

# Windows 10

Step

by

Step

Joan Lambert  
Steve Lambert



PRACTICE FILES



# Windows 10

## Step by Step

Joan Lambert  
Steve Lambert

PUBLISHED BY  
Microsoft Press  
A division of Microsoft Corporation  
One Microsoft Way  
Redmond, Washington 98052-6399

Copyright © 2015 by Joan Lambert

All rights reserved. No part of the contents of this book may be reproduced or transmitted in any form or by any means without the written permission of the publisher.

Library of Congress Control Number: 2014952811  
ISBN: 978-0-7356-9795-9

Printed and bound in the United States of America.

First Printing

Microsoft Press books are available through booksellers and distributors worldwide. If you need support related to this book, email Microsoft Press Support at [mspinput@microsoft.com](mailto:mspinput@microsoft.com). Please tell us what you think of this book at <http://aka.ms/tellpress>.

This book is provided “as-is” and expresses the authors’ views and opinions. The views, opinions, and information expressed in this book, including URL and other Internet website references, may change without notice.

Some examples depicted herein are provided for illustration only and are fictitious. No real association or connection is intended or should be inferred.

Microsoft and the trademarks listed at [www.microsoft.com](http://www.microsoft.com) on the “Trademarks” webpage are trademarks of the Microsoft group of companies. All other marks are property of their respective owners.

**Acquisitions Editor:** Rosemary Caperton

**Developmental Editor:** Carol Dillingham

**Project Editor:** Carol Dillingham

**Editorial Production:** Online Training Solutions, Inc. (OTSI)

**Technical Reviewers:** Joan Lambert and Steve Lambert (OTSI)


**Copyeditors:** Val Serdy and Kathy Krause (OTSI)

**Indexers:** Angela Martin and Susie Carr (OTSI)

**Cover:** Twist Creative • Seattle


# Contents


---

	<b>Introduction</b> .....	<b>xi</b>
	Who this book is for .....	xi
	What this book is (and isn't) about .....	xi
	The <i>Step by Step</i> approach .....	xii
	Download the practice files .....	xii
	Sidebar: Adapt procedures for your environment .....	xiv
	Ebook edition .....	xv
	Get support and give feedback .....	xv
	Errata and support .....	xv
	We want to hear from you .....	xv
Stay in touch .....	xv	

## Part 1: The Windows 10 environment

---

	<b>Get started using Windows 10</b> .....	<b>3</b>
	Start a computing session .....	4
	Sidebar: Use a Microsoft account or local account .....	4
	Explore the desktop .....	9
	Explore the taskbar .....	12
	Sidebar: Hey, Cortana! .....	18
Explore the Start screen and Start menu .....	21	

	<p><b>Give us feedback</b> Tell us what you think of this book and help Microsoft improve our products for you. Thank you! <a href="http://aka.ms/tellpress">http://aka.ms/tellpress</a></p>
---	--

Explore computer settings .....	27
Update Windows system files .....	35
Manage content and app windows .....	37
Resize, hide, and close windows .....	37
Move and arrange windows.....	40
End a computing session .....	44
Skills review.....	46
Practice tasks .....	47

## 2

<b>Personalize your working environment .....</b>	<b>51</b>
Configure the Start screen and Start menu .....	52
Set the Start screen size.....	53
Configure Start menu content.....	55
Manage Start screen tiles .....	58
Set the desktop background and system colors .....	64
Set the desktop background .....	65
Set an accent color .....	69
Configure the taskbar .....	73
Change taskbar appearance .....	73
Change taskbar behavior .....	78
Display and manage toolbars on the taskbar .....	80
Apply and manage themes .....	84
Skills review.....	91
Practice tasks .....	92

## 3

<b>Manage folders and files.....</b>	<b>97</b>
Understand files, folders, and libraries .....	98
Folders .....	98
Libraries .....	100
Get to know File Explorer .....	102
Work with the standard ribbon tabs .....	105

Work with the tool tabs.....	109
Work with the Navigation And Search bar.....	111
Work with libraries.....	112
Change the File Explorer display options.....	117
Display and hide panes.....	117
Display different views of folders and files.....	118
Group folder content.....	122
Sort and filter folder content.....	124
Change folder options.....	126
Create and rename folders and files.....	129
Compress folders and files.....	130
Move and copy folders and files.....	132
Delete and recover folders and files.....	135
Sidebar: Recycle Bin size.....	137
Work with folder and file properties.....	138
View folder properties.....	138
Remove file properties.....	140
Find specific files.....	142
Windows Search.....	142
File Explorer Search.....	143
Skills review.....	145
Practice tasks.....	146

# 4

<b>Work with apps and notifications.....</b>	<b>151</b>
Locate and start apps.....	152
Explore built-in apps.....	157
Productivity and information management apps.....	157
Web browsers.....	158
Media management apps.....	158
Live information apps.....	160
Accessories.....	161
Utilities for geeks.....	162

Install Store apps .....	163
Shop at the Windows Store .....	163
Manage your Store account and settings.....	166
Install, reinstall, and uninstall apps.....	171
Manage app shortcuts.....	175
Manage Start screen shortcuts .....	175
Sidebar: Touchscreen tile management .....	176
Sidebar: Manage apps from the taskbar .....	178
Manage taskbar shortcuts .....	180
Manage desktop shortcuts.....	181
Sidebar: Configure desktop system icons .....	187
Manage app startup.....	188
Manage app notifications.....	190
Skills review.....	195
Practice tasks .....	196

# 5

<b>Safely and efficiently browse the Internet .....</b>	<b>201</b>
Sidebar: About Microsoft Edge.....	202
Display websites in Edge .....	203
Find, save, and share information.....	207
Manage Edge settings.....	214
Sidebar: Manage default apps.....	225
Sidebar: Anatomy of a website address .....	226
Configure browser security settings .....	228
Protect yourself from phishing and malicious sites.....	229
Block pop-up windows .....	231
Sidebar: Educate kids about online safety.....	233
Maintain browsing privacy.....	233
Troubleshoot browsing issues .....	235
Skills review.....	239
Practice tasks .....	240

## Part 2: Devices and resources

### 6

<b>Manage peripheral devices.....</b>	<b>249</b>
Understand peripheral devices.....	250
Peripheral device terminology .....	250
Install peripheral devices.....	251
Locate device information .....	252
Sidebar: Boost your memory.....	253
Display your desktop on multiple screens.....	256
Sidebar: Expand your portable computer with peripheral devices .....	263
Set up audio devices.....	264
Change the way your mouse works.....	271
Change the way your keyboard works .....	278
Manage printer connections .....	280
Skills review.....	287
Sidebar: Virtual printers.....	288
Practice tasks .....	289

### 7

<b>Manage network and storage resources.....</b>	<b>293</b>
Manage network connections.....	294
Connect to a network .....	294
Sidebar: Network vs. Internet connections .....	296
Display information about networks and connections .....	300
Configure network connection security .....	305
Sidebar: Wireless network security .....	310
Troubleshoot network connections.....	312
Manage homegroup connections .....	316
Share files on your network .....	326
Skills review.....	337
Sidebar: Change the computer name.....	338
Practice tasks .....	340



## Part 3: Behind the scenes

### 8

<b>Manage user accounts and settings</b> .....	<b>345</b>
Understand user accounts and permissions .....	346
User profiles .....	347
User account permissions .....	348
Family accounts .....	349
User Account Control.....	350
Create and manage user accounts.....	353
Sidebar: Manage user accounts in the Computer Management console ..	355
Sidebar: Manage and monitor family safety settings.....	356
Create and manage family user accounts .....	357
Create and manage non-family user accounts.....	362
Manage settings for any user account .....	365
Manage account pictures and passwords .....	369
Customize your sign-in options .....	375
Skills review.....	382
Practice tasks .....	383

### 9

<b>Manage computer settings</b> .....	<b>385</b>
Manage date and time settings .....	386
Manage regional and language settings .....	396
Sidebar: Install supplemental font features.....	403
Manage speech settings .....	408
Customize device display settings .....	413
Skills review.....	421
Practice tasks .....	422

# 10

<b>Manage power and access options.</b> .....	<b>425</b>
Configure power options .....	426
Sidebar: System power settings .....	434
Sidebar: Make your battery last longer .....	435
Customize the lock screen .....	436
Set the lock screen background .....	436
Display app status information on the lock screen .....	440
Sidebar: Configure a screen saver .....	442
Configure Windows accessibility features .....	444
High-contrast settings .....	447
Magnifier settings .....	449
Narrator and Audio Description settings .....	453
Keyboard and mouse settings .....	455
Skills review .....	458
Practice tasks .....	459

# 11

<b>Work more efficiently</b> .....	<b>463</b>
Configure Quick Action buttons .....	464
Get assistance from Cortana .....	469
Initialize Cortana .....	470
Configure Cortana settings .....	474
Sidebar: Add reminders .....	478
Search your computer and the web .....	479
Search storage locations and the web .....	480
Manage Bing content filters .....	484
Manage File Explorer search processes .....	485
Specify default apps .....	489
Organize apps on multiple desktops .....	497
Monitor system tasks .....	501
Skills review .....	506
Practice tasks .....	507

# 12

<b>Protect your computer and data</b> .....	<b>511</b>
Configure update options .....	512
Configure privacy settings .....	515
Restore computer functionality .....	519
Set and use restore points .....	519
Refresh or reset your computer .....	522
Back up data to OneDrive .....	524
Back up data by using File History .....	530
Back up and restore your system .....	535
Skills review .....	541
Sidebar: Two-factor authentication .....	542
Practice tasks .....	543
Appendix A: Install or upgrade to Windows 10 .....	547
Appendix B: Keyboard shortcuts and touchscreen tips .....	559
Glossary .....	567
Index .....	583
About the authors .....	607



## Give us feedback

Tell us what you think of this book and help Microsoft improve our products for you. Thank you!

<http://aka.ms/tellpress>

# Introduction



Welcome to the wonderful world of Windows 10! This *Step by Step* book has been designed so you can read it from the beginning to learn about Windows 10 and then build your skills as you learn to perform increasingly specialized procedures. Or, if you prefer, you can jump in wherever you need ready guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts. You'll also find informative, full-color graphics that support the instructional content.

## Who this book is for

*Windows 10 Step by Step* is designed for use as a learning and reference resource by home and business users of desktop and portable computers and devices running Windows 10 Home or Windows 10 Pro. The content of the book is designed to be useful for people who have previously used earlier versions of Windows and for people who are discovering Windows for the first time.

## What this book is (and isn't) about

This book is about the Windows 10 operating system. Your computer's operating system is the interface between you and all the apps you might want to run, or that run automatically in the background to allow you to communicate with other computers around the world, and to protect you from those same computers.

In this book, we explain how you can use the operating system and the included tools, such as File Explorer, to access and manage the apps and data files you use in your work and play. Many useful apps come with Windows or are part of the Windows "family," such as Maps, Photos, Mail, Calendar, Groove Music, and Windows DVD Player. This book isn't about those apps, although we do mention and interact with a few of them while demonstrating how to use features of the Windows 10 operating system.



**SEE ALSO** For information about working with apps, see Chapter 4, “Work with apps and notifications.”

## The *Step by Step* approach

The book’s coverage is divided into parts that represent general computer usage and management skill sets. Each part is divided into chapters that represent skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you’ll find a series of practice tasks you can complete on your own by using the skills taught in the chapter. You can use the practice files that are available from this book’s website to work through the practice tasks, or you can use your own files.

## Download the practice files

Although you can complete the practice tasks in this book by using your own files, for your convenience we have provided practice files for many of the tasks. You can download these practice files to your computer by going to [the website](#) and following the instructions on the webpage.



**IMPORTANT** Windows 10 is not available from the book’s website. You should install that operating system before working through the procedures and practice tasks in this book. For information about installing Windows 10, see Appendix A, “Install or upgrade to Windows 10.”

You can use the files that are supplied for the practice tasks to perform the tasks, and if there are changes, you can save the finished versions of each file. If you later want to repeat practice tasks, you can download the original practice files again.



**SEE ALSO** For information about working with files, see Chapter 3, “Manage folders and files.”

The following table lists the practice files for this book.

<b>Chapter</b>	<b>Folder</b>	<b>File</b>
1: Get started using Windows 10	None	None
2: Personalize your working environment	Win10SBS\Ch02	Background01.jpg through Background08.jpg
3: Manage folders and files	Win10SBS\Ch03	Files\Brochure.pptx Photos\Backgrounds\Background.jpg Photos\Backgrounds\Background03.jpg Photos\Backgrounds\Background08.jpg Photos\Lucy.jpg Photos\Lucy2.jpg Events.docx Expenses.xlsx PackingList.docx Password01.jpg through Password03.jpg Survey.docx TravelChecklist.xlsx
4: Work with apps and notifications	None	None
5: Safely and efficiently browse the Internet	None	None
6: Manage peripheral devices	None	None
7: Manage network and storage resources	Win10SBS\Ch07	Folder only
8: Manage user accounts and settings	Win10SBS\Ch08	Account01.jpg through Account05.jpg Password01.jpg through Password03.jpg
9: Manage computer settings	None	None
10: Manage power and access options	Win10SBS\Ch10	LockScreen01.jpg through Lockscreen13.jpg
11: Work more efficiently	Win10SBS\Ch11	None
12: Protect your computer and data	None	None

## Adapt procedures for your environment

The instructions in this book assume that you're interacting with on-screen elements on your computer by clicking (with a mouse, touchpad, or other hardware device). If you're using a different method—for example, if your computer has a touchscreen interface and you're tapping the screen (with your finger or a stylus)—substitute the applicable tapping action when you interact with a user interface element.



**SEE ALSO** For information about touchscreen interaction, see Appendix B, “Keyboard shortcuts and touchscreen tips.”

Instructions in this book refer to user interface elements that you click or tap on the screen as *buttons*, and to physical buttons that you press on a keyboard as *keys*, to conform to the standard terminology that is used in documentation for these products.

Multistep procedural instructions use this format:

1. To select the paragraph that you want to format in columns, triple-click the paragraph.
2. On the **Layout** tab, in the **Page Setup** group, click the **Columns** button to display a menu of column layout options.
3. On the **Columns** menu, click **Three**.

On subsequent instances of instructions that require you to follow the same process, the instructions might be simplified in this format because the working location has already been established:

1. Select the paragraph that you want to format in columns.
2. On the **Columns** menu, click **Three**.

When the instructions tell you to enter information, you can do so by typing on a connected external keyboard, tapping an on-screen keyboard, or even speaking aloud, depending on your computer setup and your personal preferences.

## Ebook edition

If you're reading the ebook edition of this book, you can do the following:

- Search the full text
- Print
- Copy and paste

You can purchase and download the ebook edition from the Microsoft Press Store at <http://aka.ms/Windows10SBS/details>.

## Get support and give feedback

This topic provides information about getting help with this book and contacting us to provide feedback or report errors.

### Errata and support

We've made every effort to ensure the accuracy of this book and its companion content. If you discover an error, please submit it to us at <http://aka.ms/Windows10SBS/errata>.

If you need to contact the Microsoft Press Support team, please send an email message to [mspinput@microsoft.com](mailto:mspinput@microsoft.com).

For help with Microsoft software and hardware, go to <http://support.microsoft.com>.

### We want to hear from you

At Microsoft Press, your satisfaction is our top priority, and your feedback our most valuable asset. Please tell us what you think of this book at <http://aka.ms/tellpress>.

The survey is short, and we read every one of your comments and ideas. Thanks in advance for your input!

### Stay in touch

Let's keep the conversation going! We're on Twitter at <http://twitter.com/MicrosoftPress>.







# Personalize your working environment

## 2

In Chapter 1, “Get started using Windows 10,” we looked at the Windows user interface elements that you encounter in every Windows session—the Lock screen, the Welcome screen, the desktop, the taskbar, the Start screen, and the Start menu. (The other place you’ll probably spend a lot of time is in File Explorer, which we discuss at length in Chapter 3, “Manage folders and files.”)

Some of the Windows user interface elements might look different on your computer from the ones we show in this book, because the colors and images might have been set by the computer manufacturer to something other than the defaults. One of the things people like to do with their Windows computers is personalize the user interface to reflect things they like and want to see rather than things that other people have decided they should see. And that is what this chapter is about!

This chapter guides you through procedures related to modifying the Start screen and Start menu, managing Start screen tiles, setting the desktop background and system colors, configuring the taskbar, and applying and managing themes.

### In this chapter

- Configure the Start screen and Start menu
- Manage Start screen tiles
- Set the desktop background and system colors
- Configure the taskbar
- Apply and manage themes

### Practice files

For this chapter, use the practice files from the Win10SBS\Ch02 folder. For practice file download instructions, see the introduction.

## Configure the Start screen and Start menu

As mentioned in Chapter 1, “Get started using Windows 10,” the Start screen that debuted in Windows 8 and the Start menu that was in Windows 7 and previous versions of Windows have been combined and are both available, all the time, in Windows 10. You have the choice of two Start screen configurations:

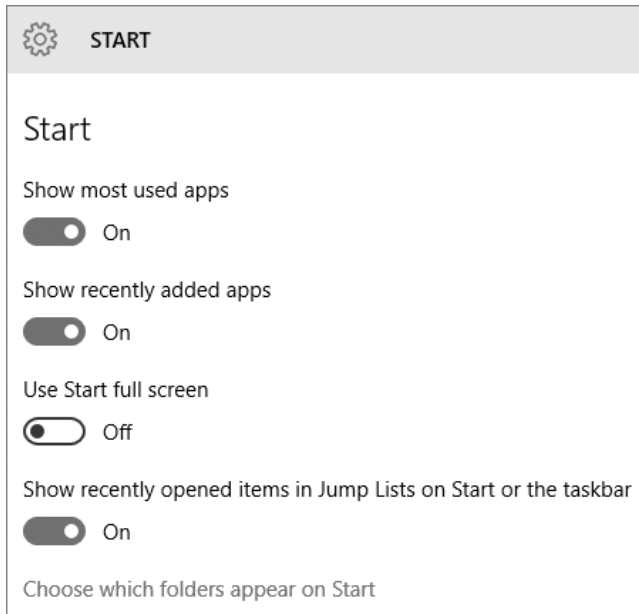
- A full-screen Start screen with the Start menu collapsed on the left side
- A partial-screen Start screen with the Start menu always visible on the left side

The partial-screen configuration is the default.



*The default Start screen configuration always displays the Start menu*

In either configuration, the Start menu displays predefined content, and the Start screen displays tiles. In contrast to earlier versions of Windows in which you could add shortcuts to specific apps to the Start menu, you now choose only the types of content you want Windows to display on the Start menu, and add custom content only to the Start screen.



*The default Start screen settings*



**TIP** In the Windows user interface, the combined Start screen and Start menu are often referred to simply as *Start*. Some documentation refers to clicking the Start button simply as *clicking Start*. Because Windows 10 has three distinct Start elements—the Start button, the Start menu, and the Start screen—we refer to each of these elements separately in this book.

## Set the Start screen size

The Start menu configuration that is best for you depends on the way you work—considerations include whether you primarily interact with Windows by clicking or tapping the screen, which method you prefer to use to start apps, whether you depend on live tiles for information, whether you make use of jump lists, and how large your screen is. Your initial preference might be based solely on what you're used to and comfortable with. You can easily try out both configurations to determine which is more efficient for the way that you work.

Changing the Start menu configuration is a simple one-click process. When you turn the full-screen setting on or off, the change takes place immediately. It isn't necessary to sign out of Windows or restart your computer to implement it.

You can adjust the height and width of the partial-screen Start screen. When you make the Start screen wider or narrower, the width of the tile groups might change from three medium tiles at narrower widths to four medium tiles at wider widths.



**SEE ALSO** For information about arranging tiles and tile groups on the Start screen, see the topic "Manage Start screen tiles" later in this chapter.

### To switch between the default and full-screen Start screen

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Start**.
3. In the **Start** pane, click **Use Start full screen**. Then click the **Start** button to test the setting.

### To resize the partial-screen Start screen

1. Do any of the following:
  - Drag the top border of the **Start** screen up or down to increase or decrease its height.
  - Drag the right border of the **Start** screen right or left to increase or decrease its width.

### To display Start screen tiles that don't fit on the partial Start screen

1. Point to the **Start** screen to display the vertical scroll bar on the right edge.



**TIP** The scroll bar appears only when there are more tiles than fit on the Start screen at the current size.

2. Drag the scroll box or click the scroll bar to scroll the **Start** screen content.

## Configure Start menu content

On the left side of the Start screen, the Start menu displays information that is related to users and apps. At a minimum, it displays your user account button at the top and the Power and All Apps buttons at the bottom. (The Power and All Apps buttons are also available directly from the Start screen in the full-screen configuration.)

The Start menu can also display the following lists:

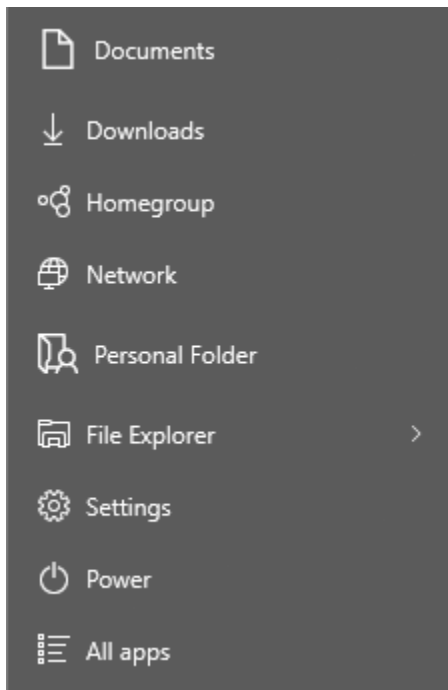
- **Most Used app list** On a new Windows 10 installation, this list contains links to some standard Windows utilities, or to apps that were selected by the computer manufacturer. As you use Windows, the apps you use most often that aren't pinned to the Start screen appear in this list.
- **Recently Added app list** This list displays apps for a short time after you install them. If no apps have been installed recently, the Start menu doesn't display the Recently Added list heading.
- **Recently opened items** When this setting is turned on, you can quickly access files that you've opened with apps that support this feature (such as Microsoft Office apps) from the Start menu or taskbar.

The Windows 10 Start menu does *not* have an area in which you can pin app shortcuts—you pin these to the Start screen instead.

At the bottom of the Start menu, just above the Power button, you can display links to the following items:

- File Explorer
- The Settings window
- Your Documents, Downloads, Music, Pictures, and Videos folders
- The Homegroup and Network windows
- Your personal folder, from which you can access all your user account-specific folders and settings

The Start menu displays only File Explorer and Settings by default; you must turn on any specific folders or windows you want to display.



*The folders you select always display in the same order*

### To display or hide app lists on the Start menu

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Start**.
3. In the **Start** pane, do any of the following:
  - Click **Show most used apps** to turn off or on the Most Used list.
  - Click **Show recently added apps** to turn off or on the Recently Added list.



**TIP** Both of these lists are turned on by default.

4. Click the **Start** button to test the setting.





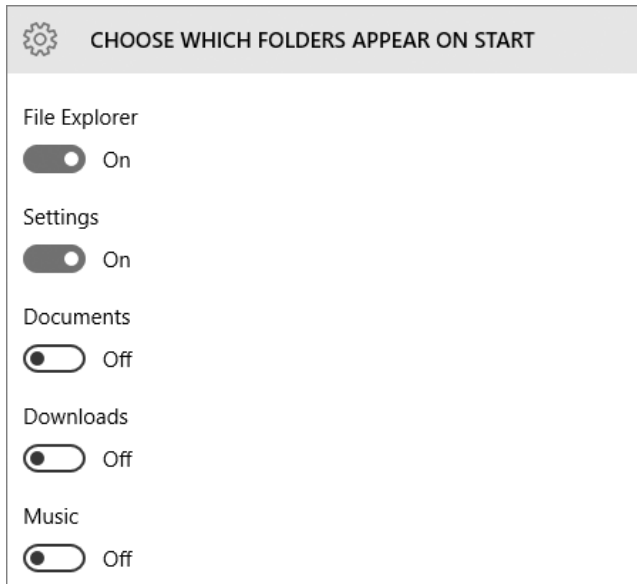
**TIP** Windows 10 does not have an option to specify the number of items in the Start menu lists.

### To display or hide jump lists on the Start menu and taskbar

1. On the **Personalization** page of the **Settings** window, click **Start**.
2. In the **Start** pane, click **Show recently opened items in Jump Lists on Start or the taskbar** to turn jump lists on or off.

### To add or remove folders on the Start menu

1. On the **Personalization** page of the **Settings** window, click **Start**.
2. At the bottom of the **Start** pane, click **Choose which folders appear on Start** to display a list of options, each with a toggle button.



*Click a toggle button to turn on or off the display of a folder*

3. On the **Choose which folders appear on Start** page, set the toggle buttons for the folders that you want to appear on the Start menu to **On**, and the others to **Off**.

