

Windows 10 Tips

Things

you'll

be glad

to know

User issues

- Malware, Junkware and Virus Protection
- Start Screen clutter
- Search your computer *with ease*
- Windows settings
- Sign-in options
- Display too small
- Windows updates
- Default printer setting - Printer Troubleshooting
- Network Troubleshooter
- System maintenance – Startup and Optimization
- Backup using File History

Windows 10 protection

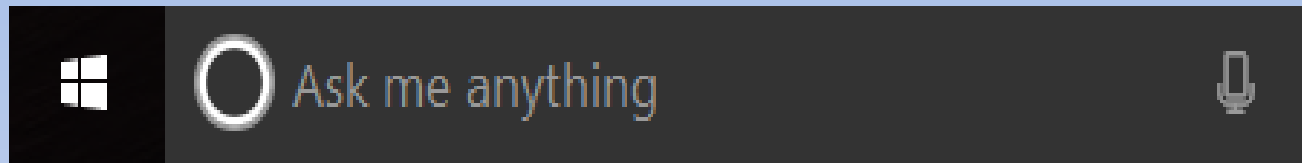
- **Malwarebytes version 3**
 - Malware/Antivirus/Junkware protection
 - Protects against PUP's and PUM's
- **Windows Defender**
 - Free antivirus and built-in to Windows 10

START SCREEN (DECLUTTER)

