

Windows 10 Users Group Tips Document



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Version and OS Build #s of Windows 10

This is important information if you are troubleshooting your Windows computer. Even knowing the “build number” may be helpful.

Here’s how to find the Version and Build of your Windows 10 Operating System software.

- 1) Open the **About** settings window: (Use one of the following two methods)
 - a. Method 1: Right-click on the *Start* icon in your taskbar and then select *System*
 - b. Method 2: Left-click on the *Notifications* icon in your taskbar and then select the *All Settings* button. Then select the *System* icon and then select the *About* option.
- 2) On the right panel in the **About** option, scroll down until you see the **Windows specification** information:

Windows specifications	
Edition	Windows 10 Home
Version	1909
Installed on	11/28/2019
OS build	18363.657

The above example came from Dan Hubing’s computer:

- **Edition** = Windows 10 Home (other editions are available for businesses)
- **Version** = 1909 (formatted as YYMM; this “major release came out in September 2019)
- **Installed on**: This is the date the Version was installed.
- **OS Build** = This is a “minor” release number that comes out periodically from Microsoft. This is not a vital piece of information, other than for “computer Geeks”.

- 3) Other good information can be found in this **About** page. Scroll up to the **Device specifications**:

Device specifications	
Device name	Acer-Laptop-DanHubing
Processor	Intel(R) Core(TM) i5-6200U CPU @ 2.30GHz 2.40 GHz
Installed RAM	8.00 GB (7.88 GB usable)
Device ID	BBFC7136-CCBB-4806-9F72-2CE5DA86CAE9
Product ID	00325-95987-83765-AAOEM
System type	64-bit operating system, x64-based processor
Pen and touch	No pen or touch input is available for this display

My laptop hardware information.

My Windows 10 is the 64-bit version, other folks may have the 32-bit version.
(it’s hardware dependent on what you would have.)

Useful website links:

Tips and Tricks -

From **www.WindowsCentral.com** (Recommended and it is frequently updated)

<http://www.windowscentral.com/windows-10-help>

From **Laptop** magazine website (Basics, customization and more)

<https://www.laptopmag.com/articles/how-to-use-windows-10>

Versions – Types and History (Comparison between different Windows 10 versions):

<https://www.microsoft.com/en-us/windows/windows-10-editions>

<https://support.microsoft.com/en-us/help/4464619/windows-10-update-history>

Tutorials:

“Free” Tutorial on Windows 10 features (and other technologies, such as Office)
(from **Goodwill Community Foundation** – for free technical education)

<http://www.gcflearnfree.org/windows10/>

Search **YouTube** or **Google** to search for Windows 10 topics or issues you have.

Windows Ten Forum topic lists:

<https://www.tenforums.com/tutorials/1977-windows-10-tutorial-index.html>

How-To videos from ComputerWorld:

<http://www.computerworld.com/video/channel/how-tos-and-tips>

PCWorld magazine websites:

Latest Windows 10 Information:

<http://www.pcworld.com/tag/windows10/>

Tips, Tricks and Tweaks:

<http://www.pcworld.com/article/2875600/windows/windows-10-the-best-tips-tricks-and-tweaks.html>

Results from a Windows 10 search on the PCWorld website:

<http://www.pcworld.com/search?query=windows+10&submit=search>

Laptop Magazine

How to use Windows 10 Features

<http://www.laptopmag.com/articles/how-to-use-windows-10>

Tips:

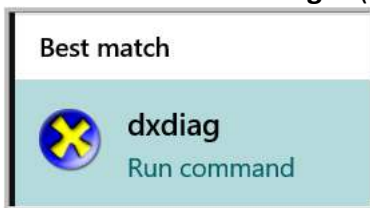
Cursor location trick (Using the CTRL key)

- 1) Go to: *All Settings > Devices > Touchpad (or Mouse)*
- 2) Look for *Related settings*: *Additional Settings* link or *Additional mouse options* link
- 3) A Mouse Properties window opens; select the Pointer Options tab
- 4) Click the checkbox: **Show Location of pointer when I press the CTRL key** Select OK

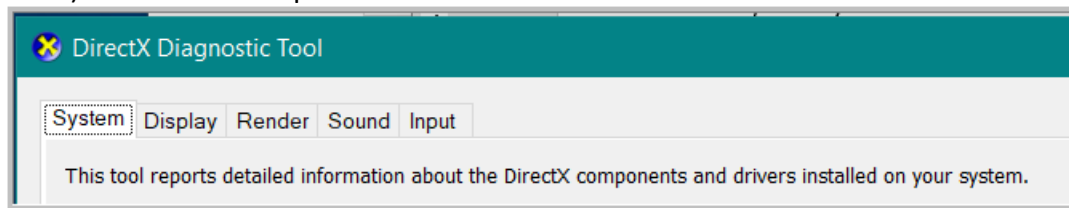
System Reports: using DxDiag and Task Manager

To use DxDiag for technical information on your System, Video and Sound settings and drivers, run the **DirectX Diagnostic Tool**. (known as DxDiag)

- 1) Click your **Windows** button to open the Start menu
- 2) Type in **DxDiag** in the Search window
- 3) Select the result “**dxdiag**”. (this is the DirectX Diagnostic Tool program.)

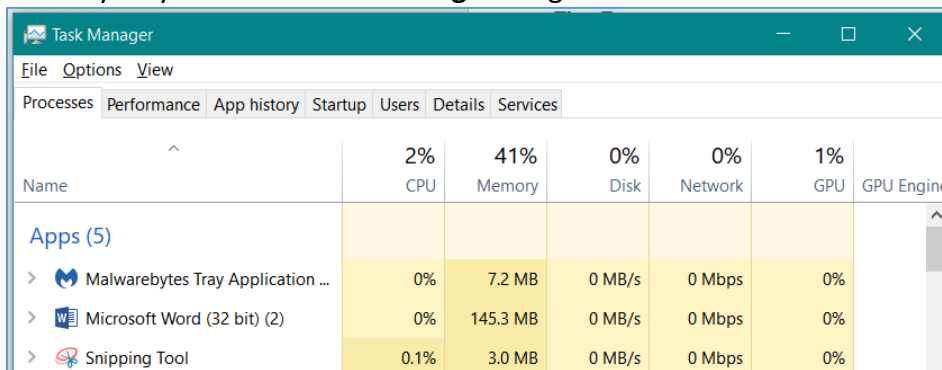


- 4) It runs in a couple seconds. Examine results or save as a text file.



Use Task Manager to see lots more than just System reports.

Tip: An easy way to launch **Task Manager** is right-click on **Taskbar**.



Select various tabs to see what you have in your computer. Interesting, right?

For example, the **Startup** tab shows what programs automatically launch when you startup your computer. Make sure you keep any antivirus or other important programs. But you can safely “Disable” programs like Adobe reader. When “disabled”, the program will not automatically startup but will be perfectly available later when you launch the program directly.

Tips App (A built in Windows App):

Did you know that Windows 10 has its own app with tips and tricks? It's called **Microsoft Tips**. First, see if it's already in your Start list. This is what it looks like on your Start list.



If it's not in your Start, open Store and search for Microsoft Tips in the Apps category: (Then download it.) When you launch it, it will open in the Welcome screen. Select what you wish to learn.

Tips and Tricks – Website with lots of tips we should know about:

These are some great tips for beginners and experts with Windows or Apple computers.
<https://www.techspot.com/guides/676-best-computer-tricks/>

Updating – Windows 10

To update or check for updates, go to: *Settings* > Update & Security, in the Windows Update section, select Update for Updates.

Updating – Remove an update after it was installed

If your PC is buggy after the update, you can uninstall the patch by following these steps:

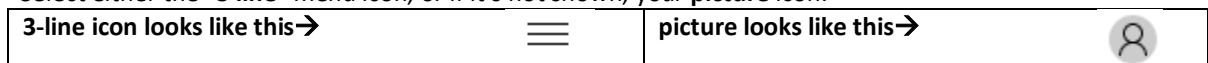
- Go to: Settings > Update & Security > Click 'View update history'
- Click 'Uninstall updates' link'
- Select the KB number and uninstall the update.

After the patch has been removed, open the same page again and pause the update for seven days.

Updating - Apps from the Microsoft Store

Apps on your computer may update themselves or through the Windows update, but some don't. So, to find out what needs updating you need to:

- 1) Open the **Store**
- 2) Select either the "**3 line**" menu icon, or if it's not shown, your **picture** icon.



- 3) In the menu dropdown, select "**Downloads and Updates**".
- 4) Select the "**Check for updates**" or apps may be automatically updating.

If you don't want apps to "automatically" update, then click your picture icon, then select Settings, then turn off: **Update apps automatically** switch.

F11 key to toggle "full screen view" in browsers

When using your internet browser, the F11 function key will toggle the full screen mode. This helps when viewing more of a web page.

File Explorer tips:

- The **Quick Access** lists. These allow quick access to frequently used folders and files. Pin folders with a right-click and choose Pin to Quick Access. Re-arrange them by dragging and dropping. Unpin them with a right-click and Unpin from Quick Access. It may not be immediately obvious, but it's easy to add folders to the Quick Access list -- simply drag them over to the left. Remove them with a right click and Unpin from Quick Access.
- Display **Filename extensions** – Like: *.docx, *.jpg, *.pdf and so on. Doing so is easy:
 1. Down in the taskbar, click on the Files Explorer icon. It's the one that looks like a file folder
 2. At the top, click View. See the screenshot.
 3. Toward the right of the ribbon, check the box next to "File name extensions."
(While you're at it, check the box next to "Hidden items," too.)
- Open to "This PC" in File Manager automatically: (instead of Quick Access)
Click **File** tab, then **Change folder and search options**
 - In the **General** tab, change the value for Open File Explorer from "Quick Access" to "This PC."
 - In the **View** tab, check the "Display the full path in the title bar" and uncheck the "Hide..." options.

How to Change File Explorer's Default Folder

When you open File Explorer in Windows 10, the default folder that opens is usually Quick Access or This PC, depending on your settings. But what if you want Explorer to open a different folder? Here's a way to open your "preferred" folder every time.

The 8-step example used here is to create a new **File Explorer shortcut**, to automatically open a **Motorcycle folder** found on my computer.

1. **Right-click on your Windows Desktop and choose New > Shortcut.**
(This launches the Create Shortcut window)
2. In the location field, type in: **C:\Windows\explorer.exe**
3. **Click Next.**
4. In the name field: Type in: ***The Name you wish for this shortcut***
(or leave it as the default name: explorer.exe)
In this example the name I'll use will be; ***Explorer to Motorcycle folder.***
5. **Click Finish.**
(The shortcut appears on your desktop)
6. **Right-click on the new Desktop shortcut and choose Properties.**
7. Notice the **Target field contains: C:\Windows\explorer.exe**. You need to type in the **following** preceded by a space; **to the end of the field: /n, /e, [location of your folder].**
Here's my Target field example: (there is a space before /n and before C:)
C:\Windows\explorer.exe /n,/e, C:\1-Temp\Dan's files\Motorcycle
8. Click **OK (done)**

Tips:

- 1) (Start tile) If you want this new Explorer shortcut as a Start tile, right-click on your desktop shortcut and select: ***Pin to Start.***
- 2) (Taskbar) If you want this new Explorer shortcut in your Taskbar, right-click on your desktop shortcut and select: ***Pin to Taskbar.***

Taskbar tips:

- Right-click on taskbar for options. (This is an easy way to launch the Task Manager)
- To quickly launch taskbar programs, hold the Windows key and then the number where the program resides. For example; if Chrome is the second program located in your taskbar, launch it quickly by holding down the Windows key and select "2".

