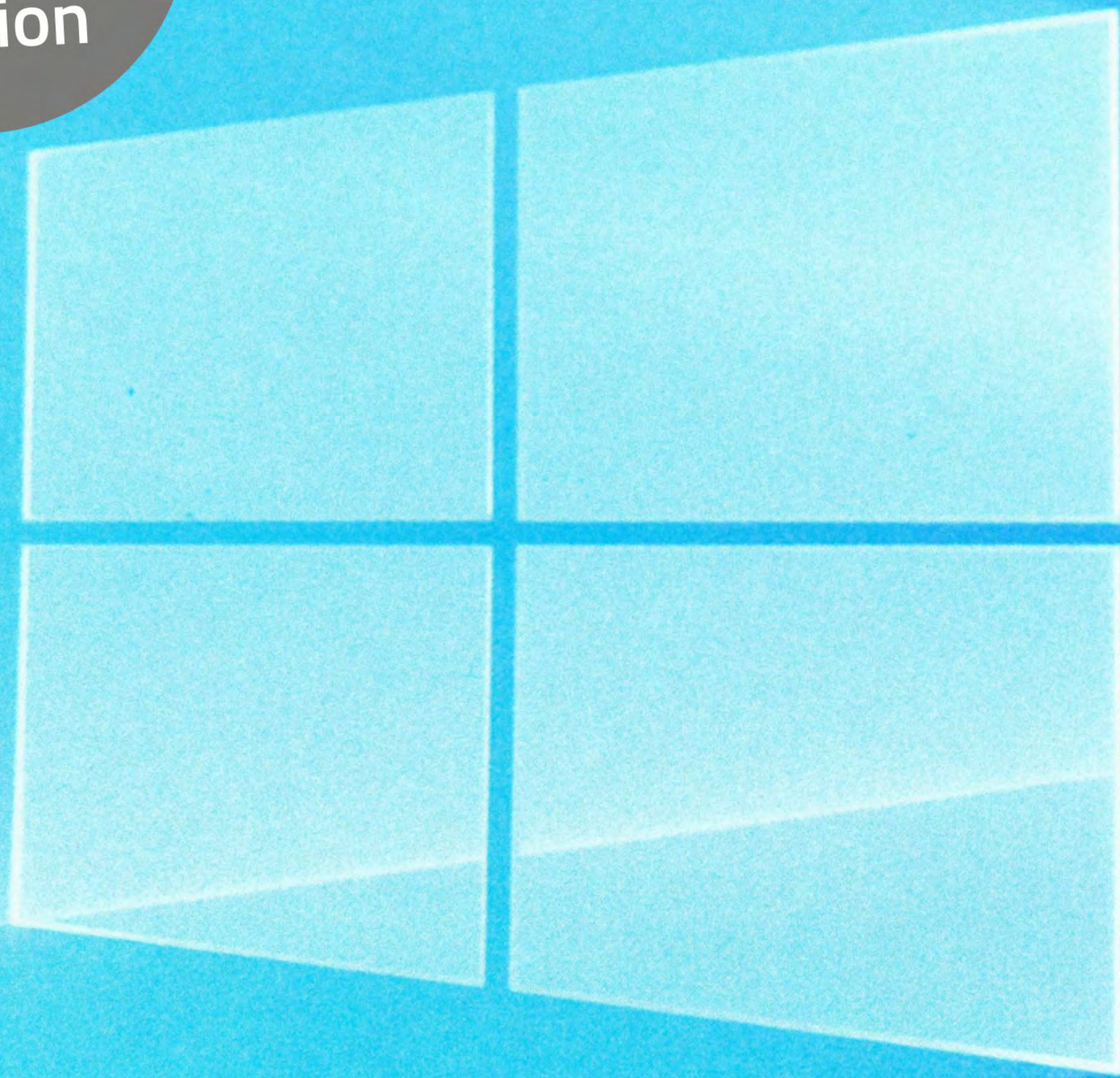


Windows 10 For Beginners

Special
Digital
Edition

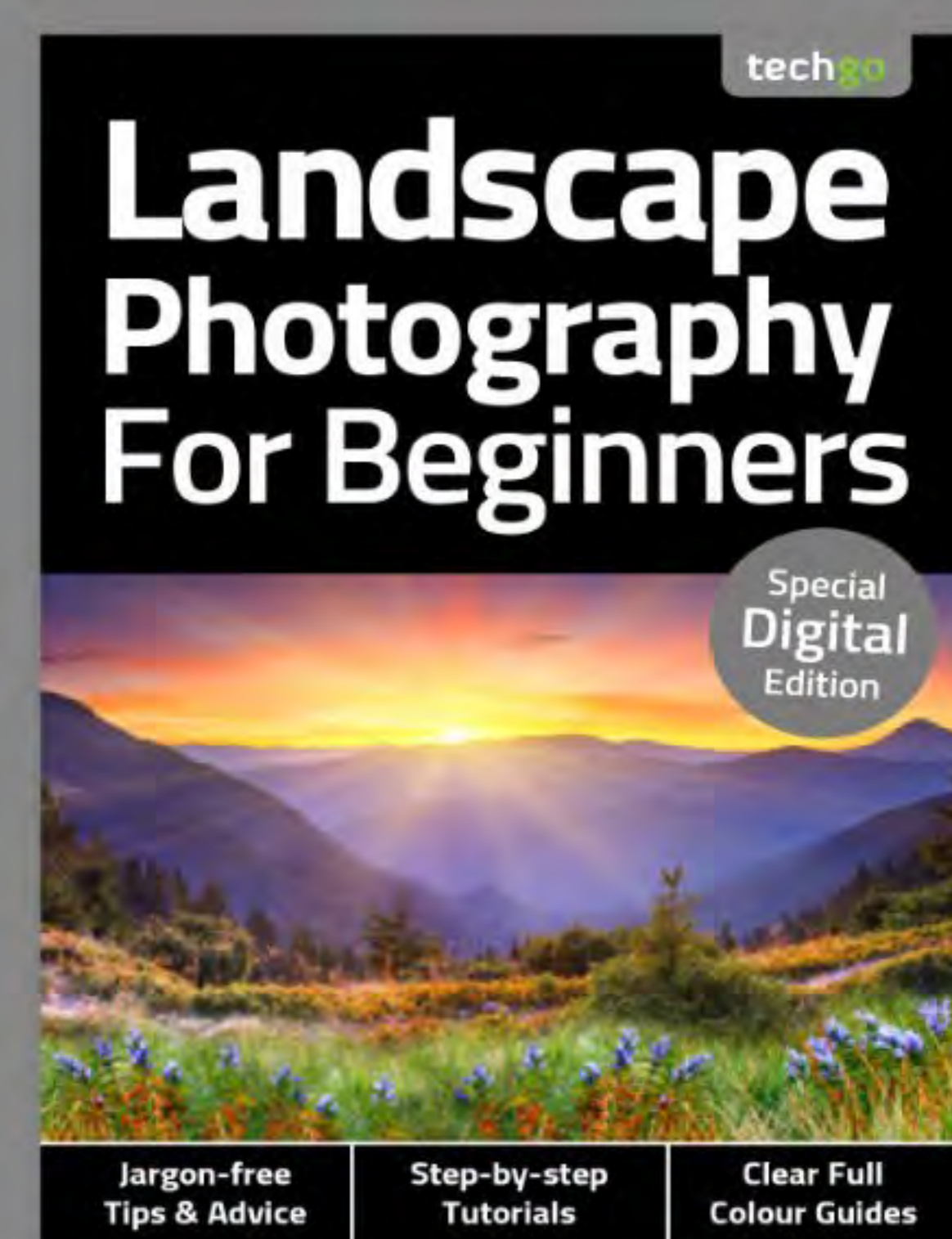
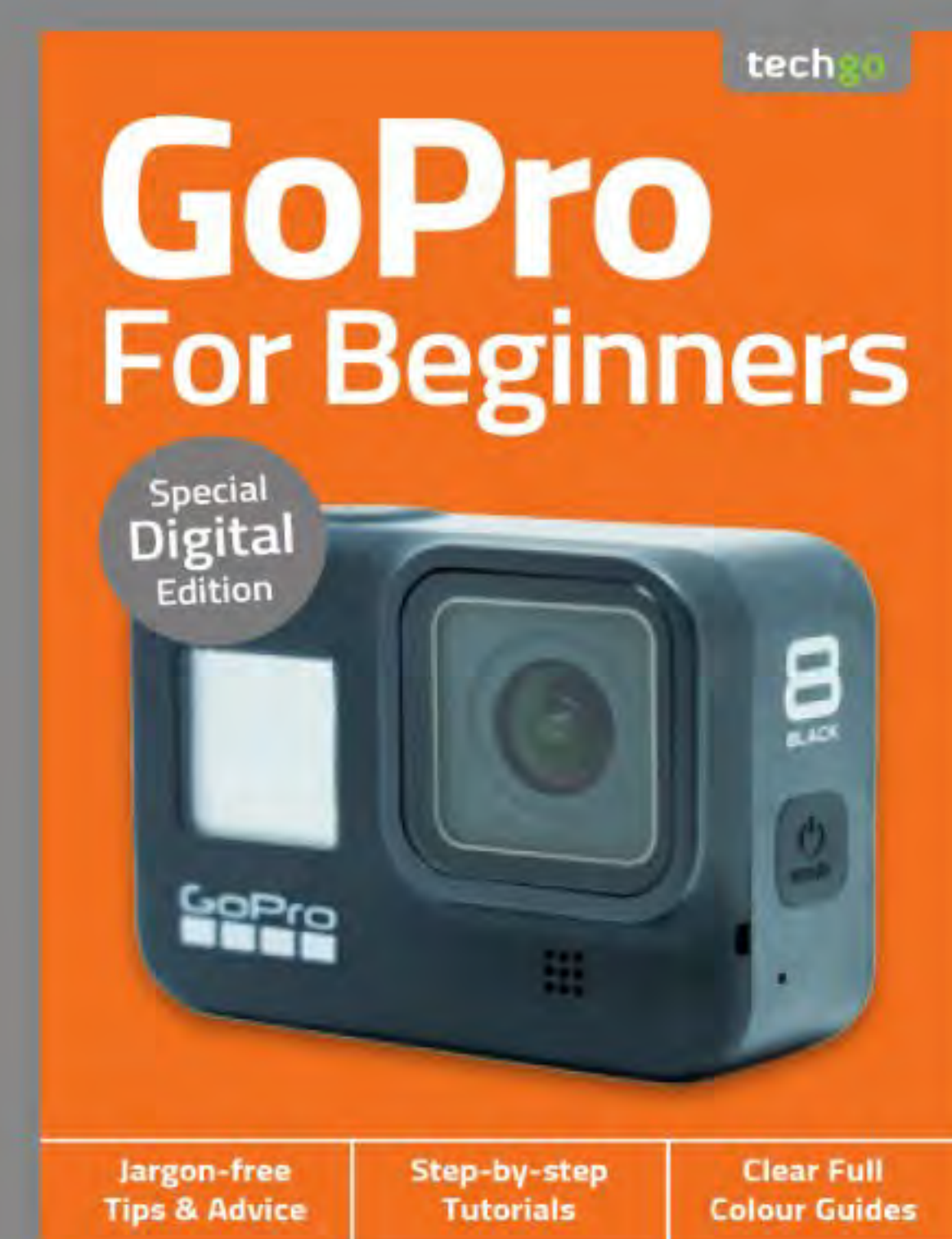
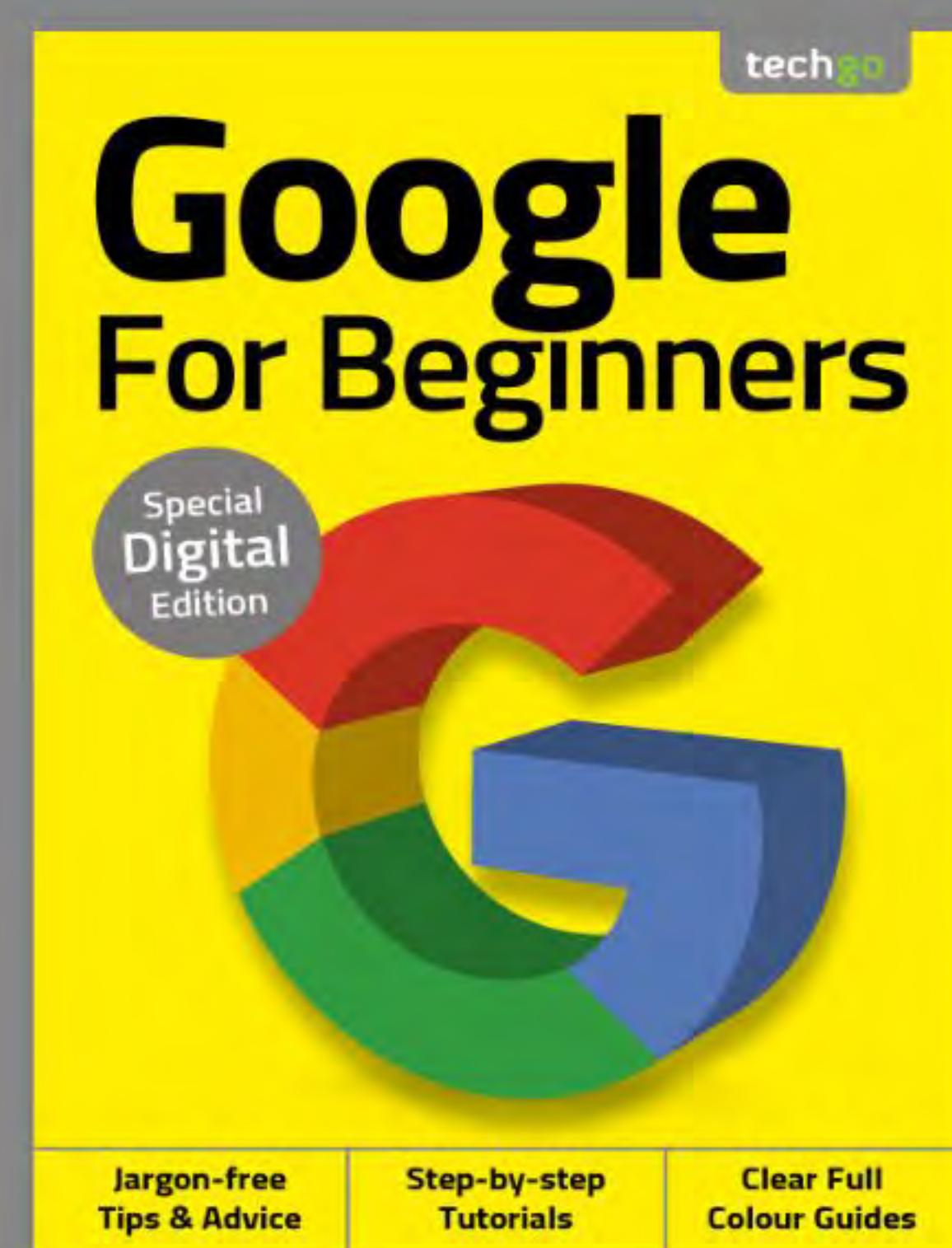
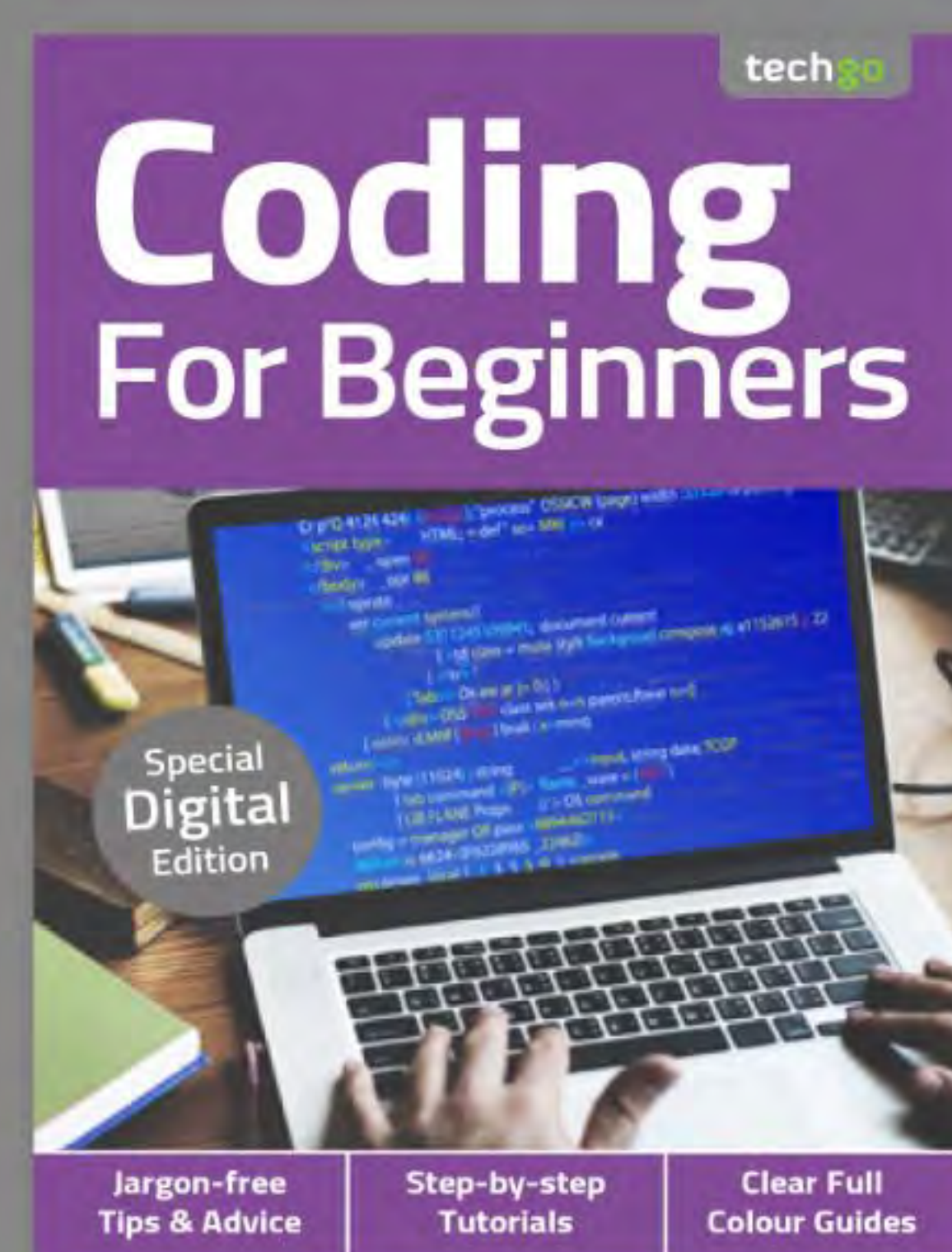
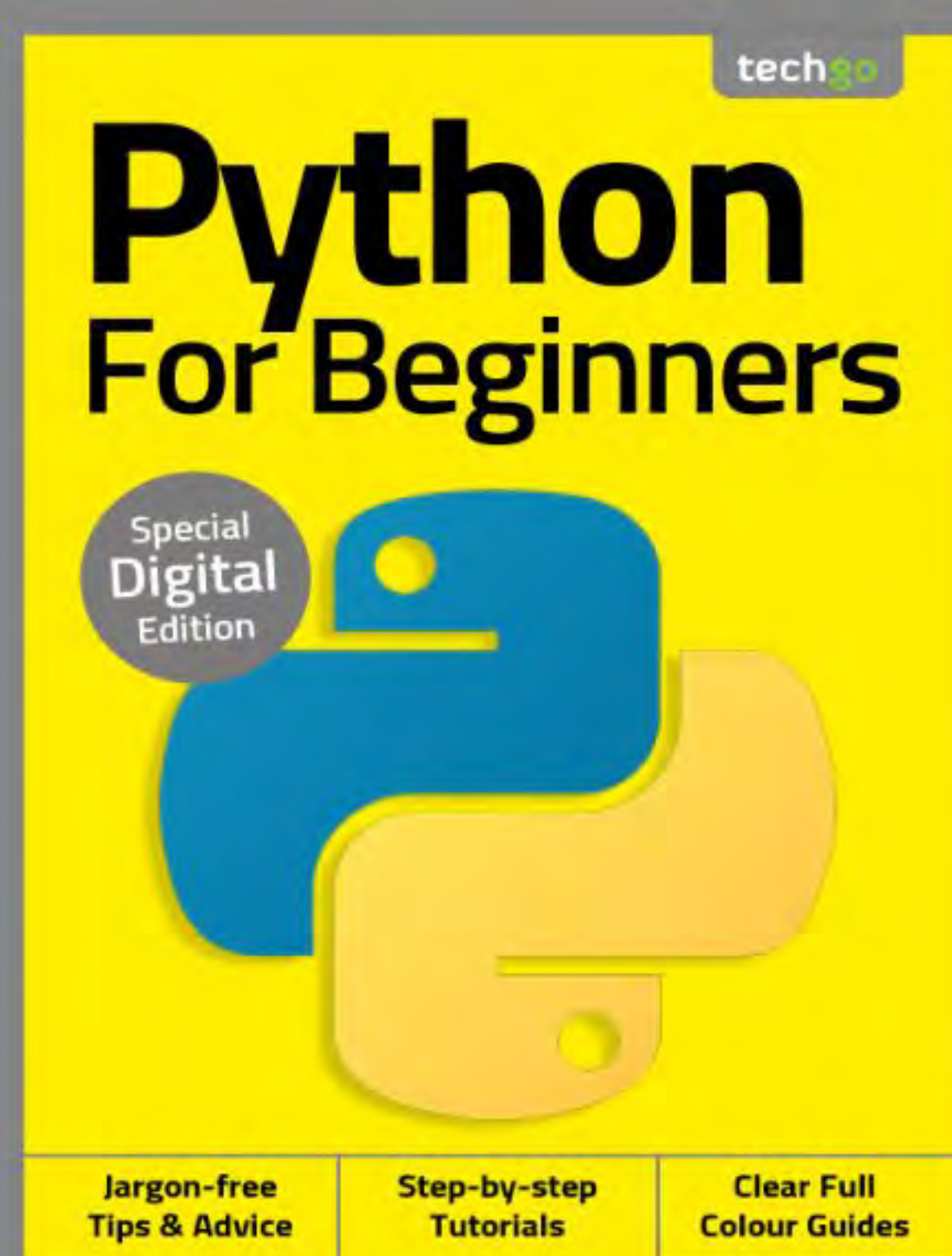
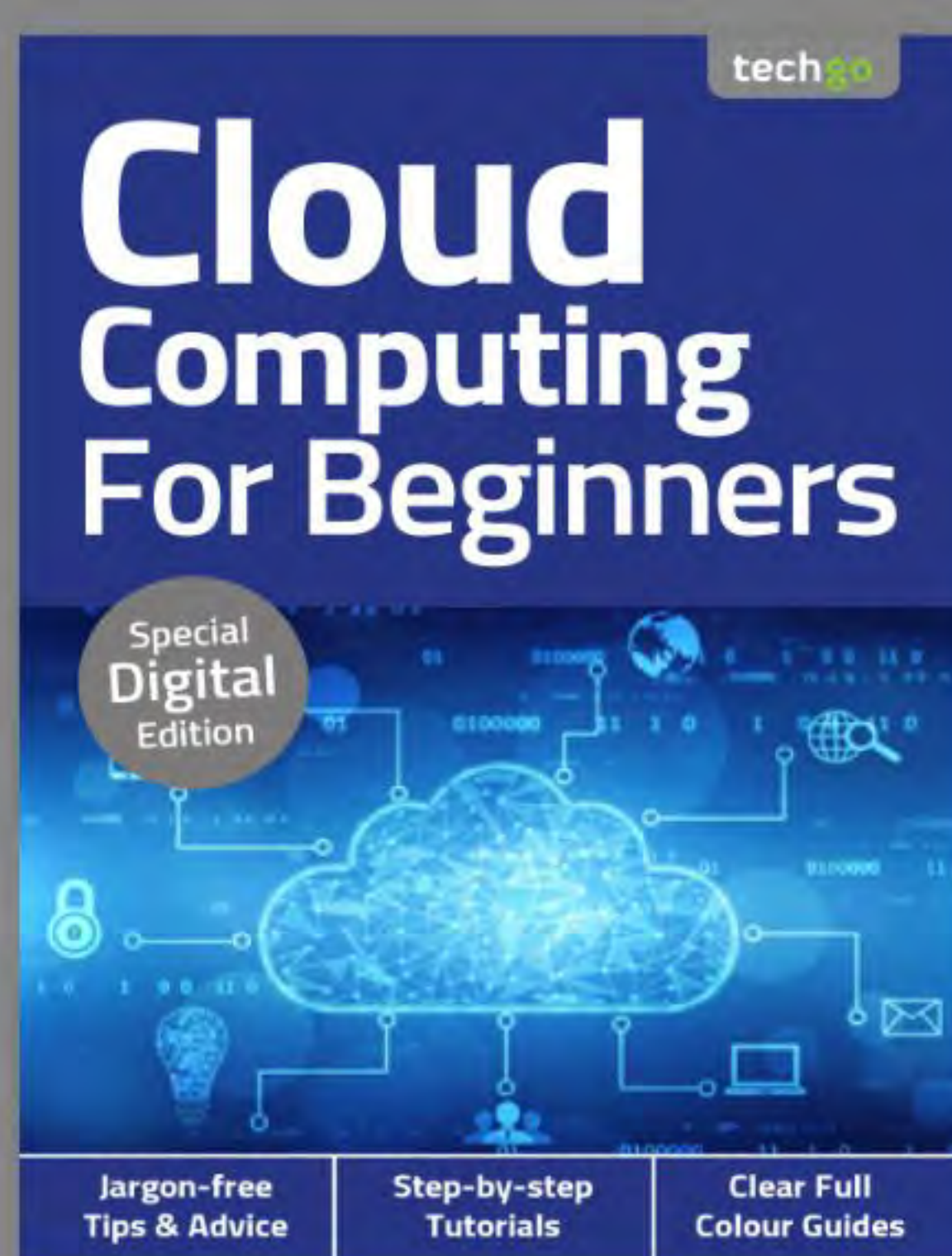
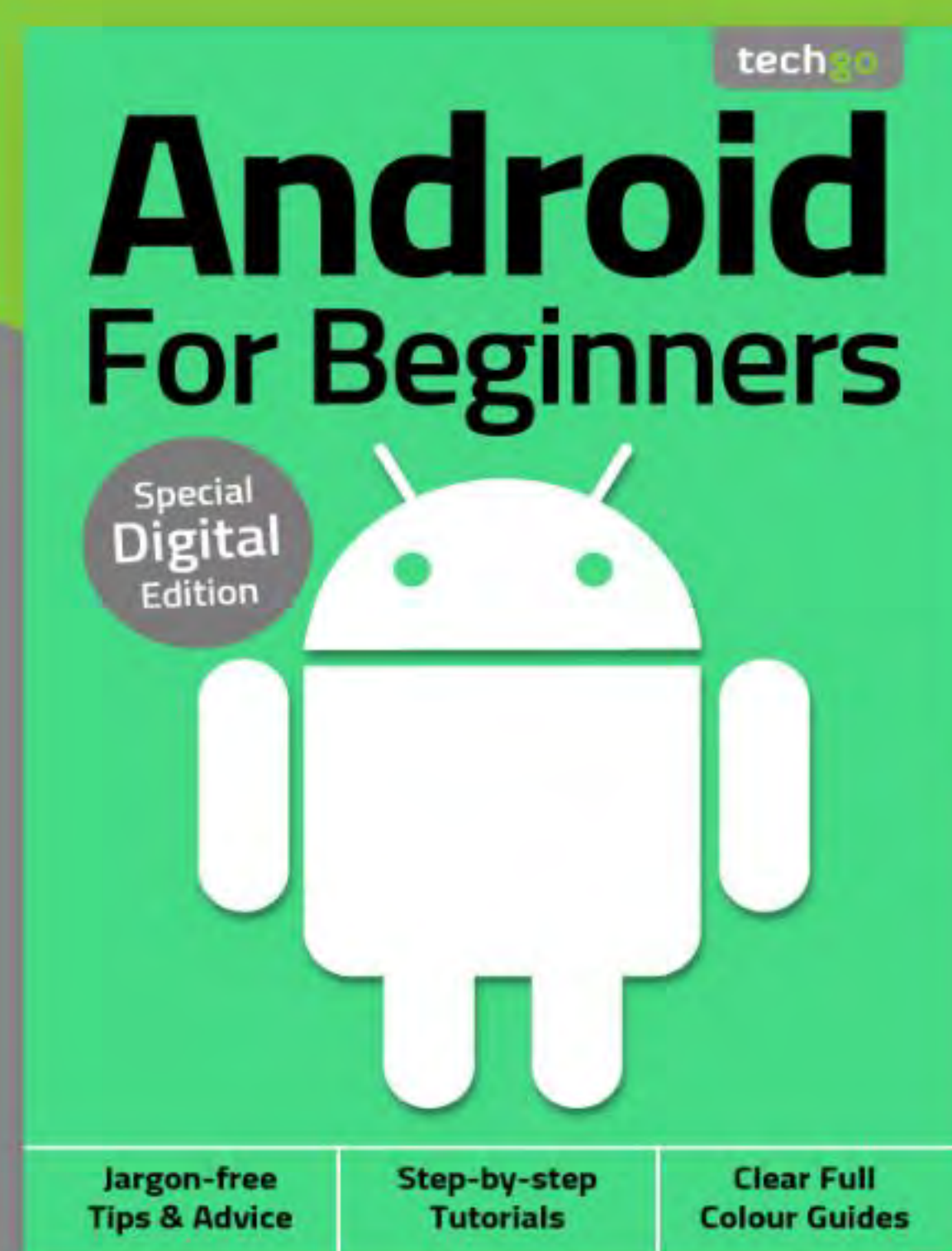


**Jargon-free
Tips & Advice**

**Step-by-step
Tutorials**

**Clear Full
Colour Guides**

Discover more of our guides...



Windows 10 For Beginners

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been “beginners”, there is no shame in that fact and rightly so. How many times have you asked aloud, “What does this button do?”. “Why doesn’t that work?”. “What do you mean it doesn’t do that?”. “HELP!”. At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

Over the page our journey begins. We would wish you luck but we’re sure with our support you won’t need it.

Contents

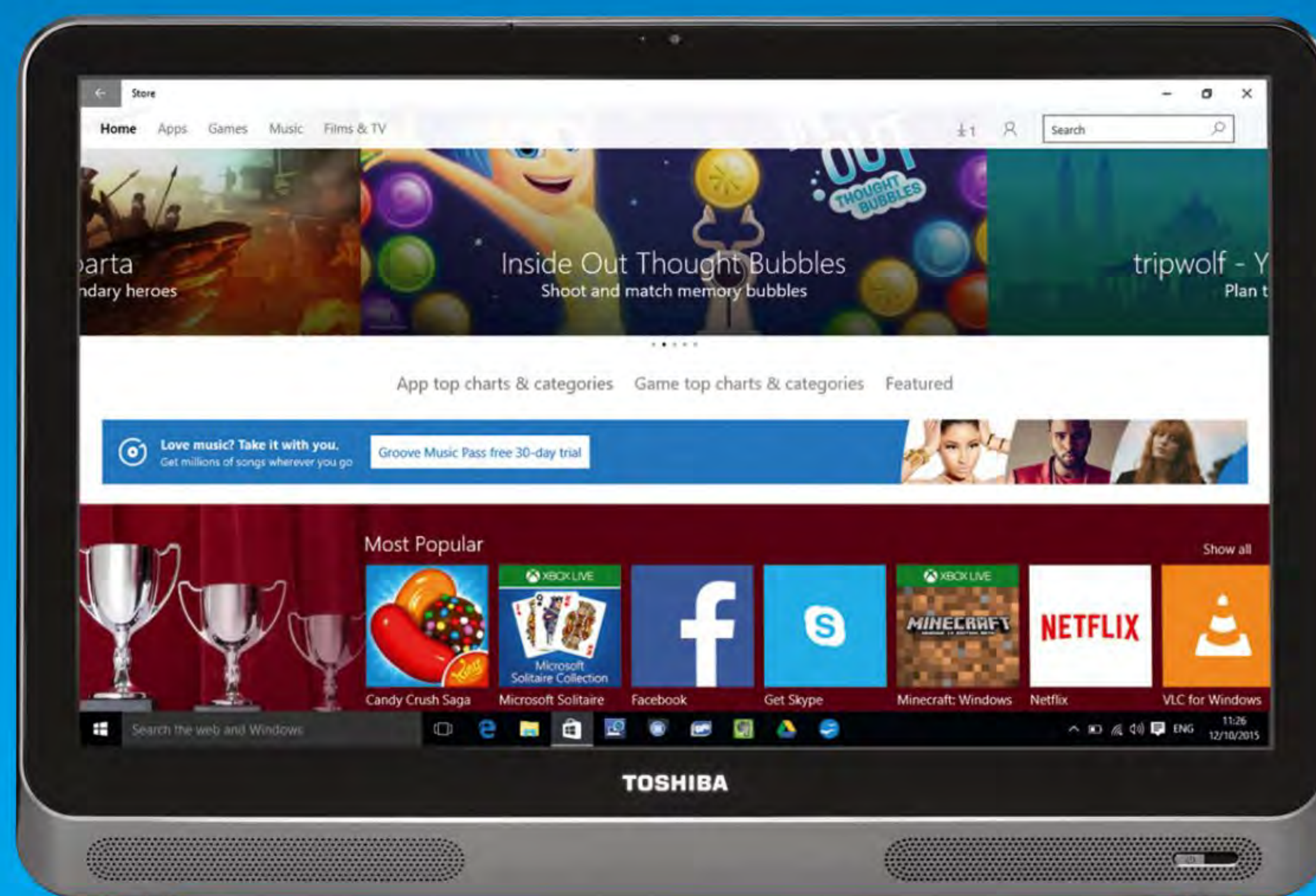
6 Windows 10 Essentials

- 8 Start Menu, Action Center and Taskbar
- 10 How to Use the Start Menu
- 12 How to Use the Action Center
- 14 How to Use the Taskbar
- 16 Task View – Multitask in Windows 10
- 18 How to Use Snap Assist
- 20 Inside the File Explorer
- 22 How to Use the File Explorer
- 24 Create and Manage Folders
- 26 Complete Guide to Personalisation
- 34 Get Online with Microsoft Edge
- 36 How to Use the Edge Browser
- 40 How to Use Windows Mail
- 42 How to Set Up Email Accounts
- 46 How to Use the Search Feature
- 48 How to Use the Cortana Assistant
- 52 Inside the Calendar App
- 54 Tracking Dates and Appointments
- 56 Sharing to Nearby Devices
- 57 Removing Distractions with Focus Assist
- 58 Creating a Child Account

60 Windows 10 App and Software Guides

- 62 Exploring the Windows App Store
- 64 How to Use the Windows App Store
- 66 Exploring the Maps App
- 68 Navigating with the Maps App
- 70 Importing Photos to Your PC
- 72 Working with Photos and Images

- 76 Understanding the OneDrive Interface
- 78 How to Use Microsoft OneDrive
- 80 OneDrive Files On-Demand
- 82 Inside Microsoft OneNote
- 84 Installing Alternative Browsers
- 86 Watching Netflix Movies on Windows 10
- 88 Exploring GIMP on a PC
- 90 Facebook on Windows 10
- 92 Twitter on Windows 10
- 94 WhatsApp Desktop on Windows 10
- 96 Social Networks – Secure Yourself on Facebook
- 98 Using Windows 10 Night Mode
- 99 Installing and Managing New Fonts
- 100 Changing File Associations and Protocols
- 102 Move or Install Apps to a Different Drive
- 104 Back Up with a Recovery Drive
- 106 How to Update Windows 10
- 108 What to Keep Updated in Windows 10
- 110 Listening to Music with the Spotify App
- 112 Exploring Skype in Windows 10
- 114 How to Use Skype
- 116 Essential Windows 10 Apps





“...whether you are a long time PC user or a complete Windows novice booting up your first laptop, there is something new to learn...”

Windows 10 For Beginners
3rd Edition

ISBN: 978-1-912847-36-5

Published by: Papercut Limited

Digital distribution by:

Readly AB, Zinio, Magzter, Cafeyn, PocketMags

© 2020 Papercut Limited All rights reserved. No part of this publication may be reproduced in any form, stored in a retrieval system or integrated into any other publication, database or commercial programs without the express written permission of the publisher. Under no circumstances should this publication and its contents be resold, loaned out or used in any form by way of trade without the publisher's written permission. While we pride ourselves on the quality of the information we provide, Papercut Limited reserves the right not to be held responsible for any mistakes or inaccuracies found within the text of this publication. Due to the nature of the tech industry, the publisher cannot guarantee that all apps and software will work on every version of device. It remains the purchaser's sole responsibility to determine the suitability of this book and its content for whatever purpose. Any app images reproduced on the front and back cover are solely for design purposes and are not representative of content. We advise all potential buyers to check listing prior to purchase for confirmation of actual content. All editorial opinion herein is that of the

reviewer - as an individual - and is not representative of the publisher or any of its affiliates. Therefore the publisher holds no responsibility in regard to editorial opinion and content.

This is an independent publication and as such does not necessarily reflect the views or opinions of the producers of apps or products contained within. This publication is 100% unofficial. All copyrights, trademarks and registered trademarks for the respective companies are acknowledged. Relevant graphic imagery reproduced with courtesy of brands and products. Additional images contained within this publication are reproduced under licence from Shutterstock. Prices, international availability, ratings, titles and content are subject to change.

All information was correct at time of publication. Some content may have been previously published in other volumes or titles.



Papercut Limited
Registered in England & Wales No: 4308513



Visit us at: www.bdmpublications.com



Follow us on Facebook: **BDM Publications**



Follow us on Twitter: **@BDMpubs**





Windows 10 Essentials

Windows 10 essentials includes guides to everything, from the best way to get your PC set up with new user accounts and the all important Microsoft account, to all the main elements of the Windows 10 desktop; including the brand new Start menu, Action Center and taskbar. These essential guides will make sure you understand the core features.



Start Menu, Action Center and Taskbar

The Start menu, taskbar and Action Center are likely to be three of the most used areas of the Windows 10 interface for most people. There have been several additions and improvements to these tools in the recent Anniversary update, making them even easier and more intuitive to use, so let's take a look at what you can do with these essential Windows tools.

All Apps List

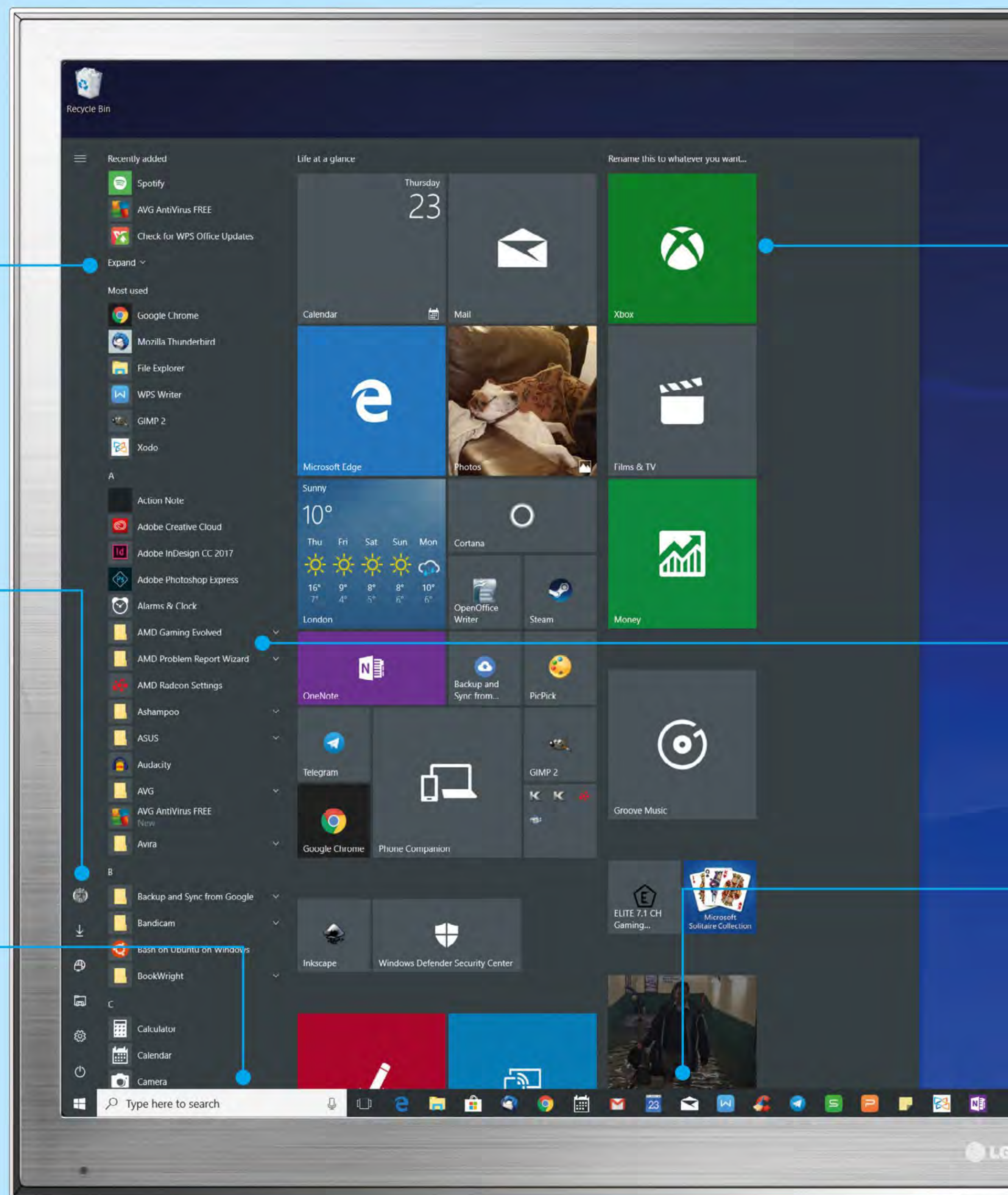
As you use Windows 10 and the various apps and software, a list of your most used tools will appear here. This is constantly updated as your use of the OS evolves. At the top of the All Apps list is a Recently Added section, showing newly installed software and a Most Used section showing your favourite applications. Click either heading to open a jump to letter menu.

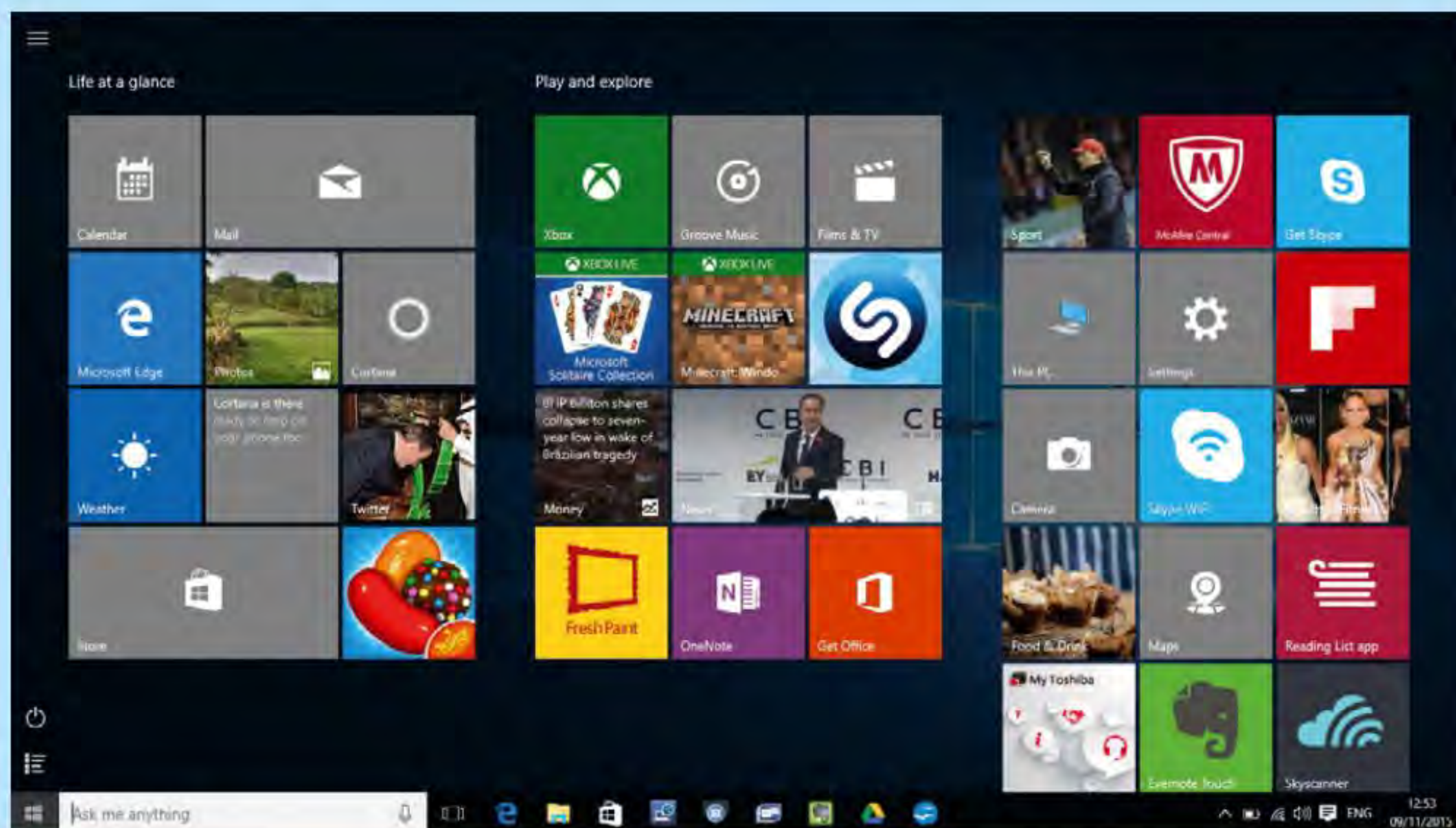
System Folders

You can change the folders that appear in the bottom half of the Start menu, depending on how you use Windows 10. Settings, Power and All Apps will always be present in this part of the menu but everything else can be chosen in Settings > Personalisation.

Search Bar

The search bar is always visible to the right of the Windows button, unless viewing an app or game in full screen mode. Click in the Ask me Anything box and the search window will open. You can either type your search term or, if set up, use the Mic to ask Cortana. When the search menu opens, it will hopefully be prefilled with relevant information and links.





PERSONALISATION

You can personalise the Start menu and taskbar in a number of ways. Open the main settings and click on Personalisation. In the Start section you will see sliders to control whether you see recently added apps, most used apps, etc. You can also set the Start menu to display in full screen like it did in Windows 8.1.

Start Menu Tiles

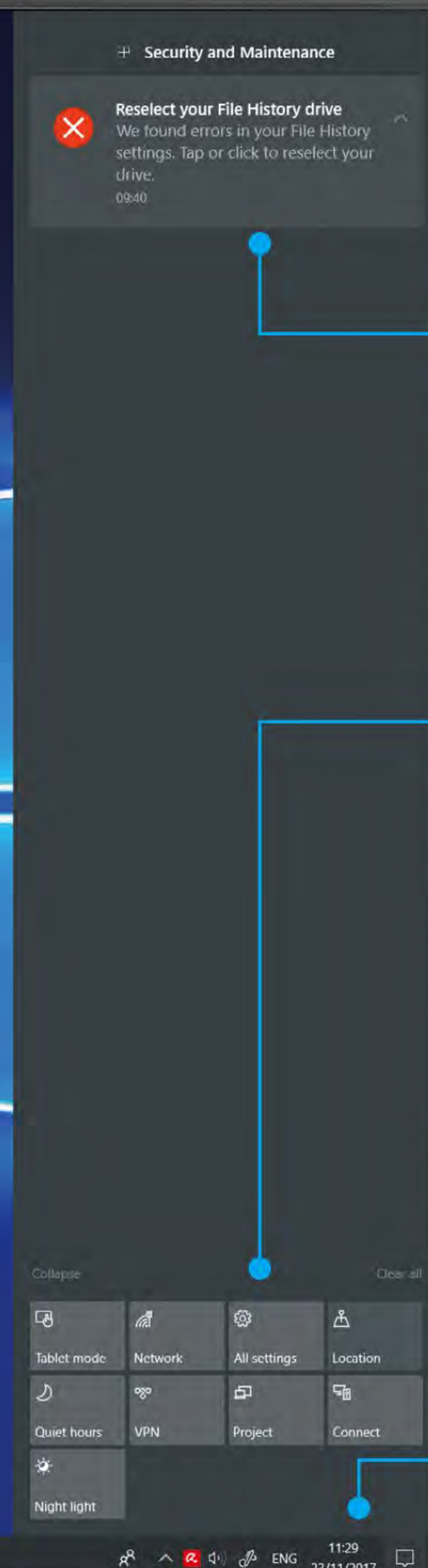
Just as with Windows 8.1, the tiles that appear in the Start menu display information (when appropriate) from the apps and services they link to. You can customise the look of the tiles by right-clicking on them and selecting an option from the menu that appears. Tiles are now automatically split into relevant sections, e.g. Play and Explore.

Start Menu Folders

If you pin apps to the Start menu, their icons will appear below the block of tiles. You can now move these app icons into folders within the Start menu. To do this, click and drag one icon on top of another. If the bottom icon expands slightly rather than moving out of the way, drop the icon to create the folder.

Taskbar (left)

The taskbar contains shortcuts to many of the most commonly used apps, including the Edge browser, App Store and File Explorer. You can add any app to the taskbar by right-clicking on the tile or app icon and selecting Pin to taskbar from the menu. Right-clicking on the taskbar will also allow you to add different toolbars to it.



Action Center Notifications

Notifications in the Action Center range from security alerts and system errors, to emails and Facebook updates. If you are seeing notifications here that you don't need, Twitter updates for example, you can right-click the heading and turn off notifications for that app.

Quick Settings

The Quick Settings displayed here will vary depending on the device you are using. You will normally see Wi-Fi, Note, All Settings, Bluetooth, Location and Quiet Hours here at the very least. If the Quick Settings menu is collapsed, click the Expand button to show the full menu. You can now customise the quick settings buttons shown in Settings > System > Notifications and Actions.

Taskbar (right)

The right-hand side of the taskbar contains several essential Windows tools. Here you can check battery power (if using a laptop), your Wi-Fi connection details, speaker volume and several other things. You will also find the button to open the new Action Center here. The Anniversary update added notification badges here, so you can see unread notification amounts at a glance.



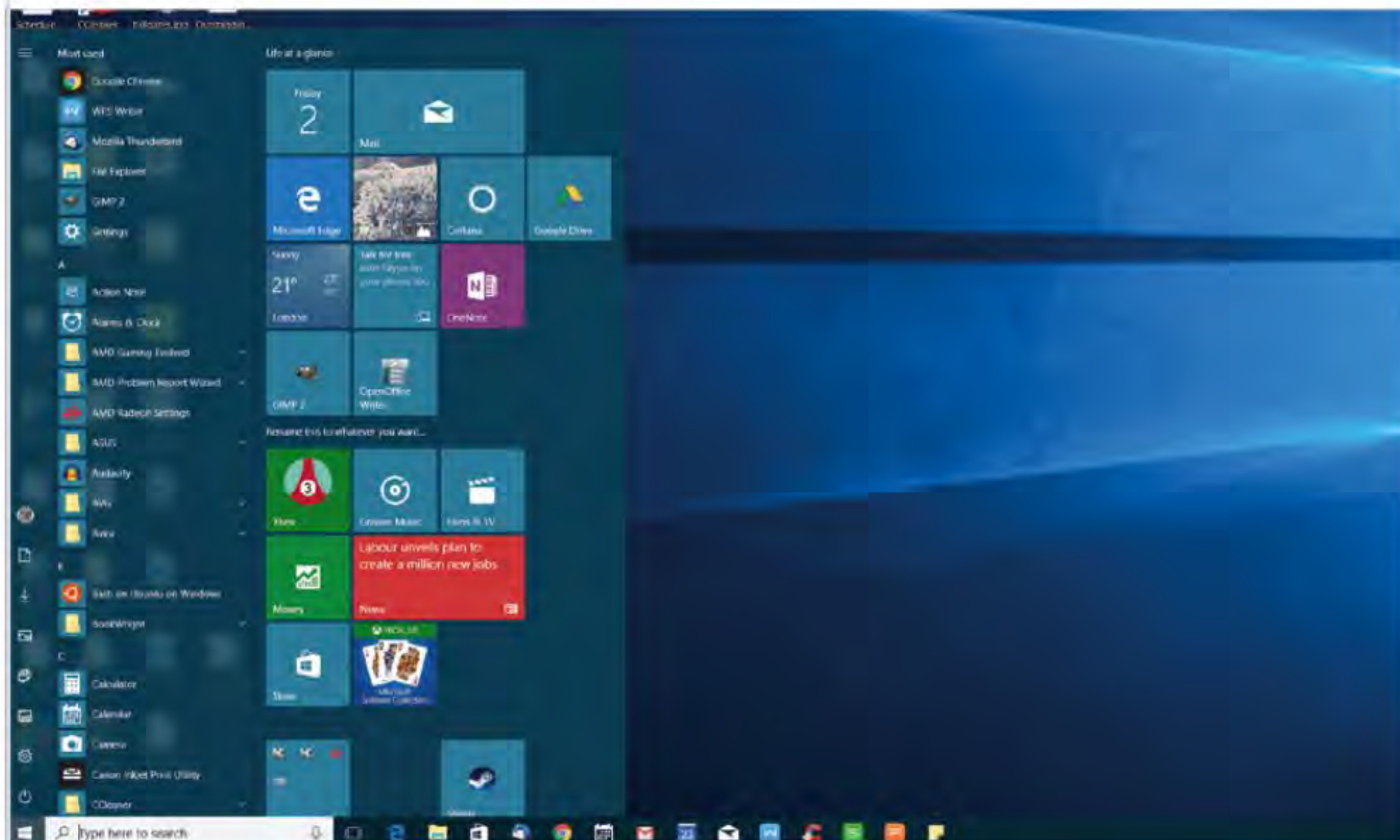
How to Use the Start Menu

The Start menu in Windows 10 is about much more than just displaying a list of your apps and software. It includes Live Tiles, shortcuts to folders and settings, and you can now even create folders within the menu itself. So whether you just want to use it as a simple list or if you want to make it the hub of your PC, the Start menu has it covered.

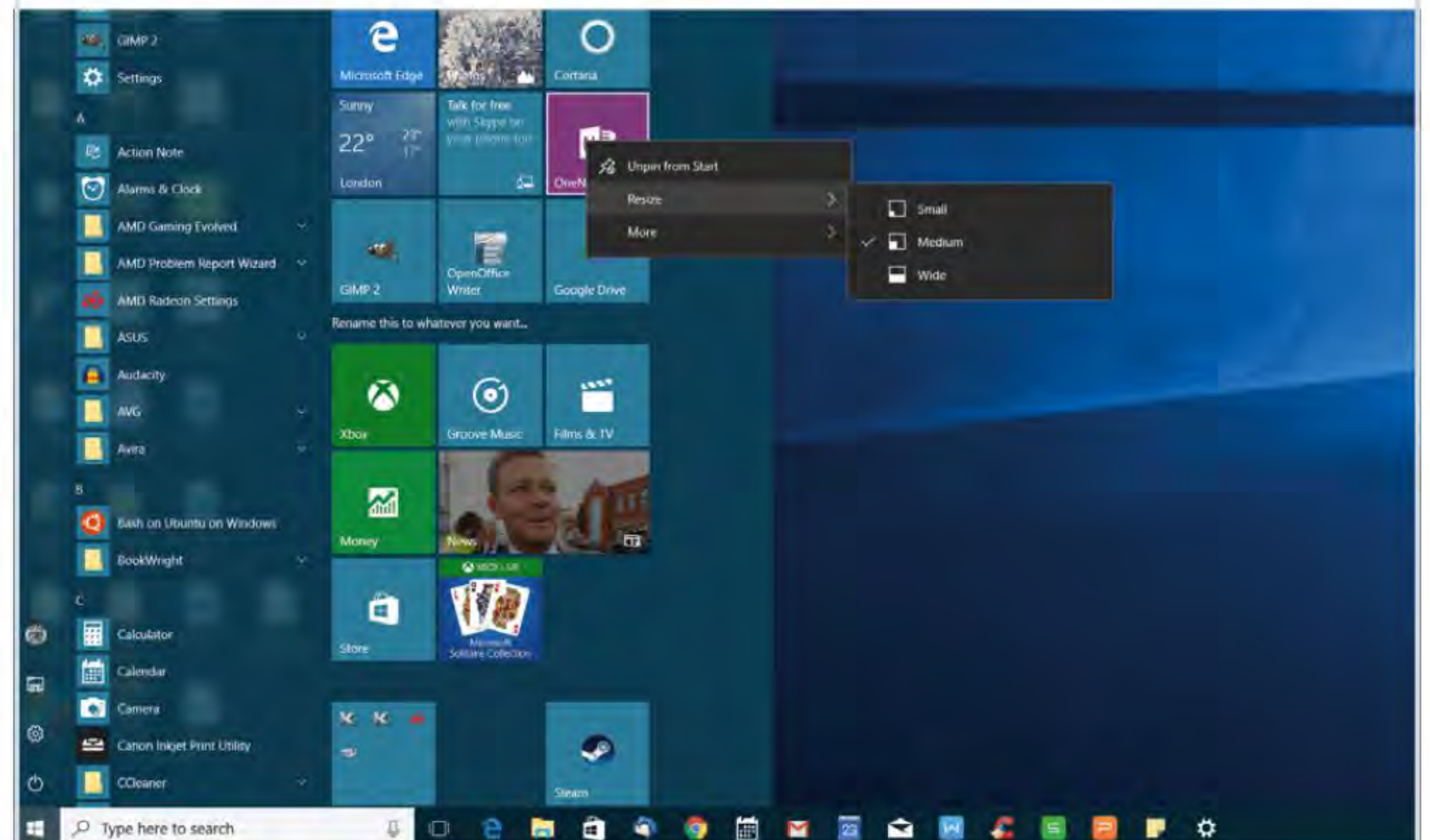
Get to Grips with Start

Microsoft has completely redesigned the Start menu for a new era and it seems to get improved with every update to the OS, so it takes a little getting used to at first. Here's our tour of the new Start.

