

NEW *EASY TO FOLLOW USER GUIDES*

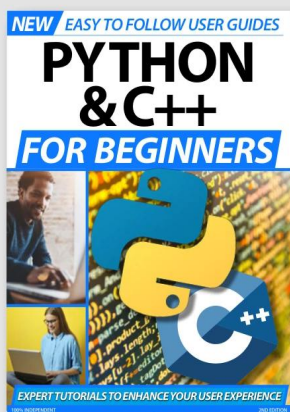
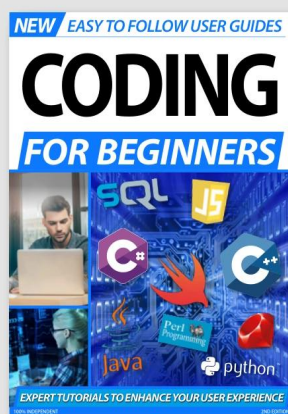
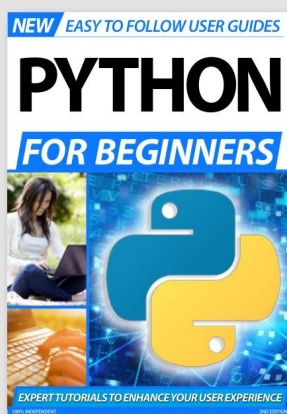
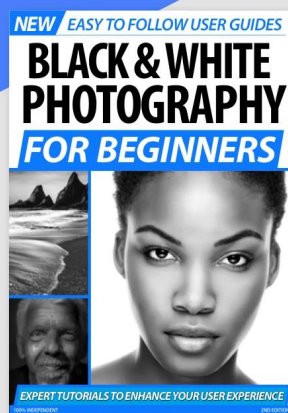
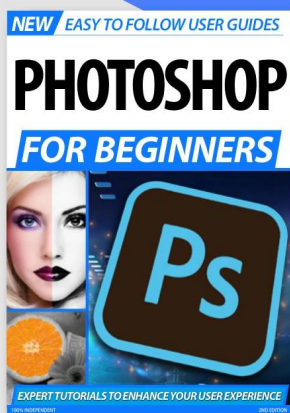
WINDOWS 10

FOR BEGINNERS



EXPERT TUTORIALS TO ENHANCE YOUR USER EXPERIENCE

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.

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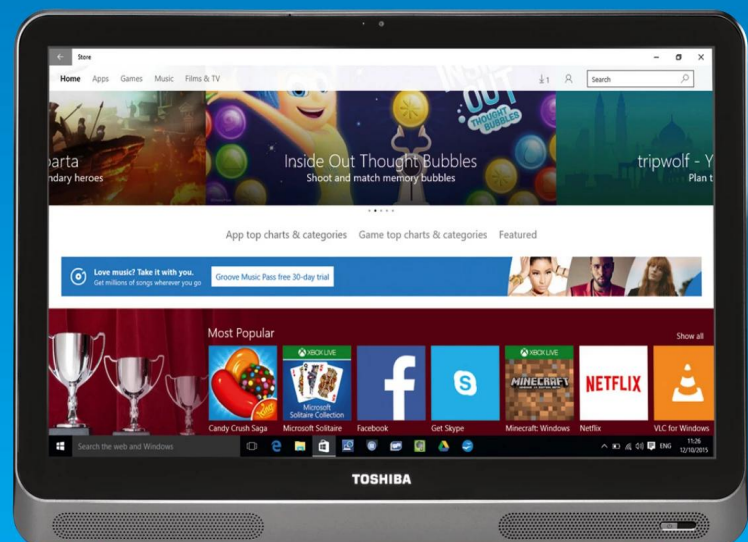
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“...whether you are a long time PC user or a complete Windows novice booting up your first laptop, there is something new to learn...”

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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

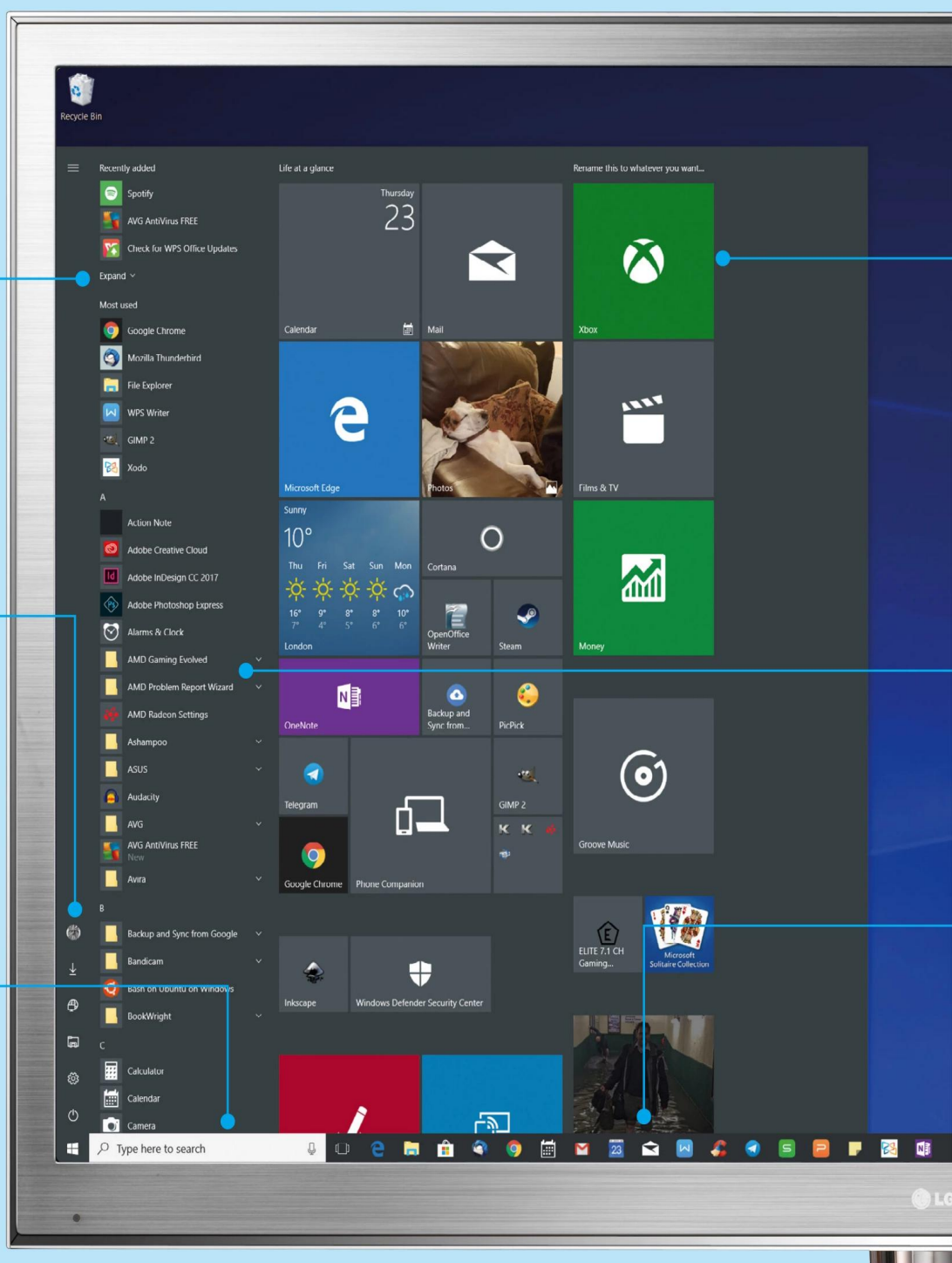
As you use Windows 10 and the various apps and software, a list of your most used tools will appear here. This is constantly updated as your use of the OS evolves. At the top of the All Apps list is a Recently Added section, showing newly installed software and a Most Used section showing your favourite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

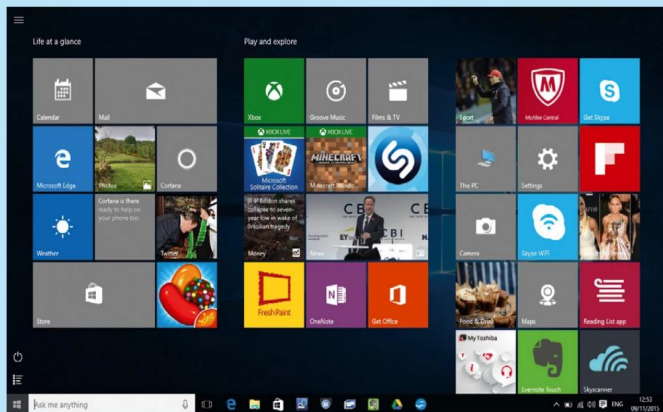
System Folders

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

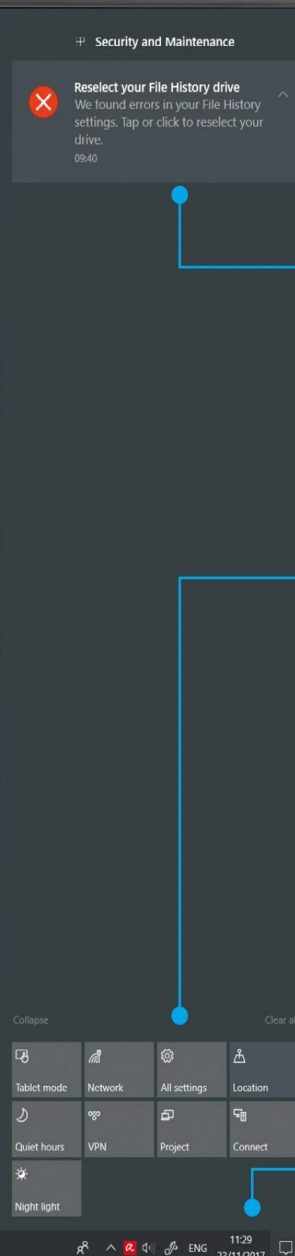
Notifications in the Action Center range from security alerts and system errors, to emails and Facebook updates. If you are seeing notifications here that you don't need, Twitter updates for example, you can right-click the heading and turn off notifications for that app.

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.

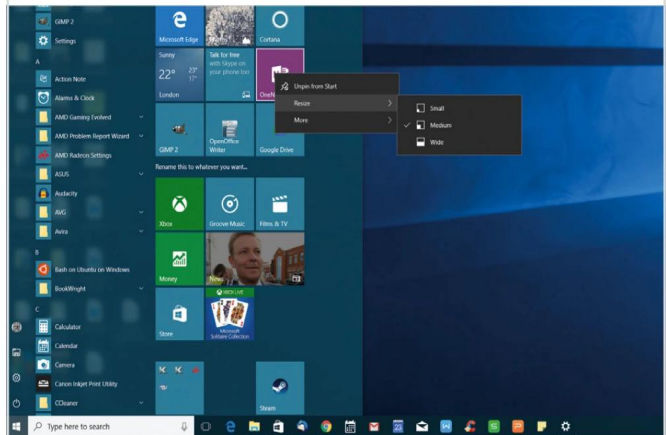
Get to Grips with Start

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.

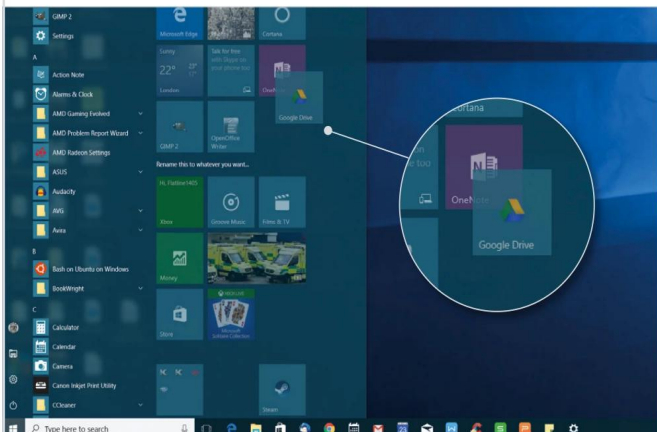
- 1 You open the Start menu by clicking the Windows icon in the bottom left of the desktop or by pressing the Windows key on your keyboard. The menu in Windows 10 is a mix of the Windows 7 and 8 styles but works better than either, with a list of apps on the left and Live Tiles on the right.



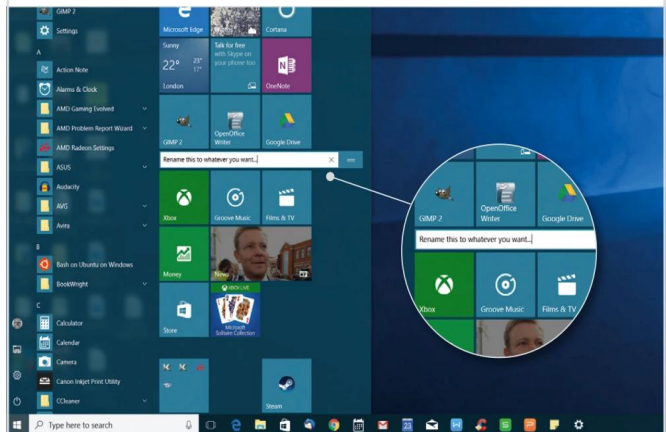
- 3 You can right-click anything in the live tiles area of the Start menu to bring up the tile menu. This lets you resize, unpin and even turn the live tile into a static tile. There are up to four different sizes of live tile: small, medium, wide and large, giving you lots of ways to build the perfect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

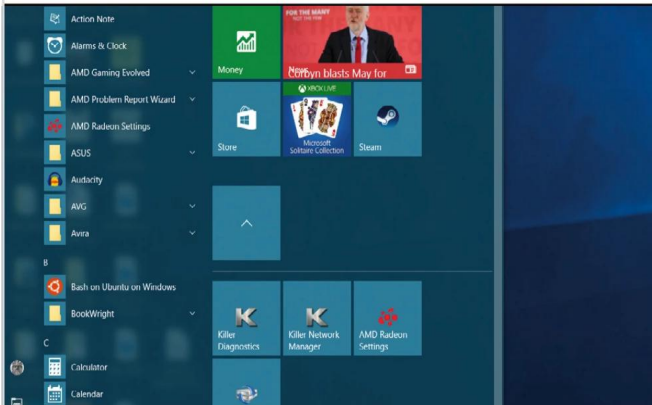


- 4 The tiles are split into groups. You can click the headings on existing groups to rename them. Dragging one of the tiles to the bottom of the menu, to an unused area of the menu, enables you to create a new group. A bar will appear at the bottom to indicate that a new group will be created.





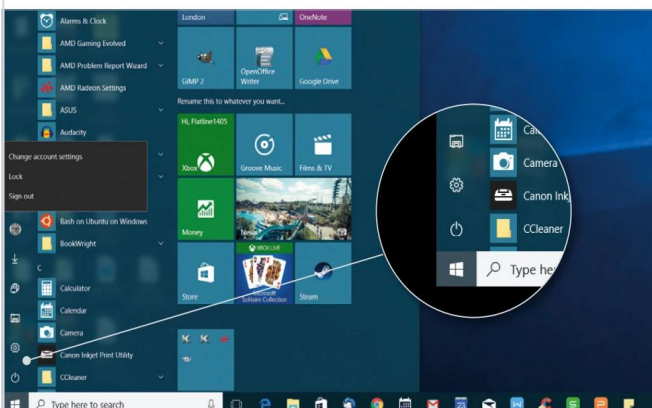
- 5 The Start menu now allows for the creation of folders. This means that you can further organise the menu by keeping related app icons in a single place. To create a folder, simply click and drag an app icon over another. The icon beneath will expand slightly. Drop the dragged icon and the folder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



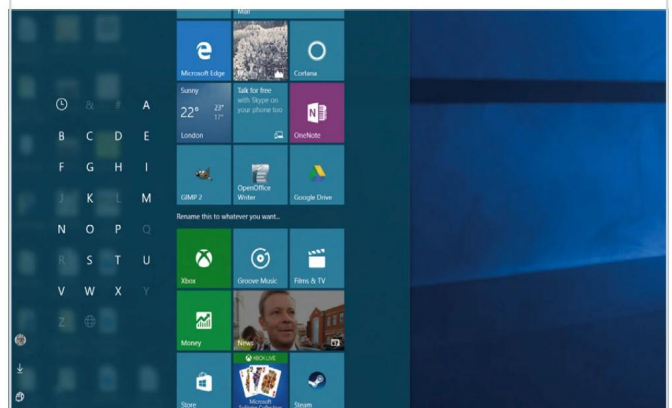
- 8 The Most Used section at the top of the list enables you to access recently opened programs. This will also show recently opened files, so if you have Microsoft Word installed, simply go to the menu next to the icon in the most used apps menu and you can instantly open your recently worked upon files.



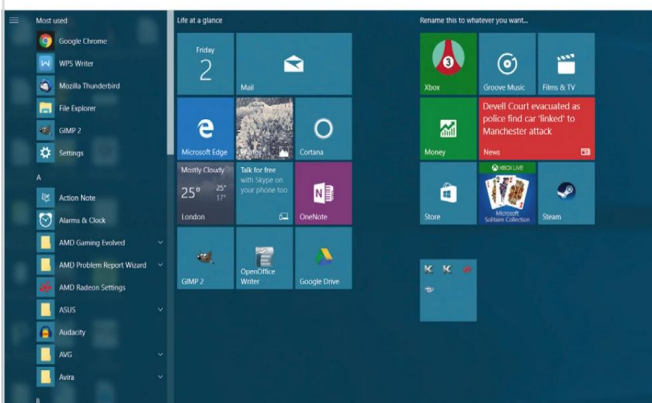
- 6 On the left-hand side at the bottom, there's a list of key items, such as the Settings app and a shortcut to the File Explorer. Click the power icon and you can shut down or restart your PC. You can add more options to this shortcut section in Settings > Personalisation > Start > Choose which folders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





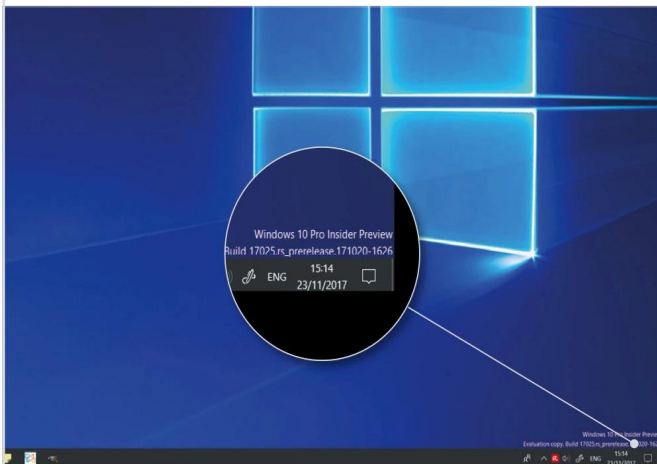
How to Use the Action Center

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.

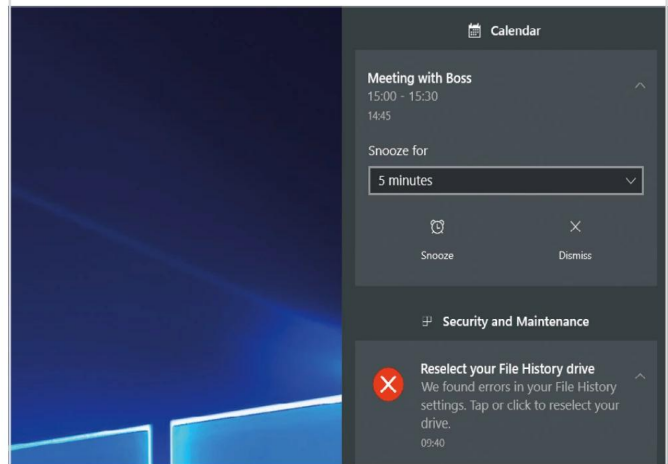
Exploring the Action Center

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.

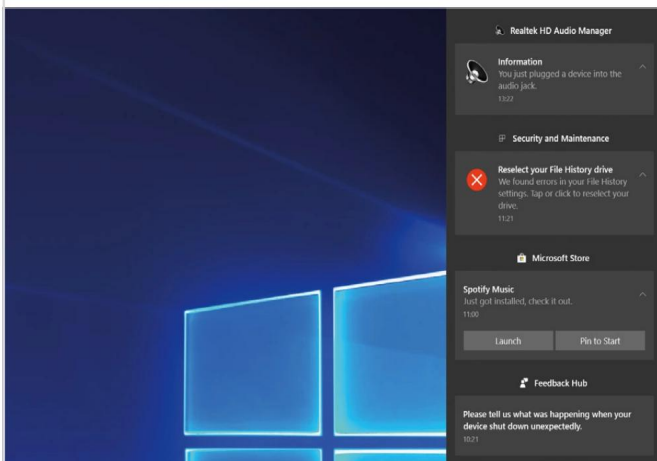
- 1 You can open the Action Center by clicking the speech bubble icon on the far-right of the taskbar or by pressing the Windows key + A on your keyboard. If you hover the mouse pointer over the Action Center button, it will tell you if you have any new notifications.



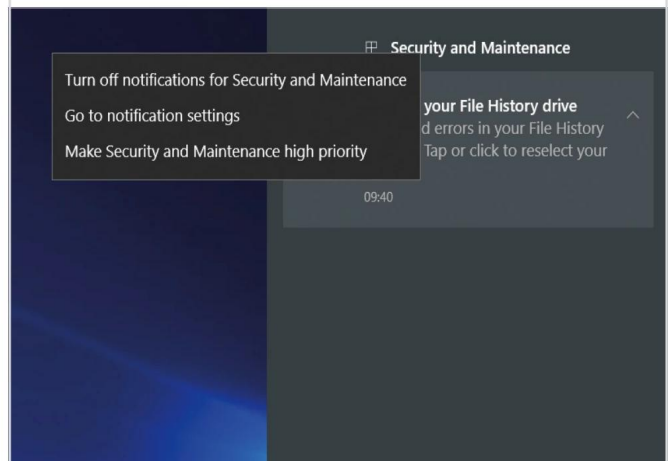
- 3 Clicking on a notification will take you to the app that generated it. You can also interact with certain notifications within the Action Center panel. On this screen, you can see that the Calendar notification allows you to snooze it for various lengths of time.



- 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).

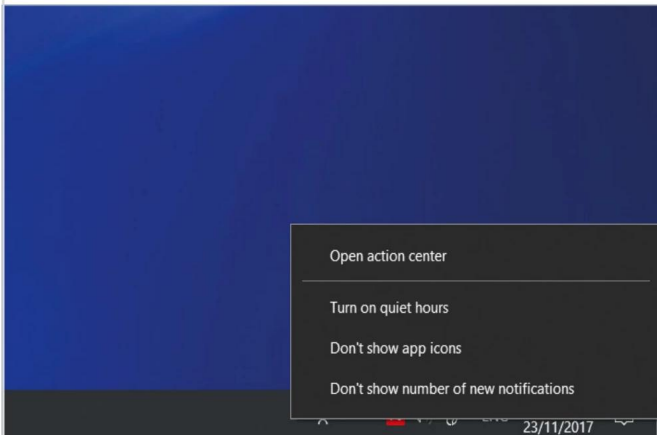


- 4 You can also control whether or not an app sends notifications, or whether notifications are prioritised, from within the panel. Right-click on the app heading when a notification arrives and choose the desired option from the action menu that appears.

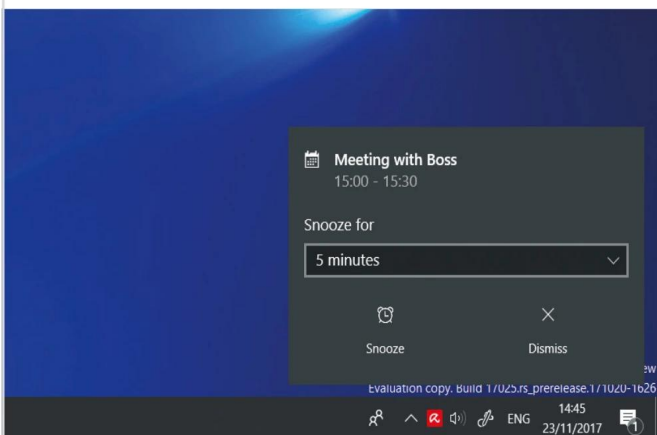




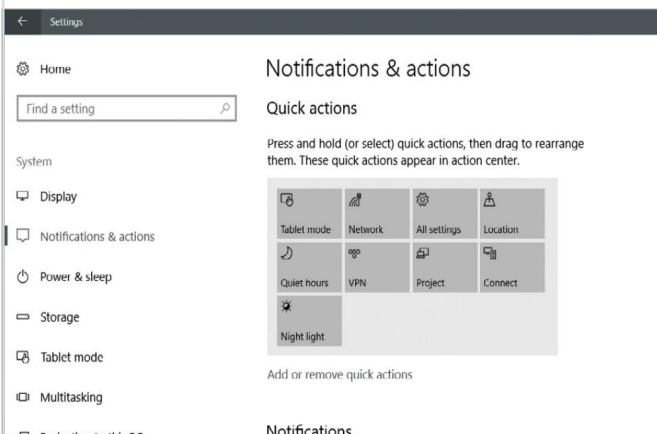
- 5 If you right-click on the actual Action Center button in the taskbar, you will see some different options in the action menu that appears. These include the option to turn on Quiet hours, show/hide app icons and show/hide the number of notifications on the button.



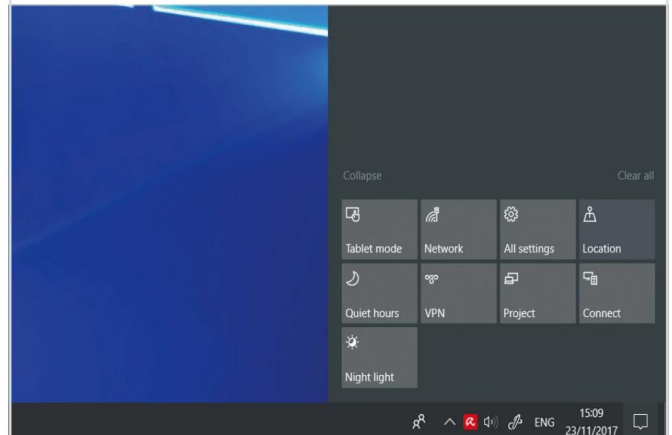
- 6 In addition to being displayed in the Action Center, notifications will create a pop-up window that appears at the bottom right of your screen. Clicking on these pop-up windows will also take you to the app that generated the notification (the Calendar app for example).



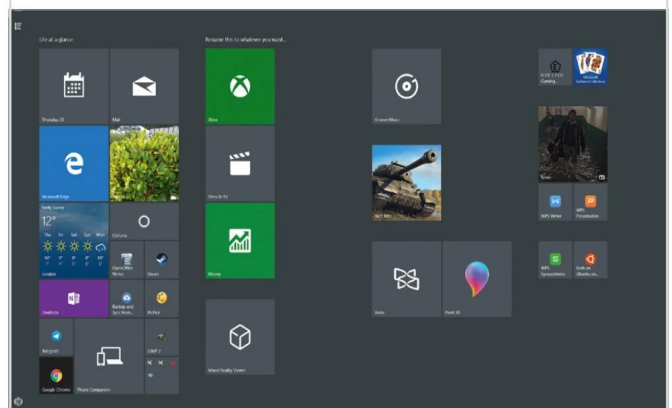
- 7 When you're done with the notifications on the menu, you can click the Clear All button at the top to dismiss them. In Settings > System > Notifications and Actions, you can choose the Quick Actions that appear at the top of the bottom panel in the Action Center.



- 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	<input type="checkbox"/>	On
Network	<input type="checkbox"/>	On
Connect	<input type="checkbox"/>	On
Project	<input type="checkbox"/>	On
VPN	<input type="checkbox"/>	On
Night light	<input type="checkbox"/>	On
Quiet hours	<input type="checkbox"/>	On
Location	<input type="checkbox"/>	On
Tablet mode	<input type="checkbox"/>	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.

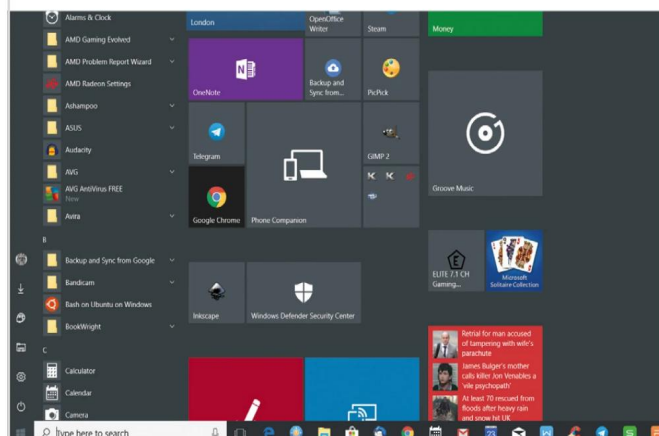
Explore the Taskbar The Windows 10 taskbar runs the full length of the screen and contains several separate areas. These are, from left to right: the Start menu button, the Cortana/Search box, your Pinned Apps and the System Tools. You have the option to customise almost all of these areas of the taskbar.



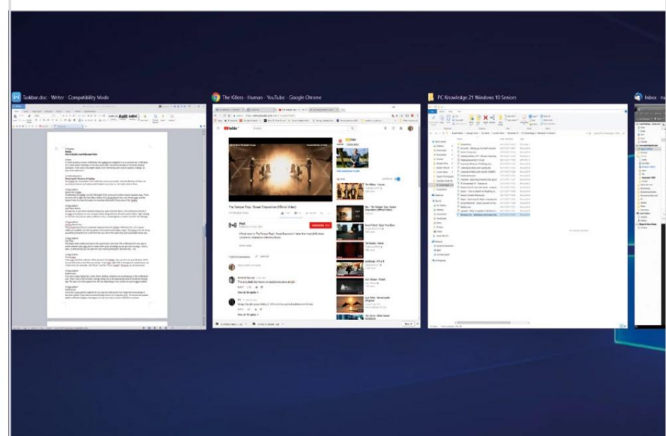
Cortana/Search Box The Cortana/Search box is completely integrated into the taskbar in Windows 10, so it is always visible and available. Just click anywhere in the search box to begin using it. If Cortana is not yet set up, you will be prompted to do so the first time you click in the search box, and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



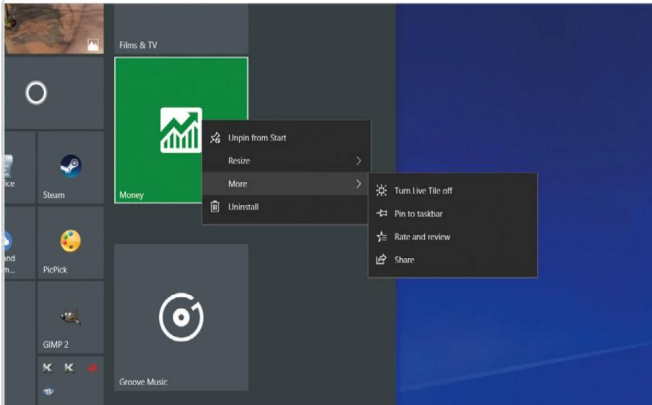
Task View The simple white outline icon next to the search bar is Task View. This is Windows 10's new way to switch between open apps and it's really rather good, providing you can get used to using it. Click to open or alternatively you can open the Task View by pressing the Windows Key + Tab.





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.



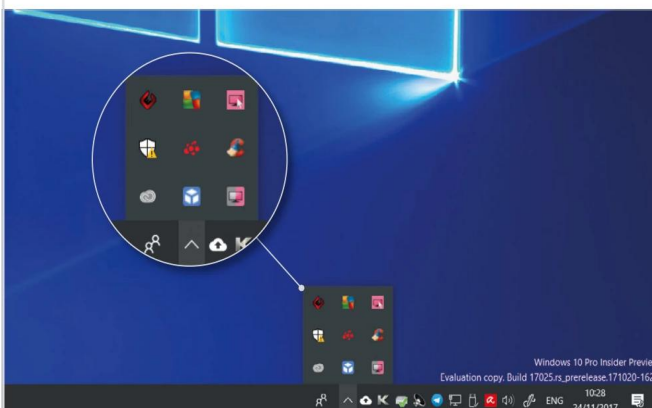
Peek

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.



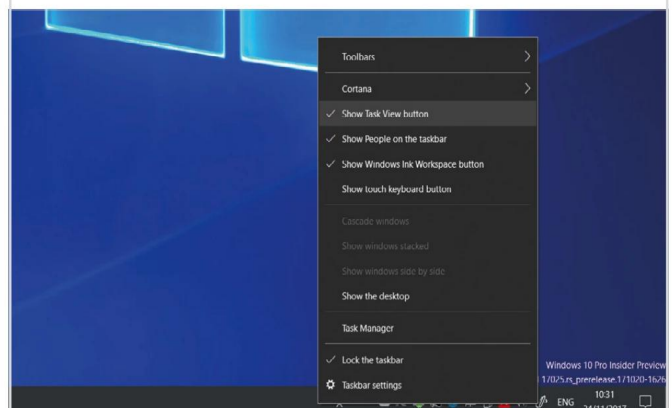
System Icons

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.



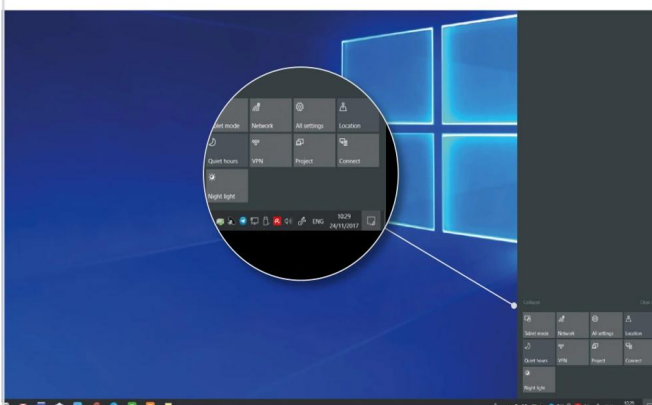
Taskbar Tools

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.



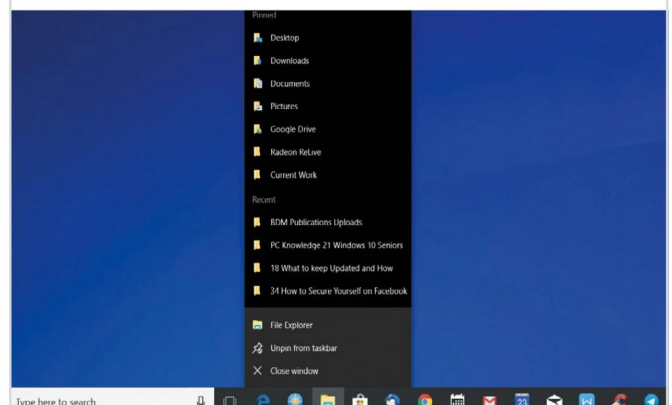
Notifications

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.



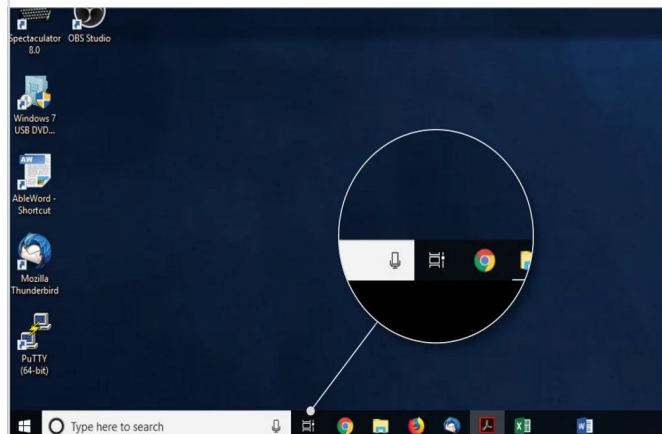
Task View – Multitask in Windows 10

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.

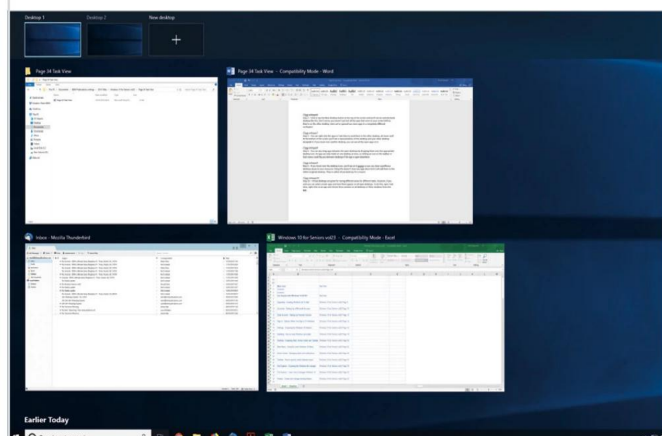
Using Task View

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.

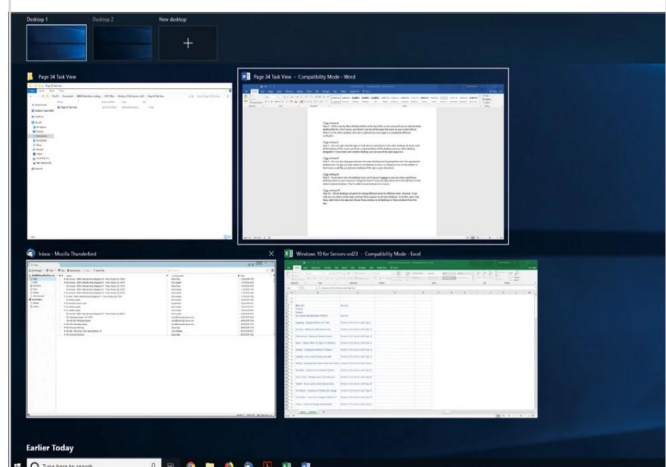
1 Task View is located next to the Windows 10 Search Box, identified as a filmstrip type icon. It has changed recently, due to the Spring Update, and now incorporates both Task View and the Timeline features. Don't worry if your icon is different, it could be because the latest update hasn't been applied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



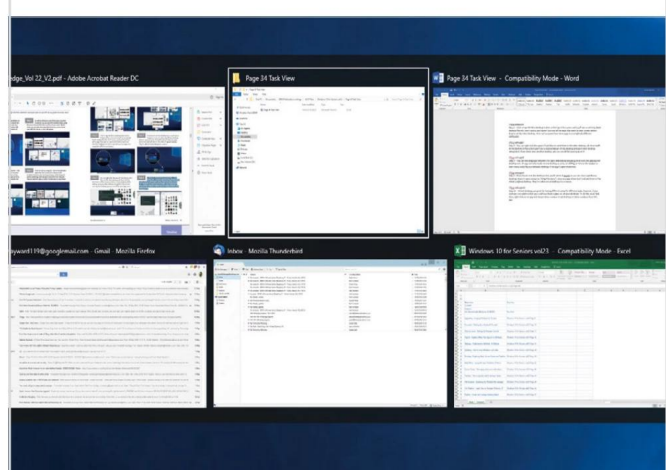
2 Click the Task View icon, or press the Windows Key + Tab, to bring up the Task View and Timeline display manager. The display shows the current open and active apps on the system. It remains in this view until you click one of the active apps or press Windows Key + Tab again to switch back to the desktop.



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.

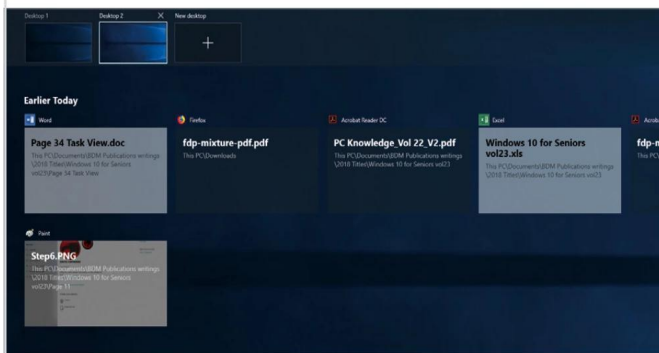




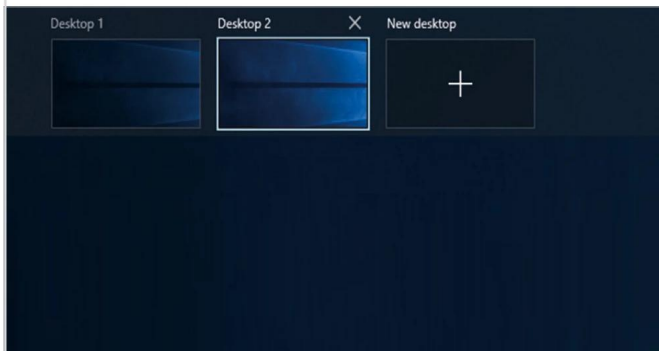
Using Virtual Desktops

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.

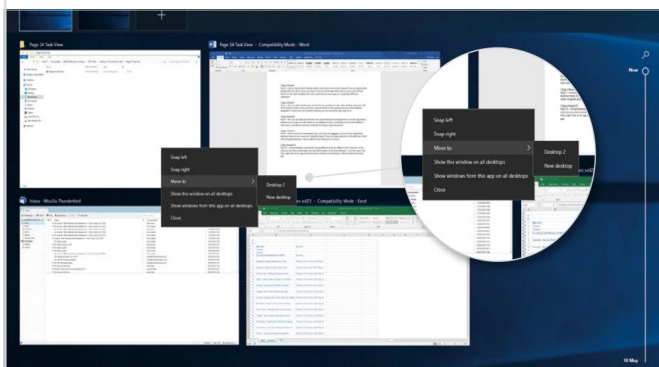
- One of the great features in Task View is the ability to add extra desktops. Virtual desktops are essentially extra workspaces, so for example you can have one space with your email and chat windows open and another where you're working on a PowerPoint presentation without email distraction.



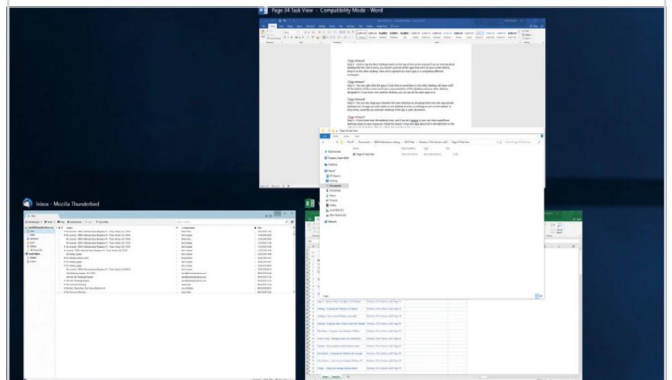
- Click or tap the New Desktop button at the top of the screen and you can see an entirely blank desktop like this. Don't worry, you haven't just lost all the apps that were on your screen before, they're on the other desktop. Here we've opened two more apps in a completely different workspace.



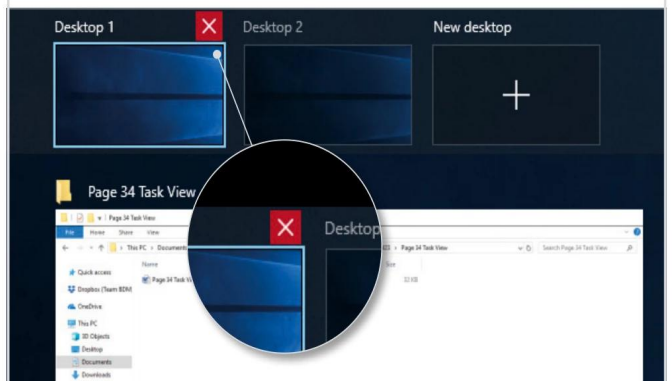
- You can right-click the apps in Task View to send them to the other desktop, all clever stuff. At the top of the screen you can see a representation of this desktop and your other desktop alongside it. If you hover over another desktop, you can see all the open apps on it.



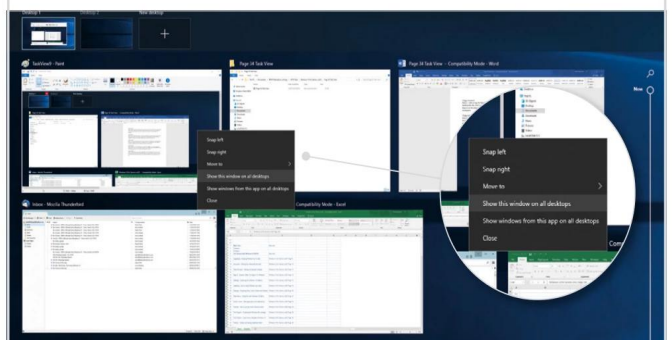
- You can also drag apps between the open desktops by dropping them onto the appropriate desktop icon. An app can only reside on one desktop at once, so clicking an icon on the taskbar or Start menu could flip you between desktops if the app is open elsewhere.



- 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.



- 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.



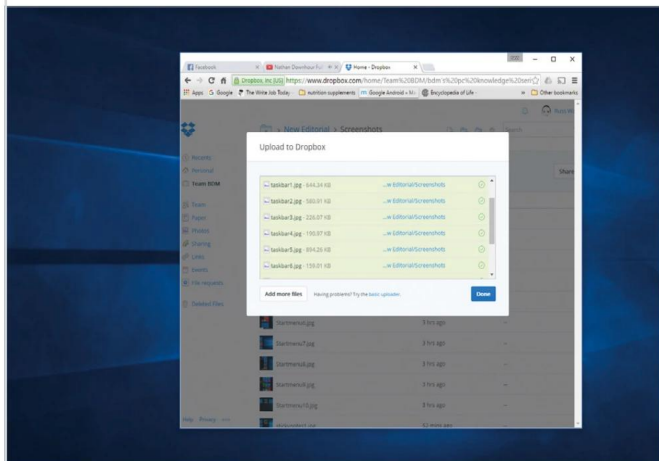
How to Use Snap Assist

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.

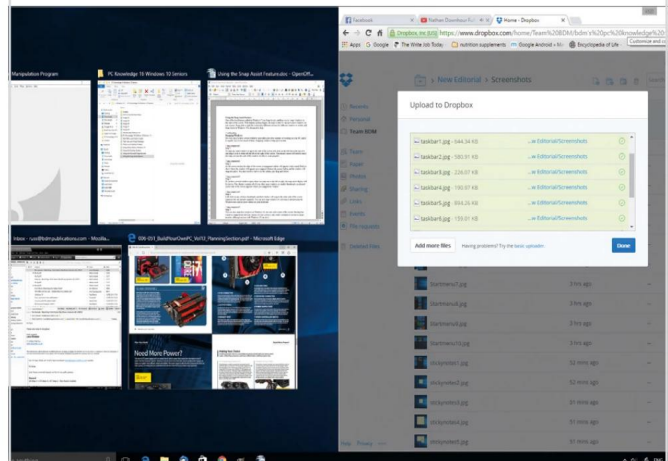
- 1 To snap any open window or app to the side of the screen, left-click on the title bar at the top of it and drag it over to either the far left or right of the screen. Your mouse cursor will need to reach the edge, not just the side of the window, for this to work properly.



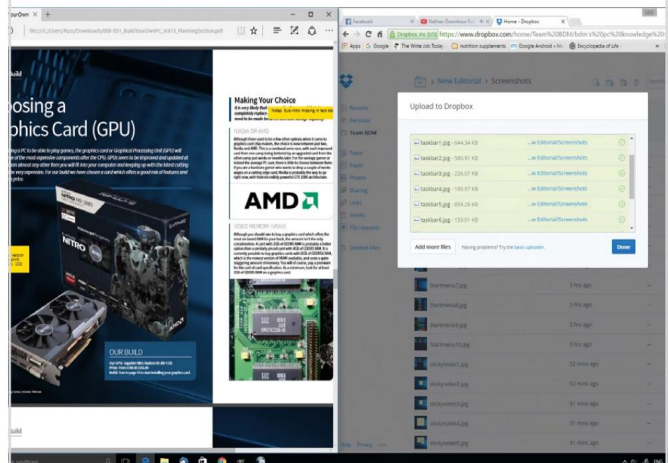
- 2 As the cursor reaches the edge of the screen, a transparent outline will appear with a small flash, to show where the window will appear once snapped. Release the mouse button and the window will snap into place. You don't need to wait to see the outline, just drag and release.



- 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.

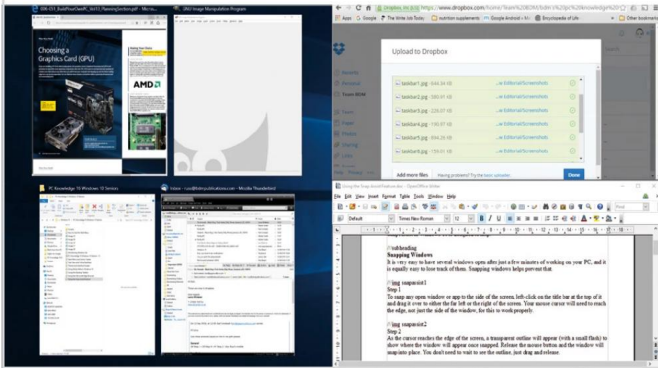


- 4 Left-click on any of these thumbnails and that window will snap to the other side of the screen (opposite the one already snapped). You can also snap windows by selecting them and pressing the Windows key and an arrow button on your keyboard.

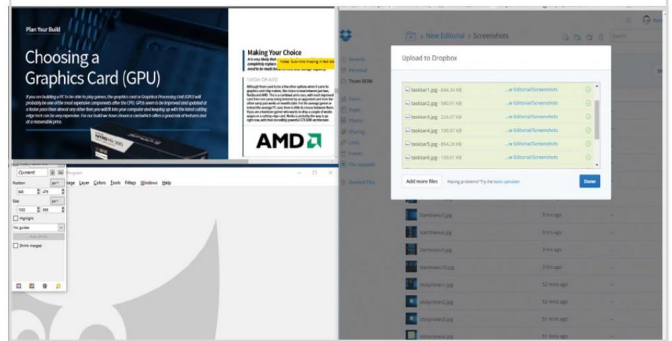




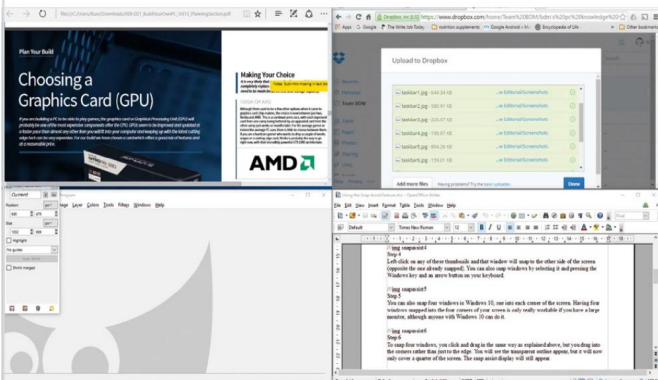
- 5 You can also snap four windows in Windows 10, one into each corner of the screen. Having four windows snapped into the four corners of your screen is only really workable if you have a large monitor, although anyone with Windows 10 can do it.



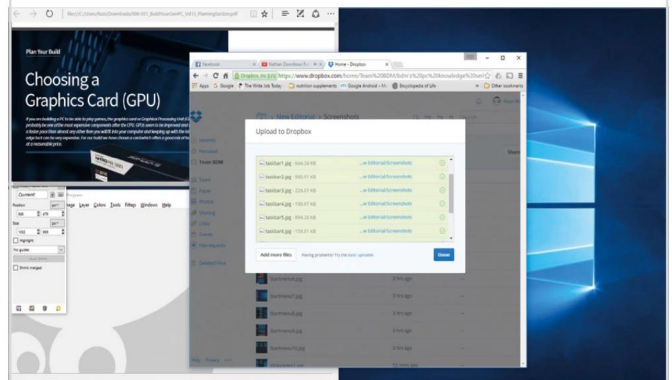
- 7 You can also combine snapped windows in different ways. For example, one full height window snapped to the left, and two windows snapped in the two corners on the right, giving you three windows open at once but keeping one of the windows at a more usable size.



- 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.



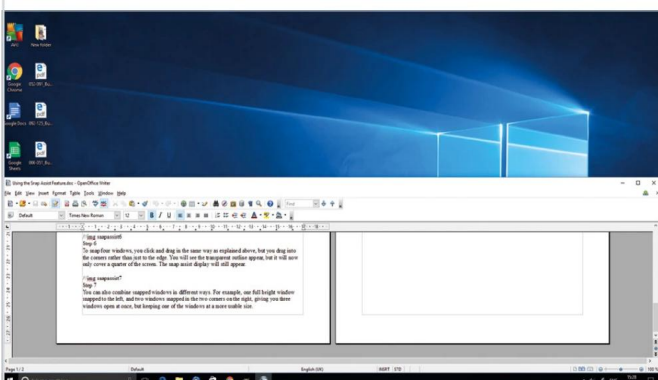
- 8 To unsnap windows you simply click on the title bar of each window and drag it away from wherever it is snapped to: sides or corners. Snapping is a great multitasking tool and once you start using it, you won't want to go back to randomly floating windows.



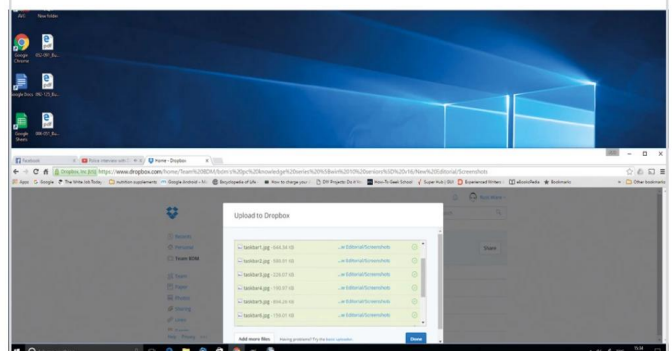
Snapping Vertically

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

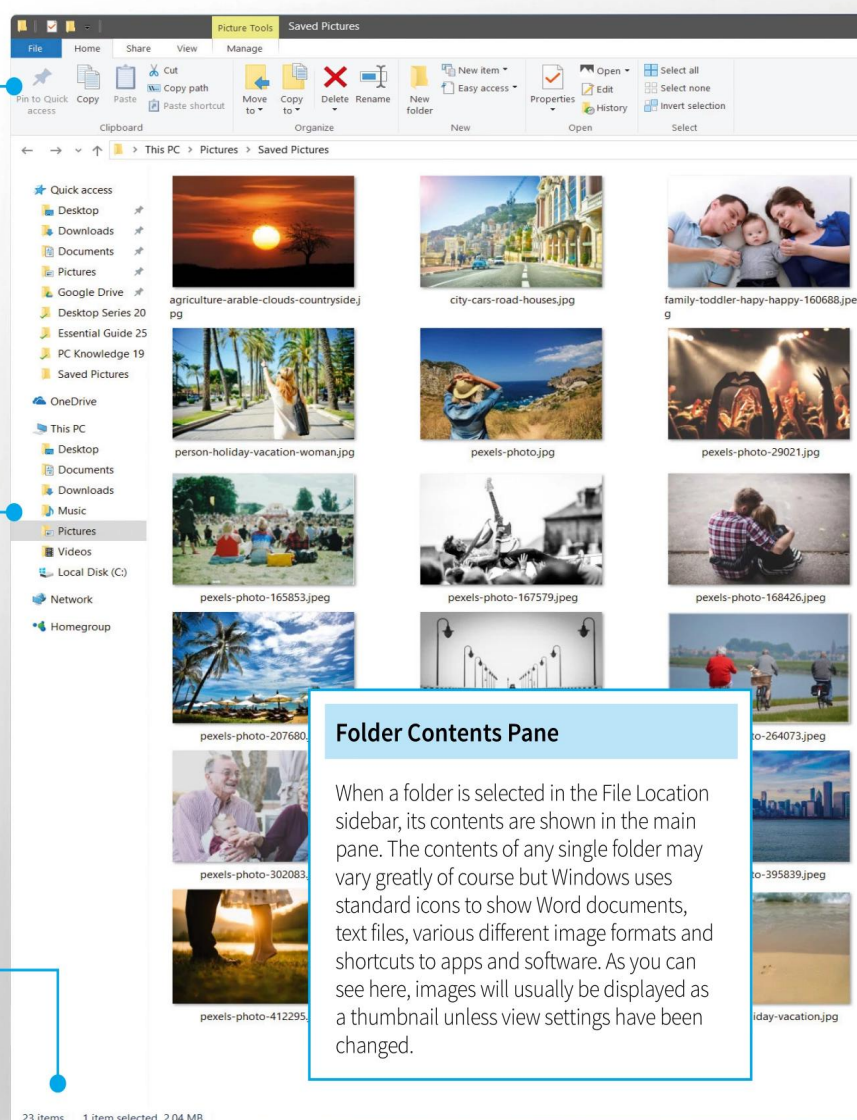
This tabbed toolbar contains all of the tools you need to manage the different files and folders you can view. The main tab is Home, which contains tools for pinning to the Quick Access pane in the Start menu, copying, pasting, moving and renaming files. Once you have selected a file or folder in the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



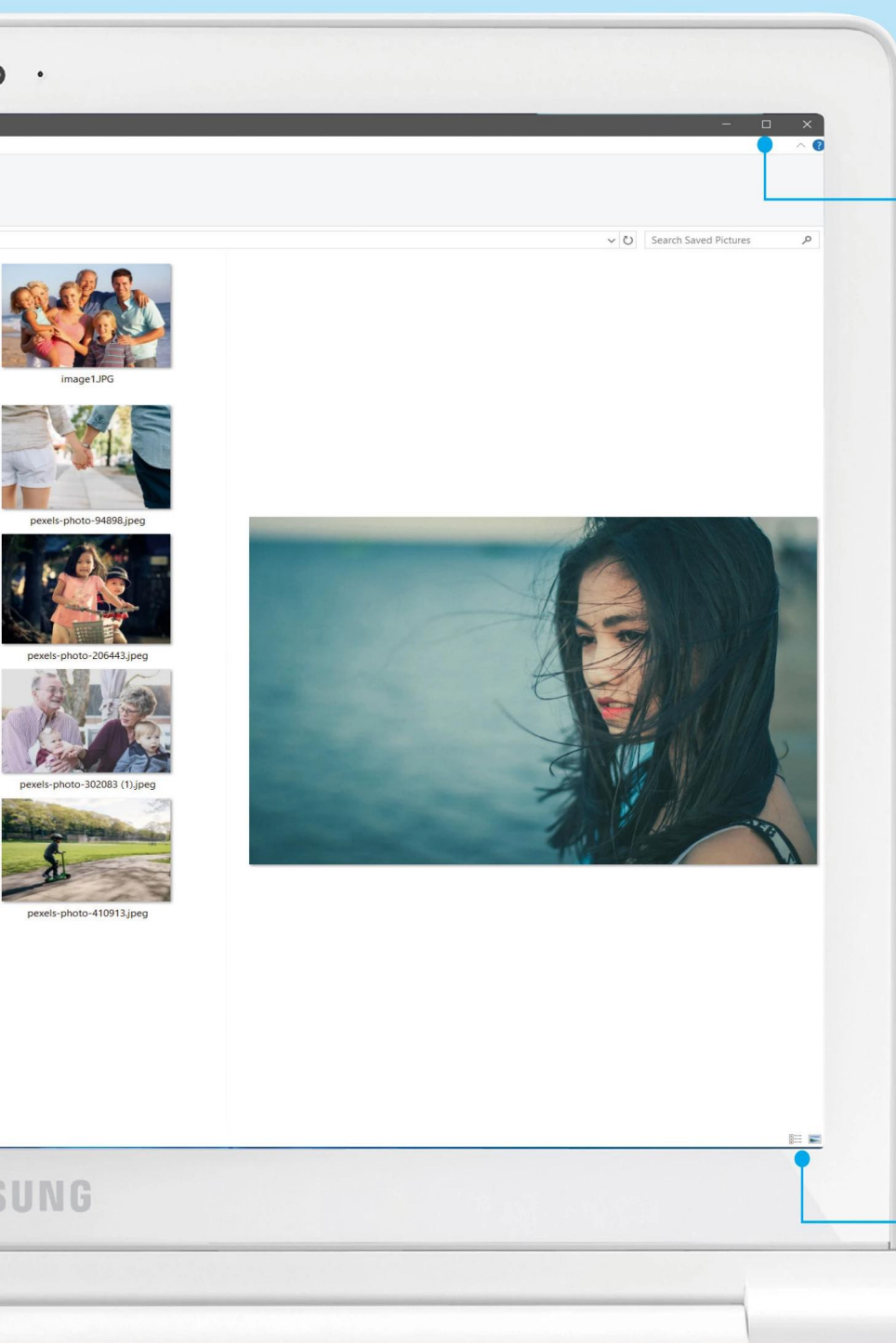


THE VIEW TAB

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.

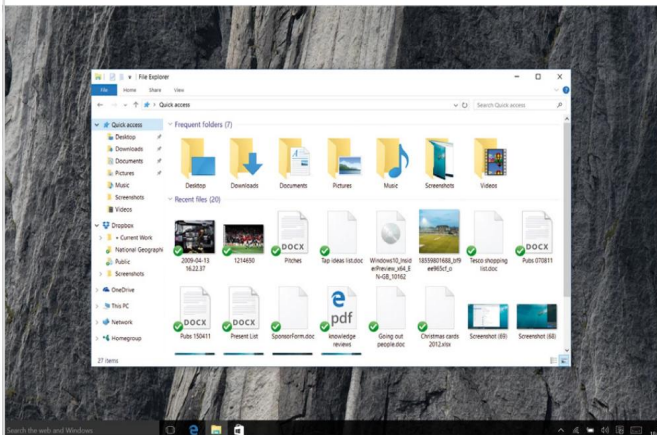
How to Use the File Explorer

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.

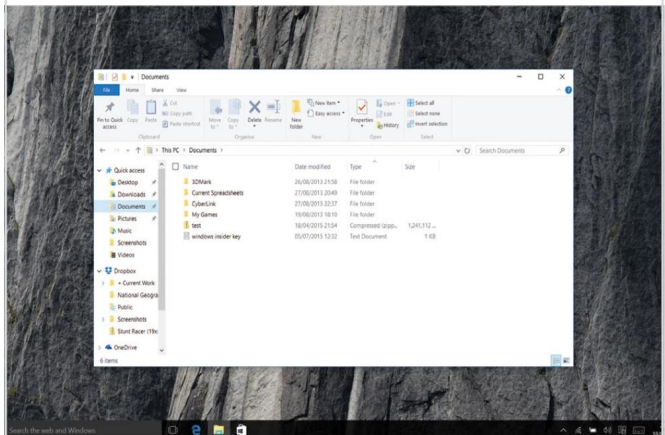
What's New in File Explorer?

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.

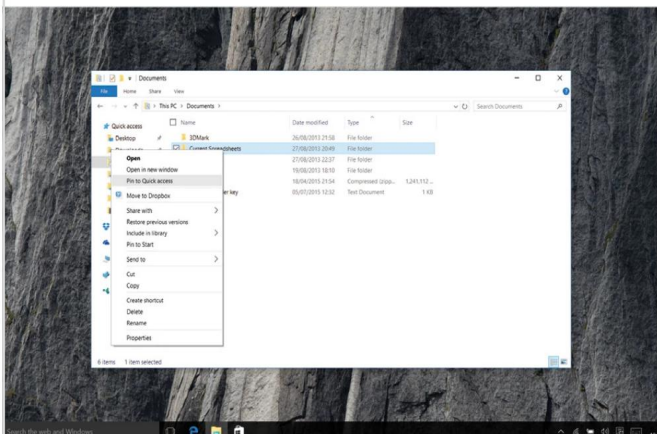
- 1 The way you browse files in Windows 10 is broadly similar to previous versions of Windows, but File Explorer has been enhanced. The main Quick Access window shows you your most frequently used folders (after all, how many of us dip into more than five or ten folders in a day?) and also recent files.



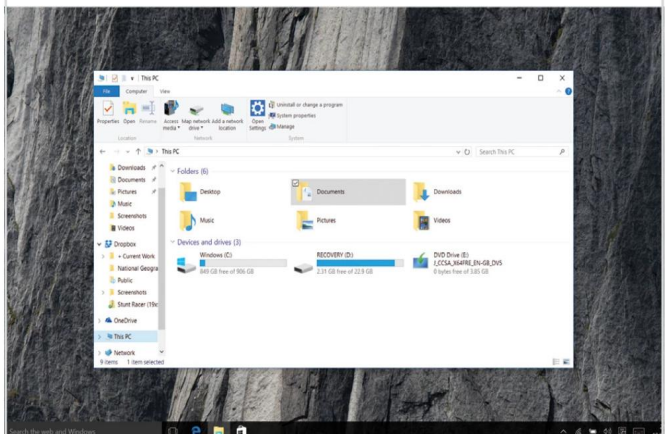
- 3 There are also new icons across all File Explorer views, while there are a lot more file operations that you can access on the menu at the top of the window (known as the 'ribbon' in Microsoft speak) without the need to use the right-click menu. This is to make it easier for PCs with touchscreens.



- 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.

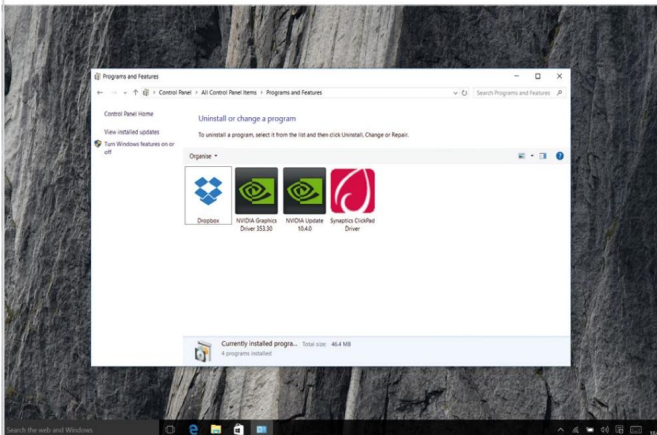


- 4 This PC is similar to before, but the link to Control Panel has been replaced by the Settings app, which you can now see on the menu bar. Although the Control Panel is still present in the background of Windows 10, Microsoft intends for you to use the new Settings app and directs you there wherever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

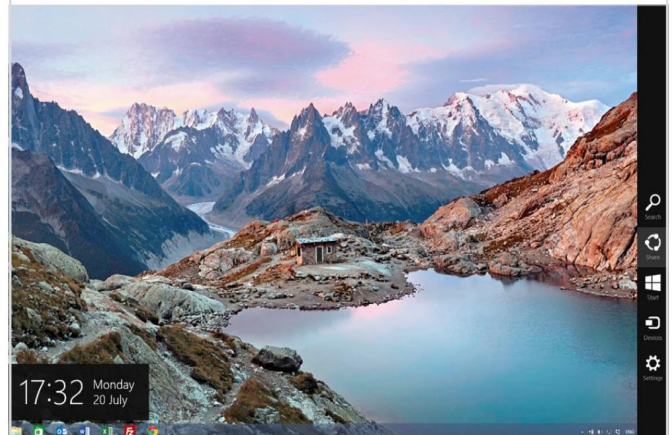




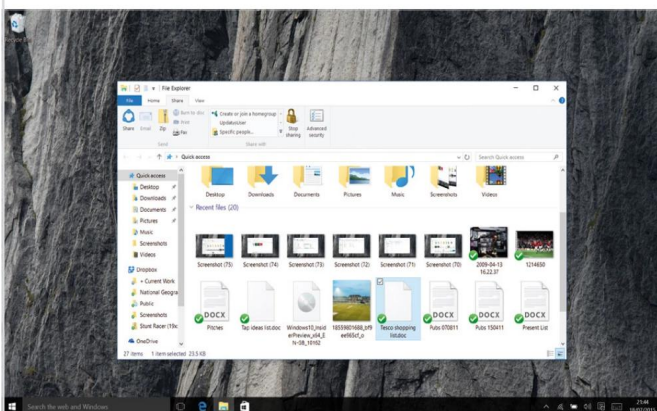
- 5 Also from This PC (you might know it as My Computer if you previously used an older version of Windows), you can access the Programs and Features Control Panel area if you want to uninstall a particular piece of software.



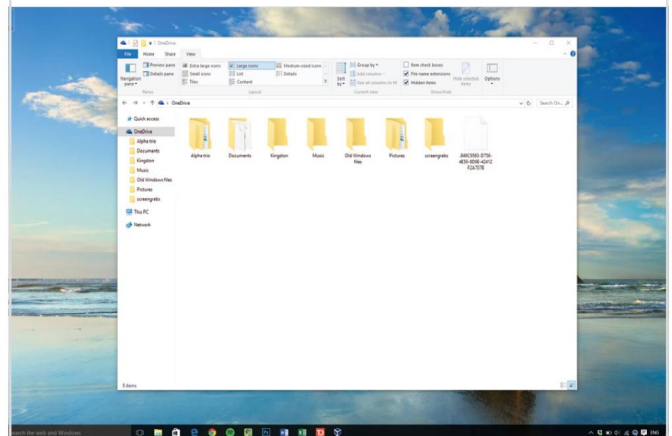
- 8 The Windows 8 Charm bar has been abandoned in Windows 10 and the functions for Windows Store apps are hidden away inside the apps themselves; functions such as the Settings for the app itself and the ability to Print or Share.



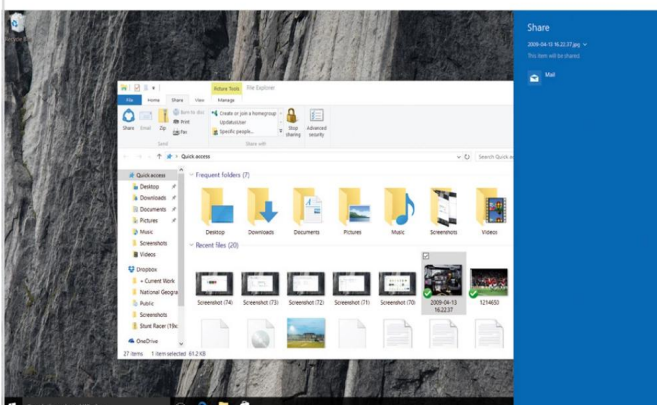
- 6 File Explorer's Share tab also gets a new treatment, with the Share logo (first introduced with Windows 8's Charm bar) now used for file sharing from all apps. You can choose to email a file straight from the File Explorer window, add it to a zip file or share it with other Windows users.