Transfer photos from Apple devices (iPad or iPhone) to Windows 10 PC:

<https://www.igeeksblog.com/how-to-transfer-photos-from-iphone-to-windows-pc/>

Night settings for the Display lighting

If you use Windows late at night then you may wish to change the light settings. It's easier on your eyes before you go to bed.

- Go to *Settings > System > Display > then...*
 - The Night Light On/Off button is used to turn the feature on and off.
 - The *Night Light Settings* button takes you to the settings that you can control.

Change "Default Apps"

(Like changing your internet browser to Chrome instead of Microsoft's Edge)

Go to: **Settings > System > Default Apps**

or follow these steps:

- 1) Search for Default Apps
 - a. Click the *Start* button
 - b. Type in "*Default Apps*"
- 2) On the top screen, select the match: *Default apps settings*
- 3) Change any app settings here
(For example: click on the Web Browser app to select a different browser.)

Multiple Browser windows – created from multiple tabs

Did you ever wish you could have two browser windows open, side by side, showing two different websites but you have two "tabs" instead? Here's how to do it.

- 1) Open your favorite internet browser. (Edge or Chrome...)
- 2) Go to one of your websites.
- 3) Add a second tab and then go to the second website.
- 4) Drag to second tab off the main browser window and let go of the mouse. A second browser program will automatically open with your second tab website.

Show Open Programs “side-by-side” on the Desktop

A quick way to align up your windows is to right-click on the Taskbar and select **Show Windows Side by Side**:

Disk Cleanup: What options to check or uncheck?

What are all those options in Cleanup? This article will answer that question.

<https://www.howtogeek.com/266337/what-should-i-remove-in-disk-cleanup-on-windows/>

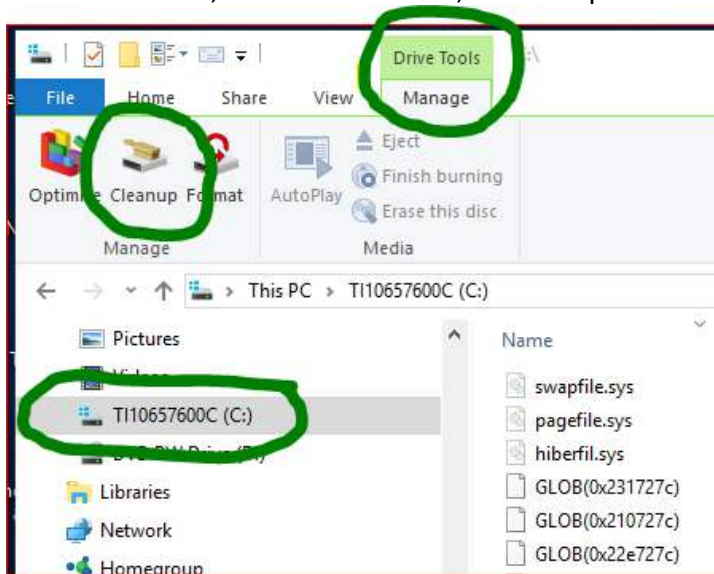
Disk Cleanup: How to delete previous Windows version files:

After you upgrade to Windows 10, a backup of your previous version of Windows resides on your hard drive. It’s put there in case something goes wrong where you need to roll Windows 10 back to the older Windows. These files can eat up as much as 20GB of storage.

To get rid of this backup, freeing up space, run the Disk Cleanup application.

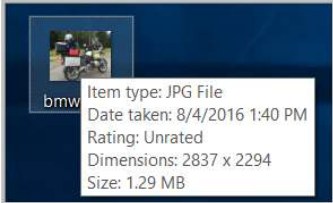
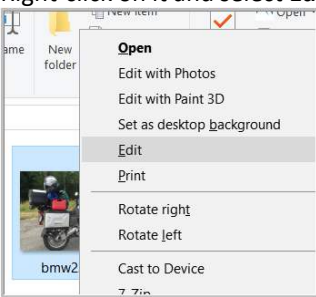
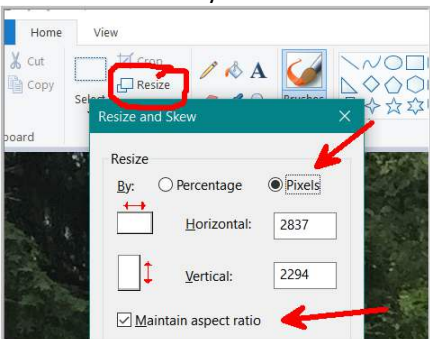
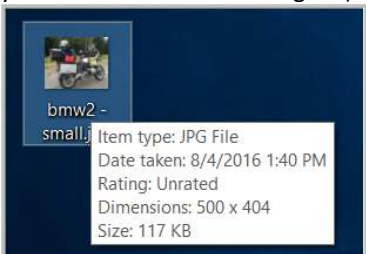
In Disk Cleanup, click the button, “**Clean up system files**”, and wait for the program to scan your hard drive. From the list of file categories, put a check by “**Previous Windows installation(s)**” and “**Temporary Windows installation files,**” and click the “**OK.**” This can take a few minutes to complete.

- 1) Launch **File Explorer**
- 2) Left click on your **C: drive** to highlight it.
- 3) In the Menu bar, under Drive Tools, is Cleanup. Select **Cleanup**



- 4) The Disk Cleanup window will open.
- 5) Click the button, “**Clean up system files**”, and wait for the program to scan your hard drive. (this can take a few minutes)
- 6) Put a check by “**Previous Windows installation(s)**” and “**Temporary Windows installation files,**” and click the “**OK.**” (This can take a few minutes to complete.)
- 7) Done.

Change pixel (and file) size of a JPG picture file

On a Windows computer	On an Apple computer
<p>This screen capture shows a *.jpg file with a pixel dimension size of 2837 x 2294 and a file size of 1.29 MB.</p>  <p>Use File Explorer to locate the *.jpg file. Right-click on it and select Edit: (this opens Paint)</p>  <p>In Paint's Home ribbon, select Resize: Select the Pixels radio-button. Type in new Horizontal and Vertical size numbers but notice the Checkbox "Maintain aspect ratio" may need to be unchecked if you wish.</p>  <p>Select OK to save your resized information. Select File and Save As... (Recommend renaming it, so you don't overwrite the original)</p>  <p>(The size of the *.jpg file is much smaller as well.)</p>	<p><u>Changing Image Size using Preview (on a Mac)</u></p> <p>Launch Finder and double click on the file you wish to edit. It will open in the Preview window.</p> <p>Once the image is in Preview, choose Tools > Adjust Size</p> <p>Make any changes here as you wish.</p> <p>Now go back to the Menu Bar and go to File > Rename. Change the name to something else (I added 'resize' to the original name). Finally, click the Save Button, and you're done.</p>

Renaming a group of Files – using File Explorer

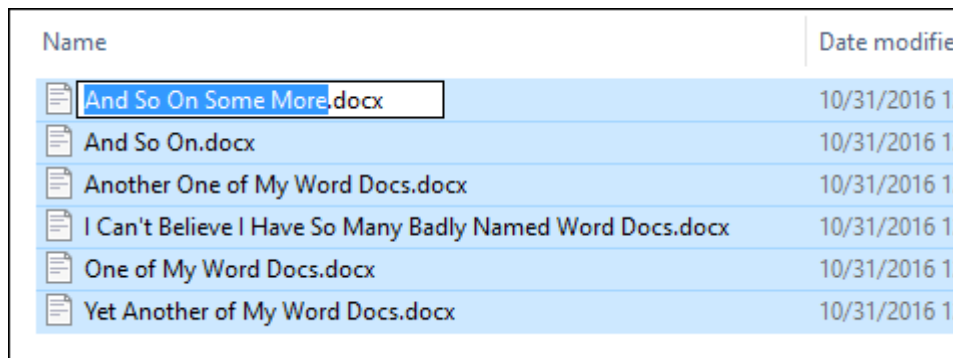
(From: <https://www.howtogeek.com/111859/how-to-batch-rename-files-in-windows-4-ways-to-rename-multiple-files/>

For more rename batch tips and ideas, go to this website.)

Got a bunch of files you want to rename, but don't want to go through them each one by one? Below is just one way of doing batch renaming. Go to the above website for more ideas.

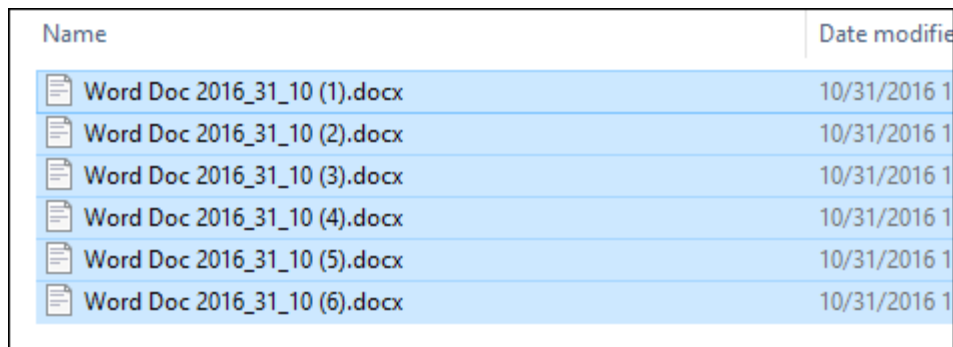
If you're renaming a bunch of files in the same folder and those files don't need completely different names from one another, Windows provides an easier way to rename those files in batch.

- 1) Launch File Explorer and display the folder that has the group of files.
- 2) Select a bunch of files to be renamed—you can hold down the Ctrl key to select multiple files at once or Shift to select a range of files.
- 3) Use one of the “rename” commands—the button on the Home menu, or just press F2.
- 4) You'll see that all the files remain selected, but the first one in the group gets its name highlighted so you can type a new name.



Name	Date modified
And So On Some More.docx	10/31/2016 1
And So On.docx	10/31/2016 1
Another One of My Word Docs.docx	10/31/2016 1
I Can't Believe I Have So Many Badly Named Word Docs.docx	10/31/2016 1
One of My Word Docs.docx	10/31/2016 1
Yet Another of My Word Docs.docx	10/31/2016 1

- 5) Type a new name for the file and then hit Enter or click somewhere else in the window. All the selected files are renamed using the name you just typed and are appended with a number in parentheses to differentiate them.

