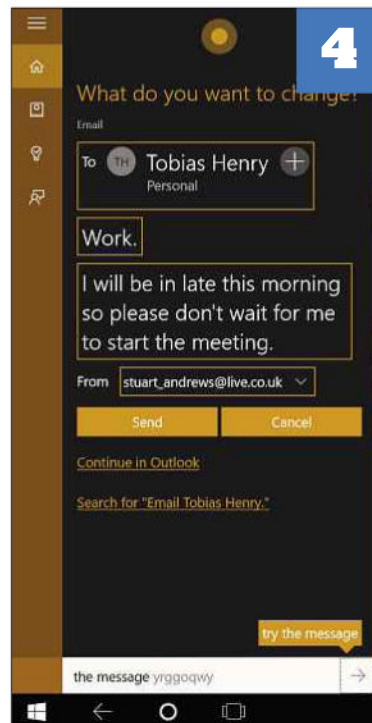
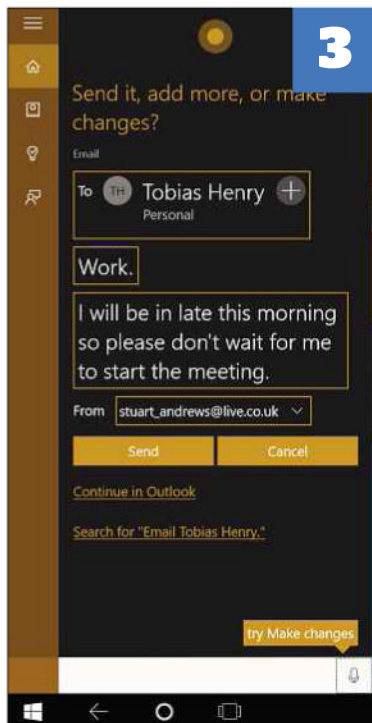


**1** Say 'Hey Cortana,' then 'email,' followed by the name of the contact you want to send the email to.

**2** Cortana will search your contacts list for the right name, and either come back with your contact selected or with a list of possibilities. In that case, just repeat the name and hope she picks it up this time; or if you just said a first name and she's found a number of correct matches, be more specific. If your contact has multiple email addresses, you'll need to tell Cortana which one you want her to use. For instance, you might say 'Outlook' or 'Gmail'.

**3** Cortana now wants a subject line for your email, since it's bad form to send an email with no subject, even if you're in a hurry. So give her a short phrase to enter here. After that, she'll ask for your message. For best results keep it short and sweet, without any punctuation. If you're the chief copy editor at the New Yorker, you and Cortana are perhaps not going to be friends.

**4** Once that's done, Cortana will come back to you with the finished message. Say 'send' to send it, 'cancel' to cancel, 'add more' to add more words to your message, or 'make changes' if you need to make changes. If you do need to change something, just say whether it's the recipient, for example, or the subject, and then say what you need it changed to. Cortana will now ask you whether the email is ready send; say 'Yes' to send it.



### Work around Cortana's limitations

Cortana is easily confused by names and places, and at times you'll find a request will start a search via Bing rather than launch what seems like the obvious app or service. It's early days for the technology, so be patient. You can also help with places by using Maps to search for them by name or postcode, adding that location as a Favourite with the star button, then giving the favourite a name in the box provided. From now on, Cortana should recognise that place immediately when you refer to it by its nickname.

# Windows 10 Mobile

We give you a sneak preview of how Windows 10 will work on smartphones

**It's currently only available in preview form, but Windows 10 Mobile is Microsoft's attempt to introduce a single, unified look and feel for both its mobile and desktop operating systems, along with an underlying ability that allows new-style Universal apps to work across all types of device.**

Universal apps are intended to work across desktop PCs, laptops, tablets and smartphones, not to mention the Xbox One console. That's important for Microsoft, in a world where both Windows Phone and the Windows Store have struggled to build a great library of apps. But it's also good news for anybody who owns a Windows 10 Mobile phone.

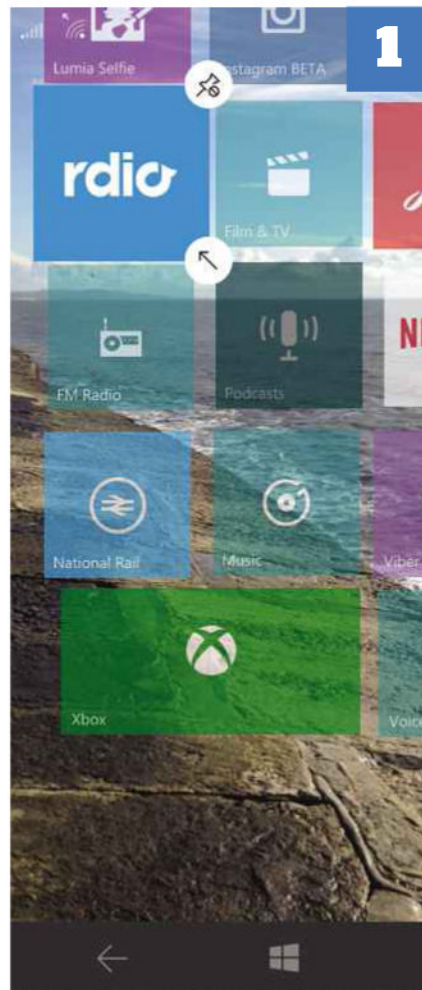
Not only will it be easier for users to move between their Windows 10 PCs and Windows 10 Mobile tablets and smartphones, but they'll be able to use many of the apps they're used to across different hardware – buying each program just once to download, install and use on all their devices – and share data between them without any hassle.

## Use Cortana on your phone

Cortana can be a huge help on a Windows Mobile 10 phone, helping out with tasks when you can't easily type on the on-screen keyboard. Use her to arrange appointments in Calendar, search the web for information, set up reminders, place calls, send texts and emails and get directions.

## Organising your apps

- 1 Tap and hold an app's Live Tile until the rest of the tiles go transparent and the Unpin and Resize controls appear.
- 2 Now drag it over the other app you want to group it with.
- 3 The apps will be placed in a folder.
- 4 Where prompted, name the folder.
- 5 Now tap on the folder with the two mini icons to open it and see its apps.
- 6 You can drag more apps onto the folder tile. Use the tile with the up chevron to close it again.

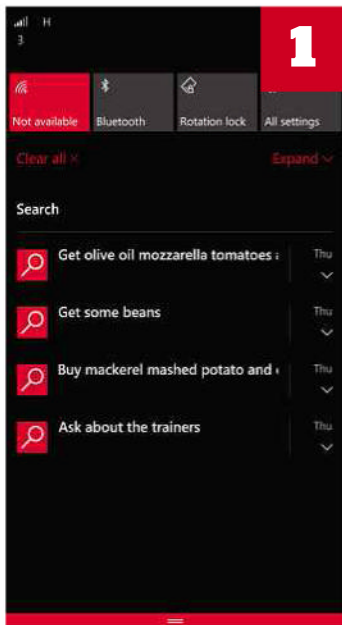




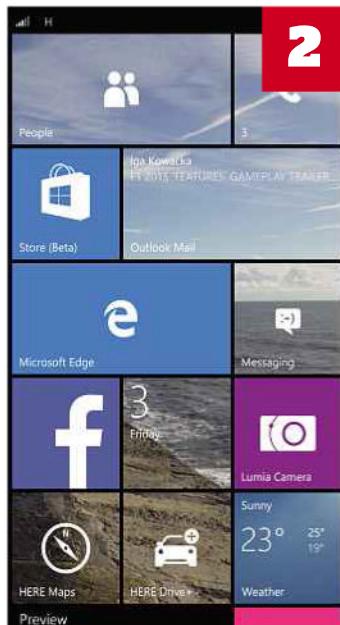
## The Start screen

The Windows 10 Mobile Start screen is both a progression of the Windows Phone 8.1 Start screen and a reflection of the Windows 10 Start menu. The Live Tiles are resizeable and can be transparent, letting the background show.

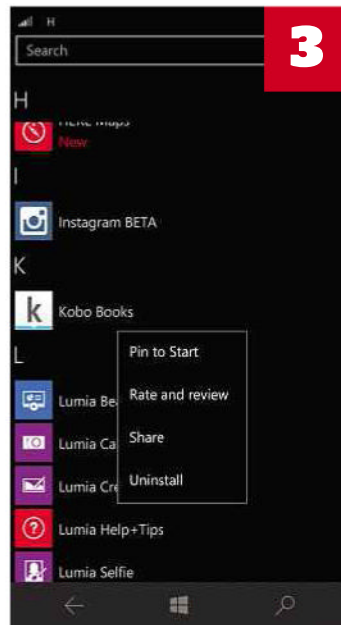
**1** Swiping from the top edge of the screen downwards calls in a new Windows 10-style Action Centre, with a set of special phone-friendly Quick Action buttons and notifications.



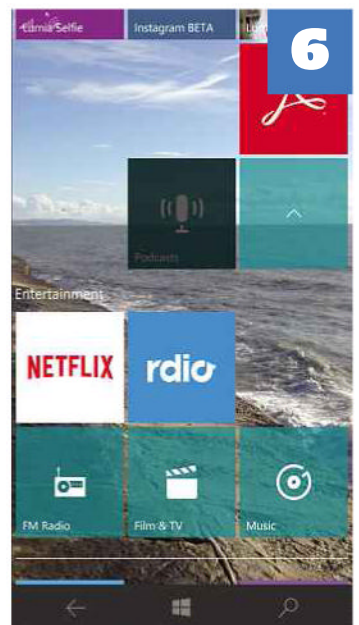
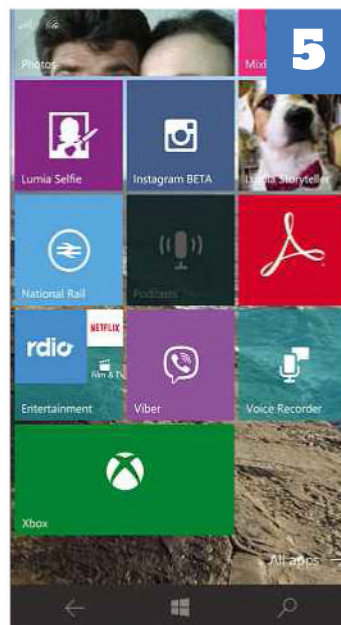
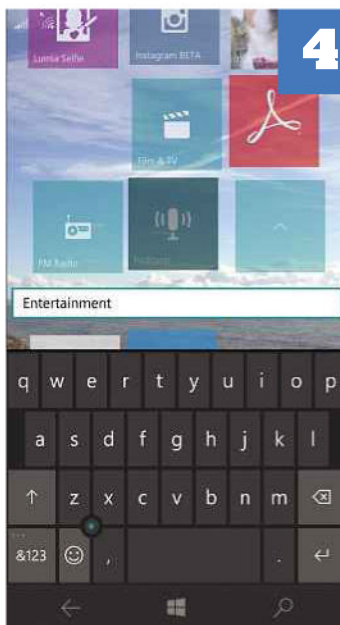
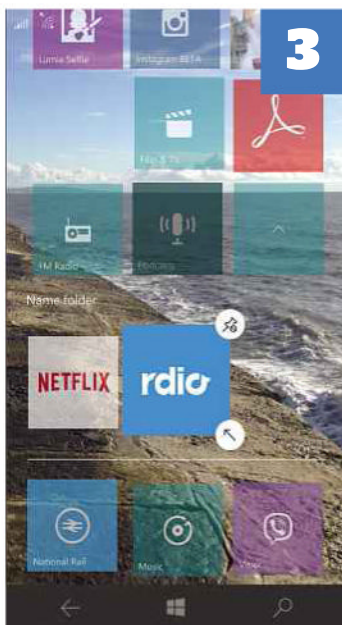
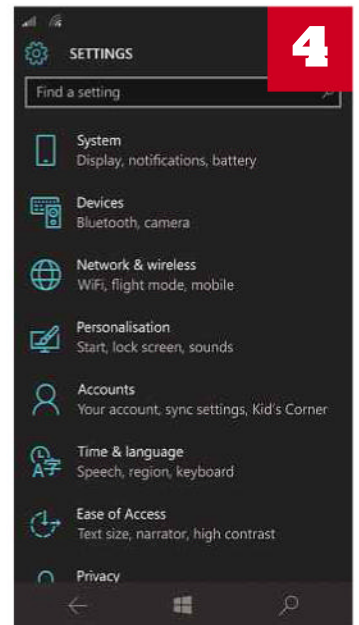
**2** Swiping up from the bottom of the screen hides and reveals the key software buttons: a universal Back button, a Windows button and a Search button, which calls in Cortana.