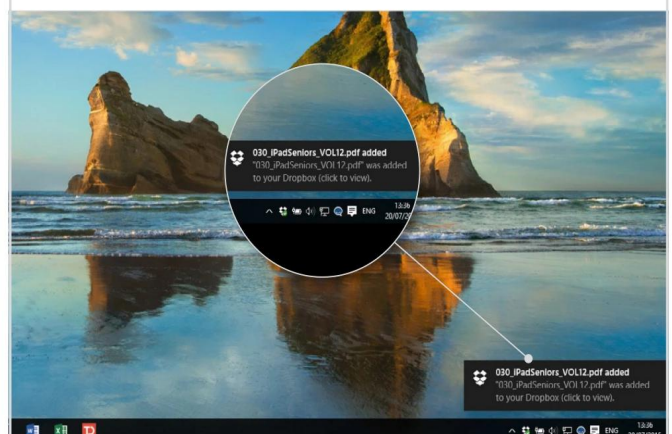
- 9 If you've come from an earlier version of Windows, you might not be familiar with OneDrive. It's Microsoft's cloud storage application and it's available right from File Explorer in Windows 10, so you can access your files just as if they were on your own computer.



- 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.



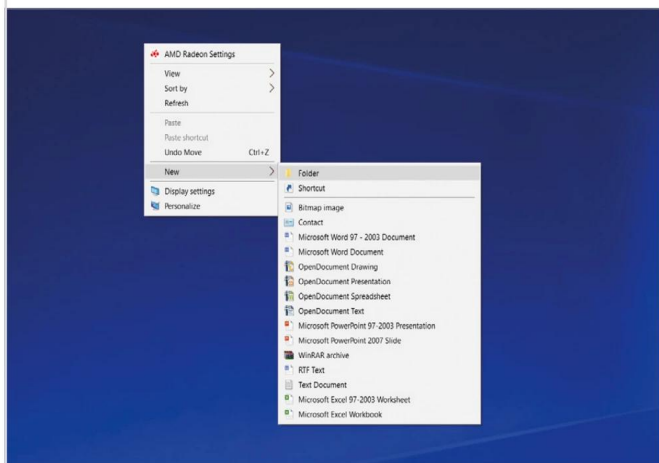
Create and Manage Folders

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.

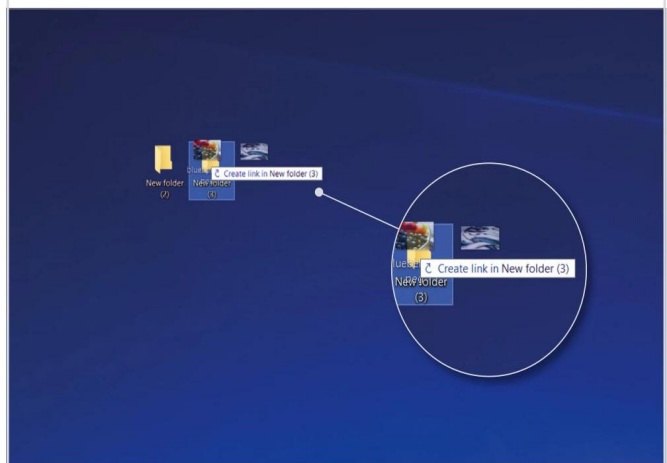
Creating New Folders

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.

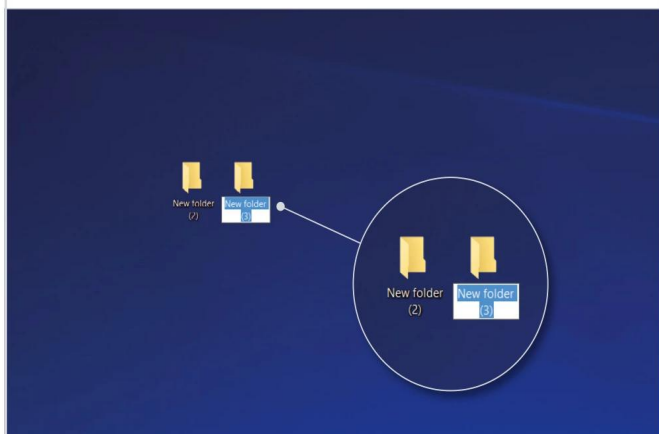
- 1 On the desktop, right-click and select New folder from the action menu that appears. The familiar yellow folder icon will then appear at that position on the desktop (wherever you clicked), with the name automatically set as 'New folder' but highlighted ready to change.



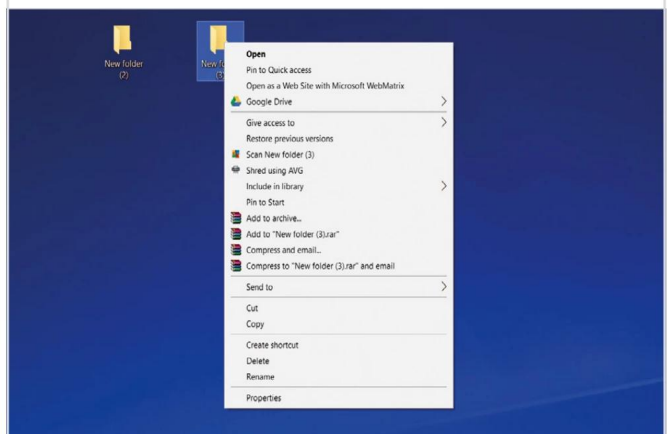
- 3 Double-click any folder to open it and view the contents. You can move items into a folder by selecting, dragging and dropping into an open folder or a closed one. If the folder is closed, drag the selected items over the top of it until the folder is highlighted, then release.



- 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.

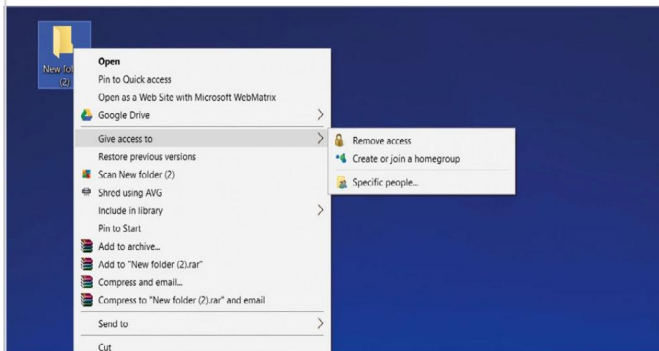




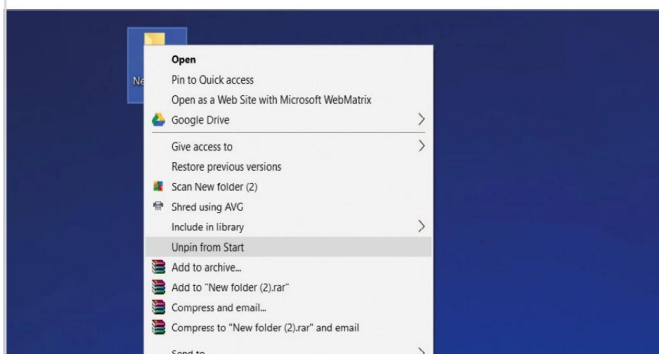
Managing Your Folders

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.

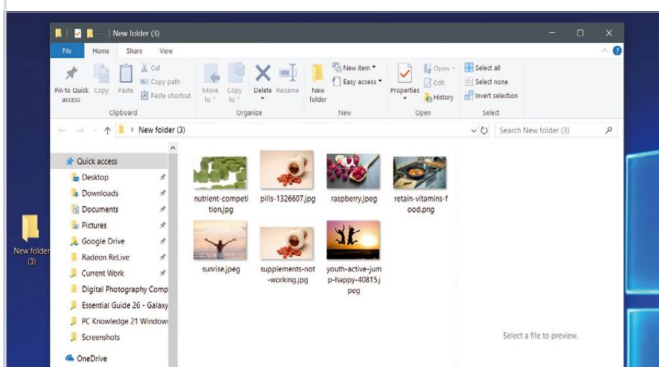
- 1** You can manage a folder in a number of ways without even opening it. Right-click on any folder and the action menu appears. The exact options that appear will depend on the apps or software you have installed but can include scan for viruses, compress, shred, zip and more.



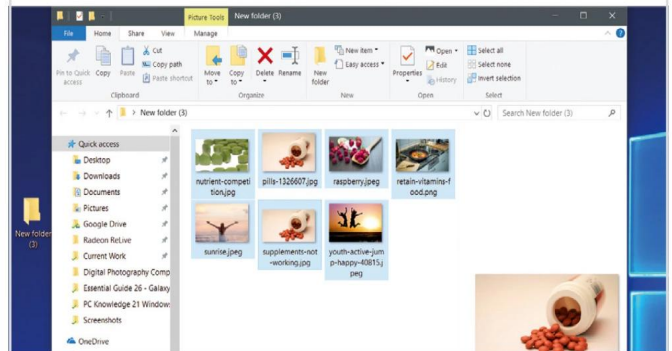
- 2** The standard (Windows 10) options in the folder action menu include Pin to Quick Access, Open, Share With, Pin to Start, Send To, Cut, Copy and Create Shortcut. If there is a small arrow next to an option in the menu, it means a further options menu will open when rolled over.



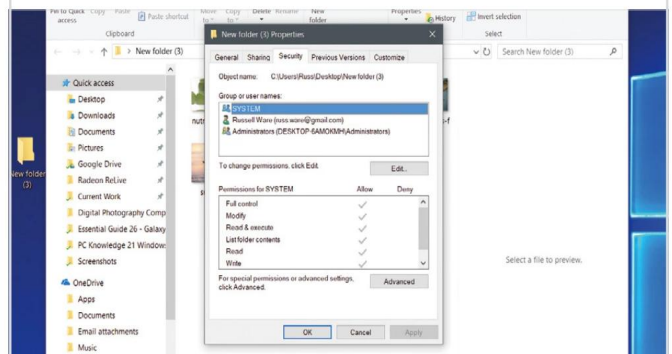
- 3** Open the folder and a whole range of further options are available along the top of the new window. You will see four main tabs along the top: File, Home, Share and View. Each one of these, when clicked, will display a different set of further options relevant to the section.



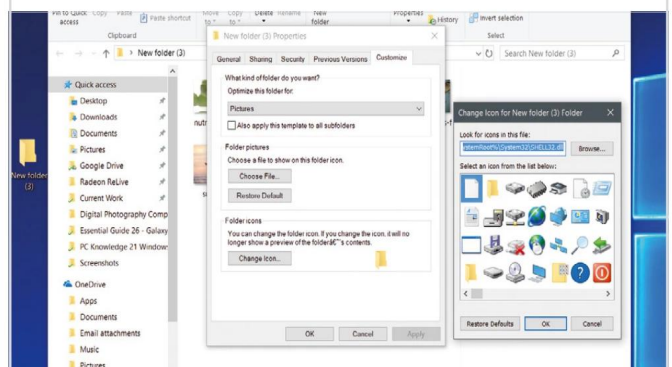
- 4** Most of these options are self-explanatory, such as copy, paste and select all but some are a little more confusing. Most casual computer users won't need to use 90 per cent of the options in their day-to-day use but it is worth understanding them anyway. Add a few files to the folder and experiment.



- 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.





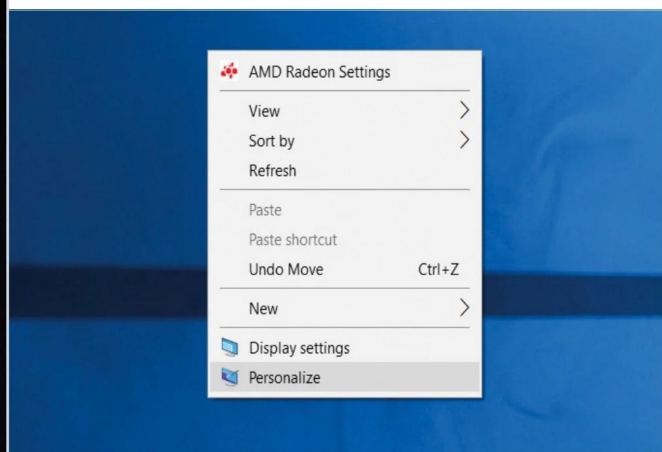
Complete Guide to Personalisation

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.

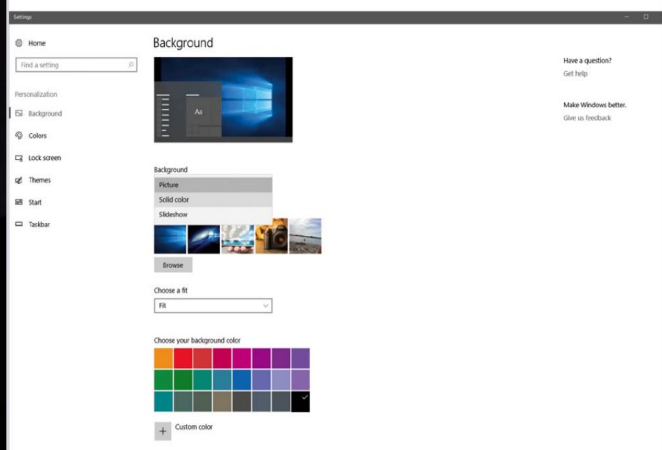
Change the Desktop Background

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

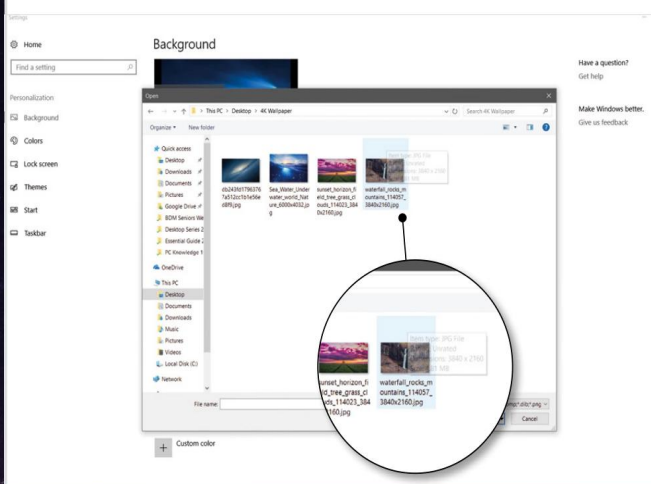
- 1 You can get started with personalising the Windows 10 Desktop in exactly the same way as you did with Windows 7. For anyone completely new to Windows, that means right-clicking anywhere on the Desktop screen and selecting Personalise from the action menu that appears.



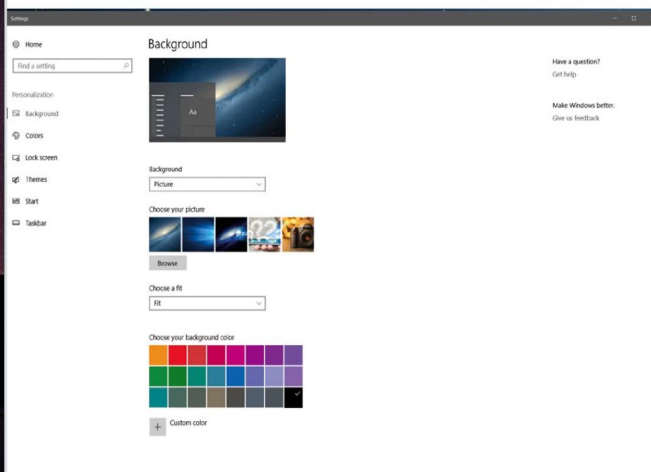
- 2 The Background settings will be displayed first by default. Click the first drop-down menu to select whether to use the default backgrounds, solid colours or choose to display folders of your own images. Your choices here changes what is displayed in the background settings.



- 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.

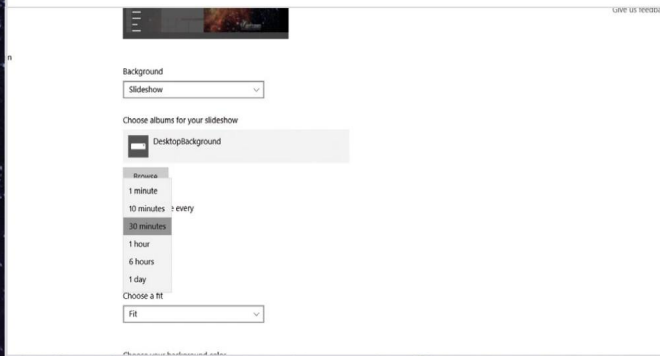


- 4 To set a picture as your Desktop background, simply click on it. It will instantly be set as your new Desktop background image (a preview will display). The screen shows you the last five images used or you can click the Browse button to choose a new one from your folders.

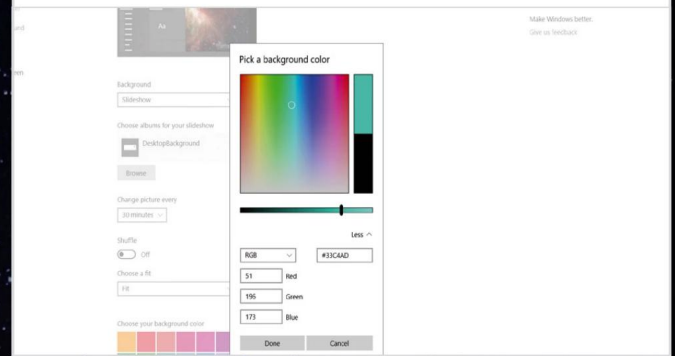




- 5 If you opt for Slideshow, you will see some additional options to choose from. You can set the interval for the slide show from the 'Change picture every' menu and decide how you'd like the images to fit on the screen by clicking the 'Choose a fit' menu.



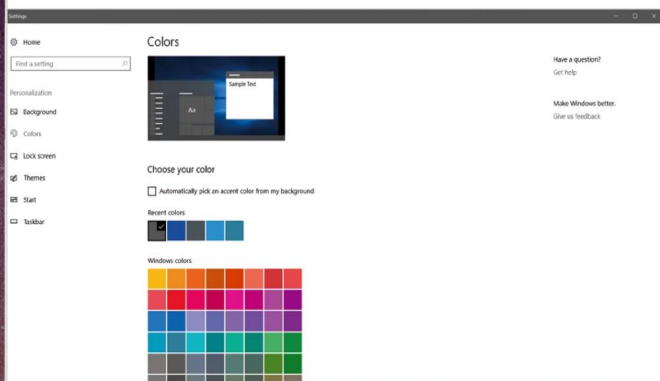
- 6 Even if you set a background image, you can also change the colour of the actual desktop. Click on the Colours option at the bottom and choose a background colour. You can also choose a custom colour from a more detailed hexadecimal colour selector.



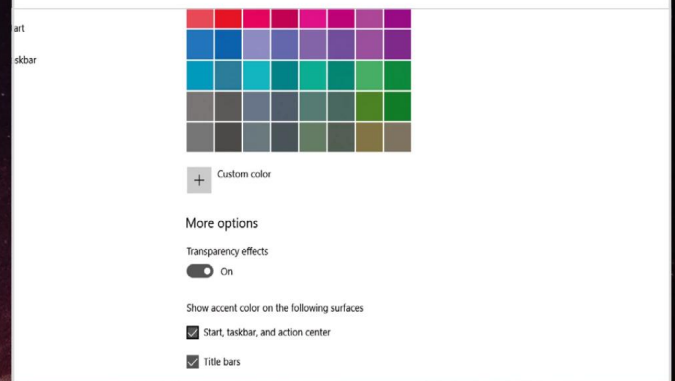
Set Accent Colours

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.

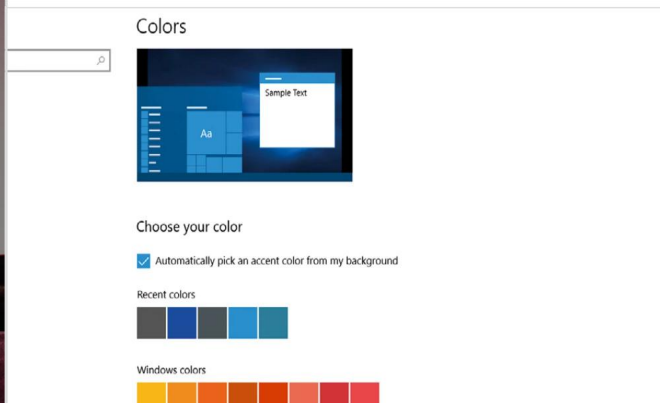
- 1 Apart from the desktop background, you can also change the colour of the taskbar and the Start menu and other system components. Click on the Colours option in the menu sidebar and choose an accent colour from the swatch. Recently selected colours are also displayed.



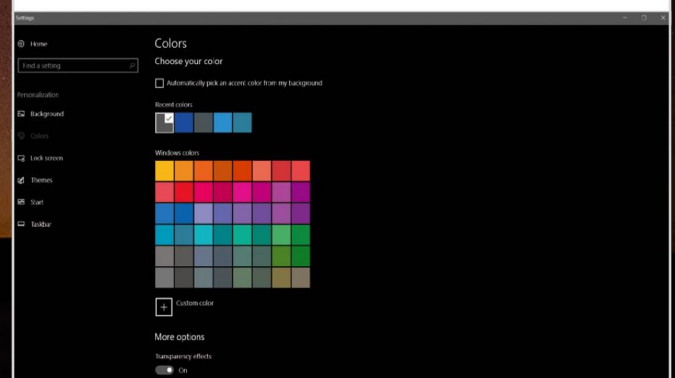
- 3 You can actually choose where the colour accent is applied. You can set it so it changes the Start, taskbar and Action Center and the Title bars of windows. You can also pick one or the other, or a combination of all options. You can also make these elements semi-transparent.



- 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.

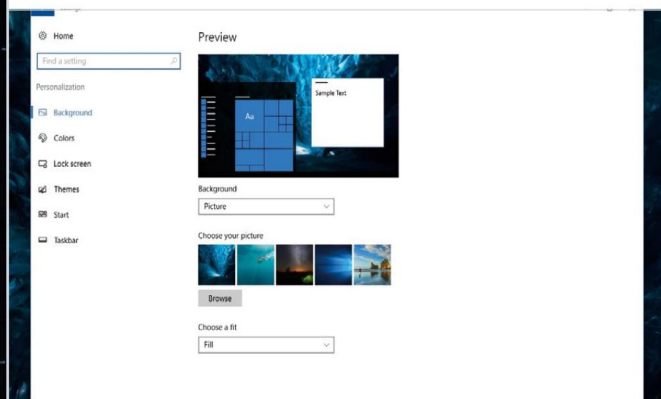




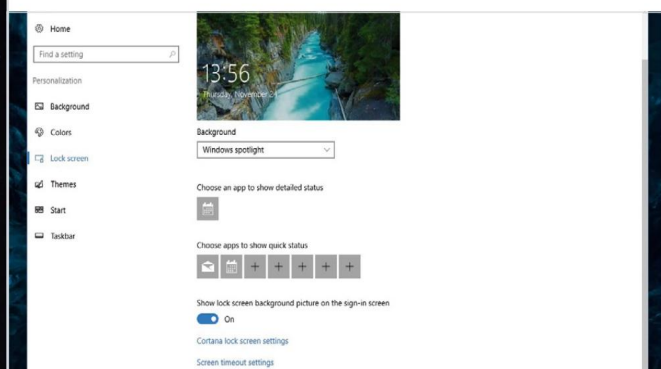
Lock Screen Customisation

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

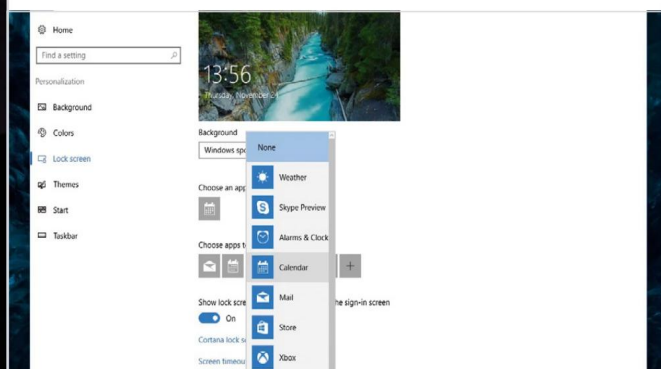
- 1 The first thing to choose is whether to display one of your own images, a slideshow of images or something from Windows Spotlight. If you choose either of the first two of these, more options will appear to select the images you want to use (single or multiple).



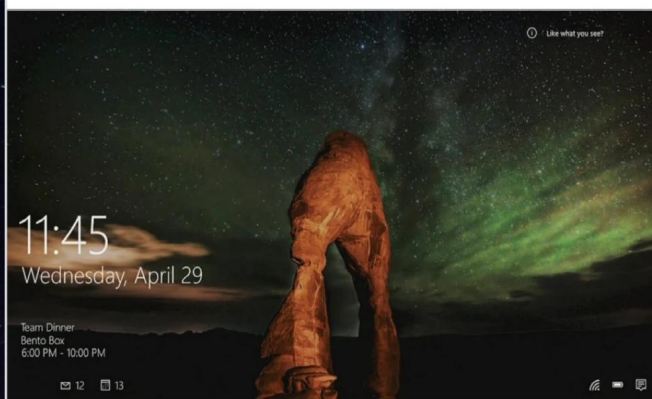
- 2 You will see that there are two separate sections for adding apps here. The section with the single app icon is the one which will display more detailed information and the section with seven icons/spaces for adding apps which will show quick statuses.



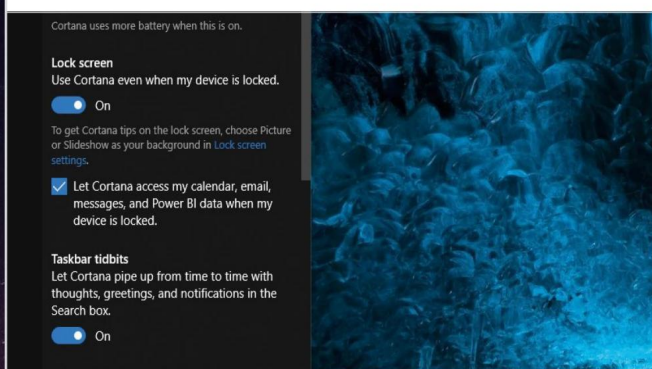
- 3 You can add as many apps as you wish here, up to the maximum of eight. To choose which apps have statuses displayed, click on one of the spaces and choose from the pop-up menu that appears. The menu for the detailed information space will be slightly shorter than for quick statuses.



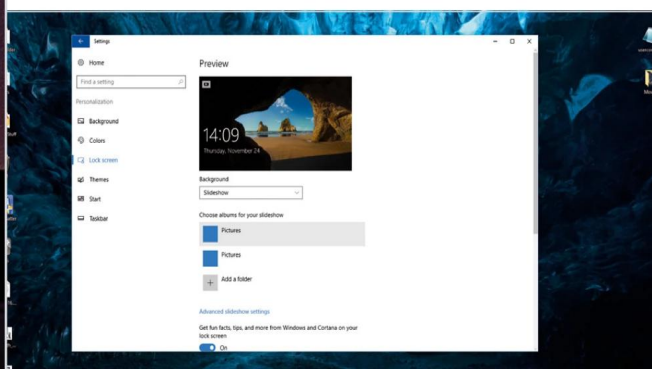
- 4 You can check how the detailed and quick statuses are displayed on your lock screen by letting your PC sleep; or by pressing the Windows key and choosing Sleep. Be aware however, that statuses may not show up straight away for things like Messages and Email.



- 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.

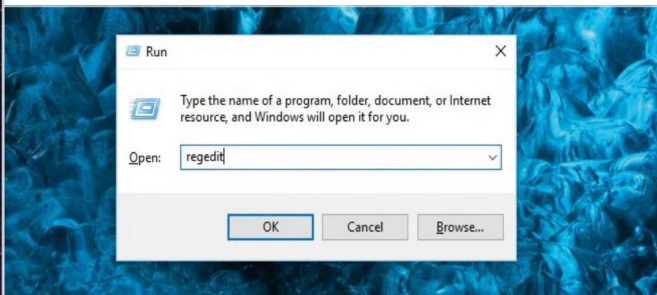




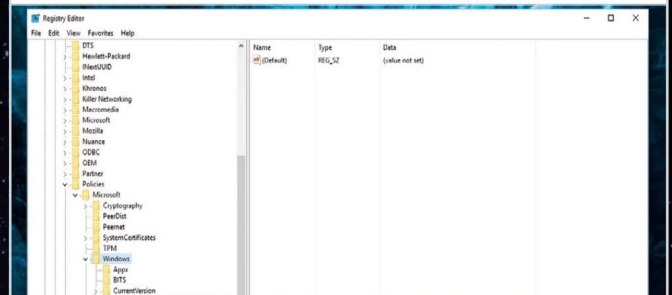
Disable the Lock Screen

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.



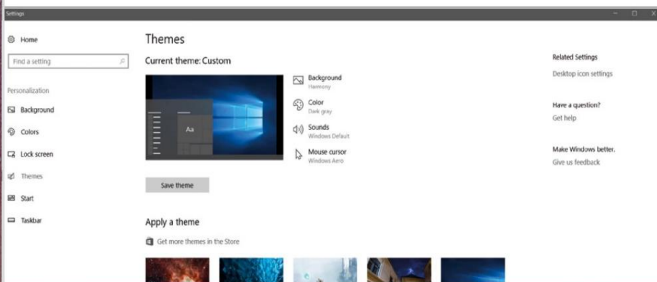
- 2 Name this new key "Personalisation" and then navigate inside it. Right-click inside the right-hand pane and select New > DWORD (32-bit) Value. Name it "NoLockScreen". Then double click this new value and change the Value data to 1. Then click OK and exit the Registry Editor.



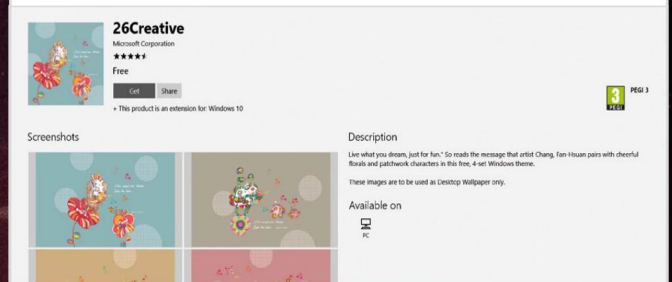
Adding New Themes

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.

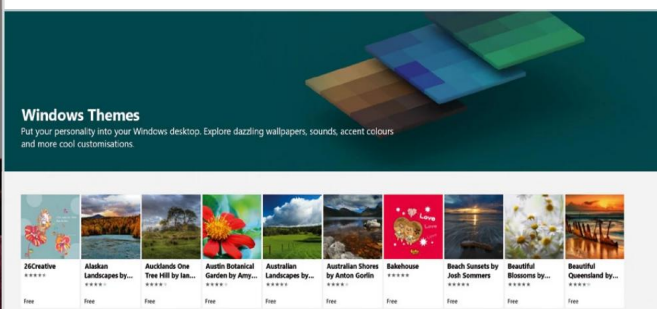
- 1 You can access the current theme page in a couple of different ways. You can open the web browser and navigate to www.support.microsoft.com/en-gb/themes, or Google "Windows 10 themes". Alternatively, open Settings > Personalisation > Themes and click 'Get more themes in the store'.



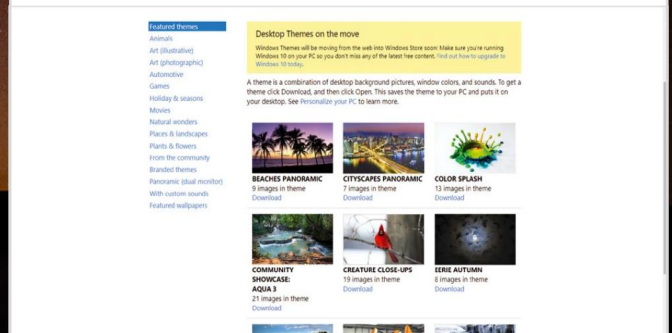
- 3 Each theme is displayed with a thumbnail and the number of images supplied shown. The Microsoft theme page doesn't allow you to view all of these images before you download, you just have to base your choice on the title and thumbnail. Click Download on any you like the look of.



- 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.

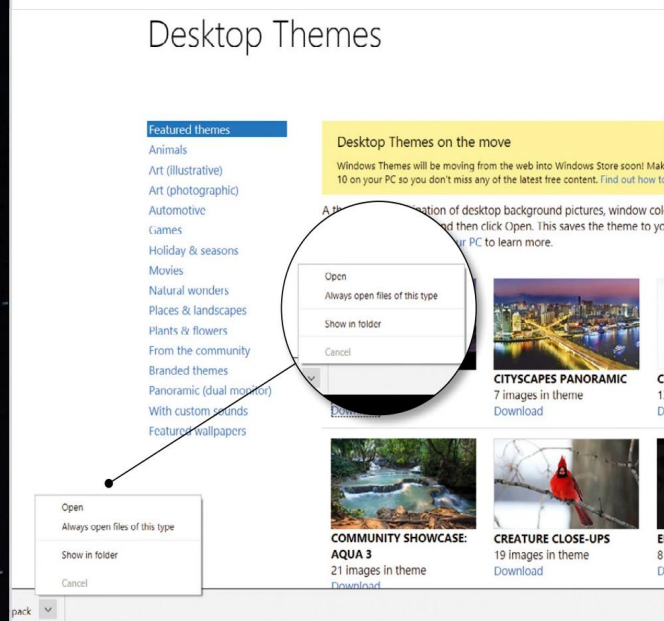




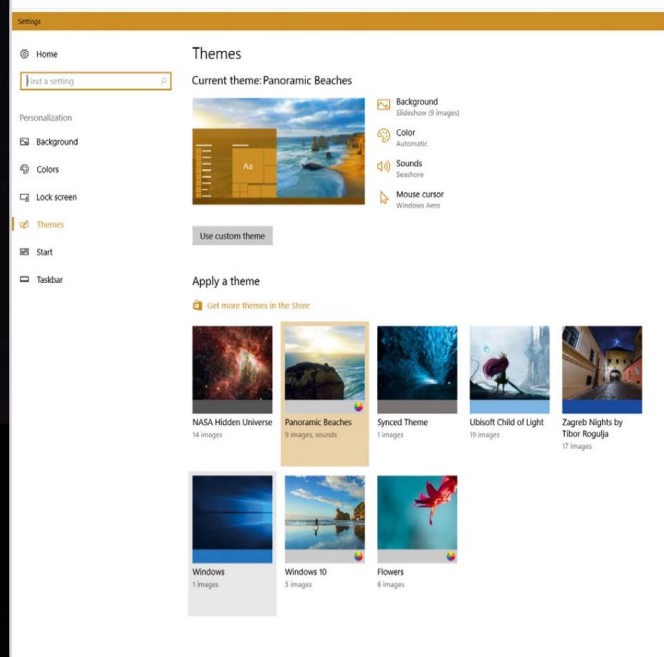
Applying and Modifying Themes

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

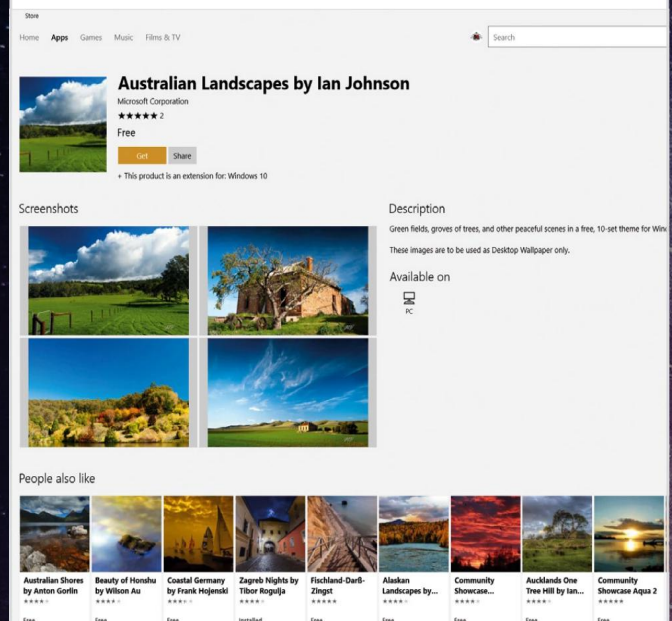
- 1 Once a theme is downloaded, you may need to open it to activate it. You can do this directly from the download interface that appears at the bottom of the browser window (showing download progress) or you can go to your Downloads folder, right-click on the file and click Open.



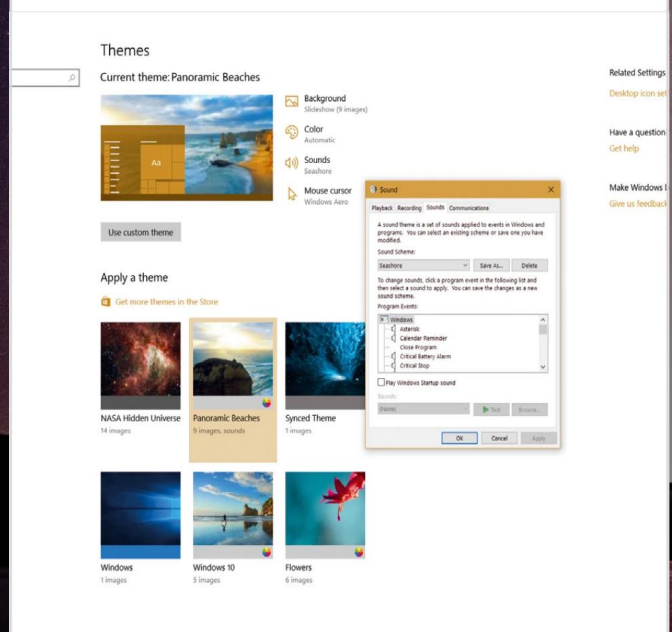
- 2 The theme will then be applied, and the first desktop wallpaper in the sequence will appear on your screen. Any colour profile changes will also be applied. If you want to manage the theme settings, head to Settings > Personalisation > Themes > Theme Settings.



- 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.

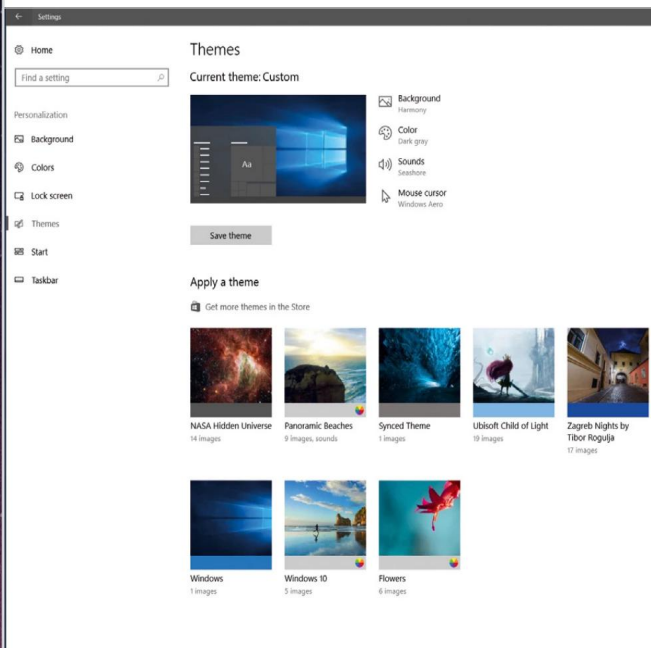




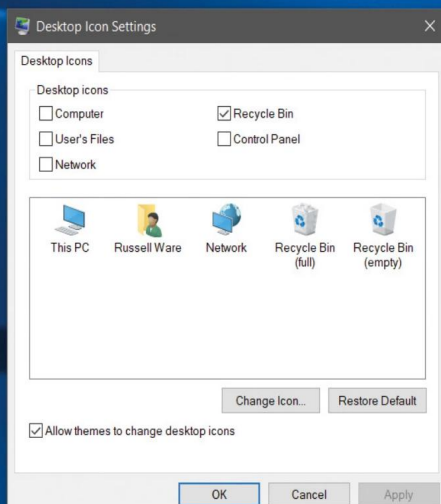
Change Your Desktop Icons

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.

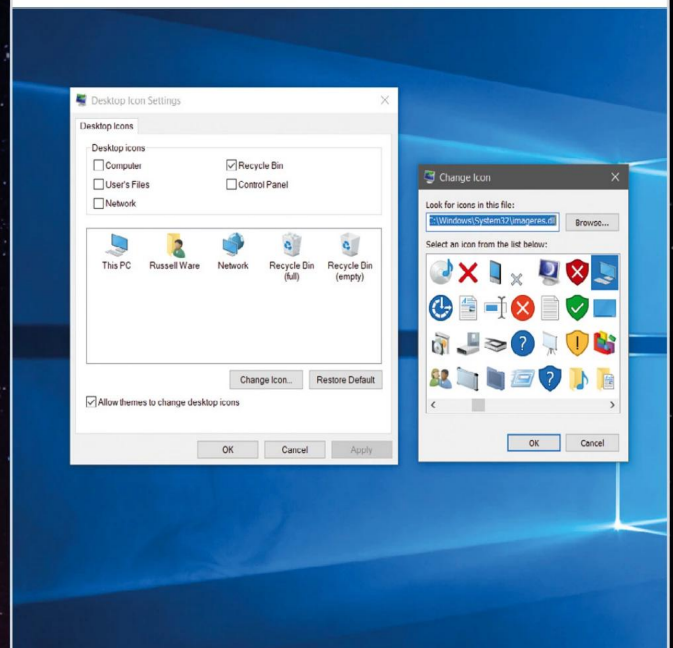
- 1 Open the Personalisation screen of the Settings menu and select Themes from the sidebar menu. You now need to look for the Related Settings option. In the Related Settings section, click on the link to Desktop icon settings.



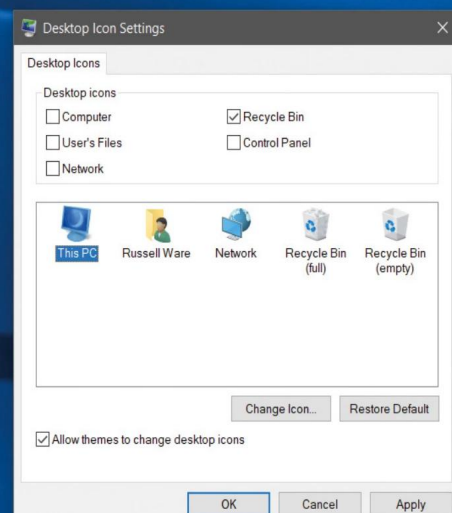
- 2 The window that now opens lets you choose which default icons appear on your desktop. The Recycle Bin is just about essential but the others, including Computer, Users Files, Network and Control Panel icons are optional.



- 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.

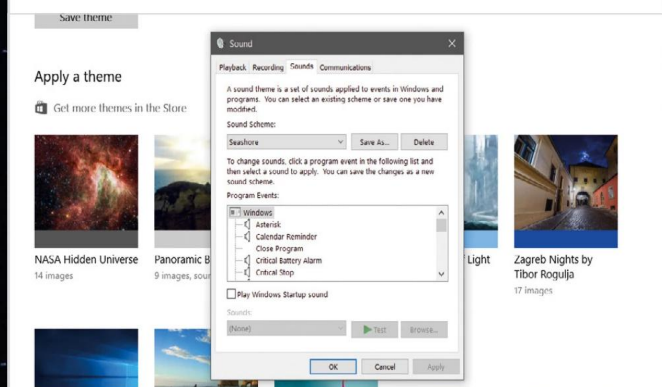




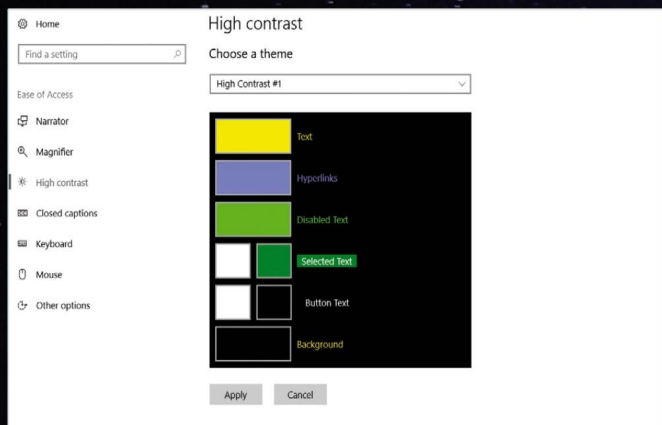
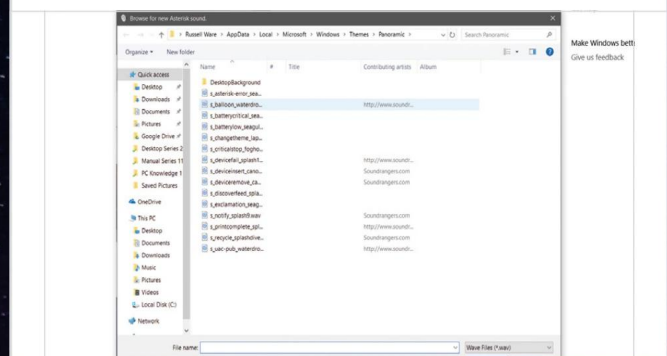
Personalise Windows Sounds

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.



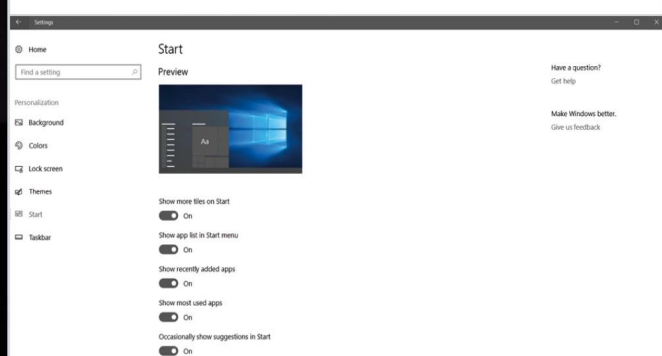
IMPROVING VISIBILITY

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.

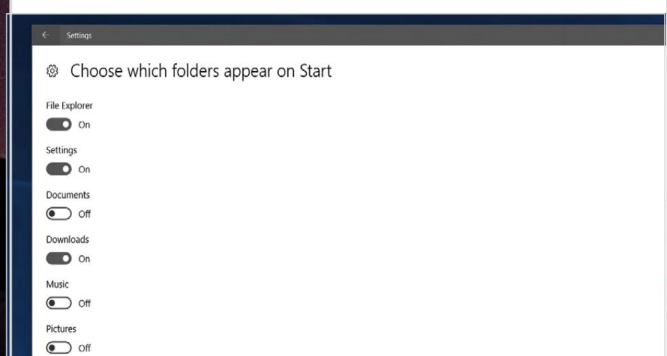
Personalise the Start Menu

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.

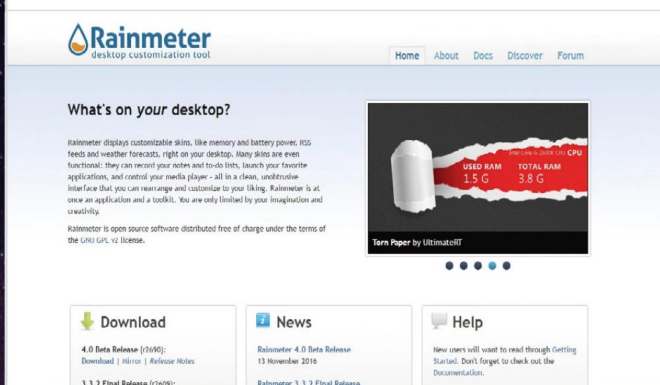




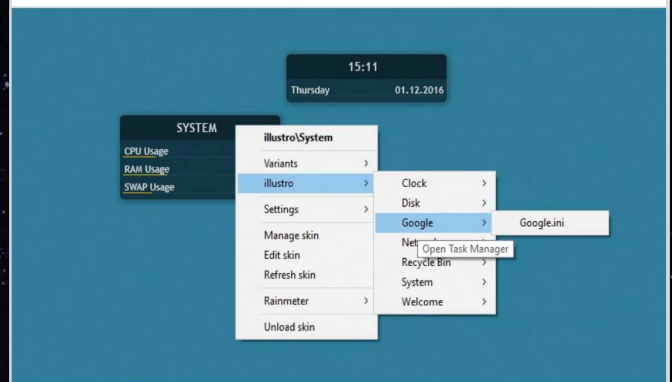
Add Tools to the Desktop

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

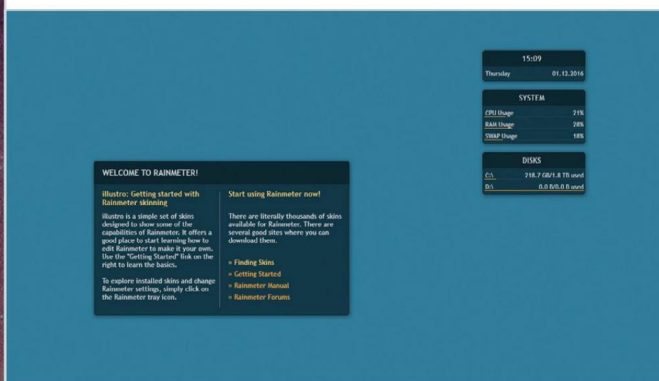
- 1 Start by downloading the Rainmeter installer from the Rainmeter.net. To install the software, run the installer program that you downloaded and follow the instructions. You will have the choice to choose from the 32 or 64bit versions during the process.



- 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.



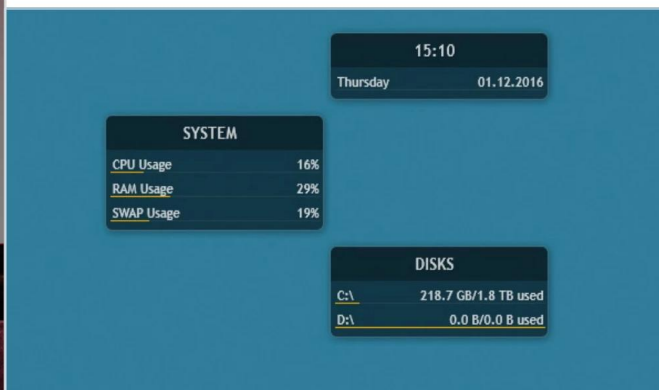
- 2 The first time you run Rainmeter, your desktop will look something like the image here. Each small window on the right side of your screen (System, Disk, etc.) is a skin. This is the illustro skin set. The app remembers each skin's location and settings independently.



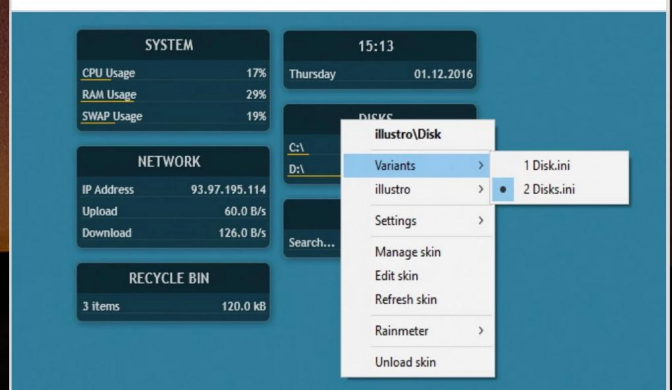
- 5 You can also unload (remove) a skin with the context menu. Right-click the new Google skin and select **Unload skin**. You will see the skin fade away and disappear (useful for getting rid of the welcome skin). When a skin is unloaded, its location and settings are still saved.



- 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.



- 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

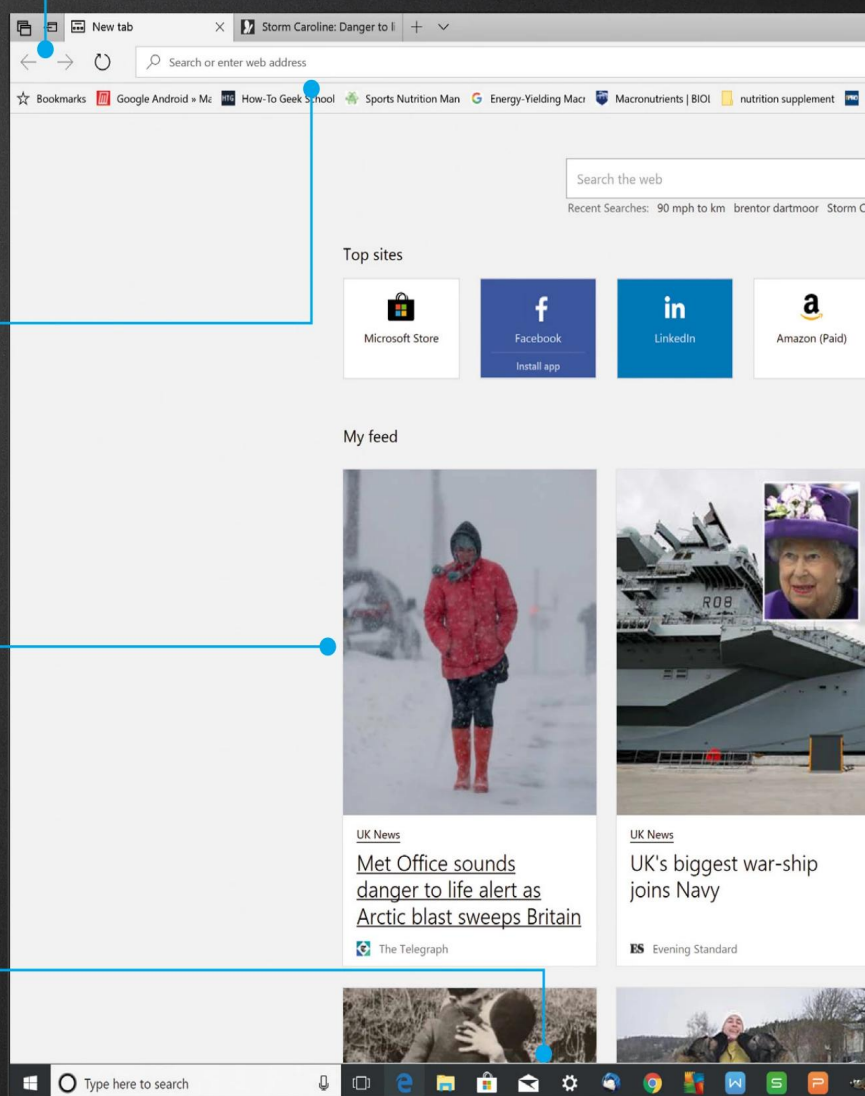
There's no need to go to a website to search for pictures of adorable penguins or cute kittens. Stay put and save time by entering your search in the handy address bar. You'll get search suggestions, instant results from the web and your browsing history on the spot.

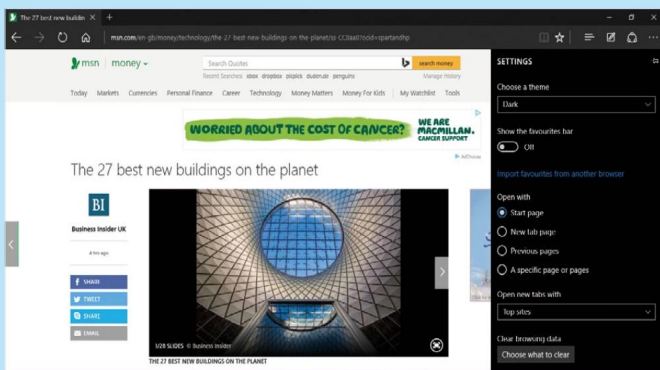
News Feed

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

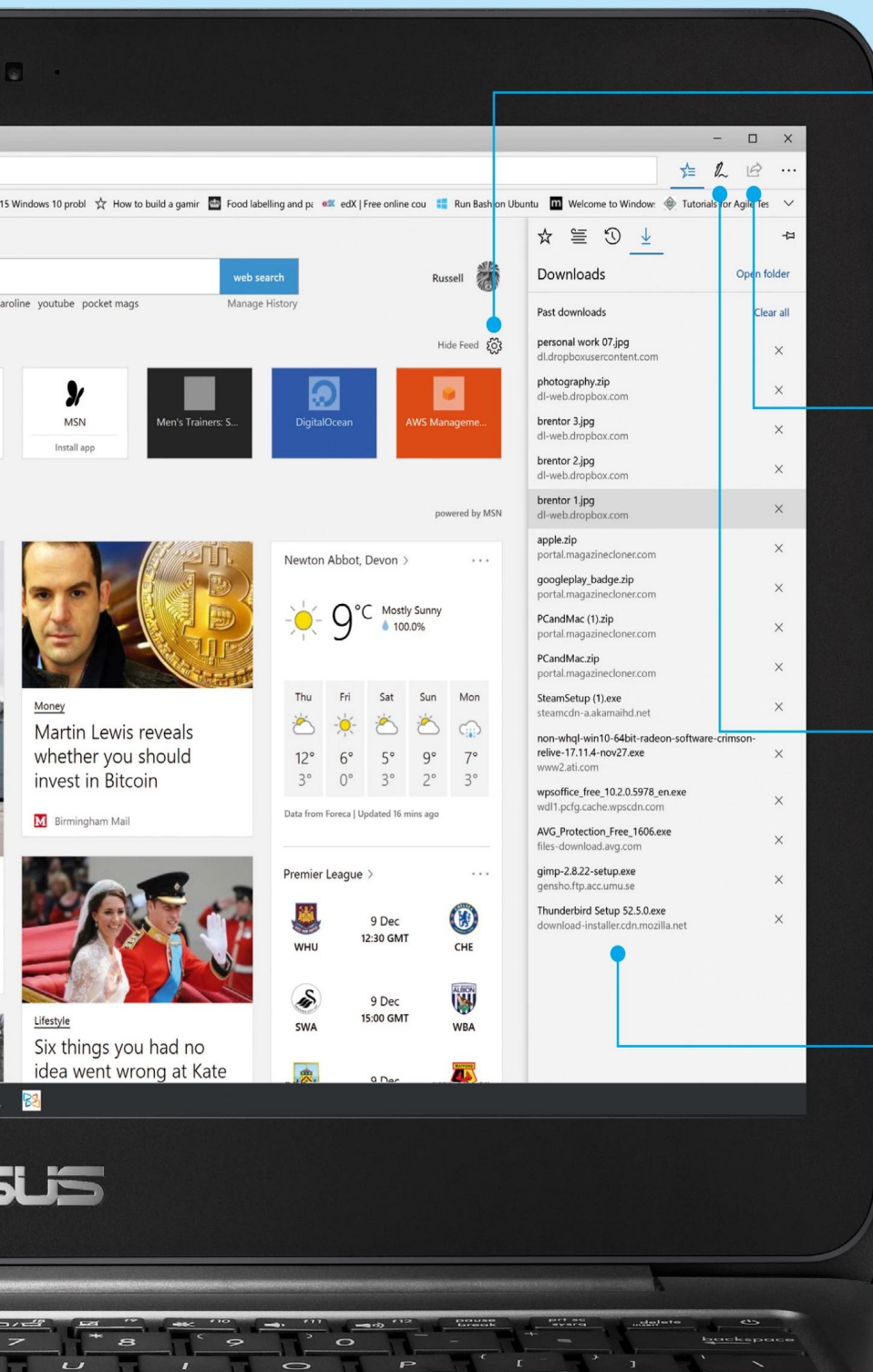
The taskbar, which remains at the bottom of the screen when using Edge, contains a button that switches to Task View. Task View allows you to quickly view any open windows and folders, displaying them as thumbnails. This includes any open Edge browser windows.





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.

How to Use the Edge Browser

Microsoft Edge replaces the old and creaky Internet Explorer as the main preinstalled Internet access tool in Windows 10. Edge is focused on modern web standards and is designed to be safe and fast. It also boasts several innovative features, such as the ability to highlight parts of web pages and share them with others.

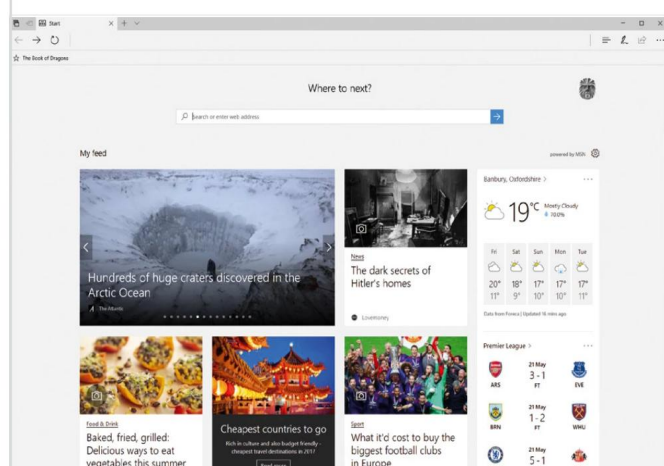
Get Started with Edge

Edge is fast and fluid and we think you'll like it. It may not have the capability of Chrome or Firefox as yet but for basic web browsing it's almost perfect.

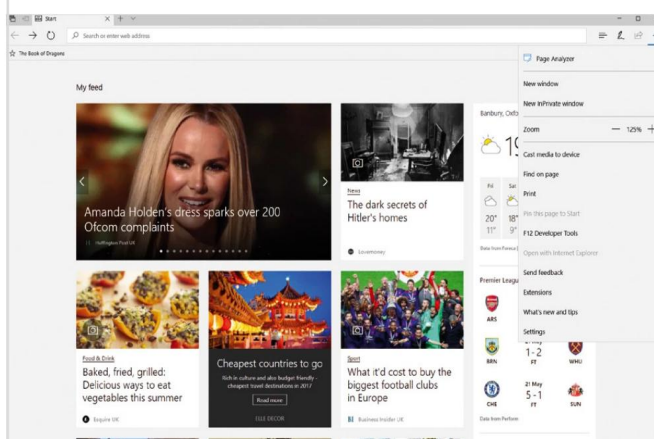
- 1 Microsoft Edge carries on Internet Explorer's use of a stylised 'e' as its logo. This is to make things simple for users who are familiar with Internet Explorer. Click on this icon in the taskbar to open Edge or on the Start menu and find it in the All Apps list.



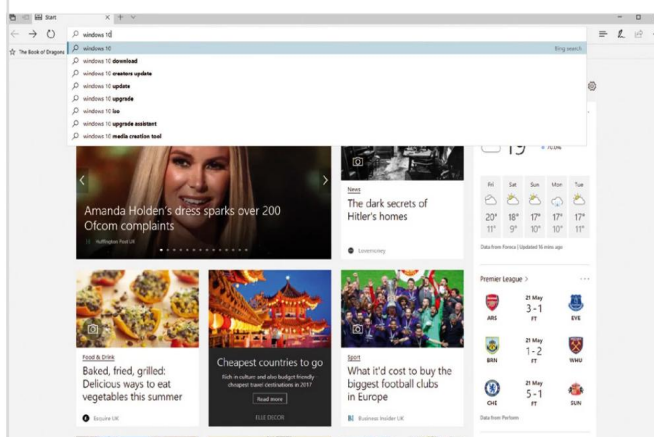
- 2 If you're familiar with almost any modern browser, you will instantly be at home. The forward, back and refresh panel is almost identical to other browsers. The default new tab page shows your most visited sites but you can have news from MSN appear instead.



- 3 As well as Edge's main controls in the top left, there are other items in the top right including the main menu to access more options. This is shown by the ellipsis (...) icon. From the main menu you can open a new window or a new InPrivate window as well as zoom into the current page.



- 4 You can begin using Edge by typing a search term or a complete website URL (address) in the search field near the top of the screen. Search results are then displayed in a fairly standard mixed list of links, images and videos. Click on any of them to see the website they link to.

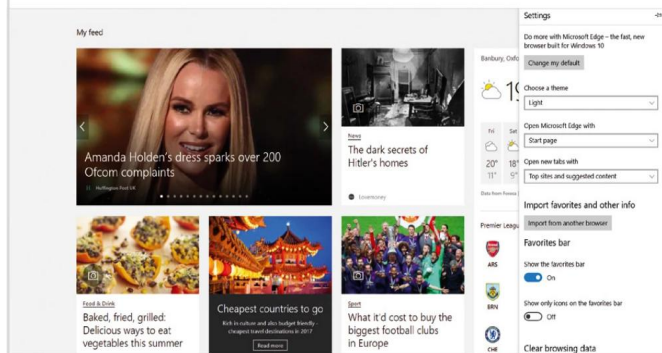


Customising Microsoft Edge

Once you become accustomed with the basics of Microsoft Edge you can start to explore the many options and settings available for personalising and customising.

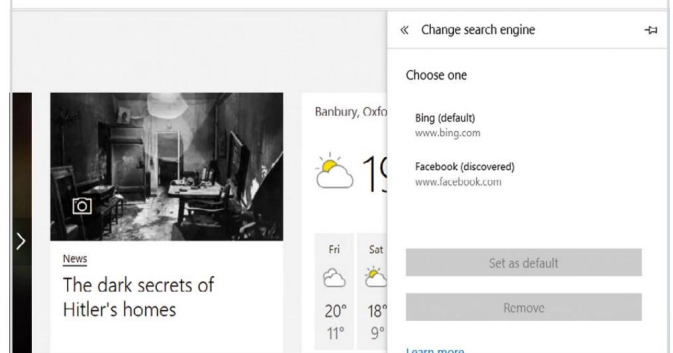
Accessing the Settings

From this menu you're also able to access Settings as well as Print and Find, to locate a word or phrase in the open web page. Another option enables you to pin a particular web page to the Start menu as a tile should you wish to.



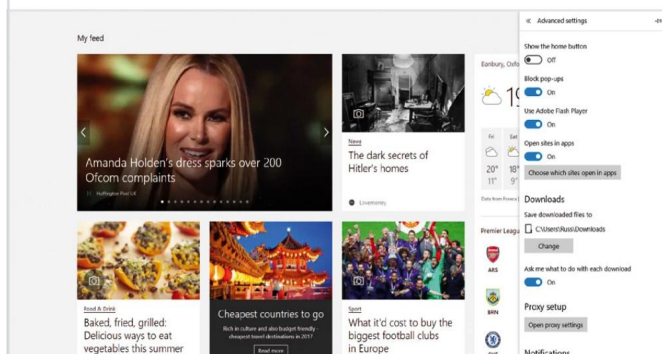
Change the Search Engine

Microsoft Edge is set to use Bing as its default search engine but you can change search provider in the Advanced Settings menu. As you type into Edge's search box, the browser recommends search suggestions. You can turn this off here should you want to. We find it quite useful.



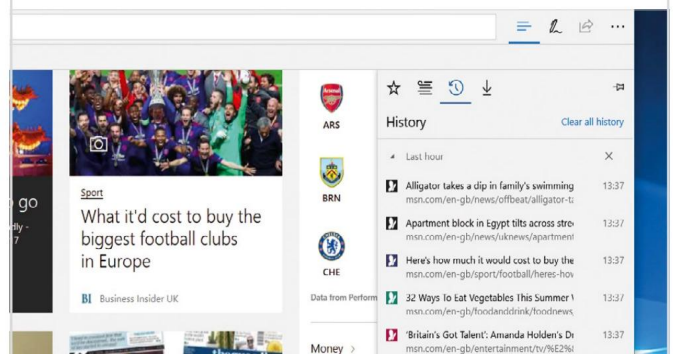
Advanced Edge Settings

The basic Settings menu is pretty lean on options but an Advanced Settings button at the bottom takes you into another menu with further options. This part of Edge is for more advanced users and it covers privacy, such as enabling browser cookies and other security settings.



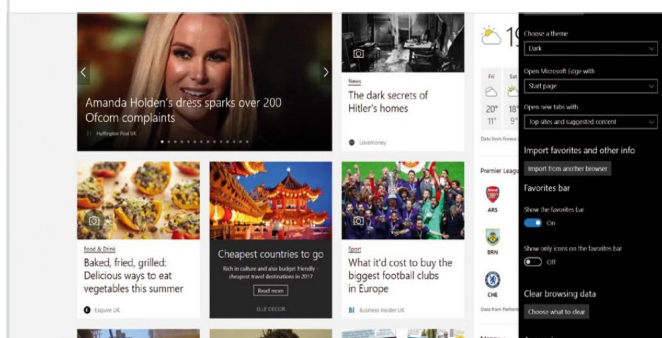
The Edge Sidebar

Again in the top right, the ≡ icon launches the sidebar featuring your Reading List, Favourites, Downloads and History. If you've used Internet Explorer at all recently, this sidebar will be familiar to you as it's basically the same interface element. However, Reading List is new.



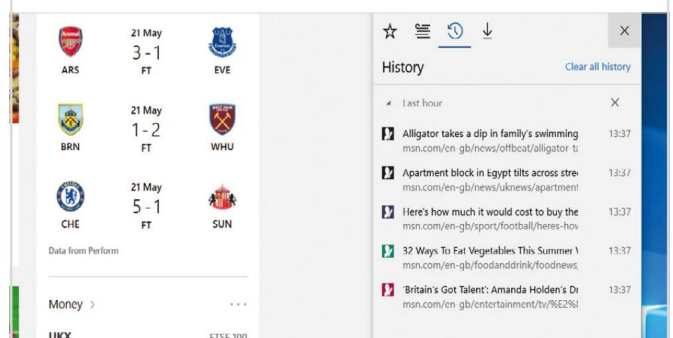
Change the Edge Theme

As well as the 'light' default theme of Microsoft Edge, there's an option in Settings to display a black theme. It's becoming a lot more common for applications to have dark themes, with the Windows 10 taskbar dark too. It's a good alternative to having super bright apps.