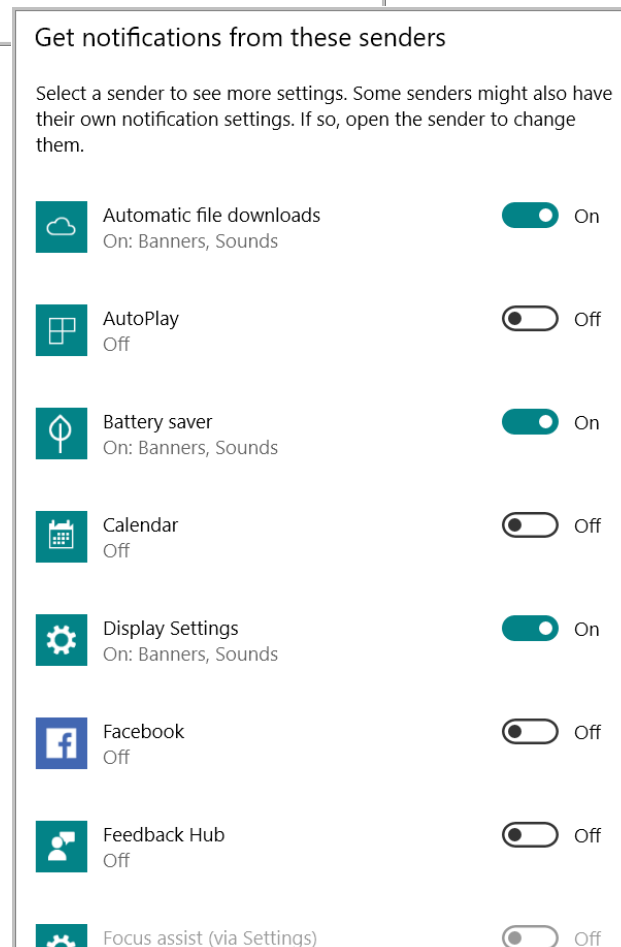
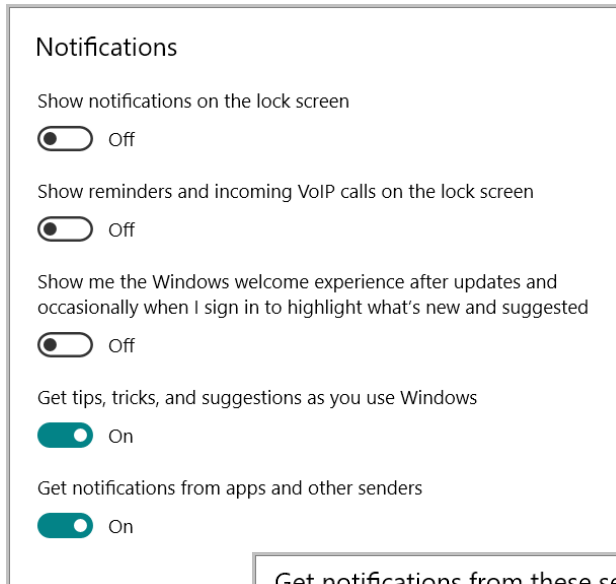


Name	Date modified
Word Doc 2016_31_10 (1).docx	10/31/2016 1
Word Doc 2016_31_10 (2).docx	10/31/2016 1
Word Doc 2016_31_10 (3).docx	10/31/2016 1
Word Doc 2016_31_10 (4).docx	10/31/2016 1
Word Doc 2016_31_10 (5).docx	10/31/2016 1
Word Doc 2016_31_10 (6).docx	10/31/2016 1

Notifications – control what you see...

Notifications can be annoying or very informative.

- 1) Open **Settings**
- 2) Select **System** (In the System group you will find Notifications)
- 3) Select **Notifications & actions**
- 4) Scroll down until you see these options. These are just examples; your settings may be different:



Clipboard History

Use standard screen capture keyboard keys: like the Ctrl + C to copy and Ctrl + V to paste. You can use anything, like Snip & Sketch screen capture program, that saves items in Clipboard.

However, now there's a new key to use: **Win + V** keyboard shortcut that allows you to see your clipboard history. That's right, multiple clipboard entries saved.

(Note: To enable this feature, go to: *Settings > System > Clipboard*)

Apps vs Programs

There is a difference between programs that you download from websites on the internet (known as Desktop Apps) and programs that you download from the Microsoft Store (known as Store Apps). So, what are these differences:

1) Security:

Apps from the Store are generally more secure because they only can be downloaded from Microsoft and not on various websites. Store apps follow Microsoft rules and run in a "trusted" environment on your PC. Desktop apps ask for permission which gives them free reign to do what every they do; include installation of malware. Microsoft Store apps list out all permissions from the Windows Settings.

For Example: iTunes is a full install with possible other programs (i.e.: bloatware) when downloaded from Apple, the Store app won't allow bloatware in its apps.

2) Selections:

Not all programs are available from Microsoft Store, since the developers need to pay a fee to have their programs in the Store. Some Store apps have a reduced set of options, but not all. Store apps generally have a simply user interface as well.

3) Updates:

Store apps will automatically get updated. You can open the Microsoft Store to view all the Store apps and see their updates. *Microsoft Store > ... > Downloads and update*. Desktop apps, though offer full functionality, the updates need to be checked by you periodically, or there may be a setting for automatic downloads.

4) Removal:

Desktop Apps are removed via the Control Panel, whereas the Store apps are removed simply by right-clicking and select Remove. If you right-click on a Desktop app in the Start window and select Uninstall, the *Control Panel\All Control Panel Items\Programs and Features* will automatically open and you can remove the app from there.

This website contains more details of the difference between Store and Desktop apps.

<https://www.makeuseof.com/tag/desktop-vs-windows-store-apps-download/>

Bootup Options (Recovery Environment)

If Windows is running you can hold *Shift key + Restart*.

Here's some other tips:

It is accessed from the Recovery Environment...

Shift + Restart. This goes to the "Choose an Option" screen. Then: "Troubleshoot > Advanced Options > System Image Recovery".

Or, you may insert a Recovery USB drive & boot to it through the BIOS boot menu. To make one, ask Cortana for "Recovery Drive".

Or, boot to Windows Installation Media, & click its button labelled "Repair this computer".

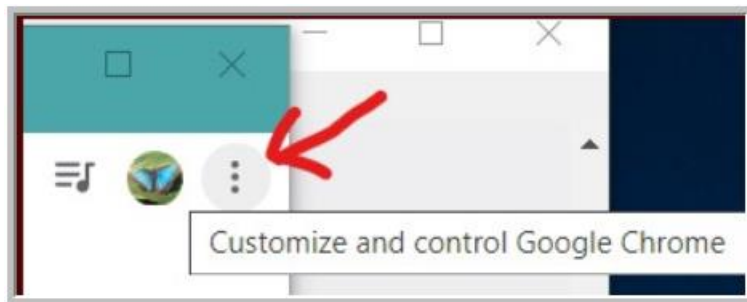
Or, boot to the **Repair Disc** that the image backup process asked about.

To get to the BIOS settings (now known as UEFI Firmware), select "**UEFI Firmware Settings**" option

To get into Safe Mode, select "**Startup Settings**" option

Using the "Overflow" button

I finally found a good name for the symbol that looks like 3-dots, or 3-lines and sometimes referred to as the "hamburger" menu option. I just read about the "Overflow" menu button. (I like it.) It used to display more options that cannot be displayed on the current open menu, like an overflow of options.



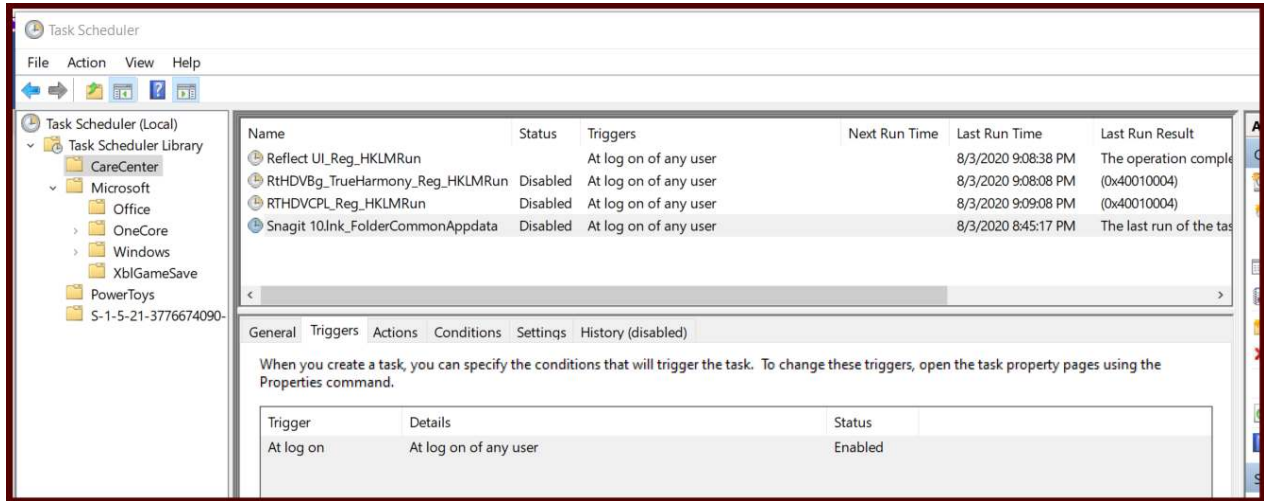
Task Scheduler

Task Scheduler allows the ability to schedule the launch of programs, even at startup of Windows.

How to launch Task Scheduler:

Click on **Start** menu > **Windows** Administrative Tools > **Task Scheduler**.

Below shows Snagit (a 3rd party screen capture program) that is Disabled. Yet, it shows Enables in the Triggers window. By testing, this program did not start at Log In. So, I'm not sure why it shows Enabled as a Trigger; maybe the main window takes priority; I'm just not sure.



Browser Tips:

Browsing Tips

How does an internet search work? This link answers that question and other good things to know:
[What is a search engine and why does anyone care which one you use? | Malwarebytes Labs](#)

Browser - keyboard shortcut keys:

CTRL+TAB: Allows you to scroll through your tabs.

CTRL+SHIFT+T: Allows you to reopen deleted tab.

CTRL +/-: Zooms in on your website. (If it doesn't work try CTRL+SHIFT +/-)

Backspace: This may or may not work. It allows you to backup on the links you've selected.

(Tip: This Backspace trick work in File Explorer as well; reverse direction of opened folders.)

Spacebar: Allows you to automatically move down a website one display screen page at a time.

To reverse direction; click **SHIFT+SPACEBAR.**)

CTRL + F: Allows you to search for words in your website. (This feature is common in many Windows programs.)

Browser Extensions: Extensions are “add on” programs to add browser features.

What are Extensions: <https://www.howtogeek.com/718676/what-is-a-browser-extension/>

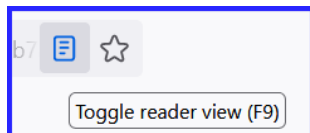
Common Extensions Used:

Malwarebytes Browser Guard = Checks site for malware, *Microsoft Editor* = spellcheck, *uBlock Origin* = ad blocker

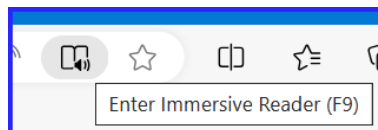
Tip: Before adding an Extension, you should do some research on it. Do an internet search to make sure it's safe and is it really what you want to extend your browsers functionality

Browser “Reader Views”: This view makes reading the text from an internet site by removing most ads and photos from an internet site:

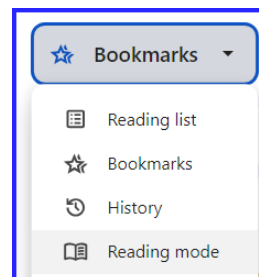
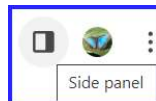
Firefox:



Edge:



Chrome: First display the “Side Panel”. Then select “Reading mode” in the Bookmarks list.



(**Apple Safari:** On the iOS **Safari** browser you can click on the **AA** icon in the address bar.)

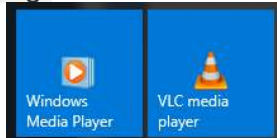
Start Menu tips

Grouping apps in folders

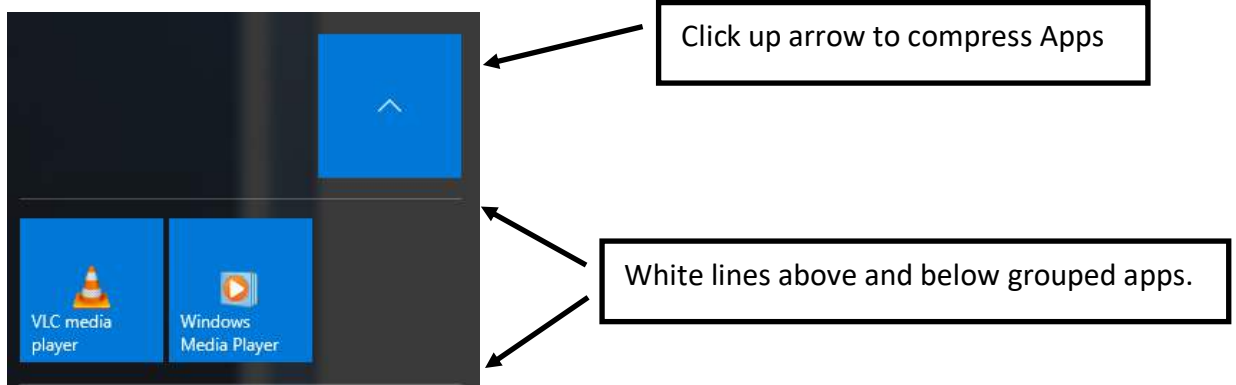
Apps on the Start Menu used to have their own tiles. Now you can group common apps in one tile folder.

