

# Windows 10 - Introduction



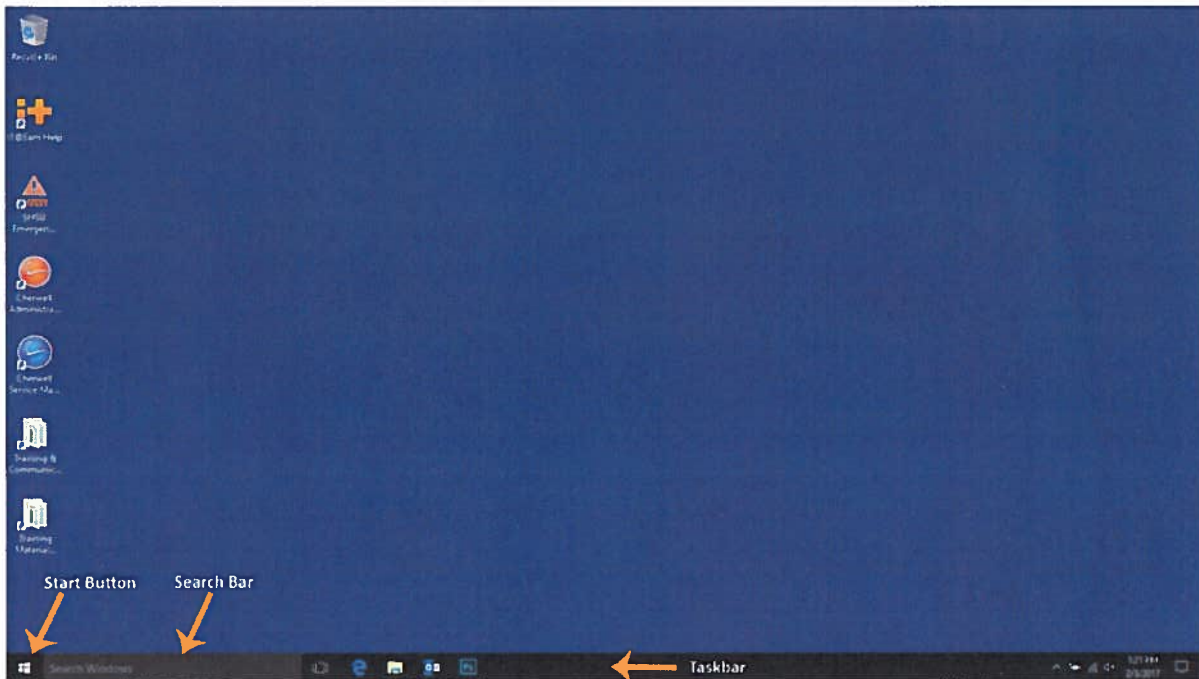
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## The Interface

Windows 10 is the newest operating system from Microsoft. It looks and functions very similar to Windows 7, but with some new and enhanced features. Like Windows 7, Windows 10 utilizes a Desktop for shortcuts to folders, files and software. Windows 10 also offers the Start button to access the Start menu, which list apps (formally called programs), as well as other features such as settings and power options.

