Introduction to Windows 10

Installation and Upgrading

- Installing (updating to) Windows 10
  - Takes about 20-40 minutes depending on computer and memory size.
  - Can wait for notification your upgrade (little icon in the notification area) is ready;
    - Or download the Media Creation tool.
    - This allows you to download and install, or make a disc or USB for installation (such as somewhere without high speed Internet).

What will be absent from Windows 10 after the upgrade (left behind during an upgrade?

- Media Center (not Media Player)
  - Windows 10 Home claims to have recently added a "commercial DVD" player.
  - Windows 10 Pro does not provide its own DVD Player.
    - If upgrading from Windows 7 you will not get a commercial DVD Player.
  - Must install a third-party program.
    - CyberLink's Power DVD is a popular commercial (paid for) option.
    - VLC Player is good and is a free download.
      - NOT the Windows Store VLC app (inferior).
    - Instead download and install free VLC Media Player desktop application from the Internet.
- DVD writing for use in a DVD player.
  - You can write data to DVDs
  - But you can no longer Publish to or Create DVDs which can be viewed in a standard DVD player.
    - No more creative slide shows on DVD with Movie Maker.
    - Movie Maker still functions, but cannot be exported to a DVD.
      - Some modern DVD Players can play Windows Media Player files, so a data disc with a WMV file may work.
      - Which some modern DVD players can display.
  - You can publish the video to Facebook, OneDrive, Google Drive, Dropbox, or similar Social media sites from Movie Maker and **share** it this way.
- During a Windows 10 upgrade, your antivirus will be uninstalled and then reinstalled.
  - Unless your subscription was expired, then it will not reinstall it, and instead it will use Windows Defender.
- Some OEM (programs offered by your computer manufacturer) **Bloatware**, and possibly some older OEM machine specific utilities.
  - You won't likely miss them, but if so try to obtain manufacturer updated ones.

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Introductory Remarks

- Windows 10 is what most of us expected when Windows 8 arrived.
- It has the modern appearance begun with Windows 8, but with the Desktop interface we have all been comfortable with.
- Traditional programs work just as always.
- Windows 10 has updated the look of many of the Apps.
    - And apps now open as fully resizable windows on the Desktop.
        - Full screen is still available, if that is what you want.
    - So they can be resized to full screen, or any size just like any other window.
    - And also they can be snapped to the side, or a quarter of the screen.
- Windows 10 has a Start menu (which can be made a Start Screen if desired).
- The Windows 10 Start menu is a hybrid combining the traditional program access of Windows 7 menu, but with availability also of the Windows modern Apps introduced with Windows 8.
- Updating has been made simpler for Windows 7 & 8 users.
    - Updating to Windows 10 keeps most of your installed programs, apps, and data.
    - Unless you choose a fresh install.
    - And the best part, Windows 10 upgrade is free until July 29, 2016!
- Unfortunately Windows XP and Vista still are not free to upgrade to Windows 10
    - AND require a fresh install.
    - Installed programs and devices require reinstallation.
- Recently Microsoft released the "big" update anticipated for this fall.
    - Rather than introducing many new features, they focused on fixing bugs and improving current features with this update which previously would have amounted to a "first Service Pack".
    - A major update scheduled for mid-2016 will add new features promised to Edge, Mail, etc.
- Windows 10 in the Start menu All Apps offers a **Get Started** App.
    - Explains many Windows 10 functions and configuration capabilities.

