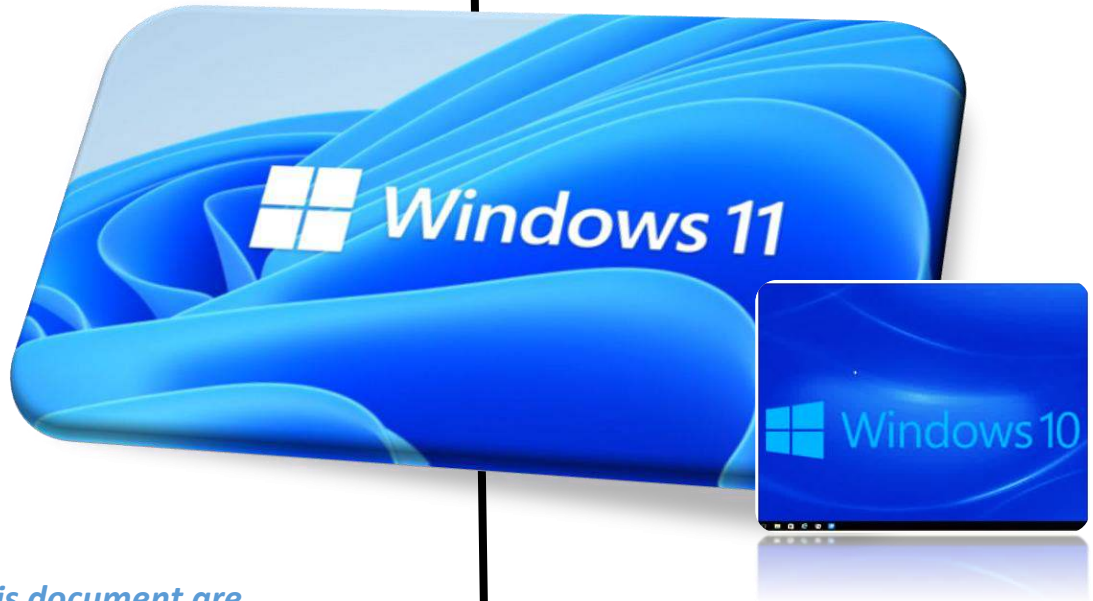# Windows 11 User Group Tips

The tips in this document are based on Windows 11 Home with Update 24H2.

Dan Hubing
Email: raceway-stoves09@icloud.com

Document version date:
January 2025

"Windows 10" users: Please Download the "Windows 10 Tips" document from this link:
https://www.missoulapubliclibrary.org/wp-content/uploads/2024/07/Win10UG-Tips-06.30.24.pdf

1'st tip: Find a topic below and study it.

Table of Contents

Windows 11 - What are the Major changes from Windows 10

This website focuses on the biggest differences between Windows 11 and Windows 10
https://www.techtarget.com/whatis/feature/Windows-11-vs-Windows-10-What-are-the-differences
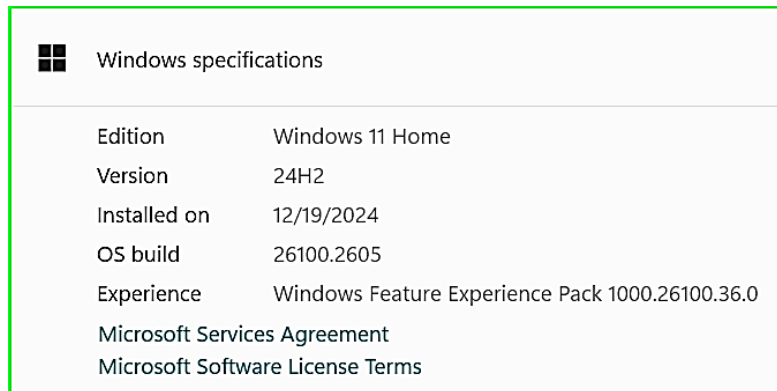
Version and OS Build #s of Windows 11

This is important information if you are troubleshooting your Windows computer.

Here's how to find the Version of your Windows 11 Operating System software.

1) Open the **About** settings window using one of the following two methods:
   a. <u>Method 1</u>: Right-click on the *Start* icon in your taskbar and then select *System*
   b. <u>Method 2</u>: Select the *Settings* button. Then select the *System* group and then select the *About* option.
2) On the right panel in the **About** option, scroll down until you see the **Windows specification** information:
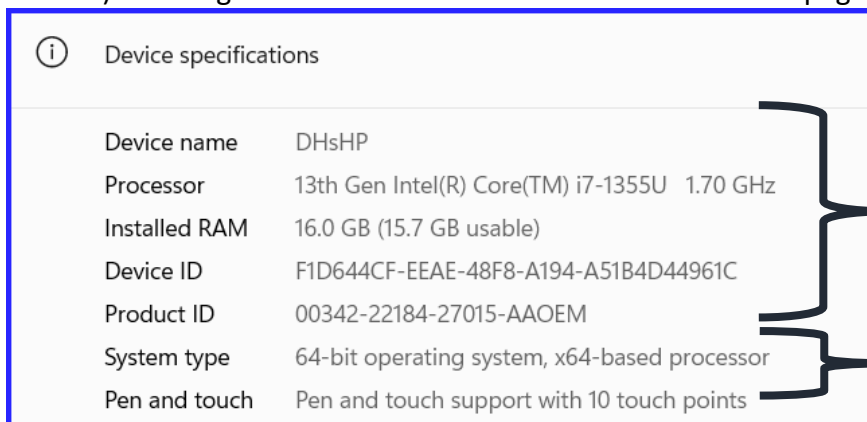
The above example came from Dan Hubing's computer:
- **Edition** = Windows 11 Home (other editions are available such as Pro & Enterprise)
- **Version** = 24H2 - This release is decoded as: second half (H2) of 2024 (24)
- **Installed on:** This is the date Windows OS was installed.
- **OS Build** = This 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**:

My laptop hardware information.

My Windows 11 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 websites:

- ➢ From **Microsoft:**
  https://www.microsoft.com/en-us/windows/tips-and-tricks
- ➢ From **TechRepublic** website (A respectable website)
  https://www.techrepublic.com/article/windows-11-cheat-sheet-everything-you-need-to-know/

For Windows Tutorials:

- ➢ From Microsoft: https://support.microsoft.com/en-us/meetwindows11
- ➢ From Major Geeks: https://www.majorgeeks.com/content/page/top_freeware_picks.html
- ➢ From: Help Desk Geek has Windows 11, 10, 8, 7 & even XP guides
  https://helpdeskgeek.com/category/windows-11/
- ➢ From **YouTube** and **internet searches;** be aware of different Windows versions

Settings window navigation features:

The example below is from the "Taskbar's" settings.
The Taskbar settings are found by following this path: ***Settings > Personalization > Taskbar***.
All Settings windows contain your ***Microsoft Account*** link, a ***Find a settings*** feature which is very handy and the left side navigation panel. The **Home view** displays commonly used settings.
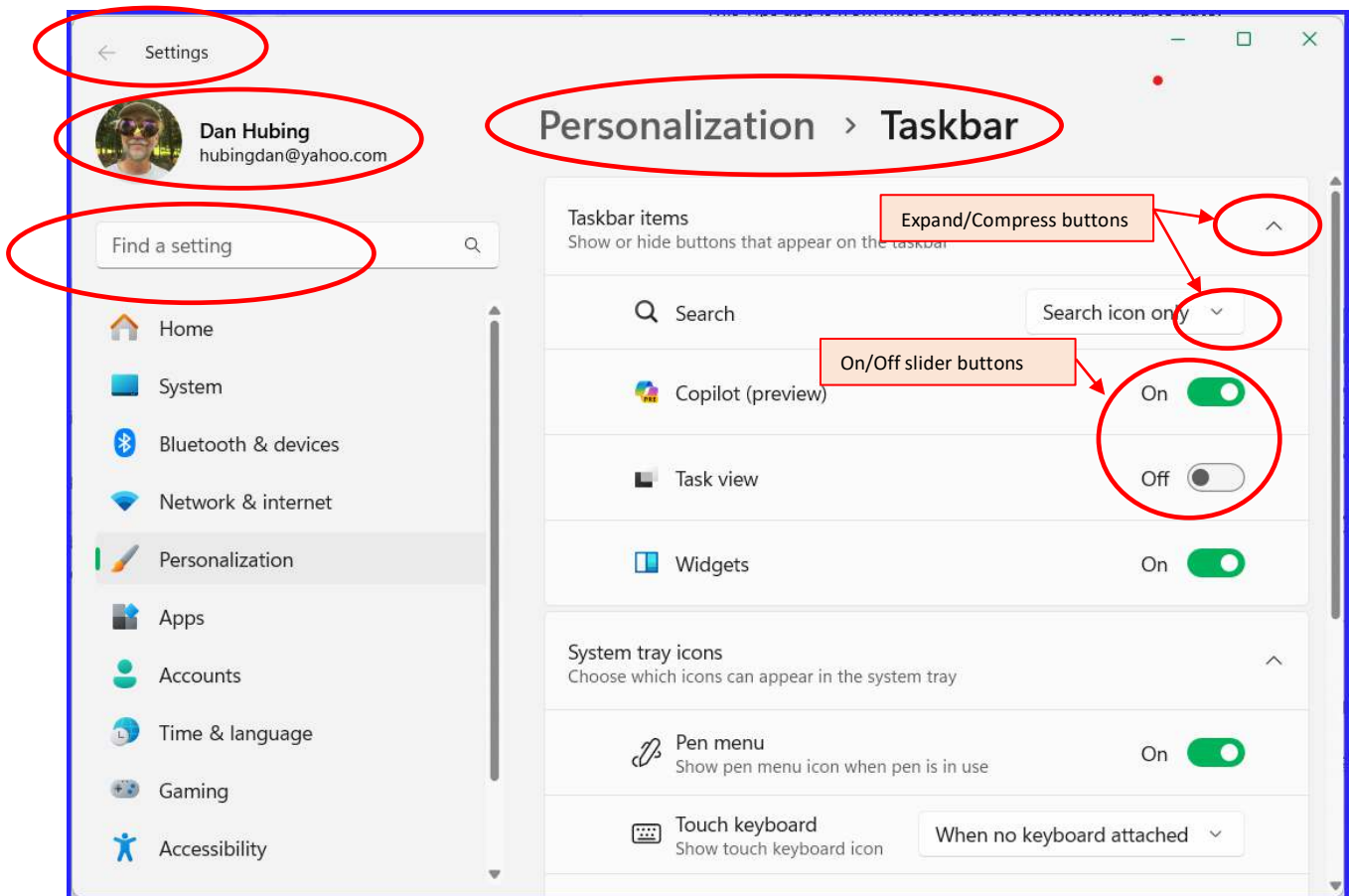
Tips:

"Get Help" from Microsoft:

Open the **Start** menu: Search for **Get Help**.

You can then ask your question to get help from Microsoft.

Don't forget to launch **Copilot** to type in your question there.

Taskbar:

The Taskbar is divided into three areas: Left, Middle & Right.

Right-click on the taskbar to display the Taskbar Settings and launch the Task Manager.