**3** Swiping right brings up the All Apps list, with all the apps on your phone listed in alphabetical order. Tap and hold on an app to bring up a contextual menu with the option to pin the app to the Start screen.



**4** Windows 10 Mobile also imitates Windows 10 in its Settings menu. The structure isn't totally identical, but it's close enough to make moving between the two very straightforward.



## Common apps and features

It's not just the look and feel that's very similar; using Windows 10 Mobile, you'll see many of the same apps as in the regular version of Windows 10, although they're adapted to fit the constraints of a smaller screen.

### The Edge browser

**1** Windows 10 Mobile also gets its own version of Edge, complete with the Hub and its Reading List feature.

### Cortana

The digital assistant started life on Windows Phone, and she isn't going anywhere in Windows 10 Mobile. Your Notebook information syncs across devices, along with data like favourite places and reminders.

### Film & TV, Music

**2** The Film & TV and Music apps work the same way on Windows 10 Mobile as on a desktop PC, so you can carry on streaming the movie you started watching on your laptop.

### People

The People app makes the transition, too, complete with Contacts, grouping features and social media feeds.

### Maps

**3** The old Windows Phone 8.1 Here Maps app is now joined by the Universal Windows Maps app. Your favourite places and previous searches are all synced across.

### Calendar

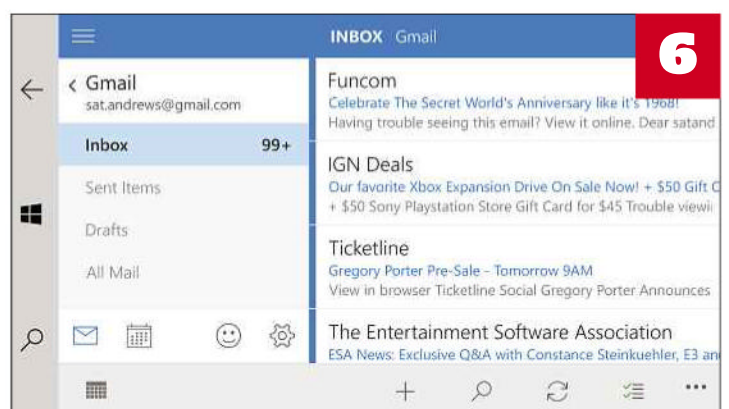
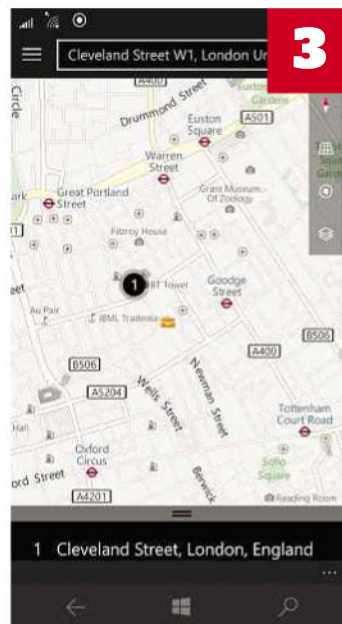
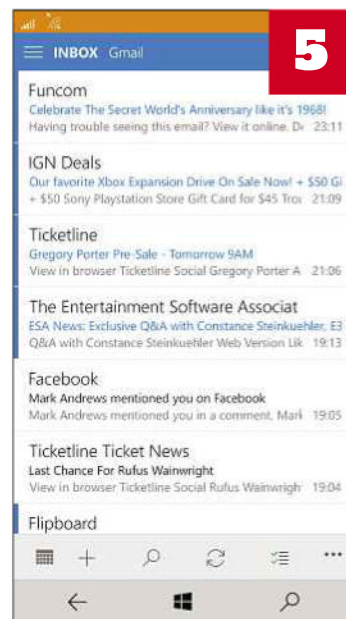
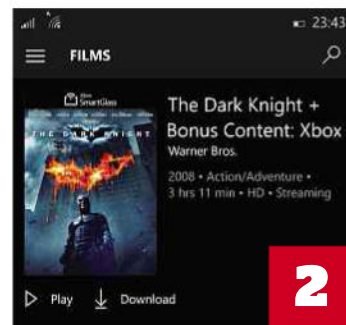
**4** Calendar puts in an appearance on Windows 10 Mobile, but with a different layout on the desktop edition to reflect smaller screen sizes.

### Mail

**5** Mail runs across both the desktop and mobile versions of Windows 10. You get a single-pane view with the phone or tablet held in portrait mode.

### Mail (again)

**6** Turn the phone to landscape orientation for a two-pane view showing your emails and your mailboxes at the same time.



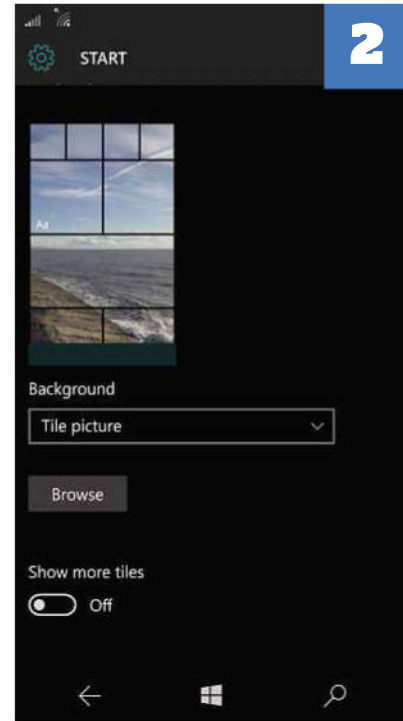
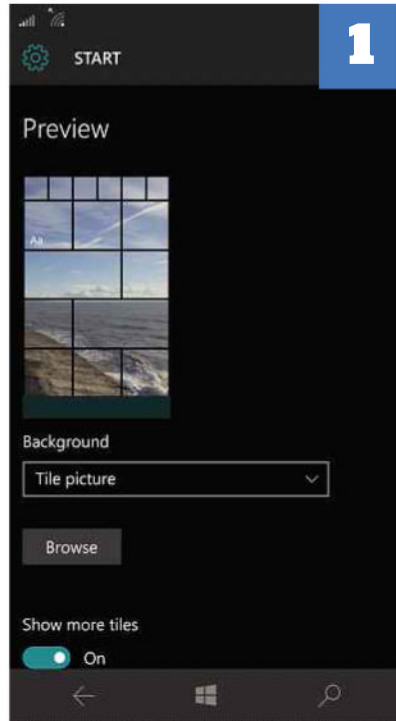


# Customise Windows 10 Mobile

Although it doesn't quite offer all the personalisation options of full-blown Windows 10, there's a lot you can do to tailor Windows 10 Mobile to the way you like to work.

## Change the background

**1** Get to Settings from the Action Centre or the Apps list, and tap Personalisation, then Start. You can set the background as a full-screen picture with Live Tiles overlaid on top, or as a Tile Picture, where the tiles themselves make up the picture. Click Browse to find and select your photo.



## Change the Lock screen

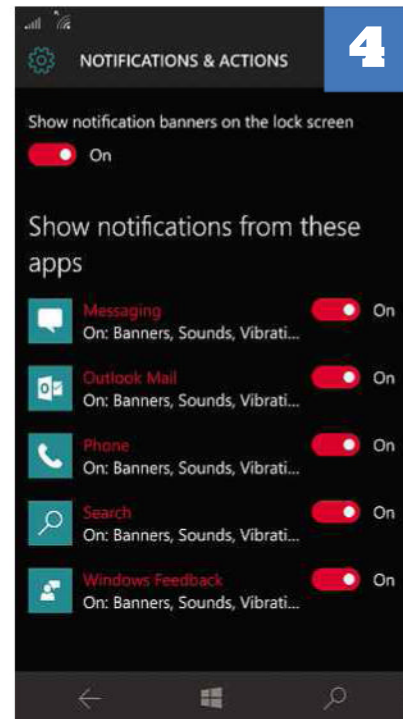
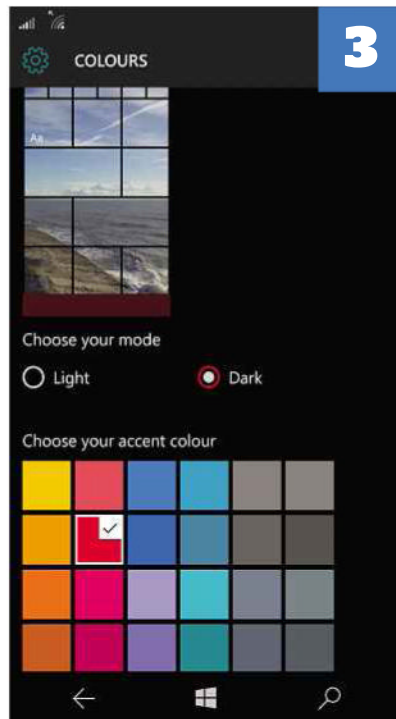
Similarly, go to Settings, Personalisation, then Lock Screen and you can set a background for the Start screen (or choose the default Bing selection). Here you can also select an app to show detailed status updates on the Lock screen, and up to five apps to show quick status updates.

## Show more or fewer tiles

**2** Tap Settings, Personalisation, then Start, and tap Show More Tiles to opt for more tiles on the Start screen, or fewer.