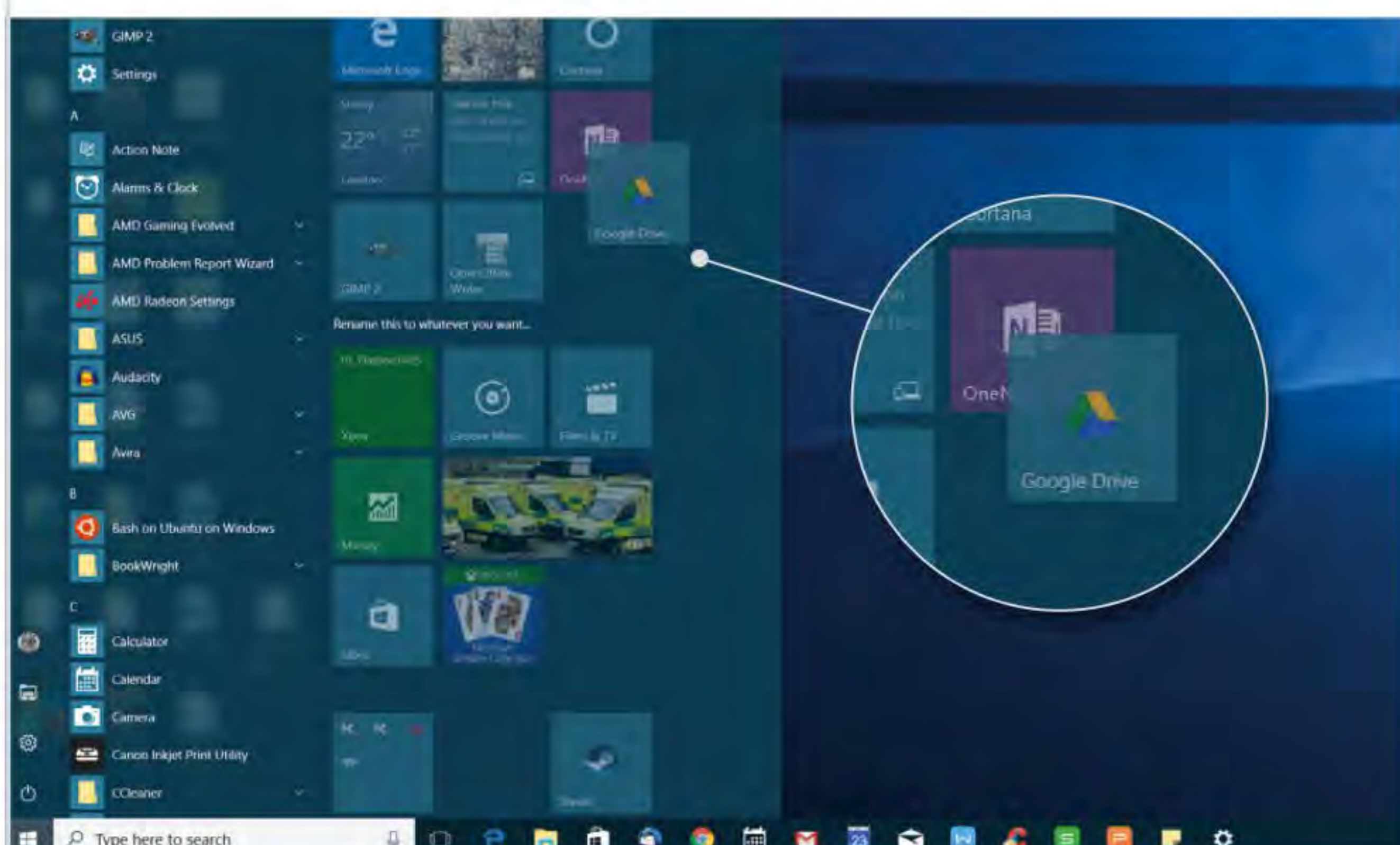
- 1 You open the Start menu by clicking the Windows icon in the bottom left of the desktop or by pressing the Windows key on your keyboard. The menu in Windows 10 is a mix of the Windows 7 and 8 styles but works better than either, with a list of apps on the left and Live Tiles on the right.



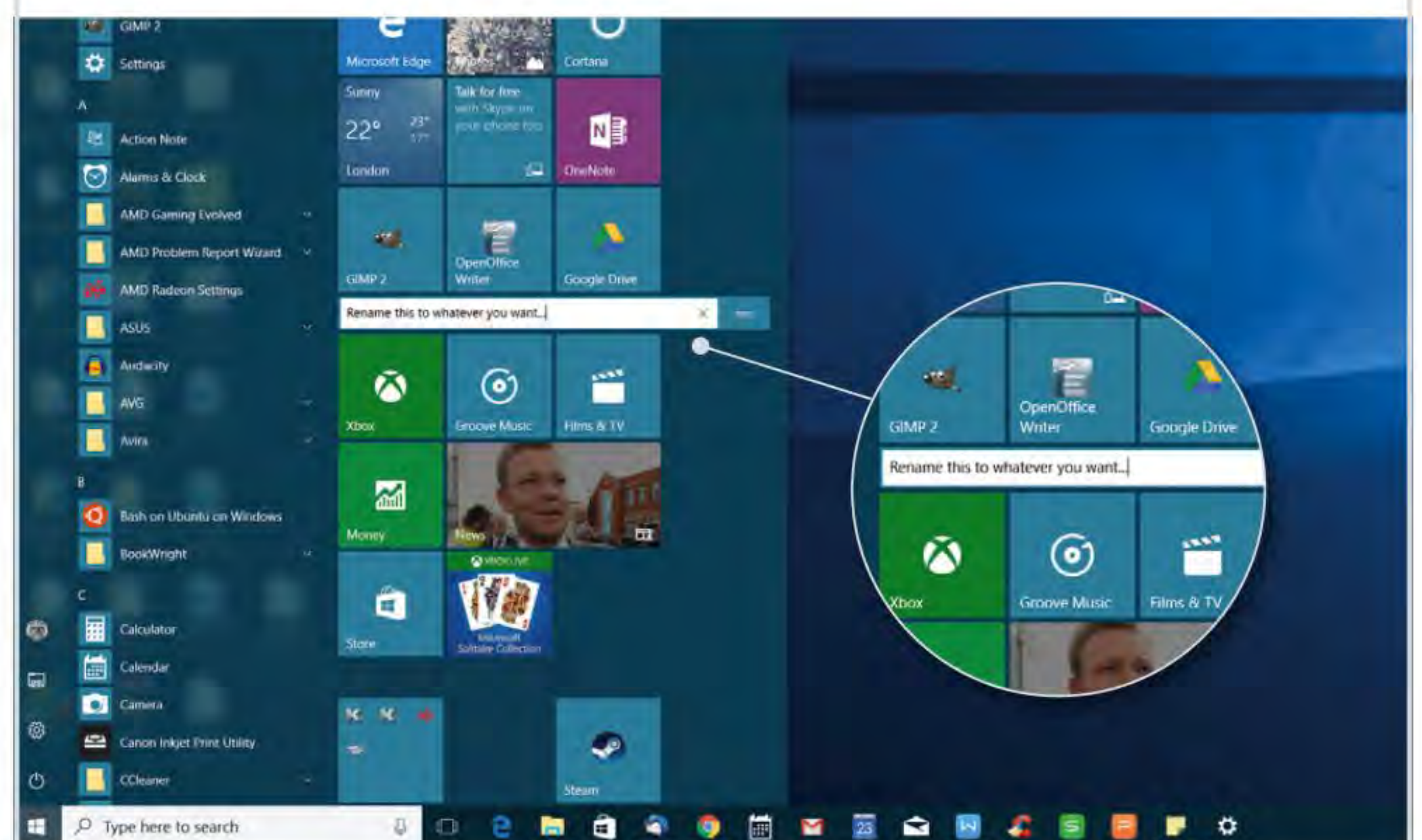
- 3 You can right-click anything in the live tiles area of the Start menu to bring up the tile menu. This lets you resize, unpin and even turn the live tile into a static tile. There are up to four different sizes of live tile: small, medium, wide and large, giving you lots of ways to build the perfect Start menu.



- 2 The live tiles work in the same way as they did in Windows 8. You can drag any of them around the menu should you wish to reorder them. You can right-click any file, folder or app in Windows 10 and select Pin to Start to include it here. Once in the menu, click and drag to rearrange tiles.

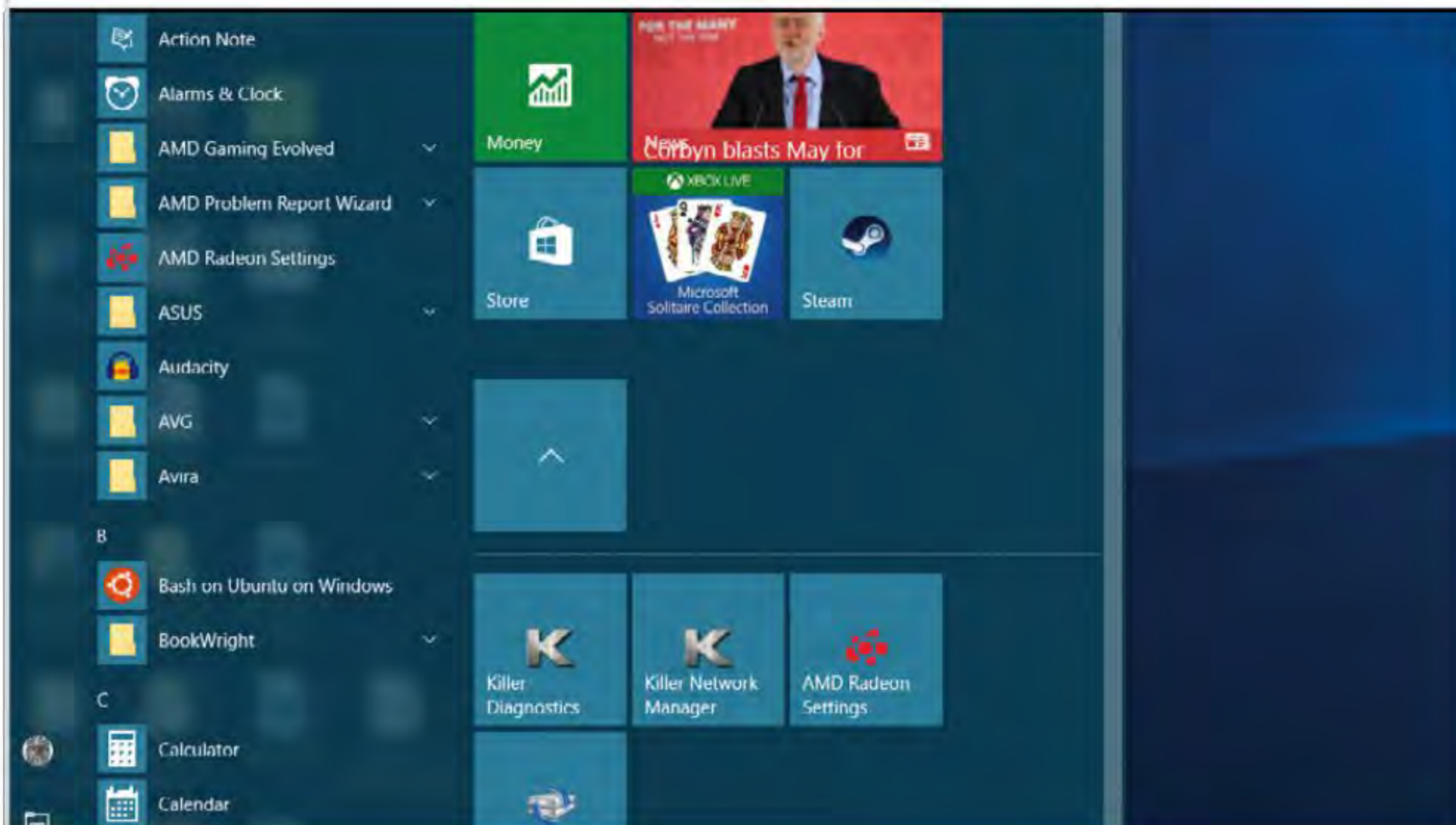


- 4 The tiles are split into groups. You can click the headings on existing groups to rename them. Dragging one of the tiles to the bottom of the menu, to an unused area of the menu, enables you to create a new group. A bar will appear at the bottom to indicate that a new group will be created.

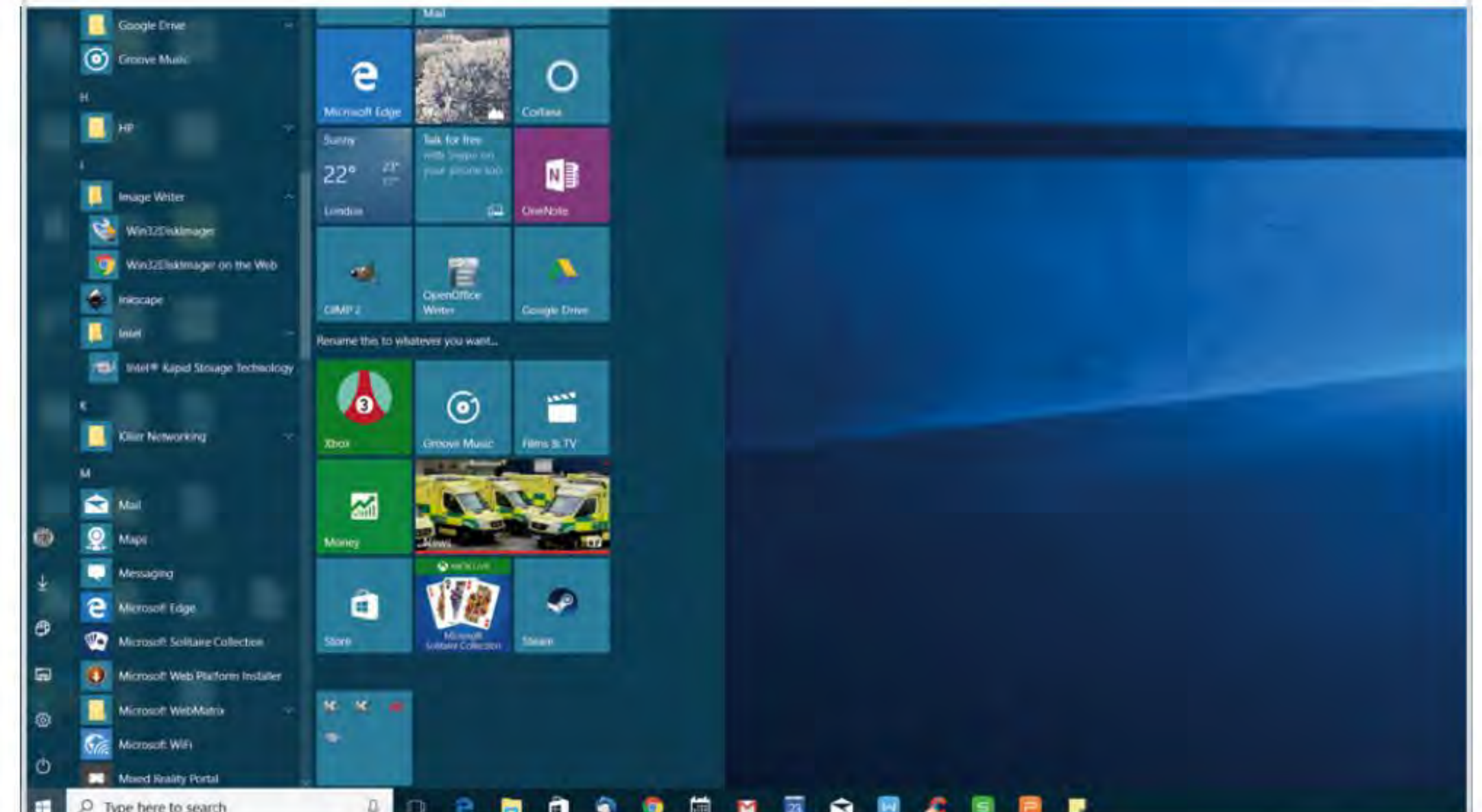




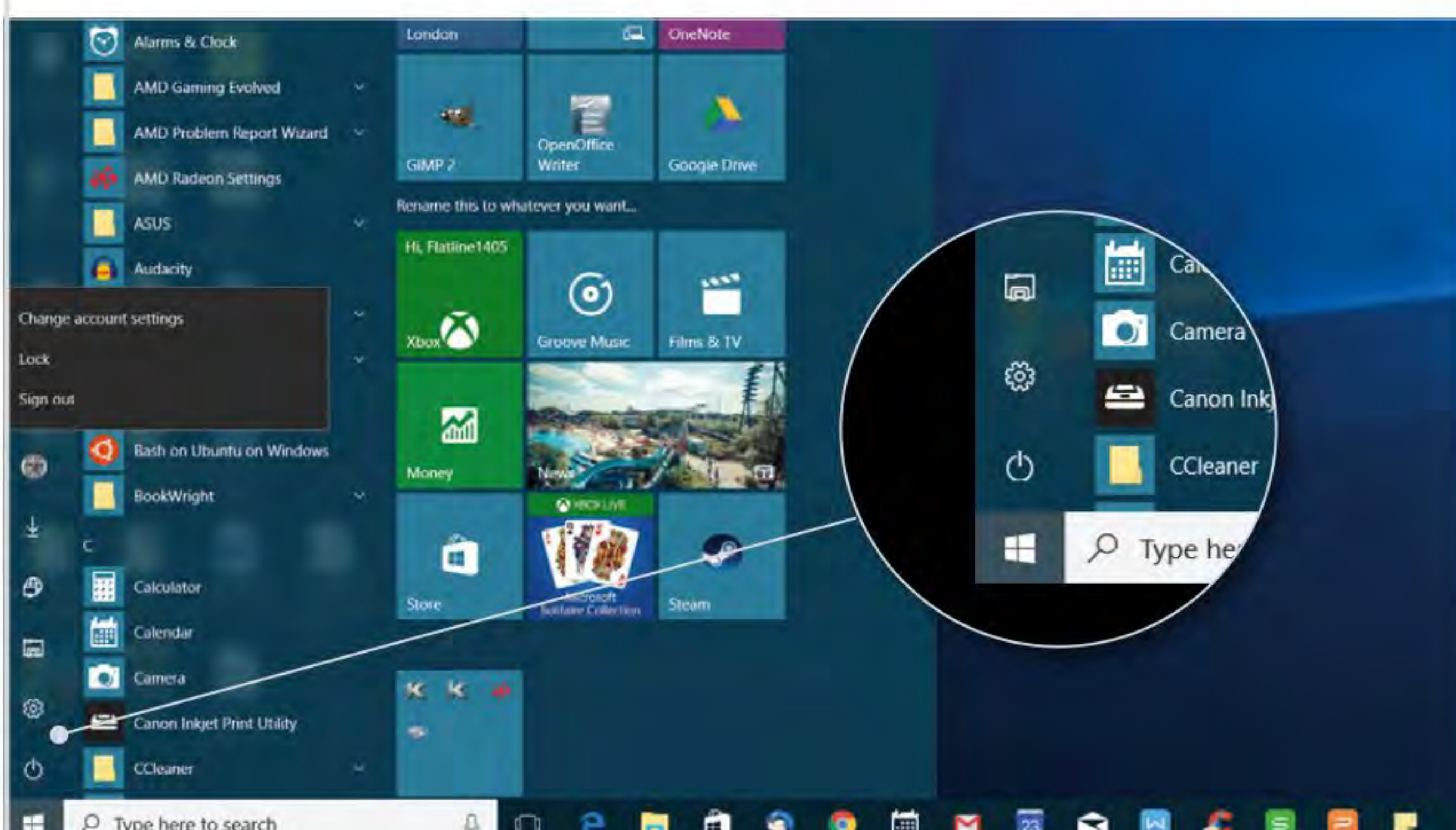
- 5 The Start menu now allows for the creation of folders. This means that you can further organise the menu by keeping related app icons in a single place. To create a folder, simply click and drag an app icon over another. The icon beneath will expand slightly. Drop the dragged icon and the folder is created.



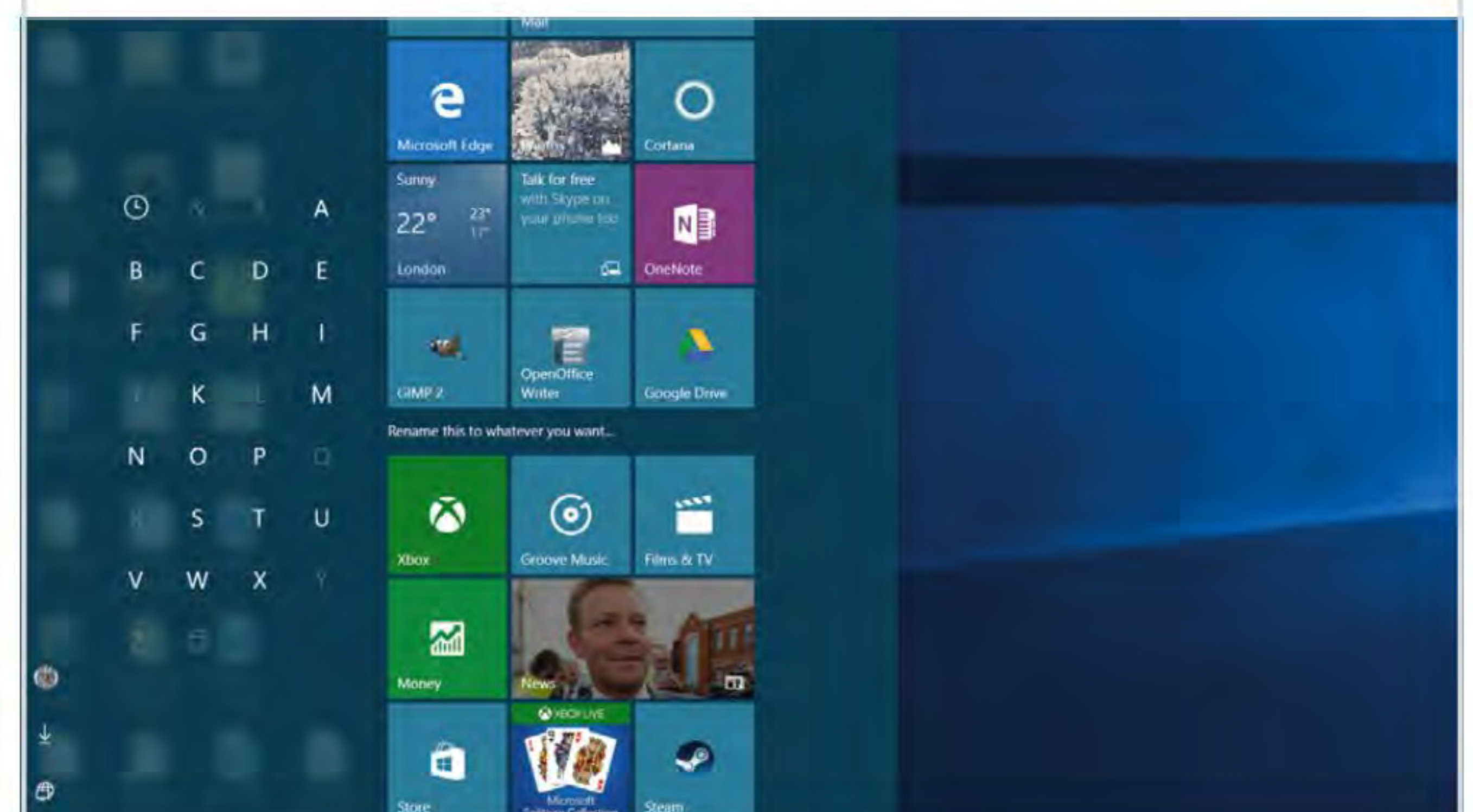
- 8 The Most Used section at the top of the list enables you to access recently opened programs. This will also show recently opened files, so if you have Microsoft Word installed, simply go to the menu next to the icon in the most used apps menu and you can instantly open your recently worked upon files.



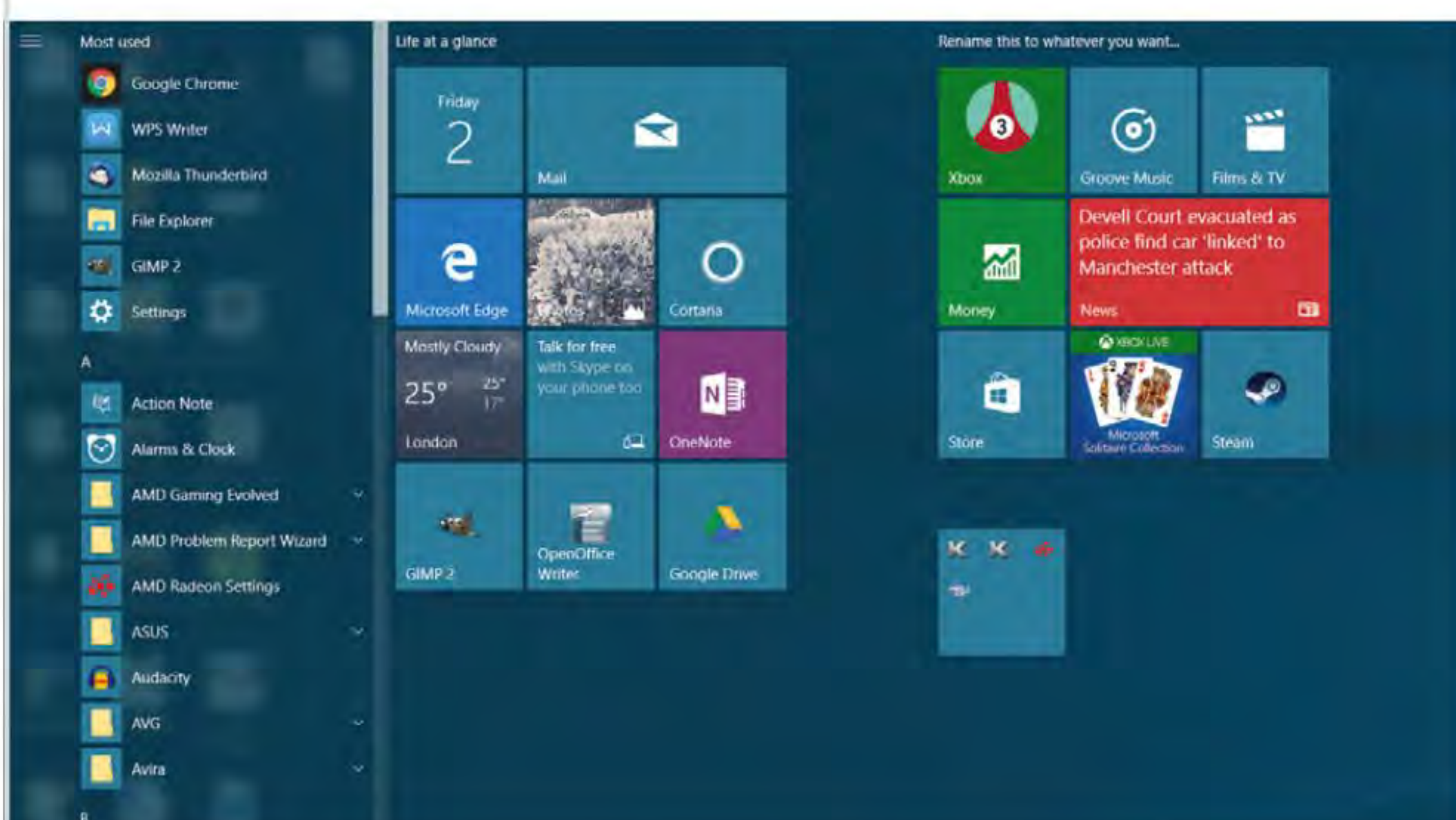
- 6 On the left-hand side at the bottom, there's a list of key items, such as the Settings app and a shortcut to the File Explorer. Click the power icon and you can shut down or restart your PC. You can add more options to this shortcut section in Settings > Personalisation > Start > Choose which folders appear.



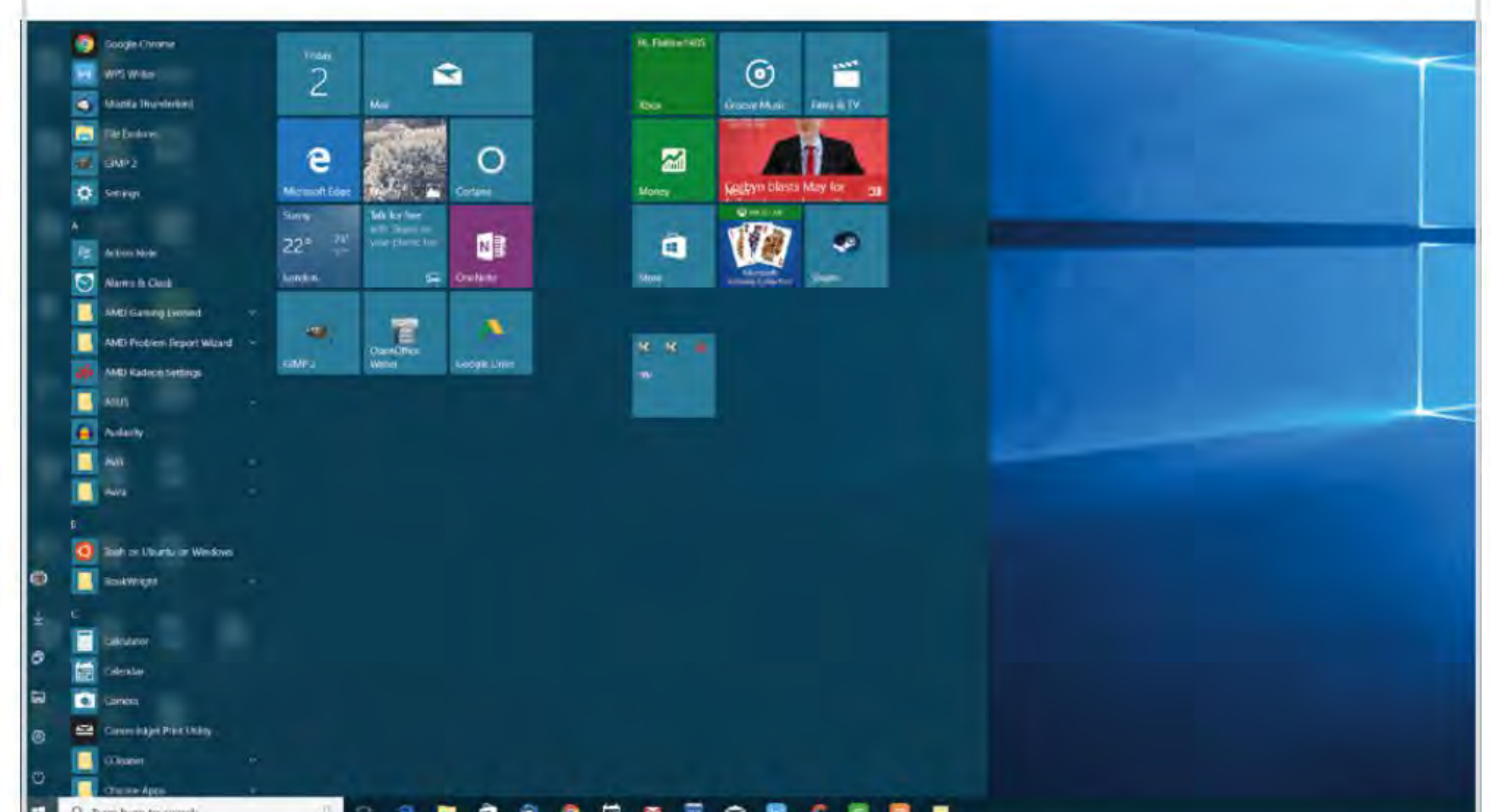
- 9 Clicking on any of the headings (including the individual letters) of the apps list will open an A-Z selection menu. You can then quickly click on any of the letters to skip directly to the listed apps that begin with that letter, rather than having to scroll down through the entire thing.



- 7 The final area of the Start menu is the apps and software list. This displays all of the installed apps and software on your computer (software which doesn't require installation to run won't be shown here). Scroll up and down to view the full list and click the arrow next to apps to see more options.



- 10 Finally, Windows 10 also makes it easy to resize the Start menu. Move the mouse to the edges and resize handles will appear, so you can have it covering half your screen or a much smaller proportion. You can even set the Start menu to open full screen, by going to Settings > Personalisation > Start.





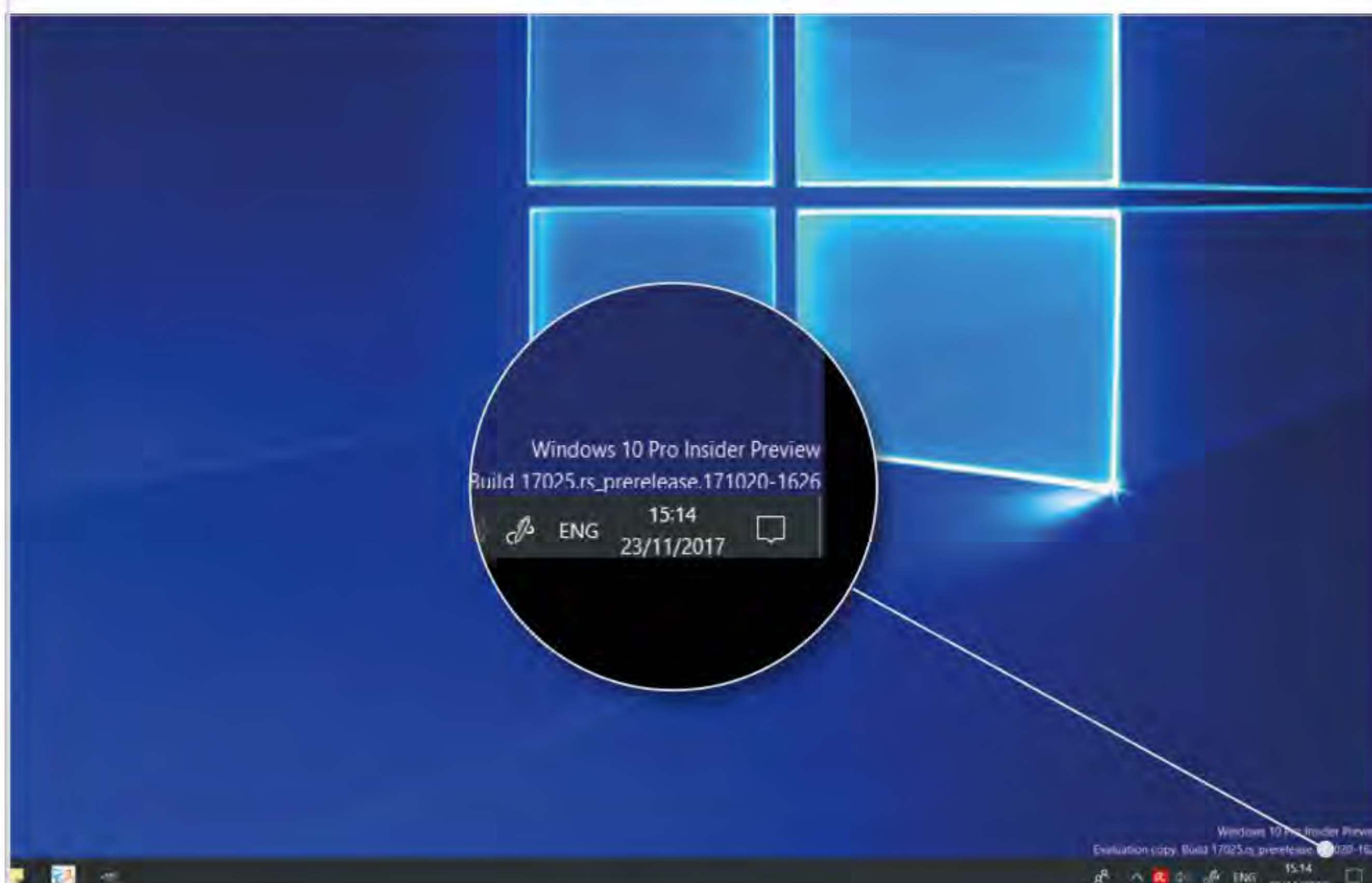
How to Use the Action Center

There have always been pop-up messages in Windows but now there is a centralised way in which these are viewed and interacted with. Called the Action Center, it is designed to work more like the notifications panel on a smartphone or tablet.

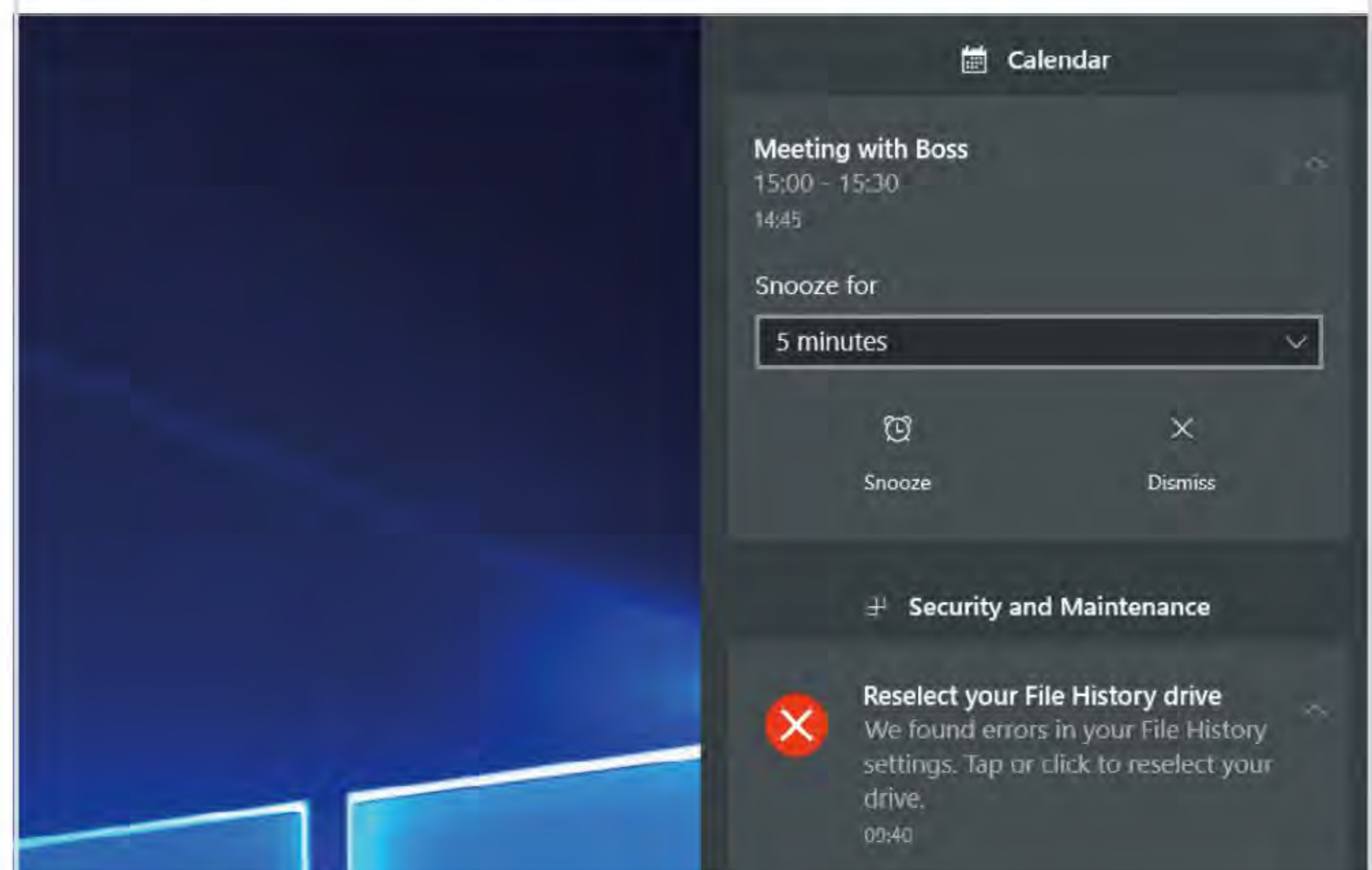
Exploring the Action Center

The new Action Center is a key interface element in Windows 10, providing you with access to Quick actions buttons as well as the notifications and alerts.

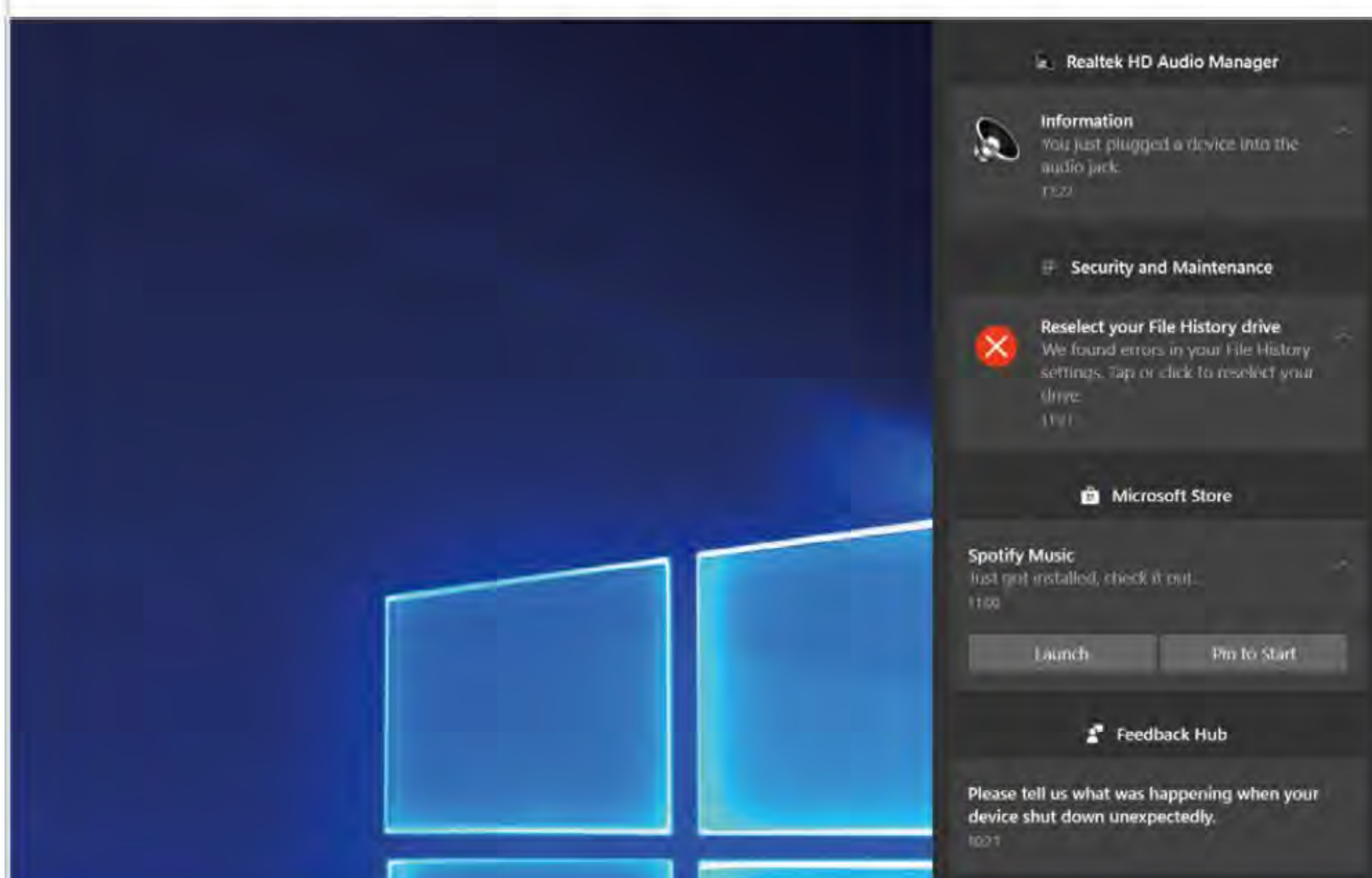
- 1 You can open the Action Center by clicking the speech bubble icon on the far-right of the taskbar or by pressing the Windows key + A on your keyboard. If you hover the mouse pointer over the Action Center button, it will tell you if you have any new notifications.



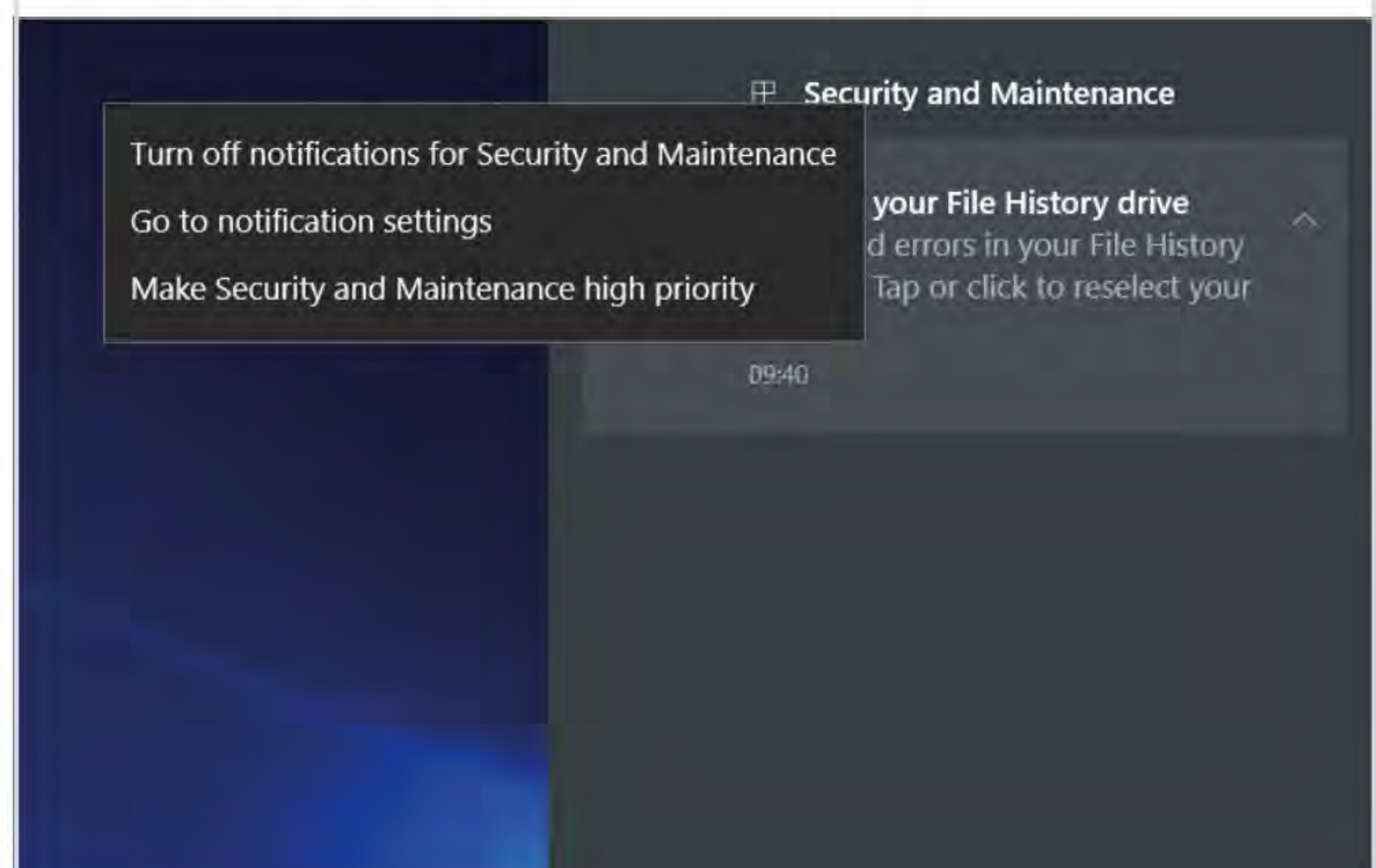
- 3 Clicking on a notification will take you to the app that generated it. You can also interact with certain notifications within the Action Center panel. On this screen, you can see that the Calendar notification allows you to snooze it for various lengths of time.



- 2 This is what the Action Center looks like when you click the button. Any notifications are grouped by app, with a heading showing which app they are from. Notifications will remain in the panel until you actively dismiss them or action them (click through to the apps).

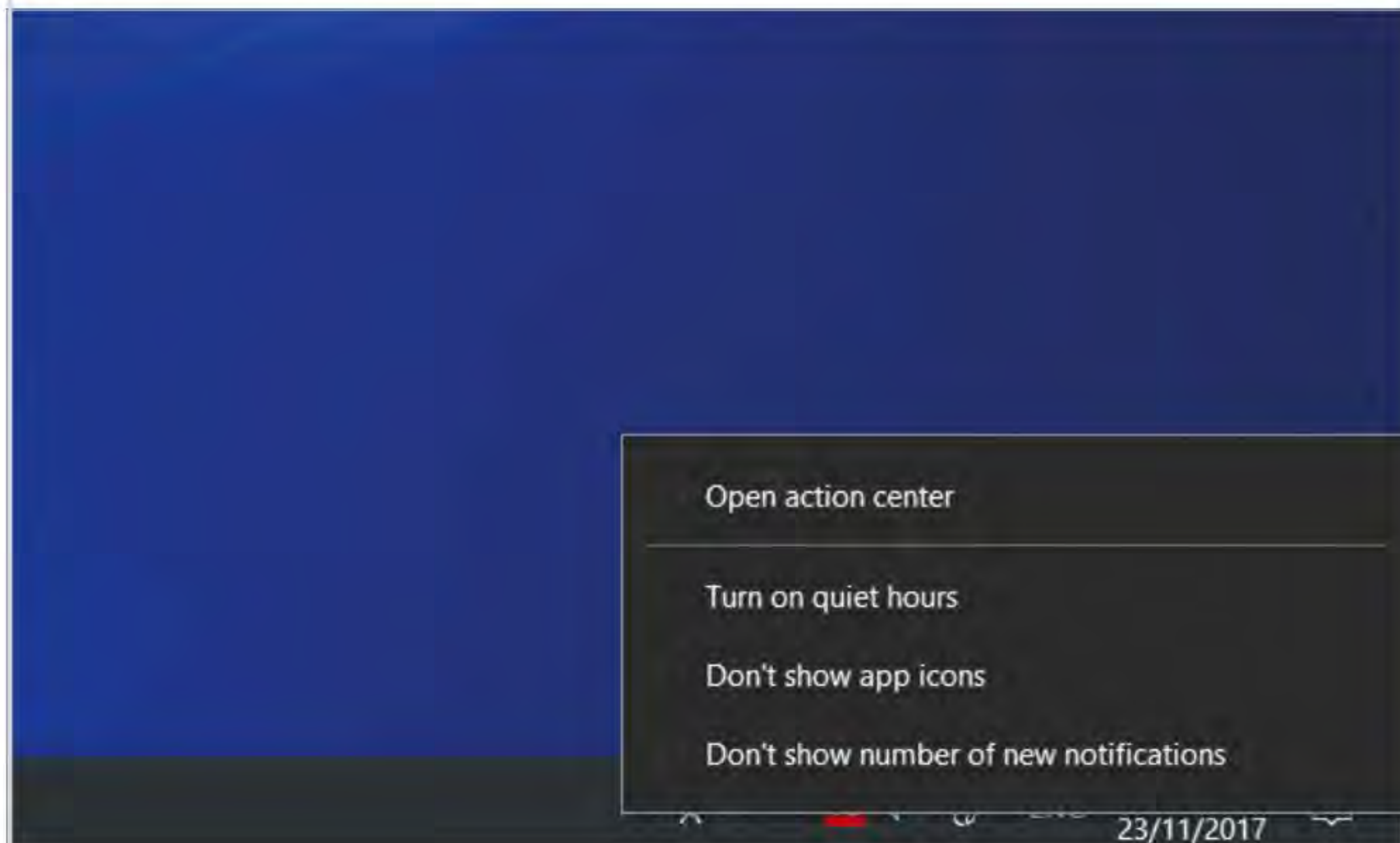


- 4 You can also control whether or not an app sends notifications, or whether notifications are prioritised, from within the panel. Right-click on the app heading when a notification arrives and choose the desired option from the action menu that appears.

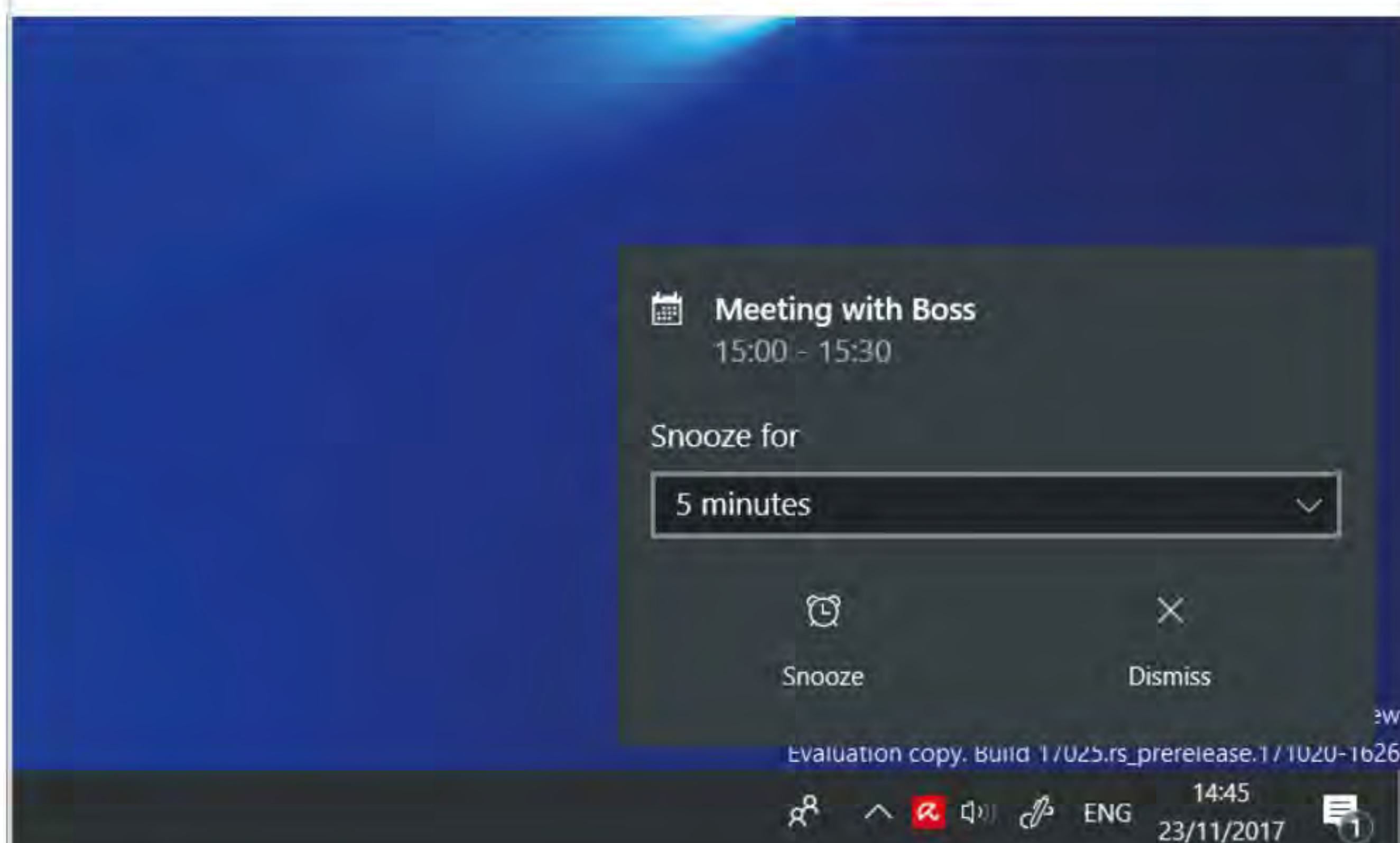




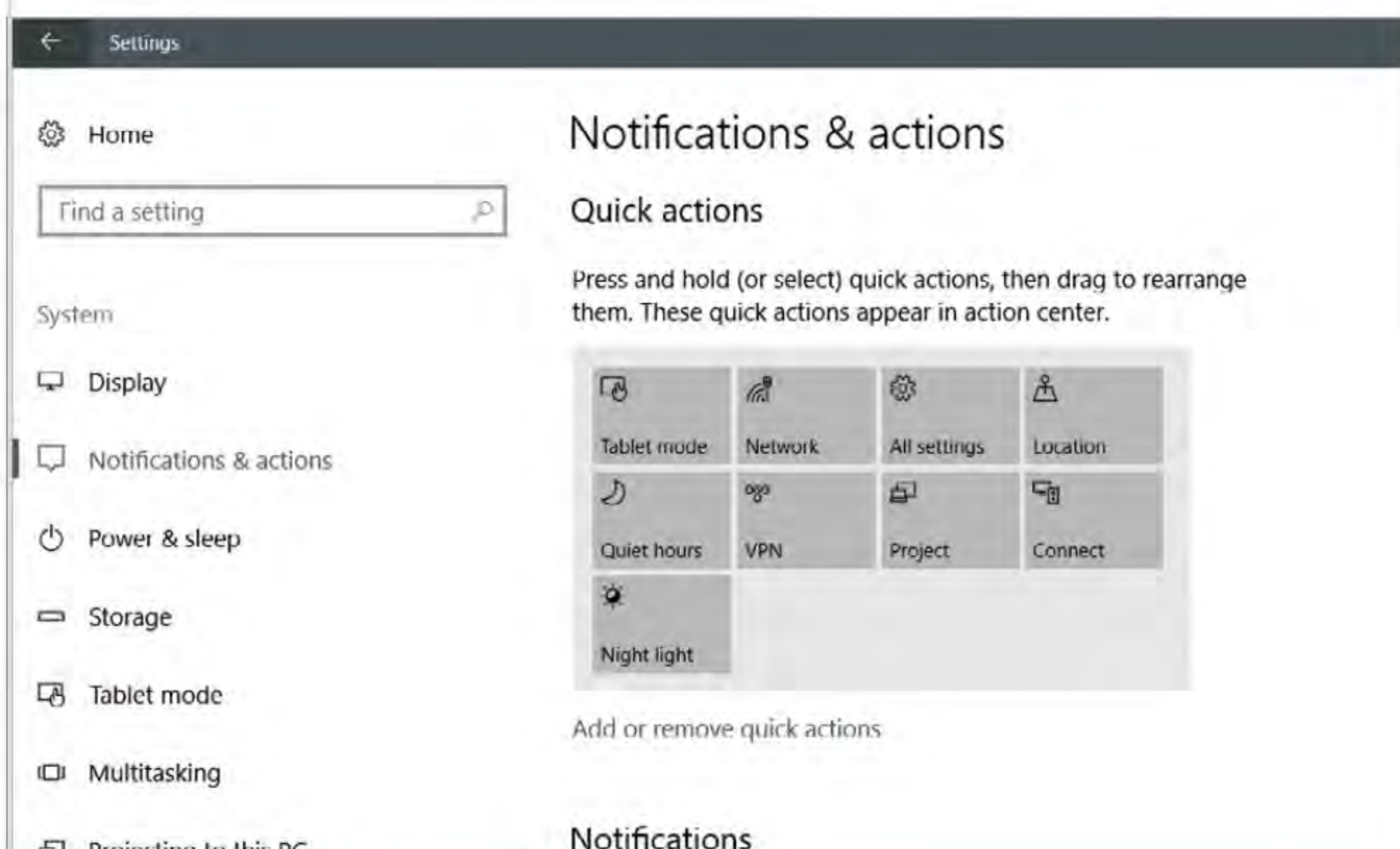
- 5 If you right-click on the actual Action Center button in the taskbar, you will see some different options in the action menu that appears. These include the option to turn on Quiet hours, show/hide app icons and show/hide the number of notifications on the button.



