

CUSTOMIZING & USING WINDOWS 10

by Hewie Poplock

hewiep@gmail.com

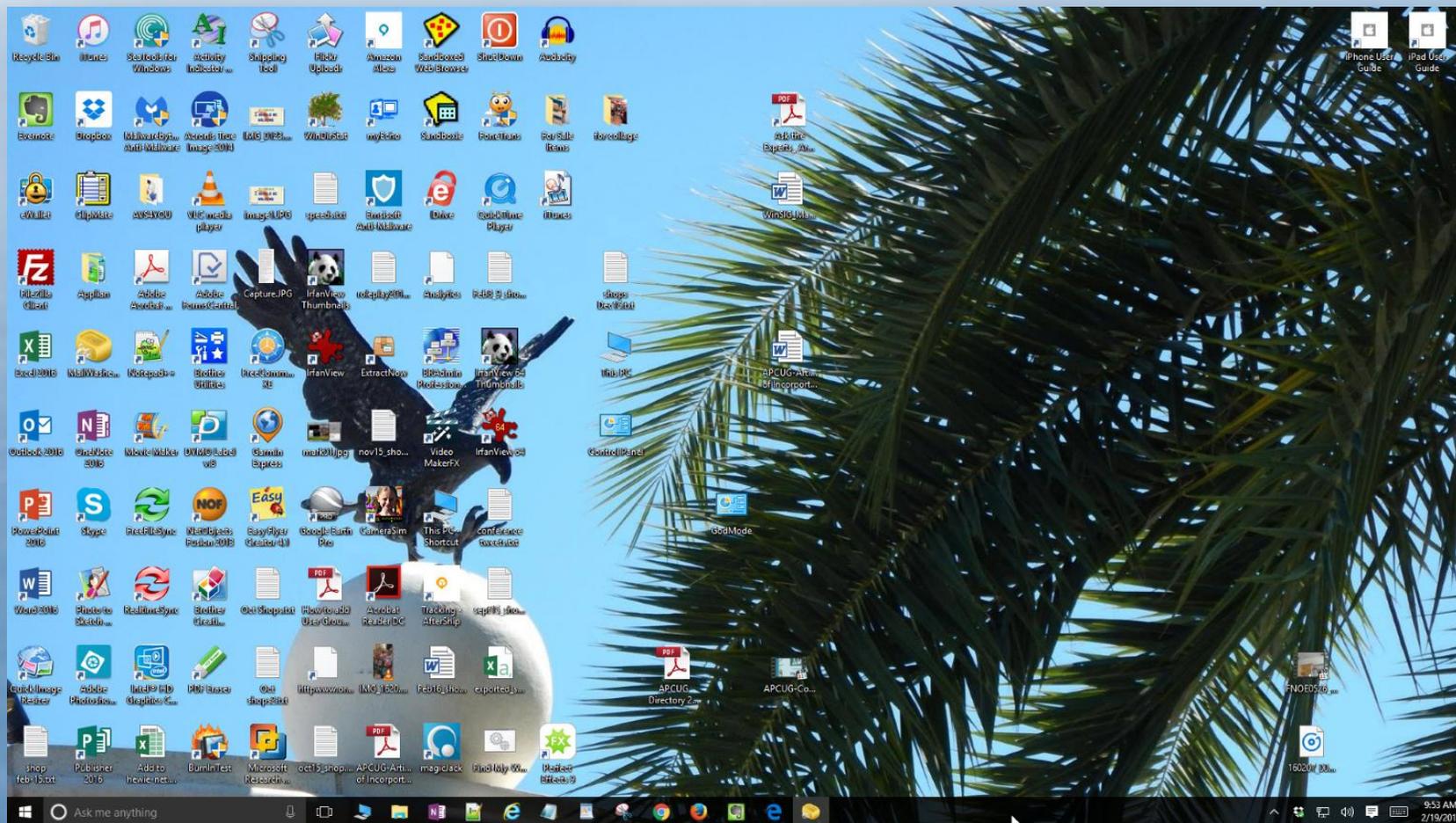
<http://www.hewie.net>



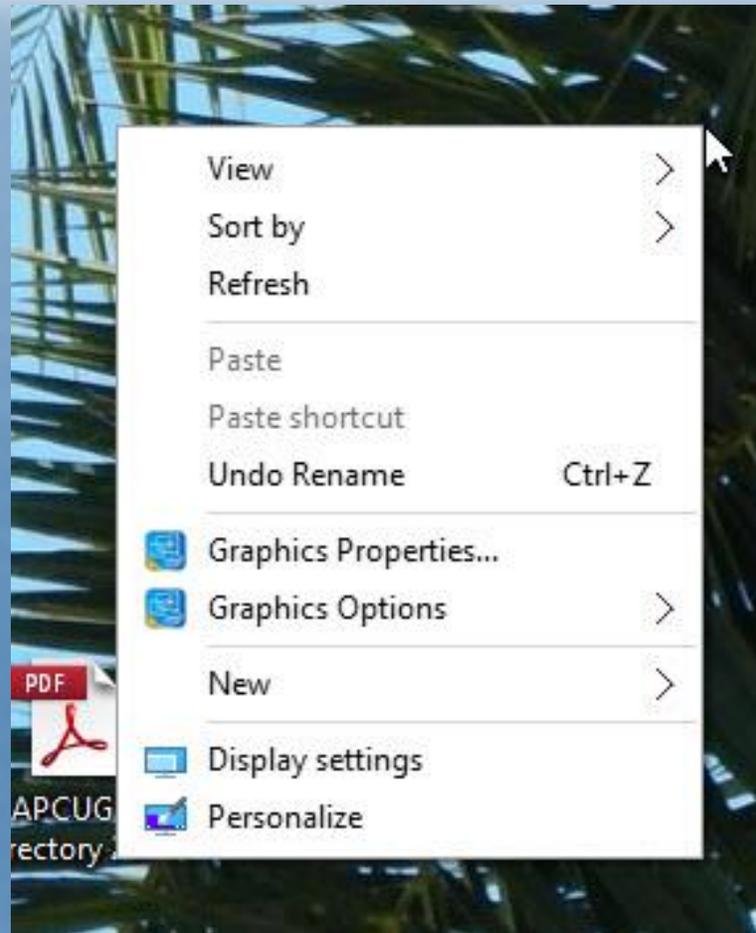
AGENDA

- **How to Prepare Your Computer for a Presentation**
- **Signing into Windows 10**
- **Some Settings**
- **The Start Menu**
- **Microsoft Edge**
- **Other Accessories**
- **Taskview**
- **Help with Windows 10**
- **Questions**

