

A BLEND OF EASY-TO-APPLY STRATEGIES THAT WILL EXPAND YOUR PERSONAL COMFORT LEVEL WITH WINDOWS 10 (PART 4 of 4)

1. It's easy to sort files and folders in File Explorer.

File Explorer offers the Sort tool for sorting the files and folders that you're viewing based on criteria that you determine such as their name, type, size, authors, and date. To sort the files within a folder, Open File Explorer (Windows +E) and follow these steps:

- a) Navigate to the folder that you want to sort and open it.
- b) Click the **View** tab on the Ribbon and select **Details**.
- c) Click on the column heading that you want to use as your sort routine.

2. Use check boxes to identify the files and folders that you have selected.

You can set File Explorer to display check boxes next to the name of each file and folder. You can then use these check boxes to select files and folders. It is considerably more accurate than clicking directly on each file and risk making duplicate files with a slight mouse movement.

To enable check boxes in File Explorer, follow these steps:

- a) Open File Explorer (Windows +E).
- b) Click the **View** tab on the Ribbon (the bar across the top of the window).
- c) In the **Show/Hide** section, click **Item Check Boxes**. Check boxes are now shown each time you move your cursor on top of a file or folder. Click the check box to select that item.
- d) To disable the check boxes, retrace the preceding steps.
- e) The Item Check Boxes will be either On or Off, depending upon how you have set it.
- f) Close File Explorer.

3. Find Resource-Hungry Apps That Slow Down Your Computer

Your PC may be running slow because something is using up your CPU resources. If it's suddenly running slower, a runaway process might be using 99% of your CPU resources, for example. Or, an application might be experiencing a memory leak and using a large amount of memory, causing your PC to swap to your hard disk.

Alternately, an application might be using the disk a lot, causing other applications to slow down when they need to load data from or save it to the disk.

To find out, open the **Task Manager**: right-click your taskbar and select the *Task Manager* option.

This tool provides an interface that color-codes applications that are using a lot of resources.

Click the *CPU*, *Memory*, and *Disk* headers to sort the list by the applications using the most resources.

If any application is using too many resources, you might want to close it using standard procedures — if you can't, select it here and click “End Task” to force it to close.

4. Back Up Your Windows Registry with System Restore

The Windows Registry is at the heart of the Windows operating system. The Registry is a group of system files formed into a database that contains system-level and application-level parameters on both a machine and a user basis. If the Registry were to become corrupted it could render your system unusable, so it's important to take **regular backups** of it so you can restore a good copy of the Registry if necessary.

The best way to protect yourself is to take a backup of the complete Registry. This can be done by creating a restore point, since the Registry is included in restore points.

To create a restore point, follow these steps:

1. From the Search box, type *restore*.
2. Click *Create a restore point* from the list that appears in the column above.
3. Click on the *Create* button.
4. Select the Local Disk (under the Protection Settings group) and click the **Create** button. You will then be prompted to enter a description for the Restore Point. The date and time of the restore point you create will be inserted automatically.
5. At a later date, if you need to revert back to a restore point, follow steps 1 and 2 and click on the *System Restore* button.

5. Perform Recommended System Maintenance

Windows 10 includes the System Maintenance tool, which is a hidden tool that you can run on demand to find out if there are issues with your system. This tool checks for unused files and shortcuts, performs maintenance tasks, checks whether the system time is set correctly, and so on. If problems are found, the System Maintenance tool fixes them automatically.

To manually run the System Maintenance tool, follow these steps:

1. In the search bar on the taskbar, type *maintenance*. A list with search results appears.
2. Click the *Perform Recommended Maintenance Tasks Automatically* search result. The System Maintenance wizard starts.
3. Click Next. The wizard begins the process of detecting possible issues.
4. If the wizard recommends that you do the troubleshooting as an administrator, click *Try Troubleshooting as an Administrator*. When the wizard finishes, it shows a summary of its findings. If it finds issues, it also shows you actions that you can take.
5. Click Close.

6. What to Do When an Application Locks Up

If an application malfunctions and cannot be closed, you will need to get to your Task Manager. You have several routes to get there:

- ✓ Right-click on the Start button, then click on Task Manager.
- ✓ Press Windows + X, then press T on the keyboard.
- ✓ Right-click on the Taskbar, then click Task Manager.
- ✓ **Press Control + Alt + Delete at the same time.**

When the Task Manager appears, click on the application that is causing the trouble and then click the **End task** button located in the lower right corner of the window.

7. Change the Name of a Legacy Application Icon (Pre-Windows 8/10)

Right-click on the target tile, then click on **More**. An “open file location” button will appear in the dropdown menu. (If the “open file location” button is absent, the tile name cannot be changed.) Click on the “open file location” button. A shortcut for the target application will appear. Right-click on the shortcut and then click on *rename*. Modify or change the name of the shortcut and then close the window. The tile name change will now appear in the All Apps column in alphabetical order.

Please note that the names of many of the dedicated Windows 10 Apps cannot be changed.

8. If the Typeface on a Website is Too Small to Read...

When you find yourself on a Web site where the typeface is too small to read comfortably, you can increase the type size by holding down on the CTRL key and rotating the wheel on your mouse to get the size that you want. This strategy will work with most word processing documents, email messages and PDF files.

9. Pin the Control Panel to the Taskbar

Do you find yourself accessing the Control Panel periodically to reset some of your computer's 40 settings? If so, why not place it on your Taskbar for easy access?

To pin the Control Panel icon to the Taskbar:

1. From the Search bar, type *Control*.
2. Right-click on the Control Panel icon that appears at the top of the column.
3. Select *Pin to Taskbar*.
4. The Control Panel icon will appear on the Taskbar.
5. Now you can access the control panel whenever you want without all the mouse manipulation.
6. If you ever want to get rid of it, just **right-click** and select “**Unpin this program from taskbar**”.