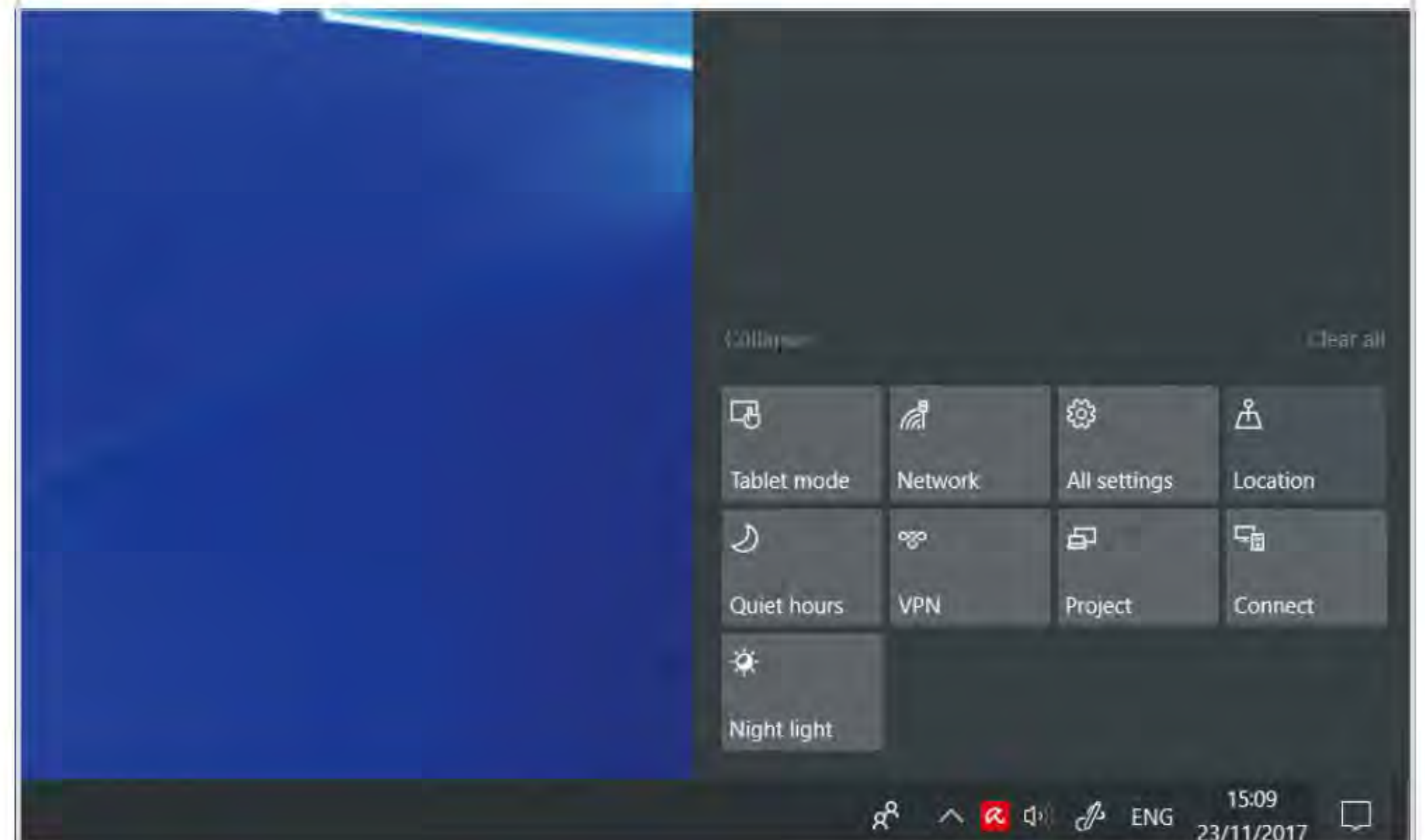
- 6 In addition to being displayed in the Action Center, notifications will create a pop-up window that appears at the bottom right of your screen. Clicking on these pop-up windows will also take you to the app that generated the notification (the Calendar app for example).



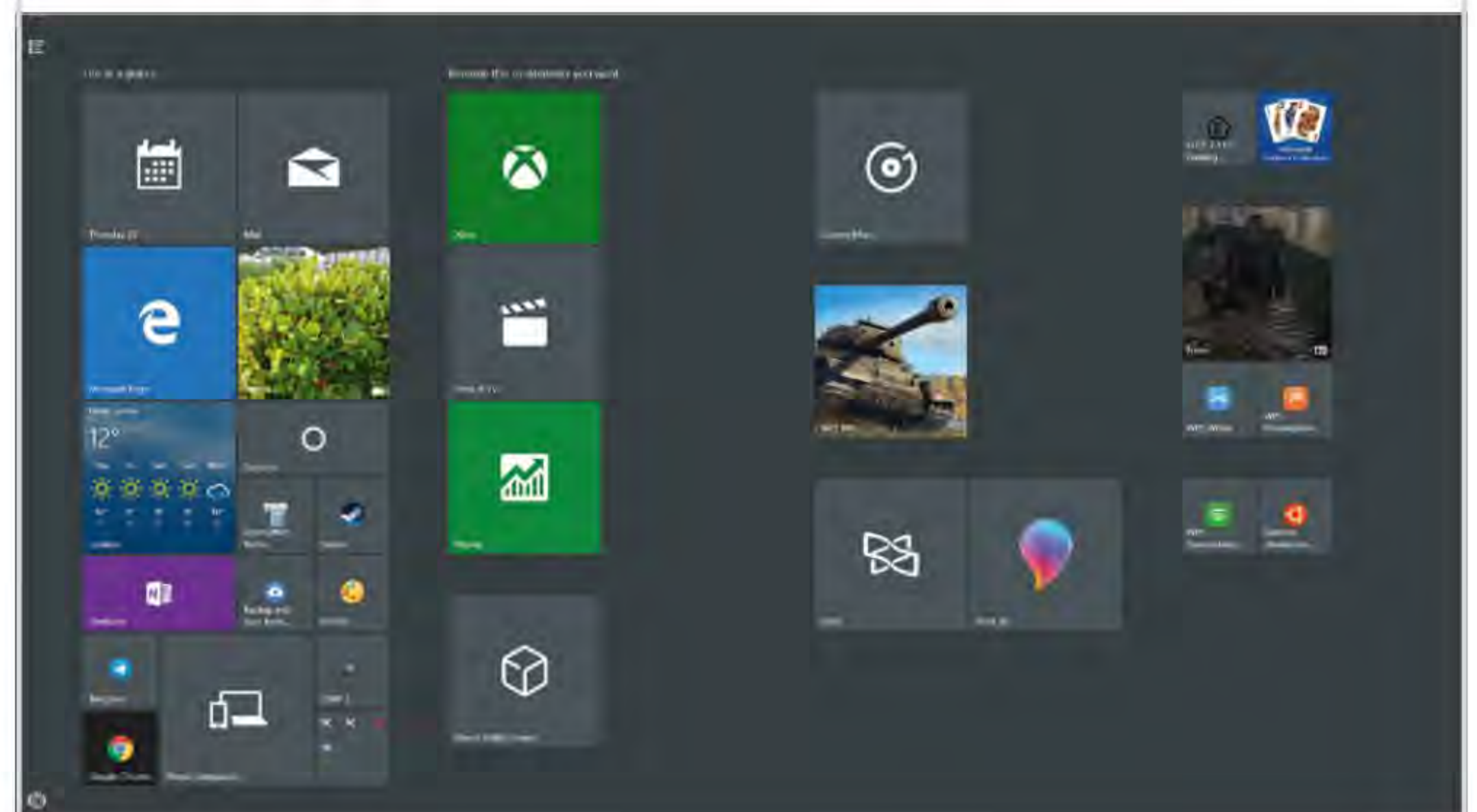
- 7 When you're done with the notifications on the menu, you can click the Clear All button at the top to dismiss them. In Settings > System > Notifications and Actions, you can choose the Quick Actions that appear at the top of the bottom panel in the Action Center.



- 8 A very useful addition to the Action Center is the Quick actions panel at the bottom. This allows you to quickly perform some key functions (or actions) such as connecting to Wi-Fi. You can expand or collapse this bar by clicking the relevant heading.



- 9 The Quick actions panel contains the Tablet mode button. Tablet mode automatically prepares the desktop for use with a touchscreen and your fingers; perfect if using Windows 10 on a touchscreen laptop or tablet. Upon activation you will notice an instant change.



- 10 Whether you are on a Windows tablet or a laptop, at some point you will probably need to shut down the Wi-Fi and Bluetooth (on an aircraft for example). Clicking Flight mode halts all wireless communication and places an aeroplane icon in your notifications area.

Add or remove quick actions

All settings	☐	On
Network	☐	On
Connect	☐	On
Project	☐	On
VPN	☐	On
Night light	☐	On
Quiet hours	☐	On
Location	☐	On
Tablet mode	☐	On

How to Use the Taskbar

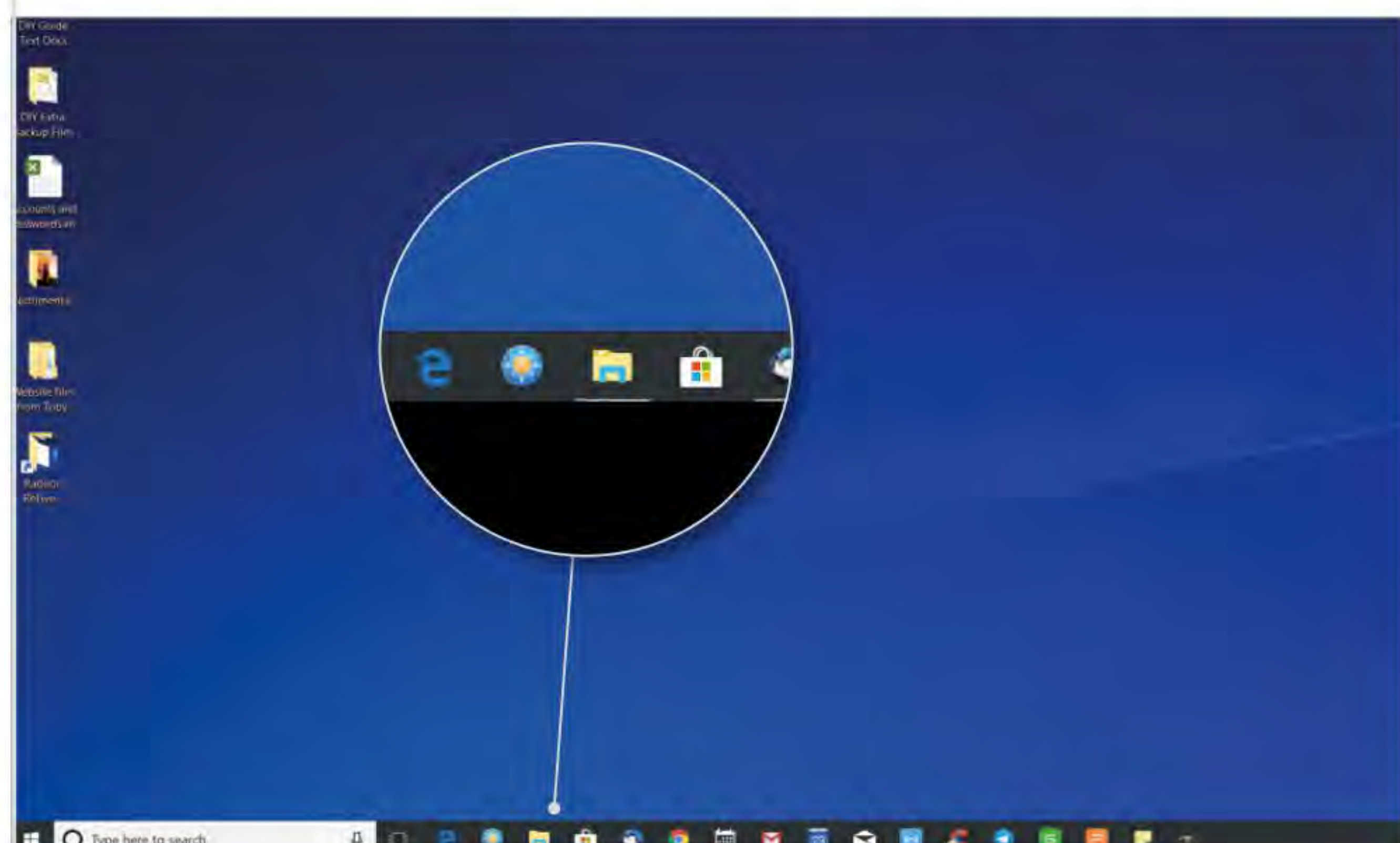
In previous versions of Windows, the taskbar was relegated to being an occasional tool. In Windows 10 it's back where it belongs, at the very centre of the desktop workspace. Some slight tweaks in both the Anniversary and Creators updates, have made it an even more useful tool.

Mastering the Windows 10 Taskbar

The taskbar has always been more useful than many users realise and with Windows 10 there are several new features and options that make it even more so. Let's take a look at them.

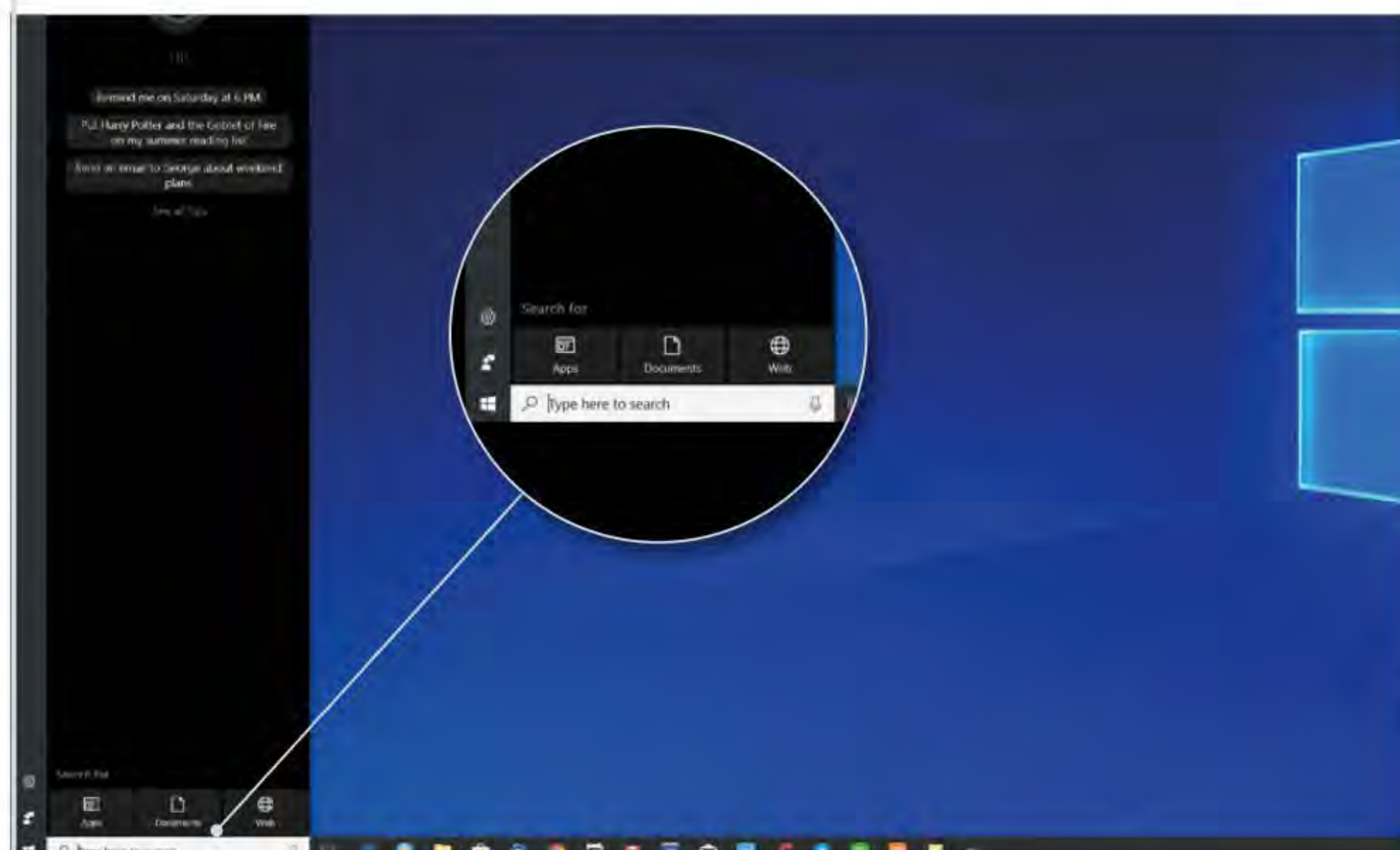
Explore the Taskbar

The Windows 10 taskbar runs the full length of the screen and contains several separate areas. These are, from left to right: the Start menu button, the Cortana/Search box, your Pinned Apps and the System Tools. You have the option to customise almost all of these areas of the taskbar.



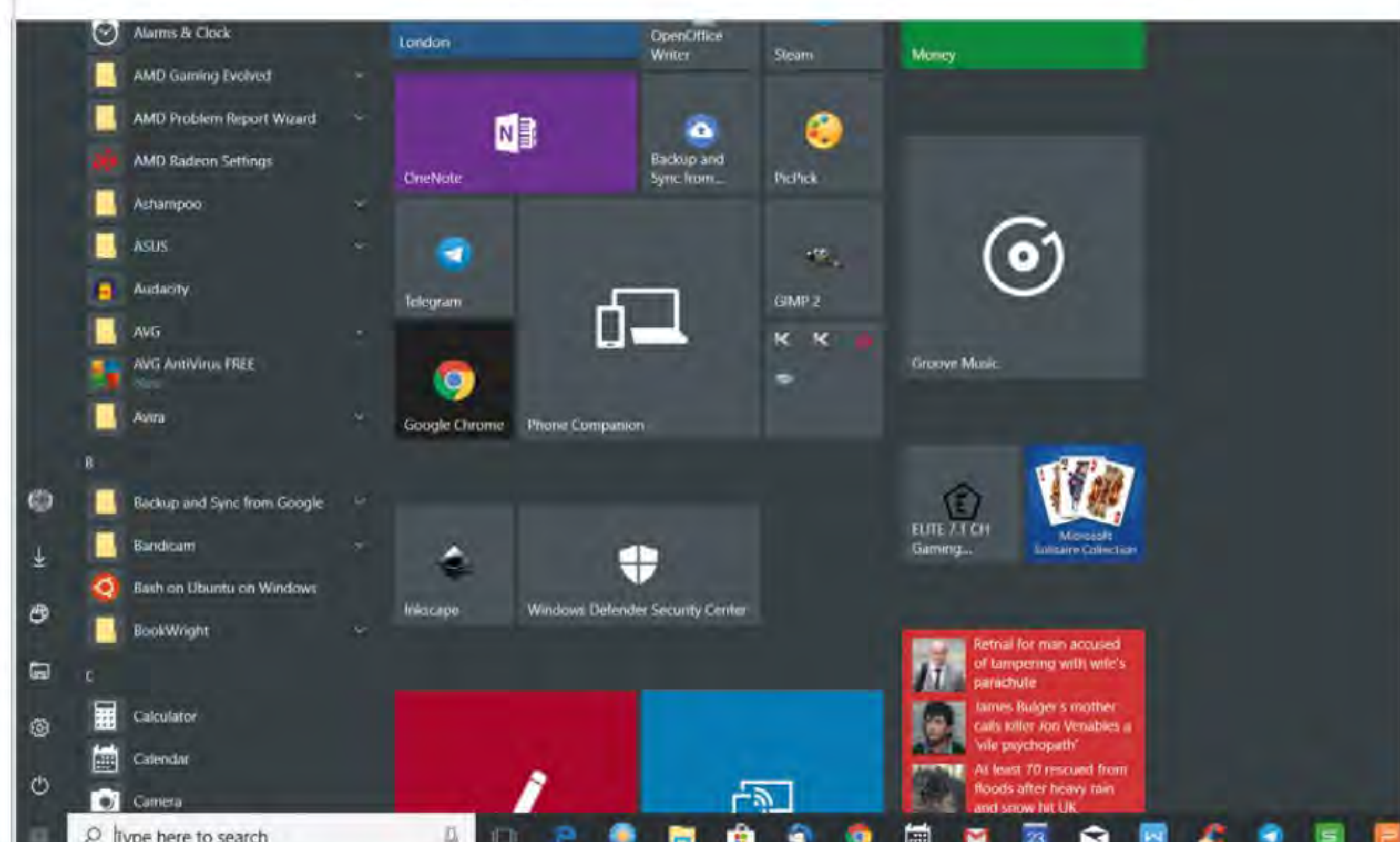
Cortana/Search Box

The Cortana/Search box is completely integrated into the taskbar in Windows 10, so it is always visible and available. Just click anywhere in the search box to begin using it. If Cortana is not yet set up, you will be prompted to do so the first time you click in the search box, and occasionally shown tips.



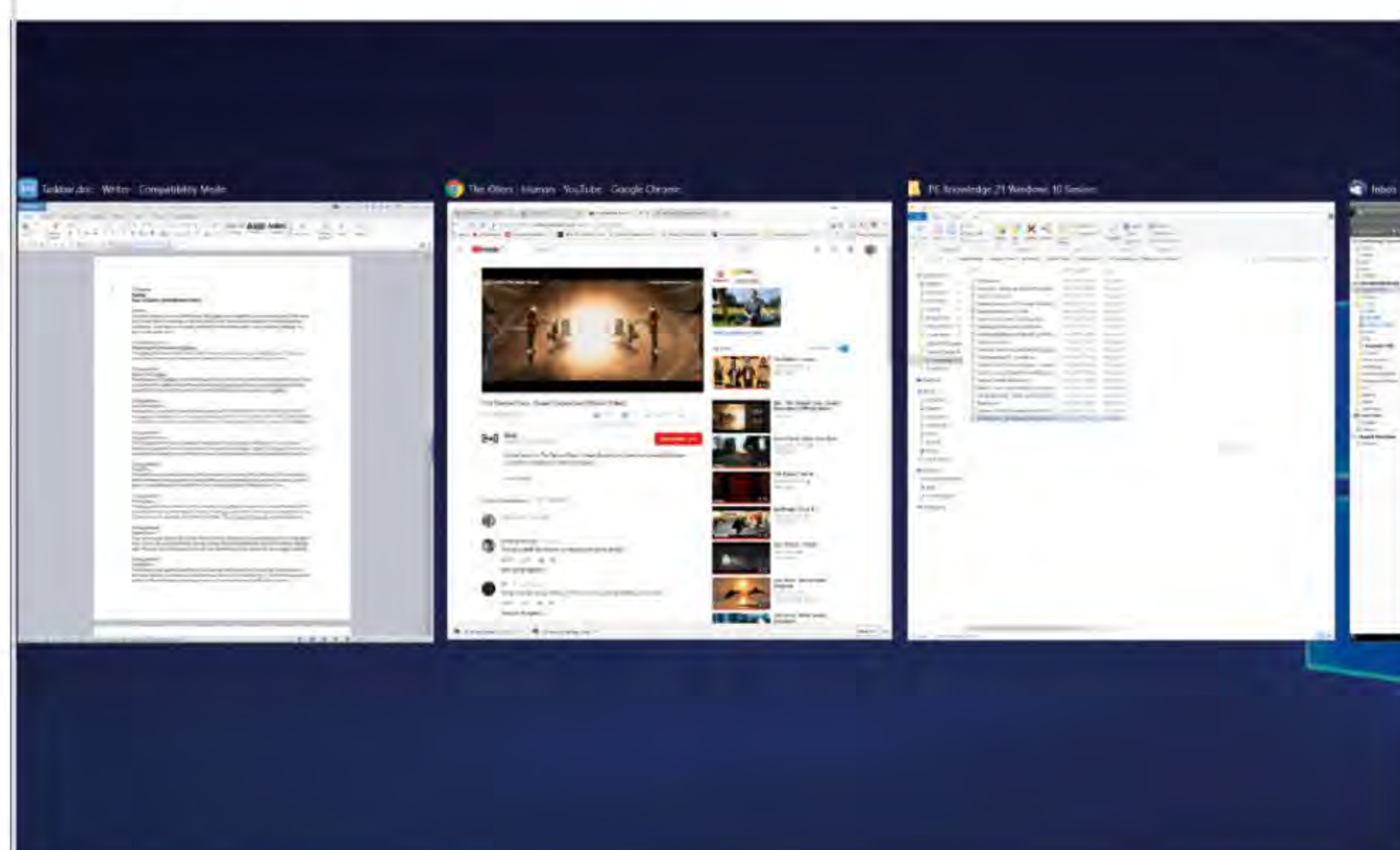
Start Menu Button

Clicking this, as you will no doubt know by now, opens the Start menu. This is where you find all of the apps and software on your computer listed, along with Live Tiles and system folders. Right-clicking on the Start menu button opens a different menu, containing links to system tools like Task Manager.



Task View

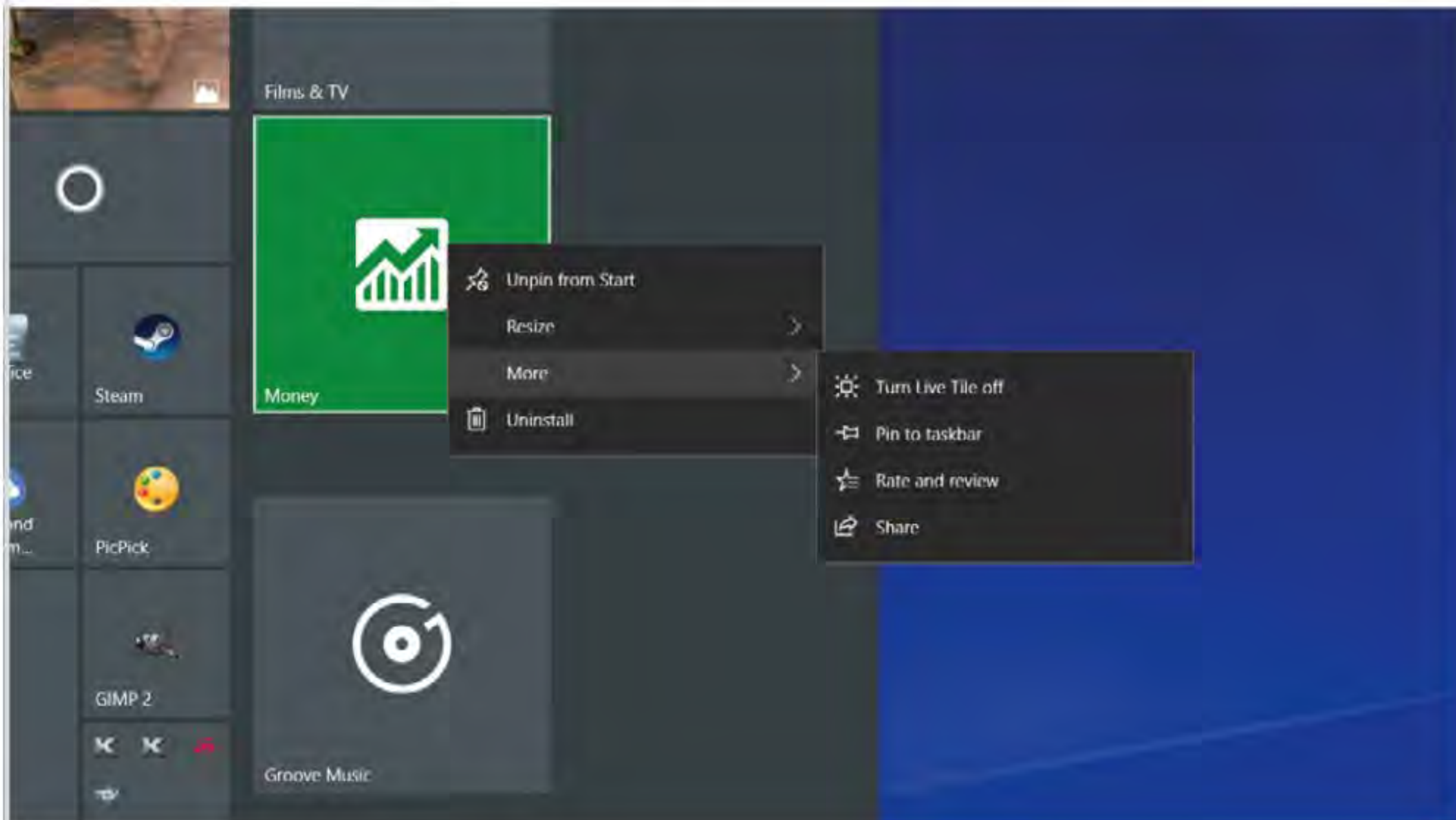
The simple white outline icon next to the search bar is Task View. This is Windows 10's new way to switch between open apps and it's really rather good, providing you can get used to using it. Click to open or alternatively you can open the Task View by pressing the Windows Key + Tab.





Pinning Apps

A few apps and other software will be pinned to the taskbar when you first use your Windows 10 PC. You can add more as and when you choose. To pin apps, right-click on the app icon anywhere you see it (Start menu for example), click More and then Pin to Taskbar. Shortcuts can also be pinned.



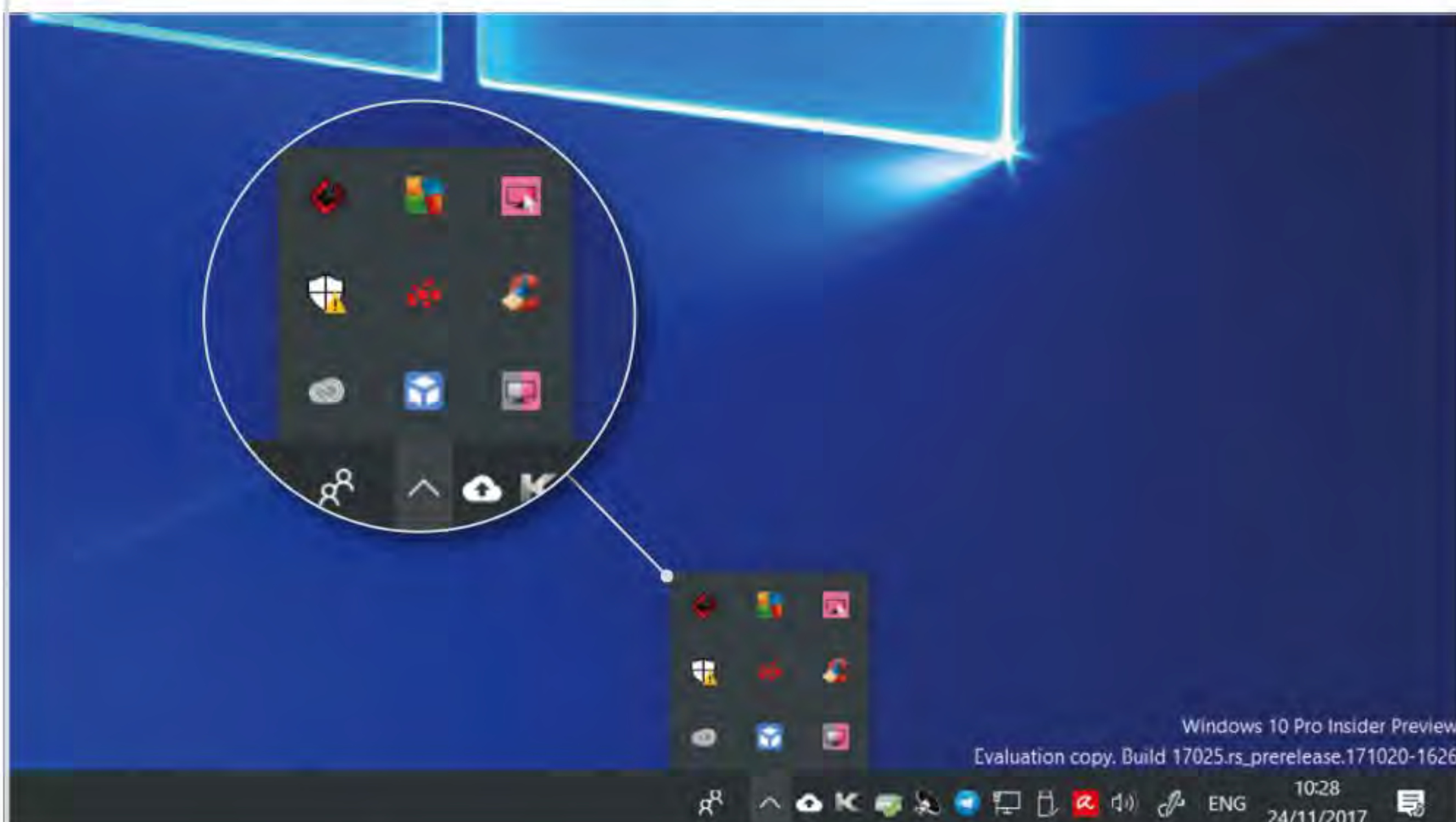
Peek

Hovering over any open app icon in the taskbar brings up a Peek preview of the window. If a movie is playing, for example, you will see it playing here too. If you mouse over the preview, the X icon appears so you can close the window down directly from the taskbar should you wish to.



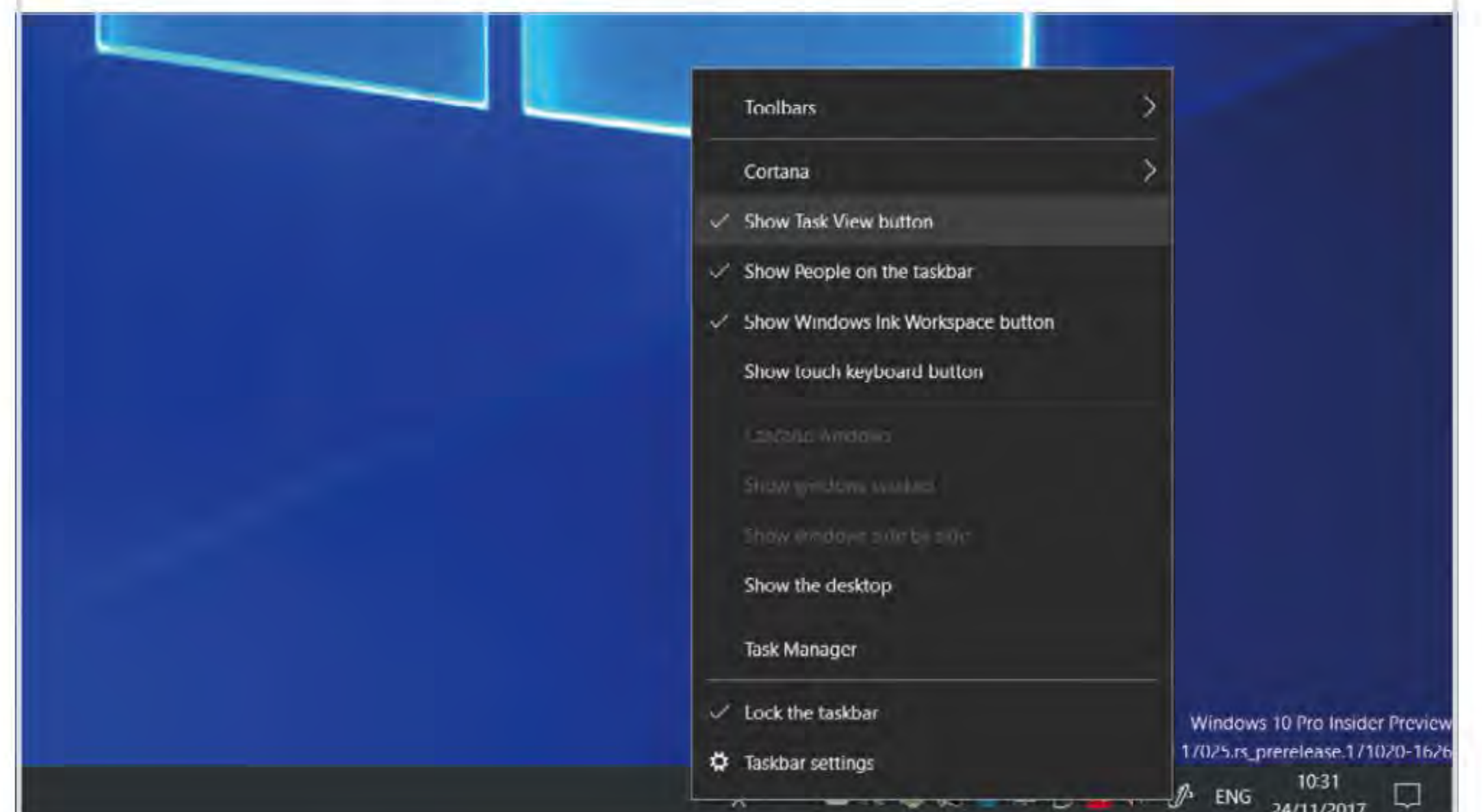
System Icons

If we were using a laptop here rather than a desktop, a battery icon would appear in the notifications area. There's also a link to further settings, taking you to the appropriate area of the all new Settings app. The exact icons that appear here will vary depending on your system set up and apps installed.



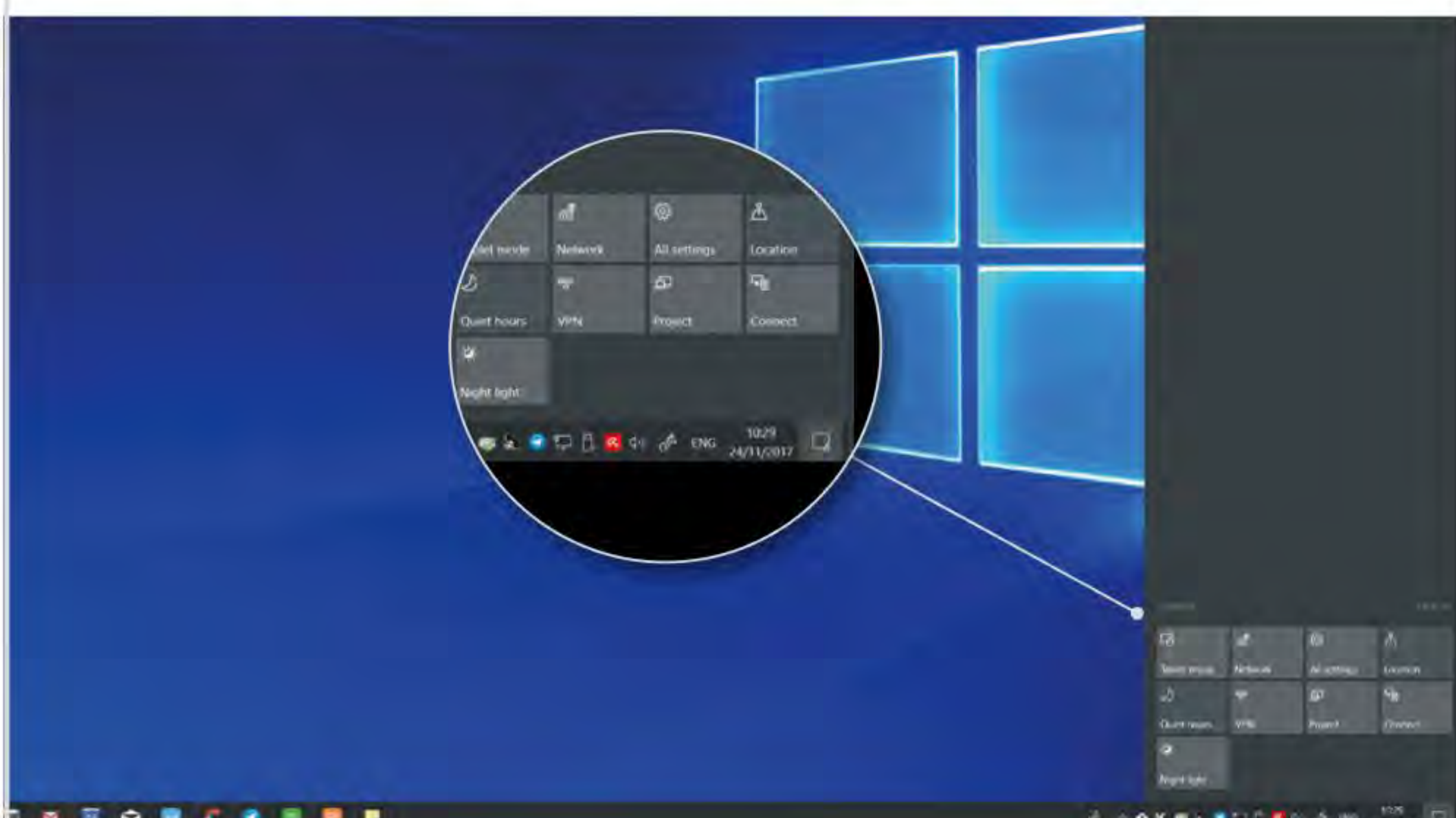
Taskbar Tools

The taskbar contains several unique tools. These can be shown or hidden as you prefer. They include the People app, Task View, the Windows Ink workspace and the Touch keyboard button. Right-click anywhere on the taskbar and you can show or hide these tools in the menu that appears.



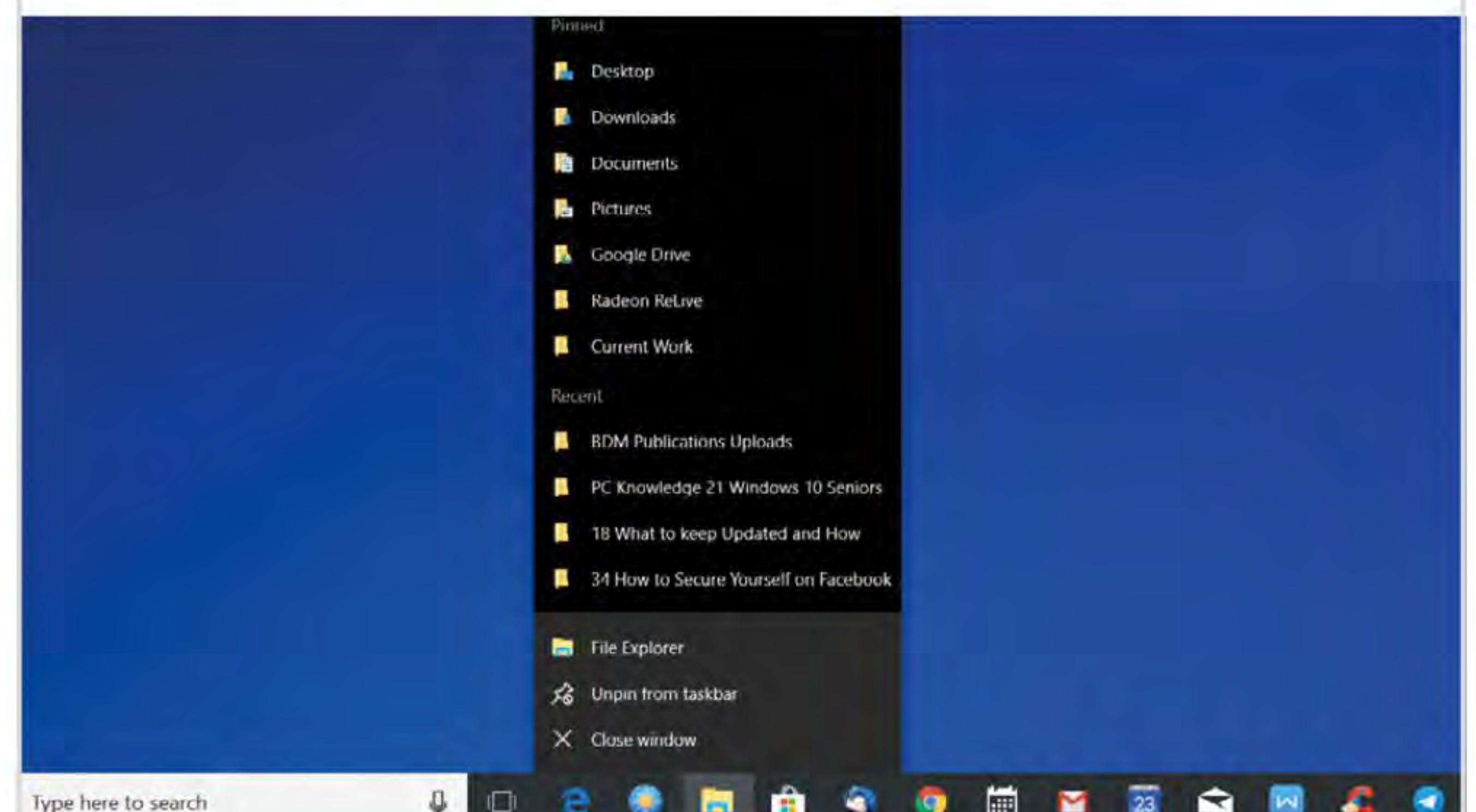
Notifications

The Action Center gathers together all your pop-up notifications from things like the email app or Windows update. It also features Quick Settings buttons for things like Wi-Fi. The Anniversary update added notification badges, meaning you can see how many unread notifications you have.



Jump Lists

Right-clicking anything on the taskbar once again brings up a context menu. Apps such as Word and Excel feature jump lists, showing you recent files that you can pin to the list using the drawing pin icon. What appears in the jump list varies between apps, e.g. Edge will show recent websites visited.



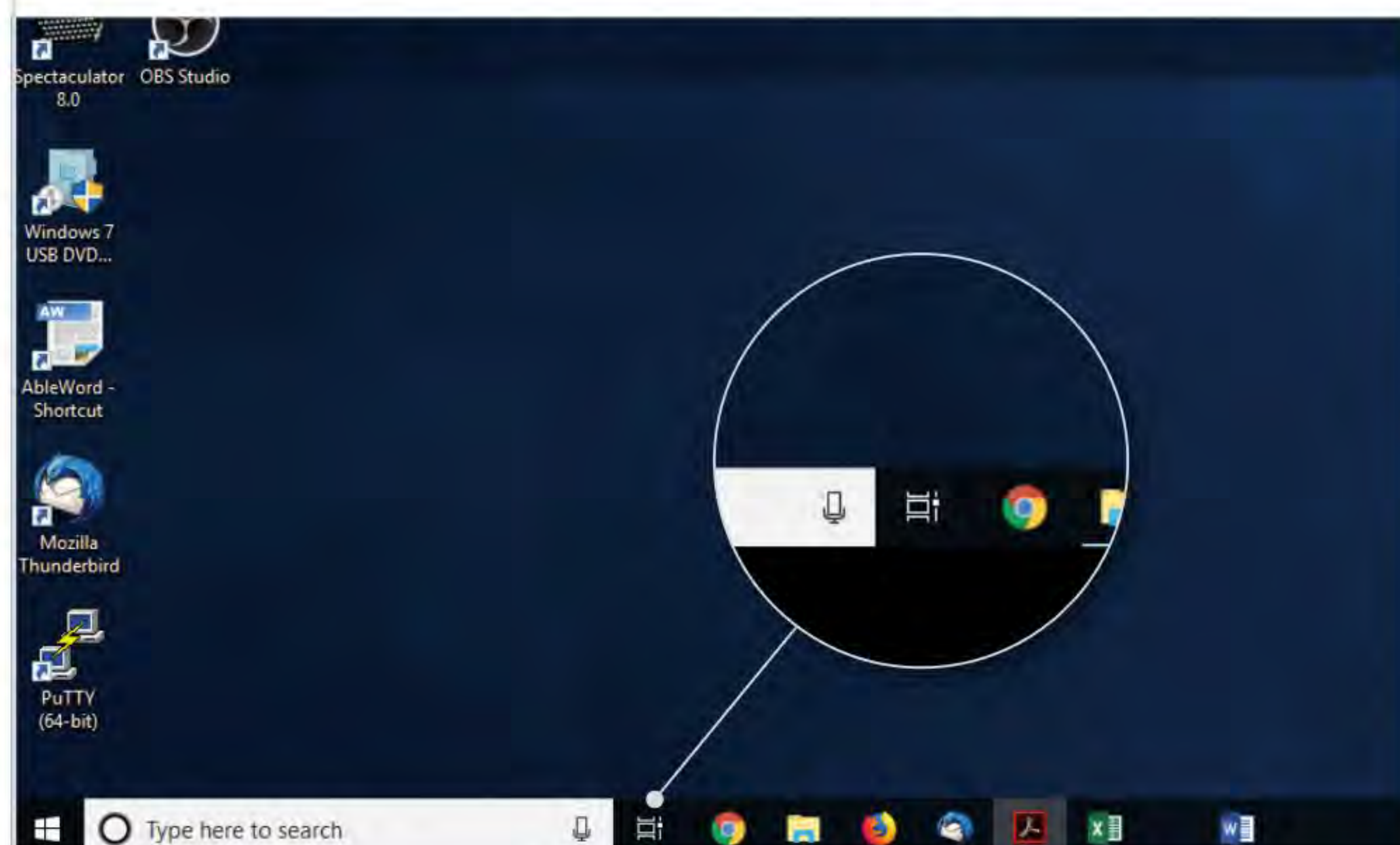
Task View – Multitask in Windows 10

Windows 10 has taken huge steps towards creating an OS which is suited to everyone, including busy multitaskers. It's easier than ever to switch between tasks in Windows 10 with Task View and you can even have extra workspaces for working in different apps.

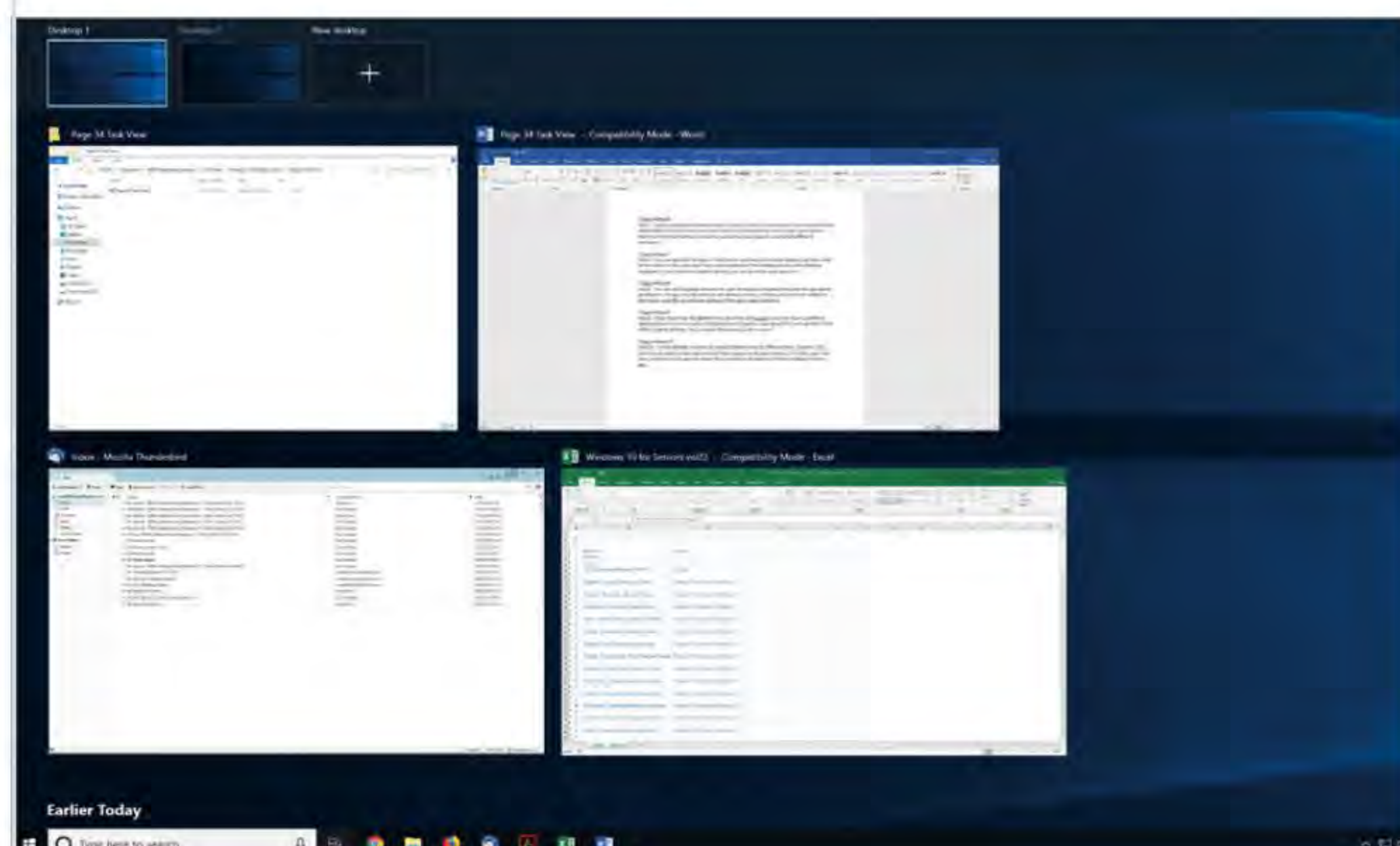
Using Task View

Task View is a quick way to view and manage all of the windows and apps open on your PC at any given moment, even those that are minimised.

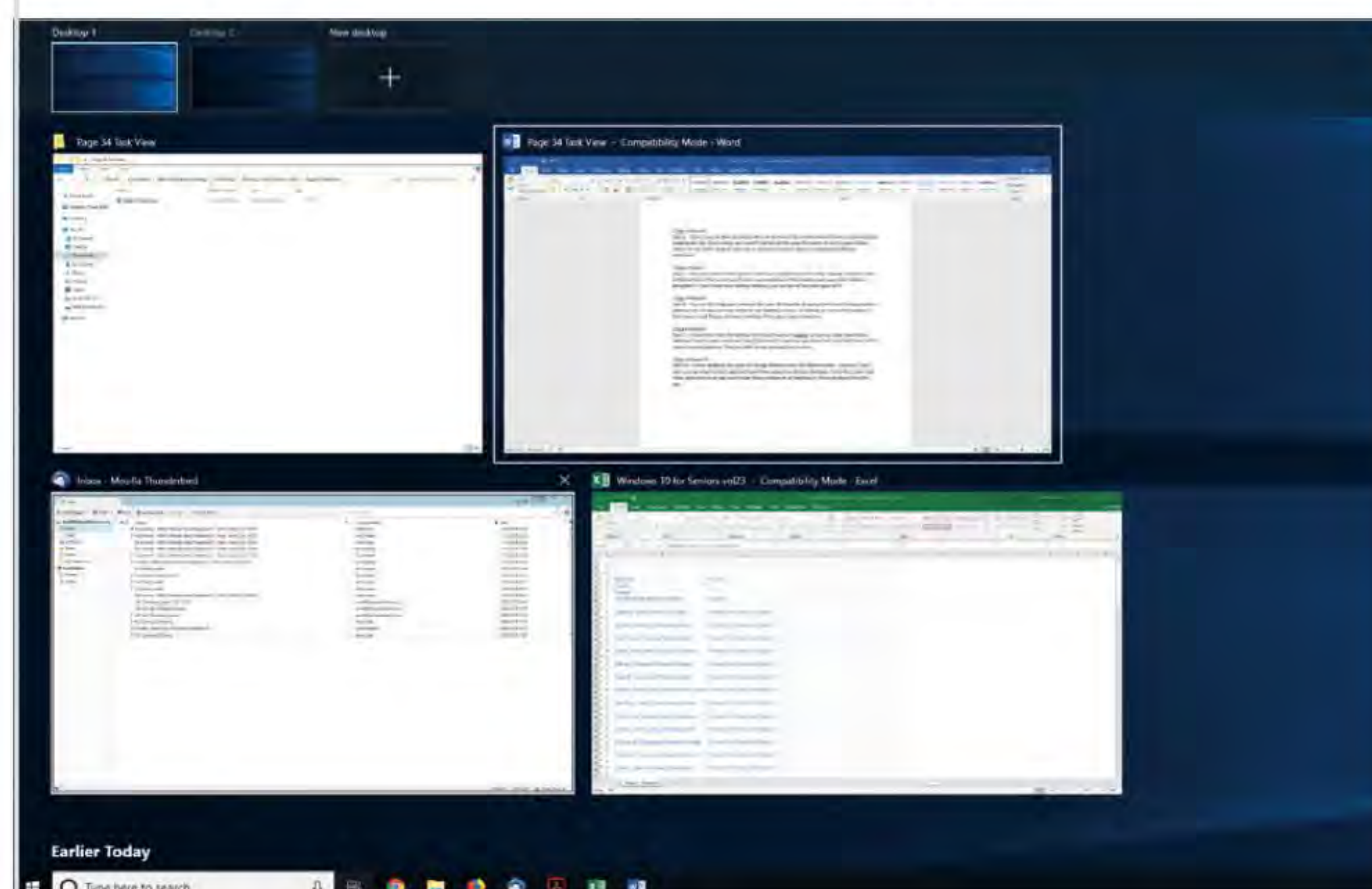
- 1 Task View is located next to the Windows 10 Search Box, identified as a filmstrip type icon. It has changed recently, due to the Spring Update, and now incorporates both Task View and the Timeline features. Don't worry if your icon is different, it could be because the latest update hasn't been applied yet. The functionality is the same, however.