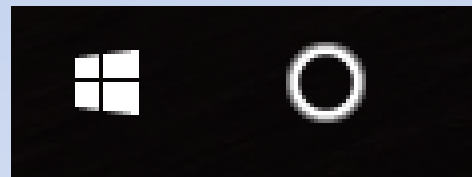


Choose which folders appear on Start

Search Box on Taskbar



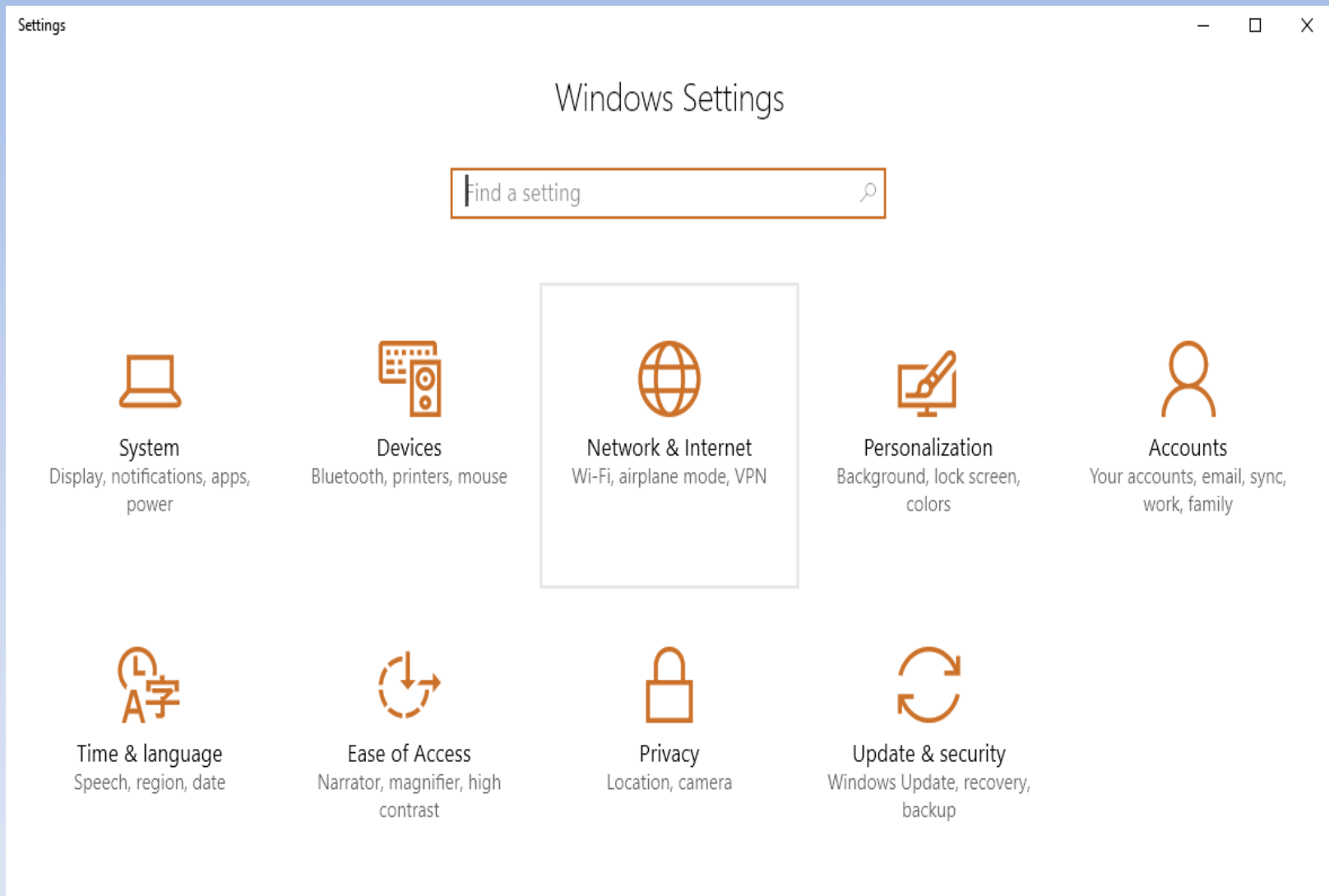
you can talk (Cortana) or type



Icon View

Search for files-settings-programs-apps-internet sites

Windows Settings



Settings

Subset of Control Panel

Enter “control panel” in Search

Click on control panel icon in search results

Accounts > Sign In Options

- 1) None - “sign in with a local account” (no PW)
- 2) Sign In using a Pin or Password
- 3) Stop signing in when computer wakes up

System > Display

The screenshot shows the Windows Settings application with the 'System' category selected on the left. The 'Display' option is highlighted. The main content area is titled 'Customize your display' and features a visual comparison of two text boxes: a grey one with the number '2' and a blue one with the number '1'. Below this, the text 'Identify Detect' is visible. A yellow hand-drawn circle highlights a red warning message: 'A custom scale factor is set. Turn off custom scaling and sign out'. Underneath, it shows 'Change the size of text, apps, and other items: 175%' with a slider control.

Home

Find a setting

System

- Display
- Apps & features
- Default apps
- Notifications & actions
- Power & sleep
- Storage
- Offline maps