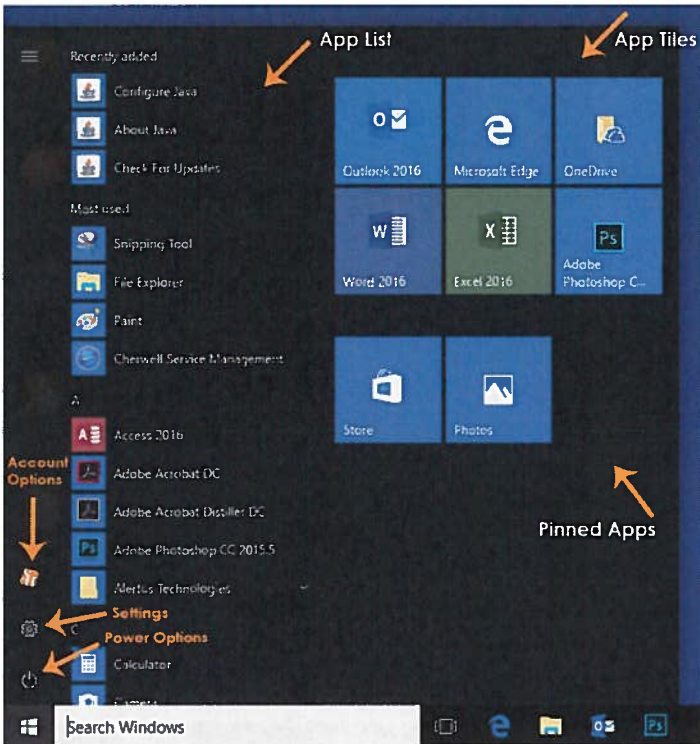
Windows 10 maintains the Taskbar that displays apps currently is use, as well as frequently accessed apps (as determined by the user). The Taskbar also houses the Search bar, which was part of the Start menu in Windows 7.



Windows 10 also features Cortana. Cortana is a digital assistant for Windows 10 and other Windows devices that allows a user to give verbal commands to the device, as well as ask questions. Due to the verbal interaction of Cortana, Cortana is disabled on SHSU computers.

## Start Menu

As previously mentioned, Windows 10 uses a Start button and menu to access apps, account options, the settings menu, and power options. The Start menu still has the list of apps, but now has the ability to pin apps for quick access to frequently used apps, without cluttering the desktop.



## Apps (Programs) Overview

### Pin Apps

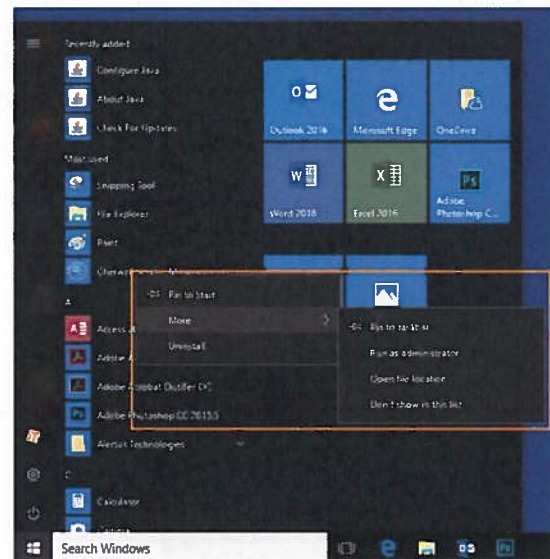
Pinning an app places a shortcut to the app in a separate section of the Start menu. Pinning allows quick access to frequently used apps and eliminates the need to scroll through the Start menu to find an app.

To pin an app:

1. Locate the app in the **Start** menu
2. Right click on the app
3. Select **Pin to Start**

Once pinned, an app tile is placed on the right side of the Start menu.

The app can also be pinned to the Taskbar by selecting **More** from the options when right clicking the app.



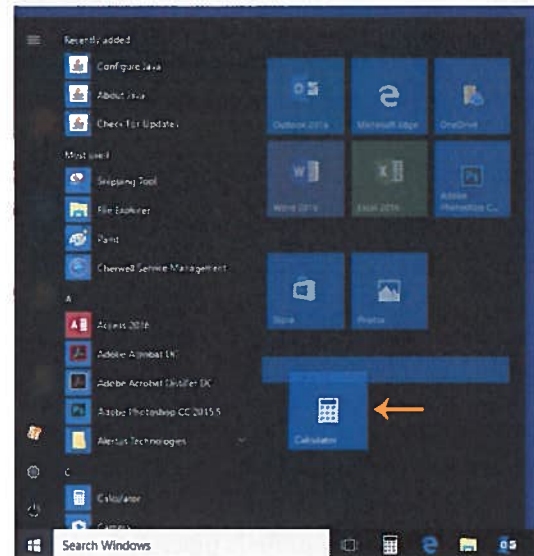
### Pinned App Options

Once an app is pinned in the Start menu, additional options can be found by right clicking on the app tile. The options include unpinning the app, resizing the app tile, as well as additional options. Depending on the app, the **More** options will vary.