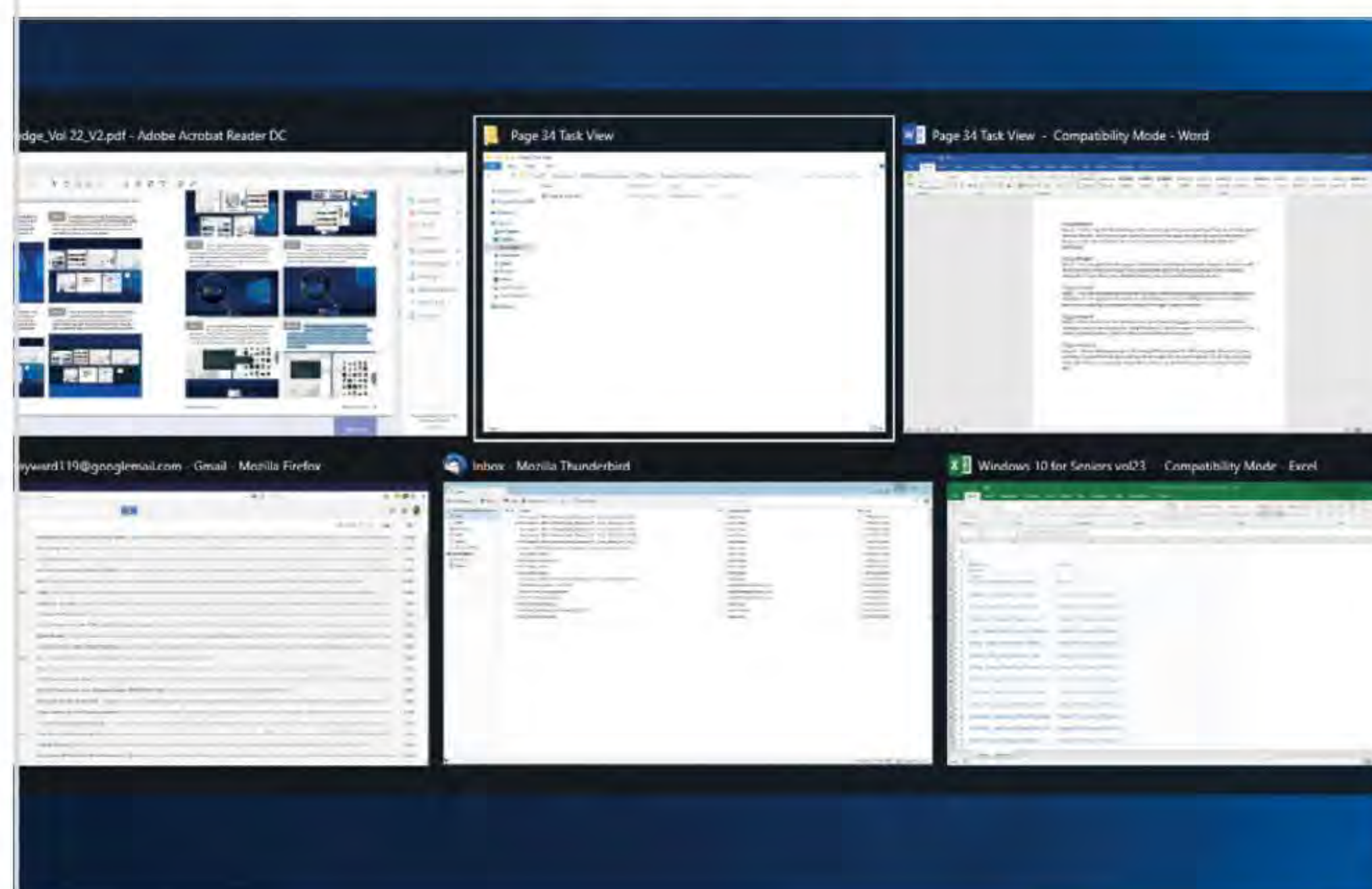
- 2 Click the Task View icon, or press the Windows Key + Tab, to bring up the Task View and Timeline display manager. The display shows the current open and active apps on the system. It remains in this view until you click one of the active apps or press Windows Key + Tab again to switch back to the desktop.



- 3 In addition to clicking on one of the apps you want to launch, you can also flick between them using the arrow keys and hit return on the one you want. What's more, you can also close apps from here too: as you hover over with the mouse, a cross appears.



- 4 If you're used to using Alt + Tab to flick between apps then don't worry, this feature is still enabled. However, as in previous versions of Windows, it's just for switching. Even though it looks like Task View, Alt + Tab just switches apps, it doesn't enable you to close them.





Using Virtual Desktops

Virtual Desktops is a Linux feature that Microsoft has adopted for its more recent versions of Windows. It's a great way of separating apps across multiple desktop spaces and helps you concentrate and split your workload.

1

One of the great features in Task View is the ability to add extra desktops. Virtual desktops are essentially extra workspaces, so for example you can have one space with your email and chat windows open and another where you're working on a PowerPoint presentation without email distraction.

4

You can also drag apps between the open desktops by dropping them onto the appropriate desktop icon. An app can only reside on one desktop at once, so clicking an icon on the taskbar or Start menu could flip you between desktops if the app is open elsewhere.

2

Click or tap the New Desktop button at the top of the screen and you can see an entirely blank desktop like this. Don't worry, you haven't just lost all the apps that were on your screen before, they're on the other desktop. Here we've opened two more apps in a completely different workspace.

5

If you hover over the desktop icons, you can see an X appear; now you can close superfluous desktops down to save resources. Doing this doesn't close any apps down but it adds them to the oldest (original) desktop. They're called virtual desktops for a reason.

3

You can right-click the apps in Task View to send them to the other desktop, all clever stuff. At the top of the screen you can see a representation of this desktop and your other desktop alongside it. If you hover over another desktop, you can see all the open apps on it.

6

Virtual desktops are great for having different areas for different tasks. However, if you wish, you can select certain apps and have them appear on all open desktops. To do this, open Task View, right-click on an app and choose Show window on all desktops or Show windows from this app.

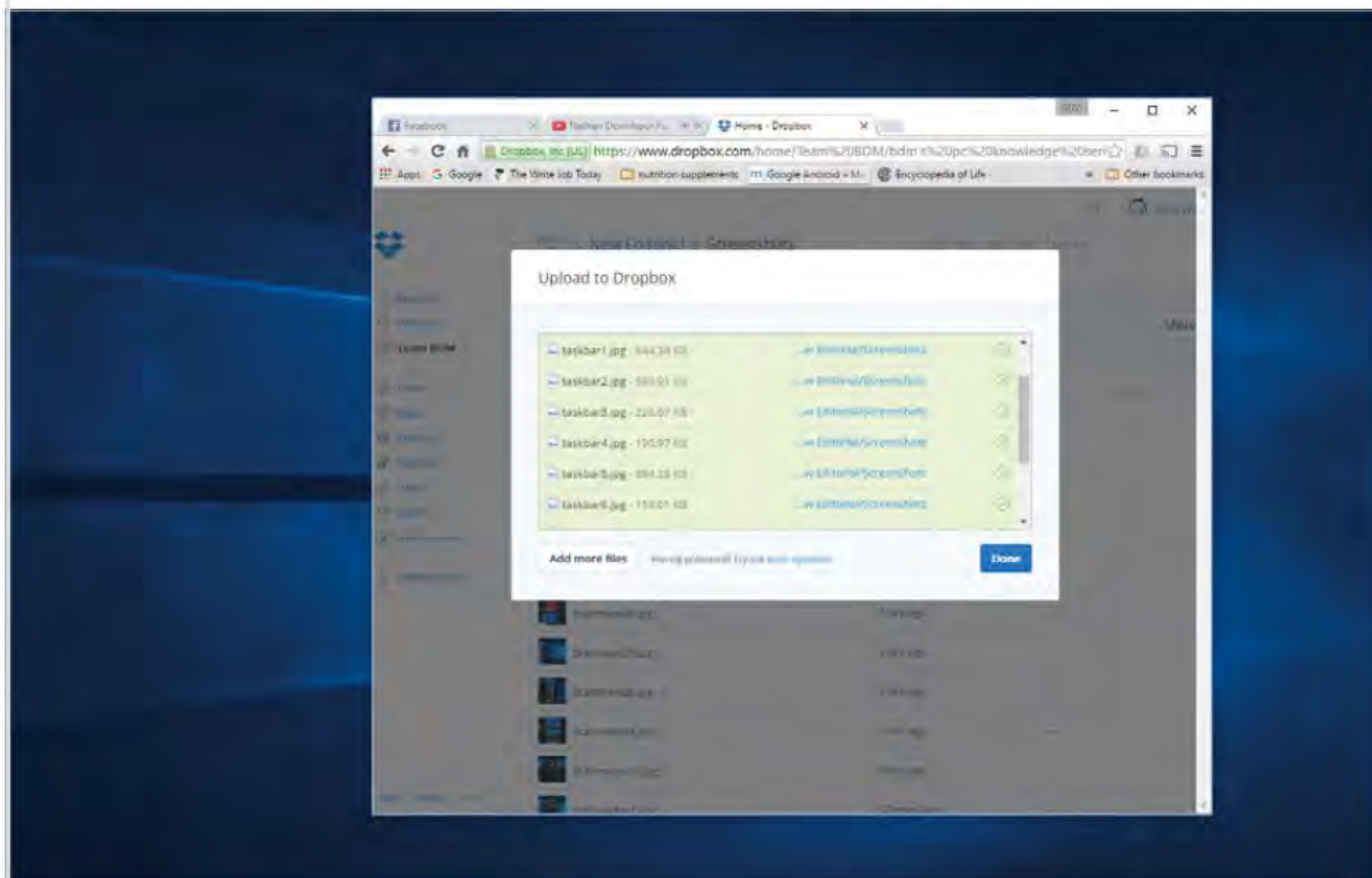
How to Use Snap Assist

Snap Assist enables you to 'snap' windows to the sides of the screen. With displays getting bigger, the logic is that we can have more windows on our screens. Being able to split the screen into different sections for different windows is useful and Snap Assist in Windows 10 is designed to help.

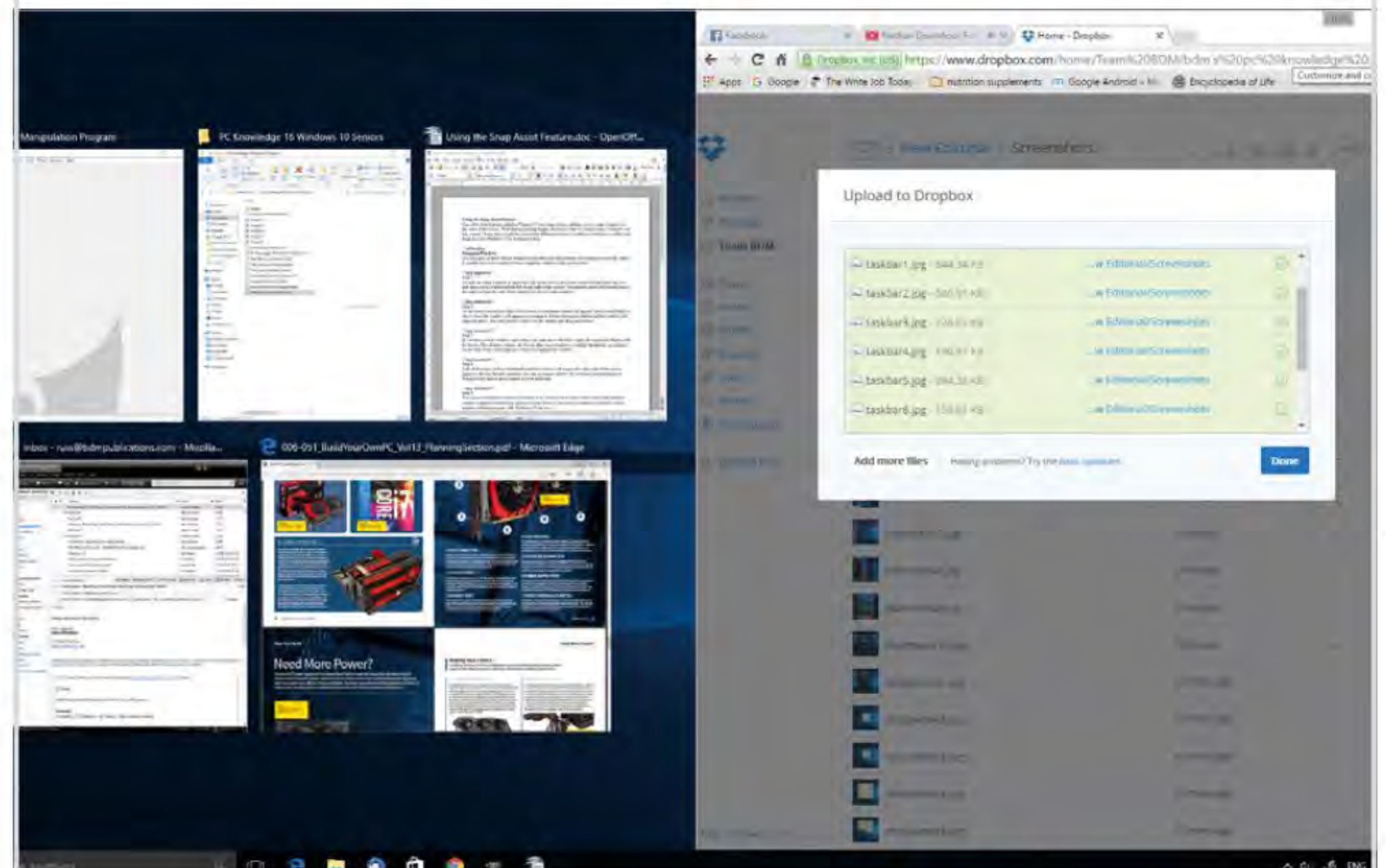
Snapping Windows

It is very easy to have several windows open after just a few minutes of working on your PC and it is equally easy to lose track of them. Snapping windows helps prevent that.

- 1 To snap any open window or app to the side of the screen, left-click on the title bar at the top of it and drag it over to either the far left or right of the screen. Your mouse cursor will need to reach the edge, not just the side of the window, for this to work properly.



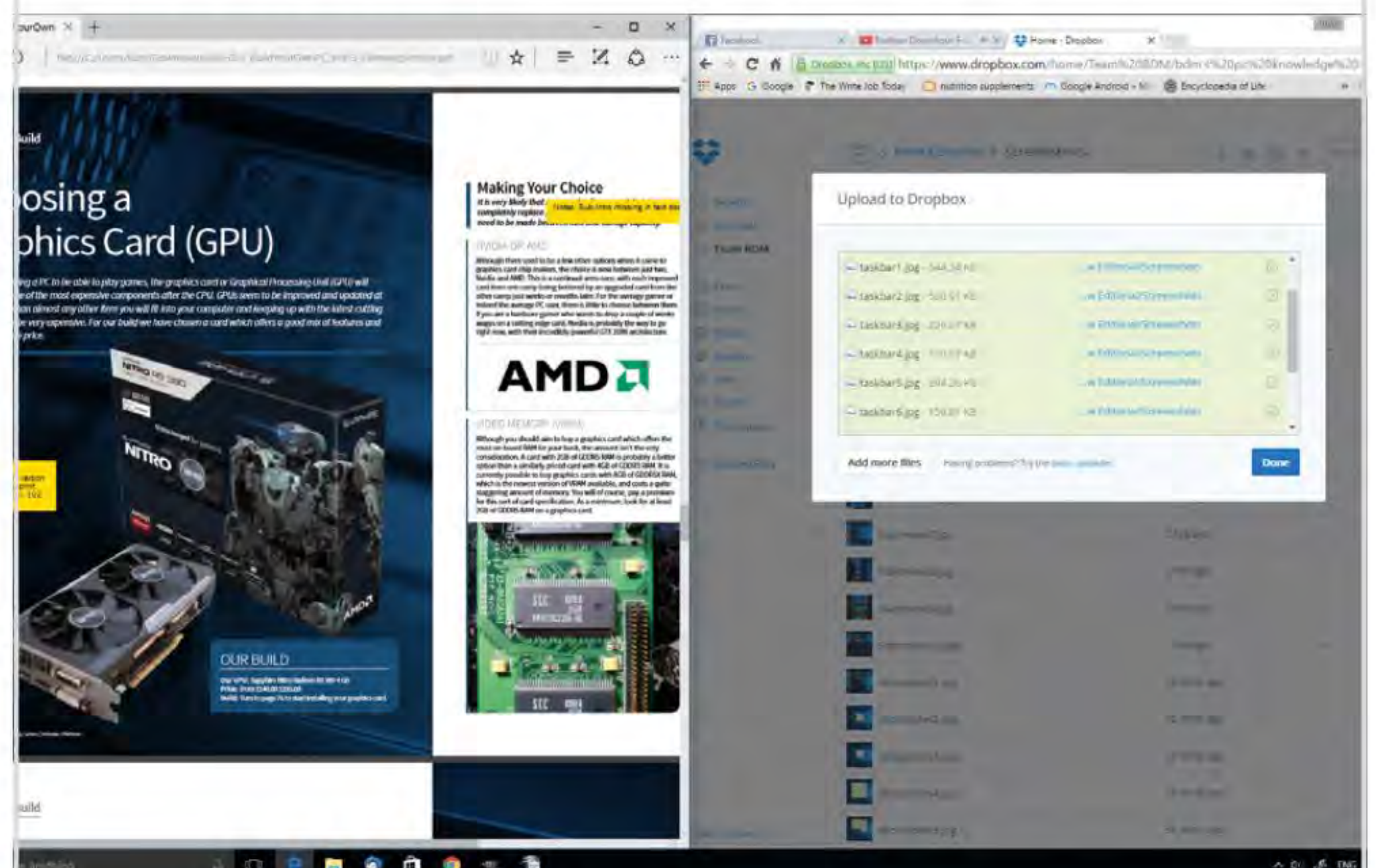
- 3 If you have several windows open when you snap one to the left or right, the snap assist display will be shown. This display contains all of your other open windows as smaller thumbnails, positioned on the side of the screen opposite where you snapped the window.



- 2 As the cursor reaches the edge of the screen, a transparent outline will appear with a small flash, to show where the window will appear once snapped. Release the mouse button and the window will snap into place. You don't need to wait to see the outline, just drag and release.

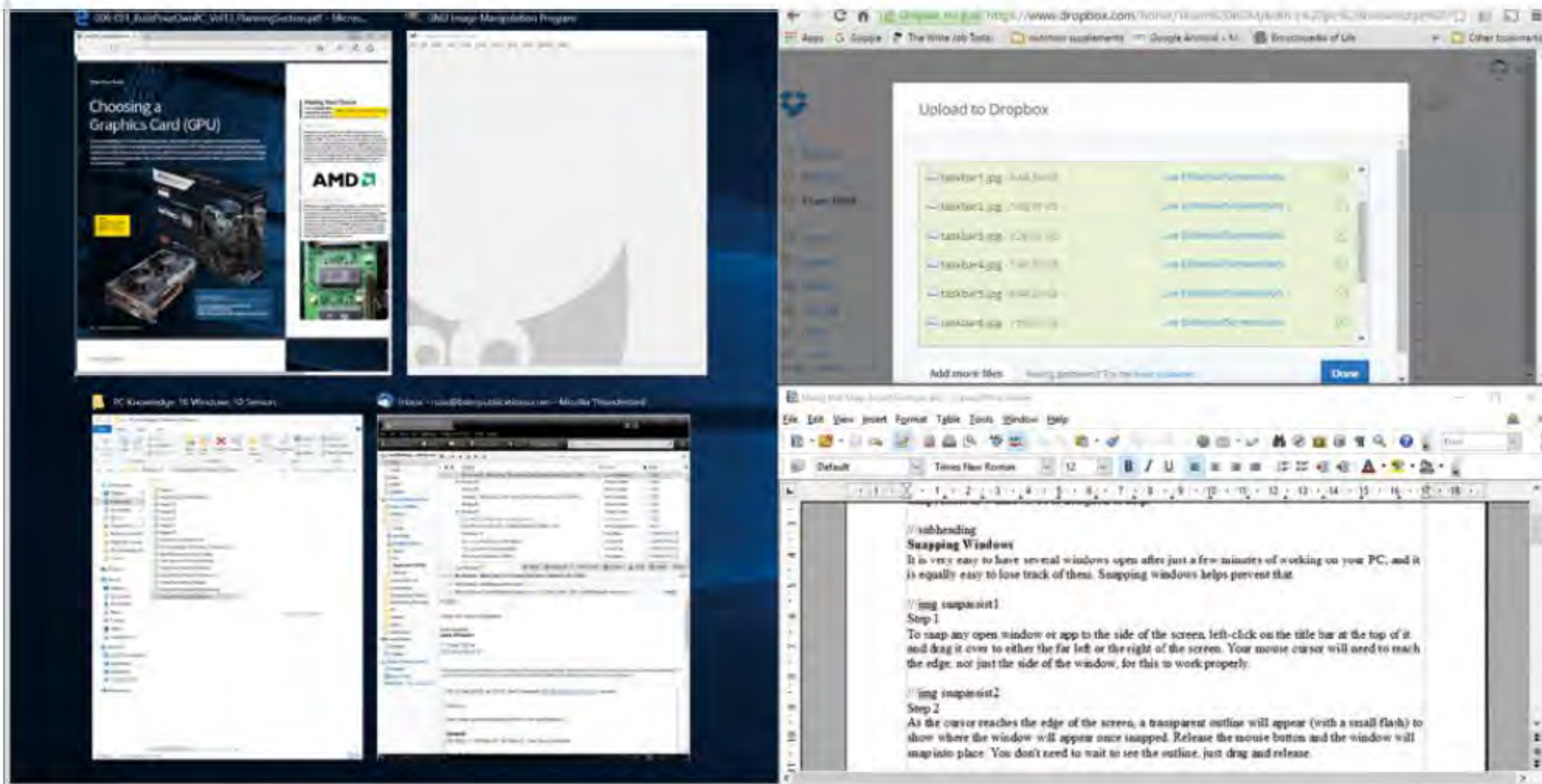


- 4 Left-click on any of these thumbnails and that window will snap to the other side of the screen (opposite the one already snapped). You can also snap windows by selecting them and pressing the Windows key and an arrow button on your keyboard.

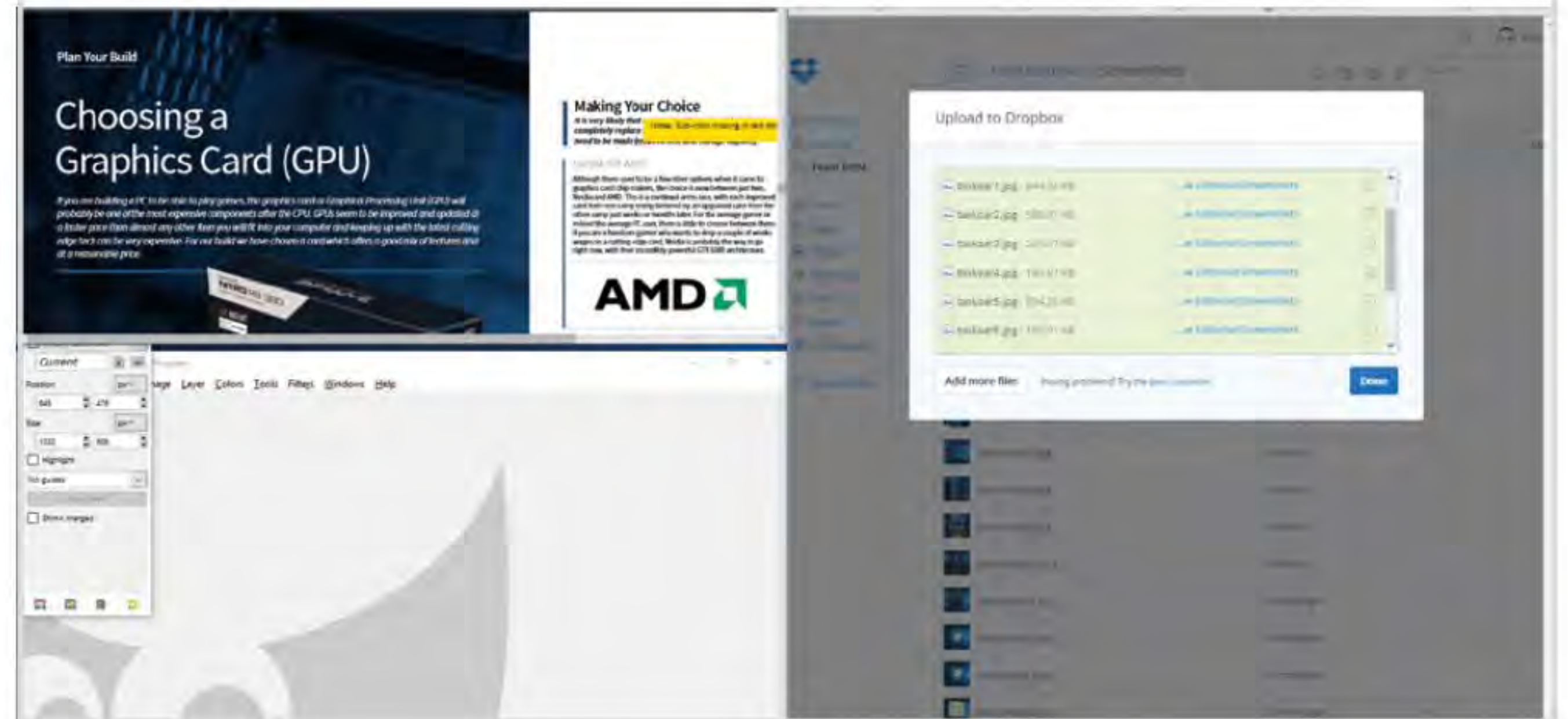




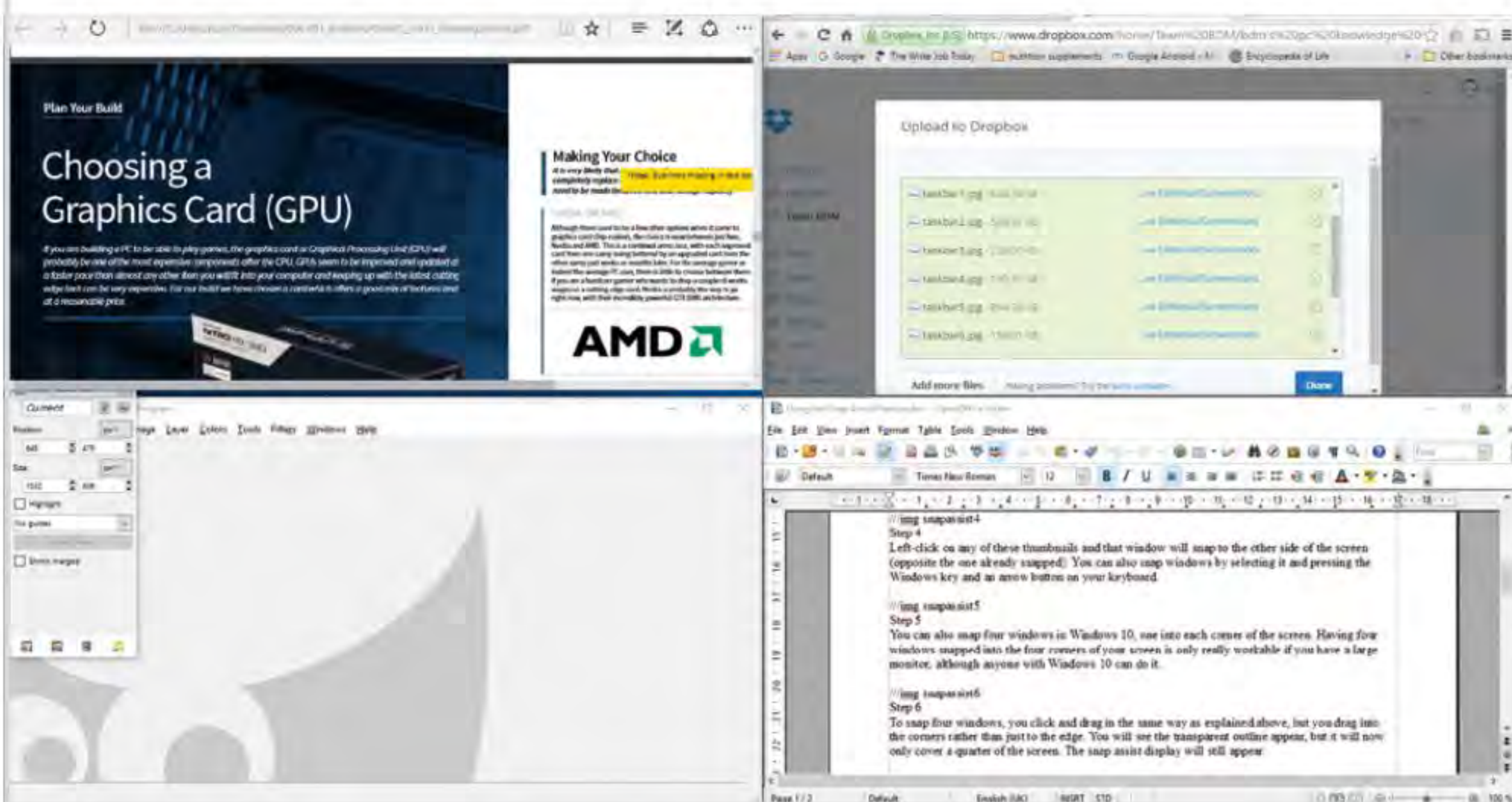
- 5 You can also snap four windows in Windows 10, one into each corner of the screen. Having four windows snapped into the four corners of your screen is only really workable if you have a large monitor, although anyone with Windows 10 can do it.



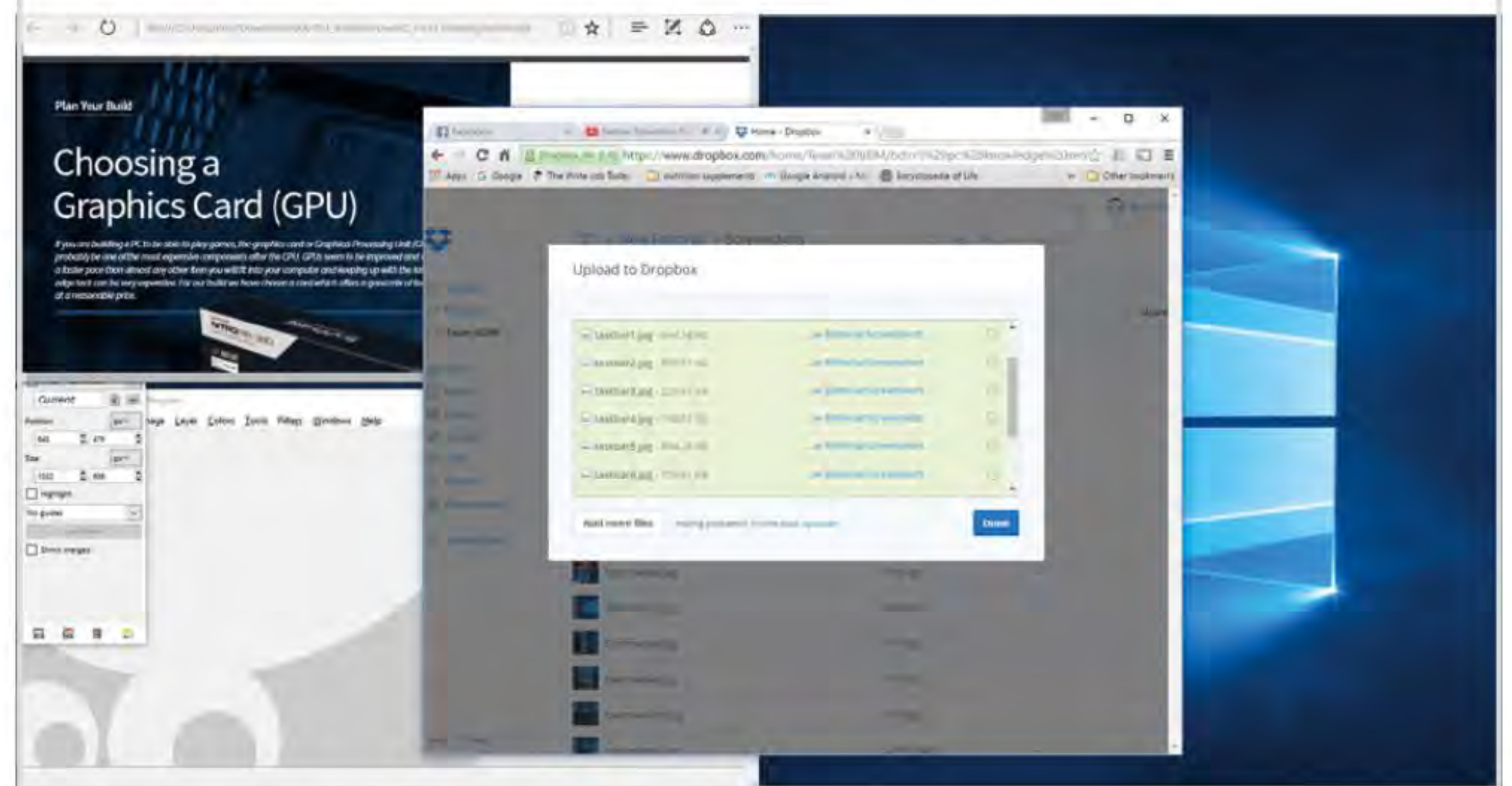
- 7 You can also combine snapped windows in different ways. For example, one full height window snapped to the left, and two windows snapped in the two corners on the right, giving you three windows open at once but keeping one of the windows at a more usable size.



- 6 To snap four windows, you click and drag in the same way as explained above but you drag into the corners rather than just to the edge. You will see the transparent outline appear but it will now only cover a quarter of the screen. The snap assist display will still appear.



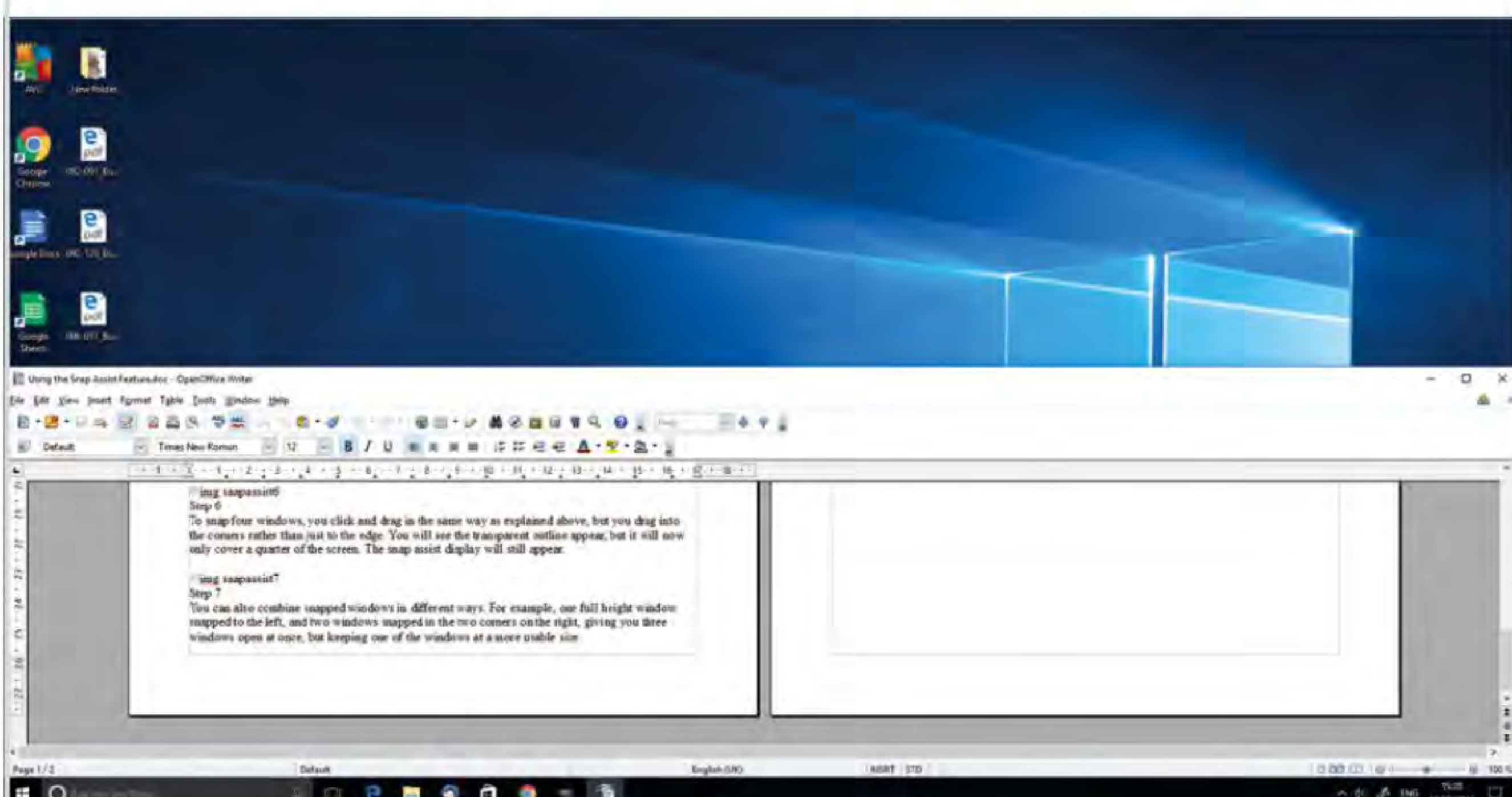
- 8 To unsnap windows you simply click on the title bar of each window and drag it away from wherever it is snapped to: sides or corners. Snapping is a great multitasking tool and once you start using it, you won't want to go back to randomly floating windows.



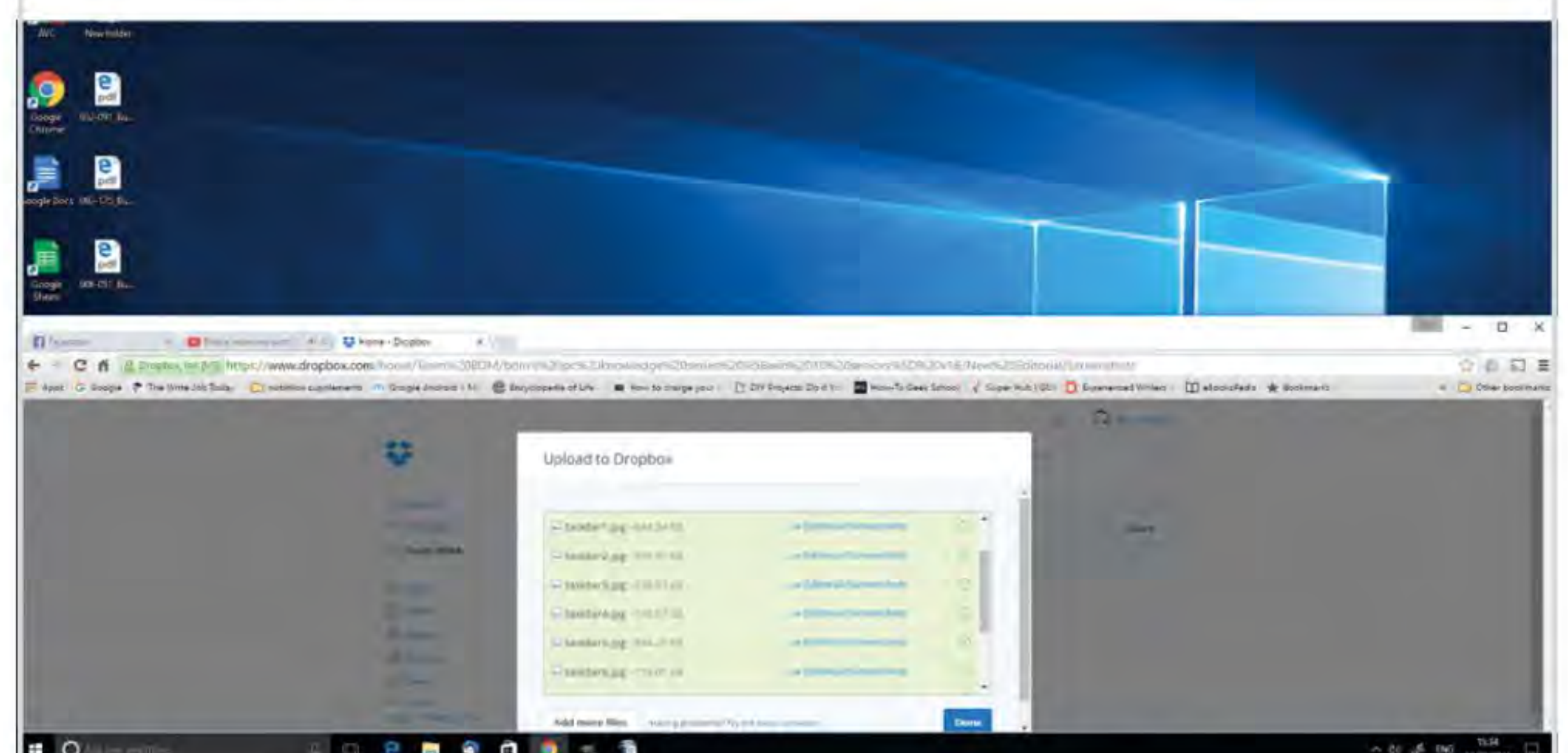
Snapping Vertically

Windows 10 also adds support for vertical window snapping. This works slightly differently to normal window snapping, as most modern monitors make vertical snapping a less useful option for splitting a screen.

- 1 Press Windows Key + Up or Windows Key + Down to snap the current app to the top or bottom halves of the screen. Pressing Windows Key + Up a second time will maximise the window, while pressing Windows Key + Down a second time will minimise it.



- 2 You can't do this with the mouse, you need to use the keyboard shortcuts. Dragging a window's title bar to the top of your screen will just maximise it, while dragging it to the bottom of your screen won't do anything. Some universal apps may not behave well with vertical or 2x2 snapping.





Inside the File Explorer

Although the File Explorer is much the same as it was in previous versions of Windows, it is still worth exploring it a bit more. The File Explorer is one of the most overlooked tools in Windows but if you want to be able to find your accumulated photos, music files, word documents and other files without having to use Search every time, it is definitely something you should be familiar with.

File Explorer Toolbar

This tabbed toolbar contains all of the tools you need to manage the different files and folders you can view. The main tab is Home, which contains tools for pinning to the Quick Access pane in the Start menu, copying, pasting, moving and renaming files. Once you have selected a file or folder in the main pane, the tools become active.

Navigation Pane - Folders

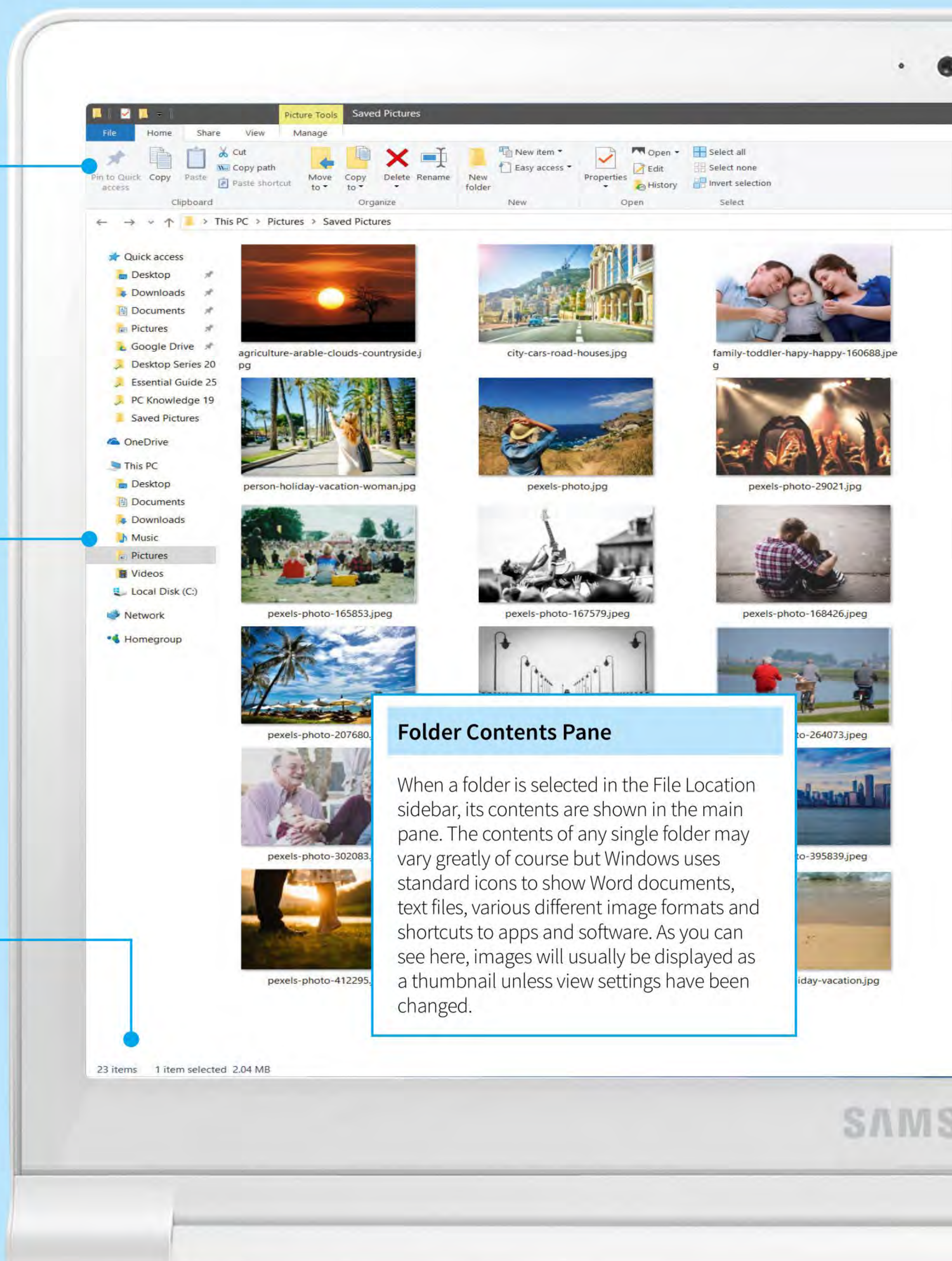
The left-hand sidebar contains a list of different file folders on your computer. Clicking on any of the folders shown here will display the various files and folders inside, in the main pane. The list is split into sections, including Quick Access/Recent, OneDrive and This PC. If you right-click on a blank area, you can choose to show All Folders here.

Info Bar

The thin bar along the bottom of the File Explorer displays several bits of useful information. If nothing in the main window is selected, the info bar shows the total number of items in the selected folder. Click on a file and the file size is also shown here. If you select several files, the number of items selected is shown, along with the total size of all selected items combined.

Folder Contents Pane

When a folder is selected in the File Location sidebar, its contents are shown in the main pane. The contents of any single folder may vary greatly of course but Windows uses standard icons to show Word documents, text files, various different image formats and shortcuts to apps and software. As you can see here, images will usually be displayed as a thumbnail unless view settings have been changed.



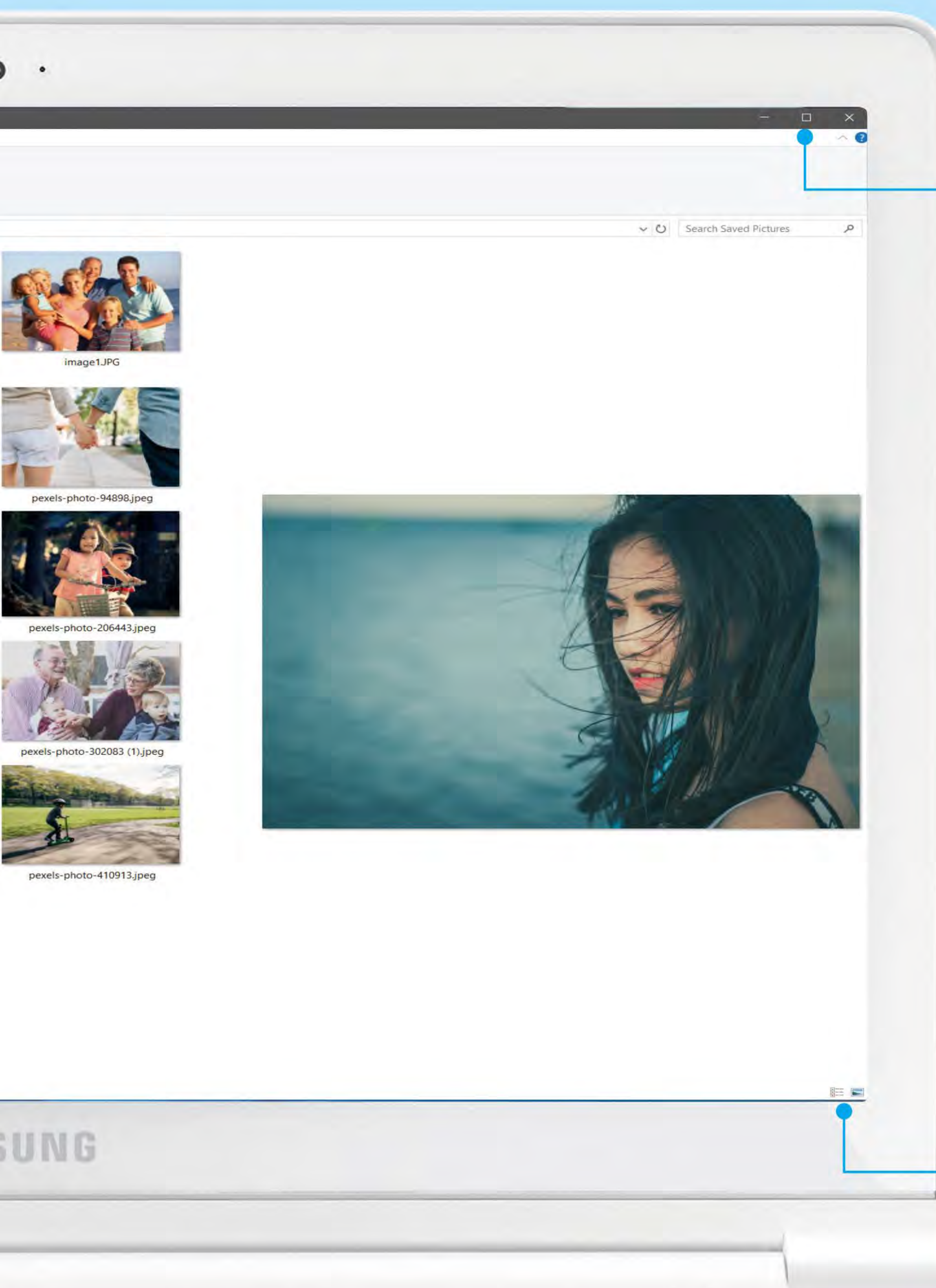


THE VIEW TAB

The View tab in the File Explorer allows you to completely change how the window looks, how files are displayed and even whether each item has a permanent check box next to it. One of the most useful tools in the View tab is the Details Pane button. This switches the Preview Pane to show a list of file details instead. This is particularly useful if you are looking at images.

SHOW LIBRARIES

Your Libraries in Windows 10 are preset system folders that are the default locations for your Camera Roll, Music, Saved Pictures, Documents, Pictures and Videos. You can easily have these displayed in the File Explorer. Right-click on any free area of the Navigation Pane and from the menu, click Show Libraries. You can then expand the list of libraries by clicking the small arrow.



Window Controls

Almost every window that opens in Windows includes these controls. From left to right they are: Minimise, Maximise and Close. Just below the standard window controls is a small arrow and a question mark. The arrow is used to show and hide the File Explorer toolbar, which is useful for smaller displays. The question mark will, when clicked, open a help page.

Preview Pane

If the preview pane is enabled, approximately a third of the File Explorer window and indeed, any other folder that you open will be reserved for a preview of any selected files. Normally, only image, html and text files will display a preview in this pane. The preview pane can be increased or decreased in size by clicking and dragging the scroll bar to the left of it.

Folder View

The two buttons here let you choose between viewing the contents of the folder in a thumbnail format or alternatively, as a list. When the folder items are displayed as a list, you can choose to display a varying amount of information, including date last modified, file type and file size. Items shown as a list will still display a preview in the Preview Pane when selected.



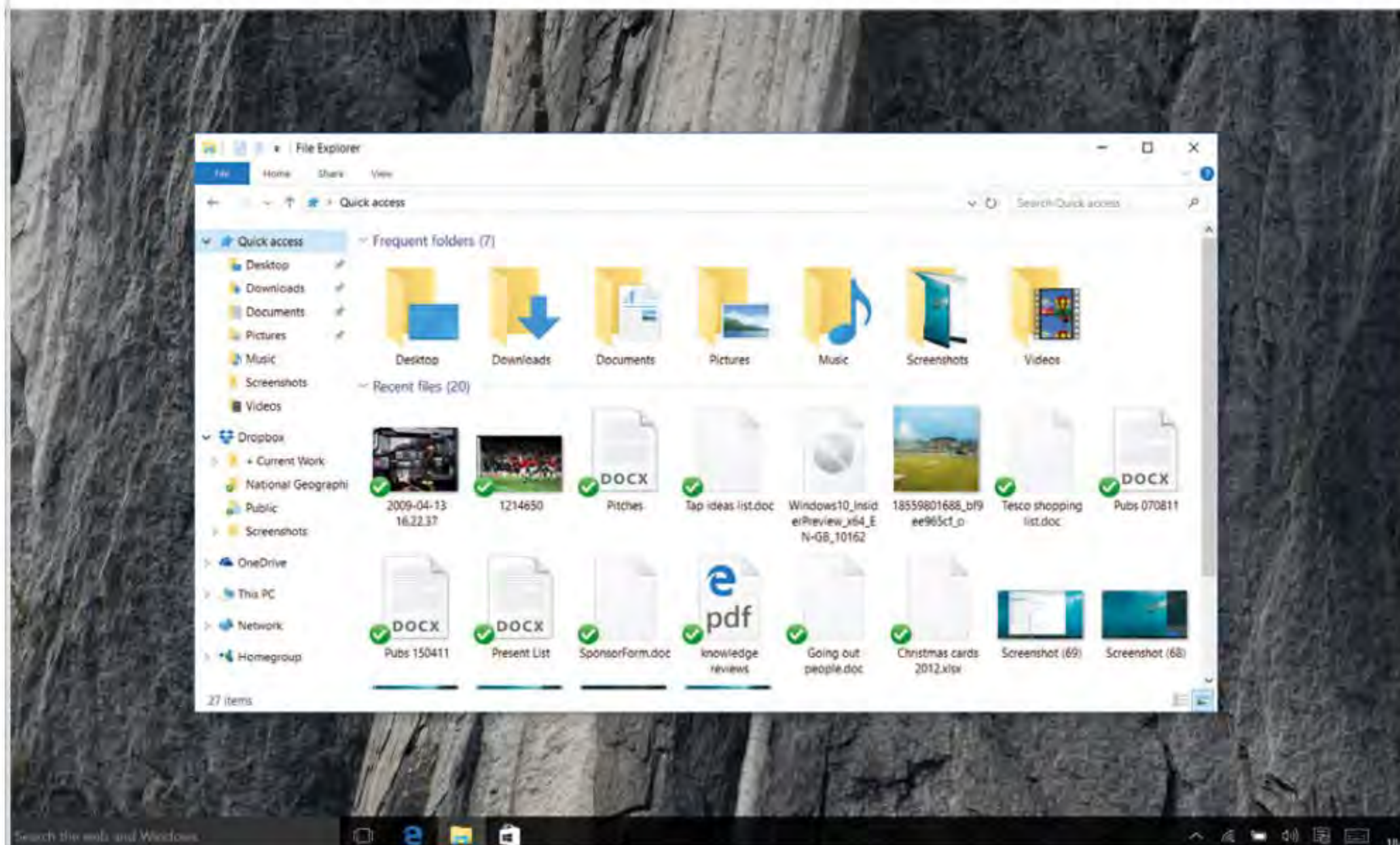
How to Use the File Explorer

Here we'll take you through the improvements to the general Windows 10 file browser. Many features remain from Windows 7 and 8 (such as clicking in the far right of the taskbar to minimise everything) and apps on the taskbar work the same.