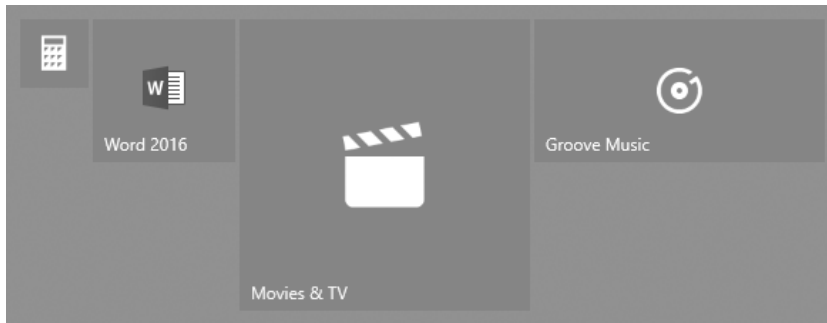
## Manage Start screen tiles

The Start screen content (other than the Start menu) is displayed in the form of *tiles*. Each tile is actually a shortcut to something else—usually an app, but tiles can also link to other things, such as folders in File Explorer or individual songs in your Groove Music library. You can add tiles to the Windows 10 Start screen by pinning shortcuts to it, including shortcuts to apps, files, folders, web links, contact cards, songs, movies, and pictures—almost anything you want to get to quickly.



*A typical Start screen configuration*

Tiles are square or rectangular, and can be set to four different sizes: Small, Medium, Large, and Wide. All tiles support the Small and Medium sizes. App tiles also support the Wide and Large sizes, which are most appropriate for apps that display information (other than the app name and/or icon) on the tile that you want to see. (Of course, you can also use them if you just want a really big target to click.) When you pin an item to the Start screen, the new app tile defaults to the Medium size and appears at the bottom or far right of the Start screen.



*The four Start screen tile sizes*

Tiles for some Windows Store apps that provide access to frequently updated information (such as news, weather, traffic, stock market data, messages, social media network updates, and calendar events) can display and update content directly on the Start screen. These are called *live tiles*. Some apps even permit you to pin multiple live tiles that display different data to the Start screen.



*Different sizes of live tiles display different amounts of information*

The content displayed on a live tile can come from an online source, such as a news service, or from a local source, such as your Pictures folder. Only Medium, Large, and Wide tiles display live content; it is turned off for smaller tiles, and if the on-screen movement bothers you, you can turn off the live content for any tile. When live content is off, the tile displays the app icon and its name.

Tiles always align on the Start screen in a grid format. When you place tiles next to each other, they form a group, and a title bar for that group appears. You can also assign a name to the tile group. You can create additional groups of tiles by dropping them a bit further away from an existing group. After you create a group, you can easily move tiles into or out of the group, or move the entire group of tiles to a different location on the Start screen. You can organize tiles on the Start screen in whatever grouping is most logical and convenient to you—by type, by purpose, by project, alphabetically—there is no magic formula that will satisfy everyone. Fortunately, the Start screen content is easy to customize.



**TIP** Your Start screen structure is one of the Windows settings that you can synchronize among computers that you sign in to by using your Microsoft account. For information about synchronizing settings, see “Customize your sign-in options” in Chapter 8, “Manage user accounts and settings.”

Computer manufacturers place tiles on the Start screen to help you find apps and tools that you might want to use (for example, a link to the support department for the computer manufacturer, or to a free app that comes with the computer). You can remove the tiles you don’t use, or just move them to one side and make them small. Removing tiles does not uninstall apps, delete folders, or otherwise affect the item that the tile links to. You can start apps from the All Apps list or locate folders in File Explorer.



**SEE ALSO** For information about files and folders, see Chapter 3, “Manage folders and files.” For information about pinning apps to the Start screen and starting apps, see Chapter 4, “Work with apps and notifications.”

The procedures in this topic pertain to the mechanics of the Start screen rather than its content. For information about managing the content of the Start screen, see the “Configure the Start screen and Start menu” topic earlier in this chapter.

### To move a Start screen tile

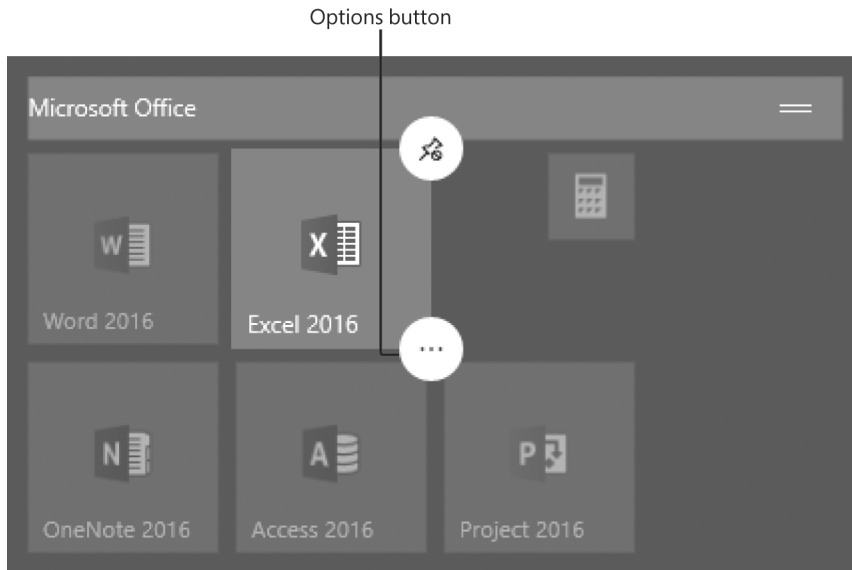
1. Click and hold the tile you want to move, and then drag it to its new location.



**TIP** The screen becomes shaded to indicate change when you move the tile, but until then there is no specific indicator that you’re editing the screen.

Or

1. On a touchscreen device, tap and hold the tile to activate the Start screen elements for editing. The screen changes to a shaded color and the tile group title boxes are visible.



*The Start screen activated for editing on a touchscreen device*

2. Drag the tile to its new location.
3. Make any additional changes to the **Start** screen, and then tap an empty area of the **Start** screen to return it to its normal state.

### To resize a Start screen tile

1. Do one of the following:
  - Right-click the tile, and then click **Resize**.
  - Tap and hold the tile, and then tap the **Options** button that appears in its lower-right corner.
2. Click the tile size you want (**Small**, **Medium**, **Large**, or **Wide**).



**TIP** Moving or resizing a tile might change the layout of the surrounding tiles.

### To add a tile to an existing tile group

1. Drag the tile to slightly overlap with an existing tile in the group you want to add it to, and then release it.

### To create a new tile group

1. Drag a tile to an open space above, below, or to the side of an existing group.
2. When a shaded bar (a blank tile group title bar) appears, release the tile to create the tile group.



*Creating a new tile group by dragging a song tile*

### To name a tile group

1. If you create a tile group by tapping and dragging a tile on a touchscreen device, the tile group title bar is active for editing when you release the tile. Tap **Name group**, and then enter the title you want to assign to the tile group.



*Creating a tile group on a touchscreen device*

Or

1. Point to the area above the tile in a new group, or above the top row of tiles in an existing group.
2. When **Name group** appears, click it to activate it for editing.
3. Enter the title you want to assign to the tile group.

### To rename a tile group

1. Point to the tile group title, and then click the title bar or the handle that appears at its right end to activate the title bar for editing.



*A tile group title bar that is active for editing*

2. Edit the existing title, or click the **X** at the right end of the title box to delete the existing content, and then enter the new title.
3. Press **Enter**, or click or tap away from the title box to return the Start screen to its normal state.

### To move a tile group

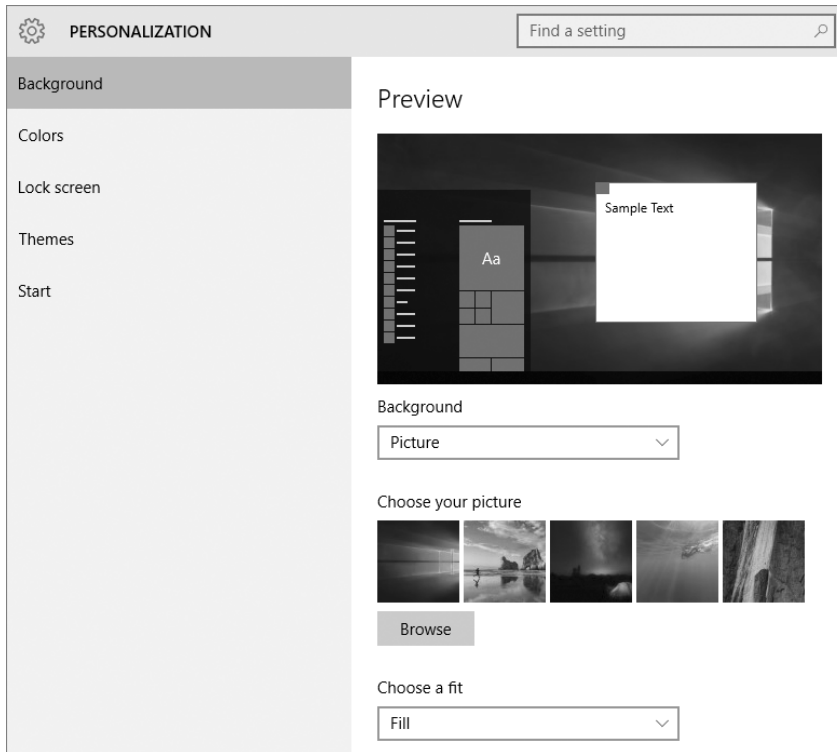
1. Click and hold (or tap and hold) the tile group title bar, and then drag the group to its new location.

As you drag, the group tiles collapse into the group title bar, and other groups move to make space for the group you're dragging.

2. When the group is in the location you want it, release the title bar.

# Set the desktop background and system colors

You can use the options in the Personalization category of the Settings window to set the desktop background and the accent color that is used for various operating system elements, including the Start menu, taskbar, Action Center, and window title bars.



*The default Windows 10 desktop background pictures*



**TIP** In addition to the changes described in this topic, you can apply a custom theme, which sets the background, color scheme, and other properties at one time. For more information, see "Apply and manage themes" later in this chapter.

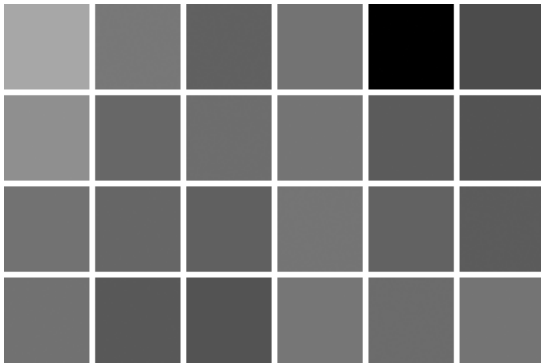


## Set the desktop background

Your choice of desktop background usually reflects your personal taste—what you like to see when your app windows are minimized or closed. Some people prefer simple backgrounds that don't obscure their desktop icons, some prefer photos that reflect a specific theme, and some prefer personal photos of family members, pets, or favorite places.

You can set your desktop background to any of the following:

- **A picture** You can choose one of the photos that come with Windows, or a digital image of your own. The image can be any of several file types, including BMP, GIF, JPG, PNG, TIF, and the less common DIB, JFIF, JPE, JPEG, and WDP file types.
- **A solid color** If you want to keep things simple, you can opt for a plain, colored background. You can choose from a palette of 24 colors.



*Desktop background color options*

- **A slideshow** You can display the contents of a folder of your choice, with the background image changing as frequently as every minute or every 10 minutes, 30 minutes, hour, six hours, or day. You can display the images in the order they appear in the folder, or in a random order.

When you select a background option, a preview of the option appears at the top of the Background pane.

When displaying an image or slideshow as your desktop background, you can specify the position of the image as follows:

- **Fill** The image is centered on the screen. The image fills the screen horizontally and vertically, and maintains its original aspect ratio. Parts of the image might overrun the left and right sides or the top and bottom edges (but not both).
- **Fit** The image is centered on the screen. The image fills the screen horizontally or vertically, and maintains its original aspect ratio. Parts of the image might not fill the left and right sides or the top and bottom edges.
- **Stretch** The image is centered on the screen. The image fills the screen horizontally and vertically, but does not maintain its original aspect ratio. No part of the image overruns the screen.
- **Tile** The image is anchored in the upper-left corner of the screen at its original size, followed by as many copies as are necessary to fill the screen. Parts of the right-most and bottom tiles might overrun the edges of the screen.
- **Center** The image is centered on the screen at its original size.
- **Span** When you have multiple monitors connected to the computer, this option stretches the image across the monitors.

When you select a picture position that doesn't fill the screen (such as Fit or Centered) the rest of the desktop is filled with the currently selected desktop background color.



**IMPORTANT** At the time of this writing, the desktop background preview doesn't appear immediately when you select a new picture; there is a lag time of a few seconds. That might improve in future builds of Windows 10.

### To set one desktop background image

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Background**.
3. In the **Background** pane, click **Picture** in the **Background** list.

4. In the **Choose your picture** area, do one of the following:
  - Click a thumbnail to select a Windows 10 image or a previously selected picture.
  - Click the **Browse** button. In the **Open** dialog box, browse to and click the image you want to use. Then click the **Choose picture** button.
5. In the **Choose a fit** list, click **Fill**, **Fit**, **Stretch**, **Tile**, **Center**, or **Span** to indicate the way you want to position the image.
6. When the preview image updates to reflect your settings, make any necessary changes to configure the desktop background the way you want it.



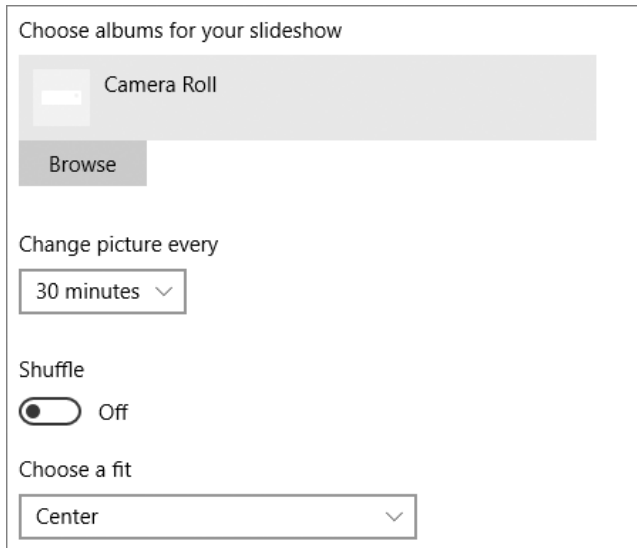
**IMPORTANT** If you choose the **Fit** or **Centered** option, the image will have the currently selected desktop background color behind it. If you don't like the desktop background color, change it and then reselect the desktop background image.

### To display a series of desktop background images

1. Place the images you want to display into one folder.
2. Open the **Settings** window.
3. Click **Personalization**, and then on the **Personalization** page, click **Background**.
4. In the **Background** pane, expand the **Background** list, and then in the list, click **Slideshow**.
5. If you want to use a folder other than the one shown in the **Choose albums for your slideshow** area (by default, this is your Pictures folder), click the **Browse** button. In the **Select folder** dialog box, browse to and click the folder of images you want to use. Then click the **Choose this folder** button.



**TIP** Although the area is named *Choose albums...* you can choose only one folder in the **Select Folder** dialog box.



*Desktop slideshow options*

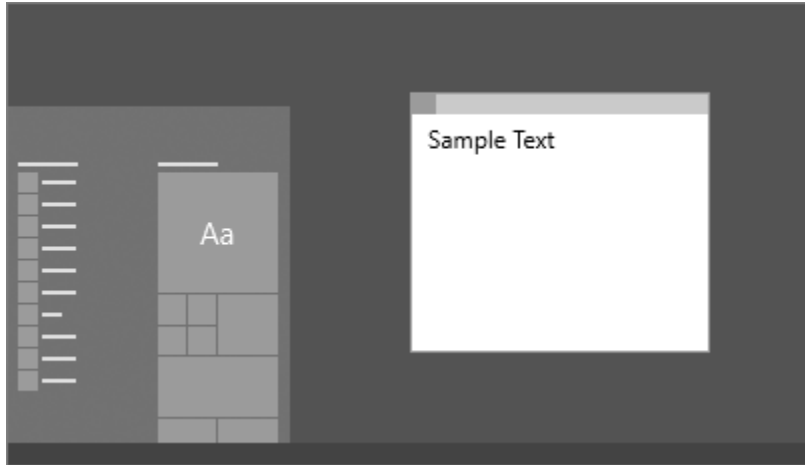
6. If you want to display the folder contents in a random order, set the **Shuffle** toggle button to **On**.
7. In the **Choose a fit** list, click **Fill**, **Fit**, **Stretch**, **Tile**, **Center**, or **Span** to indicate the way you want to position the images. Consider that in the slide show, image sizes might vary.
8. When the preview image updates to reflect your settings, make any necessary changes to configure the desktop background the way you want it.

#### **To set a desktop background color**

1. In the **Settings** window, click **Personalization**, and then on the **Personalization** page, click **Background**.
2. In the **Background** pane, click **Solid Color** in the **Background** list to display the color grid. An outline indicates the current color.
3. In the color grid, click the color swatch you want to use.
4. When the preview image updates to reflect your settings, make any necessary changes to configure the desktop background the way you want it.

## Set an accent color

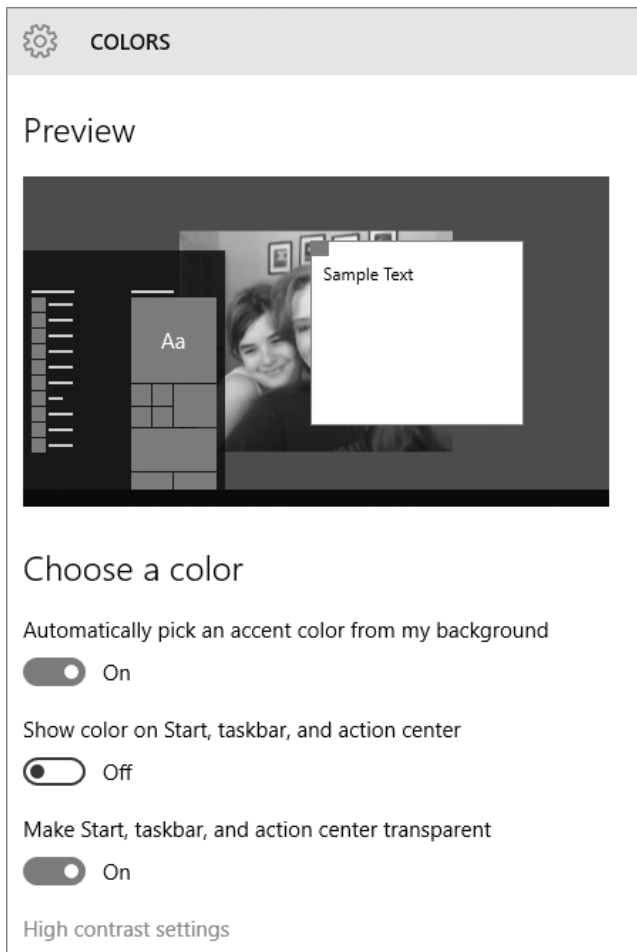
The preview at the top of the Background pane and the preview at the top of the Colors pane display the same image: a partial-screen Start screen, taskbar, and window against the currently selected background.



*Previewing the desktop background and accent color*

The colors displayed on the Start screen, taskbar, and window are controlled by the accent color settings. When selecting an accent color, you can choose from four configurations based on combinations of two settings:

- The Start screen, taskbar, tiles, and window accents can be black, or they can be shades of the accent color. If they are controlled by the accent color, tiles (on the Start screen and in the Action Center) and window accents (such as toggle buttons) are the accent color, the Start screen is a medium shade of the accent color, and the taskbar is a dark shade of the accent color.
- Windows can select an accent color based on the desktop background, or you can select an accent color. When the desktop background is any solid color, Windows selects gray as the accent color. When the desktop background is a picture, Windows selects a color from the picture.

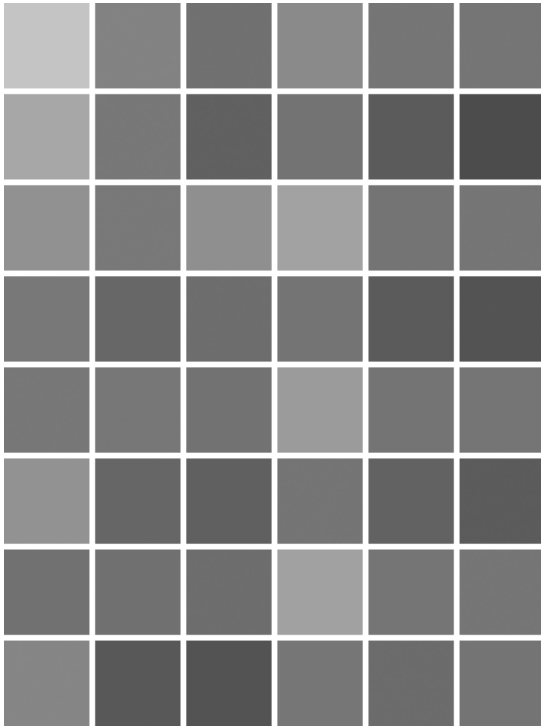


*The default Colors options set an automatic accent color and transparent screens*

If you select the accent color, you can choose from a palette of 48 standard colors.



**TIP** When Windows selects an accent color from a background picture, the accent color grid expands to include that color in addition to the 48 standard colors, so your accent color palette might have more colors than are shown in this book.



*Accent color options*

The final option in the Colors pane isn't related to the accent color, but it affects the same elements as the accent color. The option, which is turned on by default, makes the Start screen, taskbar, and Action Center transparent so that you can see the desktop and open windows behind them. This Windows Aero feature was introduced for windows frames and the taskbar in Windows 7, relegated to only the taskbar in Windows 8, and has returned in Windows 10. You can't control the percentage of transparency (or rather, opacity) of the user interface elements—they're either transparent or opaque—but the transparency level does seem to be slightly less in Windows 10 than in previous versions of Windows, and therefore slightly less distracting. We turned off the transparency to capture the images in this book. Try it out to find out whether you like it.

### To set an accent color based on the desktop background

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Colors**.
3. In the **Colors** pane, set the **Automatically pick an accent color...** toggle button to **On**.



**TIP** If your desktop background is set to Slideshow and you turn on the Automatically Pick An Accent Color... setting, the accent color will change when the desktop background changes. If you like change, you'll like this combination. And if you don't, you might find it distracting.

### To set a specific accent color

1. In the **Settings** window, click **Personalization**, and then on the **Personalization** page, click **Colors**.
2. In the **Colors** pane, set the **Automatically pick an accent color...** toggle button to **Off** to display the color grid. An outline indicates the current color.
3. In the color grid, click the color swatch you want to use. Windows implements the change and updates the preview image.

### To display the Start menu and taskbar in color

1. In the **Settings** window, click **Personalization**, and then on the **Personalization** page, click **Colors**.
2. In the **Colors** pane, set the **Show color on Start, taskbar, and action center** toggle button to **On** to implement the change and update the preview image.

### To switch between transparent and opaque user interface elements

1. In the **Settings** window, click **Personalization**, and then on the **Personalization** page, click **Colors**.
2. In the **Colors** pane, do one of the following:
  - If you want the Start screen, taskbar, and Action Center to be transparent, set the **Make Start, taskbar, and action center transparent** toggle button to **On**.
  - If you want the Start screen, taskbar, and Action Center to be opaque, set the **Make Start, taskbar, and action center transparent** toggle button to **Off**.

Windows implements the change. This setting doesn't affect the preview image, but if your desktop background has content at the bottom of the screen, the effect might be apparent on your taskbar.

3. To check the effect of the setting, display the **Start** screen or Action Center.



# Configure the taskbar

In Chapter 1, “Get started using Windows 10,” we reviewed the functionality available from the taskbar. In this topic we discuss the changes you can make to the taskbar to customize it so that you can work most efficiently.

2



**TIP** The most common customization of the taskbar is to add app shortcuts to it. In this topic, we discuss the functionality that is built in to the taskbar. For information about creating shortcuts on the taskbar to apps, folders, websites, and other items, see Chapter 4, “Work with apps and notifications.”

## Change taskbar appearance

As previously mentioned, you can move the taskbar from its default location at the bottom of the screen to any other edge of the screen. You might find it easier to move the pointer to the taskbar when it’s on the side or top of the screen than when it’s at the bottom of the screen. If you’re working on a small screen, you might also like to have the additional vertical space that you gain by moving the taskbar to the left or right side of the screen.



Wherever you position the taskbar, the Start screen expands from the Start button

When you move the taskbar to the left or right side of the screen, it changes in the following ways:

- The width changes to accommodate the time and date, which are at the bottom of the vertical taskbar.
- The Start button is at the top of the vertical taskbar, and the Show Desktop button is at the bottom. Clicking the Start button expands the Start screen from that location.
- The search box changes to a search button. Clicking the search button expands the usual search pane.
- Buttons, icons, and taskbar toolbars rotate to a horizontal orientation, so you don't have to turn your head sideways to read them.
- Small notification area icons move side by side.