- **Taskbar Settings** opens the Settings windows related to the Taskbar and its options
- **Task Manager** opens a window showing all the tasks (programs) running in Windows.
  - The Processes window shows you what's running and allows you to Stop a stuck app
  - The Startup apps window to control what apps launch when Windows starts up.
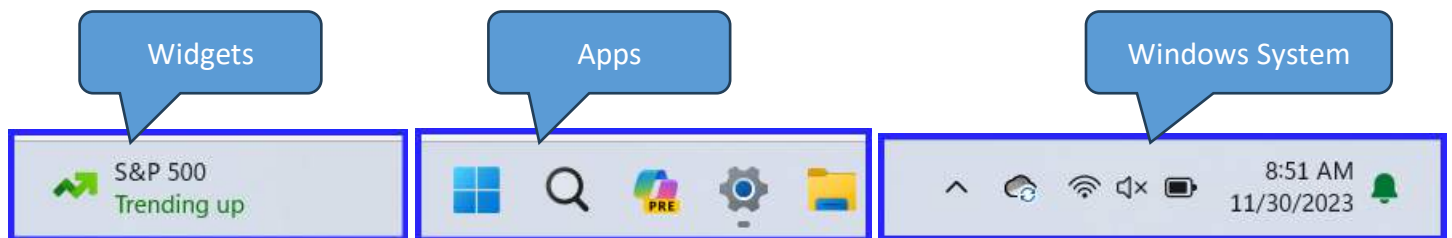
Widgets area

The Widget icon will be used to open up the widgets window. The icon is on the left side of the Taskbar, if the Apps section is Centered. If you have the Taskbar apps moved to the left side, then the Widgets is mixed in with the Apps.

- The actual Widgets are Weather, news and other interests you can choose.
- Turn the taskbar Widget on/off from ***Settings > Personalization***.

Apps area:

These are apps that are "Pinned to Taskbar" and icons from running programs. Some default there and some you can pin there.

Windows System area

The right-side of the taskbar contains the System Tray (up-arrow-head) , Quick Settings (Network, Speaker, Battery grouping), Time/Date, Notifications and Show Desktop (tiny sliver at far-right corner)

Copilot: (Microsoft's AI)

Microsoft's AI Assistant is integrated into various Windows and Microsoft applications, such as the Edge browser and all Office apps. Its icon is usually located in the Taskbar, Start menu or within Microsoft apps.
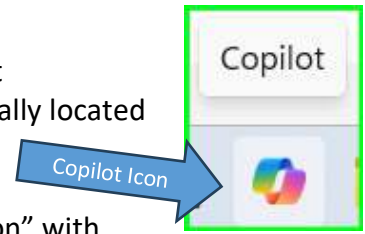
When you get a response from your prompt, you can have a "conversation" with Copilot to refine or add to the response. If you want to start a new topic in the prompt, you will need to click the ➕ button. Then you can start a new topic or add photos to your prompt. If you purchase Copilot Pro, you can add much more to the prompt, including Office files.
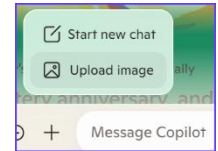
Tip: Use Copilot to help with learning more about Windows. Simply launch Copilot and ask your question.

You can access Microsoft Copilot:
- Online at https://copilot.microsoft.com
- From the Copilot app on your phone via the Android or iOS mobile app
- On your **Taskbar** by clicking the **Copilot icon**
- On your **Edge** browser by clicking the **Copilot icon** on the top right

Prompts – asking the question

The trick to a successful session with these AI chatbots; like Copilot or ChatGPT is the quality of your prompt. Here's a couple tips for prompt writing: type your prompt like you're "asking to a friend". Give them all the details of your request. When they give you their response, chat with another prompt for more details or shift the direction of the prompt."

Example Prompt:

Prompt: "Explain the process of photosynthesis in simple terms."

Result: "Photosynthesis is the process by which plants convert sunlight into energy. They use sunlight, carbon dioxide from the air, and water from the soil to produce glucose (a type of sugar) and oxygen. The glucose provides energy for the plant to grow and thrive, while the oxygen is released into the air for us to breathe. It's like a plant's way of cooking its own food using sunlight as the main ingredient!"

Here's some good Prompt tip videos:
https://youtu.be/Jtb6Ztxfy9I?si=6WJZwqBjQtwG2iuA
https://youtu.be/wBAnCMA98ls?si=FfPS1ZuYJaZjSyoB

File Explorer:

- "**Undo**" file deletions, moves or copies
    - o If you delete a file or move it by accident; you can "undo" your mistake.
    - o Perform the Undo immediately after you realize your mistake, or it may forget it in the future.
    - o Right-click anywhere on an open area in File Explorer. Then select "Undo…" in the menu.
- **"Backspace":** This key moves you back one folder structure, if you moved forward.
- File Explorer **Options**, click ● ● ● **> Options**
    - The Folder Options window opens. Read carefully, this allows you to edit many File Explorer options.
    - Edit the **Open File Explorer to**: locations to one of these three:
        - a. *Home:* This displays the Quick Access, Favorites and Recent files.
            - The **Quick Access** lists. These allow quick access to frequently used folders.
            - Pin folders with a right-click and choose Pin to Quick Access.
        - b. **This PC:** This displays the devices and drives in "This PC".
        - c. *Your Name* - **Personal**: This is used to display your OneDrive, if you signed into Windows with a Microsoft account. Otherwise, you'll see OneDrive in File Explorer as well.
    - In the **View** tab:
        - o Check the "Display the full path in the title bar"
        - o Uncheck the "Hide extensions for known file types.
        - o Click the "Apply to Folders" button if it's bold.
        - o Click OK to apply and close the dialog box.
- **Open folders** in different views: *Right-click on a Folder*
    - o Open in New Tab – There are Tabs on top, similar to browsers
    - o Open in New Window – This is handy to compare the contents of different folders
- Display **Filename extensions** – Like: *.docx, *.jpg, *.pdf and so on. Doing so is easy:
  File Explorer > View > Show > File Name Extensions
- **Batch file rename:** Highlight files you want mass renamed, with sequence numbers. Then select Rename and rename them. Don't forget that "Undo" will return the files to original names if you don't like the results.
- **Preview** a file before opening it – here's how:
  https://theintelligence.com/30007/how-to-see-your-files-in-file-explorers-sidebar/

Photos Storage Locations

You'd think there would be one place photos are stored in Windows: well, you're wrong. There are many.

From File Explorer / C: Drive > Users > YourUserName > Pictures folder:
- Camera Roll = pictures taken from your laptop's camera, or other camera connected to your computer.
- Screenshots = Screen captures taken by the Snipping Tool (Clipboard History may have access to a few of these…. Not sure!)

From File Explorer / Libraries:
- Camera Roll = pictures taken from your laptop's camera, or other camera connected to your computer. (A mirror image of the Camera Roll folder under C: drive…)
- Saved Pictures = (Not sure what the true purpose of this folder is.)
- Pictures = A location for you to save pictures. (It may be a mirror image as the Pictures folder in OneDrive; it depends on your OneDrive settings.)

From OneDrive:
- https://photos.onedrive.com/ = Log into Windows to view photos stored in your online OneDrive. It may contain more than what you see in the Pictures folder under Explore's OneDrive.

Disk Cleanup: Delete files that are needed

After you upgrade or update your Windows OS, Windows automatically creates its own backup of your previous version of Windows on your hard drive. It's put there in case something goes wrong where you need to roll Windows back prior to the update.

To remove these backup files, free up disk space, run the **Cleanup** application.

Cleanup in Windows 11 is located under **Settings > System > Storage > Cleanup Recommendations.**

Expand some of the options and then click on the checkboxes for what you want deleted.

Disk Storage settings
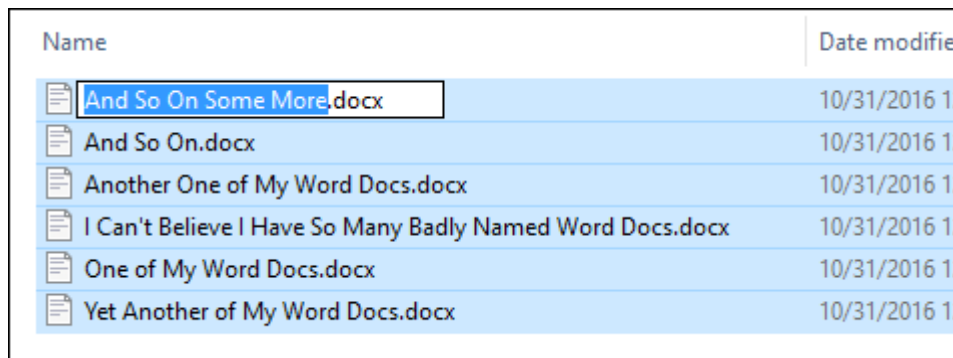
Windows has a complex storage system with your local drive and OneDrive along with all the Apps. To learn about your storage and control it, go to: ***Settings > System > Storage***.

Renaming a group of Files – using File Explorer

Got a bunch of files you want to rename, but don't want to go through them each one by one? Below is a method of doing a "batch" renaming.
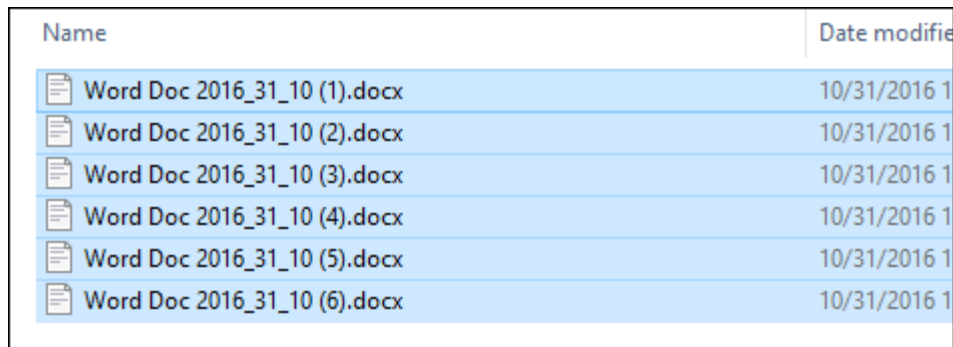
If you're renaming a bunch of files in the same folder and those files don't need completely different names from one another, Windows provides an easier way to rename those files in batch.

