

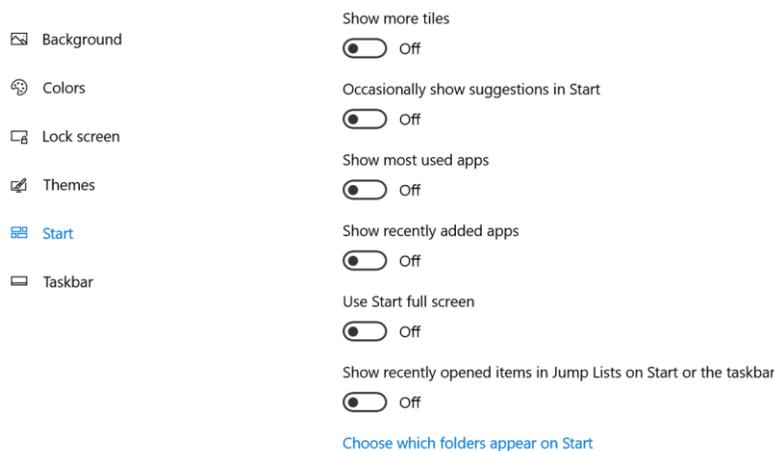
## WHAT YOU WILL WANT TO KNOW ABOUT THE START MENU AND THE START SCREEN

The Start menu looks a bit different from the one in Windows 7, but it has all the features you would expect — a list of all your installed applications as well as power options for shutting down or restarting your PC. Move your mouse to the right edge of the Start menu and you'll be able to access the start screen by simply dragging the pointer either left or right.

### TO DISPLAY THE START MENU

- ✓ Click the Start button on the far left corner of the Windows Taskbar, or
- ✓ Press the Windows logo key  on the keyboard.

The extreme left column of the Start menu features the many options that are available to you. Each can be turned on or off, depending upon which options you wish to use. To control the options, use **Windows key + I**, then **Personalization**, then **Start**. Below is a partial view of the options list. Note also that you can *choose which folders appear on start*.



The main column of the Start menu lists all the applications, listed alphabetically, that are installed on the 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. Simply click on the alpha block that houses your target app. If a letter is not highlighted, it simply means that no app is housed under that particular letter.

## **THE RIGHT-CLICK CONTEXT MENU PROVIDES SPECIAL OPTIONS JUST LIKE BEFORE.**

Previously, when you right-clicked on an object on the Desktop, a vertical context menu would appear which gave you a choice of actions to take. In Windows 10, right-clicking the Start button produces an expanded and specialized set of menu items. (To access the same set of specialized options, press Windows + X.)

## **LAUNCHING AN APPLICATION**

Left-click on an application to open (launch) it. Right-click the application to choose from a broader range of options, which, depending on the app, may include the following:

- ✓ Open
- ✓ Run as administrator
- ✓ Uninstall
- ✓ Pin to Start
- ✓ More
- ✓ Pin to taskbar
- ✓ Remove from this list

Note also that some of the apps may be housed in an associated folder. To open the folder, click on the arrow that appears toward the right side

## **LOCK YOUR COMPUTER, CHANGE YOUR ACCOUNT, OR SIGN OUT**

1. To lock your computer at any time, press Windows + L.
2. On the Start menu, select your user name/photo in the left column of the menu. From there, choose the option you want: Change account settings or Sign out.

## **TO CUSTOMIZE THE START SCREEN**

Simply click and hold the cursor on the right edge of the Start menu and drag it in a staggered way to the size you want. The apps that you have “pinned to start” will be located on the start screen as tiles.

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

You can also pin any application (legacy or modern) 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.

