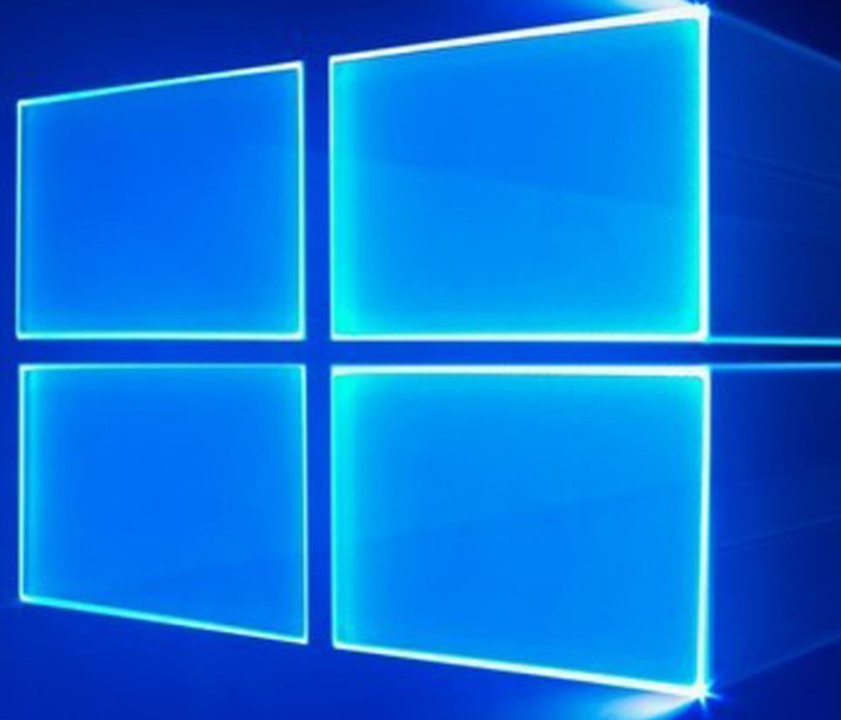Windows 10 Creators Edition

Tips & Tricks

These New Hidden Features Will
Save You Time and Money

In April 2017, Microsoft released the new Windows 10 Creators Edition. Its features will save you hours of time, lower your "frustration temperature" and, at the end of the day, save you money. Because, after all, doesn't work time and frustration saved = money saved? **The following are some helpful tips and tricks you'll find in this eBook:**

How to Confirm Your Version of Windows 10

10 Super-Quick Tricks

The Top Windows 10 Creators Update Shortcuts

How to Always Show File Extensions in the File Explorer

How to Get Rid of Ads in Your Start Menu

How to Change the Name of Your Computer

HOW TO MAKE SURE YOU'RE RUNNING WINDOWS 10 CREATORS EDITION

This is a free update for Windows 10. To check your version of Windows:

- Hold down the **Windows** key and tap the X.
- This will bring up a menu where you can select **System**.
- From here, you'll see the System Menu. At the bottom left click on **About.**
- This will bring up what version of Windows you're running. It should say: **Edition Windows 10 Pro Version 1703**
- If you don't have the Windows 10 Creators Edition Update, simply search online, and you can download it for free.

10 SUPER-QUICK TRICKS

1. Minimize all windows except the active one.

Grab the title bar of the window you want to remain open and move it back and forth quickly (shake it). After a couple of quick shakes, all other windows will minimize, leaving only the window you're shaking open.

2. Quickly open the Properties Menu.

In the File Explorer, hold the **Alt** key and **double-click a file, folder or program shortcut** to open the object's Properties Menu.

3. Pin the Recycle Bin to the Start Menu.

Want your Recycle Bin to be conveniently located in your Start Menu?

- Right-click the **Desktop** Icon
- Click **Pin to Start**

It will appear on the right side of your Start Menu.

4. Scroll any Window.

This is useful if you have a lot of windows open. In Windows 10, you can scroll to any window – even one that's not active (in front of the other windows). It's on by default. But if it's not working:

- Go to **Settings** > **Devices** > **Mouse & touchpad**
- **Toggle to Scroll** inactive windows when I hover over them to **On.**

5. Folders within the Start Menu.

Remember when Word allowed you to have icons in your Start Menu? You can again, and you can now group Start Menu Live Tiles within "folders" by dragging and dropping one tile onto another. If you want all of your Office apps in one location in your Start Menu you can now do this in a small amount of space.

6. Auto Secure your PC when you Step Away.
- Use your Bluetooth to pair your phone with your PC.
- On your Windows 10 PC
  a. Select the **Start** button
  b. Select **Settings**
  c. Select **Accounts**
  d. Select **Sign-in Options**
- Under the **Dynamics** lock:
  a. Select the **Allow Windows to detect when you're away, and automatically lock the device** check box.
- Take your phone with you when you move away from your PC, and it will automatically lock a minute or so after you're out of the Bluetooth range.

