Quick Guide for Windows 10 – May 2018

- **Start Button**: In Cortana, Ask me anything
- **Search Bar**: allows the user to search for different programs and applications, search the web, and use Cortana
- **Power**: Options to shut down, restart, or log off of computer
- **Current User**: displays who is currently logged on
- **Software Center**: allows user to manage and download available software supported by IT Services
- **Ribbon**: contains tabs that allow user to organize and view properties of files and folders, easily share with different applications, and change the layout of folders and files
- **Search Field**: allows the user to search in the current location
- **Location Bar**: shows the current location of the file/folder
- **Quick Access**: displays frequently used folders that can be pinned for easy accessibility
- **Desktop Peek**: allows the user to preview the desktop
- **Pinned Apps**: allows user to quickly open apps from the Taskbar or the Start Menu
- **Task View**: utility to create and manage multiple virtual desktops
- **Network Icon**:
Windows 10 Overview

Start Button
- Used to be known as the Windows Orb
- Located on the left side of the Taskbar
- Click on the Start Button to access the Start Menu

Start Menu
- Has two basic parts and can be expanded by clicking and pulling at the edges
  - **Left pane** – shows a short list of most used applications on your computer. Click All Apps for a complete list of applications. Also displays the name of the currently logged on user at the top and Settings and Power options at the bottom.
  - **Right pane** – displays tiles for applications that have been pinned to the Start Menu. These can be organized by dragging and dropping to different areas of the right pane and placed in Groups.

Pinning an application to the Start Menu
- Click on the Start Button
- Search by entering the desired application in the Search Box
  - **Note:** Best matches for the application will appear at the top of the results list.
- Right click on the application
- Click Pin to Start Menu

Pinning an application to the Taskbar
- Locate the desired application
- Right click the application
- Click Pin to Taskbar

Rearrange an application’s location on the Taskbar
- Click and drag the item to the desired location

Aero Peek
- Utility used to preview open applications from the Taskbar
- There can be multiple, simultaneous instances of a single application open at once

Previewing instances of an application
- Place the cursor over the desired application icon on the Taskbar.
  - **The preview of the application will appear**

Search Box and Cortana

1) The Search Box is now independent of the Start Menu and can be used to search the Web as well as folders and applications
2) To change the appearance:
   a) Right click the Taskbar
   b) In the dropdown that opens, click Search
   c) Click the desired option

**Note:** Selecting Hidden will only hide the Search Box. A search can still be made from the Start Menu by clicking the Start Button and typing the search terms.

3) **Cortana** is an application that works in conjunction with the Search Box when enabled. It acts as a virtual personal assistant that can set reminders, perform searches, and answer questions via voice commands.
   a) Requires a Microsoft account.
4) **Cortana** can be enabled by following the prompts for information after clicking inside the Search Box. To disable Cortana:
   a) Click the Settings Icon
   b) Click the toggle button to **Off** underneath “Cortana can give you suggestions, ideas, reminders, alerts and more”

**Note:** Cortana is **not** supported by IT Services

Taskbar
- By default, it is located at the bottom of the Windows desktop.
- Opened application icons appear in the Taskbar

Pinning an Application to the Taskbar

1) Locate the desired application
2) Right click the application
3) Click Pin to Taskbar

**Rearrange an application’s location on the Taskbar**
- **Click and drag the item to the desired location**

Aero Peek
1) Utility used to preview open applications from the Taskbar
2) There can be multiple, simultaneous instances of a single application open at once

**Previewing instances of an application**
1) Place the cursor over the desired application icon on the Taskbar.
   a) The preview of the application will appear
2) Select which one should be displayed on the desktop by clicking the desired thumbnail

**Window Snapping**

**Note:** This can now be accomplished in two ways:

1) Click and drag the window to the desired side of the screen
2) Release the mouse button once the window displays a preview of where it will display at the edge of the screen
   a) Other open applications will display on the opposite side of the screen and can be stacked 2 by 2

Or

1) Click the window to be snapped
2) Use the Window key plus directional keys to snap the window in place
   a) For example: Window Key + Left followed by Window Key + Up will snap a window to the top left quadrant of the screen.

**Preview Desktop with Peek**

- Used to be known as the Hotspot in Windows 7 and is now much smaller
- Peek is located on the lower right hand corner of the Taskbar and provides a toggle function:
  - Clicking Peek minimizes all windows to the Taskbar

**Aero Shake**

**Note:** This is used to minimize all open windows with the exception of a single application

1) Click and hold the title bar of the desired window and shake the window
   a) All other windows will be minimized to the Taskbar
2) Repeat step 1 to maximize all windows

**Flip 3D**

**Note:** This is used to cycle through opened applications using a 3D mechanism

1) Press and hold the Alt key and tap the Tab key.
Remove or Add Task View Button
1) Right click the taskbar
2) Click “Show Task View button”
   a) If this has a checkmark, it is enabled. To disable, follow steps 1 and 2 above.

