

Windows 10 Tips and Tricks

Introduction

Have you ever used Windows 7 or Windows 8.1? If so, Windows 10 will look and feel very familiar to you, whether you choose to interact via touch screen or mouse & keyboard. Adobe IT has compiled this tips and tricks guide to assist employees in getting familiar with Windows 10. Need assistance? Contact the Service Desk or visit your local Tech Café.

The Start Menu

To display the Start menu:

- Select the Start button on the bottom left of the task bar.
- OR
- Press the Windows key on the keyboard.

In the Start menu you can find:

- Most-used and recently added apps.
- File Explorer and Settings.
- Quick access to your apps, documents, pictures, and settings.
- The All apps button which displays a list of all of your apps.
- Sleep, restart, or shut down buttons.
- Apps, settings, files, and Internet content in the search bar to the right of the Start button.

When search results are displayed, you can:

- Select My stuff to browse your computer content including: apps, settings, photos, videos, and music.
- Select Web to be taken to a list of search results on the internet.

To put your computer to sleep, restart, or shut down:

- On the Start menu select Power.
- Select the option you want: Sleep, Restart, or Shut down.

To sign out or lock your computer:

- Select your name in the upper-left corner of the Start menu.
- Choose the option you want: Sign out or lock your computer.

Using Tiles

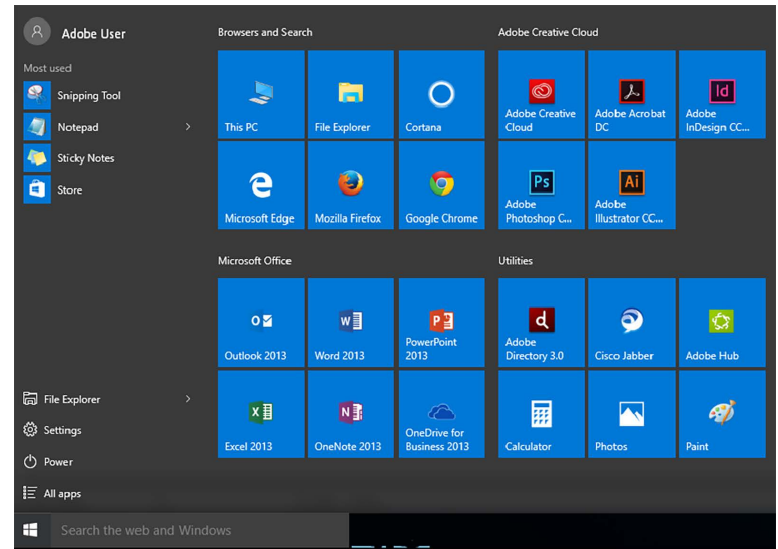
In the right pane of the Start menu, you will find tiles for some common apps.

To move a tile you can drag it to another position. You can rearrange them within the pane. You can also drag apps between the tile view and the app list view.

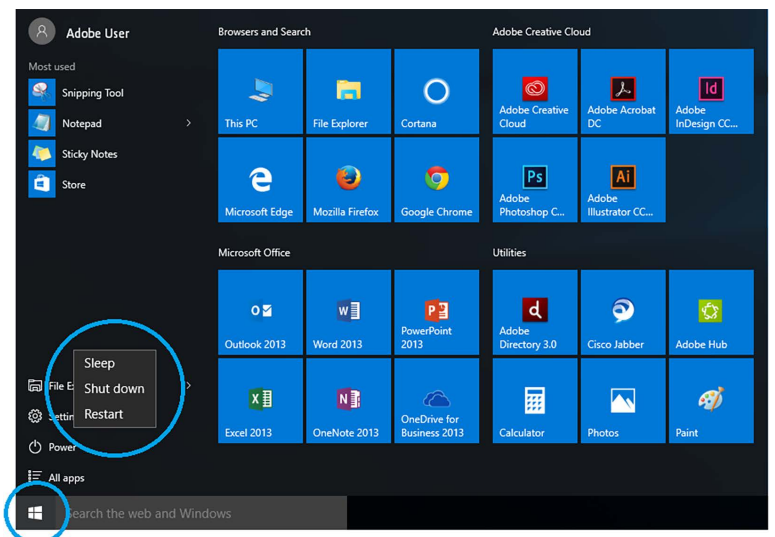
Right-click a tile to display a menu with options:

