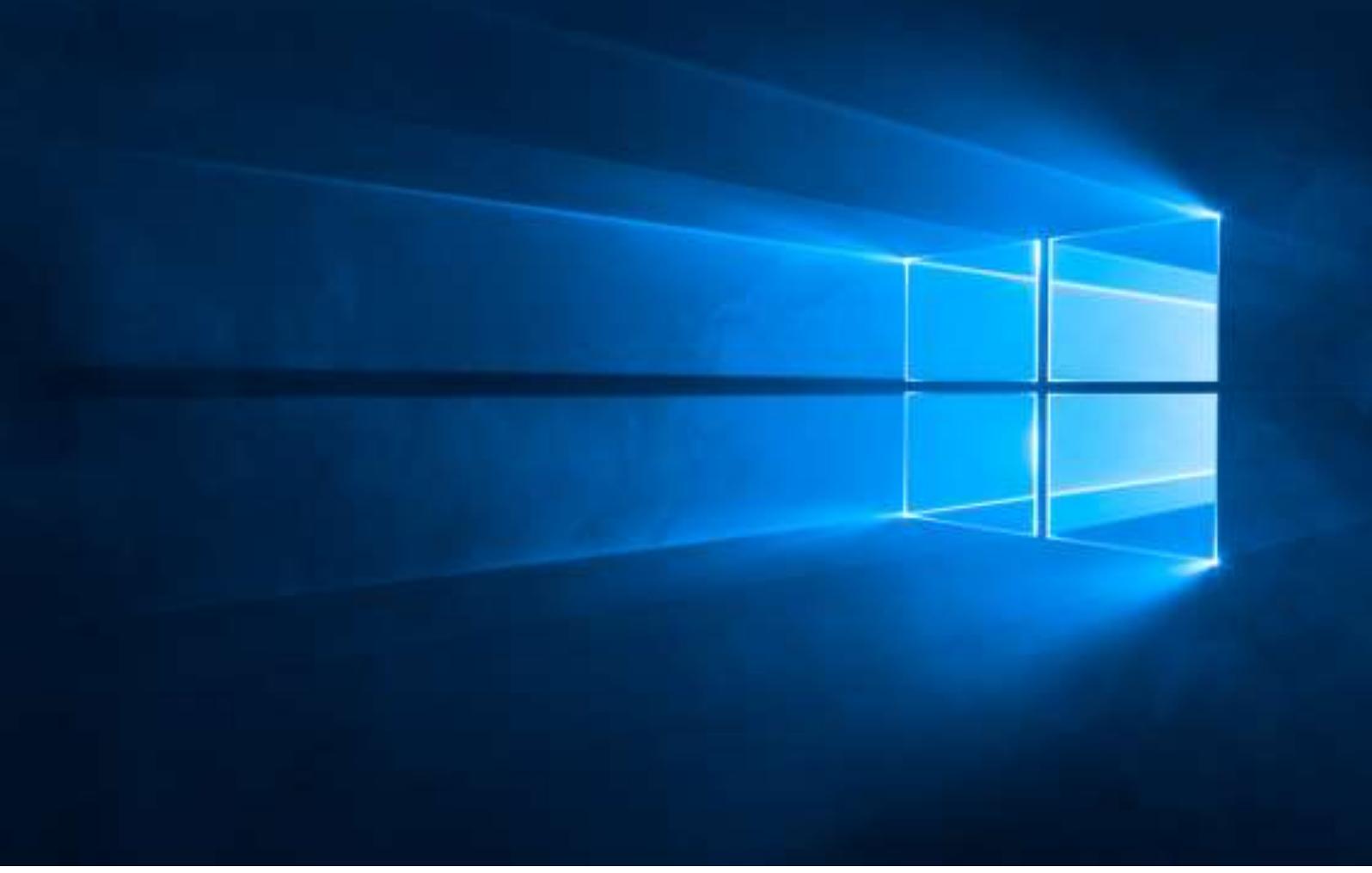


Windows 10

Guidebook



Windows 10 Guidebook

A tour into the future of computing

Jublo Solutions

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Introduction

Windows 10 is really easy to use with this guide—for Windows insiders upgrading from Windows 7 or 8.1 to Windows 10, as well as for first-time users that want to learn about the operating system basics.

Chapters 1 and 2 present the new and changed features in Windows 10. Furthermore, we describe what you have to watch out for when migrating to Windows 10—and how you either upgrade directly or re-install the system from scratch.

