

## Task View and Virtual Desktops

One of the best things about Windows 10 is how it handles virtual desktops. It lets you set up a series of tasks and windows on your desktop, your email and Twitter window on another, and a third for general Web browsing and research. To get started, click the Task View icon on the taskbar (immediately to the right of the Search box), or hold down the Windows key (abbreviated throughout as Win) and Tab. You can also drag an app to a new virtual desktop by bringing it over to the +New Desktop option at the lower right. You can also move apps between virtual desktops.

## Configure Privacy Settings

When you're first setting up Windows 10, make sure to select a Custom install so you can modify the privacy settings, instead of going with the Express install. (If you already installed it, you can fix it all in Settings). Otherwise you'll find yourself agreeing to all sorts of private data sharing.

## Make the Desktop “Yours”

Windows 10 lets you personalize your desktop more thoroughly than before. Head to Start > Settings > Personalization > Colors, and choose Show color on taskbar and Start Menu. You can also tell it to automatically pick a color from your wallpaper and apply it underneath icons of open apps, and you can remove the Start Menu's translucent option.

## Print to PDF

You can print a document (or rather, save it) as PDF without using a third-party utility. This makes it much easier to save and distribute documents that aren't easily modified.

## Schedule Windows Updates

Instead of getting frustrated because Microsoft decides to push out a patch, you can schedule restarts to install updates by going to Start > Settings > Updates and Recovery > Windows Update. You can do this for future updates as well by selecting Notify to Schedule Restart. You cannot refuse updates but you can choose when to restart your computer so it doesn't inconvenience you.

## Windows Explorer Home tab and Quick Access

Windows Explorer windows are a lot more useful with a new Home tab. It makes file copies a cinch. If you look at the top left of the window, you'll see a new Quick Access group that lets you navigate to recently accessed folders. That makes it much easier to maintain a fast workflow as you navigate around your computer's file system. And while File Explorer defaults to the Quick Access view, if you don't like it, you can set it back to This PC by choosing View > Options > Open File Explorer > This PC.

## Battery Saver

If you're on a laptop and your battery is running low, Windows 10 is smart enough to begin throttling back background services and other threads so that you can squeeze the last bit of battery life out of your machine. To enable Battery Saver, click the Start menu, and head to Settings | System | Battery Saver.

## Background Scrolling and Using Multiple Windows

Ever notice how when you hover your mouse cursor over a window and try and scroll, you still can't, because the window wasn't active? Turn this feature on in Settings | Devices | Mouse and Touchpad and you'll be able to do just that.

## OneDrive Integration

Free cloud storage is a must have for anyone in today's world with multiple mobile devices, and Microsoft makes it super easy in Windows 10 with OneDrive. You can use it to store files for mobile device access from iOS or Android, and you can even set it to let you access any file on your PC remotely — not just the ones you drag over to your OneDrive folder. This is a setting you can turn on called OneDrive Fetch.

## Cortana Tips

If you've got a laptop, or a desktop with a microphone attached, click the search field and select the Notebook icon on the left. Then click Settings and click "Let Cortana respond to "Hey Cortana." Now Cortana will listen for your commands. Cortana can also use Google instead of Bing, even though Microsoft really wants you to use their Bing service. Install the Chrometana extension in Chrome, or just install Firefox and make that your default browser; Both will accomplish the task of removing Bing from Cortana's settings.

## Find Control Panel

The new Settings panel is easy to navigate and eventually will replace the Control Panel. It's easy to call up, even though it's hidden; just type Control Panel in the Search bar at the bottom left in the taskbar.

## Secret Start Menu

When you right-click the Start button, you'll see all kinds of useful things there, such as Apps and Features, Computer Management and Disk Management.

## **Windows Shortcut Keys**

The windows key plus another key will help you quickly do many tasks especially if your hands are already on the keyboard versus lifting your hand to use the mouse. We're all probably familiar with ctrl +c or ctrl +v but there are many, many more. You can find lists on the Internet but I'll show a few popular ones.

## **Create Start Menu Folders**

Once apps are pinned to the Start Menu, you can move them around and even create folders simply by dragging icons on top of one another.

## **Troubleshooting**

Lots of options for repairing a windows 10 computer that is misbehaving. Let's look at some of the choices you have. Reboot your computer when holding down the SHIFT key to bring up many options for troubleshooting also, such as starting your computer in SAFE mode.

## **File Explorer**

Choose how you want your files and folder to appear. Change things on the fly or leave them a certain way.

## **Using Edge for PDFs**

The Edge browser built into Windows 10 is much safer than previous versions of Internet Explorer. Edge can open a PDF file. Edge has a reading view and you can save files to a reading list. You can mark up a webpage and then save it.

## **Tablet Mode Settings**

If your laptop is a touchscreen, you can stop using a keyboard and mouse and use the tablet settings. Several things you can change in settings to make that experience better.

## **Saving Video Files from Any Open Window**

This is the coolest tip yet! See a YouTube video you'd like to save? I can show you how easy it is to do this without downloading or buying a third-party app. Just use the Windows key + G which is intended for use with Xbox Gaming but it works!