- Unpin from Start
- Pin to taskbar
- Uninstall

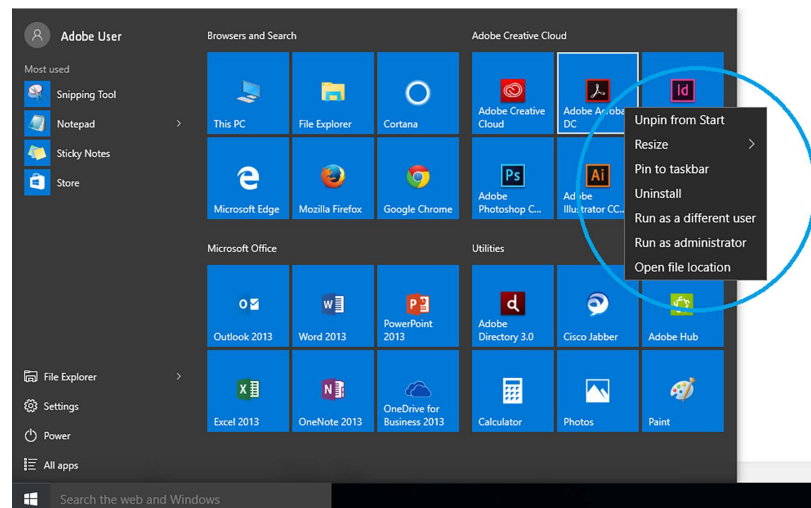
To add new tiles, drag an app from the All apps section to the right pane of the Start menu. You can name the sections by clicking above the group of tiles. You are able to organize the tiles however you want.



S Start Menu



Sleep, Shut down, Restart



Unpin, Pin, Uninstall

Snap Enhancements

Windows 10 includes several enhancements to Snap, making it easier to manipulate the layout of open windows on your desktop, including:

- Consistent Snap behavior across traditional (desktop) and modern (built for touch) apps.
- Snap Assist, which makes it easy to snap additional windows after the first one.
- Four-quadrant Snap, which enables you to fill your screen with four apps in a two-by-two configuration.

To snap two windows side by side:

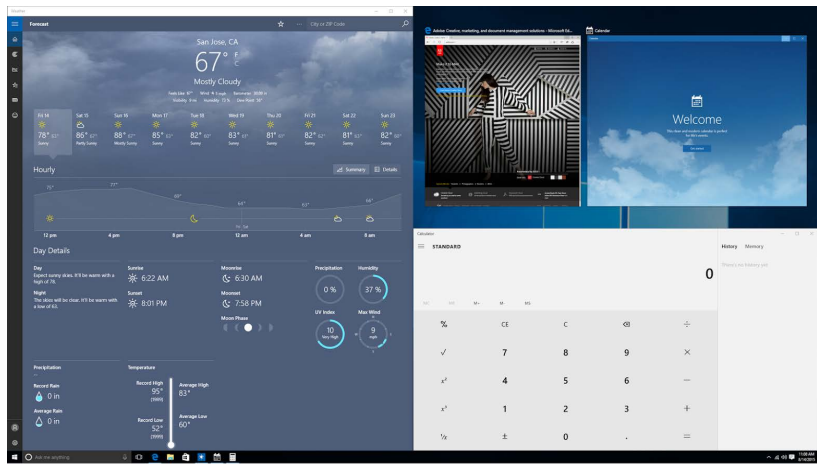
1. Drag the title bar of one window to one side of the screen, until a half-screen outline of the windows appears.
2. Release the mouse (or lift your finger) to snap the window into position,
3. Repeat steps 1 and 2 for the other window, using the other side of the screen.

