

A BLEND OF EASY-TO-APPLY STRATEGIES THAT WILL EXPAND YOUR PERSONAL COMFORT LEVEL WITH WINDOWS 10 (PART 3 of 4)

1. Place a shortcut for shutdown on your desktop

To create a shortcut icon for Shutdown:

- a) Right-click on an open area of the Desktop.
- b) Go to New, then Shortcut.
- c) Enter **shutdown /p** as the location of the item and press Next.
(Note the space between shutdown and /p.)
- d) Now name the shortcut *Shutdown* and press Finish.
- e) Right-click the shortcut that now appears on your Desktop and navigate to Properties.
- f) Choose *Change Icon* in the Shortcut tab and then OK to leave the warning box.
- g) Choose (click) an icon of your choice from the list.
- h) Finally, click OK.

2. Customize the taskbar.

Just as in older versions of Windows, you can customize the taskbar in Windows 10 in the following ways:

- Lock the taskbar so that other users can't change it.
- Set the taskbar to auto-hide.
- Set the taskbar to use small buttons.
- Change the taskbar's location on the screen from the bottom to the top, or to the left or right of the screen.
- Set how taskbar buttons appear (either always combined with the labels hidden, or combined only when the taskbar is full, or never combined).
- Set whether to use the Peek feature to preview the desktop when you move your mouse to the Show Desktop button at the extreme right end of the taskbar.

To customize the taskbar, follow these steps:

- a) Right-click on the Taskbar.
- b) Click on Taskbar settings.
- c) Set how you want the taskbar to behave by checking the available settings.
- d) Close the Taskbar dialogue screen.

3. Don't have the Taskbar's Search box add to the clutter.

The Search box that appears by default on the left side of the Taskbar consumes a large amount of territory, thus limiting the amount of room for important icons that you have selected for instant access from the Taskbar.

Follow these steps to replace the search box with a small icon:

- a) Right-click on the Taskbar.
- b) Move up to *Search*, then over and click on *Show Search icon*. This action will cause the search box to be replaced by a small magnifying glass.
- c) By clicking on the small magnifying glass, the search box will reappear, but will be repositioned on the line immediately above the Taskbar.
- d) Once you make this selection, the small magnifier will remain, even after future boots.

4. Disable the Task View: another way to reduce the clutter on the Taskbar.

There is a Task View button that provides an overview of all your open windows and virtual desktop features. When it is enabled, the Task View button will always appear to the immediate right of the search bar/icon. This feature is enabled by default. If you'd like to disable it:

- a) Right-click on a blank area of the taskbar.

b) Deselect the Show Task View button.

5. Set which quick action icons appear in the Action Center (Windows + A)

You can customize the settings to show more or fewer icons in the Action Center.

a) Open Settings. (Windows + I)

b) Click System.

c) Click Notifications & Actions. The settings for notifications and quick actions are shown.

d) In the Quick Actions section of the window, *click Edit your quick actions*. A list of icons in the form of rectangular boxes will appear in the lower right side of the window.

e) In the list of icons that appears, *drag and drop* the four icons you want displayed to the top row. The icons that you assign to the top row will appear at the bottom of the “collapsed” Action Center button on the Taskbar.

g) Close the Settings window.

6. Work with More than One App at a Time

Clicking a tile from the Start Menu starts the app that the tile represents. These apps are opened one by one, and their icons appear on the taskbar. To switch to another app that’s open, click its icon in the taskbar. To switch between apps very quickly, you can also press Alt+Tab on your keyboard. This action accesses a list with all opened apps. Keep the Alt key pressed and then press Tab to navigate between the open apps. When you reach the app you want to switch to, release both keys.

7. Scrub Your Prefetch Folder Periodically

One of Microsoft's big advances associated with the development of Windows 10 was that it loads applications much faster than its

predecessors. To accomplish this feat, the operating system gathers information about each program that you launch and stores that information in the Prefetch folder. Then on subsequent restarts, Windows uses the information in the Prefetch folder to essentially preload (fetch) parts of those programs at boot time. Thus, when you launch your application, it appears to load really fast.

However, the Prefetch folder can accumulate too much information over time. This makes the operating system so busy loading bits and pieces of lots of applications into memory that it ends up slowing down the boot process. Fortunately, you can clean out the Prefetch folder at any time.

Follow these steps:

- a) Click on Search.
- b) Type **Run**, then Enter.
- c) Type **Prefetch** in the Open text box and click OK.
- d) Click on any one of the files.
- e) Press [Ctrl] + A to select all files.
- f) Press Delete. (If a prefetch file is currently in use, it cannot be deleted)
- g) Close the folder.

As you use your system, Windows will rebuild the contents of the Prefetch folder. You will want to empty the Prefetch folder periodically.

8. How to Enable Windows Defender's Limited Periodic Scanning.

(this is necessary only if you have installed another antivirus program)
This option is named "limited periodic scanning," to be activated after you have installed a third-party antivirus product. Enable it and Windows Defender will occasionally perform a scan to check for any malware that your primary antivirus product may have missed. However, it's not enabled by default. You will want to enable it. To access it:

- a. Go to Settings (Windows key + I).
- b. Click on Update & Security, then Windows Security.

- c. Click on the Open Windows Security box. Also note that a white shield representing the Windows Defender Security Center is located on the Taskbar, just to the left of the time/calendar.
- d. This action will take you to the Security Center where your computer's protection is being monitored.
- e. Click on the Open Windows Security button to view the seven functions of Windows Security.

You can only enable this feature if you're using another antivirus program. If you haven't installed another antivirus program, Windows Defender is already enabled and helping protect your computer with both real-time and scheduled system scans. Windows Defender will automatically be updated with the latest antivirus applications through regular Windows Update.