

# **A COLLECTION OF 16 WINDOWS 10 ISSUES**

## **CHOOSE YOUR “DESKTOP” ICONS**

Certain shortcut icons, e.g., Computer and Recycle Bin, have automatically appeared on the desktops of most Windows versions from Windows XP onward. In Windows 10, only the Recycle Bin appears by default. In fact, it cannot be removed using normal strategies of right-click and delete.

If you want to either or add or remove any of the “desktop” icons, follow these easy steps:

1. Open Settings (Windows key + I).
2. Click Personalization.
3. In the left column, click Themes.
4. In the right column, click *Desktop Icon Settings*
5. Select or deselect any of the five desktop options.
6. Click OK.

## **COLORIZE THE START MENU FOR VARIETY**

Windows 10 comes with a default background color for the Start menu. Although the default color neither adds or detracts, some users enjoy the variety of switching colors from time-to-time. Follow these steps:

1. Open Settings (Windows key + I).
2. Click on Personalization.
3. Click on Colors.
4. Uncheck the box at *Automatically pick an accent color from my background*.
5. Choose your own color from the palette.
6. Note that there are three on/off toggle switches that you can control that relate you your preferred color choice.

## **SHOW APPLICATIONS THAT HAVE BEEN ADDED RECENTLY TO THE START MENU**

If you have added an application to your “portfolio”, it will automatically appear in its proper alphabetical listing on the Start screen. Rather than having to search for it, you can create a “recently added” section at the top of the list for easy identification. To open this section, follow these steps:

1. Open Settings (Windows key +I).
2. Click Personalization.

3. In the left column, click Start.
4. In the right column, toggle on *Show recently added apps*.

## **CHANGE THE NAME AND LOOK OF A LEGACY TILE ON THE START SCREEN**

It is possible to change the name and the look of a legacy program that appears on the Start Screen. (A legacy program is one that was created prior to Windows 8.) Generally, a modern application (one that was created since the introduction of Windows 8.0) cannot be renamed, nor can its icon be modified.

1. While on the Start screen, right-click on any legacy program that you want to change and click *Open tile location*.
2. After the program's file will open, right-click on it and click *rename*.
3. To change the look of the icon, right-click on it, go to *properties*, click on *Change icon*, and choose from those available.
4. Click OK.

## **CHANGE THE SIZE OF YOUR START SCREEN**

You can modify the width and height of the Start Screen to make room for any customization that you plan to make. To widen the Start Screen, move your mouse pointer to its right edge until it becomes a double pointer and then drag it to the left or right to resize its horizontal dimension. To lengthen it, move your mouse pointer to the upper edge of the Start Screen until it becomes a double pointer and then drag it up or down to resize its vertical dimension.

## **UNCLUTTER THE START SCREEN**

A Windows computer, even a new one just out of the box, is notorious for having bloatware applications that you probably don't need or want. It makes sense to reduce the clutter on the Start Screen down to a workable number of tiles that suggests that you are in control and know how to manage.

The Start Screen with its cluster of tiles is really there for the Tablet user. It has very little value for the desktop or laptop user, even those with a touch screen.

A well-organized computer user is recognized by the fact that his most-used applications are housed on the taskbar for easy retrieval. Very few applications need to be positioned as tiles on the Start Screen.

The only tiles that make sense for the desktop or laptop user are the very few that can be made “live”. These are designed to access the Internet and provide timely information on a specific subject. Examples: **weather**, **money**, and **news**.

Thus, to remove a tile from the Start Screen (unfortunately, tiles cannot be removed in multiple sets), right-click on the target tile and click *unpin from Start*. Note that you are not removing the application. It will remain in the Start Menu for easy retrieval.

## **REPLACE THE TASKBAR’S SEARCH BOX WITH A SMALL CIRCLE**

The Search box on the Taskbar is a space hog and takes up too much room that should be reserved for your important applications that you have pinned there for your convenience.

Fortunately, there is an easy way to change the Search box into a Search button. Once you make the change, it will stay that way until you change it back, should you ever want to do so.

To make the change:

1. Right-click on any available space on the Taskbar.
2. Right-click on **Cortana**.
3. Click on **Show Cortana Icon**.
4. Note that the Search box has been replaced by a small circle.