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Features

- The Start menu
  - Desktop, and Taskbar contents and appearance are customizable.
- Right-click the Start button to get a **Quick Access menu**.
  - Provides access to commonly desired locations.
  - Programs and Features
  - Device Manager
  - Disk Management (to change drive letters, etc.)
  - Shut down options
    - Recover Hibernate in Power Options | Choose what power button does | Change settings currently unavailable
    - Then put check in hibernate.
  - **Switch users** by clicking on the User name now at the top left of the Start menu.
    - Windows 8 it was on the top right of the Start screen.
- The included Mail allows POP accounts (Comcast, CenturyLink) as well as IMAP (Yahoo, Gmail, AOL,) can be set up.
  - Be careful, and aware during Mail setup.
    - By default, "Other Accounts" wants to install as an IMAP, not POP.
  - Scroll farther down the account choices to Advanced setup.
    - You must set up POP manually.
    - Thus must know the Incoming and Outgoing mail server addresses.
- Windows 10 switches easily between Desktop and "Tablet" Modes.
- The Windows 8 Charms menu is gone, and replaced by a more extensive and functional **Action center**.
  - Open Action center by dragging in from right on a touchscreen.
  - Or open it with a click on the talk bubble icon in the Notification Area.
  - The talk bubble turns white if it has new information, (mail, hints, warnings).
  - This is where you now get the Connect options for wireless and Tablet mode.
- Cortana is a voice command able App capable as a personal and search assistant.
- Microsoft Edge is the new streamlined Internet browser intended to replace Internet Explorer.
  - But Internet Explorer is still available should you prefer to use it (see instructions below).
  - You can also import your Favorites from Internet Explorer or another browser.
  - Offers a Reading view.
  - Find Favorites, History, and Downloads with the "Hub" (the hamburger menu, top right).
  - Mark up by **writing** or **highlighting** items on a web page, then share that marked up webpage.
- Settings replaces many of the configurations you needed to perform with Control Panel items.
  - Controls many customizations by On/Off buttons.
  - Control Panel is still there however.
  - Control Panel still works as previously in Windows Vista, 7 or 8.
  - For Windows XP users, Control Panel changes names considerably.

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Features (cont'd)

- Settings replaces many of the configurations you needed to perform with Control Panel items.
    - Controls many customizations by On/Off buttons.
    - Control Panel is still there however.
    - Control Panel still works as previously in Windows Vista, 7 or 8.
    - For Windows XP users, Control Panel changes names considerably.
- Storage properties are better broken down.
    - Search Cortana for "Storage" (or just choose Settings from the Start menu and Storage), then click Storage System settings.
        - Click on the desired drive and watch.

- Set up Cortana
    - Click in the search box (left side Taskbar), and agree to the various request and Next boxes.
    - It will ask you what you want to be called.
    - If you click on the microphone, and have a microphone (webcam or dedicated microphone), it may tell you your microphone isn't good caliber.
        - Just ignore that and continue with the microphone setup.
    - It will ask you to read a paragraph, then most likely will have a Finish button.
    - Now, a right-click on the Taskbar (empty area), will allow you to decide if Cortana is displayed as a search box, just an icon, or hidden from view.
        - If you had a very full Taskbar of icons prior to the Upgrade, the Cortana search box may be hiding some.
        - In that case you want Cortana to display just as an icon.
    - More customization (turning functions and off) can be accomplished through the various menus found to the left under than "Hamburger menu".
        - Click on the hamburger menu to make the icons have labels.
        - Choose Notebook, and then Settings.
        - Consider turning on "Hey Cortana", so all you need to do is say "Hey Cortana" to have the personal assistant take commands.
        - Some are concerned with privacy with Hey Cortana. Is she listening to more than just your commands? Is she eavesdropping?
    - Find what Cortana can do: "What can you do?"
    - Also, Cortana can help when surfing the web. A blue Cortana icon appears in the browser bar (on the right) with "I've got more info," when Cortana can provide more information about the website (Such as Yelp info on a restaurant).