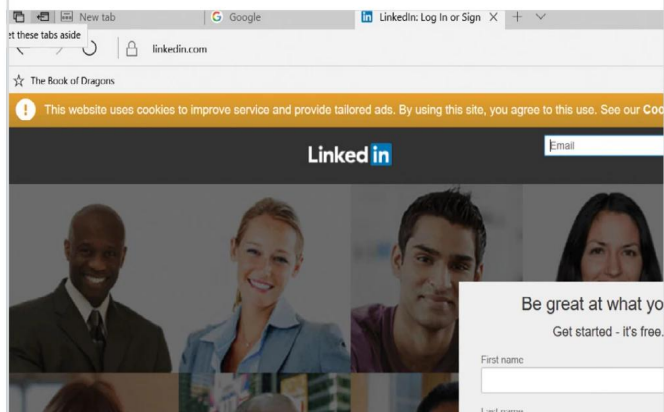
Pinning the Sidebar

In the top right of the sidebar there's a pin icon to keep the sidebar open, rather than just temporarily. You can move easily between your Reading List, Favourites, Downloads and History; just use the icons at the top of the bar to select the one you need.



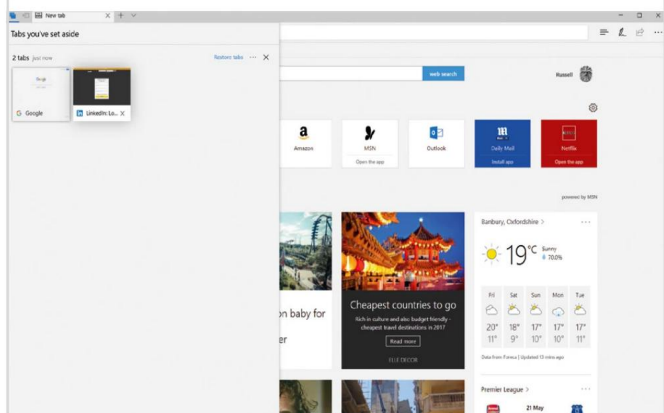
Set Aside Tabs

You can now set tabs aside, rather than closing them completely, so that they are easier to go back to later. Tabs that are set aside should not take up bandwidth, so you don't need to worry about lots of open tabs slowing down your browsing. Tabs set aside are still there even after closing Edge.



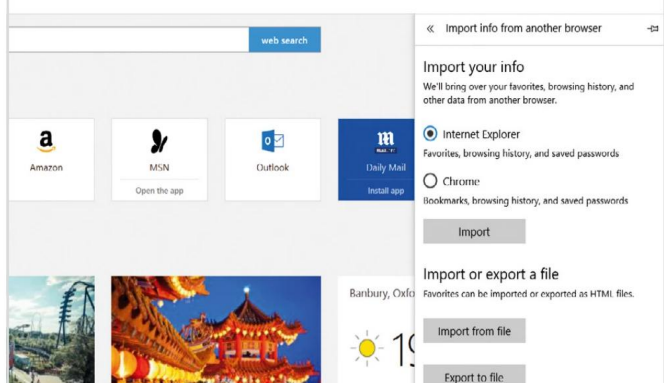
View and Restore Tabs

Tabs that are set aside can be viewed in the new Tab Viewer. You can access this by clicking the small down-facing arrow next to the New Tab button at the top of the window. Clicking any tab here switches to it. Alternatively, click the Tabs sidebar button at the top left of the window.



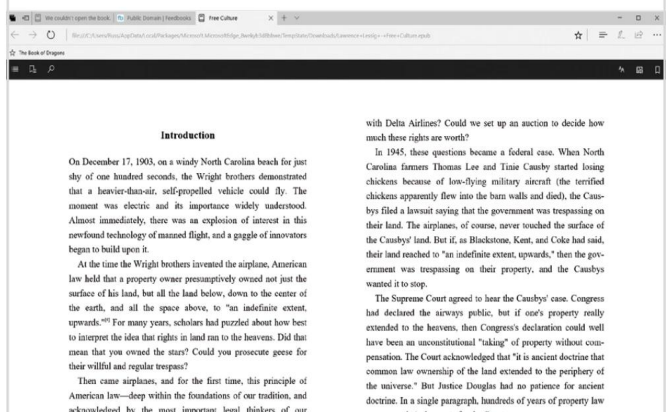
Import Your Bookmarks

Edge now makes it easy to import bookmarks saved in another browser (Google Chrome for example). Quickly get your bookmarks, saved passwords and browsing history from other places on your PC by selecting More > Settings > Import from another browser, and then choosing the correct one.



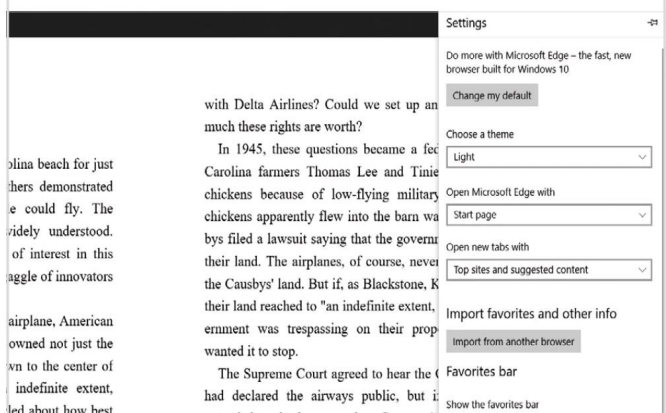
Read eBooks in Edge

The latest update to Microsoft Edge lets you read eBooks in .epub format. Books in this format automatically open in Edge when double-clicked. They can then be saved to the Reading List for easier viewing at a later date. Take a look at www.feedbooks.com/publicdomain for some freebies.



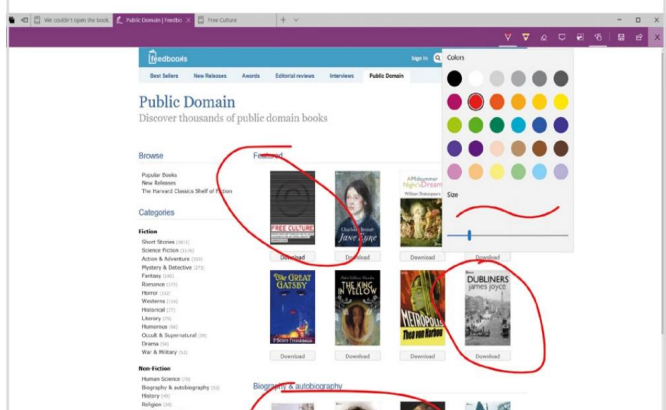
Enable the Favourites Bar

One of the folders is called Favourites Bar. This is a bar you can toggle on and off to permanently display certain Favourites in a strip underneath the address bar. To enable this feature, go to Settings via the main menu and switch the Favourites bar on using the toggle.



Annotating Pages

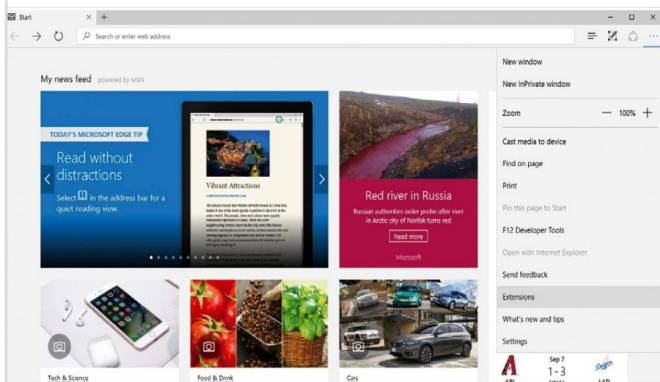
Making notes on web pages and sharing the results is one of the best new features in Edge. Launch this mode using the pen button next to the sidebar control in the top right of the main window. The editing controls include a pen, a highlighter, an erase function, an annotation feature and a copy tool.



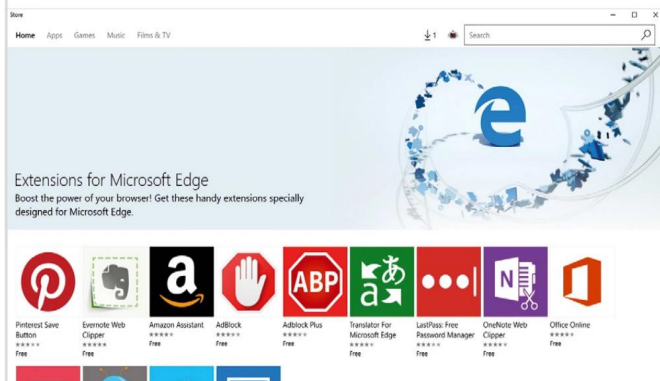
Microsoft Edge Extensions

A new addition to the Edge browser in the Windows 10 Anniversary update is extensions. Extensions are small pieces of software you can add to Edge to give additional functions.

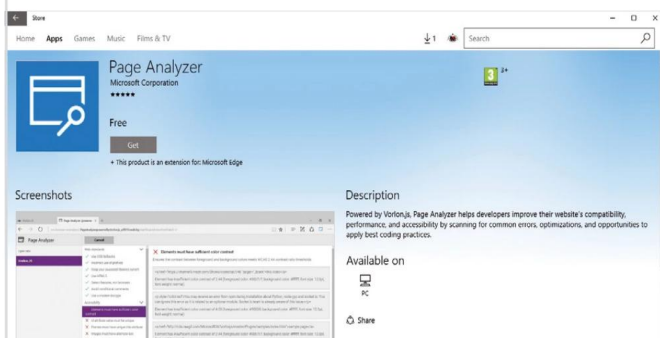
- 1 Open the Edge browser on your PC and look for the small menu button at the top right of the window. Click this and then click the new Extensions link. When the extensions panel opens for the first time, it should be empty apart from a link to Get extensions from the Store.



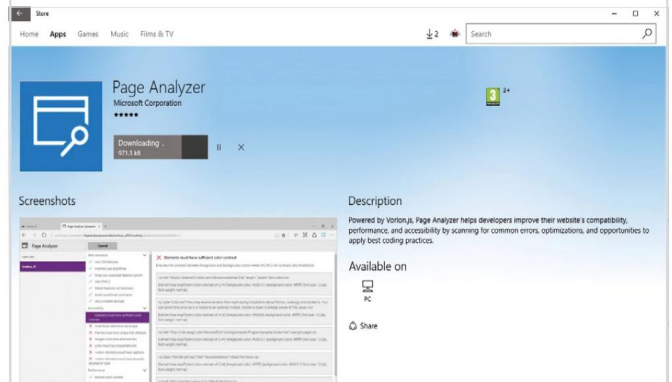
- 2 Click the link and the Microsoft Store app opens, displaying the available extensions. There are not that many to choose from right now but more will be added as app developers learn to take advantage of this new Anniversary feature in Windows 10.



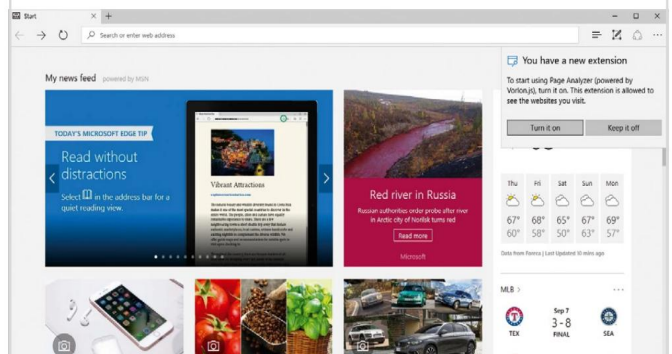
- 3 Click on any of the extension icons shown to open the information page. This tells you more about what the extension does, which devices it is available on and the minimum system requirements to run it properly. Scroll down the page to see user reviews and recommended extensions.



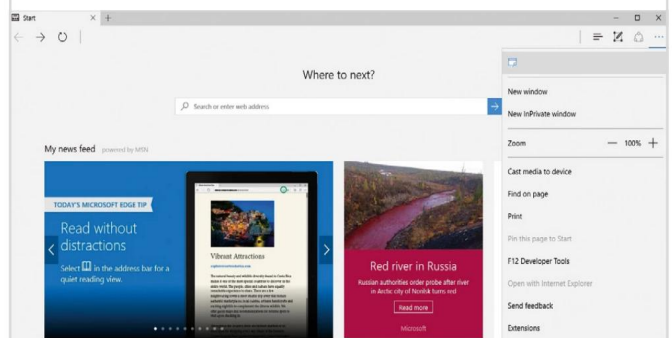
- 4 To begin installation of your chosen extension, click the Get button at the top of the page. This then changes to show installation progress which, depending on the size of the extension, should take just a few seconds. The button then changes to say Launch.



- 5 Clicking Launch will take you back to Edge with the extensions sidebar open. You then need to choose to enable the extension in Edge or keep it turned off for the present. Important information, such as whether the extension needs access to certain details on your PC is shown.



- 6 How you use your new extension depends on what it actually does. The one we installed here is for analysing the structure of websites, so when we get to a website we want to examine, we have to click the menu button and then select the extension from the list at the top.





How to Use Windows Mail

Long gone are the days of Microsoft Outlook Express being included with new releases of the OS, replaced instead by the Microsoft Mail app. This app first appeared in Windows 8, was vastly improved in 8.1 and has now been improved yet again for Windows 10.

Mail Folder

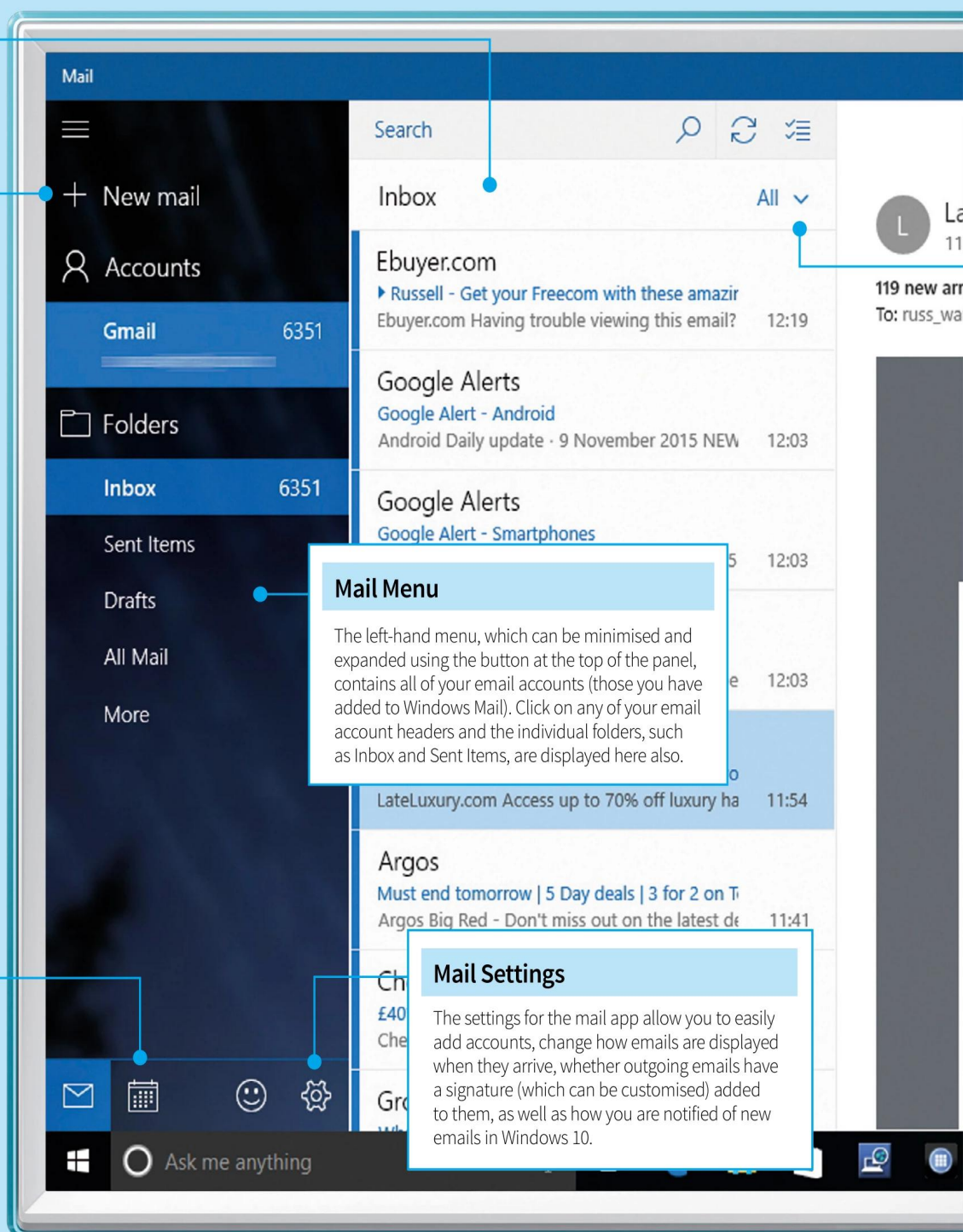
The messages in whichever email folder you have selected are shown in this panel. By default, the most recent emails are at the top of the list. You can change how the emails are viewed, so that only unread or flagged emails are displayed, using the dropdown menu at the top of the inbox.

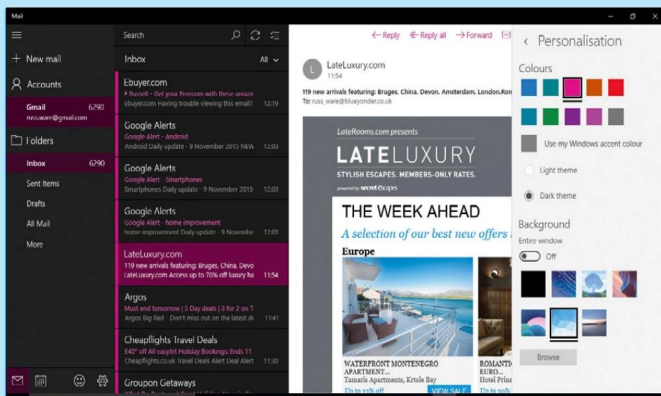
New Mail Button

If you are not replying to an email, but rather starting a new email, you can do so in a couple of different ways. You can either click the New Mail button at the top of the Mail Menu or you can use the Ctrl-N. Both methods open a new email in the main window, with a blank recipient field.

Calendar View

You can open the Windows Calendar app directly from within the Mail app. Click the Mail app icon at the bottom of the Mail Menu panel and the calendar screen will open in a second window. If you have never used the calendar app before, you will need to link it to an account.





CUSTOMISE MAIL

You can customise how the email app looks in a number of ways, from simple changes like choosing between a light and dark theme, to setting the overall colour and changing the background image for the app. To personalise the Mail app, click the settings button and select "Personalisation".

Message Options

In a row along the top of the main message window are the message options. These include Reply, Reply All, Forward, Archive and Delete emails; more options can be seen by clicking the menu button to the right. The message options only appear when viewing a received message.

Message Tools

Roll over or click on any of the messages in your inbox, sent items or drafts folders and three icons will appear. These let you quickly Archive, Delete or Flag any message directly in the folder panel. Archived messages can be recovered at any time and returned to the inbox if required.

Taskbar Icon

Whenever you open an app in Windows 10, a highlighted taskbar icon will appear at the bottom of the screen. This makes it easy to switch between multiple open apps, or to quickly see which apps are currently running. You can pin your most used apps to the taskbar by right-clicking and selecting Pin to taskbar.

Main Message Window

When you start a new email or select an email in one of the mail folders, it will appear in the main message window. As you would normally, you can scroll down to view all of the messages shown. You can roll over the address in the To: field, to see more contact details.





How to Set Up Email Accounts

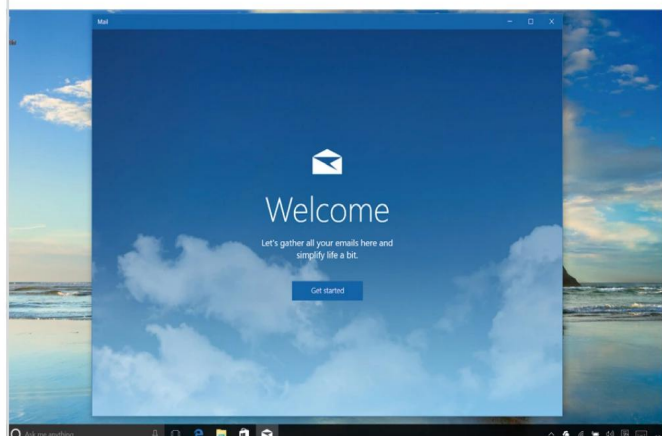
Windows 10's new email client is a lot different from previous versions, such as Outlook Express in the late 1990s. But it's a relatively recent idea for us to have all our email in one place, whether it's our work account, a Hotmail or Outlook address or email from Gmail.

Meet Your New Email Client

Mail has been completely redesigned for Windows 10 and is wholly unrecognisable from the Windows 8 equivalent (that's a good thing). But even with these improvements, it still needs a bit of tweaking before it comes into its own.

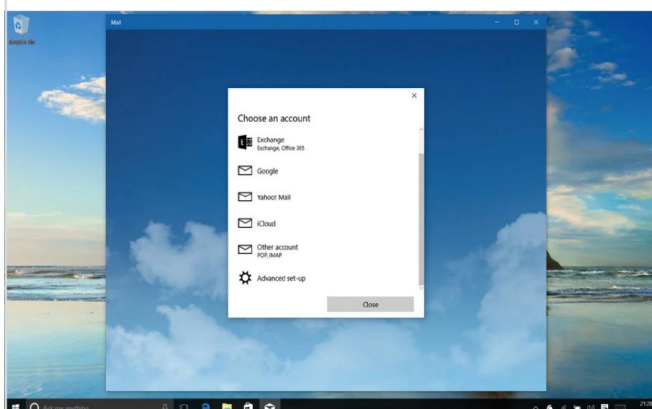
Welcome

As it says here, the idea behind the Mail app in Windows 10 is to gather all your emails together in one place to "simplify life a bit". The app is quite clever in how it handles email and it certainly differs to older apps such as Windows Live Mail and Outlook Express.



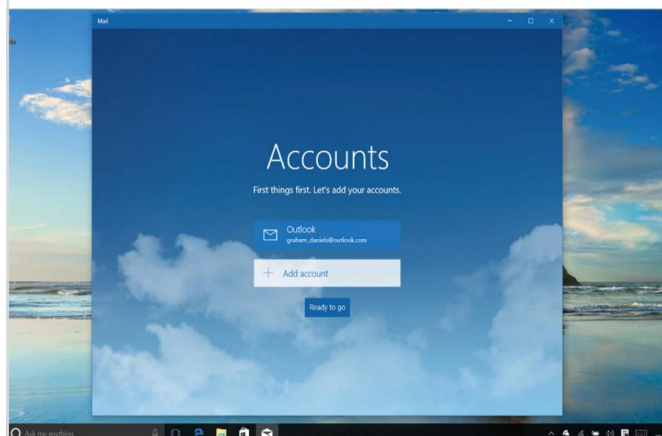
Account Type

If you click Add Account, you can add accounts from many popular providers including Google, Yahoo and Apple's iCloud. You can also set up other more specialist accounts if you have the details. Finally, there's also an option to add a Microsoft Exchange account if your workplace uses that (including Office 365).



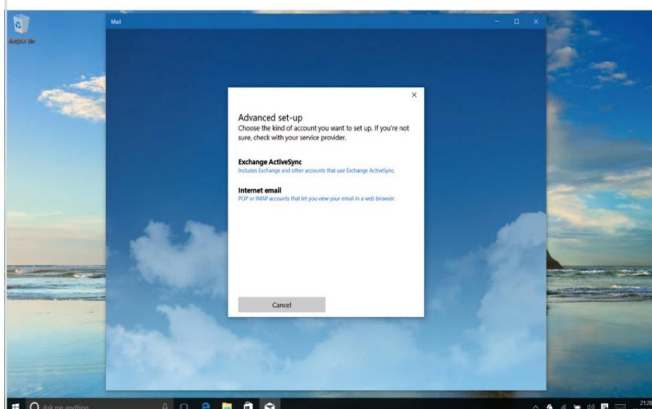
Default Account

If you signed into Windows 10 with a Microsoft account, the Mail app will automatically pull this in if it's enabled for email. As you can see, you can also click Add Account if you have other email accounts you want to add (this can be from basically anywhere as long as it's your account).



Advanced Setup

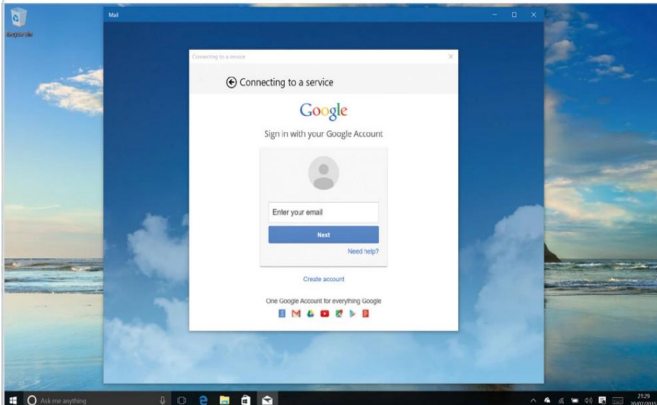
If you need to select the Advanced Setup option, you can choose between the types of account you're setting up. Usually you'll select the Internet Email option – this includes accounts that use the POP3 or IMAP protocols to retrieve email (if your provider gives you the choice of which of those to use, select IMAP).





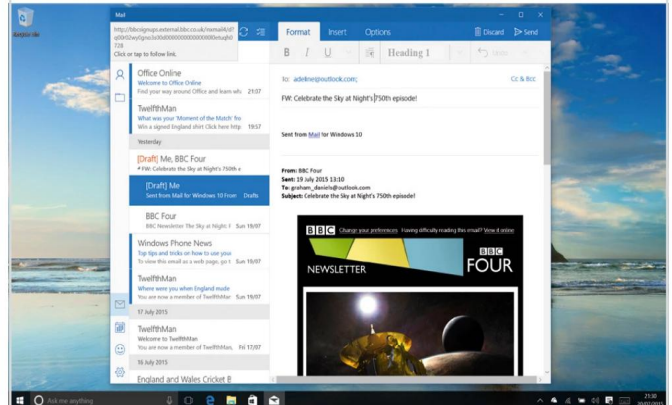
Google Accounts

If you're adding a Google account, you'll get this somewhat familiar pop-up appearing inviting you to enter your username and password. If you have Google's two-step authentication enabled, you'll get a text message to confirm your identity and you'll be asked to enter it.



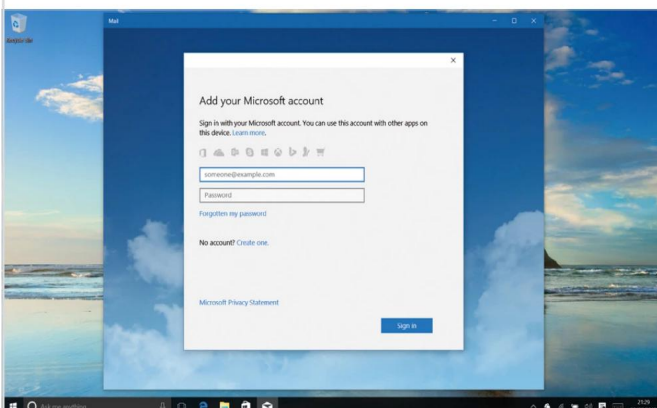
Writing a Mail

There's also a Refresh button as well as a Select mode, so you can select various emails (with a view to moving or deleting them). Now we've clicked the Forward button along the top to forward this email. As you can see, this has created a draft under the original email on the left.



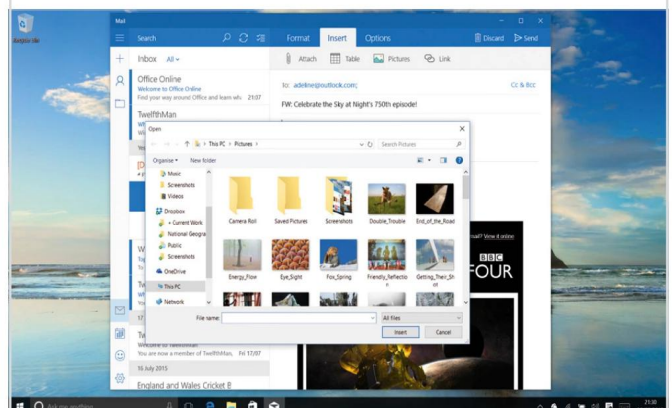
Microsoft Accounts

As we said before, your Microsoft account will hopefully have already pulled in automatically. If not, you can add it manually. Just enter your email address and password. We looked at Microsoft accounts in more detail elsewhere, but if you want to sign up afresh you can do that here too.



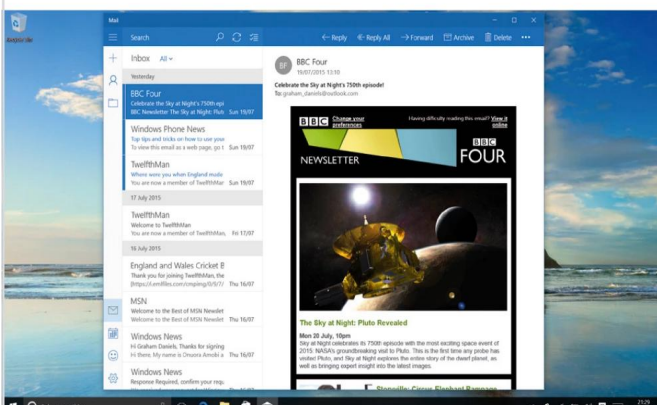
Insert Attachment

Emails are 'grouped' like this in Mail, meaning that if you and a friend have a conversation, all the emails will be grouped together so that they're easy to retrieve. You'll notice we're still composing our email here, and we've clicked the Attach button to select an attachment.



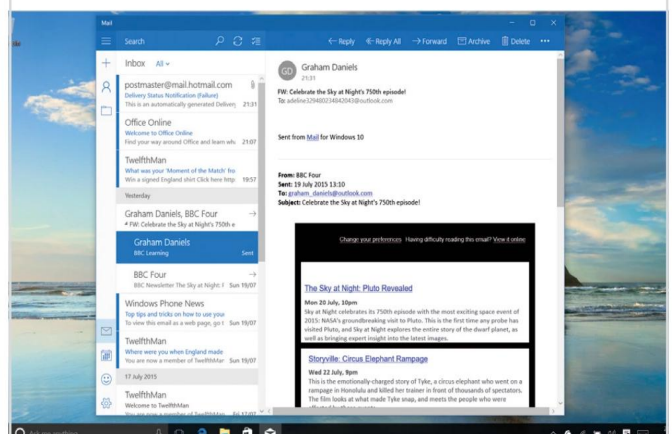
Your Inbox

Here's your inbox! Your email list is shown on the left, with the contents of each email appearing on the right. We have three new emails here, designated by the blue colour. You can also search for any emails using the search box at the top – this works much more quickly than in older apps.



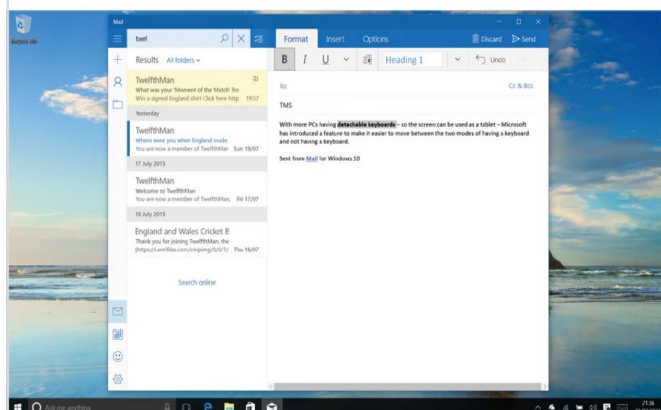
Sent Mail

This is what a sent mail looks like. As you can see, it's now 'nested' under our original email and the sender is me (or you). You're able to look at just sent items in your folder still, and we'll show you how to do that in a few steps.



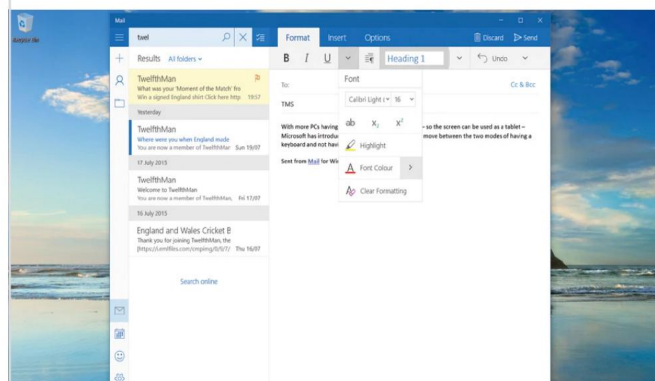
Edit Text

As well as just writing simple plain text emails, there are plenty more editing functions in Mail, which we'll check out in the next few steps. Using the Format tab at the top of the editing window, you can change selected text – here we've used bold to highlight a particular phrase.



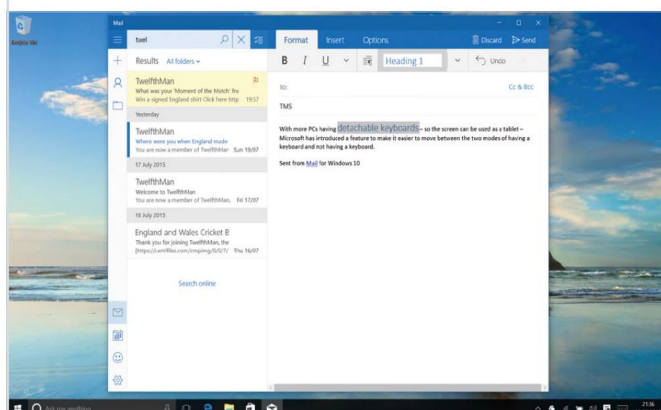
More Text Options

As well as styles, Bold, Italic and Underline, there are other ways you can make text stand out or add emphasis. As in Word, you can have subscript or superscript text or add highlighting (quite useful for quick editing of paragraphs in emails). Finally, you can clear the formatting of any selected text.



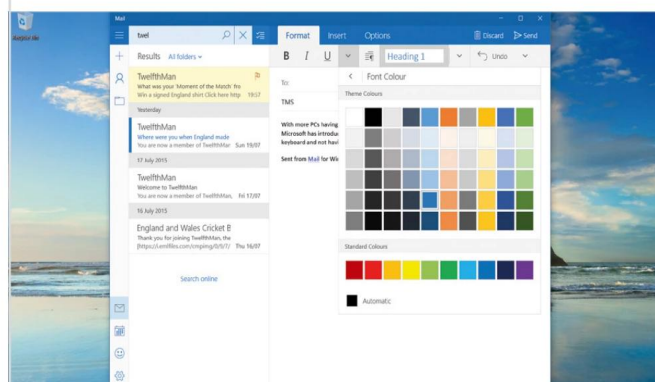
Apply Styles

There are also various pre-defined styles you can apply to text – useful if you're writing a long email and you need to have sub-headings or headlines in the text. These work very similarly to styles in Microsoft Office; styles that you might use for a report or essay.



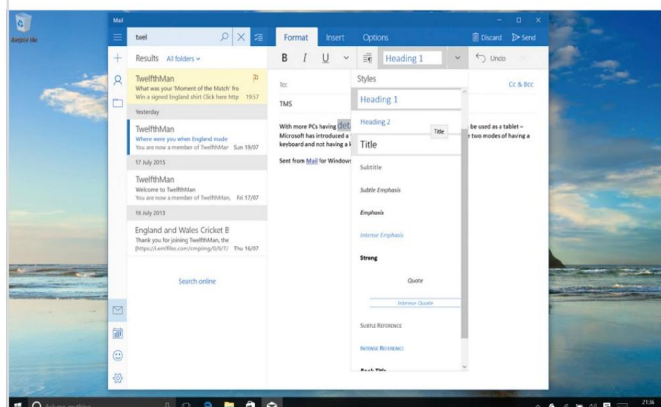
Change Colour

You're able to easily change the colour of the text in your email and, while you still have a limited range to choose from, you've still got a lot of choice (far more than in many other apps, anyway). Strangely Windows chooses to take most of these colours from your current Windows theme. No, we're not sure why, either.



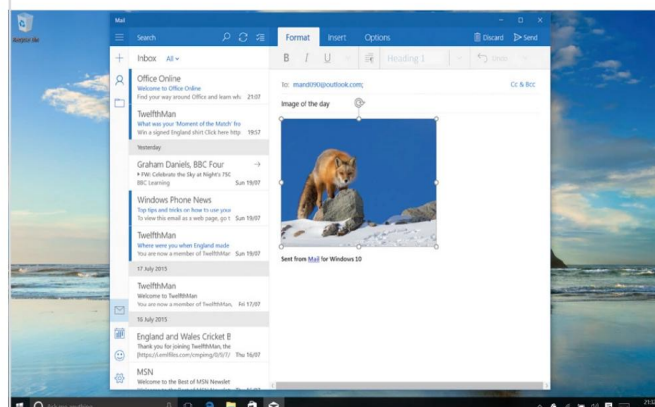
Define Styles

You can browse through these styles using the drop-down arrow next to the style selection box. As well as fairly standard styles, there are some other ways you can get text to stand out including quotes and what are called 'Intense' styles, which place quotes in between parallel lines to encourage reading.



Inserting Images

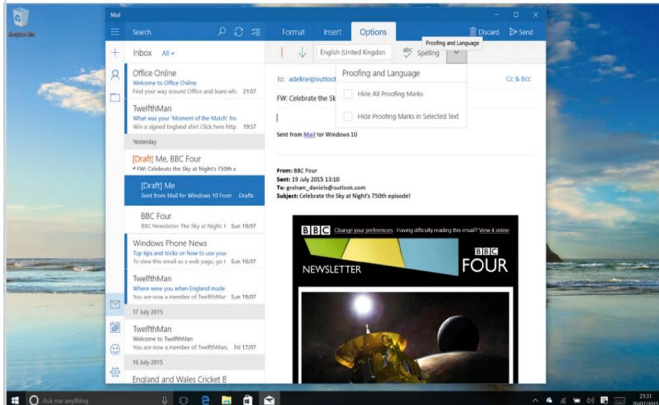
As well as the button to include attachments, the Insert tab features a Picture button so you can insert an image into your email, as opposed to just sending it as an attached file. Once inserted, you can select it with your mouse and adjust its size (drag the corners as you can see here).





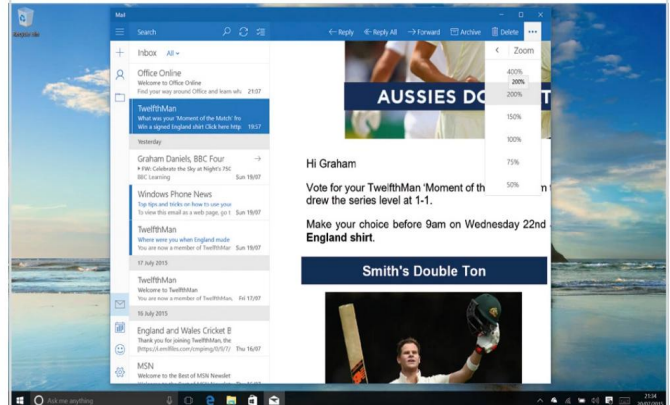
Spelling Options

Before you send an email, you can always spell check it – this is integrated into Mail under the Options tab. You can select the language you need (you might be emailing a hotel in France so using French, for example) and correct any spelling errors as you go.



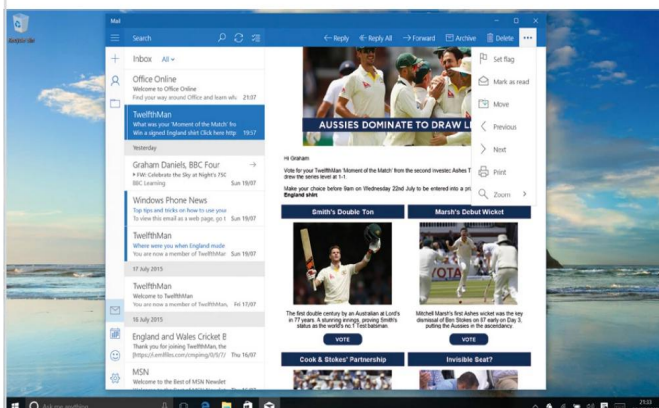
Change Zoom

If the text in emails is too small for you, you can zoom in to your messages – again, this is also accessed through the ... menu. A handy keyboard shortcut for zooming in is Ctrl++ to zoom in or use Ctrl and - to zoom out. This actually works in most apps, including many web browsers, too!



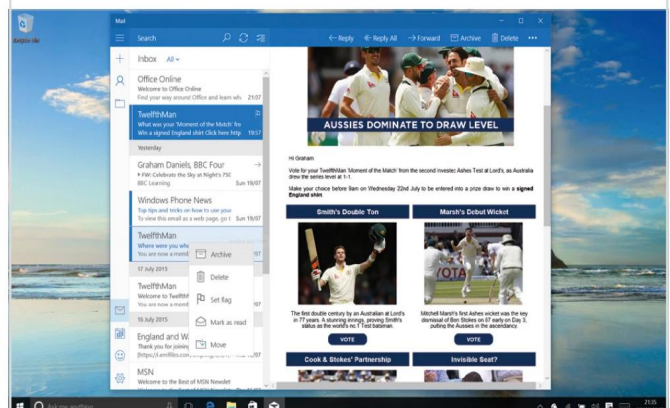
Email Menu

As well as the basic reply, reply all, forward, archive and delete commands at the top of each email, there's also this extra menu – just click the ... button. You can move to the next email or previous message if you want to do that, but crucially you can also move your email into a folder.



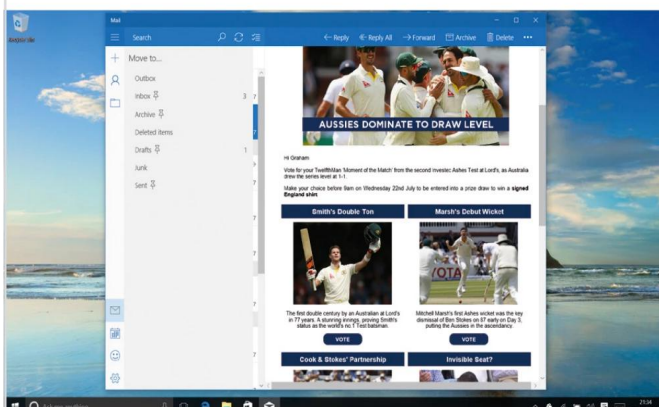
Right-Click

Even if you're not actually looking at a particular email, you can still perform numerous actions on it. You can right-click on emails to move, archive or delete them or mark them as read/unread. If you're deleting emails, you can also just select them and use the delete key (we find this is actually the easiest way).



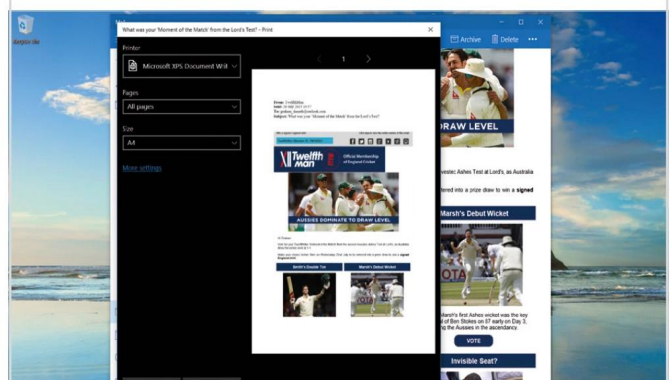
Move Folder

If you chose to move your email in the previous step, you'll see this browser view which enables you to add your email to an existing folder. You can always create a new folder for storing emails in particular categories. If you just want to remove your email from the inbox but still keep it, use Archive.



Print It Off

From this menu you can also print off emails – this will open the now-standard Windows print dialog box which is now black (presumably to make the predominantly white print preview stand out). You can select to print off the whole email or just the first page, as well as browse through the pages using the controls at the top.



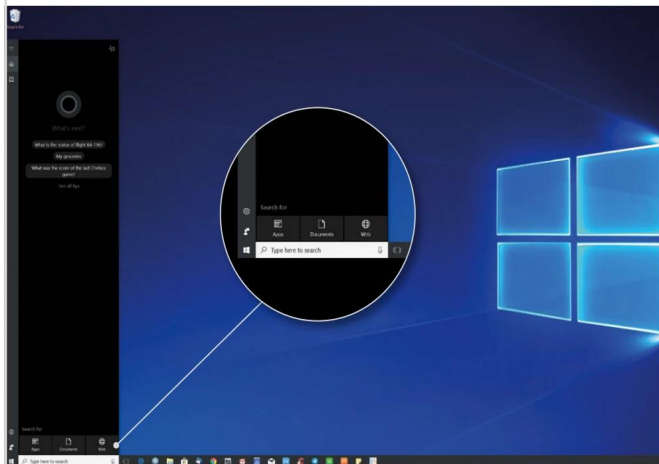
How to Use the Search Feature

Until you use it, it's difficult to put into words just how much better Search is in Windows 10 than in previous versions of Windows. Microsoft did have a lot of ground to make up to match the search functions on offer in rival operating systems such as Apple's macOS.

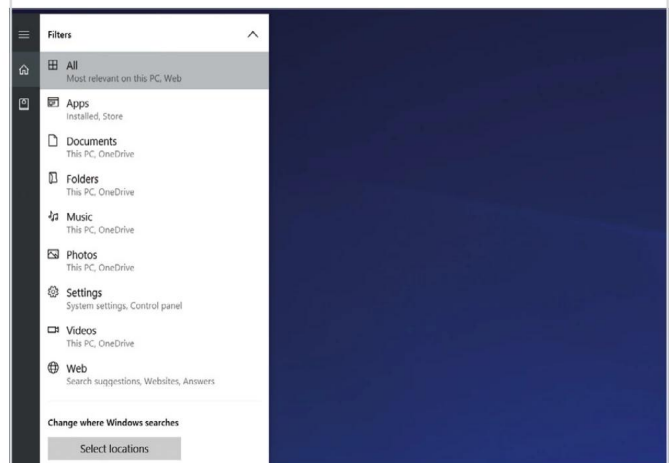
Windows 10 Search Basics

Search now not only finds files but settings, emails and apps too. You can even search for websites as well, providing you're happy with results from Microsoft's own Bing search engine.

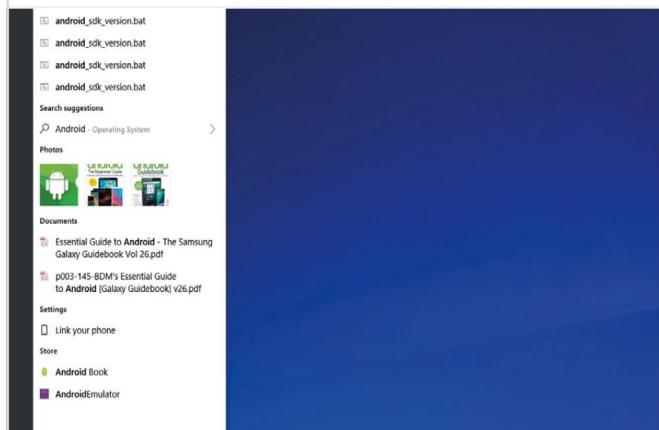
- 1 If you need to search for anything on your Windows 10 PC, the taskbar search bar is now the place to do it. You can still hit the Start button (or Start key on your keyboard) and start typing if you used to do that to search in previous versions of Windows.



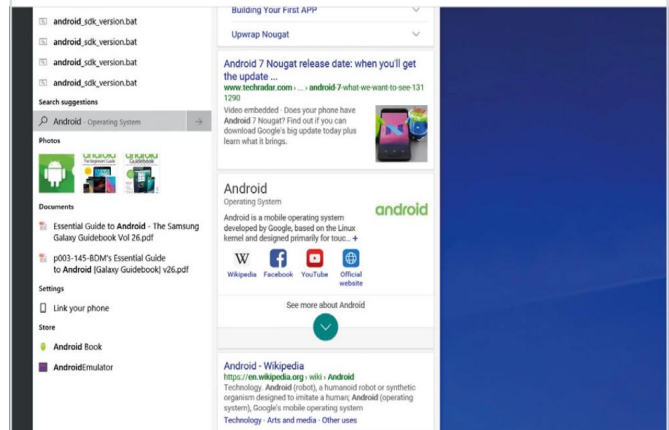
- 3 Search results are displayed in sections (best match, apps, folders, etc.) so that you know what you are looking at. Apps will be displayed with their icon next to them, folders will have a folder icon and images will be shown as small thumbnails within the search results panel.



- 2 In addition to files and folders, you can search for web results and apps. When you first click in the search box you will see three tabs along the bottom that lets you choose what to search for but even if you don't click one of these, the search function is smart enough to return results from all.



- 4 You can further filter the results that have appeared after you search by clicking on the small arrow at the top of the results panel. This lets your filter by any of the possible, even music or video. Suggested search results can be previewed by clicking the right-facing arrow next to them.



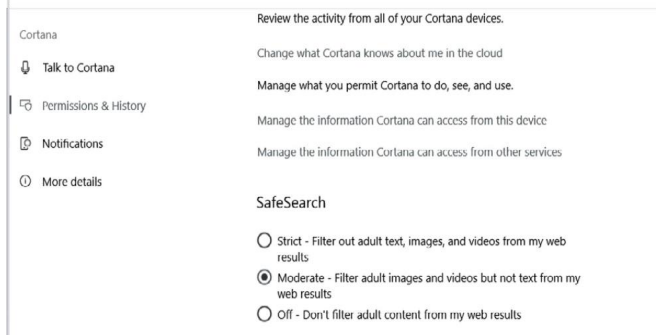


Search Settings and Tools

You have quite a lot of control over exactly how search and Cortana provide you with search results, and what information they store about your search history.

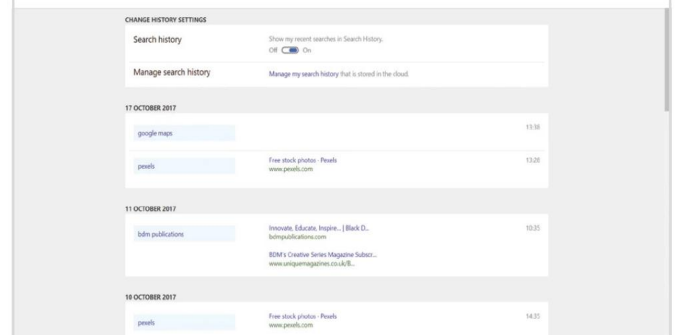
Safe Search

Sometimes web search results may show content that is not suitable for the younger audience, which is the reason Cortana also offers search filters. Go to Settings > Cortana > Permissions and History, and under SafeSearch, select the search filter that is most appropriate for you.



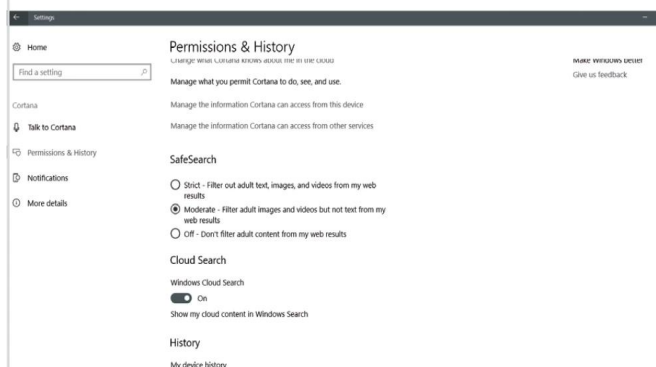
Search History

Search History can also help to provide better search results. It can also be turned off, just like the Device History. Head in to Settings > Permissions & History and use the toggle to turn it off. If you click Search History Settings a browser window opens showing the history.



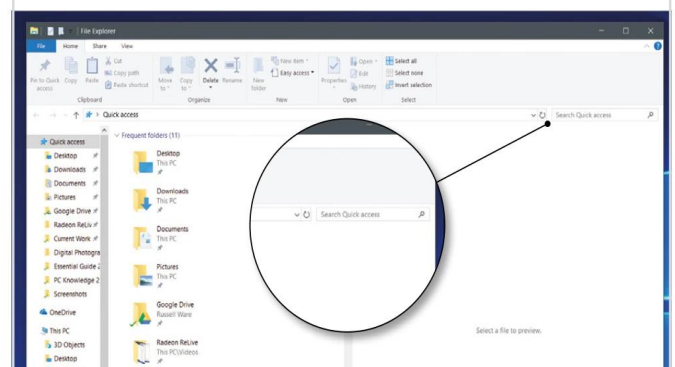
Cloud Search

Cloud search is a new option, available with the Fall Creators Update, which allows you to suppress cloud content on search results. Under Cloud Search, you will see a toggle that says Windows Cloud Search. This option manages whether Cortana shows cloud content in Windows Search.



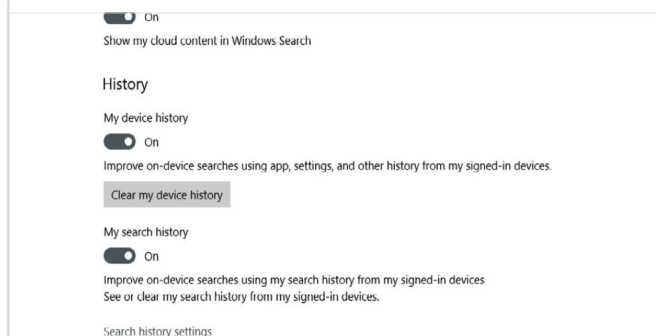
File Explorer Search

You can always search for files and folders in File Explorer as you could in previous versions of Windows. With the new taskbar search you won't need to use this as often as you did but it's still there if you need it. We don't find it as quick as the taskbar search, though.



Device History

This setting allows for improvement of on-device search results, whether you are using an app, settings or another search from any signed on device. If you prefer that Windows does not record on-device search history, you can switch this option off in Settings > Permissions & History.



Searching in Settings

Windows 10 allows you to search for settings from within the Settings app. Open the app and you will see the search box right at the top, underneath the window title. Possible results are displayed as you type, just like a normal search, but the results will only be from settings, nowhere else.



How to Use the Cortana Assistant

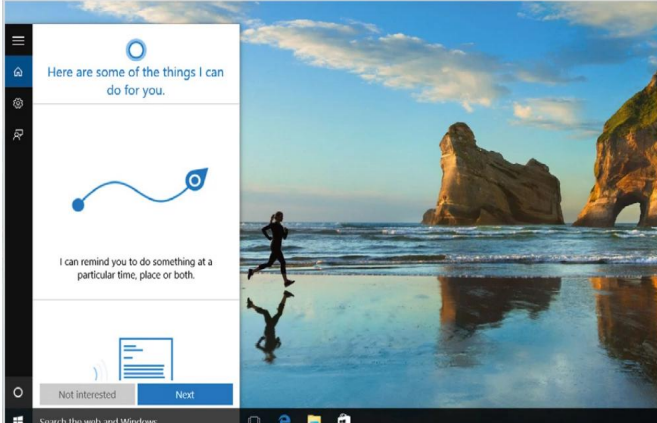
Cortana is Microsoft's 'virtual assistant'. If you've heard of Siri on the iPhone, it's very similar. You can talk to it, and it will pick out relevant information that's appropriate for you. If that sounds like it's too much, we'd encourage you to give it a chance.

Meet Your Digital Assistant

The Cortana personal assistant could well be a completely new experience for many users. So we've gone into quite a lot of detail here in order to give you the complete picture on how Cortana can be of help to you day-to-day.

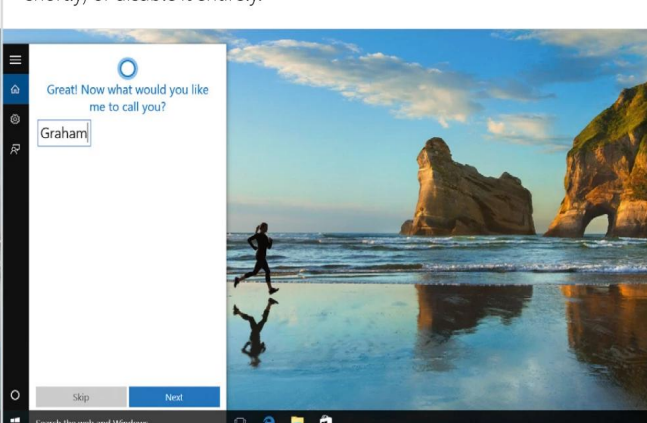
Welcome to Cortana

On the previous pages we talked you through Search in Windows 10. Cortana is like a layer on top of this search; you can either enable it or ignore it. Cortana isn't on by default in Windows 10. To enable it, click the Circle icon at the bottom of the Search sidebar.



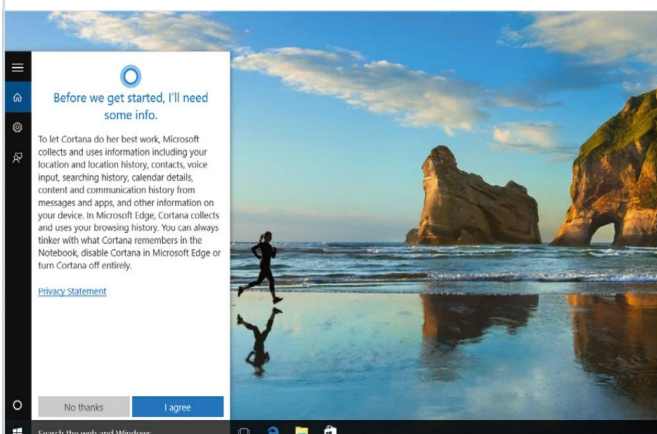
Tell It Your Name

Now you'll begin a bit of further personalisation of Cortana so it understands your voice and, as here, knows your name. As the Microsoft statement said in the previous step, you can always change individual parts of what Cortana remembers (via the Notebook, which we'll come onto shortly) or disable it entirely.



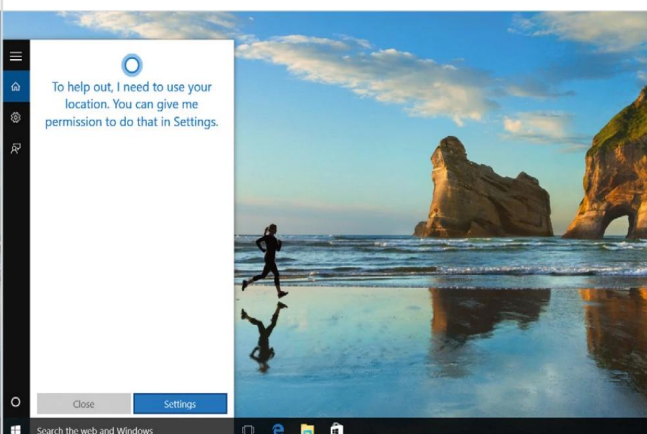
Setting Up

Click Next and you'll see this screen. Basically, you'll need to allow Cortana to access all the information on the rest of your computer. It sounds alarming that you're enabling Cortana to look at your Calendar, browsing history and so on, but it needs to process this information to make things relevant for you.



Allow Location Access

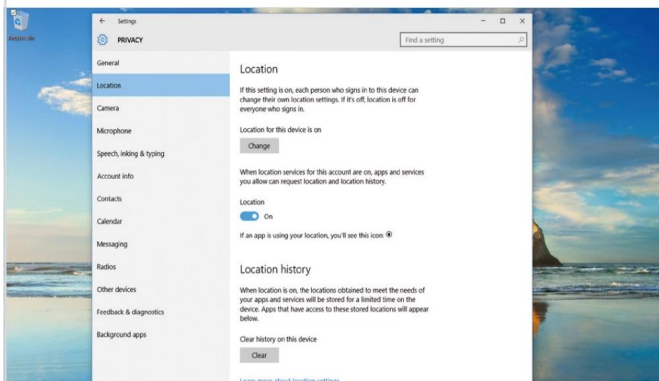
As with virtual assistants on mobiles, Cortana works best when it knows where you are in the world. All our phones know where we are, so why not your PC? Unless you've a specific reason to forbid it, we recommend letting Cortana know your location.





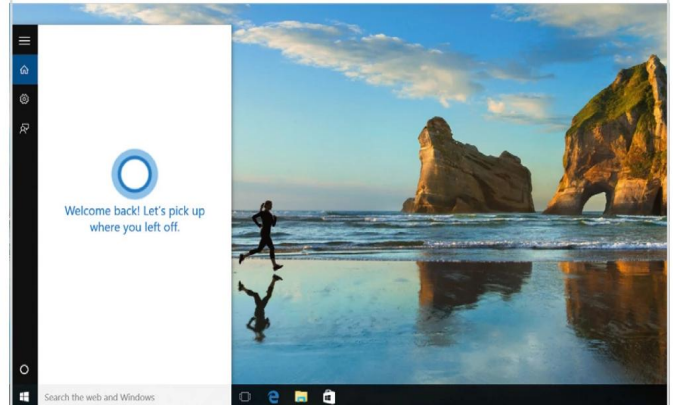
Location Settings

If you're concerned about the amount of location access you're giving at any time, you can always disable Location completely in the Settings app. You're also able to decide what apps have access. If you want to turn it off temporarily, you can do this using the Location button at the bottom of the Action Center.



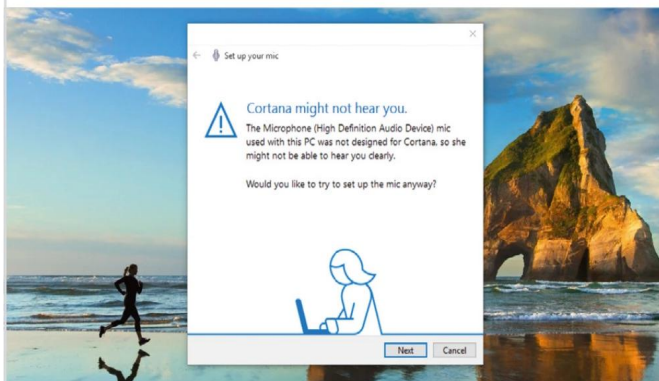
Back to Cortana

We've trained, we've configured and we've allowed Cortana full access. Let's see what Cortana has for us... Don't forget you can still use the search bar just as before. Cortana is another way to search, providing different information. It doesn't have to be seen as a replacement.



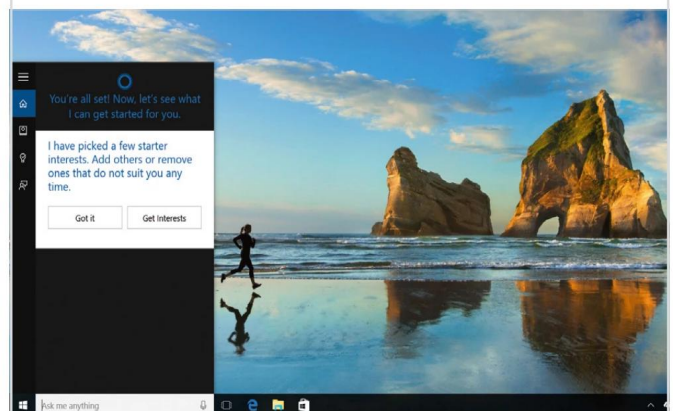
Set Up Your Microphone

If you want to talk to Cortana (or at least have the option to), you'll need to ensure it can hear you correctly. Here we've got a problem with our microphone which we need to remedy. Many desktop PCs won't have microphones unless you have one in your webcam or another accessory, for example.



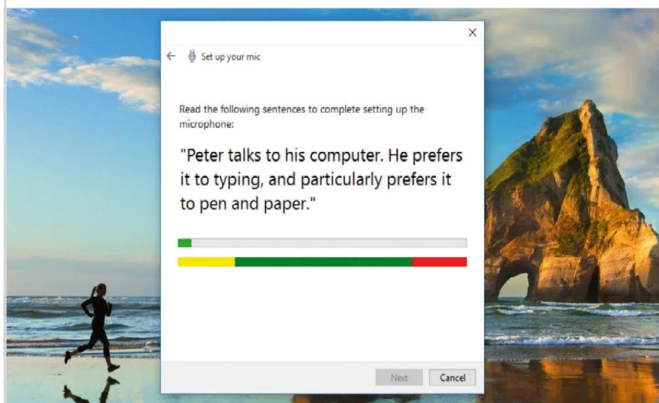
Your Interests

To finish the setup, Cortana will pick you a few starter interests. This changes the default content you'll see when you click the search box to bring up Cortana. Now, it's perfectly possible Cortana could pick you the wrong stuff. It's all part of the process as, if you correct it, Cortana will learn from its mistakes.



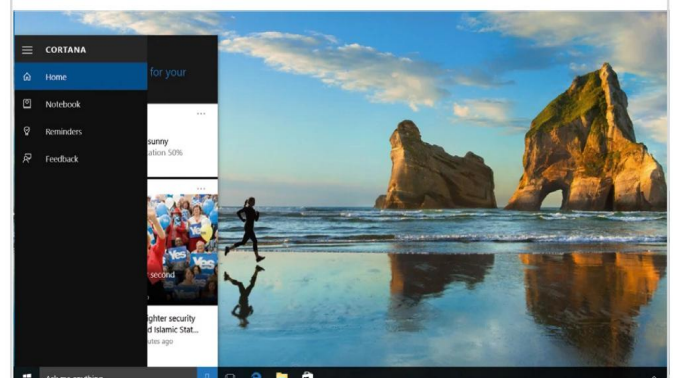
Get in Training

As with any app that requires talking to your PC, Cortana will take you through a little bit of training. It will adjust to your voice and the distance you are from your microphone. Some laptop microphones are especially bad, so Windows needs to compensate for that.



Changing Settings

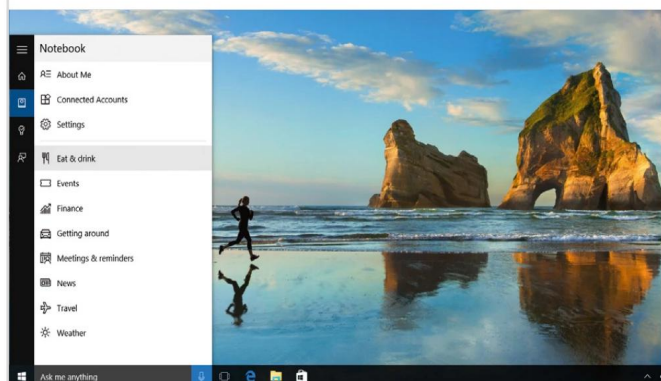
So Cortana picked us out a batch of things including general news. To change these further, bring up the Cortana menu from the left-hand sidebar and bring up Notebook. Note that Reminders is a further useful feature; you can ask Cortana to remind you to go shopping at 12 or home at 5, it's completely up to you.





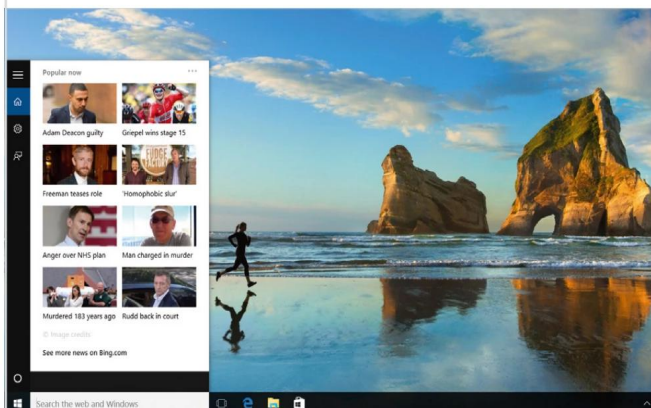
Your Notebook

As you can see, your Notebook (we don't think it's a particularly accurate name) contains various interests that Cortana will show you information about, as well as access to Cortana's settings (more on those shortly) and your personal information. Connected Accounts will show other things Cortana is connected to, like Microsoft Office.



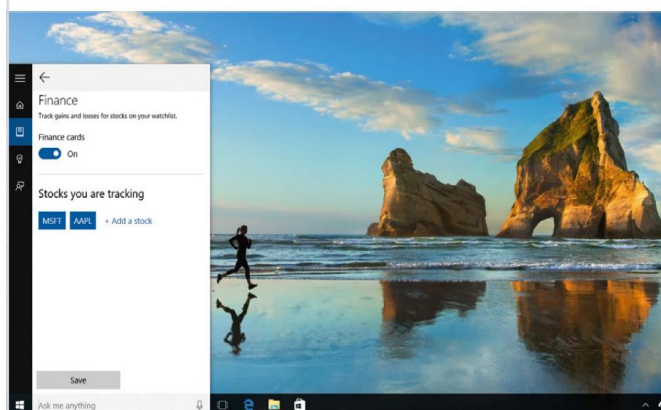
Popular Now

If you scroll down the Cortana window there are other things for you to browse through, most of it powered by Bing, Microsoft's web portal, which gathers news and entertainment from various sources. There's an area for articles that are popular now and you can click through to anything that's of interest.



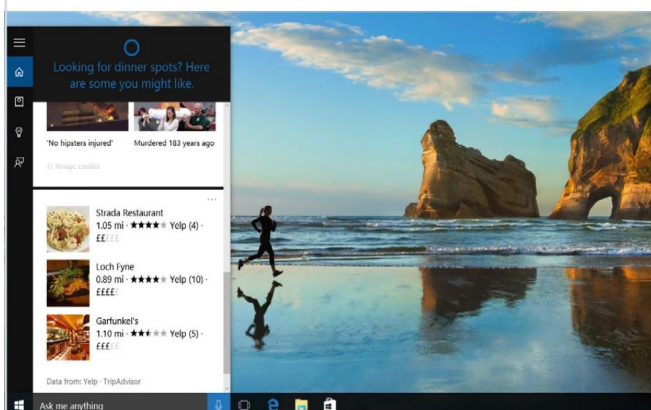
Change an Interest

If you want to disable or enable an interest for Cortana, click that particular option. You'll then see a window like this one, which enables us to enable or disable the interest as well as fine-tune the details. In this case, we can select which stocks and shares we'd like Cortana to show us.