## Change colours

**3** Tap Settings, Personalisation, then Colours. You can now switch between Light and Dark modes for the Windows 10 Mobile user interface, and choose an accent colour by tapping one on the grid below.



## Change notifications

**4** Tap Settings, System, then Notifications & Actions and you can not only set which Quick Actions show by default, and whether notifications show when the phone is locked, but also set which apps are allowed to push notifications to your screen and which are not.

## When is it out?

Windows 10 for PCs and larger tablets is already available but, at the time of going to press, Microsoft still hadn't finalised a launch date for Windows 10 Mobile. It's thought that the first Windows 10 Lumia phones will be available in time for Christmas. Many existing Windows Phone owners will be able to upgrade for free.

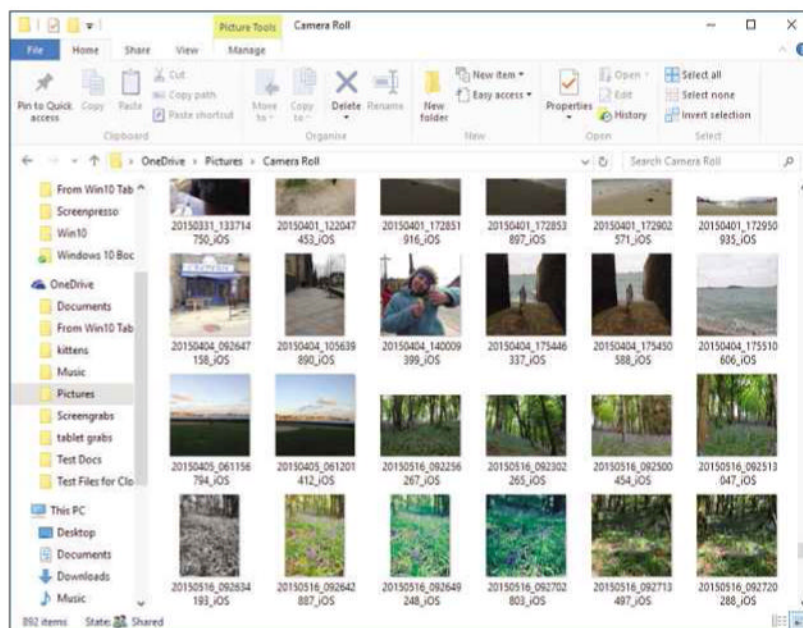


# Connect and sync an iOS or Android device

Windows 10 can sync data with tablets, smartphones and other mobile devices — whether they're running Windows 10 or not

## ➤ Work with different operating systems

These days most of us work across a range of mobile devices, which may sit within one ecosystem (iOS, Android or Windows) or cut across them. We'll assume you use Windows, or plan to, on a desktop, laptop or hybrid device. But what if you also use an Android smartphone or tablet, or an iPad and an iPhone? The secret is to adopt a strategy based on services that support your mix of PCs and mobile devices.



### ▲ Sync your photos with Microsoft OneDrive

OneDrive has apps for Windows Phone, iOS and Android, all with automatic photo backup features that upload any photos taken with your phone to the service as soon as you have wifi. From there they sync to the Windows 10 Photos app on your PC.

### Microsoft services

This is the natural choice if you're using Windows 10 Mobile devices with a Windows 10 PC, as all the apps and services you need are integrated within the operating system. While you can still use other webmail or cloud storage services, using a Microsoft account and OneDrive will keep your email, contacts, photos, calendar and important files in sync. This strategy also works if you're using iOS and Android, as OneDrive apps are available for both operating systems and the native email, contacts and calendar apps will still sign in to your Microsoft account.

### Google services

Another approach is to run everything through Google services, getting your email and contacts through Gmail and using Google Drive to sync photos and contacts. The native email apps in iOS, Android and Windows 10 Mobile all play nicely with Gmail, and Google Drive apps are available from the respective app stores. What's more, iOS

and Android users can use Google's Inbox app, while Windows 10 desktop users can also use Inbox — a brilliant next-generation email client — through their web browser.

### iTunes and iCloud

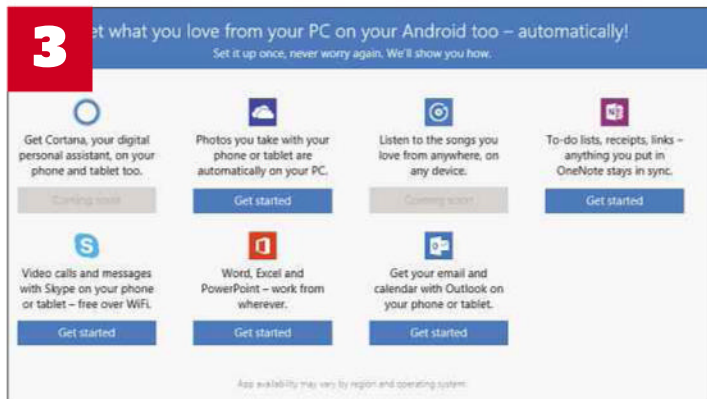
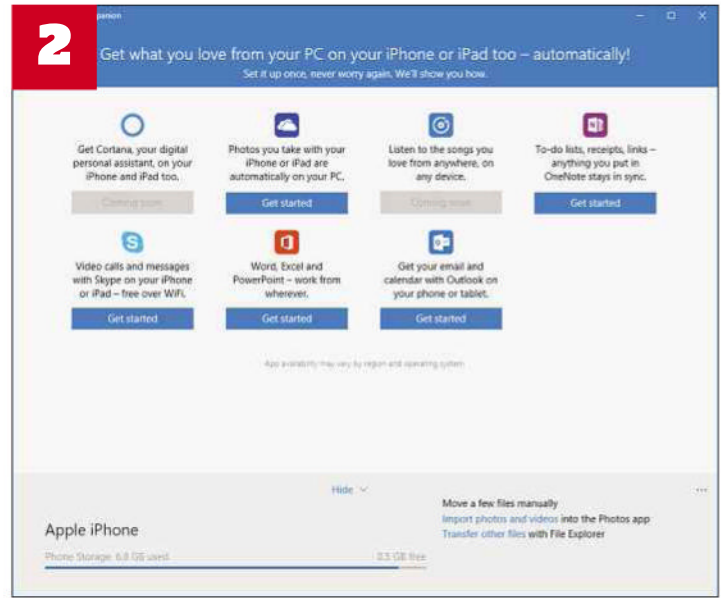
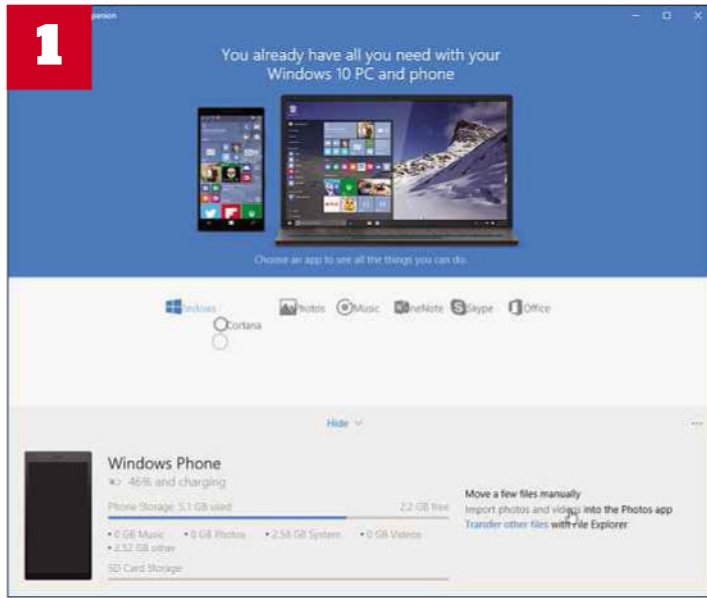
If you use an iPad, iPod touch and/or iPhone, you can still install iTunes and iCloud for Windows on your PC, then use a combination of iTunes and Apple's cloud-storage service to keep email, photos, contacts and calendar information up to date.

### Mix and match

It's perfectly possible to keep everything in sync using a mixture of Microsoft, Google and third-party cloud services, including Dropbox or Box. Both of these will keep files either in sync or accessible on multiple PCs and devices, and have features to automatically back up photos from a smartphone and sync them to one or more PCs. You'll still need to use Microsoft, Google or Apple's webmail services to keep email and contacts up to date, though.

## 1 Use the Phone Companion app

Microsoft is so serious about making every type of mobile device work with Windows 10 (and possibly gaining some customers in the process) that it has created a dedicated Phone Companion app.



Plug your phone into your Windows 10 machine (using its USB cable) to trigger the Phone Companion app, or launch it from Start, All Apps, Phone Companion. The app will open and automatically identify your phone at the bottom of its window (unless you have some ultra-obscure form of smartphone that Microsoft hasn't catered for yet).

reliant on you installing and using the appropriate Microsoft apps on your phone. Some, including Cortana and Groove Music, aren't available yet, but OneDrive, Outlook and Skype are all up and running.

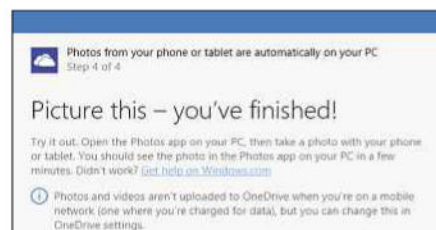
1 As you might expect, Windows 10 is happiest working with a Windows Phone. As long as both are using OneDrive and signed in to the same Microsoft account, your photos, email, documents, calendar, Cortana and everything else will sync and work automatically.

3 The same goes for Android smartphones.

2 With an iPhone (or iPad or iPod touch), sync and services are more

4 The value of Phone Companion lies in its 'wizards', which take you step-by-step through finding and installing whatever Microsoft apps are necessary to get, say, photos transferring from phone to PC. Click Get Started under any one of the icons to run the appropriate wizard.

5 Install the apps and follow the steps. Your smartphone and your PC should start playing nicely together.



# Chapter 8



# Windows Store and apps

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Windows 10's brilliance doesn't stop at its built-in tools and apps. There's a whole universe of fantastic software, games and more available from the Windows Store

**A**nyone who's used an Apple or Android device will already know how great app stores are. It's easy to find a handy new tool or a fun game. Apps are small, simple and often very cheap – or even free. With the Windows Store, Microsoft is making blatant leap for the bandwagon.

And why not? After all, apps you download from the Store are much safer than traditional programs, since they don't install in the same way and can't affect your system files. They're convenient too and let you add new functions to your PC quickly and easily. You can still run old-style programs if you want – and Windows 10's great for gaming too.