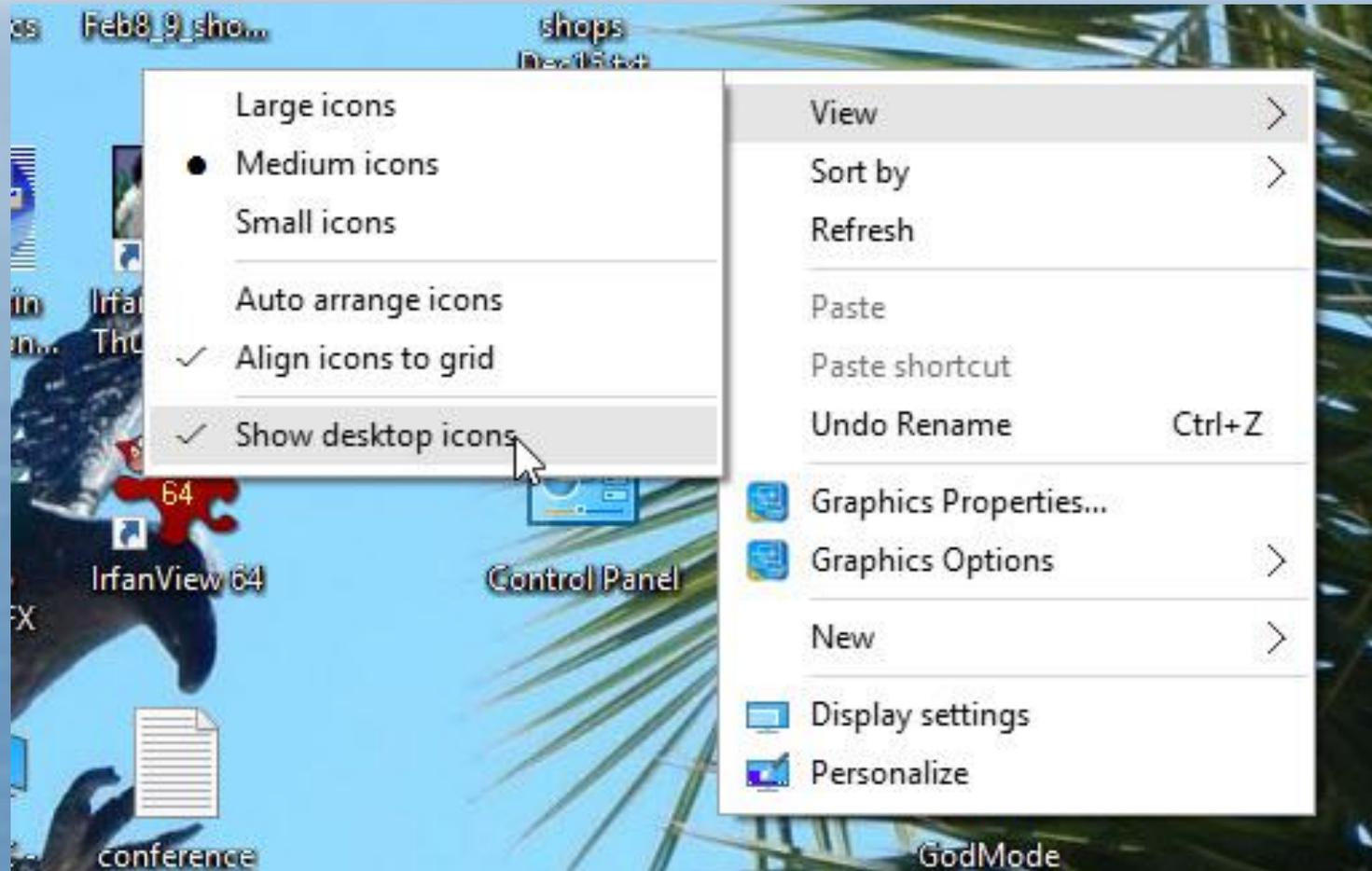
TYPICAL DESKTOP



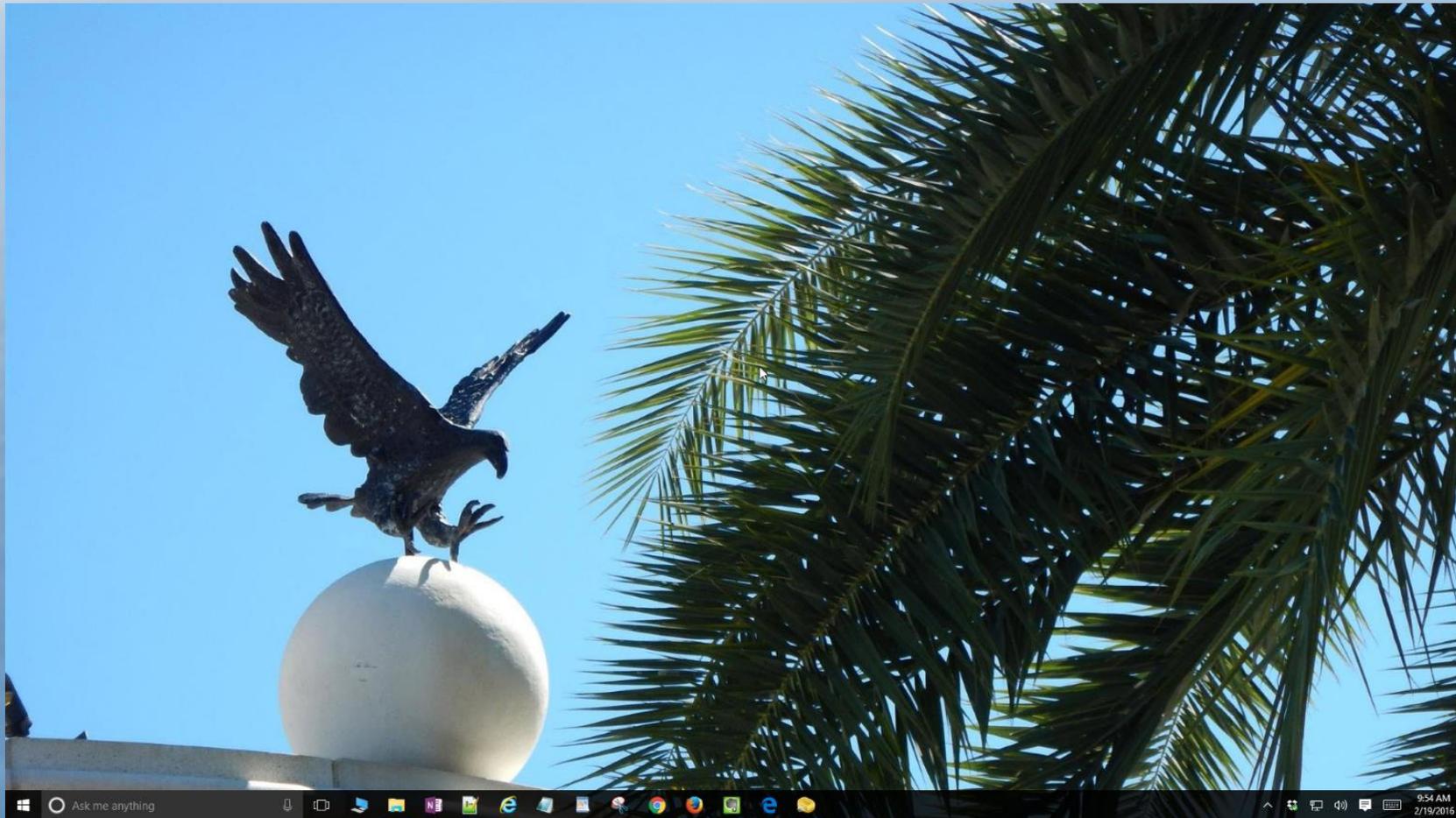
CHANGE VIEW



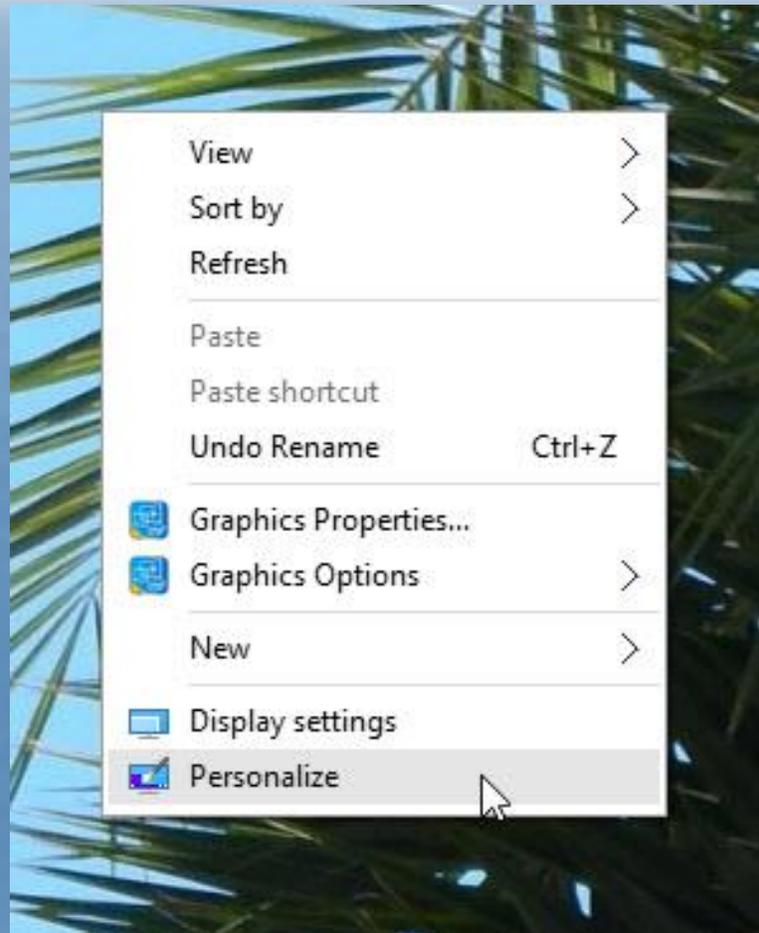
TURN OFF DESKTOP ICONS



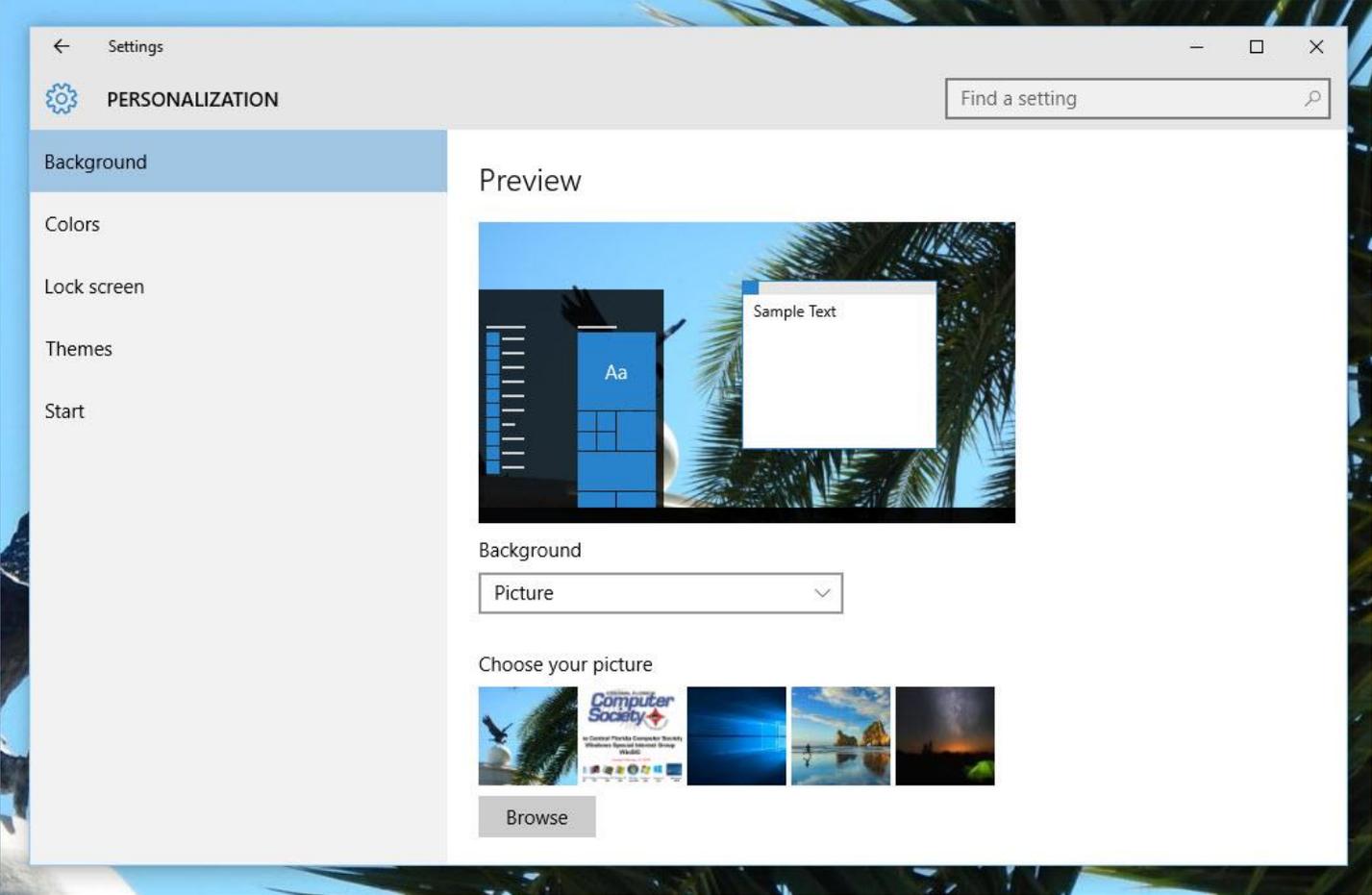
CLEAN BACKGROUND



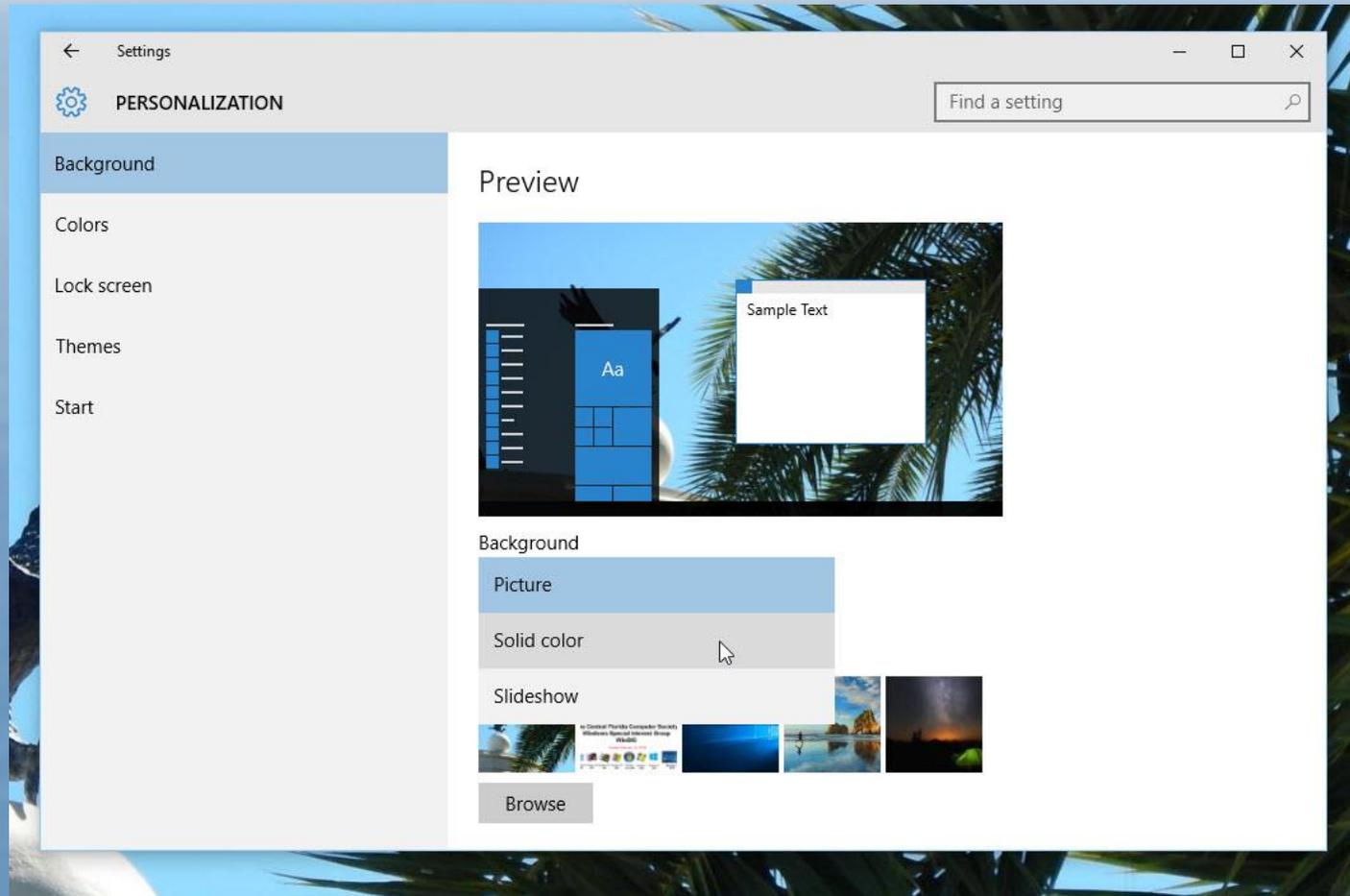
GO A STEP FURTHER



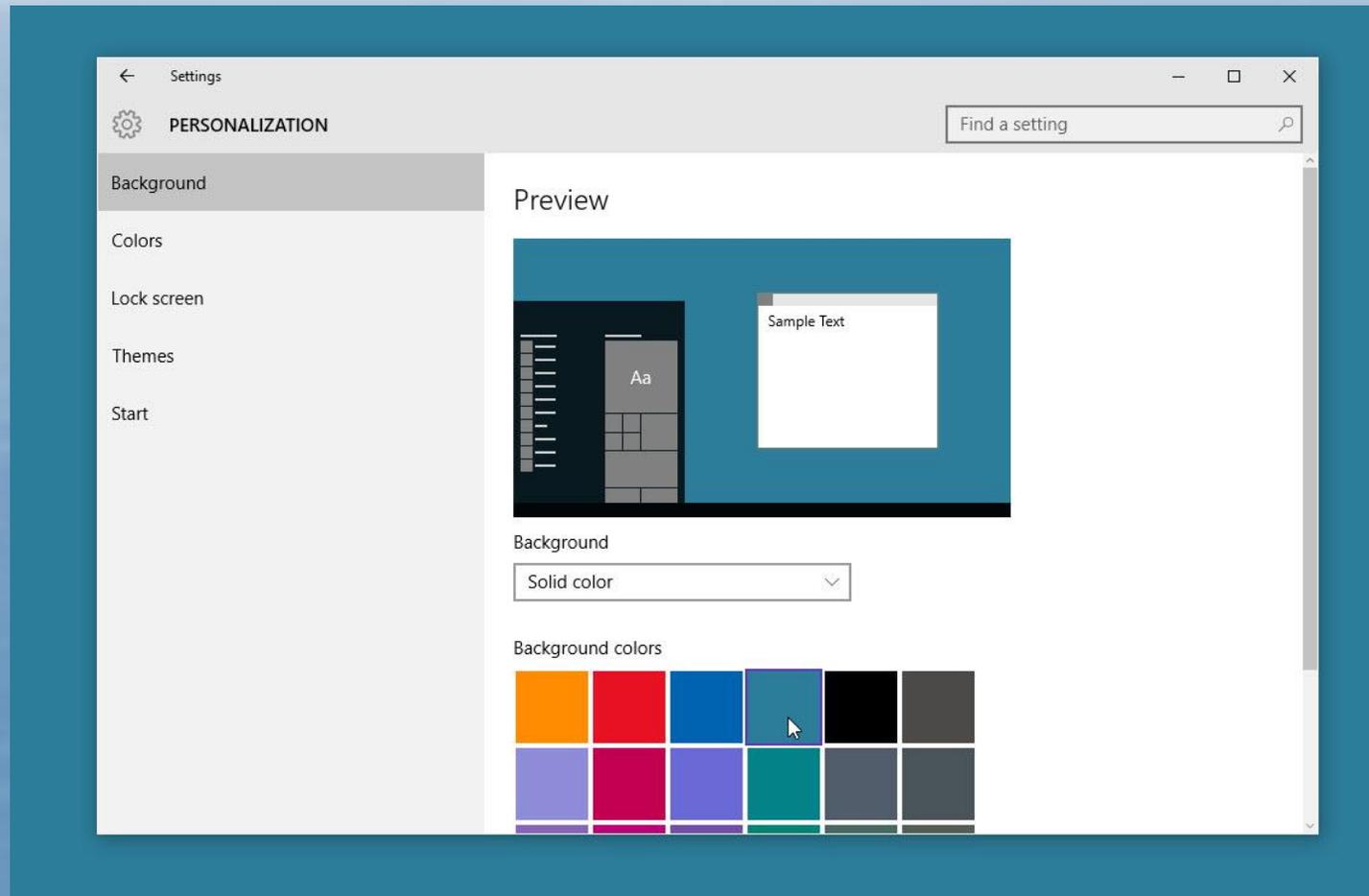
CHANGE BACKGROUND FROM PICTURE



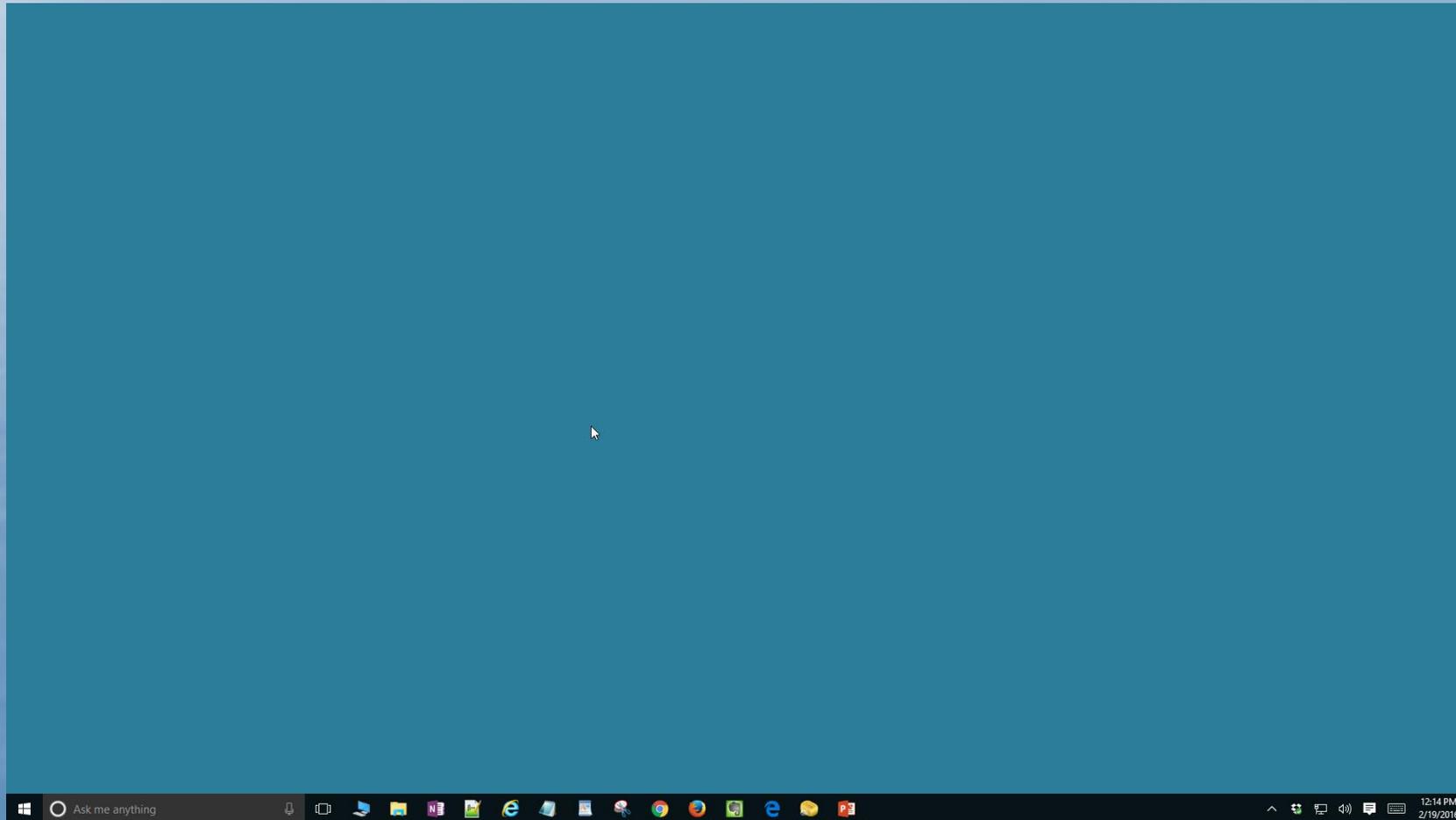
CHANGE FROM A PICTURE BACKGROUND



TO A SOLID COLOR



NICE AND CLEAN



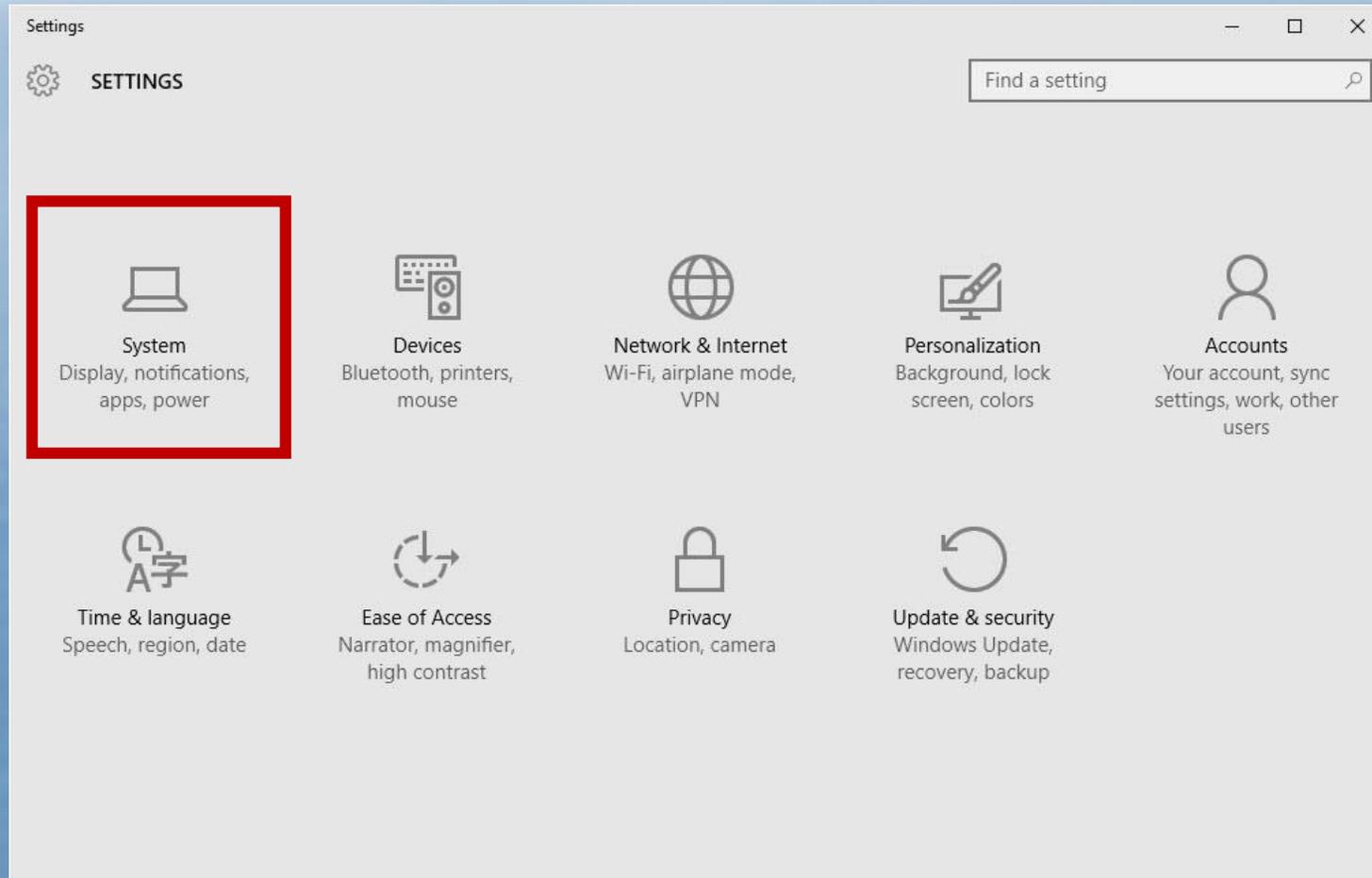
TURN OFF NOTIFICATIONS

If you use PowerPoint for your presentations, you'll be happy to know that Windows 10 includes an option to turn off notifications during presentations. As long as Windows 10 senses that PowerPoint is running, notifications will be squelched.

