

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**, confirm that it is turned on and click *configure storage sense and run it now*.
- e) Have it run every day (the default).
- f) Under **Temporary Files**, check the *delete temporary files that my apps aren't using*.
- g) Set the time frame in the next two boxes.
- h) 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. 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) 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.

f) The ones you select will now appear in the far-left column of the App menu.

4. 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 while holding down on the Control key. 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.

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

The 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*.

6. If you have a file folder that you go to frequently (for example, your Pictures folder), you may want to pin it to the Desktop for quick access.

- a. Access the target folder from the File Explorer (Windows + E)
- b. Right-click on the folder and then *send to: desktop (shortcut)*. This action will place a shortcut to the target folder on your Desktop.
- c. Changes, including additions and deletions, made within the new shortcut folder will also be made in the original folder.