Regardless of the taskbar location, you can change the height (when horizontal) or width (when vertical) to accommodate more buttons and toolbars. Other ways to fit more onto the taskbar include the following:

- Switch to “small taskbar buttons.” This change affects not only the size of the buttons, it also collapses the search interface from a rectangular input box to a button that you click to display the box, which provides significantly more space for buttons and toolbars.
- If you don't use Task view, or use a keyboard shortcut to access it, you can remove the Task View button from the taskbar.
- If you don't intend to use the on-screen keyboard, you can remove the touch keyboard button from the notification area of the taskbar.



*Double-height taskbar without Task View, displaying small taskbar buttons*



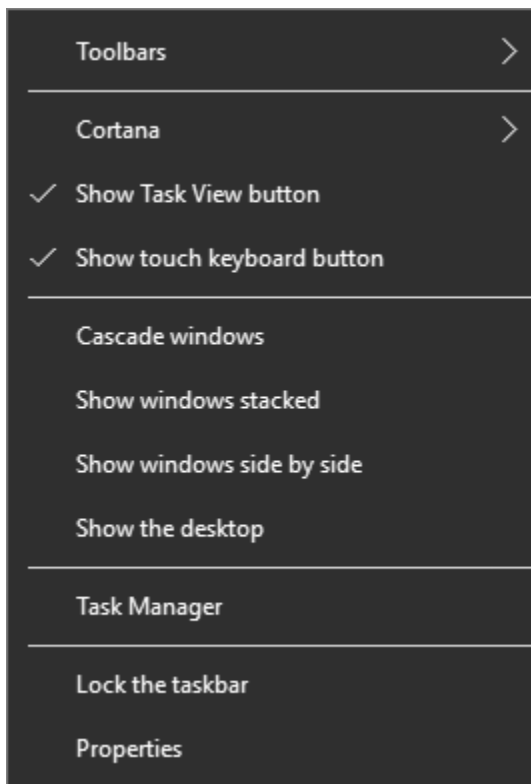
**TIP** Clicking or tapping the touch keyboard button displays an on-screen keyboard. You can click or tap keys on the keyboard to enter text as you would by using an external keyboard.

By default, you can move and resize the taskbar freely, but if you prefer you can lock the taskbar so that you don't accidentally drag the taskbar or its border. You can make changes to the taskbar only when it's unlocked.

When working with the taskbar, you can manage some of its features from the shortcut menu that appears when you right-click an empty area of the taskbar, some features from the Taskbar And Start Menu Properties dialog box, and some features in both places.

### To display the taskbar shortcut menu

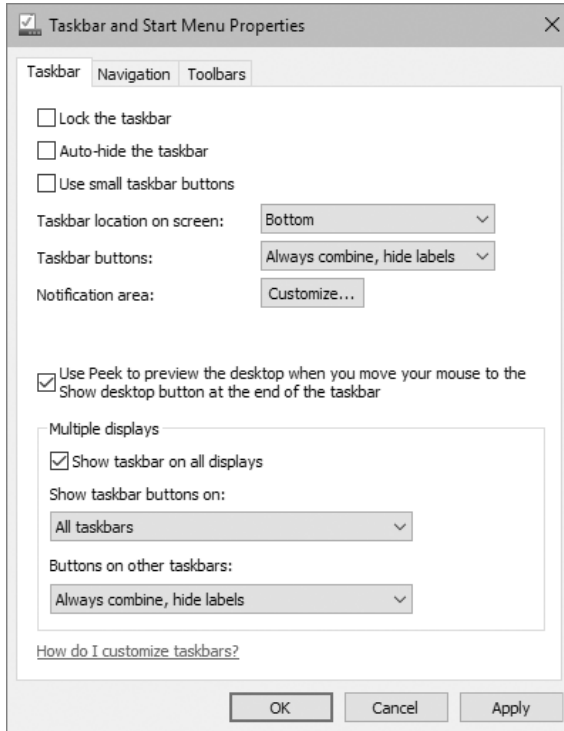
1. Right-click an empty area of the taskbar.



*The default settings on the taskbar shortcut menu*

## To open the Taskbar And Start Menu Properties dialog box

1. Right-click an empty area of the taskbar, and then click **Properties**.



*The default settings on the Taskbar tab of the dialog box*

The Taskbar tab includes the Multiple Displays settings only when your computer has multiple displays (monitors) connected to it. We discuss the settings for multiple displays in Chapter 6, “Manage peripheral devices.”



**IMPORTANT** The name of the Taskbar And Start Menu Properties dialog box is left over from previous versions of Windows, in which the dialog box also had a Start menu tab from which you could manage Start menu settings. In Windows 10, you manage the Start menu and Start screen settings in the Settings window. It’s possible that in a later release of the operating system, the name of this dialog box will change to more closely reflect its current content.

### To prevent or allow changes to the taskbar

1. On the taskbar shortcut menu, click **Lock the taskbar**.



**TIP** A check mark indicates that an option on the shortcut menu is active.

Or

1. Open the **Taskbar and Start Menu Properties** dialog box.
2. On the **Taskbar** tab, select or clear the **Lock the taskbar** check box.
3. Click **Apply** to implement the change or **OK** to implement the change and close the dialog box.

### To move the taskbar

1. Do one of the following:
  - Drag the taskbar to any edge of the screen.

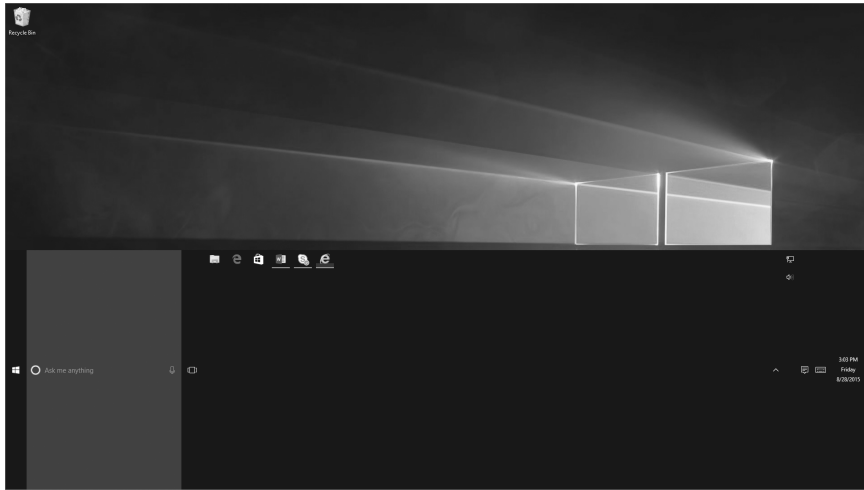


**TIP** The movement of the taskbar across the screen might not be apparent; instead, it might appear to jump from location to location.

- Right-click the taskbar, and then click **Properties**. On the **Taskbar** tab of the **Properties** dialog box, in the **Taskbar location on screen** list, click **Left**, **Right**, or **Top** (or click **Bottom** to return the taskbar to its default location).

### To change the taskbar height

1. Point to the inside edge of the taskbar.
2. When the pointer changes to a double-headed arrow, drag the inside edge of the taskbar to change its height (or width, when vertical) to the size you want it. The height or width can be up to 50 percent of the screen height or width.



*Just because you can, doesn't mean that you should...*

### To display small taskbar buttons

1. On the **Taskbar** tab of the **Taskbar and Start Menu Properties** dialog box, select the **Use small taskbar buttons** check box.
2. Click **Apply** or **OK**.

### To hide or display the Task View button

1. On the taskbar shortcut menu, click **Show Task View button**.

### To hide or display the touch keyboard button

1. On the taskbar shortcut menu, click **Show touch keyboard button**.

## Change taskbar behavior

There are a few other changes you can make to the way that the taskbar functions, from the Taskbar And Start Menu Properties dialog box.

By default, each app (or each instance of an app) that you open displays a button on the taskbar. Active app buttons are differentiated from app shortcuts by a colored bar below the button. By default, multiple buttons for the same app stack on top of each

other so that each app has only one button, and clicking the button displays thumbnails of each instance of the app. If you prefer, you can display individual buttons for each instance of an app, or display individual buttons until your taskbar is full and then combine them.

If you prefer to not have the taskbar taking up space on your screen, you can hide it (on any edge of the screen) so that it appears only when you point to it. This could be convenient if you have a small screen or are simply distracted by the busyness of the taskbar.

If you find that you accidentally invoke the Peek function when your mouse pointer wanders into the corner of the screen above the Show Desktop button, you can turn off that function. Turning off Peek doesn't affect the Show Desktop function.

#### To hide the taskbar when it isn't active

1. Open the **Taskbar and Start Menu Properties** dialog box.
2. On the **Taskbar** tab, select the **Auto-hide the taskbar** check box.
3. Click **Apply** to implement the change or **OK** to implement the change and close the dialog box.

#### To change the display of multiple app taskbar buttons

1. On the **Taskbar** tab of the **Taskbar and Start Menu Properties** dialog box, click the **Taskbar buttons** list to expand it, and then click one of these options:
  - **Always combine, hide labels** (the default)
  - **Combine when taskbar is full**
  - **Never combine**
2. Click **Apply** or **OK**.

#### To turn the Peek function off or on

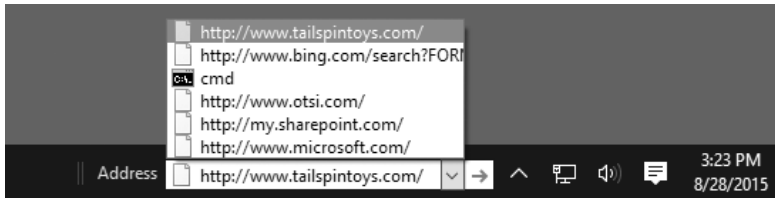
1. On the **Taskbar** tab of the **Taskbar and Start Menu Properties** dialog box, clear the **Use Peek...** check box to turn the feature off, or select the check box to turn the feature on.
2. Click **Apply** or **OK**.

## Display and manage toolbars on the taskbar

Windows provides three “toolbars” that you can display on the taskbar to provide easy access to information that you’d otherwise have to open a separate app to get to. The three built-in toolbars are:

- **Address** The Address toolbar displays a browser address bar directly on the taskbar. You can perform three operations from here:
  - To start your default browser and display a website, enter a URL in the address bar and then press Enter or click the Go button.
  - To conduct a web search by using the default browser search engine, enter a search term in the address bar.
  - To start an installed app, enter the app executable name (for example, *calc* to start the Calculator, *excel* to start Microsoft Excel, or *cmd* to display the command prompt window).

The Address toolbar retains a list of recent entries. To reopen a recent website or app or refresh a recent search, click the arrow at the right end of the address bar, and then click the entry you want.



*The Address toolbar provides quick access to sites, apps, and searches*

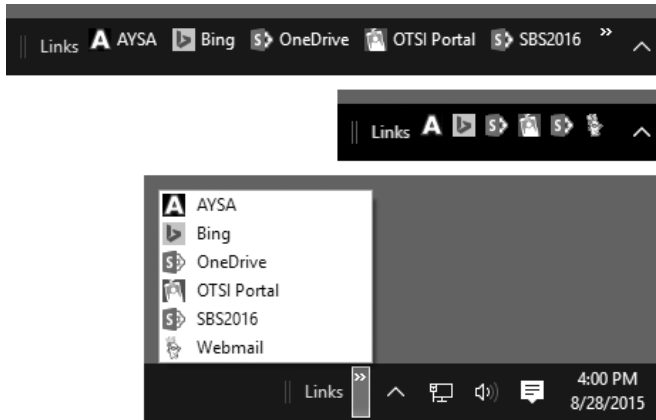


**TIP** Notice the double-line handle to the left of the toolbar. You can drag this handle to change the space allocated to the toolbar on the taskbar.

- **Links** The Links toolbar displays information from the same source as your Internet Explorer Favorites bar. You can add and remove links (to websites, files, folders, and apps) on either bar to share those changes with the Favorites bar and Links toolbar on all computers that you sign in to by using your Microsoft



account. At the time of this writing, the Links toolbar is connected to Internet Explorer and not yet connected to Edge, but that might change in later releases.

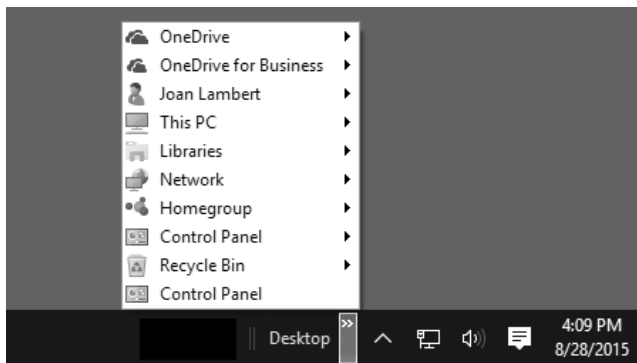


*Toolbars can display names and icons on the taskbar or on a menu*



**IMPORTANT** We expect that in a future release of Windows, the Links menu will display favorites from the Microsoft Edge browser, or a shared list of favorites from both Internet Explorer and Edge.

- **Desktop** The Desktop toolbar provides quick access to the storage locations that are available in the File Explorer Navigation pane and on your desktop.



*The Desktop toolbar provides easy access to shortcuts for apps, files, and folders*



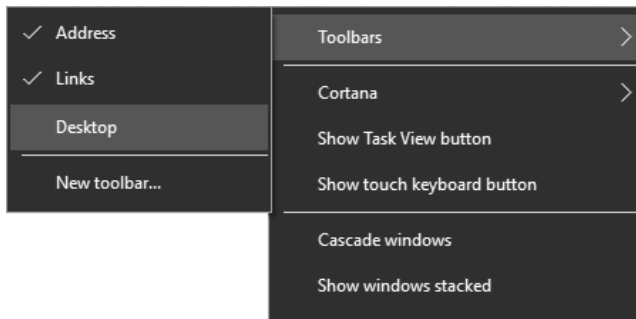
**TIP** You can change the width of a toolbar on the taskbar by dragging its handle. If all the toolbar links don't fit on the taskbar, a chevron button is available at its right end. Clicking the button displays a menu of hidden links.

When you add a toolbar to the taskbar, the toolbar name appears at the left end of the toolbar, next to the toolbar handle. You can remove the name from the taskbar to save space.

In addition to displaying the built-in toolbars, you can create custom toolbars. A custom toolbar points to a folder, which can contain shortcuts to files, apps, and other folders. You can use this technique to quickly access files for a specific project, client, or process.

### To display or hide a built-in toolbar on the taskbar

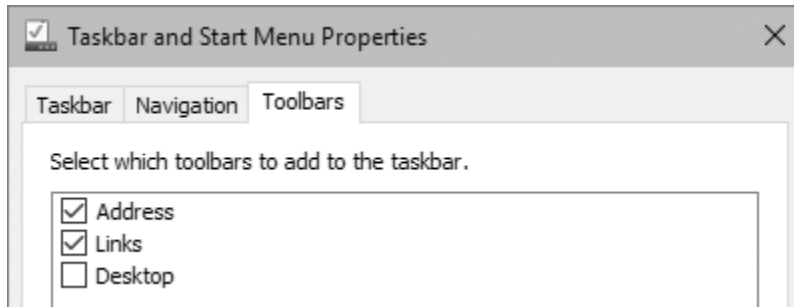
1. On the taskbar shortcut menu, click **Toolbars**, and then click the toolbar you want to display or hide.



*A check mark indicates that a toolbar is on the taskbar*

Or

1. Open the **Taskbar and Start Menu Properties** dialog box, and then click the **Toolbars** tab.



*Active custom toolbars also appear in this list*

2. Select the check box of each toolbar you want to display, and clear the check box of each toolbar you want to hide.
3. Click **Apply** to implement the change or **OK** to implement the change and close the dialog box.

### To display a custom toolbar on the taskbar

1. Put the files and shortcuts you want to display on the custom toolbar into a folder.



**TIP** Because the folder name will appear on the taskbar as the toolbar name, it's a good idea to give the folder a short name rather than a long name.

2. On the taskbar shortcut menu, click **Toolbars**, and then click **New toolbar**.
3. In the **New Toolbar – Choose a folder** window, browse to and select the folder you worked with in step 1. Then click the **Select Folder** button.

### To change the width of a taskbar toolbar

1. Drag the toolbar handle (the double line to the left of the toolbar) to change the taskbar space allocated to it.

### To hide or display the name of a taskbar toolbar

1. Right-click the toolbar, and then on the extended taskbar shortcut menu, click **Show title**.

### To hide or display item names on a built-in or custom taskbar toolbar

1. Right-click the toolbar, and then on the extended taskbar shortcut menu, click **Show Text**.

### To remove a toolbar from the taskbar

1. Do either of the following:
  - On the taskbar shortcut menu, point to **Toolbars**, and then click the toolbar you want to remove.
  - Right-click the toolbar, and then on the extended taskbar shortcut menu, click **Close toolbar**.

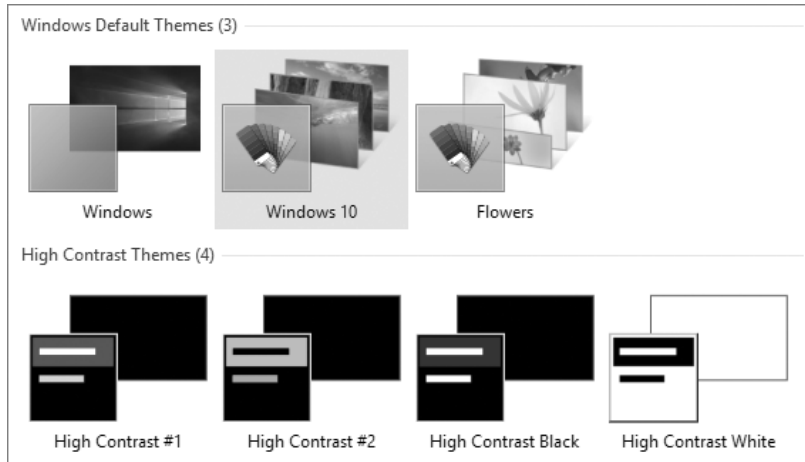


**TIP** Removing a custom toolbar from the taskbar removes that folder from the taskbar and from the Toolbars list. The folder remains in File Explorer, and you can redisplay it as a toolbar if you want to.

## Apply and manage themes

Previously in this chapter, we worked with the desktop background and system colors. You can configure those elements through the Windows 10 Personalization settings, or if you prefer you can apply an entire package of personalization elements at one time by applying a *theme*. The most common elements of a theme are a desktop background image or series of images, and a corresponding system color (or colors that change with the background image). These are the same elements we worked with in “Set the desktop background and system colors” earlier in this chapter. A theme can also include custom notification sounds that play to notify you of Windows events (such as a low battery or User Account Control request for Administrator approval of a change) and app events (such as an incoming instant message, a blocked pop-up window, or a completed transaction).

Three colorful themes (Windows, Windows 10, and Flowers) and four high contrast themes (#1, #2, Black, and White) come with Windows 10. Most of the images in this book depict the “Windows” theme desktop background.



*The built-in themes supplied with all Windows 10 installations*

The high contrast themes increase the color contrast of text, window borders, and images on your screen to make them more visible and easier to read and identify.









**TIP** If you use your own images as a desktop background and later want to regain access to the original “Windows” or “Windows 10” theme images, you can do so by applying that theme.


The manufacturer of your computer might also install a theme that is specific to the brand of computer you have. If you work in a managed computer environment, your company might have a corporate theme that is installed by default with the base computer image.

In addition to these theme options, thousands of themes are available online, from the Themes page of the Windows website. You can access the Themes page directly at [windows.microsoft.com/en-US/windows/themes](https://windows.microsoft.com/en-US/windows/themes) or from the Personalization panel that displays the themes that are already installed on your computer. The desktop backgrounds of these themes feature some breathtaking photography and creative


artwork across multiple subject categories that include not only general photography (landscapes, animals, plants, people, and places) but also themes tied to specific movies or games. You could spend hours browsing through the options.




<b>Featured themes</b> Animals Art (illustrative) Art (photographic) Automotive Games Holidays & seasons Movies Natural wonders Places & landscapes Plants & flowers Branded themes From the community Panoramic (dual monitor) With custom sounds Compatible with Windows 7 Compatible with the new Windows			
	<b>Antarctic</b> 15 images in theme Window color <input type="checkbox"/>	<b>Aurora Borealis</b> 8 images in theme Window color <input type="checkbox"/>	<b>Australian Landscapes</b> 10 images in theme Window color <input type="checkbox"/>
	<a href="#">Details</a> <a href="#">Download</a>	<a href="#">Details</a> <a href="#">Download</a>	<a href="#">Details</a> <a href="#">Download</a>
			
	<b>Beach Sunsets</b> 15 images in theme Window color <input type="checkbox"/>	<b>Bicycle Ride</b> 9 images in theme Window color <input type="checkbox"/>	<b>Bing Anniversary</b> 13 images in theme Window color <input type="checkbox"/>
	<a href="#">Details</a> <a href="#">Download</a>	<a href="#">Details</a> <a href="#">Download</a>	<a href="#">Details</a> <a href="#">Download</a>

*Theme categories and themes in the Natural Wonders category*

 **TIP** Themes that include custom sounds are easy to locate by clicking With Custom Sounds in the category list.

Themes in the Panoramic category are designed to span across two screens, for people who work with a second monitor that is connected to their computer system. For panoramic themes to work as intended, both screens must have the same resolution.

 **SEE ALSO** For information about screen resolution, see “Display your desktop on multiple screens” in Chapter 6, “Manage peripheral devices.”

		
<b>Glaciers Panoramic</b> 6 images in theme Window color adjusts to image <a href="#">Details</a> <a href="#">Download</a>	<b>Horizons Panoramic</b> 7 images in theme Window color adjusts to image <a href="#">Details</a> <a href="#">Download</a>	<b>Majestic Mountains Panoramic</b> 12 images in theme Window color adjusts to image <a href="#">Details</a> <a href="#">Download</a>

*Panoramic images span across monitors*

Clicking any theme thumbnail displays information about the theme, including the full selection of background images and the name of the photographer if the images are attributed to an individual person. Many of the themes in the From The Community category are contributed by photographers as showcases of their work.





Theme sound description
Dual monitor preview

## Waves panoramic theme


Ride the rolling waves in this free theme for the new Windows, in which stunning seascapes span your dual monitors for a truly panoramic effect. Features seaside sounds such as the cries of seagulls and pounding surf ... even a distant foghorn. The only things missing are sand between your toes and a salty breeze.

Window color adjusts to image

7 images < >

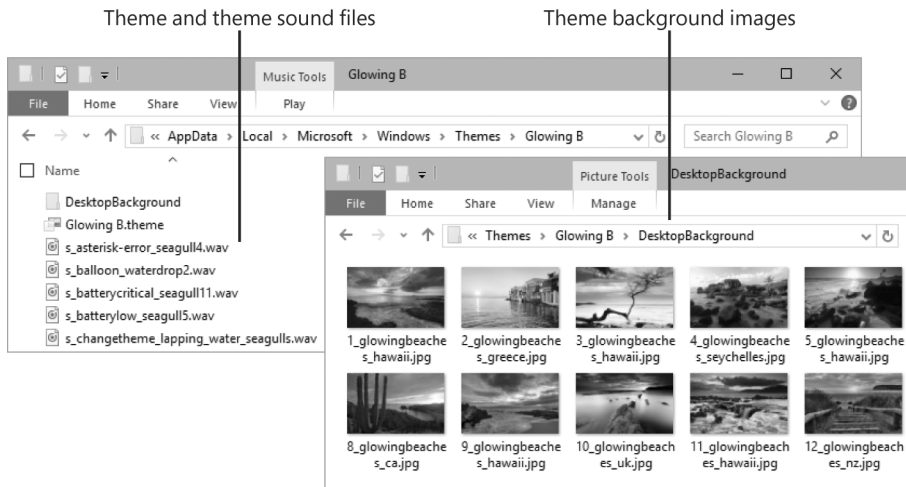
[Download theme](#)




Silhouette of the sea at dusk, Point Danger, Coolangatta, Queensland, Australia

*You can preview the background images before you download a theme*

You can download any online theme to your computer, and then open the downloaded file to unpack the theme elements and apply the theme. The theme elements are saved in the hidden AppData\Local\Microsoft\Windows\Themes folder in your user account folder; you can access them there when you customize themes, or copy them to a more convenient location.



The unpacked theme files

 **SEE ALSO** For more information about displaying hidden files and folders, see “Change the File Explorer display options” in Chapter 3, “Manage folders and files.”

After you apply a theme, you can customize elements of it to suit your individual taste. For example, many themes come with multiple desktop background images, and you can choose the one that you like best, or choose a selection to display in slide show fashion. If you use your Microsoft account credentials to sign in to multiple computers, you can choose to synchronize a custom theme among all of your accounts.



Custom, downloaded, and synchronized themes



At the time of this writing, themes are ultimately managed in Control Panel, but you can also get to the theme settings through the Personalization category in the Settings window.