Settings

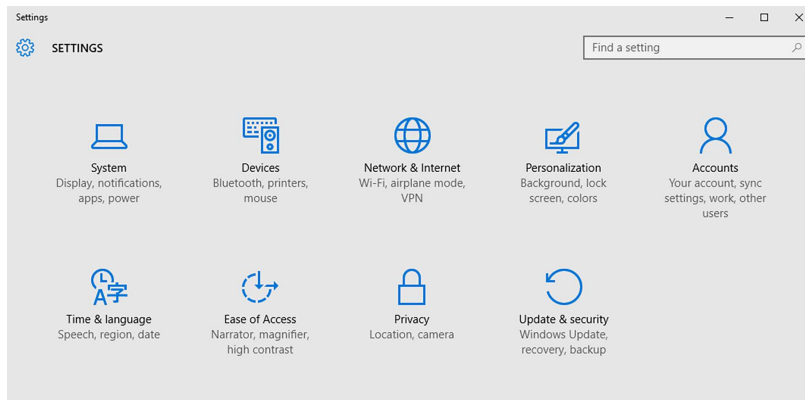
Windows 10 provides you with two ways to access settings: the traditional Control Panel with access to advanced tools as well as the modern UI settings app for accessing more commonly used tools.

To reach the Settings screen:

Navigate to **Start > Settings**.



Snap Enhancements



Settings

Action Center

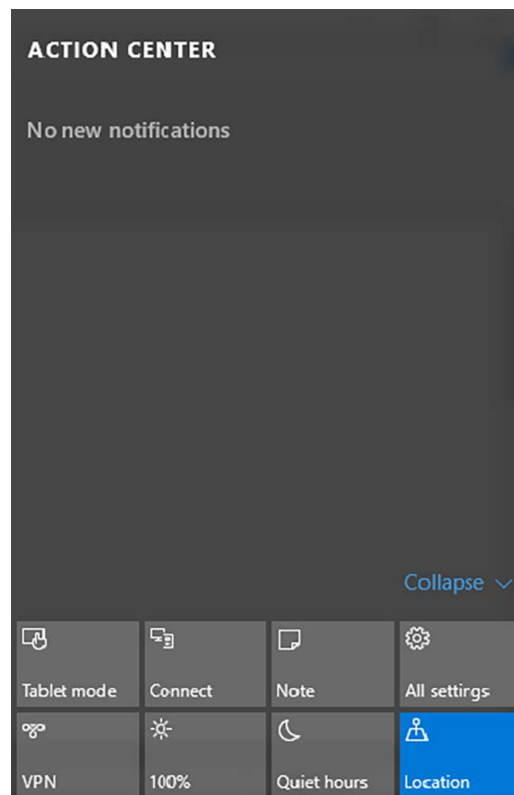
Windows 10 finally collects all notifications in one helpful place: the Action Center. You will find links for performing quick actions, such as turning Wi-Fi on or off.

To open the action center:

-Select the Action center icon in the notifications area at the far right of the taskbar.

Within the action center you will find:

- A list of notifications so you can view and address them at times of your choosing.
- Links for performing quick actions such as turning Wi-Fi on or off.



Action Center

Microsoft Edge

Microsoft Edge is a new modern browser in Windows 10 that is designed to deliver a better web experience to you. Microsoft Edge is fast, compatible, and built for the modern web. It is designed to work the way you do and help you get things done through easy sharing, reading, discovery and more.

Simply enter your search in the address bar and you will get search suggestions and results from the web, your browsing history, and your favorites.

If you encounter compatibility issues on a website in Microsoft Edge, you can open it in Internet Explorer with two clicks.

1. Select the more actions button.
2. Select open with Internet explorer.

Microsoft edge contains new features:

Take notes, write, doodle, and highlight directly on webpages.

You can save your “Web notes” for later or share them with others. Web Notes are collected on the Hub and can be shared to other programs, such as Microsoft OneNote.

Write, highlight, erase, add a typed note, or clip.



Microsoft Edge and the Hub

The Hub is where Microsoft Edge keeps the things you collect on the web- including your favorites, reading list, browsing history, and current downloads.