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 modifie
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 modifie
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

Change your "Default" Apps

This can be a little complex, since you need to know the file type or link type that apps use. For example, the internet browsers use .HTM and .HTML. (This task was much easier in Windows 10!)
Go to: **Settings > Apps > Default Apps**

Notifications – control what you see…

Notifications can be annoying or very informative.
1) Carefully read the details of Notifications when they popup. You decide what to do.
2) Notifications settings are found here: **Settings > System** > **Notifications**
3) Scroll down until you see these options. These are just examples; your settings may be different:
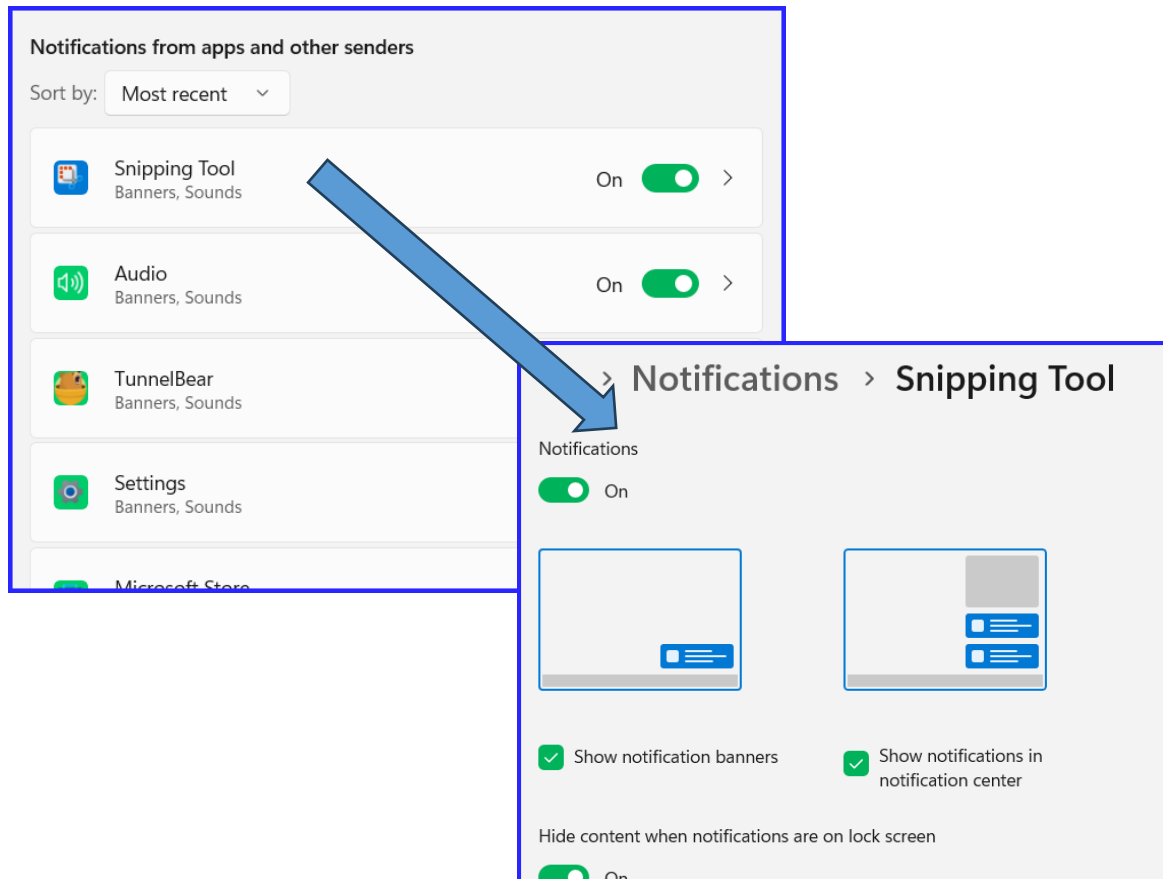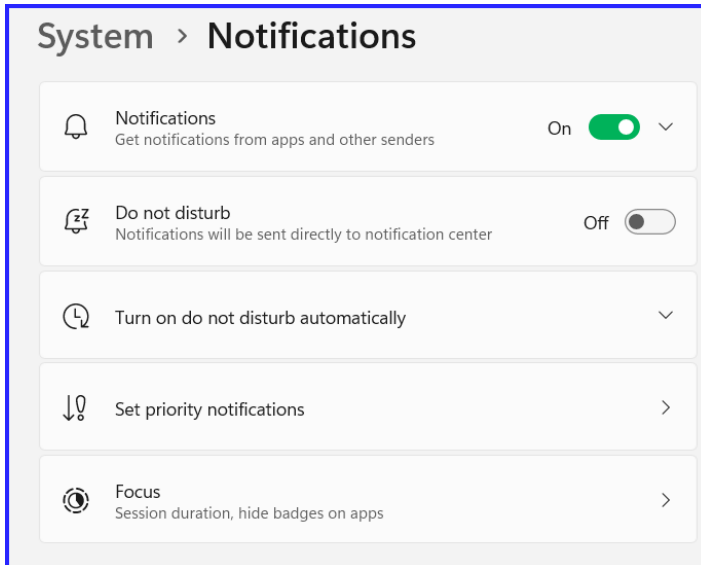
Show Open Windows "side-by-side" on the Desktop

This feature has been moved to Snap Layouts. Hover over the maximize button of a Window, choose your layout, and stack the apps by your desire.

Another option is simply drag one of your open windows to a corner of the screen. Observe the blurred location of the window if you drop it there.

If you wish to control the Snap options; go to **Settings > System > Multitasking**
Then click the drop-down arrow by Snap windows. Then select your options.

For more details on the Snap Layouts feature; follow this link:
https://answers.microsoft.com/en-us/windows/forum/all/how-to-use-snap-layouts-and-snap-groups-in-windows/3213a6b6-5a33-4d40-bbce-e01388a40976

Snap Window screen – using keyboard shortcuts

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

Window Border Color

With lots of windows open, it is convenient that the "active" window have a different border color. Select ***Settings > Personalization > Colors***.   In the "Accent Color" section, turn on the button: *Show accent color on title bars and windows borders*. Finally, select the color you like for your active window border.(The border is only a pixel wide so it's hard to see.)

Clipboard History, Emojis and Symbols

Use standard screen capture keyboard keys: like the Ctrl + C to copy and Ctrl + V to paste. You can use anything, like the Snipping Tool to do screen captures; all copies will save items in Clipboard. Use the **Win + V** keyboard shortcut that allows you to see your Clipboard History. From the history display, if you double-click on a capture, it will automatically be inserted into your document. If you want to paste "as plain text"; select the 3-dots > Paste as Text
With Clipboard history enabled, it stores a list of the 25 most recent items you've copied to the Clipboard, and images smaller than 4 MB in size. However, unless an item is pinned to the Clipboard, the history list gets erased every time you restart your device
Note: Enable this History feature; go to: Settings > System > Clipboard then turn it **On**.

Rotate screen display

If you wish to rotate the display, you can by going to: ***Settings > System > Display > Display orientation***

Make Colors more Vibrant

Depending on the type of display you use, this setting may or may not make your display colors more vibrant. It's worth a try. *Settings > System > Display > Advanced display*.
Turn on the button: *Automatically manage color for apps.*

Size of Mouse pointer & Text

Show "mouse pointer" using the CTRL key:

1) Go to: *Settings* > Bluetooth & *Devices* > *Touchpad (or select Mouse*)
   a. If you select Touchpad: click on More touchpad settings.
   b. If you select Mouse: click on Additional mouse settings
2) The Mouse Properties window opens; select the Pointer Options tab
3) Click the checkbox: [ ] **Show Location of pointer when I press the CTRL key**   Select OK.

Text & Cursor size: *Settings > Accessibly > Text Size*
Cursor color & size: *Settings > Accessibility > Mouse Pointer and touch*

Quick Setting popup windows

The Quick Settings provides quick access to common system settings, such as **Network, Bluetooth, and Studio effects. More quick settings are visible by scrolling**. You can even drag some quick settings around to organize them as you wish..

On the bottom of the popup window is the **battery level** of your computer. Click on it to go to the Battery settings.

Launch the Quick Settings popup by clicking on one of these taskbar icons: Network, Speaker, Battery
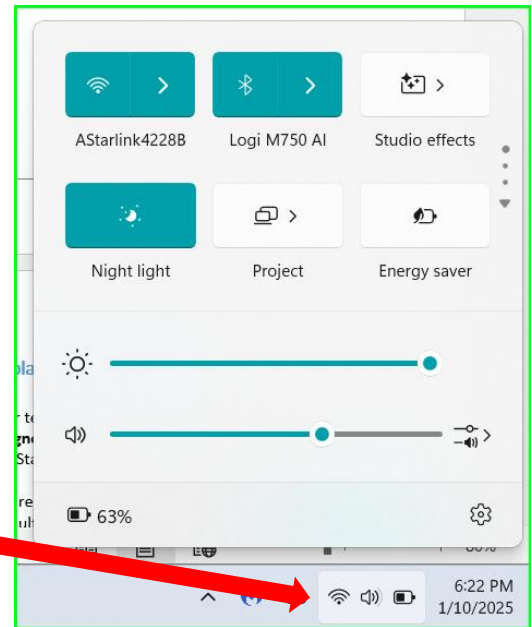
Night Light

There is a special display mode that dims out "blue light". This is like smartphones and tablets. You can access the Night Light setting from the Quick Settings popup window or go to: ***Settings > Systems > Display > Night Light***

Studio Effects

Studio Effects is a program that controls the framing and effects of your computer's camera. It's great to use if using video conferencing. It controls the background, eyes and body movement framing of the camera. You can access these setting from the **Quick Settings** popup window or go to: ***Settings > Bluetooth & settings > Cameras,*** then select your camera.

Windows System Diagnostic reports (Display, Sound, and Input)

(using DxDiag and Task Manager)

To use DxDiag (the DirectX Diagnostics Tool) 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.
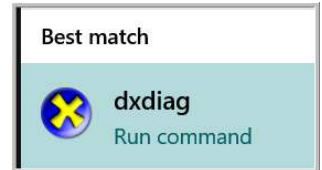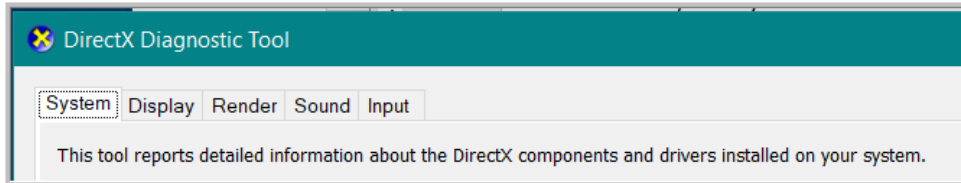
Use Task Manager to see lots more than just System reports.

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

Select each tab 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.

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:
F11: This function key will toggle Full Screen Mode. This is very handy.
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 back up on the links you've selected.
  (**Tip**: This Backspace trick works 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 i
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:
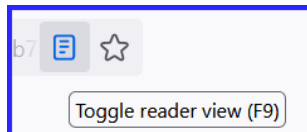
Edge:
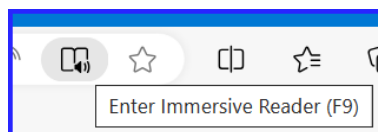
Chrome: First display the "Side Panel". Then select "**Reading mode**" in the Bookmarks list.
        (It may also be found under "3-dots", then "More Tools", then "Reader Mode".
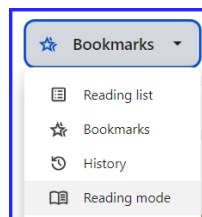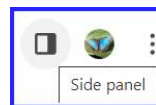
 Apple's Safari: On the iOS **Safari** browser you can click on the **AA** icon in the address bar.

Clear Browser Cache (also known as "Clear Browser Data"):
Cache contains website logins, and your personal settings… so it may be wiser to just keep it.
If you're having problems with websites, then clearing the cache is a good troubleshooting tip.