Any changes that you make after you apply a theme create a customized version of that theme, which is designated in the Personalization panel as Unsaved Theme. For example, you can change the system color or select a single background image from among several that come with a theme. If you like the changes you make to a theme, you can save it as a custom theme, either for your own use or for distribution to other people.



**IMPORTANT** You can have only one unsaved theme at a time; until you save it, any additional changes you make will remove that specific background/color/sound combination from your themes.

### To display the installed themes

1. In the **Settings** window, click **Personalization**, and then click **Themes**.
2. In the **Themes** pane, click **Theme settings** to open the **Personalization** panel.

*Or*

1. Open Control Panel, and then do one of the following:
  - In Category view of Control Panel, under **Appearance and Personalization**, click **Change the theme**.
  - In Large Icons view or Small Icons view of Control Panel, click **Personalization**.

### To apply an installed theme

1. In the **Personalization** panel, click the theme you want to apply.



**TIP** You can display the desktop background by pointing to or clicking the Show Desktop button located at the right end of the taskbar, or by pressing Win+D.

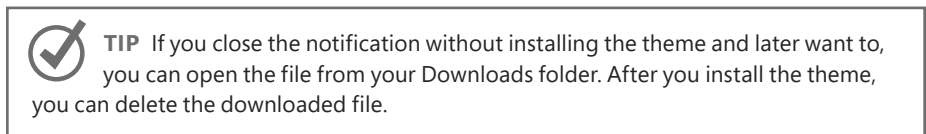
### To apply a theme from the Windows website

1. In the **My Themes** section of the **Personalization** panel, click the **Get more themes online** link to display the **Themes** webpage in your default browser.
2. On the **Themes** webpage, locate the theme you want to apply.
3. Click the theme thumbnail to display the description.
4. On the theme description page, click the **Download theme** button to download the file that contains the theme elements to your Downloads folder. A notification box displays the download status.



*Open the file to install the theme*

5. When the download completes, click **Open** in the notification to unpack the theme file, add the theme to the **My Themes** section of the **Personalization** panel, and apply the theme.



### To save a custom theme

1. In the **My Themes** section of the **Personalization** panel, right-click the **Unsaved Theme** thumbnail, and then do one of the following:
  - If you want to save the selected theme as a named theme in the **My Themes** section of the **Personalization** panel, click **Save theme**.
  - If you want to save the selected theme as a file that you can send to other people, click **Save theme for sharing**. Then in the **Save Theme Pack As** window, browse to the folder you want to save the Desktop Theme Pack (.deskthemepack) file in, enter a descriptive name in the **File name** box, and click the **Save** button.

### To remove a theme

1. In the **My Themes** section of the **Personalization** panel, right-click the theme you want to remove, and then click **Delete theme**.



**TIP** Deleting a theme removes it from the Personalization panel but doesn't delete the theme file from your Downloads folder. You can delete downloaded theme files at any time from File Explorer.



**SEE ALSO** For information about synchronizing your theme among the computers associated with your Microsoft account, see "Customize your sign-in options" in Chapter 8, "Manage user accounts and settings."

## Skills review

In this chapter, you learned how to:

- Configure the Start screen and Start menu
- Manage Start screen tiles
- Set the desktop background and system colors
- Configure the taskbar
- Apply and manage themes



## Practice tasks

The practice files for these tasks are located in the Win10SBS\Ch02 folder.

### Configure the Start screen and Start menu

Perform the following tasks:

1. Open the **Settings** window, display the Start screen personalization settings, and locate the toggle button for the full-screen **Start** screen. Set the toggle button to **On** (or leave it on if it already is).
2. Display the **Start** screen and note the organization of tiles and tile groups on the screen.
3. Display the **Start** menu on the full-screen Start screen, and observe the configuration of the menu items.
4. From the **Start** menu, return to the Start screen personalization settings. Set the toggle buttons for the Most Used app list, Recently Added app list, and jump lists to **Off**.
5. Configure the **Start** menu to display only these folders:
  - File Explorer
  - Settings
  - Documents
  - Downloads
  - Pictures
  - Network
6. Display the **Start** menu to observe the results of the changes.
7. From the **Start** menu, return to the Start screen personalization settings. Turn off the full-screen Start screen.
8. Display the partial-screen **Start** screen, and drag the corner of the screen until it is at its minimum size.

9. If a vertical scroll bar appears, scroll down to display the hidden tiles.
10. Return to the Start screen personalization settings, and implement the Start screen configuration, lists, and folders that you like best.

## Manage Start screen tiles

Perform the following tasks:

1. Display the **Start** screen, and observe the configuration of the existing tiles.
2. Move a Start screen tile from an existing tile group and use it to create a new tile group. Set the tile size to the largest size it supports.
3. Move another tile into the new group, and set its size to **Small**.
4. Name the new tile group **Practice Tiles**.
5. Move the **Practice Tiles** group to the upper-left corner of the **Start** screen.
6. Rename the **Practice Tiles** group as **Favorite Apps**.
7. Arrange and resize the tiles on your Start screen to suit the way you work.



**TIP** In Chapter 4, “Work with apps and notifications,” you’ll add more tiles to the Start screen.

## Set the desktop background and system colors

Perform the following tasks:

1. Open the **Settings** window, and display the color personalization settings.
2. In the **Choose a color** section, set the three toggle buttons to **On**.
3. Return to the **Settings** window, and display the background personalization settings.
4. Set the desktop background to a solid color of your choice. Then set the desktop background to the **Background01** image located in the practice file folder. Configure the background settings to display the image in the center of the screen.

5. Minimize all open windows to show the desktop and observe the change. Notice that the background color you set in step 4 surrounds the image.
6. Return to the background personalization settings. Configure the background settings as follows:
  - Display a slideshow of the images in the practice file folder.
  - Display the images in a random order, with the image changing every minute.
  - Choose the fit option that will display all the images at full-screen size without affecting the image aspect ratios.
7. Minimize all open windows to show the desktop and observe the change.
8. Expand the **Start** screen. Notice that the desktop background is visible through the Start screen and taskbar.
9. Wait for the desktop background to change. Notice that the accent color on the taskbar and other interface elements changes with the background image. Locate the source of the accent color for each new background image.
10. Return to the **Settings** window. Configure the desktop background and accent color as you want them.

## Configure the taskbar

Perform the following tasks:

1. Check whether the taskbar is locked. If it is locked, unlock it.
2. Move the taskbar to the left edge of the screen.
3. Configure the taskbar to display small buttons and to hide when it isn't active.
4. When the taskbar is hidden, point to the edge of the screen to display it. Then stretch it to twice its current width.
5. Hide the **Task View** and **Touch keyboard** buttons.
6. Move the taskbar to the top of the window.
7. Display the **Desktop** toolbar on the taskbar. Hide the toolbar name and link labels. Then size the toolbar so that three icons appear on the taskbar and the rest are available on a menu at the right end of the toolbar.

8. Configure the taskbar to display large buttons, and to never combine taskbar buttons.
9. Create a custom toolbar that links to the contents of the **Ch02** practice file folder. From the toolbar, open the **Background05** image. Then open the **Background07** image. Verify that a new taskbar button appears for each image.
10. Close the **Desktop** toolbar, and remove the custom toolbar from the taskbar.
11. Configure the taskbar content the way you want it, and then lock the taskbar.

## Apply and manage themes

Perform the following tasks:

1. From either the **Settings** window or Control Panel, display all the themes that are installed on your computer.
2. Apply the built-in **Flowers** theme.
3. Connect to the **Themes** webpage, and locate a theme that you like. Download and apply the theme.
4. In the **Colors** pane of the **Personalization** settings page, change the system color. Then return to the **Personalization** panel, and note that the unsaved theme reflects your changes.
5. Save the customized theme in the **My Themes** section of the **Personalization** panel as **MyCustomTheme**.
6. Remove a theme (either the theme you downloaded or your custom theme) from the **My Themes** section of the **Personalization** panel.







# Manage user accounts and settings

Computers have become an integral part of our lives. We store personal and business information on them, and use them to access financial and social information online. That information might be protected by a password, but the password could easily be accessible to any other person who is using your computer. To protect your privacy and the integrity of your information, it is important to control who can sign in to your computer or tablet, and what they can do when they're signed in.

Computer access is managed through user accounts. Each individual user of a computer, regardless of age, should sign in with his or her own account. Each user account has access to a private file storage area and user interface customizations, and to a shared public file storage area. Accounts designated as Child accounts have additional safeguards that are designed to protect them from content that isn't age appropriate.

When you sign in to your computer, you have a myriad of options available for doing so. User accounts can be protected by passwords, but users can choose alternative sign-in credentials such as PINs, picture passwords, and biometric identification.

This chapter guides you through procedures related to creating and managing user accounts, managing account pictures and passwords, and customizing your sign-in options.

## 8

### In this chapter

- Understand user accounts and permissions
- Create and manage user accounts
- Manage account pictures and passwords
- Customize your sign-in options

### Practice files

For this chapter, use the practice files from the Win10SBS\Ch08 folder. For practice file download instructions, see the introduction.

## Understand user accounts and permissions

Windows 10 requires at least one user account. You specify that account when you're completing the installation processes, or the first time the computer starts after Windows 10 has been installed. Windows 10 designates this first account as an administrator account so that the account can be used to manage the computer. It isn't possible to sign on to the computer without a user account.

There are a lot of uses of the word "user" and "account" in this book, and particularly in this chapter. Here's a summary of the uses of those terms:

- A *user* is the person who is using the computer.
- A *user account* is an account that a person uses to sign in to a computer.

Each user account is either:

- A *Microsoft account*, which is any email address that has been registered with the Microsoft account service
- A *local account* that exists only on a single computer and is not associated with a specific email address

You can use your Microsoft account to sign in to multiple computers, websites, and services by using the same email address and password. Signing in with your Microsoft account credentials allows you to share settings and files among all your devices. Any device you sign in to with this account can have access to the same settings and information. Signing in with a local account places limits on the applications you can purchase or download from the Store, and might limit your access to OneDrive. Because almost any email account can also be set up to be a Microsoft account, it's a good idea to take advantage of the extra benefits that allows.

Every user account is also classified as either:

- An *Administrator account*
- A *Standard User account*

This classification provides a specific level of permission to manage system actions on the computer. We explain what each of these types of accounts can do in the next section of this topic.

A user account can also be one of the following:

- A *Child account* that is monitored by using Family Safety
- An *Adult account* that can manage Family Safety settings for Child accounts

These are optional designations that make the user account holder part of your family group. We explain family safety in the sidebar “Manage and monitor family safety settings” later in this chapter.



**IMPORTANT** The information in this chapter applies to computer user accounts (sometimes referred to as local user accounts) and not to network domain user accounts.

## User profiles

Windows provides the ability to share one computer among multiple users, or for one user to have multiple accounts for different purposes. To do this, each user account (whether a Microsoft account or a local account) is associated with a user profile that describes the way the computer environment (the user interface) looks and operates for that user. This information includes simple things such as the desktop background, desktop content, and Windows color scheme. It also includes personal and confidential information, such as saved passwords and your Internet browsing history.

Each user profile includes a personal folder that is not generally accessible by other people who are using the computer, in which you can store documents, pictures, media, and other files that you want to keep private.

The Windows 10 system of user profiles allows more than one person to use the same computer while providing the following safeguards:

- **Each user’s information is stored separately** You prevent Standard Users from reading or altering your documents, pictures, music, and other files by storing them in subfolders that are automatically set up within your user account folder. For example, if you manage your family’s financial records on a home computer that your children use to do their homework, the children log in with separate accounts and don’t have access to confidential information or the ability to change your files. Administrators can access all user accounts.

- **Each user's working environment is protected** You can personalize your environment in various ways, without worrying about other people making changes to your personal settings.
- **Each user's app usage is unique** Each user runs separate instances of each app on the computer. For example, you can set up Outlook to connect to your accounts, and other computer users can set up Outlook to connect to their accounts, but they cannot also connect to your accounts. Each user's data is stored and managed separately.

## User account permissions

The system actions that a user can perform are governed by the type of account he or she signs in with. An administrator account has higher-level permissions than a standard user account, which means that an administrator account owner can perform tasks on your computer that a standard user account owner cannot.

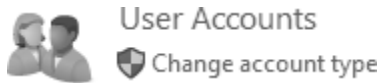
Standard user account credentials allow a user to do things that affect only his or her account, including:

- Change or remove the password.
- Change the user account picture.
- Change the theme and desktop settings.
- View files stored in his or her personal folders and files in the Public folders.

Administrator account credentials are necessary to do things such as:

- Create, change, and delete accounts.
- Change settings that affect all of the computer's users.
- Change security-related settings.
- Install and remove apps.
- Access system files and files in other user account profiles.

Tasks that require administrator permission are indicated in windows and dialog boxes by a Windows security icon.



*The Windows security icon is shaped like a shield*

If you have an administrator account—even if you’re the only person who will be using your computer—it’s a good idea to create and use a standard user account for your day-to-day computing. There is a much higher risk of serious damage to a computer system if malware infiltrates your computer (or a malicious person gains control of it) when you’re signed in as an administrator than there is when you’re signed in as a standard user. Through an administrator account, the person or app has access to all system files and settings, whereas a standard user account doesn’t have access to certain functions that can permanently damage the system.

## Family accounts

Many children use computers for educational or entertainment purposes. Each child should have a unique Microsoft account that you designate as a Child account. For each Child account, you (and other adults you designate as family members) can do the following:

- Monitor web browsing history, app use, and game use.
- Block websites that contain adult content, or allow young children to visit only specific websites.
- Restrict the usage of apps and games to only those that meet specific age ratings.
- Monitor screen time, and restrict computer usage to only specific times or to a specific number of hours per day.
- Manage payment options and monitor purchases in the Windows Store and Xbox Store.

You can monitor children’s activity on every computer or device they sign in to with their Microsoft accounts.

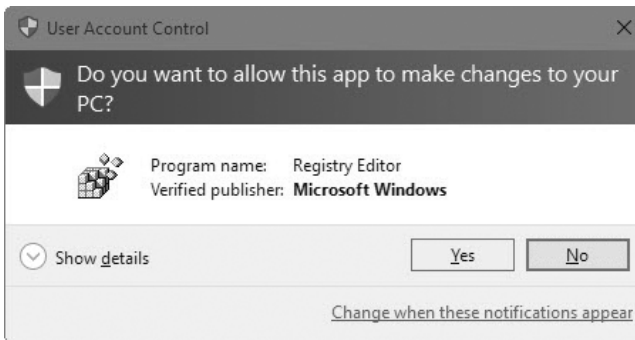
You can check on your child’s recent computer usage on the Family page of your Microsoft account website (at *account.microsoft.com*) at any time, and you can opt to receive weekly reports summarizing your child’s computer use.



**SEE ALSO** For more information about monitoring and managing children’s computer activity, see the sidebar “Manage and monitor family safety settings” later in this chapter.

## User Account Control

User Account Control (UAC) protects your computer from changes to Windows system settings by requiring that an administrator expressly permit certain types of changes. Each area of the Windows interface that requires administrator permission is labeled with a security icon. When you attempt to access or change protected Windows settings, a User Account Control dialog box appears, asking for confirmation that Windows should continue the operation.



*The User Account Control message box varies depending on your account and the action*

If you’re signed in with an administrator account, you can simply click the Yes button to continue the operation. If you’re signed in with a standard user account, the message box displays a list of the administrator accounts on the computer. To continue the operation, you click one of the administrator accounts, enter its password in the box that appears, and then click Yes.



**TIP** If an administrator account doesn't have an associated password, you can continue the operation by simply clicking that account and then clicking Yes. This is one of the reasons that it's important that each administrator account on the computer has a password.

Windows doesn't save the credentials you enter in the User Account Control message box; they are valid for this operation only. Anyone who doesn't have access to administrator credentials can't perform the operation, which effectively prevents non-administrators from making changes you haven't authorized.

UAC has four levels of control. Only the first two are available when you're signed in with a standard user account, even if you have access to administrator credentials:

- **Always notify me** This is the default setting for a Standard User account. When a user or app initiates a change that requires administrator credentials, the desktop dims and the User Account Control message box opens. You must respond to the message box before you can take any other action.
- **Notify me only when apps try to make changes to my computer** This is the default setting for an Administrator account. When an app initiates a change that requires administrator credentials, the desktop dims and the User Account Control message box opens. You must respond to the dialog box before you can continue.
- **Notify me only when apps try to make changes to my computer (do not dim my desktop)** When an app initiates a restricted action, the User Account Control message box opens. The restricted action will not be performed until you respond to the dialog box, but you can perform other tasks while the message box is open.
- **Never notify me** This is the equivalent of turning off UAC. Any user or app can make any changes to the computer without restriction.

With the default setting, Windows 10 prompts for administrator credentials when a user or app initiates an action that will modify system files. There's not a lot of reason to change the User Account Control setting, but you can.



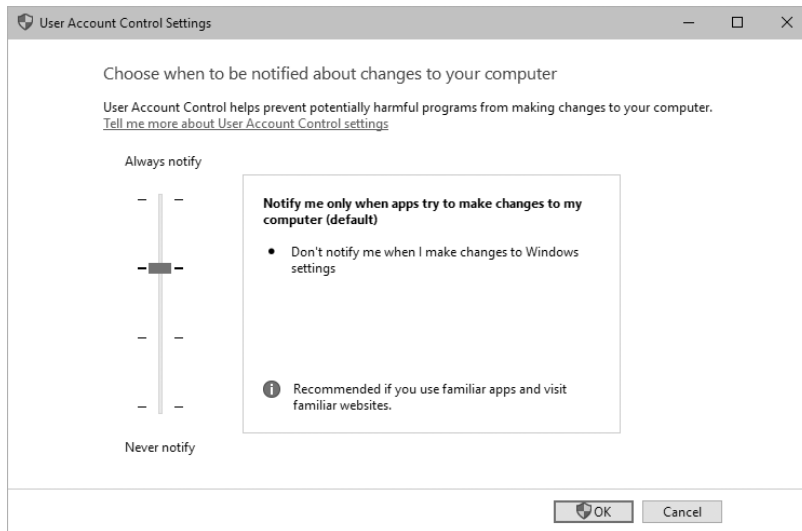
## To change the User Account Control setting

1. On the taskbar or in the **Settings** window, enter **UAC** in the search box and then, in the search results list, click **User Account Control Settings**.



**TIP** The security icon to the left of the command indicates that administrator credentials are required to complete this operation.

The User Account Control Settings window opens.



*You can select from four levels of change control*

2. Click above or below the slider, or drag it, to set UAC to the level you want, and then click **OK**.
3. In the **User Account Control** message box that appears, enter administrator credentials if necessary, and then click **OK**.



**TIP** You must be signed in with an administrator account to select either of the two lowest settings. If you select the Never Notify setting, you must restart your computer to complete the process of turning off UAC.

# Create and manage user accounts

An administrator can give other people access to the computer in one of three ways:

- Create a user account that is linked to an existing Microsoft account.
- Create a user account that is linked to an email address, and register that account as a Microsoft account.
- Create a local account that isn't linked to a Microsoft account.

Every user account has an associated user account name and can have a user account picture and a password. Any user can change the following details for his or her account:

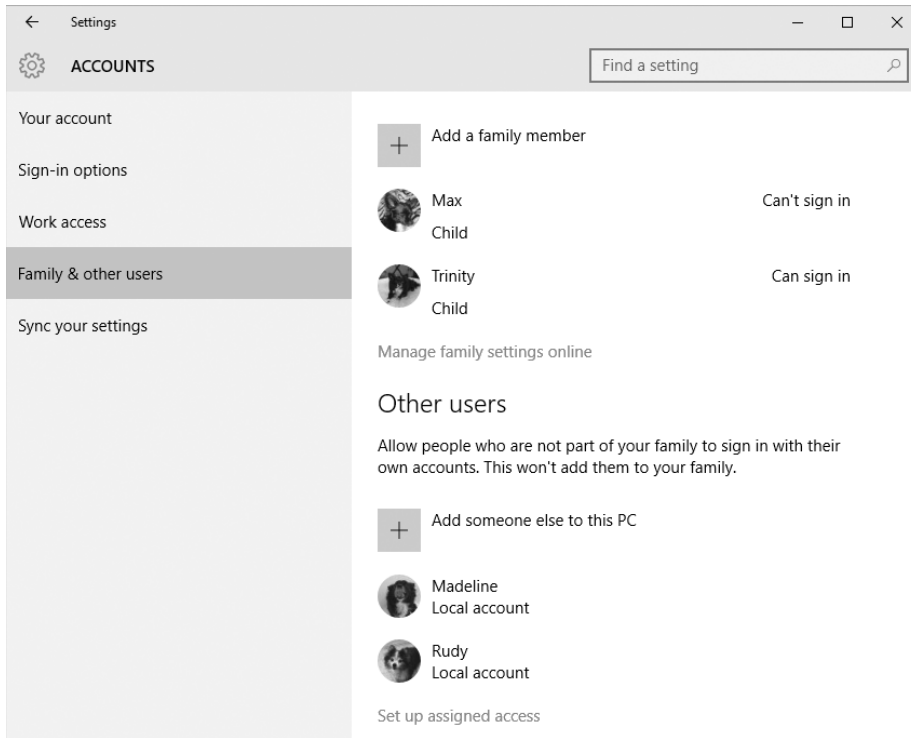
- **Account name** You can change the display name that appears on the Welcome screen and Start menu.
- **Account picture** You can change the picture that identifies you on the Welcome screen and Start menu.
- **Password** You can create or change the password.

If you have administrator credentials, you can change these properties for any user account. You can also change the account type from Administrator to Standard User (provided that at least one Administrator account remains on the computer) or vice versa.

You create computer accounts and designate permission levels from the Family & Other Users pane of the Accounts category page of the Settings window.



**IMPORTANT** All types of user accounts are visible in the Family & Other Users pane. However, the processes for managing family accounts and non-family accounts differ, so we cover them separately in the following sections to avoid confusion.



*You manage other user accounts from this pane, so the lists don't include your account*

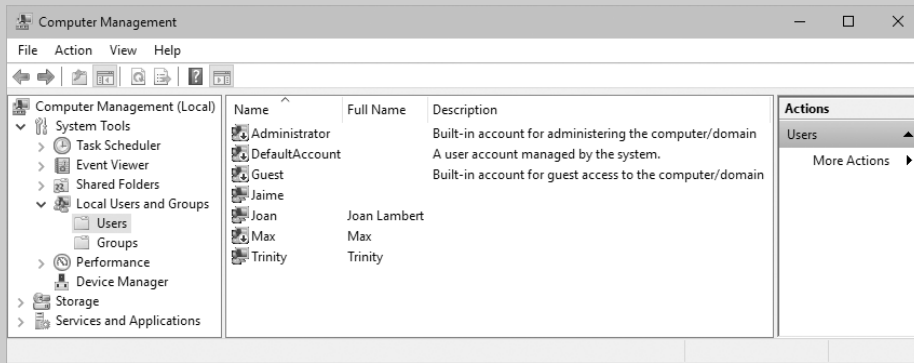
Only administrators can create user accounts—if you're signed in with a standard user account, you don't have the option to do so. When you create a user account, you must designate whether the user is part of your family group.

When you first add a user account, it is identified in lists by its email address or by the name you give it. You can change the user account name (and delete user accounts) from the Users node of the Computer Management console.

If a person is not going to sign in to a specific computer again, it's a good idea to delete his or her user account. This will clean up the user account lists and recover the hard-drive space that is used by that user's data. If you don't want to delete the user account data, you can disable the account instead of deleting it.

## Manage user accounts in the Computer Management console

Some user account management tasks can be completed from the Family & Other Users settings pane, but others must be performed in the Users node of the Computer Management console.



*Some aspects of user accounts can't be managed from the Settings window*

To open the Computer Management console, do any of the following:

- Right-click the **Start** button, and then click **Computer Management**.
- On the **Start** menu, click **All Apps**. In the **All Apps** list, expand the **Windows Administrative Tools** folder, and then click **Computer Management**.
- Enter **computer management** in the taskbar search box, and then in the **Apps** section of the search results list, click **Computer Management**.

To open the Users node, follow these steps in the left pane of the console:

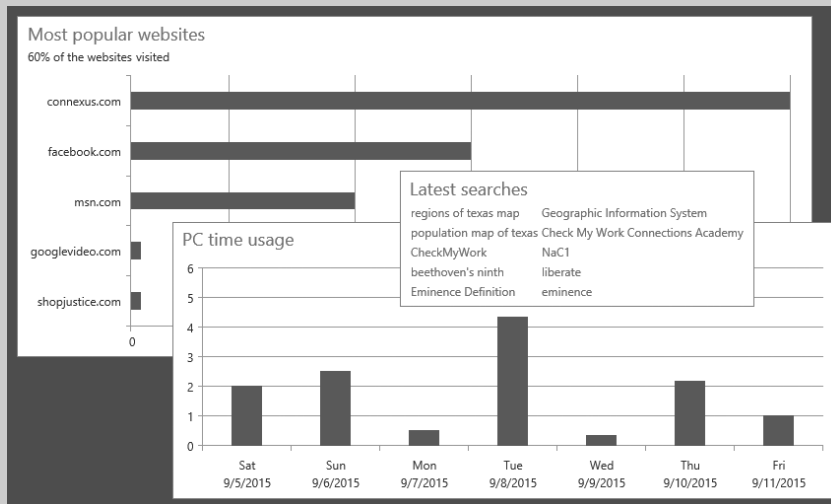
1. Expand the **System Tools** folder.
2. Expand the **Local Users and Groups** folder.
3. Click the **Users** folder.