Favorites

Reading list

Downloads

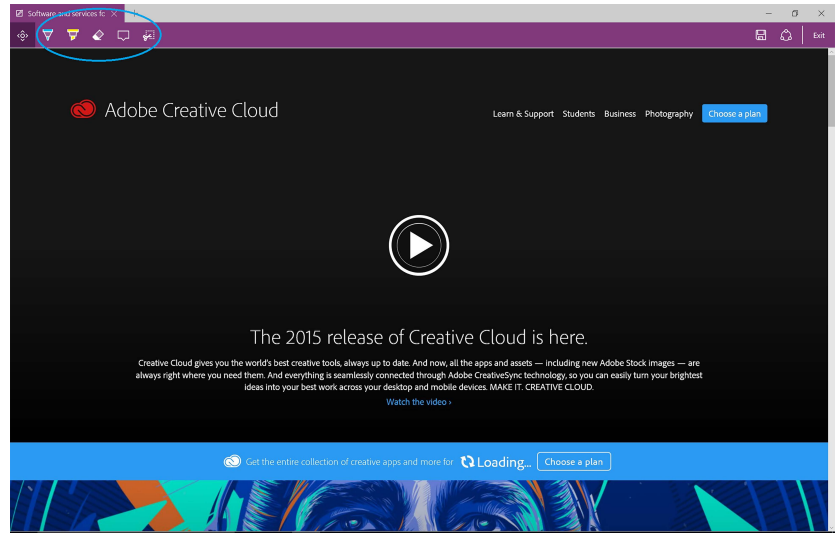
Browsing Data

Cortana

Cortana is your personal assistant in Windows 10. Cortana can search the web, show local news and weather, find things on your PC, and provide reminders based on time or location.

Cortana adapts the behavior to your device, using your Microsoft account to help you out across all your windows 10 devices. You are in control of what Cortana knows and how it manages. Cortana can provides time-based, place-based, and person-based reminders. If you'd like to set up Cortana, click on the magnifying glass on your taskbar and follow the prompts.

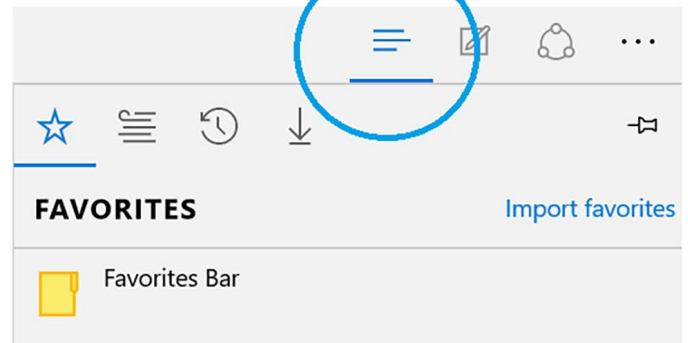
Cortana is not available in all regions. Cortana integration is not yet enabled for desktop Office 365 applications (including Outlook) at Adobe.



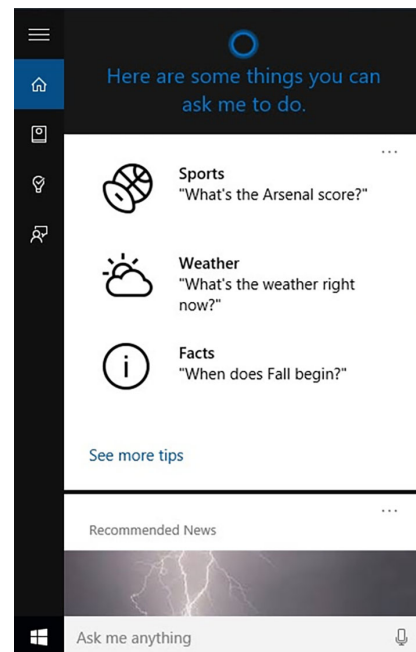
Microsoft Edge : Write, Highlight, Erase



More actions



The Hub



Cortana

Task View and Virtual Desktops

Windows 10 adds support for virtual desktops so you can keep you open apps better organized.

To create a virtual desktop:

1. Select the Task View button on the taskbar.
2. Select New Desktop near the lower-right corner of the screen.

To move an app from one virtual desktop to another:

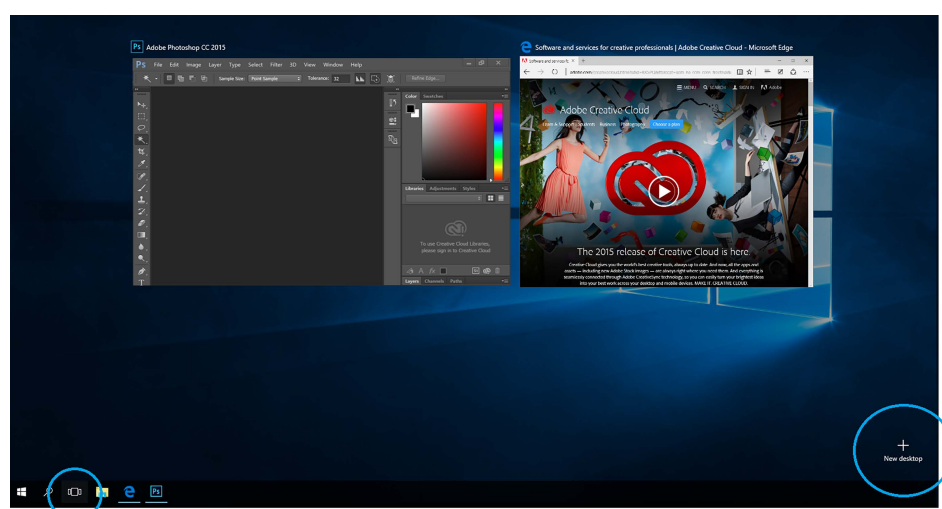
1. Select the Task View button on the taskbar.
2. Point to the virtual desktop thumbnail that contains the app you want to move. This action displays thumbnails for all open apps within that virtual desktop.
3. Right-click the thumbnail for the app you want to move.
4. Select Move to, and then select the virtual desktop where you want to move the app.

To switch among virtual desktops:

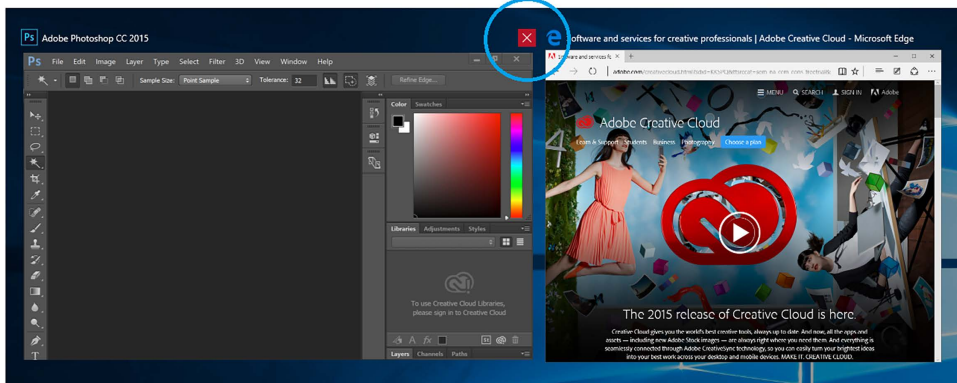
1. Select the Task View button on the taskbar.
2. Select the thumbnail for the virtual desktop you want.

To close a virtual desktop:

1. Select the Task View button on the taskbar.
2. Click the close button in the thumbnail for the virtual desktop you want to close.



Create a Virtual desktop



Close a Virtual desktop

Keyboard Shortcuts

Winkey 10 keyboard shortcut	Description
Winkey + Tab	Activates Task View
Winkey + A	Activates Action Center
Winkey + C	Activates Cortana with speech>
Winkey + D	Shows desktop
Winkey + E	Opens File Explorer
Winkey + G	Activates the new Xbox game bar to let you record games or take screenshots.
Winkey + H	Activates share feature in Windows 10 apps
Winkey + I	Opens Windows 10 settings
Winkey + K	Activates Connect feature to stream to wireless displays and audio devices
Winkey + L	Locks a machine
Winkey + P	Project a screen
Winkey + R	Run a command
Winkey + S	Activates Cortana
Winkey + X	Opens power user features
Winkey + Left / Right / Up / Down	Snaps apps to the side of a screen (press Up or Down after snapping left / right to enable four apps to snap)
Winkey + Ctrl + D	Creates a new virtual desktop
Winkey + Ctrl + F4	Close virtual desktop
Winkey + Ctrl + Left or Right	Switch between virtual desktops
Winkey + Shift + Left or Right	Move apps from one monitor to another
Winkey + 1 / 2 / 3...	Open programs that are pinned on the taskbar. The first app is number one.

