

FORTY-FOUR WAYS TO PERSONALIZE WINDOWS 10 TO SUIT

A TWO-HOUR SEMINAR

Monday, June 25, beginning at 9:30 A.M.

In the Computer Club Classroom

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Most Windows 10 users are familiar and comfortable with two aspects of the operating system: sending and receiving emails and surfing the Internet. However, Windows 10 can be a much more powerful instrument if easily-implemented strategies are followed.

This two-hour seminar will explore over forty of these strategies, step-by-step, and one at a time. The complete “how to” manual will be available to attendees with written instructions on how to get it (it’s free to club members).

1. Place your favorite website on your Desktop for quick access.

As a matter of convenience, you may wish to place an icon for your favorite website on your Desktop. To do this, follow these steps:

- a) Right-click on a blank space on your Desktop.
- b) Move to **NEW**, then over to **SHORTCUT**.
- c) Within the box that appears, type: www.yourfavoritesite.com and press next.
- d) Name the shortcut: (*myfavorite*), then click **Finish**.
- e) To access the website, double-click on the newly created shortcut icon.

2. 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** >
- 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.

3. Access 20 special controls with just two keystrokes.

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.)

4. There is a handy Emoji keyboard built into the 2017 Fall Creators Update!

Many people have used those little icons when texting on their mobile devices, but now there's a handy emoji keyboard built into Windows 10. When your cursor is in a text field, press WIN+. (the Windows key and the period key) to pop up a selection of smiley-faces, hearts, food, and other icons that you can paste into your messages. 🍷💕😄🌸

5. 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**. However, the option *Show app list in Start menu* should be **On**, otherwise no applications will appear in the Start menu.
- e) Now click on *choose which folders appear on start* and select from the 10 folders listed.

6. There's a fast way to search for an app.

The main column of the Start menu (press Windows key to access) lists all the applications that are installed on your computer. A standard strategy for searching is to use the strolling bar to move up and down the list. A faster way to search is to click on any one of the alphabet boxes to bring up the entire alphabet. If a letter is gray, no apps are housed under that letter. Click on the alpha block that houses your target app.

7. 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 (Windows + A) and clicking the Tablet Mode tile.

8. Add or remove the traditional “desktop icons”.

You can change the special icons shown on the desktop. For example, you can enable or disable any of the following icons: This PC, aka File Explorer, Recycle Bin, and Control Panel are notable. (Incidentally, this approach provides the only shortcut way to access the Control Panel.)

To enable or disable a “desktop” icon on the desktop, follow these steps:

- a) Open **Settings** (Windows + I).
- b) Click **Personalization**.
- c) Click **Themes**.
- d) Click **Desktop Icon Settings**.
- e) Check the desktop icons that you want to enable.
- f) Uncheck the desktop icons that you want to disable.
- g) Click OK.
- h) Close Settings.

9. Reposition your favorite apps to the Start Screen, the Taskbar, or the Desktop.

When you open the Start menu, you'll see a small tile for every program on the computer, and you can *pin to start* or *pin to taskbar* any of them

with a right-click option. The *pin to taskbar* option is partially hidden under the *More* option, however.

You can also pin any application to the Desktop where it will become a shortcut icon. It's as easy as a *left drag and drop* from its home location to the Desktop on the right.

10. Enable Sideload apps.

In Windows 8, Microsoft allowed only apps from its Windows Store to be installed. This move mimicked Apple, which allows only Apple Store apps on its devices. Security is the reason for this restriction, but the general population of Windows users doesn't want to be deprived of all the good, perfectly safe apps written by third-parties. In Win 10, you can "sideload" apps - that is, load them from a source other than the Windows Store.

But you will want to confirm that this feature is enabled:

- a) Go to **Settings** (Windows + I).
- b) **Update & security**
- c) **For developers.**
- d) Then click the button next to "sideload apps." A warning about dangers of sideloading will appear and you'll be asked to confirm that you wish to enable sideloading; answer "yes" and it's done.
- e) It's probably best that you turn this feature off again, after loading the desired app.