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- Set up Microsoft Edge, a new streamlined browser replaces Internet Explorer.
  - You can also import your Favorites from Internet Explorer or Chrome.
    - Open Edge Settings by clicking on the … menu and choosing Settings at the bottom of the list, then **Favorite settings**.
    - Click on the "Import favorites from another browser" link.
      - Choose IE or Chrome, etc.)
    - Turn on the **Favorites bar** if desired (by clicking the button.
  - Put a **home button** on the Navigation bar.
    - On the Settings list, scroll to the bottom and use the "View advanced settings button, and turn on "Show the home button".
  - Change (or Add) a home page.
    - By default, Edge opens with the "about:start page.
    - Change the radio button to the "A specific page or pages".
      - Choose Custom from the drop-down list.
      - By doing so, a " Enter a web address " box appears
    - In the "Enter a web address box, type the URL for the desired page.
      - It may be easier to first go to that page, and Copy the URL from the address line.
      - Once entered, be sure to click on the Plus sign (to the right of the box) to add it.
    - You can add as many pages as you want to open.
      - Remove pages by clicking the "X" to the right of the address.
    - **Also, you can set a home page button, without it opening at start.**
  - Restore Internet Explorer to the Start menu or Taskbar.
    - Some websites still require the java and active x functions to display content properly.
    - Edge will offer the opportunity to "Open this web page in Internet Explorer.
    - First find it by opening Cortana (the search box) or Start menu and typing Internet. Internet Explorer should appear at the top of the list. Right-click to Pin it, Start or Taskbar.
- Open multiple instances of Edge:
  - Click on the ellipsis (…) menu and choose new window.
  - Right-click edge icon on the taskbar and choose Microsoft Edge.
    - This function was added by the recent update.
  - Or drag an existing tab downward.

- Further Customization of Microsoft Edge
  - o Rearrange icons in the Favorites, or on the Favorite Bar
    - ▪ Open Microsoft Edge.
    - ▪ Open the Favorites list by clicking the "Hub" (three bars to the right of the star).
    - ▪ Pin it to the side.
    - ▪ Now you can drag items to the desired locations.
    - ▪ Unfortunately, Edge has not yet offered a way of simple alphabetizing yet.
    - ▪ Microsoft Edge, if not imported, stores the favorites in:
      - **%UserProfile%\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb 3d8bbwe\AC\MicrosoftEdge\User\Default\Favorites**
      - Mine are not there; nor are the new ones put in User_Name's Favorite folder.
  - o You may be warned by Norton or other antivirus programs that Edge is not currently capable of having "Extensions", which makes it less secure.
    - ▪ Just ignore the warning for now, or click the "Don't remind me about this again" link to the left of the warning.
  - o Make Microsoft Edge search open in new tab.
    - ▪ Perform a search, any search.
    - ▪ On the window, click the sprocket (upper right within the search window, not Title bar area) and choose Settings.
    - ▪ Within Settings go to the Web tab.
    - ▪ On the Web settings, put a check in "Open links in a new browser window".
    - ▪ Click Save (lower left).
  - o Customize the about:start page weather
    - ▪ Click on the current location.
    - ▪ Search for your location or use location finder.
    - ▪ Set location as a favorite (star+ button).
    - ▪ Set as home location by clicking on "Make this place my home ".

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Make Windows 10 your own (Other Customizations Available after Installation)

- Customize the Taskbar.
    - Right-click the Taskbar and choose Properties.
    - Navigation tab no longer applies to the Start button and appearance.
        - Still useful to customize which icons show in the Notification area. Offers link to the System Settings.
        - Can still Auto-hide, use small taskbar icons, lock, and change taskbar position.
- Customize the Desktop appearance.
    - Right-click the desktop and choose Personalize.
    - Then in the left column menu choose Background, Colors, Lock Screen, or Themes.
- Customize the Start menu.
    - Right-click the desktop screen, choose Personalize and then choose Start (in the menu on the left).
    - Choose which folders appear in the left-hand Start menu.
        - Offerings limited to a few folders.
    - However, you can also pin (with a right-click) ANY folder (such as Documents, Pictures, etc., or Control Panel) to the right-hand menu of tiles.
        - And create your own group.
        - May need to use Cortana to find certain system folder components).
    - Unpin any unwanted Tile by right-clicking and choosing Unpin.
    - Organize the locations of tiles by dragging.
    - Drag groups around by grabbing the title bar of the group.
    - Create a new grouping by dragging to the top of the menu until a gray bar appears.
    - Name, or rename groups by clicking in the gray area just above a group.
    - Resize the Start menu by dragging an edge or corner (like a window).
        - Make it full screen by turning on in Personalize.
    - Restore Internet Explorer as the default browser if desired by:
        - Going to Control Panel (right-click the Start button) and choosing Default programs, the select Internet Explorer and set as default.
    - File Explorer now opens in the Quick Access view.
        - Open it in This PC (like Windows 8)
            - Open File Explorer and switch to the View ribbon.
            - On the View ribbon, click on Options (far right) and choose Change Folder and Search Options.
            - On the top of the General tab, change "Open File Explorer to" from Quick Access to This PC.
            - Apply and OK.