Here's how to do it:

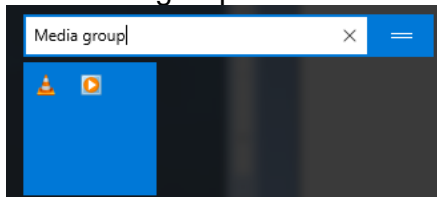
- 1) Choose two apps that you want to put in a folder. In this example we're using *Windows Media Player* and *VLC Media Player* to create a media folder.



- 2) Start by selecting and holding one of the tiles, until the others look a little transparent. (You may have to wiggle the selected App tile to get the others to go transparent.)
- 3) Now it's time to "slowly" drag the first tile onto the other one; however, if you just drag it straight across to the other tile the second tile will often jump out of the way. When you get them to merge, there will be a tile with an up arrow above the two grouped tiles. Also, there are two narrow white lines above and below the grouped tiled.



- 4) Select the arrow tile to compress the two Apps into the grouped tile.
- 5) Above the group tile can be a name for the folder.



Start Menu quick access to Apps

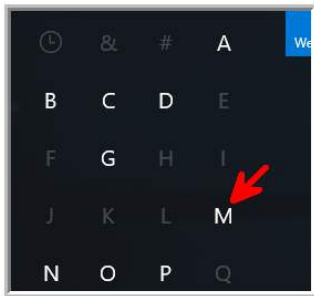
This tip will allow you access to the alphabetically listed Apps in the Start menu, without scrolling up and down. Here's how this tip works:

Let's say you want to open Malwarebytes app.

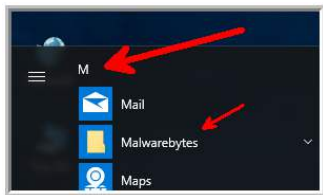
- 1) In the Start menu, click on any alphabetical letter in the App list (This example is letter C)



- 2) This will automatically open a complete alphabet list of letters. Bold ones have apps beginning with that letter.



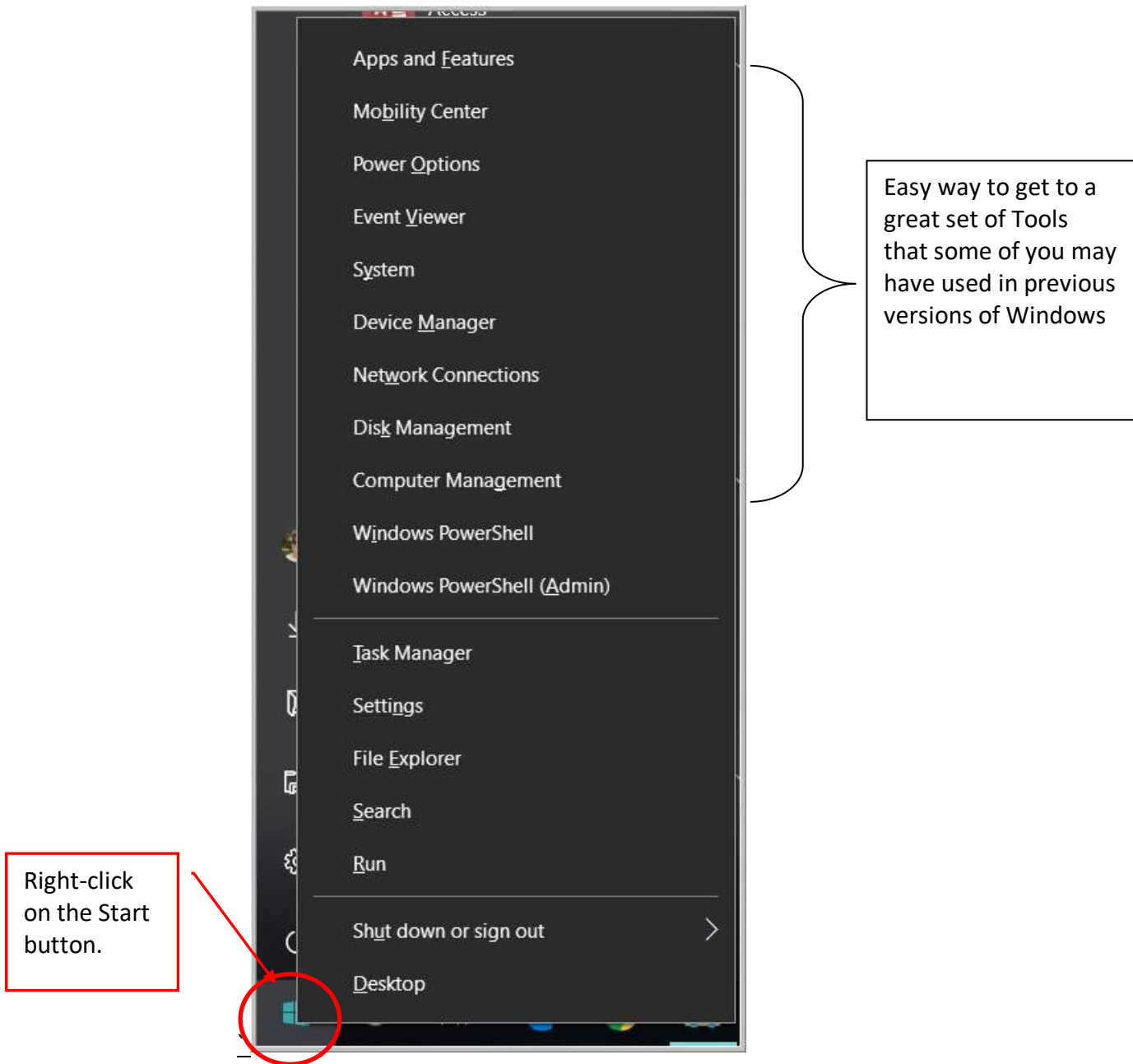
- 3) Click on the letter **M** to display the apps that begin with the letter M, such as **Malwarebytes**.



More Start tips:

- Don't forget to **Right-Click on anything** in the Start menu..... Or even on anything in Windows
- Drag the menu window to resize the Start menu
- If you find the Start menu is too small for your monitor — which can happen if you use a very high resolution — you can make it bigger without affecting its overall proportions. Go to **Start > Settings > System > Display** and use the slider
- Go full screen: Go to **Settings > Personalization > Start** and turn on the **Use Start full screen** option.
- Add Windows shortcuts: In **Settings > Personalization > Start**, click **Choose which folders appear on Start**
- Add your shortcuts: If you want to add a shortcut to one of your own folders to the Start menu, find it in an Explorer window, right-click it and select **Pin to Start**.
- You can also change the size by right clicking and selecting **Resize** or turn off any distracting 'live' features by right-clicking and selecting **More > Turn live tile off**.

Power User Task menu (Right-Click Windows icon)



Start Menu - Remove Items

Open the Start menu:

- 1) Right click on program
 - a. Select Uninstall (Uninstall window opens)
 - b. Uninstall the program here.
 - c. When completed, check to see if it's still in the Start menu
- 2) If the uninstalled program is still listed:
(Uninstall does not always removed all of the program files)
 - a. Right click on the program
 - b. Select More > Open File Location (File Explorer open to that program)
 - c. Delete the "folder" that contains any remnants of the program
 - d. When completed, check to see if it's still in the Start menu
 - e. If it's still there, try restarting the computer.

Start Menu - Pin a Chrome website Shortcut:

- 1) Launch the Chrome browser and go to the website you want to add to Start
- 2) Click the 3-dots icon, select More Tools > Create Shortcut option
- 3) Keep the name, or rename it here, then click the Create button
- 4) Select the Start button, the shortcut should be in the Recently Added list.
- 5) Right-click on the new item in the Recently Added and select Pin to Start

Start Menu - Pin an Edge website Shortcut:

- 1) Launch the Edge browser and go to the website you want to add to Start
- 2) Click the 3-dots icon, select More Tools > Pin to Taskbar option
- 3) Keep or rename the shortcut; then click the Pin button
- 4) Right-click on the new Taskbar shortcut icon
- 5) Right-click on your named shortcut, the select Pin to Start
- 6) Select the Start button, the shortcut should be a Tile.

Start Menu – Add folders from File Explorer

1. In File Explorer open:
C:\Users\Owner\AppData\Roaming\Microsoft\Windows\Start Menu
2. In the Start Menu folder, cut and paste any short cut, you have just made.
(An easy way to create a shortcut is to right-click/drag the folder from a second File Explorer into the Start Menu folder and then select Create Shortcut.)

Start Menu - Pin the Control Panel

To add the Control Panel to the Start menu blocks:

- 1) Click the Windows icon
- 2) Type "Control Panel" (typing in words here will automatically do a Search)
- 3) Right-click on the match "Control Panel"
- 4) Select Pin to Start

Tip: Many programs and apps can be added or removed to the Start menu by right-clicking on the program.

Remove unwanted Apps from Start menu apps list:

One of these two methods should work, it depends on if it's an "App" or "Program":

- Right-click on it and select Uninstall.
- In the Start apps list, right-click and select **Open File Location**. This displays the program file in File Explorer. You can delete the program there and it should be gone from the Start app list.
- To remove Items in All apps. (You need to login as Administrator.)
Copy and paste the following line into the Address Bar of File Explorer.

%ProgramData%\Microsoft\Windows\Start Menu\Programs

This command will take you deep into the Windows file structure and show you most but not all the app folders in your Start menu.

If you do see the one you want to remove from the list, right-click on an app folder item and select delete to remove the items that you don't want in the All Apps list.

You can try this cut and paste but be more careful what you delete from File Explorer.

%AppData%\Microsoft\Windows\Start Menu\Programs

Backup

File History (from Microsoft)

What is File History? Do you really need it?

- It's an easy way to backup your working files and folders.
- It's not a "Windows" system file backup, only your personal working files.
- It allows you to recover files you might have accidentally deleted
- To use it, you'll need an external hard drive or a large capacity USB flash drive. You can set it up to use a network location too. File History will back up Favorites, Contacts, Desktop and more.

But: You do need to setup File History first;

- 1) Open Settings > Update & Security > Backup > File History
- 2) Turn On automatically backup my files
- 3) Select More options
- 4) From here you need to enable an external drive, select what folders you want to backup and also select how frequently. (You must keep this external drive plugged in to allow File History to backup files. If this gets complex, follow the tutorial link below.

A tutorial on using File History: <https://www.groovypost.com/howto/configure-windows-10-file-history/>

Remove "old" File History files:

- 1) Connect the external drive for your File History backup files, to your computer.
- 2) Open Settings > Update & Security > Backup > More Options
- 3) Scroll down and select "See advanced settings"
- 4) Click Advanced Settings, Click Clean up versions and then Select your options.