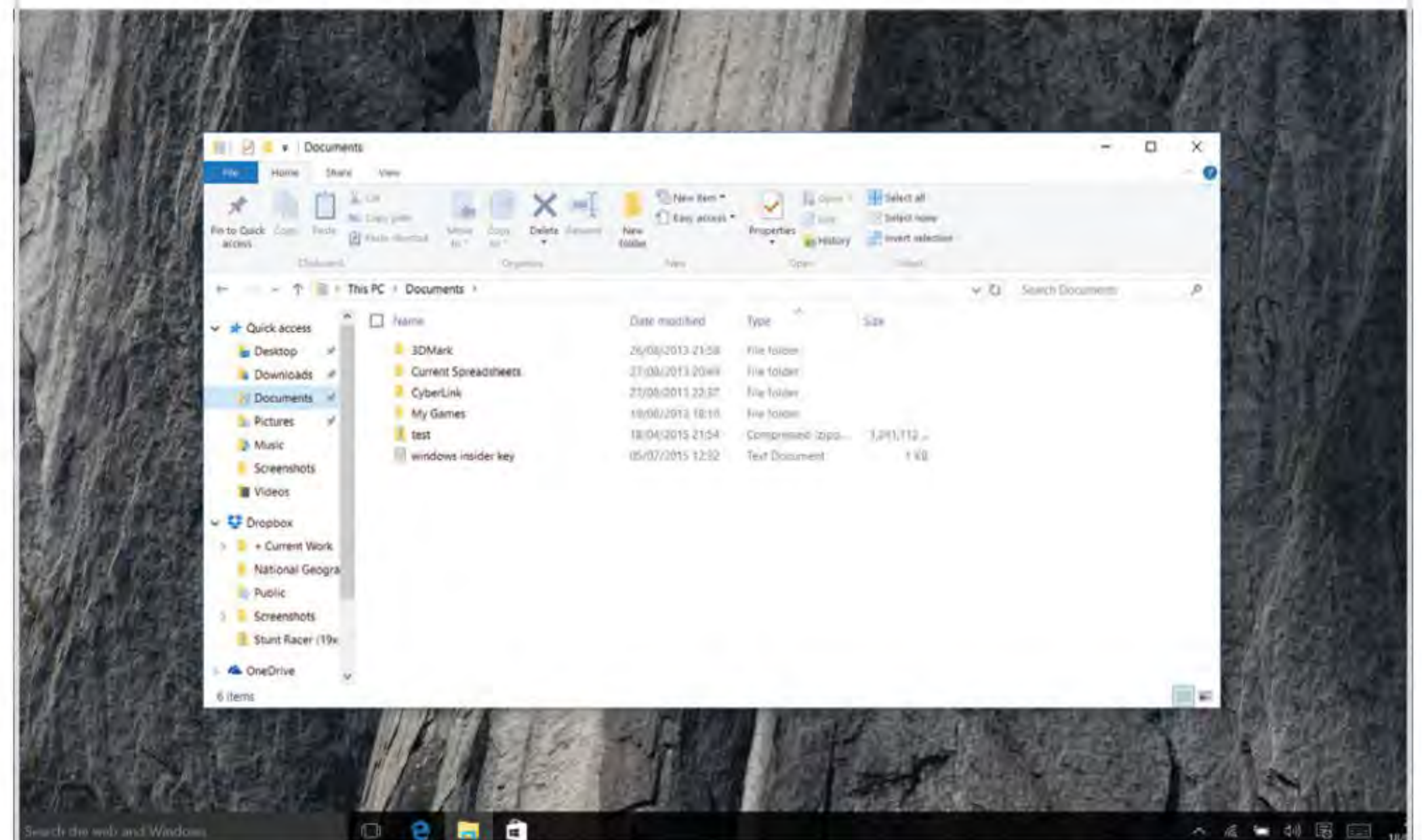
What's New in File Explorer?

File Explorer is a much undervalued part of Windows. And while it hasn't fundamentally changed for several versions of the operating system, Windows 10 introduces some interesting enhancements, which we'll take you through here.

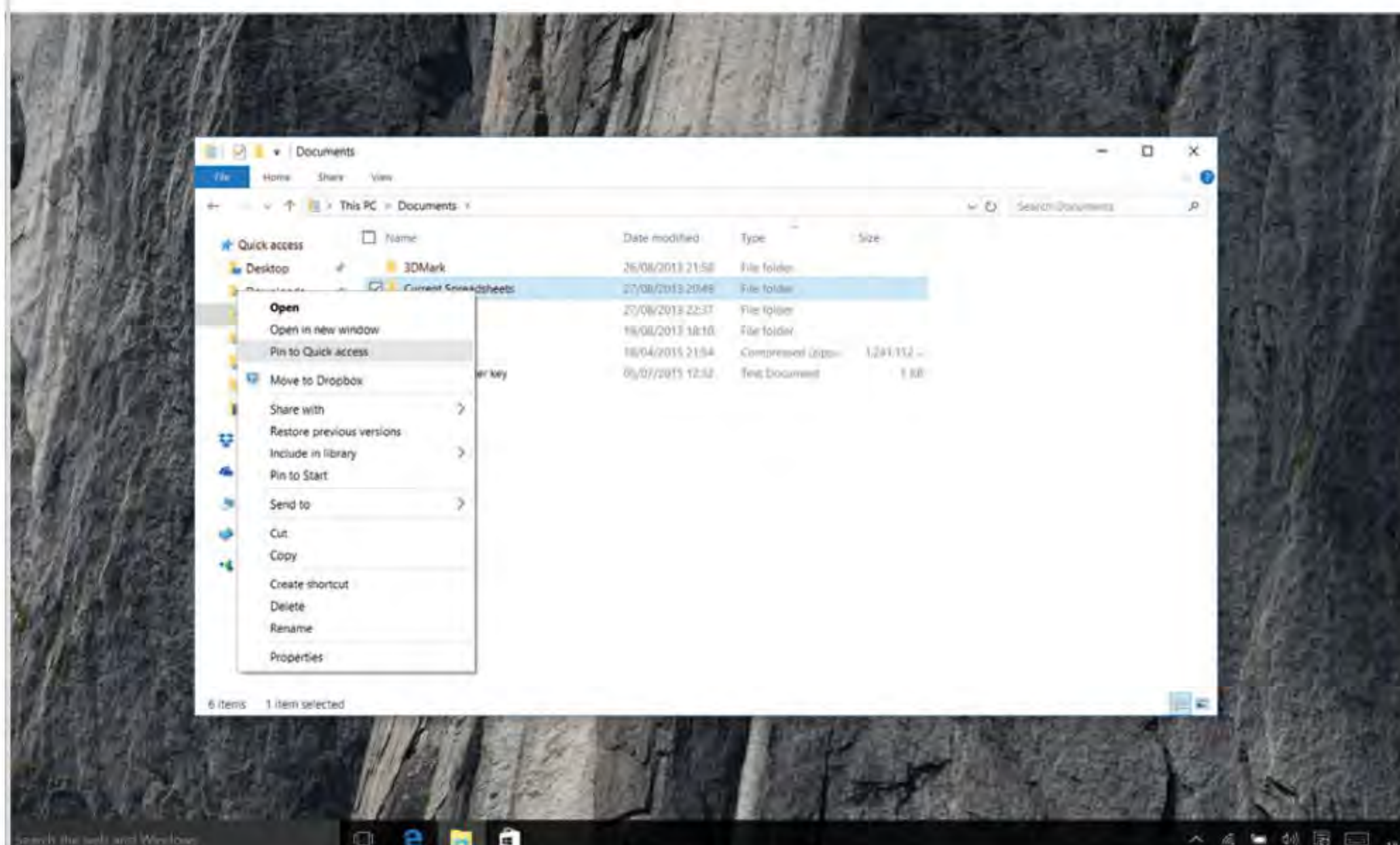
- 1 The way you browse files in Windows 10 is broadly similar to previous versions of Windows, but File Explorer has been enhanced. The main Quick Access window shows you your most frequently used folders (after all, how many of us dip into more than five or ten folders in a day?) and also recent files.



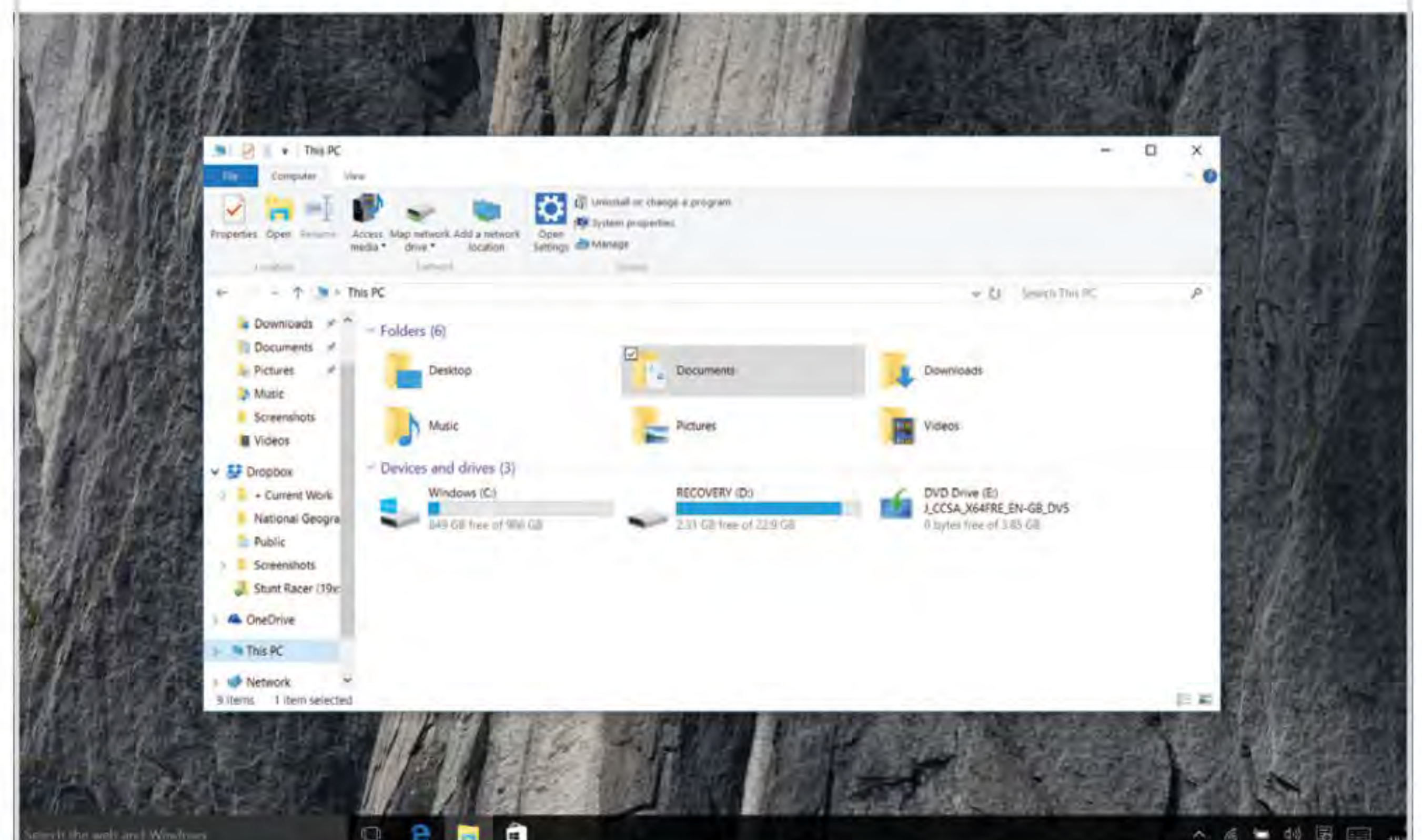
- 3 There are also new icons across all File Explorer views, while there are a lot more file operations that you can access on the menu at the top of the window (known as the 'ribbon' in Microsoft speak) without the need to use the right-click menu. This is to make it easier for PCs with touchscreens.



- 2 The sidebar also works on the same principle and via a new Quick Access feature you can pin folders or files that you want to stick around. It will also show you Frequent folders too. You can pin things permanently onto Quick Access by right-clicking them and selecting Add to Quick Access.

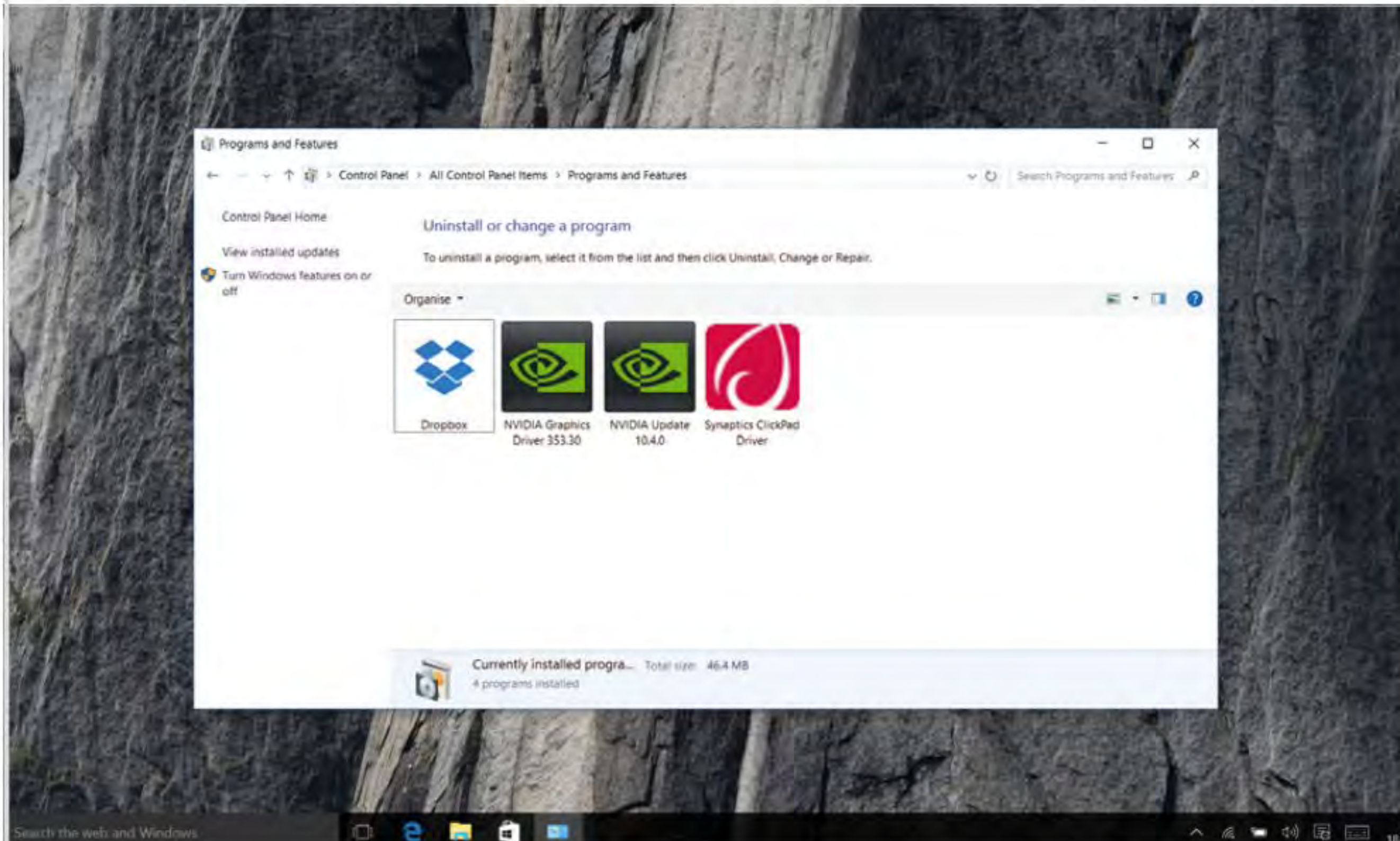


- 4 This PC is similar to before, but the link to Control Panel has been replaced by the Settings app, which you can now see on the menu bar. Although the Control Panel is still present in the background of Windows 10, Microsoft intends for you to use the new Settings app and directs you there wherever possible.

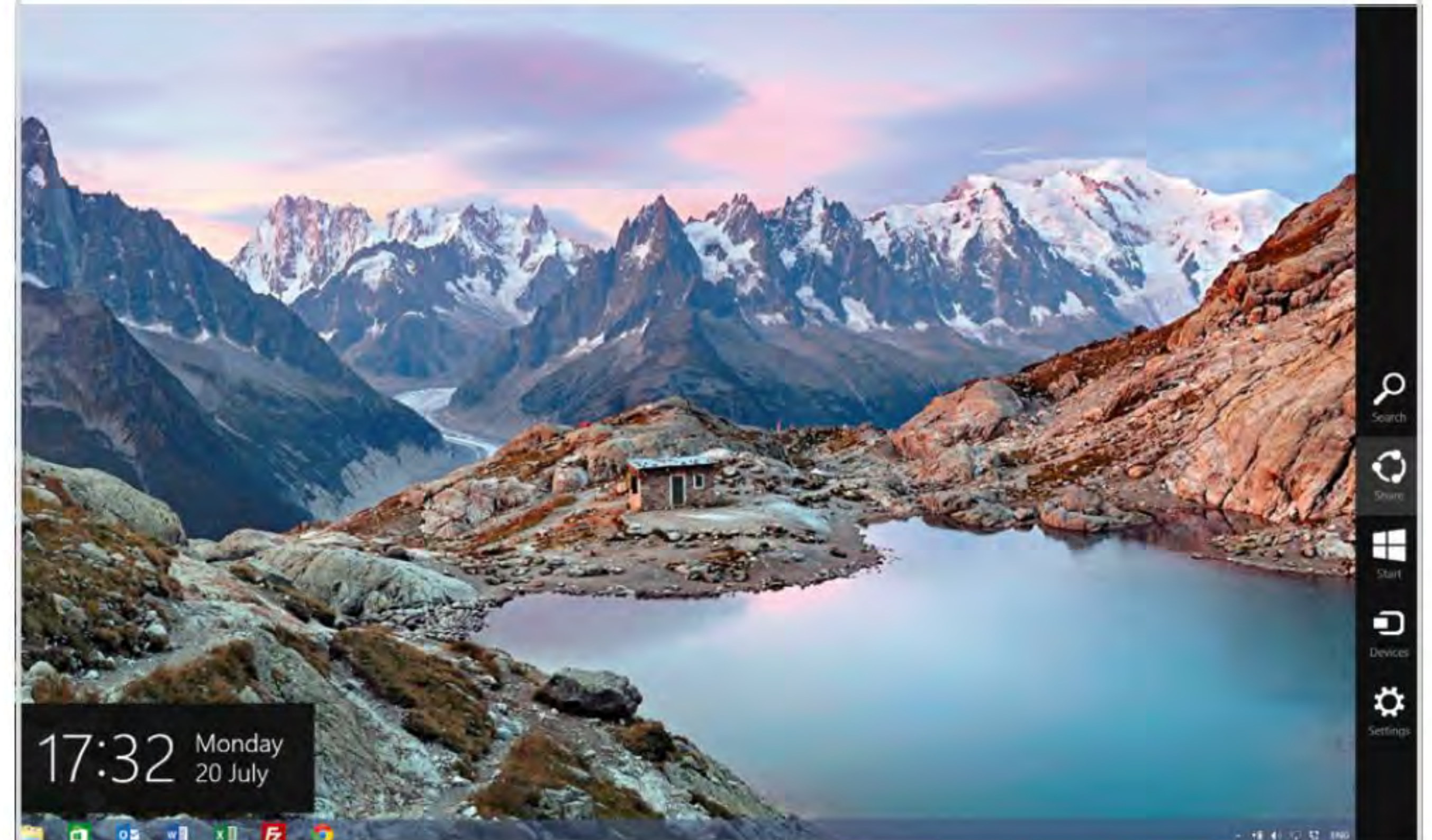




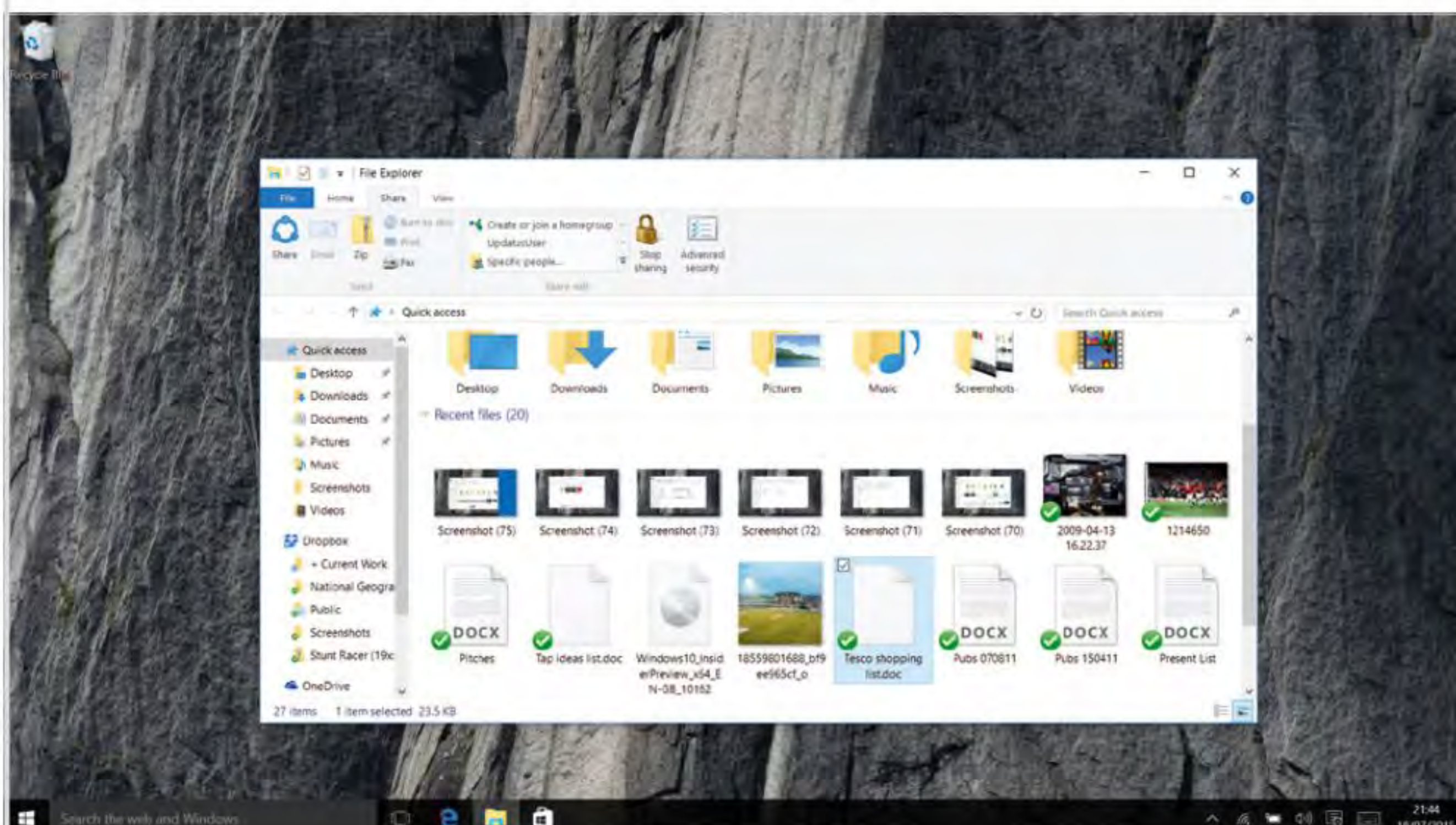
- 5 Also from This PC (you might know it as My Computer if you previously used an older version of Windows), you can access the Programs and Features Control Panel area if you want to uninstall a particular piece of software.



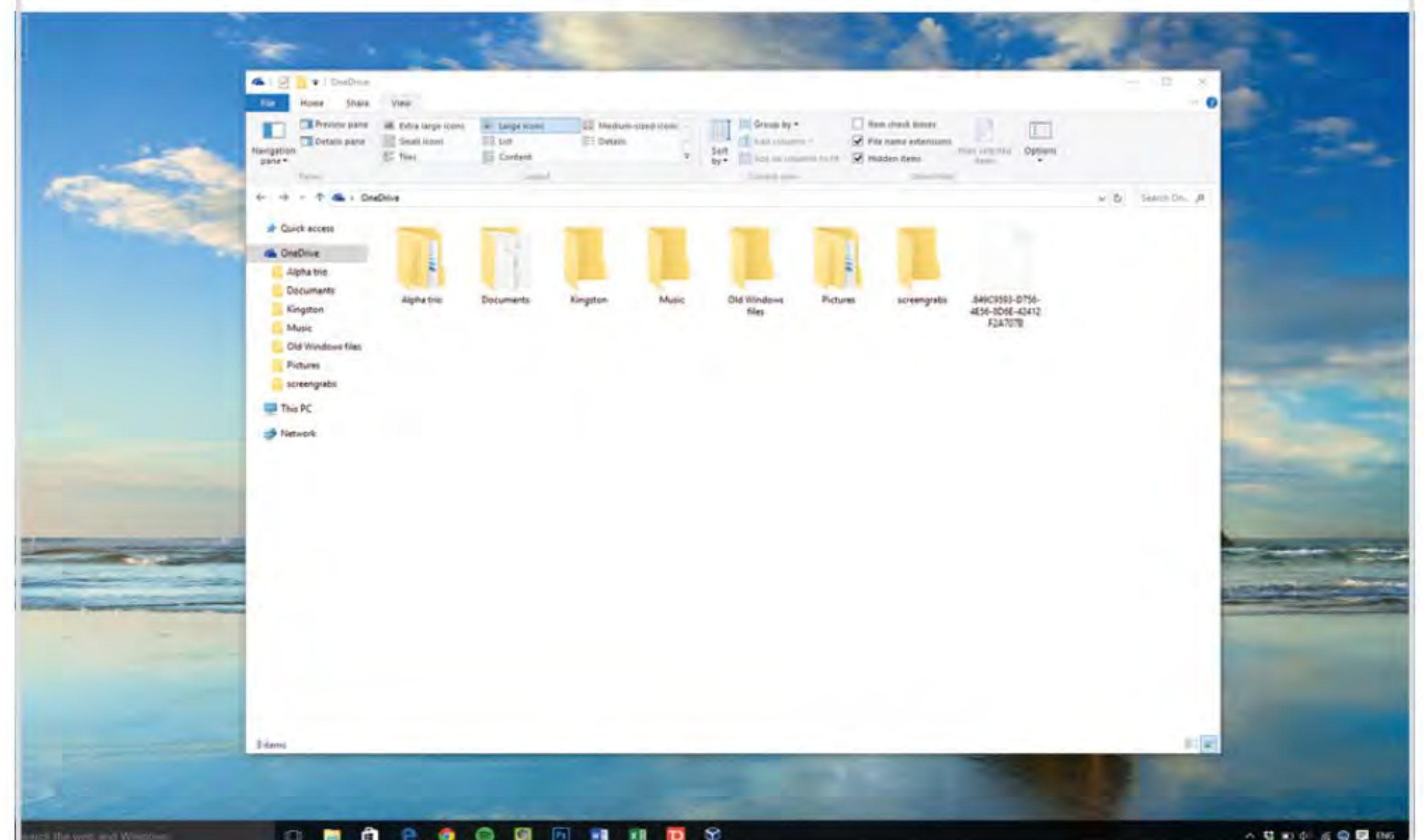
- 8 The Windows 8 Charm bar has been abandoned in Windows 10 and the functions for Windows Store apps are hidden away inside the apps themselves; functions such as the Settings for the app itself and the ability to Print or Share.



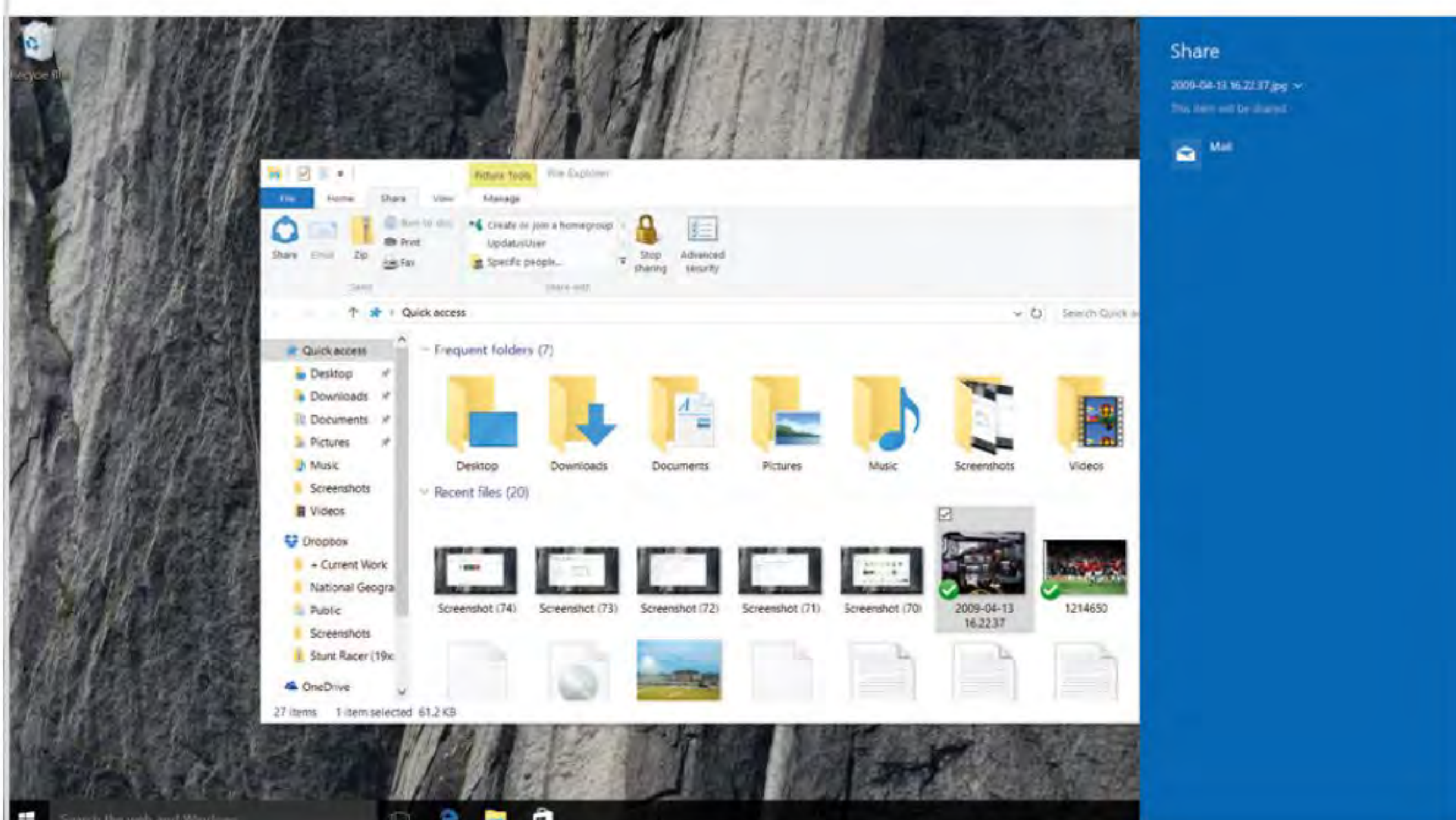
- 6 File Explorer's Share tab also gets a new treatment, with the Share logo (first introduced with Windows 8's Charm bar) now used for file sharing from all apps. You can choose to email a file straight from the File Explorer window, add it to a zip file or share it with other Windows users.



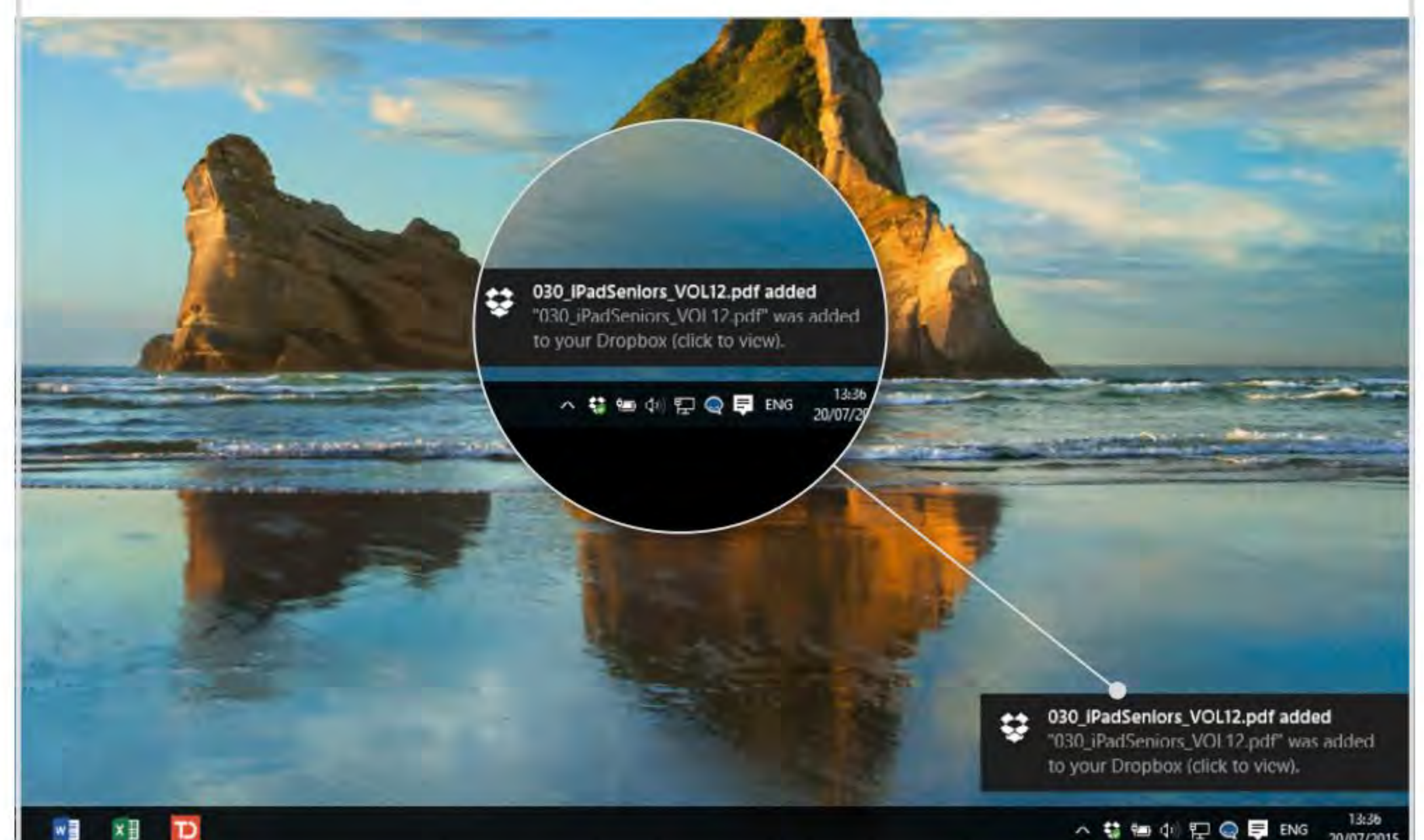
- 9 If you've come from an earlier version of Windows, you might not be familiar with OneDrive. It's Microsoft's cloud storage application and it's available right from File Explorer in Windows 10, so you can access your files just as if they were on your own computer.



- 7 If you want to see what other options you have for sharing – perhaps using the Windows Mail app – highlight the files you want to share, then click Share. A pop-up bar will appear on the left of the screen and will show you the options you have to share that file(s) or folder(s).



- 10 On-screen notifications have changed in Windows 10. Unlike in Windows 8, where they display in the top right of the screen, all notification action is now centred around the bottom right. There's also a place where notifications reside after they've popped up.



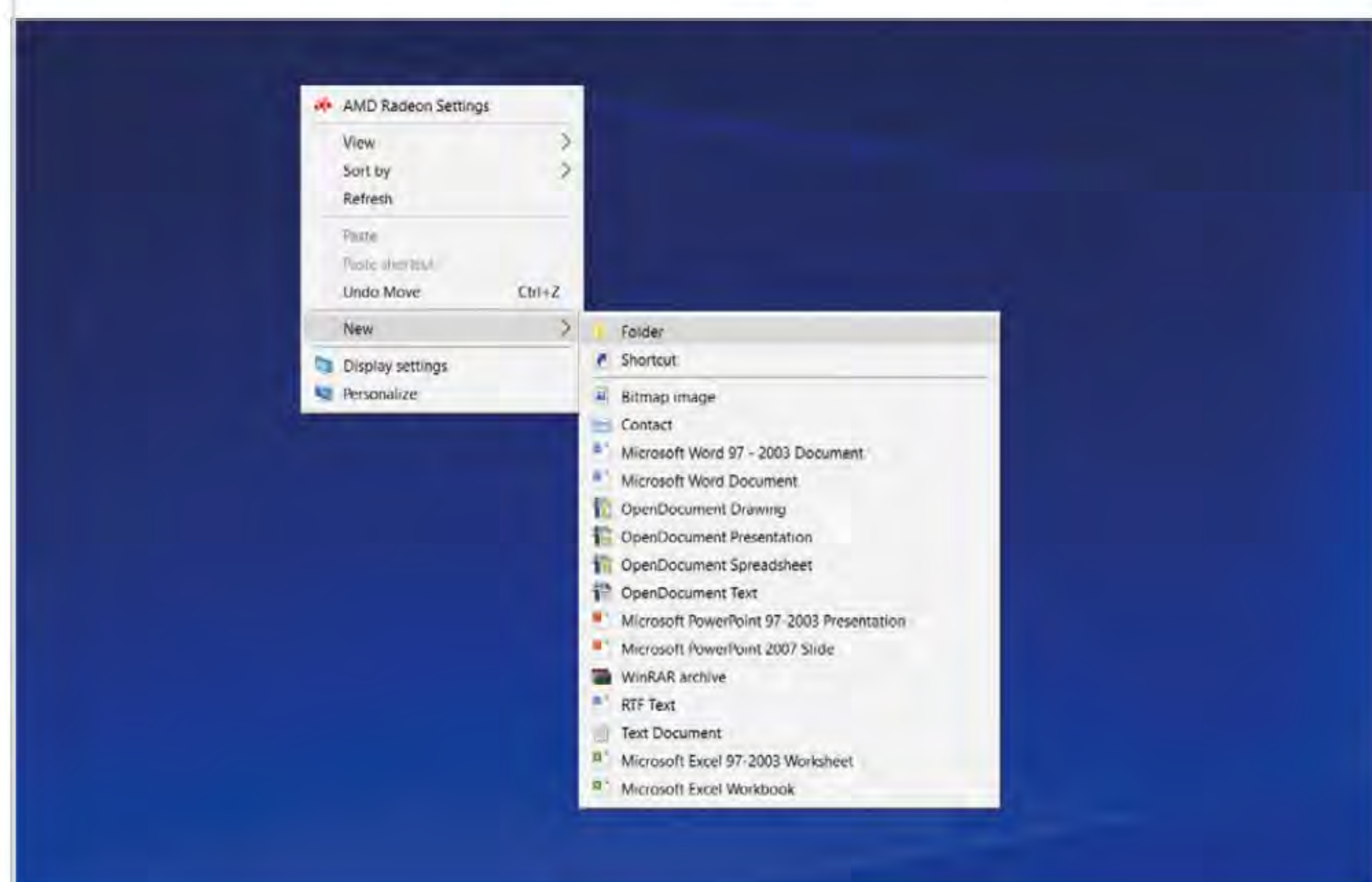
Create and Manage Folders

Despite all of the changes to the Windows OS, folders have remained as one of the core tools for organising your files. Much more than just boxes to keep your photos or music files in, folders can really help to improve how you use Windows 10 on a day-to-day basis.

Creating New Folders

It may sound too simple if you are a long time Windows user but here's a look at how to create new folders on the desktop and within other folders.

- 1 On the desktop, right-click and select New folder from the action menu that appears. The familiar yellow folder icon will then appear at that position on the desktop (wherever you clicked), with the name automatically set as 'New folder' but highlighted ready to change.



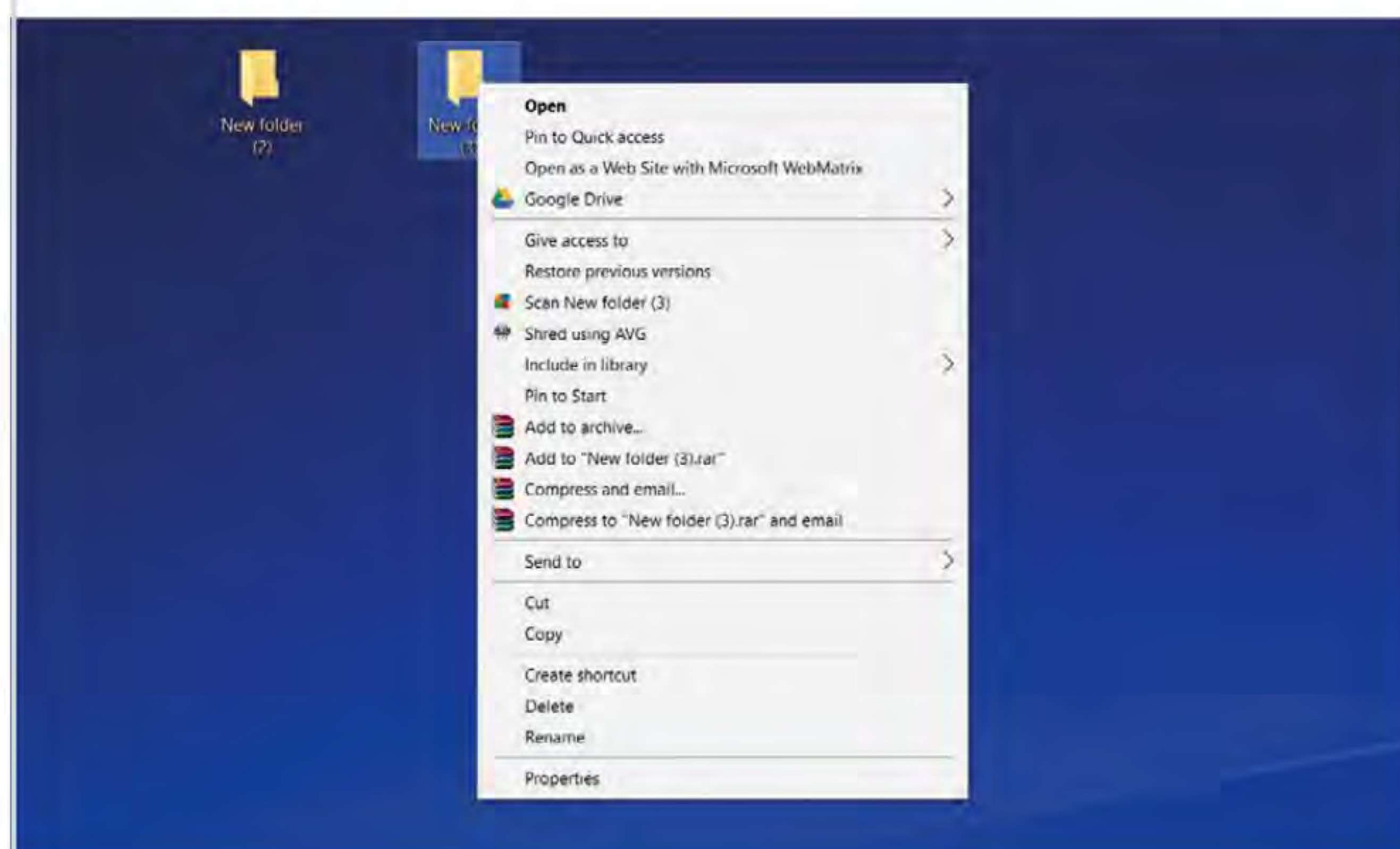
- 3 Double-click any folder to open it and view the contents. You can move items into a folder by selecting, dragging and dropping into an open folder or a closed one. If the folder is closed, drag the selected items over the top of it until the folder is highlighted, then release.



- 2 You can leave the name as 'New folder' if you wish. If you then create a second folder next to the first, it will automatically be named 'New folder (2)'. You can rename a folder at any time by left-clicking on the title once, or right-clicking and selecting Rename from the menu.



- 4 To delete a folder, right-click on it and select Delete from the action menu. You can also click and drag the folder to the Recycle Bin icon on your desktop. Anything in the folder will also be placed in the recycle bin. To move folders around the desktop, just click, drag and drop them.

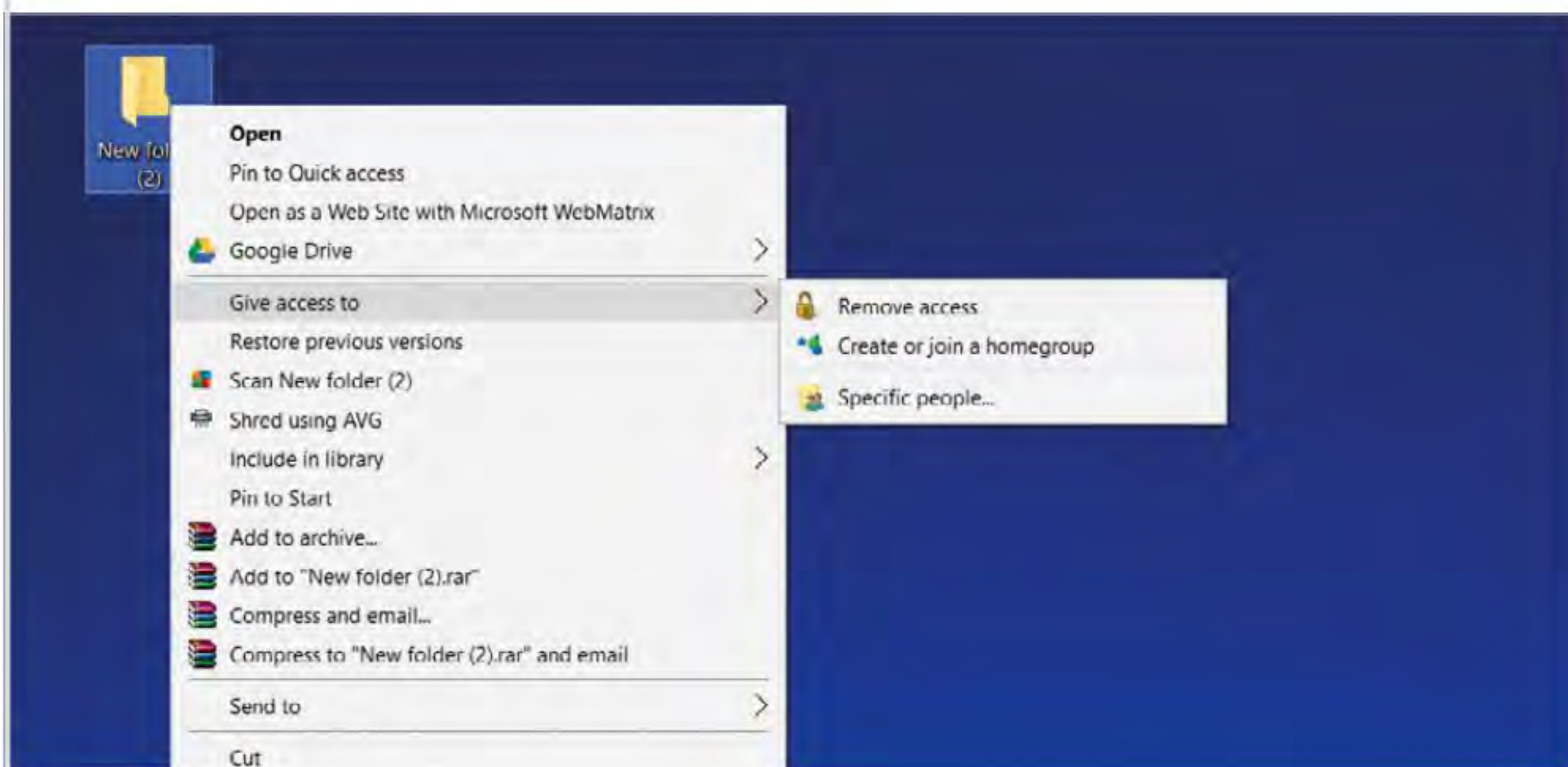




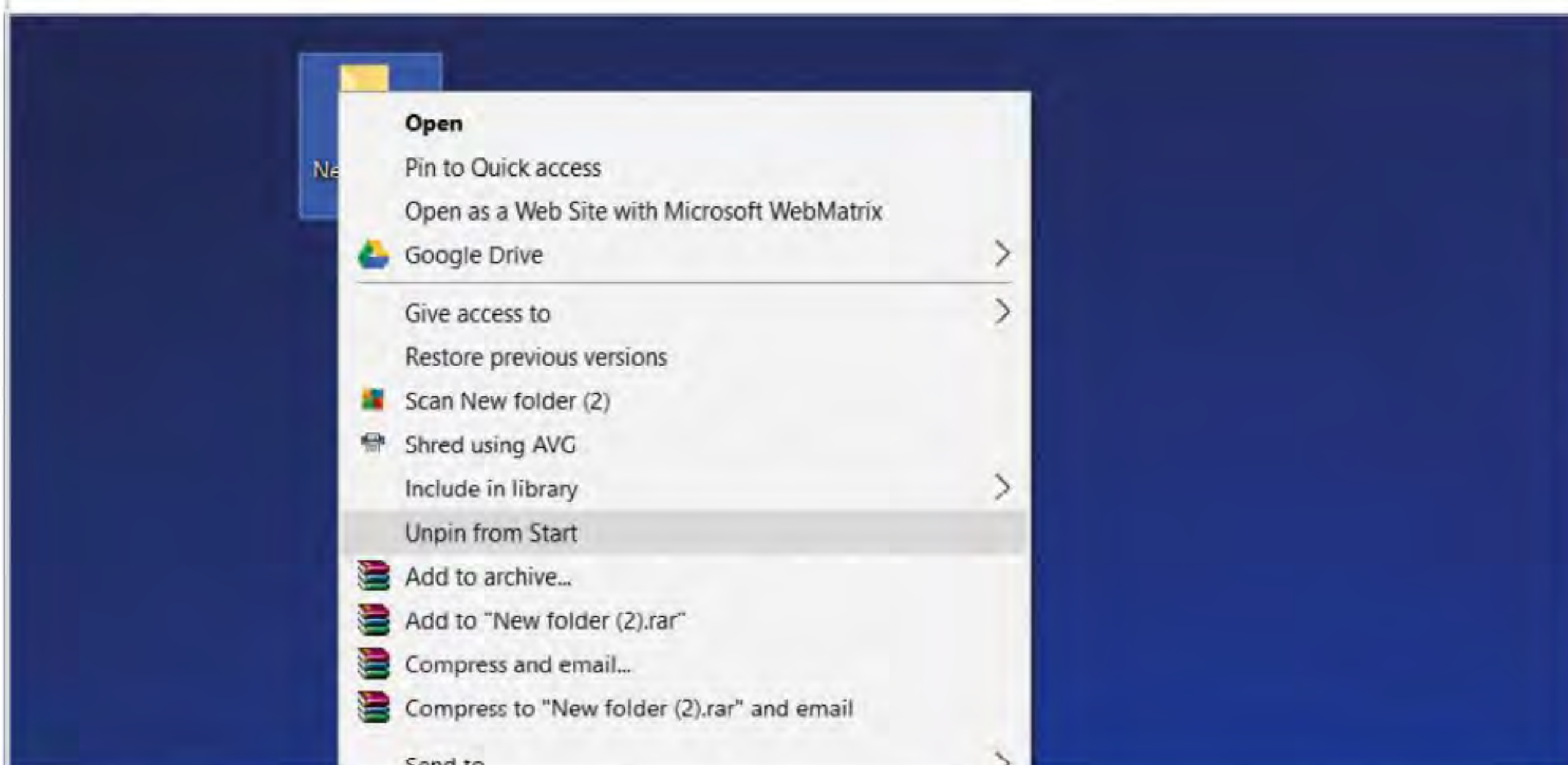
Managing Your Folders

Once created, folders can be adapted and customised in a number of ways. You can even change the default icon used whenever a new folder is added.

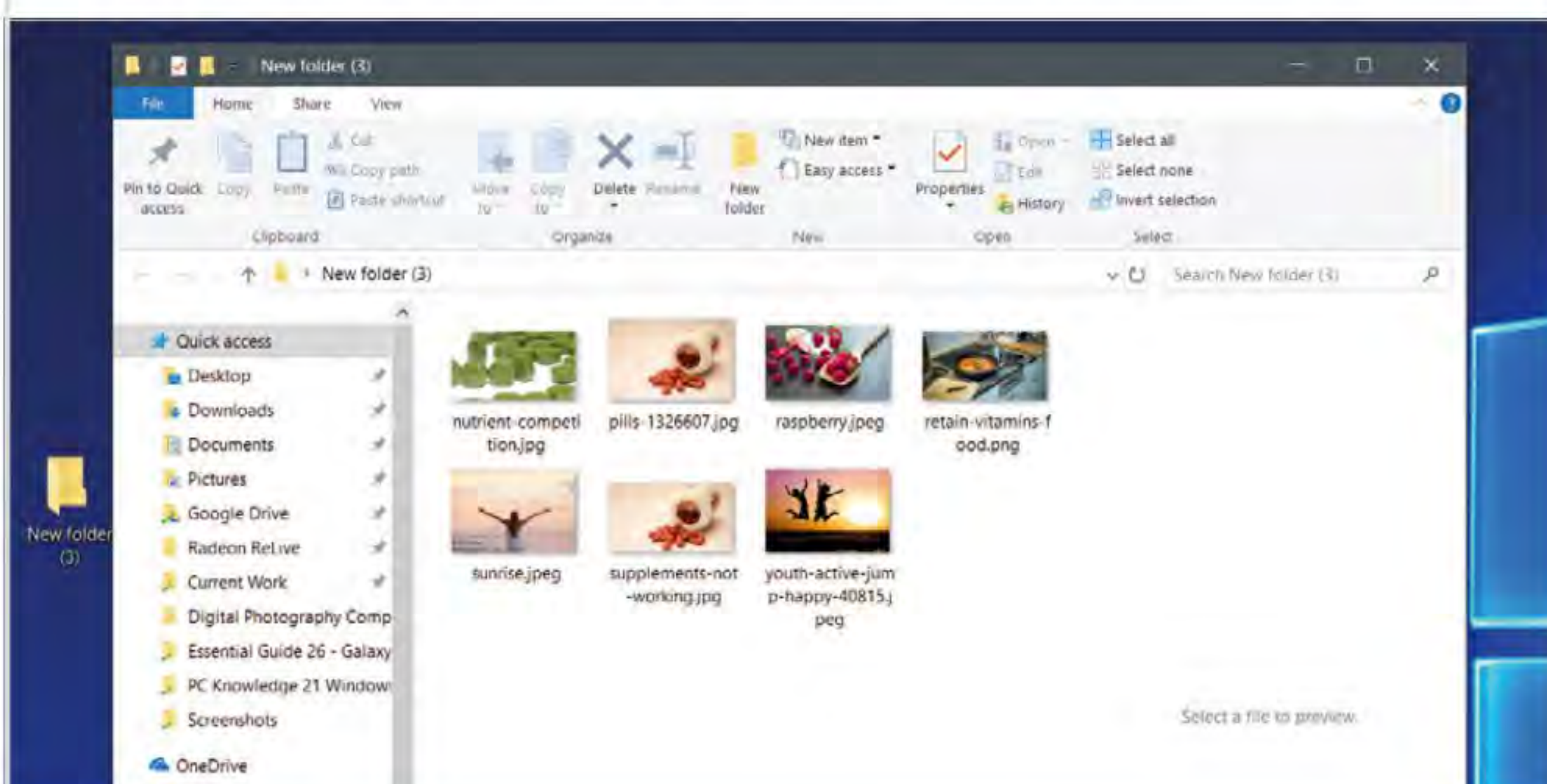
- 1 You can manage a folder in a number of ways without even opening it. Right-click on any folder and the action menu appears. The exact options that appear will depend on the apps or software you have installed but can include scan for viruses, compress, shred, zip and more.