The following chapters shed light on all the Windows 10 features, going into detail. Take a look at the desktop and Start menu as well as the new world of apps.

Some notes on this book

When you need to press a key or a shortcut, you will see the corresponding keys, for example:  + .

For something that you should type, the font will change to reflect this, like in this [sample](#).

Tip and link boxes provide further details and information, as well as download links on the web.

Tip

Alert boxes should be read with extra careful attention.

Alert

Have fun reading and getting to know Windows 10!

1 What's new in Windows 10?

This chapter throws a look on the most important new and changed features in Windows 10. Microsoft has dedicated much time and energy to design the system to be as user-friendly as possible—usable for people using touch-based devices as well as mouse and keyboard.

To what will you have to pay attention before upgrading? How can you create a complete backup of the existing Windows system? Here you will find answers to these questions.

A fresh start

With Windows 10, Microsoft launches with a fresh start with its most important product: More than 90 percent of all computers in the world are currently running Windows. This fresh start is very necessary, since the Windows 8 sales figures have been disillusioning. That was not even changed much with the updated version, numbered “8.1”.

Truly, the Windows 10 revolution had already started with Windows 8.1: For the first time in a while, users got the feeling that Microsoft was actually listening to them—for instance, by re-introducing features like the previously removed Start button.

Test versions for everyone

The importance of user feedback for the development of Windows 10 has shown up very early: For the first time, back in

October 2014 already, a first preview was presented to the interested tech audience. Among other reasons, this was done in order to catch and fix more errors in advance. The Windows team has thus completely shifted its prior strategy of developing behind closed doors and now shows up, proactively dealing with users and their needs.

By the way: This free preview program for Windows (*Windows Insider Programme*) is continued even after the initial release of Windows 10. From the Insider Programme, the interested user can gain repeated insight into the current development—and Microsoft gets information about how testers think of and react to new or changed features.

The effort has really been worth it: Windows 10 makes using a PC truly easier. The system is an intriguing combination of the classic PC interface with its desktop programs, mouse and keyboard on the one hand, and the multicolour Modern UI surface optimised for touch, apps and anywhere usage on the other.



Windows 10: One system for all device platforms
(Source: Microsoft)

One Windows for all devices, that's the new concept—from the smallest screen-less computer over to smartphones, tablets and PCs to the Surface Hub, a TV-sized touch screen device designed for collaboration in the office.

Many reworked details

It's not surprising that with such a general makeover, Microsoft has made edits across all edges and surfaces of the operating system. Desktop, taskbar, Start menu ... everything is revamped and set up strategically.

Despite this general revamp, everyone will find their way since, when designing the Windows 10 interface, Microsoft thought of Windows 7 users as well as those who have been using Windows 8.1 to date. In the following sections, take a look at the overview about what's new for both user groups.

Migrating from Windows 7: A journey to the future

In contrast to Windows 8, you will notice that Windows 10 was designed with users of mouse and keyboard in mind, too. If you have used a Windows 7 computer until now, you will quickly feel at home. For instance, all configuration options of a Windows 7 system still exist in Windows 10, too—they are sometimes just located at a slightly different place or bear a different name.

Despite all common grounds though, there are lots of reasonable improvements that Windows 7 users can be happy about.