Edge: Click ●●● > *Settings* > *Privacy, search, and services.* Carefully select "Clear browsing data" options

Chrome: Click ●●● > *Settings* > *Privacy and security.* Carefully select "Clear browsing data" options

Firefox: Click ☰ > Privacy & Security > Clear History…

Safari History > Clear history > Pick timeframe. if you want to delete both cookies and cache data. History >
Show All History if you want to delete data of specific sites

Browser Hijacker- Malware: It may be an "Potentially Unwanted Program"; known as a PUP.
Browser hijacking is the process of changing the default homepage or search engine in your web browser by a
malicious program without your permission.
(Example of a browser hijacker programs: *ASK* and *Quick Forms* browser hijacker

Do an internet search to find out what it is. (Tip: use a different device to do an internet search**.)**
It may describe what the potentially uninstalled program is and how to remove it.
If it's an "extension", then it may be easy to remove.
1) Click the "*More*" icon, then go to Settings
2) Look for Extensions. (Edge has Extensions under the *More* icon)
3) First, turn off and then Remove the extension. **Tip**: Reboot the computer to verify that it's been removed.
If not an extension then try this "free" malware cleaner: *AdwCleaner*
Download from Malwarebytes: https://www.malwarebytes.com/adwcleaner

Up-to date? Browsers usually update themselves, but you can manually check:
Edge: Click ●●● > Settings > About Microsoft Edge
Chrome: Click ●●● > Settings > About Chrome
Firefox: Click ☰ > Help > About Firefox.

Snipping Tool (screen capture app)
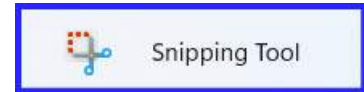
Snipping Tool

An excellent screen capture program included in Windows is the *Snipping Tool*.
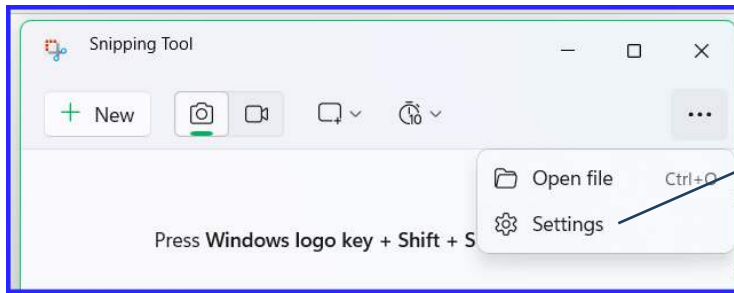
The Snipping Tool is an "add on" app to Windows. Therefore, it has no Settings, from Windows Settings; it's settings are only found within the a app.

First figure out if you want a screen capture, video capture, Type of capture, or Timed capture. The Settings menu, under the 3-dot icon, can be used to edit different options, such as adding a border. With all the icons in the Snipping Tool, just hover on each to get its name.

See More

Search internet

All captures are here
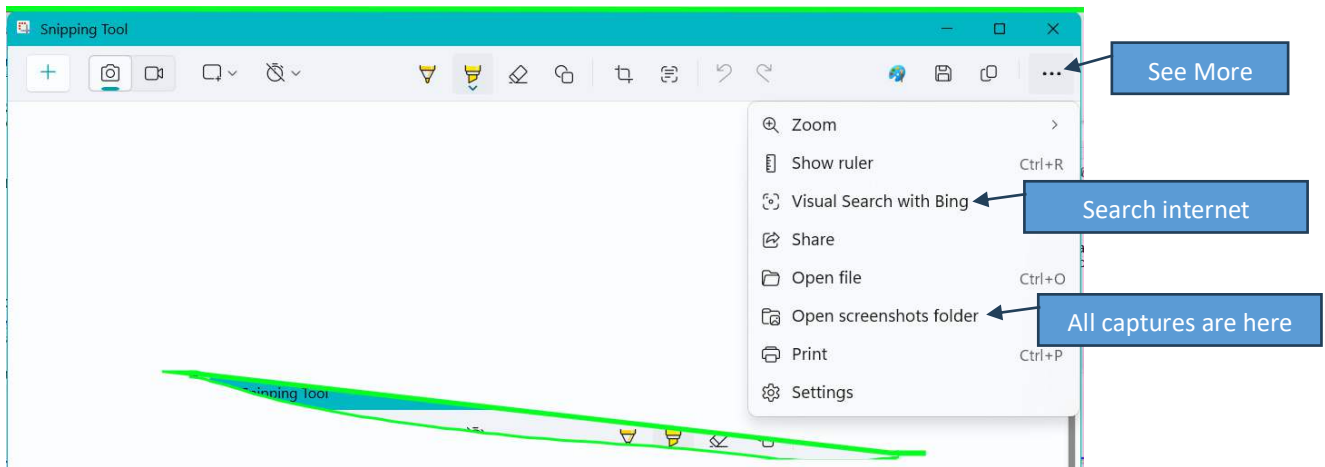
Once your capture is made you can do some edits to it; like drawing tools, Text Action (copy or redact specific text) use the Paint app, save your capture as a *.jpg file from the diskette icon in the tool bar and more under the **See More 3-dot icon**. Try the **Visual Search with Bing**!

Don't forget the screen captures go into Windows clipboard. Windows does keep a history of clipboard entries called, **Clipboard History**. To view your clipboard history, click **Windows key + V**. It may need to be enabled in Settings if it does not launch.

In the Snipping Tool Settings, you can enable the Print Screen button to automatically launch the screen capture action.

Adding Text to a Snipping Tool screencapture

1) Launch *Snipping Tool* and make your capture or open an existing file.
2) Select *Edit in Paint,* then OK
3) The *Paint* program opens with your screen capture
4) In the *Paint's* Tools group, select the Text "A" tool button.
5) Set the font and text parameters before typing your text
6) Type in your text.
7) Select *File > Save As:*
   a. Select a file type, such as JPEG Picture.
   b. Select a Folder on your computer where you wish to save it and type in a good file name
   c. Click OK, then Exit the Paint program (*File > Exit*)

Full Website contents screen capture using your browser

Edge browser:
- Select the 3-dot Settings button (top right-hand corner)
- Select Web Capture; then select Capture Full Page
- After a few seconds, you can Save your capture or draw on it first.
- Select Save, to display the capture in the Photo's app, where cropping is available; saved a *.jpeg file
- Select ●●● > Copy, to copy to the Clipboard

Chrome browser:
You need to add a Screen Capture extension or go into the Developer Tools. Too complex for this class.
I would use Edge to go to your website to capture.

Firefox browser:
- Right-click on your webpage
- Select Take Screenshot
- Then choose Save Full Page.

Keyboard Shortcuts

Useful shortcuts:

Windows Key

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

Windows key
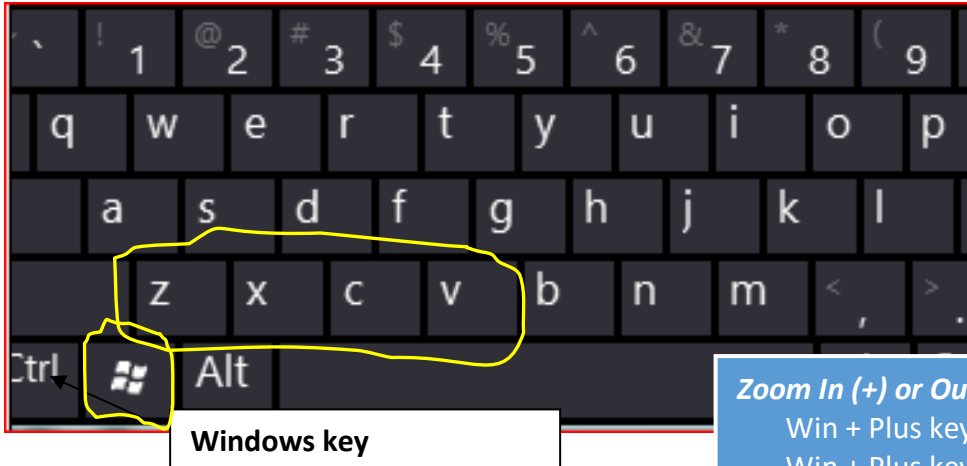
Zoom In (+) or Out (-)
    Win + Plus key (+) Opens Magnifier
    Win + Plus key (+ to zoom in)
    Win + Negative key (- to zoom out)
    Win + Esc Closes Magnifier

Ctrl + Z = Undo,
Ctrl + X = Cut to clipboard
Ctrl + C = Copy to clipboard
Ctrl + V = Paste from clipboard
Win + V = Clipboard History (also Emojis and Symbols)
Alt+Tab = toggles between open windows
Alt+F4 = Close an active window or Power Down dialog box

Move a Window using the Keyboard

If you have a window that you can't move with your mouse, 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.
5) When done, just click outside the window

Minimize all windows, except your current one

With your current window selected, click the **Win+Home** keys.

Vertically Maximize the active window - without width changes

Select **Win+Shift+UpArrow.**

(If you want some fun; try hitting Win+UpArrow a few times in a row. Now try the other three arrows)

Start Menu tips

Group similar apps into one folder

Here's how to "group apps" together:

1) In Start, choose two apps that you want to put in a folder. In this example we're wish to have *Prusa Slicer* and *Cricut* to in one "**MakerSpace"** folder.

2) Begin by selecting and holding the cursor on one of the apps.

3) Now drag it "slowly" over the other app. Once it's over the other app, let go of the mouse button. This joins the two apps into one "Folder".
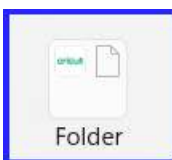
4) Rename the new Folder: open the folder and click on *Edit name.*
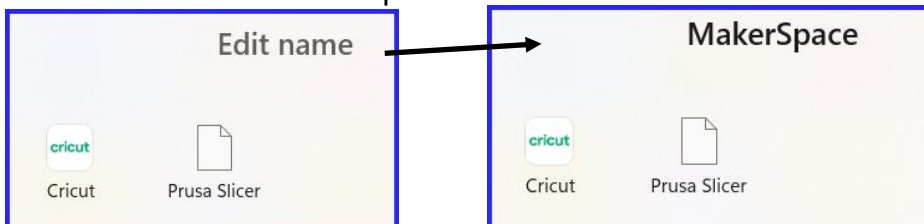
Folder app Tips:
➢ To <u>launch</u> an app in a folder; click on the folder to open it and then select the app.
➢ To <u>add</u> more apps to the folder; just drag an app over the folder.
➢ To <u>remove</u> an app from a folder, just drag out of the folder.

List all apps; alphabetically

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 the Malwarebytes app.
1) In the Start menu, click on the **All apps >** button
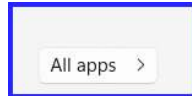
2) This will automatically open a complete alphabet list of apps.
   (Tip: Select any letter of the alphabet. The closest letter will do fine. Letters that are grayed out don't have any apps. You can also type the first letter in the **Search** field.)

3) Click on the letter **M** to display the apps that begin with the letter M, such as **Malwarebytes**.
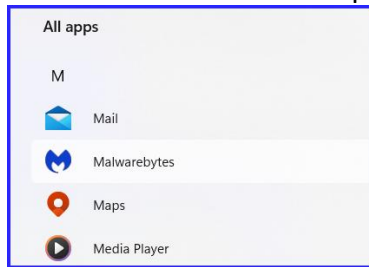
Other Start tips:
- **Control the layout**   Go to **Settings > Personalization > Start**
- **Right-click on open area for Start Settings;** A quick link to the Start Settings
- **Rename an app in Start**; The app name, in Start, is just a shortcut name, so right-click on it and select Open file Location. This takes you to the Start app listings in File Manager. Here you can "rename" the shortcut as it appears in Start. Note that this has no affect the workings of the App; only its name.
- **Rename the Group of apps**; The Group name can be changed by going into the group and then double-clicking on the group name. It will change into a text edit field, for you to type in a new name.
- **Add shortcuts**: If you want to add a shortcut to one of your own folders to the Start menu, find it in a File Explorer window, right-click it and select **Pin to Start**. (This only works on the folders found on the lefts side of File Explorer.)