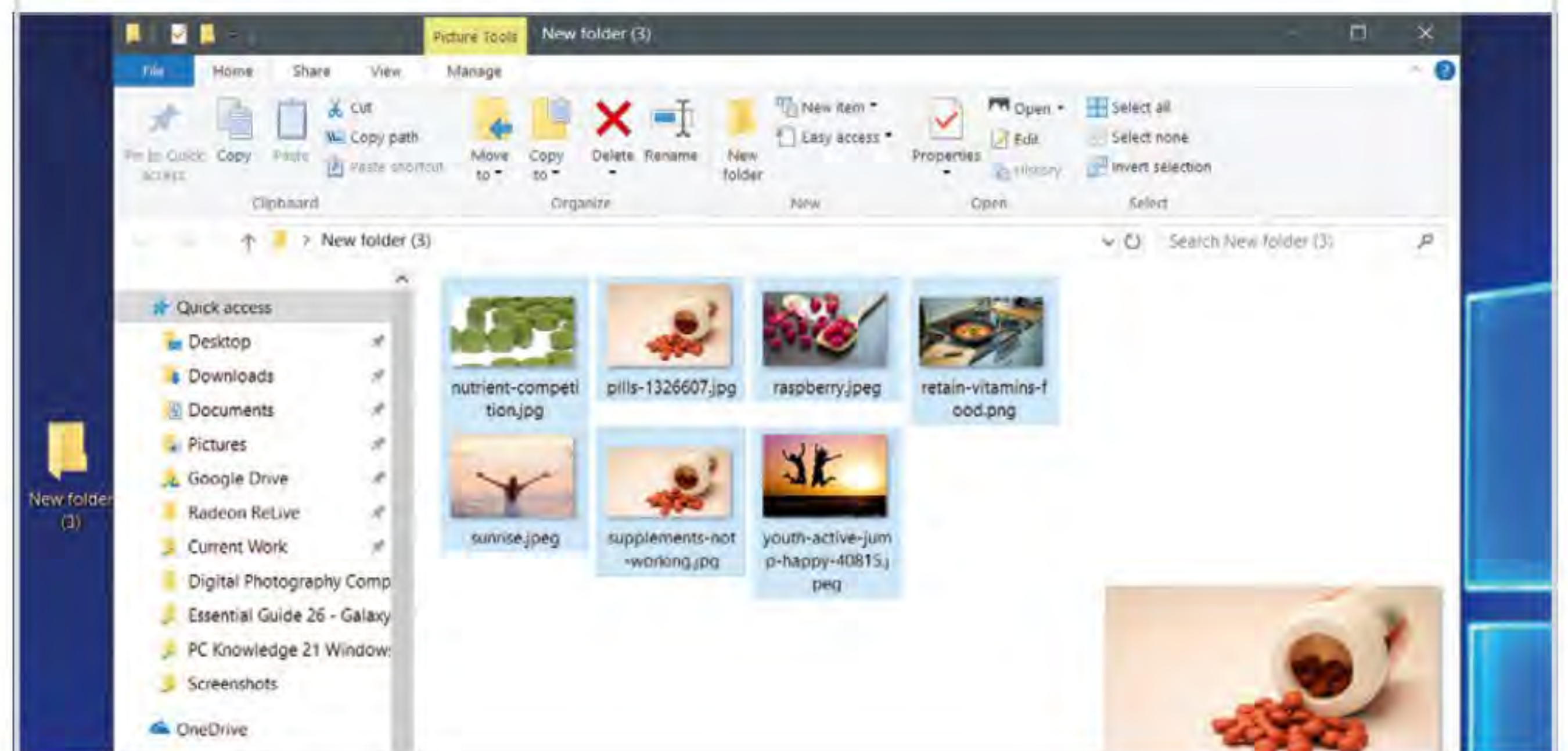
- 2 The standard (Windows 10) options in the folder action menu include Pin to Quick Access, Open, Share With, Pin to Start, Send To, Cut, Copy and Create Shortcut. If there is a small arrow next to an option in the menu, it means a further options menu will open when rolled over.



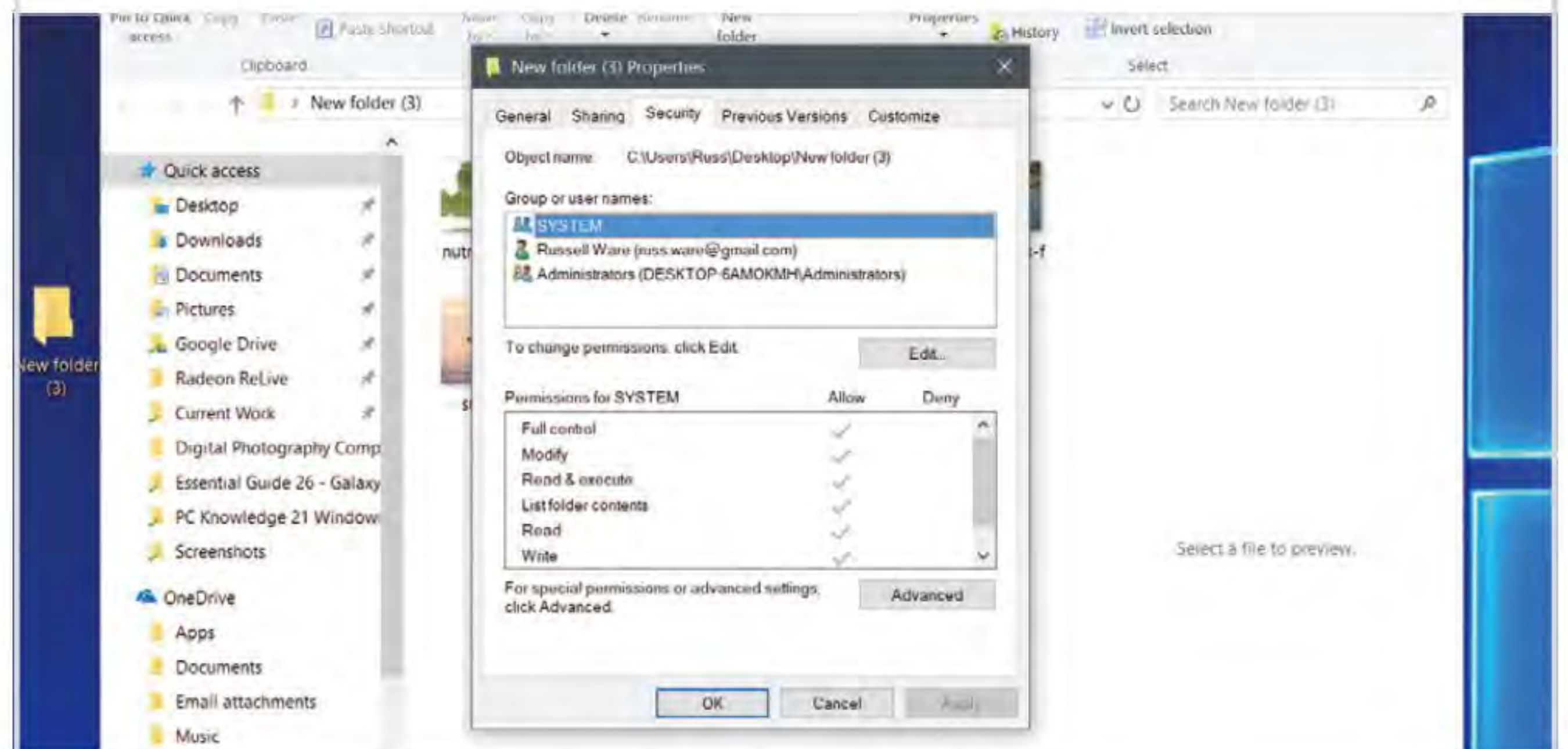
- 3 Open the folder and a whole range of further options are available along the top of the new window. You will see four main tabs along the top: File, Home, Share and View. Each one of these, when clicked, will display a different set of further options relevant to the section.



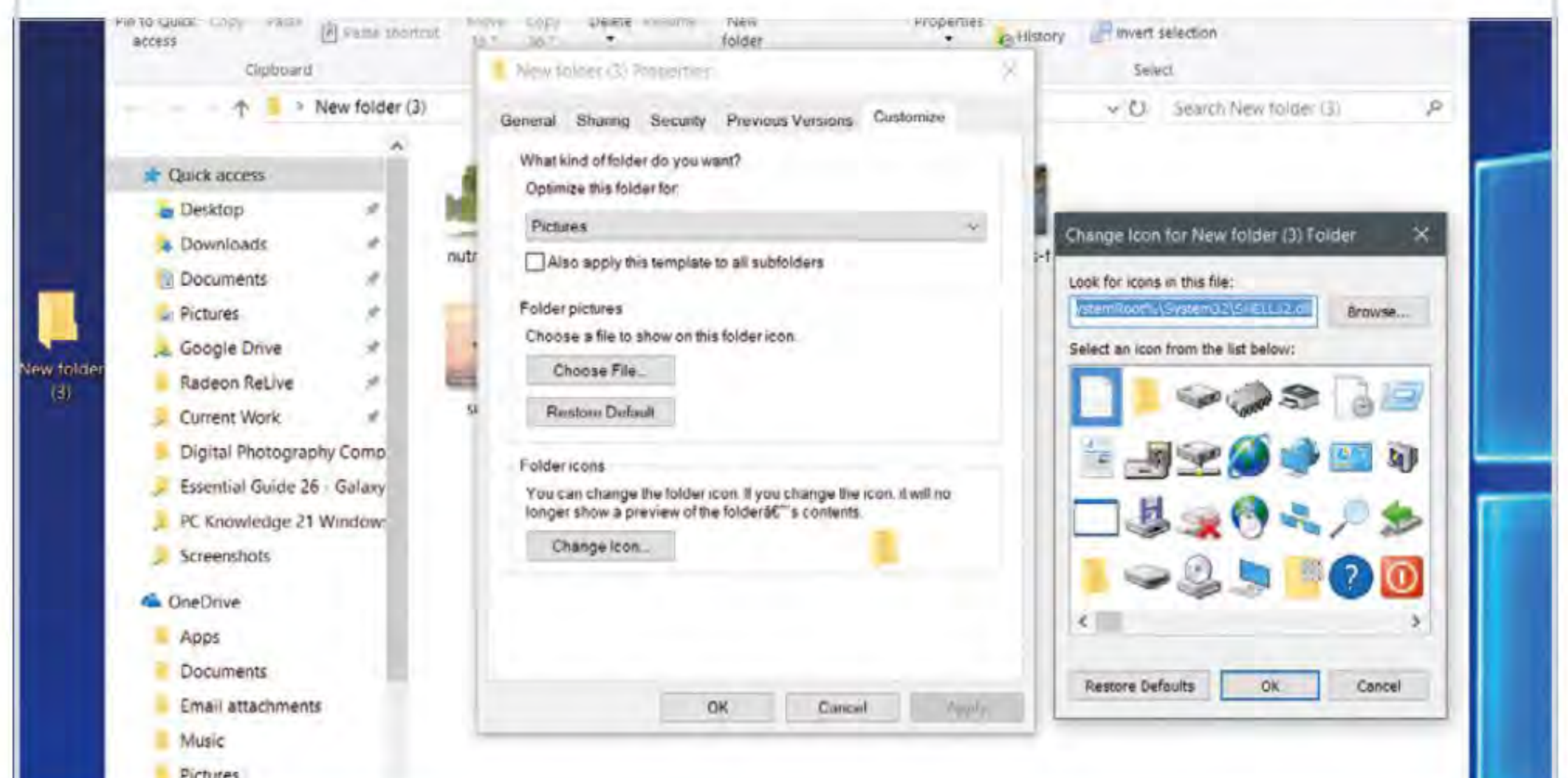
- 4 Most of these options are self-explanatory, such as copy, paste and select all but some are a little more confusing. Most casual computer users won't need to use 90 per cent of the options in their day-to-day use but it is worth understanding them anyway. Add a few files to the folder and experiment.



- 5 If you want to get really deep into managing your folders, there are even more options to explore. Open any folder and right-click anywhere inside the main window. From the action menu that appears, click Properties. Here you can manage all sort of things, from security to icon style.



- 6 To change the icon style, that will change the style of all folder icons, click the customise tab and then click Change Icon at the bottom. Scroll to view all of the available icons (downloaded icons can be accessed by browsing), click on your preferred icon and click OK.





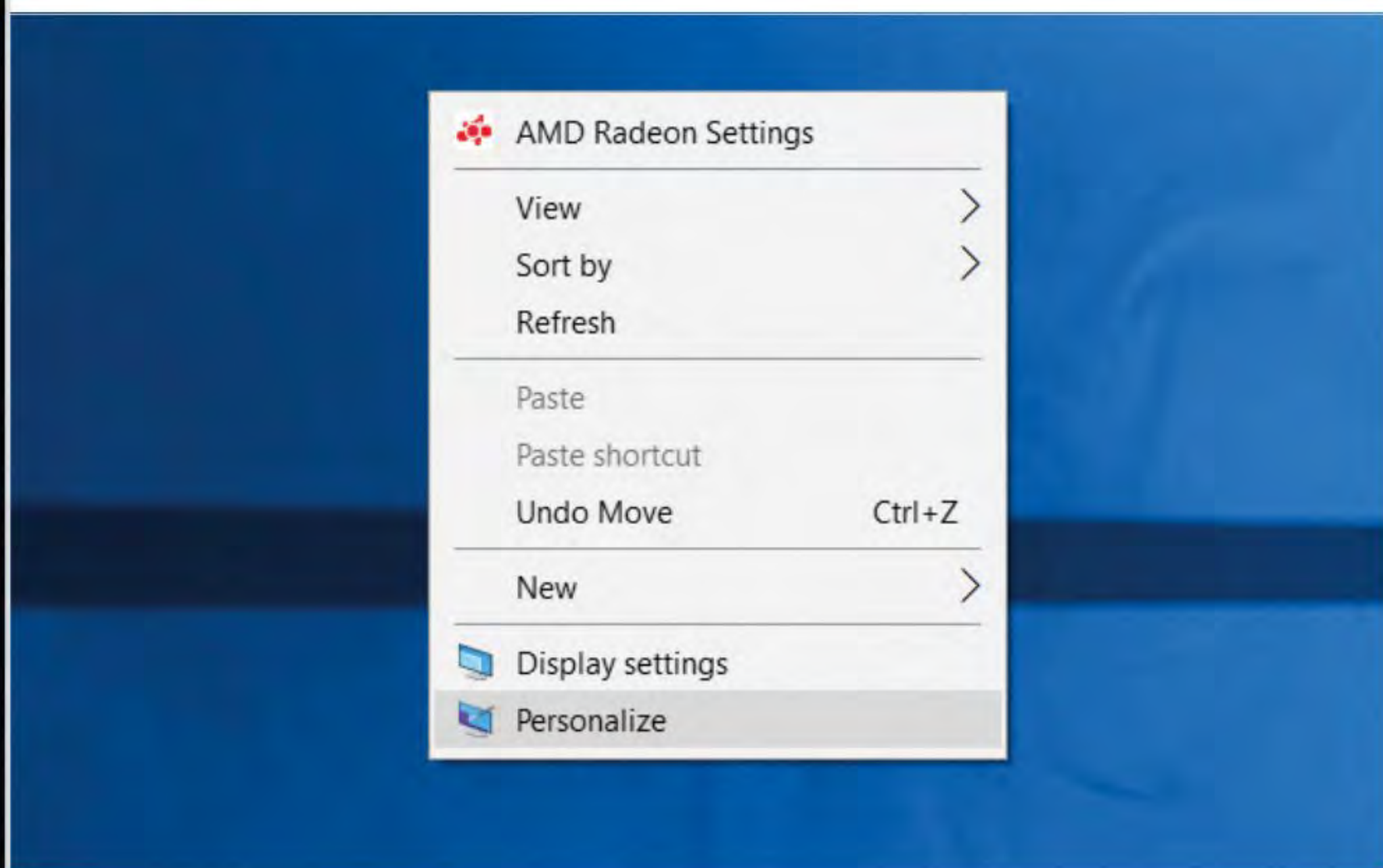
Complete Guide to Personalisation

One of the most welcome features of Windows 10 is the return to the familiar desktop environment and there are many ways to customise it to suit your needs and tastes; including icon size, background image and colour scheme.

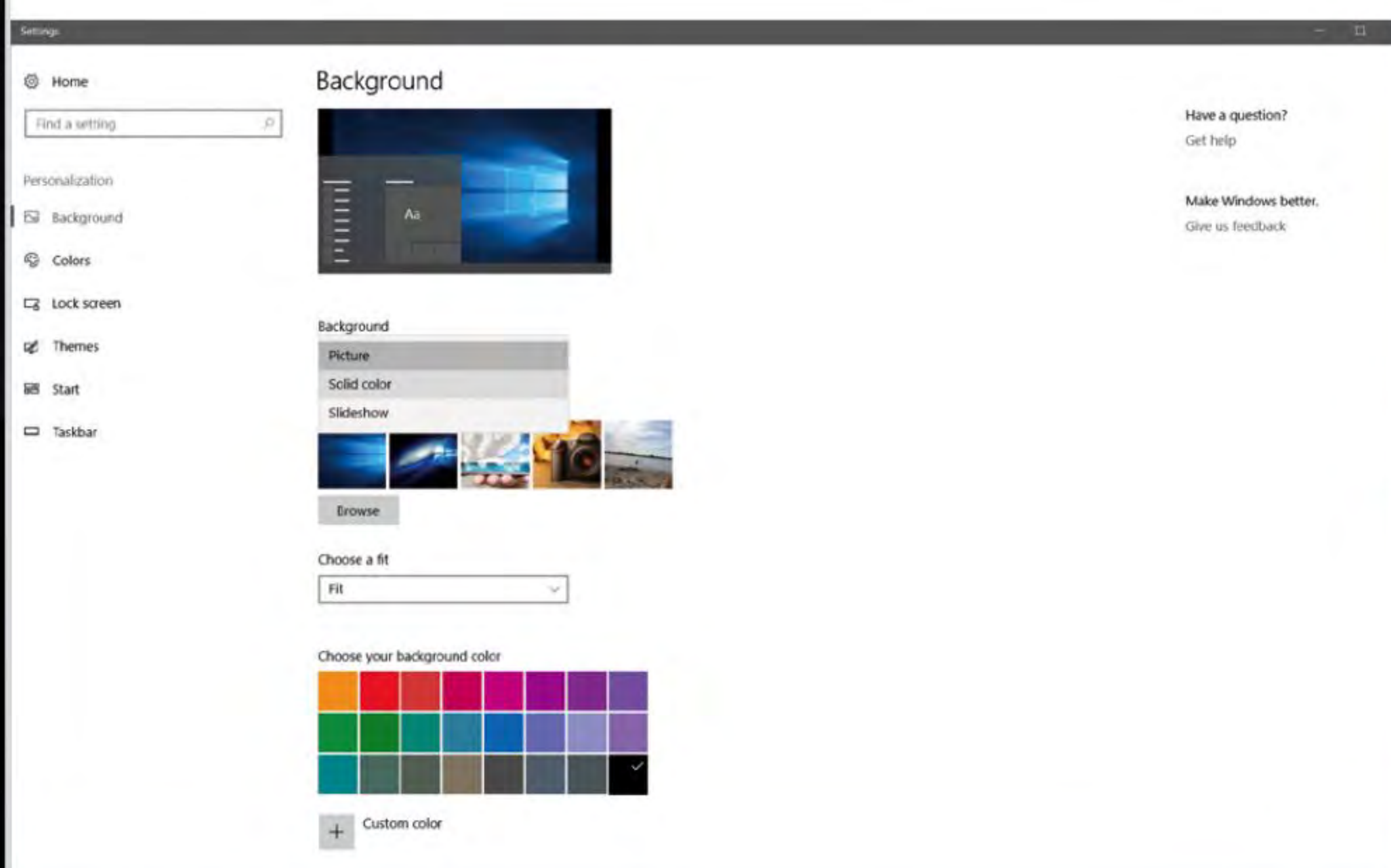
Change the Desktop Background

The Desktop personalisation procedure hasn't changed much since Windows 7, so if you've used that OS before this will feel very familiar.

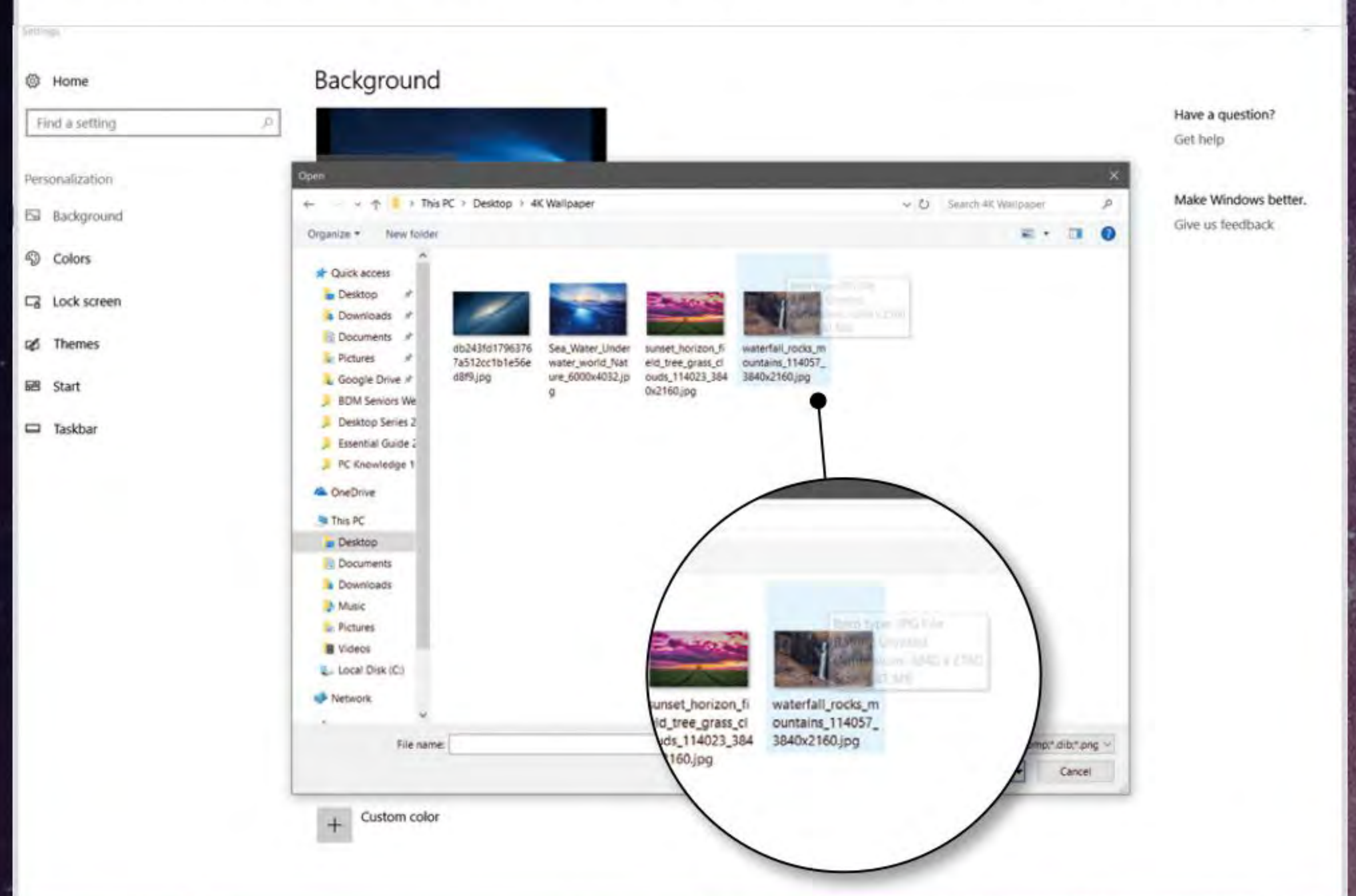
- 1 You can get started with personalising the Windows 10 Desktop in exactly the same way as you did with Windows 7. For anyone completely new to Windows, that means right-clicking anywhere on the Desktop screen and selecting Personalise from the action menu that appears.



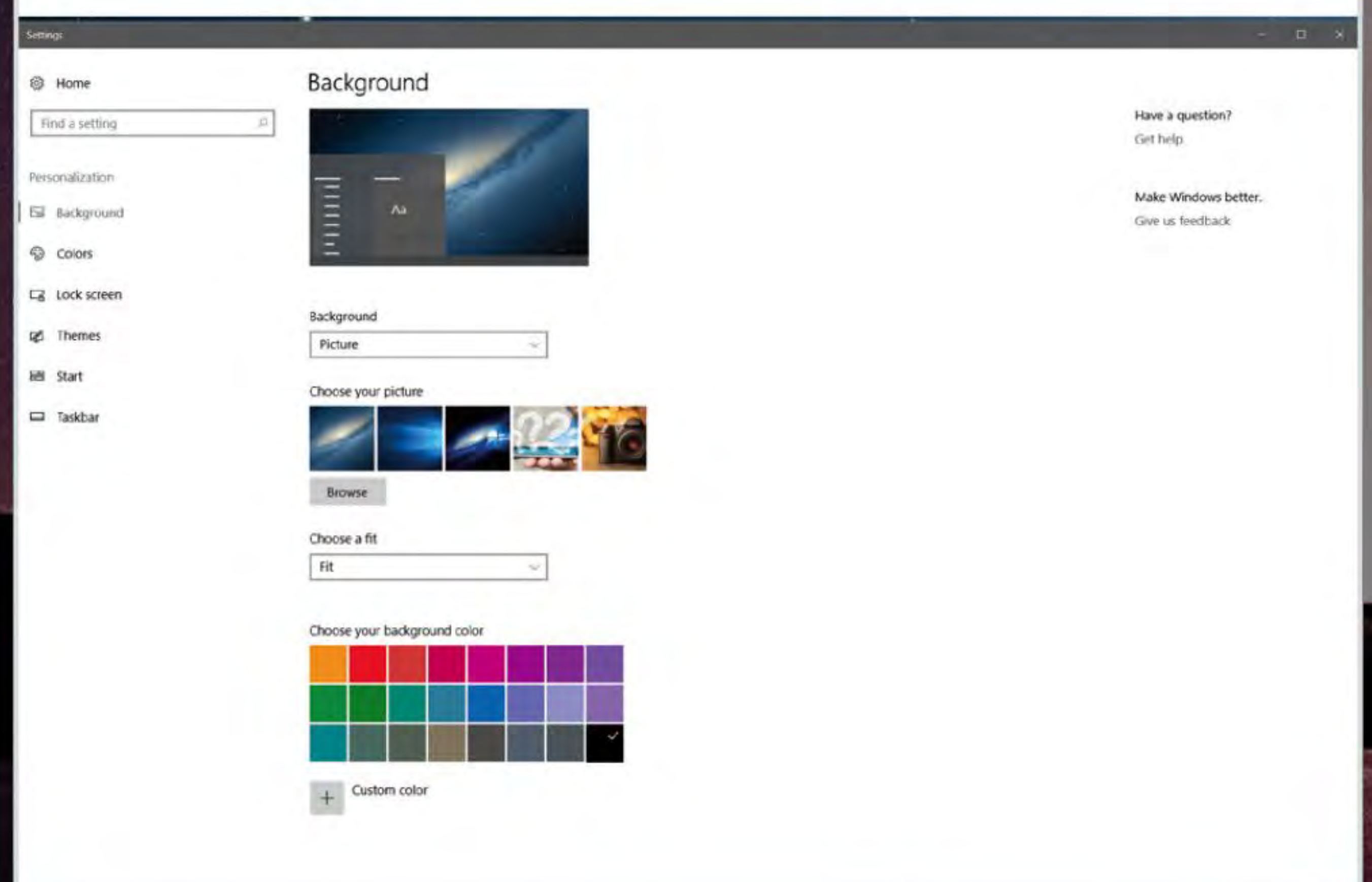
- 2 The Background settings will be displayed first by default. Click the first drop-down menu to select whether to use the default backgrounds, solid colours or choose to display folders of your own images. Your choices here changes what is displayed in the background settings.



- 3 To select your own pictures for the background, click on the Browse button and navigate to the folder containing the images you want to use. For best results, you might need to crop some of your pictures to the same aspect ratio, i.e. widescreen, as your monitor screen.



- 4 To set a picture as your Desktop background, simply click on it. It will instantly be set as your new Desktop background image (a preview will display). The screen shows you the last five images used or you can click the Browse button to choose a new one from your folders.

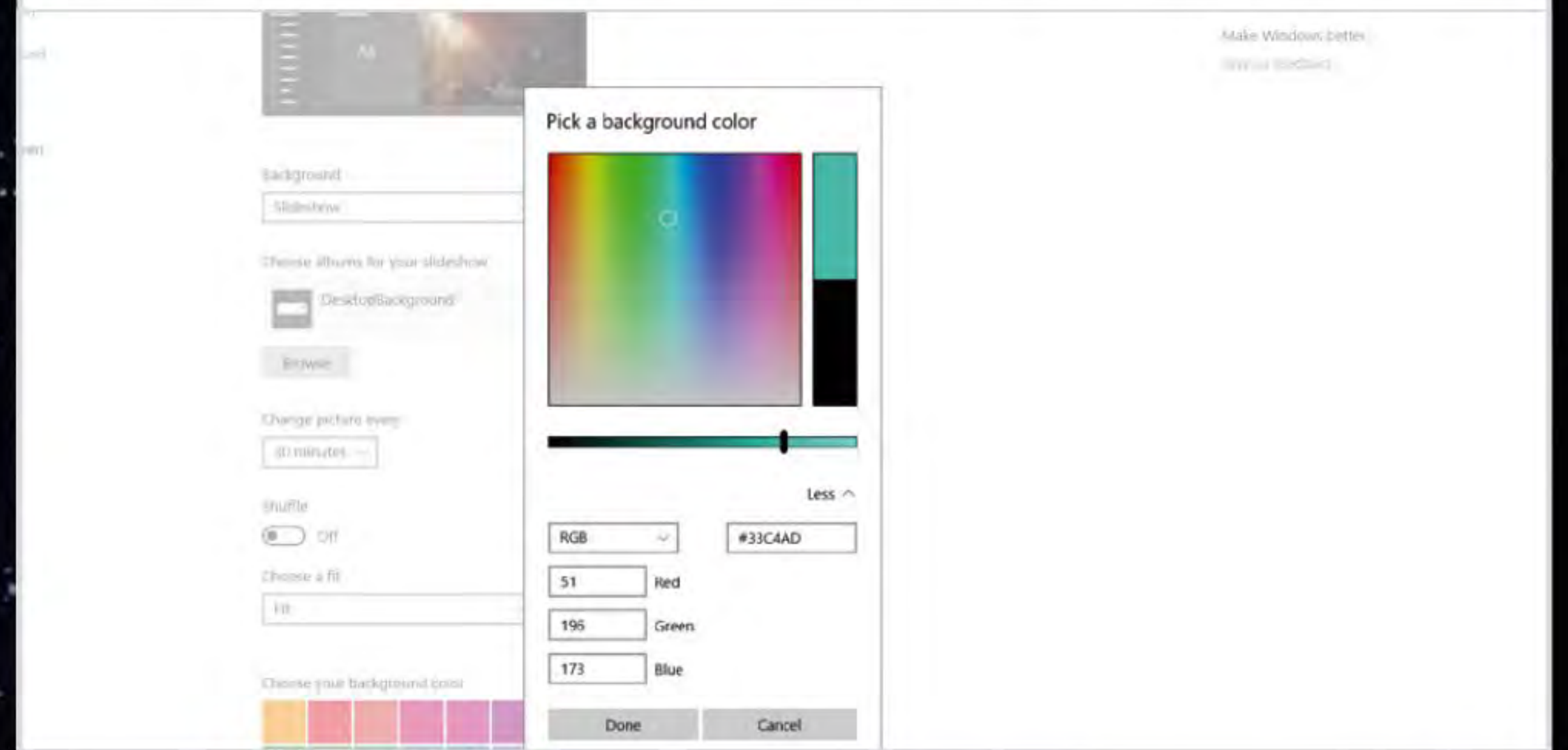




- 5** If you opt for Slideshow, you will see some additional options to choose from. You can set the interval for the slide show from the 'Change picture every' menu and decide how you'd like the images to fit on the screen by clicking the 'Choose a fit' menu.



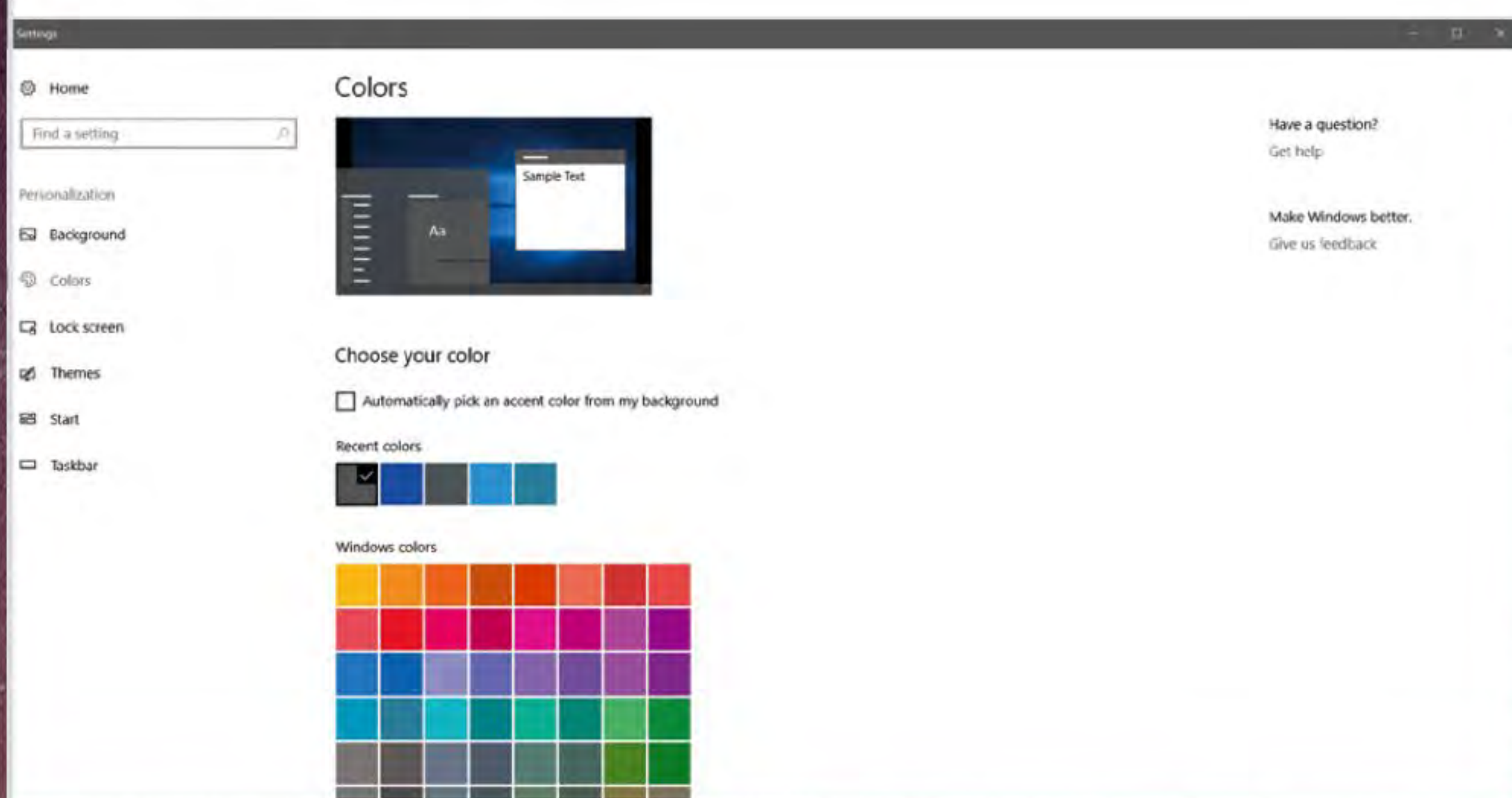
- 6** Even if you set a background image, you can also change the colour of the actual desktop. Click on the Colours option at the bottom and choose a background colour. You can also choose a custom colour from a more detailed hexadecimal colour selector.



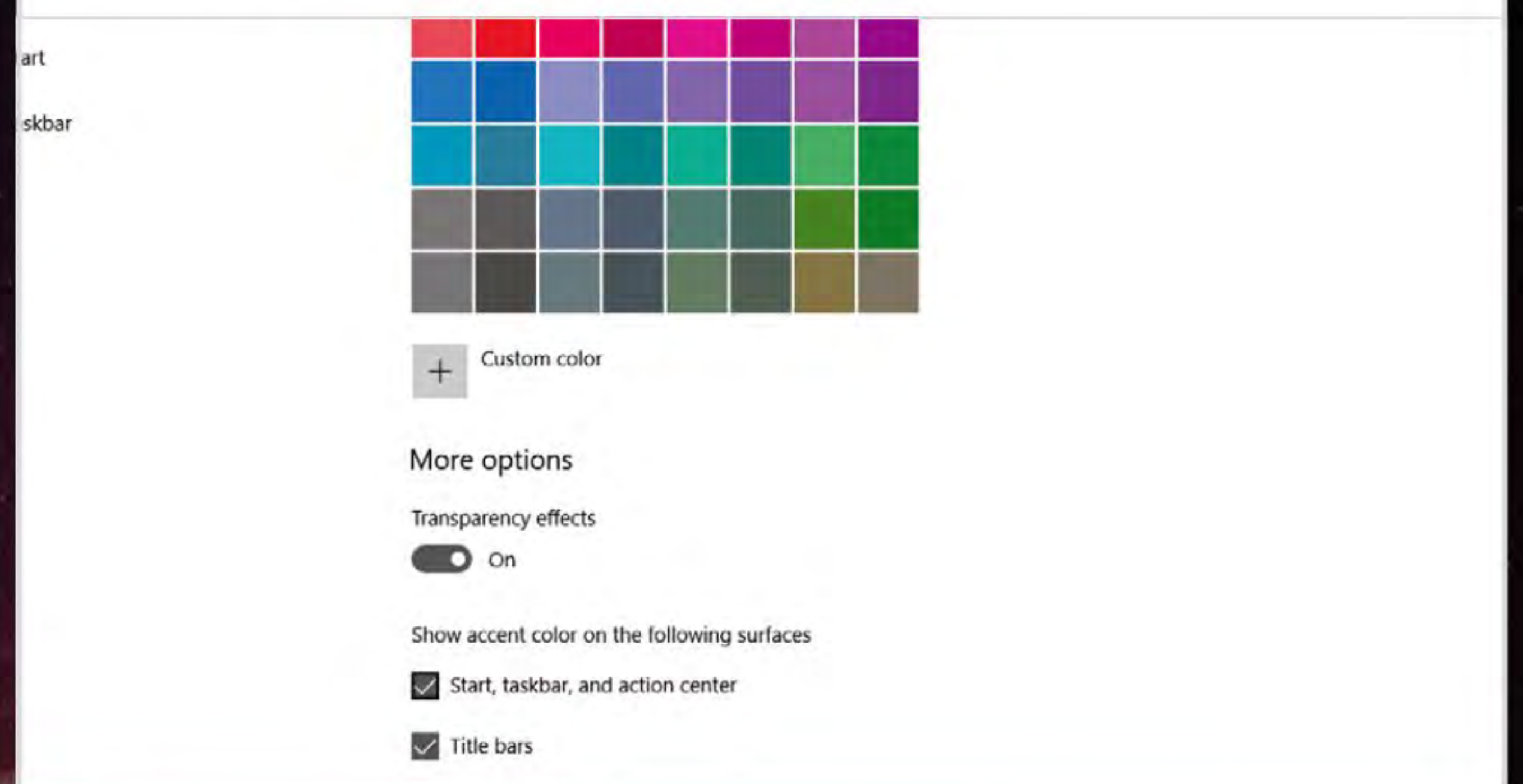
Set Accent Colours

By accent colours we mean the colour of the taskbar, the Start menu and the frames of new windows and so on, that you open on your computer.

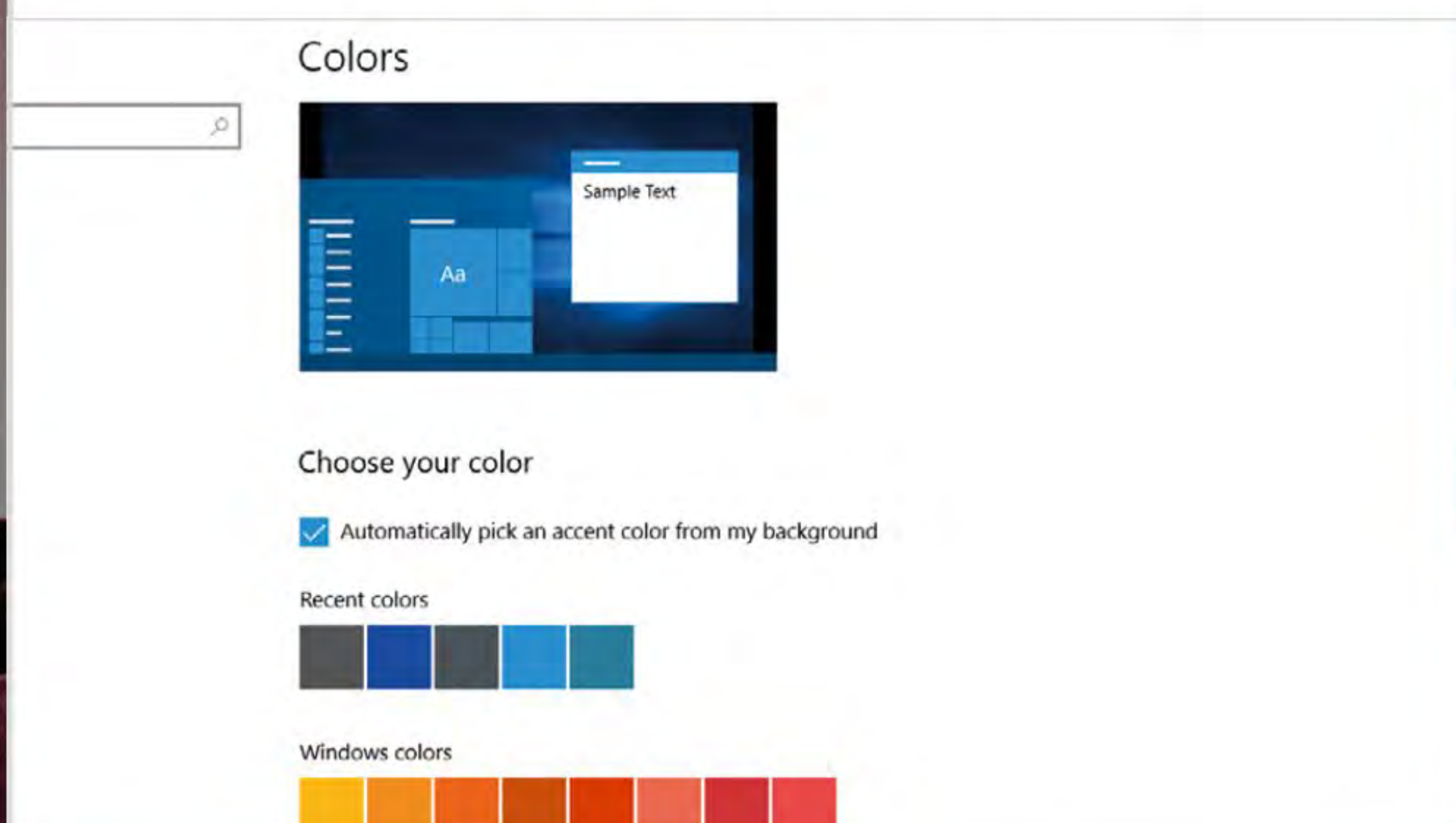
- 1** Apart from the desktop background, you can also change the colour of the taskbar and the Start menu and other system components. Click on the Colours option in the menu sidebar and choose an accent colour from the swatch. Recently selected colours are also displayed.



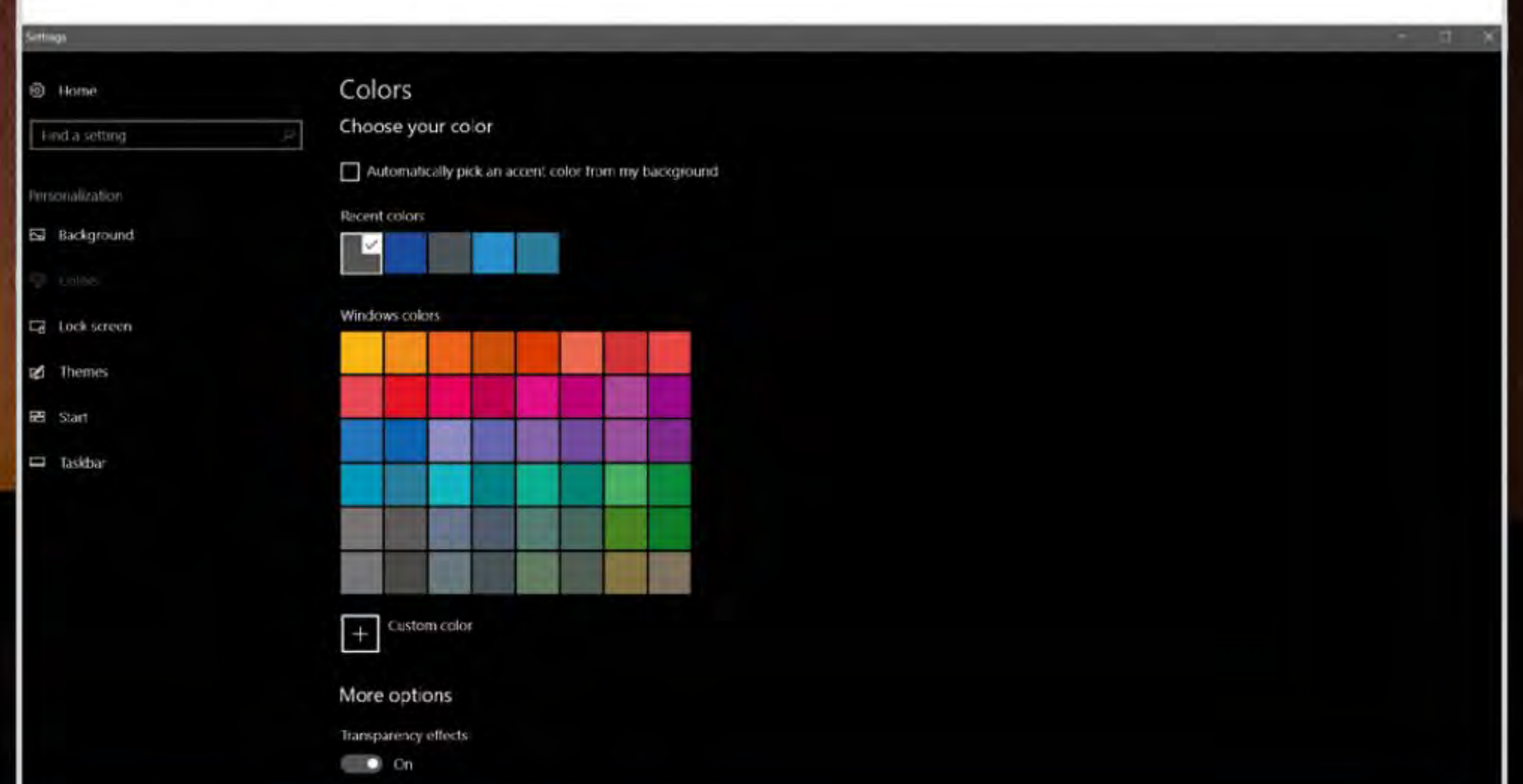
- 3** You can actually choose where the colour accent is applied. You can set it so it changes the Start, taskbar and Action Center and the Title bars of windows. You can also pick one or the other, or a combination of all options. You can also make these elements semi-transparent.



- 2** You can also let Windows automatically match the accent colour to the current desktop image. This isn't a perfect solution and works best if the desktop background image you are using is predominantly one colour. To do this, just tick the checkbox.



- 4** Since the Creators update, most of the core Microsoft apps allow you to choose either a light or dark theme (several have had this option for a while now). You can set the default app theme colour in the colours section of personalisation; this can be overridden in the app settings.

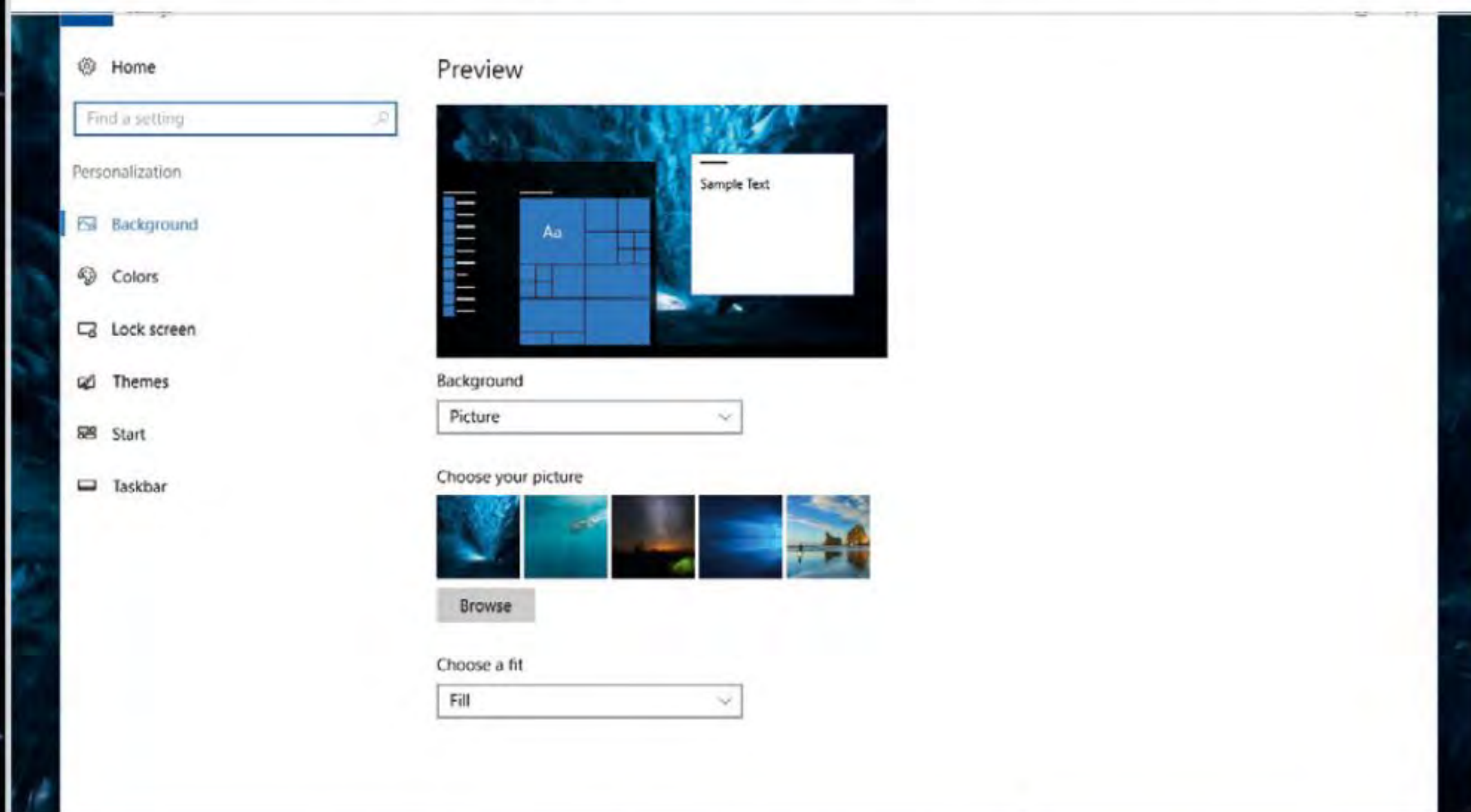




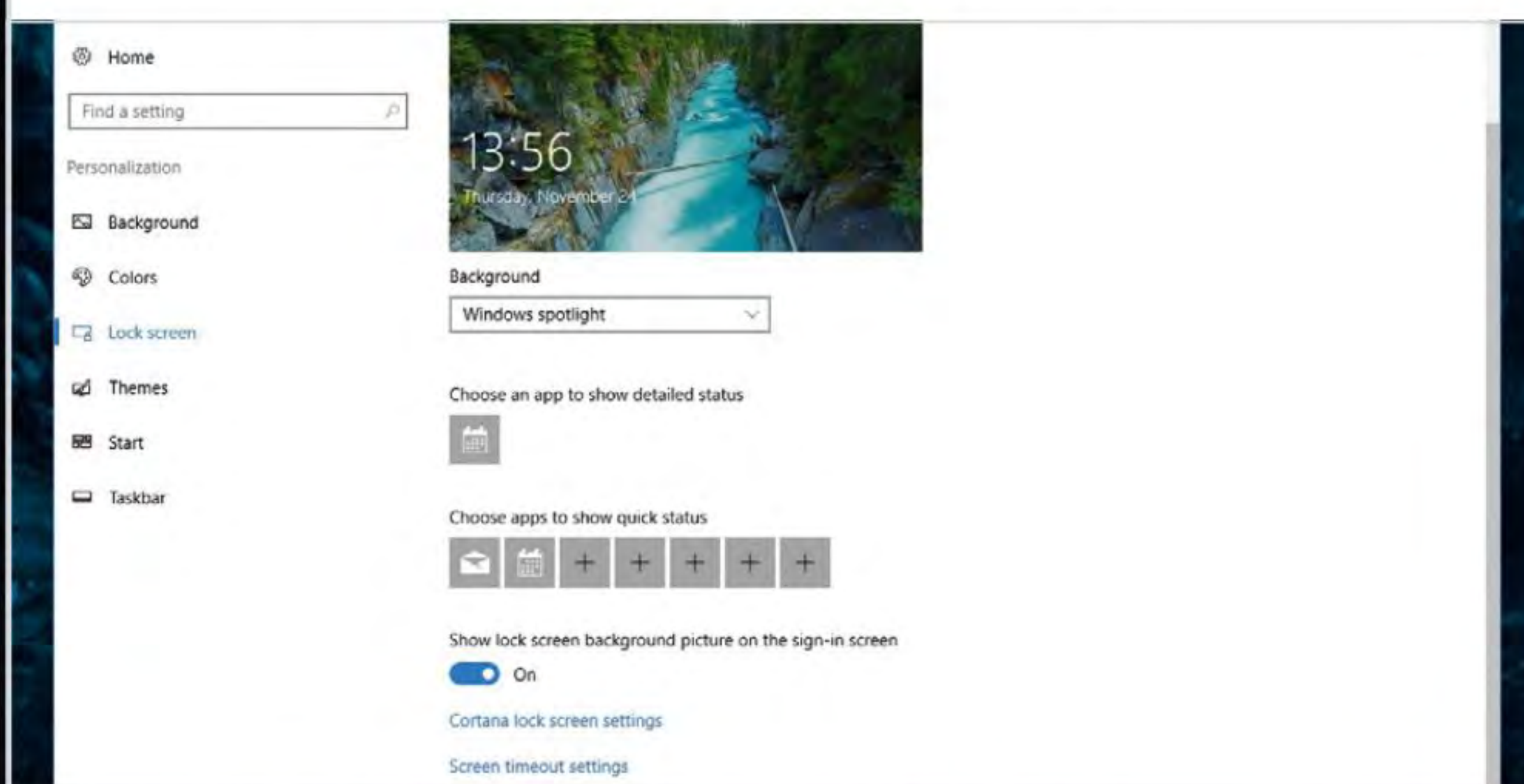
Lock Screen Customisation

The lock screen can feature custom backgrounds with Spotlight Images, display app statuses, and even give you direct access to Cortana.

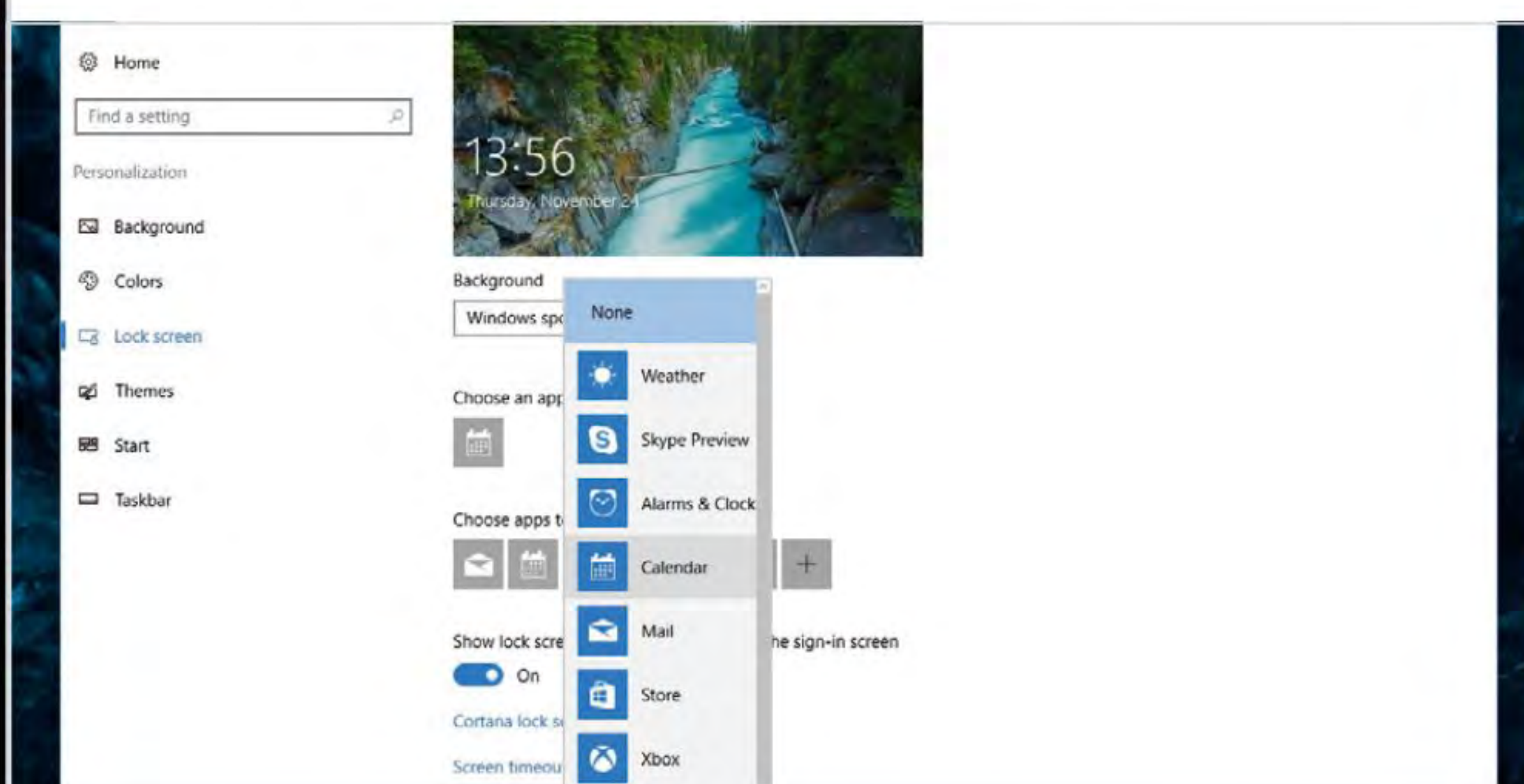
- 1 The first thing to choose is whether to display one of your own images, a slideshow of images or something from Windows Spotlight. If you choose either of the first two of these, more options will appear to select the images you want to use (single or multiple).