Customize your display

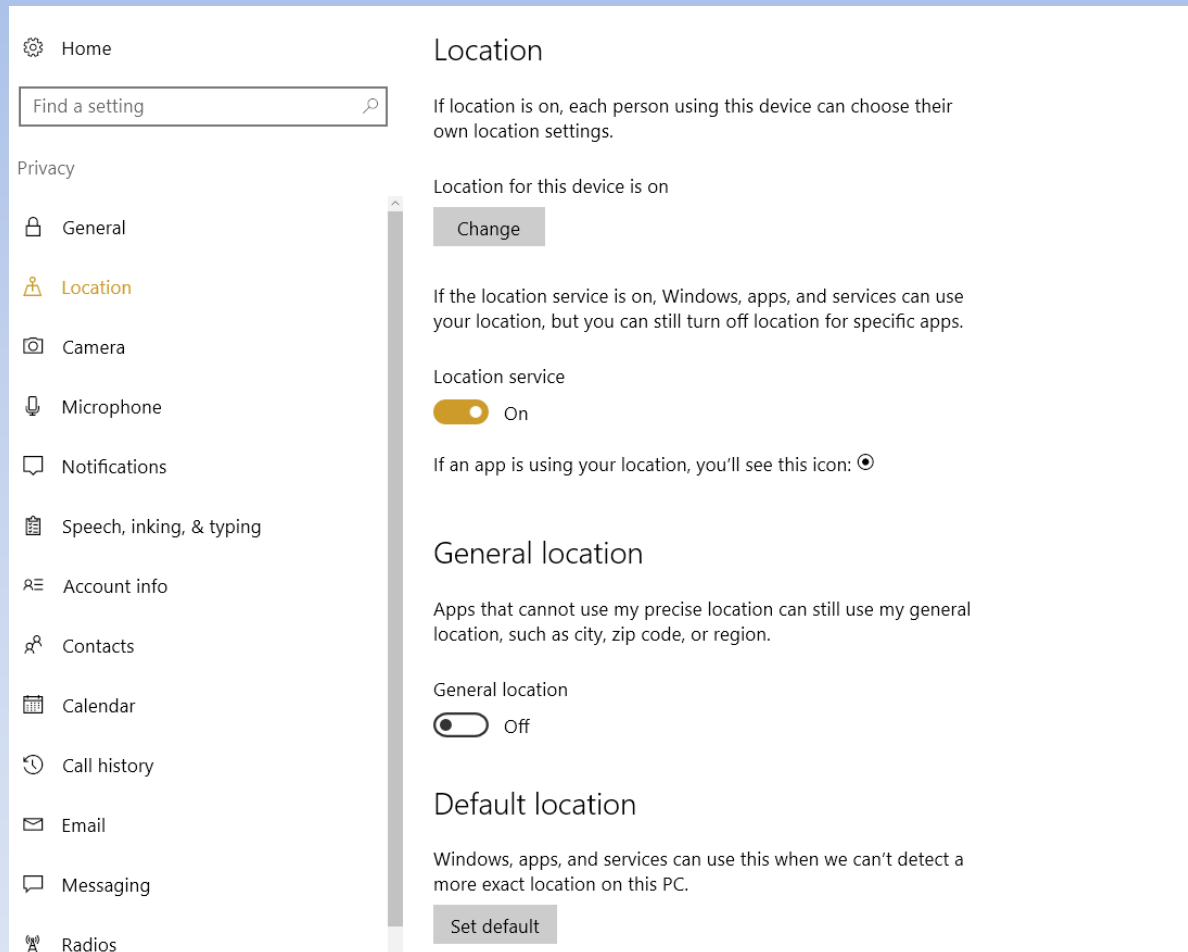
2 1

Identify Detect

A custom scale factor is set.
Turn off custom scaling and sign out

Change the size of text, apps, and other items: 175%

Privacy > Location



The screenshot shows the Windows Settings application with the Privacy > Location page open. On the left, a navigation pane lists various privacy settings, with 'Location' highlighted in orange. The main content area is titled 'Location' and contains several sections: a descriptive paragraph about location settings, a toggle for 'Location for this device' which is turned on, a 'Change' button, a paragraph about location service usage, a toggle for 'Location service' which is turned on, a note about location icons, a 'General location' section with a toggle turned off, and a 'Default location' section with a 'Set default' button.

Home

Find a setting

Privacy

- General
- Location**
- Camera
- Microphone
- Notifications
- Speech, inking, & typing
- Account info
- Contacts
- Calendar
- Call history
- Email
- Messaging
- Radios

Location

If location is on, each person using this device can choose their own location settings.


Location for this device is on

Change

If the location service is on, Windows, apps, and services can use your location, but you can still turn off location for specific apps.

Location service

On

If an app is using your location, you'll see this icon: 

General location

Apps that cannot use my precise location can still use my general location, such as city, zip code, or region.