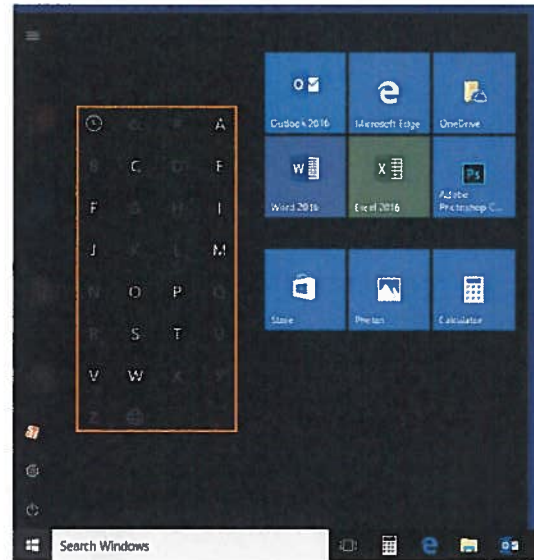
### Group Apps

Pinned apps can be organized and grouped together. To move an app, left click and drag the tile to the desired location. To start a new section of apps, click and drag the tile until a divider displays above the tile. Once the tile is placed in the new group, the divider goes away. Once a group has been created, hovering the mouse in the space before the group will allow the group to be named.



### Search Alphabetically for Apps

Following recently added and most used apps, apps are listed in alphabetical order in the Start menu. To locate an app without scrolling through the list, left click on the letter at the beginning of each letter listing. A listing showing all the letters displays and selecting any letter will show the apps for that letter (unless there are no apps that begin with that letter).



## Store

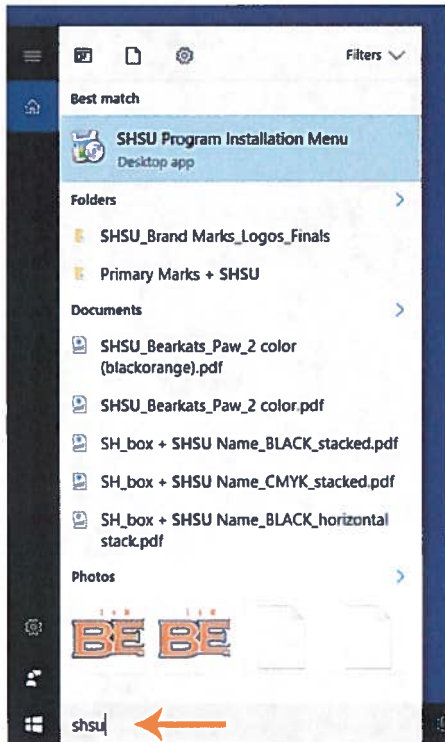
Windows 10 comes with the Store, which provides access to thousands of apps for work and productivity. The Store can be accessed utilizing the Search bar or the Start menu. Many apps do not have a cost; however, if an app does have a cost, the user will be responsible for the cost of the app.

Apps downloaded from the Store are saved to the user's profile. Profiles are limited in space so be mindful of the number and size of apps downloaded. Although the apps are part of the profile, apps will not follow the user from computer to computer.



## Search Feature

The Search feature in Windows 10 is enhanced. When a search is performed, Windows 10 searches apps, documents, folders, music, photos, videos, and system settings and commands. The more typed in the Search bar, the more filtered the results are.