Quick Link menu (Right-Click Windows icon)
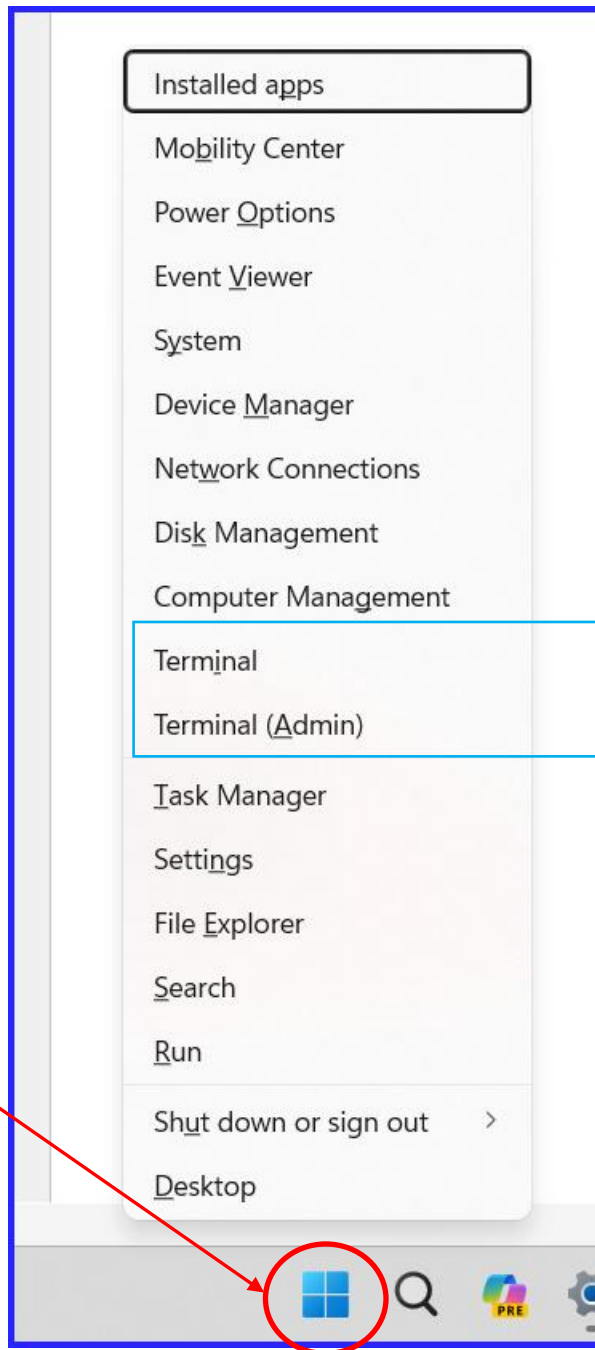
Easy way to get to a great set of Tools that some of you may have used in previous versions of Windows

Installed apps

Mobility Center

Power Options

Event Viewer

System

Device Manager

Network Connections

Disk Management

Computer Management

Terminal

Terminal (Admin)

Task Manager

Settings

File Explorer

Search

Run

Shut down or sign out >

Desktop

Terminal is the new name for Command Prompt or if you go back further in time, it was DOS.

To display this menu list: Right-click on the Start button.

Start Menu - Remove Items

Open the Start menu:
1) Remove from Start but keep app: Right-click on program; select Unpin from Start menu
2) Delete a program; Right-click on program
   a. Select Uninstall – to remove the app or its Uninstall window opens
   b. When completed, check to see if it's still in the Start menu
3) If an uninstalled program is still listed in Start:
   (Uninstall does not always remove all the program files)
   a. Right click on the program
   b. Select: Open File Location (File Explorer open to that program's shortcut name)
   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.

Uninstall App alternative to Windows:
- Since the Windows Uninstall leaves a few traces of the uninstalled program, other vendors have made 3'rd party uninstallers available that uninstall 100% of the program.
- A common third-party Uninstaller, that is free, is called Geek. You can download it from https://geekuninstaller.com/

Pin a Chrome website Shortcut to Start:

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) A pop-up notification window may open to ask if you want the shortcut inn the Taskbar. Answer yes if you wish it. Otherwise just select No, thanks.
5) On your Desktop will be the shortcut. Right-click on the and select Pin to Start.
6) You can rename your shortcut in Start by right-clicking on it and select Open file location. Rename it there.
7) To remove the shortcut from Start; right-clicking on it and select Open file location. From there delete the shortcut.

Pin an Edge website Shortcut to Start:

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 Start option
3) To remove the shortcut from Start; right-clicking on it and select Unpin from Start.

Pin a Firefox website Shortcut to Start:

1. Navigate to the website you want to pin.
2. Resize the Firefox window so you can see both the desktop and the browser window.
3. Drag the website's favicon (the small icon in the address bar) to your desktop.
4. Open File Explorer and navigate to the following folder:
   `C:\Users\[Your Username]\AppData\Roaming\Microsoft\Windows\Start Menu\Programs`.
5. Drag the shortcut you created into this Start Menu Programs folder.
6. Open the Start Menu, go to "**All apps**," find the shortcut, right-click on it, and select "**Pin to Start**".

Backup

Learn more from Microsoft Support

Recovery options for Windows 11, 10 and 8.1:
    https://support.microsoft.com/en-us/help/12415/windows-10-recovery-options

"Make a plan"

What do you want to do? Do you have the skill to execute your backup plan?

Your Individual data Files:
- **-** *Manually drag files* to USB drive (size depends on number/size of files)
- **-** *Manually drag files* to a cloud service (such as Microsoft's own OneDrive)
- - Use Windows *File History* feature (see below for details)

The whole Windows Operator System with all C: drive files:
- - Backup Windows C: drive <u>image</u> with 3'rd party software like Veeam
- - *Create a Windows Recovery Drive* to a USB drive (> 8Gb)
- - Reinstall Windows OS using the *Media Creation Tools* from a USB drive (> 8Gb)

A Windows Backup "app" uses OneDrive

The **Windows Backup** app is available through the Start menu. Open Start then search for Windows Backup. It will backup critical files to OneDrive.
It allows you to configure a backup for your <u>files, settings, credentials, and apps</u> <u>to your OneDrive account</u>.

Only Folders and some files are automatically backed up if you only use the **OneDrive's "Manage OneDrive Backup**". The Windows Backup has more backup options.

File History is no longer "easily" available from Microsoft

If you use File History, you will need to have an external drive constantly connected to your computer.
I personally feel that Microsoft wants users to use OneDrive to backup Windows folders and programs.

If you wish to learn about and use File History in the latest Windows 11, you can find instructions at this website: https://windowsreport.com/windows-11-file-history/?form=MG0AV3

Fix Problems and Recovery options within Settings:

These recovery options may not be what you need; so, read them carefully. You may even what to do an internet search on some that you don't fully understand.   ***Settings > System > Recovery***

"Create Recovery Drive" - Window's own program to troubleshoot itself

This creates a bootable USB drive that give troubleshooting tools or reinstall Windows if it comes to that.

1) Open Start menu and type: *Create a Recovery drive*; select **Create a recovery drive**.
2) Ensure the "Backup system files" is checked. Then, 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. This takes about an hour to finish. When finished. Remove and label your USB stick.

Instructions for Creating a Recovery Drive - click this link:
https://support.microsoft.com/en-us/windows/create-a-recovery-drive-abb4691b-5324-6d4a-8766-73fab304c246

"Media Creation Tool" – a tool to reinstall Windows

It is recommended to download a new Media Creation Tool program, from the Microsoft website, a few weeks after a new Windows major release comes out.
(This gives Microsoft time for any fixes needed in the new version.)
This "tool" is an executable file that you will download from Microsoft. When it's executed, it'll write files to a USB drive that you can use in the future, when you need to reinstall Windows.

Download the Media Creation Tool:
(**Note**: Make sure to turn off "Ransomware protection's Controller folder access" option in Windows Security > Virus & Threat protection, prior to running the Media Creation Tool.)

To download the "Create Windows 10 Installation Media". Go to this website and select the "***Download Tool Now***" button.   https://www.microsoft.com/en-us/software-download/windows11
It will download a "MediaCreationToolxxxx.exe" (xxxx = current version of Windows) to your Downloads folder on your hard disk. While it's downloading, make sure you have a USB flash disk with a size of at least 30 GB, inserted. When it's running, it'll over right what you have on that USB drive, so there's no need to format it.

When it's finished downloading, run the file. In the "What do you want to do? Window; select the *Create installation media* option. Select the "Create installation media (USB…) option and then Next. When it's finished (45 minutes), safely remove your USB drive and label it.

"Reloading Windows using the Media Creation Tool" (only if needed!):
1. Insert your USB drive created by Media Creation Tool into your computer.
2. Restart the computer, it should boot from the USB drive.
3. (If your computer does not boot from a USB drive you may need to hit F2 or F12 when the PC starts up. Check your manufacturer for details.)
4. Once the USB software runs, you will be prompted with choices: (follow the prompts.)
   - **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.
5. **When finished,** remove and label your USB stick.

"Veeam" – A free complete C: Drive Backup/Restore program

This description of Veeam will show how to install, Backup your C: drive the first time to create your "Job" and then how to backup your C: drive, after that first time, using the same Job name.

Veeam free software, download and install:
At this website, scroll down until you see the "Veeam Agent for Microsoft Windows Free". Select **Download Now**. https://www.veeam.com/downloads.html?hvt=free&ad=menu-products
1.) Download the zip file – it defaults to Windows's Download folder. (I moved it to a personal folder on my C: drive.)
2.) Unzip the zip file. It will ask you to make a "Recovery USB media". Do it now or later. Use Create Recovery Media before using your first Configure Backup.
3.) After the unzip, here's what's on the **Start** menu:
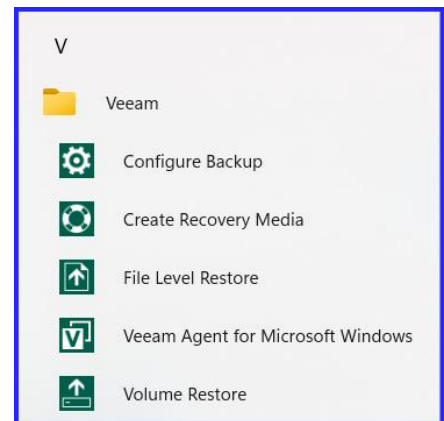
Your 1'st Backup using Veeam:
➢ The option: "**Create Recovery Media"**, automatically ran upon unzipping the installation file.
Plug in a USB drive. (A "Recovery" disk is made bootable, in case of an emergency restore.)
➢ For this 1'st backup: Select **Configure Backup**

     i. **Plug in an External USB** Hard drive (I use an external USB harddrive.)
     ii. Name of backup = This will be your "Job" name in Veeam. The name won't change, but a timestamp will be appended to it with each consecutive backup.
     iii. Backup mode = Select "Entire Computer" <u>but not</u> the External USB drive.
     iv. Destination = Local storage is my selection since the External USB drive is local.
     v. Local Storage = Select your storage media; for me it's the External USB drive.
     vi. Schedule = I <u>deselected</u> "Daily" since I don't know when my next backup will be. All the checkboxes were deselected. (I usually backup every 6 months or so.)
     vii. Summary = Review the entries in the Summary window. It describes your selections from the previous steps. It's a good review to make sure your backup will be as you expected.
Then click the **[✔] Run the job when I click Finish** checkbox; unless you want to run the backup later; but do it now!. Click **Finish**
- The backup will now begin since you checked the "Run the job when I click Finish checkbox".
- On your external backup drive, a ***VeeamBackup*** folder will automatically be created. Below that will be a folder with your Named backup in the following format: ***Job <computer name>***. Within that job name folder are the two backup files. (These two files are needed for a restore operation.)
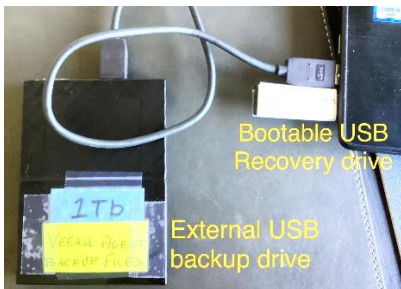
Your 2'nd and subsequent backups; select Veeam Agent for Microsoft Windows

➢ Recommend creating a new "Create Recovery Media" USB especially if Veeam has updated.
➢ You will be using the "Job" name that was created during the 1'st backup.
➢ Select **Backup Now** (It immediately starts backing up using paraments from your 1'st backup)

This screen capture shows the expanded hamburger menu opinions.