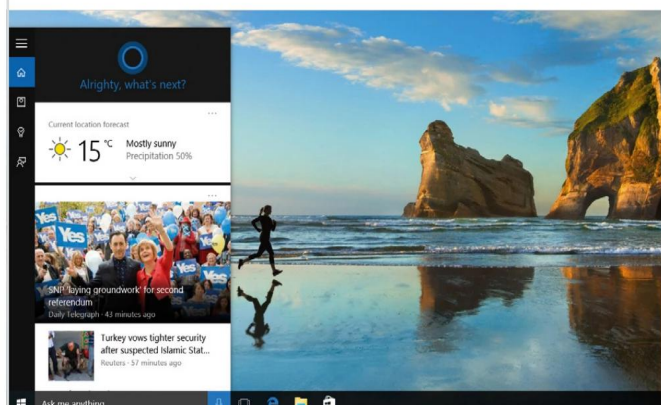
Eat and Drink

If you selected the oddly-named Eat and Drink as an interest, you'll see restaurant settings from Yelp or Foursquare. In the settings you can say how often you like to go out, what your budget is and how far you usually like to go. Most useful for regular business travellers, we'd have thought.



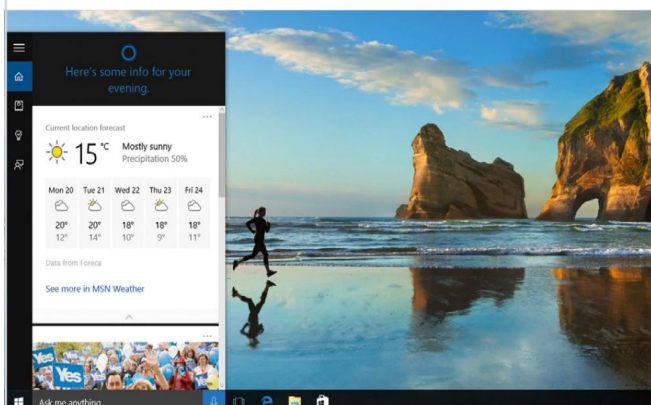
The Main Cortana View

So we've gone back to the main Cortana window, where we're shown some automated content we'll talk you through in a second. Once again, if you start typing or say something if you've got voice set up, this automated content will disappear in favour of the Search menu.



Weather

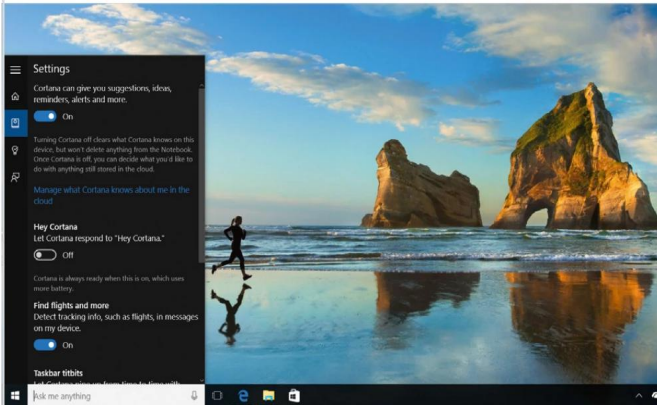
Probably Cortana's most used feature is that it will present you with weather for your current location. Clicking on it for more information will launch the Windows 10 Weather app (which is rather good, so no problems there), although the basic forecast should be enough for most needs.





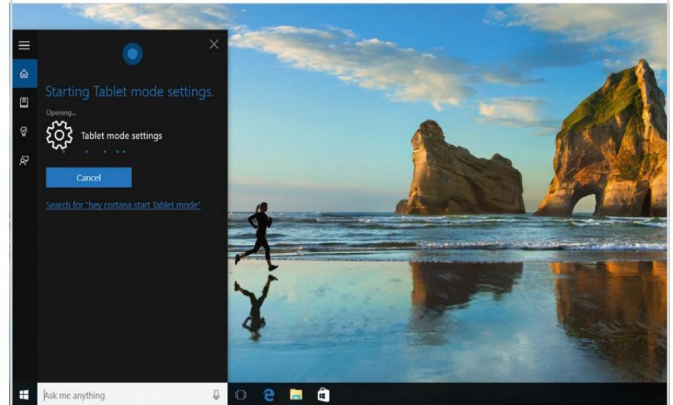
'Hey Cortana'

In Settings, you can turn Cortana off completely as well as choose whether it should present you with flight and other transportation information. To track this Cortana will read your emails! There's also the option here to have your device constantly listening out for Cortana requests beginning with 'Hey Cortana'.



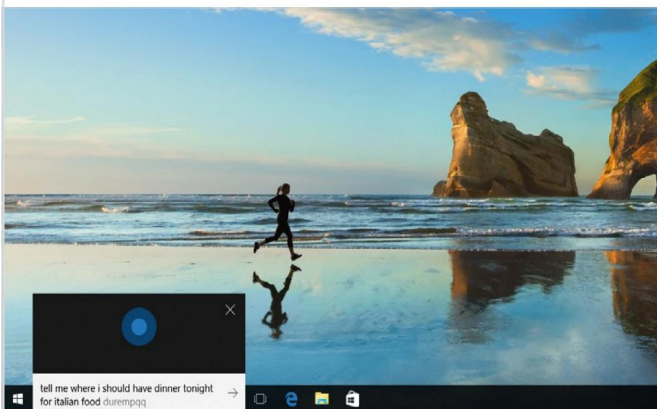
Find a Setting

Of course, asking natural questions also means you can ask about where things are on your PC. Here we've asked where we can find the settings for Windows 10's Tablet mode, which are now opening. Clever stuff. If you're willing to talk to your PC, you can really speed things up.



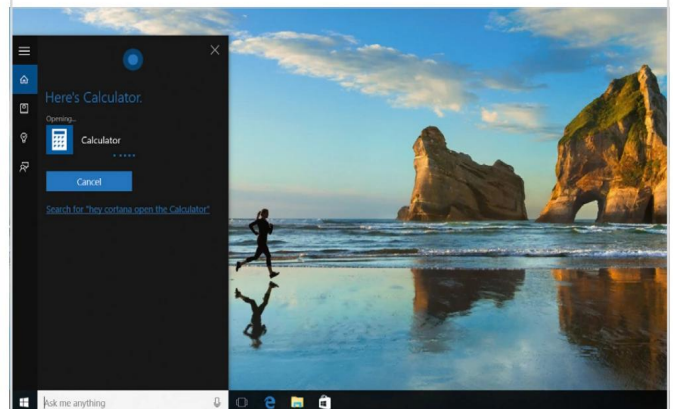
Speaking to Cortana

So if you enable it, saying 'Hey Cortana' will wake up Cortana. You'll see the search box jump into life and you can then launch into your question pretty much straight away. Alternatively, you can just click the microphone icon on the right-hand end of the search bar.



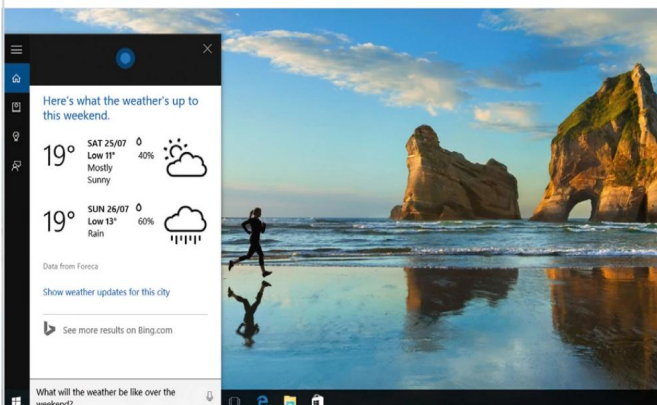
Find an App

And here we're finding an app – the oft used Calculator which receives a bit of a makeover in Windows 10. By the way, it will use more laptop or tablet battery life if you do enable the setting that enables you to say 'Hey Cortana' to wake up the search bar.



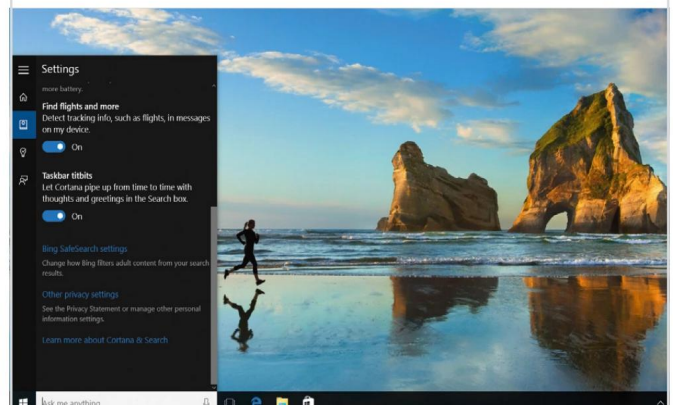
Asking Natural Questions

The idea is that you should be able to ask Cortana quite natural questions. Here we've asked what the weather will be like at the weekend, but you could equally ask if you'll need your umbrella. You can also ask specifics like "where is good round here for Italian food?"



Pipe Down

Finally, it's worth mentioning one further setting, towards the bottom of the menu. Called taskbar Tidbits, having this enables Cortana to greet you with a phrase in the search box – mainly to encourage you to use Cortana. It's not a big thing, but it could be irritating to some, but you can turn it off should you wish!





Inside the Calendar App

The Windows 10 Calendar app is a fully integrated planning tool, linked up to your email accounts and can easily be synced to your Windows Phone. Adding new events can be done manually or you can simply use it to view national and public holidays, all of which are automatically added based on your location.

New Event

There are two main ways to add a new event to your calendar. You can either click on the date in the main window or if the date you want is not in view, you can click the New Event button here. You can then add an event name, location and a start and end date. Give the event a short description, especially if you plan to share it with a contact. You can do that by adding people using the pane on the right of the Add Event screen.

Month Preview

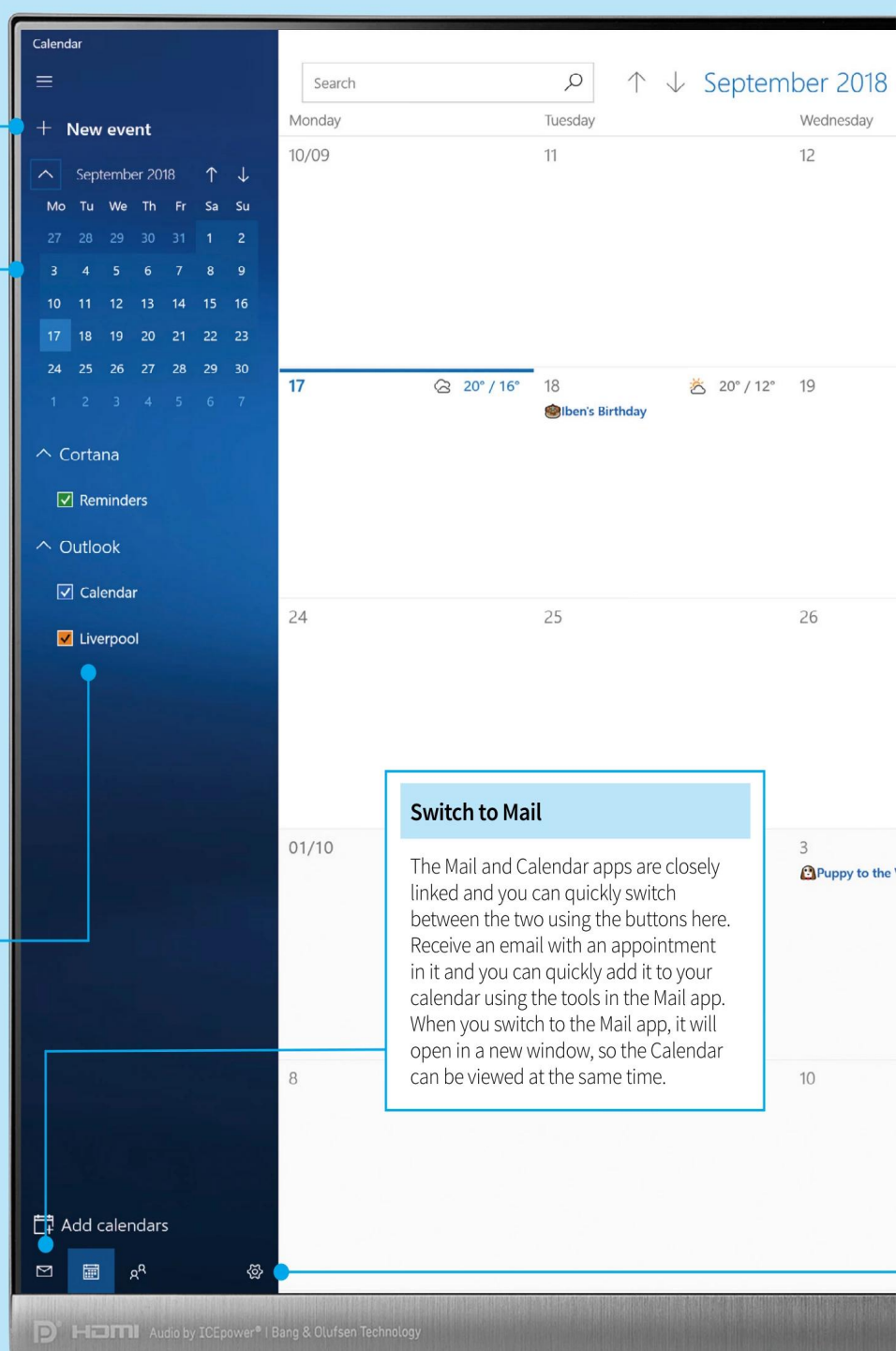
No matter which view you choose for the main calendar pane - day, week, etc. - the month preview will always show a full month. You can use the arrows above the mini calendar to skip to different months and clicking on a date will then bring that date into view on the main calendar panel. The current day is highlighted in the Month Preview.

Linked Calendars

Your calendar can be linked to your email account, which will be shown here. If you are using Gmail for your email account, and have any calendars set up in Google Calendar, these will also be shown here. You can use the check boxes to select and deselect calendars from showing in the main pane and each is colour coded, so you know which custom calendar an event comes from.

Switch to Mail

The Mail and Calendar apps are closely linked and you can quickly switch between the two using the buttons here. Receive an email with an appointment in it and you can quickly add it to your calendar using the tools in the Mail app. When you switch to the Mail app, it will open in a new window, so the Calendar can be viewed at the same time.



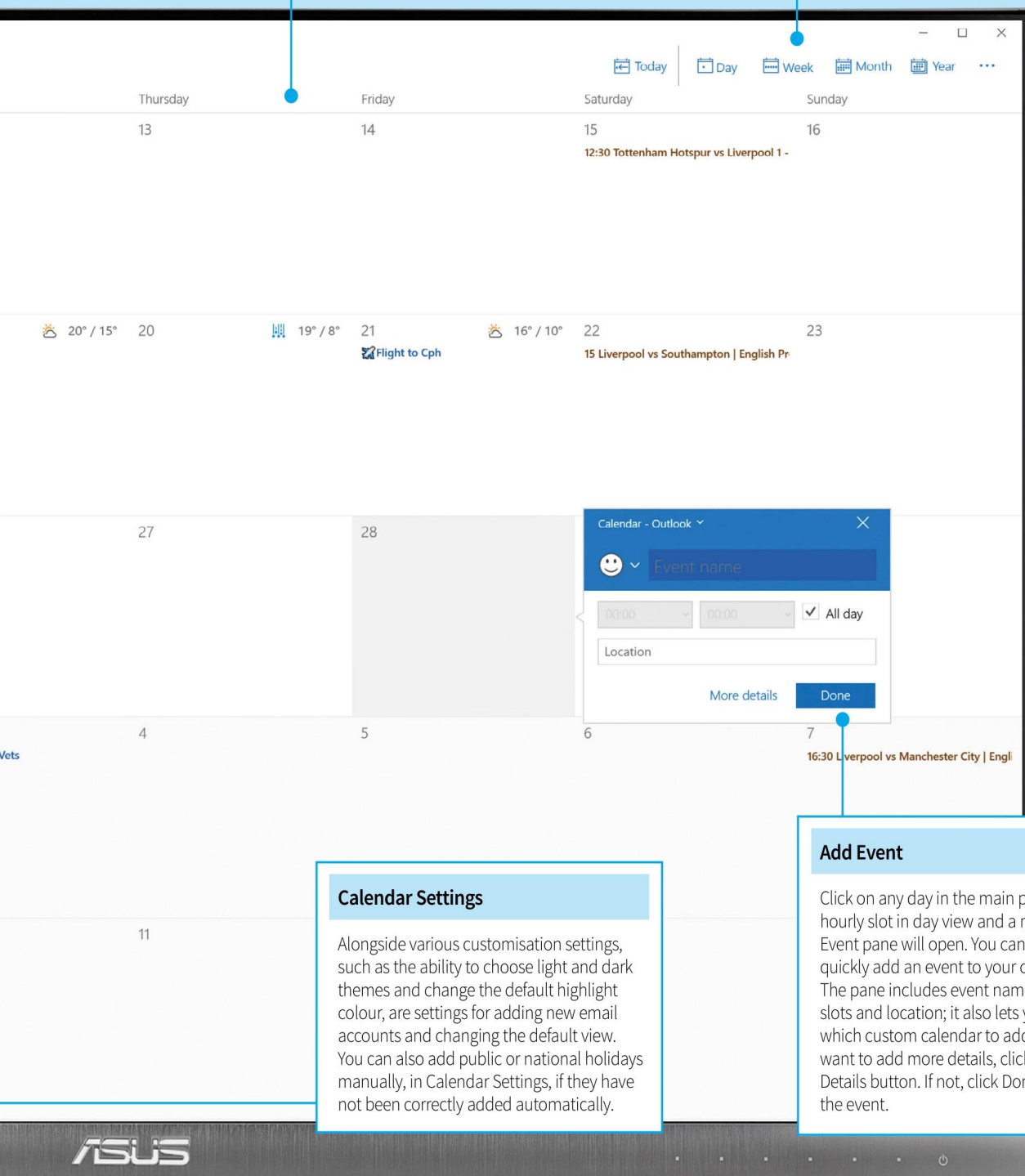


Calendar Pane

The main Calendar pane, however you choose to view it with the view buttons, contains a number of different bits of useful information. Public and national holidays are automatically added based on location. The current day is highlighted in your chosen highlight colour. The current day, along with a few days after, will also show weather and temperature information. Clicking the weather symbol will open the Weather app.

Calendar View

Along the top of the main window are the controls for changing how the calendar is viewed. The default is the full month view. You can switch to Day or multi-day using the dropdown menu and the calendar will be split into hourly sections. Work Week shows Monday to Friday only, letting you easily plan business or school commitments. To quickly return to the current day simply click the Today button, also located here at the top of the main window.



Calendar Settings

Alongside various customisation settings, such as the ability to choose light and dark themes and change the default highlight colour, are settings for adding new email accounts and changing the default view. You can also add public or national holidays manually, in Calendar Settings, if they have not been correctly added automatically.

Add Event

Click on any day in the main pane or any hourly slot in day view and a mini Add Event pane will open. You can use this to quickly add an event to your calendar. The pane includes event name, time slots and location; it also lets you choose which custom calendar to add it to. If you want to add more details, click the More Details button. If not, click Done to add the event.



Tracking Dates and Appointments

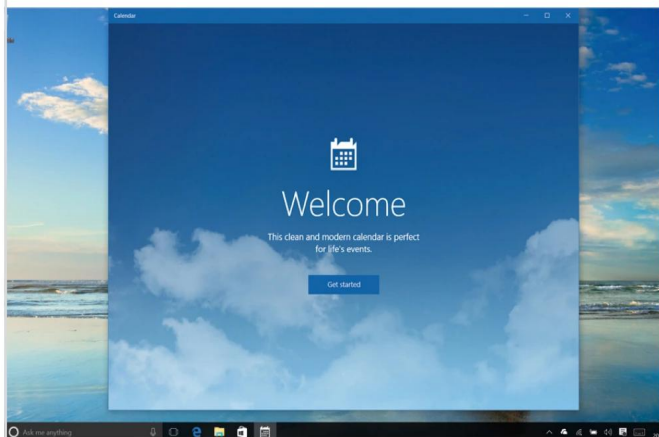
Digital calendars are no longer the preserve of business people scheduling appointments via email. With mobile phones now our new diaries, digital calendars are being used by increasing numbers of people to organise their busy lives. Welcome to Calendar.

Schedule Appointments and More

If used properly, and particularly if synced to a Windows phone, the calendar can be a great tool. We'll show you how to set up your calendar, arrange events and change settings so your calendar is exactly the way you want it.

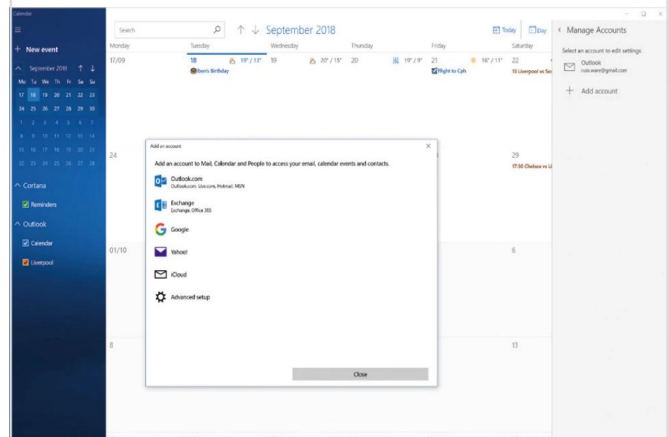
Multiple Calendars

The best thing about the Windows 10 Calendar app is how admirably it copes with multiple calendars. So providing they invite your account, you're able to easily see calendars from friends and relatives. It's also easy to schedule your own events, of course.



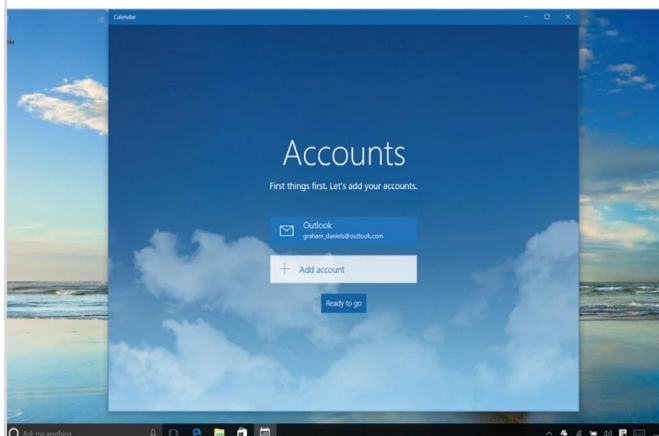
Sign In

Now add the accounts you want to incorporate into Calendar. You can come back and do this at any point you choose via Settings > Accounts. From there you can easily add an Outlook.com, Exchange, Google or iCloud calendar or enter advanced settings for any other calendars you may have from other providers.



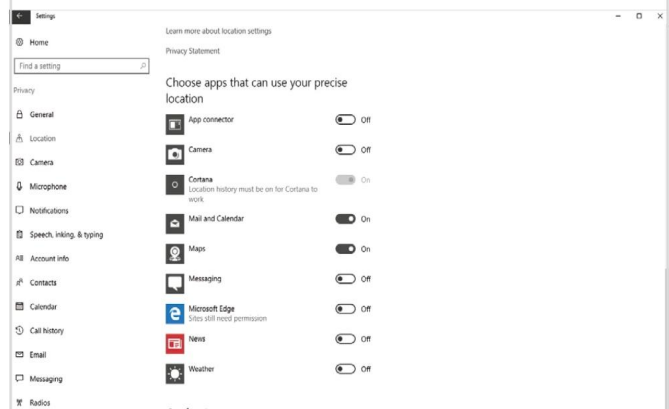
Different Accounts

Like Windows 10's email app, Calendar also enables you to add multiple accounts and from different providers, too. So whether you use an Outlook calendar at work or have shared Google calendars, you can join them all together in the Calendar app. First click on Add Accounts.



Allow Location

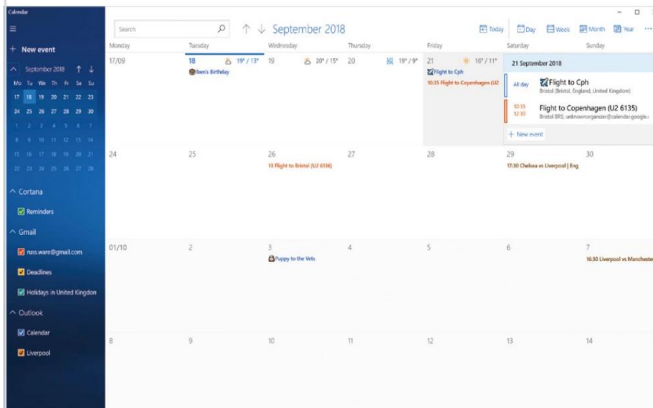
Next, you'll be asked to enable location access for Mail and Calendar. This is predominantly for one very simple reason – Calendar shows you the weather for your location each day. You can always revoke access via the Settings app. Go to Location and you can turn off Calendar's access to Location. You can always turn off location permanently there, too.





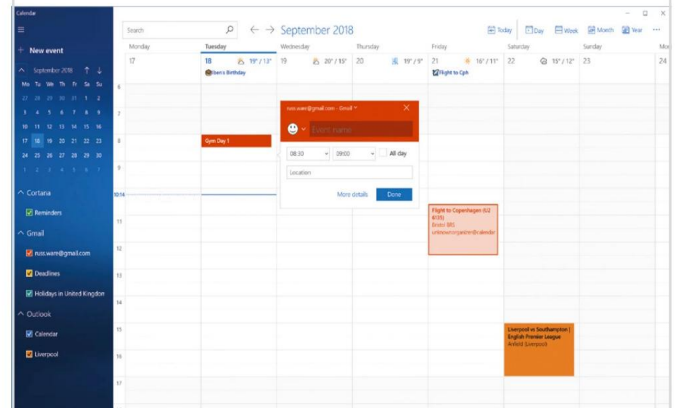
Your Calendar

This is our calendar. Notice that this week has the weather showing – a nice touch if you enabled location in the previous step. Notice that we've only got one calendar at the moment on the left. If we had multiple calendars from different providers, these would show here and you could turn them on and off.



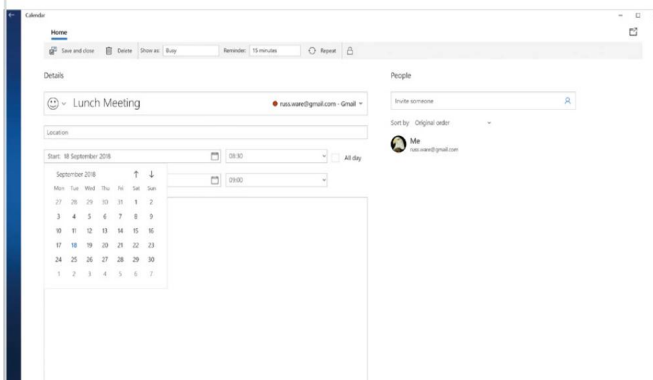
Weekly View

Here's our thrice-weekly gym event in our calendar. This is a weekly calendar view (we were on the monthly one in our previous steps); you can change the view in the top right. You can also go forward or back through the weeks using the arrows – also in the top right.



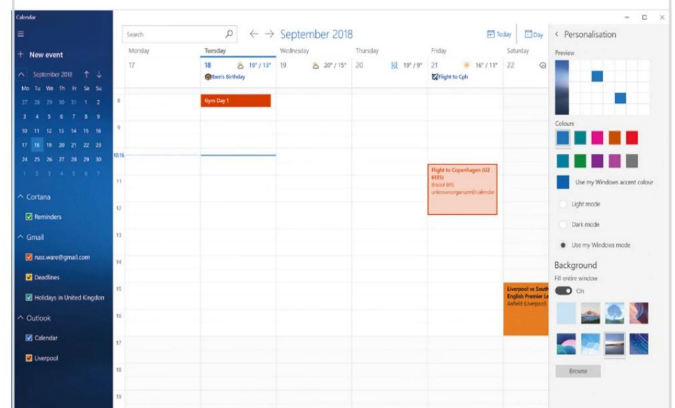
New Event

Click the New Event button in the top left and you'll see a screen that looks very much like this. Add the name of the event, a location should you wish to, plus start and end dates and times. You're also able to invite people by email using the field on the right-hand side. This will then insert the event into their calendar as well.



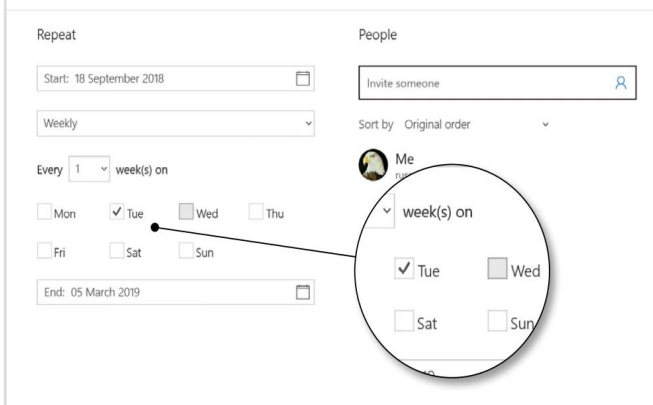
Change Settings

The cog icon in the bottom left takes you to your Calendar Settings menu. Here you can do things like edit settings for extra accounts, but you can also change the calendar to suit the way you work – which days are in your work week, for example, and which day do you consider to be the first of the week?



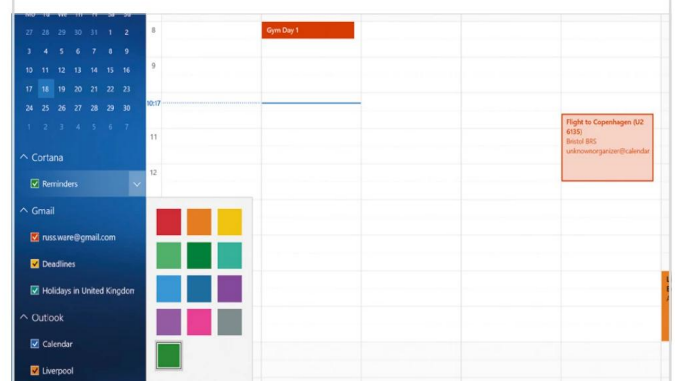
Repeat Events

You can also choose to repeat events – just click the Repeat button in the toolbar when you're creating a new event. Here you'll see we're creating a recurring event for our trips to the gym. Check the days you want. You can repeat daily, weekly, monthly or yearly depending on what you need to do.



Calendar Colours

You're able to assign different colours to different calendar accounts. Note that our Outlook.com account has also synchronised two more calendars from our online account – UK Holidays and our Birthday calendar – and that we've given these different colours so they show up better in the main calendar view.





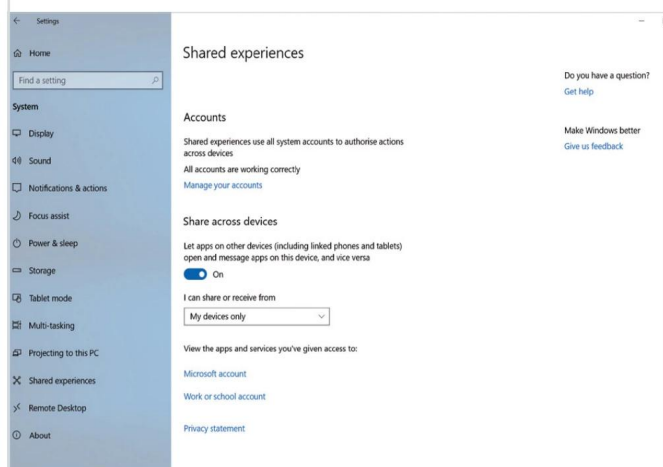
Sharing to Nearby Devices

Nearby Sharing lets you instantly share your videos, photos, documents and websites with people and devices near you over Bluetooth or Wi-Fi. For example say you're in a meeting with your boss and need to quickly send them the report or PowerPoint presentation you're looking at on your screen, Nearby Sharing helps you do this quickly and easily.

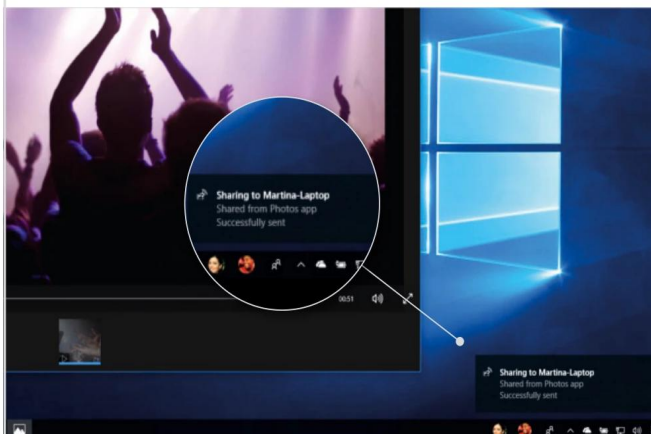
Nearby Sharing

Share your files quickly with Nearby Sharing: your computer automatically picks the fastest way to share your file or webpage, either over Bluetooth or Wi-Fi.

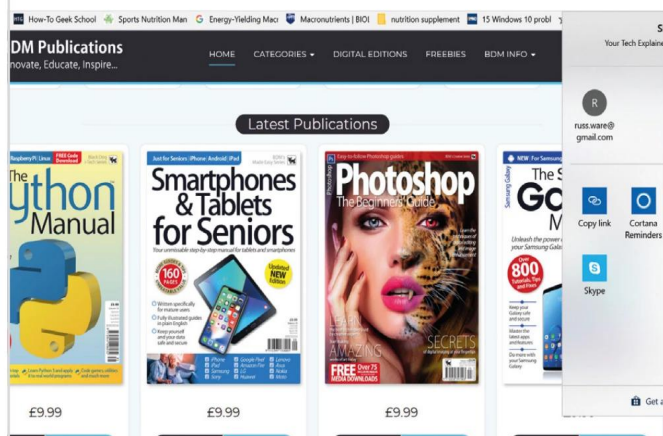
- 1** To enable Nearby Sharing, open Settings and click on System. Now click on Shared experiences and turn on the Nearby Sharing toggle switch. If you have not yet applied the Windows 10 Spring/April update, you will need to do so before you can view the Nearby Sharing option here.



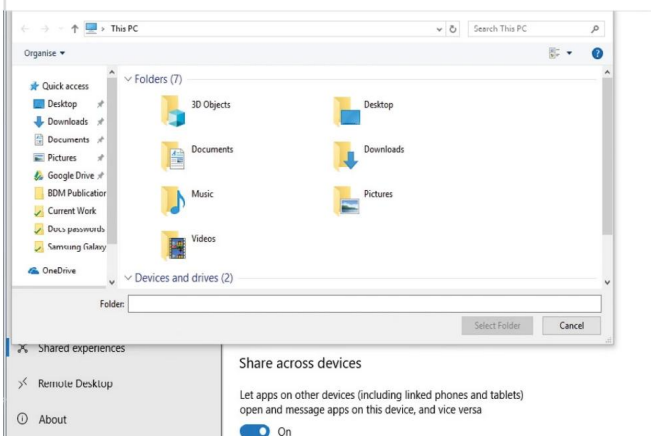
- 3** If there is a nearby device available, it will be shown in the share menu that pops up. You will need to know the name of the device you want to share to. Once you select the device, the other user will see a notification asking them to accept the transfer. This will time out in a few seconds if not accepted.



- 2** You can also activate Nearby Sharing from the quick actions menu in the Action Center. You can send any video, photo, document or webpage viewed on Microsoft Edge to people or devices nearby by clicking on the share icon in the top right corner of the app or right-clicking to view the share menu.



- 4** By default, transfers will be stored in the Downloads folder but you can specify another folder or another drive very easily. Open settings and click on system > shared experiences. Under 'Nearby Sharing', look for the 'Save files I receive to' option and click the Change button.





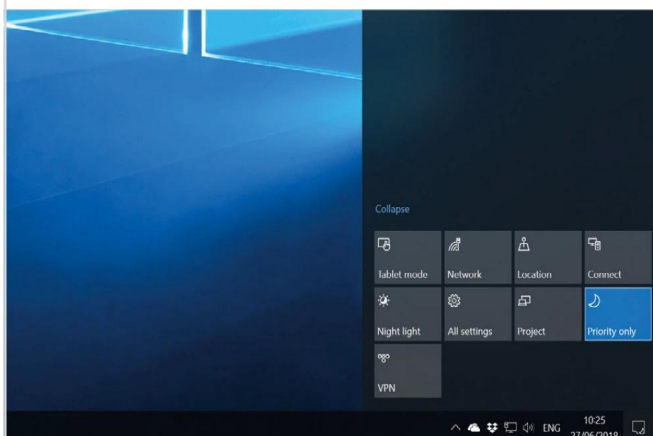
Removing Distractions with Focus Assist

Focus Assist allows you to create distraction free work times by blocking alerts, notifications and other sounds. Turn on Focus Assist whenever you want to get things done without distractions from social media or other, similar notifications. Alternatively set it to turn on automatically at certain times during the day when you need to focus.

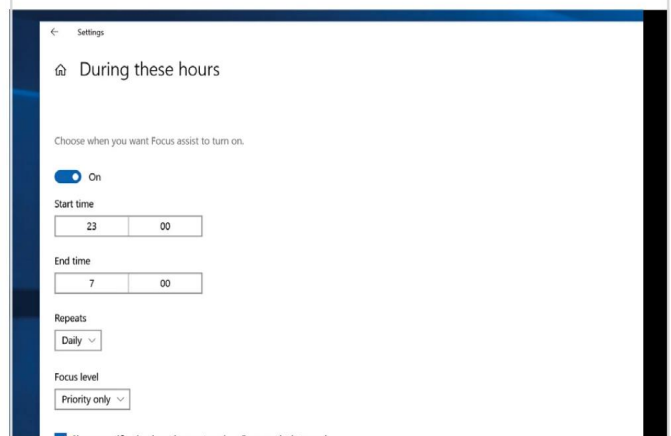
Blocking Notifications

Choose which notifications you want to see and hear. The remainder of your alerts will go into the Action Center so you can see them at a more convenient time.

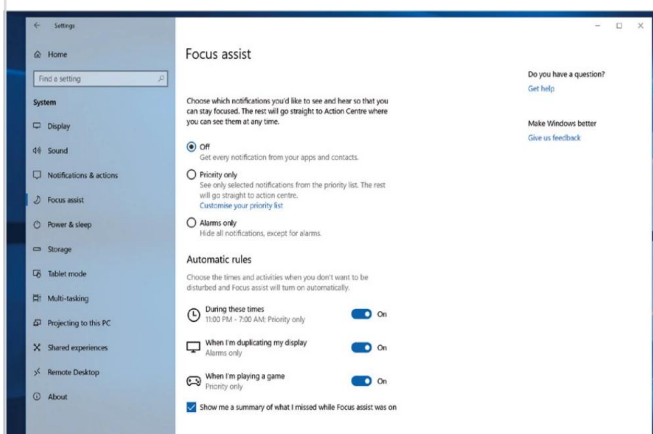
- 1 You can easily activate Focus Assist using the quick actions panel in the Action Center. The default setting is Off. Click the Quick action button once to allow priority notifications only, click it a second time to allow alarms only. Click the button a third time to turn Focus Assist off again.



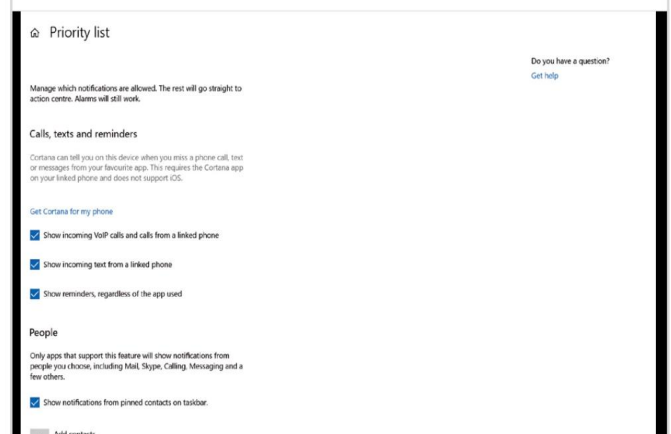
- 3 To set an automatic rule by time, click on the option and then click the slider to On. You will now see menus to set start time, end time and whether to repeat the rule daily, just on weekdays or just on weekends. The focus level lets you choose if this applies to priority notifications or alarms.



- 2 You can also turn Focus Assist on or off in the main settings (settings > system > focus assist). Once there, you can also set up your automatic rules and customise your priority list. You can set automatic rules based on times, when you are duplicating your display or when playing a game.



- 4 If setting Focus Assist to priority, you can set a priority list by clicking 'Customise your list'. Here you can add or remove specific apps, people or Windows 10 features that notify you. When you turn off Focus Assist (manually or automatically), a summary of missed notifications can be shown.





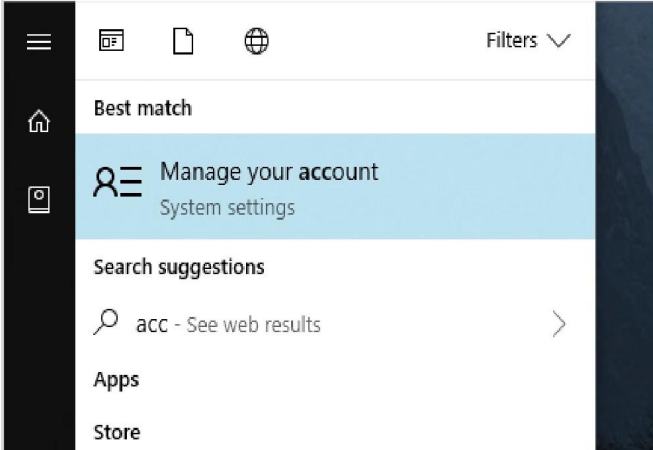
Creating a Child Account

If you're sharing a Windows 10 computer with your children, or they have one for themselves, then setting them up with their own account will work better for you both in the long run. A Windows 10 child account gives them freedom, whilst allowing you to set up certain restrictions for your own peace of mind.

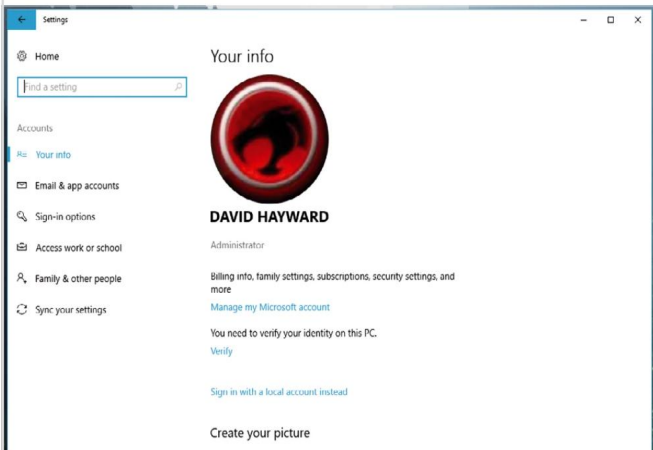
Windows 10 Child Account

With a Windows 10 child account you're able to set up age restrictions and time limits and ensure they're not visiting sites or using apps they shouldn't.

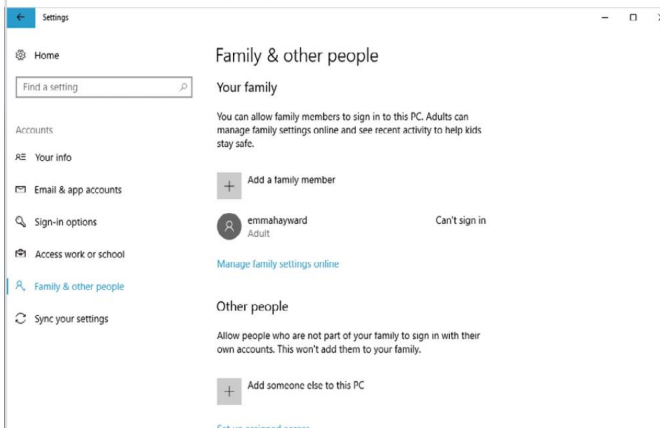
1 Start off by clicking the Windows Start button and typing 'account'. The first result that should appear is Manage your account, if anything else appears, as in you have some work labelled 'account' or such, then scroll down until you find the Manage your account option.



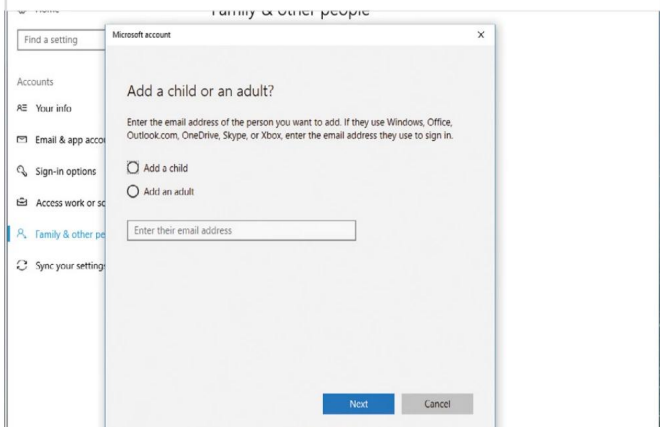
2 You'll now find yourself at the Windows 10 Settings page, in the Accounts section portal. Notice there are links down the left-hand side, look for the Family & Other People link and click it to continue with the process.



3 You'll need to sign in with a Microsoft account for this to work. If you've not already set up a main Microsoft login account for Windows, you'll need to click the Sign in with a Microsoft account option. Once done, you'll be presented with the current family members who already have MS accounts.



4 Next, click on the Add a Family Member link, by the plus sign under the Your Family section. This will launch a new pop-up window to create a new Microsoft account. You need to make sure that your child has an email address and that you or they can currently access it to authenticate the process.





- 5 Click the Add a Child option in the new account window and enter their email in the text box section below. When you're ready, click on the Next button.

Microsoft account

Add a child or an adult?

Enter the email address of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email address they use to sign in.

☒ Add a child
Kids are safer online when they have their own account

☐ Add an adult

[The person I want to add doesn't have an email address](#)

- 8 The child's account is now ready to be activated. The message box informs you that you'll need to respond to the email Microsoft has sent before they're able to login in to the Windows 10 computer. Click the Close button when you're ready.

Microsoft account

Good to go!

You invited anon.child.2000@mail.com to be added to your family as a child. Until they accept the invite from their email, they'll be able to log into this device without family settings applied to their account.

Let them know they'll need to be connected to the internet the first time they log into the device.

- 6 You'll now get the message that it's not a Microsoft account, click the link to Create a Microsoft Account. This will bring you to a new window with the email address you've entered already filled in. Complete the relevant details and click the Next button to continue.

Let's create an account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when they sign in with their Microsoft account. [Learn more](#)

After you sign up, we'll send you a message with a link to verify this user name.

[Get a new email address](#)

- 9 Microsoft will send some emails to the child's account. One will be a Verification email, which you, or your child, will need to click the link to activate the account. They need to login to Microsoft online to complete the process. The other email will be an invitation to join the family account, which you also need to Accept.

mail.com

Compose E-mail

Verify your email address

To finish setting up this Microsoft account, we just need to make sure this email address is yours.

[Verify anon.child.2000@mail.com](#)

Or you may be asked to enter this security code: **8559**

If you didn't make this request, click [here](#) to cancel.

Thanks,
The Microsoft account team

- 7 The next section details what level of search and advertising Microsoft will allow to the account. Obviously you can untick both boxes, or leave them as they are, depending on what you want. However, for the sake of enhanced privacy, we recommend unticking both. Click Next when you're ready.

See what's most relevant to them

Make sure they see the search results, advertising, and things they'll like most when Microsoft personalizes their experiences by using their preferences and learning from their data. Change these settings online and in some Microsoft products and services.

☒ Enhance their online experiences by letting Microsoft Advertising use their account information. (They can change this setting at any time.)

☒ Send them promotional offers from Microsoft. (They can unsubscribe at any time.)

- 10 Using the child account to join the family will send emails to you confirming the accepted invitation. Back at the Windows 10 Family & Other People window, you can now click the child's account and allow it to login; or manage it via the Microsoft Family portal online, which we'll look at in the next tutorial.

Family & other people

Your family

[Add a family member](#)

[Manage family settings online](#)

Other people

[Add someone else to this PC](#)

[Set up assigned access](#)

[Have a question?](#)

[Get help](#)

Your family

[anon.child.2000@mail.com](#)

[David Hayward](#)

[Emma Hayward](#)

[Help with Microsoft family features](#)

[Help with screen time limits](#)

[Help with activity reporting](#)

[Why does Microsoft charge me when I create an account for my child?](#)





Windows 10 App and Software Guides

Get the most from the powerful apps available to you. Save time and frustration by knowing exactly what you can do with the pre-installed or free apps that can be found on the app store and elsewhere. Whether you are looking for the best productivity app or you simply want to link up with friends on Skype, you can find out more here.



Exploring the Windows App Store

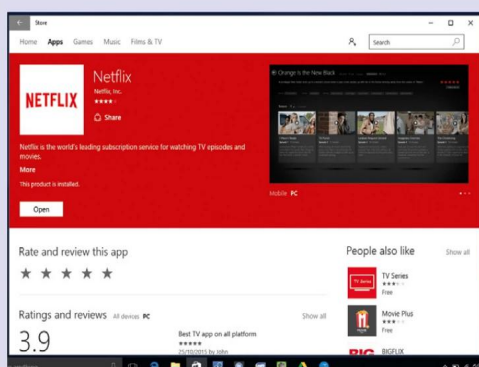
Windows 10 comes with great built-in apps including Skype and OneDrive but that's just the beginning. The Store has loads more to help you stay in touch and get things done, plus more games and entertainment than ever before – many of them free!

Category Tabs

Just as with other online app stores, the Windows Store features several different download categories. These include Apps, Games, Music and Films. Each category has its own Home screen, which displays: Most Popular, Top Free and Trending sections.

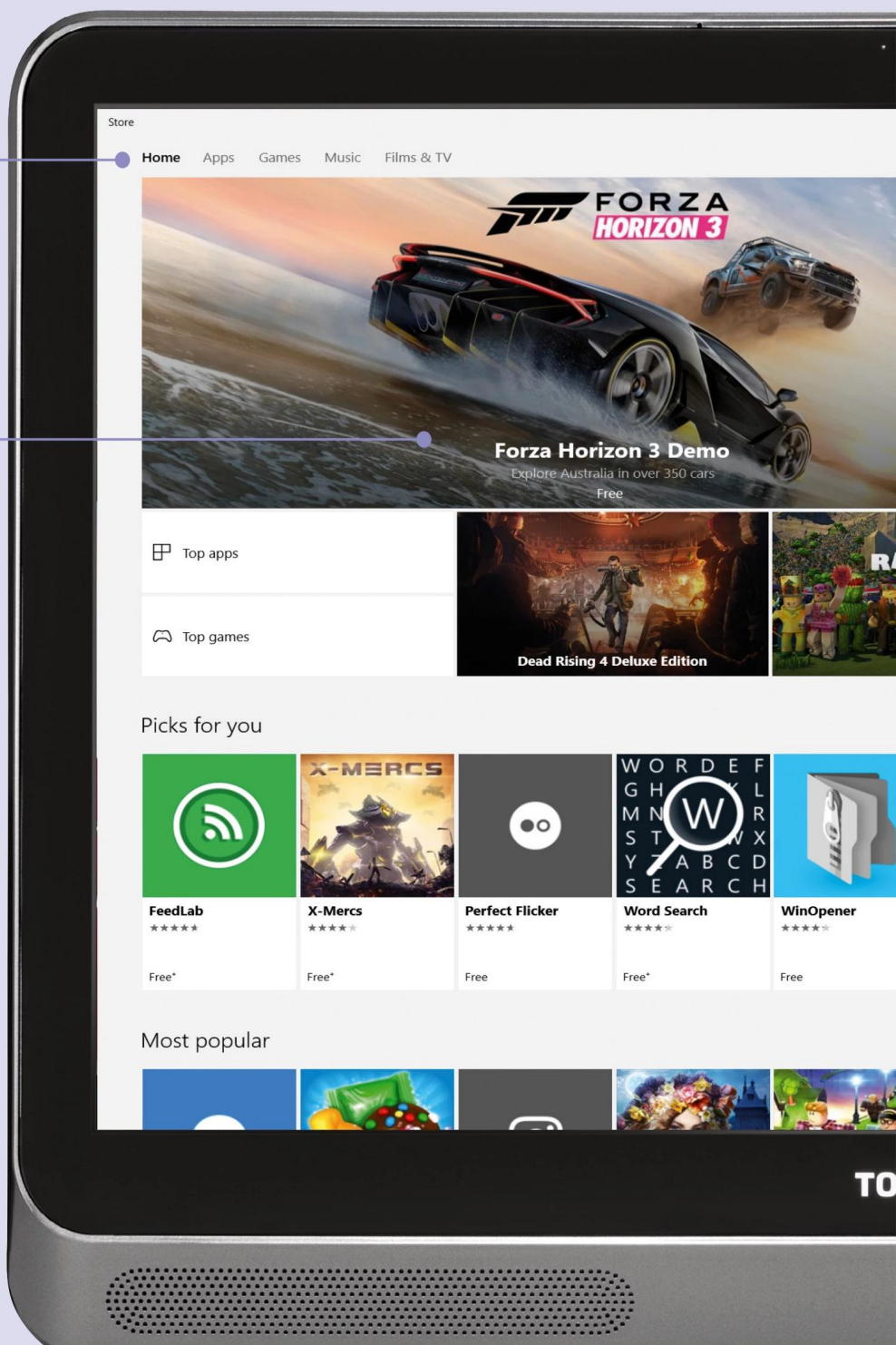
Software Charts

These links take you to lists of the most popular and most downloaded apps and games on the Windows Store. Once you click on one of the links, you can further refine the chart using the links on the left-hand sidebar. Filters include Top Free, Top Paid, Best Rated and New & Rising.



APP INFO SCREEN

Once you have found the app or game you want to install, click on the icon to open the app info screen. This screen displays the average app score, user reviews, similar app suggestions, as well as a list of features and updates. Click the Free, Buy or Try button to install the software.





Downloads/Updates

If there is an update or new download available for any app you currently have installed on your computer, a notification will appear here. The number shows how many updates/app downloads are waiting. Click the arrow and select the required action (update, retry etc.).

Store Settings

Click the small Account icon here to see the store settings option. Here you will find details of the Microsoft account currently being used, along with several sliders used to control things like automatic app updates. You can also control who can install new apps on your PC.

Search Bar

You can use the main search bar in the taskbar to search for apps, games, music and films in the Windows Store (store results will have the store icon next to them in the results list). Alternatively, you can search just inside the store by using this search bar.

Featured Apps

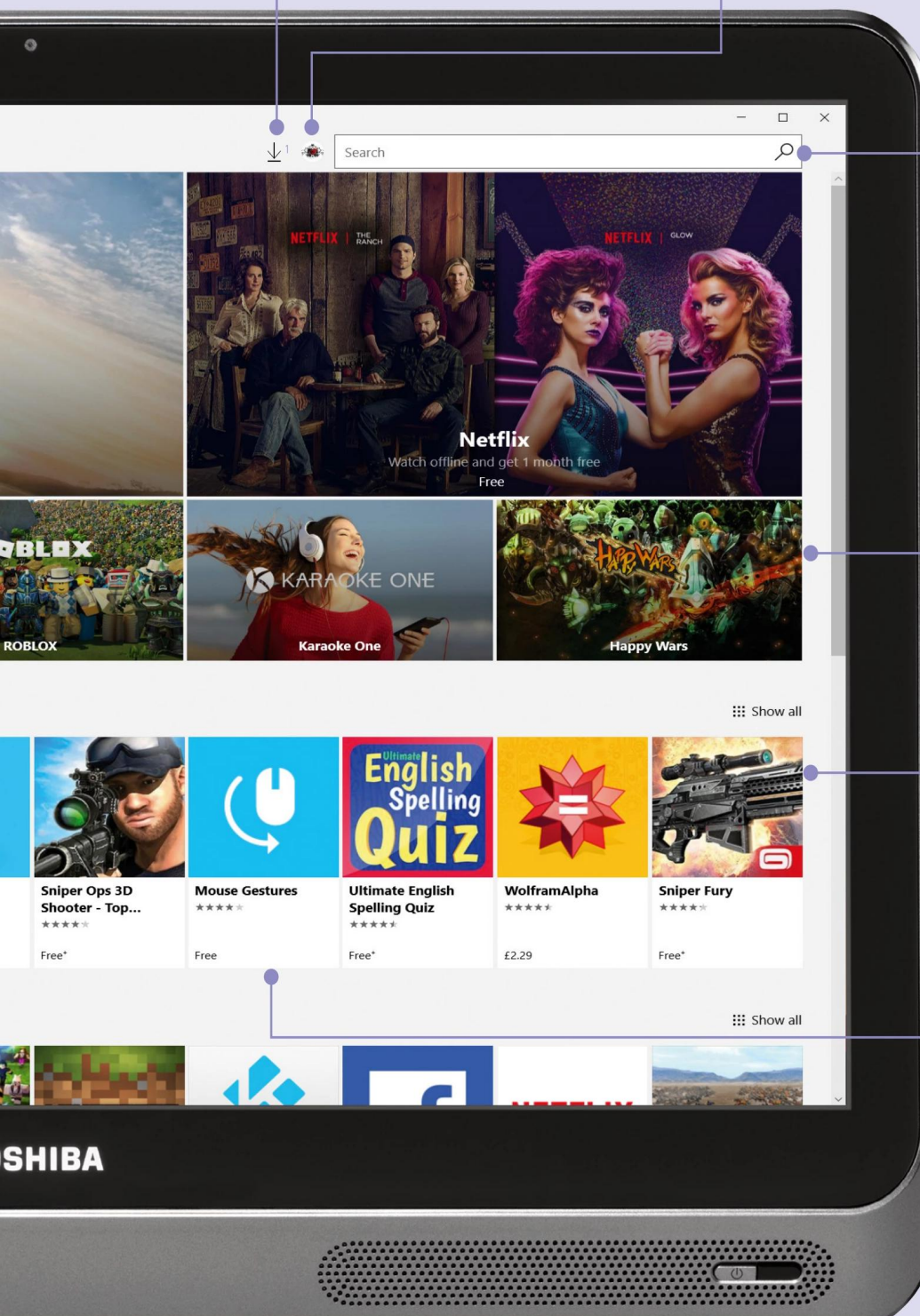
The Featured Apps slider will display those apps or games that are trending or have been particularly popular. This display is constantly updated and is a good way of finding out what other Windows 10 users are using and playing.

Windows Store Offers

Periodically, the Windows Store will feature offers for its users. This could be a free Groove Music 30 day trial, or other download offers. Click on the link to read more about the offer and then follow the instructions to take advantage of it.

Apps and Games

As you scroll down the main page of the App, Game, Music or Film home screens, you will see additional sections showing Most Popular, Top Free, etc. If you want to see all of the apps in a particular section, click the "Show All" button on the right.





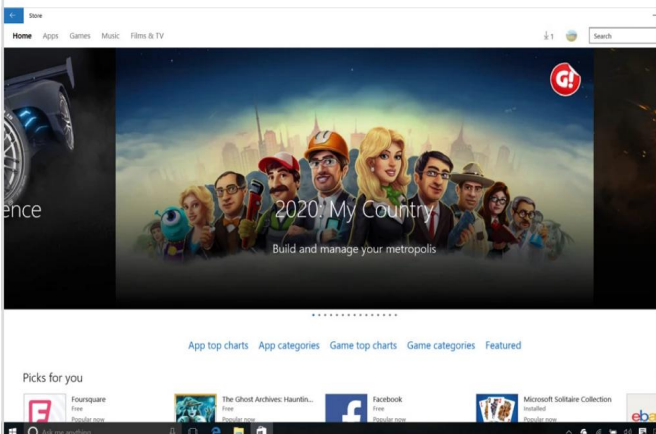
How to Use the Windows App Store

There was a Windows Store inside Windows 8, but Microsoft has a new version inside Windows 10. That's because – like the new so-called 'Universal' apps - the Store will work across all Microsoft devices including Windows Phones and the Xbox One.

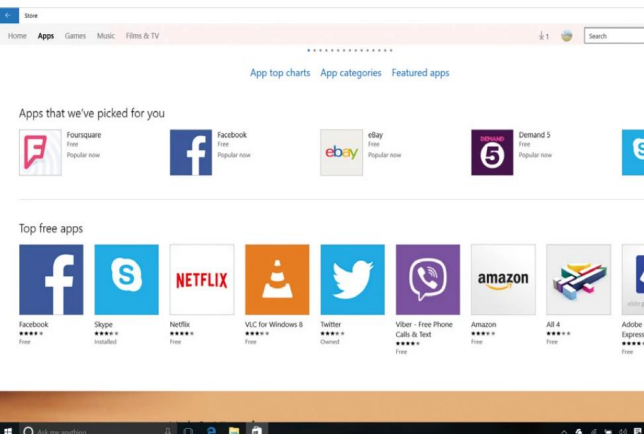
Take a Look Around

The great thing about the new Windows Store is that the quality of the apps has improved, so it's actually worth browsing. But aside from better apps, the whole experience of looking for new software has been improved in Windows 10.

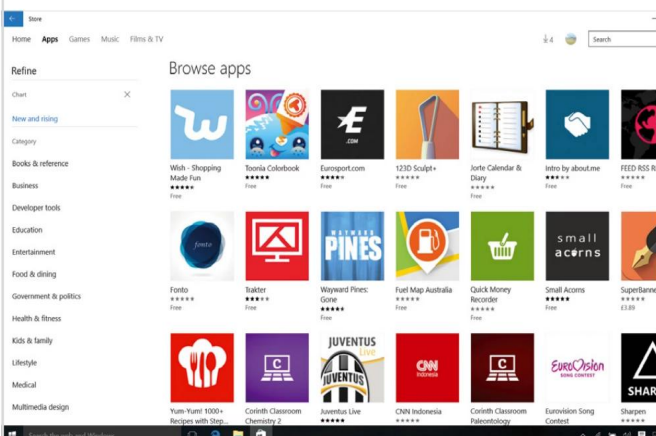
1 As well as being more responsive to use, the Windows Store has improved vastly in terms of content – as well as apps and games there are now movies to buy or rent and music to download. You can switch between the major sections using the buttons at the top of the window.



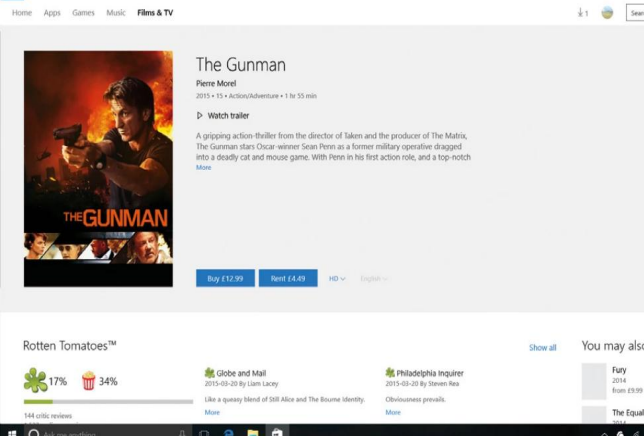
3 Each section also features charts of the most downloaded apps as well as curated app recommendations. Here the selection is reasonably uninspiring but presumably this would improve as you downloaded more apps. You can also easily flick through the top free and paid apps.



2 Clicking on one of these main sections – here we've clicked on Apps – takes you to a Browse... screen where you're presented with the latest apps as well as those that are growing in popularity at the moment. You can also refine your search using the categories on the left – say you just wanted to see Education apps, for example.

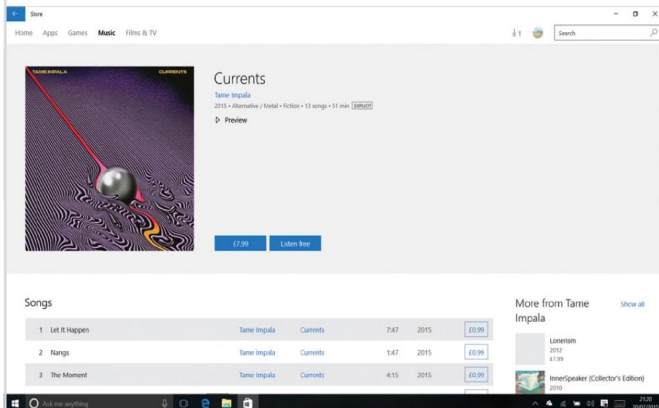


4 As in many Windows 10 apps, there's a search box in the top right. The search will pick up results from across the Store, whatever you search for. Here we've found a film we'd like to see. This page is roughly the same whether you're looking at a game, movie or app.

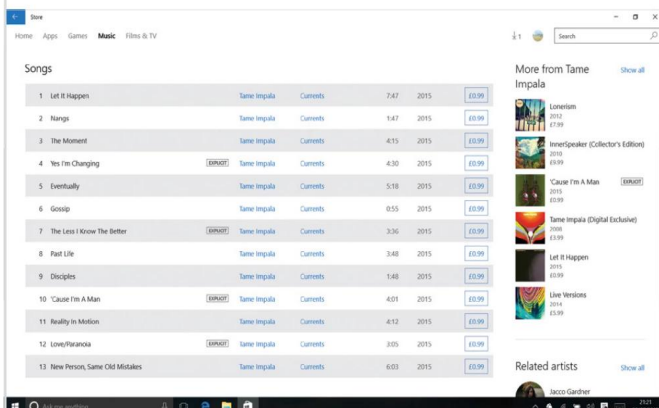




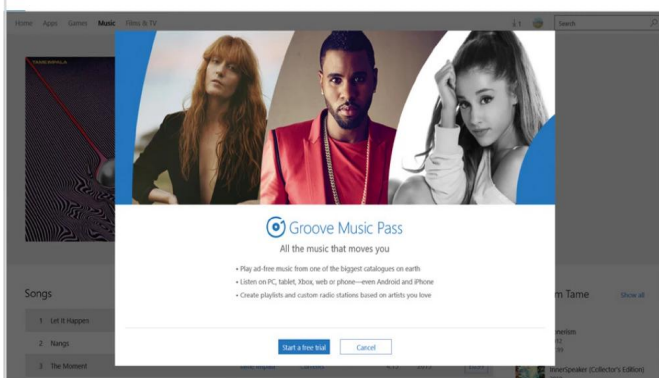
- 5 Here's what it looks like if you go to an album page in the Music section. Like the movie page in the previous step, there's a Buy link but no button to rent as there is with movie downloads. With movies you can also choose to watch the trailer, while you can preview a snippet of music.



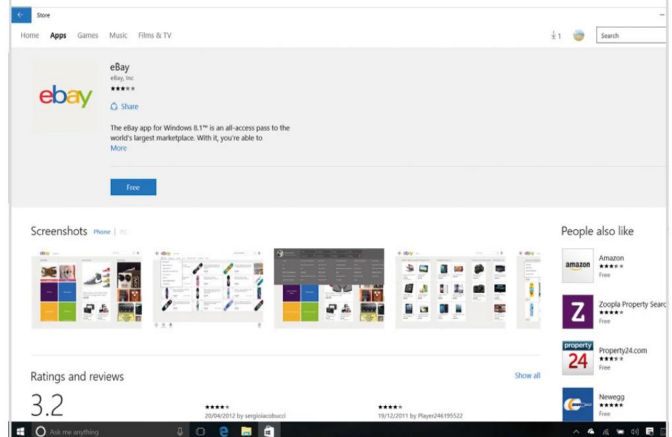
- 6 You're also able to buy single tracks, too – here they're 99p. At every stage the Windows Store will select other appropriate content for you to look at (often from the back catalogue or related artists), while you can also click any artist or album name to go to the relevant page.



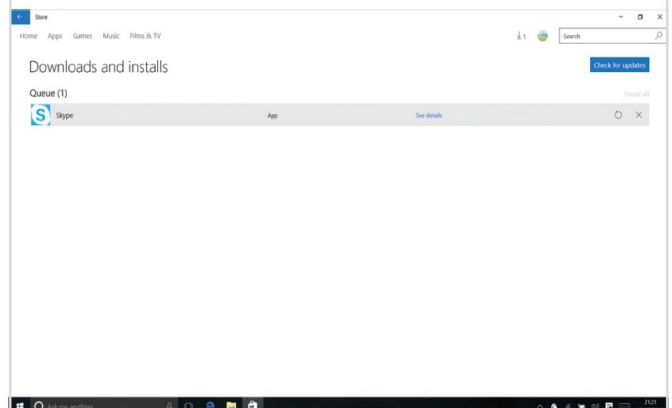
- 7 Should you wish to, you're also able to join Microsoft's subscription music service Groove Music Pass. We've talked more about the service in our Groove Music app tutorial, but essentially it gives you unlimited access to the Windows Store music catalogue and you can listen on basically any device, including Android and iPhone. There's a 30-day trial but the service usually costs £9 per month.



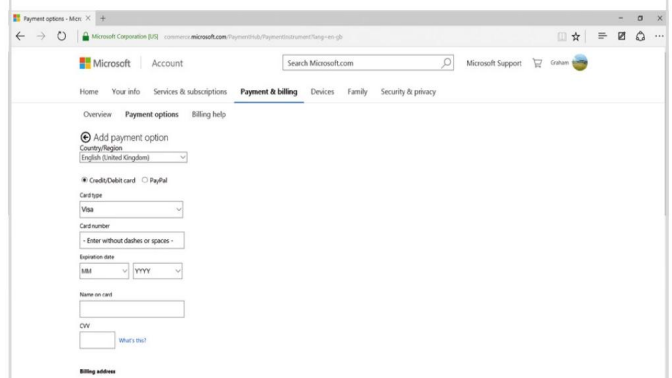
- 8 You don't to pay for most apps on the Windows Store. There are stacks of apps you can get hold of for free. Each app has a helpful star rating and user reviews, so you can always see which apps aren't ones that are recommended by others.