Enable/Disable Flip 3D
CAUTION: Disabling Flip 3 may change other settings on your computer
1) Right click your desktop and click Personalize
2) In the Personalization window, click the Themes tab on the left
3) Click Theme Settings
4) To disable Flip 3D, under High Contrast Themes, select a theme
   a) Flip 3D is disabled
5) To enable Flip 3D, under Windows Default Themes, select a theme.
   a) Flip 3D is enabled

Windows Search
• Perform location-specific searches from any directory
• Navigate to the folder and initiate a search from the Search bar in the upper-right hand corner of the window
• Preview documents selected from search results
• The Details panel is no longer at the bottom of Windows Explorer, and it can be added by:
   o Clicking the View tab then
   o Clicking the Details button within the Panes section
• The Details panel will show on the right side of Windows Explorer
   o To modify the document properties, click Add a tag or Add a category, etc. and type the desired information

Saving Windows Searches
1) In the Search bar, type in the search criteria
2) Under the Search Tools tab on the Ribbon, click Save Search

Jump Lists
• Gives the ability to access files quickly without the need to browse their location in the directory

Windows Accessories
• This was listed as Accessories in Windows 7
• Contains common applications such as Sticky Notes, Snipping Tool, and Steps Recorder
• Found by clicking All Apps on the Start Menu and navigating to Windows Accessories

Sticky Notes
1) Click the Start Button > All Apps
2) Click Windows Accessories > Sticky Notes
3) Write the desired text onto the sticky note.
   a) Press Ctrl + Shift + L to create bulleted or numbered lists
4) To change the color, right click the sticky note and choose the desired color
5) Click the plus (+) symbol to add a new note
6) Click the delete (X) symbol to deleted the note

Note: Sticky Notes will remain on the desktop even after logging off or rebooting the system.
Snipping Tool
- This is a screen capture tool found under Windows Accessories
- Four types of captures available: Rectangle, Windows, Full-screen, and Freeform.
- Captures can be saved as a .jpeg, .gif, .png, or .mht file.
- Choose the .jpeg format to apply tags to saved image files

To Launch the Snipping Tool
1) Click the Start Button
2) Click All Apps > Windows Accessories
3) Click Snipping Tool

Steps Recorder
- Utility for getting help when troubleshooting system problems
- Captures a video recording of the steps taken when recreating the problem

To Launch the Steps Recorder
1) Click the Start Button
2) Click All Apps > Windows Accessories
3) Click Steps Recorder
4) After it launches, click Start Record
5) Save the recording

Note: The resulting file will be saved as a compressed zip file that can be emailed.

Internet Explorer
1) Click the Start Button
2) Click All Apps > Windows Accessories
3) Click Internet Explorer

4) If Internet Explorer is not listed under Windows Accessories, it may be listed separately under All Apps. If not, a search can be performed:
   a) Click the Search Box
   b) Enter Internet Explorer
   c) Click Internet Explorer from the results list

Going to a Website
1) Click the Address Field to highlight the current address
2) Enter the new URL
3) Press Enter on the keyboard

Adding Favorites in Internet Explorer
1) Click the Address Field to highlight the current address
2) Go to the desired Website
3) Press Ctrl + D
4) Enter a Name
5) Chose the desired save location
6) Click Add

Microsoft Edge
Note: Edge is the new pre-installed web browser with Windows 10. To open Edge:

1) Click the Start Button
2) Click All Apps > Windows Accessories
3) Click Edge

Installing Software
1) Launch Software Center

Using PFW Network Drives
I: Drive
Note: The I: Drive is the individual or personal network storage area

1) Click the Start Button > Computer
2) Under Network Location, double click Username (I: )

O: Drive
Note: The O: Drive is the office or shared network storage area.

1) Click the Start Button > Computer
2) Under Network Location, double click SHARED (O: )

P: Drive
Note: The P: Drive is the department or personal Web Space

1) Click the Start Button > Computer
2) Under Network Location, double click DOCS (P: )
2) Navigate to the desired program and click the application icon
   a) A search can be performed in the **Search** bar in the upper right corner
3) On the Application Details screen, click **Install**
   a) Installed applications can be viewed under the **Installed Applications** tab on the left navigation menu