Easy method for backing up your data files [**Recommended**]

- Just use File Explorer to copy your data files and folders to an external drive every once in a while.
- To prevent malware from attaching your backup drives, leave them disconnected from your computer or network.
- Another thing to consider is have your data files saved in the cloud like OneDrive. (or automate the process using File History)

Reinstall Windows 10 using Media Creation Tool [Recommended]

This “tool” is an executable file that you download from Microsoft. After the download double click on it to execute and simply follow the instructions. It will create a bootable Windows 10 Operation System that you can use to reinstall it without losing your data files.

Using the Media Creation Tool:

“Create Windows 10 Installation Media”. Go to this website and select the “**Download Tool Now**” button. <https://www.microsoft.com/en-us/software-download/windows10>

It will download a “MediaCreationToolxxxx.exe” (xxxx = current version of Windows)

Run this file and follow the instructions. Using a USB stick for the backup will make it easier if you ever need to reinstall Windows.

Here’s another good source of information and usage of the Media Creation tool:

<https://www.softpedia.com/get/System/Boot-Manager-Disk/Windows-Installation-Media-Creation-Tool.shtml>

Reloading Windows using the Media Creation Tool:

1. Press and hold the **Power key** for five seconds to turn off your computer.
2. Plug in the USB Drive that contains the Media Creation Tool files.
3. Power on the system and begin tapping the **F2 Key** to enter the BIOS.
4. In the BIOS, use the arrow keys to navigate to the **Main** menu item at the top.
5. Use the down arrow to highlight **F12 Boot Menu** and press **Enter**.
6. Highlight **Enabled** and press **Enter**.
7. Press the **F10 key** and press **Enter** to save the changes and exit. The system will reboot immediately.
8. As soon as the system begins rebooting, press the **F12 key** repeatedly to enter the Boot Manager.
9. Select the **USB HDD** and press **Enter**. The Windows Setup environment will launch.
10. Select your Language, Time and Keyboard, then click **Next**.
11. Click **Install Now**.
12. Accept the license terms and click **Next**.
13. You will be prompted with choices:
 - Upgrade: Install Windows and keep files, settings and applications. This option should work for most users and should save most personal files. If you attempt this and run into errors, we suggest the next option.
 - Custom: Install Windows only (advanced) This option allows you to determine the location where you want to install Windows. Using this option will erase all personal data.

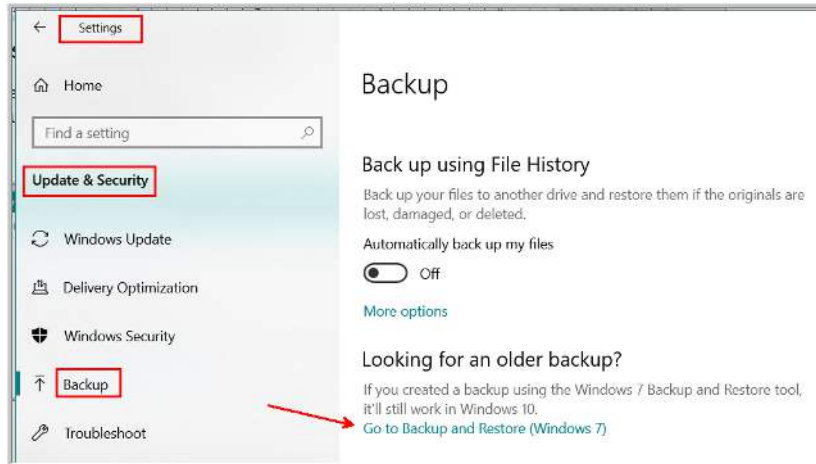
Another option to reinstall Windows; Using the Create Recovery Drive:

- 1) Click Start and type: Create Recovery; select Create a recovery drive.
- 2) Select Next (then wait)
- 3) Select the drive that has your USB flash memory stick. (Size needs to be greater than 8 GB)
- 4) Select Create. Then Finish

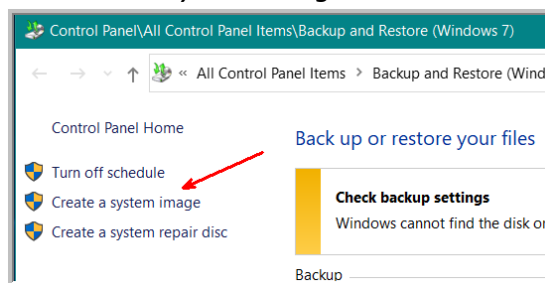
System Image Backup & Restore (Windows 10 Backup process)

- This backup seems to only work with an “external” USB harddrive, not a USB memory stick.
- To Restore using this process, you will need to have a System Repair Disk. This is usually a DVD created by the command “Create a system repair disk”. You may want to create this repair disk first.

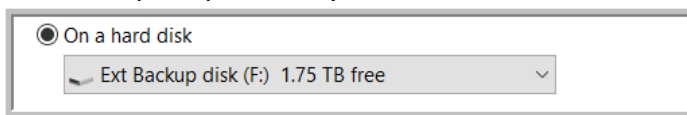
1. Open: *Settings > Update & Security > Backup*
2. Then select: *Go to Backup and restore (Windows 7)*



3. Select: *Create a system image*



4. Then next prompt, select your external disk



5. When completed, it may ask if you want to create a “system repair disk”. Do so, if you don’t have one already.

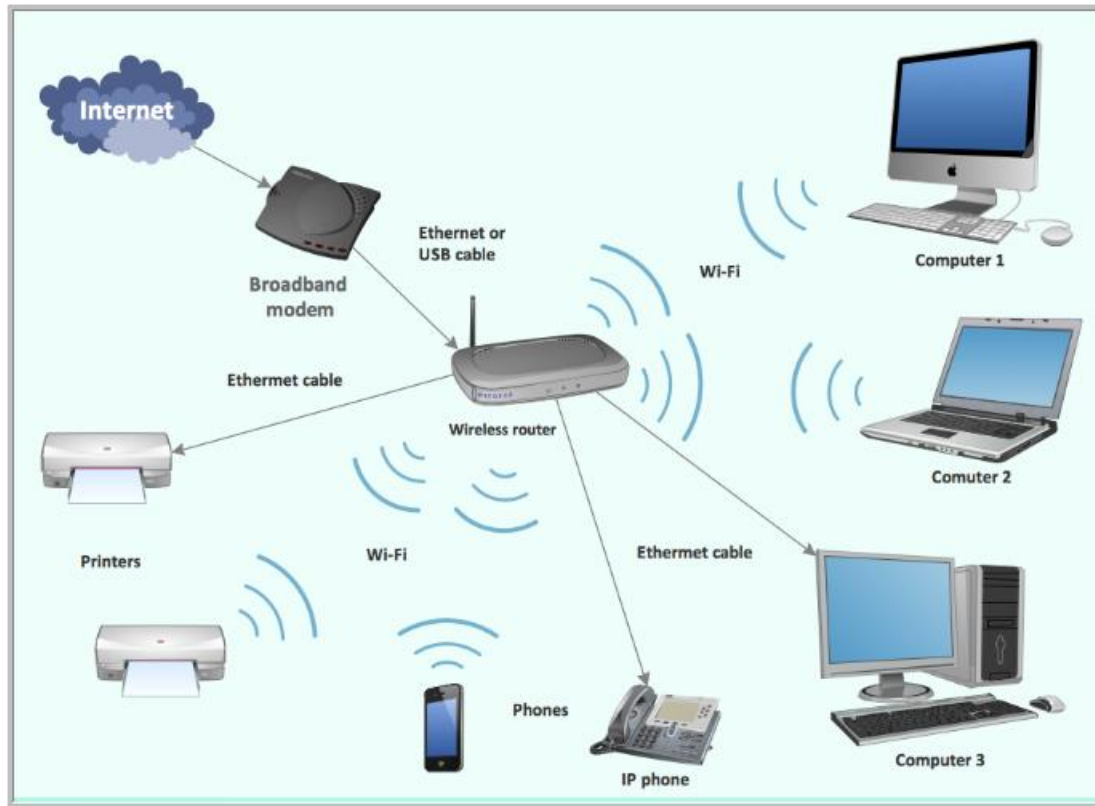
To **Restore** the System:

Settings > Update & Security > Backup; select: *Go to Backup and restore (Windows 7)*

If you don’t see your backup drive that contains, you may need to launch the Recovery Environment (see Bootup Options) and select: **Troubleshooting > Advanced Options > System Image Recovery**.

Networks

Your Home Network



Home Network Essentials:

- 1) **Internet** from an Internet Service Provider (ISP)
- 2) **Modem** (usually from your ISP) device connects the Internet and your Router
- 3) **Router** routes the messages from your devices (wired and wireless) to the internet
- 4) **Devices** can be any device with an internet connection, such as smartphones, iPads, tablets, laptops, printers... even your home smart devices like light bulbs, stoves, Alexa speakers.

Windows 10 Settings:

Settings > Network & Internet

Tutorial:

Search YouTube for "Setup home network Windows 10" Essentials

<https://www.lifewire.com/building-a-wireless-home-network-816562>

<https://www.groovypost.com/howto/connect-netowrks-windows-10/>

<https://www.thewindowsclub.com/set-up-an-internet-connection-on-windows-10>

Network Sharing (Turn On or Off)

Network sharing is a feature that allows files, documents, folders, or media to be **shared** over a **network**. ... By connecting a device to a **network**, other users/devices in the **network** can share and exchange information through this **network**.

This can be a security issue if sharing is turned “on” while you are using your computer in a “public” WiFi network. Although, it is often required when working on a network with multiple computers and printers.

How to control Network Sharing

- 1) Display **Settings**
- 2) Select **Network & Internet**
- 3) In Status window, select **Network and Sharing Center** link
- 4) Select **Change advanced sharing settings** link
- 5) Expand the “*(current profile)*”, it’s either the Private or Guest/Public profile
(Using the current profile, ensures that you’re changing the sharing settings for your current connection type.)
 - a. In Network Discovery; select Turn on or Turn off (*Off is more secure*)
 - b. In File and printer sharing; select Turn on or Turn off (*Off is more secure*)
- 6) Expand the All Networks profile
 - a. In Public folder sharing; Turn on or Turn off (*Off is more secure*)
 - b. In Password protected sharing; Turn on (*On is more secure*) or Turn off
- 7) Select **Save changes** button to save any changes, or select **Cancel** to just close window.

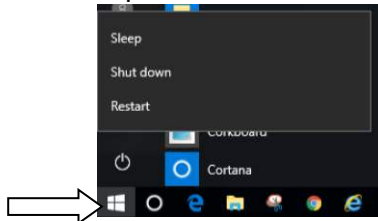
Troubleshooting

Safe Mode: (different entry methods)

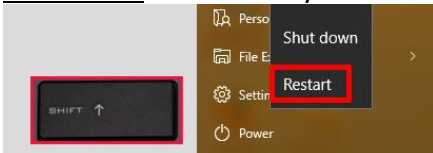
(Safe Mode is a basic state of Windows where a limited set of files and drivers are used. It's used when troubleshooting Windows. If the problem doesn't happen in Safe Mode, you'll know the default settings and basic device drivers aren't causing the issue.)

Get to **Save Mode** from the **Window's Shift+Restart** power button:

- 1) Click or tap the **Windows** button, then the **Power** button.

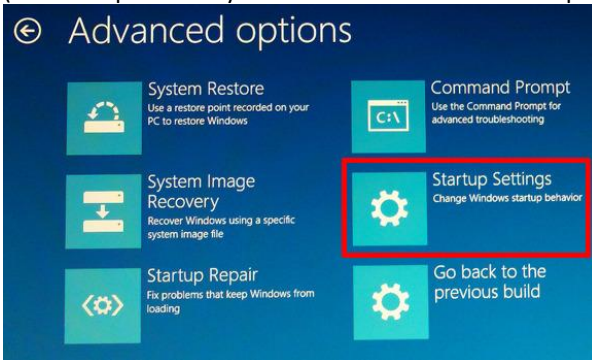


- 2) Hold down the **Shift** key while selecting the **Restart** option.