- 9 When you download an app or other content, it will be added to your download queue. Apps will download and then install relatively quickly but other content – especially HD movies – could take longer. You can also click the blue Check for Updates button to check for app updates, though these will install automatically.



- 10 Paid-for apps use your credit or debit card. This is all connected to your Microsoft account and you can view your current account and billing information at account.microsoft.com. You can have multiple payment options should you choose to. At the Microsoft account site you're also able to view what Microsoft services (like Groove Music Pass) you're currently signed up to.





Exploring the Maps App

Just like Google, Microsoft provides its own mapping service with the Maps app. This incredibly useful tool not only shows you a 2D map of anywhere in the world but also lets you see satellite view, traffic information and even view major cities in 3D. A new addition to Maps is the ability to draw or write on top of maps and save them for later.

Directions

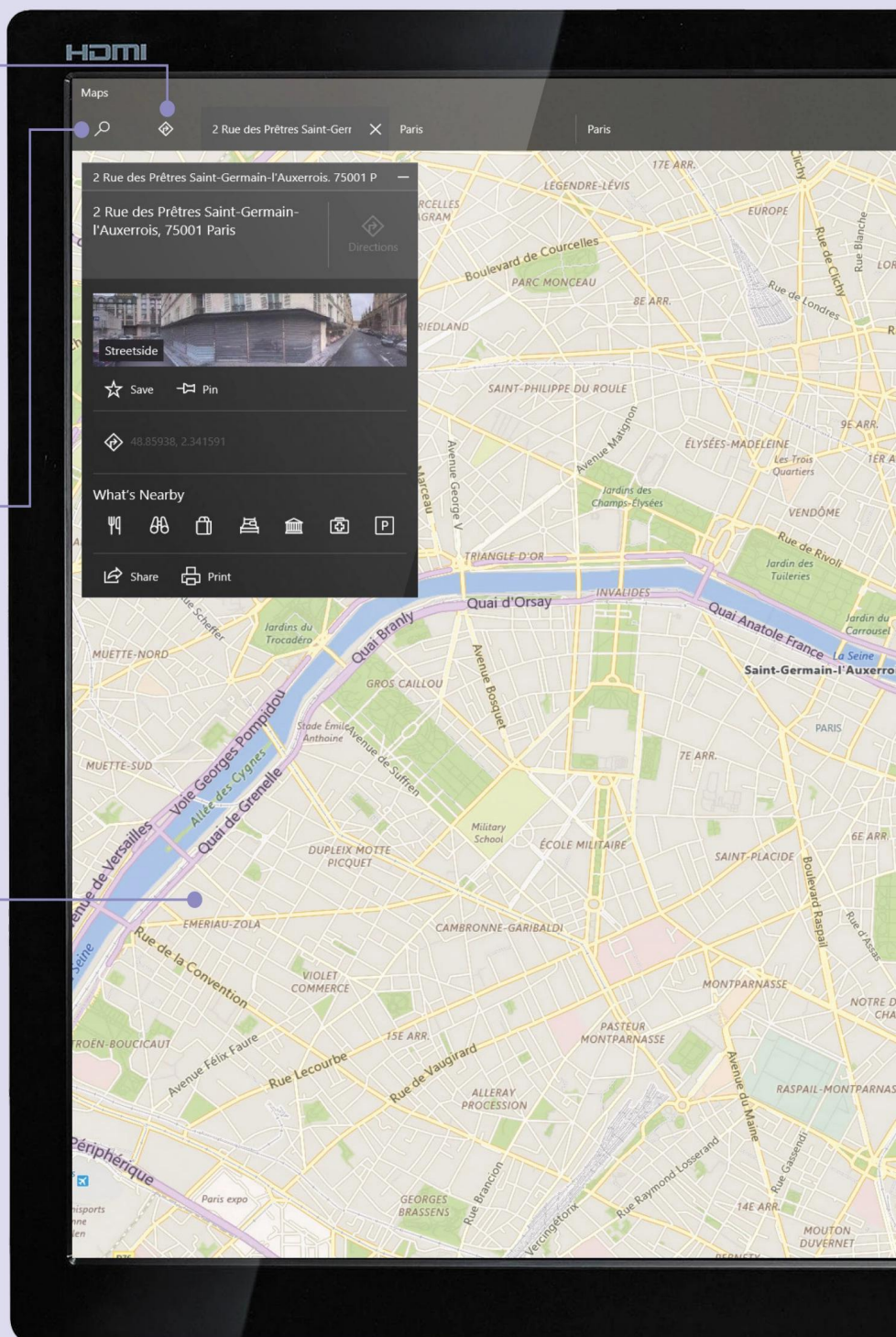
You can use the Map app to plan routes: in a car, by public transport and even on foot. Select your chosen transportation method using the icons at the top of the Directions pane. You can either leave the A field as My Location or type a new one. In the B field, type your destination. The route will appear on the map. You can refine the route by clicking the options button.

Search

Click the search button on the left-hand side of the map window and a new pane will open. This pane contains some search suggestions, such as Hotels and Coffee and Shopping, with the standard search field at the top. As you type your search, suggestions will appear in the search pane. You can click any of these to find that location.

Maps View

The Maps view is the default one for the Maps app. This is what will greet you when you first load the app on your Windows 10 PC. You can zoom in and out of the map using either the + and - buttons on the control panel on the right of the window or by scrolling back and forward with the scroll wheel on your mouse (if you use one).





Your Location

When you open the Maps app it will try to pinpoint your approximate location. You may be asked to allow this location tracking to happen. Your location will then be shown on the map as a small black and grey circle. You can click on this to see more information, if available, and then save the location as a favourite by clicking the star in the pane that opens.

Windows Ink

Windows Ink allows you to write or draw on a map using the various pen tools (including colours). You can also use the pen to trace a route and have Maps tell you the distance of the line drawn, or even the directions for the route you marked out. You can then save the customised map. It is really very clever and fun to play around with.

Maps Settings

The Maps app settings let you choose the units of measurement used, depending on your preference and your preferred defaults for directions and location. This last option will be used if the app can't find you, by using location services. You can also download maps for offline use or upload maps that have been saved elsewhere, that have been shared with you perhaps.

Saved Places

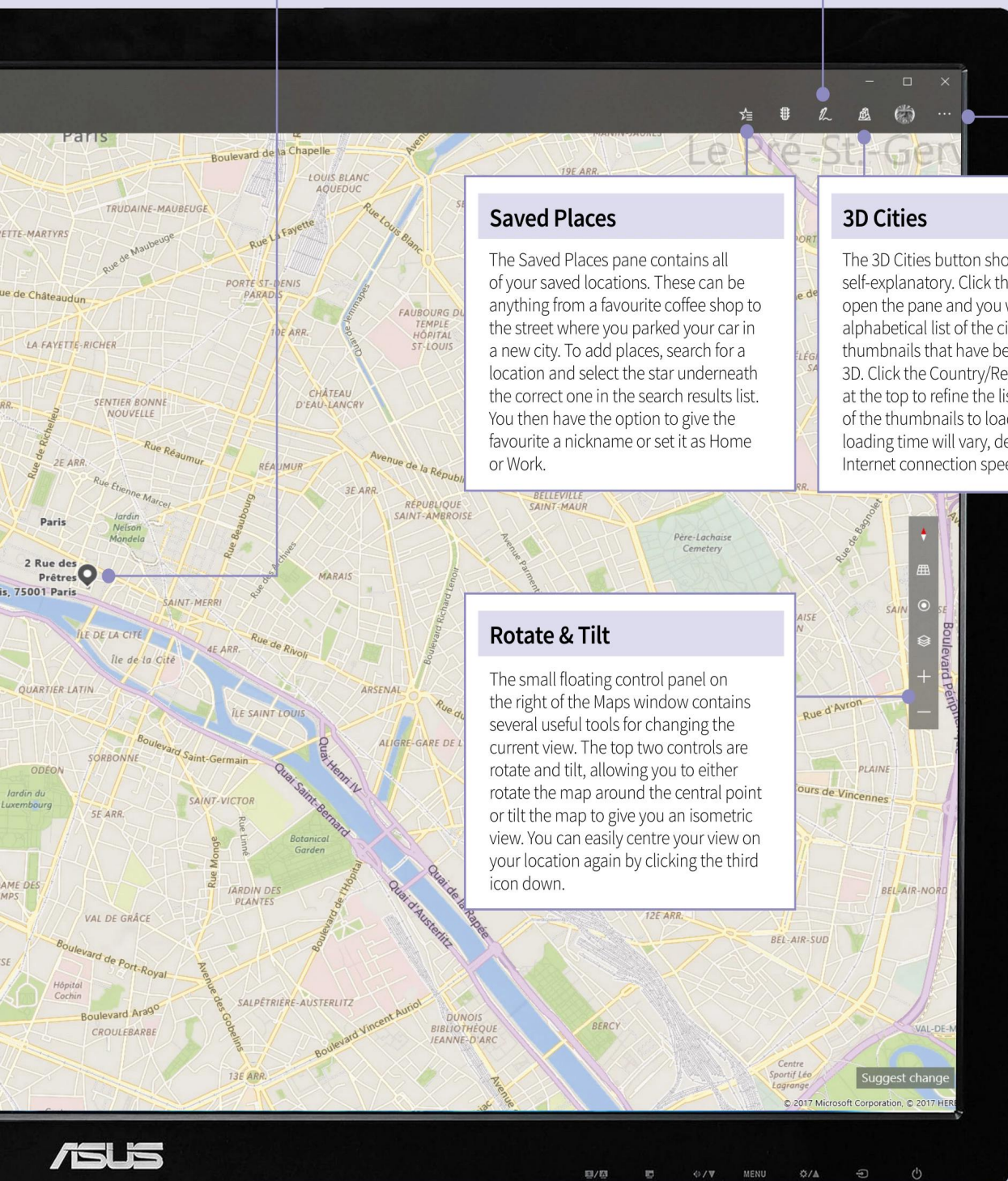
The Saved Places pane contains all of your saved locations. These can be anything from a favourite coffee shop to the street where you parked your car in a new city. To add places, search for a location and select the star underneath the correct one in the search results list. You then have the option to give the favourite a nickname or set it as Home or Work.

3D Cities

The 3D Cities button should be fairly self-explanatory. Click the button to open the pane and you will see an alphabetical list of the cities with thumbnails that have been mapped in 3D. Click the Country/Region heading at the top to refine the list. Click on any of the thumbnails to load the 3D map; loading time will vary, depending on your Internet connection speed.

Rotate & Tilt

The small floating control panel on the right of the Maps window contains several useful tools for changing the current view. The top two controls are rotate and tilt, allowing you to either rotate the map around the central point or tilt the map to give you an isometric view. You can easily centre your view on your location again by clicking the third icon down.





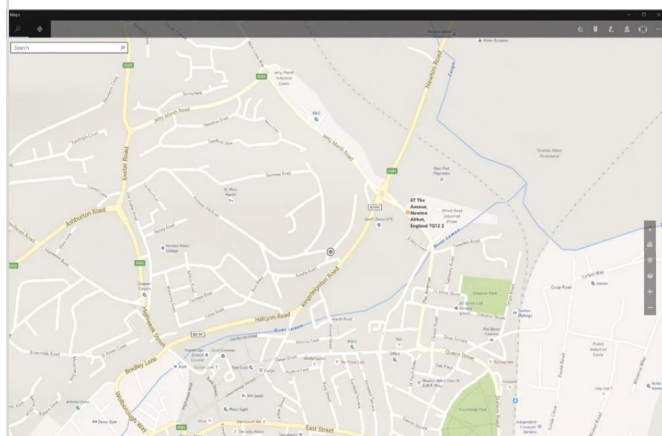
Navigating with the Maps App

Boasting excellent mapping, great aerial photography, up-to-the-minute traffic and the ability to calculate directions by public transport, road or foot, the Maps app is one of the very best ways to navigate. New additions make the Maps app even more useful, with new ways to get directions and plan routes added in the latest update.

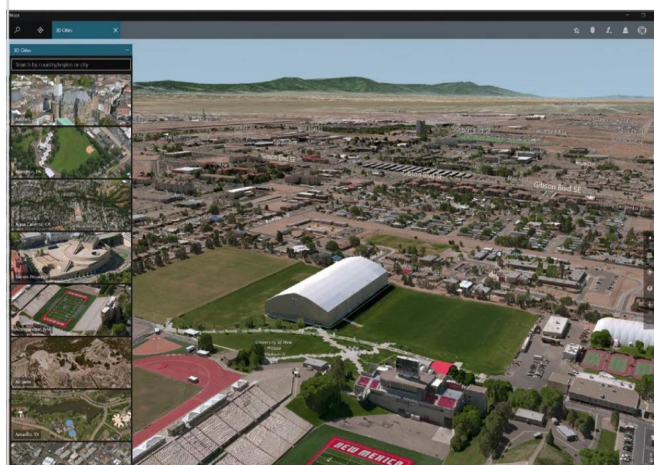
Moving Around in Maps

There are few controls in the Maps app but they allow you to do a lot of things very easily. Let's take a look at how you move around in the app.

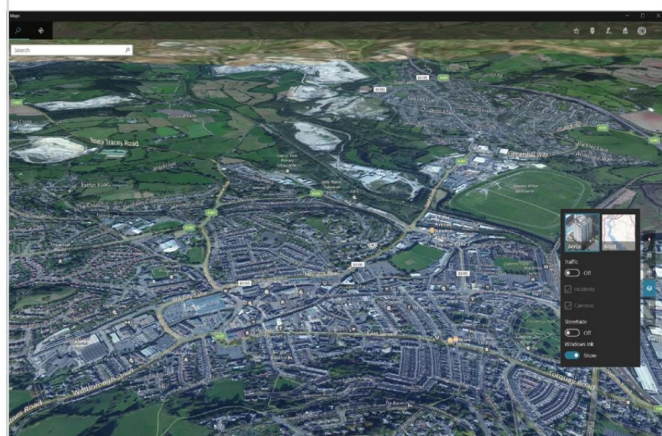
- 1 The easiest way to move the map around is to left-click and drag it and use the mouse wheel or trackpad slider to zoom in and out. This allows you to move the map around to focus on the area you need. If you are zoomed far out of the map, double-clicking the mouse zooms in quickly.



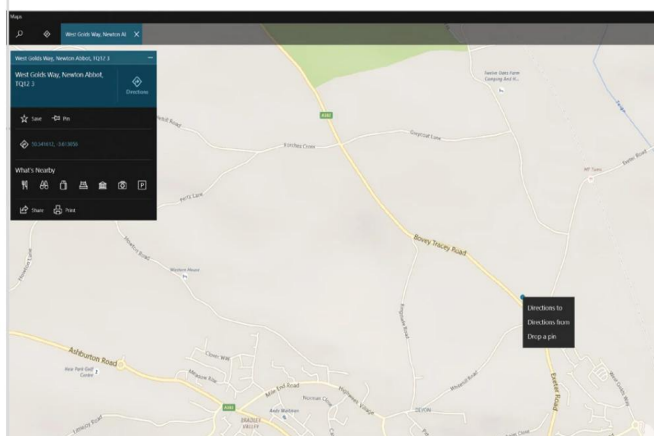
- 3 Clicking on things like Saved Places or 3D Cities in the top control bar, tabs will line up alongside the permanent Search and Directions buttons at the top left of the window. You can then click on them at any time to see the information contained in each pane or tab.



- 2 Maps has a dedicated control panel on the side of the window containing, from top to bottom: Rotate, hold pointer on it to see; Tilt, hold pointer over to see options; Show Location; Map Views/Layer; and Zoom in and Zoom out. You can also tilt by holding the right mouse button and moving up and down.



- 4 Right-clicking on the map brings up a small action menu. This lets you set a To location, a From location (for planning a route), add a new destination and drop a pin in a specific location. When you drop a pin, a new window opens allowing you to search for things at that location, add favourites and more.

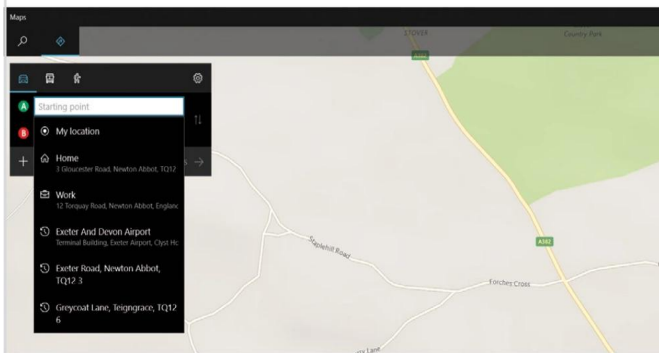




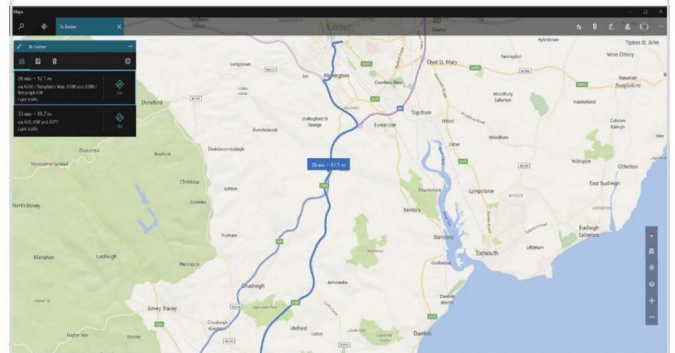
Planning a Route

Maps is great just for checking out an area, looking around a city or just finding businesses local to you. It is also great for planning detailed routes.

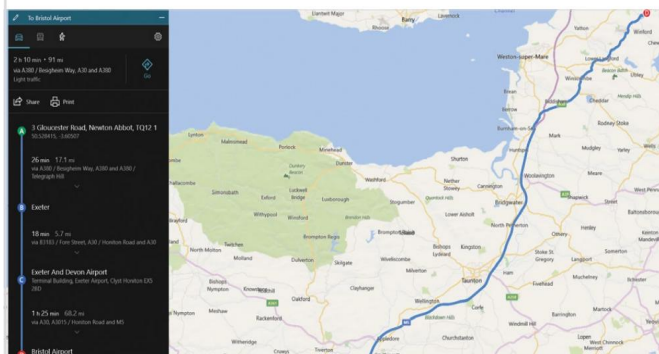
- 1 To start planning a route, click the Directions tab at the top left of the Maps window. A small panel opens with boxes for your starting and ending location. You can either type a destination or you can choose one from the list that appears below the box when you click on it.



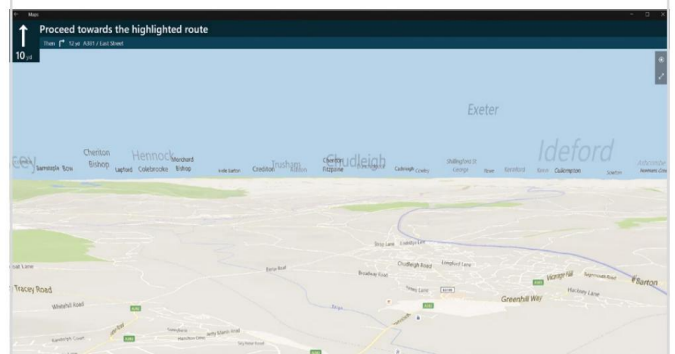
- 4 The route is now shown on the map, with an estimated travel time readout above the destination. If alternative routes are available, they are shown as a light blue line, with the main route shown as a dark blue line. Points along the route are marked, usually where a change of direction is needed.



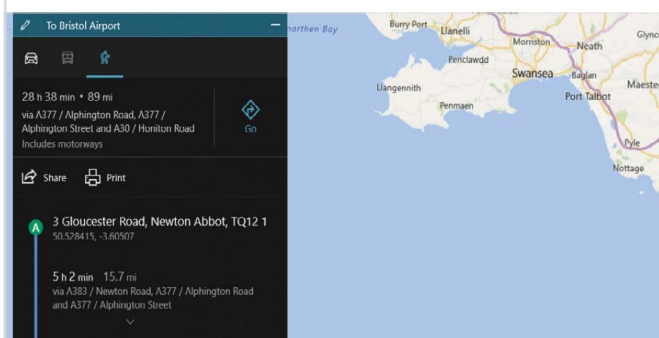
- 2 If you need to make detours or multiple stops along your route, you can click the + button to add more destination boxes. Each one can have a destination in it, making up your complete route. When you view directions, each of the destinations you added is marked with a relevant letter.



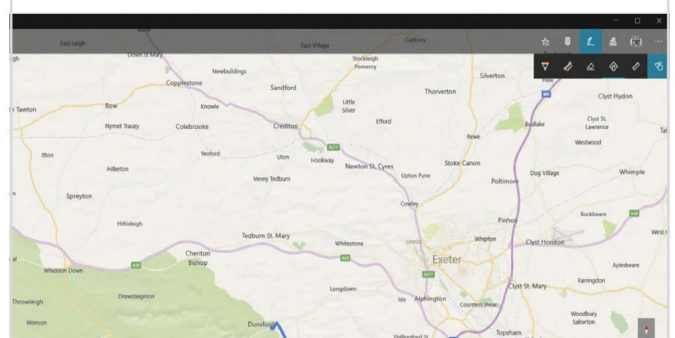
- 5 If you click Go in the directions pane, Maps switches to a satnav-style view and traces your route as you continue along it. This is more for portable devices such as phones and tablets that you could use for directions in a vehicle. Click the back button to return to the normal maps view.



- 3 Routes vary depending on whether you are driving, walking or need to take public transport. You can quickly flick between these options using the buttons at the top of the directions pane. When you have your start and end points entered and travel method chosen, click Get Directions.



- 6 You can also plan a route by drawing it. Click the Ink button and then the Directions tool in the menu that opens. Draw a line along the route you wish to take and Maps refines that into a proper route along roads, missing dead-ends, etc. You can save or share the route just as with any other.





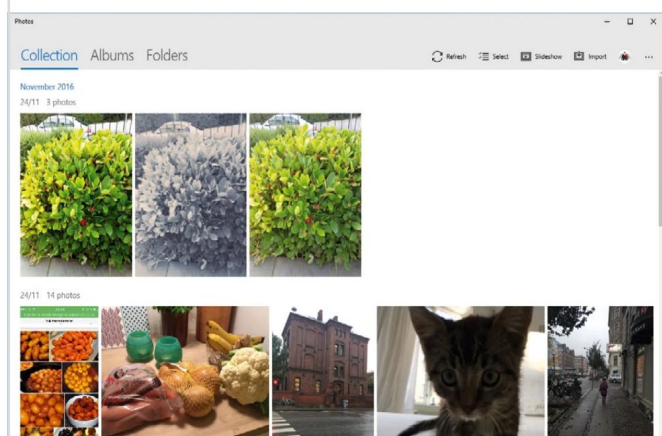
Importing Photos to Your PC

Importing your photos from a digital camera or phone on to your PC may seem like a very simple task but if you have never done it before, you can encounter problems. Here we take a look at importing photos from your phone, tablet or camera; using a standard USB cable and tools already included in Windows 10.

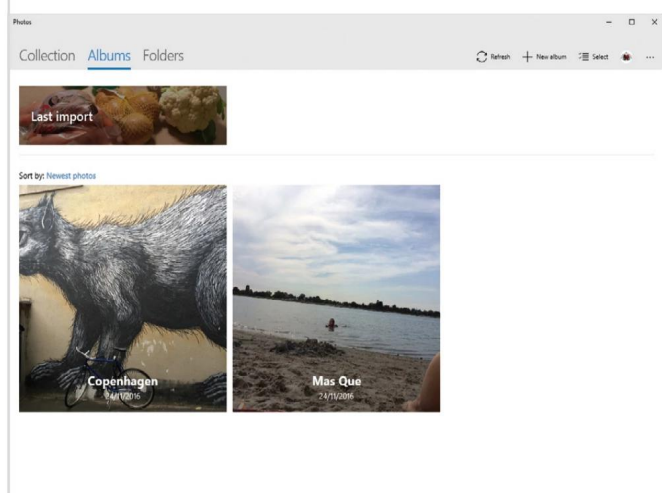
Importing to a Folder

Importing your photos or images directly to a folder on the desktop, or elsewhere, is the traditional method. It tends to be quicker but offers fewer importing options.

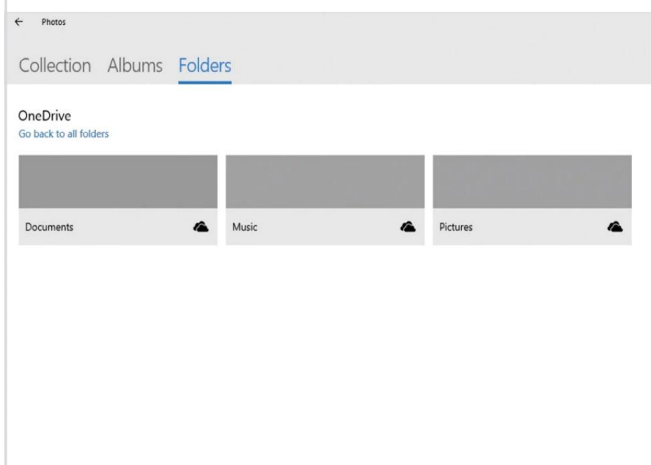
- 1 The first thing you need to do to import photos directly from a phone or camera is to connect the relevant cable to your PC. In almost all cases, this will be a USB cable of some sort. You will have been supplied a transfer cable with the device you are using. Plug this into a free USB port.



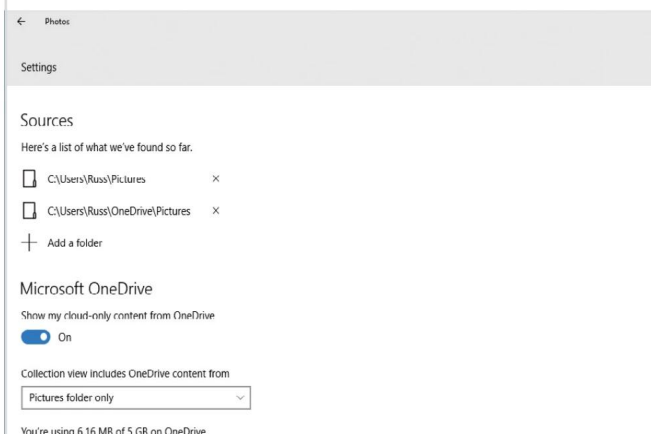
- 2 Plug the other end in to your phone or digital camera and wait a few moments. Your PC should detect the device and may need to install some drivers to make the USB connection work.



- 3 Normally, when you first plug a device in to your computer which contains storage of some sort, Windows will ask how you want to handle the files in that storage. Scroll down the list to see 'Open in a Folder'. In some cases, Explorer will open showing the connected device.



- 4 Now click on the device storage: this may be Phone and Card on a smartphone and navigate to where the photos are stored. This will normally be in a folder called DCIM on your phone or camera. You can now simply cut and paste or drag and drop images to a new folder on your PC.





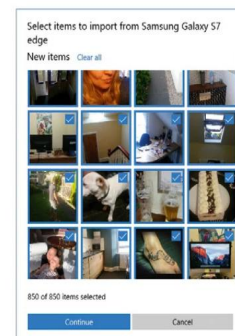
Importing to the Photos App

The Windows 10 Photos app is a great tool for importing photos from a phone, tablet or camera. It allows you to preview and individually pick images more easily, and even sorts them.

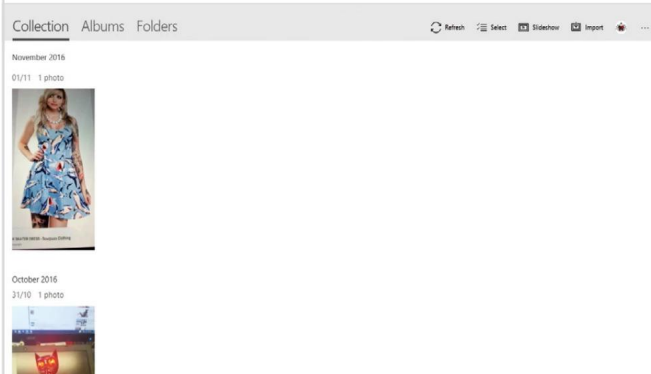
- 1 Open the Photos app on your Windows 10 PC. Now connect your phone or camera to your computer using the relevant USB cable. If you see the pop-up menu asking how you want to deal with the storage media you just connected, ignore it or click it closed.



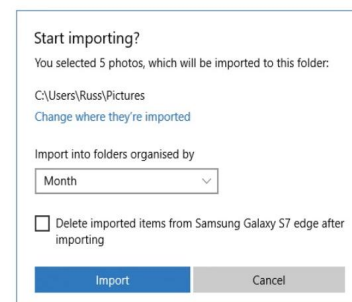
- 4 By default, every image detected on your device will be selected for importing. If you want to import everything, click Continue. If not, you can use the check boxes on the images to select those you want to import; use the Clear All and Select All buttons as required.



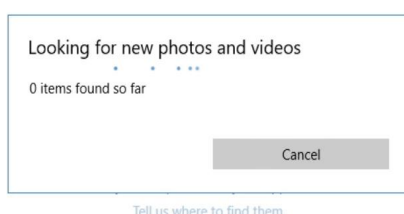
- 2 The Photos app should have opened up with the Collections screen showing. If not, click the tab at the top to open it now. Along the top of the Collections tab are your controls: Refresh, Select, Slideshow and Import. Import is the only one you need to click at this point.



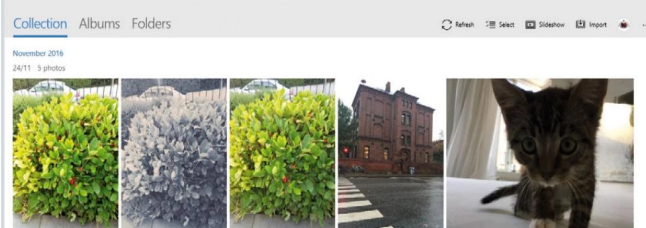
- 5 You can now choose where the imported photos will be saved. By default, this will probably be somewhere like **C:\Users\YourName\Pictures**. Click the 'Change where they're imported' link to do just that. You can also choose to import into folders arranged by month or day.



- 3 The Photos app will now search for photos available to be imported. If your device is not connected properly, or the correct USB drivers are not installed, it will fail to find anything at this point. If you are transferring from a phone or tablet, you may also have to unlock the screen to continue.



- 6 Click Import. Your image will now begin to appear in the Photos app window, within the Collections section. An album will also be created called Last Import. Click on one of the images shown to begin editing or enhancing it with the tools Photos offers.





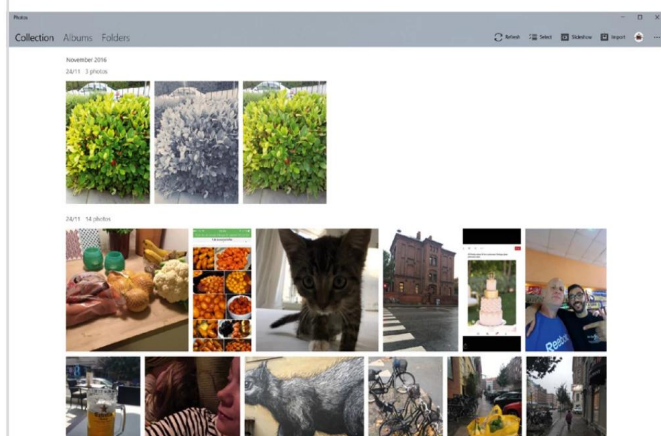
Working with Photos and Images

The integrated Photos app was first introduced in Windows 8 but it wasn't the best experience when compared to most third party apps. In Windows 10 and again in the Anniversary update it has been much improved, with better ways to browse photos and a lot more editing options and controls to make the most of the images on your PC.

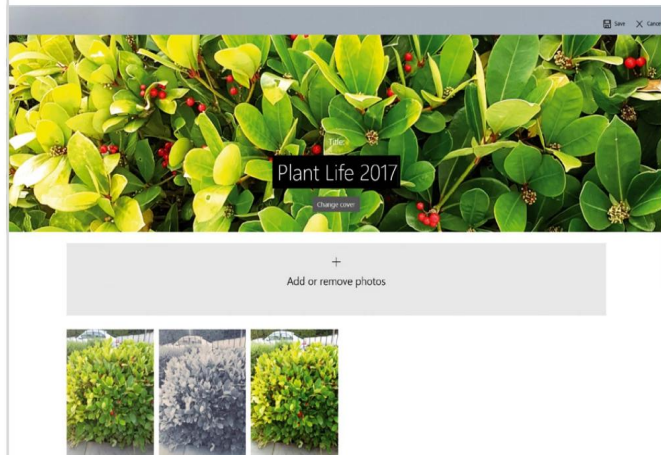
Managing Your Images

The Photos app has seen some useful improvements over the last few years and is actually very powerful now. It doesn't offer the flexibility of an app like Photoshop Elements, but it does a lot of simple edits very well.

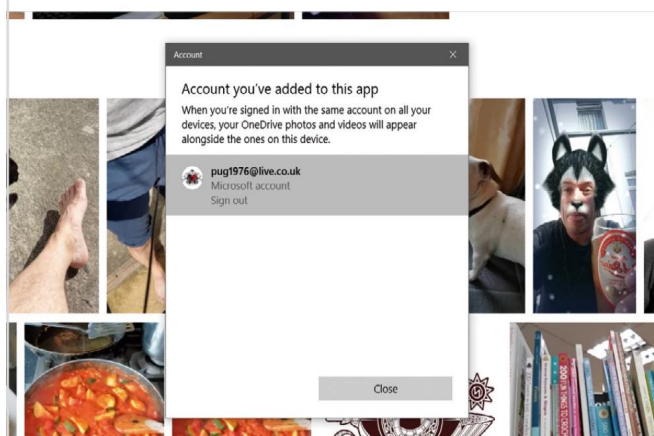
- 1 Photos shows all of your images in a scrolling timeline of images, like we're now used to seeing on many smartphones or tablets. This is called your photos Collection. You can click on any image to get a full-window view and then click the Back arrow in the top left corner to return to the main list.



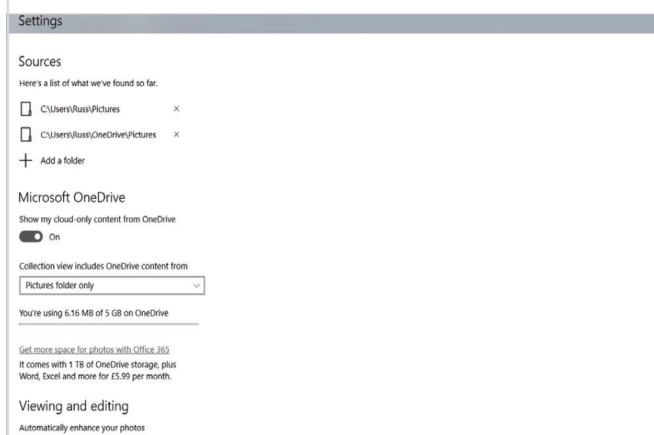
- 2 Albums is a completely automated feature. If you have an iPhone or iPad, you may have seen Apple's Moments feature; this works in much the same way. Albums gathers together groups of photos you took around the same time, so you can easily look back through them later.



- 3 If you're signed into Windows 10 with your Microsoft account, you'll also be signed in automatically to the Photos app. The benefit of this is that photos stored on OneDrive also appear in Photos. You can auto-upload photos from the OneDrive app for your phone as you take them.

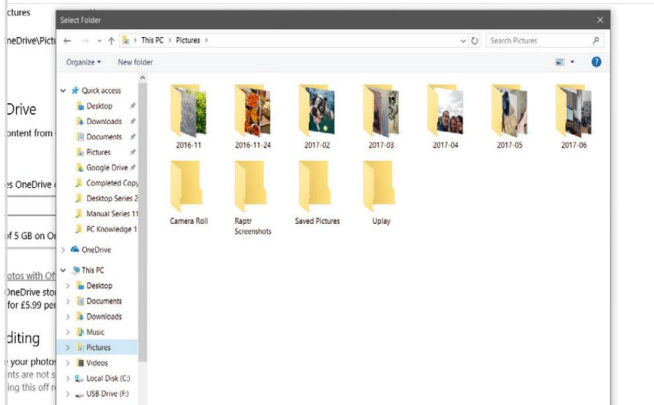


- 4 Photos settings, click the More button at the top right, lets you choose whether the Photos app automatically enhances badly exposed photos as well as whether you want the app to show duplicate images as one file; say you saved a photo twice or imported it twice without realising.

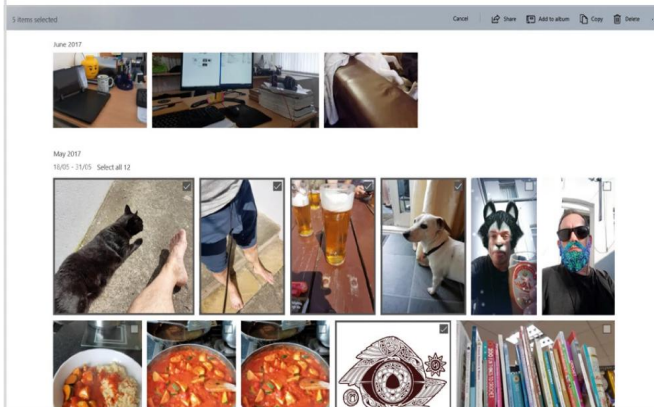




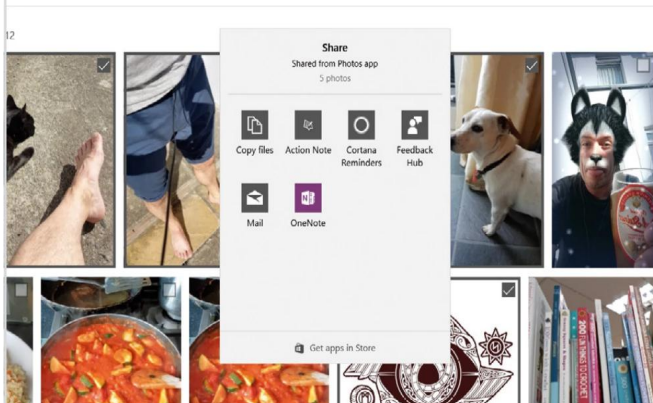
- 5 You can also choose where Photos should look for images here. Your own Pictures folder, plus Windows' public Photos folder are automatically included; but it's really useful to be able to change this if you store your images somewhere else, perhaps an external hard drive you always use.



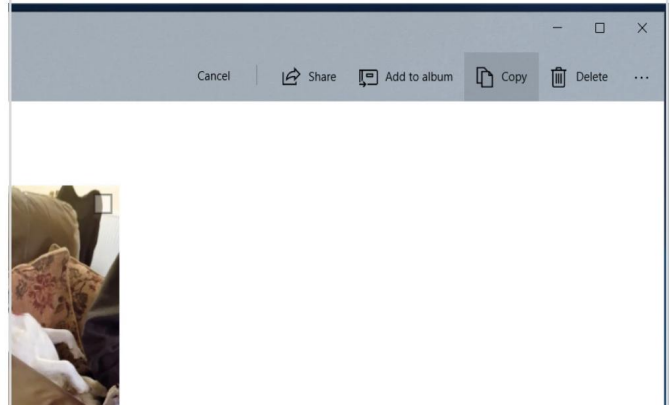
- 6 Back to the Photos Collection. You're now going to use the Select feature, found in the menu at the top right. This enables you to select individual or multiple images. You'll see the top menu bar has now changed, while each image has a tick box appear on it. Click it to choose the images you want.



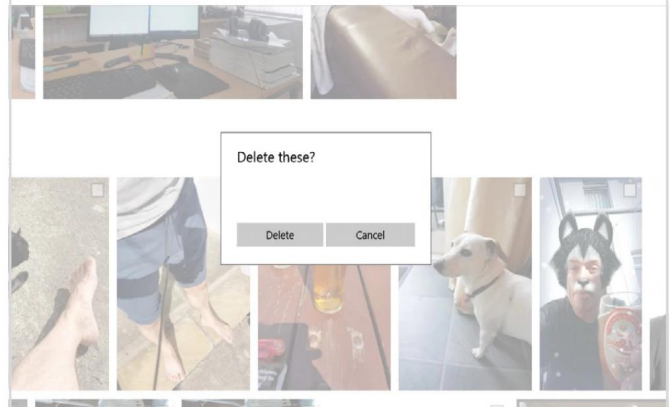
- 7 The Photos app allows you to do several things with your photos and images. The first is to email them. Select the images you want to send and click the Share button in the toolbar. The share options window will open, allowing you to choose how to share the images, including Mail.



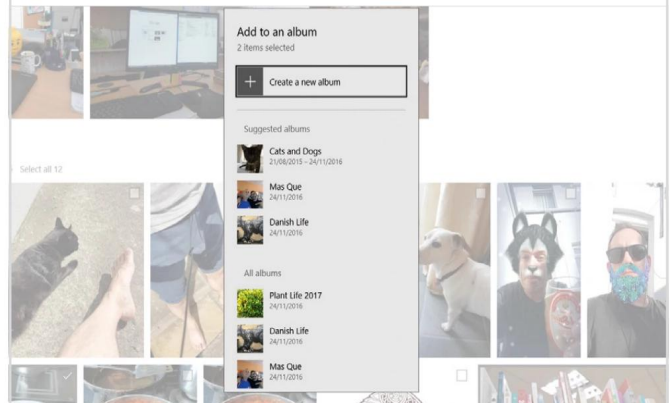
- 8 You can also copy your photos and images into another app or File Explorer window. To do this, select the photos you want, then click the Copy button in the toolbar (the old Ctrl-C keyboard shortcut works too). You can then paste the photos wherever you want on your computer.



- 9 To delete photos, select them as detailed previously and click the Delete button in the Toolbar. You will see a pop-up to confirm you want to continue with the action. Deleted photos are moved to the recycle bin anyway, so you have a chance to retrieve photos deleted in error.



- 10 The final tool in the Select toolbar is the Add to Album button. This adds any images you have selected to either one of the auto-created albums, or to an album you create for the purpose. Click 'Create new album' in the pop-up window, give it a name and then click 'Create album'.

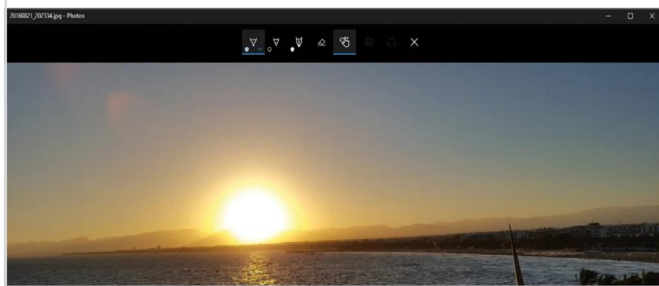




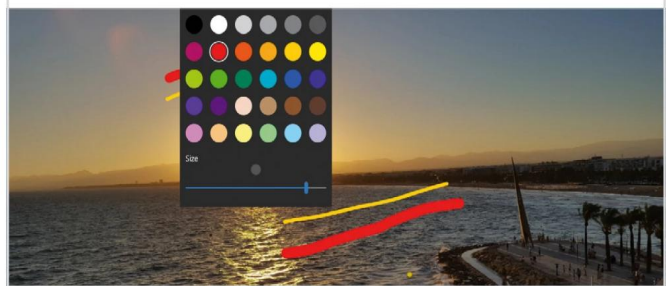
Drawing on Images

The Photos app in Windows 10 allows you to draw or write on top of your images, as long as you have installed the Anniversary update, and then save them as a completely new file.

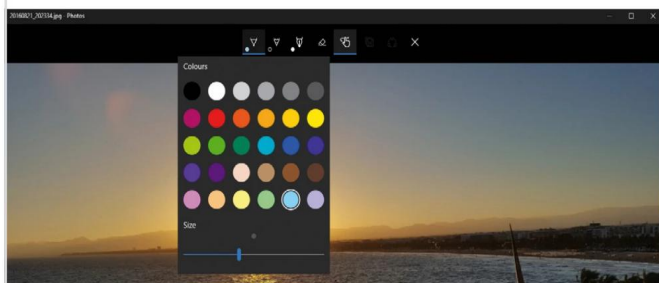
- 1 Open the Photos app and select your image (or double click an image to open it in Photos if that is the default app). Along the top of the image are several buttons, click the Draw button to begin editing your image. You will see a new set of buttons and controls appear at the top.



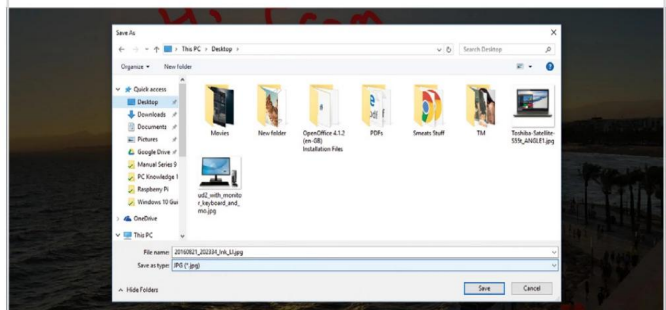
- 3 The contextual menus allow you to change the colour and the thickness of the pen or pencil tools. When you have picked a style, colour and size, you can begin to draw or write over the top of your image. The drawing tool in Photos works best with a touchscreen PC, of course.



- 2 From left to right, these buttons allow you to draw/write in pen style, pencil style, calligraphy style, erase, switch out of touch writing mode, save your file, share your file, and exit drawing mode. If you click on any button and see a small arrow, click again to open a contextual menu for it.



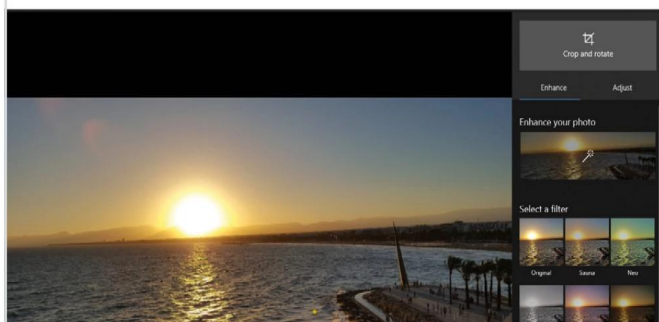
- 4 Once you have completed drawing or writing on your image, you can save it. If you want to retain the original image, change the name of the edited image in the save dialogue box before you finish. If you click on Share, a list of sharing possibilities will appear to choose from.



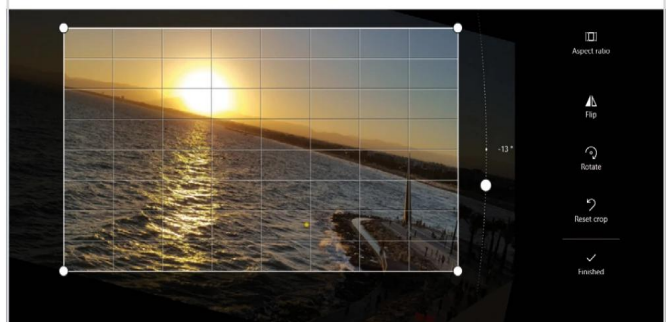
Editing Images

The image editing tools in the Photos app have been improved and added to in the Anniversary update, including the addition of preset filters and effects.

- 1 Open your image in Photos and click on the Edit button at the top right of the screen. If you had the Photos app running in full screen, the image will be shrunk down slightly to fit the new toolbar, down the right of the editing window.

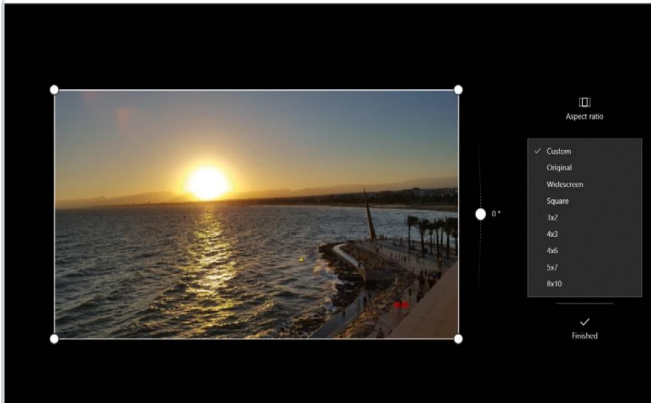


- 2 Starting at the top of the editing toolbar, you have the crop and rotate button. Click this to see further options for managing the aspect of your image. You can choose a preset aspect ratio, or drag the handles at the corners to crop to a custom shape.

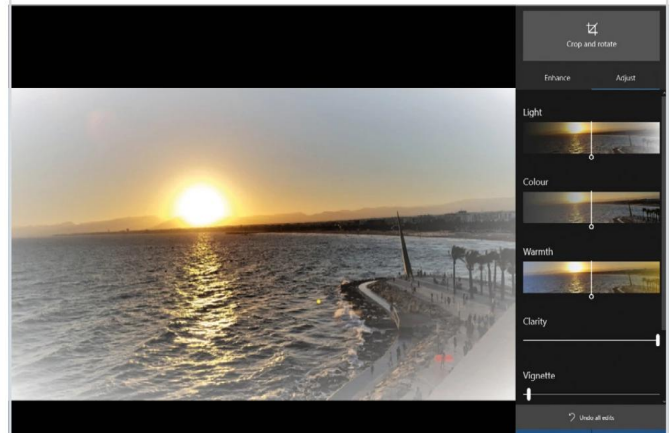




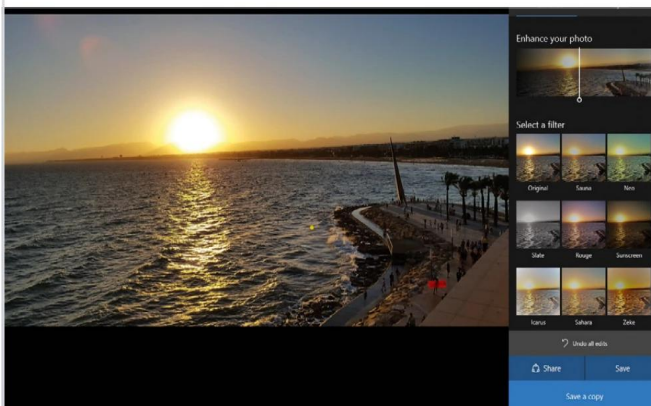
- 3 If you need to straighten the image, you can do so using the handle to the right of the photo. Click on this and move your mouse up or down to carefully rotate the image in small amounts. As you do this, a grid appears to help you line up the photo. Click Finished when done.



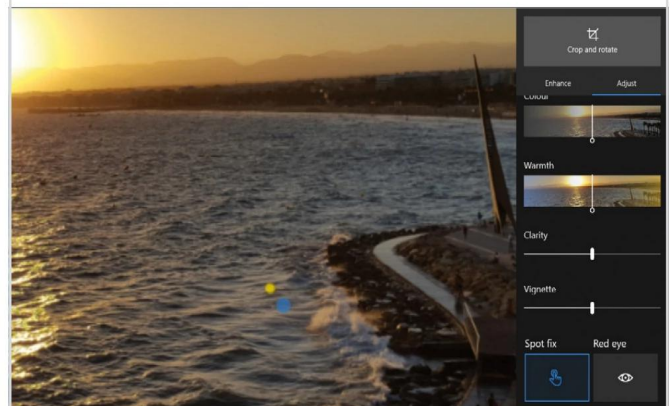
- 6 The tools in the Adjust tab allow you to tweak the Light, Colour, Warmth and Clarity of an image. You can also use a slider to apply a Vignette (lighten or darken the edges of an image). Just use the sliders to adjust any of these effects until you are happy with your image.



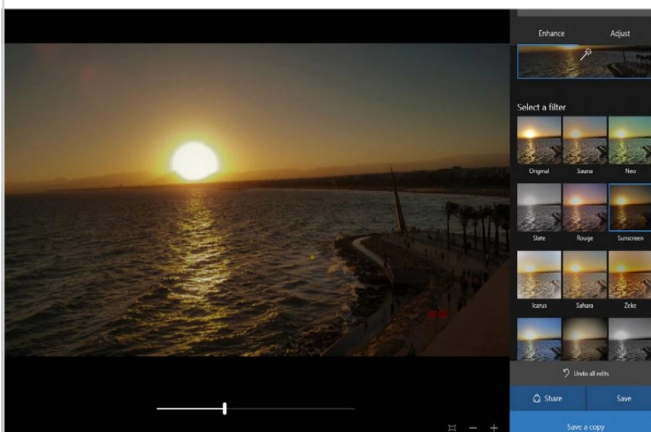
- 4 Moving down the main edit toolbar you will see the Enhance button. You can click this to let the software make changes and improvements to the image automatically. You will see the image change slightly, and you can then use the slider on the button to increase or decrease those changes.



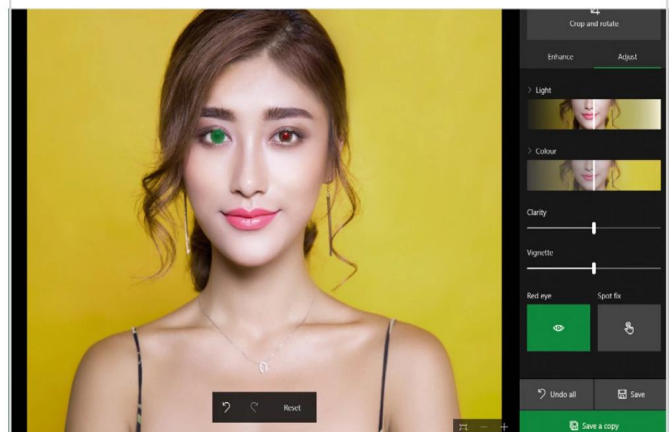
- 7 At the bottom of the Adjust tab are Spot Fix and Red Eye tools. Click Spot Fix and the cursor will change to a blue circle. Place this over the part of the image you want to fix and click. The software will try to match the location of dot to the scenery or colour around it, hopefully removing it.



- 5 You can, of course, apply enhancements yourself. Below the auto-enhance button are the photo filters. Click on any of these to see the changes applied to your image. You can apply a filter and then adjust its effects by clicking on the Adjust tab at the top of the toolbar.



- 8 The Red Eye tool works in a similar way. Click the tool and move the circle cursor over the red part of your subject's eye and zoom in if you need to. The tool will try to take the red out of the image and match it to the surrounding colour. The results are usually very good.





Understanding the OneDrive Interface

OneDrive is Microsoft's cloud storage or file hosting service, giving you the option to keep your files in a folder which is accessible from more than just the computer or device on which they are initially saved. OneDrive was previously known as SkyDrive or Windows Live Folders and although the name has changed, the basic service is much the same.

OneDrive Tabs

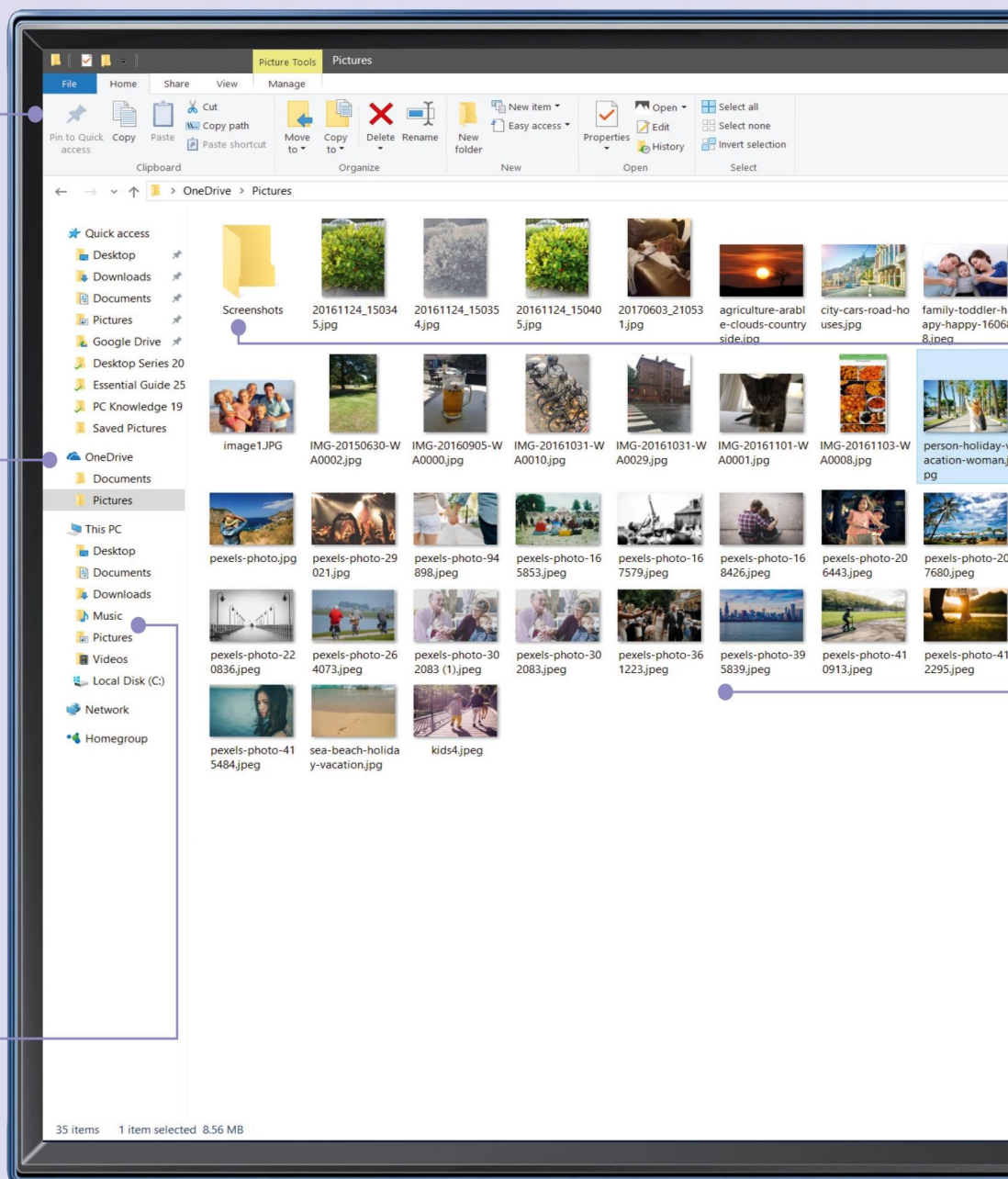
Many of the standard Microsoft Office tabs are here, allowing you to quickly switch between different toolbars. You can find tools for saving, copying, pasting, changing formatting, inserting images, tables and other media and many others. Everything you need to create, manage and save your notes can be found here.

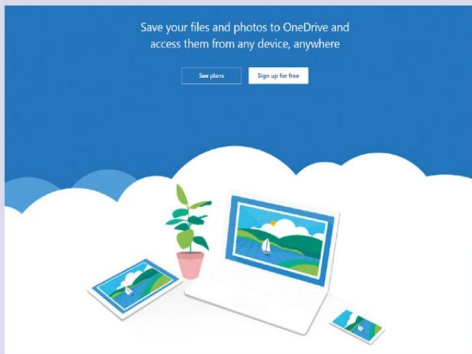
OneDrive Folders

You can quickly see all of your OneDrive folders whenever the folder sidebar is shown in a window. If the main folder is the only one shown, you can expand the view by clicking on the arrow next to the title. If any of the folders in OneDrive have additional folders inside them, you will see another arrow next to that folder which allows you to expand the view again.

Quick Access Folders

The sidebar on the left of the OneDrive window shows your standard Quick Access folders at the top. You can use this panel to quickly navigate to your local files, ready to copy and paste them into your OneDrive folder. The pins next to some of the folders show that they are pinned to appear in that menu whenever it is shown. The others may vary.





ONEDRIVE FILE SECURITY

There are several ways we try to help keep your files safe in OneDrive. Your files aren't shared with other people unless you save them in the Public folder or choose to share them. To help protect your OneDrive files from hardware failure, multiple copies of each file are saved on different drives and servers. You can also use two-step verification. This helps protect your account by requiring you to enter an extra security code whenever you sign in on a device that isn't trusted.

Toolbar Ribbon

The default Toolbar Ribbon selected is the Home toolbar. This contains most of the common tools you will need when creating and managing your notes. You can customise the ribbon, and the quick toolbar, by right-clicking on the ribbon and selecting "Customise Ribbon". You can minimise the ribbon, to give yourself more page space, by right-clicking and selecting "Collapse the Ribbon".

Synced Folder

When your OneDrive folders have been synced to the cloud (successfully stored online), the blue rotating arrow symbol will change to a green checkmark. You can manually resync files and folders in the OneDrive folder by right-clicking on them and selecting "Choose files to resync". The window that then appears also allows you to stop certain folders from syncing if you wish.

OneDrive Contents

When you select the OneDrive folder in the sidebar, some standard folders, along with any you have created, will appear in the main window as normal. The difference with the OneDrive folder is that it backs up the files to the cloud, rather than just storing them in a new location on your computer. You can tell this is happening by the blue rotating arrow symbol on each folder.

Folder View

You can quickly change how your OneDrive files and folders are displayed, just as you can with any other folder in Windows 10, by clicking the different folder view buttons at the bottom right of the main window. The Thumbnail view displays files as large icons, allowing you to get an idea of the image etc. without opening them. The Information view uses smaller icons but displays file size, etc.





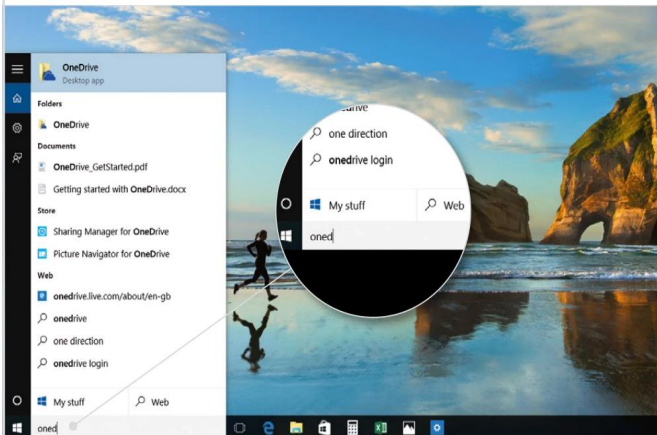
How to Use Microsoft OneDrive

OneDrive is Microsoft's cloud storage app. It can be used with various devices including Android, iOS and Macs; and with any system providing you can access a web browser. Windows 10 includes deep integration with OneDrive, which we'll explain more about below.

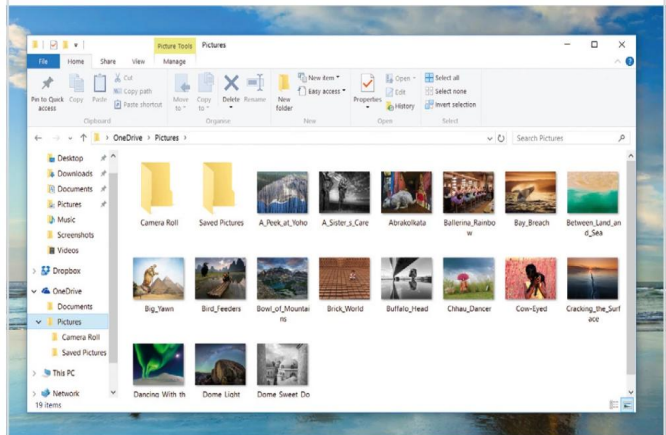
OneDrive in Windows 10

Here we're going to show you how to use the integrated OneDrive app that's pre-installed with Windows 10. It enables you to access your files offline, which we will look at in more detail later, as well as giving you cloud storage.

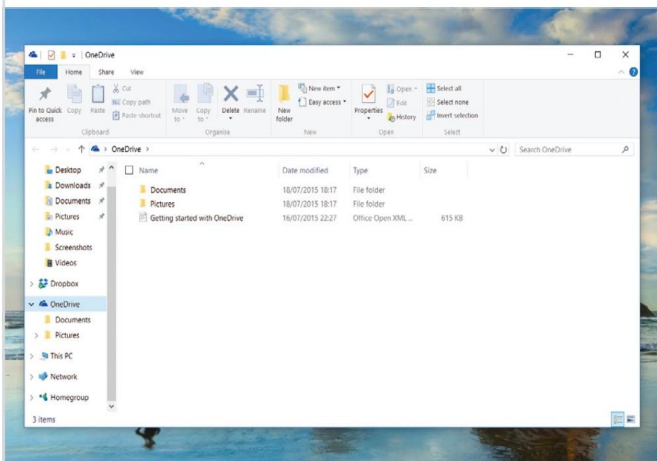
- 1 OneDrive has its own app within Windows 10. It's not an app like the Universal apps that come from the Windows Store, but is instead classified as a desktop app. That's because it runs in the background in Windows. In fact, you'll barely know it's there most of the time. Let's look at it in more detail.



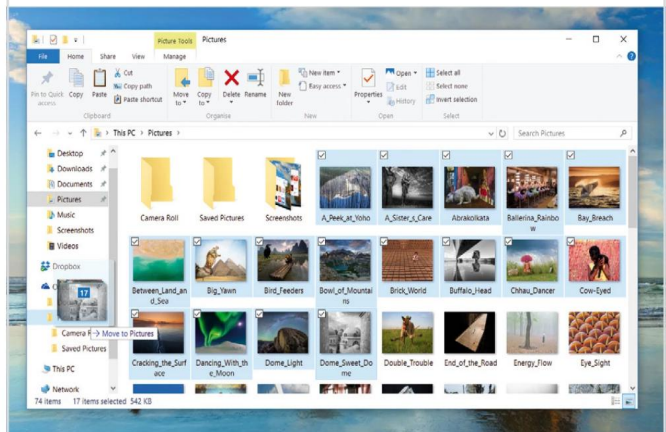
- 3 What we're going to do is to copy some images across to OneDrive from our Pictures folder. Just select and drag them across in the usual way. You can copy and paste them as well. Bear in mind that, since the OneDrive folder is also on your PC, they will move rather than duplicate by default.



- 2 In File Explorer, select OneDrive from the sidebar. You'll probably see a view that's very similar to this with a folder for Documents, another for Pictures and a Get Started file. You don't have to keep any of this but it's just there for starters and we'll show you how to add more.

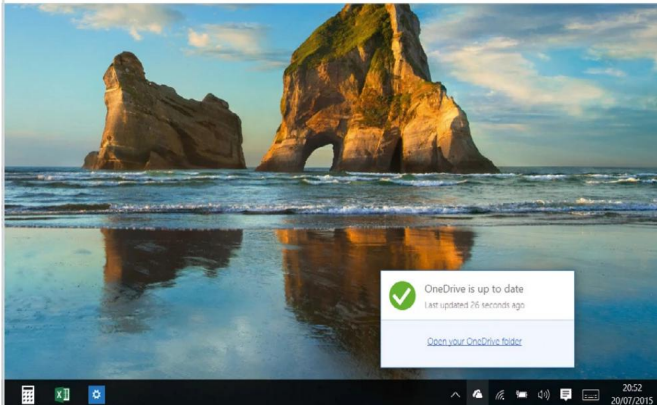


- 4 Here's what our Pictures folder looks like after we've copied some more files into our OneDrive folder. Fairly unremarkable you might think. But what is actually happening now is that OneDrive is copying them to the cloud via the OneDrive app that's running in the notifications area.

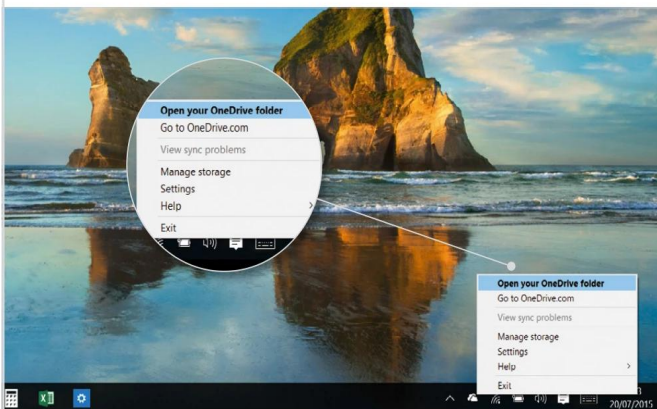




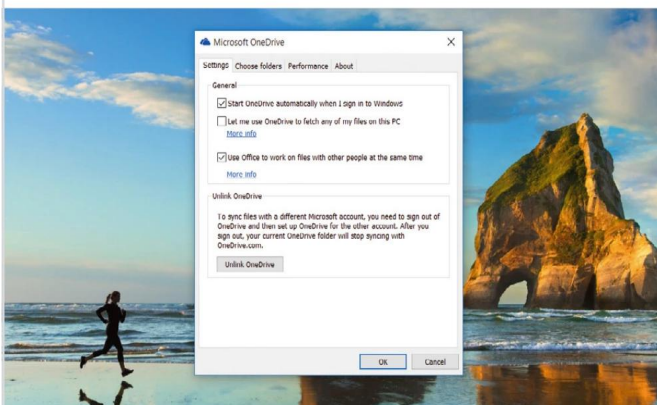
- 5 Go to the OneDrive app in the notifications area and click for the latest status. If all the files have copied (as ours just have, last modified 16 seconds ago) you'll get the message that your OneDrive is up-to-date. Large files will obviously take a while to upload, but it all happens in the background.



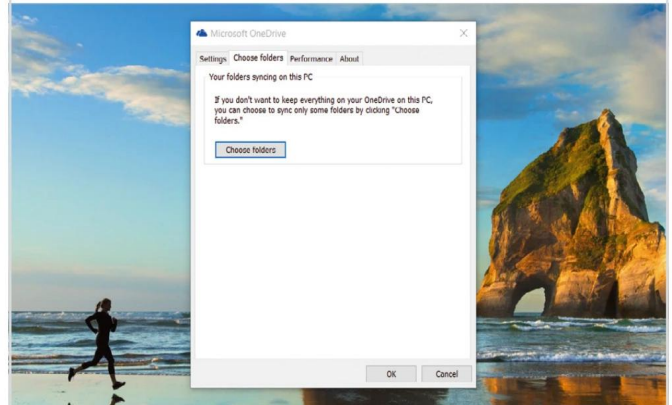
- 6 The right-click menu of the OneDrive app enables you to go to OneDrive online (more on that overleaf) as well as upgrade your storage. You get 15GB for free, which should satisfy most needs. You can upgrade to 100GB for just £1.99 per month or 200GB for £3.00 per month.