11. Unpinning a tile from the Start Screen or the Taskbar is not uninstalling it.

Unpinning tiles means that they will be hidden from the Start screen or the Taskbar but will still be accessible in the Start Menu (Apps) view. Uninstalling them, however, will remove them from your computer completely. The good news is that many of these apps can simply be re-downloaded from the Windows Store if you ever change your mind later on.

If you uninstall a legacy program (a program that predates Windows 8 or Windows 10), you will need to reinstall it from the Internet or a disk just like in previous editions of Windows.

12. To keep things tidy, uninstall apps that you don't use.

To uninstall a legacy program (an application that was developed pre-Windows 8):

- a) Right-click on the **Start** button.
- b) At the top of the list, click on **Apps and Features**.
- c) On the next screen, click on **Programs and Features**, located in the far-right column.
- d) Find the list of installed programs and uninstall programs you don't use and don't need. This can help speed up your PC, as those programs might include background processes, autostart entries, system services, context menu entries, and other things that can slow down your PC. It'll also save room on your hard drive and improve system security.

To uninstall a Modern App (designed for Windows 8/10), right-click on its Start Menu icon and select *Uninstall*. If the uninstall feature is not present, the app cannot be uninstalled by conventional means.

You can also remove the Store apps via a right-click on the Start button, followed by a right-click on **Apps and Features**.

The right panel will be populated with the list of preinstalled Windows 10 apps, some of which you can remove. Click on an app to see the options Move and Uninstall. Click on **Uninstall** to remove the application. (*The Uninstall feature is not available for many of the Windows 10 apps. Microsoft believes that some of them are essential to you, and hence the Uninstall button is greyed out*).

13. If you have a file folder that you go to frequently, you may wish 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.

14. Pin a website to the Start (all apps) menu.

Using Internet Explorer:

- a) Open Internet Explorer.
- b) Press CTRL + T to access a new tab.
- c) Access the target website.
- d) Click on the Cog Wheel in the upper right corner of the window.
- e) Click **Add site to apps**.
- f) Click **Add**.
- g) Click on Start button (lower left corner of Taskbar).
- h) The target website is now listed in alphabetical order on the All apps list.

Using Microsoft Edge:

- a) Open Edge from the Taskbar.
- b) Click on the X tab at the top of the Edge window (or press CTRL + T).
- c) Access the target website.
- d) Click on the three horizontal dots in the upper right corner of the page.
- e) Click on **Open with Internet Explorer.**
- f) Click **Add site to apps.**
- g) Click **Add.**
- h) Click on Start button (lower left corner of Taskbar).
- i) The target website is now listed in alphabetical order on the All apps list.

Using Google Chrome: (this action will place the icon only on the Taskbar)

- a) Open Google Chrome.
- b) From within the search bar, access the target website.
- c) Click on the three horizontal bars in the upper right corner of the page.
- d) Click on **More tools.**
- e) Click on **Add to Desktop.**
- f) Click **Add.**
- g) Click **Windows + D** to return to the Desktop.
- h) Left drag the new target icon to the Taskbar. You can now delete the shortcut icon from the Desktop if you wish.

15. Disable programs that run at startup.

Most of us are aware that Microsoft and third-party software companies try to install their products so that they will run at Startup. As long as your computer has only one or two of these applications starting when you boot up, the boot time is indiscernible. However, over time, more and more of these programs are added to Startup without your knowledge, thus creating a noticeable slowdown at bootup. You should examine this list periodically and disable most of the applications that want to start immediately, whether or not you want to use them. (Note that disabling a program is not removing it. It will still be available to you as before.)

To do so:

- a) Go to Settings (Windows + I).
- b) Click on Apps.
- c) Click on Startup.
- d) Disable the startup applications you don't need. Windows will helpfully tell you which applications slow down your startup process the most.

16. Stop background apps from running.

In Windows 10, you have access to another 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.

17. Place a shortcut for shutdown on your desktop

Thanks to a series of shortcut tricks, you can affix Shutdown, Restart, and Sleep buttons to your Desktop for easy access. Just follow these steps.

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.
- 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.