Login with a Microsoft account

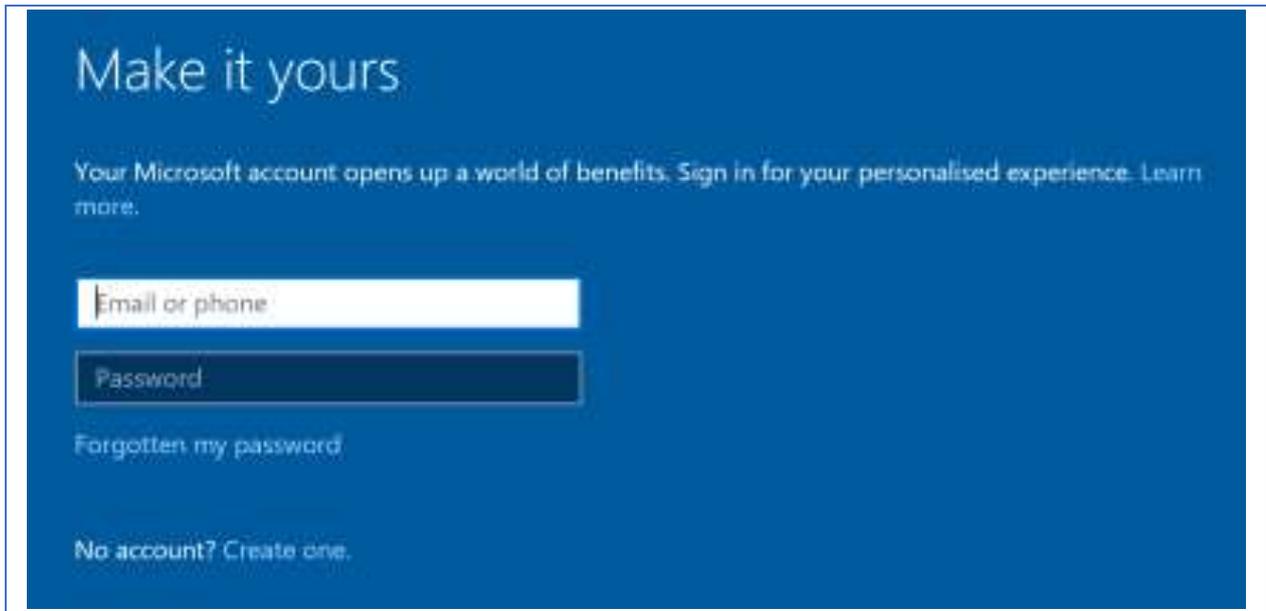
Directly during the first system boot after installing or upgrading, you are confronted with a remarkable change. It's about how you log in. Besides a classic PC user account consisting of a name and a password, the first account can also be created using a Microsoft account. What does that mean?

Put simply, using a Microsoft account means that you can log in to Windows with an online account. This resembles logging into a Mac with an Apple ID, or signing in to your Android smartphone with a Google account.

Why you'd need a Microsoft account

The advantages of logging in with a Microsoft account:

- Many desktop settings, including the wallpaper image, are synchronised automatically between all computers that use the same Microsoft account for the login.
- Using a Microsoft account as user account allows for automatic sign-in to many Microsoft services, like OneDrive cloud storage that now has its client application built right into Windows.
- A Microsoft account is required for some of the new features in Windows 10, like for loading apps from the Windows Store.



The login screen uses a Microsoft account by default

You'd rather not want to use a Microsoft account? That is possible, too, since the user account can also be created locally instead. Admittedly, the corresponding link is hidden and rather invisible at the bottom of the form. But the feature does exist.

Tip

When you decide to set up Windows 10 with a local user account instead of a Microsoft account, you can still convert the account to a Microsoft account later on. Chapter 9 describes how the conversion can be done.

The new Start menu

The Start menu in Windows 10 looks very different from the one in Windows 7. On the right side, you'll find a spacious area showing animated live tiles. With these rectangles, you can access the modern apps Microsoft had introduced in Windows 8. If you don't like the tiles, you should ignore them at first. To hide

them completely for now, you can right-click them and then click *Hide from Start*.



This is how the new Start menu looks like in Windows 10

In the Windows 10 Start menu, the user picture has moved to the top-left edge ①. Like before, the left side of the Start menu ② shows the most used programs. Windows keeps this list up-to-date automatically.

The system items for accessing folders, documents and settings—in Windows 7 present on the right side of the Start menu—have moved to the left side as well. They show up as a list at the

bottom ③. By the way: This list is customisable—just like in Windows 7. Chapter 3 shows how.

Very important: the options for shutting down, restarting, and for hibernating. Windows 7 users remember these in the right bottom corner of the Start menu, folded up in a menu. Such a menu is present in the Start menu of Windows 10, too. It's just at a slightly different place: Take a look at the bottom left ④.

Thereby, the Logoff command is not part of the Power menu, but got its own drop-down menu along with the fast user switching feature. This menu opens when you click your user name in the left top corner ①.

Considerable improvement over Windows 7: The Start menu is now resizable. To do that, use the top or right edge, hold down your mouse there and drag it to the top or side ⑤.

Universal apps and the Windows Store

Many of the programs pre-installed with Windows 10 are so-called “universal apps”. This is the successor of the “Metro” or “Modern UI” apps Windows 8 users already got to know. Even programs like the calculator now run as an app.

To install more of these apps, you will find a shopping bag icon with the Windows logo in the re-introduced Start menu—and normally also down in the taskbar. Clicking or tapping it will launch the Windows Store, your central drop-in centre for installing both free and paid apps.