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**The Windows Store**

We explain how to find the best apps, manage your account, view downloads and more

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**Installing and removing apps**

Find out how to install and uninstall apps and programs on your PC safely and easily

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**21 essential free Windows 10 apps**

There are hundreds of great apps in the Windows Store. We round up the best free ones

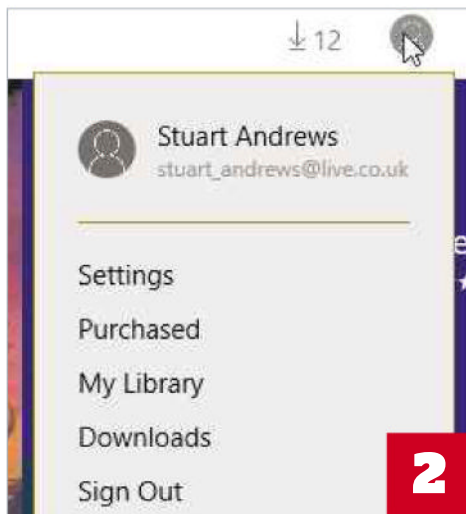
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**Playing Games with Windows 10**

Whether you like realistic racers or tea-break brain teasers, Windows 10 has gaming covered

# The Windows Store

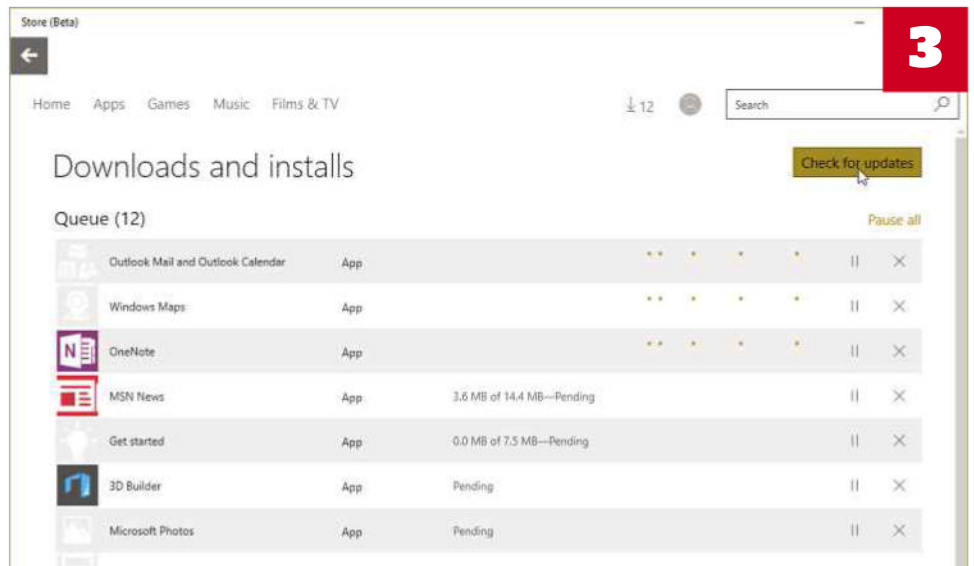
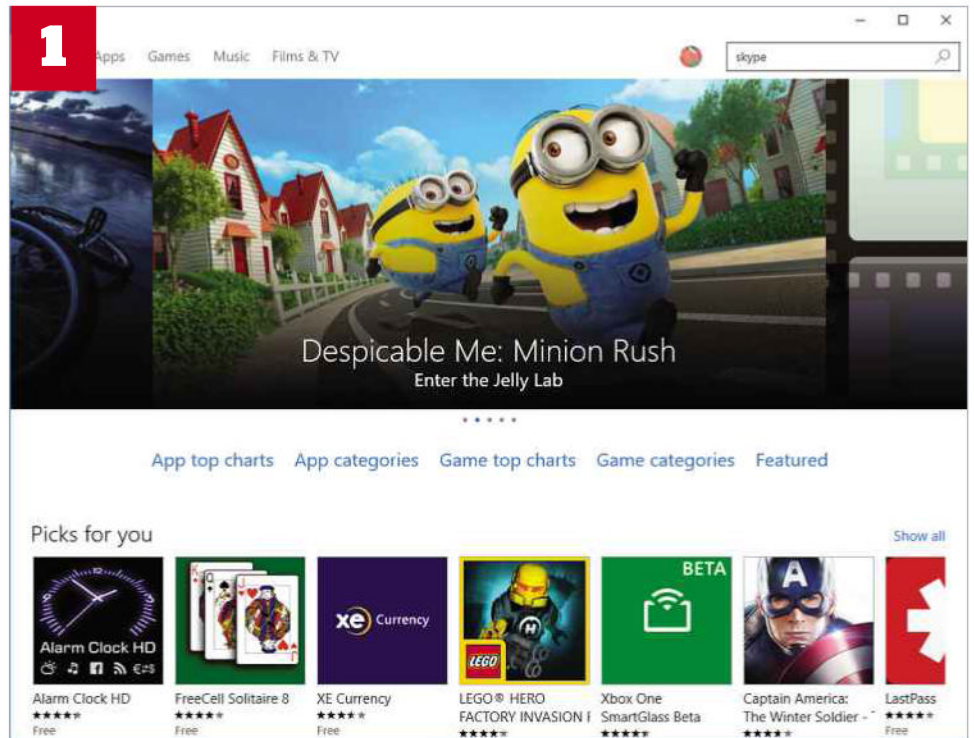
**1** **Windows Store home page**  
Click on the Windows Store button in the Start menu or on the Taskbar and you'll see today's home page. There are featured apps, links to App and Game charts and categories. And, at the bottom, 'Picks for you' are based on the apps you've previously downloaded and installed. The Featured Apps section scrolls left and right, showcasing a wider range of games and apps.



**2** **Your profile**  
Click your profile icon to check account settings, apps you've purchased, or My Library for apps you've previously installed. Downloads will take you to a page where you can check on the progress of downloads and updates (see right).

## Universal apps

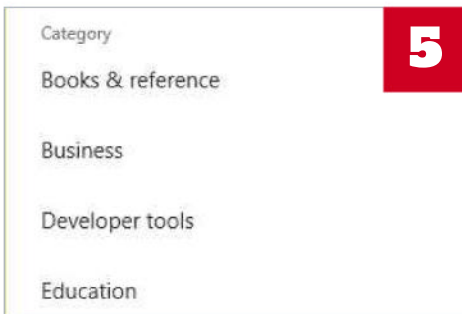
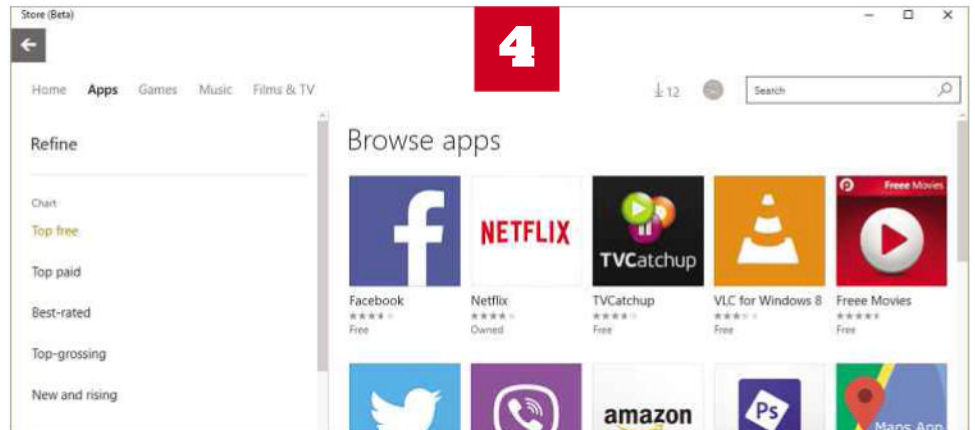
One of the big long-term advantages of Windows 10 should be its support for Universal apps. The idea is that many apps in the Windows Store will run across Windows tablets, Windows laptops, Windows phones and Windows desktop PCs, perhaps running in a window on a desktop system or full-screen on a phone. Buy an app once on your phone, and you can then download it to your PC using the Library page.



**3** **Downloads**  
In the Download queue you can see which apps are downloading, updating or installing, and those that are waiting for updates. By default, new updates download automatically, but you can pause or stop an update using the controls on the right, or check for new updates manually.

## 4 App charts

Click on the Apps link at the top to go to the main Apps page. Again, you'll see featured apps, links to charts and categories and recommended apps. Click App Top Charts to browse the various charts by clicking on the links in the left-hand panel, then scrolling through the apps on the right. Charts rank apps in a variety of ways to help you discover new ones relevant to you. Bear in mind free apps may have paid-for options.



## 5 App categories

Click App Categories on the home page to see apps divided into categories. Pick a category from the selection on the left, then use the Chart links to run through each chart in turn. To switch to another category, click the cross at the top right of the Category section of the left-hand panel.



## 6 Search

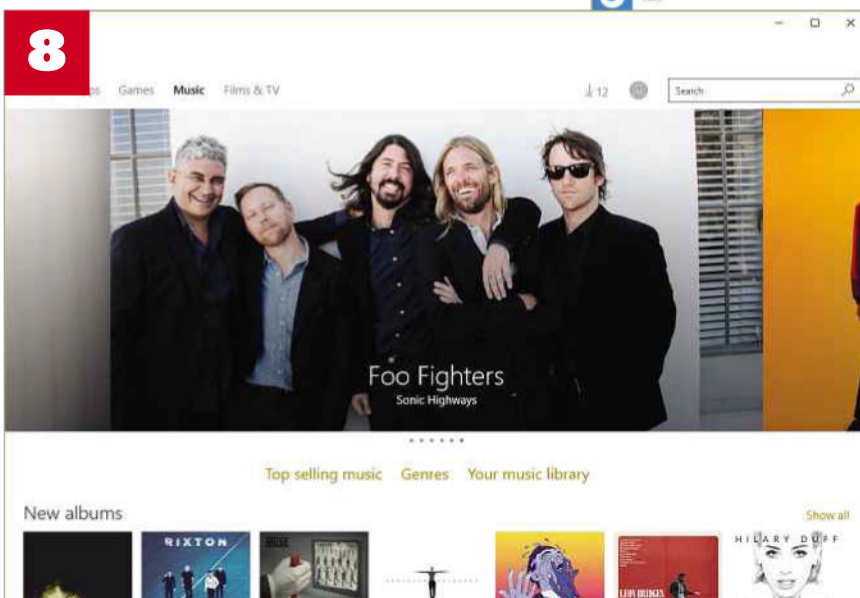
Another way to find new apps is to search for them, using the Windows Store's Search bar (in the top right of the window) or Cortana. By default, results across apps, games, music, films and TV are listed, but you can refine your selection using the Refine links that appear on the left.

## 7 Library

The Library page can be useful if you've bought apps previously on Windows 10 or Windows 8 devices. You'll find them listed here, and you can click the Download button to download and install them on this PC.