To create a shortcut icon for Restart:

Follow the instructions in the section immediately above, except have the script read **shutdown /r /t 0**. Now name the shortcut *Restart* and press Finish.

To create a shortcut icon for Sleep:

Follow the instructions above, except have the script read:

Rundll32.exe Powrprof.dll,SetSuspendState Sleep. Now name the shortcut *Sleep* and press Finish.

18. 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) Click **Settings**. (Windows + I).
- b) Click **Personalization**.
- c) Click **Taskbar**.
- d) Set how you want the taskbar to behave by toggling (on/off) the available settings.
- e) Close the Taskbar dialogue screen.

19. Add a splash of color to Start Menu, the Taskbar, and the Action Center.

By default, the Start Menu is set to ignore the color you chose when you set up your Windows 10 user account, so the first priority is to amend that option.

To do so:

- a) Go to **Settings**
- b) **Personalization**
- c) **Colors**
- d) First, turn **off** the *Automatically pick an accent color from my background*.
- e) Now, scroll down to the toggle switch marked *Show color on Start, taskbar and action center* and make sure that it's set to On.
- f) You'll then be able to select from a variety of different swatches.

- g) You can also opt to make Start, taskbar and action center transparent with the appropriate toggle switch.

These options cater to form, rather than function, so feel free to mix and match as you please until you find a setup that appeals to you.

20. 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 quick access on the Taskbar. Follow these steps to replace the search box with a small icon:

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

21. The Taskview now includes the Timeline feature. (New in Build 1803)

There is a **Task View** button that is enabled by default and will always appear to the immediate right of the search bar/icon.

The newly included Timeline feature keeps track of every file you open and every web page you've visited (in Edge browser only). You still manage your current tasks and desktops as before, but now you can also access previous tasks up to 30 days later.

22. Change the desktop's background (wallpaper).

The default 3D desktop background or wallpaper in Windows 10 is impressive, but not all users want to keep the same desktop background forever, and many want to change the default desktop background to an image of their choice (including family photos).

When you right-click on the desktop and click the **Personalize** option, the *Background* link will open. From there, you can designate your desktop background as a single picture, solid color, or slideshow.

An alternative route: **Settings > Personalization > Desktop**.

If you choose a single picture, you will have access to the five most recently used photos that you have used.

If you want to choose a single picture from your pictures file, press **browse** and you will be taken to your pictures folder.

If you want to present a slideshow of a picture collection from an individual folder, press *slideshow*, then **browse**. (If you want your slideshow presentation to include photos from more than one folder, you will need to create a new folder and paste your selected pictures into that folder.)

23. Change the windows theme. (dozens are available from the Store)

A Windows theme includes multiple wallpaper images that can be changed automatically every minute or once a day.

To change the Windows theme, follow these steps:

- a) Open Settings (Windows + I.
- b) Click **Personalization**.
- c) Click **Themes**.
- d) Under **Apply a theme**, click the new theme that you want to apply.
- e) If you want more choices, click *Get more themes from the store*.
- f) Select from over 280 choices from the Windows Store.
- g) Close the Personalization window.
- h) Close Settings.

24. Use the Dynamic Theme app.

The **Dynamic Theme app**, a free download from the Microsoft Store, will have your desktop background and lock screen images get changed regularly with stunning images. You will get to see images from **Bing daily** and **Windows Spotlight**. Although Bing provides an option to save the image of the day, for Windows Spotlight images you must do it manually.

Once you have the Dynamic Theme app installed from the Microsoft Store, open the app from the Start Menu, just like you would any other app. By right-clicking on the app and moving down to *more*, you will have the option of *pin to Taskbar*.

Setting background using the Dynamic Theme app: The Background image can be set by opening the Dynamic Theme app from the Start menu. In addition to having access to conventional background images, four special categories are available:

- Bing: Use this option to set the daily Bing picture as desktop background.

- **Windows Spotlight:** Use this option to set the Windows Spotlight image as desktop background.
- **One Bing image:** Any one particular Bing image can be set as background.
- **One Windows Spotlight image:** Any one particular Windows Spotlight image can be set as background.