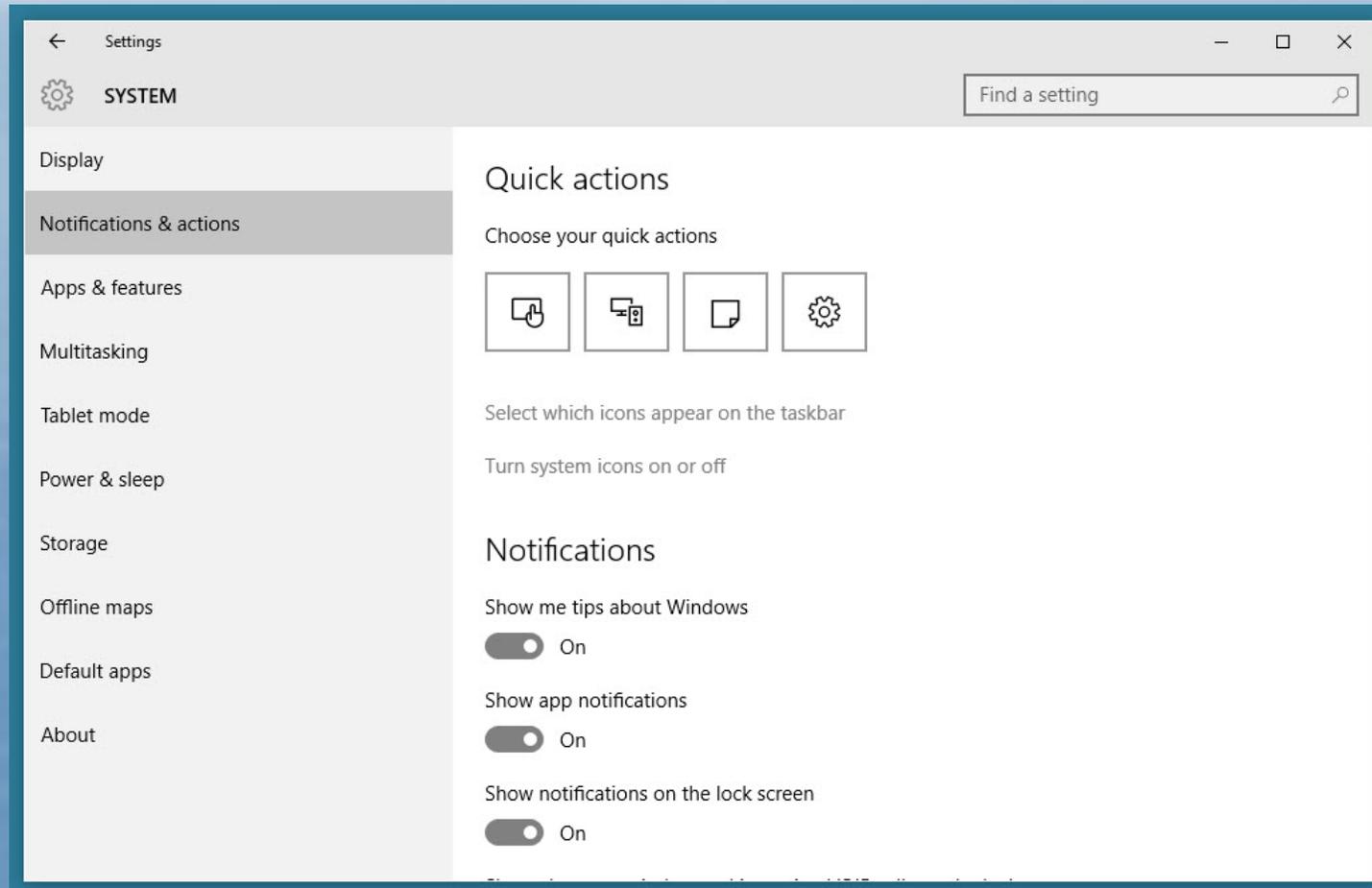
OPEN SETTINGS



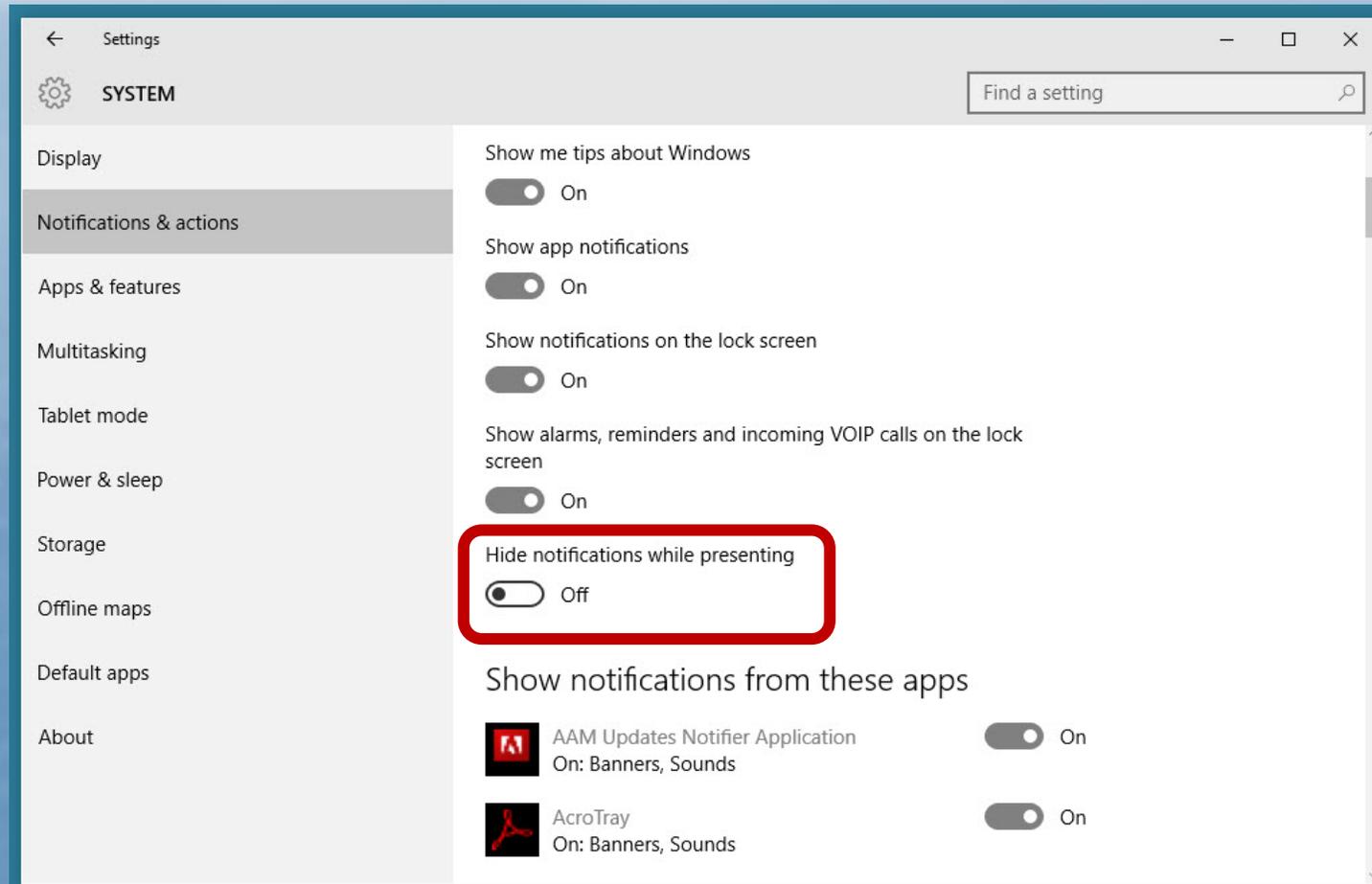
ANOTHER PRESENTATION SETTING



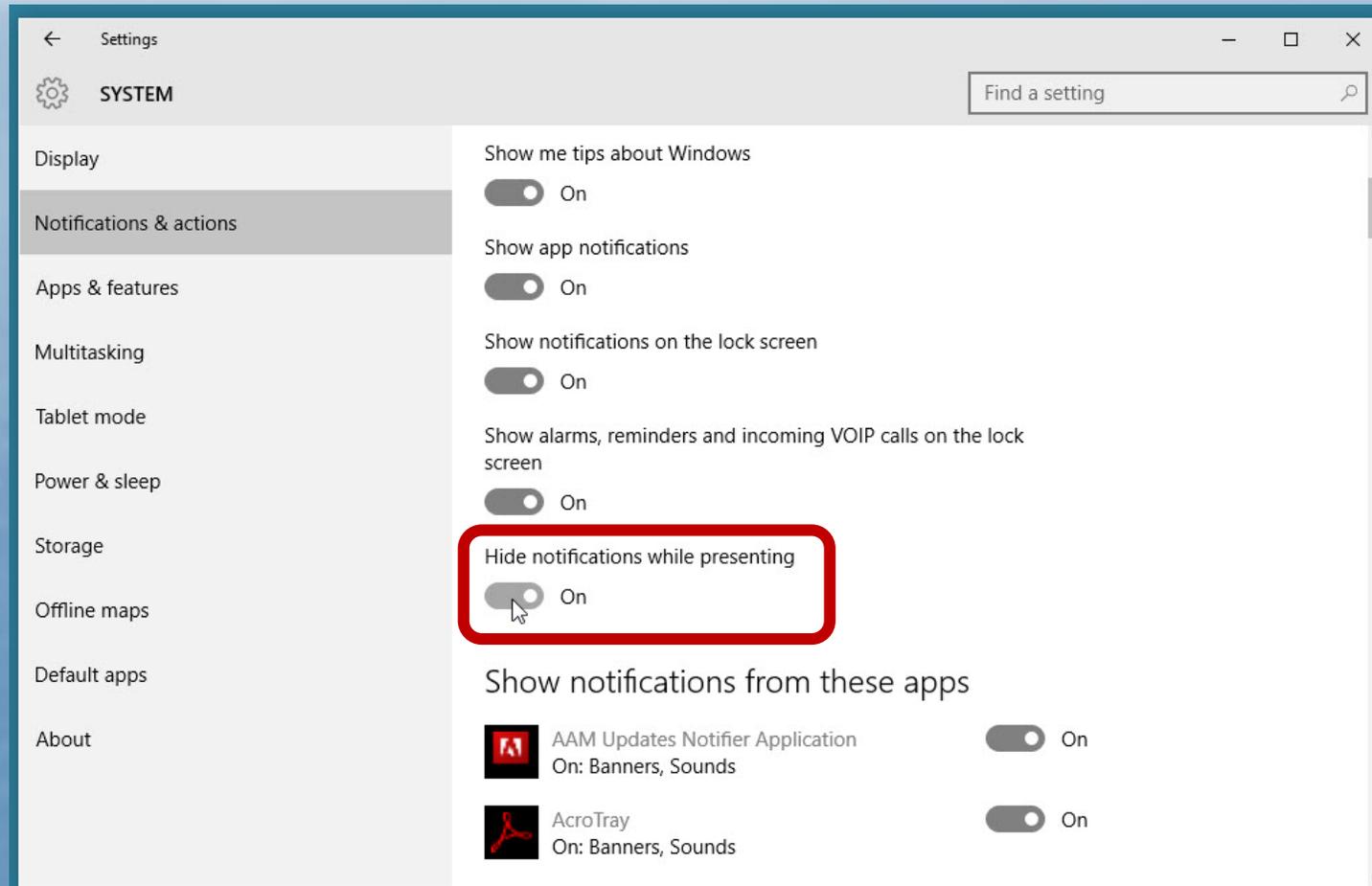
TURN OFF NOTIFICATIONS



HIDE NOTIFICATIONS WHILE PRESENTING



HIDE NOTIFICATIONS WHILE PRESENTING



SIGNING INTO WINDOWS 10

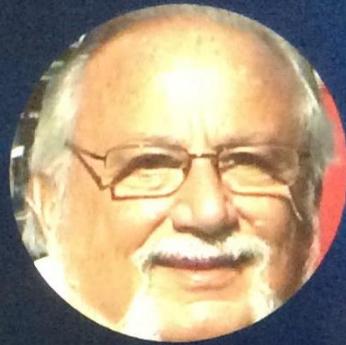


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PIN

Sign-in options



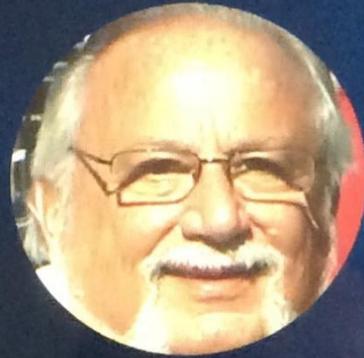
Hewie Poplock

hewie@outlook.com

PIN

Sign-in options





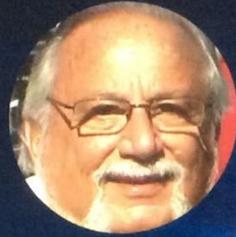
Hewie Poplock

hewie@msn.com

PIN

Sign-in options





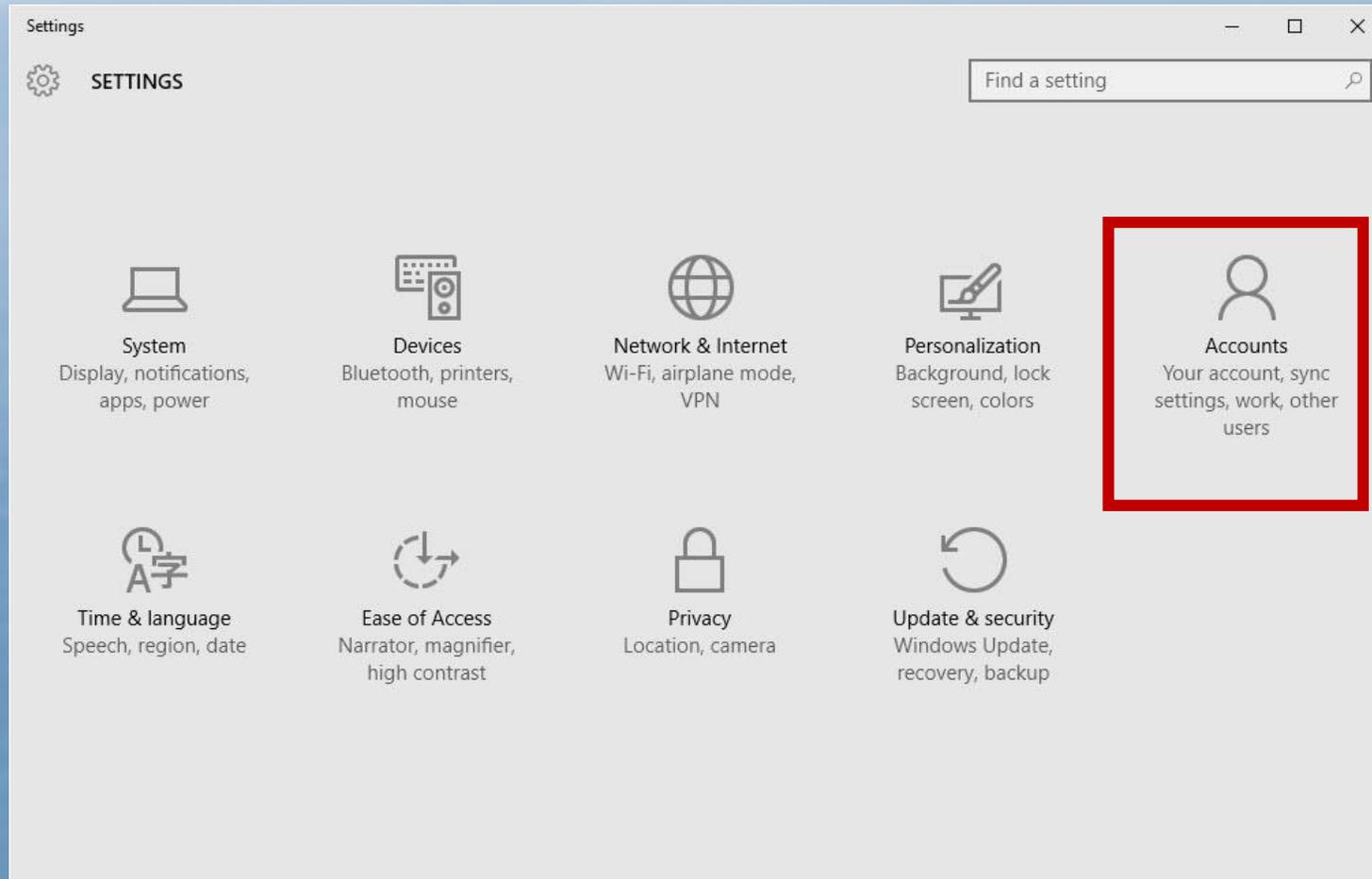
Hewie Poplock

hewie@poplock.com

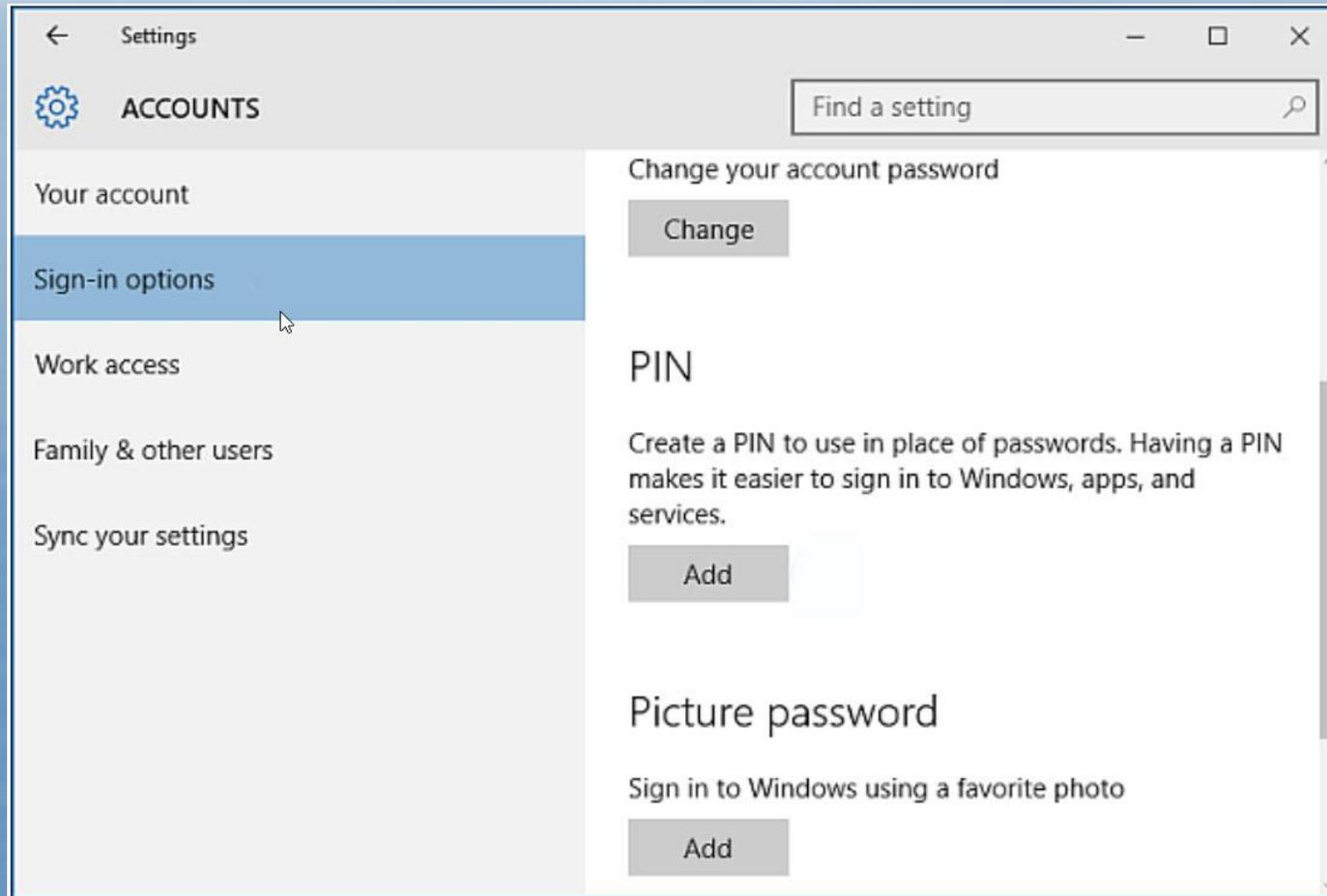
Sign-in options

1	2	3
4	5	6
7	8	9
☀	0	⌫

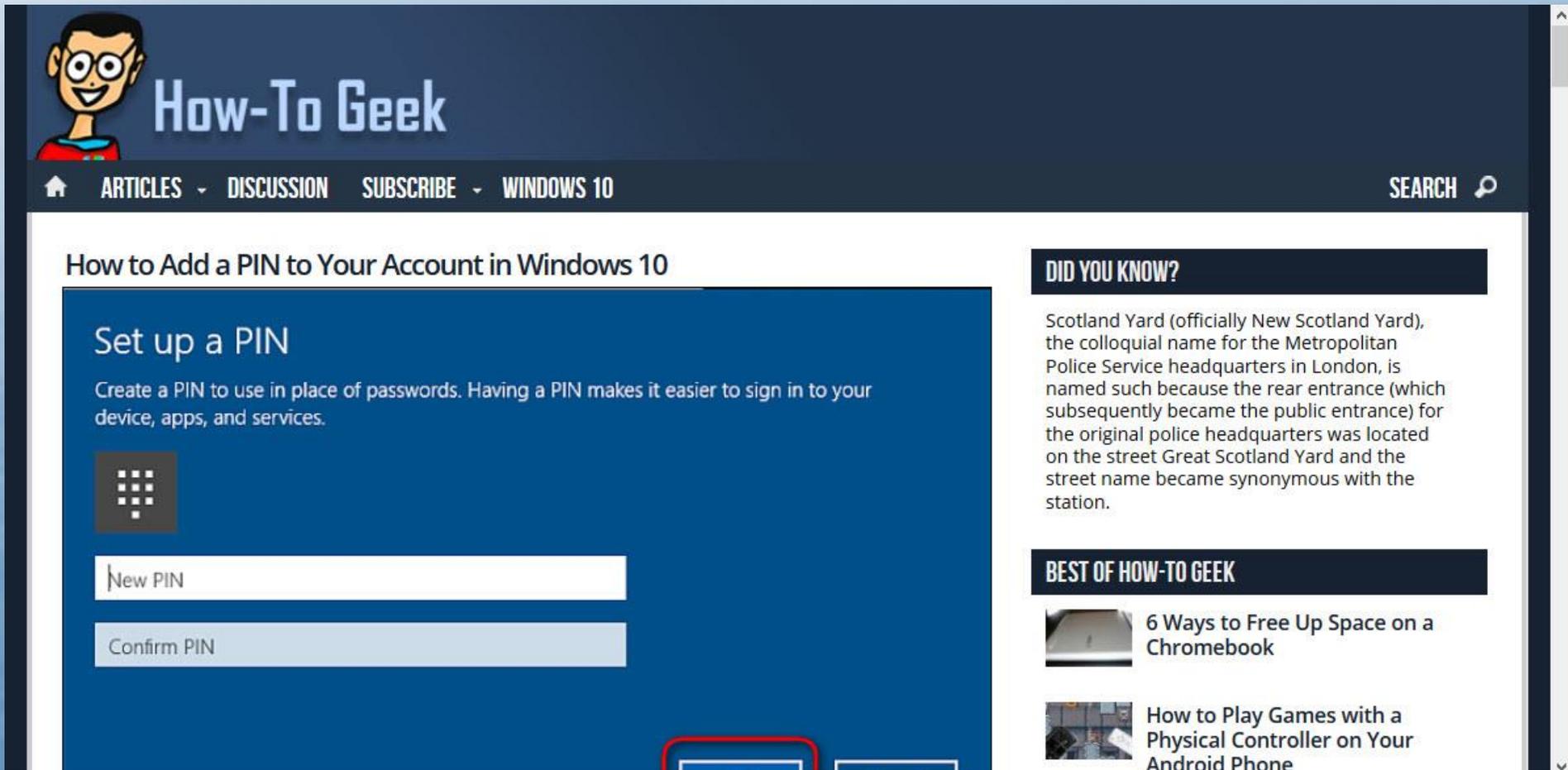
SETTINGS - ACCOUNTS



CREATE A SIGN-IN PIN



DETAILED INSTRUCTIONS



The screenshot shows the How-To Geek website interface. At the top left is the site's logo, a cartoon character with glasses and a red shirt, followed by the text "How-To Geek". Below the logo is a navigation bar with links for "ARTICLES", "DISCUSSION", "SUBSCRIBE", and "WINDOWS 10". A search icon is located on the right side of the navigation bar. The main content area features a blue header for the article "How to Add a PIN to Your Account in Windows 10". Below this header is a dark blue box with the title "Set up a PIN" and a sub-header "Create a PIN to use in place of passwords. Having a PIN makes it easier to sign in to your device, apps, and services." Inside this box, there is a grid icon representing a PIN, followed by two input fields: "New PIN" and "Confirm PIN". To the right of the main content area, there are two sections: "DID YOU KNOW?" with a paragraph about Scotland Yard, and "BEST OF HOW-TO GEEK" with two article thumbnails and titles: "6 Ways to Free Up Space on a Chromebook" and "How to Play Games with a Physical Controller on Your Android Phone".

How to Add a PIN to Your Account in Windows 10

Set up a PIN

Create a PIN to use in place of passwords. Having a PIN makes it easier to sign in to your device, apps, and services.



New PIN

Confirm PIN

DID YOU KNOW?

Scotland Yard (officially New Scotland Yard), the colloquial name for the Metropolitan Police Service headquarters in London, is named such because the rear entrance (which subsequently became the public entrance) for the original police headquarters was located on the street Great Scotland Yard and the street name became synonymous with the station.

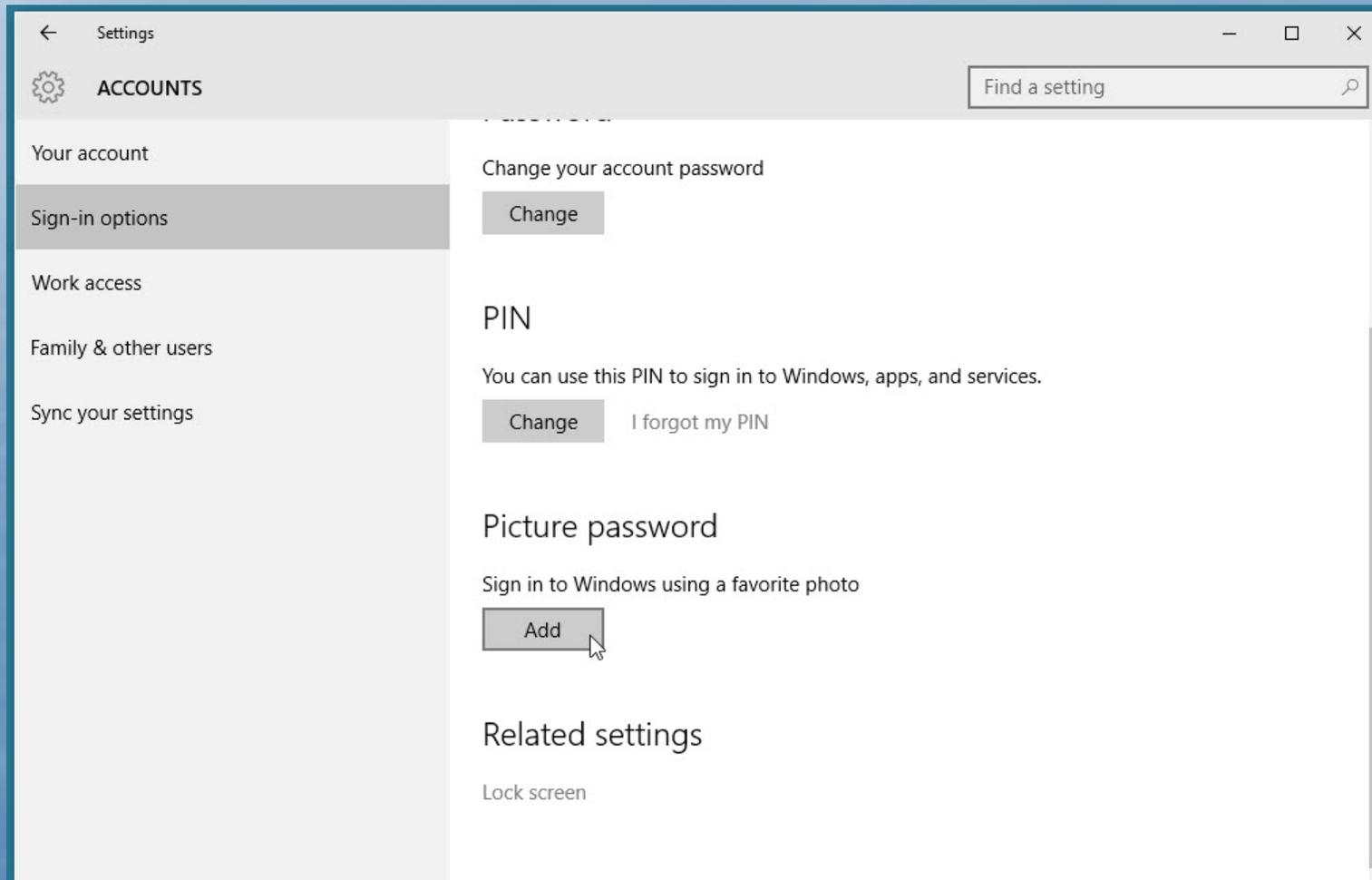
BEST OF HOW-TO GEEK

 6 Ways to Free Up Space on a Chromebook

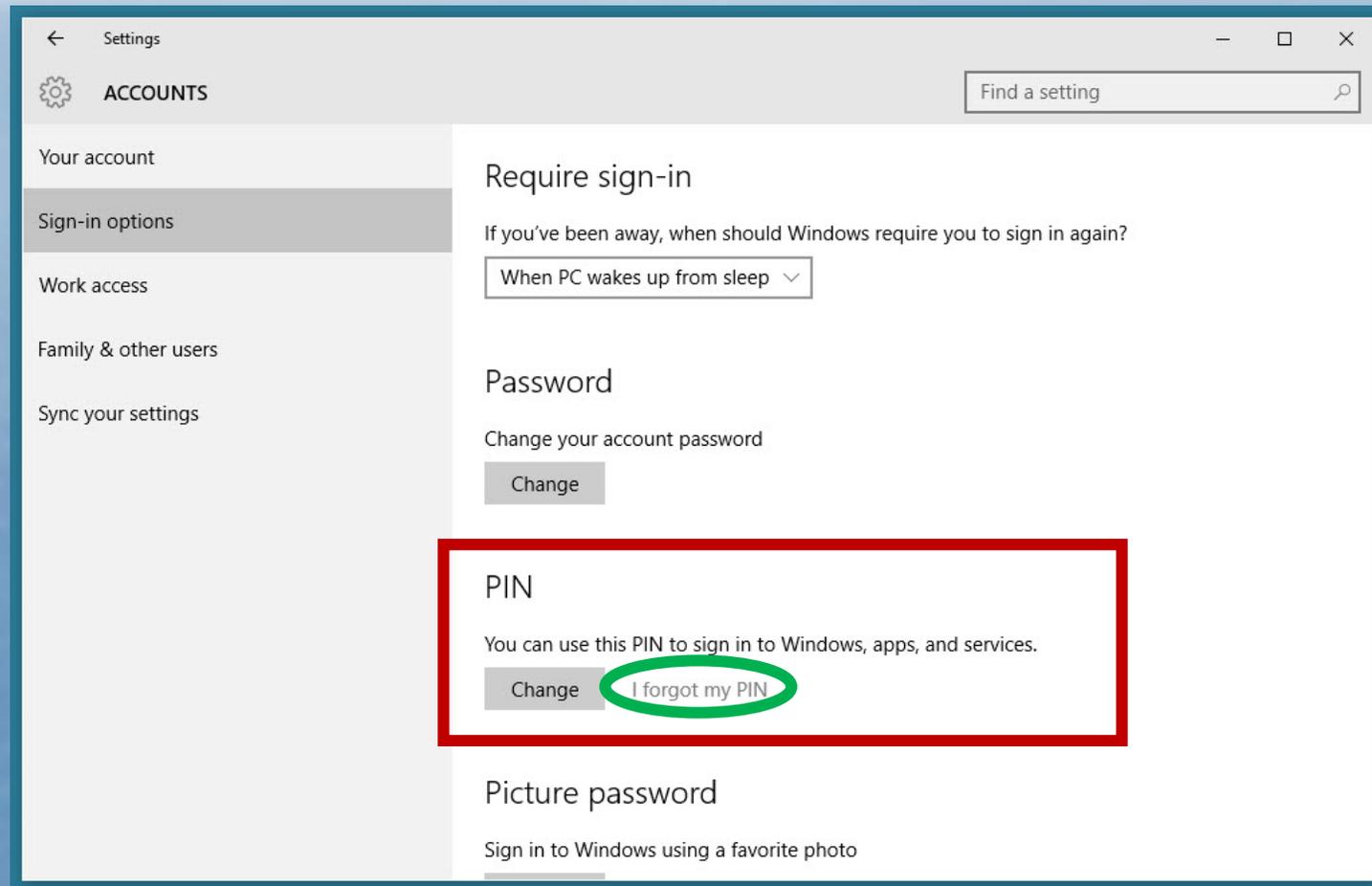
 How to Play Games with a Physical Controller on Your Android Phone

<http://www.howtogeek.com/232557/how-to-add-a-pin-to-your-account-in-windows-10/>

YOU CAN CHANGE YOUR PIN BUT IS NOT EASY TO ELIMINATE THAT CHOICE



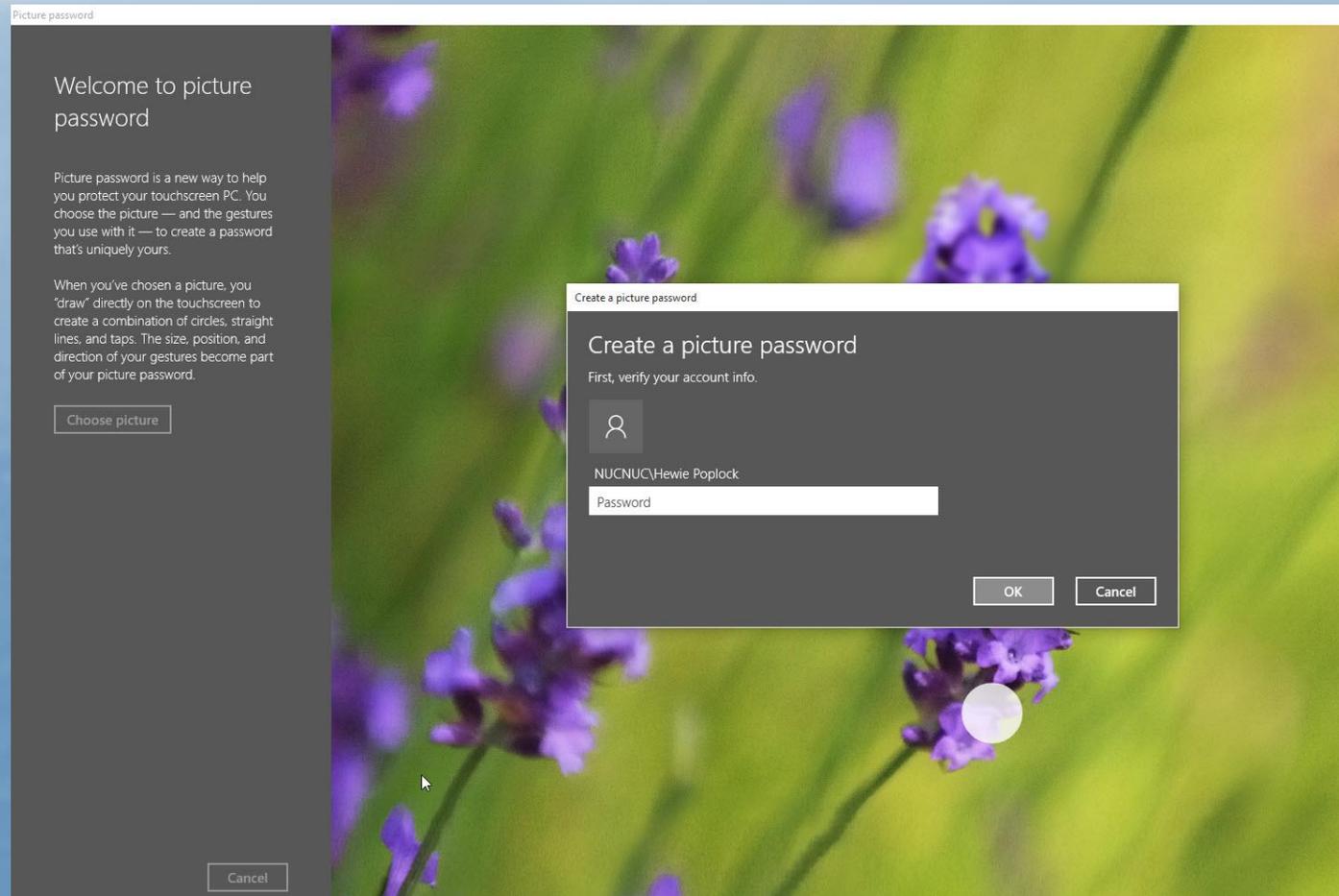
THIS IS WHERE YOU START THE PROCEDURE



STEPS NEEDED TO REMOVE PIN

1. Open Settings.
2. Click on Accounts.
3. Select Sign-in options.
4. Look for PIN. Since you have already created a pin, you should be getting option as Forgot my PIN, click on that.
5. Now click on Continue.
6. After clicking on Forgot My PIN, you will authorize either a text or email where a code was sent. Once entering the code, you should be able to "cancel" and not create another PIN.

TO CREATE A PICTURE PASSWORD



DESCRIPTION OF PICTURE PASSWORD

Welcome to picture password

Picture password is a new way to help you protect your touchscreen PC. You choose the picture — and the gestures you use with it — to create a password that's uniquely yours.

When you've chosen a picture, you "draw" directly on the touchscreen to create a combination of circles, straight lines, and taps. The size, position, and direction of your gestures become part of your picture password.

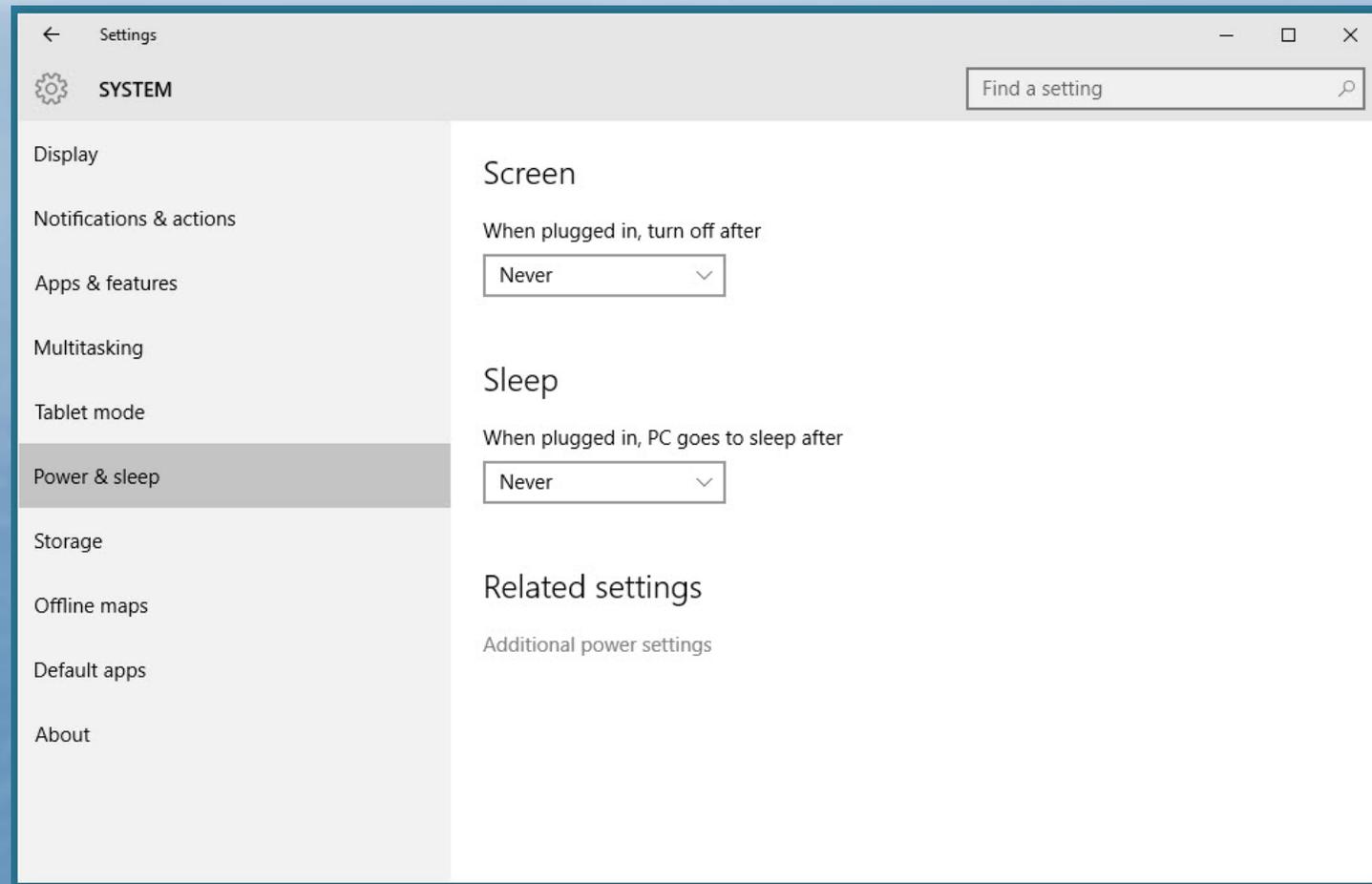
[Choose picture](#)

CREATE A PICTURE PASSWORD

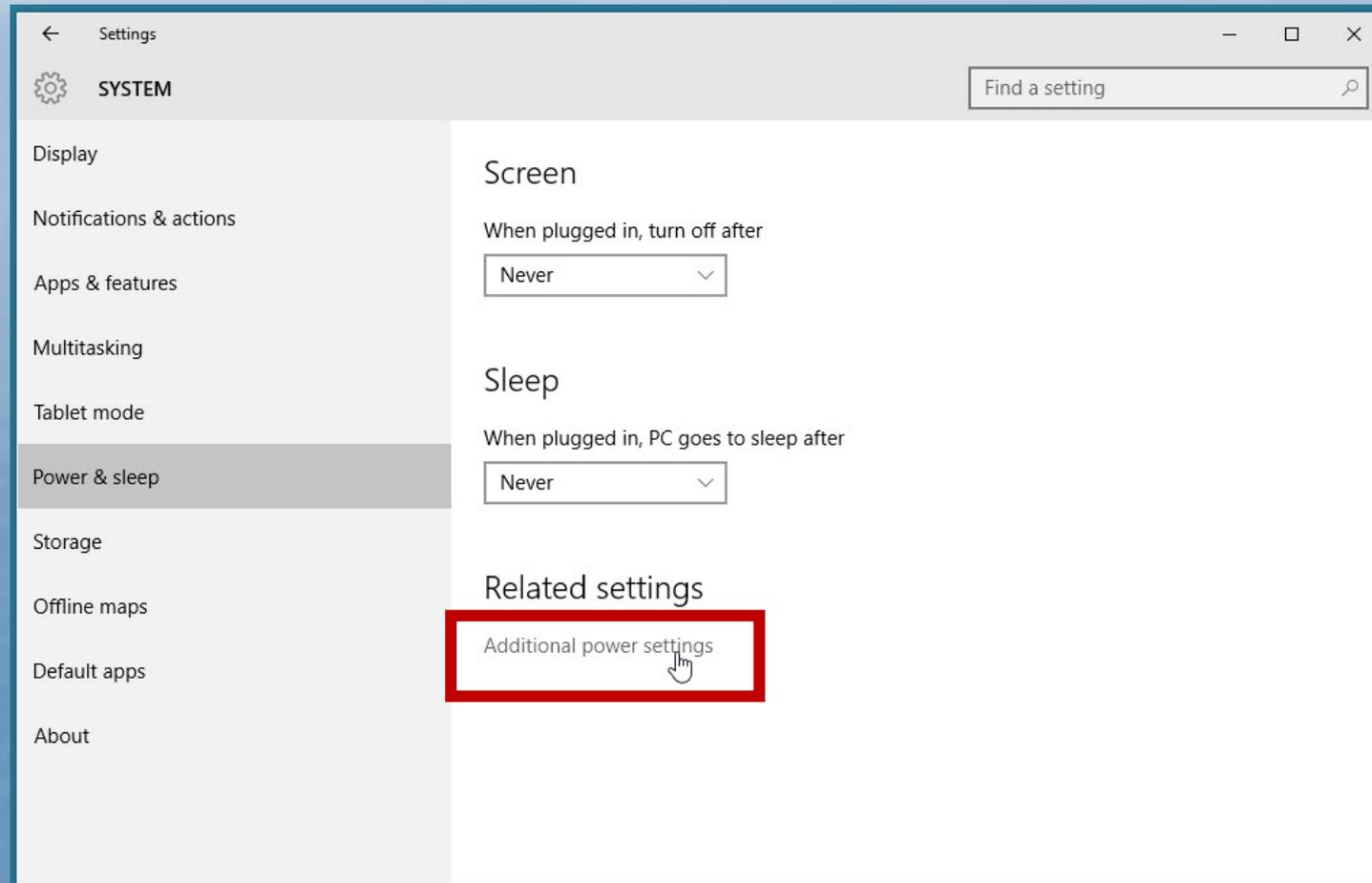
1. Steps to follow to create a picture password:
2. First step is to connect your **Microsoft account** to your PC
3. Open **Settings**, and click on the **Accounts** icon and then click **Sign-in options**
4. Under **Picture Password** option click on **Add** button.
5. Enter your **Microsoft** account password when prompted
6. From left use **Choose image** to browse and pick an image to use for password
7. Once you have selected the image, draw three different gestures on the image and repeat them at exact same spot on the image to save your gesture pattern

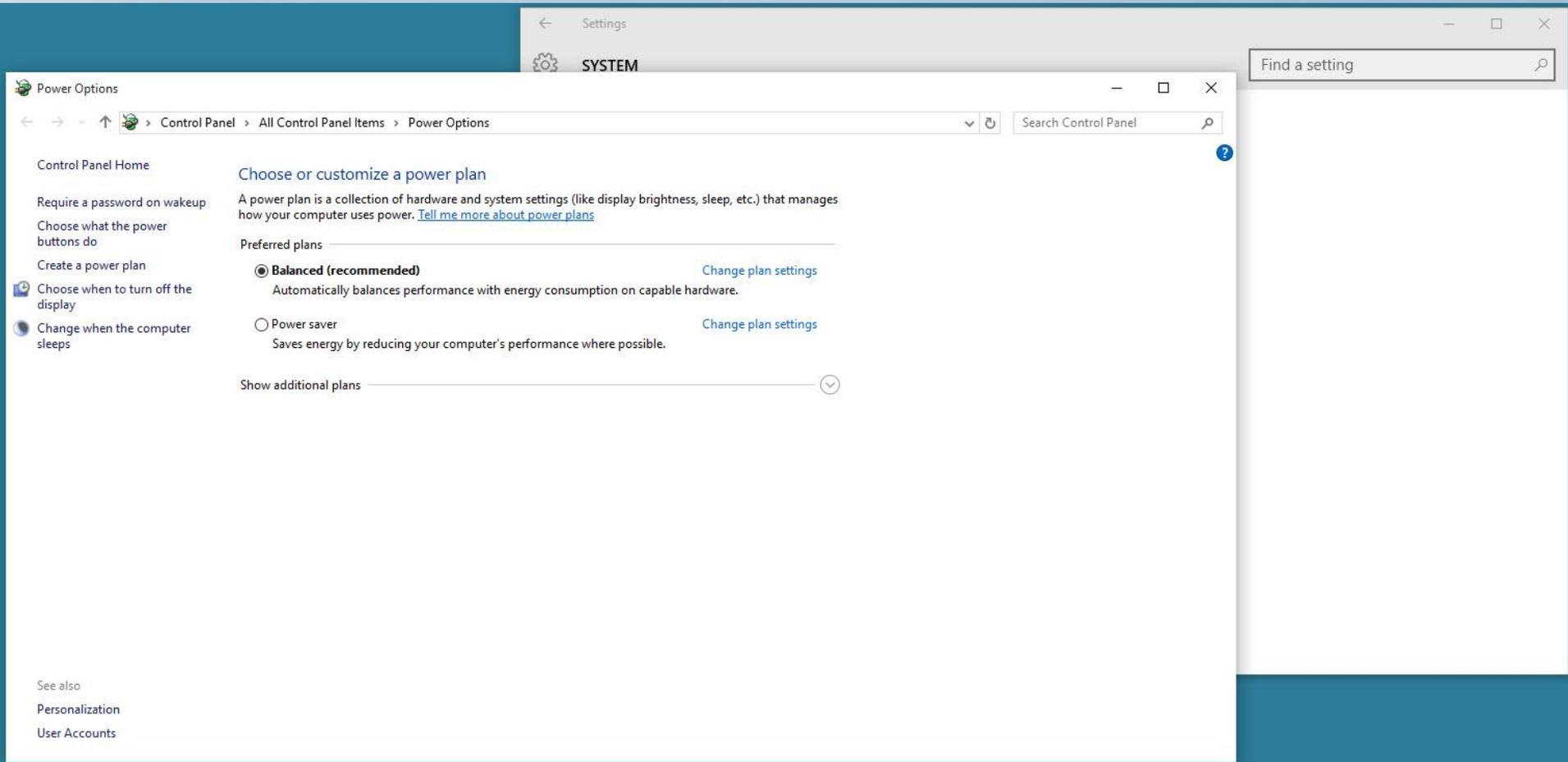
OTHER SETTINGS

WHEN UPDATING OR BACKING UP



CONTROL PANEL IS STILL IN WINDOWS 10





- Control Panel Home
- Require a password on wakeup
- Choose what the power buttons do
- Create a power plan
- Choose when to turn off the display
- Change when the computer sleeps