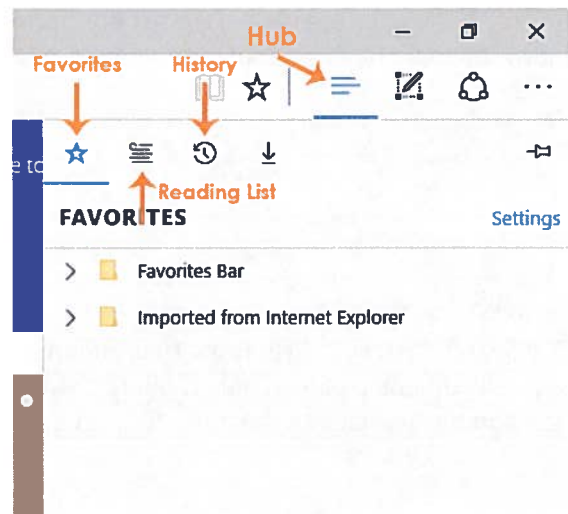
## Edge

Edge is the new internet browser for Windows 10. It is quicker and more secure. It includes features such as a reading list and web notes. By default, the Edge icon is already pinned to the Taskbar.



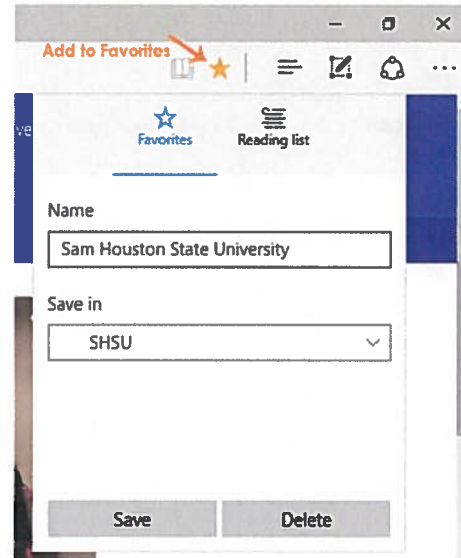
## Hub

The Hub in Edge is where the most frequently used functions are. Favorites, the Reading List, and browsing History can be quickly accessed from the Hub. To access the Hub, select the three (3) lines in the upper right corner of Edge. The first section is Favorites. The second is the Reading List, and the third is browser History.



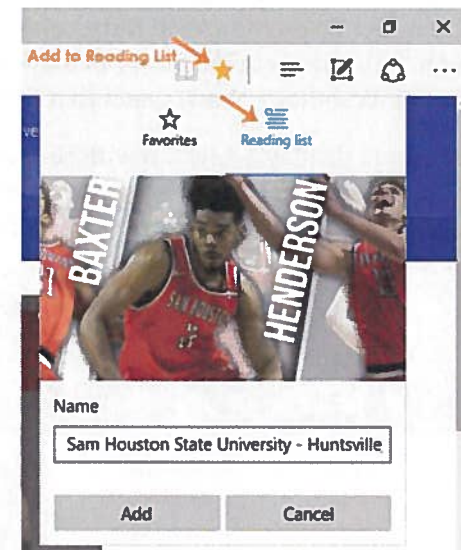
## Favorites

Favorites are websites that are accessed frequently. To add a website to the Favorites list, select the star icon in the upper right portion of Edge (next to the Hub) and select **Favorites**. Favorites can be organized into different folders. When adding a website to Favorites, Edge offers the ability to name the favorite and save the favorite in a specific folder.



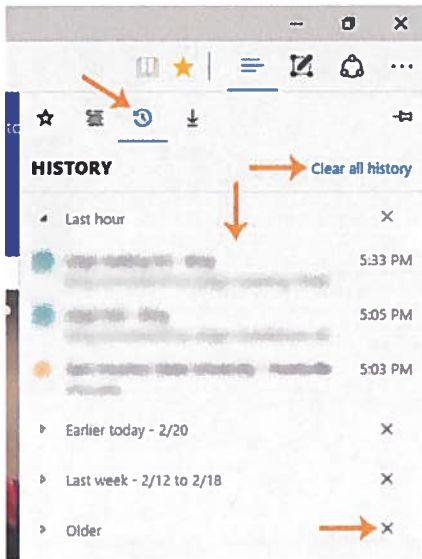
## Reading List

The Reading List provides a way to save a website for quicker access later. To add a website to the Reading list, select the star icon in the upper right portion of Edge (next to the Hub) and select **Reading list**. The website can be re-named.