- 3) In the resulting full-screen menu, select **Troubleshoot > Advanced options > (May need to click on the "See more recovery options" link) Startup Settings**.

(Screen captures may look different with different updates of Windows 10.)



- 4) In the **Startup Settings** screen, tap the **Restart** button.
The PC will reboot and bring you to a **Startup Settings** screen.
- 5) Use the number keys on your keyboard to select **Enable Safe Mode** or other options.

- 6) Log into Windows. (You now should be in **Safe Mode**; as stated in the top left corner.)

When finished doing what you wanted to do in **Save Mode**; exit **Safe Mode** by restarting your computer.

Get to Safe Mode from the Settings screen:

- 1) Launch the **Settings** menu
- 2) Select **Update and Security > Recovery**
- 3) Under **Advanced startup**, select the **Restart Now** button
- 4) After the PC restarts to the **Choose an option** screen, select **Troubleshoot > Advanced Options >** (may need to click "See more recovery options) **> Startup Settings > Restart**
- 5) After the PC restarts, you'll see a list of options. Select the number for **Enable Safe Mode** or some other option you wish. You will then be in Safe Mode.

Get to Safe Mode from the Sign-In screen:

- 1) At the Sign into Windows screen, hold the Shift key down while you select the Power icon and while selecting Restart.
- 2) After the PC restarts to the **Choose an option** screen, select **Troubleshoot > Advanced Options >** (may need to click "See more recovery options) **> Startup Settings > Restart**
- 3) After the PC restarts, you'll see a list of options. Select the number for **Enable Safe Mode** or some other option you wish. You will then be in Safe Mode.

Get to Safe Mode from the "blank" Windows screen: (usually at boot up time)

This method has you use the computer's power button (or unplug it) 3 or 4 times.

Read carefully.

- 1) Hold down the power button for 10 seconds to turn off your computer.
- 2) **Press the power button again to turn on your computer.**
- 3) At the first sign that Windows has started (for example, some devices show the manufacturer's logo when restarting) hold down the power button for 10 seconds to turn off your computer.
- 4) **Press the power button again to turn on your computer.**
- 5) At the first sign that Windows has started (for example, some devices show the manufacturer's logo when restarting) hold down the power button for 10 seconds to turn off your computer.
- 6) **Press the power button again to turn on your computer.**
- 7) Allow the device to fully restart this time. It will display the "**Recovery**" window. (If not redo the previous steps again.)
- 8) After the PC restarts to the **Choose an option** screen, select **Troubleshoot > Advanced Options >** (may need to click "See more recovery options) **> Startup Settings > Restart**
- 9) After the PC restarts, you'll see a list of options. Select the number for **Enable Safe Mode** or some other option you wish. You will then be in Safe Mode.

About the automatic **Safe Mode above, when standard Windows **boot up is failing**:**

If Windows 10 fails to boot normally three times, the fourth time it enters by default in an Automatic Repair mode. Using this mode, you can boot into Safe Mode. To trigger the Automatic Repair mode, you must interrupt the normal boot process three consecutive times: use the reset or the power button on your Windows 10 PC to stop it during boot, before it finishes loading Windows 10. If you use the power button, you might have to keep it pressed for at least 4 seconds to force the power off. When your Windows 10 PC enters the Automatic Repair mode, the first thing you see is a screen that tells you that the operating system is "Preparing Automatic Repair."

Windows boot slower than before?

If you seem to think that your Windows system is taking longer to boot up than before, try out some of these ideas. (Tip: If you see a program entry you are not familiar with; Google it and find out.) The information about this topic came from this website:

<https://www.makeuseof.com/tag/programs-slow-windows-10-boot/>

1) Locate and Disable Startup Programs

- a. From Task Manager, select the Start-up tab, check the Status column entries
- b. Disable any un-needed program to start on Windows startup.
- c. Note that you can reverse this action (Enable the program) at any time

2) Find “hidden” startup programs

- a. Microsoft provides a “Autoruns for Windows” utility to help
- b. Launch this Autoruns program and select the Logon tab. Then uncheck the row that contains a program to disable it from booting up at startup.
- c. <https://docs.microsoft.com/en-us/sysinternals/downloads/autoruns>

3) Common startup culprits

- a. Gaming applications (you may need a faster computer if you’re a gamer)
- b. Chat applications (like Skype or Discord will cause startup slowdowns)
- c. Adobe programs (if you keep Adobe programs, disable them at startup)
(Adobe Reader for PDF files is really a memory hog in your computer. You could look into alternative PDF reader/editor programs, such as Sumatra, Foxit PDF-Xchange Editor.)
- d. Cloud Storage programs like OneDrive, Dropbox and Google Drive.
 - i. These cloud programs synchronize on startup, which can slow Windows
 - ii. Disable them at startup since they will sync when you open them later.
- e. Apple Utilities like QuickTime video is not even supported anymore by Apple; uninstall it completely.
 - i. iTunes does not need to startup with Windows, disable it.
 - ii. Apple Push, if used, does not need to startup with Windows, disable it.

4) Keep these programs for sure!

- a. Graphic card, Mouse and Ant-Virus programs
- b. Your personal special programs that you use
(Snagit is one that I use all the time)

(This website, <https://www.bleepingcomputer.com/startups> contains a database of all possible programs that are used in the Windows worldwide system. There are currently over 26,000 possible programs.)

Frozen Windows or Apps?

If your Windows PC is frozen try these 2 tricks:

- ➔ **Win + Ctrl + Shift + B** This will reset your Video Drivers
- ➔ If you can’t shut down Windows, try holding the Power button for several seconds.

If your Apps are frozen try these 2 tricks:

- ➔ Alt + Tab to switch to another program
- ➔ Ctrl + Shift + Ext to open Task Manager; right-click the offending App; select End Task

Clear cache (3 different types)

The three types are; Use Disk Cleanup’s Temporary Files, File Explorer History and Browser cache. This site explains all three types of cache to clear out once in a while:

<https://www.businessinsider.com/how-to-clear-cache-in-windows-10>

Speed Up Windows

If your Windows seems to run slower under normal running conditions, then your first order of business should be an attempt to improve the performance from Windows. There are nine steps in this website that will help improve performance. (Be warned: There could be trade-offs. More speed could mean less battery life in the case of a laptop, or you may have to give up a beloved program that's bogging things down. You'll have to decide what sacrifices you're willing to make in order to make your Windows PC faster.)

Go to this website for speed improvement suggestions:

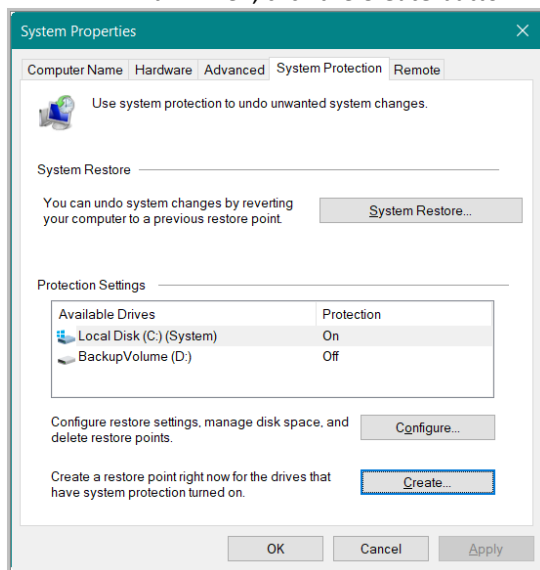
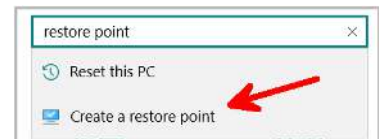
https://www.techconnect.com/article/3217684/windows/speed-up-windows-tips-for-a-faster-pc.html?idg_eid=f51d9419ac22624d9a5c99e99a307d12&email_SHA1_lc=&cid=tcon_nlt_techconnect_daily_2017-08-23

Restore Points (how to create one)

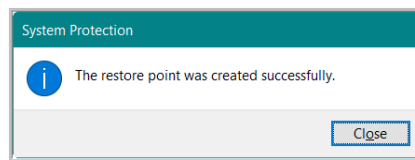
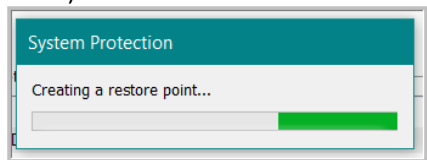
Windows 10 ships with many recovery features that can help you to fix most problems you may come across. One of these functions includes System Restore Point, which allows you to take your PC back to a point in time where everything correctly worked if there are problems due to a recently installed update, driver, or app.

Typically the operating system will create a new restore point before changes are made to your computer, and you can also [create restore points manually](#). Follow these steps to manually create a Restore Point.

- 1) Open the *Action Center* and select *All Settings*.
- 2) In the search field "Find a setting", type in Restore Point.
- 3) Select: Create a restore point
 - a. Make sure the *Local Drive* is "On" in the *Protection Settings*.
 - b. Then, click the **Create** button. Follow the prompts.

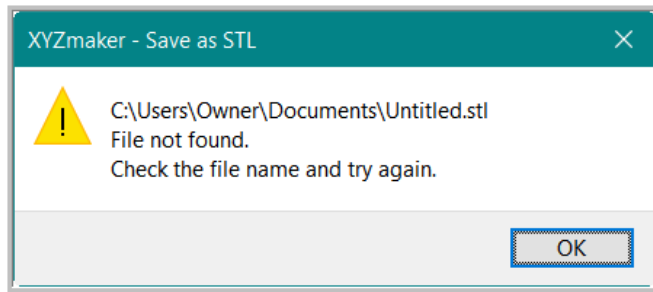


- 4) It will take about a minute and then it's finished.



If you need to restore Windows to one of these Restore Points, you would select the System Restore button and follow the prompts.

Save As error message – file not found



This can be caused by **Windows Security** protecting the folder you want to save in. Like the “Documents” folder in the screen capture above.

To remove the “protection” to perform the Save As:

- 1) Select Start > Settings (to open the Windows Settings menu)
- 2) Choose Update & Security > Windows Security (also known as Windows Defender)
- 3) Select Virus & Threat Protection
- 4) Under Virus & Threat Protection – select Manage Settings
- 5) Under Controlled Folder Access – select Manage Controlled folder access
- 6) Turn off, the Controlled folder access button.
---- Perform you Save As function now.
---- You can come back here to put the “folder” back in a protected and controlled access.

Using the System File Checker

“**Sfc /scannow**” is a command of System File Checker, a utility built in the Windows operating systems. System File Checker scans critical system files and verify their versions. If this utility finds any files that has the wrong versions, it replaces them with the correct, verified ones.

How to check your Windows system files with this Command prompt sequence.

- 1) Open the Power User Control menu (Right-click on Windows Start icon)
- 2) Click on Windows PowerShell (Admin)
- 3) Type in: SFC /SCANNOW
(It will now scan and verify and attempt to replace damaged system files.)
- 4) Type EXIT when completed

Security

Malware

How to detect Malware and Viruses

- 1) Run **Windows Security** weekly (make sure you get Updates frequently as well)
(May need to boot into Safe Mode first to remove Malware.)
- 2) Run **Malwarebytes** weekly (Upgrade to Malwarebytes Premium - \$60 for two years)
(May need to boot into Safe Mode first to remove Malware.)