One can also Preview the Bing image of the day.

Daily Bing image: In this option (available in left column of Dynamic Theme window), you can Preview the Daily image. Also you can set a notification to alert when a new Bing image is available with preview.

If you have a Tile of a Dynamic Theme app on the Start screen, you can set it as a Live tile showing the Bing image of the day.

Another nice feature is that you can save the daily Bing image in the folder of your choice.

Another feature is the choice of the region from which you want to get the daily Bing images. It provides a list of countries from which to choose.

Daily Windows Spotlight image: The various options provided for setting Daily Windows Spotlight images are the same as for setting the Daily Bing images.

Note also that the Windows Spotlight images can be saved to a folder of your choice.

25. Change the picture shown on the Lock Screen

The **lock screen** is a feature introduced with Windows 8 and also available in Windows 8.1 and Windows 10. It displays an image, the time and date, and can even show your preferred apps such as your calendar, messages, and mail, all while your computer is locked. To lock the computer and show the lock screen, press **Windows +L**.

If you're bored with the picture used for the Lock Screen, you can change it.

Follow these steps:

- a) Open **Settings**.
- b) Click **Personalization**.
- c) Click **Lock screen**. The lock screen-related settings are shown.
- d) In the Choose Your Picture section, select another picture from those that are included in Windows 10, by clicking on it.
- e) Close Settings.

If you want to use your own picture, at Step 4, click Browse, navigate to the picture that you want to use, click on the picture, then Choose Picture.

26. Set which “quick actions” appear on the Taskbar’s far right side (previously known as the Systray).

You can customize the settings to show more or fewer icons on the right side of the taskbar. (In the past, this area was called the System Tray or Systray.) Here’s how:

- a) Open **Settings**.
- b) Click **System**.
- c) Click **Notifications & Actions**. The settings for notifications and quick actions are shown.
- d) In the Quick Actions section on the Taskbar, click *Add or remove quick actions*. A long list (14) of icons is shown. Each has a switch to turn it On or Off.
- e) Set the icons you want displayed to On and the icons you don’t want displayed to Off. The icons that you set to On are immediately shown in the Taskbar’s Action Center.

27. Show important system icons (Clock, Volume, Network, for example) on the Taskbar’s Systray

You can easily tweak which system icons appear in the Taskbar’s systray.

- a) Right-click any open area on the Taskbar and then click **Taskbar Settings**.
- b) On the taskbar settings page, scroll down toward the bottom and click the *Turn system icons on or off* link.
- c) You’ll see a list of system icons. Toggle each one on or off to suit your needs. As you toggle them, the representative icons will either appear or disappear from the system tray.

28. Notifications in the Action Center advise you of important issues at a glance. You decide which ones to allow.

When an important notification appears on your desktop (generally, in the lower right corner of the screen) or when you view it in the Action Center (**Windows key + A**), you can expand it to take action without having to open the related app. If you don't want to take any action, just clear the notification by pressing the X button that appears to the right of the notification.

The Action Center puts important notifications—from your applications and from Windows—right on the taskbar, along with new quick actions, which get you to your most-used settings and applications instantly.

- a) To display the Action Center, click on its taskbar icon or use Windows + A.
- b) The taskbar icon shows a white background when you have a new notification waiting. The icon is by default black when there are no new notifications waiting.
- c) In the *Notifications and Action* section (go to **Settings**, then **System**), you can choose which apps are allowed to provide notifications. Look under *Get notifications from these senders*.

If you want a break from being pestered by notifications, the **Focus Assist** tile (previously called Quiet Hours) in the Quick Actions area is available. You can also silence the Action Center by right-clicking on its taskbar icon and choosing *Focus Assist-off*.

29. Alter your power options for energy savings and convenience

Press **Windows + X**, then *Power Options*. Through this screen, you can alter the time for your display (monitor) to switch off when not being used, while *additional power settings* in the right column will enable you to alter power settings for your computer. (From the left column, select *Choose what the power buttons do* and *Create a power plan*.)