## **PICK YOUR VIEW IN FILE EXPLORER**

In previous versions of File Explorer, aka Windows Explorer (Windows + E), it would automatically open to *This PC* in the Navigation pane, with the system folders of Desktop (yes, it is a folder), Documents, Downloads, Music, Pictures, and Videos listed in the right pane.

In Windows 10, it is possible to set File Explorer to open with the emphasis on Quick Access folders. Quick Access folders are determined by the user to make copying data files much easier and accurate.

To change the view of File Explorer:

1. Open File Explorer (Windows + E)
2. From the Menu bar, click on View.
3. Move to Options (located on the right side of the View bar).
4. Click on *Change folder and search options*.

5. In the Open File Explorer to: select either This PC or Quick access.
6. Click OK.
7. The next time you open File Explorer, your designated choice will be activated.

### **SOLID STATE HARD DRIVE USERS: HOW TO FIND MORE SPACE**

Users who have installed solid state hard drives on their computers will enjoy a much faster startup speed as well as access speed when opening applications. The bad news is that SSDs have a smaller storage capacity compared to regular hard drives. As you add more and more applications to your computer, you will find yourself tight on space.

Here is an easy solution:

1. Open Settings.
2. Click on System.
3. Click on Storage.
4. In the right pane, under Save Locations: **New apps will be saved to** (an external hard drive).

### **FIND YOUR APPS QUICKLY**

To find the application you are looking for, you normally go to the Start menu and proceed to the alphabetical listing of all your apps. Using the scrolling tool is always appropriate, but it can be very slow.

Click on any of the alphabetical headings and all of the alpha-numeric headings will appear. Click on the heading in which your target app is located and you will be taken to that group immediately. Note that if a grouping has no entries, that alpha-numeric heading will be greyed out.

### **TURN LIVE TILES OFF TO SAVE SYSTEM RESOURCES**

Certain tiles that are pinned from the Start Menu to the Start Screen can be turned on as live tiles, so that they can have access to the Internet. Examples are Weather, News, and Money. There are many more. Although a few can provide valuable information, the more live tiles you deploy, the more system resources are used and slow you down.

## **CHOOSE THE FOLDERS THAT YOU WANT TO SEE ON THE START MENU**

In addition to automatically listing all the computer's applications, the Start Menu can also show important file folders that can be opened directly without opening File Explorer. Here's how:

1. Open Settings (Windows + I)
2. Click on Personalization.
3. Click on Start.
4. Move down and click on *Choose which folders appear on start*.
5. Turn on any or all of the 10 folders listed.
6. By pressing the Windows key, you can confirm that the ones that you selected are present in the far left column.

## **CHANGE FROM ONE ACCOUNT TO THE OTHER ON THE FLY**

It is easy to move from one account to another without shutting down your computer. Follow these steps:

1. Press the Windows key. This action will bring up the Start Menu.
2. Hold your mouse pointer on top of the small circle in the extreme left column and it will identify the account you are presently in.
3. Click on the circle and then click on *change account settings*.
4. You will be taken directly to the settings for your current account. It is at this screen that you can *sign in to a Microsoft (or Local) Account instead*.

## **STRETCH THE START SCREEN (WITHOUT BEING IN TABLET MODE)**

The easiest way to organize your start screen tiles to suit your personal tastes is to have the screen extend to the height and width of the desktop. If your purpose is to edit your tiles and their positions, use this strategy. It's even better than going into tablet mode!

1. Go to Settings.
2. Click on Personalization.
3. Click on Start.
4. Toggle *Use Start Full Screen* to on.

## **PIN YOUR MOST FREQUENTLY USED SETTINGS TILE TO THE START SCREEN**

If you discover that you are regularly going to one of the nine tiles in the Settings menu, it may be worth your while to pin that target tile to the Start screen. To do so, follow these steps.

1. Go to Settings (Windows + I).
2. Right-click on the target tile.
3. Click on Pin to Start.

## **DETERMINE WHICH APPS PROVIDE YOU WITH NOTIFICATIONS**

By default, you will receive notifications in the Action Center for all the modern apps installed on your computer. If you are inundated with many notifications, it is possible that you might miss an important one.

To stop some of these notifications from appearing, especially for ones that are only infrequently used, follow these steps:

Go to Settings (Windows + I)

1. Click on System.
2. Click on Notification & Action.
3. Turn off the apps from which you don't want to get notifications.