Choose or customize a power plan

A power plan is a collection of hardware and system settings (like display brightness, sleep, etc.) that manages how your computer uses power. [Tell me more about power plans](#)

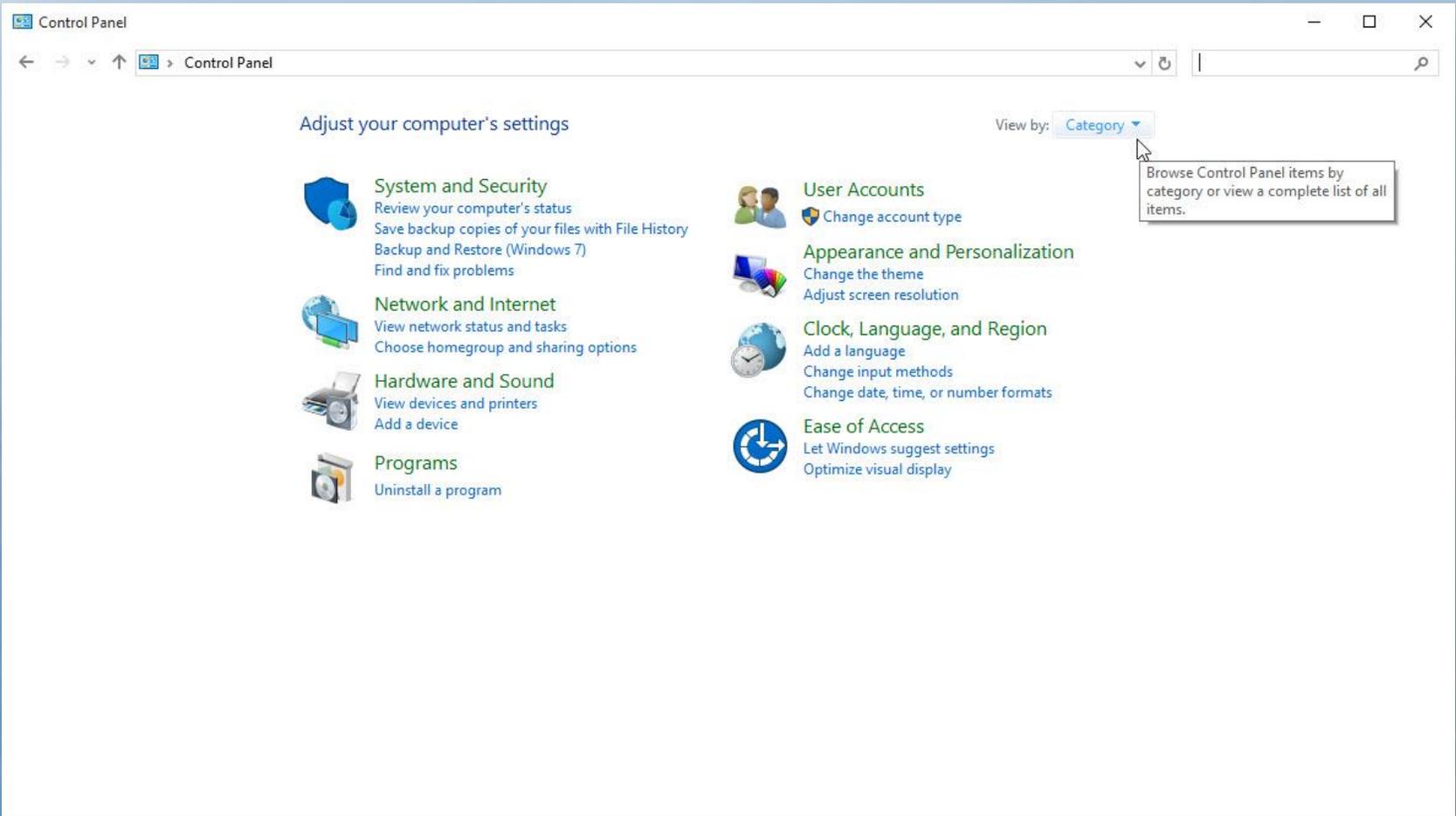
Preferred plans

- Balanced (recommended)** [Change plan settings](#)
Automatically balances performance with energy consumption on capable hardware.
- Power saver** [Change plan settings](#)
Saves energy by reducing your computer's performance where possible.

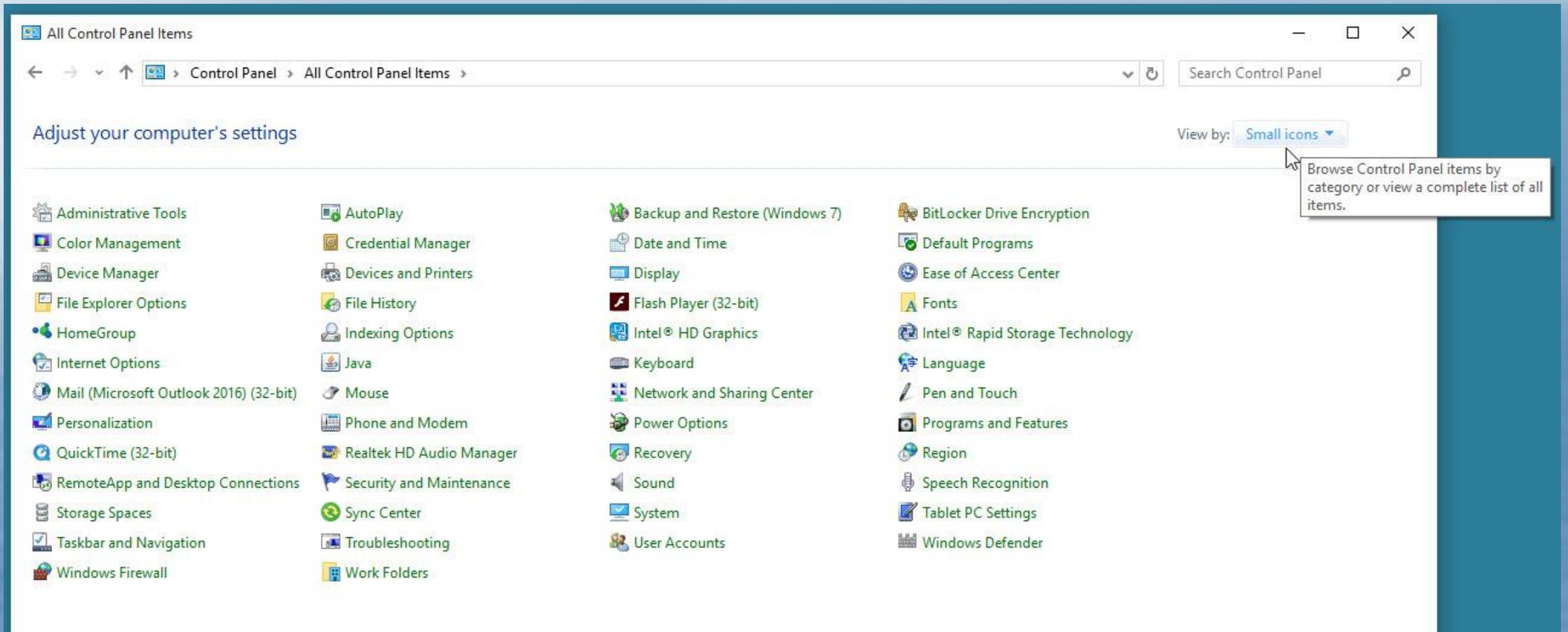
Show additional plans

See also
Personalization
User Accounts

CONTROL PANEL



USING SMALL ICONS FOR CONTROL PANEL



The screenshot shows the Windows Control Panel window titled "All Control Panel Items". The window has a search bar at the top right labeled "Search Control Panel" and a "View by:" dropdown menu set to "Small icons". A tooltip points to the dropdown menu with the text: "Browse Control Panel items by category or view a complete list of all items." The main content area displays a grid of 32 control panel items, each with a small icon and a text label. The items are arranged in four columns and eight rows.

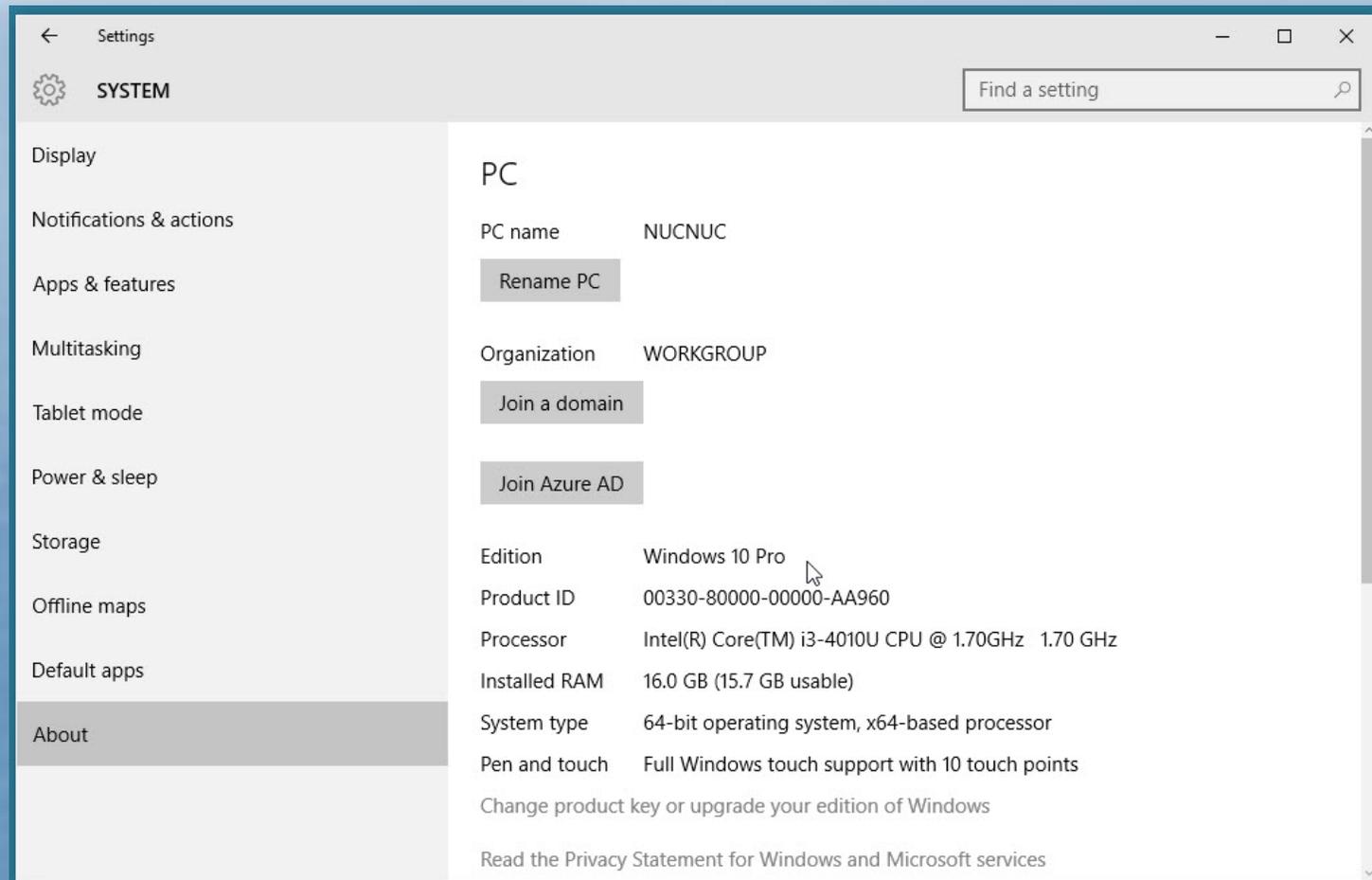
Adjust your computer's settings

View by: **Small icons** ▾

Browse Control Panel items by category or view a complete list of all items.

- Administrative Tools
- Color Management
- Device Manager
- File Explorer Options
- HomeGroup
- Internet Options
- Mail (Microsoft Outlook 2016) (32-bit)
- Personalization
- QuickTime (32-bit)
- RemoteApp and Desktop Connections
- Storage Spaces
- Taskbar and Navigation
- Windows Firewall
- AutoPlay
- Credential Manager
- Devices and Printers
- File History
- Indexing Options
- Java
- Mouse
- Phone and Modem
- Realtek HD Audio Manager
- Security and Maintenance
- Sync Center
- Troubleshooting
- Work Folders
- Backup and Restore (Windows 7)
- Date and Time
- Display
- Flash Player (32-bit)
- Intel® HD Graphics
- Keyboard
- Network and Sharing Center
- Power Options
- Recovery
- Sound
- System
- User Accounts
- BitLocker Drive Encryption
- Default Programs
- Ease of Access Center
- Fonts
- Intel® Rapid Storage Technology
- Language
- Pen and Touch
- Programs and Features
- Region
- Speech Recognition
- Tablet PC Settings
- Windows Defender

SYSTEM SCREEN – ABOUT – MY DESKTOP



The screenshot shows the Windows Settings application, specifically the 'SYSTEM' section. The 'About' page is selected in the left-hand navigation pane. The main content area displays system information under the heading 'PC'. The information includes the PC name (NUCNUC), organization (WORKGROUP), edition (Windows 10 Pro), product ID (00330-80000-00000-AA960), processor (Intel(R) Core(TM) i3-4010U CPU @ 1.70GHz 1.70 GHz), installed RAM (16.0 GB (15.7 GB usable)), system type (64-bit operating system, x64-based processor), and pen and touch support (Full Windows touch support with 10 touch points). There are also links to change the product key or upgrade the edition of Windows, and to read the privacy statement for Windows and Microsoft services.

Settings

SYSTEM

Find a setting

Display

Notifications & actions

Apps & features

Multitasking

Tablet mode

Power & sleep

Storage

Offline maps

Default apps

About

PC

PC name NUCNUC

Rename PC

Organization WORKGROUP

Join a domain

Join Azure AD

Edition Windows 10 Pro

Product ID 00330-80000-00000-AA960

Processor Intel(R) Core(TM) i3-4010U CPU @ 1.70GHz 1.70 GHz

Installed RAM 16.0 GB (15.7 GB usable)

System type 64-bit operating system, x64-based processor

Pen and touch Full Windows touch support with 10 touch points

Change product key or upgrade your edition of Windows

Read the Privacy Statement for Windows and Microsoft services

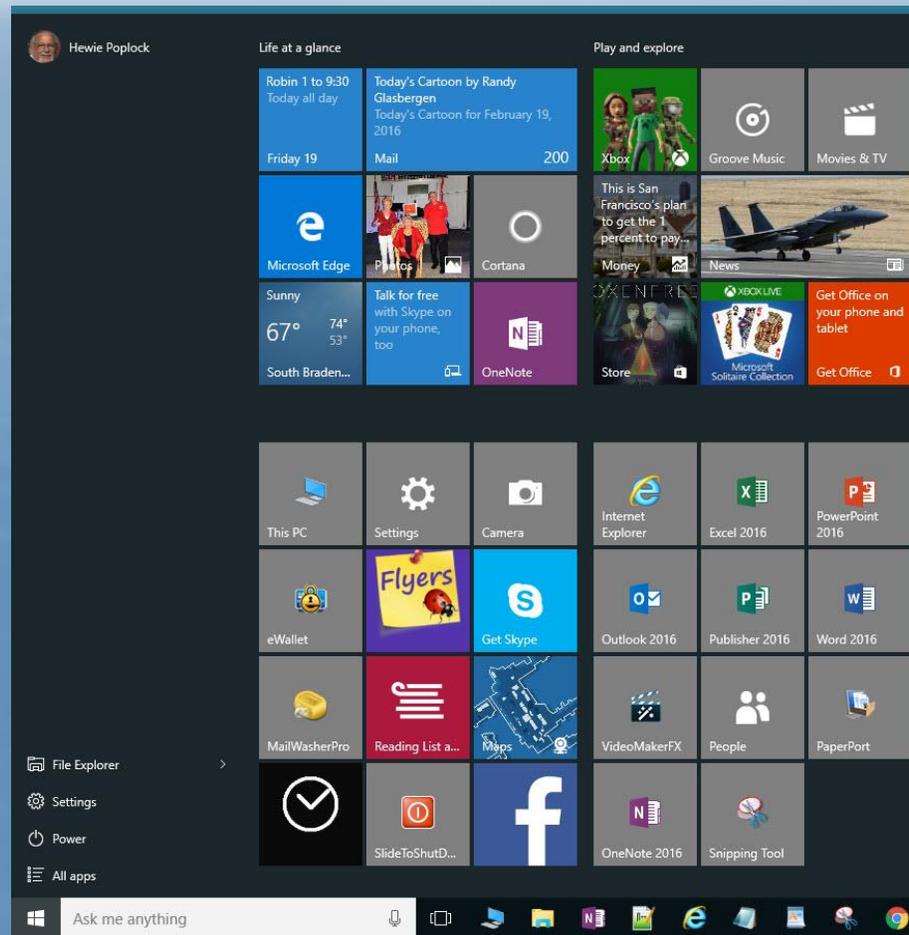
SYSTEM SCREEN – ABOUT – MY LAPTOP

The screenshot shows the Windows Settings application window. The title bar reads "Settings" with a back arrow on the left and window control buttons on the right. Below the title bar, the "SYSTEM" category is selected, indicated by a gear icon and the word "SYSTEM". A search box labeled "Find a setting" is located in the top right corner. On the left side, a list of settings categories is shown, with "About" highlighted in blue. The main content area displays system information in a list format:

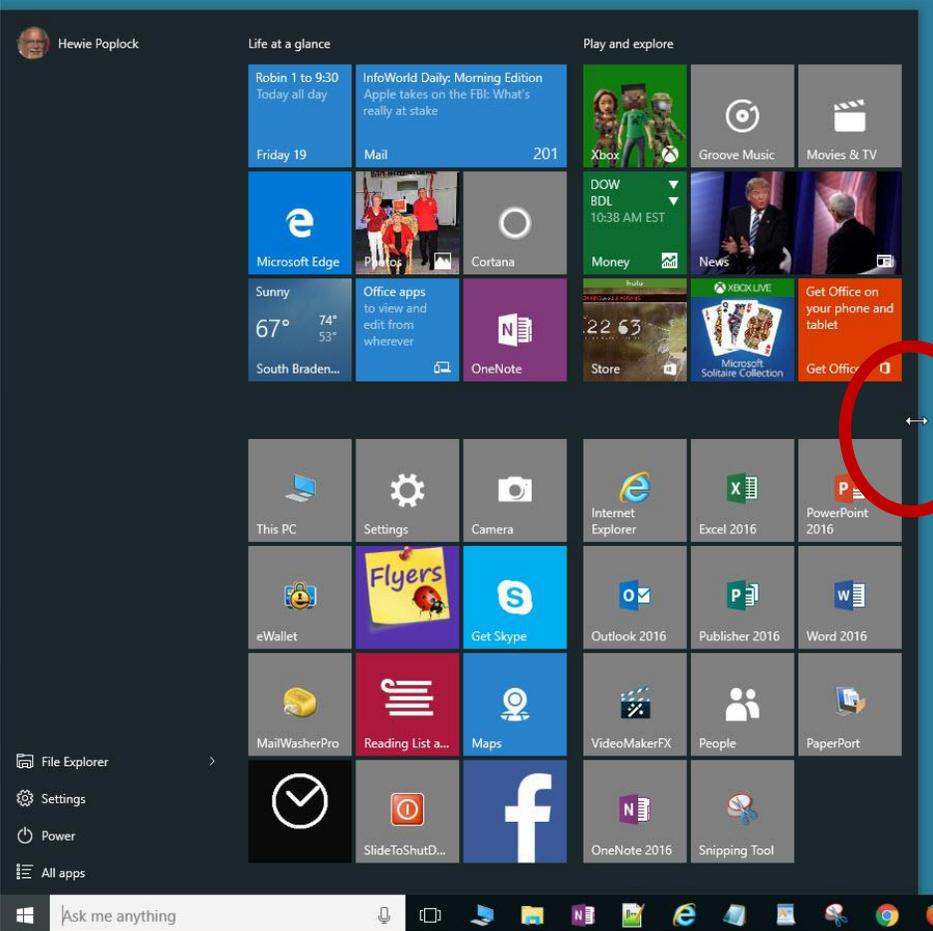
- PC name: WINDOWS-UF695DS
- Rename PC (button)
- Organization: WORKGROUP
- Edition: Windows 10 Home
- Version: 1511
- OS Build: 10586.104
- Product ID: 00326-10000-00000-AA514
- Processor: Intel(R) Core(TM) i7-3537U CPU @ 2.00GHz 2.00 GHz
- Installed RAM: 8.00 GB (7.87 GB usable)
- System type: 64-bit operating system, x64-based processor
- Pen and touch: Touch support with 10 touch points

At the bottom of the system information list, there is a blue link: [Change product key or upgrade your edition of Windows](#).