Why should you be concerned about Power Options? Here are some considerations:

- a) If you have finished using your computer for the day, do you shut it down (turn it off), power it down into a Sleep mode, put it into hibernation, or just leave it on? All the evidence suggests that you will save wear-and-tear on your computer as well as save on your electrical costs by not keeping it on 24/7.
- b) Factoring in both energy savings and convenience, experts suggest that you turn off both your computer and monitor if you don't plan to use your computer within the next two hours.
- c) If you don't plan to use your computer within 20-30 minutes, you should place it into sleep mode immediately upon leaving and return from sleep mode with no delay at the touch of a key or a shake of the mouse.
- d) It is also a good plan to set up your Display to turn off after 10 minutes of not being used and have your computer go into sleep mode after 15 minutes.

30. Customize your privacy.

Windows 10 and your apps can get access to lots of personal data and use that information to show personalized information and notifications. For example, apps can access your name, picture, advertising ID, location, contacts, calendar, and more. Luckily, Windows 10 gives you the tools you need to control which personal information is accessed and by which apps.

Here's how to customize several general privacy related settings:

- a) Open **Settings**.
- b) Click **Privacy**. The list of privacy-related settings appears.
- c) Click **General**.
- d) Set the privacy settings that you want to disable to **Off**.
- e) Under *Know your privacy options*, click **Learn more**.

31. 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 Defender Security Center* 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.

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.

32. Don't let Adobe Reader spoil your day. Have PDF (portable document format) files open safely in Microsoft Edge.

For a quicker and safer access to any of the PDF files on any website, you may wish to confirm that the default for all PDF files is WINDOWS EDGE and not ADOBE READER.

To confirm the default, follow these steps:

- a) Go to **Settings** (Windows + I)
- b) Click on **Apps**.
- c) Click on **Default Apps**.
- d) From the right column, scroll down to and click on *Choose default apps by file type*.
- e) In the left column, scroll down to find **pdf**.
- f) From the right column, confirm that Microsoft Edge is the default. If it is not, click on the tile that lists a different default and click on Edge from the list that appears.
- g) Once you have made the change, close the window. Note that the change will be permanent. You will only need to do this procedure once.

For good riddance, you may wish to completely uninstall Adobe Reader and Adobe Flash Player from your system. By default, both are present initially.

- a) Right-click on the Start button.
- b) Click on **Apps and Features**.
- c) On the next screen, move over to the far right column and click on **Programs and Features**.
- d) This action will take you to the screen that houses the legacy apps installed on your computer.
- e) Click on the program(s) you want to uninstall and click on the uninstall button that appears at the top of the list.

33. Move from one of your accounts to the other with just two clicks.

From the Start menu (press Windows key), select your user name/photo (represented by a small orb) in the far left side of the menu. From there, choose: *Change account settings*.

34. Don't go overboard with live tiles*. They consume system resources.

If an app has the option to be a live tile, it means that it can display pertinent information on the face of the tile rather than just a logo. For apps such as Weather or News, this could actually be useful and provide up-to-date information. Most apps, though, don't support any live tile function, and those that do provide very

little useful information. (Note that the more live tiles you have running, the more system resources that are being consumed in accessing the Internet.

*a live tile is an application that has access to the Internet and provides up-to-date data on the face of the tile *as long as it is located in the Start Screen*. Examples of live tiles: weather, news, maps, messaging, and Movies & TV.

35. The best way to conduct a search of data files on your hard drive is via File Explorer, not the Taskbar's Search icon.

The File Explorer (Windows + E) search bar which is located in the upper-right corner of the File Explorer window, always starts with "Search," followed by your current location in File Explorer. This search bar functions differently from the search bar found on the taskbar. First, you can use File Explorer's search bar only to search for files and folders on your computer. Also, the search is performed only in your current location. For example, if you're in Documents and you type the name of a file, Windows 10 searches for it only in the locations found in Documents. Similarly, if you go to the Pictures folder and you type the name of a file, Windows 10 searches for it only in the Pictures folder.

36. Create quick access to the files that matter most.

The age-old shortcut for accessing File Explorer is Windows key + E. An alternative is to have a **This PC** shortcut posted on your Desktop. Double-click on the icon to open the Explorer.