## TO FURTHER PERSONALIZE THE START SCREEN

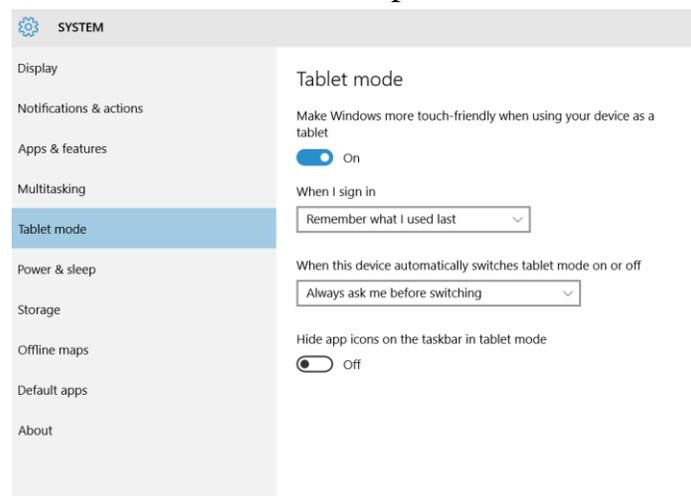
- ✓ Arrange items into groups, move and resize tiles, even change the size of the Start screen itself.
- ✓ Show live updates for certain tiles, such as real-time **weather** in Las Vegas and other locations of interest to you. Another app that's handy to have showing live updates is **News**.

✓

## ADJUST YOUR START SCREEN TILES EASILY IN TABLET MODE

The easiest way to maneuver, reorganize and resize the tiles on your Start screen is to switch to Tablet Mode. Tablet Mode will give you an uninterrupted full screen with which to work. Once you have made your adjustments, you can return to a standard Start screen by turning off Tablet Mode.

One way to get to Tablet Mode: Click on Settings, then System, then Tablet Mode. Turn on Table Mode. Follow these same steps to turn off Tablet Mode.



A second way to turn Tablet Mode on/off is to click on the Notification button located on the far right side of the Taskbar and click Tablet Mode. If you like keyboard shortcuts, try Windows + A.

## HOW TO CREATE TILE GROUPS ON THE START SCREEN

While using the Windows 10 Start screen, you can organize your tiles by creating groups. (You cannot place tiles into folders; however, you can drag and drop the target tiles to the Desktop where they will become shortcuts. As shortcuts, they can be collected into Desktop folders.)

Having your apps contained in a group makes it easier for you to quickly find your favorite apps all in one place.

To create a new group, all you have to do is left drag and drop your chosen tiles to the far right (or left) side of the screen, just until a gray vertical bar appears. After you finish moving your chosen tiles, you should have them clustered into a new group.

### **HOW TO NAME AND RELOCATE YOUR APP GROUPS**

To make it even easier to organize and view your groups, you can give each group a name. In the end, every group you create will have its name displayed on top of a cluster if you so choose. Naming a group is a simple task. Simply click on a blank space immediately above the target cluster and then enter a name for the group in the name bar that will appear. Now click on any blank space on the Start screen and you will be taken back to the normal screen. If you want to move the entire group to another location on the Start screen, drag the cluster by its name bar and move it to a new location.

### **BOOT TO THE START SCREEN FOR YOUR TABLET MODE**

If you are in **Tablet Mode** when you turn off your computer, your computer will boot to the Start Screen at the next startup. Conversely, if you are in standard desktop mode when you turn off your computer, your computer will boot to the Desktop at the next startup.

To enable a Start Screen boot, you will need to enable **Tablet Mode**. To enable it, click on the Notifications icon on the far right side of the Taskbar (or use Windows + A). You will see the Notifications panel open. Click on *Tablet mode*. The Start Screen will be enabled. To see the Start Screen, click on the Windows key or your Start Button.

To turn off the Tablet mode, select Windows + A, then click on the Tablet Mode tile. (The tile acts as a toggle switch and has a light background when turned on. In addition, the background of the Taskbar changes to black.)

### **UNPINNING VS. UNINSTALLING TILES**

Unpinning tiles means that they'll be hidden from the Start screen but will still be accessible in the 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.

## UNINSTALL LEGACY PROGRAMS YOU DON'T USE THE EASY WAY

Right-click on the Start button, then left-click on Programs and Features. 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.

## INSTALL OR UNINSTALL WINDOWS 10 MODERN (STORE) APPS

### Install Windows 10 apps

If you wish to install Windows Store Apps on your Windows 10 computer, you will have to visit the official Windows Store, search for the app, and then download and install it.

Type *store* in the search bar and click on **Store** near the top of the column. (Or, by default, you will have a Store icon on your Taskbar.) Using the search bar located near the upper right corner of the Store's opening screen, search for the target app. Once the Store app is found, click on the **Install** button. If the app is free, you will see **Free** written on the button. The process is rather simple and the installation is quick and straightforward, also.