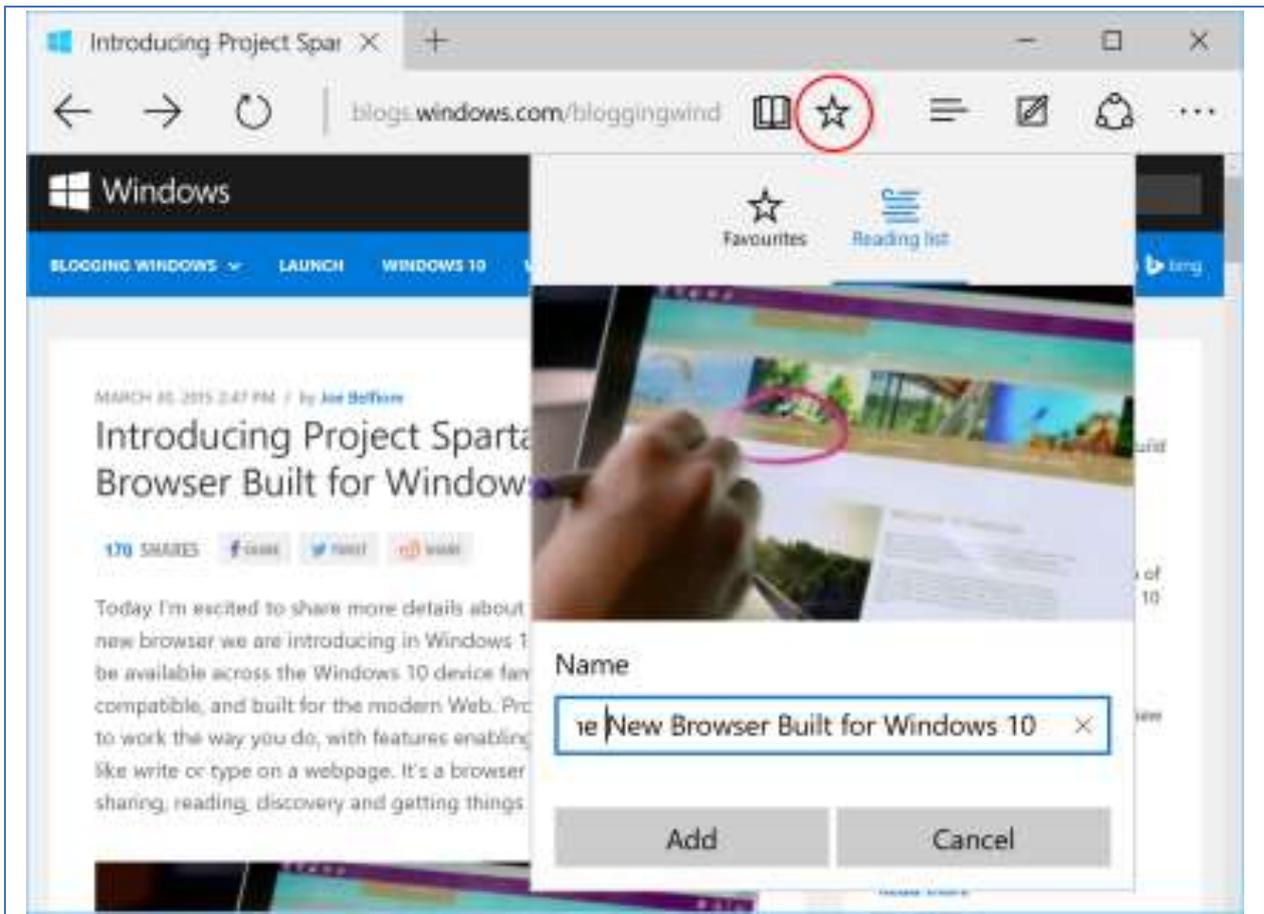
Bookmark articles and web pages for reading them later

With Edge, you can save articles and websites and read them at a later time. For this, the browser has a reading list in which you may store web articles for later.

Of course, the reading list is synchronised between all devices. For instance, you can save an article on your work PC in order to read it later on your phone on your way home.