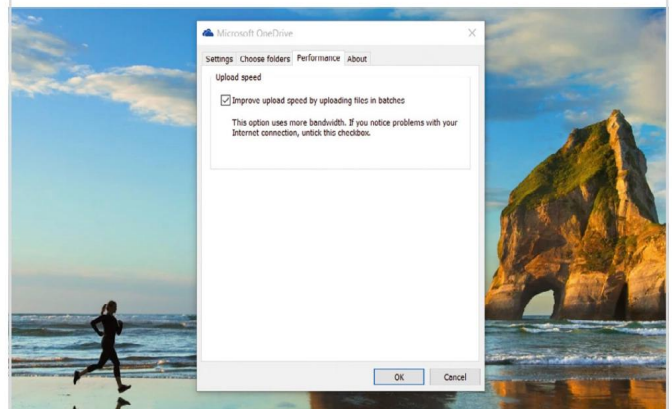
- 7 Selecting Settings from the right-click menu takes you to this rather basic Settings window, which we'll look at over the next few steps. You can choose whether OneDrive starts up when your PC does as well as choose to unlink OneDrive from your PC – perhaps you want to change the account you're using or stop using OneDrive altogether.



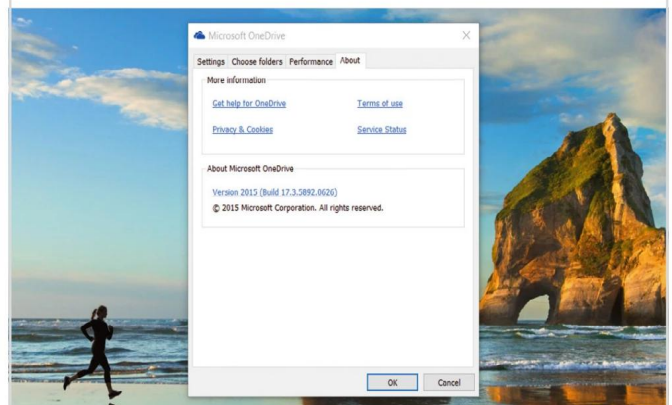
- 8 You're also able to specify which folders OneDrive uses by default using the Choose Folders command. For example, you may have a huge folder on your OneDrive (perhaps old files) that is pointless to have on your PC using up space. You can exempt it from downloading offline.



- 9 The Performance tab is a little bit of an odd one, as we can't access the setting, but you may be able to if you have a slow connection or if you often use mobile Internet. It essentially governs whether you want OneDrive to upload in batches. It's faster but uses more Internet bandwidth.



- 10 If you need help with OneDrive, there is a link in the About section of the desktop app which will take you to further online help. OneDrive can be a little mystifying as to how quickly it uploads files, so you can always visit OneDrive.com (see overleaf) to see if they have uploaded!





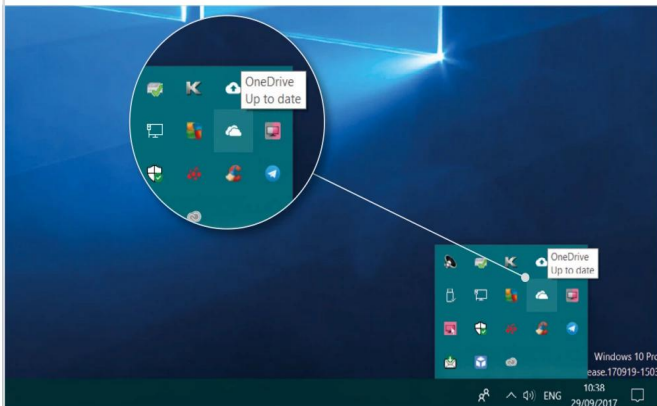
OneDrive Files On-Demand

With Files On-Demand, you can access all your files in the cloud without having to download them and use storage space on your device. All your files, even online-only files, can be seen in File Explorer and work just like every other file on your device.

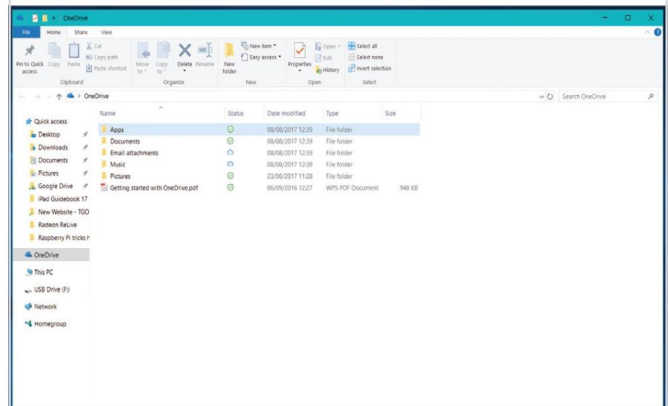
Using Files On-Demand

Files On-Demand is a hugely popular feature that helps you keep everything in one place - namely File Explorer. With so many of our files dotted throughout different hard drives, network locations and the cloud, it's often time consuming locating them all.

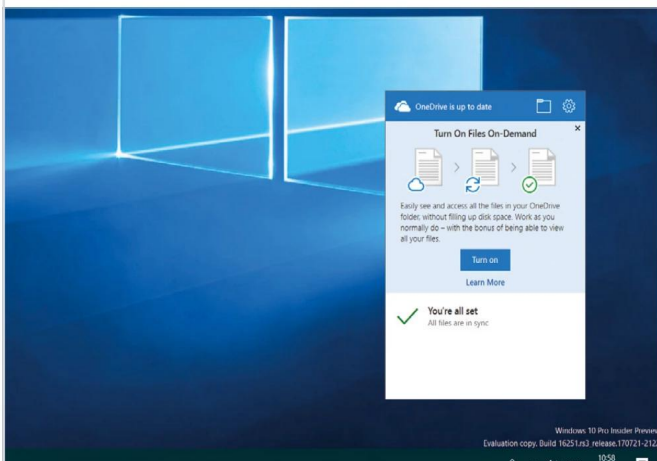
- 1 First, make sure you are signed in to OneDrive on your computer. Right-click the white OneDrive cloud icon in the notification area, at the far right of the taskbar. If you don't see the OneDrive icon on the taskbar, click the 'Show hidden icons' arrow, also at the bottom right of the screen.



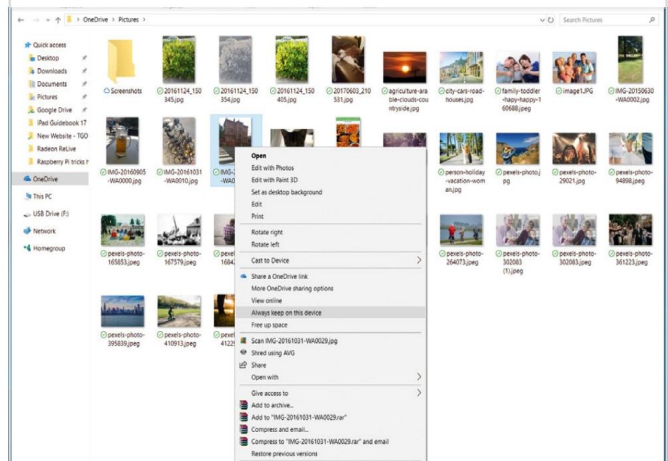
- 3 You can now open your OneDrive folder to begin checking how your files are currently stored, and to change the status of any you want to move offline or online. You will see the files and folders on OneDrive now have symbols attached to them, showing you their current status.



- 2 You should see a panel pop-up asking if you want to turn on Files On-Demand. If so, click the blue button and wait whilst OneDrive sets this up. If you don't see this panel, click Settings from the OneDrive action menu, click the Settings tab and then check 'Save space and download files...'

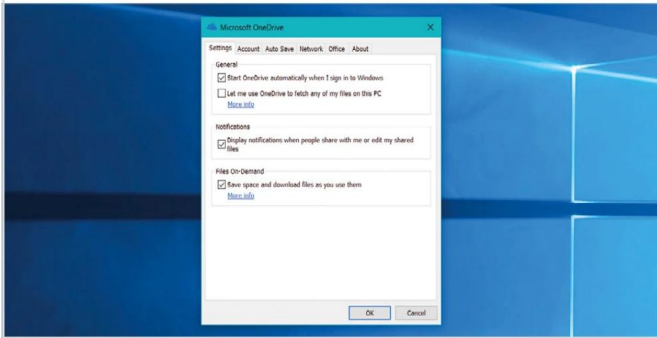


- 4 To mark a file or folder for offline use or as online-only, right-click on it and look in the action menu for 'Always keep on this device' or 'Free up space' depending on what you wish to do. If you mark a folder as 'Always keep on this device', new files in that folder are set as always available files.

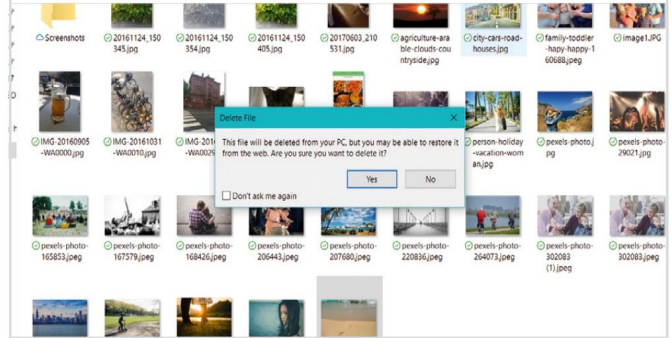




- 5 Sometimes you might want to make sure a folder doesn't show up on a device for privacy reasons. In the OneDrive Activity Center, select the Settings gear. Next to the location where you want to choose folders, click Choose folders. Clear the check box next to the folder you want to keep off this device.



- 6 When you delete an online-only file from your device, you delete it from your OneDrive on all devices and online. You can restore deleted files and folders from your OneDrive recycle bin on the web for up to 30 days. If you delete a locally available file, it also appears in your device recycle bin.

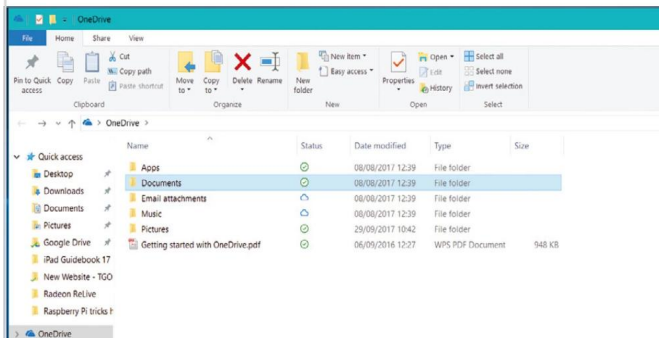


On-Demand Files

The whole process of creating On-Demand files makes life much easier for those who work when commuting, or in the field. Files can be modified out of the office, on the train to work for example, then automatically uploaded when your computer makes a connection to work.

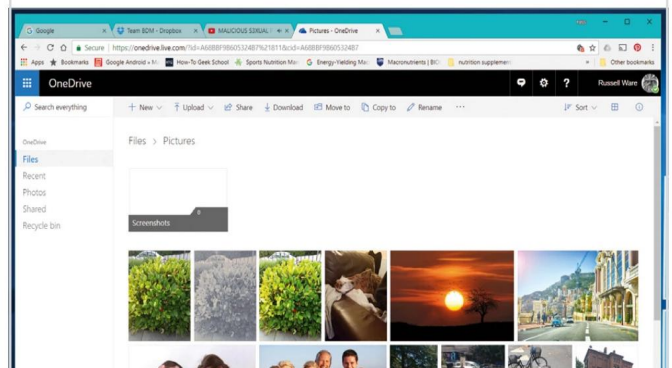
Viewing Files

When you turn on Files On-Demand, you see all your files in File Explorer and get new information about each file. New files created online or on another device appear as online-only files, which don't take up space on your device. When you're connected to the Internet, you'll be able to use the files like every other file on your device.



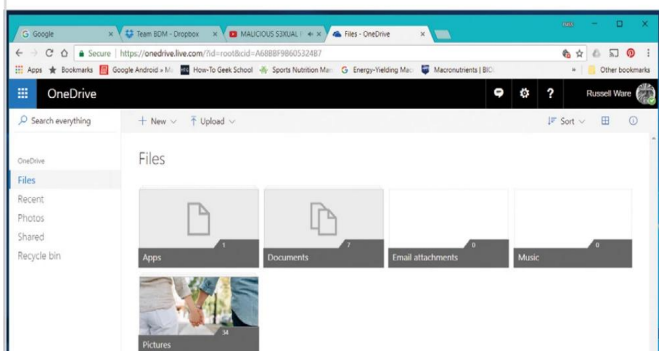
Locally Available Files

When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online-only.



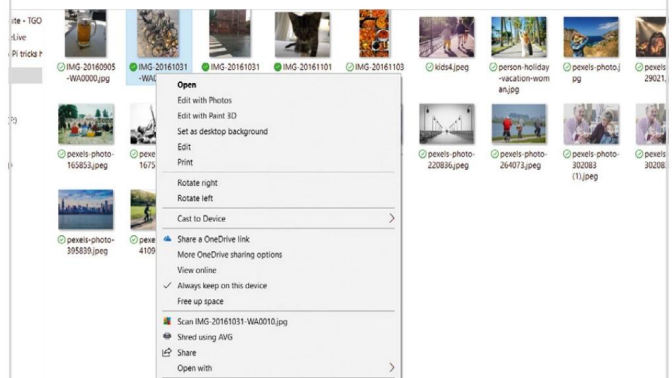
Online-only Files

Online-only files don't take up space on your computer. You see a cloud icon for each online-only file in File Explorer but the file doesn't download to your device until you open it. You can only open online-only files when your device is connected to the Internet.



Always Available Files

Only files that you mark as 'Always keep on this device' have the green circle with the white check mark. These files will always be available even when you're offline. They are downloaded to your device and take up space.





Inside Microsoft OneNote

OneNote is a great way of recording ideas, projects or creating to-do lists quickly. When you use OneNote on a Windows PC, a taskbar tool allows you to quickly create notes from almost any source and at the click of a button. OneNote is one of the least appreciated Office tools but once you begin to use it, it can quickly become a daily essential.

OneNote Tabs

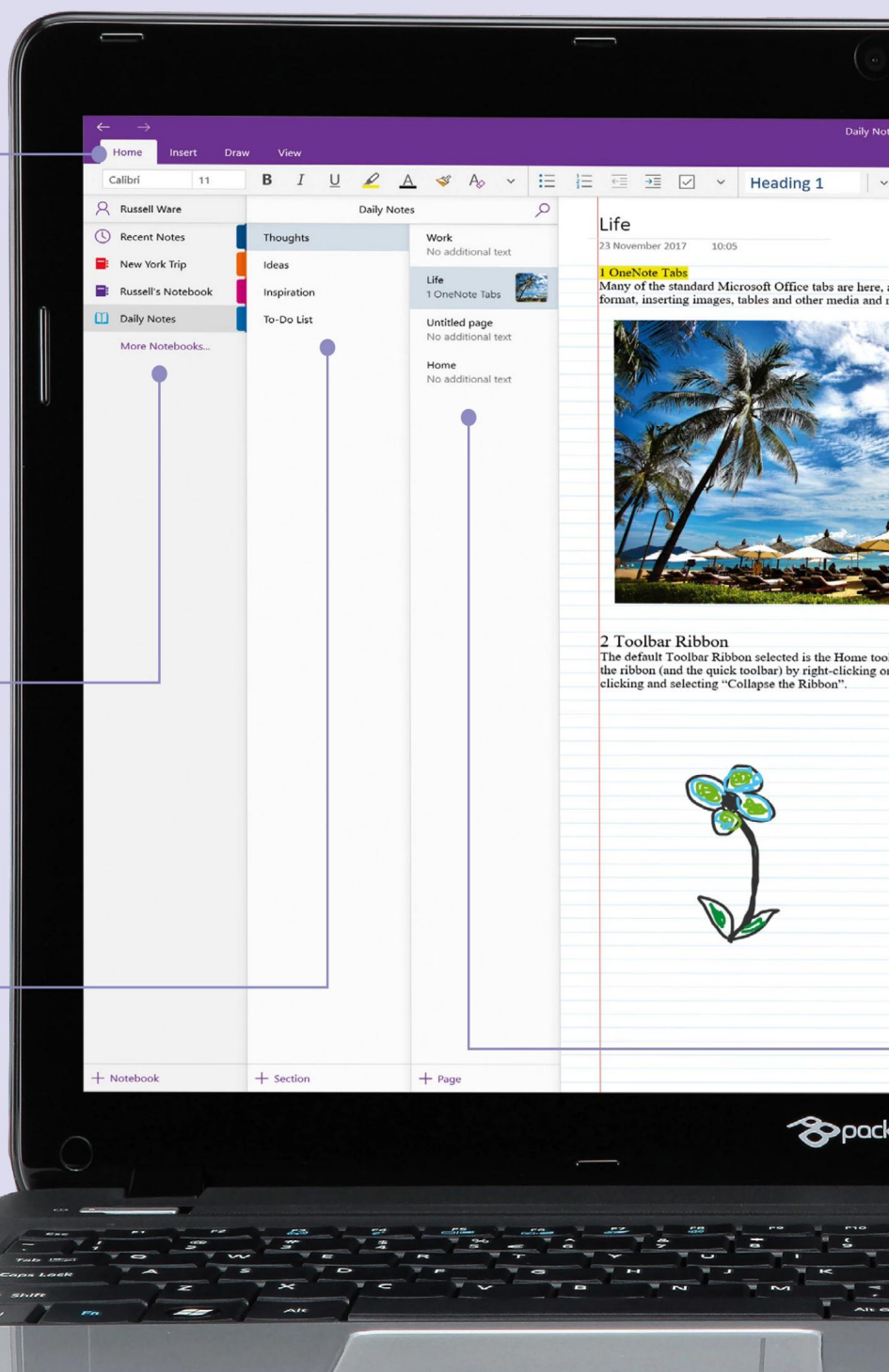
The available tabs in the latest version of OneNote have been reduced down to just the essentials. Clicking each of the tabs opens up a new toolbar, giving you access to different tools. Unlike many similar apps, there is not Save or File tab. This is because OneNote now saves everything automatically as soon as it is added to a section or page. Just add your note and close the app and everything is kept safe.

Notebooks

Each new notebook you create will appear in the list here. You can switch between notebooks easily by clicking on the tabs at the side. Right-clicking on the notebook title will open a small action menu, allowing you to manage that notebook from the sidebar. You can pin certain notebooks to the top if you want to keep them within easy reach, and change the notebook colour.

Section Tabs

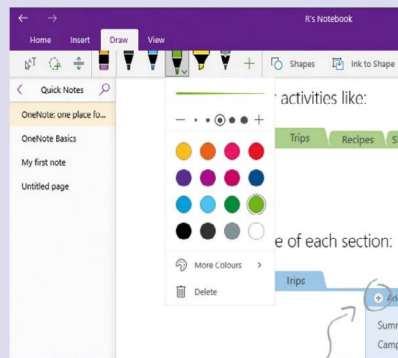
Each notebook can be made up of many sections and each section can have many pages (see Notebook Pages), meaning that your notes can be incredibly large and detailed if you need them to be. You can easily add sections by clicking the + tab at the bottom of the main content section. Right-click on any of the section tabs to see a contextual menu.





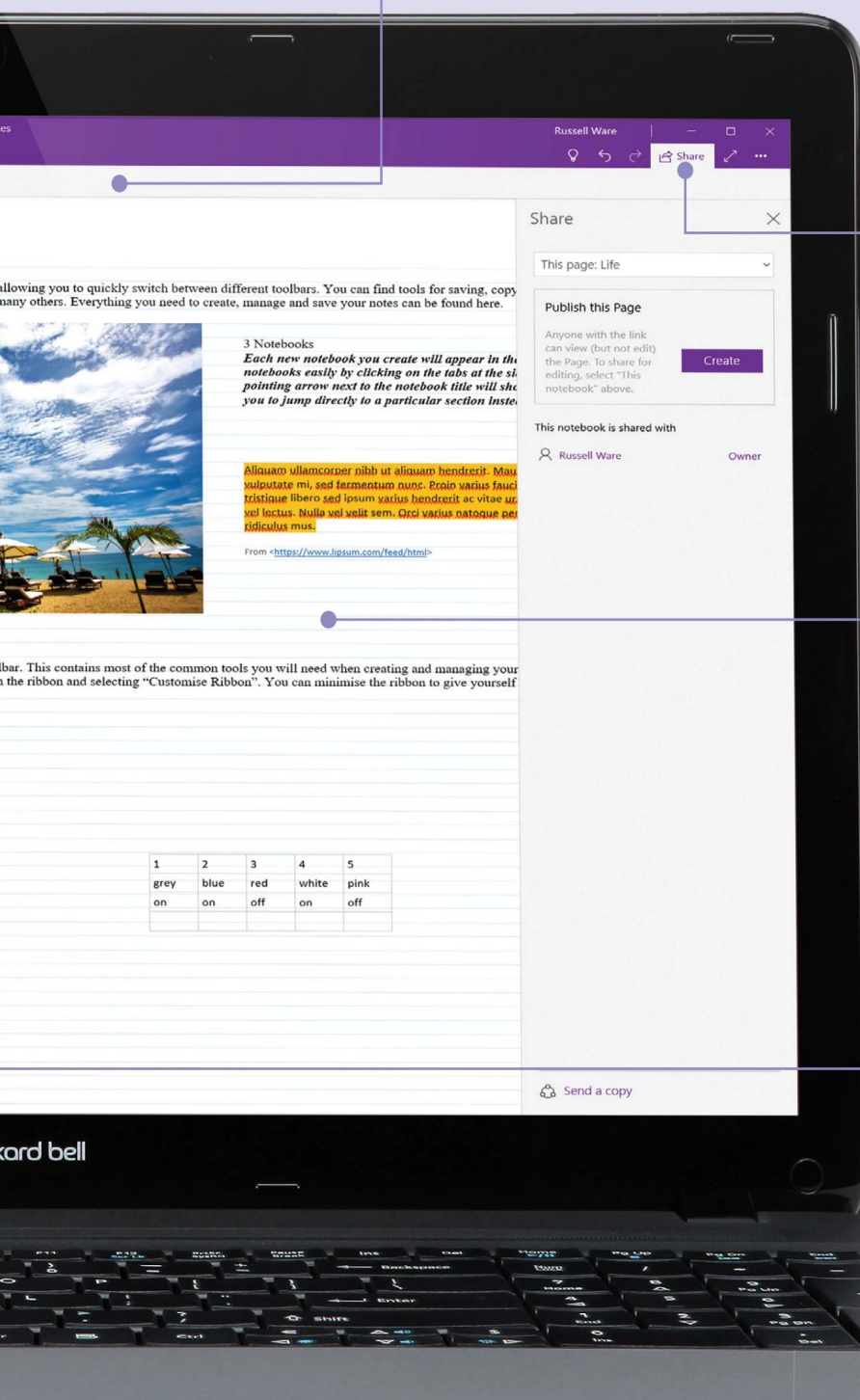
Toolbar Ribbon

The default Toolbar Ribbon selected is the Home toolbar. This contains most of the common tools you will need when creating and managing your notes. Again, this has been simplified in the latest version of OneNote, making the app easier to use and less like just another Microsoft Word clone. The toolbar ribbons have also been simplified so that OneNote works more seamlessly across many devices (iOS, Android, web and Windows).



DRAWING TOOLS

The drawing tools in OneNote allow you to scribble, mark and highlight your notes. This is easier if you have Windows 10 on a tablet or a touchscreen but can be easily used on a standard desktop PC too.



Sharing Notes

You can share your notes in a couple of different ways. You can share a whole notebook by sending it to a specific email address, choosing whether the notebook is editable or not. You can also create a link to an individual page of a notebook. Anyone clicking the link will see an online version of the page but will not be able to edit it. To share, just click the Share button at the top right, and select the option you want from the sidebar that appears.

Notebook Content

This is your main content area for your notes. You can type anything you like here. You can copy and paste text from other sources (a website for example) and add images, tables, media files and much more. Each thing you paste in or insert is contained within its own box, meaning it can be moved almost anywhere on a page (as shown here). Even things you draw on your notes can be moved around.

Notebook Pages

As mentioned elsewhere you can add many pages to each section of a notebook. You can add pages by clicking on the + Page button at the bottom of the pages sidebar. If you want to reorder your pages within the list, select the page, click on it again and drag it up or down to the position you desire. The page title will be "Untitled Page" until you fill the main title box on the page.



Installing Alternative Browsers

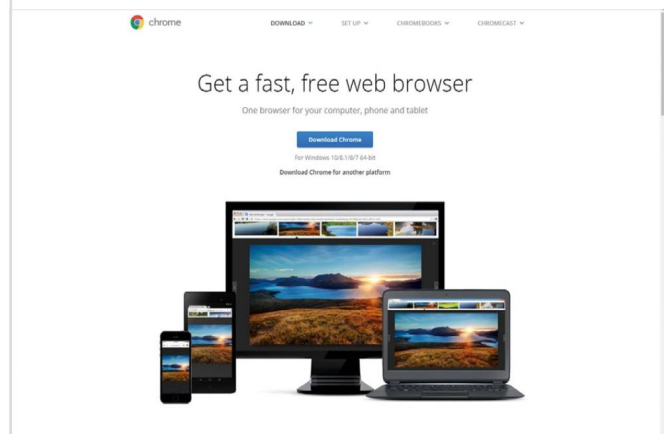
The Edge browser is a great tool for surfing the Internet but it isn't perfect and it certainly isn't as feature-rich as some of the more established web browsers available; but just because Edge comes preinstalled with Windows 10, that doesn't mean you can't install a second browser to use instead.

Browser Choice

There are dozens of different browsers available, from the market leaders such as Chrome and Firefox, to more specialised offerings which focus on security or speed.

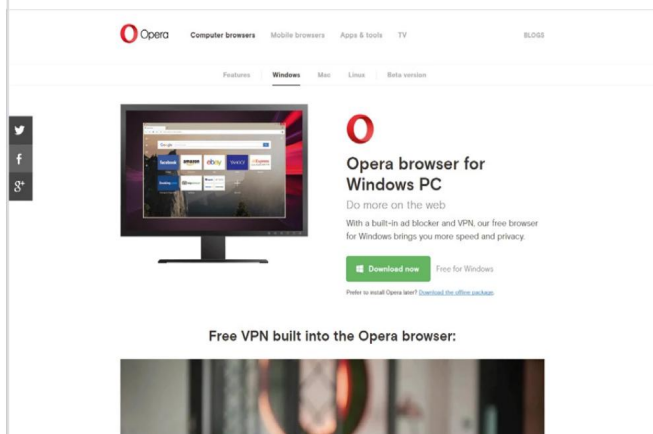
Chrome

Google Chrome is a freeware web browser developed by Google. It was first released in 2008 for Windows and was later ported to most other platforms. As of September 2016, StatCounter estimates that Chrome has a 62 per cent worldwide usage share of desktop web browsers.



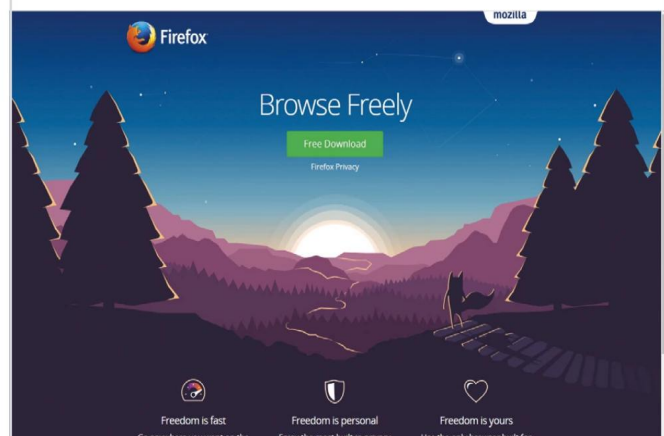
Opera

Opera is a web browser developed by Opera Software. The latest version is available for Microsoft Windows, macOS and Linux. Opera includes built-in tabbed browsing, a bookmarks bar, add-ons and a download manager. Opera Speed Dial allows users to add an unlimited number of pages shown in thumbnail form.



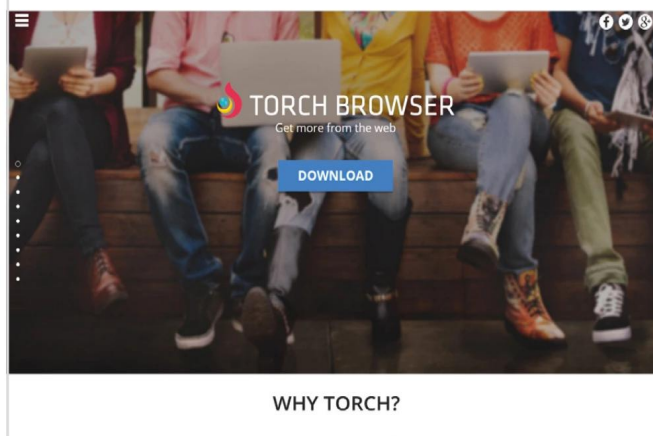
Firefox

Firefox, or Mozilla Firefox, has consistently been one of the fastest browsers around since its launch more than 10 years ago. Features include tabbed browsing, spell checking, incremental find, live bookmarking, Smart Bookmarks, a download manager, private browsing and location aware browsing.



Torch

If you really fancy something different, Torch is definitely niche. Torch is a Chromium-based web browser and Internet suite developed by Torch Media. Torch handles common Internet related tasks such as displaying media, sharing websites via social networks, accelerating downloads all directly from the browser.

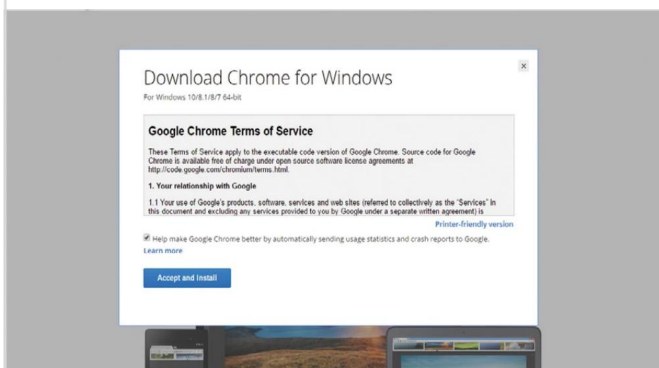




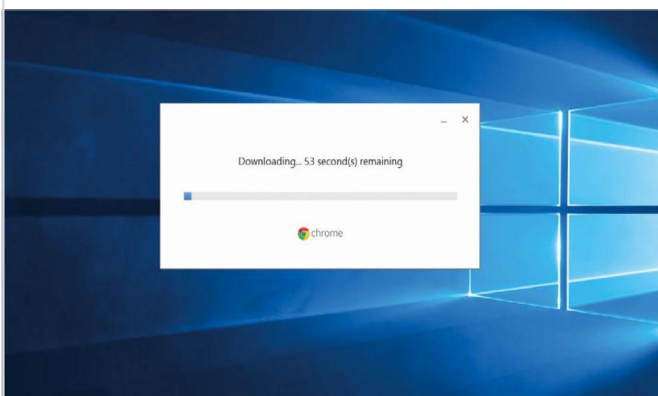
Installing a Browser

Installing an alternative browser is very easy once you have decided which one to go for. Let's take a quick look at the process of installing Google Chrome.

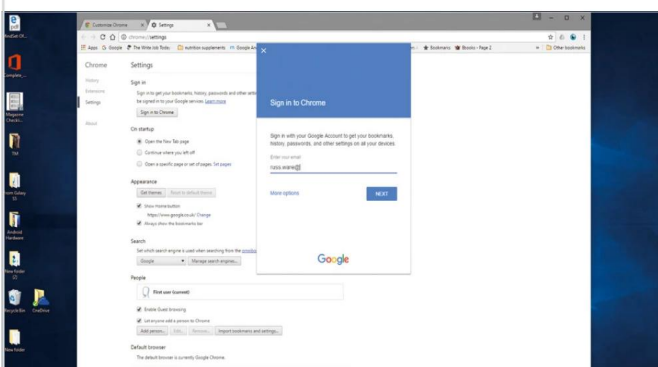
- 1 To install Chrome for your user account, the first thing you need to do is download the installer file from <https://www.google.com/chrome/browser/desktop/index.html>. Just click the big blue button and wait for the installation to finish.



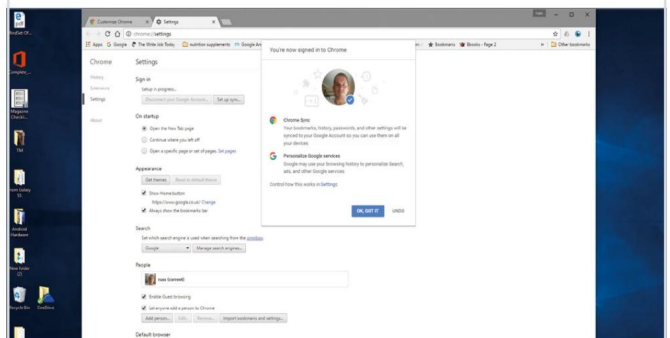
- 2 When prompted at the bottom of the browser windows (where download progress is shown), click Run or Save. If you chose Save, double-click the installer file to start the installation process. Follow the steps shown on screen to complete this part of the process.



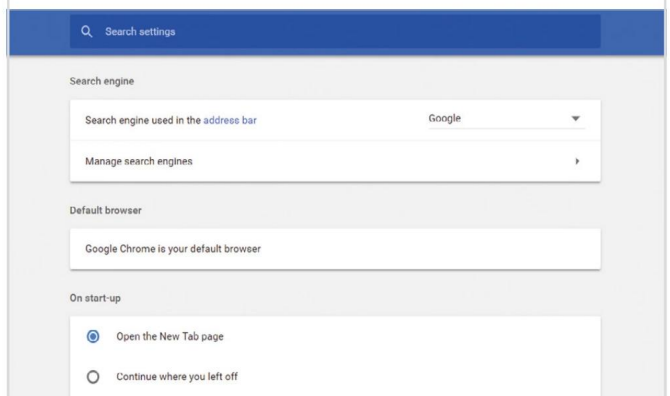
- 3 If you have used Chrome in the past, on a previous PC or before you installed Windows 10, you should have a Google account. Use this to sign in and Chrome will import all of your previous bookmarks, settings and extensions. Click Settings > Sign in to Chrome.



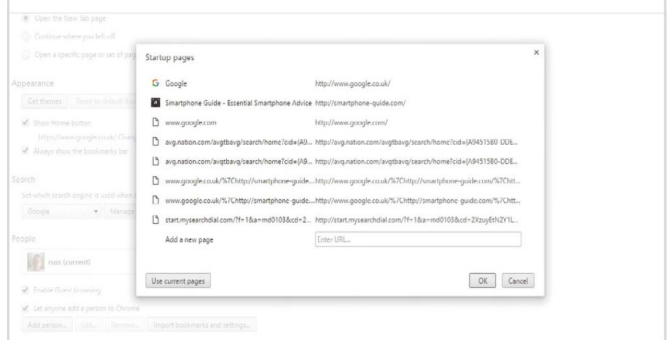
- 4 Signing in to Chrome connects your Google account to your browser for a more personalised browsing experience. All your Chrome data, like your bookmarks, history, passwords and other settings, is synced to your Google account and available on any device where you sign in to Chrome.



- 5 Most of the mainstream browsers offer some sort of account, so your information is saved, although few do this quite as thoroughly as Google Chrome. If you don't want to sync everything, you can also select which types of Chrome data you do.



- 6 You can customise Google Chrome to open any page for the homepage or start-up page. Your start-up page is the one that shows when you first launch Chrome on your computer. Your homepage is the one you go to when you click Home. Head into Settings and look for the relevant section.



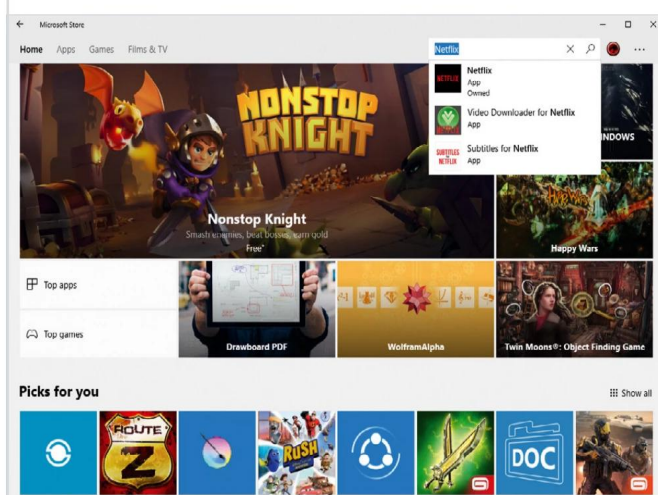
Watching Netflix Movies on Windows 10

Netflix is something most of us take for granted these days but did you know that it was founded over twenty years ago? The content streaming side of the company started in 2007 and since then its userbase has grown to a staggering 120 million users.

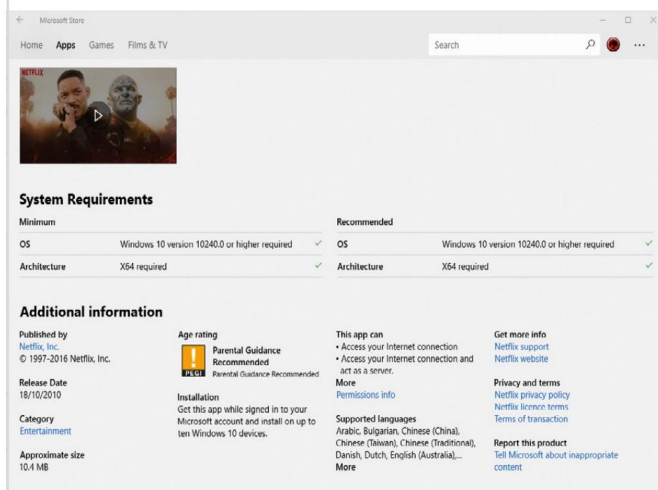
Binge Watching

With an ever growing number of shows and movies available, it's hard not to end up binging on Netflix for hours at a time. Here's how to install it from the Windows 10 Store.

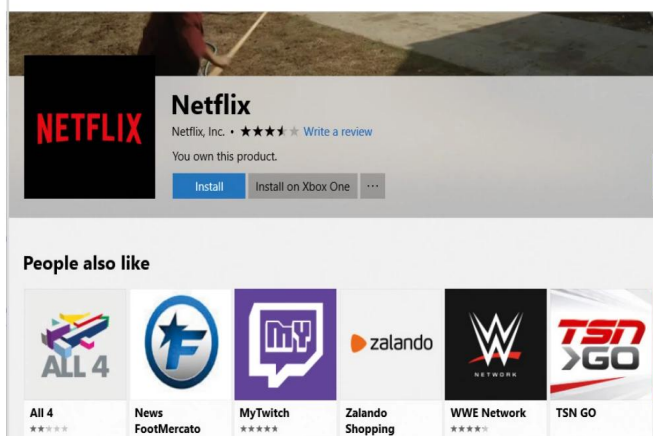
- 1 Start by opening the Windows 10 Store. In the search box type Netflix, to bring up the list of available apps. The Netflix app is the first option available. Click it to view the app's page in the Store.



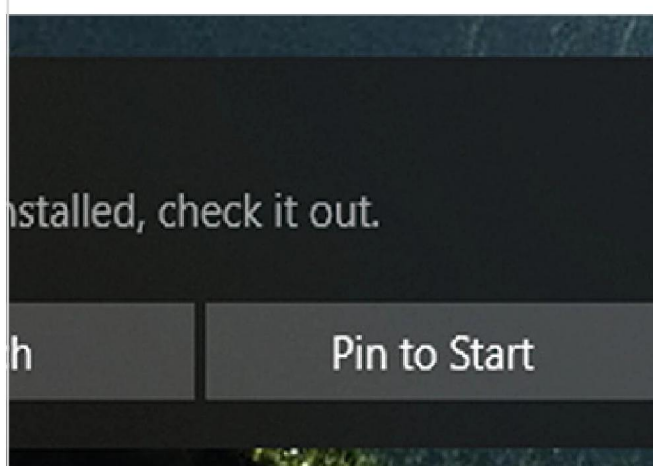
- 2 It's worth taking a moment to scroll through the page and view the system requirements, additional information and especially the company's privacy, terms and conditions and licensing terms.



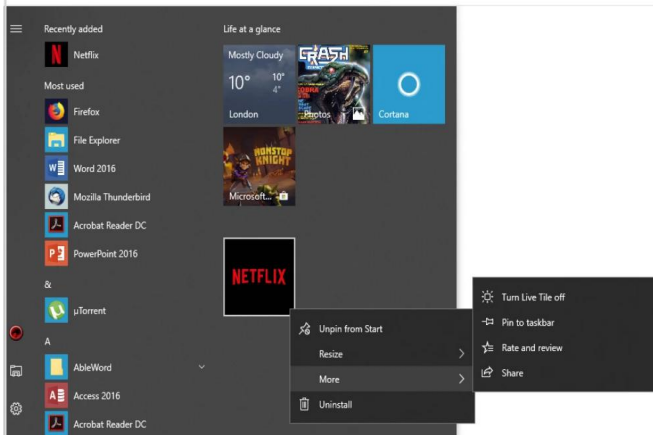
- 3 Depending on your Windows 10 setup, you may find you already have the Netflix app preinstalled on your system. It depends on how and who set the system up in the first place. If you already have Netflix you can skip these next couple of steps. Otherwise, click the Install button at the top of the window.



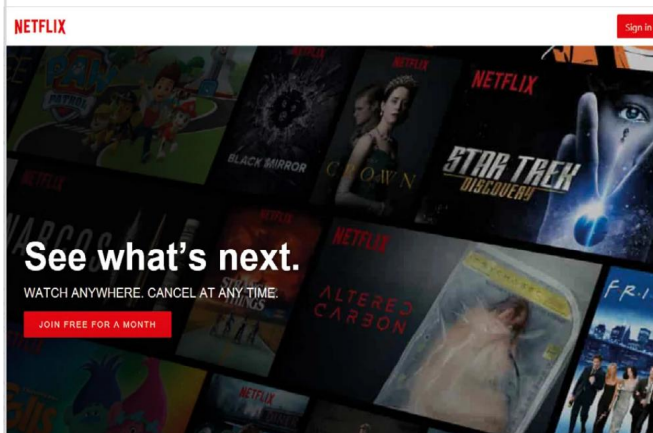
- 4 When the installation is complete a notification pops up in the bottom right of your desktop. Of the two options available within the notification, choose Pin to Start to put the app in the groups section in the Start menu.



- 5 With the Netflix tile in the group section, you can right-click it to move, resize, turn Live Tiles on or off, unpin or even uninstall it. When you've applied any changes you want to the tile, click it to launch Netflix.



- 6 If you already have a Netflix account, click the Sign In button in the top right of the app's window. Otherwise, you can opt to join free for a month by clicking on the relevant button in the middle of the window.



- 7 Clicking on the Join Free button takes through the process of creating a new Netflix account. There are currently three options available, detailing what you get for the monthly fee, and more importantly, how much it costs. You need to enter your credit or debit card details but you can cancel at any time.

Choose the plan that's right for you

Downgrade or upgrade at any time

	Basic	Standard	Premium
Monthly price after first month ends on 17/03/2016	£5.99	£7.99	£9.99
HD available	x	✓	✓
Ultra HD available	x	x	✓
Screens you can watch on at the same time	1	2	4
Watch on your laptop, TV, phone and tablet	✓	✓	✓
Unlimited films and TV programmes	✓	✓	✓
Cancel at any time	✓	✓	✓
First month free	✓	✓	✓

HD and Ultra HD availability subject to your internet service and device capabilities. Not all content available in HD or Ultra HD. See Terms of Use for more details.

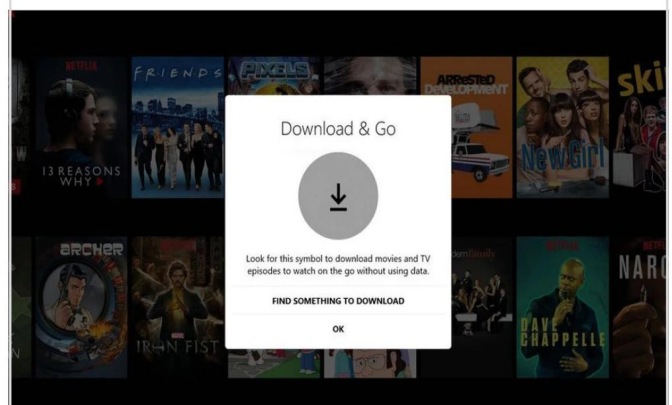
- 8 Netflix now offers full HDR streaming on the Windows 10 app. However, you need a really good PC in order to be able to enjoy 4K content. The minimum spec requires you to have a 7th generation CPU or higher, 8GB of main RAM and an Nvidia 1050 GPU with 3GB of memory, or the AMD equivalent.



- 9 You can use the search bar to look for specific movies and shows within Netflix or browse through the Popular section to see if anything fits the bill. Note, the more shows and movies you watch, the more your Top Picks choices will be populated.



- 10 Netflix have introduced an offline function whereby you can download content to watch later, thus saving on bandwidth and eliminating any buffering issues at certain times of the evening. All you need to do is look for the Download & Go icon, then go to My Downloads to view your offline content.





Exploring GIMP on a PC

GIMP (GNU Image Manipulation Program) is a multi-platform, completely free, extremely powerful image editing suite. It is perfect for photo retouching, image composition and image authoring and also advanced enough to allow the creation of impressive original artwork. The software provides further extensibility through integration with several key programming languages, including Scheme, Perl and Python.

Main Toolbox

If you have used any image editing software before, such as Photoshop, you should recognise at least some of the tools here. The Main Toolbox contains a set of icon buttons used to select tools. By default, it also contains the foreground and background colours. You can add brush, pattern, gradient and active image icons in the toolbox preferences.

Image Window

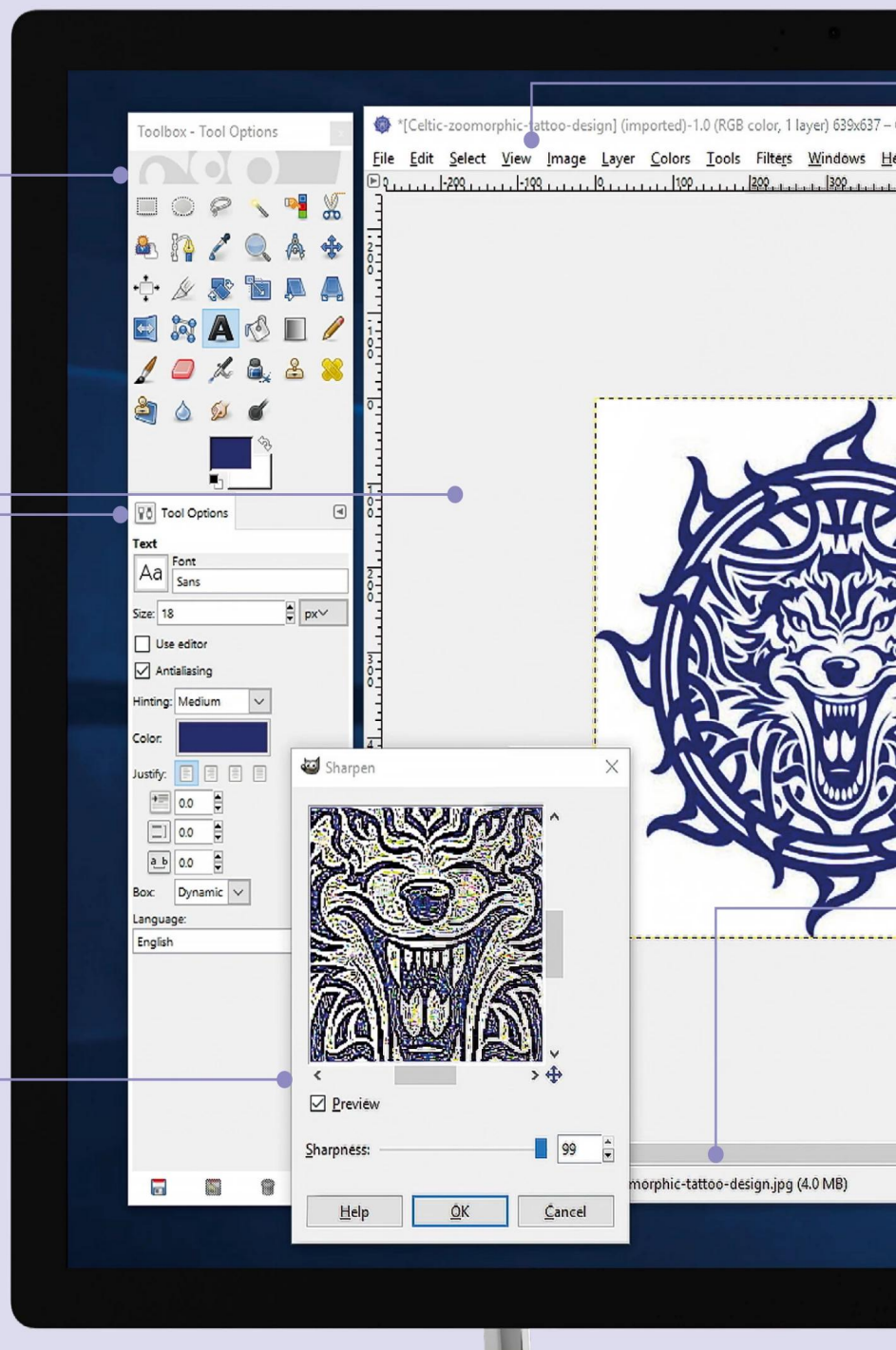
This is your main working area, the Image Window. Each image open in GIMP is displayed in a separate window. Many images can be open at the same time, limited by only the system resources. Before you can do anything useful in GIMP, you need to have at least one image window open.

Tool Options

When you select a tool from the Main Toolbox, tool options will be displayed below it (if any further tool options are available). In the image here, the tool options for the selected Zoom tool are slightly hidden behind a floating tool window.

Floating Tool Windows

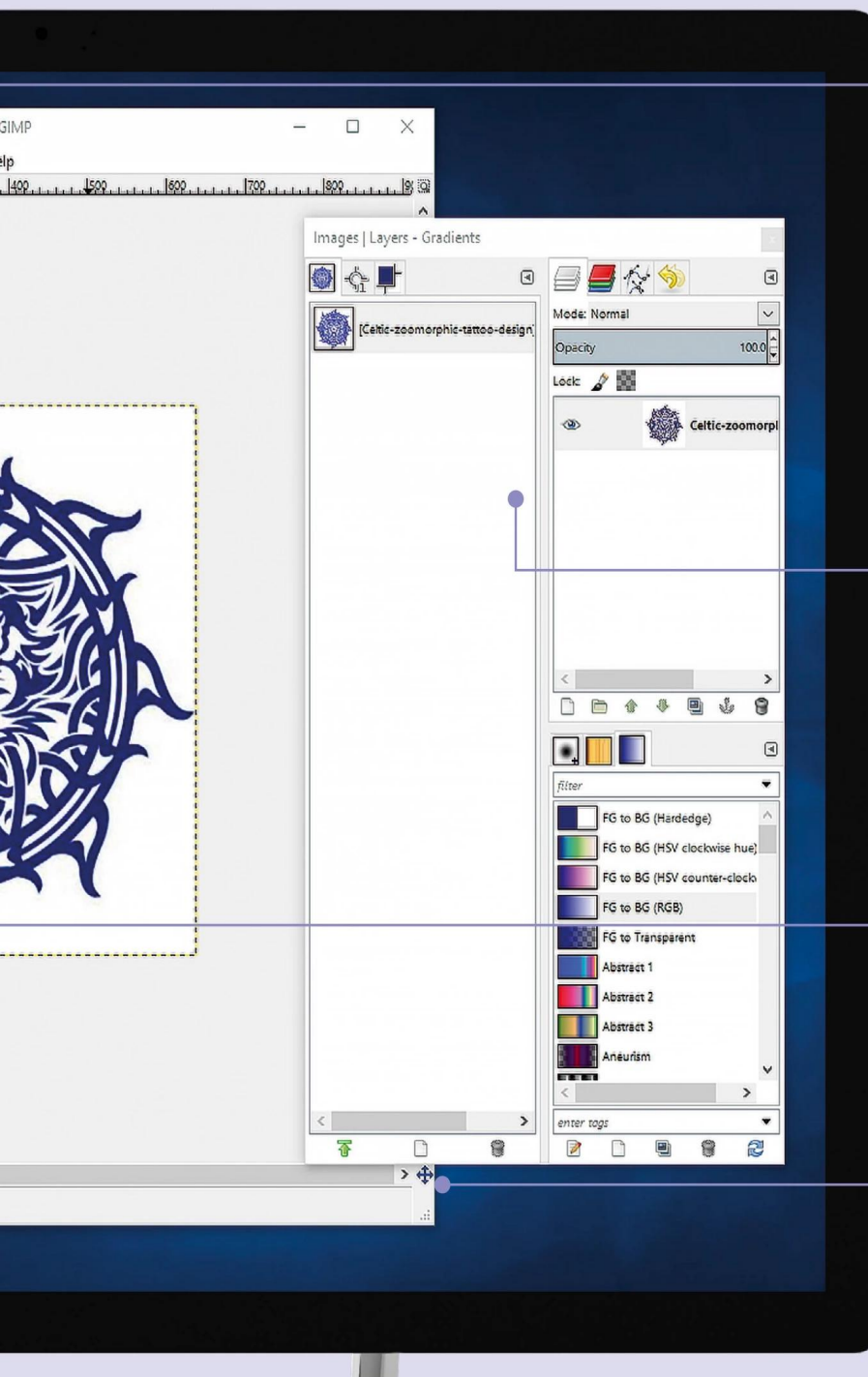
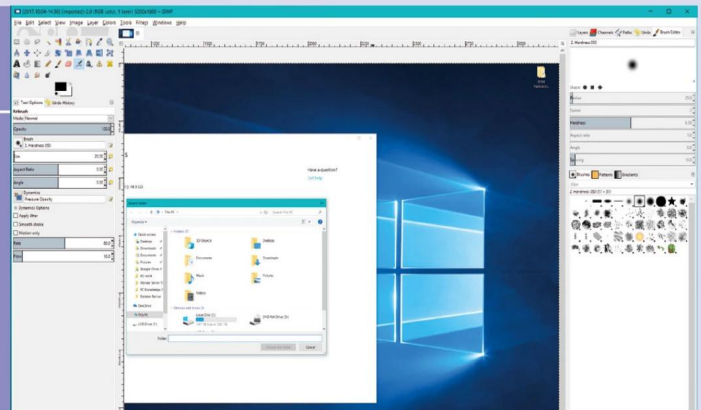
Certain tools will open in a floating window, rather than in the docks. Here you can see that the Sharpen filter window is open. You can have several filter windows open at the same time, although too many might affect system performance.





SINGLE OR MULTI-WINDOW MODE

When you open GIMP for the first time, it opens in multi-window mode by default. You can enable single-window mode through Windows > Single-Window Mode in the image menu bar. After quitting GIMP with this option enabled, GIMP will start in single-window mode next time. Here we are in multi-window mode.



GIMP Tool Tabs

If you have used any image editing software, or even things like Microsoft Word, you should be fairly familiar with the tabs running along the top of the main window. The tabs here give you access to every tool, option and setting in GIMP, from File options to Help files. It is worth taking the time to explore these tabs when you first start using the software, to help navigation later.

Multi-column Docks

This window can display a variety of different tools and information, including Layers, Channels, Paths and the Undo History. By default, this will be a single column window but you can add a second column (to house more panels) in Windows > Dockable Dialogs.

Status Area

The Status Area is at the bottom of the image window. By default, the Status Area displays the original name of the image.xcf file and the amount of system memory used by the image. You can customise what information is displayed here in the Image Window preferences.

Navigation Control

The Navigation control is a small cross-shaped button at the lower right corner of the image display. Click and hold on the navigation control to display the Navigation Preview to display a miniature view of the image. Move your mouse to move the image around the Image Window.



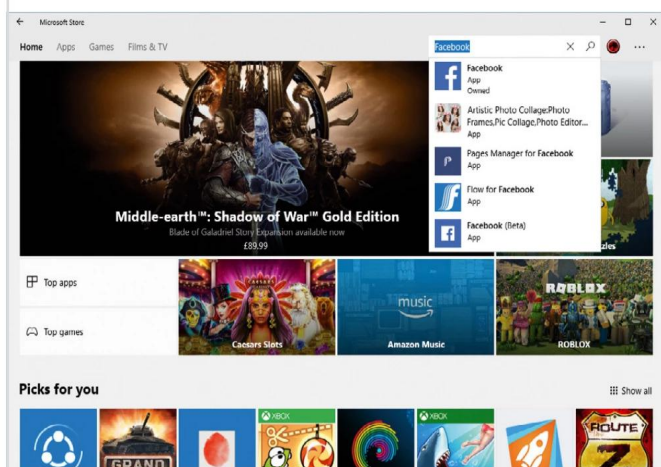
Facebook on Windows 10

Like it or not, Facebook has changed the way we communicate through social media. Since the company's launch in 2004, the platform has had its fair share of positive and negative media. With over 2.2 billion monthly active users, Facebook is here to stay.

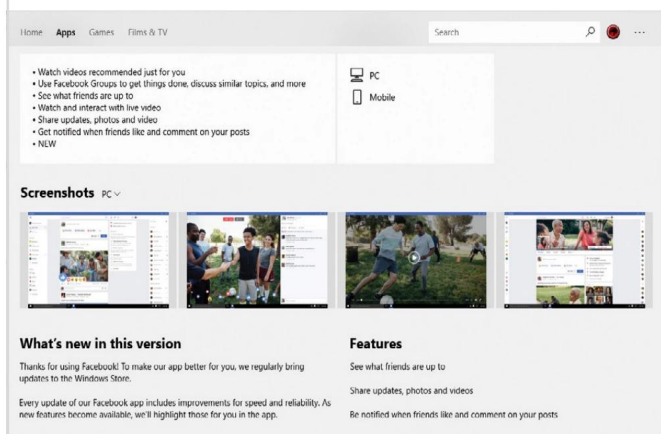
Be Connected. Be Discovered.

If you prefer not to visit Facebook via your browser, the Windows Store has a specially developed app for both PC and mobile platforms that's just as functional as the web-based interface. In fact, it's considered by many pundits to be far superior than viewing online.

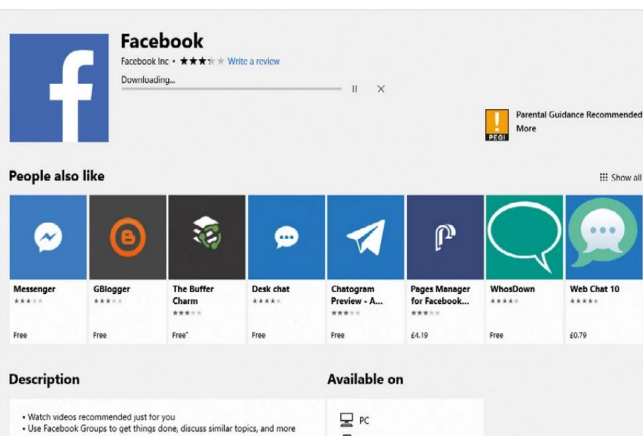
- 1 First, open the Windows 10 Store. In the Search box, located in the top right of the Store window, type Facebook. The first option available, labelled App, is what you're looking for. Simply click it to be taken to the Facebook app page in the Store.



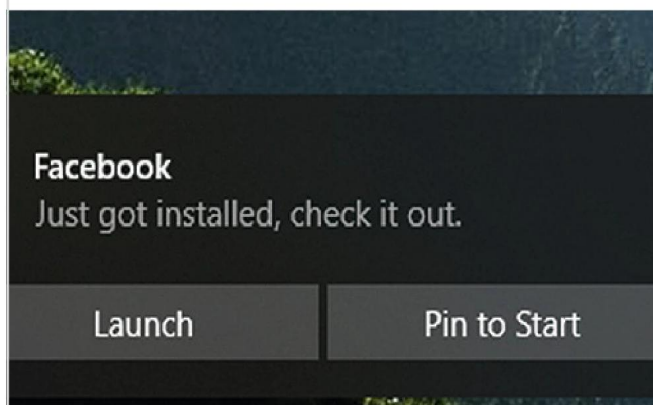
- 2 The Store front details the specifics regarding the app you're currently viewing, Facebook in this instance. Scroll down through the app's page to view a description, any updated information, system requirements, additional information and what functionality the app uses, in case you're concerned over privacy and such.



- 3 Scroll back to the top of the Facebook app page in the Store. To install the app on to your PC, simply click the blue-coloured Install button. This will initiate the download and installation process. The Facebook app weighs in at around 140MB, which isn't too hefty for a modern app.

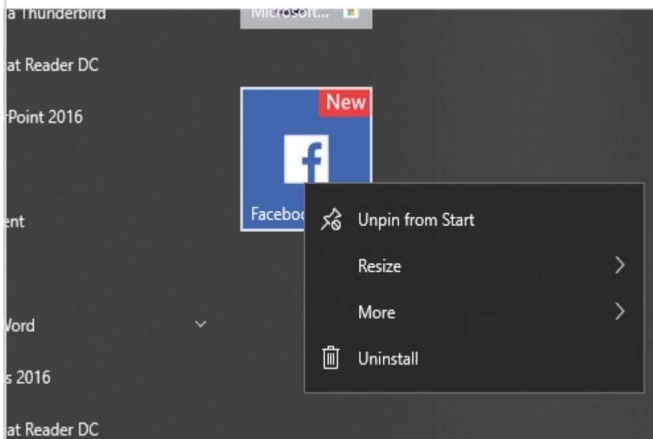


- 4 Once the installation process is complete, you receive a brief notification in the bottom right of your Windows desktop. There are two options available from the notification, Launch and Pin to Start. While you can Launch the app right away, we recommend clicking Pin to Start. This will place the app in the available Groups from the Start button.

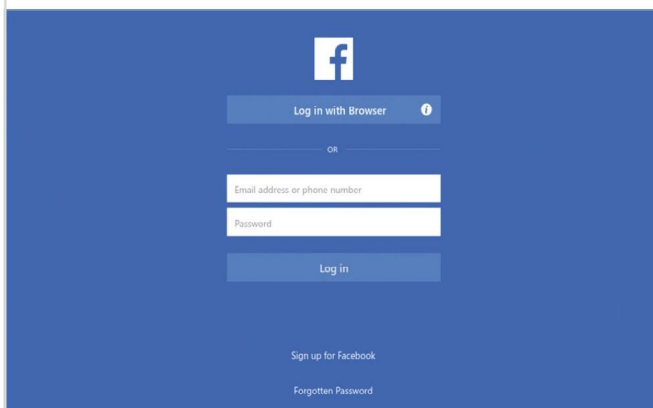




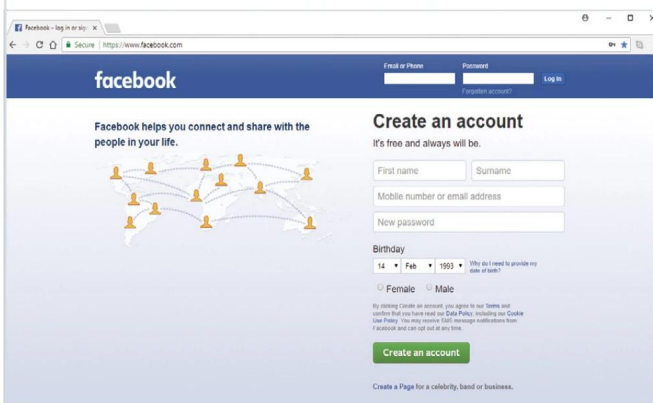
- 5 Click the Start button. If you decided to Pin to Start, as in the previous step, you can now see that Facebook is available as a tile within the Groups section. This allows you to right-click the tile and opt to resize, turn off live tiles, move, unpin from start and so on.



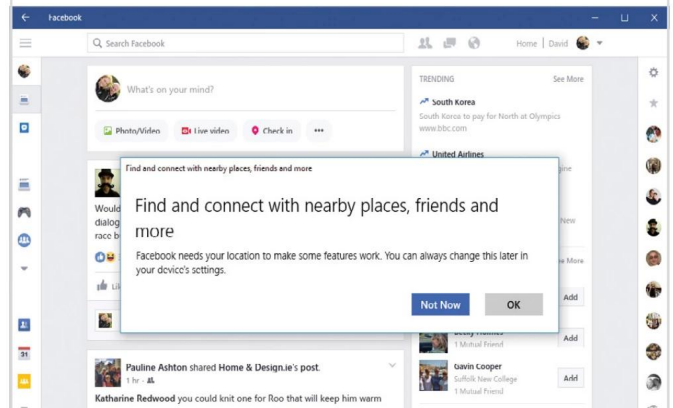
- 6 Naturally, the next step of the process is to single left-click the Facebook tile to launch it. When launched, the app requests your Facebook user details to login; enter them into the boxes provided and click the Log in button. If you don't currently have a Facebook account, click on the Sign up for Facebook link.



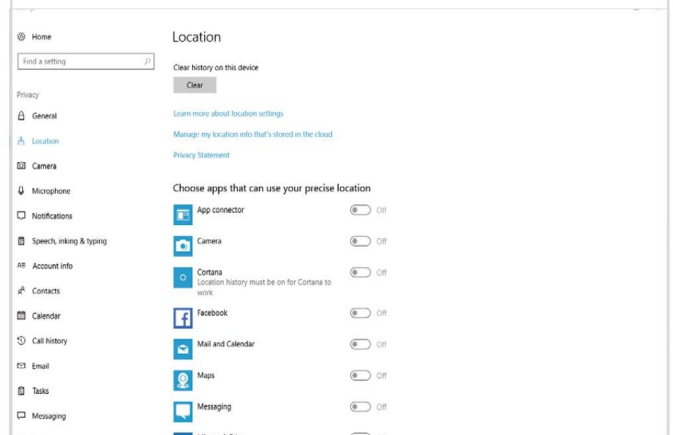
- 7 Clicking the Sign up for Facebook link will open your default browser to the Facebook Create an Account page. Enter your details and take a moment to view the company's current Terms and Conditions, along with the Data Policy. When your account has been set up, you can close the browser and return to login at the app.



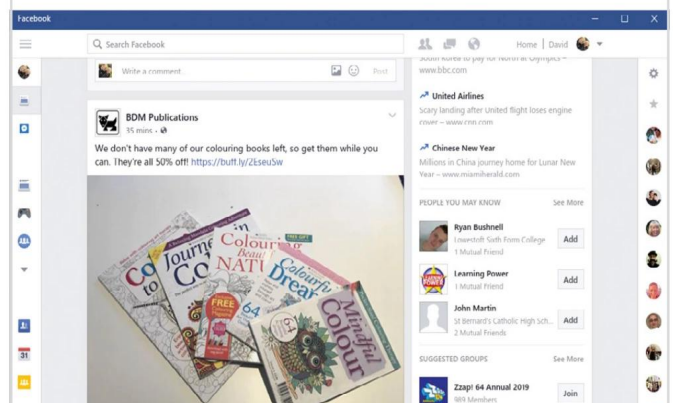
- 8 If you don't already have the Location feature enabled within Windows 10, you will receive a notice when you log into Facebook via the app. It's up to you if you want to enable this feature. Clicking OK will remove the notification but leave the Location setting in Windows 10 unchanged.



- 9 If you want to enable Location for Facebook, click on the Start button and enter Location into the search. Click on the Location Privacy Settings result and then enable the Location feature and even specify which apps have access to your precise location.



- 10 The Facebook app presents a slightly more compact view than that of the web-based version. Current online friends are listed down the right-hand side of the screen, while your News Feed and groups are listed down the left. There's the search bar along the top, with friend requests, messages, notifications and your profile settings.





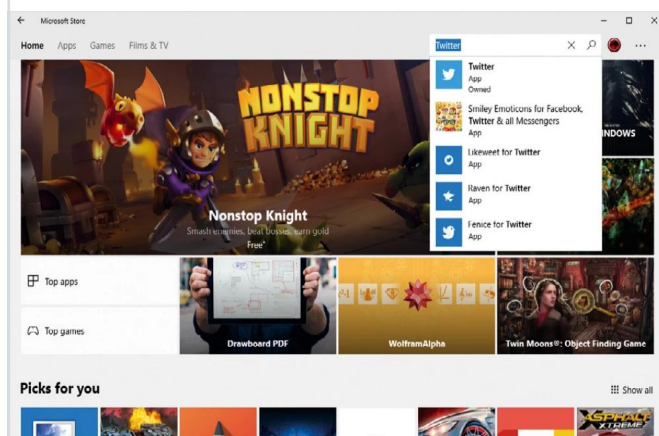
Twitter on Windows 10

With over 330 million active users, Twitter is a force to be reckoned with. Its impact on our modern society covers everything from celebrities, politics, education, religion and emergencies. World leaders use it, astronauts aboard the ISS use it, even inanimate objects appear to use it.

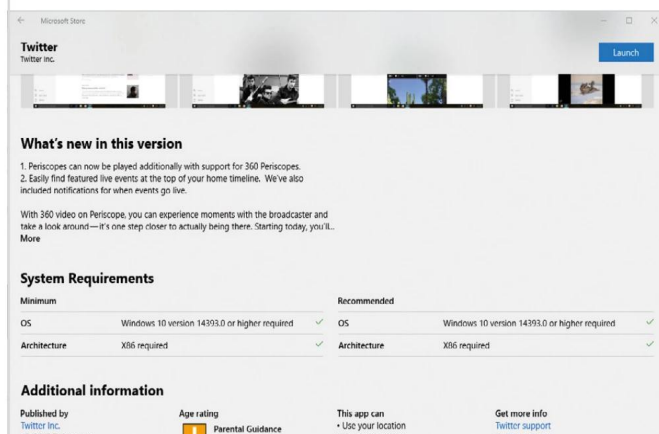
Yours to Discover

Twitter through the browser is the most common method of accessing the Twittersverse. However, there's also a handy app available in the Windows Store. Here's how to get it up and running.