This screen capture shows a closed hamburger menu.
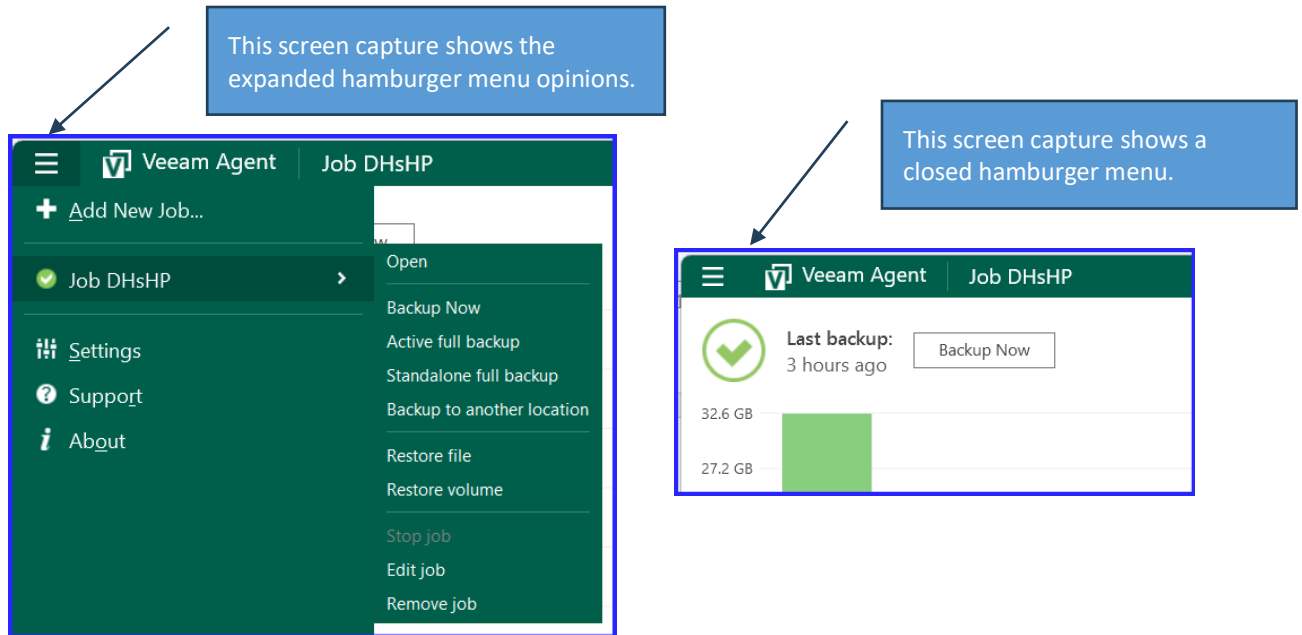
Restore C: Drive using Veeam:

Using your USB Recovery disk and your external harddrive (with the backup file)

1) Insert both, your USB Recovery USB disk and your External drive.
2) Reboot (or power up) your computer
3) The 1'st screen is the Veeam Recovery Media window; click on "**Bare Metal Recovery**" (weird name!)
4) Backup Location = click on **Local Storage** (I have the External drive connected directly; hence "local")
5) Restore Point = click on the latest one (There may be more options as you backup more often)
6) Restore Mode = Click **Entire Computer**, since the entire C: drive is being restored from an entire C: drive backup file. (That's what I did anyway. Your options may be different.)
7) Summary = Look at the list in the Summary window. It should make sense to you.
8) Progress = Just an interesting dynamic display of the restore process. It will say Finished when done.
9) **Reboot your computer**; it should be at the state of the restore point. (I recommend leaving the computer sit for an hour, with it hooked up to the internet. That way Windows updates can come in and file structures have time to resync if they need to. Other updates will come in in the next few days. That's normal. **Congratulations**……

Security
Malware Detection & Removal

Tips to prevent Malware / Viruses
- Practice "Safe Surfing". Don't go to sites that you know you should not go.
- Don't click on links that are suspicious, only <u>trusted</u> links.
- Take your time.
- Do not allow anyone to "Remote Connect" to your computer unless you started the conversation or a service that you trust.
- 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. You can always call UPS or FedEx to determine if you really have a package.

Anti-Virus/Malware Software protects against Viruses that infect your computer.
- Free and very good and it's on your computer already: ***Windows Security***
- **Malwarebytes** has a free version with manual execution or a paid version that offers retime monitoring. It also works in parallel with Windows Security.
- **The paid version of Malwarebytes offers "real time" protection.**
- Other services are available. Do some research prior to purchasing these products.

How to execute anti-virus software:
1) Run **Windows Security** <u>full scan</u> (Found in the **Scan Options**, below the Quick Scan button) (Perform an "Microsoft Defender Offline Scan for tough malware removal.)
2) Run **Malwarebytes** weekly or upgrade to Premium to get "real-time" protection- $30 per year

Other Microsoft malware removal tools:
Microsoft also offers two other virus removal tools:
1) Microsoft Safety Scanner
   [Microsoft Safety Scanner Download - Windows security | Microsoft Docs](#)
2) Windows Malicious Software Removal tool (MSRT)
   [Download Windows Malicious Software Removal Tool 64-bit from Official Microsoft Download Center](#)

If you are using Windows Security from Windows 10/11 then you don't need to use these two other tools. They are available for folks that don't use Windows Security. In fact, Windows Security is move advanced than these two. It uses "Cloud based protection" and "Automatic Sampling" for current threats.

Internet Browsers – anti-malware extensions
- You can add "extensions" to their browser to make it more secure and remove trackers.
- Chrome and Edge do not automatically stop Trackers by default, like Firefox and DDG.
- I would recommend: **Malwarebytes Browser Guard** extension to remove trackers.
- These browsers: **<u>Firefox</u>** and **<u>DuckDuckGo</u>** are considered more secure than Edge or Chrome
- Some people recommend using 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.)

Run a "Full Scan" using Windows Security (Defender)

Every couple of months, run a "***Full scan***" instead of the standard Quick Scan.
  1- Open Windows Security from Settings > Privacy & 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!)

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 hide 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 exploit 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.knowledgehut.com/blog/security/cyber-security-terms

Microsoft's Reliability Monitor for computer performance history

In *Settings*, search for "*View Reliability History*". The Reliability Monitor window opens.
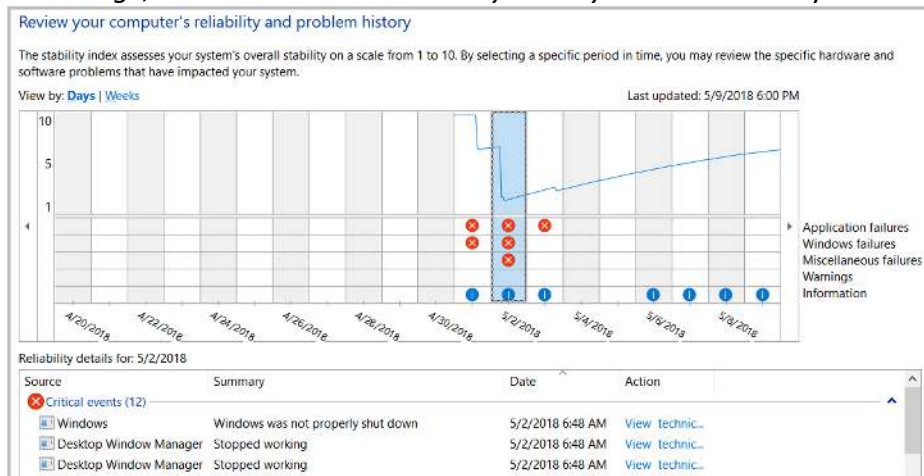
A "**red X**" icon is not good. In this case, the group of red Xs happened when Windows went through the April 2018 Update. The **Yellow! warning triangle** icon (non in the above screen capture) would indicate a Warning. The **Blue!** icons represent Information events.

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.

Troubleshooting

Bootup troubleshoot Options:

➢ If Windows is running, you can hold *Shift key then select Start > Power > Restart*
- o Select: **Troubleshoot** > Advanced Options > Select what you want to do:
- o **UEFI Firmware** Settings (previously known as BIOS Settings)
- o **Startup** Settings (this takes you to the **Safe Mode** options)
- o **System Restore** (allows you to select different Restore Points)

➢ If Windows does not launch, you may be able to get to the Troubleshoot screen rebooting again.

Windows Troubleshoot Settings

There are some pretty good troubleshooting tools that are built into Windows. Give them a try if your having difficulty with your computer system.