The Quick access page is the shortest route to files you've been working on and folders you often use.

To make sure an important folder shows up in Quick access, right-click the target folder and then select **Pin to Quick access**. A pin icon shows you which folders you've pinned, so it's easy to tell them apart from the rest. They will be prominently clustered at the top of the navigation (left) column.

37. Enable and use the File Explorer's preview pane to preview individual documents, images, and videos.

In File Explorer, you can enable a Preview pane that is shown on the right side of the window. As the name implies, you can use it to preview the contents of certain types of files (text, images, and videos). For example, if you select an image file in File Explorer, you can see a preview of it; if you select a text file, you can preview its contents.

To enable the Preview pane, Open File Explorer (Windows +E) and follow these steps:

- a) In the File Explorer window, click the **View** tab.
- b) In the Panes section, click the **Preview Pane** button. The Preview pane is added to the right side of the File Explorer window.
- c) Select several files one by one. You can preview their contents in the Preview Pane if they are text, images, or videos.

To disable the Preview pane, just follow steps a and b above. The Preview Pane button is a toggle on/off switch.

38. Always show the menu bar in all your windows

A feature that Microsoft left out of Windows 7-10 that was in previous versions of Windows going way back to Windows 95 was the Menu Bar with “File, Edit, View, etc.” options that appeared at the top of each window. Apparently, the Microsoft engineers didn’t think we would want to use it. They were wrong!

Fortunately, there are a couple ways to recover the Menu Bar in all your windows and make it stick.

Just click the Taskbar’s Search Box and type **Folder Options** and then press <Enter>. Click on File Explorer options at the top of the column and then click on the **View** tab if it’s not already selected. Now under the Advanced Settings area, check “**Always show Menus**”. Click **OK**.

You only have to make this adjustment once. From that point on, the change will “stick.”

39. 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 are viewing based on criteria 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.

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

You can set File Explorer to display check boxes near 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 risking 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.
- 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.

41. Select multiple files or folders in File Explorer.

When you are working with files and folders in File Explorer, sometimes you may want to select more than one item. For example, you may want to select a group of files and delete them or select multiple folders and move them to another location. Here's the quickest way to select items in File Explorer:

- a) Click the first file or folder that you want to select.
- b) Press and hold the Ctrl key on your keyboard.
- c) With the Ctrl key still pressed, click each file or folder that you want to select.
- d) Release the Ctrl key after you have selected the items. Each of the selected items is highlighted with a blue bar in File Explorer. Now you can apply commands (via right-click on one of them) like Cut, Copy, or Delete to all selected items.

42. Check folder sizes at a glance.

When you view Windows Explorer (Windows key + E) in Details view, the Size column shows the space consumed by individual files but provides no information on the size of folders.

This information is especially important if you are planning to copy the entire contents of a folder to another medium, e.g., a flash drive.

To find the total size of any folder (or nested folder) contents, right-click on the target folder, and then click on Properties. The total size of that folder's contents will appear.

43. From within the Edge browser, pin a current web page to the Taskbar.

Edge allows you to open the menu (designated by ... three dots in the upper right corner) and select *Pin this Page to the Taskbar* as an icon that's quickly accessible.

44. Change Edge's homepage(s); you can have more than one.

The homepage in Windows Edge is the page that loads automatically each time you start this browser. You can easily change the homepage and make it anything you want. It can be any web page on the Internet. It can be the default page provided by Edge when you installed Windows 10, the current page that's loaded in the active tab, or a new, empty tab.

To change the Edge homepage, follow these steps:

- a) Open Edge.
- b) Click on the three horizontal dots that appear near the upper right corner.
- c) Move down to **Settings**.
- d) Click on Open with *a specific page or pages*.
- e) Select *Custom* from the list that appears immediately below.
- f) In the *Enter a Web Address box*, type the address of your target homepage.
- g) Finally, click the + sign to the right of the homepage you just selected.
- h) When you close and then reopen the Edge browser, you will be taken to your preferred homepage.