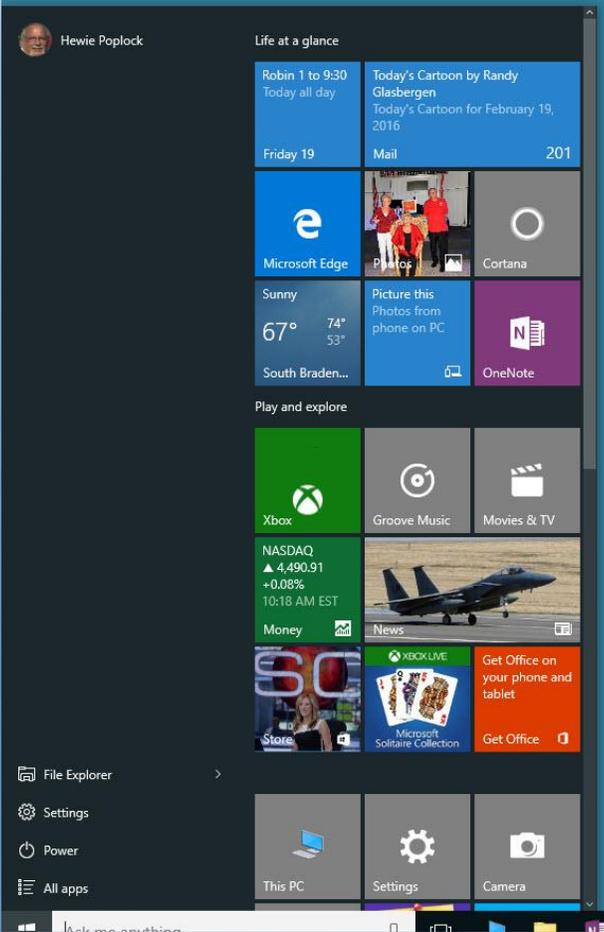
ADJUST THE VIEW OF THE START MENU



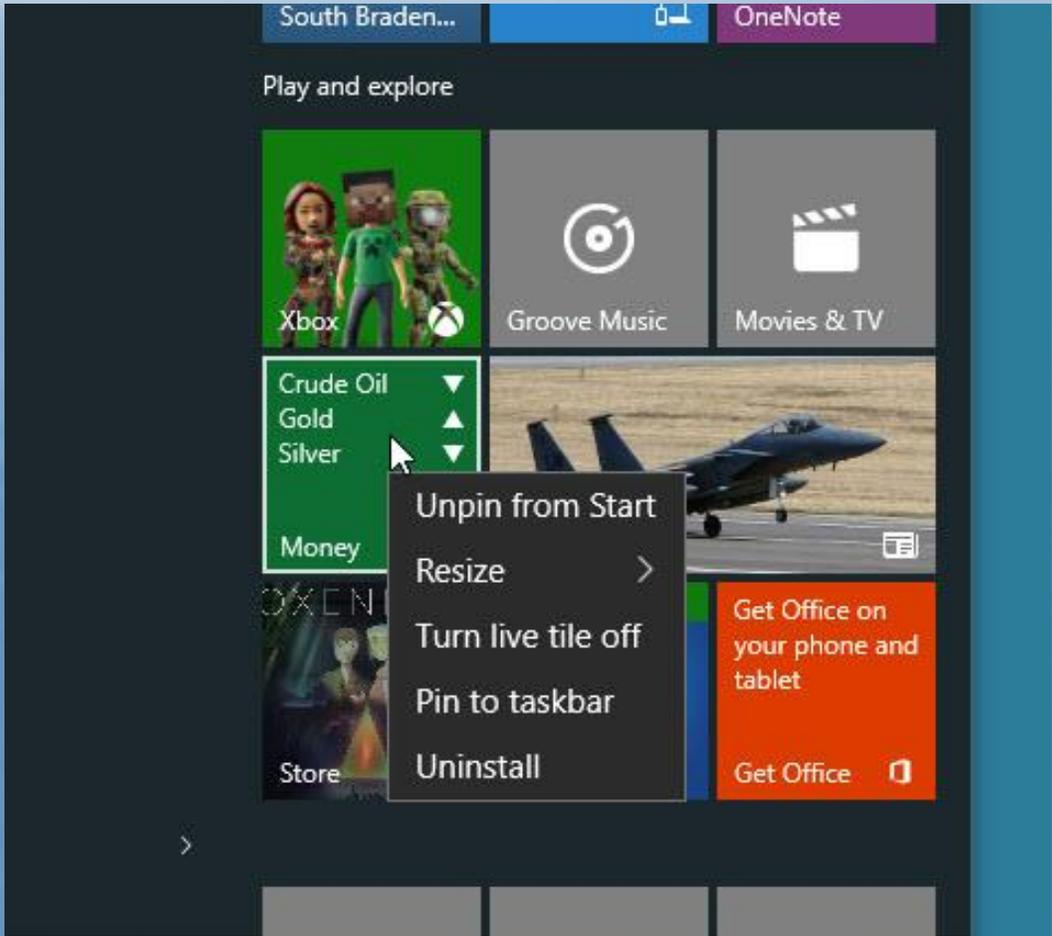
ADJUST THE WIDTH – CLICK & DRAG



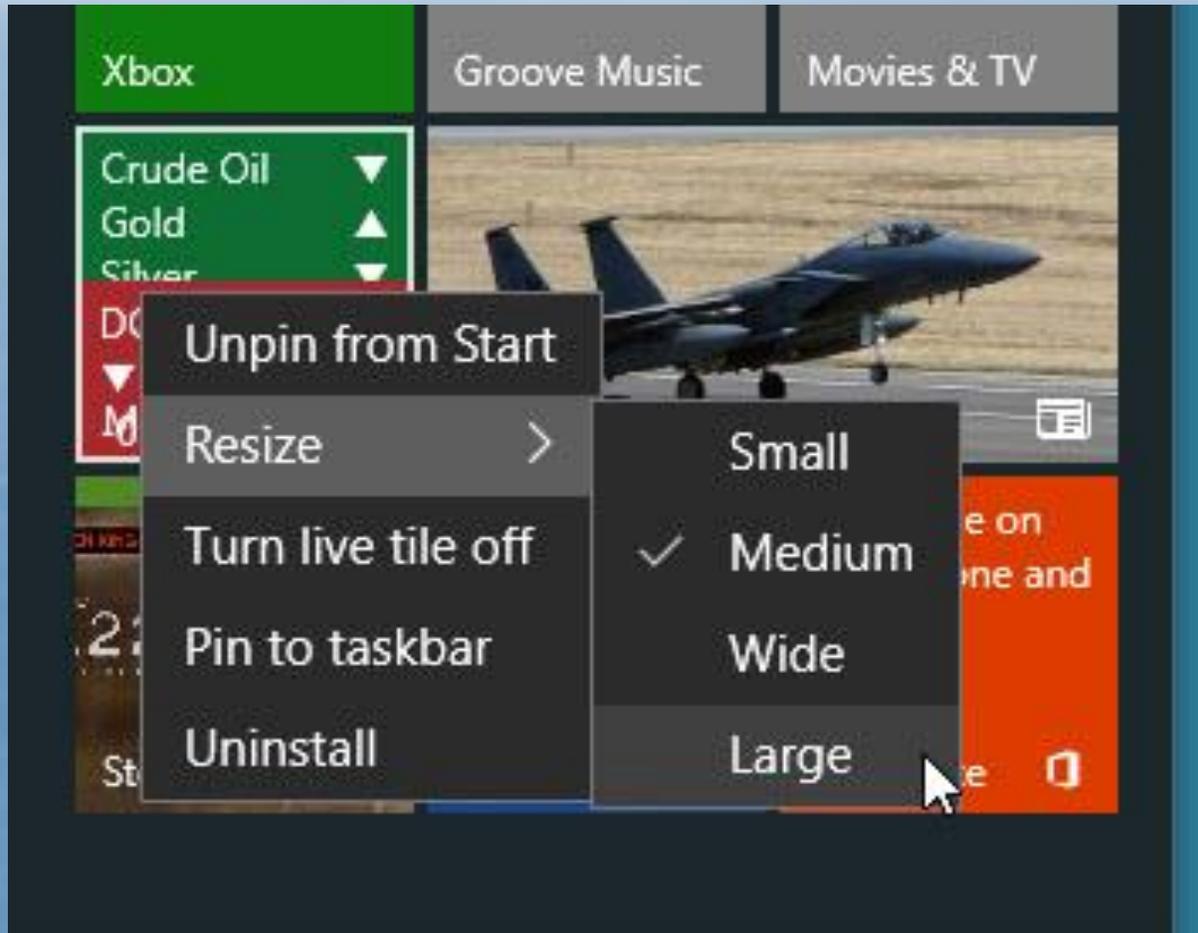
NOW NARROW & LONG



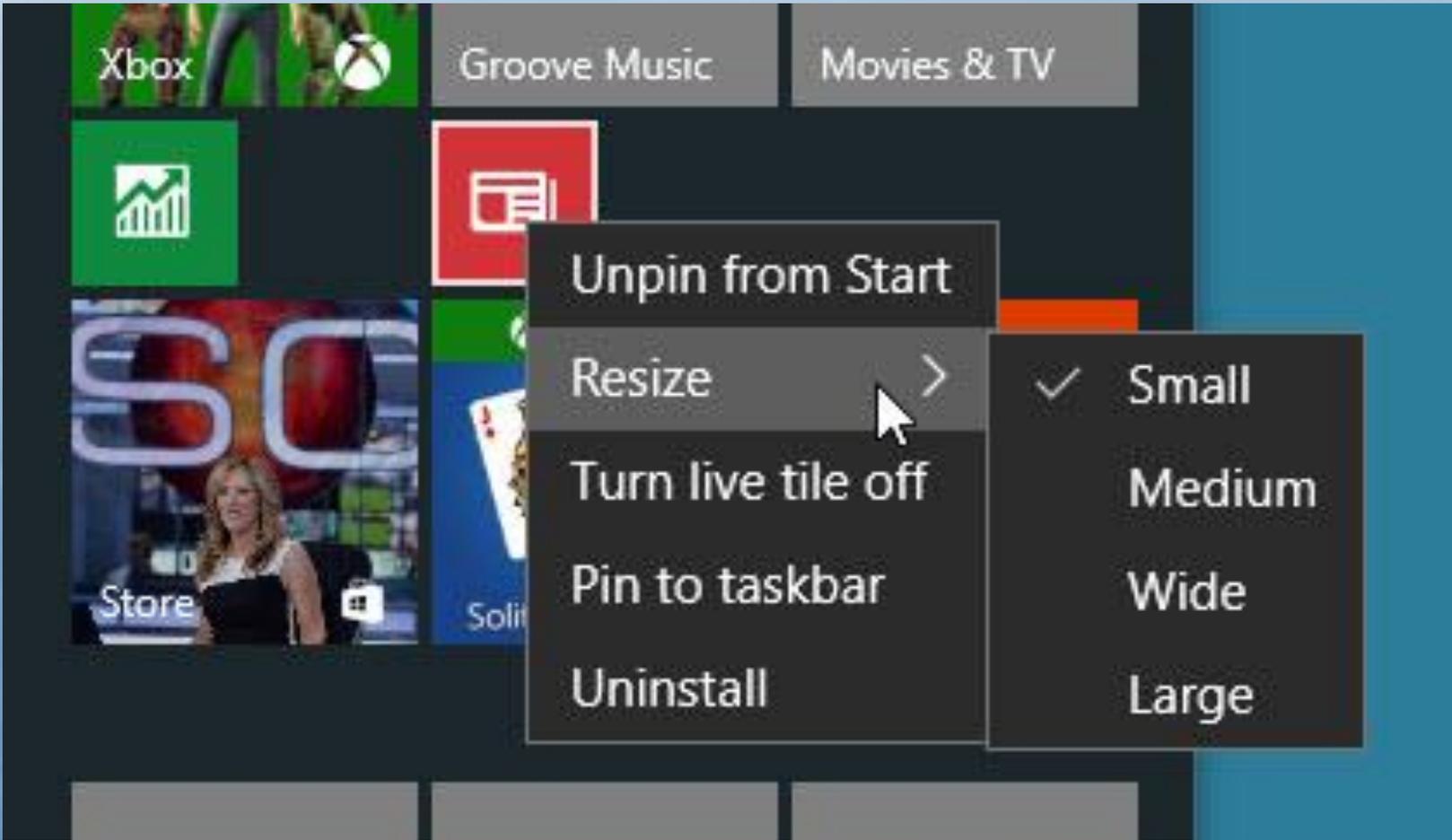
CHANGE THE TILES



RESIZE - MEDIUM



SMALL



WIDE

The image shows a Windows 8 Start menu tile for 'Money'. The tile is green and displays the following information:

- Xbox** (top bar)
- Groove Music** (top bar)
- Movies & TV** (top bar)
- DOW** ▼ 16,355.97 (-0.35...)
- BDL** ▼ 18.47 (-2.69%)
- 10:38 AM EST
- Money** (bottom left)
- Money icon (bottom right)

A mouse cursor is visible over the tile. Below the tile is a red square icon with a white document symbol. At the bottom of the screen, there are three colored bars: a grey bar with 'Xbox LIVE', a green bar with 'Xbox LIVE', and an orange bar with 'Xbox LIVE'.

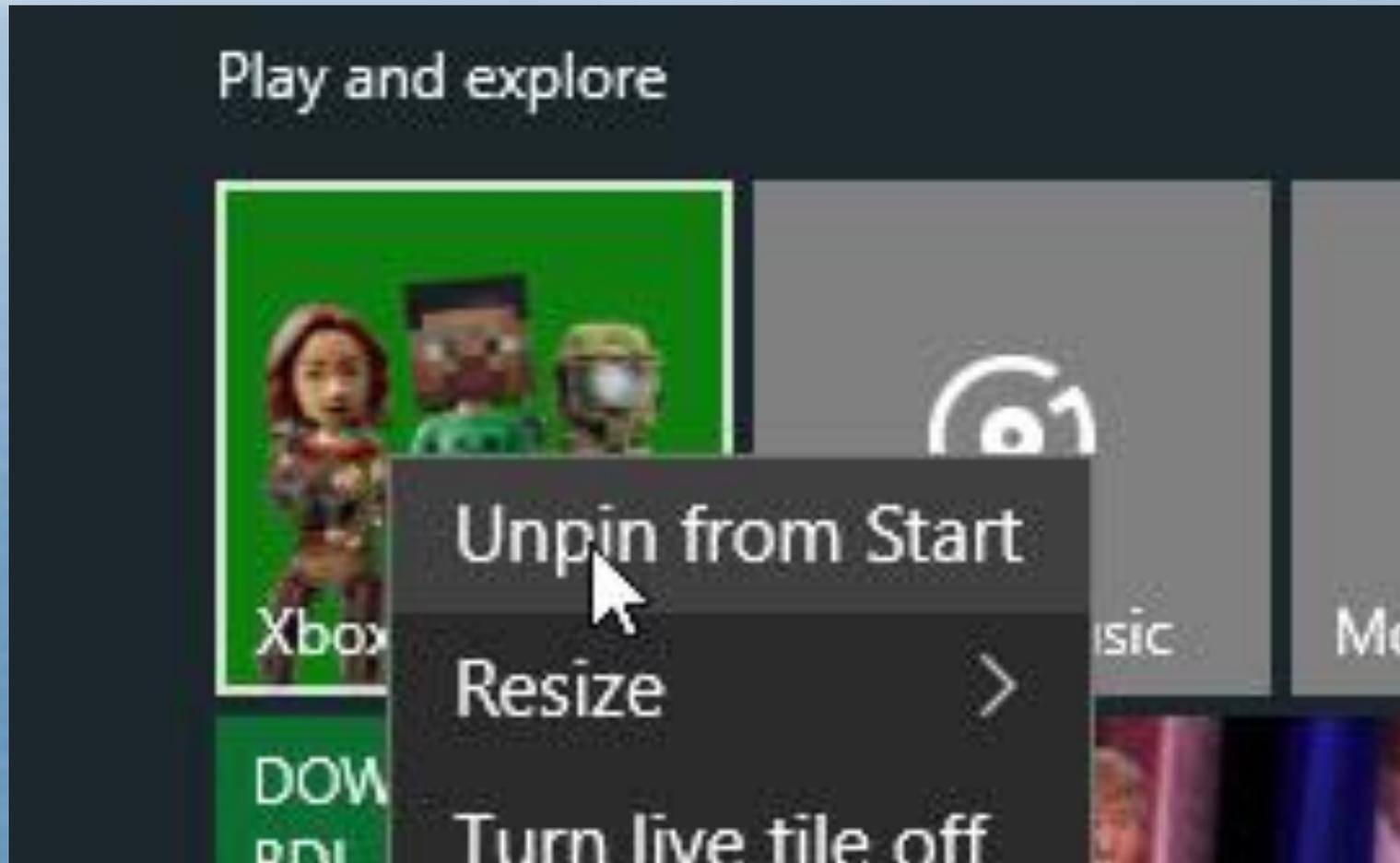
LARGE

The image shows a screenshot of a Windows 8 Start menu tile for 'Watchlist'. The tile is green and contains the following information:

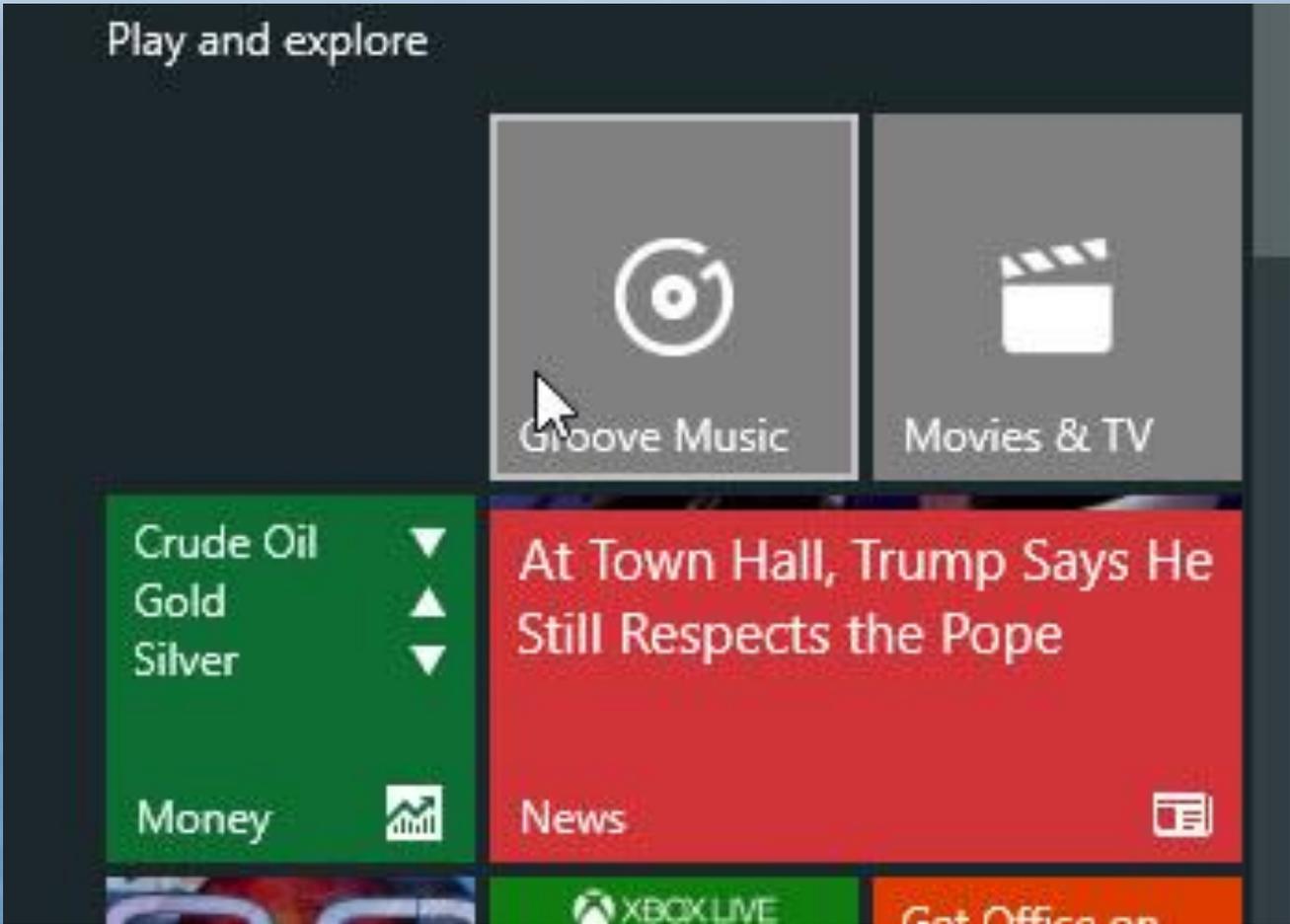
- Xbox** (with Xbox logo icon)
- Groove Music**
- Movies & TV**
- Watchlist**
- DOW** ▼ 16,355.97 (-0.35...)
- BDL** ▼ 18.47 (-2.69%)
- 10:38 AM EST**
- Money** (with a small line graph icon)

At the bottom of the tile, there is a red square icon with a white document symbol. Below the tile, the Start menu navigation bar is partially visible, showing icons for **hulu**, **XBOX LIVE**, and **NETFLIX**.

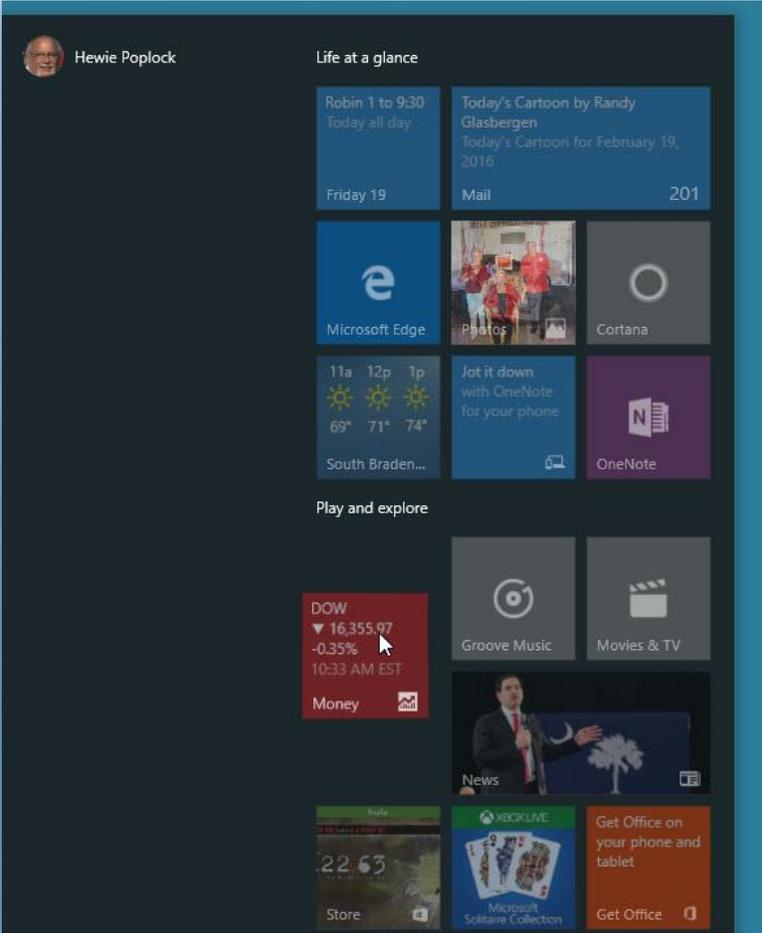
UNPIN FROM THE START



IT'S GONE



CLICK & DRAG TO MOVE TILES

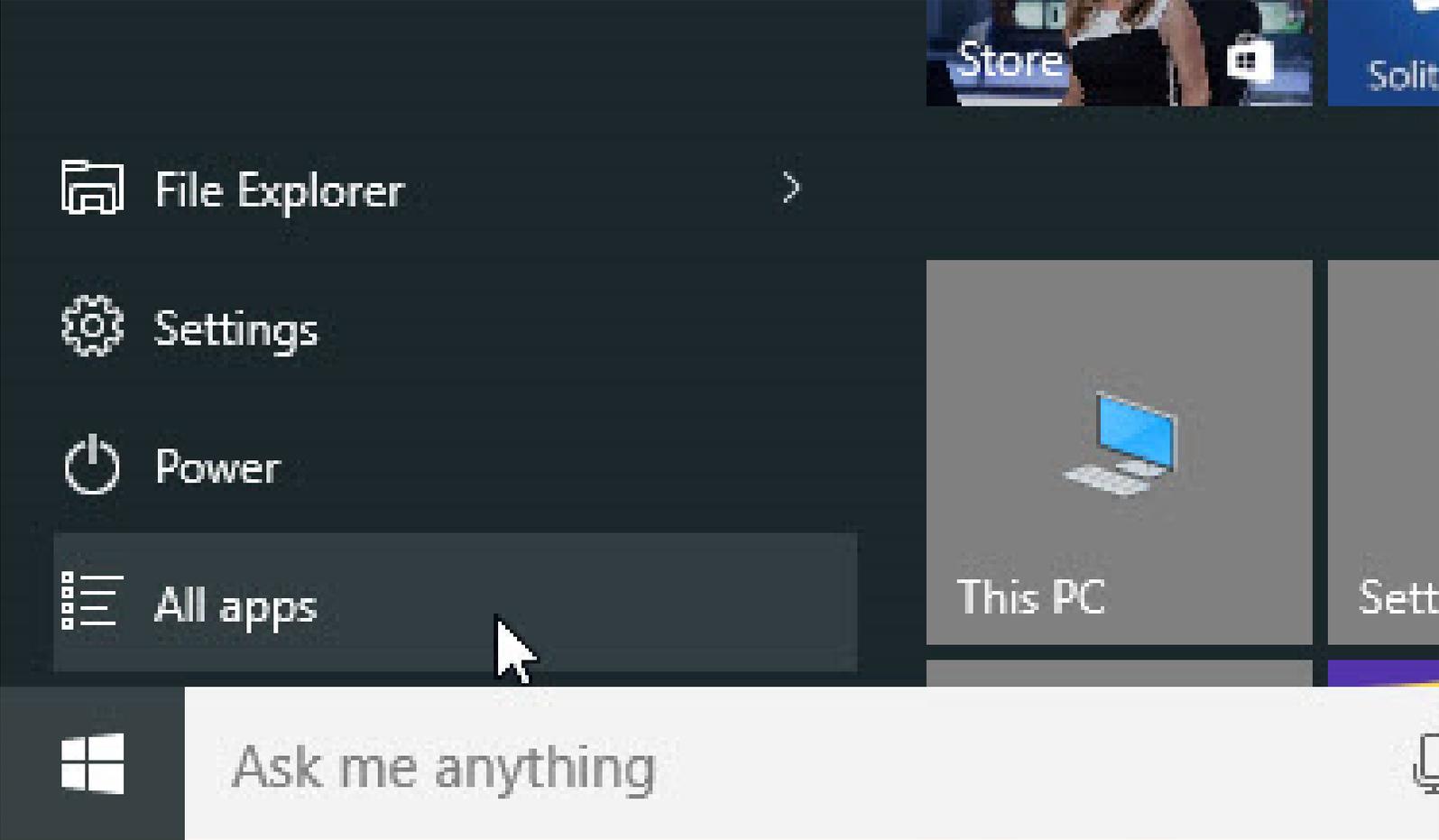


IT'S NOW MOVED UP

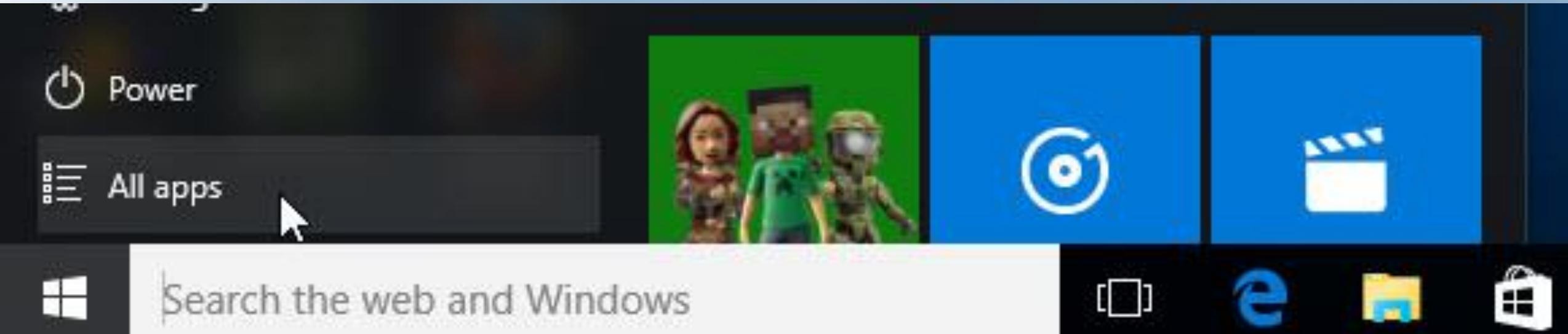
Play and explore

<p>NASDAQ ▲ 4,490.91 +0.08% 10:18 AM EST</p> <p>Money </p>	 <p>Groove Music</p>	 <p>Movies & TV</p>
 <p>News </p>		

HOW TO FIND APPS QUICKLY



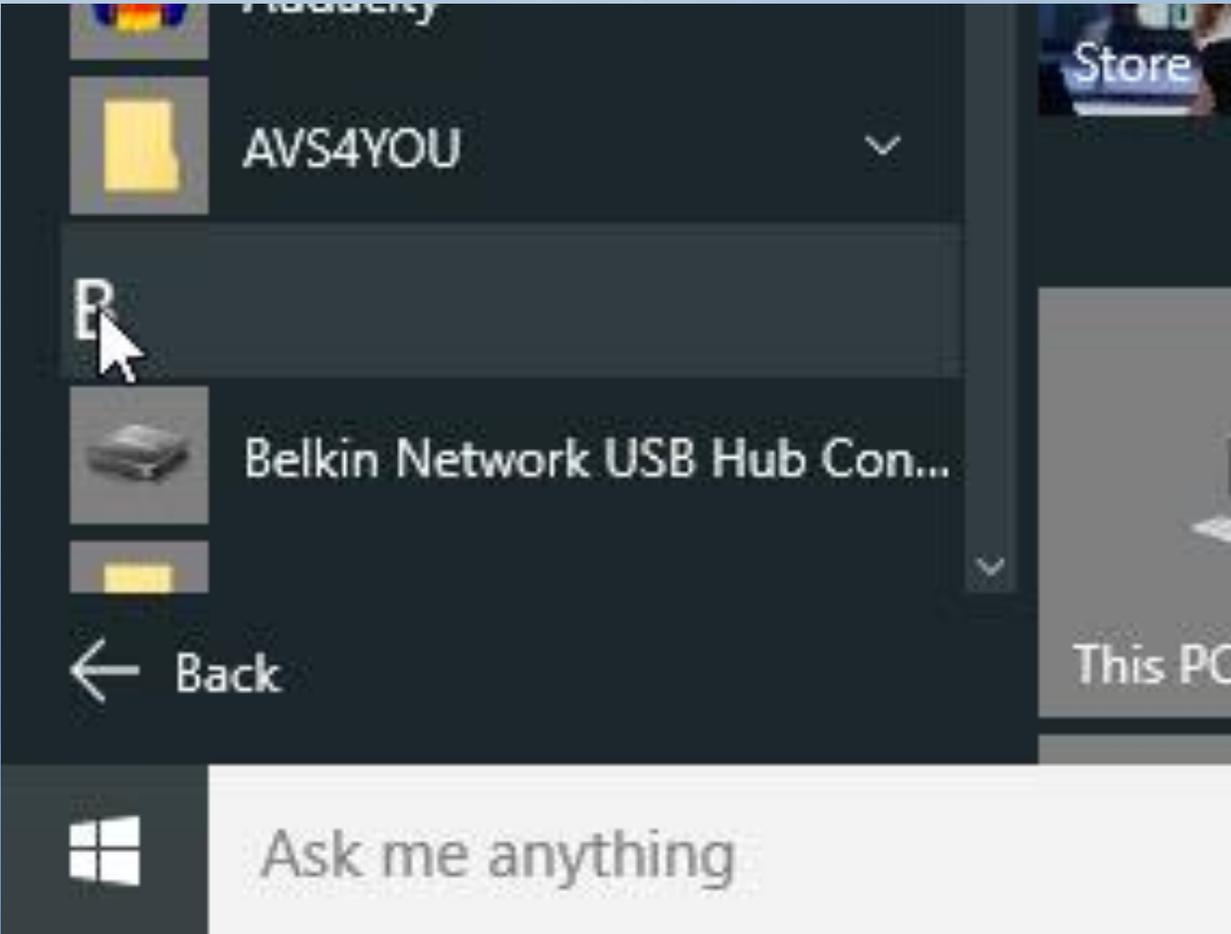
Let's Look at All Apps under the Start Button