Add website to Edge's reading list

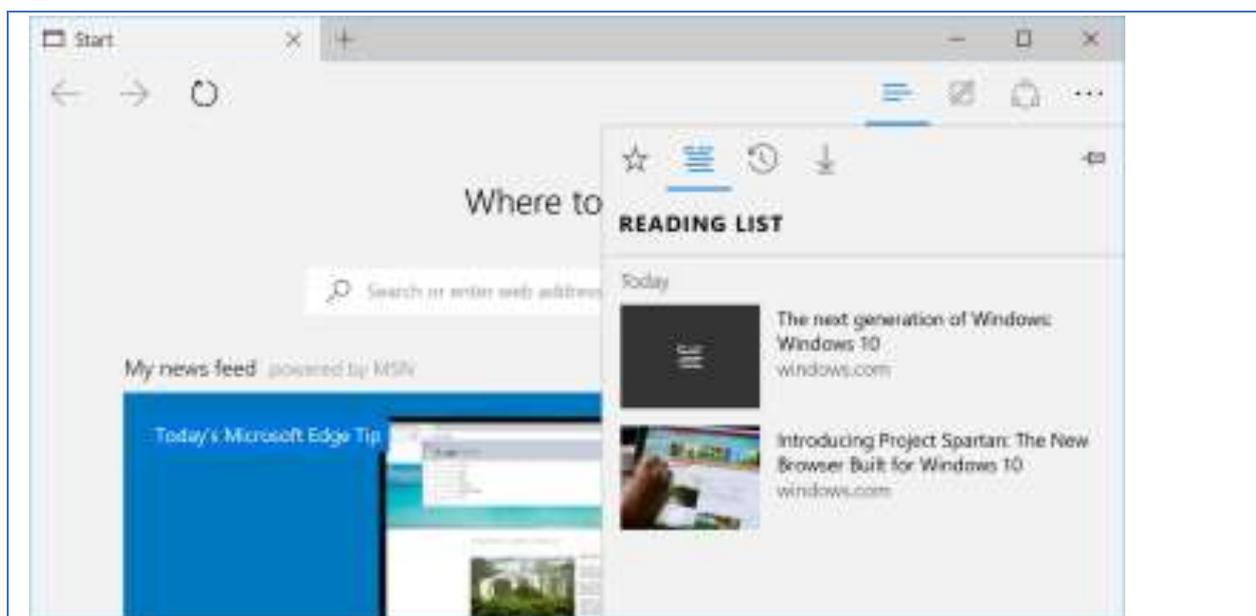
1. If you want to reserve an article for later, you open it first.
2. Then, above, at the right end of the address bar, click the *star* icon.
3. Now a menu appears. Switch from *Favourites* to *Reading view* on the top.
4. If you want to, you can customise the title of the item.
5. Finally, click *Add* at the bottom, that's it!



Add Item to Edge reading list

Retrieve entries of the reading list

The reading list is stored in the Edge browser, where it is always available. It's displayed when you click the icon with the three dots on the top right of the browser window. Then navigate to the second category from the left, which looks like a pile of books.



Calling reading list in Edge

The list of stored sites is sorted chronologically, with the most recently added pages appearing at the top. Clicking one of the items opens the respective URL again.

Tip When you have finished reading a page, it can be removed from the reading list by right-clicking the item, then selecting *Remove* from the context menu.

Inserting notes in websites

At the moment, there are multiple options for saving info about web pages. One can, for example ...

- add bookmarks or favourites,
- save web pages for offline access,
- download PDFs and other documents to the hard disk.

Oh yes: Printing on paper and then taking notes with a pen will work as well.

Starting from this idea, the Edge developers have built a similar function. With a unique function, Edge users can add comments to any web page. To achieve this, the respective page is placed in a special mode. Then, underlines, arrows and circles can be inserted instantly.



Annotate web pages with a pen (Source: Microsoft)

The comments can be made either with your finger or with a stylus, such as the Surface Pen. Commented web pages are saved locally, but can also be shared with others—even if they are not using the Edge browser.

To annotate a website with comments, proceed as follows:

1. First, the desired Web page is loaded in Edge browser.
2. Now click on the pencil-paper icon on the top right of the menu bar.
3. As you see from the purple bar, Edge is now changed to the annotation mode. Above there is a toolbar.



The toolbar in Edge's annotation mode

- For example, notes can be done by pen. The pen tool is already pre-selected. Then you just write on the page.
 - To highlight text, like with a highlighter, choose the appropriate tool above and then mark the text—that easy.
 - Undo is not a problem: For there's the eraser.
 - Even balloons with typed notes are supported.
4. If a certain area of the page should be copied to the clipboard as an image, enable the Crop tool and then draw a frame.
 5. When everything is ready, the commenting website is stored either as a note in OneNote by clicking on the floppy icon, or released for colleagues or friends with the Share button—maybe by e-mail.

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