## 8



## 8 Music, Films & TV

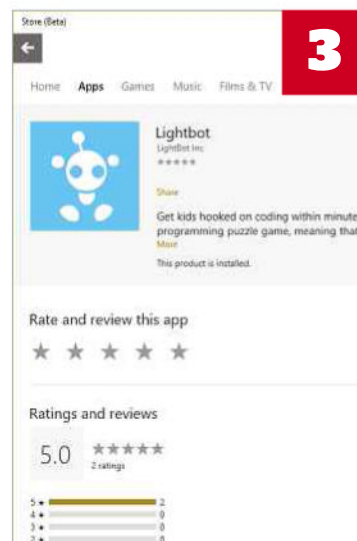
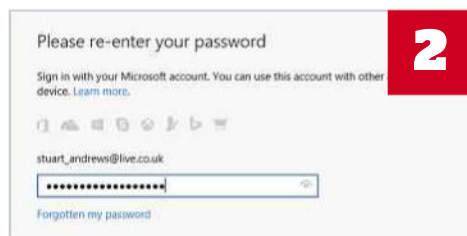
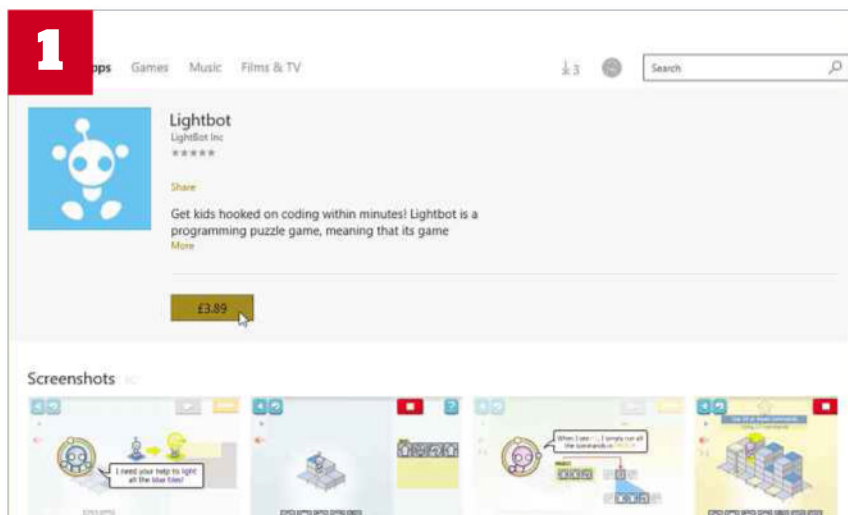
The Windows Store isn't just about apps and games these days. Click the Music or Films & TV link to explore the other content on the store, ready for your enjoyment in Windows 10's Music and Film & TV apps.



# Installing and removing apps

The Windows Store makes installing apps easy. You can uninstall them in Settings, and you can still install traditional programs too

## Install an app



**1** In the Windows Store, click on an app to get more details. Check the description (and the reviews) to make sure you want to buy and/or install this software. If you do, click the button marked with the price or 'Free'.

**2** If it's a free app, it will start downloading. If it's a paid-for app, you'll be asked for your Microsoft Account password. Type in your credentials, then click Sign In. You'll get another window asking for your payment details, so enter these and then click Buy. Windows will start downloading the app. Unless your internet connection is very slow, the progress bar moves pretty quickly.

**3** When your new app has finished downloading, it will install automatically (get ready for another progress bar). Once installed, you'll see a small message informing you that 'This product is installed'.

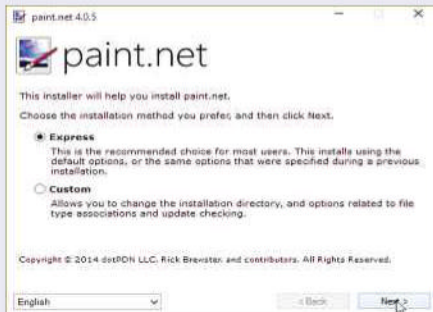
**4** Close or minimise the Windows Store, then click on the Start button. You should see your new app in the Recently added list on the left of the Start menu, but if you've installed multiple apps at once you can click the All Apps button to find it again. To pin it permanently to the Start menu or Taskbar, right-click on it and select 'Pin to Start' or 'Pin to taskbar'. To open it, just click on the button or your new Live Tile.

## Why can't I move apps?

If you select an app under 'Apps & Features' in the Settings app (see right), you may notice that the Move option is greyed out. In preview builds of Windows 10, the Move button allowed users to transfer apps to another drive. But in the final version, Microsoft seems to have disabled this feature. Hopefully it will be re-enabled via an update.



## Installing other programs



The Windows Store is the easiest way to install apps, but not the only way. Plenty of traditional programs still come as downloads from their maker's website or on a DVD. You can install these in Windows 10 just like in Windows 7 and earlier.

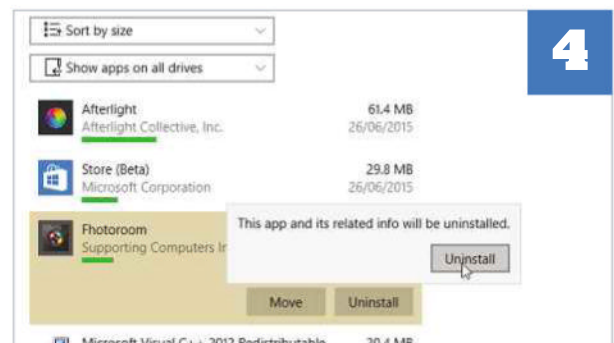
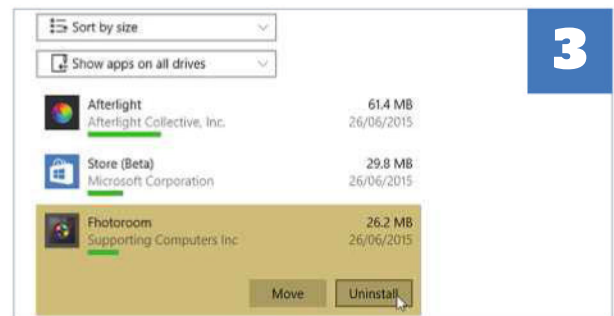
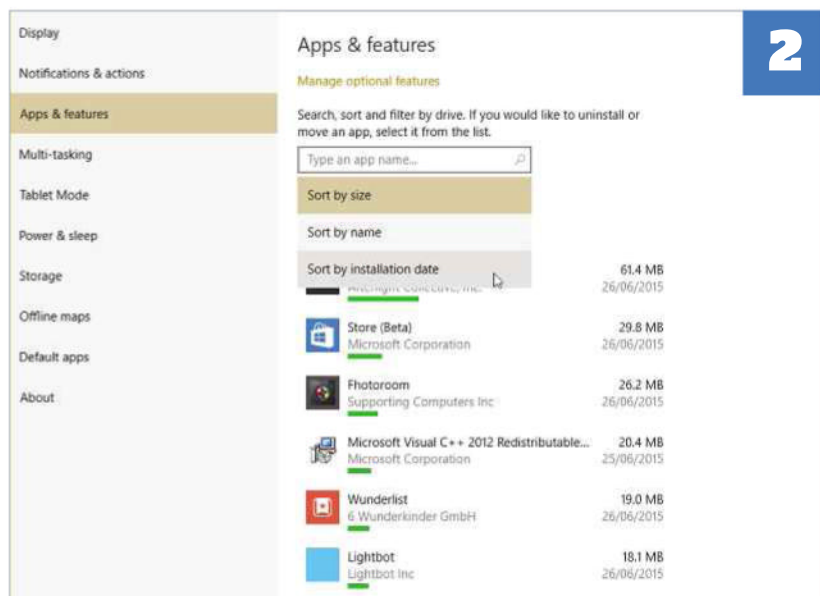
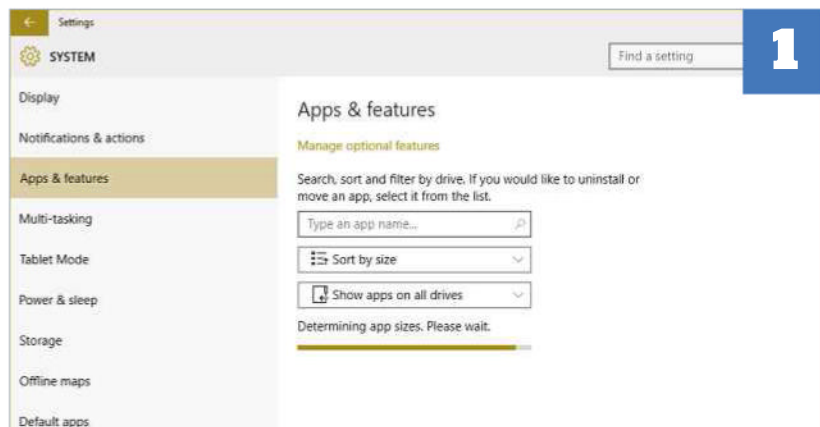
If you're installing from DVD, insert the disc, then follow the instructions on the screen. You may be asked for an administrator password or confirmation. If you're installing from the web, click the program's download link on the website,

then click Open once the installer has downloaded to your hard disk.

A folder will open and you can double-click on the Setup file to install the new program. Just follow any on-screen prompts. Again, you might have to provide your Windows password or confirmation.

Alternatively, you can click the Close button, then find the file in your Downloads folder using File Explorer. Double-click on the file, then follow the steps shown to get it up and running.

## Remove an app



**1** Click Start, then Settings to bring up the Settings app, and click on System. Now click on 'Apps & Features' on the left-hand side. Prepare for a short wait while Windows sorts its way through your apps.

**2** By default it lists them from the largest to the smallest, but you can change this order using the middle drop-down menu, or tell Windows 10 to only show you apps on a specific drive using the last drop-down.

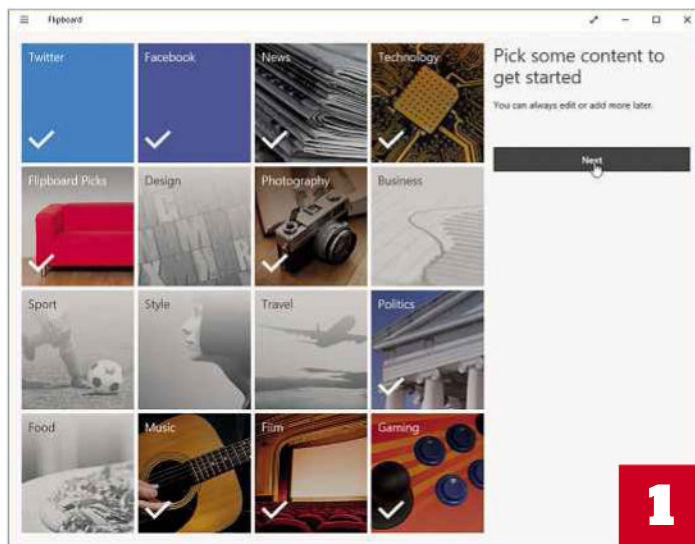
**3** Now scroll down to find the app you want to remove. If you can't find it, use the Search bar labelled 'Type an app name'. Once you've found it, click on it to highlight it, then click the Uninstall button.