Malware / Viruses Tips

- Practice “Safe Surfing”. Don’t go to sites that you know you should not go.
- Don’t click on links that are suspicious, only trusted links
- Use an Ad Blocker extension in your browser (This helps prevent you from clicking on something you really don’t need and it may be a link that launches malware.)
- Do not allow anyone to “Remote Connect” to your computer unless you started the conversation (Quantum PC does offer remote monitoring service – you can trust them)
- Keep your software up to date. Frequent updates are a good thing.
- Don't click on an email that comes from UPS or FEDEX; almost always a malware link

Anti-Virus Software protects against Viruses that infect your computer.

- Free and very good and it’s on your computer already: *Windows Security*
- Bitdefender is very good and offer a free option
- Pay services: Symantec, , McAfee, AVG

Anti-Malware software protects against Malware

- Malwarebytes Premium (is recommended by Quantum PC)

Windows Security (new name for Windows Defender)

Starting with Windows 10 version 1809, the “Windows Defender Security Center” app gets renamed to Windows Security. But the name is not the only thing new that you’ll find in this new version. For example, in this update, you’ll notice Reveal highlight effect when hovering over items, some of the settings have been rearranged, now there’s a right side with links to other settings or support, some of the pages, such as “Virus & threat protection” have been updated to make settings easier to understand and much more.

Every couple of months, run a “**Full scan**” instead of the standard Quick Scan.

- 1- Open Windows Security from Settings > Update & Security
- 2- Select Virus & Threat Protection
- 3- Select Scan Options
- 4- Select Full Scan, then the Scan now button. (It scans every single file on your computer!)

Malicious Software Removal Tool (MSRT)

We know that keeping Windows Security and Malwarebytes software update help detect malware before it gets into your computer but the MSRT helps remove it if it gets in. This tool is updated each month from Microsoft so a new download and running a full scan every month would be a good idea.

Tutorial: <https://www.tenforums.com/tutorials/6027-malicious-software-removal-tool-windows.html>

Download latest version (the name includes the current Knowledge Base number, so it looks weird.)

<https://www.microsoft.com/en-us/download/malicious-software-removal-tool-details.aspx>

Glossary of Terms (security and computer):

- **Viruses** have the ability to damage or destroy files on a computer system and are spread by sharing an already infected removable media, opening malicious email attachments, and visiting malicious web pages.
- **Worms** are a type of virus that self-propagates from computer to computer. Its functionality is to use all of your computer's resources, which can cause your computer to stop responding.
- **Trojan Horses** are computer programs that are hiding a virus or a potentially damaging program. It is not uncommon that free software contains a Trojan horse making a user think they are using legitimate software, instead the program is performing malicious actions on your computer.
- **Malicious data files** are non-executable files—such as a Microsoft Word document, an Adobe PDF, a ZIP file, or an image file—that exploits weaknesses in the software program used to open it. Attackers frequently use malicious data files to install malware on a victim's system, commonly distributing the files via email, social media, and websites.
- **Ransomware** will take over your computer and others on the network and will encrypt every file making them impossible to open, unless you pay the ransom amount.

This website contains more security terms of interest:

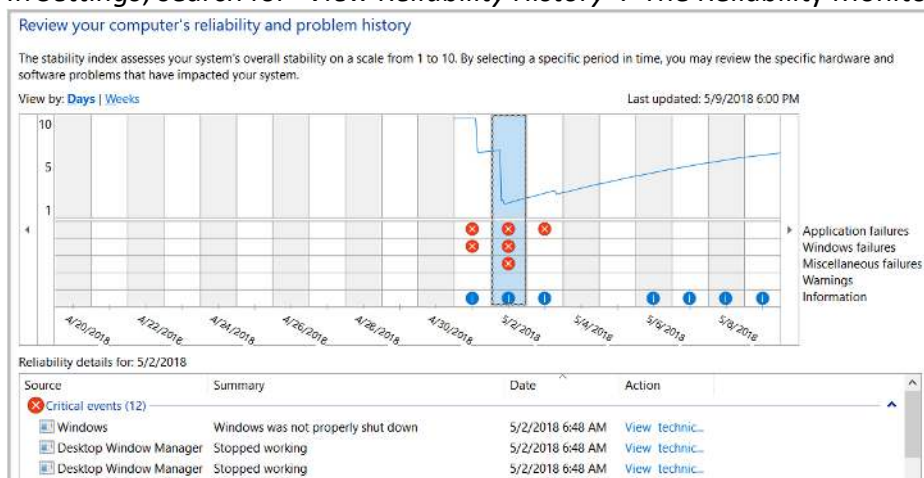
<https://www.microsoft.com/en-us/wdsi/help/antimalware-security-glossary>

Clear cache and more in Edge or Chrome browsers (maybe Firefox as well):

A quick keystroke; **Ctrl+Shift+Del**; will bring up a Clear browsing window in your internet browser. Be careful you don't check the Passwords checkbox, because they can be quite handy to keep around. You can clear out Cache, cookies and history if you wish.

Reliability Monitor for Windows software

In *Settings*, search for “*View Reliability History*”. The Reliability Monitor window opens.



A “**red X**” icon is not good. In this case, the group of red Xs happened when Windows went through the April 2018 Update. The **Yellow ! warning triangle** icon (non in the above screen capture) would indicate a Warning. The **Blue !** icons represent Information events.

Click any icon type to see information in the “Details” table.

This Reliability Monitor window will be helpful if you wish to see if anything needs to be checked out or if you are having problems and may not know it.

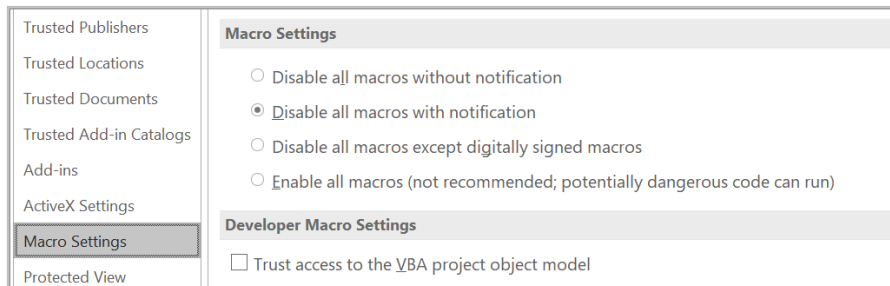
Do a Google search on anything of interest.

Apple Macs get viruses as well

- Avira Free Antivirus for Mac
- Norton Security for Mac
- Malwarebytes for Mac (free and Cost options)

Improve your Data Security

- 1) **Just Say No.**
Be stingy with personal information. The less you give out, the less there is to be stolen.
- 2) **Guard “Mom’s Maiden Name”**
Since crooks can search online for details such as your mother’s maiden name, it’s better to make one up. For these security questions; answer them incorrectly but make sure you know what you answered.; note them down somewhere.
- 3) **Be Unique**
Use individual passwords that are complex for all your website logins. If one of your sites is breached, then that password will be unique.
- 4) **Write it down**
Its hard to remember passwords, so don’t! Simply write them down on a notebook or use a Password Manager program. The password’s that are automatically stored on your devices are somewhat safe; but you never know if they will be breached.
- 5) **Use a “Burner” email address**
Create a separate email address just for these onetime purchases or simply a junk email. This limits your use of your family or personal email that others use.
- 6) **Freeze Credit Reports**
You can do this free at all the major credit reporting bureaus. You can then temporarily unfreeze the reports if you need to take out a loan or a major purchase.
- 7) **Monitor Accounts**
Please look at your accounts every couple of months. Set a reminder on your phone or in your calendar to do this.
- 8) **Disable Microsoft Word “macros”**: File > Options > Trust Center > Trust Center Settings button > “ See below for recommended safe settings.



Windows Media Player – Where is it?

It's still in Windows 10; you just need to find it. Here's how:

- 1) Search Windows for **Windows Media Player**
(Start > type in *Windows Media Player*)
- 2) Select the Windows Media Player app on the right side of the search window.
- 3) Perform the standard installation prompts.

For more details on how to install and set some of the settings in the *Windows Media Player*, follow this link:

<https://www.groovypost.com/howto/use-windows-media-player-windows-10-default-app/>

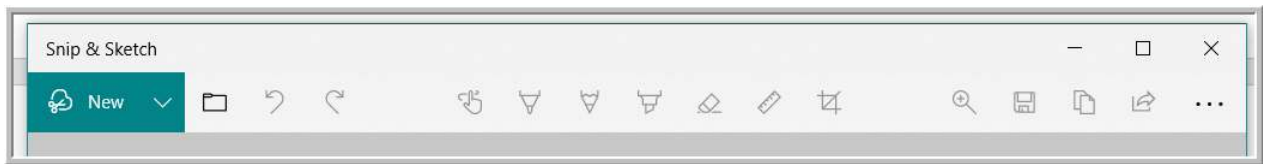
Some features (like play DVDs) from earlier versions of Windows Media Player were removed at Windows 10, so...from the Windows 10 Store:

Download one of these alternatives:

- **VLC Media Player:**
<http://www.videolan.org/vlc/download-windows.html>
(**Tip:** In the Download button select the “option” down-arrow button for the 64-bit version. Otherwise the 32-bit version is the default.)
- **Kodi Media Center:** <https://kodi.tv/>
- Some laptop vendors have their own media players.

Snip & Sketch (screen capture)

An excellent screen capture program included in Windows 10 is **Snip & Sketch**. I use it so often, that I pinned it to my Taskbar.

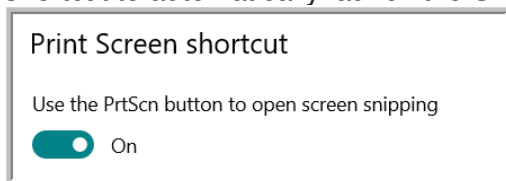


Under New, you can capture now or wait 3 or 10 seconds. This is very handy if you want to open a window within that time frame.

You can always save your capture as a *.jpg file from the diskette icon in the tool bar.





Under the 3-dots, you will find Settings. Here you can enable the Snip Outline option. The outline is a border for your screen captures.

In the Windows 10 *Settings > Ease of Access > Keyboard*. You can enable the Print Screen shortcut to automatically launch the Snip & Sketch tool

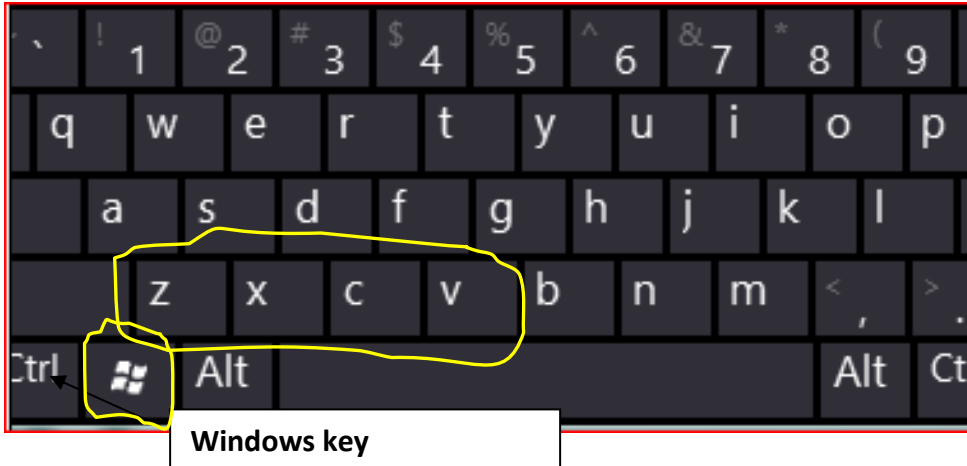


Keyboard Shortcuts

Useful shortcuts:





-  = Open/Close the **Start Menu**.
-  + E = open **Windows Explorer**
-  + I = open a **Windows Settings**
-  + S = open **Search**

Windows Key



- Ctrl + Z** = Undo,
- Ctrl + X** = Cut to clipboard
- Ctrl + C** = Copy to clipboard
- Ctrl + V** = Paste from clipboard
- Alt+Tab** = toggles between open windows
- Alt+F4** = Close an active window or Power Down dialog box

Zoom In (+) or Out (-)

-  + Plus (+) Open Magnifier
-  + Plus (+ to zoom in)
-  + Negative (- to zoom out)
-  + Esc Close Magnifier

Move a Window using the Keyboard (not a mouse)

If you have a window that you can't move, try using the keyboard arrow keys. Here's how to do it.