General location

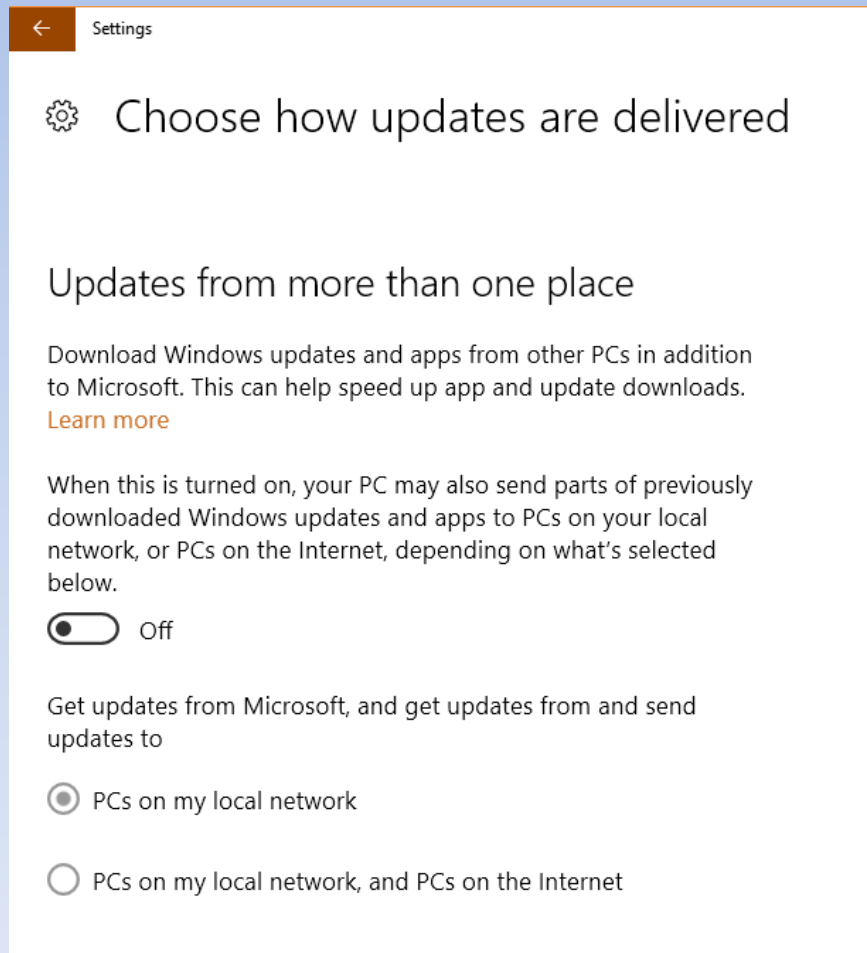
Off

Default location

Windows, apps, and services can use this when we can't detect a more exact location on this PC.

Set default

Update and Security > Windows Update > Update Settings > Advanced



Default printer setting

Let Windows manage my default printer

When this is on, Windows will set your default printer to be the one you used most recently at your current location.

Off

Download over metered connections

To help prevent extra charges, keep this off so device software (drivers, info, and apps) for new devices won't download while you're on metered Internet connections.


Off

Printer Troubleshooting


Devices

 **Printers & scanners**

 Connected devices

 Mouse & touchpad

 Typing

 AutoPlay

 USB

Printers & scanners



CutePDF Writer



EPSON99A2AE (Artisan 830)



FinePrint



LaserJet CP1510
Default

Open queue

Manage

Remove device

Network Status & Troubleshooter





Network status



You're connected to the Internet

[Show available networks](#)