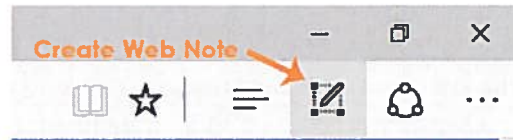
## History

History saves the website, which can be accessed later if the site was not saved as a Favorite or in the Reading List. The History also maintains previous searches. The History can take up memory, and it is suggested to clear the History on a regular basis. To clear the History, select **Clear all history** from the History section in the Hub. The History can be cleared by days by selecting the **X** to the right of each date listed.

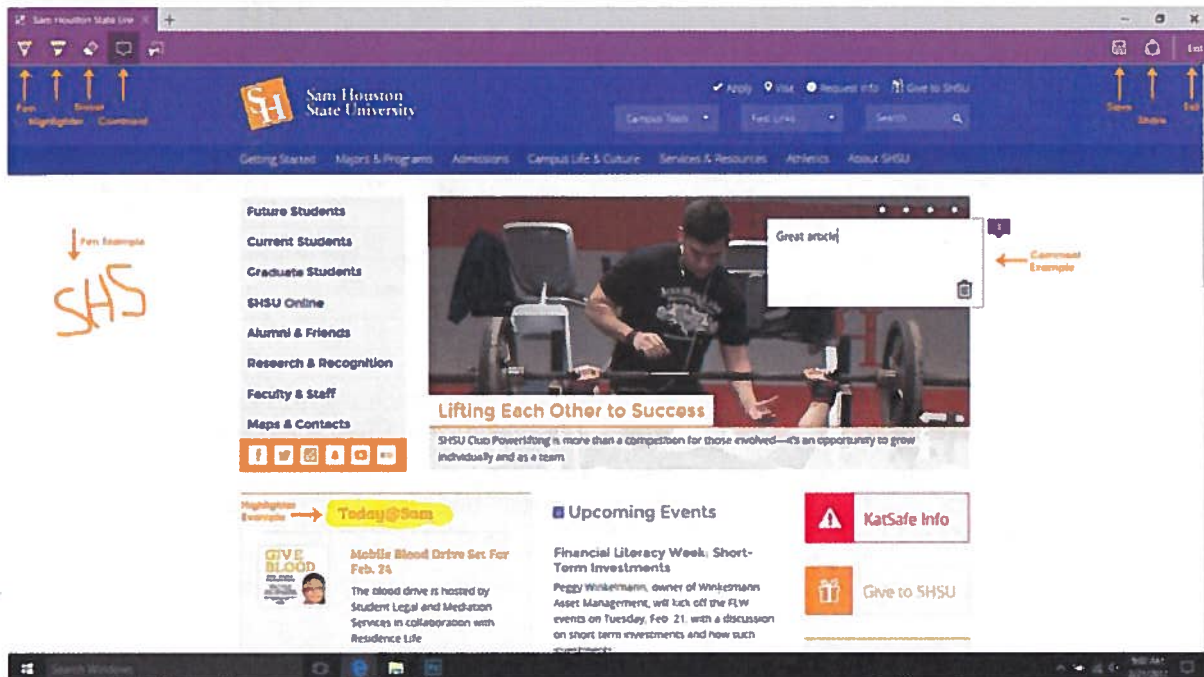


## Web Notes

Edge Web Notes allows the user to write, highlight, doodle, or draw on website and then save the site with the notes. To create a Web Note, select the Web Note icon in the upper right corner of Edge (next to the Hub). To exit Web Notes view, select **Exit** in the upper right corner of Edge.