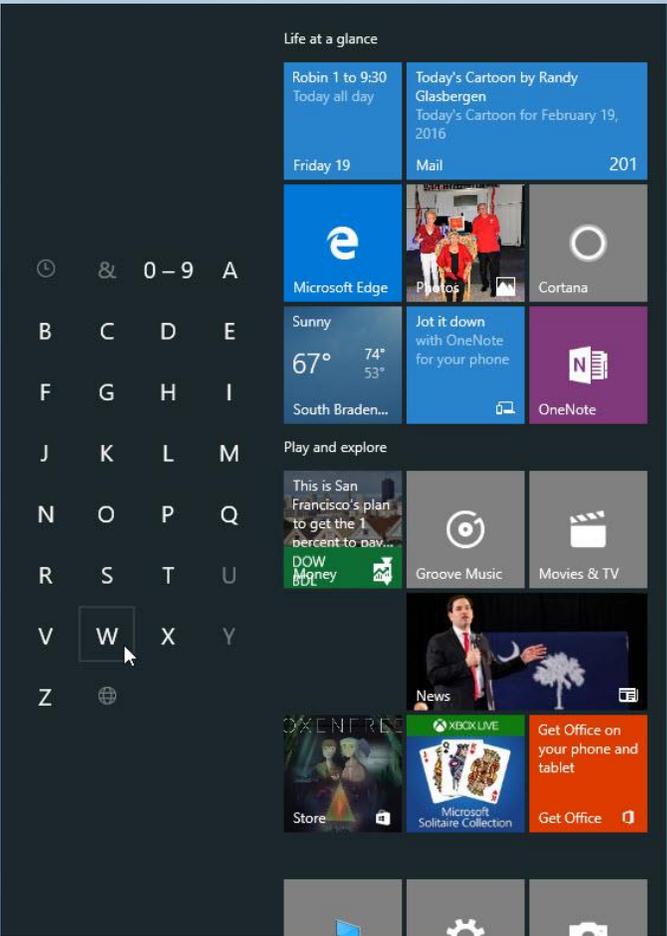
CLICKING ALL APPS GIVE YOU A LIST



CLICK ON A LETTER



YOU GET A LIST OF ALPHA HEADINGS



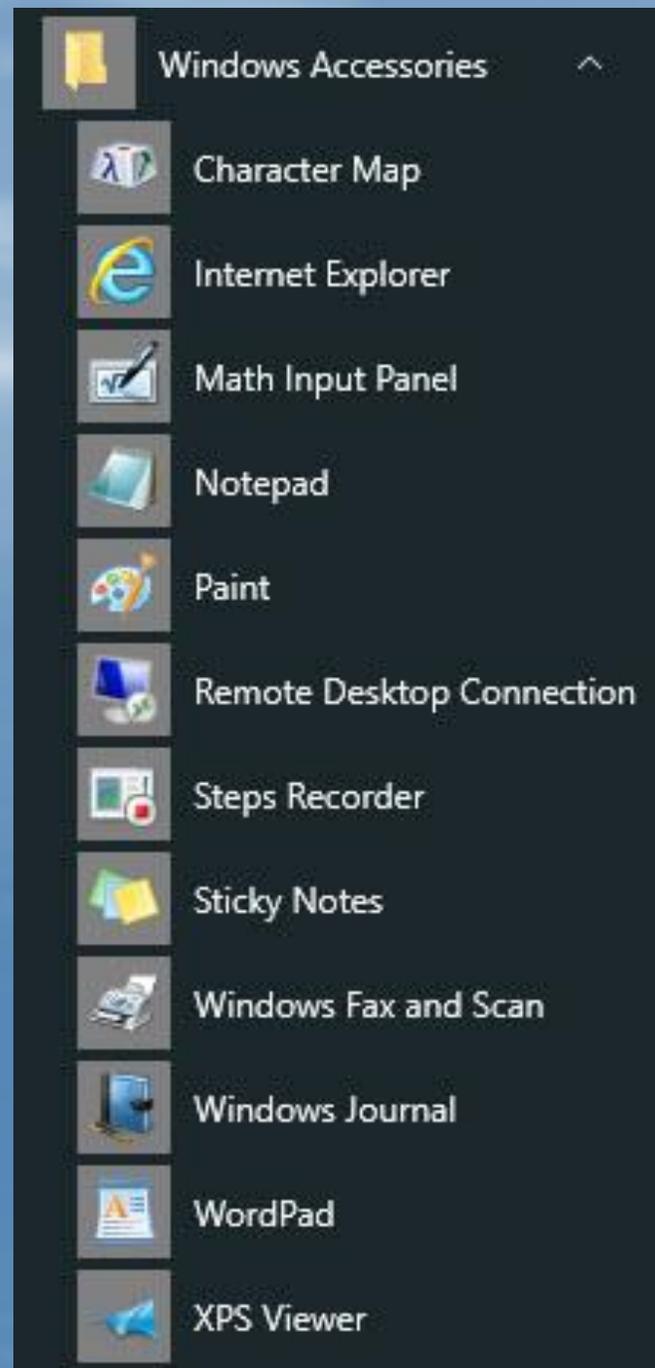
CHOOSING “W” TAKES YOU TO THE APPS STARTING WITH W



Under Windows Accessories are several old favorites

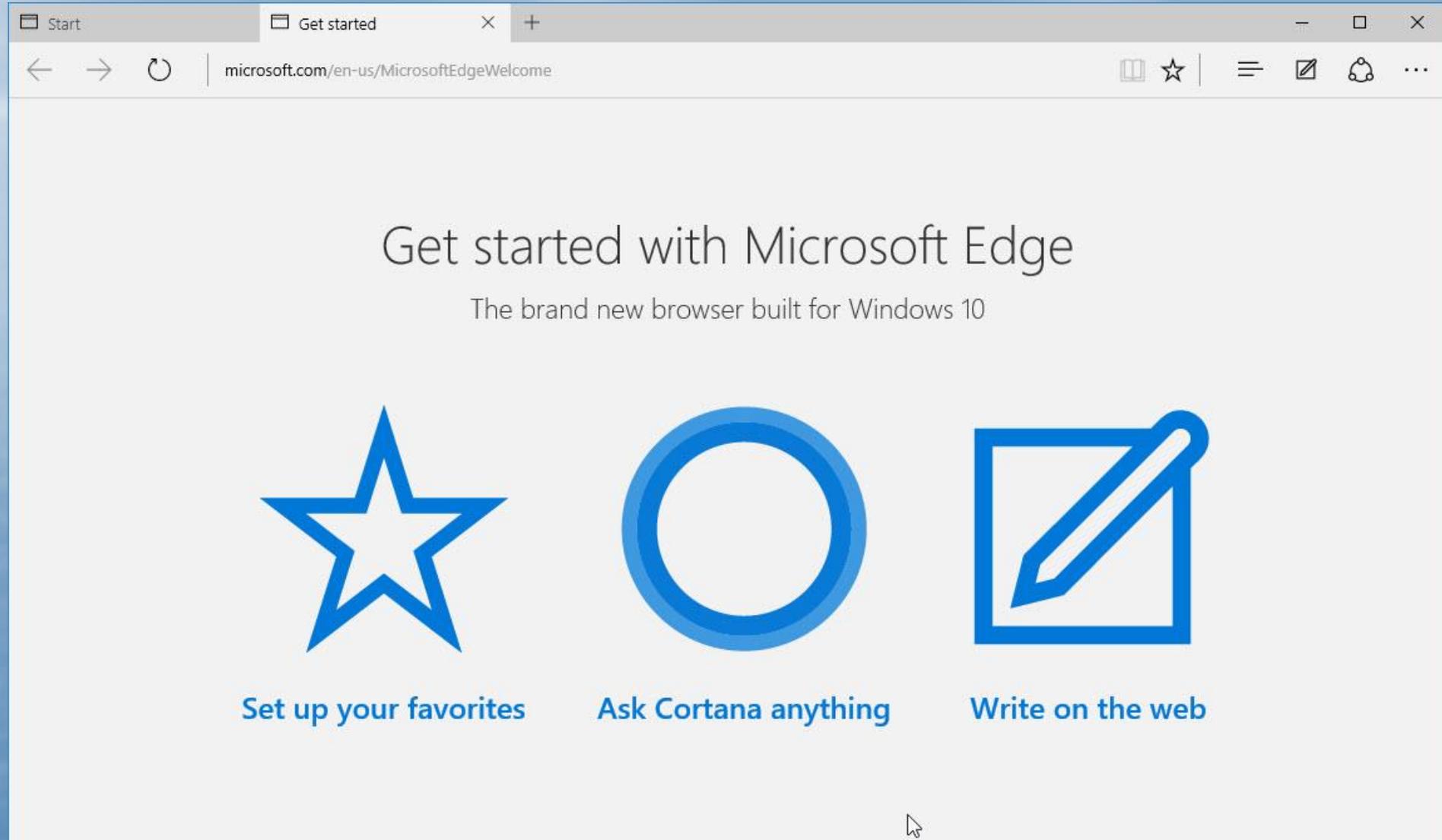


WINDOWS 10 ACCESSORIES



WAIT... THERE'S MORE!

The New Browser - Microsoft Edge



Google News in Edge

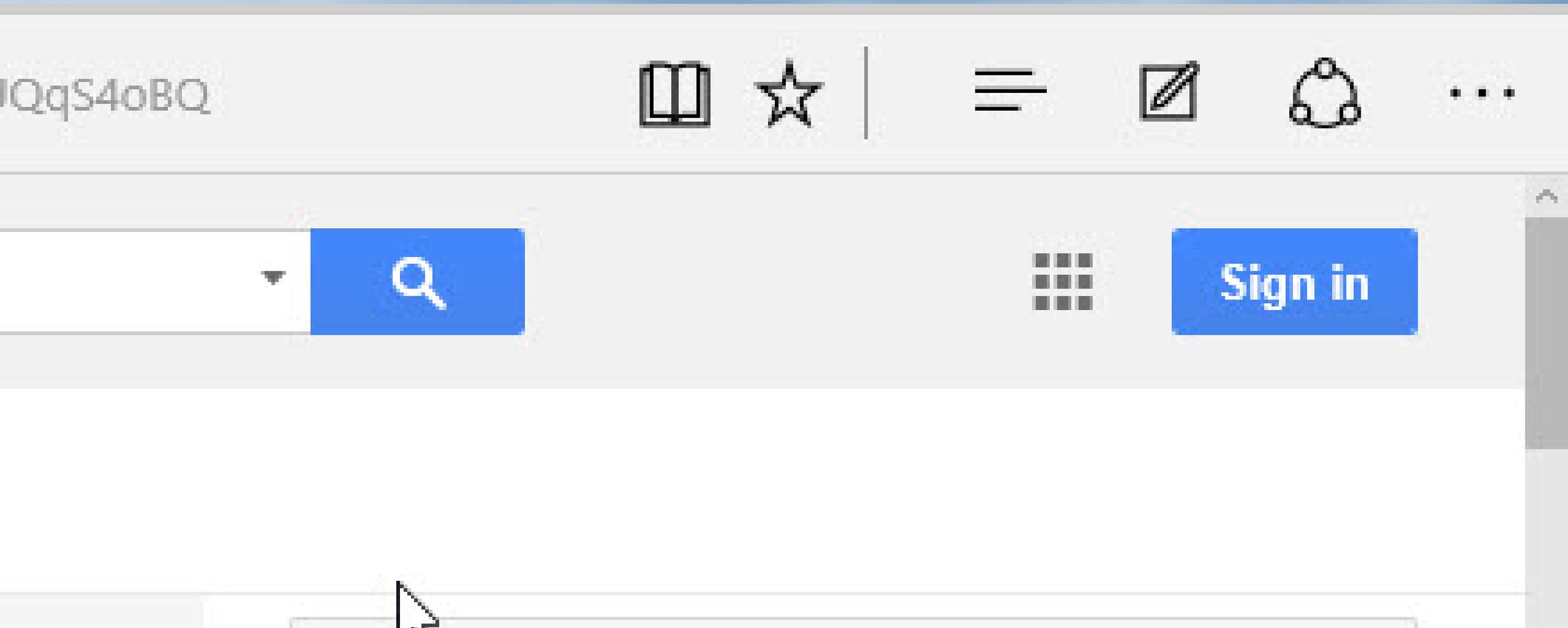
The screenshot shows the Google News homepage in the Microsoft Edge browser. The browser's address bar displays the URL `news.google.com/nwshp?hl=en&tab=wn&ei=gidCVuy7CIHNmAGDkrqwBw&ved=0CAUQqS4oBQ`. The page features the Google logo, a search bar, and a 'Sign in' button. Below the search bar, there are dropdown menus for 'U.S. edition' and 'Modern'. The main content area is divided into several sections:

- Top Stories:** The primary article is titled "Obama administration to seek Supreme Court involvement in immigration case" from the Washington Post, published 48 minutes ago. The article text states: "The Obama administration will ask the Supreme Court to overturn a lower court injunction that has held up a new program that potentially would shield up to 5 million undocumented immigrants from deportation." Below this article is a "Related Barack Obama" section with a carousel of images from various news sources like ABC News, Fox News, and Christian Science Monitor.
- Second Article:** "How racial tensions at the University of Missouri have exposed the power of ..." from the Washington Post, published 1 hour ago. The text mentions: "After weeks of protests over what students at the University of Missouri saw as racial insensitivity by the administration, it just took one threat - that the school's football team might go on strike - to bring down the university system president ..."
- Third Article:** "GOP debate moderator warns: 'Be careful about looking like whiners and babies'" from the Washington Post, published 2 hours ago. The text begins: "Fox Business Network hasn't exactly been subtle about its plan to make

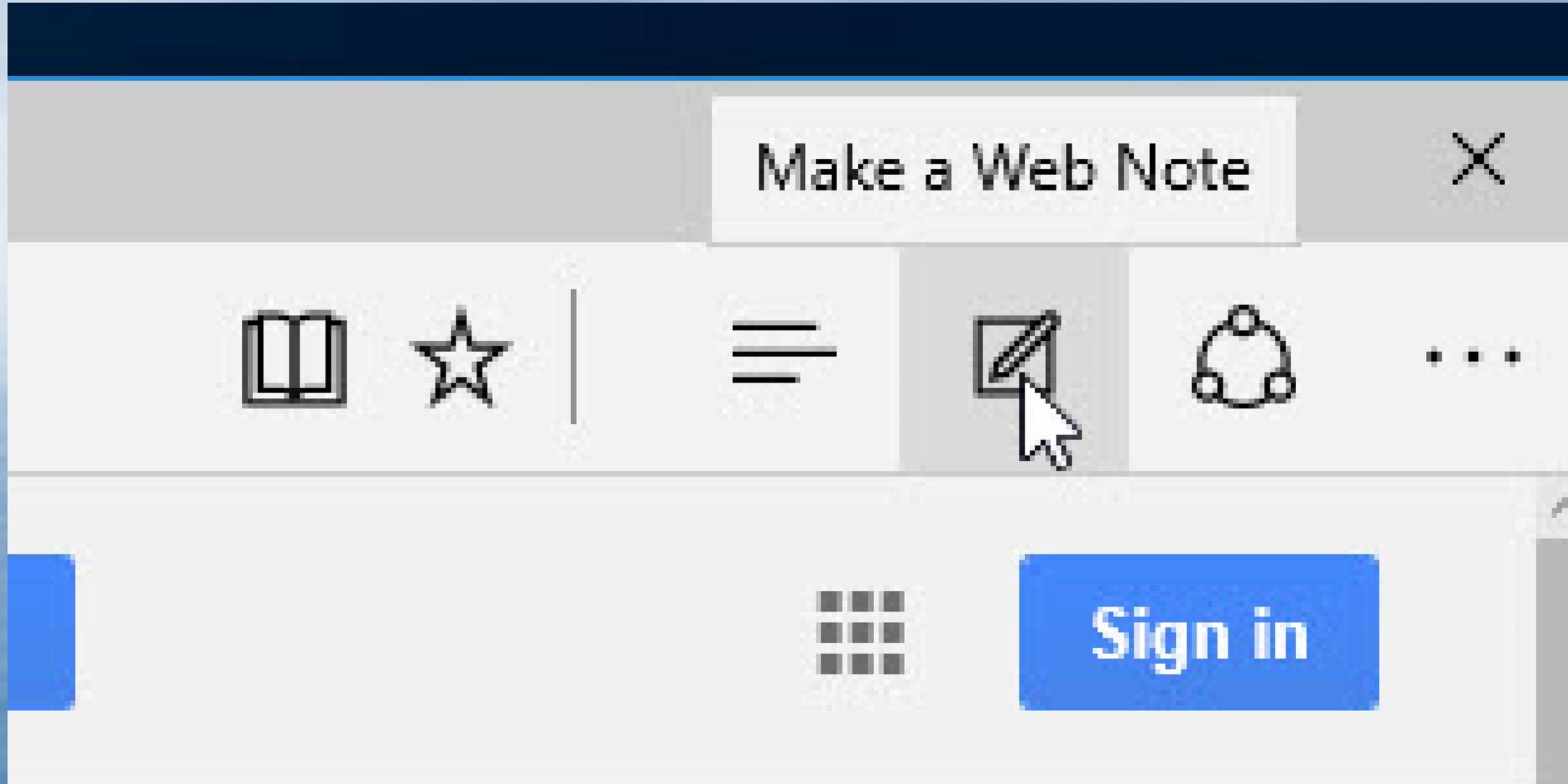
On the left side, there is a navigation menu with categories: Top Stories, Tampa Bay, World, U.S., Business, Technology, Entertainment, Sports, and Science. Under "Top Stories", several topics are listed, including University of Missouri, Myanmar, World Anti-Doping Agency, David Cameron, Chicago Bears, Narendra Modi, Tennessee Titans, Ben Carson, Jeb Bush, and Allen Toussaint.

On the right side, there is a "Sign in to get news on topics you care about. Learn more" prompt, a "Recent" section with headlines like "Obama Becomes First Sitting President to Grace Cover of LGBT Magazine" and "MLB Commissioner Rob Manfred worries that the Dodgers' TV blackout could continue", and a "Weather for Bayshore Gardens, Florida" section showing a forecast for Today (81°-67°), Wednesday (87°-66°), Thursday (84°-67°), and Friday (83°-65°).

The Menu in Edge

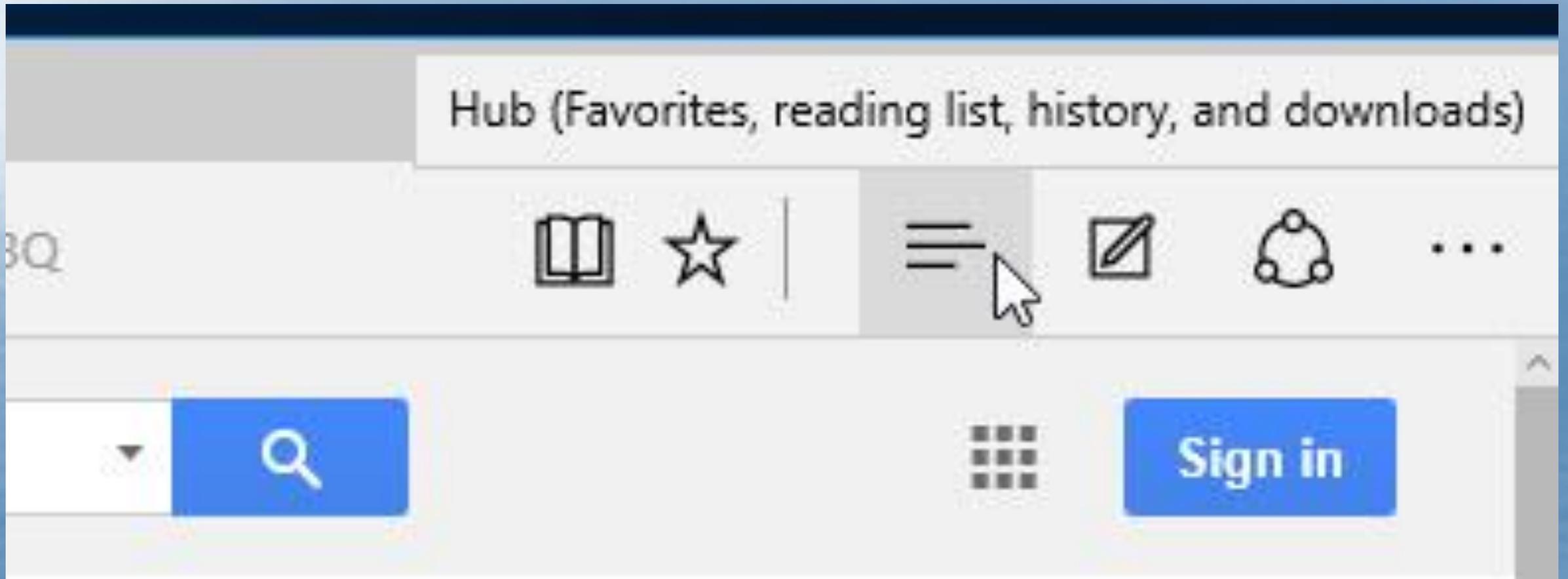


Make a Web Note



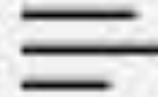
Hamburg Menu (Hub)

- Favorites
- Reading List
- History
- Downloads



Reading View

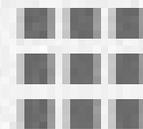
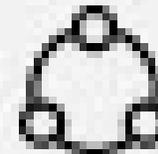
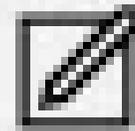
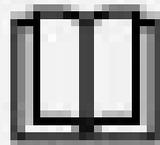
Reading view (Ctrl+Shift+R)



Sign in

Add Favorites or Reading List

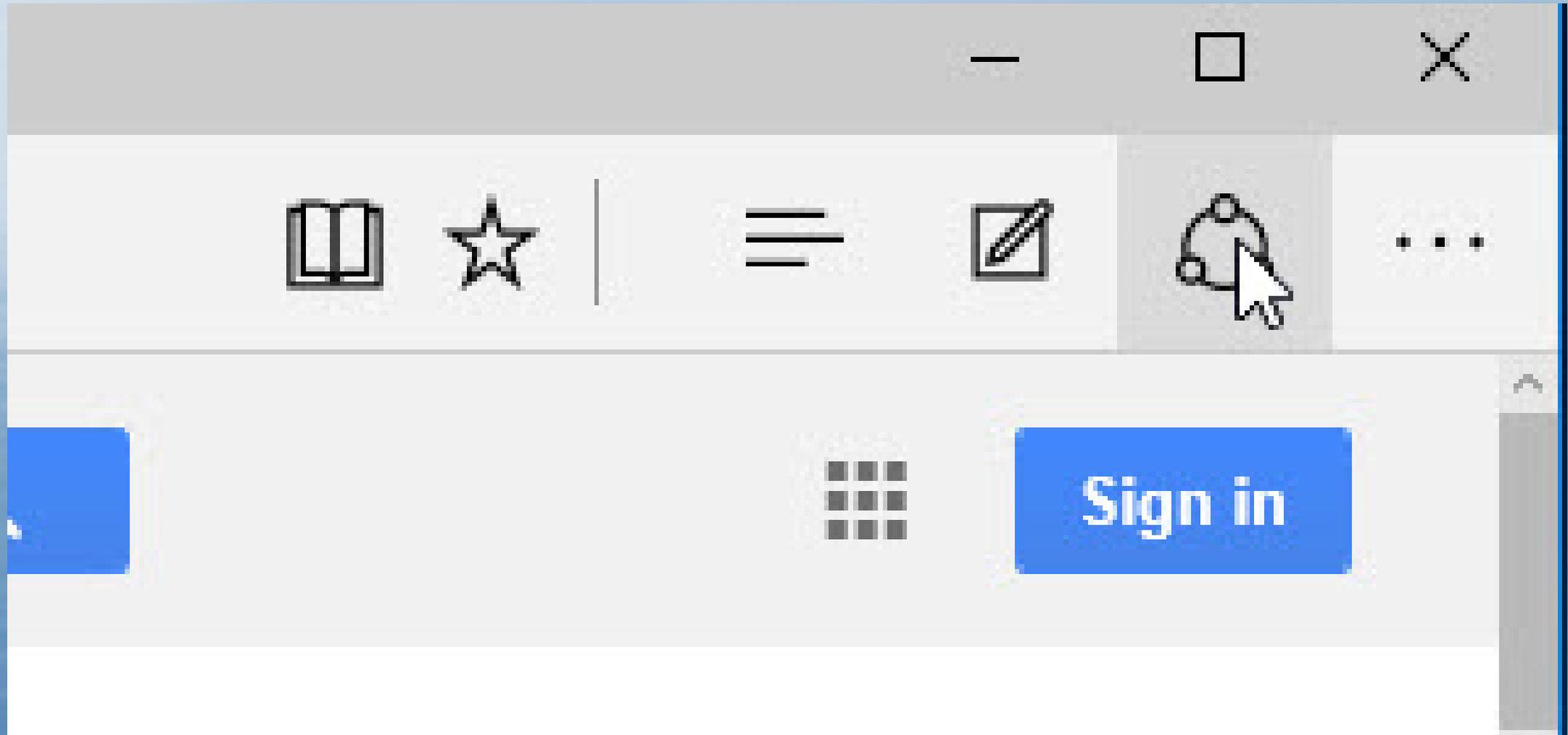
Add to favorites or reading list



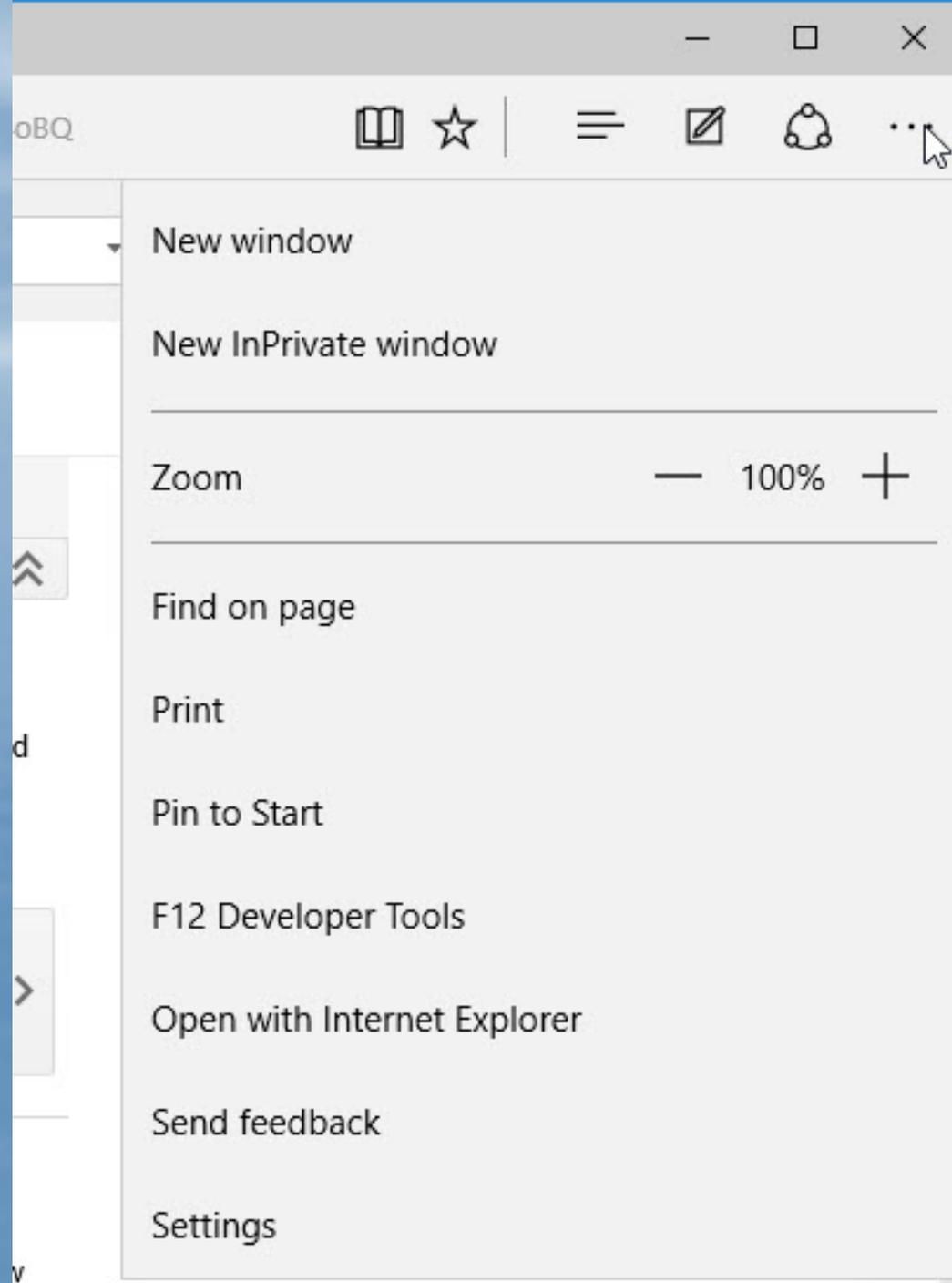
Sign in

Share

- Mail
- Reading List App
- Facebook
- OneNote



Other Choices



Web Notes

The image shows a screenshot of a web browser with three tabs: 'Start', 'Google News', and 'Google Maps adds offline'. The browser's address bar and navigation icons are circled in blue. A tweet from Ian Paul (@ianpaul) is displayed, with the text 'Google is making life easier for anyone who needs to use Maps in areas with spotty data connections. On Tuesday the company added new functionality to offline maps including turn-by-turn directions, the ability to search for a destination, and place data. To use the new offline features, you first have to manually download a specific section of the map.' The words 'On Tuesday' are circled in blue. A blue arrow points from the navigation icons to the text 'This is a graphic.' in a white box. Below the text is a screenshot of the Google Maps app interface for San Francisco, CA, showing a 'DOWNLOAD' button. To the right of the tweet are several promotional cards for Android Marshmallow, Android Wear, and Heuer watches.