Change your network settings

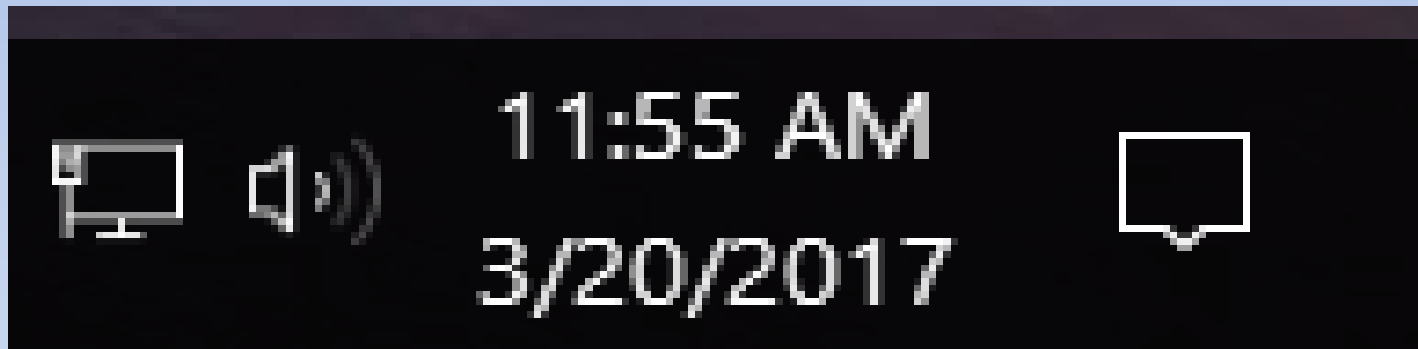
-  **Change adapter options**
View network adapters and change connection settings.
-  **Sharing options**
For the networks you connect to, decide what you want to share.
-  **HomeGroup**
Set up a homegroup to share pictures, music, files, and printers with other PCs on your network.
-  **Network troubleshooter**
Diagnose and fix network problems.