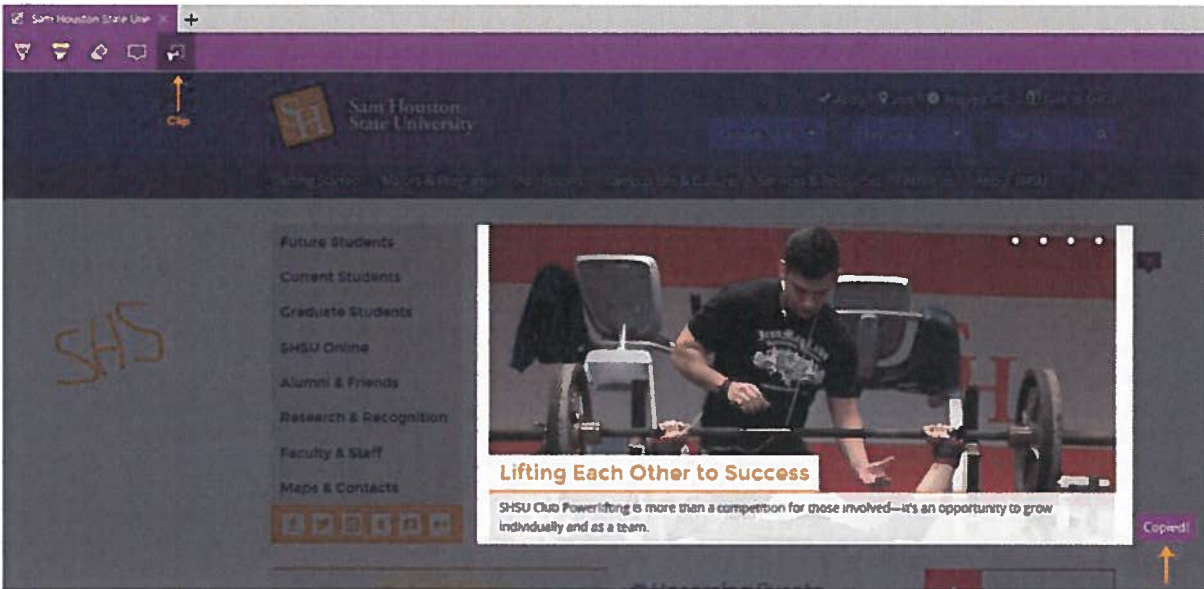


Edge will display a new tab with the various tools for Web Notes. Once finished making notes, the Web Notes can be saved to Favorites or the Reading List using the **Save** feature. The Web Note can also be shared through various apps if the app is installed.



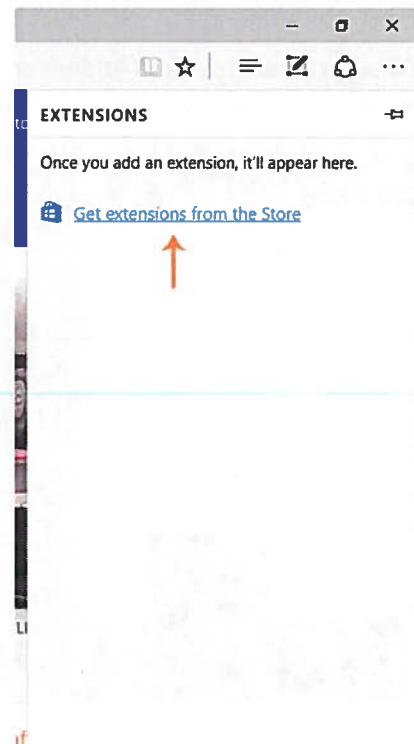
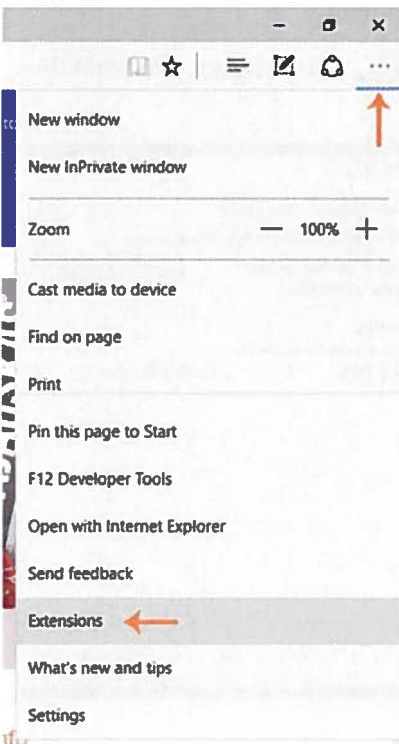


Web Notes can also take a screen shot of a portion of a website using the Clip tool. When the selection is made, Edge automatically copies the clipping to be pasted elsewhere.