**4** Click Uninstall again to confirm, and the app will be uninstalled, along with any bits and bobs it's added to the system. Documents or files you created with the app are not deleted.

# 21 essential free Windows 10 apps

The Windows Store lets you add hundreds of great apps to your PC or tablet – and many of them are completely free. Here we round up the best free apps to get you started

## NEWS AND WEATHER



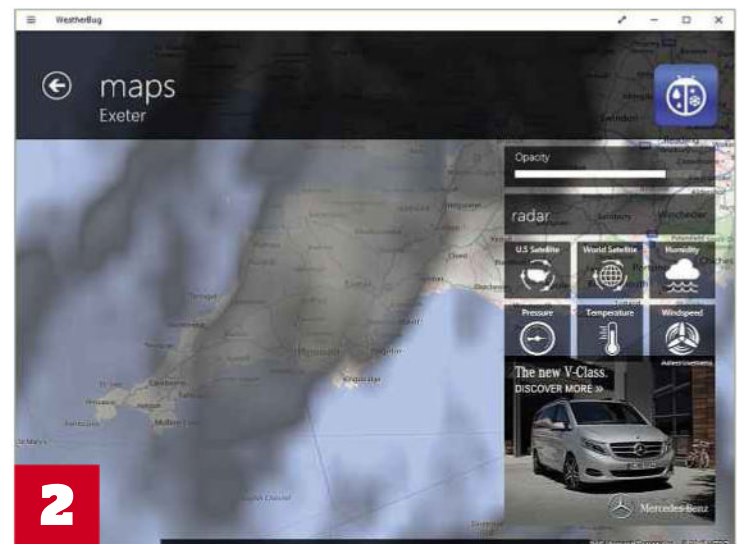
1

**1 Flipboard**  
The inspiration for many other news apps, Flipboard styles itself as 'Your Personal Magazine'. You can customise it to cover the stories and subjects that interest you, and also integrate your Facebook and Twitter feeds, along with other social media, making Flipboard a great hub for all your updates.

**2 Weatherbug**  
The Weather Channel and AccuWeather have their own apps, but Weatherbug uses a network of real-time weather sensors (try your nearest city) for the most up-to-date

info possible. With maps, forecasts and custom notifications, it's a good complement to Windows' built-in Weather app.

**3 The Economist on Windows**  
Only a small selection of the magazine's full weekly's content is available for free, but the Windows app edition of The Economist captures the look and feel of the paper version and is a great read, especially on tablet. If you want more, digital-only subscriptions covering PC, tablet and smartphone are available.



2

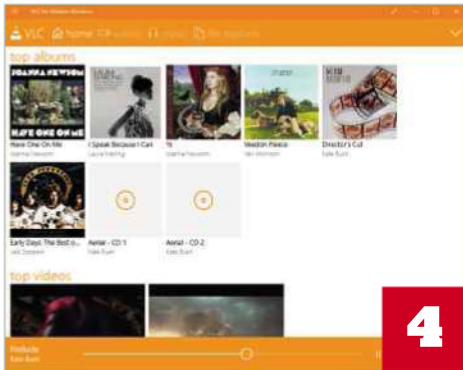


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## ENTERTAINMENT

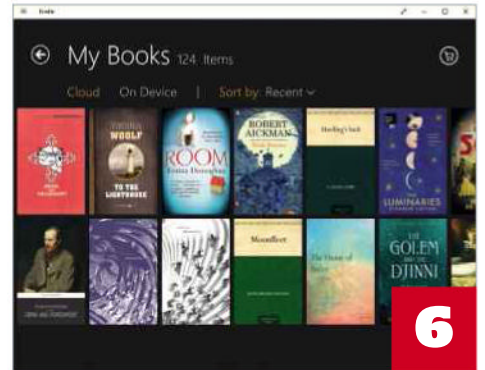
**4 VLC Player**  
If you don't like Windows 10's separate Film & TV and Music apps, you can still use the old Windows Media Player (look under 'W' in All Apps). But what if you want the modern Windows feel too? Try VLC Player for Modern Windows, a stylish media player with wide file format support.



**5 TVCatchup**  
Despite the name, this app doesn't bring all the UK's TV catch-up services together, but it does let you stream (non-HD) broadcasts from the BBC, ITV, Channel 4 and a handful of others. For quality, you're better off watching iPlayer on the web, but for convenience, TVCatchup is hard to beat.

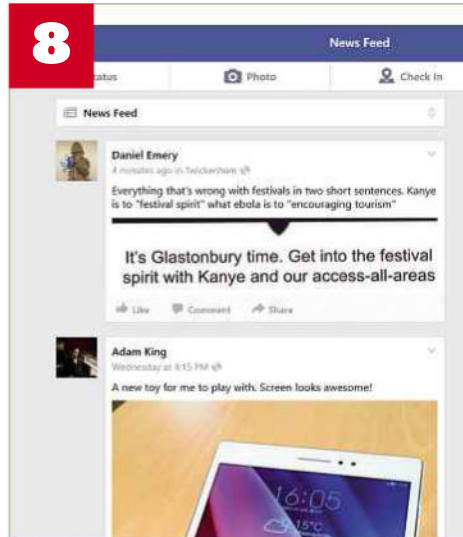
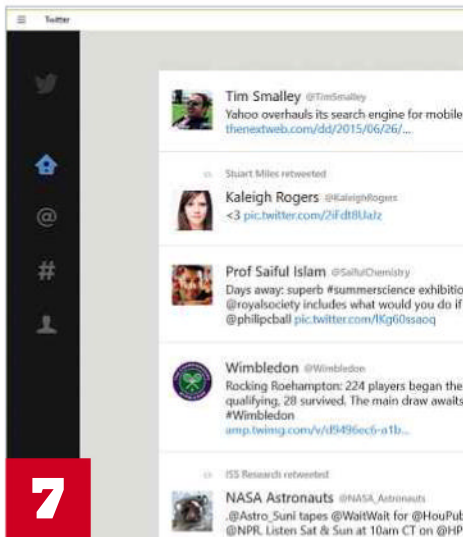


**6 Kindle**  
It's unlikely you'll want to spend much time reading ebooks on a desktop PC, but Amazon's Kindle app is ideal for Windows 8 tablets, particularly if your library stretches into illustrated books and graphic novels. Plus it means you don't need to cart a separate e-reader around with you.



## MESSAGING AND SOCIAL MEDIA

**7 Twitter**  
The official Twitter app is now the Twitter client of choice for Windows 10. It's not exactly packed with features – there's no fancy three-column view or support for multiple accounts – but it's easy to use, reliable, and a good bet for general use. Tweetdeck, which runs in your web browser, offers more sophisticated features but doesn't come as an app.



**8 Facebook**  
Windows 10's own People app promises to handle social media updates on popular services including Facebook, but many users will prefer to stick with familiar dedicated clients, like the Facebook app on the Windows Store. You can switch between the News Feed, Most Recent, Local and other views using the drop-down menu above the list of updates.

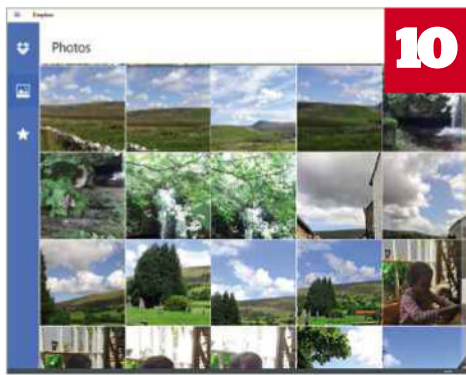
**9 InstaPic**  
There's no official app from Instagram on Windows, but InstaPic is a strong third-party option. Follow your favourite Instagrammers, upload your own photos and – if you're using a laptop with a webcam or a tablet with a camera – snap and send photos directly to the service. The UI is slick and intuitive, and it works particularly well on tablets.



## PRODUCTIVITY

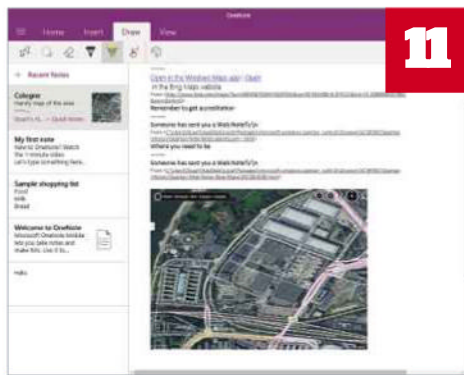
### 10 Dropbox

OneDrive's integration makes it the obvious cloud service for Windows 10, but Dropbox is just as good for storage and syncing across multiple devices, particularly if not all are running Windows. And Dropbox's ease-of-use and popularity with OS X (Mac), iOS and Android users makes it a great choice for collaboration. The Windows Store app lets you download, share and preview files, but you need the Dropbox desktop client to sync.



### 11 OneNote

The most underrated Office component is also the most accessible, being as it's available from the Windows Store for free. OneNote is a powerful note-taking app, with tools to make and track notes, doodle down ideas and clip and paste content from the web. What's more, all your notes are stored and synced with OneDrive: make a note on your tablet or smartphone and you can access it later from your laptop PC, for example.



### 12 Adobe Reader

It used to be hard to recommend Adobe's slow, bloated, update-crazy PDF viewer, even though Adobe invented PDF. Fortunately, in recent years Adobe Reader has been streamlined and sped-up, and it's now generally easier to use and more effective than Windows' own Reader app – something you'll appreciate if you work with a lot of PDF documents. The Windows Store also has Adobe Reader Touch, a great app for tablet users.



## LIFESTYLE

### 13 Great British Chefs

Looking to cook something special? This app pulls in over 300 recipes from some of Britain's best restaurant chefs, all beautifully presented with instructions and beautiful photos. Whether you fancy Shaun Rankin's Linguine with Mussels, Tom Aikens' Poached Strawberries or Marcus Wareing's take on the humble Jaffa Cake, there's something for you.

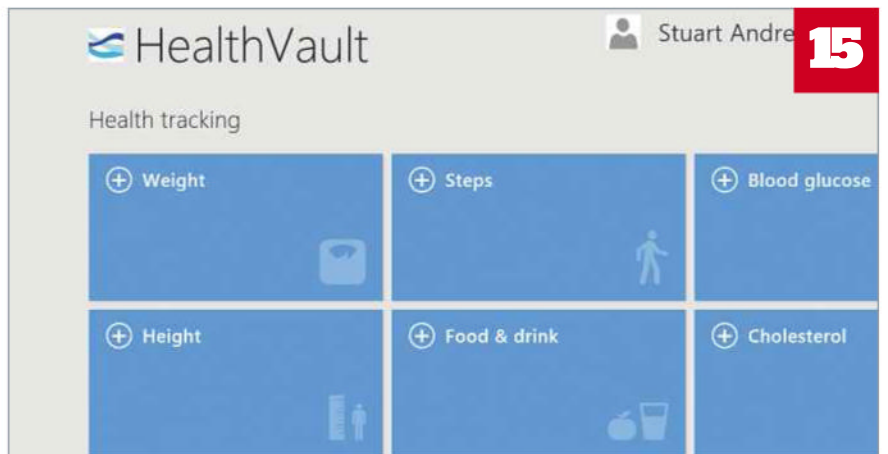


### 14 Skyscanner

Skyscanner makes booking flights easier. It not only searches for the cheapest and most convenient options, but also suggests bargains available close to your location. By default, the app will use the airport nearest you, but you can select another airport by clicking on the 'From' airport. Now pick your destination airport, set your Departure and Return dates, list the passengers. Skyscanner will find the best – and cheapest – flights.