### Uninstall Windows 10 apps

To remove or uninstall a Windows 10 App which was installed from the Windows Store, right-click on its icon and select *Uninstall*.

The easiest way to uninstall Windows 10 apps is to **type the name of the app in the taskbar search**. Once its icon is displayed in the search result, right-click on it and select **Uninstall**.

That's all! The app will be uninstalled in a few moments.

You can also remove the Store apps via **Settings** (Windows + I), as follows:

1. Go to **Settings**.
2. Click on **System**.
3. Click on **Apps and Features**. The right panel will be populated with the list of preinstalled Windows 10 apps that you can remove.
4. 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 all Windows 10 apps. Microsoft believes that some of them are essential to you, and hence you will not see the Uninstall button next to them.

## **RESIZE TILES**

Once you've decided what apps you want on your Start Screen, it's time to get them organized. Right clicking on a tile on the Start Screen will allow you to resize it and choose if it is a live tile or not. The size of each tile is determined by the app, meaning that some have a large and wide option, while others only have medium or small options.

## **LIVE TILES**

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. Some apps, though, don't support any live tile function. (Note that the more live tiles you have running, the longer it will take your computer to boot since a live tile consumes system resources and take time to access the Internet.)

## **PIN A FOLDER TO THE START SCREEN**

You can right-click on a folder, and *pin to start*. This action will place the target folder on your Start screen!

## **ADD A SPLASH OF COLOR**

Live Tiles bring the Start Menu to life, but it might not feel personalized to your tastes until you've given it a fresh coat of paint. 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, navigate to **Settings > Personalization > Colors**. First, turn off the *Automatically pick an accent color from my background*. 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. You'll then be able to select from a variety of different swatches.

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 works for you.

## **CHOOSE YOUR APP MODE TO COMBAT EYE STRAIN**

If you are concerned about eye strain while looking at a computer screen, consider using the Dark App Mode. Find and try it while you are at the bottom of the Colors page. **Settings > Personalization > Colors**

## **USE THE WINX (WINDOWS + X) MENU**

In Windows 10, a hidden menu, the WinX menu, produces shortcuts to such useful tools and apps as Computer Management, the Control Panel, the Command

Prompt, and the Task Manager. The menu's name comes from the keyboard shortcut that you press to open the menu: Windows+X. Note that each component of the WinX menu has an alpha character underscored. Type the letter to open the chosen tool or app.

You can also open the WinX menu with the mouse or by using touch (if you have a touch screen):

- With a mouse, right-click the Windows key on the taskbar.
- With a touch-sensitive screen, press and hold the Windows key until the WinX menu appears. To start any of the tools available in the WinX menu, simply click or tap them.

## **WHEN A PROGRAM APPLICATION CRASHES AND WON'T RESTART**

If an application crashes once or twice and then won't restart, check to make sure it's not continuing to run. When you can't restart an application after it crashes, it's often because the application is still running (even though it crashed).

To correct the problem:

1. Open the Task Manager. (Right-click the Start button, then click Task Manager)
2. In the **Processes** Tab, look for the program you're trying to start.
3. If it's listed once or more, right-click each listing and choose End Process.
4. Once you eliminate all of the listings, you should be able to restart the application.

## **RUN A PROGRAM AUTOMATICALLY AT STARTUP**

If you always open the same application every time you turn on your computer, it might be to your advantage to place that program (for example, Edge, Gmail, or Microsoft Word) inside the little-used Startup folder that is hidden inside the Windows 10 operating system.

To do so:

1. Click on the Start button in the lower left corner of the Taskbar.
2. Locate the target app that you would like to open at startup.
3. Right-click on the target app and then click on Open File Location. This action will take you to the location of the target's shortcut icon.
4. Right-click on the target's shortcut and click *Copy*. This action will place the shortcut onto the clipboard.
5. Now you can close all open windows to take you back to the Desktop.
6. Press Windows-R to display the Run dialog.
7. Type **shell:startup** into the Open field and click OK or press Enter. This action will open the Startup folder in a new File Explorer window.

8. Right-click on an empty spot in the Startup folder and select **Paste** from the context menu to create a shortcut that points to the file you copied to the clipboard.
9. Close all File Explorer windows and return to the Desktop.
10. When you reboot, the target app that you selected will load.