## Manage and monitor family safety settings

Microsoft Family Safety is an impressive system for safeguarding against young family members accidentally accessing inappropriate content on the Internet. It allows you to place restrictions on their computer usage and provides you with reports that you can use to spot problems. Family Safety was introduced with Windows 7, and has evolved with each version of Windows. If you've used it in the past, it's a good idea to revisit it now to make sure the settings are up to date for the way your children use the computer.

Originally, Family Safety was an app through which you could register specific computer user accounts. It was necessary to register a child on each computer he or she used, and Family Safety reported separately on each local account. Since then, Family Safety has evolved into an online service that can monitor your child's activity on each device he or she signs into that is running Windows.

The key to the successful use of Family Safety is for each child to sign in to Windows 10 computers and devices with his or her own Microsoft account, and for parents to designate the account as a Child account. Family Safety monitors and reports on the websites children visit, the apps they use, the games they play, and the time they spend signed in to the computer.



*You can drill down on statistics in a family safety report*

You can review usage and modify settings on the Family page of your Microsoft Account site, or directly through *familysafety.microsoft.com*, and opt to receive weekly activity reports by email. From the Family page, you can choose to block or allow specific websites or content by rating so that children have access to only age-appropriate information.

## Create and manage family user accounts

You can designate a user account as belonging to a family member. When you do, the account is added to your family group. Adults in the family group can manage family safety settings online.

For the safety of your children, all family user accounts must be associated with Microsoft accounts. You can't create a local account in the Your Family group, or an account linked to an email address that isn't yet registered as a Microsoft account.



**IMPORTANT** You must sign in to the computer with an administrator account to perform any of the following procedures.

### To create a family user account

1. In the **Settings** window, click **Accounts**, and then click **Family & other users**.
2. In the **Family & other users** settings pane, click **Add a family member** to start the wizard.
3. On the **Add a child or an adult** page, click **Add a child** or **Add an adult**, and then enter the person's Microsoft account address in the **Enter the email address** box. If the person doesn't have an email address, or has an email address that isn't yet registered as a Microsoft account, click **This person doesn't have an email address**, and then skip to the procedure "To create or register a Microsoft account" in the "Manage settings for any user account" section of this topic.
4. After you enter the email address, click **Next**. The wizard searches the Microsoft account database for the email address.

5. If the email account is already registered as a Microsoft account, click **Confirm** on the **Add this person?** page to add the person to your family group and create a user account for him or her on the computer.

*Or*

If the email account isn't already registered as a Microsoft account, the wizard displays a warning.

### Add a child or an adult?

Enter the email address of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email address they use to sign in.

Add a child

Add an adult

Adults will be able to manage requests and change kids' settings

Looks like this isn't a Microsoft account. Try another email or sign up for a new one.

The person I want to add doesn't have an email address

*Every family account must be linked to a valid Microsoft account*

If the warning appears, do either of the following:

- Enter a registered email address, click **Next**, and then click **Confirm** to create the account.
  - Click **sign up for a new one**, and then skip to the procedure "To create or register a Microsoft account" in the "Manage settings for any user account" section of this topic.
6. When you register an adult family account, the person receives an email message and must click a link in the message and then sign in to his or her Microsoft account to confirm membership in the family group.



*The recipient must sign in to accept the invitation*

Until the family membership is confirmed, the person can sign in to the computer but the account status is shown as *Adult, Pending*.

### To change the display name of a family user account

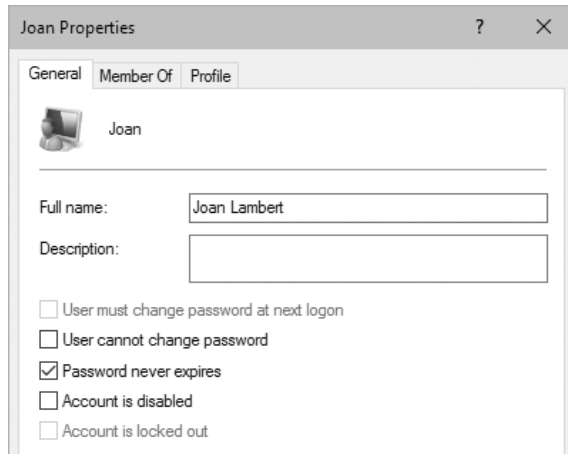
1. Display the **Users** node of the **Computer Management** console.



**SEE ALSO** Instructions for navigating to the Users node of the Computer Management console are in the sidebar “Manage user accounts in the Computer Management console” earlier in this chapter.

2. Do any of the following:
  - To change the full name that appears in the user account lists, double-click the account name to open the **Properties** dialog box. Then enter or update the name in the **Full name** box, and click **Apply** or **OK** to make the change.



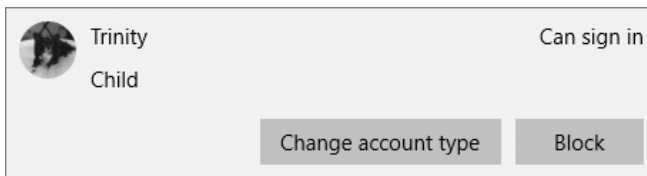


*You can change the display name of a family user account to use something other than that person's email address*

- To change the short name by which Windows identifies the account, right-click the account name in the **Users** list, and click **Rename** to activate the name for editing. Then enter the short name you want, and press **Enter** to complete the change.

### To disable a family user account

1. On the **Accounts** page of the **Settings** window, click **Family & other users**.
2. In the **Family** section of the **Family & other users** pane, click the account you want to disable to display your options for managing the account.

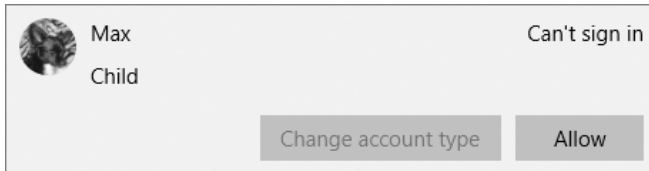


*If the user is a family member, you have an option to block the account*

3. On the account tile, click **Block**. Windows displays a confirmation request.
4. In the **Block this person from signing in?** box, click **Block**.

### To enable a disabled family user account

1. On the **Accounts** page of the **Settings** window, click **Family & other users**.
2. In the **Family** section of the **Family & other users** pane, click the account you want to enable to display your options for managing the account.



*The dimmed Change Account Type button is a quick indicator that an account has been disabled*

3. On the account tile, click **Allow**. Windows displays a confirmation request.
4. In the **Allow this person to sign in?** box, click **Allow**.

### To delete a family user account

1. Ensure that the user has moved or copied personal files from the user account folders and uninstalled or deactivated any apps that require this to free up the user license.



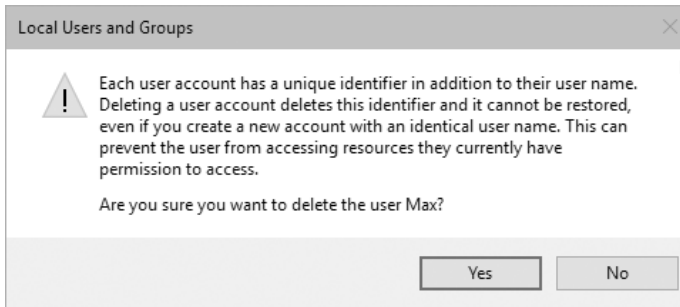
**IMPORTANT** To preserve any files that are saved in the user account folders, back up the folder `C:\Users\[UserName]` (where [UserName] is the account name of the user).

2. Display the **Users** node of the **Computer Management** console.



**SEE ALSO** Instructions for navigating to the Users node of the Computer Management console are in the sidebar "Manage user accounts in the Computer Management console" earlier in this chapter.

3. Right-click the user account you want to delete, and then click **Delete**. A message box displays a warning.



*It's hard to accidentally delete a user account*

4. In the message box, click **Yes** to delete the account and all its files.

## Create and manage non-family user accounts

Accounts in the Other Users group are not associated with your family safety group. These accounts can certainly belong to members of your family, but they can't be part of your family safety settings group. Local computer accounts can be created only in the Other Users group.



**IMPORTANT** You must sign in to the computer with an administrator account to perform any of the following procedures.

### To create a non-family user account that is linked to an existing Microsoft account

1. In the **Settings** window, click **Accounts**, and then click **Family & other users**.
2. In the **Other users** section of the pane, click **Add someone else to this PC** to start the wizard.
3. On the **How will this person sign in?** page, enter the Microsoft account address in the **Email or phone** box, and then click **Next**.

The wizard confirms that the email address is a registered Microsoft account.

**Good to go!**

To log in the first time, heidi@fourthcoffee.com will need to be connected to the internet.

*The user must provide a Microsoft account password to sign in*

4. Click **Finish** to complete the process.

### To create a local user account

1. On the **Accounts** page of the **Settings** window, click **Family & other users**.
2. In the **Other users** section of the pane, click **Add someone else to this PC** to start the wizard.
3. At the bottom of the **How will this person sign in?** page, click **The person I want to add doesn't have an email address**.
4. At the bottom of the **Let's create your account** page, click **Add a user without a Microsoft account** to get to the interface for creating a local account.

## Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

**Who's going to use this PC?**

**Make it secure.**

*The password hint appears on the Welcome page if you can't remember your password*

5. Enter a user name. If you don't want to create a password for the local account, leave the rest of the boxes blank. Otherwise, enter the password (two times) and an optional password hint. Then click **Next** to create the account.



**IMPORTANT** If you don't implement a password, anyone can sign in to your computer by selecting your user account and then clicking Sign In. Your data is especially vulnerable if you travel with your computer or use it in a public place.

### To disable a non-family user account

1. Display the **Users** node of the **Computer Management** console.



**SEE ALSO** Instructions for navigating to the Users node of the Computer Management console are in the sidebar “Manage user accounts in the Computer Management console” earlier in this chapter.

2. Double-click the account you want to disable.
3. In the **Properties** dialog box, select the **Account is disabled** check box. Then click **OK**.

### To enable a disabled non-family user account

1. Display the **Users** node of the **Computer Management** console.
2. Double-click the account you want to enable.
3. In the **Properties** dialog box, clear the **Account is disabled** check box. Then click **OK**.

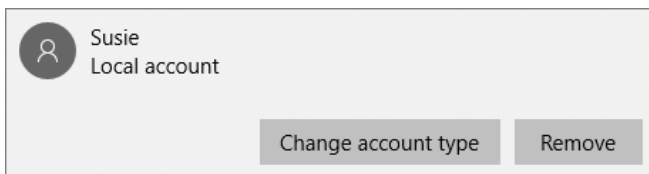
### To delete a non-family user account

1. Ensure that the user has moved or copied personal files from the user account folders and uninstalled or deactivated any apps that require this to free up the user license.



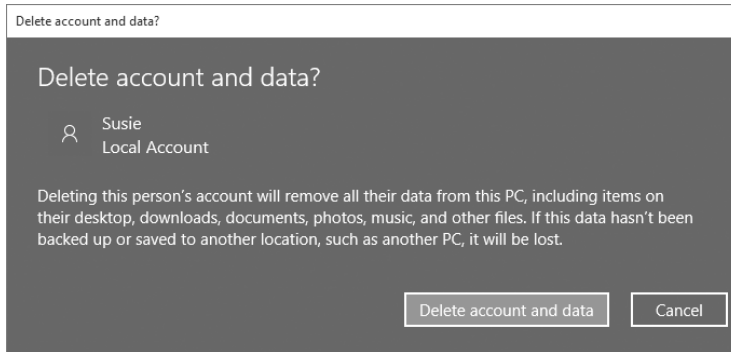
**IMPORTANT** To preserve any files that are saved in the user account folders, back up the folder `C:\Users\[UserName]` (where [UserName] is the account name of the user).

2. Display the **Settings** window, click **Accounts**, and then click **Family & other users**.
3. In the **Other users** section of the **Family & other users** pane, click the account you want to delete, to display your options for managing the account.



*You can remove non-family accounts directly from the Family & Other Users pane*

4. On the account tile, click **Remove**. Windows displays a confirmation request.



*You must confirm that you understand you're deleting data*

5. In the message box, click **Delete account and data**.

Windows deletes the account and then returns to the Other Users pane.

## Manage settings for any user account

Windows 10 has two built-in accounts, Administrator and Guest, which don't have passwords assigned. When Windows creates the first user-specific administrator account, it disables the default Administrator account. The Guest account is inactive by default (and disabled on computers that are part of a domain.) You can activate the Guest account to give someone temporary, limited access to your computer without having to create a user account for that person.

Another method of giving someone limited access is to restrict the account so that it can access only one app. Access restriction works only with Store apps that are already installed on your computer.

When creating a family or non-family user account, if you don't supply an email address, the wizard displays a page on which you can create a new outlook.com email address or register an existing email address as a Microsoft account. The email address that you provide will receive a confirmation email message and must respond to it to activate the account.

**Let's create an account**

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when they sign in with their Microsoft account. [Learn more](#)

Joan Lambert

✓ After you sign up, we'll send you a message with a link to verify this user name.

joan@fourthcoffee.com

Get a new email address

.....

United States

July 31 1979

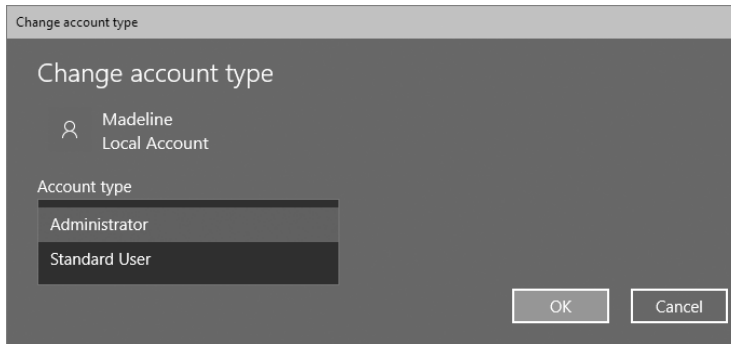
*It's simple to register an email address as a Microsoft account*

### To activate the built-in Guest account

1. Display the **Users** node of the **Computer Management** console.
2. Double-click the disabled **Guest** account.
3. In the **Properties** dialog box, clear the **Account is disabled** check box, and then click **Apply** or **OK**.

### To grant administrative permissions to an account

1. In the **Settings** window, click **Accounts**, and then click **Family & other users**.
2. Click the account you want to modify, to display your options. Then click **Change account type**.



*Any account can be an Administrator account*

3. In the **Account type** list, click **Administrator**. Then click **OK**.

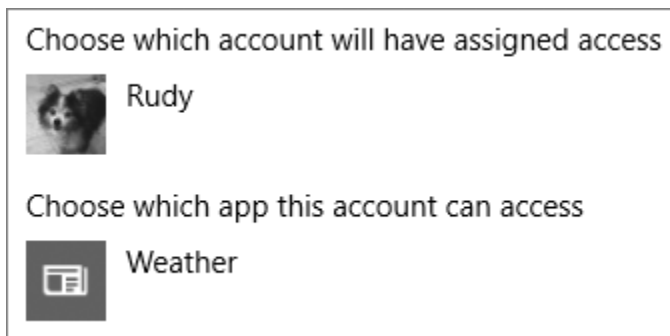
#### To revoke administrative permissions

1. In the **Accounts** category of settings, display the **Family & other users** pane.
2. Click the account, and then click **Change account type**.
3. In the **Account type** list, click **Standard User**. Then click **OK**.

#### To restrict an account to one Store app

1. In the **Accounts** category of settings, display the **Family & other users** pane.
2. At the bottom of the pane, click **Set up assigned access**.
3. In the **Choose which account will have assigned access** area, click **Choose an account** (or, if the pane already displays a restricted account, click the account).
4. In the **Choose which app this account can access** area, click **Choose an app** (or click the currently selected app) and then in the **Choose an app** pane, click the app you want to assign (or click **Don't start an app when the account is signed in** to remove the assigned access).





*You can restrict a user account to a specific Store app*

5. Restart the computer to complete the access assignment process.



**TIP** When you sign in to Windows 10 with an assigned access account, you have access only to the assigned app. To sign out of an assigned access account, press Ctrl+Alt+Del.

### To create or register a Microsoft account

1. On the **Let's create an account** page, provide the requested information, and then click **Next**.
2. If you want to, clear the check boxes permitting Microsoft to send and track information for marketing purposes. Then click **Next**.
3. On the final page of the wizard, click **Finish**.

### To switch from a Microsoft account to a local account

1. In the **Settings** window, click **Account**, and then click **Your account**.
2. In the **Your account** settings pane, click **Sign in with a local account instead**.
3. In the **Switch to a local account** window, enter your Microsoft account password to confirm your identity, and then click **Next**.
4. Provide a user account name for the local account. If you don't want to use a password, leave the rest of the entries blank. Otherwise, fill in the password and password hint entries.
5. Click **Next**, and then click **Sign out and finish**.

### To connect a local account to a Microsoft account

1. Display the **Your account** settings pane, and click **Sign in with a Microsoft account instead**.
2. On the **Make it yours** page, enter the email address and password of your Microsoft account, and then click **Sign In**.
3. On the **Enter your old password one last time** page, enter the password of the local user account that you're connecting to your Microsoft account. (If the local user account didn't have a password, leave this box blank.) Then click **Next**.
4. Enter your local account password to confirm your identity, and then click **Next**.
5. Enter your Microsoft account email address, and then click **Next**.

A code will be sent to that email address, or you can open the list below the question about how you want to get the code, and choose to receive it in a text message. After you receive the code, return to this process and enter it in the box provided. Then click **Finish**.



**TIP** The verification code arrives quickly and is valid for only a short time, so check your email or text messages for the code and finish the account creation process promptly. If the code expires before you complete the process, you can click the **Back** button on the code page and request another code.

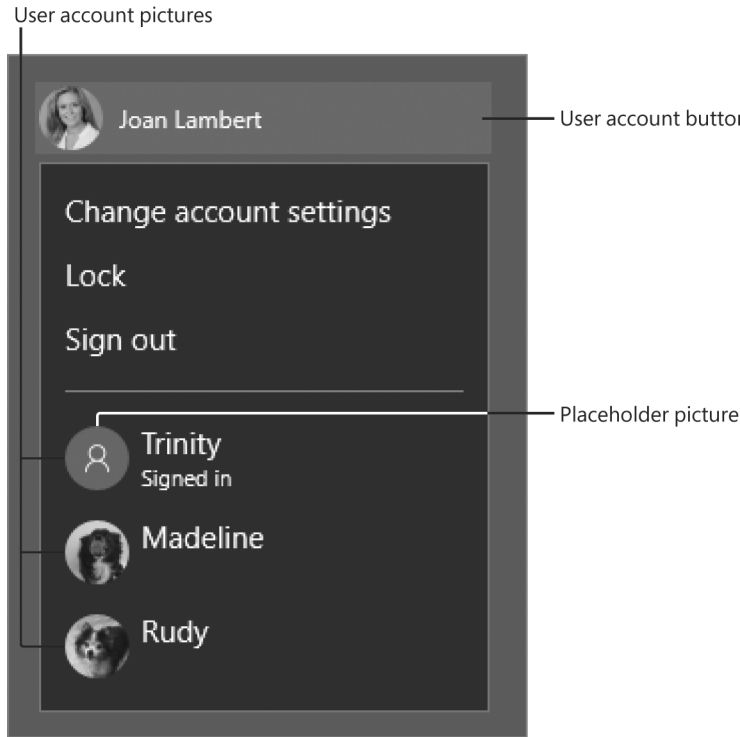
6. Click **Sign out and finish** to return to your profile, where you can add an account picture to the local account.

## Manage account pictures and passwords

As previously discussed, you can sign in to Windows 10 by using a Microsoft account or a local account.

Each user account has an associated user account picture that is shown on the Welcome screen, at the top of the Start menu, on app and browser window title bars when you're signed in, and in other places. If you sign in to Windows with your Microsoft account credentials, Windows displays the user account picture that is associated with that

account. If you sign in by using a local account, you can associate a picture with that account on that computer. Until you associate a picture with either type of account, the computer account displays a placeholder account picture (a head-and-shoulders icon) wherever the account picture would usually appear.



*Clicking your user account button displays all active user accounts*

You can easily add or change an account picture, regardless of whether you're signed in with a Microsoft account or a local account, on any computer you sign in to.

Previous versions of Windows provided many standard user account picture options, depicting a variety of animals, sports, and interests. Windows 10 doesn't provide any account pictures, but does offer the option of taking a picture if your computer has a webcam. You can use .bmp, .gif, .jpg, or .png files as user account pictures. The original image can be any size or shape, but Windows 10 displays the user account picture as a circle, so when selecting a picture, keep in mind that it will be cropped to a square and then have its corners cut off.



**IMPORTANT** The change from square to circular user account pictures has met with strong opposition from Windows 10 and Windows 10 mobile users, in part because of the corners being cut off the pictures, but also because the circular icons don't tile neatly on the screen. Perhaps by the time you read this book, square pictures will be the default, or at least an option.

All Microsoft accounts have passwords. If you sign in to Windows or any website with your Microsoft account credentials, you use the same password wherever you sign in. (The user account name and password, together, are referred to as *credentials*.) Local accounts can have or not have passwords. If you don't store or access personal information on your computer, a password is not essential. However, it's never a bad idea to have a password. You can add a password (and an optional password hint) to a local account or change the password, and you can change your Microsoft password. Changing your Microsoft account password changes it across all computers, sites, and services.

If you're going to take the trouble to protect your user account with a password, choose one that no one is likely to guess. A strong password is at least eight characters long, does not contain words that might be in the dictionary or names, and contains at least one uppercase character, one lowercase character, one number, and one punctuation mark.



**IMPORTANT** If you change your Microsoft account password and then sign in to a computer that hasn't been able to connect to the Microsoft account database since before you changed the password, the computer won't be able to verify your new password and will prompt you to sign in with the last password you used on that computer.

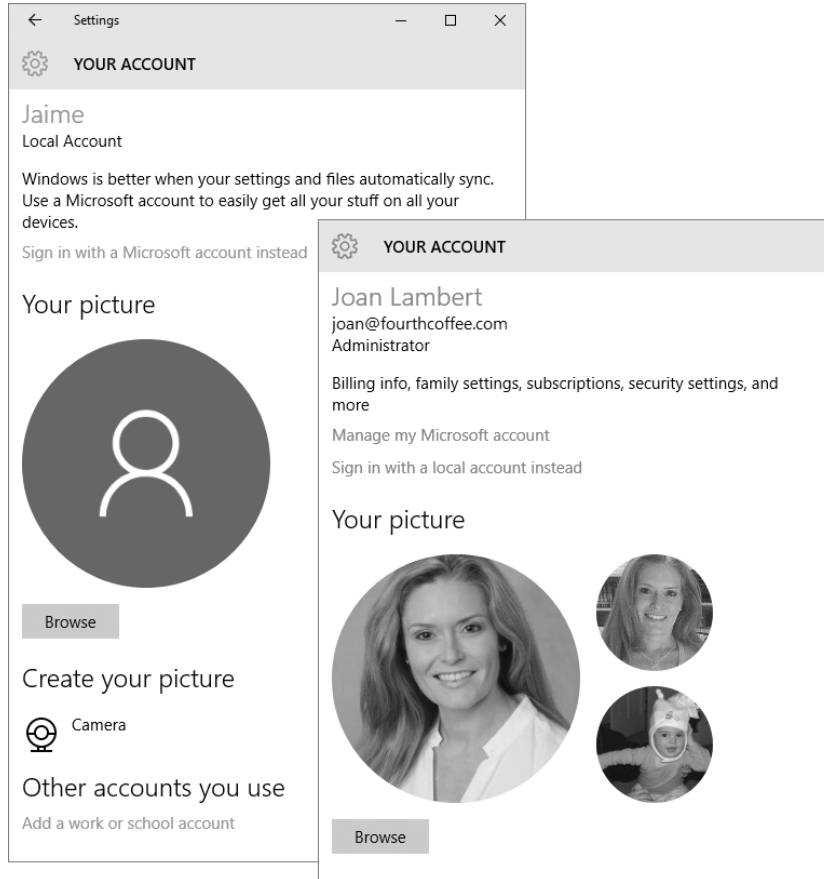
When you assign a password to a local user account, you can also save a password hint. Windows displays the password hint on the Welcome screen after you enter an incorrect password.

Each computer user manages his or her own account picture and password. The information in this section assumes that you're working with your own account.

### To display the Your Account settings pane

1. Do either of the following:
  - At the top of the **Start** menu, click your user account button, and then click **Change account settings**.
  - In the **Settings** window, click **Accounts**, and then click **Your account**.

