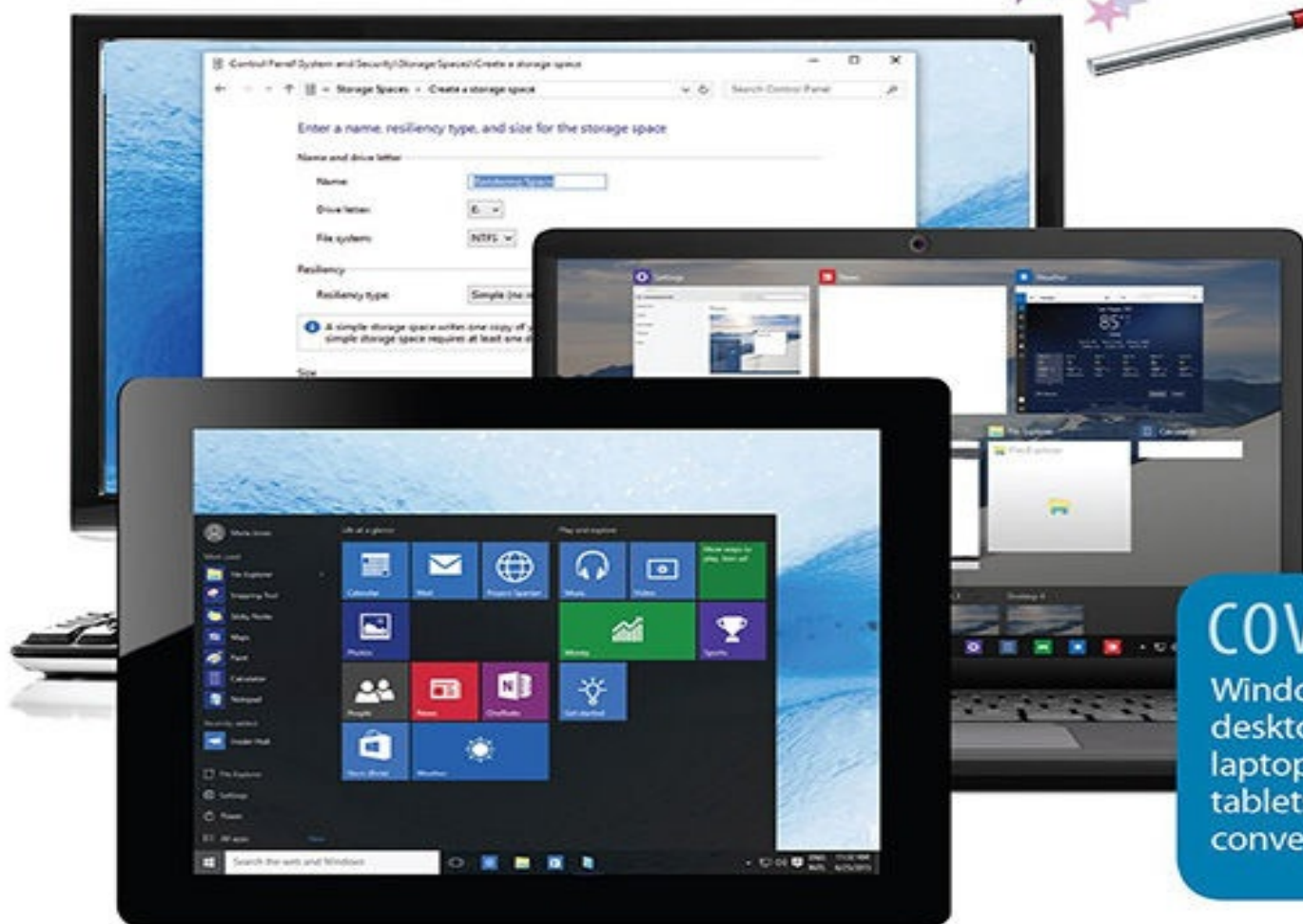




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# Windows® 10

## Tips and Tricks

**Guy Hart-Davis**

**QUE®**

800 East 96th Street,  
Indianapolis, Indiana 46240 USA

# WINDOWS® 10 TIPS AND TRICKS

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## About the Author

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**Guy Hart-Davis** is the author of *Android Tips and Tricks* and more than 100 other computer books.