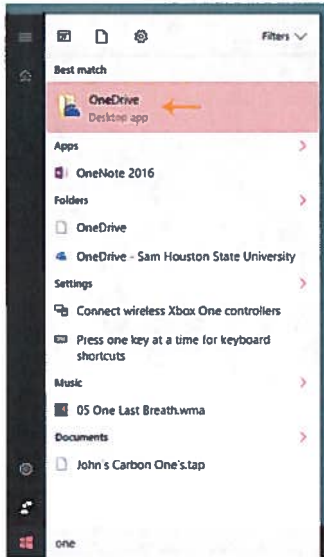
## Extensions

Similar to Windows 10 apps, Edge has options for extensions also available in the Store. To view and access extensions, visit the Store or select the More button (...) in the upper right corner of Edge and select Extensions. Like the apps, extensions are saved to the user profile.



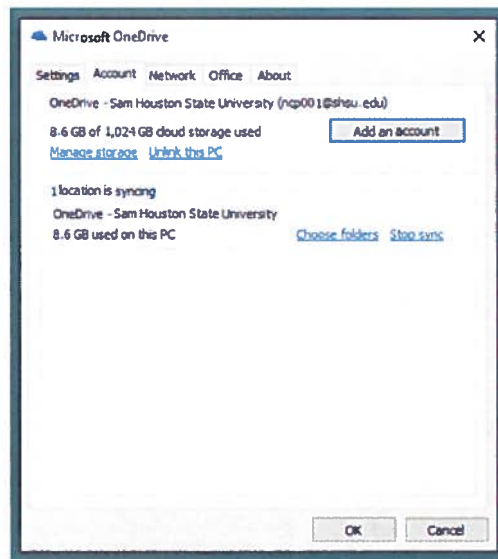
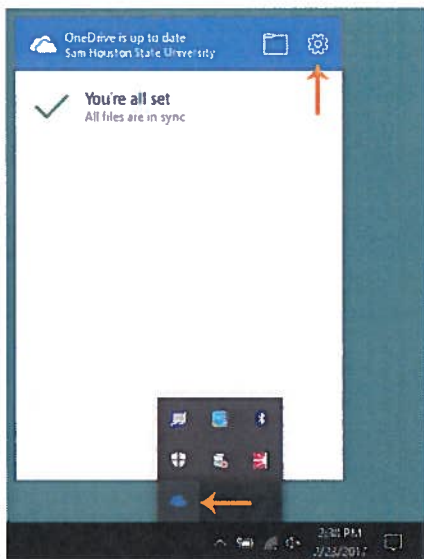
## OneDrive Sync Client

The OneDrive sync client is installed as part of Windows 10. Use of the sync client is optional. The sync client allows the user to access the files if there is not an internet connection. Once an internet connection is reestablished, the files on the computer sync with the online version of the file. OneDrive can be accessed through the Start menu.

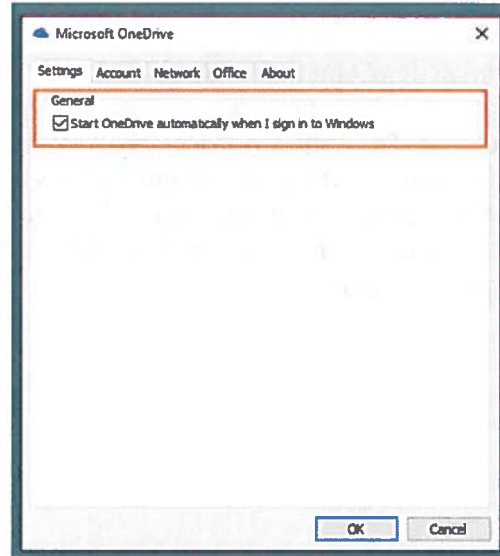


Once signed in to OneDrive, the user can determine what files to sync. The files will be synced to the user's profile, so be mindful of what and the numbers being synced. Similar to the apps from the Store, OneDrive sync client does not follow the user computer to computer.