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Using Windows 10

- Windows 10 uses some common modern menu icons, new to Windows 10.
    - "Hamburger" Menus (three horizontal lines look like a hamburger and bun.
    - Ellipsis (...) menus
        - Are also used to denote that more items are available.
            - Or the name has been clipped.
            - Similar to using the double caret.
    - V-shaped menu indicating a drop-down menu.
- Action Center menu appears when dragging in from the right edge.
    - Display it by mouse by clicking the Talk bubble-like icon in the Notification area.
        - This is where you now get the Connect options.
        - As well as All settings, Bluetooth connections, and Action Center notifications (Including notification of Mail messages).
            - **IF** you use the Mail program provided by Windows 10.
        - This also allows toggling **Tablet Mode** on and off.
            - Useful mainly for touch screen tablets, but try it.
        - It also offers **Airplane mode** if connected by cellular or Wi-Fi.

NOTE: Airplane mode blocks Wi-Fi for Internet, and the ability to receive phone calls, while letting you otherwise use the device, such as for games or productivity applications.

- If you have a touch screen, (or need different letter options) remember the on-screen "desktop keyboard" (not the keyboard icon in the notification area.
    - Since the numeric keypad is no longer available to add special characters,
        - Holding down on many on-screen letters give you other special options.
        - Otherwise you are relegated to using the Character map for those special characters.
- The left-hand column of the Start menu includes File Explorer (previously Windows Explorer), Settings, Power (for Shut Down options, and All Apps (the equivalent of All Programs).
    - Remember the keyboard shortcut, ALT-F4 to bring up the Close menu for programs open, or to bring up a Shut Down menu like older versions.
- Most Windows keyboard shortcuts still work.
    - But there are many new ones to Windows 8 and 10.
- Tablet Mode
    - Removes the Taskbar and makes a few items larger for use with a touchscreen.
        - Changes window displays to full screen.
        - Look at the app: Phone Companion to see how to use your Android or iOS phone.

Using Windows 10 cont'd

- Setting up Mail
    - Mail now handle pop accounts.
    - Add accounts
        - Click on the Settings sprocket at the bottom left.
        - Choose Accounts from the list which opens on the right.
        - Click on the Plus sign at the bottom to add an account.
        - Designate what type account.
            - Google/Gmail, Yahoo, Other such as AOL or POP/IMAP,
            - Or choose Advanced Setup to manually insert settings.
            - Manual settings will require knowing the Incoming and Outgoing server addresses and ports. Refer to ISP help for those settings.
        - Insert the Email address and password.
        - Let Mail attempt to set it up automatically.
            - Or choose Manual setup.
            - It is easy to delete account if not set up to your liking automatically.
    - Add pop account
    - You may still prefer to use either Windows Live Mail, or Outlook.
- Virtual Desktops
    - Purpose is to allow screens with specific open windows.
        - For example: One screen with windows (programs open) which are for completing work items
        - While a second desktop has windows open to play games, or entertainment.
    - Open the Task View (button to the far left, but right of Cortana on Taskbar).
    - Click on the New Desktop button (+ sign) in the lower right.
    - Open any programs you want.
    - To switch desktops, use the Task View button and choose the desired desktop.
    - Drag programs from one desktop to another.
        - Drag a program until it reduces in size and drag onto the other desktop.
- Adjust Windows Updates
    - Updates are now mandatory, but you can:
        - Schedule a restart for a particular time
        - If on a Wi-Fi connection, you can allow updates to be downloaded only when NOT on a metered wireless connection.
            - To avoid updates, mark you main Internet connection as metered.
            - This will not work for a wired connection!
    - Can also download from Microsoft a tool to hide certain updates which have caused you trouble.
        - https://support.microsoft.com/en-us/kb/3073930
        - These are often driver updates.
        -

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Using Windows 10 cont'd
- See how much space each App or Application is taking up, and on which Drive.
  o Settings | System | Apps and Features
- Have others found some tricks, pitfalls, or solutions?