### 15 Health Vault

Microsoft's Health Vault is a place to store and track information, covering everything from conditions and emergency contacts to data on your food and drink, blood pressure, cholesterol and activity. It works with a wide range of fitness trackers, blood pressure and heart monitors, scales and pedometers, not to mention the Microsoft Band.

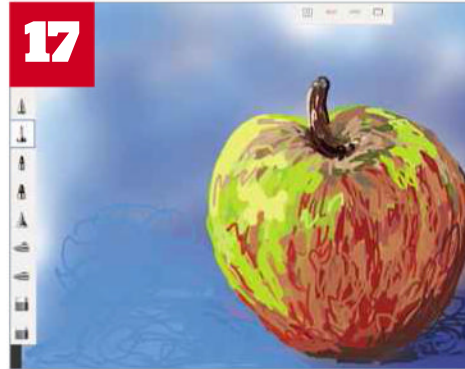




## PHOTOS AND DRAWING



**16 Adobe Photoshop Express**  
If anyone knows photo editing, it's Adobe. And, while the Photoshop Express app is a far cry from the full-scale professional Photoshop, it's a highly effective app for optimising photos. As well as basic adjustments, you can apply great one-touch 'Looks' to tweak colour, contrast and exposure and remove red-eye.



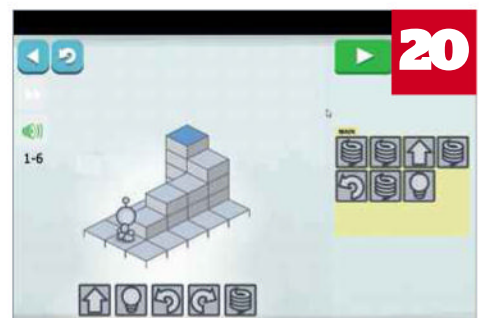
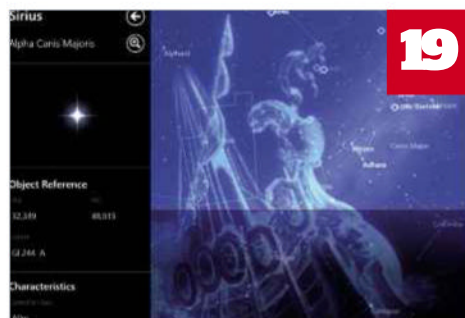
**17 Sketchbook for Tablet**  
The Windows Store has several apps for freestyle drawing, but Sketchbook is probably the most flexible. Best with a stylus and touch-screen, it gives you all the pencil, pen, brush and spray can tools you could wish for, and produces a good-looking facsimile of natural drawing and painting styles.



**18 Pixlr**  
Autodesk's Pixlr is free, feature-packed photo-editing tool that's easy to use. For simple adjustments, click on the Fast button on the left. Here you'll find your basic Crop, Straighten and Resize buttons, plus some more advanced tools. Click Refine for more controlled tweaks to colour, contrast, sharpness and blur.

## KIDS AND EDUCATION

**19 Star Chart**  
Star Chart is a wonderful app – free for the basic version – that works both as a guide for real-world astronomy and a way to explore the cosmos from the comfort of your sofa. Allow the app to use your current location, and you can swipe or click-and drag your way around the night sky, with the app illuminating constellations as they come into position. Click or zoom in on a star, and you'll see more details in the panel on the left-hand side.



**20 Lightbot**  
Lightbot looks like a child-friendly puzzle game, but by sequencing commands to help a robot light up tiles, kids are actually learning some of the rudiments of programming. The challenges start off simple but scale up in terms of difficulty, and the app does a great job of introducing concepts while they play.

**21 Fresh Paint**  
With its sophisticated natural media painting tools, this app isn't just for kids. But there's something about its intuitive style and the almost physical way you can paint that makes it perfect for learning art skills – or simply messing around. And Fresh Paint has some great options to help you learn how to sketch, draw and paint, too.





# Gaming with Windows 10

Whether you like racing photo-realistic cars or solving tea-break brain teasers, Windows 10 has gaming covered

**> Until relatively recently, if you wanted to play computer games, you either did so on a PC or you opted for a games console, such as a PlayStation or an Xbox. These days, however, things aren't quite so straightforward.**

Mobile devices, such as smartphones and tablets, have introduced whole outlet for fun, bite-sized games with broad appeal and, often, innovative touch-screen controls. And now there's Windows 10, which attempts to unite all of these ways to play. With DirectX 12, Windows 10

provides a massive performance boost for traditional PC gaming. The Windows Store, meanwhile, provides access to a ton of casual games as apps (some of which we've listed below). And, with the built-in Xbox app, you can even link your console to your computer to stream games.



1

## Asphalt 8: Airborne

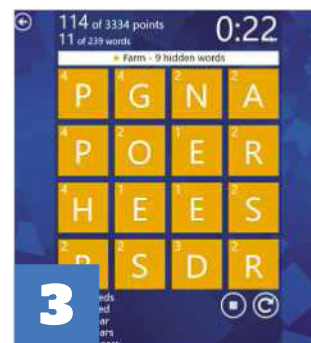
**1** This arcade racer app brings console-style thrills to Windows as you drive a series of supercars through exotic locations, including Venice, Tenerife and the Nevada Desert, hitting ramps to pull off incredible stunts while pushing hard to finish in first place. Fast and addictive, it's one of the most visually dazzling games on the Windows Store.



2

## Halo: Spartan Strike

**2** Bringing the Xbox series to the Windows Store, Spartan Strike might not have the glorious first-person visuals of Halo 4, but there's no lack of action. Played from a top-down view, blast away at legions of alien baddies over a series of missions.



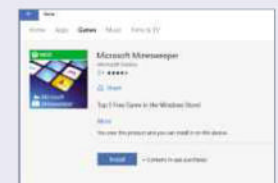
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## Wordament

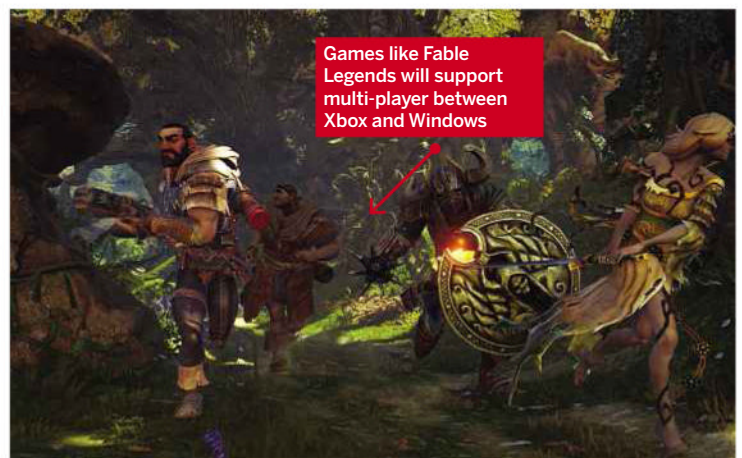
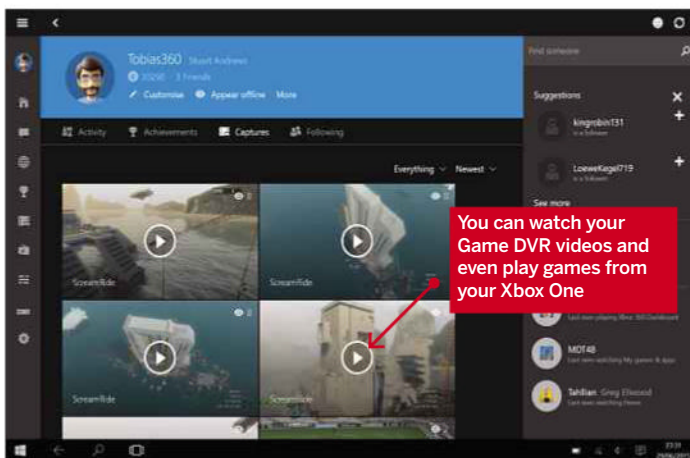
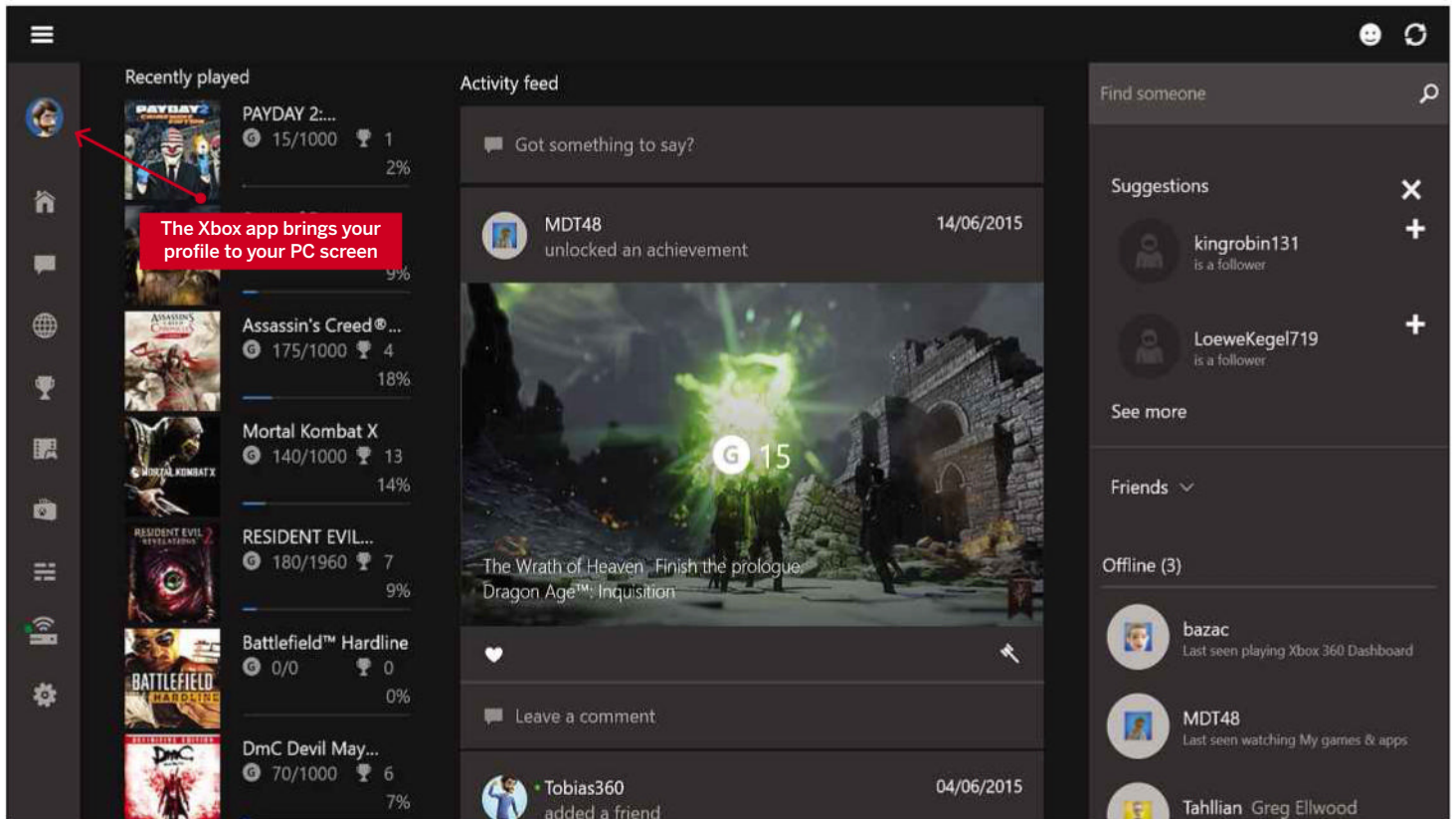
**3** Also from the Store, Wordament is Boggle for the Twitter generation. Find the most words in a 4x4 letter grid within two minutes, then compare results against thousands of other players.