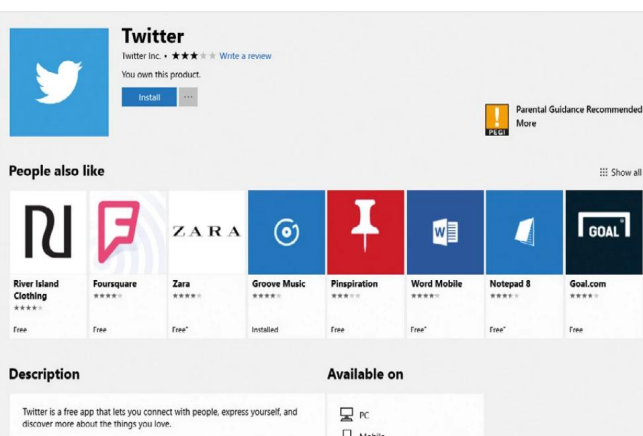
- 1 In most cases you will find that the Twitter app for Windows 10 is already installed on your system by default. It's part of a collection of apps that Microsoft chose to include with the initial installation. It is possible that the app has been removed from your system though. In this case, open the Store and search for Twitter.



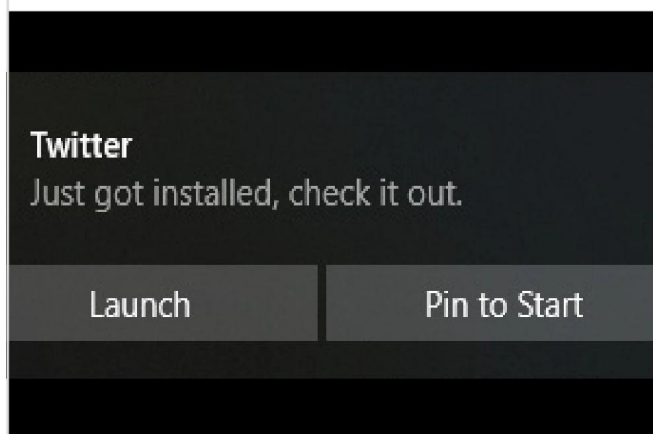
- 2 From the Twitter app page in the Store, you can scroll down through the description, see what's been updated, which Microsoft devices it's available on, check the system requirements and even read user reviews. It's also worth reading through the Twitter Privacy Policy and Terms, under the Additional Information section.



- 3 When you're ready to install, scroll to the top of the app's page in the Store and click the blue Install button. Twitter is a reasonably lightweight app, being around 30MB in size, but if you're on a metered connection you may need to wait until you're back on regular broadband before installing.

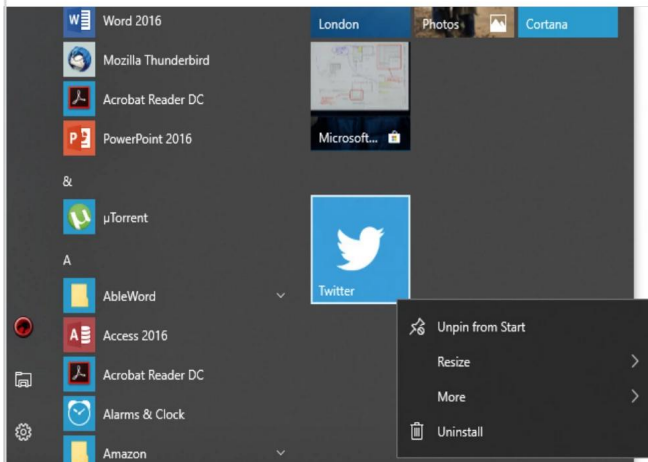


- 4 The installation doesn't take long, and once it's completed you see a notification appear in the bottom right of your desktop. There are two options available from the notification, Launch and Pin to Start. For now, click the Pin to Start option. This will place the app in the Group section from the Start button.

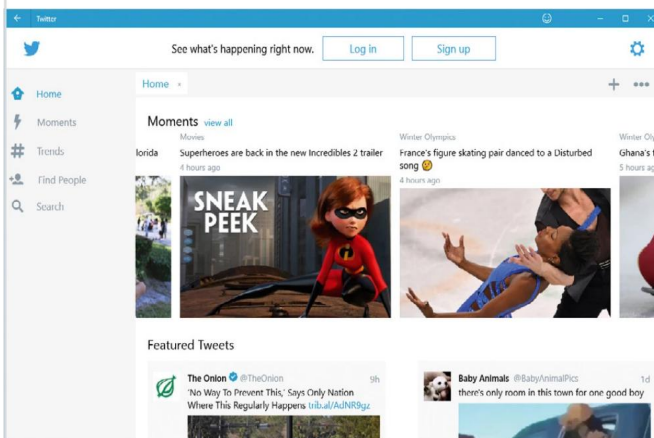




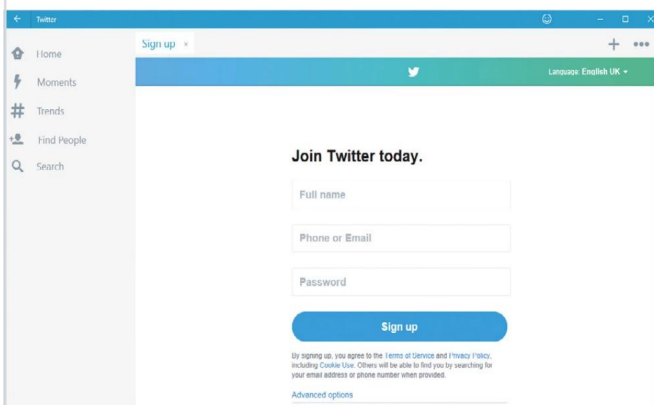
- 5 Click the Windows Start button and the newly installed Twitter tile will be visible in the Group section. From there you can right-click the tile to resize, pin to Taskbar, turn Live Tiles on or even uninstall.



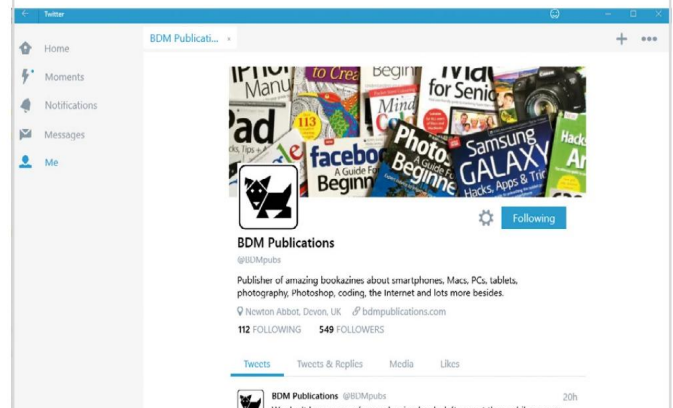
- 6 Clicking the Twitter tile will naturally launch the app. To the top of the window there are options to log in with an existing Twitter account or sign up for a new account, which takes you to a new sign up page.



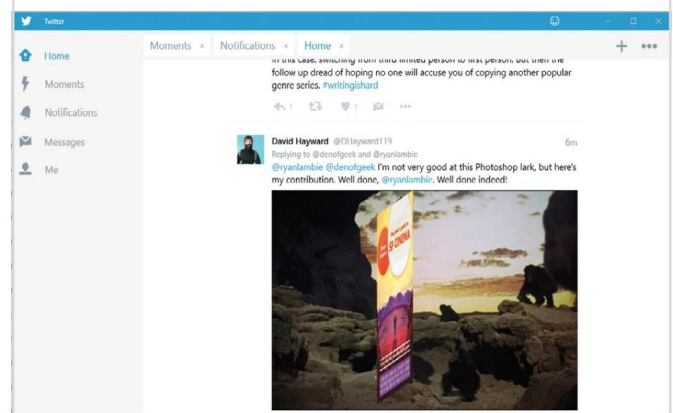
- 7 The Sign Up page is self-explanatory and easy to use. Simply enter your name, phone number or email, and a strong password. However, before clicking on the Sign Up button, it's recommended you review the company's Terms of Service and Privacy Policy via the links provided.



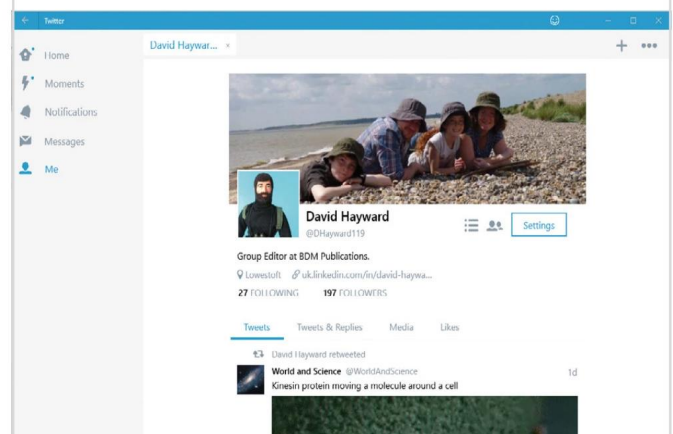
- 8 When you login to the Twitter app you control what you view and who to follow via the panel on the left-hand side of the window. You can browse through your Twitter feed, view Moments, Notifications, Messages and check your own profile. Search is available to the bottom of the panel, along with a new Tweet button.



- 9 The top bar in the Twitter app is reserved for new windows, so you can simultaneously have open your Home feed alongside Moments, Notifications and so on. This makes for a more effective use of Twitter, as opposed to clicking from one to the other as you would when using Twitter in a browser.



- 10 Your Twitter profile can be edited, including the addition of profile images and backdrops, by clicking on the Me link in the left-hand pane. You can also view your own Tweets, replies and any media and likes that you add.





WhatsApp Desktop on Windows 10

At its heart, WhatsApp is simply a free to use cross-platform instant messaging service but to its many users the app is much more than just a means of keeping in touch. In just nine years, WhatsApp has grown into one of the most used messaging apps available.

What's Up

With a user base of over 1.3 billion and growing, WhatsApp shows no sign of slowing down. Here's how to install and use it via the Windows Store.

1 You need to install WhatsApp and create an account on your phone before you can use it. The app has been developed for Android, iOS and Windows Phone. Tap the Store icon on your phone, searching for WhatsApp. Tap the correct search and you're taken to the relevant page on the Store.

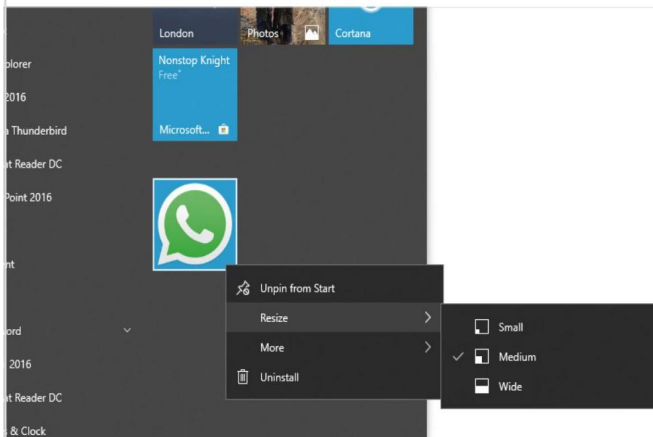
2 With the WhatsApp page on the Play Store open, tap on the Install button and the process will begin. Some phones already have a version of WhatsApp preinstalled by the manufacturer. You can see if yours is one such device as it displays Update and Open buttons. From here it's recommended to tap Update.

3 Once the update or install has finished you will be left with an Open button and Uninstall if you prefer to remove it; you may not be able to remove a preinstalled version though. Tap Open to launch WhatsApp. Now follow the on-screen instructions to begin the set up of WhatsApp, using the phone's number to pair the app with the device.

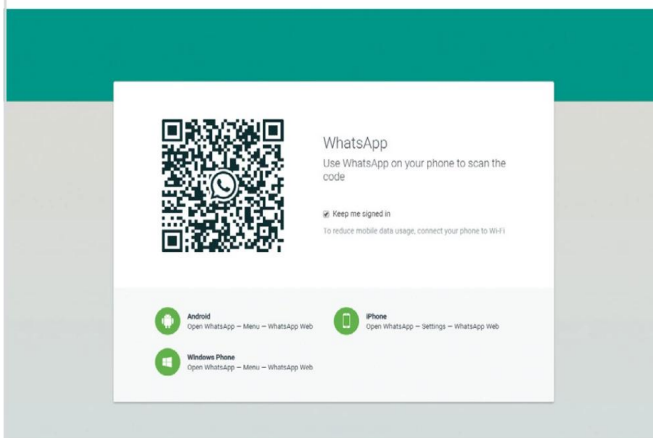
4 Once you've installed WhatsApp and set up an account on your phone, you can turn your attention to the Windows 10 app. Open the Windows Store and search for WhatsApp Desktop. When the app's page loads up, click the Get button (if your PC doesn't already have it) to begin the installation.



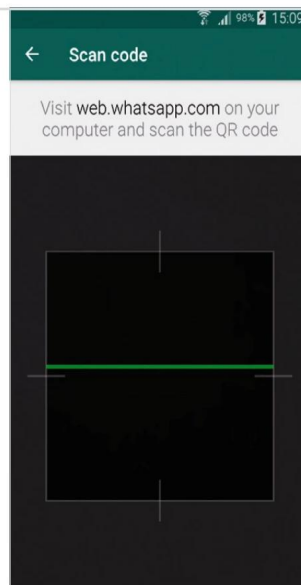
- 5 When the installation is complete, click on the Pin to Start option within the notification that pops up. WhatsApp can now be located by clicking on the Start button, it's in the groups section, and right-clicking lets you move, resize and unpin the app accordingly.



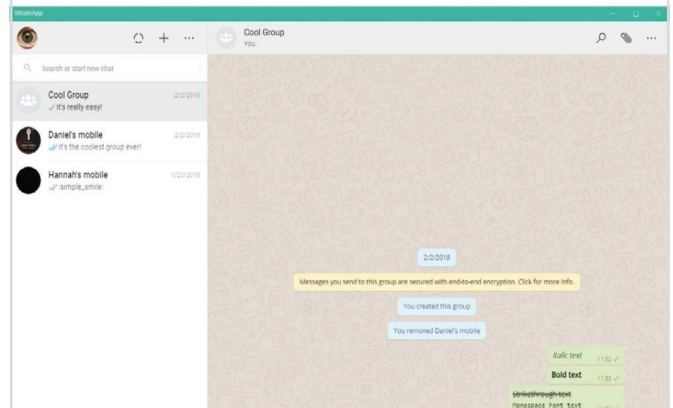
- 6 Click the app's tile to open WhatsApp. The app window opens with a generated QR Code, which can be scanned in by WhatsApp on your phone. This process matches the account and automatically logs you into your own WhatsApp profile.



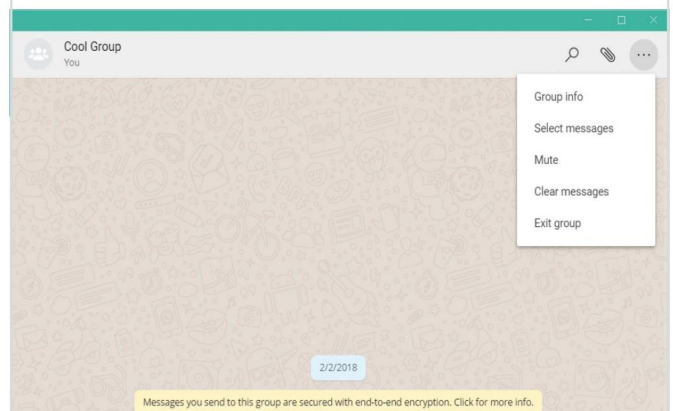
- 7 You need to open WhatsApp on your phone, then tap on the three vertical dots in the upper right, followed by WhatsApp Web. Point the device's camera at the QR Code and the autologin process will start. If the QR code isn't recognised, you may need to wait a moment for a new QR Code to be generated.



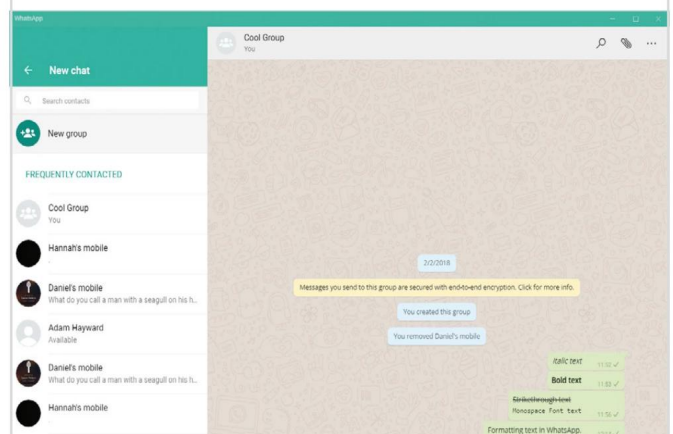
- 8 The autologin feature takes a few seconds and you may get a notification on your phone indicating a successful login from your Windows 10 PC. With the WhatsApp window open, you can browse through your chats using the left-hand pane, while the chat contents are displayed in the right pane.



- 9 There are numerous options along the top of the app. The three horizontal dots represent further settings that can be applied either to a chat, user or your own profile. The icon in the top left of the WhatsApp window is your own profile and from there you can upload a new profile image and edit your personal visibility in WhatsApp.



- 10 WhatsApp on the Windows 10 desktop provides limited functionality compared to what's available in the mobile version. However, you can still create new chats and groups and update your status as you would when using the app on your phone.






Social Networks – Secure Yourself on Facebook

Facebook has become one of the best sources for cyber criminals to gain personal information on the Internet. Without realising it, a user is giving out reams of data and in most circumstances they're making it public. Remember, your personal information is extremely valuable to a cyber criminal.

Create a Safer Facebook Profile

The dangers of social media aren't just for young people, many adults have been duped into befriending someone they don't know and exposing their personal information.

Tip 1 Facebook's policy forbids the use of fake names but it does allow nick names to be used. Where possible, use your nickname instead of your real name. This will effectively hide your real name details from those who would wish to exploit it.



82 characters remaining [Save](#)

Dave the Barbarian!

Tip 2 Set up two-factor authentication, alerts about unrecognised logins and make sure that emails from Facebook are encrypted. These can all be found in the Settings > Security and Login section. These three security tools will instantly make Facebook more secure.

Security and login

We've reorganised a few things. Legacy contacts and the account deactivation option are in the **General** section.

Recommended

Choose friends to contact if you are locked out
Nominate 3 to 5 friends to help if you are locked out of your account. We recommend this to everyone.

Where you're logged in

Windows PC · Lowestoft, United Kingdom
Firefox · Active now

Login

Change password
It's a good idea to use a strong password that you don't use elsewhere

Log in using your profile picture
Tap or click your profile picture to log in, instead of using a password

Tip 3 Go to Settings > Privacy and make sure that the Who can see my stuff section is set for just friends, as opposed to friends of friends or public. This will effectively hide your Timeline contents from others and only your confirmed friends will be able to see any updates.

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends
	Who can see your friends list?	Friends
Review all your posts and things you're tagged in		
Limit the audience for posts you've shared with friends of friends or Public?		
Who can contact me?	Who can send you friend requests?	Everyone
Who can look me up?	Who can look you up using the email address you provided?	Friends
	Who can look you up using the phone number you provided?	Friends
	Do you want search engines outside of Facebook to link to your Profile?	No

Tip 4 Never post any contact information on your profile. We often automatically start filling in the phone number field on a site but take a moment to consider what the ramifications could be should your number be made aware outside your circle of friends. That also includes house address too.

Mobile Settings

Activating allows Facebook Mobile to send text messages to your phone. You can receive notifications for friend requests, messages, wall posts and status updates from your friends.

Already
Confirmed

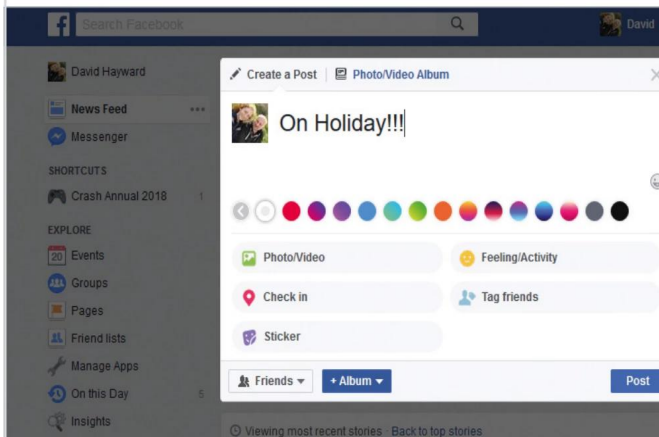
You can also update your status, search for phone numbers, or upload photos and videos from your phone.

[+ Add a phone](#)

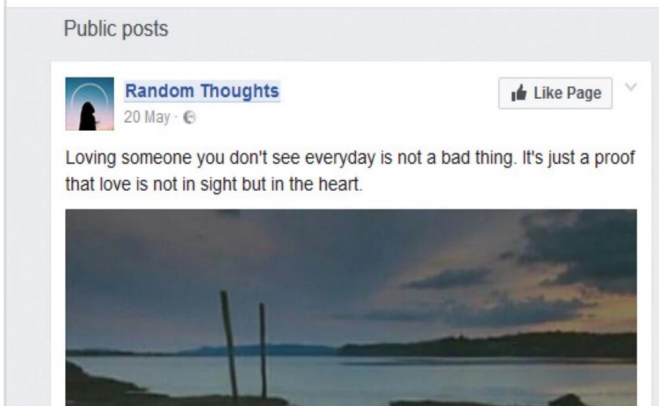
Learn more about using Facebook on your phone at [Facebook Mobile](#).



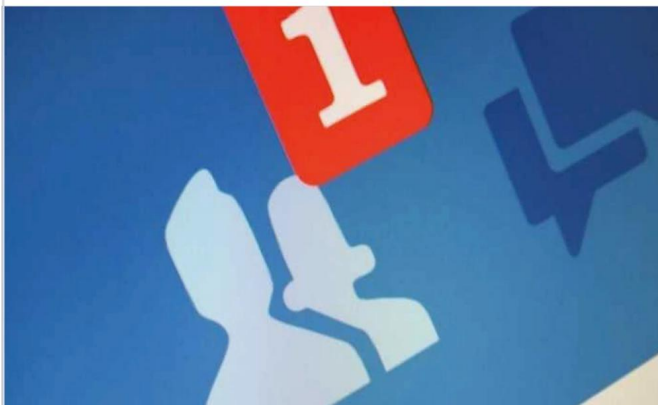
- Tip 5** Tempting as it may be, try to avoid posting your location. Whether you're at home alone or you're on holiday, should that information be made available then a criminal will know that your house is empty or worse, that you're alone in it.



- Tip 6** Try to avoid sharing thoughts of the day, inspirational quotes, fake news or other such items that appear on your Timeline from others. Often these instances are created to farm for shares and likes and can often be traced back to individuals who are looking for active Facebook accounts.

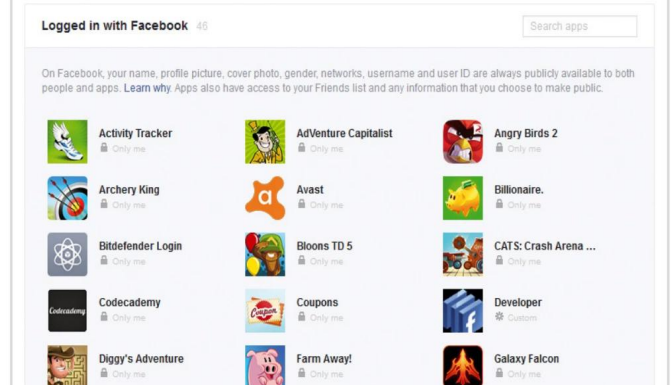


- Tip 7** Do not automatically accept every friend request you get. Take a moment to check the person out and if necessary message them to find out who they are and how they know you. If their answer is vague, then it's best to ignore the request, as they could be fishing for information.



- Tip 8** Not all apps you install on your phone or tablet are good. Take a moment to read what an app will try to access when it's installed. Often a rogue app will attempt to access your Facebook account to farm for information on you and your friends.

App Settings



- Tip 9** Whilst in the Settings > Privacy section, consider editing the default options for the Who can look me up fields. These will prevent the public, or even friends of friends, from being able to find you on Facebook, which in turn adds a higher level of security to your account.

Limit the audience for posts you've shared with friends of friends or Public?		
Who can contact me?	Who can send you friend requests?	Everyone
Who can look me up?	Who can look you up using the email address you provided?	Friends
	Who can look you up using the phone number you provided?	Friends
	Do you want search engines outside of Facebook to link to your Profile?	No

- Tip 10** Finally, ensure that the Do you want search engines outside of Facebook to link to your profile option is set to No. This will hide you from someone who has entered your name into Google in the hope that they might be able to find your Facebook account.

Who can look me up?	Who can look you up using the email address you provided?	Friends
	Who can look you up using the phone number you provided?	Friends
	Do you want search engines outside of Facebook to link to your Profile? <ul style="list-style-type: none"> When this setting is on, search engines may link to your Profile in their results. When this setting is off, search engines will stop linking to your Profile, but this may take some time. Your Profile can still be found on Facebook if people search for your name. <input type="checkbox"/> Allow search engines outside of Facebook to link to your Profile	



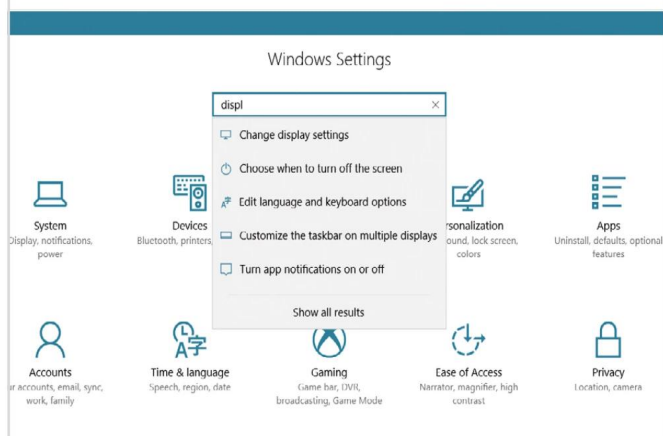
Using Windows 10 Night Mode

Most screens give off blue light, which is known to activate our brains and keep us awake. It can also cause tired or sore eyes. The latest version of Windows 10 (the recent Creators Update) has added a Night Light mode to the settings. This setting, when enabled, will take much of the blue light out of the monitor.

Set Up and Use Night Light

There are a couple of different ways you can use Night Light mode and a few settings that can be used to make it perfect for your display and personal preference.

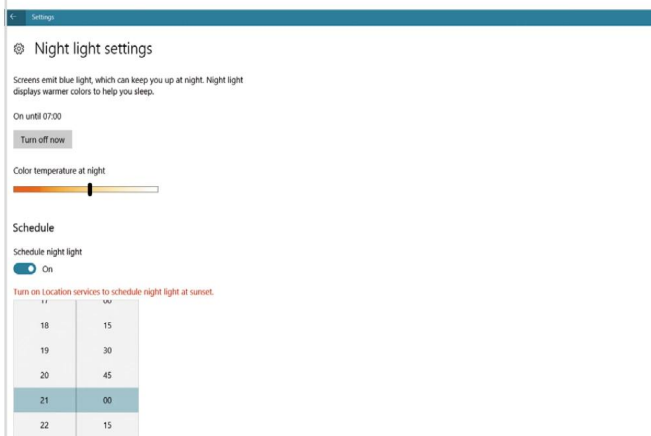
- 1 To turn Night Light on, head in to Settings > System > Display. At the top of the display settings you will see the Night Light slider switch and you can simply click the slider to turn Night Light on as you need it. If you don't see it, you will need to check that you have updated Windows 10 with the Creators update.



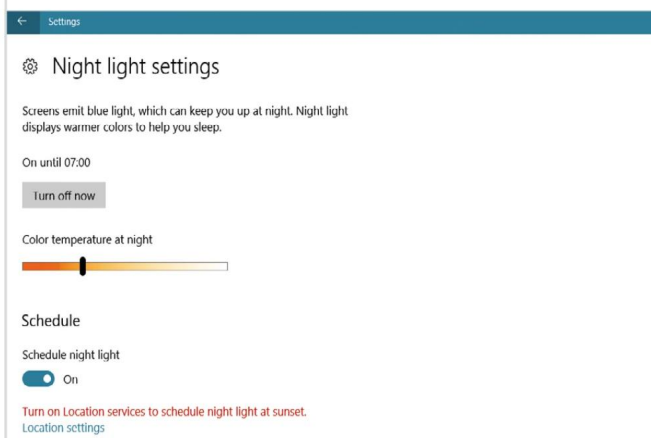
- 2 As soon as you click the slider you see the screen change. Some of the blue light is stripped out and the colour shifts towards the red spectrum. If you don't see a change, it may be that the feature is configured to activate during certain set hours (between 19:00 and 7:00, for example).



- 3 Click Night Light Settings and then Turn on now, if you just want the feature activated. Alternatively, you can set a schedule, so that your device switches to Night Light mode at the same time each evening. Click 'Schedule night light' and choose the on and off times using the clock interface.



- 4 You can also alter the colour temperature of the display change when Night Light is activated. Some displays may respond better to the default change than others, so if you think you need more blue light blocked out (or less), use the colour slider to change the amount until it suits you.





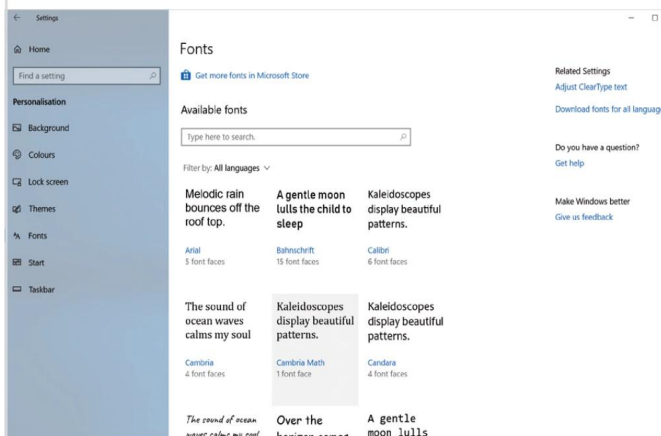
Installing and Managing New Fonts

Windows 10 now includes a new, easier way to install and manage system fonts. This is part of Microsoft's ongoing process of moving all the system options and features to the main Settings interface, rather than having them split between Settings and the Control panel. This new system of font control even allows you to download from the Store.

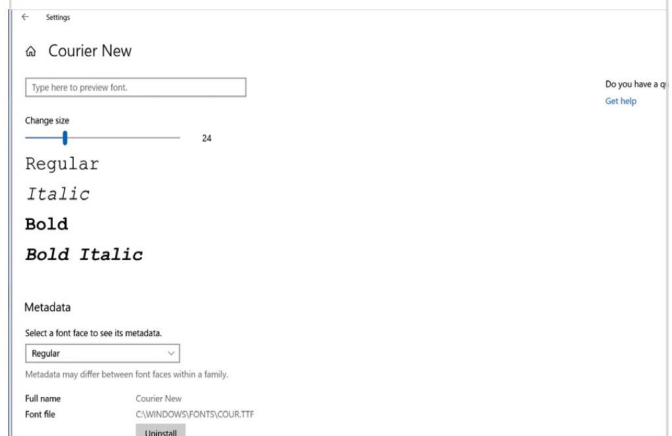
Install and Manage Fonts

To install and manage your fonts through the Settings, you will need to have the April/Spring update installed and up to date. In older versions of Windows 10, you will need to dig deeper.

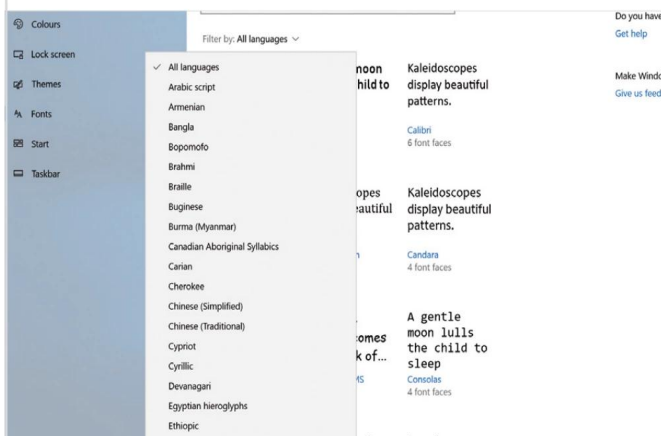
- 1** You can now find the fonts controls in Settings > Personalisation > Fonts. Here you will see a scrollable list of your current fonts, each with a visual example of how they look. This is a much more user-friendly way of viewing your fonts, letting you see exactly what each will look like when used.



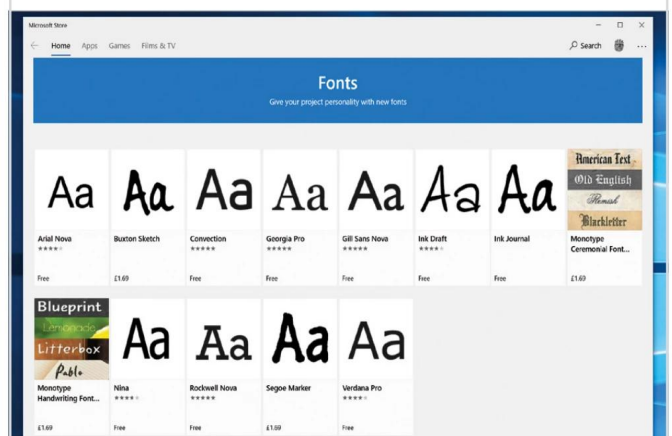
- 3** Click on any font in the list to view the available font faces and to see the font as it will display at different sizes, using the slider. You can type a word or sentence into the box at the top to see how it will look in that font. To uninstall a font, simply click the Uninstall button on the font preview screen.



- 2** You can search for fonts using the search field at the top or just look through the alphabetical list. You can also filter the list by language. Each font is shown with the number of font faces it includes. A font face is a different version of the same font, i.e. regular, bold, italic, italic bold, etc.



- 4** To find new fonts, click the Store link at the top of the main fonts page in the settings. The Store will open with all available fonts displayed. To install one, click on it in the Store and then click the Get button, or the Buy button if the font is not a free one. Installation is automatic, and now complete.





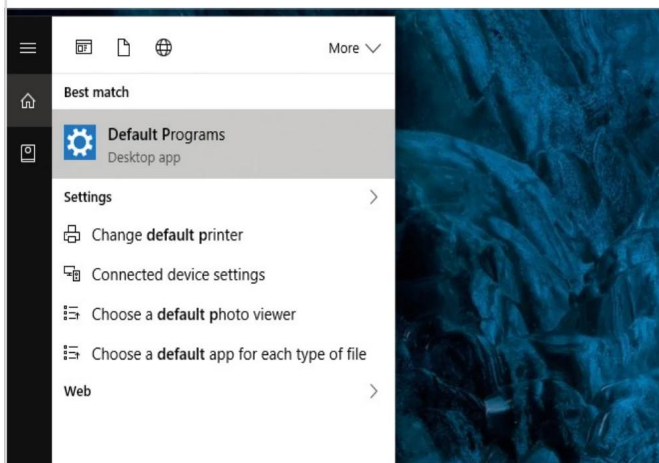
Changing File Associations and Protocols

Windows 10 comes with its own default set of associations that open specific file types. A file association controls which apps or programs are set to open which types of files. If you're not happy with the default associations and want to choose your own, it's easy to do.

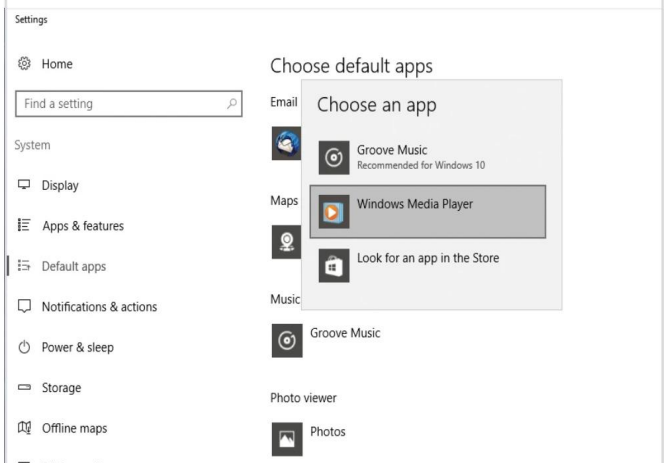
Default Programs and Protocols

The ability to change the default apps and programs that Windows 10 uses goes a long way to helping you take full control of your PC and the system software.

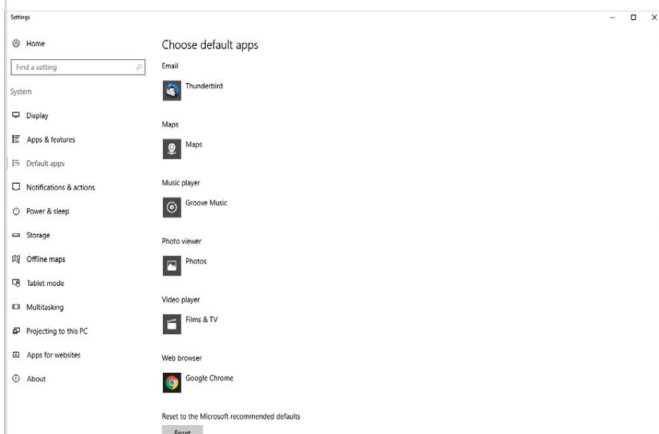
- 1 Click on the search bar on the left of the taskbar and type "default programs". You can also navigate to this settings tool by opening the All Apps list, scrolling down to W and clicking Windows System > Default Programs. Either way, open the tool on screen.



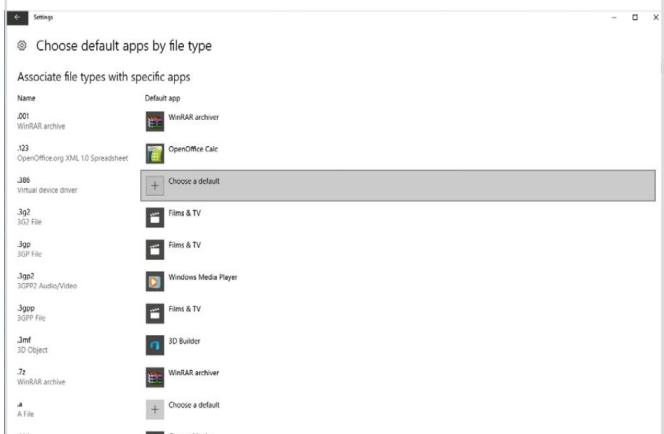
- 3 Below the description, you will see two options: Set this program as default and Choose defaults for this program. The amount of default file associations are also shown. Click 'Set this program as default' first.



- 2 A list of apps already associated with various functions will appear. Click on any of these to see alternative options. The options shown will vary depending on the apps you have installed at this time. If a function has no apps associated with it, you can click 'Look for app in the Store'.

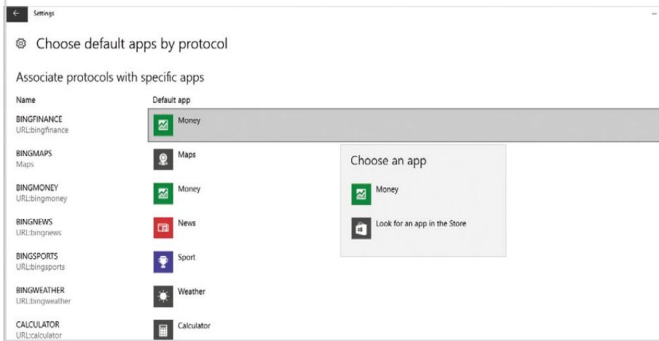


- 4 Next, click on the 'Choose default apps by file type' option to see a list of all the file types that can be associated with your currently installed apps. These are the types of files which will automatically open in that app when clicked. Anywhere a + is shown, is without a default app.

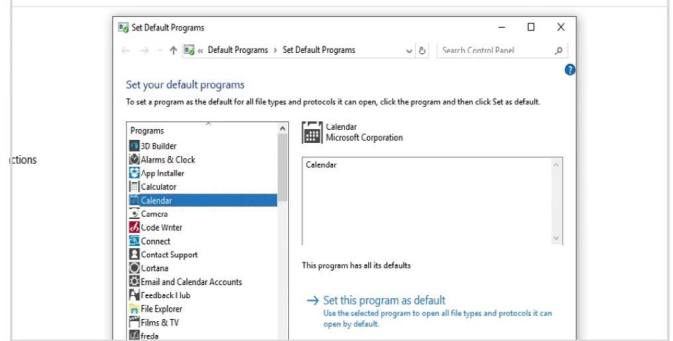




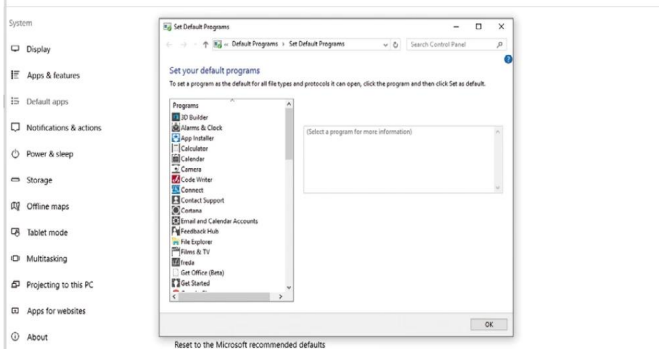
- 5** You can also choose default apps based on protocols. This generally means that typing or accessing a certain URL will trigger the app to open, rather than a webpage. For example, if MAILTO is detected by the browser, our default email client (Thunderbird) will launch to handle the request.



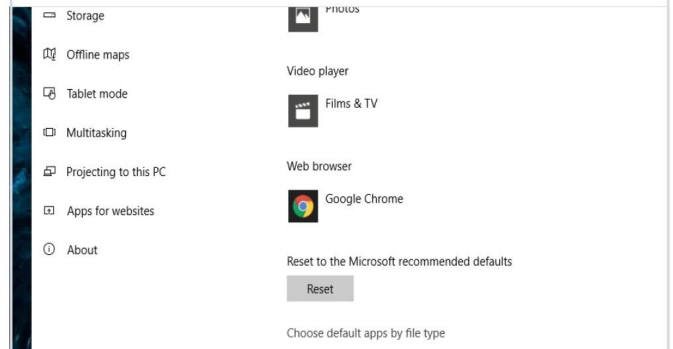
- 7** You now have two options: Setting the app as default for any and all files or protocols it can open, or choosing individual defaults the app will use. Clicking the first results in an instant change, clicking the second will show you a list of current defaults for that app, allowing you to choose.



- 6** Finally, you have the ability to set defaults by app, rather than choosing apps to go with certain files or actions. Click 'Set defaults by app' at the bottom of the screen. A new window will open, displaying a list of apps on the left. Click on any app you want to change the defaults for.



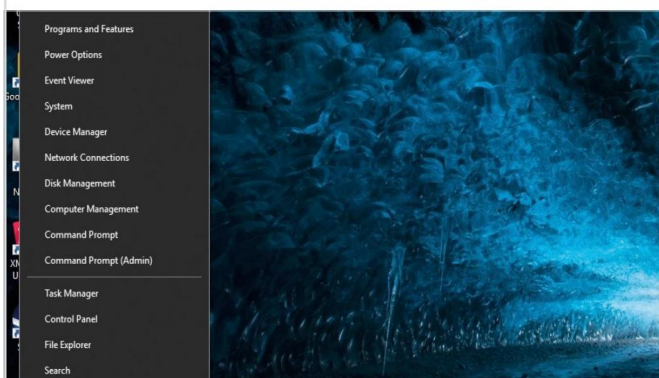
- 8** If you run into problems after changing protocols and defaults, you can easily reset to the Microsoft recommended defaults with a click of the button on the Default Programs screen. This may mean that you have to go back through your list and change some settings but it can be a useful fix.



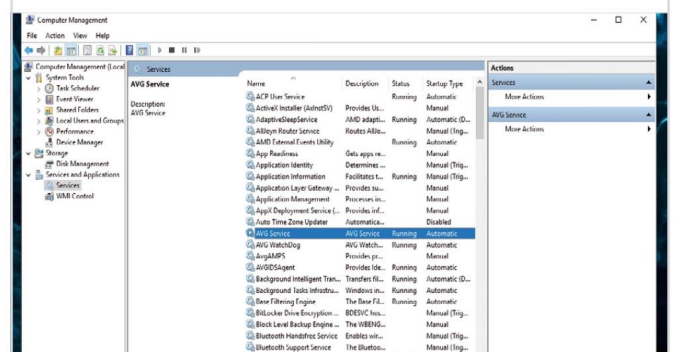
Running Services

Being able to check which Windows Services are running at any particular time is also a useful option, as it can help to diagnose performance or stability issues.

- 1** The easiest way to get to the Services panel is by going through the Power User menu. Right-click on the Start menu button on the far left of the taskbar and select 'Computer Management' from the menu that pops up; this is the Power User or Win-X menu.



- 2** Click the 'Services and Applications' option in the left-hand panel of the window that opens. Then click 'Services' to show the full list. The list will be large but not all services will be running at any one time. Click on any to see more details, including management option, for that service.





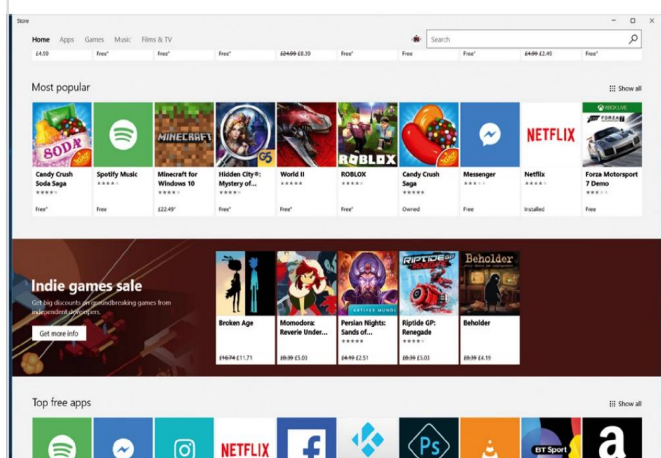
Move or Install Apps to a Different Drive

Windows 10 makes it easier than ever to control where your downloaded apps and software is installed. There is now no reason to worry about moving all your apps to another internal drive, or even to a removable USB flash drive, in the event that you need to create space on your main hard drive. With just a few clicks of your mouse, you can move apps around to whichever storage area suits you best.

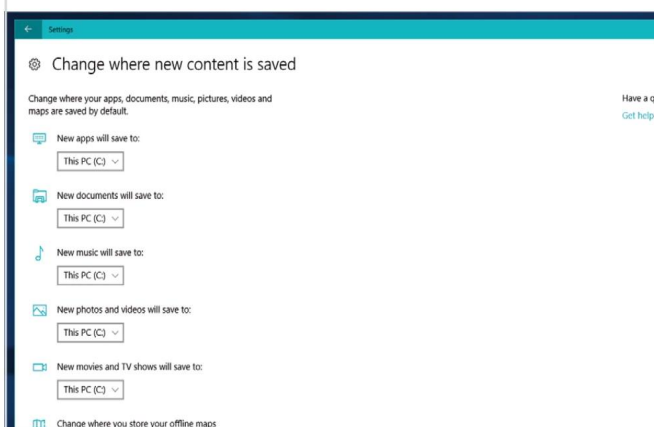
Change Where Apps are Installed

Not every user realises that apps can be installed on the hard drive of their choice, not just the one preselected by the Windows 10 OS. Knowing this is useful for general Windows 10 maintenance.

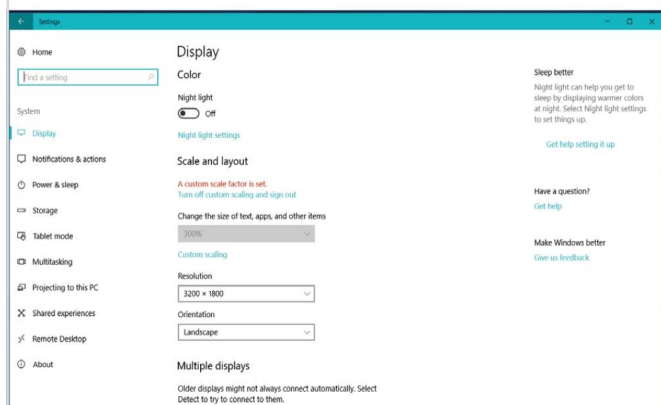
- 1 By default, apps you install will be saved to the main partition of the hard drive (usually the C drive). However, you can choose to save them to any other connected drive, both internal and even removable external hard drives (including USB flash drives).



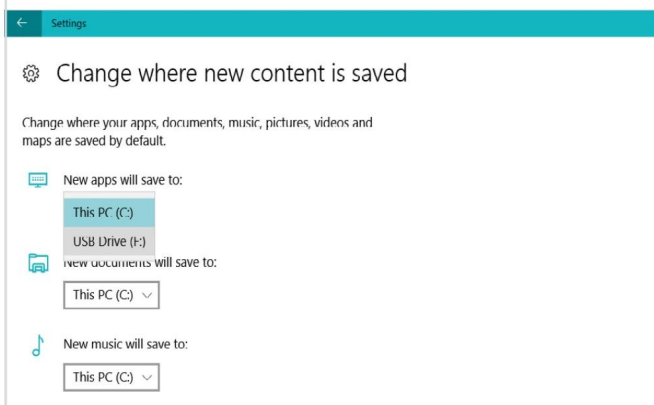
- 3 Click on 'Change where new content is saved' and a new list will open. Here you can see exactly where apps, documents, music, photos, videos and more are saved by default (unless this has been changed previously). Each of the listed items will have a drop-down menu below it.



- 2 In the newer versions of Windows 10, this is a reasonably easy thing to do. Open the main Settings and click on System. Here you will see a whole list of useful sections, but the one you need to open is the Storage section. This will show a visual representation of your storage drives as a whole.



- 4 Click the drop-down menu below Apps and choose the new drive or partition you want apps to be saved to. This only changes where apps (from the Store) installed after this moment are installed. Previously installed apps will still be saved on to the drive that was set when they were added.

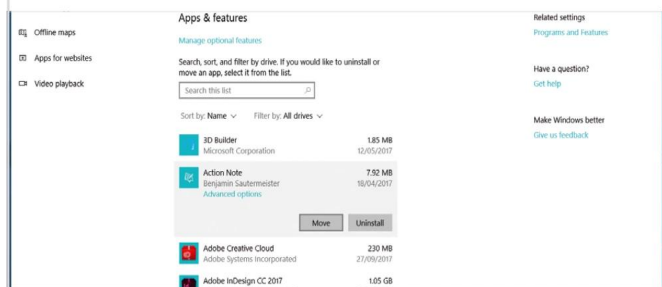




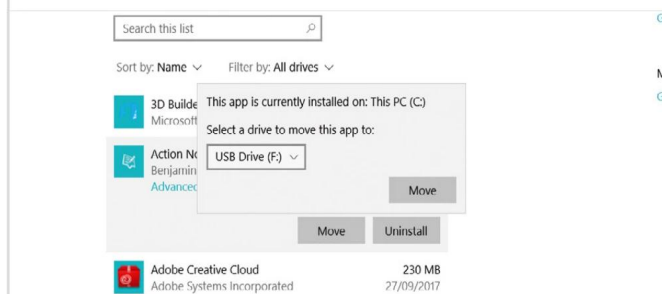
Move Installed Apps

If you have a lot of apps installed, moving them to a different drive can be one of the easiest ways to free up space on your main storage volume. Be aware that not all apps can be moved.

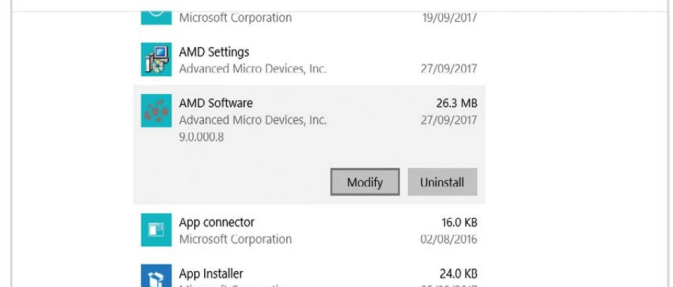
- 1 You can move already installed apps, if you like. There's no limit to the number of different drives you can store apps on. This allows you to make the most of the storage space you have available. To do this, head to Settings > Apps > Apps & features. Click an app and click the Move button.



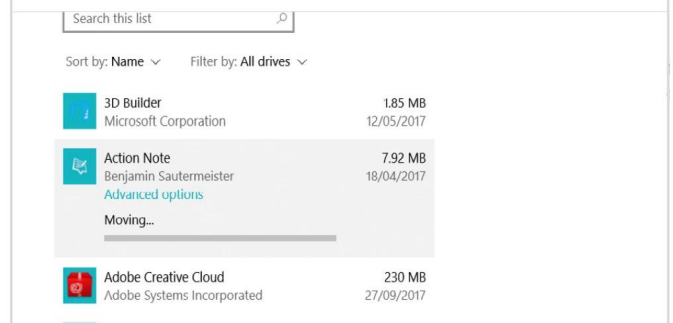
- 2 You will then be shown where the app is currently installed and will be asked to choose another drive for the app to be saved on. Drives are listed in a drop-down menu, with their drive letter shown to make picking the right one easier. Click Move again when you are happy with your choice.



- 3 You may see a Modify button instead of the Move button. This means the app is a traditional desktop app, and you can't move it. If you see a Move button, but it is greyed out, this is a Microsoft system app and also cannot be moved. You can only move apps installed from the Windows Store.



- 4 If you move or install apps to an external drive, the apps will cease to work if the drive is unplugged. This is why you cannot move Microsoft system apps to a different drive. Apps that you need to have always available should be left in the main system hard drive partition.

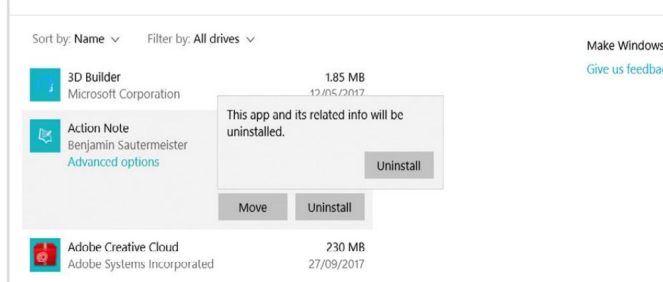


Removing Apps and Software

There are two different ways to remove apps and other software from your Windows 10 computer, but both options may not be available in every instance, so it is useful to understand each.

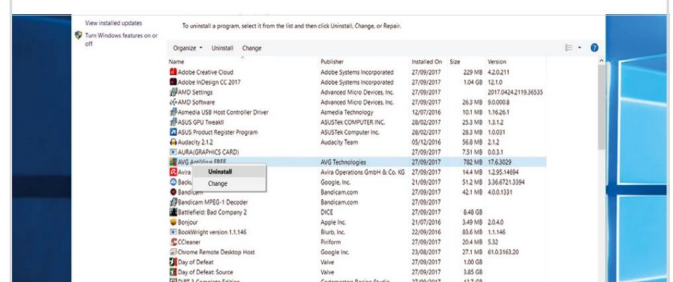
Remove in Settings

In Windows 10, the easiest way to remove apps or other software is in Settings. Open settings and select Apps. Select the program and then select Uninstall. Follow the instructions on the screen. Be aware that some apps built into Windows can't be uninstalled.



Remove in Control Panel

On the Start menu, enter Control Panel in the search box and select Control Panel from the results. Select Programs > Programs and Features, and then select the program. To fix the program, select Repair or, if that's not available, Change. To remove the program, select Uninstall.





Back Up with a Recovery Drive

A recovery drive is one of the best ways to ensure that you don't lose everything on your computer in the event of a critical malfunction. It can help you both troubleshoot and fix problems, even if the PC won't start as it normally would. All you need is a blank, formatted USB flash drive (sometimes called a thumb drive) and this step-by-step guide.

Creating the Recovery Drive

Creating a recovery drive is a relatively simple process, although it takes a bit of time, but one which could save a lot of frustration in the future.

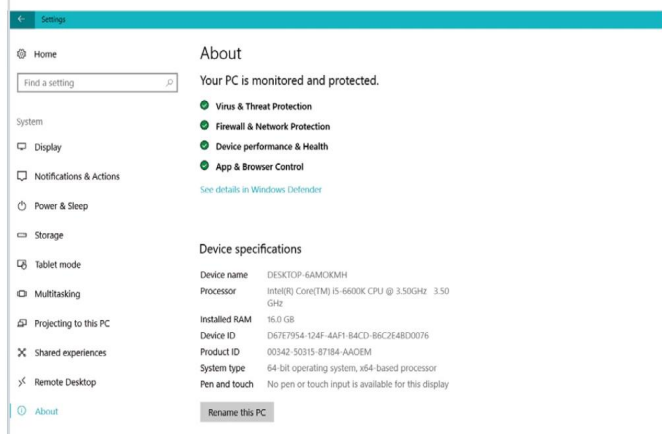
- 1 The first thing you need to do is find a USB drive that is large enough and then make sure it is ready to be used. The USB drive you decide to use won't be able to be used for anything else like storing other files, etc. so make sure it is a spare, or bought specifically for the task.



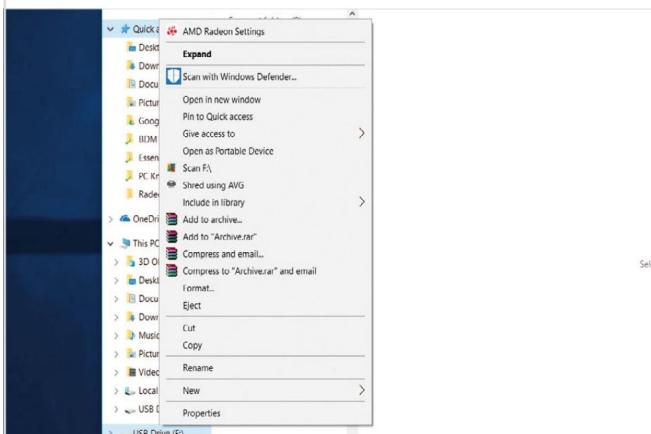
- 3 Your USB drive needs to be wiped of everything currently on it before the recovery drive is created. You can do this during the set up process later or you can format it yourself right now: a useful thing to know how to do. Insert your USB drive into a free USB slot on in your computer.



- 2 A basic Windows 10 recovery file will be less than 500MB but if you choose to include system files in the backup (recommended), so you can use it to reinstall Windows, you will need much more space. A basic recovery drive can be as small as 1GB but a full recovery drive needs to be at least 8GB.



- 4 Open the File Explorer on your computer and you should see the USB flash drive listed in the sidebar. It will probably be labelled as the (E:) or (F:) drive. Right-click on the drive label and select Format from the action menu. Leave the settings as default (should be FAT32) and then click Start.

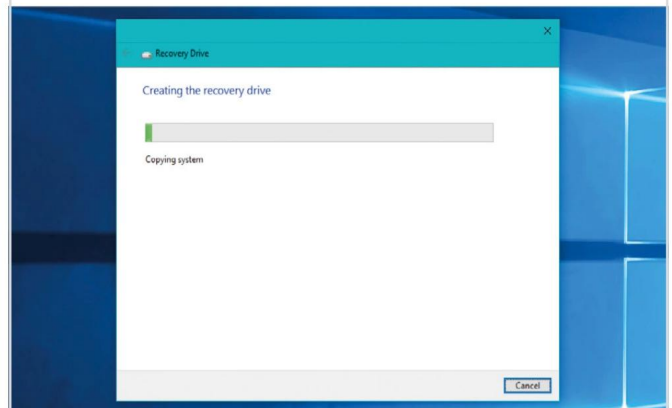




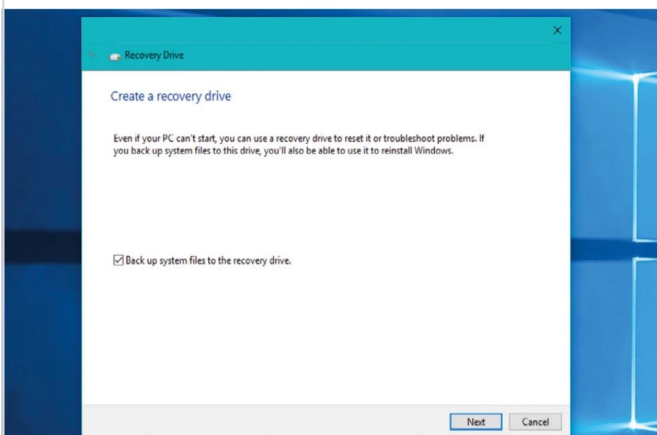
- 5 You should now be ready to create your recovery drive. In the search field, type “Recovery Drive” and select the Create a Recovery Drive result. In newer versions of Windows 10, you might also be able to find the Recovery Drive in the main apps list, opened by clicking the Start menu button.



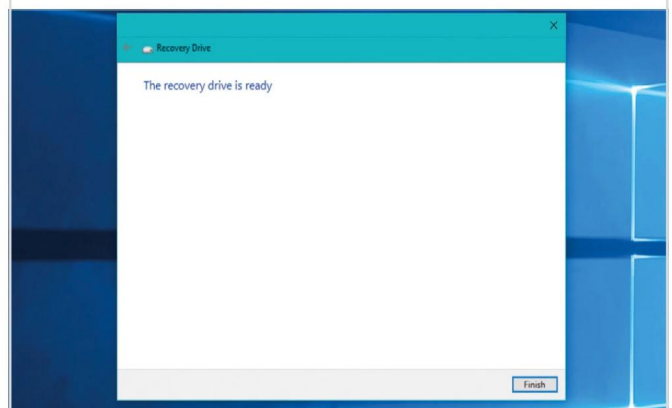
- 8 Click Create on the next screen and the process will begin. This may take a while to complete, so go make a coffee and leave it to run. A progress bar shows how far along it is, should you need to check. Do not remove the USB drive, or turn off your computer, before the process finishes.



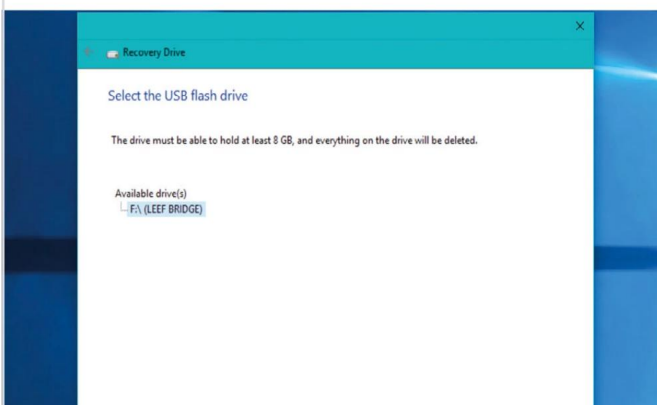
- 6 Allow the software to “make changes to this PC” and the setup wizard will open. This first screen is where you choose whether you want to back up system files with the recovery drive, so you can use it to reinstall Windows 10. If you do, tick the checkbox and then click Next.



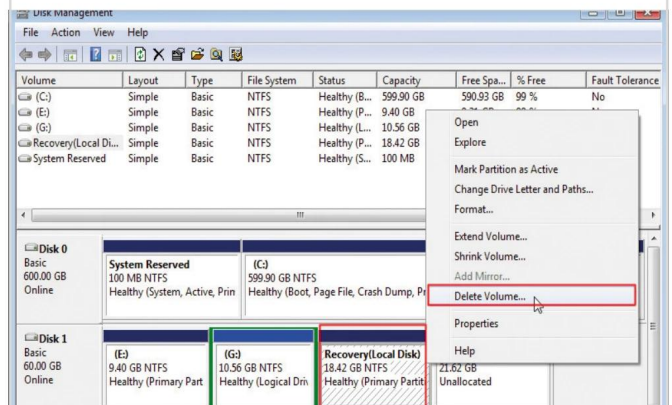
- 9 When the process is complete, you should be prompted to delete the recovery partition on your PC, to save some space; as long as you plan to keep your recovery drive, this is safe to do. If you are not sure, you can leave the recovery partition in place; it can be deleted at a later date if you wish.



- 7 After a few moments, you will be asked to select the USB flash drive you wish to use. If you only have one USB drive inserted, it will be the only one shown and will be automatically selected. You are reminded again how much storage space the drive needs, and that all existing data will be wiped.



- 10 If you did not already have a recovery partition on your computer, you won't see this step. You will simply be informed that the recovery drive is ready, and to click Finish. Remove the USB drive from your computer and put it somewhere safe. It is a good idea to label the drive so it is not reused.





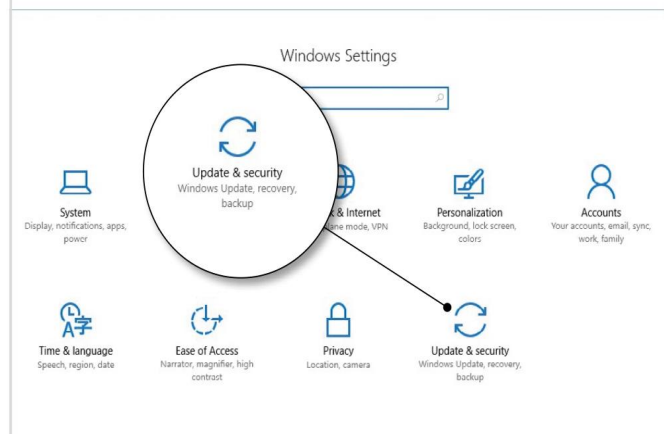
How to Update Windows 10

Keeping your Windows 10 computer up to date is important for many reasons. First, major updates, such as the Anniversary update, will add major new features that you shouldn't miss out on. Second, all updates are there for a reason, usually to fix problems, close security holes and add improvements.

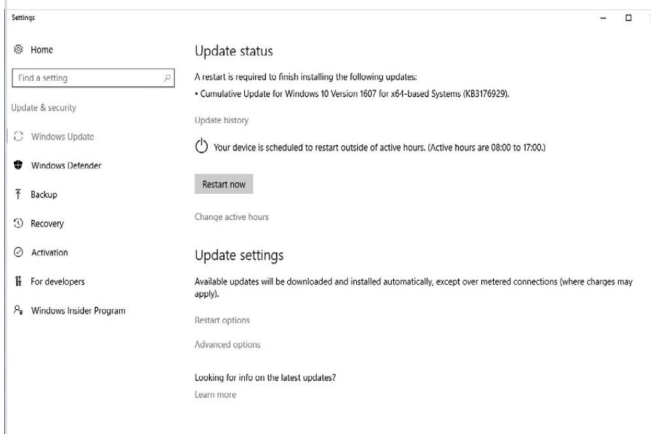
Checking for Updates

If you think that your PC needs to be updated, you don't need to wait for the automatic update process to kick in. You can quite easily check for updates yourself.

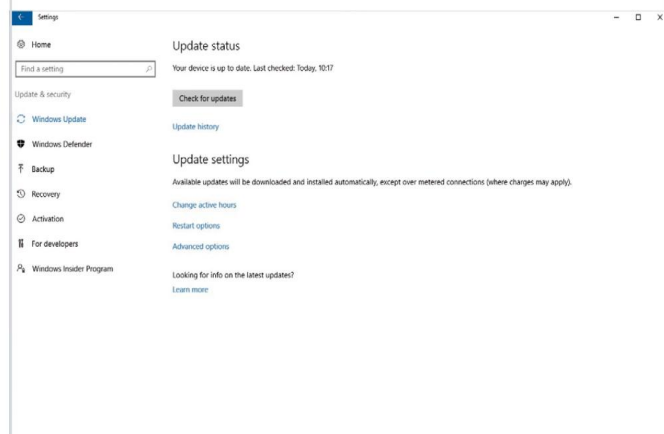
- 1 You can find the Windows 10 update information in the main settings app. Tap the Windows key or click the start menu button and then select the Settings icon from the side of the menu. Click the "Updates & Security" heading in the menu to open the relevant settings screen.



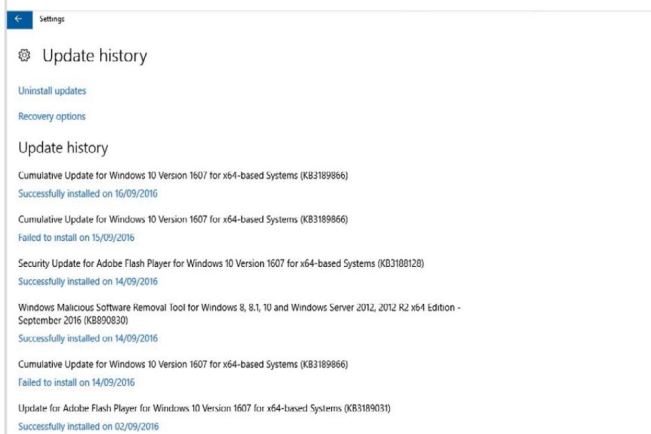
- 3 Any available updates will now display at the top of the window and the Check button will change to an Install button. You can install the updates straight away, but you will need to restart your PC after the install is complete, or you can reschedule to a more convenient time.



- 2 At the top of the window you should immediately see a message telling you whether Windows 10 is up to date or if updates are currently available. Directly below this message is a button labelled "Check for updates". Even if the message says up to date, it is worth clicking this button.



- 4 If you want to check which updates have been installed, perhaps if you need to confirm a security update for work, you can easily do so by clicking the "Update History" link directly below the check for updates button. Updates are displayed, with more info available by clicking.