# Dedication

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*I dedicate this book to my son, Edward, who builds Windows computers and tests them to destruction*



# Acknowledgments

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# Introduction

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Windows 10 is a major upgrade to Windows, packed with powerful and time-saving new features—not to mention reintroducing the Start menu that Microsoft axed in Windows 8.

This book shows you how to get the most out of Windows 10 and your computer, whether it's a desktop, a laptop, a tablet, or one of those convertible tablets—you know, the ones to which you can attach a keyboard to create a part-time laptop.

## What Does This Book Cover?

This book contains 14 chapters that cover essential Windows topics. Here are the details:

- [Chapter 1, “Setting Up Windows,”](#) shows you how to set up Windows on your computer. You learn how to choose between an upgrade to Windows 10 and a custom installation of the operating system; how to make the right choices for your needs on the setup screens; and how to perform essential moves such as signing in and out, locking Windows, and shutting down or restarting your computer.
- [Chapter 2, “Navigating Windows Like a Pro,”](#) teaches you how to make your way around swiftly and surely in Windows. First, you come to grips with the redesigned Start menu. After that, you learn to fine-tune your input devices so that they work the way you prefer, use those devices to input text quickly and accurately, and resize and arrange your windows on the screen.
- [Chapter 3, “Connecting to Networks and the Internet,”](#) shows you how to connect your computer to a wired network or to a wireless network, how to access network folders, and how to deal with network problems. You also learn how to connect your computer to a virtual private network, or VPN, in order to establish a secure connection to a server across the Internet, and how to share your computer's Internet connection with others if necessary.
- [Chapter 4, “Connecting External Hardware,”](#) explains how to connect extra drives to your computer to give it more storage capacity, how to set up multiple monitors and virtual desktops to give yourself more work space, and how to set up printers for when you need hard-copy output.
- [Chapter 5, “Customizing Windows to Suit Your Needs,”](#) starts by digging into the ways you can customize the Start menu and the taskbar to make these essential features work the way you prefer. After that, you learn to set up automatic login if you want it, how to customize the lock screen to show the information you find most useful on it, how to make the Recycle Bin work your way, and how to take control of notifications so that Windows doesn't bombard you with useless news when you're craving quiet.
- [Chapter 6, “Sorting Out Your Files, Folders, and Storage,”](#) teaches you to use the File Explorer file-management app like a pro and customize it so that it works however suits you best. You learn to exploit the powerful file libraries—such as the Music library and the Pictures library—instead of merely creating hierarchies of folders, plus how to manage your computer's storage.
- [Chapter 7, “Securing and Sharing Your Computer,”](#) starts by showing you how to configure your user account and your unlock methods (such as a password and PIN) for your computer. The chapter then explains how to implement several security mechanisms—applying a startup password, setting your computer to lock automatically, and implementing the Secure Sign-In feature—before telling you how to share items with others via either the easy-to-use homegroup feature or Advanced Sharing.

- [Chapter 8, “Optimizing Your Computer’s Performance,”](#) teaches you how to improve your computer’s performance by taking steps such as adding memory, turning off unnecessary visual effects, and configuring advanced features and services. You also learn how to defragment and optimize your computer’s drive, how to extend a portable computer’s runtime on its battery, and how to improve performance when running games.
- [Chapter 9, “Installing, Running, and Managing Apps,”](#) tackles the vital subject of apps (also called programs). You learn to install apps on your computer, manage the apps installed there, and remove apps you no longer need. You also learn how to choose your default apps for opening files.
- [Chapter 10, “Enjoying Music, Photos, and Videos,”](#) shows you how to set up Windows Media Player without compromising your privacy, how to put your existing music on your computer, and how to watch videos and DVDs. This chapter also introduces you to the Groove Music app and the Groove music service.
- [Chapter 11, “Browsing the Internet Safely,”](#) explains how to browse the Internet using Microsoft Edge, the new browser that is included with Windows 10. You learn how to control Microsoft Edge with the mouse or with keyboard shortcuts and how to configure it to suit your needs.
- [Chapter 12, “Communicating via Email and Skype,”](#) shows you how to set up your email accounts in the Mail app and how to use Mail to send, receive, and manage email messages. You then learn to install and set up Skype, configure the most important of its many settings, and use it to communicate with your contacts across the Internet.
- [Chapter 13, “Updating and Troubleshooting Windows,”](#) walks you through configuring the Windows Update feature and using it to keep Windows up-to-date. The chapter then shows you how to set up the File History tool to back up your essential files to an external drive—and how to recover them from there when you need to. You also learn to use the System Restore feature to protect and restore your computer’s configuration and how to sort out serious problems by using the recovery tools.
- [Chapter 14, “Going Further with Advanced Moves,”](#) explains how to split a physical drive into multiple partitions and how to manage your drive partitions; how to run multiple operating systems on your computer; and how to make changes in the Registry, the vital configuration database of Windows.