## Where's Minesweeper?

One of the long-standing features that Microsoft has dropped in Windows 10 is the operating system's small cluster of built-in games. Minesweeper, Solitaire, Hearts and Co. have been part of Windows since time immemorial and many people still enjoy them. But don't panic – if you want them back you can download them free from the Windows Store.



## Stream games from an Xbox



One of the biggest things Windows 10 brings to gamers is closer integration with Microsoft's Xbox One console and Xbox Live online gaming service. Not only are some of the key Xbox One games coming to Windows, but they'll work with Xbox Live, dish out gamer points to your Xbox Live profile, and in some cases allow cross-platform play, so PC and console gamers can play with or against each other. Microsoft's Fable Legends is

expected to be the first cross-platform title.

To support this, Microsoft has developed a new version of the Xbox Windows Store app. Not only can users check on their profile and achievements (awards for completing specific in-game goals) and see what their friends have been up to, but they can see any video footage they've recorded using their Xbox One's Game DVR feature.

The app also connects to your Xbox One. On

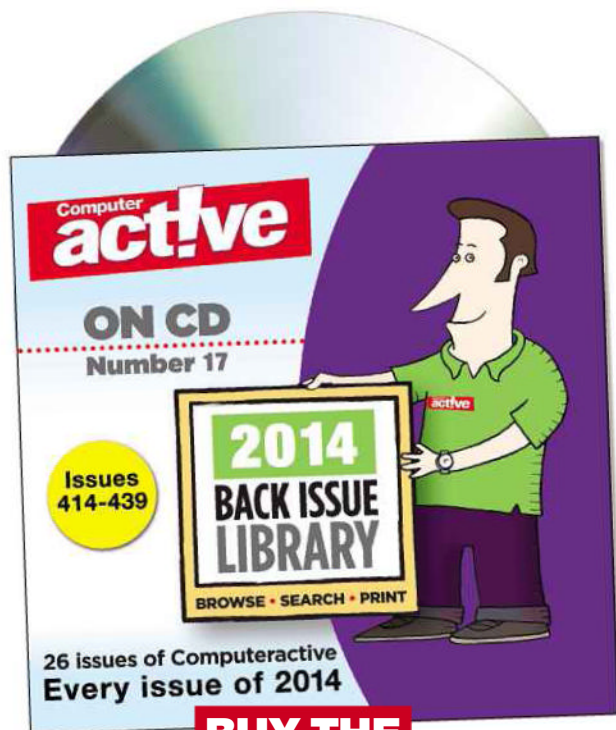
the one hand it works as a glorified remote control, or as a slick means of accessing the Xbox One's OneGuide TV and entertainment guide. But even better than that is the ability to stream games from your Xbox One to your Windows 10 PC. So that you can plug an Xbox One (or 360) controller into your PC, make the connection, then play your Xbox One game from another room — as long as your wired or Wi-Fi network can keep up.



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# Jargon buster

## 32bit

A measure of how much information a computer can process at once.

## 64bit

PC technology that processes information in larger chunks.

## 1080p

High-definition video.

## Add-on

A small program that adds extra features to your web browser or to other applications.

## Adware

Software that displays adverts.

## Back up

The process of copying your important files to protect against loss of the originals.

## Bandwidth

A measure of the amount of data that can be transferred over a connection at any one time.

## BIOS

Basic Input-Output System. Software built into PCs that connects the vital components.

## Bluetooth

A technology that allows devices to communicate wirelessly over short distances.

## Browser

Short for web browser – a program or app that lets you view pages on the internet.

## Cache

A temporary space for storing information.

## Cloud

A nickname given to web-based services, such as online storage and syncing tools.

## Driver

A software file that tells Windows how to work with hardware and peripheral devices and provides functions for the device.

## Firmware

Software permanently stored on a device, such as a mobile phone, that controls its basic operation.

## GHz

Gigahertz. A measure of how many instructions a chip can process per second.

## Hotfixes

Software files that fix problems with an existing program.

## Hotspot

A public area covered by a wireless network that allows you to access the internet.

## IMAP

Internet Message Access Protocol. A standard for retrieving email from a server

## iOS

The operating system used by portable devices from Apple, such as the iPhone and iPad.

## ISO

An image file that contains all the data from a CD or DVD disc.

## IP address

Internet Protocol Address. A unique set of numbers, used to identify computers and websites on the internet.

## Linux

Open source software that's used as the basis for many operating systems, including Android.

## Megapixel

A measure of the amount of detail that can be recorded by a digital camera or cameraphone.

## Memory

(Also RAM) A device's temporary storage area, usually measured in gigabytes (GB).

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## DRM

Digital Rights Management. Software that limits the usage and copying of a file.

## Encrypt

To scramble data so that it can only be read by those with a key or a code.

## EXIF data

Refers to the metadata (date, time and other details) recorded within photo files by most digital cameras.

## GPS

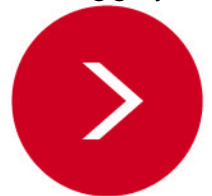
Global Positioning System. Technology used to pinpoint an exact position on the planet.

## Graphics card

A component in a PC that produces the monitor image.

## HDMI

High Definition Multimedia Interface. A type of connection that transmits HD video and audio.



## Jargon buster continued

### Memory card

Small, plastic cards that can be used by some phones and tablets to expand storage capacity.

### Metadata

A set of data embedded within a file that provides additional information about the file.

### Motherboard

The main circuit board inside every PC into which all other parts connect.

### MP4

A type of digital movie format often used by portable devices, such as tablets and phones.

### Multitouch

The ability of a touchscreen to accept input from multiple points on a screen simultaneously.

### NAS

Network-attached storage. A hard drive attached to a network that can be shared by other PCs.

### NFC

Near-field communication. A technology that allows two devices to communicate wirelessly by being touched together.

### Notification Area

An area bottom-right of the screen in Windows, which shows alerts, shortcuts to running programs and more.

### Operating system

Software that governs the way that the hardware and software in a computer or mobile device work together.

### Plug-in

A small tool that adds extra features to web browsers or other applications.

### POP3

Post Office Protocol 3. A protocol for remotely accessing and retrieving messages from an ISP or email provider.

### Processor

The processor is the 'brain' of a computer or a device, governing performance. Also known as a CPU.

### Quad-core

A computer that has four

### Resolution

The amount of detail shown in an image, whether on-screen or printed.

### Rip

To digitally copy the data from one format, such as an audio CD, to another format, such as MP3.

### Router

A device used to connect PCs and wireless devices, such as smartphones to the internet.

### Speech recognition

A technology that recognises the spoken word and translates it into commands or text.

### Spyware

Software installed (usually surreptitiously) to monitor and report back on a PC's use.

### SSD

Solid-state drive. Storage that uses no moving parts.

### Streaming

A way of transmitting audio or video data without having to download an entire file first.

### Stylus

A pen-like input device sometimes used for writing directly onto touch-screen devices.

### Thumbnails

Smaller preview versions of pictures or videos.

### Tethering

A technique that allows you to set up a portable hotspot using your smartphone's data connection.

### Two-step authentication

A system that uses two different means to identify the user.

### USB

Universal Serial Bus. A common standard for connecting devices and computers.

### Virus

Malicious software designed to multiply itself and spread from device to device.

### Wi-Fi

An umbrella term for various types of wireless networking technology.

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processor cores on a single CPU chip.

### RAM

(Also Memory) Random-access memory. The computer's working area, used for data storage while the computer is switched on.

### Registry

A file integrated into Windows that stores important information about all your PC's hardware and software.

### SATA

Serial ATA. An interface for connecting hard drives.

### SD card

And microSD. Popular types of memory card used for storage in some PCs, phones and tablets.

### Server

A computer device on a network that distributes information to other PCs and devices.





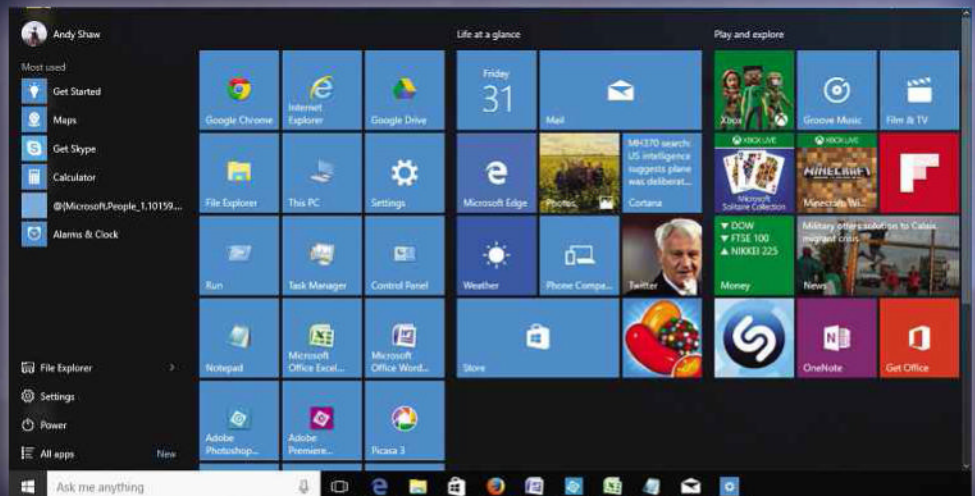


# Inside The Definitive Guide...\*

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- > Tweak and customise secret settings – p66
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- > Master **Edge** – the new browser – p42
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