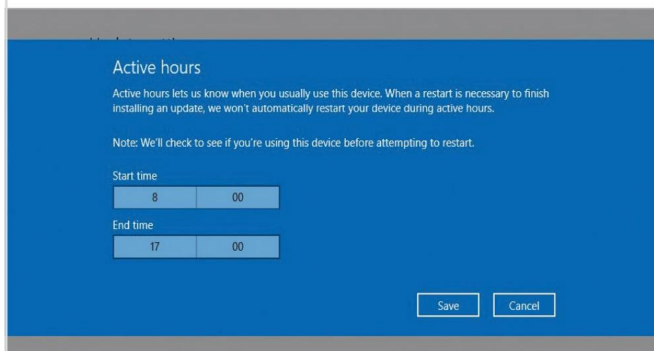


Windows Update Settings

There are several additional and advanced options available which can make the whole update process quicker, easier and more efficient, which is always a good thing.

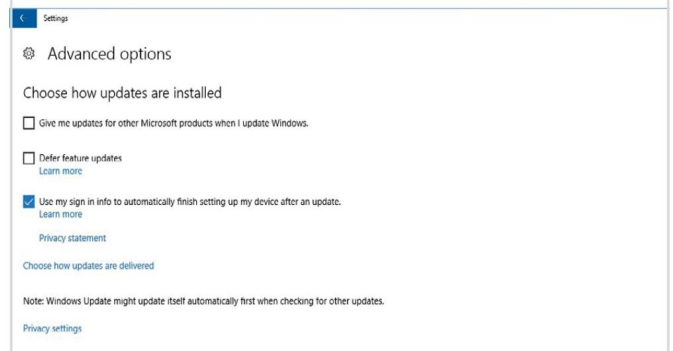
Active Hours

By setting your active hours, you can tell your computer when you will most likely be using it. If you have updates set to automatically install and restart, they will only do so outside of your active hours. Useful for ensuring updates don't lose you school or office work.



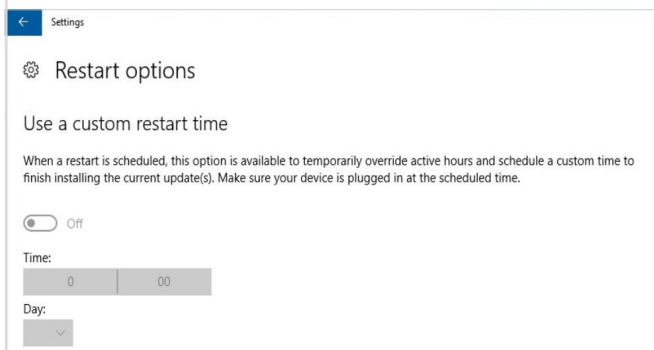
Automatic Setup

Some updates require you to restart your PC and sign in to Windows in order to finish installing the update. Windows 10 can help prevent this from happening by allowing Windows to use your sign in info to create a special token. Go to Advanced update options > Use my sign-in info...



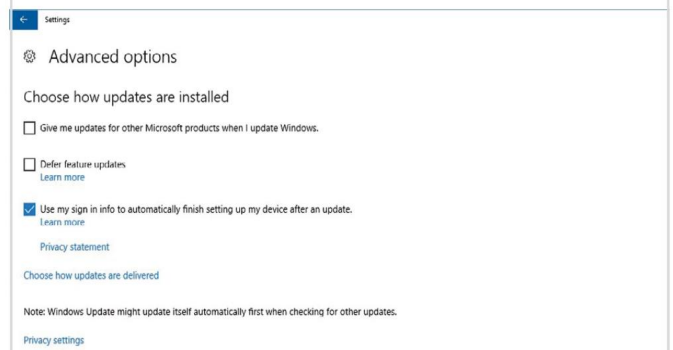
Custom Restart Time

When a restart is scheduled, this option is available to temporarily override active hours and schedule a custom time to finish installing the current update. You will still need to make sure your device is plugged in at the scheduled time.



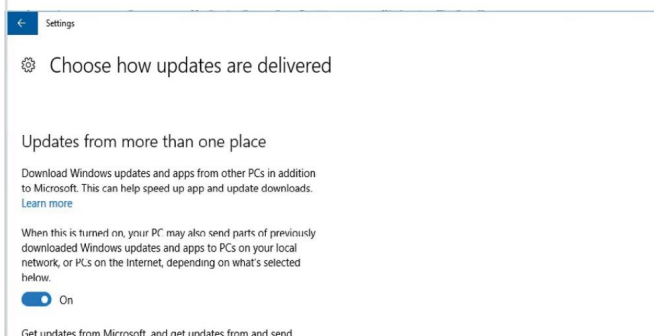
Uninstall Updates

If for some reason you need to uninstall a particular update, perhaps the update is causing some software to not behave properly, you can do so fairly easily. From the Updates windows, click Update History > Uninstall Updates and use the interface to remove the update.



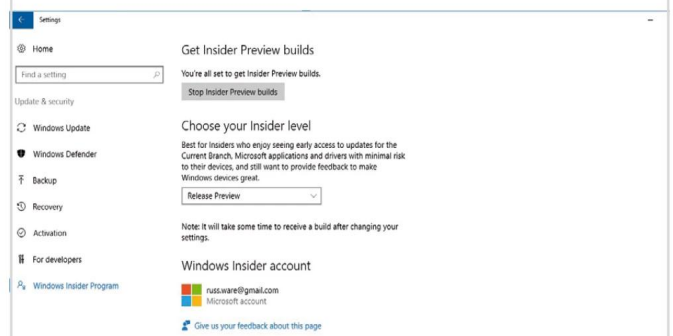
Update Delivery

You can choose how Windows updates are delivered in the Advanced Options. Windows Update Delivery Optimisation lets you get Windows updates and Windows Store apps from sources in addition to Microsoft. This can help you get updates and apps more quickly.



Windows Insider

As a beginner, you probably aren't too worried about seeing updates before they are released to the general public but this is exactly what the Windows Insider program lets you do. By joining the Insider program, you are potentially helping in the development of Windows 10 and beyond.





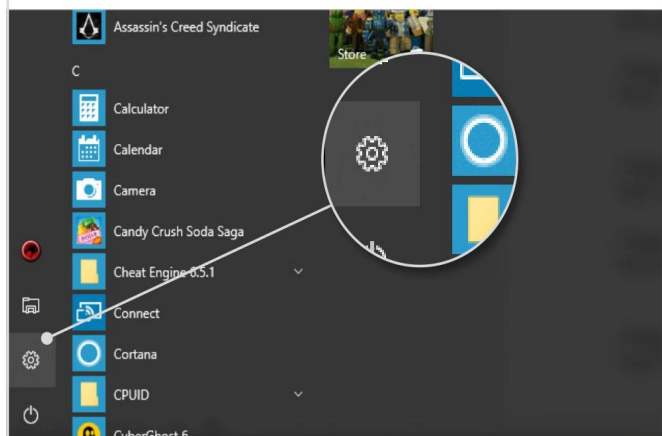
What to Keep Updated in Windows 10

Discussing updates is one thing but how do you go about making sure that you have the latest updates and that all the necessary components are being updated correctly? Thanks to the improved update process of Windows 10, this is surprisingly easy.

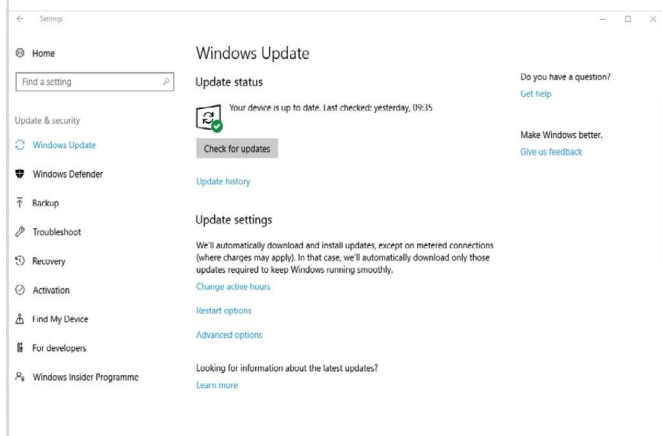
Keeping Up To Date

Whilst it's easy to update Windows 10, there are elements that can be missed. We've already mentioned that it's not only Windows that needs updating but also software and drivers.

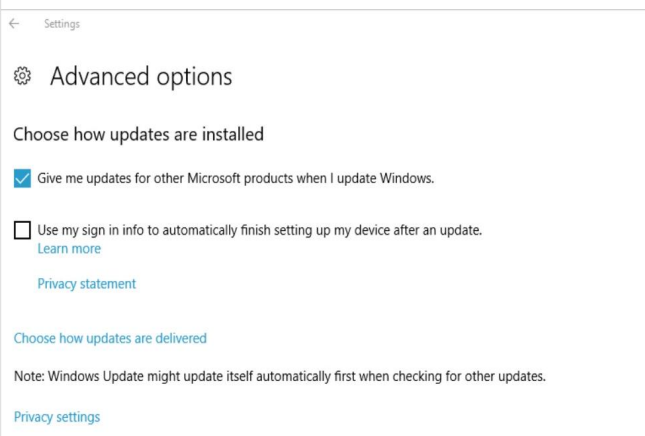
- 1 The first port of call is undoubtedly Windows Update. Click on the Windows Start button followed by Settings, the cog icon just above the power icon on the strip to the side. This will open the Windows Settings interface; locate the last entry, Update & Security and click it.



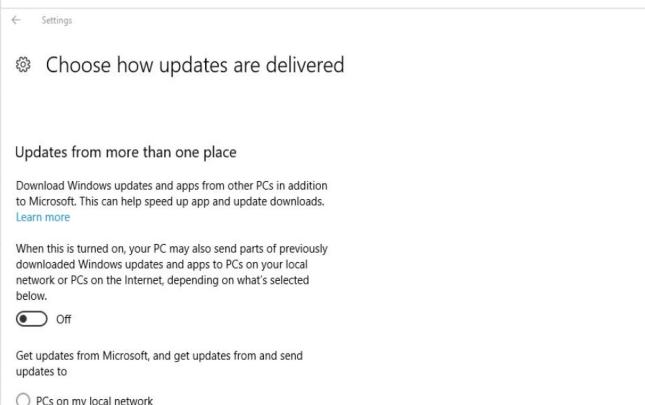
- 2 By default, Windows Update will automatically check for, download and install updates for the core Windows 10 files. You can check for any on the spot by clicking the Check for updates button and you can see what's already been updated by clicking the Update history link, under the update button.



- 3 If you click on the Advanced Options link under the Update Settings section, you can then tick a box that enables Windows to automatically check for updates for other Microsoft products, such as Office. It's recommended to make sure the box is ticked, for better security and protection.



- 4 Within the Advanced Options page click the link for Choose how updates are delivered. This page details the way Windows updates can be pushed to other computers on your network, or even the Internet. Whilst it's a grand idea, there are concerns over privacy from some factors of the community. It's your choice but we prefer this option Off.

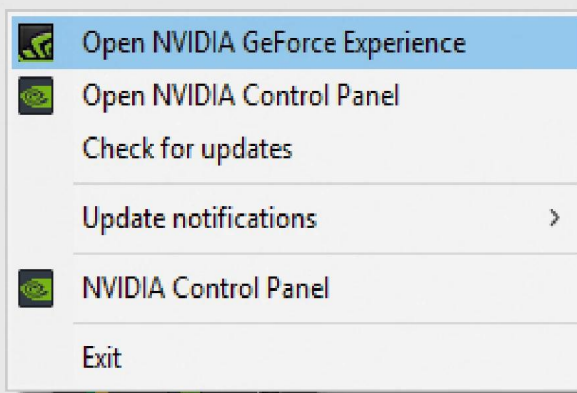




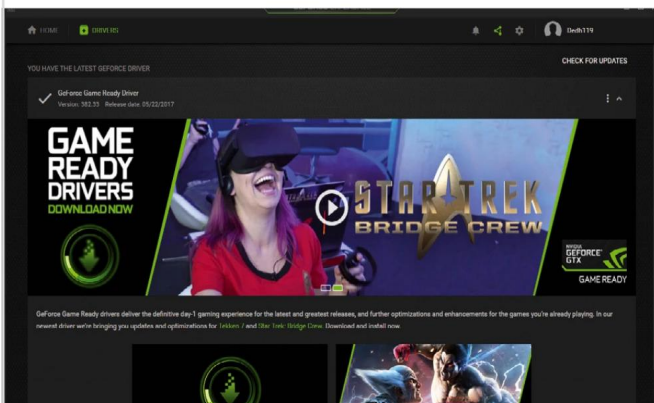
- 5 Hardware drivers are usually automatically updated by Windows Update but whilst signed by Microsoft the drivers themselves aren't always the latest versions. Therein lies a problem: even though signed, the MS drivers won't utilise the hardware as well as the driver developed by the hardware manufacturer.



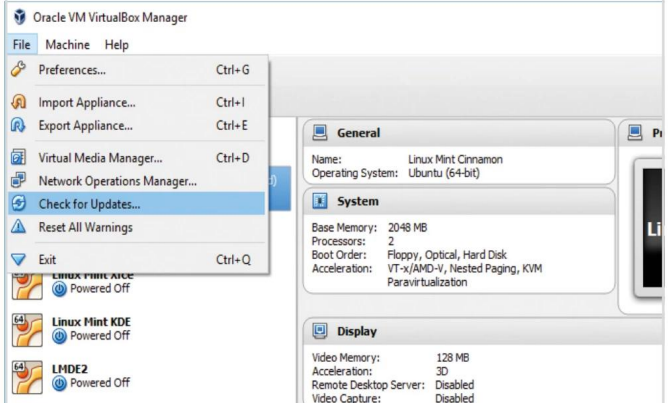
- 6 In such cases it's often best to use the hardware manufacturer's driver, as this is more up to date and features security patches as well as performance updates. For example, if you own an Nvidia graphics card right-click the Nvidia icon in the taskbar and select Open Nvidia GeForce Experience.



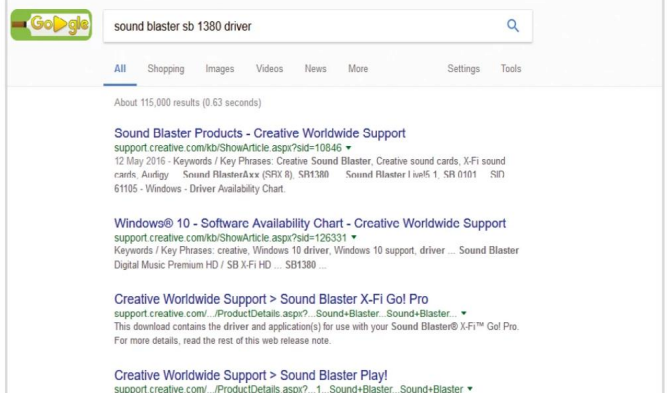
- 7 The Nvidia GeForce Experience allows you to improve in-game graphics and check for the latest drivers. Usually this is done automatically and you are notified of any available drivers. However, if you want to check manually, click on the Drivers tab followed by Check for Updates.



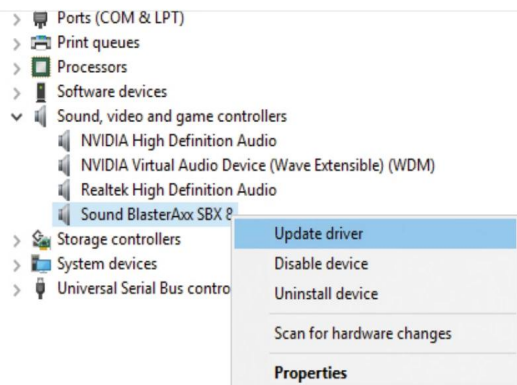
- 8 Third-party programs and applications also require regular update checks. Again, this is usually done automatically; when you launch the program in question it often checks for the latest version. If not, look for links such as Check for Updates or similar, usually in the Help, About or even under the File menus of your favourite app.



- 9 If you've attached some hardware and Windows 10 hasn't been able to load a driver for it, and there isn't any documentation detailing the driver (this often happens with hardware purchased from eBay etc.), then you'll need to hunt one down. Start by locating the device's product name and number and entering it into a search engine.



- 10 You can often force Windows 10 to locate a driver by right-clicking the Windows Start button and choosing Device Manager from the menu. In the Device Manager window, select the hardware you want updating, right-click it and select Update Driver.





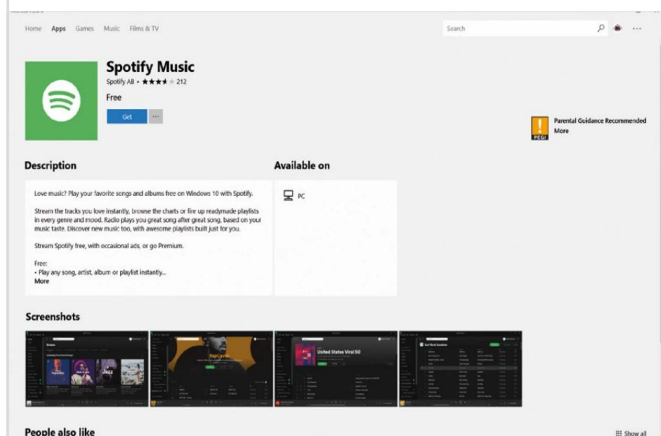
Listening to Music with the Spotify App

Recently, Microsoft announced that Groove music would be completely replaced by Spotify in Windows 10. Spotify is an extremely good music playback and discovery app, so this is definitely a good move. Let's take a look at using Spotify in Windows 10.

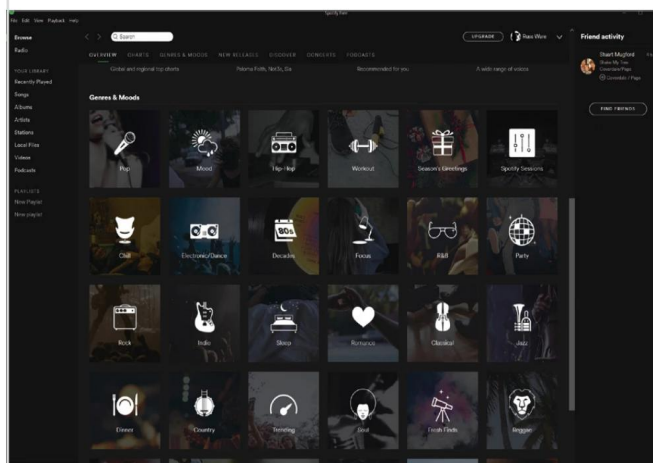
Exploring the Spotify App

The free version of Spotify offers a great selection of features and access to loads of music. However, if you want an ad-free experience, you will need to buy a premium account.

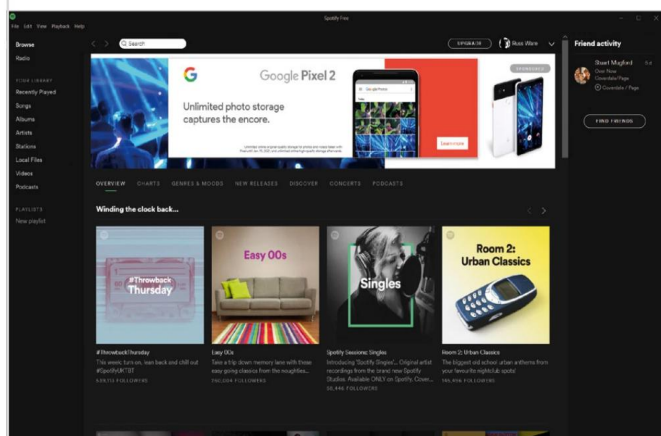
- 1 You can download and install the Spotify app from the Windows store for free. It is also free to use, although some of the features will need a premium (paid) account. Once downloaded and installed, you can either create a Spotify account to sign in or you can sign in with Facebook.



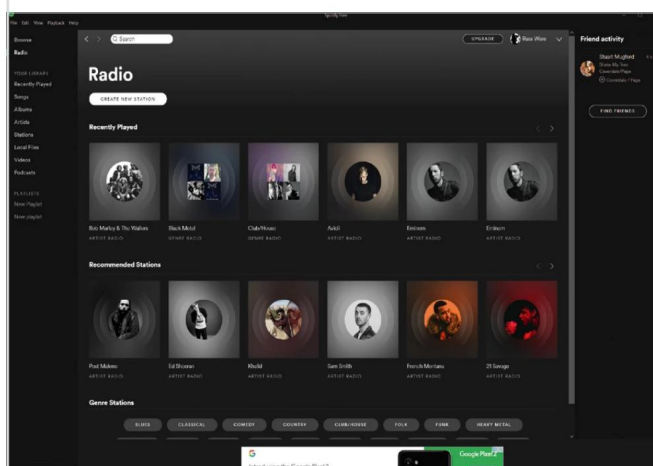
- 3 When you first open the app, the browse screen will be displayed. Here you can see new releases, charts, albums, podcasts and other media to stream and buy. A premium account will allow you to listen to almost everything you see here, and elsewhere within Spotify.



- 2 If you have used Groove Music before, the layout and controls of Spotify should be fairly familiar. The main areas of the app (music store, radio, local files, etc.) are accessed by using the menu on the left-hand side of the main window. The playback controls are always along the bottom.

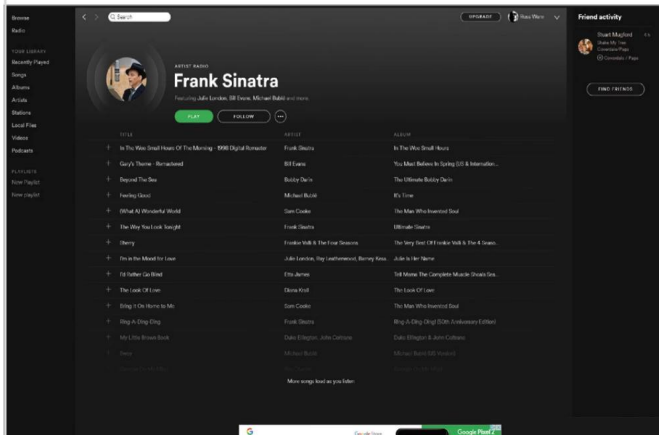


- 4 Click the radio link in the left sidebar and you can see a selection of digital radio stations to listen to. These will be a random selection of music by different artists and different genres. Just roll your mouse over a radio station and click the play button to start listening.

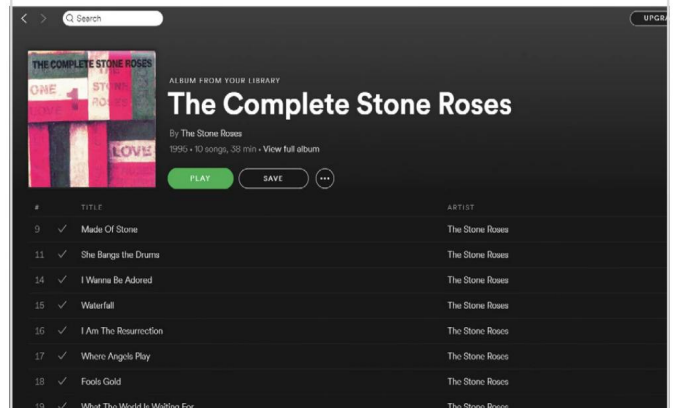




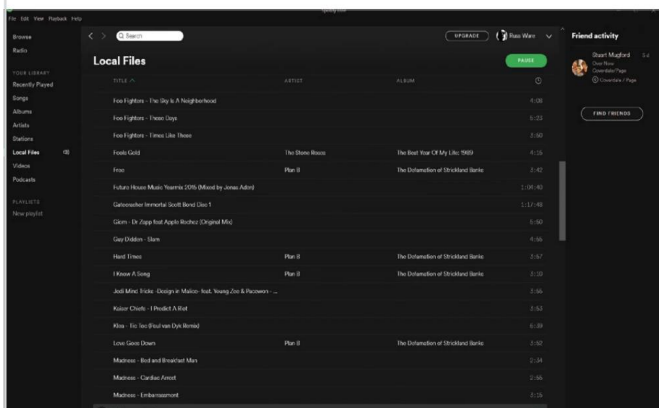
- 5 When you use the app more, it will learn the types of music you like to listen to and display more of that type (or similar) on the radio screen. You can also create your own radio station by clicking the Create button at the top and searching for artists or genres you like.



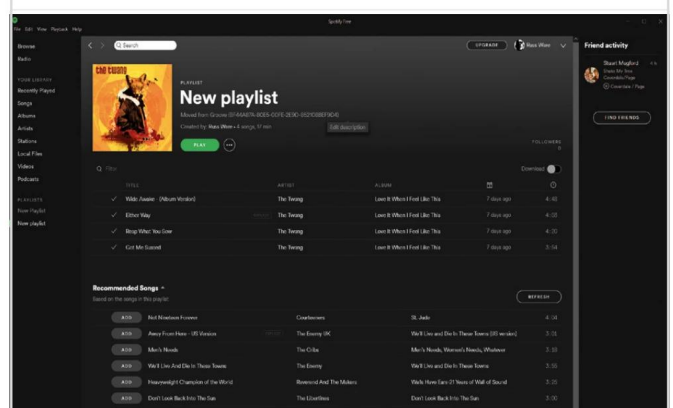
- 8 If you are browsing albums, you can click the green play button at the top of the list of tracks. This will begin playing all music in the album, or within the folder that is being viewed. Right-click on any song title and you will see more options, such as viewing other songs from that artist, or opening a radio.



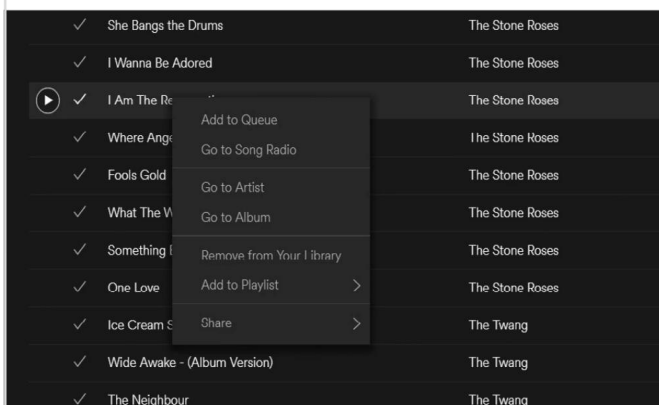
- 6 Music you have downloaded or bought, and any music stored on your computer, will appear under the Your Library heading in the left sidebar. You can view all of this music by song, album, artist, recently played, etc. Clicking Local Files will display only those songs actually stored on your PC.



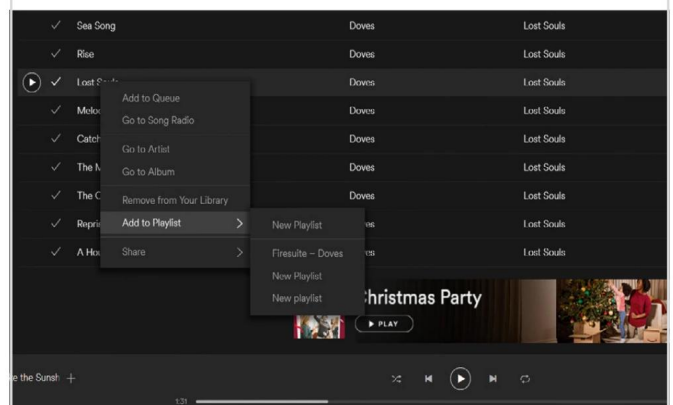
- 9 You can create your own playlists in Spotify, containing any selection of songs you want. Click New Playlist in the menu on the left, give your playlist a name and click Create. It will then be displayed in your library and will also open within the main window, prompting you to add music.



- 7 To play any individual song in your library, simply find it in one of the lists, move the mouse pointer over the song title and click the play button that appears. You can also select the song and then use the playback control panel at the bottom of the Spotify window (this is always displayed).



- 10 To add songs to your playlists, find a song in your library and right-click on it. From the action menu that appears, click Add to Playlist and then select the playlist you want to add it to. If you have Spotify on your phone or tablet, your created playlists will show up there as well.





Exploring Skype in Windows 10

Skype is a great way of keeping in contact with friends and family in faraway places, without running up huge phone bills. It allows you to phone, video chat and instant message, all from within the same easy-to-use interface. It can even be installed on a mobile device so you never miss a Skype call whilst away from your PC. Skype has seen a recent update, bringing the style more in line with other Windows 10 apps. Let's take a look at the Skype interface.

Skype Controls

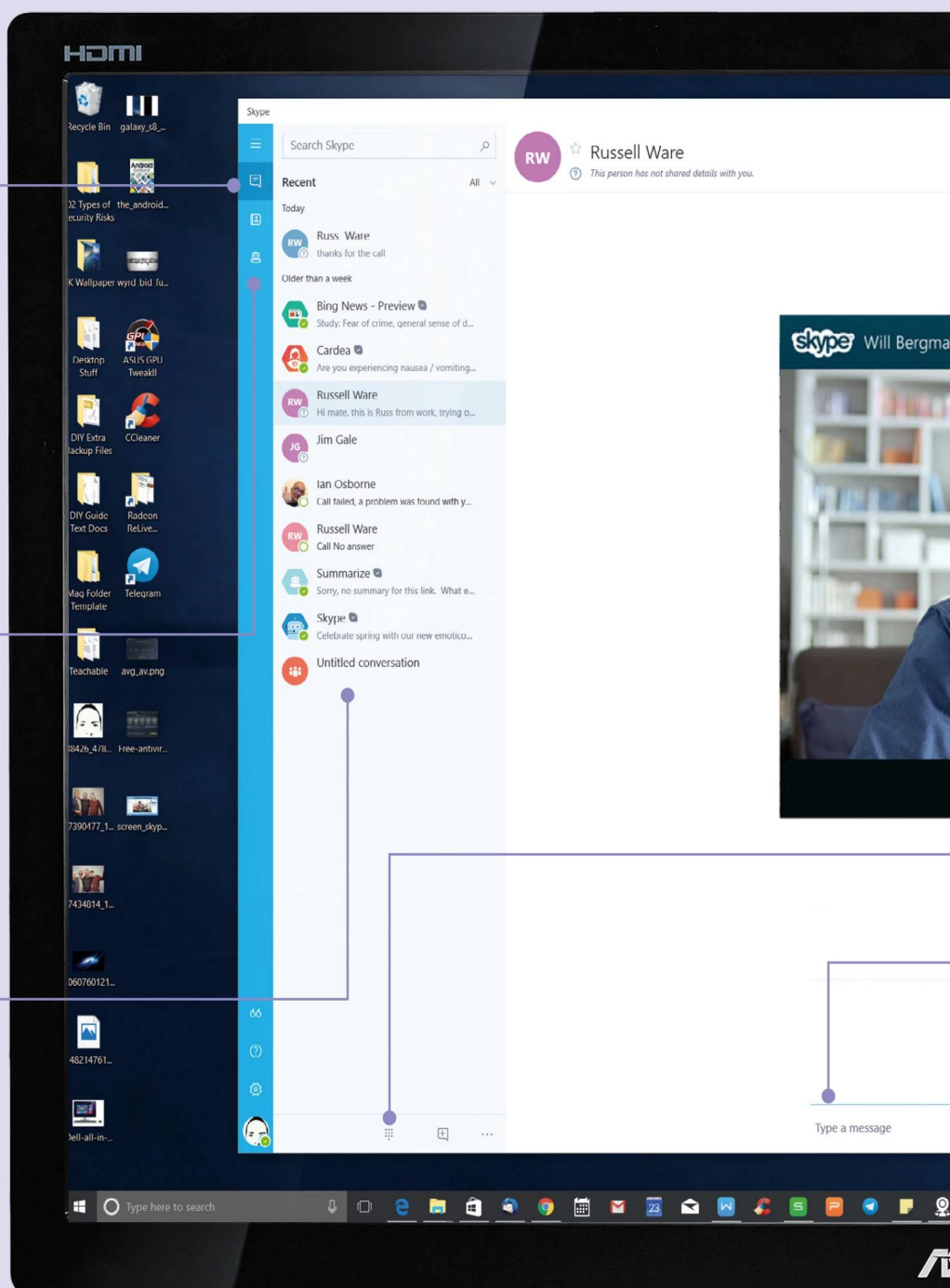
Most of the Skype controls are now arranged along the left-hand edge. From top to bottom: Recent conversations, Contacts, Bots, Help, Settings and Account info. The default view should normally be the Recent conversations panel and the default theme the dark one shown here. You can change this by clicking the Setting button at the bottom.

Bots

Bots are artificially intelligent programs that can do many useful things like search for news, summarise webpages, play games and more. You can start chatting with a bot just like you chat with friends. For example, add the Bing News bot and start a conversation. Type a word such as "finances" and the bot will return news stories into the feed.

Call and Message Log

You will see all of your recent calls and messages listed here, both in and out. Click on any of the logs to see the conversation or details about the call. The log is split up into days, with a larger 'Older than a week' section at the bottom of the list. At the top is a search bar, allowing you to search for contacts or specific conversations.





Call Controls

If a contact, or conversation with a contact, who uses Skype is selected, you will see the call controls in the top right corner. This may only be a voice-call button or it might also show a video-call button. The third icon is a group call button, allowing you to add contacts to a group call or message.

SKYPE REQUIREMENTS

All you need to get up and running with Skype is an Internet connection, broadband is best. You don't even need to download the Skype app, you can get started with "<https://web.skype.com/>" Skype for Web directly in your browser. Now you're all set up to start instant messaging with your friends. If you want to make voice calls, you need speakers and a microphone. If you want to make video calls, you also need a camera.

Main Video and Chat Panel

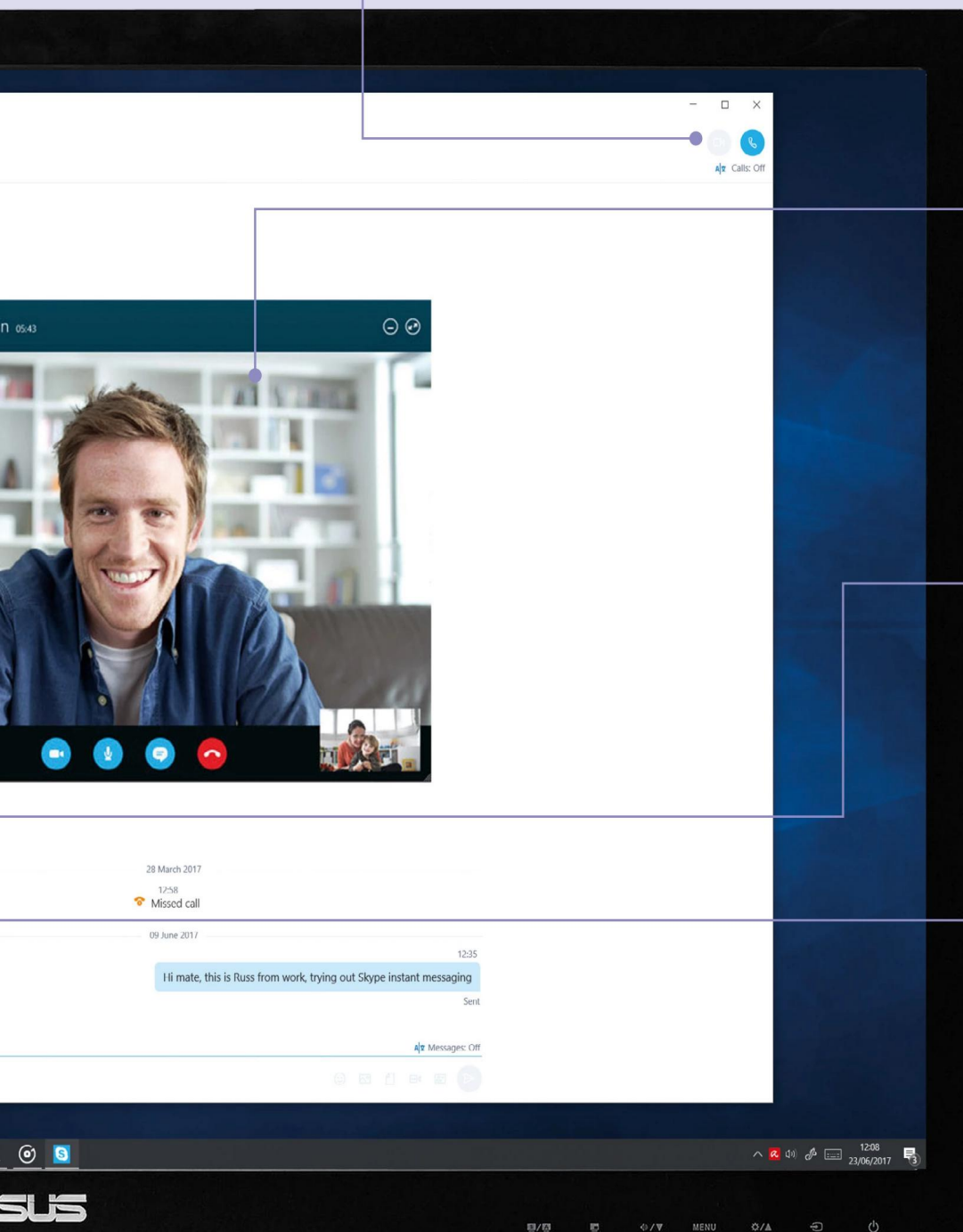
This is where the video will appear when you start a video call with Skype; or where the chat conversation will be displayed if instant messaging. If no conversations are selected in the recent panel, it will display your avatar (the image you use for your account) and a prompt to start a conversation. Clicking this opens your contacts list.

Dialler Keypad

Clicking this button (or pressing Ctrl + D) will open the dialler on the right-hand side of the screen and allow you to enter a phone number to call. If you are making calls to non-Skype contacts, you will need to have Skype credit in your account. If you need to add credit, click the 'Add credit' link and follow the instructions.

Instant Message

As well as being able to make calls, Skype also allows you to send instant messages, just like in apps such as MSN and Facebook chat. Click inside the text field and type your message to the contact that is currently selected. You can add emoticons to a message by clicking the smiley face at the end of the text field. Click Send to send your message. If the contact is offline, they will receive the message the next time they log in to Skype.



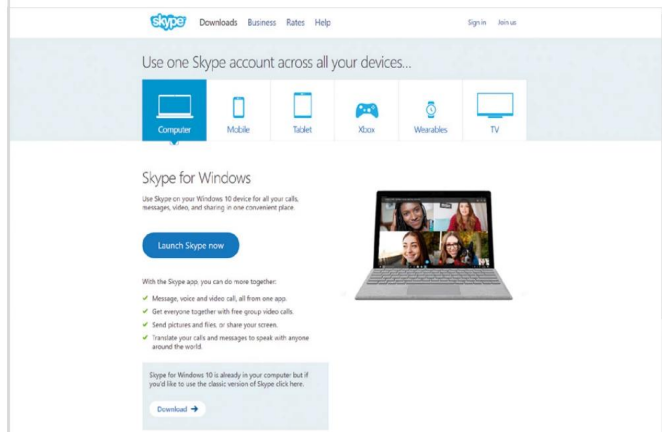
How to Use Skype

Now that Microsoft owns Skype it has tried to incorporate it into Windows 10 but rules on being anti-competitive seem to have prevented it from bundling the chat and video call service with the OS. However, you get a Windows app that's basically an invitation to download the full version as we shall explain.

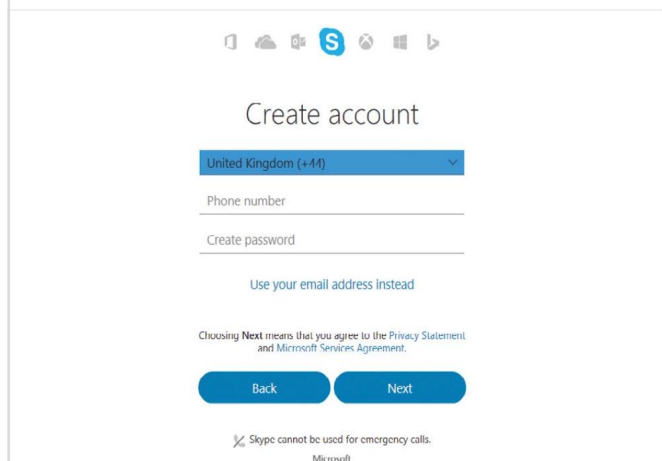
Install and Use Skype

After a recent update, Skype has now been turned into a proper Windows 10 universal app and follows the Windows design style more closely. This also means it integrates with other apps better.

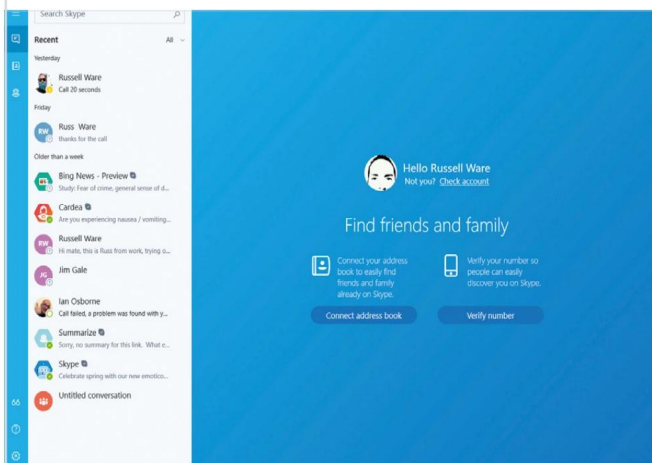
1 Skype has a dedicated Windows 10 app and this may be preinstalled on your Windows PC but you might need to download it from the Windows store. You can also download Skype directly from www.skype.com as well as check that you have the latest version available.



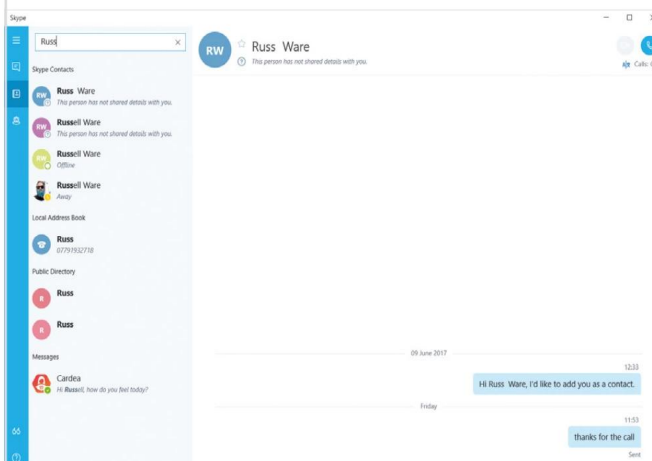
2 Once installed, you will need to sign in to the Skype app. If you already have a Skype account, which is completely free to set up, just enter your login details when prompted. If not, you can go to www.login.skype.com and create a new account in just a few minutes.



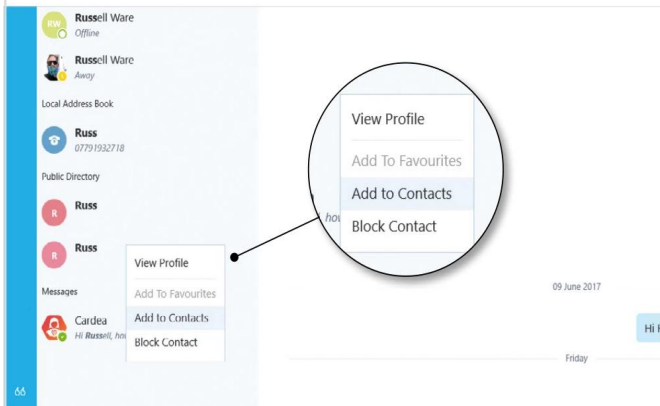
3 The Skype window should now be open on screen. The default view is the Recent conversations screen but this may be completely empty if you are new to Skype. The first thing you need to do as a fresh user, is to begin adding contacts.



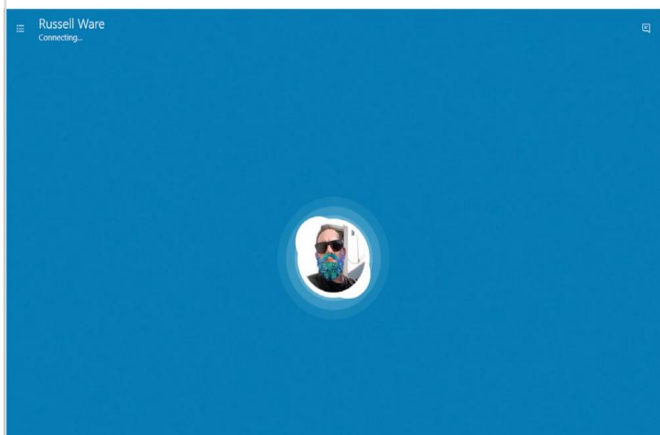
4 Click the Contacts button (2nd button down from the top) and either select the add contact icon at the bottom of the sidebar or click directly in the search text box and type the name, Skype name or email of the person you want to add. Click Search Skype.



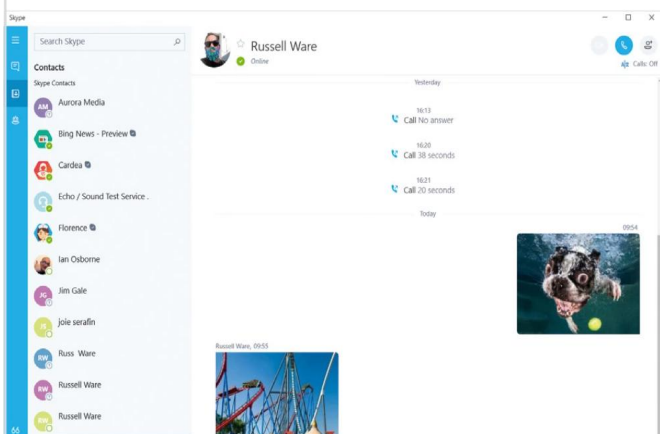
- 5 Select your friend from the search results, assuming you can see them in the list, and click Add to Contacts. Type a quick note to introduce yourself and then click Send. They will receive a request from you, along with the message and can choose whether to accept you or not.



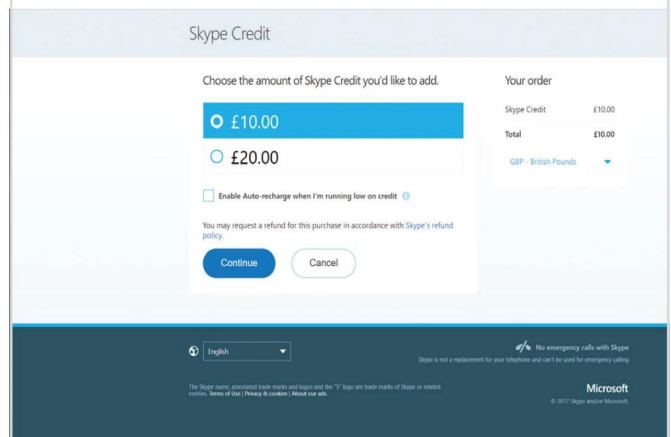
- 6 You can select any contact from your contacts list and then either instant message them or start a voice or video call. If the contact you click on has Skype, the call option buttons will appear in the top right corner of the window. Click the relevant button to start a call.



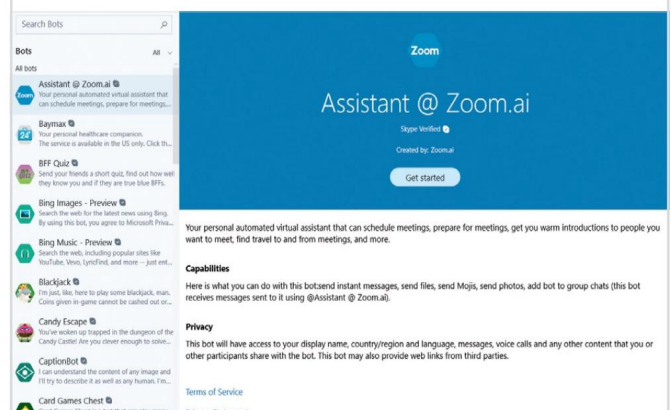
- 7 Skype instant messaging makes it easy to keep in touch with your contacts and groups wherever they are. You can share files, photos and contacts. To instant message one of your contacts, select their name and start typing at the bottom of the main window.



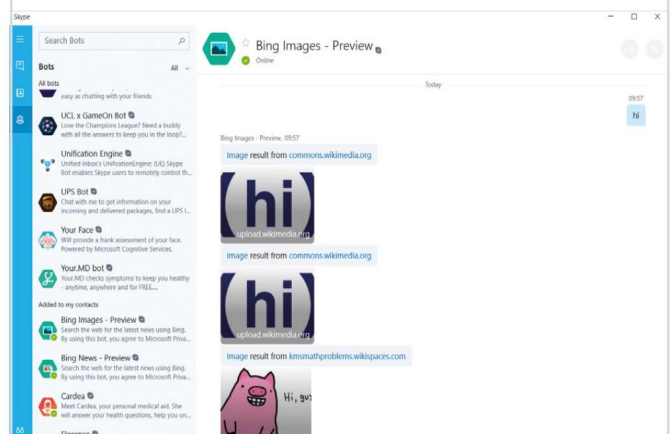
- 8 If you want to make calls to contacts not using Skype (you can make calls to mobiles and landlines too), you will need to add some Skype credit. To do this, click on your profile picture in the bottom left and click the 'Add Skype credit' link.



- 9 Skype also now includes Bots. Bots are artificially intelligent programs that can do many useful things like search for news, summarise webpages, play games and more. You can start chatting with a bot just like you chat with friends, just choose a bot and click Get started.



- 10 Bots vary in how useful they are but some are well worth taking a look at. Take the Bing News bot for example. Add this and then type a word ("Crime" for example) in the conversation window. The bot will return news stories based on that subject.





Essential Windows 10 Apps

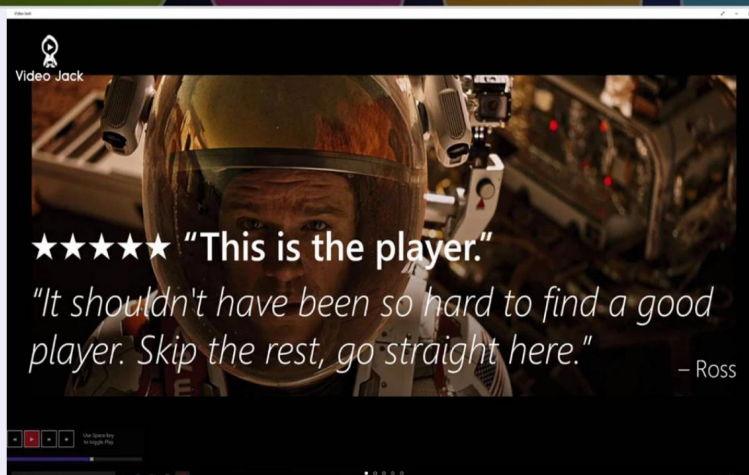
The Windows Store is crammed full of useful apps for your computer, from well known names like Spotify to little known but extremely useful apps like Pin More. Over the next few pages we will take a look at some of the best, most useful and most unique apps available to download right now.



Video Jack

Price: FREE

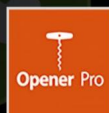
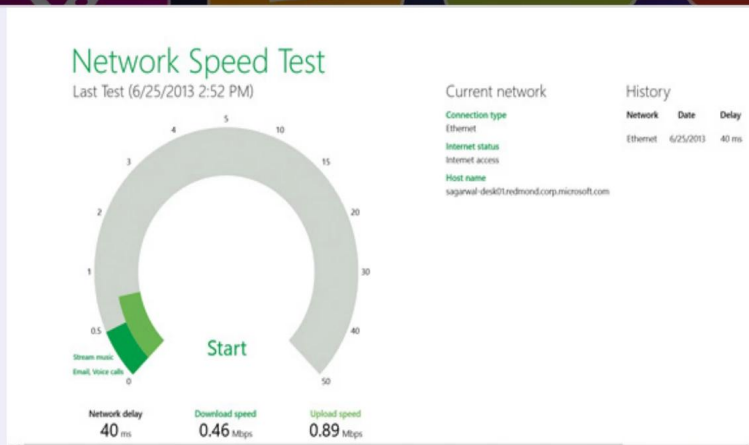
Opening a video shouldn't be more complicated than double-clicking on it. Here's a simple solution, use Video Jack. Enjoy your movies the way they were meant to be seen with simple controls that hide during playback for seamless, full-screen viewing. See your videos in full resolution and with high-fidelity audio. Video Jack is simple, fast and unobtrusive. It starts up instantly and doesn't hog your device's resources, running only when you need it. It's even simpler than other video players and it doesn't keep a history of what you were watching, or interrupt you with annoying pop-ups and update prompts.



Network Speed Test

Price: £3.89 | US\$4.99 | €4.99

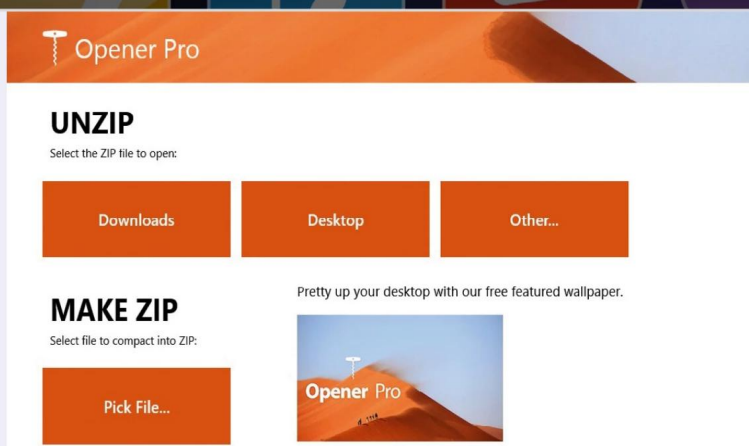
Network Speed Test measures your network delay, download speed and upload speed. Using servers all over the world, this application measures your network connection's latency and throughput. Based on your connection's speed Network Speed Test will tell you what activities you might be able to do, such as stream music or video calls. When you test your network using NST, certain characteristics of your device and the network connection will be sent to Microsoft to help improve the understanding of network quality and availability.



Opener Pro

Price: FREE

Open ZIP and RAR files in seconds and create archives with a single tap. This is the Rolls Royce of file utilities, with a simple interface that gets things done in a flash. Opener Pro was built as a no compromise solution for those who care what they put on their computers. Small in size and efficient in operation, Opener Pro doesn't clog up your PC and boasts support for all the latest file types, to make sure you can open that latest download or email attachment without tearing your hair out. That includes 7Z, GZIP2, BZ, TAR and many others.

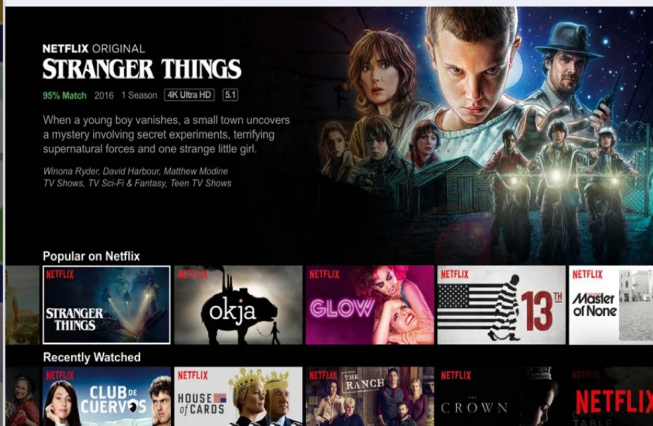




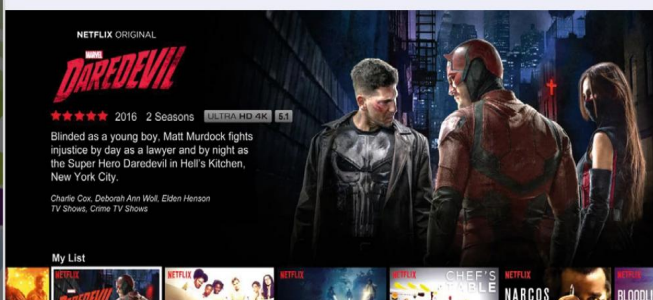
NETFLIX

Netflix

Price: FREE



The ever popular streaming video service now has a Universal Windows app for phone, tablet and PC, allowing you to watch Breaking Bad, Orange is the New Black and all the rest, whichever screen you are using. You can browse a growing selection, with thousands of titles and new episodes added regularly. Search for titles easily and watch them immediately on your phone, or on a growing list of other supported devices. The benefit of the app over just watching through the browser is that the app remembers where you stopped watching, shows your list of movies and TV shows and accommodates multiple profiles. With the Netflix app you can instantly watch as many TV episodes and films as you want, as often as you want, any time you want. Don't forget though, after the first month, Netflix is a paid subscription service.

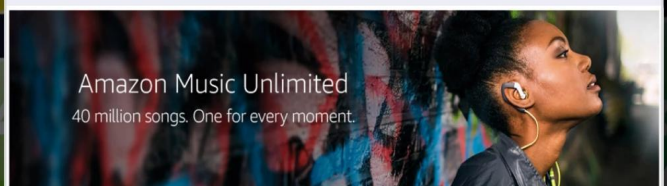


music

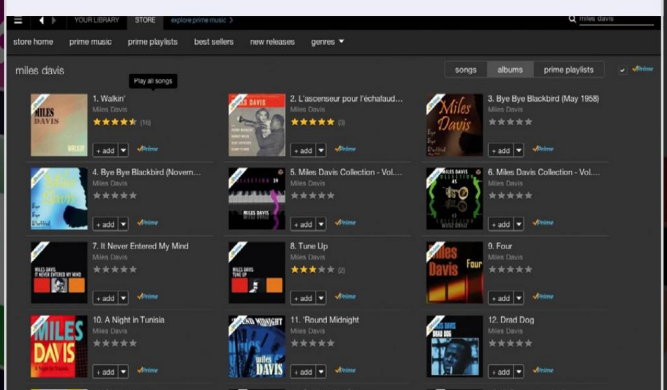
Amazon Music

Price: FREE

If you have an Amazon Prime account, you may want to get the Amazon Music app on your PC. Explore curated playlists and stations, ad-free and with unlimited skips. Listen to Prime Music, included with a Prime membership or unlock more with Amazon Music Unlimited. Choose from 40 million songs, thousands of curated playlists and stations and get personalised recommendations. You can also stream weekly new releases from today's most popular artists.



Amazon Music Unlimited
40 million songs. One for every moment.

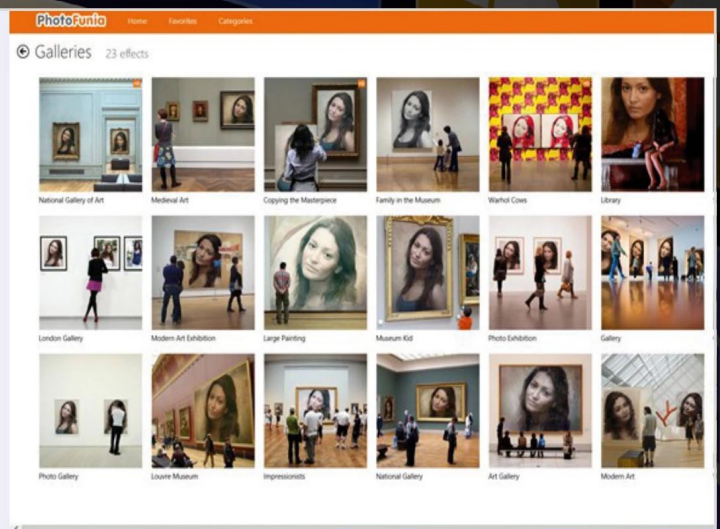


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PhotoFunia

Price: FREE

PhotoFunia is an innovative online picture editing tool that lets you produce animated and fun images instantly with ease, using your own photos, a bit of imagination and some silliness. Even if you don't have a photo to hand, there are many text effects that you can have fun with. Take any photo and just wait to see the magic. The proprietary technology automatically identifies the face in the photo and lets you add cool photo effects and create funny face montages. PhotoFunia is free and very easy to use. Just select an effect you like from over 300 different ones, select your photo and PhotoFunia will handle the rest for you. All image manipulation is performed in the cloud, therefore Wi-Fi or data connection is required for the application to work.





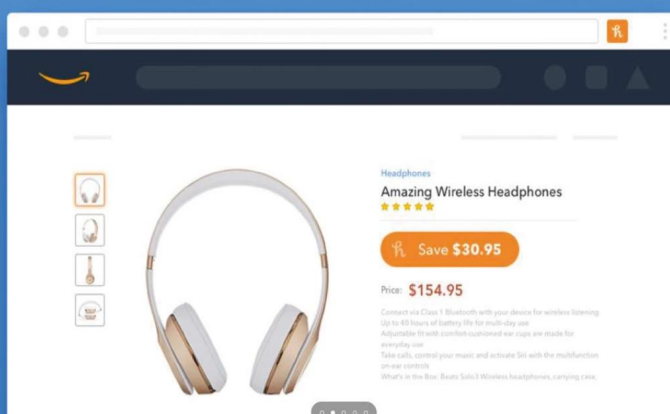
honey

Honey

Price: FREE

Rather than being an app, Honey is a free browser extension that automatically finds and applies coupon codes at checkout for over 30,000 shopping sites. It will also instantly find better prices on Amazon and offer Honey Gold at many stores for our U.S. members. Once Honey is installed, you will see that the Honey icon in the top right corner turns orange on Chrome, Firefox, Opera and Edge when you're on a shopping site that is supported by Honey. When you're on a checkout page with a promo code field, Honey will pop up. It's easy, time saving and can save you money every time you shop online.

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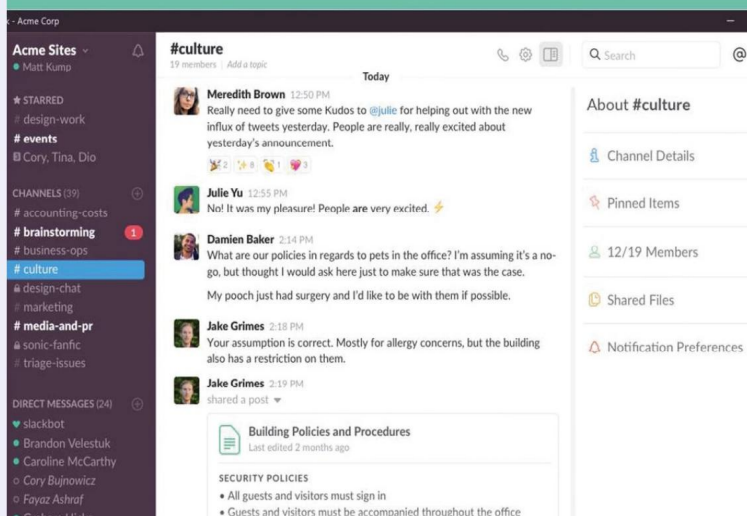


Slack

Price: FREE

Slack brings team communication and collaboration into one place so you can get more work done, whether you belong to a large enterprise or a small business. Check off your to-do list and move your projects forward by bringing the right people, conversations, tools and information you need together. Slack is available on any device, so you can find and access your team and your work, whether you're at your desk or on the go. Communicate with your team and organise your conversations by topic, project or anything else that matters to your work. Message or call any person or group within your team, share and edit documents and collaborate with the right people, all in Slack

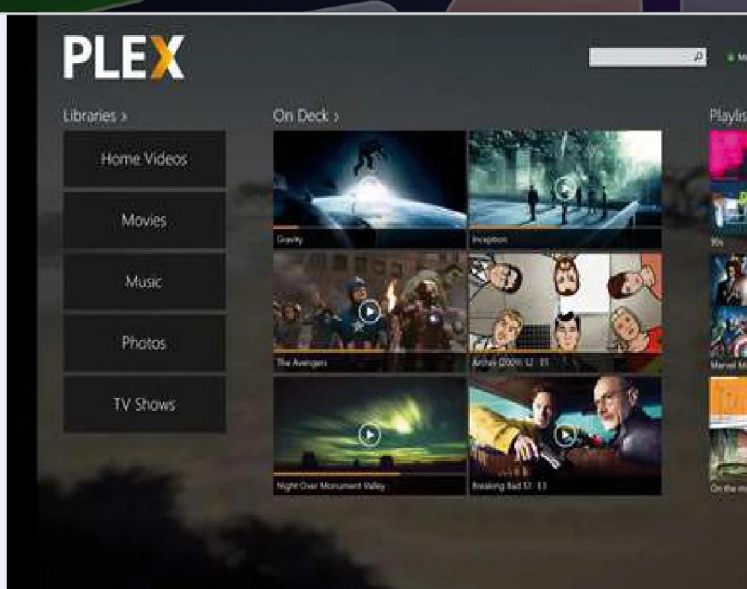
All your team's messages, files and services in one place.



Plex

Price: FREE

If you often struggle with having too many photos, videos or music on your PC, then Plex is for you. It's a complete media organiser that also helps you to access your media on different devices; you can play all your media through the app too. In addition to this Windows Store app, which is a version of the Plex Home Theater app for accessing and playing media, there's also a Plex Media Server app that can be used to stream media from your PC to other devices, such as mobile phones or tablets; your PC will need to be on at the time to use this. Plex originally began as freeware but you'll need to pay to use the app fully and share media between devices. Plex apps exist for many phones including those on iOS, Android and Windows Phone.





Adobe Photoshop Express

Price: FREE

Full Photoshop is a massively powerful suite but if all you want to do is to manipulate and edit photos then Photoshop Express is a terrific way to get more from your images. Simple sliders adjust settings such as exposure and tint, while there are one-click adjustments for simple things such as colour brightness and contrast (which we really love as it's so simple to use) as well as red eye reduction. Where Photoshop Express comes into its own is its ability to share images after you've edited them; you can even snap and edit an image from your device's camera. The app's limitation is in its ability to deal with more than one image at a time; if you need more, check out Photoshop Elements, Adobe's desktop software that's in between this and full fat Photoshop.



TuneIn Radio

Price: FREE

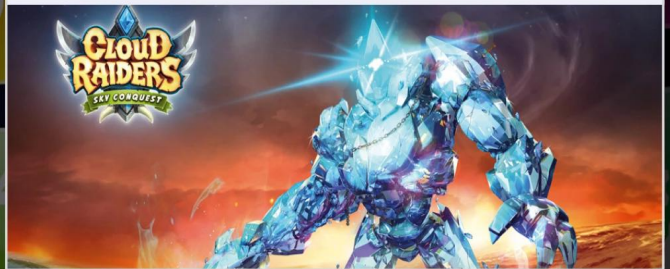
If you are a lover of digital radio, what better way to listen to your favourite stations than through your PC. Not only does TuneIn Radio give you access to all the major DAB radio stations, you can also search out lesser known Internet stations with hundreds available, divided up by region and many more categorised into different genres. You can even filter the thousands of stations by language and as a bonus, TuneIn supports podcasts, with shows organised into similar genres. Discover the joy of radio again with TuneIn Radio!



Cloud Raiders

Price: FREE

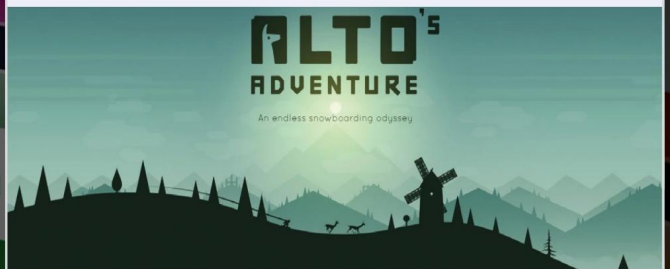
Cloud Raiders catapults action strategy to dizzying new heights. In a sky filled with floating islands, you must dominate them all. The best part is that you have your own floating island stronghold to do it from. Assemble your army of raiders and transform your island into an impregnable fortress of doom!



Alto's Adventure

Price: FREE

Join Alto as he embarks on an endless snowboarding odyssey. Journey across the beautiful alpine hills, through neighbouring villages, ancient woodlands and long abandoned ruins. Along the way rescue runaway llamas, grind rooftops, leap over terrifying chasms and outwit the mountain elders.



Can You Escape

Price: FREE

Welcome to a residence of people with their own tastes and lifestyles. You won't meet the people themselves but you will have to solve their secrets and puzzles to escape 15 mysterious rooms. Use your puzzle solving skills, find hidden objects and break the codes to escape this strange place.



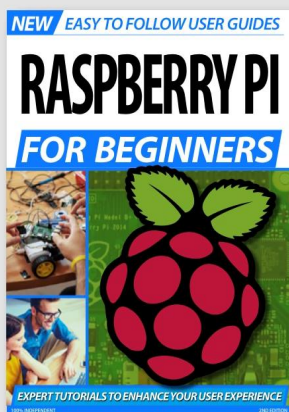
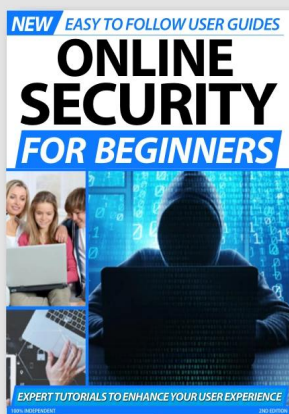
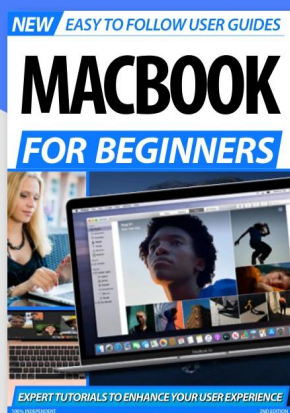
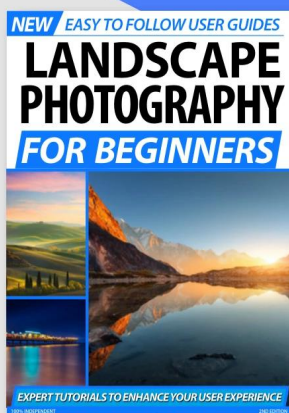
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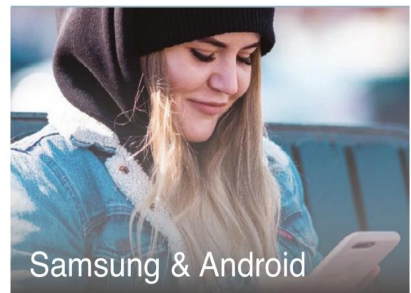
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