A BLEND OF EASY-TO-APPLY STRATEGIES THAT WILL EXPAND YOUR PERSONAL COMFORT LEVEL WITH WINDOWS 10 (PART 2 of 4)

1. Remove the Clutter from your computer automatically.
Windows can automatically free up space by getting rid of files you don't need, like temporary files and the content of the recycle bin that are over 30 days old.
   a) Go to **Settings** > (Windows + I)
   b) **System** >
   c) **Storage**.
   d) Under **Storage Sense**, click on *Change how we free up space.*
   e) Under **Temporary Files,** select the three boxes.
   f) Finally, click **Clean now** and close the window.

2. Access 20 special controls with just one keystroke.
Right-click the Start button to produce an expanded and specialized set of 20 menu items. (Another way to access the same set of specialized options: press Windows + X.)

3. The hidden "Contact Support" app can place you in contact with a Microsoft Answer Tech.
You can open a text chat session with a Microsoft "Answer Tech" if you need help. There's also an option to supply your phone number and have a tech support person call you at a time you specify.
To open the app, type *Support* in the search box and click on the Get help result that appears at the top of the column. (You must be signed on to a Microsoft account.)

4. Choose which folders appear on the Start Menu.

The extreme left column of the Start menu (press Windows key) features the options that are available to you by default. Each can be turned on or off, depending upon which options you wish to use.

To control the options:

   a) Use **Windows key + I** to go to **Settings.**
   b) Then **Personalization.**

c) Then **Start**.

d) Generally, you will want to make sure six of the seven options listed are turned off. Confirm that the option *Show app list in Start menu* is **On**.

e) Now click on *choose which folders appear on start* and select from the 10 folders listed.

5. There's a Different Way to view all the apps on your computer (Tablet Mode)

Although the special Tablet Mode menu was designed for use with a Windows Tablet, some Windows computer users (especially those who have touch screens) may like to have all their apps spread out on a matrix with rows and columns.

a) Click on the **Action Center** icon (Windows + A) on the far right side of the Taskbar.

b) Click on the **Tablet Mode** tile.

c) Click on the **Windows** key in order to view the Tablet Mode screen.

d) In the uppermost left corner of the screen, click on the third symbol down from the top.

e) This view shows large tiles that can be accessed conventionally with a left-click or a right-click.

f) Exit the Tablet Mode by returning to the Action Center icon and clicking the Tablet Mode tile.

6. Remove multiple shortcuts from the Desktop in one motion.

While on the Desktop (Windows key + D), click on each of the shortcut icons you wish to remove <u>while holding down on the Control key</u>. This action will highlight all that you have selected. Finally, press the Delete key on your keyboard. (Only the Recycle Bin cannot be deleted by using this method.) The deleted items will be sent to the Recycle Bin where they can be "restored" or dragged back to the Desktop.

Unfortunately, Microsoft has not provided a way to remove tiles from the Start Screen except one-at-a-time.

7. Place GodMode on Your Desktop as a Super Control Panel.

GodMode provides a unified, categorized view of all of Windows' far flung features, commands, settings, and functions, all in one place that you can open with a single click.

To activate GodMode:
  a) Right-click on your Desktop.
  b) Select New > Folder to create a new empty folder on your desktop.
  c) Then copy this string of characters below to your clipboard:
     GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}
  d) Right-click on the new folder and select "Rename."
  e) Paste the string into the space for the folder's name and press Enter.
  f) Now, whenever you open that folder, up will pop the super menu of options that is GodMode.

8. Use the Reliability Monitor to Fix and Fine-Tune your PC

Reliability Monitor is a built-in part of Windows that's been around since the introduction of Windows Vista back in January 2007. It's always been a somewhat hidden feature of the Windows operating system, and therefore easy for users to overlook. Nevertheless, it's a great tool that provides all kinds of interesting insight into system history and stability. Reliability Monitor is particularly useful when troubleshooting glitchy systems and can provide insights into possible causes as well as important clues to fixing things.

Click on the Search bar/circle and type **reli**. Then go to the top of the column and click on *View reliability history.*

9. If you have a file folder that you go to frequently, you may want to pin it to the Desktop for quick access.

You can right-click on any folder (generally accessed via File Explorer), and then *send to: desktop (shortcut).* This action will place a shortcut to the target folder on your Desktop.

10. Stop background apps from running.

In Windows 10, you have access to a group of programs that are called Background apps. These apps, especially ones that you are not using, can be turned "off" in order to conserve power, *especially important in a laptop running on battery.*

To control these background apps:

    a) Select **Settings** (Windows + I)
    b) Click on **Privacy**.
    c) Click on **Background Apps** near the bottom of the list.
    d) Toggle the button to "off" for the apps that you don't use often.

Please note there is a reason for these background apps to run continuously on your system even when you don't use them. The apps listed in this page receive information, send notifications, and stay up-to-date.