Start | Google News | Google Maps adds offline

Get more Android Marshmallow with these and...

Android Wear update highlights ability to make calls, play music, and more.

The \$1500 Heuer watch is a masterpiece of horology.

Google is making life easier for anyone who needs to use Maps in areas with spotty data connections. On Tuesday the company added new functionality to offline maps including turn-by-turn directions, the ability to search for a destination, and place data. To use the new offline features, you first have to manually download a specific section of the map.

Google's new offline functionality is rolling out right now to Android and is coming soon to iOS. Google first announced the new [offline features in May](#) during Google I/O.

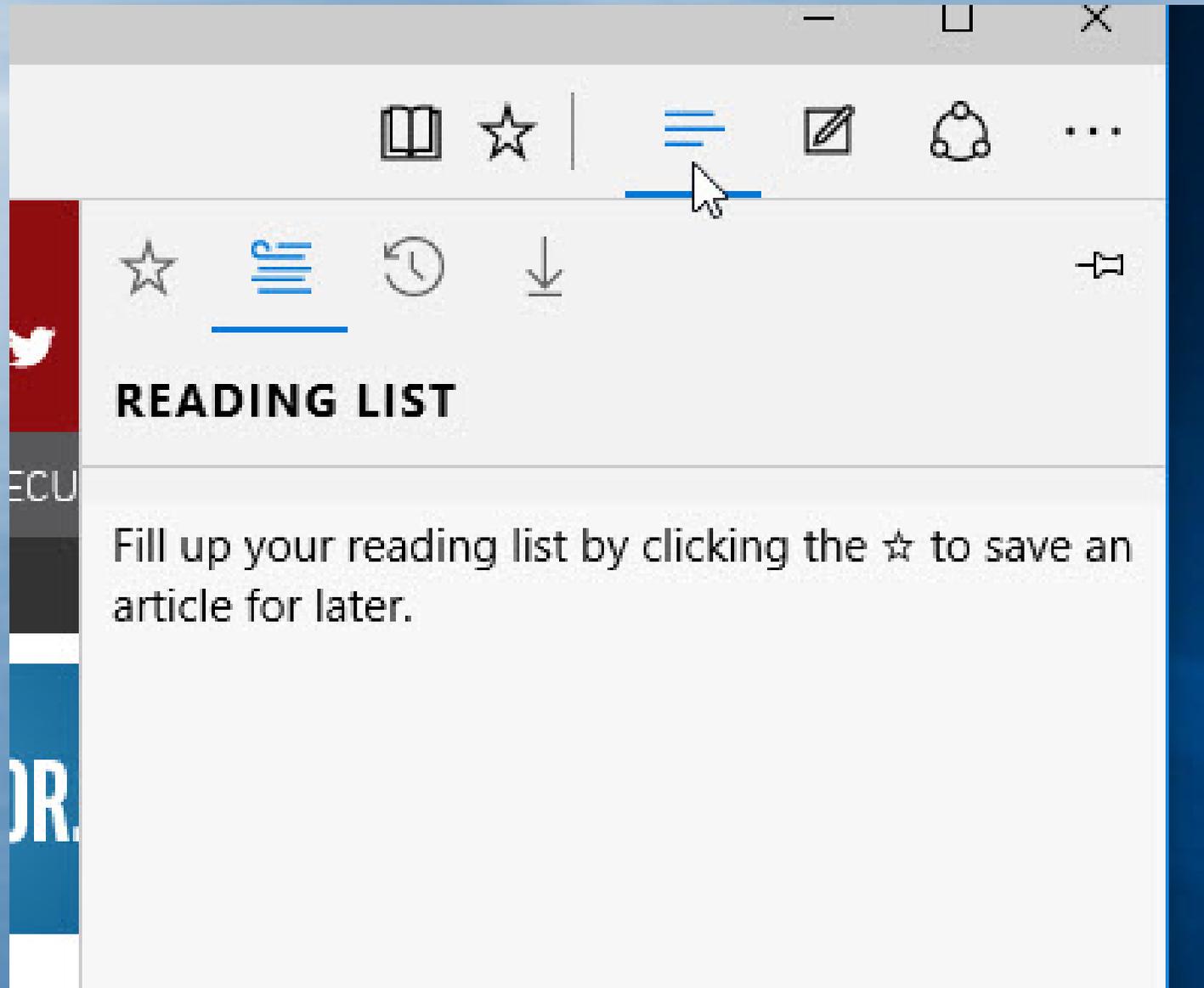
There are two ways to use the new feature to save map data for either a city, county, or country to your device. First, you can just search for the area, tap the banner at the bottom of the screen to bring up the place panel. Then just hit the download icon, confirm you want to download, name the offline area, and you'll have offline access to that area of Google Maps.

San Francisco, CA

DOWNLOAD

This is a graphic.

Reading List



— □ ×

📖 ☆ | ≡ ✎ 👤 ⋮

☆ ≡ ⌚ ↓ 📌

READING LIST

Fill up your reading list by clicking the ☆ to save an article for later.

ECU

DR.

Where is my Internet Explorer?



Using the Snap Feature

The screenshot shows a Windows 7 desktop environment. On the left, the Start menu is open, displaying a grid of application icons including Recycle Bin, Avast Free Antivirus, Google Chrome, Picasa 3, Acronis True Image 2014, Belarc Advisor, Intelli-studio, QuickTime Player, Adobe Photoshop, Brother Creati..., iTunes, Skitch, Adobe Premiere..., Brother Utilities, Magic Photo Enhancer, Skype, Applian Director, calibre - E-book ma..., Malwareby..., The Prin Shop 3..., Ashampoo Burning S..., CyberLink Media Sui..., Media Player Classic, VLC medi player, Audacity, Evernote, and Mozilla Firefox. The taskbar at the bottom contains the Start button, a search box labeled 'Search the web and Windows', and several pinned application icons (Internet Explorer, File Explorer, Mail, Chrome, Firefox). The system tray on the right shows the time as 12:43 PM on 11/10/2015.

The browser window, titled 'Hewie's Views and Reviews', is snapped to the right side of the screen. The address bar shows 'hewie.net/winsig'. The website content includes a navigation menu with links for HOME, FAVORITES, BLOGS, COLUMNS, TUTORIALS, CONTACT, and ABOUT. The main content area features a 'FAVS MENU' with categories like Computer User Groups (10), Hobbies (19), HTML (28), Humor (17), Internet Info and Training (32), Java and Javascript (13), and Job Searching (23). The main article is titled 'Hewie's Views & Reviews' and discusses the author's involvement with the Central Florida Computer Society Windows Special Interest Group (SIG).

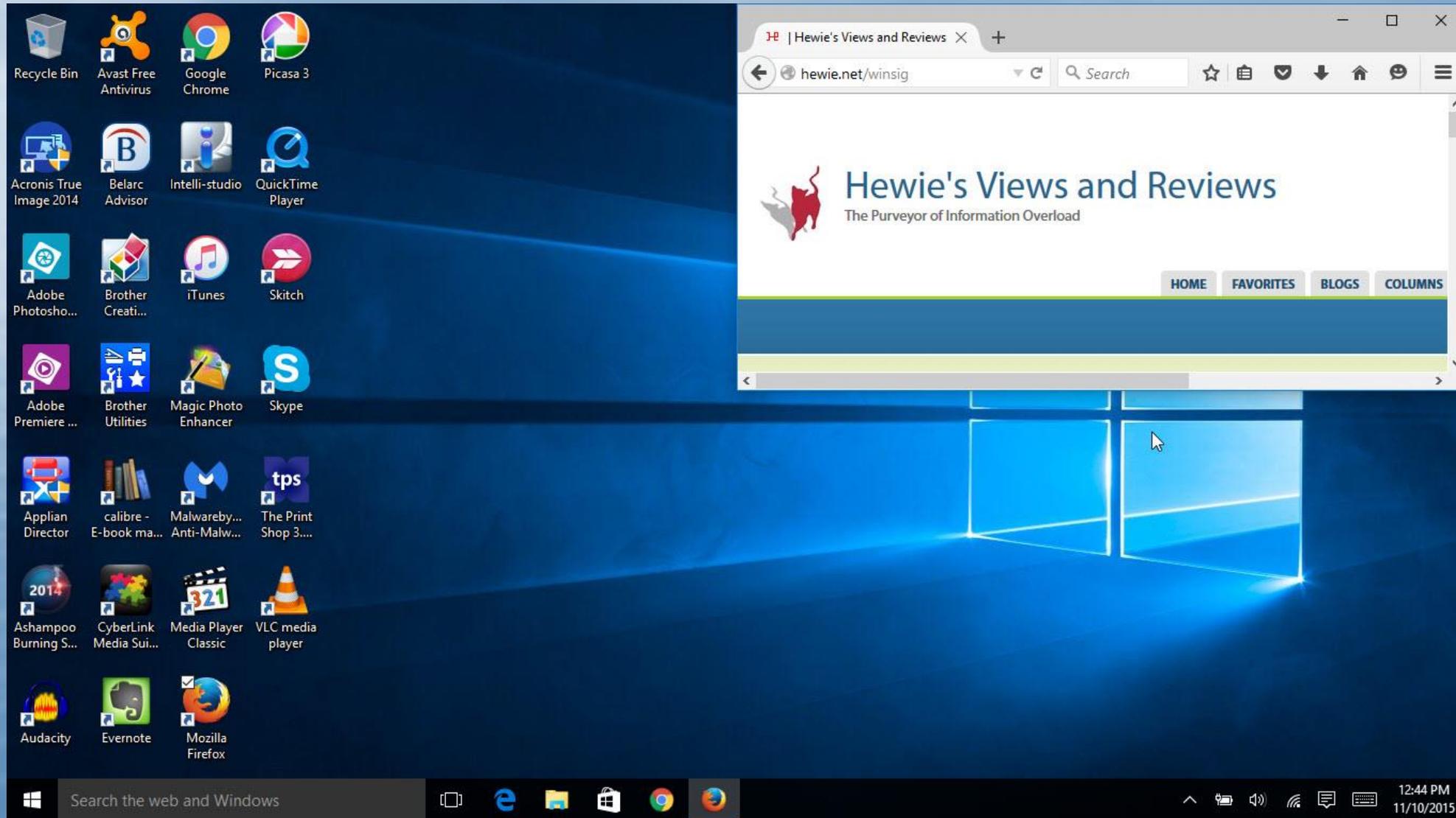
Snap to the side

Windows Key + Left Arrow or Windows Key + Right Arrow

The image shows a Windows 7 desktop environment. On the left, the Start menu is open, displaying a grid of application icons including Recycle Bin, Avast Free Antivirus, Google Chrome, Picasa 3, Acronis True Image 2014, Belarc Advisor, Intelli-studio, QuickTime Player, Adobe Photoshop, Brother Creati..., iTunes, Skitch, Adobe Premiere..., Brother Utilities, Magic Photo Enhancer, Skype, Applian Director, calibre - E-book ma..., Malwareby..., The Print Shop 3..., Ashampoo Burning S..., CyberLink Media Sui..., Media Player Classic, VLC media player, Audacity, Evernote, and Mozilla Firefox. On the right, a web browser window is open, displaying the website 'Hewie's Views and Reviews'. The browser's address bar shows 'hewie.net/winsig'. The website header includes the title 'Hewie's Views and Reviews' and the tagline 'The Purveyor of Information Overload'. Below the header, there are navigation tabs for 'HOME', 'FAVORITES', 'BLOGS', and 'COLUMNS'. The main content area features a 'FAVS MENU' with a list of categories and their respective item counts: Computer User Groups (10), Hobbies (19), HTML (28), Humor (17), Internet Info and Training (32), Java and Javascript (13), Job Searching (23), New Places (8), Newspapers and Magazines (42), Home, Hewie's Views & Reviews, and a list of articles such as 'I have led the Central Florida Computer Society Windows Special Interest Group (SIG) f...', 'Articles About Shortcuts and Hotkeys Windows 7', 'Associate Specific P...', 'Awesome Articles About Windows 7 Stuff', 'Building Mike's New...', 'Complete Windows 7 Shortcuts eBook Released', 'Context Menu Moddi...', 'Controlling Another's Computer', 'Convert Windows 7...', 'Delete entries from dropdown in Internet Explorer', 'Disabling Stuff You I...', 'How do I create a default email address in Outlook', 'How-To Geek Webs...', 'Meeting Notes 2008-11-16 WinSIG', 'Meeting Notes 2008...', 'Meeting Notes 2009-02-15 WinSIG', and 'Meeting Notes 2009...'. The taskbar at the bottom shows the Start button, a search bar, and several application icons. The system tray on the right indicates the time as 12:43 PM.

Snap 1/4 Page

Windows Key + Up Arrow or Windows Key + Down Arrow to get it into the desired quadrant.



Let's add a second Window

The image shows a Windows desktop environment with a dark blue taskbar and a light blue background. The desktop is populated with various application icons, including Recycle Bin, Avast Free Antivirus, Google Chrome, Picasa, Acronis True Image 2014, Belarc Advisor, Intelli-studio, QuickTime Player, Adobe Photoshop, Brother Creati..., iTunes, Skitch, Adobe Premiere..., Brother Utilities, Magic Photo Enhancer, Skype, Applian Director, calibre - E-book ma..., Malwareby..., The Pri Shop 3, Ashampoo Burning S..., CyberLink Media Sui..., Media Player Classic, VLC me player, Audacity, Evernote, and Mozilla Firefox.

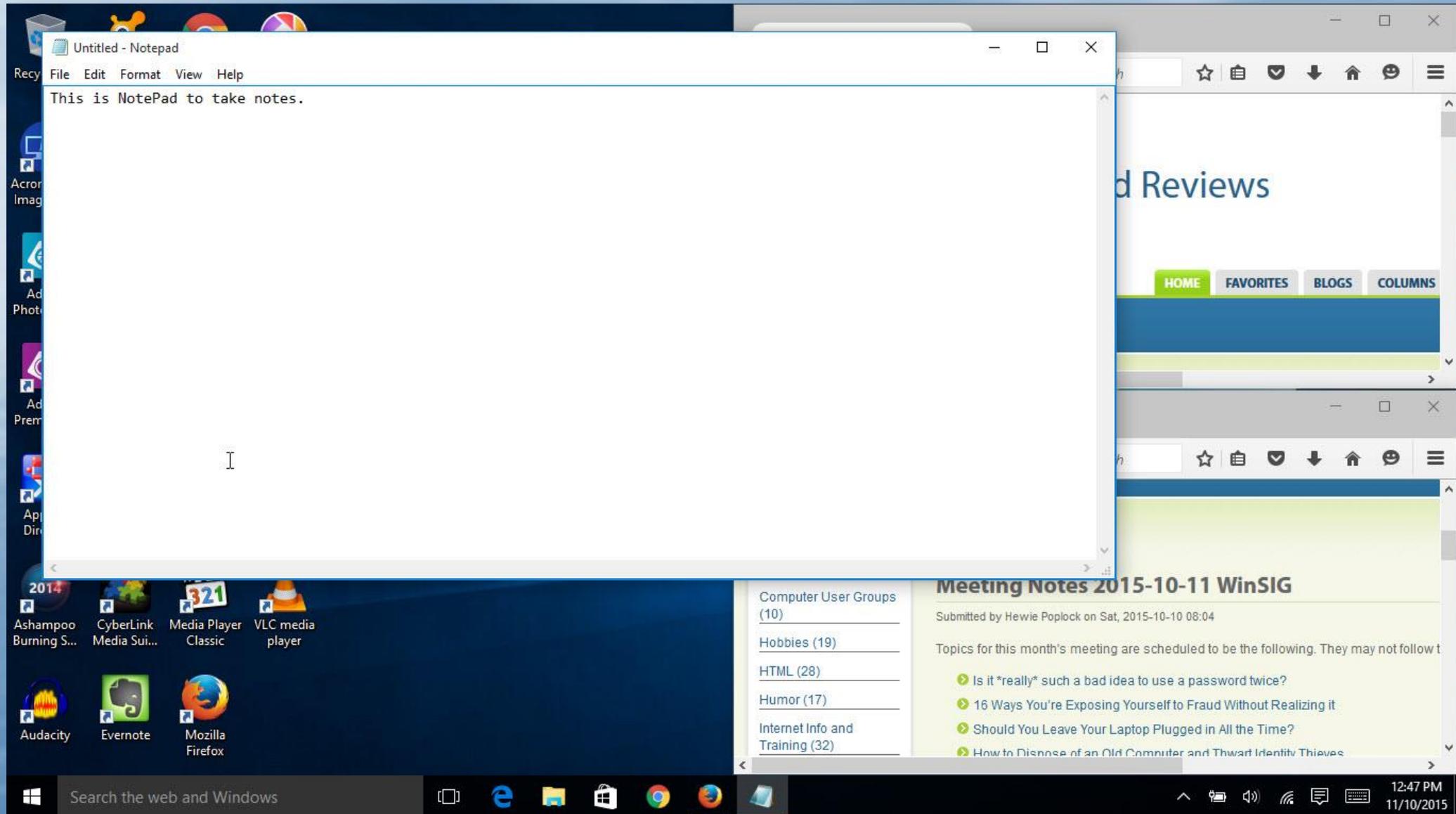
Two browser windows are open. The foreground window is titled "Meeting Notes 2015-10-11..." and displays the website "Hewie's Views and Reviews" at the URL "hewie.net/content/meeting-notes-2015-10-1". The page features a navigation menu with "HOME", "FAVORITES", "BLOGS", "COLUMNS", and "TUTORIALS". A sidebar on the left contains a "FAVS MENU" with categories like "Computer User Groups (10)", "Hobbies (19)", "HTML (28)", "Humor (17)", and "Internet Info and". The main content area shows a post titled "Meeting Notes 2015-10-11 WinSIG" submitted by Hewie Poplock on Saturday, 2015-10-10 08:04. The topics for the meeting are listed as follows:

- Is it *really* such a bad idea to use a password twice?
- 16 Ways You're Exposing Yourself to Fraud Without Realizing it
- Should You Leave Your Lanton Plugged in All the Time?

The background window is titled "Hewie's Views and Review..." and displays a "Reviews" page with a navigation menu including "HOME", "FAVORITES", "BLOGS", and "COLUMNS".

The taskbar at the bottom shows the Windows logo, a search bar with the text "Search the web and Windows", and several application icons. The system tray on the right indicates the time as 12:45 PM on 11/10/2015.

Now Let's add a Third Window



Ready to jot some notes

The screenshot displays a Windows desktop environment. On the left, a Notepad window titled "Untitled - Notepad" is open, showing the text "This is NotePad to take notes." with a cursor at the end. On the right, two browser windows are open. The top browser window shows the homepage of "Hewie's Views and Reviews" with the URL "hewie.net". The page features a red bull logo and navigation links for "HOME", "FAVORITES", "BLOGS", and "COLUMNS". The bottom browser window shows a specific article titled "Meeting Notes 2015-10-11 WinSIG" with a "FAVS MENU" on the left side listing categories like "Computer User Groups (10)", "Hobbies (19)", "HTML (28)", "Humor (17)", and "Internet Info and Training (32)". The article content includes a list of topics for a meeting, such as "Is it *really* such a bad idea to use a password twice?". The Windows taskbar at the bottom shows the Start button, search bar, and several application icons, with the system tray displaying the time as 12:47 PM on 11/10/2015.

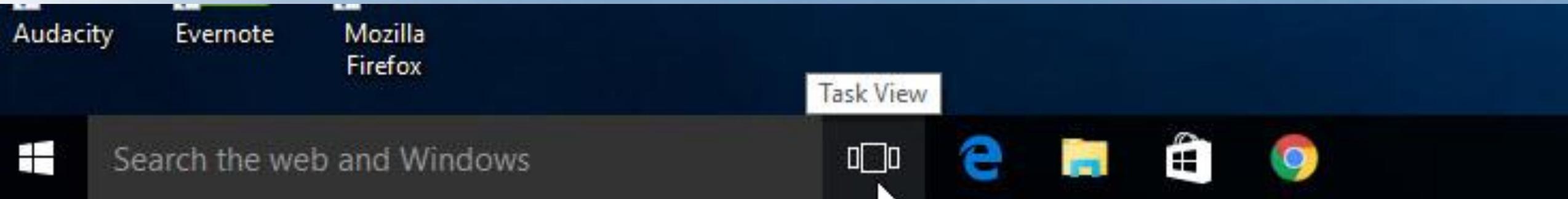
Maybe a Final Step, if desired

The screenshot shows a Windows desktop environment with a blue background. In the foreground, there are three windows:

- Untitled - Notepad:** A text editor window with the menu bar (File, Edit, Format, View, Help) and the text "This is NotePad to take notes." The cursor is positioned at the end of the line.
- Hewie's Views and Reviews:** A web browser window showing the homepage of "Hewie's Views and Reviews" with the tagline "The Purveyor of Information Overload". The navigation menu includes HOME, FAVORITES, BLOGS, and COLUMNS.
- Meeting Notes 2015-10-11...:** A web browser window showing a specific article titled "Meeting Notes 2015-10-11 WinSIG" submitted by Hewie Poplock on Saturday, 2015-10-10 08:04. The article lists topics for the month's meeting.

The desktop taskbar at the bottom contains the Start button, a search bar labeled "Search the web and Windows", and several application icons including Adobe Premiere, Brother Utilities, Magic Photo Enhancer, Skype, Applian Director, calibre - E-book ma..., Malwareby... Anti-Malw..., The Print Shop 3..., Ashampoo Burning S..., CyberLink Media Sui..., Media Player Classic, VLC media player, Audacity, Evernote, and Mozilla Firefox. The system tray on the right shows the time as 12:48 PM on 11/10/2015.

Task View – Virtual Desktops



Jumping into Task View is as simple as hitting the Windows logo key + Tab (or the Task View Button.)

To create a new virtual desktop, hit the Windows logo key + Ctrl + D (or the + New Desktop.) To close the current desktop you're on, it's Windows logo key + Ctrl + F4.

Note: *It's very easy to forget what you're doing and hit Ctrl + Alt and the arrow keys instead of the Windows logo key + Ctrl. If you do that, which I've already done many times, you'll change the orientation of your display.*

