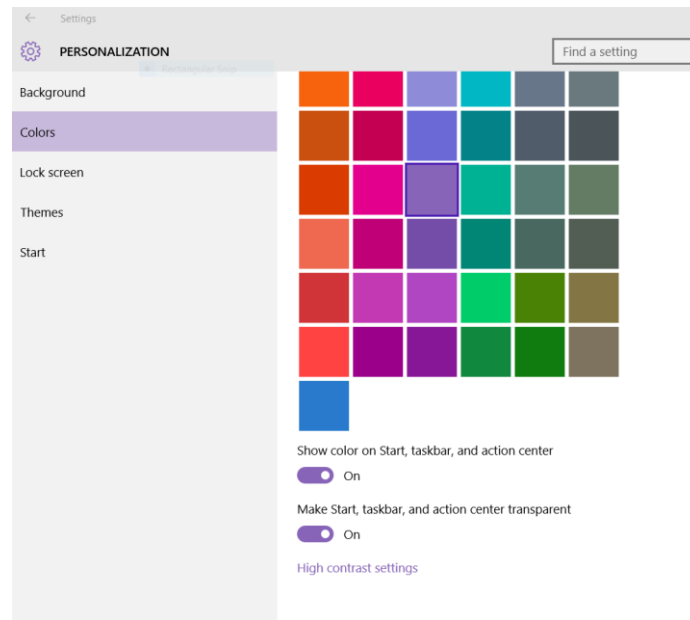


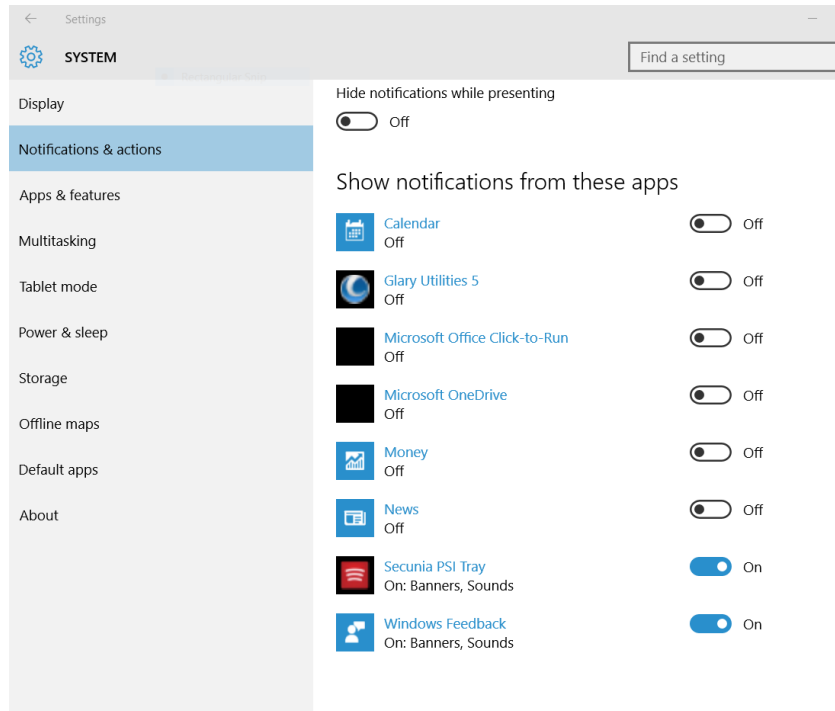
WHAT IS THE WINDOWS 10 ACTION CENTER AND HOW DO YOU USE IT?

Action Center (Windows + A) appears as a vertical panel on the right side of the screen when you tap a button in the Notification tray that appears immediately to the right of the Taskbar's clock.

The icon lights up white when you have a new notification waiting. The Panel is by default black, and active tiles on it take their color from your system color choices. Another new twist is that the whole panel can now be transparent, showing whatever lies behind it. (Windows + I, Personalization, Colors)



You can clear notifications, and tell the PC not to include notifications of specific types. (Windows + I, Settings, Notification and Action)




If you want a break from being pestered by notifications, use the Quiet Hours button. You can silence Action Center by right-clicking on its toolbar icon and choosing "Turn on quiet hours."

Quick Actions

In addition to notifications, the Action Center sidebar gives access to frequently used settings called Quick Actions and there's even an All Settings button that takes you to the new Settings app.

You can easily collapse the settings tiles down to one row of four tiles using the Collapse caret. To change which four Quick Actions appear when you do this, you can head to Settings (Windows + I)/System/Notifications & actions.





← Settings

 **SYSTEM** Find a...

- Display
- Notifications & actions**
- Apps & features
- Multitasking
- Tablet mode
- Power & sleep

Quick actions

Choose your quick actions



[Select which icons appear on the taskbar](#)

[Turn system icons on or off](#)