To locate the Troubleshooter: *Settings > System > Troubleshoot*

Troubleshooter options from Restart

1) Click or tap the **Windows** button, then select the *Power* icon*.*
2) Hold down the **Shift** key while selecting the *Restart* option*.*
3) Below are screen shots of the Restart Troubleshootin options. Lots of options to choose from.
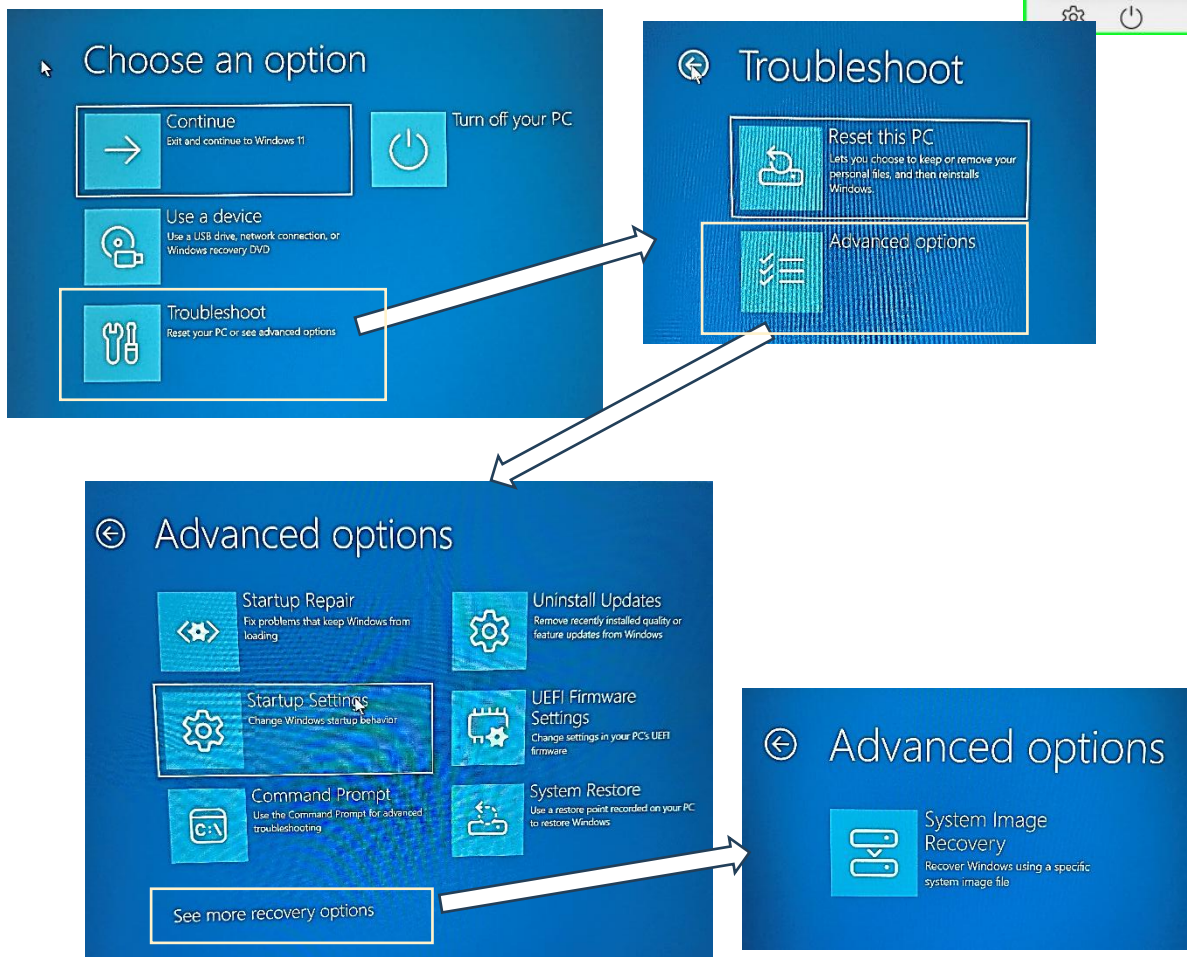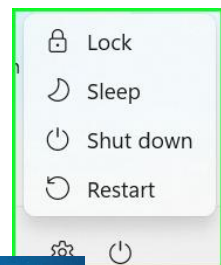
Safe Mode – What is it? Why use it?

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 your problem doesn't happen in Safe Mode, you'll know the default settings and basic device drivers aren't causing the issue.

Launch Save Mode when Window is running; select Shift + Restart power button:

4) Click or tap the **Windows** button, then select the *Power* icon*.*
5) Hold down the **Shift** key while selecting the *Restart* option*.*
6) In the resulting full-screen menu, select *Troubleshoot > Advanced options > (May need to click on the "See more recovery options" link) **Startup Settings***.

(Your computer Advanced Options may look different.)
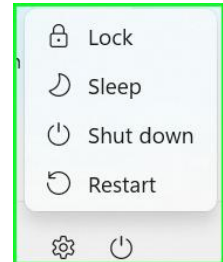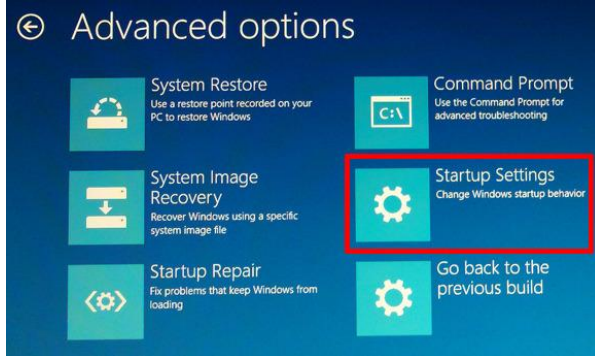
7) In the *Startup Settings* screen, tap the *Restart* button.
The PC will reboot and bring you to a *Startup Settings* screen*.*
8) Use the number keys on your keyboard to select *Enable Safe Mode* or other options.
9) Log into Windows. (You now should be in **Safe Mode**; as stated in the top left corner.)
When finished doing what you wanted to do in Save Mode; exit Safe Mode by restarting your computer.

Launch Safe Mode from the Settings screen

(Assuming you can get to the Settings window)

1) Launch the **Settings** menu
2) Select **System** > **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** > **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.

> If a BitLocker key needed, follow the instructions

Launch Safe Mode from the Sign-In screen:

(Assuming you can get to 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** > **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.

> If a BitLocker key needed, follow the instructions

If you can't get to Windows after restarting from Safe Mode!

Don't worry, here's how to boot into normal Windows when in Safe Mode:

1) Right-click on Start > select Task Manager
2) Select the Run New Task button on top of screen
3) Select the Boot tab to display its contents
4) Uncheck the Safe Boot option (This disables the Safe Mode from booting up again.)
5) Restart your computer. It should go to normal Windows.

Launch Safe Mode from the "blank" Windows screen:

This method has you use the computer's power button (or unplug it) 3 or 4 times.
(I found this information surfing the internet; so, it may or may not work)

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 and normal **boot up is failing**:
If Windows fails to normally boot 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 PC to stop it during boot, before it finishes loading Windows. 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 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."

Frozen Display or Frozen App?

If your <u>Windows PC Display</u> is frozen, try these tricks:

➔ Select Windows key + R, then type in *explorer.exe*, OK. This relaunches File Explorer and may help. Or try *Ctrl+Shift+Esc*; this opens Task Manager; then click Run new Task.

➔ If you can't shut down Windows, try holding the Power button for several seconds.

If your <u>Apps</u> are frozen, try these tricks:

➔ Alt + Tab to switch to another program.

➔ Alt+Spacebar and then C for Close

➔ Ctrl + Shift + Esc to launch Task Manager; right-click the frozen App; select End Task

Restore Points (System files backup procedure)

The System Restore Point allows you to take your Windows system 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 **Settings**.
2) In the "*Find a setting*" search box, 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.
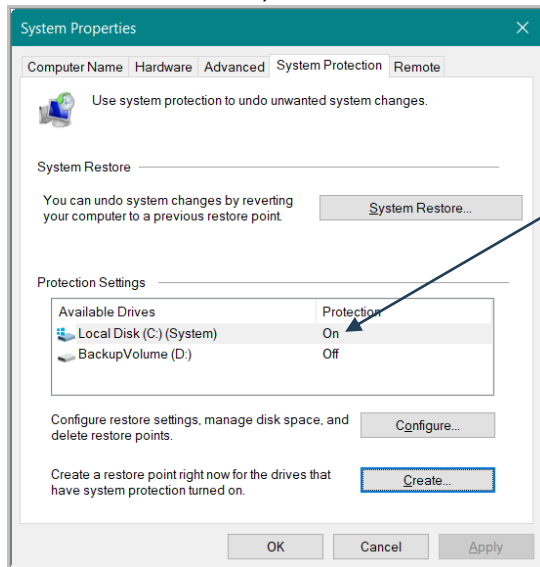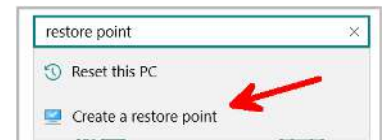
> If the C: is "Off" under Protection, you need to turn it On. Click on the Configure button.

4) It will take about a minute and then it's finished.
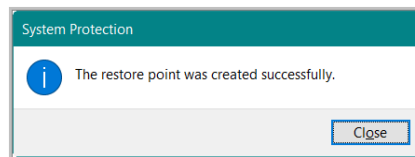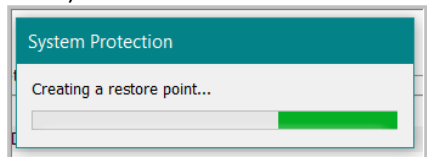
If you need to restore Windows to one of these Restore Points, you will select the <u>System Restore</u> button and follow the prompts.

Windows suddenly starts "Speaking" what you type

You're not sure why but for some reason Windows has suddenly started announcing with a voice. You start typing and the voice reads every character you type aloud. The user experience couldn't be more annoying or just weird.

What happened is that you probably by clicking **CTRL + Windows Key + Enter**, you launched Narrator, a feature which reads text on the screen aloud so that visually impaired users can navigate more easily.

To turn Narrator off, you can either hit the keyboard combination again or open the Narrator Settings app that appears on your taskbar and click Exit. To stop accidental launches permanently, open Settings > Ease of Access > Narrator. Make sure "Use Narrator" is off.

WiFi home network troubleshooting

Home WiFi networks sometimes seem very complex, but a necessity for normal life.

In most cases, try unplugging the router, wait a minutes, plug it back in; now wait a few minutes for all your wireless devices to come back online.

Here are two articles to assist you in troubleshooting your home WiFi system.
1) [Connected to Wi-Fi, but No Internet Access in Windows? What to Do (makeuseof.com)](#)
2) [https://support.microsoft.com/en-us/windows/fix-wi-fi-connection-issues-in-windows-9424a1f7-6a3b-65a6-4d78-7f07eee84d2c](#)

Using the System File Checker (to fix Windows OS files)

"**Sfc** /**scannow**" is a command called, System File Checker. It's a utility built in the Windows operating systems. System File Checker scans critical system files and verifies their versions. If this utility finds any files that have the wrong versions, it replaces them with the correct, verified ones.

Here's a website to help explain Sfc /scannow. What it is and what do I need to know. [https://www.supportyourtech.com/articles/how-to-run-sfc-scan-windows-11-a-step-by-step-guide-to-fix-system-issues/?form=MG0AV3](#)
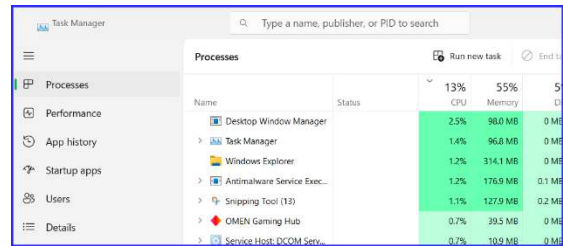
Check your Windows system files with this Command prompt sequence.
1) Right-click on Windows Start icon to open the extra Windows options list
2) Click on **Terminal (Admin)** [For Windows 10 uses, select Windows PowerShell (Admin)]
3) Type in: **SFC /SCANNOW**   Then hit the **Enter** button.
   a. The scan can take a few minutes.
   b. It will now scan and verify and attempt to replace damaged system files.
4) The results may say "**it found corrupt files**" which is common in Windows. Hopefully, it also states that "**it successfully repaired them**".
5) Type EXIT to close the terminal window.