- 2 You will see that there are two separate sections for adding apps here. The section with the single app icon is the one which will display more detailed information and the section with seven icons/spaces for adding apps which will show quick statuses.



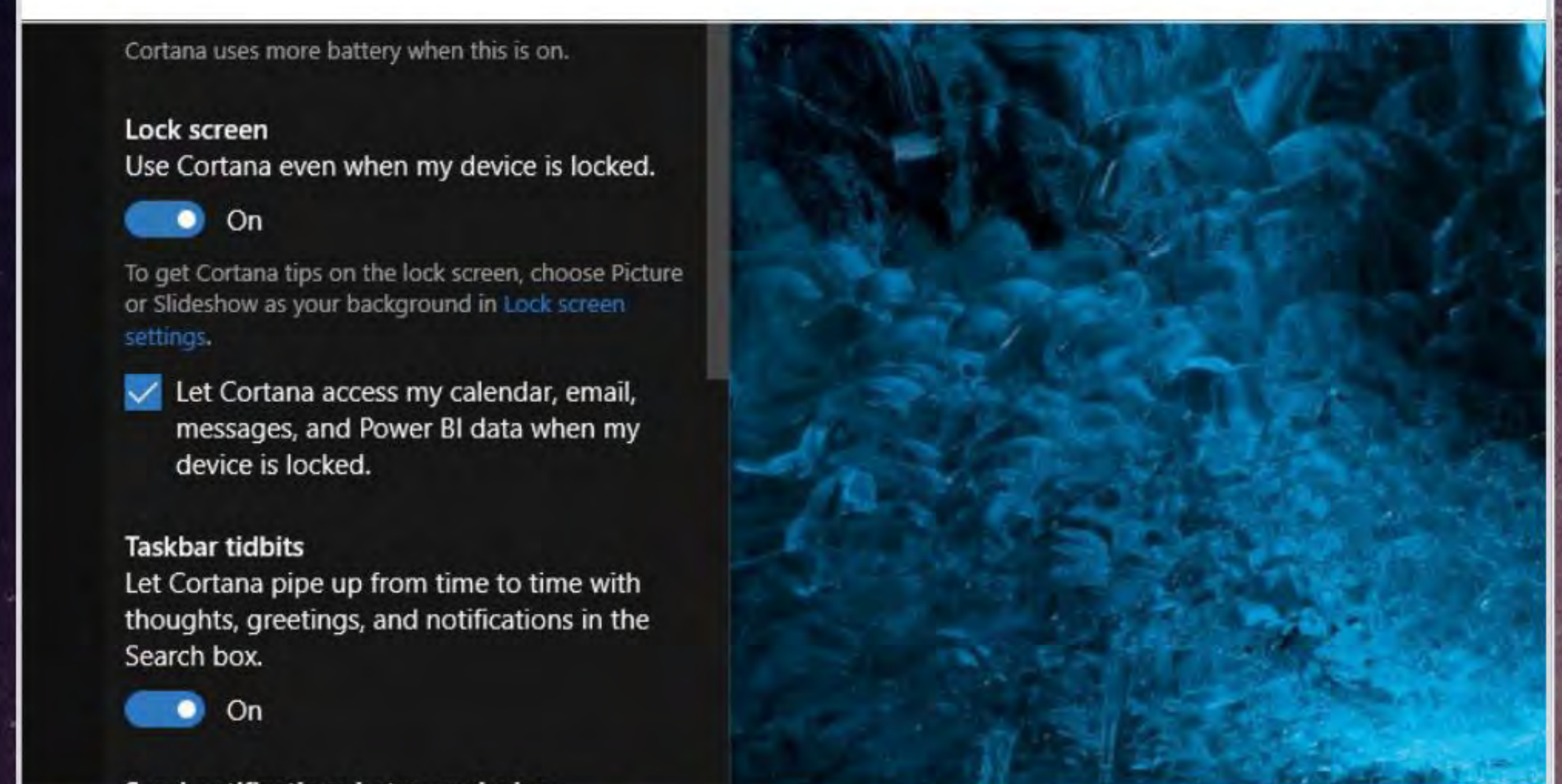
- 3 You can add as many apps as you wish here, up to the maximum of eight. To choose which apps have statuses displayed, click on one of the spaces and choose from the pop-up menu that appears. The menu for the detailed information space will be slightly shorter than for quick statuses.



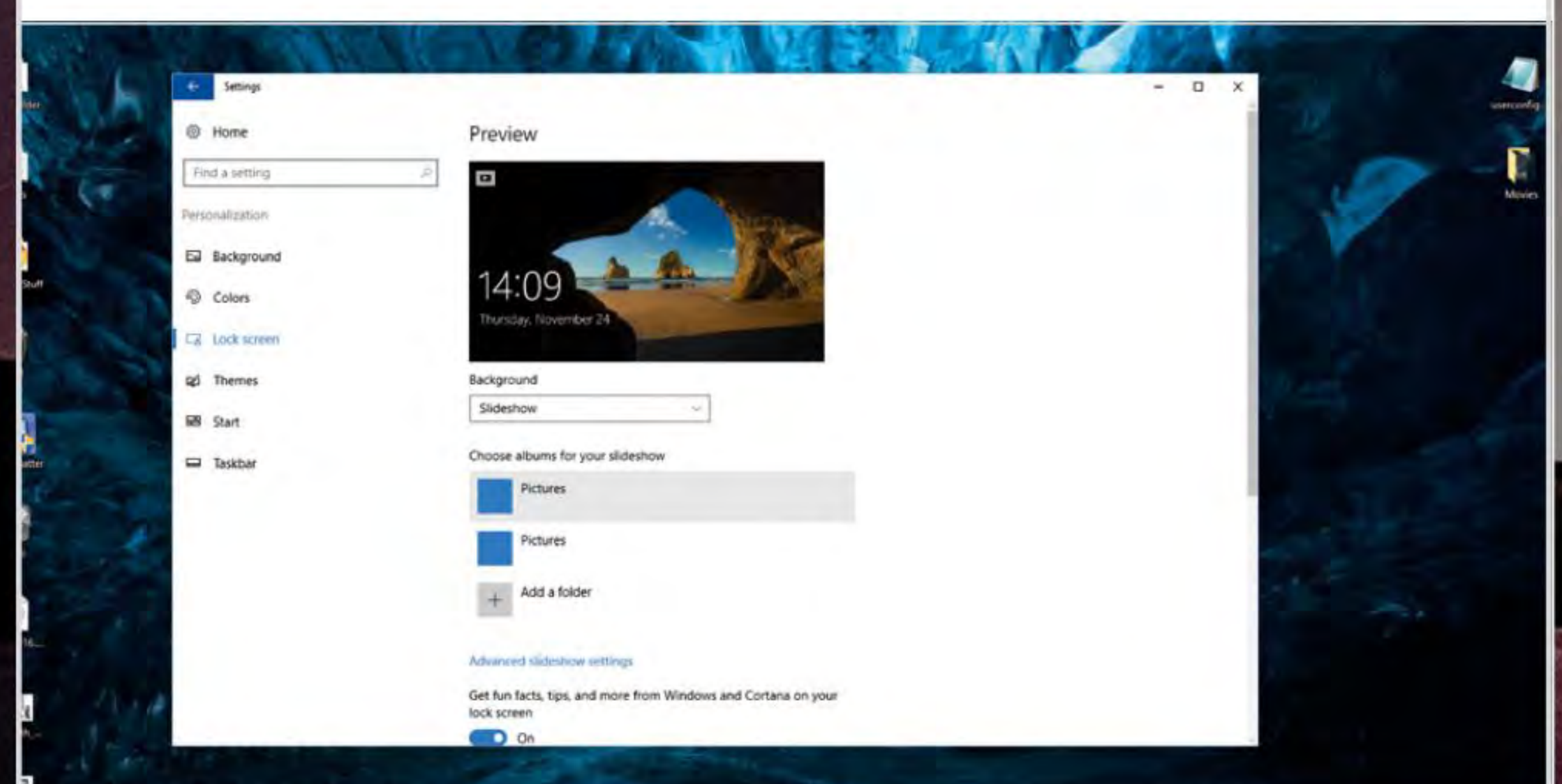
- 4 You can check how the detailed and quick statuses are displayed on your lock screen by letting your PC sleep; or by pressing the Windows key and choosing Sleep. Be aware however, that statuses may not show up straight away for things like Messages and Email.



- 5 There are several other lock screen customisation options here. You can choose whether to display an image on the sign-in screen as well as the main lock screen and there are direct links to Cortana settings, where you can control how Cortana works on the lock screen.



- 6 The final two links take you to screen timeout and screen saver settings. The settings you choose there will depend on your personal preference and also on your computer location. Setting a shorter timeout means that your computer will be secure if you have to leave it.

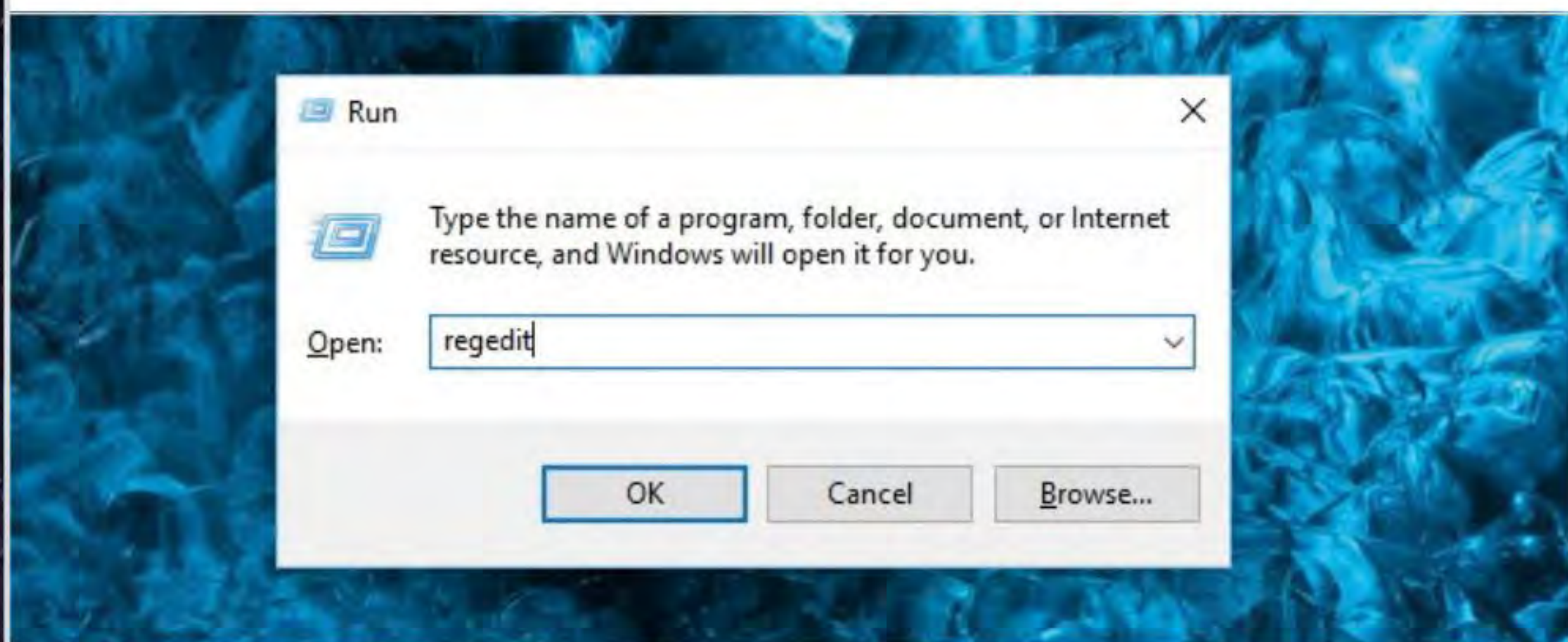




Disable the Lock Screen

There is no setting to disable the lock screen completely but it is still possible to do by delving into the Registry. This is fairly advanced customisation, so approach with care.

- 1 To access the Registry, press the Windows key + R, enter regedit, and then click OK. With the Registry open, navigate to HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Microsoft\Windows\. Right-click the final Windows folder and click New > Key.



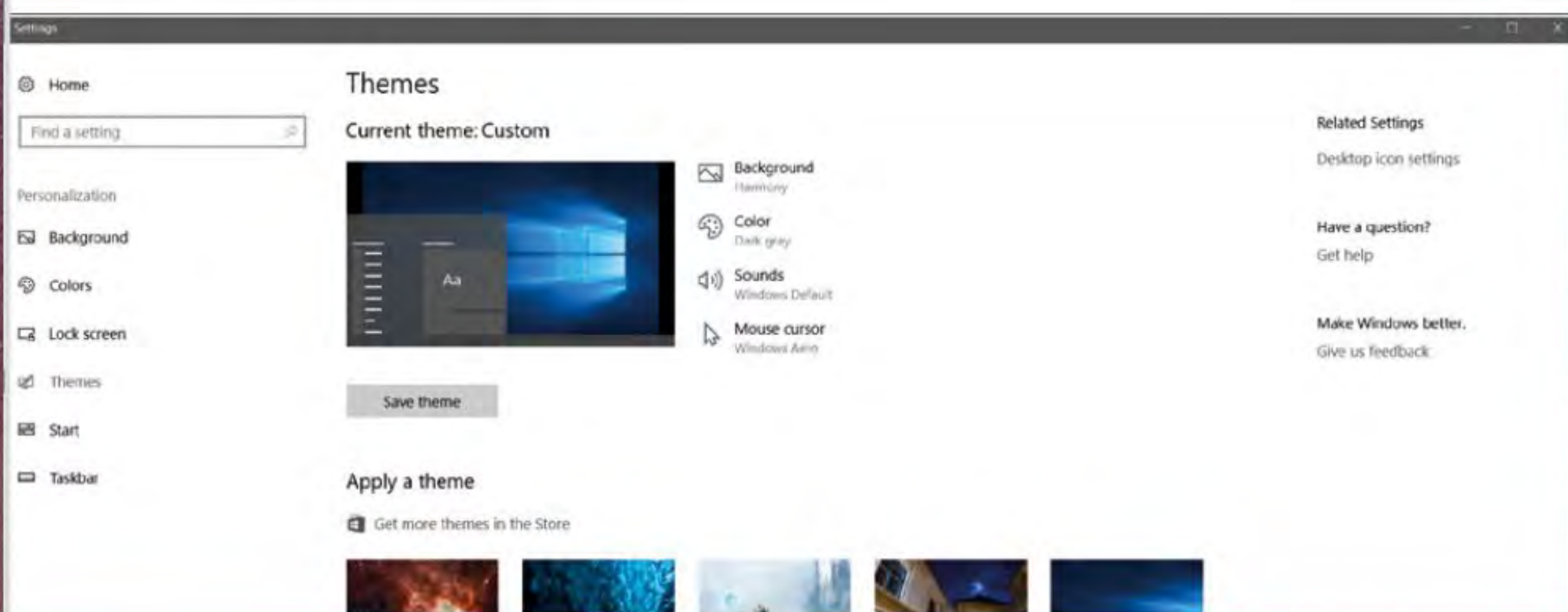
- 2 Name this new key "Personalisation" and then navigate inside it. Right-click inside the right-hand pane and select New > DWORD (32-bit) Value. Name it "NoLockScreen". Then double click this new value and change the Value data to 1. Then click OK and exit the Registry Editor.



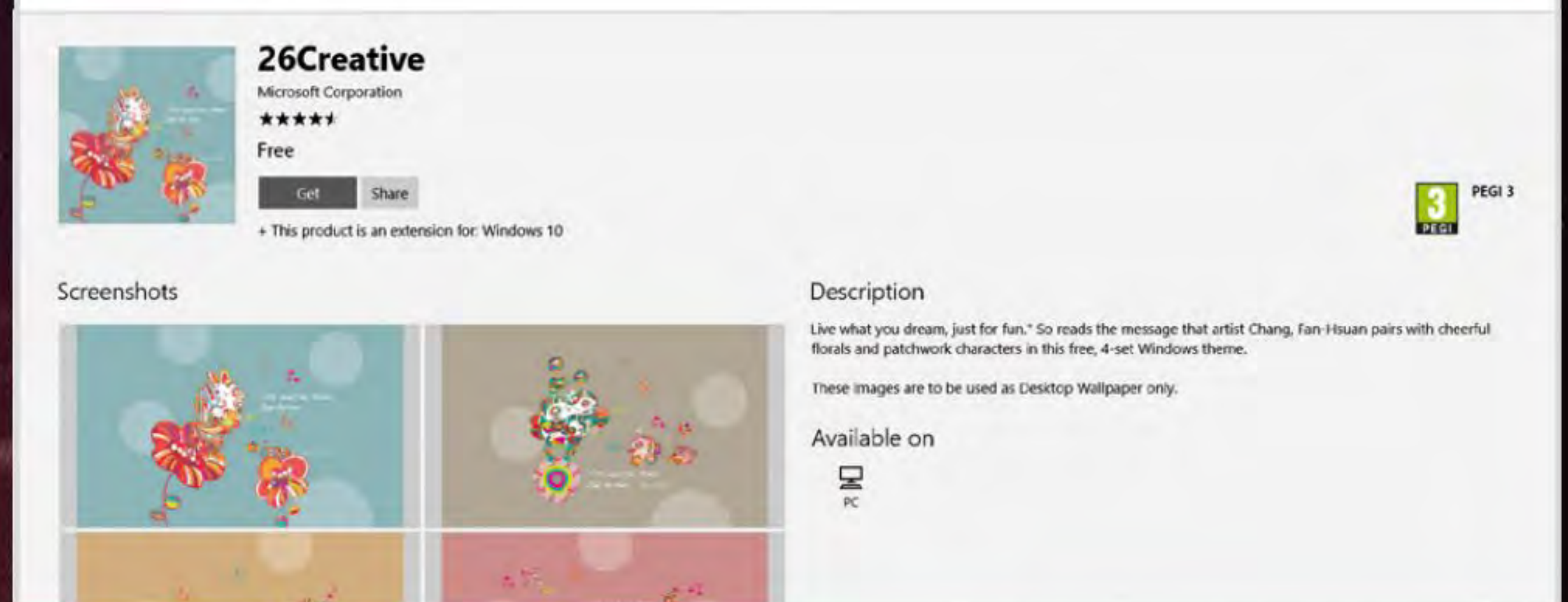
Adding New Themes

Themes can be added from a variety of sources but the best place to find them initially is the official theme page from Microsoft, or from the Windows 10 Store.

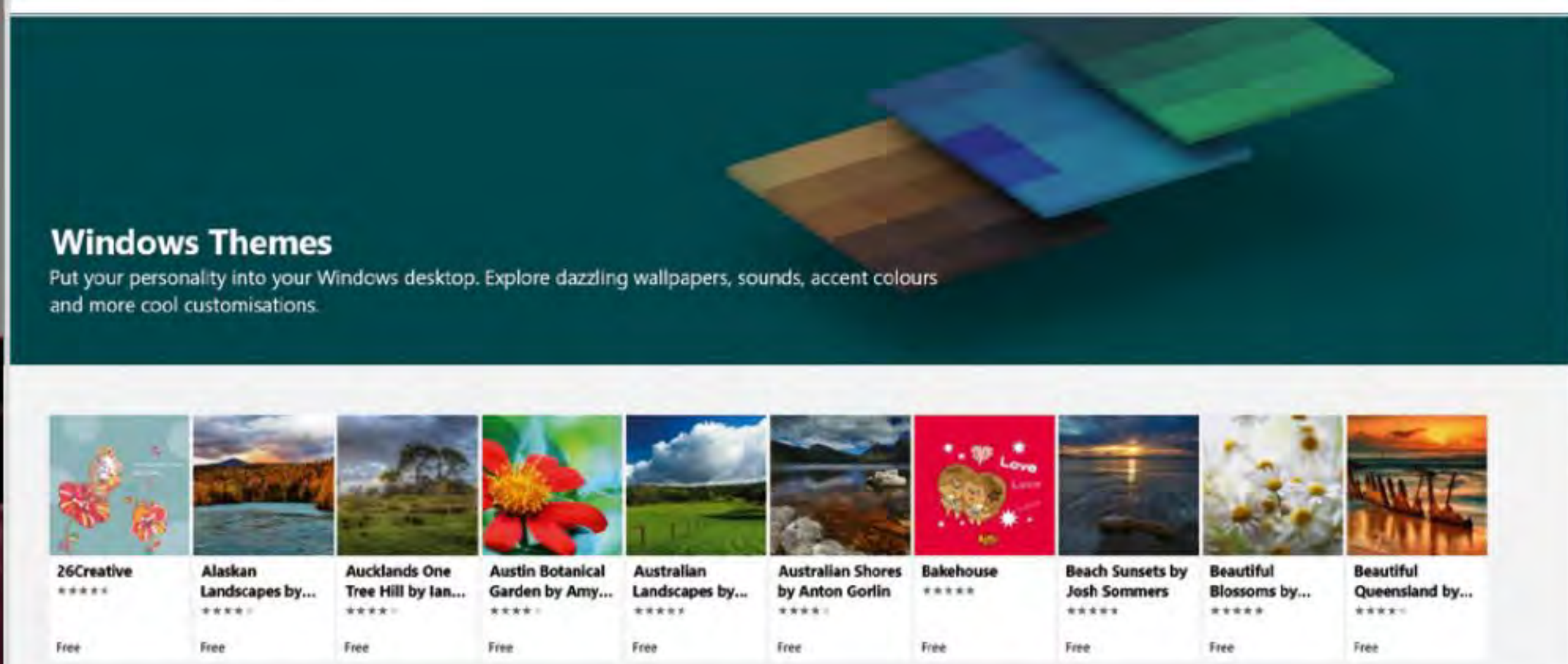
- 1 You can access the current theme page in a couple of different ways. You can open the web browser and navigate to www.support.microsoft.com/en-gb/themes, or Google "Windows 10 themes". Alternatively, open Settings > Personalisation > Themes and click 'Get more themes in the store'.



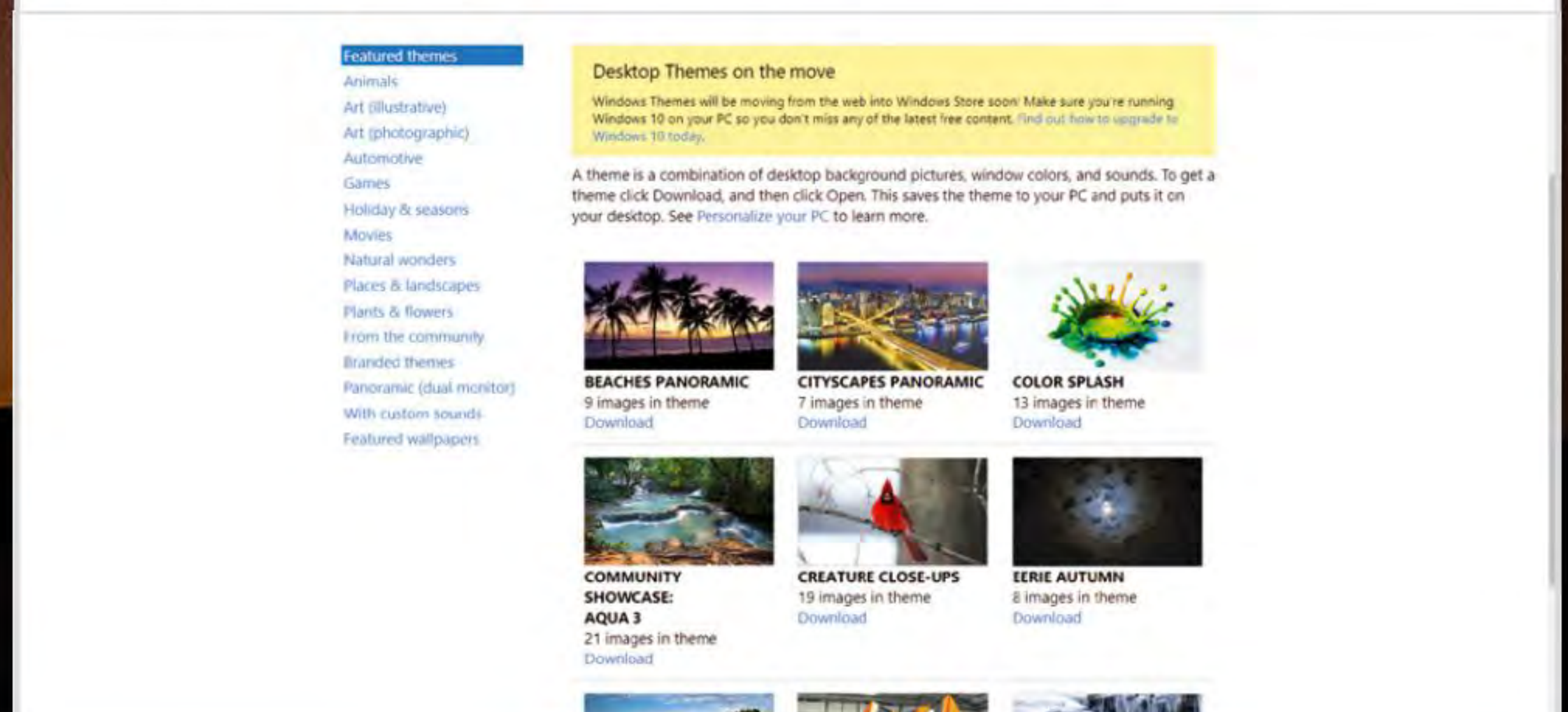
- 3 Each theme is displayed with a thumbnail and the number of images supplied shown. The Microsoft theme page doesn't allow you to view all of these images before you download, you just have to base your choice on the title and thumbnail. Click Download on any you like the look of.



- 2 All of these actions should bring you to the same themes page. Be aware that all themes here will soon be moved into the Windows Store app. Themes are listed in a variety of categories down the side of the page, ranging from Featured Themes, to themes with custom sounds supplied.



- 4 Different themes will contain different amounts of content. Some might only have a colour profile and a few desktop wallpapers; others might contain icons, colours, wallpapers and sounds. Even simple themes will be more than just changing the desktop wallpaper.

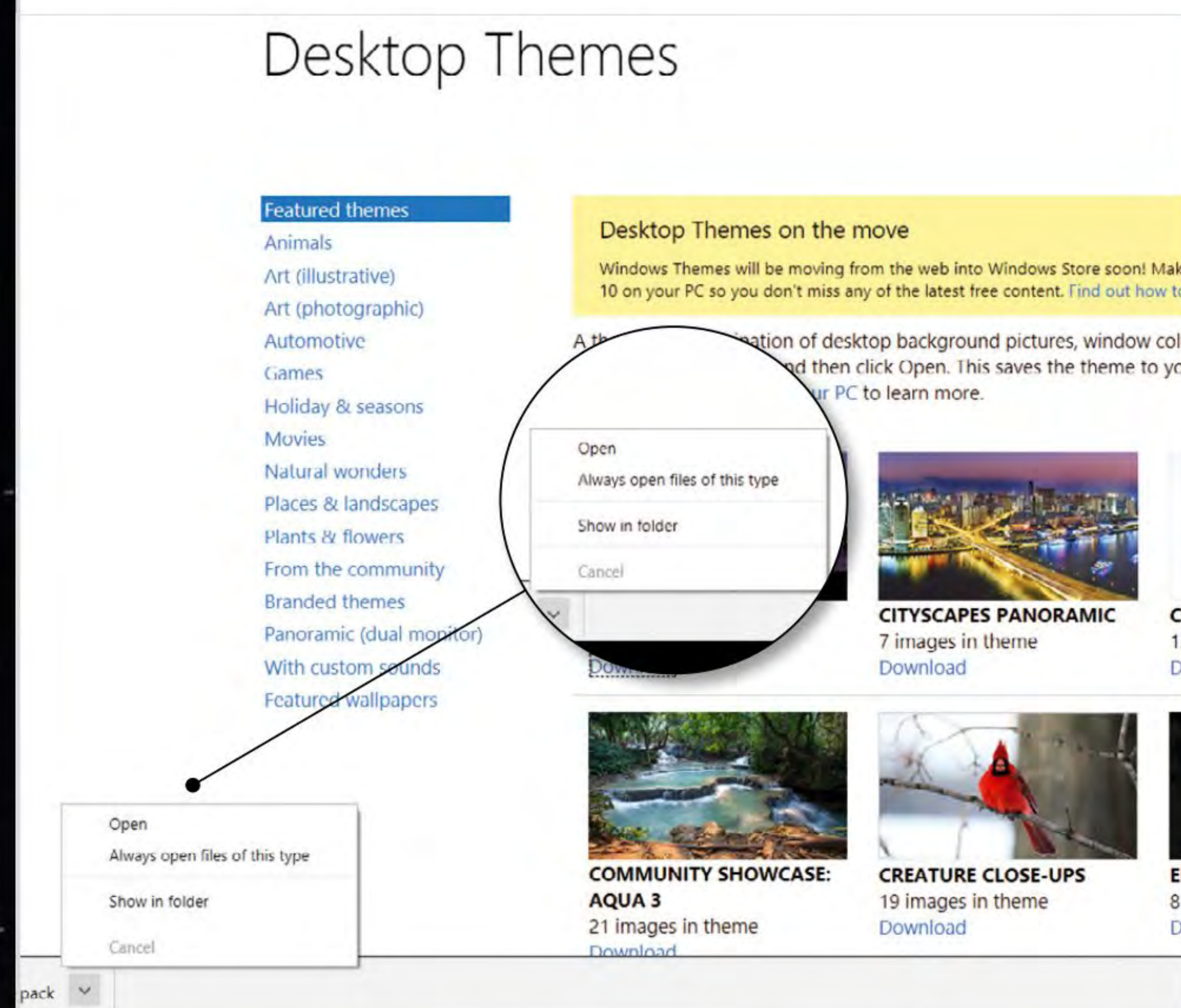




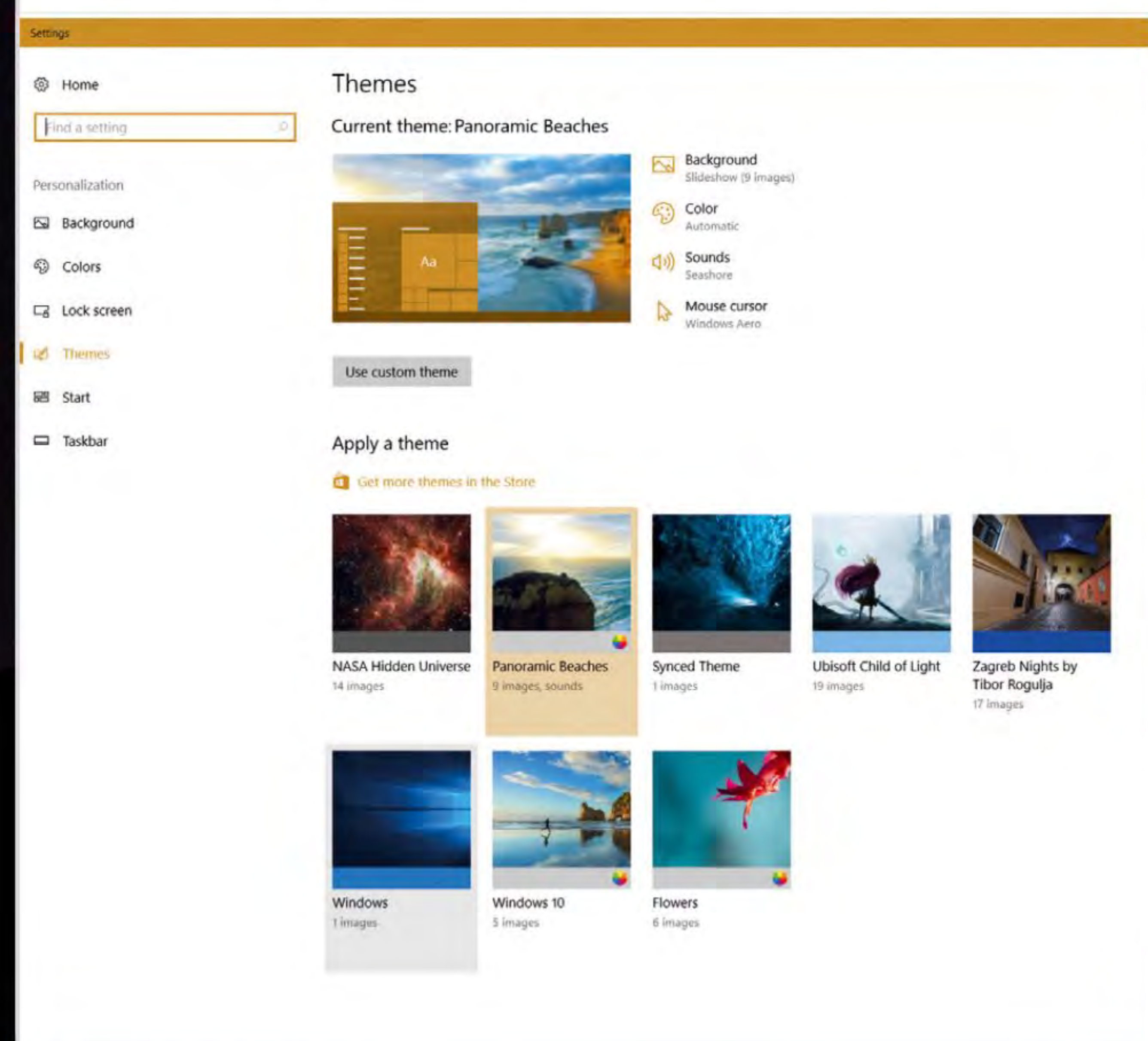
Applying and Modifying Themes

Once themes are downloaded you can view, customise and select them from a fairly new section in the main settings (settings > personalisation > themes).

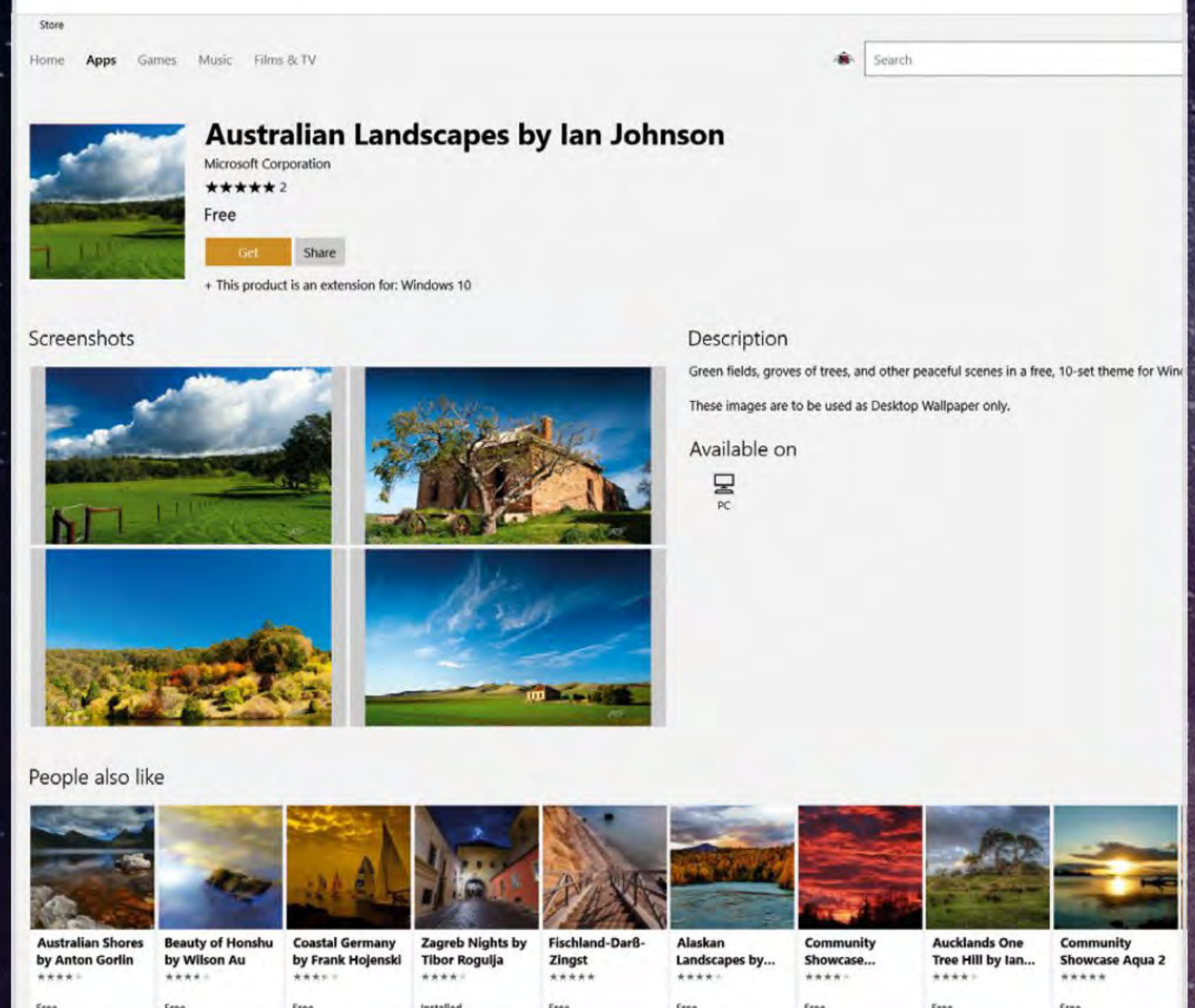
- 1 Once a theme is downloaded, you may need to open it to activate it. You can do this directly from the download interface that appears at the bottom of the browser window (showing download progress) or you can go to your Downloads folder, right-click on the file and click Open.



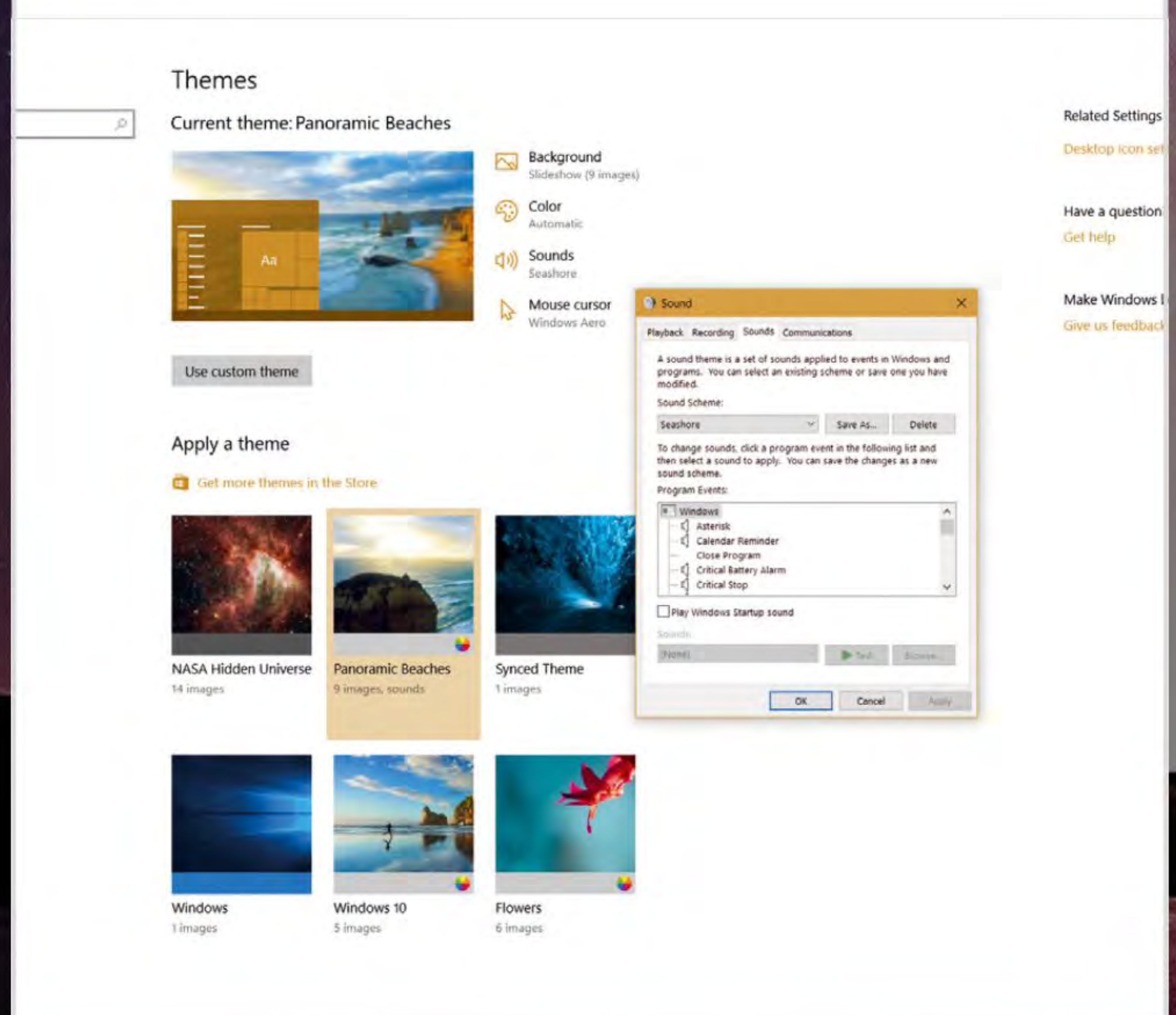
- 2 The theme will then be applied, and the first desktop wallpaper in the sequence will appear on your screen. Any colour profile changes will also be applied. If you want to manage the theme settings, head to Settings > Personalisation > Themes > Theme Settings.



- 3 Themes downloaded from the Windows Store won't need to be activated in this way. You can just click the Get button on the theme page in the store and then view the theme in settings > personalisation > themes. You can switch between themes here just by clicking the thumbnail.



- 4 Each theme applied can be customised further using the options in the Themes section. You can alter the background, colour, sounds and even the mouse cursor of any theme, making it completely unique to you. When you have chosen the changes, you will need to click Save Theme.

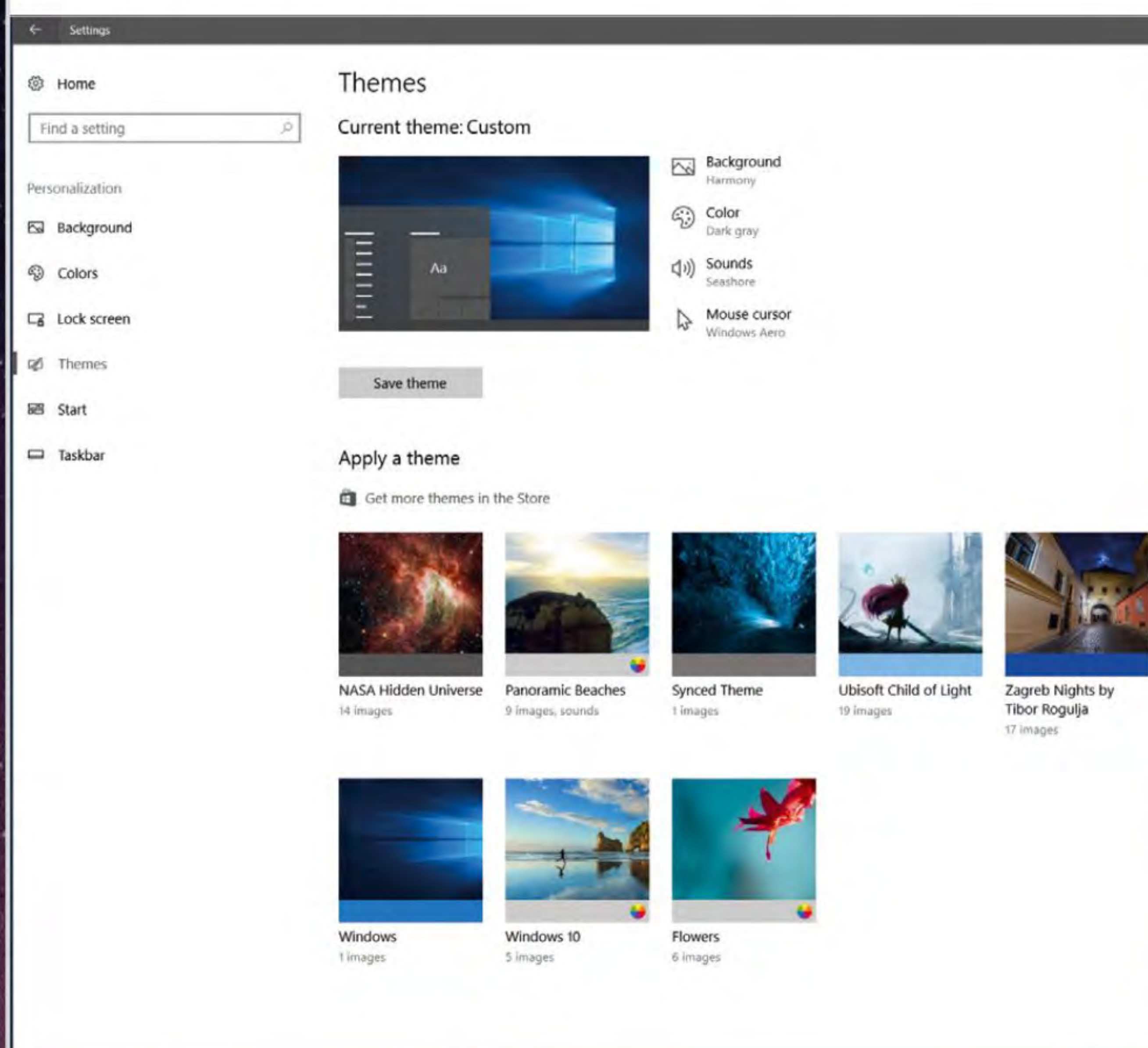




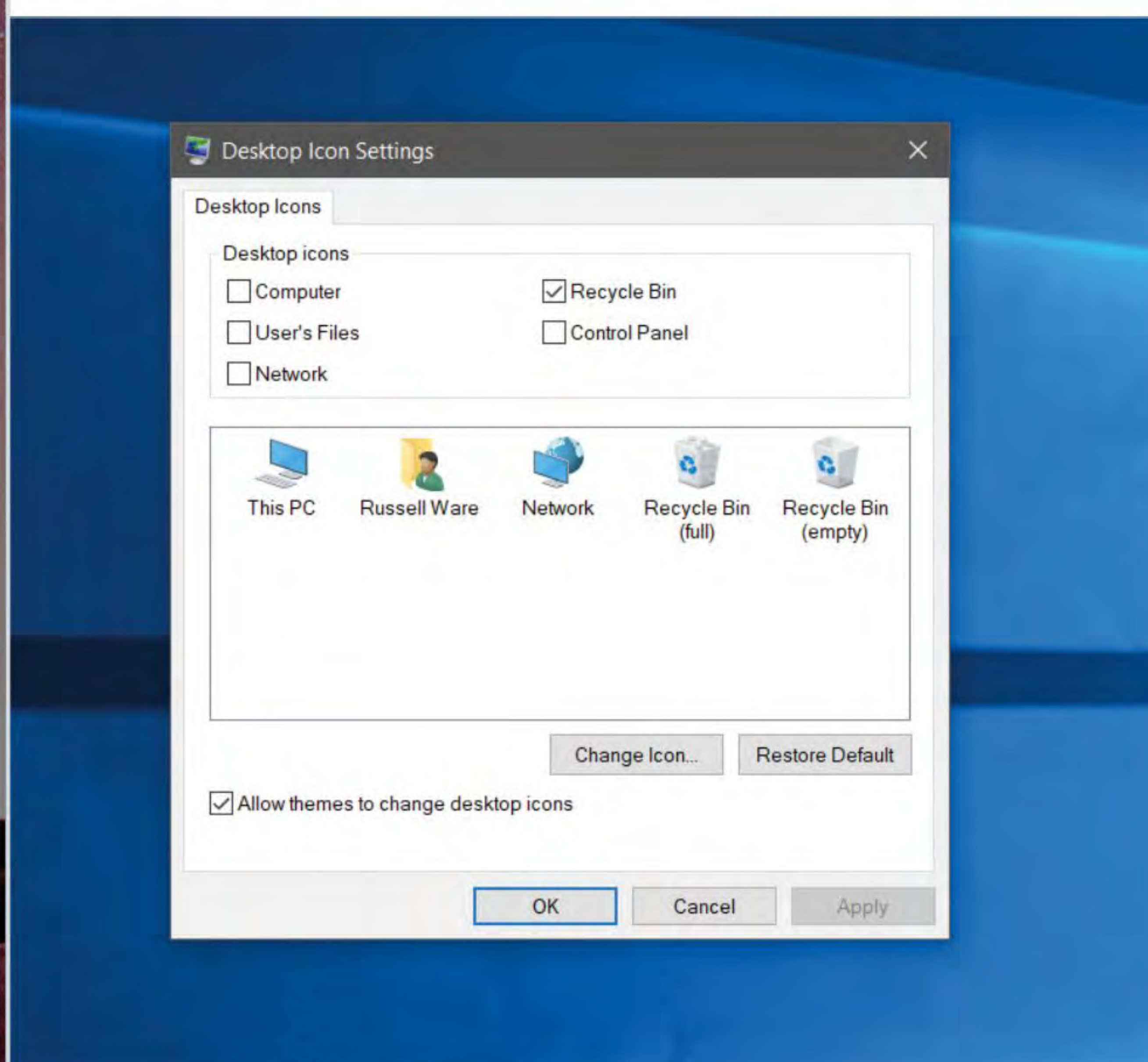
Change Your Desktop Icons

If you use desktop icons such as This PC, your personal folder or Network connections, you can change those icons. You can even download complete icon packs online, giving your desktop a completely different feel.

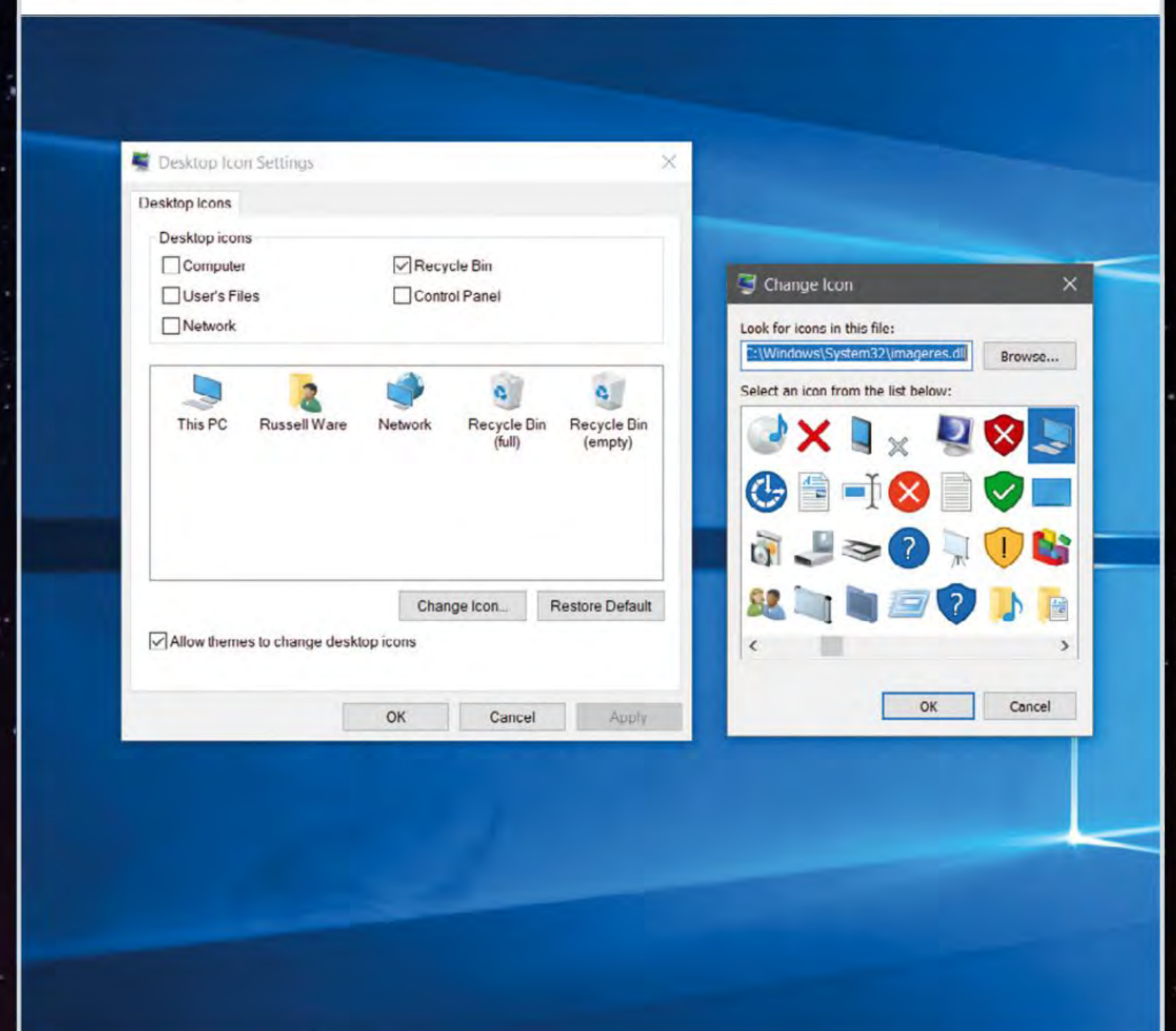
- 1 Open the Personalisation screen of the Settings menu and select Themes from the sidebar menu. You now need to look for the Related Settings option. In the Related Settings section, click on the link to Desktop icon settings.



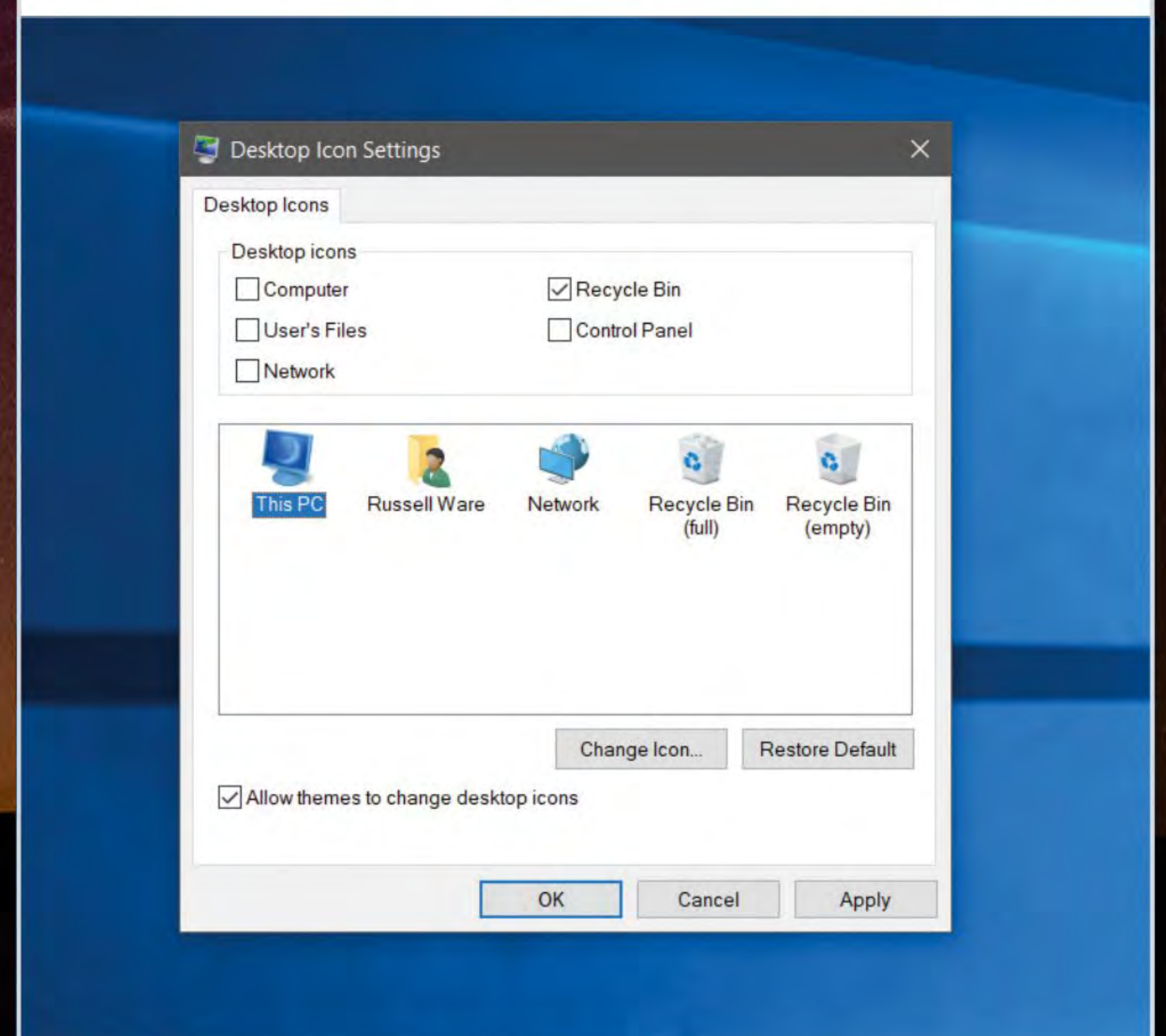
- 2 The window that now opens lets you choose which default icons appear on your desktop. The Recycle Bin is just about essential but the others, including Computer, Users Files, Network and Control Panel icons are optional.