- 1) Make sure the window you want to move is "active", so just click on it.
- 2) Select **Alt+Spacebar** (this drops down a dialog box)
- 3) Use the **Down-arrow** to get to "**Move**", then select **Enter**
- 4) Use the **Up/Down arrows** to move the window. When done, just click outside the window

Rotate screen display - using keyboard shortcut

Important: This option may only work with some graphics cards. If it's not working for you, then use the *Settings > Display > Display Orientation*.

- **Ctrl + Alt + Up arrow** – rotates to landscape mode.
- **Ctrl + Alt + Down arrow** – rotates the screen upside down.
- **Ctrl + Alt + Right arrow** – rotates the screen 90 degrees (right).
- **Ctrl + Alt + Left arrow** – rotates the screen 90 degrees (left).

To return to the normal orientation, use the **Ctrl + Alt + Up arrow** keyboard shortcut.

Snap Window screen – using keyboard shortcuts

Enable: Settings > System > Multitasking > Slide "Snap windows" On.

<https://www.bing.com/search?q=split%20screen%20windows%2010%20site:microsoft.com&form=B00032&ocid=SettingsFAQ-BingIA&mkt=en-US>

- **Windows key + Left or Right Arrow** Keys (Snap left or right side of display)
- **Windows key + Up or Down Arrow** Keys (Snap to corner after snapping it.)

3rd-Party Programs:

Edit all your Windows settings easily

Known as: **O&O ShutUp 10**

Go to this Website and select Download. (No need to enter your email to Subscribe.)

<https://www.oo-software.com/en/shutup10>

Recover deleted files

Known as **Recuva**. It is possible to restore files that you have deleted.

<https://www.piriform.com/recuva>

Computer Hardware - Analysis

Known as **Belarc Advisor**. It creates a detailed list of software and hardware on your computer.

http://www.belarc.com/products_belarc_advisor

Free programs recommended by computer magazines:

- <https://www.pcworld.com/article/2082305/software/best-free-software-for-pc.html>
- <https://www.techspot.com/downloads>

Microsoft Office alternatives (free or low cost)

The list below is detailed out at this web site; Computer World article:

<https://www.computerworld.com/article/3249268/office-software/free-and-low-cost-office-suites-for-business.html>

- Apache OpenOffice (free, Windows and Mac versions)
- LibreOffice (free, Windows and Mac versions)
- WPS Office (free Ad-supported subsidiary of Chinese Internet company, Kingsoft)
- SoftMaker Office / Free Office (Free or \$70 Standard version)
- Microsoft Word alternative could be the free OneNote from Microsoft (tutorial site)

<https://www.makeuseof.com/tag/onenote-questions-answers/>

Image or photo editing tool

- Use Adobe's Photoshop Express for basic editing, free of charge
<https://www.techspot.com/downloads/6405-adobe-photoshop-express-for-android.html>
- **GIMP** — One of the most **powerful alternatives to Photoshop** for advanced image editing.

7 recommended free apps for a new Windows PC, from TechSpot website:

<https://www.techspot.com/article/1339-essential-apps-new-windows-pc/>

What programs experts use for each new computer:

<https://www.theguardian.com/technology/askjack/2018/jan/11/pc-tuning-software-windows-10-clean-up>

“New” Computer? – To do List

1) Update Windows

Many new computers are usually not at the latest Windows version. Let Windows perform its update and any security updates as well. Leave it alone until all is completed. Suggest setting the “Sleep” power mode to Never.
Power settings → *Settings > System > Power & sleep > in “Sleep” options, set When plugged in... to “Never”*
Update settings → *Settings > Update & Security > Check for updates*

2) Uninstall unwanted programs

Many new computers are loaded with 3rd party software or “free trial” software
Settings > Apps > select the app to uninstall. You can also use Malwarebytes AdwCleaner to help search and remove unwanted programs. <https://www.malwarebytes.com/adwcleaner/>

3) Run a Quick Scan using Windows Security (Windows’ own antivirus program)

Settings > Update & Security > Windows Security > Virus & Threat Protection > Quick Scan

If you have a favorite antivirus program, you may use that instead. A suggestion is Malwarebytes Premium for your anti-malware program.

4) Verify your Local computer and Microsoft accounts.

Settings > Accounts > Sign-in Options

Your “local” login account will get you into Windows each time you start your computer.

Your Microsoft Login should be a complex/unused password, since it’s used by many online Microsoft programs; such as Microsoft Store, OneDrive, Office and others.

5) Unhide File Extensions and Hidden Files

Open File Explorer > Select the View tab > check the boxes for File name & Hidden items

6) Internet browser options

Use Microsoft’s Edge or download your favorite 3rd party browser, such as Chrome or Firefox... If you don’t use Edge, change the Default App “Web Browser” to your browser

Settings > Apps > Default Apps (Select your default app options)

7) Backup strategy options

You really need to have a backup strategy. Here is a website that explains many backup options.

<https://www.makeuseof.com/tag/ultimate-windows-10-data-backup-guide/>

If you need an external harddrive for your Windows backup, check the options at Quantum PC. (A popular backup program is Macrium Reflect Free Edition for Home Use.)

8) Check your Privacy settings

Settings > Privacy

(Select Windows Permissions and App Permissions. Edit or verify the settings are what you want.)

9) Cloud storage options

Microsoft’s OneDrive is easy, since it’s available right from File Explorer. Use your Microsoft account login.

You may also use Dropbox, Google Drive or even iCloud.

10) Turn on “System Protection” (formerly known as System Restore)

Open a File Explorer window, right-click “This PC” and choose **Properties**. When the window opens, select **System Protection** in the left pane, then select your **C:** drive in the dialog box that opens, click the **Configure** button and select the **Turn on system protection** option

11) Enable Anti-Ransomware Protection

Settings > Update & Security > Windows Security > Virus & threat protection > Manage Ransomware protection.

Here, you’ll be able to toggle on the option called **Controlled folder access**. Then select the Protected folders link and add your folders to prevent them from ransomware attacks.

12) Review and clear any Notifications in the Action Center.

The Action Center is the little box in the lower right-hand corner of the Taskbar.

Experienced Windows users tips:

Switching from Apple MAC to Windows PC?

This is a four-part series from PC World magazine, on the steps needed to switch from MAC to PC. From what kind of laptop to choose to what software program are similar.

<http://www.pcworld.com/search?query=Switching+from+mac+to+pc&submit=search>

5 ways to access a locked Windows Account

<http://www.techspot.com/article/1391-locked-windows-account-fix/>

10 Tips to boost Productivity

http://www.networkworld.com/article/3168427/windows/10-super-user-tricks-to-boost-windows-10-productivity.html?ig_eid=f51d9419ac22624d9a5c99e99a307d12&email_SHA1_lc=4de7638fcb30d8ed74fbd0dc36a405814cd2220&utm_source=Sailthru&utm_medium=email&utm_campaign=Insider%20Alert%202017-02-14&utm_term=idge_insider_newsletter

Enter Safe Mode via MSCONFIG command:

- 1) Select the Windows button and then type in MSCONFIG (searches for System Configuration)
- 2) In the System Configuration window, click or tap the Boot tab. In the Boot options section, select the “Safe boot” option. Finally, click or tap on OK.
- 3) Windows 10 tells you that you need to reboot your PC for the new setting to take effect. If you still have work to do, you can select to “Exit without restart.” If not, you can restart now, and your device will automatically boot into Safe Mode.
- 4) After Windows 10 reboots, it goes straight into Safe Mode, where the first thing you’ll see is that Microsoft’s own Edge web browser doesn’t work. Fortunately, you can still use the old Internet Explorer.

How to enter the BIOS configuration:

1. Hold and press [Shift] then turn off the system.

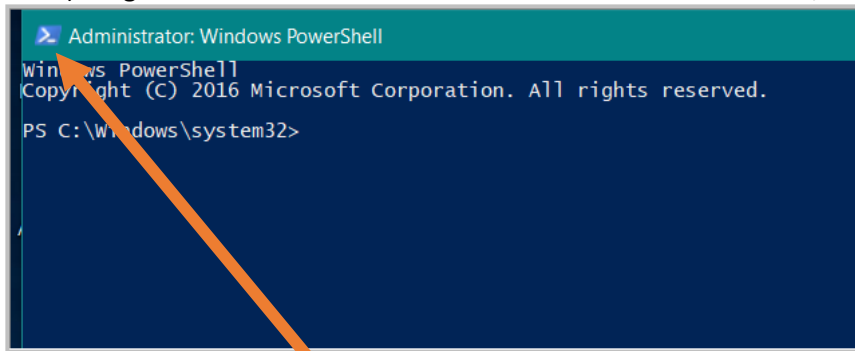
2. Press and hold the F2 button  then click the power button.

DO NOT RELEASE the F2 button  until the BIOS screen display.

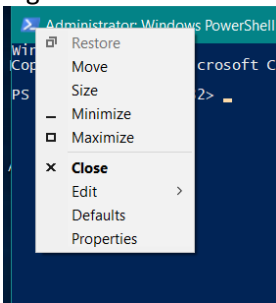
3. You can find the BIOS configuration.

Features of the Command Prompt (now known as Windows PowerShell):

- 1) Right-click on the Start icon and select Windows PowerShell, to launch it.



- 2) Right-click on the **icon** located on the left side in the Title bar.



- The **Edit** option allows you to copy and paste entries in this command window
- The **Properties** option allows you to change font, window size, color and other options.

AllMode – Quick access to all Windows Commands

(Also known as GodMode, JediMode or even NinjaMode)

- 1) Open File Explorer to a folder you want to have the AllMode folder located
- 2) Right-click and select New > Folder
- 3) Name the folder

AllMode.{ED7BA470-8E54-465E-825C-99712043E01C}




- 4) Select OK to save and close
- 5) The result will be an icon like this



- 6) Double-click the AllMode icon to access the commands

Tip: You can also drag and drop any of the commands from your AllMode folder to your desktop for quick access in the future.

A few of my favorite commands are:

-  Add clocks for different time zones (Under *Date and Time* group)
-  Device Manager (Under *Devices and Printers* group)
-  Create a restore point (Under *System* group)

PC Repair Businesses in Missoula

(As of June 5, 2024)

(If anyone knows more about these businesses or others not listed, please email me. Dan)

Name	Phone	Address	Website / Notes
Brians PC Repair	406-381-2501	➔ Only does in-home service	www.brians-pcrepair.com Call for information Also supports <u>Apple</u> devices
Computer Guys	406-542-2800	1724 Fairview Ave	http://www.computerguysmt.com/ Also supports <u>Apple</u> devices
TechWorks	406-543-0181	Daniel Cernick; 401 West Broadway St.	www.techworksmt.com Call for an appointment
Missoula Local Tech Squad	406-203-6973	➔ Only does in-home service	https://missoulalocaltechsquad.com Call for information
Best Buy's Geek Squad	406-829-0409	2640 N Reserve St	https://www.bestbuy.com