The content of the Your Account pane varies based on whether you're signed in with a Microsoft account or a local user account, and what pictures have been associated with the account on the computer.



*Account management panes for local and Microsoft accounts*

### To set or change your user account picture

1. If you plan to use an existing picture, consider reviewing and editing the photo before proceeding, to ensure that it displays well in the available space.
2. Display the **Your account** settings pane.

3. Do one of the following:
  - If you want to select a previously used image, click the image in the **Your picture** section.
  - If you want to select an image that isn't shown in the **Your picture** section, click the **Browse** button. Then in the **Open** dialog box, locate and select the image you want to use, and click the **Choose picture** button.



**IMPORTANT** At the time of this writing, you can't modify the portion of the photo that Windows selects. Windows users have been requesting this feature, so perhaps by the time you read this book it will be possible to modify the selection.

- If you want to capture an image, in the **Create your picture** section, click the **Camera** button. (If Windows Camera prompts you to permit it to access your location, click **Yes** or **No**.) Adjust the camera, yourself, and your background as necessary, and then click the camera icon to take the picture.

### To set or change your Microsoft account picture

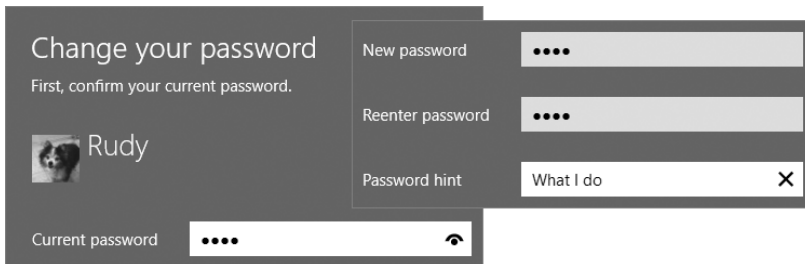
1. Display the **Your account** settings pane.
2. Click **Manage my Microsoft account** to display your Microsoft Account home page.
3. Click **Your info** on the menu bar, or click your account picture.
4. On the **Your info** page, do one of the following:
  - To initially set the picture, click **New picture**.
  - To change the existing picture, click **Change picture**, and then on the next page, click the **New picture** button.
5. In the **Open** dialog box, locate and select the picture you want to use, and then click **Open**.
6. On the **Your info** page, drag any of the picture handles to resize the circle, and drag the circle to change the part of the picture that is displayed. The crosshairs mark the center of the picture.

### To add a local user account password

1. In the **Settings** window, click **Accounts**, and then click **Sign-in options**.
2. In the **Password** section, click **Add**.
3. On the **Create a password** page, enter and reenter the password you want to use. Enter a password hint if you want to be able to display one from the Welcome page, and then click **Next**.
4. Click **Finish**.

### To change a local user account password

1. In the **Settings** window, click **Accounts**, and then click **Sign-in options**.
2. In the **Password** section, click **Change**.
3. On the **Change your password** page, enter your current password, and then click **Next**.
4. On the second **Change your password** page, enter and reenter the password you want to use. Enter a password hint if you want to be able to display one from the Welcome page, and then click **Next**.



*There are no reuse restrictions on local passwords*

5. On the final **Change your password** page, click **Finish**.

### To change a Microsoft account password

1. Display the **Sign-in options** settings page.
2. In the **Password** section, click **Change**.
3. On the **Please reenter your password** page that displays your Microsoft account name, enter the current password for the Microsoft account, and then click **Sign in**.

4. On the **Change your Microsoft account password** page, enter your current password and then enter and reenter the new password.



**IMPORTANT** The new password must be one that you haven't used before. The password reset system will not permit you to enter a password that you've used previously.

If you're uncertain whether you entered the password correctly, press and hold the eye icon at the right end of the input box to temporarily display the password.

*Hold down the eye icon to display the password*

5. When you're satisfied with the new password, click **Next**.
6. On the page confirming the password change, click **Finish**.

In addition to the onscreen confirmation, Microsoft sends a confirmation email message to your Microsoft account email address and to any email addresses that you provided as secondary contacts for the Microsoft account.

## Customize your sign-in options

Each user manages the password and sign-in options for his or her account. This topic addresses actions you can take for your user account, not for other people's user accounts.

If (and only if) your sign-in account has a password, you can create alternative sign-in options on each computer you log in to. These sign-in options include the following:

- **Personal identification number (PIN)** A number (at least four digits long) that you enter in place of your password.
- **Picture password** An image of your choice on which you perform a specific combination of gestures. Windows divides the picture into a 100x100 grid and looks for your selected gesture pattern in the appropriate grid coordinates. You can perform the gestures directly on a touchscreen or by using a mouse.





**IMPORTANT** Some critics say that a picture password isn't very secure because people generally do the obvious thing on any picture. For example, on a picture of a person, people tap the eyes and draw a line across the mouth. When you set up a gesture-based password, try to do something less obvious.

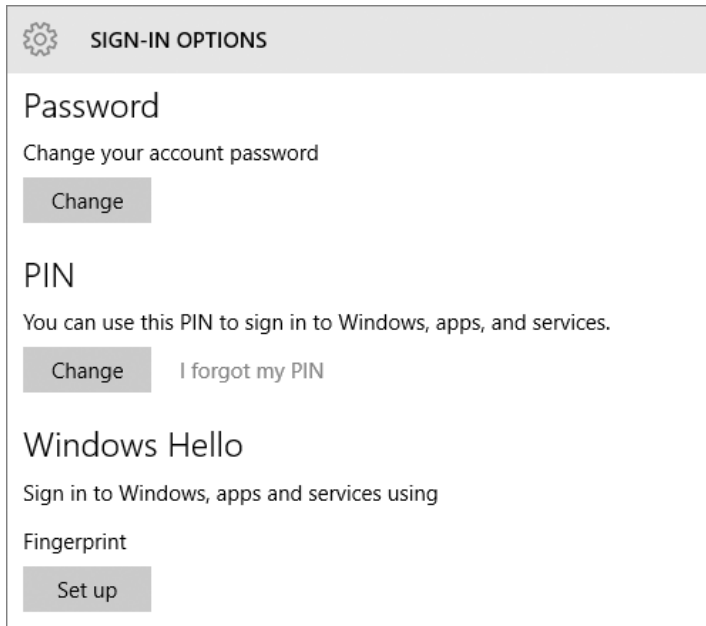
- **Windows Hello** Biometric identification through a fingerprint, facial, or iris recognition. This feature is available only on computers that have biometric identification hardware such as a built-in or external fingerprint reader.

After you set up a PIN or picture password sign-in option, the Welcome page changes to offer your new option by default. There is also a Sign-In Options link on the page, so if you forget your PIN or the specific gestures of your picture password, you can sign in at any time by using your password.

In addition to controlling sign-in options, each user who signs in with Microsoft account credentials can choose whether to synchronize settings across all the computers he or she signs in to with those credentials. This is a very cool feature after you have it set up the way you want it and get used to it. You can synchronize the following groups of settings:

- **Theme** Desktop background, colors, and sounds
- **Web browser settings** Favorite sites and recent searches
- **Passwords** Passwords that you've saved for specific websites
- **Language preferences** Installed language packs, regional date and time settings, and keyboard language
- **Ease of Access settings** Narrator and other accessibility tools
- **Other Windows settings** Your Start screen configuration and various other settings that we haven't found a clear description of

When you have a fingerprint reader or other biometric hardware installed on your computer, the Sign-In Options settings pane includes the Windows Hello category. At the time of this writing, you must create a PIN before you can configure a Windows Hello authentication method.



The Windows Hello category lists the biometric readers that are installed on your computer



**IMPORTANT** At the time of this writing, biometric readers aren't very common on personal and business computers, but we expect that as new hardware is developed specifically for Windows 10, that will change. We've documented the current procedures for setting up a fingerprint password, but the Windows Hello procedures might change along with the hardware.

When you have multiple sign-in options configured for your account, the Welcome screen displays the most recently configured sign-in option by default. You can switch to a different sign-in option from the Welcome screen.

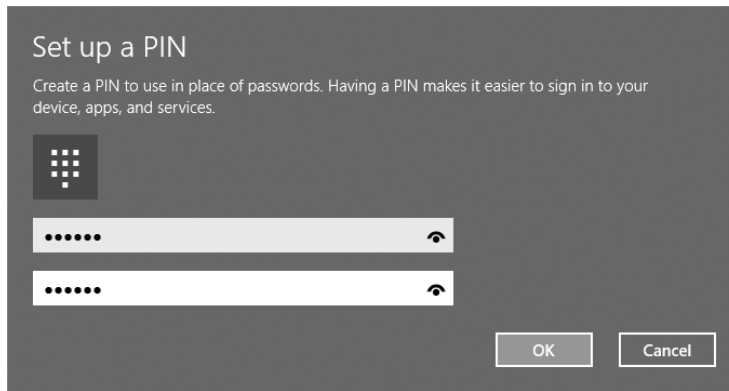


**IMPORTANT** You can perform the following procedures only for your own account (or the account that is currently logged in).

### To create a PIN

1. Open the **Settings** window, click **Accounts**, and then click **Sign-in options**.
2. In the **Sign-in options** settings pane, in the **PIN** section, click the **Add** button.
3. In the **Please reenter your password** window, enter the password for your account, and then click **Sign in** to open the **Set up a PIN** window.

4. Enter a personal identification number that is at least four digits long in the **New PIN** and **Confirm PIN** boxes.



*You can click the eye icons to check your entries*

5. In the **Set up a PIN** window, click **OK** to create your PIN and make the PIN sign-in option available from the Welcome screen.

### To change a PIN

1. In the **Sign-in options** settings pane, in the **PIN** section, click the **Change** button.
2. In the **PIN** box, enter your current PIN to validate your credentials.
3. Enter the new personal identification number (at least four digits long) in the **New PIN** and **Confirm PIN** boxes, and then click **OK**.

### To configure Windows Hello fingerprint authentication

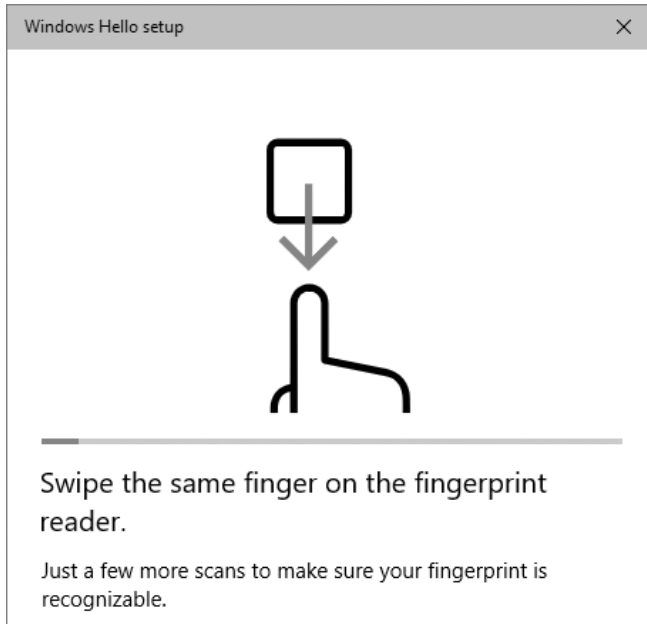
1. Create a PIN.
2. In the **Sign-in options** settings pane, in the **Windows Hello** section, click the **Add** button to start the Windows Hello setup wizard, and then click **Get started**.



**TIP** The Windows Hello heading appears only if your computer system includes a compatible biometric reader.

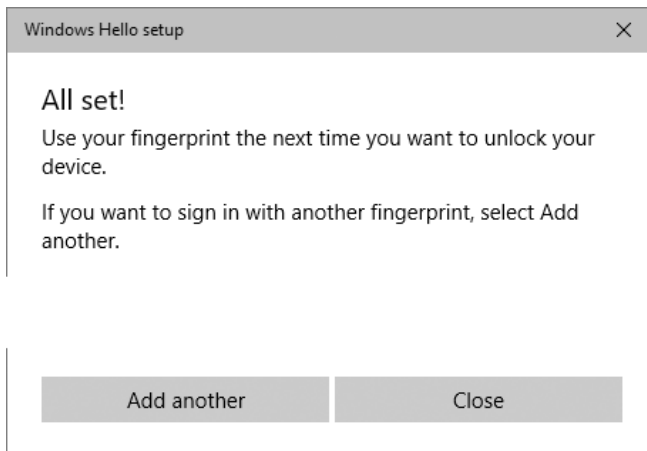
3. Swipe any finger across the fingerprint reader, from the first joint to the fingertip. Keep the finger flat and steady as you swipe.

After the reader detects a usable fingerprint reading, it prompts you to swipe the same finger again, until it gets about four good readings.



*You must confirm the authentication method multiple times*

4. After Windows registers the fingerprint, you can immediately add another fingerprint by clicking **Add another** and repeating step 3.



*You can store multiple fingerprints and sign in with any one*

### To create a picture password

1. In the **Sign-in options** pane, in the **Picture password** section, click the **Add** button to start the Picture Password wizard. The wizard has a background picture of purple flowers in a field of green.
2. In the **Create a picture password** dialog box, enter your account password, and then click **OK** to verify your identity.
3. The wizard demonstrates the three permissible gestures against the floral background. After you're familiar with the gestures, click the **Choose picture** button.
4. In the **Open** dialog box, browse to and select the picture you want to use, and then click **Open** to replace the wizard background picture. Drag the picture to adjust it in the available space, and then click **Use this picture**.
5. Decide on a combination of three taps, lines, and circles you'll be able to consistently remember, and then perform them on the picture. The wizard changes the number in the left pane as you perform each gesture.



*Choose a picture that includes objects you can use to correctly position your gestures*

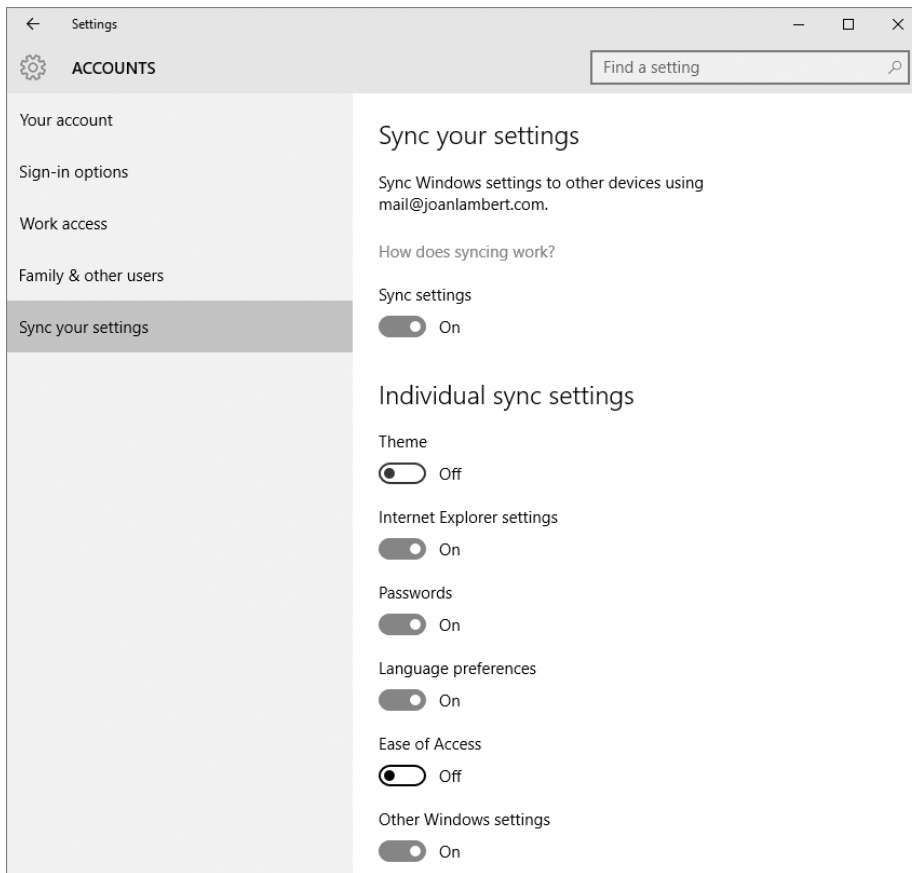
6. Repeat the three gestures when the wizard prompts you to do so, and then click the **Finish** button.

## To change authentication methods on the Welcome screen

1. On the Welcome screen displaying your user account name, click the **Sign-in options** link to display an icon for each sign-in method you have configured.
2. Click the icon for the sign-in method you want to use.

## To configure setting synchronization across computers

1. In the **Settings** window, click **Account**, and then click **Sync your settings**.
2. In the **Sync your settings** pane, set the **Sync settings** toggle button to **On** to activate synchronization on this computer.



*When synchronization is on, all the elements synchronize by default*

3. Consider the computers that you sign in to with the current Microsoft account credentials. The in the **Individual sync settings** section, do the following:
  - Set the toggle button to **On** for each setting that you want to synchronize to and from this computer.
  - Set the toggle button to **Off** for each setting that you want to maintain independently on this computer.

## Skills review

In this chapter, you learned how to:

- Understand user accounts and permissions
- Create and manage user accounts
- Manage account pictures and passwords
- Customize your sign-in options



# Practice tasks

The practice files for these tasks are located in the Win10SBS\Ch08 folder.

## Understand user accounts and permissions

There are no practice tasks for this topic.

## Create and manage user accounts

Display the Family & Other Accounts settings pane, and then perform the following tasks:

1. Create a local user account with the name **Duke** that is not part of your family group.
2. Disable the account and verify that it no longer appears in the Family & Other Accounts settings pane.
3. Activate the built-in **Guest** account.
4. Enable the **Duke** account for use in the next practice task.
5. Verify that the **Duke** and **Guest** accounts appear in the Family & Other Accounts settings pane.
6. Check the permissions for the **Duke** account, and make sure that it is a **Standard User** account.

## Manage account pictures and passwords

Perform the following tasks:

1. From the user account menu at the top of the **Start** menu, switch to the **Duke** account, and sign in to the computer.
2. Open the **Settings** window, click **Accounts**, and then click **Your account** to display Duke's account information.
3. Add an account picture to Duke's account. Choose one of the **Account** pictures in the practice files folder.
4. Add a password to Duke's account.
5. Lock the computer, and sign in as Duke, using the password.



## Customize your sign-in options

Perform the following tasks:

1. Sign in using the Duke account you created in the preceding task, or if you want to configure your own sign-in options, sign in using your account.
2. Open the **Settings** window, click **Accounts**, and then click **Sign-in options** to display the sign-in options that are available for the account.
3. Create a PIN that you can use instead of the current password to sign in to the computer.
4. Lock the computer.
5. Dismiss the lock screen, and then sign in by using the PIN.
6. If your computer has a biometric identification system that is compatible with Windows Hello, create a Windows Hello sign-in authentication. Then lock the computer, dismiss the lock screen, and sign in by using Windows Hello.
7. Create a picture password that you can use to sign in to the computer. Use one of the **Password** pictures in the practice file folder.
8. Lock the computer.
9. Dismiss the lock screen. On the Welcome screen, click the **Sign-in options** link and notice the icons that represent the available authentication methods.
10. Sign in by using the picture password. If you want to, change the picture password to use a picture of your own.
11. Display the **Sync your settings** pane. Review the elements that you can synchronize among computers and consider which of these would be useful or not useful. (If you're signed in as Duke, you won't be able to modify the sync settings because it is a local account.)
12. If you have a Microsoft account and want to modify the sync settings for that account, sign in using your own account, return to the **Sync your settings** pane, and modify the settings to fit your needs.



# Index

## Symbols

3D Text screen saver 442

## A

About Me menu (Cortana Notebook) 475

absolute path 567

accent colors, desktop 69–72

accepting license terms 556

accessibility features, configuring 444–458

    High Contrast settings 447–449

    keyboard and mouse settings 455–458

    Magnifier settings 449–452

    Narrator and Audio Description  
    settings 453–455

accessing

    Microsoft account settings 170

    Store (Windows Store) 164–165

accessory apps 161

accounts

    local 5

    Microsoft 4–5

    Store (Windows Store) 166–170

    user *See* user accounts

Accounts settings 30

action buttons (Action Center) 465–466

Action Center 17–18, 567

    action buttons 464–468

    app notifications 190

    displaying Action Center pane 467

    managing messages 21

    opening 193

activating built-in Guest accounts 366

activation 567

active apps, displaying 503

active network adapters 294

active windows 567

adapters, networks 294

Add Printer wizard 283–285

adding

    columns, Details view 121

    folders, Start menu 57

    folders to libraries 114–115

    local user account passwords 374

    reminders, Cortana 478–479

    Start screen tiles to tile groups 62

    storage locations to Quick Access list 128

Address bar 111, 567

Address toolbar (taskbar) 80

administrative permissions, revoking 367

Administrator accounts 346, 348–349, 365, 567

*See also* user accounts

administrators

    changing user account properties 353

    creating user accounts 354

Adult user accounts 347

Advanced Options dialog box, File Explorer  
    searches 486

advanced searches, File Explorer 485

advanced settings

    Edge 215

    power plans 432–433

Advanced Sharing dialog box 335

Advanced Sharing Settings window (Control  
    Panel) 311

advertising ID 517

Airplane Mode action button 465

Alarms & Clock app 157, 387

All Apps menu 152–156

All Settings action button 465

alphabets, language settings and 401

alphabet-specific fonts 403

annotating webpages 208–209

app lists, displaying on Start menu 56

appearance, changing taskbar 73–78

applying themes 84–91

    built-in themes 85

    customization 88–89

    displaying installed theme 89

    Natural Wonders category 86

    panoramic backgrounds 87

    previewing background images 87

    unpacked theme files 88

    Windows website 90

- app-management icons, displaying 20
- appointments, Cortana reminders 478–479
- apps 567
  - built-in 157–162
  - default 225, 489–497
  - displaying active and nonresponsive 503
  - files 98
  - Get Windows 10 553
  - installing Store apps 163–174
  - locating and starting 152–156
  - Mail 207–208
  - managing startup 188–189
  - notifications 190–194
  - Reading List 207–208
  - running as an administrator 156
  - shortcuts 175–187
  - virtual desktops 497–500
- arranging
  - desktop icons 186
  - windows 40–43
- aspect ratio 420, 567
- assistance, Cortana *See* Cortana
- Audio Description settings 453–455
- audio devices 264–271
  - managing playback device settings 266–267
  - notifications 265
  - switching playback devices 266–267
  - switching recording devices 268–271
- audio notifications (apps), turning off 194
- audio output jacks 264
- authentication
  - two-factor 542
  - Welcome screen methods 381
- automatic app updates 170

## B

- backgrounds 567
  - desktop 10, 64–68
  - lock screen, customizing 436–440
- backing up
  - computer systems 535–538
  - data, using File History 530–535
  - drives to system images 535–541
  - files to OneDrive 524–528
- backup images *See* system images
- Balanced power plan 426
- bandwidth 567

- banners, turning off 194
- Battery Saver action button 466
- Battery Saver feature 435
- behavior, taskbars 78–79
- Bing (search engine) 480, 484
- biometric identification 376, 542
- BIOS, accessing 536
- BIOS Setup Utility 540
- bitmap (.bmp) 567
- Blank screen saver 442
- blocking pop-up windows 231–232
- blogs 567
- Bluetooth action button 466
- .bmp (bitmap) 567
- boom microphones 265
- boot images 536
- bootable USB recovery drives 535, 539–540
- booting
  - from bootable DVD 535
  - from recovery discs 540
  - from recovery drives 540
  - wiped computers 535
- broadband connections 567
- browsers 568 *See* web browsers
- browsing 568
  - apps 165
  - history, Edge 211
- Bubbles screen saver 442
- built-in apps 157–162
- built-in Guest accounts, activating 366
- built-in power plans 426
- built-in speakers 264
- built-in themes 85
- button options, mice 272–274
- bytes 568

## C

- Calculator app 157
- Calendar app 157
- Camera app 159
- Camera Roll library 100
- caret browsing 236–239
- cascading windows 41
- CCleaner 550
- centering images (desktop background) 66
- central processing units (CPUs) 568