Task Manager

The tool known as **Task Manager** is used to see what's going on inside Windows, such as the apps, programs, and services running on your computer.

It can be daunting to look at, but we'll break down the three reasons to use the Task Manager.

Launch *Task Manager* options:
(If it opens in a simple window, select "More Details" link.)
1) Rt-click on the Taskbar
2) Select Win+X > Select Task Manager

Three reasons why you should know how to use Task Manager
1) Click **Processes** (left column) **– see what apps are taking up your CPU time.**
   o You can see how busy your computer is under the CPU column.
      (If it's at 100% you may have a program hogging your whole computer - not good!)
   o You can shutdown (known as End Task) by rt-click on the program.
      (Here you can shut down a program that's misbehaving.)
2) Click **Performance** (left column) - **Some cool graphs on your computer performance**
3) Click **Startup apps** (left column) - **You can control what launches on Startup.**
   You can also control the startup apps from: ***Settings > Apps > Startup***
   (Disable apps you don't need to run at startup.)

Here's a detailed guide to Windows 11 Task Manager
https://helpdeskgeek.com/windows-11/windows-11-task-manager-in-depth-guide-and-overview/

"Old" Computer? - To Do List

Things you should do if selling or donating your old computer:
   a. Save your important files to an external hard disk or USB drives
   b. Remove device from your Microsoft Account.
       Settings > Accounts > Email & Accounts > on the bottom, click on Microsoft account line, then select Manage; This opens your Account website; locate your Device
   c. "Reset" the pc (this removes all your user files) *Settings > System > Recovery > Reset this PC*

This website has instructions when gifting your old computer:

https://support.microsoft.com/en-us/help/10547/microsoft-account-selling-gifting-windows-10-device-xbox-one

Donating your computer?
Check in with **Soft Landing Missoula**.

Here are some places in Missoula, MT that provide computer electronic recycling services:

   1. **Staples** Missoula: 2230 N Reserve St Suite 300 Suite 300, Missoula, MT 59808
       (recycle printer ink and other electronics at Staples)
   2. **GreenTek Solutions LLC**[1]
   3. **ZERO by FIFTY Missoula**[2]
   4. **Yellowstone E-waste Solutions (YES)**[3]
   5. **uBreakiFix® by Asurion and Asurion Tech Repair & Solutions™**

"New" Computer? – To do List

1) **<u>Be prepared</u> for the first time powering up your new computer**
   a. Read through this list so you know what's going to happen.
   b. Have your Wifi password available
   c. Have your Microsoft account password available

2) **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 Account Login should be a complex/unused password, since it's used by many online Microsoft's programs, such as Microsoft Store, OneDrive, Office and others.

3) **Update Windows Operating System**
   Many new computers are usually not with the latest Windows version. Let Windows perform its update and any security updates as well. Leave it alone for an hour or so, until all is completed.

4) **Run a Quick Scan using Windows Security (Windows' own antivirus program)**
   Settings > Privacy & Security > Windows Security > Virus & Threat Protection > Quick Scan
   Later you should do a "Full Scan" to have it look at every file in your PC.

5) **Unhide File Extensions and Hidden Files** (only if you want to see these)
   Open File Explorer > Select the View tab > Show > check the boxes for File name & Hidden items

6) **Internet browser**
   Use Microsoft's Edge or download your favorite 3'rd party browser, such as Chrome or Firefox... If you're not planning on using Edge; change the Default App "Web Browser" to your favorite browser
   Settings > Apps > Default Apps (Seach for Edge and then select your preference browser)

7) **Backup strategy options**
   You really need to have a backup strategy. Here is a website that explains many backup options.
   https://www.windowscentral.com/software-apps/windows-11/how-to-get-started-with-the-windows-backup-app-on-windows-11-september-2023-update
   Refer to the Backup discussion in this document. Use an external harddrive for your Windows backup

8) **Check your Privacy settings**
   Settings > Privacy & Security
   (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, but you do need to use your Microsoft Account login. Of course, other clouds work such as: Dropbox, Google Drive or even iCloud.

10) **Uninstall unwanted programs**
    Many new computers are loaded with 3'rd party software or "free trial" software. *You may want to* uninstall the ones you don't use.

11) **Turn on "System Protection" (formerly known as System Restore)**
    Open Settings, then search for **System Restore Point.** Select **Create a Restore Point.** When the window opens, select the tab: **System Protection.** Then in the Available Drives window, select your **C:** drive, then click the **Configure** button and select the **Turn on system protection** option

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. As you use your computer there may be Notifications that pop up. Try to select an option that doesn't show them again, or just OK it.

If you need more information or guidance, go to this website:
   https://www.howtogeek.com/things-you-should-do-after-purchasing-a-new-windows-laptop/

Quick Tips from previous Windows User Group classes

Desktop:
- Keep the desktop clean with only current project
- Create custom folders of the projects you are working on
- Use Shortcuts to files (This help if you accidently delete a desktop shortcut file)

Window sizes:
- Drag window edges to resize the window
- *Snap* a window to the display edge
- Move a window with your keyboard (Alt+Spacebar on the window; select Move)

Start:
- Navigate with the "alphabet letters" (You need to know the first letter of the App name.)
- Move groups around to create logical groups
- Rename a Group or app (*Open file location* – then rename highlighted shortcut)
- Pin to Start options (right-click on App in the App list)
- Pin a File Explorer "folder" to Start to add it to the Start menu

File Manager:
- View the file's "extension" name – (*View > File name extensions*)

Settings:
- Text size (*Settings > Accessibility > Text Size*)
- Cursor (Mouse Pointer) size and color ((*Settings > Accessibility > Mouse Pointer*)
- Control Notifications (Settings > System > Notifications)
- Clipboard History (Settings > System > Clipboard) View with *Win + V, it* clears out at reboot
- Locate the mouse pointer easily by tapping the *Ctrl* key – notice the "ping" rings:
    1) Go to: *All Settings > Devices > Mouse*
    2) Look for *Related settings > 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

Keyboard Shortcuts link; for Windows 10 & 11:
https://support.microsoft.com/en-us/windows/keyboard-shortcuts-in-windows-dcc61a57-8ff0-cffe-9796-cb9706c75eec#WindowsVersion=Windows_11

Photos
Blur or remove the background in pictures:
https://theintelligence.com/29993/how-to-remove-and-blur-image-backgrounds-with-ai-on-windows/

Tips from other User Group members:
- RESTART. (Not shut down). I use it rather often. When things go a bit wonky-for example, it gets rid of glitches occasionally.
- **Win+Shift+S** for a quick screen snip... my favorite!
  (Use this instead of the Print Screen button if you wish.)

Windows 10 Key Feature Tips:

1) Login:
    a. Into your Windows computer. Use a simple password or Windows Hello (PIN #, camera, finger reader…)
    b. Into your full Microsoft account: (Used by other Microsoft tools, such as OneDrive, Office…)

2) Desktop layout:
    a. Desktop icons - apps, shortcuts, just about anything. **TIP**: Right-click on open area > View…
    b. Taskbar – <u>Left</u> = Start menu and your apps. <u>Right</u> = Notification area. **Tip**: drag to move taskbar to edges
    c. Start menu – Launch Options: (1) On Taskbar: left side Win icon (2) Tap the Win keyboard key

3) Start menu:
    a. Launch options: (1) Keyboard, press Win key; (2) Taskbar, click Win icon
    b. [Right] <u>Tiles</u> = Pin or unpin Tiles as you wish, tiles are just app shortcuts. Right click on Tiles to view options for that app
    c. [Center] Installed <u>Apps</u> = **Tip**: Right-click on app and select Pin to Start
    d. [Left] Windows 10 <u>Items</u> = Hover on item to auto-expand. Right-click on one to "Personalize the whole list", with more or less items.
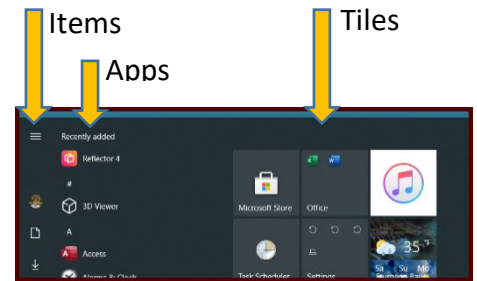
4) Taskbar:
    a. <u>Left</u> side = Apps from System, plus your apps that were "Pinned to Taskbar"
    b. <u>Right</u> side = Running apps & Notification icon / Settings
    c. **Show Desktop Button**: A small, almost invisible sliver at the extreme right end of the taskbar. Clicking this button minimizes all open windows and shows the desktop.
    d. Only a Single click needed to launch apps in Taskbar.
    e. To see App's "Properties", right-click to see app options and then right-click on app name
    f. To see options, right-click on open Taskbar area:
        i. View multiple open Apps, select a "Show" option
        ii. To edit taskbar contents, select Taskbar Settings

5) File Explorer:
    a. File Explorer lets you access all files, data, folders and, if used, OneDrive (Microsoft's cloud storage)
    b. <u>Top side</u>: Ribbon area: Here are a few usage tips:
        i. View > Layout group = Select icon size options, Preview Pane (toggle on/off)
        ii. Home = Copy/Paste, Rename, and New folder are commonly used.
        iii. (?) = Help button found on top right-hand corner; go here to find help information on File Explorer
        iv. Search for a file = Searches in the highlighted folder. **Tip**: Select "This PC" to search in everything
    c. <u>Left side</u> is for folder navigation; <u>Right side</u> is usually the contents of what's selected on left side
        i. Quick Access = a location for your frequently used folders
        ii. Desktop = This top level's Desktop is for your Account, your App Data plus Windows folders
        iii. This PC = Everything on "your" computer. **Tip**: This Desktop is for "your" Desktop apps

6) Settings:
    a. Launch steps: (1) Open Start menu, (2) In left column, click on the "Gear" icon.
    b. Search for anything you are interested in finding by using the "*Find a setting*" search field.
    c. Text size to small for you? Search for "*Text size*"; then select the option.
    d. Check for any Viruses? Go to: *Settings > Update & Security > Windows Security > Open Windows Security button > Virus & Threat Protection button > Quick Scan* (or select <u>Scan Options</u> for a "full scan".)

Tips & Websites for the Basics:
- **Mouse** tips: *Hover* = usually the name, *Left-click* = select, *Double left*-click = launch, *Right-click* = option menu
- **Start menu, Quick App find** tip: Click a letter in the App list; select the first letter of the app
- **Taskbar** tip: To add app shortcuts; right-click on the app in Start menu, and select More > Pin to Taskbar

https://www.thewindowsclub.com/basic-windows-10-tips-tutorials-how-to-for-beginners

PC Repair Businesses in Missoula

(As of June 2024)

Name	Phone	Address	Website / Notes
Brians PC Repair	406-381-2501	➡️ In-home service	www.brians-pcrepair.com Call for information Also supports **Apple** devices
Missoula Local Tech Squad	406-203-6973	➡️ In-home service	https://missoulalocaltechsquad.com Call for information
Computer Guys	406-542-2800	1724 Fairview Ave	http://www.computerguysmt.com/ Also supports **Apple** devices
TechWorks	406-543-0181	401 West Broadway St.	www.techworksmt.com Email techworksmt@gmail.com to schedule
Best Buy's Geek Squad	406-829-0409	2640 N Reserve St	https://www.bestbuy.com