7. One-Stop Windows 10 Troubleshooting.

Go to **Settings** > **Update & Security** and click **Troubleshoot**

It will give you a list the common issues most people run into. The wizard-driven system will help you repair what's wrong.

8. Automated Windows 10 Disk Cleanup.
Go to **Settings** > **System** > **Storage** > **Storage Sense On**

From here you can click the settings as you wish to clear up disk space. You can clear up temporary files on apps, clean up your recycle bin and more.

9. Control Taskbar Apps with Keyboard Shortcuts.
If you've pinned programs on the Taskbar, you can quickly open them with the keyboard shortcut **Win** key + [**Number** key] (where the number key corresponds to the position of the program on the Taskbar). To cycle through the programs on your Taskbar (both pinned and open windows). **Win** key + **T** does the trick. (tap "**T**" repeatedly to move through the programs).

10. Privacy Options.
Settings > **Privacy**

Open this up and you'll have several options to choose from. Just turn them On if you wish.

SHORTCUTS FOR WINDOWS 10 CREATORS EDITION

The fastest way to launch any program is with a keyboard shortcut. Windows 10 Creators Edition has many. Here are a few popular ones.

Desktop Shortcuts

"Windows" key – Opens and closes the start menu.
Windows + A – Opens the Action Center configurator.
Windows + D – Hide or show all applications and windows on your desktop.
Windows + E – Launch the file explorer.
Windows + I – Open the configuration tool.
Windows + K – Opens the networking tool.
Windows + L – Lock the computer by activating the unlock screen.
Windows + M – Minimizes all open windows on the desktop.
Windows + O – Locks the orientation of the screen. Useful in working with tablets or hybrids.
Windows + P – Opens the projector for connections to external displays and projectors.
Windows + R – Launches the run tool.
Windows + X – Opens the advanced menu from the lower left corner of the screen, alternative to the start menu.
Windows + Print Screen – Take a screenshot and save it in the image folder.
Windows + – Activate the magnifying glass tool.
Windows + Spacebar – Switches between available input languages and keyboard layouts.

Application Shortcuts

Windows + Left Arrow – Move the active screen to the left half of the screen.

Windows + Right Arrow – Move the active screen to the left half of the screen.

Windows + Up Arrow – Maximizes the active window, both vertically and horizontally.

Windows + Down Arrow – Restores the active window to its initial state, or minimizes it.

Windows + Shift + Up Arrow – Maximizes the active window vertically, maintaining its width.

Windows + Shift + Down Arrow – Restores or minimizes the active window vertically, maintaining its width.

Windows + Home – Minimizes all inactive windows or restores them if you use the combination again.

Windows + Shift + Left Arrow – If you have multiple monitors, move the active window to the monitor on the left.

Windows + Shift + Right Arrow – If you have multiple monitors, move the active window to the monitor on the right.

Alt + Space – Launches the title bar menu of the current window with options to change the size of the window and other specific options of the application.

F11 – Enables or disables the full-screen view of the active window. It only works for applications that support this feature, such as the file browser and most web browsers.

Virtual Desktop Shortcuts

Windows + Ctrl + D – Create a new virtual desktop.

Windows + Ctrl + Left Arrow – Switch to the previous virtual desktop.

Windows + Ctrl + Right Arrow – Switch to the next virtual desktop.

Windows + Ctrl + F4 – Closes the current virtual desktop.

HOW TO ALWAYS SHOW FILE EXTENSIONS IN FILE EXPLORER

Here's how to force File Explorer to always show file extensions. This is valuable because you don't want to accidentally open an executable file.

1. Open the **Control Panel**
2. Select **Appearance and Personalization**
3. Click **Show Hidden Files and Folders**
4. Un-Check **Hide Extensions for Known File Types**
5. Click **OK**

HOW TO GET RID OF ADS IN YOUR START MENU

If you run Windows 10 with default settings, you've probably noticed apps creeping into the right (tile) side of your Start Menu. If you click them it opens up the Store, where you can purchase and download them. These are actually just ads, and you may want to remove them. Here's how.

Go to **Settings** > **Personalization** > **Start** > Set **Off** for **Occasionally Show Suggestions in Start**

HOW TO CHANGE THE NAME OF YOUR COMPUTER

If your computer is new, you might be annoyed by the default name Windows provided. Or maybe you just want to change the one you created a while ago. Here's how to rename your computer.

Go to **System** > **About** > Click **Rename this PC** and type in what you want to name your computer.

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If you have questions about these Tips & Tricks, Windows 10 Creators Edition, or anything IT-related for your business in or around Northern Nevada, contact the experts at Aveir Technology at: 775.329.2400 or sales@aveir.com