- Change Homegroup Sharing Settings
  - wizard 329
- Change Icon dialog box 116
- changing
  - advanced indexing options 488
  - authentication methods, Welcome screen 381
  - computer name 338–339
  - default Edge search engine 218–220
  - designation of primary screen 259
  - display names, family accounts 359–360
  - folder icon of a library 116
  - folder options 126–128
  - folder view 120
  - home page (Edge) 215–217
  - homegroup passwords 324
  - indexed locations 488
  - keyboard language 404
  - key repeat delay and rate 279–280
  - level of magnification, Magnifier tool 451
  - Microsoft account passwords 374–375
  - mouse button settings 274
  - mouse pointer appearance 274–275
  - mouse pointer functionality 276–277
  - mouse pointer icon 276
  - mouse wheel functionality 277–278
  - orientation of on-screen content 419
  - PIN (personal identification number) 378
  - screen brightness 419, 427–428
  - screen resolution 420–421
  - size or text size of user interface elements 417–418
  - time zones 392
  - User Account Control settings 352
  - user account passwords 374–375
  - user account pictures 372–373
  - user account properties, administrators 353
  - Windows display language 404
- Character Map app 162
- check boxes, displaying (File Explorer) 108
- children and online safety 233
- Children’s Online Privacy Protection Act (COPPA) 233
- Child user accounts 347, 356–357
- choosing default apps 491
- clicks 568
- Clipboard 132
- clocks 395
- Close button 37
- Closed Captions (Ease Of Access) 444
- closing
  - current desktop 500
  - selected desktops 500
  - windows 37–40
- cloud storage 524
- collapsing folders 111
- colors, desktop background 69–72
- columns, Details view
  - adding, removing, rearranging 121
  - resizing 122
- Command Prompt utility 162
- commands 568
- community-created themes 87
- Compatibility view 568
- completing Windows 10 update 558
- component information, displaying 256
- Compressed Folder Tools group (tool tabs) 109
- compressed folders 130–132, 568
- compressing files or folders 130–132, 568
- computer configuration, file sharing 328–329
- computer functionality, restoring 519–524
  - See also* restore points
- Computer list, Network window 301
- Computer Management console 355
- computer name, changing 338–339
- computer preparation, upgrading to Windows 10 550–552
- computer settings 385
  - accessibility features 444–458
  - device displays 413–421
  - lock screen 436–441
  - power 426–434
  - region and language 396–407
  - speech 408–413
- computer systems, backing up 535–541
- Computer tab 109
- computing sessions
  - ending 44–46
  - starting 4–9
- configuring
  - accessibility features 444–458
  - audio narration options 454
  - Bing SafeSearch settings 484
  - browser security settings 228–232
  - computers, file sharing 328–329
  - Cortana settings 472–478

## Connect action button

- configuring (*continued*)
  - language options 402–403
  - network connection security 305–311
  - power options 426–434
  - privacy settings 515–519
  - Quick Action buttons 464–468
  - Reading view settings 223
  - screen savers 442–443
  - setting synchronization 381–382
  - settings, Control Panel 32–33
  - settings, Settings window 29–31
  - Start menu 52–57
  - Start screen 52–57
  - system icons 187
  - taskbar 73–84
  - visual narration options 455
  - voice recognition 409–411
  - Windows Hello 378–379
- Connect action button 466
- Connect pane 261
- Connected Accounts menu (Cortana Notebook) 475
- connecting
  - local accounts to Microsoft accounts 369
  - to networks 294–300
- connection icons 295
- connections
  - expanding capacity 250–251
  - printers 280–287
- content
  - configuring Start menu 55–57
  - Edge tabs 217
  - searching 20
  - Start menu 23
  - tiles, Start screen 59
- content filters, Bing 484
- Content pane (File Explorer) 105, 568
- Content view 120
- control levels, UAC (User Account Control) 351
- Control Panel 27, 568
  - configuring settings 32–33
  - displaying home page 34
  - Ease Of Access Center 445
  - Speech Recognition page 411
- Coordinated Universal Time 386
- COPPA (Children's Online Privacy Protection Act) 233

- copying files and folders 132–134
- Cortana 18–19, 469–479
  - adding reminders 478–479
  - configuring settings 472–478
  - countries and regions 469
  - displaying/hiding 478
  - initializing 470–474
  - privacy settings 518
  - set up 470–472
- Cortana Tips information-tracking options (Cortana) 475
- CPUs (central processing units) 568
- credentials 568
- Current View group (View tab) 108
- cursor 568
- custom power plans 431–433
- Customize tab, Properties dialog box 139
- customizing
  - device display settings 413–421
  - Edge content 217
  - lock screen 436–441
  - sign-in options 375–382
  - themes 88–90
  - tiles, Start screen 60

## D

- data
  - backing up using File History 530–535
  - transfer information, displaying 304
  - usage by apps, displaying 304–305
- Date & Time settings 388–389
- date and time
  - changing formats 393–394
  - changing time zones 392
  - displaying multiple clocks 395
  - displaying secondary clocks 395
  - manually setting 389
  - synchronizing with Internet time servers 390–391
  - taskbar 17
- default apps
  - managing 225
  - specifying 489–497
- default Edge search engine, changing 218–220
- default notification settings 191
- default settings, Start screen 53

- Defender updates 228
- deleting
  - custom power plans 433
  - folders and files 135–137
  - homegroups 325
  - saved information, Edge 222
  - user accounts 361–362, 364–365
- Descriptive Video Service (DVS) 453
- desktop 9–11, 568
  - accent colors 69–72
  - displaying on multiple screens 256–262
  - moving between computers 499
  - Recycle Bin 11
- desktop apps 568
  - configuring icons 187
  - defined 152
  - icon organization 181–183
  - running as an administrator 156
  - shortcuts 181–186
  - utilities 161
- desktop backgrounds 10, 64–68
- desktop computers 568
- Desktop toolbar (taskbar) 81
- Details pane (File Explorer) 105, 108, 568
- Details view (File Explorer) 119
- device display settings 413–421
  - orientation of on-screen content 419
  - screen brightness 419
  - screen resolution 420–421
  - user interface elements, size 417
  - user interface elements, text size 418
- device drivers 251, 568
- Device Manager window 254
- devices 568
- Devices settings
  - contents 252
  - features 30
  - Printers & Scanners pane 280
- Devices And Printers window 280
- dialog boxes 568
- digital entitlement 555
- digital signatures 568
- disabling
  - network adapters 314
  - toolbars, InPrivate browsing sessions 235–236
  - user accounts 360–361, 364
- disconnecting
  - peripheral devices 286–287
  - wired networks 299
  - wireless networks 299–300
- Disk Cleanup 569
- Disk Defragmenter 569
- display names, family accounts 359–360
- display options, File Explorer
  - changing folder options 126–128
  - different views of folders/files 118–122
  - displaying/hiding panes 117–118
  - group folder content 122–124
  - sort and filter folder content 124–126
- display settings 413–421
  - orientation on-screen content 419
  - screen brightness 419
  - screen resolution 420–421
  - size, user interface elements 417
  - text size, user interface elements 418
- Display settings, displaying the pane 258, 417
- displaying
  - action buttons 467
  - Action Center pane 467
  - Action Center taskbar icon 468
  - active and nonresponsive apps 503
  - All Apps menu 155
  - app lists, Start menu 56
  - app status information, lock screen 440–441
  - app-management icons 20
  - browsing history, Edge 211
  - categories of settings 34
  - Control Panel home page 34
  - Cortana 478
  - current date and time 388–389
  - Date & Time settings 389
  - desktop background images 67
  - desktop icons 186
  - desktop on multiple screens 256–262
  - desktops in Task view 499
  - device information 255–256
  - Display settings 258, 417
  - Ease Of Access settings 446
  - favorites list, Edge 211
  - file downloads, Edge 211
  - File Explorer panes 117–118
  - folder content, as icons 120
  - folder content, File Explorer 111
  - Folder Options dialog box 128

displaying (*continued*)  
hardware, software, and component information 256  
homegroup passwords 321  
information about networks and connections 300–305  
installed themes 89  
jump lists 57  
libraries, Navigation pane 113  
live content, app tiles 177  
More Actions menu 215  
multiple clocks 395  
notifications 21  
printer status 286  
Properties dialog boxes, files and folders 141  
purchased apps/games 173  
Quick Link menu 34  
reading list, Edge 211  
recent messages 21  
recent files 26  
Region & Language settings 398  
secondary clocks 395  
Settings window 255  
sites in Compatibility view 237–238  
speech recognition tools 411  
Speech settings 409  
Start menu 26  
Start screen 26  
status of network adapters 304  
taskbar buttons 78  
taskbar shortcut menu 75  
taskbar toolbars 80–84  
Task View button 78  
thumbnails 20  
user account controls 26  
websites, Edge 203–206  
DLLs (dynamic-link libraries) 98  
Docked view (Magnifier tool) 449  
Documents library 100, 112  
domain name (website addresses) 226  
domains 569  
double-clicking 569  
downloading practice files xii–xiii  
Downloads And Updates page 172, 174  
dragging  
defined 569  
windows 42  
drivers 251, 569

drives, sharing 334–337  
DVI monitor ports 250  
DVS (Descriptive Video Service) 453  
dynamic, defined 569  
dynamic-link libraries (DLLs) 98

## E

Ease Of Access features 444  
displaying settings 446  
synchronizing settings 376  
Ease Of Access settings 31  
Easy Access menu, Home tab 107  
Eat & Drink information-tracking options (Cortana) 475  
ebook edition xv  
Edge 202, 569  
changing default search engine 218–220  
configuring Reading view settings 223  
configuring security settings 228–232  
customizing content 217  
deleting saved information 222  
displaying browsing history 211  
displaying favorites list 211  
displaying file downloads 211  
displaying reading list 211  
displaying websites 203–206  
finding, saving, and sharing information 207–214  
importing Favorites lists to 224  
managing passwords 220–221  
managing settings 214–224  
pinning site to Start screen 212–213  
printing webpages 213–214  
reading articles 212  
saving passwords 220–221  
saving webpages to favorites list 211  
troubleshooting browsing issues 235–238  
Edit Plan Settings window 430  
editing advanced settings, power plans 432–433  
emulating different browsers 236  
enabling  
disabled user accounts 361, 364  
network adapters 314–315  
ending computing sessions 44–46  
errors, reporting xv  
Ethernet 569  
Ethernet ports 250, 294



- Events information-tracking options (Cortana) 475
- executable files 98, 569
- expanding
  - connection capacity 250–251
  - folders 111
  - portable computers, peripheral devices 263
- expansion cards 250, 569
- expansion slots 569
- extending displays 257
- Extensible Markup Language (XML) 569
- external devices 249
  - audio 264–271
  - disconnecting from computer 286–287
  - displaying desktop on multiple screens 256–262
  - installation 251
  - internal 250
  - keyboard management 278–280
  - locating device information 252–256
  - mice 271–278
  - portable computers and 263
  - printers 280–287
  - terminology 250–251
- external Ethernet ports 294
- external hard disk drives 104
- external peripheral devices 569
- external removable storage devices 104
- Extra Large Icons view (File Explorer) 119
- extracting files, compressed folders 131–132

## F

- Family & Other Users settings 353–354
- Family Safety 356–357
- family user accounts 349–350
  - creating 357–359
  - Family Safety 356–357
  - managing 359–362
- Favorites bar 569
- Favorites lists
  - displaying 211
  - importing to Edge 224
  - saving webpages to 211
- Federal Trade Commission, children and online safety 233
- feedback xv
- fetching files to OneDrive
  - enabling 527
  - from remote computers 530
- Fewer Details view (Task Manager) 501, 503
- File And Printer Sharing settings, network security profiles 305
- file downloads, Edge 211
- File Explorer 102, 569
  - Content pane 105, 568
  - Details pane 105, 568
  - display options 117–128
  - Homegroup node (Navigation pane) 102
  - Libraries folder 112–117
  - Libraries node (Navigation pane) 102
  - Navigation And Search bar 111–113
  - Navigation pane 104, 573
  - Network node (Navigation pane) 102
  - Preview pane 105, 575
  - Quick Access node (Navigation pane) 102
  - ribbon command interface 104–108
  - searches 143–144
  - searching 485–489
  - starting 111
  - This PC node (Navigation pane) 102, 104
  - window layout 104–105
- File History 569
  - activating 531–533
  - backing up data 530–531
  - backups 113
  - displaying 107
  - viewing previous versions 533–534
- File menu (File Explorer) 105
- file name extensions 227, 570
- file name extensions, displaying (File Explorer) 108
- File Sharing Connections settings, network security profiles 305
- file shortcut menus, jump lists 179
- file storage folders 103
- files
  - backing up 530–531
  - compressing 130–132
  - created by apps 98
  - created by you 98
  - creating and renaming 129–130
  - deleting/recovering 135–137
  - display options, File Explorer 117–128
  - displaying recent files 26

filling images (desktop background)

files (*continued*)

- File Explorer *See* File Explorer
- grouping 124
- managing versions 534–535
- moving/copying 132–134
- opening in default apps 493
- optimizing folders for 115
- properties 138–142
- recovery 570
- removing groupings 124
- removing personal information 142
- searches 142–144
- sharing network files 326–337
- sorting 125
- updating 35–36
- viewing backed up versions 533–534

filling images (desktop background) 66

Filter Keys (Ease Of Access) 455

filtering

- File Explorer search results 487
- folder content 124–126
- taskbar search results 483–484

filters 570

- applying 126
- Bing 484

Finance information-tracking options (Cortana) 475

finding

- information (web browsers) 207–214
- text on a webpage 208

fingerprint authentication 376–379

finishing Windows 10 update 558

fitting images (desktop background) 66

flash drives 570

flicking

- defined 570
- touchscreen interaction 565

Flip feature 570

Flowers theme 85

folder content

- displaying 111
- filtering 124–126

folder name (website addresses) 227

Folder Options dialog box 127–128

folders 98, 570

- adding to libraries 114–115
- adding to Start menu 57
- All Apps menu 155

- changing icon of a library 116
- changing options 126–128
- changing view 120
- compressing 130–132
- creating and renaming 129–130
- deleting/recovering 135–137
- display options, File Explorer 117–128
- File Explorer *See* File Explorer
- grouping content 122–124
- libraries 100–101
- moving/copying 132–134
- optimizing for a file type 115
- Program Files 98
- properties 138–142
- Public 99
- removing from a library 117
- removing from Start menu 57
- searches 142–144
- Users 99
- Windows 99

Food & Drink app 160

form entries, Edge 220–221

formats, date and time settings 393–394

frames 570

freestanding microphones 265

Full Screen view (Magnifier tool) 449

full-screen configuration, Start screen 52

## G

- gadgets 570
- GB (gigabyte) 130, 570
- General tab
  - Folder Options dialog box 127
  - Properties dialog box 138
- geofencing 518
- gestures (touchscreen tips) 566
- Get Windows 10 app 553
- Get Windows 10 icon 549
- Getting Around information-tracking options (Cortana) 475
- Getting To Know You feature, turning off 413
- gigabyte (GB) 130, 570
- glyphs 570
- GMT (Greenwich Mean Time) 386
- graphical user interface (GUI) 570
- Graphics Interchange Format (.gif) 570
- Greenwich Mean Time (GMT) 386

Groove Music app 158  
 Group By menu, View tab 123  
 group folder content, File Explorer 122–124  
 grouping files 124  
 Guest accounts 365–366, 570  
 GUI (graphical user interface) 570

## H

handwriting recognition, language-specific features 403  
 hardware 570  
 HDMI ports 250  
 headphone jacks 264  
 headset microphones 265  
 Health & Fitness app 160  
 height, taskbars 77–78  
 Hibernate mode 570  
 hidden items, displaying (File Explorer) 108  
 hiding
 

- Action Center taskbar icon 468
- Cortana 478
- desktop icons 186
- File Explorer panes 117–118
- jump lists 57
- libraries 113, 117
- live content, app tiles 177
- Start menu app lists 56
- taskbar 79
- Task View button 78
- windows 21, 37–40

 High Contrast (Ease Of Access) 444, 447–449  
 High Performance power plan 426  
 high-contrast themes 85  
 home pages 215–217, 570  
 Home tab (File Explorer) 106–107  
 HomeGroup troubleshooter 325  
 HomeGroup window
 

- Control Panel 319–320
- File Explorer 319

 homegroup connections 316–325  
 HomeGroup connection settings, network security profiles 305, 308  
 homegroup members 571  
 Homegroup node (File Explorer) 102  
 homegroups 571
 

- changing passwords 324
- connecting to resources 323

- creating 320–321
- deleting 325
- discarding password requirements 321–322
- disconnecting all computers 323
- displaying password 321
- joining computers to 322–323
- removing computers from 324–325
- resources 329–330
- sharing folders/libraries 330–332

 hotspots 571  
 HTML (Hypertext Markup Language) 571  
 HTTP (Hypertext Transfer Protocol) 226  
 HTTPS protocol 226  
 hubs 250, 571  
 hyperlinks 571  
 Hypertext Markup Language (HTML) 571  
 Hypertext Transfer Protocol (HTTP) 226

## I

ICANN (the Internet Corporation for Assigned Names and Numbers) 226  
 Icon views (File Explorer) 119  
 icons 571  
 identity verification 542  
 IEEE 1394 ports 250  
 IM (instant messaging) 571  
 images
 

- background, themes 87
- desktop background 65–68
- Natural Wonders themes 86
- panoramic backgrounds, themes 87

 imaging point 535  
 importing Favorites lists, Edge 224  
 index, search 485
 

- changing advanced indexing options 488
- changing locations being indexed 488
- rebuilding 489

 information apps 160  
 Information bar 571  
 information management apps 157–158  
 information technology (IT) 571  
 information-analysis tools, Cortana 18–19  
 initializing Cortana 470–474  
 inline ads, blocking 517  
 InPrivate Browsing 234–235, 571  
 Input devices 571  
 insertion points 571

- Insider Builds 513
- Install The Printer Driver page (Add Printer wizard) 284
- installing
  - additional system languages 399–400
  - Language Interface Packs 401
  - peripheral devices 251
  - plug-and-play printers 281–282
  - Store apps 163–174
  - supplemental font features 403
  - updates 513–515
  - Windows 10 547–558
- instant messaging (IM) 571
- internal hard disk drives 104
- internal peripheral devices 250, 571
- internal removable storage drives 104
- International Atomic Time 386
- Internet browsers *See* web browsers
- Internet connections, network connections versus 296
- Internet Corporation for Assigned Names and Numbers (ICANN) 226
- Internet Explorer 158, 571
- Internet Protocol (IP) addresses 226, 571
- Internet service provider (ISP) 571
- Internet time servers 386, 390–392
- IP (Internet Protocol) addresses 226, 571
- ISP (Internet service provider) 571
- IT (information technology) 571

## J

- .jpg (JPEG) file format 572
- jump lists 25, 572
  - displaying 57
  - file shortcut menus 179
  - hiding 57

## K

- KB (kilobyte) 572
- Kbps 572
- keyboard language, changing 404
- keyboard management
  - changing key repeat delay and rate 279–280
  - configuring text input settings 279
  - settings 455–458
  - shortcuts 559–564

- Keyboard Properties dialog box 279
- keywords 572
- kilobyte (KB) 572

## L

- Language Interface Packs 396, 401
- language preferences, synchronizing 376
- language settings 396–407
  - changing Windows display language 404
  - configuring options 402–403
  - installing additional system languages 399–400
- laptop computers 572
- Large Icons view (File Explorer) 119
- layout options (File Explorer) 108
- Lens view (Magnifier tool) 449
- levels of control, UAC (User Account Control) 351
- libraries 100–101, 572
  - adding folders to 114–115
  - changing folder icon 116
  - creating 113
  - displaying/hiding 113
  - File Explorer *See* File Explorer
  - hiding 117
  - removing folders from 117
- Libraries node (File Explorer) 102, 112–117
- license certificates 555
- limiting system notifications 194
- Links toolbar (taskbar) 80–81
- List view (File Explorer) 119
- live information apps 160
- local accounts 5, 346–347, 572
  - connecting to Microsoft accounts 369
  - creating 363
  - passwords 371–372, 374
  - pictures 369–371
  - switching to, from a Microsoft account 368
- local printers 282–285, 572
- locating
  - apps 152–156
  - peripheral device information 252–256
- Location action button 466
- location-specific language variations 396
- lock screen 6–8
  - customizing 436–441
  - defined 572

locking, defined 572  
locking computer 24, 44–45  
logo key 559

## M

Magnifier tool 444, 572  
    changing magnification level 451  
    configuring settings 449–452  
    magnification views 449  
    turning off 452  
    turning on 450  
Mail app 157, 207–208  
mail servers 572  
malicious sites, SmartScreen Filter 229–230  
malware 228, 572  
managing  
    audio playback device settings 266–267  
    default apps 225  
    Edge passwords and form entries 220–221  
    Edge settings 214–224  
    File Explorer searches 485–489  
    hard disk drives 110  
    networks 110  
    printer connections 280–287  
    printer settings 286  
    tile groups 62–63  
    user accounts 353–369  
    Windows 20–21  
manual installation, local printers 282–285  
manually setting date and time 389  
mapping a drive 572  
Maps app 158  
Math Input Panel 161  
maximizing windows 37, 39, 572  
MB (megabyte) 572  
media 572  
Media Devices list (Network window) 301  
media management apps 158–159  
Media streaming settings, network security profiles 305  
Medium Icons view (File Explorer) 119  
Meetings & Reminders information-tracking options (Cortana) 476  
megabyte (MB) 572  
memory expansion using ReadyBoost 253  
menu bar 572  
menus 572  
    All Apps 152–156  
    Store account 167  
metadata 572  
Microphone Setup wizard 269  
microphones 265  
    Cortana verbal cues 476–477  
    USB-connected 264  
Microsoft accounts 4–5  
    accessing settings 170  
    connecting to local accounts 369  
    identity verification 542  
    passwords 371–372, 374–375  
    pictures 369–371, 373  
    registering 368  
    switching to a local account 368  
Microsoft Edge *See* Edge  
Microsoft Family Safety 356–357  
Minimize button 37  
minimizing windows 39, 573  
Miracast 256, 573  
modems 573  
Money app 160  
monitoring system tasks 501–506  
monitors, displaying desktop on multiple screens 256–262  
More Actions menu (Edge)  
    displaying 215  
    managing Edge settings 214  
More Details view (Task Manager) 501, 503  
Most Used apps, Start menu 24–25, 55  
mouse accessibility features 455–458  
Mouse Keys (Ease Of Access) 455  
mouse management 271–278  
    button and wheel options 272–273  
    button settings 274  
    pointer appearance 274–275  
    pointer functionality 276–277  
    pointer icons 276  
    wheel functionality 277–278  
mouse ports 250  
Movies & TV app 158  
Movies & TV information-tracking options (Cortana) 476  
moving  
    apps to different desktops 499–500  
    between desktops 499  
    files and folders 132–134

- moving (*continued*)
  - taskbar 77
  - taskbar buttons 181
  - tile groups, Start screen 63
  - tiles, Start screen 60–61
  - windows 40–43
- multiple display devices 256–262
- Multiple Displays settings 76, 259
- multiple monitors 573
- multiport hubs 250
- multistep procedural instructions xiv
- multi-touch gesture 573
- Music app 158
- Music library 100
- Music Tools group (tool tabs) 109
- My Library (Store) 171
- My Stuff search results 481
- Mystify screen saver 442

**N**

- name of computer, changing 338–339
- naming Start screen tile groups 62–63
- Narrator (Ease Of Access) 444
  - configuring settings 453–455
  - defined 573
  - turning on 454
- National Institute of Standards and Technology (NIST) 391
- Natural Wonders category, themes 86
- Navigation And Search bar (File Explorer) 111–113
- navigation, defined 573
- Navigation pane (File Explorer) 104, 111, 573
- Navigation pane options 108
- Network & Internet settings 30
- network adapters 294, 573
  - disabling 314
  - displaying status 304
  - enabling 314–315
- Network And Sharing Center 296, 302–304, 573
- network connections
  - configuring security 305–311
  - connecting to networks 294–300
  - displaying information about
    - networks 300–305
  - sharing files 326–337
  - troubleshooting 312–316
  - versus Internet connections 296

- network discovery 297, 573
  - settings, network security profiles 305
  - turning on 298–299
- Network Discovery And File Sharing message box 298
- network domains 573
- network drives 573
- network hubs 573
- Network Infrastructure list, Network window 301
- network interface cards 294
- Network node (File Explorer) 102
- network printers 281, 573
- network profiles 573
- network routers 573
- network share 573
- Network Usage settings 303
- Network window 300–301, 303
- networks 573
- News app 160
- News information-tracking options (Cortana) 476
- NIST (National Institute of Standards and Technology) 391
- non-family user accounts 362–365
- nonresponsive apps, displaying 503
- Note action button 466
- Notebook, configuring Cortana settings 474–478
- Notepad 161
- notification area 16–17
- notifications
  - apps 190–194
  - audio devices 265
  - displaying 21
- Notifications & Actions settings 190
- Notifications icon 16–17

**O**

- OEM (original equipment manufacturer) 574
- offline 573
- OneDrive 524, 574
  - accessing storage options 529
  - backing up files to 526
  - connecting 525
  - fetching files 527, 530
  - managing settings 526

- shortcut to 524
- storage size 524
- storing files 526
- synchronizing folders 528–529
- online 574
- online safety for children 233
- on-screen content, orientation 419
- On-Screen Keyboard (Ease Of Access) 455, 574
- opening
  - Action Center 193
  - Computer Management console 355
  - default app files 493
  - HomeGroup window, Control Panel 319–320
  - HomeGroup window, File Explorer 319
  - Settings window 34
  - Taskbar and Start Menu Properties dialog box 76
- Open menu (Home tab) 107
- operating systems 551, 574
- optical character recognition, language-specific features 403
- Optimize Drives 574
- option buttons 574
- options 574
- Options button, touchscreen tile management 176
- Options command 108
- orientation, on-screen content 419
- original equipment manufacturer (OEM) 574
- Other Devices list, Network window 301