## What Do I Need to Know to Get Started?

To get started, all you need is a basic working knowledge of your computer and Windows. If you know how to start your computer; how to use the keyboard and mouse, or other pointing device, or touchscreen; and how to launch apps and create documents, you’re ready to get started with this book. This isn’t a huge book, so it can’t show you screenshots of everything it covers—you’ll see just the most important screens. But you’ll find that the text instructions, with those screens, are pretty easy to follow.

As usual, the key information is in the main text. But this book also uses four types of special elements to present extra information and draw your attention to it: notes, tips, cautions, and sidebars.



### Note

A note provides extra information that you may find helpful for understanding a topic.



### Tip

A tip gives you additional information for making a decision or accomplishing a task.



### Caution

A caution warns you about a trap, pitfall, or danger you likely want to avoid.

### Sidebars Present In-Depth Information

A sidebar presents in-depth extra information about a topic—like a note or a tip on steroids and with a heading.

That's more than enough introduction. Turn the page, and we'll get started.

# 1. Setting Up Windows

---

## In This Chapter

- [Choosing between an upgrade and a custom installation](#)
  - [Making the right choices on the setup screens](#)
  - Signing in and out, locking and restarting Windows, using sleep and hibernation, and shutting down
- 

This chapter shows you how to set up Windows 10 on your computer. You learn how to choose between an upgrade and a custom installation, if applicable; how to make the right choices for your needs on the setup screens; and how to perform essential moves such as signing in and out, locking Windows, and shutting down or restarting your computer.