Apps and Using Windows Store
- Word, Excel, and PowerPoint are all available as Mobile Apps for free.
  o They have limited functionality from the full programs, but sufficient for many.
- Photos
  o View, edit, and play with Photos
- Store
  o Need a Microsoft Account
- Calendar
  o Leave email reminders for events
- People
  o This is the contact list for Mail and Outlook.com account.
  o Combines Skype, Windows Live, MSN, Hotmail contacts
-

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Select Windows keyboard shortcuts for Windows 10

- Most Windows keyboard shortcuts work for the last few versions of Windows.
- Win logo-Arrow keys
    - Win logo-Up arrow snaps window to maximized
    - Win logo-Down arrow restores window size if maximized, or minimizes window if window size.
    - Win logo-Left arrow snaps window to left.
    - Win logo-Right arrow snaps window to right.
- Win logo-E opens File Explorer.
- ALT key-Up arrow goes up one folder level while using File Explorer.
- Win logo-T cycles through Taskbar icons.
    - Enter then opens the task.
- Win logo-Print Screen (PRT SCN) key takes a screen shot and saves it to a folder within Pictures.
- Win logo-CTRL-D creates a new virtual desktop.
- Win logo-Tab shows all your desktops via Task View.
- Win logo-A opens the Action Center.
- Win logo-C opens Cortana ready to talk to her.
- Win logo-S opens Cortana.
- Win logo-I (i) opens Settings.
- Win logo-X opens the Start button right-click context menu.
- Win logo-TAB opens Task View (to switch apps; switch or create Virtual Desktops).
- Win logo-CTRL-D creates a new Virtual Desktop.
- Win logo-CTRL-F4 closes the current desktop.
- Win logo-CTRL-left or right arrow keys switches between Virtual desktops.
- Win logo-comma (,) hide open windows temporarily to see desktop.
- Win logo-L locks the PC (password then needed to reopen).
- ALT-F4 closes active window
    - If no windows active, brings up the Shutdown menu.
- Again, Win logo-Left arrow snaps window to left.
    - Win logo-Up arrow then snaps window to upper quadrant.
- Similarly, Win logo-Right arrow snaps window to right.
    - Win logo-Down arrow snaps window the lower quadrant.

Browser (Microsoft Edge) Shortcuts

- CTRL-T opens new tab.
- CTRL-D bookmark's page.
- CTRL-ENTER adds .com to end of a web address.
- CTRL-L highlights current URL in address bar
    - Similarly ALT-D does the same (previously an Internet Explorer shortcut).
- CTRL-TAB cycles through open tabs.
    - Similarly it also does o in Internet Explorer.

Problems Encountered and Solved

- Flashing screen after Windows 10 Upgrade:

1. While the screen is flashing, open Task Manager. Easiest is while holding down the CTRL and ALT keys, hit the DEL key. That will open a screen (still flashing) to choose Task Manager. If your keyboard doesn't seem to work, restart the computer or try plugging it into another USB port.
2. When Task Manager opens, go to the File menu (top left) and choose Run New Task.
3. In the window which opens, type **"msconfig" without the quotes**. If this doesn't open the Configuration manager, you may need to type the entire path: "C:\Windows\System32\msconfig.exe", again without the quotes. Then click OK.
4. Once on Configuration Manager, you need to open the Services tab.
5. On the Services tab, you must remove the checks from two items. Remove the check from Problem Reports and Solutions Control Panel Support.
6. Now remove the check from Windows Error Reporting Service.
7. Once the checks are removed, click OK. You will be asked to Restart or Restart later. Choose Restart, and let the computer reboot.
8. If this solution works, you should now be able to log in without a problem, and no more flickering. I found I could recheck (in msconfig) Problem Reporting and Solutions without the flickering returning. I could not recheck the Windows Error Reporting. For now just leave it or both unchecked.
9. After a few weeks of Windows Updates, they may have installed a fix, so you can try to replace the checks and it still be OK. But you won't miss Error Reporting, as that is just the sometimes annoying Windows trying to report an error when a program "encounters an error and has to close."