## P

- Packages information-tracking options (Cortana) 476
- page name (website addresses) 227
- Paint app 161
- panoramic images, themes 87
- parallel ports 250, 574
- partial-screen configuration, Start screen 52
- partitions 574
- password reset disks 574
- password hints 574
- Password-protected sharing settings, network security profiles 305
- passwords 574
  - homegroups 321, 321–322, 324
  - local accounts 374
  - Microsoft accounts 374–375
  - picture 375, 380
  - saving and managing (Edge) 220–221
  - synchronizing 376
  - system power settings 434
  - user accounts 353, 371–372
- pasting items from the Clipboard 134
- paths 574
- Peek function 79
- peer-to-peer networks 574
- peer-to-peer wireless connection, Miracast 256
- performance, Task Manager 504
- performing upgrade to Windows 10 555–558
- peripheral devices 249, 574
  - audio 264–271
  - disconnecting from computer 286–287
  - displaying desktop on multiple screens 256–262
  - external 250
  - installation 251
  - internal 250
  - keyboard management 278–280
  - locating device information 252–256
  - mice 271–278
  - portable computers and 263
  - printers 280–287
  - terminology 250–251
- permission levels, sharing files 326–327
- permissions
  - revoking administrator permissions 367
  - user accounts 348–349, 366–367
- Permissions dialog box 337
- personal files 98
- personal folders 99, 574
- personal identification number (PIN) 375
  - changing 378
  - creating 377–378
- personal information, removing from files 142
- Personalization settings 30
- phishing 229–230, 574
- photos
  - as desktop backgrounds 65
  - Microsoft accounts 373
  - user accounts 369–373
- Photos app 159
- Photos screen saver 442
- picture passwords 375, 380, 574
- Picture Tools group (tool tabs) 109

- pictures
  - as desktop backgrounds 65
  - Microsoft accounts 373
  - user accounts 353, 369–373
- Pictures library 100
- PIN (personal identification number) 375
  - changing 378
  - creating 377–378
  - defined 575
- pinching (touchscreen interaction) 565
- pinned taskbar buttons 575
- pinning, defined 575
- pinning apps
  - to the desktop 181–186
  - to the Start screen 175–177
  - to the taskbar 180–181
- pinning files to a jump list 179
- pinning folders
  - to a jump list 179
  - to the Quick Access list 107
- pinning websites to the Start screen 212–213
- pixels 575
- Playback tab (Sound dialog box) 266
- plug-and-play devices 251, 281–282, 575
- .png (Portable Network Graphic) 575
- pointers (mice) 575
  - changing how pointer works 276–277
  - changing individual icon 276
  - changing looks 274–275
- pointing devices 575
- pointing (mouse) 575
- pop-up windows
  - blocking 231–232
  - defined 575
- portable computers, peripheral devices and 263
- Portable Network Graphic (.png) 575
- ports 250, 575
- Power button 575
- power options, configuring 426–434
  - Battery Saver feature 435
  - changing screen brightness 427–428
  - editing advanced settings 432–433
  - password requirements 434
  - power management settings 428–429
  - resetting power plan to defaults 433
  - shutdown settings and triggers 434
- power plans
  - creating custom 431
  - deleting custom 433
  - modifying 430
  - standard 429
- Power Saver power plan 426
- PowerShell *See* Windows PowerShell
- practice files, downloading xii–xiii
- preparing for upgrade to Windows 10 549–554
- Preview pane (File Explorer) 105, 108, 575
- Previous Versions tab, Properties dialog box 139
- prices, Store apps 165
- primary displays 257, 259, 575
- printer connections 280–287
  - displaying printer status 286
  - managing printer settings 286
  - manual installation of local printers 282–285
  - network printers 281
  - plug-and-play printers 281–282
  - virtual printers 288
- printer ports, parallel 250
- printer sharing 285
- Printers & Scanners settings 280
- Printers list
  - in the Add Printer wizard 284
  - in the Network window 301
- printing webpages 213
- privacy, browsers 233–235
- privacy settings 31
  - advertising ID 517
  - categories 516–517
  - configuring 515–519
  - Cortana 518
  - managing 519
  - SmartScreen Filter 517
- private networks 309, 575
- processes, sorting by resource usage 503–504
- product keys 575
- productivity apps 157–158
- profiles, users 347–348
- programs *See* apps; desktop apps; Store apps
- progress bars 575
- Project action button 466
- properties 575
  - files and folders 138–142
  - Recycle Bin 137



- Properties dialog box
  - files 140
  - folders 138–139
- protocol (website addresses) 226
- PS/2 keyboard ports 250
- Public Folder Sharing settings, network security profiles 305
- Public folders 99, 576
- Public network profile 307
- public networks 309, 576
- putting computer to sleep 44–45

## Q

- Quick Access list 128
- Quick Access node (File Explorer) 102
- Quick Access Toolbar 576
- Quick Action buttons, configuring 464–468
- Quick Link menu 13, 34
- Quiet Hours 193
- Quiet Hours action button 466

## R

- random access memory (RAM) 576
- Read permission 326
- reading articles, Edge reading list 212
- reading list, Edge
  - displaying 211
  - reading articles 212
- Reading List app 207–208, 210
- Reading view settings (Edge), configuring 223
- Read-only attribute 138
- Read/Write permission 326
- ReadyBoost 253, 576
- rearranging columns, Details view 121
- rebuilding search index 489
- Recently Added apps (Start menu) 24–25, 55
- Recently Opened Items setting 55
- recording devices, switching between 268–271
- Recording tab (Sound dialog box) 268
- recovering folders and files 135–137
- recovery drives
  - bootable USB 535–536, 539–540
  - booting from 540–541
  - creating 535–536
- Recycle Bin 11, 135, 137, 576
- Recycle Bin Tools group (tool tabs) 110
- refining File Explorer searches 144
- Refresh button 111
- refreshing your PC 522–523, 576
- Region & Language settings 398–399
- regional settings 396–407
  - copying to Windows system screens 407
  - date and time formats 405–406
- registering Microsoft accounts 368
- registration keys 576
- registries 576
- reinstalling Store apps 171–174
- relative paths 576
- reminders, Cortana 478–479
- Remote Desktop Connection 576
- Remote Desktop Connection app 162
- remote printers 576
- removable media 576
- removable storage devices 104
- removing
  - app shortcuts from desktop 186
  - app shortcuts from Start screen 177
  - app shortcuts from taskbar 181
  - columns, Details view 121
  - file groupings 124
  - file properties 140–142
  - folders, libraries 117
  - folders, Start menu 57
  - personal information from files 142
  - system languages 404
  - themes 91
  - toolbar from taskbar 84
- Rename your PC dialog box 339
- renaming
  - computer 338–339
  - folders and files 129–130
  - Start screen tile groups 63
- Repeat Delay settings, keyboard 280
- Repeat Rate settings, keyboard 280
- reporting errors xv
- reporting unsafe websites 230
- reserving copy of Windows 10 552–554
- resetting your PC 522, 524, 576
- resizing
  - columns, Details view 122
  - partial-screen Start screen 54
  - tiles, Start screen 61
  - windows 37–40

- resolution 576
- resources, homegroups 323, 329–330
- restarting computer 44, 46
- Restore button 37
- restore points 576
  - See also computer functionality, restoring
  - creating 519, 521
  - definition 519
  - displaying all 521
- restoring
  - cascaded, stacked, or side-by-side windows 42–43
  - computer functionality 519–524
  - deleted items 136
  - from system images 535–536, 538
  - minimized windows 40
  - to restore points 520–522
- restoring down windows 576
- restricting user accounts 367–368
- revoking administrative permissions 367
- ribbon command interface (File Explorer) 104–110
- ribbons 576
- Ribbons screen saver 442
- ribbon tabs 105–108
- right-clicking 576
- right-drag 576
- roots 576
- Rotation Lock action button 466
- Run As Administrator command, desktop apps 156
- running
  - desktop apps as an administrator 156
  - HomeGroup troubleshooter 325
  - Troubleshooters 315–316

## S

- safeguards, user profiles 347–348
- Safely Remove Hardware And Eject Media icon 287
- SafeSearch (Bing), configuring settings 484
- safety settings, Microsoft Family Safety 356–357
- saved passwords (Edge), managing 221
- Saved Pictures library 100
- saving
  - customized themes 90
  - Edge passwords and form entries 220–221
  - information (web browsers) 207–224
  - searches 144
  - webpages to Edge favorites list 211
  - webpages, to Reading List app 210
- Scan app 157
- Scanners list (Network window) 301
- screen brightness 419
- Screen Brightness action button 466
- screen brightness, changing 427–428
- screen resolution 420–421, 577
- Screen Resolution window 260
- screen savers 442–443, 577
- screen size, configuring Start screen 53–54
- ScreenTips 577
- scroll action gesture 566
- scroll bars 577
- search box 13–14, 20
- Search box 111
- search engines, Edge 218–220
- search index 485
  - changing advanced indexing options 488
  - changing locations being indexed 488
  - rebuilding 489
- search providers 577
- search terms 577
- searches 479–489, 577
  - Bing content filters 484
  - in Edge 207–214
  - in File Explorer 485–489
  - files and folders 142–144
  - filtering results 483–484, 487
  - Recycle Bin contents 135
  - saving 144
  - storage locations 480–484
  - web 480–484
- secondary clocks, displaying 395
- secondary displays 257, 259, 577
- security
  - blocking pop-up windows 231–232
  - browsers, configuring settings 228–232
  - browsing privacy 233–235
  - configuring network connections 305–311
  - Family Safety 356–357
  - SmartScreen Filter 229–230, 517
  - user profile safeguards 347–348
  - wireless networks 310–311
- Security tab, Properties dialog box 139
- selecting files 132–133

- services, Task Manager 505
- sessions (computing)
  - ending 44–46
  - starting 4–9
- Set Default Programs window 492–493, 496–497
- set up
  - audio devices 264–271
  - Cortana 470–472
- Set Up Your Mic wizard 410
- setting
  - accent colors, desktop background 71–72
  - default apps 489–497
  - desktop background color 68
  - desktop background image 66
  - File Explorer search options 487
  - home page, Edge 215–217
  - Microsoft account pictures 373
  - mouse button and wheel options 272–273
  - user account pictures 372–373
- settings
  - accessibility features 444–458
  - Bing SafeSearch 484
  - browser security 228–232
  - configuring synchronization 381–382
  - Control Panel 32–33
  - Cortana 472–478
  - desktop background and color 64–68
  - device displays 413–421
  - displaying categories 34
  - Edge 214–224
  - lock screen 436–441
  - network security profiles 305–309
  - power 426–434
  - printers 286
  - regional and language 396–407
  - Settings window 27–34
  - speech 408–413
  - Store (Windows Store) 166–170
  - synchronizing 376
  - user accounts 365–369
- Settings menu (Cortana Notebook) 475
- Settings window 27–34
  - Background pane 66–68
  - Colors pane 71–72
  - configurable features 29–31
  - Date & Time pane 388
  - Devices page 252
  - Display pane 258–259
  - Family & Other Users pane 353–354
  - Notifications & Actions pane 190
  - opening 34, 255
  - Region & Language pane 398–399
  - Settings window (Store) 167
  - Share pane (Edge) 207
  - Share tab (File Explorer) 106
  - shared components 577
  - shared drives 577
  - shared folders 577
  - shared homegroup resources 329–330
  - shared printers 577
  - sharing
    - files 577
    - information (web browsers) 207–214
    - network files 326–337
    - printers 285
    - webpages 209–210
  - Sharing tab, Properties dialog box 138
  - shortcut menus 75, 577
  - shortcuts 577
    - apps 175–187
    - keyboard 559–564
    - taskbar 15
  - Show Desktop button 17
  - Show Hidden Icons button 16
  - showing hidden items (File Explorer) 108
  - showing the desktop on only one display 257
  - shutdown action triggers 434
  - shutdown settings, configuring 434
  - shutting down 44, 46, 577
  - signatures 577
  - signing in 9, 577
  - signing out 24, 44–45, 577
  - sign-in options, user accounts 375–382
  - single sign-on (SSO) accounts 577
  - size
    - Recycle Bin 137
    - Start screen 53–54
    - tiles, Start screen 59
    - user interface elements 417
  - Sleep mode 44–45, 577
  - slideshow
    - as desktop background 65
    - on lock screen 440
  - sliding (touchscreen interaction) 565
  - Small Icons view (File Explorer) 119

## smartphone authentication app

- smartphone authentication app 542
- SmartScreen Filter 229–230, 517, 578
- Snap feature 578
- snapping windows 41–43
- Snipping Tool 161, 578
- software 578
  - displaying information 256
  - piracy 578
- solid colors, as desktop background 65
- solid-state drives (SSDs) 253
- sort order, folder content 124–126
- sorting
  - files 125
  - processes by resource usage 503–504
- sound cards 264, 578
- Sound dialog box
  - Playback tab 266
  - Recording tab 268
- Sound Recorder 578
- spam 578
- spanning images (desktop background) 66
- speakers, built-in 264
- specifying default apps 489–497
  - by category 490–491, 495
  - by file type 491, 494–495
  - by protocol 491–492, 496
  - opening a file 492
  - Set Default Programs window 492–493, 496–497
- speech recognition 578
  - displaying tools 411
  - language-specific features 403
  - Speech Recognition feature 265, 455
- Speech Recognition page (Control Panel) 411
- Speech Recognition window 269
- speech settings 408–413
  - configuring voice recognition 409–411
  - displaying Speech pane 409
- speed
  - network connection 304
  - text-to-speech 412–413
- spelling
  - language-specific features 403
  - text input feature 278
- Sports app 160
- Sports information-tracking options (Cortana) 476
- spyware 578
- SSDs (solid-state drives) 253
- SSO (single sign-on) accounts 577
- standard libraries 100
- standard power-management plans 429
- standard ribbon tabs 105–108
- Standard User accounts 346, 578
  - See also* Administrator accounts; user accounts
- standard Windows notification icons 16
- Start button, taskbar 12
- Start menu 21–26, 578
  - configuring 52–57
  - content sections 23
  - displaying 26
  - jump lists 25
  - Most Used section 24–25
  - Recently Added section 24–25
  - user account information 23–24
- Start screen 21–26, 578
  - app shortcuts 175–177
    - configuring 52–57
    - default settings 53
    - displaying 26
    - full-screen, Start menu open 22
    - tile management 58–63
- starting
  - apps 152–156
  - computing sessions 4–9
  - File Explorer 111
  - InPrivate browsing sessions 234
  - Store apps 166
  - Task Manager 503
- startup apps, management 188–189
- Steps Recorder app 162
- Sticky Keys tool 456
- Sticky Notes app 161
- storage locations, searches 480–484
- Store (Windows Store) 152
  - account menu 167
  - managing accounts and settings 166–170
  - shopping 163–166
- Store apps
  - automatic updates 170
  - defined 152
  - installation 163–174
- storing files on OneDrive 526, 529
- stretching images (desktop background) 66
- stretching (touchscreen interaction) 565

- subdomains (website addresses) 227
- subfolders 99, 578
- supplemental font features, installation 403
- support xv
- surfing the web 578
- swiping (touchscreen interaction) 565
- switching users, user accounts 26
- switching views (Task Manager) 503
- synchronizing
  - date and time settings, Internet time servers 390–391
  - files 578
  - OneDrive folders to computers 528–529
  - settings 376
- system cache 578
- system disks 578
- system failure, booting from recovery drives 535
- system folders 578
- system images
  - creating backups 535, 536–538
  - periodic 535
  - restoring from 535, 538
  - storing 535, 537
- System Information window 255
- system languages
  - installation 399–400
  - removing 404
- system repair disc 538
- system requirements, upgrading to Windows 10 549
- System Restore 578
- system restore points 519
- System settings 30
- system tasks, monitoring 501–506

## T

- tabbed browsing 579
- Tablet Mode action button 466
- tabs 578
  - Edge 217
  - ribbon 105–108
  - tool 109–111
- tags 579
- tapping (touchscreen interaction) 565, 579
- task management 463
  - configuring Quick Action buttons 464–468
  - Cortana 469–479

- searches 479–489
  - specifying default apps 489–497
  - Task Manager 501–506
  - virtual desktops 497–500
- Task Manager 501–506, 579
  - displaying performance information 504
  - displaying resource usage information 505
  - identifying resource-intensive apps 504
  - managing services 505
  - managing startup processes 188–189
  - starting 503
- task pane 579
- Task view 15
  - displaying desktops 499
  - managing Windows 20
- Task View button 78
- taskbar 12–21
  - Action Center icon 468
  - app shortcuts 178–181
  - behavior 78–79
  - buttons 579
  - changing appearance 73–78
  - Cortana 18–19
  - date and time information 386
  - defined 579
  - displaying app window thumbnails 20
  - displaying app-management icons 20
  - displaying buttons 78
  - displaying notifications 21
  - displaying buttons 15
  - displaying/hiding Task View button 78
  - displaying/managing toolbars 80–84
  - height 77–78
  - hiding 79
  - hiding all open windows 21
  - managing notifications in the Action Center 21
  - moving 77
  - multiple screens 262
  - notification area 16–17
  - Quick Link menu 13
  - search box 13–14, 579
  - searching for content 20
  - Start button 12
  - Task view 15
  - time and date settings 17
- Taskbar And Start Menu Properties dialog box, opening 76

- taskbar toolbars
  - Address 80
  - Desktop 81
  - Links 80
- text
  - finding on a webpage 208
  - prediction, language-specific features 403
  - size, user interface elements 418
- text input features 278–279
- text-to-speech
  - changing voice and speed 412–413
  - language-specific features 403
  - Narrator tool 444
- themes 84–91, 579
  - applying from Windows website 90
  - built-in 85
  - customization 88–89
  - displaying installed theme 89
  - Natural Wonders category 86
  - panoramic backgrounds 87
  - previewing background images 87
  - removing 91
  - saving customized themes 90
  - synchronizing 376
  - unpacked theme files 88
  - on Windows website 85
- third-party apps 152
- This PC node (File Explorer) 102, 104
- thumbnails, displaying 20
- tile groups, managing 62–63
- tiles 579
  - adding tiles to tile groups 62
  - configuration 58
  - moving 60–61
  - resizing 61
  - size 58–59
  - touchscreen management 176
- Tiles view 120
- tiling images (desktop background) 66
- Time & Language settings 31
- time servers 386, 390–392
- time settings, taskbar 17
- time zones 386, 392
- title bars 579
- TLDs (top-level domains) 226, 228
- toast popups 151
- Toggle Keys tool 456

- tool tabs 109–111
- toolbars 80–84, 579
- top-level domains (TLDs) 226, 228
- touch keyboard 278, 397
- touchscreens
  - tile management 176
  - tips 565–566
- Travel information-tracking options (Cortana) 476
- Troubleshooters 315–316
- troubleshooting
  - browsing issues 235–238
  - network connections 312–316
  - using recovery drives 535
- turning off
  - app notifications 192, 194
  - banners and audio notifications 194
  - caret browsing 238
  - Getting To Know You feature 413
  - Magnifier tool 452
  - SmartScreen Filter 230
- turning on
  - app notifications 192
  - Audio Description feature 455
  - caret browsing 238–239
  - keyboard accessibility features 456–457
  - Magnifier tool 450
  - Narrator tool 454
  - network discovery feature 298–299
  - SmartScreen Filter 230
- two-factor authentication 542
- Typing, text input feature 278

## U

- UAC (User Account Control) 350–352, 580
- UI (user interface) 580
- UNC (Universal Naming Convention) 579
- Uniform Resource Locator (URL) 579
- uninstalling Store apps 171–174
- Universal Naming Convention (UNC) 579
- Universal Serial Bus (USB) 579
- Universal Windows apps 579
- unpacked theme files 88
- Unpin button, touchscreen tile management 176
- unread messages, displaying 21
- unsafe websites, reporting to Microsoft 230
- Update & Security settings 31

- updates
    - caching 513
    - checking for 514
    - configuring 513–516
    - displaying status 514
    - files 35–36
    - installing 512, 514
    - timing installation 514
    - turning off automatic app updates 170
  - upgrades 513, 579
  - upgrading to Windows 10 547–558
    - manually initiating update 552
    - performing the update 555–558
    - preparing for the update 549–554
    - reserving copy of Windows 10 552–554
    - upgrade paths 548
    - Windows Update tool 548–549
  - URL (Uniform Resource Locator) 579
  - USB (Universal Serial Bus) 579
  - USB flash drives 580
  - USB hubs 580
  - USB ports 250, 580
  - USB recovery drives 539–540
  - USB-connected microphones 264
  - User Account Control (UAC) 350–352, 580
  - user accounts 580
    - Administrator 348–349, 365
    - Adult 347
    - buttons 580
    - Child 347
    - creating 354
    - defined 346
    - displaying controls 26
    - family 349–350
    - Guest 365
    - local 5, 346, 363, 368, 369
    - managing 353–369
    - Microsoft 4–5, 346, 368–369
    - names 580
    - passwords 353, 371–372
    - permissions 348–349, 366–367
    - pictures 353, 369–373, 580
    - restricting 367–368
    - settings 365–369
    - signing out 24
    - sign-in options 375–382
    - Standard 346, 578
    - Start menu settings 23–24
    - switching users 24, 26
    - UAC (User Account Control) 350–352
    - user profiles 347–348
  - user credentials 580
  - user interface (UI) 580
  - user interface elements 417–418
  - user profiles 347–348
  - Users folders 99
  - UTC time 386
  - utility apps 161
- ## V
- verbal cues, Cortana and 472–474, 476–477
  - verbal searches 483
  - VGA ports 250
  - video projectors 580
  - Videos library 100
  - View tab (File Explorer) 106
  - View tab (Folder Options dialog box) 127
  - viewing
    - file history 533–534
    - update history 36
  - virtual desktops 497–500, 580
  - virtual printers 288, 580
  - virtual systems 580
  - viruses 580
  - voice recognition, configuring 409–411
  - Voice Recorder app 157
  - VPN action button 466
- ## W
- Weather app 160
  - Weather information-tracking options (Cortana) 476
  - web browsers 158, 580
    - configuring security settings 228–232
    - displaying websites in Edge 203–206
    - Edge 202
    - managing Edge settings 214–224
    - privacy 233–235
    - synchronizing settings 376
    - troubleshooting issues 235–238
  - web logs 580
  - web searches 207–214, 480–484
  - web (World Wide Web) 580
  - webcams 580

- webpages
  - annotating 208–209
  - finding text 208
  - printing 213
  - saving to Edge favorites list 211
  - saving to Reading List app 210
  - sharing 209–210
- website addresses, anatomy of 226–227
- websites 580
  - displaying in Edge 203–206
  - pinning to Start screen, Edge 212–213
- Welcome screen 7–8, 381, 581
- WEP (Wired Equivalent Privacy) 581
- wheel options, mice 272–273, 277–278
- WiDi (Wi-Fi Direct) technology 256, 260–261
- Wi-Fi action button 466
- Wi-Fi Direct (WiDi) technology 256, 260–261
- Wi-Fi Protected Access (WPA) 581
- wildcard characters 581
- window layout, File Explorer 104–105
- windows 581
  - arranging 40–43
  - cascading and snapping 41
  - closing 37–40
  - dragging 42
  - hiding 21, 37–40
  - managing in Task view 20
  - moving 40–43
  - resizing 37–40
- Windows, upgrading other versions to
  - Windows 10 547–558
- Windows Journal app 161
- Windows Media Player 159
- Windows PowerShell 162
- Windows PowerShell ISE (Integrated Scripting Environment) 162
- Windows ReadyBoost 581
- Windows Search 142–143
- Windows Spotlight lock screen 439
- Windows Store *See* Store (Windows Store)
- Windows To Go 581
- Windows Update 35–36, 548–549, 581
  - See also* updates
  - configuring 513–516
  - displaying status 514
- Windows 10 upgrade paths 548
- Windows Defender 228, 581
- Windows DVD Player app 159
- Windows Fax And Scan app 161
- Windows Firewall 581
- Windows folders 99
- Windows Hello 376–379, 542
- Windows Insider builds 513, 515
- window-sizing buttons 37
- Wired Equivalent Privacy (WEP) 581
- wired networks, disconnecting 299
- wireless connections, Miracast 256
- wireless devices 251
- wireless display (WiDi) 581
- wireless networks
  - connecting to 297–298
  - disconnecting 299–300
  - security 310–311
- wireless screen extensions 260–261
- wizards 581
- WordPad 161
- work networks 581
- workgroups 581
- World Clock page (Alarms & Clock app) 387
- World Wide Web (web) 580
- WPA (Wi-Fi Protected Access) 581

## X

- XML (Extensible Markup Language) 569
- XML Paper Specification (XPS) 162, 581
- XPS Viewer app 162
- XPS (XML Paper Specification) 162, 581

## Y

- Your Account settings 371–372
- Your Apps page (My Library) 171
- Your Games page (My Library) 171

## Z

- zipped folders *See* compressed folders
- zipper, compressed folders 130
- zoom gestures 566