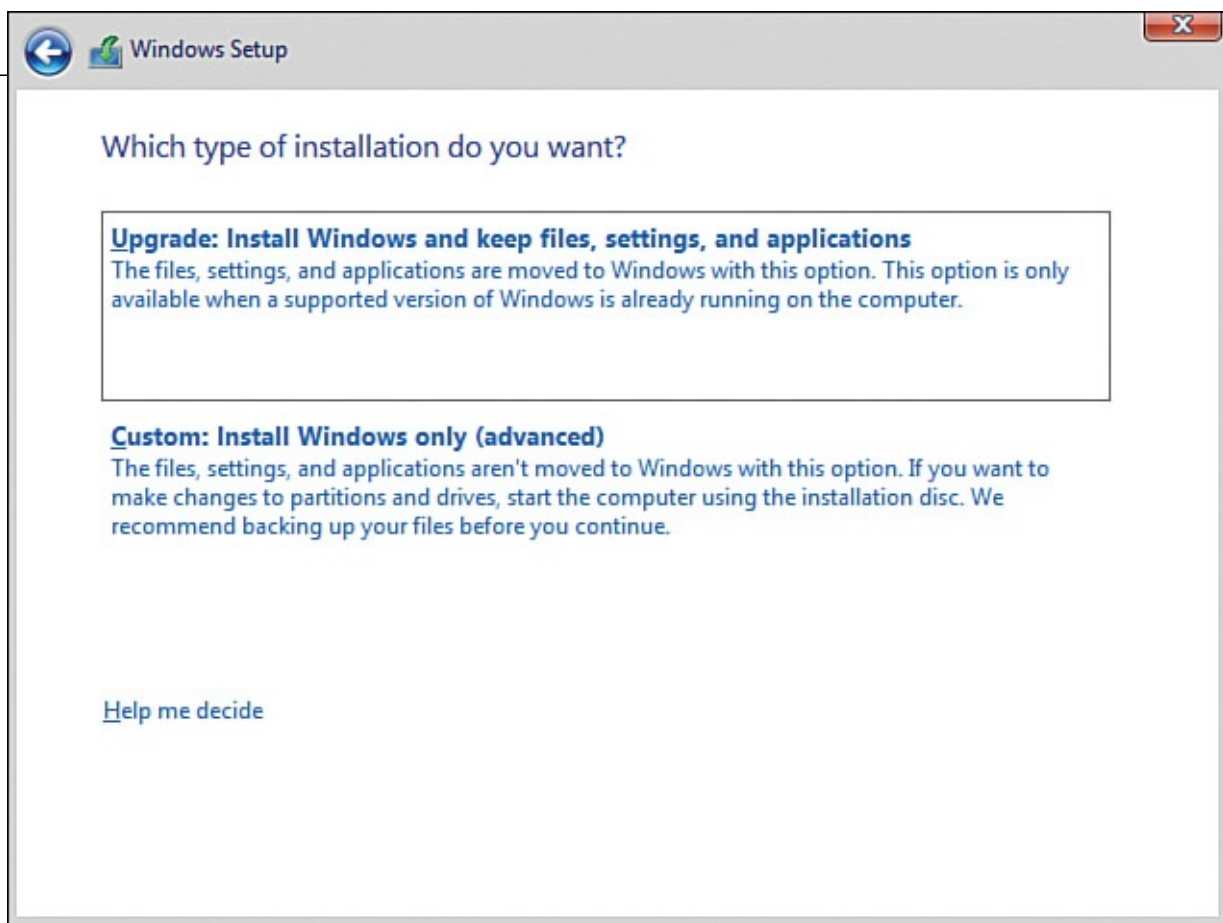
## Starting the Installation

You can start installing Windows 10 in several ways:

- **Click the Get Windows 10 icon in the notification area of the taskbar.** This icon appears only if your computer contains a version of Windows from which you can upgrade to Windows 10.
- **Run the DVD from your current version of Windows.** If your computer has a DVD drive and a working version of Windows, insert the Windows 10 DVD. When the Windows 10 Setup screen appears, check the I Accept the License Terms box and click the Accept button to start the upgrade.
- **Boot from the DVD.** If your computer has an optical drive, you can insert the DVD in the drive and boot from the DVD. How you boot from the optical drive depends on your computer, so you may have to consult the manual or the manufacturer's website. This approach is useful if your computer doesn't have Windows installed, or if Windows is installed but not working, but you can also use it even if Windows is installed and working fine.
- **Boot from a USB drive.** You can buy Windows 10 on a USB drive for convenience. Or you can use a tool such as Rufus (free from <http://rufus.akeo.ie>) to create a bootable USB drive from either a Windows DVD or a Windows ISO disc image that you download from Microsoft.

## Choosing Between an Upgrade and a Custom Installation

If you're installing Windows 10 on a computer that already has Windows 7 or Windows 8.1 installed, you can choose between upgrading the existing version of Windows and performing a custom installation of Windows 10. This is a massive decision, so you'll want to get it right. You make this choice by clicking either the Upgrade option or the Custom option on the Which Type of Installation Do You Want? screen of Windows Setup (see [Figure 1.1](#)).



**FIGURE 1.1** *On the Which Type of Installation Do You Want? screen of Windows Setup, click Upgrade or Custom, as needed.*

### Note

As you know, Windows 10 runs on both devices with regular screens, on which you click with a mouse or trackpad, and devices with touchscreens, which you tap (or thump, if you're my son). This book uses "click" instead of "click or tap," for concision, for clicks with the left button or regular taps on the screen, and it uses "right-click or long-press" for clicking with the right button on a mouse or performing a long press on the touchscreen.

Normally, you'll want to upgrade the existing version of Windows. Upgrading keeps all your apps and your files in place, and after the upgrade finishes, you can carry on using your computer much as before, only with the benefit of Windows 10's new features.

But if your computer's software is at all messed up, or if you want to take the new version of Windows as an opportunity to get rid of apps you no longer need and slim down your files, perform a custom installation instead. You'll then need to install the apps you want to use, and copy across the files that you want to have on the computer.

### Caution

Before performing a custom installation, back up any files you care about to an external drive, an online storage site, or both.

If you're installing Windows from scratch on a newly built computer or on a new hard drive, the custom installation is your only choice. But—as of this writing, anyway—the installer doesn't check



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