Task View icon

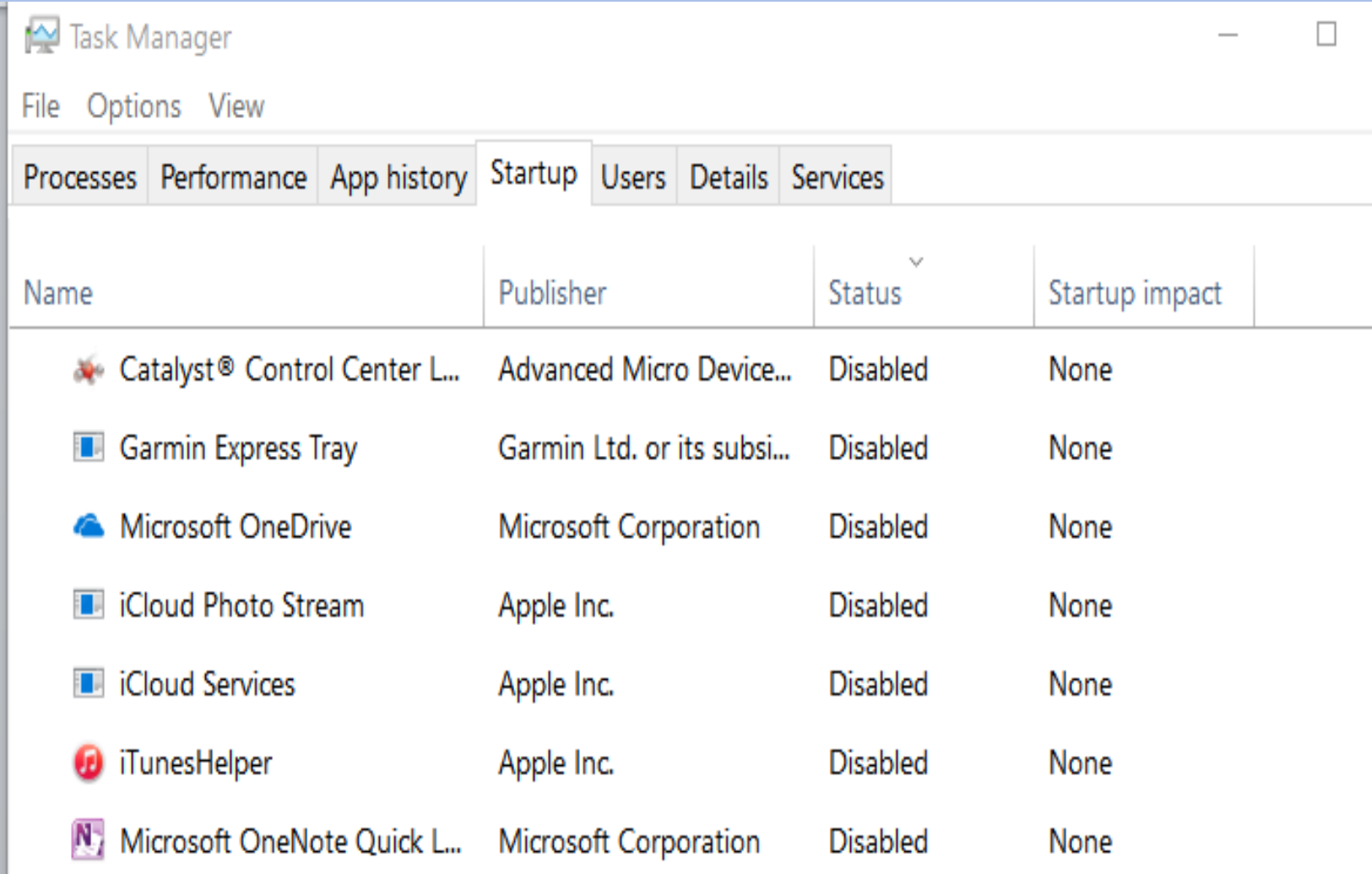


Shows everything that is running








Notifications icon (Action Center)



Startup > Turn off unneeded items



The screenshot shows the Windows Task Manager application with the 'Startup' tab selected. The window title is 'Task Manager' and it has a menu bar with 'File', 'Options', and 'View'. Below the menu bar are tabs for 'Processes', 'Performance', 'App history', 'Startup', 'Users', 'Details', and 'Services'. The 'Startup' tab is active, displaying a table of startup items. All items listed are currently disabled and have a 'None' startup impact.

Name	Publisher	Status	Startup impact
 Catalyst® Control Center L...	Advanced Micro Device...	Disabled	None
 Garmin Express Tray	Garmin Ltd. or its subsi...	Disabled	None
 Microsoft OneDrive	Microsoft Corporation	Disabled	None
 iCloud Photo Stream	Apple Inc.	Disabled	None
 iCloud Services	Apple Inc.	Disabled	None
 iTunesHelper	Apple Inc.	Disabled	None
 Microsoft OneNote Quick L...	Microsoft Corporation	Disabled	None

Defragment and Optimize

Optimize Drives

You can optimize your drives to help your computer run more efficiently, or analyze them to find out if they need to be optimized. Only drives on or connected to your computer are shown.

Status

Drive	Media type	Last run	Current status
480GB_SP_SSD (C:)	Solid state drive	3/27/2017 8:28 AM	OK (6 days since last run)
SYSTEM (D:)	Hard disk drive	3/27/2017 8:26 AM	OK (9% fragmented)
1GGB Win7 Nov 2...	Hard disk drive	3/27/2017 8:28 AM	OK (0% fragmented)
SYSTEM (G:)	Solid state drive	3/5/2017 10:43 AM	Needs optimization (28 days since last run)
HP_RECOVERY (H:)	Hard disk drive	3/27/2017 8:28 AM	OK (0% fragmented)
HP Pocket Media D...	Hard disk drive	3/27/2017 8:26 AM	OK (0% fragmented)
Backup Drive (X:)	Hard disk drive	3/27/2017 8:26 AM	OK (0% fragmented)

Analyze Optimize

Scheduled optimization

On Change settings

Drives are being optimized automatically.

Frequency: Weekly

Backup using File History



Home

Find a setting



Update & security



Windows Update

Back up using File History

Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.

Automatically back up my files



On

THANK YOU

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