

# THE WINDOWS 10 DESKTOP

When you boot your computer you are taken to the Desktop, just like you were in Windows 7 and Windows 8.1. The Windows 10 Desktop is where you can place shortcuts to both legacy programs and modern programs. Earlier editions of Windows did not allow the placement of modern programs on the Desktop. (Windows 8.1 modern app shortcuts could be placed on the Desktop only via a third-party commercial product called Modern Mix.)

Many other desktop improvements from Windows 8 are still here, but you won't have seen them if you've been using Windows 7. The Task Manager (Windows + X, then T) was given an upgrade, so it's easier to see what's using your system resources and managing startup programs.

## **Navigating the Desktop (Windows Key + D)**

Just like in earlier versions of Windows, you can drag individual tiles to any location using the familiar “drag and drop” routine of your left mouse button.

## **Adding important system and user shortcut file icons to the Desktop**

Microsoft (but not computer hardware manufacturers) has chosen to leave the Windows 10 **desktop** bare except for the *Recycle bin*, as it did with Windows 7 and 8.1. You may wish to add some of the system and user-file icons to the Desktop. Right-click on the desktop and select the *Personalize* menu. From there you can click on Themes, then *Desktop icons settings*. Icons that are readily available include: Computer, user's files, network, recycle bin, and control panel. After you have clicked on any of these icons, you can pin them to the Desktop by simply clicking on OK.

## **Pin any file or folder to the desktop via File Explorer**

Also, just like in previous versions of Windows, it is easy to *send to: desktop (create shortcut)* any folder or file that you will find in File Explorer, aka Windows Explorer (**Windows key + E**). Just right-click on the target folder or file.

## **Pin any application to the Desktop**

While in All apps, you can select and left-drag and drop any application (legacy or modern) to the Desktop screen where it will become a shortcut icon.

## **Customizing the looks of legacy tiles (shortcuts)**

As far as visual customizations are concerned, you're basically stuck with whatever the logo is for modern apps (apps developed specifically for Windows 8 and Windows 10), but some legacy apps (they are actually shortcuts) allow for a bit more customization. Right-click on the shortcut icon, click on *properties*, click on *change icon* if the option is available, and complete the steps from there.

### **What to do when a program locks up**

Close the program by pressing **Windows + X**.

Then press **T**. (Note that Task Manager has the T underlined.)

When the Task Manager appears, click on the application causing the trouble and then click **End task**.

### **How to remove multiple shortcuts from the Desktop at one time.**

Click on each of the shortcut icons you wish to remove while holding down on the Control key. This action will highlight or select all that you have selected. Finally, press the Delete key on your keyboard. The deleted items will be sent to the Recycle Bin.