To adjust what files and folders are syncing with the sync client, select the **OneDrive** tool from the notification area and select the **Settings** tool.

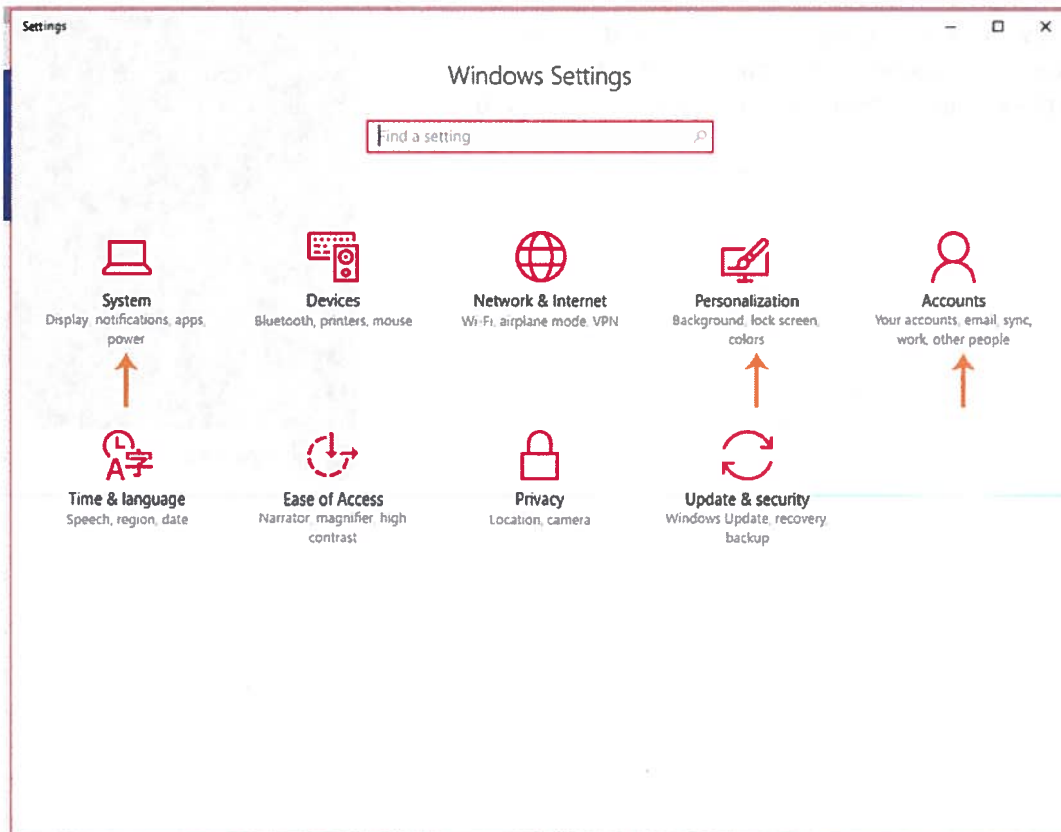


If a user chooses not use the sync client, it can be disabled from automatically starting at log in in the OneDrive settings.



## Settings

Options in Settings allows the user to personalize certain features of Windows 10, such as the notifications, desktop background, colors, etc. To access Settings, select the **Settings** tool from the Start menu.



## Action Center

The Action Center, also known as Notification area, is the location for system and app notifications and provides quick access to a variety of settings. The notification icon changes color or displays a number, depending on the type and app, for new notification. To view the notifications, click on the icon and the notifications will display. Depending on the type of notification, an action may be needed to clear the notification.



## Sign Out

To log out of a Windows 10 computer, select the Start button and then select the account tools (first option in the lower section of tools). From the account options, select **Sign Out** (formally log off).