- 3 If you wish to do so, it is possible to choose different icons for these system tools and you can even download custom icons online. To change the appearance of the desktop icons, click on the icon you want to change and then click the Change Icon button.



- 4 The icon chooser window that appears will look very familiar to veteran Windows users, since it's essentially unchanged from Windows 98. Scroll through the gallery until you find an icon you like or use the Browse button to navigate to any icon pack you've downloaded.

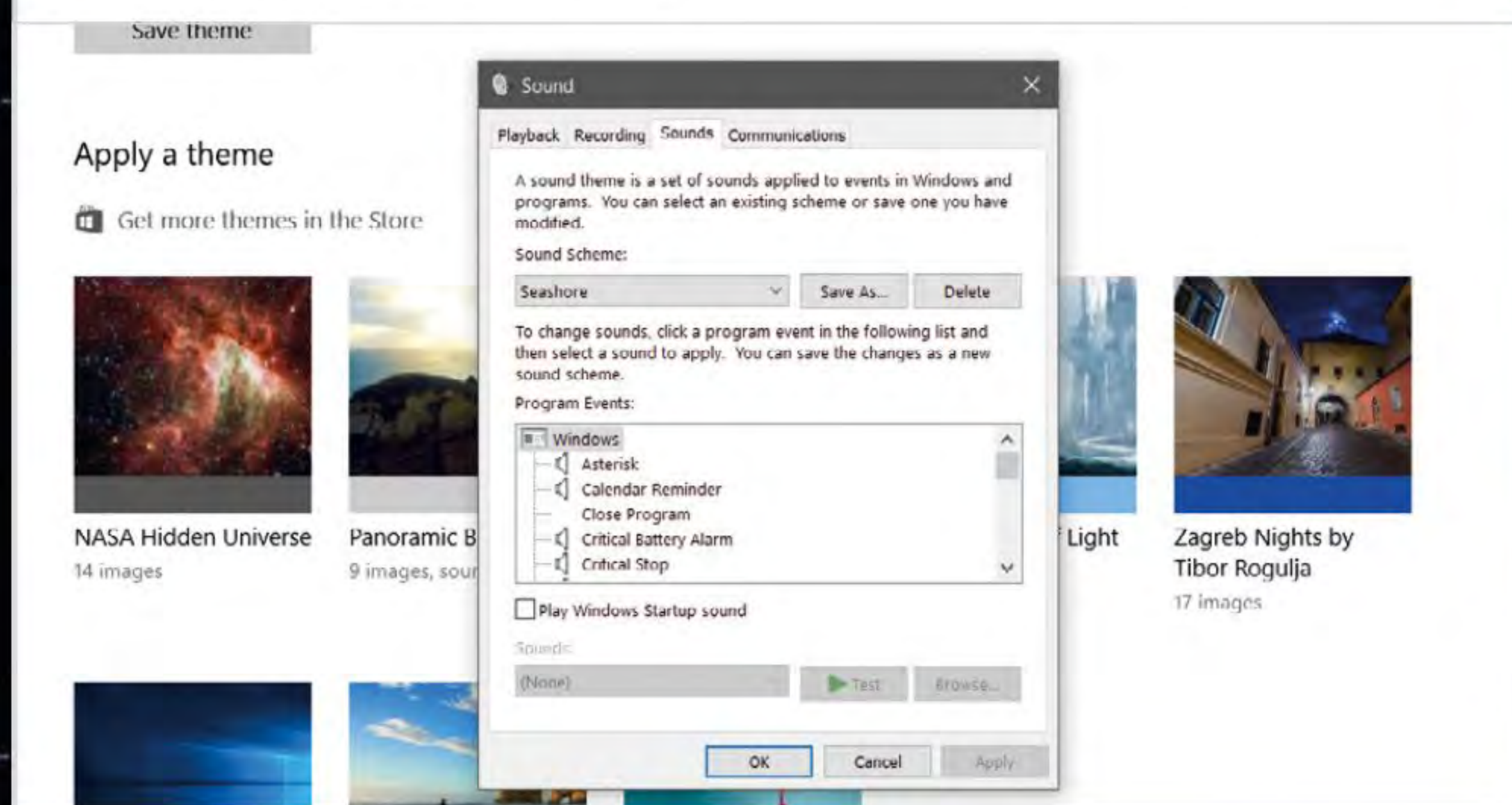




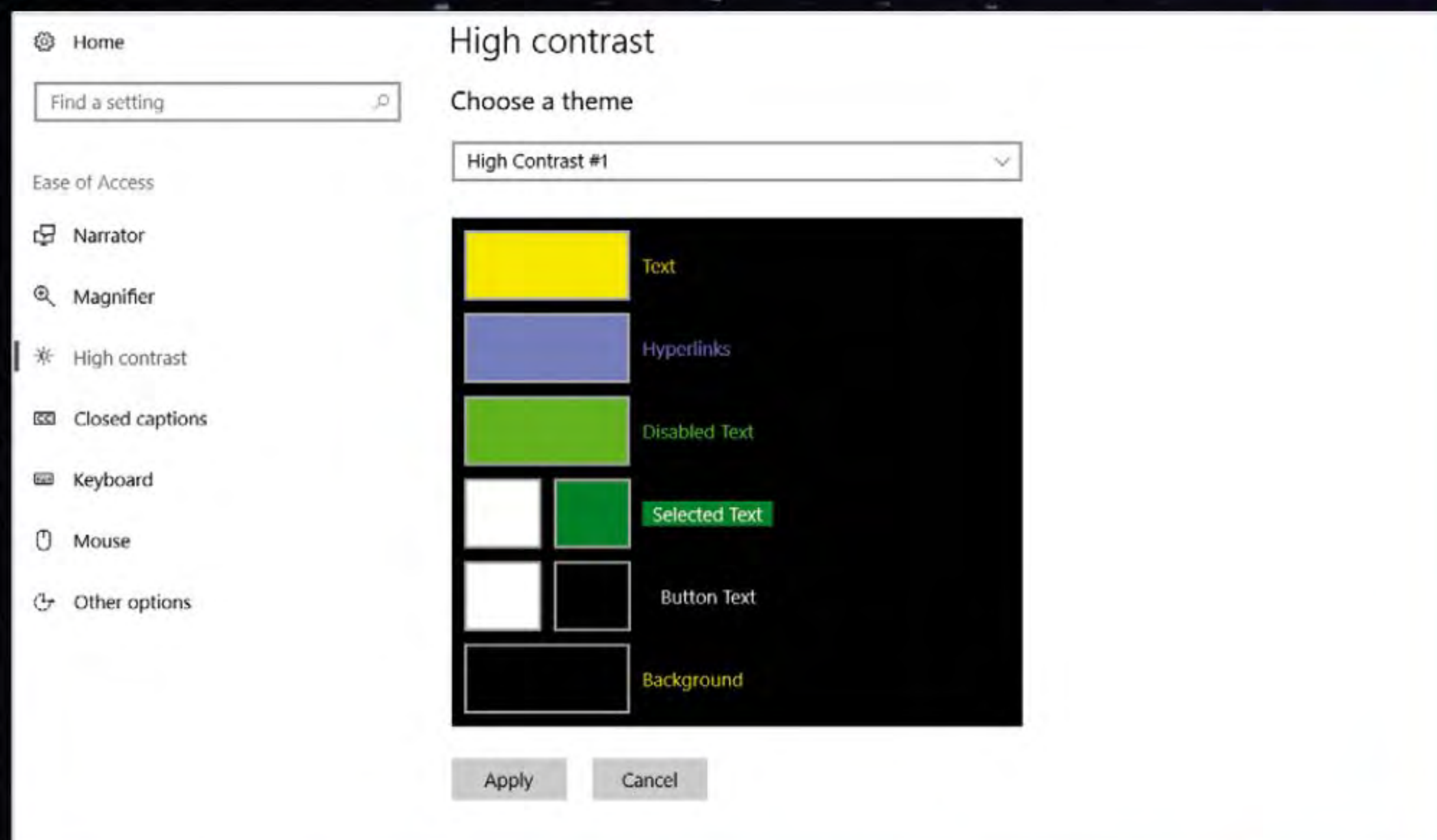
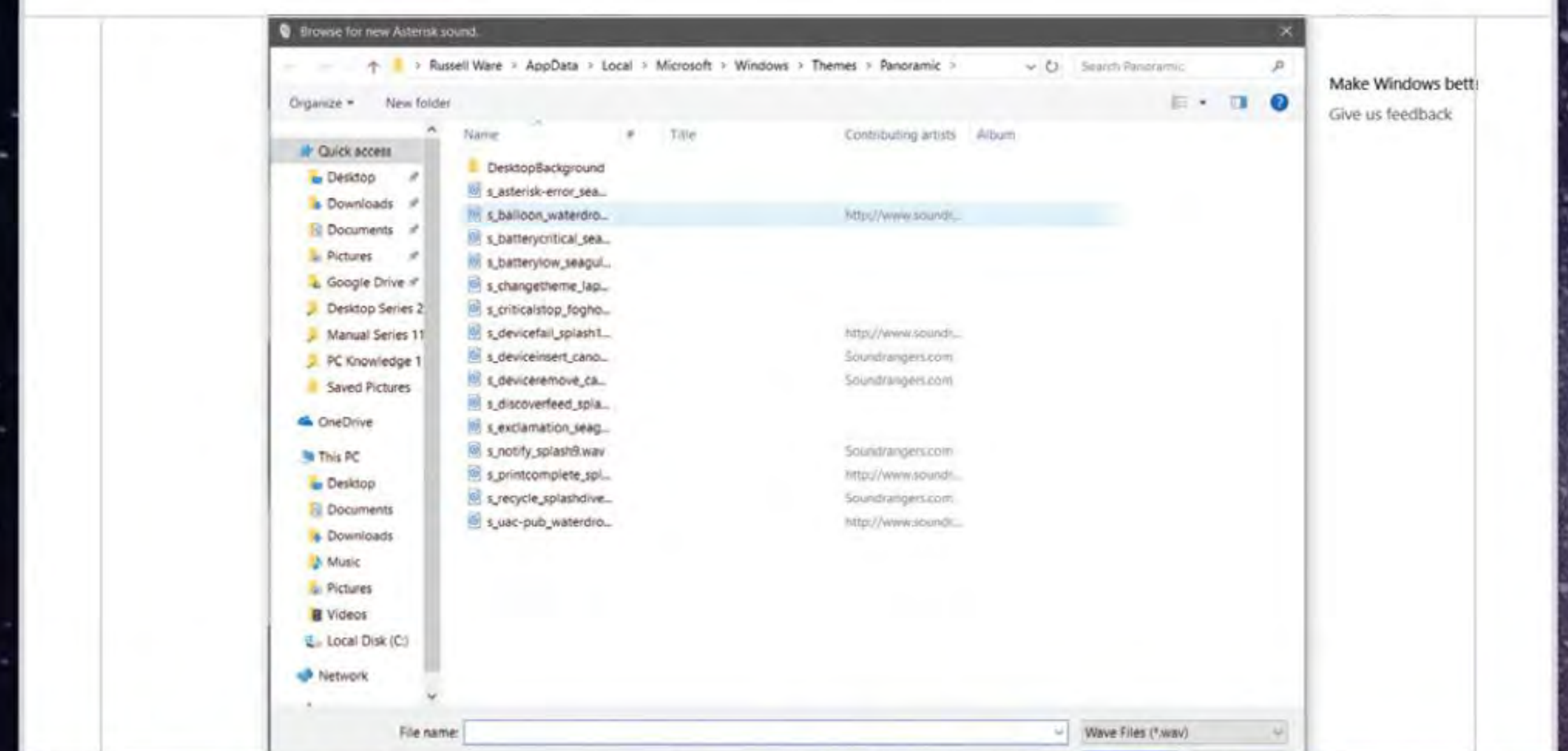
Personalise Windows Sounds

You don't like the default Windows sounds? You want to replace them with all your favourite Star Trek sound effects? No problem!

- 1 To change the sounds that Windows uses to notify you about events and problems, open the Personalisation control panel as explained previously and click on Themes in the sidebar menu, then click on Advanced sound settings.



- 2 To change a sound, first select it from the list of sounds shown in the Sounds control panel, then click on the Browse button. Navigate to the folder containing the sounds that you want to use and then double-click the new sound. You can click on the Test button to hear what it sounds like.



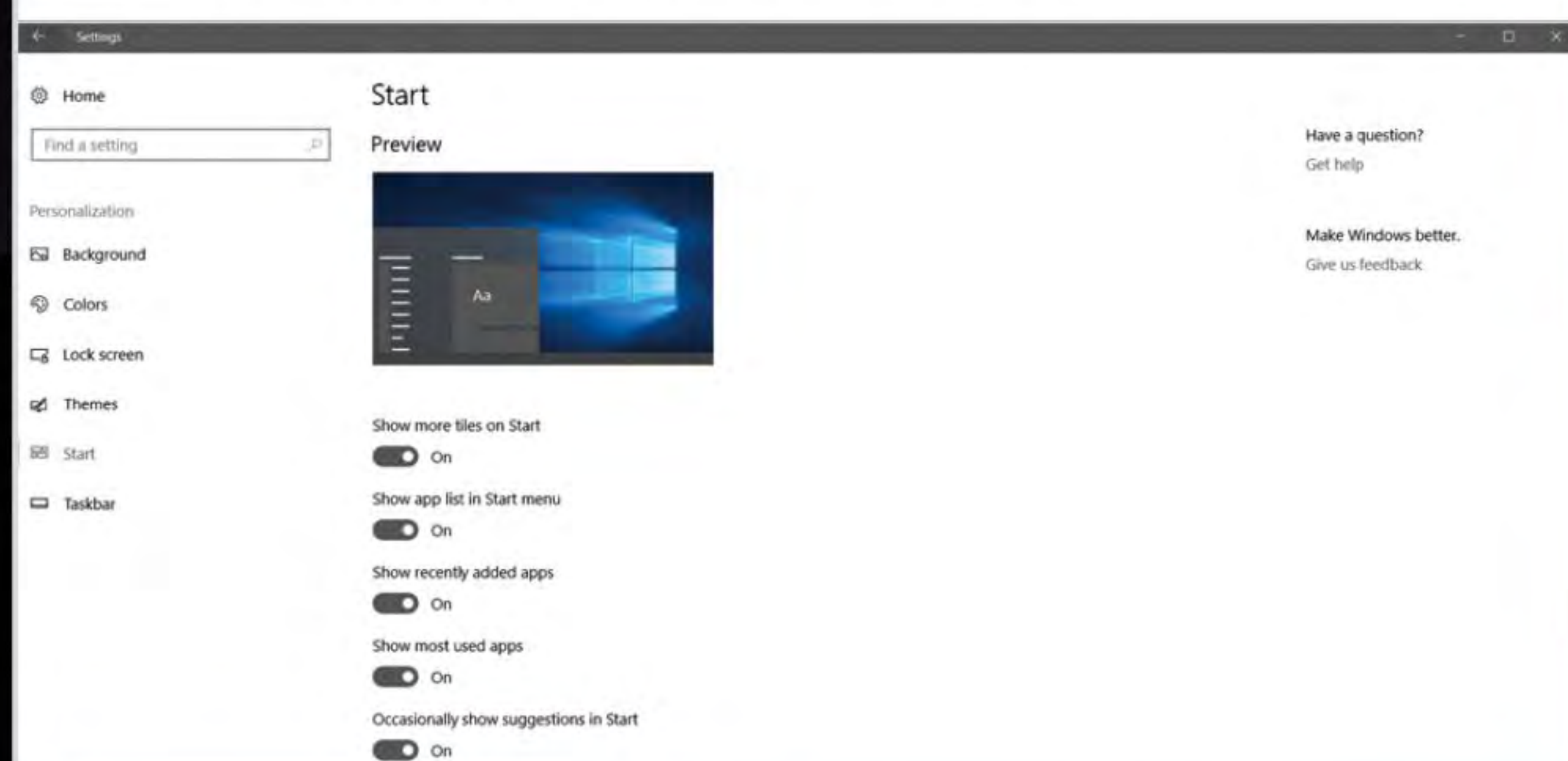
IMPROVING VISIBILITY

Windows 10 incorporates a number of features designed to improve accessibility for people with impaired sight, including a range of high contrast Desktop themes. You can activate these from the Personalisation control panel. Activate the panel by right-clicking on the Desktop and selecting Personalisation and then click on one of the high contrast themes presented. You can exit the theme by clicking back on the previous theme.

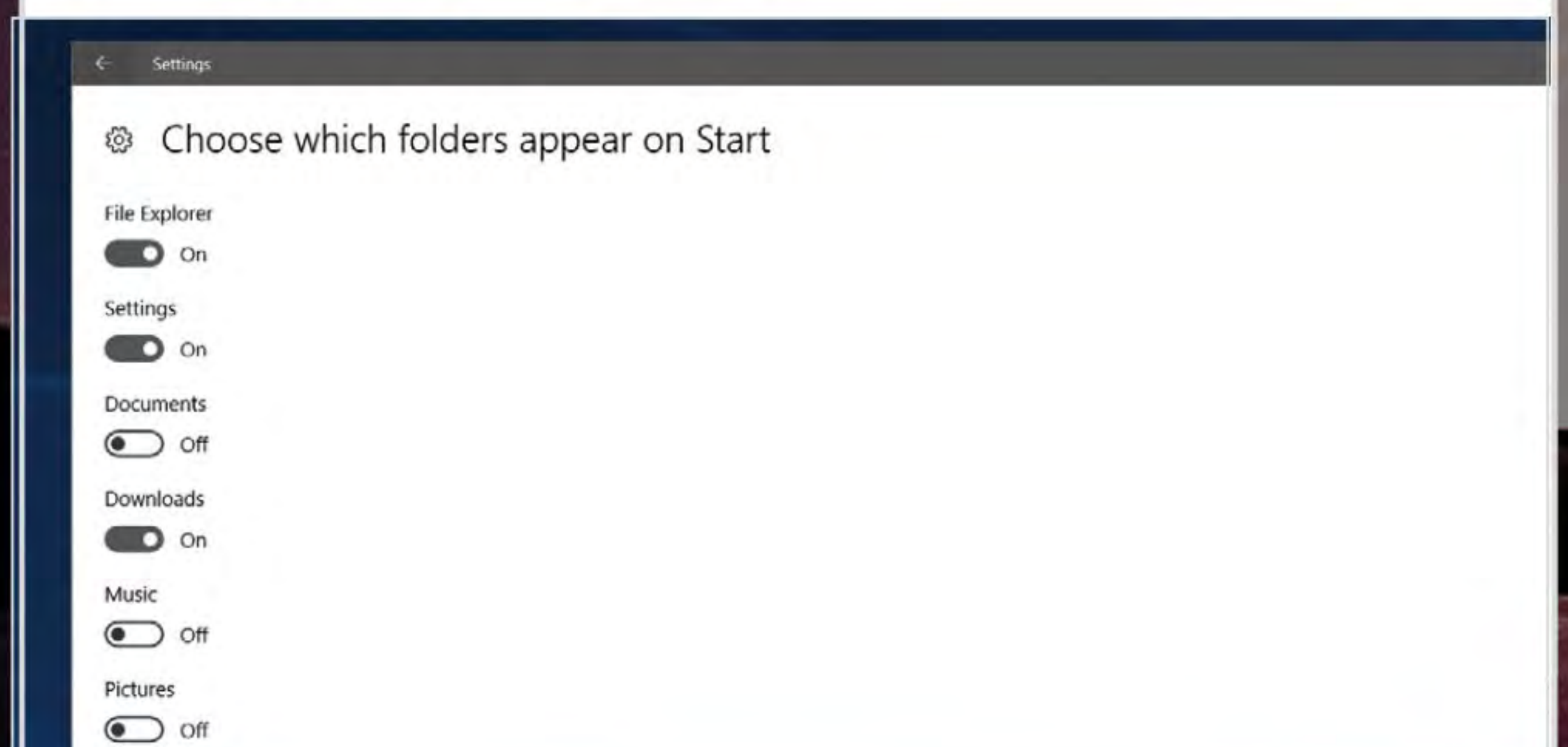
Personalise the Start Menu

The final Customisation menu option lets you customise the Start menu to a limited extent.

- 1 You are presented with a list of toggle switches that activate certain options. The 'Use Start full screen' effectively returns you to the Windows 8.1 Start screen, so you'll probably want to leave it off unless you have a specific need for a full-screen menu.



- 2 Clicking on 'Choose which folder appear on Start' lets you choose from a list of preinstalled shortcuts to your Library folders. Choose only those you really need to have there; otherwise the Start menu can quickly become hopelessly cluttered.

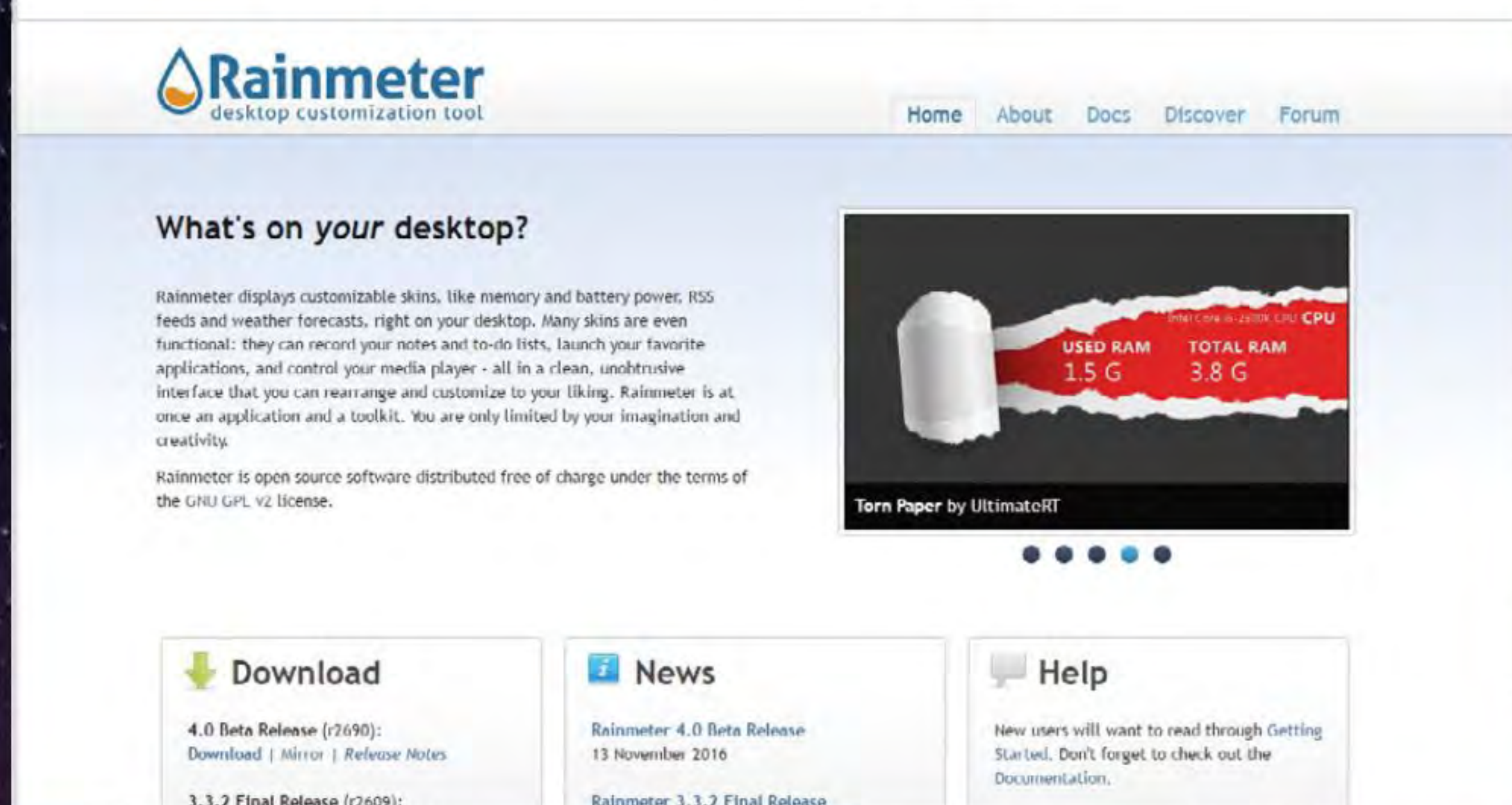




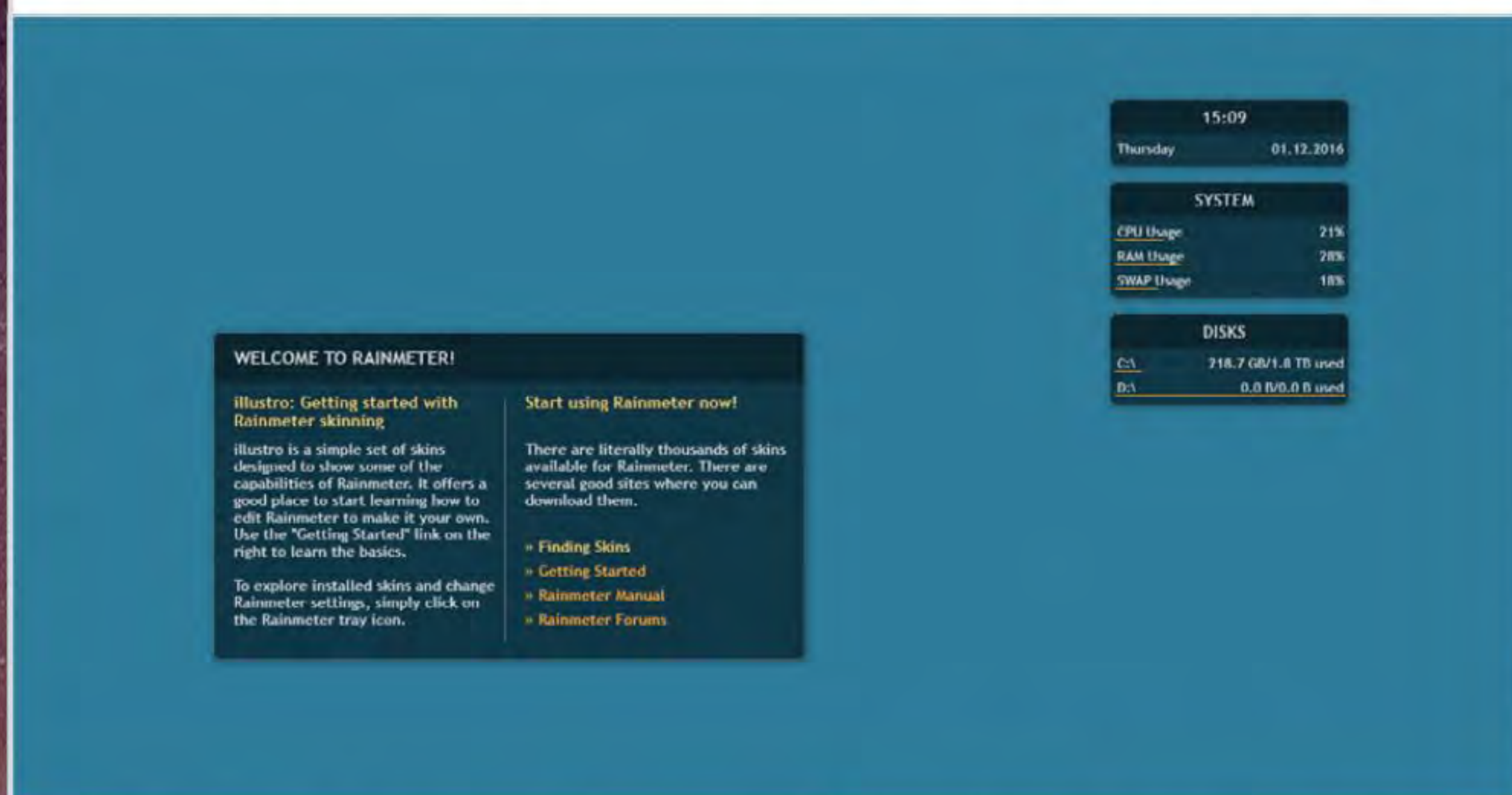
Add Tools to the Desktop

If you want to take your customisation of the desktop to the next level, you can begin to add desktop tools such as Rainmeter.

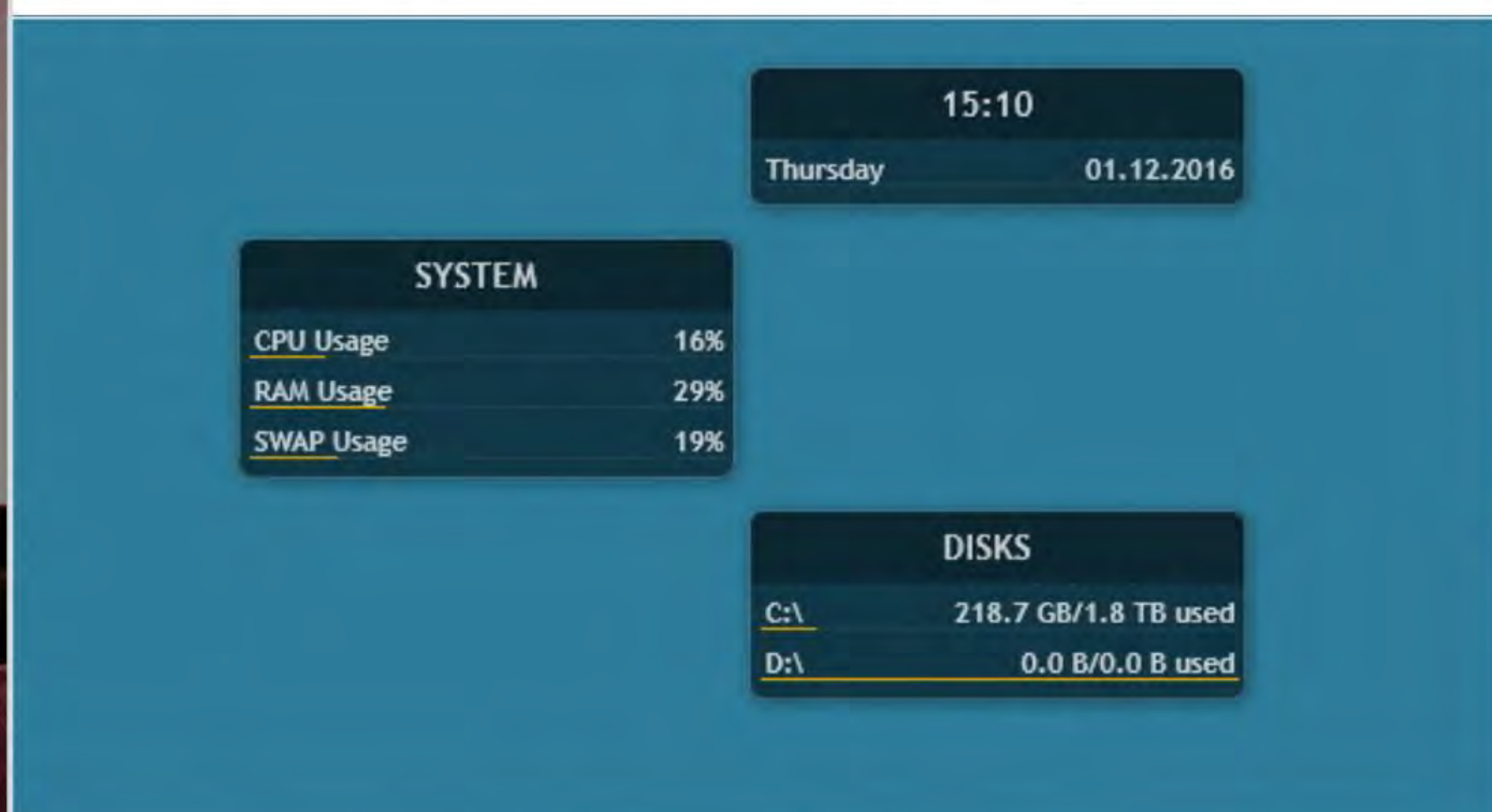
- 1 Start by downloading the Rainmeter installer from the Rainmeter.net. To install the software, run the installer program that you downloaded and follow the instructions. You will have the choice to choose from the 32 or 64bit versions during the process.



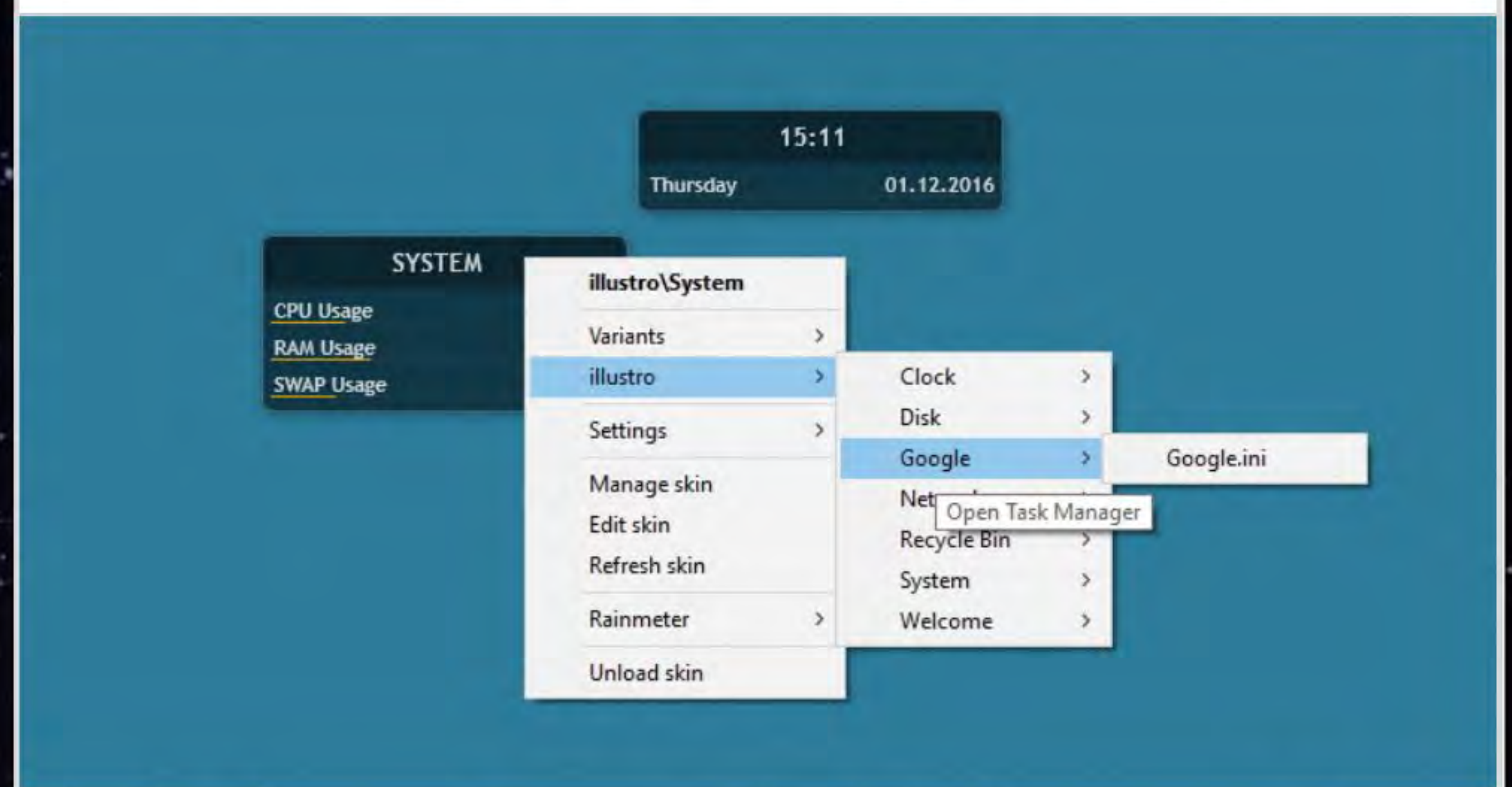
- 2 The first time you run Rainmeter, your desktop will look something like the image here. Each small window on the right side of your screen (System, Disk, etc.) is a skin. This is the illustro skin set. The app remembers each skin's location and settings independently.



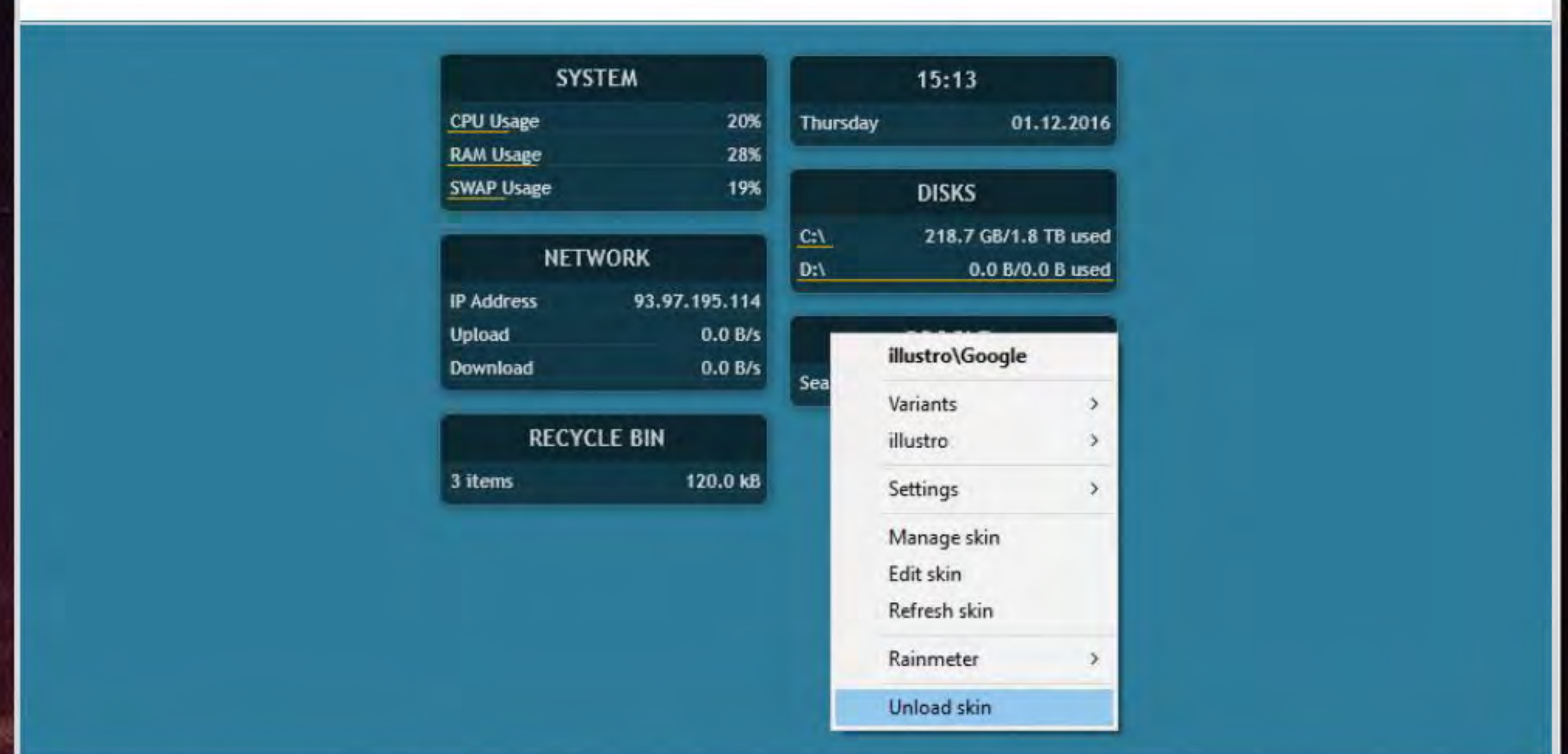
- 3 To move a skin, just click and drag it to a new location. The easiest way to interact with Rainmeter skins is through the context menu (right-click on the skin). A skin may have any number of tabs, buttons, menus or other bells and whistles in its design.



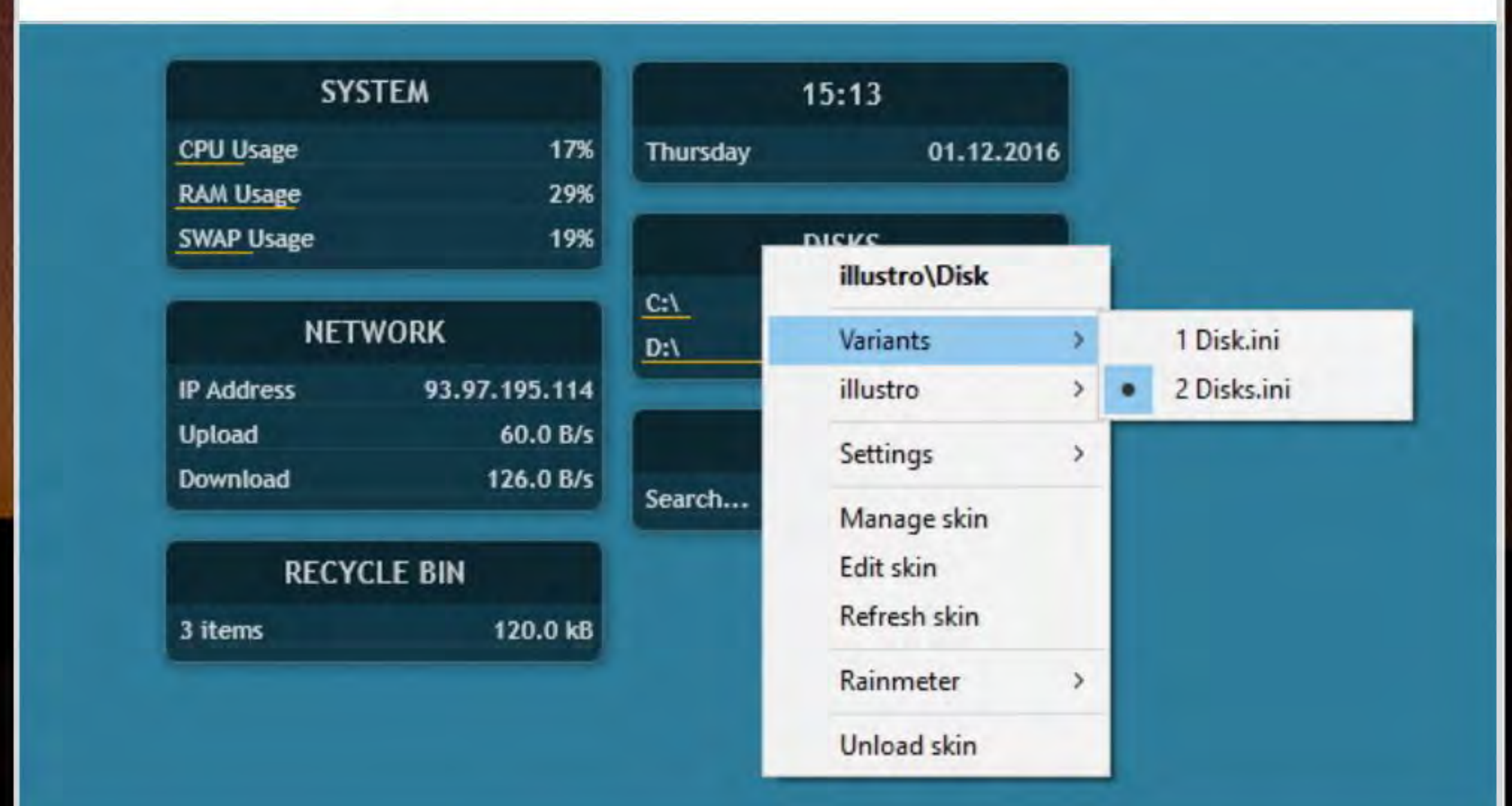
- 4 You can use the context menu to load skins from your library. Right-click on any of the skins and select illustro > Google > Google.ini. The Google skin will appear in the top left corner of your desktop. You can now drag it into place alongside your other skins.



- 5 You can also unload (remove) a skin with the context menu. Right-click the new Google skin and select Unload skin. You will see the skin fade away and disappear (useful for getting rid of the welcome skin). When a skin is unloaded, its location and settings are still saved.



- 6 Skins can have different variations. To see an example of one with variants, right-click the Disk skin and select Variants in the context menu. Variants share the same location and settings, and only one of a skin's variants may be loaded at a time.





Get Online with Microsoft Edge

Microsoft Edge lets you move quickly from browsing to doing. Write or type notes directly on web pages and share them with others, read online articles free of distraction and save your favourite reads for convenient access later.

Browser Controls

Up in the top left corner, where you would probably expect to find them, are the browser controls. These include the button to add a new tab, the page refresh button and the page forward/page back buttons. Right-click on the main tab and you will see additional options, including Re-open Closed Tab.

Search Bar

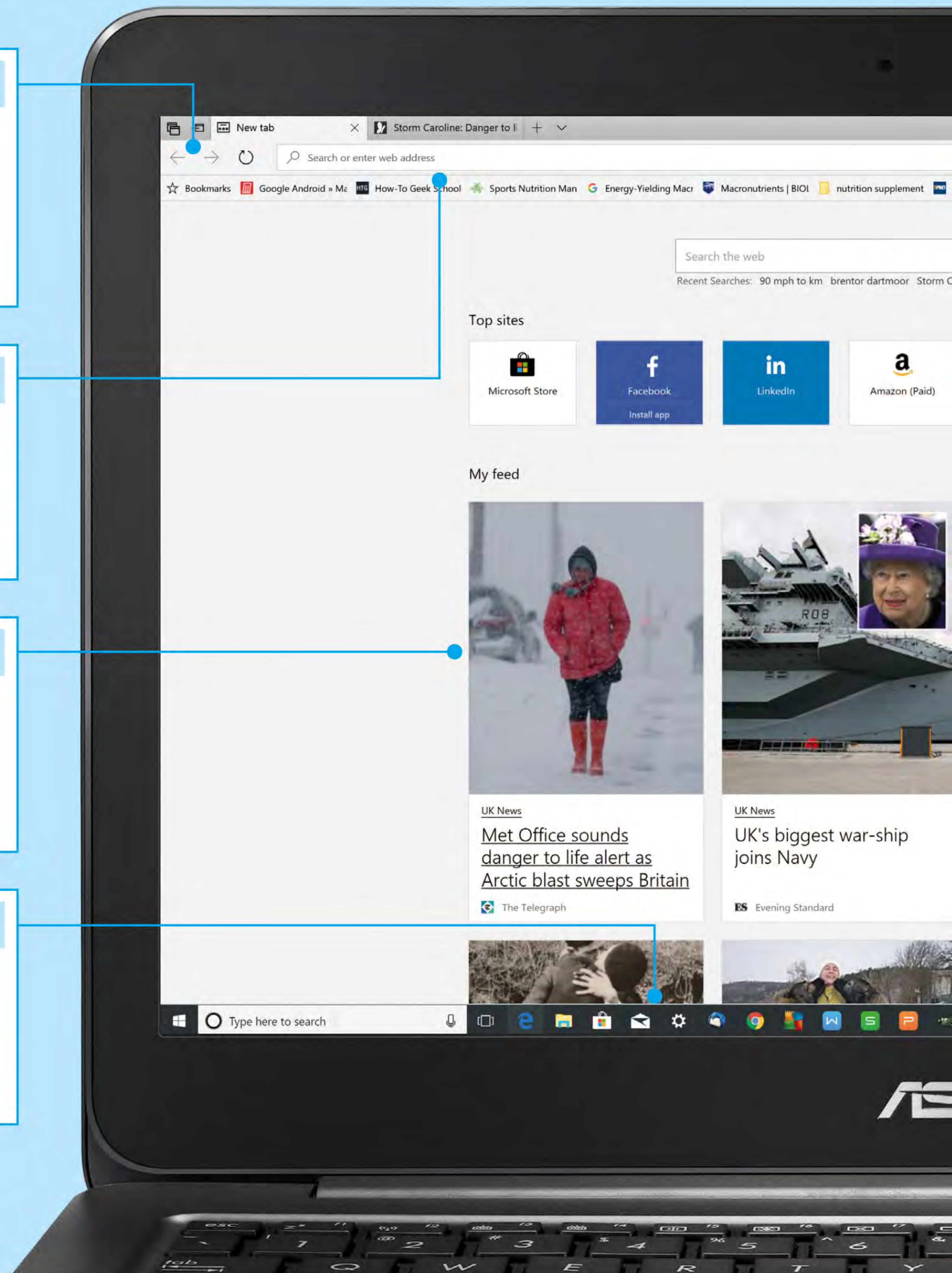
There's no need to go to a website to search for pictures of adorable penguins or cute kittens. Stay put and save time by entering your search in the handy address bar. You'll get search suggestions, instant results from the web and your browsing history on the spot.

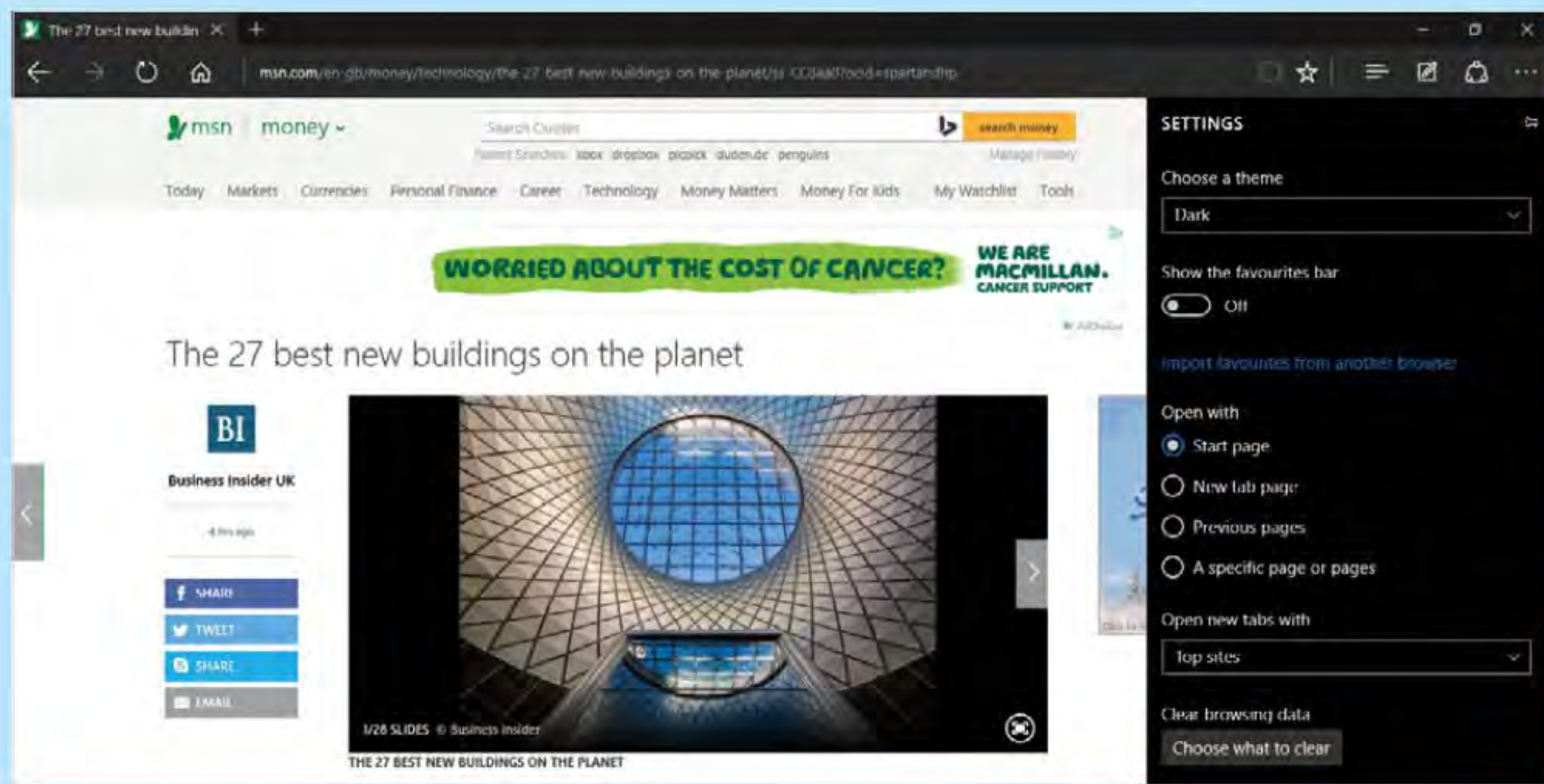
News Feed

The main Home screen of Microsoft Edge is your News Feed. The news feed is provided by MSN and is made up of news stories based on your geographical location. If you are in the UK, the news will be from UK news websites, in the US, the news will be from American sources.

Task View

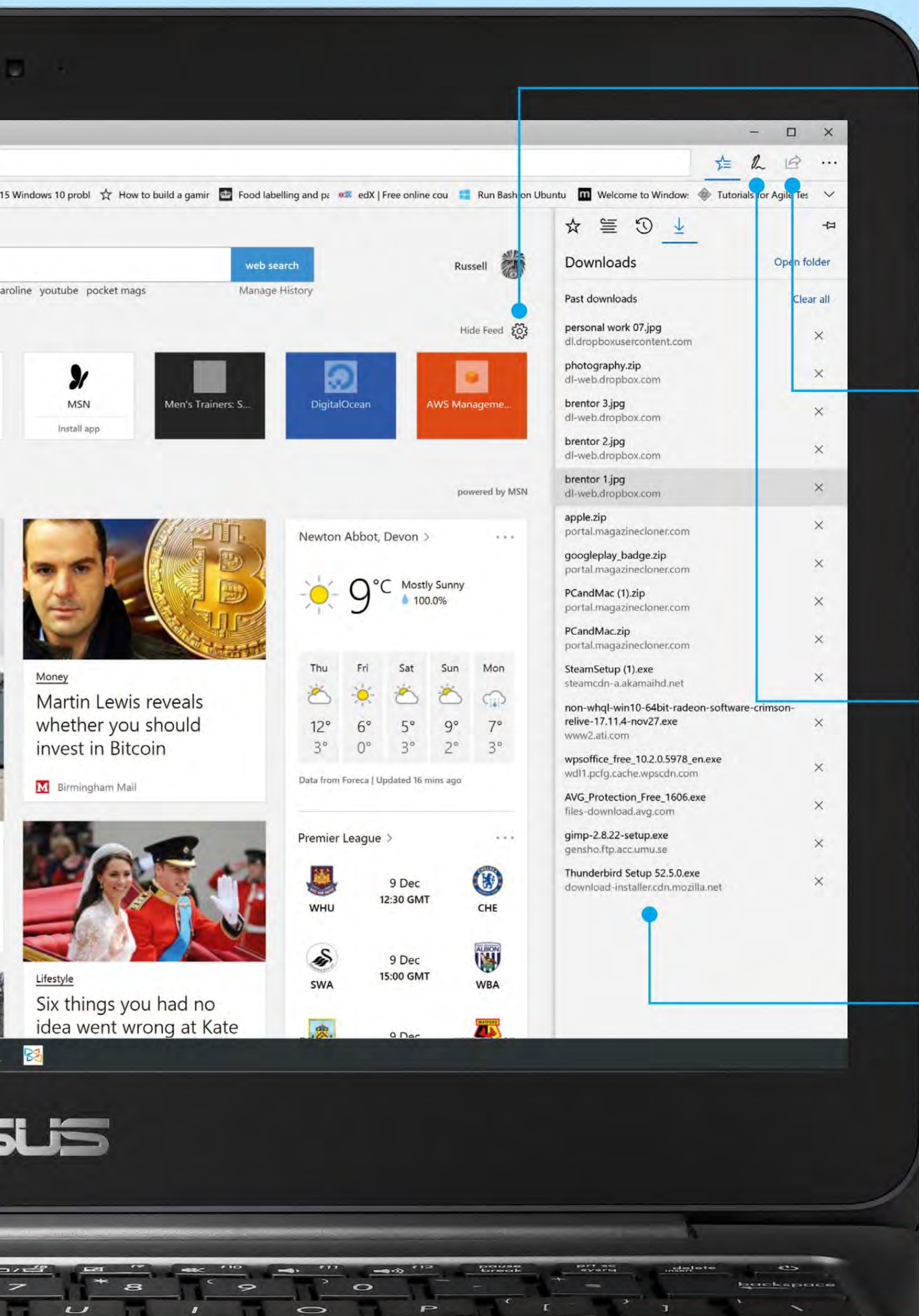
The taskbar, which remains at the bottom of the screen when using Edge, contains a button that switches to Task View. Task View allows you to quickly view any open windows and folders, displaying them as thumbnails. This includes any open Edge browser windows.





EDGE SETTINGS

Alongside options to change the style of the Edge browser, including changing to a dark theme, are several important settings. You can choose how the Edge browser opens, showing the Start page or another specified page for example. The advanced settings include options to block pop-ups and allow Flash Player.



Customise Feed

You can customise the news feed to provide stories and articles that interest you personally. Click the “Customise” button and then choose your required location (UK, US, etc.). You can then click on the various categories, including: Entertainment, Money and Sport, and make them your favourites.

Share

Windows Edge gives you more ways to share your discovered content than ever before. Click the Share button whilst on any web page and the Sharing panel will open. The title of the page will be displayed. Click this to choose whether to share a link or a screenshot. Then click the app you wish to share with.

Web Note

Microsoft Edge on Windows 10 allows you to hand write notes on top of ANY website you visit. When you are on a website and want to add a written note, simply click the Web Note button. A new menu bar opens, allowing you to choose pen colour and thickness. Now write your note and click Save.

The Hub

The taskbar contains shortcuts to many of the most commonly used apps, including: the Edge browser, the App Store and File Explorer. You can add any app to the taskbar by right-clicking on the tile or app icon and selecting “Pin to taskbar” from the menu.