You Start with your Desktop

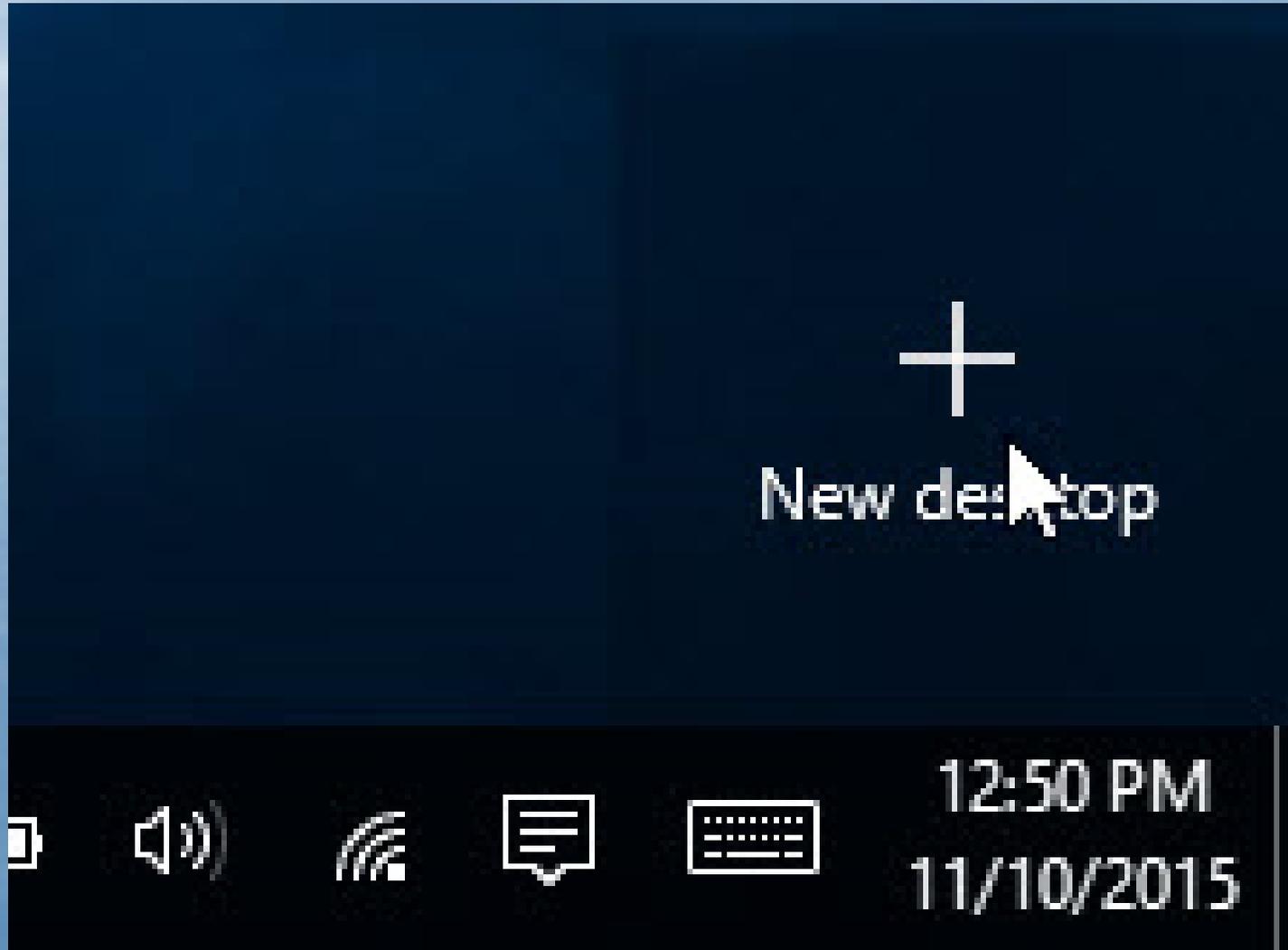
+
New desktop

Search the web and Windows



12:49 PM
11/10/2015

Click on New Desktop



Now you have 2 Desktops

Desktop 1



Desktop 2



+
New desktop



12:50 PM
11/10/2015

I Like to work with 4 Desktops

Desktop 1



Desktop 2



Desktop 3



Desktop 4



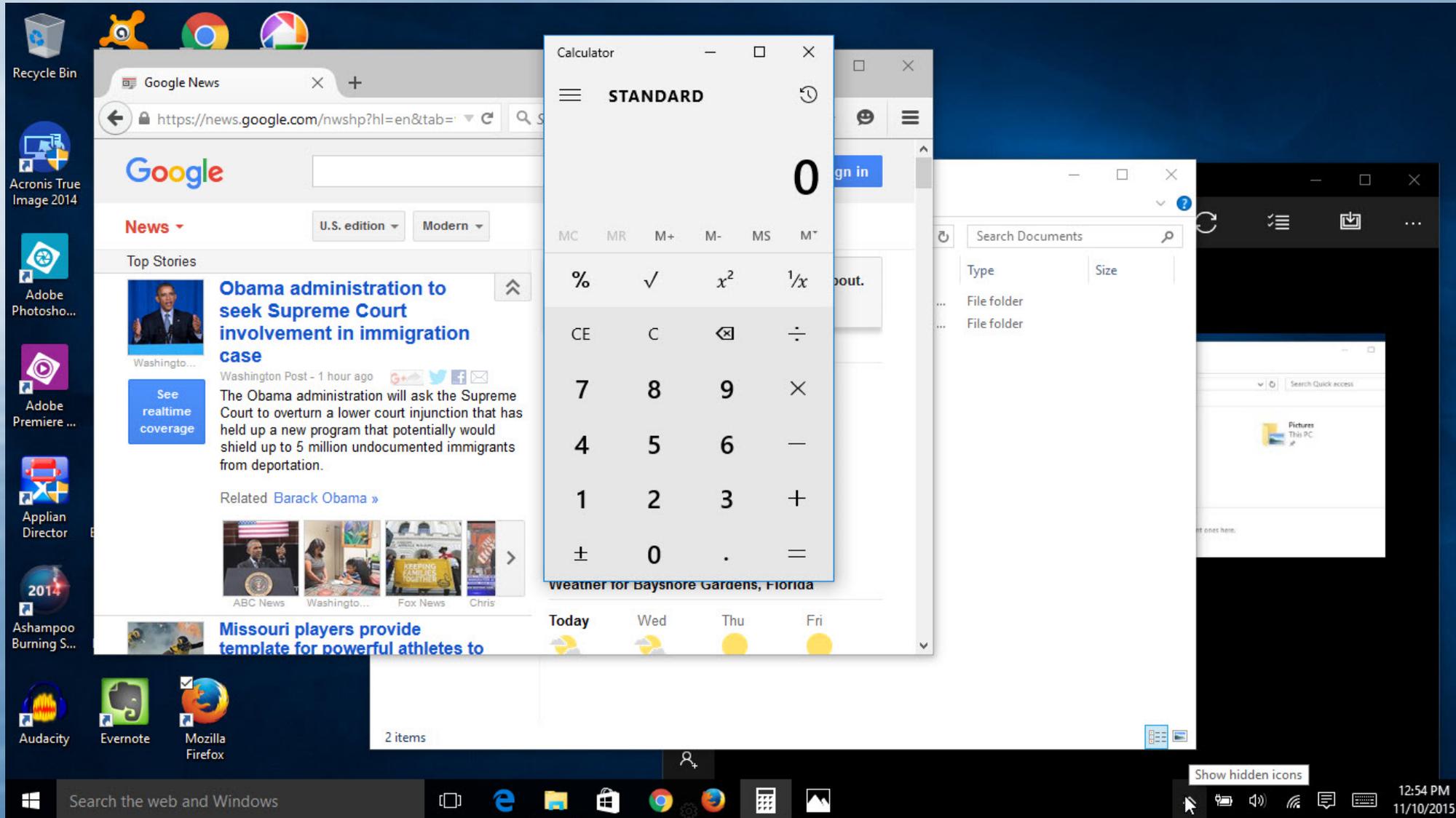
+
New desktop

Windows

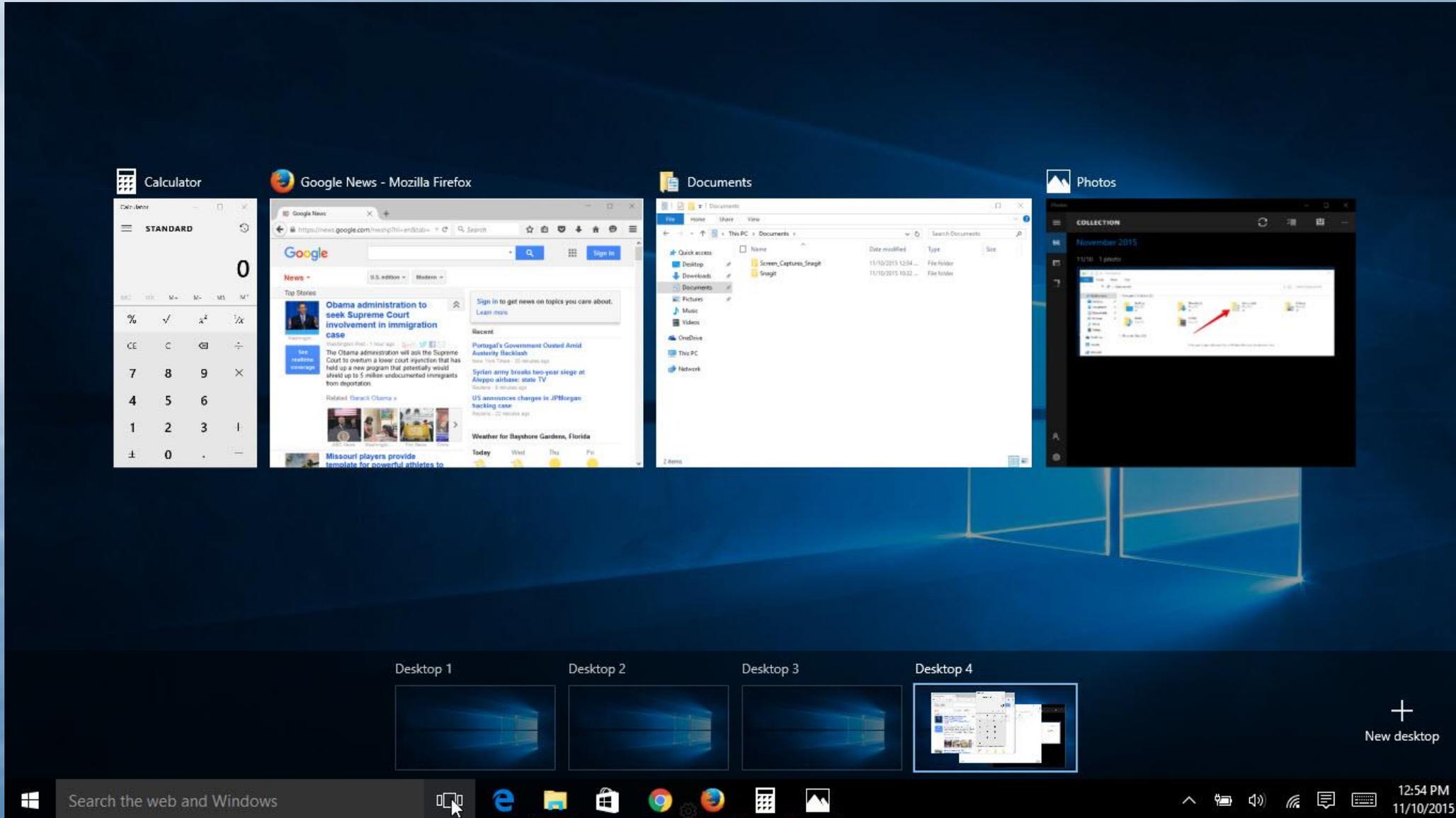


12:50 PM
11/10/2015

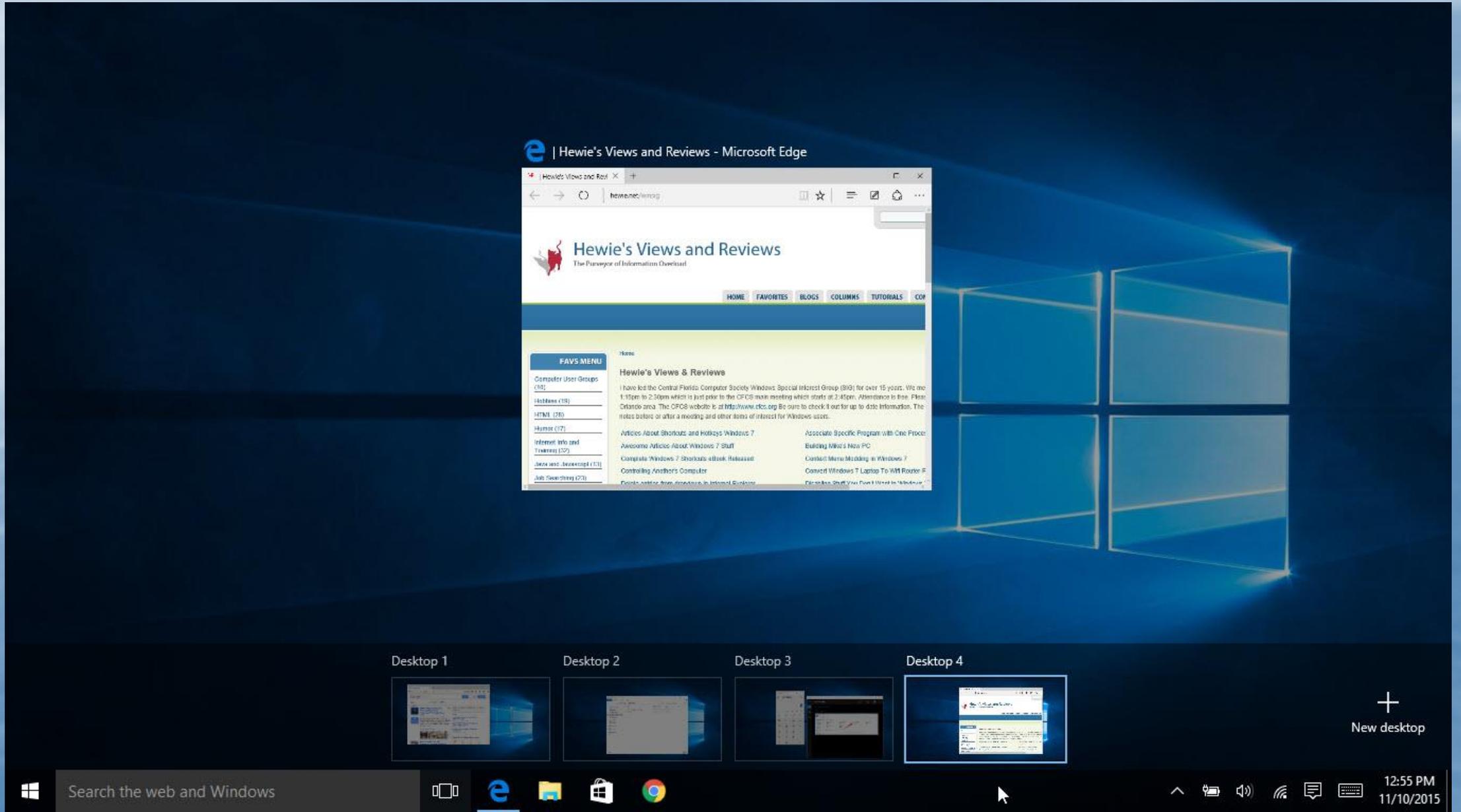
I have several Windows open



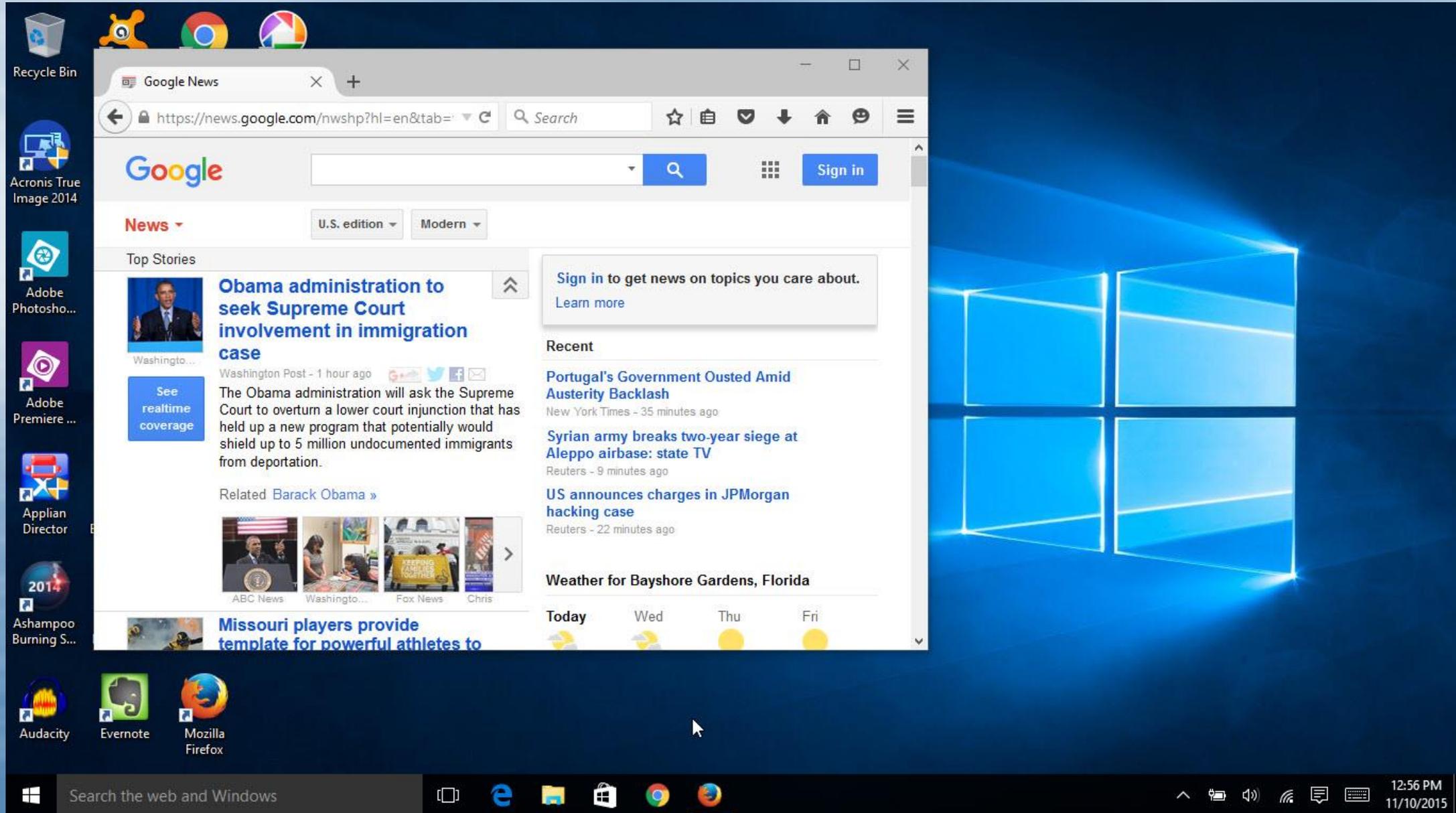
Currently they all are in Desktop 4



I drag & drop into various windows



Desktop 1



Desktop 2

The screenshot shows a Windows 8.1 desktop environment. The desktop background is the standard Windows 8.1 blue logo wallpaper. The taskbar at the bottom contains the Start button, a search bar with the text "Search the web and Windows", and several application icons: Internet Explorer, File Explorer, a shopping bag icon, and Google Chrome. The system tray on the right shows the time as 12:56 PM on 11/10/2015, along with icons for network, volume, and power.

The desktop is populated with numerous application shortcuts, including:

- Recycle Bin
- Avast Free Antivirus
- Google Chrome
- Picasa 3
- Acronis True Image 2014
- Belarc Advisor
- Intelli-studio
- QuickTime Player
- Adobe Photoshop
- Brother Creati...
- iTunes
- Skitch
- Adobe Premiere ...
- Brother Utilities
- Magic Photo Enhancer
- Skype
- Applian Director
- calibre - E-book ma...
- Malwareby... Anti-Malw...
- The Print Shop 3....
- Ashampoo Burning S...
- CyberLink Media Sui...
- Media Player Classic
- VLC media player
- Audacity
- Evernote
- Mozilla Firefox

A File Explorer window is open, displaying the contents of the Documents folder. The window title is "Documents". The address bar shows the path "This PC > Documents". The left sidebar shows the "Documents" folder selected under "Quick access". The main pane displays a list of folders:

Name	Date modified	Type	Size
Screen_Captures_Snagit	11/10/2015 12:55 ...	File folder	
Snagit	11/10/2015 10:32 ...	File folder	

The status bar at the bottom of the File Explorer window indicates "2 items".

Desktop 3

The screenshot shows a Windows 8.1 desktop with a blue background. The Start menu is open on the left, displaying a grid of application icons including Recycle Bin, Avast Free Antivirus, Google Chrome, Picasa 3, Acronis True Image 2014, Belarc Advisor, Intelli-studio, QuickTime Player, Adobe Photoshop, Brother Creati..., iTunes, Skitch, Adobe Premiere..., Brother Utilities, Magic Photo Enhancer, Skype, Applian Director, calibre - E-book ma..., Malwareby..., The Print Shop 3..., Ashampoo Burning S..., CyberLink Media Sui..., Media Player Classic, VLC media player, Audacity, Evernote, and Mozilla Firefox.

In the center, the Calculator application is open in STANDARD mode, showing the number 0. The interface includes navigation buttons (MC, MR, M+, M-, MS, M*), mathematical symbols (%), and a numeric keypad.

On the right, the Photos application is open, displaying a collection for November 2015 with 1 photo. A File Explorer window is overlaid on the Photos application, showing the 'Documents' folder selected. A red arrow points to the 'Documents' folder icon in the 'Frequent folders' section.

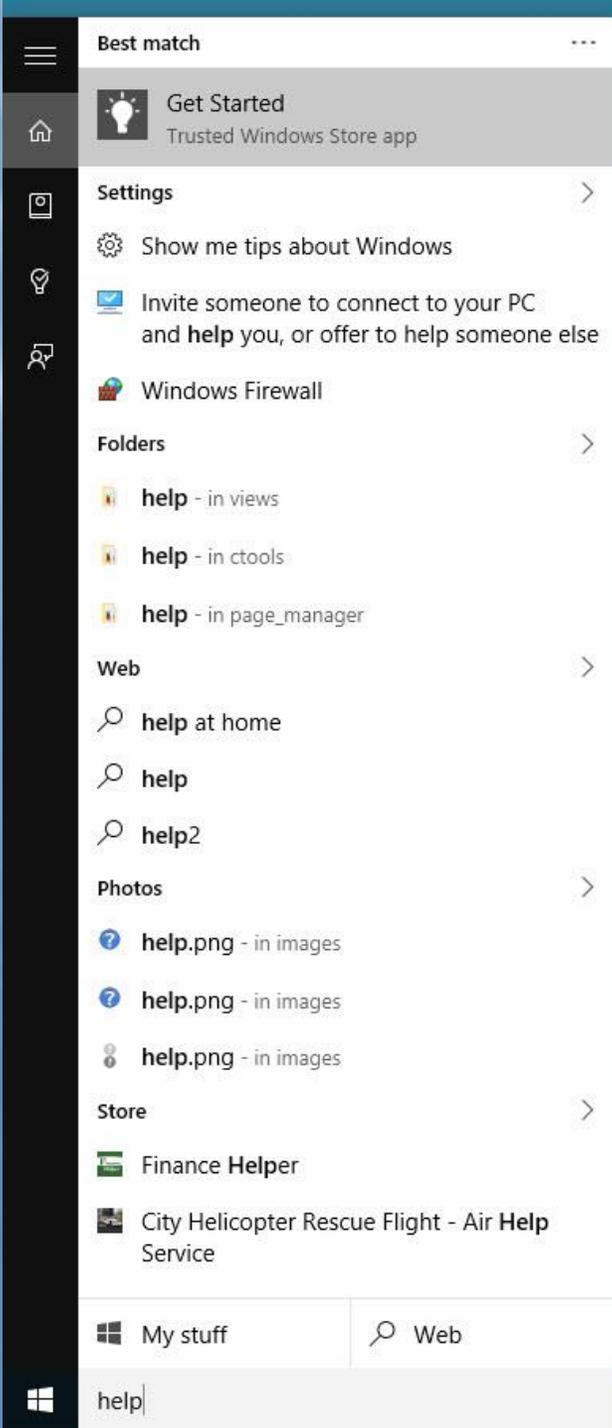
The taskbar at the bottom contains the Start button, a search bar, and icons for Internet Explorer, File Explorer, Mail, Chrome, Calculator, and Photos. The system tray on the right shows the time as 12:56 PM on 11/10/2015.

Desktop 4

The image shows a Windows desktop environment with a blue background. On the left side, there is a taskbar with various application icons including Recycle Bin, Avast Free Antivirus, Google Chrome, Picasa 3, Acronis True Image 2014, Belarc Advisor, Intelli-studio, QuickTime Player, Adobe Photoshop, Brother Creati..., iTunes, Skitch, Adobe Premiere..., Brother Utilities, Magic Photo Enhancer, Skype, Applian Director, calibre - E-book ma..., Malwareby... Anti-Malw..., The Print Shop 3..., Ashampoo Burning S..., CyberLink Media Sui..., Media Player Classic, VLC media player, Audacity, Evernote, and Mozilla Firefox. The taskbar also includes the Start button, a search bar with the text "Search the web and Windows", and several utility icons (Task View, Edge, File Explorer, Store, Chrome). The system tray on the right shows the date and time as 12:56 PM on 11/10/2015.

The main window is a web browser displaying the website "Hewie's Views and Reviews". The browser's address bar shows "hewie.net/winsig". The website has a red cat logo and the tagline "The Purveyor of Information Overload". A navigation menu includes links for HOME, FAVORITES, BLOGS, COLUMNS, TUTORIALS, and CON. The page content features a "FAVS MENU" with categories like Computer User Groups (10), Hobbies (19), HTML (28), Humor (17), Internet Info and Training (32), Java and Javascript (13), and Job Searching (23). The main article is titled "Home" and "Hewie's Views & Reviews", with a sub-header "Home". The article text reads: "I have led the Central Florida Computer Society Windows Special Interest Group (SIG) for over 15 years. We meet 1:15pm to 2:30pm which is just prior to the CFCS main meeting which starts at 2:45pm. Attendance is free. Please contact me in the Orlando area. The CFCS website is at <http://www.cfcs.org> Be sure to check it out for up-to-date information. The notes before or after a meeting and other items of interest for Windows users." Below the text are two columns of article titles, including "Articles About Shortcuts and Hotkeys Windows 7", "Associate Specific Program with One Process", "Awesome Articles About Windows 7 Stuff", "Building Mike's New PC", "Complete Windows 7 Shortcuts eBook Released", "Context Menu Modding in Windows 7", "Controlling Another's Computer", "Convert Windows 7 Laptop To Wifi Router-Router", and "Disabling Stuff You Don't Want in Windows 7".

Find Help By Opening Get Started



Find What you want in the Menu

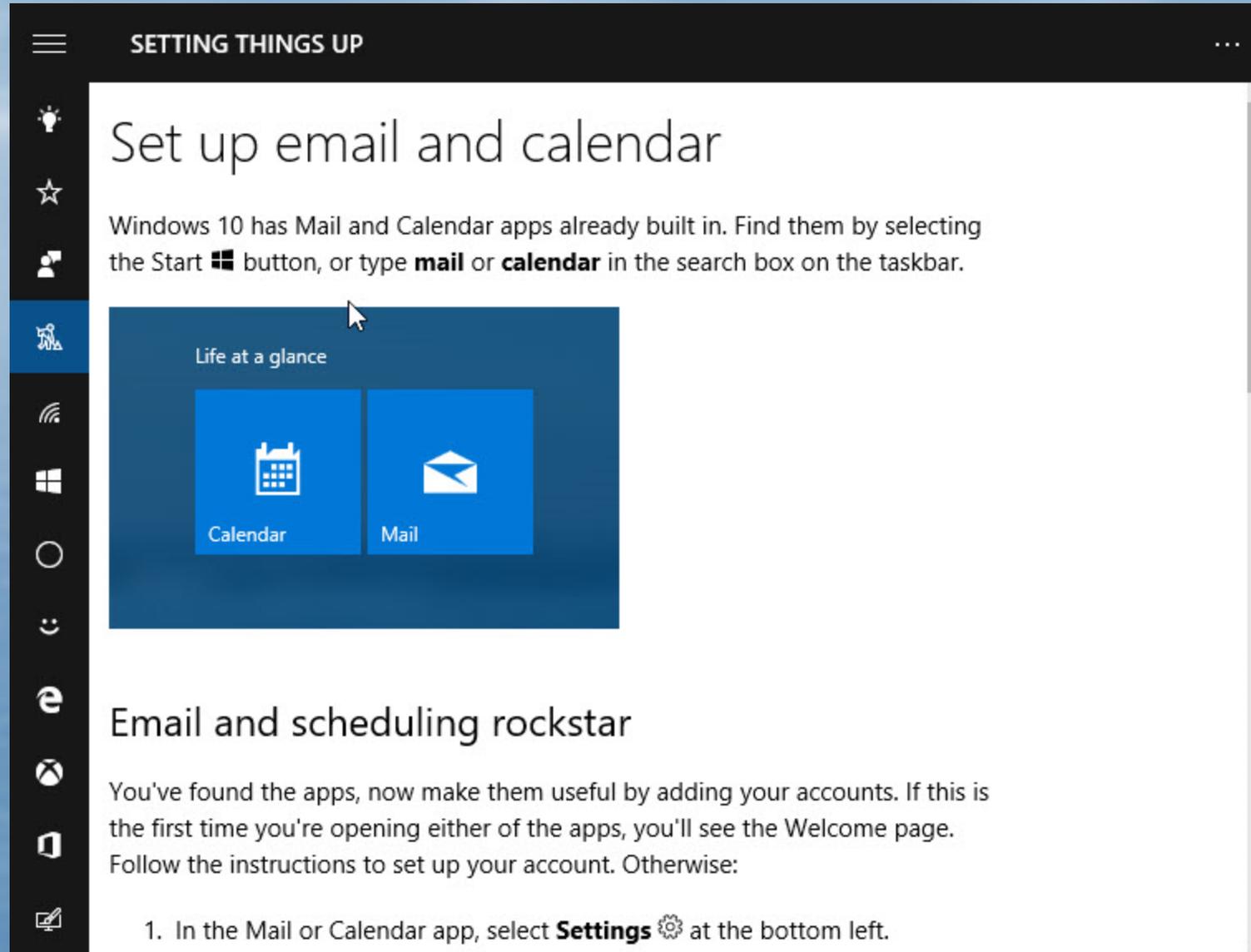
Get Started

Get to know Windows 10 Microsoft Edge Start menu tips Getting help

- Welcome
- What's new
- Search and help
- Setting things up
- Get connected
- Start
- Cortana
- Windows Hello
- Microsoft Edge
- Xbox app
- Office
- Personalization and settings
- Saving and syncing content
- Apps and notifications

Get to know Windows 10

A typical article in Get Started

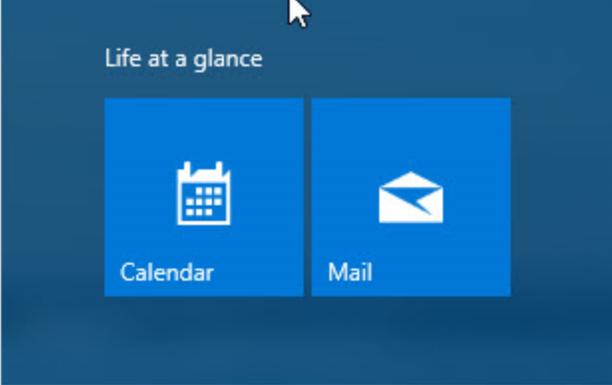


The screenshot shows a Windows 10 'Get Started' article. The title is 'Set up email and calendar'. The text explains that Windows 10 has Mail and Calendar apps built in and provides instructions on how to find them. An image shows the 'Life at a glance' widget with 'Calendar' and 'Mail' tiles. Below the image, the article is titled 'Email and scheduling rockstar' and provides instructions on how to set up accounts. The first step is to select 'Settings' in the Mail or Calendar app.

SETTING THINGS UP

Set up email and calendar

Windows 10 has Mail and Calendar apps already built in. Find them by selecting the Start  button, or type **mail** or **calendar** in the search box on the taskbar.



Life at a glance

Calendar Mail

Email and scheduling rockstar

You've found the apps, now make them useful by adding your accounts. If this is the first time you're opening either of the apps, you'll see the Welcome page. Follow the instructions to set up your account. Otherwise:

1. In the Mail or Calendar app, select **Settings**  at the bottom left.

Time for Q & A (Questions & Answers)

